

(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

**May 1, 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 Brian Pierce were present. Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: Interim City Administrator Nick Shimmin, Deputy City Clerk 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 17, 2017 City Council Meeting.

Approve minutes from the April 18, 2017 City Council Work Session.

Approve Pay Estimate No. 1 in the amount of \$120,345.08 to All American Concrete, Inc. of West Liberty, IA for work completed on the Main Street Sidewalk – Phase 4 project.

Approve Change Order No. 1 in the amount of \$3,600.00 to All American Concrete, Inc. of West Liberty, IA for removal and replacement of a storm water intake on Main Street as part of the Main Street Sidewalk - Phase 4 project.

Approve Pay Estimate No. 7 for \$6,491.35 to Cornerstone Excavating, Inc. of Washington, IA for work completed on the 4th Street Reconstruction project.

Approve claims.

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

EXPENDITURES	5/1/2017	
ALL AMERICAN CONCRETE INC	313 MAIN ST SIDEWALK PH 4	120,345.08
BAKER & TAYLOR INC.	BOOKS	437.92
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	53.27
CORNERSTONE EXCAVATING, IN	306-4TH ST IMPROVEMENTS	6,491.35
CROELL, INC.	CROELL, INC.	619.13
DORSEY & WHITNEY LLP	LEGAL FEES	2,065.00
FEHR GRAHAM	308 PV PARK IMP - DESIGN	31,805.00
HILL, SHERRY	VIDEO RECORDING SERVICE	200.00
IOWA ASSN. MUN. UTILITIES	DUES	668.49
IOWA STATE UNIVERSITY	P & Z WORKSHOP	260.00
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES/UNIFORMS	287.06
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	625.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,523.72
LYNCH'S PLUMBING INC	SERVICE CALL	680.00
MENARDS	SUPPLIES	307.47
MUNICIPAL SUPPLY INC.	WATER METERS	1,213.30
OVERDRIVE INC	EBOOKS	225.99
PLAY IT AGAIN SPORTS	YOUTH SPORTS SUPPLIES	696.90
PORT 'O' JONNY INC.	PORTABLE TOILETS-PEDERSEN ST	60.90
QUILL CORP	SUPPLIES	43.46
RICKERTSEN, LISA	CONSULTING SERVICE	200.00
SIMPLEXGRINNELL	SERVICE CALL	735.54
SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICE	1,050.00
SUPPLYWORKS	MISCELLANEOUS SUPPLIES	48.05
TYLER TECHNOLOGIES	OFFICE SUPPLIES	138.00
URBAN AND REGIONAL PLANNING	URBAN AND REGIONAL PLANNING	9,408.00
USA BLUE BOOK	SUPPLIES	717.70
VEENSTRA & KIMM INC.	P&Z CASEY'S TURN LANE CONST IN	10,566.51
VERIZON WIRELESS	VERIZON WIRELESS	738.36
WEST BRANCH FORD	VEHICLE MAINTENANCE	105.00
WINDSTAR LINES INC	CHARTER 7-14-17	500.00
TOTAL		192,816.20

PAID BETWEEN MEETINGS

MEDIACOM	CABLE SERVICE	40.90
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
UPS	SEWER-SHIPPING	42.06
WALMART	SUPPLIES, DVDS	372.46
BRICK, LESLIE	MILEAGE	25.81
FINANCIAL ADJUSTMENT BUREAU	COLLECTION FEE	(4.20)
US BANK CORPORATE CARD	OFFICE SUPPLIES	15.00
WELLMARK, INC	ADMIN-ANNUAL FLEX CLAIMS	196.20
TOTAL		2,688.23
PAYROLL 4-21-17		45,236.75
GRAND TOTAL EXPENDITURES		240,741.18

FUND TOTALS		
001 GENERAL FUND	36,053.42	
022 CIVIC CENTER	240.09	
031 LIBRARY	7,339.19	
110 ROAD USE TAX	3,001.18	
112 TRUST AND AGENCY	10,942.34	
306 4TH ST IMPROVEMENTS PROJECT	6,491.35	
308 PARK IMP - PEDERSEN VALLEY	34,605.00	
310 COLLEGE STREET BRIDGE	2,785.80	
313 MAIN ST SIDEWALK-PHASE 4	124,166.12	
600 WATER FUND	9,503.21	
610 SEWER FUND	5,111.43	
740 STORM WATER UTILITY	502.05	
GRAND TOTAL	240,741.18	

COMMUNICATIONS/OPEN FORUM

National Park Superintendent Swisher distributed a press release that was issued today for the Music on the Village Green Concerts for the summer of 2017 and spoke briefly about the bands. He also distributed flyers to the Council.

PUBLIC HEARING/NON-CONSENT AGENDA

Resolution 1593, adding West Branch Police Department fees to the West Branch Schedule of Fees/Move to action.

Motion by Stevenson, second by Pierce to approve Resolution 1593. There was discussion on whether to increase fees to more closely approximate allowable rates or leave them as scheduled. The police chief wanted them left as scheduled on the resolution and would review them later. AYES: Stevenson, Pierce, Shields, Miller, Motion carried.

Resolution 1604 approving two agreements with Windstar Lines, Inc. in the amount of \$2,168.00 for transportation related to West Branch Day Camp/Move to action.

Motion by Miller, second by Shields to approve Resolution 1604. Parks and Recreation Director Russell explained the buses were for transportation for "a long trip" that is provided at the end of each week of Day Camp. AYES: Miller, Shields, Stevenson, Pierce. Motion carried.

Resolution 1605 approving a Settlement and Termination Agreement with Procter & Gamble Hair Care LLC/Move to action.

Motion by Miller, second by Pierce to approve Resolution 1605. Attorney Olson explained that this would end the abatement agreement one year early. AYES: Miller, Pierce, Stevenson, Shields. Motion carried.

Resolution 1606, amending the City of West Branch Housing Incentive Program/Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1606. AYES: Miller, Stevenson, Shields, Pierce. Motion carried.

Resolution 1607, setting salaries for seasonal Parks & Recreation employees/Move to action.

Director Russell reviewed the pay schedule established for the umpires and referees. There was discussion on the effect of hiring these people as employees rather than independent contractors as in the past. Motion by Miller, second by Pierce to approve Resolution 1607. AYES: Miller, Pierce, Stevenson, Shields. Motion carried.

Resolution 1608, hiring a part-time laborer as a temporary Public Works employee/Move to action.

Motion by Pierce, second by Miller to approve Resolution 1608. AYES: Pierce, Miller, Shields, Stevenson.
Motion carried.

Melissa Russell – Hoover’s Hometown Days Special Event Permit

Russell spoke about the HHTD plans which include using a Wausau trailer as a stage in front of the Brick Arch Winery, resulting a \$1,200 to \$1,500 cost savings. The pony rides will be moved in front of The Gray Goat. Also, there will be the same street closures as last year.

Erin Morrison-Vincent - Simply Summer Special Event Permit

Vincent explained some of the plans for the Summer Camp Festival. They would like to close part of Main Street from 6 pm to 11pm. She said they were trying to figure out how sell alcohol at the event and will be in contact with Iowa City to see how their new plan for selling alcohol works.

Resolution 1609, approving a road closure on Saturday June 3, 2017 from 6:00PM-11:00PM of the 100 Block of West Main St. for Summer Camp sponsored by West Branch Community Development Group /Move to action

Motion by Miller, second by Shields to approve Resolution 1609. AYES: Miller, Shields, Pierce, Stevenson.
Motion carried.

Resolution 1610, approving a professional services agreement with Fehr-Graham Engineering and Environmental, Inc. for design services as part of the West Branch Park Improvements Project at Pedersen Valley for a total fee not-to-exceed \$6,000/Move to action

Motion by Miller, second by Shields to approve Resolution 1610. AYES: Miller, Shields, Pierce, Stevenson.
Motion carried.

Resolution 1611, to fix a date of meeting for a public hearing on amending the current budget for the fiscal year ending June 30, 2017/Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1611. Finance Officer Edgar explained that the budget had been exceeded when the Acciona settlement payment was made and now had to be amended. AYES: Miller, Stevenson, Pierce, Shields. Motion carried.

Resolution 1612, authorizing an internal advance to the Main Street Sidewalk - Phase 4 Capital Project Fund/Move to action.

Motion by Miller, second by Pierce to approve Resolution 1612. AYES: Miller, Pierce, Stevenson, Shields.
Motion carried.

Resolution 1613, approving the display of four Smart Rural Community designation signs to West Branch community entrances/Move to action.

Motion by Miller, second by Shields to approve Resolution 1613. AYES: Miller, Shields, Pierce, Stevenson.
Motion carried.

Resolution 1614, authorizing the transfer of funds/Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1614. AYES: Miller, Stevenson, Pierce, Shields.
Motion carried.

Nick Shimmin – Preliminary presentation and discussion of new city website

Shimmin presented the new city website he is working on with changeable backgrounds, a news page, a change in the format for presenting council information as well as additional changes. He is also starting to place calendars on the website.

CITY STAFF REPORTS

Interim City Administrator Nick Shimmin – Procedure for adoption of a new employee handbook

Shimmin reported the staff was unsure whether a new employee handbook was something the Council wanted implemented now or if it could be done under the new administrator. The Council felt the handbook was not an urgent concern and could be addressed after a new administrator is on board.

Interim City Administrator Nick Shimmin – City-wide clean-up.

Shimmin reported the clean-up will be May 6 from 7:00am to 11:00am in the Water Street parking lot.

Gordon Edgar- Meeting with Maggie Burger.

Edgar reported he will be meeting with Maggie Burger of Speer Financial to review the City's debt situation. The FY18 budget will be pushing the city close to the 80% capacity of debt limit. The Council felt it would be desirable to defer work on the W Orange Street project until the N 1st Street project is completed.

Matt Goodale – Cookson Subdivision.

Goodale report that Bockenstedt had not installed sidewalks and told him to do so. Goodale said that it would be acceptable to move the sidewalk closer to street to avoid removing mature and recently planted trees. The Council supported that plan.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor - Mayor Laughlin reported that Iowa State has pulled its funding for CCEDCO and he supports closing it down. The mayor also said he wants to work on a sidewalk café policy for selling alcohol in town.

ADJOURNMENT

Motion to adjourn regular meeting by Pierce, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 8:42p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk