

(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**

**April 19, 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 19, 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 7:00 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 Police Chief John Hanna. City Staff attending via Zoom: Park & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, Police Officer Cathy Steen and City Engineer Dave Schechinger.

GUEST SPEAKER PRESENTATIONS

Mayor Laughlin read a proclamation from the Iowa City Area Realtors proclaiming April 2021 as Fair Housing Month.

PUBLIC COMMENT

Jessi Simon, CDG Executive Director reported that the annual Sweets For Success event held this past weekend at Little Lights Events was a great success and said they raised a grand net total of \$21,838.00 that will benefit the West Branch Community Development Group.

CONSENT AGENDA

Motion to Approve Minutes for City Council Meeting April 5, 2021.

Motion to Approve a Class E Liquor License, Class B Wine, Class C Beer (Carryout), Sunday Sales for BPG LLC Jack and Jill, Located at 115 E. Main St. West Branch, Iowa.

Motion to Approve Cigarette Permit for Jack & Jill Store (ownership change for Fiscal Year 21).

Motion to Appoint a Member to and Establish an Animal Control Appeal Board (Leesa Johnson).

Motion to Approve the Claims Report.

April Claims and March Revenues

| EXPENDITURES | 4/19/2021 | |
|----------------------------|--------------------------------|-----------|
| AERO RENTAL INC | POWER RAKE - BERANEK PARK | 88.00 |
| ALLIANT ENERGY | ELECTRIC SERVICE | 11,736.75 |
| ALTORFER INC | MAINTENANCE SUPPLIES | 27.66 |
| AMAZON | BOOKS, PROGRAM & TECH SUPPLIES | 2,883.85 |
| AT & T MOBILITY | AT & T MOBILITY | 344.72 |
| BAKER & TAYLOR INC. | BOOKS | 945.43 |
| BOCWAY INVESTMENTS LLC | BUILDING INCENTIVE PAYMENT | 428.34 |
| BOOKLIST | SUBSCRIPTION | 169.50 |
| BOWERS CUSTOM SERVICES LLC | ROCK HAULING | 480.00 |
| CEDAR COUNTY COOPERATIVE | FUEL HOSE | 78.29 |
| CEDAR COUNTY RECORDER | RECORDING FEES | 14.00 |
| CULLIGAN WATER TECHNOLOGIE | WATER SOFTENER SERVICE | 52.15 |
| D&R PEST CONTROL | PEST CONTROL | 70.00 |
| F&B COMMUNICATIONS INC | SERVER & INSTALLATION | 4,089.99 |
| FINDAWAY WORLD LLC | PROGRAM ACTIVITY | 69.99 |
| HAWKINS INC | AZONE | 613.21 |

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|--------------------------------|--------------------------------|-----------|
| HENDERSON PRODUCTS INC | SNOW PLOW REPAIR | 265.68 |
| HI-LINE ELECTRIC COMPANY I | SUPPLIES | 31.50 |
| HUEBBE MARY T OR TOBIOUS A | BUILDING INCENTIVE PAYMENT | 620.53 |
| IOWA POLICE CHIEFS ASSOCIATION | CONFERENCE REGISTRATION | 135.00 |
| JACOB DARBY | BUILDING INCENTIVE PAYMENT | 1,099.45 |
| JOHNSON COUNTY REFUSE INC. | RECYCLING & TRASH - MARCH, 202 | 15,680.00 |
| JP PARTY RENTALS LLC | DEPOSIT - FOAM CANNON | 437.50 |
| KANOPY | VIDEO RENTALS | 42.00 |
| LINN COUNTY R.E.C. | STREET LIGHTS | 205.73 |
| LYNCH GARRETT H | BUILDING INCENTIVE PAYMENT | 1,034.34 |
| LYNCH'S EXCAVATING INC | WATER MAIN REPAIR- N DOWNEY | 4,030.30 |
| LYNCH'S PLUMBING INC | REPAIR PARTS | 98.00 |
| MATT PARROTT/STOREY KENWORTHY | WINDOW ENVELOPES | 175.00 |
| MEADOWS DEVELOPMENT INC | RETURN ESCROW DEPOSIT | 82,725.00 |
| MUNICIPAL SUPPLY INC. | WATER METERS & SUPPLIES | 4,774.85 |
| OVERDRIVE INC | BOOKS | 3.68 |
| PREMIER PARTS TIPTON | AIR FILTERS | 425.76 |
| PYRAMID SERVICES INC. | MAINTENANCE SUPPLIES | 99.08 |
| QUILL CORP | SUPPLIES | 177.95 |
| RAC SERVICES | SECURITY SYSTEM | 1,854.80 |
| RIVER PRODUCTS COMPANY INC | ROCK - CUBBY PARK | 176.13 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 27.00 |
| THOMAS MARK & JEANETTE | BUILDING INCENTIVE PAYMENT | 888.68 |
| UNUM LIFE INSURANCE COMPANY | LIFE INSURANCE | 640.55 |
| WELLMARK | MAY PREMIUMS | 15,214.71 |
| WEST BRANCH REPAIRS | VEHICLE REPAIR | 476.87 |
| WEST BRANCH TIMES | SUBSCRIPTION-EXPIRE 05-30-2022 | 1,148.50 |
| WEX BANK | VEHICLE FUEL | 1,110.96 |
| WHITE CAP L.P. | CUBBY PARK-PARKING LOT | 1,316.50 |
| ZOOBEAN INC | LICENSING AGREEMENT | 895.00 |

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| TOTAL | | 157,902.93 |
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| PAYROLL | 04/16/21 | 56,499.75 |
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PAID BETWEEN MEETINGS

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| CEDAR VALLEY COOP | VEHICLE FUEL | 1,051.60 |
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| GRAND TOTAL EXPENDITURES | | 215,454.28 |
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FUND TOTALS

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| 001 GENERAL FUND | 137,870.84 |
| 022 CIVIC CENTER | 613.65 |
| 031 LIBRARY | 9,756.31 |
| 110 ROAD USE TAX | 6,354.18 |
| 112 TRUST AND AGENCY | 21,926.70 |
| 308 PARK IMP - PEDERSEN VALLEY | 4,192.28 |
| 600 WATER FUND | 22,555.58 |
| 610 SEWER FUND | 12,184.74 |
| GRAND TOTAL | 215,454.28 |

REVENUE-FISCAL YEAR 2021

FUND MAR

| | |
|----------------------------|------------|
| 001 GENERAL FUND | 200,206.00 |
| 022 CIVIC CENTER | 2,754.27 |
| 031 LIBRARY | 257.95 |
| 036 TORT LIABILITY | 5,647.36 |
| 110 ROAD USE TAX | 10,051.05 |
| 112 TRUST & AGENCY | 35,799.14 |
| 119 EMERGENCY TAX FUND | 4,932.16 |
| 121 LOCAL OPTION SALES TAX | 34,392.32 |
| 125 TIF | 119,575.52 |
| 226 DEBT SERVICE | 51,171.80 |
| 501 KROUTH PRINCIPAL FUND | 230.81 |
| 502 KROUTH INTEREST FUND | 62.85 |
| 600 WATER FUND | 48,004.18 |
| 610 SEWER FUND | 57,338.37 |
| 740 STORM WATER UTILITY | 5,551.75 |
| TOTAL | 575,975.53 |

Laughlin informed the Council that a recent dog bite incident with a child prompted the formation of an Animal Control Appeal Board. The owner of the dog has requested to appeal the dangerous animal classification by Chief Hanna. Laughlin said he will schedule a meeting in early May.

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

PUBLIC HEARING / NON-CONSENT AGENDA

Motion to Accept the Staff Recommended Equipment Replacement Set Aside Schedule for the Police Department. / Move to action.

Hanna presented his equipment replacement schedule that covers a six year period. Hanna said the replacement schedule is included in his annual budget set aside program.

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

Resolution 1997 – A Resolution Continuing to Allow the Implementation of a Trap, Neuter, and Release Feral Cats Pilot Program Within the City Limits. / Move to action.

Chief Hanna addressed the Council with his concerns over continuing the program and said returning strays to the community was not only a continued nuisance, but also against City Code, Chapter 55, Section 10, Animals at Large. Hanna said he wasn't convinced that releasing cats back into the community solves the issue at hand. Hanna further stated that he didn't have adequate resources to dedicate to the program continuing. The Council discussed the request from the Animal Control Commission to continue the program but decided that more information was needed to determine the effectiveness and benefits for continuing the program. No one from the Animal Control Commission was present to answer questions regarding the program.

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

Resolution 1998 – Approving \$6,521.55 to Linn County Rural Electric Cooperative for the Relocation of Electrical Utilities Related to the Greenview Connection Project. / Move to action.

Jones said that the cost to move the electric service was nominal and stated that Alliant Energy has offered to move their gas line at no charge to the City to keep the project moving.

Motion by Sexton, second by Miller to approve Resolution 1998. AYES: Sexton, Miller, Dean, Stoolman, Goodweiler. NAYS: None. Motion carried.

Discussion: Regarding the Roundabout (Cost Projections, Options, and Financing).

Laughlin stated that City staff, Schechinger, himself and Sexton met with Johnson County engineers and a JC Supervisor to discuss the round-a-bout project and said that costs are escalating due to many factors and asked Schechinger to explain the city's current options. Schechinger said that Johnson County has provided several iterations for the project design and due to topography, grading, land acquisition, and the requirement for ADA sidewalks on the north side of West Main Street, costs keeps rising. Schechinger said he needed the Council to discuss other project designs so he could give Johnson County Engineers direction to keep their project moving. The Council was presented with several options and determined that Option 5 (with a turn lane) for a cost of almost \$300,000 versus Option 7 (without a turn lane) for a cost of approximately \$141,000, the lowest cost option were the best choice for the City. Schechinger added that he is having the MPO look at the traffic study again with these options which would help to know if the turn lanes were in fact needed. The Council said they would like to know the result of the traffic study review before determining their final decision, but most likely the round-a-bout project 'was dead'.

Discussion: Consider adding provisions for Annexation to the Municipal Code.

Jones asked the Council to consider adding more language to the City Code regarding annexation for the city's future growth. The Council said the City had annexed in prior years without Code revisions and asked what the benefit would be the Code revision. Jones said other communities had an annexation process and thought it might be helpful to help guide the process. Jones also suggested that the Council give some thought and consideration to where they would like to see the City grow. Laughlin suggested that Jones meet

with Planning & Zoning Chairperson Fuller to discuss the West Branch Comprehensive Plan and get his thoughts on the future of West Branch expanding.

CITY ADMINISTRATOR REPORT

Jones said the closing on the SRF loan was complete for the \$619,000 for the planning & design portion of the waste water treatment plant. He reported that there had also been no movement with the Wapsi Creek widening project and that the City Attorney would be taking the necessary steps to move the project forward. Jones said that now that the property in question near the Greenview connection had been determined to be an easement, that project will move forward as well. Jones reported that the Parkside Hills project submitted revised construction plans to address the storm water concerns and that project will again start to move forward as well.

CITY ATTORNEY REPORT - ABSENT

STAFF REPORTS – NO REPORTS

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin asked the Council to begin considering a TIF request for a developer who has expressed interest in building a forty-eight unit independent living center on the corner of West Main Street and Cedar-Johnson Road (in The Meadows Subdivision). Laughlin said the developer is considering West Branch and Tipton for the 8 million dollar project. Laughlin also reminded Jones that the Council would be looking for an update and plans for the implementing a merit pay system for city staff.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, 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