

*(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/](http://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**

**April 5, 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 Monday, April 5, 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 Pro Tem Colton Miller called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Jerry Sexton, Tom Dean and Nick Goodweiler were present. Mayor Laughlin attended via Zoom. City Staff present: Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Fire Chief Kevin Stoolman and City Attorney Kevin Olson. City Staff attending via Zoom: City Administrator Redmond Jones II, Police Chief John Hanna, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, Officer Cathy Steen and City Engineer Dave Schechinger.

#### **GUEST SPEAKER PRESENTATIONS - NONE**

#### **PUBLIC COMMENT - NONE**

#### **CONSENT AGENDA**

Motion to Approve Meeting Minutes for City Council Meeting March 15, 2021.

Motion to Accept the Notice of Retirement Date for Gordon Edgar the Finance Director.

Motion to Appoint Members to and Establish an Animal Control Appeal Board

Motion to Approve the Claims Report.

EXPENDITURES	4/5/2021	
AE OUTDOOR POWER	EQUIPMENT REPAIR	796.54
ALTORFER INC	EQUIPMENT REPAIR	3,566.71
AMAZON	BOOKS, PROG, MISC, TECH SUPPLIES	989.90
AMAZON.COM.CA. INC.	OFFICE SUPPLIES	44.99
BAKER & TAYLOR INC.	CREDIT MEMO	970.70
BARNHART'S CUSTOM SERVICES	SNOW MOVING WATER TOWER	450.00
BARRON MOTOR SUPPLY	REPAIR SUPPLIES	2.32
BEAVER HEATING AND AIR CONDITIONING	SERVICE CALL	78.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	65.44
DREAMHOST WEBHOSTING	WEB SITE HOST 3-23-21 TO 3-22	420.25
DROLLINGER, BRENT	BUILDING INCENTIVE PAYMENT	2,308.51
ELDON C STUTSMAN INC	BRINE PREPARATION EQUIPMENT	6,125.00
ELECTRICAL ENGINEERING & EQUIPMENT	SUPPLIES	91.77
GOODALE, MATTHEW	TRAINING	130.00
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	337.34
HOLLYWOOD GRAPHICS	SUPPLIES	54.53
IOWA ONE CALL	UTILITY NOTIFICATION SERVICE	18.00
JJ NICHTING COMPANY	REPAIR PARTS	35.12
JOHANNIS, DEREK OR SARAH	BUILDING INCENTIVE PROGRAM	1,791.34
JOHN DEERE FINANCIAL	MAINTENANC SUPPLIES, BATTERIES	253.09
JOHNSON COUNTY REFUSE INC	GARBAGE STICKERS	285.00
KANOPI	VIDEO RENTALS	75.00
KNOCHE, REBECCA	BUILDING INCENTIVE	53.62
KOCH OFFICE GROUP	COPIER MAINTENANCE	268.23
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,570.46
LOGAN CONTRACTOR'S SUPPLY	SUPPLIES-PARKING LOT	77.84
LYNCH'S EXCAVATING INC	SAND	538.80
LYNCH'S PLUMBING INC	VACUUM TRUCK RENTAL	556.80
MCELFRRSH, SARA	BUILDING INCENTIVE PAYMENT	1,111.22
MENARDS	SUPPLIES	162.70
MISCELLANEOUS VENDOR	DYNAMINDS PUBLISHING: INVESTING	277.00
MOORE'S WELDING INC	CUTTING EDGES & PLOW REPAIR	2,727.10
MUNDELL, JENNIFER	BUILDING INCENTIVE PAYMENT	789.73
MUNICIPAL SUPPLY INC.	WATER METER & CHARGER	1,232.00
OLSON, KEVIN D	LEGAL SERVICES-MARCH 2021	3,000.00
OVERDRIVE INC	BOOKS, AUDIO BOOKS	945.37
PETERSON, ADAM D OR LINDSEY	BUILDING INCENTIVE PAYMENT	900.45
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLAY IT AGAIN SPORTS	YOUTH SPORTS SUPPLIES	326.56
PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
QUILL CORP	OFFICE SUPPLIES	87.13
SHIMMIN, NICK	SOFTWARE	309.97
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	CLEANING SUPPLIES	45.84
VEENSTRA & KIMM INC.	UTILITY MAPPING	18,648.12
WEST BRANCH TIMES	LEGAL PUBLICATIONS-ADVERTISING	592.89
WHITE CAP L.P.	SUPPLIES	197.32

TOTAL		53,827.70
PAYROLL	3/19/2021	56,356.58
PAYROLL	4/2/2021	44,402.26
PAID BETWEEN MEETINGS		
CJ COOPER & ASSOICIATES	DRUG TEST	159.80
FRONTLINE PLUS	SERVICE AGREEMENT-STORM SIREN	500.00
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES GLOBAL FINANCIAL	MAILING EQUIPMENT LEASE	77.37
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
RAC SERVICES	SECURITY SERVICES	5,154.10
STRYKER SALES CORPORATION	MEDICAL SUPPLIES	2,180.00
US BANK CORPORATE CARD	TRAINING, SUPPLIES	2,769.13
US BANK EQUIPMENT FINANCE	LEASE OF COPY MACHINE	223.13
VERIZON WIRELESS	WIRELESS SERVICE	420.89
WELLMARK	FLEX CLAIMS ADMINISTRATION	59.40
WEST BRANCH REPAIRS	VEHICLE REPAIR	76.67
TOTAL		12,162.39
GRAND TOTAL EXPENDITURES		166,748.93
FUND TOTALS		
001 GENERAL FUND	69,675.41	
022 CIVIC CENTER	45.07	
031 LIBRARY	15,988.62	
110 ROAD USE TAX	18,022.58	
112 TRUST AND AGENCY	17,325.32	
308 PARK IMP -PEDERSEN VALLEY	77.84	
321 WIDENING WAPSI CREEK @ BERANEK PARK	4,460.22	
323 I-80 WEST, WATER MAIN RELOCATE	783.87	
324 WW TREATMT FAC IMP 2021	11,660.00	
327 GREENVIEW CONNECTION	740.80	
600 WATER FUND	14,731.07	
610 SEWER FUND	13,238.13	
GRAND TOTAL	166,748.93	

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

## **PUBLIC HEARING / NON-CONSENT AGENDA**

### Resolution 1990 – Accepting Seal Coat Unit Pricing from LL Pelling and/or Shamrock Company. Move to action.

Goodale said that by the request of Councilperson Stoolman at a prior council meeting, he reached out to other suppliers and found that Shamrock (a River Products Company), offered similar services and prices that were competitive with LL Pelling. Goodale requested to accept quotes from both suppliers which would give flexibility on city needs and timing of projects. The council that having two suppliers to choose from would be beneficial.

Motion by Sexton, second by Stoolman to approve Resolution 1990. AYES: Sexton, Stoolman, Miller, Dean Goodweiler. NAYS: None. Motion carried.

### Resolution 1991 – Establishing a New Fund for the Water Quality Improvement “Sponsor Project” Program. / Move to action.

Edgar explained that a new fund needed to be created because the city had received an invoice from Veenstra & Kimm for the project application. Jones reminded the Council of the approval of Resolution 1977 which approved the engineering services agreement with V&K for the application process to start the project. The Council had no questions.

Motion by Goodweiler, second by Dean to approve Resolution 1991. AYES: Goodweiler, Dean, Miller, Sexton, Stoolman. NAYS: None. Motion carried.

### Resolution 1992 – Approving 28E Agreements Between the City Of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the Purposes of Fire Protection and Aid and Assistance for Other Emergencies or Disasters Relating to Life and Property, or Hazardous Materials. / Move to action.

No discussion.

Motion by Sexton, second by Goodweiler to approve Resolution 1992. AYES: Sexton, Goodweiler, Dean Stoolman, Miller. NAYS: None. Motion carried.

### Resolution 1993 – Approving the General Agreement Between the United States Department of Interior National Park Service and the City of West Branch, Iowa Regarding Law Enforcement Assistance. / Move to action.

Hanna indicated he had reviewed the agreement and had no objections.

Motion by Stoolman, second by Dean to approve Resolution 1993. AYES: Stoolman, Dean, Sexton, Miller, Goodweiler. NAYS: None. Motion carried.

Resolution 1994 – Approving a Radio Frequency Use Agreement between the City of West Branch and the Herbert Hoover National Historic Site. / Move to action.

No discussion.

Motion by Dean, second by Goodweiler to approve Resolution 1994. AYES: Dean, Goodweiler, Miller, Sexton, Stoolman. NAYS: None. Motion carried.

Resolution 1995 – Approving the General Agreement Between the United States Department of the Interior National Park Service and the West Branch Fire/Rescue Department City of West Branch, Iowa. / Move to action.

Chief Stoolman indicated he had reviewed the agreement and had no objections.

Motion by Goodweiler, second by Sexton to approve Resolution 1995. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 1996 – Approving and Accepting Certain Municipal Improvements Constructed in the Meadows Subdivision, Part 4B; West Branch, Iowa. / Move to action.

Schechinger said he inspected the subdivision's municipal improvements late last week and noted that a few outstanding items still needed to be complete but felt they were minor. He listed a fire hydrant that needs to be lowered slightly, street signs to be placed (by Public Works), additional erosion control added and sidewalk aprons to be installed. Schechinger said that the local contractors involved with the finish work would remedy the outstanding items quickly. He reminded the Council that the City was holding an escrow for the remaining improvements and recommended approval of this resolution.

Motion by Sexton, second by Goodweiler to approve Resolution 1996. AYES: Sexton, Goodweiler, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Discussion: Establishing the Downtown East Redevelopment Site (former Croell Ready-Mix site) as a Planned Unit Development zoning designation.

Laughlin explained that when the City Council approved the Planned Unit Development (PUD) zoning ordinance designation in 2018, the former Croell Redi-Mix site (which the City obtained through a land swap), was not formerly rezoned to a PUD. Laughlin said the property is currently zoned I-2 (Industrial). Laughlin said West Branch Roofing, who owns the property to the north of the former Croell site is wanting to build a new building on their property, however the size of the building they are proposing, will not meet the required set-backs for the I-2 zone. The Planning & Zoning Commission discussed the situation at their March 23<sup>rd</sup> meeting and determined that the City should rezone the Croell property to a PUD and allow West Branch Roofing to do the same, which would give flexibility on set-back requirements in exchange for the City to have input on design standards. Laughlin added that there are other surrounding properties that could benefit from a zoning change to PUD as well and suggested that he or another member of the Council reach out to the other property owners and present this idea. Miller suggested to the other Council members to familiarize themselves with the Planned Unit Development zoning classification before moving forward with this idea.

Discussion: City Goals and Projects.

Miller stated that he requested this item to be placed on the agenda for discussion. Miller continued and said he felt that City projects are not getting done timely as there are no official timelines attached to them and lack of project management. He specifically mentioned the Wapsi Creek Widening project as an example and said the City had no plan for actually beginning the work and that the project just seems to drag along. Miller said start and end dates are critical for keeping projects moving. The other council members nodded in agreement with Miller's assessment. Jones said he previously created a Staff Work plan, but admitted that the document had not recently been reviewed or updated and committed to do so and making it available on the City's website. Stoolman requested that Jones provide project start and end dates for current and future projects in thirty (30) days.

**CITY ADMINISTRATOR REPORT – NO REPORT**

**CITY ATTORNEY REPORT – NO REPORT**

**STAFF REPORTS**

Schechinger gave updates on the following projects:

**Wapsi Creek Widening project:** Schechinger is continuing to work with the Gaskills but said that the Parkside Hills subdivision and city project going on at the same time was making moving forward challenging with the Gaskills.

**Greenview Drive extension:** City Attorney Olson is working through easement and right-of way issues with regard to moving electric service. He said Olson is working with Cedar County to determine if the service is in an easement or right-of way as that determines who pays to move it. He added that they are trying to keep the emergency siren in the same area, but need will to get an easement from a property owner. Schechinger said he would find out the approximate cost to move the service and report back to Council.

**Round-a-bout at Cedar-Johnson and West Main Street:** Schechinger said that due to some additional engineering by Johnson County, the round-a-bout preliminary cost of \$278,000 has now increased to approximately \$450,000. He said this is due to the change in grade required at the transition at the county line. Schechinger felt that this was unacceptable and suggested a meeting with the Mayor, a council member, city attorney and City Administrator. He also said that Johnson County has also rejected the proposed 28E Agreement with gave the city the option to pay for the project over multiple years.

The Mayor and Council agreed that a meeting was needed to determine if the project could be saved and asked Schechinger to coordinate the meeting as soon as possible with Johnson County.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS – NO REPORTS**

**ADJOURNMENT**

Motion to adjourn the regular meeting by Goodweiler, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 8:13 p.m.

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Colton Miller, Mayor Pro Tem

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