

(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

**January 16, 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 and Jordan Ellyson were present. Brian Pierce was absent. 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:

Public Works – Goodale presented his budget which include a 5% overall reduction. Goodale said he had made reductions in the following areas: general fund roads and streets, Road Use Tax (Roads & Streets), Water and Sewer funds, Storm Water and Cemetery funds. Goodale said that although in reduced all areas, he was still hopeful to purchase a new plow truck with a dump box and one new lawn mower. Goodale proposed increases to maintain vehicle equipment and other small purchases during the year to continue the same level of service Public Works currently provides.

Parks & Recreation – Russell presented her budget to reflect a 5% overall reduction. Areas affected include decreases in grounds care, office supplies, postage, recreation supplies, and some program changes. Russell said that the areas cut did reflect actual numbers from the last budget so she was comfortable reducing in those areas. Total budget reduction equals \$5,102.00.

PUBLIC COMMENT

No comments.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Meeting Minutes for City Council Meeting January 2, 2018.

Motion to Approve the Renewal of Liquor License for “Fisher’s Market Nauvoo, IL dba Dewey’s Jack & Jill” located at 115 W. Main Street.

Motion to Approve the Renewal of Liquor License for **Sunday sales** at “Herb & Lou’s”, located at 105 Downey Street, West Branch, IA.

Approve Claims Report.

EXPENDITURES

1/16/2018

ALLIANT ENERGY	WATER TOWER	8,464.99
AMAZON	BOOKS AND DVDS	434.81
ASCAP	MUSIC LICENSE FEE	348.00
BAKER & TAYLOR INC.	BOOKS	438.14
BANKERS ADVERTISING COMPANY	NAME BADGES	62.00
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	344.91
BEAN & BEAN	GRAVE OPENING	550.00
BP AMOCO	BP AMOCO	337.65
BUSINESS RADIO SALES	RADIO REPAIR	53.75
CAPITAL ONE COMMERCIAL	PROGRAM SUPPLIES	196.91
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	35.20
DAN'S OVERHEAD DOORS & MOR	DOOR REPAIR	1,615.09
ELDON C STUTSMAN INC	MAINTENANCE SUPPLIES	340.05
FARMERS SUPPLY SALES INC	SUPPLIES	4.40
HAWKINS INC	AZONE 15	455.45
IMWCA	WORK COMP PMT 7	5,143.00

JOHNSON COUNTY AMBULANCE S	MEDICAL SUPPLIES	33.29
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	625.00
KOCH BROTHERS INC	COPIER MAINTENANCE	294.62
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	145.70
LYNCH'S EXCAVATING INC	PAVING-SEWER REPAIR	9,370.00
LYNCH'S PLUMBING INC	SUMP PUMP	177.00
MENARDS	SUPPLIES	1,426.13
MID-STATES ORGANIZED CRIME	2018 MEMBERSHIP	100.00
MIDWEST FRAME & AXLE	REPAIR OSH KOSH	2,201.12
OASIS ELECTRIC LLC	OASIS ELECTRIC LLC	667.81
OLSON, KEVIN D	LEGAL SERVICES - JANUARY 2018	1,500.00
OMNISITE	WIRELESS SERVICE	360.00
OVERDRIVE INC	BOOKS & AUDIO BOOKS	130.49
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE METER	1,003.50
PYRAMID SERVICES INC.	SUPPLIES	268.57
QUAD CITY SAFETY INC	CALIBRATION GAS	659.78
QUALITY ENGRAVED SIGNS	NAME PLATES	60.00
QUILL CORP	OFFICE SUPPLIES	206.65
SCHIMBERG CO	HYDRANT REPAIR KIT	143.70
SPEER FINANCIAL INC	FINANCING SERVICES	15,950.00
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
SUPPLYWORKS	JANITORIAL SUPPLIES	74.22
US BANK EQUIPMENT FINANCE	COPIER PURCHASE & LEASE	2,386.85
WALMART COMMUNITY/RFCSLLC	DVDS & PROGRAM SUPPLIES	197.74
WEST BRANCH COMMUNITY DEVE	DONATION FOR SIGN	300.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	231.41
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	931.14
WEX BANK	VEHICLE FUEL	1,218.47
ZEPHYR PRINTING & DESIGN,	MAPS	1,144.68
TOTAL		60,658.22
PAID BETWEEN MEETINGS		
BEAUTIFUL LAND PRODUCTS	UTILITY REFUND	14.68
CARTER, SHERRY	UTILITY REFUND	38.00
LEGACY HOMES	UTILITY REFUND	111.57
BRICK, LESLIE	MILEAGE	21.41
JULIE HIME	VIDEOGRAPY SERVICES	100.00
TOTAL		285.66
PAYROLL 1-12-18		42,401.45
TOTAL EXPENDITURES		103,345.33
FUND TOTALS		
001 GENERAL FUND	33,938.03	
022 CIVIC CENTER	442.25	
031 LIBRARY	7,462.75	
036 TORT LIABILITY	4,751.02	
110 ROAD USE TAX	8,959.91	
112 TRUST & AGENCY	4,420.99	
308 PARK IMP - PEDERSEN VALLEY	11,764.36	
309 PHASE I PARK IMPROVEMENTS	160.16	
310 COLLEGE STREET BRIDGE	1,874.26	
314 N FIRST ST IMPROVEMENTS	1,424.37	
318 COLLEGE ST & 2ND ST IMPROVEMENTS	726.85	
600 WATER FUND	10,139.75	
610 SEWER FUND	17,280.63	
GRAND TOTAL	103,345.33	

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

PUBLIC HEARING/NON-CONSENT AGENDA

Motion to Approve the annual Mayoral Appointments./Move to action

Mayor Pro Tem- Colton Miller

Official City Newspaper – West Branch Times

Animal Control Facility – West Branch Animal Clinic

City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.

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

Resolution 1680 – Accepting bids and awarding the construction contract for the Cubby Park Improvements Project./Move to action

Fehr Graham's Nate Kass, reported that five responsive bids were received for the project. One non-responsive bid was received unsigned and was not read at the bid opening. Of the five responsive bids received, the lowest bid was 4.4% above engineer's estimates. Needham Construction from Walcott, Iowa was the low bidder with a base bid of \$2,457,930.69. The project bid also included options for fencing, ball field lighting and dugouts which the low bidder was also Needham Construction. Kass said reference checks were made and all comments received were excellent. He said Needham was known to be fantastic to work with, has good equipment and a great work force. The Council discussed the fencing, lighting and dugout options and chose option A for each totaling an additional \$487,496.70. The final construction costs for the project is estimated at \$2,945,427.39. Kass also said that Needham could meet all of the pipeline's insurance requirements. Kass recommended awarding the contact to Needham Construction of Walcott, Iowa.

Motion by Miller, second by Goodweiler to approve Resolution 1680. AYES: Miller, Goodweiler, Stoolman, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

Motion to Approve Main Street Water Main Improvement Pay Estimate No. 3./Move to action.

Schechinger commented that initial seeding was done in the fall, however the contractor has a two year bond that requires them to ensure that the seeding is completed and sufficient.

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

Motion to Approve and Accept the Main Street Water Main Improvements Certificate of Completion./Move to action

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

Public Hearing: On proposal to enter into a General Obligation Loan Agreement.

Laughlin opened the public hearing at 8:43 p.m. Finance Officer Edgar explained that the City used Road Use Tax dollars to fund this capital project. When the General Obligation Loan was borrowed, this project was inadvertently omitted to show that a portion of the loan proceeds were to pay back this Capital Project. Edgar said that no additional borrowing was taking place, that this was just a necessary public hearing allowing the City to be able to reimburse the Road Use Tax Fund. There were no public comments. Public Hearing closed at 8:45 p.m.

Resolution 1679 – A Resolution taking additional action on proposal to enter into a General Obligation Loan Agreement./Move to action

Motion by Stoolman, second by Goodweiler to approve Resolution 1679. AYES: Stoolman, Goodweiler, Miller, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

Discussion: Budget Proposal to Pursue an Overtime Reduction Plan and to Pursue a 2% Cross the Board Cost of Living Adjustment for City Employees.

Jones proposed an overtime reduction plan stating that the anticipated overtime budget for FY19 is \$61, 284.01 (in increase of 1.33 % over the current budget). Jones said he has been working with Finance Officer Edgar on developing an overtime reduction plan and suggesting a 50% reduction for FY19 for department directors and key management personnel. In addition, Jones suggested the idea of moving all department directors to salary from hourly wages to help protect the overtime budget. Councilperson Miller and Mayor Laughlin were not in

favor of the change. Miller stated that he felt certain situations require overtime and since the department directors were also ‘working’ directors, “not just sitting at a desk”, they should be compensated for the overtime hours as needed. Jones asked the Council to consider the idea and said he would be more information back to the next salary budget discussion.

CITY ADMINISTRATOR REPORT

Jones reported on the Waste Water Task Force recent meeting and said he would recommend that Dave Schechinger, Veenstra & Kimm be officially accepted as the pre-design engineer for the project. He also invited council members and mayor to a small group budget and finance orientation with Finance Officer Edgar and himself. Jones also said he had reached out to the city attorney on getting an update from Casey’s on the petroleum leak the DNR alerted the City about in December.

CITY ATTORNEY REPORT

Not available.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin provided an update on the Croell Redi Mix phase one site review. Laughlin also said that the Planning & Zoning Commission would be discussing the Complete Streets chapter which would address street widths. Laughlin also said he was working with the National Park Service on the possibility of installing an electric vehicle charging station.

ADJOURNMENT

Motion to adjourn regular meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:27 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk