

*(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  
Goal Setting and Regular Meeting**

**November 18, 2019  
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council Goal Setting meeting to order at 6:03 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 and Brian Pierce were present. Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Public Works Director Matt Goodale, Park & Recreation Director Melisa Russell, Library Director Nick Shimmin and City Engineer Dave Schechinger.

### **GOAL SETTING SESSION**

Jones provided a refresher on the goal setting objectives and recapped the last year's goals set by the Council that have been completed, in progress and not started to date. Jones said objectives listed on this year's list is a combination of staff and citizen recommendations. Four goals were identified and within each goal, were objectives, projects and tasks associated with each. The Council took time to review each objective and place a vote for those they felt deserved priority over other items listed. The top three vote getters were; downstream flood mitigation (18), replacing one block of seal coat on the east side of town (16), Cedar-Johnson Road strategy plan (14). Tied for fourth; adding one additional full-time staff to Public Works (13) and completing a street connection to the Greenview subdivision (13). Low or no support items were; additional funding for the Downtown East Redevelopment site, wayfinding signs for the industrial park, city code enforcement vehicle, curb & gutter for North Maple St., and Beranek Park basketball court improvements. Several other objectives were listed and received little support. The City Council seemed to choose objectives that had been prioritized in the past or had the biggest impact based on budget constraints. Incoming Council members Sexton and Dean participated in the goal setting exercise and cast their votes on the various projects and objectives.

### **ADJOURNMENT**

Laughlin adjourned the goal setting meeting at 6:57 p.m.

### **REGULAR CITY COUNCIL MEETING**

Mayor Roger Laughlin called the West Branch City regular meeting to order at 7:01 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Brian Pierce were present. Jordan Ellyson was absent. 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, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and City Engineer Dave Schechinger.

### **GUEST SPEAKER AND PRESENTATIONS**

Maggie Burger, Vice President with Speer Financial, Inc. – Tax Increment Finance Report

Burger presented the City's annual TIF and Debit Report reviewing each area of general obligation debt, revenue debt, TIF Rebate obligations, TIF Revenue Abatements, and the City's overall remaining debt capacity. Burger said the City was doing a good job at aggressively paying down past debts but needed to keep a close eye on future projects and while maintaining a healthy debt capacity.

Carolyn Anderson, Executive Director, Community Development Group (CDG) – Christmas Past update.

Anderson noted some changes to this year's event and said that the Hoover Library would not be having the festival of trees but would offer free admission to the current display instead. The West Branch Swing Choir would also be replacing the Young Foot Lighters and offer performances on Friday and Saturday. Anderson said the Kiwanis would again be having the poinsettia sales in addition to offering a cookie decorating activity. New this year, a local dance studio will have performances in the former Emporium building. She said all downtown businesses have been

encouraged to decorate their stores with white lights and snowflakes. Anderson commented that this will be the Bickford's last year offering the North Pole Outlet.

**PUBLIC COMMENT**

No comment.

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

Motion to Approve Meeting Minutes for City Council Meeting November 4, 2019.

Motion to Approve the Liquor License Renewal for "Down Under" located at 201 W. Main Street.

Motion to Approve Pay Estimate Number 7 for the College Street Bridge Replacement Project.

Motion to Approve the Claims Report.

**November Claims paid and October Revenues**

EXPENDITURES	11/18/2019	
AERO RENTAL INC	RECREATION SUPPLIES	41.95
ALLIANT ENERGY	UTILITY SERVICE	11,012.46
AMAZON	BOOKS, TECH & PROGRAM SUPPLIES	1,175.10
BAKER & TAYLOR INC.	BOOKS	1,560.85
BARRON MOTOR SUPPLY	SUPPLIES	426.60
BOCWAY INVESTMENTS LLC	BUILDING INCENTIVE PAYMENT	908.78
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	229.43
CAJ ENTERPRISES INC	HAULING - ROCK	160.97
CDW GOVERNMENT INC.	OFFICE SUPPLIES	124.61
CEDAR COUNTY RECORDER	RECORDING FEES	131.00
DEWEYS JACK & JILL	SUPPLIES	39.50
DODGE STREET TIRE & AUTO INC	TIRES	656.00
ELDON C STUTSMAN INC	GRASS SEED	273.80
FELD FIRE EQUIPMENT CO. INC	SUPPLIES	454.08
FINDAWAY WORLD LLC	FINDAWAY LEARNING SERIES	499.00
GAME TIME	PLAYGROUND EQUIP & MAINT SUPPLIES	790.90
HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	557.51
HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES	330.00
INTERSTATE ALL BATTERY CENTER	INTERSTATE ALL BATTERY CENTER	66.47
JOSHUA LANGFORD	BUILDING INCENTIVE PAYMENT	1,131.78
KELLY TREE FARM LLC	TREES	7,959.10
KNOCHE, REBECCA	MILEAGE	56.28
LIBERTY COMMUNICATIONS	SUPPLIES	208.00
LINN COUNTY R.E.C.	STREET LIGHTS	149.00
LYNCH'S PLUMBING INC	SUPPLIES	38.70
MENARDS	SUPPLIES	88.77
MENTE CONSTRUCTION CO	BUILDING INCENTIVE PAYMENT	357.79
MERCY IOWA CITY PHYSICIAN	DRUG TESTING	60.00
MERIDITH COLEMAN	BUILDING INCENTIVE PAYMENT	904.14
MIDWEST FRAME & AXLE	MAINTENANCE SUPPLIES	236.28
MIDWEST TAPE LLC	SUPPLIES	14.99
MISCELLANEOUS VENDOR	IOWA BARNS:BOOK	29.95
OASIS ELECTRIC LLC	BUILDING MAINTENANCE	1,051.13
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
OVERDRIVE INC	BOOKS & AUDIO BOOKS	329.98
PARKSIDE SERVICE	VEHICLE REPAIR	75.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER-LIB	503.50
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	90.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	886.00
QUILL CORP	MAINTENANCE SUPPLIES	206.79
RIVER PRODUCTS COMPANY INC	ROCK AND SPECIAL MATERIAL	418.65
STEVENS EROSION CONTROL IN	SUPPLIES	1,125.00
TIPTON ELECTRIC MOTORS	SUPPLIES	83.36
US BANK CORPORATE CARD	TRAVEL EXP, OFFICE, REC, PROG	2,868.92
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
USA BLUE BOOK	SUPPLIES	67.55
WALMART COMMUNITY/RFCSLLC	DVDS, MAINT & PROGRAM SUPPLIES	475.08
WEST BRANCH FIREFIGHTERS FOUNDATION	PROMO/EDUCATIONAL MATERIALS	276.89
WEST BRANCH MIDDLE SCHOOL	ADVERTISING	50.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	340.09
WEST BRANCH TIMES	PUBLIC ANNOUNCEMENTS	142.20
WESTGARD WOODWORKS	TOWN HALL ENTRY DOOR	2,292.00

WEX BANK	VEHICLE FUEL	1,728.96
TOTAL		45,291.14
PAYROLL	11/15/2019	56,328.58
PAID BETWEEN MEETINGS		
IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION	REGISTRATION FEE	15.00
UNITED PARCEL SERVICE	SHIPPING	45.64
SHANNON VACEK	UTILITY REFUND	66.45
CROELL, INC	REPLACE FIRE HYDRANT AT FIRE STATION	1,100.50
UNITED PARCEL SERVICE	SHIPPING	45.64
TOTAL		1,273.23
GRAND TOTAL EXPENDITURES		102,892.95

FUND TOTALS		
001 GENERAL FUND		39,751.14
022 CIVIC CENTER		2,818.25
031 LIBRARY		12,276.52
110 ROAD USE TAX		12,459.54
112 TRUST AND AGENCY		12,287.15
310 COLLEGE STREET BRIDGE		208.00
600 WATER FUND		12,006.98
610 SEWER FUND		11,085.37
GRAND TOTAL		102,892.95

REVENUE-FISCAL YEAR 2020  
FUND OCTOBER

001 GENERAL FUND	377,632.88
022 CIVIC CENTER	7,416.25
031 LIBRARY	90,640.64
036 TORT LIABILITY	17,978.26
110 ROAD USE TAX	28,862.31
112 TRUST & AGENCY	102,537.92
119 EMERGENCY TAX FUND	14,433.47
121 LOCAL OPTION SALES TAX	18,301.76
125 TIF	178,461.23
226 DEBT SERVICE	133,044.06
310 COLLEGE ST BRIDGE REPLACEMENT	100,938.83
500 CEMETERY PERPETUAL FUND	0.10
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	46,935.78
610 SEWER FUND	35,093.00
740 STORM WATER UTILITY	5,183.41
TOTAL	1,157,459.93

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

Third reading of Ordinance 768 Amending Title "Traffic and Vehicles" Chapter 65 "Stop or Yield Required"/ Move to action.

**ORDINANCE 768**

**AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".**

**WHEREAS**, the West Branch City Council finds it in the best interest of the residents of West Branch to have a stop sign installed on Dawson Drive (south bound) where it intersects with West Main Street and a four-way stop on Dawson Drive where it intersects with West Orange Street (North, South, East and West approach) in order to provide for the safety of the West Branch Community.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of West Branch, Cedar County, Iowa:

**Section 1. Amendment.** The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

- 57. The south bound lane of Dawson Drive to its intersection with West Main Street.
- 58. Dawson Drive on both the north and south approach to its intersection with West Orange Street.
- 59. West Orange Street on both the east and west approach to its intersection with Dawson Drive.
- 60. Sullivan Street where it intersects with Ridge View Drive.

**Section 2. Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

**Section 3. Adjudication.** If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**Section 4. Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

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**Passed and approved this 18<sup>th</sup> day of November, 2019.**

First Reading: October 21, 2019  
Second Reading: November 4, 2019  
Third Reading: November 18, 2019

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

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

Third reading of Ordinance 769 Amending Title "Traffic and Vehicles" Chapter 69 "Parking Regulations". / Move to action.

**ORDINANCE 769**

**AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 69 "PARKING REGULATIONS".**

**WHEREAS**, the City of West Branch, Iowa has jurisdiction to establish Parking Regulations within the corporate limits of the City of West Branch; and

**WHEREAS**, No Parking Zones shall mean, so stop, stand, or parking of a vehicle in any of the following designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal; and

**WHEREAS**, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the no parking zones within the City.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of West Branch, Cedar County, Iowa:

**Section 1. Amendment.** The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 69, "PARKING REGULATIONS", Section 69.08, NO PARKING ZONES.

68. The North side of Hilltop Dr., 150 feet West of Pedersen Street and 280 feet West of Pedersen Street. This includes the hill and curve on Hilltop Drive.

**Section 2. Conflicts.** All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

**Section 3. Adjudication.** If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**Section 4. Effective Date.** This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

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

Second reading of Ordinance 770 Amending Title "Animal Protection and Control" Chapter 55.22 "Licensing". / Move to action.

No discussion.

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

First Reading of Ordinance 771 Amending Title "Sewer Service Charges" Chapter 99.02 "Rates". / Move to action.

No discussion.

Motion by Goodweiler, second by Pierce to approve the first reading of Ordinance 771. AYES: Goodweiler, Pierce, Miller, Stoolman. NAYS: None. Absent: Ellyson. Motion carried.

Discussion: Consider funding storm water drainage design work for a privately owned parking lot which effects several businesses and buildings downtown.

Laughlin introduced the idea to the Council and explained a drainage issue that is affecting several downtown businesses behind his and others buildings on North Downey St. Laughlin said that during heavy rains, water pools in the rear of the property and gets into basements of the properties. Laughlin asked the Council to consider the idea to pay for engineering design work to correct the problem. The Council didn't feel that it was the City's responsibility to bore the entire cost without having some guarantee that once the design had been completed that the property owners would actually pay to have the problem fixed. The Council said they would consider reimbursing the property owners for some design costs after the project was complete.

Discussion: Consider allowing the street closure of Oliphant Street during West Branch High School home football games.

Horihan said Oliphant Street is a very congested area on home football games and said that with the new concession stand and restroom facilities more people are standing in lines in the street. Horihan is concerned that the area is an accident waiting to happen. Stoolman was supportive of the idea, but wanted to make sure home owners on Oliphant still had access to their homes. The Council was supportive of the idea and directed Horihan to gather some ideas from the school on a plan of action.

Resolution 1849 – Consideration to approve the request of Acciona Windpower North America, LLC to rebate a portion of Tax Increment Revenues. /Move to action.

No discussion.

Motion by Miller, second by Goodweiler to consider Resolution 1849 for approval. AYES: None. NAYS: Miller, Goodweiler, Pierce, Stoolman. Absent: Ellyson. **MOTION FAILED.**

Resolution 1850 – Consideration to approve the request of Casey's Marketing Company to rebate a portion of Tax Increment Revenues. /Move to action.

No discussion.

Motion by Miller, second by Pierce to approve Resolution 1850. AYES: Miller, Pierce, Stoolman, Goodweiler. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1851 – Authorizing an internal advance to the College Street and 2<sup>nd</sup> Street Improvement Project Capital Fund. / Move to action.

Miller asked for clarification and if this transfer of funds would put the City in a financial bind that would affect other potential projects. Edgar responded that he didn't feel it would if the Council did not approve projects not funded in the current budget. Edgar commented that unfunded projects in the past have caused some issues and discouraged the practice. Edgar said the internal loan from the general fund would be reimbursed by TIF over the next three years. Motion by Pierce, second by Miller to approve Resolution 1851. AYES: Pierce, Miller, Stoolman, Goodweiler. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1852 – Approving the submission of the City of West Branch Fiscal Year 2018 – 2019 Annual Urban Renewal Report. / Move to action.

No discussion.

Motion by Miller, second by Pierce to approve Resolution 1852. AYES: Miller, Pierce, Stoolman, Goodweiler. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1853 –Obligating funds from the Urban Renewal Tax Revenue Fund for the payment of annual appropriation Tax Increment Finance Obligations in Fiscal Year 2021. /Move to action.

No discussion.

Motion by Miller, second by Goodweiler to approve Resolution 1853. AYES: Miller, Goodweiler, Pierce, Stoolman. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1854 – Approving selection of a financial institution to serve as a depository and banking institution. /Move to action.

Edgar explained that Community State Bank, the City's current financial institution recently changed names to Fidelity Bank & Trust and this action is a formality of updating City records.

Motion by Pierce, second by Goodweiler to approve Resolution 1854. AYES: Pierce, Goodweiler, Stoolman, Miller. NAYS: None. Absent: Ellyson. Motion carried.

**CITY ADMINISTRATOR REPORT**

No report.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

Goodale said the College Street Bridge is scheduled to open on Thursday, November 21<sup>st</sup> at 2:00 p.m. with a ribbon cutting ceremony.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

No comments.

**ADJOURNMENT**

Motion to adjourn by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:12 p.m.

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Roger Laughlin, Mayor

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