

*(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 20, 2017  
5:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 5:30 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: Tim Shields, Mary Beth Stevenson, and Jordan Ellyson were present. Brian Pierce joined the meeting at 5:41 p.m. Colton Miller was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Gordon Edgar, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell and Police Chief Mike Horihan.

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

None.

**PUBLIC COMMENT.**

Pete Swisher, National Park Service Superintendent, reported that he met with officials of the National Park Service from Washington, Denver and Omaha to discuss storm water plans. He expects the focus to be on archeological surveys next summer. These must be completed before any storm water related construction work can begin. He also reported that he met with Park & Rec Director Melissa Russell to discuss West Branch city trails. He will have an intern working on GIS documents for the trails next summer.

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

1. Motion to Approve Meeting Minutes for Special City Council Meeting October 27, 2017; City Council Meeting November 6, 2017; and City Council Work Session – Goal Setting Meeting.
2. Motion to Approve - The use of “Document Destruction & Recycling Services” for the Destruction of Records as required in the “Record Retention Manual for Iowa Cities”.
3. Resolution 1662 – Adopting Goals and Objectives for the City of West Branch, Iowa for 2018-2019.
4. Motion to Approve the Renewal of Liquor License for “Down Under”, located at 102 W. Main Street.
5. Motion to Approve the North First Street Improvements – Change Order No. 3 (a credit of \$852.68)
6. Motion to Approve the North First Street Improvements – Pay Estimate No. 2.
7. Motion to Approve the North First Street Improvements – Certificate of Completion
8. Resolution 1663 – Authorizing and Approving a Loan Agreement, Providing for the Issuance of \$4,200,000 General Obligation Corporate Purpose Bonds, Series 2017 and Providing for the Levy of Taxes to Pay the Same.
9. Resolution 1664 – Authorizing internal advance to the Tax Increment Financing Fund.
10. Resolution 1665 – Considering the Issue of Whether Casey’s Marketing Company Should be Rebated the Incremental Tax Revenues Pursuant to the Development Agreement.
11. Resolution 1666 – Approving the Submission of the City of West Branch FY 2017 Annual Urban Renewal Report.
12. Resolution 1667 – Obligating Funds From the Urban Renewal Tax Revenue Fund for the Payment of Tax Increment Financed Obligations in Fiscal Year 2019
13. Approve Claims Report

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 SCHAFER	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-SHIPPIING	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-SHIPPIING	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-SHIPPING	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	

The mayor asked for a motion to approve items 1 through 7 and item 13 on the Consent Agenda. Motion by Stevenson, second by Shields to approve agenda/consent agenda items 1 through 7 and item 13. AYES: Stevenson, Shields, Ellyson. NAYS: None. ABSENT: Miller, Pierce. Motion carried.

Item 8. Resolution 1663 – Authorizing and Approving a Loan Agreement, Providing for the Issuance of \$4,200,000 General Obligation Corporate Purpose Bonds, Series 2017 and Providing for the Levy of Taxes to Pay the Same.

Motion by Stevenson, second by Ellyson to approve agenda/consent agenda item 8. AYES: Stevenson, Ellyson, Shields. NAYS: None. ABSENT: Miller, Pierce. Motion carried.

Item 9. Resolution 1664 – Authorizing internal advance to the Tax Increment Financing Fund.

Motion by Stevenson, second by Ellyson to approve agenda/consent agenda item 9. AYES: Stevenson, Ellyson, Shields, Pierce. NAYS: None. ABSENT: Miller. Motion carried.

Item 10. Resolution 1665 – Considering the Issue of Whether Casey’s Marketing Company Should be Rebated the Incremental Tax Revenues Pursuant to the Development Agreement.

Motion by Shields, second by Pierce to approve agenda/consent agenda item 10. AYES: Shields, Pierce, Stevenson, Ellyson. NAYS: None. ABSENT: Miller. Motion carried.

Item 11. Resolution 1666 – Approving the Submission of the City of West Branch FY 2017 Annual Urban Renewal Report.

Motion by Stevenson, second by Ellyson to approve agenda/consent agenda item 11. AYES: Stevenson, Ellyson, Pierce, Shields. NAYS: None. ABSENT: Miller. Motion carried.

Item 12. Resolution 1667 – Obligating Funds From the Urban Renewal Tax Revenue Fund for the Payment of Tax Increment Financed Obligations in Fiscal Year 2019.

Motion by Shields, second by Stevenson to approve agenda/consent agenda item 12. AYES: Shields, Stevenson, Pierce, Ellyson,. NAYS: None. ABSENT: Miller. Motion carried.

**PUBLIC HEARING/NON-CONSENT AGENDA**

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

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

Ordinance 748 – (First Reading) Amending the Animal Protection and Control (chapter 55) of the City of West Branch to Allow the Keeping of Urban Chickens. /Move to action.

Motion by Stevenson, second by Ellyson to approve first reading of Ordinance 748. Councilperson Shields expressed concern that allowing people to have chickens in the city would invite other critters such as foxes and coyotes into the community and would present risks to pets. Dr. Beyer, Chairman of the Animal Control Commission, reported that they had contacted several cities and found that the cities had not experienced any problems related to keeping chickens in town. AYES: Stevenson, Ellyson, Shields. NAYS: Pierce. ABSENT: Miller. Motion carried.

**CITY STAFF REPORTS**

Jones announced that there are several openings on city boards and commissions due to resignations and expiration of terms. The city is seeking volunteers to make up a list of people who will be available for appointment to fill these vacancies.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Councilperson Shields asked if the Planning and Zoning Commission could review the requirement for 33 feet wide streets in new development areas of the city.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 6:26 p.m.

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Roger Laughlin, Mayor

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