

(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 westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**February 4, 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, 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.

Introduction to the New Cedar County Emergency Management Director, Jodi Freet. *This position provides support and assistance in the areas of administration, operations, training and related technical issues for the Cedar County Emergency Management Agency and 911 Service Board activities.* Freet introduced herself and stated she recently accepted the position of EMA Director which she will take over on April 1, 2020. Freet, who has a finance background has been working as the Office Coordinator at Cedar County EMA for the past two years says she is excited for her new position and working with the cities in Cedar County.

Planned Unit Development – Brief Definition, Questions and Answers with John Fuller, Chairperson for the Planning and Zoning Commission. *A planned unit development (PUD) is a type of land / building development and also a regulatory process. As a building development, it is a designed grouping of both varied and compatible land uses, such as housing, recreation, commercial centers, and industrial parks, all within one contained development or subdivision.* Fuller explained the purpose of a Planned Unit Development, a new zoning code adopted by the City Council in 2018 and said this type of zoning allows flexibility for the developer and allows the City to have authority regarding the overall planning of large developments. Fuller stated that a request for a zoning change for the Parkside BP property from B-2 Business District to a Planned Unit Development was unanimously approved at their January 28th Planning & Zoning Commission. Fuller said the commission recommends the Council approve the rezoning request.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Motion to Approve Meeting Minutes for City Council Meeting January 21, 2020.

Motion to Approve Meeting Minutes for City Council Budget Meeting January 27, 2020.

Motion to Approve LL Pelling Co. Seal Coat Unit Pricing.

Motion to Approve the Claims Report.

EXPENDITURES

2/4/2020

ALTORFER INC	VEHICLE MAINTENANCE	475.62
CAJ ENTERPRISES INC	SAND HAULING	219.66
CROELL, INC.	SAND	1,367.60
ECONO SIGNS LLC	ECONO SIGNS LLC	909.58
HAWKINS INC	CHEMICALS - AZONE	567.50
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	212.62
IOWA ONE CALL	UTILITY LOCATION SERVICE	54.00
JOHN DEERE FINANCIAL	SUPPLIES, CLOTHING ALLOWANCE	517.88
JULIA HIME	VIDEOGRAPHY SERVICE	150.00
KIESLER POLICE SUPPLY, INC	SUPPLIES	244.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,287.94
LYNCH'S EXCAVATING INC	LANCASTER & ORANGE - STORM WATER REPAIR	2,000.00
LYNCH'S EXCAVATING INC	NORTHRIDGE DR - SW INTAKE REPAIR	8,542.00
LYNCH'S EXCAVATING INC	DOWNEY & ORANGE - SW INTAKE REPAIR	5,590.00
LYNCH'S EXCAVATING INC	BICKFORD ESTATES - STORM WATER REPAIRS	11,186.00
MOORE'S WELDING INC	VEHICLE REPAIR	391.25
PLAY IT AGAIN SPORTS	RECREATION SUPPLIES	97.15
QUILL CORP	OFFICE SUPPLIES	379.56
ROBERT'S TOWING & RECOVERY	TOWING SERVICE	175.00

SECRETARY OF STATE	NOTARY RENEWAL FEE	30.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
UNIFORM DEN INC.	UNIFORMS	182.82
VEENSTRA & KIMM INC.	319 UTILITY RELOCATE & I-80 WIDENING	1,740.00
VEENSTRA & KIMM INC.	CHANNEL WIDENING- FLOOD IMPROVEMENTS	528.00
TOTAL		37,092.18
PAYROLL	1/24/2020	56,436.94
PAID BETWEEN MEETINGS		
DREAMHOST	COMPTER NETWORK SECURITY	72.00
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
UPS	SHIPPING	47.36
VERIZON WIRELESS	WIRELESS SERVICE	801.53
TOTAL		1,462.79
GRAND TOTAL EXPENDITURES		94,991.91
FUND TOTALS		
001 GENERAL FUND	22,923.54	
022 CIVIC CENTER	96.03	
031 LIBRARY	6,169.69	
110 ROAD USE TAX	8,696.12	
112 TRUST AND AGENCY	11,636.04	
319 RELOCATING WATER & SEWER	1,740.00	
600 WATER FUND	8,437.59	
610 SEWER FUND	7,446.90	
740 STORM WATER UTILITY	27,846.00	
GRAND TOTAL	94,991.91	

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

PUBLIC HEARING / NON-CONSENT AGENDA

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 a PUD – Planned Unit Development District (Parkside BP property).

Laughlin opened the public hearing at 7:13 p.m. Ron Amelon, MMS Consultants, representing his client Advantage Development Inc., explained the reasoning for the rezoning request. Amelon said the existing building on the property (gas station) does not have the required set-backs for the proposed building improvement the developer is wanting to make. He further explained that rezoning the property to a PUD gives flexibility to make the requested improvements and allows them to take advantage of handling the storm water management in a more efficient manner. (Fuller, on behalf of the Planning & Zoning Commission spoke earlier in favor of the rezoning request.) There were no other public comments. Laughlin closed the public hearing at 7:15 p.m.

First Reading of Ordinance 772 Approving the Rezoning of a Certain Parcel of Property Located North of Interstate 80 and East of Parkside Drive from B-2 Business District to a PUD – Planned Unit Development District (Parkside BP property). /Move to action.

Motion by Goodweiler, second by Sexton to approve the 1st reading of Ordinance 772. AYES: Goodweiler, Sexton, Miler, Stoolman, Dean. NAYS: None. Motion carried.

Public Hearing: Considering the Maximum Tax Dollars from Certain Levies That Can Be Certified in the City's Proposed Fiscal Year 2020-2021 Budget.

Laughlin opened the public hearing at 7:18 p.m. There were no public comments. Laughlin closed the public hearing at 7:19 p.m.

Resolution 1875 – Approving the Maximum Tax Dollars from Certain Levies for the City’s Proposed Fiscal Year 2020 – 2021 Budget. / Move to action.

Motion by Dean, second by Sexton to approve Resolution 1875. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Motion to approve revenue estimates to be incorporated in the City Administrator’s recommended budget. / Move to action.

Jones reminded the Council that the estimated revenues presented at the January 27, 2020 Budget Workshop will be the numbers used for the FY21 budget and reiterated that they are estimates, not actuals. Jones said that staff worked with department heads to determine these estimates and working towards a ‘growth paying for growth’ philosophy. Miller questioned when the recent ballot measure adopting a Capital Improvement Reserve Fund would go into effect. Jones replied that this fund (line item 41 on form 16-142) would have dollar amounts in it as debt is paid down.

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

Motion to approve the salary plan intended to be incorporated into the City Administrator’s recommended budget. / Move to action.

Jones recapped the salary plan considered by the Council at the January 27, 2020 Budget Workshop and said the following would be included in the FY21 budget; one additional full-time Public Works employee, one additional full-time police officer, health and life insurance package for the West Branch Fire Chief, 1.6 percent cost of living adjustment for city employees, disability benefits and increased life insurance and retirement payout of unused vacation and sick leave for two retiring city employees. Jones said with these items, the tax rate remains at the current \$13.09 (no tax increase).

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

Motion to approve the Non-Salary Department Expenditures (City goals that will be funded in the proposed budget). / Move to action.

Jones recapped several top Council priorities (projects) that have been budgeted for FY21 including: downstream widening at Beranek Park, replacement of one block of a sealcoat street on the east side of town, street connection to Greenview subdivision, planning for the reconstruction of Cedar-Johnson Road, water main improvements on the east side and additional funding for Christmas Past. Although the Council and staff disagreed on the term ‘funded’ versus ‘budgeted’ it was determined that the Council’s priorities and goals would be funded and completed within the FY21 budget.

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

Discussion: Policy on Waivers for Sewer Service Charges.

Brick presented information obtained from other surrounding cities on their policy for giving sewer credit to residents who knowingly use water for outside needs (watering sod, gardening, filling swimming pools, etc.). Brick said the cities questioned do not give credit for these types of activities but do allow for issues out of their control. Brick suggest the city adopt a similar policy so that going forward resident requests can be handled in a consistent manner. The council agreed to review the information Brick provided and give feedback for creating a policy.

Discussion: Waiving Hoover’s Hometown Days vendor fees for the brick and mortar businesses along Main Street.

Russell explained that in an effort to encourage more downtown businesses to participate in Hoover’s Hometown Days, suggested that the vendor fee of \$25 be waived for them. Russell said this waiver does not equate to a large amount of revenue. Russell said these fees were originally established when RAGBRAI came through West Branch but may need to be reviewed. The Council agreed and felt that the fee schedule should be reviewed.

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

Sexton said he had given this subject some thought and asked the Council what they would do with \$25,000 if they didn’t use it for fireworks. Would they use it for a street project? Something else? Dean said he has talked with

some local businesses and they see an increase in sales during the event, including the grocery store. Dean said that most businesses during the event have extra sales which in turn equate a local option sales tax boost. Dean said many family and class reunions are planned around Hoover's Hometown Days and that the fireworks are a big draw for the event. Laughlin commented that 'fireworks for the event are tradition'. Stoolman voiced her concern and said she remembered when the Hoover Foundation chipped in toward the event and felt that they should do their part since they are a beneficiary of the event as well. National Park Superintendent Swisher commented that the Hoover Site is one of four parks in the U.S. that allow fireworks. Swisher said that if fireworks were discontinued for a time, it may be challenging to get a permit to get them back in the Park. Miller finished by saying that with a six million dollar annual budget, he felt the City could 'swing' this expenditure.

Motion by Goodweiler, second by Miller to approve Resolution 1872. AYES: Goodweiler, Miller, Sexton, Dean. NAYS: Stoolman. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported that data is continually being collected on the Baldrige project. He said enzymes are being introduced upstream where they can work in warmer temperatures to see if that provides a positive impact. Jones said the City is still waiting on the final bill for the College Bridge project to determine how the final balance will be paid or if any borrowing would be needed. He also reported that he had reached out to the Roy Carver Trust in hopes of a grant to help fund the splash pad project. Jones gave a brief update on the trash and recycling RFP which are due on March 2nd, nuisance letters which are expected to go out later this week and an update on the Downtown East Redevelopment site.

CITY ATTORNEY REPORT

Absent.

STAFF REPORTS

None.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stoolman publicly thanked Emilie Walsh for reaching out to the community for assistance in writing the grant for the Volkswagen Grant on the cities behalf.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:43 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk