

(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**

**September 7, 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 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 Officer Cathy Steen.

APPROVE AGENDA

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

CONSENT AGENDA

Minutes from the August 16, 2021 City Council Meeting

Appoint Shari Heick to the Library Board of Trustees

West Branch High School homecoming parade route & Special Event permit

Fall Sidewalk Sales Special Event permit

Agreement between City of West Branch and West Branch Lions Club for constructing a shed for flag storage at the West Branch Municipal Cemetery

Claims

June monthly financial reports

EXPENDITURES	9/7/2021	
AMAZON	BOOKS, SUPPLIES	451.89
AT & T MOBILITY	WIRELESS SERVICE	344.68
AUTHENTIC CREATIVES, LLC	RENEWAL CLIPART LICENSE	50.00
BAKER & TAYLOR INC.	BOOKS	1,331.64
BARNHART'S CUSTOM SERVICES	BRUSH PILE, CNCRT BLOCKS, LEVE	37,220.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,609.00
BROWN'S WEST BRANCH FORD LLC	BULB	40.94
CAPITAL ONE	SUPPLIES, FOOD	991.29
CY'S TREE SERVICE	TREE SERVICE	68,400.00
D&R PEST CONTROL	PEST CONTROL SERVICE	95.00
EAST CENT INTERGOVT ASN.	KEEP IA BEAUTIFUL MATCH FY22	500.00
ECONO SIGNS LLC	STREET SIGNS	476.48
HAWKINS INC	CHEMICALS	1,213.60
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	53.28
IMWCA	IMWCA	2,296.00
INTERSTATE POWER SYSTEMS INC	ANNUAL GENERATOR SERVICE	762.62
IOWA ONE CALL	NOTIFICATIONS	70.20
ISWEP	EDUCATION PROG MEMBERSHIP	535.00
JAYME CILEK	CLEANING SERVICES	220.50
JOHN DEERE FINANCIAL	CLOTHING, SAFETY SUPPLIES	848.06
JOHNSON CONTROLS	ANNUAL SERV CONTRACT FIRE ALAR	1,049.51
JOHNSON COUNTY REFUSE INC	RECYCLE CART SWAP OUT	30.00
KANOPY	VIDEO SERVICE	12.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,518.80
LOGAN CONTRACTOR'S SUPPLY	EQUIP SUPPLIES	529.04
LYNCH'S PLUMBING INC	REPAIR CITY MAIN OLIPHANT ST	3,291.50
MACQUEEN EQUIPMENT	MACQUEEN EQUIPMENT	1,736.27
MENARDS	BLGD MAINT SUPPLIES	312.07
OASIS ELECTRIC LLC	ELECTRIC LABOR TOWN HALL	964.63
OVERDRIVE INC	EBOOKS	381.63

PORT 'O' JONNY INC	SERVICE-CEMETERY	95.00
QUILL CORP	OFFICE SUPPLIES	60.21
RIVER PRODUCTS COMPANY INC	ROADSTONE	298.09
RUSSELL, MELISSA	GAS, CAMP	153.31
SCHIMBERG CO	FRAME AND STORM LID	297.11
SHIMMIN, NICK	SNAPCHAT FILTER FOR HHTD	59.38
THE HOME DEPOT PRO	SUPPLIES	288.90
TRUCK COUNTRY	VEHICLE REPAIR	1,928.89
ULINE	MOP REPLACEMENT HEAD	60.28
VEENSTRA & KIMM INC	LOT SITE PLAN REVIEW	31,195.88
YOTTYS, INC	HHTD GOLF CARTS	1,250.00
TOTAL		163,022.68
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	8/20/2021	63,708.02
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	9/3/2021	45,309.93
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	UTILITY SERVICES	10,862.26
AMAZON.COM	ULTRAVIOLET PEN LIGHTS	18.99
HAWKINS INC.	CHEMICALS	741.32
JOURNEYED COM INC	ADOBE CREATIVE RENEWAL	1,259.64
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	500.00
STATE INDUSTRIAL PRODUCTS	WASTEWATER TREATMENT PROG	244.00
TRAFFIC SAFETY CORP	RADAR SPEED SIGN	3,370.22
TYLER TECHNOLOGY	EASY PAY FEES	16.25
US BANK CORP CARD	VARIOUS DEPT CC CHARGES	6,881.89
US BANK EQUIPMENT FINANCE	LIBRARY COPIER	212.50
VERIZON WIRELESS	CELL PHONE SERVICE	362.09
TOTAL		24,511.06
GRAND TOTAL EXPENDITURES		296,551.69
FUND TOTALS		
001 GENERAL FUND	65,445.52	
022 CIVIC CENTER	1,796.10	
031 LIBRARY	19,929.78	
036 TORT LIABILITY	2,065.82	
110 ROAD USE TAX	95,205.50	
112 TRUST AND AGENCY	19,424.01	
308 PARK IMP - PEDERSEN VALLEY	33,000.00	
319 RELOCATING WATER & SEWER	2,170.00	
321 WIDENING WAPSI CREEK	2,979.00	
323 I-80 WEST, WATER MAIN REL	6,609.74	
324 WW TREATMT FAC IMP 2021	11,660.00	
327 SPONS WATER QUAL IMP 2021	2,558.00	
600 WATER FUND	19,096.48	
610 SEWER FUND	13,779.63	
740 STORM WATER UTILITY	832.11	
GRAND TOTAL	296,551.69	

Laughlin stated that the Lions had requested some modifications to the agreement written by City Attorney Olson and read the requested changes. The changes included that Public Works staff and West Branch Highschool students in the ACE program would build the shed with the Lions paying for the entire construction costs. Goodale said through discussions with the Lions Club members, the shed would now be attached to the existing cemetery shed and that is why Public Works would be involved in the project. Motion by Miller, second by Goodweiler to approve the changes to the Lions Club agreement. AYES: Miller, Goodweiler, Dean Sexton, Stoolman. NAYS: None. Motion carried.

The Council questioned a couple of claims and the amounts but when received further explanation, were satisfied by the staff's response.

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

COMMUNICATIONS / OPEN FORUM

Jessi Simon, Community Development Group quarterly update

Simon gave an overview of the group's recent activities and re-emphasized groups mission and four-point approach which provides the framework for preservation and economic development and community revitalization. Simon said she would like to hear from the individual council members on what they would like to see CDG focus on. Simon listed upcoming events that they sponsor such as Fall Sidewalk Sales, Ladies Night Out and Christmas Past just to name a few. Laughlin added that Simon is also writing another Challenge Grant for Main Street Antiques which will have similar building updates that the Opera House is currently undergoing.

Greg Humrichouse, West Branch Lions Club – Hoover Hunger Program

Humrichouse, Vice President of the West Branch Lions Club announced the Hoover Hunger Program, scheduled for Saturday, October 2nd at Hoover Elementary. Humrichouse said the group's goal is to package 100,000 meals and raise \$29,000 dollars to do so. Humrichouse said he was not here to ask for money but asked for volunteers to help with meal packaging. He said they would need approximately 200 volunteers to meet the goal and said interested people could sign up to volunteer or make a donation on their website westbranchlions.org

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2032, approve a consultant agreement with Lisa Rickertsen to provide financial consulting services. /Move to action.

Motion by Sexton, second by Dean to approve Resolution 2032. AYES: Sexton, Dean, Stoolman, Miller, Goodweiler. NAYS: None. Motion carried.

Resolution 2033, approve hiring Gordon Edgar as a temporary employee from August 9th to August 12th for financial consulting services. / Move to action.

Miller questioned why this agreement was being presented after the fact. Laughlin said he had discussions with Edgar regarding training time with the new finance office and decided to have Edgar return in early August. Laughlin said that because of Edgar's retirement status he was not able to be re-hired as a regular part-time employee and that Edgar refused to be paid as an independent contractor like Rickertsen. Laughlin added that this was a difficult situation and asked the Council to approve the resolution so that Edgar could be paid for his services. Laughlin added that Rickertsen, who the city used five years ago will be taking the lead on any future training needs for that position.

Motion by Sexton, second by Goodweiler to approve Resolution 2033. AYES: Sexton, Goodweiler, Stoolman, Dean. NAYS: Miller. Motion carried.

Resolution 2034, approving a cleaning services agreement with Jayme Cilek. / Move to action.

Miller again questioned why this agreement was being presented after the fact and noted that the claims listed Cilek to be paid for services. Brick said that when she was reviewing the last cleaning person's contract, she noted that the last person who cleaned had a contract, but was not presented to the Council for consideration. She added that since Cilek was related to her, she felt that transparency was important and that the Council should approve a contract before Cilek continued services. Miller suggested that he was aware that several current staff members including Russell were cleaning various public restrooms at the parks and wondered if they should consider hiring a janitor for the city to take over the cleaning responsibilities. The Council briefly discussed the idea but more details would need to be reviewed before making any decisions on hiring another employee.

Motion by Dean, second by Goodweiler to approve Resolution 2034. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

Resolution 2035, appointing Leslie Brick as City Clerk. / Move to action.

Motion by Goodweiler, second by Stoolman to approve Resolution 2035. AYES: Goodweiler, Stoolman, Sexton, Miller, Dean. NAYS: None. Motion carried.

Resolution 2036, approving a purchase agreement with Duston A. Anderson for the West Branch Waste Water Treatment Facility Project. /Move to action.

Laughlin said as part of the wastewater treatment facility upgrade, money was included for land acquisition that would be needed for the project. Stoolman stated that she felt the City was paying too much for the land. Motion by Sexton, second by Miller to approve Resolution 2036. AYES: Sexton, Miller, Dean, Goodweiler. NAYS: Stoolman. Motion carried.

Resolution 2037, establishing a Capital Projects Fund. /Move to action.

Van Auken said that approximately \$186,000 was deposited into the city's bank account earlier this month and the remaining funds will be deposited in early 2022. Van Auken reminded the Council of Speer Financial, Burger's suggestion for using the funds for water, sewer or broadband. Laughlin said he is still lobbying for CDG to get \$25,000 of that money. Stoolman said she would like to see the West Branch Fire Department get a portion of the money for all that they did during the COVID response.

Motion by Goodweiler, second by Dean to approve Resolution 2037. AYES: Goodweiler, Dean, Stoolman, Miller, Sexton. NAYS: None. Motion carried.

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

Laughlin said that he had contacted Johnson County Engineers and learned that the City could apply for a permit to place a speed reduction sign on Herbert Hoover Highway and that reducing the speed zone would require approval of the board of supervisors and a three-reading ordinance. Laughlin asked the Council to consider approving the second reading but hold off on the 3rd reading until further notice while the Herbert Hoover Highway project is finalized.

Motion by Sexton, second Dean to approve the second reading of Ordinance 782. AYES: Sexton, Dean, Miller Goodweiler. NAYS: Stoolman. Motion carried.

Discussion – Installing solar flashing beacons at Dawson Drive and W Main Street

Laughlin asked the Council to consider purchasing two more solar flashing school zone signs similar to the ones purchased in 2013 that are located on Main Street on either side of North Oliphant. Laughlin said that Jimmerson is wanting the city to designate this area as a school zone. (Jimmerson was not present for comment.) Miller and Stoolman challenged that when the turn lane on West Main Street was being discussed, the school was convinced that The Meadows was causing the increased traffic, not the school, but now they seem to be changing their mind on what is causing the increased traffic. Hanna reminded the Council that the street in front of the high school is currently a special 25 mph speed zone and that by state code the school zone is 25 mph, however the West Branch Code of Ordinances school zone code is 20 mph. Dean said he would like to see what lowering the speed limit will do to increase safety before spending another \$10,000 or more on flashing lights.

Discussion – Council consensus on salary range for new City Administrator

Laughlin asked the Council to come to a consensus on what amount of salary they are willing to pay with the new City Administrator. He said the question may come up at the upcoming interviews later this week and they need to have a response prepared. Miller suggested the minimum starting wage begin at \$80,000 based on qualifications and more if the candidate meets all of the requirements of the job description.

STAFF REPORTS

Goodale asked the Council for clear direction on what they want to do with the former Casey's site. Goodale said he had been receiving mixed messages from various council members and said he would not proceed without a formal decision approved by resolution. Laughlin agreed it was time to make a decision and move on and asked Goodale to come up with a few proposals for the Council to consider.

CITY ADMINISTRATOR REPORT – N/A

CITY ATTORNEY REPORT - Absent

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said he wanted the Council to consider an ATV (all terrain vehicle) ordinance now that there appear to be several in town driving on city streets.

Miller said that as a participant in the Trees Forever Community Visioning program he had completed a questionnaire as part of initial start of the project. Stoolman said she also had completed the questionnaire.

ADJOURNMENT

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:55 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, City Clerk