

*(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**

**August 21, 2017  
7:00 p.m.**

Mayor Pro Tem Colton Miller called the West Branch City Council meeting to order at 7:00 p.m. Mayor Pro Tem invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Pro Tem Miller was present. Mayor Roger Laughlin was absent. Council members: Tim Shields, Mary Beth Stevenson, Jordan Ellyson and Brian Pierce were present. Miller 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, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell and Police Chief Mike Horihan.

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS.**

Miller presented an employee service award to Public Works employee Paul O’Neil for fifteen years of service. Public Works Director Matt Goodale said O’Neil’s primary responsibilities include parks and cemetery grounds maintenance and that O’Neil takes a lot of pride in his work. Goodale said O’Neil does a good job for the city.

Leland Belding, Veenstra & Kimm, Inc. gave a presentation on the College Street bridge project’s progress. Belding gave an overview of the process and timeline of events to occur. He stated that the current stage of the project is right of way acquisition and that only one individual’s property was affected. The remaining properties would only need easement agreements in order to complete the work. Several residents were in attendance and raised concerns regarding past and future flooding issues. Belding explained that the bridge project was not to address flood issues however he noted that the bridge expansion and street improvements would help alleviate some issues of the past. He also stated it would not help with a 100 year flood as there is no control for that type of event. Dave Schechinger, Veenstra & Kimm said a public meeting would be held in the near future to answer any additional questions for residents.

**PUBLIC COMMENT.**

Ray Carley, 332 n. 4<sup>th</sup> Street – requested sewer forgiveness for leaving a garden hose running.

John Fuller, Co-chairperson Historic Preservation Commission presented the revised Historic Preservation plan to the City Council. Fuller explained that University of Iowa, School of Urban Planning & Zoning students Adam Kofoed, Todd Bagby and Abdullah Mohammed completed the plan revisions. A public hearing was held on August 1, 2017 to present the plan and then was approved by the Historic Preservation Commission on August 15, 2017. Fuller said the revised plan was needed in order to apply for the Certified Local Government status which if accepted, would allow the City to apply for grants to help with restoration projects of the West Branch historic area.

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

Approval of City Council Meeting Minutes August 7, 2017  
Approve the appointment of Karina Krall to the Library Board  
Approve Claims and Year –End Report (FY2016-17)

EXPENDITURES	8/21/2017	
ALLIANT ENERGY	UTILITIES-WATER TOWER	70.69
ALLIANT ENERGY	HHTD UTILITIES	21.98
ALLIANT ENERGY	LIGHTS-LIONS FIELD	26.86
ALLIANT ENERGY	VARIOUS CITY LOCATIONS	8,720.53
AMAZON	PROGRAM SUPPLIES	360.53
BAKER & TAYLOR INC.	BOOKS	274.23
BARRON MOTOR SUPPLY	VEHICLE REPAIR PARTS	601.00
BP AMOCO	VEHICLE FUEL	381.47

BUSINESS RADIO SALES		RADIO REPAIR	110.00
CEDAR COUNTY RECORDER		RECORDING FEES	27.00
DEWEYS JACK & JILL		DAY CAMP/REC SUPPLIES	163.70
ECONO SIGNS LLC		SIGNS	2,155.34
GALAXY CLEANING SERVICES		GALAXY CLEANING SERVICES	1,185.18
HARRY'S CUSTOM TROPHIES		EMPLOYEE SERVICE AWARD	40.41
IMWCA		IMWCA	5,143.00
INTOXIMETERS		INTOXIMETERS	115.00
IOWA ONE CALL		LOCATION SERVICE	76.50
ISWEP		ANNUAL DUES	525.00
LINN COUNTY R.E.C.		SIREN AT GREENVIEW	138.00
MENARDS		REPAIR SUPPLIES	34.80
METROPOLITAN COMPOUNDS INC		WEED KILLER	607.19
MOORE'S WELDING INC		REPAIR SERVICE	195.00
MUNICIPAL SUPPLY INC.		WATER METERS	928.00
NESPER SIGN ADVERTISING INC		SIGNS	769.20
OFFICE EXPRESS		COPIER PAPER	53.80
PARKSIDE SERVICE		REPAIR SERVICES	29.50
PLAY IT AGAIN SPORTS		VOLLEYBALLS	239.96
QC ANALYTICAL SERVICES LLC		LAB ANALYSIS	684.00
QUALITY ENGRAVED SIGNS		NAME PLATES	40.00
QUILL CORP		OFFICE SUPPLIES	31.99
REPUBLIC SERVICES		DOCUMENT DESTRUCTION	50.95
RIVER PRODUCTS COMPANY INC		ROCK	396.92
RUSSELL, MELISSA		DAY CAMP/REC SUPPLIES	176.92
SIMPLEXGRINNELL		FIRE ALARM TEST/INSPECT	959.05
ST. PAUL STAMP WORKS INC		ANIMAL TAGS	86.41
STATE HYGIENIC LAB		LAB ANALYSIS	26.00
UNIFORM DEN INC.		UNIFORMS	282.54
UPS		SEWER-SHIPPIING	20.86
US BANK CORPORATE CARD		REC PROGRAMS, TRAVEL EXP	2,093.92
WALMART COMMUNITY/RFCSLLC		BOOKS, DVDS, PROGRAM SUPPLIES	329.06
WATER SOLUTIONS UNLIMITED		PHOSPHATE	2,576.09
WESTRUM LEAK DETECTION INC		LEAK DETECTION SURVEY	1,140.00
ZEPHYR PRINTING & DESIGN		HHTD POSTERS	81.75
TOTAL			31,970.11
PAID BETWEEN MEETINGS			
COSTCO WHOLEALES		CONCESSION/DAY CAMP SUPPLIES	188.59
FUNCITY SPECIAL EVENTS		DAY CAMP ACTIVITY	765.00
UPS		SEWER-SHIPPIING	10.43
US BANK EQUIPMENT FINANCE		LIBRARY-COPIER LEASE	59.00
US BANK EQUIPMENT FINANCE		CITY OFFICE-COPIER LEASE	241.80
TOTAL			1,264.82
PAYROLL 8-11-17			46,602.70
GRAND TOTAL EXPENDITURES			79,837.63
FUND TOTALS			
001 GENERAL FUND	31,867.08		
022 CIVIC CENTER	658.83		
031 LIBRARY	8,509.58		
036 TORT LIABILITY	4,751.02		
110 ROAD USE TAX	7,143.01		
112 TRUST AND AGENCY	5,044.72		
600 WATER FUND	13,552.43		
610 SEWER FUND	7,785.96		
740 STORM WATER UTILITY	525.00		
GRAND TOTAL	79,837.63		

Motion by Stevenson, second by Pierce to approve agenda/consent agenda items. AYES: Stevenson, Pierce, Shields, Ellyson, Miller. NAYS: None. Motion carried.

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

Resolution 1644 – authorizing the City Administrator the authority to spend the amount not to exceed \$57,233.12 of city funds for pump repairs and pipe replacement (1500 ft. water line for well #6.)

Motion by Shields, second by Stevenson to approve Resolution 1644. AYES: Shields, Stevenson, Miller, Ellyson, Pierce. NAYS: None. Motion carried.

Approve a Motion directing the City Administrator to waive a portion of the sewer fees to resident Willard Salemink.

Jones reminded the council that the resident addressed them at a prior meeting asking for consideration for a portion of sewer fees to be refunded due a faulty drip-line system installed at his residence. Council discussed the matter and felt that this was an issue of maintenance and that the resident was responsible for all charges billed. The council further directed staff to advise residents that future requests may result in the same response.

Motion by Stevenson, second by Ellyson to approve the sewer fee waiver. AYES: Stevenson, Ellyson. NAYS: Shields, Miller, Pierce. Motion failed.

Discussion Item: Installment of the Staff Work Plan – Public Works:

Goodale indicated that he had reviewed all projects on the staff work plan and provided current statuses to each project. He invited the council to the Public Works shop to view the new salt shed that was nearing completion.

Discussion Item: Request for 25 months of baseline service:

Jones told the council that he had received a letter from a former resident requesting a refund of 25 months of water, sewer and storm water fees. The resident moved from West Branch two years ago and the home has been vacant and confirmed that no water has been used during this time period. The owner further acknowledged that the curb stop was inoperable and he chose not to repair it due to the cost to do so. The property has now been sold and the new owner will take possession later this month. The city attorney referred to the West Branch Code of Ordinances and said the Code requires an operable curb stop. The council discussed that the curb stop will need to be repaired at some point in the future. The council chose to take no further action on this request.

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

Stevenson said that a resident had asked her to send a letter of support of the School Bond to the editor of the West Branch Times and asked if any other of the council members were willing to sign in support the bond.

Shields mentioned that he had conversations with Goodale and John Fuller, chairperson of Planning & Zoning regarding street widths, street grades and bike trails. Shields said he would like the Planning & Zoning commission to review the current requirements in the Code to help lessen the requests for variances and allow developers more flexibility.

## **CITY STAFF REPORTS**

City Administrator Jones reviewed his weekly report and highlighted a few items that he had been working on. Jones made mention of the recent discovery of the issues affecting Well #6 and the urgency to get it repaired as soon as possible. Jones also advised the council that the City had been notified this week that the DNR has given the City 52 months to design, finance and construct a new wastewater treatment facility. This project is estimated to be approximately \$5 million dollars.

## **ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:24 p.m.

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Colton Miller, Mayor Pro Tem

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