

*(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 7, 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 and Jordan Ellyson were present. Absent: Brian Pierce. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Gordon Edgar, Library Director Nick Shimmin, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell.

**COMMUNICATIONS/OPEN FORUM.**

Willard Salemin, 30 Greenview Circle, requested the Council forgive the sewer fees on 21,000 gallons of usage. He explained that his drip water system did not shut off properly and the water was used but did not go down the sewer system. Pete Swisher, National Park Service Superintendent, thanked the Planning Committee for their effort in holding another successful Hoover Home Town Days. He also thanked the volunteers for their part. Everything went smoothly and he did have to call an “audible” during the event.

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

There were no Guest Speakers, Presentations or Proclamations.

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

Approval of City Council Meeting Minutes July 17, 2017  
 Approve authority to rehire camp counselor Morgan Stoolman  
 Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Thirsty on 30 Inc. DBA Thirsty on 80. Pending successful Dram Insurance and Fire Inspection.  
 Approve Claims.

EXPENDITURES	8/7/2017		
ALLIANT ENERGY		LIGHTS-219 E GREEN	12.09
ALTORFER INC		ALTORFER INC	110.82
BAKER & TAYLOR INC.		BOOKS	836.57
BEAN & BEAN		GRAVE OPENINGS	2,200.00
BEST BUY BUSINESS ADVANTAG		OFFICE SUPPLIES	85.91
BIBLIONIX		APOLLO SUBSCRIPTION SERVICE	1,909.50
CULLIGAN WATER TECHNOLOGIE		WATER SOFTENER SERVICE	35.20
D&R PEST CONTROL		D&R PEST CONTROL	70.00
DIAMOND VOGEL PAINTS		PAINT & OTHER SUPPLIES	1,975.09
EDGAR, GORDON		MILEAGE & MEALS-TRAINING	197.70
EMERGENCY MEDICAL PRODUCT		MEDICAL SUPPLIES	108.82
GATEWAY HOTEL & CONFERENCE		LODGING-TRAINING	779.52
HANSEN ASPHALT		ASPHALT OVERLAY - SALT SHED	5,000.00
HAWKINS INC		CHEMICALS	402.60
HBK ENGINEERING LLC		309 PH I PARK IMPROVEMENTS	1,365.00
HD CLINE COMPANY		CUB CADET RIDING MOWER	10,200.00
HILL, SHERRY		VIDEOTAPING SERVICES	100.00
HORIHAN, MIKE		OFFICE SUPPLIES	17.97
IOWA DEPARTMENT OF NATURAL		ANNUAL WATER SUPPLY FEE	867.08
IOWA LEAGUE OF CITIES		TRAINING	200.00
IOWA ONE CALL		LOCATION SERVICE	41.40
JOHN DEERE FINANCIAL		CLOTHING, REPAIR PARTS, TOOLS	536.74
JOHNSON COUNTY REFUSE INC.		RECYCLING JUNE 2017	7,609.50
JOURNEYED COM INC		ADOBE CLOUD LICENSE RENEWAL	406.68
L. L. PELLING CO. INC		PREMIXED ASPHALT	37,940.71
LIBERTY COMMUNICATIONS		TELEPHONE SERVICE	1,359.32

MARTIN EQUIPMENT	REPAIR PARTS	2,919.71
MENARDS	MAINTENANCE SUPPLIE	120.97
OASIS ELECTRIC LLC	SALT SHED	345.15
OLSON, KEVIN D	LEGAL SERVICES-AUGUST 2017	1,500.00
OVERDRIVE INC	FY18 BRIDGES SUBSCRIPTION	699.51
PLUNKETT'S PEST CONTROL IN	PEST CONTROL-CITY OFFICE	95.18
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	196.19
PYRAMID SERVICES INC.	REPAIR PARTS	325.96
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	827.00
QUILL CORP	OFFICE SUPPLIES	44.74
RIVER PRODUCTS COMPANY INC	ROCK	591.90
STATE LIBRARY OF IOWA	FY18 BRIDGES SUBSCRIPTION	223.55
SUMMIT COMPANIES	RECHARGE FIRE EXTINGUISHERS	122.00
THE LIBRARY STORE INC	CD-DVD STORAGE ALBUMS	354.88
TRUGREEN PROCESSING CENTER	LAWN SERVICE-LIONS FIELD	149.00
UPS	SEWER-SHIPPING	20.86
USA BLUE BOOK	MARKING FLAGS	245.71
VEENSTRA & KIMM INC.	P & Z-CASEY'S TURN LANE	21,159.31
WATER SOLUTIONS UNLIMITED	DEHUMIDIFIER	3,416.20
WEST BRANCH COMMUNITY DEVE	ANNUAL FINANCIAL SUPPORT FY18	10,000.00
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	1,566.56
TOTAL		119,292.60

PAID BETWEEN MEETINGS

AD-MARKET PRODUCTIONS, INC	HHTD ENTERTAINMENT	1,000.00
ALL AMERICAN CONCRETE	313 MAIN ST SIDEWALK PH 4 CONTRACT	6,333.95
BEN COLBERT	HHTD ENTERTAINMENT	250.00
BRICK, LESLIE	TRAVEL EXPENSES	219.57
CCEDCO	DUES	6,409.00
CEDAR RAPIDS MUNICIPAL BAND	HHTD ENTERTAINMENT	5,500.00
CHRISTOPHER BIRD	HHTD ENTERTAINMENT	99.00
CLARK OPERATIC	HHTD ENTERTAINMENT	1,050.00
CORNERSTONE EXCAVATING, INC	306 4TH ST IMPROVEMENT PROJECT	39,803.78
FRONTLINE PLUS FIRE & RESCUE	SIREN REPAIR	1,355.30
GRIMM, DAVID E	HHTD ENTERTAINMENT	1,200.00
HAWKEYE PHOTO BOOTHS	HHTD ENTERTAINMENT	250.00
HY VEE	SUPPLIES	130.86
ICMA	DUE, MEMBERSHIP	720.00
IOWA COMMUNITIES ASSURANCE	PROPERTY & LIABILITY INSURANCE	40,943.13
J & M DISPLAYS	HHTD FIREWORKS	20,000.00
JEFFREY D KOZIATEK	HHTD ENTERTAINMENT	500.00
MEDIACOM	CABLE SERVICE	40.90
MIDWEST INFLATABLES	HHTD INFLATABLES	12,000.00
MISCELLANEOUS VENDORS	WATER DEPOSIT REFUNDS	295.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
PLAY IT AGAIN SPORTS	SUPPLIES	67.96
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	22.46
REDMOND JONES II	TRAVEL EXPENSES	288.37
RUSSELL, MELISSA	CAMP AND RECREATION SUPPLIES	526.03
SIDNEY W SCOTT	HHTD ENTERTAINMENT	450.00
SUPPLYWORKS	SUPPLIES	48.05
T J REGUL	HHTD ENTERTAINMENT	350.00
UPS	SEWER-SHIPPING	42.15
US BANK CORPORATE CREDIT CARD	SUPPLIES, TRAINING	945.28
VERIZON WIRELESS	WIRELESS SERVICE	833.52
WEX BANK	MOTOR VEHICLE FUEL	1,288.21
TOTAL		143,962.52

PAYROLL 7-28-17 56,128.28

GRAND TOTAL EXPENDITURES 319,383.40

FUND TOTALS

001 GENERAL FUND	116,331.06
022 CIVIC CENTER	90.68
031 LIBRARY	9,685.57
036 TORT LIABILITY	29,315.99
110 ROAD USE TAX	52,666.62
112 TRUST AND AGENCY	12,364.10

306	4TH STREET IMPROVEMENT PROJECT	39,803.78
308	PARK IMP - PEDERSEN VALLEY	2,800.00
309	PHASE I PARK IMPROVEMENTS	1,365.00
310	COLLEGE STREET BRIDGE	13,929.00
313	MAIN ST SIDEWALK-PHASE 4	6,333.95
314	N FIRST ST IMPROVEMENTS	1,000.00
316	I & I LINE/GROUT PH 2	45.06
318	COLLEGE ST & 2ND ST IMPROVMENTS	1,770.00
600	WATER FUND	18,009.78
610	SEWER FUND	13,872.81

GRAND TOTAL 319,383.40

Motion by Ellyson, second by Shields to approve agenda/consent agenda items. Councilperson Miller questioned a claim for Veenstra & Kimm. Finance Officer Edgar explained that the description listed is only for the first invoice for the vendor. The description for the other invoices is not listed. Miller also asked if Casey's had been billed for the engineering services for the turn lane. Edgar responded that Casey's had been billed almost \$50,000 per the agreement and had paid the bill. AYES: Ellyson, Shields, Miller, Stevenson. Absent: Pierce. Motion carried.

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

#### Staff report and request for direction on ROW mowing and private homeowners notices for mowing.

Public Works Director Matt Goodale explained the policy for notifying homeowners of mowing requirements for tall grass. He also explained that some homeowners were not mowing hillsides and Right of Way areas that were extremely steep and requested direction from the Council. The Council asked him to provide cost estimates for alternatives such as having the City spray the area and planting low growing native grasses.

#### Resolution 1643- Motion directing the City Administrator to grant additional vacation days for additional duties accepted during the recruitment of City Administrator.

Motion by Miller, second by Shields to approve Resolution 1643. Mayor Laughlin explained this would give four days of additional vacation to Nick Shimmin and three additional days to Leslie Brick. Mayor Laughlin said he offered this to Edgar but Edgar declined. YES: Shields, Miller, Ellyson, Stevenson. Absent: Pierce. Motion carried.

#### Discussion: the Installment of the Staff Work Plan – Parks and Recreation.

City Administrator Jones explained the purpose of the Work Plan is improve transparency and assign accountability for projects and the assignments were made by previous Administrator Matt Muckler. Russell updated the Council on the Pavilion at Cubby Park. The Council liked what they saw in the renderings but said the project must stay within budget.

No action was taken by the Council.

### **CITY STAFF REPORTS**

City Administrator Jones felt that Hoover Home Town Days seemed to run very smoothly and said it was a credit to the staff for their effort. He thanked the community for their tremendous welcome of his family to the community. He said he is working on several economic development initiatives but nothing that can be presented to the public at this time. The web site is up and running and although bugs are still being worked out, he has received several positive phone calls about it.

There were no other staff reports.

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

Mayor Laughlin reported there was something Building Inspector Terry Goerdts has alerted him to. Goerdts explained that buildings described as zero lot line units were actually duplexes and there are different lot frontage requirements for each. A duplex is two housing units on one lot and a zero lot line unit is one housing unit on one lot. The frontage requirement for a duplex is 70 feet and for a zero lot line unit is 60 feet. A duplex has a single one hour fire wall between the two units and a zero lot line unit has two one hour walls between the units. A duplex requires a single building permit for two units but a zero lot line requires a building permit for each unit.

Laughlin said they need to amend the ordinances to address this problem as well as some property downtown that needs to have rear yard setbacks modified and another property we want to modify the front yard setback to allow for historic preservation.

Council person Miller brought up property in town that is not being used or maintained properly. Goerdts said that Durant and West Liberty have adopted the International Property Maintenance Code and have been utilizing it with success. Jones said he will look at the Code and what we have on the books now and will bring back a recommendation.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:09 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Gordon R. Edgar, Deputy City Clerk