

(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

**February 6, 2017
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, Brian Pierce and Jordan Ellyson were present. 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, Police Chief Mike Horihan, Public Works Director Matt Goodale and Park & Recreation Director Melissa Russell.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the January 31, 2017 City Council Meeting.

Approve minutes from the January 31, 2017 City Council Work Session.

Approve claims.

Approve Class C beer license including Class B native wine and Sunday Sales privileges for Shivji LLC DBA BP Amoco.

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

EXPENDITURES	2/6/2017	
BAKER & TAYLOR INC.	BOOKS	66.99
CDW GOVERNMENT INC.	ANTI-VIRUS SOFTWARE	296.81
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	92.93
COMPASS MINERALS AMERICA I	SALT	1,648.03
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	35.20
ELECTICAL ENGINEERING & EQ	ELECTICAL ENGINEERING & EQUIPM	64.09
F&B COMMUNICATIONS INC	WEB HOSTING	34.95
HAWKINS INC	CHEMICALS	1,432.95
HBK ENGINEERING LLC	309 PH 1 PARK IMP PROF SERVICE	560.00
HILL, SHERRY	VIDEOTAPING SERVICES	200.00
IOWA ONE CALL	LOCATION SERVICE	9.90
KINGDOM GRAPHICS LLC	NEW WALL LOGO	125.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,344.03
LOVETINSKY AUTOGLASS	GLASS REPLACEMENT	340.00
MENARDS	REMODELING SUPPLIES	346.95
MUNICIPAL SUPPLY INC.	REPAIR SUPPLIES	550.00
NATIONAL ASSOCIATION OF SC	DUES STEEN	40.00
OASIS ELECTRIC LLC	EQUIPMENT REPAIR	956.59
OLSON, KEVIN D	LEGAL FEES	1,500.00
QUALITY ENGRAVED SIGNS	NAME PLATES	60.00
QUILL CORP	OFFICE SUPPLIES	537.10
THOMAS HEATING & AIR LLC	REPAIR SERVICE	345.50
VEENSTRA & KIMM INC.	ENG-MAIN ST/WATER ST MAIN IMP	39,029.05
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,576.06
WERLING ABSRACT COMPANY	LIEN SEARCH COLE PROPERTY	550.00
WEST BRANCH COMMUNITY DEVE	CHRISTMAS GREENERY	142.00
TOTAL		52,884.13
PAID BETWEEN MEETINGS		
MISCELLANEOUS VENDOR	PAM SCHOWALTER-UTILITY REFUND	66.57
US BANK CORPORATE CARD	SUPPLIES, OFFICE EQUIPMENT	435.82
UPS	SEWER-SHIPING	21.03
TOTAL		523.42
GRAND TOTAL EXPENDITURES		53,407.55

FUND TOTALS	
001 GENERAL FUND	6,332.33
022 CIVIC CENTER	531.99
031 LIBRARY	637.28
110 ROAD USE TAX	1,699.90
308 PARK IMP - PEDERSEN VALLEY	14,000.00
309 PHASE I PARK IMPROVEMENTS	560.00
310 COLLEGE STREET BRIDGE	4,643.00
313 MAIN ST SIDEWALK-PHASE 4	9,135.00
314 N FIRST ST. IMPROVEMENTS	8,635.00
316 I & I LINE/GROUT PH 2	336.40
600 WATER FUND	5,862.20
610 SEWER FUND	1,034.45
-	
GRAND TOTAL	53,407.55

COMMUNICATIONS/OPEN FORUM

Pete Swisher, Superintendent, Herbert Hoover National Park shared information about an upcoming Eclectic Speaker Series happening on February 22nd, March 22nd and April 22nd. The speakers will cover a variety of topics and will be held at the visitor center and are free and open to the public.

Melissa Russell, Park & Recreation Director provided an update on the concession stand planning and hydro-excavating at the Pedersen Park project.

Scot Wilkins, consultant with BenefitSolutions Inc. gave the Council an overview of their broker services.

Shane Staker, Community Development Group (CDG) Board Director addressed the Council and acknowledged the importance of the city's financial support to the CDG and the vision and goals for the CDG in West Branch. He also provided an overview of accomplishments of the group for 2016. Staker also made statements on several subjects that had occurred in the past twelve months including budget cuts, lack of communication between CDG and its partners, and personality conflicts and inappropriate actions of the current CDG executive director.

PUBLIC HEARING/NON-CONSENT AGENDA

Resolution 1558, hiring James Holland as a water/wastewater operator for the City of West Branch, Iowa, and setting the salary for the position for fiscal year 2016-2017./Move to action.

Muckler noted that Holland currently holds a grade 1 water/wastewater certification and therefore would be eligible to receive the incentive pay increase per the employee handbook and have a starting wage of \$17.50 per hour.

Motion by Miller, second by Ellyson to approve Resolution 1558. AYES: Miller, Ellyson, Stevenson, Pierce. Absent: Shields. Motion carried.

Accept the resignation of Alan Bohanan from the West Branch Preservation Commission./Move to action.

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

Accept the resignation of Matt Muckler as city administrator/clerk./Move to action.

Pierce congratulated Muckler on his new position and thanked him for his many contributions to the city. Stevenson also thanked Muckler for his service and commented that Muckler helped move the city forward in a positive direction and stated that the city had big shoes to fill with his departure. The other council members shared similar sentiments.

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

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

Councilperson Jordan Ellyson – Cedar County Economic Development Commission (CCEDCO)

Hillary Maurer – West Branch Preservation Commission, December 31, 2018

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

City Attorney Kevin Olson – Discussion of parcel with unknown owner located west of 307 Water Street.

Olson stated that the city was approached by local business owner, Bruce Barnhart of a property located at the west end of Water Street. Barnhart has been in contact with Cedar County and it has been determined that the property has no known owner and no property taxes are being collected. Olsen said that Barnhart was interested in splitting the property with adjacent property owner Pete and Donna Tuttle. Muckler advised the Council that this could be accomplished as an alley abandonment process.

Maggie Burger, Speer Financial, Inc. - Annual TIF Report

Burger reviewed the annual TIF report and the city's current debt obligations with the Council and answered their questions.

Resolution 1561, approving a standard professional services agreement for the facilitation of a city administrator/city clerk search process with Callahan Municipal Consultants, LLC in an amount not to exceed \$12,460./Move to action.

Muckler noted that the agreement did not cover travel expenses, lodging, meals or the six month review of the potential candidates. He further stated there was no money in the current budget for these items and suggested that the Council consider a budget amendment.

Motion by Miller, second by Stevenson to approve Resolution 1561. AYES: Miller, Stevenson, Pierce, Ellyson. Absent: Shields. Motion carried.

Resolution 1562, approving a web design contract with Nicholas Shimmin in an amount not to exceed \$2,500./Move to action.

Motion by Stevenson, second by Ellyson to approve Resolution 1562. AYES: Stevenson, Ellyson, Miller, Pierce, Absent: Shields. Motion carried.

Resolution 1563, approving an engineering services agreement with Veenstra & Kimm, Inc for College Street and Second Street Improvements in an amount not to exceed \$72,700./Move to action.

Dave Schechinger, city engineer reviewed the scope of the service agreement to include the non-participating portion of the College Street bridge reconstruction project.

Motion by Stevenson, second by Miller to approve Resolution 1563. AYES: Stevenson, Miller, Pierce, Ellyson. Absent: Shields. Motion carried.

Resolution 1564, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the Main Street Sidewalk - Phase 4 Project for the City of West Branch, Iowa, and the taking of bids therefor./Move to action.

Schechinger described the project to include the continuation of replacing sidewalks in the downtown historic district as well as repairing the storm sewer in the project area. Phase 4 will consist of the area between North Downey and First Street on the north side of Main Street. Schechinger is working with property owners in obtaining assessment agreements.

Motion by Stevenson, second by Ellyson to approve Resolution 1564. AYES: Stevenson, Ellyson, Miller, Pierce, Absent: Shields. Motion carried.

Resolution 1565, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the North First Street Improvements Project for the City of West Branch, Iowa, and the taking of bids therefor./Move to action.

Schechinger described this project to include the total reconstruction of North First Street from Main to Green Street.

Motion by Pierce, second by Miller to approve Resolution 1565. AYES: Pierce, Miller, Ellyson, Stevenson. Absent: Shields. Motion carried.

Resolution 1566, awarding the construction contract for the Main Street Water Main Improvements Project./Move to action.

Olson stated that nine bids were received for the project. The low bid (\$153,709.94) was received from KMA Trucking & Excavating LLC, however the bid received was deemed not responsive. Olson cited that this was allowable under Chapter 26 of the Iowa Code. Schechinger recommended the second low bid (\$157,595.26) from BWC Excavating LC be awarded the contract. Schechinger commented that he has experience with this company and their work.

Motion by Miller, second by Pierce to approve Resolution 1566. AYES: Miller, Pierce, Stevenson, Ellyson. Absent: Shields. Motion carried.

Resolution 1567, awarding the construction contract for the Sanitary Sewer Rehabilitation - Phase 2 Project./Move to action.

Olson stated that three bids were received for the project. The low bid (\$132,528.75) was received from Municipal Pipe & Tool Co. LLC, however the bid was rejected as not responsible. Olson cited that this was allowable under Chapter 26 of the Iowa Code. Schechinger recommended the second low bid (\$136,3670.50) from Visu-Sewer, Inc. be awarded the contract. Schechinger commented that he has experience with this company and their work. Olson cited the as this company has done work for the city before and that they are currently behind on other projects.

Motion by Miller, second by Ellyson to approve Resolution 1567. AYES: Miller, Ellyson, Pierce, Stevenson. Absent: Shields. Motion carried.

Resolution 1568, approving Change Order Three, Revised in the amount of \$13,530.59 on the 4th Street Reconstruction Project./Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1568. AYES: Miller, Stevenson, Ellyson, Pierce. Absent: Shields. Motion carried.

Resolution 1569, approving Change Order Five in the amount of \$2,524.44 and Pay Estimate Number 6 in the amount of \$33,361.15 on the 4th Street Reconstruction Project./Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1569. AYES: Miller, Stevenson, Pierce, Ellyson. Absent: Shields. Motion carried.

City Attorney Kevin Olson – Discussion of potential update of the West Branch Urban Renewal Plan, Amended and Restated, May 2016

Olson provided a reminder on the process for updating the urban renewal plan.

Resolution 1570, approving a proposal with Nesper Sign Advertising, Inc. in an amount not to exceed \$769.20 to remove existing vinyl graphics from wayfinding signage and replace with new graphics./Move to action.

Laughlin explained that the quote is for increasing the size of the lettering on the previously designed wayfinding signs purchased in 2014. Miller suggested that the city look at a sample sign before

Motion by Miller, second by Ellyson to approve Resolution 1570. AYES: Miller, Ellyson, Stevenson, Pierce. Absent: Shields. Motion carried.

Resolution 1571, approving participation of the Hoover Presidential Foundation on the West Branch Preservation Commission and in the planning process for Hoover's Hometown Days./Move to action.

Laughlin requested that this resolution be tabled for a couple of months due to the upcoming change in administrators. Council disagreed and said that other items needed to be considered before moving forward with a change in the current agreement between the city and the Herbert Hoover Presidential Foundation staff.

Motion by Miller, second by Stevenson to postpone Resolution 1571 indefinitely. AYES: Miller, Stevenson, Pierce, Ellyson. Absent: Shields. Motion carried.

CITY STAFF REPORTS

No city staff reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

No comments from the mayor and council.

ADJOURNMENT

Motion to adjourn regular meeting by Ellyson, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:34 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk