

*(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**

**January 3, 2023  
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 Library Director Nick Shimmin. Staff attending via Zoom: Heidi Van Auken. Absent: City Attorney Kevin Olson and City Engineer Dave Schechinger.

**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 December 19, 2022 City Council meeting.

Approve annual Mayoral Appointments

Approve Claims for 1/3/2023

EXPENDITURES	1/3/2023	
ASCAP	MUSIC LICENSE FEE	420.00
BAKER & TAYLOR INC.	BOOKS	387.86
DORSEY & WHITNEY LLP	LEGAL FEES-WW TREATMENT	11,000.00
HAWKINS INC	CHEMICALS	2,991.92
HI-LINE INC	SHOP SUPPLIES	122.50
IOWA ONE CALL	UTILITY LOCATION SERVICES	51.30
JAYME CILEK	CLEANING SERVICES-CITY, TH	108.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	278.90
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,561.71
LYNCH'S EXCAVATING INC	WATER MAIN REPAIRS	15,846.20
MENARDS	SUPPLIES	415.91
MOORE'S WELDING INC	LAWN TRACTOR PLOW CUT EDGE	66.50
OLSON, KEVIN D	LEGAL SERVICES JAN 2023	1,500.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	422.79
PITNEY BOWES INC	POSTAGE METER RENTAL-CTY	180.00
THOMAS HEATING & AIR LLC	NEW FURNACE FOOD PANTRY	2,531.50
VEENSTRA & KIMM INC.	VARIOUS PROJECTS	33,630.39
WEST BRANCH COMMUNITY DEVE	WREATHS FOR CITY	175.00
TOTAL		71,690.48
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	12/23/2022	58,621.35
PAID BETWEEN MEETINGS		
METLIFE	INSURANCE	1,302.09
SISCO	INSURANCE	11,004.94
BIG COUNTRY SEEDS	ICE MELT BAGS	906.50
JOHN DEERE FINANCIAL	SUPPLIES	60.70
P&K MIDWEST	MOWER PARTS	150.52
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-CITY	1,005.00
QC ANALYTICAL SERVICES	LAB ANALYSIS	533.50
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
USA BLUE BOOK	FLUORIDE TESTING SUPPLIES	174.74
VERIZON WIRELESS	VERIZON WIRELESS	411.80
BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 5	479,240.80
ALLIANT ENERGY	ALLIANT ENERGY	11,295.22
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
MEDIACOM	CABLE SERVICE	41.90
SUMMIT COMPANIES	FIRE EXTINGUISHER INSPECTION	989.50
VARIOUS VENDORS	UB REFUNDS	100.00
TOTAL		507,602.31

GRAND TOTAL EXPENDITURES 637,914.14

FUND TOTALS	
001 GENERAL FUND	35,057.18
022 CIVIC CENTER	3,289.78
031 LIBRARY	8,426.59
110 ROAD USE TAX	7,240.59
112 TRUST AND AGENCY	21,470.15
319 RELOCATING WATER & SEWER	652.00
324 WW TREATMT FACILITY	510,734.43
326 ROUNDABOUT MAIN & CEDAR	398.00
329 EASTSIDE WATER MAINS	10,389.13
600 WATER FUND	32,524.82
610 SEWER FUND	7,731.47
GRAND FUND TOTAL	637,914.14

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

## **PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE**

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

Resolution 2023-01 – 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 Miller, second by Sexton to approve Resolution 2023-01. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023-02 - Setting Strategic Goals & Priorities for The City of West Branch For 2023 and beyond. / Move to action.

Motion by Miller, second by Dean to approve Resolution 2023-02. AYES: Miller, Dean, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

### **CITY ADMINISTRATOR REPORT**

Kofoed reviewed the Council’s strategic goals for 2023 and beyond and said he will focus his attention on those goals for the foreseeable future.

**CITY ATTORNEY REPORT** – Absent

**CITY ENGINEER REPORT** - Absent

**STAFF REPORTS** – None

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

Laughlin asked the Council for support to redirect truck traffic out of downtown and to East Green Street and North 1<sup>st</sup> Streets. Laughlin said that some trucks use that route already would like to get signage in place. The Council had no objections to his proposal. Laughlin also said he had a couple of residents approach him about the city clearing the trail at Cubby Park for winter walkers. Kofoed said that unless the Council agrees to spend extra labor costs for clearing trails in the winter, parks are considered closed in the winter months. He also said he received reports of a contractor driving on the cul-de-sac on Thomas Drive. He said the contractor should be held responsible for repairs to the affected properties.

Miller asked for an update on the nuisance property on East Green Street. Miller said that the city was ready to move forward with condemnation when Hills Bank stepped in and stopped the process so they could foreclose. Miller was under the impression that the bank would clean up the property but nothing has been done. Kofoed said he would follow up with the City Attorney to see where the bank is at on the foreclosure.

Stoolman asked for a stop sign to be placed at Cookson Drive and South Second Street. She said the street is getting busier with the new development. Hanna said Yield signs are designated for the intersection but have not yet been erected by Public Works.

Goodweiler asked for an update on the Parks & Recreation Director position. Kofoed said interviews are scheduled for next week.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 7:30 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk