

(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

**February 2, 2016
7:03 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 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, City Attorney Kevin Olson, Police Chief Mike Horihan, 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 19, 2016 City Council Work Session #1.

Approve minutes from the January 19, 2016 City Council Meeting.

Approve minutes from the January 19, 2016 City Council Work Session #2.

Approve claims.

Approve Class C beer license including Class B native wine and Sunday Sales privileges for Shivji LLC DBA BP Amoco.

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

Council Claims 2/2/2016

BEAVER HEATING AND AIR CON	FURNACE REPAIR	547.00	
BOUND TREE MEDICAL LLC	GLOVES	164.90	
BUSINESS RADIO SALES	CHARGER & BATTERIES	604.90	
CHIEF SUPPLY CORPORATION	SUPPLIES	123.40	
CHRIS JONES TRUCKING	HAULING	320.00	
CROELL REDI-MIX INC	SAND	539.64	
DEARBORN NATIONAL INSURANC	GROUP INSURANCE	54.75	
DORSEY & WHITNEY LLP	LEGAL FEES	9,524.50	
EARTHVIEW ENVIRONMENTAL, I	CONSULTING SERVICES	500.00	
FRENCH RENEKER ASSOCIATES	PROFESSIONAL SERVICES	4,250.00	
HBK ENGINEERING LLC	CONSULTING SERVICES	1,983.00	
IOWA ONE CALL	SERVICE	26.10	
JOHN DEERE FINANCIAL	SUPPLIES	839.24	
KOCH BROTHERS INC	PHOTO COPIES	350.37	
LYNCH'S PLUMBING INC	SERVICE	421.80	
MEDIACOM	SERVICE	40.90	
MENARDS	SUPPLIES	261.09	
MUNICIPAL SUPPLY INC.	SUPPLIES	151.26	
NATIONAL RECREATION AND PARK	DUES	165.00	
OASIS ELECTRIC LLC	SERVICE	3,690.60	
PARKSIDE SERVICE	TIRE REPAIRS	952.81	
PEDEN, SHANELLE M	RECORDING MEETINGS	300.00	
QC ANALYTICAL SERVICES LLC	ANALYTICAL SERVICES	730.00	
STOOLMAN, JODEE	TRAVEL EXPENSE	335.88	
TRUCK COUNTRY	FIRE TRUCK REPAIR PARTS	135.33	
US BANK CORPORATE CARD	POSTAGE	278.76	
USA BLUE BOOK	SUPPLIES	120.22	
VEENSTRA & KIMM INC.	PROFESSIONAL SERVICES	10,838.28	
WELLMARK	GROUP INSURANCE	12,468.59	
WEST BRANCH COMMUNITY SCHO	INDOOR WALKING	90.00	
WEST BRANCH FIREFIGHTERS	HELMETS	656.57	
WEST BRANCH FORD	VEHICLE REPAIRS	432.87	
WEST BRANCH REPAIRS	EXHAUST FLUID	233.62	
WEST BRANCH TIMES	LEGAL PUBLICATIONS	<u>943.26</u>	
CLAIMS SUBTOTAL			<u>53,074.64</u>
PAYROLL	1/29/2016		<u>47,852.11</u>

PAID BETWEEN MEETINGS			
BP AMOCO	VEHICLE FUEL	478.84	
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	74.40	
PITNEY BOWES PURCHASE POWER	POSTAGE	500.00	
QUILL CORP	OFFICE SUPPLIES	24.70	
TREASURER, STATE OF IOWA	SALES TAX	2,718.00	
US BANK EQUIPMENT FINANCE	COPIER CONTRACT	395.20	
SUBTOTAL			<u>4,191.14</u>
GRAND TOTAL EXPENDITURES			105,117.89
001 GENERAL FUND		46,495.81	
022 CIVIC CENTER		547.00	
031 LIBRARY		5,029.46	
110 ROAD USE TAX		1,195.58	
112 TRUST AND AGENCY		18,515.92	
301 REAP GRANT PROJECT		4,250.00	
305 MAIN ST CROSSINGS PROJ		72.50	
306 4TH ST IMPROVEMENTS PROJ		2,275.00	
307 MAIN ST INTERSECTION IMP		3,700.00	
600 WATER FUND		12,858.50	
610 SEWER FUND		10,038.12	
740 STORM WATER UTILITY		<u>140.00</u>	
GRAND TOTAL			105,117.89

COMMUNICATIONS/OPEN FORUM – NONE.

PUBLIC HEARING/NON-CONSENT AGENDA

Councilperson Jordan Ellyson- Appointments/Reappointments./Move to action.

- i. Allison Kusick – West Branch Fire & Rescue Department

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

Kevin Rogers, Executive Director, Main Street West Branch

Rogers spoke of his five-year goal to make West Branch a “Little Galena”. He said Main Street West Branch has huge support from the State of Iowa and the Iowa Tourism Bureau will be getting involved. There will be a booth at the Iowa State Fair this year.

Jonny Stax, Promoting and Strengthening West Branch

Jonny stated he had met with Mayor Laughlin and City Administrator Muckler to discuss promoting West Branch. Among items discussed were a West Branch logo, a “tag line” associated with West Branch, developing a promotional strategy work plan along with a methodology to evaluate the success of the promotional strategy.

Resolution 1418, approving a joint funding agreement with the U.S. Geological Survey for a flood inundation model./Move to action.

Councilperson Miller reported that he had been informed by NPS Superintendent Pete Swisher that not all of the approvals had been obtained yet and it would be better to postpone approving the agreement until Superintendent Swisher had all of the approvals. Superintendent Swisher confirmed that. Motion by Miller, second by Pierce to postpone consideration of a funding agreement to a future meeting. AYES: Miller, Stevenson, Pierce, Ellyson, Shields. Motion carried.

Resolution 1420, approving a service agreement with Midwest Inflatables in the amount of \$12,000 for Hoovers Hometown Days 2016./Move to action.

Parks Director Russell described some of the items to be provided Midwest Inflatables. There will be an air conditioned gaming trailer, inflatable rides, and a big slide. This company provides its own staffing which will allow volunteers to be utilized elsewhere. Again this year all rides will be free. Motion by Ellyson, second by Shields to approve Resolution 1420. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

Resolution 1421 approving membership in the Iowa Rural Water Association./Move to action.

City Administrator Muckler reported that we had been a member of the Association but had allowed membership to lapse. The organization is used for training. Motion by Stevenson, second by Shields to approve Resolution 1421. AYES: Stevenson, Shields, Miller, Pierce, Ellyson. Motion carried.

Discussion on rankings of engineering firms interviewed on January 19, 2016 for the West Branch Park Improvements Project at Pedersen Valley.

Mayor Laughlin reported he had Fehr-Graham first, Bolton-Menk second. Councilperson Pierce thanked the Park Commission for their work. He said Fehr-Graham stuck out to him. They all had wonderful presentations. Fehr-Graham, with their references and involvement with the city along the way was his favorite. Shields said he agrees with Councilperson Pierce. He liked Fehr-Graham and that they work with smaller communities. Miller said that when he left the last council meeting he was hell bent on Bolton-Menk. He said that after looking at references and projects for Fehr-Graham and Bolton-Menk, he could go with either one of them. Councilperson Stevenson said that she felt Bolton-Menk was #1 at the end of the last meeting. She liked how French-Reneker laid out the environmental considerations. She said that Fehr-Graham did rank first on paper for her. Councilperson Ellyson liked Bolton-Menk because they took what we wanted and then gave us more. They did rank number one for her but she did like that Fehr-Graham is located closer to West Branch.

Resolution 1422 directing the Parks and Recreation Director to negotiate a compensation agreement with Fehr-Graham for engineering services on the West Branch Parks Improvement Project at Pedersen Valley and submit that agreement to the City Council for their consideration at their next regular meeting./Move to action.

Motion by Shields, second by Stevenson, to approve Resolution 1422. AYES: Shields, Stevenson, Miller, Pierce, Ellyson,. Motion carried.

Resolution 1423 authorizing the acquisition of property interests for the Public Improvements for S. Downey Street & Tidewater Drive, West Branch, Iowa./Move to action.

Attorney Olson said this is the first step to acquire the land and explained a little bit of how the process would work. Engineer Dave Schechinger explained that they had tried to obtain the easement but were not successful and now had to use other means to do so.

Motion by Ellyson, second by Shields, to approve Resolution 1423. AYES: Ellyson, Shields, Stevenson, Miller, Pierce. Motion carried.

CITY STAFF REPORTS

City Engineer Dave Schechinger – 4th Street Reconstruction Project Update

Schechinger distributed a schedule based on additional information and a copy of a letter to be sent to residents who will be impacted. The project will be completed in five phases to allow residents access to their homes. It will start in late April and be completed in October.

City Zoning Administrator Paul Stagg – Housing Incentive Program

Stagg reported that five units participated in the Program. Two would have been built anyway, one was built sooner than had been planned and it was a definite factor to locate the other two homes in West Branch. Stagg asked the Council if R-3 residential units are eligible. After discussion it was decided the consensus was that R-3 was desirable for the program but a resolution would be brought up at a later meeting to delineate more precisely how it would work.

City Attorney Kevin Olson – Review of Rules of Procedure, Code of Conduct, and Code of Ethics

Attorney Olson reported this is an annual review, not a response to a particular event. He highlighted citizen participation, conflict of interest and motions allowed under the West Branch City Council Rules of Procedure. Olson also detailed the provisions of the Code of Conduct and Code of Ethics.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Roger Laughlin – Recognizing the Parks and Recreation Commission for their work on the West Branch Parks Improvement Project at Pedersen Valley RFQ

Mayor Laughlin thanked the Parks and Rec Commission for their work on the selection process and commended them for their effort. He said he looks forward to their continued input as the project moves forward.

Mayor Roger Laughlin – Roadway in Greenview Subdivision

City Administrator Muckler stated there had been discussion at a recent Planning and Zoning meeting about street maintenance in the Greenview Subdivision. City Engineer Schechinger spoke about the long term solution for storm water management, sidewalks and road improvements that could be made that would not involve a full road reconstruction. Public Works Director Goodale recommended seal coating the roads in Greenview this spring to maintain the roads until funding is available for further improvements.

Motion to adjourn to executive session to discuss the purchase of particular real estate only where premature disclosure could reasonably be expected to increase the price the governmental body would have to pay for that property pursuant to Section 21.5(j) of the Code of Iowa/Move to action.

Motion by Shields, second by Pierce to adjourn to executive session. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried.

Motion by Pierce to adjourn from the closed session at 9:12 p.m. and second by Ellyson. AYES: Pierce, Ellyson, Shields, Stevenson, Miller. NAYS: None. Motion carried. Regular session resumed at 9:15 p.m.

ADJOURNMENT

Motion to adjourn meeting by Pierce, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:15 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon Edgar, Deputy City Clerk/Finance Officer