

*(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**

**November 6, 2017  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 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, Mary Beth Stevenson, Jordan Ellyson and Brian Pierce were present. 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, Park & Recreation Director Melissa Russell and Police Chief Mike Horihan.

**PUBLIC HEARING.**

Proposed amendments to sections 165.11(2), 165.27(3), 165.28(3), 165.29(3), and 165.35(2) - Chapter 165, Zoning Regulations Ordinance 747.

Laughlin opened the public hearing at 7:01 p.m. Laughlin explained the proposed changes adding language for zero lot lines that currently do not exist in the Code as well as changing rear yard requirements for the CB-1 district. Laughlin stated that this language was proposed by Terry Goerdts, Zoning Administrator and was supported and approved by the Planning & Zoning Commission. There were no public comments.

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

None.

**PUBLIC COMMENT.**

None.

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

Approval of City Council Meeting Minutes for Work Session and regular meeting on October 16, 2017.

Resolution 1660 – Approving the FY16/17 Annual Finance Report

Resolution 1658 – Allowing colony muskrat trapping along the Wapsi Creek by approved trappers during state regulated trapping season.

Motion approving Main Street Water Main Improvements Pay Estimate No. 2

Motion approving consultant contract with Julia Hime for services of filming board and commission meetings.

Approve Claims.

EXPENDITURES	11/6/2017	
AMAZON	BOOKS & SUPPLIES	291.85
BAKER & TAYLOR INC.	BOOKS	1,027.87
BARNHART'S CUSTOM SERVICES	STUMP REMOVAL & EXAVATION	6,812.50
CEDAR COUNTY ENGINEER	MAINTENANCE SUPPLIES	741.72
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	129.99
CHIEF SUPPLY CORPORATION	SUPPLIES	62.55
CJ COOPER & ASSOCIATES	DRUG TEST	35.00
CROELL, INC.	FLOWABLE MORTAR	433.50
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	35.20
DAN'S OVERHEAD DOORS & MORE	REPAIR SERVICE	465.29
EDGAR, GORDON	MILEAGE/PARKING	19.84
FEHR GRAHAM	308 PV PARK IMP - DESIGN	3,292.00
HARNEY INDUSTRIES INC	INSTALL CONCRETE @ K & G	2,100.00
HAWKINS INC	CHEMICALS	817.85
HD CLINE COMPANY	EQUIPMENT REPAIR	243.51
HENSON, MICHAEL & BETH	SEWER REFUND	1,025.17
HILL, SHERRY	VIDEO TAPING SERVICES	150.00
HOLLYWOOD GRAPHICS	T SHIRTS	391.60
INTERSTATE POWER SYSTEMS I	REPLACED BLOCK HEATER	670.18
IOWA ONE CALL	UTILITY LOCATION SERVICE	59.40
JESSICA SCHAFFER	TRAVEL EXPENSE	12.00
L. L. PELLING CO. INC	L. L. PELLING CO. INC	4,742.25

LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,309.92
LYNCH'S EXCAVATING INC	ROADSTONE-SHOP	261.97
MISCELLANEOUS VENDOR	FRANK HEATH:BOOK	27.00
MOORE'S WELDING INC	SUPPLIES	78.22
OLSON, KEVIN D	LEGAL SERVICES-NOVEMBER 2017	1,500.00
ORIENTAL TRADING CO. INC.	PROGRAM SUPPLIES	203.07
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	87.00
QUALITY ENGRAVED SIGNS	SUPPLIES	65.50
QUILL CORP	OFFICE SUPPLIES	39.01
SENSUS USA	SOFTWARE SUPPORT	1,949.94
SHIMMIN, NICK	PROGRAM SUPPLIES	61.00
ST. PAUL STAMP WORKS INC.	ANIMAL TAGS	167.18
STRATEGIC TRAINING INITIAT	HHTD-BALLOON ENTERTAINER	262.50
SUMMIT COMPANIES	FIRE EXTINGUISHER TRAINING	300.00
SUPPLYWORKS	BATHROOM SUPPLIES	299.78
TRANS-IOWA EQUIPMENT INC	REPAIR PARTS	88.75
UPS	SEWER-SHIPING	21.03
USA BLUE BOOK	SUPPLIES	31.59
VEENSTRA & KIMM INC.	314 N FIRST ST IMP	600.00
VEENSTRA & KIMM INC.	316 SAN SEWER REHAB I & I PH 2	94.42
VEENSTRA & KIMM INC.	316 SAN SEWER REHAB I & I PH 2 RESIDENT REVIEW	71.00
VEENSTRA & KIMM INC.	310 COL ST BRIDGE FINAL DESIGN	4,643.00
VEENSTRA & KIMM INC.	P & Z - MEADOWS PT 2 RES REVIEW	2,290.74
VEENSTRA & KIMM INC.	315 MAIN ST SEWER WATER MAIN	6,195.00
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	747.00
VEENSTRA & KIMM INC.	310 COL ST BRIDGE ROW ACQUISITION	3,592.60
VEENSTRA & KIMM INC.	318 COL ST & 2ND ST IMPROVEMENTS	4,666.00
VERIZON WIRELESS	VERIZON WIRELESS	813.90
WATER SOLUTIONS UNLIMITED	PHOSPHATE	2,515.00
WEST BRANCH COMMUNITY SCHOOL	BUSING-SWIMMING, FIELD TRIPS	2,874.47
TOTAL		59,415.86
PAID BETWEEN MEETINGS		
BWC EXCAVATING LC	315 MAIN ST WATER MAIN IMPROVEMENTS	40,323.44
RIVER PRODUCTS COMPANY	DEPOSIT WETLANDS CREDIT	2,600.00
UPS	SEWER-SHIPING	21.46
BP AMOCO	VEHICLE FUEL	358.96
EMERGENCY SERVICES MARKETING	ANNUAL FEE	735.00
GALAXY CLEANING SERVICES	OFFICE CLEANING	1,185.18
MIKE HORIHAN	UNIFORM REPAIR	10.95
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
PORT 'O' JONNY INC	HHTD SERVICE	868.00
US BANK CORPORATE CARD	TRAVEL, TRAINING & SUPPLIES	2,290.59
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	106.86
DEWEY'S JACK & JILL	MAINTENANCE SUPPLIES	5.79
DODGE ST TIRE & AUTO	SNOW TIRES	544.48
HD CLINE	REPAIRS PARTS	71.34
JEREMY LYNN LLC	INSTALLATION SALT SHED	2,430.00
METROPOLITAN COMPOUNDS INC	CHEMICALS	1,020.70
QC ANALYTICAL SERVICES	LAB ANALYSIS	840.00
TRUGREEN PROCESSING CENTER	LAWN SERVICE LIONS FIELD	376.00
WALMART COMMUNITY/RFCSLLC	DVDS, PROGRAM SUPPLIES	216.50
WEST BRANCH REPAIRS	VEHICLE REPAIR	348.53
FRONTLINE PLUS FIRE & RESCUE INC	SIREN REPAIR	7,984.91
IMWCA	WORK COMP AUDIT ADJUSTMENT	983.00
MEDIACOM	CABLE SERVICE	40.90
PSC DISTRIBUTION	SUPPLIES	275.74
RIVER PRODUCTS COMPANY	WETLANDS CREDIT -BALANCE DUE	23,400.00
UPS	SEWER-SHIPING	21.03
TOTAL		88,559.36
PAYROLL 10/20/2017		53,710.64
PAYROLL 10/20/2017-SICK TIME PAYOUT		974.74
PAYROLL 11/03/2017		42,051.92
GRAND TOTAL EXPENDITURES		244,712.52

FUND TOTALS		
001	GENERAL FUND	66,188.56
022	CIVIC CENTER	505.34
031	LIBRARY	13,582.09
036	TORT LIABILITY	5,989.00
110	ROAD USE TAX	19,907.52
112	TRUST AND AGENCY	16646.11
308	PARK IMP - PEDERSEN VALLEY	29,292.00
310	COLLEGE STREET BRIDGE	8,235.60
314	N FIRST ST IMPROVEMENTS	600.00
315	MAIN ST WATER MAIN IMPROVEMENTS	46,518.44
316	I & I LINE/GROUT PH 2	165.42
318	COLLEGE ST & 2ND ST IMPROVEMENTS	4,666.00
600	WATER FUND	13,715.20
610	SEWER FUND	18,701.24
GRAND TOTAL		244,712.52

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

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

Resolution 1654 – Establishing the licensing fees for the registration of dogs and cats within the City of West Branch. /Move to action.

Laughlin noted that this fee increase only affects non-neutered and non-spayed animals. The fee is increasing from \$10 to \$20.

Motion by Stevenson, second by Miller to approve Resolution 1654. AYES: Stevenson, Miller, Ellyson, Pierce, Shields. NAYS: None. Motion carried.

Resolution 1656 - Accepting public improvements constructed in The Meadows Part 2./Move to action.

Olson reported that the developer was finishing up a few items on the engineers checklist and recommended the council approve this resolution. This will allow the developer to sell lots while the items are completed.

Motion by Stevenson, second by Miller to approve Resolution 1656. AYES: Stevenson, Miller, Ellyson, Shields, Pierce. NAYS: None. Motion carried.

Ordinance 747 – (First Reading) Amending Chapter 165, entitled Zoning Regulations./Move to action.

Motion by Miller, second by Pierce to approve first reading of Ordinance 747. AYES: Miller, Pierce, Stevenson, Shields, Ellyson. NAYS: None. Motion carried.

Resolution 1657 – Consider whether Acciona Windpower North America LLC should be rebated a portion of TIF revenues./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1657. AYES: Miller, Ellyson, Stevenson, Pierce, Shields. NAYS: None. Motion carried.

Resolution 1661 – Approving a bond purchase agreement for the sale of bonds./Move to action.

Maggie Burger of Speer Financial laid out the terms of the bond purchase agreement and said she was pleased with the low interest rate.

Motion by Stevenson, second by Ellyson to approve the bond purchase agreement. AYES: Stevenson, Ellyson, Pierce, Shields. NAYS: Miller. Motion carried.

Motion to appoint a representative to the Lower Cedar Watershed Management Authority./Move to action.

Laughlin suggested Stevenson to represent West Branch to the authority and volunteered himself to be an alternate representative.

Motion by Shields, second by Ellyson. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. NAYS: None. Motion carried.

Resolution 1659 – Authorizing the purchase of a Pierce Velocity Rescue Pumper Fire Apparatus./ Move to action.

Chief Stoolman said they had only received one proposal for the new apparatus. Reliant Fire Apparatus' proposal included four prices ranging from \$648,560 to \$675,533. Stoolman said the fire department currently has \$467,000 in their set aside account toward the purchase. Jones confirmed that he and Finance Officer Edgar

reviewed the contract and suggested that the City loan the fire department the balance from the general fund and the fire department pay back the general fund within twelve months. Stoolman also noted that the city of Lisbon is interested in purchasing their current truck for \$165,000.

Motion by Miller, second by Shields to approve Resolution 1659. AYES: Miller, Shields, Ellyson, Stevenson, Pierce. NAYS: None. Motion carried.

Motion to approve Sanitary Sewer Rehabilitation – Phase 2 Certificate of Completion./Move to action.

Motion by Miller, second by Stevenson. AYES: Miller, Stevenson, Pierce, Shields, Ellyson. NAYS: None. Motion carried.

### **CITY STAFF REPORTS**

Jones gave an update on the past week's activities and shared some topics covered in a recent ICMA conference he attended. Jones said he would be sharing that information in the coming weeks.

Shimmin asked the Council to notify him of any issues they may be having with their tablets. He said that he would look into the issues and determine if they could be fixed or would need replaced.

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

Laughlin said he is continuing to work with Russell on developing a trails plan for West Branch.

Ellyson reminded everyone to vote in the Mayor/City Council election to be held on Tuesday at Town Hall.

### **ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:35 p.m.

---

Roger Laughlin, Mayor

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

*(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  
Work Session – Goal Setting**

**November 6, 2017  
7:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council work session to order at 7:40 p.m. Roll call: Mayor Laughlin was present. Council members: Colton Miller, Tim Shields, Mary Beth Stevenson, Jordan Ellyson and Brian Pierce were present. 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, Fire Chief Kevin Stoolman, Park & Recreation Director Melissa Russell and Police Chief Mike Horihan.

**GOAL SETTING:**

Jones laid out the ground rules for the goal setting session and described his approach to effectively identify past and present goals and set a priority to each in order to achieve them. Jones identified service priorities, vision and teamwork needed to achieve these goals.

Jones reviewed past goals and objectives set by the current council for FY16/17 and highlighted many items that have been completed during the past fiscal year. What remained are the goals and objectives Jones asked the Council to prioritize. After the Council reviewed and rated the remaining items, the following top five goals were identified (number of votes in parenthesis) ; Develop / Build Fund Balance Reserve Policy (13), Down Stream Flood Mitigation (13), Cubby Park (12), West Branch Village Trail Project (12) and Trails (11). Jones will provide a complete list of other goals and objectives that were rated at the next council meeting.

**ADJOURNMENT**

Motion by Shields, second by Miller to adjourn work session. Motion carried on a voice vote. City Council work session adjourned at 8:52 p.m.

---

Roger Laughlin, Mayor

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