

*(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**

**October 17, 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: Colton Miller, Tim Shields, Mary Beth Stevenson and Brian Pierce were present. Council Person Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, 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 October 3, 2016 City Council Work Session #1.

Approve minutes from the October 3, 2016 regular City Council Meeting.

Approve minutes from the October 3, 2016 City Council Work Session #2.

Approve claims.

Approve Change Order No. 2 in the amount of \$1,364.00 to All American Concrete, Inc. for stormwater improvements to extend a culvert and install an intake to address an uncovered culvert pipe on the West Branch Parks and Recreation Phase 1 Improvements Project.

Approve Change Order No. 3 in the amount of \$10,955.60 to Cornerstone Excavating, Inc. for extra soil core out on the 4<sup>th</sup> Street Reconstruction Project.

**EXPENDITURES**

**10/17/2016**

ALLIANT ENERGY	WATER-UTILITIES	10,200.15
ALTORFER INC	KEY	505.00
AMAZON	BOOKS AND SUPPLIES	682.29
BAKER & TAYLOR INC.	BOOKS	444.53
BARRON MOTOR SUPPLY	REPAIR PARTS/SUPPLIES	356.65
BP AMOCO	VEHICLE FUEL	230.36
CEDAR COUNTY COOPERATIVE	CHEMICALS	125.35
CEDAR COUNTY RECORDER	RECORDING FEES	57.00
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	61.47
CEREBRAL GROUP LLC	PAVING REPAIR 1ST ST	6,303.78
COSTCO WHOLESALE	SUPPLIES	79.14
DEWEYS JACK & JILL	MAINTENANCE SUPPLIES	12.91
DORSEY & WHITNEY LLP	LEGAL FEES	758.91
FARMERS SUPPLY SALES INC	REPAIR PARTS	217.55
FINANCIAL ADJUSTMENT BUREA	COLLECTION FEE	10.00
HARRY'S CUSTOM TROPHIES LT	SUPPLIES	165.00
HBK ENGINEERING LLC	PROF FEES-LION'S FIELD CREEK	3,357.00
IOWA DEPARTMENT OF NATURAL	IOWA DEPARTMENT OF NATURAL RES	40.00
IOWA LAW ENFORCEMENT ACADE	CHARGING MANUAL	20.00
JOEY DEAN WENNDT	LIVE FIRE TRAINING	300.00
JOHNSON COUNTY REFUSE INC.	RECYCLING SEP, 2016	3,762.00
JOURNEYED COM INC	SOFTWARE LICENSE	105.58
KINGDOM GRAPHICS LLC	JERSEYS-YOUTH SPORTS	742.50
LENOCH & CILEK	SUPPLIES	5.97
LINN COUNTY R.E.C.	STREETS-UTILITIES	138.00
LYNCH'S EXCAVATING INC	REMOVE CONCRETE	785.00
LYNCH'S PLUMBING INC	SERVICE CALL	103.00
MIDWEST JANITORIAL SERVICE	MIDWEST JANITORIAL SERVICE INC	135.84

OASIS ELECTRIC LLC	SERVICE CALL	87.97
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
PLASTIC RECYCLING OF IOWA	TRASH RECEPTACLES	344.50
PLUNKETT'S PEST CONTROL IN	PLUNKETT'S PEST CONTROL INC	142.77
PORT 'O' JONNY INC.	PARK & REC - SERVICE	174.00
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	19.96
QUILL CORP	SUPPLIES	53.17
S & S FLATWORK LLC	CURB & GUTTER N DOWNEY	7,430.00
SHIMMIN, NICK	LUNCH-TRAINING	52.65
STATE HYGIENIC LAB	WATER ANALYSIS	25.00
SUMMIT COMPANIES	SERVICE CALL-RECHARGE FIRE EXT	89.00
TOYNES IA. FIRE TRK.SERV	SERVICE CALL	3,704.03
TRANS-IOWA EQUIPMENT INC	EQUIPMENT REPAIR PARTS	742.64
TRUGREEN PROCESSING CENTER	LAWN SERVICE LIONS FIELD	220.00
WEST BRANCH COMMUNITY SCHO	TRASPORTATION-SUMMER PROGRAMS	2,721.60
WEST BRANCH REPAIRS	EQUIPMENT REPAIR	793.31
WEX BANK	VEHICLE FUEL	1,161.46
<b>TOTAL</b>		<b>48,967.04</b>

**PAYROLL**

**10/7/2016 39,649.15**

**PAID BETWEEN MEETINGS**

BRIDGES, THEODORE	FLAG FOOTBALL REF	25.00
F & B COMMUNICATIONS INC	WEB HOST SERVICE	29.95
KNOOP, MITCHELL	FLAG FOOTBALL REF	50.00
BORASH, DIANA	UTILITY REFUND	27.50
PEDERSEN, DALYN	FLAG FOOTBALL REF	50.00
SCHIELE, BRETT	FLAG FOOTBALL REF	25.00
THOMPSON, ZACH	FLAG FOOTBALL REF	25.00
UPS	SEWER-SHIPPIING	41.89
US BANK EQUIPMENT FINANCE	COPIER LEASE	300.80
<b>TOTAL</b>		<b>575.14</b>

**GRAND TOTAL EXPENDITURES**

**89,191.33**

**FUND TOTALS**

001 GENERAL FUND	39,892.96
022 CIVIC CENTER	317.67
031 LIBRARY	7,912.41
110 ROAD USE TAX	18,237.78
112 TRUST AND AGENCY	4,244.08
312 DOWNTOWN EAST REDEVELOPMENT	57.00
600 WATER FUND	8,158.31
610 SEWER FUND	7,014.12
740 STORM WATER UTILITY	3,357.00
<b>GRAND TOTAL</b>	<b>89,191.33</b>

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

**COMMUNICATIONS/OPEN FORUM**

Parks & Recreation Director Melissa Russell announced that Trick or Treat Night will be held on Monday, October 31 from 5:00 p.m. to 8:00 p.m. She also said that the Annual Chile Supper will be held that night at the Fire Department from 5:00 p.m. to 7:30 p.m. and that the costume contest will be held at 6:00 p.m.

National Park Service Superintendent Pete Swisher announced there would be a short meeting at the Hoover House on October 25 at 10:00 a.m. to review the NPS storm water mitigation effort. They will review what task orders have been issued, the direction the park is taking and the time line for accomplishing the goals.

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

### Kevin Rogers, Executive Director, Community Development Group (CDG)

Rogers spoke about the numerous activities planned for Christmas Past, planned for December 3-4, 2016. There will be a large number of craft vendors presenting their merchandise, horse drawn carriage rides, as well as movies, children's activities and other events. Mayor Laughlin will be reading "Twas the night before Christmas" on a couple of occasions at the National Park Service Visitors Center. Rogers also claimed that the recent Fall Fest held by CDG was a great success and a profitable event.

### Brian Boelk, HBK Engineering – Lions Field Creek Restoration Project

Vanessa Fixmer-Oraiz, representing HBK, presented options for the council to consider in the Lions Field Creek Restoration Project. HBK asked Council for guidance on where to locate the mow strips and how the city would like to designate the property boundaries for the homeowners. Fixmer-Oraiz would reported that another meeting with the homeowners would take place to present the Council's plan. Council provided the following feedback: 1) Sheds and fence will need to be moved back on to homeowner's property, 2) They prefer the design with the vegetative buffer located along the streambank, 3) The City will mow from the vegetative buffer all the way to the property line, and 4) the City will locate and demarcate the property lines (potentially every 2<sup>nd</sup> or 3<sup>rd</sup> house).

### Second Reading of Ordinance 743, Amending Title Chapter 92 "Water Rates."/Move to action.

Motion by Shields, second by Pierce to postpone the Second Reading of Ordinance 743 to the next meeting. AYES: Shields, Pierce, Miller, Stevenson. Motion carried.

### Resolution 1521, approving fiscal year 2015-2016 Street Finance Report./Move to action.

Motion by Miller, second by Stevenson, to approve Resolution 1521. AYES: Miller, Stevenson, Pierce, Shields. Motion carried.

### City Engineer Dave Schechinger – Cost Estimates for Beranek Park Parking Lot Project, street improvements on N. 1<sup>st</sup> Street and N. 2<sup>nd</sup> Street between Main and Green, and sidewalk and stormwater improvements on the north side of the 100 block of East Main Street.

Dave Schechinger presented the following cost estimates: Beranek Park Parking lot - \$293,000 (this amount should be increased due to the written building estimate received), 1<sup>st</sup> Street Improvements - \$228,000, 2<sup>nd</sup> Street Improvements - \$265,000, Sidewalk Phase 4 - \$164,000, and Foster St. Sidewalk Improvements - \$61,000. There was much discussion on the need for the various projects and the demands made by property owners for compensation. It was felt the Beranek Park project was becoming too expensive and alternatives should be considered.

### City Administrator Matt Muckler - FY17 Capital Improvement Projects

Matt Muckler discussed the CIP projects and the options available to utilize existing CIP dollars. There was discussion on how to reduce the scope of the projects as well as reprioritize the current project list. A majority of Council stated that the Beranek Parking Lot project is less important than the Main Street Sidewalk Phase 4 Project and Orange Street, 4<sup>th</sup> to 5<sup>th</sup>. There was also support for making the Foster Street Sidewalk a higher priority project. There was support for funding the Beranek Parking Lot Project with any funds that might be available with the park bond after the park space in Pedersen Valley is completed.

### Resolution 1522, approving engineering services agreement with Veenstra & Kimm, Inc. for the Beranek Parking Lot Project./Move to action.

Motion by Miller, second by Stevenson to postpone approval of Resolution 1522 to sometime in the future. AYES: Miller, Stevenson, Pierce, Shields. Motion carried.

Resolution 1523, amending the City of West Branch, IA Employee Handbook./Move to action.

Motion by Shields, second by Miller to approve Resolution 1523. AYES: Shields, Miller, Pierce, Stevenson. Motion carried.

**CITY STAFF REPORTS**

Police Chief Mike Horihan – Updated Police Policies

Chief Horihan reminded the audience there is a drug turn-in scheduled this Saturday at the City Office from 10:00 a.m. to 2:00 p.m. People are able to turn in out-of-date or unneeded drugs and avoid contaminating the sewer system. He also spoke on the need to replace the current Police Policies Handbook. It contains references to obsolete equipment, obsolete case law, and out-of-date procedures. It is difficult to amend make into a workable document.

City Attorney Kevin Olson - Discussion of Incentives for Cotton Creek Mill

Attorney Olson said two of the options available were to freeze the property value at the preconstruction value or rebate property taxes. The property is not eligible for any TIF programs.

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

**ADJOURNMENT**

Motion to adjourn regular meeting by Pierce, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 9:20 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Gordon Edgar, Deputy City Clerk