

(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

**September 17, 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, Brian Pierce and Nick Goodweiler were present. 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, Fire Chief Kevin Stoolman and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

University of Iowa Planning students, Rueben Grandon, Chanel Jelovchan and Joe Wilensky presented information on the pros and cons of wet vs. dry detention basins for council discussion with regard to the proposed dry basin in The Meadows subdivision. A power point presentation was given along with photos of both wet and dry basins. The students provided financial costs, property value impacts, health and safety concerns and potential future maintenance costs.

PUBLIC COMMENT

Chief Kevin Stoolman announced that the new fire truck was picked up last week and that volunteers were in the process of training with the new truck in order to put it into service later this week. Stoolman said that he was very happy with the new apparatus.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve City Council minutes from the September 4, 2018 meeting.

Motion to approve the West Branch High School Homecoming Parade Route.

Motion to approve and accept quotation from Compass Minerals for bulk de-icing salt in the amount of \$83.71 per ton for 75 tons (\$6,278.25 annual total).

Motion to accept the resignation of Park & Recreation Commission member Liz Seydel.

Motion to Approve the Claims Report.

September Claims Paid and August Revenue Totals

| | | |
|------------------------------|-----------------------------|-----------|
| EXPENDITURES | 9/17/2018 | |
| AE OUTDOOR POWER | REPAIR PARTS | 138.21 |
| ALLIANT ENERGY | WATER TOWER | 10,138.83 |
| ALPHA GRAPHICS | POSTERS | 608.98 |
| ALTORFER INC | EQUIPMENT REPAIR | 3,188.19 |
| AMAZON | BOOKS | 65.36 |
| BAKER & TAYLOR INC. | BOOKS | 1,315.40 |
| BARRON MOTOR SUPPLY | MAINTENANCE SUPPLIES | 571.31 |
| BP AMOCO | BP AMOCO | 958.35 |
| BROWN'S WEST BRANCH | VEHICLE REPAIR | 105.35 |
| BSN SPORTS INC | YOUTH SPORTS SUPPLIES | 711.43 |
| CEDAR COUNTY RECORDER | RECORDING FEES | 14.00 |
| CHERYL HOLLICH | BUILDING INCENTIVE PAYMENT | 233.96 |
| DEWEYS JACK & JILL | PARK, SEWER & HHTD SUPPLIES | 511.36 |
| EMERGENCY SERVICES MARKETING | ANNUAL FEE | 735.00 |
| FELD FIRE EQUIPMENT CO INC | REPAIR PARTS | 467.00 |
| FINANCIAL ADJUSTMENT BUREAU | COLLECTION FEES | 17.14 |
| HOLLYWOOD GRAPHICS | TEAM SHIRTS | 266.50 |
| IMWCA | WORK COMPENSATION PREMIUM | 2,024.00 |
| IOWA ASSN. MUN. UTILITIES | SAFETY TRAINING | 593.16 |
| JOHNSON CONTROLS | FIRE ALARM TEST/INSPECTION | 999.23 |
| JOHNSON COUNTY REFUSE INC | RECYCLING AUGUST 2018 | 3,895.00 |
| JOURNEYED COM INC | LICENSE RENEWAL | 406.68 |
| L. L. PELLING CO. INC | STREET REPAIRS | 47,394.96 |

| | | |
|---------------------------------|-------------------------------|------------|
| LINN COUNTY R.E.C. | SIREN & LIGHTS | 140.41 |
| MENARDS | MAINTENANCE SUPPLIES | 256.73 |
| MISCELLANEOUS VENDOR | RYAN JENNINGS:MILEAGE | 356.96 |
| MUNICIPAL SUPPLY INC | WATER METERS | 6,282.00 |
| NELSON & SONS PLUMBING INC | NELSON & SONS PLUMBING INC. | 497.17 |
| PITNEY BOWES GLOBAL FINANCE | LIB-POSTAGE METER LEASE | 102.39 |
| PITNEY BOWES PURCHASE POWER | PITNEY BOWES PURCHASE POWER | 500.00 |
| PORT 'O' JONNY INC. | SERVICE-WAPSI PARK | 180.00 |
| QUALITY ENGRAVED SIGNS | OFFICE SUPPLIES | 26.79 |
| QUILL CORP | OFFICE SUPPLIES | 62.93 |
| SPRINGDALE AGENCY | FIRE PAK INS 10-1-18/ 10-1-19 | 14,677.00 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 26.00 |
| SUPPLYWORKS | BATHROOM SUPPLIES | 511.55 |
| THE LIBRARY STORE INC | OFFICE SUPPLIES | 201.31 |
| TRAFFIC SAFETY CORP | RADAR SPEED SIGN | 3,360.00 |
| WALMART COMMUNITY/RFCS LLC | BOOKS,OFFICE SUPPLIES | 272.65 |
| WEST BRANCH COMMUNITY SCHOOL | GYM RENT - VOLLEYBALL | 295.00 |
| WEST BRANCH FORD | VEHICLE REPAIR | 66.43 |
| WEST BRANCH TIMES | LEGAL PUB & ADVERTISING | 1,757.43 |
| WEX BANK | WEX BANK | 1,380.19 |
| TOTAL | | 106,312.34 |
| PAYROLL | 9/17/2018 | 42,863.57 |
| PAID BETWEEN MEETINGS | | |
| GALAXY CLEANING SERVICES | CLEANING SERVICES | 2,049.66 |
| GUY SNODGRASS | UTILITY REFUND | 69.70 |
| KYLE CODER | UTILITY REFUND | 64.95 |
| RICK BEATTIE | UTILITY REFUND | 64.95 |
| BETHANY OR SOLO HAHN | UTILITY REFUND | 67.01 |
| LAURA HAYES | UTILITY REFUND | 0.71 |
| KRISTIN ROOD | UTILITY REFUND | 100.00 |
| ALLIANT ENERGY | CONSTRUCTION ADVANCE | 5,157.63 |
| FOBIAN BROTHERS | TEMPORARY EASEMENT | 4,030.00 |
| SANDRA ANFINSON | TEMPORARY EASEMENT | 240.00 |
| TOTAL | | 11,844.61 |
| GRAND TOTAL EXPENDITURES | | 161,020.52 |
| FUND TOTALS | | |
| 001 GENERAL FUND | 41,108.88 | |
| 022 CIVIC CENTER | 1,361.63 | |
| 031 LIBRARY | 10,276.92 | |
| 036 TORT LIABILITY | 16,597.41 | |
| 110 ROAD USE TAX | 53,984.10 | |
| 112 TRUST AND AGENCY | 4,710.27 | |
| 308 PARK IMP - PEDERSEN VALLEY | 5,157.63 | |
| 310 COLLEGE STREET BRIDGE | 4,270.00 | |
| 600 WATER FUND | 15,703.52 | |
| 610 SEWER FUND | 7,850.16 | |
| GRAND TOTAL | 161,020.52 | |
| AUGUST REVENUE-FISCAL YEAR 2019 | | |
| FUND | | |
| 001 GENERAL FUND | 17,275.90 | |
| 022 CIVIC CENTER | 215.00 | |
| 031 LIBRARY | 468.31 | |
| 110 ROAD USE TAX | 35,120.67 | |
| 121 LOCAL OPTION SALES TAX | 16,776.30 | |
| 125 TIF | 1,242.96 | |
| 160 REVOLVING LOAN FUND | 6,248.35 | |
| 500 CEMETERY PERPETUAL FUND | 0.49 | |
| 502 KROUTH INTEREST FUND | 0.18 | |
| 600 WATER FUND | 45,440.72 | |
| 610 SEWER FUND | 34,181.90 | |
| 740 STORM WATER UTILITY | 4,929.77 | |
| TOTAL | 161,900.55 | |

Laughlin thanked Liz Seydel for her many years on the commission and said she would be missed. Pierce asked if the salt prices were comparable with previous years and Goodale responded that this prices were higher but said the increase appeared to be in the freight charges.

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

PUBLIC HEARING / NON-CONSENT AGENDA

Second Reading, Ordinance 759 – Amending Chapter 122 – Peddlers, Solicitors and Transient Merchants.

/Move to action.

Brick said the ordinance was updated to include a ten (10) dollar application fee (Section 122.04), permit fees increased for one day and one week, (Section 122.05) and a new section added (122.19) Residential Signage, to address peddlers and solicitors from entering private property where signage was displayed.

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

Resolution 1738 – Approving Comp Time Policy for the Exempt Employees. /Move to action.

Laughlin requested that the resolution be amended to say ‘comp time hours ***cannot be*** rolled over’ as match the previously presented version.

Motion by Miller, second by Goodweiler to approve the amendment to Resolution 1738 to add the words ‘cannot be roll over’. AYES: Miller, Goodweiler, Pierce. NAYS: Stoolman. Absent: Ellyson. Motion carried.

Resolution 1739 – Approving a Street Sweeping Services Agreement between the City of West Branch and Bethany Lutheran Church of West Branch. /Move to action.

Miller requested that the resolution be amended to say ‘The City agrees to include the parking lot of Bethany Lutheran Church in the city’s normal rotation of the city street sweeping ***‘during regular street sweeping season’***’.

Motion by Goodweiler, second by Stoolman to approve the amendment to Resolution 1739 to add the words ‘during regular street sweeping season’. AYES: Goodweiler, Stoolman, Pierce, Miller. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1737 – Accepting and approving the annual City Street Finance Report for Fiscal Year 2018. /Move to action

Motion by Miller, second by Goodweiler to approve Resolution 1737. AYES: Miller, Goodweiler, Stoolman, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

Public Hearing: A Public Hearing on the Proposed Amendment to the Amended and Restated West Branch Urban Renewal Plan.

Laughlin opened the public hearing at 7:26 p.m. There were no public comments. Laughlin closed the public hearing at 7:27 p.m.

Resolution 1740 – Approving an amendment to the Amended and Restated West Branch Urban Renewal Plan. / Move to action.

City Attorney Olson explained the amendment added six parcels to the current amended plan which includes the former Croell Redi Mix site, Cedar’s Edge Golf Course, The Meadows’s Part 3A, 3B and Part 4, streets on the east side of West Branch and sections of East College Street. Olson also said that the projects listed include water main replacements on the east side, a new sewer line in The Meadows and street improvements surrounding the College Street Bridge project. Olson also stated that the required consultation meeting was held and only Superintendent Jimmerson attended the meeting. Olson further stated that the draft plan provided in this meetings packet was not the final draft and it would be forth coming.

Motion by Goodweiler, second by Pierce to approve Resolution 1740. AYES: Goodweiler, Pierce, Stoolman, Miller. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1741 – Setting a Public Hearing on a Proposed Development Agreement with the Meadows Development, Inc. / Move to action.

Chris Kofoed noted that The Meadow's Part 3A and 3B should be included in the development agreement and asked for the addition. Olson said he would make that change before the next meeting.

Motion by Goodweiler, second by Stoolman to approve Resolution 1741. AYES: Goodweiler, Stoolman, Miller, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1742 – Approving a Subdivider's Agreement with KLM Investments for The Meadows, Part Four, West Branch, Iowa. / Move to action.

Chris Kofoed asked for a change to Section 2 for having sidewalks completed in five years instead of three since this phase had double the number of lots. The Council agreed with the request. Olson also confirmed that the sewer connection cost would be two hundred and fifty dollars times the number of lots and said he would make that update to Section 10. The Council agreed with the remaining items of the agreement. Miller made a motion to have the agreement updated with the requested changes, Goodweiler seconded the amendment.

Motion by Stoolman, second by Pierce to approve the amendments to Resolution 1742. AYES: Stoolman, Pierce, Goodweiler, Miller. NAYS: None. Absent: Ellyson. Motion carried.

Discussion: Consider using a Community Survey as a part of the FY 2019 Budget Process.

Jones proposed and introduced a sample resident survey that could be used as a budget tool to obtain community input on what services residents deemed important. Jones said he was exploring the feasibility of different delivery methods to try to get as many participants as possible. Council was in agreement with the proposal and directed Jones to move forward with the survey.

Discussion: Consider moving Hoover's Hometown Days event to the second weekend of August in 2019 (For One Year Only).

Laughlin said he had received a request for a date change for the 2019 Hoover's Hometown Days festival to the second week of August from Jerry Fleagle, Herbert Hoover Foundation. Fleagle was present and provided his reasoning for his request. Fleagle stated that Herbert Hoover's actual birthday is August 10th and that next year the 10th falls on a Saturday and felt it would provide a unique opportunity to have the festival on Hoover's actual birthday. The Council expressed concerns of competing with the Iowa State Fair and stated that many children from the community participate at the fair. They also said that there are also several park & recreation activities that occur around the event that would need to be juggled. Laughlin expressed his concern that additional advertising may be needed for the change since so many already know the event to be the first full weekend of August. Stoolman followed up with a question and asked if the Foundation would be providing any funding for the event. Fleagle responded that the Foundation Board was the decision maker for funding and also confirmed that there would be no funding for fireworks. The Council said they would consider the request and provide a decision by the next City Council meeting.

Discussion: Regarding extra subgrade excavation for the trail on the Cubby Park Improvements related to ground moisture issues.

Cody Buelt, Fehr Graham provided an update on Cubby Park. Buelt stated that lights are up, grass is growing, dugouts are complete and paving will be starting soon. Buelt also stated that the north end of the park is still having issues with ground water which is affecting the trail. The contractor has proposed a solution of dredging the wet soil and replacing with both large and crushed rock to provide a more stable foundation. Buelt said that with the current conditions of the soil, any concrete would most likely crack. Buelt said the cost of this most recent issue is estimated at approximately eighty five hundred dollars. The Council was not happy with the additional request stating they thought the previous attempts at addressing the problem would have worked. Seeing no other options, the Council agreed to try this approach and directed Buelt to move forward with the proposal.

CITY ADMINISTRATOR REPORT

Jones provided a brief overview of the past week's activities and said the City had been invited to participate in the Liberty Communications "People You Know" series.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

Brick stated that she had received three separate requests for rezoning and that the requests would be considered at the next Planning & Zoning meeting to be held on Tuesday, September 25, 2018. Other staff reports were provided in the Administrator's Report which can be found on the City's website.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

Laughlin said he was still working on the former Croell Redi Mix Site clean-up and car charging station projects but had no updates to provide.

ADJOURNMENT

Motion to adjourn by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:58 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk