

(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**

Special City Council Meeting

**December 8, 2016
7:01 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:01 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, and Brian Pierce were present. Council members Jordan Ellyson and Tim Shields were absent. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Finance Officer Gordon Edgar, Public Works Director Matt Goodale, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell and Police Chief Mike Horihan.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the November 15, 2016 City Council Joint Work Session with the Planning and Zoning Commission Meeting.

Approve minutes from the November 28, 2016 special City Council Meeting.

Approve water/wastewater operator job description.

Approve Partial Pay Estimate No. 3 (final) in the amount of \$10,060.10 to All American Concrete, Inc. of West Liberty, IA for the Main Street Intersection and Sidewalk Improvements Project.

Approve claims

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

EXPENDITURES	12/8/2016	
Alliant Energy	Utilities-Water Tower	104.00
Atlas Tree Service	Stump Grinding	1,200.00
Brown's West Branch	2008 Ram Vehicle Repair	222.25
Cedar County Recorder	Record Document3501	7.00
Cj Cooper & Associates	Alcohol Breath Test Supplies	123.75
Costco Wholesale	Library & Park & Rec Supplies	258.79
Culligan Water Technologie	Fire-Water Conditioner Service	35.20
Eldon C Stutsman Inc	Repair Parts	422.07
F&B Communications Inc	Email/Web Hosting	59.90
Galls, Llc	Uniforms	76.00
Global Equipment Co. Inc.	Waste Receptacles	1,856.22
Harry's Custom Trophies Lt	Park & Rec - Medals	187.50
Hd Cline Company	Repair Service	249.17
Iowa Assn. Mun. Utilities	Safety Training	526.40
Jab Ink Grafix & Designs	Uniform Accessories	29.00
Jonny Stax Presents, Inc.	Consulting	2,000.00
Lenoch & Cilek	Supplies-Christmas Past	9.99
Liberty Communications	Telephone Service	1,248.86
Linn County R.E.C.	Siren @ Greenview	138.00
Matt Parrott/Storey Kenwor	Laser Utility Bills	352.01
Med Compass	Fire/Haz Mat Physicals	1,010.00
Menards	Safety Equipment	297.16
Oasis Electric Llc	Install Junction Box	310.34
Olson, Kevin D	Legal Services	1,500.00
Oriental Trading Co. Inc.	Program Supplies	248.16
Parkside Service	Repair Parts	907.25
Quill Corp	Office Supplies	110.74
Rickertsen, Lisa	Consulting Service	350.00
Trugreen Processing Center	Lawn Service Lions Field	145.00
Ups	Sewer-Shipping	21.20
Us Bank Equipment Finance	Copier Lease	241.80
West Branch Community Scho	Gym Rent - Mens Basketball	95.00
West Branch Ford	Repair Service	893.73
West Branch Times	Legal Publications & Advertisi	701.60
Wex Bank	Vehicle Fuel	929.98
Total		16,968.07

PAYROLLS 12-02-16		44,687.77
PAID BETWEEN MEETINGS		
Brick, Leslie	Supplies, Mileage	50.83
Cornerstone Excavating Inc	306-4th St Improvement Project	251,010.96
Miscellaneous Vendor	Utility Refund	65.21
Russell, Melissa	Supplies	21.07
Ups	Sewer-Shipping	20.86
Verizon Wireless	Wireless Service	758.75
West Branch Ford	2017 Ford F250	26,000.00
Total		277,927.68
GRAND TOTAL EXPENDITURES		339,583.52
FUND TOTALS		
001 General Fund	36,437.66	
022 Civic Center	43.12	
031 Library	5031.35	
110 Road Use Tax	7,146.43	
112 Trust And Agency	5,478.29	
306 4th St Improvements Proj	251,010.96	
600 Water Fund	17146.12	
610 Sewer Fund	17,289.59	
GRAND TOTAL	339,583.52	

COMMUNICATIONS/OPEN FORUM

There were no comments at the open forum.

PUBLIC HEARING/NON-CONSENT AGENDA

Vanessa Fixmer-Oraiz and Brian Boelk, HBK Engineering – Lions Field Creek Restoration Project: Discussion of characteristics of the streambank restoration design.

Vanessa discussed the design parameters utilized for the restoration and shared examples of completed projects and what could be done at Lions Field. The project is designed to address the current erosion problems and provide aesthetic improvements. City Administrator Matt Muckler reported the City could begin mowing the City portion in spring 2017 and the City could assist homeowners with moving storage sheds.

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

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

Resolution 1543, approving the West Branch Salt Shed Site Plan./Move to action.

Motion by Miller, second by Pierce, to approve Resolution 1543. AYES: Miller, Pierce, Stevenson. Motion carried. City Engineer Dave Schechinger explained the design details of the site plan.

Resolution 1544, approving an engineering service agreement with Veenstra & Kimm, Inc for the Gilbert Drive Extension Project in the amount of \$49,000./Move to action.

Motion by Stevenson, second by Miller to approve Resolution 1544. AYES: Stevenson, Miller, Pierce. Motion carried.

Resolution 1545, approving a 28E Agreement with the West Branch Community School District concerning the West Branch High School Phase 3 Improvements Project./Move to action.

Motion by Miller, second by Pierce to approve Resolution 1545. AYES: Miller, Pierce, Stevenson. Motion carried.

Resolution 1546, approving two contracts for the 2017 Hoover’s Hometown Days Celebration in the amount of \$13,200.00/Move to action.

Motion by Miller second by Pierce to approve Resolution 1546. AYES: Miller, Pierce, Stevenson. Motion carried.

CITY STAFF REPORTS

Police Officer Cathy Steen – School Resource Officer Activities

Officer Steen thanked the mayor, council and City Administrator Muckler for the opportunity to serve as the SRO (School Resource Officer). She distributed a report showing the activities she has been involved in.

Public Works Director Matt Goodale – Discussion of Brush Pile Access and Enhanced Yard Waste Pick-Up for 2017

Director Goodale reported that people from outside the city limits are using the facility and that people are dumping unauthorized material at the site. There was discussion on reducing hours the facility is open, installing a camera and changing the yard waste pick up schedule to weekly.

City Administrator Matt Muckler – Residential Individual Lot Site Plan Requirements

Administrator Muckler reported that after the recent Planning & Zoning Commission meeting, he received a proposal for a tiered plan from Commission member Ryan Bowers. The proposal would allow certain activity without requiring a site plan, other activity would require a minimal site plan and then a new building would require a complete site plan. Muckler said he hoped to have a subcommittee evaluate it and take a recommendation to the first Planning and Zoning meeting in January.

City Administrator Matt Muckler – Urban Chicken Policy

Administrator Muckler reported that Mr. Blake Shultice, a fourth grade teacher at Hoover Elementary, will bring his class to the Animal Control Commission meeting on January 10 to make a proposal to adopt an “Urban Chicken Ordinance” for the city of West Branch. There will be a discussion on the merits of the proposal and whether the Commission will make a recommendation to the City Council.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin – Christmas Past was a huge success. The horse drawn carriage people said it was one of the best celebrations they have participated in and will be back next year.

ADJOURNMENT

Motion to adjourn regular meeting by Miller, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:09 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk