

(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

**March 19, 2018
7:00 p.m.**

Mayor 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: Council members: Colton Miller, Nick Goodweiler, Jodee Stoolman and Brian Pierce were present. Jordan Ellyson arrived at 7:22 p.m. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

None.

PUBLIC COMMENT

None.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for City Council meeting March 5, 2018.

Resolution 1697 – A Resolution calling a Special Election for the Proposal to Impose a Hotel and Motel Tax within the City.

Motion to appoint Tom Dean as a New EMS / First Responder with the West Branch Fire Department.

Motion to approve the hiring of Jamie Tucker as temporary Parks and Recreation Program Assistant.

Resolution 1699 – Authorizing the transfer of funds.

Approve Claims Report.

EXPENDITURES	3/19/2018	
AERO RENTAL INC	EQUIPMENT RENTAL	404.25
ALLIANT ENERGY	WATER TOWER	10,049.74
ALTORFER INC	MAINTENANCE SUPPLIES	23.63
AMAZON	BOOKS & SUPPLIES	157.32
AMY S BOELK	ZUMBA INSTRUCTION	300.00
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	885.85
BP AMOCO	VEHICLE FUEL	100.12
BRIAN LUMPA	310-COL ST BRIDGE TREE REMOVAL	2,200.00
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	139.58
CAJ ENTERPRISES INC	HAULING	88.00
CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE-LIBRARY	69.32
CROELL, INC.	SAND	176.00
ECONO SIGNS LLC	STREET SIGNS	317.35
GILLUND ENTERPRISES	GILLUND ENTERPRISES	407.00
HAWKINS INC	CHEMICALS	402.60
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	563.75
JOHNSON COUNTY REFUSE INC	RECYCLING FEB 2018	3,809.50
KIRKWOOD COMM. COLLEGE	TRAINING-JAMES HOLLAND	950.00
L. L. PELLING CO. INC	STREET REPAIR	343.44
LENOCH & CILEK	SUPPLIES	7.96
LINN COUNTY R.E.C.	SECURITY LIGHTS & SIREN	155.30
MIDWEST FRAME & AXLE	MAINTENANCE SUPPLIES	236.28
MISCELLANEOUS VENDOR	JODI OSWOLD: TEMP EASEMENT	215.00
OLSON, KEVIN D	LEGAL SERVICES-FEBRUARY 2018	3,000.00
OVERDRIVE INC	BOOK	54.00
PITNEY BOWES GLOBAL FINANCE	POSTAGE METER LEASE-LIBRARY	102.39
PYRAMID SERVICES INC	ENGINE & CHAIN SAW	2,951.49
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	739.00
QUALITY ENGRAVED SIGNS	NAME PLATE	20.00
QUILL CORP	OFFICE SUPPLIES	121.77

RACOM CORPORATION	VEHICLE MAINTENANCE	215.00
SHIMMIN, NICK	PROGRAM SUPPLIES	32.97
STATE HYGIENIC LAB	LAB ANALYSIS	52.00
UPS	SEWER SHIPPING	21.82
US BANK CORPORATE CARD	TRAINING-REGISTER, HOTELS	1,828.42
USA BLUE BOOK	MAINTENANCE SUPPLIES	181.42
VAN METER INC	MAINTENANCE SUPPLIES	238.21
VEENSTRA & KIMM INC	301-REAP GRANT PROJECT	1,212.50
WALMART COMMUNITY/RFCSL LC	BOOKS, DVDS, PROGRAM SUPPLIES	251.77
WELLMARK, INC.	ADMIN-FLEX CLAIMS	196.20
WEST BRANCH ANIMAL CLINIC	BOARDING IMPOUNDED ANIMALS	200.00
WEST BRANCH TIMES	ADVERTISING, LEGAL NOTICES	882.03
WEX BANK	WEX BANK	1,404.77
ZEPHYR PRINTING & DESIGN	HHTD ADVERTISING	462.50
ALBAUGH PHC INC	MAINTENANCE SERVICE	643.45
FELD FIRE EQUIPMENT INC	UNIFORMS	7,750.00
DEAN MILLER	INSTRUCTOR SERVICE	75.00
SANDY HEICK	INSTRUCTOR SERVICE	150.00
JODEE STOOLMAN	MILEAGE	130.54
TOTAL		44,919.24
PAID BETWEEN MEETINGS		
BRIGETT RICHMOND	REFUND	15.00
CEDAR COUNTY COOP	FIRE TRUCK FUEL	997.60
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	39.15
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	59.00
USA BLUE BOOK	EQUIPMENT	362.22
TOTAL		1,472.97
PAYROLL 3-09-18		39,325.49
TOTAL EXPENDITURES		85,717.70
FUND TOTALS		
001 GENERAL FUND	44,468.66	
022 CIVIC CENTER	5,507.34	
031 LIBRARY	3,891.88	
110 ROAD USE TAX	8,742.63	
112 TRUST AND AGENCY	196.20	
301 REAP GRANT PROJECT	1,212.50	
310 COLLEGE STREET BRIDGE	7,329.26	
600 WATER FUN	9,482.28	
610 SEWER FUND	4,806.95	
740 STORM WATER UTILITY	80.00	
GRAND TOTAL	85,717.70	

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

PUBLIC HEARING/NON-CONSENT AGENDA

Motion approving the parking lot expansion proposal – Proctor and Gamble, Lot 2, Proctor & Gamble Second Addition (US Venture / US Autoforce Site)./Move to action.

Doug Brain of Brain Engineering presented plans for expanding employee parking at 101 Council Street. Brain said the expansion would include approximately fifty parking spaces including two disability parking spaces. Brain said he requested an exception for four inch asphalt instead of the six inch requirement since this area is for parking only and not deliveries. City Engineer Schechinger said he had reviewed the plans and had no issue with allowing the four inch asphalt request. Schechinger also mentioned that no additional lighting was requested and was satisfied with the plan as long as erosion control was maintained during construction.

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

Public Hearing: To Dispose of an Interest in Real Property to Croell Inc. (Croell Land Swap).

Laughlin opened the public hearing at 7:12 p.m. There was no public comment. Laughlin closed the public hearing at 7:13 p.m.

Resolution 1696 – Resolution approving the Disposal of Certain Real Property to Croell Inc./Move to action.

Motion by Miller, second by Pierce to approve Resolution 1696. AYES: Miller, Pierce, Goodweiler, Stoolman. Absent: Ellyson. NAYS: None. Motion carried.

Resolution 1698 – A Resolution approving Ten Contracts for the 2018 Hoover’s Hometown Days Celebration in the Amount of \$18,603.35./Move to action.

Stoolman questioned why the City was paying for the stage that is located in the Herbert Hoover National Park and the need for golf carts for the event. Stoolman wondered if golf carts could be borrowed from residents. Park & Recreation Director Russell responded to Stoolman’s inquiry and stated that historically the City paid for the stage since it was primarily used for the musicians who played for the fireworks. Russell also said the golf carts rented are multi-passenger carts to give rides to visitors who need assistance. Pierce said that he had received many compliments in the past for the service and felt it was important to continue. Motion by Goodweiler, second by Pierce to approve Resolution 1698. AYES: Goodweiler, Pierce, Miller. Absent: Ellyson. NAYS: Stoolman. Motion carried.

Resolution 1695 – A Resolution approving the Subdivider’s Agreement – Part 3B, Meadows Subdivision./Move to action.

Motion by Pierce, second by Goodweiler to approve Resolution 1695. AYES: Pierce, Goodweiler, Stoolman, Miller. Absent: Ellyson. NAYS: None. Motion carried.

Discussion – Regarding the Proposed Amendment to Ordinance 41.11 entitled Fireworks.

Chief Horihan suggested that the City amend its Code of Ordinances to address last year’s state code change on the legalization of fireworks in Iowa. Currently, the West Branch Code of Ordinance prohibits shooting fireworks within the city limits. Horihan said last year his department responded to numerous citizen complaints of fireworks. Horihan suggested the City should continue prohibiting them and include penalties for violations of the ordinance. Fire Chief Stoolman said he agreed with Horihan’s suggestions. City Attorney Olson said he would draft an ordinance change and bring back for Council consideration.

Motion granting the City Administrator authority to use an amount not to exceed \$2400.00 from budget line “consultant and professional services” for the purposes of grant writing./Move to action.

Laughlin said he requested this agenda item and stated that East Central Intergovernmental Association (ECIA) provides grant writing services for cities. Laughlin said ECIA could possibly help the city obtain grants for Cubby Park to help offset costs.

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

CITY ADMINISTRATOR REPORT

Jones reported that a joint school board meeting would be scheduled in April to address a few issues raised by Superintendent Hatfield. He also provided information on upcoming events in Park & Recreation and Public Works.

CITY ATTORNEY REPORT

Olson said he’s drafted an ordinance change for Planning & Zoning’s review on street widths and definitions along with other routine city business.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

Laughlin reported that Superintendent Pete Swisher had received final approval to move forward with the construction of the retention basin which will reduce park flooding. Laughlin said the city needs to keep focusing on downstream flooding issues in the Beranek Park area. Laughlin also mentioned that he had received questions on golf carts on city streets and asked for clarification. Chief Horihan said that his department follows the state

code and stated the following: drivers must be a licensed driver, must stay off major thoroughfares (Main Street), cart must have a red flag and a slow moving vehicle sign attached, and no night driving (dusk to dawn only). Laughlin also said that he had met with Councilpersons Pierce and Miller along with Jerry Sexton on brainstorming ways to grow West Branch. The group felt the building incentive program was helping and should remain in place but maybe to include multi-family units. He also felt that council and staff should better understand TIF and how the city might be able to use it more effectively.

Ellyson reported that she had attended the West Branch School Advisory meeting that covered topics such as the facility improvements and school safety. Ellyson encouraged all residents to attend these meetings and get informed on the school needs.

ADJOURNMENT

Motion to adjourn by Pierce, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:55 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk