

(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

**January 3, 2017
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:03 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, Tim Shields, Mary Beth Stevenson Brian Pierce and Jordan Ellyson 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, Public Works Director Matt Goodale and Library Director Nick Shimmin.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the December 19, 2016 City Council Meeting.
Approve minutes from the December 19, 2016 City Council Work Session
Approve claims.
Approve 2017 Seal Coat Unit Pricing Agreement with LL Pelling Company.
Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
Motion by Stevenson, second by Shields to approve agenda/consent agenda items A through E. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

EXPENDITURES	1/3/2017	
ALL AMERICAN CONCRETE INC	309 PHASE 1 PARK IMPROVEMENTS	34,817.50
BAKER & TAYLOR INC.	BOOKS	75.61
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	37.57
CORNERSTONE EXCAVATING, IN	306-4TH ST RECONSTRUCTION	46,101.82
DEARBORN NATIONAL INSURANC	LIFE INSURANCE	59.00
DONAHUES CARPET & UPHOLSTE	CARPET/UPHOLSTERY CLEANING	657.12
DORSEY & WHITNEY LLP	LEGAL FEES	3,654.60
FINANCIAL ADJUSTMENT BUREA	COLLECTION SERVICE	10.49
HAWKINS INC	CHEMICALS	949.15
HBK ENGINEERING LLC	309 PH 1 PARK IMPROVEMENTS	1,842.50
IMWCA	IMWCA	5,140.00
IOWA LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	80.00
JOHN DEERE FINANCIAL	SUPPLIES	718.03
KINGDOM GRAPHICS LLC	SUPPLIES	10.00
KOCH BROTHERS INC	COPIER MAINTENANCE	159.08
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,245.56
LYNCH'S PLUMBING INC	SUPPLIES	115.70
MEDIACOM	MEDIACOM	40.90
MOORE'S WELDING INC	BRACKETS FOR MOUNTING TANK	295.00
OASIS ELECTRIC LLC	SERVICE CALL	168.08
OMNISITE SERVICE	SUBSCRIPTION	360.00
PITNEY BOWES INC	PITNEY BOWES INC	180.00
PSC DISTRIBUTION	SUPPLIES	35.19
QUILL CORP	OFFICE SUPPLIES	18.39
VEENSTRA & KIMM INC.	P&Z CASEYS TURN LANE CONS INSP	13,495.15
VERIZON WIRELESS	VERIZON WIRELESS	858.81
WEST BRANCH TIMES	SUBSCRIPTION	30.00
TOTAL		111,155.25
PAID BETWEEN MEETINGS		
CHAUNCY BUTLER POST 514	FLAG	42.75
HILL, SHERRY	VIDEO RECORDING SERVICE	100.00
LORENE THOMAS	GRAVE DEOCORATION	68.64
PITNEY BOWES	REPLENISH POSTAGE METER	500.00
UPS	SEWER-SHIPING	21.03
CHIEF SUPPLY CORPORATION	UNIFORM PATCHES	47.97
UNIFORM DEN INC.	UNIFORM ACCESSORIES	64.72
UPS	SEWER-SHIPING	20.86
WEST BRANCH FORD	HEADLAMP BULB	7.80
TOTAL		873.77

PAYROLL 12-30-16	37,825.41
FUND TOTALS	
001 GENERAL FUND	28,946.42
022 CIVIC CENTER	85.79
031 LIBRARY	5,930.04
036 TORT LIABILITY	4,325.53
110 ROAD USE TAX	1695.22
112 TRUST AND AGENCY	4188.36
306 4TH ST IMPROVEMENTS PROJ	46,101.82
309 PHASE I PARK IMPROVEMENTS	36,660.00
313 MAIN ST SIDEWALK-PHASE 4	3,262.50
314 N FIRST ST IMPROVEMENTS	5,495.00
316 I & I LINE/GROUT-PH 2	70.45
600 WATER FUND	6,819.89
610 SEWER FUND	6,273.41
GRAND TOTAL	149,854.43

COMMUNICATIONS/OPEN FORUM

John Fuller, Planning & Zoning Commission Chair addressed the Council and informed them that the Planning & Zoning Commission had spent the last year reviewing the West Branch Comprehensive Plan and making suggestions for improvements, updates and clarifications. With the limited resources and time available to complete the project, Fuller suggested using a couple of U of IA students to review and rewrite the Comp Plan as well as the Historic Preservation Plan. Fuller said there would be a fifty percent financial obligation on the City's part with the university paying the other half of the student's involvement. Fuller mentioned that a resolution would be presented at a future City Council meeting for consideration.

PUBLIC HEARING/NON-CONSENT AGENDA

Accept the resignation of Liz Seiberling from the Planning and Zoning Commission./Move to action.

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

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

Mayor Pro Tem – Colton Miller
 Official City Newspaper - West Branch Times
 Public Health Officer – Dr. Thomas Novak
 Animal Control Facility - West Branch Animal Clinic
 City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.
 Leesa Johnson - Animal Control Commission, December 31, 2019
 James Provine - Animal Control Commission, December 31, 2019
 Michael Sexton – Library Board of Trustees, June 30, 2019
 Liz Seiberling – West Branch Preservation Commission, Dec. 31, 2019

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

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

Emilie Walsh – Planning & Zoning Commission, December 31, 2020
 Jennie Embree – Zoning Board of Adjustment, December 31, 2021

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

Third Reading of Ordinance 744, Amending Chapter 69 “Parking Regulations.”/Move to action.

ORDINANCE NO. 744

AN ORDINANCE AMENDING CHAPTER 69 OF THE CODE OF ORDINANCES REGARDING PARKING REGULATIONS.

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Amendment. The Code of Ordinances of the City of West Branch is hereby amended by adding subparagraph 18 to Section 69.0 of the Code of Ordinances, which will read as follows:

“18. Non-hard surface. A) No person shall stand, stop or park any motor vehicle on the area of the public right-of-way lying between the lot line and curb or traveled portion of a street; or B) No off-street parking shall be permitted in the grass area in the required maximum front yard of any residential district.”

Section 2 Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 3rd day of January, 2017.

First Reading: December 8, 2016
Second Reading: December 19, 2016
Third Reading: January 3, 2017

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Motion by Shields, second by Stevenson to approve third reading of Ordinance 744. AYES: Shields, Stevenson, Pierce, Miller, Ellyson. Motion carried.

Resolution 1552, adopting a policy authorizing the city clerk or deputy city clerk to pay certain bills prior to the City Council’s approval./Move to action.

Motion by Ellyson, second by Miller to approve Resolution 1552. AYES: Ellyson, Miller, Stevenson, Pierce, Shields. Motion carried.

Resolution 1553, authorizing the transfer of funds./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1553. AYES: Miller, Ellyson, Shields, Stevenson, Pierce. Motion carried.

CITY STAFF REPORTS

Public Works Director Matt Goodale – Winter Weather Reminders: Snow Emergencies, Sidewalks, Mailboxes and Fire Hydrants

Goodale stated that snow emergencies typically go into effect when more than six inches of snow is received during one snow event. Once snow emergencies are issued, no on-street parking is allowed while crews work to remove the snow, typically 24 hours. He also reminded that all sidewalks must be cleared within 24 hours of any snow and/or ice event. Homeowners/residents that do not clear their sidewalks within 24 hours of the event are given a reminder door notice. If sidewalks are not cleared by the deadline on the notice, Public Works will clear the sidewalk and the homeowner/resident will be billed for time and equipment charges. Goodale clarified that City sidewalks are cleared after all streets have been cleared. Goodale also requested that as a courtesy, homeowners clear around fire hydrants and mailboxes on their property.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Shields mentioned that he attended Cotton Creek’s grand opening and that the building’s transformation is unbelievable and that the remodel was a great success. He also said the event was well attended by the community and supporters.

ADJOURNMENT

Motion to adjourn regular meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:19 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk