

(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**

**September 21, 2020
7:00 p.m.**

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the City Council of the City of West Branch, Cedar County, IA was held on Monday, September 21, 2020 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.

Until further notice, all of our Council Meetings will be held electronically. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa. Social distancing practices shall be observed for any persons attending the meeting in person at City Hall.

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. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar and City Attorney Kevin Olson were present. Attending via Zoom: Library/IT Director Nick Shimmin, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Police Chief Mike Horihan.

GUEST SPEAKER PRESENTATIONS

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

Motion to Approve Meeting Minutes for City Council Meeting September 8, 2020.

Motion to Approve Meeting Minutes for Special City Council Meeting September 14, 2020.

Motion to Approve West Branch Fire Department Appointments.

Motion to Approve the Claims Report.

September Claims and August Revenues

| EXPENDITURES | 9/21/2020 | |
|------------------------------|-------------------------------|-----------|
| ALLIANT ENERGY | ALLIANT ENERGY | 12,125.87 |
| BAKER & TAYLOR INC. | BOOKS | 635.36 |
| BARNHART'S CUSTOM SERVICES | STORM CLEAN UP | 12,647.50 |
| BROWN'S WEST BRANCH | VEHICLE REPAIR | 969.01 |
| CEDAR COUNTY COOPERATIVE | FUEL - LIFT STATION GENERATOR | 253.80 |
| CSLP | SUMMER READING PROGRAM | 341.00 |
| DEMCO | OFFICE SUPPLIES | 89.53 |
| HANSEN, TRENT | COMPUTER REPAIR | 330.00 |
| HAWKINS INC | CHEMICALS | 658.57 |
| HD SUPPLY CONST AND INDUST | EQUIPMENT, SUPPLIES | 2,834.49 |
| HI-LINE ELECTRIC COMPANY INC | MAINTENANCE SUPPLIES | 51.86 |
| INTERSTATE POWER SYSTEMS INC | ANNUAL GENERATOR SERVICE | 1,628.31 |
| IOWA LEAGUE OF CITIES | MEMBERSHIP DUES | 1,535.00 |
| ISWEP | DUES | 530.00 |
| JACOB DARBY | BUILDING INCENTIVE PAYMENT | 1,099.45 |
| JOHNSON COUNTY REFUSE INC. | RECYCLE & TRASH - AUGUST 2020 | 15,469.00 |
| KIESLER POLICE SUPPLY, INC | AMMUNITION | 556.00 |
| LENOCH & CILEK | REPAIR SUPPLIES | 2.00 |
| LINN COUNTY R.E.C. | STREET LIGHTS | 180.10 |
| MUNDELL, JENNIFER | BUILDING INCENTIVE PAYMENT | 789.74 |

| | | |
|-----------------------------|-----------------------------|----------|
| MUNICIPAL SUPPLY INC. | WATER METERS | 3,888.00 |
| PITNEY BOWES GLOBAL FINANCE | LEASE PAYMENT | 102.39 |
| PITNEY BOWES PURCHASE POWER | PITNEY BOWES PURCHASE POWER | 500.00 |
| PORT 'O' JONNY INC. | SERVICE - WAPSI PARK | 103.00 |
| QC ANALYTICAL SERVICES LLC | LAB ANALYSIS | 759.00 |
| QUILL CORP | OFFICE SUPPLIES | 435.11 |
| RACOM CORPORATION | CAMERA/MIC INSTALLATION | 510.00 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 26.00 |
| SWIFT & SWIFT LLC | NUISANCE ABATEMENT | 2,900.00 |

| | | |
|------------------------------|---------------------------------------------|-----------|
| TAYLOR CONSTRUCTION INC | COLLEGE ST BRIDGE & COLLEGE ST & 2ND ST IMP | 29,990.39 |
| TRAFFIC LOGIX | EQUIPMENT REPAIR | 90.94 |
| UNUM LIFE INSURANCE COMPANY | OCTOBER ADJUSTMENTS | 653.40 |
| US BANK CORPORATE CARD | CAMP, OFFICE & PROGRAM SUPPLIES | 371.86 |
| US BANK EQUIPMENT FINANCE | COPIER LEASE PAYMENT | 106.25 |
| WALMART COMMUNITY/RFCSLLC | MAINTENANCE SUPPLIES | 36.87 |
| WELLMARK | OCT BILLING ADJUSTMENTS | 16,052.67 |
| WEST BRANCH ANIMAL CLINIC | TRAP/NEUTER CAT PROGRAM | 55.00 |
| WEST BRANCH COMMUNITY SCHOOL | GYM RENT-ADULT PICKLEBALL | 1,515.00 |
| WEST BRANCH REPAIRS | VEHICLE REPAIR | 126.96 |
| WEST BRANCH TIMES | LEGAL PUBLICATIONS | 462.49 |
| WEX BANK | VEHICLE FUEL | 1,394.19 |

TOTAL 112,806.11

PAYROLL 9/18/2020 60,272.05

PAID BETWEEN MEETINGS

| | | |
|-----------------------------------|------------------------|-----------|
| CEDAR COUNTY COOPERATIVE | VEHICLE FUEL | 530.54 |
| CEDAR COUNTY RECORDER | RECORDING FEES | 35.00 |
| CULLIGAN WATER TECHNOLOGIES | WATER SOFTENER SERVICE | 23.20 |
| EAGLE ENGRAVING INC | BADGES, NAME PLATES | 348.48 |
| HEIMAN FIRE EQUIPMENT | EQUIPMENT | 315.30 |
| JOHNSON COUNTY AMUBULANCE SERVICE | MEDICAL SUPPLIES | 14.28 |
| KIRKWOOD COMMUNITY COLLEGE | TRAINING | 7.00 |
| KUNDE OUTDOOR EQUIPMENT | EQUIPMENT REPAIR | 595.22 |
| RACOM CORPORATION | RADIO UPGRADE | 25,080.00 |
| MERCHANT SERVICES | CREDIT CARD FEES | 167.25 |

TOTAL 27,116.27

GRAND TOTAL EXPENDITURES 200,194.43

FUND TOTALS

| | |
|--------------------------------------|-----------|
| 001 GENERAL FUND | 84,614.63 |
| 022 CIVIC CENTER | 676.08 |
| 031 LIBRARY | 8,293.38 |
| 110 ROAD USE TAX | 19,586.84 |
| 112 TRUST AND AGENCY | 24,317.36 |
| 310 COLLEGE STREET BRIDGE | 17,210.07 |
| 318 COLLEGE ST & 2ND ST IMPROVEMENTS | 12,780.32 |
| 600 WATER FUND | 18,153.15 |
| 610 SEWER FUND | 14,032.60 |
| 740 STORM WATER UTILITY | 530.00 |

GRAND TOTAL 200,194.43

REVENUE-FISCAL YEAR 2021

FUND AUG

| | |
|---------------------------------------|-----------|
| 001 GENERAL FUND | 27,740.31 |
| 031 LIBRARY | 6.06 |
| 110 ROAD USE TAX | 24,570.49 |
| 112 TRUST & AGENCY | 20,282.25 |
| 125 TIF | 99.37 |
| 312 DOWNTOWN EAST REDEVELOPMENT | 7,512.50 |
| 319-RELOCATION OF WATER & SEWER LINES | 6,170.40 |
| 500 CEMETERY PERPETUAL FUND | 719.44 |
| 502 KROUTH INTEREST FUND | 0.03 |
| 600 WATER FUND | 59,294.99 |

| | |
|-------------------------|------------|
| 603 WATER SINKING FUND | |
| 610 SEWER FUND | 52,873.10 |
| 740 STORM WATER UTILITY | 5,333.28 |
| TOTAL | 204,602.22 |

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1935 – Approving the of amount of TBD to be contributed to the West Branch School District over the next three years for the construction of a turn lane required for the High School Expansion Project. / Move to action.

Laughlin proposed contributing fifty percent of the ‘cheapest’ option for the West Main Street turn-lane project presented at the August 3rd meeting by the school district. Laughlin said that option included asphalt on the north side of West Main Street and came in at a cost of \$260,000. Laughlin acknowledged that there could be cost overruns and rounded the total cost to \$300,000, divided over a 3-year period for estimated cost of \$50,000 each year from the City which he felt could be budgeted. Dean said he would support up to \$150,000 but not more if the costs ended up higher. Miller asked the other members “where is the money coming from”. Sexton added that this was not on the Council’s radar. Miller listed several projects which the Council had prioritized to budget for in future years and said that by putting money toward the schools project would take away from another priority project. Miller asked if the Council would raise taxes for this or what project would be cut because of it. Stoolman felt the project should wait until Johnson County completes road improvements to Herbert Hoover Highway. Edgar asked Jimmerson how much of a contingency the overall project had and if from the contingency would there be money left over that the school could complete the project on their own. Jimmerson responded that the district borrowed \$19.5 million (the bond referendum) and intends to use the school savings to complete the \$24.5 million dollar project. Jimmerson said he thought the contingency was ten percent. Jimmerson then offered stretching out the loan terms to five or six years if that was more comfortable for the City. The Council deliberated further and decided it was best to table the resolution so that staff could determine how much money the City could put toward the project and where the money would come from.

Motion by Goodweiler, second by Dean to TABLE Resolution 1935. AYES: Goodweiler, Dean, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 1936 – Revising Legal Descriptions for Resolution 1740 and 1743 to clarify the boundaries of the West Branch Urban Renewal Areas. / Move to action.

Olson explained that the county auditor’s office requested some revisions to legal descriptions on previously recorded documents to clarify the boundaries for certain urban renewal areas.

Motion by Miller, second by Goodweiler to approve Resolution 1936. AYES: Miller, Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Discussion: Regarding the City Council’s direction regarding maintaining 5 Full-time Police Officers, or maintaining 4 Full-time Police Officers.

Laughlin opened the discussion and said the City has operated for the past five years with four full-time officers and that Officer Steen was brought on full-time to begin to fill the gap for the retiring Horihan. Laughlin said he felt that four officers was ‘enough’ for West Branch and added that twenty-four hour coverage wasn’t necessary. Miller said he had done some research on other police department schedules on how the city might be able to make twenty-four hour coverage work with the four remaining officers, but said during his research the officer ratio to residents was all over the board and not very helpful. Horihan responded and said that twenty four coverage was impossible with four officers as that would not allow for covering of vacation, illness or other absences. Horihan suggested that if the Council determined that only four officers were needed, that hiring part-time officers would be needed. Horihan further explained that currently officers are not compensated for on-call time and that they only get paid when they get called out.

Horihan admitted that it was a challenge for his officers. Stoolman expressed her concerns with an ordinance passed in 2016 that allows for the police chief and its officers to live within eight miles of the city limits of West Branch indicating response times would be affected in the event of an emergency. Stoolman also said she was against officers working part-time elsewhere as that could be a conflict. Horihan said he has to approve all requests for other employment so that it does not interfere with their police duties. After further discussion regarding adequate coverage, the Council decided on continuing the part-time budget and establish on-call pay for officers. The mayor directed Administrator Jones and Horihan to work together to come up with a proposal for the FY22 budget.

Resolution 1937 – Reaffirming the Amendment, Restatement and Continuance of the Existing Brownfields Coalition Memorandum of Agreement for the East Central Intergovernmental Association Region. / Move to action.

No discussion.

Motion by Goodweiler, second by Sexton to approve Resolution 1937. AYES: Goodweiler, Sexton, Stoolman, Dean, Miller. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones said he would be drafting a letter to the Iowa DNR to request an extension to the compliance schedule due to the progress being made with the Baldrige pilot project with regard to the water treatment plant. Jones also requested council approval to begin moving forward with the construction of a third lagoon which is needed to handle existing capacity. Jones said a nuisance property was cleaned up on September 9th by Swift & Swift, a private contractor hired by the City to abate the nuisance. The cost of the clean-up is estimated to be more than three thousand dollars which will be billed to the homeowner. Jones reported that staff met with Schechinger to discuss options for a connection to Greenview now that Loethen Ridge Estates is moving forward with their subdivision (expected to be complete this fall). Jones said cost projections would be presented at the October 5th meeting.

CITY ATTORNEY REPORT

No update.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin mentioned that final plat approval for The Meadows Parr 4B and Loethen Ridge would be coming to the Council in October. Laughlin said that Planning & Zoning would be reviewing them at their meeting on September 22nd.

ADJOURNMENT

Motion to adjourn the meeting by Goodweiler, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 9:00 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk