

(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**

**July 17, 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, Jodee Stoolman and Nick Goodweiler. City Staff present: City Administrator Kofoed, City Clerk Brick, Police Chief Hanna, Public Works Director Goodale, City Attorney Kevin Olson and City Engineer Dave Schechinger. Staff attending via Zoom: Finance Officer Heidi Van Auken and Library Director Becky Knoche. Absent: Parks & Recreation Director Matt Condon and Fire Chief Kevin Stoolman.

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 July 3, 2023 City Council meeting

Approve a Class C Retail Alcohol license (renewal) for Mexico Lindo, 711 S. Downey Street, West Branch. (pending DRAM & fire inspection)

Approve a Class C Retail Alcohol license (new) for ELDR Bar LLC dba The Lively, 3 Ember Lane, Suite 1, West Branch, Iowa.

Approve a Class E Retail Alcohol license, (renewal) for Rashika LLC dba Jack & Jill, 115 E. Main Street, West Branch effective 7/15/2023.

Approve a Class C Retail Alcohol license, 5 day, with Outdoor Service for The Down Under August 4th through 8th, 102 W. Main Street, West Branch.

Approve the May Monthly Financial Report
Claims for 7/17/2023

EXPENDITURES	7/17/2023	
AMAZON.COM	VARIOUS PURCHASES	698.29
BARNHART'S CUSTOM SERVICES	PUSH BACK BRUSH PILE	480.00
BROWN'S WEST BRANCH FORD	2022 FORD EXPLORER SERVICE	77.96
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	15,555.32
CEDAR COUNTY RECORDER	RECORDING FEES	215.00
CEDAR COUNTY TRANSFER STATION	TRASH DISPOSAL	51.00
DEERY BROTHERS FORD	2016 F550 MAINT/REPAIRS PW	2,043.17
FRED'S FEED & SUPPLY	BALL PARK LIME	396.00
GRIEBAHN INDUSTRIES	NAME PLATE-P&R COMMISSION	26.00
HAWKINS INC	CHEMICALS	3,456.30
ICAD GROUP	ICAD FY24 DUES	2,500.00
IMWCA	IMWCA DEPOSIT FY24 & 1ST INSTALLMENT	9,461.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	888.00
IOWA DNR	DUES/MEMBERSHIP	276.07
LRS HOLDINGS	TRASH & RECYCLING, TRASH STICKERS	18,072.25
MENARDS	MULCH FOR CUBBY PARK	97.24
MOPPY MO'S LLC	CLEANING SERVICES-CITY TH P&R	542.50
MPH INDUSTRIES INC	RADAR REPAIR DURANGO-POLICE	144.44
MUNICIPAL SUPPLY INC.	WATER METERS	7,440.00
OASIS ELECTRIC LLC	OUTLET INSTALL & REPAIRS TO WELL	2,010.87
OLSON, KEVIN D	LEGAL SERVICES JULY 2023	1,500.00
PYRAMID SERVICES INC.	GROUPS CARE PARTS	16.78
STATE HYGIENIC LAB	LAB ANALYSIS	81.00
UTILITY SERVICE CO., INC.	SOUTH & NORTH WATER TOWER MAINT PYMT	40,395.00
WEX BANK	VEHICLE FUEL	1,626.19
TOTAL		108,050.38
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS: REG & FIRE	7/7/2023	51,273.82
PAID BETWEEN MEETINGS		

ALLIANT ENERGY	ALLIANT ENERGY	13,334.91
AT&T MOBILITY	WIRELESS SERVICE	364.52
KOENIG, TATUM	UMPIRE- 1 GAME	30.00
LINN COUNTY REC	STREET LIGHTS	231.75
MPEC	MOWER PARTS	29.35
GLOBAL PAYMENTS	JUNE CC FEES	1,084.06
SISCO	HEALTH CLAIMS 7/10/2023	47.58
VARIOUS VENDORS	UB REFUNDS	60.64
TOTAL		15,182.81
GRAND TOTAL EXPENDITURES		174,507.01

FUND TOTALS		
001 GENERAL FUND	67,298.72	
022 CIVIC CENTER	640.94	
031 LIBRARY	6,705.96	
036 TORT LIABILITY	8,918.62	
110 ROAD USE TAX	7,566.35	
112 TRUST AND AGENCY	7,671.19	
600 WATER FUND	67,013.45	
610 SEWER FUND	8,166.48	
740 STORM WATER	525.30	
GRAND FUND TOTAL	174,507.01	

REVENUE-FISCAL YEAR 2023
FUND MAY

001 GENERAL FUND	193,424.94
022 CIVIC CENTER	827.93
031 LIBRARY	551.51
036 TORT LIABILITY	2,310.53
110 ROAD USE TAX	31,142.18
112 TRUST & AGENCY	12,626.95
119 EMERGENCY TAX FUND	1,325.83
121 LOCAL OPTION SALES TAX	34,894.46
125 TIF	8,958.69
126 TIF LMI MEADOWS PT 4	5.71
226 DEBT SERVICE	8,948.03
300 CAPITAL IMPROVEMENT RESERVE	1,925.39
324 WW TREATMENT FACILITY	551,712.18
500 CEMETERY PERPETUAL FUND	300.00
600 WATER FUND	47,869.04
610 SEWER FUND	71,693.85
740 STORM WATER UTILITY	5,641.88
TOTAL	974,159.10

Miller asked Chief Hanna if there were any known issues with the current alcohol license. Hanna reported that he was not aware of any violations.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Second Reading Ordinance 804 – Amending title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”.
/ Move to action.

There were no comments.

Motion by Sexton, second by Dean to approve second reading of Ordinance 804. AYES: Sexton, Dean, Goodweiler, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2023-74 – Awarding General Obligation Corporate Purpose Bonds, Series 2023. / Move to action.

Maggie Burger, Speer Financial (the city’s financial advisor), presented the bid results from the bond sale that took place earlier in the day. Burger said that five bids were received and the highest bid in the amount of \$3,133,017.90 went to TD Securities (USA) LLC from New York, NY with a true interest rate of 3.5243%.

Burger reminded the Council that the Bond amount is \$3,040,000 and the difference (approximately \$93,000) will be paid to the City to use for their projects. Burger went on to say that the debt schedule is for seventeen years and is callable in 2030. At that time, the City could pay more to buy down the loan or refinance if interest rates are lower. The Council had no further comments.

Motion by Miller, second by Sexton to approve Resolution 2023-74. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-75 – Amending the West Branch Schedule of Fees. / Move to action.

Brick gave an overview of the proposed changes presented on the schedule of fees and indicated that the items in red text were items that the Council should they approve, pass with the current resolution. Other suggested fees (in blue text) would require an ordinance change as they are in the West Branch Code of Ordinance. Brick noted that a few necessary changes are for the utility deposit (for tenants) to coincide with rising water and sewer rates as well as increasing subdivision fees based on the city's continued growth and the staff time required for the process. Miller questioned why the registration fee for cats did not increase along with the doge. Kofoed said he surmised that the increase in dog registrations is to help pay for the future dog park expansion. Brick added that the fee schedule will continue to be reviewed annually to ensure that costs are reasonable and are covering the majority of the expense. The other Council members had no comments or questions.

Motion by Miller, second by Goodweiler to approve Resolution 2023-75. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

Resolution 2023-76 – Approving Pay Estimate Number 10 in the amount of \$476,187.40 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. /Move to action.

There were no comments.

Motion by Dean, second by Miller to approve Resolution 2023-76. AYES: Dean, Miller, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-77 –Requesting submission of the question of Imposition of a Local Option Sale and Services Tax to the registered voters of West Branch, Iowa (Cedar County). /Move to action.

Kofoed said Olson prepared the ballot language for the November 2023 city election as discussed with Council at their last meeting. He added that the ten-year sunset was removed and that the LOSST tax would be ongoing until at which time the Council could decide to change the public purpose. Olson confirmed that if a future Council chose to change the public purpose, another public measure would need to go to the voters.

Motion by Dean, second by Miller to approve Resolution 2023-77. AYES: Dean, Miller, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 2023-78 –Requesting submission of the question of Imposition of a Local Option Sale and Services Tax to the registered voters of West Branch, Iowa (Johnson County). /Move to action.

Motion by Dean, second by Sexton to approve Resolution 2023-78. AYES: Dean, Sexton, Goodweiler, Miller, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed said he would bring to discussion items for the next Council meeting to further post grading inspections and employee benefits. He also mentioned that a special event permit was received for a Dog Fair to help fundraise for the dog park expansion. Kofoed also asked for a couple of Council members to volunteer to meet with him regarding a business expansion proposal in West Branch.

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT

Schechinger gave updates on the following projects: Eastside Water Main Replacement is moving along on N. 6th St. Lynch Excavating, who won the bid, has the stormwater portion of the project complete and is up to E. Green Street and beginning work on the water mains. Roundabout project: most paving is done and contractors are making good progress. Wastewater Treatment Facility, had a final completion date of July 1st

however, recent rains have put them behind schedule. Schechinger said he will work with Boomerang on a revised schedule.

STAFF REPORTS

Hanna said that the police job posting closed on July 10th and eight applications were received, one being an Iowa Certified officer which who he was hoping to attract. Hanna said he would be reviewing the applications and schedule interviews in the coming days.

Goodale reported on the water tower maintenance project and said that the south water tower has been painted and the new logo applied. Goodale said that Suez was finishing up a few items and that the north water tower would be painted in 2024 per the maintenance schedule.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stoolman asked if the City would be applying for a tree grant this year and asked if trees could be replaced in the right-of-way on N. 6th Street where several came down due to a city project. Laughlin liked that suggestion and Goodale said that he could apply for the grant.

Dean suggested that the (City) and Council promote how LOSST dollars have been used in the past so that voters realize the importance of the additional tax. Dean asked if signage could be placed on various past projects such as Cubby Park, the West Branch Fire Station and other areas to help raise awareness.

Miller encouraged the other Council members to take a drive down to Beranek Park and look at the “situation” and come to a decision to resolve it.

Laughlin reminded all that Hoover’s Hometown Days is in two weeks and hoped that everyone would come out and support the event.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:40 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk