

(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**

**March 18, 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 and Nick Goodweiler. Absent: Tom Dean and Jodee Stoolman. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Police Chief Greg Hall, Sergeant Cathy Steen, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin and City Attorney Kevin Olson. City Staff attending via Zoom: Finance Officer Heidi Van Auken and Library Director Jessie Schafer.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve the minutes from the March 4, 2024 City Council meeting.
Approve the Annual Service Proposal and Contract for Whelen Outdoor Warning Sirens
Approve Claims for March 18, 2024.

EXPENDITURES	3/18/2024	
ALLIANT ENERGY	SERVICE TO WW BLOWER BLDG	1,069.36
AMAZON.COM	VARIOUS ITEMS-LIBRARY, POLICE	286.28
BAKER & TAYLOR	BOOKS	236.40
BROWN'S WEST BRANCH	VEHICLE SERVICE-POLICE	168.71
BROWN'S WEST BRANCH FORD	VEHICLE SERVICE-POLICE	85.83
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	3,237.50
CEDAR COUNTY RECORDER	RECORDING FEES	21.00
CJ COOPER & ASSOCIATES	DOT/CDL QUERY-PW	30.00
HAWKINS	CHEMICALS	3,149.97
ICMA	ICMA 2024 MEMBERSHIP	530.40
INTERSTATE POWER SYSTEMS	LIFT STATION GENERATOR MAINTENANCE	2,906.84
IA LAW ENFORCEMENT ACADEMY	MMPI-2 EVALUATIONS POLICE	300.00
JOHNSON CONTROLS	FIRE MONITORING PANEL BATTERY	1,048.17
JOHNSON COUNTY AUDITOR	CONTRIBUTION-LOWER CEDAR WMA	500.00
KANOPY	ON DEMAND VIDEO SERVICE	44.00
LAUGHLIN, ROGER	GAS MILEAGE REIMBURSEMENT	89.52
LIBERTY COMMUNICATIONS	REMOTE METER READING PROJECT	1,007.87
LR HOLDINGS	TRASH & RECYCLING FEB 2024	18,129.25
LYNCH'S PLUMBING	FAUCET REPAIR-CUBBY PARK	52.70
MACQUEEN EQUIPMENT	STREET SWEEPER PARTS	511.25
MAINSTAY SYSTEMS OF IOWA	LAPTOP, MONITORS-DEPUTY CLERK	3,743.00
MOPPY MO'S	CLEANING SERVICES-CITY, TH	910.00
NOEL AUTOMOTIVE	VEHICLE BODY REPAIR-POLICE	654.38
OLSON, KEVIN D	LEGAL SERVICES-MARCH 2024	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	2.49
PARKSIDE SERVICE	BRAKE REPAIRS-PW	848.10
PIP PRINTING & MARKETING	WARNING PADS-POLICE	788.43
QC ANALYTICAL SERVICES	LAB ANALYSIS	802.00
STANARD & ASSOCIATES	POLICE SELECTION TEST	62.00
STATE HYGIENIC LAB	LAB ANALYSIS	43.50
THE HOME DEPOT PRO	BLDG SUPPLIES-TH, CITY, PW	210.56
TIPTON ELECTRIC MOTORS	POWERWASHER HOSE-PW	121.20
TYLER TECHNOLOGIES	AUTO METER READ PROJECT FEE	250.00
UNIFORM DEN	UNIFORMS-POLICE	169.00
WEST BRANCH TIMES	LEGAL PUB & PW JOB AD	656.54
ZIPPY'S SALT BARN	FIRE BLEND ICE MELT	9,267.76
TOTAL		53,434.01
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	3/15/2024	45,599.86

PAID BETWEEN MEETINGS

LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-P&R	342.50
QUILL	OFFICE SUPPLIES-CITY OFFICE	114.74
WEX BANK	VEHICLE FUEL	766.43
AT&T MOBILITY	WIRELESS SERVICE	281.64
SISCO	HEALTH CLAIMS 3/4/2024	3,876.40
JOHN DEERE FINANCIAL	SUPPLIES & UNIFORM	509.92
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
TYLER TECHNOLOGIES	AUTO METER READ SUBSCRIPTION	2,411.25
TOTAL		8,695.28
GRAND TOTAL EXPENDITURES		107,729.15
FUND TOTALS		
001 GENERAL FUND	48,091.33	
022 CIVIC CENTER	389.24	
031 LIBRARY	6,241.87	
110 ROAD USE TAX	15,296.14	
112 TRUST AND AGENCY	13,448.20	
324 WW TREATMENT FACILITY	1,069.36	
600 WATER FUND	12,334.38	
610 SEWER FUND	9,900.57	
740 STORM WATER UTILITY	958.06	
GRAND FUND TOTAL	107,729.15	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Dawson Brick, Boy Scouts of America who is working on his Eagle Scout project addressed the Council with a proposal to construct a metal archway at the start of the Hoover Trail on East College Street. Brick said the design will match the arch at Appreciation Park and will include light globes. Brick said his goal is to raise \$2500 dollars for the project and get a corporate sponsor for the materials. Brick said he would complete the project by September 2024. Goodale added that there is currently power nearby for the College Street Bridge lights so that is not an issue to hook into. The Council agreed that the project would be a nice addition to the trail and unanimously gave their approval for Brick to proceed.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2024-21 – Hiring Ryan Dorsey as a Full-Time Police Officer for the City of West Branch and setting the hourly wage for the position until completion of the Iowa Law Enforcement Academy. / Move to action.

No discussion.

Motion by Horihan, second by Goodweiler to approve Resolution 2024-21. AYES: Horihan, Goodweiler, Sexton. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2024-22 - Entering into an Officer Training Reimbursement Agreement with Ryan Dorsey. / Move to action.

No discussion.

Motion by Sexton, second by Horihan to approve Resolution 2024-22. AYES: Sexton, Horihan, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Oath of Office for Police Officer Ryan Dorsey.

Chief Hall introduced and welcomed Officer Dorsey to the West Branch Police Department. Hall said the City is very fortunate to have Dorsey who brings with him several years of prior police experience in another state and noted that he also served six years in the U.S. Army. Hall said that Dorsey will be required to attend the Iowa Law Enforcement Academy because Iowa does not recognize his certification from the state where he was an officer. Hall said Dorsey's start date is March 25th and will shadow with current officers until the academy starts in late April. Mayor Laughlin swore in Officer Dorsey.

Resolution 2024-23 – Approving invoice #33548 in the amount of \$807.50 to Impact7G Inc. for the Wapsi Creek Widening – SRF Sponsored Project. / Move to action.

Kofoed said he learned that the project has received ninety percent approval from the DNR and the City Engineer indicated the project should be ready to go to bid in the next thirty days. Laughlin noted that several trees in the project area are starting to be removed.

Motion by Sexton second by Horihan to approve Resolution 2024-23. AYES: Sexton, Horihan, Goodweiler. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2024-24 – Approving the proposed job description for the position of Utility Billing / Deputy Clerk. / Move to action.

Kofoed said the position will be funded by water, sewer, cemetery and clerk dollars. Sexton asked if the City Office would be reconfigured for the fourth person and Kofoed said ideas have been discussed for future changes, but nothing has been decided as of yet. The Council members had no issue with the job description.

Motion by Goodweiler, second by Horihan to approve Resolution 2024-24. AYES: Goodweiler, Horihan, Sexton. NAYS: None. Absent: Stoolman and Dean. Motion carried.

Resolution 2024-25 - Setting Strategic Goals & Priorities for the City of West Branch for 2024 and beyond. / Move to action.

Kofoed said the goals and priorities set by the Council assists him in completing the annual budget to fund various projects and initiatives in order to meet their objectives. Kofoed said the Council will set the date for the public hearing on the final proposed budget at the April 1st City Council meeting and adopt the FY25 budget on April 15th. Sexton commented that Wapsi Park would be a great place for additional pickle ball courts and would like to see that objective met. Kofoed said the West Branch Lions Club is actively working on a “legacy” project for the community and pickle ball courts are on their radar since it is a very popular recreation activity.

Motion by Goodweiler, second by Horihan to approve Resolution 2024-25. AYES: Goodweiler, Horihan, Sexton. NAYS: None. Absent: Stoolman and Dean. Motion carried.

CITY ADMINISTRATOR REPORT

Kofoed said the County will be mailing letters this month to all property owners in West Branch on the proposed maximum tax levy which will be sure to create confusion and additional phone traffic at the City Office. Kofoed said the way the form is completed, it will appear the property owners are getting a significant tax decrease, which in fact is not the situation due to back end calculations that are done. Kofoed said this is new step in the budget process which comes from House File 718. Kofoed said that any questions regarding the letters should be directed to himself and Finance Officer Van Auken.

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT - Absent

STAFF REPORTS – No reports

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said that his property along with others along South 2nd Street were inspected last week by the sub-contractor for the Phase 2 Eastside Water Main Improvement Project. Laughlin said the purpose of the inspection is to observe, photograph and document any previous damage to existing property foundations prior to the start of the boring project which will begin later this spring. Kofoed added that these inspections are a requirement of the SRF funding for the project.

ADJOURNMENT

Motion to adjourn by Sexton, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:30 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk