

*(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**

**January 19, 2016  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:17 p.m. Mayor Laughlin then invited 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, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale and Fire Chief Kevin Stoolman.

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

Approve minutes from the January 4, 2016 City Council Meeting.

Approve minutes from the January 4, 2016 City Council Work Session.

Approve claims.

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

1/19/2016	Council Claims		
ALLIANT ENERGY	ELECTRICITY		9,447.96
ALTORFER INC	REPAIR PARTS		95.17
AMAZON	BOOKS, DVDS,SUPPLIES		355.73
BAKER & TAYLOR INC.	BOOKS		1,336.69
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES		463.56
BEAN & BEAN	SERVICES		2,200.00
BOOKLIST	SERVICE		147.50
CALHOUN BURNS & ASSOCIATES	SERVICES		400.00
CAPITAL ONE COMMERCIAL	SUPPLIES		115.86
CDW GOVERNMENT INC.	CDW GOVERNMENT INC		4,299.00
CEDAR COUNTY ENGINEER	SUPPLIES		187.23
CEDAR RAPIDS PHOTO COPY IN	EQUIPMENT RENTAL		32.43
CHIEF SUPPLY CORPORATION	UNIFORMS		625.00
COMPASS MINERALS AMERICA	SUPPLIES		1,938.49
DAVIDSON TITLES INC.	BOOKS.		358.37
DEWEYS JACK & JILL	SUPPLIES		94.38
FINANCIAL ADJUSTMENT BUREA	SERVICES		3.20
GOERDT, TERENCE J	INSPECTION SERVICE		420.00
IOWA ASSN. MUN. UTILITIES	TRAINING MEETINGS		538.59
IOWA LIBRARY ASSOCIATION	MEMBERSHIP DUES		240.00
JOHNSON COUNTY REFUSE INC.	RECYCLING-DECEMBER 2016		3,705.00
LENOCH & CILEK	SUPPLIES		53.80
LINN COUNTY R.E.C.	SECURITY LIGHTS		138.00
LYNCH'S EXCAVATING INC	LYNCH'S EXCAVATING INC		40,706.50
MATT PARROTT/STOREY KENWOR	OFFICE SUPPLIES		1,148.68
MIDWEST JANITORIAL SERVICE	JANITORIAL SERVICE		742.84
MOORE'S WELDING INC	MATERIAL		525.46
OLSON, KEVIN D	LEGAL FEES		1,500.00
OMNISITE	SERVICE		360.00
OVERDRIVE INC	BOOKS		550.23
PEDEN, SHANELLE M	SERVICES		75.00
PITNEY BOWES GLOBAL FINANC	EQUIPMENT RENTAL		120.00
PITNEY BOWES INC	RENTAL CHARGES		218.00
PRINTING HOUSE	ANIMAL POSTCARDS		175.00
QUILL CORP	OFFICE SUPPLIES		166.83
RED BUFFALO TREE SERVICE	SERVICE		3,200.00
RICKERTSEN, LISA	CONSULTING SERVICES		1,212.50
S & S FLATWORK LLC	SERVICE		3,250.00
SHIMMIN, NICK	SUPPLIES		28.02
STATE HYGIENIC LAB	LAB SERVICE		87.50
THE LIBRARY STORE INC	OFFICE SUPPLIES		157.92

VEENSTRA & KIMM INC.	ENG SERVICES	17,597.15	
WALMART COMMUNITY/GEMB	BOOKS, DVDS AND SUPPLIES	332.28	
WEST BRANCH ANIMAL CLINIC	SERVICES, BOARDING	335.00	
WEST BRANCH FORD	FORD TRUCK	43,837.00	
WEST BRANCH REPAIRS	VEHICLE REPAIRS	35.00	
WEST BRANCH TIMES	ADVERTISING	150.00	
WEX BANK	FUEL	<u>962.03</u>	
TOTAL			144,668.90
PAYROLL 1/15/2016			36,730.83
PAID BETWEEN MEETINGS:			
GRANT WOOD AEA	TRAINING SEMINAR	65.00	
HOMEISTER, WESLEY	EYE EXAM	68.00	
IMWCA	WORK COMP INSURANACE	13,882.00	
MISCELLANEOUS VENDORS	UTILITY REFUNDS	57.38	
STAGG, PAUL	SUPPLIES	21.39	
US GEOLOGICAL SURVEY	STREAM SURVEY	<u>6,870.00</u>	
TOTAL			<u>20,963.77</u>
GRAND TOTAL EXPENDITURES			202,363.50
FUND TOTALS			
001 GENERAL FUND		51,366.45	
022 CIVIC CENTER		498.85	
031 LIBRARY		9,165.10	
036 TORT FUND		10,749.00	
110 ROAD USE TAX		51,076.90	
112 TRUST AND AGENCY		3,854.54	
305 MAIN ST CROSSINGS		456.05	
306 4TH ST IMPROVEMEN		6,526.00	
307 MAIN ST INTERSECT		1,850.00	
600 WATER FUND		52,297.18	
610 SEWER FUND		14,523.43	
GRAND TOTAL		202,363.50	

## COMMUNICATIONS/OPEN FORUM

National Park Service Update, Superintendent Pete Swisher reviewed the upcoming special events that will be taking place as part of the 2016 National Park Service Centennial Celebration.

## PUBLIC HEARING/NON-CONSENT AGENDA

### Mayor Roger Laughlin – Recognition of Fulwider Agency

Laughlin presented Bob Fulwider and Steven Grace with a business recognition and thanked Fulwider for his 50 years of continued business in the community.

### Superintendent Pete Swisher, Herbert Hoover National Historic Site.

- i. USGS Flood Inundation Model Update- Swisher informed the Council that the NPS has \$20,000 available to assist the City of West Branch in covering the cost of a USGS flood inundation model for West Branch. Swisher also commented that there is a potential for additional funding in the amount of \$10,000 but stated that he is awaiting confirmation.
- ii. Clarifying street and alley vacations within the Historic Site – Swisher suggested that the NPS and City review the street and alley vacations to confirm the intent of those vacations due to some upcoming street projects the NPS will be doing. Confirmation is needed before work can begin.

### Resolution 1417, approving the purchase of a 2016 Dodge Ram 1500 Regular Cab 4x4 Tradesman Utility Truck in the amount of \$25,336.00./Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1417. AYES: Miller, Stevenson, Pierce, Ellyson, Shields. Motion carried.

## **CITY STAFF REPORTS**

### City Engineer Dave Schechinger – College Street Bridge Update

Schechinger updated the Council on the project schedule, and reviewed the Federal Aid checklist, and stated that Veenstra & Kimm was making progress. Surveying for the project should begin in the next few weeks.

### City Administrator Matt Muckler – February Council Meeting Schedule

Muckler informed the Council of some changes to the February meeting schedule. The City Council will meet on February 2<sup>nd</sup>, instead of the 1<sup>st</sup> due to the Iowa Caucus, on February 16<sup>th</sup>, instead of the 15<sup>th</sup> due to President's Day, and a special meeting will be held on Thursday, February 25<sup>th</sup> which will be a joint work session with the West Branch School Board, followed by a Work Session on Council Effectiveness and Teamwork.

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

### Mayor Laughlin – Promoting and Strengthening West Branch

Laughlin recommended that the Council might consider hiring a consultant to assist the City in promoting and advertising West Branch. As a resident, mayor and business owner, he felt this would benefit the City in a number of ways. Laughlin mentioned that he thought it would be preferable to start developing a logo and advertising strategy in the current fiscal year.

### Councilperson Shields – Park Improvements at Pedersen Valley

Shields suggested the Council consider interviewing the two engineering firms that were not selected in the top three of the RFQ selection process. Shields noted that he had reviewed each of the RFQ's and felt the two remaining firms deserved to advance to the interview stage as well. Councilpersons Stevenson and Miller both expressed concerns about revising the process which the Council had previously approved.

### Councilperson Stevenson – Natural Streambank Stabilization Program

Stevenson was approached by Iowa Rivers Revival about the potential for West Branch to host an educational program on natural streambank stabilization. Iowa Rivers Revival is a non-profit statewide leader in river education and advocacy and is committed to protecting some of our most precious resources – our rivers and streams. Mayor Laughlin stated that he would be interested in attending and thought that city staff would benefit as well. Stevenson stated that the workshop would last approximately one and one half hours. Laughlin encouraged Stevenson to arrange for the training in West Branch.

## **ADJOURNMENT**

Motion to adjourn meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:35 p.m.

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Roger Laughlin, Mayor

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