

(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**

**December 5, 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, Tom Dean and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, and City Attorney Kevin Olson. Staff attending via Zoom: City Engineer Dave Schechinger, Library Director Nick Shimmin and Finance Officer Heidi Van Auken. Absent: Melissa Russell.

APPROVE THE AGENDA

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

APPROVE CONSENT AGENDA

Approve minutes from the November 21, 2022 City Council meeting.

Approve September Monthly Financial Report

Claims for 11/21/2022

EXPENDITURES	12/5/2022	
AMAZON.COM	OFFICE SUPPLIES	7.99
BARNHART'S CUSTOM SERVICES	MOW - NUISANCE	350.00
CEDAR COUNTY COOPERATIVE	FUEL-PW	1,217.65
FINNEGAN, JEANETTE	BLDG INCENTIVE PAYMENT	820.90
LAUGHLIN, ROGER	GAS MILEAGE REIMBURSEMENT	277.50
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,567.91
MERCY IOWA CITY PHYSICIAN	DOT PHYSICAL - PW	157.00
OLSON, KEVIN D	LEGAL SERVICES DEC 2022	1,500.00
ORIENTAL TRADING CO	CHRISTMAS PAST CRAFT ACTIVITY	223.56
UNIFORM DEN INC.	SUPPLIES - POLICE	208.81
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	16,948.51
WEIS BAILEY & KEARNEY MICH	BLDG INCENTIVE PAYMENT	2,017.17
WEST BRANCH COMM SCHOOLS	PS BASKETBALL GYM RENTAL	120.00
TOTAL		25,417.00
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	11/25/2022	56,423.41
PAID BETWEEN MEETINGS		
BOOMERANG	WW TREATMENT PAY ESTIMATE 4	165,941.25
CDW GOVERNMENT	ESET PROTECT RENEWAL	249.48
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	59.49
VERIZON WIRELESS	VERIZON WIRELESS	412.07
TOTAL		166,704.19
GRAND TOTAL EXPENDITURES		248,544.60
FUND TOTALS		
001 GENERAL FUND	31,269.32	
022 CIVIC CENTER	45.03	
031 LIBRARY	6,829.09	
110 ROAD USE TAX	5,379.74	
112 TRUST AND AGENCY	12,916.73	
321 WIDENING WAPSI CREEK	1,141.88	
324 WW TREATMENT FACILITY	177,390.25	
326 ROUNDABOUT MAIN & CEDAR	2,796.75	
329 EASTSIDE WATER MAINS	827.00	
600 WATER FUND	6,222.73	

610 SEWER FUND	3,726.08
GRAND FUND TOTAL	248,544.60

REVENUE-FISCAL YEAR 2023
FUND SEPTEMBER

001 GENERAL FUND	253,503.58
022 CIVIC CENTER	3,411.93
031 LIBRARY	448.47
036 TORT LIABILITY	11,595.00
110 ROAD USE TAX	39,348.16
112 TRUST & AGENCY	55,224.50
119 EMERGENCY TAX FUND	6,653.50
121 LOCAL OPTION SALES TAX	29,815.92
125 TIF	111,446.80
226 DEBT SERVICE	47,049.37
300 CAPITAL IMPROVEMENT RESERVE	9,662.25
324 WW TREATMENT FACILITY	1,305,919.88
500 CEMETERY PERPETUAL FUND	797.66
501 KROUTH PRINCIPAL FUND	166.16
502 KROUTH INTEREST FUND	76.93
600 WATER FUND	51,364.46
610 SEWER FUND	80,797.63
740 STORM WATER UTILITY	5,173.91
TOTAL	2,012,456.11

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

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Trees Forever – Community Visioning Project update

Laughlin gave a brief update on the project and said that through citizen focus groups, three projects were identified; downtown street scape, Heritage Square improvements, and re-routing truck traffic out of downtown. Laughlin invited all to attend the wrap up meeting scheduled for Monday, December 12th at 5:30 p.m. in the City Council Chambers.

Jessi Simon (CDG) gave a brief update on Christmas Past and said it had record attendance on Friday night due in part to the mild temperatures. Simon thanked the Council for their financial support of the event.

PUBLIC HEARING / NON-CONSENT AGENDA

Third 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 third reading of Ordinance 800. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2022-112 – Approving Change Order #1 in the amount of \$6,687.10 for the Wastewater Treatment Facility Project. / Move to action.

No comments.

Motion by Dean, second by Goodweiler to approve Resolution 2022-107. AYES: Dean, Goodweiler, Stoolman, Sexton. NAYS: Miller. Motion carried.

Discussion

Strategic Planning for Fiscal Year 2024 – Kofoed described the purpose of the strategic planning process. At last meeting, Kofoed asked the Council to review individual departments wants and needs strategic planning document. Council submitted their feedback to Kofoed and the results showed they prioritized infrastructure and streets above all else. Kofoed asked the Council to rate the projects listed as urgent, high, medium and low on priority level. The Council discussed the projects they wanted to see completed and why. Two main projects identified were the Eastside water main upgrades and reconstruction of Main Street. The Council discussed other projects and reasons for selecting them. Kofoed thanked the Council for participating and stated that this will provide direction forward to FY24 and beyond with the budget process.

Other subjects discussed were the cost of the city planting and maintaining trees in the right of way, the federal mandate regarding lead service lines, how the city can start saving for grants, fund a fifth police officer and help the Fire Department with EMS calls.

CITY ADMINISTRATOR REPORT – No report

CITY ATTORNEY REPORT – No report

CITY ENGINEER REPORT

Schechinger gave a brief update on the Wastewater Treatment Facility project and said that all sludge had been removed and the structures were being built.

STAFF REPORTS

Hanna informed the Council that he will be participating in the Shop with a Cop program next week in Tipton. Hanna said eight individuals from West Branch will be take part in the event.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin mentioned that the Lower Cedar Watershed meeting held last week resulted in maps of the water sheds in various sections of Cedar County. He also mentioned that a couple of residents inquired if the city would install an ice rink on city property. After some discussion on the subject, it was determined that the city did not want the liability that comes along with maintaining an ice rink.

ADJOURNMENT

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:30 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk