

(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 16, 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 City Engineer Dave Schechinger. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Library/IT Director Nick Shimmin, Police Chief John Hanna and Officer Cathy Steen.

APPROVE AGENDA / CONSENT AGENDA

Approve minutes from the August 2, 2021 City Council Meeting.
Motion to appoint Amber Kleven to the Library Board of Trustees
Approve the claims.

EXPENDITURES	8/16/2021	
AE OUTDOOR POWER	SUPPLIES	52.93
ALPHA GRAPHICS	HHTD EVENT BROCHURES	343.80
ALTORFER INC	EQUIPMENT REPAIR	3,874.57
AMAZON	SUPPLIES	504.82
AT & T MOBILITY	WIRELESS SERVICE	344.68
BARRON MOTOR SUPPLY	AUTO BELTS	58.70
BIG TEN RENTALS INC	HHTD EQUIPMENT	246.90
BRICK, LESLIE	TRAVEL EXPENSES	172.27
BROWN'S WEST BRANCH	DODGE DURANGO SERVICE	53.95
CEDAR COUNTY COOPERATIVE	FUEL	1,619.74
CEDAR COUNTY RECORDER	RECORDING FEES	29.00
CITY OF RINGSTED	LOST BOOK FEE	10.00
GATEWAY HOTEL & CONFERENCE	MPA 2021 CONF HOTEL	533.12
GRIEBAHN INDUSTRIES INC	NAME PLATE	24.00
HAZELHASKY LLC DBA HERB &	CONCESSIONS	39.00
HEIDI VAN AUKEN	MILEAGE AND TRAVEL MEAL	26.70
HI-LINE ELECTRIC COMPANY I	SUPPLIES	14.94
HOFFMAN, MEGAN	CLEANING SERVICES	873.00
HOLLYWOOD GRAPHICS	VINYL FOR DUMP TRUCK	119.80
IOWA DEPARTMENT OF NATURAL	NPDES FEE FOR FY22	210.00
J & M DISPLAYS INC	HHTD FIREWORKS	20,000.00
JOHNSON COUNTY REFUSE INC.	RECYCLING & TRASH JULY 2021	16,307.50
LINN COUNTY R.E.C.	STREET LIGHTS	213.10
LYNCH'S EXCAVATING INC	GREENVIEW DR WATER RELOCATION	106,032.51
MACQUEEN EQUIPMENT	VEHICLE REPAIR	715.13
MENARDS	CAMP SUPPLIES	49.44
OASIS ELECTRIC LLC	REPAIRS FOR STREET LIGHT	1,180.94
OLSON, KEVIN D	LEGAL SERVICES FOR AUGUST 2021	1,500.00
PITNEY BOWES INC	OFFICE SUPPLIES	237.98
PLUNKETT'S PEST CONTROL IN	PEST CONTROL -CITY OFFICE	340.36
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	108.00
PYRAMID SERVICES INC.	REPAIR PARTS	203.66
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	925.00
RICKERTSEN, LISA	CONSULTING SERVICES	1,262.50
STATE HYGIENIC LAB	LAB ANALYSIS	184.00
THE HOME DEPOT PRO	SUPPLIES	334.82
USA BLUE BOOK	SUPPLIES	697.56
VERIZON WIRELESS	VERIZON WIRELESS	429.56
TOTAL		159,873.98
PAYROLL	8/6/2021	52,568.64

PAID BETWEEN MEETINGS		
VARIOUS VENDORS	UTILITY REFUNDS	364.14
ALLIANT ENERGY	UTILITY SERVICES	5,578.00
BPG, LLC	PARKS SUPPLIES	140.69
CULLIGAN WATER TECH	WATER SOFTNER SERVICES	89.32
IMWCA	WORK COMP PREMIUM	4,592.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICES	1,520.14
ICAP	LIABILITY & PROP INSUR PREMIUM	43,654.00
WEX	FUEL	3,265.44
GLOBAL PAYMENTS	CREDIT CARD FEES - JUNE & JULY	892.89
TOTAL		60,096.62
GRAND TOTAL EXPENDITURES		272,539.24

FUND TOTALS		
001 GENERAL FUND		76,956.93
022 CIVIC CENTER		428.33
031 LIBRARY		7,111.60
110 ROAD USE TAX		12,181.37
036 TORT LIABILITY		35,637.08
112 TRUST AND AGENCY		5,651.55
600 WATER FUND		76,863.71
610 SEWER FUND		27,252.83
740 STORM WATER UTILITY		30,455.84
GRAND TOTAL		272,539.24

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

COMMUNICATIONS / OPEN FORUM

Maggie Burger, Speer Financial presented the City's annual TIF and Debt report to the Council. Burger reviewed the city's current debt from General Obligation loans totaling \$5,828,000. Burger said the debt balance stems back to 2013 and paid for several city projects such as street and park improvements, bridge replacement and a judgement settlement in 2017. Burger went on to say that City has done a good job at paying down debt over the past few years and has approximately \$5.2 million of debt capacity remaining for future projects. Burger cautioned the Council to be judicious with their spending. Burger continued her review of the city's revenue debt (that does not go against the City's debt capacity) and said the city had two remaining loans from 2005 and 2007 totaling \$290,000. She added that she met with Schechinger, Brick and Van Auken last week to review a couple of upcoming city projects including the new waste water treatment facility and said that some additional analysis is needed to be done to determine if the current sewer rate structure will be sufficient to pay back the SRF loan. Burger said she would come back to the Council with more information in the coming weeks on the subject. Burger reviewed the city's TIF rebate obligations with Casey's EMV Holdings and The Meadows totaling \$1,053,500 and briefly discussed the estimated amount needed to set aside each year for Low to Moderate Income properties (LMI).

Laughlin informed Burger that the city was preparing to undertake two large projects: water main replacement on the eastside and intersection reconstruction at West Main Street, Cedar-Johnson Road and Herbert Hoover Highway. Burger said she was aware of the upcoming projects and encouraged the Council to carefully consider how they spend the American Rescue Funds dollars that the city is entitled to and said that the cleanest way to spend the money was on water, sewer and broadband. Burger reminded the Council using the funds appropriately means less money to borrow. Burger said that the funds should be placed in a separate account and tracked on how they are spent as the federal government would surely request that information at some point. The Council had no further questions for Burger.

Dave Hosier Jr., owner of Parkside Service, 219 E Main Street addressed the Council with a proposal to purchase the former Casey's site from the City. Hosier said his business is getting busier and he needs additional parking for vehicles that he services. Hosier said he would like to purchase the property from the city and make it a parking lot for his business. Hosier said his business would use it weekdays from 7 a.m. to

5 p.m. and then he would allow it as public parking after business hours. Hosier went on to say that he didn't think that 'green' space was a good use for the site as the city planned and that downtown needed more parking. Hosier asked the city what the next steps would be to discuss his proposal. Laughlin stated that an Executive Session was scheduled to convene after the regular meeting to discuss Hosier's proposal.

Bruce Barnhart, 184 290th St., West Branch, said he supported Hosier's proposal and added that he felt more parking was needed in downtown.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2030, accepting deed from Cedar's Edge Properties., LLC for right-of-way for Serenity Circle connection to Cedar-Johnson Road/Move to action.

Olson explained that this particular piece of property has been used as a city street for access to the Greenview Subdivision for many years. During the development of the Cedar's Edge Subdivision, it was determined that that this particular piece of property belonged to Cedar's Edge. The current owner, Cedar's Edge Properties LLC has offered to deed the property to the city as a city street that connects Serenity Circle to Cedar-Johnson Road and to Greenview Drive. (Laughlin stated for the record that Councilperson Jerry Sexton is the owner of Cedar's Edge Properties LLC.) Background - the Council discussed Sexton's proposal of deeding the property to the city at a previous meeting in which Sexton felt that making improvements to this portion of Serenity Circle would not be in his best interest as part of Cedar's Edge Subdivision. Sexton said that when Cedar-Johnson Road is improved, a large portion of the Serenity Circle would need to be torn out to match the grade of Cedar-Johnson Road. Sexton felt like it was a waste of money and suggested that the city take the property and complete the improvements with the Cedar-Johnson Road improvements project. The Council had no further discussion.

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

Resolution 2031, authorizing the submittal of an application for funding through the Clean Water State Revolving Fund via the Water Resource Restoration Sponsored Project Program. / Move to action.

Schechinger explained that as part of the SRF loan application, the Council would need to approve by resolution the submittal of an application for the Water Resource Restoration Sponsored Project Program. Schechinger stated that Impact 7G had completed the Watershed Assessment which identifies several projects that could be done if awarded the \$700,000 forgivable loan through the SRF loan program. The Council had no further comments or questions.

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

First reading of Ordinance 782, amending Chapter 63 of the West Branch Code of Ordinances regarding speed limits on Main Street. / Move to action.

Olson said the ordinance language was written to change the speed limit on West Main Street from the county line to Thomas Drive from 35 mph to 25 mph as discussed at the last City Council meeting and supported by Chief Hanna. While the Council appeared to be in agreement on August 2nd to the change, Sexton questioned if Johnson County was notified of the city's intent on lowering the speed limit and what effects it would have on their side. Sexton felt that the higher speed limit in Johnson County may have an impact for drivers trying to slow down to the new speed limit. Miller agreed and insisted that Johnson County be notified and allowed to give input before proceeding with the reading of the ordinance. Laughlin said he would make contact with Johnson County and report back to the Council but asked the Council to approve the first reading.

Motion by Sexton, second Goodweiler to approve the first reading of Ordinance 782. AYES: Sexton, Goodweiler, Miller, Dean, Stoolman. NAYS: None. Motion carried.

Discussion – Trees Forever Community Visioning program interest

Laughlin said the Trees Forever Community Visioning program presented at the last Council meeting requested City Council participation and asked for volunteers. Miller and Stoolman volunteered to participate and Stoolman added that she thought the program would be a good way to get more residents involved in the decision-making process. Laughlin thanked Miller and Stoolman for volunteering and directed staff to move forward with the application process.

STAFF REPORTS – No reports

CITY ADMINISTRATOR REPORT – N/A

CITY ATTORNEY REPORT - No report

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin reminded the Council that the Iowa League of Cities Annual Conference is scheduled September 15th-17th in Coralville and encouraged them to sign up and take part. Laughlin said he would be attending a couple of the workshops as well.

Sexton said he had received some positive comments from residents on the Hoover’s Hometown Days fireworks and new location. Miller said he had received similar comments as well. Sexton added that he thought the event went very well.

Miller added that he was disappointed that All American Concrete didn’t get the N. 4th Street catch basins complete by Hoover’s Hometown Days as promised.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:16 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy Clerk

EXECUTIVE SESSION
Monday, August 16, 2021
Immediately following the Regular City Council Meeting

Mayor Roger Laughlin called the West Branch Executive session to order at 8:16 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 sale of 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 Goodweiler, Meeting adjourned at 8:32 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy Clerk