

(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

**February 19, 2019
7:00 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, Jodee Stoolman and Nick Goodweiler were present. Brian Pierce was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and Police Chief Mike Horihan.

GUEST SPEAKER AND PRESENTATIONS

Blake Shultice, fourth grade teacher, Hoover Elementary, West Branch and his class presented a suggested ordinance that would require children under the age of fourteen (14) to wear helmets when riding bicycles and scooters. They suggested that a reward (or incentive) in the form of a coupon for a free ice cream cone be given by West Branch Police Officers who found children obeying the new rule. They also provided statistics from 2010 to 2015 on the number of deaths in the US and said that a number of states have adopted similar ordinances.

The Council asked if skateboards would also be included in the ordinance and they responded that helmets would be required for anything with wheels. When asked who would pay for the cost of issuing ice cream tickets, the kids responded that the City could ask businesses for donations similar to Hoover's Hometown Days. The Council thanked the kids for the idea and said they would consider it and get back to Mr. Shultice.

PUBLIC COMMENT

No comments.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for City Council meeting February 4, 2019.

Motion to approve Brick Arch Winery's Native Wine License Renewal – 116 W. Main Street, West Branch, Iowa.

Motion to approve Board and Commission Appointments

Motion to approve the Claims Report.

FEBRUARY CLAIMS PAID AND JANUARY REVENUE

EXPENDITURES	2/19/2019	
AERO RENTAL INC	EQUIPMENT RENTAL	869.52
ALLIANT ENERGY	UTILITIES - WATER TOWER	10,155.12
ALTORFER INC	VEHICLE REPAIR PARTS	21.36
AXON ENTERPRISE, INC.	TASER SUPPLIES	1,056.00
BAKER & TAYLOR INC.	BOOKS	1,534.01
BARRON MOTOR SUPPLY	SUPPLIES	447.16
BP AMOCO	VEHICLE FUEL	704.95
CEDAR COUNTY RECORDER	RECORDING FEES	73.00
CITY TRACTOR CO	EQUIPMENT	331.90
CROELL, INC.	SAND	398.90
D&R PEST CONTROL	PEST CONTROL	70.00
DODGE STREET TIRE & AUTO I	TIRES	706.92
FARMERS SUPPLY SALES INC	REPAIR PARTS	160.57
FEHR GRAHAM	308 PV PARK CONST SERVICE	674.50
FRED'S FEED & SUPPLY LLC	REPAIR PARTS	22.04
HD CLINE COMPANY	VEHICLE REPAIR PARTS	213.00
IOWA LIBRARY ASSOCIATION	DUES SCHAFFER 2019	195.00
JETCO ELECTRIC INC.	SERVICE CALL	1,186.50
JOHNSON COUNTY REFUSE INC.	RECYCLING JAN 2019	3,895.00
JOURNEYED COM INC	SOFTWARE	48.01

LINN COUNTY R.E.C.	STREET LIGHTS	153.90
MARTIN GILLESPIE	BUILDING INCENTIVE PAYMENT #1	47.31
MIDWEST FRAME & AXLE	REPAIR PARTS	167.82
MISCELLANEOUS VENDOR	DUMONT COMM LIBRARY:DVD	23.76
MUNICIPAL SUPPLY INC.	WATER METER ACCESSORIES	607.53
OVERDRIVE INC	AUDIO BOOKS	803.48
PITNEY BOWES PURCHASE POWE	PITNEY BOWES PURCHASE POWER	500.00
PYRAMID SERVICES INC.	REPAIR PARTS	41.88
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	913.00
QUILL CORP	OFFICE SUPPLIES	240.75
SHIMMIN, NICK	CIRCULATION ITEM	41.09
STATE HYGIENIC LAB	LAB ANALYSIS	841.50
SUPPLYWORKS	BATHROOM SUPPLIES	47.67
US BANK CORPORATE CARD	LAPTOP, TRAININGS & SUPLIES	1,350.52
US BANK EQUIPMENT FINANCE	COPIER LEASE LIBRARY	212.50
WALMART COMMUNITY/RFCSLLC	DVDS, SUPPLIES	272.83
WEST BRANCH FORD	VEHICLE REPAIR	214.19
WEST BRANCH REPAIRS	VEHICLE REPAIR	784.63
WEST BRANCH TIMES	SUBSCRIPTION	835.47
WEX BANK	VEHICLE FUEL	891.12
TOTAL -		31,754.41

PAYROLL 2/8/2019 43,398.31

PAID BETWEEN MEETINGS

ALLIANT ENERGY	LIGHTS - 219 E GREEN	12.49
DEMCO	OFFICE SUPPLIES	614.24
JULIA HIME	VIDEOGRAPHY SERVICES	50.00
ISOLDA PAGE	TRAVEL	68.38
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	44.92
UPS	SHIPPING	10.91

TOTAL 800.94

GRAND TOTAL EXPENDITURES 75,953.66

FUND TOTALS

001 GENERAL FUND	34,806.81
022 CIVIC CENTER	662.06
031 LIBRARY	10,425.51
110 ROAD USE TAX	5,058.63
112 TRUST AND AGENCY	4,700.47
308 PARK IMP - PEDERSEN VALLEY	674.50
600 WATER FUND	11,734.82
610 SEWER FUND	7,890.86

GRAND TOTAL 75,953.66

EXPENDITURES

2/14/2019

BUSINESS RADIO SALES	SUPPLIES/SERVICE	276.60
CEDAR COUNTY COOPERATIVE	FUEL - PUBLIC WORKS	1,274.72
EAGLE ENGRAVING INC	SUPPLIES	381.02
FELD FIRE EQUIPMENT CO. IN	SUPPLIES	1,177.50
HOSPERS & BROTHER PRINTERS	PRINTING	291.50
IOWA ASSOCIATION OF WOMEN	STEEN TRAINING CONFERENCE	85.00
JOHNSON COUNTY MUTUAL AID	DUES	95.00
KELTEK INC	SERVICE	279.88
THOMAS HEATING & AIR LLC	SERVICE	345.00
TIPTON ELECTRIC MOTORS	SERVICE	163.39
WEST BRANCH REPAIRS	SERVICE	664.91

TOTAL 5,034.52

FUND TOTALS

001 GENERAL FUND	3,759.80
110 ROAD USE TAX	1,274.72

GRAND TOTAL 5,034.52

REVENUE-FISCAL YEAR 2019	
FUND	JANUARY
001 GENERAL FUND	82,651.07
022 CIVIC CENTER	860.35
031 LIBRARY	542.70
036 TORT LIABILITY	2,402.16
110 ROAD USE TAX	25,346.19
112 TRUST & AGENCY	15,052.77
119 EMERGENCY TAX FUND	1,894.71
121 LOCAL OPTION SALES TAX	17,276.09
125 TIF	16,216.47
226 DEBT SERVICE	15,483.33
308 PARK IMP - PEDERSEN VALLEY	27,790.96
500 CEMETERY PERPETUAL FUND	0.50
502 KROUTH INTEREST FUND	0.18
600 WATER FUND	41,834.19
610 SEWER FUND	31,752.47
740 STORM WATER UTILITY	4,980.99
TOTAL	284,085.13

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

PUBLIC HEARING / NON-CONSENT AGENDA

Discussion: Recreation Facility, Park & Sports Field Use and Fee Policy.

Russell explained the proposed policy and fees for field rental at Cubby Park. She said information was gathered from surrounding cities on pricing and that the Parks & Recreation commission discussed and agreed on the information provided to the Council. Some Council members felt that non-residents should not be able to use the fields for practices, while others felt that anyone should be able to use the fields with West Branch residents getting first priority. Russell said field scheduling has always been a challenge because most wait until the last minute to schedule practice time. The Council recommended no changes to the policy presented.

Russell said the commission was also discussing the sale of beer at the concession stand and said they were in favor of it but only during adult activities. She said beer would not be sold during any children activities and asked the Council for their feedback. Russell also stated that only City employees would work the concession stand to ensure sales would be accurately accounted for. The general consensus of the Council was to allow the sale of beer and not allow anyone to bring their own on to the property so consumption could be better controlled.

Resolution 1784 – Approve a Fund Balance Reserve Policy and approve funding of \$72,089 toward an eventual (3 month of operations) fund balance goal of \$459,072. / Move to action.

Stoolman was absent from the last meeting when this policy was presented and questioned that she thought this policy was established for fiscal year 2019. Jones said the while it was a goal for FY19, a policy was not formerly approved. This policy would create the fund and make a first deposit (like a savings account). He said the money in the fund would not be spent without the consent of the Council and be used generally for unplanned projects like the I-80 expansion project that will require the City to move water and sewer lines. Miller said he was still voting ‘no’ and stated that he had spoken to residents that didn’t feel the City was in a position to save money one year while having just raised taxes last year because of budget shortfalls. Laughlin said he felt the policy was a good idea but felt that the fund only be used for natural disaster type emergencies, Stoolman agreed with the Mayor. While all members approved of the policy, no one felt comfortable funding it at this time.

Motion by Stoolman, second by Goodweiler to approve Resolution 1784. AYES: Goodweiler. NAYS: Stoolman, Ellyson, Miller. Absent: Pierce. Motion **FAILED**.

Resolution 1781 – Accepting the Terms and Conditions of the Derelict Building Grant Program should the City of West Branch receive award of the grant. / Move to action.

Laughlin said the resolution was a requirement of the derelict grant and if received, the City would need to provide a cash match.

Motion by Stoolman, second by Ellyson to approve Resolution 1781. AYES: Stoolman, Ellyson, Miller, Goodweiler. NAYS: None. Absent: Pierce. Motion carried.

First Reading, Ordinance 763 – An Ordinance Amending the Zoning Code of the City of West Branch by adding several amendments regarding front yard, back yard, and zero-lot line requirements. /Move to action.

Brick explained that the new ordinance replaces Ordinance 747 previously approved in December 2017. When ordinance 747 was passed, language was added to section 165.27 (R-1) district for zero-lot line properties. It was later determined that zero-lots are not a permitted use in this district and therefore the language should be deleted entirely. Ordinance 763 deletes the incorrect language, all other changes remain as is.

Motion by Goodweiler, second by Stoolman to approve 1st reading of Ordinance 763. AYES: Goodweiler, Stoolman, Miller, Ellyson. NAYS: None. Absent: Pierce. Motion carried.

Resolution 1782 – Amending the City of West Branch Housing Incentive Program. /Move to action.

Laughlin said Brick previously provided details of the current housing incentive plan along with lost revenues to the general, water and sewer funds. This information led the Council at last meeting to discuss changes to the current program. The changes include increasing permit fees and reclaiming water and sewer connection fees. The five thousand (\$5000) dollar tax rebate to homeowners remains unchanged however, the number of eligible homes in a calendar year decreased from fifty (50) to thirty (30). Goodweiler questioned if limiting the number of homes really provided an incentive for new homeowners. Brick explained that the limit set was to control the rebate on the back end for budgeting purposes. With passage of this resolution, the revised program goes into effect on April 1, 2019 and the program will end June 30, 2021.

Motion by Goodweiler, second by Ellyson to approve Resolution 1782. AYES: Goodweiler, Ellyson, Miller, Stoolman. NAYS: None. Absent: Pierce. Motion carried.

Resolution 1783 – Accepting the City Administrator’s recommended budget and ordering a Notice of Hearing for March 4, 2019 to adopt the FY 2019-2020 Budget. /Move to action.

Laughlin said last year he had requested a more streamlined approach to the budget process, however he commented he that this year’s process lacked department presentations on how funds would be expended. Stoolman stated that she would like to see each department budget for their own big expenses, much like the way the fire department does. Miller agreed and said the fire department had always done a great job doing so. He also asked Stoolman to share her thoughts previously mentioned on a salary for the Fire Chief. Stoolman replied that it is something the City should seriously consider at some point in the future.

Motion by Goodweiler, second by Ellyson to approve Resolution 1783. AYES: Goodweiler, Ellyson, Stoolman, Miller. NAYS: None. Absent: Pierce. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported that IDOT has requested the City to complete the moving of water and sewer lines that affect the I-80 expansion project by the fall of 2019. He also said a pre-construction meeting would be scheduled in the next couple of weeks with Taylor Construction for the College Street Bridge project. Jones also asked the Council to review the Croell Site Re-Use plan is available and requires City feedback for final proofing. Jones said the deadline for comments was February 26, 2019.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No report.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

No comments.

ADJOURNMENT

Motion to adjourn by Ellyson, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:44 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk