

*(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  
Work Session**

**July 18, 2022  
5:45 p.m.**

Mayor Roger Laughlin called the West Branch City Council work session to order at 5:45 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, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and City Engineer Dave Schechinger. City Staff attending via Zoom: Police Chief John Hanna.

#### Capital Improvements Planning

Maggie Burger, Speer Financial discussed the city's planned and proposed projects and advised them on the city's current and future debt capacity. Planned projects for FY23 identified were: Herbert Hoover Roundabout, East Side Water Main Improvements and Wapsi Creek Widening. Future projects (within the next three to five years) were listed as; Cedar- Johnson Road improvements, Main Street repairs and additional water system improvements. Burger stated her concerns that projects costs could come in higher than expected and that the city's debt capacity would be affected if the East Side Water Main improvements get funded all by GO Bonds.

Burger suggested the following options for the Council to consider: 1) Sell bonds in late November 2022, close and receive proceeds in January 2023. 2) Create an interfund loan on the East Side Water Main project for engineering/planning to certify by December 1, 2022, 3) Consider East Side Water Main in two phases (Phase 1 – paid for with GO Bonds, debt service levy or water revenues, or TIF) and Phase 2 – use SRF loan to pay for this phase.

Laughlin agreed with Burger's proposal and the Council didn't object. Miller asked Kofoed to provide the Council with some options for raising water rates and what that would look like. They also discussed using TIF for all of Cedar-Johnson Rd but that would require the city to own the entire road and that Johnson County would need to be approached on how to make that happen.

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**July 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, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and City Engineer Dave Schechinger. City Staff attending via Zoom: Police Chief John Hanna.

#### **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 July 5, 2022 City Council meeting.

Approve a Class C Liquor license with Sunday sales for Mexico Lindo Inc., dba Mexico Lindo Grill & Cantina effective August 5, 2022.

Accept the resignation from Tom Burger from the Parks & Recreation Commission.

Claims for 7/18/2022

#### EXPENDITURES

7/18/2022

AE OUTDOOR POWER  
AMAZON

MOWER PARTS  
VARIOUS ITEMS - LIBRARY

86.97  
701.92

AMAZON.COM.CA., INC.	CHROMEBOOK & ORGANIZER	439.14
BAKER & TAYLOR INC.	BOOKS	253.99
BEAN & BEAN	GRAVE OPENINGS	3,250.00
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	301.03
CARRIE A HOURIGAN	CLEANING SERVICES - LIBRARY	333.50
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	15,555.32
CEDAR COUNTY COOPERATIVE	LAWN MIX TREE STUMP REMOVALS	190.00
CEDAR CO EMERGENCY MGMT	2022-2023 EMA ASSESSEMENT	11,290.50
CEDAR COUNTY ENGINEER	HAULING ROCK	3,399.89
CEDAR COUNTY RECORDER	RECORDING FEES	84.00
CROELL, INC.	CEMETERY SHED	1,180.35
CURTIS L CASPER	LAWN MOWING - NUISANCE	30.00
DIRK WIENEKE	WEED CONTROL & FERTILIZER	1,770.00
FRED'S FEED & SUPPLY	ANCHORS - LIBRARY	111.85
GRIEBAHN INDUSTRIES	GRIEBAHN INDUSTRIES INC	65.00
ICAD GROUP	FY23 DUES	2,500.00
IMPACT7G INC	WIDENING WAPSI CREEK	9,768.00
INTERSTATE POWER SYSTEMS	BLOCK HEATER REPLACEMENT	1,050.99
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	806.86
IOWA DNR	DUES/MEMBERSHIP	276.35
JAYME CILEK	CLEANING SERVICES-CITY, TH	418.50
JJ NICHTING COMPANY	SHOP PARTS	1,370.00
JOHNSON CO EMERGENCY MGMT	FY23 HAZMAT TEAM 28E AGREE	50.00
JOURNEYED COM INC	ADOBE CREATIVE SUBS LIB, CABLE	839.76
KANOPY	ON DEMAND VIDEO SERVICE	56.00
KIRKWOOD COMM. COLLEGE	FIRST AID/CPR CLASSES - P&R	88.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	313.28
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	207.80
LOGAN CONTRACTOR'S SUPPLY	RENTAL FEE	91.50
LRS HOLDINGS, LLC	TRASH & RECYCLING JUNE 2022	17,006.50
MARC/FREMAREK, INC.	WEED KILLER	745.71
MATT PARROTT/STOREY KENWORTH	RECEIPT BOOKS	230.00
MENARDS	CEMETERY SHED	187.86
MUNICIPAL SUPPLY INC.	METERS	5,142.00
OVERDRIVE INC	DIGITAL AND AUDIO BOOKS	342.96
PARKSIDE SERVICE	TIRE REPAIR	37.53
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - LIBRARY	130.97
RIVER PRODUCTS COMPANY	MTL FOR PEDEN SALT REMOVAL	4,562.45
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
THE HOME DEPOT PRO	BLDG SUPPLIES - P&R	214.78
THOMAS HEATING & AIR	HVAC REPAIR - TOWN HALL	702.25
UTILITY SERVICE CO.	S WATER TOWER MAINT PAYMNT	5,000.00
WEST BRANCH COMM SCHOOLS	SCHOOL BUS RENTAL - SWIMMING	744.80
WEST BRANCH TIMES	LEGAL PUBLICATIONS	664.08
TOTAL		92,774.91
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	7/8/2022	47,686.68
PAID BETWEEN MEETINGS		
GLOBAL PAYMENTS	JUNE CREDIT CARD FEES	830.76
RELIANT FIRE APPARATUS INC	PIERCE VELOCITY PUC PUMPER	813,293.00
WAGeworks	EMPLOYEE FLEX PLAN	297.13
TOTAL		814,420.89
GRAND TOTAL EXPENDITURES		954,882.48
FUND TOTALS		
001 GENERAL FUND	899,324.58	
022 CIVIC CENTER	778.75	
031 LIBRARY	9,165.53	
110 ROAD USE TAX	8,156.99	
112 TRUST AND AGENCY	5,507.85	
321 WIDENING WAPSI CREEK	9,768.00	
600 WATER FUND	16,305.22	
610 SEWER FUND	5,578.43	
950 BC/BS FLEXIBLE BENEFIT	297.13	
GRAND FUND TOTAL	954,882.48	

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

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM – NONE**

**PUBLIC HEARING / NON-CONSENT AGENDA**

Second Reading Ordinance 796 – Amending Chapter 55 – Animal Protection and Control. / Move to action.

Motion by Miller, second by Stoolman to approve the second reading of Ordinance 796. AYES: Miller, Stoolman, Sexton, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-72 – Authorizing the transfer of funds. / Move to action.

Motion by Dean, second by Goodweiler to approve Resolution 2022-72. AYES: Dean, Goodweiler, Sexton, Miller, Stoolman. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT**

Kofoed gave a brief update on the training conference he attended last week. He said discussions were centered around labor force issues and new court cases which may require review of the city code to ensure that it reflective of recent changes in the law.

**CITY ATTORNEY REPORT**

Olson reported on an ongoing nuisance property and that the city may be taking the property owner to court in the near future.

**CITY ENGINEER REPORT**

Schechinger gave updates on various city projects and noted that quite a bit of excavation is going on at the waste water treatment project site.

**STAFF REPORTS**

Goodale brought up an issue in the Loethen Ridge Estates subdivision regarding the detention basin that the developer was supposed to set up a home owners association to maintain the basin and sidewalks surrounding it. Goodale asked the Council for direction. Goodale also mentioned that there are issues with some residential fences that have been placed in a storm water easement at the rear of their properties. Goodale and Kofoed will be addressing the issues.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Goodweiler commented that there is a lack of seating at Wapsi Park and asked if benches could be provided for park visitors.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:30 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk