

*(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**

**February 3, 2014  
6:30 p.m.**

Mayor Worrell opened the West Branch City Council work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Zoning Administrator Paul Stagg, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

**APPROVE AGENDA/CONSENT AGENDA**

- a. Approve minutes from the January 21, 2014 City Council Work Session #1.
- b. Approve minutes from the January 21, 2014 City Council Meeting.
- c. Approve minutes from the January 21, 2014 City Council Work Session #2.
- d. Approve claims.
- e. Approve TruGreen Commercial Agreement for Lions Field Service

Motion by Ellyson to approve, seconded by Miller. AYES: Ellyson, Miller, Pierce, Shields, Stevenson. NAYS: None. Motion carried.

Date 2-3-14	City of West Branch Claims Register Report	
Blue Cross Blue Shield	Insurance	11,114.07
Dearborn National Insurance	Life Insurance	64.95
EFTPS	Federal Withholdings	12,370.89
Iowa Department Of Revenue	Payroll Expense	1238.81
IPERS	IPERS	12,014.59
Payroll Expense	Payroll Expense 1-31-14	26,096.88
Treasurer State of Iowa	State Withholding tax	3,419.00
		66,319.19
Fund Totals		
001 General Fund		28,003.28
031 Library		6,102.70
112 Trust And Agency		14,941.36
600 Water Fund		9,335.87
610 Sewer Fund		7,935.98
Grand Total		66,319.19

## **COMMUNICATIONS/OPEN FORUM**

National Park Service Superintendent Pete Swisher informed the Council of some upcoming new exhibits at the Visitor Center. Swisher shared materials with the Council and encouraged attendance at the scheduled events. Superintendent Swisher also informed the Council that the first Hoover's Hometown Days meeting took place on January 29, 2014, and that more information will be forthcoming.

Herbert Hoover Presidential Library Association Executive Director Jerry Fleagle addressed the Council regarding a Main Street meeting he attended on January 29, 2014. Fleagle noted observations about West Branch businesses including those that are service oriented, tourism focused, or a combination thereof. Fleagle also added that those attending the meeting expressed an interest in developing a combined map of West Branch to include points of interest for all patrons.

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

### Mayor Mark Worrell-Recognition of Plato Electric

Mayor Mark Worrell recognized Dick Maske of Plato Electric for his forty two years of presence in the community and dedication to the City of West Branch.

### Approving the resignation of Lane Shields from the Historic Preservation Commission

City Administrator Matt Muckler indicated that Lane Shields had submitted his resignation from the Historic Preservation Commission.

Motion by Ellyson to approve the resignation of Lane Shields, second by Shields. AYES: Ellyson, Shields, Miller, Pierce, Stevenson. NAYS: None. ABSENT: None. Motion carried.

### Approving the appointment of Mackenzie Krob to the Historic Preservation Commission

City Administrator Muckler indicated that an application had been received by Mackenzie Krob for appointment to the Historic Preservation Commission.

Motion by Pierce to approve the appointment of Mackenzie Krob to the Historic Preservation Commission, second by Stevenson. AYES: Pierce, Stevenson, Ellyson, Miller, Shields. NAYS: None. ABSENT: None. Motion carried.

### Mr. Dan Stevenson, President, West Branch Public Library Board of Trustees – Update on WBPL Building Project Site Selection

Dan Stevenson spoke to the Council regarding the Library Board's site selection process. Dan Stevenson shared that the Board realized it is cost prohibitive to attempt to expand at the current site and are recommending a new facility be constructed on the Pedersen Valley property. The Board acknowledged the loss of proximity to the West Branch Community Schools, yet realizes the expansion will be needed as program participation continues to rise and circulation increases.

### Fire Chief Kevin Stoolman-Annual Report

Fire Chief Kevin Stoolman shared highlights from the Department's Annual Report. Stoolman noted that the Department responded to 398 call during 2013, with losses totaling \$628,000.00. Stoolman also indicated that the Department's average response time on a medical call is 3.7

minutes. Stoolman concluded by informing the Council that the Department is currently operating with a full roster.

Zoning Administrator Paul Stagg-Industrial Park Address Assignments

Zoning Administrator Paul Stagg spoke to the Council regarding renumbering and assignments of addresses in the Industrial Park. Stagg noted that there are some inconsistencies between street names and block numbering. Additionally, Stagg indicated that these changes would provide consistent information to Cedar County and the 911 emergency system.

Parks & Rec Director Melissa Russell-Park Planning Update

Parks & Rec Director Melissa Russell updated the Council on the steering committee meetings and the park planning process with HBK. Director Russell noted that an open house is scheduled for February 6, 2014 from 5:00-7:00 p.m. in the Council Chambers. Russell added that residents are invited to attend and provide feedback for future parks and recreation development.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Councilperson Pierce noted that the Samsung tablets ordered for Council members have arrived. Councilperson Pierce and Library Director Nick Shimmin have been working together to gain an understanding for administration and usage of the tablets. Councilperson Pierce and Director Shimmin hope to provide further training for Council members regarding the devices in the near future.

Councilpersons Ellyson and Shields expressed interest in a year-round Council meeting start time of 7:00 p.m. City Administrator Muckler noted that the current meeting start time schedule was approved by a prior Council and that a change to the Ordinance would require three readings.

City Administrator Muckler noted that West Branch Community School District Superintendent Kevin Hatfield is confirmed to present at the April 21, 2014 Council meeting. Mayor Worrell added that it would be beneficial if members of Council would act as liaisons by attending meetings such as the School Board or a Board or Commission within the City. Councilperson Shields added that he regularly attends Parks & Recreation Commission meetings.

**ADJOURNMENT**

Motion by Shields to adjourn the meeting, seconded by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:41 p.m.

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Mark Worrell, Mayor

ATTEST: \_\_\_\_\_  
Matt Muckler, City Administrator/Clerk