

(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**

**March 20, 2023
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, and Nick Goodweiler. Absent: Jodee Stoolman and Tom Dean. City Staff present: City Clerk Leslie Brick, Public Works Director Matt Goodale, Parks & Recreation Director Matt Condon and City Attorney Kevin Olson. Staff attending via Zoom: City Administrator Adam Kofoed and Police Chief John Hanna. Absent: Kevin Stoolman, Heidi Van Auken and Nick Shimmin.

APPROVE THE AGENDA

Motion by Sexton, second by Miller to approve the agenda.

APPROVE CONSENT AGENDA

Approve minutes from the March 6, 2023 City Council meeting
Approve a Special Event Permit for Main Street West Branch for Kickoff to Summer 2023
Appoint Evie White to the Parks & Recreation Commission, term expiration 12/31/2024
Approve the January Monthly Financial Report
Approve Claims for 3/20/2023

EXPENDITURES	3/20/2023	
AMAZON.COM	PROGRAM SUPPLIES-LIBRARY	822.09
BAKER & TAYLOR	BOOKS	151.49
BOWERS CUSTOM SERVICES	SAND HAUL TO PW SHOP	625.00
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	250.00
CEDAR CO TRANSFER STATION	TRASH DISPOSAL	85.00
CJ COOPER & ASSOCIATES	DRUG TEST-PW	105.00
CROELL	SAND	160.97
HAWKINS	CHEMICALS	3,039.50
HI-LINE	PARTS & SUPPLIES	206.57
HINTON, DANYA	SOFTBALL REG REFUND	60.00
ILLINOIS LIBRARY ASSOC	LIBRARY PROGRAM SUPPLIES	158.70
JOHNSON, WENDY & TODD	SOFTBALL REG REFUND	60.00
KANOPY	ON DEMAND VIDEO SERVICE	39.00
KIESLER POLICE SUPPLY	AMMO SUPPLIES	328.34
LAGUNAS, KALINA	SOFTBALL REG REFUND	60.00
LRS HOLDINGS	TRASH & RECYCLING FEB 2023	17,482.25
MACQUEEN EQUIPMENT	STREET SWEEPER BROOMS	840.10
MERCY IOWA CITY PHYSICIAN	PHYSICAL - CONDON	42.00
MPEC	PARTS & SUPPLIES	405.13
NASH, KERRI	SOFTBALL REG REFUND	60.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	465.68
QC ANALYTICAL SERVICES	LAB ANALYSIS	505.75
RECDESK	SUBSCRIPTION & FIN EXTRACT	7,000.00
ROOD, KRISTIN	P&R REGISTRATION REFUND	25.00
SENO, ERIN	SOFTBALL REG REFUND	60.00
SPAHN & ROSE LUMBER	SIGN REPLACEMENT SUPPLIES	75.66
STATE HYGIENIC LAB	LAB ANALYSIS	40.50
TYLER TECHNOLOGIES	TAX SERVICES FOR 2022	3,050.00
VEENSTRA & KIMM	FUTURE LAND USE PLANNING	696.50
ZIEHR, SARA & SCOTT	SOFTBALL REG REFUND	60.00
TOTAL		36,960.23
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/17/2023	53,949.71
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 3/13/2023	78.31
ALLIANT ENERGY	ALLIANT ENERGY	11,668.47

AT&T MOBILITY	WIRELESS SERVICE	364.72
BOUND TREE MEDICAL	MEDICAL SUPPLIES	948.33
CEDAR CO FIREFIGHTERS ASSOC	2023 MEMBER DUES	15.00
CLIA LAB PROGRAM	CERTIFICATE FEE	180.00
CULLIGAN WATER TECH	WATER SOFTENER SERVICES	29.99
FELD FIRE EQUIP	TRUCK SERVICE - FIRE	1,025.00
FRONTLINE PLUS FIRE & RESCUE	WARNING SIRENS MAINT SERV	600.00
LINN COUNTY REC	STREET LIGHTS	202.50
MATT PARRORR	LASER CHECKS	442.27
MED COMPASS	FIRE DEPT PHYSICAL EXAMS	3,275.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS & AD	633.95
GLOBAL PAYMENTS	FEB CREDIT CARD FEES	1,026.44
DEPT OF TREASURY	941 TAX WITHHOLDING	347.42
BBCO LLC	HERRING PROPERTY PURCHASE	150,000.00
AMAZON	VARIOUS ITEMS	469.74
BAKER & TAYLOR	BOOKS	349.20
CARRIE HOURIGAN	CLEANING SERVICES-LIBRARY	368.00
JOHN DEERE FINANCIAL	SUPPLIES-PW	308.46
JOURNEYED	MICROSOFT OFFICE LICENSE	53.07
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,570.72
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
VERIZON WIRELESS	VERIZON WIRELESS	411.98
WEX BANK	VEHICLE FUEL	1,272.35
TOTAL		175,884.00
GRAND TOTAL EXPENDITURES		266,793.94

FUND TOTALS		
001 GENERAL FUND	66,548.54	
022 CIVIC CENTER	789.78	
031 LIBRARY	9,703.87	
110 ROAD USE TAX	8,462.02	
112 TRUST AND AGENCY	12,305.36	
312 DOWNTOWN EAST REDEV	150,000.00	
600 WATER FUND	11,636.74	
610 SEWER FUND	7,347.03	
GRAND FUND TOTAL	266,793.34	

REVENUE-FISCAL YEAR 2023		
FUND JANUARY		
001 GENERAL FUND	41,277.05	
022 CIVIC CENTER	353.45	
031 LIBRARY	321.71	
036 TORT LIABILITY	238.56	
110 ROAD USE TAX	24,849.37	
112 TRUST & AGENCY	3,238.06	
119 EMERGENCY TAX FUND	136.87	
121 LOCAL OPTION SALES TAX	23,659.08	
125 TIF	3,081.74	
126 TIF LMI MEADOWS PT 4	1,336.08	
226 DEBT SERVICE	1,439.24	
300 CAPITAL IMPROVEMENT RESERVE	198.79	
324 WW TREATMENT FACILITY	1,245,319.77	
500 CEMETERY PERPETUAL FUND	300.00	
600 WATER FUND	60,562.50	
610 SEWER FUND	74,874.52	
740 STORM WATER UTILITY	6,669.00	
TOTAL	1,487,855.79	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Hanna, at the Council's request investigated pros and cons of adding traffic cameras at Exit 254 on I-80. Hanna said data shows that automated traffic enforcement cameras does slow the traffic and that cameras would generate a lot of revenue for the city, however it would also increase staffing. Hanna suggested that the Council

review the information provided and wait on a decision regarding the current bill being deliberated at the State level to ban traffic cameras. Sexton said he was surprised at how much additional time the cameras would add to an already overextended staff. The Council decided that the subject should be tabled and reconsidered in the future.

PUBLIC HEARING / NON-CONSENT AGENDA

Discussion – minor budget changes (due to SF181)

Kofoed said Senate File 181 (an Act relating to property taxes and income taxes by modifying the calculation of assessment limitations for certain property, amending provisions relating to certain tax withholding requirements and tax credits, and including effective date and retroactive applicability provisions) caused the County to have to re-calculate valuations for fiscal year 2024. This re-calculation had an approximate (negative) thirty-eight-thousand-dollar effect on the city's already strained budget. In turn, the original proposed budget was adjusted and cuts have been made to the city owned civic center, fire department and a few small city projects which is reflected in the proposed budget form.

Resolution 2023-21 – Adopting the Final Proposed Fiscal Year 2024 Annual Budget and Ordering a Notice of Public Hearing for April 3, 2023. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-21. AYES: Miller, Sexton, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-22 – Approving a 60-Month Lease Agreement with Koch Brothers on a Lanier IM C4500 Copier for \$132.00 per month plus a monthly service charge based on number of copies. / Move to action.

Miller asked if other proposals were received for comparison purposes. Brick said that staff had solicited proposals from three different companies and that Koch was the least expensive and provided a similar machine. She said that staff felt that the lease option was the best option based on the current budget situation. Brick added that the current machine is having some mechanical issues and that replacement parts are no longer available. Miller also asked if the per copy price was comparable to what the city is paying currently. Brick confirmed that they are similarly priced.

Motion by Miller, second by Goodweiler to approve Resolution 2023-22. AYES: Miller, Goodweiler, Sexton. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-23 – Allowing the Consumption of Alcohol on a Public Street within the City of West Branch on Saturday, June 10, 2023 from 4:00 p.m. to midnight on the 100 block of North Downey Street for a free community concert. / Move to action.

Miller asked if the Chief had any issues from last year's event. Hanna responded that the only complaint received was for noise (at 7:30 p.m.), and commented that it was a well-run event and he had no issues with the request.

Motion by Miller, second by Goodweiler to approve Resolution 2023-23. AYES: Miller, Goodweiler, Sexton. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-24 – Support of the application of BBCO, LLC for funding via the Workforce Housing Tax Credit Program and Pledging City Monies for the same. / Move to action.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-24. AYES: Sexton, Goodweiler, Miller. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-25 – Setting a Date for a Public Hearing on the Intent to Vacate a Portion of Green Street and to Dispose of the City's Interest in the same. / Move to action.

Olson said the particular part of the street is currently unused and has no value to the city and recommended proceeding with the partial street vacation.

Motion by Miller, second by Sexton to approve Resolution 2023-25. AYES: Miller, Sexton, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-26 - Approving Pay Estimate Number 7 in the Amount of \$151,883.91 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-26. AYES: Miller, Sexton, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2023-27 – Approving a Legal Services Agreement and Authority to Represent with Lynch Dallas, P.C. / Move to action.

Kofoed said the agreement is for updating the city’s employee handbook which has not been updated since 2016. Kofoed said employee handbooks should be reviewed every five years as employment laws change from time to time and it now necessary to do a full review. Miller asked if he had an estimated total cost for the update. Kofoed said he didn’t anticipate it to be more than twenty-five hundred dollars.

Motion by Miller, second by Sexton to approve Resolution 2023-27. AYES: Miller, Sexton, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Motion to accept the resignation of Library Director Nick Shimmin. / Move to action.

Laughlin and the Council thanked Shimmin for his years of service. Shimmin accepted a position with the North Liberty Public Library and will be leaving the City at the end of March.

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

Discussion:

Public Works Director, Matt Goodale - Direction on the purchase of a leaf vacuum

Goodale said the city’s leaf vac caught fire last October during a daily leaf collection. The public works crew operating the vac was not able to put the fire out themselves and the West Branch Fire Department was called. The leaf vac ended up being a total loss. The insurance has estimated its value to be approximately \$39,000. Goodale said he would like to put that money towards the purchase of a new vac and presented a proposal in the amount of \$75,000.00. Goodale said he had not budgeted for a replacement and the proposal provides two financing options. Miller adamantly stated that he does not support borrowing for equipment and that individual departments needs to use set aside funds for such purchases. Goodale said his set aside didn’t have enough funds to cover the difference and still allow him to make other planned purchases next year. Goodale added that if he didn’t make the purchase soon, the leaf vac may not get here in time for fall leaf collection. The Council was in agreement that outside financing was not an option and asked Goodale to discuss other funding options with Kofoed and Van Auken.

City Administrator, Adam Kofoed - Local Option Sales Tax (LOST)

Kofoed asked the Council to start thinking about how the city could use future LOST funds when the current referendum ends in 2032. Kofoed said the Council will want to add a referendum language change on the ballot well in advance of the expiration of the current referendum in case it fails the first time. Currently LOST funds can only be used for park improvements.

City Administrator, Adam Kofoed -West Branch Village dba Havenpark sewer billing discussion (rules for reconsideration)

Kofoed explained that in order for the agreement to be re-considered, one of the Council members who was either not present for the first vote or one of the vetoing members would have to request that the agreement be placed back on the agenda for reconsideration. Schechinger explained how the \$40.00 per unit was arrived at, but Sexton still felt that it was too low. Schechinger also added that he checked the meter and it is not set up correctly and contacted Havenpark to remedy the situation. After further discussion on what a fair sewer rate was to be charged, Sexton agreed to have the item placed back on the next Council agenda for reconsideration.

CITY ADMINISTRATOR REPORT - NONE

CITY ATTORNEY REPORT – Olson reported that he is still awaiting a response from Hills Bank regarding the nuisance property on East Green Street. He also advised the Council that a new condemnation hearing was scheduled for March 30th on the Gaskill property.

CITY ENGINEER REPORT – Schechinger said Herbert Hoover Highway and West Main Street is still on schedule to close April 3rd for the start of the roundabout project. Moving of utilities has begun as part of the

project and there were no issues to report at this time. Laughlin said he had been asked about maintaining access to the baseball fields behind the middle school. Schechinger said the affected property owner on the south side of the road will have access off Cedar-Johnson at all times which should allow for vehicle access (including emergency vehicles) to the ball fields.

STAFF REPORTS - NONE

COMMENTS FROM MAYOR AND COUNCIL MEMBERS - NONE

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:17 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk