

*(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**

**February 4, 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, 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, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Library Director Nick Shimmin, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, City Engineer Dave Schechinger and City Attorney Kevin Olson.

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

None.

**PUBLIC COMMENT**

No comments.

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

Motion to Approve Meeting Minutes for City Council Meeting January 22, 2019.

Motion to Approve Liquor License Renewal for BP Amoco – 401 Parkside Drive, West Branch, Iowa.

Motion to Approve the Claims Report.

EXPENDITURES	2/4/2019	
AERO RENTAL INC	RECREATION SUPPLIES	13.20
BEAVER HEATING AND AIR CONDITIONING	FURNACE REPAIR	252.00
BOOKLIST	SUBSCRIPTION	169.50
CHIEF SUPPLY CORPORATION	SUPPLIES	43.90
CULLIGAN WATER TECHNOLOGIE	CULLIGAN WATER TECHNOLOGIES	63.11
GORDON HAMBY	BUILDING INCENTIVE PAYMENT	154.57
IOWA RURAL WATER ASSOC.	DUES	275.00
JOHNSON COUNTY REFUSE INC.	RECYCLING DEC 2018	3,895.00
KIRKWOOD COMM. COLLEGE	TRAINING	500.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,279.63
LYNCH'S EXCAVATING INC	WATER STREET-WATER MAIN REPAIR	2,629.55
LYNCH'S PLUMBING INC	SUPPLIES	8.50
MOORE'S WELDING INC	SNOW PLOW CUTTING EDGES	1,261.82
NATIONAL ASSOCIATION OF SCHOOL		
RESOURCE OFFICERS	STEEN RENEWAL EXP 3-14-2020	40.00
OLSON, KEVIN D	LEGAL SERVICE-FEB 1, 2019	1,500.00
PHYSIO-CONTROL INC	MEDICAL SUPPLIES	172.00
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	192.00
QUILL CORP	OFFICE SUPPLIES	102.38
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
UNIFORM DEN INC.	UNIFORMS	202.52
UNITED LABORATORIES	SUPPLIES	521.84
VEENSTRA & KIMM INC.	WB GOLF COURSE DEV REVIEW	903.00
VEENSTRA & KIMM INC.	I-80 WIDENING COORDINATION	2,716.85
VEENSTRA & KIMM INC.	KOFRON PARCEL DEVELOPMENT CONSULTATION	361.40
VEENSTRA & KIMM INC.	COLLEGE ST BRIDGE REPLACEMENT ROW ACQUISITION	1,796.30
VEENSTRA & KIMM INC.	WW TREATMENT PLANT FACILITY STUDY	746.30
VEENSTRA & KIMM INC.	HS CONCESSION AND PRESS BOX SITE PLAN	172.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE SUBDIVISION PRELIM PLAT REVIEW	688.00
VERIZON WIRELESS	VERIZON WIRELESS	842.55
WEST BRANCH FORD	VEHICLE REPAIR	107.00
TOTAL		21,853.92
PAYROLL	1/25/2019	57,049.86

PAID BETWEEN MEETINGS

BARRON MOTOR SUPP	SUPPLIES	138.48
CATHERINE STEEN	TRAVEL EXPENSE	119.32
CEDAR COUNTY COOP	FUEL	589.85
JOHN DEERE FINANCIAL	SUPPLIES	1,052.86
KNOCHE, REBECCA	VIDEOGRAPHY SERVICES	75.00
MEDIACOM	CABLE SERVICE	41.90
UPS	SHIPPING	21.82
VEENSTRA & KIMM	312 CROELL PROPERTY SURVEY	8,071.25
TOTAL		10,110.48
GRAND TOTAL EXPENDITURES		89,014.26

FUND

001 GENERAL FUND	30,917.15
022 CIVIC CENTER	332.69
031 LIBRARY	5557.04
110 ROAD USE TAX	9,188.15
112 TRUST AND AGENCY	12,989.91
310 COLLEGE STREET BRIDGE	1,796.30
312 DOWNTOWN EAST REDEVELOPMENT	8,071.25
600 WATER FUND	11,202.69
610 SEWER FUND	8,959.08
GRAND TOTAL	89,014.26

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

Discussion: Presentation / explanation regarding Cubby Park deliverables and timeline from Needham Excavating Inc.

Nick Needham, Needham Excavating provided an update on the Cubby Park project stating that the concession stand electrical work was being completed this week. Inspections are scheduled for early next week, drywall would then follow. He said the concession stand would be complete in mid-March. Some of the delays in completing the concession stand were in part due to the change in the transparent panels on the upper walls and an ordering mix up with the siding. Needham explained that a wet fall and cold November prevented the concrete and finishing work to be completed and asked for an extension for that work until spring. Needham said the tiling for the drainage issue would be worked on as soon as the frost was out of the ground, hopefully mid- February. And if not too wet, they would get working immediately so the issue can be resolved before the paving contractor is able to start. He stated that this project was on the top of the list for Streb Construction this spring. He said the trails would be complete first, then the parking lots. He further stated that the concrete would be completed within three weeks once started, final grading and seeding would follow.

Pierce stated that he was confused why so many deadlines were missed and said he didn't feel that the contractor made this project a priority. He said that the lack of communication and follow-through with issues raised were disappointing after other extensions were granted. Laughlin also felt that there were many missed opportunities when weather wasn't an issue for some of these items to be complete. Miller also expressed his opinion that this project lacked a project manager to keep people on task and felt the City needed to consider a different approach with future projects to avoid this from happening again.

Needham responded that his company had experienced some employee issues, but took full responsibility and even offered to waive the generator fees used for field watering that have been a topic of concern last fall.

Olson suggested that Fehr-Graham prepare a change order with the remaining items in order to approve the extension. Miller asked that the change order provide a list of specific outstanding items. Goodweiler also requested that Needham attend another meeting to provide an update once work resumed. Nate Kass, Fehr Graham suggested that the change order could be written as 'working day' extension and said they would be

able to provide that information to the Council. The council concluded that a change order is needed and will wait for it to be drafted and considered at a future meeting.

Resolution 1776 – Approving a fund balance reserve policy and to approve funding of \$72,089 toward an eventual (3 months operations) fund balance goal of \$459,072. /Move to action.

Jones explained that purpose of establishing a fund balance reserve policy would help manage budget short falls, emergency projects and project overruns that the City has experienced in the past. He said the policy would have a goal of building a reserve of approximately three months of operating costs. Jones stated that he was expecting some unplanned expenses in the near future, citing the I-80 project (relocating water and sewer lines) as one of them and said that the City would most likely need to borrow money to pay for the project. The council agreed that the policy was needed but questioned that funding it now would not benefit the city if borrowing was also needed.

Motion by Goodweiler, second by Ellyson to approve Resolution 1776. AYES: Goodweiler, Pierce. NAYS: Miller, Ellyson. Absent: Stoolman. Motion FAILED.

Resolution 1778 – Approving an employee salary adjustment (market survey adjustment). /Move to action.

Motion by Ellyson, second by Goodweiler to approve Resolution 1778. AYES: Ellyson, Goodweiler, Miller, Pierce. NAYS: None. Absent: Stoolman. Motion carried.

Motion to approve salary plan intended to be incorporated in City Administrator’s recommended budget. /Move to action.

The salary plan incorporates the 2.8 percent COLA for all employees.

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

Discussion: Consider separating the building permit forgiveness from the Homeowner Rebate Program.

At the Council’s request, Deputy Clerk Brick prepared information on the current building incentive program to share with the Council to determine the program’s effectiveness and financial effects. Brick provided an overview of the original program that began in May 2015 which included a reduced building permit fee for new single family homes, waiving of the water & sewer connection fees and a \$5000.00 rebate to the homeowner on the City portion of taxes paid for the first five years. In 2017, the program was revised to allow only the first fifty homes constructed and a deadline for homeowners to claim the rebate.

Brick presented a list of fifty nine eligible homes which revealed lost general funds and water/sewer revenues. Brick said that while the program has been successful, it was time to review the program as it is schedule to sunset on June 30, 2019.

Brick presented four options for continuing or discontinuing the program. Option 1 – ending the program and reverting to the prior method (no incentive). Option 2 – increasing the permit fee to \$1,000 (from \$500), charging for the water & sewer connection fees (\$804) and increasing the cost of the water meter and reading device (\$300) to cover actual expenses (\$2104.00), continuing the rebate to the homeowner (\$5000.00). Option 3 – using a square footage approach to calculate permit fees, charging for connection fees, increasing water meter fees, continuing the rebate to the homeowner. Option 4 – keeping the program as is at a fee of \$750.00.

Laughlin spoke first and said changes were needed to the program. He felt the incentives were more than originally realized but still wanted both the builder and homeowner to have some incentive. The council discussed and decided that Option 2 would be a fair incentive to the builder, homeowner and the City. The Mayor directed staff to draft a resolution outlining the changes to the program and bring back for the Council’s approval.

Motion to approve revenue estimates to be incorporated in the City Administrator’s recommended budget. /Move to action.

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

Motion to approve department non-salary expenditures (city goals that will be funded). / Move to action.

Jones reviewed the City Council goals for FY20 and noted that several items were listed as ‘funded’ meaning that individual departments has them accounted for in their budgets. A few goals and capital projects did not have funding determined at this time and may need to be held off for a future budget year.

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

Resolution 1777 – Accepting bids and awarding the construction contract for the College Street Bridge and Second Street Project. / Move to action.

City Engineer Dave Schechinger said that IDOT had accepted the low bid from Taylor Construction at \$1,666,025.10. He further said that the City would receive the full one million dollar grant for the participating part of the project. The non-participating part of the project, N. 2<sup>nd</sup> Street would be covered by the City. Schechinger said a ten percent contingency was built into the project cost.

Motion by Goodweiler, second by Pierce to approve Resolution 1777. AYES: Goodweiler, Pierce, Miller, Ellyson. NAYS: None. Absent: Stoolman. Motion carried.

Resolution 1779 – Establishing new capital funds to pay for capital projects ( I-80 expansion and library parking lot improvement). / Move to action.

Jones said the resolution was revised to add two additional projects thus creating four new funds rather than two. Olson said the Council could amend their motion to approve the revised resolution.

Motion by Pierce, second by Ellyson to approve the revised Resolution 1779. AYES: Pierce, Ellyson, Miller, Goodweiler. NAYS: None. Absent: Stoolman. Motion carried.

Resolution 1780 – Authorizing the transfer of funds. / Move to action.

Motion by Goodweiler, second by Ellyson to approve Resolution 1780. AYES: Goodweiler, Ellyson, Miller, Pierce. NAYS: None. Absent: Stoolman. Motion carried.

**CITY ADMINISTRATOR REPORT**

Jones reported that the Planning & Zoning Commission meeting cancelled last week due to extreme temperatures had been reschedule to Tuesday, February 5<sup>th</sup> and said the City’s first planned unit development (PUD) would be discussed.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

No report.

**COMMENTS FROM MAYOR AND COUNCIL MEMBER**

Ellyson asked when the next joint City Council/School Board meeting was scheduled for. Jones said he would check Superintendent Jimmerson.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:03 p.m.

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Roger Laughlin, Mayor

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