

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

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

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

Approve claims.

Mayor Laughlin questioned the purchase of salt from Compass Minerals. Goodale explained that the city has a two year contract to purchase a certain amount each year and stated that although not all salt was not used, the city has to take what is contractually obligated.

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

EXPENDITURES	4/17/2017	
AMAZON	MAINTENANCE SUPPLIES	375.56
BAKER & TAYLOR INC.	BOOKS	506.71
BARRON MOTOR SUPPLY	REPAIR SUPPLIES	48.11
BP AMOCO	VEHICLE FUEL	349.26
CAJ ENTERPRISES INC	LIMEFILL-BASEBALL FIELDS	126.62
COMPASS MINERALS AMERICA I	SALT	3,314.98
DEMCO	MISCELLANEOUS SUPPLIES	1,059.74
DEWEYS JACK & JILL	MAINTENANCE SUPPLIES	2.79
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES	98.50
FINANCIAL ADJUSTMENT BUREAU	COLLECTION FEE	4.20
GALAXY CLEANING SERVICES	JANITOR SERVICE 03-2017	1,351.17
GIERKE-ROBINSON COMPANY IN	TOOLS	270.85
JOHNSON COUNTY REFUSE INC.	RECYCLING MAR, 2017	3,757.25
KINGDOM GRAPHICS LLC	BANNER	15.00
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	138.00
LYNCH'S PLUMBING INC	SERVICE CALL	68.10
MENARDS	SUPPLIES	15.99
MISCELLANEOUS VENDOR	DIANE HEICK: CERTIFICATION FEES	50.00
NATIONAL PARK SERVICE	NATIONAL PARK SERVICE	7,500.00
OASIS ELECTRIC LLC	REPAIR SERVICE-SOCCER FIELD	129.91
OFFICE EXPRESS	OFFICE SUPPLIES	107.60
OVERDRIVE INC	AUDIOBOOKS/EBOOKS	235.34
PHYSIO-CONTROL INC	MAINTENANCE SUPPLIES	225.00
PITNEY BOWES PURCHASE POWE	LIBRARY-POSTAGE	503.50
PLAY IT AGAIN SPORTS	YOUTH SPORTS SUPPLIES	978.87
PLEASANT VALLEY NURSERY	TREES	250.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	740.00
QUILL CORP	OFFICE SUPPLIES	151.06
REPUBLIC SERVICES	DOCUMENT DESTRUCTION	50.95
RUSSELL, MELISSA	EASTER EGG HUNT SUPPLIES	174.00
SANDY HEICK	TRAINING SERVICES	150.00
SCHIMBERG CO	VALVE BOX	172.70
STATE HYGIENIC LAB	LAB ANALYSIS	25.00
THE LIBRARY STORE INC	CD-DVD STORAGE BINDERS	68.67
TIPTON CONSERVATIVE	TIPTON CONSERVATIVE-SUBSCRIPTI	38.00
TOYNES IA. FIRE TRK.SERV	REPAIR PARTS	205.39
UNIFORM DEN INC.	UNIFORMS	59.40
USA BLUE BOOK	HYDRO-HITCH	2,644.61
WEST BRANCH FORD	VEHICLE REPAIR	24.00
WEST BRANCH REPAIRS	REPAIR PARTS	28.60

WEST BRANCH TIMES	MARCH LEGAL PUB/ADVERTISING	1,409.81
WEX BANK	VEHICLE FUEL	1,234.45
TOTAL		28,659.69
PAID BETWEEN MEETINGS		
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	35.20
HILL, SHERRY	VIDEO RECORDING SERVICES	200.00
UPS	SEWER SHIPPING	41.89
US BANK EQUIPMENT FINANCE	LIBRARY APRIL COPIER LEASE	59.00
CROELL, INC.	CONCRETE	391.25
ALLIANT ENERGY	UTILITIES	9,034.65
BLUETARP FINANCIAL	DRUM SPILL CONTROL	481.17
COSTCO	SUPPLIES	348.93
F & b COMMUNICATIONS INC	WEB HOSTING	29.95
TOTAL		10,622.04
PAYROLL	4-7-17	37,283.79
GRAND TOTAL EXPENDITURES		76,565.52
FUND TOTALS		
001 GENERAL FUND	38,497.57	
022 CIVIC CENTER	804.55	
031 LIBRARY	8,723.80	
110 ROAD USE TAX	6,464.56	
112 TRUST AND AGENCY	3,995.48	
600 WATER FUND	11,068.55	
610 SEWER FUND	7,011.01	
GRAND TOTAL	76,565.52	

### **COMMUNICATIONS/OPEN FORUM**

Chief Horihan thanked the West Branch Fire Department for their dedication and quick response time to the citizens of West Branch. Horihan also offered a reminder for residents to make sure their homes and businesses were visibly numbered to help law enforcement and emergency personnel in the event for a call for service. Horihan also advised that he had applied for a grant to help cover the cost for a new server for the police department. Unfortunately, he was not awarded the funds, therefore he stated that he did not feel comfortable purchasing the Shield Software previously approved by the Council. Horihan said budget cuts left his department a little short to fund both needs at this time. Horihan said they would continue to use their current software and re-evaluate his budget at the end of FY17.

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

Jerry Melick, Liberty Communications – Smart Cities Designation signs.

Melick stated that Liberty Communications had applied for a Smart City designation for West Branch and was granted the award. Melick asked for the city's cooperation in posting signs at the entrances of West Branch to advertise the honor. He also said there were other types of advertising that could be used and that Liberty Communications would foot the bill.

Resolution 1601, approving a temporary water supply agreement with Crestview Nursing and Rehab Center./Move to action.

Shimmin stated the city already had a three-year agreement with Crestview and this new agreement would expire June 30, 2020.

Motion by Miller, second by Pierce to approve Resolution 1601. AYES: Miller, Pierce, Shields, Stevenson, Ellyson. Motion carried.

Resolution 1602, hiring two interns as temporary parks and recreation employees./Move to action.

Russell stated that this is the first year that she has used interns for park programs. Russell said she advertised for the paid positions with the Iowa Parks & Recs and received two qualified and experienced candidates. Both candidates will work with her on the summer programs and she anticipates their start date to be after May 15, 2017.

Motion by Shields, second by Pierce to approve Resolution 1602. AYES: Shields, Pierce, Stevenson, Ellyson, Miller. Motion carried.

Resolution 1603, naming the new city park “Mark Cubby Worrell Park”./Move to action.

Laughlin stated that he thought naming the park after the late Mark Worrell was a great idea since Mayor Worrell was an advocate for the park space. The council discussed the name and suggested revising the park name to “Cubby Park” In Memory of Mark Worrell. The council unanimously agreed on the revised name.

Motion by Ellyson, second by Shields to approve Resolution 1603. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

## **CITY STAFF REPORTS**

### Melissa Russell – Special Event Permit

Russell said that she had received a permit application for the Bear Stampede and noted that no street closures were requested for the run. She also said city staff had reviewed the application and had no issue with approving it. Russell also said she had received an incomplete application from CDG for their spring event. Russell said staff had reviewed the application and had several questions that had yet to be responded to. Ellyson confirmed the date of the event with Russell and that at this time her vote would be ‘no’ due to lack of information and details needed. Shields commented that he felt this last minute planning makes the City look bad.

### Melissa Russell – Pedersen Valley Park Space

Russell said the engineer had redesigned the third ball field based on Council comments from the last meeting. The repositioning does eliminate approximately thirty parking spaces to accommodate a full size, permanent field. She also said the redesign would increase the engineering fees by approximately \$6000.00. Council directed Russell to obtain cost estimates for irrigation and lighting for the third field.

### Nick Shimmin – Building Incentive Program

Shimmin said the he and Finance Officer Edgar reviewed the incentive program to determine the city’s estimated future liability to eligible participants and that during their review a few questions surfaced. The program is scheduled to sunset on June 30, 2017. Shimmin asked if the Council wanted to continue the program. Shimmin also asked for clarification on when the Council intended the incentive to kick in as the information was not completely clear. Shimmin said that staff recommended at least offering the incentive plan for one more year, but advertising it with an end date. The council discussed that the program seems to be working and decided to extend the program until June 30, 2019. Then at that time, offer one final year advertising that the program will sunset ending June 30, 2020.

## **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin offered his suggestions for changes to the redesigned wayfinding signs. He suggested a little more spacing between the subjects and increasing the size of the sign slightly, but overall happy with the look. He also said that a resident asked what the city’s plans were for mowing the city property along Lions Creek. Goodale reported that staff had begun mowing the city’s property this week and would continue to do so each week. Laughlin also mentioned the discussion from a recent flood mitigation meeting held on April 12, 2017 at the fire station with the National Park Service. Studies show that Wapsi Creek East is causing the majority of the flooding due to a pinch point in the stream. Laughlin suggested getting some cost estimates to help correct the problem. As a final note, Laughlin gave an update on current fundraising efforts for Hoover’s Hometown

Days and mentioned the top five sponsors as Nordex USA, Procter & Gamble, Hills Bank, Altorfer and Double C Kennels.

Goodale mentioned that tree planting on Main Street would be occurring on Tuesday, April 25, 2017.

Miller asked Park & Recreation Director Russell to submit a Special Event Permit for Hoover's Hometown Days for approval. He said is other organizations were expected to do so, the city should also.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:58 p.m.

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Roger Laughlin, Mayor

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