



**CITY COUNCIL MEETING  
MONDAY, DECEMBER 4, 2023 - 7:00 P.M.  
CITY COUNCIL CHAMBERS  
110 N. POPLAR STREET, WEST BRANCH, IOWA**

<https://zoom.us/j/5814699699>

*or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.*

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
  - a. Approve Minutes from the November 20, 2023 City Council meeting.
  - b. Claims for 12/04/2023
7. Presentations/Communications/Open Forum
  - a. DeNovo Marketing - a marketing campaign presentation for Operation Blue Savior
8. Public Hearing/Non-Consent Agenda
  - a. **Resolution 2023-129** – Adopting a Pay Scale for Permanent Full-time West Branch Police Officers. / Move to action.
  - b. **Motion to accept** the resignation of Police Chief John Hanna. / Move to action.
  - c. **Motion to approve** the 2024 City Council regular meeting schedule. / Move to action.
9. Discussion – Considering an employer benefits contribution change
10. City Administrator Report
11. City Attorney Report
12. City Engineer Report
13. City Staff Reports
14. Comments from Mayor and Council Members
15. Motion to adjourn.

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**Mayor:** Roger Laughlin • **Council Members:** Colton Miller, Nick Goodweiler, Jodee Stoolman, Tom Dean, Jerry Sexton  
**City Administrator** Adam Kofoed • **City Clerk** Leslie Brick • **Finance Officer** Heidi Van Auken • **Fire Chief** Kevin Stoolman  
• **Police Chief** John Hanna • **Public Works Director** Matt Goodale • **Library Director (interim)** Jessica Schafer **Parks &  
Rec Director** Vacant

*(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**

**November 20, 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, Finance Officer Heidi Van Auken, Police Chief John Hanna, Public Works Director Matt Goodale, City Attorney Kevin Olson, City Engineer Dave Schechinger. City Staff attending via Zoom: Officer Cathy Steen.

**APPROVE THE AGENDA**

Motion by Sexton, second by Goodweiler to approve the agenda. Miller requested an amendment to agenda item 8P to reflect a corrected pay estimate amount to be considered as \$177,021.15. Goodweiler second Millers motion. Motion carried on a voice vote.

**APPROVE CONSENT AGENDA**

Approve Minutes from the October 30, 2023 Special City Council meeting.  
Approve Minutes from the November 6, 2023 City Council meeting.  
Approve a Class C Retail Alcohol (12-month) license with Outdoor Service privileges for The Down Under, 102 W. Main Street, West Branch.  
Approve the submission of the annual Street Finance Report for FY23  
Claims for 11/20/2023

EXPENDITURES	11/20/2023	
ADAM, JOHN & LISA	BLDG INCENTIVE PAYMENT	1,000.00
AMAZON.COM	VARIOUS ITEMS-LIBRARY	227.33
BAKER & TAYLOR	BOOKS	673.18
CAPITAL ONE	PROGRAM SNACKS-LIBRARY	76.71
CEDAR COUNTY RECORDER	RECORDING FEES	100.00
CEDAR COUNTY TRANSFER STATION	SHOP YARD CLEANUP-PW	51.00
ELITE HOLDING CO.	WINTER UNIFORMS-PW	341.00
HAWKINS INC.	CHEMICALS	2,941.92
IMWCA	IMWCA FY24 INSTALLMENT 5	2,836.00
KANOPI	ON DEMAND VIDEO SERVICE	20.00
MENARDS	LIGHT BULBS-LIBRARY	79.99
MOORE'S WELDING	LEAF VAC BOX REPAIR	85.00
MOPPY MO'S	JANITORIAL SERVICES	857.50
MPEC	VEHICLE MAINT, SUPPLIES-PW	78.85
MUNICIPAL SUPPLY	RADIO READ TOWER	17,299.00
OASIS ELECTRIC	DOWNTOWN ST LIGHT REPAIRS	549.65
OLSON, KEVIN	LEGAL SERVICES-NOV 2023	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	244.99
PROTECT YOUTH SPORTS	BACKGROUND CHECKS	27.00
PUTNAM MUSEUM	LIBRARY ANNUAL MEMBERSHIP	80.00
PYRAMID SERVICES	PARTS FOR FIELD GROOMER	110.32
QUILL	RUBBER BANDS-LIBRARY	11.72
ROOF, GERDES, ERLBACHER, PLC	AUDIT FY23 - 1ST PAYMENT	9,000.00
TIPTON CONSERVATIVE	JOB AD - POLICE	111.50
VAN SCOYOC, KRISTEN	PRESCHOOL BB JERSEY REFUND	20.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS	487.24
<b>TOTAL</b>		<b>38,809.90</b>
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	11/10/2023	50,598.15
PAID BETWEEN MEETINGS		
VARIOUS VENDORS	UB REFUNDS	92.40
LYNCH'S EXCAVATING	EAST SIDE WATER PAY ESTIMATE 5	188,436.37
ALLIANT ENERGY	ALLIANT ENERGY	11,558.09

APPARATUS TESTING SERVICE	FIRE PUMP CERT TESTING	655.25
AT&T MOBILITY	WIRELESS SERVICE	314.96
BROWN'S WB FORD	SERVICE & PARTS	234.25
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	43.97
HEIMAN FIRE EQUIPMENT	HALLIGAN STYLE FORCIBLE ENTRY	474.41
LINN COUNTY REC	STREET LIGHTS	304.37
LRS HOLDINGS	TRASH & RECYCLING-SEPT, OCT	28,503.00
PAPAS TRUCH & TRAILER REPAIR	TRUCK SERVICE-FIRE	930.54
QUILL	OFFICE SUPPLIES-CITY	79.98
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
WEX BANK	VEHICLE FUEL	1,198.10
SISCO	HEALTH CLAIMS 11/13/2023	72.43
GLOBAL PAYMENTS	SEPTEMBER CREDIT CARD FEES	1,044.35
SISCO	HEALTH CLAIMS 11/6/2023	27.51
TOTAL		234,013.48
GRAND TOTAL EXPENDITURES		323,421.53

FUND TOTALS		
001 GENERAL FUND	71,881.40	
022 CIVIC CENTER	434.37	
031 LIBRARY	8,206.25	
036 TORT LIABILITY	2,673.62	
110 ROAD USE TAX	5,456.88	
112 TRUST AND AGENCY	6,951.17	
329 EASTSIDE WATER MAIN PH 1	188,436.37	
600 WATER FUND	31,348.92	
610 SEWER FUND	7,599.82	
740 STORM WATER UTILITY	432.73	
GRAND FUND TOTAL	323,421.53	

There were no comments.

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

### **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

Norm Bickford, 5732 350<sup>th</sup> St., West Branch addressed the Council regarding his property at 212 W. Main Street. Bickford said that the city's strict storm water requirements forced him to abandon his project for moving the Hoover Foundation house (currently located on Parkside Drive) to the property on West Main Street. Bickford said he was hopeful to save the house from demolition.

Chris Kofoed, 202 Ridge View Drive asked the Council to be mindful of their comments and communication (in public meetings) as people are watching. Kofoed asked the Council to help protect the town and reputation of West Branch.

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

#### Third Reading Ordinance 810 – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Water Rates. / Move to action.

##### ORDINANCE 810

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, AS PREVIOUSLY AMENDED, BY CHANGING WATER RATES.

WHEREAS, the City Council of the City of West Branch had heretofore deemed it necessary to raise water rates in preparation of water infrastructure projects.

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA, AS FOLLOWS:

Section 1. Amendment. Section 92.02(1) of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by deleting the section in its entirety and replacing it with the following:

Rate effective July 1, 2024:	\$9.93 per 1000 gallons with 1,700 gallon minimum.
Rate effective July 1, 2025:	\$10.13 per 1000 gallons with 1,700 gallon minimum.
Rate effective July 1, 2026:	\$10.33 per 1000 gallons with 1,700 gallon minimum.
Rate effective July 1, 2027:	\$10.54 per 1000 gallons with 1,700 gallon minimum.”

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 20th day of November, 2023.

First Reading: October 16, 2023  
Second Reading: November 6, 2023  
Third Reading: November 20, 2023

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

No comments.

Motion by Sexton, second by Dean to approve third reading of Ordinance 810. AYES: Sexton, Dean, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Third Reading Ordinance 811 – Amending the Code of Ordinance of the City of West Branch, as previously amended, by Changing Sewer Rates. / Move to action.

ORDINANCE 811

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, AS PREVIOUSLY AMENDED, BY CHANGING SANITARY SEWER RATES.

WHEREAS, the City Council of the City of West Branch had heretofore deemed it necessary to raise sewer rates to keep up with inflation to ensure that the sewer system can be maintained in a good and working order.

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA, AS FOLLOWS:

Section 1. Amendment. Section 99.01(1) of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by deleting adding the following after the line “\$17.65 per 1000 gallons, with a 1,700- gallon minimum, payable monthly effective July 1, 2023,” which reads as follows:

“The sanitary sewer rate per 1000 gallons shall increase annually effective July 1, 2024, and for each July 1st thereafter by two percent (2%).”

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 20th day of November, 2023.

First Reading: October 16, 2023  
Second Reading: November 6, 2023  
Third Reading: November 20, 2023

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk

No comments.

Motion by Sexton, second by Goodweiler to approve second reading of Ordinance 811. AYES: Sexton, Goodweiler, Dean, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2023-115– Approving a Subdivider’s Agreement with Advantage Development, Inc. for The Meadows Subdivision Part Three, West Branch, Iowa. / Move to action.

Sexton asked if a sidewalk was required for the West Main Street portion of the property. Developer, Chad Kuene reminded the Council that the City purchased an easement along the south end of the property for the turn lane and that the sidewalk is designed to cross at the roundabout and run along the south side of West Main Street to hook in with the future trail.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-115. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2023-116 – Approving the Final Plat of the Meadows Subdivision, Part Three, West Branch, Iowa. / Move to action.

There were no comments.

Motion by Dean, second by Sexton to approve Resolution 2023-116. AYES: Dean, Sexton, Goodweiler, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2023-117 – Approving the submission of the City of West Branch FY23 Annual Urban Renewal Report. / Move to action.

Van Auken reminded the Council that the annual report is due to the Iowa Department of Management by December 1<sup>st</sup> of each year and reports how the city uses their Tax Increment Financing (TIF) revenues. Van Auken said items to note that TIF revenues are used for are: Developer rebate agreements, capital projects and debt obligations of the city. Van Auken informed the Council that two debts have been recently paid off (Water Tower #2 and the judgement to Acciona). Sexton asked how the City would use the money budgeted for the two paid-off debts and Van Auken responded that now those dollars would now be used for other internal loans of the city for new projects.

Motion by Goodweiler, second by Miller to approve Resolution 2023-117. AYES: Goodweiler, Miller, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

Resolution 2023-118 – Approving the submission of the City of West Branch FY23 Annual Financial Report to the State Auditor’s Office. / Move to action.

Van Auken reminded the Council this annual report due to the State Auditor’s Office reports how the City uses its special revenue, general fund and TIF dollars. Van Auken noted that the most of the money is spent on capital projects which totaled more than eleven million dollars for FY23. The Council had no comments or questions.

Motion by Dean, second by Sexton to approve Resolution 2023-118. AYES: Dean, Sexton, Stoolman, Goodweiler, Miller. NAYS: None. Motion carried.

Resolution 2023-119 – Considering the issue of whether Acciona Windpower North America, LLC. should be rebated a portion of Tax Increment Revenues. / Move to action.

No discussion.

Motion by Sexton, second by Goodweiler to consider Resolution 2023-119. AYES: None. NAYS: Sexton, Goodweiler, Dean, Stoolman, Miller. Motion failed.

Resolution 2023-120 - Approve Certain Annual Appropriation Payments Pursuant to various Development Agreements. / Move to action.

There were no comments.

Motion by Dean, second by Sexton to approve Resolution 2023-120. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-121 - Directing the Finance Officer to Certify Tax Increment Financing Debt to the Cedar County Auditor. / Move to action.

Van Auken reminded the Council that the City is required to certify any new debt to the Cedar County Auditor by December 1<sup>st</sup> of each year. Van Auken explained that new debt for FY25 totaled one million, eight hundred and two thousand dollars (\$1,802,000). That debt is comprised of a new interfund loan for one hundred fifty thousand dollars (\$150,000) to pay Johnson County for the Roundabout Project, rebate agreement for Advantage Rentals in an amount of nine thousand, five hundred dollars (\$9,500) and a portion of the 2023 GO Corporate Purpose Bond for the cost of the Roundabout Project in an amount of one million, six hundred forty-two thousand, five hundred (\$1,642,500). The Council had no comments.

Motion by Sexton, second by Dean to approve Resolution 2023-121. AYES: Sexton, Dean, Stoolman, Miller, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-122 – Establishing a new Capital Fund. / Move to action.

No discussion.

Motion by Goodweiler, second by Sexton to approve Resolution 2023-122. AYES: Goodweiler, Sexton, Stoolman, Miller, Dean. NAYS: None. Motion carried.

Resolution 2023-123 - Approving Pay Estimate Number 13 in the amount of \$517,877.30 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. /Move to action.

Schechinger said the project was approximately seventy-six percent (76%) complete and that Boomerang is expected to wrap up the project in the spring.

Motion by Dean, second by Goodweiler to approve Resolution 2023-123. AYES: Dean, Goodweiler, Miller, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2023-124 – Pledging Financial Support of Hoover’s Hometown Days 2024 in the amount of \$10,000. / Move to action.

Laughlin said he supports the city giving financial support to continue the event for 2024. Kofoed said the city had budgeted money for the event when it was city lead, so the money will come from the general fund as it has in the past.

Motion by Sexton, second by Dean to approve Resolution 2023-124. AYES: Sexton, Dean, Stoolman, Miller, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-125 - Appointing Zachary Murdock as a Part-Time Officer and setting the salary for FY24. / Move to action.

There was no discussion.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-125. AYES: Sexton, Goodweiler, Miller, Dean. NAYS: None. Abstain: Stoolman. Motion carried.

Resolution 2023-126 – Approving a Salary Adjustment for certain appointed officers. / Move to action.

Hanna said the proposed pay increase was discussed at the special City Council meeting on October 30, 2023. The Council had no comments.

Motion by Dean, second by Goodweiler to approve Resolution 2023-126. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2023-127 - Approving Change Order Number 4 in the amount \$23,492.43 for the Eastside Water Main Improvement Project. /Move to action.

Sexton questioned the erosion control needed for East Main Street and asked why that was not included in the original bid. Schechinger said it was included and determined later. He also said the contractor uncovered many “surprises” while working on South First Street and issues were addressed as they were encountered to keep the project moving forward. Sexton expressed his thanks to Lynch Excavating for a job well done, noting that they worked efficiently and met the city’s expectations. Sexton added that he wished they could do all of the city’s jobs. The other council members nodded in agreement.

Motion by Sexton, second by Dean to approve Resolution 2023-127. AYES: Sexton, Dean, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-128 - Approve Pay Estimate Number 6 in the amount of \$177,021.15 to Lynch Excavating Inc. for the Eastside Water Main Replacement Project. / Move to action.

Schechinger said the project is complete but that the contractor will need to return in the spring and address and seeding that was not able to be completed this fall. Schechinger said there will a couple of pay estimates remaining to close out the project.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-128. AYES: Sexton, Goodweiler, Dean Miller, Stoolman. NAYS: None. Motion carried.

#### **CITY ADMINISTRATOR REPORT**

Kofoed asked the Council to review a police officer pay scale that he and Chief Hanna prepared and provide a verbal approval. Kofoed said he would have a formal resolution for council consideration for the next meeting so recruitment efforts could start again. Kofoed also said he has been working with Forrest Brown of Brown’s West Branch on their expansion plans. He also reminded the Council that the FY25 budget process is changing and additional steps and meetings will be required.

**CITY ATTORNEY REPORT** – No report

### **CITY ENGINEER REPORT**

Schechinger said he had discussions with Newport Fab & Machine on their business expansion and that they are wanting to do some fall/winter grading in preparation of the expansion. He said a site plan would come in 2024. Schechinger said a meeting with IDOT is scheduled for next week regarding the next phase of the I-80 expansion and how that will affect exit 254. He also reported good news on the Wapsi Creek project in that there are just a few minor tweaks needed to the plan and then the project will be ready to go to FEMA for their approval.

**STAFF REPORTS** – No reports

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

Dean said he would like the council to reconsider eliminating council pay (that was discussed at the special City Council meeting on October 30<sup>th</sup>). Dean said he reasons for reconsidering is because that while on a recent vacation, he received several calls and emails from residents on various topics. He said if council members are available during their personal time, they should be compensated. Miller agreed with Dean and said that often, Council members are asked to participate in other meetings including employee interviews which sometimes takes them away from working hours.

### **ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:59 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 4, 2023
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<b>AGENDA ITEM:</b> Claims for December 4, 2023
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<b>PREPARED BY:</b> Heidi Van Auken, Finance Officer
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<b>DATE:</b> November 29, 2023
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### SUMMARY:

Claims Report: These are routine expenditures that include payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day-to-day operational disclosures.



**EXPENDITURES****12/4/2023**

101 MOBILITY	TOWN HALL LIFT DEPOSIT	8,762.50
AMANDA MALLOY	BLDG INCENTIVE PAYMENT	1,000.00
AMAZON.COM	VARIOUS ITEMS-LIBRARY	121.15
BAKER & TAYLOR	BOOKS	431.39
CASEYS GENERAL STORES	CASEY'S TIF REBATE #9	18,060.00
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,413.78
CURTIS L CASPER	LAWN MOWING-NUISANCE	110.00
DORSEY & WHITNEY	2023A BOND LEGAL SERVICES	15,000.00
EMV HOLDINGS	EMV HOLDING TIF REBATE #5	7,500.00
FINNEGAN, JEANETTE	BLDG INCENTIVE PAYMENT	1,000.00
GREAT AMERICAN BUSINESS PROD	PET WASTE BAGS	1,040.00
HEIDI VAN AUKEN	MILEAGE REIMBURSE-VANAUKEN	24.24
IOWA ONE CALL	UTILITY LOCATION SERVICE	94.50
KNOCHE, REBECCA	STORY DREAM MACHINE REIMBURSE	39.95
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,571.38
MAINSTAY SYSTEMS OF IOWA	HP LAPTOP BATTERIES-LIBRARY	60.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-LIBRARY	50.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
VEENSTRA & KIMM	VARIOUS PROJECTS	22,078.22
WILEY, BARBARA	BLDG INCENTIVE PAYMENT	1,000.00
<b>TOTAL</b>		<b>79,607.49</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS****11/24/2023****46,419.71****PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 11/28/2023	11.13
LYNCH'S EXCAVATING	EAST SIDE WATER PAY ESTIMATE 6	177,021.15
BOOMERANG	WW TREATMENT PAY ESTIMATE 13	517,877.30
JOHN DEERE FINANCIAL	SUPPLIES, UNIFORM-PW	861.45
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
QC ANALYTICAL SERVICES	LAB ANALYSIS	855.75
TYLER TECHNOLOGIES	TOPS OUTPUT, TRAINING FEE	870.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	2,031.25
USA TODAY	ANNUAL SUBSCRIPTION	399.24
VERIZON WIRELESS	VERIZON WIRELESS	371.37
METLIFE	INSURANCE	1,243.35
SISCO	INSURANCE	10,747.99
<b>TOTAL</b>		<b>712,432.00</b>

**GRAND TOTAL EXPENDITURES****838,459.20**

**FUND TOTALS**

001	GENERAL FUND	21,782.19
022	CIVIC CENTER	8,807.71
031	LIBRARY	7,810.47
110	ROAD USE TAX	7,353.48
112	TRUST AND AGENCY	17,740.55
125	T I F	25,560.00
321	WIDENING WAPSI CREEK	3,681.00
324	WW TREATMENT FACILITY	528,755.14
326	ROUNDBOUT MAIN & CEDAR	6,450.00
329	EASTSIDE WATER MAIN PH 1	193,090.53
600	WATER FUND	8,560.35
610	SEWER FUND	8,343.27
740	STORM WATER UTILITY	524.51

**GRAND FUND TOTAL**

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**838,459.20**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	307.68
			TOTAL:	307.68
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	90.62
			TOTAL:	90.62
PARK & RECREATION	GENERAL FUND	GREAT AMERICAN BUSINESS PRODUCTS	PET WASTE BAGS	1,040.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	281.53
			TOTAL:	1,321.53
ECONOMIC DEVELOPMENT	GENERAL FUND	AMANDA MALLOY	BLDG INCENTIVE PAYMENT	1,000.00
		CURTIS L CASPER	LAWN MOWING-NUISANCE	110.00
		FINNEGAN, JEANETTE	BLDG INCENTIVE PAYMENT	1,000.00
		WILEY, BARBARA	BLDG INCENTIVE PAYMENT	1,000.00
			TOTAL:	3,110.00
CLERK & TREASURER	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	423.38
		HEIDI VAN AUKEN	MILEAGE REIMBURSE-VANAUKEN	24.24
			TOTAL:	447.62
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	45.21
		101 MOBILITY	TOWN HALL LIFT DEPOSIT	8,762.50
			TOTAL:	8,807.71
LIBRARY	LIBRARY	KNOCHE, REBECCA	STORY DREAM MACHINE REIMBU	39.95
		PLUNKETT'S PEST CONTROL INC	PEST CONTROL-LIBRARY	50.00
		BAKER & TAYLOR INC.	BOOKS	136.24
			BOOKS	295.15
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	238.75
		AMAZON.COM.CA., INC.	YOUTH BOOKS-LIBRARY	18.93
			BOOK RETURN CREDIT	6.99-
		MAINSTAY SYSTEMS OF IOWA LLC	BOOKS, DVDS, MTRLS-LIBRARY	109.21
			HP LAPTOP BATTERIES-LIBRAR	60.00
			TOTAL:	941.24
ROADS & STREETS	ROAD USE TAX	CEDAR COUNTY COOPERATIVE	FUEL-PW	586.50
		LIBERTY COMMUNICATIONS	FUEL-PW	827.28
			TELEPHONE SERVICE	39.75
			TOTAL:	1,453.53
TIF DEBT SERVICE	T I F	CASEYS GENERAL STORES, INC.	CASEY'S TIF REBATE #9	18,060.00
		EMV HOLDINGS LLC	EMV HOLDING TIF REBATE #5	7,500.00
			TOTAL:	25,560.00
CAPITAL PROJECT	WIDENING WAPSI CRE	DORSEY & WHITNEY LLP	2023A BOND LEGAL SERVICES	1,200.00
		VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMP	2,481.00
			TOTAL:	3,681.00
CAPITAL PROJECT	WW TREATMT FAC IMP	VEENSTRA & KIMM INC.	WW TREATMENT FACILITY	4,560.00
			WW TREATMENT FACILITY	6,117.84
			WW TREATMENT FACILITY	200.00
			TOTAL:	10,877.84

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
INVALID DEPARTMENT	ROUNABOUT MAIN &	DORSEY & WHITNEY LLP	2023A BOND LEGAL SERVICES	6,450.00
			TOTAL:	6,450.00
CAPITAL PROJECTS	EASTSIDE WATER MAI	DORSEY & WHITNEY LLP	2023A BOND LEGAL SERVICES	7,350.00
		VEENSTRA & KIMM INC.	EAST SIDE WATER MAINS	5,719.73
			EAST SIDE WATER MAINS	456.00
			EAST SIDE WATER MAINS	2,543.65
			TOTAL:	16,069.38
WATER OPERATING	WATER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	47.25
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.76
			TOTAL:	87.01
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UTILITY LOCATION SERVICE	47.25
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	39.75
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
			TOTAL:	337.38

===== FUND TOTALS =====

001	GENERAL FUND	5,342.40
022	CIVIC CENTER	8,807.71
031	LIBRARY	941.24
110	ROAD USE TAX	1,453.53
125	T I F	25,560.00
321	WIDENING WAPSI CREEK @ BE	3,681.00
324	WW TREATMT FAC IMP 2021	10,877.84
326	ROUNABOUT MAIN & CEDAR-J	6,450.00
329	EASTSIDE WATER MAIN PH1	16,069.38
600	WATER FUND	87.01
610	SEWER FUND	337.38
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GRAND TOTAL:		79,607.49
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## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 4, 2023
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<b>AGENDA ITEM:</b> Presentation - DeNovo Marketing - a marketing campaign presentation for Operation Blue Savior.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> November 16, 2023
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### BACKGROUND:

Staff is seeking direction on an Operation Blue Savior marketing campaign.

DeNovo is the premier Eastern Iowa marketing firm based in Cedar Rapids. DeNovo has provided marketing materials for Iowa League of Cities, North Liberty, Waterloo, University of Iowa, United Way, Amana Beef, and others.

### SAMPLE VIDEOS

Save Bruce more Campaign [Video](#)

Agents of Change [ad](#)

Reading corps [video](#)

Morg's Diner in Waterloo [Promotion](#) and North Liberty [Video](#)

### CURRENT OUTLOOK

1. Down to one officer
2. Law enforcement is a tight market
3. There are not enough births in America to replace the current workforce
4. Employee morale is low
5. Internal conflicts have recently become public
6. Residents are going to get a cut in services, rebates taken away,

### RECOMMENDATION

Councilperson Goodweiler and soon to be sworn in Councilperson Mike Horihan are in support of this resolution.

**West Branch Police Force Recruitment Campaign**

**Goal:** Recruit three, quality, officers to the West Branch Police force

**Ideal approach:**

- Build a narrative with a storytelling video that shows the impact of working in West Branch and the quality of life within the community
- Develop compelling campaign graphics and messaging for advertising and landing page
- Digital advertising including Indeed, YouTube, Facebook/Instagram
  - Recommended advertising budget of \$2,000/month for up to 6 months (not included in estimates below)
- Outreach to program leads at Community College’s and criminal justice programs

Basic	Storytelling Approach	Storytelling + Outreach
<ul style="list-style-type: none"> <li>• Campaign development</li> <li>• 2 graphics</li> <li>• Digital strategy + placement</li> <li>• Simple landing page on City website for applicants</li> <li>• Job description/posting review</li> </ul>	<ul style="list-style-type: none"> <li>• Campaign development</li> <li>• 2 graphics</li> <li>• Digital strategy + placement</li> <li>• Advertising performance oversight</li> <li>• Landing page for posting on City website</li> <li>• Job description/posting review</li> <li>• Storytelling video</li> </ul>	<ul style="list-style-type: none"> <li>• Campaign development</li> <li>• 2 graphics</li> <li>• Digital strategy + placement</li> <li>• Advertising performance oversight</li> <li>• Landing page for posting on City website</li> <li>• Job description/posting review</li> <li>• Storytelling video</li> <li>• Outreach to regional criminal justice programs</li> <li>• Website audit for effective communications with recommendations</li> </ul>
<b>\$10,000</b>	<b>\$22,500</b>	<b>\$30,000</b>



329 10TH AVE SE, SUITE 206 | CEDAR RAPIDS, IA 52401  
 (319) 265-6686 | THINKDENOVO.COM



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 4, 2023
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<b>AGENDA ITEM:</b> Resolution 2023-125 - Adopting a Pay Scale for Permanent Full-time Police Officers.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> November 28, 2023
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### **BACKGROUND:**

On October 30, 2023 council gave direction to implement “Operation Blue Savior” to prioritize the Police Department.

#### The West Branch Problem

On call time is the culprit. However, WBPD is down to two officers and to limit on call time we must reach five officers to make a significant difference.

#### The State Problem

The 2021 Back the Blue law reorganized Sheriff’s pay to roughly increase law enforcement salaries by 30%. That’s left small towns scrambling as their revenues are restricted.

"We've had a position open for over three months and had no more than five applications for that position," city administrator Gene Gettys said about a Harlan police officer position. Early in 2023, Harlan consolidated its police department with the county.

### **WHAT’S NEXT?**

Council will need to pass specific wage resolutions for current staff. This resolution does not do that. The WBPD will have to also create criterion for their wage classifications.

### **RECOMMENDATION**

Councilperson Goodweiler and soon to be sworn in Councilperson Mike Horihan are in support of this resolution.

**RESOLUTION 2023-125**

**A RESOLUTION ADOPTING A PAY SCALE FOR PERMANENT  
FULL-TIME POLICE OFFICERS**

**WHEREAS**, a salary survey was conducted in 2022 by a committee consisting of city staff and two council members which was approved by the City Council with the passage of Resolution 2022-52; and

**WHEREAS**, with recent recruitment challenges, Councilperson Goodweiler directed the City Administrator to bring forward a new pay scale specifically for the West Branch Police Department for future recruitment purposes; and

**WHEREAS**, the City Administrator and Police Chief are recommending the following police pay scale to be approved and adopted (See Exhibit A); and

**WHEREAS**, it is the intention of the City Administrator to conduct a wage study every three years to evaluate each position salary to remain competitive in the market and to continue to attract an experienced workforce.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of West Branch, Iowa does hereby approve the adoption of a pay scale for permanent full-time police officers.

**PASSED AND APPROVED, this 4th day of December, 2023.**

\_\_\_\_\_  
Roger Laughlin, Mayor

Attest:

\_\_\_\_\_  
Leslie Brick, City Clerk



EXHIBIT A

FY 25 West Branch PD Wage Scale Matrix							
Job Classification	Start	Certification					
Non Certified	\$62,400.00	\$66,560.00					
Certified Experience Only							
	1 Year	2 Years	3 Years	5 Years	7 Years	10 Years	20 Years
Police Officer	\$69,017.00	\$71,474.00	\$73,931.00	\$76,388.00	\$78,845.00	\$81,302.00	
Police Sergeant			\$76,000.00	\$79,500.00	\$81,000.00	\$84,500.00	\$86,000.00
Police Chief					\$86,000.00	\$93,600.00	\$98,600.00

The values above should be adjusted annually for COLA with all other departments if budget can match COLA for all departments.\*

The year value is given for total years of paid law enforcement service, and is laterally transferrable from another agency.

For example, if an Officer is hired and they have 15 years of law enforcement experience they could be started in the 10 year position on the matrix.

Pay is given each new fiscal year not on actual anniversary dates.

Police Officers max at 10 years of certified experience; Management positions max at 20 years of certified experience COLA Increases only.

Years 4, 6, 8,9, 11-19 are COLA increases only with all other departments if the city's budget can match COLA for all departments.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 4, 2023
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<b>AGENDA ITEM:</b> Motion to accept the resignation of Police Chief John Hanna
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> November 28, 2023
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### BACKGROUND:

Police Chief John Hanna submitted his resignation on November 28, 2023. His last full-time working day will be December 31 and is requesting to be paid vacation while providing transition assistance until January 31.

Chief Hanna has served the West Branch Police Department since 2006.

During his tenure, Hanna has weathered press and public distrust of the WBPD. He was a key contributor in turning the WBPD into the respectful department it is known as today. Hanna was well-known for his technical and administrative skills where often dove in head first to fix communications equipment, servers, and other technical equipment. Hanna pursued his consistent standards and well-trained law enforcement by securing a contract with Lexipol to bring all police polies up to 2023 standards and legal boundaries. Hanna is highly touted by first amendment auditors across the nation as a prime example of how an officer should interact with a first amendment auditor. The interaction was recorded in 2020 and has more than 137,000 views.

### RECOMMENDATION

Approve

# 2024

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
														31													
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> December 4, 2023
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<b>AGENDA ITEM:</b> <b>Discussion:</b> Considering an employer benefits contribution change.
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<b>PREPARED BY:</b> Adam Kofoed, City Administrator
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<b>DATE:</b> November 29, 2023
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### **BACKGROUND:**

In our 2022 employee wage study, we found the median small towns that West Branch competes with offers 90% employer contribution for family health insurance. Currently, the City of West Branch contributes 70% of the premiums for family medical and dental insurance and contributes 100% of the premiums for single coverage.

Earlier this year, the City Council approved 100% employer paid benefits (medical and dental) for the police department as a future recruitment/retainage tool.

This employer contribution change would affect all other remaining employees (current and present) who have elected family coverage for medical and/or dental insurance.

### **WHAT WILL IT COST?**

When the 15% savings from our 2022 health insurance rates, if council wanted to pay for the 90% all in once it could cost \$17.95 per month. But employees come and go, each time they leave we receive a savings because we budget at full staff capacity, so I do not foresee rates even increasing this high.

### **WHERE WILL THE MONEY COME FROM?**

It could cost some reserves. Council could keep the health benefits levy partially lower as currently we have a reserve of \$450,000 trust and agency account. However, these reserves can't be spent anywhere else. Our reserve continues to build as well, so it is entirely possible if employees leave and it takes time to replace them that our benefits reserve fund will continue to grow.

### **PROPOSED IMPLEMENTATION DATE**

July 1, 2024.

### **RECOMMENDATION**

Councilperson Goodweiler and Mayor Laughlin are in support.

Staff is in support of the policy based on the following:

1. We need to be competitive employers.
2. City has strong employee benefit reserves.
3. Although it doesn't help every employee, a morale boost is needed.
4. Competing small towns average at 90% paid family health premiums.