

(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**

**July 15, 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: Tom Dean, Mike Horihan, Jodee Stoolman, Nick Goodweiler and Jerry Sexton.

City Staff present: City Administrator Adam Kofoed.

City Staff attending via Zoom: Public Works Director Matt Goodale, Finance Officer Heidi Van Auken, Deputy Clerk Jessica Brown, Parks & Recreation Director Erin Laughlin and Library Director Jessie Shaffer.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the July 1, 2024 City Council meeting.

Approve a 5-day Class C Retail Alcohol license for Hazelhasky LLC (dba Herb & Lou’s) with outdoor service for August 9 & 10, 2024 (in conjunction with Hoover’s Hometown Days).

Approve a Class C Retail Alcohol License for Mexico Lindo, 711 S. Downey St., West Branch.

Approve Claims for July 15, 2024.

EXPENDITURES	7/15/2024	
ALL AMERICAN CONCRETE	PATCHES 4TH, OLIPHANT, ROUNDABOUT	13,296.00
AMAZON.COM	VARIOUS ITEMS	320.52
BAKER & TAYLOR	BOOKS	396.67
BROWN'S WEST BRANCH	VEHICLE BULB-PD	82.24
CAPITAL ONE	TEEN SUMMER PROG SUPPLIES	41.84
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	15,555.32
CEDAR COUNTY RECORDER	RECORDING FEES	32.00
CURTIS L CASPER	LAWN MOWING-NUISANCE	110.00
DIAMOND VOGEL	STREET PAINT	3,745.00
E O JOHNSON BUSINESS TECH	COPIER MAINTENANCE-LIBRARY. CITY	436.88
FRED'S FEED & SUPPLY	FIELD CHALK-P&R	432.00
HAWKINS	CHEMICALS	3,918.38
IMWCA	IMWCA FY25 DEPOSIT, INSTALLMENT 1	9,157.00
IOWA CODIFICATION	JUNE 2024 SUPPLEMENT	91.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	87.30
LINN COUNTY R.E.C.	STREET LIGHTS	303.65
LRS HOLDINGS	TRASH & RECYCLING JUNE 2024	18,410.00
LYNCH'S PLUMBING	WATER HEATER REPLACE-CITY	1,043.20
MCDERMOTT, LINDSAY	REPTILE PROGRAM FEE-LIBRARY	279.20
MOPPY MO'S	CLEANING SERVICES-CITY,TH, P&R, LIB	857.50
OLSON, KEVIN D	LEGAL SERVICES JULY 2024	1,500.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	144.99
PROTECT YOUTH SPORTS	BACKGROUND CHECKS-CITY, P&R	76.75
SHAW, BLAKE	STORYTIME MUSIC PERFORMANCE	75.00
STOREY KENWORTHY	PRINT LASER CHECKS	176.11
THOMAS HEATING & AIR	AC SERVICE-TH	420.00
UTILITY SERVICE CO.	S & N WATER TOWERS MAINT PAYMENT	73,335.00
VAN AUKEN, HEIDI	MILEAGE REIMBURSEMENT	176.88
TOTAL		144,500.43
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	7/5/2024	54,178.02
PAID BETWEEN MEETINGS		
AT & T MOBILITY	WIRELESS SERVICE	284.06
GUY, WILLIE	UMPIRE-1 GAME	20.00
QUILL	OFFICE SUPPLIES-POLICE	165.73

THE HOME DEPOT PRO	PARK BATHROOM SUPPLIES	122.54
WEX BANK	VEHICLE FUEL	1,377.70
DEPT OF TREASURY	PCORI FEE 2024	20.25
VARIOUS VENDORS	UB REFUNDS	106.10
TOTAL		2,096.38
GRAND TOTAL EXPENDITURES		200,774.83
FUND TOTALS		
001 GENERAL FUND	63,298.13	
022 CIVIC CENTER	525.00	
031 LIBRARY	6,385.68	
110 ROAD USE TAX	9,150.30	
112 TRUST AND AGENCY	16,826.70	
326 ROUNDABOUT MAIN & CEDAR	4,320.00	
600 WATER FUND	93,285.51	
610 SEWER FUND	6,512.30	
740 STORM WATER UTILITY	471.21	
GRAND FUND TOTAL	200,774.83	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2024-74 – Hiring Daniel Cotterill as a Full-Time Police Officer for the City of West Branch and setting the salary for Fiscal Year 2025. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-74. AYES: Dean, Sexton, Horihan, Stoolman, Goodweiler. NAYS: None. Motion carried.

Oath of Office – Police Officer Daniel Cotterill

Resolution 2024-75 - Approving a 36-month service contact with Stericycle dba Shred-it for shredding services. / Move to action.

Kofoed explained the contract and that City Hall will be the hub for shredding services for all department Administrator Kofoed noted it is a three-year contract with monthly pickup.

Motion by Sexton, second by Dean to approve Resolution 2024-75. AYES: Sexton, Dean, Goodweiler, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-76 - Accepting quotes and awarding the construction contract for the City Office expansion not-to-exceed \$8,500.00. / Move to action.

Mayor Pro Tem Tom Dean acted as the council chair from 7:08-7:10 p.m. due to a Mayor conflict of interest. The mayor's company was the lowest quote received by staff.

Motion by Sexton second by Horihan to approve Resolution 2024-76. AYES: Sexton, Horihan, Goodweiler, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2024-77 – Approving a FEMA Technical Review Fee for the Wapsi Creek Widening Project. / Move to action.

Motion by Stoolman, second by Dean to approve Resolution 2024-77. AYES: Stoolman, Dean, Sexton, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-78 – Approving Change Order Number 3 in the amount of (\$22,539.20) for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-78. AYES: Dean, Sexton, Horihan, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-79 - Approving Pay Estimate Number 20 in the amount of \$68,266.92 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-79. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Discussion – Direction on implementing Franchise Fees on gas & electric service

After some debate, the council ultimately decided to pursue a 1% franchise fee as it would replace the local option sales tax on energy bill. Therefore, it would not be an increase to residents. Council is not interested in pursuing a rate beyond 1% at this time. Sexton suggested funds be used to help fund projects in the capital improvement plan. Horihan expressed his support for additional public safety funding. Stoolman suggested the voters approved the Local Options Sales tax referendum inferring the franchise fee revenue purpose statement reflect the lost referendum language.

Next steps are for council to discuss a revenue purpose statement.

CITY ADMINISTRATOR REPORT

Expressed positive support the city has received from business after the KCRTV9 Our Town Series which highlighted West Branch.

CITY ATTORNEY REPORT - None

CITY ENGINEER REPORT

Updated the council on the eastside watermain phase II project.

STAFF REPORTS - None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin and council discussed their interest in the upcoming Hoover's Hometown Days August 9-10.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:42 p.m.

Roger Laughlin, Mayor

ATTEST:

Adam Kofoed, City Administrator