

*(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**

**January 16, 2024  
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: Mike Horihan, Jerry Sexton, Tom Dean, Jodee Stoolman, and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed. City Staff attending via Zoom: Sergeant Cathy Steen, Public Works Director Matt Goodale and Interim Library Director Jessie Schafer and Finance Officer Heidi Van Auken.

**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 January 2, 2024 City Council meeting.  
Approve claims for January 16, 2024.

**EXPENDITURES 1/16/2024**

ASCAP	MUSIC LICENSE FEE	434.00
BAKER & TAYLOR	BOOKS	44.46
BEAN & BEAN	GRAVE OPENINGS	1,950.00
BROWN'S WEST BRANCH FORD	TRUCK REPAIR PART-PW	152.33
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	1,680.00
CEDAR COUNTY RECORDER	RECORDING FEES	78.00
ELDON C STUTSMAN	BRINE SETUP PARTS-PW	716.90
HAWKINS	CHEMICALS	3,644.59
HI-LINE	SHOP SUPPLIES	362.14
HIAWATHA PUBLIC LIBRARY	REPLACEMENT BOOK FEE	25.00
HUNTZMAN ENTERPRISES	UNIFORM SHOULDER PATCH-PD	525.00
IMWCA	IMWCA FY24 INSTALLMENT 7	2,836.00
IOWA CODIFICATION	DEC 2023 SUPPLEMENT	393.00
IA LAW ENFORCEMENT ACADEMY	MMPI-2 EVAL - POLICE	150.00
KANOPY	ON DEMAND VIDEO SERVICE	17.00
LINN COUNTY R.E.C.	STREET LIGHTS	294.03
MENARDS	BRINE TRUCK SETUP MTRLS	31.96
MOPPY MO'S	JANITORIAL SERVICES	700.00
MPEC	VEHICLE MAINT PARTS-PW	4.08
OLSON, KEVIN D	LEGAL SERVICES-JAN 2024	1,500.00
OMNISITE	LIFT STATION AUTOMATIC DIALER	378.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	377.87
PARKSIDE SERVICE	F550 TIRES - PW	1,856.64
QUILL CORP.	STORAGE BOXES-POLICE	43.39
STANARD & ASSOCIATES	POST EXAMINER'S MANUAL-PD	32.00
TRUCK EQUIPMENT	TRUCK BOX - PW	1,550.00
VEENSTRA & KIMM	VARIOUS PROJECTS	37,906.23
<b>TOTAL</b>		<b>57,682.62</b>

**PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS 1/5/2024 45,458.56**

**PAID BETWEEN MEETINGS**

SISCO	HEALTH CLAIMS 12/26/2023	1,184.04
SISCO	HEALTH CLAIMS 1/2/2024	491.85
UMB BANK	GO BONDS FEES	1,250.00
AMAZON.COM	VARIOUS ITEMS FOR LIBRARY	182.11
AT&T MOBILITY	WIRELESS SERVICE	314.96
BAKER & TAYLOR	BOOKS	727.27
CAPITAL ONE	VARIOUS ITEMS FOR LIBRARY	260.84
DAVE'S WELDING & REPAIR	TRUCK BRAKE REPAIR	285.00
DREAMHOST WEBHOSTING	LIBRARY WEBSITE HOSTING	155.88
GRIEBANH INDUSTRIES	NAME PLATE - COUNCIL	25.00
HI-LINE	SHOP SUPPLIES	127.00
IOWA DNR	OPERATOR CERTIFICATE FEE	80.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	76.50

JOHN DEERE FINANCIAL	UNIFORMS-PW	287.78
LEAF CAPITAL FUNDING	COPIER LEASES-CITY, LIBRARY	538.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,553.53
LYNCH'S PLUMBING	SEWER LINE REPAIR-LAREW	225.00
OFFICE OF AUDITOR OF STATE	AUDIT FY22 FILING FEE	425.00
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE-LIBRARY	77.37
PITNEY BOWES PURCHASE POWER	REPLINISH POSTAGE-LIBRARY	50.00
QUILL	OFFICE & BLDG SUPPLIES	100.75
SINCLAIR TRACTOR	MOWER PARTS	246.69
STATE INDUSTRIAL PRODUCTS	CHEMICALS & SUPPLIES	1,484.40
THE HOME DEPOT PRO	BLDG SUPPLIES-LIBRARY	102.14
USA BLUE BOOK	WATER TESTING SUPPLIES	416.23
VERIZON WIRELESS	VERIZON WIRELESS	371.37
FELDMAN PERFORMANCE	FELDMAN PERFORMANCE	44.35
BRIAN LUMPA	TREE REMOVAL & STUMP GRIND	500.00
DES MOINES STAMP	SELF-INKING STAMPS	105.00
JOHNSON COUNTY AUDITOR	CITY/SCHOOL ELECTION FEES	824.52
LRS HOLDINGS	GARBAGE STICKERS	285.00
MACQUEEN EQUIPMENT	2023 BONNELL PRO LEAF LOADER	76,525.00
MEDIACOM	CABLE SERVICE	41.90
PLUNKETT'S PEST CONTROL	PEST CONTROL - CITY, TOWN HALL	57.78
METLIFE	INSURANCE	1,248.68
SISCO	INSURANCE	11,430.75
BOOMERANG	WW TREATMENT PAY ESTIMATE 14	328,409.30
SISCO	HEALTH CLAIMS 12/18/2023	20.71
ALLIANT ENERGY	ALLIANT ENERGY	10,532.37
CEDAR COUNTY COOPERATIVE	FUEL-FIRE	977.50
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	29.99
LYNCH'S EXCAVATING	OLIPHANT WATER MAIN REPAIR	4,205.52
MPEC	SUPPLIES-FIRE	131.12
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	5,519.07
WEST BRANCH REPAIRS	GENERATOR SERVICE-FIRE	252.50

**TOTAL 452,179.79**

**GRAND TOTAL EXPENDITURES 555,320.97**

FUND TOTALS	
001 GENERAL FUND	56,027.86
022 CIVIC CENTER	667.08
031 LIBRARY	10,204.34
036 TORT LIABILITY	2,673.62
110 ROAD USE TAX	28,277.00
112 TRUST AND AGENCY	16,857.44
226 DEBT SERVICE	1,250.00
319 RELOCATING WATER & SEWER	239.65
321 WIDENING WAPSI CREEK	13,443.00
324 WW TREATMENT FACILITY	340,438.39
329 EASTSIDE WATER MAIN PH1	2,743.39
330 EASTSIDE WATER MAIN PH2	7,990.47
600 WATER FUND	43,619.66
610 SEWER FUND	30,356.77
740 STORM WATER UTILITY	532.30

**GRAND FUND TOTAL 555,320.97**

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

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

None

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

Second Reading Ordinance 812 - Amending the Code of Ordinance of the City of West Branch, as previously amended, by Changing Sewer Rates. / Move to action.

Motion by Sexton, second by Goodweiler to approve the Second Reading of Ordinance 812. AYES: Sexton, Horihan, Stoolman, Dean, Goodweiler. NAYS: None. Absent: Motion carried.

Third Reading Ordinance 812 - Amending the Code of Ordinance of the City of West Branch, as previously amended, by Changing Sewer Rates. / Move to action.

Motion by Dean, second by Horihan to approve the Third Reading of Ordinance 812. AYES: Sexton, Horihan, Stoolman, Goodweiler, Dean. NAYS: None. Absent: Motion carried.

ORDINANCE 812

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 99.02 of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by deleting "Effective the first day of January each year, beginning in 2024, the customer monthly rates as set forth in Sections 99.01, 99.03, and 99.04 of this chapter, shall increase by 2% from the prior year. The City shall review the rates every two years to ensure that the system generates adequate revenues to pay the costs of operation and maintenance, including replacement, and that the system continues to provide for proportional distribution of operation and maintenance, including replacement costs, among users and user classes."

And replacing with:

99.02 Annual Adjustment of Sewer Rates. Effective the first day of July each year, beginning in 2024, the customer monthly rates as set forth in Sections 99.01, 99.03, and 99.04 of this chapter, shall increase by 2% from the prior year. The City shall review the rates every two years to ensure that the system generates adequate revenues to pay the costs of operation and maintenance, including replacement, and that the system continues to provide for proportional distribution of operation and maintenance, including replacement costs, among users and user classes.

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 16th day of January, 2024.

First Reading: January 2, 2024  
Second Reading: January 16, 2024  
Third Reading: January 16, 2024

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

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
City Clerk

Resolution 2024-03 - Approving an Information Technology Support Contract with Mainstay Systems of Iowa LLC for the West Branch Police Department. / Move to action.

Laughlin asked if this was apart of the WBPD capital improvement plan. Kofoed responded with yes. Horihan mentioned the price was reasonable based on his prior police chief tenure.

Motion by Dean, second by Sexton to approve Resolution 2024-03. AYES: Dean, Sexton, Stoolman, Horihan. NAYS: None. Absent: Goodweiler. Motion carried.

Resolution 2024-04 - Rescinding Resolution 2023-73 (Amending the City of West Branch, IA Employee Handbook). / Move to action.

Kofoed explained WBPD was give 100% family paid insurance in lieu of raises. Council recently increased police wages so this rescinds the 100% family paid insurance making all departments equal. Kofoed reminded council a new 90% paid proposal will be coming out in the next council meeting as switching insurance brokers has saved the city and taxpayers roughly 15% per year.

Motion by Dean, second by Goodweiler to approve Resolution 2024-04. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-05 - Approving Pay Estimate Number 15 in the amount of \$127,157.50 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Dean, second by Goodweiler to approve Resolution 2024-05. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-06 – Ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids for improvements known as the East Side Water Main Replacement Phase II Project. / Move to action.

Motion by Sexton, second by Goodweiler to approve Resolution 2024-06. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT**

Kofoed encouraged councilmembers to attend the upcoming Police Chief interviews.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Dean mentioned the WBFD received 35 calls for service in the last week. Dean and the rest of council thanked public works for their great work clearing the snow.

**ADJOURNMENT**

Motion to adjourn by Sexton, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:22 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Adam Kofoed, City Administrator