

*(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 [www.westbranchiowa.org/government/council-videos](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**August 20, 2018  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Council members: Colton Miller, Jodee Stoolman, Jordan Ellyson, Brian Pierce and Nick Goodweiler were present. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Library Director Nick Shimmin and Police Chief Mike Horihan.

### **GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

There were no guest speakers for this meeting.

### **PUBLIC COMMENT**

Planning & Zoning Chairperson, John Fuller advised the Council that the Planning & Zoning Commission had completed revisions to another chapter of the Comprehensive Plan and said a copy would be forwarded to them for their review and comments. Fuller also mentioned that Cedar County had completed their Comprehensive Plan and it is being sent on to the Board of Supervisor for approval. Fuller also said he would be available for any questions on The Meadows Preliminary Plat approval this evening.

### **APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION**

Motion to Approve Meeting Minutes for City Council Meeting August 6, 2018.

Motion to Approve Street Closure for an Annual Neighborhood Block Party on the 200 block of North 5<sup>th</sup> Street (Merle Eggert requesting).

Motion to Approve the Claims Report.

### **August Claims Paid and July Revenue Totals**

EXPENDITURES	8/20/2018	
ALLIANT ENERGY	WATER TOWER	9,910.64
BAKER & TAYLOR INC.	BOOKS	276.01
BARRON MOTOR SUPPLY	SUPPLIES	69.60
BP AMOCO	BP AMOCO	892.02
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	54.36
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
CHIEF SUPPLY CORPORATION	UNIFORMS	27.99
CJ COOPER & ASSOCIATES	DRUG TESTING	127.30
CONLEY & JENNA NASH	BLDG INCENTIVE REIMBURSEMENT	1,014.88
CORALVILLE PARK & RECREATI	STAGE RENTAL & REMOVAL	925.00
DEWEYS JACK & JILL	SUPPLIES	63.90
EAST CENT INTERGOVT ASN.	GRANT WRITING SERVICE	40.50
FEHR GRAHAM	308 CONS SERVICE	6,767.75
FELD FIRE EQUIPMENT CO. IN	EQUIPMENT REPAIRS	600.00
GATEWAY HOTEL & CONFERENCE	LODGING	389.76
HD CLINE COMPANY	REPAIR PARTS	77.58
HDS WHITE CAP CONSTRUCTION	SAFETY SUPPLIES	357.09
HEIMAN FIRE EQUIPMENT	EQUIPMENT	8,575.00
HOTSY CLEANING SYSTEMS	SUPPLIES	500.00
IMWCA	IMWCA	2,024.00
JAB INK GRAFIX & DESIGNS	UNIFORMS	38.50
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	155.30
MARK E ADAMS	BLDG INCENTIVE REIMBURSEMENT	619.14
NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	221,684.85
PARKSIDE SERVICE	VEHICLE MAINTENANCE	1,196.00
PITNEY BOWES PURCHASE POWE	POSTAGE	1,003.50
PYRAMID SERVICES INC.	REPAIR PARTS	410.78
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	651.00

QUAD CITY SAFETY INC	OXYGEN EQUIPMENT	379.00
QUILL CORP	SUPPLIES	47.19
STATE HYGIENIC LAB	LAB ANALYSIS	151.00
US BANK CORPORATE CARD	EQUIP, CAMP ACTIVITIES, SUPPLI	6,049.11
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
USA BLUE BOOK	SUPPLIES	722.97
WALMART COMMUNITY/RFCSELLC	SUPPLIES	226.28
WEST BRANCH REPAIRS	EQUIPMENT REPAIR	390.00
WEST BRANCH TIMES	LEGAL PUB & ADVERTISING	1,665.94
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,200.00
WEX BANK	WEX BANK	1,572.33

TOTAL 270,990.52

PAYROLL 8/10/2018 45,144.91

PAID BETWEEN MEETINGS

BARNHART'S CUSTOM SERVICES LLC	HHTD GENERATOR FUEL	174.00
BIG TEN RENTALS	HHTD TENT & CHAIRS	1,219.35
CEDAR VALLEY COOPERATIVE	VEHICLE FUEL	2,062.93
CROELL, INC	GARAGE ENTRANCE REPLACEMENT	206.88
DIAMOND VOGEL PAINTS	STREET PAINT	20.00
REDMOND JONES II	REGISTRATION & MILEAGE	344.07
PORT 'O' JONNY INC	HHTD SERVICE	784.00
RUSSELL, MELISSA	DAY CAMP ACTIVITIES	110.19
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	59.00
YOTTY'S, INC	HHTD GOLF CARTS	1,000.00
HOLIDAY INN DES MOINES AIRPORT	LODGING	201.60

TOTAL 6,182.02

GRAND TOTAL EXPENDITURES 322,317.45

FUND TOTALS

001 GENERAL FUND	53,688.23
022 CIVIC CENTER	679.99
031 LIBRARY	7,706.33
036 TORT LIABILITY	1,920.41
110 ROAD USE TAX	5,562.48
112 TRUST AND AGENCY	4,907.57
308 PARK IMP - PEDERSEN VALLEY	228,452.60
310 COLLEGE STREET BRIDGE	28.00
600 WATER FUND	10,684.83
610 SEWER FUND	8,687.01

GRAND TOTAL 322,317.45

JULY REVENUE - FISCAL YEAR 2019

FUND

001 GENERAL FUND	24,909.95
022 CIVIC CENTER	165.44
031 LIBRARY	5,096.66
036 TORT LIABILITY	131.63
110 ROAD USE TAX	22,155.95
112 TRUST & AGENCY	500.72
119 EMERGENCY TAX FUND	74.42
121 LOCAL OPTION SALES TAX	17,420.68
125 TIF	1,249.30
160 REVOLVING LOAN FUND	2,270.00
226 DEBT SERVICE	503.28
301 REAP GRANT PROJECT	17,000.00
308 PARK IMP - PEDERSEN VALLEY	5,000.00
313 MAIN ST SIDEWALK-PHASE 4	3,961.74
500 CEMETERY PERPETUAL FUND	300.48
502 KROUTH INTEREST FUND	0.18
600 WATER FUND	47,257.62
610 SEWER FUND	35,407.92
740 STORM WATER UTILITY	4,568.67
TOTAL	187,974.64

Motion by Goodweiler, second by Ellyson to approve agenda/consent agenda items. AYES: Goodweiler, Ellyson, Miller, Pierce, Stoolman. NAYS: None. Motion carried.

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

### Resolution 1731 – Setting a date for consultation and a Public Hearing on the Amended and Restated West Branch Urban Renewal Plan./ Move to action.

Olson explained that this a routine procedure for amending the Urban Renewal Plan. The consultation date with the other taxing entities has been set for August 31, 2018 and the City Council will hold the public hearing at their regularly scheduled City Council meeting on Monday, September 17, 2018.

Motion by Goodweiler, second by Ellyson to approve Resolution 1731. AYES: Goodweiler, Ellyson, Pierce, Stoolman, Miller. NAYS: None. Motion carried.

### Resolution 1733 – Approve Cedar’s Edge Club House and Event Center Site Plan. /Move to action.

Brian Boelk, Axiom Consultants, LLC (on behalf of Jerry Sexton and Erin Morrison-Vincent who was absent from the meeting), presented Cedar’s Edge Golf Course Clubhouse and Event Center Site Plan that was approved by the Planning & Zoning Commission on July 24, 2018. Boelk reviewed the site plan which includes a new clubhouse/event center, paved parking, private & city street access from Cedar-Johnson Road, modifications to three holes and greens and a new storm water retention basin (relocated). Boelk explained that the residential lots shown on the site plan was a future phase of the project.

Miller asked questions related to the relocation of the access to the property and raised the question of who would be responsible for the street maintenance or improvements. Laughlin said the City would maintain the current surface with no immediate plans for improvements. Boelk confirmed that during the construction on the new clubhouse/event center, the current road would be used and the new access would be constructed later in the project which is approximately five hundred feet north of the existing roadway. The Council discussed other items listed on the site plan regarding the housing, but determined that could be discussed at a later time.

Motion by Pierce, second by Goodweiler to approve Resolution 1733. AYES: Pierce, Goodweiler, Stoolman, Miller, Ellyson. NAYS: None. Motion carried.

### Resolution 1732 – Approving the preliminary plat The Meadows Subdivision, Part 4 on the west side of West Branch. /Move to action.

Brian Boelk, Axiom Consultants LLC, presented The Meadows, Part 4 preliminary plat which consists of 57 residential lots with a mix of R-1 (single family) and R-2 (two family). Boelk identified the existing sewer line that will need to be replaced as part of the project due to its condition and infiltration issues. He continued identifying other items such as a connection to Cedar-Johnson Road (via Gilbert Drive extension) to provide access from Bickford and Greenview developments should the City reconstruct Cedar-Johnson Road in the future. Boelk said Outlot B would be dedicated to the City upon completion of a graded trail as agreed upon to fulfill the park space requirement in the subdivision rules. In addition, Boelk identified where street lighting, mid-block crossing and location of mailbox clusters would be located. Boelk also said a connection to Greenview was discussed but removed from the preliminary plat after discussions with Planning & Zoning and it was determined that it was not needed between lots thirty six (36) and thirty seven (37). A connection to Greenview is however anticipated further east on Gilbert. Boelk said he has initiated the rezoning process with the deputy clerk for the R-2 lots. Eric Gould, Veenstra & Kimm spoke on behalf of Dave Schechinger, City Engineer that his remaining comments on the preliminary plat were in regard to storage calculations on Outlot A & B and prior discussions on a pedestrian crossing on Main Street that would connect to the high school and Dawson Drive. The council discussed this topic and determined that the City would need to be revisited, but didn’t feel it should stall this project.

Motion by Goodweiler, second by Miller to approve Resolution 1732. AYES: Goodweiler, Miller, Ellyson, Stoolman, Pierce. NAYS: None. Motion carried.

Discussion Item: Comp Time Policy for the Exempt Employees

Jones presented a draft comp time policy which included policy samples from a few other Iowa cities. Jones explained that as part of the FY19 budget process, department directors that were previously hourly, were moved to a salaried/exempt form of pay. Directors were given a pay increase for the change in status effective July 1, 2018. Jones said the city's current employee handbook lacked a policy to compensate exempt employees for working occasional excess hours and felt that a policy should be adopted to create fairness of the extra hours worked in the form of time-off or the option of a payout. The council had mixed feeling on providing an additional benefit to the salary/exempt employees since they were compensated monetarily with the recent salary increase. Several of the members mentioned that they were salary in the full-time positions and that most did not receive comp time, but managed their time accordingly to offset the extra hours. Jones responded that after directors were given the draft policy for review, they did prefer a flex-time policy (use it or lose it). But Jones said the employee handbook lacked that as well. The council requested Jones to provide other options for their review.

**CITY ADMINISTRATOR REPORT**

Jones reported on the activities of the waste water task force and said several options have been explored including, Land Application, Eco Park, Wetland Mitigation Center, Algae Treatment and Reuse. Jones said Veenstra & Kimm is working on the waste water treatment plan.

**CITY ATTORNEY REPORT**

Olson reported that legal descriptions have been sent to Cedar County for the Croell Redi Mix relocation project and the county is requiring that a survey be done on the property. Olson also reminded the Council that he would be going to court next week regarding a nuisance property in West Branch.

**STAFF REPORTS**

No reports were provided.

**COMMENTS FROM MAYOR AND COUNCIL MEMBER**

Laughlin reported that there will be a Cedar County Great Places meeting in Tipton on August 21<sup>st</sup> in which Park & Rec Director Melissa Russell will attend. Cedar County has been named a Great Place which allows grant funds available for certain projects.

Pierce requested an update on Cubby Park.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 9:01 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk