

*(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**

**April 3, 2017  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:01 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, Jordan Ellyson and Brian Pierce were present. Laughlin welcomed the audience and the following City staff: Interim City Administrator Nick Shimmin, Deputy City Clerk Gordon Edgar, Deputy City Clerk Leslie Brick, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell.

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

Approve minutes from the March 20, 2017 City Council Meeting.

Approve claims.

Approve Pay Estimate No. 3 in the amount of \$43,605 to All American Concrete, Inc. of West Liberty, IA for Parks and Rec Phase I Improvements.

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

| EXPENDITURES               |                                | 4/3/2017   |
|----------------------------|--------------------------------|------------|
| ALL AMERICAN CONCRETE INC  | 309- PHASE 1 PARK IMPROVEMENTS | 43,605.00  |
| BAKER & TAYLOR INC.        | BOOKS                          | 259.43     |
| CALLAHAN MUNICIPAL CONSULT | ADVERTISING-CITY ADMINISTRATOR | 445.50     |
| CEDAR RAPIDS PHOTO COPY IN | COPIER MAINTENANCE             | 52.00      |
| D&R PEST CONTROL           | D&R PEST CONTROL               | 70.00      |
| DORSEY & WHITNEY LLP       | LEGAL SERVICES                 | 5,329.00   |
| FEHR GRAHAM                | 308 PV PARK IMP - DESIGN       | 7,545.53   |
| HBK ENGINEERING LLC        | 309 PH 1 PARK IMPROVEMENTS     | 2,774.25   |
| ICAD GROUP                 | ECONOMIC DEVELOPMENT CONTRIBUT | 2,750.00   |
| JEFFREY D. KOZIATEK        | DEPOSIT ON HHTD PERFORMANCE    | 500.00     |
| JEREMY LYNN LLC            | DEPOSIT ON SALT SHED           | 2,002.20   |
| JOHN DEERE FINANCIAL       | SAFETY SUPPLIES/UNIFORMS       | 315.93     |
| KOCH BROTHERS INC          | COPIER MAINTENANCE             | 250.24     |
| LIBERTY COMMUNICATIONS     | LIBERTY COMMUNICATIONS         | 1,305.21   |
| LYNCH'S EXCAVATING INC     | 308 PARK IMP PEDERSEN VALLEY   | 2,045.00   |
| LYNCH'S PLUMBING INC       | SERVICE CALL                   | 98.50      |
| MENARDS                    | REMODELING SUPPLIES            | 185.02     |
| OFFICE OF AUDITOR OF STATE | AUDIT SERVICE                  | 12,351.46  |
| OVERDRIVE INC              | AUDIOBOOK                      | 49.95      |
| PITNEY BOWES INC           | POSTAGE METER RENTAL           | 180.00     |
| PLEASANT VALLEY NURSERY    | TREES                          | 2,500.00   |
| SECRETARY OF STATE         | NOTARY PUBLIC REGISTRATION     | 30.00      |
| USA BLUE BOOK              | SUPPLIES                       | 137.13     |
| VEENSTRA & KIMM INC.       | 315-ENG MAIN ST WATER MAIN     | 6,329.14   |
| WEST BRANCH FORD           | VEHICLE REPAIR                 | 129.95     |
| TOTAL                      |                                | 91,240.44  |
|                            |                                |            |
| PAID BETWEEN MEETINGS      |                                |            |
| EDGAR, GORDON              | MILEAGE                        | 57.41      |
| MEDIACOM                   | CABLE SERVICE                  | 40.90      |
| UPS                        | SEWER-SHIPING                  | 42.06      |
| VERIZON WIRELESS           | WIRELESS SERVICE               | 877.36     |
| TOTAL                      |                                | 987.02     |
|                            |                                |            |
| PAYROLL 3-24-17            |                                | 47,873.33  |
| GRAND TOTAL EXPENDITURES   |                                | 140,100.79 |
|                            |                                |            |
| FUND TOTALS                |                                |            |
| 001 GENERAL FUND           | 42,423.50                      |            |
| 022 CIVIC CENTER           | 228.14                         |            |
| 031 LIBRARY                | 5779.49                        |            |
| 110 ROAD USE TAX           | 7,243.09                       |            |
| 112 TRUST AND AGENCY       | 11,070.13                      |            |

|             |                                |            |
|-------------|--------------------------------|------------|
| 308         | PARK IMP - PEDERSEN VALLEY     | 10,990.53  |
| 309         | PHASE I PARK IMPROVEMENTS      | 46,379.25  |
| 310         | COLLEGE STREET BRIDGE          | 1,857.20   |
| 315         | MAIN ST WATER MAIN IMPROVMENTS | 450.33     |
| 316         | I & I LINE/GROUT PHASE 2       | 293.22     |
| 600         | WATER FUND                     | 6457.89    |
| 610         | SEWER FUND                     | 5923.92    |
| 740         | STORM WATER UTILITY            | 1,004.10   |
| GRAND TOTAL |                                | 140,100.79 |

### **COMMUNICATIONS/OPEN FORUM**

Don Bickford, 157 Scott Drive, West Branch, asked the City to change the water billing system to round to the nearest 100 gallons as opposed to the current system of always rounding down to the nearest thousand gallons. He felt he was being billed for water he was not consuming. The City agreed to look into the matter.

John Phillips, Commander of American Legion Post 514, reported that someone had fallen down the steps at Town Hall after a Legion event there. He would like the City to put a ramp in because some people don't want to use the existing elevator. The City replied that renovation is scheduled for 2019 and the existing elevator does work.

Melissa Russell, City Parks and Recreation Director, reported she had received a request from Community Development Group to hold two events, one without a street closure and the other with a street closure. The CDG would like feedback from the Council and the Council replied they would like CDG to look at alternatives to having a street closure for an extended period.

Police Chief Mike Horihan reported the receipt of a \$950 Alliant Energy Foundation Grant for the installation of a new multiband radio antenna for use by the police department. It is expected to be installed in April.

Police Chief Horihan also reported that he and Fire Chief Stoolman would like all citizens and business owners to make sure their buildings are numbered for safety purposes. There are some places that do have gaps in the numbering system and if it takes a little longer to find a location in an emergency, it could mean the difference between life and death.

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

#### Kevin Rogers, West Branch Community Development Group – Quarterly Update

Kevin Rogers, Executive Director of CDG, reported that volunteer hours were down 18% from the same period last year, the organization has been accredited again by the Iowa Economic Development Authority and they have applied for a grant from the Cedar County Foundation. Their annual fundraiser was sold out this year and raised almost \$14,000. The Heritage Museum is looking at expanding and received drawings from Main Street Iowa, which waived the \$7,000 fee. The initial bid for the work was too high to accept.

#### Sandee Buysee, Liberty Communications – Smart Cities Designation signs.

No one reported on this item.

#### Brian Shay, Coohy Construction – Lot 21 of Pedersen Valley III Phase 1 development

Brian Shay presented what he is planning and said he is looking for feedback for what the Council would like. After the presentation the Council replied they liked the project and thought he should go forward.

#### Resolution 1586, approving those certain agreements in connection with the Main Street Sidewalk Improvements – Phase 4 Project./Move to action.

City Attorney Kevin Olson reported everything was signed and in hand for the reimbursement agreements between the property owners and the City for this project. Motion by Pierce, second by Shields to approve Resolution 1586. AYES: Pierce, Shields, Stevenson, Miller, Ellyson, Motion carried.

#### Resolution 1587, accepting bids and awarding the construction contract for the Main Street Sidewalk Improvements – Phase 4 Project for the City of West Branch, Iowa./Move to action.

Motion by Stevenson, second by Shields to approve Resolution 1587. Stevenson asked why there were two sets of bids for the project and City Engineer Schechinger replied that the first scope did not include an asphalt overlay

and the second scope did. He recommended accepting the bids for the first scope. AYES: Stevenson, Shields, Pierce, Miller, Ellyson. Motion carried.

Resolution 1592 approving the purchase of a 2017 \_\_\_\_\_ Police Department vehicle not to exceed \$28,500./Move to action.

Motion by Pierce, second by Ellyson to approve Resolution 1592. Chief Horihan explained the Police Department was concerned that model year 2018 vehicles would have different equipment specifications than the model 2017 vehicles and the cost would be substantially greater to purchase and equip the 2018 vehicle. Delivery of the new vehicle will not occur until Fiscal Year 2018. AYES: Pierce, Ellyson, Miller, Stevenson, Shields, Motion carried.

Resolution 1594 approving the Croell Redi-Mix, Inc. Grading and Erosion Control plan./Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1594. Stevenson asked why the Council was seeing the grading plan now and Schechinger replied that Croell has a stockpile of soil located on the land and wants to sell the soil and do preliminary grading during the construction season. They will still need to obtain approval of a site plan before any other work is started. AYES: Miller, Stevenson, Pierce, Shields, Ellyson. Motion carried.

Resolution 1595 approving 28E agreements between the City of West Branch, Iowa and the boards of trustees of Cass, Gower, Graham, Iowa, Scott, and Springdale townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials. /Move to action.

Motion by Miller, second by Shields to approve Resolution 1595. AYES: Miller, Shields. Ellyson, Stevenson, Pierce. Motion carried.

Resolution 1596 approving a contract with the Feralings for the 2017 Summer Concert Series in the amount of \$500./Move to action.

Motion by Stevenson, second by Pierce to approve Resolution 1596. AYES: Stevenson, Pierce, Shields, Ellyson, Miller. Motion carried.

Resolution 1597 approving annual insurance renewals with Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance./Move to action.

Motion by Miller, second by Pierce to approve Resolution 1597. AYES: Miller, Pierce, Ellyson, Stevenson, Shields. Motion carried.

Resolution 1598 approving the Wage Works flexible spending account renewal for April 1, 2017 – January 31, 2018./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1598. AYES: Miller, Ellyson, Stevenson, Pierce, Shields. Motion carried.

Resolution 1599 approving Pedersen Valley Part Three - Phase Two, Lots 41 & 42 and Pedersen Valley Part Five, Outlot G Site Plan. /Move to action.

Motion by Shields, second by Pierce to approve Resolution 1599. Matt Adam, representing the developer reviewed the Site Plan. Mike Owen, 166 Hilltop Drive, spoke on the topic and said he likes the plan but believes it can be improved and would like the Council to defer voting on approval so sidewalk and parking improvements could be made to the plan. Kris McManis, 606 W. Orange, expressed concerns about snow removal and headlights affecting the homes on W. Orange St. AYES: Shields, Pierce, Stevenson, Miller, Ellyson. Motion carried.

City Engineer Dave Schechinger - College St. Bridge aesthetic./Discussion and Possible Action.

Schechinger explained that his firm needs to know what kind of rail treatments the City would like on the College Street Bridge in order to complete the design work. He then reviewed the various styles that can be found in other Iowa communities. The Council expressed a desire for a Texas rail with a light on either end.

## **CITY STAFF REPORTS**

Interim City Administrator Nick Shimmin – Continuance of the Building Incentive Program

Shimmin reported the Building Incentive Program is set to expire on June 30 and the Council needed to decide if it wanted to continue the program. There was discussion on how long to continue the program and whether to cap the number of units eligible each year.

City Attorney Kevin Olson – update on Casey’s First Right of Refusal.

Olson reported that everything has been signed now and the City will be given a certain amount of time to match any offer that Casey’s receives.

Melissa Russell – Pedersen Valley Check Plans.

Russell turned the floor over to Nate Kass of Fehr-Graham who described the configuration that his firm designed. The plan had three ball diamonds, with one being a smaller “practice field”. Some Council members expressed dissatisfaction with only three fields and that the public was “sold” on having four fields. Kass explained that the original sketches were not workable due to the thirty feet change in elevation from Scott Drive to the cemetery. There was discussion of storm water mitigation and whether it should be onsite or offsite. The plans presented allowed for full build out with a swimming pool, banquet center, rec center and library with onsite mitigation. The plans presented were accepted as the check plans with the use of an offsite mitigation bank as the preferred choice.

Melissa Russell – Update on Spring and Summer Parks & Recreation programs and events.

Russell reported that Summer League registrations have been completed but she is still looking for a few more kindergartners. Coaches meetings have been held for most grades, Public Works has been doing a good job preparing the ball fields, Summer Camp and Active Adventures are in good shape. She hopes to have at least one intern to recommend for hiring at the next Council Meeting. The Easter Egg Hunt is set for April 15 at the elementary school.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor - Mayor Laughlin reported the following schedule will be used for City Administrator search: April 18- review resumes and select those for Skype interviews, May 4-Skype interviews, May 19 and 20-face to face interviews and final selection.

Mayor Pro Tem Colton Miller – Miller reported that City Engineer Schechinger had been working on the West Branch Village Trail project and asked him to report on it. Schechinger said that his firm had submitted a couple of proposals to the DNR for consideration but had not received a response yet. If a positive response is received from the DNR, he thought French-Reneker could resume work on the project.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 9:13 p.m.

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Roger Laughlin, Mayor

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