

*(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**

**September 11, 2017  
7:02 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:02 p.m. Mayor Laughlin invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Laughlin was present. Council members Colton Miller, Tim Shields, Jordan Ellyson and Brian Pierce were present. Council member Mary Beth Stevenson arrived at 7:30. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Finance Officer Gordon Edgar, Library Director Nick Shimmin, and Police Chief Mike Horihan.

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

City Administrator Jones announced that Jim Dane would speak about Kiwanis at the next Council meeting.

School Board President Mike Colbert presented slides of the planned improvements that will be made if the bond referendum is approved on September 12. He stated that the proposal would increase property taxes by \$2.46 per thousand dollars of taxable valuation.

Nate Kass, of Fehr-Graham, discussed the DNR permitting requirements relating to replacing/offsetting the wetlands that will be disturbed in the new park. The DNR would allow the purchase of wetland credits but none are presently available. This would require delaying work on the project until credits become available. Option 2 would be to mitigate on site at the rate of 1.5 acres restored for each acre disturbed. Option 3 would be to mitigate offsite by purchasing or obtaining a permanent easement within the Cedar River watershed. Kass favored Option 2 because it would not delay the project and the cost would not be significantly higher than purchasing the wetland credits. The council will vote on which option to select at the next meeting.

**PUBLIC COMMENT.**

There were no public comments.

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

Approval of City Council Meeting Minutes August 21, 2017

Approve Claims Report

| EXPENDITURES                | 9/11/2017                    |           |
|-----------------------------|------------------------------|-----------|
| AERO RENTAL INC             | EQUIPMENT RENTAL             | 55.00     |
| BAKER & TAYLOR INC.         | BOOKS                        | 532.92    |
| BEAVER HEATING AND AIR CON  | AIR CONDITIONER MAINTENANCE  | 153.00    |
| CAJ ENTERPRISES INC         | HAULING                      | 214.55    |
| CEDAR COUNTY TREASURER      | PROPERTY TAXES               | 960.00    |
| CEDAR RAPIDS PHOTO COPY IN  | COPIER MAINTENANCE           | 130.58    |
| CHIEF SUPPLY CORPORATION    | MISCELLANEOUS SUPPLIES       | 163.87    |
| DEMCO                       | SUPPLIES                     | 159.51    |
| EDGAR, GORDON               | POSTAGE                      | 14.40     |
| FINANCIAL ADJUSTMENT BUREA  | COLLECTION SERVICE           | 20.00     |
| HAZELHASKY LLC DBA HERB &   | GIFT CERTIFICATES            | 444.43    |
| IMAGE TREND INC             | ANNUAL FEE                   | 600.00    |
| KELTEK INC                  | ACCESSORIES/INSTALLATION     | 19,278.43 |
| LIBERTY COMMUNICATIONS      | LIBERTY COMMUNICATIONS       | 1,336.42  |
| LYNCH'S EXCAVATING INC      | SEWER REPAIR - 4TH & COLLEGE | 9,417.60  |
| MARK E ADAMS                | MARK E ADAMS                 | 296.86    |
| MATT PARROTT/STOREY KENWOR  | WINDOW ENVELOPES             | 143.72    |
| MEDIACOM                    | CABLE SERVICE                | 40.90     |
| NOVUS AUTO GLASS            | WINDOW REPAIR                | 370.00    |
| OVERDRIVE INC               | AUDIO BOOK                   | 189.37    |
| PHYSIO-CONTROL INC          | MEDICAL SUPPLIES             | 287.29    |
| PITNEY BOWES INC            | POSTAGE MACHINE SUPPLIES     | 171.67    |
| PLASTIC RECYCLING OF IOWA   | TABLE & CHAIRS               | 1,131.00  |
| PLUNKETT'S PEST CONTROL INC | PEST CONTROL                 | 95.18     |
| PORT 'O' JONNY INC.         | SERVICE                      | 219.30    |

|                                  |  |            |
|----------------------------------|--|------------|
| QUILL CORP                       | OFFICE SUPPLIES                        | 180.68     |
| UPS                              | SEWER-SHIPPING                         | 20.86      |
| USA BLUE BOOK                    | CHEMICALS                              | 320.09     |
| VEENSTRA & KIMM INC              | 308-PARK IMP - ENG REVIEW              | 1,143.25   |
| VEENSTRA & KIMM INC.             | 314-N FIRST ST IMPROVEMENTS            | 1,000.00   |
| VEENSTRA & KIMM INC.             | 314-N FIRST ST IMPROVEMENTS-RES REVIEW | 142.00     |
| VEENSTRA & KIMM INC              | 316-I & I LINE/GROUT PH 2 RES REVIEW   | 142.10     |
| VEENSTRA & KIMM INC.             | 310-COL ST BRIDGE FINAL DESIGN         | 13,929.00  |
| VEENSTRA & KIMM INC.             | LYNCH HEIGHTS CONSTRUCTION REVIEW      | 642.29     |
| VEENSTRA & KIMM INC.             | 315-MAIN ST WATER MAIN IMP GEN SERVICE | 1,797.94   |
| VEENSTRA & KIMM INC.             | 318-COL ST & 2ND ST IMP                | 19,470.00  |
| VEENSTRA & KIMM INC.             | 301-REAP GRANT PROJECT                 | 2,935.00   |
| VEENSTRA & KIMM INC.             | 310-COL ST BRIDGE -ROW ACQUISITION     | 5,388.90   |
| VEENSTRA & KIMM INC.             | SEWER PERMIT                           | 325.50     |
| VEENSTRA & KIMM INC.             | WATER PERMIT AMENDMENT                 | 166.00     |
| VERIZON WIRELESS                 | SERVICE                                | 844.85     |
| WEST BRANCH FORD                 | REPAIRS-2014 TAURUS                    | 406.54     |
| TOTAL                            |  | 85,281.00  |
| PAID BETWEEN MEETINGS            |  |            |
| JOHNSON COUNTY AMBULANCE SERVICE | MEDICAL SUPPLIES                       | 110.96     |
| REDMOND JONES II                 | TRAVEL-IMFOA SEMINAR                   | 158.37     |
| CAMI KELLEY                      | REFUND                                 | 145.00     |
| MELISSA RUSSELL                  | PROGRAM SUPPLIES                       | 193.60     |
| SPRINGDALE AGENCY                | PREMIUM ADJUSTMEN                      | 9.00       |
| UPS                              | SEWER-SHIPPING                         | 21.03      |
| WEX BANK                         | VEHICLE FUEL                           | 1,510.15   |
| NEIL KORSMO                      | MAILBOX REIMBURSEMENT                  | 26.72      |
| TOTAL                            |  | 4,519.08   |
| PAYROLL 8-25-17                  |  | 56,047.30  |
| GRAND TOTAL EXPENDITURES         |  | 145,847.38 |

|                                     |           |
|-------------------------------------|-----------|
| FUND TOTALS                         |           |
| 001 GENERAL FUND                    | 51,277.93 |
| 022 CIVIC CENTER                    | 90.68     |
| 031 LIBRARY                         | 7,882.12  |
| 036 TORT LIABILITY                  | 9.00      |
| 110 ROAD USE TAX                    | 3891.54   |
| 112 TRUST AND AGENCY                | 14646.40  |
| 301 REAP GRANT PROJECT              | 2,935.00  |
| 308 PARK IMP - PEDERSEN VALLEY      | 1,143.25  |
| 310 COLLEGE STREET BRIDGE           | 19,317.90 |
| 314 N FIRST ST IMPROVEMENTS         | 1,142.00  |
| 315 MAIN ST WATER MAIN IMPROVEMENTS | 1,797.94  |
| 316 I & I LINE/GROUT PH 2           | 142.10    |
| 318 COLLEGE ST & 2ND ST IMPROV      | 19,470.00 |
| 600 WATER FUND                      | 6,722.30  |
| 610 SEWER FUND                      | 15,379.22 |

GRAND TOTAL 145,847.38

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

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

#### Motion Approving West Branch Homecoming Activities and Homecoming Parade Route.

Abby Noelck, Spanish teacher and student advisor at West Branch High School, presented options for holding the Homecoming Parade on September 20 to the Council. Due to the construction on N 1<sup>st</sup> Street, the normal route is not available. She recommended an abbreviated route, Alternate Route 2, that would have the least amount of changes.

Motion by Shields, second by Pierce to approve Alternate Route 2. AYES: Shields, Pierce, Stevenson, Miller, Ellyson. NAYS: None. Motion carried.

Resolution 1645, approving the final plat of Lynch Heights.

Motion by Miller, second by Shields to approve Resolution 1645. AYES: Miller, Shields, Pierce, Stevenson, Ellyson. NAYS: None. Motion carried.

Resolution 1647, approving and accepting the public improvements constructed in Lynch Heights.

Attorney Olson said that all improvements except sidewalks have been completed. Motion by Pierce, second by Stevenson to approve Resolution 1647. AYES: Pierce, Stevenson, Ellyson, Miller, Shields. NAYS: None. Motion carried.

Resolution 1648, authorizing the acquisition of certain real property interest for the College Street Bridge Reconstruction Project.

Attorney Olson said that all property interests, including construction easements, must be compensated and this is the first step in that process. Motion by Stevenson, second by Pierce to approve Resolution 1648. AYES: Stevenson, Pierce, Miller, Ellyson, Shields. NAYS: None. Motion carried.

Discussion Item: Installment of the Staff Work Plan – Police and Fire:

Administrator Jones announced that the Police and Fire Department Work Plans will soon be posted to the city website where Public Works and Parks and Recreation Work Plans are already posted. The staff work plan lists the projects and the current status of each project. Fire Chief Stoolman briefed the Council on the status of the specifications for the new fire truck and inquired whether they want to participate in preparing the RFP. The Council indicated they did not wish to participate.

Motion Approving Change Order No. 1 for North First Street Improvements.

Eric Gould of V & K explained that the storm water intakes were not repairable and needed to be replaced. Matt Goodale agreed and said he had money in his Storm Water budget to pay for the work. Motion by Shields, second by Miller, to approve Change Order No. 1 for North First Street Improvements. AYES: Shields, Miller, Ellyson, Stevenson, Pierce. NAYS: None. Motion carried.

Motion Approving Special Consideration allowing a controlled burn of brush for Cedars Edge Golf Course.

The Mayor explained that Jerry Sexton of Cedars Edge wanted to burn brush on his property within the city limits. He could haul it to the city brush pile and have the City pay to have it chipped up or he could take it to his property just outside the city limits and burn it there and would not need permission to do so. Motion by Shields, second by Miller, to approve Special Consideration allowing a controlled burn of brush for Cedars Edge Golf Course. AYES: Shields, Miller, Ellyson, Pierce. NAYS: Stevenson. Motion carried.

**CITY STAFF REPORTS**

City Administrator Jones requested that his performance evaluation be scheduled in conformance with his employment contract. The Council set a date of October 2<sup>nd</sup> after the regular Council meeting. This was changed later to be held at 6:30 pm on September 18<sup>th</sup>.

In his Council report Jones said he is working with the engineer, contractors and city staff on ADA issues related to the voting at Town Hall tomorrow. He also reported that the College Street Bridge had to be patched last week. Jones said he is challenging the city staff and engineers to think out of the box to find a waste water solution for the city. Council members Miller and Stevenson agreed to join City staff to explore opportunities for this. The Iowa League of Cities Conference will be held in Davenport September 27-29 and Jones urged Council member to attend. He also reported that Well # 6 is up and running and that approximately \$34,000 of the \$60,000 repair cost will be covered by insurance. He also reported that the application has been submitted for Certified Local Government status.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin: He will propose an ordinance to change the parking on Northside Drive to address a parking problem there. He also said that Zoning Administrator Terry Goerdt has come up with language that will allow zero lot line residences, allow modifications to historical buildings, and change set backs in the historical district.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:30 p.m.

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Roger Laughlin, Mayor

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