

*(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**

**November 4, 2019  
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, Nick Goodweiler, Brian Pierce and Jordan Ellyson were present. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, City Attorney Kevin Olson, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Sergeant John Hanna, Library Director Nick Shimmin and City Engineer Dave Schechinger.

### **GUEST SPEAKER AND PRESENTATIONS**

National Able Network and their Senior Community Service Employment Program (SCSEP) – Eric West, Career Services Coach.

West explained the program is a federally funded by the Department of Labor and operates in five state with Iowa being one of them. West said the National Able Network is an employee training program designed for persons over the age of 55 which allows individuals to re-enter the workforce and gain job skills. The National Able Network program pays the individual a stipend for work performed with no cost to the employer. West said the program has the ability to fill spots in Cedar, Jackson, Scott and Clinton counties and is looking to fill four spots in Cedar County.

Capital Improvement Reserve Levy – Redmond Jones II, City Administrator.

Jones said the proposed levy was featured in a couple of newspaper articles and a recent resident mailing. Jones said the levy is intended to allow cities to establish a capital improvement fund and may certify taxes not to exceed sixty-seven and one half cents per thousand dollars of taxable value each year to be levied for the fund for the purpose of accumulating moneys for the financing of specified capital improvements or carrying out a specific capital improvements plan.

West Branch Public Library 2019 Annual Report - Nick Shimmin, Library Director.

Shimmin presented the 2019 annual report and said that from input received from the community, they created a new strategic plan with the following goals in mind: satisfying your curiosity, knowing your community and visiting a comfortable place. Shimmin said events and programs are the most sought-after services provided at the library and in 2019 held over 368 programs or events, which is more than one per day.

### **PUBLIC COMMENT**

No comment.

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

Motion to approve Minutes for City Council Meeting October 21, 2019

Motion to approve the Claims Report

#### EXPENDITURES

11/4/2019

BROWN'S WEST BRANCH	VEHICLE REPAIR	269.23
CASEYS GENERAL STORE	TIF REBATE BALANCE DUE	8,241.62
CATHERINE STEEN	UNIFORMS	149.85
CEDAR COUNTY PUBLIC HEALTH	FLU SHOT	30.00
CJ COOPER & ASSOCIATES	DRUG TESTING	35.00
CROELL, INC.	CONCRETE-DOWNEY SIDEWALK	1,367.25
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	50.15
HAWKINS INC	CHEMICALS	655.50
HD CLINE COMPANY	MOWER BLADES	162.96
HOLIDAY INN DES MOINES AIR	LODGING	201.60
IMWCA	IMWCA	2,097.00
IOWA NARCOTICS OFFICERS' A	MEMBERSHIP DUES	25.00

IOWA ONE CALL	UTILITY LOCATION SERVICE	110.70
JOHN DEERE FINANCIAL	TRUCK MOD, MINOR EQUIP, UNIFOR	2,137.37
JOHNSON COUNTY REFUSE INC.	LANDFILL-FALL CLEANUP	631.10
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,291.98
LYNCH'S EXCAVATING INC	REPLACE FIRE HYD AT FIRE STATI	13,328.65
LYNCH'S PLUMBING INC	BUILDING MAINTENANCE	667.85
MENARDS	SUPPLIES	773.29
MISCELLANEOUS VENDOR	TRAVIS SPRAT:REFUND E SPRATT	55.00
MOORE'S WELDING INC	TRUCK MODIFICATIONS	773.95
PLUNKETT'S PEST CONTROL IN	PEST CONTROL CITY OFFICE	95.18
PORT 'O' JONNY INC.	SERVICE-CEMETERY	90.00
QUILL CORP	OFFICE SUPPLIES	55.98
SCOTT M THOMA	BUILDING INCENTIVE PAYMENT	1,132.60
SENSUS USA	SOFTWARE SUPPORT	1,949.94
SHRED-IT USA	DOCUMENT DESTRUCTION	53.69
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
STOP STICK LTD	SUPPLIES	223.00
TOYNES IA. FIRE TRK.SERV	MAINTENANCE SERVICE	1,379.00
USA BLUE BOOK	SUPPLIES	286.14
VEENSTRA & KIMM INC.	ZONING MAP UPDATES	25,686.97
WENDLING QUARRIES INC	ROCK	588.40
WEST BRANCH REPAIRS	VEHICLE REPAIR	630.32
TOTAL		65,470.27
PAYROLL	SICK TIME PAY OUT 10/18/2019	2,691.22
PAYROLL	11/4/2019	43,367.14
PAID BETWEEN MEETINGS		
BOWERS CUSTOM SERVICES	DIRT, ROCK & HAULING	1,240.00
TAYLOR CONSTRUCTION INC	COLLEGE ST BRIDGE & RELATED WORK	214,380.09
WEST BRANCH REPAIRS	VEHICLE REPAIR	134.95
JULIA HIME	VIDEOGRAPHY SERVICE	100.00
MEDIACOM	CABLE SERVICE	41.90
US BANK CORPORATE CARD	SUPPLIES, TRAINING, LODGING	1,467.09
VERIZON WIRELESS	WIRELESS SERVICE	832.88
SPRINGDALE AGENCY	PROPERTY INSURANCE	14,598.00
LESLIE BRICK	TRAVEL EXPENSE	183.50
CEDAR COUNTY COOP	VEHICLE FUEL	1,472.52
TOTAL		234,450.93
GRAND TOTAL EXPENDITURES		345,979.56
FUND TOTALS		
001 GENERAL FUND	37,526.06	
022 CIVIC CENTER	144.08	
031 LIBRARY	6,180.31	
036 TORT LIABILITY	16,575.09	
110 ROAD USE TAX	8,085.67	
112 TRUST AND AGENCY	4,960.06	
125 T I F	8,241.62	
310 COLLEGE STREET BRIDGE	175,666.82	
318 COLLEGE ST & 2ND ST IMPROEMENTS	56,956.48	
319 RELOCATING WATER & SEWER	1,740.00	
600 WATER FUND	23,175.73	
610 SEWER FUND	6,727.64	
GRAND TOTAL	345,979.56	

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

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

### Second reading of Ordinance 768 Amending Title “Traffic and Vehicles” Chapter 65 “Stop or Yield Required”./ Move to action.

Jones noted that an additional stop sign was requested and added to the ordinance for the corner of Sullivan Street where it intersects with Ridge View Drive. The Council had no objections.

Motion by Stoolman, second by Pierce to approve the second reading of Ordinance 768. AYES: Stoolman, Pierce, Goodweiler, Miller, Ellyson. NAYS: None. Absent: Motion carried.

### Second reading of Ordinance 769 Amending Title “Traffic and Vehicles” Chapter 69 “Parking Regulations”./ Move to action.

Miller asked if residents along Hilltop Drive were notified of the new parking restriction. Horihan said they had not been notified, but added the change is the result of an issue with parking on a blind curve and that he had received multiple complaints from area residents. Laughlin directed Horihan to make contact with the residents on Hilltop Drive prior to the third and final reading of the ordinance to allow public comment.

Motion by Stoolman, second by Ellyson to approve the second reading of Ordinance 769. AYES: Stoolman, Ellyson, Miller, Pierce, Goodweiler. NAYS: None. Motion carried.

### First reading of Ordinance 770 Amending Title “Animal Protection and Control” Chapter 55.22 “Licensing”./ Move to action.

Brick said the change will allow residents to register their pets for multiple years coinciding with the rabies expiration date for added convenience and save the City costs associated with annual tag waste.

Motion by Miller, second by Stoolman to approve the first reading of Ordinance 770. AYES: Miller, Stoolman, Pierce, Goodweiler, Ellyson. NAYS: None. Motion carried.

### Discussion: Regarding shared purchase of a batwing mower between the City of West Branch and the West Branch Community School District.

Jones said a meeting was held between Marty Jimmerson, West Branch School District Superintendent, Public Works Director Goodale and himself to discuss a joint purchase of a bat wing mower to be shared between the two entities. The mower is expected to cost approximately \$13,000 dollars. A 28E agreement would be established outlining storage of mower, maintenance agreements, scheduled use of mower and insurance needs. The Council agreed it was a good idea but wanted to make sure that the agreement was mutually beneficial for both parties. Olson said he would draft a 28E agreement for both parties review.

### Discussion: Regarding debt financing for the remaining non-participating portions of College Street Bridge.

Jones said he met with Finance Officer Edgar and Speer Financials Maggie Burger to discuss funding options for the remaining balance on the non-participating portion of the project. Jones said it is unclear at this time how much of a short-fall there will be but Edgar is estimating it to be somewhere between two and four hundred thousand dollars. Jones said funding options are TIF, GO Bonds or possibly using contingency money from Cubby Park. The Council discussed those options and quickly decided against using the contingency money that they have earmarked for a future creek widening project. Jones said the original plan was to use TIF but not knowing for sure what the short fall is, Burger thought other options may be better. Miller stated that the non-participating part of the project was used for street improvements and suggested that road use tax dollars be used along with GO Bonds. City Engineer Dave Schechinger said he should have final costs later this week to help the City determine the next steps in their funding strategy. The Council asked for information as soon as possible to allow them time to make their decision before having to vote on the TIF certification at the next City Council meeting. Jones said Burger would be attending the November 18<sup>th</sup> City Council meeting to explain the funding options and answer any questions they would have before making a decision.

### Motion to set a date for City Council Goal and Objective Setting meeting./ Move to action.

The council discussed potential dates for the goal setting session and decided on Monday, November 18<sup>th</sup> at 6:00 p.m.

Motion by Pierce, second by Goodweiler. AYES: Pierce, Goodweiler, Stoolman, Miller, Ellyson. NAYS: None. Motion carried.

Discussion: Strategy for incremental sewer rate increase over the next 3 years in preparation for the new wastewater treatment process.

Jones presented three rate increase options for the impending mandated sewer facility upgrade. Jones said in order to meet the requirements of a State Revolving Fund (SRF) loan, the City would need to generate approximately \$363,300 by 2022 when the new facility is expected to go on line. Jones said he and Edgar came up with a \$2.50 increase per 1000 gallons, per year added to the current sewer rate; year one \$10.29, year two \$12.79, year three \$15.29. This increased revenue would be placed in a separate fund and held for the first loan payment. Burger, of Speer Financial suggested two options of flat rates per user. Laughlin didn't feel that that a flat rate was the fairest option when comparing residents to commercial properties since commercial are typically the bigger user. Jones said he hoped to have the rates begin by the first of January 2020 and said he would be preparing an ordinance for the rate increase for Council consideration.

**CITY ADMINISTRATOR REPORT**

Jones reported that Baldrige Environmental will be taking their final sludge testing on November 22<sup>nd</sup> and will be able to determine how successful the trial program was. He also informed the Council that the College Street Bridge project is nearing completion and asked if the Council was interested in having a ribbon cutting ceremony. Jones said the bridge project would be ready for acceptance on November 18<sup>th</sup>.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

Edgar shared that the health insurance rates for 2020 had been received and they reflect an 11 percent decrease.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Miller said he had received an email with a video showing a contractor sawing concrete creating excess dust. Stoolman questioned an issue with the local cable channel on Liberty Communications. Shimmin said he was aware of the issue of the channel no longer being available but said he would need to contact Liberty directly to see if it could be resolved. Stoolman said she observed the sprinklers on at Cubby Park this past weekend after the park had been winterized. Laughlin directed Jones to contact Fehr-Graham for an explanation. Laughlin noted that he had been getting several resident complaints on the status of Cubby Park as well.

**ADJOURNMENT**

Motion to adjourn by Ellyson, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:50 p.m.

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Roger Laughlin, Mayor

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