

(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 20, 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: Jerry Sexton, Tom Dean, and Nick Goodweiler was present. Absent: Colton Miller and Jodee Stoolman. City Staff present: City Clerk Leslie Brick and City Attorney Kevin Olson. City Staff attending via Zoom: Finance Officer Heidi Van Auken, Public Works Director Matt Goodale. Library/IT Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief John Hanna, Officer Cathy Steen and City Engineer Dave Schechinger.

APPROVE CONSENT AGENDA

Minutes from the September 7, 2021 City Council Meeting

Minutes from the September 9, 2021 City Council Work Session/Closed meeting.

Special Event Permit – Parks & Rec Adult Co-Ed Softball League

Special Event Permit – Iowa City High / West Branch Cross Country Run

Claims

| EXPENDITURES | 9/20/2021 | |
|-------------------------------|--------------------------------|------------|
| ALL AMERICAN CONCRETE INC | CONCRETE WORK | 64,619.00 |
| ARIANNA EDVENSON | LIBRARY LUNCH PERFORMANCE | 75.00 |
| BROWN'S WEST BRANCH FORD L | 2016 FORD F550 SERVICE | 158.06 |
| CEDAR COUNTY COOPERATIVE | FUEL | 813.46 |
| CEDAR COUNTY RECORDER | RECORDING FEES | 48.00 |
| CEDAR COUNTY TRANSFER STATION | TRASH DISPOSAL | 170.00 |
| CENTRAL IOWA DISTRIBUTING | SUPPLIES | 128.00 |
| CROELL, INC. | STREETS WORK | 3,152.50 |
| DOMINIQUE ARCHAMBEAU | LIBRARY LUNCH PERFORMANCE | 75.00 |
| ELITE HOLDING COMPANY | VB TSHIRTS | 466.00 |
| HAWKINS INC | CHEMICALS | 339.50 |
| HOLLYWOOD GRAPHICS | NOTICE OF REZONING SIGNS | 225.00 |
| JENNA MAXSON | 3RD GRADE FLAG FB REG REFUND | 40.00 |
| JOHNSON COUNTY EMERGENCY | FY22 SUPP HAZMAT 28E AGREEMENT | 2.50 |
| JOHNSON COUNTY REFUSE INC. | TRASH PICKUP | 16,228.50 |
| LINN COUNTY R.E.C. | STREET LIGHTS | 203.23 |
| LOGAN CONTRACTOR'S SUPPLY | SUPPLIES | 2,048.25 |
| LYNCH'S EXCAVATING INC | GREENVIEW DR TIE OVER ST | 3,776.60 |
| LYNCH'S PLUMBING INC | SERVICE CALL | 95.00 |
| MENARDS | CLEANING SUPPLIES | 50.50 |
| MUNICIPAL SUPPLY INC. | SOLID GRAY WIRE | 261.36 |
| OASIS ELECTRIC LLC | INSTALL 240 V OUTLET CUBBY PRK | 1,031.24 |
| OLSON, KEVIN D | LEGAL SERVICES SEPT 2021 | 1,500.00 |
| PORT 'O' JONNY INC. | PORT 'O' JONNY INC. | 108.00 |
| PREMIER PARTS TIPTON | 2.5 DEF | 31.96 |
| PROTECT YOUTH SPORTS | CRIM BACKGROUND CHECKS | 300.00 |
| QC ANALYTICAL SERVICES LLC | LAB ANALYSIS | 759.00 |
| RICKERTSEN, LISA | CONSULTING SERVICES | 1,200.00 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 108.00 |
| THE HOME DEPOT PRO | TOILET PAPER - TOWN HALL | 89.14 |
| THOMAS HEATING & AIR LLC | DEHUMIDIFIER SERVICE CALL | 114.00 |
| UNUM LIFE INSURANCE COMPANY | LIFE INSURANCE | 595.60 |
| WELLMARK | HEALTH INSURANCE | 14,069.85 |
| WEST BRANCH TIMES | PUBLISHING MINUTES, JOB, HHTD | 4,755.76 |
| WEX BANK | VEHICLE FUEL | 1,795.31 |
| TOTAL | | 119,433.32 |

PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS 9/17/2021 61,039.36

PAID BETWEEN MEETINGS

| | | |
|---------------------|---------------------------|-----------|
| ALLIANT ENERGY | UTILITY SERVICES | 12,505.96 |
| BROWN'S WEST BRANCH | CAR SERVICE - HVAC BLOWER | 59.50 |
| CULLIGAN WATER | WATER SOFTNER SERVICE | 59.12 |
| FELD FIRE EQUIPMENT | ANNUAL SERVICE CONTRACT | 700.00 |
| PORT O' JONNY INC. | SERVICE FOR HHTD | 750.00 |
| VARIOUS VENDORS | UB REFUNDS | 367.30 |

TOTAL 14,441.88

GRAND TOTAL EXPENDITURES 194,914.56

FUND TOTALS

| | |
|-------------------------|-----------|
| 001 GENERAL FUND | 51,510.46 |
| 022 CIVIC CENTER | 6,388.29 |
| 031 LIBRARY | 7,109.80 |
| 036 TORT LIABILITY | 1,108.91 |
| 110 ROAD USE TAX | 35,913.32 |
| 112 TRUST AND AGENCY | 23,287.46 |
| 600 WATER FUND | 31,656.02 |
| 610 SEWER FUND | 24,940.30 |
| 740 STORM WATER UTILITY | 13,000.00 |

GRAND FUND TOTAL 194,914.56

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

COMMUNICATIONS / OPEN FORUM - NONE.

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – To review an application for a State Revolving Fund loan and to make available the contents of an environmental information document.

Laughlin opened the public hearing at 7:04 p.m. and read into the record the public hearing notice:

“The City of West Branch will be holding a Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City’s project plan. These documents include design and environmental information related to the proposed improvements to the City’s wastewater infrastructure. The proposed project will make improvements at the existing wastewater treatment plant. The project will include construction of a new aerated lagoon cell, earthen berm/pit area for the SAGR system, an aeration system, filling with gravel, and topping with mulch. A new lagoon aeration system with blowers, a masonry building, control building, underground piping, granular resurfacing and UV disinfection will also be included as well as all necessary connections and appurtenances. Also, a new water main extension will be run to the site along 300th Street. The purpose of this Public Hearing is to inform area residents of the community of West Branch of this proposed action, discuss the actual cost and user fees associated with this project, and to address citizen’s concerns, if any, with the plan.” There were no public comments on the matter. Laughlin closed the public hearing at 7:06 p.m.

Resolution 2038- Establishing a special revenue fund. /Move to action.

The purpose of this fund is to accept levy dollars received by the county for the Perpetual Capital Improvement Reserve Levy which voters approved on November 5, 2019.

Motion by Goodweiler, second by Dean to approve Resolution 2038. AYES: Goodweiler, Dean, Sexton. NAYS: None. Absent: Miller and Stoolman. Motion carried.

Resolution 2039 – approving a concept for the former Casey’s General Stores location. / Move to action.

Laughlin said he requested that City Engineer Schechinger draw up two parking / green space concepts for the former Casey’s site for the City Council to decide on so that improvements could be started. Both drawings

provide parking on the south and west side of the property with green space in the center. Laughlin and Sexton said they both preferred the drawing with the straight in parking along N 2nd St. that allows for entering the parking spaces from both directions. Dean and Goodweiler both agreed and the Council consensus was Concept 4, option 2 now referred to as Exhibit A.

Motion by Dean, second by Sexton to approve Resolution 2039. AYES: Dean, Sexton, Goodweiler. NAYS: None. Absent: Miller and Stoolman. Motion carried.

Discussion – Review draft ordinance for amending Chapter 75- All-Terrain Vehicles and Snowmobiles.

Hanna, who prepared the draft ordinance said he mirrored Cedar County’s ordinance which regulates the operation of all-terrain (ATV) and off-road utility (UTV) vehicles in the county. Hanna said his department is not doing any kind of enforcement with regard to ATV or UTV vehicles within the city limits since West Branch has two county roads that run through it. Hanna said the current city code is also out of date and this ordinance would update Chapter 75 in its entirety. The Council reviewed the ordinance and didn’t see anything they needed to change. Olson said he would review Hanna’s draft and make any changes but felt that the Council could consider the first reading at their next meeting.

STAFF REPORTS

Schechinger reported on the Parkside Hills subdivision and said that paving is to begin this week as storm sewer, water and sewer lines are being installed as well. Schechinger said the project is moving along nicely and all streets are expected to be installed this fall.

CITY ADMINISTRATOR REPORT – N/A

CITY ATTORNEY REPORT

Olson said he would begin drafting employment agreement for the new City Administrator and get it to Brick to distribute to the Council for their review later this week.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin gave an update on lowering the speed limit in Johnson County will require the Board of Supervisors approval and asked Schechinger to help facilitate getting that done before the middle school was opened in 2022. Laughlin also stated that due to scheduling conflicts, the final interviews for the City Administrator will be held on Monday, September 27th, with a closed session beginning at 5:30 p.m. Laughlin named the finalist as Adam Kofoed, City Administrator of Garner, Iowa and Chris Ball, former City Administrator of Wilton, Iowa. Laughlin said that he is hopeful that an offer will be made after the final interviews. Laughlin also noted that the Greenview Drive connection was paved last week and the final dirt work would be completed by Lynch Excavating.

Dean asked if the Wapsi Creek widening project and land acquisition was still moving forward so the project could start in April 2022. Olson said he will work with Schechinger to keep making progress. Schechinger added that he would contact the DNR regarding the permitting to make sure no surprises were discovered.

ADJOURNMENT

Motion to adjourn the regular meeting by Dean, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:36 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, City Clerk

