

*(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**

**December 4, 2017  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:01 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, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman and Police Chief Mike Horihan.

### **GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

Chad Sparks, Midland GIS Solution presented his company's GIS web and mobile-based solution. Midland GIS offers utility data collection, field inspections and utility mapping. Sparks said he had been working with Goodale and Jones on pricing proposals.

Jon Nania, USGS presented options for continuing the stream gages and rain monitoring in West Branch. Nania said the City partnered with the USGS in 2015 and have been collecting data for the past couple of years. Nania suggested that a couple of the gages be removed as they were not providing beneficial data. Nania proposed keeping the rain gage on Baker Avenue and the stream gage at College Street. In addition, he suggested that the College Street gage move toward year round monitoring instead of seasonal. Jones said city engineer Dave Schechinger is in favor of continuing the College Street gage monitoring. Councilperson Stevenson and Pete Swisher, National Park Service also supported the continued monitoring.

Alliant Energy representative was not able to attend this meeting.

### **PUBLIC COMMENT**

No comments.

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

Motion to Approve Meeting Minutes for City Council Meeting November 20, 2017.

Resolution 1668 – A Resolution to welcome the Des Moines Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI) to Cedar County in 2018.

Motion to Approve the Renewal of Liquor License for "Herb & Lou's", located at 105 Downey Street, West Branch, IA.

Resolution 1670 – A Resolution Approving Snow Removal on Parkside Drive, Second Street and Cedar Street for the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site.

Motion to Approve the City of West Branch Parks and Recreation Phase 1 Improvements – Certificate of Completion.

Motion to Approve the Sanitary Sewer Rehabilitation Phase 2 Pay Estimate No. 3 (final)

Resolution 1669 – A Resolution to increase the Depository Limit at Community State Bank, A Depository of the City of West Branch.

Approve Claims Report and Accept Recently Approved Bond Closing Letter.

EXPENDITURES	12/4/2017	
AERO RENTAL INC	LIFT RENTAL	847.00
CEDAR COUNTY AUDITOR	ELECTION SERVICES	1,400.58
CJ COOPER & ASSOCIATES	ANNUAL ADMIN FEE	65.00
CROELL, INC.	CONCRETE-SALT SHED	1,222.25
F&B COMMUNICATIONS INC	WEB HOSTING 11-17 TO 06-18	239.60
HARRY'S CUSTOM TROPHIES LT	PARTICIPATION MEDALS	180.00
JOHN DEERE FINANCIAL	SUPPLIES	243.87
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,344.34
MEDIACOM	CABLE SERVICE	40.90

OLSON, KEVIN D	LEGAL FEES	1,500.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	89.90
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	769.00
SPAHN & ROSE LUMBER CO.	SUPPLIES	38.78
USA BLUE BOOK	SUPPLIES	363.61
VEENSTRA & KIMM INC.	314 N FIRST ST IMP	400.00
VEENSTRA & KIMM INC.	316 I & I LINE/GROUT PH 2	284.00
VEENSTRA & KIMM INC.	P & Z MEADOWS PT 2-RES REVIEW	473.19
VEENSTRA & KIMM INC.	315 MAIN ST WATER MAIN IMPROVEMENTS	2,828.60
VEENSTRA & KIMM INC.	310 COLLEGE STREET BRIDGE REPLACEMENT	1,796.30
VEENSTRA & KIMM INC.	318 COLLEGE STREET & 2ND ST IMPROVEMENTS	1,328.00
WEST BRANCH COMMUNITY SCHO	PICNIC TABLES	750.00
TOTAL		16,204.92
PAID BETWEEN MEETINGS		
BWC EXCAVATING LC	315 MAIN ST WATER MAIN IMPROVEMENTS	81,495.10
EASTERN IOWA EXCAVATING & CONCRETE	314 N FIRST ST IMPROVEMENTS	166,649.41
US BANK CORPORATE CARD	XMAS LIGHTS, TRAVEL EXP, SOFTWARE	3,253.90
ALL AMERICAN CONCRETE INC	309 PH 1 PARK IMPROVEMENTS	13,895.65
COMMUNITY STATE BANK	INTEREST	8,043.75
REDMOND JONES II	TRAVEL EXPENSE	173.06
VERIZON WIRELESS	MOBILE PHONE SERVICE	833.90
TOTAL		274,344.77
PAYROLL	12-01-17	40,845.55
TOTAL EXPENDITURES		331,395.24
FUND TOTALS		
001 GENERAL FUND	26,471.87	
022 CIVIC CENTER	43.29	
031 LIBRARY	7,258.17	
036 TORT LIABILITY	4,385.28	
110 ROAD USE TAX	5,159.62	
226 GO DEBT SERVICE	8,043.75	
309 PH 1 PARK IMPROVEMENTS	13,895.65	
310 COLLEGE STREET BRIDGE	1,796.30	
314 N FIRST ST IMPROVEMENTS	167,049.41	
315 MAIN ST WATER MAIN IMPROVEMENTS	84,323.70	
316 I & I LINE/GROUT PH 2	284.00	
318 COLLEGE ST & 2ND ST IMPROVEMENTS	1,328.00	
600 WATER FUND	5,669.66	
610 SEWER FUND	5,686.54	
GRAND TOTAL	331,395.24	

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

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

#### **Ordinance 748 – (Second Reading) Amending Chapter 55, Animal Control and Protection, West Branch Code of Ordinances. / Move to action.**

Shields said he had done some research on urban chickens and raised questions on some concerns he had with the ordinance change. First, he asked what happens to chickens when they are no longer egg producers, second what smell would a chicken coop produce and how would the owner dispose of the bedding, and lastly ‘why’ was this ordinance being considered. Shields said any residents that he spoke with was not in favor of urban chickens. Blake Shultice, Hoover Elementary teacher spearheading this ordinance change responded to the first question and admitted when doing his research, some cities have had an issue with people turning over their chickens to animal shelters but stated he didn’t think it would be an issue in West Branch. Resident, Mary Gillenwater, 616 E. Main St. who currently owns chickens within the city limits spoke in favor of urban chickens and said the proposed ordinance which only allows five chickens would not create any smells and that they would create very little waste. Gillenwater said that she uses the chicken waste for compost for her garden. She also said that chickens are smart creatures and make nice pets. Pierce also reiterated the question as to ‘why’ the Council should approve this ordinance when it clearly didn’t represent the majority of the citizens of

West Branch and create additional work for city staff. He also said that residents he spoke to were not in favor of the proposed ordinance. Miller expressed his concern that residents may dispose of bedding with yard waste that city workers would have to handle it. Miller then passed photos to the Council members of existing homes within the city limits who meet the criteria for the City's nuisance abatement process and said that allowing urban chickens could only add to the current problem. Stevenson pointed out that classes were a requirement and felt that those who invested time and money would follow the ordinance. Stevenson thanked Shultice, the 4<sup>th</sup> grade class and the Animal Control Commission for their work on the proposed ordinance.

Motion by Stevenson, second by Ellyson to approve 2<sup>nd</sup> reading of Ordinance 748. AYES: Stevenson, Ellyson, NAYS: Miller, Pierce, Shields. Motion failed.

Ordinance 747 – (Third and Final Reading) Amending Chapter 165, entitled “Zoning Regulations”./Move to action.

Motion by Shields, second by Pierce to 3<sup>rd</sup> reading of Ordinance 747. AYES: Shields, Pierce, Miller, Ellyson, Stevenson. NAYS: None. Motion carried.

Motion to Approve Plans and Specs; setting dates for hearing and letting for Cubby Park./Move to action

Nate Kass, Fehr Graham presented the timeline for the public hearing and bid letting for the Cubby Park improvements to start in spring 2018. Kass said the public hearing would be on January 2, 2018 with a bid opening date of January 11, 2018. Cubby Park improvements are expected to be complete by November 2, 2018.

Motion by Shields, second by Pierce to approve plans, specs and setting dates for a public hearing. AYES: Shields, Pierce, Miller, Ellyson, Stevenson. NAYS: None. Motion carried.

Resolution 1672 – Approving the Encroachment Agreement with Mid-America Pipeline Co., LLC./Move to action.

Motion by Ellyson, second by Stevenson to approve Resolution 1672. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. NAYS: None. Motion carried.

Resolution 1671 – To Fix a Date of Meeting for a Public Hearing on Amending the Current Budget for the Fiscal Year Ending June 30, 2018./Move to action.

Jones said the budget amendment is needed for the purchase of the new fire apparatus.

Motion by Miller, second by Pierce to approve Resolution 1671. AYES: Miller, Pierce, Stevenson, Shields, Ellyson. NAYS: None. Motion carried.

Discussion: To Consider adding “GIS capabilities to Public Works” to our list Goals and Objectives.

Miller asked how the City would pay for this added feature. Goodale said that he was quoted approximately \$18 thousand for sewer and \$11 thousand for water. Jones added that he had met with Goodale and Edgar to review fund balances and felt that the sewer fund could absorb the costs with it having a larger balance than the water fund. Jones said the water fund was low due to recent water main projects. Goodale said he was very interested in the solution and feels that it would provide the city with permanent information records as well as save staff time on utility locates when an issue occurs. Jones said that he and Goodale discussed fitting this into the budget asked the council for direction on adding this proposal to the FY18-19 list of goals. After further discussion, the Council agreed to add this to the list of goals for FY19.

Motion to Continue the U.S. Geological Survey Stream and Precipitation Monitoring on the West Branch Wapsinoc Creek./Move to action.

Miller suggested to end all of the precipitation (rain) gages and to only continue the College Street Bridge stream gage with seasonal monitoring. Shields agreed with Miller on his approach. Ellyson suggested ending the precipitation gages as well but moving to year round monitoring at the College Street bridge. Stevenson agreed with Ellyson and spoke strongly for moving to year round monitoring as to not miss a December flood which has occurred in the past. Pierce was also in agreement with Ellyson and Stevenson.

Stevenson amended her motion to approve discontinuing the precipitation gage on Baker Avenue and changing to year round stream monitoring at the College Street bridge.

Motion by Stevenson, second by Ellyson to approve the amended motion. AYES: Stevenson, Ellyson, Pierce, Shields. NAYS: Miller. Motion carried.

Discussion: To Consider Freedom Rock Funding / Sponsorship.

Laughlin asked the Council to consider a nominal sponsorship amount and said that all Cedar County cities were expected for some level of donation. Laughlin said a good faith donation would be reasonable. The Council discussed and considered donating one hundred dollars to the Freedom Rock project.

**CITY ADMINISTRATOR REPORT**

Jones reported on the Waste Water Task force meeting which was held on December 1<sup>st</sup> and said that he would be traveling to Chicago for a site visit. He also said that as a first timer, he and his family enjoyed Christmas Past. Jones also mentioned that the City had board and commission vacancies to fill and asked the public to complete an application if interested. Jones also provided information on Organizing a Premier Community from ICMA training he attended in October.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin recognized Deputy Clerk Brick for completing the Iowa Certified Municipal Clerk designation with the Iowa Municipal Finance Officer Association and congratulated her on achievement. Laughlin also commented on another successful Christmas Past.

**ADJOURNMENT**

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:47 p.m.

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Roger Laughlin, Mayor

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