

(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
Special Meeting**

**October 7, 2024
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council special meeting to order at 6:05 p.m.
Roll call: Council members Tom Dean, Jerry Sexton, Mike Horihan, Colton Miller and Jodee Stoolman were present.

Motion to adjourn to Closed Session to discuss personnel matters per Section 21.5(i) of the Code of Iowa. /
Move to action.

City Administrator Kofoed requested to keep the meeting in “open” session to discuss his role as the City Administrator. The discussion centered around reviewing and/or revising the City Administrator job description but does not want to change the ordinance. The mayor and Council are in support of this recommendation. Mayor Pro Tem Dean will work with Kofoed on the revisions.

Adjourn from Closed Session.

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

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**October 7, 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, Colton Miller and Jodee Stoolman were present.

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, City Engineer Dave Schechinger and City Attorney Kevin Olson. Staff attending via Zoom: Deputy Clerk Jessica Brown and Library Director Jessie Shaffer.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the September 16, 2024 City Council meeting.
Approve minutes from the September 30, 2024 City Council Special meeting.
Approve West Branch Fire Department appointments.
Approve the August Monthly Financial Report
Approve Claims for October 7, 2024.

EXPENDITURES	10/7/2024	
AMAZON.COM	FALL FEST, LHLM, OFFICE SUPPLIES	60.90
CITY OF COWETA	DAMAGED INTERLIB LOAN BOOK	36.99
CURTIS L CASPER	LAWN MOWING-NUISANCE	65.00
GRIEBAHN INDUSTRIES	NOTARY STAMPS-LIBRARY	55.22
HAWKINS	CHEMICALS	3,301.74
IA DNR	2025 ANNUAL WATER USE FEE	115.00
LYNCH'S EXCAVATING	STORM INTAKE REPLACEMENT	5,686.50
LYNCH'S PLUMBING	PARTS-TEMP WATER SERVICE	43.70
MENARDS	SEWER SAMPLE FRIDGE-PW	549.00
OVERDRIVE	DIGITAL & AUDIO BOOKS	370.21
PROTECT YOUTH SPORTS	COACH BACKGROUND CHECKS	40.50
STERICYCLE	SHREDDING SERVICES	91.33
THE HOME DEPOT PRO	TOILET PAPER-P&R	62.07
TYLER TECHNOLOGIES	AUTO METER READ PROJECT FEE	60.10

UNIVERSITY OF IOWA HEALTH	PHYSICALS-POLICE	81.00
VEENSTRA & KIMM	VARIOUS PROJECTS	37,485.71
WHITE CAP	SHOP SUPPLIES-PW	107.96
TOTAL		48,212.93
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/27/2024	66,813.80
PAID BETWEEN MEETINGS		
AT&T MOBILITY	WIRELESS SERVICE	259.96
UNIFORM DEN	UNIFORM-COTTERILL	721.15
USA BLUE BOOK	WATER PLANT SUPPLIES	1,837.43
UMB BANK	GO BOND 2023 FEE	600.00
BAKER & TAYLOR	BOOKS	293.04
JOHN DEERE FINANCIAL	UNIFORMS, SUPPLIES-PW	1,554.63
MENARDS	NATURE TRAIL BRIDGE MTRLS.	1,261.55
NATIONAL PARK SERVICE	LHLM 5K PERMIT FEE	50.00
QUILL	OFFICE SUPPLIES	130.62
STATE INDUSTRIAL PRODUCTS	CHEMICALS	250.38
VERIZON WIRELESS	VERIZON WIRELESS	454.61
SISCO	HEALTH CLAIMS 9/23/2024	9.25
METLIFE	INSURANCE PREMIUM	2,232.61
SISCO	INSURANCE PREMIUM	16,998.40
SISCO	HEALTH CLAIMS 9/16/2024	107.59
AMAZON.COM	BOOKS, DVDS, SUPPLIES	328.93
BAKER & TAYLOR	BOOKS	658.85
HI-LINE	SHOP SUPPLIES	696.94
MEDIACOM	CABLE SERVICE	41.90
MENARDS	HOOVER TRAIL BRIDGE MTRLS	3,424.19
MIDWEST FRAME & AXLE	TRUCK PARTS	121.07
MIDWEST UNDERGROUND CONTRACTORS	EAST SIDE WATER MAINS PH2	114,796.72
OLSON, KEVIN	LEGAL SERVICES-SEPT 2024	1,500.00
PANTHER UNIFORMS	UNIFORMS-POLICE	640.68
PLUNKETT'S PEST CONTROL	PEST CONTROL	160.14
QC ANALYTICAL SERVICES	LAB ANALYSIS	868.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	161.62
SCOTT STUELAND	CEMETERY STUMP GRIND	3,400.00
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	2,265.09
ALLIANT ENERGY	ALLIANT ENERGY	16,946.58
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	30.49
FIRST DUE HOSE	HOSE TESTING	2,142.70
IA LAW ENFORCEMENT ACADEMY	DEESCALATION TRAINING	25.00
LAW ENFORCEMENT SYSTEMS	PARKING TICKET BOOKS	214.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LINDE GAS & EQUIPMENT	OXYGEN TANKS-FIRE	65.83
LINN COUNTY REC	STREET LIGHTS	260.23
MPEC	MOWER BATTERY	134.91
STATE HYGIENIC LAB	LAB ANALYSIS	72.50
SUMMIT FIRE PROTECTION	EXTINGUISHER RECHARGE	175.50
WEST BRANCH REPAIRS	VEHICLE SERVICE-POLICE	162.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS	610.12
TOTAL		176,807.23
GRAND TOTAL EXPENDITURES		291,833.96
FUND TOTALS		
001 GENERAL FUND	50,868.42	
022 CIVIC CENTER	656.08	
031 LIBRARY	6,668.81	
110 ROAD USE TAX	8,538.28	
112 TRUST AND AGENCY	28,915.70	
226 DEBT SERVICE	600.00	
324 WW TREATMENT FACILITY	2,458.00	
330 EAST SIDE WATER MAIN PH2	128,223.47	
331 CEDAR JOHNSON RD RECON	20,514.36	
600 WATER FUND	20,799.63	
610 SEWER FUND	17,166.98	
740 STORM WATER UTILITY	6,424.23	
GRAND FUND TOTAL	291,833.96	

REVENUE-FISCAL YEAR 2025
FUND AUGUST

001 GENERAL FUND	32,653.81
022 CIVIC CENTER	415.00
031 LIBRARY	477.00
110 ROAD USE TAX	26,349.94
112 TRUST & AGENCY	2,933.51
121 LOCAL OPTION SALES TAX	26,249.41
125 TIF	76.67
226 DEBT SERVICE	248.78
324 WW TREATMENT FACILITY	85,546.47
330 EASTSIDE WATER MAINS PH2	104,443.19
600 WATER FUND	74,490.80
610 SEWER FUND	81,363.18
740 STORM WATER UTILITY	5,717.25
TOTAL	440,965.01

The Council had no comments.

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

David Bitterman, LRS introduced himself as being the new leader for the North Liberty location since August of 2024. Bitterman said he was aware that the City is seeking proposals for providing trash and recycling services and asked if the Council had any feedback for them to retain the City's business. Bitterman admitted to struggles the City had this past year and said they were committed to addressing any problems as they occur to regain the City's trust.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – on the Proposed Amendment #7 to the Amended and Restated West Branch Urban Renewal Plan.

Laughlin opened the public hearing at 7:10. There were no public comments. Laughlin closed the public hearing at 7:11.

Resolution 2024-104 – Approving and Adopting Amendment No. 7 to the Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area. / Move to action.

This amendment includes the addition of three new projects; a TIF rebate for the new dental office on West Main Street, construction costs for the reconstruction of Cedar-Johnson Road and construction costs for the reconstruction of West Main Street. Olson explained that the costs are over estimated to include inflation since not all projects will be completed at the same time.

Motion by Dean, second by Sexton to approve Resolution 2024-104. AYES: Dean, Sexton, Miller, Stoolman, Horihan. NAYS: None. Motion carried.

First Reading of Ordinance 816 – Amending Chapter 69 – Parking Regulations. / Move to action.

Miller asked why the parking limit was being requested. Brick said that over the past few years, parking along Poplar Street has increased and that often times city office visitors have nowhere to park when conducting city business. By implementing a thirty-minute parking zone, this should alleviate all day parking in front of the office. Miller asked if employees would be able to park in the new restricted zone and Brick confirmed that the ordinance would be enforced to all.

Motion by Dean, second by Horihan to approve the first reading of Ordinance 816. AYES: Dean, Horihan, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

First Reading of Ordinance 817 – Amending Chapter 30 – Police Department. / Move to action.

Horihan questioned the thirty-mile residency requirement based on reporting of the West Branch Times which said the thirty-mile limit could include parts of Illinois. Horihan asked Chief Hall if he was still okay with that mileage limit if it allowed someone from out of state to work for the department. Hall responded to Horihan's question and said he had no issue since it is most likely not to happen. Stoolman commented that the former Chief had a similar request in 2023, a request the Council denied. Miller responded to Stoolman and said once

the Council realized that they were not attracting qualified candidates, they had to be willing to make some changes or the City wouldn't have a police department.

Motion by Dean, second by Miller to approve the first reading of Ordinance 817. AYES: Dean, Miller, Horihan, Sexton. NAYS: Stoolman. Motion carried.

Resolution 2024-105 - Approve Invoice #35132 in the amount of \$2581.25 to Impact7G for the Wapsi Creek Widening SRF Sponsored Project. / Move to action.

Miller questioned "when are going to stop paying and start doing"? Schechinger stated that FEMA is questioning some of the modeling done by USGS in the past and each time they question something, the ninety-day response time starts again. Schechinger said he is very frustrated with the process and is seeking higher authority to keep things moving through the approval process.

Motion by Dean, second by Sexton to approve Resolution 2024-105. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2024-106 – Amending the West Branch Employee Handbook. / Move to action.

This resolution repeals 2024-103 approved by the City Council on September 16, 2024. The revised resolution more clearly defines the difference in work week versus work periods for certain employees and corrects the hours that police officers must work before overtime pay is earned based on their compressed work schedule. This language will be incorporated into the West Branch Employee Handbook.

Motion by Dean, second by Miller to approve Resolution 2024-106. AYES: Dean, Miller, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2024-107– Approve a Revised Final Plat for Heritage Hill. / Move to action.

Jon Marner, MMS Consultants representing Heritage Hill Subdivision said the reason for the revised final plat is to create individual parcels to make home buying more attractive. Marner also mentioned that the trail was relocated to the outside of the detention basin on the west side of the property. He said adjustments were also made to the south end of the trail to provide more green space between the trail and the retaining wall for added safety to trail users.

Motion by Dean, second by Sexton to approve Resolution 2024-107. AYES: Dean, Sexton, Horihan, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 2024-108 – Approving a Program Membership Agreement with US Bank. / Move to action.

Olson explained that the City has been part of a consortium with US Bank since 2014 and that ten-year agreement has expired. This new agreement will renew that membership. Miller asked why the City still uses US Bank since they are no longer have a West Branch location and if the City should look toward moving their business to Fidelity Bank and Trust. No direction was given to staff to make any changes at this time.

Motion by Sexton, second by Miller to approve Resolution 2024-108. AYES: Sexton, Miller, Dean, Stoolman, Horihan. NAYS: None. Motion carried.

Discussion – Police officer Longlett proposed salary increase

Chief Hall asked the Council to consider increasing Longlett's annual salary to the ten-year service mark based on his prior seventeen years in law enforcement. Hall said that when Longlett was hired, he had to complete some certifications and was hired in at the certified officer rate of \$66,560.00. Hall said that Longlett has completed the required certifications and requested that Longlett should be compensated at the ten-year certified officer pay. The Council questioned what the employment offer stated and said they would honor what was promised. Laughlin directed Hall to make his official request with the Clerk for the next City Council agenda.

Discussion – Police officer Dorsey proposed salary increase

Chief Hall reminded the Council that when Officer Dorsey was hired, he had been a certified police officer in Delaware. However, Iowa did not recognize his certification and therefore Dorsey was required to attend the Iowa Law Enforcement Academy. Dorsey was hired at the certified officer rate of \$66,560 and upon completion of the academy in August, was given a two-dollar an hour pay increase. Hall is now asking for the Council to recognize Dorsey's prior certified experience of seven-years and move him to \$78,845. Miller asked Hall if these salary increases are within the Chief's budget and Hall confirmed that they are. Stoolman

questioned where the City is getting all the money to pay these salaries and Kofoed reminded the Council that budget cuts were made to various departments and services in order to afford five well paid officers. Miller and Horihan said they are supportive of the request. Laughlin directed Hall to make his official request with the Clerk for the next City Council agenda.

Discussion – Review Franchise Fees revenue purpose statement

Brick asked the Council to review the draft resolution so that they were comfortable in moving forward with the revenue purpose statement. Brick asked the attorney to review the statement to ensure that it covered park debt and improvements as the draft language was vague. Olson agreed that additional language should be added. Brick said she would work with Olson and bring another resolution back to Council for their approval.

CITY ADMINISTRATOR REPORT

Kofoed thanked Public Works for their work on rebuilding the pedestrian bridge on the Hoover Nature Trail that was failing. The bridge re-opened late last week.

CITY ATTORNEY REPORT - No report

CITY ENGINEER REPORT

Schechinger reported on various city projects and said that the two major projects would be wrapping up by the end of October. He also noted that the sewer meter installed at the West Branch Village was installed improperly and is in need of replacement. West Branch Village is working with their engineers to accomplish this. Schechinger also informed the Council that he is reviewing the final plat for the Meadows Part 6 and will be providing comments for it to go to Planning & Zoning.

STAFF REPORTS

Brick informed the Council that the fire truck was successfully auctioned off on GovDeals and brought \$116,500. The truck was purchased from a volunteer fire department in Vine Grove, Kentucky and was picked up last week. Brick also noted that Dawson Brick has completed his Eagle Scout project the Council approved back in 2023. The project is a lighted archway located at the trail head of the Hoover Nature Trail near the College Street bridge.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – No comments

ADJOURNMENT

Motion to adjourn by Miller, second by Dean. Motion carried on a voice vote. City Council meeting adjourned at 7:56 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk