

*(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 18, 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 and City Attorney Kevin Olson. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Chief John Hanna, Parks & Recreation Director Melissa Russell, Library Director Nick Shimmin, Officer Cathy Steen and City Engineer Dave Schechinger.

**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 April 4, 2022 City Council meeting.

Approve a Class C Liquor license with outdoor service and Sunday sales privileges for Cedar's Edge Golf Course Inc., West Branch.

Approve Seal Coat quote for 2022 from LL Pelling

Claims for 4/18/2022

Monthly Financial Report (February 2022)

EXPENDITURES	4/18/2022	
AMAZON	VARIOUS ITEMS - LIBRARY	940.17
AMAZON.COM	VARIOUS ITEMS - PARKS & REC	333.91
BAKER & TAYLOR INC.	BOOKS	518.89
BEAN & BEAN	GRAVE OPENINGS	1,300.00
CAPITAL ONE	VARIOUS ITEMS FOR LIBRARY	226.89
CEDAR COUNTY RECORDER	RECORDING FEES	93.00
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	408.00
DAVID & RENEE HAUGLAND	BLDG INCENTIVE PAYMENT	620.54
DIRK WIENEKE	STUMP REMOVAL - PW	2,410.00
FRED'S FEED & SUPPLY LLC	SUPPLIES	21.98
GATEWAY HOTEL & CONFERENCE	LODGING - KNOCHE	255.36
HAWKINS INC	CHEMICALS	2,218.82
INTERSTATE POWER SYSTEMS	GENERATOR INSPECTION & LABOR	1,048.50
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	806.86
J & M DISPLAYS INC	HHTD 2022 FIREWORKS DEPOSIT	5,000.00
KANOPY	ON DEMAND VIDEO SERVICE	53.00
KLINKKAMMER, MICHAEL & ANGIE	BLDG INCENTIVE PAYMENT	724.97
KNOCHE, REBECCA	TRAVEL REIMBRMNT MEALS, MILEAGE	214.84
LEAF CAPITAL FUNDING LLC	COPIER LEASE - LIBRARY	150.85
LINN COUNTY R.E.C.	STREET LIGHTS	207.80
MENARDS	SUPPLIES-MURAL, SHED, RUT	1,225.00
PETERSON, ADAM & LINDSEY	BLDG INCENTIVE PAYMENT	890.70
PREMIER PARTS TIPTON	SHOP SUPPLIES	123.13
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	270.00
PSC DISTRIBUTION	WATER PLANT REPAIR	14.54
QUILL CORP	OFFICE SUPPLIES	9.54
ROBERT PRATT & MINDY KRAUS	BLDG INCENTIVE PAYMENT	875.37
SPAHN & ROSE LUMBER CO.	BLDG REPAIR SUPPLIES	3,187.80
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
STEFANIE & ANTHONY ARNAMAN	BLDG INCENTIVE PAYMENT	1,334.95
THE HOME DEPOT PRO	SUPPLIES	30.20
THOMAS MARK & JEANETTE	BLDG INCENTIVE PAYMENT	911.14
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	1,424.45
USA BLUE BOOK	FLAGS FOR LOCATES	194.63
WEST BRANCH COMM SCHOOLS	GYM RENTAL	782.50
WEST BRANCH TIMES	ANNUAL SUBSCRIPTION	30.00
TOTAL		28,898.83

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	4/15/2022	59,662.98
PAID BETWEEN MEETINGS		
AE OUTDOOR POWER	MOWER REPAIR	519.04
AT&T MOBILITY	WIRELESS SERVICE	344.16
LIGHTHOUSE HOTEL DEVELOPMENT	HOTEL MARKET STUDY - RETAINER	3,850.00
MIDWEST FRAME& AXLE	TRUCK REPAIR	661.45
STATE INDUSTRIAL PRODUCTS	HAND CLEANER, DEGREASER	166.42
WATCH GUARD VIDEO	BODY CAMERA & ACCESSORIES	980.00
WEX BANK	VEHICLE FUEL	1,870.02
IA INSURANCE DIVISION	CEMETERY ANNUAL FILING REPORT	36.00
WAGWORKS	EMPLOYEE FLEX PLAN	673.40
TOTAL		9,100.49
GRAND TOTAL EXPENDITURES		97,662.30

FUND TOTALS		
001 GENERAL FUND		46,214.33
031 LIBRARY		9,435.14
110 ROAD USE TAX		8,139.22
112 TRUST AND AGENCY		15,517.28
600 WATER FUND		9,316.49
610 SEWER FUND		8,366.44
950 BC/BS FLEXIBLE BENEFIT		673.40
GRAND FUND TOTAL		97,662.30

REVENUE-FISCAL YEAR 2022		
FUND FEBRUARY		
001 GENERAL FUND		34,019.48
022 CIVIC CENTER		209.07
031 LIBRARY		61.10
036 TORT LIABILITY		131.84
110 ROAD USE TAX		27,678.91
112 TRUST & AGENCY		857.63
119 EMERGENCY TAX FUND		118.37
125 TIF		388.55
226 DEBT SERVICE		950.54
300 CAPITAL IMPROVEMENT RESERVE		174.28
500 CEMETERY PERPETUAL FUND		60.00
600 WATER FUND		41,886.88
610 SEWER FUND		62,612.12
740 STORM WATER UTILITY		5,523.35
TOTAL		174,672.12

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

### **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

Jerry Fleagle, Herbert Hoover Foundation addressed the Council and provided an update on the organizations latest and upcoming activities. Fleagle said they are “new in the neighborhood” having purchased the old US Bank building last June. After several renovations, the Foundation moved into their new space in November of 2021. They hosted the festival of trees in their lobby for Christmas Past and have welcomed West Branch CDG and provided office space to them. Fleagle said being on Main Street will give the organization a ‘bigger presence’ in the community. Fleagle said their new home was recently renamed “The Rummells Center”, and added that the former Foundation office space (the yellow house) is for sale for \$1.00 to a buyer who will move it, remove the foundation and fill in the hole. Fleagle also announced a major renovation project the Herbert Hoover Library will undergo later this year. He said the project is expected to be complete in August 2024.

### **PUBLIC HEARING / NON-CONSENT AGENDA**

**Second 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**

City Building Inspector Terry Goerdt provided the Council with additional language clarifying the difference between free standing signs and billboards for consideration. The added language satisfied the councils concerns on the original ordinance language. The ordinance will be updated for the third reading. Motion by Dean, second by Goodweiler to approve the second reading of Ordinance 792 (with the amended language). AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2022-36 – Accepting the deed for real property for use by the City of West Branch for the future dog park expansion. / Move to action.

Kofoed reiterated that the Animal Control Commission would be responsible for raising funds for fencing of the future dog park and that he requested a ‘no-mow’ type of fencing to reduce city maintenance. Miller said he agreed that an expanded park is needed and would allow one park to be closed for maintenance while still keeping the other open for dog owners.

Motion by Goodweiler, second by Sexton to approve Resolution 2022-36. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2022-37- Hiring temporary Parks & Recreation employees for the City of West Branch, Iowa and setting the salary for the positions. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-37. AYES: Miller, Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Discussion – Future sewer rate increase

The city’s financial advisor has prepared additional calculations regarding required future sewer rate increases. The increases will be needed to ensure the city has collected enough money for making their first SRF loan payment expected sometime in 2024. The Council wondered if it was better to raise the rate one time, rather than twice as proposed and what effect that would have if any. The Council suggested making one increase may be better for residents rather than two smaller ones. They also asked if the rate increase could be done in February like the past ones rather than July as proposed. Sexton questioned if the rate increase will cause residents to ‘conserve’ water and if that would affect the projected estimates. Kofoed indicated that future growth in the city should help offset that projection and added that rates would be looked at annually and adjusted accordingly if needed. Kofoed said he would reach back to Speer Financial with the Council’s questions.

Discussion – West Main Street turn-lane

Based on last week’s meeting with a potential developer of The Meadows Part 3 where the Council was split on the turn lane discussion. Laughlin asked the Council to provide direction on the subject of a future turn lane. While it’s clear that the stretch of West Main Street has seen increased traffic with residential development to the north and the high school/middle school expansion, that a turn lane is definitely needed. Sexton reminded the Council of the costs prepared by the West Branch Community School when the turn-lane was discussed in 2020 which ranged from \$250,000 to approximately \$400,000. Schechinger added his comments on the challenges on the turn lane being shifted to the south with the proposed future trail on school property. After further discussion, Councilperson Dean finally stated that if a future developer wanted to have a street come out on West Main Street from this property, they would be responsible for paying for the turn lane and know that property on the north side of the street would need to be acquired for the project. Sexton and Miller agreed with Dean’s statement. Laughlin said that direction that will be given to all future potential developers of that parcel.

**CITY ADMINISTRATOR REPORT**

Kofoed said several nuisance letters were mailed out to residents last week in the Greenview Subdivision and north of Main Street between North First and North Second Streets where he had received the most complaints. Kofoed also reminded the Council that a Development Agreement will be discussed at the May 2<sup>nd</sup> meeting for Parkside Hills.

**CITY ATTORNEY REPORT**

No report.

**CITY ENGINEER REPORT**

Schechinger gave updates on the I-80 widening project, Herbert Hoover Highway closing and the Waste water Treatment Facility. Schechinger said all projects are actively moving along.

**STAFF REPORTS**

No reports.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Sexton asked if an agreement for a temporary brush pile had been developed yet. Goodale said nothing official has yet been determined. Stoolman said she is concerned that with the lack of a brush pile open for residents to take care of their own yard waste will be an extra burden to Public Works. Goodale said that so far, volumes have been about the same, but said its' been cold, so warmer weather will tell the story.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 8:13 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk