

*(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 20, 2010  
6:31 p.m.**

Mayor Don Kessler opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator/Clerk Matt Muckler, City Attorney Bruce Goddard, Deputy City Clerk Dawn Brandt, Library Director Nick Shimmin, Police Chief David Bloem, Fire Chief Administrator Dick Stoolman, Crime Data Processor Gina Heick, and Fire Chief Kevin Stoolman.

Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil and Jim Oaks.

**APPROVE AGENDA/CONSENT AGENDA**

- a. Approve minutes from the December 6, 2010 City Council Meeting.
- b. Approve claims.

<b>City of West Branch Claims - 12/21/10</b>			Iowa DNR	operator class	30.00
Agvantage FS Inc.	LP tank rental	25.00	Iowa Finance Authority	loan payments	33690.00
Alliant Energy	utilities	6985.16		service	
Amazon	supplies	115.08	Iowa Network Services	contract	26.99
Amsan	supplies	341.89	Johnson County Refuse	recycling	3534.00
Aramark	service	275.97	Keltek Inc.	car camera	4540.00
Baker & Taylor Books	books	1323.04	Kingdom Graphics	supplies	1155.50
Barnes & Noble	books	17.57	Knebel Windows Inc.	service	3379.00
Barron Motor Supply	supplies	202.45	LL Pelling Co.	premix	97.72
BDC Building Plan Review	service	138.60	Lease Consultants Corp.	service	59.00
Big Timber	service	750.00	Lenoch & Cilek	supplies	64.39
BP Amoco	fuel	1107.84	Liberty Communications	utilities	1159.68
Brownells Inc.	vertical grip	72.46	Linn Co. REC	utilities	102.00
Business Radio Sales	repair service	67.00	Lynch Excavating Co.	service	2766.60
Casey's General Store	fuel	206.73	Lynch's Plumbing	service repair	281.00
Cedar County Coop	fuel	1462.80	Menards	supplies	2813.42
Cedar County Public Health	flu shots	175.00	Municipal Supply	supplies	509.40
Cedar Rapids Photo Copy	service	94.45	Oriental Trading	supplies	195.72
Chris Jones Trucking	roadstone	216.41	Pardekooper, Holly	exercise class	171.00
Creative Software Service	service	519.30	Payroll	12/01/2010	30227.50
Cy's Tree Service	tree trimming	895.00	Payroll	12/16/2010	34923.30
Davis Farm Equipment	supplies	1269.93	Parkside Service	service repair	153.00
Deweys Jack & Jill	supplies	78.88	Peden, Shanelle	videotaping	50.00
East Central Library Service	meeting fees	30.00	Pitney Bowes Inc.	postage	1000.00
Fleet Services	fuel	359.35	Port 'O' Jonny Inc.	service	80.00
General Pest Control	service	170.00	Postmaster	PO box fee	60.00
Goddard, Atty. Bruce	legal service	504.00	Pyramid Services	supplies	106.40
Goodale, Matthew	reimbursement	30.00	QC Analytical Services	sewer testing	552.00
Graybill Communications	service	425.00	Quad City Safety Inc.	equipment	524.59
Hach Company	supplies	62.64	Quality Engraved Signs	supplies	17.44
Hansen Asphalt	service	1400.00	Quill Corp.	supplies	23.88
Harry's Custom Trophies	supplies	43.50	Revalee, Jeff	credit refund	46.87
Hawkeye International Truck	repair service	90.00	River Products	roadstone	2099.53
Heick, Gina	cleaning	40.00		service	
Hy-Vee Accounts Receivable	supplies	55.31	RK Dixon	contract	289.68
Iowa Assn. Mun. Utilities	eiasso dues	593.96	Russell, Melissa	reimbursement	138.97
Iowa Business Supply	office supplies	295.06	Simkin, Atty Douglas W	legal service	150.00
			Simpson, Bambi	credit refund	15.00
				service	
			Some's Uniforms Inc.	citations	39.00
			Speer Financial Inc.	consultant fee	1800.00
			Sprint	service	179.97

	contract		Library	13392.36
Sulzner, Ellen	cleaning	544.00	Road Use Tax	12949.43
Thein Motor Sales	repair service	1018.70	Police Recovery Act Grant	37842.14
Toynes Ia. Fire Trk Service	supplies/repair	269.28	Trust & Agency	10322.03
Treasurer State of Iowa	sales tax	1677.65	SRF Debt Service	33690.00
Tuttle, Glenn	credit refund	2.04	Water	15582.92
United Laboratories	supplies	378.66	Sewer	12074.14
UPS	shipping	82.50		\$189,508.18
US Cellular	service	583.93		
US Dept of Justice	grant return	35333.93		
Walmart	supplies	1116.55		
Wenndt, Joe	training	100.00		
WB Animal Clinic	service	389.00		
West Branch Ford	service	15.98		
West Branch Heating	service	70.00		
West Branch Times	publications	389.03		
Yeggy, Jodi	refund	45.00		
<b>Total</b>		<b>\$189,508.18</b>		

**Fund Totals**

General Fund	53158.36
Civic Center	496.80

Roll call vote – Ayes: Johnson, Worrell, Sexton, O’Neil, Oaks. Motion carried.

**The Clerk reported the following receipts for the month of November 2010:**

Water, Sewer, Recycling	\$	52,060.72	Cedar Co. Property Tax	\$	207,105.54
Water Utility Deposits	\$	600.00	Johnson Co. Prop. Tax	\$	595.01
Cookson Rent			Road Use Tax	\$	18,295.32
Town Hall Rent	\$	265.00	Fines	\$	952.70
Misc.	\$	299.19	Twp. Fire Contract	\$	13,203.00
Library	\$	439.01	Building Permits	\$	1,236.51
Donations	\$	1,350.00	Police Department Grant		
Interest	\$	367.83	Krouth Fund Interest	\$	0.34
Investments Interest	\$	1,342.44	M. Gray Savings Interest		
Cable fees			Cemetery Perp. Care Int.	\$	0.37
Hometown Days			MV Fuel Tax Refund	\$	373.70
Cat & Dog Registrations			Reimbursement/Refunds		
Beer & Liquor Lic. Fees	\$	617.50	Grave Openings	\$	1,325.00
Park & Rec. Activities	\$	2,430.00	Cemetery Lots	\$	600.00
SUBTOTAL	\$	59,771.69	SUBTOTAL	\$	243,687.49
			<b>TOTAL</b>	<b>\$</b>	<b>303,459.18</b>

**The Clerk reported the following balances on hand for the month of November 2010:**

**(Balances =Financial Statement Report Bank Balance + Investments)**

Funds	Bank Balance	Investments	Total
001 General	\$ 251,339.54	\$ 228,283.34	\$ 479,622.88
011 Police Donations	\$ 7,251.54	\$ -	\$ 7,251.54
014 Fire Dept. Donations	\$ 22,107.05	\$ -	\$ 22,107.05
018 Park Donations	\$ 5,338.71	\$ -	\$ 5,338.71
022 Civic Center	\$ 10,953.55	\$ 23,088.57	\$ 34,042.12
031 Library Operating	\$ 4,637.36	\$ 16,308.82	\$ 20,946.18
036 Tort Liability	\$ 4,906.45	\$ -	\$ 4,906.45
050 Home Town Days	\$ 11,473.28	\$ -	\$ 11,473.28
110 Road Use Tax	\$ 169,063.03	\$ 29,774.93	\$ 198,837.96

111 Police Recovery Act Grant	\$	36,586.46	\$	-	\$	36,586.46
112 Trust & Agency	\$	44,462.73	\$	-	\$	44,462.73
119 Emergency Tax Fund	\$	49,825.01	\$	-	\$	49,825.01
121 Local Option Tax	\$	-	\$	-	\$	-
125 TIF	\$	589,266.75	\$	-	\$	589,266.75
160 Economic Develop.	\$	138,934.85	\$	-	\$	138,934.85
200 Debt Service	\$	1,354.33	\$	-	\$	1,354.33
226 SRF Debt Service	\$	105,235.39	\$	-	\$	105,235.39
300 Capital Improvement	\$	274.23	\$	-	\$	274.23
500 Cemetery Perpetual	\$	9,253.84	\$	88,000.00	\$	97,253.84
501 Krouth Fund Principal	\$	-	\$	101,050.31	\$	101,050.31
502 Krouth Enlow Int. Fund	\$	8,500.35	\$	23,220.66	\$	31,721.01
600 Water Operating	\$	219,563.72	\$	123,900.21	\$	343,463.93
603 Water Sinking Fund	\$	27,491.64	\$	-	\$	27,491.64
610 Sewer Operating	\$	122,774.75	\$	76,587.19	\$	199,361.94
<b>TOTAL</b>	<b>\$</b>	<b>1,840,594.56</b>	<b>\$</b>	<b>710,214.03</b>	<b>\$</b>	<b>2,550,808.59</b>

## COMMUNICATIONS/OPEN FORUM

None

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

Joe Raso, Iowa City Area Development Group Annual Report.

Joe Raso presented the ICAD Annual Report to Council and was available to answer questions. Request was made to West Branch to extend current annual pledge for one more year in the amount of \$2,750.

Approve Iowa City Area Development Group Investment Commitment of \$2,750 for the 2011-2012 Fiscal Year. /Move to action.

Johnson stated that he would like to wait to look at the budget before we promise an amount.

Motion by Worrell, second by Oaks to approve Iowa City Area Development Group Investment Commitment of \$2,750 for the 2011-2012 Fiscal Year. Roll call vote – AYES: Worrell, Oaks, Sexton, O’Neil. NAYS: Johnson. Motion carried.

Approve engineering and bidding proposal from VJ Engineering in the amount of \$8,250 for the expansion and renovation of the West Branch Fire Department Building. /Move to action.

Motion by Worrell, second by Sexton to approve engineering and bidding proposal from VJ Engineering in the amount of \$8,250 for the expansion and renovation of the West Branch Fire Department Building. Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil and Oaks. Motion carried.

Second reading of Ordinance 671 amending Chapter 30 “POLICE DEPARTMENT” by adding the following section, Section 30.11: 30.11 RESIDENCY REQUIREMENT: The Police Chief shall become a resident of the City of West Branch, and continued residency in the City is a requirement for continued employment with the City./Move to action.

Motion by Sexton, second by O’Neil to approve the second reading of ordinance 671. Roll call vote – AYES: Sexton, O’Neil, Worrell, Oaks. NAYS: Johnson. Motion carried.

Approve Resolution 924, a Resolution to amend the City Administrator Employment Agreement with The City of West Branch between Matthew Muckler and the City of West Branch. /Move to action.

City Administrator Matt Muckler said that there was no termination date in the original employment agreement. This would establish an end date in the contract of June 6, 2011. Motion by Worrell, second by Sexton to approve Resolution 924, a resolution to amend the City Administrator Employment Agreement with The City of West

Branch between Matthew Muckler and the City of West Branch. Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil, Oaks. Motion carried.

Approve City of West Branch Mission Statement. /Move to action.

Motion by Sexton, second by Worrell to approve City of West Branch Mission Statement. Roll call vote – AYES: Sexton, Worrell, Johnson, O’Neil, Oaks. Motion carried.

Approve the appointment of Robert Fann as reserve officer for the City of West Branch Police Department./Move to action.

Police Chief David Bloem requested to table this until the next council meeting.

Motion by Johnson to table the appointment of Robert Fann as reserve officer for the City of West Branch Police Department, second by Worrell. Roll call vote – AYES: Johnson, Worrell, Sexton, O’Neil. NAYS: Oaks. Motion carried.

**MAYOR DON KESSLER**

Appointments/Reappointments

None

**REPORTS**

Crime Data Processor Gina Heick – West Branch Police Department Monthly Report.

Gina Heick presented the Police Department’s November calls for service.

**ADJOURNMENT**

Motion by Johnson to adjourn. City Council meeting adjourned at 6:54 p.m.

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MAYOR DON KESSLER

ATTEST: \_\_\_\_\_

CITY CLERK MATT MUCKLER