

(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. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Meeting

**November 19, 2018
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council Goal Session meeting to order at 6:00 p.m. Roll call: Council members: Colton Miller, Jordan Ellyson, Brian Pierce, Jodee Stoolman 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, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and Police Chief Mike Horihan.

Jones opened the meeting by presenting a refresher on why goal setting was an important tool for City government. Goals set by the Council help guide city staff to find funding for the projects and directs them to carry out and accomplish those goals.

Jones listed several past goals for the council to reconsider and reprioritize along with current city projects previously approved. Jones included requests from individual departments for consideration for the FY20 -21 budget year. After discussion and addition of a few new goals, the Council voted individually on projects and goals they felt were the most important for the City. Flood mitigation (upstream, downstream and creek bank maintenance) drew the most votes, following with eastside water main upgrades and completing the Main Street Sidewalk repairs for the 100 block of West Main Street.

ADJOURNMENT

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

Mayor Roger Laughlin called the West Branch regular 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, Jordan Ellyson, Brian Pierce, Jodee Stoolman 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, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin, Police Chief Mike Horihan and City Attorney Kevin Olson.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Larry Burger, Speer Financial presented the City's annual financial report and reviewed the City's current general obligation debt, revenue debt and TIF rebate obligations. Burger further explained the calculations used for coming up with the TIF Revenue Abatement amount that the City will certify on December 1st.

Chad Sparks, Midland GIS gave a presentation on the GIS mapping recently installed for the City along with a work order system that is being utilized by City staff.

Nick Shimmin, West Branch Public Library Director gave his annual library report highlighting stats on library and computer usage, circulation and collection changes, programming attendance and library funding.

PUBLIC COMMENT

There was no public comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for City Council Meeting November 5, 2018.

Motion to approve the Down Under located at 102 W. Main Street Liquor License Renewal.

Motion to approve the Fire Department Officers for 2018-2019.

Motion to approve the Claims Report.

November Claims paid and October Revenues

EXPENDITURES	11/19/2018	
ALLIANT ENERGY	SERVICE-WATERTOWER	8,997.56
ALPHA GRAPHICS	BUSINESS CARDS	71.76
BAKER & TAYLOR INC.	BOOKS	991.66
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	511.23
BEAN & BEAN	GRAVE OPENING	550.00
CEDAR COUNTY COOPERATIVE	FUEL - PUBLIC WORKS	1,972.06
CEDAR COUNTY PUBLIC HEALTH	FLU SHOTS	90.00
CEDAR COUNTY RECORDER	RECORDING FEES	42.00
DEARBORN NATIONAL INSURANCE	CREDIT - HOLLAND	60.50
DEWEYS JACK & JILL	MAINTENANCE SUPPLIES	36.42
DOORS INC	BUILDING REPAIR	4,006.00
ELITE HOLDING COMPANY	SUPPLIES	302.86
FARMERS SUPPLY SALES INC	REPAIR PARTS	186.39
FEHR GRAHAM	308-CONSTRUCTION SERVICE	6,675.50
FRED'S FEED & SUPPLY LLC	SUPPLIES	169.36
HAWKINS INC	CHEMICALS - AZONE	518.30
HEIMAN FIRE EQUIPMENT	MINOR EQUIPMENT	2,085.95
INTERSTATE ALL BATTERY CENTER	BATTERY	22.30
IOWA STATE UNIVERSITY, TREASURER	TRAINING	25.00
JOHNSON COUNTY MUTUAL AID	JOHNSON COUNTY MUTUAL AID ASSO	95.00
JOHNSON COUNTY REFUSE INC.	RECYCLING OCT 2018	3,909.25
KELLY TREE FARM LLC	TREES FOR CUBBY PARK	9,072.00
LINN COUNTY R.E.C.	SIREN & LIGHTS	154.60
MISCELLANEOUS VENDOR	DEBORAH BENNET- UTILITY REFUND	6.00
MUNICIPAL SUPPLY INC.	WATER METER ACCESSORIES	247.00
OASIS ELECTRIC LLC	MAINTENANCE SERVICE-GAZEBO	1,511.94
OLSON, KEVIN D	LEGAL SERVICES-NOVEMBER, 2018	1,500.00
PDT SERVICES	REPAIR SERVICE	236.08
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	180.00
PRESS-CITIZEN MEDIA	HELP WANTED AD	208.34
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	816.00
QUILL CORP	OFFICE SUPPLIES	37.81
RIVER PRODUCTS COMPANY INC	ROADSTONE	213.02
SHIMMIN, NICK	PROGRAM SUPPLIES	25.93
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
SUPPLYWORKS	BUILDING MAINTENANCE SUPPLIES	59.03
TOYNES IA. FIRE TRK.SERV	MAINTENANCE SERVICE	1,007.00
TREASURER STATE OF IOWA	UNCLAIMED UTILITY REFUNDS	13.03
US BANK CORPORATE CARD	TRAINING & SUPPLIES	528.45
US BANK EQUIPMENT FINANCE	COPIER LEASE-LIBRARY	106.25
USA TODAY	SUBSCRIPT 12-01-18 / 11-30-19	340.70
VEENSTRA & KIMM INC.	ZONING MAP UPDATES	182.50
VEENSTRA & KIMM INC.	WB GOLF COURSE DEVELOPMENT REVIEW	344.00
VEENSTRA & KIMM INC.	I-80 WIDENING COORDINATION	876.35
VEENSTRA & KIMM INC.	RESIDENTIAL LOT SITE PLAN REVIEW	430.00
VEENSTRA & KIMM INC.	WASTEWATER TREATMENT PLANT FAC STUDY	3,032.52
VEENSTRA & KIMM INC.	HS CONCESSION AND PRESS BOX SITE PLAN	790.35
VEENSTRA & KIMM INC.	LOETHEN RIDGE SUBDIV PRELIM PLAT REVIEW	344.00
WALMART COMMUNITY/RFCSLLC	DVDS AND PROGRAM SUPPLIES	277.79
WELLMARK	HEALTH INSURANCE	14,515.30
WEST BRANCH ANIMAL CLINIC	BOARDING IMPOUNDED ANIMALS	135.00
WEST BRANCH FIREFIGHTERS	REFRIGERATOR	350.00
WEST BRANCH REPAIRS	REPAIR SERVICE	355.03
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	924.43
WEX BANK	WEX BANK	1,460.53
TOTAL		72,126.08
PAYROLL	11/16/2018	52,913.15
PAID BETWEEN MEETINGS		
KRISTEN MCKILLIP	UTILITY REFUND	64.95
LEAH COATES	UTILITY REFUND	44.11
NEEDHAM EXCAVATING INC	308 PV PARK CONSTRUCTION	113,936.67
BEAUTIFUL LAND PRODUCTS	UTILITY REFUND	5.44
CEDAR COUNTY SHERIFF'S OFFICE	EASEMENT	215.00

TOTAL

114,266.17

GRAND TOTAL EXPENDITURES 239,305.40

FUND TOTALS

001 GENERAL FUND	47,046.89
022 CIVIC CENTER	443.39
031 LIBRARY	7,738.22
110 ROAD USE TAX	5,778.22
112 TRUST AND AGENCY	21,638.37
308 PARK IMP - PEDERSEN VALLEY	129,684.17
310 COLLEGE ST BRIDGE	215.00
600 WATER FUND	12,957.98
610 SEWER FUND	13,803.16

GRAND TOTAL 239,305.40

OCTOBER REVENUE-FISCAL YEAR 2019

001 GENERAL FUND	326,364.98
022 CIVIC CENTER	5,959.23
031 LIBRARY	100,175.48
036 TORT LIABILITY	16,410.09
110 ROAD USE TAX	20,824.68
112 TRUST & AGENCY	102,831.82
119 EMERGENCY TAX FUND	12,943.59
121 LOCAL OPTION SALES TAX	16,776.32
125 TIF	130,111.11
226 DEBT SERVICE	108,097.71
500 CEMETERY PERPETUAL FUND	600.49
502 KROUTH INTEREST FUND	0.18
600 WATER FUND	45,598.85
610 SEWER FUND	33,485.60
740 STORM WATER UTILITY	5,215.73
TOTAL	925,395.86

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

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing on the proposed amendment to the West Branch Zoning Code for the consideration of rezoning for the Meadows, Part 4.

Mayor Laughlin opened the public hearing at 8:03 p.m. There was no public comment. Laughlin closed the public hearing at 8:04 p.m.

First Reading, Ordinance 760 – rezoning that certain parcel of real property located at the Meadows, Part 4 from R-1 Residence District to R-1 and R-2 Residence Districts. /Move to action.

Motion by Goodweiler, second by Pierce to approve the first reading of Ordinance 760. AYES: Goodweiler, Pierce, Ellyson, Miller, Stoolman. NAYS: None. Motion carried.

Public Hearing on the proposed amendment to the West Branch Zoning Code for the consideration on the matter of rezoning Loethen Ridge Estates.

Mayor Laughlin opened the public hearing at 8:05 p.m. There was no public comment. Laughlin closed the public hearing at 8:06 p.m.

First Reading, Ordinance 761 – rezoning that certain parcel of real property located in Pedersen Valley, Part 4 from R-1 Residence District to R-2 Residence District. /Move to action.

Motion by Miller, second by Goodweiler to approve the first reading of Ordinance 761. AYES: Miller, Goodweiler, Ellyson, Pierce, Stoolman. NAYS: None. Motion carried.

Public Hearing: Regarding the Consideration of Rezoning as requested by Cedar's Edge Golf Course.

Mayor Laughlin opened the public hearing at 8:10 p.m. There was no public comment. Laughlin closed the public hearing at 8:11 p.m.

First Reading, Ordinance 762 – Rezoning that certain parcel of real property located at Cedar's Edge Golf Course from A-1 Agricultural District to R-1 and R-2 Residence Districts. /Move to action.

Motion by Goodweiler, second by Stoolman to approve the first reading of Ordinance 762. AYES: Goodweiler, Stoolman, Miller, Pierce, Ellyson. NAYS: None. Motion carried.

Resolution 1764 – Approving the annual insurance renewals with Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance. /Move to action.

Gordon Edgar, Finance Officer presented the Wellmark renewal and stated that rates reflected a 0.73% decrease. Although not significant, Edgar said he was pleased not to see an increase.

Motion by Stoolman, second by Pierce to approve Resolution 1764. AYES: Stoolman, Pierce, Miller, Ellyson, Goodweiler. NAYS: None. Motion carried.

Discussion - Level of "Tax Rebate" support for Little Lights Project.

Laughlin opened the discussion again on the subject of a tax rebate for the Little Lights project. Laughlin said the time has come for the Council to pledge their level of support for the project. He said he was in favor of ten percent (or \$150,000) toward the project and asked the Council for their support. Morrison-Vincent was in attendance and presented her calculations on what the rebate might look like and said that she has now secured a letter of approval from her bank. Olson also provided his calculations estimating that the anticipated annual taxes would be between \$31,000 to \$35,000 thousand dollars and said the Council could decide how much they wanted to rebate each year and the length of time in which to rebate. Stoolman, who was originally against the rebate, reached out to other resources to gain a better understanding of TIF and now felt comfortable supporting the rebate. Finance Officer Edgar, again spoke against the request. Laughlin took an informal vote and four of the five members agreed on the ten percent rebate. Olson said that he would begin working on an agreement for the Council and also suggested that a valuation be set at 1.5 million to avoid a similar situation with a prior TIF rebate agreement.

Resolution 1748 – Consider approving the request of Acciona Windpower North America, LLC to rebate a portion of Tax Increment Revenues. /Move to action.

Motion by Stoolman, second by Goodweiler to fail Resolution 1748. AYES: None. NAYS: Stoolman, Goodweiler, Pierce, Ellyson, Miller. **Motion FAILED.**

Resolution 1749 – Consideration to approve the request of Casey's Marketing Company to rebate a portion of Tax Increment Revenues. /Move to action.

Olson said he had been in contact with Casey's legal staff and that Casey's will donate the former site to the City. Casey's is in the process of getting bids to tear down the building and remove any remaining concrete and replace it with gravel. Laughlin stated that the City Code does not allow for gravel parking lots and said Casey's would have to install a hard surface either blacktop or seal coat. Olson said he would relay the message and further stated that the rebate should be approved.

Motion by Goodweiler, second by Stoolman to approve Resolution 1749. AYES: Goodweiler, Stoolman, Pierce, Miller, Ellyson. NAYS: None. Motion carried.

Resolution 1752 – Obligating funds from the Urban Renewal Tax Revenue Fund for the payment of annual appropriation Tax Increment Finance Obligations in Fiscal Year 2020. /Move to action.

Motion by Miller, second by Pierce to approve Resolution 1752. AYES: Miller, Pierce, Goodweiler, Stoolman, Ellyson. NAYS: None. Motion carried.

Resolution 1765 - Approving change order #6 for Cubby Park Improvements not to exceed \$19,650.00. /Move to action.

Laughlin said he was frustrated with the lack of attention to the drainage issue that continues at Cubby Park. He continued that water continually runs parallel to the pipeline and across the 'to be paved' section of street leading to the parking lot. Laughlin said he spoke with the concrete contractor and the engineer and said

something had to be done with the water before any paving could be completed at the park. The engineer prepared a few options for addressing the issue and asked for Council direction on which financial option they would like to choose. The Council expressed their frustrations as well and questioned why all of the other fixes the engineer tried didn't correct the problem. Jones said based on the information provided from the engineer, he suggested adding the verbiage 'not to exceed' so it would cap the financial burden. Laughlin requested that the resolution be revised to strike the last sentence regarding the ground frost and made the motion to approve Option 1 and 3 and the not to exceed \$19,650.00 figure.

Motion by Pierce, second by Goodweiler to approve Resolution 1765 with revisions. AYES: Pierce, Goodweiler, Ellyson. NAYS: Miller, Stoolman. Motion carried.

CITY ADMINISTRATOR REPORT

Jones made a comment on an email circulated to the City Council regarding a mailbox issue on Hilltop Drive and said that Deputy Clerk Brick reached out to the contractor to address.

CITY ATTORNEY REPORT

Olson said that a nuisance property was scheduled to be cleaned up on Tuesday, November 20th. He also reported that all construction easements have now been signed and that bidding for the College Street Bridge would be able to occur in December.

STAFF REPORTS

None.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

Mayor Laughlin said that Miller, Jones and himself had a meeting with Impact 7G to discuss plans for the former Croell site. Laughlin said a public input meeting would be held on Tuesday, December 4th at Town Hall and encouraged everyone to spread the word and attend.

Miller asked the Council to consider renaming the Police and Fire Station the "Dick Stoolman Public Safety Building".

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:39 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk