

(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**

**September 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 Tom Dean, Jerry Sexton, Mike Horihan and Jodee Stoolman were present.
Absent: Colton Miller.

City Staff present: City Administrator Adam Kofoed, Deputy Clerk Jessica Brown, Police Chief Greg Hall, Sergeant Cathy Steen, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin, City Engineer Dave Schechinger and City Attorney Kevin Olson. Staff attending via Zoom: Finance Officer Heidi Van Auken 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 September 3, 2024 City Council meeting.
Approve a Special Event permit for The Down Under for Saturday, October 5, 2024 and expanded Outdoor Service Area for the event.
Approve the June & July Monthly Financial Report.
Approve Claims for September 16, 2024.

EXPENDITURES	9/16/2024	
ALL AMERICAN CONCRETE	CONCRETE REPAIRS	17,056.00
AMAZON.COM	SUPPLIES-CITY & P&R	253.86
BAKER & TAYLOR	BOOKS	188.20
BREEDLOVE SPORTING GOODS	SLOW PITCH BALLS	136.00
BROWN'S WEST BRANCH	VEHICLE SERVICE-POLICE	129.62
BROWN'S WEST BRANCH FORD	VEHICLE SERVICE-POLICE	86.74
CEDAR CO SHERIFF'S OFFICE	PATROL RESERVES	2,765.00
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
DIRK WIENEKE	CUBBY FIELD MAINTENANCE	1,800.00
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH	1,000.00
ELITE HOLDING COMPANY	YOUTH VBALL SHIRTS	329.00
GRIEBAHN INDUSTRIES	WALL MOUNT HOLDERS-CITY	34.00
HAWKINS	CHEMICALS	3,307.28
HOLLYWOOD GRAPHICS	LHLM SHIRTS-P&R	372.12
IMWCA	IMWCA FY25 INSTALLMENT 3	2,747.00
IA DEPT OF PUBLIC SAFETY	WARRANTS & ARTICLES SYSTEM	1,200.00
JJ NICHTING COMPANY	DITCH MOWER PARTS	812.19
KANOPY	ON DEMAND VIDEO SERVICE	28.00
LRS HOLDINGS	TRASH & RECYCLING AUG 2024	18,446.00
LYNCH'S EXCAVATING	INTAKE REPLACEMENTS	24,495.00
MOPPY MO'S	CLEANING SERVICES	892.50
MUNICIPAL SUPPLY	METER REPLACEMENT	275.70
OVERDRIVE	DIGITAL & AUDIO BOOKS	339.97
PIP PRINTING & MARKETING	BUSINESS CARDS-POLICE	245.04
PROTECT YOUTH SPORTS	COACH BACKGROUND CHECKS-P&R	108.00
PYRAMID SERVICES	MOWER PARTS	121.26
SCHINDLER-HUBBLE, DANA	TOWN HALL FEE REFUND	100.00
SINCLAIR TRACTOR	MOWER PARTS	556.85
THE HOME DEPOT PRO	PAPER TOWELS-TH	138.31
TYLER TECHNOLOGIES	AUTO METER READ PROJECT FEE	60.00
TOTAL		78,051.64
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/13/2024	62,652.73
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 9/9/2024	232.61

AMAZON.COM	DVD, BLDG SUPPLIES	39.16
AT&T MOBILITY	WIRELESS SERVICE	259.96
IMPACT 7G	WIDENING WAPSI CREEK	2,852.50
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,536.70
WEX BANK	VEHICLE FUEL	2,141.14
SISCO	HEALTH CLAIMS 9/3/2024	8.36
VARIOUS VENDORS	UB REFUNDS	233.25
FIDELITY BANK & TRUST	DEPOSIT BOOK PURCHASE	60.08
ELITE HOLDING	UNIFORMS-PW	2,175.50
IMPACT 7G	WIDENING WAPSI CREEK	5,753.67
KNOX COMPANY	KNOX BOXES-HERITAGE & PARKSIDE	2,635.00
LEAF CAPITAL FUNDING	COPIER LEASE-CITY OFFICE	396.00
MEDIACOM	CABLE SERVICE	41.90
MIDWEST UNDERGROUND CONTRACTORS	EASTSIDE WATER MAINS PH2	78,679.00
PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER LEASE	77.37
STERICYCLE	SHREDDING SERVICES	161.17
TYLER TECH	AUTO METER READ PROJECT FEE	60.00
VERIZON WIRELESS	VERIZON WIRELESS	454.31
WEST BRANCH TIMES	LEGAL PUBLICATIONS	500.01
TOTAL		98,297.69
GRAND TOTAL EXPENDITURES		239,002.06

FUND TOTALS		
001 GENERAL FUND		63,664.15
022 CIVIC CENTER		323.54
031 LIBRARY		4,974.80
110 ROAD USE TAX		23,819.80
112 TRUST AND AGENCY		13,574.62
321 WIDENING WAPSI CREEK		8,606.17
330 EASTSIDE WATER MAIN PH2		78,679.00
600 WATER FUND		12,318.35
610 SEWER FUND		8,015.77
740 STORM WATER UTILITY		25,025.86
GRAND FUND TOTAL		239,002.06

REVENUE-FISCAL YEAR 2024
FUND JUNE

001 GENERAL FUND	118,066.84
022 CIVIC CENTER	520.10
031 LIBRARY	200,816.13
036 TORT LIABILITY	335.47
110 ROAD USE TAX	40,004.00
112 TRUST & AGENCY	3,723.75
119 EMERGENCY TAX FUND	180.22
121 LOCAL OPTION SALES TAX	20,986.94
125 TIF	316.35
126 TIF LMI MEADOWS PT 4	1.03
226 DEBT SERVICE	729,580.61
300 CAPITAL IMPROVEMENT RESERVE	344.06
312 DOWNTOWN EAST REDEVELOPMENT	150,000.00
324 WW TREATMENT FACILITY	493,162.98
330 EASTSIDE WATER MAINS PH2	343,782.87
500 CEMETERY PERPETUAL FUND	300.00
501 KROUTH PRINCIPAL FUND	755.34
502 KROUTH INTEREST FUND	353.14
600 WATER FUND	67,799.54
603 WATER SINKING FUND	5,212.08
610 SEWER FUND	89,453.73
611 SEWER FUNDS SPECIAL	42,904.31
740 STORM WATER UTILITY	5,908.50
TOTAL	2,314,507.99

001 GENERAL FUND	53,619.03
022 CIVIC CENTER	774.32
031 LIBRARY	525.15
036 TORT LIABILITY	202.11
110 ROAD USE TAX	28,548.45
112 TRUST & AGENCY	3,498.42
119 EMERGENCY TAX FUND	108.64
121 LOCAL OPTION SALES TAX	27,894.90
125 TIF	76.32
226 DEBT SERVICE	970.73
300 CAPITAL IMPROVEMENT RESERVE	207.39
500 CEMETERY PERPETUAL FUND	1,518.90
600 WATER FUND	74,404.31
603 WATER SINKING FUND	10,817.65
610 SEWER FUND	88,568.48
611 SEWER FUNDS SPECIAL	53,438.47
740 STORM WATER UTILITY	5,954.25
TOTAL	351,127.52

The Council had no comments.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Phil Wiese, State representative communicated that he attended Hoover's Hometown Days and really enjoyed getting to know the community. Wiese said that he wants to "get respect back to politics."

Marty Jimmerson, West Branch Community School District Superintendent brought up the need for a stop sign at Main St. and Dawson Drive as a school para was almost hit by a car in the crosswalk and is a safety issue for the kids walking to and from school. Jimmerson feels that the need for a stop sign will increase as the city grows to the west.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2024-97 - Setting a date for Consultation and a date for a Public Hearing on the proposed Amendment No. 7 to the Amended and Restated West Branch Urban Renewal Plan. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-97. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Resolution 2024-98 – Approving a salary adjustment for Police Chief Greg Hall. / Move to action.

Motion by Dean, second by Horihan to approve Resolution 2024-98. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Resolution 2024-99 - Approving a salary adjustment for Andrew (Drew) Finnegan. / Move to action.

Kofoed mentioned that Finnegan has received five (5) out of the six (6) certifications for water treatment. Kofoed also mentioned that certification pay was raised from fifty cents (50) per certificate to seventy-five (75) as they are difficult to achieve.

Motion by Dean, second by Sexton to approve Resolution 2024-99. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Resolution 2024-100 – Approving a salary adjustment for Parks & Recreation Director Erin Laughlin. / Move to action.

Kofoed mentioned that the Department of Labor changed the federal guidelines for full-time salary workers and that Laughlin's raise could happen now or in January when the law goes into effect. Kofoed said Laughlin is doing a good job Kofoed and recommends that the salary go into effect now.

Motion by Dean, second by Sexton to approve Resolution 2024-100. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Resolution 2024-101 - Approving Pay Estimate Number 5 in the amount of \$114,796.72 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2024-101. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Resolution 2043-102 – Approve the Fire Pak Insurance for the West Branch Fire Department and West Branch Firefighters Inc. /Move to action.

Van Auken reminded the Council that the insurance company the Fire Department changed in FY24. Van Auken said that she was happy with the FY25 premium amount, but would like to find one insurance company for all City departments and noted that ICAP does not insure fire departments. Mayor Laughlin suggested the possibility of raising the deductible next year to lower costs.

Motion by Dean, second by Sexton to approve Resolution 2024-102. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Resolution 2024- 103 – Approving a resolution amending the employee handbook to update the West Branch Police Department hours worked before overtime begins. / Move to action.

Kofoed informed the Council that over-time pay is currently based on a forty (40) hour work week according to the recently adopted Employee Handbook. He stated that police (and fire) personnel sometimes follow an alternate work schedule and work fifty (50) hours one week and thirty (30) hour the next to accommodate their schedules. The result of having a forty (40) work week definition for the police department, it creates excess overtime with their current work schedules. Kofoed suggested changing the definition of work week for police to eighty (80) hours to help manage over-time expenses. This would essentially make officers work eighty (80) (rather than forty) before over-time would be counted.

Motion by Dean, second by Sexton to approve Resolution 2024-103. AYES: Dean, Sexton, Horihan, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Discussion – Finalize Franchise Revenue Purpose Statement.

Dean talked about reimbursement to the schools, Sexton asked about reimbursing the parks as well since both are currently exempt from the 1% optional sales tax. Roger mentioned that if they chose, the reimbursement could be up to 1% back. Before deciding on what percent to reimburse back and to whom, Sexton wants to see the current numbers of what the school and Parks would be paying to decide on reimbursement numbers.

Discussion – West Branch Police Department residency requirement.

Dean and Sexton support the decision of Police Chief Hall with the 30-mile residency requirement.

Discussion – Proposal to temporarily hold building permits for Main Street addresses

First draft is done and Kofoed will be meeting with city leaders getting input on their thoughts. Final draft is scheduled to be done end of September or beginning of October. Kevin Olson mentioned this will allow businesses to still work on their buildings but within guidelines.

CITY ADMINISTRATOR REPORT

Kofoed mentioned he would be gone for training all week and thanked Norfleet at the West Branch Times for his articles on the countless times traffic has been diverted through West Branch.

CITY ATTORNEY REPORT - No report

CITY ENGINEER REPORT

Boomerang is still working on punch items to finish up.

Schechinger is meeting with different utilities for the Cedar Johnson Rd project. He said dirt is being moved from another project so “saving” dirt for current project and less to haul in. Midwest underground is working on the water main to Cookson and have one more line to find to tap into. The City is currently waiting on FEMA’s review for the widening of Wapsi Creek. Mayor Laughlin asked if the project can still be done in the winter time. Schechinger confirmed that the project can still be completed in the winter, pending weather.

STAFF REPORTS – No reports

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Dean got a telephone call from an IDOT liaison letting him know that, Bobby Kaufmann sent the video of the traffic coming through West Branch when the interstate is shut down. The liaison wanted Dean to know that the Iowa Patrol and IDOT are collaborating together to work something out.

ADJOURNMENT

Motion to adjourn by Dean, second by Horihan. Motion carried on a voice vote. City Council meeting adjourned at 7:46 p.m.

Roger Laughlin, Mayor

ATTEST:

Jessica Brown, Deputy City Clerk