

(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

**September 19, 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, Mary Beth Stevenson and Brian Pierce were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell and Public Works Director Matt Goodale.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the August 25, 2016 City Council Work Session.

Approve minutes from the September 6, 2016 regular City Council Meeting.

Approve minutes from the September 6, 2016 City Council Work Session.

Approve Change Order No. 1 in the amount of \$1,224.10 to All American Concrete, Inc. for the removal of wet, unsuitable soils and replacement with rock on the West Branch Parks and Recreation Phase 1 Improvements Project.

Approve claims.

EXPENDITURES	9/19/2016	
ACTION SEWER & SEPTIC SERV	TELEWISE STORM SEWER LINE	655.40
ALLIANT ENERGY	ELECTRICITY-WATER TOWER	10,174.90
AMAZON	BOOKS, SUPPLIES	398.74
BAKER & TAYLOR INC.	BOOKS	329.37
BARRON MOTOR SUPPLY	MAINT SUPPLIES, REPAIR PARTS	263.14
BEAVER HEATING AND AIR CON	A/C REPAIRS-TOWN HALL	237.00
BP AMOCO	FUEL	801.47
CAJ ENTERPRISES INC	HAULING	294.40
CEDAR RAPIDS PHOTO COPY IN	COPIER SUPPLIES	12.79
FARMERS SUPPLY SALES INC	REPAIR PARTS	223.74
FELD FIRE EQUIPMENT CO. IN	UNIFORMS	751.00
HD CLINE COMPANY	TIRES & WHEEL	586.16
IHEARTMEDIA	ADVERTISING	344.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	526.40
IOWA CRIME PREVENTION ASSO	MEMBERSHIP DUES	50.00
IOWA ONE CALL	LOCATION SERVICE	97.20
JOEY DEAN WENNDT	FIRE TRAINING	150.00
JOHNSON COUNTY REFUSE INC.	RECYCLING AUG 2016	3,690.75
LINN COUNTY R.E.C.	STREETS-UTILITIES	85.65
LYNCH'S PLUMBING INC	PLUMBING REPAIR	263.00
MATT PARROTT/STOREY KENWOR	RECEIPT BOOKS	207.75
MISCELLANEOUS VENDOR	JEANETTE THOMAS: REFUND	308.75
OFFICE EXPRESS	OFFICE SUPPLIES	61.69
OVERDRIVE INC	AUDIOBOOKS	170.00
PHYSIO-CONTROL INC	MEDICAL SUPPLIES	286.69
PITNEY BOWES GLOBAL FINANC	LIBRARY POST METER RENTAL	120.00
PITNEY BOWES PURCHASE POWE	LIBRARY POSTAGE	503.50
PLUNKETT'S PEST CONTROL IN	PEST CONTROL	47.59
PYRAMID SERVICES INC.	REPAIR PARTS	4.71
QUILL CORP	CERTIFICATE FRAMES	112.36
RIVER PRODUCTS COMPANY INC	ROADSTONE	573.32
S & S FLATWORK LLC	SIDEWALK REPAIR	600.00
STATE HYGIENIC LAB	WATER ANALYSIS	25.00
SUPPLYWORKS	SUPPLIES	219.56
TUMBLEWEED PRESS INC	SUBSCRIPTION	299.50
USA BLUE BOOK	SUPPLIES	241.01
WALMART COMMUNITY/GEMB	DVDS & MISC SUPPLIES	235.35
WEST BRANCH COMMUNITY SCHO	GYM RENT	297.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	1,486.44
WEST BRANCH TIMES	ADVERTISING	2,223.33
WEX BANK	VEHICLE FUEL	1,355.01
TOTAL		29,313.67

PAYROLL 9/9/2016 39,306.72

PAID BETWEEN MEETINGS		
BAKER & TAYLOR INC.	BOOKS	210.19
CEDAR COUNTY RECORDER	RECORDING FEE	7.00
COSTCO WHOLESALE	SUPPLIES	397.29
CROELL REDI-MIX INC	STREET REPAIR, STORM SEWER REPAIR	1,712.50
DEWEYS JACK & JILL	SUPPLIES	105.21
MISCELLANEOUS VENDOR	JESSICA THOMPSON: REFUND	35.00
NICK SHIMMIN	POSTAGE	5.12
UPS	SEWER - SHIPPING	41.46
US BANK EQUIPMENT FINANCE	COPIER LEASE	300.80
VAN METER INC	LED FLOOD LIGHTS BERANEK PARK	14,836.14
TOTAL		17,650.71
GRAND TOTAL EXPENDITURES		86,271.10

FUND TOTALS		
001 GENERAL FUND		51,086.07
022 CIVIC CENTER		611.08
031 LIBRARY		7,828.00
110 ROAD USE TAX		4,007.81
112 TRUST AND AGENCY		4,182.51
600 WATER FUND		9,558.06
610 SEWER FUND		7,202.17
740 STORM WATER UTILITY		1,795.40
GRAND TOTAL		86,271.10

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

COMMUNICATIONS/OPEN FORUM

Several people spoke at the open forum.

Mike Quinlan, 2856 Oasis Rd NE, Iowa City: Spoke on behalf of Cedars Edge golf and thanked the council for their work. He reported that 110 memberships had been sold during the season that allowed 235 people to play golf there this summer.

Mark Petersen, 419 Lilac St, Tiffin: He said he was speaking in support of Tammi and Jerry and felt the golf course was a necessity for the community. He said they need a lot of financial help and he would appreciate the city looking at tax abatement or TIF to assist them.

Erin Morrison-Vincent, 102 West Main: She said she posted a question on Facebook asking if the community wanted the golf course. She reported receiving 265 signatures and 60 comments in support of the golf course. She then presented the names and comments to the City Council.

Kathy Knoop, 800 Johnson-Cedar Road: She reported that she lived on "the road" (Johnson-Cedar Road) which the city is asking to be replaced. She stated it was a chip and seal road and was fine and did not need to be replaced.

Randy Sexton, 124 N Oliphant St.: He said he was he head golf coach at West Branch High School and wanted to speak on behalf of the children of West Branch. He said he ran a golf camp at the course and it was a neat experience to have an owner come out and say they welcome kids again.

Trevor Thein, 701 Sullivan St.: He reported the youth of the community are willing to support the course in any way they can – fund raising or other ways.

Mayor Roger Laughlin said he hoped the golf course issue was not dead and they would see it again sometime but right now it was out of the city's hands.

Kevin Olson, City Attorney commented that the Sextons and the city had both been flexible in their negotiations but the golf course owners were not. They wanted everything and would give up nothing.

Council person Ellyson said it was out of the hands of the city but Council person Brian Pierce said he disagreed with that and that people should come up with ideas to acquire the course.

There was some additional discussion but the mayor said he allocated 30 minutes to the topic and ended the discussion and allowed a one minute break for people to exit the room if they did not want to stay for the remainder of the meeting.

Stacey Rios, 115 Foster St.: Spoke about the need for a sidewalk on Foster St.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Roger Laughlin – Recognition of Reserve Police Officer Lynn Lovetinsky.

Mayor Laughlin presented a certificate of appreciation to Reserve Officer Lynn Lovetinsky for all of the volunteer hours he has donated to the City of West Branch. Chief Horihan also commented on the dedication and service of Officer Lovetinsky saying Lynn puts in the time, puts forth the effort and is worthy of being recognized.

Ms. Abby Noelck, Spanish Teacher, Student Government Adviser – West Branch High School Homecoming Activities

Holly Hebl, a junior from West Branch High School, presented a copy of the Homecoming parade route to the City Council for approval.

Approve street closures along parade route for the West Branch High School Homecoming Parade on Wednesday September 28, 2016 from 6:00 p.m.–7:00 p.m./Move to action.

Motion by Shields, second by Pierce to approve street closure. AYES: Shields, Pierce, Stevenson, Miller, Ellyson. Motion carried.

Brian Boelk, HBK Engineering, LLC – Park & Rec Phase I Improvements Project Update

Robb Decker presented the progress report. Beranek Park lights were in and would be tested soon, the work is in the punch list phase and should be done soon. Wapsi Park playground equipment is in, Lynch is done with their portion and paving is close to going in. There is a permit required for the restroom facility and the building must still be ordered. There is work to be done in preparation for the construction of the restroom. There was much discussion on whether the concrete should be run up to the Chassis Engineering building located near the park. The Council requested a Change Order be brought before them for the next Council meeting.

The IDNR has approved the flood plain permit for Lions Field and has indicated a variance will be granted for the first phase of Wapsi Creek Park. The second phase of Wapsi Creek which will include a restroom and shelter will require a no-rise certificate.

Second Reading of Ordinance 742, amending Title “Police, Fire and Emergencies,” Chapter 30 “Police Department.”/Move to action.

Motion by Ellyson, second by Stevenson to approve second reading of Ordinance 742. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. Motion carried.

First Reading of Ordinance 743, Amending Title Chapter 92 “Water Rates.”/Move to action.

Muckler said the draft he was presenting was the same as he presented at the last meeting. He said the rate study showed that our community has higher rates than other communities and the higher the usage, the faster the rate climbs. He said other communities have about a 2,000 gallon minimum usage rate. The proposed rates would take a minimum bill from \$34.68 for 1,700 gallons to \$40.42 for 2,000 gallons. There was discussion on how rate changes would affect households and businesses in the community.

Motion by Shields, second by Ellyson to approve first reading of Ordinance 743. After the discussion, Shields amended the motion to make it a motion to postpone the reading. Ellyson seconded the motion to amend. AYES: Shields, Ellyson, Miller, Pierce, Stevenson. Motion carried.

Resolution 1511, closing a portion of Cookson Street./Move to action.

Resident Dave Peden said that he needed 75 feet of street space to back up trucks with 53 feet long trailers on to his property. There was discussion on where to locate a fence on Cookson Street that would accommodate Peden and also meet the city’s needs.

Motion by Pierce, second by Miller to approve Resolution 1511. AYES: Pierce, Miller, Ellyson, Stevenson, Shields. Motion carried.

Resolution 1516, approving residential site plan policy./Move to action.

Ryan Bowers, representing the Planning and Zoning Commission, asked the Council to withhold approval at this time because it was felt that some of the requirements were too complex for prospective home owners to complete and would require hiring an engineering firm and may discourage people from relocating to West Branch. The P & Z commissioners felt these requirements should be reviewed and amended before becoming a resolution. Resident Kathy Knoop asked the Council to check what other communities are doing about site plans. City Engineer Schechinger was asked to comment on the requirements. He explained that other communities have similar requirements because there have been many problems with builders and homeowners and having these policies will provide some degree of assurance that new home owners will be protected.

Motion by Miller, second by Shields to approve Resolution 1516. After discussion, Miller amended the motion to table the resolution. Shields seconded. AYES: Miller, Shields, Pierce, Stevenson, Ellyson. Motion carried.

Resolution 1517, approving the purchase of a 2017 Ford F-250 Super Duty 4X4 Utility Truck in the amount of \$26,000.00./Move to action.

Motion by Miller, second by Shields to approve Resolution 1517. AYES: Miller, Shields, Pierce, Stevenson, Ellyson. Motion carried.

Resolution 1518, approving West Branch High School Phase 3 Improvements Project Site Plan./Move to action.

City Administrator Muckler said the resolution had inadvertently been placed on the agenda and was asking for it to be tabled. Superintendent Hatfield spoke on the West Branch School system 15 year master facilities plan and noted that the school wants to build a fourteen feet wide path around the school to enable emergency vehicles to get behind the building.

Motion by Shields, second by Miller to table Resolution 1518. AYES: Shields, Miller, Stevenson, Pierce, Ellyson. Motion carried.

City Engineer Dave Schechinger – Beranek Park Project, Concept #3

Schechinger explained that this concept included widening a portion of the parking lot to 24 feet, building a retaining wall, extending the sidewalk to the pavilion and relocating a shed in exchange for acquisition of land required for the project.

City Administrator Matt Muckler – Review of FY17 Capital Improvement Projects

Muckler spoke about the four projects on the CIP list for FY17 and explained that the utility funds did not have enough money to cover the utility portion of the projects and the new figures included the utility estimates. He asked the council to consider which projects could be deferred if bid prices came in over estimates. Miller suggested that the Council have a work session that visited the streets to get a better understanding of work needed on the various streets in order to provide a ranking. A work session was scheduled for 6:00 p.m. on October 3.

CITY STAFF REPORTS

Park & Recreation Director Melissa Russell – Update on Park Space in Pedersen Valley

Russell reported on her meeting with City Administrator Muckler and Nate Kass of Fehr Graham. Design work had been halted while the City pursued purchasing land north of the park. Nate was given direction to produce designs that did not have structures over the easements and would allow for future growth. A public meeting is scheduled for October 3 at 5 p.m.. for public comment on designs.

City Administrator Matt Muckler – Lions Field Creek Restoration Project Meeting – Thursday September 22nd, 6:00 p.m. at Lions Field

Muckler just wanted to remind people there is a meeting on September 22nd at Lions Field to discuss the Restoration project.

City Administrator Matt Muckler – FY16 Street Finance Report

Muckler said he would provide this on October 3rd.

Lead Water Operator Tim Moss – Report on 2015 Water Quality Report

Public Works Director Goodale reported for Tim Moss. There were no violations. Not all tests are performed each year and results reported are at the 90 percentile of a number of tests.

Police Chief Mike Horihan – Parking in the Public Right-of-way & potential School Zone on Foster Street

Chief Horihan reported that he wanted to put yield signs up at some intersections at Greenview and Greenview Court. He also reported that he had done a traffic count on Foster and had counted about 75 cars entering or leaving the street in a twenty minute period. He is going to request a 20 MPH limit for the area and he believes that a sidewalk is the best solution.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Pro Tem Colton Miller – Announced that they are requesting an extension for the Reap Grant.

Mayor Roger Laughlin – Reported that Main St. West Branch is planning a Fall Festival on October 8. They may want to shut down Main Street. They want to have vendors serve beer. The City is looking into the need for having Dram Insurance.

Brian Pierce – Challenged the other Council members to come up with ideas to save the golf course.

ADJOURNMENT

Motion to adjourn regular meeting by Miller, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:47 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon Edgar, Deputy City Clerk