

(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**

**January 6, 2020
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, Jerry Sexton and Tom Dean 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, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell and Library Director Nick Shimmin.

GUEST SPEAKER AND PRESENTATIONS

Shimmin apologized for the information contained in the Council packet was incorrect and provided a brief overview of the Libraries requests noting that there were too many changes other than the cost of supplies and utilities are on the rise. Shimmin said the biggest item was in travel for a conference in Omaha he was hoping to send a couple of employees to.

Horihan presented his FY21 budget based on Council goals and his department's needs and objectives. Horihan listed the following items for his budget; an additional \$5000 (total of \$30,000) for the set aside fund for future vehicle purchases, updating the police department server, purchasing additional body cameras for all officers, installation of a three door access control system that will provide better security at the Police Department and installation of a camera system for the evidence facility.

PUBLIC COMMENT

No comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

- Motion to approve minutes for City Council meeting December 16, 2019.
- Motion to approve the Annual Mayoral Appointments.
- Motion to approve the appointment of Craig Walker to the Library Board.
- Motion to approve the Liquor License Renewal for Aj's Jack & Jill Store (ownership changed for FY20).
- Motion to approve the Cigarette Permit for Anisha LLC dba Jack & Jill Store (ownership change for FY20).
- Motion to approve the Claims Report.

EXPENDITURES	1/6/2020	
BALDRIDGE ENVIRONMENTAL	SEWAGE LAGOON ENZYMES	5,000.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	50.15
FASTENAL	REPAIR SUPPLIES	29.30
IMWCA	WORKER'S COMPENSATION INSURANCE	2,097.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	26.10
IOWA RURAL WATER ASSOC.	DUES 1-1-20 TO 12-31-20	275.00
JOHNSON COUNTY AUDITOR	ELECTION SERVICE FEE	283.56
JOHNSON COUNTY EMERGENCY MANAGEMENT	FY 2020 HAZ MAT TEAM 28E AGREE	47.50
JOHNSON COUNTY REFUSE INC.	LANDFILL-SPRING CLEANUP	1,453.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	285.45
L. L. PELLING CO. INC	PARKING LOT & DRIVEWAY REPLACE	12,880.50
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,292.60
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR	3,413.50
MID-STATES ORGANIZED CRIME	MEMBERSHIP DUES	100.00
MIDWEST FRAME & AXLE	VEHICLE REPAIR	4,310.77
NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	136,284.60
OLSON, KEVIN D	LEGAL SERVICES-JANUARY, 2020	1,500.00
OMNISITE	WIRELESS SERVICE-LIFT SITE	360.00
PRINTING HOUSE	NOTIFICATION POST CARDS	167.75
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUALITY ENGRAVED SIGNS	NAME PLATES	108.00
QUILL CORP	QUILL CORP	52.26

SPEER FINANCIAL INC	CONSULTING SERVICE	375.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	RESTROOM SUPPLIES	47.67
TYLER TECHNOLOGIES	OFFICE SUPPLIES	85.00
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	22,442.46
WEST BRANCH FORD	VEHICLE REPAIR	294.31
ZORO TOOLS INC	BLOODBORNE PATHOGEN KITS	49.45
TOTAL		194,313.93

PAYROLL 12/27/2019 56,384.14

PAID BETWEEN MEETINGS

FOX APPARATUS REPAIR & MAINTENANCE	VEHICLE REPAIR	220.29
JULIA HIME	VIDEOGRAPHY SERVICE	100.00
TAYLOR CONSTRUCTION	COLLEGE ST BRIDGE & RELATED WORK	166,181.66
UPS	SHIPPING	22.82
US BANK EQUIPMENT LEASE	LIBRARY COPIER LEASE	106.25
WALMART	DVDS, MAINTENANCE & PROGRAM SUPPLIES	270.05
WEST BRANCH TIMES	LEGAL PUBLICATIONS & ADVERTISING	627.78
HARRY'S CUSTOM TROPHIES	PARTICIPATION RIBBONS	151.25
JOHN DEERE FINANCIAL	SUPPLIES & SAFETY EQUIPMENT	1,552.45
MEDIACOM	CABLE SERVICE	41.90
MENARDS	CHRISTMAS PAST SUPPLIES	169.69
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL	PEST CONTROL SERVICE	126.92
US BANK CORPORATE CARD	TRAINING & SUPPLIES	1,921.41
VERIZON WIRELESS	WIRELESS SERVICE	802.88
TOTAL		172,475.35

GRAND TOTAL EXPENDITURES 423,173.42

FUND TOTALS

001 GENERAL FUND	41,245.63
022 CIVIC CENTER	371.93
031 LIBRARY	7,056.77
036 TORT LIABILITY	1,977.09
110 ROAD USE TAX	10,493.84
112 TRUST AND AGENCY	12,383.13
308 PARK IMP - PEDERSEN VALLEY	136,284.60
310 COLLEGE STREET BRIDGE	152,641.89
318 COLLEGE ST & 2ND ST IMPROVEMNTS	35,945.57
600 WATER FUND	11,258.57
610 SEWER FUND	13,162.40
740 STORM WATER UTILITY	352.00
GRAND TOTAL	423,173.42

Motion by Miller, second by Goodweiler approve agenda/consent agenda items. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1866 – Directing changes to the existing street lighting system. / Move to action.

Brick explained that Lynch Heights subdivision was to install two street lights as part of their development on Ohrt Street. Lynch has contacted Alliant Energy to install those street lights on their behalf at their expense.

Motion by Stoolman, second by Sexton to approve Resolution 1866. AYES: Stoolman, Sexton, Miller, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 1867 – Adopting a policy authorizing the Finance Director, City Clerk or Deputy Clerk to pay certain bills prior to the City Council's approval. / Move to action.

Motion by Goodweiler, second by Sexton to approve Resolution 1867. AYES: Goodweiler, Sexton, Stoolman, Dean, Miller, NAYS: None. Motion carried.

Resolution 1868 – Setting a Public Hearing considering the maximum levy that can be passed. / Move to action.

Jones explained that the State of Iowa has implemented a new requirement for cities to publish and hold a public hearing when cities are raising taxes. This public hearing requires the City express their maximum levy increase (with a limit of not more than two percent) in an effort to make the budget process more transparent. Jones said staff is requesting to hold the public hearing at the next City Council meeting to make sure there is enough time to make changes in the expressed levy increase (if any). Jones said the state filing budget deadline has been extended to March 31st this year rather than March 15th so City's would have time to comply with the new requirement.

Motion by Stoolman, second by Miller to approve Resolution 1868. AYES: Stoolman, Miller, Dean, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 1869 – Approving the continuation of the sludge reduction plan by Baldrige Environmental Inc. for an annual fee of \$20,000. / Move to action.

Jones said that by the request of the Council from its last meeting in December that a resolution and formal contract be drawn up for the continuation of Baldrige Environmental sludge reduction process. Jones also reported that City Engineer Schechinger had been in contact with the DNR with the pilot projects results and that the DNR has agreed to review those results to determine if an extension would be granted. Jones said that although this was very good news, the City will still need to invest in a third lagoon for the cities future growth and that the SGAR system is not off the table at this time. Jones confirmed that the lagoons would still need to be dredged of the non-volatile sludge (rocks, plastics, latex, etc.) and that could be done when the third lagoon is constructed.

Motion by Miller, second by Goodweiler to approve Resolution 1869. AYES: Miller, Goodweiler, Dean, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 1870 – Authorizing a contract with East Central Intergovernmental Association (ECIA) in the amount of \$2500.00 with a not to exceed cost of \$5,000 for grant writing services related to the \$100,000 Catalyst Grant intended for the former Croell Ready-Mix site. /Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1870.

The council asked for clarification on what the two grants would be used for. Jones replied by saying the \$100,000 Catalyst Grant could be used toward the purchase price of properties along the perimeter of the former Croell site. Sexton asked if the properties were for sale or if negotiations had even been attempted at this point. Jones said some communication has been started but had no specific details. Sexton then asked if the grant had to go to a particular property or if it could be used for any of the surrounding properties. Jones said that the grant could be used for any of the properties but would need to be listed in the grant application. Sexton also asked for more details on the Volkswagen Settlement Grant and asked if either grant had a requirement of matching funds. Jones said the Volkswagen grant was to be used for electric vehicle charging stations which the former council had considered but chose not to move forward with in 2019. Laughlin spoke in favor of West Branch having an electric charging saying it will bring more visitors to the community. Jones was not able to confirm additional details on the Volkswagen grant or how much the City could potentially receive. Miller asked where the funds would come from to pay ECIA for their services. Jones said the Downtown East Redevelopment project would pay for the Catalyst Grant and that money from the Hotel/Motel tax could be used for the Volkswagen Settlement Grant. The council further discussed the two grants and requested to vote separately on the two grants.

Motion by Goodweiler, second by Miller to amend Resolution 1870 and split the resolution into two separate votes/resolutions. AYES: Goodweiler, Miller, Dean Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 1870-A – Authorizing a contract with East Central Intergovernmental Association (ECIA) for grant writing services in an amount not to exceed \$2500 related to the \$100,000 Catalyst Grant intended for the former Croell Redi-Mix site. / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1870-A. **AYES: Goodweiler, Miller, Dean Stoolman, Sexton. NAYS: None. Motion carried.**

Resolution 1870-B – Authorizing a contract with East Central Intergovernmental Association (ECIA) for grant writing services in an amount not to exceed \$2500 related to the \$900,000 Volkswagen Settlement Grant for an electric vehicle charging station. / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1870-A. **AYES: Goodweiler. NAYS: Miller, Dean Stoolman, Sexton. Motion FAILED.**

Discussion: Initial General Fund Revenue Estimates.

Jones said valuations were received from Cedar and Johnson Counties in late December 2019. The valuations for Cedar County increased \$8.4 million, while Johnson County valuations decreased \$130 thousand. Jones explained that the estimated impact to the General Fund would be approximately \$100-\$110 thousand dollars. Jones further stated that anticipated priorities would consume the entire increase for FY21. Jones reviewed the priorities set for FY21; adding two new full-time positions (Public Works and Police Department), the addition of Short-Term and Long Term Disability benefits for employees, pay-out benefits for two retiring employees, increase in Cubby Park future and on-going maintenance needs and a 1.6 percent salary wage increase or vacation time in lieu of a monetary compensation increase.

Discussion: Regarding the Park and Recreation Commission's recommendation to allow the consumption of alcohol in certain parks.

Russell explained that she did some research on surrounding communities in regard to their policy for alcohol at city parks and found that most do not allow the consumption of alcohol without a permit from the City. Horihan presented the Police Departments concerns regarding public safety and the ability to control a safe environment for all park visitors during normal park hours. Stoolman voiced her concerns and said that she was against alcohol at any sporting event, she said there are bars in town for that purpose. Stoolman said she was okay with alcohol at celebrations (weddings, graduations, birthday parties) as long as a permit was obtained first. Shimmin addressed the Police Departments draft ordinance and stated the Library Board has authority over their alcohol policy (adopted by the City Council in 2013). Shimmin said the Library Board governs the activities of the West branch Public Library and therefore should not be subject to the permit process suggested. Shimmin said the resolution and Ordinance passed in 2013 should supersede any further restrictions. The Council appeared to be in agreement that alcohol should not be allowed in City parks without a permit or some type of permission and approval process. Council directed staff to review its current process under the Special Event permit and come back with some options for them to review.

CITY ADMINISTRATOR REPORT

Jones reported on the continued efforts of Baldrige Environmental to be able to demonstrate to the DNR the success of the pilot program. He said he has letters ready to go out to residents that in violation of the City's new Nuisance Abatement Code and said he was making progress on city's trash collection RFP to solicit other vendor quotes. Lastly, Jones advised the Council that the Iowa Caucus is scheduled for Monday, February 3rd and suggested that the Council meeting be moved to Tuesday, February 4th to allow residents, staff and Council to caucus. The Council agreed to move the meeting to February 4th.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said one of the buildings on the Croell site was being dismantled and removed and that there appeared to be some progress on the old Casey's building as well.

Stoolman asked for an update on the downstream flood mitigation project. Jones responded that Schechinger has been meeting with the property owners and that he is making progress.

ADJOURNMENT

Motion to adjourn by Miller, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 9:32 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk