

(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

**October 15, 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, Jordan Ellyson, Brian Pierce and Nick Goodweiler were present. Jodee Stoolman was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Public Works Director Matt Goodale and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Charlie Cegrand, USGS presented flood mitigation scenarios for the 8.42 mile Wapsinonoc watershed in West Branch. Cegrand provided several options for mitigation which included potential upstream retention basins and a pinch point excavation area at an old railroad embankment that may help alleviate flooding along the creek. Cegrand said the overall goal is to slow the water down coming into town and getting it out as quickly as possible.

Pete Swisher, Superintendent of the Herbert Hoover National Park gave an update on the Parks storm water mitigation plan. Swisher explained the scope of the project, the necessary improvements and timeline for the project completion. Swisher said construction is anticipated to begin next summer with completion in the fall of 2020.

Redmond Jones, City Administrator shared storm water mitigation ideas used in Davenport, Iowa and thought that West Branch could adopt some of their concepts.

PUBLIC COMMENT

There was no public comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve City Council minutes from the October 15, 2018 meeting.

Motion to Approve the Claims Report.

October Claims Paid and September Revenue Totals

EXPENDITURES	10/15/2018	
ALLIANT ENERGY	WATER TOWER	10,973.32
BAKER & TAYLOR INC.	BOOKS	747.01
CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE	54.07
DEMCO	PROGRAM SUPPLIES	86.84
DEWEYS JACK & JILL	SUPPLIES	32.20
ECONO SIGNS LLC	SIGNS	454.45
FEHR GRAHAM	308-CONST SERVICE	6,006.75
HARRY'S CUSTOM TROPHIES LT	MEDALS	165.00
IMWCA	IMWCA	2,024.00
LENOCH & CILEK	SUPPLIES	107.96
LINN COUNTY R.E.C.	SIREN & LIGHTS	153.36
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR 1ST STREET	5,166.60
MENARDS	BERANEK PARK SHELTER	1,447.85
MIDLAND GIS SOLUTIONS, LLC	WEBSITE DEVELOPMENT & HOSTING	6,600.00
MUNICIPAL SUPPLY INC.	WATER METER SUPPLIES	437.50
NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	604,543.90
OLSON, KEVIN D	LEGAL SERVICES-OCTOBER, 2018	1,500.00
ORIENTAL TRADING CO. INC.	PROGRAM SUPPLIES	156.85
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE-LIBRARY	1,003.50
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	180.00
PRESS-CITIZEN MEDIA	HELP WANTED AD	208.36
SECRETARY OF STATE	NOTARY APPOINTMENTS	60.00
SENSUS USA	SOFTWARE SUPPORT	1,949.94
STATE HYGIENIC LAB	LAB ANALYSIS	52.00

SUPPLYWORKS	SUPPLIES	47.67
UPS	SHIPPING - SEWER	22.00
US BANK EQUIPMENT FINANCE	COPIER LEASE-LIBRARY	212.50
USA BLUE BOOK	SUPPLIES	52.27
BUSINESS RADIO SALES	REPAIRS-RADIOS	107.50
FELD FIRE EQUIPMENT COMPANY	SUPPLIES	807.00
HEIMAN FIRE EQUIPMENT	SUPPLIES	24.59
HOSPERS & BROTHER PRINTERS	OFFICE SUPPLIES	40.50
RACOM	SERVICE	285.00
RELIANT FIRE APPARATUS, INC.	FIRE TRUCK CHANGE ORDERS	2,888.00
WEST BRANCH REPAIRS	SUPPLIES	248.43
TOTAL		648,846.92
PAYROLL	10/5/2018	41,944.68
PAID BETWEEN MEETINGS		
WINNIKE, JOE	UTILITY REFUND	66.45
MUNDAY, CHELSEA	UTILITY REFUND	64.95
CROELL, INC	BERANEK PARK SHELTER	2,643.75
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	89.95
HD CLINE COMPANY	EQUIPMENT REPAIR	473.75
IOWA DEPT OF INSPECTIONS & APPEALS	GAMBLING LICENSE	150.00
KEVIN OLSON	LEGAL SERVICES	3,000.00
UPS	SHIPPING	21.82
TOTAL		6,510.67
GRAND TOTAL EXPENDITURES		697,302.27

FUND TOTALS	
001 GENERAL FUND	38,420.73
022 CIVIC CENTER	1,104.58
031 LIBRARY	7,740.97
036 TORT LIABILITY	1,920.41
110 ROAD USE TAX	2753.89
112 TRUST AND AGENCY	4690.64
308 PARK IMP - PEDERSEN VALLEY	610,550.65
600 WATER FUND	19,177.22
610 SEWER FUND	10,943.18
GRAND TOTAL	697,302.27

REVENUE-FISCAL YEAR 2019
FUND SEPTEMBER

001 GENERAL FUND	312,584.60
022 CIVIC CENTER	1,884.33
031 LIBRARY	904.76
036 TORT LIABILITY	5,371.45
110 ROAD USE TAX	33,699.44
112 TRUST & AGENCY	33,660.23
119 EMERGENCY TAX FUND	4,237.03
121 LOCAL OPTION SALES TAX	16,776.30
125 TIF	44,309.58
226 DEBT SERVICE	35,462.68
500 CEMETERY PERPETUAL FUND	572.31
501 KROUTH PRINCIPAL FUND	214.04
502 KROUTH INTEREST FUND	43.96
600 WATER FUND	49,477.45
610 SEWER FUND	37,753.89
740 STORM WATER UTILITY	4,667.10
TOTAL	581,619.15

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

PUBLIC HEARING / NON-CONSENT AGENDA

Discussion - potential extension for completion of the Cubby Park Improvement Project.

Cody Buelt, Fehr Graham opened a discussion with the Council of the subject of extending the Cubby Park completion deadline. Buelt said wet conditions is preventing the contractor to complete the project on time. Buelt was not able to give an expected completion date so the Council directed Buelt to have the contractor provide a list of items that can and cannot be completed for the Council to review. The Council also asked the Buelt arrange for the contractor to present the list directly to the Council.

Resolution 1746, approving the submission of the City of West Branch 2017-2018 Annual Finance Report to the State Auditor's Office. / Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 1746. AYES: Miller, Goodweiler, Ellyson, Pierce. NAYS: None. Absent: Stoolman. Motion carried.

Discussion - seeking direction regarding the installment of a decal on the panels at the Cubby Park Pavilion.

Laughlin passed a sample of the proposed panels with an adhesive design to show the Council how the internal structure of the concession stand would be shielded from view. Laughlin asked for feedback on the design and said a decision would be needed soon as it is holding up the completion of other parts of the structure. The Council discussed and decided on a blank adhesive rather than a graphic that would still provide light, but hide the internal structure.

Motion to approve or deny a request by the West Branch Farmers Market, to waive the \$10 dollar per hour fee for the use of the Town Hall. / Move to action.

Manda Brown, West Branch Farmer's Market addressed the Council on the request for a fee waiver for the use of Town Hall in the months of November, December, February, March and April. Brown said the group is a 'not for profit' as a group, but individuals do profit. Brown also said that a fee is not charged to the vendors as some don't make that much on any given day. Brown said she felt if a fee were to be charged, few vendors would participate. Brown said that the group has been able to use the hall in the past for free and is requesting the fee be waived again. Council questioned staff if the hall was cleaned after each use and staff responded that it was not at this time. Staff's main concern for waving fees was the cost of cleaning. Brown said that she would clean the facility after each use in lieu of rental fees. The Council agreed to the arrangement and granted the exception to waive the fees.

Motion by Miller, second by Pierce to approve waiving the rental fees. AYES: Miller, Pierce, Ellyson, Goodweiler. NAYS: None. Absent: Stoolman. Motion carried.

Motion to set a public hearing to dispose of Outlot A to Lynch Heights. / Move to action.

Laughlin explained that the City was to receive the Outlot in lieu of required park space from Lynch Heights when it was developed. After further discussions, Laughlin suggested that the City and Planning & Zoning review the requirements of park space dedicated to the City. Laughlin said that accepting outlots will often be an extra burden on city departments to maintain. He further stated that the adjacent lot has been sold and it is the desire of the Lynch's to sell the Outlot to the adjacent lot owner to build a house. Olson explained that the State requires a public hearing to dispose of public property. Council set the hearing for November 5th.

Motion by Miller, second by Goodweiler to set a public hearing date. AYES: Miller, Goodweiler, Pierce, Ellyson. NAYS: None. Absent: Stoolman. Motion carried.

Discussion - next steps with the Casey's Agreement.

Olson reported that he had been in contact with Casey's attorney and was told that the property has been reclassified from high risk to low to moderate risk and that the property can now be marketed to sell. Casey's asked if the City was interested in the property and indicated the possibility of donating it to the City. Olson suggested that the Council consider the offer under the agreement that Casey's remove the building and continue to monitor the property for contaminants as required by law. The Council was in agreement with the proposal and directed Olson to move forward with an agreement with Casey's.

Resolution 1747 – Declaring West Branch an emergency disaster.

Jones introduced the resolution and said that he and Mayor Laughlin had attended a Cedar County EMA meeting and was advised that funds are available for West Branch residents that were affected by the recent flash flooding event. Residents are encouraged to contact Cedar County EMA for more information on how to qualify.

Motion by Miller, second by Goodweiler to approve Resolution 1747. AYES: Miller, Goodweiler, Pierce, Ellyson. NAYS: None. Absent: Stoolman. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported the issue of cluster mailboxes has again resurfaced on Hilltop Drive. Jones said he was in process of contacting the local post master to get information on cluster mailbox requirements. He also advised the Council that a nuisance property in West Branch had reached the forty five (45) day check and little if any improvements have been made. Jones said he has requested four quotes from various vendors to do the clean-up. Jones said the clean-up will commence on or shortly after day sixty (60).

CITY ATTORNEY REPORT

No additional report.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin reported that he had received a letter from the DNR on the Croell site and that no additional testing would be required.

Miller asked why the City did not own the Croell site yet. Olson responded that the Croell's attorney had requested additional information. Miller also asked when the Council goal setting session would be and requested that the Council consider flood mitigation be prioritized.

ADJOURNMENT

Motion to adjourn by Ellyson, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:25 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk