

(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**

**July 12, 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: Deputy Clerk Leslie Brick, Police Chief John Hanna, Public Works Director Matt Goodale and City Engineer Dave Schechinger. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin and Park & Recreation Director Melissa Russell. Absent: City Attorney Kevin Olson.

GUEST SPEAKER PRESENTATIONS - NONE

PUBLIC COMMENT - NONE

CONSENT AGENDA

Approve minutes from the June 28, 2021 City Council Meeting.
 Approve a Class C Liquor License (LC) (Commercial) with Sunday Sales privileges for Mexico Lindo Inc., DBA: Mexico Lindo Grill and Cantina – 711 S. Downey St.
 Approve Outdoor Service for The Down Under, 102 W. Main St., on August 6th-7th, 2021 for Hoover’s Hometown Days.
 Approve certain records to be destroyed per the Iowa Record Retention Manual for Iowa Cities.
 Approve the claims.

7/12/2021 Claims

AT & T MOBILITY	WIRELESS SERVICE	344.80
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	14,331.78
CEDAR COUNTY EMERGENCY MAN	2021-2022 EMA ASSESSMENT	9,464.75
CEDAR COUNTY RECORDER	RECORDING FEES	41.00
CJ COOPER & ASSOCIATES	DRUG TESTING	35.00
CROELL, INC.	SIDEWALK REPAIR	422.75
DIAMOND VOGEL PAINTS	DIAMOND VOGEL PAINTS	3,349.14
EAST CENT INTERGOVT ASN.	DUES 7-1-21 TO 6-30-22	1,625.40
ECONO SIGNS LLC	SIGNS	833.30
ELITE HOLDING COMPANY	CAMP SHIRTS	23.75
HOLLYWOOD GRAPHICS	HHTD BANNERS	258.50
IOWA DEPARTMENT OF NATURAL	DUES/MEMBERSHIP	264.61
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES	1,581.00
JOHNSON COUNTY EMERGENCY M	FY2022 HAZ MAT TEAM 28E AGREE	47.50
JOHNSON COUNTY REFUSE INC.	RECYCLING AND TRASH JUNE 2021	16,069.50
LYNCH'S PLUMBING INC	CUBBY PARK SUPPLIES	251.50
OLSON, KEVIN D	LEGAL SERVICES JULY 2021	1,500.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	108.00
QUILL CORP	OFFICE SUPPLIES	52.70
RACOM CORPORATION	ANTENNA REPLACEMENT	77.00
TYLER TECHNOLOGIES	SOFTWARE MAINTENANCE/SUBSCRIPT	9,840.60
SUBTOTAL		60,522.58
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	7/9/2021	54,514.88
MISC VENDOR	UB REFUNDS	132.95
GRAND TOTAL EXPENDITURES		115,170.41

FUND TOTALS	
001 GENERAL FUND	77,213.06
031 LIBRARY	5,457.19
110 ROAD USE TAX	11,859.59
600 WATER FUND	8,153.54
610 SEWER FUND	6,570.97
112 EMPLOYEE BENEFITS	5,916.06
TOTAL	115,170.41

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

Resolution 2019, accepting the resignation and approving an agreement with Redmond Jones II. / Move to action.

No discussion.

Motion by Dean, second by Miller to approve Resolution 2019. AYES: Dean, Miller, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Resolution 2020, adjusting the salaries of certain appointed officers. / Move to action.

Hanna explained his request for salary adjustments was an attempt to retain his current staff. Hanna said two of his officers had informed him of their plans to interview at a neighboring agency. He said he is fully aware that West Branch cannot compete in the area of salary or benefits with bigger cities and counties, but said he researched other cities pay scales and reviewed his budget to see if he could make some adjustments to cover part of the proposed increase. Miller reminded the other Council members that city government has two main responsibilities to their residents: public safety and infrastructure. The Council agreed that current times are making it difficult to attract and retain police officers and conceded that action should be taken. Members of the Council also suggested that other safety options should be considered in the future if filling positions become difficult. They briefly discussed the current residency requirement and how that affects response times since currently only two officers reside in the city limits. After discussion and reviewing the three-options Hanna provided, the Council decided to go with option A (the highest pay increase) so that they would not have to revisit the topic again, stating that is all they are able to offer.

Motion by Miller, second by Goodweiler to approve Resolution 2020, option A. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

Resolution 2021, approve adding the title ‘Deputy Clerk’ to the Finance Officer/Treasurer’s job title for the purpose of obtaining certification with Iowa Municipal Finance Officers Association (IMFOA). / Move to action.

Motion by Stoolman, second by Sexton to approve Resolution 2021. AYES: Stoolman, Sexton, Miller, Goodweiler, Dean. NAYS: None. Motion carried.

Resolution 2022, approving the revised site plan for Parkside Petroleum LLC, located at 401 Parkside Drive, West Branch, Iowa. / Move to action

Schechinger explained that the developer submitted a revised site plan that will move the gas station sign to the southwest corner of the property which in turn relocates the water and sewer lines to better fit on the property. Schechinger said the Planning & Zoning Commission reviewed the site plan at their special meeting on July 6th and had no concerns with the changes.

Motion by Miller, second by Sexton to approve Resolution 2022. AYES: Miller, Sexton, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2023, approving the West Branch Village Expansion Site Plan. / Move to action.

Joseph Mailander of Clearwell, PLLC, a civil engineer hired by Haven Park (aka West Branch Village), presented their site plan to the Council. Mailander explained that he had several meetings with the City Engineer regarding the proposed site plan which will expand the West Branch Village with an additional sixty-five lots on the southwest corner of the property (near Lincoln Street and Washington Blvd). The proposed site plan includes recommendations from city staff, city engineer and the Planning & Zoning

Commission for the following: a second emergency shelter, a second access/exit from the existing neighborhood, an open lot for a future playground, additional guest parking, a connection to the Hoover Trail, extra parking area to hold snow in the winter, detention area for storm water from the proposed expansion, lighting and landscaping throughout the expansion. Schechinger said the new expanded section sewer will tie into the cities sewer system and bypass the existing lagoons. He said a sewer meter will be installed to measure the flow going into the city system for billing purposes and that process is being worked out. The Planning & Zoning Commission approved this site plan at a special meeting on July 6th. Miller (a resident of West Branch Village), said he would not approve the proposed site plan showing the second access point exiting from the northwest corner as it would go through his front yard. Mailander, then spoke up and said he submitted a revised plan (not provided to the Clerk) that moved the second access point to the northeast corner of the expansion area. Schechinger confirmed that he had received it earlier in the day and said he felt the access point would fit in the new proposed location and not cause a traffic issue with entering N. 4th St. (Copies were then provided to the Council.) The Council agreed that the expansion is needed to give West Branch more affordable housing and had no concerns with the expansion. After further discussion, the Council agreed that moving the second access/exit to the northeast expansion made sense. Motion by Sexton, second by Dean to approve Resolution 2023. AYES: Sexton, Dean, Stoolman, Miller, Goodweiler. NAYS: None. Motion carried.

Motion to approve installing the University of Iowa Public Art project mural at the City Office. / Move to action.

No action was taken on this item. The Council instead offered other possible locations for the mural to be placed. Laughlin said he would reach out to the property owners the Council suggested.

Discussion – Herbert Hoover Highway/ Cedar-Johnson Rd intersection.

Schechinger stated that Johnson County engineers asked if the City would be interested in taking the lead on the intersection project (the West Branch portion) since the City had so many stipulations. If the Council was agreeable, Schechinger said he would have an engineering services agreement drawn up for the project. He said the City would be required to pay for their portion of the improvements to West Main Street and Cedar-Johnson Road, but that he would work with Johnson County to see if they would pay for the project with the City reimbursing them when the project was complete. Miller stated the City will have to borrow for the project and said it needed to be done. The project estimated at \$1.2 million dollars would be a cost share between the two entities with a 70/30 split (Johnson 70 / West Branch 30). The Council gave Schechinger the go ahead with drawing up the agreement.

Discussion – moving forward with the Wapsi Creek widening project.

Laughlin informed the Council that all talks and negotiations with the Gaskill's have stalled and the City will continue to pursue eminent domain. City Attorney Olson will resume the process when he returns from vacation.

CITY ADMINISTRATOR REPORT – N/A

CITY ATTORNEY REPORT – ABSENT

STAFF REPORTS

Goodale gave an update on the East College Street water & sewer main replacement project and said it is nearing completion.

Russell said the irrigation lines have been moved as part of the relocation of the baselines at Cubby Park and said the project is on target to be completed this summer.

Brick suggested Council meetings should resume the normal schedule in August on the 1st and 3rd Monday of the month. Brick said this would result in two meetings back to back (July 26th and August 2nd). The Council had no issue.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin informed the Council that he will have weekly meetings with staff until a new city administrator is hired. Goodweiler asked if the Council would be appointing an interim City Administrator. Laughlin said that that for the time being, he and office staff would be assuming additional responsibilities. Laughlin said that Miller, Dean, Brick and himself met last week to discuss the City Administrator job description and said a copy of it would be distributed to the other Council members for feedback. Laughlin said he hoped the Council would approve the job description at the July 26th or August 2nd Council meeting so that the advertising and recruitment could begin. Laughlin said the group also discussed a timeline for the recruitment with a possible start date of November 1st for the new City Administrator.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:31 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk