

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

**September 8, 2015
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then asked the Council, staff and members of the audience to stand and led the group in the Pledge of Allegiance.

Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Brian Pierce, Mary Beth Stevenson and Tim Shields were present.

Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, Public Works Director Matt Goodale and Zoning Administrator Paul Stagg.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

- a. Approve minutes from the August 17, 2015 City Council Meeting.
- b. Approve revised claim from the August 17, 2015 City Council Meeting.
- c. Approve claims.
- d. Approve Class C liquor license with Sunday sales for Herb n' Lou's.
- e. Approve outdoor service privileges for a Class C Native Wine (WNC) liquor license on September 12, 2015 for Elmira Winery, Inc. DBA the Brick Arch Winery.
- f. Approve street closure for the 200 Block of N. 5th Street on Saturday September 12, 2015 from 5:00 p.m.to 9:00p.m. for a block party.

Date 8-17-15

City of West Branch
Claims Report –Revised

Aero Rental	GF- Park & Rec	219.00
Alliant Energy	GF/Water	143.17
Amazon	Library	328.15
Barnhart's Custom Services	Cultural – HHTD expenses	162.62
Bean & Bean	GF- Cememtery	1,100.00
Biblionix	Library	1,915.60
Blue Cross Blue Shield	Insurance	1,158.74
Calhoun Burns & Assoc.	Roads & Streets – Bridge Inspection	400.00
Capital One Commercial	GF	108.48
Cedar County Auditor	GF	7,794.50
Cedar Rapids Photo Copy Inc.	Library	110.04
Croell Redi-Mix	Stormwater	172.00
Culligan Water Technologies	Fire	34.70
Cy's Tree Service	Roads & Streets - Tree trimming	27,495.00
Diamond Vogel Paints	Road & Streets – street paint	1,790.36
EFTPS	Payroll expenses	8,133.47
Eginton, Margaret	Water refund	75.42
F&B Communications, Inc.	GF- admin	29.95
Financial Adjustment Bureau	Library – collections	17.07
Friis, Jim	Water refund	56.92
Gateway Hotel & Conference	Training	678.72
General Pest Control	Library	70.00
Herb N Lou's	GF- Park & Rec – Summer Camp	75.00
HBK Engineering	Stormwater/Park & Rec	13,741.25
IHeart Media	Cultural – HHTD Advertising	3,723.70
IMWCA	GF- workers comp	4,666.00
IACMA	GF-Membership Dues	120.00
IDNR	Water – testing	210.00
Iowa Library Services	Library	141.10
IPERS	Payroll expenses	4,985.36
John Deere Financial	Sewer – Theisen's shoes	143.97
JECC	GF- PD/Fire	47.50
Johnson County Refuse	Recycling	3709.75
Journeyed Com	Library	245.00

Kevin D. Olson	GF – legal services	1500.00
L.L. Pelling Company, Inc.	Streets – Supplies	361.76
Liberty Communications	GF/Water/Sewer/RUT	1189.30
Lowe’s Business Account	GF – cemetery	474.05
Lynch’s Excavating	Stormwater	85.00
M&M Golf Cars LLC	Cultural - HHTD	180.00
Mary Denmead	GF-Park &Rec	60.00
Metropolitan Compounds	Sewer- ground sterilant	566.43
Midwest Wireless LLC	Library – CCTV System	1,276.22
Municipal Supply, Inc.	Road & Streets – supplies	602.80
Oasis Electric LLC	Cultural – HHTD	2,203.97
Overdrive, Inc.	Library	373.78
Payroll Expense	Payroll expenses	22,526.78
Plunkett’s Pest Control, Inc.	GF/Town Hall - Pest control	95.18
Port ‘O’ Jonny	Cultural – HHTD	856.00
Quad City Safety, Inc.	GF	333.34
Quill Corporation	GF- Admin – Supplies	448.67
Republic Services of Iowa	GF- Admin	43.00
Russell, Melissa	GF – summer camp	162.74
S&S Worldwide, Inc.	GF/Park & Rec – art supplies	478.22
Shanelle M. Peden	Cable	300.00
Shimmin, Nick	Library - supplies	562.49
Simplex Grinnell	GF	888.73
The Library Store, Inc.	Library	99.28
Treat America	GF-PD- travel expenses	62.65
Treasurer State of Iowa	Payroll expenses	1,426.00
United States Treasury	Payroll expenses	1195.52
U of Iowa: State Hygienic Lab	Water testing	275.00
UPS	Sewer	93.43
US Bank Equipment Finance	GF	129.80
Veenstra & Kimm, Inc.	Water/Streets – consulting services	5,223.98
Verizon Wireless	GF/Water/Sewer/RUT- phone service	774.64
Walmart Community/GEMB	Library – supplies	257.09
Water Solutions Unlimited, Inc.	Water – supplies	2,576.06
West Branch Firefighters	Cultural – HHTD	60.00
Zephyr Copies & Design	Cultural – HHTD	955.50
	Grand Total	132,499.95

Fund Totals		
001 General Fund		56,563.25
022 Town Hall		90.68
031 Library		11,078.16
036 Tort Liability		4,666.00
110 Road Use Tax		30,484.70
112 Trust And Agency		4116.94
600 Water Fund		14,008.75
610 Sewer Fund		6,026.97
740 Stormwater		5,464.50
Grand Total		132,499.95

Date 9-08-15

City of West Branch
Claims Report

ADS	GF- Park & Rec	560.00
Aero Rental	GF- Park & Rec	143.00
Alliant Energy	GF/Water	21,580.08
Amazon	Library	250.76
Baker & Taylor	Library - Books	814.29
Barron Motor Supply	GF- PW/Fire	458.78
Best Buy	GF-PD	106.99
Big Ten Rentals	GF - Cultural	441.93
BP	GF-Fire	275.21
BoundTree Medical	GF-Fire	234.85
Brown’s West Branch	GF-PD	30,663.69
Business Radio	GF-Fire	38.50
CAJ Enterprises	GF-Park & Rec	1461.70
Capital One Commercial/COSTCO	GF-Park & Rec	533.12
Cedar County Recorder	GF-Admin	213.00
Cedar Rapids Photo Copy Inc.	Library	55.65

City Tractor Co.	GF-Public Works	1,198.00
Croell Redi-Mix	GF-Streets/Parks & Rec	1,098.26
Dearborn National	GF-Admin	60.10
DEMCO	Library	971.76
Dewey's Jack N Jill	GF-Fire/Public Works/Library	2,615.15
Diamond Vogel Paints	Road & Streets – street paint	483.50
Dorsey & Whitney	TIF- Legal Fees	16,316.64
Econo Signs	Capital Projects - Parkside	332.26
F&B Communications, Inc.	GF- admin	34.95
Feld Fire	GF-Fire	1,737.49
French-Reneker Associates	Capital Projects –West Branch Trail	6,800.00
Gierke Robinson	Water	58.73
GoerdT, Terry	GF-Public Works	525.00
Great American Business Prod.	GF- Commissions	468.00
HD Supply	GF-Parks & Rec	59.12
Hansen, Trent	GF-PD	733.59
Hawkins	Water	1624.18
IHEART Media	GF-Legal	333.00
IMWCA	GF- workers comp	4,666.00
Intoximeters	GF-PD	115.00
Iowa Bridge & Culvert	RUT-Streets	14930.00
Iowa One Call	Sewer	45.00
Iowa State Fair	GF-Parks & Rec	1,203.00
John Deere Financial	Sewer – Uniforms	43.98
Kingdom Graphics	GF- Commissions	100.00
L.L. Pelling Company, Inc.	Capital Projects – Parkside/GF-Streets	102,616.00
Lenoch & Cilek	GF-Streets	15.80
Liberty Communications	GF/Water/Sewer/RUT	1,185.85
Linn County REC	GF-Street Lighting	361.48
L-Tron Corp	GF – PD	339.00
Lynch's Excavating	Capital Projects - Parkside	2,364.00
Lynch's Plumbing	Water/Sewer	178.38
Matt Parrott	GF-Admin	471.46
Mediacom	GF-Cable	40.90
Menard's	GF-Cultural/Parks & Rec/Cemetery	472.34
Midco Diving	Water	4,325.00
Midwest Janitorial	Library/GF	646.56
Oasis Electric LLC	Cultural – HHTD/GF-Street Lighting	8,529.12
Overdrive, Inc.	Library-Books	81.94
Pitney Bowes	GF-Admin	145.32
Port 'O' Jonny	GF-Parks & Rec/Cemetery	174.00
Pyramid Services	GF-Cemetery	239.82
QCA Analytical	Sewer	1,251.00
Quality Engraved Signs	GF-Commissions	105.69
Quill Corporation	GF- Public Works/Parks & Rec	114.69
Racom	GF- Fire	121,185.38
Register Media	GF-PD	628.55
River Products	GF-Parks & Rec	1,456.75
Russell, Melissa	GF – summer camp	280.02
Shanelle M. Peden	Cable	75.00
Shimmin, Nick	Library - supplies	79.52
Speer Financial	GF-Legal	6,049.75
U of Iowa: State Hygienic Lab	Water testing	25.00
The Printing House	GF-Commissions	117.66
TruGreen	GF-Parks & Rec	145.00
United Labs	Water/GF-Streets	471.10
USGS	Stormwater	6,870.00
UPS	Sewer	27.76
US Bank Equipment Finance	GF-Admin	402.16
US Bank Corporate Card	GF-Parks & Rec/Admin	4,233.17
Verizon Wireless	GF/Water/Sewer/RUT- phone service	774.64
West Branch Family Practice	GF - Fire	128.00
West Branch Ford	GF - Streets	42.14
West Branch Repairs	GF – Streets/Fire	1,226.93
West Branch Times	GF – Legal/Fire/Cultural	3,805.60
Wex	GF- Streets/Water/Sewer/Admin	1,544.06
Wolf, Travis	GF - Fire	312.39
Wood Products of Iowa	GF - Streets	7,761.00
Zephyr	GF – Cultural HHTD	968.50
	Grand Total	396,652.69

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

COMMUNICATIONS/OPEN FORUM

John Phillips addressed the Council and requested that they reconsider allowing the West Branch Public Library to show an R Rated movie and allow adults to bring alcohol to the Library for an adult night activity on September 21, 2015. Phillips cited that the library should be used for educational purposes and not use for a social setting of this type.

PUBLIC HEARING/NON-CONSENT AGENDA

Second Reading of Ordinance 734, amending Chapter 165 “Zoning Regulations.”/Move to action.

Motion by Shields, second by Ellyson to approve the Second Reading of Ordinance 734. AYES: Shields, Ellyson, Pierce, Stevenson, Miller. Motion carried.

Accept the resignation of Dan Stevenson from the West Branch Library Board of Trustees./Move to action.

Motion by Stevenson, second by Miller to accept resignation of Dan Stevenson from the West Branch Library Board of Trustees. AYES: Stevenson, Ellyson, Pierce, Miller, Shields. Motion carried.

Accept the resignation of Deputy City Clerk Dawn Brandt./Move to action.

Motion by Ellyson, second by Shields to accept the resignation of Deputy City Clerk Dawn Brandt. AYES: Ellyson, Shields, Pierce, Stevenson, Miller. Motion carried.

Resolution 1382, approving a draft Request for Proposal (RFP) for the consultant selection process for the City Highway Bridge Program Project Number BROS-8252(605)-8J-16 with the Iowa Department of Transportation./Move to action.

Motion by Stevenson, second by Pierce to approve Resolution 1382 with two revisions: 1) adding the following language to #10 under Scope of Services: Preliminary plan development including hydraulic analysis of potential flood impacts in compliance with the detailed flood insurance study; and 2) postponing the schedule dates Nos. 1-4 by thirty days. AYES: Stevenson, Pierce, Ellyson, Miller, Shields. Motion carried.

Resolution 1383, adopting and approving Tax Compliance Procedures Relating to Tax Exempt Bonds./Move to action.

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

CITY STAFF REPORTS

City Administrator/Clerk Matt Muckler – National League of Cities (NLC) Membership

Muckler explained the cost and benefits of NLC membership to the Council. Council members expressed support for membership.

Public Works Director Matt Goodale- NLC Insurance Program

Goodale reported on a service line program offered by the National League of Cities. This program would provide insurance to residents that would cover water and sewer lines from resident’s homes to the City’s services lines. This insurance would be offered on a direct billing method and not through the City. A few members of the Council requested additional information before willing to endorse the program for our residents.

City Administrator/Clerk Matt Muckler – Recruitments for the police officer and finance officer positions.

Muckler announced the resignation of Police Officer Alex Koch effective September 21, 2015. Muckler discussed the finance officer position and received feedback from the Council. Muckler and Horihan also discussed the efforts to recruit new police officers.

City Administrator/Clerk Matt Muckler – Liability Insurance Issue

Muckler explained some damage to a vehicle of a resident that resulted from a limb falling off a City tree. Council discussed the issue at length and concluded that the City is not responsible for “acts of God” that relate

to City trees. In these rare occurrences, Council members thought the claims should be submitted to the insurance company of the person affected.

City Administrator/Clerk Matt Muckler – 2015 City Council Goal Setting Session – Monday, September 21, 2015.

Muckler discussed the Council Packet which included Council goals for the last five years and encouraged Council Members to provide him with goals that they would like to have considered in the coming year.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Roger Laughlin

Laughlin reported on his first CCEDCO meeting.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Miller. AYES: Shields, Miller, Ellyson, Pierce, Stevenson. Motion carried. City Council meeting adjourned at 8:16 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk