

*(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 3, 2012  
6:30 p.m.**

Mayor Don Kessler opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Park and Rec Director Melissa Russell, Public Works Director Matt Goodale, Library Director Nick Shimmin, Fire Chief Kevin Stoolman, Fire Chief Administrator Dick Stoolman and Police Chief Mike Horihan.  
Council members: Mark Worrell, Jordan Ellyson, Colton Miller, Dan O'Neil and Jim Oaks.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the December 19, 2011 City Council Work Session.
- b) Approve minutes from the December 19, 2011 City Council Meeting.
- c) Approve claims.
- d) Approve moving the Monday January 16, 2012 City Council Meeting to Tuesday, January 17, 2012, due to Martin Luther King Jr. Holiday.

Approve the Wellmark BlueCross BlueShield Flexible Benefits Renewal for April 1, 2012-March 31, 2013 in the amount of \$457.60

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

DATE 1/3/2012 CITY OF WEST BRANCH  
CLAIMS REGISTER REPORT  
BLUE CROSS BLUE SHIELD HEALTH INS. 6,585.00  
DENTAL INS. 461.76  
LIFE INS. 52.10  
DENTAL INS 86.76  
HEALTH INS 783.95  
BORLAND-KAALBERG, ASHLEY ACH PAYROLL EXPENSE 585.17  
BRANDT, DAWN ACH PAYROLL EXPENSE 1,194.73  
BRICK, GERRY ACH PAYROLL EXPENSE 130.52  
GOODALE, MATTHEW ACH PAYROLL EXPENSE 1,747.64  
HANNA, JOHN ACH PAYROLL EXPENSE 1,185.18  
HEICK, GINA ACH PAYROLL EXPENSE 79.91  
HORIHAN, MICHAEL ACH PAYROLL EXPENSE 1,541.23  
HY-VEE PARK & REC - SUPPLIES 45.84  
INTERNAL REVENUE SERVICE FEDERAL W/H 2,044.03  
FICA-MED.CAR 2,240.59  
FICA-MED.CAR 624.78  
IPERS IPERS 2,393.00  
IPERS 884.66  
JOHN DEERE FINANCIAL STREETS/CEMETERY - SUPPLIES 269.70  
KARR, DANIEL PAYROLL EXPENSE 1,181.64  
KNOCHE, REBECCA ACH PAYROLL EXPENSE 746.63  
KORSMO, KATRINA ACH PAYROLL EXPENSE 160.15  
MARTIN, KIMBERLY ACH PAYROLL EXPENSE 204.65  
MEDIACOM ADMIN - SERVICE 34.95  
MOSS, TIMOTHY ACH PAYROLL EXPENSE 1,002.11  
MUCKLER, MATTHEW ACH PAYROLL EXPENSE 1,902.51  
O'NEIL, PAUL ACH PAYROLL EXPENSE 1,158.27  
PITNEY BOWES ADMIN - POSTAGE MACHINE CONT. 444.03  
RUSSELL, MELISSA ACH PAYROLL EXPENSE 900.23  
SHIMMIN, NICHOLAS ACH PAYROLL EXPENSE 1,039.46  
STEWART, THOMAS ACH PAYROLL EXPENSE 1,011.65  
TREAS. STATE OF IOWA STATE WTH. 990.00

WALLICK, CLAUDIA ACH PAYROLL EXPENSE 201.78  
GRAND TOTALS 33,914.61  
FUND TOTALS  
001 GENERAL FUND 13,614.02  
031 LIBRARY 3,160.38  
110 ROAD USE TAX 223.07  
111 POLICE RECOVERY ACT GRANT 107.08  
112 TRUST AND AGENCY 7,965.77  
600 WATER FUND 4,443.09  
610 SEWER FUND 4,401.20  
\*\*\*\* 33,914.61

### **COMMUNICATIONS/OPEN FORUM**

Matt Muckler announced that there will be a Council Work Session prior next Council meeting on January 17<sup>th</sup> to discuss sidewalks.

Heidi Zahner, resident of West Branch at Crestview Dr spoke in support of the Safe Routes to School Grant. She discussed the proximity of Oliphant to the Elementary School as being an important route.

### **PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL Approve Resolution 966, approving a Code of Ethics for members of the West Branch City Council./Move to action.**

Motion by O'Neil to amend Resolution 966 reflecting the removal of number 6 and 7 change the wording for number 60, second by Worrell. AYES: O'Neil, Worrell, Oaks, Ellyson, Miller. Motion carried.

Motion by Worrell second by O'Neil to accept Resolution 966 as amended. AYES: O'Neil, Worrell, Oaks, Ellyson, Miller. Motion carried.

### **Approve Resolution 967, adopting a Code of Conduct for members of the West Branch City Council./Move to action.**

Motion by O'Neil to approve Resolution 967 amending wording within the code of conduct, second by Miller. AYES: O'Neil, Miller, Oaks, Ellyson. NAYS: Worrell. Motion carried.

Motion by O'Neil second by Miller to accept amended Resolution 967. AYES: O'Neil, Miller, Oaks, Ellyson. NAYS: Worrell. Motion carried.

Approve Resolution 968, adopting Procedural Rules for the West Branch City Council./Move to action.

### **Approve Resolution 968, adopting Procedural Rules for the West Branch City Council./Move to action.**

Motion by O'Neil to amend Resolution 968 to reflect the changes discussed during the work session adding the time limit for number 14 on the protocol rules second by Miller.

Jennie Embree resident on 4<sup>th</sup> St, addressed Council discussing number 14 and the wording to allow an absent Council person to put something back on a agenda that has already been voted on she suggested a time limit be added to this. AYES: O'Neil, Miller, Oaks, Ellyson. NAYS: Worrell. Motion carried.

Motion by O'Neil second by Miller to accept amended Resolution 968. AYES: O'Neil, Miller, Oaks, Ellyson. NAYS: Worrell. Motion carried.

**Set a public hearing for Tuesday January 17, 2012 at the 6:30 p.m. City Council Meeting on amending the current budget for the fiscal year ending June 30, 2012./Move to action.**

Motion by Worrell, second by O'Neil to approve setting of public hearing. Roll call vote – AYES: Worrell, Oaks, Ellyson, Miller. Motion carried.

First reading of Ordinance 688 amending Chapter 92 "WATER RATES" by increasing water rates over a five-year period effective July 1, 2012./Move to action.

Oaks discussed his concern with paying off large projects with the water rate increase and said that he would like the new Council Members to have input on this rate increase. Worrell addressed setting the water rates prior to setting the FY13 budget. Miller suggested keeping the 14% raise for the first year and reevaluating for FY14. No motion and second were obtained. Therefore motion fails due to lack of motion and second.

**MAYOR DON KESSLER**

Appointments/Reappointments

Mayor Pro-Tem: Jim Oaks

Official City Newspaper: West Branch Times

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

**REPORTS**

City Administrator Matt Muckler – Fiscal Year 2012-2013 Annual Budget Schedule & General FY 2013 Budget Discussion.

Muckler referenced the budget schedule included in the packet, suggested by Iowa League of Cities as a direction for Council and staff for the FY13 budget discussion.

**ADJOURNMENT**

Motion to adjourn meeting by Worrell. City Council meeting adjourned at 7:31 p.m.

\_\_\_\_\_  
Don Kessler, Mayor

ATTEST: \_\_\_\_\_  
Ashley Borland-Kaalberg, Administrative Assistant