

(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**

**August 7, 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, Tom Dean, Jodee Stoolman, Nick Goodweiler. Jerry Sexton arrived at 7:03 p.m. City Staff present: City Administrator Adam Kofoed, Finance Officer Heidi Van Auken, Public Works Director Matt Goodale, Library Director Becky Knoche, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Staff attending via Zoom: Parks & Recreation Director Matt Condon. Absent: City Clerk Leslie Brick, Police Chief John Hanna, 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 17, 2023 City Council meeting

Approve a Block Party permit from Cindy Simon for Saturday, August 26, 2023 from 3:00 p.m. to 10:00 p.m.

Approve a Special Event Permit for the West Branch Highschool Homecoming Parade on Wednesday, September 27, 2023 starting at 6:30 p.m.

Approve a Special Event Permit for the West Branch Dog Fair at Beranek Park on Saturday, September 2, 2023 from 11:00 a.m. to 3:00 p.m.

Claims for 8/7/2023

EXPENDITURES	8/7/2023	
AMAZON.COM	TABLET BATTERIES-LIBRARY	121.08
BEAN & BEAN	GRAVE OPENINGS	3,250.00
BROWN'S WEST BRANCH	VEHICLE SERVICE-POLICE	118.66
CATHERINE STEEN	BUSINESS MEALS SRO CONFERENCE	103.49
CEDAR COUNTY COOPERATIVE	FUEL-PW, FIRE	1,477.79
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH	1,000.00
HOLLYWOOD GRAPHICS	HHTD 2023 BANNERS	128.50
IMWCA	IMWCA FY24 INSTALLMENT 2	2,836.00
IOWA DEPARTMENT OF NATURAL	NPDES FEE FY24	210.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	67.50
MOPPY MO'S	CLEANING SERVICES-CITY TH P&R	507.50
OASIS ELECTRIC	INSTALL 3-PHASE SERV #4 WELL	3,428.42
SUMMIT COMPANIES	ANNUAL FIRE INSPECTION & MAINT	1,877.00
U.S. GEOLOGICAL SURVEY	STREAM GAGE MAINT & OPERRATION	9,040.00
USA BLUE BOOK	PUMP REPAIRS	218.95
TOTAL		24,384.89
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/4/2023	49,921.26
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 7/31/2023	433.06
BAKER & TAYLOR	BOOKS - LIBRARY	268.57
D&R PEST CONTROL	D&R PEST CONTROL	70.00
GREAT AMERICAN BUSINESS	PET WASTE BAGS	840.00
HY-VEE ACCOUNTS RECEIVABLE	CONCESSION SUPPLIES	158.50
JOHN DEERE FINANCIAL	SUPPLIES-PW	909.12
LIBERTY COMMUNICATION	LIBERTY COMMUNICATION	1,538.58
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
US BANK CORP CARD	CREDIT CARD PURCHASES	5,023.38
USA BLUE BOOK	WATER MATERIALS	1,326.30
SISCO	HEALTH CLAIMS 7/24/2023	459.76
METLIFE	INSURANCE	1,493.72
SISCO	INSURANCE	12,350.53
CLARENCE LOWDEN SUN-NEWS	JOB AD - POLICE	100.50

GALLS	MEDICAL SUPPLIES-POLICE	30.95
GATEWAY HOTEL & CONFERENCE	MPI CONFERENCE - VAN AUKEN	564.48
MEDIACOM	CABLE SERVICE	41.90
MERCY PHYSICIANS	DOT PHYSICAL - TRIMPE	157.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - CITY	500.00
QC ANALYTICAL SERVICES	LAB ANALYSIS	291.75
QUILL CORP	OFFICE SUPPLIES & EQUIPMENT	578.30
TIPTON CONSERVATIVE	JOB AD - POLICE	111.50
VERIZON WIRELESS	VERIZON WIRELESS	411.80
WEST BRANCH TIMES	JOB AD - POLICE	167.25
CENTRAL EXCAVATING	I80 E UTILITY RELOCATION PAY EST 2	335,907.71
BAKER & TAYLOR	BOOKS - LIBRARY	535.80
BANKERS ADVERTISING	NAME BADGES	78.32
BEAVER HEATING & AC	THERMOSTATS INSTALLATION-LIB	198.00
CAPITAL ONE	VARIOUS ITEMS-LIBRARY	222.62
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	50.97
ALATORRE	WINDOW CLEANING-CITY BLDG	81.00
HEIMAN FIRE EQUIPMENT	EQUIPMENT	188.00
JOHNSON CO AMBULANCE	MEDICAL SUPPLIES-FIRE	44.26
KANOPY	ON DEMAND VIDEO SERVICE	20.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	222.09
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LEE'S LOCK & KEY	WATER TOWER LOCK REPLACEMENT	179.00
MENARDS	STREET TREES MULCH	618.80
MOPPY MO'S	JANITORIAL SERVICE-LIBRARY	437.50
OVERDRIVE	FY24 BRIDGES EBOOK FEE, BOOKS	1,184.84
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE - CITY	200.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-TH, CITY	105.90
QUILL CORP	PAPER-LIBRARY	17.84
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,453.65
TOTAL		369,958.35
GRAND TOTAL EXPENDITURES		444,264.50

FUND TOTALS		
001 GENERAL FUND		36,597.58
022 CIVIC CENTER		507.14
031 LIBRARY		9,996.51
036 TORT LIABILITY		2,673.62
110 ROAD USE TAX		9,505.03
112 TRUST AND AGENCY		17,329.06
319 RELOCATING WATER & SEWER		335,907.71
600 WATER FUND		13,762.28
610 SEWER FUND		8,305.91
740 STORM WATER UTILITY		9,679.66
GRAND FUND TOTAL		444,264.50

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

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

ORDINANCE 804

AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".

WHEREAS, the West Branch City Council finds it in the best interest of the residents of West Branch to have a stop sign installed on Ridge View Dr. at its intersection with Prairie View Dr., in order to provide for the safety of the West Branch Community.
 NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1: Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

(Insert after current subsection)

Ridge View Drive at its intersection with Prairie View Drive.
 Renumber all remaining subsections after these changes.

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 7th day of August, 2023

First Reading: July 3, 2023
Second Reading: July 17, 2023
Third Reading: August 7, 2023

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

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

Resolution 2023-79 – Authorizing and approving a certain Loan Agreement, providing for the issuance of \$3,040,000 General Obligation Corporate Purpose Bonds, Series 2023 and providing for the levy of taxes to pay the same. / Move to action.

Kofoed stated that the Roundabout project would be financed through TIF at about \$150,000 per year. The East Side Water Mains project would be financed through water fees and GF debt levy-about \$80,000 and \$75,000 per year respectively. Finally, the Wapsi Creek project would be financed from the GF debt levy and it would be about \$35,000 per year.

Motion by Dean, second by Miller to approve Resolution 2023-79. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-80 – Approving and Accepting certain Municipal Improvements Constructed in The Meadows Subdivision Part 5, West Branch, Iowa. / Move to action.

There were no comments.

Motion by Miller, second by Dean to approve Resolution 2023-80. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-81 - Approve Pay Estimate Number 2 in the amount of \$211,598.68 to Lynch Excavating Inc. for the Eastside Water Main Replacement Project. /Move to action.

There were no comments.

Motion by Miller, second by Sexton to approve Resolution 2023-81. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion – Water meter fixed base network

Goodale would like Council to amend the FY24 budget to purchase the equipment, software, etc. for the water meter fixed base network. The network would allow the City Office to receive monthly meter readings, check on high or low use meters, and overall have a faster turn around for all meter related issues. Stoolman asked how long it currently takes to read the City's meters. Goodale responded that it takes about 1.5 days. Kofoed emphasized that this network would help residents by reducing liability, leaks would be detected more quickly, and it would also help take City employees less time to read meter and to do the billing. Sexton asked if the current meters could read to the hundreds of gallons. Goodale replied in the affirmative but stated that all the meters would have to be reprogrammed.

Discussion – P&Z decision on the matter of closing a portion of the alley between N. 4th and N. 5th Streets
Stoolman stated that the City does not maintain alleys as well as it should. Three alleys are in bad shape. Discussion from Council was about the costs of maintaining the alleys versus how many people benefit from the improvements especially in times of tight budgets. Olson recommended that the City could assess improvements on the relevant residents. Sexton asked if the residents that live around the alleys could create an association to help pay for the improvement of the alleys. Olson replied that it could be done but that all residents would have to agree to the association. Council decided that it would decide on a later date on what to do with the improvement of the alleys.

Discussion – Terror Trail alley

Resident Tigrett wants the City to better maintain Terror Trail alley because he has suffered damage to his property due to the lack of cutting shrubs and trees that are illegally located in the alley's right of way. It was also discussed that there is a neighbor that needs to clear plants and other items from the right of way. Goodweiler agreed that the first step should be to ask the neighbor to clean her property so the City will send out a nuisance letter. There are also questions about the ownership and parameters of the alley and surrounding properties but this is a separate issue that will be discussed at a later time.

Discussion – Employee Benefits

The Council continued a discussion about providing 100% employer paid health and dental insurance premiums for all employees. Kofoed stated that most cities that are the size of West Branch cover 90% or more of the employees' health premiums. Dean was concerned about raising taxes to accomplish this when the Council had already talked about raising taxes for other matters. Miller wanted to keep health stipends in lieu of covering 100% of the premiums. Overall, Council agreed that it would wait to decide and stated that this could be discussed again during the budget season.

Discussion – Post grade inspections on newly developed property within the city limits

Council discussed the possibility of post grade inspections as new homeowners struggle with drainage issues. Laughlin stated that this is not a good idea since it will cost the City more money and require more staff time. Sexton reminded Council that the City requires a site plan for new construction and that it does not make sense to require it if the City is not going to inspect the plan against the construction. Schechinger suggested that the City could hire an outfit to inspect the construction and pass the cost to the resident or that the City could require the developer to hire an outfit to inspect. Schechinger estimates that it would cost around \$250 for his company, V&K, to complete a post grade inspection.

CITY ADMINISTRATOR REPORT

Kofoed thanked the City staff who worked many hours to make Hoover Hometown Days a success. He also spoke about the importance of the Mayor, City Administrator, and Council uniting and communicating better with the public. With a difficult budget season coming up because of HF 718 passing, Kofoed wants Council to relay a clear message about the City's budget and finances. Sexton asked about having a work session to discuss how HF 718 and other state legislation decisions have impacted the City's finances so that he can knowledgeably discuss this with the residents. Kofoed stated that he has reached out to state legislators asking for feedback and confirmation of his projections but after many phone calls and emails, he has not heard back from anyone.

CITY ATTORNEY REPORT

Olson reported that we will need to convene a special meeting for next Monday to pass a resolution regarding the new language for the City's LOST election. In the resolution's new language for the election, LOST will begin July 1, 2025 instead of July 1, 2024.

CITY ENGINEER REPORT

Schechinger reported that the Roundabout project is delayed due to lights being shipped later than expected. He is still pushing for the project to be mostly completed before school starts. For the Meadows part 3 project, the contractors are working on sewer. The East Side Water Mains project is on track and the contractor is working on 6th and College Streets. Schechinger has also been working on the SRF loan requirements for the

second part of this project. Finally, the Wastewater Treatment project is progressing faster now that a new project manager has been hired to replace the one that left the company.

STAFF REPORTS – No report

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin thanked City employees for their work and contributions to the HHTD event. Stoolman had questions about a property on Green Street; the broken concrete by the water tower; and putting down tree sap in front of the sewer plant. Regarding the tree sap question, Goodale stated that he can get quotes for this if the Council is willing to amend the budget and add this expense to the FY24 budget.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:47 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk