

(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**

**September 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 Clerk Leslie Brick, Public Works Director Matt Goodale, Library Director Nick Shimmin and Police Chief John Hanna. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Parks & Recreation Director Melissa Russell, City Attorney Kevin Olson and City Engineer Dave Schechinger.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the August 15, 2022 City Council meeting.
Approve minutes from the August 15, 2022 Special City Council meeting.
Approve a Special Event permit – West Branch High School Homecoming Parade
Approve West Branch Fire Department appointment
Approve Christine Humrichouse to West Branch Tree Commission
Claims for 9/6/2022

EXPENDITURES	9/6/2022	
ANTHONY TATMAN	MMPI-2 EVALUATION - POLICE	75.00
BAKER & TAYLOR INC.	BOOKS	959.75
CEDAR COUNTY COOPERATIVE	FUEL - PW	1,052.62
HAWKINS INC	CHEMICALS	2,645.55
HI-LINE INC	HOSES - PW	4,572.58
IOWA LAW ENFORCEMENT ACADEMY	FIELD TRAINING - MURDOCK	580.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	58.50
JAYME CILEK	CLEANING SERVICES-CITY, TH	189.00
KELTEK INC	CAR EQUIP & INSTALL - POLICE	16,859.23
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,565.65
LRS HOLDINGS	WAPSI PARK PORTABLE SERVICE	215.00
MENARDS	BLDG SUPPLIES - P&R	409.29
OLSON, KEVIN D	LEGAL SERVICES & FILING FEE REIMBURSE	1,595.00
PREMIER PARTS	MANUAL BATTERY CHARGER - PW	174.00
WEST BRANCH COMM SCHOOLS	VAN RENTAL - P&R	543.00
TOTAL		31,494.17
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/19/2022, 8/22/2022, 9/2/2022	103,299.94
PAID BETWEEN MEETINGS		
BROWN'S WEST BRANCH FORD	2022 FORD EXPLORER SUV - POLICE	34,755.00
ALLIANT ENERGY	ALLIANT ENERGY	13,911.72
BUSINESS RADIO SALES	RADIO REPAIR AND PARTS	492.80
CEDAR COUNTY COOPERATIVE	FUEL FOR PW & FIRE	2,461.51
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	35.98
FELD FIRE EQUIPMENT	ANNUAL TRUCK SERVICE - FIRE	900.00
HAWKEYE POLYGRAPH	POLYGRAPH SERVICE - POLICE	350.00
IMPACT 7G	WIDENING WAPSI CREEK	17,253.00
IMWCA	IMWCA FY23 INSTALLMENT 2	2,035.00
JOHNSON CONTROLS	FIRE ALARM SERVICE CONTRACT LIBRARY	1,049.51
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LYNCH'S EXCAVATING	GREENVIEW MANHOLE AND EXTENSION	4,460.00
MEDIACOM	CABLE SERVICE	41.90
MIDWEST FRAME & AXLE	WATER PUMP REPAIR - FIRE	774.32
MOTOROLA SOLUTIONS	DASH CAMERA BUNDLE - POLICE CAR	4,279.00
OASIS ELECTRIC	ICE MACHINE INSTALL - FIRE	292.77

PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - CITY	500.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-CITY OFFICE, TOWN HALL	102.98
QUILL CORP	OFFICE SUPPLIES - LIBRARY	11.28
TYLER TECHNOLOGIES	DEDUCTION CODE SETUP	600.00
US BANK CORPORATE	CREDIT CARD PURCHASES	1,991.05
WEST BRANCH REPAIRS	EXHAUST FLOOD REPAIR-FIRE	39.90
WEST BRANCH TIMES	LEGAL PUBLICATIONS & HHTD AD	381.59
DIRK WIENEKE	WEED CONTROL -P&R, FIRE	1,250.00
WAGWORKS	EMPLOYEE FLEX PLAN	367.00
JOHN DEERE FINANCIAL	UNIFORMS - PW	274.95
QC ANALYTICAL SERVICES	LAB ANALYSIS	804.75
STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
VERIZON WIRELESS	VERIZON WIRELESS	403.15
TOTAL		90,197.18
GRAND TOTAL EXPENDITURES		224,991.29
FUND TOTALS		
001 GENERAL FUND	122,174.00	
022 CIVIC CENTER	983.57	
031 LIBRARY	16,241.16	
036 TORT LIABILITY	1,937.87	
110 ROAD USE TAX	14,699.75	
112 TRUST AND AGENCY	21,009.46	
321 WIDENING WAPSI CREEK	17,602.13	
600 WATER FUND	17,213.27	
610 SEWER FUND	11,615.10	
950 BC/BS FLEXIBLE BENEFIT	1,514.98	
GRAND TOTAL	224,991.29	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

CDG's Jessi Simon gave her quarterly report of the groups' activities. Simon said the group has received a grant for fifteen thousand dollars for the purpose of rebranding the West Branch Community Development Group which will also include a new logo. Simon also informed the Council that she just completed the submission of a hundred-thousand-dollar Challenge Grant for the former Presidential Motors building located at 209 E. Main Street. New owners, Todd and Jennifer Walker are planning to move The Serving Café which will provide additional seating and drive thru service. Simon added that former Challenge Grant recipient, the Opera Block is now complete. Simon said that planning has started for Christmas Past which will be held on December 2nd and 3rd.

PUBLIC HEARING / NON-CONSENT AGENDA

Setting a Public Hearing date for October 3, 2022 to consider a request for rezoning 154 Ohrt Street from R-1 to R-2. / Move to action.

Sexton asked for clarification on why rezoning is requested and why the city had a say in what a property owner did with their private property. Staff explained that this request came from the Bowers wanting to build on their vacant lot next to their current property with the intention of combining the two lots for future expansion. Kofoed said currently the lots are zoned differently.

Motion by Miller, second by Dean. AYES: Miller, Dean Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Setting a Public Hearing date for October 3, 2022 to consider a request for rezoning 222 N. 4th Street from R-3 to PUD AND a parcel along the east side of Wapsi Creek owned by the City of West Branch from P-1 to PUD. / Move to action.

Motion by Dean, second by Miller. AYES: Dean, Miller, Goodweiler, Stoolman, Sexton. NAYS: None. Motion carried.

Setting a date for Public Hearing for October 3, 2022 for Amending the Historic Preservation Commission Ordinance – Chapter 25 of the West Branch Code of Ordinances. / Move to action.

Motion by Goodweiler, second by Miller. AYES: Goodweiler, Miller, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-78 – Approving a Temporary Use Agreement with Bedrock LLC for a temporary brush pile location. / Move to action. / Move to action.

Sexton confirmed that the site would not have public access and Goodale confirmed that to be fact per the written agreement with Bedrock LLC. Sexton also asked if the public would be allowed to drop off debris at the city's other temporary location and Goodale said they would if they are large loads, other wise Public Works prefers to use the regular residential weekly pick-up.

Motion by Dean, second by Miller to approve Resolution 2022-78. AYES: Dean, Miller, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-79 -Directing the City Attorney to file an action pursuant to Section 657A.10B of the Code of Iowa for 203 E. Green Street. / Move to action.

Dean asked if the property owner has attempted to contact the City. Kofoed said that he personally, along with the Police of Chief delivered the nuisance notice to the property owner earlier this summer and explained what steps the City would take if the property was not cleaned up. Kofoed further reminded the Council that the property owner also failed to appear in court on two occasions. Miller asked what the other members what “the end gain is for the property”. The majority of the Council felt that if the property would be rehabilitated, they would sell it. Attorney Olson added that if the City did end up selling the property for rehabilitation, they City would be allowed to keep the profits. Motion by Miller, second by Sexton to approve Resolution 2022-79. AYES: Miller, Sexton, Dean, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-80 – Approving a Permanent Easement Agreement with Roger & Connie Laughlin for the relocation of an emergency siren. / Move to action.

Kofoed stated that all details for the agreement were outlined in the staff sheet included in the Council packet. There were no comments.

Motion by Miller, second by Sexton to approve Resolution 2022-80. AYES: Miller, Sexton, Stoolman, Goodweiler. NAYS: Dean. Motion carried.

Resolution 2022-81 - Approving Pay Estimate Number 2 in the amount of \$511,380.70 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 2022-81. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-82 – Approving the West Branch Police Manual. / Move to action.

Hanna said this was just a portion of the new manual being adopted and more policies would be implemented over time. (Due to the number of pages of the manual, it was sent separately to the Council for their review. A copy is available in the Clerk's Office for public inspection.)

Motion by Miller, second by Goodweiler to approve Resolution 2022-82. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2022-83 – Accepting payment of \$300.00 and \$1500.00 civil penalties from Kum & Go #254. / Move to action.

Attorney Olson said that the business has had two violations in 2022. A subsequent violation would be a 30-day license suspension and an additional fine. He added that the Cedar County Sheriff's Office performs the checks who is paid by the State.

Motion by Sexton, second by Goodweiler to approve Resolution 2022-83. AYES: Sexton, Goodweiler, Stoolman, Miller, Dean. NAYS: None. Motion carried.

Discussion – Allowing the City Administrator to post a permanent part-time Public Works position for FY23 (budgeted expense)

Kofoed said that recent staffing changes helped spur the need to re-create the permanent part-time position in the Public Works department as there are many tasks which can be done by part-time staff. Kofoed wanted to remind the Council that permanent part-time positions are IPERS eligible positions. The Council had no concerns or comments and advised Kofoed to proceed with the posting.

Discussion – City Administrator update of police officer recruitment and retention bonus for current officers.

Kofoed explained that the recent police officer search resulted in one qualified candidate which prompted Hanna and him to brainstorm on how to attract and retain police officers now and in the future. While the Council had mixed emotions on how to address the national problem, they didn't want to be "held hostage" by what other cities are doing and paying. Sexton asked if staff had reached out to Cedar (or Johnson) County and what services they may be able to offer. He said he would like to see staff go that direction first. Hanna stated some of the barriers he acknowledges for recruitment are; West Branch officer pay is competitive to other cities our size, on-call time is burdensome although officers are paid, and the residency requirement currently in place, narrows the pool of candidates who may not want to move their families to West Branch. Kofoed asked the Council for direction to move forward with planning and discussing retention and recruitment bonuses. The Council hesitantly agreed but wanted to see what Cedar County could provide at what cost. Kofoed said the one candidate the city interviewed is not a certified officer and will need to go through the academy, which also comes at an expense and its something the Council needs to consider when hiring for this position.

CITY ADMINISTRATOR REPORT

Kofoed said he is investigating possible buy out grants for properties in the floodway and will let the Council know what he can find to help residents and businesses who are affected. He also mentioned re-structuring efforts of the Hoover's Hometown Days planning committee that is in progress for 2023 and beyond. Kofoed said he is meeting with CDG later this week on discussions of a joint position with the City.

CITY ATTORNEY REPORT - Absent

CITY ENGINEER REPORT

Schechinger gave updates various city projects noting no issues and that all are moving along.

STAFF REPORTS – None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stoolman asked Schechinger if the roundabout was designed big enough for fire trucks, farm equipment and school buses. Schechinger stated that all vehicular traffic will be able to navigate the roundabout on the colored portion of the circle that will have sloped curbs designed for larger vehicles. Stoolman also asked if the city had a response for fences placed in city easements. Kofoed, responded that he did not have a formal response for this meeting, but would have an agenda item added for the next Council meeting.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:15 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk