

*(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 21, 2013  
7:00 p.m.**

Mayor Worrell opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Police Chief Mike Horihan, and Parks & Recreation Director Melissa Russell.  
Council members: Jordan Ellyson, Colton Miller, Jim Oaks, Dick Stoolman, Mary Beth Stevenson.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the September 16, 2013 City Council Meeting.
- b) Approve minutes from the September 20, 2013 City Council Meeting.
- c) Approve claims.
- d) Approve Class C Beer license with Sunday Sales for Casey's Marketing Co. DBA Casey's General Store #2524.
- e) Approve Class C Liquor License with Sunday Sales for Agaves Inc. DBA Agaves, to include the dining room and banquet and reservation area.
- f) Approve transfer of \$27,123.00 from Park & Rec Reserve Fund to General Fund.
- g) Approve transfer of \$21,586.00 from Police Apparatus Reserve Fund to General Fund.
- h) Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.

Motion by Ellyson to approve the agenda and consent agenda items a-h, second by Stevenson. AYES: Ellyson, Stevenson, Miller. NAYS: Oaks, Stoolman. Motion carried.

Date 10-21-13	City of West Branch	
	Claims Register Report	
AAA Budget Environmental	Econ Dev - Service	250.00
Aero Rental Inc	Streets - Dump Trailer Rental	194.40
Alliant Energy	Various Depts - Utilities	9,818.23
Amazon	Library - Supplies	119.27
Baker & Taylor Inc.	Library - Books	1,328.01
Barron Motor Supply	Fire/Streets - Supplies	189.60
BDC-Building Inspection	Admin - Building Inspections	193.20
Blue Cross Blue Shield	Insurance	9,776.19
BP Amoco	Police/Fire/Cemetery - Fuel	1,743.46
BSN Sports Inc	Park & Rec - Field Paint	134.94
Business Radio Sales	Fire - Service Radios	300.44
Carney, Carol	Park&Rec - Fitness Class Refund	52.50
Cedar County Public Health	Pol/Lib/Fire/Adm/St-Flu Shots	250.00
Cedar County Recorder	Legal - Document Recording	117.00
Cedar County Solid Waste	Streets - Waste Disposal	420.50
Cedar County Treasurer	P&R - Taxes For Park & Dog Park	2,277.00
Cedar Rapids Photo Copy	Library - Service	72.29
Cochran, Craig	Fire - Reimbursement For Supplies	44.00
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Country Inn & Suites	Admin-IA League Annual Conf	185.92
Croell Redi-Mix Inc	Streets - Various Projects	2,606.75
Crown Awards	Park & Rec - Supplies	236.82
Culligan Water	Fire - Water Cond Rental	37.65
Dearborn Insurance	Life Insurance	48.95
Demco	Library - Supplies	16.70
Deweys Jack & Jill	Library/P&R - Supplies	31.25
Donovan, Cale	Park&Rec - Flag Fball Ref	40.00
Donovan, Tyler	Park&Rec - Flag Fball Ref	40.00
Ed.M.Feld Equipment	Fire - Supplies	171.00
Eftps	Federal Withholdings	11,798.73
ETS Corporation	Water/Sewer -Credit Card Fees	32.78
F&B Communications Inc	Admin - Computer Service	1,037.95
Fareway Stores	Park & Rec - Supplies	109.86
Fenner, Coleman	Park&Rec - Flag Fball Ref	160.00
Fiesta Riviera	Liquor License Refund	308.75
Fiderlein, Debra	P&R-Session 2 Fitness Class	650.00
Frytown Trailers	Streets - Dump Trailer	7,350.00
Gaylord Bros Inc.	Library - Supplies	218.17
General Pest Control	Library - Service	70.00
Gierke-Robinson Company	Streets - Supplies	2,113.53
Goodale, Matthew	Sewer - Reimb For Training Exp	600.60
Greatamerica Leasing	Admin - Copier Lease	252.06
Hanna, John	Police- Reimb For Training Expenses	305.78
Hawkins Inc	Water - Azone 15	1,642.84
Horihan, Mike	Police - Reimb For Supplies	93.59
Hott, Leah	Park&Rec - Vball Helper	30.00
Iowa Assn. Mun. Utilities	Sewer - Training Classes	420.00
Iowa DNR	Water - Fy14 Annual Water Fee	66.00
Iowa Department Of Revenue	Payroll Expense	1,031.45
Iowa Dept Of Public Safety	Police - Training Conference	165.00

Iowa Insurance Division	Cemetery - Fy13 Annual Report	50.00
Iowa League Of Cities	Admin - Budget Training	70.00
Iowa Municipal Finance Office	Admin - IMFOA Fall Meeting	150.00
Iowa One Call	Water/Sewer - Service	113.40
IPERS	Ipers	7,748.99
Joey Dean Wenndt	Fire - Sept/Oct Fire Training	300.00
John Deere Financial	Streets/Cemetery - Supplies	295.62
Johnson County Refuse Inc.	Recycling - September	3,695.50
Jones, Carol	Park&Rec - Fitness Class Refund	52.50
Kevin D Olson	Legal Services For Oct 2013	1,500.00
Kingdom Graphics	Park & Rec - Flag Fball Shirts	372.00
Knoop, Abby	Park&Rec - Vball Helper	50.00
Kyllingstad, Maria	Park&Rec - Vball Helper	50.00
L. L. Pelling Co. Inc	Streets - Sealcoat	21,585.05
Lenoch & Cilek	Park&Rec- Supplies	31.92
Liberty Communications	Various Depts - Phone Service	1,080.38
Linn County R.E.C.	Streets - Utilities	120.00
Luneckas, Trystin	Park&Rec - Vball Helper	70.00
Lynch's Excavating Inc	Sewer - Service	6,656.07
Lynch's Plumbing Inc	Streets - Part	193.10
Martens, Sam	Park&Rec - Flag Fball Ref	40.00
Matt Parrott	Admin - Receipt Books	193.42
Mediacom	Admin - Service	40.90
Menards	Park & Rec - Supplies	946.64
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	646.56
Midwest Radar & Equipment	Police - Supplies	160.00
Miller, Paige	Park&Rec - Flag Fball Ref	40.00
Montgomery, Kaylee	Park&Rec - Vball Helper	50.00
Moore's Welding Inc	Streets - Service	70.42
Municipal Supply Inc.	Water - Supplies	1,964.00
Murry, Jenae	Park&Rec - Vball Helper	20.00
Overdrive Inc	Library - Ebook	133.46
Parkside Service	Cemetery - Tires For Tonner	207.97
Payroll Expense	Payroll Expense - 9-27-13	25,595.80
Payroll Expense	Payroll Expense - 10-11-13	25,481.73
Pierce, Shawn	P&R-Session 2 Fitness Classes	520.00
Pitney Bowes	Library/Admin - Postage Meter Leases	564.03
Pitney Bowes Purchase Power	Admin/Water/Sewer - Postage	500.00
Plato Electric	Street Lighting -Light Repairs	852.67
Plumbers Supply Co.	Water - Supplies	41.24
Plunkett's Pest Control	Admin/Town Hall - Service	91.52
Port 'O' Jonny Inc.	Park & Rec/Cemetery - Service	512.00
Proeller, John	Return Of Sidewalk Payment	100.00
Pyramid Services Inc.	Cemetery - Mower Blades	47.79
Qc Analytical Services	Sewer - Testing	1,168.00
Quality Engraved Signs	Admin - Nameplates	81.90
Quill Corp	Library/Admin/Streets - Office Supplies	213.87
RK Dixon	Admin - Blk & Color Copies	896.11
Robert's Towing & Recovery	Streets - Service	180.00
Ross, Rebecca	Water - Utility Refund	70.95
Schimberg Co	Streets/Water - Pipe & Supplies	7,701.97
Shanelle M Peden	Cable - Videotaping	300.00
Shimmin, Nick	Library - Reimb For Mileage & Supplies	151.95
Simpson, Allyson	Park&Rec - Vball Helper	30.00
Speer, Staci	Water - Utility Refund	48.19
Sprint	Police - Service	179.97
Stoolman, Morgan	Park&Rec - Vball Helper	70.00
The Book Farm Inc	Library - Books	22.96
The Library Store Inc	Library - Supplies	153.02
Thomas Heating & Air	Fire - Supplies & Service	5,210.00
Tisinger, Cole	Park&Rec - Flag Fball Ref	120.00
Toynes Ia. Fire Trk.Serv	Fire - Service	2,565.55
Treasurer State Of Iowa	Iowa Sales Tax/State W/H Pmt	4,573.33
Trugreen	Park & Rec - Service	145.00
Tumbleweed Press Inc	Library -Subscription Renewal	200.00
Univ Of Iowa: State Hygienic Lab	Water - Testing	24.00
UPS	Sewer - Shipping	124.62
US Bank Equipment Finance	Library - Copier Lease	51.13
US Cellular	Various Depts-Phone Service	1,136.23
USA Blue Book	Sewer - Filter Elements	636.26
Veenstra & Kimm Inc.	Engineering	9,587.01
VJ Engineering	Streets-Eng13-3153 Lot A Blk 1	1,600.00
Wageworks	Flex - Dcfsa2013	167.48
Walmart	Library - Supplies	245.25
Water Solutions	Water - Chemicals	2,472.00
West Branch Ford	Police - Police Car & Service	23,899.20
West Branch Repairs	Police - Service Vehicles	1,783.78
West Branch Times	Legal& Comm/Cult -Publications	3,230.01
Westrum Leak Detection Inc	Water -2013 Leak Det Survey	1,000.00
Wex Bank	Police - Fuel	405.58
Wier, Melanie	Water - Utility Refund	74.59
Yeggy, Jodi	P&R-Session 2 Fitness Classes	650.00
	Grand Total	241,692.32

Fund Totals	
001 General Fund	138,330.99
022 Civic Center	780.51
031 Library	14,179.35
110 Road Use Tax	12,791.18
112 Trust And Agency	12,660.34
226 Go Debt Service	8,364.57
600 Water Fund	30,290.45
610 Sewer Fund	24,127.45
950 BC/BS Flexible Benefit	167.48
Grand Total	241,692.32

**COMMUNICATIONS/OPEN FORUM**

Ellyson suggested that staff work with Main Street to develop a business license program for new & existing businesses. Stoolman commented that Public Works should quit doing cement work and focus on other tasks that are not getting done in town. Oaks questioned why the College Street hill and Poplar Street water main and parking lot improvement projects were done. Goodale stated that water mains were replaced in anticipation of parking lot and road improvements in the area. Ellyson and Worrell stated that the College Street project was approved as part of the annual budget. Oaks suggested a committee to set priorities for Public Works projects. Worrell asked if Chief Horihan could check street lights to make sure they are working. Miller said there is no longer a light near the Dog park and intersection to the mobile home village. He would like feedback if one is needed.

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

Mayor Mark Worrell – Recognition of Gary Robbins Trucking

Mayor Mark Worrell recognized Pat Robbins of Gary Robbins Trucking for their presence in the community and good service to the City of West Branch.

Consultation Report on proposed Amended and Restated West Branch Urban Renewal Plan.

Olson said the consultation meeting held on September 30 was required by law. The school board provided a letter stating their comments on TIF.

Public Hearing for the proposed Amended and Restated West Branch Urban Renewal Plan.

Mayor Worrell opened the public hearing at 7:46 p.m. Olson said the amended plan combines three separate documents into one and lists out projects to be done in the TIF districts. It removes the residential homes on Scott Dr. from the TIF area. Stevenson asked if we should take out all residential areas, which includes WB Village and Northridge Dr. Worrell said the N 4<sup>th</sup> Street paving project is in that area. There were no public comments. Mayor Worrell closed the public hearing at 7:52 p.m.

Resolution 1144, approving the proposed Amended and Restated West Branch Urban Renewal Plan./Move to action.

Miller amended resolution to update and make correction to page 5.

Motion by Stoolman to approve Resolution 1144 as amended, second by Ellyson. AYES: Stoolman, Ellyson, Miller, Oaks, Stevenson. Motion carried.

Public Hearing on budget amendment.

Mayor Worrell opened the public hearing at 7:54 p.m. City Administrator Muckler gave an overview of the budget amendment. There were no public comments. Mayor Worrell closed the public hearing at 7:57 p.m.

Resolution 1145, approving budget amendment./Move to action.

Motion by Ellyson to approve Resolution 1145 and second by Stevenson. AYES: Ellyson, Stevenson, Miller, Oaks, Stoolman. Motion carried.

Resolution 1147, approving the Final Plat of Cookson Subdivision, a Subdivision to West Branch, IA./Move to Action.

Motion by Miller to approve Resolution 1147 and second by Stoolman. AYES: Miller, Stoolman, Ellyson, Oaks, Stevenson. Motion carried.

Resolution 1148, approving the Preliminary Plat of Tidewater Heights Subdivision, a Subdivision of West Branch, IA./Move to action.

City Engineer Dave Schechinger gave a report on the land and area to be developed. Council had discussion and agreed to table this until they have an agreement with other property owners that could be affected.

Motion by Miller to table Resolution 1148 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Stoolman, Stevenson. Motion carried.

Resolution 1149, approving the Final Plat of Tidewater Heights Subdivision, a Subdivision to West Branch, IA./Move to action.

Motion by Ellyson to table Resolution 1149 and second by Stevenson. AYES: Ellyson, Stevenson, Miller, Oaks, Stoolman. Motion carried.

Resolution 1150, approving service agreement with Kid Again Inflatables for \$11,500 for Hoovers Hometown Days 2014./Move to action.

Russell said the total cost was \$9500.00 this year with the Park Service and Alliant giving donations. A zip line will be added next year which is the additional cost. She would like to set a goal to raise \$5,000.00 through donations.

Motion by Stoolman to approve Resolution 1150 and second by Stevenson. AYES: Stoolman, Stevenson, Ellyson, Miller, Oaks, Motion carried.

Resolution 1151, endorsing the West Branch Priority Routes II Project grant submittal and agreeing to maintain the completed project for its intended public use for ten years./Move to action.

Muckler said this is a new program through our local COG for sidewalk grant opportunities. The Council has established priority sidewalk projects on Maple Street, Oliphant Street and 4<sup>th</sup> Street. This grant application could provide some funding from the Transportation Alternatives Program with an applicant match of at least twenty percent.

Motion by Miller to approve Resolution 1151 and second by Stevenson. AYES: Miller, Stevenson, Ellyson, Oaks, Stoolman. Motion carried.

Resolution 1152, ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids therefor./Move to action.

Schechinger said this is for the lining and grouting project for Sanitary sewer rehabilitation - Phase 1. He provided a preliminary schedule for the public hearing and to accept bids.

Motion by Miller to approve Resolution 1152 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Stoolman, Stevenson. Motion carried.

Discussion of the Request for Qualifications for the Strategic Plan for Park & Rec Capital Improvements: West Branch, IA Project.

Tim Shields member of the Park & Recreation Commission gave a report on the RFQ interview process. They sent out requests for qualifications to twenty different engineering firms. Nine applications were returned, the commission narrowed it down to three firms, Shive Hattery, McClure and HBK. They chose HBK because they are a local company, their proposal was specific to West Branch, and they were motivated to make the project a priority.

Worrell said that he was involved in the process and approved the Park & Recreation Commissions decision. Ellyson and Stevenson also were confident in the Commission's decision, Stevenson liked the charrette proposal from Shive Hattery and would like to see HBK's public input procedure.

Accept resignation of Jim Huber from Zoning Board of Adjustment./Move to action.

Miller thanked Jim for his years on the board. Ellyson asked what the Council could do to keep Jim on the board and not accept his resignation.

Motion by Ellyson to accept resignation and second by Stevenson. AYES: Stevenson, Miller. NAYS: Ellyson, Oaks, Stoolman. Motion failed.

Resolution 1153, directing the zoning administrator to file a petition for writ of certiorari on the board of adjustment decision concerning 203 Ridge View Drive./Move to action.

Olson explained that according to State law there are three or four items that need to apply for the Board of Adjustment to approve a variance. In his opinion, the retaining wall at 203 Ridge View Drive did not meet any of the circumstances to approve a variance. Olson explained to the members on the board that they were the fact finders to the law. Oaks asked if the neighbor has a problem with retaining wall. Muckler said that a very good person is leaving the Board because of the outcome of the variance request at 203 Ridge View Drive. Muckler also suggested that this Board of Adjustment decision compromises the future enforcement of zoning regulations. Olson suggested that Council make the retaining wall legal in the Code if they decide not to file the petition.

Motion by Stevenson to approve Resolution 1153 and second by Ellyson. AYES: Stevenson, Ellyson. NAYS: Miller, Oaks, Stoolman. Motion failed.

## **CITY STAFF REPORTS**

### City Engineer Dave Schechinger – Casey's Site Plan Update

Schechinger said that things are moving slowly and they are still working with the DOT on roadway improvements for access off of Baker. He has reviewed the preliminary site plan.

### City Engineer Dave Schechinger – Lift Station Project

Schechinger said that the new lift station and force main are in place and have been running for a few weeks with no errors or alarms. The contractor is setting the generator tomorrow, with dirt work and final grading being completed this week. Training on the equipment will begin soon.

### City Engineer Dave Schechinger – Beranek Street Project

Schechinger showed two concept drawings for the Beranek Street project, that would add additional parking, repaving the lot and adding curb and gutter to the street. Muckler said this could be a budget decision to fund for FY15. The parking lot is currently budgeted in FY14.

### Public Works Director Matt Goodale – ISWEP Training Update

Goodale said that the City joined the Iowa storm water education program two months ago. He has attended two good training workshops and will be attending another in the next few weeks. A watershed approach to community planning workshop is open for registration and being held on November 18, if Council is interested in attending.

## **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Council member Ellyson reminded all members of Council to watch every item as a whole cause some items affect other items. She apologized to Mr. Huber because she felt that the Council failed to support his principles and values by the way the voting came out tonight.

## **ADJOURNMENT**

Motion to adjourn meeting by Miller, second by Stevenson. Motion carried on a voice vote. City Council meeting adjourned at 9:37 p.m.

\_\_\_\_\_  
Mark Worrell, Mayor

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