

*(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**

**January 2, 2018  
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, Nick Goodweiler, Jodee Stoolman, 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, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Fire Chief Kevin Stoolman and Police Chief Mike Horihan.

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

Budget presentations:

West Branch Public Library – Director Nick Shimmin

Shimmin presented the library’s proposed FY19 budget based on the suggested 5% decrease from administration. Shimmin noted the areas affected by the decrease were; building maintenance, technology services, office equipment and postage/shipping. Shimmin also noted that he had not budgeted for any salary increases for FY19. Areas Shimmin increased the budget were in the training, programs, utilities and office supplies.

West Branch Police Department – Chief Mike Horihan

Horihan presented the police department’s proposed FY19 budget based on the same 5% decrease. Horihan said areas where he decreased were; training, travel, motor vehicle fuel, vehicle set aside, miscellaneous supplies, radio repairs and advertising. He noted that most areas would remain the same with a few areas increasing due to items beyond his control. Horihan said that he is typically conservative with his annual budget for the first six months each year as to prepare for anything unforeseen. Stoolman asked for the department vehicle replacement schedule. Horihan replied that in the past they traded vehicles every two years and was concerned on having to move that to three years. Council discussed maintenance costs with aging vehicles and didn’t feel that was necessary at this time.

### **PUBLIC COMMENT**

No comments.

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

Motion to Approve Meeting Minutes for City Council Meeting December 18, 2017.

Resolution 1678 – A Resolution Adopting a Policy Authorizing the City Clerk or Deputy City Clerk to Pay Certain Bills Prior to the City Council’s Approval.

Approve Claims Report.

#### EXPENDITURES

1/2/2018

AERO RENTAL INC	STUMP GRINDER RENTAL	286.00
ALL AMERICAN CONCRETE INC	309 PH 1 PARK IMPROVEMENTS	13,015.43
AMERICAN WATER WORKS ASSOC	DUES-GOODALE 2-1-18/1/361/19	90.00
BAKER & TAYLOR INC.	BOOKS	95.20
BLUETARP FINANCIAL INC	SUPPLIES	237.48
BOCWAY INVESTMENTS LLC	BOCWAY INVESTMENTS LLC	24.11
BRET F STOUT	REMOVE/REPLACE SIDEWALK	1,275.00
BROWN'S WEST BRANCH	2017 RAM 1500 ST	22,374.00
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	55.65
CROELL, INC.	KNOB BLOCKS	1,925.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	563.75
IOWA LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL-KNOCHE	95.00

JOHN DEERE FINANCIAL	SUPPLIES	465.21
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,342.11
MENARDS	SUPPLIES	1,409.86
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL IN	PEST CONTROL CITY OFFICE	51.92
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	885.00
QUILL CORP	OFFICE SUPPLIES	115.50
SHIMMIN, NICK	DVD	24.99
USA BLUE BOOK	SUPPLIES	139.39
VEENSTRA & KIMM INC.	316 SAN SEWER REHAB I & I PH 2	91.28
VEENSTRA & KIMM INC.	310 COL ST BRIDGE FINAL DESIGN	4,643.00
VEENSTRA & KIMM INC.	P & Z MEADOWS PT RESIDENT REVIEW	90.26
VEENSTRA & KIMM INC.	P & Z LYNCH HEIGHTS CONSTRUCTION REVIEW	71.00
VEENSTRA & KIMM INC.	301 REAP GRANT PROJECT	194.00
VERIZON WIRELESS	VERIZON WIRELESS	833.90
WEST BRANCH COMMUNITY DEVELOPMENT	EVERGREEN ROPE & WREATH	165.00
WEST BRANCH TIMES	SUBSCRIPTION	30.00
TOTAL		50,769.04
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	UTILITY SERVICE	7,858.01
BP AMOCO	VEHICLE FUEL	480.36
CJ COOPER & ASSOCIATES	DRUG TESTING SERVICES	274.53
EASTERN IOWA EXCAVATING	314 PAY ESTIMATE #3 - FINAL	17,253.27
MEDIACOM	CABLE SERVICE	40.90
TRUGREEN PROCESSING CENTER	LAWN SERVICE - LIONS FIELD	149.00
SANDY TUTLE	REFUND	5.00
WEX BANK	VEHICLE FUEL	1,196.49
TOTAL		27,257.56
PAYROLL CITY COUNCIL 12-19-17		11,281.72
PAYROLL 12-29-17		40,981.01
TOTAL EXPENDITURES		130,289.33
FUND TOTALS		
001 GENERAL FUND	44,146.02	
022 CIVIC CENTER	679.70	
031 LIBRARY	5,994.89	
110 ROAD USE TAX	13,928.94	
112 TRUST & AGENCY	5,206.74	
301 REAP GRANT PROJECT	194.00	
309 PHASE I PARK IMPROVEMENTS	13,015.43	
310 COLLEGE STREET BRIDGE	4,643.00	
314 N 1ST STREET IMPROVEMENTS	17,253.27	
316 I & I LINE/GROUT PH 2	91.28	
600 WATER FUND	13,287.19	
610 SEWER FUND	11,848.87	
GRAND TOTAL	130,289.33	

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

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

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.

Laughlin said he confirmed that CDG has a lease at the current location until August 31<sup>st</sup> of this year. Laughlin also spoke with the current building owner regarding the placement of the sign on the side of his property where CDG is currently located. Laughlin said the owner would write into his sales contract that the sign is city property and if removed, would be returned but would encourage the new owner to keep the sign as placed. The

council was satisfied with the information but said they would prefer to have no logos on the sign and asked to have final design approval.

Motion by Goodweiler, second by Pierce. AYES: Goodweiler, Pierce, Stoolman, Miller, Ellyson. 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.

Finance Officer Edgar provided additional information to the Council per their request on the purchase of the current copy machine utilized in the City Office. Edgar said that the cost to purchase the existing machine would be \$2,509.06, plus a monthly maintenance fee for year one of \$77.28 per month. Each subsequent year the monthly maintenance fee would increase by ten percent. Stoolman said she had done some additional research on her own and found that there may be other less expensive options available the city with moving to a smaller machine. Stoolman said she asked staff on typical usage and noted that over the years, needs have changed and that the current machine may be more than what is needed. The Council discussed further and felt that since staff had reported that the current machine was meeting its needs and had been reliable so far, that purchasing it was the best option for the time being. Staff did comment that several departments had their own copy machines and suggested reviewing the possibility of sharing of services to further reduce printing and ink costs.

Motion by Goodweiler, second by Ellyson to discuss Resolution 1675 (as written). Motion by Goodweiler, second by Ellyson to amend Resolution 1675 to purchase the C4503 Lanier Copy Machine from Koch Brothers for \$2,509.06 plus monthly maintenance fees. AYES: Goodweiler, Ellyson, Miller, Pierce. NAYS: Stoolman. Motion carried.

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

Motion by Ellyson, second by Stoolman. AYES: Ellyson, Stoolman, Pierce, Goodweiler, Miller. NAYS: None. Motion carried.

Motion – Accepting the City Council Meeting Calendar

Motion by Stoolman, second by Ellyson. AYES: Stoolman, Ellyson, Miller, Pierce, Goodweiler. NAYS: None. Motion carried.

Discussion – Regarding Casey’s Development Agreement and Recent DNR Notice of Contaminated Area

Jones said the City had recently received a letter from the DNR regarding a petroleum leak at the former Casey’s General Store at 311 E. Main St. The DNR’s letter said the contamination is the result of a leaking underground storage tank and classified the site as ‘high risk’. The letter from the DNR stated “a tiered site assessment will be required to investigate the level of petroleum contamination present and the potential for contamination to impact area groundwater’. Council asked if Casey’s had contacted the City regarding the issue and Jones indicated that as of this date, the City had not been. The Council also raised concerns of who would pay for the assessment and felt that Casey’s should bear the full cost of the investigation. Jones said he had reviewed the Casey’s Developers Agreement as well and was concerned that they were not meeting all of their obligations. Miller directed Jones to reach out to Casey’s to schedule a meeting to address this issue.

Public Hearing: Proposed Contracts

Public hearing opened at 8:39 p.m. Don Dykstra, Selzer Werderitsch, Iowa City general contractor asked questions regarding the bid form and asked why so many line items were listed and was concerned with the amount of time it would take to complete a thorough bid. Council asked City Engineer Schechinger to explain why Fehr-Graham would bid in this manner. Schechinger said it was a typical DOT type format but could not comment on the reason since he was not formally in charge of the project. Dykstra also asked why a pre-bid meeting was not scheduled for contractors to ask questions. Council directed Park & Rec Director Russell to contact the project engineer and address the contractor’s questions. Public hearing closed at 9:00 p.m.

**CITY ADMINISTRATOR REPORT**

Jones said that there were a few vacant spots available on the Zoning Board of Adjustment and Park & Rec commissions.

**CITY ATTORNEY REPORT**

City Attorney was not available.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin reminded Jones that city tours need to be scheduled for the council members (new and old) to help assess budget needs for FY19.

**ADJOURNMENT**

Motion to adjourn regular meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:18 p.m.

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Roger Laughlin, Mayor

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