

(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

**December 19, 2016
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:02 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 and Jordan Ellyson were present. Councilperson Brian Pierce 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, Library Director Nick Shimmin and Parks & Recreation Director Melissa Russell.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the December 8, 2016 special City Council Meeting.

Approve claims.

Approve Fire Department annual payroll in the amount of \$33,781.00.

Approve Class C Liquor License (LC) (Commercial) with Sunday sales for Herb n' Lou's.

Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.

Approve 2017 City Council Meeting Schedule.

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

EXPENDITURES	12/19/2016	
ALLIANT ENERGY	UTILITY SERVICE	7,874.94
ALTORFER INC	REPAIR PARTS	221.40
AMAZON	BOOKS, DVDS, SUPPLIES	446.18
BAKER & TAYLOR INC.	BOOKS	669.59
BARRON MOTOR SUPPLY	WIPER BLADES	449.91
BP AMOCO	VEHICLE FUEL	237.54
CAJ ENTERPRISES INC	SAND HAULING	67.83
CASEYS GENERAL STORE	LIQUOR LICENSE REFUND	75.00
CHIEF SUPPLY CORPORATION	PATCHES FOR UNIFORM	15.99
CROELL, INC.	SAND	28.56
DEMCO OFFICE	SUPPLIES	121.21
DEWEYS JACK & JILL	SUPPLIES	1.05
EMERGENCY MEDICAL PRODUCT	TRACTION SPLINT	308.00
FEHR GRAHAM	308 PV PARK IMP DESIGN	12,121.00
FELD FIRE EQUIPMENT CO. INC	HELMETS	1,189.00
GIERKE-ROBINSON COMPANY INC	GAS CANS	392.14
HARRY'S CUSTOM TROPHIES LTD	SERVICE AWARD	88.71
HEIMAN FIRE EQUIPMENT	SUPPLIES	1,527.55
IMWCA	WORK COMP INSTALL #7	5,140.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	35.10
JOHNSON COUNTY REFUSE INC	RECYCLING OCT 2016	7,490.75
JONES JANITOR SUPPLIES	BROOMS, SQUEEGEES	286.00
MENARDS	SUPPLIES	75.81
MIDWEST JANITORIAL SERVICE	MIDWEST JANITORIAL SERVICE INC	656.26
OVERDRIVE INC	AUDIOBOOKS-EBOOKS	581.48
PITNEY BOWES GLOBAL FINANCE	LIBRARY POST METER	120.00
POSTMASTER	PO BOX RENT	70.00
PYRAMID SERVICES INC	V-BELT	78.73
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	730.00
QUILL CORP	LIBRARY TOWELS	182.69
SHIMMIN, NICK	CHRISTMAS PAST SUPPLIES	66.42
STATE HYGIENIC LAB	LAB ANALYSIS	25.00
TIPTON ELECTRIC MOTORS	REPAIR SERVICE	239.76
TOYNES IA. FIRE TRK. SERVICE	REPAIR PARTS	950.60
UNITED LABORATORIES	CHEMICALS	395.70
US BANK CORPORATE CARD	OFFICE SUPPLIES	246.22
USA BLUE BOOK	SAFETY SUPPLIES	3,182.85
WALMART COMMUNITY/RFCSLLC	SUPPLIES, BOOKS, DVDS	344.63
WEST BRANCH FORD	REPAIR SERVICE	104.35
WEST BRANCH REPAIRS	TIE DOWN STRAPS & INSTALLATION	1,290.29

WEST BRANCH TIMES	NEWSPAPER SUBSCRIPTION	30.00
TOTAL		48,158.24
PAID BETWEEN MEETINGS		
ALL AMERICAN CONCRETE INC	307 MAIN ST INTERSECTION & SIDEWAL	10,060.10
JOSE GONGORA	SAFETY TRAINING	750.00
UPS	SEWER-SHIPPING	21.03
TOTAL		10,831.13
FIRE DEPARTMENT PAYROLL 12-16-16		36,401.44
REGULAR & COUNCIL PAYROLL 12-16-16		58,314.06
GRAND TOTAL EXPENDITURES		153,704.87
FUND TOTALS		
001 GENERAL FUND	80,839.58	
022 CIVIC CENTER	451.57	
031 LIBRARY	8,319.16	
036 TORT LIABILITY	4,325.60	
110 ROAD USE TAX	2,588.74	
112 TRUST AND AGENCY	13,756.33	
307 MAIN ST INTERSECTION IMPROVEMENTS	10,060.10	
308 PARK IMPROVEMENT-PEDERSEN VALLEY	12,121.00	
600 WATER FUND	9,625.13	
610 SEWER FUND	11,617.66	
GRAND TOTAL	153,704.87	

COMMUNICATIONS/OPEN FORUM

No comments.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Roger Laughlin – Lifetime Achievement Award for Dick Stoolman

Laughlin thanked Stoolman for serving the community for fifty eight years on the West Branch Fire Department, many of those as Fire Chief. Stoolman officially retired this year. Several members of the West Branch Fire Department were in attendance.

Liz Firmstone, Realtor, Lepic-Kroeger Realtors – Overview of United States Department of Agriculture (USDA) Rural Development Home Loans

Firmstone explained the program was designed for first time home buyers and to encourage small town development. She also offered to educate residents on the RD Home Loan program with community meetings if there was interest. Jessica Greving, Loan Officer with Residential Mortgage Network explained the program is available for communities of twenty thousand or less residents and offers a 30 year fixed, 100% financing, no money down. She said the program is geared toward people with good credit.

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 Shields, second by Ellyson to adjourn to executive session. AYES: Shields, Ellyson, Miller, Stevenson, Ellyson. Absent: Pierce. Motion carried. Adjourned to executive session at 7:17 p.m.

Motion by Shields, second by Ellyson to adjourn from executive session. AYES: Shields, Ellyson, Stevenson, Miller, Ellyson. Absent: Pierce. Motion carried. Adjourned from executive session at 7:28 p.m.

Jose Gongora – Update on City Safety Program and two chapters of West Branch Safety Manual: Hazardous Communications Program and Confined Space Entry

Gongora reported that six safety meetings have been held and from those meetings came good discussion and good ideas. Two chapters of the safety manual have also been drafted as well as inspections of several city facilities have been completed. From the inspections, twenty-five hazards were identified and twenty-two have since been corrected.

Accept the resignations of Neil Korsmo from the Animal Control Commission, Peggy Jeffries from the West Branch Preservation Commission, and Clara Oleson from the Planning and Zoning Commission./Move to action.
Motion by Shields, second by Stevenson to accept resignations. AYES: Shields, Stevenson, Miller, Ellyson.
Absent: Pierce. Motion carried.

Mayor Pro Tem Colton Miller - Appointments/Reappointments/Move to action.

Terry Goerd – Zoning Administrator

Stevenson requested that Goerd obtain the Construction Site Erosion and flood plain certifications that the former zoning administrator had. Muckler replied that Public Works Director has the Construction Site Erosion certification and he had some experience with flood plains and ensured that Goerd would have the opportunity to gain the necessary certifications.

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

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

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

Resolution 1547, approving various contracts for the 2017 Hoover’s Hometown Days Celebration in the amount of \$1,849.00./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1547. AYES: Miller, Ellyson, Stevenson, Shields.
Absent: Pierce. Motion carried.

Resolution 1548, terminating the contract agreement with Midwest Janitorial Service./Move to action.

Motion by Stevenson, second by Shields to approve Resolution 1548. AYES: Stevenson, Shields, Ellyson, Miller.
Absent: Pierce. Motion carried.

Resolution 1549, approving an agreement concerning first right of refusal./Move to action.

Olson explained that this agreement is with Casey’s General Store for the recently closed store on east Main Street. Motion by Ellyson, second by Miller to approve Resolution 1549. AYES: Ellyson, Miller, Stevenson, Shields.
Absent: Pierce. Motion carried.

Resolution 1550, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the Main Street Water Main Improvements Project for the City of West Branch, Iowa and the taking of bids therefor./Move to action.

Schechinger provided an overview of the project that will replace the water main on East Main Street starting at 5th Street extending east to the top of the hill. Plans are complete and permits from the DNR have been obtained so the project can move forward. Schechinger stated the estimated cost of the project would be approximately \$150,000.00

Motion by Stevenson, second by Ellyson to approve Resolution 1550. AYES: Stevenson, Ellyson, Shields, Miller.
Absent: Pierce. Motion carried.

Resolution 1551, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the Sanitary Sewer Rehabilitation – Phase 2 Project for the City of West Branch, Iowa and the taking of bids therefor./Move to action.

Schechinger described the project is to complete the sanitary sewer rehabilitation project to reduce inflow and infiltration of the City’s wastewater system as well as replace wastewater utility infrastructure.

Motion by Ellyson, second by Stevenson to approve Resolution 1551. AYES: Ellyson, Stevenson, Miller, Shields.
Absent: Pierce. Motion carried.

CITY STAFF REPORTS

Deputy City Clerk Leslie Brick – Holiday Schedule for City Services

Brick reviewed the upcoming office closures and trash collection service schedules for the upcoming holidays.

Park and Recreation Director Melissa Russell – Theme for park space in Pedersen Valley

Russell requested feedback from the Council on what type of items they would like to see in the concession stand as well as the foot print for the building. She mentioned that park policies would need to be established for the park as that may affect what type of amenities would be required. Russell also mentioned that naming the park should be considered soon and the Council suggested opening it up to the schools and the public for input. Council felt it would be good to invite the whole town to participate in naming the new park space.

Library/IT Director Nick Shimmin – Update to City of West Branch Website

Shimmin presented four proposals for the redesign of the City's website for Council consideration. Shimmin noted that the reason for the proposal was due to the software that the current website uses is no longer supported. He also mentioned that with the adoption of a new city logo and future marketing strategies, the website should match those goals and objectives. Shimmin said the current website also does not provide full functionality needed to support a mobile-friendly site.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

No comments.

ADJOURNMENT

Motion to adjourn regular meeting by Shields, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:27 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk