

(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 18, 2013
6:30 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 Officer Alex Koch, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan, Library Director Nick Shimmin, and Fire Chief Kevin Stoolman.

Council members: Jordan Ellyson, Colton Miller, Jim Oaks, Dick Stoolman, Mary Beth Stevenson.

Mayor Mark Worrell – Administered the Oath of Office to new Council members Brian Pierce and Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the November 4, 2013 City Council Work Session.
- b. Approve minutes from the November 4, 2013 City Council Meeting.
- c. Approve claims.

Miller would like to hold final payment for the Town Hall painting project until the paint is cleaned up.

Motion by Miller to amend claims to hold final payment for Town Hall project, second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried

Motion by Ellyson to approve the agenda and consent agenda items a-c as amended, second by Miller. AYES: Ellyson, Miller, Oaks, Pierce, Shields. Motion carried.

Date 11-18-13

City of West Branch
Claims Register Report

Aero Rental	P&R- Supplies Soup Supper	46.00
Agvantage FS Inc	Streets - LP Gas	1,031.68
Alliant Energy	Various Depts - Utilities	9,159.46
Amazon	Library/Cable - Supplies	2,797.15
Amsan	Town Hall/Library/Streets -	294.53
Baker & Taylor Inc.	Library - Books	740.35
Barron Motor Supply	Streets - Supplies	655.92
BDC-Building Inspection	Admin - Bldg Inspections	264.60
BDI Bearing Service	Streets - Duct For Leaf Vac	678.00
Bean & Bean	Cemetery - Grave Opening	500.00
Bound Tree Medical	Fire - Supplies	239.04
BP Amoco	Fire/Police/Streets - Fuel	1,772.23
Brown Traffic Products Inc	Streets -Solar Flashing Lights	7,635.00
CDW Government Inc.	Police - Supplies	301.14
Chief Supply Corporation	Police - Lockout Kit	153.75
Chris Jones Trucking	Streets - Hauled Roadstone	219.55
Community State Bank	Debt Service - Loan Payments	26,757.59
Croell Redi-Mix Inc	Water - Concrete City Office Proj	16,253.50
Crown Awards	Park&Rec-Halloween Supplies	91.60
Culligan Water	Fire - Water Cond Rental	33.70
Dan's Overhead Doors	Fire - Service Door	318.19
Deweys Jack & Jill	Lib/P&R/Streets - Supplies	115.60
Document Destruction	Admin - Document Destruction	44.00
Double D Excavating & Grading	Streets - Creek Clean-Up	9,800.00
Ed.M.Feld Equipment	Fire - Supplies	2,760.20
EFTPS	Federal Withholdings	5,883.72
Emergency Services Marketing	Fire - Subscription Fee	725.00
ETS Corporation	Water/Sewer - Credit Card Fees	34.72
F&B Communications Inc	Admin/Library/Cable - Computers	2,324.95
Friis, Shari	Park & Rec - Refund For Class	35.00
Gierke-Robinson Company	Streets - Supplies	478.97
Greatamerica Leasing Corp	Admin - Copier Lease Contract	252.06
Hanna, John	Police - Reimb For Supplies	44.97
Hawkins Inc	Water - Azone 15	1,628.39
Horihan, Mike	Police-Reimb For Supplies	34.98
ICMA	Admin - ICMA Membership Fee	639.19

