

(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. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Meeting

**January 31, 2017
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 6:02 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: Colton Miller, Tim Shields, Mary Beth Stevenson and Jordan Ellyson were present. Brian Pierce arrived at 6:09 p.m. 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, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell and Library Director Nick Shimmin.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the January 5, 2017 Joint Work Session with the West Branch Community School District Board of Directors.

Approve minutes from the January 17, 2017 City Council Meeting.

Approve minutes from the January 17, 2017 City Council Work Session.

Approve claims.

EXPENDITURES	1/31/2017	
AMAZONBOOKS, DVDS,	SUPPLIES	443.03
D&R PEST CONTROL	PEST CONTROL	70.00
DORSEY & WHITNEY LLP	LEGAL FEES	21,700.56
IOWA LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	75.00
KINGDOM GRAPHICS LLC	LOGO/DECALS FOR TRUCKS	400.00
LYNCH'S EXCAVATING INC	REPAIR DRIVEWAY	11,510.25
MENARDS	TOWN HALL RESTROOM RENOVATION	1,099.49
OVERDRIVE INC	EBOOKS	232.96
VERIZON WIRELESS	VERIZON WIRELESS	858.57
WEST BRANCH FORD	REPAIR PARTS	349.13
TOTAL		36,738.99
PAID BETWEEN MEETINGS		
IOWA INSURANCE DIVISION	CEMETERY REPORT FILING FEE	10.00
JOHN DEERE FINANCIAL	UNIFORMS AND SUPPLIES	460.69
MEDIACOM	CABLE SERVICE	40.90
MISCELLANEOUS VENDOR	JULIE RADFORD-UTILITY REFUND	55.63
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
UPS	SEWER-SHIPING	41.89
TOTAL		1,109.11
PAYROLL	01-27-17	46,219.15
GRAND TOTAL EXPENDITURES		84,067.25
FUND TOTALS		
001 GENERAL FUND	40,705.75	
022 CIVIC CENTER	1,099.49	
031 LIBRARY	5,624.70	
110 ROAD USE TAX	2,491.46	
112 TRUST AND AGENCY	10,073.53	
600 WATER FUND	16,165.89	
610 SEWER FUND	7,906.43	
GRAND TOTAL	84,067.25	

Motion by Stevenson, second by Miller to approve agenda/consent agenda items A through D. AYES: Stevenson, Miller, Shields, Ellyson. Absent: Pierce. Motion carried.

COMMUNICATIONS/OPEN FORUM

Pete Swisher, Superintendent of the National Park gave an update on the summer concert series on the Village Green. He stated the line-up for June has been set and July was in process. He added that this year there would be a lot of variety in hopes to increase attendance. Swisher also mentioned that this event is a cost-shared event with the City of West Branch.

Clara Oleson, resident of West Branch suggested that the city consider a preventative action plan for the recent immigration changes and how that could impact West Branch. Councilperson Stevenson noted that West Liberty could be a resource for the city should the need arise.

PUBLIC HEARING/NON-CONSENT AGENDA

Accept the resignation of Jan Cretin from the Library Board of Trustees./Move to action.

Motion by Ellyson, second by Stevenson to accept the resignation. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. Motion carried.

Mayor Roger Laughlin - Appointments/Reappointments/Move to action.

Alan Bohanan – West Branch Preservation Commission, Dec. 31, 2018

Karen Suchomel – West Branch Preservation Commission, Dec. 31, 2019

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

Resolution 1560, expressing support for the creation of the Lower Cedar River Watershed Management Authority./Move to action.

Stevenson explained that this is a cooperative effort between the cities, counties and communities to develop a plan to address flooding and water quality issues. Mayor Laughlin said he had been in touch with West Liberty and they were also interested in participating. Stevenson stated that a meeting was scheduled for March 3, 2017. Motion by Stevenson, second by Shields to approve Resolution 1560. AYES: Stevenson, Shields, Miller, Pierce, Ellyson. Motion carried.

Pat Callahan – Human Resources Discussion

Muckler announced that he intends to submit his resignation to the Council at the February 6, 2017 Council meeting. He stated that he is committed to completing the FY18 budget, creating a list of projects with contact information and helping Council and staff with a smooth transition. Muckler stated that this was a bitter sweet announcement but is looking forward to his career move. Stevenson thanked Muckler for his service and said she was not surprised that another city was interested in his knowledge and abilities. She suggested that Muckler be given an exit interview to see where the city could make improvements. Laughlin also thanked Muckler and said the he had done a great job and will work with Muckler on the transition.

Pat Callahan of Callahan Municipal Consultants, LLC addressed the council and said he had been contacted by the Mayor and Mayor Pro-tem Miller on assisting the city on the recruitment of a new city administrator. Callahan provided his extensive background in municipal government including serving many years as a city administrator/manager for other Iowa cities. He outlined his recruitment process and said that their involvement would be critical in selecting the city's next administrator. Callahan provided the Council with a list of services that he provides in the recruitment process which can be tailored to suit the city's needs. He provided a standard proposal of services.

CITY STAFF REPORTS

Finance Director Gordon Edgar – Timing of Health Insurance Policy

Edgar stated that he had been in contact with Wellmark to discuss the possibility of changing the city's renewal date to better coincide the annual budgeting process. Edgar confirmed that changing the renewal date would not affect the current grandfathered plan status or the rates, but would shorten the renewal rates for the upcoming plan year. Council agreed that this would help with the budgeting process and directed Edgar to request the change to February 1st.

City Engineer Dave Schechinger – Water and Sewer Bid Tabulations

Schechinger stated that the city had received nine bids for the Main Street Water Main Improvements project ranging from \$153,000 to \$237,000. The low bid was with KMA Trucking & Excavating at \$153,709.94. Schechinger said he had been in touch with the contractor to discuss their bid. He stated that the contractor bid the project based on directional boring concept. Schechinger said the bid was not set up for directional boring so he would be speaking with city's attorney to discuss how to proceed. Schechinger said he would have a recommendation for the Council at the February 6, 2017 meeting.

Schechinger stated that the city had received three bids for the Sanitary Sewer Rehabilitation –Phase 2 project ranging from \$132,000 to \$174,000. The low bid was from Municipal Pipe & Tool Co. LLC at \$132,528.75. The second lowest was with Visu-Sewer, Inc. at \$136,370.50. Schechinger said both companies were capable and had worked with both in the past.

City Engineer Dave Schechinger – Herbert Hoover Highway & County Line Road Intersection Update

Schechinger stated that he had a conversation with an engineer at Johnson County Secondary Roads regarding a traffic study that was done on West Main Street over concerns with the high school entrance, Meadows Phase 3 and the Cedar-Johnson Road intersection. Schechinger stated that Johnson County has revised their CIP for 2021 to include reconstructing Herbert Hoover Highway from Interstate 80 to Cedar-Johnson Road. Schechinger said he would be setting up a meeting to share some preliminary design concepts with Johnson County and discuss cost sharing for this project.

City Engineer Dave Schechinger – Cost of converting basin from dry to wet in Meadows Subdivision – Phase 3

Schechinger provided some rough numbers on converting the proposed dry basin to a wet basin based on the original concept design from KLM Development. He stated that additional excavation and that would be needed to support aquatic life suitable for fishing and other activities to be an estimated \$200,000 to \$350,000 dollars. Laughlin stated that he had spoken with two of the partners of KLM and said they would be willing to front the cost of a wet bottom basin if they were reimbursed. Laughlin suggested TIF dollars for the reimbursement.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

No additional comments.

ADJOURNMENT

Motion to adjourn regular meeting by Miller, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 7:25 p.m.

Roger Laughlin, Mayor

ATTEST: _____

Leslie Brick, Deputy City Clerk