

(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**

**May 3, 2021
7:06 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, May 3, 2021 at 7:06 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 7:06 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, Finance Officer Gordon Edgar. City Staff attending via Zoom: Park & Recreation Director Melissa Russell and City Engineer Dave Schechinger.

GUEST SPEAKER PRESENTATIONS

There were no guest speakers or public comments.

CONSENT AGENDA

Motion to Approve Minutes for City Council Meeting April 19, 2021.

Motion to Approve the Claims Report.

May 3rd Claims

EXPENDITURES	5/3/2021
AERO RENTAL INC	EQUIPMENT RENTAL 132.00
BEAN & BEAN	GRAVE OPENINGS 3,300.00
BOWERS CUSTOM SERVICES LLC	CUBBY PARK CAPITAL IMPROVEMENT 320.00
CROELL INC.	CUBBY PARK-CAPITAL IMPROVEMENT 5,610.00
DIRK WIENEKE	LAWN CARE SERVICE 1,595.00
ECONO SIGNS LLC	SIGNAGE 1,451.00
ELECTRIC PUMP INC	EQUIPMENT REPAIR 303.42
EVER-GREEN LANDSCAPE NURSE	PLAYGROUND CHIPS 2,160.00
HI-LINE ELECTRIC COMPANY INC	SUPPLIES 124.80
HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES 323.00
INTERSTATE ALL BATTERY CENTER	BATTERIES & CHARGER 71.95
INTOXIMETERS	INTOXIMETERS 218.50
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING 733.51
IOWA LAW ENFORCEMENT ACADEMY	TRAINING 50.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE 37.80
JOHN DEERE FINANCIAL	LAWN FERTILIZER 29.98
KELLY TREE FARM LLC	TREES 675.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE 1,505.57
LOGAN CONTRACTOR'S SUPPLY	CUBBY PARK CAPITAL IMPROVEMENT 181.20
MUNICIPAL SUPPLY INC.	WATER METERS 4,198.19
OLSON, KEVIN D	LEGAL SERVICES - MAY, 2021 1,500.00
PLUNKETT'S PEST CONTROL IN	PEST CONTROL - CITY OFFICE & TOWN HALL 95.18
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK 311.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS 913.00
SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICING 1,207.00
THE HOME DEPOT PRO	SUPPLIES 1,302.86
USA BLUE BOOK	SUPPLIES & EQUIPMENT 1,185.51
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONST REVIEW 371.00
VEENSTRA & KIMM INC.	PUD REVIEW 362.00

VEENSTRA & KIMM INC.	COLLEGE ST WATER MAIN TO 4TH ST	398.00
VEENSTRA & KIMM INC.	321 CHANNEL WIDENING FLOOD IMPROVEMENT	543.00
VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOCATION	242.37
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	304.00
VEENSTRA & KIMM INC.	GREENVIEW EXTENSION PRELIMINARY DESIGN	3,453.52
VEENSTRA & KIMM INC.	WW TREATMENT FACILITY IMPROVEMENT 2021	11,660.00
VEENSTRA & KIMM INC.	SPONSORED WATER QUALITY IMPROVEMENT 2021	2,500.00
VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOCATION	181.00
VERIZON WIRELESS	WIRELESS SERVICE	352.77
WATER SOLUTIONS UNLIMITED	SUPPLIES	44.76

TOTAL 49,947.89

PAYROLL 04/30/21 43,664.49

PAID BETWEEN MEETINGS

CEDAR COUNTY FIREFIGHTERS	DUES 2020 AND 2021	60.00
EMILY WALSH	REFUND	50.00
JENN CARLEY	REFUND	50.00
KELLI SCHWEITZER	REFUND	50.00
KIECK'S CAREER APPAREL & UNIFORMS	UNIFORMS	153.75
LINDSEY WHITE	REFUND	50.00
MOLLY CASHMAN-BANE	REFUND	50.00
TIM MOSS	REIMBURSEMENT	47.90
NAEMT	TRAINING COURSE FEE	80.00
ONLINE STORES LLC	MEDICAL GLOVES	292.45
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
QUILL CORP	PORTABLE DATA BACKUP DEVICE	58.09
RELICANT FIRE APPARATUS, INC.	VEHICLE REPAIR	430.81
SCOTT POPKES	REFUND	50.00
TOTAL WATER TREATMENT SYSTEMS	EQUIPMENT	345.50
US BANK CORPORATE CARD	SUPPLIES, CONCESSION MERCHANDISE	4,257.19
US BANK EQUIPMENT FINANCE	LEASE PAYMENT	106.25
LINN COUNTY REC	GREENVIEW CONNECTION-ELECTRICAL	6,521.55
MEDIACOM	CABLE SERVICE	41.90

TOTAL 13,195.39

GRAND TOTAL EXPENDITURES 106,807.77

001 GENERAL FUND	37,131.87
022 CIVIC CENTER	1,366.10
031 LIBRARY	6,540.46
110 ROAD USE TAX	16,328.41
112 TRUST AND AGENCY	4,761.83
308 PARK IMP - PEDERSEN VALLEY	6,111.20
321 WIDENING WAPSI CREEK @ BERANEK	543.00
323 I-80 WEST, WATER MAIN RELOCATION	423.37
324 WW TREATMENT FAC IMPROVEMENT 2021	11,660.00
327 GREENVIEW CONNECTION	2,500.00
600 WATER FUND	12,467.02
610 SEWER FUND	6,974.51

GRAND TOTAL 106,807.77

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1999 – A Resolution Setting a Date of Meeting for the Public Hearing on the Status of Funded Activities and Final Statement for the West Branch Food Pantry CDBG Grant Project. / Move to action.

Jones stated that a requirement of the grant process is to hold a hearing to close out the grant.

Motion by Miller, second by Goodweiler to approve Resolution 1999. AYES: Miller, Goodweiler, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2000 – A Resolution Setting a Date of Meeting for the Public Hearing on Amending the Current Budget. / Move to action.

Edgar explained that we need to amend the budget because the grant money related to Resolution 1999 was not budgeted in the current fiscal year. Also, the City will probably be written up by the auditors because we spent \$2,000 before we amended the budget.

Motion by Miller, second by Goodweiler to approve Resolution 2000. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton, . NAYS: None. Motion carried.

Resolution 2001 – A Resolution Authorizing the Transfer of Funds / Move to action.

Edgar explained that we are moving dollars from the Emergency Fund to the General Fund so that we can spend them. The other transfers are to fund the debt payment due this fiscal year or repay inter-fund loans.

Motion by Miller, second by Goodweiler to approve Resolution 2001. AYES: Miller, Sexton, Goodweiler, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 2002 – A Resolution Approving Contracts for the Hoover Hometown Days Celebration in the Amount of \$4,400. / Move to action.

Russell explained the services that each of the four contracts will provide. The entertainment will be provided by people from this area, although some of the agents we are dealing with are from out of state. She said additional contracts will be forthcoming in the future.

Motion by Stoolman, second by Goodweiler to approve Resolution 2002. AYES: Stoolman, Goodweiler, Dean, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2003 – A Resolution Approving the Proposed Job Description for the Position of Finance Officer / Move to action.

Laughlin said he and three other people had modified the existing job description and this was the result.

Motion by Goodweiler, second Stoolman to approve Resolution 2003. AYES: Goodweiler, Stoolman, Dean, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2004 – A Resolution Sun-setting the City of West Branch Housing Incentive Program. / Move to action.

Sexton asked if new permit fees would be accompanying this. The reply was that would be addressed at a later date.

Motion by Miller, second Stoolman to approve Resolution 2004. AYES: Miller, Stoolman, Sexton, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion: Planning Orange Street 4th and 5th with East Side Infrastructure Master Project; and Moving Forward with Greenview Connection as priority to be substantially complete by June 30.

Jones explained that priorities changed and it didn't make sense to complete parts of planned projects that might need to be torn up to complete other portions of the plan. A plan needs to be developed that would proceed in a logical manner along with a budget for the project. Veenstra and Kimm will develop the plan for completing the work over three years along with the cost estimates of the work.

Discussion: Consider updates to the Town Hall rates and fees.

Russell presented the proposed rates to the Council. After much discussion, the council supported raising the rates for non-resident, non-profit organizations, continue using the current six hour block rate for weekends and have all other rates remain the same for the next year. The issue would then be revisited in one year.

Motion to accept the Staff Work Plan for the 4th Quarter of Fiscal Year 2021. / Move to action.

Jones explained that the staff work plan would be on a Google spreadsheet, and staff would be able to update whenever work is performed on a project.

CITY ADMINISTRATOR REPORT

Jones said V & K and ECIA are working together on a grant to connect WB Village to city sewer system. The question of when will construction begin on the new wastewater plant and the progress made in relocating the brush pile came up. Jones reported contracts would probably be let in November or December with construction beginning in the spring. Talks were underway with a landowner to relocate the brush pile and if an agreement can not be reached with him, there are alternate sites under consideration.

Jones reported the City was now looking at the “free option” which is really a “less cost option”, rather than install a roundabout on the Cedar-Johnson County Road. Johnson County officials have been made aware they would be responsible for a turn lane under that option but no decision has been made to proceed.

The Wapsi Creek Widening Project is still waiting for a resolution with the Gaskills. The Council responded they would like to issue a deadline to the Gaskills to sign the agreement.

CITY ATTORNEY REPORT – No report.

STAFF REPORTS – NO REPORTS

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said the sand bags at Heritage Square should be removed and the area needs to be finished.

Sexton reported he received a couple of comments regarding the signage at the intersection of Cedar-Johnson Road and Greenview. He said people leaving Little Lights don't realize it isn't a four way stop and he would like to have something done about it.

Dean said he would like to have the old Caseys site put on the agenda so the Council can decide what to do to finish it.

Stoolman said she would like the alley between 4th and 5th on to Main St. shut down. People only go down the alley, not up it, and they are unable to stop when then come down.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:41 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon Edgar, Finance Officer / Deputy City Clerk