

*(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**

**November 17, 2014  
7:00 p.m.**

Mayor 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, Deputy City Clerk Dawn Brandt, Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

**APPROVE AGENDA/CONSENT AGENDA**

- a. Approve minutes from the October 20, 2014 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 transfer from fund 031 to fund 502 in the amount of \$1,348.86.
- e. 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/consent agenda, second by Shields AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

Date 11/17/14

City of West Branch – Claims Report

Action Sewer & Septic	Streets - Service	229.00
Aero Rental	Park&Rec - Supplies Halloween	49.90
All American Concrete	Streets -Oliphant Sidewalk Ph2	94,699.80
Alliant Energy	Various Depts - Utilities	8,506.33
Alto, Davin	Water - Utility Refund	100.00
Amazon	Library - Supplies	409.45
Baker & Taylor	Library - Books	1,092.06
Bappe, Brent	Water - Utility Refund	14.29
Barron Motor Supply	Streets - Supplies	756.55
Big Timber Excavating	Streets - Orange St Culvert	2,495.00
Blue Cross Blue Shield	Health/Dental Insurance	10,553.01
BP Amoco	Fire/Pw - Fuel	446.25
Brandt, Dawn	Adm-Reimb For Imfoa Conf Exp	174.85
Business Radio Sales	Fire - Service	130.26
Cedar County Cooperative	Streets - Diesel Fuel	1,144.83
Cedar County Public Health	PD/Lib/Fire/Adm/St - Flu Shots	325.00
Cedar County Recorder	Legal - Document Recording	66.00
Cedar County Solid Waste	Streets - Debris Disposal	100.00
Cedar Rapids Photo Copy	Library - Service	49.56
Chris Jones Trucking	Streets - Hauled Sand	151.57
Community State Bank	Fire Dept Expansion Loan Pmt	67,182.12
Costco Wholesale	Library - Supplies	79.68
Croell Redi-Mix	Streets - N Downey St	119.00
Crown Awards	Park&Rec - Supplies Halloween	41.85
Culligan Water	Fire - Water Cond Rental	37.90
Dauber, Linsie	Water - Utility Refund	25.41
Dearborn National Insurance	Life Insurance	56.95
Deweys Jack & Jill	Water/P&R - Supplies	320.19
Dorsey & Whitney	Legal - Services Thru 10-31-14	2,705.40
EFTPS	Federal Withholdings	13,925.58
Elert & Associates	Police - Radio Sys Assess Rep	3,750.00
Emergency Services Marketing	Fire - Subscription Fee	725.00
ETS Corporation	Water/Sewer - Cc Proc Fees	92.59
F&B Communications	Admin - Web Hosting	29.95
Financial Adjustment Bureau	Library - Service	37.17
Freeman Lock & Alarm	Library - Keys	9.75
Greatamerica Leasing Corp	Admin - Copier Lease	252.06
Hawkeye Photo Booths	Comm & Cult - HHTD 2015 Dep	200.00
Hawkins	Water - Chemicals	1,634.53
HD Cline Company	Streets - Part	6.95
Holiday Designs I	Streets - Holiday Bulbs	355.74
Holiday Inn Des Moines Airport	Admin - Imfoa Conf Hotel	185.92
ICMA	Admin - Icma Membership	659.00
IMWCA	Streets - Work Comp Install 5	3,254.00
Int'l Inst Of Municipal Clerks	Admin -MMC Designation App Fee	50.00
Interstate All Battery	Police - Supplies	52.99
Iowa Department Of Revenue	Payroll Expense	905.43
Iowa League Of Cities	Admin/M&C - Conf Tickets	80.00
Iowa Library Services	Library - Meeting Registration	40.00
Iowa One Call	Water/Sewer - Service	37.80
IPERS	Ipers	9,607.53
ISWEP	Water - Stmwtr Bmp Tour Trg	85.00
Joey Dean Wenndt	Fire - Fire Training	300.00

John Deere Financial	Sewer/Cem/Streets - Supplies	159.80
Johnson County Refuse Inc.	Recycling - October 2014	4,315.75
Johnston, Janelle	Water - Utility Refund	70.34
Kevin D Olson	Legal Services November 2014	1,500.00
Kingdom Graphics	Park & Rec -Shirts/Jerseys	1,327.00
Knoche, Rebecca	Lib- Reimb For Mil/Meal & Pkg	119.84
Krob, Mackenzie	P&R - Reimb For Vino Van Gogh	812.00
L. L. Pelling Co.	Streets - Premix	145.80
Liberty Communications	Various Depts - Phone Service	1,100.85
Linn County R.E.C.	Streets - Utilities	138.00
Lynch's Excavating	Water - Curb Box Repairs	1,850.90
Lynch's Plumbing	Streets - Change LP To Nat Gas	567.40
Matt Parrott	Admin - Envelopes/Utility Bills	599.71
Mccann, Linda	Library - Book	20.00
Mediacom	Cable - Service	40.90
Menards	Streets/Admin - Supplies	345.28
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	646.56
Midwest Radar & Equipment	Police - Supplies	160.00
Midwest Tape	Library - Supplies	14.99
Moore's Welding	Water - Service Repair	60.00
Muckler, Matt	Admin - Reimb Imfoa Trng Mil	117.48
Municipal Supply Inc.	Water - Supplies	6,534.00
Nesper Sign Advertising	Comm & Cult - Bal For Signs	500.00
Nutri-Ject Systems	Sewer - Lagoon Survey	2,150.00
Oriental Trading Co.	Library - Supplies	50.98
Overdrive	Library - Ebooks	429.87
Payroll Expense	Payroll Expense 10-31-14	29,139.20
Payroll Expense	Payroll Expense 11-7-14	29,381.26
Pip Printing	Animal Cont -Dog Park Day Pass	278.74
Pitney Bowes	Adm/Water/Sewer - Postage	500.00
Plunkett's Pest Control	Admin - Pest Control	93.35
Port 'O' Jonny Inc.	Cemetery - Service	174.00
Pyramid Services Inc.	Cemetery - Service Mower	571.62
Qc Analytical Services	Sewer - Testing	730.00
Quad City Safety	Fire - Sensor	201.50
Quality Engraved Signs	Admin - Plaque	66.00
Quill Corp	Library/Admin/Sewer - Supplies	566.85
Racom Corporation	Police - Service	256.00
Reynolds, Jean	Water - Utility Refund	6.99
Rusch, Tracy	Water - Utility Refund	70.34
Russell, Melissa	Park&Rec-Reimb for RG Supplies	82.56
S & S Flatwork L.L.C.	Streets - Repair Sidewalks	1,500.00
Schafer, Jessica	Lib Reimb - Training Expenses	29.07
Senio, Tony	Water - Utility Refund	25.16
Sensus USA	Water - Sensus Software Supp	1,784.47
Shanelle M Peden	Cable - Videotaping	75.00
Shimmin, Nick	Library - Reimb For Mileage	33.09
Terence J Goerdt	Admin - Building Inspections	735.00
The Library Store	Library - Supplies	54.70
Toynes Ia. Fire Trk.Serv	Fire - Service Eng 191	849.64
Treasurer State Of Iowa	IA Sales Tax/W/H Tax/Treasure Hunt	5,468.24
Trugreen Processing Center	Park&Rec - Lawn Service	365.00
United States Treasury	Payroll Expense	1,223.73
University Of Iowa: State	Water - Testing	25.00
UPS	Cable/Sewer - Shipping	244.66
US Bank Equipment Finance	Library - Copier Contract	70.42
USA Blue Book	Water - Supplies	870.74
USA Today	Library - Subscription	294.22
Veenstra & Kimm Inc.	St/Cem/Sewer/Water -Var. Engineering	6,090.70
Verizon Wireless	Various Depts - Phone Service	549.16
Visu-Sewer Inc	Sewer-San Sewer PH 1 Retainage	11,604.08
Wageworks	Flex - Hcfsa2014 Payment	29.00
Walmart	Library - Supplies	208.82
W B Community Schools	Park&Rec - Gym Use	515.00
West Branch Ford	Police - Service 2013 Explorer	32.43
West Branch Repairs	Streets - Srv Dump Truck	159.70
West Branch Times	Adm/St/Sewer/P&R -Publications	1,041.13
West Branch Treasures	Water - Utility Refund	78.32
WEX Bank	Police/Streets - Fuel	2,010.74
	Grand Total	350,202.28

Fund Totals

001 General Fund	176,064.05
022 Civic Center	511.67
031 Library	16,911.92
036 Tort Liability	3,254.00
110 Road Use Tax	8,599.55
112 Trust And Agency	13,634.95
226 Go Debt Service	67,182.12
600 Water Fund	33,424.85
610 Sewer Fund	30,590.17
950 BC/BS Flexible Benefit	29.00
Grand Total	350,202.28

## **COMMUNICATIONS/OPEN FORUM - NONE**

Donna Friel, resident at 162 Scott Drive, expressed her concerns with the unfinished job on the creek maintenance project parallel to Scott Drive. She said the flow of water is blocked and both inside and outside of the culverts need to be cleaned out. She commented on how nice the gradual grading of the area looks. Mayor Worrell explained the inside of the culverts and repair of the sidewalk will be completed in the spring after work on the north side of the culverts was completed.

## **PUBLIC HEARING/NON-CONSENT AGENDA**

### Mayor Mark Worrell – Recognition of Liberty Communications.

Mayor Worrell said Liberty Communications will be recognized at the December 1st meeting.

### Accept resignation of Trent Hansen from the Planning & Zoning Commission./Move to action.

Motion by Pierce, second by Miller to approve resignation. AYES: Pierce, Miller, Stevenson, Shields, Ellyson. Motion carried.

### Councilperson Brian Pierce - Appointments/Reappointments/Move to action. Ryan Bowers – Planning and Zoning Commission, December 31, 2017.

Motion by Pierce, second by Shields to approve Ryan Bowers to the Planning and Zoning Commission. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried.

### Mayor Mark Worrell - Appointments/Reappointments/Move to action. Angie Miller – Park & Recreation Commission, June 30, 2016.

Motion by Shields, second by Ellyson to approve Angie Miller to the Park & Recreation Commission. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

### Public Hearing on the voluntary annexation of the West Branch Municipal Cemetery.

Mayor Worrell opened the public hearing at 7:23 pm. City Attorney Olson explained this is a required hearing to annex city owned property and is 100% voluntary. There were no public comments. Mayor Worrell closed the public hearing at 7:24 pm.

### Resolution 1243, approving annexation of the West Branch Municipal Cemetery./Move to action.

Motion by Stevenson, second by Ellyson to approve Resolution 1243. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

### Resolution 1244, approving the submission of the City of West Branch 2013-2014 Annual Financial Report to the State Auditor's Office./Move to Action.

Motion by Pierce, second by Shields to approve Resolution 1244. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried.

### Resolution 1245, approving the submission of the City of West Branch FY 2013 Annual Urban Renewal Report./Move to Action.

Motion by Stevenson, second by Ellyson to approve Resolution 1245. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

### Resolution 1246, obligating funds from the urban renewal tax revenue fund for the payment of annual appropriation tax increment financed obligations in fiscal year 2015./Move to action.

City Administrator Muckler explained the \$150,000 TIF request is for the Parkside Road project and legal fees. These expenditures will be paid in FY15 from the general fund and reimbursed from the TIF fund in FY16. Motion by Pierce, second by Stevenson to approve Resolution 1246. AYES: Pierce, Stevenson, Shields, Ellyson, Miller. Motion carried.

### Resolution 1247, approving Partial Payment Estimate Number One for the Oliphant Street Sidewalk – Phase 2 Project in the amount of \$94,699.80 to All American Concrete, Inc. of West Liberty, IA./Move to action.

Councilperson Miller commented that the project was completed quickly and looks good. Motion by Stevenson, second by Shields to approve Resolution 1247. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

### Ordinance 728, amending Title “Compensation”, Chapter 15 “Mayor.”/Move to action.

Muckler presented Ordinance 660, an identical ordinance which passed three readings in the fall of 2009 and was then vetoed. This ordinance would increase the annual salary of the mayor from \$2,500 to \$5,000 and would take effect in 2016.

Motion by Ellyson, second by Shields to approve first reading of Ordinance 728. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

### Ordinance 729, amending Title “Compensation”, Chapter 17 “Council.”/Move to Action.

Muckler gave examples of cities Council pay. He explained that the current videographer is paid \$75.00 per meeting, which is currently almost double what the Council receives per meeting. Council had discussion and felt that \$100 per meeting was too much. Council later agreed that \$80.00 per meeting would be a fair amount. Motion by Miller to amend Ordinance 729 Council pay change from \$100.00 to \$80.00 per meeting attended, second by Ellyson. AYES: Miller, Ellyson, Stevenson, Pierce, Shields. Motion carried.

Motion by Shields, second by Ellyson to approve amended Ordinance 729. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

**CITY STAFF REPORTS**

Police Chief Mike Horihan – School Bus Safety Tips.

Chief Horihan provided safety information on proper driving techniques in school zones. He encouraged drivers not to pass school stopped school buses when the lights are flashing and the stop arm on the bus is out. Councilperson Miller expressed concern about the bus route through West Branch Village Mobile Home Community.

Park & Rec Director Melissa Russell – Fall/Winter Programming Update.

Director Russell stated that fall programming was wrapping up including youth basketball. A new running program for kids was very successful. Indoor walking is available to residents at the Hoover Gym on Wednesday evenings from 6:00-7:00 p.m. Yoga and winter fitness classes are also available for interested residents.

Public Works Director Matt Goodale – Update on Town Hall Basement Clean-Up.

Director Goodale was not in attendance. Deputy City Clerk Dawn Brandt explained that bids were taken to clean up the basement at Town Hall and that this work would be taking place in the next few weeks.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Councilperson Stevenson reported on a stormwater presentation made by Mayor Worrell and herself in Cedar Rapids that was sponsored by the League of Women Voters. Worrell and Stevenson spoke about the stormwater utility and best management practices reimbursement program.

Mayor Worrell encouraged residents to drive safely with the winter weather conditions that we are currently experiencing.

Councilperson Ellyson spoke about the November 4<sup>th</sup> vote on the two park ballot measures. She felt that it was positive that voters approved the LOST for park improvements and expressed support for bringing the bond referendum back to the voters so that the City could move forward with the project.

Councilperson Shields spoke about the support for the Phase I Park Project in the West Branch area, outside of the city limits. He felt that many voters outside the city limits would support the project at the voting booth if they were able to do so.

Motion to adjourn to closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where the disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Section 21.5(c) of the Code of Iowa.

Motion by Shields to adjourn to closed session at 8:37 p.m. And second by Pierce. Ayes: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried.

Motion by Shields to adjourn from the closed session at 8:52 p.m. And second by Ellyson. Motion carried on a voice vote.

**ADJOURNMENT**

Motion to adjourn meeting by Ellyson, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:53 p.m.

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

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