

*(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**

**February 6, 2018  
7:13 p.m.**

Mayor Pro Tem Colton Miller called the West Branch City Council meeting to order at 7:13 p.m. Mayor Pro Tem Miller 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 absent. Council members: Colton Miller, Nick Goodweiler, Jodee Stoolman and Brian Pierce were present. Jordan Ellyson was absent. Miller 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, Fire Chief Kevin Stoolman and Police Sgt. John Hanna.

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

#### Overview City Budget and Finance

Miller skipped this item as not needed to be repeated.

#### West Branch Main Street Community Development Group

Kevin Rogers, Executive Director of CDG gave an overview of the groups 2017 activities. Rogers gave special mention on Christmas Past and new stores coming to Main Street. President Mark Vander Schloot thanked the Council for their support and invited them to the Sweets for Success Fundraiser on February 10, 2018 at the Brick Arch Winery. Vander Schloot requested \$12,500.00 from the City for the CDG budget stating the funds would be applied as follows: \$9300 for general support, \$200 for police/security coverage for the Simply Summer event and \$3000 toward horse drawn carriage rides for Christmas Past.

Jones commented that (upcoming) Resolution 1682 -Hotel/Motel Tax referendum, if approved and passed by the public would help the City in future years toward continuing to fund CDG as fifty percent of the tax is required to be spent on economic development activities. Stoolman stated her preference that if cuts were made to the fireworks budget for Hoover's Hometown Days, she would rather see that money go to CDG to fund their events.

### **PUBLIC COMMENT**

No comments.

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

Motion to Approve Meeting Minutes for City Council Meeting January 16, 2018.

Motion to Approve Meeting Minutes for Special Council Meeting (FY19 Budget) January 22, 2018.

Motion to Approve Class C beer license including Class B native wine and Sunday Sales privileges for Shivji LLC DBA BP Amoco Located at 401 Parkside Street.

Motion to Approve a Special Class C Liquor License (BW) (Beer/Wine). Class B Native Wine with Sunday sales for Sal's Little Italy.

Motion to Appoint James Ellyson to the Park and Recreation Commission.

Motion to Appoint Neil Korsmo to the Zoning Board of Adjustment.

Motion to Approve the Recruitment and Hiring of Temporary Part Time Program Assistant and Interns for summer programs.

Approve Claims Report.

#### EXPENDITURES

2/5/2018

BAKER & TAYLOR INC.	BOOKS	756.45
BOOKLIST	SUBSCRIPTION	167.50
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	39.15
D&R PEST CONTROL	D&R PEST CONTROL	70.00
DEMCO	SUPPLIES	22.93
DORSEY & WHITNEY LLP	LEGAL FEES	4,457.00

HAWKINS INC	CHEMICALS	274.25
IOWA LIBRARY ASSOCIATION	MEMBERSHIP DUES	180.00
JOHN DEERE FINANCIAL	SUPPLIES	30.43
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,338.78
LYNCH'S EXCAVATING INC	47 GREENVIEW WATER MAIN REPAIR	1,212.75
MATT PARROTT/STOREY KENWOR	LASER UTILITIY BILLS	352.59
MEDIACOM	CABLE SERVICE	40.90
MENARDS	SUPPLIES	70.77
MIDWEST FRAME & AXLE	SUPPLIES	26.44
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	200.00
WAUKEE PUBLIC LIBRARY	DOLL & ACCESSORIES	9.85
MOORE'S WELDING INC	EQUIPMENT REPAIR	70.00
NATIONAL PARK SERVICE	NATIONAL PARK SERVICE	7,500.00
OVERDRIVE INC	BOOKS & AUDIO BOOKS	579.38
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	715.00
QUILL CORP	OFFICE SUPPLIES	295.97
SHIMMIN, NICK	SUPPLIES	34.17
SUPPLYWORKS	MAINTENANCE SUPPLIES	228.80
THE LIBRARY STORE INC	SUPPLIES	257.22
USA BLUE BOOK	SUPPLIES	128.90
VEENSTRA & KIMM INC.	308 PARK IMP ENG REVIEW	182.35
VEENSTRA & KIMM INC.	310 COLLEGE ST BRIDGE FINAL DESIGN	4,643.00
VEENSTRA & KIMM INC.	315 MAIN ST WATER MAIN	184.88
VEENSTRA & KIMM INC.	310 COLLEGE ST BRIDGE ROW ACQUISITION	5,388.90
VEENSTRA & KIMM INC.	MEADOWS SITE PLAN REVIEW	83.00
VEENSTRA & KIMM INC.	PEDERSEN VALLEY SITE PLAN REVIEW	166.00
TOTAL		29,707.36
PAID BETWEEN MEETINGS		
JOHNSON COUNTY REFUSE INC	RECYCLING DEC 2017	3,852.25
US BANK CORPORATE CARD	HHTD SUPPLIES, OFFICE SUPPLIES	98.14
BMI	MUSIC LICENSING FEE	349.00
BWC EXCAVATING LC	315 MAIN ST WATER MAIN IMPROVEMENTS	39,167.42
CEDAR COUNTY COOP	GENERATOR FUEL	592.50
IOWA DEPT OF NATURAL RESOURCES	TEST FEES	90.00
UPS	SEWER SHIPPING	20.86
UPS	SEWER SHIPPING	10.43
VERIZON WIRELESS	WIRELESS SERVICE	834.46
TOTAL		45,015.06
PAYROLL	1-26-18	53,945.23
TOTAL EXPENDITURES		128,667.65
FUND TOTALS		
001 GENERAL FUND	37,564.66	
022 CIVIC CENTER	43.38	
031 LIBRARY	7,627.39	
110 ROAD USE TAX	3,455.52	
112 TRUST & AGENCY	12,620.50	
308 PARK IMP - PEDERSEN VALLEY	182.35	
310 COLLEGE STREET BRIDGE	10,031.90	
315 MAIN ST WATER MAIN IMPRROVEMENT PROJECT	39,352.30	
600 WATER FUND	9,411.48	
610 SEWER FUND	7,785.67	
614 LIFT STATION	592.50	
GRAND TOTAL	128,667.65	

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

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

Resolution 1682 – A Resolution Calling For The Cedar County Commission Of Elections To Conduct A Public Referendum On The Question Of Imposing A Local Hotel And Motel Tax In The City Of West Branch, Iowa At The Rate Of 7% And Designate An Election Date; Whereas, The Issue Passes Or Fails Based On A Simple Majority Vote By The Voters Of West Branch./Move to action.

Pierce said he was in favor of the tax and noted that West Branch was the only community not currently imposing the tax. The other council members were in agreement.

Motion by Pierce, second by Goodweiler to approve Resolution 1682. AYES: Pierce, Goodweiler, Miller, Stoolman. Absent: Ellyson. NAYS: None. Motion carried.

Resolution 1681 – Approving Pedersen Valley Part Three Phase One, Lot 23 Site Plan./Move to action.

Miller started by saying that he had no issue with this particular site plan but did feel that the City has an ongoing issue with cluster mailboxes and reduced on-street parking in new developments. Miller asked staff to come up with a solution to address the issues since both topics have been troublesome in recent months.

Motion by Pierce, second by Goodweiler to approve Resolution 1681. AYES: Pierce, Goodweiler, Miller, Stoolman. Absent: Ellyson. NAYS: None. Motion carried.

Resolution 1683 – A Resolution Approving the Contract for the 2017 Hoover’s Hometown Days Celebration in the Amount of \$35,000.00./Move to action.

Jones said based on discussions with the Hoover’s Hometown Days planning committee and current budget constraints, the 2018 fireworks budget was reduced from \$40,000 to \$35,000. The decrease would in effect shorten the time of the display. He also mentioned that the Mayor had been working directly with the vendor to explore other options to reduce the costs further, but due to his absence, no additional information was available at this time. The council was split on reducing the cost of the display in order to save money or put some of those funds to better use. Pierce and Goodweiler felt the fireworks were a main draw to the annual festival.

Motion by Goodweiler, second by Pierce to approve Resolution 1683. AYES: Goodweiler, Pierce. NAYS: Stoolman, Miller. Absent: Ellyson. Motion failed.

Resolution 1685 – An Agreement between the City of West Branch, Iowa and the West Branch Animal Clinic for the Provision of Animal Care Services./Move to action.

Jones stated that the City has a long standing relationship with the clinic but due to a recent change in ownership, a new fee agreement should be negotiated with the clinic to address animal protection. Jones met with the new owners and they mutually agreed on restated fees. It was determined that stray cats drive a lot of the costs to the City. The new owners were able to lower some of the costs but also informed staff of a public safety health issue stray cats impose on the residents if not addressed. Miller commented that the current practice for turning in stray animals can only be done by West Branch Police personnel who act as Animal Control. Miller said on occasion, overtime is utilized for their services and asked if staff could come up with a solution for non-city employees to turn in strays. Staff said this topic would be raised with the Animal Control Commission at their next meeting for discussion.

Motion by Stoolman, second by Pierce to approve Resolution 1685. AYES: Stoolman, Pierce, Miller, Goodweiler. Absent: Ellyson. NAYS: None. Motion carried.

Resolution 1686 – A Resolution Authorizing the Transfer of Funds./Move to action.

Motion by Pierce, second by Goodweiler to approve Resolution 1686. AYES: Pierce, Goodweiler, Miller, Stoolman. Absent: Ellyson. NAYS: None. Motion carried.

Resolution 1684 – A Resolution Approving a Merchant Agreement for Credit Card Payment Services./Move to action.

Brick explained that this option would allow residents to access the City’s website to pay for certain services 24/7/365 such as Park & Recreation fees, utility bills, animal licenses and library fees. The implementation and launch is expected to happen in the spring of 2018. A press release will be made for the new service on the City’s website, West Branch Times, Facebook and on the monthly water/sewer bills.

Miller asked if Brick was aware of other cities that use this service and Brick said that several cities do use this particular company and it was highly recommended. Brick also stated that although there would be no cost to the City, a small fee would be paid by the person making the online payment.

Motion by Pierce, second by Stoolman to approve Resolution 1684. AYES: Pierce, Stoolman, Goodweiler, Miller. Absent: Ellyson. NAYS: None. Motion carried.

#### **CITY ADMINISTRATOR REPORT**

Jones reported that a ten year lease has been signed with US Venture, a parent company for US AutoForce at 101 Council Street, the former Procter & Gamble warehouse. US AutoForce is a leading wholesale distributor of national and international tire brands, after-market car parts and vehicle lubrication services. The business is expected to operate local, regional, national and international distribution and retail services.

Jones also provided an update on the former Casey's General Store location on East Main Street petroleum leak. Jones said that city attorney Kevin Olsen had received information from Casey's that Seneca will collection water samples from the site after April 15, 2018. However, Olsen was not given a specific timeframe of when testing would be complete.

#### **CITY ATTORNEY REPORT**

See above.

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

No comments.

#### **ADJOURNMENT**

Motion to adjourn regular meeting by Pierce, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 8:46 p.m.

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Colton Miller, Mayor Pro Tem

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