

*(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 15, 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 Jodee Stoolman. Absent: Nick Goodweiler. City Staff present: City Administrator Kofoed, City Clerk Brick, Finance Office Van Auken, Police Chief Hanna, Public Works Director Goodale, City Attorney Olson and City Engineer Schechinger. Staff attending via Zoom: Library Director Knoche.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve minutes from the May 1, 2023 City Council meeting.  
 Approve a Class E Retail Alcohol License for Kum & Go LC, dba Kum & Go #254, 620 S. Downey St., West Branch.  
 Approve a Special Class C Retail Alcohol (BW) 5-day license for the West Branch Firefighters Inc.  
 Approve a Class B Retail Alcohol License for Parkside Petroleum, LLC. 401 Parkside Dr., West Branch.  
 Appoint Adrienne Howard to the Park & Recreation Commission, term expires 12/31/2024.  
 Approve Claims for 5/15/2023

EXPENDITURES	5/15/2023	
ACTION SEWER & SEPTIC	SEWER MAIN LINE REPAIR	412.50
AMAZON.COM	CONCESSION SUPPLIES	75.22
BARNHART'S CUSTOM SERVICES	BLACK DIRT FOR VARIOUS AREAS	265.00
BOWERS CUSTOM SERVICES	SAND	375.00
BROWN'S WEST BRANCH	VEHICLE REPAIR-POLICE	4,386.55
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	155.82
CEDAR COUNTY COOPERATIVE	FUEL-PW	893.42
CROELL, INC.	SAND	164.16
DIRK WIENEKE	LAW CARE SERVICE-CUBBY, SOCCER	2,940.00
HOLIDAY INN DM	IMFOA LODGING	672.00
IMPACT7G INC	WIDENING WAPSI CREEK	2,940.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	82.80
KANOPY	ON DEMAND VIDEO SERVICE	6.00
KIESLER POLICE SUPPLY	AMMUNITION	171.03
KOCH OFFICE GROUP	COPIER MAINTENANCE	169.96
LRS HOLDINGS	TRASH & RECYCLING APRIL 2023	17,259.75
MATT PARROTT	RECEIPT OF PROP FORMS-POLICE	280.00
MOORE, LUCAS	CONFERENCE REIMBURSEMENT	153.34
MOPPY MO'S LLC	JANATORIAL SERVICE-LIBRARY	455.00
OLSON, KEVIN	LEGAL SERVICES MAY 2023	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	5.48
PARKSIDE SERVICE	MOWER TIRE REPAIR	45.32
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	54.00
QC ANALYTICAL SERVICES	LAB ANALYSIS	831.75
ROBERT PRATT & MINDY KRAUS	BLDG INCENTIVE PAYMENT	864.07
STATE HYGIENIC LAB	LAB ANALYSIS	60.50
STEVENS EROSION CONTROL	SOD REPAIRS	1,345.00
THE NORTHWAY CORPORATION	WATER PLANT PUMP REPAIR	8,521.13
WEST BRANCH TIMES	PUBLICATIONS, SUBSCRIPTION	793.74
WESTRUM LEAK DETECTION	2023 LEAK DETECTION SURVEY	1,500.00
ZACK MURDOCK	CONFERENCE REIMBURSEMENT	1,384.94
TOTAL		48,763.48

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS 5/12/2023 49,754.99

PAID BETWEEN MEETINGS

ALLIANT ENERGY	ALLIANT ENERGY	10,216.37
AMAZON.COM	VARIOUS PURCHASES	327.63
BAKER & TAYLOR	BOOKS	950.47
LINN COUNTY REC	STREET LIGHTS	232.38
QUILL CORP	OFFICE, BLDG. SUPPLIES	15.94
WEX BANK	VEHICLE FUEL	1,501.34
GLOBAL PAYMENTS	APRIL CREDIT CARD FEES	922.84
VARIOUS VENDORS	UB REFUNDS	104.82
BOOMERANG	WW TREATMENT PAY ESTIMATE 8	522,618.05
AMAZON.COM	PROGRAM SUPPLIES-LIBRARY	13.83
AT&T MOBILITY	WIRELESS SERVICE	364.52
CEDAR CO SHERIFF'S OFFICE	SERVICE & CONDEMNATION FEES	2,166.04
STATE INDUSTRIAL PRODUCTS	CHEMICALS	214.84
SISCO	INSURANCE	11,000.69
METLIFE	INSURANCE	1,398.70
TOTAL		552,048.46
GRAND TOTAL EXPENDITURES		650,566.93
FUND TOTALS		
001 GENERAL FUND	61,585.70	
022 CIVIC CENTER	352.83	
031 LIBRARY	6884.58	
110 ROAD USE TAX	8,847.50	
112 TRUST AND AGENCY	18,796.05	
321 WIDENING WAPSI CREEK	5,004.79	
324 WW TREATMT FACILITY	522,618.05	
600 WATER FUND	18,007.70	
610 SEWER FUND	8,469.73	
GRAND FUND TOTAL	650,566.93	

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

## **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE**

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

Second 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.

There were no comments.

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

First Reading of Ordinance 803 – Amending Chapter 92 Titled “Water Rates” of the Code of Ordinances of the City of West Branch, Iowa. / Move to action.

The proposed rate increase reflects a twenty-five percent increase effective with the August 2023 billing, then a two percent annual increase each year to absorb future maintenance costs. The initial increase is to help pay for the Eastside Water Main Project that started a few weeks ago. The City will obtain a General Obligation Loan to fund this project and two others. Sexton asked if the City ever billed by hundred gallons instead of thousands so that users were paying for the water they used each month rather than waiting until the hundred roll-overs. Goodale said the water meters would need to be re-programmed for that to happen which could be quite a time-consuming process.

Motion by Dean, second by Sexton to approve first reading of Ordinance 803. AYES: Dean, Sexton, Miller, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Public Hearing – Amending the current Budget for Fiscal Year ending June 30, 2023.

Laughlin opened the public hearing at 7:15p.m. There were no public comments. Laughlin closed the public hearing at 7:16 p.m.

Resolution 2023-46 – Approving amending the current budget for the fiscal year ending June 30, 2023. / Move to action.

Finance Officer Van Auken answered questions from the Council on why the budget required to be amended for salaries and other unplanned expenses for FY23 in several departments. Van Auken explained that a miscalculation in salaries was made (by Administration) and that when she discovered it in August, alerted Kofoed immediately. Stoolman asked when the Director's were made aware of the issue. Kofoed could not confirm but thought it was during the FY24 budget season. In addition to amending the FY23 budget for salaries, the purchase of the new fire truck was not budgeted in FY23 but purchased anyway due to a significant discount received for purchasing in 2023. Kofoed said he had also mis budgeted Main Street West Branch (formerly CDG) dues by seven thousand dollars. Van Auken explained the remaining items and the Council had no other questions. The Mayor acknowledged that both Van Auken and Kofoed were still 'green' in their positions and that these things will occur from time to time.

Motion by Sexton, second by Miller to approve Resolution 2023-46. AYES: Sexton, Miller, Dean, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Public Hearing – on proposal to enter into a General Obligation Loan Agreement.

Laughlin opened the public hearing at 7:41 p.m. There were no public comments. Laughlin closed the public hearing at 7:42 p.m.

Resolution 2023-47 – Taking additional action on proposal to enter into a General Obligation Loan Agreement. / Move to action.

Laughlin recapped that the General Obligation Loan will pay for the Eastside Water Main project, Herbert Hoover Highway Roundabout and Wapsi Creek Widening projects. Sexton asked what would happen if what they borrowed was not enough. Schechinger explained that a cushion was intentionally added to the total loan amount and that the Wapsi Creek Project could be scaled back if needed.

Motion by Miller, second by Dean to approve Resolution 2023-47. AYES: Miller, Dean, Stoolman, Sexton. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-48 - Approving the designation of the State and Local Fiscal Recovery Funds for the City of West Branch. / Move to action.

Van Auken proposed that ARPA funds be used for the Waste Water Treatment Facility project so that the money could be expended as soon as possible. The Council had no issues with her proposal.

Motion by Dean, second by Sexton to approve Resolution 2023-48. AYES: Dean, Sexton, Stoolman, Miller. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-49 - Authorizing the Transfer of Funds. / Move to action.

Van Auken explained that transferring of funds is an annual process of moving funds from one to another to keep them 'positive'. The Council had no comments.

Motion by Miller, second by Dean to approve Resolution 2023-49. AYES: Miller, Dean, Stoolman, Sexton. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-50 – Approving Pay Estimate #1 in the amount of \$392,074.29 to Central Excavating Inc. for the I-80 Utility Relocation Project. / Move to action.

Schechinger said that the pay estimate is for stored materials and added that half of those materials have now been installed since receiving the pay estimate. He said the project is moving along quickly. Stoolman questioned if the payment is reimbursable from IDOT and Schechinger confirmed that it is.

Motion by Miller, second by Sexton to approve Resolution 2023-50. AYES: Miller, Sexton, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-51 – Approving Reimbursement Request Number 1 in the amount of \$54,668.66 to Johnson County Treasurer for the Herbert Hoover Highway Roundabout Project. / Move to action.

Schechinger said this first reimbursement request is for design engineering of the project. The Council had no comments.

Motion by Miller, second by Dean to approve Resolution 2023-51. AYES: Miller, Dean, Sexton, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-52 – Approving Change Order #2 for the Herbert Hoover Highway Roundabout Project in the amount of \$23,718.70. / Move to action.

Schechinger said the change order represents the City’s request to extend Cedar-Johnson Rd to just past the intersection of the proposed cul de sac in The Meadow’s Part 3 that is being developed. Schechinger said preliminary estimates were around thirty-six thousand dollars and that this was an unexpected savings.

Motion by Sexton, second by Miller to approve Resolution 2023-52. AYES: Sexton, Miller, Stoolman, Dean. NAYS: None. Absent: Nick Goodweiler. Motion carried.

Resolution 2023-53 - Approving various contracts for Hoover's Hometown Days 2023 in the amount of \$2,375.00. / Move to action.

Motion by Dean, second by Miller to approve Resolution 2023-53. AYES: Dean, Miller, Sexton, Stoolman. NAYS: None. Absent: Nick Goodweiler. Motion carried.

#### **CITY ADMINISTRATOR REPORT**

Kofoed said that he has read that there are many issues in municipalities around the country which is leading to civil discourse. He thanked the Council for remaining civil, committed and professional to their role as Council members.

#### **CITY ATTORNEY REPORT**

Olson said the judge on the Green Street nuisance property has asked the lender how much is owed on the property which is a sign that a sheriff’s sale is getting close.

#### **CITY ENGINEER REPORT**

Schechinger gave a few updates current city projects in progress but noted nothing of the concerning nature.

#### **STAFF REPORTS - None**

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

Laughlin asked Goodale when the Greenview Drive connection would be completed. Currently, the section that connects Greenview Drive to Greenview Circle is gravel. Goodale said he did not know when Pelling would be there as he had not heard from them regarding their schedule.

Dean gave a shout out to Public Works for getting the city streets and cemetery cleaned up quickly after last week’s storm. Dean also asked to sponsor an agenda discussion item for the next regular meeting regarding the health insurance stipend that employees can opt for if they have other insurance.

Stoolman said she doesn’t want the city to replace the alley apron between 4<sup>th</sup> and 5<sup>th</sup> Street as part of the Eastside Water Main project. She declared the alley a nuisance and would like to reopen the discussion of closing the south entrance of the alley at the next meeting.

#### **ADJOURNMENT**

Motion to adjourn by Miller, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 8:18 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk