

*(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**

**March 7, 2016  
7:00 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, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell and Fire Chief Kevin Stoolman.

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

Approve minutes from the February 12, 2016 Special City Council Meeting.  
Approve minutes from the February 12, 2016 City Council Work Session.  
Approve minutes from the February 16, 2016 City Council Meeting.  
Approve minutes from the February 25, 2016 City Council Joint Work Session.  
Approve minutes from the February 25, 2016 City Council Work Session.  
Approve claims.

**COUNCIL CLAIMS 3/7/2016**

ACTION SEWER & SEPTIC SERV	LIFT STATION MAINTENANCE	1,177.75
ALLIANT ENERGY	ELECTRICAL SERVICE	13.07
AMAZON	BOOKS	459.52
BAKER & TAYLOR INC.	BOOKS	801.26
BP AMOCO	VEHICLE FUEL	126.52
BROWN'S WEST BRANCH	VEHICLE REPAIRS	177.75
CEDAR COUNTY COOPERATIVE	FUEL	681.04
CEDAR RAPIDS PHOTO COPY IN	COPIES	64.46
FARMERS SUPPLY SALES INC	STREET SWEEPER REPAIR	267.95
FELD FIRE EQUIPMENT CO. IN	UNIFORMS	9,374.00
FRENCH RENEKER ASSOCIATES	CONSULTING SERVICES	850.00
HAWKEYE PHOTO BOOTHS	ENTERTAINMENT-HHTD	200.00
HBK ENGINEERING LLC	CONSULTING SERVICES	11,206.25
HD CLINE COMPANY	EQUIPMENT REPAIRS	73.68
INSTITUTE OF PUBLIC AFFAIR	TRAINING	919.94
INTERNATIONAL INST OF MUNI	DUES	95.00
IOWA ASSN. MUN. UTILITIES	DUES	738.59
IOWA LAW ENFORCEMENT ACADE	TRAINING	6,285.00
IOWA ONE CALL	SERVICE	10.80
JOHN DEERE FINANCIAL	SUPPLIES	193.67
KINGDOM GRAPHICS LLC	TRUCK ACCESSORIES	200.00
KOCH BROTHERS INC	COPIES	269.52
LIBERTY COMMUNICATIONS	SERVICE	1,219.60
LIBERTY DOORS INC	HANDICAP DOOR OPERATOR	3,940.00
MEDIACOM	SERVICE	40.90
MIDWEST FRAME & AXLE	TRUCK ACCESSORIES	243.74
MOORE'S WELDING INC	REPAIR EQUIPMENT	119.99
MOZY INC	SERVICE	158.95
OASIS ELECTRIC LLC	SERVICE	1,297.50
OLSON, KEVIN D	LEGAL SERVICE	3,000.00
OVERDRIVE INC	EBOOKS	288.89
PEDEN, SHANELLE M	SERVICE	225.00
PIP PRINTING & MARKETING S	FORMS	137.33
PITNEY BOWES PURCHASE POWE	POSTAGE	500.00
PLUNKETT'S PEST CONTROL IN	PEST CONTROL - TOWN HALL	25.96
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	564.00
QUILL CORP	OFFICE SUPPLIES	263.93
REPUBLIC SERVICES OF IOWA	SERVICE	43.00
RICK EUGENE	ENTERTAINMENT-HHTD	150.00
SHIMMIN, NICK	SUPPLIES	88.97
SUPPLYWORKS	MISC SUPPLIES	72.00

TRIPLEPOINT ENVIRONMENTAL	LAGOON TRAINING	198.00	
UNIFORM DEN INC.	BULLETT PROOF VEST	1,380.97	
UPSTART	BOOKS	1,039.46	
US BANK EQUIPMENT FINANCE	LIBRARY COPIER CONTRACT	59.00	
USA BLUE BOOK	SAFETY SUPPLIES	86.52	
VEENSTRA & KIMM INC.	CONSULTING SERVICES	15,737.45	
VERIZON WIRELESS	CELL PHONE SERVICE	785.62	
WEST BRANCH ANIMAL CLINIC	BOARDING OF IMPOUNDED ANIMALS	205.80	
WEST BRANCH FORD	VEHICLE REPAIRS	42.14	
WEST BRANCH TIMES	LEGAL NOTICES	<u>1,822.34</u>	
TOTAL			67,922.83
<u>PAYROLL 2/26/2016</u>			47,300.31
<u>PAID BETWEEN MEETINGS</u>			
CULLIGAN WATER TECHNOLOGI	SERVICE	69.40	
DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	62.15	
JOHNSON COUNTY MUTUAL AID	FIRE PROTECTION	95.00	
MIDWEST INFLATABLES	HHTD INFLATABLES	4,000.00	
NATIONAL PARK SERVICE	DONATION	7,500.00	
PITNEY BOWES PURCHASE POWER	POSTAGE	500.00	
US BANK CORPORATE CARD	TRAINING & SUPPLIES	181.10	
WELLMARK	HEALTH INSURANCE	11,712.48	
WB COMMUNITY SCHOOL	RECREATION SUPPLIES	87.50	
MISCELLANEOUS VENDORS	WATER DEPOSIT REFUNDS	71.87	
UPS	SHIPPING	85.79	
IOWA SECTION AWWA	TRAINING & EDUCATION	160.00	
IMFOA	DUES, TRAINING	<u>435.00</u>	
TOTAL			<u>24,960.29</u>
GRAND TOTAL EXPENDITURES			140,183.43
<u>FUND TOTALS</u>			
001 GENERAL FUND	73,571.41		
022 CIVIC CENTER	117.23		
031 LIBRARY	12,321.91		
110 ROAD USE TAX	1,026.82		
112 TRUST AND AGENCY	17,724.18		
301 REAP GRANT PROJEC	850.00		
305 MAIN ST CROSSINGS	1,322.32		
306 4TH ST IMPROVEMEN	6,128.13		
307 MAIN ST INTERSECT	4,633.80		
600 WATER FUND	11,649.09		
610 SEWER FUND	<u>10,838.54</u>		
GRAND TOTAL	140,183.43		

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

### **COMMUNICATIONS/OPEN FORUM –**

Dave Peden of Dave's Welding addressed the Council with a concern of a recent water bill and inquired on the city's plan for clean-up activities on his property.

Superintendent Pete Swisher updated the Council of the National Park Centennials upcoming events, including 1) Every 4<sup>th</sup> Grader in a Park Program, 2) Lift Every Voice, 3) School Tours, 4) Expanded Music on the Village Green Series, and 5) Hoover's Hometown Days.

### **PUBLIC HEARING/NON-CONSENT AGENDA**

#### Mayor Roger Laughlin – Recognition of Dewey's Jack & Jill

Faye Koosman, manager of Dewey's Jack & Jill for twenty nine years was presented with a certificate of appreciation from Mayor Laughlin. Laughlin thanked Koosman for her years of service and helping employ hundreds of high school student throughout the years.

Resolution 1419, approving a generator service maintenance agreement with Interstate Power Systems./Move to action. Muckler commented that the agreement is for five years and includes inspections, maintenance and load testing for the generator at the lift station.

Motion by Ellyson, second by Pierce to approve Resolution 1419. AYES: Ellyson, Pierce, Miller, Shields, Stevenson. Motion carried.

Public Hearing on the Fiscal Year 2016-2017 Annual Budget.

Entered public hearing at 7:13 p.m. Shane Staker from the audience questioned if a meeting had been scheduled with CEDCO regarding the projected FY16-17 budget for Main Street West Branch. Public Hearing closed at 7:14 p.m.

Resolution 1430, adopting the Fiscal Year 2016-2017 Annual Budget./Move to action.

Muckler reported on the highlights of the FY16-17 budget which includes; additional funding for public safety, continued aggressive debt reduction, a new salt shed, and CIP projects.

Motion by Shields, second by Stevenson to approve Resolution 1430. AYES: Shields, Stevenson, Pierce, Miller, Ellyson. Motion carried.

Resolution 1431, to fix a date of meeting for a public hearing on amending the current budget for the fiscal year ending June 30, 2016./Move to action.

Muckler noted that the budget amendment is for three areas; additional funds for maintenance on plow trucks for public works (Road Use Tax), engineering fees for the Casey's project and legal fees for the Acciona lawsuit, using TIF funds.

Motion by Ellyson, second by Stevenson to approve Resolution 1431. AYES: Ellyson, Stevenson, Miller, Shields, Pierce. Motion carried.

Resolution 1432, approving ten agreements for the 2016 Hoover's Hometown Days Celebration./Move to action.

Motion by Pierce, second by Shields to approve Resolution 1432. AYES: Pierce, Shields, Miller, Stevenson, Ellyson. Motion carried.

Resolution 1433, approving a consultant services agreement with Jose Gongora for safety and health consulting services./Move to action.

Muckler recommended to postpone approving Resolution 1433 based on feedback from Council. Muckler will request some changes to the current agreement and bring back to Council at a later date.

Motion by Stevenson, second by Pierce to postpone Resolution 1433. AYES: Stevenson, Pierce, Miller, Shields, Ellyson. Motion carried.

Resolution 1434, approving annual insurance renewals with Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance./Move to action.

Motion by Shields, second by Pierce to approve Resolution 1434. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried.

**CITY STAFF REPORTS**

Fire Chief Kevin Stoolman – West Branch Fire & Rescue Annual Report

Stoolman reported on 2015 call volumes, response times and current membership numbers. Mayor Laughlin thanked Stoolman for the fire departments service to the community.

Park & Recreation Director Melissa Russell-Heritage Square

Russell asked for guidance from the Council on developing rules for Heritage Square. Inquiries have been made on reserving the park due to new businesses in the area and currently there are no rules for this space. Russell also indicated that rules would need to be developed for Wapsi Park as well. Russell said she would draft some ideas and bring them back at a later date.

Zoning Administrator Paul Stagg – Slach Commercial Subdivision

Stagg informed the Council that Cedar County has been working to bring the Slach commercial subdivision into compliance with the current county zoning regulations and ensure that all properties have valid E-911 addresses going forward. He also noted that the County would be holding a public meeting in Town Hall on March 22, 2016 regarding the proposed changes. Muckler discussed the Slach Commercial Subdivision Project that was adopted in the City's Urban Renewal Plan and a potential annexation.

Zoning Administrator Paul Stagg – Residential Plot Plans

Stagg reported that there has been some discussion recently with the Planning & Zoning Commission about possibly requiring residential individual lot site plans. Stagg described that much like site plans that are required for commercial development or subdivisions, these detailed plans would provide City staff with required information and help expedite the plan review process. Stagg has been working with Dave Schechinger and will be presenting these items to the Planning & Zoning Commission at a future meeting for discussion and recommendations.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS - None**

**ADJOURNMENT**

Motion to adjourn meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:18 p.m.

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Roger Laughlin, Mayor

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