

*(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**

**September 3, 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 and Brian Pierce were present. Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief Mike Horihan, Library Director Nick Shimmin and Finance Officer Gordon Edgar.

**GUEST SPEAKER AND PRESENTATIONS**

None.

**PUBLIC COMMENT**

Jim McLain, 700 Sullivan Street, addressed the Council and asked for sewer forgiveness on a recent utility bill. McLain said he was unaware that landscape meters were available for residential watering until a neighbor mentioned that the City offers the free service. McLain said he had spoken with City staff earlier in the day and found that while the City does offer meters for summer watering, there is limited supply and encouraged McLain to purchase a landscape meter and have it installed at his home for his future watering needs. Laughlin responded that the City typically does not provide refunds for this type of request and denied McLain's request.

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

- Motion to approve minutes for City Council meeting August 19, 2019.
- Motion to approve a Class C Liquor License for Harvest and Dock LLC, located at 2 Ember Lane, West Branch, Effective September 1, 2019 to August 31, 2020.
- Motion to approve the West Branch High School Homecoming Parade route.
- Motion to approve the Claims Report.

<u>EXPENDITURES</u>	<u>9/3/2019</u>	
ALPHA GRAPHICS	OFFICE SUPPLIES	35.88
BAKER & TAYLOR INC.	BOOKS	815.30
CEDAR COUNTY ENGINEER	ROCK	3,131.93
CORALVILLE PARK & RECREATION	STAGE RENTAL	925.00
D & N FENCE COMPANY INC	FENCE AT CRESTVIEW	4,395.00
DEMCO	PROGRAM SUPPLIES	86.43
HY-VEE ACCOUNTS RECEIVABLE	CAMP SUPPLIES	66.55
JOHN DEERE FINANCIAL	UNIFORMS	101.95
JOHNSON CONTROLS	SERVICE CONTRACT	999.25
JOHNSON COUNTY REFUSE INC.	GARBAGE TAGS	600.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,295.50
MENARDS	SUPPLIES	135.85
MUNICIPAL SUPPLY INC.	WATER METERS & ACCESSORIES	14,548.44
OLSON, KEVIN D	LEGAL SERVICES-SEPTEMBER, 2019	1,500.00
OVERDRIVE INC	AUDIOBOOKS	1,007.29
PRINTING HOUSE	DOG PARK RENEWAL POST CARDS	142.55
QUILL CORP	OFFICE SUPPLIES	196.11
SHIMMIN, NICK	PROGRAM SUPPLIES	25.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
STOP STICK LTD	STOP STICKS	473.00
TIPTON POLICE DEPARTMENT	SOFTWARE MAINTENANCE	220.52
UNIFORM DEN INC.	UNIFORMS	202.79
USA BLUE BOOK	SUPPLIES	157.82
VEENSTRA & KIMM INC.	WB GOLF COURSE DEV REVIEW /VARIOUS	39,787.92
VERIZON WIRELESS	VERIZON WIRELESS	802.73
WEST BRANCH FORD	VEHICLE REPAIR	1,985.50
WEST BRANCH TIMES	ADVERTISING	48.00
ZACK MURDOCK	MEALS AND MILEAGE	550.80
<b>TOTAL</b>		<b>74,481.11</b>

PAYROLL	8/23/2019	59,539.12
<u>PAID BETWEEN MEETINGS</u>		
M BOWMAN	TH RENTAL DEPOSIT REFUND	100.00
MEDIACOM	CABLE SERVICE	41.90
MELISSA RUSSELL	CAMP ACTIVITIES, SUPPLIES	125.97
UPS	SHIPPING	11.41
CENTENE CORP	REFUND OF OVERCHARGE	230.00
TOTAL		509.28
GRAND TOTAL EXPENDITURES		134,529.51
<u>FUND TOTALS</u>		
001 GENERAL FUND	35,902.94	
022 CIVIC CENTER	391.68	
031 LIBRARY	8,741.03	
110 ROAD USE TAX	6,299.68	
112 TRUST AND AGENCY	12,612.36	
308 PARK IMP - PEDERSEN VALLEY	4,395.00	
310 COLLEGE STREET BRIDGE	19,941.10	
318 COLLEGE ST & 2ND ST IMPROVEMENT	13,087.56	
319 RELOCATING WATER & SEWER	1,740.00	
600 WATER FUND	22,269.64	
610 SEWER FUND	9,148.52	
GRAND TOTAL	134,529.51	

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

#### **PUBLIC HEARING / NON-CONSENT AGENDA**

Discussion: Consideration to accept Needham Excavating's Grass/Weed Plan for Cubby Park. Additionally, consideration to accept a partial acceptance of the project (No formal request has been submitted).

Kass said he was prepared to answer any questions the Council had on Needham's proposal and timeline presented. Council noted that the park looked much better now that it had been mowed although they said it was noted from outside the barricades. The Council agreed with Needham's plan but questioned the timeline and what if any other of the items had been taken care of besides the mowing. Kass was not sure if the spraying had been done, as he is not always present when the contractor was. Kass said he would communicate with Needham on the City's acceptance of the grass/weed plan and also noted that Needham has hired a landscaping company from Bettendorf who has the expertise and that this company would be doing the work. The Council directed Kass to request a final walk through for no later than September 12<sup>th</sup> in order for them to consider final acceptance of the park at their September 16<sup>th</sup> meeting. Kass said he would not recommend final acceptance until all punch list items were complete in addition to the grass/weed plan. City Attorney Olson was not present to discuss liquidated damages the project may incur.

Resolution 1821 – Approving Change Order #9 in the amount of \$2,356.59 for roll-up insect screening required for the Cubby Park concession stand at the pavilion. /Move to action.

Jones said he was able to find documentation for the screening requirement and provided that information to the Council. The Council agreed to follow the Iowa Department of Inspection and Appeals requirements. (This item was previously tabled for more information.)

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

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

Jones presented some preliminary calculations on what the City could charge the West Branch Village as part of the anticipated incremental sewer rate increase that will affect all residents and businesses for the impending waste water upgrade project mandated by the IDNR. Jones said that although the West Branch Village is not currently tied into the City's waste water system, the mobile home park is planning on connecting in the future. Jones said all users (current and future) will be expected to help fund the cost of the upgraded system. Miller,

who manages and lives at the West Branch Village said he didn't think that the new owners would be accepting of the idea, but it didn't hurt for the City to send Haven Park a letter with the its proposal.

Motion to approve and accept a quote from Zippy's Salt Barn LLC for bulk de-icing solution in the amount \$115.99 per ton for 125 tons. / Move to action.

Stoolman questioned the trucking fee and asked in the hauling of the material could be done in-house by Public Works staff. Goodale said the City currently only has a truck with an eight ton capacity and in order for them to do the hauling they have to make multiple trips. Goodale said with the multiple trips and staff time, it would be more efficient to have Zippy's haul the material to the City when needed.

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

Motion to accept the Staff Work Plan. /Move to action.

Jones said the staff work plan was comprised of the goals and priorities from the fall 2018 goal setting session for fiscal year FY20. The work plan tracks all of the Council's goals, departments assigned to and current status of each of the goals/projects. Jones noted that the work plan does not represent all of the projects staff is working on, it merely represents the goals and priorities of the City Council.

Based on the discussion of the items listed in the work plan, the Council did not vote to accept it, but rather just discuss the work plan and review it on an ongoing basis.

Resolution 1836 – Approving the City Street Finance Report for Fiscal Year 2019. /Move to action.

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

#### **CITY ADMINISTRATOR REPORT**

Jones reported that he has been in contact with the Iowa League of Cities in regard to how road use tax funds are used. Jones said sidewalks are a big investment for any community and currently there is no funding available. Jones broached the idea with the Iowa League to explore if road use tax could include sidewalk and trail projects. Jones said he will attend a Community Catalyst Training in Brooklyn, Iowa on September 17<sup>th</sup>. The training may provide some insight on how to move forward on the Croell Redevelopment site. Jones also reported that Little Lights has requested an additional temporary certificate of occupancy for two weeks while contractors complete Ember Lane, the street leading to the new venue. Building Inspector, Terry Goerdt has approved the extension in consultation with Jones.

#### **CITY ATTORNEY REPORT**

Absent.

#### **STAFF REPORTS**

No comments.

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin asked Jones to have the Community Development Groups' (CDG), Carolyn Anderson provide a group update for the next City Council meeting.

#### **ADJOURNMENT**

Motion to adjourn by Goodweiler, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:03 p.m.

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Roger Laughlin, Mayor

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