

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection at westbranchiowa.org. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**April 4, 2022  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members present: Colton Miller, Jerry Sexton, Jodee Stoolman, Nick Goodweiler and Tom Dean. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, City Attorney Kevin Olson and City Engineer Dave Schechinger. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Chief John Hanna, Parks & Recreation Director Melissa Russell, Library Director Nick Shimmin and Officer Cathy Steen.

### **APPROVE THE AGENDA**

Motion by Dean, second by Goodweiler to approve the agenda. Motion carried on a voice vote.

### **APPROVE CONSENT AGENDA**

Approve Minutes from the March 21, 2022 City Council meeting.  
Approve Sydney Robb as a first responder with the West Branch Fire Department.  
Approve a Special Event Permit Application from Jessi Simon, WBCDG Executive Director.  
Motion to appoint Paula Verlo to the Zoning Board of Adjustment, term expires 12/31/2025.  
Motion to appoint Greg Humrichouse to the Zoning Board of Adjustment, term expires 12/31/2026.  
Temporary Street Closure, Elm Street.  
Claims for 4/4/2022  
Monthly Financial Report (January 2022)

EXPENDITURES	4/4/2022	
ABBY NOELCK	ZUMBA CLASSES	200.00
AE OUTDOOR POWER	MOWER REPAIRS	506.62
ALATORRE LLC	WINDOW CLEANING - CITY BLDG	70.00
AMAZON.COM.CA., INC	UPS BATTERY BACKUP SURGE PROTECTOR	381.78
BAKER & TAYLOR INC	BOOKS	471.38
BAYCOM INC	TABLET DOCKING STATION	993.00
BOOK FARM LLC	BOOKS	570.40
BROWN'S WEST BRANCH	VEHICLE SERVICE	517.86
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,648.00
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
DIAMOND VOGEL, INC	PAINT & PARTS FOR LINE PAINTER	3,526.94
ELITE HOLDING COMPANY	SHIRTS FOR PW	759.30
FUTURE LINE TRUCK BODIES	SALT SPREADER COVER REPAIR	55.85
HI-LINE INC	SHOP SUPPLIES	65.00
JAYME CILEK	CLEANING SERVICES	216.00
JJ NIGHTING COMPANY	VEHICLE FILTERS	101.25
KOCH OFFICE GROUP	COPIER MAINTENANCE	406.67
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,544.88
LINDSAY MURDOCK	BLDG INCENTIVE PAYMENT	1,218.87
LYNCH'S EXCAVATING INC	ROADSTONE SHED PAD, PARKING	300.05
MATT PARROTT/STOREY KENWORTH	OFFICE SUPPLIES	180.00
MCELFRESH, SARA	BLDG INCENTIVE PAYMENT	1,207.19
MOSS, TIM	BUSINESS MEALS WHILE TRAVELING	29.36
MUNDELL, JENNIFER	BLDG INCENTIVE PAYMENT	1,572.23
MUNICIPAL SUPPLY INC	WATER PLANT METERS	5,634.65
NELSON, CATHERINE OR WATER	BLGD INCENTIVE PAYMENT	1,092.12
OLSON, KEVIN D	LEGAL SERVICES - APRIL 2022	1,500.00
PITNEY BOWES INC	POSTAGE METER RENTAL	236.52
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	347.08
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	83.22
PREMIER PARTS TIPTON	MAINTENANCE SUPPLIES	618.56
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	804.75
QUILL CORP	OFFICE SUPPLIES	217.78
SHAY, ALLEN	BLDG INCENTIVE PAYMENT	919.54

STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
USA BLUE BOOK	SEWER TESTING SUPPLIES	279.17
VEENSTRA & KIMM INC	VARIOUS PROJECTS	35,662.60
TOTAL		64,244.62
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/18/2022	59,838.93
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	4/1/2022	43,874.16
PAID BETWEEN MEETINGS		
JOHN DEERE FINANCIAL	UNIFORMS - PW	271.93
MAINSTAY SYSTEMS OF IOWA	LICENSE FOR POLICE FIREWALL	1,105.00
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	500.00
QUILL CORP	OFFICE SUPPLIES	92.72
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	1,226.88
VERIZON WIRELESS	VERIZON WIRELESS	392.52
WELLMARK, INC	FSA ADMIN FEES	178.20
WAGeworks	EMPLOYEE FLEX PLAN	1,026.33
UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE	662.15
WELLMARK	HEALTH INSURANCE	18,968.70
TOTAL		24,466.33
GRAND TOTAL EXPENDITURES		192,424.04

FUND TOTALS		
001 GENERAL FUND		57,008.61
022 CIVIC CENTER		190.74
031 LIBRARY		13,814.87
110 ROAD USE TAX		20,144.76
112 TRUST AND AGENCY		33,214.98
324 WW TREATMT FAC IMP 2021		33,710.00
327 SPONS WATER QUAL IMP 2021		105.05
600 WATER FUND		20,734.89
610 SEWER FUND		12,473.81
950 BC/BS FLEXIBLE BENEFIT		1026.33
GRAND FUND TOTAL		192,424.04

REVENUE-FISCAL YEAR 2022  
FUND JANUARY

001 GENERAL FUND		58,097.72
022 CIVIC CENTER		177.70
031 LIBRARY		414.45
036 TORT LIABILITY		511.49
110 ROAD USE TAX		28,438.34
112 TRUST & AGENCY		3,327.36
119 EMERGENCY TAX FUND		459.29
121 LOCAL OPTION SALES TAX		24,614.78
125 TIF		6,038.87
226 DEBT SERVICE		3,806.51
300 CAPITAL IMPROVEMENT RESERVE		676.25
600 WATER FUND		49,702.89
610 SEWER FUND		62,814.99
740 STORM WATER UTILITY		5,714.65
TOTAL		244,795.29

Motion by Miller second by Sexton to approve the Consent agenda. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE**

**PUBLIC HEARING / NON-CONSENT AGENDA**

**First Reading Ordinance 792 – Amending Chapter 165 of the Code of Ordinances of the City of West Branch regarding Signs in the HCI Zoning District. / Move to action**

Miller said he would like to see a maximum size for free standing signs so as to avoid billboards from being erected. Goodweiler asked if there are currently any signs in the district that are in violation of this new ordinance and how those will be addressed. Olson stated that all existing signs would be ‘grandfathered’, but if they needed to be replaced or changed, the new ordinance would govern. Olson said he would provide the council other size options for the freestanding signs per Miller’s request for the second reading. Laughlin suggested the Council approve the first reading.

Motion by Miller, second by Stoolman to approve the first reading of Ordinance 792. AYES: Miller, Stoolman, Dean Goodweiler, Sexton. NAYS: None. Motion carried.

**Resolution 2022-30 – Setting a date for Consultation and a date for a Public Hearing on the proposed Amendment #5 to the Amended and Restated West Branch Urban Renewal Plan. / Move to action.**

Olson explained that amendment number five would add three additional projects to the urban renewal plan. Those projects are; Parkside BP, Parkside Hills and the former Croell site.

Motion by Miller, second by Dean to approve Resolution 2022-30. AYES: Miller, Dean, Goodweiler, Sexton, Stoolman. NAYS: None. Motion carried.

**Resolution 2022-31- Approve the Preliminary Plat for Parkside Hills – Second Addition. / Move to action.**

Developer, Chad Kuene explained his request to re-subdivide Lot 13 into two commercial lots so that he could sell the lots if needed to individual businesses. Kuene explained that Planning & Zoning requested minimized parking with the option to add more later if needed and to include bicycle parking. Kuene said he has/will comply with their requests. Goodweiler asked if Chestnut Street would remain a private street and Kuene confirmed that it would and that there would be an association set up that would take care of it. Sexton asked what the plans for lot 14 were and if they were similar. Kuene explained that lot 14 would also be subdivided as he confirms the needs of future businesses. He further explained that a second access/exit point would be on Sycamore Drive. The Council had no further questions.

Motion by Goodweiler, second by Sexton to approve Resolution 2022-31. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

**Resolution 2022-32 - Allowing the consumption of alcohol on a public street within the City of West Branch, Iowa from 4:00 p.m. on Saturday June 4, 2022 to 12:00 a.m. on Sunday June 5, 2022 on the 100 block of North Downey Street for a free community concert. / Move to action.**

Miller asked if a police presence was needed for the event and Kofoed shared that Chief Hanna was not in favor of providing that type of over-time service. Simon said her organization is prepared for hiring reserve officers if needed. Sexton asked the area would be fenced off and if children were allowed at the event. Simon indicated that the concert is open to the public and that children are welcome and added that the individual bars would be responsible for checking ID’s of patrons and that fencing would be in place during the event. The Council had no further questions.

Motion by Miller, second by Goodweiler to approve Resolution 2022-32. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

**Resolution 2022-33 – Approving an entertainment contract for Hoover's Hometown Days 2022 in the amount of \$250.00. / Move to action.**

Motion by Dean, second by Sexton to approve Resolution 2022-33. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

**Resolution 2022-34 – Approve the Preliminary Plat for The Meadows Part 3. / Move to action.**

Laughlin said he had reviewed the plat and would like to see additional sidewalks added around the street side of the property on lots one, two and three on Cedar-Johnson and West Main Street. Laughlin said the Council in the past didn’t always make developers install sidewalks where needed and that has caused a disconnect for pedestrians. Brian Boelk, Axiom Consultants (on behalf of the developer Gary Werle), explained that sidewalks were added to the west side of lot five on Cedar-Johnson Rd, along both sides of Valley View Drive and that a pedestrian crossing was added near lot three that crosses West Main Street to the ‘future’ trail on school property. Laughlin disagreed with the pedestrian crossing location and said it should line up with the crossing on the east side of the future round about, near the corner of Cedar-Johnson/West Main Street. The Council discussed other developments were sidewalks were not demanded and wasn’t comfortable with

making this development add sidewalks where they may be impossible to install based on the topography and “sidewalks that go nowhere”. Laughlin also brought up that a turn lane should be added on West Main Street at the entrance to (the proposed) Valley View Drive (south entrance). Laughlin said that the development and potential new businesses will create additional traffic which warrants a turn lane. Laughlin said he didn’t feel that the developer should bear the cost alone but that maybe a cost share could be discussed. After much discussion on the sidewalks and turn lane subject, Olson interjected and suggested that the Council table this agenda item so that an agreement could be written to address future sidewalks and turn lane needs that both parties were agreeable to.

Motion by Sexton, second by Stoolman to table Resolution 2022-34. AYES: Sexton, Stoolman, Dean, Goodweiler, Miller. NAYS: None. Motion carried.

**Resolution 2022-35 – Approve a cleaning services agreement with Jayme Cilek. / Move**

Russell stated that this cleaning service agreement would be for the city park restrooms and that she had budgeted the expense for FY22 and FY23. Russell said that currently part-time staff, herself and public works employees share the task. Russell said by hiring Cilek, it will reduce current staff workloads. Stoolman questioned if 112 hours was enough for the park season and Russell replied that part-time staff does the cleaning during tournaments and felt that the number of hours was adequate. There were no other comments. Motion by Stoolman, second by Miller to approve Resolution 2022-35. AYES: Stoolman, Miller, Sexton, Dean, Goodweiler. NAYS: None. Motion carried.

**Discussion – Building Permit Fees**

Kofoed shared that building permits received in recent months may have been understating their project valuation which is how permit fees are calculated. Kofoed said he discussed the issue with the city’s building inspector on his thoughts. Kofoed said Goerdts recommended using the International Code of Council for determining cost by finished square footage. This prompted additional discussion on what was considered ‘fair’ when using that data which provides a national average versus regional. After further discussion, it was determined that the city calculate the finished square footage at 80% of the national average and several building permits were recalculated. Kofoed asked the Council if they were in favor of the calculation and suggested that the city ordinance and fee schedule be updated accordingly. The Council discussed the suggestion briefly and directed Kofoed to move forward with updating the ordinance language.

**Discussion – Alternative temporary brush pile site**

Goodale said he contacted the property owner of a parcel north of US AutoForce to see if they were willing to let the city use a portion of the site as a temporary brush pile. The owner was agreeable to the temporary use if the city would install a culvert to access the property from Baker Avenue. Goodale said full details of the idea were not yet in place and asked direction from the Council to move forward. Sexton asked if residents would be able to access the site on their own or if it would be locked. Olson encouraged that the site should be limited as to avoid any issues but should be discussed as to what makes the most sense. The Council agreed that Goodale should pursue the idea and bring back a full recommendation and cost estimates.

**CITY ADMINISTRATOR REPORT**

No report.

**CITY ATTORNEY REPORT**

No report.

**CITY ENGINEER REPORT**

Schechinger reported that Herbert Hoover Highway is scheduled to close to through traffic beginning Monday, April 18<sup>th</sup>. He also reported that the DNR gave concurrence for the wastewater treatment facility and that the project will start the first week of June. He also said that Parkside BP was making good progress on their project.

**STAFF REPORTS**

No reports.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin informed the Council that developer agreements were being worked on and finalized for Parkside Hills and a prospective buyer of the Croell site and that they would be seeing something soon to provide comments. Miller said he observed Fire Chief Kevin Stoolman cleaning up the fence line of trash and debris on West Main Street this past weekend and wanted to publicly thank him.

**ADJOURNMENT**

Motion to adjourn by Sexton, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:54 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk