

*(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](http://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**

**February 21, 2017  
7:00 p.m.**

Mayor Roger Laughlin called the City Council Meeting to order at 7:03 p.m. Roll call: Mayor Roger Laughlin and Council members Colton Miller, Jordan Ellyson, Brian Pierce and Tim Shields were present. Mary Beth Stevenson 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 and Library Director Nick Shimmin and Parks & Recreation Director Melissa Russell.

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

Approve minutes from the February 6, 2017 City Council Meeting.

Approve minutes from the February 6, 2017 City Council Work Session.

Approve Class C Native Wine License with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery.

Approve claims.

Motion by Miller, second by Shields, to approve agenda/consent agenda items A through D. AYES: Miller, Shields, Ellyson, and Pierce. Motion carried.

EXPENDITURES	2/21/2017	
AERO RENTAL INC	SCAFFOLD RENTAL	56.10
AIRSPACE MONITORING SYSTEM CO	MONITORS	971.77
AMAZON	BOOKS AND SUPPLIES	1,523.37
BAKER & TAYLOR INC.	BOOKS	731.62
BARRON MOTOR SUPPLY	MAINTENACE SUPPLIES	372.66
BEAVER HEATING AND AIR CON	BUILDING REPAIR	193.00
BP AMOCO	VEHICLE FUEL	326.94
CAJ ENTERPRISES INC	HAULING	448.31
CJ COOPER & ASSOCIATES	SUPERVISOR TRAINING	300.00
CLIA LABORATORY PROGRAM	CLIA LABORATORY PROGRAM	150.00
CROELL, INC.	SAND	802.24
DORSEY & WHITNEY LLP	LEGAL FEES SERIES 2016 A & B	13,000.00
EMERGENCY MEDICAL PRODUCT	MEDICAL SUPPLIES	115.50
EMERGENCY SERVICES MARKETING	NOTIFICATION SERVICE	10.00
FEHR GRAHAM	308-PV PARK IMP DESIGN	10,860.75
FELD FIRE EQUIPMENT CO. INC	UNIFORMS	333.00
FRED'S FEED & SUPPLY LLC	SUPPLIES	13.29
HOSPERS & BROTHER PRINTERS	PRINTING ANNUAL REPORT	245.70
IOWA RURAL WATER ASSOC.	MEMBERSHIP DUES	275.00
JOHNSON COUNTY REFUSE INC.	RECYCLING JAN, 2017	3,747.75
KATHERINE M LIPES	CONSULTING-PROFESSIONAL FEES	125.00
KINGDOM GRAPHICS LLC	LOGO-VEHICLES	100.00
KIRKWOOD COMM. COLLEGE	TRAINING	7.00
MATT PARROTT/STOREY KENWORTHY	WINDOW ENVELOPES	67.76
MENARDS	TOWN HALL REFURBISH	92.61
MIDWEST FRAME & AXLE	LIGHT BAR	121.45
OASIS ELECTRIC LLC	INSTALL OUTLET	256.48
PITNEY BOWES PURCHASE POWER	PITNEY BOWES PURCHASE POWER	1,003.50
PLEASANT VALLEY NURSERY	TREES	2,500.00
PRO TECH LLC	BUILDING REPAIR	173.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	584.00
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	50.00
QUILL CORP	SUPPLIES	91.18
REPUBLIC SERVICES OF IOWA	DOCUMENT DESTRUCTION	50.95
STATE HYGIENIC LAB	LAB ANALYSIS	75.00
STATE LIBRARY OF IOWA	CONFERENCE REGISTRATION	95.00
SUPPLYWORKS	SUPPLIES	92.51
TASER INTERNATIONAL	TASER INTERNATIONAL	337.56
THOMAS HEATING & AIR LLC	REPAIR SERVICE	387.50
UNITED STATES GEOLOGICAL SURVEY	STREAMGAGING SURVEY	13,740.00
US BANK CORPORATE CARD	SUPPLIES	140.00

WALMART COMMUNITY/RFCSELLC	SUPPLIES	294.59
WEST BRANCH ANIMAL CLINIC	BOARDING-IMPOUNDED ANIMALS	250.00
WEST BRANCH REPAIRS	REPAIR PARTS AND SERVICE	279.90
WEST BRANCH TIMES	LEGAL NOTICES & ADVERTISING	787.13
TOTAL		56,579.12
PAID BETWEEN MEETINGS		
ALLIANT ENERGY	UTILITIES	10,134.43
CORNERSTONE EXCAVATING	306-4TH STREET IMPROVEMENTS	33,361.15
COSTCO WHOLESALE	SUPPLIES	45.75
DEWEYS JACK & JILL	MAINTENANCE SUPPLIES	22.23
LINN COUNTY R.E.C.	SIREN @ GREENVIEW	138.00
MISCELLANEOUS VENDOR	BEN BARRETT:MILEAGE REIMBURSEMENT	419.12
OASIS ELECTRIC LLC	REPLACE EXIT/EMERGENCY COMBOS	1,455.03
UPS	SEWER-SHIPPIING	42.06
US BANK EQUIPMENT FINANCE	LIB-FEB COPIER LEASE	300.80
WEX BANKVEHICLE	FUEL	947.51
TOTAL		46,866.08
PAYROLL 2-10-17		37,266.38
GRAND TOTAL EXPENDITURES		140,711.58
001 GENERAL FUND	34,686.80	
022 CIVIC CENTER	1,113.46	
031 LIBRARY	8,812.44	
110 ROAD USE TAX	5,632.55	
112 TRUST AND AGENCY	4,089.10	
306 4TH ST IMPROVEMENTS PROJ	35,731.15	
308 PARK IMP - PEDERSEN VALLEY	13,059.75	
309 PHASE I PARK IMPROVEMENTS	2,444.00	
310 COLLEGE STREET BRIDGE	2,040.00	
311 BERANEK PARKING IMPROVEMENTS	233.00	
312 DOWNTOWN EAST REDEVELOPMENT	3,714.00	
600 WATER FUND	8,445.07	
610 SEWER FUND	6,970.26	
740 STORM WATER UTILITY	13,740.00	
GRAND TOTAL	140,711.58	

### **Communications/Open Forum**

Maureen Navarro, an AFLAC representative from Tiffin, spoke on offering Short Term Disability and Long Term Disability Insurance to city employees.

City Engineer Dave Schechinger spoke on the Water Main Project. The company that has been awarded the contract now has a much larger contract with the City of Robbins and would like to know if we would like our project completed before or after the Robbins project. City Administrator Muckler will research to see which fiscal year the project was budgeted for.

### **PUBLIC HEARING/NON-CONSENT AGENDA**

Councilperson Colton Miller - Appointments/Reappointments/Move to action.

Councilperson Miller moved to appoint Tom Dean to the Planning & Zoning Commission for a term to end on December 31, 2020. Second by Pierce. AYES: Miller, Pierce, Ellyson and Shields. Motion carried.

West Branch Preservation Commission Member John Fuller – Historic Preservation Plan Update

Commission Member John Fuller introduced Adam Kofoed and Todd Bagby to the Council. They are the graduate students who will be working on the 2009 Historic Preservation Plan and the 2013 Comprehensive Plan. He also asked the Council to approve Ordinance 745 which was approved by the Historic Preservation Commission. The purpose of the ordinance is to meet the requirements which would allow the city to qualify for Certified Local Government (CLG) status. CLG status will allow access to federal and state funding opportunities.

First Reading of Ordinance 745, establishing a Historic Preservation Commission for the City of West Branch, Iowa; providing for the recognition and promotion of historic sites and defining powers and duties of the Commission./Move to action.

Motion by Miller, second by Ellyson to approve the First Reading of Ordinance 745. Miller asked if we already had an Historic Preservation Commission. Commissioner Fuller explained the ordinance would make sure our Commission will meet the state requirements for Certified Local Government status. AYES: Miller, Ellyson, Pierce, and Shields. Motion carried.

Public hearing on the North First Street Improvements Project.

Mayor Laughlin declared a Public Hearing open at 7:20 p.m. on the North First Street Improvements Project. He asked if anyone wanted to speak about the project. Not having any response to the question, he declared the hearing adjourned at 7:20 p.m.

Public hearing on the Main Street Sidewalk – Phase 4 Project.

Mayor Laughlin declared a Public Hearing open at 7:20 p.m. on the Main Street Sidewalk – Phase 4 Project. He asked if anyone wanted to speak about the project. Not having any response to the question, he declared the hearing adjourned at 7:20 p.m.

Resolution 1572, adopting the final proposed fiscal year 2017-2018 annual budget and ordering a notice of hearing for March 6, 2017./Move to action.

Motion by Shields, second by Pierce to approve adopting the final proposed fiscal year 2017-2018 annual budget and ordering a notice of hearing for March 6, 2017. Administrator Muckler said the budget shows \$8.8 million in expenditures and \$8.4 million in revenue with the difference being a reduction in fund balances. The budget does show \$4.5 million in capital projects for FY 18. Mayor Laughlin asked for a review of long term debt. Muckler then explained how each line item on the long term debt page was being paid – whether it would be paid by sewer funds, water funds, TIF funds, local option sales tax or debt service. AYES: Shields, Pierce, Miller, and Ellyson. Motion carried.

Superintendent Pete Swisher, Herbert Hoover National Historic Site, Winter 2017, Superintendent's Update

Superintendent Swisher presented to the Council a report on the programs and partnerships with the City such as Agreements on Law Enforcement and Fire Protection, events such as Hoover's Hometown Days and A Christmas Past. He thanked the City for the support of the Park. He also discussed some of the events and programs conducted at the Herbert Hoover National Historic Site. Those events included the 2016 Centennial Celebration, Interpretation and Education Programs which provided 217 School Tours.

Resolution 1573, approving city administrator job description. /Move to action.

Motion by Miller to approve Resolution 1573. Muckler explained that this was the first job description to combine both the Clerk position and the City Administrator position. After further discussion, Miller withdrew his motion to approve Resolution 1573 and moved to consider the resolution at the March 6 meeting. Second by Shields. AYES: Miller, Shields, Pierce, and Ellyson. Motion carried.

Resolution 1574, appointing \_\_\_\_\_ as interim city administrator./Move to action.

Motion by Shields, second by Pierce to approve Resolution 1574. Shields then withdrew the motion and asked that Nick Shimmin be inserted in the blank space as the interim administrator. There was discussion of compensation but no amount set. Nick Shimmin agreed to work as interim city administrator. Shields then moved for approval of Resolution 1574. Second by Pierce. AYES: Shields, Pierce, Miller, and Ellyson. Motion carried.

Resolution 1575, approving the city administrator/clerk position announcement. /Move to action.

Motion by Ellyson, second by Shields to approve Resolution 1575. After discussion of whether to change the upper salary to be offered in the announcement, Pierce moved to amend the top range to be \$90,000. Second by Miller. AYES: Pierce, Miller, Ellyson, and Shields. Amendment passed. There was then a vote on the amended version. AYES: Ellyson, Shields, Pierce, and Miller. Motion carried.

**CITY STAFF REPORTS**

Parks and Recreation Director Melissa Russell – Theme for park space in Pedersen Valley and Concession Stand Cost Estimate.

Director Russell presented drawings made by Angie Miller’s third and fourth grade class with suggestions for park names. Most names incorporated the word bear in the park name. Mark “Cubby” Worrell Park was one name that was favored by many people at the meeting. Russell said that Fehr-Graham would like a park name and theme by March 23<sup>rd</sup>.

There was a discussion on cost estimates for restrooms and concession stand. Also, there was discussion on the number and type of restrooms that should be installed at the new facility. City Engineer Schechinger suggested that the City staff might want to contact the City of North Liberty to find out what the new park building there cost. The final discussion was to have one family restroom and a male restroom and a female restroom.

Parks and Recreation Director Melissa Russell – 2017 CDG Partnership List

Director Russell presented a list of items she gave to Kevin Rogers for CDG to partner with the city on. Council members felt it was a very good start.

City Administrator Matt Muckler – FY17 Police Department Salary Expenditures and the 28E School Resource Officer Agreement with School District

Muckler asked the Council to consider allowing the Police to exceed the salary budget for this year and also direct Chief Horihan to purchase the Shield Software this fiscal year. The council expressed support for that.

**ADJOURNMENT**

Motion to adjourn the meeting by Shields, second by Miller. Motion carried on a voice vote. City Council Work session adjourned at 8:38 p.m.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Gordon R. Edgar, Deputy City Clerk