

(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**

**October 17, 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: Jerry Sexton, Jodee Stoolman, Colton Miller and Tom Dean. Absent: Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, City Attorney Kevin Olson and City Engineer Dave Schechinger. City Staff attending via Zoom: Heidi Van Auken and Melissa Russell. Absent: Nick Shimmin.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

EXPENDITURES	10/17/2022	
AE OUTDOOR POWER	MOWER PART	60.29
AMAZON	VARIOUS ITEMS - LIBRARY	480.23
ARSL	MEMBERSHIP RENEWAL	50.00
BAKER & TAYLOR INC	BOOKS	1,003.11
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	103.33
CEDAR COUNTY RECORDER	RECORDING FEES	59.00
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	85.00
D & N FENCE COMPANY INC	GREENVIEW CONN FENCE DEPOSIT	2,030.00
DAVID & RENEE HAUGLAND	BLDG INCENTIVE PAYMENT	637.60
EMYLEE & RYAN HARNEY	BLDG INCENTIVE PAYMENT	842.23
HI-LINE INC	SHOP SUPPLIES	121.09
IMWCA	IMWCA FY23 INSTALLMENT 4	2,035.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	806.86
IOWA DNR	2023 ANNUAL WATER USE FEE	115.00
IOWA ONE CALL	UTILITY LOCATOR SERVICE	64.80
JAYME CILEK	CLEANING SERVICES-CITY, TH, PARKS	450.00
KANOPY	ON DEMAND VIDEO SERVICE	34.00
LEAF CAPITAL FUNDING LLC	COPIER LEASE - LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	202.50
LRS HOLDINGS, LLC	TRASH & RECYCLING SEPT 2022	17,226.75
LYNCH'S EXCAVATING INC	GREENVIEW CONNECTION	1,155.15
MOORE'S WELDING INC	MOWER BLOCK REPAIR	400.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	301.44
PARKSIDE SERVICE	MOWER TIRE REPAIR	110.32
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	100.00
PREMIER PARTS TIPTON	BATTERY-PW	315.94
SHAY, ALLEN	BLDG INCENTIVE PAYMENT	894.41
SHIMMIN, NICK	CONF TRAVEL-SHIMMIN, KNOCHE	708.15
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
STEFANIE & ANTHONY ARNAMAN	BLDG INCENTIVE PAYMENT	1,290.73
SURVEYING AND MAPPING, LLC	ANNUAL GIS WEBSITE MAINTENANCE	3,600.00
THE HOME DEPOT PRO	BLDG SUPPLIES	151.15
THE NORTHWAY CORPORATION	WELL 2 ABANDONMENT	20,800.00
THOMAS MARK & JEANETTE	BLDG INCENTIVE PAYMENT	811.39
WEST BRANCH TIMES	LEGAL PUBLICATIONS & ADS	734.51
TOTAL		57,962.50
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/14/2022	46,988.83
PAID BETWEEN MEETINGS		
GLOBAL PAYMENTS	SEPTEMBER CC FEES	921.79
AMAZON.COM	AMAZON MEMBERSHIP FEE - PD	129.00
AT&T MOBILITY	WIRELESS SERVICE	364.84
BROWN'S WEST BRANCH	VEHICLE SERVICE - PD	325.16

STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
WEX BANK	VEHICLE FUEL	1,403.46
VARIOUS VENDORS	UB REFUNDS	262.05
METLIFE	INSURANCE	1,493.37
SISCO	INSURANCE	12,289.59
TOTAL		17,425.26

GRAND TOTAL EXPENDITURES 122,376.59

FUND TOTALS		
001 GENERAL FUND		51,538.29
022 CIVIC CENTER		81.00
031 LIBRARY		9,114.32
036 TORT LIABILITY		1,937.87
110 ROAD USE TAX		4,522.81
112 TRUST AND AGENCY		19,319.20
600 WATER FUND		31,467.63
610 SEWER FUND		4,395.47
GRAND FUND TOTAL		122,376.59

REVENUE-FISCAL YEAR 2023
FUND AUGUST

001 GENERAL FUND		54,261.39
022 CIVIC CENTER		425.38
027 MEMORIAL GARDEN PROJECT		
031 LIBRARY		260.89
036 TORT LIABILITY		1.31
110 ROAD USE TAX		25,598.14
112 TRUST & AGENCY		2,408.12
119 EMERGENCY TAX FUND		0.75
121 LOCAL OPTION SALES TAX		21,601.78
125 TIF		25.97
226 DEBT SERVICE		140.77
300 CAPITAL IMPROVEMENT RESERVE		1.09
302 ARPA NEU FUND		186,305.59
500 CEMETERY PERPETUAL FUND		600.00
600 WATER FUND		57,605.76
610 SEWER FUND		81,682.26
740 STORM WATER UTILITY		5,641.49
TOTAL		436,560.69

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Sheriff Warren Wethington, Cedar County addressed the Council on behalf of a request from City Administrator Kofoed and Police Chief John Hanna. Wethington started with “he wants to help West Branch” but also doesn’t have excess staffing to do so. Wethington cited his issues which include short staff, vacations and training that fills up his deputies’ schedules. He offered providing coverage similar to what other cities in Cedar County have to help with some of West Branch’s on-call time while the city’s newest police officer completes his training with a monthly cost of \$6155.00 per month. Wethington offered some weekend hours, but made no promises on how soon that could happen. He added that with the growth that West Branch is seeing and call volume, it was his opinion that the city needs six police officers.

PUBLIC HEARING / NON-CONSENT AGENDA

Second Reading Ordinance 797 – Re-zoning that certain parcel of real property located at 154 Ohrt Street from R-1 Residence District to R-2 Residence District. / Move to action.

No comments.

Motion by Dean, second by Miller to approve the second reading of Ordinance 797. AYES: Dean, Miller, Sexton, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Second Reading Ordinance 798 – Re-zoning that certain parcel of real property located north of E. Main Street and West of N. 4th Street from R-3 Residence District to Planned Unit Development District. / Move to action.

No comments.

Motion by Miller, second by Sexton to approve the second reading of Ordinance 798. AYES: Miller, Sexton, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Second Reading Ordinance 799 – Establishing a Historic Preservation Commission for the City of West Branch Iowa; Providing for the recognition and promotion of Historic Sites and Defining Powers and Duties of the Commission. / Move to action.

No comments.

Motion by Sexton, second by Dean to approve the second reading of Ordinance 799. AYES: Sexton, Dean, Stoolman, Miller. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2022-92 – Hiring Andrew Finnegan as a Streets Maintenance worker for the City of West Branch, Iowa and setting the salary for the position for Fiscal Year 2023. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2022-92. AYES: Dean, Sexton, Miller, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2022-93 – Approving a salary adjustment for Henry (Max) Kober and Logan Cilek for Fiscal Year 2023. / Move to action.

Sexton asked if Kober and Cilek were with the salary adjustment knowing that the new hire was going to making just under what they will be making after having two years of service more with the City. Kofoed said this is their ‘first’ bump and that salaries would be re-evaluated again during the FY24 budget.

Motion by Dean, second by Sexton to approve Resolution 2022-93. AYES: Dean, Sexton, Miller, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2022-94 – Hiring Gerry Brick as a Regular Part-Time Public Works Laborer for the City of West Branch, Iowa and setting the salary for the position for Fiscal Year 2023. / Move to action.

Stoolman questioned why Brick’s salary would not be comparable to that of full-time staff since Brick will performing many of the same duties as a full-timer. Kofoed explained that Brick currently has a full-time job with another city and this position allows flexibility for him to work around his full-time schedule. Stoolman stated that she wanted to go on record “that she does not agree with the pay”. Sexton added that the “city is getting a bargain” (hiring Brick).

Motion by Sexton, second by Dean to approve Resolution 2022-94. AYES: Sexton, Dean, Stoolman, Miller. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2022-95 - Approving Pay Estimate Number 3 in the amount of \$1,265,515.11 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Sexton, second by Dean to approve Resolution 2022-95. AYES: Sexton, Dean, Stoolman, Miller. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2022-96 – Approving a performance contract with Jake McVey, Purple Cow Records Inc. for Hoover’s Hometown Days 2023 in the amount of \$4,500.00. / Move to action.

Kofoed said a friend and supporter of Jake McVey recommended him to perform for Hoover’s Hometown Days to draw in a bigger crowd for the event.

Motion by Dean, second by Sexton to approve Resolution 2022-96. AYES: Dean, Sexton, Miller, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2022-97 – Approving a partial acquisition agreement with the West Branch Community School District. / Move to action.

This acquisition of right-of-way on south side of West Main Street is needed for the round-about project. The West Branch School Board will need to approve the agreement and provide a Quit Claim Deed for the property to the City.

Motion by Miller, second by Sexton to approve Resolution 2022-97. AYES: Miller, Sexton, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Accepting and placing on file – Main Street Executive Director / Community Development Director job description.

CDG's Stacy Waters and Nicki Brick presented the joint CDG/City job description to the Council and provided background information on the group's recent success stories from grants, business development, and community event planning. Their proposal for the position would be for a split of twenty-five hours for CDG and fifteen hours with the city. The proposal includes the city paying for employee benefits (approximately \$21,000 annually) along with an additional \$7400.00 in salary.

Mayor Direction – Setting the date and time for Trick-or-Treat 2022

Laughlin set the date for Monday, October 31, 2022 from 5:00-8:00 p.m.

CITY ADMINISTRATOR REPORT

Kofoed said staff will be starting the strategic planning process for their respective departments and the information will be shared with Council in November. Kofoed also mentioned that he will be meeting with J&M Displays to consider other fireworks package options for Hoover's Hometown Days.

CITY ATTORNEY REPORT - None

CITY ENGINEER REPORT

Schechinger reported on various city projects;

I-80 Widening Project (Eastside) – the city is required to move a water main, but IDOT want the city to hold-off due to some potential issues with moving those utilities. Wapsi Creek Widening – Impact 7G plans have been reviewed, a few adjustments are needed.

WWTF – west lagoon is done, SAGR system is being installed, east lagoons are having sludge removed.

Round-about – ROW acquisitions should be complete within the next couple of weeks, project design is being finalized, project ready to go out for bid in early December, then utilities will start getting moved.

STAFF REPORTS – None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Dean commented that he heard that paving will begin later this week on Hoover Highway although he didn't seem confident that the project was ready. Stoolman admitted she was struggling with how much it would cost the City to have Cedar County cover some of the on-call time.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:05 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk