

(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**

**August 5, 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 Tom Dean, Mike Horihan, Jodee Stoolman, Nick Goodweiler and Jerry Sexton were present.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin, Library Director Jessie Shaffer, Fire Chief Kevin Stoolman and City Attorney Kevin Olson.

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 July 15, 2024 City Council meeting.

Approve a Special Event Permit for the West Branch Dog Fair at Beranek Park on Saturday, September 21, 2024 from 11:00 a.m. to 3:00 p.m.

Approve a Special Event Permit for the West Branch Highschool Homecoming Parade on Wednesday, September 25, 2024 starting at 6:30 p.m.

Approve a Class C Retail Alcohol license for ELDR Bar LLC dba The Lively, 3 Ember Lane, Suite 1, West Branch, Iowa. – Pending fire inspection

Approve Claims for August 5, 2024.

EXPENDITURES	8/5/2024	
AMAZON.COM	SUMMER PROG PRIZES-LIBRARY	281.54
BAKER & TAYLOR	BOOKS	274.17
BIBLIONIX	CIRCULATION/CATALOG SOFTWARE	1,870.00
CEDAR COUNTY COOP	FUEL-MOWERS PW	1,646.60
DIAMOND VOGEL	TOWN HALL PAINT	732.46
DIRK WIENEKE	LAWN CARE SERVICE-CUBBY	1,870.00
E O JOHNSON BUSINESS	COPIER MAINTENANCE - CITY	157.60
GRIEBAHN INDUSTRIES	NAME PLATES-VARIOUS DEPTS	127.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	950.00
IA DEPT OF NATURAL RESOURCES	FY25 WATER SUPPLY FEE	275.28
MENARDS	PAINT SUPPLIES-TH	176.37
PARKSIDE SERVICE	CHARGER TIRES-POLICE	1,208.52
PLUNKETT'S PEST CONTROL	PEST CONTROL - TH, LIB, CITY	160.14
SUMMIT FIRE PROTECTION	ANNUAL FIRE EXT SERVICE	719.80
UNIFORM DEN	UNIFORM-POLICE	681.18
US GEOLOGICAL SURVEY	STREAM GAGE MAINT & OPERATION	9,740.00
VEENSTRA & KIMM	VARIOUS PROJECTS	27,221.92
WEST BRANCH REPAIRS	OIL - POLICE	17.00
TOTAL		48,109.58
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	7/19/2024 & 8/2/2024	126,241.14
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 7/30/24	2,575.20
BOOMERANG	WW TREATMENT PAY EST 20	68,266.92
IOWA ONE CALL	UTILITY LOCATION SERVICE	155.70
JOHN DEERE FINANCIAL	UNIFORM, SAFETY, & GEN SUPPLIES	491.51
QUILL	PAINT TAPE-POLICE	8.54
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
METLIFE	INSURANCE	2,191.50
SISCO	INSURANCE	12,579.23
SISCO	FLEX CLAIMS 7/8/24	1,287.75
ALLIANT ENERGY	ALLIANT ENERGY	14,164.92

ALATORRE	WINDOW CLEANING-CITY	81.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
QUILL	OFFICE SUPPLIES	119.27
WEST BRANCH TIMES	LEGAL PUBLICATIONS	1,166.71
AMAZON.COM	BOOKS	64.64
AMERICAN WATER WORKS ASSOC	DUES GOODALE 5-1-24 TO 4-30-25	90.00
BAKER & TAYLOR	BOOKS	349.52
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	4,445.00
CEDAR CO TRANSFER STATION	TRASH DISPOSAL	34.00
CROELL	DAVE WELD CONCRETE REPLACE	780.00
CULLIGAN WATER TECH	WATER SOFTENER SERVICE	30.49
DINGES FIRE COMPANY	SERVICE PUMPS-FIRE	1,216.25
EVER-GREEN LANDSCAPE NURSERY	CUBBY, WAPSI MULCH	2,220.00
IOWA CO ATTORNEYS ASSOC	IA ACTS OF INTEREST REG	150.00
IA LAW ENFORCEMENT ACADEMY	MMPI-TRANSFER AGENCY	20.00
LINDE GAS & EQUIPMENT	OXYGEN REGILL TANKS-FIRE	70.44
MEDIACOM	CABLE SERVICE	41.90
MUNICIPAL SUPPLY	WATER METERS & RADIOS	5,999.03
OVERDRIVE	DIGITAL & AUDIO BOOKS	902.16
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	144.52
PYRAMID SERVICES	MOWER PARTS-PW	1,030.38
QC ANALYTICAL SERVICES	LAB ANALYSIS	802.00
SHIELD TECHNOLOGY	SOFTWARE MAINTENANCE	2,265.50
STATE HYGIENIC LAB	LAB ANALYSIS	87.00
STOREY KENWORTHY	PRINT LASER CHECKS	267.13
TENNIS SURFACES OF IOWA	BERANEK PICKBALL COURT PAINT	3,880.00
UNIFORM DEN	UNIFORMS-DORSEY	1,390.74
UNIVERSITY OF IOWA HEALTH	PHYSICALS, DRUG TEST-PD, PW	488.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	5,562.98
VEENSTRA & KIMM	CHANNEL WIDENING LOMC APP	37,056.72
VERIZON WIRELESS	VERIZON WIRELESS	467.58
WEST BRANCH REPAIRS	HEAD LIGHT/BATTERY-FIRE	634.55
TOTAL		173,971.18
GRAND TOTAL EXPENDITURES		348,321.90
FUND TOTALS		
001 GENERAL FUND	84,720.11	
022 CIVIC CENTER	1,586.09	
031 LIBRARY	13,779.15	
110 ROAD USE TAX	12,957.08	
112 TRUST AND AGENCY	38,615.16	
321 WIDENING WAPSI CREEK	7,809.00	
324 WW TREATMENT FACILITY	80,203.76	
330 EASTSIDE WATER MAIN PH2	12,497.02	
331 CEDAR JOHNSON RD RECON	31,103.08	
600 WATER FUND	28,886.04	
610 SEWER FUND	25,219.67	
740 STORM WATER UTILITY	10,945.74	
GRAND FUND TOTAL	348,321.90	

Sexton questioned the payments to USGS for stream gauge monitoring and Cedar County Sheriff's office. Brick reminded the Council that they approved the stream gauge monitoring for 2024 in December of 2023 and said billing is delayed and paid at the start of each fiscal year. Kofoed said the Sheriff's office will continue with some coverage through mid-September while the Officer Dorsey completes the academy and gets acclimated with the City.

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

Main Street Executive Director Jessi Simon gave a brief run-down of this years Hoover's Hometown Days event that is scheduled for this weekend (August 9th-10th). Simon said with the City stepping aside to along volunteers to take over the event, many community members have stepped up for the challenge. Simon thanked the Public Works Department for their continued contributions to the event. Simon also encouraged everyone

to visit the Hooverdays.org website for the full event schedule and see the photos of the 2024 Hoover's Hometown Days committee and be sure to "thank" them for their efforts.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2024-80 – Accepting the resignation of Councilperson Nicholas Goodweiler from the City Council of the City of West Branch, Iowa. / Move to action.

The Mayor and Council reluctantly accepted Goodweiler's resignation from the City Council. The Council members individually offered their thanks to Goodweiler for his contributions to the Council and said they had learned a lot from him during his tenure. Goodweiler will be moving from West Branch to be closer to his work. Mayor Laughlin said the City Council will appoint Goodweiler's replacement at the August 19th City Council meeting.

Motion by Sexton, second by Stoolman to approve Resolution 2024-80. AYES: Sexton, Stoolman, Horihan. NAYS: Dean. Abstain: Goodweiler. Motion carried.

Resolution 2024-81 - Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP). / Move to action.

This is the City's annual liability insurance policy which is effective July 1, 2024 through June 30, 2025.

Motion by Dean, second by Sexton to approve Resolution 2024-81. AYES: Dean, Sexton, Horihan, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 2024-82 – Approving the Workers' Compensation (Revised) Proposal with Iowa Municipalities Workers' Compensation Association (IMWCA) for Fiscal Year 2025. / Move to action.

This item was previously approved via Resolution 2024-66. But after additional review, an error was caught on an omission of a loss experience credit that was not given to the City on the original renewal notice. This new proposal corrects the error by the insurance carrier.

Motion by Dean, second by Sexton to approve Resolution 2024-82. AYES: Dean, Sexton, Goodweiler, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-83 - Approving the West Branch Fire Department to solicit bids for the sale of a 2000 Freightliner Fire Truck. / Move to action.

Fire Chief Stoolman said the new tanker pumper fire truck the department ordered and purchased in 2022 will be delivered in the next few months. Stoolman would like to sell the 2000 Freightliner (#192) prior to its arrival. Dean said he would like to set a minimum bid for the truck when selling and asked if Stoolman had an estimate. Stoolman said he had the truck appraised last year to be approximately \$90-\$110 thousand dollars. Motion by Dean, second by Horihan to approve Resolution 2024-83. AYES: Dean, Horihan, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 2024-84 – Approving the City of West Branch (Revised) Fiscal Management Policies date July 2024. / Move to action.

Brick reminded the Council that the City's financial policies are to be reviewed annually for any modifications needed. Brick noted the highlights. The Council briefly discussed but had no questions.

Motion by Dean, second by Sexton to approve Resolution 2024-84. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-85 – Approving the West Branch Parks & Recreation Master Plan. / Move to action.

Kofoed explained the master plan was a three-year long project that crossed three directors and commission member changes. Kofoed said a public survey was conducted in 2022 and the results were showing that residents are very supportive of park and recreation programs including large scale projects such as a rec center and public swimming pool. Stoolman thanked the Lions Club and Eagle Scouts who have donated their time and amenities to the city's parks.

Motion by Dean, second by Goodweiler to approve Resolution 2024-85. AYES: Dean, Goodweiler, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2024-86 – Approving the West Branch Parks & Recreation Grievance Policy. / Move to action.

Kofoed stated that policies are best created when there are no issues and that it is now time to establish a policy to address a grievance within the Park & Recreation department. Kofoed said the policy is drafted similar to a policy in Garner, Iowa.

Motion by Dean, second by Sexton to approve Resolution 2024-86. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-87 – Approving the West Branch Parks & Recreation Rules of Behavior Policy. / Move to action.

Horihan asked if the City Attorney had reviewed the policy and if he had any issues with it. Olson said the policy was basic in nature and that he had no issues with it. Sexton said he was in support of the policy and stated there should be zero tolerance for bad behavior. Kofoed said the policy is very similar to that of the West Branch Public Library and said that their policy had been successful. Sexton asked if signage could be posted at the city's parks regarding some of the most basic behavior issues so that violators will be warned of consequences. The other members were agreeable with Sexton's suggestion.

Motion by Dean, second by Stoolman to approve Resolution 2024-87. AYES: Dean, Stoolman, Horihan, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 2024-88 – Approving Change Order Number 4 in the amount of (\$24,761.26) for the Wastewater Treatment Facility Improvements Project. / Move to action.

This change order decreases the project cost by \$24,761.26.

Motion by Sexton, second by Stoolman to approve Resolution 2024-88. AYES: Sexton, Stoolman, Goodweiler, Dean, Horihan. NAYS: None. Motion carried.

Resolution 2024-89 – Approving Pay Estimate Number 3 in the amount of \$82,852.75 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. / Move to action.

Stoolman asked N. 4th Street would be open for Hoover's Hometown Days and if the contractor would be sweeping the street of the dirt and mud remaining at the project site. Kofoed responded that the street will not be open and that he had asked the contractor to take a brief break from the project so as to not interfere with Hoover's Hometown Days. When asked if the project was on-time, Kofoed said that the project is two-weeks behind and that a meeting with the city's engineer, contractor and staff has been scheduled for after the weekends event to address concerns over the project.

Motion by Dean, second by Sexton to approve Resolution 2024-89. AYES: Dean, Sexton, Horihan, Goodweiler, Stoolman. NAYS: None. Motion carried.

Discussion – Consider adding a traffic stop the intersection of West Orange and Greenview Drive

Kofoed said this topic comes from Councilperson Stoolman who asked that the suggestion for a stop sign on West Orange Street near the intersection of Greenview Drive. Stoolman has observed vehicular traffic speeding along this stretch and feels a stop sign would help slow people down. Sexton said he is opposed to adding a stop sign because there are already six stops signs along this street. Sexton feels that adding another stop will just make people drive faster to the next one to make up time. Horihan suggested that the police department monitor the street for offenders and offer suggestions to improve safety.

Discussion – Consider handicap parking on the 100 block of North Downey Street

Kofoed stated that he has received several requests from downtown businesses for better handicap parking. Kofoed said that there is a marked spot on the 100 block of North Downey Street at the end of the Opera Block House, but it is not "signed". Horihan gave a brief history of a similar request a few years ago when he was Chief and said that one space in front of the physical therapy office was "signed" to allow patience better access for services although the curb doesn't allow for wheelchair access. The Council was not opposed to an additional parking spot being added.

Discussion – Provide City Administrator direction regarding recent requests to implement smart growth

Kofoed stated that he is several inquiries from prospective businesses expressing interest in coming to West Branch. With West Branch's recent growth, the City is becoming more attractive to potential new business growth as well and that now is the time to consider discussing what types of businesses the City wants to see

as well as where they would like to see them. Kofoed said that many businesses reach out to him and Main Street's Executive Director Jessi Simon and both are interested and invested in preserving the downtown district as well as going business offerings but with thought. Kofoed and Simon suggest the Council strongly consider an overlay district that will preserve and protect the downtown area while encouraging businesses to come to West Branch. Kofoed said to accomplish this will take time and passing new ordinances. All members of the Council expressed their support in this initiative. Kofoed also brought up the topic of updating the City's Code of Ordinance to address marijuana growing and sales within the city limits. Kofoed provided a sample ordinance from the City of Garner, Iowa as an example. Horihan said he would support an ordinance regarding marijuana.

CITY ADMINISTRATOR REPORT

Kofoed thanked Laughlin for the professional job on the office remodel that was completed earlier in the day. Kofoed said the new office space meet staff's expectations. Kofoed also thanked city staff members who painted Town Hall over the past few weeks and those who helped clean-up the downtown area in preparation for Hoover's Hometown Days.

CITY ATTORNEY REPORT – Nothing to report

CITY ENGINEER REPORT - Absent

STAFF REPORTS – Library Director Jessie Shaffer announced that there is a part-time programming opening at the library and that applications are being accepted.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Dean expressed his unhappiness regarding interstate traffic continuing to come through West Branch when an accident happens. Dean wants the City to bill the person who caused the accidents insurance company and/or IDOT for street damage and police salaries for each incident. Dean also thanked city staff for there time in painting Town Hall on top of their full schedules. Horihan said he is looking forward to Hoover's Hometown Days this weekend and invited everyone to visit the Herbert Hoover Library & Museum before it closes in 2025 for a major remodel. Horihan said the museum is free to visit during Hoover's Hometown Days. Laughlin thanked Main Street Director Simon for her efforts in leading the Hoover's Hometown Days event for 2024.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:04 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk