

*(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**

**October 1, 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, Library Director Nick Shimmin and Police Chief Mike Horihan.

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

There were no guest speakers.

**PUBLIC COMMENT**

There was no public comment.

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

Motion to approve City Council minutes from the September 17, 2018 meeting.

Motion to Approve the Claims Report.

EXPENDITURES	10/1/2018	
AERO RENTAL INC	BERANEK PARK SHLETER	478.50
AMAZON	BOOKS	89.94
BAKER & TAYLOR INC.	BOOKS	468.16
BROWN'S WEST BRANCH	VEHICLE REPAIR	184.19
CAJ ENTERPRISES INC	ROCK	261.20
CROELL, INC.	BERANEK PARK SHELTER	3,740.75
D&R PEST CONTROL	PEST CONTROL	70.00
FEHR GRAHAM	308-CONST SERVICE	6,634.50
GIERKE-ROBINSON COMPANY INC	TOOLS & REBAR	793.51
GREAT AMERICAN BUSINESS PR	PET WASTE BAGS	982.74
HAWKINS INC	AZONE 15	840.50
HOLLYWOOD GRAPHICS	TEAM SHIRTS	688.55
IOWA DEPARTMENT OF NATURAL	2019 ANNUAL WATER USE FEE	67,634.00
IOWA NARCOTICS OFFICERS' A	MEMBERSHIP DUES	25.00
IOWA ONE CALL	LOCATION SERVICE	117.00
IOWA RURAL WATER ASSOC.	TRAINING	150.00
ISOLDA PAGE	TRAVEL EXPENSE	60.07
JESSICA SCHAFFER	TRAVEL EXPENSE	8.39
JOHN DEERE FINANCIAL	MAINTANCE SUPPLIES	279.98
KATRINA KORSMO	PROGRAM SUPPLIES	16.99
KOCH OFFICE GROUP	COPIER MAINTENANCE	299.51
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,286.32
METROPOLITAN COMPOUNDS INC	SUPPLIES	697.40
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL IN	PEST CONTROL	170.18
QUILL CORP	OFFICE SUPPLES	191.97
RANDY'S CARPETS	LIBRARY CARPET	5,394.14
RIVER PRODUCTS COMPANY INC	ROADSTONE & BALLAST	370.63
SHIMMIN, NICK	TRAVEL EXPENSES	635.77
SHRED-IT USA	DOCUMENT DESTRUCTION	45.00
VEENSTRA & KIMM INC.	P&Z - GOLF COURSE DEV REVIEW	86.00
VEENSTRA & KIMM INC.	ENGINEERING SERVICES PV MULTI FAMILY	86.00
VEENSTRA & KIMM INC.	MEADOWS PART 4 CONCEPT REVIEW	430.00
VEENSTRA & KIMM INC.	RESIDENTIAL LOT SITE PLAN REVIEW	602.00
VEENSTRA & KIMM INC.	CROELL SITE RETRACEMENT SURVEY	2,765.00
TOTAL		96,763.89

PAYROLL 9/21/2018 57,790.03

PAID BETWEEN MEETINGS

CHERYL HOLLICH	BUILDING INCENTIVE REIMBURSEMENT	14.01
PATRICK HYDE	BUILDING INCENTIVE REIMBURSEMENT	30.90
REBECCA KNOCHE	BUILDING INCENTIVE REIMBURSEMENT/VIDEOG	972.21
JULIA HIME	VIDEOGRAPHY SERVICES	150.00
MARK ADAMS	BUILDING INCENTIVE REIMBURSEMENT	37.08
MEDIACOM	CABLE SERVICE	40.90
NEEDHAM EXCAVATING	308 PV PARK CONSTRUCTION	189,204.44
KEVIN STOOLMAN	MILEAGE	313.51
US BANK CORPORATE CARD	TRAVEL, ADULT SPORTS, SUPPLIES	4,155.76
VERIZON WIRELESS	WIRELESS SERVICE	873.16

TOTAL 195,791.97

GRAND TOTAL EXPENDITURES 350,345.89

FUND TOTALS

001 GENERAL FUND	36,125.54
022 CIVIC CENTER	210.76
031 LIBRARY	12,161.93
110 ROAD USE TAX	5,485.70
112 TRUST AND AGENCY	13,746.63
301 REAP GRANT PROJECT	67,500.00
308 PARK IMP - PEDERSEN VALLEY	195,838.94
312 DOWNTOWN EAST REDEVELOPMENT	2,765.00
600 WATER FUND	9,149.49
610 SEWER FUND	7361.9

GRAND TOTAL 350,345.89

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

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

ORDINANCE NO. 759

AN ORDINANCE AMENDING CHAPTER 122 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

WHEREAS, the City Administration has been updating the City’s rates and fees that have remain unchanged for numerous years; and

WHEREAS, the City Clerk recommends changing the license fees for peddlers, solicitors and transient merchant to more reflect the actual costs of permit processing.

NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Section 122.04 of the Code of Ordinance is hereby adding the words “An application fee of ten dollars (\$10.00) shall be paid at the time of filing such application to cover the cost of investigating the facts stated therein.
2. Amendment. Section 122.05 of the Code of Ordinances is hereby deleting reference to “For one day (\$10.00)” and replacing it with the words “For one day (\$25.00),” and deleting reference to “For one week (\$25.00)” and replacing it with the words “For one week (\$50.00).”
3. Amendment. Add Section 122.19 RESIDENTIAL SIGNAGE.  
In order, to enter upon any residential premises or to knock on the door, window or any other part of the residential structure, or ring the bell of any residential premises, or to do any other act calculated to attract the attention of anyone inside of the premises, where the owner, resident, occupant or person legally in charge of the premises has posted, at the entry, or any of the points of ingress to the premises, a sign with visible and legible letters at least three-fourths of an inch in height bearing the words “No Trespassers,” “No Canvassers,” “No Peddlers,” “No Solicitors,” or words of similar import. A sign containing any of these or similar phrases is deemed to prohibit all activities governed by this chapter.
4. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
5. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
6. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: September 4, 2018  
Second reading: September 17, 2018  
Third Reading: October 1, 2018

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk

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

Public Hearing: Approval of a Development Agreement with The Meadows Development, Inc. and authorization of annual appropriation tax increment payments.

Laughlin opened the public hearing at 7:02 p.m. and introduced the agreement. There were no public comments. Laughlin closed the public hearing at 7:03 p.m.

Resolution 1743 – Approving a Development Agreement with The Meadows Development, Inc. / Move to action.

Motion by Goodweiler, second by Stoolman to approve Resolution 1743. AYES: Goodweiler, Stoolman, Pierce, Miller. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1744– Approving a 28E Agreement with the West Branch Community School District. / Move to action.

Horihan explained that the city and school had previously discussed and agreed to split the cost of a solar powered radar speed sign that would be installed near the high school this fall. Miller asked how the project was to be funded. Horihan said the police department budget would be used to fund the project.

Motion by Goodweiler, second by Stoolman to approve Resolution 1744. AYES: Goodweiler, Stoolman, Miller, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

Discussion - Consider adoption of a Property Maintenance Code for the City of West Branch

Goodweiler introduced the discussion and said that recent conversations on the challenges of enforcing current nuisance codes intrigued him to do some additional research on what other cities are doing to address this problem. City Attorney Olson provided a sample of a property maintenance code he helped write for the City of Washington and said the City could adopt a code that would address exterior issues which seems to be an issue in West Branch. Laughlin said two good models were provided and asked Jones to share the information with building inspector Goerdt for his review and comment.

Motion to approve - Keep Hoover’s Hometown Days Event on the first weekend of August. /Move to action.

Laughlin said he requested this agenda item and said he would like the council to vote tonight so Hoover’s Hometown Days planning could continue. Laughlin said he was in favor of keeping the event to the first full weekend in August to maintain consistency. Goodweiler and Pierce said they also had received the same feedback from residents they had discussed the proposed change with.

Motion by Miller, second by Pierce to approve the motion to keep the event date on the first full weekend of August. AYES: Miller, Pierce, Goodweiler, Stoolman. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1745 – Approve Partial Estimate Number 6 in the amount of \$604,543.90 to Needham Excavating for the Cubby Park Improvement Project. /Move to action.

Cody Beult, Fehr Graham explained that the pay estimate included some of the bigger ticket items for the concession stand, scoreboards, dugouts and lighting. Buelt also gave a brief update on remaining projects and said that weather was delaying the contractors from completing the trail and parking lots.

Motion by Goodweiler, second by Stoolman to approve Resolution 1745 AYES: Goodweiler, Stoolman, Miller, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

### **CITY ADMINISTRATOR REPORT**

Jones gave a brief update on the College Street Bridge project and said that the project had entered the condemnation phase for a few residents that had not yet signed needed construction easements. Jones also provided a sample request for proposal (RFP) for utilizing a contractor to clean up nuisance properties instead of city staff. Jones reported that he also attended a meeting with the IDOT regarding the I-80 expansion project.

### **CITY ATTORNEY REPORT**

Olson had no additional reports on city projects.

**STAFF REPORTS**

Russell reported that CDG’s Fall Festival was this weekend and gave a brief overview of the activities the Park & Recreation Department would be participating in. Russell said the full schedule could be found on the CDG website and Facebook page.

**COMMENTS FROM MAYOR AND COUNCIL MEMBER**

Laughlin reported that the City had received a payment request from Casey’s for their annual appropriation of tax rebates which is due each December. Laughlin requested Olson to contact Casey’s to get an update on the removal of the former Casey’s site at East Main Street. Laughlin stated that selling or demolishing the building was also part of the agreement which had not be completed yet. Olson said he would send a letter asking for an update and report back at the next meeting. Laughlin also reported on a meeting he had regarding possible grant funds for the Croell site clean-up which may include grants funds for a market analysis to help the city market the site to potential developers.

**ADJOURNMENT**

Motion to adjourn by Goodweiler, second by Miller. 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