

*(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**January 4, 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: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, City Attorney Kevin Olson, Police Chief Mike Horihan, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell and Public Works Director Matt Goodale.

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

Approve minutes from the December 21, 2015 City Council Meeting.

Approve claims.

Approve 2016 Seal Coat Unit Pricing Agreement with L. L. Pelling Company.

Approve Class E liquor license, including carryout beer; carryout wine; and Sunday sales privileges for Fisher's Market Nauvoo, IL DBA Dewey's Jack & Jill.

Approve 2016 City Council Meeting Schedule.

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

Council Claims 1/4/2016

|                            |                        |               |                 |
|----------------------------|------------------------|---------------|-----------------|
| BAKER & TAYLOR INC.        | SUPPLIES               | 10.05         |                 |
| BARNHART'S CUSTOM SERVICES | SERVICES               | 355.00        |                 |
| CAJ ENTERPRISES INC        | HAULING                | 224.42        |                 |
| CHIEF SUPPLY CORPORATION   | EQUIPMENT/SUPPLIES     | 156.14        |                 |
| CITY OF COLUMBUS JUNCTION  | TRAINING REIMBURSEMENT | 8,000.00      |                 |
| DORSEY & WHITNEY LLP       | DORSEY & WHITNEY LLP   | 18,362.44     |                 |
| FREEDOM FIREARMS LLC       | AMMUNITION             | 660.00        |                 |
| FREEMAN LOCK & ALARM INC   | KEYS                   | 38.50         |                 |
| HAWKINS INC                | SUPPLIES               | 817.09        |                 |
| IOWA ASSN. MUN. UTILITIES  | DUES                   | 538.59        |                 |
| IOWA LAW ENFORCEMENT ACADE | SERVICES               | 140.00        |                 |
| JOHN DEERE FINANCIAL       | SUPPLIES               | 250.53        |                 |
| JOHNSON COUNTY REFUSE INC. | SUPPLIES               | 625.00        |                 |
| LIBERTY COMMUNICATIONS     | TELEPHONE SERVICE      | 1,201.29      |                 |
| MEDIACOM                   | MEDIACOM               | 48.40         |                 |
| MENARDS                    | SUPPLIES               | 97.34         |                 |
| NATIONAL WASH AUTHORITY, L | SERVICES               | 5,100.00      |                 |
| PEDEN, SHANELLE M          | PEDEN, SHANELLE M      | 75.00         |                 |
| THOMAS HEATING & AIR LLC   | FURNACE & INSTALLATION | 2,425.00      |                 |
| UNIFORM DEN INC.           | UNIFORMS               | 856.47        |                 |
| UNITED LABORATORIES        | SUPPLIES               | 550.90        |                 |
| UPS                        | SERVICE                | 83.51         |                 |
| USA BLUE BOOK              | SUPPLIES               | <u>205.28</u> |                 |
| TOTAL                      |                        |               | 40,820.95       |
| PAYROLL                    | 12/31/2015 REGULAR     |               | 34,205.35       |
| PAID BETWEEN MEETINGS:     |                        |               |                 |
| IOWA PRISON INDUSTRIES     | UNIFORMS               | 225.00        |                 |
| VERIZON WIRELESS SERVICE   | SERVICE                | 785.15        |                 |
| CROELL REDI-MIX INC        | CONCRETE               | 2,766.25      |                 |
| PITNEY-BOWES               | POSTAGE                | <u>500.00</u> |                 |
| TOTAL                      |                        |               | <u>4,276.40</u> |

|                          |                 |
|--------------------------|-----------------|
| GRAND TOTAL EXPENDITURES | 79,302.70       |
| FUND TOTALS              |                 |
| 001 GENERAL FUND         | 49,837.69       |
| 022 CIVIC CENTER         | 43.22           |
| 031 LIBRARY              | 4,777.38        |
| 110 ROAD USE TAX         | 3,560.23        |
| 112 TRUST AND AGENCY     | 3,641.92        |
| 600 WATER FUND           | 12,008.56       |
| 610 SEWER FUND           | <u>5,433.70</u> |
| GRAND TOTAL              | 79,302.70       |

**COMMUNICATIONS/OPEN FORUM - None**

**PUBLIC HEARING/NON-CONSENT AGENDA**

Resolution 1413, approving license agreements with the American Society of Composers, Authors and Publishers and Broadcast Music, Inc./Move to action.

Olson reported that this is an annual contract with ASCAP and BMI which allows the City to host musical festivals, concerts, and performances. Fees are based on city size.

Motion by Shields, second by Ellyson to approve Resolution 1413. AYES: Shields, Ellyson, Stevenson, Miller, Pierce. Motion carried.

Resolution 1414, approving an entertainment contract with Flying Houndz Frizbee LLC./Move to action.

Muckler stated that this contract is for Hoover's Hometown Days 2016 and that this includes two performances that will be held in the Herbert Hoover National Historic Site.

Motion by Stevenson, second by Pierce to approve Resolution 1414. AYES: Stevenson, Pierce, Ellyson, Miller, Shields. Motion carried.

Resolution 1415, adopting a policy authorizing the city clerk or deputy city clerk to pay certain bills prior to the City Council's approval./Move to action.

Motion by Ellyson, second by Shields to approve Resolution 1415. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

Resolution 1416, establishing a new reserve fund./Move to action.

The purpose of the fund is for the Memorial Garden Project coordinated by Robin Hunter. The fund will be used to hold donations for the project and to be used to pay for all of the expenses for the project.

Motion by Pierce, second by Shields to approve Resolution 1416. AYES: Pierce, Shields, Stevenson, Miller, Ellyson. Motion carried.

Councilperson Mary Beth Stevenson- Appointments/Reappointments./Move to action.

- i. John Fuller – Planning & Zoning Commission, December 31, 2019.
- ii. Sally Peck – Planning & Zoning Commission, December 31, 2019
- iii. Craig Walker – Zoning Board of Adjustment, December 31, 2020

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

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

- i. Mayor Pro Tem – Colton Miller
- ii. Official City Newspaper – West Branch Times
- iii. Public Health Officer – Dr. Thomas Novak
- iv. Animal Control Facility – West Branch Animal Clinic
- v. City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.
- vi. Ashley Olsen – Animal Control Commission, December 31, 2018
- vii. Alan Beyer – Animal Control Commission, December 31, 2018
- viii. Liz Seydel – Parks & Recreation Commission, December 31, 2018
- ix. Cory Nalan – Park & Recreation Commission, December 31, 2018

x. Doug Klein – Park & Recreation Commission, December 31, 2018  
Motion by Stevenson, second by Pierce to approve Appointments/Reappointments. AYES: Stevenson, Pierce, Shields, Ellyson, Miller.

**CITY STAFF REPORTS - None**

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin reminded the Council of the Main Street West Branch Meet & Greet on Wednesday, January 6, 2016 from 5:00 p.m. to 6:30 p.m. at the Brick Arch. Kevin Rogers, new Main Street Director will be introduced. Laughlin also reported that the next StreamTeam meeting will be on January 14, 2016 at noon at the Public Library Community Room.

Shields commented on the sidewalk snow removal policy and asked if some investigation could be done with the schools to see if silver chord hours could be offered to assist residents to complying with the ordinance.

**ADJOURNMENT**

Motion to adjourn meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:17 p.m.

---

Roger Laughlin, Mayor

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