

*(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**January 22, 2013  
6:30 p.m.**

Mayor Pro Tem Jim Oaks opened the West Branch City Council meeting at 6:30 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Jennifer Harden, Public Works Director Matt Goodale, Police Chief Mike Horihan, Parks and Recreation Director Melissa Russell, Fire Chief Administrator Dick Stoolman and Library Director Nick Shimmin.

Council members: Jordan Ellyson, Colton Miller, Dan O'Neil, Mark Worrell and Jim Oaks. Absent: Mayor Don Kessler.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the January 7, 2013 City Council Meeting.
- b) Approve minutes from the January 10, 2013 City Council Work Session.
- c) Approve claims.

Motion by Worrell to approve the agenda/consent agenda, second by O'Neil.

AYES: Worrell, O'Neil, Ellyson, Miller, Oaks. Motion carried.

Date 1-22-13	City Of West Branch	
	Claims Register Report	
3E Electrical Engineering	Streets - Supplies	53.02
Agvantage FS Inc	Streets - LP Gas	1142.85
Alliant Energy	Utilities	6809.33
Altorfer Inc	Streets - Gasket	4.98
Amazon	Library - Supplies	235.68
Amsan	TH/Lib/Admin/Sewer - Supplies	368.79
Baker & Taylor Inc.	Library - Books	582.99
Barron Motor Supply	Streets - Supplies	394.47
BDC Building Inspection	Admin-Bldg Inspections For Dec	96.60
Blue Cross Blue Shield	Insurance	9010.13
BP Amoco	Fire/Police/Streets - Fuel	1429.44
Business Radio Sales	Fire - Radios For Sirens	1570.00
Cedar County Recorder	Legal - Document Recordings	34.00
Cedar Rapids Photo Copy	Library - Service	59.24
Community State Bank	Fire Dept Expansion Loan Pmt	8364.57
Culligan Water Technologies	Fire - Water Cond Rental	32.95
Cyril Frommelt	Streets - Tree Removal	2500.00
Dave's Welding & Repair	Streets - Service Trucks	1215.26
Decho Corporation	Admin - Server Backup	158.95
Deweys Jack & Jill	Library/Water - Supplies	17.28
East Cent Intergovt Asn.	Legal - Comp Plan Nov Exp	1815.00
EFTPS	Federal Withholdings	10781.05
FEH Associates Inc	Library-Pre-Funding Phase Srv	8121.25
French Reneker Associates	Eng For WB Flood Con Final Pmt	249.25
Galls	Police - Gloves, Nameplate	88.43
Gaylord Bros Inc.	Library - Supplies	25.62
GreatAmerica Leasing Corp	Admin - Copier Contract	252.06
Hawkins Water Treatment	Water - Azone 15	1038.10
Horihan, Mike	Police - Reimb For Supplies	30.44
Hospers & Brother Printers	Fire - Thank You Cards	198.24
ICMA	Admin - ICMA Membership Dues	639.00
Iowa City Press-Citizen	Library - Subscription	32.62
Iowa Law Enforcement Academy	Police - Mmpi-2 For A Koch	140.00
Iowa Municipal Finance	Admin - IMFOA Annual Dues	55.00
Iowa Network Services Inc	Admin - Website Hosting	26.99

Iowa One Call	Water/Sewer - Service	16.20
Iowa State University	Sewer - Work Zone Safety Trng	230.00
IPERS	IPERS	7457.89
Jetco Electric Inc.	Water - Battery	135.00
John Deere Financial	Streets/Water - Supplies	295.32
Johnson County Refuse Inc.	Recycling - December	3648.00
Kingdom Graphics LLC	Water - Decal For Truck	100.00
L. L. Pelling Co. Inc	Streets - Premix	164.85
Lease Consultants	Library - Copier Lease Cont	59.00
Liberty Communications	Various Depts - Phone Service	1112.89
Linn County R.E.C.	Streets - Utilities	102.00
Lowes	Streets - Supplies	78.84
Lynch's Plumbing Inc	Water - Repair/Supplies	461.05
MacDougall, Nathan	Reimb For Overpayment Of Taxes	395.50
Main Street West Branch	Comm & Cult- Holiday Greenery	159.25
MAS Modern Marketing	Police - Supplies	86.81
Matt Parrott	Admin - Tax Forms & Envelopes	120.78
Mediacom	Admin - Service	40.90
Midwest Frame & Axle	Streets - Parts	63.27
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	637.00
MMS Consultants Inc	Legal - Consulting	414.38
Moore's Welding Inc	Water/Streets - Service	1327.50
Oasis Electric LLC	Fire-Install Door Openers	1222.20
Office Depot	Admin/Police - Office Supplies	65.12
Olson, Kevin D.	Legal Services For January	1500.00
Overdrive Inc	Library - Ebooks	280.68
Payroll Expense	Payroll - January	53197.67
Peden, Shanelle M.	Cable - Videotaping	150.00
Pitney Bowes	Library/Admin - Lease Contract	564.03
Pitney Bowes	Admin/Water/Sewer - Postage	500.00
Plunkett's Pest Control	Admin - Service	24.96
QC Analytical Services	Sewer - Testing	1434.00
Quill Corp	Various Depts. - Supplies	522.10
RK Dixon	Admin - Blk & White Copies	273.50
Shearer, Amy	Utility Deposit Refund	76.85
Sprint	Police - Service	179.97
State Hygienic Lab	Water - Testing	40.00
The Iowa Children's Museum	Park & Rec - Lunch Bunch Prog	124.96
Treasurer State Of Iowa	Iowa Sales Tax Pmt December	1912.00
Treasurer State Of Iowa	State W/H Tax	1946.00
Tyler Technologies	Cemetery - Cemetery Software Fees	587.00
UPS	Sewer - Shipping	184.62
US Cellular	Various Depts. - Phone Service	563.74
USA Blue Book	Water/Sewer - Supplies	209.69
Veenstra & Kimm Inc.	Engineering	1985.60
Walmart	Library - Supplies	273.22
Wellmark BC/BS	Flex	1026.66
West Branch Ford	Streets - Service 03 Ford	309.45
West Branch Repairs	Police - Ram Truck Oil Change	516.01
West Branch Times	Various Dept. - Publications	1214.99
Wex Bank	Police - Fuel	82.87
	Grand Total	145,647.90
Fund Totals		
001 General Fund		65,491.54
022 Civic Center		738.59
031 Library		19,382.80
110 Road Use Tax		7,493.27
112 Trust And Agency		12,022.63
226 Go Debt Service		8,364.57
600 Water Fund		17,303.24
610 Sewer Fund		14,851.26
GRAND TOTAL		145,647.90

## COMMUNICATIONS/OPEN FORUM

None.

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

### Resolution 1066, setting the salary for Greg C. Hall for fiscal year 2012-2013./Move to action.

Motion by Miller to approve Resolution 1066, second by O'Neil. AYES: Miller, O'Neil, Worrell, Ellyson, Oaks. Motion carried.

### Resolution 1067, approving Official Statement for bonding of Lift Station, I & I Work and Refinancing./Move to action.

Worrell asked for a clarification on when the bonds would be callable. Muckler stated that he believed the bonds were callable after eight years and that he would get confirmation from Speer Financial.

Motion by O'Neil to approve Resolution 1067, second by Worrell. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

### Resolution 1068, approving a letter to the Iowa Finance Authority requesting that early prepayment be accepted for the \$1,740,000 General Obligation Water Improvement SRF Bond, Series 2005, dated June 2, 2005./Move to action.

Motion by Worrell to approve Resolution 1068, second by O'Neil. AYES: Worrell, O'Neil, Ellyson, Miller, Oaks. Motion carried.

### Public Hearing on amending the current budget for the fiscal year ending June 30, 2013..

Mayor Pro Tem Oaks opened the public hearing at 6:36 p.m. Muckler detailed the revenues and expenditures being amended. Revenue items being amended include donations made to the library and fire department. Expenditures being amended include the police vehicle and library building project expenditures. Mayor Pro Tem Oaks closed the public hearing at 6:39 p.m.

### Resolution 1069, approving Budget Amendment./Move to action.

Motion by O'Neil to approve Resolution 1069, second by Ellyson. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

### Resolution 1070, approving a purchase agreement with Altorfer Inc. for a 2012 CAT 262 Skid Steer Loader in the amount of \$36,788./Move to action.

Muckler stated \$45,000 was budgeted for a skid loader when FY13 budget was originally adopted. Council made the decision to use that \$45,000 and the FY13 equipment set aside (for a total of \$61,627) as a down payment on the street sweeper. The purchase of the skid loader would be added to the local bank loan. The goal is to pay that amount off in two years by making one payment in FY14 and the other in FY15.

Motion by Worrell to approve Resolution 1070, second by O'Neil. AYES: Worrell, O'Neil, Ellyson, Miller, Oaks. Motion carried.

### Resolution 1071, approving the purchase of five skid steer attachments with Lackender Inc. in the amount of \$9,000./Move to action.

Oaks, Worrell and Goodale discussed the benefits of each attachment. Worrell stated that the City was receiving very favorable discounted municipal pricing on the equipment.

Motion by O'Neil to approve Resolution 1071, second by Worrell. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Discussion of Ordinance 685, Amending Title Chapter 92 “Water Rates.”

Muckler stated that following last year’s budget, Council had expressed interest in discussing Ordinance 685 during this year’s budget. The City’s current water rate is \$5.23 per 1,000 gallons and will increase to \$5.87 on July 1. Miller provided information on water rates of surrounding communities and suggested that the Council reconsider some of the provisions called for in Ordinance 685. Oaks stated that each water provider is unique and comparisons to neighboring communities are not always helpful. O’Neil and Ellyson requested that future discussions be predicated on a specific proposal, rather than a general discussion item.

City Engineer Dave Schechinger – Street Report Presentation.

Leland Belding and Dave Schechinger with Veenstra & Kimm presented the Council with the street paving program report. Water and sewer repairs would be planned in conjunction with the street repairs. Muckler stated this report would assist in the development of a capital improvement plan. In terms of funding, Muckler suggested that the Council could consider using future local option sales tax and debt service to fund future street projects.

Approve initial general fund revenue estimate./Move to action.

Worrell asked if actual valuation data was included in the revenue estimate. Muckler confirmed that the estimates were based on actual valuation data received from Johnson and Cedar Counties.

Motion by O’Neil, second by Ellyson. AYES: O’Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Approve Total Employee Compensation Plan for FY 2013-2014./Move to action.

Council decided to delay the raise for new police officer Alex Koch until January 1, 2014.

Motion by O’Neil, second by Worrell. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Approve general fund departmental non-salary expenditures./Move to action.

Oaks does not agree with allotting \$20,000 for alleys and would like to see a policy drawn up on alleys. Four areas were changed per January 10 work session: roads and streets, park & recreation, economic development and clerk and treasurer. Parking lot projects for parks were placed in the park & rec budget. ICAD agreed not to raise City dues. Clerk and Treasurer budget was reduced to allow for a set-aside to be added to the Park & Rec budget.

Motion by O’Neil, second by Worrell. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

**CITY STAFF REPORTS**

- a. Park and Recreation Director Melissa Russell – Existing Town Hall Studies, Drawings and Reports

Council is concerned with lack of accessibility and restrooms in Town Hall. Members also expressed a desire to convert the garage area into more usable space. Main Street West Branch Board President Becky Frederick stated that Main Street Iowa would update façade and interior drawings at no cost to the City. Oaks would prefer to see renovations completed as soon as possible with local financing rather than stretch out over five years.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

None.

**ADJOURNMENT**

Motion to adjourn meeting by O’Neil, second by Worrell. City Council meeting adjourned at 8:50 p.m.

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Jim Oaks, Mayor Pro Tem

ATTEST:

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Matt Muckler, City Clerk