

*(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**

**April 3, 2023  
6:59 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, Tom Dean, and Jodee Stoolman.

Council members attending via Zoom: Nick Goodweiler.

Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, City Engineer Dave Schechinger, Chief of Police John Hanna, Library Assistant Director Becky Knoche.

Staff attending via Zoom: Parks & Recreation Director Matt Condon

Absent: City Clerk Leslie Brick, City Attorney Kevin Olsen, Fire Chief Kevin Stoolman, Library Director Nick Shimmin.

**APPROVE THE AGENDA**

Motion by Miller, second by Dean to approve the agenda with the addition of the James “Butch” Pedersen Proclamation.

**APPROVE CONSENT AGENDA**

Approve minutes from the March 20, 2023 City Council meeting.

Approve West Branch Fire Department Cadet Appointment

Approve Claims for 4/3/2023

EXPENDITURES	4/3/2023	
ALATORRE	WINDOW CLEANING-CITY BLDG	70.00
AMAZON.COM	BOOKS	233.80
BAKER & TAYLOR	BOOKS	318.04
BOWERS CUSTOM SERVICES	ROCK FOR PARKING, SHOULDERS	750.00
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,593.54
DAVID & RENEE HAUGLAND	BLDG INCENTIVE PAYMENT	637.60
IOWA ASSN. MUN. UTILITIES	MEMBERSHIP DUES	839.00
IOWA LAW ENFORCEMENT ACADEMY	ACADEMY TRAINING-MOORE	7,600.00
JOHANNS, DEREK OR SARAH	BLDG INCENTIVE PAYMENT	1,350.60
JOHN DEERE FINANCIAL	SUPPLIES-PW	1,254.33
KIRKWOOD COMM. COLLEGE	BLS PROVIDER FEES-POLICE	18.00
KLINKKAMMER, MICHAEL & ANGIE	BLDG INCENTIVE PAYMENT	1,176.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,557.89
LRS HOLDINGS	GARBAGE STICKERS	285.00
LYNCH'S PLUMBING	SHOP TOILET PARTS-PW	19.00
OASIS ELECTRIC	DEFIBRILLATOR INSTALL-CUBBY	579.48
STATE INDUSTRIAL PRODUCTS	LIFT STATION PROGRAM	243.08
VEENSTRA & KIMM	VARIOUS PROJECTS	17,656.63
WEST BRANCH TIMES	SUBSCRIPTION EXP 5-30-2024	34.00
<b>TOTAL</b>		<b>36,216.01</b>
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/31/2023	45,932.29
PAID BETWEEN MEETINGS		
BOOMERANG	WW TREATMENT PAY ESTIMATE 7	151,883.91
AERO RENTAL	BRUSH CHIPPER RENTAL	726.00
ALTORFER	SKID LOADER PART	7.04
DAN'S OVERHEAD DOORS	DOOR REPAIR - PW	226.08
IOWA ONE CALL	UTILITY LOCATION SERVICE	33.30
KOCH OFFICE GROUP	COPIER MAINTENANCE	338.98
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	1,005.00

THE HOME DEPOT PRO	BLDG SUPPLIES-CITY, POLICE	103.10
TRUCK COUNTRY	TRUCK PART	61.70
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	5,225.56
VERIZON WIRELESS	VERIZON WIRELESS	411.98
SISCO	HEALTH CLAIMS 3/20/2023	1,758.35
VARIOUS VENDORS	UB REFUNDS	52.71
AMAZON.COM	DVD	14.96
D&R PEST CONTROL	PEST CONTROL - LIBRARY	70.00
IMPACT 7G	WIDENING WAPSI CREEK	5,210.00
JOURNEYED	MICROSOFT OFFICE LICENSE	53.07
PITNEY BOWES	POSTAGE METER RENTAL-CITY	180.00
METLIFE	INSURANCE	1,407.94
SISCO	INSURANCE	11,000.69
TOTAL		179,812.27
GRAND TOTAL EXPENDITURES		261,960.57
FUND TOTALS		
001 GENERAL FUND	45,359.05	
022 CIVIC CENTER	44.54	
031 LIBRARY	7119.68	
110 ROAD USE TAX	10,017.33	
112 TRUST AND AGENCY	17,981.78	
319 RELOCATING WATER & SEWER	1,772.00	
324 WW TREATMT FAC IMP 2021	162,620.81	
321 WIDENING WAPSI CREEK	5,210.00	
326 ROUNDABOUT MAIN & CEDAR	607.48	
329 EASTSIDE WATER MAINS	2,902.60	
600 WATER FUND	3655.56	
610 SEWER FUND	4,669.74	
GRAND FUND TOTAL	261,960.57	

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

## **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

None.

## **PUBLIC HEARING / NON-CONSENT AGENDA**

### Public Hearing – Regarding Adopting the Final Proposed Annual Budget for Fiscal Year 2024.

Laughlin opened the public hearing at 7:07 p.m. There were no public comments. Laughlin closed the public hearing at 7:07 p.m.

### Resolution 2023-28 – Adopting the Final Proposed Annual Budget for Fiscal Year 2024. / Move to action.

Presentation by Kofoed outlined the budget process, timeline, and recap of budget FY24. His key points highlighted how FY25 will be a key year to know the if we will provide more services or cut back. He summarized the standing of the general fund. He detailed the Council Strategic summary and discussed the capital improvement plan and projects; decision-making to prioritize financial sustainability during tax-cuts and high inflation; plans to renew the LOST referendum for the November 2023 election; continued support for all staff, and continued grant applications for projects and equipment; among other topics. He outlined potential cuts to services, departments, events, and even staff if high inflation and state legislation affects the City's financial health. Kofoed also summarized how property taxes are expended in West Branch and how the tax rate will go from \$13.22 to \$13.61 due to state law assessment changes. Next in his presentation, Kofoed discussed potential big changes that Council and the public should be aware of: fee increases, policy changes, cuts to services and departments, equipment purchase delays, among other things. At the end of the presentation, Kofoed discussed the capital improvement plan and in the future adopting a five-year capital equipment plan.

Motion by Dean, second by Miller to approve Resolution 2023-28. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Absent: None Motion carried.

Public Hearing – Regarding the Proposed Contract Documents (plans, specifications and form of contract) and Estimated Cost for the East Side Water Main Replacement Project. / Move to action.

No comments.

Laughlin opened the public hearing at 7:51 p.m. There were no public comments. Laughlin closed the public hearing at 7:51 p.m.

Resolution 2023-29 - To accept and award the contract for the East Side Water Main Replacement Project to Lynch Excavating, Inc. in the amount of \$1,077,243.70. / Move to action.

Lynch Excavating was the lowest bidder, then Dave Schmitt Construction, and finally Tschiggfrie Excavating. Schechinger stated that preparation is already underway for this project: contracts, bond sale, material ordering, and field work.

Motion by Dean, second by Sexton to approve Resolution 2023-29. AYES: Miller, Goodweiler, Sexton, Dean, Stoolman. NAYS: None. Motion carried.

Public Hearing – on the Proposal to Vacate an Unused Portion of Green Street.

Laughlin opened the public hearing at 7:56 p.m. There were no public comments. Laughlin closed the public hearing at 7:57 p.m.

First Reading of Ordinance 801 – Vacating an Unused Portion of Green Street on the former Croell Site to BBCO, LLC. / Move to action.

No comment.

Motion by Sexton, second by Miller to approve the first reading of Ordinance 801. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.

Resolution 2023-30 – Approving the Annual Renewal Rates with Wellmark Blue Cross Blue Shield through the Iowa Community Trust. / Move to action.

No comment.

Motion by Miller, second by Dean to approve Resolution 2023-30. AYES: Miller, Goodweiler, Sexton, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-31 – Approving a REVISED Sewer Agreement with West Branch Village c/o Havenpark Capital Partners LLC. / Move to action.

Council approved to bill Havenpark a monthly fee of \$50 per dwelling unit until a sewer meter is installed to accurately measure the sewer flow. Sexton asked if Havenpark will ever hook to the City lines. Schechinger stated that until there are violations, the park cannot renew its permit, or it cannot handle the system; it will continue with this monthly fee.

Motion by Sexton, second by Dean to approve Resolution 2023-31. AYES: Sexton, Goodweiler, Dean, Stoolman. NAYS: None. ABSTAINED: Miller. Motion carried.

Resolution 2023-32 – Approving the Collateral Assignment of the Development Agreement for BBCO, LLC. / Move to action.

Motion by Dean, second by Miller to approve Resolution 2023-32. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-33 – Hiring Gabriel Trimpe as a Streets Maintenance worker for the City of West Branch and setting the salary for Fiscal Year 23/FY24. Move to action.

No comment.

Motion by Miller, second by Dean to approve Resolution 2023-33. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-34 – Entering into a Training Reimbursement Agreement with Gabriel Trimpe. / Move to action.

Trimpe will be working to receive a CDL. Stoolman asked why his CDL will take so long. Goodale stated that Trimpe will need to get a CDL permit first before he can acquire his CDL.

Motion by Dean, second by Miller to approve Resolution 2023-34. AYES: Miller, Sexton, Goodweiler, Stoolman, Dean. NAYS: None. Motion carried.

## **DISCUSSION**

Replacing the leaf vacuum: there were five options given to Council. Goodale chooses option 3 for leaf vacuum purchase. Council agrees.

IT Contracts: Kofoed has received three quotes from vendors and is expecting two more. Kofoed asked Council to allow Kofoed, Van Auken, and Knoche to choose the best vendor for expediency and security. City is expecting the cost to be around \$10,800 per year.

## **CITY ADMINISTRATOR REPORT**

Policies and procedure are necessary and in place to protect the City and employees.

## **CITY ATTORNEY REPORT - NONE**

## **CITY ENGINEER REPORT**

I-80 utility relocation underway. The roundabout project will cause for no parking in Dawson Dr. Speer Financial will be meeting with staff and council to discuss CIP funding. The City will pay \$12,000 to condemn a property associated with the Wapsi Widening Creek project.

## **STAFF REPORTS - NONE**

## **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Sexton recommended detour signs for Dawson Dr. due to closure for roundabout project.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:31 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Heidi Van Auken, Deputy Clerk / Finance Officer