

(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

**January 22, 2019
7:00 p.m.**

Mayor Roger Laughlin called the West Branch regular City Council meeting to order at 7:01 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, Brian Pierce, Jodee Stoolman and Nick Goodweiler were present. Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Finance Officer Gordon Edgar, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin, Fire Chief Kevin Stoolman and Police Chief Mike Horihan.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Michael Leclere, from Martin Gardner Architecture, presented two videos produced from the visual preferencing exercises and chip game which were conducted at the public meeting regarding the use of the Croell property site. Leclere thought the buildings on the west side of Scheme 1 Development had to be reduced to two story buildings and Scheme 2 had a wider, more open center. Both schemes tried to block the view of the grain bins on the north. Parking space availability was a concern expressed by Colton Miller and Brian Pierce. Mike will submit a final report and suggested it accompany the RFPs when they are sent out.

PUBLIC COMMENT

There was no public comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve meeting minutes for City Council meeting December 17, 2018.

Motion to approve Board & Commission appointments / reappointments.

Motion to approve liquor license renewal for Dewey's Jack & Jill at 119 E. Main Street, West Branch, Iowa.

Motion to approve LL Pelling Seal Coat Unit Pricing.

Motion to approve the annual Mayoral appointments.

These Appointments are:

Mayor Pro Tem – Colton Miller

Official City Newspaper – West Branch Times

Animal Control Facility – West Branch Clinic

City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.

Public Health Officer - Dr. Thomas Novak.

Motion to approve the destruction of certain records with Shred-it Services listed on Records Destruction form per the Record Retention Manual for Iowa Cities.

Resolution 1775 – Resolution to authorize a contract with East Central Intergovernmental Association (ECIA) in the amount of \$750.00 (with a not to exceed cost of \$1000) for grant writing services related to removing derelict building(s) on the former Croell Ready-Mix site.

Motion to approve Fire Department appointments.

Motion to approve the Claims Report.

January Claims and December Revenue Totals

EXPENDITURES

1/7/2019

AERO RENTAL INC	EQUIPMENT RENTAL	1,595.00
ALPHA GRAPHICS	BANNER	72.08
AMERICAN WATER WORKS ASSOC	DUES GOODALE 2-01-19/1/31/20	90.00
AMY S BOELK	ZUMBA INSTRUCTION	300.00
ASCAP	MUSIC LICENSE FEE	357.00
CHAUNCEY BUTLER POST 514	FLAGS	148.00
CHIEF SUPPLY CORPORATION	UNIFORMS	107.95
CJ COOPER & ASSOCIATES	DRUG TESTING	137.30

COMPASS MINERALS AMERICA I	HIGHWAY SALT	4,306.88
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	23.20
IMWCA	IMWCA	2,024.00
JETCO ELECTRIC INC.	SERVICE CALL	1,603.25
KNOCHE, REBECCA	VIDEOGRAPHY SERVICES	75.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	442.28
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,275.33

LOWES BUSINESS ACCT/GECRB	SUPPLIES	62.89
LYNCH'S PLUMBING INC	SERVICE CALL & REPAIRS	119.00
MID-STATES ORGANIZED CRIME	MEMBERSHIP DUES	100.00
MIDWEST FRAME & AXLE	VEHICLE REPAIR	72.46
MOORE'S WELDING INC	VEHICLE REPAIR	1,109.65
OLSON, KEVIN D	LEGAL SERVICES-JANUARY 2019	1,500.00
OMNISITE	WIRELESS SERVICE-LIFT SITE	360.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	192.00
QUILL CORP	WALL CLOCK	18.55
REDMOND JONES II	TRAVEL EXPENSE	48.16
SHRED-IT USA	DOCUMENT DESTRUCTION	45.00
SMITH FERTILIZER GRAIN	SUPPLIES	674.66
STATE INDUSTRIAL PRODUCTS	CHEMICALS	732.00
SUPPLYWORKS	SUPPLYWORKS	39.88
VEENSTRA & KIMM INC.	WB GOLF COURSE DEV REVIEW	516.00
WEST BRANCH TIMES/WOODWARD	WEST BRANCH TIMES/WOODWARD COM	515.45

TOTAL		18,662.97
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PAYROLL Regular	12/28/2018	55,041.08
City Council	12/18/2018	10,226.96
Payroll Adjustment	12/28/2018	535.50

PAID BETWEEN MEETINGS

JOHNSON COUNTY REFUSE INC.	RECYCLING-NOVEMBER	3,904.50
NEEDHAM EXCAVATING INC.	308 PV PARK CONSTRUCTION	90,951.57
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	62.95
UPS	SEWER-SHIPPING	21.82
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
WEST BRANCH COMMUNITY DEVELOPMENT GROUP	CHRISTMAS PAST SUPPORT	3,000.00
WEX BANK	VEHICLE FUEL	1,062.34
BAKER & TAYLOR INC.	BOOKS	128.13
HARRY'S CUSTOM TROPHIES	SPORTS MEDALS	195.00
JULIA HIME	VIDEOGRAPHY SERVICES	50.00
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES INC.	POSTAGE METER RENTAL	180.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	651.00
QUILL CORP	OFFICE SUPPLIES	55.54
US BANK CORPORATE CARD	UNIFORMS, OFFICE SUPPLIES	1,597.51
VERIZON WIRELESS	WIRELESS SERVICE	842.29
WALMART	DVDS, SUPPLIES	155.09
TOTAL		103,005.89

GRAND TOTAL EXPENDITURES		187,472.40
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FUND TOTALS

001 GENERAL FUND	136,926.30
022 CIVIC CENTER	91.99
031 LIBRARY	6,215.27
036 TORT LIABILITY	1,920.41
110 ROAD USE TAX	11,052.97
112 TRUST AND AGENCY	13,689.57
600 WATER FUND	9,109.02
610 SEWER FUND	8,466.87

GRAND TOTAL	187,472.40
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EXPENDITURES

1/22/2019

AERO RENTAL INC	LIFT RENTAL	425.25
ALLIANT ENERGY	UTILITIES-WATER TOWER	10,059.35
AMAZON	BOOKS AND SUPPLIES	278.46
AWE ACQUISITION INC	LITERACY STATION	2,669.00

BAKER & TAYLOR INC.	BOOKS	314.55
BMI	MUSIC LICENSE FEE	358.00
BP AMOCO	VEHICLE FUEL	211.19
CCEDCO	GRANT WRITING SERVICE	417.00
CEDAR COUNTY RECORDER	RECORDING FEES	430.00
CHIEF SUPPLY CORPORATION	SUPPLIES	84.40
D&R PEST CONTROL	PEST CONTROL	70.00
DEWEYS JACK & JILL	PROGRAM SUP/CHRISTMAS PAST	139.37
ELITE HOLDING COMPANY	SAFETY CLOTHING	613.63
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES	275.89
FEHR GRAHAM	308 CONSTRUCTION SERVICE	1,793.50
FRED'S FEED & SUPPLY LLC	REPAIR SUPPLIES	61.20
LINN COUNTY R.E.C.	STREET LIGHTS	154.20
LYNCH'S PLUMBING INC	SERVICE CALL	110.00
MENARDS	EQUIPMENT	707.97
MOZY INC	ADMIN SERVER BACKUP	296.78
OASIS ELECTRIC LLC	REPAIR STREET LIGHT	145.00
PITNEY BOWES PURCHASE POWE	PITNEY BOWES PURCHASE POWER	500.00
PYRAMID SERVICES INC.	SUPPLIES	697.28
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUILL CORP	OFFICE SUPPLIES	49.52
RAPIDS REPRODUCTIONS INC	VINYL - PAVILION PANELS	7,168.00
SANDY HEICK	TRAINING	10.00
SPEER FINANCIAL INC	FINANCIAL CONSULTING SERVICE	375.00
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
TISINGER, MATT	EXAM FEE	120.00
TRANS-IOWA EQUIPMENT INC	MAINTENANCE SUPPLIES	530.18
UPS	SEWER-SHIPPINNG	21.37
US BANK CORPORATE CARD	SUPPLIES	136.74
WALMART COMMUNITY/RFCSELLC	DVDS AND SUPPLIES	445.92
WEST BRANCH COMMUNITY DEVELOPMENT GROUP	FINANCIAL SUPPORT	10,000.00
WEST BRANCH FORD	VEHICLE REPAIR	281.39
WEST BRANCH REPAIRS	VEHICLE REPAIR	2,560.25
WEX BANK	WEX BANK	1,064.56
TOTAL		44,359.95

PAYROLL	1/11/2019	43,157.47
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PAID BETWEEN MEETINGS

REUBEN GALVAN	CLEANING SERVICE	766.00
QUILL CORP	MAINTENANCE SUPPLIES	31.70
UPS	SHIPPING	43.64
ALLIANT ENERGY	LIGHTS 219 E GREEN	12.33
BEAN & BEAN	GRAVE OPENING	550.00
LESLIE BRICK	MILEAGE	32.64
JOHN DEERE FINANCIAL	SUPPLIES	478.16
TOTAL		1,914.47

GRAND TOTAL EXPENDITURES 89,431.89

FUND TOTALS		
001 GENERAL FUND	41,115.68	
022 CIVIC CENTER	917.26	
031 LIBRARY	9,881.21	
110 ROAD USE TAX	5,239.18	
112 TRUST AND AGENCY	4,751.84	
308 PARK IMP - PEDERSEN VALLEY	9,321.50	
600 WATER FUND	8,614.08	
610 SEWER FUND	9,591.14	
GRAND TOTAL	89,431.89	

REVENUE-FISCAL YEAR 2019
FUND DECEMBER

001 GENERAL FUND	68,344.10
022 CIVIC CENTER	550.59
031 LIBRARY	626.87
036 TORT LIABILITY	206.77

110 ROAD USE TAX	26,368.53
112 TRUST & AGENCY	1,295.77
119 EMERGENCY TAX FUND	163.08
121 LOCAL OPTION SALES TAX	17,276.07
125 TIF	2,585.11
226 DEBT SERVICE	1,299.33
500 CEMETERY PERPETUAL FUND	575.91
501 KROUTH PRINCIPAL FUND	139.20
502 KROUTH INTEREST FUND	32.37
600 WATER FUND	44,449.17
610 SEWER FUND	34,164.68
740 STORM WATER UTILITY	4,982.22
TOTAL	203,059.77

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

Councilperson Stoolman asked why we needed to have a grant writing contract. Mayor Laughlin responded that ECIA seemed to think we would be successful in obtaining a grant for the removal of derelict buildings.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1772 – Approving a joint funding agreement in the amount Of \$8,640.00 between the City of West Branch and the United States Geologic Survey (USGS) Iowa Water Science Center for Stormwater Monitoring. Councilperson Stoolman commented that she thought it might be better to not do any monitoring during the year the bridge is under construction. Councilperson Miller said that USGS would remove their equipment if we did not continue the tests this year and then charge us for reinstalling the equipment next year.

Motion by Goodweiler, second by Pierce to approve Resolution 1772. AYES: Goodweiler, Pierce, Miller. NAYS: Stoolman. Absent: Ellyson. Motion carried.

Public Hearing: On the proposed amendment to the Amended and Restated West Branch Urban Renewal Plan.

Mayor Laughlin opened the public hearing at 7:48 p.m. There was no public comment. Laughlin closed the public hearing at 7:49 p.m.

Resolution 1773 – Approving an amendment to the Amended and Restated West Branch Urban Renewal Plan.

Mayor Laughlin stated the purpose of the amendment was to include Little Lights in the amended Urban Renewal Area.

Motion by Goodweiler, second by Stoolman to approve Resolution 1773. AYES: Goodweiler, Stoolman, Miller, Pierce. NAYS: None. Absent: Ellyson. Motion carried.

Discussion: Initial General Fund Revenue Estimates.

City Finance Officer Edgar reviewed the FY20 property valuations and proposed tax levy and discussed the changes from last year to this year. The tax rate is slightly less than last year but will generate about \$57,000 more in revenue in FY20. He then explained that the city is moving \$94,000 to the Debt Service Levy which previously would have been paid by the sewer and water funds. This will enable those funds to pay for other projects but will not increase the tax levy for next year. Edgar said that the Department Expense and Revenue sheets he distributed to the Council did not reflect capital expenditures and transfers but all other revenue and expenses were recorded on them.

Resolution 1774 – Adopting a policy authorizing the City Clerk on Deputy City Clerk to pay certain bills prior to the City Council’s Approval.

Motion by Stoolman, second by Pierce to approve Resolution 1774. AYES: Stoolman, Pierce, Miller, Goodweiler. NAYS: None. Absent: Ellyson. Motion carried.

Discussion: Fund Balance Reserve Policy.

City Administrator Jones presented a plan to move a portion of the Emergency Fund balance to a Reserve account each year. After some discussion, the mayor instructed Jones to draft a resolution for this to present at the next meeting.

Discussion: To include an “across the board” 2.8% cost of living adjustment for city employees be reflected in the City Administrator’s recommended budget.

Edgar said the 2.8% is reflected in the budget sheets the Council received. The new rates need to be approved at the next Council meeting.

Discussion: Receive presentation / explanation regarding Cubby Park deliverables and timeline from (Prime Contractor) Needham Excavating Inc.

Edgar reported he had received a call from Nate Kass of Fehr Graham asking to have Needham’s presentation postponed to the next Council meeting due to the hazardous driving conditions today and he had agreed to that.

CITY ADMINISTRATOR REPORT

Jones said the Croell property is now ours but the county required a retracement survey be completed on it. The cost of the survey will be about \$10,000. Councilperson Stoolman asked about the status of the Casey Main Street Store. Jones responded that the remaining issue seemed to be how they were going to leave the lot and he thought it was going to be seal coated. He then gave kudos to the snow removal team for their effort.

CITY ATTORNEY REPORT

City attorney was absent.

STAFF REPORTS

Parks Director Russell reported there will be a community meeting at the Mexican restaurant on Monday, January 28 at 6:00 PM to discuss Hoover Hometown Days. People who have ideas about the celebration or want to volunteer may come to the meeting to share.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

Councilperson Miller was asked by a resident to tell the snow removal staff they did an “awesome job with the snow”. He also reported that Pete Swisher is not able to come to the meetings in a federal capacity but Pete thanked the city for their help in these trying times.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:56 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon Edgar, Finance Officer