

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at [westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/](http://westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**January 3, 2022  
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: Jerry Sexton, Jodee Stoolman, Tom Dean and Nick Goodweiler was present. Absent: Colton Miller. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick and City Attorney Kevin Olson and Fire Chief Kevin Stoolman. City Staff attending via Zoom: Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell, Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Police Chief John Hanna, and City Engineer Dave Schechinger.

### **APPROVE THE AGENDA**

Motion by Goodweiler, second by Sexton to approve the Agenda. Absent: Miller. Motion carried on a voice vote.

### **APPROVE CONSENT AGENDA**

Minutes from the December 20, 2021 City Council regular meeting.  
Approve the 2022 City Council Meeting Schedule  
Appoint Adam Kofoed as the City's representative to CCEDCO

Note: Due to a staff illness, there were no claims submitted for Council approval.

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

### **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM**

Water Tower Maintenance Proposal, Melinda Kurtz, Suez Utility System Consultant – Kurtz explained the program Suez offers to cities which provides ongoing management and maintenance for any thing water related. The presentation included photos on what repairs are needed based on a recent inspection of the towers. Kurtz also provided a maintenance and payment schedule for each tower. Sexton asked staff how maintenance is currently being handled. Goodale said that they do try to perform and schedule some of the maintenance, but it takes time and that his staff doesn't necessarily have the expertise in some of the maintenance needs. Goodale added that the south tower, constructed in 2007 has the original paint and is due for re-painting. The north tower, constructed in the late 70's was last painted in 2007 and cost upwards of \$150,000. Goodale said this maintenance program and payment schedule would keep inspections, maintenance and repairs on a schedule and allow the city to better budget for the program. Laughlin thanked Kurtz for the information and said the Council would consider the proposal during their upcoming budget discussions.

### **PUBLIC HEARING / NON-CONSENT AGENDA**

Accept the resignation of Douglas Klein from the Parks & Recreation Commission. /Move to action.

Motion by Goodweiler, second by Sexton. AYES: Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Absent: Miller. Motion carried.

Mayor Roger Laughlin – Appointments/Reappointments / Move to action.

Mayor Pro Tem – Colton Miller

Official City Newspaper – West Branch Times

Animal Control Facility – West Branch Animal Clinic

City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.

Ryan Bowers – Reappoint to Planning & Zoning Commission, December 31, 2025

Alan Beyer- Reappoint to Animal Control Commission, December 31, 2024

Ashley Wildman – Reappoint to Animal Control Commission, December 31, 2024

Dana Gafeller – Reappoint to Historic Preservation, December 31, 2024

Tom Burger – Reappoint to Parks & Recreation Commission, December 31, 2024

Brian Pierce – Reappoint to Parks & Recreation Commission, December 31, 2024

Jennie Embree – Reappoint to Zoning Board of Adjustment, December 31, 2022

Motion by Dean, second by Sexton. AYES: Dean, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Miller. Motion carried.

Third Reading Ordinance 786 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”. / Move to action.

**ORDINANCE 786**

**AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 69 "PARKING REGULATIONS".**

**WHEREAS**, the City of West Branch, Iowa has jurisdiction to establish Parking Regulations within the corporate limits of the City of West Branch; and

**WHEREAS**, No Parking Zones shall mean, so stop, stand, or parking of a vehicle in any of the following designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal; and

**WHEREAS**, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the no parking zones within the City.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of West Branch, Cedar County, Iowa:

**Section 1: Amendment.** The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following new subsections to Title, "TRAFFIC AND VEHICLES", Chapter 69, "PARKING REGULATIONS", Section 69.08, NO PARKING ZONES.

*(Insert after current subsection)*

The north side of Elm Street.

*(Insert after current subsection)*

The south side of Elm Street from its intersection with Parkside Drive to Chestnut Drive (private).

*(Insert after current subsection)*

Both sides of Sycamore Drive except along the east curb line of Lot 13 Parkside Hills of a portion of Lot D of the NW ¼ SEC.8T.79N.-R.4W.-5P.M.

Renumber all remaining subsections after these changes.

**Section 2. Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

**Section 3. Adjudication.** If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**Section 4. Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

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**Passed and approved this 3rd day of January, 2022**

First Reading: December 6, 2021  
Second Reading: December 20, 2021  
Third Reading: January 3, 2022

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Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Leslie Brick, City Clerk

Motion by Dean, second by Sexton to approve third reading of Ordinance 786. AYES: Dean, Sexton, Stoolman, Goodweiler. NAYS: None. Absent: Miller. Motion carried.

Third Reading Ordinance 787 – Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”. / Move to action.

**ORDINANCE 787**

**AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".**

**WHEREAS**, the West Branch City Council finds it in the best interest of the residents of West Branch to have stop signs installed on Elm Street at its intersection with Parkside Drive, on South 2<sup>nd</sup> Street at its intersection with Elm Street, on Sycamore Drive at both intersections with Elm Street, on Chestnut Drive (private road) at its intersection with Elm Street, on Hickory Drive (private road) with its intersection of Elm Street and with its intersection of Sycamore Drive in order to provide for the safety of the West Branch Community.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of West Branch, Cedar County, Iowa:

**Section 1: Amendment.** The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following new subsections to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

*(Insert after current subsection)*

The west bound lane of Elm Street to its intersection with Parkside Drive.

*(Insert after current subsection)*

The south bound lane of South Second Street to its intersection with Elm Street.

(Insert after current subsection)

On Sycamore Drive at both intersections with Elm Street.

(Insert after current subsection)

The north bound lane of Chestnut Drive (private) at its intersection with Elm Street.

(Insert after current subsection)

The north bound lane of Hickory Drive (private) at its intersection with Elm Street.

(Insert after current subsection)

The west bound land of Hickory Drive (private) at its intersection with Sycamore Drive.

Renumber all remaining subsections after these changes.

**Section 2. Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

**Section 3. Adjudication.** If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

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Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Leslie Brick, City Clerk

Motion by Goodweiler, second by Dean to approve third reading of Ordinance 787. AYES: Goodweiler, Dean, Sexton. Stoolman. NAYS: None. Absent: Miller. Motion carried.

Second Reading Ordinance 789 – Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”.  
/ Move to action.

Sexton commented that he felt yield signs should be considered in the Greenview subdivision as well. Kofoed said he would discuss Sexton’s proposal with the police chief.

Motion by Dean, second by Goodweiler to approve second reading of Ordinance 789. AYES: Dean, Goodweiler, Stoolman, Sexton. NAYS: None. Absent: Miller. Motion carried.

Second Reading Ordinance 788 – Adopting the “Code of Ordinances of the City of West Branch, Iowa. / Move to action.

No discussion.

Motion by Dean, second by Goodweiler to approve second reading of Ordinance 788. AYES: Dean, Goodweiler, Stoolman, Sexton. NAYS: None. Absent: Miller. Motion carried.

Resolution 2022-01 – adopting a policy authorizing the Finance Officer or City Clerk to pay certain bills prior to the City Council’s approval. / Move to action.

Motion by Sexton, second by Goodweiler to approve Resolution 2022-01. AYES: Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Resolution 2022-02 – setting the standard mileage rate for city officials and employees of the City of West Branch. / Move to action.

Motion by Dean, second by Goodweiler to approve Resolution 2022-02. AYES: Dean, Goodweiler, Sexton, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Resolution 2022-03 - setting strategic goals and priorities for the City of West Branch for 2022 and beyond—.  
/Move to action.

Sexton asked to discuss recent developments on the Herbert Hoover Highway / Cedar-Johnson Round-a-bout. Schechinger responded and said that Johnson County Supervisors recently found an (old) recorded 28E Agreement between the City of West Branch and Johnson County regarding the future maintenance of Cedar-Johnson Road. He said the agreement, dated in the late 70’s was being reviewed by the city attorney to see if

the agreement is still binding. Schechinger said the cost share of the Cedar-Johnson Road portion is now being reconsidered with this new finding and whether or not West Branch will be required to pay for that portion of the project as well. Sexton, clearly frustrated with the project and the constant back and forth on who would pay for what, when and how said it is only increasing the city's engineering costs and may not be worth moving forward. Kofoed added that from the list of goals and priorities, he would be working on a salary survey in February as part of the budget process.

Motion by Dean, second by Goodweiler to approve Resolution 2022-03. AYES: Dean, Goodweiler, Stoolman, Sexton. NAYS: None. Absent: Miller. Motion carried.

Resolution 2202-04 – accepting the I-80 Water Main Relocation, West Branch, Iowa Project as substantially complete. /Move to action.

Motion by Sexton, second by Goodweiler to approve Resolution 2022-04. AYES: Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Absent: Miller. Motion carried.

Discussion – (Draft) Water Fund Budget – birds eye view summary

Kofoed presented a sample budget and what the Council will see at their first FY23 budget work session next week. Kofoed said he plans to present the information in an easy to follow format which will provide current fund balances, anticipated revenues, expenses, transfers in and out and loans payments from those accounts to give the Council a better picture of the health of the fund balances. Kofoed said he is also reviewing staff salaries and how they are currently being budgeted. Kofoed said changes may be needed which will result in the general fund being hit a little harder, but may also allow a little more for projects.

#### **CITY ADMINISTRATOR REPORT**

No report.

#### **CITY ATTORNEY REPORT**

No report.

#### **CITY ENGINEER REPORT**

Schechinger said the waste water treatment facility plans would be ready for review in a couple of weeks along with setting the bid date and presenting the final cost of the project. Schechinger added that site plans were continually being reviewed as submitted for residential homes.

#### **STAFF REPORTS**

No reports.

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin asked the Council what they wanted to do with the ARPA Funds received in August from the federal government. Kofoed reminded the Council that there are specific rules for how the dollars can be spent and suggested that they keep those dollars in mind for the waste water treatment facility or the East side water main project. Laughlin reminded the Council of the budget work session meeting scheduled for 5:30 p.m. on Monday, January 10<sup>th</sup>.

#### **ADJOURNMENT**

Motion to adjourn the regular meeting by Dean, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:33 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk