

(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**

**August 2, 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, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler was present. City Staff present: Deputy Clerk Leslie Brick, City Attorney Kevin Olson and Public Works Director Matt Goodale. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Police Chief John Hanna and Park & Recreation Director Melissa Russell.

APPROVE AGENDA / CONSENT AGENDA

Approve minutes from the July 26, 2021 City Council Meeting.

Approve the claims.

8/2/2021

ALTORFER INC	SUPPLIES	0.76
ARSL	MEMBERSHIP DUES FOR SHIMMIN	49.00
ASCAP	MUSIC LICENSE	367.00
BAKER & TAYLOR INC.	BOOKS	589.09
BODY SOUND LLC	HHTD LIGHTS AND SOUND	1,050.00
BOWERS CUSTOM SERVICES LLC	ROADSTONE	255.00
CCEDCO	CCEDCO ANNUAL DUES	6,409.00
CEDAR RAPIDS PHOTO COPY IN	COPIER	127.03
DIRK WIENEKE	LAWN CARE CUBBY	855.00
HI-LINE ELECTRIC COMPANY	SUPPLIES	46.00
IOWA ONE CALL	IOWA ONE CALL	76.50
JARROD HOGAN	HHTD BAND	250.00
JOHN DEERE FINANCIAL	SAFETY UNIFORMS	1,062.83
JP PARTY RENTALS LLC	HHTD GAMES	1,840.00
KANOPI	VIDEO SERVICE	28.00
MACQUEEN EQUIPMENT	SB SEGMENT SET	185.74
MATT PARROTT/STOREY KENWORTH	LASER UTILITY BILLS	770.00
MENARDS	SUPPLIES	80.28
OVERDRIVE INC	DIGITAL BOOKS	327.49
PARKSIDE SERVICE	STREET SWEEPER TIRES	3,639.69
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
QUILL CORP	OFFICE SUPPLIES	130.72
RUSSO, LOJO JUNIPER	HHTD BAND	150.00
SCHIMBERG CO	COLLEGE ST SUPPLIES	2,946.82
SHIELDS SEWING CENTER	SHIRTS FOR COUNCIL MEMBERS	50.00
STATE INDUSTRIAL PRODUCTS	WASTEWATER TREATMENT PROGRAM	244.00
STEPHEN R HORCHA	BOOK BIKE	2,625.00
UNIFORM DEN INC.	UNIFORMS	424.22
VEENSTRA & KIMM INC.	COLL ST WATER MAIN 4TH TO 5TH	39,953.80
SUBTOTAL		65,032.97

FUND TOTALS

001 GENERAL FUND	12,848.57
031 LIBRARY	3,797.78
110 ROAD USE TAX	6,966.47
321 WIDENING WAPSI CR	1,292.00
323 I-80 WEST, WATER	5,604.88
324 WW TREATMT FAC IM	23,320.00
327 SPONS WATER QUAL	3,574.80
600 WATER FUND	3,178.80
610 SEWER FUND	1,502.85
740 STORM WATER UTILI	2,946.82
TOTAL	65,032.97

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

COMMUNICATIONS / OPEN FORUM

Emily Swihart of Trees Forever, explained the Community Vision program as a process that encourages visionary and strategic thinking about transportation improvements in smaller Iowa communities. Through the year long process, a steering committee is formed which would include volunteers such as city leaders, business owners, and members of the community of all ages to gain a better understanding of what the community wants in West Branch. Conceptual plans will be developed that demonstrate the community vision for an improved transportation system. Swihart said ten communities are selected each year to participate in the program and priority is given to communities that lack planning resources. Swihart said communities selected for Community Visioning must complete an application and commit \$2000 toward implementation of a project proposed through the visioning process. The Council asked a few questions about the process and thought overall it would be helpful but was also concerned that although several projects could be identified, wondered how the City would be able to fund them with all of the other projects already committed. Swihart said that through this process grant opportunities will also be identified to help communities make the vision a reality. Goodale added that this process doesn't have to be one large project but rather several smaller ones that would be less expensive to do and more achievable to complete. The Council agreed to give the program some additional discussion at their next meeting.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2026, approving the City Administrator Job Description/Move to action.

Laughlin said the job description was revised from the former to be more comprehensive in the search for the right candidate. There was no further discussion.

Motion by Sexton, second by Miller to approve Resolution 2026. AYES: Sexton, Miller, Goodweiler, Dean, Stoolman. NAYS: None. Motion carried.

Resolution 2027, approving the City Administrator position announcement. / Move to action.

Brick said the job description would be posted on Tuesday and listed several posting locations.

Motion by Miller, second by Dean to approve Resolution 2027. AYES: Miller, Dean, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Motion to approve the City Administrator recruitment timeline. / Move to action.

Brick laid out the timeline discussed with Laughlin, Miller and Dean for the recruitment process. Miller said he would be out of town on the interview day, but would participate virtually. Laughlin asked the Council if he would be permitted to organize a small citizen committee to help review potential candidates since he lacks experience in recruiting. The Council briefly discussed his suggestion and were okay with the idea as long as they were all residents of the community.

Motion by Miller, second by Goodweiler to approve the timeline. Motion carried on a voice vote.

Resolution 2028, adopting ballot language for a change in the length of term of members of the West Branch Library Board of Trustees. / Move to action.

Olson said several years ago a prior Council approved a change in term limits for the Library Board of Trustees by ordinance rather than by a public measure which the State Code requires. Olson said this language, if approved by the Council would appear as a ballot measure on the city's regular election this fall.

Motion by Sexton, second by Goodweiler to approve Resolution 2028. AYES: Sexton, Dean, Goodweiler, Stoolman, Miller. NAYS: None. Motion carried.

Resolution 2029, setting a public hearing on the environmental impact of the West Branch wastewater plant improvements. /Move to action.

No discussion.

Motion by Sexton, second Miller to approve Resolution 2029. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion – Speed zone reduction on West Main Street

Laughlin opened the discussion regarding lowering the speed limit on West Main Street from 35 mph to 25 mph. Laughlin said he had discussions with Superintendent Jimmerson who wants the city to provide some sort of safety measure in front of the school. Laughlin reminded the Council that the proposed cost share for a turn lane with the school district for a turn-lane was denied by the school board last year and that since a suggestion of adding a all way stop at Dawson Drive was entertained.

Through further thought and discussion of installing a stop sign or flashing school zone sign, the Council felt that lowering the speed limit would be the best option. Hanna reminded the Council that the current code has this stretch of street designated as a ‘special 35 mph speed zone’ and proposed that this section of the Code be repealed and replaced with a ‘special 25 mph speed zone’ instead.

Laughlin said Jimmerson was hoping to have something done before school starts in the fall and asked the Council to take action at the August 16th meeting. Olson said he would work with Hanna on revised ordinance language and prepare the ordinance for a first reading on August 16th.

STAFF REPORTS

Russell reminded that Hoover’s Hometown Days this weekend is expected to well attended and said that although masks are not required, she ask that if you don’t feel well stay home.

CITY ADMINISTRATOR REPORT – N/A

CITY ATTORNEY REPORT - No report

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin reminded the Council of the parade meeting time and location for the Council float. Sexton commented that he had heard from some residents that they were unaware of the change in location of the fireworks. Dean questioned Hanna & Russell about reports of ongoing vandalism at Beranek Park and asked what was being done about it. Stoolman asked if the brush pile was still being moved as it has become quite a mess lately. Stoolman also inquired about the E College Street intersection repairs from the recent water main project.

Staff responded that event planners tried getting the word out to residents regarding the location change in fireworks through the newspaper, event website and social media. Russell and Hanna admitted knowledge of the vandalism issue, but was not able to provide details in a public forum. Goodale to Stoolman’s inquiry about the intersection and said that accommodations were made to make the sidewalk crossings ADA compliant.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:19 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy Clerk

EXECUTIVE SESSION
Monday, August 2, 2021
Immediately following the Regular City Council Meeting

Mayor Roger Laughlin called the West Branch Executive session to order at 8:23 p.m. Roll call: Council members: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler was present.

Motion to adjourn to Executive session for the purpose to discuss the purchase of particular real estate under Section 21.5 of the Code of Iowa./ Move to action.

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

Motion to adjourn from executive session by Miller, second by Sexton, Meeting adjourned at 8:38 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy Clerk