

(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

**June 4, 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 Jordan Ellyson were present. Brian Pierce was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, City Attorney Kevin Olson, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin, Public Works Director Matt Goodale and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Movie Concept, Dustin Hills, Little Rose Bowl Productions

Dustin Hills introduced himself as a native from West Branch who grew up here and played football. Hills said he is working on producing a movie on the West Branch Bears football team, pending approval from the West Branch Iowa School District. The documentary will take you behind the scenes to team workouts, meeting, practices, games, coaches and to the families (past and present) that make West Branch football such a success. Hills said the film would air on Amazon Prime Movies and film festivals around America and stated that all proceeds made from the movie would be put into a scholarship or classroom fund.

Safety Committee update, Jose Gongora

Gongora gave an update on the committee past twelve months which included fourteen meetings, creation of several safety protocols and safety checklists. Gongora said that each city department had representation on the committee and noted that several issues were identified and had been addressed.

Worker's Comp Insurance update, Kyle Austen, Insurance Associates

Austen presented the new Worker's Comp proposal and said that the mod factor had a significant drop since last year (due in part by the work of the Safety Committee). Austen was pleased to announce a \$30,000 decrease in premiums for FY19.

PUBLIC COMMENT

None.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for City Council meeting May 21, 2018.

Resolution 1718 – Approving a liability insurance proposal with ICAP.

Resolution 1719 – Approving Workers Compensation insurance proposal with IMWCA.

Motion to approve cigarette permit renewals for fiscal year 2019.

Motion to approve claims report.

EXPENDITURES

6/4/2018

BAKER & TAYLOR INC.	BOOKS	180.17
BANKERS ADVERTISING COMPANY	NAME BADGE	20.58
BUSINESS RADIO SALES	RADIO REPAIRS	80.00
CDW GOVERNMENT INC.	COMPUTERS	2,685.39
CEDAR COUNTY AUDITOR	ELECTION SERV-HOTEL/MOTEL TAX	1,884.62
CEDAR VALLEY OUTFITTERS	AMMUNITION	390.00
CJ COOPER & ASSOCIATES	ALCOHOL BREATH TEST SUPPLIES	132.65
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	35.20
D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
DEMCO	SHIRT	15.25

EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	220.85
F&B COMMUNICATIONS INC	EQUIPMENT REPAIR	559.98
FELD FIRE EQUIPMENT CO. INC	VEHICLE REPAIR	155.00
FULL COMPASS SYSTEMS LTD	MICROPHONE & ACCESSORIES	951.60
HD CLINE COMPANY	REPAIR PARTS	122.82
KIRKWOOD COMM. COLLEGE	TRAINING	14.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,289.16
LYNCH'S PLUMBING INC	SERVICE CALL-LIBRARY	157.00
MATT PARROTT/STOREY KENWORTHY	MATT PARROTT/STOREY KENWORTHY	318.39
MEDIACOM	CABLE SERVICE	40.90
METROPOLITAN COMPOUNDS INC	CHEMICALS	1,124.80
MISCELLANEOUS VENDORS	REFUND: VARIOUS	105.00
MUNICIPAL SUPPLY INC.	WATER METERS & ACCESSORIES	3,677.50
OLSON, KEVIN D	LEGAL SERVICES JUNE 2018	1,500.00
PACHECO, HUGO VINICIO HERNANDEZ	REMODEL RESTROOMS	4,000.00
PDT SERVICES	COOLER REPAIR	222.48
RATHJE CONSTRUCTION CO	TREE GRINDING	8,250.00
SHIMMIN, NICK	LIBRARY WEB HOSTING RENEWAL	131.88
SHRED-IT USA	DOCUMENT DESTRUCTION	48.15
TRUGREEN PROCESSING CENTER	LAWN SERVICE LIONS FIELD	376.00
UPS	SEWER-SHIPPING	21.82
VEENSTRA & KIMM INC.	STORMWATER CONSULT-NPS	182.35
VEENSTRA & KIMM INC.	PV MULTI FAMILY REVIEW	265.35
VEENSTRA & KIMM INC.	310-COLLEGE ST BRIDGE FINAL DESIGN	928.60
VEENSTRA & KIMM INC.	P & Z LOT SITE PLAN REVIEW	332.00
VEENSTRA & KIMM INC.	POPLAR STREET PAVING COORDINATION-WBCS	83.00
VEENSTRA & KIMM INC.	WASTEWATER TREATMENT FAC-PRELIM EVAL	2,159.00
VERIZON WIRELESS	WIRELESS SERVICE	874.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	80.00
TOTAL		33,685.49
PAYROLL	6/1/2018	44,405.05
PAID BETWEEN MEETINGS		
GALAXY CLEANING SERVICES	JANITOR SERVICE	1,278.66
HORIHAN, MIKE	AMMUNITION	199.99
J & M DISPLAYS INC	FIREWORKS	25,000.00
JOHN DEERE FINANCIAL	SUPPLIES, TREES	540.55
UPS	SHIPPING	21.82
COMMUNITY STATE BANK	PRINCIPAL & INTEREST	49,850.48
TOTAL		76,891.50
GRAND TOTAL EXPENDITURES		154,982.04
FUND TOTALS		
001 GENERAL FUND	58,503.08	
022 CIVIC CENTER	397.74	
031 LIBRARY	11,614.26	
110 ROAD USE TAX	11,281.98	
112 TRUST AND AGENCY	4,808.89	
226 DEBT SERVICE	49,850.48	
310 COLLEGE STREET BRIDGE	928.6	
600 WATER FUND	8,830.90	
610 SEWER FUND	8,583.76	
740 STORM WATER UTILITY	182.35	
GRAND TOTAL	154,982.04	

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

Public Hearing: A Public Hearing on the matter of a Rezoning of the following described parcel located at 116 N. 1st Street, West Branch, Cedar County, Iowa. Rezoning parcel #0500-13-05-357-015-0 from CB-1 to RB-1. Mayor Laughlin opened the public hearing at 7:23 p.m. There were no comments on the subject. Public hearing closed at 7:24 p.m.

First Reading, Ordinance 754 – Approve the Rezoning of the following described parcel located at 116 N. 1st Street, West Branch, Cedar County, Iowa; Rezoning parcel #0500-13-05-357-015-0 from CB-1 Central Business District to RB-1 Residential Business District. /Move to action.

Motion by Goodweiler, second by Miller to approve first reading of Ordinance 754. AYES: Goodweiler, Miller, Ellyson, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

Motion to Suspend the Rules, and collapse the 2nd and 3rd readings of Ordinance No. 754. / Move to action.

Councilperson Miller stated that he would not support collapsing both readings and said that the process should be played out as designed. He did agree however to support the second reading at this meeting to allow affected residents another opportunity to voice their concerns at the next City Council meeting.

Motion by Stoolman, second by Goodweiler to suspend the rules and amend the agenda to add the second reading of Ordinance 754. AYES: Stoolman, Goodweiler, Miller, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

Second Reading, Ordinance 754 – Approve the Rezoning of the following described parcel located at 116 N. 1st Street, West Branch, Cedar County, Iowa; Rezoning parcel #0500-13-05-357-015-0 from CB-1 Central Business District to RB-1 Residential Business District. /Move to action.

Motion by Goodweiler, second by Miller to approve the second reading of Ordinance 754. AYES: Goodweiler, Miller, Ellyson, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

Second Reading, Ordinance 751, Amending Chapter 69.08 entitled “No Parking Zone” (add 67) to prohibit Semi Truck and other parking on Tidewater Drive. / Move to action.

Motion by Stoolman, second by Miller to approve second reading of Ordinance 751. AYES: Stoolman, Miller, Ellyson, Goodweiler. Absent: Pierce. NAYS: None. Motion carried.

Second Reading, Ordinance 752 Amending Chapter 76 (sec. 76.02, 76.10, 76.11, and 76.14) the Current Bicycle Regulations to Include the Operation of Skate Boards. / Move to action.

Motion by Stoolman, second by Miller to approve second reading of Ordinance 752. AYES: Stoolman, Miller, Goodweiler, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

Resolution 1706 – Approving employee salary adjustments for extra duties assigned and required. / Move to action.

Motion by Ellyson, second by Goodweiler to approve Resolution 1706. AYES: Ellyson, Goodweiler, Miller, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

Resolution 1720 – Approving partial pay estimate # 2 in the amount of \$362,865.81 to Needham Excavating Inc. for the Cubby Park Improvement Project. / Move to action.

Cody Buelt, Fehr Graham gave an update on the Cubby Park project and said that the rough grading was approximately ninety percent complete, irrigation was being installed at the ball fields, and the concession stand would be started later this week. Buelt said they were still having some issues with water coming out of the hill to the north and they were working on a solution to address the problem. Buelt also said that the project was on track with the revised schedule. Stoolman questioned the outlets to the creek and wondered if it would cause any future problems for bank erosion. Stoolman also questioned if the creek banks would be cleaned up as part of this project. Buelt said that creek clean-up was not part of the current project. After further discussion on the subject, the Council directed City Administrator Jones to request a quote on a potential creek clean-up from Fehr Graham.

Motion by Goodweiler, second by Miller to approve Resolution 1720. AYES: Goodweiler, Miller, Ellyson, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

Resolution 1721 – Approving change order # 3, revised in the amount by \$9,672.30 on the Cubby Park Improvements Project. / Move to action.

Cody Buelt, Fehr Graham explained the change order includes two items. A booster pump has been determined to be needed to properly operate the irrigation system and storm sewer pipe that was inadvertently omitted on the original bid.

Motion by Goodweiler, second by Ellyson to approve Resolution 1721. AYES: Goodweiler, Ellyson, Miller, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

Motion to approve a Memorandum of Understanding (MOU) with the Partners of “Cedar’s Edge Golf Course & Little Light’s Events”. /Move to action.

City Administrator Jones opened the conversation and provided some incentive options for the Council to consider for a future event center at the Cedar’s Edge Golf Course. Jones explained that the MOU is a tool to allow negotiations to occur between the City and the prospective business owners. The MOU is not legally binding nor a financial agreement.

Finance Officer Gordon Edgar requested to address the Council to remind them of the city’s current financial state while considering offering incentives to a private business. Edgar stated the City’s current debt is about nine million dollars and yearly loans payments are approximately one million dollars each year for the next seven years. He continued and said the City has aging infrastructure needs which includes some residents without adequate fire protection. Edgar also expressed his concern with the College Street Bridge project that still has some unknown future financial impacts on the City’s already tight budget as well as the real possibility of having to build a DNR mandated sewage facility. Edgar closed with reminding the Council that the needs of the City and its residents should be above the wants of private citizens.

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

Discussion - Staff seeking direction in responding to an unsolicited proposal from Barnhart’s Custom Services, LLC for the services of site preparation.

Laughlin gave his comments on the proposal received from Barnhart and said he would prefer that the former Croell site get cleaned up sooner than later. Laughlin said there was money set aside for this project and suggested the Council consider the proposal. The Council discussed the matter further and directed the City Attorney to bring back a written agreement for the next meeting.

Discussion - Planned Unit Development (PUD)

Laughlin opened the discussion and said that this version of the PUD had been through several revisions and recently approved by the Planning & Zoning Commission (P&Z). P&Z Chairperson John Fuller presented the PUD to the commission and stated that this was intended for the former Croell Redi-Mix site. He explained how the PUD works and the process the City would follow when receiving developer’s requests. Fuller asked the Council to review the document and provide any comments back to the Commission. Fuller said he hoped to get the PUD Ordinance passed so the site can be re-developed.

CITY ADMINISTRATOR REPORT

Jones said he is working on developing financing strategies for the Waste Water Project. He also said that with the fireworks test shoot that was held last week, it has been determined that a press release will be needed to indicate best viewing spots for the Hoover’s Hometown Days fireworks display this year. Jones also reported that city staff would be attending a Small City Workshop, “Strategically Investing in your Community” hosted by the Iowa League of Cities later this week.

CITY ATTORNEY REPORT

Olson said that he was finishing up the updates to the Urban Renewal Plan and should have that ready to go through the Planning & Zoning Commission at their next meeting. He also said that he would be going to court later this week for a nuisance property in West Branch.

STAFF REPORTS

Park & Recreation Director Russell presented a rendering of the Cubby Park concession stand and said that materials would be ordered this week.

Public Works Director Goodale provided an update on his departments May 2018 activities.

Police Chief Horihan told the Council that his department was hosting a domestic violence conference on June 14th. Horihan said that the conference is closed to the public but open to professionals and school staff.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

Mayor Laughlin told the Council that he had applied for a grant from the Roy J. Carver Charitable Trust for playground equipment at Cubby Park and that he was happy to announce that the City had been awarded a \$25,000 grant.

Councilperson Stoolman asked what the nuisance process was and said she would like to provide a list to city staff.

ADJOURNMENT

Motion to adjourn by Ellyson, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 9:20 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk