

*(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 19, 2012  
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, Administrative Assistant Ashley Borland-Kaalberg, Public Works Director Matt Goodale, Library Director Nick Shimmin, Fire Chief Administrator Dick Stoolman and Police Chief Mike Horihan.  
Council members: Mark Worrell, Jordan Ellyson, Colton Miller, and Jim Oaks. Absent: Mark Worrell and Dan O'Neil.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the February 21, 2012 City Council Work Session.
- b) Approve minutes from the February 21, 2012 City Council Meeting.
- c) Approve claims.
- d) Approve Class C Liquor License with Sunday Sales Permit for Fiesta Riviera.

Motion by Miller to approve the agenda and consent agenda, second by Ellyson. AYES: Miller, Ellyson, Oaks. Absent: Worrell, O'Neil. Motion carried.

**COMMUNICATIONS/OPEN FORUM**

**PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL  
Second Reading of Ordinance 692, amending maintenance bond requirements in Title, "Zoning and Subdivision," Chapter 170 "Subdivision Regulations."/Move to action.**

Motion by Oaks, second by Ellyson to approve Second Reading of Ordinance 692. AYES: Oaks, Ellyson, Miller. Absent: Worrell, O'Neil. Motion carried.

**First Reading of Ordinance 693, amending maintenance bond requirements in Title, "Zoning and Subdivision," Chapter 173 "Site Plan Regulations of the City of West Branch, Iowa."/Move to action.**

Motion by Ellyson, second by Oaks to approve First Reading of Ordinance 693. AYES: Ellyson, Oaks, Miller. Absent: Worrell, O'Neil. Motion carried.

**First Reading of Ordinance 694, amending accounting requirements in Title, "General Code Provisions," Chapter 7 "Fiscal Management."/Move to action.**

Muckler stated that the ordinance is being brought forward at the request of Councilman Worrell and would require that checks be signed by two authorized signatories. Current Code requires only one signature.

Motion by Ellyson, second by Miller to approve First Reading of Ordinance 694. AYES: Ellyson, Miller, Oaks. Absent: Worrell, O'Neil. Motion carried.

**Resolution 984, approving service agreement with Latham & Associates, Inc. for a municipal gas utility feasibility study in the amount of \$15,000 plus travel and incidental expenses at cost./Move to action.**

Miller suggested that the feasibility study may be premature, as it is currently unclear as to how the residents feel about the City taking on a gas utility. Miller mentioned that an election by the citizens should be considered prior to approving a feasibility study. Ellyson stated that she would like to see a feasibility study completed, but would like to first focus on current infrastructure needs. Ellyson expressed support for a short-term franchise agreement with Alliant so that the issue could be revisited at a later date. Oaks felt that the feasibility study would be a step in the right direction as it would provide information for voters on which they could decide whether or not to have the City move forward to form a municipal gas utility. Kessler stated that the City should focus on current

infrastructure needs and consider a five-year franchise agreement with Alliant. Oaks mentioned that converting to a municipal gas utility could take several years.

Motion by Miller, second by Oaks to approve Resolution 984. AYES: Oaks. NAYS: Miller, Ellyson. Absent: Worrell, O’Neil. Motion failed.

Discussion of bonding for lift station project and inflow and infiltration study repairs.

Council and Staff discussed financing options for the repairs and the timeline for the project. Oaks and City Engineer Dave Schechinger discussed the location of the lift station and control house. Kessler, Miller and Ellyson said that they would like to see I & I Study Phase I and Phase II repairs included with the lift station project financing.

**CITY STAFF REPORTS**

City Administrator Matt Muckler – City Council Meeting Time Change

Muckler reminded Council that the City Council meeting time is due to change again to follow the Ordinance that states meetings from April through October will be held at 7:00pm.

City Administrator Matt Muckler – Main Street Sidewalk Update

Muckler reported that a meeting was held last week to discuss sidewalk replacement on Main Street. The City is receiving bids on the sidewalk project and is preparing an agreement for Council’s consideration at a future meeting. Main Street West Branch Program Director Rod Ness has been in contact with affected business owners.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

**ADJOURNMENT**

Motion to adjourn meeting by Ellyson, second by Miller. City Council meeting adjourned at 7:06 p.m.

\_\_\_\_\_  
Don Kessler, Mayor

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

Ashley Borland-Kaalberg, Administrative Assistant