

*(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**

**January 17, 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, Tim Shields, Mary Beth Stevenson Brian Pierce and Jordan Ellyson were present. 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 and Library Director Nick Shimmin and Parks & Recreation Director Melissa Russell.

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

Approve minutes from the January 3, 2017 City Council Meeting.

Approve minutes from the January 3, 2017 City Council Work Session.

Approve claims.

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

EXPENDITURES	1/17/2017	
ACTION SERVICES INC	TELEWISE STORM SEWERS	1,196.25
AERO RENTAL INC	MANLIFT RENTAL	889.00
ALLIANT ENERGY	UTILITIES-WATERTOWER	9,138.86
AMERICAN LIBRARY ASSOCIATI	BOOKLIST SUBSCRIPTION	125.00
AMERICAN WATER WORKS ASSOC	MEMBERSHIP RENEWAL	90.00
ASCAP	MUSIC LICENSE FEE	341.00
BAKER & TAYLOR INC.	BOOKS	627.37
BARRON MOTOR SUPPLY	REPAIR PARTS	803.23
BEAN & BEAN	GRAVE OPENINGS	2,200.00
BEAVER HEATING AND AIR CON	SERVICE CALL	78.00
BIG COUNTRY SEEDS INC	EQUIPMENT	507.25
BMI	2017 ANNUAL FEE	342.00
BP AMOCO	VEHICLE FUEL	225.56
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	97.70
BUSINESS RADIO SALES	BATTERIES	135.60
CHIEF SUPPLY CORPORATION	UNIFORM PATCHES	58.46
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
DEWEYS JACK & JILL	SUPPLIES	42.53
F&B COMMUNICATIONS INC	WEB HOSTING	29.95
FEHR GRAHAM	308 PV PARK IMP DESIGN	12,160.60
HD CLINE COMPANY	REPAIR PARTS	68.38
HEIMAN FIRE EQUIPMENT	TOOLS/EQUIPMENT	454.50
IA DEPT OF NATURAL RESOURC	PERMIT-SS REHAB PH2	100.00
INTERSTATE ALL BATTERY CEN	BATTERY PACKS	22.79
IOWA LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	105.00
IOWA POLICE CHIEFS ASSOCIA	DUES 1-1-17 TO 12-31-17	75.00
JOEY DEAN WENNDT	FIRE TRAINING	150.00
JOHNSON COUNTY REFUSE INC.	RECYCLING DEC, 2016	3,733.50
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	138.00
LYNCH DALLAS, P.C. ATTORNEY	PERSONNEL POLICY MANUAL	4,333.00
MENARDS	MISCELLANEOUS SUPPLIES	297.01
MIDWEST FRAME & AXLE	EQUIPMENT MAINTENANCE	951.88
MIDWEST JANITORIAL SERVICE	JANITORIAL SERVICE-JANUARY	750.01
OASIS ELECTRIC LLC	BERANEK PARK LIGHTING	8,797.00
OFFICE EXPRESS	OFFICE SUPPLIES	187.90
OLSON, KEVIN D	LEGAL SERVICES JAN, 2017	1,500.00
OVERDRIVE INC	EBOOKS	216.99
PLUNKETT'S PEST CONTROL IN	CITY OFFICE PEST CONTROL	51.92
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	584.00
SCHIMBERG CO	WATER MAIN SUPPLIES	1,532.67
STATE HYGIENIC LAB	LAB ANALYSIS	25.00

SUPPLYWORKS	RESTROOM SUPPLIES	48.05
US BANK EQUIPMENT FINANCE	COPIER LEASE	241.80
WALMART COMMUNITY/RFCSELLC	BOOKS & VARIOUS SUPPLIES	88.73
WEST BRANCH ANIMAL CLINIC	BOARDING OF IMPOUNDED ANIMALS	210.00
WEST BRANCH TIMES	ADVERTISING	1,556.40
WEX BANK	VEHICLE FUEL	998.31
TOTAL		56,545.35
PAID BETWEEN MEETINGS		
COMMUNITY STATE BANK	PRINCIPAL & INTEREST	101,791.67
COSTCO WHOLESALE	MISCELLANEOUS SUPPLIES	90.31
ETS CORPORATION	CREDIT CARD FEES	78.72
UPS	SEWER-SHIPPING	21.03
US BANK EQUIPMENT FINANCE	LEASE PAYMENTS	123.90
TOTAL		102,105.63
PAYROLL 01-13-17		37,371.07
GRAND TOTAL EXPENDITURES		196,022.05
FUND TOTALS		
001 GENERAL FUND	40,294.14	
022 CIVIC CENTER	645.16	
031 LIBRARY	7,042.86	
110 ROAD USE TAX	3,218.40	
112 TRUST AND AGENCY	4,105.96	
226 DEBT SERVICE	101,791.67	
308 PARK IMP - PEDERSEN VALLEY	12,160.60	
309 PHASE I PARK IMPROVEMENTS	8,797.00	
316 I & I LINE/GROUT PH 2	100.00	
600 WATER FUND	10,302.32	
610 SEWER FUND	7,563.94	
GRAND TOTAL	196,022.05	

## COMMUNICATIONS/OPEN FORUM

Matt Muckler, City Administrator, presented options for letting bids for the Pedersen Valley Park. Nate Kass of Fehr-Graham presented the options to Matt and Parks and Rec Director Melissa Russell recently. Option 1 – Single letting (mid-summer): Pros – single contract, prime contractor manages schedule for all work; Cons – later start date, prime contractor may not have expertise in more detailed work.

Option 2 – Two lettings (mass grading, utilities, and parking lot paving bid late spring; park amenities bid mid-summer): Pros – contractors priming each contract likely have more experience in work types, can start sooner/make visible progress sooner, allows more contractors to bid work/additional opportunity for local contractors with smaller bonding capacity; Cons – multiple contracts, requires more oversight due to concurrent contracts.

Council members spoke in favor of having two bid openings but a vote was not taken.

## PUBLIC HEARING/NON-CONSENT AGENDA

Kevin Rogers, Executive Director, Community Development Group

Kevin reported that in April, 2016, Main Street West Branch received an award for \$3,000,000 of private investment in the community. Also, in 2016 there was \$400,000 invested in the community by local businesses. Tara Langley received recognition at the Main Street Iowa celebration in Des Moines in April, 2016, for her volunteer hours to Main Street West Branch. Audrey Kofoed received one of the Governor's Volunteer Awards for 2016. Volunteer hours to West Branch Main Street in 2015 were reported to be 1,275 and were projected to be around 2,800 in 2016, an increase of almost 220% with a value in excess of \$58,000. Christmas Past has been nominated for Iowa Festival of the Year.

### Public Hearing on Main Street Water Main Improvements Project

Mayor Laughlin declared a Public Hearing open at 7:17PM on the Main Street Water Main Improvements Project.

Dave Schechinger, City Engineer, explained that this project is going to replace an undersized water main going to Pheasant Run that has been problematic in the past. The bid opening will be January 26, estimated completion date is June 23 and estimated cost is \$170,000.

Mayor Laughlin declared the Public Hearing over at 7:19PM

Public Hearing on Sanitary Sewer Rehabilitation – Phase 2 Improvements Project

Mayor Laughlin declared a Public Hearing open at 7:19PM on the Sanitary Sewer Rehabilitation - Phase 2 Improvements Project.

Dave Schechinger, City Engineer, explained that this project is going to provide cured-in-place pipe lining, sewer cleaning, televising, pipe reaming and additional work to about 5,000 linear feet of sewer pipes east of the creek north of Main Street. The bid opening will be January 26, estimated completion date is August 23 and estimated cost is \$161,000.

Mayor Laughlin declared the Public Hearing over at 7:25PM

Resolution 1554, approving three contracts for the 2017 Hoover’s Hometown Days Celebration in the amount of \$7,350.00./Move to action.

Motion by Shields, second by Stevenson to approve Resolution 1554. AYES: Shields, Ellyson, Pierce, Miller, Stevenson. Motion carried.

Resolution 1555, approving an agreement between the City of West Branch and the University of Iowa’s School of Urban and Regional Planning./Move to action.

Council person Shields asked if we had money in the budget for this. City Administrator Muckler replied it would be best if we were billed for two-thirds in FY17 and the balance in FY18 as things might be a little tight in FY18. Council person Stevenson thought a hearing that allowed input from the public would be desirable. Council person Pierce thought that a timeline for deliverables should be provided. Muckler reported he would ask John Fuller to provide the answers to these questions.

Motion by Shields, second by Ellyson to approve Resolution 1555. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

Resolution 1556, approving cleaning services agreement with Galaxy Cleaning Services./Move to action.

Deputy City Clerk Leslie Brick discussed the bids received for the cleaning service. She met with representatives of the City Library and they recognized Galaxy was more expensive but it was felt they were the most qualified to meet the city’s needs. Motion by Ellyson, second by Shields to approve Resolution 1556. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

Resolution 1557, approving the quotation/purchase order with Shield Technology Corporation in the amount of \$13,445.00./Move to action.

Motion by Stevenson, second by Ellyson to approve Resolution 1557. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

Resolution 1559, approving professional services agreement amendment with HBK Engineering, LLC in connection with the Lions Field Creek Restoration Project./Move to action.

Motion by Shields, second by Ellyson to approve Resolution 1559. AYES: None. NAYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion failed.

**CITY STAFF REPORTS**

Parks & Recreation Director Melissa Russell – Special Events Policy and Procedure

Russell stated this was not in response to experiencing problems with Special Events but rather to provide control and organization when people want to hold Special Events so that there is not a negative impact on the community. Russell explained the types of events that would require permits and said she is working on a booking program so that people could reserve athletic fields. She requested that council members contact her with suggestions for the new policy.

Library/IT Director Nick Shimmin – Website Design Proposal

Library/IT Director Nick Shimmin discussed his proposal to create a new city web site. The work would be done on his own time. Council members asked if certain features could be included such as a community calendar, athletic field reservations, a mobile application and frequently used forms. Shimmin responded that those features should not pose a problem for any of the developers. He actually had been working on testing some of the applications with those features. His bid for this proposal was \$2,500.

City Administrator Matt Muckler – Website Redesign Proposal Options

City Administrator Muckler gave an overview of four additional software vendors:

William Easton Design of Iowa City using Drupal software - \$5,700

Big Imprint of West Liberty using Wordpress software - \$15,300

TK Iowa of Iowa City using Wordpress software - \$7,000

CivicPlus, a national firm, using CivicPlus software - \$17,419 plus \$3,525 annually

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin said the Iowa League of Cities Legislative Day is scheduled for February 7 in Des Moines and that he will attend. He urged other elected officials to attend, also. He recently participated in a meeting of E911 and EMS personnel where it was announced that the county will go to their new radio system in August of 2018. Chief Horihan said the police department was in good shape for the conversion. Laughlin said the fire department has the new radios. The mayor said planning for 2017 Hoover Home Town Days has begun and he will work on a resolution to bring a Hoover Foundation representative to the meetings. He also encouraged everyone to attend the Community Development Group “Sweets for Success” fundraiser on February 11 at the Brick Arch Winery.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:15 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_

Gordon R. Edgar, Deputy City Clerk