

*(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  
Regular Meeting**

**January 21, 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: Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. Colton Miller arrived at 7:17 p.m. 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, Fire Chief Kevin Stoolman, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell and Library Director Nick Shimmin.

### **GUEST SPEAKER AND PRESENTATIONS**

Horihan provided an update on the ShieldWare software purchased in 2019. Horihan highlighted some of the software capabilities including; computer dispatching services, logging of calls for service which include dispatch notes of the call, reporting, and mobile data checks. Horihan said the software has improved officer efficiency and was worth the investment.

#### Park & Recreation budget presentation – Park & Recreation Director, Melissa Russell

Russell presented her budget to the Council and noted that her budget shows an increase in the Salaries and Wages which reflects the appropriation of salaries previously performed by the Public Works employees. Russell said the mowing of the parks will continue to be done by Public Works, but paid for by the Parks budget. Russell noted that most of the other areas for increase are related to Cubby Park for equipment, maintenance and water. Sexton asked if equipment costs were based off new or used equipment and offered his assistance to finding good, used equipment. He also noted that he felt the revenues projections seemed low and asked if fees should be increased. Russell said participation has been down in recent years, but said the programs pay for themselves. Russell said he hoped that tournaments and concession stand sales would boost projected revenues.

#### Public Works budget presentation – Public Works Director, Matt Goodale

Goodale started his budget presentation with acknowledging that the city's growth presents new challenges for the Public Works department. Because of the growth and additional responsibilities his department has taken on, he is requesting the additional of one full-time employee, continued funding for part-time workers and overtime funds to ensure works get completed on time. Goodale said he also has one employee nearing retirement in late 2020, early 2021 which he will replace when the time comes. Goodale requested funding for four street projects; replacement of one block of sealcoat on East Orange Street (\$65,000), sealcoat street patching (\$30,000), concrete street patches (\$15,000) and concrete installation at the Public Works shop to move the brine cooker (\$10,000). Goodale continued with the Water Fund, indicating a need to purchase additional water meters and reading devices for new homes to be constructed in 2020 along with replacing old touch read meters (\$20,000) and a new section of water main on East College Street between 4<sup>th</sup> and 5<sup>th</sup> Streets (\$75,000).

#### West Branch Fire Department – Fire Chief, Kevin Stoolman

Chief Stoolman presented his budget which consisted of additional funding for salaries and wages since recently implementing an on-call schedule. The new on-call schedule pays the volunteer \$10 per call rather than the normal \$5 per call. Stoolman said it is sometimes difficult to have volunteers respond on weekends. Stoolman went on to request an additional \$2000 for repair and maintenance of the vehicles mainly due to rising costs for parts and service. Stoolman said not much changed in the FY21 budget as compared to FY20 and noted that in total the fire operation only increased by \$5,400.00. Stoolman requested an additional \$2,938 from the City to help cover his requested budget items. Stoolman also asked the Council to consider providing health insurance benefits to him for his service as the Fire Chief.

### **PUBLIC COMMENT**

No comment.

## APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for City Council meeting January 6, 2020.

Motion to approve the destruction of certain records with Shred-it Services listed on Records Destruction form per the Record Retention Manual of Iowa Cities.

Motion to approve the Claims Report.

### January Claims Paid and December Revenues

EXPENDITURES	1/21/2020	
AERO RENTAL INC	RENTAL - LIGHT REMOVAL	444.00
AMAZON	BOOKS	359.60
ASCAP	MUSIC LICENSE FEE-COMMUNITY EVENTS	363.00
BAKER & TAYLOR INC.	BOOKS	440.87
CATHERINE STEEN	UNIFORMS	63.34
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
CEDAR COUNTY TRANSFER STATION	TRANSFER STATION FEES	183.00
CEDAR RAPIDS PHOTO COPY INC	LIBRARY - COPIER RENTAL	79.12
D&R PEST CONTROL	PEST CONTROL	70.00
DEMCO	OFFICE SUPPLIES	296.81
DEWEYS JACK & JILL	MAINTENANCE & PROGRAM SUPPLIES	107.11
ECONO SIGNS LLC	STREET SIGNS	679.40
HEATHER M SITZMORE	PARK & REC PROGRAM	285.00
IOWA LIBRARY ASSOCIATION	MEMBERSHIP DUES	290.00
JOHNSON COUNTY REFUSE INC.	RECYCLING-DECEMBER, 2019	3,994.75
LENOCH & CILEK	CHRISTMAS PAST SUPPLIES	476.37
LINN COUNTY R.E.C.	STREET LIGHTS	149.00
MISCELLANEOUS VENDOR	CHARLES OR JOSEPHINE LOVIG - SIDEWALK REPAIR	720.00
OVERDRIVE INC	AUDIO BOOKS	504.17
PARKSIDE SERVICE	TIRE REPAIR	50.00
PYRAMID SERVICES INC.	MAINTENANCE SUPPLIES	152.45
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	840.00
QUILL CORP	OFFICE SUPPLIES	53.77
ROCK VALLEY PHYSICAL THERAPY	DRUG TESTS	86.00
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
TIPTON ELECTRIC MOTORS	MAINTENANCE SUPPLIES	26.35
UPS	SHIPPING	23.68
US BANK CORPORATE CARD	MAINTENANCE, PROGRAM SUPPLIES	258.08
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
WALMART COMMUNITY/RFCSLLC	CDS, PROG & MAINT SUPPLIES	562.79
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,515.00
WELTER STORAGE EQUIP CO IN	SAFETY EQUIPMENT	1,360.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	895.65
WEST BRANCH TIMES	LEGAL NOTICES	695.70
WEX BANK	WEX BANK	1,132.28
ZIPPY'S SALT BARN LLC	ROAD SALT	7,088.14
TOTAL		25,405.68
PAYROLL	1/10/2020	44,257.76
PAID BETWEEN MEETINGS		
RSM INVESTMENTS	UTILITY REFUND	64.90
CURT BOWLING	UTILITY REFUND	33.19
ALLIANT ENERGY	UTILITY SERVICE	11,075.23
LESLIE BRICK	MILEAGE	39.06
UPS	SHIPPING	22.82
ZIPPY'S SALT BARN LLC	ROAD SALT	6,452.27
BUSINESS RADIO SALES	RADIO REPAIR	322.58
JOHNSON COUNTY MUTUAL AID ASSOCIATION	MEMBERSHIP DUES	83.00
LYNCH'S PLUMBING	SERVICE CALL	216.00
OASIS ELECTRIC LLC	REPLACE LIGHTING	1,307.86
TRUCK COUNTRY	VEHICLE REPAIR	4,888.27
WEST BRANCH FIREFIGHTERS FOUNDATION	BUILDING REPAIR	146.66
WEST BRANCH REPAIRS	VEHICLE REPAIR	21.00
TOTAL		24,672.84
GRAND TOTAL EXPENDITURES		94,336.28

FUND TOTALS

001 GENERAL FUND	39,971.10
022 CIVIC CENTER	652.87
031 LIBRARY	9,017.91
110 ROAD USE TAX	20,282.10
112 TRUST AND AGENCY	4,920.01
600 WATER FUND	11,005.88
610 SEWER FUND	8486.41
GRAND TOTAL	94,336.28

REVENUE-FISCAL YEAR 2020  
FUND DECEMBER

001 GENERAL FUND	61,474.65
022 CIVIC CENTER	752.20
031 LIBRARY	707.41
036 TORT LIABILITY	1,039.46
110 ROAD USE TAX	18,401.98
112 TRUST & AGENCY	5,928.52
119 EMERGENCY TAX FUND	834.46
121 LOCAL OPTION SALES TAX	37,015.08
125 TIF	10,046.13
226 DEBT SERVICE	7,612.74
310 COLLEGE ST BRIDGE REPLACEMENT	104,049.38
500 CEMETERY PERPETUAL FUND	589.91
501 KROUTH PRINCIPAL FUND	75.45
502 KROUTH INTEREST FUND	20.23
600 WATER FUND	43,855.54
603 WATER SINKING FUND	32,672.74
740 STORM WATER UTILITY	5,108.77
TOTAL	330,184.65

**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**

Discussion: Request for Proposals residential solid waste and recycling collection services and the potential switch to automated waste can service.

Jones reminded the Council that the city's solid waste and recycling contract is set to expire on June 30, 2020. The city has a contract with Johnson County Refuse and they have informed the city that they are exiting the manual trash collection process and replacing it with an automated cart collection system. A quote was received from Johnson County Refuse in 2019. Jones suggested that the city seek proposals from other solid waste providers and asked for direction on moving forward with an RFP. Sexton suggested that the City take over that activity and have it run by the Public Works department. Other members felt that the investment in equipment, carts, staff and worker's compensation claims would not make that a viable option in addition to trying to have something in place by July 1<sup>st</sup>. They did agree to put the idea on the back burner for future consideration. Laughlin directed Jones to expedite the RFP process so quotes can be considered.

Resolution 1871 – Accepting Public Improvements Constructed in the Meadows (Part 4A), West Branch Iowa. / Move to action.

Brick said City Engineer Schechinger reported that all improvements were complete with the exception with power to the street lights which was being worked (weather dependent). Stoolman noted that the street was already being used by residents and questioned why the city wasn't maintaining it. Goodale responded that until the city 'accepts the public improvements' by the developer, it's not the City's to maintain. Goodale said he was hesitant to treat the new street with salt or sand because it can cause damage to the street. Goodale said other treatments were optional but suggested that the street could be closed if Public Works was not able to maintain it properly. Kofoed, KLM Investments was present and was not in favor of the city closing the street because two lots have been sold and that construction would be starting as weather permits. Laughlin directed Public Works to treat the street with alternative methods that would cause minimal damage and use his discretion to close the street as needed.

**Motion by Sexton, second by Goodweiler to approve Resolution 1871. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.**

Resolution 1873 – Setting a Public Hearing Considering the Maximum Levy That Can Be Certified. / Move to action.  
Jones said that this was a returning item to the agenda from the last meeting due to publishing timelines that were not met.

**Motion by Goodweiler, second by Stoolman to approve Resolution 1873. AYES: Goodweiler, Stoolman, Miller, Dean, Sexton. NAYS: None. Motion carried.**

Resolution 1872 – Approving a fireworks agreement with J&M Displays for Hoover’s Hometown Days 2020. / Move to action.

**Motion by Goodweiler, second by Sexton to approve Resolution 1872.**

Dean questioned if there was money in the budget for fireworks. Edgar said that there is five thousand dollars in the current budget and that he budgeted sixty thousand for FY21 for Hoover’s Hometown Days 2020. Dean said he had issue with expending money on this item when Cubby Park future expenses were uncertain. The council requested to table this item until after further budget discussions could take place.

**Motion by Goodweiler, second by Sexton to table Resolution 1872. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.**

Motion to approve setting a date for a Public Hearing regarding rezoning a certain parcel of property located north of Interstate 80 and east of Parkside Drive from B-2 Business District to PUD – Planned Unit Development District (Parkside BP property). / Move to action.

**Motion by Goodweiler, second by Sexton. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.**

Resolution 1874 – Authorizing the Transfer of Funds. / Move to action.

**Motion by Sexton, second by Miller to approve Resolution 1874. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.**

Motion to approve a quote from Tyler Technologies for adding software services for utility billing customers. / Move to action.

Brick explained the software features to include the ability for residents to view their bill, see past consumption history, and make payments on their account. This upgrade would eliminate the current online payment option but still allow the residents more options for self-service. Brick described the second feature that staff would be able to use to notify residents when new bills were produced, reminders of payment due dates approaching, disconnect notices and other city business notifications that need to be distributed quickly (such as water main breaks, street closures etc.). Brick said there is a convenience fee of \$1.25 for each online payment. Miller was agreeable with the added service but felt that the user convenience fees should not be absorbed by the city. The other council members were in support of the added features and had no additional comments.

**Motion by Miller, second by Dean. AYES: Miller, Dean, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.**

Budget Discussion: Tentative Employee Pay Plan Starting Estimates.

Jones asked for Council direction on the tentative employee salary plan and asked them to rank five items (1 being most important and 5 being the least important). The five budget considerations are: adding a fifth full-time police officer (Steen to move from part-time to full-time), one new additional full-time Public Works employee, Fire Chief health care package, retirement payout for two employees, and a 1.6% cost of living adjustment for city staff and employees. Jones said that FY21 will be another tight budget year and said it will be challenging, but not impossible. He asked that they give the items some consideration and provide feedback by the next meeting for further discussions.

Budget Discussion: General Fund Department Non-Salary Expenditures

Jones explained that staff and Finance Officer Edgar had introduced a new methodology and approach for preparing this year’s budget. He said greater emphasis is being placed on locking down unit costs, measuring expenses and examining revenues based on related staffing and/or program activities. Jones said that this approach will help to

ensure that revenues do not exceed expenses and to ensure that projects costs are being charged to the correct fund or activity. Jones went on to discuss the set aside funds for the various departments for their 'big ticket' items. While in the past, the set-asides have been administered differently, now has come the time for uniformity across departments. Jones suggested a special meeting to be held on Monday, January 27, 2020 to continue budget discussions. The Council agreed and directed Jones to schedule the meeting and set the agenda.

**CITY ADMINISTRATOR REPORT**

Jones reported that the Baldrige project is still showing good results in spite of the colder weather. Jones said data collection will continue during the winter months. Jones said the city will move forward with the Catalyst Grant and working with ECIA. Jones said ECIA will be in West Branch this Thursday to have a site inspection.

**CITY ATTORNEY REPORT**

Absent.

**STAFF REPORTS**

Horihan commented that he is wanting to move Officer Steen from part-time to full-time since she has been working so many hours with the school. Horihan said the school currently pays for ten hours of the thirty-five hours that Steen works approximately each week. He said he has had discussions with Superintendent Jimmerson on the possibility of them pay for additional work hours, but that they have not committed at this time. Horihan also reported that the National Park Service has requested the police department to respond to alarm calls and that they would look towards a reimbursement program for those services.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Stoolman questioned when the snow piles would be move from downtown as she had received a few complaints. Goodale responded that Public Works would be removing them on Wednesday due to other priorities and a staff shortage.

Miller asked if there was a timeline on the clean of the Croell site. Miller said that one building was removed but questioned how long the rock pile would remain on the property. Laughlin reported that Barnhart was working at the site but said he did not have a timeline on the rock pile.

**ADJOURNMENT**

Motion to adjourn by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 10:34 p.m.

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Roger Laughlin, Mayor

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