

(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**

**June 28, 2021
7:00 p.m.**

Until further notice, all of our Council Meetings will be held in person and electronically via Zoom. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa.

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, Tom Dean, Jerry Sexton and Nick Goodweiler were present. City Staff present: City Administrator Redmond Jones II, Deputy Clerk Leslie Brick, Finance Officers Gordon Edgar & Heidi Van Auken, and City Attorney Kevin Olson. City Staff attending via Zoom: Library/IT Director Nick Shimmin, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Police Chief John Hanna and City Engineer Dave Schechinger.

GUEST SPEAKER PRESENTATIONS

Jennifer Walker, ECIA presented information on the Hometown Pride – A Keep Iowa Beautiful Program. Walker provided a summary of the state-wide non-profit organization’s program. Walker said the program is designed to help communities with project planning, community engagement and helping cities win grants for projects. Walker stated that each participating city would receive the services from ECIA for writing two grants each year, one state and one federal. ECIA is hoping to expand the project to include Cedar County. Walker said the membership for the program will cost West Branch \$500 for the first year and \$1000 per year for the next four years. Laughlin questioned if the program’s effort would duplicate that of the West Branch Community Development Group since they are doing some of the similar things in the community. Nicki Brick, Board Member of the WB CDG said she felt the program would be a fabulous collaboration if the two groups could work together since their main focus is more on the downtown rather than other city projects. Laughlin mused that the program could help with the cities future trails project and Miller said maybe the group could help the City find a grant for improving the remaining downtown sidewalks on West Main Street. Overall, the enticement of the assistance with grant applications intrigued the Council the most.

PUBLIC COMMENT - NONE

CONSENT AGENDA

Motion to Approve Meeting Minutes for City Council Meeting June 7, 2021.

Motion to Approve Meeting Minutes for Special and Closed Session Meeting June 21, 2021.

Motion to Approve the West Branch Fire Department Class B Beer (BB) (Includes Wine Coolers) with Outdoor Service for Hoover’s Hometown Days.

Motion to Approve the Special Event Permit for the 2021 Hoover’s Hometown Days Celebration.

Motion to Approve Street closures for the 2021 Hoover’s Hometown Days Celebration.

Motion to Approve the Claims Report.

EXPENDITURES	6/28/2021	
AERO RENTAL INC	STUMP GRINDING	469.82
AIRSPACE MONITORING SYSTEM	CO MONITOR ALARMS	1,070.89
AMAZON	BOOKS AND SUPPLIES	793.32
AMAZON.COM.CA., INC.	KEYPAD ENTRY SYSTEM	94.42
BARNHART'S CUSTOM SERVICES	CUBBY PARK CAPITAL IMPROVEMENT	95.00
BOWERS CUSTOM SERVICES LLC	SAND HAULING	270.00
CAPITAL ONE	PROGRAM SUPPLIES	173.79
CEDAR COUNTY RECORDER	RECORDING FEES	35.00
CROELL, INC.	TOWN HALL PARKING IMPROVEMENT	1,490.00
DIRK WIENEKE	LAWN CARE SERVICE	600.00
ELITE HOLDING COMPANY	STAFF SHIRTS	1,068.00
FELD FIRE EQUIPMENT CO. INC	VERIDIAN BUNKER GEAR	9,870.00
FRED'S FEED & SUPPLY LLC	GROUNDS SUPPLIES	38.07

GRAY BARN INDUSTRIES INC	GRIEBAHN INDUSTRIES INC	25.00
HARRY'S CUSTOM TROPHIES LT	SOFTBALL MEDALS	108.00
HAZELHASKY LLC DBA HERB & LOUS	CONCESSION MERCHANDISE	208.50
HEIMAN FIRE EQUIPMENT	FIRE HOSE	1,899.00
HY-VEE ACCOUNTS RECEIVABLE	CONCESSION MERCHANDISE	695.56
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 070121 TO 063022	221.02
IOWA DEPARTMENT OF PUBLIC	WARRANTS AND ARTICLES SYSTEM	1,200.00
IOWA MUNICIPAL FINANCE OFFICERS	DUES VAN AUKEN 21-22	50.00
JOHN DEERE FINANCIAL	SAFTEY SUPPLIES, SUPPLIES	406.98
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	285.00
JOURNEYED COM INC	SOFTWARE LICENSE	144.03
KANOPI	VIDEO RENTALS	30.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	480.18
LENOCH & CILEK	SUPPLIES	17.86
LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	1,515.96
LIBRARICA LLC	LICENSE RENEWAL	328.20
LINN COUNTY R.E.C.	STREET LIGHTS	213.10
LOGAN CONTRACTOR'S SUPPLY	SUPPLIES	243.00
MANATT'S INC	COLD MIX	492.70
MEDIACOM	CABLE SERVICE	41.90
MENARDS	SUPPLIES	1,097.81
PARKSIDE SERVICE	TIRES	1,115.48
PIP PRINTING & MARKETING SERVICES	OFFICE SUPPLIES	129.56
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL - CITY OFFICE	170.18
PORT 'O' JONNY INC.	SERVICE-CEMETERY	95.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
STATE HYGIENIC LAB	LAB ANALYSIS	27.00
U.S. POSTAL SERVICE	PO BOX RENT- ANNUAL	58.00
VERIZON WIRELESS	VERIZON WIRELESS	372.17
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,611.00
WELTER STORAGE EQUIP CO INC	FILE CABINETS	736.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	200.60
WEST BRANCH TIMES	PUBLISHED MINUTES & REPORTS	1,191.32
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,300.00
WHITE CAP L.P.	SAFETY EQUIPMENT	368.77
XCESSORIES SQUARED	SIGN POSTS	429.89
TOTAL		35,516.08
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	6/11/2021	52,120.45
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	6/25/2021	66,812.49
PAID BETWEEN MEETINGS		
LYNCH, MADISON	UTILITY REFUND	164.59
GLOBAL PAYMENTS	CREDIT CARD FEES	389.68
MENTE CONSTRUCTION	ESCROW REFUND	5,000.00
ROB COPELAND	ESCROW REFUND	5,000.00
ADVANTAGE SIGNS & GRAPHICS	PLAQUES	232.99
AE OUTDOOR POWER	EQUIPMENT REPAIR	141.29
ALLIANT ENERGY	UTILITY SERVICE	9,495.68
BAKER & TAYLOR	BOOKS	730.64
CEDAR COUNTY COOP	VEHICLE FUEL	1,880.50
D & R PEST CONTROL	PEST CONTROL SERVICE	70.00
DEMCO	SUPPLIES	50.93
FINANCIAL ADJUSTMENT BUREAU INC	COLLECTION SERVICE FEE	2.60
INTERSTATE ALL BATTERY CENTER	SUPPLIES	49.95
LISBON LAZERS 2030	TOURNEY FEE	150.00
OVERDRIVE INC	BOOKS	429.43
PITNEY BOWES GLOBAL FINANCIAL	MAILING EQUIPMENT LEASE	77.37
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
QUILL CORP	CLEANING SUPPLIES	91.73
SWANK MOTION PICTURES INC	SITE LICENSE - MOVIE	104.00
SWIFT & SWIFT LLC	NUISANCE ABATEMENT SERVICES	1,593.25
THE GAZETTE	SUBSCRIPTION	210.60
THE HOME DEPOT PRO	BUILDING SUPPLIES	133.71
TYLER TECHNOLOGIES	SERVICE FEE	12.50
US BANK CORPORATE CARD	CONCESSION MERCHANDISE/SUPPLIES	14,584.79
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
WEX BANK	VEHICLE FUEL	1,601.39
TOTAL		42,803.87

FUND TOTALS		
001 GENERAL FUND		105,469.32
022 CIVIC CENTER		2,093.61
031 LIBRARY		16,049.40
110 ROAD USE TAX		11,838.69
112 TRUST & AGENCY		21,734.05
308 PARK IMP - PEDERSEN VALLEY		1,283.90
600 WATER FUND		22,471.33
610 SEWER FUND		16,312.59
TOTAL		197,252.89

REVENUE-FISCAL YEAR 2021

FUND	APR	MAY
001 GENERAL FUND	268,082.84	254,655.09
022 CIVIC CENTER	6,617.35	832.70
031 LIBRARY	102,401.27	109.81
036 TORT LIABILITY	37,900.09	747.78
110 ROAD USE TAX	62,401.18	23,660.29
112 TRUST & AGENCY	74,858.99	4,740.60
119 EMERGENCY TAX FUND	13,418.51	653.19
121 LOCAL OPTION SALES TAX	17,196.18	20,207.35
125 TIF	116,383.39	94.82
226 DEBT SERVICE	122,000.88	682,786.00
600 WATER FUND	44,337.53	54,438.63
610 SEWER FUND	61,680.28	56,639.25
740 STORM WATER UTILITY	5,221.03	5,491.12
TOTAL	932,499.52	1,105,056.63

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

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading of Ordinance 781-A – Amending Chapter 165; Entitled, “Zoning Regulations” to add section 51 “Annexed Territory”. / Motion to approve.

ORDINANCE 781-A**AN ORDINANCE AMENDING CHAPTER 165; ENTITLED, “ZONING REGULATIONS” TO ADD SECTION 51, “ANNEXED TERRITORY”.**

WHEREAS, the City of West Branch, Iowa, believes that the clarification of certain sections in the Zoning Code will lead to a clearer understanding of the process of Annexation; and

WHEREAS, the City of West Branch, Iowa, believes that a more uniform and consistent wording in the language contained within certain sections in the Zoning Code will aide interested parties better navigable the state and local process of annexation; thus, lead to more consistent interpretation of the requirements; and

WHEREAS, it is the goal to make development in the City of West Branch user friendly; thus, it is recommended that the City Council of the City of West Branch, adopt these amendment recommendations in the Zoning code; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the intention of providing a framework for proposals for annexed territory.

NOW, THEREFORE, BE IT ORDAINED:

BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsections to Chapter 165.

165.51 – Amend Chapter 165 by adding section 51: ANNEXED TERRITORY

165.51 ANNEXED TERRITORY

1. Annexation is defined as the addition or incorporation of a land / territory (private and/or commercial) into the City of West Branch.
2. Any area of proposed annexation to the City of West Branch shall be zoned by the City after a recommendation by the Planning and Zoning Commission prior to annexation. Any applicant for annexation must include a requested zoning classification along with the application for annexation. The Notice of Annexation must include the applicant’s requested zoning classification. If the Planning and Zoning Commission makes a recommendation for acceptance of the annexation to the Council, it must include a recommendation of zoning also. If the Council accepts the annexation, it must designate the zoning classification of the territory and it will become effective upon the recording of the resolution. The resolution will not be recorded sooner than three days after its passage, nor will the resolution be sent to the State of Iowa City Development Board until three days after passage. The applicant for annexation may withdraw the application if desired due to the zoning classification within the three-day period before the annexation is recorded or forwarded.
3. The ability to annex and approval of an annexation proposal are subject to section 368 (25, 0) of the Iowa Code.

Passed and approved this 28th day of June, 2021.

First Reading: May 17, 2021
Second Reading: June 7, 2021

Attest:

Leslie Brick, Deputy City Clerk

Motion by Sexton second by Stoolman to approve the third reading of Ordinance 781. AYES: Sexton, Stoolman, Miller, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 2016 – Approving Participation in the Hometown Pride a Program of Keep Iowa Beautiful (an East Central Intergovernmental Association Proposal). / Move to action.

Laughlin said he felt that the cost of the program was a decent investment with the added value of getting two grants written during each year of participation. Miller expressed that his only concern was that the City might not be ready for the program since a formal Capital Improvements Plan is not in place and wondered if the first year of the program ECIA could help the city create a ‘road map’ for future projects. After further discussion, the Council felt the small investment was worth it.

Motion by Dean, second by Stoolman to approve Resolution 2016. AYES: Dean, Stoolman, Miller, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2017 – Accepting Public Improvements Constructed in Cedar’s Edge First Addition, West Branch Iowa. / Move to action.

Olson explained that the public improvements being recommended for approval with this resolution is for the whole subdivision, excepting sidewalks as per the Subdividers Agreement. Sexton requested the Council to consider allowing him to vacate the future Birdie Lane (not yet constructed) as part of Cedar’s Edge Subdivision. The original sub-divider’s agreement stated that the street did not need to be constructed until Cedar-Johnson Road was improved. Sexton said in the mean time he has created a gravel lane to the golf course cart shed and that the road was no longer needed. He also stated that he has someone interested in the adjacent lot and is trying to determine the placement of the home on the property. Laughlin said the matter should be brought to the Planning & Zoning Commission for their recommendation and then brought back to the Council at a later date.

Motion by Goodweiler, second by Stoolman to approve Resolution 2017. AYES: Goodweiler, Stoolman, Miller, Dean. NAYS: None. Abstain: Sexton. Motion carried.

Resolution 2018 – Approving the purchase of a Police SUV vehicle from West Branch Ford. / Move to action.

Hanna said that the purchase of the new vehicle coincides with his budgeted set aside program as previously directed by Council during budget discussions. Hanna said he anticipates a long lead time in getting the vehicle due to a back log of vehicles being produced due to last year’s pandemic.

Motion by Miller, second by Dean to approve Resolution 2018. AYES: Miller, Dean, Sexton, Goodweiler, Stoolman. NAYS: None. Motion carried.

Discussion: Consider a Home Base Iowa Community Project / Program that Establishes a Home Buyer Rebate Program for Veterans.

Dean said he would like to see the City participate in the program and offer veteran’s the same tax rebate as the sunseting Building Incentive Program which expires on June 30, 2021. The Council was agreeable with Dean’s proposal but wanted to put a two-year limit on the program to see the level of participation. The Council asked staff to draft a proposal in the form of a resolution for consideration.

CITY ADMINISTRATOR REPORT

Jones reported that he and the Public Works staff visited four towns who use ultra violet disinfectant operating systems to help determine which way the city would move forward. Jones said the group toured West Liberty, New London, Norway and Mount Vernon and the found that the system used by New London was preferred due to ease of maintenance. Jones reported that Parkside Hills Subdivision excavation is underway.

CITY ATTORNEY REPORT - No report

STAFF REPORTS

Hanna informed the Council that an error was recently discovered on the police department budget. Hanna said that part-time salaries he had requested were erroneously omitted with the final FY22 budget submission. Hanna said he would be meeting with Van Auken in the coming weeks and warned that a budget amendment would be necessary.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said he had been contacted by property owner Shirley Jensen (who owns property on S. 4th St.) that nobody had contacted her regarding the Parkside Hills Subdivision water and sewer tie in on her property. Laughlin said after some investigation and discussions with City Engineer Schechinger, the property does in deed have an easement on it and that is where the work was being done. Laughlin said the developer should have contacted Jensen. Miller asked why the developer hadn't addressed the ongoing water issue coming from the property and asked staff to talk to the developer about finding the issue sooner than later. Laughlin also added that the owners of Parkside Service approached a him about the possibility of purchasing the former Casey's site to use as a parking lot for his employees. Laughlin said he would support the idea and said he informed Hosier that the city had planned on placing the mural at the north end of the parking lot. Hosier verbally agreed that if he purchased the lot, the mural could still be located on the property. Sexton said he was concerned with the space being a private parking lot and wondered if over time, other business items would end up being stored there and how it would make Main Street look. Colton said the Council needs to decide what they want to do with the property and move forward with a decision. Brick added that the current zoning should be reviewed to see if that is a permitted use for the district. Laughlin asked the Council to prepare for a special meeting on July 1st.

Miller announced that a new speed sign has been placed on North Downey St at the city limit. Hanna added that another sign has been ordered and will be placed at the city limit on East Main Street when it arrives.

Stoolman asked for an update with the meeting with residents on N. 4th and N. 5th St. regarding the alley issue. Goodale said he had met with the residents and they were willing to try the tree sap method on the gravel surface to see if that would help with some of the erosion and gravel slide. The group also said they would consider other alternatives and maybe consider some cost sharing in a more permanent solution. Stoolman asked why a sidewalk recently installed by Public Works on E. College Street wasn't made ADA compliant. Goodale explained the reason the City replaced a portion of the sidewalk was due to the removal of a city tree which damaged the sidewalk. Goodale said extending the sidewalk to the curb would require engineering and that it wouldn't make sense to make one sidewalk ADA accessible when there were no others on any of the surrounding streets.

ADJOURNMENT

Motion to adjourn the regular meeting by Dean, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:29 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk