

*(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**

**September 4, 2018  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then 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, Jodee Stoolman and Nick Goodweiler were present. Brian Pierce arrived at 8:12 p.m. Jordan Ellyson was absent. 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, Library Director Nick Shimmin and Police Chief Mike Horihan.

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

There were no guest speakers.

**PUBLIC COMMENT**

Mary McGee, West Branch resident addressed the Council regarding a civil matter she was involved in. The Council directed her to address her further concerns with the West Branch Police Department.

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

Motion to approve minutes from the August 20, 2018 City Council meeting.

Motion to approve the implementation of a newly developed Block Party Permit Application.

Motion to approve a Special Event Permit for CDG Fall Festival 2018.

Motion to approve claims report.

<b>EXPENDITURES</b>	<b>9/4/2018</b>	
BRET F STOUT	STREET PATCH & PARKING PATCH	7,774.00
CENTRAL IOWA DISTRIBUTING	JANITORIAL SUPPLIES	358.75
CHIEF SUPPLY CORPORATION	TOOLS	52.00
CITY OF NORTH LIBERTY	DAY CAMP ACTIVITY-SWIMMING	126.00
ECONO SIGNS LLC	SIGNS	1,102.02
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES	180.84
HAWKINS INC	HAWKINS INC	508.30
INTERSTATE POWER SYSTEMS INC	GENERATOR MAINTENANCE	563.48
IOWA DEPARTMENT OF PUBLIC SAFETY	WARRANTS & ARTICLES SYSTEM	1,200.00
IOWA ONE CALL	LOCATION SERVICE	90.90
JOHN DEERE FINANCIAL	UNIFORMS, SUPPLIES	397.03
JOHNSON COUNTY REFUSE INC.	RECYCLING JULY 2018	4,496.25
KLUESNER CONSTRUCTION INC	STREET REPAIR	11,440.64
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,278.74
LYNCH'S EXCAVATING INC	REPAIR STORM SEWER-ELEMENTARY	1,965.80
MEDIACOM	MEDIACOM	40.90
MENARDS	TOOLS, BUILDING SUPPLIES	108.73
MISCELLANEOUS VENDOR	B WORRELL: TEMP EASEMENT	830.00
MUNICIPAL SUPPLY INC.	WATER METERS & ACCESSORIES	4,519.28
OASIS ELECTRIC LLC	HHTD EQUIP RENTAL& ELEC REPAIR	809.74
PATRICK HYDE	BUILDING INCENTIVE REIMBURSEME	516.02
PLUNKETT'S PEST CONTROL INC	PEST CONTROL	95.18
QUILL CORP	OFFICE SUPPLIES	162.88
THE IOWA CHILDREN'S MUSEUM	CAMP ACTIVITY	128.00
UNITED STATES GEOLOGICAL SURVEY	STREAMGAGING SURVEY 2017	13,740.00
VEENSTRA & KIMM INC.	ZONING MAP UPDATES	3,034.74
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	172.00
VEENSTRA & KIMM INC.	COLLEGE ST BRIDGE FINAL DESIGN	928.60
VEENSTRA & KIMM INC.	MEADOWS PART 3 CONCEPT REVIEW	1,204.00
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	516.00
WATER SOLUTIONS UNLIMITED	PHOSPATE	2,515.00
WEST BRANCH TIMES	ADVERTISING	150.00
TOTAL		61,005.82

PAYROLL	8/24/2018	56,029.98
PAID BETWEEN MEETINGS		
JULIA HIME	VIDEOGRAPHY SERVICES	100.00
REBECCA KNOCHE	VIDEOGRAPHY SERVICES	150.00
VERIZON WIRELESS	WIRELESS SERVICE	873.16
TOTAL		1,123.16
GRAND TOTAL EXPENDITURES		118,158.96
FUND TOTALS		
001 GENERAL FUND	35,616.01	
022 CIVIC CENTER	90.77	
031 LIBRARY	5,253.88	
110 ROAD USE TAX	15,788.31	
112 TRUST AND AGENCY	13,643.61	
310 COLLEGE STREET BRIDGE	1,758.60	
600 WATER FUND	15,963.61	
610 SEWER FUND	7,154.37	
740 STORM WATER UTILITY	22,889.80	
GRAND TOTAL	118,158.96	

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

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

##### First Reading, Ordinance 759 – Amending Chapter 122 – Peddlers, Solicitors and Transient Merchants./Move to action.

Miller asked if additional wording could be added to the Code to address peddlers to obey ‘no soliciting’ requests. Deputy Clerk Brick she would check with the City Attorney to see if he could provide any guidance on that but said that she would also add a comment to the revised permit form. Brick also suggested a change in the daily and weekly fee based on other cities fees. Council agreed to the increased fees and changes to the peddler permit changes as suggested.

Motion by Goodweiler, second by Ellyson to approve first reading of Ordinance 759. AYES: Goodweiler, Stoolman, Miller. NAYS: None. Absent: Pierce and Ellyson. Motion carried.

##### Discussion: Comp Time Policy for the exempt employees.

Jones said that he simplified the comp time policy previously presented to Council based on their feedback. His revisions proposed a flex-time option for instances when directors have to work extra hours for unforeseen reasons or events. Flex-time would need to be taken within the same pay period in which the extra hours were worked. Only with the City Administrator approval, extra time that cannot be flexed within the same pay period could be converted to comp time and banked to be used at a later date, but before the end of the current fiscal year. Jones also said that comp time hours will have no cash value. Mayor Laughlin said he liked the simplified version. Jones said he would write up the policy and bring back to the Council in the form of a resolution for a future meeting.

##### Discussion: Consider design and location selection of an electric car recharge station.

Mayor Laughlin said he had been researching possible locations for an electrical charging station in West Branch. Laughlin said he felt this type of service could draw additional visitors to town. Laughlin said he has met with Alliant Energy and will do additional research on the design and cost of a charging station.

##### Discussion: Consider obtaining the road way as a “public road” into Beranek Park.

Jones reported that he met with resident, Lee Cassabaum regarding Beranek Drive and Cassabaum’s property that the street has encroached on over the years. Jones said Cassabaum is concerned that since the street is on his property, that he has liability for any incidences that may occur. Cassabaum is interested in selling the City a

portion of the property where the street is. Council requested additional information on Cassabaum's request for future consideration.

Discussion: Consider authorizing the use of Facebook for an additional city information site and link to the city website.

Deputy Clerk Brick announced that a city Facebook page has been created for the purpose of pushing information to residents as per the Council request. Brick provided samples of information that could be posted and said that Facebook followers would be directed to the City's website where more in-depth subject matter is housed. The Council agreed with Brick's recommendations and agreed to go live.

Discussion: "The Down Under" water in basement situation.

Mike Jones, owner of The Down Under and tenant of the Hoover House, 102 W. Main St. where his business is located addressed the Council on an on-going issue he has been having with water entering his business. Jones stated that he felt that Heritage Square was not being properly maintained by the City and that recent rains are eroding the ground under the sidewalk which is directing water into the basement of the Hoover House. Jones said that he met with Public Works Director about the issue previously and asked what could be done to correct the problem.

Resolution 1734 – Approving partial pay estimate # 5 in the amount of \$189,204.44 to Needham Excavating Inc. for the Cubby Park Improvements Project. /Move to action.

Cody Buelt, Fehr Graham, gave his weekly project update to the Council. Buelt stated that all three ball fields have now been seeded and are growing, dugouts are being constructed, concession stand is wired, plumbed and doors are being installed. Depending on weather conditions, trail paving around the pond and lighting will be done in the coming days.

Motion by Goodweiler, second by Miller to approve Resolution 1734. AYES: Goodweiler, Miller, Stoolman. NAYS: None. Absent: Pierce and Ellyson. Motion carried.

Resolution 1735 – Approving support of Cedar County Great Places designation and proceeding with the Iowa Department of Cultural Affairs, FY 2019 Great Places grant application for the Cedar County – Pride of Place and People Project. /Move to action.

Rod Ness, Executive Director of Cedar County Economic Development Commission (CCEDCO), provided background information on the visioning process that led CCEDCO and East Central Iowa Association (ECIA) and the University of Iowa to apply for an Iowa Great Place Designation from the Iowa Department of Cultural Affairs. Ness stated that Cedar County has been awarded an Iowa Great Place Designation and has been invited to apply for a four (4) million dollar county wide grant for murals and park projects. Ness further stated that membership in CCEDCO was required for participation. Up until this past fiscal year, the City of West Branch was a member of CCEDCO, but during budget discussions, the program was cut from the FY19 budget.

Laughlin stated that the past efforts of CCEDCO has made him feel better about re-joining the commission.

Motion by Stoolman, second by Goodweiler to approve Resolution 1735. AYES: Stoolman, Goodweiler, Miller. NAYS: None. Absent: Pierce and Ellyson. Motion carried.

Resolution 1736 – Approving funds not to exceed \$310,000 to be used only if a cultural affairs, FY 2019 Great Places matching grant is obtained for the Park and Mural projects. /Move to action.

Jones explained that the resolution would not require new funding but would leverage funding already obligated for park improvements. He continued to say that as long as these funds and improvements are paid and completed in FY19, they would be eligible and counted as matching funds required by the grant if the is received. Jones also explained that the Cubby Park Improvement project also has a value engineering and a contingency budget that would be used as matching funds to leverage grant funds for Cubby Park or other city parks. Jones also noted, should grant funds become available, the City has the option of accepting them with a match obligation or waiving the rights to the grants. Pierce arrived at 8:12 p.m.

Motion by Goodweiler, second by Stoolman to approve Resolution 1736. AYES: Goodweiler, Stoolman, Miller, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

Discussion: Review draft development agreement regarding the “Stuelke Line” sewer project and the proposed construction of 57-lot residential subdivision involving KLM Investments.

Brad Larson, KLM Investments requested a few changes to the agreement but was okay with the terms of it. Larson asked for the revised agreement to be listed on the next City Council agenda.

Motion to approve directing the City Administrator to move forward without Crestview’s easement for electrical service for Cubby Park.

Jones requested this item to be tabled indefinitely due receiving the signed agreement earlier on this day.

#### **CITY ADMINISTRATOR REPORT**

Jones provided an update on the wastewater project and referenced a meeting he had with Cedar County. Jones also reported on a nuisance property that has been court ordered to cleanup within the next 60 days. The cleanup will commence in mid-October. Jones also provided his upcoming training schedule which he will be out of the office.

#### **CITY ATTORNEY REPORT**

Kevin Olson was absent.

#### **STAFF REPORTS**

No staff reports were provided.

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBER**

Laughlin reported that the phase two assessment had been completed on the former Croell Redi-Mix site and discussed the findings. Very small traces of asbestos, lead, arsenic was found and will need to be abated before the clearing of the property can begin.

#### **ADJOURNMENT**

Motion to adjourn by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 9:06 p.m.

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Roger Laughlin, Mayor

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