

(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**

**May 1, 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, Tom Dean and Nick Goodweiler. Jodee Stoolman attended via Zoom. City Staff present: City Administrator Kofoed, City Clerk Brick, Finance Office Van Auken, Police Chief Hanna, Fire Chief Stoolman, Public Works Director Goodale, Parks & Recreation Director Condon, Library Director Knoche, City Attorney Olson and City Engineer Schechinger.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

- Approve minutes from the April 17, 2023 City Council meeting
- Approve a Class C Retail Alcohol (12-month) license with Outdoor Service privileges for Cedar’s Edge Golf Course Inc., 3 Ember Lane, West Branch
- Approve a Special Class C Retail Alcohol (5 day) license, for The Down Under for West Branch Main Street’s Kickoff to Summer event on June 10, 2023.
- Appoint Jenna Maxson to the Parks & Recreation Commission, term expiration 12/31/2024
- Approve appointment of Annika Pettitt to the West Branch Library Board, term expiration 6/30/2023 (filling a vacancy)
- Approve Claims for 5/1/2023

EXPENDITURES	5/1/2023	
BRICK, LESLIE	MILEAGE & MEALS IMFOA	224.80
ELITE HOLDING COMPANY	SHIRTS - NEW EES	440.00
HOLLYWOOD GRAPHICS	BASEBALL SOFTBALL TSHIRTS	1,365.50
ILLINOIS LIBRARY ASSOCIATION	SUMMER LIBRARY PROGRAM	414.90
JEDLICKA, INC.	SANDWICHES FOR CONCESSION	130.00
KIESLER POLICE SUPPLY	FIREARMS & SUPPLIES	3,148.62
KNOCHE, REBECCA	STORYTIME SNACKS REIMBURSE	36.57
LEAF CAPITAL FUNDING	COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,544.67
LYNCH'S PLUMBING	CURBSTOP REPAIRS	4,600.00
MATT PARROTT	LASER UTILITY BILLS	660.00
MENARDS	SUPPLIES - WATER	124.87
MUNICIPAL SUPPLY	WATER METERS	1,236.05
PLUNKETT'S PEST CONTROL	PEST CONTROL-TH, CITY OFFICE	105.90
QUILL CORP	YOUTH PROGRAM SUPPLIES	24.67
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
THE HOME DEPOT PRO	SINGLE ROLL BATH TISSUE	54.42
VEENSTRA & KIMM	VARIOUS PROJECTS	33,602.55
WHITE CAP	LADDER	325.00
TOTAL		48,423.62
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	4/28/2023	59,051.53
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 4/24/2023	51.47
ELDON STUTSMAN	SOD REPAIRS	791.40
HAZELHASKY LLC	CONECSSION FOOD	82.96
IA DNR	NPDES AMENDMENT FEE	85.00
JOHN DEERE FINANCIAL	SUPPLIES-PW	422.43
MEDIACOM	CABLE SERVICE	41.90
PLAY IT AGAIN SPORTS	BASEBALL & SOFTBALLS	429.93
US BANK CORP CARD	CREDIT CARD PURCHASES	2,201.38
VERIZON WIRELESS	VERIZON WIRELESS	561.66

WEST BRANCH TIMES	LEGAL PUBLICATIONS & JOB ADS	1,520.67
CEDAR COUNTY COOP	FUEL	1,405.84
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	49.73
DAN'S OVERHEAD DOORS	DOOR REPAIR-FIRE	129.02
DINGES PARTNERS GROUP	VEHICLE MAINTENANCE-FIRE	1,480.18
FELD FIRE EQUIPMENT	HARDWARE KIT-FACESHIELD	228.60
HEIMAN FIRE EQUIPMENT	FIRE EQUIPMENT	1,889.62
HOTSY CLEANING SYSTEM	POWERSHINE 5 GAL	86.67
IA ASSOC MUN UTILITIES	QUARTERLY SAFETY TRAINING DUES	888.00
JOHNSON CO AMBULANCE SERVICE	MEDICAL SUPPLIES	16.77
JOHNSON CO MUTUAL AID ASSOC	2023 JCMMA DUES	81.00
LL PELLING	POTHOLE PATCH	1,050.00
MPEC	VEHICLE SUPPLIES	235.80
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	500.00
RELIANT FIRE APPARATUS	SUPPLIES - FIRE	604.80
WEST BRANCH REPAIRS	VEHICLE MAINTENANCE-FIRE	166.50
WEST BRANCH TIMES	JOB ADS- POLICE	184.50
TOTAL		15,185.83
GRAND TOTAL EXPENDITURES		122,660.98
FUND TOTALS		
001 GENERAL FUND	44,988.05	
022 CIVIC CENTER	97.49	
031 LIBRARY	8982.8	
110 ROAD USE TAX	9424.27	
112 TRUST AND AGENCY	12920.29	
319 RELOCATING WATER & SEWER	1,760.00	
321 WIDENING WAPSI CREEK	6,769.25	
324 WW TREATMT FACILITY	18,357.23	
326 ROUNDABOUT MAIN & CEDAR	895.5	
329 EASTSIDE WATER MAINS	1,903.43	
600 WATER FUND	11,261.86	
610 SEWER FUND	5300.81	
GRAND FUND TOTAL	122,660.98	

Miller asked Chief Hanna if there were any known violations at either business seeking alcohol licenses and Hanna indicated that there have been none.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Pete Swisher, National Park Superintendent informed the public that they will be holding two public scoping meetings regarding the future of the Herbert Hoover National Park Prairie. Swisher said the purpose of the meeting is to gain input on how the prairie is currently being used and what citizens would like to see in the future. Meetings will be held on May 24, 2023 at the Coralville Public Library from 5:30-7:00 p.m. and at The Rummells Center (West Branch) on May 25, 2023 from 5:30-7:00 p.m.

PUBLIC HEARING / NON-CONSENT AGENDA

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

ORDINANCE NO. 801

AN ORDINANCE VACATING AN UNUSED PORTION OF GREEN STREET ON THE FORMER CROELL SITE TO BBCO, LLC.

WHEREAS, the City Council of the City of West Branch has previously entered into a Development Agreement with BBCO, LLC to vacate an unused portion of Green Street legally described as Parcel P, as thereof recorded as Instrument No. 2023-393 (the "Parcel"); and

WHEREAS, the excess right-of-way is of no use to the City, and should be returned to the tax rolls.

NOW, THEREFORE, BE IT ORDAINED, as follows:

1. Vacation. That the unused portion of Green Street described as the Parcel above, is hereby vacated.

2. Conveyance. That pursuant to Section 354.23 of the Code of Iowa, this ordinance shall be deemed a conveyance of the Parcel to BBCO, LLC, an Iowa limited liability company, without further documentation from the City.
3. Repealed. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.
4. Effective Date. This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this 1st day of May, 2023.

Roger Laughlin, Mayor

Attest:

Leslie Brick, City Clerk

Approved on First Reading: April 3, 2023

Approved on Second Reading: April 17, 2023

Approved on Third & Final Reading: May 1, 2023

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2023.

City Clerk

There were no comments.

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

First Reading of Ordinance 802 - Amending the Code of Ordinances of The City of West Branch, Iowa, by Amending provisions pertaining to No Parking Zones. / Move to action.

Chief Hanna stated that purpose of the amendment to the code was to put all of the streets in alphabetical order and to correct street names that have been changed in recent years and add any new streets from the city's growth.

Motion by Dean, second by Sexton to approve first reading of Ordinance 802. AYES: Dean, Sexton, Goodweiler, Stoolman, Miller. NAYS: None. Motion carried.

Public Hearing – Amending the current Budget for Fiscal Year ending June 30, 2023. – This item has been moved to May 15, 2023 due to a publication error by the West Branch Times who failed to publish the notice as directed. Due to this error, the Council is required to re-set a date for public hearing and adhere to publication and posting requirements.

Resolution 2023-39 – Setting time and place for a Public Hearing for the Purpose of Soliciting Written and Oral Comments on the City's Proposed Fiscal Year 2022-2023 Budget Amendment. / Move to action.

The public hearing will now be held at the May 15, 2023 City Council meeting.

Motion by Miller, second by Goodweiler to approve Resolution 2023-39. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2023-40 – Resolution setting the date for Public Hearing on proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder. / Move to action.

The public hearing will be held at the May 15, 2023 City Council meeting.

Motion by Miller, second by Sexton to approve Resolution 2023-40. AYES: Miller, Sexton, Dean, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 2023-41 - Approving a Cleaning Services Agreement with Moppy Mo's LLC. / Move to action.

Miller asked if requests for proposals was followed for obtaining a new cleaning service. Brick said a newspaper ad was published in the West Branch Times in March and early April. Only one response was received. Stoolman questioned the thirty-five dollar and hour rate and Brick explained that the new service will provide all cleaning products whereas the city provided cleaning products for the last three cleaners. Miller added that the cleaning service also has to provide liability insurance for themselves and felt that the hourly rate was sufficient. There were no other questions.

Motion by Dean, second by Goodweiler to approve Resolution 2023-41. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2023-42 – Approving a revised Credit Card policy for certain employees of the City of West Branch. / Move to action.

Van Auken explained that previous credit card limit set for directors and herself were often not ample when being used for training expenses for themselves or their employees. Van Auken said that the City Administrator’s card was often needed to cover the difference. Staff reviewed the current limits and determined that all of the director’s and finance officer’s limits be raised one thousand dollars. There were no other questions.

Motion by Miller, second by Sexton to approve Resolution 2023-42. AYES: Miller, Sexton, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 2023-43 – Approving the Final Plat of The Meadows Subdivision, Part Five, West Branch, Iowa. (with conditions). / Move to action.

Schechinger stated that he inspected The Meadow’s Part 5 subdivision and prepared a list of items not yet complete. He also provided an escrow amount the developer will be required to submit to the City until all punch list items have been completed. Schechinger said that once the escrow has been received and required documents have been recorded, the developer could begin selling lots.

Motion by Dean, second by Miller to approve Resolution 2023-43. AYES: Dean, Miller, Goodweiler, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2023-44 – Hiring Temporary Parks & Recreation Workers for Summer Programs and Concessions and setting the salaries for the positions for FY 23/FY24. / Move to action.

Motion by Dean, second by Goodweiler to approve Resolution 2023-44. AYES: Dean, Goodweiler, Sexton, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2023-45 - Approving Pay Estimate Number 8 in the amount of \$522,618.05 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

There were no questions.

Motion by Miller, second by Dean to approve Resolution 2023-45. AYES: Miller, Dean, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

Discussion – Direction for the City Administrator regarding the West Branch Public Library Staff plan for FY24/25 and beyond. (Library Board Quorum May Be Present)

Background: City Administrator Kofoed has been continually discussing future budget cuts with department directors based on changes with tax reform and how much the city will be receiving in future revenues. Cuts that are being considered are: certain city services, programs and possibly staff. With the recent departure of the Library/IT Director Shimmin, staffing changes and budget considerations must be made for the West Branch Public Library.

At a March Library Board meeting, the Board approved a new staffing plan for the West Branch Public Library. Changes includes promoting Becky Knoche to Library Director, promoting the full-time librarian to Assistant Director and moving the current part-time employee to full-time and replacing the part-time position. Salary increases would be given to all three employees. This staff plan did not take into consideration a portion of Shimmin’s salary that came from IT, which gets immediately cut as Knoche will not be fulfilling that role for the city. In addition, the staffing plan will put the benefits portion over-budget for FY24. Kofoed, Van Auken and Knoche have met several times to discuss budget issues and to try to come up with options for the Council to consider. Knoche asked the Council “what do you want library services to look like” so as to help guide their future. Knoche provided three models of service options which include: Model A (status quo), 3 full-time, one part-time employee, continuing the same services and hours of operation. Model B – two full-time, two part-time employees, less services and programs, same hours of operation. Model C – two full-time, one part-time employee, less services and programs, fewer hours open. Lisa Nelson, Friends of the Library and Shari Heick, Library Board member asked the Council for more time to dig into the budget to see where cuts could be made to continue providing a valuable service to the residents of West Branch and the surrounding area. Heick suggested that Knoche, Nelson and she return in six months and provide the Council with options for ways they can find to cut expenses, raise additional library funds while maintaining current staff and library services. The Council was agreeable with Heick’s proposal.

CITY ADMINISTRATOR REPORT

Kofoed said the tax reform bill is heating up at the State House and that he is closely monitoring the situation and will inform the Council as things develop. Kofoed also said that budget changes are coming and that one change may be that cities will be required to mail budget notices to all citizen's annually which will be an added expense for the city.

CITY ATTORNEY REPORT

Olson said that the property on Green Street is now in default and that a Sheriff's sale will be upcoming.

CITY ENGINEER REPORT

Schechinger said this week the water main was being installed for the round about project. He also mentioned that there will be a couple of change orders that will be coming for Council review. Schechinger also reported that a neighborhood meeting was held last week for the East Side Water Main project and that several residents were in attendance. The main theme of concern was the number of mature trees that are being taken down for the project. Schechinger said the project will begin this week. He also mentioned that the I-80 Utility Relocation project is underway and that Alliant Energy is in the process of moving the gas line.

STAFF REPORTS

Condon said after several attempts to find another city that could provide swim lessons on a group basis, he was unsuccessful in securing a location that could accommodate the number of potential participants. Condon said he would make a communication to parents.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said he received a complaint from a resident about the 7:00 a.m. siren and wanted to know if it could be stopped. Laughlin informed the resident that changing the siren times is up to the Fire Department.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:34 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk