

(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**

**October 5, 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, October 5, 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, Finance Officer Gordon Edgar and City Attorney Kevin Olson were present. Attending via Zoom: City Engineer Dave Schechinger, Library/IT Director Nick Shimmin, Parks & Recreation Director Melissa Russell and Police Chief Mike Horihan.

GUEST SPEAKER PRESENTATIONS

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

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

Resolution 1938 – A Resolution Waving the Right to a Formal Review of an Extra-Territorial Jurisdiction Subdivision Within Two Miles of the Corporate Limits of West Branch – The Little Riata Two.

Motion to Approve a Letter of Support for Great Places Grant Funding Towards the New Cedar County Cultural Center at Prairie Village.

Motion to Approve the Claims Report.

EXPENDITURES	10/5/2020	
AERO RENTAL INC	LIFT- TREE REMOVAL	1,018.50
ALTORFER INC	EQUIPMENT REPAIR	751.10
BROWN'S WEST BRANCH	VEHICLE REPAIR	71.79
CHAUNCEY BUTLER POST 514	FLAGS	75.00
CITY OF ATLANTIC	LIBRARY SERVICES	282.20
CJ COOPER & ASSOCIATES	PERSONNEL TESTING	35.00
DIAMOND VOGEL PAINTS	PAINT	1,224.85
ECKERMAN, RAMONA	BUILDING INCENTIVE PAYMENT	265.57
GRAINGER	FIRST AID KITS	184.41
HD SUPPLY CONST AND INDUST	EQUIPMENT	759.99
HEATHER HIGHLY	BUILDING INCENTIVE PAYMENT	1,233.71
HINKHOUSE GLENN OR PAMELA	BUILDING INCENTIVE PAYMENT	1,186.63
IOWA ONE CALL	UTILITY LOCATION SERVICE	64.80
IOWA PRISON INDUSTRIES	SIGNS	5,462.80
JOHN DEERE FINANCIAL	SUPPLIES, CLOTHING	321.95
KNOCHE, REBECCA	BUILDING INCENTIVE PAYMENT	994.62
KOCH OFFICE GROUP	COPIER MAINTENANCE	252.81
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,577.97
METROPOLITAN COMPOUNDS INC	CHEMICALS	1,106.19
OLSON, KEVIN D	LEGAL SERVICES - OCTOBER	1,500.00
PATRICK HYDE	BIP #6	1,124.10

PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL IN	PEST CONTROL CITY OFFICE	170.18
POLICE LEGAL SCIENCES, INC	TRAINING SUBSCRIPTION	600.00
PORT 'O' JONNY INC.	SERVICE - CEMETERY	90.00
SHRED-IT USA	SHRED-IT USA	55.38
SPRINGDALE AGENCY	FIRE PAK INSURANCE RENEWAL	15,033.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	BUILDING MAINTENANCE SUPPLIES	66.63
VEENSTRA & KIMM INC.	I-80 WIDENING COORDINATION	905.00
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	426.75
VEENSTRA & KIMM INC.	COLL ST WATER MAIN B/T 4TH & 5TH STREETS	1,377.50
VEENSTRA & KIMM INC.	CHANNEL WIDENING FLOOD IMPROV- PRELIM ENG	362.00
VEENSTRA & KIMM INC.	I-80 WATER MAIN RELOCATION	847.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	181.00
VEENSTRA & KIMM INC.	GREENVIEW EXTENSION PRELIMINART DESIGN	2,907.00
WERTHMANN, ROBERT A.	BUILDING INCENTIVE PAYMENT	810.34
WEST BRANCH FORD	VEHICLE REPAIR	1,353.25
TOTAL		45,103.02
PAYROLL	10/2/2020	46,084.44
PAID BETWEEN MEETINGS		
VERIZON WIRELESS	WIRELESS SERVICE	423.16
JULIA HIME	VIDEOGRAPHY SERVICE	150.00
HOLLYWOOD GRAPHICS	CODE ENFORCEMENT SIGN	95.00
MIKE HORIHAN	MEALS	81.23
MEDIACOM	CABLE SERVICE	41.90
TREASURER, STATE OF IOWA	SALES TAX	972.00
TREASURER, STATE OF IOWA	WATER EXCISE TAX	2,810.00
CEDAR COUNTY COOPERATIVE	FUEL-CEMETERY	572.50
HOFFMAN, MEGAN	CLEANING SERVICES	270.00
TOTAL		5,415.79
GRAND TOTAL EXPENDITURES		96,603.25
FUND TOTALS		
001 GENERAL FUND	33,625.24	
022 CIVIC CENTER	198.90	
031 LIBRARY	5,924.35	
036 TORT LIABILITY	15,033.00	
110 ROAD USE TAX	17,804.29	
112 TRUST AND AGENCY	5,099.45	
321 WIDENING WAPSI CREEK @ BERANEK PARK	362.00	
323 I-80 WEST, WATER MAIN RELOCATION	847.00	
600 WATER FUND	9,977.92	
610 SEWER FUND	7,731.10	
GRAND TOTAL	96,603.25	

Laughlin noted that revised minutes from the September 21st meeting were distributed to the Council for their review. Sexton questioned the Great Places Grant and what it was for. Laughlin responded and said county wide effort to obtain a grant for a cultural center to be located in Tipton on the north side of town. The grant would also include a cow statue to be placed in each city that would be painted in a mosaic representative of West Branch's past, present and future (similar to the mural project). Laughlin also commented on Resolution 1938 which waives the right for a formal engineer's review for a land split in Oasis between a brother and sister saying that West Branch has no plans for future annexation to west at this time. Stoolman questioned an item from the September 21st claims list for Wellmark adjustments. Edgar explained that the adjustments were for adding a new employee and coverage change for another.

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1939 – Waiving the Right to a Formal Review of an Extra-Territorial Jurisdiction Subdivision Within Two Miles of the Corporate Limits of West Branch with Conditions – Brookview Ridge. / Move to action.

Laughlin explained that this nine lot sub-division will be located approximately one quarter mile east of town on Charles Avenue. He said P&Z had reviewed the preliminary plat at their last meeting and approved waiving the right for a formal review which Laughlin said he supports. Tom Anthony, Shoemaker Haaland, representing Barnhart answered questions from the Council regarding storm water management and other topics related to the draft municipal improvements agreement. Anthony said Cedar County has several, extensive requirements regarding storm water management and septic systems that will be utilized for the subdivision. Anthony added that Cedar County's Phil LaRue was satisfied their preliminary plat and had met all of the county's requirements. Olson suggested that the Council approve a Municipal Development Agreement with the developer, Bruce Barnhart that would require the sub-division to construct public improvements to City standards should the subdivision become annexed by the City as a condition of Resolution 1939. Dean asked Barnhart his feelings on the agreement. Barnhart said his attorney had requested some changes to the agreement but felt those items could be worked out with the City. Olson said he would work with Barnhart's attorney to draft those changes.

Motion by Miller, second by Goodweiler to approve Resolution 1939 subject to the signed Municipal Improvements Agreement. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Discussion: Halloween 2020.

Russell prepared information for the Council to review Halloween safety guidelines due to the COVID-19... Russell stated that trick-or-treating is classified as a 'high-risk' activity but offered some safe ways for the community to celebrate the holiday. The Council said they would not tell residents how they can celebrate a holiday, but was agreeable to providing safety guidelines. The Council set trick-or-treat for Saturday, October 31st from 4 to 8 p.m. for those wishing to participate. Russell said she would have safety guidelines published in the West Branch Times and placed on the city's Facebook pages.

First Reading of Ordinance 777 – An Ordinance Providing that General Property Taxes Levied and Collected Each Year on Lot 26, Cedar Edge Addition, West Branch Iowa, be Paid to a Special Fund for Payment Agreed in Connection with the West Branch Urban Renewal Area. / Move to action.

Olson explained the purpose of the ordinance is to set the value of Little Lights for the TIF Rebate Agreement approved by Resolution 1797 in 2019. Olson said the county has set the value at \$170,220.00 and reminded the Council that the rebate is \$150,000 or 10 years, which occurs first.

Motion by Sexton, second by Goodweiler to approve the first reading of Ordinance 777. AYES: Sexton, Goodweiler, Dean, Stoolman, Miller. NAYS: None. Motion carried.

Discussion: Considering bringing forward a Resolution Approving the of Amount of \$100,000 to be contributed to the West Branch School District over the next five years for the Construction of a Turn Lane Required for the High School Expansion Project.

Staff prepared a reimbursement plan for the City's contribution for a turn lane at the high school due to their expansion project. Jones said the plan would include reimbursing the school \$50,000 in year one (which is a portion of the building permit fees paid by their contractor) and the remaining \$50,000 spread over four years (or \$12,500 per year of general fund dollars). The Council had conflicting opinions on if the City should make the school use a portion of their contingency money for the turn lanes since their expansion is what stemmed the need. The Council was split on who will really benefit from the added turn lane on West Main Street. Laughlin felt that the city's growth on the west side contributes to the traffic on West Main Street, while others disagreed. Jones, who had originally suggested the school use their contingency money before seeking city dollars expressed his concern that a crosswalk light would be an important feature needed for pedestrian traffic safety with the new housing being constructed across street in The Meadows. Jones asked who would pay for that and said those costs had not yet been discussed by either party. Dean and Goodweiler said they would support the City chipping in the \$100,000, but didn't want the school to have to

use their contingency money. Miller suggested that the city take on the project themselves and assess the cost of the road improvements to the adjacent property owners. After much discussion, Dean stated “we are either in, or we are out”. The Council did an informal poll on whether or not the contingency language should be put in or left out of the resolution. In the end, the Council was split. Laughlin directed Jones to prepare a resolution for consideration for the next council meeting. Miller added that often the school says they want to be ‘partners’ but in the past has not held up on their end when the City needed something citing their response “it was not in their facility plans”. Miller said he did not want to discuss this matter now, but suggested the Council discuss what kind of partners the city and the school should be in the future.

Discussion: Regarding the Greenview Connection Options.

City Engineer Schechinger presented two concepts for the connection to Greenview subdivision. This project has been on the city’s project list for several years and is finally getting close to fruition with the Loethen Ridge Estates subdivision being constructed. Option 1 – a twenty-four foot wide seal coat street comes at a cost of approximately \$55,245.00. This version provides a connection to the edge of the cul-de-sac at the east end of the subdivision. Option 2 – a thirty-one foot PCC street with a price tag of \$239,130.00. This option extends the street further into the subdivision, removing the cul-de-sac and lining up with the natural curve of Greenview Drive. The Council preferred option 2 but wasn’t sure how they could afford to do it at this time. The council asked Schechinger if the street could be narrower as a cost saving measure and asked for additional pricing. After further discussions, Laughlin asked Schechinger to provide a third option (similar to Option 1), as a thirty-one foot PCC street, with storm sewer and no sidewalk. Laughlin said the City could then budget the remaining part of the project for FY22. Miller stated that since this project has been on the city’s project list for so long, now was not the time to ‘take the cheap route’ by using the chip & seal option, given that the Council is preparing to give money to the school for their turn lane project. The subject of how the City would pay for the project then prompted a response from Finance Officer Edgar. Edgar said the building permit fee for the school project of \$70,000 could be used (if not given back to the school) and \$59,000 coming from the Cares Act could help fund the project as it goes back to the general fund. Olson said the project will need to go out to bid and would most likely not start until the spring/summer of 2021 which gives the Council and staff more time to determine how to fund the much needed project.

CITY ADMINISTRATOR REPORT

Jones reported that the waste water treatment plans have been approved for the IUP which is the first step in the project so funding can be requested from the SRF (State Revolving Loan Fund). The next step will be to have the Council approve an Engineering Service Agreement with V&K for design work on the plan. Jones said that should be ready for the next meeting. Jones advised that Chief Horihan will officially be retire later this month and using vacation to end his employment in November. Horihan’s last day on duty will be October 26th. Jones said the recruitment for his replacement will begin sooner than planned.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said the Lions Club wants to build a shed at the cemetery for them to use as storage. He said it would become City property once constructed. Laughlin asked if the Council would be agreeable to that suggestion. The Council had no objection as long as it was turned over as city property. Olson added that the city would need something in writing to cover the City for insurance purposes. Laughlin said KLM wanted to be on tonight’s agenda for the final plat approval but did not meet the requirements of the Chapter 170 by having all improvements completed and approved by the City Engineer. Laughlin said he may call for a special meeting later this week if the escrow requirements are met.

Sexton requested an update on the City’s TIF could be held at the next meeting noting that West Branch is not utilizing TIF as much as other cities.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 9:05 p.m.

Motion to adjourn to Closed Session – In accordance with State Code Section 21.5(j), Closed Session Exemptions: To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. / Move to action.

Motion by Sexton, second by Miller to go into closed session at 9:06 p.m. AYES: Sexton, Miller, Goodweiler, Stoolman, Dean. NAYS: None. Motion carried.

Motion by Miller, second by Goodweiler to adjourn from the closed session. Motion carried on a voice vote. City Council meeting adjourned at 9:50 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk