

*(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**

**June 26, 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, Brian Pierce and Jordan Ellyson were present. Absent: MaryBeth Stevenson. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Library Director Nick Shimmin, Police Chief Mike Horihan and Park & Recreation Director Melissa Russell.

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

Approve minutes from the June 5, 2017 regular City Council Meeting.

Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina.

Approve Class B Beer Permit (includes wine coolers) with Outdoor Service for West Branch Firefighters Inc. on August 4, 2017 and August 5, 2017.

Approve claims.

EXPENDITURES	6/26/2017	
ACTION SEWER & SEPTIC SERV	SEWER MAINTENANCE	1,177.75
ALLIANT ENERGY	ALLIANT ENERGY	5,858.08
BIG COUNTRY SEEDS INC	GRASS SEED	828.00
BP AMOCO	VEHICLE FUEL	352.87
BUSINESS RADIO SALES	ANTENNA	425.00
CAJ ENTERPRISES INC	SAND-VOLLEYBALL COURTS	490.35
CALLAHAN MUNICIPAL CONSULT	CONSULTING SERVICE	12,319.30
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
DEWEYS JACK & JILL	MAINT & PROGRAM SUPPLIES	47.11
FEHR GRAHAM	308 PV PARK IMP DESIGN	20,006.75
GADE, MIKE	SAFETY SHIRTS	89.01
GIERKE-ROBINSON COMPANY IN	GAS CANS	152.57
HANSEN, TRENT	COMPUTER SERVER	7,554.29
HILL, SHERRY	VIDEO RECORDING SERVICE	200.00
HY-VEE ACCOUNTS RECEIVABLE	FOOD FOR CONCESSION STAND	62.04
IOWA ONE CALL	LOCATION SERVICE	63.00
JETCO ELECTRIC INC.	SERVICE CALL-WELL 4	771.90
JOHN DEERE FINANCIAL	SUPPLIES	434.66
JOHNSON COUNTY EMERGENCY M	HAZ MAT TEAM 28E AGREEMENT	47.50
JOHNSON COUNTY REFUSE INC.	RECYCLING MAY 2017	3,800.00
KIRKWOOD COMM. COLLEGE	TRAINING-HOLLAND	165.00
KLUESNER CONSTRUCTION INC	CRACK SEALING OF CITY STREETS	13,331.76
LYNCH'S EXCAVATING INC	REPLACE WATER HYDRANT	2,329.05
LYNCH'S PLUMBING INC	HOLES FOR FLAG STATIONS	300.00
MATT PARROTT/STOREY KENWOR	LASER UTILITY BILLS	352.22
MENARDS	SUPPLIES	302.90
MERCY IOWA CITY PHYSICIAN	MERCY IOWA CITY PHYSICIAN & CL	21.00
OVERDRIVE INC	AUDIOBOOKS-EBOOKS	172.98
PARKSIDE SERVICE	TIRE REPAIR	23.25
PRESIDENTIAL BUILDERS, LLC	REPAIR BUILDING DAMAGE	942.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	965.00
QUILL CORP	OFFICE SUPPLIES	38.14
RACHEL MONA	MILEAGE REIMBURSEMENT	427.20
S & S FLATWORK LLC	SALT SHED FOUNDATION	15,922.80
STATE HYGIENIC LAB	LAB ANALYSIS	25.00
TIM READ	AUTHOR VISIT	250.00
U.S. POSTAL SERVICE	ANNUAL PO BOX RENT	48.00
US BANK CORPORATE CARD	VARIOUS SUPPLIES & TRAVEL EXP	1,374.29
VEENSTRA & KIMM INC.	318 COLLEGE ST & 2ND ST IMPROV	2,175.00

WEST BRANCH COMMUNITY SCHO	PICNIC TABLES	250.00
WEST BRANCH FORD	VEHICLE REPAIR	598.46
WEST BRANCH REPAIRS	WEST BRANCH REPAIRS	811.30
WEST BRANCH TIMES	WEST BRANCH TIMES 798.23	
TOTAL		96,317.76
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	UTILITY SERVICES	140.06
BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE	749.41
BUSINESS RADIO SALES	PAGERS AND CASES	1,077.77
COSTCO WHOLESALE	OFFICE SUPPLIES, REC SUPPLIES	1,053.86
ECONO SIGNS LLC	SIGNS/SUPPLIES	1,470.40
GALAXY CLEANING SERVICES	JANITORIAL SERVICE	1,278.66
HDS WHITE CAP CONSTRUCTION	MEDICAL EQUIPMENT	737.12
HOLLYWOOD GRAPHICS	SHIRTS	124.90
J & M DISPLAYS	HHTD FIREWORKS	20,000.00
LENOCH & CILEK	SUMMER LEAGUE	84.50
LINN COUNTY R.E.C.	UTILITY SERVICES	138.00
MEDIACOM	CABLE SERVICE	40.90
MELISSA RUSSELL	RECREATION SUPPLIES	426.40
MISCELLANEOUS VENDOR	WATER DEPOSIT REFUND	40.23
MISCELLANEOUS VENDOR	WATER DEPOSIT REFUND	63.00
MISCELLANEOUS VENDOR	TRAVEL	412.12
NORTHWAY WELL AND PUMP CO	SERVICE CALL	150.00
PARKSIDE SERVICE	TIRES AND INSTALLATION	2,841.00
PITNEY BOWES GLOBAL FINANCE	POSTAGE MACHINE RENTAL	120.00
PITNEY BOWES INC	POSTAGE MACHINE RENTAL	180.00
PITNEY BOWES PURCHASE POWER	POSTAGE	1,003.50
REPUBLIC SERVICES	CONTRACT PAYMENTS	50.95
RICK E BRAMMER	PROGRAM	350.00
TREASURER STATE OF IOWA	SALES TAX	3,111.00
UPS	SHIPPING-SEWER	84.69
US BANK EQUIPMENT FINANCE	EQUIPMENT RENTAL	59.00
US BANK EQUIPMENT FINANCE	EQUIPMENT RENTAL	241.80
VAN METER INC	MAINTENANCE SUPPLIES	24.83
WALMART COMMUNITY/RFCSELLC	VARIOUS SUPPLIES	307.97
WEX BANK	MOTOR FUEL	1,681.10
TOTAL		38,043.17
PAYROLL 6-16-17		48,156.18
GRAND TOTAL EXPENDITURES		182,517.11

FUND TOTALS		
001 GENERAL FUND	91,026.80	
022 CIVIC CENTER	1,484.64	
031 LIBRARY	7,848.16	
110 ROAD USE TAX	25,864.78	
112 TRUST AND AGENCY	11,158.26	
308 PARK IMP - PEDERSEN VALLEY	20,006.75	
318 COLLEGE ST & 2ND ST PROJECT	1,770.00	
600 WATER FUND	14,322.12	
610 SEWER FUND	9,035.60	
GRAND TOTAL	182,517.11	

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

### COMMUNICATIONS/OPEN FORUM

Brenda Emick-Herring presented information on the Cedar County Freedom Rock Project and how the public could participate in the fund raising project. Emick-Herring said the Cedar County Freedom Rock will be painted by an Iowa artist and that it will be placed on the lawn of the Cedar County Courthouse in Tipton.

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

### Approve appointment of Nathaniel Turner to the West Branch Fire Department./Move to action.

Motion by Miller, second by Shields to approve appointment. AYES: Miller, Shields, Pierce, Ellyson. Absent: Stevenson. Motion carried.

### Appointments/Reappointments./Move to action.

Jacqueline Gutwein - Library Board of Trustees, June 30, 2020

Motion by Shields, second by Ellyson to approve appointment. AYES: Shields, Ellyson, Miller, Pierce. Absent: Stevenson. Motion carried.

### Resolution 1600, approving a 28E agreement with the West Branch Community School District to employ a school resource officer./Move to action.

Chief Horihan said the program has been a great success and provides a positive experience for the kids.

Motion by Pierce, second by Miller to approve Resolution 1600. AYES: Pierce, Miller, Ellyson, Shields. Absent: Stevenson. Motion carried.

### Resolution 1633, authorizing the transfer of funds./Move to action.

Edgar explained that the transfer would be from the TIF Debt Service Fund into the Debt Service Fund to interest on a Community State Bank loan.

Motion by Shields, second by Miller to approve Resolution 1633. AYES: Shields, Miller, Ellyson, Pierce. Absent: Stevenson. Motion carried.

### Resolution 1634, approving Croell Redi-Mix Site plan./Move to action.

Laughlin stated the Planning & Zoning Commission unanimously passed the site plan at the June 20, 2017 meeting. Schechinger said he had been working with Croell and said all issues had been addressed.

Motion by Pierce, second by Miller to approve Resolution 1634. AYES: Pierce, Miller, Shields, Ellyson. Absent: Stevenson. Motion carried.

### Public Hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement./Move to action.

Public hearing opened at 7:22 p.m. There were no public comments. Public hearing closed at 7:23 p.m.

### Resolution 1635, taking additional action on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement./Move to action.

Motion by Ellyson, second by Shields to approve Resolution 1635. AYES: Ellyson, Shields, Miller, Pierce. Absent: Stevenson. Motion carried.

### Resolution 1636, approving a workers compensation insurance proposal with IMWCA./Move to action.

Kyle Austen of Insurance Associates presented the renewal and explained that MOD has continued to decline and said the Safety Committee led by Jose Gongora was helping with that reduction.

Motion by Pierce, second by Shields to approve Resolution 1636. AYES: Pierce, Shields, Miller, Ellyson. Absent: Stevenson. Motion carried.

### Resolution 1637, approving a liability insurance proposal with ICAP./Move to action.

Austen, Insurance Associates presented the renewal rates and reviewed the liability coverage. Mayor Laughlin questioned the low deductibles and asked if Austen could provide higher deductible options for the next renewal to see there would be any cost savings.

Motion by Pierce, second by Ellyson to approve Resolution 1637. AYES: Pierce, Ellyson, Miller, Shields. Absent: Stevenson. Motion carried.

Resolution 1638, approving an agreement with Big Ten Rentals in the amount of \$1,469.60 for Tent and table rentals as a part of the 2017 Hoover's Hometown Days Celebration./Move to action.

Motion by Pierce, second by Shields to approve Resolution 1638. AYES: Pierce, Shields, Miller, Ellyson. Absent: Stevenson. Motion carried.

Resolution 1639, setting the City of West Branch standard mileage reimbursement rate for city officials and employees./Move to action.

Motion by Ellyson, second by Pierce to approve Resolution 1639. AYES: Ellyson, Pierce, Shields, Miller. Absent: Stevenson. Motion carried.

Resolution 1640, approving Partial Pay Estimate No. 8 (final) in the amount of \$39,803.78 to Cornerstone Excavating, Inc. of Washington, IA and accepting the 4<sup>th</sup> Street Reconstruction Project as substantially completed./Move to action.

Dave Schechinger, City Engineer advised that the project was complete and that the retainage could be released. Miller asked Schechinger to check into an erosion issue that may be the result of a drainage issue at the culvert near Reagan Blvd. Schechinger said he would look into the issue and determine if the maintenance bond would cover it.

Motion by Miller, second by Pierce to approve Resolution 1640. AYES: Miller, Pierce, Shields, Ellyson. Absent: Stevenson. Motion carried.

Resolution 1641, approving Partial Pay Estimate No. 2 (final) in the amount of \$6,333.95 to All American Concrete, Inc. of West Liberty, IA and accepting the Main Street Sidewalk – Phase 4 Project as substantially completed./Move to action.

Schechinger advised the Council that the project was complete and said that with recent rains, it appears that the drainage issue has been corrected.

Motion by Shields, second by Pierce to approve Resolution 1641. AYES: Shields, Pierce, Miller, Ellyson. Absent: Stevenson. Motion carried.

## **CITY STAFF REPORTS**

### IT Director Nick Shimmin - Downtown Wireless

Shimmin described his findings for the city providing free WiFi for the downtown area. Shimmin said the initial costs for setting it up would be approximately \$3100.00 with a monthly fee of approximately \$75.00 per month. Council felt that the service would not be beneficial at this time and tabled the discussion.

### IT Director Nick Shimmin - Email services

Shimmin described the city's current email system and said that it does not perform as well as other options available. Shimmin provided information on Google Suite and costs associated with switching services. Council said they would consider this at a future meeting.

### Public Works Director Matt Goodale - Right-of-Way mowing

Goodale was unable to attend this meeting so this item was skipped and will be moved to the next agenda for discussion.

### Finance Officer Gordon Edgar - Grounds-care/mowing funds distribution

Edgar explained that he and former city administrator Muckler discussed changing the distribution of some funds for mowing from Public Works to the Parks & Recreation department to better represent where funds were being used. Councilperson Pierce stated that staff did not have the authority to make that type of decision and requested that the funds be transfer back to the Park & Recreation budget.

City Engineer Dave Schechinger - West Branch Village Trail Project

Schechinger said he had been advised by the DNR that they had received the City's permit application and that it was in the que to be reviewed. Schechinger further explained that there had been turn-over with the French-Renneker, the engineer that was awarded the contract and that in part had stalled the project.

City Engineer Dave Schechinger - Casey's Street Line Painting

Schechinger said he had been in contact with the general contractor for the Casey's project and was trying to get the issue resolved.

City Administrator Redmond Jones – Future Agenda format changes

Jones described some changes he would be making to future agendas to provide more information on subjects needed for Council consideration.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin said he had a request from a property owner on North First Street regarding the removal brick pavers during the North 1<sup>st</sup> Street Reconstruction Project. Laughlin said the property owner was against the removal of them. Council discussed the concern and determined that the pavers would need to be removed for the project. Laughlin invited audience member Sandy Style, Shive Hattery to provide her comments on the future east-side redevelopment project.

Councilperson Miller stated his frustration with a couple of city projects and said he felt that staff should be held accountable for making sure that funded projects get completed in a timely manner.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:41 p.m.

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Roger Laughlin, Mayor

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