

(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

**June 24, 2019
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, Nick Goodweiler were present. Brian Pierce and Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and Finance Officer Gordon Edgar.

GUEST SPEAKER AND PRESENTATIONS

Melissa Russell, Parks & Recreation Director presented the draft West Branch Community Trails Plan. Russell explained that the plan was created by a committee of commission members, residents, city staff, and the Mayor. Russell said the plan's intent is to provide additional recreation opportunities and connectivity to city parks, amenities and in the future, other communities. Russell asked for the Council to review the plan and provide feedback and reminded them that at this time there was no funding for the improvements unless consideration was given by the Council in a future budget. Russell said she hopes to have the Council approve the plan at the next Council meeting.

PUBLIC COMMENT

No comments.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for Special City Council Meeting June 7, 2019.

Motion to approve minutes for City Council Meeting June 10, 2019.

Motion to approve West Branch Fire Department Class B Beer (BB) (Including Wine Coolers) with Outdoor Service for Hoover's Hometown Days.

Motion to approve Cigarette Permit for FY20.

Motion to approve Hoover's Hometown Days – Outdoor Service Permit for The Down Under.

Motion to approve the appointment of Lisa Kofoed to the Library Board of Trustees.

Motion to accept the application for Transient Merchant Permit from J&S Fireworks.

Motion to approve street closures for the 2019 Hoover's Hometown Days Celebration.

Motion to approve the Claims Report.

June Claims Paid and May Revenues

EXPENDITURES	6/24/2019	
ALLIANT ENERGY	CUBBY PARK UTILITIES	11,008.06
AMAZON	BOOKS AND PROGRAM SUPPLIES	690.15
BAKER & TAYLOR INC.	BOOKS	2,012.64
BARRON MOTOR SUPPLY	SUPPLIOES	256.58
BP AMOCO	BP AMOCO	1,446.70
CEDAR COUNTY ENGINEER	ROAD ROCK	191.82
CEDAR COUNTY RECORDER	RECORDING FEES	7.00
CHIEF SUPPLY CORPORATION	SUPPLIES	32.95
CROELL, INC.	SAND FOR VOLLEYBALL COURTS	59.50
CROW SHOOTING SUPPLY INC.	MAINTENANCE SUPPLIES	103.18
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	50.15
DEWEYS JACK & JILL	SUPPLIES	61.08
DIAMOND VOGEL PAINTS	STREET PAINT	817.65
FEHR GRAHAM	308 PV PARK CONST SERVICE	9,210.25
FELD FIRE EQUIPMENT CO. IN	UNIFORMS	8,750.00
FINANCIAL ADJUSTMENT BUREAU	COLLECTION SERVICE	14.40
GONGORA, JOSE	SAFETY CONSULTING	2,700.00
HD CLINE COMPANY	REPAIR PARTS	188.04
HEIMAN FIRE EQUIPMENT	VEHICLE REPAIR	356.35
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	593.16
IOWA LAW ENFORCEMENT ACADEMY	TRAINING	6,390.00

IOWA ONE CALL	LOCATION SERVICE	75.60
JOHNSON COUNTY REFUSE INC.	RECYCLING MAY 2019	3,975.75
KIRKWOOD COMM. COLLEGE	TRAINING	475.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	333.52
LENOCH & CILEK	BUILDING SUPPLIES	157.77
LINN COUNTY R.E.C.	ST LIGHTS	151.54
LYNCH'S PLUMBING INC	REPAIR PARTS	207.10
MAINSTAY SYSTEMS, INC.	HARDWARE, SOFTWARE & INSTALLAT	5,085.80
MENARDS	SUPPLIES	269.95
MERCY IOWA CITY LAB OUTREACH	EMPLOYEE PHYSICAL	79.75
MISCELLANEOUS VENDOR	BOBBY SEXTON:BLDG PERMIT REFUN	203.00
NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	178,421.16
OASIS ELECTRIC LLC	BUILDING MAINTENANCE	1,040.62
PARKSIDE SERVICE	VEHICLE MAINTENANCE	138.00
PDT SERVICES	REPAIR SERVICE	194.25
PITNEY BOWES GLOBAL FINANCE	LIBRARY POSTAGE METER	102.39
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PITNEY BOWES PURCHASE POWER	PITNEY BOWES PURCHASE POWER	500.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL-TOWN HALL	170.18
PRO HYDRO TESTING LLC	EQUIPMENT TESTING	1,096.00
PYRAMID SERVICES INC.	EQUIPMENT	539.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	1,850.00
QUILL CORP	OFFICE SUPPLIES	363.87
RACOM CORPORATION	RADIO REPAIRS	340.00
RATHJE CONSTRUCTION CO	TREE GRINDING	6,095.00
RIVER PRODUCTS COMPANY INC	ROADSTONE	86.11
STATE HYGIENIC LAB	LAB ANALYSIS	104.00
SWANK MOTION PICTURES INC	SITE LICENSE	99.00
THE GAZETTE	NEWSPAPER SUBSCRIPTION	377.49
THE HOME DEPOT PRO	MAINTENANCE SUPPLIES	206.68
U.S. POSTAL SERVICE	ANNUAL PO BOX RENT	54.00
UNIFORM DEN INC.	UNIFORM SUPPLIES	421.90
UPS	SHIPPING	24.35
US BANK CORPORATE CARD	SUPPLIES, DUES, TRAINING	884.19
US BANK EQUIPMENT FINANCE	EQUIPMENT LEASE	106.25
WALMART COMMUNITY/RFCSELLC	DVDS & PROGRAM SUPPLIES	224.18
WARREN HANLIN	DOORS FOR TOWN HALL	3,655.00
WEST BRANCH FORD	VEHICLE REPAIR	1,230.29
WEST BRANCH REPAIRS	VEHICLE REPAIR	57.46
WEST BRANCH TIMES	LEGAL NOTICES, ADVERTISING	733.84
WEX BANK	WEX BANK	1,603.53
ZACK MURDOCK	MEALS/FOOD	113.55
TOTAL		256,966.73
PAYROLL	6/14/2019	46,353.68
PAID BETWEEN MEETINGS		
KEVIN OLSON	LEGAL SERVICES	3,000.00
APRIL DISS	UTILITY REFUND	48.22
RODNEY BEEK	UTILITY REFUND	64.95
JULIA HIME	VIDEOGRAPHY SERVICES	100.00
ZACK MURDOCK	MEALS/FOOD	165.77
TARA ANDRESEN	REFUND OF SWIM OVERPAYMENT	10.00
TIMOTHY A STOLBA	PROGRAM	200.00
WEST BRANCH COMMUNITY SCHOOLS	ADVERTISING	125.00
RICK E BRAMMER	SCIENCE PROGRAM	350.00
UPS	SHIPPING	60.58
TOTAL		4,124.52
GRAND TOTAL EXPENDITURES		307,444.93
FUND TOTALS		
001 GENERAL FUND	67,046.50	
022 CIVIC CENTER	4,324.30	
031 LIBRARY	10,249.56	
110 ROAD USE TAX	11,836.43	
112 TRUST AND AGENCY	5,057.81	
308 PARK IMP - PEDERSEN VALLEY	187,770.91	
600 WATER FUND	10,402.96	

610 SEWER FUND	10,756.46
GRAND TOTAL	307,444.93
REVENUE-FISCAL YEAR 2019	
FUND MAY	
001 GENERAL FUND	98,812.50
022 CIVIC CENTER	780.50
031 LIBRARY	514.82
036 TORT LIABILITY	777.55
110 ROAD USE TAX	27,993.39
112 TRUST & AGENCY	4,872.24
119 EMERGENCY TAX FUND	613.28
121 LOCAL OPTION SALES TAX	17,114.51
125 TIF	11,183.98
226 DEBT SERVICE	5,421.43
308 PARK IMP - PEDERSEN VALLEY	5,000.00
500 CEMETERY PERPETUAL FUND	0.51
502 KROUTH INTEREST FUND	0.18
600 WATER FUND	40,084.92
610 SEWER FUND	31,045.48
740 STORM WATER UTILITY	5,125.57
TOTAL	249,340.86

Goodweiler questioned the Alliant Energy expense for Cubby Park. Edgar explained that \$579 was for electricity at Cubby Park and the remaining were for city utilities. Edgar also noted that he had planned to bill the contractor for Cubby Park electricity fees, but was informed by Fehr Graham's Kass that the electricity was not part of the contract. Jones said he would do some additional investigation on whether or not the city could bill the contractor for those charges related to the project.

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

PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading Ordinance 776 – An Ordinance vacating alleys located in the City of West Branch. /Move to action.

Deputy Clerk Brick explained that one of the alley's to be vacated on 4th Street (between Carrillo and Tidrick's property) was recently discovered that it was vacated previously in 1894 per the Cedar County Auditor's Office. Brick said she was informed that the alley was vacated but never deeded to the former property owners. Brick said she has notified the current property owners of this discovery and is waiting to hear how the alley will be divided and deeded. She said the remaining two alleys can be vacated as planned.

ORDINANCE NO. 766
AN ORDINANCE VACATING ALLEYS

1. BE IT ENACTED by the Council of the City of West Branch, Iowa, that the following alleys within the corporate limits are hereby vacated:

1. That certain alley located between Lots B and C in Block 47 in Joseph Steer's Plat No. 2, West Branch, Cedar County, Iowa; and
2. That certain alley located adjacent to and south of Lot 49 in Block 6 in the town of Cameron, now City of West Branch, Iowa

The Mayor and the City Clerk are hereby authorized and directed to sign a quitclaim deed conveying said alley to the adjacent owners. Said quitclaim deed shall include a provision stating that the conveyance is subject to an easement for the purpose of the installation and maintenance of utilities.

Passed and approved this 24th day of June, 2019.

Read First Time: May 20, 2019
Read Second Time: June 10, 2019
Read Third Time: June 24, 2019

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

Motion by Miller, second by Goodweiler to approve the third reading of Ordinance 776. AYES: Miller, Goodweiler, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

Second Reading Amending Chapter 50 of the Code of Ordinances: Entitled Nuisance Abatement Procedure.

Jones explained that a few more changes had been made to the revised ordinance that will replace the existing Chapter 50 of the West Branch Code of Ordinances. Jones said recent changes were indicated by highlight in the Council packet materials.

Motion by Stoolman, second by Goodweiler to approve the second reading of Ordinance 767. AYES: Stoolman, Goodweiler, Miller. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

Resolution 1817 – Approving the Liability Insurance Proposal with the Iowa Community Assurance Pool (ICAP). / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1817. AYES: Goodweiler, Miller, Stoolman. NAYS: None. Absent: Pierce, Ellyson. Motion carried.

Resolution 1818 – Approving an amendment to the Subscription Agreement with Tyler Technologies, Inc. in the amount of \$17,594. /Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1818. AYES: Goodweiler, Miller, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

Resolution 1819 – Approving the Workers Compensation Proposal with the Iowa Municipal Workers Compensation Association (IMWCA). /Move to action.

Motion by Miller, second by Goodweiler to approve Resolution 1819. AYES: Miller, Goodweiler, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

Resolution 1820 – Approving Partial Pay Estimate #10 in the amount of \$178,421.16 to Needham Excavating Inc. for the Cubby Park Improvement project. /Move to action.

Cody Buelt, Fehr Graham gave an update on the park's progress and said "it's getting there" meaning toward substantial completion. The remaining punch list items will be addressed during the next walk through which is to be scheduled later this week Buelt said. Buelt stated that some minor things still needed done such as weeding, trimming and mowing. Buelt also said the fencing caps had not been installed and said he would contact the contractor on this item. Laughlin questioned the storm water intakes specs and stated that they appeared too narrow and wondered if they were adequate to take in large amounts of water. Buelt was also aware of the situation and said that the issue may be the result of an inexperience sub-contractor. Buelt said the intakes measured at 4" rather than the 6" specification. Laughlin stated that he would 'fail' this item at the project acceptance unless the intakes were rebuilt to specifications. The Council agreed with Laughlin's decision on the matter and agreed to approve this change order so contractors could be paid and would deal with this issue a later date.

Motion by Goodweiler, second by Miller to approve Resolution 1820. AYES: Goodweiler, Miller, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

Resolution 1821 – Approving Change Order #9 in the amount of \$2,356.00 for Roll-up Insect Screening Required for the Cubby Park Concession Stand at the Pavilion. /Move to action.

Goodweiler questioned why screening was needed at the concession stand. Russell said that state code requires screening when serving food and noted that this item was missed in the original contract. The council disagreed on the need for screening and have observed other concession stands in the area don't have screens and wondered why they wouldn't need to comply. Russell could not provide an answer. The Council requested more information on the state requirement before approving the change order.

Motion by Goodweiler, second by Miller to table Resolution 1821. AYES: Goodweiler, Miller, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

Resolution 1822 – Approving a Quote not to exceed \$4,395.00 from D&N Fence Company Inc. to Install 220 feet of 5 foot tall green vinyl chain link fencing along the Cubby Park and Crestview property line. /Move to action.

Jones provided the quote from the D&N fence company and suggested the Council approve bid number 2. Jones said the commercial grade was a better quality and would be longer lasting than the basic residential. The council asked who would be responsible for maintaining the fence and Jones confirmed that the fence would be placed on the property line and would become Crestview's property for any future maintenance needs.

Motion by Miller, second by Goodweiler to approve Resolution 1822. AYES: Miller, Goodweiler, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported that the task force group had met with Gross-Wen Technologies to have some additional questions answered and are moving forward with a couple of in state visits to other wastewater treatment plants. Jones expects to provide options at the July 22nd City Council meeting.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No report.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stoolman wanted to clear up a rumor that the City did not have enough money to pay for the College Street Bridge project. Edgar estimated that the City would have to borrow approximately four hundred thousand dollars for the non-participating portion of the project which was known from the beginning of the project.

Miller asked if the city engineer had provided cost estimates for the city sidewalk connection to the Northside First Addition Condo project. Brick said she had followed up with the city attorney who was writing the sidewalk agreement, but final numbers had not yet been provided. Jones said he would make a follow up with the city engineer.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:18 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk