

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at [www.westbranchiowa.org/government/council-videos](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**September 6, 2016  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:02 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, Tim Shields, Mary Beth Stevenson and Brian Pierce 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, Parks & Recreation Director Melissa Russell and Public Works Director Matt Goodale.

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

Approve minutes from the August 15, 2016 regular City Council Meeting.

Approve Partial Pay Estimate No. 2 in the amount of \$136,502.89 to Cornerstone Excavating, Inc. for work completed on the 4<sup>th</sup> Street Reconstruction Project through August 12, 2016.

Approve claims.

Approve street closure for the 200 Block of N. 5<sup>th</sup> Street on Saturday September 10, 2016 from 5:00 p.m.-9:00 p.m. for a block party.

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

**EXPENDITURES**

**9/6/2016**

AMAZON	SUPPLIES, BOOKS	254.01
BAKER & TAYLOR INC.	BOOKS	345.68
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
CEDAR COUNTY TREASURER	PROPERTY TAXES	1,034.00
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	47.63
CORNERSTONE EXCAVATING, IN	306-4TH ST IMP PROJ	136,502.89
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
DEMCO	SUPPLIES	43.91
DIAMOND VOGEL PAINTS	PAINT	565.50
DORSEY & WHITNEY LLP	LEGAL FEES	15,070.92
ECONO SIGNS LLC	SIGNS	255.28
FELD FIRE EQUIPMENT CO. IN	SUPPLIES	101.00
FINANCIAL ADJUSTMENT BUREA	COLLECTION FEE	6.70
HBK ENGINEERING LLC	LION'S FIELD CREEK RESTORATION	2,894.00
IHEARTMEDIA	ADVERTISING	1,391.00
IMPRINTED SPORTSWEAR	SHIRTS FOR VOLUNTEERS	200.00
IMWCA	WORK COMP INSURANCE	5,240.00
IOWA DEPARTMENT OF PUBLIC	ON-LINE WARRANTS SYSTEM	1,200.00
IOWA ONE CALL	LOCATION SERVICE	48.60
JOHN DEERE FINANCIAL	SUPPLIES	55.41
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	625.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,207.75
MATT PARROTT/STOREY KENWOR	CHECKS	255.62
MEDIACOM	CABLE SERVICE	40.90
MENARDS	SUPPLIES	231.18
MOORE'S WELDING INC	REPAIR SERVICE	357.50
OASIS ELECTRIC LLC	MATERIALS & LABOR	7,445.39
OVERDRIVE INC	EBOOKS	779.44
PORT 'O' JONNY INC.	PARK & REC - SERVICE	1,042.00
PRESIDENTIAL BUILDERS, LLC	BUILDING REPAIRS	137.64
QC ANALYTICAL SERVICES LLC	LAB SERVICE	584.00

QUILL CORP	OFFICE SUPPLIES	86.99
RANDY'S CARPETS	TILE REPAIR	103.35
SCHIMBERG CO	SUPPLIES	2,263.44
SECRETARY OF STATE	NOTARY REAPPOINTMENT FEE	30.00
SKY ZONE TRAMPOLINE PARK	RECREATION ACTIVITY	66.00
SPEER FINANCIAL INC	FINANCIAL CONSULTING SERVICE	10,300.00
TRUGREEN PROCESSING CENTER	LAWN SERVICE-LION'S FIELD	897.00
VERIZON WIRELESS	TELEPHONE SERVICE	822.08
WEST BRANCH FIREFIGHTERS	TRAINING	90.00
WEST BRANCH REPAIRS	BATTERIES AND REPAIRS	322.21
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	3,090.16

**TOTAL** **196,087.33**

**PAYROLL** **8/26/2016** **50,074.21**

**PAID BETWEEN MEETINGS**

AERO RENTAL LIGHTS-VOLLEYBALL TOURNEY 858.00

ALL AMERICAN CONCRETE INC	FINAL-MAIN ST SIDEWALK PH 3	180,939.95
BEST BUY BUSINESS ADVANTAGE	OFFICE SUPPLIES	29.98
BIG TEN RENTALS	HHTD STAGE & TENT	2,019.87
IHEARTMEDIA	BLDG INCENTIVE & HHTD ADVERTISING	1,200.00
MIDWEST JANITORIAL SERVICE	AUGUST JANITORIAL SERVICE	656.26
MILDER FARMS	SUPPLIES	90.00
OVERDRIVE INC	EBOOK SUBSCRIPTION, CONTENT FEES	450.98
PITNEY BOWES PURCHASE POWER	POSTAGE	551.16
SHIELDS SEWING CENTER	SHIRTS	107.24
SIMPLEX GRINNELL	SERVICE CONTRACT-FIRE ALARM	340.93
STAGG, PAUL	TRAVEL-TRAINING	85.44
STATE LIBRARY OF IOWA	DATABASE SUBSCRIPTION	199.10
UPS	SEWER-SHIPPING	41.29
US BANK CORPORATE CARD	TRAVEL-TRAINING, RECREATION SUPPLIES	3,359.72

**TOTAL** **190,929.92**

**GRAND TOTAL EXPENDITURES** **437,091.46**

**FUND TOTALS**

001 GENERAL FUND	72,303.91
022 CIVIC CENTER	270.86
031 LIBRARY	8,454.85
036 TORT LIABILITY	4,425.60
110 ROAD USE TAX	2,797.22
112 TRUST AND AGENCY	10,854.76
306 4TH ST IMPROVEMENTS PROJ	136,502.89
307 MAIN ST INTERSECTION IMPROVE	180,939.95
312 DOWNTOWN EAST REDEVELOPMENT	926.00
600 WATER FUND	9,815.01
610 SEWER FUND	6,906.41
740 STORM WATER UTILITY	2,894.00

**GRAND TOTAL** **437,091.46**

## **COMMUNICATIONS/OPEN FORUM**

Doug Klein, Cedar County resident and member of the West Branch City Council announced his candidacy for the Cedar County Board of Supervisors.

Jerry Sexton, Cedars Edge Golf Course informed the Council that the Miller family (current owners of the golf course) had decided to withdraw from the purchase agreement they had with them. Sexton stated that they were able to come to an agreement to keep the golf course open for the remainder of the season, closing in late October. Sexton thanked the community for their support.

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

### Mr. Kevin Rogers, Executive Director, Main Street West Branch – Main Street West Branch Update

Rogers told the Council that Main Street West Branch changed its name to West Branch Community Development Group (CDG). He presented the organization's new logo and branding to the Council and said the group would be changing their focus to the areas of community development, downtown revitalization and historic preservation. Rogers also spoke of the many grant opportunities available for assisting in the focus areas. He also noted that Christmas Past planning was underway and that this year's theme would be centered on a traditional community feel. Tami Urmie, Cotton Creek Mill provided a glimpse into the groups' Fall Festival activities to be held on October 8<sup>th</sup> and 9<sup>th</sup> downtown West Branch. Some events listed were a chili cook-off, music, pumpkin decorating and family activities. Urmie did say the Saturday evening event would have a fee attached to it and that the proceeds would be going back to the community development group.

### First Reading of Ordinance 742, amending Title "Police, Fire and Emergencies," Chapter 30 "Police Department."/Move to action.

Councilperson Pierce asked Chief Horihan if he was concerned that this change could impact all police personnel and asked if he thought all personnel might want to live outside of the city limits. Horihan responded that he didn't think that would happen or be a problem.

Motion by Shields, second by Ellyson to approve first reading of Ordinance 742. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

### Resolution 1514, approving a disaster recovery plan./Move to action.

Muckler explained that the purpose of the document is to have a plan in place in the event of a disaster. Shimmin who wrote the plan said it was adapted from a couple of other cities and was pretty standard. Stevenson asked if back-up generators would be needed and if the city had them available when needed. Miller also asked if the city had plans for a cyber attack as that was also a potential risk. Shimmin said he would look into it.

Motion by Stevenson, second by Miller to approve Resolution 1514. AYES: Stevenson, Miller, Pierce, Shields, Ellyson. Motion carried.

### Resolution 1515, approving a consultant agreement with Sherry Hill for videography services./Move to action.

Muckler commented that Hill will provide video services for the board and commission meetings.

Motion by Pierce, second by Ellyson to approve Resolution 1515. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

## **CITY STAFF REPORTS**

### Finance Director Gordon Edgar – Annual Debt Report

Edgar provided an overview on the city's debt as of June 30, 2016 and updated the Council on bonds that have been borrowed since that date. He also told the Council that the city continued its practice of retiring debt ahead of schedule in FY16 by paying off the lawsuit settlement loan several years in advance.

### City Administrator Matt Muckler – Water Rates

Muckler presented a utility rate study to the Council which contained cities with populations between 1000-6000. The study showed that West Branch charged below average for minimal water users and well above average for customers who used larger amounts of water. Muckler also informed the Council that recent rate increases have allowed the City to eliminate the general fund subsidizing the water and sewer funds, but that funding was not abundantly available for some much needed upgrades to the system. He suggested the council consider a moderate increase to the minimum charge from 1,700 gallons to 2,000 gallons and 2% increases per year to the water rate for

the next five years. He then asked Council for consideration and feedback. Stevenson expressed opposition to increasing the minimum charge. Miller expressed concern with how much larger users were currently paying.

City Engineer Dave Schechinger – Residential Site Plans

Schechinger mentioned that this subject has been brought up in the past and at Planning & Zoning meetings for discussion. He presented a sample residential site plan for review and asked the Council for feedback on what requirements they would like to see. Pierce asked if this would increase the cost for a new homeowner or inhibit people from buying in West Branch. Schechinger replied that the cost would far outweigh the consequences that the City has experienced in the past. Other council members were supportive of the plan but would like to review further.

City Administrator Matt Muckler – September 19, 2016 Goal Setting Session

Muckler advised the Council of the goal setting session to take place after the next regularly scheduled council meeting and reviewed some of the goals previously set. Muckler asked the council to review them and requested they contact him before the next meeting if any additions were needed.

City Administrator Matt Muckler – Lions Field Creek Restoration Project Meeting – Thursday  
September 22<sup>nd</sup>, 6:00 p.m. at Lions Field

Muckler reminded the Council of the meeting to be held at Lions Field.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin asked if the city would be mowing the easements on Main Street where the recent sidewalk replacements had been done. He noted that weeds had overtaken the area and asked that the City contact the contractor to re-seed the affected areas.

Miller asked for an update on the South Downey project and when grading would be complete. Schechinger responded that crews were working on completing the east side and preparing to start on the west side very soon.

Ellyson asked for an update on the 4<sup>th</sup> Street Reconstruction project. Schechinger stated that the contractor would begin paving in three to four weeks.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:32 p.m.

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Roger Laughlin, Mayor

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