

(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 7, 2015
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:03 p.m. Mayor Laughlin then invited 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, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, Library Director Nick Shimmin, and Public Works Director Matt Goodale.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the November 30, 2015 City Council Meeting.

Approve claims.

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

12/7/2015

A1 JANITORIAL SUPPLY	CLEANER	346.23
ALLIANT ENERGY	SERVICES	52.36
ALTORFER INC	PARTS	61.52
ATLAS TREE SERVICE	SERVICES	1,200.00
BAKER & TAYLOR INC.	CREDIT	1,241.19
BARRON MOTOR SUPPLY	PARTS & SUPPLIES	611.81
BEST BUY BUSINESS ADVANTAG	SUPPLIES	35.94
BP AMOCO	FUEL	166.15
CAJ ENTERPRISES INC	COLD PATCH	120.00
CEDAR COUNTY AUDITOR	ELECTION SERVICES	1,304.57
CEDAR RAPIDS PHOTO COPY IN	COPIER CHARGES	46.91
CHIEF SUPPLY CORPORATION	UNIFORMS	632.01
CROELL REDI-MIX INC	STREET PATCH	958.25
CY'S TREE SERVICE	SERVICES	3,870.00
D&R PEST CONTROL	PEST CONTROL	70.00
DEMCO	SUPPLIES	50.17
DORSEY & WHITNEY LLP	SERVICES	33,671.41
FREEMAN LOCK & ALARM INC	PADLOCK	30.00
HAWKINS INC	CHEMICALS	1,364.27
HBK ENGINEERING LLC	SERVICES	2,480.00
IMWCA	WORK COMP PREMIUM	4,666.00
IOWA LAW ENFORCEMENT ACADE	NEW HIRE EVALUATION	140.00

JAB INK GRAFIX & DESIGNS	SQUAD ARTWORK	605.00
JOHN DEERE FINANCIAL	MISC CHARGES	1,912.81
L. L. PELLING CO. INC	PREMIX	1,368.50
LIBERTY COMMUNICATIONS	SERVICES	1,239.18
LYNCH'S EXCAVATING INC	SERVICES	280.00
LYNCH'S PLUMBING INC	SERVICE	97.00
MEDIACOM	SERVICES	40.90
MIDWEST RADAR & EQUIPMENT	RADAR UNIT CALIBRATIONS	200.00
MUCKLER, MATT	REIMBURSEMENT	120.00
PITNEY BOWES PURCHASE POWE	CHARGES	1,009.36
PORT 'O' JONNY INC.	RENTAL	89.80
POSTMASTER	ANNUAL BOX RENTAL FEE	72.00
QC ANALYTICAL SERVICES LLC	TESTINGS	584.00
QUILL CORP	SUPPLIES	393.65
RACOM CORPORATION	PROGRAM RADIOS	285.00
SADLER POWER TRAIN	PARTS & LABOR	1,314.18
SHANELLE M PEDEN	SERVICES	225.00
SHIMMIN, NICK	REIMB SUPPLIES	34.75
SMITH FERTILIZER GRAIN	SALT	2,280.00
SPEER FINANCIAL INC	SERVICES	325.00
STAGG, PAUL	MILEAGE REIMB	146.85
TERENCE J GOERDT	SERVICES	315.00
THE BOOK FARM INC	BOOKS	418.90
UNIFORM DEN INC.	UNIFORMS	78.55
UPS	POSTAGE	69.34
USA BLUE BOOK	PARTS	571.38
VEENSTRA & KIMM INC.	SERVICES	15,338.71
VERIZON WIRELESS	SERVICES	784.90
WEST BRANCH COMMUNITY SCHOOL	PARK & REC - GYM USE	340.00
WEST BRANCH FORD	TIRES/SERVICE	416.80
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,000.00
WEX BANK	FUEL	3,536.65
TOTAL		88,612.00
PAYROLL	11/20/2015	31,793.17
PAYROLL	12/4/2015	31,513.14
TOTAL		63,306.31

PAID BETWEEN MEETINGS

HYVEE	PARK DEPT CHARGES	146.54
WELLMARK - BLUE CROSS/BLUE SHEILD	PREMIUMS	8,205.02
DEARBORN LIFE INSURANCE	PREMIUMS	37.80
TOTAL		8,389.36

GRAND TOTAL EXPENDITURES 160,307.67

FUND TOTALS

001 GENERAL FUND	76,295.05
022 CIVIC CENTER	43.04
031 LIBRARY	11,733.66
036 TORT LIABILITY	2,861.00
110 ROAD USE TAX	13,517.86
112 TRUST & AGENCY	11,974.01
305 MAIN ST CROSSINGS PROJ	1,902.85
306 4TH ST IMPROVEMENTS PROJ	3,550.00
307 MAIN ST INTERSECTION IMP	1,850.00
600 WATER FUND	18,876.07
610 SEWER FUND	14,346.53
740 STORM WATER UTILITY	3,357.60
TOTAL	160,307.67

COMMUNICATIONS/OPEN FORUM

None

PUBLIC HEARING/NON-CONSENT AGENDA

Resolution 1402, authorizing internal advances to tax increment revenue fund./Move to action.

Miller motioned to postpone Resolution 1402 until January 18, 2016 City Council Meeting. Olsen commented that he would draft an appropriate resolution for Council’s consideration at that meeting.

Motion by Miller, second by Stevenson to postpone consideration of Resolution 1402 until the January 18, 2016 City Council Meeting. AYES: Miller, Stevenson, Pierce, Shields, Ellyson. Motion carried.

Mayoral Appointment: Resolution 1406, hiring Wesley Homeister as a police officer for the City of West Branch, Iowa, setting the salary for the position for fiscal year 2015-2016 and entering into an officer training reimbursement agreement./Move to action.

Horihan announced that Wesley Homeister was selected to fill the City’s fourth police officer position. Horihan cited many of Homeister’s accomplishments that made him the top candidate for the position. Laughlin also mentioned that he had interviewed Homeister and felt he was highly qualified for the position.

Motion by Stevenson, second by Ellyson to approve Resolution 1406. AYES: Stevenson, Ellyson, Pierce, Miller, Shields. Motion carried.

Resolution 1407, approving a service agreement with J&M Displays in connection with the 2016 Hoover's Hometown Days Celebration in the amount of \$40,000./Move to action.

Motion by Ellyson, second by Pierce to approve Resolution 1407. AYES: Ellyson, Pierce, Miller, Stevenson, Shields. Motion carried.

Resolution 1408, approving annual TruGreen service agreement./Move to action.

Motion by Shields, second by Pierce to approve Resolution 1408. AYES: Shields, Pierce, Stevenson, Miller, Ellyson. Motion carried.

Resolution 1409, approving a marketing license agreement between the City of West Branch, Iowa, and Utility Service Partners Private Label, Inc. D/B/A Service Line Warranties of America./Move to action.

Motion by Stevenson, second by Ellyson to approve Resolution 1409. AYES: Stevenson, Ellyson, Pierce, Shields, Miller. Motion carried.

Resolution 1410, approving the request for qualifications (RFQ) for the West Branch Park Improvements Project./Move to action./Move to action.

Muckler reminded the Council about the passage of Resolution 1275 earlier this year which awarded HBK an engineering services agreement for Wapsi Creek Park, Beranek Park and Lions Field. The RFQ being proposed by Resolution 1410 would be for engineering services for site improvements at the new park space in Pedersen Valley. Muckler also presented a timeline for the Council on the RFQ process and indicated that staff would move quickly through the process as to not delay the project.

Motion by Stevenson, second by Pierce to approve Resolution 1410. AYES: Stevenson, Pierce, Miller, Ellyson. NAYS: Shields. Motion carried.

CITY STAFF REPORTS

Public Works Director Matt Goodale – Six Month Report on Housing Incentive Program

Goodale reported that five new homes have been constructed since the program went into effect earlier this year.

City Administrator Matt Muckler- FY17 Annual Budget Schedule Proposal

Muckler reviewed the budget calendar and noted important target dates on budgeting decisions. Pierce requested a meeting with the department heads to see what their wants and needs are prior to approving budget requests. Muckler offered to provide all members of the Council a tour of City facilities and departments to aid in the budget discussions.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin reported that he and Deputy City Clerk Leslie Brick attended the Municipal Leadership Academy in Hiawatha on Saturday, December 5th. He said the training was very helpful and provided information on ethics, budgeting and effective City Councils.

Stevenson commented that Christmas Past was very nice this year with the additions of the new businesses downtown. She also noted that the new businesses were very welcoming and friendly and a great job was done by all. Pierce noted that he thought it was a great idea to have the Iowa game televised on the walls of the Fire Station and the Hoover House.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 7:46 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk