

(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. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Meeting

**December 18, 2017
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:05 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.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Alliant Energy Community Annual Report

Josh McKnight, Alliant Energy presented Alliant Energy's Community Annual Partnership Report which included support of various programs.

Acknowledgement of Service (Councilperson Stevenson)

Laughlin presented a proclamation to Stevenson and thanked her for her service.

Acknowledgement of Service (Councilperson Shields)

Laughlin presented a proclamation to Shields and thanked him for his service.

Swearing-In City Councilperson Elect (Nick Goodweiler)

Swearing-In City Councilperson Elect (Jodee Stoolman)

Laughlin swore in the new council members and welcomed them to the Council.

Swearing-In City Mayor Elect (Roger Laughlin)

Mayor Pro Tem Miller gave the oath of office to Laughlin.

PUBLIC COMMENT

No comments.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Meeting Minutes for City Council Meeting December 4, 2017.

Motion to Approve Meeting Minutes for Joint City Council and Planning and Zoning Meeting November 29, 2017.

Motion to Accept the Resignations from Various Board and Commission Members.

Motion to Accept the Reappointments / Appointments to Various Boards and Commissions.

Motion to Approve the Final Pay Estimate (No. 3) for the First Street Improvements Project.

Resolution 1674 – Adding “GIS Capabilities to Public Works” as a high priority to the 2018-19 Goals and Objectives list.

Approve Claims Report.

EXPENDITURES-CORRECTED

12/18/2017

ALBAUGH PHC INC.	ALBAUGH PHC INC.	202.50
ALLIANT ENERGY	WATERTOWER	143.49
AMAZON	BOOKS	391.05
BAKER & TAYLOR INC.	BOOKS	1,275.77
BARRON MOTOR SUPPLY	SUPPLIES	556.40
CAJ ENTERPRISES INC	HAULING ROADSTONE	145.60
CEDAR COUNTY RECORDER	RECORDING FEES	14.00
CEDAR RAPIDS PHOTO COPY IN	COPIER SUPPLIES	83.15
CREDIT MANAGEMENT SYSTEMS	DEBT COLLECTION SERVICE	7.02
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
D&R PEST CONTROL	PEST CONTROL	70.00

DEWEYS JACK & JILL	SUPPLIES	7.98
EAST CENT INTERGOVT ASN.	DUES 1-1-18 TO 6-30-18	743.04
FEHR GRAHAM	308 PV PARK IMP DESIGN	4,037.09
GALAXY CLEANING SERVICES	GALAXY CLEANING SERVICES	1,278.10
HD CLINE COMPANY	EQUIPMENT REPAIR	207.13
HEIMAN FIRE EQUIPMENT	HEIMAN FIRE EQUIPMENT	874.79
HOTSY CLEANING SYSTEMS	SUPPLIES	165.00
IMWCA	IMWCA	5,143.00
JOHNSON COUNTY REFUSE INC.	RECYCLING NOV 2017	3,823.75
JOURNEYED COM INC	SOFTWARE LICENSE	152.31
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	137.30
LYNCH'S PLUMBING INC	REPLACE CURB STOP	658.50
LYNCH, RYAN OR LINDSEY	BUILDING INCENTIVE PAYMENT	166.89
MATT PARROTT/STOREY KENWOR	RECEIPT BOOKS	207.87
MENARDS	BUILDING	796.13
MIDWEST FRAME & AXLE	VEHICLE REPAIR OSH KOSH	722.47
MIKE OR LYN REDINGTON	BUILDING INCENT REIMBURSEMENT	778.16
CEDAR COUNT FREEDOM ROCK	DONATION	128.00
MUNICIPAL SUPPLY INC.	WATER METERS,SUPPLIES	2,460.00
OFFICE EXPRESS	OFFICE SUPPLIES	289.18
ORIENTAL TRADING CO. INC.	REC SUPPLIES	199.62
OVERDRIVE INC	BOOKS	765.45
PITNEY BOWES GLOBAL FINANC	COPIER LEASE LIBRARY	102.39
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE METER	1,005.00
QUILL CORP	OFFICE SUPPLIES	210.00
RIVER PRODUCTS COMPANY INC	ROADSTONE	240.20
STATE HYGIENIC LAB	LAB ANALYSIS	52.00
U.S. POSTAL SERVICE	PO BOX RENTAL	76.00
US BANK CORPORATE CARD	TRAINING, LIBRARY SUPPLIES	572.51
USA TODAY	SUBSCRIPT 12-1-17 TO 11-30-18	339.87
WALMART COMMUNITY/RFCSELLC	LIBRARY & REC SUPPLIES	350.27
WEST BRANCH ANIMAL CLINIC	BOARDING IMPOUNDED ANIMALS	675.00
WEST BRANCH COMMUNITY SCHO	ADVERTISING	100.00
WEST BRANCH FAMILY PRACTIC	SPECIMEN COLLECTION FEE	40.00
WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERTISING	1,079.12
TOTAL		31,512.25
PAID BETWEEN MEETINGS		
CAPITAL ONE COMMERCIAL	LIBRARY AND PARK & REC SUPPLIES	181.93
FUTURE LINE TRUCK EQUIPMENT	VEHICLE REPAIR	3,597.20
JULIA HIME	VIDEOGRAPY SERVICES	150.00
IOWA DNR	WASTEWATER EXAM FEE	30.00
NICK SHIMMIN	PROGRAM SUPPLIES	13.00
VISU-SEWER INC	316 I & I LINE/GROUT PHASE 2	6,209.10
JENNA DAVIS	UTILITY REFUND	32.90
US BANK EQUIPMENT FINANCE	COPIER LEASES	300.80
TOTAL		10,514.93
PAYROLL 12-15-17		52,118.53
FIRE DEPARTMENT PAYROLL 12-15-17		37,845.98
TOTAL EXPENDITURES		131,991.69
FUND TOTALS		
001 GENERAL FUND	65,878.51	
022 CIVIC CENTER	239.40	
031 LIBRARY	9,924.00	
036 TORT LIABILITY	4,751.02	
110 ROAD USE TAX	8,232.07	
112 TRUST & AGENCY	14,659.24	
308 PARK IMP - PEDERSEN VALLEY	4,037.09	
316 I & I LINE/GROUT PH 2	6,209.10	
600 WATER FUND	10,755.05	
610 SEWER FUND	7,306.21	
GRAND TOTAL	131,991.69	

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 to Approve a Request to Conduct a Controlled Burn of the Current Club House the Cedar's Edge Golf Course./Move to action.

Jerry Sexton, owner of Cedar's Edge Golf Course said the burn would take place at the end of January or early February. The West Branch Fire Department will use this as practice burn.

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

Motion to Approve Authorizing the City Administrator to pay \$300 to the West Branch Community Development Group (CDG) for a welcome sign to be installed on the side of their building./Move to action.

Miller noted that the building where CDG is currently located is for sale and expressed his concern on what would happen to the sign should CDG change locations and the new owners want the sign removed. Other council members expressed the same concern but felt the sign was a good idea for that location. However with an uncertain future, they would like more assurance that the sign if placed, would remain and suggested that the item be tabled for more information. Laughlin said he would get more information on the sign placement and other possible locations.

Motion by Miller, second by Shields to table this item for more information. AYES: Miller, Shields, Pierce, Ellyson, Stevenson. NAYS: None. Motion carried.

Public Hearing regarding Amending the Current Budget for the Fiscal Year Ending June 30.

Laughlin opened the public hearing at 7:38 p.m. There were no public comments. Public hearing closed at 7:39 p.m.

Resolution 1673 – Amending and Certify the Current Budget for the Fiscal Year Ending June 30, 2018./Move to action.

Motion by Stevenson, second by Pierce to approve Resolution 1673. AYES: Stevenson, Pierce, Ellyson, Miller, Shields. NAYS: None. Motion carried.

Resolution 1675 – Approving a 48 Month Lease Agreement with Koch Brothers on a Lanier MPC 4504 Ex-copier for \$257.00 Per Month Plus a Quarterly Service Charge Based on the Number of Copies./Move to action.

Edgar presented the new agreement which would include a new machine providing the same services as the existing machine. Edgar said the current agreement would be expiring in January. Miller asked if an option to purchase the current machine was discussed with the vendor in addition to signing a new lease. Edgar replied that he did not have that conversation with the vendor. Miller and other council members felt that a purchase option should be obtained from the vendor so that they had all reasonable information to make a decision.

Motion by Stevenson, second by Shields to table Resolution 1675. AYES: Stevenson, Shields, Miller, Pierce, Ellyson. NAYS: None. Motion carried.

Resolution 1676 – Approving the Wage Works Flexible Spending Account Renewal for February 1, 2018 – January 31, 2019./Move to action.

Edgar reported that the administrative fee was not changing for this benefit and recommended accepting the renewal.

Motion by Miller, second by Pierce to approve Resolution 1676. AYES: Miller, Pierce, Ellyson, Stevenson, Shields. NAYS: None. Motion carried.

Resolution 1677 – Approving Annual Insurance Renewals with Wellmark Blue Cross Blue Shield of Iowa for Health and Dental Insurance./Move to action

Edgar reported that this year's increase was 9.38 percent, which includes a 3.4 percent Affordable Care Act administrative fee. Edgar reminded the Council that the plan year was changed to February 1st per their request during last year's budget. This change did make receiving the rates sooner to help with budgeting for FY19. Edgar also noted that he had met with Insurance Associates who is interested in being the city's broker of record

for employee benefits. Jones said that other brokers have reached out to the city and that he would coordinate with those brokers to make presentations to the Council in 2018.

Motion by Shields, second by Miller to approve Resolution 1677. AYES: Shields, Miller, Ellyson, Pierce, Stevenson. NAYS: None. Motion carried.

Motion – Accepting the City of West Branch, Iowa FY 2018-19 Budget Timeline./Move to action.

Jones presented the proposed budget timeline and highlighted so important target dates. Jones said that based on last year's meeting schedule, work sessions may again be necessary. Council requested a few date changes and asked Jones to bring back a revised schedule and tabled this item to the next meeting.

Motion by Shields, second by Stevenson to table this item. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones gave a brief update on the past week's activities and upcoming holiday office closures. Jones attended the Meet the Press event in Tipton last week and met with several neighboring community leaders. Jones said the purpose of the meeting was to discuss/review the multi-jurisdictional hazard mitigation plan.

CITY ATTORNEY REPORT

Olson reported that he had drafted an ordinance amendment on the Planned Unit Development (PUD) for the Mayor and City Administrator to review. Olson said acquisition agreements were mailed out this week to residents in the College Street Bridge project area.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Pierce thanked Stevenson and Shields for their service on the council for the past four years and he welcomed Stoolman and Goodweiler.

Stevenson expressed her gratitude to the council and said that although there had been many disagreements on topics over the years, all remained civil and issues were able to be worked through.

Shields thanked the city staff, citizens of West Branch and the council for their support over the past four years and said that he learned a lot. Shields thanked Ellyson, Miller and Pierce for their ongoing efforts.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Stevenson. Motion carried on a voice vote. City Council meeting adjourned at 8:19 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk