

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Meeting

**April 4, 2016
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: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, City Attorney Kevin Olson, Police Chief Mike Horihan, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale and Fire Chief Kevin Stoolman.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the March 21, 2016 City Council Meeting.

Approve claims.

Motion by Stevenson, second by Pierce to approve agenda/consent agenda. AYES: Stevenson, Pierce, Shields, Ellyson, Miller. Motion carried.

EXPENDITURES	4/4/2016	
AMAZON	BOOKS, VIDEOS, OFFICE SUPPLIES	587.11
BAKER & TAYLOR INC.	BOOKS AND VIDEOS	944.24
CEDAR RAPIDS PHOTO COPY INC	PHOTO COPIES	38.70
D&R PEST CONTROL	PEST CONTROL	70.00
GREAT AMERICAN BUSINESS PROD	PET WASTE BAGS	468.00
HBK ENGINEERING LLC	A14-0707 PARKS DESIGN PH 1	12,309.00
HORIHAN, MIKE	MISC SUPPLIES	31.50
ICAD GROUP	ECON DEV FY 2016 CONTRIBUTION	2,750.00
KOCH BROTHERS INC	COPIES	411.48
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,212.14
MOORE'S WELDING INC	SIGN POST	52.50
OASIS ELECTRIC LLC	NEW OUTLET AND EQUIP REPAIR	618.13
OLSON, KEVIN D	LEGAL SERVICES APRIL 2016	1,500.00
ORIENTAL TRADING CO. INC	EASTER EGG HUNT SUPPLIES	470.84
OVERDRIVE INC	EBOOKS AND AUDIO BOOKS	998.79
PARKSIDE SERVICE	INNER TUBE	24.95
PEDEN, SHANELLE M	VIDEOTAPE P & Z 3-22-16	75.00
PITNEY BOWES	POSTAGE METER RENTAL	120.00
PRO-VISION	BODY CAMERAS	1,220.00
QUILL CORP	OFFICE SUPPLIES	317.18
RUSSELL, MELISSA	EASTER EGG HUNT SUPPLIES	252.23
US BANK EQUIPMENT FINANCE	COPY RENTAL	59.00
VEENSTRA & KIMM INC.	PROFESSIONAL ENGINEERING SERV	19,381.26
VERIZON WIRELESS	V WIRELESS 03/14-04/13	785.62
WATER SOLUTIONS UNLIMITED	CHEMICALS	<u>2,515.00</u>
TOTAL		47,212.67
PAYROLL	3/25/2016	45,442.07
PAID BETWEEN MEETINGS		
CEDAR COUNTY TREASURER	LIEN PAYMENT	106.68
GUETZKO, MARGARET	REFUND OF PARK & REC FEE	35.00
JOHN DEERE FINANCIAL	SMALL TOOLS, MAINT SUPPLIES	135.96
JOHNSON COUNTY REFUSE	RECYCLING SERVICE	7,429.00
TRUGREEN	SERVICE - LIONS FIELD	145.00
UPS	SHIPPING	<u>83.21</u>
TOTAL		7,934.85
GRAND TOTAL EXPENDITURES		100,589.59

FUND TOTALS	
001 GENERAL FUND	49,553.75
022 CIVIC CENTER	43.18
031 LIBRARY	7,617.38
110 ROAD USE TAX	212.46
112 TRUST & AGENCY	10,323.07
305 MAIN ST CROSSINGS PROJ	11,504.16
306 4TH ST IMPROVEMENTS PROJ	3,329.70
307 MAIN ST INTERSECTION IMP	1,850.00
600 WATER FUND	9,583.20
610 SEWER FUND	5,903.99
740 STORM WATER UTILITY	668.70
GRAND TOTAL	100,589.59

COMMUNICATIONS/OPEN FORUM – No Comments

PUBLIC HEARING/NON-CONSENT AGENDA

Amy Lynch – West Branch Dog Park Improvements & Dog Park Tags

Lynch informed the Council that there would be some concrete improvements made at the dog park with the remaining funds raised by the Friends of the Dog Park. Lynch also reported that to date, 110 dog park tags have been sold and 70 tags have been renewed.

Rev. Alexis Johnson and Karl Harms, Shive-Hattery Architecture and Engineering - West Branch United Methodist Church Accessibility Project

Rev. Johnson presented the church's plans for an addition to the entryway of the existing building which would accommodate the installation of an elevator to provide more accessibility to the church. Johnson also advised that a public hearing will be held at a special Planning & Zoning meeting on April 12, 2016. The group is seeking approval for rezoning from R-3 Multiple Family District to CB-1 Central Business District.

Brian Boelk, HBK Engineering, LLC – Presentation of Wapsi Creek Park and Lions Field Site Plans and the bidding process for these improvements.

Boelk provided an update on the Phase 1 Improvements which include Wapsi Creek Park, Lions Field and Beranek Park. Wapsi Creek Park will have a playground installed and sidewalk and parking constructed in the south portion of the park. Lions Field will have a restroom with a paved walkway to the fields constructed on the property. Beranek Park will have permanent lighting installed at the volleyball courts.

Public Hearing on the proposed amendment to the West Branch Zoning Code.

Public Hearing opened at 7:34 p.m. There was no public comment. Public Hearing closed at 7:35 p.m.

First Reading of Ordinance 736, re-zoning an approximate 6.02 acre parcel of real property located near 829 West Main Street from Residence R-1 Single Family District to Residence R-2 Two Family District./Move to action.

Motion by Shields, second by Miller to approve First Reading of Ordinance 736. AYES: Shields, Miller, Stevenson, Pierce, Ellyson. Motion carried.

Public Hearing on proposed plans and specifications, proposed form of contract and estimate of cost for the construction of 4th Street Reconstruction for the City of West Branch, Iowa, and the taking of bids therefor.

Public Hearing opened at 7:39 p.m. There were no comments from the public. Public Hearing closed at 7:40 p.m.

Resolution 1435, approving the plans and specifications, proposed form of contract and estimate of cost for the construction of 4th Street Reconstruction for the City of West Branch, Iowa and the taking of bids therefor./Move to action

Schechinger summarized the plans for construction on 4th Street to include removal of the sealcoat surface and replacement with concrete, curb & gutter, a sidewalk on the west side of the street and water and sewer infrastructure improvements.

Motion by Stevenson, second by Miller to approve Resolution 1435. AYES: Stevenson, Miller, Pierce, Ellyson, Shields. Motion carried.

Resolution 1440, accepting bids and awarding the construction contract for the 4th Street Reconstruction Project./Move to action

Schechinger announced that three bids had received for the project. Cornerstone Excavating, Inc. was the low bid at \$756,332.50, second was Eastern Iowa Excavating & Concrete at \$758,712.50, and third, All American Concrete Inc. at \$804,854.90. Although the bids were higher than the engineer's estimates, he felt all were fair and reasonable. The requested phasing on the project may have led to higher costs. Miller made the motion to accept the low bid from Cornerstone Excavating, Inc.

Motion by Miller, second by Shields to approve Resolution 1440. AYES: Miller, Shields, Stevenson, Ellyson Pierce. Motion carried.

Resolution 1441, approving a Memorandum of Understanding & Software Use Policy between the Iowa Department of Transportation and the City of West Branch./Move to action.

Chief Horihan explained that the MOU is a cooperative agreement between the DOT and the City to allow the West Branch Police department to use the MACH client software. The integration of the new technology will improve highway and public safety data, provide capability for communications with and between public safety agencies and enhance employee safety.

Motion by Shields, second by Pierce to approve Resolution 1441. AYES: Shields, Pierce, Ellyson, Stevenson, Miller. Motion carried.

Resolution 1442, approving a consultant services agreement with Jonny Stax Presents, Inc. for a promotions strategy./Move to action.

Muckler stated that the proposal includes the creation a city logo, tagline, story talking points about West Branch and a promotions including earned, paid and social media strategies. He also mentioned that Stax would work with staff and other key members of the community to gather input that would be utilized to complete the deliverables.

Motion by Ellyson, second by Shields to approve Resolution 1442. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

Resolution 1443, declaring a board and commission training as a public purpose and approving funding for training expenses and dinner for participants./Move to action.

Motion by Pierce, second by Ellyson to approve Resolution 1443. AYES: Pierce, Ellyson, Miller, Shields, Stevenson. Motion carried.

Resolution 1444, approving the Wage Works Flexible Spending Account Renewal for April 1, 2016-March 31, 2017./Move to action.

Motion by Ellyson, second by Pierce to approve Resolution 1444. AYES: Ellyson, Pierce, Stevenson, Miller, Shields. Motion carried.

Resolution 1445, approving an engineering services agreement with Fehr-Graham Engineering and Environmental, Inc. for the West Branch Park Improvements Project at Pedersen Valley for a total fee not-to-exceed \$260,000./Move to action.

Muckler clarified that this amount does not include the Gilbert Street extension or the bridge associated with it. This agreement is for the design and construction of the remainder of the park improvements that would take place at the new park space in Pedersen Valley.

Motion by Stevenson, second by Shields to approve Resolution 1445. AYES: Stevenson, Shields, Miller, Pierce, Ellyson. Motion carried.

CITY STAFF REPORTS

Public Works Director Matt Goodale- 4th Street Wastewater Infrastructure Improvements

Goodale provided an update on the next phase of point repairs at the intersection of 4th and College Street. Repairs will begin on Monday, April 11th and completion is expected by Monday, April 18th. One lane of traffic will remain open for the majority of the time but may need to close completely at certain points in the repair. Truck traffic will be re-directed to Downey Street. Notices will be hand delivered to affected residents.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Mary Beth Stevenson – River Restoration Workshop

Stevenson reported that the workshop was well received and had a large turnout with over thirty people in attendance.

Councilperson Shields commented that he had attended the most recent Park & Recreation meeting and wanted to thank the commission for all of their hard work and was especially for their efforts with the Easter egg hunt. Shields also noted that he attended The Down Under's soft opening this past weekend and said he had a pleasant experience and encouraged everyone to stop in and support the newest business on Main Street.

MOTION TO ADJOURN TO EXECUTIVE SESSION

Motion to adjourn to executive session by Shields, second by Ellyson. AYES: Shields, Ellyson, Stevenson, Pierce, Miller. Motion carried. City Council adjourned to executive session at 8:24 p.m.

MOTION TO ADJOURN FROM EXECUTIVE SESSION

Motion to adjourn from executive session by Shields, second by Pierce. Motion carried on a voice vote. City Council adjourned from executive session at 9:15 p.m.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:16 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk