

*(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**

**November 30, 2015  
5:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 5:30 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 were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, Library Director Nick Shimmin, and Park & Recreation Director Melissa Russell.

**APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.**

Approve minutes from the November 16, 2015 City Council Meeting.

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

**COMMUNICATIONS/OPEN FORUM**

Superintendent Pete Swisher, Herbert Hoover National Historic Site reminded the Council that Christmas Past is this weekend. Swisher also made note that due to wet ground conditions at the Village Green, the annual tree lighting ceremony has been moved to Heritage Square.

**PUBLIC HEARING/NON-CONSENT AGENDA**

Third Reading of Ordinance 735, amending the Standards for Signage Design and Display found in the Appendix to the Code of Ordinances of the City of West Branch, Iowa. /Move to action.

Motion by Shields, second by Pierce to approve Ordinance 727. AYES: Shields, Pierce, Stevenson, Miller, Ellyson. Motion carried.

ORDINANCE NO. 735

AN ORDINANCE AMENDING THE STANDARDS FOR SIGNAGE DESIGN AND DISPLAY FOUND IN THE APPENDIX TO THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

1. BE IT ENACTED by the City Council of West Branch, Iowa, that the Appendix of the Code of Ordinances of the City of West Branch, Iowa is hereby amended by inserting the following language in the last sentence in Section II of the *Standards for Signage Design and Display*:

**Only the following signs shall be permitted in the Heritage Square area, including South Downey Street and the intersections of South Downey with Wetherell Street and Main Street:**

- a. Applied signs.
  - b. Projecting signs on the east and west sides of the Heritage Square area.
2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
  3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
  4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 30th day of November, 2015.

First Reading: November 2, 2015  
Second Reading: November 16, 2015  
Third Reading: November 30, 2015

\_\_\_\_\_  
Roger Laughlin, Mayor Pro Tem

Attest:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

Resolution 1400, hiring Gordon Edgar as the finance officer/treasurer/deputy city clerk for the City of West Branch, Iowa and setting the salary for the position for fiscal year 2015-2016./Move to action.

Muckler announced that Gordon Edgar was selected as the finance officer/treasurer/deputy city clerk. Gordon has a degree in accounting along with over thirty years of financial/accounting background. He also has experience with public sector project management that will help with the future City projects. Edgar's start date will be in mid-December.

Motion by Stevenson, second by Ellyson to approve Resolution 1400. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

Resolution 1401, approving snow removal services on Parkside Drive, Second Street and Cedar Street for the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site./Move to action.

Motion by Miller, second by Pierce to approve Resolution 1401. AYES: Miller, Pierce, Ellyson, Stevenson, Shields. Motion carried.

Resolution 1402, authorizing internal advances to tax increment revenue fund./Move to action.

Motion by Stevenson, second by Shields to postpone consideration of Resolution 1402 until the December 7, 2015 City Council Meeting. AYES: Stevenson, Shields, Pierce, Ellyson, Miller. Motion carried.

Resolution 1403, approving the submission of the City of West Branch FY2015 Annual Urban Renewal Report./Move to action.

Muckler stated that the City is required to report information concerning tax increment financing to the legislature each year.

Motion by Pierce, second by Ellyson to approve Resolution 1403. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

Resolution 1404, obligating funds from the urban renewal tax revenue fund for the payment of annual appropriation tax increment financed obligations in fiscal year 2017./Move to action.

Motion by Stevenson, second by Pierce to approve Resolution 1404. AYES: Stevenson, Pierce, Ellyson, Shields, Miller. Motion carried.

Superintendent Pete Swisher, Herbert Hoover National Historic Site, Gregory M. Nalley, Associate Director, U.S. Geological Survey (USGS) Iowa Water Science Center, Jon Nania, Supervisory Hydrologist, USGS Iowa Water Science Center, and Daniel Christiansen, Supervisor of the Hydraulic Analysis & Modeling Unit, USGS Iowa Water Science Center – Herbert Hoover National Historic Site Flood Mitigation, Stabilization, and Restoration of Hoover Creek.

Swisher provided an update on flood mitigation, stabilization and the restoration of Hoover Creek within the Herbert Hoover National Historic Site. The project is now in the engineering phase. Swisher stated that he is in the process of compiling information for a report to an advisory board which may result in changes to the scope of the project due to new technology and best management practices. However, the underlying goal has remained consistent since 2006: to prepare the Historic Site for 50-year flood protection. Swisher invited the continued partnership of the City of West Branch, suggesting that the City consider reestablishing the 'Stream Team' to create a prioritized list of potential improvements. Jon Nania (USGS) provided a recap of current stormwater monitoring efforts and discussed the data that is currently collected through stream gages and rain gages in and around West Branch. Data gathered is available on their website [www.usgs.gov](http://www.usgs.gov). Dan Christiansen (USGS) reminded the Council about their future modeling options. Council discussed the pros and cons of moving forward with modeling sooner rather than later. Swisher stated that federal funding may become available for modeling efforts. Greg Nalley (USGS) suggested that modeling will provide information on more options for reducing future flooding than just retention basins, including the sculpting of the stream channel.

Resolution 1405, approving a joint funding agreement between the City of West Branch and the United States Geological Survey (USGS) Iowa Water Science Center for water resources investigations./Move to action.

Miller asked that the timing of these joint funding agreements be adjusted to take place after the annual budget. Motion by Pierce, second by Stevenson to approve Resolution 1405. AYES: Pierce, Stevenson, Miller, Ellyson, Shields. Motion carried.

## **CITY STAFF REPORTS**

### City Administrator Matt Muckler- Outlot A, Pedersen Valley, Part Two

Muckler asked the city attorney for a comment on the subdivider's agreement. Olson stated that he reviewed the subdivider's agreement from 1999 and it was his opinion that the agreement would not require the developer to maintain the property. Muckler stated that agreements are now written so as to avoid city maintenance of outlots. Muckler reported that he had been back in contact with Oak Helm Partners on Outlot A, and that they have offered the City \$500 in order to take ownership of the property. Muckler said if the Council agreed to accept their offer he would add a resolution to the December 21, 2015 City Council agenda for consideration. Council members expressed interest in having such a resolution placed on a future agenda.

### City Engineer Dave Schechinger – Update on Casey's Project

Schechinger provided an update on the progress at the new Casey's site and felt that things were going well. He reported that Tidewater Drive was closed today. The detour opened earlier today and no issues had been reported so far. The road is expected to reopen before Christmas. Schechinger also mentioned that a representative from Casey's asked if the City would consider letting the store open before all of the road improvements had been completed due to the timing of winter weather. Pierce expressed a willingness to allow Casey's to open early as long as the road work was a priority in the spring. Olson stated that he could discuss an agreement with Casey's attorney and bring it back to the City Council for their consideration.

### City Administrator Matt Muckler – West Branch Park Improvement Project

Muckler stated that the recount on the West Branch Park Improvement Project was completed and the vote passed. The next decision item for moving forward is deciding on an engineering firm for the project. City Attorney Olson stated that the City was not required, per Chapter 26 of the City Code, to complete any additional competitive bidding to obtain engineering assistance on the project, but that this decision was up to the Council. Shields commented that HBK had already put in a lot of work on the project, had previously been awarded engineering agreements on this project through a competitive process, and that he was comfortable moving forward with HBK. Other Council members expressed a preference to conduct a process where requests for qualifications would be requested from interested engineering firms. Muckler stated that he would bring back an RFQ for Council consideration at the December 7, 2015 Council Meeting. Russell recommended that the current contract with HBK on engineering for Wapsi Creek Park, Lions Field and Beranek Park should be considered.

## **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Councilperson Colton Miller reminded the group that the Boy Scouts will begin making donuts at 5:00 p.m. on Friday and Saturday evening at Heritage Square during the Christmas Past event.

## **ADJOURNMENT**

Motion to adjourn meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 7:01 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk