

(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**

**May 16, 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, and Finance Officer Heidi Van Auken. City Staff attending via Zoom: Police Chief John Hanna, Library Director Nick Shimmin, Parks & Rec Director Melissa Russell and Officer Cathy Steen.

APPROVE THE AGENDA

Kofoed announced two changes to the agenda prior to its approval. Kofoed said Hazelhasky’s five-day license was now longer pending DRAM insurance and was ready for final approval and that agenda item (K) should list the ‘principal amount not to exceed \$10,203,000’ rather than \$10,203, 00.

Motion by Miller, second by Dean to approve the agenda as amended. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve Minutes from the May 2, 2022 Special City Council meeting.

Approve Minutes from the May 2, 2022 City Council regular meeting.

Approve a Class E Liquor license, Class B Wine, Class C Beer and Sunday sales privileges for Kum & Go LC, dba Kum & Go #254, West Branch.

Approve a Class B Beer Permit, 5 Day License for The Down Under for CDG’s Kick off to Summer event on June 4, 2022.

Approve a Class B Beer Permit, 5 Day License for Hazelhasky LLC dba Herb & Lou’s for CDG’s Kick-Off to Summer event on June 4, 2022. (pending DRAM)

Claims for 5/16/2022

EXPENDITURES	5/16/2022	
ABBY NOELCK	ADULT FITNESS INSTRUCTION	100.00
ADAM KOFOED	IMMI TRAINING MILEAGE	118.61
AMAZON	VARIOUS ITEMS - LIBRARY	1,223.01
AMAZON.COM	VARIOUS ITEMS - PARKS&REC, POLICE	841.60
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	112.48
CATHERINE STEEN	BUSINESS MEALS & MILEAGE	262.84
CEDAR COUNTY COOPERATIVE	FUEL - PW	2,402.26
CEDAR COUNTY RECORDER	RECORDING FEES	7.00
CROELL, INC	MURAL BASE	1,227.90
ELITE HOLDING COMPANY	BB, TBALL, SOFTBALL SHIRTS	2,578.20
GOLD MEDAL CENTRAL IL	CONCESSION SUPPLIES	393.74
HI-LINE INC	SIGN HARDWARE	65.00
HOLIDAY INN DES MOINES	LODGING - VAN AUKEN, BRICK	448.00
HOLLYWOOD GRAPHICS	HOOVER MOVERS TSHIRTS	319.55
ILLINOIS LIBRARY ASSOCIATION	LIBRARY PROGRAM SUPPLIES	634.08
KANOPY	ON DEMAND VIDEO SERVICE	31.00
KILER, KEVIN L OR KAY A	BLDG INCENTIVE PAYMENT	1,312.65
LRS HOLDINGS, LLC	TRASH, RECYCLING, GARBAGE STICKERS	16,911.75
LYNCH'S PLUMBING INC	SAMPLE TAP FOR WATER TESTING	49.20
MCELFRESH, SARA	BASEBALL REGISTRATION REFUND	50.00
MENARDS	BASES & EARTH DAY SUPPLIES	314.91
OLSON, KEVIN D	LEGAL SERVICES MAY 2022	1,500.00
OVERDRIVE INC	DIGITAL AND AUDIO BOOKS	373.96
PIP PRINTING & MARKETING	BLDG INSPECTION FORMS	131.32
PLASTIC RECYCLING OF IOWA	TRASH CANS FOR PARKS	3,574.56
PLAY IT AGAIN SPORTS	BLDG MAINT SUPPLIES CUBBY	341.97
PREMIER PARTS TIPTON	BATTERY FOR POWER TOOLS	276.35
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	121.50
QUILL CORP	OFFICE SUPPLIES	160.33

SPAHN & ROSE LUMBER CO	CEMETERY SHED TRUSSES	2,000.00
STATE HYGIENIC LAB	LAB ANALYSIS	262.50
THE HOME DEPOT PRO	SUPPLIES - LIBRARY	343.52
THE SERVING, LLC	COFFEE FOR FOCUS GROUPS	50.00
ULINE	TABLES FOR PARKS	2,843.16
VEENSTRA & KIMM INC	NPDES PERMIT RENEWAL	1,024.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS	2,409.43
WEX BANK	VEHICLE FUEL	1,493.86
TOTAL		46,310.24
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/13/2022	46,495.04
PAID BETWEEN MEETINGS		
WAGeworks	EMPLOYEE FLEX PLAN	113.37
VARIOUS VENDORS	UTILITY REFUNDS	78.42
GLOBAL PAYMENTS	APRIL CREDIT CARD FEES	624.50
TOTAL		816.29
GRAND TOTAL EXPENDITURES		93,621.57
FUND TOTALS		
001 GENERAL FUND	61,324.06	
031 LIBRARY	7,940.47	
110 ROAD USE TAX	6587.13	
112 TRUST AND AGENCY	5438.67	
600 WATER FUND	5514.2	
610 SEWER FUND	6,703.67	
950 BC/BS FLEXIBLE BENEFIT	113.37	
GRAND FUND TOTAL	93,621.57	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – on Amending the current Budget for Fiscal Year ending June 30, 2022.

Laughlin opened the public hearing at 7:03 p.m. There were no public comments. Laughlin closed the public hearing at 7:04 p.m.

Resolution 2022-47 – Approving amending the current budget for the fiscal year ending June 30, 2022. / Move to action.

Budget amendment reasons: Revenue: additional revenue was added to increase line items; Charge for Service, Intergovernmental Grants, and Licenses and Permits. Revenues sources came from water, sewer, and meter connection fees; youth sports, and school resource officer, ARPA funds and building permit fees. Expense: additional expenses in wages for Police, Public Works and Building Inspections. Additional unexpected expenses for materials/services for replacement of a furnace in Town Hall, replacing automatic doors at the Library, water main repairs and derecho clean-up.

Motion by Miller, second by Goodweiler to approve Resolution 2022-47. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-42 – Approving a Water Tower Maintenance and Inspection Proposal from _____ . / Move to action.

Representatives from both Suez and Maguire Iron addressed the Council with their proposal of services. Maguire Iron said their proposal would stand as previously submitted along with the pricing. Suez, after the last Council meeting re-evaluated their proposal to more closely match the services of Maguire Iron's and ultimately came in at a lower cost. Kofoed asked Melina Kurtz from Suez, if her revised proposal included 'no cost for change orders', and Kurtz confirmed that statement was correct. Tim Moss, Public Works employee said he reviewed both quotes and based on cost, Suez was recommended. Miller commented that

going forward, the city should provide a scope of work requested so that fair quotes are received and that companies don't unfairly get an advantage on pricing their services. He further stated "this shouldn't that hard and as a result, someone got to lower their price".

Motion by Dean, second by Stoolman to approve Resolution 2022-42. AYES: Dean, Stoolman, Sexton, Goodweiler. NAYS: Miller. Motion carried.

Resolution 2022-48 – Setting a date to dispose of public property for the use of TIF. / Move to action.

Motion by Miller, second by Stoolman to approve Resolution 2022-48. AYES: Miller, Stoolman, Dean, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 2022-49 – Resolution of Support of the application of BBCO, LLC for workforce housing funding and pledging city money.

Kofoed said that this resolution would provide as a letter of support (as a state requirement) for BBCO LLC to obtain workforce housing funding. The Council had no comments.

Motion by Sexton, second by Goodweiler to approve Resolution 2022-49. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2022-50 – Approve the Preliminary Plat for The Meadows Subdivision, Part 5, West Branch, Iowa. /Move to action.

The preliminary plat was reviewed by City Engineer Schechinger and Kofoed (after P&Z approval) and all changes requested have been made to their satisfaction. There were no other comments.

Motion by Dean, second by Goodweiler to approve Resolution 2022-50. AYES: Dean, Goodweiler, Sexton, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2022-51 – Approving a broker change to Cottingham Butler for employee benefits and entering a 28e intergovernmental agreement with Iowa Community Trust governmental health and related benefits program. /Move to action.

Kofoed said that he and a few staff members met earlier this spring with Cottingham Butler to discuss the broker change and join the Iowa Community Trust program. Kofoed said he is familiar with the broker who served his former community and said cost savings were recognized immediately. He went to add that by joining the trust, the city (and employees) will see a reduction in costs and more preventative care benefits. Kofoed said staff is aware of the change and employees have been notified.

Motion by Dean, second by Goodweiler to approve Resolution 2022-51. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2022-52 - Adopting a Pay Scale / Move to action.

Kofoed explained that four staff members and two council members met earlier this year to discuss a pay scale for employees of the city. Kofoed said that he conducted a survey of seventeen 'like-size' cities to find out what other cities are paying their employees as compared to West Branch. What the survey indicated, West Branch employees have fallen behind their peers in pay in the absence of a merit pay policy. The results show that some positions are behind, while others are on pace. Kofoed said that by adopting a pay scale and adding certification pay for certain positions may help with employee retention. Miller asked if the city's future growth would support the proposed pay scale. Kofoed replied that he could not 100% say that it will, but further stated that future hiring will be hold until we can afford to. Stoolman stated that unnecessary city projects will need to be cut in order to adequately compensate the under paid employees. Goodweiler voiced his approval for the adopting the pay scale and expressed his surprise at how low some positions are being paid.

Motion by Goodweiler, second by Dean to approve Resolution 2022-52. AYES: Goodweiler, Dean, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-53 –Adopting a merit pay policy. / Move to action.

The Council had no discussion.

Motion by Dean, second by Goodweiler to approve Resolution 2022-53. AYES: Dean, Goodweiler, Sexton, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2022-54 – Authorizing a withdraw of funds in the amount of \$600.00 from Fidelity Bank & Trust for the purpose of petty cash for Cubby Park Concessions. / Move to action.

Motion by Goodweiler, second by Sexton to approve Resolution 2022-54. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2022-55- Resolution to fix a date for a public hearing on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$10,203,000.

Motion by Miller, second by Dean to approve Resolution 2022-55. AYES: Miller, Dean, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

First Reading Ordinance 793 – Amending Chapter 99, titled Sewer Service, section 99.01 “Sewer Service Charges Required”. / Move to action.

Kofoed said he spoke with the city’s financial advisor and the proposed rates are what will be needed to ensure the city has adequate funds available to meet the cities financial obligation. Burger of Speer Financial also suggested that the city use a per one-thousand-dollar rate as that will be fairer to all consumers and easier to adjust in the future. While the council was not in favor of the adjustment, they also realized they had no other choice in the matter.

Motion by Dean, second by Miller to approve the third reading of Ordinance 793. AYES: Dean, Miller, Sexton, Goodweiler. NAYS: Stoolman. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed reported that he is working with the city engineer to finalize plans for the East Side Water Main Project. He also updated on progress on six of eight nuisance properties that have made progress and will be sending second notices to the remaining two.

CITY ATTORNEY REPORT - Absent

CITY ENGINEER REPORT

Schechinger said as final plans are continuing to be completed, new cost estimates are considerably higher and will add approximately eighty-six thousand dollars in concrete and one hundred thousand with the moving of a water main. Schechinger said he will continue to work on the financial impact of the project to the city and will have more information by the next council meeting.

STAFF REPORTS - No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin announced that CDG’s Kick-off to Summer event will be held downtown on June 3rd and 4th and encouraged everyone to attend. Miller commented that he was going through old emails and found one dating back to 2015 regarding the Wapsi Creek widening project and gaining easements. Stoolman said she participated in the Hoover’s Hometown Days visioning/mission project.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:02 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk