

(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**

**June 6, 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 Attorney Kevin Olson, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, and Library Director Nick Shimmin. City Staff attending via Zoom: Finance Officer Heidi Van Auken, City Engineer Dave Schechinger, Officer Cathy Steen.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve Minutes from the May 16, 2022 City Council meeting.

Approve a Class C Beer, Class B Native Wine and Sunday Sales for Parkside Petroleum, LLC West Branch

Approve Cigarette Permit Renewals for FY23

Accept the approval of Zachary Howell as a firefighter / paramedic with the West Branch Volunteer Fire Department

Claims for 6/6/2022

Monthly Financial Report (April 2022)

EXPENDITURES	6/6/2022	
AE OUTDOOR POWER	MOWER PARTS	313.57
ALTORFER INC	PARTS	11.50
AMAZON.COM.CA., INC.	CONCESSION SUPPLIES	153.59
BAKER & TAYLOR INC.	BOOKS	722.96
BROWN'S WEST BRANCH	SERVICE FOR VEHICLE	51.47
DATA443 RISK MITIGATION, I	RANSOMWARE RECOVERY SUBSCRIPTION	178.75
DECKER SPORTING GOODS INC	FIELD LINES PAINT	383.00
HAWKINS INC	CHEMICALS	2,058.63
HEIDI VAN AUKEN	MILEAGE REIMBURSEMENT	20.48
HEMMEN CRAIG OR JEAN	BLDG INCENTIVE PAYMENT	1,018.10
IMPACT7G INC	WIDENING WAPSI CREEK	20,782.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	149.40
JAYME CILEK	CLEANING SERVICES-PARKS	292.50
JOHN DEERE FINANCIAL	SUPPLIES	76.25
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,547.23
LIGHTHOUSE HOTEL DEV	HOTEL MARKET STUDY - FINAL	3,850.00
LINDSAY RACEY	TOWN HALL RESERVATION REFUND	80.00
LYNCH'S EXCAVATING INC	BROKEN PIPE - S 1ST REG HRS	7,112.23
MENARDS	PARKS&REC SUPPLIES	357.18
MUNICIPAL SUPPLY INC.	METERS AND SUPPLIES	4,924.94
OLSON, KEVIN D	LEGAL SERVICES JUNE 2022	1,500.00
OVERDRIVE INC	DIGITAL AND AUDIO BOOKS	227.49
RAINMASTER IRRIGATION	CUBBY PARK IRRIGATION	1,390.00
RUSSELL, MELISSA	CONCESSION SUPPLIES REIMBURSEMENT	138.49
STATE INDUSTRIAL PRODUCTS	FOG TREATMENT FOR LIFT STATION	236.00
THE GAZETTE	SUBSCRIPTION	462.80
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	22,785.55
TOTAL		70,824.11
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	5/27/2022	62,244.00
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ALLIANT ENERGY	9,034.06
CARRIE HOURIGAN	CLEANING SERVICES - LIBRARY	736.00

CEDAR COUNTY COOPERATIVE	FUEL - FIRE DEPT	1,538.24
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	78.95
FASTENAL	BATTERIES	125.38
HEIMAN FIRE EQUIPMENT	UNIFORMS	325.00
KIRKWOOD COMM COLLEGE	TRAINING COURSE FEES - FIRE DEPT	147.00
LINN COUNTY REC	STREET LIGHTS	207.80
LRS HOLDING	PORTABLE SERVICE - CEMETERY	100.00
MENARDS	CEMETERY SHED MATERIALS	3,415.93
OFFICE EXPRESS	OFFICE CHAIRS	715.99
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY OFFICE, TOWN HALL	98.98
UMB BANK	BOND PAYMENTS	838,025.00
COLEMAN FENNER	UMPIRE PAY - 8 GAMES	400.00
SASHA KOENIG	UMPIRE PAY - 8 GAMES	320.00
WAGeworks	EMPLOYEE FLEX PLAN	33.17
UNUM LIFE INSURANCE COMPANY	LIFE INSURANCE	662.64
WELLMARK	HEALTH INSURANCE	18,968.70
TOTAL		874,932.84
GRAND TOTAL EXPENDITURES		1,008,000.95

FUND TOTALS		
001 GENERAL FUND		47,559.39
022 CIVIC CENTER		526.31
031 LIBRARY		9,269.42
110 ROAD USE TAX		8636.26
112 TRUST AND AGENCY		26178.68
226 BONDING		838025
321 WIDENING WAPSI CREEK		23,398.00
324 WW TREATMT FACILITY		5,670.55
326 ROUNDABOUT MAIN & CEDAR		12,974.00
600 WATER FUND		27,173.00
610 SEWER FUND		8557.17
950 BC/BS FLEXIBLE BENEFIT		33.17
GRAND FUND TOTAL		1,008,000.95

REVENUE-FISCAL YEAR 2022
FUND APRIL

001 GENERAL FUND		515,246.86
022 CIVIC CENTER		4,334.63
031 LIBRARY		11,923.83
036 TORT LIABILITY		16,628.60
110 ROAD USE TAX		37,624.20
112 TRUST & AGENCY		108,180.88
119 EMERGENCY TAX FUND		14,933.00
121 LOCAL OPTION SALES TAX		20,910.73
125 TIF		171,573.25
226 DEBT SERVICE		119,505.57
300 CAPITAL IMPROVEMENT RESERVE		21,986.75
500 CEMETERY PERPETUAL FUND		300.00
600 WATER FUND		50,405.80
610 SEWER FUND		69,794.06
740 STORM WATER UTILITY		4,801.50
TOTAL		1,168,149.66

Mayor Laughlin asked for an explanation for the Impact 7G payment. Kofoed responded that the expense will be reimbursed by the SRF grant. Dean asked Chief Hanna if any of the businesses asking for tobacco permits had any violations in the last year. Hanna replied that he was not aware of any violations. 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

Public Hearing - on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement.

Laughlin opened the public hearing at 7:04 p.m. There were no public comments made at the meeting and no comments were received in writing from the public. Laughlin closed the public hearing at 7:05 p.m.

Resolution 2022-62 - Authorizing and approving a Loan and Disbursement Agreement and providing for the issuance and securing the payment of \$10,203,000 Sewer Revenue Bonds, Series 2022. Move to action.

The Council had no comments.

Motion by Dean, second by Goodweiler to approve Resolution 2022-62. AYES: Dean, Goodweiler, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

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

Kofoed announced that language will be added to the ordinance to increase the sewer rates two (2) percent each year beginning January 2023 for inflation costs.

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

First Reading Ordinance 794 - Amending Chapter 69 “Parking Regulations”. / Move to action.

Hanna introduced the ordinance that will prohibit parking on either side of Cedar-Johnson Road. Hanna said that the road is not suitable for parking unless the road is improved. Kofoed asked for Council support for the police department to start enforcing speed and parking violators on this road. Dean asked Hanna to place the city’s speed sign as a warning to driver’s before enforcing the speed and parking changes. Kofoed asked the Council to also consider collapsing one or two of the readings of this ordinance due to growing safety concerns on Cedar-Johnson Rd. Laughlin said the Council will approve the first reading tonight and then take up Kofoed’s suggestion at the next Council meeting.

Motion by Dean, second by Goodweiler to approve the first reading of Ordinance 794. AYES: Dean, Goodweiler, Sexton, Miller, Stoolman. NAYS: None. Motion carried.

First Reading Ordinance 795 – Creating new Chapter 28 – West Branch Tree Commission. / Move to action.

City Administrator Kofoed introduced the new ordinance that will provide guidance and structure for the future tree committee currently being formed. Kofoed said the commission will be an ‘advisory’ commission to the City Council. The council discussed the new chapter briefly but had no changes to the proposed ordinance at this time.

Motion by Goodweiler, second by Dean to approve the first reading of Ordinance 795. AYES: Goodweiler, Dean, Miller, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 2022-56 – Adopting certification requirements and certification incentive pay. / Move to action.

The Council discussed the proposed certification requirements for a Grade 3 Operator and questioned if incentive pay should be granted if the city does not have or need a Grade 3 Waste Water Plant. After some additional discussion on the subject, it was decided that an employee should not be penalized for wanting to further their knowledge and training for the job they perform. Goodale added that it is very difficult to get that certification, and currently only one employee has that certification. Goodweiler asked if the salary resolution (next agenda item) included these incentive certifications increases along with the proposed four percent COLA (cost of living adjustment) and Kofoed confirmed that they do. Sexton asked the question, “how are we going to pay for these salaries”. Miller reminded him that the Council is who directed the City Administrator to do the salary survey and the Council agreed they would comply with the whatever those results would uncover, even if that meant paying the employees at market rate

Motion by Goodweiler, second by Stoolman to approve Resolution 2022-56. AYES: Goodweiler, Stoolman, Sexton, Miller, Dean. NAYS: None. Motion carried.

Resolution 2022-57 – Hiring a temporary part-time Public Works employee for mowing city property for the City of West Branch, Iowa and setting the salary for the position. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-57. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-58 –Setting salaries for appointed officials and employees of the City of West Branch, Iowa for FY23. /Move to action.

Laughlin directed the Clerk to enter \$98,800 for City Administrator Kofoed FY23 salary having completed Kofoed's first performance evaluation. There were no other comments.

Motion by Miller, second by Goodweiler to approve Resolution 2022-58. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

Resolution 2022-59 – Approving the Site Plan for Lot 1, Parkside Hills-Second Addition, West Branch, Iowa. / Move to action.

Miller commented that the development did not have any erosion socks installed on the property to prevent stormwater run-off and stated that the City 'was dropping the ball for not enforcing'. Goodale said that socks were there at one time, but would check again. Sexton asked about parking lot lighting as none was listed on the site plan. Kuene confirmed that lighting will be installed and said he would have the correct site plan resubmitted to the Clerk. Kuene also addressed a recent grass mowing letter received on the undeveloped lots in Parkside Hills and he would like to discuss that matter further with the City Administrator.

Motion by Miller, second by Dean to approve Resolution 2022-59 pending photometrics (parking lot lighting) to be added to the Site Plan. AYES: Miller, Dean, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-60 – Approving the revised Site Plan for Progressive Rehab Associates (Dawson Plaza), Lot 1 of The Meadows, Part 4A. / Move to action.

Laughlin asked the Council if they would require a sidewalk on the south end of the property on West Main Street. The Council discussed and said it didn't make sense to make the developer install a 'sidewalk to nowhere'. Kofoed asked the Council if they were wanting to offer TIF to Progressive Rehab to help pay for the trail as discussed previously with the original Dawson Plaza concept and the Council said 'no'. There were no other comments on this agenda item. Representatives for the project were not present for this meeting.

Motion by Dean, second by Miller to approve Resolution 2022-60. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-61 – Approving a Subdivider's Agreement with The Meadows Inc. for The Meadows Part 5. / Move to action.

This item was tabled because the agreement had not been received by the Clerk prior to agenda being published.

Discussion - Direction regarding capital improvement plan

Kofoed asked the Council for direction in moving forward with the planning on the Eastside Water Main Project. Kofoed proposals included doing the project in one or two phases and raising taxes to accomplish the needed upgrades. Kofoed said improving the east side infrastructure could spur development on that side of town, and without it, no growth could happen. Stoolman stated her opinion was to do it all at once so that a future council can't stop the project. Miller agreed and said the project wouldn't get any cheaper by doing it in two phases and said he was not excited about raising taxes. Goodweiler and Sexton didn't disagree with Stoolman and Miller and Dean said he was committed to the project. Sexton pondered how the city would pay for future city projects such as fixing Main Street, which is definitely something that will need to be done in the future. Kofoed said he is still in discussions with the city's financial advisor and provide more information as he receives it.

Discussion - Review draft temporary land use agreement with Bockenstedt for brush pile drop off site

Kofoed asked the Council on how much public access should be allowed for the temporary brush pile since the property owner is discouraging unmonitored public access for liability reasons. Kofoed said the city office receives frequent requests for access to the brush pile from residents and informed them that recently, someone (illegally) dumped two truckloads of trees and brush at the city cemetery. Kofoed said he is advocating public access to help alleviate some of the issues that are occurring. Miller suggested that the city use the Bockenstedt site for their weekly pick-ups and special large loads, but allow residents access to the temporary site the city is using at the south water tower. Goodale said he will move forward with whatever the Council feels is the best option. Kofoed said he will circle back with Goodale and the property owner and come up with a plan to move forward.

CITY ADMINISTRATOR REPORT - None

CITY ATTORNEY REPORT

Olson said he is moving forward with condemnation of the Gaskill property and working on the Developer's Agreement for the former Croell site.

CITY ENGINEER REPORT

Schechinger reported on the following city projects: Wastewater Treatment facility- Boomerang has had recent staffing changes which will effect the timeline start date; Eastside Water Main project – working on preliminary plans and cost estimates; Roundabout – working with Johnson County on final plans and how to reduce costs to the City; Wapsi Creek Widening – Impact 7G complete with their survey, will be starting channel improvements; keeping busy with residential site plan reviews with continued growth.

STAFF REPORTS - No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stoolman asked Kofoed if raising water rates would help pay for the Eastside Water Main project rather than raising taxes and asked Kofoed to provide some possible rates. Miller said that he noticed two payments on the claims for umpires and asked why the female (umpire) was paid less than the male (umpire) for the same amount of games. Kofoed said he thought it had to do with a difference in certifications but would confirm and report back.

ADJOURNMENT

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

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk