

(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 17, 2011
7:00 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, Administrative Assistant Ashley Borland-Kaalberg, Park and Rec Director Melissa Russell, Public Works Director Matt Goodale, Fire Chief Administrator Dick Stoolman and Police Chief Mike Horihan.
Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the October 3, 2011 City Council Meeting.
- b) Approve claims.
- c) Approve Class C Beer license with Sunday Sales for Casey's Marketing Co. DBA Casey's General Store #2524.
- d) Approve street closure of Green Street from Downey to First Street on Wednesday October 19, 2011 from 4:00-8:00 p.m. for the Methodist Church Annual Tailgate Event.

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

DATE 10/17/2011

CITY OF WEST BRANCH
CLAIMS REGISTER REPORT

ACTION SEWER & SEPTIC	STREETS - SERVICE	856.25
AERO RENTAL	PARK & REC/FIRE/STREETS -SUPP.	485.45
AIR COOLED ENGINE	CEMETERY - SERVICE/SUPPLIES	227.61
ALLIANT ENERGY	VARIOUS DEPTS - UTILITIES	8,683.49
AMAZON	LIBRARY - SUPPLIES	94.15
AMSAN	ADMIN - BALLASTS	39.98
BAKER & TAYLOR BOOKS	LIBRARY - BOOKS	1,290.98
BARRON MOTOR SUPPLY	STREETS - SUPPLIES	76.13
BDC BUILDING PLAN REVIEW	ADMIN - BUILDING INSPECTIONS	222.60
BEAN & BEAN	CEMETERY - GRAVE OPENINGS	1,000.00
BIGRIGG, NICK	WATER - CREDIT DEPOSIT	23.99
BP AMOCO	WATER/SEWER/POLICE/FIRE	1,482.96
CEDAR RAPIDS PHOTO COPY	LIBRARY - SERVICE	75.43
CENTRAL TANK COATINGS	WATER - WATER TOWER REPAIR	93,444.38
CITY ELECTRIC SUPPLY	WATER - SUPPLIES	180.20
COOK, COLE	PARK & REC - FLAG FBALL REF	160.00
CREATIVE SOFTWARE SERVICE	ADMIN - COMPUTER SERVICE	170.00
CROELL REDI-MIX INC	STREETS - COLLEGE ST/4 TH ST	1822.50
CULLIGAN WATER TECHNOLOGY	FIRE - SERVICE	32.95
DAVIDSON TITLES INC.	LIBRARY - BOOKS	32.69
DAVIS FARM EQUIPMENT	STREETS - SUPPLIES	198.44
DELUXE CORP.	BUSINESS DEPOSIT SLIPS	37.75
DIAMOND VOGEL PAINTS	STREETS - TRAFFIC PAINT	106.55
ED.M.FELD EQUIPMENT CO.	FIRE - SERVICE	586.21
FINNEGAN, AUSTIN	PARK & REC - FLAG FBALL REF	40.00
FLEET SERVICES	POLICE - FUEL	381.90
FRENCH RENEKER ASSOCIATES	ADMIN - FLOOD CONT. DAM DESIGN	907.50
GENERAL PEST CONTROL	LIBRARY - SERVICE	70.00
GIERKE-ROBINSON CO	STREETS - COLLEGE ST PROJECT	146.76
GREATAMERICA LEASING	ADMIN - COPIER SERVICE	252.06
HANSON, JON	WATER - DEPOSIT CREDIT	55.35
HIGHSMITH	LIBRARY - SUPPLIES	20.12
HILLS, AUSTIN	PARK & REC - FLAG FBALL REF	80.00
HYGIENIC LAB.ACCT.REC.	WATER - TESTING	837.00

IOWA BUSINESS SUPPLY	ADMIN - OFFICE SUPPLIES	8.46
IOWA DNR	WATER - PERMIT #6492 FY12	95.00
IOWA LEAGUE OF CITIES	ADMIN - BUDGET WORKSHOP	60.00
IOWA NETWORK SERVICES	ADMIN - SERVICE	26.99
JOHN DEERE FINANCIAL	STREETS/WATER - SUPPLIES	184.31
JOHNSON COUNTY REFUSE	RECYCLING - SEPTEMBER	3,562.50
KINGDOM GRAPHICS	PARK & REC/CEMET-VBALL/CLOTHING	69.00
L. L. PELLING CO. INC	STREETS - PREMIX	358.00
LAMONT, LUCAS	PARK & REC - FLAG FBALL REF	160.00
LEASE CONSULTANTS CORP	LIBRARY - SERVICE CONTRACT	59.00
LENOCH & CILEK	SEWER/TOWN HALL/ADMIN	49.44
LIBERTY COMMUNICATIONS	VARIOUS DEPTS - PHONE	1,065.73
LINN COUNTY R.E.C.	STREETS - UTILITIES	102.00
LYNCH'S EXCAVATING INC	SEWER - N 4TH ST STORM SEWER	1,200.00
LYNCH'S PLUMBING	WATER/FIRE - SUPPLIES/SERV	93.70
MATT PARROTT AND SONS	ADMIN - TAX FORMS/LASER CHECKS	308.63
MEDIACOM	ADMIN - SERVICE	34.95
MENARDS	STRTS/POLICE/ADMIN/P&R-SUPP	290.79
MIDWEST FRAME & AXLE	FIRE - SERVICE	1,286.51
MIDWEST JANITORIAL	LIB/ADMIN/TOWN HALL/POLICE	1274.00
MIDWEST RADAR & EQUIPMENT	POLICE - RADAR SUPPLIES	120.00
MUNICIPAL SUPPLY INC.	WATER - WIRE CONNECTOR	14.00
OLSON, ATTY KEVIN	LEGAL - LEGAL FOR OCT.	1,250.00
ORIENTAL TRADING CO. INC	POLICE - HALLOWEEN SUPPLIES	129.98
OSBORNE, ANDREW	WATER - CREDIT REFUND	1.61
PAYROLL	10-14-11	25,993.10
PEDEN, SHANELLE	CABLE - VIDEOTAPING	200.00
PITNEY BOWES GLOBAL	ADMIN - POSTAGE MACHINE	444.03
PITNEY BOWES PURCHASE	SEWER/ADMIN/WATER - POSTAGE	1000.00
PLUNKETT'S PEST CONTROL	ADMIN - SERVICE	45.76
PORT 'O' JONNY INC.	PARK & REC/CEMETERY - SERVICE	216.00
QUILL CORP	ADMIN/POLICE/LIB/THALL - SUPP	582.92
RK DIXON	ADMIN - BLK/WHITE/COLOR	120.73
SHORTT, BRANDEN	PARK & REC - FLAG FBALL REF	160.00
SHOW ME BOOKS INC	LIBRARY - BOOKS	60.48
SIMKIN, ATTY DOUGLAS W	POLICE - LEGAL SERVICES	75.00
SPRINGDALE AGENCY	FIRE - FY12 FIRE PAK	12,808.00
STAPLES	ADMIN - OFFICE SUPPLIES	2.29
THE LIBRARY STORE INC	LIBRARY - SUPPLIES	113.15
THEIN MOTOR SALES	POLICE - 08 DODGE OIL CHANGE	40.45
TREAS. STATE OF IOWA	IOWA SALES TAX - SEPTEMBER	2348.00
UNIFORM DEN INC.	POLICE - UNIFORMS	144.06
UPS	SEWER - SHIPPING	90.32
US CELLULAR	VARIOUS DEPTS - PHONE SERVICE	751.78
USA TODAY	LIBRARY - SUBSCRIPTION	213.20
VEENSTRA & KIMM INC.	CAPITAL PROJECT - SRTS PROJ.	289.00
	WATER - WATER TOWER REPAIR	538.77
	STREETS - 2011 STREET	616.14
	WATER - ENGINEERING SERV	382.41
	CAPITAL PROJECTS-LIFT STAT.	14,650.00
	STREETS - NORTH DOWNEY PROJ.	2,306.24
	STREETS - MAIN STREET	250.00
	STREETS - NORTH DOWNEY PROJ.	355.93
	LIBRARY - SUPPLIES	259.52
	FIRE - FIRE TRAINING	250.00
WALMART COMMUNITY/GEMB	ANIMAL CONTROL - SERVICE	510.00
WENNDT, JOE	PARK & REC - TRANS. FOR TRIPS	1,102.50
WEST BRANCH ANIMAL CLINIC	LIBRARY - ADVERTISEMENTS	95.00
WEST BRANCH SCHOOLS	PARK & REC - FLAG FBALL REF	40.00
WEST BRANCH TIMES		
WESTCOTT, NICK		
	GRAND TOTALS	192,980.76

001 FUND TOTALS
GENERAL FUND

33,830.84

022	CIVIC CENTER	869.52
031	LIBRARY	7,081.25
036	TORT LIABILITY	12,808.00
110	ROAD USE TAX	8,383.41
111	POLICE RECOVERY ACT GRANT	102.01
112	TRUST AND AGENCY	2,670.34
301	SAFE ROUTES SIDEWALK PROJECT	289.00
304	WASTEWATER LIFT STATION PROJECT	14,650.00
600	WATER FUND	104,831.11
610	SEWER FUND	7,465.28
	****	192,980.76

The Clerk reported the following receipts for the month of September 2011:

Water, Sewer, Recycling	\$	61,244.77	Cedar Co. Property Tax	\$	246,742.29
Water Utility Deposits	\$	300.00	Johnson Co. Prop. Tax	\$	3,416.09
Town Hall Rent	\$	295.00	Road Use Tax	\$	21,628.38
Misc.	\$	272.50	Fines	\$	403.61
Library	\$	319.18	Twp. Fire Contract	\$	-
Donations	\$	7,105.69	Building Permits	\$	302.75
Interest	\$	199.55	Fire Station Loan Proceeds	\$	-
Investments Interest	\$	467.39	Krouth Fund Interest	\$	0.03
Cable fees	\$	-	M. Gray Savings Interest	\$	0.18
Cigarette Permits	\$	-	Cemetery Perp. Care Int.	\$	-
Cat & Dog Registrations	\$	45.00	MV Refund	\$	-
Beer & Liquor Lic. Fees	\$	-	NPS Plowing Contract	\$	-
Park & Rec. Activities	\$	1,115.00	Grave Openings	\$	1,150.00
Police Recovery Act Grant	\$	-	Cemetery Lots	\$	600.00
Local Option Tax	\$	-	Refunds - TIF	\$	-
SUBTOTAL	\$	71,364.08	SUBTOTAL	\$	274,243.33
			TOTAL	\$	345,607.41

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

Funds	Bank Balance	Investments	Total
001 General	\$ 177,001.17	\$ 208,141.55	\$ 385,142.72
011 Police Donations	\$ -	\$ -	\$ -
014 Fire Dept. Donations	\$ -	\$ -	\$ -
018 Park Donations	\$ -	\$ -	\$ -
022 Civic Center	\$ 31,002.20	\$ -	\$ 31,002.20
031 Library Operating	\$ (30,909.56)	\$ 16,314.41	\$ (14,595.15)
036 Tort Liability	\$ (5,529.84)	\$ -	\$ (5,529.84)
050 Home Town Days	\$ 11,473.28	\$ -	\$ 11,473.28
110 Road Use Tax	\$ 144,002.94	\$ 30,050.87	\$ 174,053.81
111 Police Recovery Act Grant	\$ (1,166.32)	\$ -	\$ (1,166.32)
112 Trust & Agency	\$ 16,435.75	\$ -	\$ 16,435.75
119 Emergency Tax Fund	\$ 64,085.86	\$ -	\$ 64,085.86
121 Local Option Tax	\$ 11,138.64	\$ -	\$ 11,138.64
125 TIF	\$ 206,056.30	\$ -	\$ 206,056.30
160 Economic Develop.	\$ -	\$ -	\$ -
200 Debt Service	\$ 1,354.33	\$ -	\$ 1,354.33
226 SRF Debt Service	\$ 51,216.78	\$ -	\$ 51,216.78
300 Capital Improvement	\$ -	\$ -	\$ -
303 Fire Capital Project Addition	\$ -	\$ -	\$ -
304 Wastewater Lift Station	\$ (6,460.00)	\$ -	\$ (6,460.00)
500 Cemetery Perpetual	\$ 10,515.88	\$ 88,000.00	\$ 98,515.88
501 Krouth Fund Principal	\$ -	\$ 101,928.75	\$ 101,928.75
502 Krouth Enlow Int. Fund	\$ 8,502.22	\$ 16,124.32	\$ 24,626.54
600 Water Operating	\$ 226,026.84	\$ 124,394.45	\$ 350,421.29

603 Water Sinking Fund	\$	18,354.14	\$	-	\$	18,354.14
610 Sewer Operating	\$	193,869.88	\$	76,947.99	\$	270,817.87
TOTAL	\$	1,126,970.49	\$	661,902.34	\$	1,788,872.83

COMMUNICATIONS/OPEN FORUM

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL
First reading of Ordinance 685 amending Chapter 92 “WATER RATES” by increasing water rates over a five-year period effective July 1, 2012./Move to action.

Muckler provided information that Council requested previously concerning minimum and average utility bills based on four different options to increase water and sewer rates. Worrell expressed an interest in these utilities becoming self-sufficient so that the general fund could be used to accomplish other goals of the Council. Sexton stated that funds should be set aside within the sewer fund for future wastewater treatment needs. Oaks stated that commercial customers in the industrial park, rather than residential customers, saw the most benefit from the water improvements paid for with the 2005 general obligation bonds, and therefore questioned whether or not it was appropriate to shift the burden of the general obligation bonds to the water fund. Worrell stated that residential customers benefit from redundancy provided by a second water tower. Johnson stated that the future Council should consider the establishment of commercial water rates.

Motion by Worrell to amend Ordinance 685 to increase water rates by \$0.64 per thousand gallons per month, each year for the next five years starting on July 1, 2012, second by Johnson. Roll call vote- AYES: Worrell, Johnson, Sexton, O’Neil and Oaks. Motion carried.

First reading of Ordinance 686 amending Chapter 90 “WATER SERVICE SYSTEM” by establishing a permit fee per the City of West Branch Code of Ordinances./Move to action.

Olson and Muckler explained that while Ordinances 686 and 687 do not represent any policy changes, our auditor requested that these fees be placed in the Code of Ordinances instead of the West Branch Schedule of Fees.

Motion by Worrell, second by Sexton to approve first reading of Ordinance 686. Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil and Oaks. Motion carried.

First reading of Ordinance 687 amending Chapter 96 “BUILDING SEWERS AND CONNECTIONS” by establishing a permit fee per the City of West Branch Code of Ordinances./Move to action.

Motion by Worrell, second by Sexton to approve first reading of Ordinance 687. Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil and Oaks. Motion carried.

Public Hearing - Proposal to dispose of an interest in real property, said real property being generally referred to as the former Cookson Community Center.

Community member John Phillips of 210 N Downey St, asked the Council to take their time to consider options prior to the sale of the former Cookson Community Center. Councilman Oaks stated that West Branch is in need of an assisted living facility.

Approve Resolution 957 approving the City’s intent to dispose of an interest in real property generally referred to as the former Cookson Community Center and directing the solicitation of sealed bids./Move to action.

Motion by O’Neil, second by Sexton to approve Resolution 957. Roll call vote – AYES: O’Neil, Sexton, Worrell, Oaks. NAYS: Johnson. Motion carried.

Approve Professional Services Agreement for Engineering Services for the *Creating Connections: Establishing Safe Routes to School in West Branch, IA Project* with AECOM in the amount of \$48,000./Move to action.

Motion by Worrell, second by O'Neil to table agreement for engineering services with AECOM. Roll call vote – AYES: Worrell, O'Neil, Johnson, Sexton and Oaks. Motion carried.

Approve staff negotiations with Ament, Inc. for preliminary engineering services for the *Creating Connections: Establishing Safe Routes to School in West Branch, IA Project*./Move to action.

Motion by Worrell, second by O'Neil to approve staff negotiations with Ament for preliminary engineering services. Roll call vote – AYES: Worrell, O'Neil, Johnson, Sexton and Oaks. Motion carried.

Approve the provision of snow removal services on behalf of the National Park Service (NPS) in exchange for reimbursement in the amount of \$5,934.31./Move to action.

Council had discussion on whether or not the City should provide snow removal services for the NPS. Oaks voiced his opposition to the City providing these services. Oaks stated that the quality of snow removal service provided to residents has decreased since the City has taken on this task on behalf of the NPS.

Motion by Sexton, second by Johnson to approve snow removal services in exchange for reimbursement in the amount of \$5,934.31. Roll call vote – AYES: Sexton, Johnson, Worrell, O'Neil. NAYS: Oaks. Motion carried.

MAYOR DON KESSLER

Appointments/Reappointments

None

REPORTS

City Administrator Matt Muckler – Regular Council Meeting Times

Muckler reminded the Council that regular Council Meetings from November through March start at 6:30 p.m.

Library Director Nick Shimmin - Annual Library Report

Shimmin was absent due to a County Library meeting and will present the Annual Library Report at a future meeting.

Police Chief Mike Horihan – Police Department Update

Horihan updated the Council on recent events. The Police Department is excited about the partnership that they have developed with the West Branch Community School District. Officers are working to improve the process by which evidence is processed and stored. An inventory is also being completed for all property in the possession of the Department.

ADJOURNMENT

Motion to adjourn meeting by O'Neil, second by Worrell. City Council meeting adjourned at 8:45 p.m.

Don Kessler, Mayor

ATTEST: _____
Ashley Borland-Kaalberg, Administrative Assistant