

*(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**

**December 18, 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 Adam Kofoed, City Clerk Leslie Brick, Police Chief John Hanna, Officer Cathy Steen, Public Works Director Matt Goodale, City Attorney Kevin Olson and City Engineer Dave Schechinger. City Staff attending via Zoom: Finance Officer Heidi Van Auken and Jessie Schafer.

**APPROVE THE AGENDA**

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

**APPROVE CONSENT AGENDA**

Approve Minutes from the December 4, 2023 City Council meeting.  
Approve a Class C Retail Alcohol license for Hazelhasky LLC dba Herb & Lou's.  
Accept the Third Option Year of Contract 140P6021P0005, HEHO – City Services for the period of January 29, 2024 to January 28, 2025 (Snowplowing and alarm intrusion for the National Park Service and Herbert Hoover National Historic Site).  
Approve the October Monthly Financial Report  
Claims for 12/18/2023

EXPENDITURES	12/18/2023	
AERO RENTAL	BOOM LIFT RENTAL-LIGHTS	629.88
ALATORRE LLC	WINDOW CLEANING-CITY BLDG	81.00
ALTORFER	SKID LOADER HYD OIL	108.97
AMAZON.COM	VARIOUS ITEMS-LIBRARY	214.85
BROWN'S WEST BRANCH FORD	TRUCK LIGHT-PW	193.73
CEDAR COUNTY AUDITOR	CITY/SCHOOL ELECTION SERVICES	1,313.98
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
DORSEY & WHITNEY	EASTSIDE WATER PH2 LEGAL SRF	4,000.00
EASTERN IA YOUTH BASKETBALL	3/4 GRADE BB REGISTRATION	780.00
HANSEN, TRENT	SERVER SERVICE-POLICE	910.00
HAWKINS	CHEMICALS	3,900.82
IMWCA	IMWCA FY24 INSTALLMENT 6	2,836.00
KANOPY	ON DEMAND VIDEO SERVICE	31.00
LINN COUNTY R.E.C.	STREET LIGHTS	291.90
LRS HOLDINGS	CART SWAP FEE	30.00
MAIN STREET WEST BRANCH	HHTD 2024 CONTRIBUTION	10,000.00
MAINSTAY SYSTEMS OF IOWA	ETHERNET SWITCH-LIBRARY	42.00
MENARDS	LIFT STATION SUPPLIES	318.60
MIDWEST FRAME & AXLE	PLOW EDGES	1,600.76
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	200.00
MOPPY MO'S	JANITORIAL SERVICES-LIBRARY, TH, CITY	770.00
OLSON, KEVIN D	LEGAL SERVICES-DEC 2023	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	728.43
POLICE LEGAL SCIENCES	LEGAL TRAINING 2024-POLICE	480.00
QC ANALYTICAL SERVICES	LAB ANALYSIS	911.75
QUILL	OFFICE SUPPLIES-CITY, PW	43.30
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
TIPTON CONSERVATIVE	JOB AD-POLICE	122.65
TRIMPE, GABRIEL	PESTICIDE APP CLASS FEE-TRIMPE	45.00
U.S. POSTAL SERVICE	LIB ANNUAL PO BOX RENTAL	108.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS & JOB ADS	1,432.05
TOTAL		33,689.17
REGULAR PAYROLL		42,784.07
COUNCIL ANNUAL PAYROLL		10,131.53

FIRE ANNUAL PAYROLL		34,582.36
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	12/8/2023	87,497.96
PAID BETWEEN MEETINGS		
CARDCONNECT LLC	PCI COMPLIANCE FEE NOV 2023	29.95
SISCO	HEALTH CLAIMS 12/11/2023	677.83
AT&T MOBILITY	WIRELESS SERVICE	314.96
IMWCA	WORK COMP FY23 FIRE ADJUSTMENT	6,103.00
IA DEPT OF PUBLIC SAFETY	WARRANTS & ARTICLES SYSTEM	1,200.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
MEDIACOM	CABLE SERVICE	41.90
VEENSTRA & KIMM	VARIOUS PROJECTS	33,199.21
WEX BANK	VEHICLE FUEL	732.79
IOWA FINANCE AUTHORITY	SRF LOANS INTEREST: WATER, SEWER	58,789.92
VARIOUS VENDORS	UB REFUNDS	138.03
UMB BANK	GO BONDS INTEREST	86,823.75
TOTAL		188,193.36
GRAND TOTAL EXPENDITURES		309,380.49

FUND TOTALS		
001 GENERAL FUND		78,208.46
022 CIVIC CENTER		192.50
031 LIBRARY		7,759.23
036 TORT LIABILITY		8,776.62
110 ROAD USE TAX		2,451.65
112 TRUST AND AGENCY		14,697.36
226 DEBT SERVICE		86,823.75
330 EASTSIDE WATER MAIN PH		35,678.66
600 WATER FUND		9,432.90
603 WATER SINKING FUND		1,660.00
610 SEWER FUND		6,129.28
611 SEWER FUND SPECIAL		57,129.92
740 STORM WATER UTILITY		440.16
GRAND FUND TOTAL		309,380.49

REVENUE-FISCAL YEAR 2024  
FUND OCTOBER

001 GENERAL FUND		569,951.78
022 CIVIC CENTER		8,246.42
031 LIBRARY		12,409.41
036 TORT LIABILITY		29,463.50
110 ROAD USE TAX		28,168.73
112 TRUST & AGENCY		131,756.15
119 EMERGENCY TAX FUND		15,833.35
121 LOCAL OPTION SALES TAX		24,045.69
125 TIF		194,518.87
126 TIF LMI MEADOWS PT 4		31,661.88
226 DEBT SERVICE		120,255.68
300 CAPITAL IMPROVEMENT RESERVE		30,218.73
324 WW TREATMENT FACILITY		753,647.09
500 CEMETERY PERPETUAL FUND		120.00
600 WATER FUND		67,498.12
610 SEWER FUND		85,629.09
740 STORM WATER UTILITY		5,733.29
TOTAL		2,109,157.78

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

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

Mayor Laughlin swore in returning Council members Dean and Sexton and incoming Mike Horihan.

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

Appointing Tom Dean as Mayor Pro Tem for 2024. / Move to action.

Motion by Sexton, second by Stoolman. Motion carried on a voice vote.

Resolution 2023-130 – Approve the annual agreement in the amount of \$9,740 with the U.S. Geological Survey for the ongoing operation and maintenance of the Streamflow Gaging located on the Wapsinonoc Creek at College Street. / Move to action.

Stoolman questioned why the city's share went up each year and USGS's did not. Jon Nania, from USGS responded that USGS no longer contributes in a cost sharing model for stream gaging as they had in the past. Nania added that USGS 'grandfathered' West Branch in when they stopped their contributions and froze their contribution at \$5760.00. Sexton asked Kofoed if stormwater funds were used to pay these fees and Kofoed confirmed they were. Sexton also asked Goodale if any stormwater projects were scheduled this fiscal year or next and if the fund could support the fees and projects. Goodale said that most of the stormwater funds have been committed to the Wapsi Creek Widening project and he tries not to use those funds unless necessary.

Motion by Dean, second by Goodweiler to approve Resolution 2023-130. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2023-131 - Promoting Officer Cathy Steen to Police Sergeant and setting the salary of an appointed officer. / Move to action.

Laughlin swore in Sergeant Steen and congratulated her. Hanna congratulated Steen on more than twenty-four years in law enforcement and said this promotion was long overdue. Hanna said Steen will the department through the transition of his departure and assist in the police chief recruitment.

Motion by Dean, second by Stoolman to approve Resolution 2023-131. AYES: Dean, Stoolman, Miller, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-132 – Appointing Matthew Bowers as a Part-Time Police Officer and setting the salary for FY24. / Move to action.

Hanna said Bowers worked for the department several years ago and left to pursue other opportunities. Bowers has decided to come back as a part-time officer and Hanna said he is happy for his help.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-132. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2023-133 - Approving Pay Estimate Number 14 in the amount of \$328,409.30 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

No discussion.

Motion by Sexton, second by Stoolman to approve Resolution 2023-133. AYES: Sexton, Stoolman, Dean, Miller, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-134 – Approving that certain Easement Agreement with Interstate Power & Light Company in connection with the Wapsi Creek Widening Project. / Move to action.

Dave explained that Alliant Energy has a two-inch gas line that runs under Wapsi Creek and across city property (Beranek Park) that needs to be lowered as part of the creek widening project. This easement gives Alliant Energy permission to work on city property in order to move the gas line. Stoolman asked if lowering the gas line will slow down the project. Schechinger said that project work can be done around the gas line and will not delay the project.

Motion by Dean, second by Goodweiler to approve Resolution 2023-134. AYES: Dean, Goodweiler, Miller, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 2023-135 – Approving the Amended Final Plat for Heritage Hill Subdivision, West Branch, Iowa. / Move to action.

Miller stated that if the developer did not want the property to construct their detention basin, then who was going to be responsible for maintaining it. He cautioned the Council to ensure that the basin doesn't become the city's problem. Olson said he would confirm that the easement documents for Parcel O will state the developer is responsible for the storm water basin.

Motion by Dean, second by Sexton to approve Resolution 2023-135. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

#### **CITY ADMINISTRATOR REPORT**

Kofoed said that Mt. Vernon has offered to assist with temporary police coverage for West Branch as positions are filled. Kofoed said an agreement was received and that their Council was meeting this evening to approve. He also stated that the City has received several applicants for the Chief position and that four were competitive. Kofoed said he was working on the FY25 budget schedule and would be sending it out soon.

#### **CITY ATTORNEY REPORT**

Olson had no report but thanked Miller for his many years of service on the West Branch City Council and said he enjoyed working side by side him.

#### **CITY ENGINEER REPORT**

Schechinger reported on the status of the Wapsi Creek Widening and Wastewater Treatment Facility projects and had no issues to report. He also mentioned that the city had received several site plans that were under review. Schechinger also took a moment to thank Miller for his service to the community and said that he could always rely on Miller to be a straight shooter.

#### **STAFF REPORTS**

Hanna addressed the City Council and thanked them for their support over the years. He also extended his thanks to Miller for his service to the community.

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

Miller addressed the remaining Council members and reminded them of their renewed commitment to the community, each other and staff for leading the City forward. Miller said it is important to listen, be kind to each other, respect others opinion and continue working together as a team.

#### **ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:34 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk