

(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

**August 18, 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, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, City Attorney Kevin Olson and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the August 4, 2014 City Council Meeting.
- b) Approve claims.
- c) Approve Class C Liquor License with Outdoor Service and Sunday Sales for Thirsty on 30 Inc. DBA Thirsty on 80.
- d) Approve street closure for the 200 Block of 5th Street on Saturday September 6, 2014 from 4:00 p.m.-8:00 p.m. for a block party.

Motion by Stevenson to approve the agenda/consent agenda, second by Ellyson.

AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

Date 8-18-14

City Of West Branch
Claims Report

Action Services	Comm & Cult - HHTD Restrooms	640.00
Aero Rental	Park&Rec - Supplies	495.04
Alliant Energy	Various Depts. - Utilities	7,999.87
Amazon	Library - Supplies	692.50
Amsan	Town Hall - Supplies	230.67
Ashford, Claire	Water - Utility Refund	19.79
Bailey, Kassie	Park&Rec - Reimb For Mileage	8.90
Baker & Taylor	Library - Books	1,026.40
Barron Motor Supply	Streets/Fire - Supplies	129.13
Biblionix	Library - Fy15 Apollo Sub.	1,920.30
Big Ten Rentals	Comm & Cult- Balance for HHTD Tent	650.60
Bound Tree Medical	Fire - Supplies	234.04
Bowers, Ryan	Water - Utility Refund	74.59
Bowers, Ryan	Park&Rec - VB Refund	75.00
BP Amoco	Police/Fire/Water/Cem/St-Fuel	2,345.29
Brown's West Branch	Police - Service 08 Dodge Ram	1,933.55
Burger, Tom	Park&Rec - VB Refund	75.00
CCEDCO	Econ Dev - FY15 Econ Dev Dues	6,223.00
Cedar County Solid Waste	Streets - Flood Cleanup	234.50
Cedar County Treasurer	P&R-Pedersen Valley Park Taxes	1,126.00
Cedar Rapids Photo Copy	Library - Service	63.21
Chris Jones Trucking	Solid Waste - Flood Dumpster	1,482.80
Ciha, Bill	Water - Utility Refund	74.59
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Costco Wholesale	Library - Supplies	82.47
Culligan Water	Fire - Water Cond Rental	37.90
Dauber, Linsie	Water - Utility Refund	49.18
Debra Fiderlein	Park&Rec - Session 4 Fitness classes	307.20
Demco	Library - Supplies	23.43
Deweys Jack & Jill	Lib/Water/P&R - Supplies	105.22
Diamond Vogel Paints	Streets - Traffic Paint	1,009.20
Document Destruction	Admin - Document Destruction	44.25
Econo Signs	Streets - Signs	1,259.50
Ed.M.Feld Equipment	Fire - Service	600.00

EFTPS	Federal Withholdings	14,759.67
ETS Corporation	Water/Sewer - Credit Card Fees	137.99
F&B Communications	Admin - Website Hosting	29.95
FEH Associates	Park&Rec – Design services	1,770.00
Financial Adjustment Bureau	Library - Service	43.06
Funcity Special Events	Park & Rec - Daycamp Trip	1,050.00
Gateway Hotel	Admin - Lodging For Training	1,503.04
Gaylord Bros	Library - ID Cards	320.00
Greatamerica Leasing	Admin - Copier Lease	252.06
Grout Museum District	Park&Rec - Daycamp Program	265.00
Hansen Asphalt	Water - Patch By Casey's	2,250.00
Hartz, Tracey	Park&Rec - VB Refund	75.00
Hawkins	Water - Azone 15	803.50
Hipple, Chelsey	Park&Rec - VB Refund	100.00
Hollywood Graphics	Park&Rec - Daycamp T-Shirts	696.90
Hy-Vee	Park & Rec - Supplies	89.38
IMWCA	Police-Installment 2 Work Comp	3,254.00
Iowa Dept. Of Natural Resources	Sewer - FY15 NPDES Permit Fee	210.00
Iowa Gym-Nest	Park&Rec - Daycamp Field Trip	160.00
Iowa Insurance Division	Cem-FY14 Annual Report Fee	25.00
Iowa League Of Cities	Admin/M&C-2014 League Conf Fee	1,095.00
Iowa Library Services	Library - FY15 Ebsco Sub Fees	141.10
Iowa One Call	Water/Sewer - Service	57.60
Iowa Park And Recreation	Park&Rec - FY15 Membership Fee	145.00
Iowa State University	Park&Rec - Insect Presentation	429.56
Jodi Yeggy	Park&Rec - Session 4 Fitness classes	307.20
Joey Dean Wenndt	Fire - August Fire Training	150.00
Johnson County Refuse	Solid Waste - Recycling July	5,951.48
Journeyed Com	Library - Software	79.79
Kaalberg, Pam	Park&Rec - VB Refund	75.00
Kevin D Olson	Legal Services August 2014	1,500.00
Kingdom Graphics LLC	Comm & Cult - HHTD Shirts	103.00
Kolpin, Dana	Park&Rec - VB Refund	75.00
Lackender Fabrications	Streets - Broom For Sweeper	450.00
Lenoch & Cilek	Streets - Supplies	33.99
Lepcin, Elizabeth	Water - Utility Refund	21.24
Liberty Communications	Various Depts - Phone Service	1,098.73
Linn County R.E.C.	Streets - Utilities	138.00
Lynch's Excavating	Water -Lancaster Curb Stop Rep	5,920.20
Lynch's Plumbing	Cemetery - Service	429.50
Main Street Sweets	Park & Rec - Adult VB Tourn.	25.00
Main Street West Branch	Main St Sidewalk Agr.- Full Bal	10,774.36
Matt Parrott	Library - Business Cards	46.21
Menards	Park&Rec - Supplies	90.27
Midwest Curb Grinding	Streets - 4th & Green St	300.00
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	646.56
Moore's Welding	Streets - Service Skidloader	335.48
Muckler, Matt	Admin – Reimb. Mileage	53.40
Nesper Sign Advertising	Com&Cult-Wayfinding Signs Bal	2,128.00
Oasis Electric	Library-Service Light Fixtures	173.45
Overdrive	Library - EBooks	92.99
Parkside Tire & Wrecker	Fire - Service Cub Cadet	45.50
Payroll Expense	Payroll Expense - 8-1 And 8-15-14	62,051.34
Pitney Bowes	Admin/Sewer/Water - Postage	500.00
Plunkett's Pest Control	Admin - Pest Control	93.35
Port 'O' Jonny Inc.	Cemetery/P&R - Service	174.00
Pyramid Services	Cemetery - Supplies	447.79
QC Analytical Services	Sewer - Testing	730.00
Quad City Safety	Fire - Service Repair	843.22
Quill Corp	Library - Office Supplies	265.61
Rick Brammer	Comm & Cult - HHTD Magician	350.00
Rios, Stacy	Park&Rec - VB Refund	75.00
Russell, Melissa	P&R Reimb for Supplies/Daycamp	603.36
S & S Flatwork	Water - Service	1,720.00

S & S Worldwide	Park&Rec - Supplies	279.26
Sexton, Michael	Park&Rec - VB Refund	75.00
Shanelle M Peden	Com &Cult/Cable-reimb banner/video	215.00
Shawn Pierce	Park&Rec - Session 4 Fitness classes	307.20
Simplexgrinnell	Library -FY15 Service Contract	817.04
Stoolman, Becca	Park&Rec - VB Refund	75.00
Terence J Goerd	Admin - Building Inspections	385.00
The Iowa Children's Museum	Park&Rec - Educ Program Fee	136.58
The Library Store	Library - CD Binders	289.75
Toynes Ia. Fire Trk.Serv	Fire - Supplies	163.02
Treasurer State Of Iowa	Iowa Sales Tax Payment	2,763.52
U Of Iowa: State Hygienic Lab	Water - Testing	422.50
UPS	Sewer - Shipping	89.93
US Bank Equipment Finance	Library - Copier Lease	70.42
Veenstra & Kimm Inc.	Various Depts. – Engineering	8,436.77
Visu-Sewer Inc	Sewer - San Sewer Rehab Phase 1	18,094.16
Wageworks	Flex - Hcfsa2014 Payment	25.00
Walmart	Library - Supplies	403.87
Water Solutions Unlimited	Water - Blended Phosphate	61.06
West Branch Ford	Police/Streets – Service vehicles	402.99
West Branch Repairs	Fire - Service	211.42
West Branch Times	Legal - Publications	607.48
WEX Bank	Police - Fuel	593.06
Zephyr Copies & Design	Comm & Cult - HHTD Banners	514.60

Grand Total 203,638.15

Fund Totals	
001 General Fund	99,382.47
022 Civic Center	835.50
031 Library	17,941.26
036 Tort Liability	3,254.00
110 Road Use Tax	6,978.86
112 Trust And Agency	3,302.07
226 Go Debt Service	8,364.57
600 Water Fund	29,527.34
610 Sewer Fund	34,027.08
950 BC/BS Flexible Benefit	25.00
Grand Total	203,638.15

COMMUNICATIONS/OPEN FORUM - NONE

Residents Jeff and Ellen Collins of 200 Scott Drive addressed the Council. Jeff Collins expressed his concerns about the location of the new recreation center and possible flooding in the neighborhood when the land is developed. He said the farmland currently absorbs the rainfall better. He also has concerns with the gas pipeline that runs through the parkland development area. Ellen Collins has concerns with the financing of the recreation center building and noted that she does not think there is enough support for the building portion of the project. City Administrator Matt Muckler explained that the phase one funding for park improvements will require two votes from the people at the November 4th election. The local option tax vote to pass a ten year extension requires a 50 percent approval and the referendum must receive a favorable vote from at least 60 percent of those voting in order to be approved.

PUBLIC HEARING/NON-CONSENT AGENDA

Animal Control Commission Member Amy Lynch – August 28th Dog Park Grand Opening

Animal Control Commission Member Amy Lynch announced the grand opening of the Dog Park will be at 6:00 pm on August 28th. She invited the Mayor, Council members and the public to attend. Registration for dog park tags and licenses will be available that evening.

Resolution 1228, adding dog park fees to the West Branch Schedule of Fees./Move to action.

Councilperson Pierce expressed concern that the dog park fees were too high. Commission Member Amy Lynch said the fees were copied from Iowa City’s rates. She said Friends of the West Branch Dog Park had recommended lower fees of \$15 per year for a resident and \$20 for a non-resident. She explained that the fees

will be used for operation, maintenance and improvements to the park. Council agreed to lower the fees and include a \$5.00 per year surcharge for non-spade or neutered animals.

Motion by Ellyson to amend with the lowered fees and surcharge, second by Stevenson to approve Resolution 1228. AYES: Ellyson, Stevenson, Pierce, Shields, Miller. Motion carried.

Resolution 1213, accepting bids and awarding the construction contract for the Oliphant Street Sidewalk Improvements – Phase 2 Project./Move to action.

City Engineer Dave Schechinger explained that a notice for bids were taken again for the Oliphant Street sidewalk from Crestview to N. Downey. Two bids were received, All American Concrete Inc. at \$98,304 and Curtis Contracting Corp. at \$109,412.50. The engineer's estimate of cost for the project was \$75,000, with the low bid being approximately 31% above the estimated cost. He stated that since this is the second attempt to solicit bids for this project, he believes the low bid is reflective of the current value of the project. Pierce asked if there were any other projects in the spring that this could be combined with. Councilperson Miller noted that the cost could be higher if we wait to do the project. Muckler said All American Concrete has completed projects for the City in the past and they have the resources and experience to complete the project within the contract time. He made the recommendation to the Council to approve the bid.

Motion by Pierce, second by Shields to approve Resolution 1213. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried.

Resolution 1229, calling an election on the proposition to enter into a loan agreement and issue bonds./Move to action.

City Attorney Kevin Olson explained this resolution qualifies the park improvements referendum to be put on the November ballot requiring a 60 percent voter approval. The total project costs will be financed using 50 percent local option sales tax if approved and 50 percent tax increment financing.

Motion by Stevenson, second by Shields to approve Resolution 1229. AYES: Stevenson, Shields, Ellyson, Miller, Pierce, Motion carried.

Resolution 1230, approving the purchase of a 2015 Freightliner M2 106 Conventional Chassis Rescue/Emergency Service Vehicle from Toyne Inc. in the amount of \$380,029./Move to action.

Fire Chief Kevin Stoolman said this truck purchase has been in the Fire CIP plan, it will be paid for with Fire reserve funds and the Fire equipment expenditure budget. There will be some value from the old truck trade in or sale. Truck specifications were sent out to four different companies with one bid received from Toyne and one unable to submit a bid. Delivery will be in approximately 280 to 300 days.

Motion by Stevenson, second by Shields to approve Resolution 1230. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

Resolution 1231, approving an engineering services agreement with Veenstra & Kimm, Inc. in an amount not to exceed \$3,500 for the Terror Trail alley survey./Move to action.

Muckler said the survey for the Terror Trail alley will delineate the existing alley right-of-way. The concrete approach is too steep and a sidewalk repair is needed. There are three alleys where rock is coming down in the middle of the streets. Alley work has been budgeted for this fiscal year.

Motion by Ellyson, second by Pierce to approve Resolution 1231. AYES: Ellyson, Pierce, Shields, Miller, Stevenson. Motion carried.

CITY STAFF REPORTS

City Engineer Dave Schechinger - driveway permits/parking in yards

Schechinger explained North Liberty uses a driveway permit process when residents want to make changes or expansions to driveways. A simple one page form could be used that would let the City know of the changes with a \$5 up to \$20 fee. Muckler said there is an issue with people parking in their front yards. Schechinger noted that language could be added to the zoning ordinance to set standards and address no parking in the front yard area.

Deputy City Clerk Dawn Brandt – Fiscal Year 2014 Debt Report

Brandt noted this report shows the debt obligation balances as of June 30, 2014, with total debt of \$3,673,697.58. Scheduled loans to be paid off in FY15 are the Fire Station Expansion loan and the General Obligation Equipment Note for the street sweeper and skid loader. Muckler added that additional principal will be paid towards the lawsuit settlement.

Park & Rec Director Melissa Russell – September 3rd Community Center Charrette

Russell announced the Community Center design charrette will be on Wednesday September 3rd from 8:00 am to 8:00 pm in the Council Chambers. Presentations will be given at noon and 7:00 pm. She encouraged community members to attend and give their opinion and feedback on the future community center designs.

Public Works Director Matt Goodale – Sealcoat Plan for Fiscal Year 2014-2015

Muckler said the second week of September \$38,000 of street patching will begin. Greenview and the cemetery sealcoat will be done in FY16.

Police Chief Mike Horihan – Traffic Control Issues on Fawcett Drive

Chief Horihan said semi-trucks waiting to unload at Procter & Gamble are stopping on the side of the road, sometimes two to three trucks wide in a no parking area. This is causing safety issues for other traffic in the area. Community member Brian Neuberger who lives east of 300th street said this is a safety concern for his family that drives on this street. He said there are two to three trucks wide on the road once every ten days and it has been happening more frequently. Miller said that if the trucks are double parked Police should issue a ticket to the drivers. Worrell asked Muckler to reach out to Procter & Gamble and set up a meeting to discuss the issue. City Attorney Kevin Olson said that a letter giving a 30/60 day notice can be written putting P&G on notice of violating the law.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Worrell received some information that he wanted to announce to all. A letter was sent to the 7th grade class from The Iowa League of Cities regarding if I were Mayor this is what I would do. He would like to have two Council members speak to the classes.

Iowa DOT will be doing a future patching project in the area on I-80 from the Johnson County line east to Scott County line in January 2015.

There is a City Finance 101 training workshop on budgeting and annual reports in Earlville IA the end of August if any Council members are interested in attending.

ADJOURNMENT

Motion to adjourn meeting by Shields second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:15 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk