

(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**

**November 7, 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 present: Colton Miller, Jerry Sexton, Jodee Stoolman, and Nick Goodweiler. Absent: Tom Dean. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, City Attorney Kevin Olson and City Engineer Dave Schechinger. City Staff attending via Zoom: Heidi Van Auken and Nick Shimmin. Absent: Melissa Russell.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the October 17, 2022 City Council meeting.

Approve West Branch Fire Department appointment.

Claims for 11/3/2022

EXPENDITURES	11/7/2022	
ABBY NOELCK	ADULT FITNESS INSTRUCTION	200.00
ADAM KOFOED	TRAVEL REIMB - KOFOED	560.50
AE OUTDOOR POWER	MOWER PARTS - PW	55.74
AMANDA MALLOY	BLDG INCENTIVE PAYMENT	3,812.41
AMAZON.COM.CA., INC.	OFFICE SUPPLIES-P&R	491.78
BAKER & TAYLOR INC.	BOOKS	450.47
BEAN & BEAN	GRAVE OPENINGS	1,300.00
BRICK, LESLIE	IMFOA MILEAGE REIMB-BRICK/VA	167.50
C&E FITNESS	YOUTH BB LEAGUE-3RD GRADE	410.00
CJ COOPER & ASSOCIATES	DRUG TESTING	493.75
DIRK WIENEKE	WEED CONTROL-P&R, FIRE	3,505.00
GONGORA, JOSE	SAFETY CONSULTING FY22	750.00
HAWKINS INC	CHEMICALS	2,985.59
HEMMEN CRAIG OR JEAN	BLDG INCENTIVE PAYMENT	1,000.98
HOLIDAY INN DES MOINES AIR	LODGING - BRICK	448.00
IMPACT7G INC	WIDENING WAPSI CREEK	1,424.00
IOWA CODIFICATION INC	ANNUAL WEB HOSTING	450.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	120.60
IOWA RURAL WATER ASSOC.	DUES 1-1-23 TO 12-31-23	325.00
JAYME CILEK	CLEANING SERVICES-PARKS	202.50
KNOCHE, REBECCA	MILEAGE FOR LEARNING CIRCUIT	67.75
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,574.97
LRS HOLDINGS, LLC	TRASH & RECYCLING OCT 2022	17,710.25
MENARDS	SUPPLIES - P&R	339.88
MERCY IOWA CITY PHYSICIAN	PHYSICAL-MOORE	177.00
OLSON, KEVIN D	LEGAL SERVICES & REIMBURSEMENT	1,755.00
PARKSIDE SERVICE	TIRE REPLACEMENT-PW	795.59
PREMIER PARTS TIPTON	PARTS	849.55
QUILL CORP	BLDG & OFFICE SUPPLIES-CITY TH	35.88
ROBERT PRATT & MINDY KRAUS	BLDG INCENTIVE PAYMENT	864.07
ROCK VALLEY PHYSICAL THERA	DRUG TEST-PD	43.00
SENSUS USA	WATER METER SFT ANNUAL SUPPORT	1,949.94
TERRACON CONSULTANTS INC	WW TREATMENT ENGINEERING FEE	720.00
UNIFORM DEN INC.	UNIFORM	308.53
USA BLUE BOOK	SUPPLIES FOR WATER	611.61
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	41,365.01
WEST BRANCH COMMUNITY SCHO	GYM RENTAL	450.00
TOTAL		88,771.85
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/28/2022	54,590.35

PAID BETWEEN MEETINGS		
METLIFE	INSURANCE	1,528.56
SISCO	INSURANCE	11,674.89
AMAZON	VARIOUS PURCHASES	164.00
CARRIE HOURIGAN	CLEANING SERVICES-LIBRARY	322.00
CEDAR COUNTY COOP	FUEL BARREL FILL	496.65
HARRY'S CUSTOM TROPHIES	4X6 OUTDOOR ZINC	150.00
HY-VEE	CONCESSION SUPPLIES	201.80
PURPLE COW RECORDS	HHTD MCVVEY DEPOSIT	2,250.00
JOHN DEERE FINANCIAL	VEHICLE REPAIR PARTS	26.93
KOCH OFFICE GROUP	COPIER MAINTENANCE	202.40
MEDIACOM	CABLE SERVICE	41.90
MERCY IOWA CITY	DRUG TEST FEE - PW	23.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	500.00
PLAY IT AGAIN SPORTS	YOUTH SPORTS SUPPLIES	160.96
PREMIER PARTS TIPTON	VEHICLE MAINTENANCE PARTS-PW	209.20
PROTECT YOUTH SPORTS	BACKGROUND CHECK	59.45
QC ANALYTICAL SERVICES	LAB ANALYSIS	804.75
QUILL CORP	OFFICE SUPPLIES	151.85
STATE INDUSTRIAL PRODUCTS	CHEMICALS	236.00
VERIZON WIRELESS	VERIZON WIRELESS	412.07
BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 3	1,265,515.11
ALLIANT ENERGY	ALLIANT ENERGY	11,967.73
BUSINESS RADIO SALES	REPAIRS & ANTENNAS	187.50
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	63.48
EMERGENCY SERVICES MARKETING	EMERGENCY NOTIFICATION-FIRE	735.00
FIRE SERVICE TRAINING BUREAU	TRAINING BOOKS-FIRE	193.18
KIESLER POLICE SUPPLY	AMMUNITION	179.58
PLUNKETTT'S PEST CONTROL	PEST CONTROL - CITY, TOWN HALL	110.18
US BANK CORPORATE CARD	CREDIT CARD PURCHASES	1,826.79
TOTAL		1,300,394.96
GRAND TOTAL EXPENDITURES		1,443,757.16
FUND TOTALS		
001 GENERAL FUND	72,012.51	
022 CIVIC CENTER	811.41	
031 LIBRARY	9,513.95	
110 ROAD USE TAX	5,709.73	
112 TRUST AND AGENCY	23,299.72	
304 EASTSIDE WATER MAINS	8,955.00	
319 RELOCATING WATER & SEWER	452.00	
321 WIDENING WAPSI CREEK	9,321.00	
324 WW TREATMENT FACILITY	1,285,879.87	
326 ROUNDABOUT MAIN & CEDAR	3,661.75	
600 WATER FUND	16,967.21	
610 SEWER FUND	7,173.01	
GRAND FUND TOTAL	1,443,757.16	

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading Ordinance 797 – Re-zoning that certain parcel of real property located at 154 Ohrt Street from R-1 Residence District to R-2 Residence District. / Move to action.

No comments.

Motion by Miller, second by Stoolman to approve the third reading of Ordinance 797. AYES: Miller, Stoolman, Sexton, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

Third Reading Ordinance 798 – Re-zoning that certain parcel of real property located north of E. Main Street and West of N. 4th Street from R-3 Residence District to Planned Unit Development District. / Move to action.

No comments.

Motion by Sexton, second by Goodweiler to approve the third reading of Ordinance 798. AYES: Sexton, Goodweiler, Stoolman, Miller. NAYS: None. Absent: Dean. Motion carried.

Third Reading Ordinance 799 – Establishing a Historic Preservation Commission for the City of West Branch Iowa; Providing for the recognition and promotion of Historic Sites and Defining Powers and Duties of the Commission. / Move to action.

No comments.

Motion by Sexton, second by Stoolman to approve the third reading of Ordinance 799. AYES: Sexton, Stoolman, Goodweiler, Miller. NAYS: None. Absent: Dean. Motion carried.

First Reading Ordinance 800 – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

No discussion.

Motion by Miller, second by Sexton to approve the first reading of Ordinance 800. AYES: Miller, Sexton, Goodweiler, Stoolman. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-98 – Approving a Partial Acquisition Agreement with KLM Investments LLC. / Move to action.

Schechinger explained that the purpose of the right-of-way acquisition was for the roundabout project. This acquisition will allow additional right-of-way needed to widen West Main Street required for the roundabout. In addition, KLM has requested the excess fill and dirt generated from the project and that KLM will execute a Temporary Construction easement for the fill and dirt to be placed on their property along Cedar-Johnson Road and near the termination of West Orange Street. The Council had no further comment on the matter.

Motion by Miller, second by Goodweiler to approve Resolution 2022-98. AYES: Miller, Goodweiler, Stoolman, Sexton. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-99 – Approving an Amended Partial Acquisition Agreement with the West Branch Community School District. / Move to action.

Resolution 2022-99 replaces Resolution 2022-97 (approved on October 17, 2022). Schechinger explained that the amended agreement does not change the size of the right-of-way, but rather includes the dollar amount the city will purchase from the school district for the right-of-way. This right-of way is needed for the roundabout project and will be graded for a future trail expansion.

Motion by Sexton, second by Goodweiler to approve Resolution 2022-99. AYES: Sexton, Goodweiler, Miller, Stoolman. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-100 – Setting a date for a Public Hearing of the Intent to Vacate Birdie Drive and to Dispose of the City's interest in the same. / Move to action.

Motion by Miller, second by Stoolman to approve Resolution 2022-100. AYES: Miller, Stoolman, Goodweiler, Sexton. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-101 – Approving an Amended Utility Relocation Agreement with the Iowa Department of Transportation. / Move to action.

Schechinger said some changes to this project required the DOT to revise their prior agreement. He said the DOT is still working on final designs for the project and that this agreement modifies the project in accordance with project plans and DOT standard specifications.

Motion by Miller, second by Goodweiler to approve Resolution 2022-101. AYES: Miller, Goodweiler, Sexton, Stoolman. NAYS: None. Absent: Dean. Motion carried.

Resolution 2022-102 – Approving an Indemnification Agreement with BBCO LLC. / Move to action.

Kofoed explained that this agreement allows the developer to start on the project at their own risk before owning the officially property. BBCO is anxious to get two foundations put in this fall for two multi-family dwellings on N. Fourth Street.

Motion by Sexton, second by Miller to approve Resolution 2022-102. AYES: Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Absent: Dean. Motion carried.

Discussion – West Branch Schedule of Fees

Kofoed advised the Council of discussions with staff regarding workloads, city services, limited resources, increasing costs of machinery and labor used on certain activities and how that is affecting the city's budget. Kofoed said he and staff will continue to work to gather more information and provide some options on changing the way or frequency on certain city services. Kofoed used leaf collection as an example of how much time it takes for Public Works to do each fall while it takes them away from other job duties and added that the city will be forced to replace the leaf vac that caught fire in late October as an additional cost to an already strained budget. The Council wasn't in complete favor of eliminating services but was interested in hearing options that staff comes up with. Brick added that fees were looked at in 2018 with some adjustments and it is now time to look at them again.

CITY ADMINISTRATOR REPORT

Kofoed reported that staff has completed strategic planning for FY24 and that he would discuss the outcome of those discussions at the next Council meeting.

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT

Schechinger provided brief reports on various city projects and said that now that the two right-of-way acquisitions have been approved, utility relocations can begin for the roundabout project and bid letting for the project is expected to occur in early December.

STAFF REPORTS

Nick Shimmin – West Branch Public Library Annual Report. Shimmin gave his annual report as required by City Code. Shimmin included information on circulation and collection size, electronic items, programming, financial information and library visit stats over the course of five years.

Matt Goodale – Public Works Director. Goodale said he wanted to publicly “thank” the City of Solon and Mt. Vernon for the use of their cities leaf vacs. As mentioned earlier, the city's leave vac caught fire on October 27th, rendering it a total loss.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – No comments

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:10 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk