

(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

**November 28, 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: Colton Miller, Mary Beth Stevenson, Jordan Ellyson and Brian Pierce were present. Council member Tim Shields was absent. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Public Works Director Matt Goodale, Library Director Nick Shimmin and Parks & Recreation Director Melissa Russell.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the November 7, 2016 City Council Joint Work Session with the West Branch Park and Recreation Commission.

Approve minutes from the November 7, 2016 regular City Council Meeting.

Approve claims.

Approve Class C Liquor License (LC) (Commercial) with Brew Pub and Sunday Sales privileges for the Downunder, located at 102 W. Main Street.

Approve cancellation of December 5, 2016 regular City Council Meeting.

Approve special City Council Meeting to be held on Thursday December 8, 2016.

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

EXPENDITURES	11/28/2016	
AERO RENTAL INC	EQUIPMENT RENTAL	869.55
BAKER & TAYLOR INC.	BOOKS	792.28
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	777.68
BEAN & BEAN	GRAVE OPENINGS	2,200.00
BP AMOCO	VEHICLE FUEL	156.08
BUSINESS RADIO SALES	BATTERIES	206.00
CEDAR COUNTY PUBLIC HEALTH	FLU SHOT-POLICE	25.00
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	56.52
CHIEF SUPPLY CORPORATION	EQUIPMENT	3,703.88
D&R PEST CONTROL	D&R PEST CONTROL	70.00
DORSEY & WHITNEY LLP	LEGAL SERVICES	6,331.75
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES	321.20
EMERGENCY SERVICES MARKETI	ANNUAL SUBSCRIPTION	725.00
FEHR GRAHAM	308 PV PARK IMP- DESIGN	4,313.00
FELD FIRE EQUIPMENT CO. IN	UNIFORMS	2,625.00
HAWKINS INC	CHEMICALS	1,546.79
HBK ENGINEERING LLC	ENG-LION'S CREEK FIELD	3,413.50
HILL, SHERRY	VIDEO RECORDING SERVICE-NOV	200.00
HY-VEE ACCOUNTS RECEIVABLE	HALLOWEEN SUPPER SUPPLIES	124.29
IASRO	REGISTRATION FEE	75.00
IHEARTMEDIA	ADVERTISING	20.00
IOWA ONE CALL	LOCATION SERVICE	25.20
JOHN DEERE FINANCIAL	SUPPLIES, MINOR EQ, UNIFORMS	864.05
JOHNSON COUNTY REFUSE INC.	LANDFILL-FALL CLEANUP	344.59
MENARDS	MAINTENANCE SUPPLIES	654.31
MIDWEST JANITORIAL SERVICE	JANITORIAL SERVICE	656.26
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	160.00
OASIS ELECTRIC LLC	NEW OUTLET	766.21
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
OVERDRIVE INC	AUDIO BOOKS, EBOOKS	397.96
PYRAMID SERVICES INC.	MAINTENANCE SUPPLIES	37.60
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	584.00
RIVER PRODUCTS COMPANY INC	ROADSTONE	220.17
SIMPLEXGRINNELL	SERVICE CALL	506.00
STATE HYGIENIC LAB	WATER TESTING	75.00
USA BLUE BOOK	REPAIR PARTS, CHEMICALS	317.32

USA TODAY	SUBSCRIPTION	293.06
VEENSTRA & KIMM INC.	ADMIN USGS FLOOD STUDY	9,301.72
WEST BRANCH ANIMAL CLINIC	BOARDING-IMPOUNDED ANIMALS	420.00
WEST BRANCH FIREFIGHTERS	CONFERENCE REGISTRATION	225.00
WEST BRANCH FORD	VEHICLE REPAIR	251.10
WEST BRANCH REPAIRS	VEHICLE REPAIR	146.95
TOTAL		46,299.02
PAYROLL 11/18/2016		49,965.99
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	ELECTRICITY	8,465.92
AMAZON	BOOKS & SUPPLIES	535.39
CATHERINE STEEN	REIMBURSEMENT-BOOKS	32.37
COSTCO WHOLESALE	SUPPLIES	50.95
CROELL, INC.	FLOWABLE MORTAR	657.50
CROW SHOOTING SUPPLY INC.	AMMUNITION	319.99
DEWEYS JACK & JILL	SUPPLIES	310.47
EASTERN IOWA COMMUNITY COLLEGE	TUITION	3,059.00
HD CLINE COMPANY	REPAIR PARTS	7.27
LINN COUNTY R.E.C.	STREET LIGHTS	138.00
MEDIACOM	CABLE SERVICE	40.90
MISCELLANEOUS VENDORS	REIMBURSEMENT - MILEAGE	511.30
OFFICE EXPRESS	OFFICE SUPPLIES	113.62
PITNEY BOWES	POSTAGE	1,003.50
QUILL CORP	OFFICE SUPPLIES	181.19
RUSSELL, MELISSA	SUPPLIES	73.28
SANDY HEICK	INSTRUCTOR FEES	150.00
ST PAUL STAMP WORKS INC.	ANIMAL TAGS	222.40
ULINE	STORAGE EQUIPMENT	1,078.05
UPS	SHIPPING	62.53
US BANK CORPORATE CARD	TRAVEL EXPENSE, TRAINING, SUPPLIES	1,441.87
US BANK EQUIPMENT FINANCE	COPIER LEASE	300.80
WAGeworks	FLEXIBLE BENEFIT REIMBURSEMENT	120.00
WALMART COMMUNITY GEMB	DVDS & PROGRAM SUPPLIES	270.15
WEST BRANCH TIMES	LEGAL PUBLICATION & ADVERTISING	1,084.78
WEX BANK	VEHICLE FUEL	1,275.41
TOTAL		21,506.64
GRAND TOTAL EXPENDITURES		117,771.65
FUND TOTALS		
001 GENERAL FUND		1,145.56
022 CIVIC CENTER		519.43
031 LIBRARY		10,571.88
110 ROAD USE TAX		2,870.25
112 TRUST AND AGENCY		10,909.97
306 4TH ST IMPROVEMENTS PROJ		2,049.20
307 MAIN ST INTERSECTION IMP		225.00
308 PARK IMP - PEDERSEN VALLEY		4,313.00
600 WATER FUND		10,836.12
610 SEWER FUND		9,978.24
740 STORM WATER UTILITY		4,233.00
950 FLEXIBLE BENEFIT		120.00
GRAND TOTAL		117,771.65

COMMUNICATIONS/OPEN FORUM

Kevin Rogers, Executive Director of Main Street West Branch Community Development Group, gave an update on planned activities for Christmas Past. A banner will be hung on the gazebo in Heritage Square, thanking all of the sponsors. Thanks to a generous donation from the Johnson County Jaycees, they are within \$300 of their \$10,000 fundraising goal. Mayor Laughlin will be reading "Twas the Night before Christmas" on Friday night and Saturday afternoon. The National Park Service will be showing "The Grinch that Stole Christmas" movie. The Tree Light Ceremony will be from 5 to 6 pm Friday evening and should have a "Wow Factor".

PUBLIC HEARING/NON-CONSENT AGENDA

Motion to adjourn to executive session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where the disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Section 21.5(c) of the Code of Iowa./Move to action.

Motion by Miller, second by Pierce to adjourn to executive session. AYES: Miller, Pierce, Stevenson, Ellyson. Motion carried. Adjourned to executive session at 7:07 p.m.

Motion by Ellyson, second by Pierce to adjourn from executive session. AYES: Ellyson, Pierce, Miller, Stevenson. Motion carried. Adjourned from executive session at 7:40 p.m.

Accept the resignation of Paul Stagg/Move to action.

Motion by Stevenson, second by Ellyson to accept Paul Stagg resignation. AYES: Stevenson, Ellyson, Miller, Pierce. Motion carried.

Councilperson Mary Beth Stevenson - Appointments/Reappointments/Move to action.

Public Works Director Matt Goodale – Iowa Certified Construction Site Pollution Prevention Inspector (ICCSPP)

Andrew Lipe, Volunteer – West Branch Fire & Rescue Department

Eric Heick, Volunteer – West Branch Fire and Rescue Department

West Branch Fire & Rescue 2016-2017 Officers

Motion by Stevenson, second by Miller to approve appointments/reappointments. AYES: Stevenson, Miller, Ellyson, Pierce. Motion carried

Jonny Stax, Jonny Stax Presents, Inc. – Promoting West Branch

Jonny Stax reviewed the activity and recommendations on promoting West Branch regarding logo, promotions strategy, talking points, and tagline. The council consensus for the logo was the one with three cedar trees. The promotions strategy would be to support the goals of building pride and engagement of residents, mobilizing residents to share the West Branch story, and establishing an infrastructure to support promotions to secondary and tertiary targets. Stax felt a tagline that stood out above all others had not been identified but was not essential at this time. There was discussion on implementing the promotion strategies, which could be done in house, which should be done now and which could be deferred to the future.

Approve Partial Pay Estimate No. 4 (revised) in the amount of \$251,010.96 to Cornerstone Excavating, Inc. for the 4th Street Reconstruction Project/Move to action.

Motion by Ellyson, second by Stevenson to approve Partial Pay Estimate No. 4 (revised). AYES: Ellyson, Stevenson, Miller, Pierce. Motion carried.

Resolution 1537, approving the submission of the City of West Branch 2015-2016 Annual Financial Report to the State Auditor's Office/Move to Action.

Motion by Miller, second by Pierce to approve Resolution 1537. AYES: Miller, Pierce, Ellyson, Stevenson. Motion carried.

Resolution 1538, approving the submission of the City of West Branch FY 2016 Annual Urban Renewal Report/Move to Action

Motion by Miller, second by Stevenson to approve Resolution 1538. AYES: Miller, Stevenson, Ellyson, Pierce. Motion carried.

Resolution 1539, obligating funds from the urban renewal tax revenue fund for the payment of annual appropriation tax increment financed obligations in fiscal year 2018/Move to action.

Motion by Miller, second by Pierce to approve Resolution 1539. AYES: Miller, Pierce, Ellyson, Stevenson. Motion carried.

Resolution 1540, approving a loan agreement with Cotton Creek Mill/Move to action.

Motion by Miller, second by Pierce to approve Resolution 1540. AYES: Miller, Pierce, Stevenson, Ellyson. Motion carried.

Resolution 1541, approving a joint funding agreement between the City of West Branch and the United States Geological Survey (USGS) Iowa Water Science Center for stormwater monitoring./Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1541. AYES: Miller, Stevenson, Pierce, Ellyson. Motion carried.

Resolution 1542, approving snow removal services on Parkside Drive, Second Street and Cedar Street for the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site/Move to action. Motion by Miller, second by Ellyson to approve Resolution 1542. AYES: Miller, Ellyson, Stevenson, Pierce. Motion carried.

City Administrator Matt Muckler – Fiscal Year 2018 Proposed Budget Timeline. Muckler presented the FY18 proposed budget timeline. Councilperson Stevenson said she would like to have a special meeting for discussion of the budget. An additional work session was scheduled for Tuesday, January 31, 2016.

CITY STAFF REPORTS

Deputy City Clerk Leslie Brick – RFP for Cleaning Services

Brick reported that Midwest Janitorial Service had been cleaning city offices for about five years and there had been problems with the quality of service for some time. Council person Miller suggested hiring a part time employee who could perform cleaning duties as well as perform Public Works duties. Council person Stevenson thought hiring a cleaning service might be a better option. Brick is going to advertise and find out what response there is from local people.

City Administrator Matt Muckler – Recruitment Process for Water/Wastewater Operator

Muckler said he and Public Works Director Matt Goodale had discussed how the position would be advertised. It will be advertised in the West Branch Times and four other nearby newspapers. The ad will provide a little information and refer them to the city website where they will find a more detailed job description. The plan is to bring a recommendation to the council at the January 17 council meeting.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Mary Beth Stevenson – Lower Cedar River Management Authority

Stevenson reported that a meeting was held in West Branch a few weeks ago to explore interest in forming a Watershed Management Authority to manage the Cedar River Watershed from Cedar Rapids to Columbus Junction. There were representatives from city and county governments and non-profit organizations and it appeared there was interest in forming an organization. The next step will be to have an organizational meeting.

Councilperson Mary Beth Stevenson – Meadows Subdivision – Phase 3

For Council members or members of the public unable to attend the Joint City Council Work Session with the Planning & Zoning Commission on November 15, 2016, Stevenson reported on three highlights of the Work Session: 1. KLM is proposing to enter the development from Johnson-Cedar County Road and road improvements would be advised for the section of County Line Road from Main Street to the entrance of the development, 2) KLM asked for feedback from the City Council on whether the stormwater basin should be wet or dry and both members of the Council and Commission recommended a wet bottom basin, and 3) a crossing on Main Street should be constructed to allow access from the subdivision to West Branch High School. Stevenson further stated that the City was now awaiting additional planning documents to address these issues from KLM.

ADJOURNMENT

Motion to adjourn regular meeting by Miller, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:59 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk