

*(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**

**March 5, 2018  
7:00 p.m.**

Mayor Laughlin called the West Branch City Council meeting to order at 7:13 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: 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, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Police Chief Mike Horihan and Police Sgt. John Hanna.

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

None.

**PUBLIC COMMENT**

None.

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

Motion to Approve Meeting Minutes for City Council Meeting February 20, 2018.

Motion to Approve the Liquor License Renewal for “Casey’s General Store #3463, located a 615 S. Downey Street, West Branch, Iowa 52358.

Motion to Approve the Quote by LL Pelling for Spot Repairs and Total Sealcoating of the Block between 4<sup>th</sup> and 5<sup>th</sup> on East College Street.

Resolution 1690 – Approving the Quote and Contract for Tank Cleaning Services.

Motion to Approve Agreement with Kinder Morgan Cochin LLC for construction of the Cubby Park Improvements.

Motion to Approve the Claims Report.

**EXPENDITURES**

3/5/2018

|                                |                                   |          |
|--------------------------------|-----------------------------------|----------|
| ACTION SEWER & SEPTIC SERV     | SEWER MAINTENANCE                 | 1,334.00 |
| BAKER & TAYLOR INC.            | BOOKS                             | 1,189.59 |
| BEST BUY BUSINESS ADVANTAG     | USB DRIVES                        | 108.90   |
| BWC EXCAVATING LC              | 315 MAIN ST WATER MAIN IMP        | 8,472.95 |
| CEDAR RAPIDS PHOTO COPY INC    | COPIER MAINTENANCE                | 115.72   |
| CHIEF SUPPLY CORPORATION       | UNIFORMS                          | 25.75    |
| DEMCO                          | BOOKS, PROGRAM SUPPLIES           | 1,197.19 |
| F&B COMMUNICATIONS INC         | LIBRARY FIREWALL PROJECT          | 1,138.00 |
| HAWKINS INC                    | METERING PUMPS                    | 3,039.53 |
| INTERSTATE POWER SYSTEMS INC   | GENERATOR INSPECTION/TEST         | 828.47   |
| IOWA ASSN. MUN. UTILITIES      | MEMBERSHIP DUES                   | 701.91   |
| IOWA POLICE CHIEFS ASSOCIATION | MEMBERSHIP DUES                   | 125.00   |
| JC CROSS CO                    | BLOWER                            | 6,274.00 |
| KINGDOM GRAPHICS LLC           | SIGNS-VEHICLES                    | 100.00   |
| LIBERTY COMMUNICATIONS         | LIBERTY COMMUNICATIONS            | 1,372.20 |
| LYNCH'S EXCAVATING INC         | CURB STOP, REPAIR WATER MAIN      | 3,125.12 |
| LYNCH'S PLUMBING INC           | REPAIR-CITY SHOP BLDG             | 2,266.07 |
| MENARDS                        | TOOLS                             | 194.75   |
| OVERDRIVE INC                  | AUDIO BOOKS                       | 419.30   |
| PARKSIDE SERVICE               | INNER TUBE                        | 177.60   |
| PSC DISTRIBUTION               | TOOLS                             | 15.13    |
| QC ANALYTICAL SERVICES LLC     | LAB ANALYSIS                      | 717.00   |
| QUILL CORP                     | SUPPLIES                          | 320.83   |
| SHIMMIN, NICK                  | PROGRAM SUPPLIES                  | 55.74    |
| SUPPLYWORKS                    | SUPPLIES                          | 44.18    |
| VEENSTRA & KIMM INC.           | 310 COL ST BRIDGE FINAL DESIGN    | 2,785.80 |
| VEENSTRA & KIMM INC.           | P & Z MEADOWS PT 3 CONCEPT REVIEW | 364.94   |
| VEENSTRA & KIMM INC.           | 315 MAIN ST WATER MAIN IMP        | 46.14    |
| VEENSTRA & KIMM INC.           | 310 COL ST BRIDGE ROW ACQUISITION | 1,796.30 |

|                                     |                                  |           |
|-------------------------------------|----------------------------------|-----------|
| VEENSTRA & KIMM INC.                | P & Z KIT 23 PV SITE PLAN REVIEW | 83.00     |
| VERIZON WIRELESS                    | VERIZON WIRELESS                 | 834.46    |
| WEST BRANCH FORD                    | VEHICLE REPAIR                   | 42.14     |
| TOTAL                               |                                  | 39,311.71 |
| PAID BETWEEN MEETINGS               |                                  |           |
| JULIA HIME                          | VIDEOGRAPHY SERVICES             | 150.00    |
| UPS                                 | SEWER-SHIPPING                   | 21.82     |
| TOTAL                               |                                  | 171.82    |
| PAYROLL 2-23-18                     |                                  | 54,860.73 |
| TOTAL EXPENDITURES                  |                                  | 94,344.26 |
| FUND TOTALS                         |                                  |           |
| 001 GENERAL FUND                    | 21,371.66                        |           |
| 022 CIVIC CENTER                    | 43.38                            |           |
| 031 LIBRARY                         | 10,008.26                        |           |
| 110 ROAD USE TAX                    | 18,325.14                        |           |
| 310 COLLEGE STREET BRIDGE           | 4,582.10                         |           |
| 315 MAIN ST WATER MAIN IMPROVEMENTS | 8,519.09                         |           |
| 600 WATER FUND                      | 14,821.04                        |           |
| 610 SEWER FUND                      | 16,673.59                        |           |
| GRAND TOTAL                         | 94,344.26                        |           |

Miller questioned the quote from LL Pelling and asked Goodale what additional work was needed at East College Street. Goodale explained that the quote provided in the packet was for the annual costs for year round seal coating and that the staff worksheet was incorrect. Goodale said the quote was not for East College Street. Motion by Goodweiler, second by Pierce to approve agenda/consent agenda items. AYES: Goodweiler, Pierce, Stoolman, Miller, Ellyson. NAYS: None. Motion carried.

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

### Resolution 1690 – Approving a contract addendum with Fehr Graham for attending meetings related to Cubby Park Improvements during construction./Move to action.

Pierce asked if meetings were included in the original contract and why this addendum was needed. Jones reminded the Council that at a previous Council meeting, resident questions were not able to be answered due to the absence of the firm's engineer. Council had directed staff to require the engineer to be present at all future meetings to be available for any questions. Nate Kass, Project Engineer for Fehr Graham was present and explained that the original engineering contract had a certain number of meetings included which have been exceeded. This addendum is confirm his company to bill for the extra attendance to meetings.

Motion by Stoolman, second by Goodweiler to approve Resolution 1690. AYES: Stoolman, Goodweiler, Ellyson, Miller, Pierce. NAYS: None. Motion carried.

### Motion to Approve Payment of \$1,212.50 for Engineering Services for Hoover Trail Pedestrian Bridge Consultation./Move to action.

Jones explained that this invoice was for services performed by Veenstra & Kimm to assist the City with determining where French Renneker, the original engineer for the project left off. Veenstra & Kimm worked with the DNR on the permit, however it failed the DNR requirements. Jones said the location needs to change or the structure needs to change.

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

Resolution 1683 – A Resolution Approving the Contract for the 2017 Hoover’s Hometown Days Celebration in the Amount of \$25,000.00./Move to action.

Jones said this resolution was brought back to by the request of Councilperson Pierce who was absent for the February 20, 2018 meeting when the issue failed due a tie. Pierce said he brought the resolution back because he feels the fireworks are an important part of Hoover’s Hometown Days.

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

Public Hearing: Regarding Adopting the City Administrator’s Recommended Budget as the Fiscal Year 2018-2019 Annual Budget.

Laughlin opened the public hearing at 7:18 p.m. There was no public comment. Laughlin closed the public hearing at 7:19 p.m.

Resolution 1691 – A Resolution adopting the Fiscal Year 2018-2019 Annual Budget./Move to action.

Miller stated that he would be voting ‘No’ for this year’s annual budget because he felt that staff had not adequately budgeted for Hoover’s Hometown Days or the storm water utility matching general funds agreement.

Motion by Stoolman, second by Ellyson to approve Resolution 1691. AYES: Stoolman, Ellyson, Pierce, Goodweiler. NAYS: Miller. Motion carried.

Resolution 1692 – A Resolution Approving a Professional Services Agreement to perform construction engineering services for College Street Bridge Replacement Project./Move to action.

Leland Belding, Roadway Designer for Veenstra & Kimm explained that this is a supplemental agreement with his company to perform construction engineering services for the College Street Bridge in an amount not to exceed \$148,470.00.

Motion by Goodweiler, second by Ellyson to approve Resolution 1692. AYES: Goodweiler, Ellyson, Miller, Stoolman, Pierce. NAYS: None. Motion carried.

Resolution 1694 – A Resolution Fixing a Date for Public Hearing to dispose of an interest in real property to Croell Inc. (Croell Land Swap)/Move to action.

City Attorney, Kevin Olson explained that the purpose of the public hearing is a state requirement when disposing of city property.

Motion by Pierce, second by Ellyson to approve Resolution 1694. AYES: Pierce, Ellyson, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 1693 – A Resolution Approving a Variance for Street Width in the Meadows subdivision – Part 3B./Move to action.

Laughlin said he supports the request for a thirty one foot street and said the City Code needs to be updated to allow that width. Miller requested the Council review The Meadows original design for future phases of the development and said this will be a busy street as it will be the only one that connects with Main Street. Miller said he supports the thirty one foot width but suggested no parking on either side. Olson said he was working on an ordinance change to address street widths and would have something for the Planning & Zoning Commission soon. Olson also said that parking would be addressed in the Code as well for this street at a later date.

Motion by Stoolman, second by Pierce to approve Resolution 1693. AYES: Stoolman, Pierce, Goodweiler, Miller, Ellyson. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT**

Jones reported on a recent phone conference with Gross-Wen Technologies and said site visits were being planned. Jones also said that city staff and the fire department volunteers participated in a diversity training last month with approximately 85% attending. Jones said the training was recorded and available for those who were unable to attend.

**CITY ATTORNEY REPORT**

Olson reported that the state backfill was in jeopardy of being eliminated and recommended that Council contact their local legislatures. Olson said the backfill plays an important role in the City’s annual budget. Olson also

said that he didn't have an update on Casey's at this time due to scheduling conflicts with Casey's. He also said he was working on an ordinance change for street widths as well as updating the Urban Renewal Plan.

**COMMENTS FROM MAYOR AND COUNCIL MEMBER**

Laughlin said a meeting is scheduled for Thursday, March 8, 2018 in the Council Chambers to discuss how to grow West Branch. He invited all interested individuals to attend.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:13 p.m.

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Roger Laughlin, Mayor

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