

(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

**July 22, 2019
7:00 p.m.**

Mayor Pro Tem Colton Miller called the West Branch City Council meeting to order at 7:02 p.m. Mayor Pro Tem Miller 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. Mayor Roger Laughlin and Brian Pierce were absent. Miller welcomed the audience and the following City staff: City Administrator Redmond Jones, City Attorney Kevin Olson, Deputy Clerk Gordon Edgar, Sergeant John Hanna, Police Chief Mike Horihan, and Public Works Director Matt Goodale.

GUEST SPEAKER AND PRESENTATIONS

There were no guest speakers.

PUBLIC COMMENT

There were no comments.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve Minutes for City Council Meeting July 8, 2019.

Motion to approve a Class C Liquor License (LC) Commercial with Sunday sales privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina.

Motion to approve the destruction of certain records with Shred-it Services listed on the records destruction form as per the record retention manual for Iowa cities.

Motion to approve the contract with Body Sound LLC. To provide audio and lighting services for the 2019 Hoover's Hometown Days.

Motion to approve the Claims Report.

EXPENDITURES	7/22/2019	
AERO RENTAL INC	EQUIPMENT RENTAL	121.00
ALLIANT ENERGY	UTILITIES-ELECTRICITY & GAS	7,551.82
ALPHA GRAPHICS	HHTD POSTERS	82.18
AMAZON	BOOKS, SUPPLIES	1,114.60
BAKER & TAYLOR INC.	BOOKS	1,382.85
BARRON MOTOR SUPPLY	MAINTENANCE & REPAIR SUPPLIES	747.73
CAJ ENTERPRISES INC	HAULING SAND	170.00
CDW GOVERNMENT INC.	SOFTWARE LICENSE RENEWAL	261.60
CEDAR COUNTY COOPERATIVE	CHEMICALS	176.70
CEDAR COUNTY RECORDER	RECORDING FEES	130.00
CEDAR COUNTY TRANSFER STAT	TRANSFER STATION FEES	80.00
CENTURION TECHNOLOGIES	SOFTWARE LICENSE RENEWAL	88.00
COPYWORKS	SUPPLIES	18.00
D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
DEMCO	OFFICE SUPPLIES, PROGRAM SUPPLIES	526.72
DEWEYS JACK & JILL	PROGRAM & MAINT SUPPLIES	115.13
ECONO SIGNS LLC	SIGNS	720.00
ELECTICAL ENGINEERING & EQ	BUILDING MAINTENANCE	20.53
FEHR GRAHAM	308 PV PARK CONSTRUCTION & ADD'L SERVICE	6,609.50
GRIMM, DAVID E	HHTD ENTERTAINMENT-PONY RIDES	1,280.00
HANNA TISINGER	SERVICES	420.00
HAWKINS INC	CHEMICALS	643.50
HY-VEE ACCOUNTS RECEIVABLE	HY-VEE ACCOUNTS RECEIVABLE	86.08
IMWCA	WORKERS COMPENSATION INSURANCE	2,097.00
INTOXIMETERS	SUPPLIES	510.00
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 7-1-19 TO 6-30-20	221.02
IOWA DEPARTMENT OF NATURAL	ANNUAL WATER SUPPLY FEE - FY20	265.00
JOHNSON CONTROLS	FIRE ALARM MAINTENANCE	2,671.21
JOHNSON COUNTY REFUSE INC.	RECYCLING JUN 2019	3,980.50
JORDAN DANIELSEN	HHTD ENTERTAINMENT	600.00
JOURNEYED COM INC	ADOBE LICENSE - 2 MONTHS	69.98

LIBRARICA LLC	SOFTWARE LICENSE RENEWAL	313.35
LINN COUNTY R.E.C.	STREET LIGHTS	151.10
LYNCH'S PLUMBING INC	SUMP PUMP	202.85
MAIN STREET SWEETS INC	CAMP SUPPLIES	81.53
MARTIKA DANIELS	HHTD ENTERTAINMENT	575.00
MISCELLANEOUS VENDOR	COLLEEN BAALRUD:REFUND	74.00
OASIS ELECTRIC LLC	SERVICE CALL & EMERGENCY LIGHTS	263.43
PARKSIDE PETROLEUM LLC	FUEL	68.62
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE MACHINE	500.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	944.00
QUILL CORP	OFFICE SUPPLIES	161.22
REPUBLIC COMPANIES	MAINTENANCE SUPPLIES	1,613.75
SHIELD TECHNOLOGY CORPORAT	SOFTWARE, LICENSE, CONVERSION FEE	14,800.50
STATE HYGIENIC LAB	LAB ANALYSIS	52.00
TYLER TECHNOLOGIES	SOFTWARE LICENSE RENEWAL	8,797.00
UNIFORM DEN INC.	UNIFORMS	714.16
UNITED STATES GEOLOGICAL S	STREAM GAGE MAINTENANCE & OPERATION	8,640.00
UPS	SHIPPING	22.82
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
VINTAGE-KEITH R SHRIVER	HHTD ENTERTAINMENT	200.00
VOGEL TRAFFIC SERVICES	PAVEMENT MARKING SERVICE	1,246.95
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,515.00
WB COMMUNITY DEVELOPMENT GROUP	FY 20 DUES	10,120.00
WEST BRANCH FIREFIGHTERS FOUNDATION	TRAINING	90.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	59.21
WEST BRANCH TIMES	LEGAL NOTICES, ADVERTISING	241.07
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,200.00
WEX BANK	FUEL	1,799.46
TOTAL		88,383.92
PAYROLL	7/12/2019	47,478.06
PAID BETWEEN MEETINGS		
LESLIE BRICK	MILEAGE	56.19
CEDAR COUNTY COOPERATIVE	FUEL	1,051.66
HD CLINE COMPANY	REPAIR PARTS	186.45
ZACK MURDOCK	MEALS, FOOD & VEHICLE MAINTENANCE	269.47
UPS	SHIPPING	12.94
TOTAL		1,576.71
GRAND TOTAL EXPENDITURES		137,438.69
FUND TOTALS		
001 GENERAL FUND	68,294.03	
022 CIVIC CENTER	491.88	
031 LIBRARY	12,331.81	
036 TORT LIABILITY	1,977.09	
110 ROAD USE TAX	7,603.31	
112 TRUST AND AGENCY	5,162.42	
308 PARK IMP - PEDERSEN VALLEY	6,651.50	
600 WATER FUND	14,137.55	
610 SEWER FUND	12,149.10	
740 STORM WATER UTILITY	8,640.00	
GRAND TOTAL	137,438.69	

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

PUBLIC HEARING / NON-CONSENT AGENDA

Discussion Item: Consider entering into an agreement with CCEDCO to coordinate the construction and painting of a Downtown Mural valued at \$10,000 with the city's match not to exceed \$5,000.

Jones explained that this originally had been part of the Great Places Grant that the City requested but did not receive but the University of Iowa wanted to provide the funding that has to be matched for the mural portion of the grant. Miller asked where the mural was to be located and Edgar responded on the east side of the building

occupied by CDG and Pro Tech, on the west side of the Jack and Jill parking lot. Miller commented that it might be the best \$5,000 the City could spend on economic development this year. Miller instructed Jones to bring a Resolution to the August 5th meeting for the Council to vote on.

Discussion Item: Request from Kirkwood Community College to participate in a Fund Raising Campaign to raise \$75,000 per year for five years.

Jones explained that Kirkwood Community College was seeking to raise the funds for expanding English as a second language and providing workforce development services to the immigrant /refugee and non-English speaking populations in the Iowa City/Coralville metro region. Miller said he would like to see CCEDCO and ICAD present the information to area businesses and have the businesses provide the support to Kirkwood.

Resolution 1827 – A Resolution Placing a public measure on the November Ballot to Establish a Capital Improvement Reserve Levy (intended to maintain overall tax rate) as provided by Section 384.7 of the Iowa Code.

Jones explained that with debt service requirements declining each year and without any new borrowing for capital projects, the tax levy would decrease. Then when the City did borrow, and have to pay bond counsel and other fees, the cost of the capital project would be greater and the levy rate would increase. This measure will allow the City to maintain the current tax rate and generate funds for capital improvement projects. If the city was required to increase the total levy due to other budget needs, this levy will not occur. Miller said he would like the city to educate the community on what the Council wants to do.

Motion by Goodweiler, second by Stoolman to approve the Resolution 1827. AYES: Goodweiler, Stoolman, Ellyson, Miller. NAYS: None. Absent: Pierce. Motion carried.

Resolution 1828 – Approving Partial Pay Estimate Number 11 In the Amount of \$94,919.11 to Needham Excavating Inc. for the Cubby Park Improvements Project.

Cody Buelt explained that items not completed are mainly specialty items on the punch list. D & N is supposed to be here within two weeks to complete the fencing work. Electrical items remain to be completed in the batting cage. Some of the storm water drain openings were ground down but City staff found that to be unacceptable. Miller said the work should have been done correctly in the first place. Matt Goodale said there are at least three that need to be replaced. It was decided that further discussion needed to take place on the punch list items.

Motion by Ellyson second by Goodweiler to approve the Resolution 1828. AYES: Ellyson , Goodweiler, Stoolman, , Miller. NAYS: None. Absent: Pierce. Motion carried.

Discussion Item: Accepting the Wastewater Treatment Facility Plan and receiving the Wastewater Task Group's top 3 recommendations.

Jones said the Task Force evaluated the Waste Water Treatment Facility options based on four criteria: construction cost, operational cost, operational management and expansion for the future. The SAGR system (Submerged Attached Growth Reactors) came out on top.

Emily Linebaugh, from V & K, explained how the SAGR system works and the process that would be followed to complete the construction of the new Waste Water Treatment Facility. She said costs would include an additional cell at the lagoon, replacing aerators, upgrading blowers, a new building and new generator among other items. If we need to implement total phosphorus and nitrogen removal, the SAGR system could be upgraded fairly easily. The next step will be to complete an anti-degradation analysis to see what alternatives would require and then have a comment period. V & K would like to do a land survey this fall, complete design work next year, get bids in January 2021 and award the contract in February 2021. This will put the project about six months behind the DNR completion goal. Colton Miller commented that the SAGR system is a good system but would not handle explosive community growth and that is what the Council had to evaluate. Emily said V & K evaluated plans based on current DNR requirements and the design is based on the wettest 30 day period. Sewer rates will be discussed at the next meeting.

Resolution 1829 – A Resolution Accepting the \$890.00 Quote for the Removal and Disposal of Asbestos from Environmental Management Services of Iowa, INC. relating to the Downtown East Redevelopment Project
Motion by Goodweiler, second by Stoolman to approve the Resolution 1829. AYES: Goodweiler, Stoolman, Ellyson, Miller. NAYS: None. Absent: Pierce. Motion carried.

Discussion Item: Setting a Date and Time for the City Administrator's Evaluation.

Miller reported that Mayor Laughlin did not want to have the evaluation occur on a meeting night. After discussion it was decided to have it at 6:30 PM on August 6.

CITY ADMINISTRATOR REPORT

Jones reported that Pay Estimate 3 from Taylor would be on the consent agenda at the next meeting. He also reported that the Crestview fence installation was going to start this week and should be completed before Cubby Park is accepted by the City.

CITY ATTORNEY REPORT

Olson said he had received the parking lot sealing agreement from Casey's last Friday and it should be ready for approval at the next Council meeting.

STAFF REPORTS

None.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller asked about the candy for distribution at the Mayor's Parade on August 3rd. Edgar replied that Melissa Russell usually purchases it and he expects it to be here by Parade day.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:47 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk