

*(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 17, 2012  
6:30 p.m.**

Mayor Pro Tem Jim Oaks opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator/Clerk Matt Muckler, Deputy City Clerk Dawn Brandt, Library Director Nick Shimmin, Park & Rec. Director Melissa Russell, Public Works Director Matt Goodale, Police Officer John Hanna, and Police Chief Mike Horihan.

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

**APPROVE AGENDA/CONSENT AGENDA**

- a. Approve minutes from the January 3, 2012 City Council Work Session.
- b. Approve minutes from the January 3, 2012 City Council Meeting.
- c. Approve claims.
- d. Approve Class E liquor license, including carryout beer; carryout wine, and Sunday sales privileges for Fisher's Market Nauvoo, IL DBA Dewey's Jack & Jill.
- e. Approve Class C beer license including Class B native wine and Sunday Sales privileges for Shivji LLC DBA BP Amoco.

Motion by Worrell and second by O'Neil. Roll call vote – Ayes: Worrell, O'Neil, Ellyson, Miller, Oaks. Motion carried.

**The Clerk reported the following receipts for the month of December 2011:**

Water, Sewer, Recycling	\$	52,526.35	Cedar Co. Property Tax	\$	15,398.12
Water Utility Deposits & Hookups	\$	515.00	Johnson Co. Prop. Tax	\$	1,209.64
Town Hall Rent	\$	380.00	Road Use Tax	\$	17,043.66
Misc.	\$	1,619.20	Fines	\$	48.85
Library	\$	11,916.63	Twp. Fire Contract	\$	29,895.50
Donations	\$	150.00	Building Permits	\$	-
Interest	\$	326.13	Fire Station Loan Proceeds	\$	-
Investments Interest	\$	459.76	Krouth Fund Interest	\$	0.03
Cable fees	\$	-	M. Gray Savings Interest	\$	0.18
Transfers In	\$	94,008.84	Cemetery Perp. Care Int.	\$	0.04
Cat & Dog Registrations	\$	70.00	MV Refund	\$	-
Beer & Liquor Lic. Fees	\$	-	NPS Plowing Contract	\$	-
Park & Rec. Activities	\$	300.00	Grave Openings	\$	125.00
Police Recovery Act Grant	\$	1,251.66	Cemetery Lots	\$	-
Local Option Tax	\$	11,524.02	Reimbursements	\$	-
<b>SUBTOTAL</b>	<b>\$</b>	<b>175,047.59</b>	<b>SUBTOTAL</b>	<b>\$</b>	<b>63,721.02</b>
			<b>TOTAL</b>	<b>\$</b>	<b>238,768.61</b>

**The Clerk reported the following balances for the month of December 2011:  
(Balances = Financial Statement Report Bank Balance + Investments)**

Funds	Bank Balance	Investments	Total
001 General	\$ 495,214.70	\$ 87,380.99	\$ 582,595.69
022 Civic Center	\$ 33,601.51	\$ -	\$ 33,601.51
031 Library Operating	\$ 12,857.29	\$ 16,314.59	\$ 29,171.88
036 Tort Liability	\$ (1,348.23)	\$ -	\$ (1,348.23)
050 Home Town Days	\$ 11,473.28	\$ -	\$ 11,473.28
110 Road Use Tax	\$ 91,385.59	\$ 30,130.40	\$ 121,515.99
111 Police Recovery Act Grant	\$ (468.37)	\$ -	\$ (468.37)
112 Trust & Agency	\$ 32,900.03	\$ -	\$ 32,900.03
119 Emergency Tax Fund	\$ 10,062.89	\$ -	\$ 10,062.89
121 Local Option Tax	\$ 9,467.26	\$ -	\$ 9,467.26
125 TIF	\$ 286,825.73	\$ -	\$ 286,825.73
160 Economic Develop.	\$ -	\$ -	\$ -
200 Debt Service	\$ 1,354.33	\$ -	\$ 1,354.33
226 SRF Debt Service	\$ 109,999.24	\$ -	\$ 109,999.24
300 Capital Improvement	\$ -	\$ -	\$ -
301 Safe Routes Sidewalk Project	\$ (289.00)	\$ -	\$ (289.00)
303 Fire Capital Project Addition	\$ -	\$ -	\$ -
304 Wastewater Lift Station	\$ (38,690.00)	\$ -	\$ (38,690.00)
500 Cemetery Perpetual	\$ 10,816.04	\$ 88,000.00	\$ 98,816.04
501 Krouth Fund Principal	\$ -	\$ 102,056.65	\$ 102,056.65
502 Krouth Enlow Int. Fund	\$ 8,502.31	\$ 16,152.65	\$ 24,654.96
600 Water Operating	\$ 198,867.54	\$ -	\$ 198,867.54
603 Water Sinking Fund	\$ 23,514.14	\$ -	\$ 23,514.14
610 Sewer Operating	\$ 290,929.57	\$ -	\$ 290,929.57
<b>TOTAL</b>	<b>\$ 1,586,975.85</b>	<b>\$ 340,035.28</b>	<b>\$ 1,927,011.13</b>

**COMMUNICATIONS/OPEN FORUM**

Paula Verlo stated that she was heartened that some of the folks see the value in the sidewalks and that the bridge option is a no brainer. She also commented on the wall behind the Council that says "A Heritage for Success" in regards to the discussion at the work session was how can we make this sidewalk issue fail. We need to be here to make this project succeed.

Nick Soboanski Safe Routes to School program director for the Iowa Bicycle Coalition provides education and advocacy for free to any schools for walking and bicycle safety. He said how hard the Safe Routes to School grants are to come by. The City of West Branch was one of two or three cities that year to be awarded the full amount of \$250,000. He said that we need to start getting the funds obligated and begin the project because the futures of the grants are really unclear.

Liz Wildenberg de Hernandez came in support of the sidewalks grant. She stated that the grant option with the bridge gives us much more than the priority routes option. We need to think about the future, we need to prove that we can implement this project or we won't receive grants in the future. She wants to encourage the Council to implement the grant and make West Branch a better place to live.

Council member Mark Worrell stated he was on the opposing side of Resolution 962 that failed. He would like to bring resolution 962, for the sidewalk engineering services with Ament Construction back for discussion and have it added to the next agenda.

## **PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL**

### First Reading of Ordinance 672 amending Title, "Police, Fire and Emergencies," Chapter 31 "Reserve Police Force."/Move to action.

Chief Horihan would like to start up the reserve officer program. He would oversee it with Officer Hanna's help. He would like to get three good reserves to use for special events. Johnson County is willing to take our reserves into their training program. City Administrator Matt Mucker explained that this ordinance will reduce the total number of reserves from eight members to four.

Motion by O'Neil, second by Worrell to approve first reading of Ordinance 672. Roll call vote – AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

### Public Hearing on amending the current budget for the fiscal year ending June 30, 2012.

Entered into the Public Hearing at 6:51 pm. No comments were made. Exited the Public Hearing at 6:52 pm.

### Approve Resolution 965, amending the current budget for the fiscal year ending June 30, 2012./Move to action.

Motion by Worrell, second by Miller to approve Resolution 965, amending the current budget for the fiscal year ending June 30, 2012. Roll call vote – AYES: Worrell, Miller, Ellyson, O'Neil, Oaks. Motion carried.

### Discussion of initial revenue estimates, general fund salary amounts, and general fund departmental non-salary expenditure amounts.

Muckler gave a synopsis of the general fund budget revenues and expenditures. Town Hall budget will be used for maintenance and roof repair. He would like to move the Hoover's Hometown Days budget from Clerk to Community & Cultural Development, increase and invest the former CCEDCO dues into Main Street. The Board of Main Street has agreed to match this \$6,000 dollar-for-dollar to increase compensation for the Main Street program director position. Mayor and Council, no changes. Main capital purchases for the Clerk and Treasurer budget are a computer server, new roof and flag pole for the building. He would also like to add an online option for utility billing to the new software. In the legal budget, increase City attorney pay from \$1,250 to \$1,500 per month.

Each department head gave a brief explanation of main items they would like for the FY13 budget.

Chief Horihan would like to give Officer Hanna more responsibility and a 7.5% pay increase. He wants to give Officer Stewart a 5% pay increase. He would like to replace the 1999 Ford Crown Victoria with a new squad car, he would use \$20,000 from the police grant funds and \$8,000 from Police donations.

Mucker said that the Fire Department's general fund request is lower than FY12.

Public Works Director Matt Goodale said he wants to budget each year for a vehicle and equipment replacement schedule. He would like to purchase a skid loader and has a list of street projects to complete in the next fiscal year budget. For the cemetery he would like to replace one of the mowers with a zero turn model.

Library Director Nick Shimmin discussed increasing salaries as a goal of the Library Boards for the last three years. They would like to replace the old carpet at the library with new carpet tiles. He would like to move the summer reading program funding to the general fund and not have the Friends of the Library support all of it.

Park & Recreation Director Melissa Russell would like to sealcoat the trail and also the area from the shelter to the bathrooms at Beranek Park. She would also like to have some part-time help for the summer camp. She is also going to increase fees for each program by \$5.00 in FY13.

Accept resignation of Jose Carrillo from the West Branch Public Library Board of Trustees/Move to Action.

Motion by Worrell, second by Miller to approve resignation. Roll call vote – AYES: Worrell, Miller, Ellyson, O’Neil, Oaks. Motion carried.

**MAYOR DON KESSLER**

Appointments/Reappointments

- i. West Branch Public Library Board of Trustees – Amanda Rushton

Motion by Worrell and second by O’Neil. Roll call vote – Ayes: Worrell, O’Neil, Ellyson, Miller, Oaks. Motion carried.

**REPORTS**

- a. Public Works Director Matt Goodale – Purchase of Public Works Vehicle

New Dodge truck that is replacing Dan Karr’s 1994 truck will be here next week.

- b. Public Works Director Matt Goodale – Report on the former Wapsi View Trailer Court

Area will be cleaned up and scrap gone in the next two weeks. There is an ad in the paper for bids on the steel building.

- c. Parks & Rec Director Melissa Russell – Parks & Rec Annual Report

Russell thanked all of the volunteers and sponsors who supported the park & rec programs. Events that took place were Trivia night, Scarecrow Festival, Frosty Frenzy, Christmas Past and the annual Easter egg hunt. Ragbrai and Hoover’s Hometown Days were other excellent community events. Fitness classes were added this year and have been a big success. Youth programming has continued to grow. Total participants increased from 250 in 2010 to 487 in 2011 in all program areas.

- d. Police Chief Mike Horihan - FY 09 Recovery Act Rural Law Enforcement Assistance:  
Combating Rural Crime Grant

**ADJOURNMENT**

Motion to adjourn by Worrell second by O’Neil. City Council meeting adjourned at 8:15 p.m.

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Jim Oaks, Mayor Pro Tem

ATTEST: \_\_\_\_\_  
Dawn Brandt, Deputy City Clerk