

*(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**

**June 6, 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, 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, and Park & Recreation Director Melissa Russell. Absent: Brian Pierce

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

Approve minutes from the May 16, 2016 City Council Meeting.  
Approve minutes from the May 27, 2016 Special City Council Meeting.  
Approve claims.

Approve FY17 Cigarette Permit renewals for: Kum & Go LC dba Kum & Go #254, Fisher's Market Nauvoo IL Inc. dba Dewey's Jack & Jill, Casey's Marketing Company dba Casey's General Store #2524, Casey's Marketing Company, dba Casey's General Store #3463, and Shivji LLC, dba BP Amoco.

Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Carryout Beer permit, and Sunday Sales permit for Kum & Go, LC, dba Kum & Go #254.

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

EXPENDITURES	6/16/2016	
ADVANTAGE COMPANIES	DIGIITIZATION-WB TIMES	2,010.00
BAKER & TAYLOR INC.	BOOKS	307.26
CEDAR RAPIDS PHOTO COPY	IN EXCESS COPY CHARGE	96.66
CHAUNCEY BUTLER POST 514	FLAGS	140.00
CHESTNUT MOUNTAIN RESORT	RECREATION SUPPLIES	725.00
CHIEF SUPPLY CORPORATION	UNIFORMS	74.83
CLARK OPERATIC	CLARK OPERATIC	700.00
COMPASS MINERALS AMERICA I	SALT	3,935.66
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	38.65
DIRKS, APRIL	DIRKS, APRIL	350.00
FEHR GRAHAM	PARK IMPR-PEDERSEN VALLEY	10,620.00
FENNER, COLEMAN	UMPIRE SERVICES	25.00
FLYING HOUNDZ FRIZBEE LLC	HHTD ENTERTAINMENT	687.50
FREEMAN LOCK & ALARM INC	REKEY LOCKS	450.00
GAME TIME	PLAYGROUND EQUIPMENT	19,819.15
HAWKINS INC	CHEMICALS	912.85
HOLLYWOOD GRAPHICS	T SHIRTS & JERSEYS	424.30
IASRO	TRAINING	50.00
IOWA LEAGUE OF CITIES	IMPI-BRICK	1,095.00
JOHN DEERE FINANCIAL	TOOLBOX, SUPPLIES	338.94
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	625.00
KNOOP, ABBY	UMPIRE SERVICES	50.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,208.62
LYNCH'S EXCAVATING INC	REPAIR VALVE BOX	5,524.20
LYNCH'S PLUMBING INC	CAP LINE BERANEK PARK	522.50
MAIN STREET WEST BRANCH	GREENERY CHRISTMAS PAST	260.00
MEDIACOM	CABLE SERVICE	40.90
MONICA TYLEE	REFUND-ADDYSON TYLEE	70.00
MUNICIPAL SUPPLY INC.	SUPPLIES	1,592.00
OLSON, KEVIN D	LEGAL SERVICES-JUNE	1,500.00
PEDEN, SHANELLE M	VIDEOTAPE- P & R 5-19-16	150.00
PLAY IT AGAIN SPORTS	T- BALL SUPPLIES	386.80
PORT 'O' JONNY INC.	PARK & REC-SERVICE	87.00
POSTMASTER	PO BOX RENT	44.00
PSC DISTRIBUTION	PUMP & SUPPLIES	318.31

PYRAMID SERVICES INC.	EQUIPMENT	62.65
QUILL CORP	OFFICE SUPPLIES	160.53
S & S FLATWORK LLC	SIDEWALK REPAIR	4,600.00
STATE HYGIENIC LAB	WATER - TESTING	164.50
SUPPLYWORKS	LIGHT BULBS	75.12
THE NORTHWAY CORPORATION	SERVICE CALL	125.00
VEENSTRA & KIMM INC.	LYNCH PRELIM PLAT-OHRT ST	9,843.26
VERIZON WIRELESS	V WIRELESS 5-14 TO 6-13	983.24
VOGEL TRAFFIC SERVICES	PAVEMENT MARKING	2,065.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	114.21
WEST BRANCH TIMES	LEGAL PUBLICATIONS/ADVERTISING	1,072.23
<b>TOTAL</b>		<b>74,445.87</b>
PAYROLL	5-20-16	47,208.60
PAYROLL	6-03-16	36,844.08
PAID BETWEEN MEETINGS		
FENNER, COLEMAN	UMPIRE SERVICES	175.00
GLOBAL SOFTWARE	SOFTWARE MAINTENANCE	1,155.00
HAWKEYE LAND COMPANY	LAND	22,000.00
HD CLINE	REPAIR PARTS	23.48
IOWA MUNICIPAL FINANCE OFFI	MEMBERSHIP UPGRADE	60.00
KNOOP, ABBY	UMPIRE SERVICES	50.00
LEPIC KROEGER TRUST	LAND PURCHASE	224,000.00
PHYLLIS SONDERGARD	REPLACE FLOWERS	142.00
PARKSIDE SERVICE	NEW TIRES	4,954.90
PITNEY BOWES	POSTAGE	500.00
UPS	SHIPPING	54.79
YATES, JAMES THOMAS	CONCERT	100.00
<b>TOTAL</b>		<b>253,215.17</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>411,713.72</b>
FUND TOTALS		
001 GENERAL FUND		14,972.70
022 CIVIC CENTER		323.18
031 LIBRARY		12,108.75
110 ROAD USE TAX		6,211.89
112 TRUST AND AGENCY		14,463.32
305 MAIN ST CROSSINGS PROJ		6,993.70
306 4TH ST IMPROVEMENTS PROJ		1,446.66
312 DOWNTOWN EAST REDEVELOPMENT		224,000.00
600 WATER FUND		20,058.78
610 SEWER FUND		11,134.74
GRAND TOTAL		411,713.72

## COMMUNICATIONS/OPEN FORUM

Tami Urmie, co-owner of Cotton Creek Mill gave the council an update on the construction phase of the businesses new location on Main Street. Updates to the building include structural components and a new façade. Urmie is hopeful for an October 2016 completion date.

Brian Boelk, HBK Engineering provided an update to the council on the Lions Creek restoration project. Boelk said letters were being mailed to residents on Scott Drive whose properties would be affected. The letter invites them to a neighborhood meeting scheduled for June 13, 2016 from 6:00 to 7:00 p.m. The meeting will be held at the park shelter on Pedersen Street. The purpose of the meeting is to gather ideas and educate the residents on the restoration project.

## PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Roger Laughlin - Appointments/Reappointments/Move to action.

Jan Cretin – Library Board of Trustees, June 30, 2017

Motion by Stevenson, second by Ellyson to approve Appointments/Reappointments. AYES: Stevenson, Ellyson, Miller, Shields. Absent: Pierce. Motion carried.

Discussion of the City of West Branch, Iowa Drug and Alcohol Policy.

Muckler discussed the policy with the council and asked for feedback. He stated that the city's executive team had worked closely together to ensure the policy would meet the city's needs for current and future employees. He also stated that all employees would be subject to the policy, including the police and fire department volunteers.

Sheryl Phelps, Business Development Manager, CJ Cooper & Associates Inc. -Discussion of a service agreement with CJ Cooper & Associates Inc. for drug and alcohol testing programs.

Phelps outlined the process for the testing program and the fees. She also made the council aware the testing could be performed at a local medical facility or directly onsite.

Resolution 1471, awarding the construction contract for the West Branch Parks and Recreation Phase I Improvements Project./Move to action.

Brian Boelk, HBK Engineering reported that All American Concrete was the low bidder on the project. Motion by Shields, second by Stevenson to approve Resolution 1471. AYES: Shields, Stevenson, Miller, Ellyson. Absent: Pierce. Motion carried.

Resolution 1472, setting salaries for appointed officers and employees of the City of West Branch, Iowa for the fiscal year 2016-2107./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1472. AYES: Miller, Ellyson, Stevenson, Shields. Absent: Pierce. Motion carried.

Resolution 1460, approving a variance for street grades in the Meadows Subdivision, Part 2./Move to action.

Motion by Stevenson, second by Shields to approve Resolution 1460. AYES: Stevenson, Shields, Miller, Ellyson. Absent: Pierce. Motion carried.

Resolution 1475, approving a variance for a mid-block crossing in the Meadows Subdivision, Part 2./Move to action.

Motion by Stevenson, second by Shields to approve Resolution 1475. AYES: Stevenson, Shields, Ellyson, Miller. Absent: Pierce. Motion carried.

Resolution 1461, approving a sub-divider's agreement for the Meadows Subdivision, Part 2./Move to action.

The council voted to approve Resolution 1461 contingent upon amending the sub-divider's agreement to add language to sections 9 and 14 for further clarification and responsibility.

Motion by Ellyson, second by Stevenson to approve Resolution 1461. AYES: Ellyson, Stevenson, Miller, Shields. Absent: Pierce. Motion carried.

Resolution 1462, approving the Meadows Subdivision, Part 2 Preliminary Plat./Move to action.

City Engineer Dave Schechinger said storm water issues will be addressed during the construction phase and post construction phase via sedimentation basins located on lot twenty and forty.

Motion by Stevenson, second by Miller to approve Resolution 1462. AYES: Stevenson, Miller, Ellyson, Shields. Absent: Pierce. Motion carried.

Second Reading of Ordinance 739, rezoning two parcels of real property located north of West Main Street from Residence R-1 Single Family District to Residence/Business RB-1 District./Move to action.

Brad Larson, KLM Development addressed the Council and requested that the vote be postponed pending additional time needed to work out details on the future development of the parcel.

Motion by Shields, second by Ellyson to postpone second reading of Ordinance 739. AYES: Shields, Ellyson, Miller, Stevenson. Absent: Pierce. Motion carried.

First Reading of Ordinance 740, amending Chapter 165 “Zoning Regulations.”/Move to action.

Motion by Shields, second by Miller to approve first reading of Ordinance 740. AYES: Shields, Miller, Stevenson, Ellyson. Absent: Pierce. Motion carried.

Resolution 1473, setting the date for sale of General Obligation Corporate Purpose Bonds, Series 2016 and authorizing the use of a preliminary statement in connection therewith./Move to action.

Muckler announced that a special City Council meeting has been scheduled for June 22, 2016 at 1:00 p.m. A council quorum is required.

Motion by Miller, second by Stevenson to approve Resolution 1473. AYES: Miller, Stevenson, Shields, Ellyson. Absent: Pierce. Motion carried.

Resolution 1474, approving two agreements for the Music on the Green Concert Series./Move to action.

Motion by Stevenson, second by Miller to approve Resolution 1474. AYES: Stevenson, Miller, Ellyson, Shields. Absent: Pierce. Motion carried.

Jerry Sexton – Presentation of Cedars Edge Golf Course Development Concept Plan

Sexton presented plans to the Council for redeveloping the golf course to include a new clubhouse, additional parking and residential housing. The housing concept will include single family homes, zero lots, and 4-plex townhomes. Sexton said he hopes to have lots available by this fall. Sexton also discussed with the council the need for improvements to Johnson/Cedar Road and the possibility partnering with the city to include a swimming pool on the property. Schechinger estimated the cost of road improvements could be up to one million dollars for a concrete road versus four hundred thousand for curb and gutter with an asphalt surface. Stevenson opposed the idea that the City pay one hundred percent of the road improvements for a private development. Sexton will attend a future Park & Recreation meeting to discuss the swimming pool idea with the commission.

Public Hearing in proposed plans and specifications, proposed form of contract and estimate of cost for the construction of Main Street Sidewalk – Phase 3 for the City of West Branch, Iowa and the taking of bids therefor.

Public Hearing opened at 8:35 p.m. There were no comments. Public Hearing closed at 8:36 p.m.

Resolution 1476, approving the plans and specifications, proposed form of contract and estimate of cost for the construction of the West Branch Sidewalk Phase 3 Improvements Project and the taking of bids therefor./Move to action.

Schechinger described the project would affect the 100 block of North Downey Street and include removal of the existing sidewalk, curb and gutter. Sidewalks replaced will be ADA compliant. The property owners will be responsible for the replaced sidewalks and the City will pay for the curb and gutter.

Motion by Shields, second by Miller to approve Resolution 1476. AYES: Shields, Miller, Stevenson, Ellyson. Absent: Pierce. Motion carried.

Resolution 1477, awarding the construction contract for the West Branch Sidewalk Phase 3 Improvements Project./Move to action.

Schechinger announced that one bid was received by All America Concrete in the amount of \$77,067. He also stated that All American was also awarded the bid for the Main Street Intersection Crossing Project.

Motion by Ellyson, second by Stevenson to approve Resolution 1477. AYES: Ellyson, Stevenson, Miller, Shields. Absent: Pierce. Motion carried.

Resolution 1478, approving the Main Street Iowa Program Agreement./Move to action.

Motion by Miller, second by Shields to approve Resolution 1478. AYES: Miller, Shields, Stevenson, Ellyson. Absent: Pierce. Motion carried.

Resolution 1479, approving the Plastic Products Site Plan./Move to action.

Kevin Schuldt, Manager at Plastic Products presented to the Council the businesses desire to construct a building enclosure to store customer returns. Additional parking spaces would also be added to the property to accommodate business growth. Stevenson asked if the addition of parking spaces would create any storm water concerns and Schechinger stated that he did not feel this would be an issue.

Motion by Stevenson, second by Miller to approve Resolution 1479. AYES: Stevenson, Miller, Ellyson, Shields. Absent: Pierce. Motion carried.

Resolution 1480, approving the Kum N Go Retaining Wall Site Plan./Move to action.

Brian Boelk, HBK Engineering described the project which will include removing the existing retaining wall and replacing the wall with a more structurally appropriate material. Schechinger also commented that retaining walls that exceed 4 feet in height require a handrail for safety. Boelk stated that the owners have been advised of the requirement. Muckler also commented that a building permit would be required.

Motion by Miller, second by Shields to approve Resolution 1480. AYES: Miller, Shields, Ellyson, Stevenson. Absent: Pierce. Motion carried.

**CITY STAFF REPORTS**

Parks and Recreation Director Melissa Russell – Summer Park & Rec Programs

Russell highlighted two programs currently in progress and stated that attendance was better than expected. She also noted that Active Adventures is a new program this year and targets the 9 to 11 age group.

City Administrator Matt Muckler - West Branch Fire and Rescue Cadet Program

Muckler stated that staff is still looking into insurance options for the cadets since Worker's Comp does not cover them in the event of an accident. The program has been put on hold until a policy can be developed to cover the cadets.

City Administrator Matt Muckler – Update on Trails Agreements

Muckler reminded the Council of the current agreement for maintaining the trail between the high school and the Hoover Bridge on West Main Street. Currently, the City is responsible for mowing the trail, the school takes care of the plowing in winter and the Park Service maintains the bridge of which it recently replaced. Muckler indicated the schoolboard would be meeting soon to review the current agreement.

City Administrator Matt Muckler – CIP Projects, FY17-FY20

Muckler reviewed the current projects and asked the Council for feedback on whether or not changes would need to be made. This item will need further thought and discussion.

City Engineer Dave Schechinger – Casey's Road Improvements Schedule

Schechinger stated that Casey's would begin road work on South Downey beginning the week of June 13<sup>th</sup>. This includes finishing up repairs in the hotel parking lot at the Days Inn. Completion of this project is expected to be in mid-July.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Miller asked Schechinger to follow up with engineering firm, French-Reneker on the West Branch Village Trail Project.

**ADJOURNMENT**

Motion to adjourn regular meeting by Stevenson, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 9:23 p.m.

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Roger Laughlin, Mayor

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