

(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
Regular Meeting**

**December 16, 2019
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jordan Ellyson and Brian Pierce were present. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, City Attorney Kevin Olson, City Engineer Dave Schechinger, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and Fire Chief Kevin Stoolman.

GUEST SPEAKER AND PRESENTATIONS

Todd Baldrige, Baldrige Environmental presented the results of the pilot project that started in the spring of 2019 to reduce the amount of sludge and to improve the health of the current lagoon system. Baldrige reminded the Council of the primary challenges West Branch faced prior to starting the project. The lagoon system had limited capacity due to high amounts of sludge in both cells which in turn create high levels of ammonia, which put the city above DNR regulations. Baldrige recapped the process for addressing the issue. Enzymes (known as ‘bugs’) were added to the lagoons to ‘eat’ the sludge and digest it. Baldrige’s team monitored the wastewater process for several months as signs of sludge break-down were exhibited. He said the lagoons are ten feet deep and at the start of the project, the sludge was approximately eight feet deep. Since adding the enzymes, over two feet of sludge have been eliminated and ammonia levels are now in compliance with DNR requirements. Baldrige said there is more work needed to further reduce the remaining sludge, but that levels were headed in the right direction and that the data collected thus far will give the City Engineer the information and tools they needed to make good decisions for the City on what direction to go as they move forward. Jones said this was the ‘hail Mary’ they had all been hopeful for but that the DNR needed to be convinced that this process works and is helping the City meet DNR state required levels. Baldrige provided a verbal quote to continue the process for another year. The Council was pleased with the results and Laughlin asked Baldrige to prepare a formal quote for the Council to consider.

Laughlin read a proclamation of service to the outgoing Council members Jordan Ellyson and Brian Pierce. The proclamation thanked them for their public service, time and commitment to the citizens of West Branch. Ellyson has served on the Council since 2012 and Pierce since 2014.

Laughlin performed the oath of office for incoming new Council persons Tom Dean and Jerry Sexton and incumbent Council person Colton Miller.

PUBLIC COMMENT

No comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Minutes for City Council Meeting December 2, 2019.

Motion to Approve Herb & Lou’s Liquor License Renewal.

Motion to Approve Appointments/Reappointments to the various Boards & Commissions.

Motion to Approve the West Branch Fire Department Officers for 2019 – 2020.

Motion to Approve the West Branch Fire Volunteer Fire & Rescue Revised Constitution and Bylaws.

Motion to Approve Pay Estimate Number 8 for the College Street Bridge Replacement Project.

Motion to Approve the Claims Report.

December claims paid and November Revenues

EXPENDITURES	12/16/2019	
ALLIANT ENERGY	ALLIANT ENERGY	9,819.33
AMAZON	BOOKS AND SUPPLIES	596.61
BAKER & TAYLOR INC.	BOOKS	1,569.81

BARRON MOTOR SUPPLY	BARRON MOTOR SUPPLY	28.92
CEDAR COUNTY AUDITOR	ELECTION SERVICES	1,544.69
CEDAR COUNTY RECORDER	RECORDING FEES	101.00
CJ COOPER & ASSOCIATES	ANNUAL ADMINISTRATIVE FEE	120.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	23.20
D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
DEMCO	FURNITURE	3,552.33
DEWEYS JACK & JILL	CLEANING SUPPLIES	37.90
EAST CENT INTERGOVT ASN.	DUES 01-01-20 TO 6-30-20	789.48
ELECTRIC PUMP INC	SERVICE CALL	918.40
IMWCA	IMWCA	2,097.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	655.37
JOHN DEERE FINANCIAL	SUPPLIES & CLOTHING ALLOWANCE	428.22
JOHNSON COUNTY REFUSE INC.	RECYCLING - NOVEMBER 2019	4,042.25
OLSON, KEVIN D	LEGAL SERVICES-DECEMBER 2019	1,500.00
OVERDRIVE INC	EBOOK	1.19
PITNEY BOWES GLOBAL FINANC	POSTAGE METER LEASE	102.39
PITNEY BOWES INC	SHIPPING SUPPLIES	56.52
PITNEY BOWES PURCHASE POWE	PITNEY BOWES PURCHASE POWER	500.00
QUILL CORP	OFFICE SUPPLIES	225.47
SHIMMIN, NICK	DVD	17.99
THE LIBRARY STORE INC	OFFICE SUPPLIES	38.93
TRUCK EQUIPMENT INC	REPAIR PARTS	30.00
U.S. POSTAL SERVICE	LIBRARY ANNUAL PO BOX RENT	82.00
USA TODAY	SUBSCRIPTION	340.14
WEX BANK	WEX BANK	993.19

TOTAL 30,282.33

FIRE DEPARTMENT PAYROLL 12/13/2019 39,157.00

PAID BETWEEN MEETINGS

IOWA FINANCE AUTHORITY	INTEREST	3,660.00
UMB BANK N.A.	INTEREST - GO BOND 2013	16,737.50
UMB BANK N.A.	INTEREST - GO BOND 2015	5,935.00
UMB BANK N.A.	INTEREST - GO BOND 2016A	7,073.75
UMB BANK N.A.	INTEREST - GO BOND 2016B	3,773.75
UMB BANK N.A.	INTEREST - GO BOND 2017	47,236.25
MIZEJEWSKI, SARA	UTILITY REFUND	45.61
BERNHARD, DRAKE & SHANNON	UTILITY REFUND	64.95
FREIHAMMER, ALICIA	UTILITY REFUND	64.95
NEEDHAM EXCAVATING, INC.	308 PV PARK CONSTRUCTION	3,143.12

TOTAL 87,734.88

GRAND TOTAL EXPENDITURES 157,174.21

FUND TOTALS

001 GENERAL FUND	49,322.39
022 CIVIC CENTER	332.04
031 LIBRARY	6,966.06
036 TORT LIABILITY	1,977.09
110 ROAD USE TAX	518.60
112 TRUST AND AGENCY	2,964.00
226 GO DEBT SERVICE	80,756.25
308 PEDERSEN VALLEY PARK CONSTRUCTION	3,143.12
600 WATER FUND	3,962.70
603 WATER SINKING FUND	3,660.00
610 SEWER FUND	3,571.96

GRAND TOTAL 157,174.21

EXPENDITURES 12/12/2019

BARRON MOTOR SUPPLY	SHOP SUPPLIES	94.50
BROWN'S WEST BRANCH	BROWN'S WEST BRANCH	96.80
CJ COOPER & ASSOCIATES	CJ COOPER & ASSOCIATES	24.75
FASTENAL	EQUIPMENT REPAIR	110.81
FEHR GRAHAM	308 PV CONST SERVICE	1,475.75
FELD FIRE EQUIPMENT CO, INC.	EQUIPMENT REPAIR	320.66

HAWKINS INC	CHEMICALS-AZONE	743.50
LIBERTY DOORS INC	BUILDING MAINTENANCE	862.00
LINN COUNTY R.E.C.	STREET LIGHTS	149.00
LYNCH'S PLUMBING INC	SHOP SUPPLIES	26.00
RACOM CORPORATION	RACOM CORPORATION	41.00
RELIANT FIRE APPARATUS, INC.	VEHICLE REPAIR	246.38
RUSSELL, MELISSA	RECREATION SUPPLIES	202.37
SIRCHIE	SUPPLIES	119.95
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
THOMAS HEATING & AIR LLC	REPAIR PARTS	150.00
UPS	SHIPPING	22.82
WEST BRANCH FIREFIGHTERS FUND	UNIFORMS	774.17
WEST BRANCH REPAIRS	BATTERIES	301.60

TOTAL 5,788.06

STAFF PAYROLL 12/13/2019 43,830.15

COUNCIL PAYROLL 12/13/2019 9,190.93

GRAND TOTAL EXPENDITURES 58,809.14

FUND TOTALS

001 GENERAL FUND	31,528.00
022 CIVIC CENTER	205.72
031 LIBRARY	5,473.46
110 ROAD USE TAX	3,278.99
112 TRUST AND AGENCY	5,521.44
308 PEDERSEN VALLEY PARK CONSTRUCTION	1,475.75
600 WATER FUND	6,251.71
610 SEWER FUND	5,074.07

GRAND TOTAL 58,809.14

NOVEMBER REVENUE-FISCAL YEAR 2020 FUND

001 GENERAL FUND	146,654.02
022 CIVIC CENTER	1,012.49
031 LIBRARY	11,165.68
036 TORT LIABILITY	1,389.01
110 ROAD USE TAX	25,471.87
112 TRUST & AGENCY	7,922.06
119 EMERGENCY TAX FUND	1,115.07
121 LOCAL OPTION SALES TAX	12,951.72
125 TIF	24,405.24
226 DEBT SERVICE	11,095.02
500 CEMETERY PERPETUAL FUND	600.10
501 KROUTH PRINCIPAL FUND	243.35
502 KROUTH INTEREST FUND	56.31
600 WATER FUND	51,186.74
610 SEWER FUND	37,681.56
740 STORM WATER UTILITY	5,187.12
TOTAL	338,137.36

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

PUBLIC HEARING / NON-CONSENT AGENDA

Third (final) reading of Ordinance 771 Amending Title "Sewer Service Charges" Chapter 99.02 "Rates" / Move to action.

ORDINANCE 771

AN ORDINANCE AMENDING TITLE "SEWER SERVICE CHARGES" CHAPTER 99.02 "RATE".

- BE IT ENACTED** by the City Council of West Branch, Iowa, that Chapter 99.02 "RATE" of the Code of West Branch, Iowa is hereby amended by making the following changes:

2. **ADD SECTION 99.02:**

Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system based upon the amount of water consumed as follows:

- \$7.79 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective July 01, 2016.
- \$10.29 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2020.
- \$12.79 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2021.
- \$15.29 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2022.

- 3. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
- 4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
- 5. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 16th day of December, 2019.

First Reading: November 18, 2019
Second Reading: December 2, 2019
Third Reading: December 16, 2019

Roger Laughlin, Mayor

Attest:

Redmond Jones II, City Administrator/Clerk

Incoming Councilperson Tom Dean questioned what the sewer increase would be used for and stated that when he was on the City Council in 2008, the City raised rates for a new sewer plant and wanted to know what that money was used for. Staff confirmed that a five year water and sewer rate increase was instituted in 2013 to cover expenses for water and sewer costs and projects. Under previous administration, it was decided that water and sewer should pay for itself instead of using general fund dollars as was done historically and that was the reason for the rate increase at that time. Edgar said the City was working on paying off old General Obligation loans related to the waste water lift station and water tower number two, but would need to do more research on Dean’s question. City Attorney Olson stated that the City would be seeking an SRF loan for financing this wastewater project and that the loan has very specific rules regarding the use of the extra monies collected to pay back the loan. The Council confirmed with Finance Officer Edgar that those additional funds would be set aside each month in a separate fund account for any borrowings for the project. Jones mentioned that with the encouraging news from the Baldrige Environmental project, there will still be some expenses the City will incur which include adding a third lagoon to the current system for the future growth of the city. Jones said expenses will be closely monitored and if the DNR approves the Baldrige project current results that the ordinance could be repealed or changed in the future.

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

Public Hearing: Regarding Amending the Current Budget for the Fiscal Year Ending June 31, 2020.

Laughlin opened the public hearing at 7:56 p.m. There were no public comments. Laughlin closed the public hearing at 7:57 p.m.

Resolution 1862 – Approving a Budget Amendment and Certification. / Move to action.

Edgar reminded the Council of the purpose of the budget amendment was due to projects budgeted in FY19 that were started but not complete until FY20. This is an accounting function of moving money from on fiscal year to the next to pay the claims and for auditing purposes.

Motion by Goodweiler, second by Pierce to approve Resolution 1862. AYES: Goodweiler, Pierce, Stoolman, Miller, Ellyson. NAYS: None. Motion carried.

Resolution 1863 – Approving annual insurance renewal Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance. / Move to action.

Edgar said the Wellmark rates reflect an eleven percent decrease from last year’s premium. Edgar informed the Council that he had also obtained quotes from three insurance brokers for additional life insurance, short term disability and long term disability. Edgar said that although the City provides sick leave for its employees, it does not adequately cover an employee for a catastrophic illness or injury. Edgar said the quote for long term disability was around two thousand dollars per year, which seemed affordable for the extra coverage it would provide. The Council seemed receptive to the cost and requested solid numbers be given to them for budget consideration.

Motion by Miller, second by Ellyson to approve Resolution 1863. AYES: Miller, Ellyson, Goodweiler, Stoolman, Pierce. NAYS: None. Motion carried.

Resolution 1864 – Approving the continuation of United States Geological Survey (USGS) Streamflow-gauging on the Wapsinonoc Creek at College Street for an annual fee of \$8,640. / Move to action.

John Nania, USGS stated that the city partnered with USGS in 2015 and has collected five years' worth of data so far. Nania said that another five years of data would be ideal as that provides the opportunity for better overall flood insurance rates. Nania explained that current program costs are \$14,400 per year with USGS paying \$5760 of the annual cost. Nania said if the program was discontinued and restarted in the future that there would be re-installation fees as well as the loss of the USGS cost sharing as they no longer offer that. Miller said he recalled that last year the Council decided to continue with the monitoring while the College Street Bridge was being constructed to see how the project affected the flow of the creek. Miller said the continued monitoring would also tell them how future city projects are affecting the flow when downstream creek widening occurs. Miller also asked if additional data collected would be desirable for grants. Schechinger agreed that it would be looked at favorably. Pierce agreed and said it would silly not to continue the program.

Motion by Goodweiler, second by Ellyson to approve Resolution 1864. AYES: Goodweiler, Ellyson, Miller, Stoolman, Pierce. NAYS: None. Motion carried.

Motion accepting the City of West Branch, Iowa Fiscal Year 2020-2021 Budget Timeline. / Move to action.

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

Resolution 1865 – Accepting the addition of a New Drug and Alcohol Policy for CDL Drivers to the Overall Employee Drug and Alcohol Policy. / Move to action.

Edgar said that due to federal changes, the City needed to adopt additional requirements for CDL drivers. The policy change identifies Edgar as the Designated Employee Representative for receiving communication from service agents of any drug or alcohol violations of its CDL drivers.

Motion by Goodweiler, second by Ellyson to approve Resolution 1865. AYES: Goodweiler, Ellyson, Pierce, Stoolman, Miller. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported on the ECIA Catalyst Grant and said that the Downtown East Redevelopment site may qualify for it. He also reported that he attended a Cedar County Great Places meeting and the concept of the community kiosks were discussed but the idea was not overly accepted by some of the smaller communities. Jones then informed the Council that he had been invited to give the Martin Luther King Jr. key note speech at St. Ambrose University's Rogalski Center on January 20, 2020.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

Horihan informed the Council that the 2020 Dodge Charger he had ordered had been cancelled by the manufacturer and will no longer be available for purchase. Horihan said the next less expensive option is a 2020 Dodge Ram 1500 pickup. He said the 2013 Ford Explorer will be traded in and with the equipment transferring the total cost will be \$46,497.16.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Pierce thanked the city staff for all their work and said his experience as a Council person was rewarding and challenging at the same time. He said he enjoyed his time on the Council and wished the new Council persons good luck.

Ellyson also thanked the staff and mentioned that most residents have no idea what it takes to run a city and she was very appreciative. She said her time on the Council was educational and a good learning experience.

Miller personally thanked Pierce and Ellyson for their service on the Council and noted that they had been through a lot together.

ADJOURNMENT

Motion to adjourn by Pierce, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:39 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk