

(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

**June 23, 2014
7:00 p.m.**

Mayor Worrell opened the West Branch City Council meeting at 7:00 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Administrative Assistant Shanelle Peden, Police Chief Mike Horihan, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, and Tim Shields. Absent: Mary Beth Stevenson.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the June 2, 2014 Special and Regular City Council Meetings.
- b) Approve minutes from the June 2, 2014 City Council Work Session.
- c) Approve claims.
- d) Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Carryout Beer permit, and Sunday Sales permit for Kum & Go, LC, DBA: Kum & Go #254.
- e) Approve FY15 Cigarette Permit renewals for: Kum & Go, Dewey's Jack & Jill, Casey's General Store #2524, and BP Amoco.
- f) Approve Fire Department payroll for July 1, 2014, in the amount of \$31,720.00.
- g) Approve Fire Department officers for fiscal year 2014-2015.
- h) Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
- i) Approve transfer of \$35,017.58 from Emergency Fund to General Fund.
- j) Approve transfer of \$1,360.86 from Library - Krouth Principal Fund to General Fund.
Motion by Ellyson to approve the agenda/consent agenda, second by Pierce.
AYES: Ellyson, Pierce, Shields, Miller. Absent: Stevenson. Motion carried.

Date 6-23-14

City of West Branch
Claims Report

Air Cooled Engine Service	Cemetery - Parts	172.23
Alliant Energy	Various Depts - Utilities	8,157.87
Alto, Davin	Water - Utility Refund	2.67
Amazon	Library/Cable - Supplies	233.40
Amsan	Th/Admin - Supplies	170.24
Apparel 1 Screen Printing	Park & Rec - Supplies	436.00
Bailey, Kassie	Park & Rec - Cpr & First Aid Class	41.68
Baker & Taylor Inc.	Library - Books	900.43
Bankers Trust Company	DS/Tif/Water/Sewer-Go Bond Pmt	176,895.00
Barron Motor Supply	Sewer - Supplies	72.85
Beaver Heating And Air	Town Hall - Service On Furnace	130.00
Blank Park Zoo	Library-Summer Reading Program	144.08
Blue Cross Blue Shield	Health Insurance	10,553.01
Bound Tree Medical Llc	Fire - Supplies	610.56
BP Amoco	Fire/Police/Cem/Wat/Sewer-Fuel	2,437.16
Brandt, Dawn	Admin-Reimb For Training Exp	1,556.24
BSN Sports Inc	Park & Rec - Tball Supplies	971.59
Capital One Commercial	Library/P&R - Supplies	596.65
Cedar County Cooperative	Water - Supplies	156.10
Cedar Rapids Photo Copy	Library - Toner/Service	47.12
Chasing4life	Library-Summer Reading Program	150.00
Chauncey Butler Post 514	Police - Flag	38.00
Chief Supply Corporation	Police - Supplies	309.55
Chris Jones Trucking	Streets - Hauling Sand	227.30
Community State Bank	Debt Srv - Parkland Go/Fire/Go Equip Loans	186,021.87
Cook, Cole	Park & Rec - Umpire Games	300.00
Croell Redi-Mix Inc	Streets - Water Tower/Green St Proj	3,727.25
Culligan Water	Fire - Water Cond Rental	37.65

Dearborn	Life Insurance	56.95
Deluxe Corporation	Admin - Deposit Books	49.31
Deweys Jack & Jill	P&R/Sewer - Supplies	16.37
Dorsey & Whitney Llp	Legal Services Thru 3/31/14	4,386.50
East Cent Intergovt Asn.	Admin - Ecica Clerks Meeting	36.00
Ecivis Inc	Police/Legal - Grant Review Srvs	6,000.00
Eftps	Federal Withholdings	11,666.31
ETS Corporation	Water/Sewer - Credit Card Fees	106.13
F&B Communications Inc	Admin - Web Hosting	29.95
Farmers Supply Sales Inc	Streets - Parts	90.67
FEH Associates Inc	Library - Project 2012227 Srv/Charette	8,397.55
Fenner, Coleman	P&R - Baseball Umpire	100.00
Financial Adjustment Bureau	Library - Service	13.97
Fitzer, Erik	Water - Utility Refund	74.59
Freeman Lock & Alarm	Water - Rekey 2 Locks	49.75
Gordon, Ryan	Water - Utility Refund	74.59
Greatamerica Leasing	Admin - Copier Lease	252.06
Hansen, Trent	Fire - Striping Rolls	211.98
Hardwood Technologies Inc	Cable - Lecturn	740.00
Hawkins Inc	Water - Chemicals	1,505.75
HBK Engineering Llc	P&R- Proj A13-0839 Park Plan	4,580.00
HD Cline Company	Cemetery - Parts	85.24
Horihan, Mike	Police - Reimb For Mv Book	137.80
Hy-Vee	Park & Rec - Supplies	248.00
Image Trend Inc	Fire - Annual Fee & Trng	550.00
Iowa Assn. Mun. Utilities	Water - Eiasso Dues June-Aug	533.10
Iowa Department Of Revenue	Payroll Expense	754.00
Iowa Finance Authority	Water Sinking-Srf Rev Bond Pmt	54,777.50
Iowa League Of Cities	M&C - Mla Workshop 2 & 3	120.00
Iowa One Call	Water/Sewer - Service	51.30
Ipers	Ipers	7,596.51
Jensen, Julianne	P&R - Refund For Teen Program	100.00
Joey Dean Wenndt	Fire - June Fire Training	150.00
John Deere Financial	Streets - Supplies	214.50
Johnson County Refuse Inc.	Recycling - May 2014	3,719.25
Keltek Inc	Fire - Service 14 Chevy	879.86
Kevin D Olson	Legal Services June 2014	1,500.00
Larsen, Karl	Water - Utility Refund	18.01
Liberty Communications	Various Depts - Phone Service	1,101.55
Linn County R.E.C.	Streets - Utilities	120.00
Lynch's Excavating Inc	Streets - Service	1,760.00
Lynch's Plumbing Inc	Water - Coupler	12.80
Main Street West Branch	Comm & Cult - Grant Part Ms	1,667.00
Mary Baldwin	Park & Rec - Umpire Games	600.00
Matt Parrott	Admin - Laser Checks	235.65
Mcdonald R, Trana M	Water - Utility Refund	45.54
Mediacom	Cable - Service	40.90
Menards	P&R/Streets - Supplies	201.34
Midwest Janitorial Service	Lib/Admin/Th/Police -Cleaning	646.56
Monroe Truck Equipment Inc	Fire - Supplies For Truck	7,987.00
Moore's Welding Inc	Streets - College St Bridge/Repair Light Pole	484.41
Mr Gutter Ltd	Cable - Service	490.00
Muckler, Matt	Admin- Reimb For Training Exp	406.28
Municipal Supply	Water - Supplies	4,949.00
Nesper Sign Advertising	Comm&Cult-Dp Wayfinding Signs	2,128.00
North American Salt Co.	Streets - Salt	3,037.63
Oasis Electric Llc	Cemetery - Repair Lights	248.40
Overdrive Inc	Library - Ebooks	46.97
Payroll June 2041	Payroll June 2014	50,826.32
Pitney Bowes	Library/Water/Sewer - Postage	1,000.00
Play It Again Sports	Park & Rec - Soccer Supplies	264.14
Plunkett's Pest Control	Admin/Town Hall - Pest Control	93.35
Port 'O' Jonny Inc.	Park & Rec - Service	87.00
Postmaster	Admin- Post Office Box Renewal	42.00
Praxair Distribution Inc	Fire - Supplies	87.16
Qc Analytical Services Llc	Sewer - Testing	584.00
Quality Engraved Signs	Admin - Nameplates	39.43
Quill Corp	Library/Police/P&R/Cem/Cable - Supplies	559.57
Racom Corporation	Police - 2 Radios	12,378.24
Rk Dixon	Admin - Blk/Wht & Color Copies	928.40
Romanowski, Brian	Water - Utility Refund	69.48
Russell, Melissa	Park & Rec-Reimb For Supplies	29.68

Schimberg Co	Water - Parts	6,526.64
Shanelle M Peden	Admin/Cable -Reimb Mileage/Videotaping	592.64
Shimmin, Nick	Library - Reimb For Postage	10.28
Smartsign	Streets - Street Signs	186.07
Smith, Patrick	Water - Utility Refund	74.77
Sprint	Police - Service	179.97
Stevens Erosion Control	Sewer - Straw Matting	1,690.00
Tac 10 Inc	Police - Upgrade Rms Software	3,500.00
Terence J Goerdts	Admin - Building Inspections	245.00
Trans-Iowa Equipment Inc	Streets - Parts	143.73
Treasurer State Of Iowa	Iowa Sales Tax Pmt/State W/H - May 2014	4,466.27
Trugreen	Park & Rec-Lions Field Service	145.00
U Of I: State Hygienic Lab	Water - Testing	24.00
UPS	Sewer - Shipping	147.86
Upstart	Library - Supplies	468.25
US Bank Equipment Finance	Library - Copier Lease	70.42
US Cellular	Various Depts - Phone Service	550.41
USA Blue Book	Streets/Water - Supplies	229.82
Veenstra & Kimm Inc.	Sewer/Legal/Streets/P&Z - Eng Projects	9,594.55
Visu-Sewer Inc	Lift Station/Sewer - Sewer Ph1	202,383.27
Vogel Traffic Services	Streets - Pavement Paint	2,433.75
Wageworks	Flex - Hcfsa2014 Pmt	34.13
Walmart Community	Library - Supplies	193.17
West Branch Schools	Park & Rec-Activity Use Of Gym	290.00
West Branch Ford	Streets - 04 Ford Service	359.48
West Branch Repairs	Fire - Service #197	1,174.40
West Branch Times	P&R/Water/Admin-Publications	1,146.73
Wex Bank	Police - Fuel	647.90
Wiele Chevrolet Inc	Fire - Service 14 Chevy Truck	139.39
Williamson, Daniel	Water - Utility Refund	2.48
	Grand Total	835,818.18
Fund Totals		
001 General Fund		119,975.67
022 Civic Center		886.68
031 Library		21,491.50
110 Road Use Tax		10,181.68
112 Trust And Agency		12,380.77
125 T I F		37,387.00
226 Go Debt Service		228,007.87
600 Water Fund		63,054.75
603 Water Sinking Fund		54,777.50
610 Sewer Fund		166,208.49
614 Wastewater Lift Station		121,432.14
950 BC/BS Flexible Benefit		34.13
Grand Total		835,818.18

COMMUNICATIONS/OPEN FORUM - NONE

There were no comments during the communications/open forum.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell - Appointments/Reappointments/Move to action.

- i. Neil Korsmo – Animal Control Commission, December 31, 2016.
- ii. Amy Guhl – Library Board of Trustees, June 30, 2017.
- iii. Dan Stevenson – Library Board of Trustees, June 30, 2017.

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

Jerry Fleagle, Executive Director, Hoover Presidential Foundation – Complaint from the Hoover Presidential Foundation against the City of West Branch for fundraising efforts undertaken by the City to offset a portion of the cost of providing free inflatable rides for children on the Village Green during Hoover’s Hometown Days.
Executive Director Jerry Fleagle was unable to attend the meeting. No comments were made.

Second Reading of Ordinance 724, amending Title Chapter 69 “Parking Regulations.”/Move to action.

Motion by Shields, second by Ellyson to approve Ordinance 724. AYES: Shields, Ellyson, Miller, Pierce. Absent: Stevenson. Motion carried.

Resolution 1202, approving City of West Branch Mission Statement./Move to action.

Motion by Pierce, second by Shields to approve Resolution 1202. AYES: Pierce, Shields, Ellyson, Miller.
Absent: Stevenson. Motion carried.

Resolution 1206, approving West Branch High School Phase 1 Parking and Site Improvements Site Plan./Move to action. Brian Boelk from HBK Engineering explained the parking and site improvements plan for the school district expansion of the west side main entrance parking lot at the High school. Site improvements include adding four new lights and relocating some of the current lighting, adding an eight foot wide sidewalk and right turn lane onto Main Street. The school plans to accept bids in early July with a project start date in late July. City Engineer Dave Schechinger added that the school district has addressed all his comments on the parking and site improvements plan.

Motion by Pierce, second by Ellyson to approve Resolution 1206. AYES: Pierce, Ellyson, Miller, Shields.
Absent: Stevenson. Motion carried.

Resolution 1207, approving Brown Subdivision Preliminary Plat./Move to action.

Glen Meisner from MMS Consultants said that this subdivision is a lot split off of the Tidewater property and was sold to the Brown car dealership. City Engineer, Dave Schechinger said there are no public improvements, there is a 60 foot easement of right away access and all concerns have been met.

Motion by Pierce, second by Ellyson to approve Resolution 1207. AYES: Pierce, Ellyson, Miller, Shields.
Absent: Stevenson. Motion carried.

Resolution 1208, approving Brown Subdivision Final Plat./Move to action.

Motion by Shields, second by Ellyson to approve Resolution 1208. AYES: Shields, Ellyson, Miller, Pierce.
Absent: Stevenson. Motion carried.

Resolution 1209, setting the salary for an appointed officer of the City of West Branch, Iowa for the fiscal year 2014-2015./Move to action. City Administrator Matt Muckler explained this resolution is for his approved salary in the FY15 budget.

Motion by Pierce, second by Shields to approve Resolution 1209. AYES: Pierce, Shields, Ellyson, Miller.
Absent: Stevenson. Motion carried.

Resolution 1210, setting the salary for an employee of the City of West Branch, Iowa for the fiscal year 2014-2015./Move to action.

Motion by Shields, second by Ellyson to approve Resolution 1210. AYES: Shields, Ellyson, Miller, Pierce.
Absent: Stevenson. Motion carried.

Resolution 1211, approving agreement with the East Central Intergovernmental Association for fundraising services in an amount not to exceed \$5,000./Move to action.

Muckler explained that ECIA is our local Council of governments group that helped the City draft the comp plan. They have people with expertise in fundraising for specific projects. The purpose of the ECIA agreement is to assess what fundraising activities can be used to assist in paying for a community center building.

Motion by Shields, second by Pierce to approve Resolution 1211. AYES: Shields, Pierce, Ellyson, Miller.
Absent: Stevenson. Motion carried.

Public Hearing on proposed plans and specifications, proposed form of contract and estimate for cost of construction of Oliphant Street Sidewalk Improvements – Phase 2 for the City of West Branch, Iowa, and the taking of bids therefor. Mayor Worrell opened the public hearing at 7:23 pm. There were no public comments. Mayor Worrell closed the public hearing at 7:24 pm.

Resolution 1212, approving proposed plans, specifications, estimate of cost and form of contract for the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action.

Schechinger said that plans and specifications for the project were sent to forty contractors, only four pulled papers and no bids were received. The contractors they talked to indicated having a full schedule and could not complete the work by the August 15 deadline. Schechinger stated that more favorable bids might be received if

they are sent out in the winter for a May to September 2015 project date. Muckler said that easements were mailed to the residents with a return date of July 3, 2014. Motion by Pierce, second by Ellyson to approve Resolution 1212. AYES: Pierce, Ellyson, Miller, Shields. Absent: Stevenson. Motion carried.

Resolution 1213, accepting bids and awarding the construction contract for the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action. Motion by Ellyson to postpone Resolution 1213 indefinitely, second by Pierce. AYES: Ellyson, Pierce, Shields, Miller. Absent: Stevenson. Motion carried.

Resolution 1216, approving those certain agreements in connection with the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action. City Council directed City staff to get all resident easements signed and returned by July 3, 2014. Council agreed that if the property owner decides not to sign the easement agreement by July 3, the owner would be responsible for installing the sidewalk in conjunction with the City timing of the project and to the plans and specifications in the agreement. Motion by Shields to postpone Resolution 1216 until the next City Council meeting, second by Ellyson. AYES: Shields, Ellyson, Miller, Pierce. Absent: Stevenson. Motion carried.

Resolution 1214, amending a 28E Agreement with the West Branch Community School District to make road and sidewalk improvements in and adjacent to North Maple Street and the Middle School parking lot./Move to action.

Muckler stated this is an amendment to the North Maple project. The Superintendent asked to forgo the extension of planned sidewalk to the school playground and the Public Works Director agreed. This request reduced the school districts contribution to the project by 40%, the school district will reimburse the City \$10,800. Motion by Shields, second by Ellyson to approve Resolution 1214. AYES: Shields, Ellyson, Miller, Pierce. Absent: Stevenson. Motion carried.

Brian Boelk, HBK Engineering – Presentation of Strategic Park Plan

Brian Boelk from HBK Engineering presented a draft of the final report on the strategic plan for the Park & Recreation Capital Improvements. Cost estimates and funding options for each phase were provided. The final report will be presented in July. Councilperson Tim Shields asked about grant opportunities. Muckler said that the staff is working with E-Civis on several possible grant options. Muckler said at the June 19 meeting the Park and Recreation Commission approved a vote to recommend to the City Council a phasing plan and a funding option for Phase 1 totaling \$3.55 million. They recommended a ten year extension of the 1% local option sales tax and tax increment financing.

CITY STAFF REPORTS

Deputy City Clerk Dawn Brandt – International Institute of Municipal Clerks Annual Conference.

Deputy City Clerk Dawn Brandt thanked the Mayor and Council for the opportunity to attend the International Institute of Municipal Clerks Conference and training in May. The workshops she attended that are relevant to her job challenges currently were on records management and ways to communicate financial reports to the Council.

Fire Chief Kevin Stoolman – Bid Process for Rescue Truck

City Attorney Kevin Olson explained that the City can send out plans and specifications to start a bid process for the rescue truck. The estimate is under \$400,000 so it is not over the general purpose limit and qualifies as an essential purpose. Muckler said that the truck will be paid for out of the Fire Department budget and reserve fund. They also expect to receive approximately \$65,000 from the sale or trade in of the current truck.

Police Chief Mike Horihan – Potential Compensation for Reserve Officer Todd Thurman.

Police Chief Mike Horihan asked the Council to consider paying Reserve Officer Todd Thurman to work a day shift on Saturday and Sunday only if there is not a certified part-time officer available to fill the schedule. Thurman is a certified level four reserve officer that has been with the City for four years.

City Attorney Kevin Olson – Draft Ballot Language for City Parks Development – Phase I.

Olson explained the City will include two types of funding language on the November 4th ballot. The first one is the local option sales tax which needs a 50% vote of the people to pass and the second is a general obligation

bond for a general corporate purpose which requires 60% of the voters to pass. Both need to happen at least 84 days before the November 4 vote. Language will be developed and brought to Council for consideration at the July 21st meeting.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Pierce commented on how well the City staff ran the baseball and softball season this year.

Muckler announced that the Parks & Rec commission set a kick-off meeting to plan for the community/recreation center on July 9 at 7:00 pm.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:08 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk