

(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**

**February 6, 2023
6:00 p.m.**

Mayor Roger Laughlin called the West Branch Special City Council meeting to order at 6:00 p.m. Roll call: Council members present: Colton Miller, Jerry Sexton, Nick Goodweiler and Tom Dean. Jodee Stoolman arrived at 6:10 p.m. City Staff present: City Administrator Adam Kofoed and City Attorney Kevin Olson.

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

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

ADJOURNMENT

Motion to adjourn by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 6:55 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**February 6, 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, City Attorney Kevin Olson. Staff attending via Zoom: Heidi Van Auken. Library Director Nick Shimmin 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 January 17, 2023 City Council meeting.

Appoint Dr. Brad Heithoff as the city's Public Health Officer

Appoint Madison Conley to the Planning & Zoning Commission – term expiration 12/31/2024 (to fill a vacancy).

December 2022 Monthly Financial Report

Approve Claims for 2/6/2023

EXPENDITURES	2/6/2023	
AERO RENTAL INC	BOOM LIFT RENTAL-LIGHTS	553.78
BAKER & TAYLOR	BOOKS	723.42
BEAN & BEAN	GRAVE OPENINGS	1,950.00
BMI	ANNUAAL MUSIC LICENSE FEE	421.00
BROWN'S WEST BRANCH	VEHICLE SERVICE-POLICE	231.45
COMPASS MINERALS	ROAD SALT	4,525.92

CUTTING EDGE GRAPHICS	VINYL FOR PD FORD INTERCEPTOR	971.25
D & N FENCE COMPANY	GREENVIEW CONN FINAL PAYMENT	2,030.00
DEMCO	OFFICE SUPPLIES - LIB	80.59
HAWKINS INC	CHEMICALS	3,102.50
HI-LINE INC	SHOP SUPPLIES	294.78
IMPACT7G INC	WIDENING WAPSI CREEK	1,429.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	30.60
IOWA PRISON INDUSTRIES	TRAINING UNIFORM	230.00
LINDER TIRE SERVICE	FRONT TIRES OSH KOSH	1,567.40
LYNCH'S EXCAVATING	COMPRESSOR RENTAL	200.00
LYNCH'S PLUMBING	TOILET REPAIR PARTS - TH	21.60
MENARDS	OFFICE SUPPLIES-CITY	24.99
MERCY IOWA CITY PHYSICIAN	DRUG TEST FEES - PW	46.00
MID-STATES ORGANIZED CRIME	MOCIC 2023 MEMBERSHIP FEES	100.00
MONICA TYLEE	CLEANING SERVICES-TH	194.25
MOORE'S WELDING INC	CUTTING EDGE FOR TRACTOR	194.00
OASIS ELECTRIC	ST LIGHT & WELL REPAIR	330.00
OLSON, KEVIN D	LEGAL SERVICES FEB 2023	1,500.00
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	348.46
PARKSIDE SERVICE	TIRES - PW	1,383.24
THE HOME DEPOT PRO	BLDG SUPPLIES-LIB	369.22
UNIFORM DEN	UNIFORMS-POLICE	177.20
VEENSTRA & KIMM	VARIOUS PROJECTS	20,338.17
TOTAL		43,368.82
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	2/3/2023	45,257.34
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 1/30/2023	81.37
AMAZON.COM	SUPPLIES, TECH	198.76
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
USA BLUE BOOK	TESTING SUPPLIES & PARTS	795.00
SISCO	HEALTH CLAIMS 1/23/2023	89.46
SISCO	HEALTH CLAIMS 1/17/2023	14.80
METLIFE	INSURANCE	1,367.73
SISCO	INSURANCE	7,976.66
AMAZON.COM	VARIOUS ITEMS	390.73
D&R PEST CONTROL	PEST CONTROL-LIBRARY	70.00
JOHN DEERE FINANCIAL	SUPPLIES - PW	446.15
LEAL CAPITAL	COPIER LEASE - LIBRARY	142.02
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,549.72
MEDIACOM	CABLE SERVICE	41.90
QUILL CORP	BLDG & OFFICE SUPPLIES-CITY, TH	159.75
VERIZON WIRELESS	VERIZON WIRELESS	411.98
PITNEY BOWES PURCHASE	REPLENISH POSTAGE -CITY	563.49
BOOMERANG CORP	WW TREATMENT PAY ESTIMATE 6	510,181.34
ALLIANT ENERGY	ALLIANT ENERGY	12,687.41
AMAZON	VARIOUS ITEMS - LIBRARY	533.74
AT&T MOBILITY	WIRELESS SERVICE	364.48
BAKER & TAYLOR	BOOKS	289.98
BARRON MOTOR SUPPLY	SUPPLIES	156.54
BOUND TREE MEDICAL	SUPPLIES -FIRE	563.57
CAPITAL ONE	VARIOUS ITEMS - LIBRARY	158.80
CULLIGAN WATER TECH	WATER SOFTNER SERVICE	65.97
FELD FIRE EQUIPMENT	HUD HOSE & SOCKET ASSY	1,206.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	150.99
QC ANALYTICAL SERVICES	LAB ANALYSIS	443.00
US BANK CORP CARD	CREDIT CARD PURCHASES	1,746.93
TOTAL		543,091.35
GRAND TOTAL EXPENDITURES		631,717.51
FUND TOTALS		
001 GENERAL FUND	40,776.12	
022 CIVIC CENTER	1,308.08	
031 LIBRARY	10,286.10	
110 ROAD USE TAX	12,913.89	
112 TRUST AND AGENCY	15,659.44	
321 WIDENING WAPSI CREEK	3,138.00	

324 WW TREATMT FACILITY	523,946.51
326 ROUNDABOUT MAIN & CEDAR	199.00
329 EASTSIDE WATER MAINS	4,466.00
600 WATER FUND	11,916.55
610 SEWER FUND	7,107.82
GRAND FUND TOTAL	631,717.51

REVENUE-FISCAL YEAR 2023

FUND DECEMBER	
001 GENERAL FUND	137,380.66
022 CIVIC CENTER	1,242.13
031 LIBRARY	4,522.37
036 TORT LIABILITY	1,924.66
110 ROAD USE TAX	29,418.68
112 TRUST & AGENGY	10,805.65
119 EMERGENCY TAX FUND	1,104.40
121 LOCAL OPTION SALES TAX	54,322.74
125 TIF	11,276.74
126 TIF LMI MEADOWS PT 4	453.95
226 DEBT SERVICE	7,731.81
300 CAPITAL IMPROVEMENT RESERVE	1,603.86
324 WW TREATMENT FACILITY	224,956.26
500 CEMETERY PERPETUAL FUND	734.77
501 KROUTH PRINCIPAL FUND	434.15
502 KROUTH INTEREST FUND	202.56
600 WATER FUND	52,675.10
610 SEWER FUND	72,771.10
740 STORM WATER UTILITY	5,127.00
TOTAL	618,688.59

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

There were no public comments.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2023-07 - Setting a public hearing date for the maximum proposed property tax levy rate for fiscal year 2024 - February 21, 2023. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-07. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-08– Promoting Henry (Max) Kober as Lead Water / Wastewater Operator and setting the salary for the position. / Move to action.

Sexton stated that Kober was a good choice for the position and recognized his interest and investment in the community.

Motion by Sexton, second by Miller to approve Resolution 2023-08. AYES: Sexton, Miller, Goodweiler, Dean Stoolman. NAYS: None. Motion carried.

Resolution 2023-09 – Hiring Matthew Condon as the Parks & Director and setting the salary for the position. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 2023-09. AYES: Dean, Sexton, Goodweiler, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2023-10 – Approve the Preliminary Plat for The Meadows Part 3. / Move to action.

Schechinger informed the Council that the developer has moved the street within the parcel to accommodate a future assisted living facility. The size of the building and parking lot required lot 4 to be larger, thus pushing the street to the north. This in turn would leave a gap of Cedar-Johnson Road left unimproved with the round about project. Schechinger suggested that the city pay to have the section (approximately 180 feet) improved with the roundabout project stating that concrete prices may be better now than later down the road. He also said that if the city proceeds with improving the road to just pass Meadows Place, it will not disturb the residents/customers of The Meadows Part 3 when Cedar-Johnson Road is improved with the next phase.

Schechinger said if Council agrees improving this section of Cedar-Johnson Road, he will submit a change order to Johnson County immediately. Stoolman asked who would pay for this portion of the road and Kofoed said that this added expense would be rolled into the TIF and bond proceeds for the project. The Council discussed and approved that Schechinger should proceed with the change order.

Motion by Dean, second by Miller to approve Resolution 2023-10. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-11 – Approving a one-year extension regarding the Site Plan for Lot 11, Parkside Hills, West Branch, Iowa. / Move to action.

Motion by Miller, second by Sexton to approve Resolution 2023-11. AYES: Miller, Sexton, Dean, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 2023-12 – Ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids therefore for improvements known as the I-80 Utilities Relocation Project. / Move to action.

Schechinger said the timeline for the project has been condensed to allow contractors to get materials ordered and have the project completed by mid-summer.

Motion by Miller, second by Goodweiler to approve Resolution 2023-12. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 2023-13 – Authorizing the Mayor and City Council to send a letter to State Representative Bobby Kauffman. / Move to action.

Kofoed said with upcoming changes regarding property tax reform, now is the time to make our voice heard to our representatives and how the proposed changes will affect small cities. Kofoed also informed the Council that Representative Bobby Kaufmann will hold a public listening session at the West Branch Fire Station on Saturday, February 11th at 8:30 a.m. and encouraged the Council to show up and speak up. Kofoed said he would be in attendance.

Motion by Miller, second by Sexton to approve Resolution 2023-13. AYES: Dean, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT - None

CITY ATTORNEY REPORT

Olson said the condemnation hearing on the Gaskill property is scheduled for this Wednesday. Olson said the condemnation board will meet, provide a dollar amount for the property and the city will then be authorized to issue a check to be delivered to the Cedar County Sheriff.

CITY ENGINEER REPORT

Schechinger confirmed that he would submit a change order to Johnson County for the additional paving on Cedar-Johnson Road. He also mentioned that trees will need to come down on the Gaskill property before April 1st due to habitat migrating (as required by law).

STAFF REPORTS - None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said that Hills Bank was having a difficult time serving foreclosure papers to the owner of 203 E. Green Street. Olson said that he would follow up with Hills Bank to see what other options they could exercise before he takes the process back over to condemn the property. Miller suggested that the city investigate adding traffic cameras on the stretch of I-80 that is in the city limits to generate revenue.

ADJOURNMENT

Motion to adjourn by Sexton, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:35 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk