

(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**

**October 6, 2014
7:00 p.m.**

Mayor Mark 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, Administrative Assistant Shanelle Peden, Police Chief Mike Horihan, Public Works Director Matt Goodale, Library Director Nick Shimmin, Zoning Administrator Paul Stagg, Deputy City Clerk Dawn Brandt, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the September 15, 2014 City Council Meeting.
- b. Approve minutes from the September 15, 2014 City Council Work Session.
- c. Approve claims.

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

Date 10-6-14

City of West Branch
Claims Report

Blue Cross Blue Shield	Health/Dental Insurance	11,113.97
Bowman, Matt	Water –utility refund	48.15
Brandt, Dawn	Admin - Reimb For Mileage & Meals	84.61
Bridges, Claire	Park & Rec – V-ball	40.00
Costco Wholesale	Library/Park & Rec - Supplies	292.78
Dearborn National Insurance	Life Insurance	60.10
EFTPS	Federal Withholdings	6,787.64
Gingerich, Jacob	Park & Rec – Flag football	160.00
Hays, Mason	Park & Rec – Flag football	160.00
Holiday Inn Express	Admin - League Conf Trng Hotel	1,066.24
Hy-Vee	Park & Rec - Charette Supplies	208.98
Iowa Department Of Revenue	Payroll Expense	876.27
IPERS	IPERS	8,470.98
ISWEP	Stormwater - Training Class	50.00
Kid Again Inflatable Fun	Com&Cult- Deposit for Inflatables	5,500.00
Knoop, Abby	Park & Rec – V-ball	40.00
Luneckas, Madison	Park & Rec – V-ball	40.00
Lunekcas, Trystin	Park & Rec – V-ball	40.00

Muckler, Matt	Adm- Reimb Mileage/Meals	335.12
Murry, Jenae	Park & Rec – V-ball	60.00
Payroll Expense	Payroll Expense - 9-26-14	28,576.47
Pitney Bowes	Admin - Meter Supplies	210.76
Play It Again Sports	Park & Rec - Fitness Supplies	152.98
Poula, Haley	Park & Rec – V-ball	20.00
Randolph, Judith	Water – utility refund	70.34
Roberts, Caitlin	Water – utility refund	100.00
Russell, Allie	Park & Rec – V-ball	20.00
Shimmin, Nick	Library – Reimb for Supplies/Meals	90.89
Simpson, Allyson	Park & Rec – V-ball	20.00
Stoolman, Morgan	Park & Rec – V-ball	50.00
Treasurer State Of Iowa	State Withholding Tax	2,410.00
United States Treasury	Payroll Expense	1,166.95
UPS	Sewer - Shipping	25.14
Wageworks	Flex - Hcfsa2014 Ach pmt.	223.45
	Grand Total	68,571.82

Fund Totals	
001 General Fund	33,333.50
031 Library	6,402.95
112 Trust And Agency	11,449.52
600 Water Fund	9,020.52
610 Sewer Fund	8,091.88
740 Storm Water Utility	50.00
950 BC/BS Flexible Benefit	223.45
Grand Total	68,571.82

COMMUNICATIONS/OPEN FORUM

West Branch Lions Club President Mike Quinlan noted that on October 25th, 2014 the Lions will be hosting an event at West Branch High School, where they hope to prepare approximately 81,000 meals for distribution. Quinlan added that around 150 volunteers are needed from 9:00 a.m.-1:00 p.m. that day. Quinlan asked if information could be placed on the City's website and on the Cable Access channel regarding the event. Quinlan added that as this October is the fiftieth anniversary of Herbert Hoover's state funeral, this humanitarian initiative is in the spirit of West Branch's former United States President. Quinlan concluded his comments, noting that the Lions will also be serving a meal to any interested veterans on Tuesday, November 11th at Town Hall.

Shimmin noted that the Cable Access station may need to place a call for service regarding the device that transmits the video and added that the cable channel will be unavailable for

approximately a week beginning October 8, 2014. Shimmin noted that this information would be posted on the City's website.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell – Recognize Deputy City Clerk Dawn Brandt for certification as a Certified Municipal Clerk through the International Institute of Municipal Clerks.

Worrell recognized Brandt for her recent certification and applauded her for the effort she has put forth in pursuance of this accolade.

Mr. Dave Peden, Owner and Operator of Dave's Welding & Repair, 348 Cookson Street, West Branch – Soil Sampling and Analysis.

Dave Peden addressed the Council, claiming that recent rain events have cause an influx of water to collect on his property. Dave Peden also noted that rerouting of the soil at his business from Interstate 80 and recent development in the Cookson Subdivision have both contributed to additional rain flow. Dave Peden added that the City recently hired Seneca Companies to test his location. Schechinger noted that the City is looking at options to reroute the flow and intercept the water. Schechinger noted that Bob Gaskill may have been involved in the installation of the initial tile work in that area. Stevenson asked if the flooding was only high during the June 30, 2014 event. Dave Peden responded that he had seen many flood events in the City of West Branch, however, this particular rain caused an extreme amount of damage to his property in a short period of time. Stevenson asked what could done about the water flow coming from the Cookson Subdivision. Muckler and Schechinger both responded that a retention basin had been established. Miller noted that the runoff might be more intense in the area as the Frank Kofron property was recently taken out of the Conservation Reserve Program and is now being farmed. Schechinger concluded the discussion, noting that there are no specific enforcement procedures based on sediment levels that were returned with the sampling and analysis.

Resolution 1235, directing the Mayor to execute an application for annexation of the West Branch Municipal Cemetery; and setting a public hearing on said proposed annexation./Move to action.

Olson noted that the Council would need to hold a public hearing on November 3, 2014 prior to a vote on the annexation.

Motion by Pierce to approve Resolution 1235, second by Ellyson. AYES: Pierce, Ellyson, Miller, Shields, Stevenson. NAYS: None. Motion carried.

Resolution 1236, approving snow removal services on Parkside Drive, Second Street and Cedar Street for the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site./Move to action.

Muckler mentioned that the United States Department of the Interior and the National Park Service have agreed to pay \$6,000.00 for the upcoming contract as they had in prior years, and acknowledged the continued partnership for snow removal services.

Motion by Ellyson to approve Resolution 1236, second by Shields. AYES: Ellyson, Shields, Miller, Pierce, Stevenson. NAYS: None. Motion carried.

Resolution 1237, approving service agreement with Kid Again Inflatables for \$11,000 for Hoovers Hometown Days 2015./Move to action.

Muckler noted that generators are not included in the 2015 agreement.

Motion by Pierce to approve Resolution 1237, second by Ellyson. AYES: Pierce, Ellyson, Miller, Shields, Stevenson. NAYS: None. Motion carried.

Resolution 1238, approving an agreement with Nutri-Ject Systems, Inc. of Hudson, IA for wastewater treatment services in the amount of \$2,150./Move to action.

Schechinger noted that the purpose of this agreement was to help the City detect levels of accumulation which would provide information on sludge levels. Schechinger added that this will allow the City to build these cost estimates into a wastewater treatment facility plan and future budgets.

Motion by Stevenson to approve Resolution 1238, second by Shields. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. NAYS: None. Motion carried.

Accept the resignation of Lisa Corr from the Park & Recreation Commission./Move to action.

Worrell noted Corr served on the Commission and thanked her for her service.

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

Discussion of a stormwater best management practices reimbursement program.

Stevenson liked the form that was presented, and acknowledged Stagg as the City's future Stormwater Coordinator. Shields asked if the potential reimbursement would be a flat fee of \$500.00. Muckler noted that reimbursement would be designed to cover 50% of a total project cost up to \$50.00 per project. Pierce and Stevenson both asked if a link to the City's website would be provided to include pertinent information. Shields asked if residents would be responsible for maintenance and asked that a statement be added to the application which stated that the resident was responsible for maintenance. Miller noted that he liked the information contained, with the exception of the rain barrel concept.

CITY STAFF REPORTS

Library Director Nick Shimmin – West Branch Public Library Annual Report

Shimmin noted that circulation has been stagnant for the last six years with annual totals between 19,000-20,000 items. Shimmin added that cities in comparable size to West Branch have about 25% of the circulation totals. Shimmin also added that there has been an increase of electronic books (e-books), with approximately 9,000 available in this format. Miller noted that there are a number of smaller groups meeting at the Library and wondered if it would be possible to install an accordion-type wall to meet the facility use needs. Stevenson asked if the e-book collection would be expanded. Shimmin responded that although storage is not an issue, the Library is limited by publishers on the number of uses on e-books.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Mark Worrell – Iowa League of Cities Annual Conference

Worrell noted that the conference was attended by Muckler, Brandt, Shimmin, and himself and that it was a good opportunity to network with other city officials. Muckler added that the 2015 conference will take place in Cedar Rapids, Iowa.

Miller asked what remedies the City could have for washouts on College Street between Fourth and Fifth Streets, adding that he noticed the City streets are transferring debris onto private properties.

Worrell noted that the Halloween trick or treat will take place on Friday, October 31st 5:30-8:00 p.m. Worrell added that the first of two West Branch Parks Plan Informational Nights will be held at the Town Hall on Wednesday, October 8th at 7:00 p.m. Muckler noted that brochures were mailed to residents, and that the second event is scheduled for Tuesday, October 21st, 2014.

Shields asked for an update on the Casey's project. Muckler responded that Schechinger had been in contact with Casey's, and that Staff was in the process of arranging a meeting with representatives from Casey's regarding the project. Olson added that a reconfiguration of the road is required as part of the final development of the site.

Muckler noted that the City hopes to have a recommendation for the Deputy City Clerk position at the October 20th, 2014 City Council meeting. Muckler added that twenty two applications had been received as of the October 6, 2014 deadline and that City Staff has begun reviewing applications.

Shields thanked Chief Horihan and the Police Department for their recent work with at the West Branch Community School District in providing A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) training for faculty and students.

ADJOURNMENT

Motion by Pierce to adjourn the city council meeting, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 8:12 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk