

(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 16, 2021
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 Tuesday, February 16, 2021 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 regular meeting to order at 7:02 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Jerry Sexton, Tom Dean and Nick Goodweiler were present. City Staff present: City Administrator Redmond Jones II, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar and City Attorney Kevin Olson. City Staff attending via Zoom: Police Chief John Hanna, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, and City Engineer Dave Schechinger.

GUEST SPEAKER PRESENTATIONS - NONE

PUBLIC COMMENT - NONE

CONSENT AGENDA

Motion to Approve Meeting Minutes for City Council Meeting February 1, 2021.

Motion to Approve a Class C Native Wine, with Outdoor Service and Sunday Sales Liquor License Renewal for Elmira Winery (aka Brick Arch Winery), Located at 116 W. Main Street.

Motion to Approve a Class C Liquor License, Class B Native Wine, with Outdoor Service and Sunday Sales for “Eldr LLC”, Located at 2 Ember Lane West Branch, Iowa.

Motion to Set the Public Hearing to Consider Authorizing the City Administrator to Execute the State Revolving Fund (SRF) Planning and Design Loan Related to the City’s Wastewater Treatment System for March 1st at 7:00pm.

Motion to Approve Writing off an Unpaid Utility Balance as per Resolution 1087 – Fox Run Golf Course.

Motion to Approve Writing off an Unpaid Utility Balance as per Resolution 1087 – 213 Cedar Street.

Motion to Approve the Claims Report.

February Claims and January 2021 Revenues

EXPENDITURES	2/16/2021	
AERO RENTAL INC	CHRISTMAS DECORATION REMOVAL	477.50
ALLIANT ENERGY	ALLIANT ENERGY	10,697.26
ALTORFER INC	VEHICLE MAINTENANCE	383.96
AMERICAN PUBLIC WORKS ASSOCIATION	DUES	215.00
AT & T MOBILITY	WIRELESS SERVICE	342.57
AXON ENTERPRISE, INC.	TASER PAYMENT #4	1,056.00
BARCO PRODUCTS	TRAFFIC CONES	1,149.16
BARNHART’S CUSTOM SERVICES	SNOW REMOVAL	2,800.00
BARRON MOTOR SUPPLY	VEHICLE REPAIRS & SUPPLIES	56.01
BEAVER HEATING AND AIR CON	SERVICE CALL	78.00
BROWN’S WEST BRANCH	VEHICLE REPAIR	137.03
CEDAR COUNTY RECORDER	RECORDING FEES	74.00
CROELL, INC.	SAND	95.02
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.65
DECKER SPORTING GOODS INC	SOFTBALL TRANSPORT CART	477.74
HD SUPPLY CONST AND INDUST	SUPPLIES	273.12
HI-LINE ELECTRIC COMPANY I	HI-LINE ELECTRIC COMPANY INC	52.47
JJ NICHTING COMPANY	REPAIR PARTS	229.50
JOHN DEERE FINANCIAL	SUPPLIES	2,187.55
JOHNSON COUNTY REFUSE INC.	RECYCLING & TRASH - JAN 2021	15,611.50
LINDER TIRE SERVICE INC	VEHICLE REPAIR	341.50
LINN COUNTY R.E.C.	STREET LIGHTS	185.40
LOGAN CONTRACTOR’S SUPPLY	308 PARKING LOT	11,157.24
LYNCH GARRETT H	BUILDING INCENTIVE PAYMENT	1,034.35
LYNCH’S PLUMBING INC	REPAIR PARTS	8.20
MENARDS	MAIL BOX POSTS	166.20
MERCY IOWA CITY PHYSICIAN	DRUG TEST	22.00
MIDWEST FRAME & AXLE	VEHICLE REPAIR	3,422.47
MOORE’S WELDING INC	EQUIPMENT	695.50
PARKSIDE SERVICE	TIRES	1,572.78
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	228.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUILL CORP	INSTRUCTIONAL SUPPLIES	118.95
SHIELD TECHNOLOGY CORPORAT	SOFTWARE UPDATE	500.00
STATE HYGIENIC LAB	LAB ANALYSIS	282.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00

WATCH GUARD VIDEO	EQUIPMENT REPAIR	150.00
WEST BRANCH TIMES	LEGAL NOTICES	914.57
WEX BANK	VEHICLE FUEL	1,407.28
ZIPPY'S SALT BARN LLC	BULK FIRE BLEND ICE MELT	4,896.48
TOTAL		64,538.96
PAYROLL	2/5/2021	44,914.95
PAID BETWEEN MEETINGS		
TREASURER STATE OF IOWA	SALES & WATER EXCISE TAXES	3,355.00
GLOBAL PAYMENTS INTEGRATED	CREDIT CARD FEES	375.09
DREDGEWIZ LLC	UTILITY REFUND	43.82
HOFFMAN MEGAN	CLEANING SERVICE	648.00
PSC DISTRIBUTION	BUILDING REPAIR	209.42
CEDAR COUNTY COOPERATIVE	VEHICLE FUEL	815.33
TOTAL		5,446.66
GRAND TOTAL EXPENDITURES		114,900.57
FUND TOTALS		
001 GENERAL FUND	43,978.81	
022 CIVIC CENTER	771.36	
031 LIBRARY	6,004.32	
110 ROAD USE TAX	25,082.57	
112 TRUST AND AGENCY	4,760.55	
308 PARK IMP - PEDERSEN VALLEY	11,157.24	
323 I-80 WEST, WATER MAIN RELOCATION	42.00	
600 WATER FUND	12,738.32	
610 SEWER FUND	10,365.40	
GRAND TOTAL	114,900.57	

REVENUE-FISCAL YEAR 2021
FUND JAN

001 GENERAL FUND	82,257.85
022 CIVIC CENTER	311.31
031 LIBRARY	1,521.50
036 TORT LIABILITY	120.73
110 ROAD USE TAX	26,862.20
112 TRUST & AGENCY	765.44
119 EMERGENCY TAX FUND	105.49
121 LOCAL OPTION SALES TAX	19,382.48
125 TIF	374.80
226 DEBT SERVICE	889.54
310 COLLEGE ST BRIDGE REPLACEMENT	44837.05
600 WATER FUND	44,739.51
610 SEWER FUND	48,061.74
740 STORM WATER UTILITY	5,333.44
TOTAL	275,563.08

Dean asked if the bad debt accounts could be turned over to a collection agency for recovery of funds. Brick explained that neither accounts were available for collection and that all available options had been attempted. Motion by Sexton, second by Miller approve agenda/consent agenda. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing: Regarding Plans, Specifications, Form of Contract and Estimate of Cost for the I-80 Water Main Relocation Project.

Laughlin opened the public hearing at 7:10 p.m. There were no public comments. Laughlin closed the public hearing at 7:11 p.m.

Resolution 1980 - Approving the Plans and Specifications for the I-80 Water Main Relocation Project. / Move to action.

Jones explained that the bid opening for this project had occurred on February 10th and the bids are currently under review. Jones said the City Engineer would have a recommendation for the March 1st City Council meeting.

Motion by Miller, second by Goodweiler to approve Resolution 1980. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

Public Hearing: Considering a Proposed Amendment to Section 165 (adding section 50 – Swimming Pools) of the West Branch Zoning Ordinance.

Laughlin opened the public hearing at 7:12 p.m. There were no public comments. Laughlin closed the public hearing at 7:13 p.m.

First Reading of Ordinance 780 – Amending Chapter 165; Entitled, “Zoning Regulations” regarding adding section 50 – Swimming Pools to the West Branch Zoning Ordinance. / Move to action.

Goodweiler and Miller were in agreement that additional language should be added to the ordinance that exempts temporary swimming pools with a depth of less than twenty four inches. Both felt that the setback requirement in the ordinance would not allow a resident to put up a kiddie pool in the front yard or driveway

temporarily. The other members agreed with the proposed change. City Attorney Olson said he would make the change and bring it back for the next reading.

Motion by Miller, second by Sexton to approve the 1st Reading of Ordinance 780 (with the proposed change.) AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 1978 – Authorizing Certain Fund Transfers for the College Street Bridge and Second Street Improvements Project. / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1978. AYES: Goodweiler, Miller, Dean Stoolman, Sexton. NAYS: None. Motion carried.

Resolution 1979 – Establishing a New Fund.

Edgar explained that the new funds were needed for the FY22 budget (whether or not the projects would occur). By creating the funds now, it would avoid having to do a budget amendment later should the project move forward. The Council asked how much money was being budgeted for the West Branch School Turn Lane project and Edgar replied that he was budgeting \$50,000 as per Resolution 1970. Edgar confirmed when asked if that money could be used for something else if that project did not happen, Edgar indicated that was fact. Motion by Goodweiler, second by Sexton to approve Resolution 1979. AYES: Goodweiler, Sexton, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Discussion: Budget topics (fine tuning) and Early Draft of the City Administrator’s Recommended Budget.

Edgar provided an explanation of the revised amounts for the FY22 budget, noting that he had made an error in the debt service levy which had now been corrected. Edgar also mentioned that he budgeted sixty thousand dollars to the Capital Projects Reserve line (which was a public measure passed in 2019). The Council had no questions.

CITY ADMINISTRATOR REPORT

Jones reported that Haven Park (West Branch Village) has expressed interest in connecting to the City’s wastewater treatment system. Jones said he working through the details and said all costs associated with the connection will be at the expense of Haven Park. Jones said final updates were being made on the FY22 budget and was hoping for Council approval and setting the public hearing at the March 1st City Council meeting.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

Russell reported on Hoover’s Hometown Days planning for 2021. Russell said that with the on-going pandemic, health and safety measures would be followed. She confirmed that the inflatables would not be used this year, but other alternatives were being worked on for Village Green.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin asked for the status on the National Park snow plowing and police services contract. Jones said it should be ready for the next meeting. Laughlin expressed his disappointment that the former US Bank building (which the City was looking at possibly as a new library location), was no longer a viable option with the costs of updates required to make all areas of the building handicap accessible.

Dean informed the Council that he was contacted by Cedar County Public Health in setting up a COVID-19 vaccination clinic at the West Branch Fire Station. Dean said he was scheduled to get at least thirty vaccines each week (for an unknown amount of time) to administer to residents age seventy five and older. Dean said that communication about vaccination clinics has been challenging but very rewarding at the same time. Miller thanked Dean for his part in helping the community.

Miller asked to have the West Branch High School turn lane project added as a discussion item for the next City Council meeting.

Goodweiler mentioned the winter storm that affected Texas and other southern states earlier in the week. He questioned if the City had a plan in place for the possibility of a rolling black-out that many of the other states are doing to help with the demand on gas and electricity. Jones said the derecho last summer was an example of what areas the City could focus on to address residents needs in a natural disaster. Goodale confirmed that the City had access to generators in the event of a power outage for a short term event.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:08 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk