

(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

**December 05, 2011
6:30 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, Deputy City Clerk Dawn Brandt, Library Director Nick Shimmin, Fire Chief Kevin Stoolman, Fire Chief Administrator Dick Stoolman, Police Chief Mike Horihan, and Public Works Director Matt Goodale.

Council members: Mark Worrell, David Johnson, Dan O'Neil, and Jim Oaks. Robert Sexton joined the meeting at 6:37.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the November 21, 2011 City Council Meeting.
- b) Approve claims.
- c) Approve acceptance of the Water Tower Repair & Coating 2011 Project.
- d) Approve Love Our Kids Grant Service Agreement for FY 2012.

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

DATE 11/30/2011

CITY OF WEST BRANCH
CLAIMS REGISTER REPORT

PAYROLL CLAIMS 11-23-11	TOTAL PAYROLL	33,215.38
PLATO ELECTRIC	STREET LIGHTING - MAIN ST.	1,350.00
	GRAND TOTALS	34,565.38

FUND TOTALS

001	GENERAL FUND	14,179.02
031	LIBRARY	3,162.63
110	ROAD USE TAX	227.94
111	POLICE RECOVERY ACT GRANT	77.39
112	TRUST AND AGENCY	7,960.85
600	WATER FUND	4,499.71
610	SEWER FUND	4,457.84
	****	34,565.38

COMMUNICATIONS/OPEN FORUM

City Administrator Matt Muckler said that a city tour for Councilperson-elect Jordan Ellyson will be given on Thursday, from 8:00 am to noon. They will start at the Public Works office and rotate through all of the departments. Other members of the Council are welcome to also attend the tour.

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL
Approve Resolution 962, approving an Engineering Services Agreement with Ament, Inc. in connection with the Safe Routes to School Project pursuant to a cost plus fixed fee payment arrangement in the amount of \$37,729, with a \$3,252 contingency that cannot be used unless authorized by the City with concurrence by the Iowa DOT for a maximum amount payable of \$40,981./Move to action.

O'Neil suggested that the Council table this resolution to a later date so that they would have more time to examine the financial implications of the project and other options. Johnson said that the Council could table it but he would like this to be added to the agenda for the next meeting on December 19th. Worrell would like the City to obtain cost estimates from private contractors and possibly complete the project without the grant. He

would like to explore the potential for a bus stop on Oliphant instead of installing a sidewalk where people have no yards and shorter setbacks. Sexton said that by the City having to possibly spend \$100,000 to get this whole project completed, they are gaining \$250,000 with the grant to get it done. It would be a good idea to put in safe sidewalks for the kids. Johnson said that approving this resolution ensures that the City will move forward with the project. Then sidewalk construction would not have to be done piecemeal and budgeted over the next several years.

Motion by O'Neil second by Worrell to table Resolution 962 until a later date. Roll call vote – AYES: O'Neil, Worrell, Johnson, Sexton, and Oaks. Motion carried.

MAYOR DON KESSLER

Appointments/Reappointments

None

REPORTS

City Administrator Matt Muckler – Vacation Policy Update

The Council requested that the city administrator review the vacation policy. The current vacation policy requires the forfeiture of vacation time accumulated over 240 hours on July 1st of each year. Muckler reported that the vacation policy is working and employees are making use of their vacation time. No employee is over the 240 hour maximum.

Public Works Director Matt Goodale – Public Works Department Update

Leaf pick-up is completed for the year. Christmas lights were put up around town for Christmas Past. Public Works will be shutting off the water to the Wapsi View Mobile Home Park this week and starting a project at Town Hall to construct a storage area for Police Department evidence and equipment.

Police Chief Mike Horihan – Police Department Update

Christmas Past was very well organized and a great event for the City. Horihan thanked all who helped with the event. He has developed a good working relationship with the schools and officers have been reading to the elementary school children. Horihan provided a tour of the Police Department to Councilperson-elect Colton Miller. Horihan would like to get the reserve program back up and running by hiring two or three really good people. Reserves would be riding with the officers and be available for special events. Worrell said that he has not had one complaint from a citizen about the Police Department since Horihan became the Chief of Police. Worrell is proud to have Chief Horihan here and stated that he is doing a good job. Mayor Kessler agreed that things are going well.

ADJOURNMENT

Motion to adjourn meeting by Worrell, second by Johnson. City Council meeting adjourned at 6:57 p.m.

Don Kessler, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk