

*(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**

**August 19, 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, Brian Pierce and Jordan Ellyson were present. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Parks & Recreation Director Melissa Russell, Library Director Nick Shimmin and Finance Officer Gordon Edgar.

### **GUEST SPEAKER AND PRESENTATIONS**

Nate Kass, Fehr Graham was present to answer questions on the Cubby Park project. Kass said he had been conferring with City Administrator Jones on the remaining punch list items and asked the Council to provide their comments and feedback on the current outstanding issues. Pierce started with the condition of the park. He cited that weeds were over taking the newly planted fields and landscaping and stated that the park ‘looked abandoned’. He asked to see the punch list items and wanted to know when they would be completed. It was also noted that sprinkler heads were broken, along with an electrical issue that had not been resolved which was preventing the sprinkler system to be used. There appeared to be confusion on who was responsible for the maintenance of the park during these final stages. Kass said it was not in the specs for the contractor to maintain the park for mowing and weeding, however, since the City has not accepted the project as ‘complete’, city officials didn’t feel it was their responsibility to ‘maintain it’. Council expressed the continued missed deadlines and felt that if the park would have been completed on schedule, along with the final planting and growing season, we would not be in this situation. Russell said she had contacted a lawn care specialist and they felt that the ball fields could be saved with over seeding and irrigation. However, the other grassy areas were a bigger concern as most of that grass has been over taken by weeds. It was also noted that landscape fabric was not used with the parks landscaping which will require additional maintenance and Pierce questioned why that would have not been included if installed by a professional landscaper. The council set a final deadline date of Friday, September 6, 2019 for all punch list items to be complete including addressing the condition of the park. Laughlin reminded Kass that he (Fehr Graham) works for the City and expects results. Kass said as take a ways from the hour long discussion he would follow-up with Needham on the following concerns: plan to correct the seeding (outside the ball fields), confirm if weed barriers were used, and determine issues with the irrigation system. Kass did indicate that Point Builders, (concession stand sub-contractor), would have their remaining items completed by Friday, August 23<sup>rd</sup>. Kass said he would contact Needham on Tuesday and provide their response to the issues raised. City Attorney Olson requested the working days schedule from Kass in order to assess liquidated damages. As a final comment, Goodweiler asked Kass if he would show his prospective clients Cubby Park as a project they’d designed. Kass did not respond.

### **PUBLIC COMMENT**

Pete Swisher, Herbert Hoover National Park Superintendent reminded the Council of the upcoming Redtail Squadron exhibit to be held in the Village Green starting on Wednesday, August 21<sup>st</sup>. The exhibit runs through this Sunday.

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

Motion to approve minutes for City Council Meeting August 5, 2019.

Motion to approve minutes for City Council Closed Meeting August 6, 2019.

Motion to approve a Block Party Permit to the West Branch United Methodist Church for their annual tailgate celebration.

Motion to Approve the Claims Report.

### **August Claims Paid and July Revenues**

EXPENDITURES	8/19/2019	
ALLIANT ENERGY	UTILITIES	12,129.07
ALPHA GRAPHICS	BROCHURES	754.00
AMAZON	BOOKS, PROGRAM SUPPLIES	577.40
BAKER & TAYLOR INC.	BOOKS	1,599.87

BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	225.55
BEAN & BEAN	GRAVE OPENINGS	2,750.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,709.20
BIG TEN RENTALS	CHAIR & TENT RENTAL HHTD	1,166.17
BRET F STOUT	STORM WATER REPAIR	1,190.00
BROWN'S WEST BRANCH	VEHICLE REPAIR-MAINTENANCE	213.06
BUSINESS RADIO SALES	REPROGRAM RADIOS	65.00
CEDAR COUNTY RECORDER	RECORDING FEES	41.00
CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE	368.99
D&R PEST CONTROL	PEST CONTROL	70.00
DAN & DEBBIES CEAMERY	CAMP EVENT	249.84
DEMCO	OFFICE SUPPLIES	294.36
DEWEYS JACK & JILL	DAY CAMP & MAINTENANCE SUPPLIES	146.89
FELD FIRE EQUIPMENT CO. INC.	EQUIPMENT REPAIR	600.00
HAWKINS INC	CHEMICALS	814.50
HD CLINE COMPANY	EQUIPMENT REPAIR	81.48
IMWCA	WORKERS COMPENSATION INSURANCE	2,097.00
IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION	CERTIFICATION FEES	125.00
IOWA RURAL WATER ASSOCIATION	IOWA RURAL WATER ASSOC.	300.00
JOHNSON CONTROLS	EQUIPMENT MAINTENANCE	3,278.79
JOHNSON COUNTY REFUSE INC	RECYCLING JULY 2019	3,961.50
L. L. PELLING CO. INC	COLD PATCH	478.40
LENOCH & CILEK	EQUIPMENT	69.99
LINN COUNTY R.E.C.	STREET LIGHTS	151.10
MENARDS	SUPPLIES	408.96
AMANDA FRAUENHOLZ	TEACHING CLASSES	265.00
NORTHWAY WELL AND PUMP COMPANY	EQUIPMENT REPAIR	14,297.08
OASIS ELECTRIC LLC	STREET LIGHT REPAIR	258.10
OVERDRIVE INC	BOOKS	275.99
PAUL O'NEIL	CLOTHING ALLOWANCE	194.99
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METERS	1,059.85
PLUNKETT'S PEST CONTROL INC	PEST CONTROL	95.18
PORT 'O' JONNY INC.	PORTABLE RESTROOM SERVICE	784.00
QC ANALYTICAL SERVICES LLC	QC ANALYTICAL SERVICES LLC	913.00
QUILL CORP	OFFICE SUPPLIES	124.62
RACOM CORPORATION	REPAIR LABOR	166.10
SHIMMIN, NICK	SUPPLIES	29.60
STATE HYGIENIC LAB	LAB ANALYSIS	81.00
STATE LIBRARY OF IOWA	DATABASE SUBSCRIPTION	164.32
THE HOME DEPOT PRO	MAINTENANCE SUPPLIES	87.32
THOMAS HEATING & AIR LLC	SERVICE CALL	118
UPS	SHIPPING	24.35
US BANK CORPORATE CARD	DAY CAMP ACTIVITIES, LIBRARY SUPPLIES	3,683.56
WALMART COMMUNITY/RFCs LLC	DVDS & PROGRAM SUPPLIES	700.36
WEST BRANCH FORD	VEHICLE REPAIR	363.1
WEST BRANCH REPAIRS	VEHICLE REPAIR	246.28
WEST BRANCH TIMES	ADVERTISING	2,215.58
WEX BANK	VEHICLE FUEL	2,517.71
TOTAL		64,582.21
PAYROLL	8/9/2019	47,863.64
PAID BETWEEN MEETINGS		
KELSEY HARRINGTON	UTILITY REFUND	100.00
DREW CHARLES	UTILITY REFUND	66.45
LARS LARSON	UTILITY REFUND	67.95
ALEC JACKSON	UTILITY REFUND	35.90
CROELL INC	STREET REPAIR	123.00
ZACK MURDOCK	MEALS & FOOD	296.57
TAYLOR CONSTRUCTION	COLLEGE ST BRIDGE & RELATED WORK	214,637.12
UPS	SHIPPING	22.82
TOTAL		215,349.81
GRAND TOTAL EXPENDITURES		327,795.66
FUND TOTALS		
001 GENERAL FUND		49,304.86

022 CIVIC CENTER	475.59
031 LIBRARY	15,326.14
036 TORT LIABILITY	1,977.09
110 ROAD USE TAX	4,029.40
310 COLLEGE STREET BRIDGE	101,710.28
318 COLLEGE ST & 2ND ST IMPROVEMENTS	112,926.84
112 TRUST AND AGENCY	5,158.02
600 WATER FUND	24,549.90
610 SEWER FUND	11,147.54
740 STORM WATER UTILITY	1,190.00
GRAND TOTAL	327,795.66

ADDITIONAL EXPENDITURES	8/19/2019	
JULIA HIME	VIDEOGRAPHY SERVICES	100.00
HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES	272.23
TIPTON ELECTRIC MOTORS	EQUIPMENT REPAIR	376.02
WEST BRANCH REPAIRS	VEHICLE REPAIR	191.60
TOTAL		939.85

FUND TOTALS	
001 GENERAL FUND	939.85
GRAND TOTAL	939.85

REVENUE-FISCAL YEAR 2020  
FUND JULY

001 GENERAL FUND	32,428.20
022 CIVIC CENTER	98.03
031 LIBRARY	336.92
036 TORT LIABILITY	169.93
110 ROAD USE TAX	23,969.40
112 TRUST & AGENCY	1,064.98
119 EMERGENCY TAX FUND	134.07
121 LOCAL OPTION SALES TAX	17,450.39
125 TIF	1,169.96
226 DEBT SERVICE	1,068.95
500 CEMETERY PERPETUAL FUND	0.51
502 KROUTH INTEREST FUND	0.18
600 WATER FUND	44,305.19
610 SEWER FUND	35,213.56
740 STORM WATER UTILITY	5,121.67
TOTAL	162,531.94

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 1836 – Approving Change Order #8 for \$3,000.00 amended from the original Change Order of \$7,586.67 associated with the lift rental expense, work stoppage, additional installation labor and material transportation related to the pavilion panels./ Move to action.

Motion by Miller, second by Goodweiler to approve the Resolution 1836. AYES: Miller, Goodweiler, Ellyson, Stoolman, Pierce. NAYS: None. Motion carried.

Resolution 1832 – Approving Partial Pay Estimate # 12 in the amount of \$17,973.33 to Needham Excavating Inc. for the Cubby Park Improvements Project. / Move to action.

Motion by Goodweiler, second by Ellyson to approve the Resolution 1832. AYES: Goodweiler, Ellyson, Miller, Stoolman, Pierce. NAYS: None. Motion carried.

Resolution 1833 – Approving a 28e Agreement between the City of West Branch and the West Branch Community School District regarding use of ROW for the construction of a Press Box at the Little Rose Bowl. /Move to action.

Olson noted that this agreement will terminate on June 30, 2024 and the School shall have the option to renew it with the same terms for successive five-year terms beginning July 1, 2024 provided the School is not in default of its obligations.

Motion by Miller, second by Pierce to approve the Resolution 1833. AYES: Miller, Pierce, Stoolman, Ellyson, Miller. NAYS: None. Motion carried.

Resolution 1834 – Authorizing additional budget funding not to exceed \$5,000 for the in-house install of 250ft of sidewalk connecting the Northside development to existing public sidewalk. /Move to action.

Jones reminded the Council that this sidewalk project was part of the agreement with the Northside First Addition development project in which the Council required the developer to install a sidewalk on their property to provide access to the public walkways for its residents. Currently, there is not a sidewalk that connects to from Northside Drive to Shay’s property and that this connection is required. Jones said that the sidewalk will be installed in-house by the Public Works staff which will keep the costs down and said the sidewalk would be installed within the next few weeks.

Motion by Goodweiler, second by Ellyson to approve the Resolution 1834. AYES: Goodweiler, Ellyson, Miller, Stoolman, Pierce. NAYS: None. Motion carried.

Discussion: Location of a replacement light post downtown.

Jones said that the light pole in question is on the corner of West Main and North Poplar (in front of the Groom Station) and has been damaged twice in recent years. After the latest incident, the pole was removed and has not been replaced pending discussion on if this were the best place to have a light pole. Jones shared options to moving the light to the south side of Main Street, near the Enlow parking lot which would provide additional lighting for that space. The council felt that the light was needed more at that corner rather than the alternative suggested and discussed the possibility of bollards being place around the pole to protect it. Jones said he would confer with Public Works Director Goodale to see if that was an option.

Discussion: Strategy for incremental sewer rate increases over the next 3 years in preparation for the new wastewater treatment process.

Jones said the estimated \$6,312,000 SAGR wastewater treatment facility will require an estimated \$315,600 debt service payment annually. This debt payment will result in a sewer rate increase for the West Branch residents. Jones provided preliminary sewer rate increase options that he and Finance Officer Edgar had calculated in preparation of funding the potential new waste water upgrades mandated by the Iowa Department of Natural Resources. Jones said the preliminary rates were based on an estimate of the infrastructure costs. More data would need to be analyzed before determining a final rate increase.

Resolution 1835 – Authorizing the Transfer of Funds to the West Branch Public Library Parking Lot Improvement Project. / Move to action.

Motion by Pierce, second by Stoolman to approve the Resolution 1835. AYES: Pierce, Stoolman, Goodweiler, Miller, Ellyson. NAYS: None. Motion carried.

Discussion: Gateway signage at Cubby Park

Jones commented that with Cubby Park nearing completion it was now time to determine what kind of signage would be used at the new park. Jones provided a few samples. Russell said that the other parks have a similar design and size and were made by the local Boy Scouts. Miller requested that the sign for Cubby Park be a little ‘more extravagant’ based on the size of the project. Russell said she would get ideas from the Park & Recreation Commission at their next meeting.

**CITY ADMINISTRATOR REPORT**

Jones reported on the weekend storms and thanked the Public Works staff for their efforts in the clean-up of several large trees that came down as a result.

**CITY ATTORNEY REPORT**

No comment.

**STAFF REPORTS**

No comments.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Miller mentioned that there may be an opportunity for the City to have a sign on the eastern edge of Iowa City. Miller indicated that the Mayor had previously wanted some sort of signage to advertise West Branch along the corridor and this may be the opportunity.

**ADJOURNMENT**

Motion to adjourn by Ellyson, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:09 p.m.

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Roger Laughlin, Mayor

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