Iowa Assn. Mun. Utilities	Water - DNR Training 11-18-13	75.00
Iowa League Of Cities	Admin - Conference Training	90.00
Iowa One Call	Water/Sewer - Service	60.30
Iowa State University	Fire - Training	150.00
John Deere Financial	Streets - Supplies	241.85
Johnson County Refuse Inc.	Recycling Oct 2013 & Garbage	4,320.50
Kevin D Olson	Legal Services For Nov. 2013	1,500.00
Kid Again Inflatable Fun	C&C-Hoovers HT Day '14 Deposit	5,000.00
Knoche, Rebecca	Library-Reimb For Pkg At Conf	11.25
Liberty Communications	Various Depts - Phone Service	1,075.72
Linn County R.E.C.	Streets - Utilities	120.00
Lynch Bros Painting-Carpentry	Library - Painting Of Library	1,850.00
Lynch's Excavating Inc	Water- Service & Repair Var. Proj	18,197.45
Magnuson Hotel Des Moines	Admin -Hotel For Training Conf	330.00
Matt Parrott	Admin-Tax Forms	106.79
Mccann, Linda	Library - Book	20.00
Menards	Streets - Supplies	189.61
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	646.56
Municipal Pipe Tool	Sewer-Televising&Jet Cleaning	8,893.87
Municipal Supply Inc.	Water - Wire Connector	14.00
Oasis Electric	Streets - Repair Pvc Pipe	126.00
Overdrive Inc	Library - EBooks	119.85
Payroll Expense	Payroll Expense - 11-8-13	26,020.19
Physio-Control Inc	Fire - Supplies	267.81
Pitney Bowes	Library/Admin/Water/Sewer -	1,000.00
Plato Electric	Fire - Service	452.75
Plunkett's Pest Control	Admin/Town Hall - Service	91.52
Port 'O' Jonny Inc.	Park & Rec/Cemetery - Service	166.00
Pyramid Services Inc.	Cemetery - Cable	35.13
Qc Analytical Services	Sewer - Testing	730.00
Quality Engraved Signs	Library - Notary Stamp	18.97
Quill Corp	Cable/Admin - Supplies	105.57
Quinn Equipment Inc	Streets - Supplies	55.00
Ricklefs Excavating Ltd	Wastewater - Lift Station Proj	238,696.87
River Products Company Inc	Streets - Roadstone	159.04
Robert's Towing & Recovery	Streets - Towing Vehicles	1,890.00
Russell, Melissa	P&R - Reimb For Supplies	120.43
Sensus Usa	Water-Software Support	1,732.50
Shanelle M Peden	Admin- Reimb Mileage To Trng	121.93
Shimmin, Nick	Library - Reimb For Supplies	35.32
Slager Appliance Inc	Fire - Range	545.26
Speer Financial Inc	Admin - TIF Report	400.00
Springdale Agency	Tort Liab - Insurance	986.00
Sprint	Police - Service	179.97
St. Paul Stamp Works Inc.	Animal Control- Pet Tags 2014	152.86
Stevens Erosion Control	Streets - Straw Matting	470.00
The Library Store Inc	Library - CD-DVD Binder	112.03
Toynes	Fire - Supplies	1,119.35
Treasurer State Of Iowa	Iowa Sales Tax Pmt Oct 2013	2,826.68
Trugreen Processing Center	Park & Rec - Aeration/Seed	949.64
Uniform Den Inc.	Police - Supplies	142.03
U Of I State Hygienic Lab	Water - Testing	180.00
Ups	Sewer - Shipping	73.12
US Bank Equipment Finance	Library - Copier Lease	70.42
US Cellular	Various Depts - Phone Service	537.92
USA Blue Book	Water/Sewer - Supplies	1,154.67
Veenstra & Kimm Inc.	Engineering - Various Projects	11,974.65
Wageworks	Hcfsa2013 -Flex Program	261.98
Walmart	Library - Supplies	327.23
West Branch Animal Clinic	Animal Control - Stray Dogs	560.00
West Branch Schools	Park&Rec - VBall Use Of Gym	425.00

West Branch Repairs	Fire - Service	252.75
WEX Bank	Police - Fuel	461.99
White Cap Supply	Streets - Rebar	934.18
	Grand Total	434,680.24

Fund Totals

001 General Fund	68,742.46
022 Civic Center	844.63
031 Library	12,176.42
036 Tort Liability	986.00
110 Road Use Tax	29,998.81
112 Trust And Agency	1393.05
226 Go Debt Service	26,757.59
600 Water Fund	34,984.41
610 Sewer Fund	19,838.02
614 Wastewater Lift Station	238,696.87
950 BC/BS Flexible Benefit	261.98
Grand Total	434,680.24

COMMUNICATIONS/OPEN FORUM

Superintendent Pete Swisher invited all to come out the first weekend in December for Christmas Past.

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

Accept the resignation of Craig Cochran from the Zoning Board of Adjustment./Move to action.

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

Resolution 1159, approving a consultant agreement with Terry Goerdts for building inspection services./Move to action.

City Administrator Matt Muckler said that Terry has done building inspections on an as-needed basis this past year. Terry said that he is a certified electrical inspector for residential and commercial properties and he is also a certified fire inspector. Motion by Ellyson to approve Resolution 1159 and second by Miller. AYES: Ellyson, Miller, Oaks, Pierce, Shields. Motion carried.

Resolution 1161, approving the construction of Memorial Garden in the West Branch Municipal Cemetery./Move to action.

Resident Robyn Hunter explained the project and that the location was moved back eight feet from the entrance. Phase one of the project includes concrete work and landscaping, estimated at \$32,000, phase two will include the construction of a gazebo and phase three includes landscaping at the entrance of the Memorial Garden. She will be leading a community-wide fundraising effort which will fund the entire cost of the Memorial Garden. Motion by Miller to approve Resolution 1161 and second by Pierce. AYES: Miller, Pierce, Ellyson, Oaks, Shields. Motion carried.

Resolution 1164, approving a consultant agreement with HBK Engineering in the amount of \$24,980 for comprehensive park planning services./Move to action. Motion by Ellyson to approve Resolution 1164 and second by Shields. AYES: Ellyson, Shields, Miller, Oaks, Pierce. Motion carried.

Resolution 1154, approving a dedication agreement and option agreements in connection with the future improvement of Tidewater Drive and construction of Rummells Avenue./Move to action.

Muckler said the agreements include a ten foot right of way on Tidewater Drive and a storm water pollution prevention plan. Motion by Miller to approve Resolution 1154 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

Resolution 1148, approving the Preliminary Plat of Tidewater Heights Subdivision, a Subdivision of West Branch, IA./Move to action. Motion by Miller to approve Resolution 1148 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. 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 approve Resolution 1149 and second by Miller. AYES: Ellyson, Miller, Oaks, Pierce, Shields. Motion carried.

Resolution 1155, approving the submission of the City of West Branch 2012-2013 Annual Financial Report to the State Auditor's Office./Move to Action. Motion by Miller to approve Resolution 1155 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

Resolution 1156, approving the submission of the City of West Branch FY 2013 Annual Urban Renewal Report./Move to Action. Muckler said that this is the second year this report has been required. FY13 is a shorter report because all of the historical data was submitted in FY12. There is only one active payment of \$37,000 for the Water tower #2 project.

Motion by Ellyson to approve Resolution 1156 and second by Pierce. AYES: Ellyson, Pierce, Miller, Oaks, Shields. Motion carried.

Resolution 1157, 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. Muckler explained that the City is requesting zero TIF dollars for FY15 as there is a fund balance to take care of the water tower #2 payment.

Motion by Miller to approve Resolution 1157 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

Resolution 1158, approving a snow removal agreement with the National Park Service./Move to action.

Muckler said that last year's agreement was for \$6,000 which included Parkside, Cedar and Second St. The Park requested to scale down the agreement to \$2,500 and has asked the City to take care of Parkside Drive only. The Park will take care of Cedar and Second Street.

Motion by Miller to approve Resolution 1158 and second by Ellyson. AYES: Miller, Ellyson, Pierce, Shields. NAYS: Oaks. Motion carried.

Resolution 1160, approving changes to Article VIII of the West Branch Volunteer Fire and Rescue Department Constitution and Bylaws./Move to action. Fire Chief Kevin Stoolman said that they are moving training meetings to the first Wednesday and the business meeting to the second Wednesday of each month. Motion by Miller to approve Resolution 1160 and second by Shields. AYES: Miller, Shields, Ellyson, Oaks, Pierce. Motion carried.

Resolution 1162, ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids therefor./Move to action.

Muckler explained that Resolution 1152 set a public hearing for bidding of the lining and grouting Phase 1 sewer project. The publication notice was not published according to code, so the new bid opening will be next Tuesday, November 26 and bids will be brought to Council at the December 2 City Council meeting.

Motion by Miller to approve Resolution 1162 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

CITY STAFF REPORTS

Library Director Nick Shimmin gave a presentation for the West Branch Public Library Annual Report.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

ADJOURNMENT

Motion to adjourn meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:25 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk