

(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

**March 2, 2015
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, Library Director Nick Shimmin, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, Police Officer Alex Koch and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, and Tim Shields. Mary Beth Stevenson participated by telephone.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the February 9, 2015 City Council Work Session.
- b. Approve minutes from the February 17, 2015 City Council Meeting.
- c. Approve claims.

Motion by Shields to approve the agenda/consent agenda, second by Ellyson. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

Date 3-2-15	City of West Branch	
	Claims Report	
Air Cooled Engine	Streets - Supplies	36.08
All American Concrete	Streets - Final Retainage Oliphant Sidewalk	5,052.70
Alliant Energy	Various Depts. Utilities	10,663.16
Altorfer Inc	Streets - Parts	302.36
Baker & Taylor	Library - Books	1,378.56
Blue Cross Blue Shield	Health/Dental Insurance	10,613.11
BP Amoco	Fire/Water - Fuel	558.49
Coburn, Mary Pat	P&R - Yoga Refund	13.33
Darling, Kathleen	P&R - Yoga Refund	13.33
Dearborn National Insurance	Life Insurance	60.10
Dewey's Jack & Jill	Water - Batteries	5.73
Dorsey & Whitney	Legal-Services Through 1/31/15	2,920.66
Eagle Engraving	Fire - Supplies	26.93
EFTPS	Federal Withholdings	13,607.24
ETS Corporation	Water/Sewer - Credit Card Fees	48.40
Freeman Lock & Alarm	Sewer - Padlocks	78.78
Glasson, Jim	P&R - Yoga Refund	13.33
Hansen, Trent	Fire - Reimb For Software	233.19
Hotel Winneshiek	Admin - Region Training Hotel	566.16
Institute Of Public Affairs	Water/M&C - Training & Board & Comm. trng	627.93
Int'l Inst Of Municipal Clerks	Admin - IIMC Annual Conference fee	575.00
Iowa Assn. Mun. Utilities	Water - Water Membership dues	568.95
Iowa Department Of Revenue	Payroll Expense	1,051.26
Iowa Prison Industries	Police - Decals	20.60
Iowa Section AWWA	Water - Water Dist. Conference Trng	140.00
IPERS	IPERS	8,752.53
John Deere Financial	Streets - Supplies	48.97
Johnson County Ambulance	Fire - Back Up & Replacement Set	109.10
Johnson County Refuse	Solid Waste - Garbage Stickers	625.00
Jones, Kerry	Water - Utility Refund	66.30
Kirkwood Comm. College	Water - Training Cont. Education	125.00
Klein, Kristine	P&R - Yoga Refund	13.33
Lynch's Excavating	Wt/Str - Cem Rep Curb Stop & Hauling Snow	1,541.00
Matt Parrott	Water/Sewer-Utility Bill Forms	471.11
Mediacom	Cable - Service	40.90
Menards	Admin - Supplies	7.83
Michele England	Park & Rec - Yoga Classes	100.80
Midwest Janitorial Service	Lib/TH/Adm/Police - Cleaning	610.02
Oasis Electric	Sewer - Repair At Lagoons	623.52

Parkside Tire & Wrecker	Str/Wtr/Sewer - Repair Vehicles	1,304.20
Parrish, Katrina	Water - Utility Refund	40.35
Payroll Expense	Payroll Expense 2/13 & 2/27/15	57,901.25
Pitney Bowes	Ac/Adm/Water/Sewer - Postage	1,000.00
Pyramid Services	Cemetery - Parts	38.14
Qc Analytical Services	Sewer - Testing	584.00
Quill Corp	Admin - Office Supplies	47.88
Robert's Towing & Recovery	Water - Tow Ranger To Ford	85.00
Robelleo, Cesar	Water - Utility Refund	51.47
Shanelle Peden	Cable - Video Meetings	150.00
Smith & Wesson Corp	Police - Hanna Tuition Field School	259.00
St. Paul Stamp Works	Animal Control - Dog Park Tags	97.36
Terence Goerd	Admin - Building Inspections	245.00
Tipton Electric Motors	Fire - Repair Pressure Washer	212.39
Trans-Iowa Equipment	Streets - Web Conv Assembly	2,068.94
Treasurer State Of Iowa	Iowa Sales Tax & State W/H Tax	3,914.59
United States Treasury	Payroll Expense	1,512.51
U Of I: State Hygienic Lab	Water - Testing	67.50
UPS	Sewer - Shipping	65.91
US Bank Equipment	Admin - Copier Lease	241.80
Veenstra & Kimm	Streets - Eng College St Bridge	2,616.00
Walmart	Library - Supplies	258.24
West Branch Ford	Water/Sewer - Service 02 Ford	1,303.08
West Branch Repairs	Police - Service	37.50
West Branch Times	Legal - Publications	453.84
Westrum Leak Detection	Water - Leak Detection Service	150.00
Wilcox, Barbara	P&R - Yoga Refund	13.33
	Grand Total	137,030.07
Fund Totals		
001 General Fund		60,614.77
022 Civic Center		1,027.18
031 Library		13,651.10
110 Road Use Tax		6,600.22
112 Trust And Agency		12,739.74
600 Water Fund		24,358.19
610 Sewer Fund		18,038.87
Grand Total		137,030.07

COMMUNICATIONS/OPEN FORUM - NONE

Jerry Sexton representing the Developer's committee gave an update on the process to get a home in the Parade of Homes and how to become a member of the Home Builders Association for next year.

PUBLIC HEARING/NON-CONSENT AGENDA

Third Reading of Ordinance 725, amending Chapter 165 "Zoning Regulations."/Move to action.

Motion by Pierce, second by Shields to approve third reading of Ordinance 725. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried.

ORDINANCE NO. 725

AN ORDINANCE AMENDING CHAPTER 165 "ZONING REGULATIONS"

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to provide a process whereby the Zoning Board of Adjustment could allow uses by special exception under certain conditions, and

WHEREAS, it is desirable for the City Code to be consistent with the State Code.

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 "ZONING REGULATIONS" of the Code of West Branch, Iowa is hereby amended by revising the following subsection to Chapter 165:

165.22 (7) Powers of the Board of Adjustment.

165.22 (7) — Insert the following: In granting a variance, or Special Exception, the Board may attach thereto any conditions and safeguards it deems necessary or desirable in furthering the purposes of this chapter. Violation of any of these conditions or safeguards shall be deemed violation of this chapter.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 2nd day of March, 2015.

First Reading: February 2, 2015
Second Reading: February 17, 2015
Third Reading: March 2, 2015

Mark Worrell, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

Third Reading of Ordinance 726, amending Chapter 170 “Subdivision Regulations.”/Move to action.
Motion by Ellyson, second by Shields to approve third reading of Ordinance 726. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

ORDINANCE NO. 726

AN ORDINANCE AMENDING CHAPTER 170 “SUBDIVISION REGULATIONS”

WHEREAS, it is desirable for the City’s Zoning Regulations (Chapter 165) to be consistent with the City’s Subdivision Regulations (Chapter 170).

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 170 “SUBDIVISION REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsection to Chapter 170:

170.15(5)D. Street right-of-way widths shall be as follows:

- (1) Arterial Streets: a 70-foot right-of-way, 42-foot pavement, and 5-foot sidewalks per City Specifications.
- (2) Collector Streets: a 66-foot right-of-way, 34-foot pavement, and 5-foot sidewalks per City Specifications.
- (1) Minor Streets: a 60-foot right-of-way, 29-foot pavement, and 5-foot sidewalks per City Specifications.

- 2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
- 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
- 4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 2nd day of March, 2015.

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Mark Worrell, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

Public Hearing on amending the current budget for the fiscal year ending June 30, 2015.

Mayor Worrell opened the Public Hearing at 7:07 p.m. City Administrator Matt Muckler explained revenue and expenditure changes in the budget amendment. There were no comments from the public. Public Hearing was closed at 7:08 p.m.

Resolution 1276, amending the current budget for the fiscal year ending June 30, 2015./Move to action.

Motion by Pierce, second by Ellyson to approve Resolution 1276. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

Public Hearing on the Fiscal Year 2015-2016 Annual Budget.

Mayor Worrell opened the Public Hearing at 7:09 p.m. Muckler highlighted five areas of the FY16 budget: \$500,000 CIP project on 4th Street, \$45,000 match from the general fund to the stormwater utility, a fourth Police Officer and vehicle, intersection improvements and two equipment purchases for Public Works. A top twenty five things to know about the FY16 budget was included in the Council packet. There were no comments from the public. Public Hearing was closed at 7:10 p.m.

Resolution 1277, adopting the Fiscal Year 2015-2016 Annual Budget./Move to action.

Motion by Ellyson, second by Shields to approve Resolution 1277. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

Resolution 1278, calling an election on the proposition of entering into a loan agreement and issuing bonds for the purpose of undertaking the West Branch Park Improvements Project./Move to action.

Muckler explained that resolution 1278 allows the Park improvements project bond referendum to be put on the November 3, 2015 ballot. The referendum language is the same as last year. Councilperson Pierce noted that residents had contacted him about constructing the community center before the ball fields. Pierce said that going forward with the current proposed phasing plan and getting the infrastructure in place is the correct

approach. He would like the Park & Rec commission members to provide flyers and give presentations to community groups on the project phases to better educate the public.

Motion by Pierce, second by Shields to approve Resolution 1278. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried.

CITY STAFF REPORTS

Parks & Recreation Director Melissa Russell and Library Director Nick Shimmin – Hoover’s Hometown Day Planning Update

Shimmin said the planning committee has been meeting once a month since October. Facebook and the hooverdays.org website are updated with information, a parade form and a map of activities on the Village Green.

City Attorney Kevin Olson – Iowa Card Consortium – U.S. Bank

Olson explained the U.S Bank Iowa Card Consortium agreement to obtain a city credit card. The card would be used for training, travel and expenses that can’t be invoiced. The credit card will be checked out in the City office and receipts will be required for all charges. Council will approve all expenses.

City Attorney Kevin Olson – Current LOST Proceeds for Emergency Communications Equipment

Olson explained that the City’s Bond Counsel, Dorsey & Whitney, provided the City with a legal opinion that the proceeds from the current LOST could be expended for emergency communications equipment. Olson said that the original LOST language allows the installation of emergency communications equipment in the facility.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Pierce commented on how successful the Board & Commission training went and appreciated the staff organizing this worthwhile event.

Miller commended Administrator Muckler, staff and Council for a smooth budget process. Muckler said he thought the Council had more input on this budget than in previous years.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 7:47 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk