

(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 19, 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, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, Police Chief John Hanna, City Attorney Kevin Olson, City Engineer Dave Schechinger. City Staff attending via Zoom: Library Director Nick Shimmin.

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 September 6, 2022 City Council meeting.
Approve a Special Event permit - Iowa City High Cross County Run, Oct. 1, 2022
Approve a Special Event permit – Fall Fest, Oct. 8, 2022
Claims for 9/19/2022
June Monthly Financial report

EXPENDITURES	9/19/2022	
AMAZON	VARIOUS ITEMS-LIBRARY	923.76
AMAZON.COM	CAR ITEMS - POLICE	241.01
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	72.84
CARRIE A HOURIGAN	CLEANING SERVICES-LIBRARY	368.00
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
CROELL, INC.	GREENVIEW EXT SIDEWALK	1,281.60
DAVID MCILRATH	NUISANCE TREE SERVICE	1,000.00
ECKERMANN, CHARLES	BLDG INCENTIVE PAYMENT	2,147.10
HOLLYWOOD GRAPHICS	VB TSHIRTS YOUTH - P&R	606.60
IMPACT7G INC	WIDENING WAPSI CREEK	4,802.00
IMWCA	IMWCA FY23 INSTALLMENT 3	2,035.00
JAYME CILEK	CLEANING SERVICES-CITY, TH	450.00
JEFFREY & ELIZABETH JOHANNA	BLDG INCENTIVE PAYMENT	2,467.49
KANOPI	ON DEMAND VIDEO SERVICE	16.00
LAUGHLIN, ROGER	SIREN EASEMENT COMPENSATION	3,000.00
LEAF CAPITAL	COPIER LEASE - LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	195.41
LRS HOLDINGS, LLC	TRASH & RECYCLING AUGUST 2022	18,800.75
LYNCH'S PLUMBING INC	WATER PLANT REPAIR	6.40
MOBOTREX, INC	SCHOOL LIGHT BATTERIES	390.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	3.48
PARKSIDE SERVICE	SKIDLOADER TIRE REPAIR	40.00
PITNEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	77.37
PREMIER PARTS TIPTON	FILTERS FOR BLOWER	273.00
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	13.50
QUILL CORP	OFFICE SUPPLIES	408.85
SCOTT ALLEN STUELAND	GREENVIEW EXT STUMP GRINDING	250.00
THE HOME DEPOT PRO	SUPPLIES - P&R	101.09
TYLER TECHNOLOGIES	DEDUCTION & FLEX CODE SETUP	600.00
VEENSTRA & KIMM	LOT SITE PLAN REVIEW	23,685.25
WESTRUM LEAK DETECTION	2022 LEAK DETECTION SURVEY	1,500.00
TOTAL		65,919.52
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/16/2022	52,733.10
PAID BETWEEN MEETINGS		
GLOBAL PAYMENTS	AUGUST CC FEES	888.87
BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 1	756,667.50

BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 2	511,380.70
VARIOUS VENDORS	UB REFUNDS	463.56
AMAZON.COM	VOLLEYBALLS	219.06
ARSL	MEMBERSHIP RENEWAL-LIBRARY	50.00
AT&T MOBILITY	WIRELESS SERVICE	445.88
CITY OF TIPTON REC DEPT	CAMP ACTIVITIES	130.00
IMFOA	CLERK CERTIFICATION-BRICK	50.00
IA PARK & REC ASSOCIATION	MEMBERSHIP & WORKSHOP FEE	340.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	312.56
QUILL CORP	POWER CORD-LIBRARY	27.38
TOTAL		1,270,975.51
GRAND TOTAL EXPENDITURES		1,389,628.13
FUND TOTALS		
001 GENERAL FUND	56,014.39	
022 CIVIC CENTER	40.50	
031 LIBRARY	8,504.61	
036 TORT LIABILITY	1,937.86	
110 ROAD USE TAX	430.00	
112 TRUST AND AGENCY	16,019.66	
304 EASTSIDE WATER MAINS	199.00	
321 WIDENING WAPSI CREEK	5,598.00	
324 WW TREATMENT FACILITY	1,286,708.70	
326 ROUNDABOUT MAIN & CEDAR	3,134.25	
600 WATER FUND	7,037.23	
610 SEWER FUND	4,003.93	
GRAND FUND TOTAL	1,389,628.13	

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

Kelli Rozinek, Daughters of the American Revolution – addressed the Council to inform them that the Daughters of the American Revolution (DAR) is a non-profit, non-political volunteer women’s service organization. DAR members are dedicated to promoting historic preservation, education, and patriotism in communities across the nation. With more than 120 years of tradition, over 930,000 members admitted since its founding, a vast array of service work, a historic National Headquarters building with extraordinary collections, and countless activities taking place locally, nationally and globally. The Open Prairie Chapter is based in Tipton, of which Rozinek is a member and on their behalf is making a request to for the City Council to proclaim September 17th thru September 23rd “Constitution Week”, commemorating the two-hundred fiftieth anniversary of the drafting of the Constitution.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2022-84 – Hiring Lucas Moore as a Police Officer for the City of West Branch and setting the hourly wage for the position until completion of the Law Enforcement Academy. / Move to action.

Hanna said Moore was selected as the city’s next police officer having met all of the requirements. Moore, who is not a certified police officer will need to complete the law enforcement academy which will start in January, which continued employment will be contingent upon successful completion. Hanna said Moore will be sworn in at the October 3rd Council meeting and official start date will be October 4, 2022. Moore will job shadow with the Chief and other officers until he attends the academy. Kofoed added that the final officer training reimbursement agreement contract will be ready for Council approval at the October 3, 2022 meeting. Motion by Dean, second by Miller to approve Resolution 2022-84. AYES: Dean, Miller, Goodweiler, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-85 A resolution approving an amendment to a private redevelopment agreement with BBCO, LLC. (Heritage Hill) / Move to action.

Olson stated that this resolution changes the original phasing of the redevelopment project which is required for BBCO’s financing lender. Sexton asked when the city will deed the property over to BBCO, LLC. Olson responded that it will be done after the developer’s financing has been secured.

Motion by Miller, second by Goodweiler to approve Resolution 2022-85. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.

Discussion – Fences in utility and drainage easements

Kofoed informed the Council that staff has recently determined that several residents have placed fences in drainage and stormwater easements and asked for direction on how the issue should be resolved. Kofoed said that some fences were approved in error by staff and others were either installed without a permit or in error. City Engineer Schechinger explained why storm water easements are placed on properties for proper drainage and that on occasion, city workers may need access to the area for maintenance. He said fences create blockages for water to flow properly across the property and added that any disruption to the drainage area is cause for concern. Members of the Council asked how this issue can be prevented in the future. Kofoed said that part of the issue is staffing time and training on reviewing plats to know if easements exists on each property. Kofoed said that at least ten fences have been identified that are in easement areas. The Council agreed that fences should be moved.

Discussion – Lead Service Line Mandates

Kofoed informed the council of federal mandate coming to all cities that will require them to locate and inventory all lead water service lines within their towns. Kofoed said he wanted to get this item on their radar as it could require funding at some point in the future.

Discussion – Upcoming Budget Amendments and Audit

Van Auken reported on the FY22 annual audit and said the State is finishing up with the final results. Van Auken said that the city did receive comments on segregation of duties, bank reconciliation process for the fire department and staff not amending the budget in a timely fashion with regard to the Food Pantry grant. Van Auken said all comments are minor and do not come with fines or future grant barriers. Van Auken also mentioned that a budget amendment for FY23 will be required. Some of the items noted were due to projects that crossed two fiscal years (Greenview connection), clean-up of Peden's property (not budgeted for FY23), Laughlin easement payment which equates to approximately \$20,000 over budget. Kofoed said that now that he and Van Auken have completed one budget together and have learned a lot about the city, they will be better able to direct staff and minimize the amendments needed.

Discussion – Planning and Zoning Design Standard Updates

Kofoed said he will continue to discuss design standards with the P&Z Commission and have them approve each topic before having a new ordinance is written.

Discussion – Police Staffing Updates

Kofoed and Hanna informed the Council of a recent meeting with Cedar County Sheriff's office regarding providing patrol services and the cost for doing so. Kofoed said more discussions will take place and will provide more options when available.

Discussion – Capital Improvement Plan Progress

Greenview Connection – Goodale said Greenview Drive has been straightened at the new south entrance, rock has been delivered to the site and will be graded this week. He also said a fence on the Lenocho property will be moved during the second week of October by D&N Fence. The council also discussed what should be done with the old part of the street (west side of Greenview) where the street was moved east and if the city should vacate the property to the adjacent owners or continue to maintain. No conclusion was made but the topic will need to be revisited.

Sewer Lagoon – Schechinger provided an update on the new waste water treatment facility and shared photos of the progress.

Wapsi Creek – Schechinger provided an update on the creek widening and possible easement and acquisition areas.

HH Roundabout – Schechinger said he is continually meeting with the school and developer along the project area to coordinate efforts for future improvements.

East Side Watermains – Schechinger said his firm has started surveying for the project.

CITY ADMINISTRATOR REPORT

Kofoed reminded the Council that he will be attending the Iowa League of Cities conference with Mayor Laughlin at the end of September. This is a three-day conference held in Waterloo for elected officials and City Administrators. Kofoed said he was also invited to attend a meeting for the Corridor Area Leaders on October 3rd.

CITY ATTORNEY REPORT

Olson reported that he filed a petition for 203 E. Green Street.

CITY ENGINEER REPORT

Schechinger had no further report.

STAFF REPORTS – None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS - None

ADJOURNMENT

Motion to adjourn by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:46 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk