

(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**

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

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 December 5, 2022 City Council meeting.

Approve a Class C Retail Alcohol license renewal for Hazelhasky LLC dba Herb & Lou's, 105 N. Downey Street.

Board & Commission Appointments/ Reappointments/Resignations:

Accept the resignation of Angie Miller from the Parks & Recreation Commission, term expires 12/31/2022.

Accept the resignation of Brian Pierce from the Parks & Recreation Commission, term expires 12/31/2024.

Accept the resignation of James Ellyson from the Parks & Recreation Commission, term expires 12/31/2023.

Accept the resignation of Jennie Embree from the Zoning Board of Adjustment, term expires 12/31/2022.

Accept the resignation of Neil Korsmo from the Zoning Board of Adjustment, term expires 12/31/2022.

Reappoint Kristin Rood to the Parks & Recreation Commission, term to expire 12/31/2025.

Reappoint Nate Bartz to the Animal Control Commission, term to expire 12/31/2025.

Reappoint Brad Bower to the Planning & Zoning Commission, term to expire 12/31/26.

Appoint Karen Suchomel to the Historic Preservation Commission (honorary member representing Hoover Presidential Foundation).

Appoint Margaret (Peggy) Herman to the Historic Preservation Commission, term to expire 12/31/2025.

Reappoint Elizabeth Seiberling to the Historic Preservation Commission, term to expire 12/31/2025.

Accept Option Period #2 for Contract (14P6021P0005) for the period of January 29, 2023 to January 28, 2024 (Snowplowing and alarm intrusion for the National Park Service and Herbert Hoover National Historic Site).

Approve the October Financial Report

Approve Claims for 12/19/2022

EXPENDITURES	12/19/2022	
ABBY NOELCK	ADULT FITNESS INSTRUCTION	260.00
AMAZON	VARIOUS ITEMS-LIBRARY	476.74
BAKER & TAYLOR	BOOKS	849.17
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	143.45
CARRIE A HOURIGAN	CLEANING SERVICES-LIBRARY	276.00
CASEYS GENERAL STORES	CASEY'S TIF REBATE #7	12,975.00
CEDAR COUNTY COOP	FUEL-FIRE DEPT	1,118.25
CEDAR COUNTY RECORDER	RECORDING FEES	158.00
CEDAR CO TRANSFER STATION	TRASH DISPOSAL	34.00
CROELL, INC.	MAIN ST WATER MAIN REPAIR	1,143.71
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	35.98

EMV HOLDINGS	EMV HOLDINGS TIF REBATE #3	9,495.00
FASTENAL	BATTERIES	125.34
HATFIELD CONCRETE	SIDEWALK REPLACEMENT-LIBRARY	3,800.00
HEIDI VAN AUKEN	MILEAGE REIMBURSEMENT	21.88
HI-LINE INC	SUPPLIES	310.08
IMPACT7G INC	WIDENING WAPSI CREEK	6,456.00
IMWCA	IMWCA FY23 INSTALLMENT 6	2,035.00
IOWA POLICE CHIEFS ASSOC	MEMBERSHIP RENEWAL 2023	125.00
JAYME CILEK	CLEANING SERVICES-CITY, TH	288.00
KANOPY	ON DEMAND VIDEO SERVICE	14.00
KLINKKAMMER, MICHAEL	BLDG INCENTIVE PAYMENT	1,176.02
LINN COUNTY R.E.C.	STREET LIGHTS	202.50
LRS HOLDINGS, LLC	TRASH & RECYCLING NOV 2022	17,408.00
MEADOWS DEV INC	MEADOWS TIF REBATE #1	6,186.00
MPEC	SUPPLIES - PW	581.87
NUTRI-JECT SYSTEMS INC	WW TREATMNT LAGOON SURVEY	3,868.00
OFFICE OF AUDITOR	AUDIT FY21 FINAL INVOICE	6,174.70
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	4.47
PARKSIDE SERVICE	TRUCK TIRES & INSTALL-PW	927.54
PITNEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	77.37
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	50.00
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY, TH	62.06
POLICE LEGAL SCIENCES	LEGAL TRAINING 2023- POLICE	480.00
QUILL CORP	OFFICE SUPPLIES-LIBRARY	41.99
SANDRY FIRE SUPPLY	MULTIGAS DETECTORS	2,054.00
SHIMMIN, NICK	MAX MEGA LICENSE REIMBURSE	22.90
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
STRYKER SALES CORP	2 YR MAINT AGREEMNT-FIRE	1,934.60
U.S. POSTAL SERVICE	LIB ANNUAL PO BOX RENTAL	98.00
UNIFORM DEN	UNIFORMS-POLICE	2,767.78
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	493.04
USA TODAY	ANNUAL SUBSCRIPTION-LIBRARY	398.48
WEST BRANCH COMM DEVELOP	WREATH- L LIBRARY	25.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS	487.95
YOTTYS, INC.	HHTD GOLF CARTS	1,292.00
TOTAL		86,995.37
REGULAR PAYROLL		51,394.86
COUNCIL ANNUAL PAYROLL		10,409.52
FIRE ANNUAL PAYROLL		55,028.02
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	12/9/2022	116,832.40
PAID BETWEEN MEETINGS		
AT&T MOBILITY	WIRELESS SERVICE	364.48
QUILL CORP	OFFICE SUPPLIES-CITY	14.42
WEX BANK	VEHICLE FUEL	1,163.26
GLOBAL PAYMENTS	NOVEMBER CREDIT CARD FEES	896.71
AERO RENTALS INC	BOOM LIFT RENTAL	1,117.00
BOWERS CUSTOM SERVICES	SALT & SAND HAUL	1,125.00
CROELL, INC	FILL SAND	305.42
JOHN DEERE FINANCIAL	SUPPLIES, UNIFORMS-PW	1,429.48
MARC/FREMAREK INC	DE-ICER SPRAY	117.99
MOORE'S WELDING	LEAF VAC REPAIR	245.00
DAVID MCILRATH	TREE CUTTING SERVICES	950.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	377.92
USA BLUE BOOK	WATER PLANT EQUIP TESTING	600.49
METLIFE	INSURANCE	1,567.05
SISCO	INSURANCE	11,654.89
VARIOUS VENDORS	UB REFUNDS	249.88
UMB BANK	GO BONDS INTEREST	60,878.75
FIDELITY BANK & TRUST	ACCIONA LAWSUIT INTEREST	1,610.20
TOTAL		84,667.94
GRAND TOTAL EXPENDITURES		288,495.71
FUND TOTALS		
001 GENERAL FUND	124,514.11	
022 CIVIC CENTER	211.03	
031 LIBRARY	12,254.32	
036 TORT LIABILITY	1,937.87	
Dea110 ROAD USE TAX	7,255.18	

112 TRUST AND AGENCY	24,816.23
125 T I F	28,656.00
226 DEBT SERVICE	62,488.95
321 WIDENING WAPSI CREEK	6,456.00
324 WW TREATMENTT FACILITY	3,868.00
600 WATER FUND	9,826.54
610 SEWER FUND	6,211.48
GRAND FUND TOTAL	288,495.71

REVENUE-FISCAL YEAR 2023
FUND OCTOBER

001 GENERAL FUND	433,242.25
022 CIVIC CENTER	6,576.93
031 LIBRARY	282.69
036 TORT LIABILITY	21,894.64
110 ROAD USE TAX	28,899.14
112 TRUST & AGENGY	102,143.93
119 EMERGENCY TAX FUND	12,563.45
121 LOCAL OPTION SALES TAX	17,972.81
125 TIF	127,977.15
226 DEBT SERVICE	84,684.91
300 CAPITAL IMPROVEMENT RESERVE	18,244.94
324 WW TREATMENT FACILITY	1,265,515.11
500 CEMETERY PERPETUAL FUND	300.00
600 WATER FUND	63,949.44
610 SEWER FUND	93,795.78
740 STORM WATER UTILITY	5,568.55
TOTAL	2,283,611.72

Laughlin suggested that the city increase the snow contract to reflect current salt and sand prices going forward. Kofoed said he would make note of it for next year. Miller asked if Herb & Lou’s had any liquor violations in the last year. Hanna responded that there were no issues that he was aware of.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Motion to accept the resignation of Parks & Recreation Director Melissa Russell. / Move to action.

Laughlin declared many of Russell’s accomplishments during her tenure and wished her well in her future endeavors.

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

Resolution 2022-113 – Approving the proposed job description for the position of Parks & recreation Director. / Move to action.

There were no comments.

Motion by Dean, second by Goodweiler to approve Resolution 2022-113. AYES: Dean, Goodweiler, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2022-114- Approving a Snow Removal Service Contract with Casper Lawn Care. / Move to action.

Laughlin stated that the contract price was a good deal. There were no other comments.

Motion by Miller, second by Sexton to approve Resolution 2022-114. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-115 – Approve the annual agreement in the amount of \$9,040 with the U.S. Geological Survey for the ongoing operation and maintenance of the Streamflow Gaging located on the Wapsinoc Creek at College Street. / Move to action.

Dean asked to be reminded why the city continues the program. Miller said it continues in part because the data help with the city being eligible for stormwater grants. John Nania, USGS (who attended via Zoom), said since the gages were installed in 2015, 2022 collected the second highest rain event. The data collected will

continue to monitor stream flows as the city continues with stormwater management. The data also indicates that the stormwater project the National Park completed in 2020 has had a huge impact with downtown flooding. Sexton asked how this data will help upstream and suggested that the city consider pending the project for a few years due to the current budget constraints. Miller reminded the other members that were not on the Council at the time when the Storm Water Fees were developed, that the fees collected would be used for storm water projects only. He said not enough is collected to warrant paying salaries. Sexton asked how much time staff spends on storm water issues. Goodale estimated he spends ten percent of his time on stormwater issues and Kofoed said he also has spent many hours addressing storm water issues with residents since he came on board in December of 2021. Goodale added that currently, stormwater labor hours are not tracked or compensated for. Kofoed confirmed that fees for this service are paid out of the Storm Water fund. This topic will likely come up again during budget talks for FY24.

Motion by Sexton, second by Miller to approve Resolution 2022-115. AYES: Miller, Stoolman, Dean, Goodweiler. NAYS: Sexton. Motion carried.

Resolution 2022-116 – Approving Pay Estimate Number 5 in the amount of \$479,240.80 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Laughlin asked if the City was using ARPA funds to pay for a portion of this project. Kofoed remind the Council that ARPA funds must be used for water, sewer, infrastructure or broadband projects. It was discussed previously that the ARPA funds would be dedicated to the Eastside Water Main project which would most likely have a higher interest rate. Using the funds to borrow less makes the most sense.

Motion by Miller, second by Sexton to approve Resolution 2022-116. AYES: Miller, Sexton, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 2022-117 – Recommending award of the Contract for the Herbert Hoover Highway Project. / Move to action.

Schechinger said Johnson County’s project manager, Anderson-Bogert will be the project lead on the completion of the Herbert Hoover Highway reconstruction project and that he will be involved as needed if any issues arise. The bid opening occurred on December 13, 2022 and Streb Construction Co., Inc. of Iowa City was the low bidder at \$1,455,593.85. Anderson-Bogert, project lead recommends awarding the contract to Streb Construction. Schechinger said he also approves of the recommendation.

Motion by Dean, second by Miller to approve Resolution 2022-117. AYES: Dean, Miller, Goodweiler, Sexton. NAYS: Stoolman. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed said twenty-three applicants were received for the Park & Recreation Director position. He said an interview committee is being formed and interviews will take place in early January with a potential start date in early February 2023. Kofoed remind the Council of the budget work sessions scheduled for January and encouraged all to attend.

CITY ATTORNEY REPORT – Olson reported that he filed the condemnation paperwork today for the Wapsi Creek Widening project. Olson said the next steps is for Cedar County to assemble the Condemnation Board who will review the city’s offer, meet at the property, and propose a cost estimate. Olson said that once the financial amount has been determined and the City makes the deposit with the Sheriff, the city can access the property and move forward with their project. Olson estimated that this process will be completed in early February 2023.

CITY ENGINEER REPORT

Schechinger reported on a few projects and said preliminary plans have been given to Goodale for the Eastside Water Main project.

STAFF REPORTS – None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said he would like to schedule City Administrator Kofoed's annual review in January or early February. Laughlin suggested the having the review on February 6th ahead of the regular Council meeting. The Council members had no objections.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:37 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk