

(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

**October 7, 2019
7:00 p.m.**

Mayor Pro Tem Colton Miller called the West Branch City Council meeting to order at 7:04 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, Jodee Stoolman, Nick Goodweiler and Brian Pierce were present. Jordan Ellyson was absent. Miller welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell, Finance Officer Gordon Edgar, City Attorney Kevin Olson and City Engineer Dave Schechinger,

GUEST SPEAKER AND PRESENTATIONS

Safety Committee Update (Jose Gongora) – postponed to a future meeting.

PUBLIC COMMENT

No Comments.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for City Council Meeting September 16, 2019.

Motion to approve the appointment of Ty Doermann to the Nuisance Appeal Hearing Board.

Motion to approve Casey’s General Store #3463 – Privilege Change – adding Class B Carryout Wine effective 11/1/2019.

Resolution 1841 – Authorizing an amount not to exceed \$2,873 for artist services from the University of Iowa for the design and development of a mural.

Motion to approve a quote in the amount not to exceed \$5,272.00 for carpentry services from Westgard Woodworks for the finishing and installation of Town Hall entry doors.

Motion to Approve the Claims Report.

<u>EXPENDITURES</u>	<u>10/7/2019</u>	<u>AMOUNT</u>
AE OUTDOOR POWER	LAWN MOWER	549.95
CHIEF SUPPLY CORPORATION	UNIFORM ACCESSORIES	135.95
CROELL, INC.	CONCRETE-BERANEK PARK	3,510.75
CY'S TREE SERVICE	TREE REMOVAL/STUMP GRINDING	4,925.00
GIERKE-ROBINSON COMPANY INC	SUPPLIES	108.84
HAWKINS INC	CHEMICALS-AZONE	815.50
HD SUPPLY CONST AND INDUST	SUPPLIES	78.67
HINKHOUSE GLENN OR PAMELA	BUILDING INCENTIVE PAYMENT	1,184.88
HOLLYWOOD GRAPHICS	GRAPHICS-NEW TRUCK	119.80
HY-VEE ACCOUNTS RECEIVABLE	FOOD-VOLLEYBALL TOURNAMENT	1,050.00
IMWCA	WORKERS' COMPENSATION PREMIUM	2,097.00
IOWA ONE CALL	LOCATION SERVICE	67.50
KNOCHE, REBECCA	BUILDING INCENTIVE PAYMENT	841.79
KOCH OFFICE GROUP	COPIER MAINTENANCE	267.99
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,305.84
LYNCH'S PLUMBING INC	MAINTENANCE SUPPLIES	6.80
MEDIACOM	CABLE SERVICE	41.90
MENARDS	BUILDING MAINTENANCE SUPPLIES	61.23
MISCELLANEOUS VENDOR	LEAH COATES:REFUND OVERPAYMENT	15.00
MOORE'S WELDING INC	EQUIPMENT REPAIR	722.50
NORTHWAY WELL AND PUMP COMPANY	PUMP #3 REPAIRS	8,985.43
PATRICK HYDE	BUILDING INCENTIVE PAYMENT	1,115.45
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PORT 'O' JONNY INC.	SERVICE-CEMETERY	90.00
PSC DISTRIBUTION	BUILDING MAINTENANCE SUPPLIES	466.46
QUILL CORP	OFFICE SUPPLIES	184.91
REDMOND JONES II	TRAVEL EXPENSE &	
	BUILDING INCENTIVE PAYMENT	2,045.45
SINCLAIR TRACTOR	MAINTENANCE SUPPLIES	112.82
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00

THE HOME DEPOT PRO	BATHROOM SUPPLIES	47.67
THOMAS MARK & JEANETTE	BUILDING INCENTIVE PAYMENT	295.00
URBAN AND REGIONAL PLANNING	URBAN AND REGIONAL PLANNING	208.33
USA BLUE BOOK	BUILDING MAINTENANCE SUPPLIES	1,013.53
VEENSTRA & KIMM INC.	WB GOLF COURSE REVIEW	1,971.96
VEENSTRA & KIMM INC.	RESIDENTIAL SITE PLAN REVIEW	225.72
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	2,851.56
VEENSTRA & KIMM INC.	N DOWNEY & NORTHSIDE DR SIDEWALK & WATER	432.00
VEENSTRA & KIMM INC.	COLLEGE ST & 2ND ST IMPROVEMENTS	9,283.04
VEENSTRA & KIMM INC.	COLLEGE ST BRIDGE - BID & CONSTRUCTION	17,936.88
VEENSTRA & KIMM INC.	UTILITY RELOCATION FOR I-80 WIDENING - DESIGN	3,480.00
VERIZON WIRELESS	TELEPHONE SERVICE	802.73
WEST BRANCH FORD	2019 FORD F-550 W/ DUMP & PLOW	68,976.88
TOTAL		138,856.71
PAYROLL	9/20/2019	55,858.29
PAYROLL	10/4/2019	44,557.34
PAID BETWEEN MEETINGS		
FEHR GRAHAM	308 PV PARK CONSTRUCTION & ADD'L SERVICE	3,177.75
DON KRAMER	LIBRARY PROGRAM	247.00
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	223.13
WEST BRANCH TIMES	LEGAL PUBLICATION & ADVERTISING	2,375.90
UPS	SHIPPING	22.82
US BANK CORPORATE CARD	CAMP ACTIVITIES & LIBRARY EQUIPMENT	8,028.56
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
CJ COOPER & ASSOCIATES	DRUG TEST	133.00
REDMOND JONES II	TRAVEL EXPENSE	148.70
IWB, LLC	REFUND ESCROW BALANCE	5,000.00
TAYLOR CONSTRUCTION	310 COLLEGE ST BRIDGE & RELATED WORK	154,055.39
MATT TISINGER	UTILITY REFUND	100.00
JULIA HIME	VIDEOGRAPHY SERVICE	100.00
JOHN DEERE FINANCIAL	MAINTENANCE & REPAIR SUPPLIES	386.72
QUAD CITY SAFETY INC	CALIBRATING EQUIPMENT	473.43
HANNAH SWANSON	UTILITY DEPOSIT REFUND	71.61
BRANDON HAGMEIER	UTILITY DEPOSIT REFUND	28.56
TAMI FRANTZ	UTILITY DEPOSIT REFUND	66.45
ERIN STAUNTON	UTILITY DEPOSIT REFUND	32.90
TERRY FISK	LIBRARY PROGRAM	360.00
TOTAL		175,531.92
GRAND TOTAL EXPENDITURES		414,804.26
FUND TOTALS		
001 GENERAL FUND	82,555.71	
022 CIVIC CENTER	148.93	
031 LIBRARY	15,446.67	
036 TORT LIABILITY	1,977.09	
110 ROAD USE TAX	44,144.94	
112 TRUST AND AGENCY	17,161.01	
308 PARK IMP - PEDERSEN VALLEY	3,177.75	
310 COLLEGE STREET BRIDGE	171,992.27	
318 COLLEGE ST & 2ND ST IMPROVMENTS	9,283.04	
319 RELOCATING WATER & SEWER	3,480.00	
600 WATER FUND	38,836.42	
610 SEWER FUND	26,202.93	
740 STORM WATER UTILITY	397.50	
GRAND TOTAL	414,804.26	

Stoolman asked where the mural was going to be placed and Jones reported that the mural would be painted on panels that could be moved but the desired location is where the old Casey's building sits. Miller stated he felt that Ty Doermann was an excellent choice for the Nuisance Appeal Board.

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1842 – Approving an Amendment to that certain Subdivider’s Agreement for The Meadows Subdivision, Part 4, West Branch./ Move to action.

Miller called for a motion to amend the agenda item G-1 to correct the agenda to ‘Approving an Amendment to that certain Subdivider’s Agreement for The Meadow’s Subdivision, Part 4. The agenda was incorrect, however the supporting resolution remained unchanged.

Motion by Stoolman, second by Goodweiler to amend agenda item G-1. AYES: Stoolman, Goodweiler, Pierce, Miller.

Olson explained that the Subdivider’s Agreement previously approved required changes because the developer has decided to final plat a portion of The Meadow’s Part 4 (now known as Part 4A). The final plat to be approved is for twenty-eight (28) lots which includes three (3) lots from The Meadow’s Part 3B. Three lots from Part 3B, zoned RB-1 (Residence/Business), known as Lots 1, 2 & 3 are to be included with this final plat. Olson further explained that the remaining lots needed to be renumbered and mentioned that two lots have a minimum low opening which also needed to be amended from the original agreement. Olson asked for direction regarding the sanitary sewer connection fee district and said that the fee was originally miscalculated and that the developer would owe an additional \$1000.00 as shown in the amended agreement. Brad Larson, The Meadows, Inc., stated that in prior subdivisions they were charged two hundred fifty dollars per lot, not per dwelling. The Council discussed and determined that it was an administrative error and directed Olson to remove the additional fee from the agreement but the developer and others will be billed according the City Code going forward on future development.

Motion by Stoolman, second by Pierce to approve the Resolution 1842. AYES: Stoolman, Pierce, Goodweiler, Miller. Absent: Ellyson. NAYS: None. Motion carried.

Resolution 1843 – Approving the final plat for The Meadows Subdivision, Part 4A, West Branch./ Move to action.

Motion by Pierce, second by Stoolman to approve the Resolution 1843. AYES: Pierce, Stoolman, Miller, Goodweiler. Absent: Ellyson. NAYS: None. Motion carried.

Discussion: Wapsinonic Creek widening

Schechinger explained the project scope and said it was needed to reduce flooding in West Branch which has occurred many times in recent years. Schechinger said that USGS modeling shows widening the creek downstream is needed and will have a positive impact with future flooding issues. Schechinger stated that Gaskill property would need to be obtained in order to complete the project. Schechinger said he had been in contact with the property owner and they have declined to participate. Jones said that condemnation is imminent for the project to move forward. The Council discussed other potential options of upstream basins as a solution, but Schechinger said those structures would help, but would not be significant enough to address the flooding issue. The Council requested that Schechinger try to reach an agreement with the Gaskill’s one more time before starting the condemnation process.

Discussion: Concerns and complaints regarding parking privileges on Division Street.

Horihan said this issue had been raised before by Robert’s Towing who uses the street to gain access to his business. Horihan said that he has observed trucks parking along Division, but that it doesn’t happen often and they don’t stay parked very long. Horihan said he has contacted the trucking business STS Transportation to make them aware of the issue to see if they could come up with a solution. Both businesses are tenants and do not own the property where they conduct their businesses. Jones suggested widening the street which is narrow and assessing the adjacent property owners, but Council didn’t feel that was the best solution at this time. Horihan said he would continue to monitor the situation and check in with STS Transportation to see if the parking issue could be resolved in a different manner.

Discussion: Regarding several traffic control issues and/or concerns related to new development.

Horihan said he had received some concerns regarding traffic signage needed at some of the new intersections in the new housing subdivisions and asked the Council for their feedback. Horihan suggested that a stop sign be added to the south end of Dawson Drive where it intersects with Main Street. He also suggested changing a three-way stop at Bickford/Greenview/Cedar-Johnson be changed to a four way stop with the addition of the new event center and new housing on Cedar-Johnson. Speed limit changes were also discussed for Cedar-Johnson Rd. The Council was in support of the Chief’s changes and requested that the ordinances be prepared.

Discussion: Clarification on the City Council's direction regarding a year test program to establish alcohol retail at the Cubby Park Pavilion.

Russell said the Park & Recreation Commission met and changed directions on the prior suggested alcohol policy for Cubby Park. Russell stated that the commission agreed that alcohol sales would be hard to manage, however they liked the idea that allowed alcohol for adult only activities and that it would be a 'bring your own' policy. The Council agreed that alcohol sales would not be approved but leaned more against not allowing alcohol at all. The Council felt that the park is used for health and recreation and not for social drinking. Miller suggested that if adult events wanted to have alcohol consumed that they should go through the Special Event Permit process. Russell suggested polling residents on their thoughts regarding alcohol and report back to the Council. Stoolman stated that she didn't like alcohol on any City property. Currently, Beranek Park and Town Hall allow alcohol consumption. Chief Horihan said that the West Branch Police Department is against alcohol in the parks and Russell confirmed that neighbors of Cubby Park are also not in favor of alcohol in the park.

Discussion: Regarding a policy on waivers for sewer service charges.

Miller stated that City Code water/sewer billing procedures brought to the Council's attention since the last Council meeting, persuaded him to suggest that the Council create a policy regarding sewer forgiveness. Miller said that sewer forgiveness is requested a few times each year from residents and said that the City currently does not have a consistent policy of when they allow them or when they deny them. Miller suggested that the Council create a policy for this issue and asked staff to provide some guidance on assisting with the creation of the policy. Miller further suggested tabling the sewer waivers for two resident's on the agenda until a policy has been established and approved by the Council.

Motion to approve a sewer credit for Millie Verlo, 424 E. Main Street. /Move to action.

Motion by Goodweiler, second by Stoolman to table the agenda item. AYES: Goodweiler, Stoolman, Miller, Pierce. Absent: Ellyson. NAYS: None. Motion carried.

Motion to approve a sewer credit for James McLain, 700 Sullivan Street. / Move to action.

Motion by Goodweiler, second by Stoolman to table the agenda item. AYES: Goodweiler, Stoolman, Miller, Pierce. Absent: Ellyson. NAYS: None. Motion carried.

Resolution 1840 – Approving a Professional Service Agreement with Simmering-Cory, Iowa Codification in the Amount of \$7,000. /Move to action.

Deputy Clerk Brick explained that the City Code had not be recodified since 1999 and the last update was done in May 2015. Since that time, more than 30 new ordinances have been adopted and need to be included in the Code. Brick said she had received a quote from Simmering-Cory, Iowa Codification who the City has used in the past and felt that the services they offer would meet the City's needs.

Motion by Goodweiler, second by Stoolman to approve the Resolution 1840. AYES: Goodweiler, Stoolman, Miller, Pierce. Absent: Ellyson. NAYS: None. Motion carried.

Resolution 1844 – Accepting the low quotes for the demolition and salvage of structures A and B at 325 E. Green Street (a.k.a. the former Croell Ready Mix Site)./ Move to action.

Jones reviewed the quotes received and suggested that the low bid of one dollar be accepted from Mad Kat Farm for structure A and the bid of \$1900 from Barnhart Custom Service be accepted for structure B. The Council has no objections.

Motion by Pierce, second by Stoolman to approve the Resolution 1844. AYES: Pierce, Stoolman, Goodweiler, Miller. Absent: Ellyson. NAYS: None. Motion carried.

Motion to accept a quote from Alpha Graphics in the Amount of \$692.34 for printing and mailing services for a postcard mailing regarding the Capital Improvement Reserve Levy which will be on the November Ballot./ Move to action.

Jones presented a quote for the creation and postcard mailing informing residents of the upcoming ballot measure on November 5, 2019. Jones said the purpose is to inform voters of the measure and to provide information on its purpose.

Motion by Goodweiler, second by Pierce to approve the quote from Alpha Graphics. AYES: Goodweiler, Pierce, Stoolman, Miller. Absent: Ellyson. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported on his recent attendance at the Iowa League Conference in Dubuque. Jones said flooding issues were a topic of discussion and noted several action taken by the City of Dubuque to address their issues. Jones said he would be attending the annual ICMA conference in Nashville, Tennessee the week of October 21st and would not be attending the next Council meeting and said the Deputy Brick would preside in his absence.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Goodweiler asked for an update on the completion date of the College Street Bridge Project. Schechinger stated that the project is a ‘working days’ contract and that weather does play a role, however there are fifteen days remaining.

Stoolman said she has been receiving numerous complaints on under-age drivers on golf carts on the west side of town. Chief Horihan said that the department has stopped several carts and admitted that it is a problem despite recent public communication.

Miller commented that the sidewalk connection to Northside Drive (completed by Public Works) looked great. Miller said that business owner Dave Peden asked for an update on the salt clean-up on his property on Cookson Drive. Goodale said the clean-up project was to be complete in 2021-2022 per DNR requirements.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 9:11 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Leslie Brick, Deputy City Clerk