

The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Meeting

**October 19, 2015
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then asked the Council, staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson was present.

Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Police Chief Mike Horihan, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Public Works Director Matt Goodale and Deputy City Clerk Leslie Brick.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

- a. Approve minutes from the October 5, 2015 City Council Meeting. (Note: These minutes were not presented to the City Council at this meeting for approval.)
- b. Approve minutes from the October 5, 2015 City Council Work Session. (Note: These minutes were not presented to the City Council at this meeting for approval.)
- c. Approve claims list #1.

Date 10-19-15

City of West Branch
Claims Report #1

All American Concrete, Inc.	GF-Streets-Main St Sidewalk	5,157.01
Alliant Energy	GF-Parks & Rec	10,978.20
Cedar County Treasurer	GF – Streets	470.00
Croell Redi-Mix	Sewer – Lift Station	171.00
Culligan Water	GF-Fire	83.35
Dearborn National	GF-Administration	120.20
Diamond Vogel	RUT-Streets	774.30
Dorsey & Whitney	GF Legal Services	15,682.40
Econo Signs	RUT- Streets	97.20
EFPTS	Federal Withholdings	23,248.43
Farmers Supply Sales, Inc.	Sewer/RUT-Streets	278.07
Fedeler, Brett	Water-Utility Refund	70.08
Hamilton, Brenda	Water-Utility Refund	67.83
Hawkins, Inc.	Water	1,610.50
Iowa Farm Equipment	RUT- Streets- Equipment Supplies	165.87
IMWCA	GF-Workers Compensation	4,666.00
ISWEP	Stormwater-Training	230.00
John Deere Financial	Streets/Sewer	99.96
Johnson, Michael	Water-Utility Refund	26.07
Kevin Olson	GF-Legal Service	1,500.00
Kluxdal, Dennis	Water-Utility Refund	63.40
Knoop, Abby	GF/Parks & Rec-Youth Sports	50.00
Koenig, Cooper	GF/Parks & Rec-Youth Sports	60.00
Liberty Communications	GF-Admin/PW/P&R/Police/Lib/TH	1,194.49
Lowe's Business	RUT-Streets	35.59
Luneckas, Maddi	GF/Parks & Rec-Youth Sports	60.00
Luneckas, Trystin	GF/Parks & Rec-Youth Sports	100.00

Main Street West Branch	GF/Eco Devo-Annual Support	18,500
Main Street West Branch	GF/Eco Devo-RLF Sidewalk Payment	36,320.40
McManis, Kris and Jean	Water-Utility Refund	63.40
Meier, Vickie	Water-Utility Refund	68.95
Metropolitan Compounds, Inc.	RUT/Streets-Salt	1,592.00
Midwest Janitorial Service	GF-Admin, TH, Police, Library	646.56
Murry, Jenae	GF/Parks & Rec-Youth Sports	30.00
Novus Auto Glass	Water-Vehicle Repair	214.00
Oasis Electric	Water/TH/Community & Cultural-HHTD	1209.21
Parkside Service	RUT-Streets	187.17
Payroll	Payroll Expense 9/25	20,371.79
Play It Again Sports	GF/Parks & Rec-Youth Sports	17.98
Plunkett's Pest Control, Inc.	GF/TH	95.18
Port O Jonny, Inc.	GF-Cemetery	87.00
Proctor, Kaylee	Water-Utility Refund	69.08
Quill Corporation	GF/Admin-Office Supplies	159.20
Rocha, Aleah	GF/Parks & Rec-Youth Sports	30.00
Shanelle M. Peden	GF/Cable-Payroll	150.00
Shryock, Wendy	Water-Utility Refund	68.95
Thein, Trevor	GF/Parks & Rec-Youth Sports	60.00
Treasurer, State of Iowa	IA Sales Tax July/Aug & St. With. 8/14, 8/28	9,787.52
TRUGREEN	GF/Parks & Rec-Lions Field	752.00
United States Treasury	Payroll Expense	1,029.56
UPS	GF-Parks & Rec/Admin/Water/Sewer/Etc.	197.69
Veenstra & Kimm, Inc.	GF/Water/Streets/Capital Projects	3,587.01
Verizon Wireless	GF-Police/Streets/Water/Sewer/P&R	775.00
Watch Guard	GF/Police-Equipment	4,620.00
Zephyr	GF/Cemetery-Poster Material	77.70
	Grand Total	167,827.30

d. Approve claims list #2.

Date 10-19-15

City of West Branch
Claims Report #2

Alliant Energy	Water/GF-Parks & Rec	246.49
Amazon	Library- Supplies	740.56
Baker & Taylor, Inc.	Library- Books	1,738.83
Barron Motor Supply	Sewer/GF-Streets, Supplies	556.05
Baycom Inc.	GF/Police-Misc. Supplies	73.00
Blue Cross Blue Shield	Insurance Payment	11,096.86
Bound Tree Medical LLC	GF/Fire-Medical Supplies	311.49
BP Amoco	Sewer/GF-Fire, Fuel	154.50
Brick, Leslie	GF/Clerk-Travel, Mileage	36.94
Brown, Melissa	Water/Sewer – Utility Refund	31.92
Brown's West Branch	RUT/Streets-Repair/Maint of Vehicles	17.45
BSN Sports Inc.	GF/Parks & Rec-Youth Sports	182.31
Business Radio Sales	GF/Fire-Radio Repairs	90.00
CDW Government Inc.	GF/Police-Office Supplies	18.42
Cedar County Cooperative	RUT/Streets-Fuel	439.52
Cedar County Recorder	GF/Legal Services-Recording Fee	7.00
Cedar Rapids Photo Copy Inc.	Library-Office Supplies	31.49

Chief Supply Corporation	GF/Police-Supplies and Uniforms	166.69
Community Safety Net	GF/Fire-Educational Supplies	151.42
Copyworks	GF/Parks & Rec –Office Supplies	962.00
Croell Redi-Mix	Sewer – Maintenance	498.00
Demco	Library-Office Supplies	186.60
Diamond Vogel	RUT/Streets-Paint	1,651.45
Dorsey & Whitney LLP	GF-Legal Services	27,974.44
EFTPS	Payroll Expenses	6,424.34
Emergency Services Marketing	GF/Fire-Misc. Supplies	725.00
G3 Fire, LLC	GF/Fire-Minor Equipment	885.10
General Pest Control	Library-Building Maintenance	70.00
Gierke-Robinson Company Inc.	RUT/Streets-Supplies	72.66
Harry's Custom Trophies Ltd.	GF/Parks & Rec-Youth Sports	132.00
Herb N Lou's	GF/Parks & Rec-Recreation Supplies	205.00
Hosier, Rae Ann	GF/Fire-Training & Education	50.00
IHeart Media	GF/Legal Services-Advertisement	253.00
Iowa Dept. of Natural Resources	Water-Dues, Membership	99.00
Iowa One Call	Water-Dues, Membership	31.50
Iowa Paper	RUT/Streets-Supplies	73.60
IPERS	IPERS –September Payroll	8,691.57
Johnson Co. Emergency Mgt.	GF/Fire-Medical Supplies	50.00
Johnson County Refuse Inc.	GF/Solid Waste-Contract Payments	212.00
Kevin Olson	GF/Legal Services-Professional Fees	1,500.00
Knoche, Rebecca	Library-Travel and Conference	18.77
Knoop, Mitchell	GF/Parks & Rec-Youth Sports	30.00
Koenig, Cooper	GF/Parks & Rec-Youth Sports	60.00
Laughlin Design, Inc.	GF/Parks & Rec-Capital Improvements	2,176.80
Lenoch & Cilek	GF/Parks & Rec-Youth Sports	40.44
Menard's	RUT/Streets-Supplies	23.80
Midwest Janitorial Service	GF/Clerk, TH, Police, Library-Janitorial Exp.	646.56
Moore's Welding Inc.	GF/Streets-Repair and Maint. of Vehicles	70.00
Moravek, Mary	Water/Sewer – Utility Refund	19.08
O'Neil, Evan	GF/Parks & Rec-Youth Sports	30.00
Oasis Electric LLC	GF/Fire-Building Maintenance	537.69
Overdrive Inc.	Library-Collections	740.16
Payroll	Payroll Expense - 10/9/15	17,489.34
Pitney Bowes	GF/Library/Water/Sewer- Postage	2,388.85
Port O Jonny, Inc.	GF/Parks & Recreation Supplies	87.00
Press-Citizen Media	GF/Legal Services-Advertising	1,102.99
Quill Corporation	Library/GF-Admin/Police-Office Supplies	268.86
Rickertsen, Lisa	GF/Clerk-Consultant and Professional Fees	500.00
Rocha, Aleah	GF/Parks & Rec-Youth Sports	30.00
S&S Flatwork LLC	GF/Streets-Capital Improvements	2,111.50
Shanelle M. Peden	GF/Cable-Payroll	150.00
Stop Stick Ltd	GF/Police-Vehicle Set Aside	928.00
Terence J. Goerd	GF/Clerk-Building Inspections	210.00
The Gazette	GF/Legal Services-Advertisement	654.32
Thein, Trevor	GF/Parks & Rec-Youth Sports	30.00
Tipton Electrical Motors	Water-Misc. Supplies	453.96
Toynes IA Fire Truck Service	GF/Fire-Repair and Maintenance of Vehicles	1,592.00
Treasurer, State of Iowa	State W/H and Sales Tax – Sept. Payroll	5,960.00
Truck Country	GF/Fire-Repair and Maintenance of Vehicles	38.55

TRUGREEN	GF/Parks & Rec-Lions Field	510.00
Tumbleweed Press Inc.	Library-Collections	299.50
Tyler Technologies	GF-Clerk-Technology Services	138.00
United States Treasury	Payroll Expense - September	1,114.27
University of IA State Hygienic Lab	Water-Lab Analysis	25.00
US Bank Corporate Card	Sewer/Library/GF-Cable/Clerk-Misc.	407.51
US Bank Equipment Finance	Library/GF-Clerk-Contract Payments	306.70
Walmart	Library-Collections and Misc. Supplies	657.70
Water Solutions Unlimited	Water-Chemicals	2,050.00
West Branch Animal Clinic	GF/Animal Control-Contract Payments	525.00
West Branch Repairs	GF/Fire-Repairs, Radios	606.20
West Branch Times	GF/Legal Services-Publications & Advert.	1,212.95
	Grand Total	113,079.70

Motion by Ellyson to approve the agenda/consent agenda, second by Stevenson. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. Motion carried.

COMMUNICATIONS/OPEN FORUM

None.

PUBLIC HEARING/NON-CONSENT AGENDA

Rod Ness, Executive Director of the Cedar County Economic Development Corporation (CEDCO) – CCEDCO Update.

Ness shared that he has now been employed with CCEDCO for one year. CCEDCO had historically been focused on trying to recruit new, large employers into the County. The CCEDCO Board has more recently shifted their focus to expanding existing businesses and maximizing their growth. CCEDCO staffed a booth at the Cedar County Fair and on Main Street in West Branch during Hoover’s Hometown Days to promote their “Grow Cedar” campaign. Ness distributed promotional materials to the Council and highlighted the materials that are available on the CCEDCO website at www.cedarcountyia.org and www.growcedar.com. Ness stated that new businesses locating in cities will often look at the quality of the city’s downtown as part of their location decision and that West Branch is well-positioned in that area. New businesses will often expect incentives to be provided by the local community as well and whether or not to do so is a policy decision of the City Council.

Brian Boelk, HBK Engineering, LLC – Stormwater Best Management Practices (BMP) Report.

Boelk briefed the City Council on the final draft of the City of West Branch Stormwater BMP Report and recognized HBK Engineering staff members Vanessa Oraiz and Elizabeth Casavant for their contributions to the report. The report includes a description of various BMP’s and details locations that these BMP’s would be best located, keeping in mind soil conditions and flood plain constraints. Future CIP projects and areas where development is expected to occur in the near future were considered. A range of costs and expected maintenance needs for each BMP are also included. Eight soil tests were completed and infiltration rates were included in the report. Boelk also provided advice to the Council on the Lions Field Creek Restoration Project. Stevenson commented that the report should be helpful for future grant applications and mentioned that a stormwater grant opportunity was recently announced by

City Engineer Dave Schechinger- Variance request on grade of Ohrt St. extension.

Schechinger provided the Council with a copy of a rough draft drawing prepared by MMS Consulting and briefed the Council on the request by a local developer to extend Ohrt Street and construct the street at 8.85% near Main Street. Schechinger asked MMS to push back the steep approach at least fifty feet from Main Street. Council expressed support for more development in the area as long as their concerns with cars sliding down the hill into oncoming traffic or onto the pedestrian path during winter months are addressed.

Approve Main Street closure for limited time at Mayor's discretion in order to accommodate filming of West Branch promotional video by unmanned aerial vehicle./Move to action.

Curt Livesay, resident and owner of Dynamite Ag, offered to produce a promotional video for the City of West Branch using an unmade aerial vehicle, featuring the Hoover Trail, Main Street, the Little Rose Bowl, etc. Pierce suggested that the West Branch Community School District also be included in the video as well.

Motion by Pierce, second by Shields. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried.

Resolution 1391, approving partial payment estimates numbers one and two (final) in the amount of \$102,498.40 to L.L. Pelling, Company, Inc. of North Liberty, IA and accepting the West Branch, IA Parkside Drive Improvements Project as substantially completed./ Move to action.

Schechinger reported that the project was completed and answered questions about the cost of the project.

Motion by Pierce, second by Stevenson to approve Resolution 1391. AYES: Pierce, Stevenson, Ellyson, Miller, Shields. Motion carried.

Resolution 1392, to fix a date of meeting for a public hearing on amending the current budget for the fiscal year ending June 30, 2015./Move to action.

Muckler described the proposed amendment to the budget for FY 2015-2016 CIP projects, additional revenue from road use tax that is expected to be collected this fiscal year, and a fund transfer from the local option sales tax fund to the general fund to facilitate the purchase of radios for the West Branch Fire Department. Other amendments were needed due to the timing of various projects including the West Branch Village Trail Project and the Parkside Drive Road Improvements Project, for legal fees and for Hoover's Hometown Days.

Motion by Shields, second by Stevenson to approve Resolution 1392. AYES: Shields, Stevenson, Ellyson, Miller, Pierce. Motion carried.

Resolution 1393, accepting the renewal of Right-of-Way Permit No.: RW 6470-15-001 by the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site./Move to action.

Superintendent Pete Swisher briefed the Council on the right-of-way permit renewal, which is for a water line. There are no fees associated with the permit renewal.

Motion by Pierce, second by Ellyson to approve Resolution 1393. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

Resolution 1394, approving a Memorandum of Understanding between the Iowa Department of Administrative Services State Accounting Enterprise and the City of West Branch for Participation in the Income Offset Program./Move to action.

Olson stated that this agreement is required for continued participation in the Income Offset Program.

Motion by Stevenson, second by Shields to approve Resolution 1394. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

CITY STAFF REPORTS

Library Director Nick Shimmin- West Branch Public Library Annual Report

Shimmin stated that libraries in today's world are moving away from being book-centric to being places that also offer electronic materials, as well provide space for community gathering and educational programming. The use of E-Books plateaued in FY2015 after circulation numbers had increased dramatically in the previous few years. Community Room use is increasing, while the total number of visitors declined, in part due to reduced visits from students on early-out Wednesday afternoons. Computer use and programming numbers continue to grow. Shimmin also provided the Council with a financial presentation. Upcoming projects for the Library include an update to their long-range plan, continued improvements to programming, an interior space redesign, and building upkeep. Stevenson thanked Shimmin for the great job that the Library Staff does in servicing the community.

Public Works Director Matt Goodale – Trees Forever Grant Application

Goodale detailed efforts to complete an application to provide new trees in Beranek Park, on West Main Street and near the City's wastewater treatment facility. Goodale stated that previous grants had been received and planting projects were completed in partnership with the faculty, staff and students of the West Branch Community School District. Miler suggested that we use Japanese Lilacs and other trees that don't grow too high in certain areas.

Parks & Recreation Director Melissa Russell – Information on November 3, 2015 Public Measure K on West Branch Park Improvements Project.

Russell briefed the Council on satellite voting opportunities prior to the November 3rd election. Informational brochures were distributed via mail, as an insert in the West Branch Times and through the Friday folder. An open house informational session will be held on October 22nd at 6:00 p.m. to discuss the proposed park improvements. Muckler thanked Shimmin for his efforts to design the informational brochure.

City Attorney Kevin Olson – Update on Officer Reimbursement Agreements

Olson stated that Iowa Code allows municipalities to enter into agreements with perspective employees to pay for their training at the Iowa Law Enforcement Academy in exchange for a commitment from officers to work in the municipality for an agreed upon period of time. Muckler stated that these agreements allow for cities to recoup not only the cost of attending the Academy, but also the salary that is paid to the officer while they attend the Academy.

City Administrator Matt Muckler – November 2, 2015 Council Meeting, 5:30 p.m.

Muckler stated that he had received feedback from Council Members that they wanted to change the time of the November 2nd Council Meeting to 5:30 p.m. due to the anticipated second round high school football playoff game that evening in the Little Rose Bowl.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Roger Laughlin – West Branch Fall Festival

Laughlin reminded the group that the West Branch Fall Festival would be held on October 23rd and 24th, which would celebrate the grand opening of five new businesses in downtown West Branch.

Councilperson Mary Beth Stevenson – Creek Clean-Up

Stevenson complimented the Public Works staff for their clean-up efforts in the creek on both sides of the Main Street Bridge near Mexico Lindo Grill and Cantina at 315 E. Main Street and on both sides of the Main Street Bridge near West Branch Ford at 346 W. Main.

Councilperson Colton Miller – Scouting for Food

Miller announced that West Branch Boy Scout Troop 156 and Cub Scout Pack 156 would be picking up food donations for Scouting for Food at 8:00 a.m. on Saturday morning October 24th. Bags were not distributed this year, so residents are asked to use their own bags. The event benefits the West Branch Food Pantry and helps those in need here in the West Branch Community.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:56 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk