

(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

**March 6, 2017
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, Mary Beth Stevenson, Tim Shields and Jordan Ellyson were present. Brian Pierce was absent. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Library Director Nick Shimmin, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the February 13, 2017 City Council Work Session.

Approve minutes from the February 21, 2017 City Council Meeting.

Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Carryout Beer permit, and Sunday Sales permit for Casey's Marketing Company, dba Casey's General Store #3463 at 615 S. Downey Street.

Approve destruction of records with Document Destruction & Recycling Services listed on the Administration and Public Works Department Records Destruction Forms per the Record Retention Manual for Iowa Cities.

Approve claims.

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

EXPENDITURES	3/6/2017	
BAKER & TAYLOR INC.	BOOKS	333.01
BIG COUNTRY SEEDS INC	ICE MELT	119.35
CDW GOVERNMENT INC.	THERMAL PAPER	124.65
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	46.45
CLARK OPERATIC DANDELION STOMPERS	DEPOSIT	350.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
F&B COMMUNICATIONS INC	WEB HOSITING	24.95
HAWKEYE PHOTO BOOTHS	HHTD ENTERTAINMENT	200.00
IOWA MUNICIPAL FINANCE OFF	4-1-17 TO 4-1-18 DUES BRICK	100.00
IOWA ONE CALL	LOCATION SERVICE	24.30
JOHN DEERE FINANCIAL	REPAIR PARTS	220.94
KUNDE OUTDOOR EQUIPMENT	REPAIR PARTS	65.28
L. L. PELLING CO. INC	COLD MIX	171.72
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,312.23
MATT PARROTT/STOREY KENWOR	RECEIPT BOOKS	560.30
MENARDS	REMODELING SUPPLIES	353.10
METROPOLITAN COMPOUNDS INC	CHEMICALS	606.50
MIDWEST JANITORIAL SERVICE	JANITORIAL SERVICE	648.76
MOORE'S WELDING INC	EQUIPMENT REPAIR	380.75
NOEL AUTOMOTIVE	VEHICLE REPAIR	1,158.45
OVERDRIVE INC	EBOOKS	67.27
PARKSIDE SERVICE	REPAIR SERVICE	74.00
PITNEY BOWES INC	OFFICE SUPPLIES	169.57
PRINTING HOUSE	PET OWNER GUIDE BROCHURES	241.00
QUALITY ENGRAVED SIGNS	NAME PLATES	40.00
QUILL CORP	OFFICE SUPPLIES/MISC SUPPLIES	121.23
THE LIBRARY STORE INC	CD/DVD STORAGE BINDERS	67.32
VEENSTRA & KIMM INC.	ENG-MAIN ST/WATER ST WATER MAIN	12,526.72
WEST BRANCH FORD	VEHICLE REPAIR	31.95
TOTAL		20,178.95

PAID BETWEEN MEETINGS

AMAZON	FRIENDS OF LIBRARY	151.92
BOOKLIST	BOOKLIST SUBSCRIPTION	125.00
LAUGHLIN, ROGER	TRAVEL EXPENSES	124.03
MEDIACOM	CABLE SERVICE	40.90
MOZY INC	ANNUAL FEE 50 GB BACKUP	296.78
UPS	SEWER-SHIPPIING	41.72
VERIZON WIRELESS	WIRELESS SERVICE	956.04
TOTAL		1,736.39
PAYROLL	2-24-17	44,139.03
GRAND TOTAL EXPENDITURES		66,054.37
FUND TOTALS		
001 GENERAL FUND	23,679.52	
022 CIVIC CENTER	680.95	
031 LIBRARY	6,240.21	
110 ROAD USE TAX	2,699.57	
112 TRUST AND AGENCY	9,912.33	
308 PARK IMP - PEDERSEN VALLEY	1,400.00	
310 COLLEGE STREET BRIDGE	4,643.00	
313 MAIN ST SIDEWALK-PHASE 4	652.50	
314 N FIRST ST IMPROVEMENTS	1,570.00	
316 I & I LINE/GROUT PH 2	817.47	
600 WATER FUND	7,323.42	
610 SEWER FUND	6,435.40	
GRAND TOTAL	66,054.37	

COMMUNICATIONS/OPEN FORUM

Jeanne Lewis, owner of property located at 113 N. 2nd Street, West Branch addressed the Council regarding a utility bill from February 2017. Lewis told the Council that the water meter broke and filled the basement with water. She further stated that she pumped the water out of the basement and onto the ground and not through the sewer system. Lewis requested a reduction in her bill for the sewer portion of the bill.

Pete Swisher, National Park Service Superintendent, gave an update on the storm water modeling project and said it would be a collaborative effort between the park and the city. Swisher said the meeting would be held on April 12, 2017 at the West Branch Fire Station. He also announced that on Friday, March 10, 2017 at 2:00 p.m. the 4th grade class at Hoover Elementary would be participating in 'Every Kid in the Park' project.

PUBLIC HEARING/NON-CONSENT AGENDA

Accept the resignation of Michelle Carter from the Library Board of Trustees./Move to action.

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

Second Reading of Ordinance 745, establishing a Historic Preservation Commission for the City of West Branch, Iowa; providing for the recognition and promotion of historic sites and defining powers and duties of the Commission./Move to action.

Motion by Miller, second by Ellyson to approve second reading of Ordinance 745. AYES: Miller, Ellyson, Stevenson, Shields. Absent: Pierce. Motion carried.

Resolution 1573, approving city administrator/clerk job description./Move to action.

Motion by Stevenson, second by Shields to approve Resolution 1573. AYES: Stevenson, Shields, Miller, Ellyson. Absent: Pierce. Motion carried.

Public Hearing on the Fiscal Year 2017-2018 Annual Budget.

Public hearing opened at 7:13 p.m. No public comments were made. Public hearing closed at 7:14 p.m.

Resolution 1576, adopting the Fiscal Year 2017-2018 Annual Budget./Move to action.

Muckler noted that no changes were made to the budget form. He also commented that seven out of the top ten goals set previously by the council were being met with next year's budget.

Motion by Miller, second by Ellyson to approve Resolution 1576. AYES: Miller, Ellyson, Stevenson, Pierce. Absent: Pierce. Motion carried.

Resolution 1577, adopting residential individual lot site plan requirements./Move to action.

Laughlin said although he was against this in the beginning, he was satisfied with the final outcome of the document. He thanked Ryan Bowers, vice chair of the Planning & Zoning commission for his comments and work on the document. He also noted that the Planning & Zoning commission unanimously approved the form at their recent meeting. Stevenson also expressed her appreciation and thanks to the commission for their efforts on this project.

Motion by Stevenson, second by Shields to approve Resolution 1577. AYES: Stevenson, Shields, Miller, Ellyson. Absent: Pierce. Motion carried.

Resolution 1578, approving West Branch High School ACE Building Site Plan./Move to action.

Brian Boelk, HBK Engineering reviewed the site plan describing the building as a multi-use practice facility with meeting rooms, restrooms, open air practice area for sports, band and other uses including some storage area. Boelk said that the building will be constructed with the help of students from the ACE program. Ellyson asked if the building was to be a permanent structure and Boelk responded that it would be.

Motion by Shields, second by Ellyson to approve Resolution 1578. AYES: Shields, Ellyson, Stevenson, Miller. Absent: Pierce. Motion carried.

Resolution 1579, approving a variance for street width in the Meadows Subdivision, Part 3./Move to action.

Muckler explained the current code defining street widths ranging from twenty nine to thirty four and said this request is for Dawson Drive as listed in the sub-dividers agreement. Shields asked if the code should be revised if developers continually ask for variances on the subject. Miller stated his opposition and that a hardship must be defined in a request for a variance. Stevenson and Ellyson both agreed the street should be kept at thirty-four feet with the anticipated future traffic on this street.

Motion by Shields, second by Ellyson. AYES: None. NAYS: Shields, Ellyson, Miller, Stevenson. Absent: Pierce. Motion failed.

Resolution 1580, approving a sub-divider's agreement for the Meadows Subdivision, Parts Three A and Three B./Move to action.

Kevin Olson, city attorney reviewed the agreement and requested any changes. Based on feedback, Olson will make necessary changes in regard to the street width for Dawson Drive, section 9 some revisions and clarification on item A and D, and section fourteen regarding street access for city use only to out lot A. Miller spoke against section thirteen and said he felt it didn't meet the definition of usable park space and commented that a water way was too expensive to maintain. He stated he preferred the developer keep it. Stevenson stated she viewed it as a nature trail and the city could control it. She liked it because it would be different than what the city currently has. After further discussion and other concerns raised, the developer requested that this item be postponed.

Motion by Stevenson, second by Miller to approve Resolution 1580. Motion by Stevenson, second by Miller to withdrawn approval. Motion by Shields, second by Stevenson to postpone Resolution 1580. AYES: Shields, Stevenson, Ellyson, Miller. Absent: Pierce. Motion carried.

Resolution 1581, approving the Meadows Subdivision, Part 3 Preliminary Plat./Move to action.

Motion by Shields, second by Stevenson to postpone Resolution 1581. AYES: Shields, Stevenson, Ellyson, Miller. Absent: Pierce. Motion carried.

Resolution 1582, accepting bids and awarding the construction contract for the North First Street Improvements Project for the City of West Branch, Iowa./Move to action.

Dave Schechinger, city engineer stated that three bids were received for the project. The bids were: 1) \$314,151.40, Eastern Iowa Excavating & Concrete, 2) \$326,408.00, All American Concrete, 3) \$397,259.00 Tschiggfrie Excavating. Schechinger recommended awarding the low bid to Eastern Iowa Excavating & Concrete. He also mentioned that due to the timing of the project and possible spring weather conditions, that the city wait until after Hoover Hometown Days to begin this project. Schechinger also stated the bid price would not change if the project was delayed until that time.

Motion by Ellyson, second by Shields to approve Resolution 1582 and award the bid to Eastern Iowa Excavating & Concrete, scope 2. AYES: Ellyson, Shields, Miller, Stevenson. Absent: Pierce. Motion carried.

Resolution 1583, approving two contracts for the 2017 Hoover's Hometown Days Celebration in the amount of \$1,450.00./Move to action.

Motion by Ellyson, second by Shields to approve Resolution 1583. AYES: Ellyson, Shields, Miller, Stevenson. Absent: Pierce. Motion carried.

Resolution 1584, modifying letter of credit obligation and reauthorizing the City to enter into a loan agreement and borrow funds in a principal amount not to exceed \$495,000.00./Move to action.

Olson described the loan agreement would pay off the lawsuit to Acciona Windpower. Muckler explained the loan terms and the payback schedule and the funds used to do so.

Motion by Ellyson, second by Miller to approve Resolution 1584. AYES: Ellyson, Miller, Stevenson, Shields. Absent: Pierce. Motion carried.

Resolution 1585, approving the City of West Branch Special Events Policy & Procedures and Special Event Permit Application./Move to action.

Motion by Shields, second by Miller to approve Resolution 1585. AYES: Shields, Miller, Ellyson, Stevenson. Absent: Pierce. Motion carried.

CITY STAFF REPORTS

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

Olson reviewed the procedures and reminded the Council of their roles in the process.

Public Works Director Matt Goodale – Street Closure Policy

Goodale explained that improvements would be made based on resident feedback on better communication on road closures. He also stated that this would also be in effect for contractors doing work and giving the city adequate notice. He noted that emergency street closures would not change since there was no way to avoid those instances. Miller suggested that Goodale contact other cities to see what their requirements are for street closure notices.

Public Works Director Matt Goodale – Oliphant Street Sidewalk - Phase 1 Project

Goodale reported the four year bond had expired on the project and during a recent inspection that some sidewalk panels were cracked and would need replacing. Goodale further explained that the city would need to make those repairs at the city's expense.

Public Works Director Matt Goodale – Main Street Sidewalk Phase 4 Project

Goodale reported that two bids had been received for the project. The bids were: 1) All American Concrete \$129,149.00 and 2) Eastern Iowa Excavating & Concrete \$146,780.25. Goodale said he was working on getting all sidewalk assessments signed before awarding the contract.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin mentioned a couple of meetings that he had recently attended with different council members on subjects such as watershed management and an insurance broker. He also mentioned a new trails committee he assembling for extending the Hoover trail to West Liberty and Solon.

ADJOURNMENT

Motion to adjourn regular meeting by Ellyson, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 9:09 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk