

(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

**July 16, 2012
7:00 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, Public Works Director Matt Goodale, Library Director Nick Shimmin, Park & Rec Director Melissa Russell, Fire Chief Administrator Dick Stoolman, Police Officer John Hanna and Police Chief Mike Horihan.

Council members: Mark Worrell, Jordan Ellyson, Colton Miller, Dan O'Neil and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the June 25, 2012 City Council Meeting.
- b) Approve minutes from the June 28, 2012 Special City Council Meeting.
- c) Approve claims.
- d) Approve Class B Beer Permit with Outdoor Service for West Branch Firefighters Inc. and Hoover's Hometown Days, August 3 – August 4, 2012.
- e) Approve street closures 1) on South 2nd Street from South Maple Street to Main Street on Friday August 3, 2012 from 4:00 p.m. until 9:00 p.m., 2) on Main Street from Poplar Street to 2nd Street on Saturday August 4, 2012 from 7:00 a.m. until 11:00 p.m., 3) along parade route on Saturday August 4, 2012 from 9:45 a.m. – 11:30 a.m., and 4) on South Second Street from East Main to Water Street Parking Lot on Saturday August 4, 2012 from 12:00 p.m. until 4:00 p.m.
- f) Approve no parking zone on Main Street from Poplar Street to Parkside Drive from 6:00 a.m. until 6:00 p.m. on Saturday August 4, 2012 for Hoover's Hometown Days activities.

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

Date 7/16/12

City Of West Branch
Claims Register Report

Alliant Energy	Utilities	6,513.82
Amazon	Library - Supplies	267.38
AmSan	Town Hall/Admin - Supplies	197.55
Auralog Inc	Library - Service	250.00
Baker & Taylor Books	Library - Books	1,049.83
Barron Motor Supply	Streets/Police - Supplies	331.22
BDC Building Inspection	Admin - Inspections For June	306.60
Beaver Heating And Air	Library - Service A/C	109.00
Blue Cross Blue Shield	Insurance	993.35
BP Amoco	Fire/Police/Water/Sewer-Fuel	1,294.23
Business Radio Sales	Fire - Repair Pager	130.26
Cedar County Auditor	Police/Fire-Fy13 Disaster Srv	5,567.50
Cedar Rapids Photo Copy	Library - Service	128.41
Centurion Technologies Inc	Library - Annual Maint Fee Ren	54.00
Clemens, Jodi	P&R program refund	155.00
Community State Bank	Fire Dept Expansion Loan Pmt	27,044.68
Computer Projects Of Il	Police - Annual Openfox Maint	312.00
Croell Redi-Mix Inc	Streets - Sidewalk By Daycare	1,393.50
Culligan Water	Fire - Conditioner Rental	32.95
Dave Long Prot. Products	Fire - Tarp Repair	263.40
Des Moines Register	Police -Ad For Police Position	722.00
Deweys Jack & Jill	Park&Rec/Streets - Supplies	54.09
East Cent Intergovt Asn.	Legal - Comp Plan May 2012 Exp	6,738.13
Eftps	Federal Withholdings	4,223.39
Electric Motors	Streets - Hose	98.32
Gazette Communications	Police/Sewer - Job Ads	125.58
Greatamerica Leasing Corp	Admin - Copier Lease	252.06
Grout Museum District	Park & Rec-Mad Mixture Program	185.00
Hansen Asphalt	Sewer - Main St Intersection	3,740.00
Harry's Custom Trophies	Park & Rec - Tball Medals	210.00
Hawkins Water Treatment	Water - Azone15	1,385.70
Iowa DNR	Water-FY13 Water Supply Fee	271.99
Iowa League Of Cities	Admin - FY13 Member Dues	1,077.00
Iowa Network Services Inc	Admin - Website Hosting	26.99
Iowa State University	Park & Rec- Lunch Bunch Prog	235.68
IPERS	IPERS	2780.00
J & M Displays Inc	2nd Half Firework Disp Pmt	12,500.00
Jetco Electric Inc.	Water - PLC Repair	5,696.05
Jipp's Roofing LLC	Town Hall - Bal Due TH Roof	3,091.94
Johnson County Refuse Inc.	Recycling - June	3,569.79
Lease Consultants Corp	Library - Copier Contract	59.00
Liberty Communications	Phone Service	1,117.60
Linn County R.E.C.	Utilities	102.00
Lynch's Excavating Inc	Water-Repair Wtr Main By Car	765.00
Lynch's Plumbing Inc	Streets - Service	188.50

Mediacom	Admin - Service	40.90
MGM Solutions Inc	Library - Scanner	184.00
Meyer, Teresa	P&R program refund	30.00
Midwest Janitorial Service	Admin - Clean Carpet City Off	1,217.00
Nicole Rock's School	Park & Rec - Lunch Bunch Prog	65.00
Overdrive Inc	Library - Ebooks	193.82
Parkside Service	Fire - Used Tire Mounted	80.00
Payroll Expense	7-6-12 Payroll	20,949.78
Peden, Shanelle M.	Cable - Videotaping	150.00
Pitney Bowes	Admin/Sewer/Water - Postage	500.00
Plato Electric LLC	Streets - Street Light Repair	1,010.00
Port 'O' Jonny Inc.	Park & Rec - Service	166.00
Pyramid Services Inc.	Cemetery - Nylon Line	48.45
Qc Analytical Services LLC	Sewer - Training Class	677.00
Quill Corp	Library - Multifold Towels	77.85
Russell, Melissa	P&R - Reimb For CPR Class	135.01
Springdale Agency	FY 13 Insurance	61,275.00
Sprint	Police - Service	179.97
State Hygienic Lab.	Water - Testing	84.00
Treasurer State Of Iowa	State Withholding tax	827.00
Twin Hammer Construction	Town Hall - Roof Project	4,025.00
Uniform Den Inc.	Police - Uniforms	344.01
UPS	Sewer - Shipping	48.35
US Cellular	Fire - Phone Service	526.99
USA Blue Book	Water - Supplies	644.16
Veenstra & Kimm Inc.	Engineering	22,833.59
Vital Imagery Ltd	Library - Subscription	50.00
Walmart	Library - Supplies	538.52
Water Solutions Unlimited	Water - Phosphate	2,442.00
Wellmark BC/BS	Flex	513.33
West Branch Animal Clinic	Animal Control - Service	756.00
West Branch Firefighters	Fire - FY12 Payroll Dues	25,913.00
White, Jerry	Utility refund	58.20
Wright Express	Police - Fuel	373.12
Zephyr Copies & Design	Admin - Copies	49.00

Grand Total 242,616.54

Fund Totals	
001 General Fund	92,174.70
022 Civic Center	8,114.54
031 Library	8,391.46
036 Tort Liability	51,165.00
110 Road Use Tax	14,181.51
112 Trust And Agency	2,466.81
226 Go Debt Service	27,044.68
600 Water Fund	24,368.72
610 Sewer Fund	14,709.12
Grand Total	242,616.54

**The Clerk reported the following balances for the month of June 2012:
(Balances = Balance sheet claim on cash balance + Investments- Outstanding checks)**

Funds	Bank Balance	Investments	Total
001 General Fund	\$ 523,132.20	\$ 29,507.53	\$ 552,639.73
022 Civic Center	\$ 17,057.80	\$ -	\$ 17,057.80
031 Library Operating	\$ 10,697.12	\$ 25,317.26	\$ 36,014.38
036 Tort Liability	\$ 18,705.43	\$ -	\$ 18,705.43
110 Road Use Tax	\$ 54,085.37	\$ -	\$ 54,085.37
111 Police Recovery Act Grant	\$ 20,865.08	\$ -	\$ 20,865.08
112 Trust & Agency	\$ 20,922.85	\$ -	\$ 20,922.85
119 Emergency Tax Fund	\$ -	\$ -	\$ -
121 Local Option Tax	\$ 12,306.63	\$ -	\$ 12,306.63
125 TIF	\$ 148,087.30	\$ -	\$ 148,087.30
226 GO Debt Service	\$ 95,221.10	\$ -	\$ 95,221.10
304 Wastewater Lift Station	\$ -	\$ -	\$ -
500 Cemetery Perpetual Fund	\$ 12,016.29	\$ 88,000.00	\$ 100,016.29
501 Krouth Principal Fund	\$ -	\$ 102,241.24	\$ 102,241.24
502 Krouth Enlow Int. Fund	\$ 8,502.49	\$ 7,779.88	\$ 16,282.37
600 Water Operating Fund	\$ 193,527.78	\$ -	\$ 193,527.78
603 Water Sinking Fund	\$ 2,284.14	\$ -	\$ 2,284.14
610 Sewer Operating	\$ 223,801.78	\$ -	\$ 223,801.78

TOTAL	\$ 1,361,213.36	\$ 252,845.91	\$ 1,614,059.27
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COMMUNICATIONS/OPEN FORUM

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL
State Representative Jeff Kaufmann – Legislative Update: Rep. Kaufmann reported that this is his last time to meet with us as our state representative. He expressed his thanks for the Council’s feedback and professionalism. He wanted us to be aware of two legislative items for next year: 1. the commercial property tax legislation, and 2.

TIF reform. Rep. Kaufmann clarified that the West Branch Community School District is held harmless meaning that they do not lose any funding as a result of TIF. Rather, the state would backfill the vast majority of the TIF and their property tax levy makes up the remainder. Rep. Kaufmann left with a thank you to West Branch and the Mayor and Council thanked Rep. Kaufmann for his hard work and years of service.

Cedar County Supervisor Jon Bell – EMA Commission Changes per Iowa Law: Cedar County Supervisor and EMA/991 Chair for the Cedar County Board of Supervisors Jon Bell gave an update on the Senate File 413 that passed the Iowa Legislature this year. The new law requires an elected official from the represented area to annually attend the public hearing on the EMA budget. Supervisor Bell thanked West Branch and Mayor Kessler for attending in the past.

Resolution 1013, approving 28E Radio Site Lease Agreement between Cedar County EMA Commission and City of West Branch./Move to action. Cedar County EMA Director Tim Mallott reported that the only change to the agreement is that we are adding dishes on the tower.

Motion by O’Neil, second by Worrell to approve Resolution 1013. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

First reading of Ordinance 698, amending the length, width and depth sidewalk standards in title “Streets and Sidewalks,” Chapter 136 “Sidewalk Regulations.”/Move to action. Motion by O’Neil, second by Worrell to approve First Reading of Ordinance 698. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 1014, hiring Paul Stagg as the Water/Wastewater Operator for the City of West Branch, Iowa and setting the salary for the position for the fiscal year 2012-2013./Move to action. Matt Goodale reported that there were 27 applicants, 7 interviews, and that Paul Stagg was selected as the most qualified candidate. O’Neil inquired about Stagg’s start date. Goodale stated it would be August 1, 2012.

Motion by O’Neil, second by Ellyson to approve Resolution 1014. AYES: O’Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1015, approving General Agreement between the United States Department of the Interior National Park Service and the City of West Branch, Iowa regarding Law Enforcement Assistance./Move to action. Herbert Hoover Historic Site Superintendent Pete Swisher commented that the agreement conforms to previous agreements and that the addition of the radio frequency agreement was to allow National Park Service law enforcement rangers to communicate directly with WB police. Motion by O’Neil, second by Worrell to approve Resolution 1015. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 1016, approving Radio Frequency Use Agreement between the City of West Branch, Iowa and Herbert Hoover National Historic Site./Move to action. Motion by O’Neil, second by Worrell to approve Resolution 1016. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 1017, approving Lot #1 Pedersen Valley, Part One Site Plan./Move to action. Dave Schechinger commented on the review of the site plan that the storm water retention and drainage was addressed by draining into the existing storm drain. Worrell commented that he would like to see some business sites in that area. He has discussed with the developer Mike Furman. Furman might change the site plan later. Muckler noted that the Ordinance 506 from February 16, 1999 restricts the development on this site to no more than two stories and no more than eight residential units. Worrell mentioned that he believes that this ordinance may need to be revisited. Motion by O’Neil, second by Worrell to approve Resolution 1017. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 1018, setting the compensation for the city attorney position./Move to action. Muckler stated that the Council approved the funds for this increase in the budget. O’Neil, Worrell and Kessler commented that Olson’s response time is appreciated. Motion by O’Neil, second by Worrell to approve Resolution 1018. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 1019, approving those certain agreements in connection with the Oliphant Street Priority Routes Sidewalk Project./Move to action. Oaks questioned if the street was centered to the sidewalk, Schechinger noted that in some places it is not. Oaks asked if the snow plow would be putting snow onto the sidewalk. Schechinger stated that could be the case but that was considered when drawing it out and avoided when possible. Muckler noted that there are 7 easements signed and waiting on one property owner to sign. Bid packets will be released on July 23 and opened on August 6th, with the job to be completed by October 3rd. Oaks asked what happens if the homeowner holds out and Muckler stated that he would prepare options for the Council to consider at the next Council Meeting. Motion by O’Neil, second by Worrell to approve Resolution 1019. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

First reading of Ordinance 699, placing a stop sign on Oliphant Street at the intersection of Orange Street for northbound traffic./Move to action. Worrell stated that when this was tried before the buses couldn’t stop and start on the hill. Mayor Kessler stated the buses do not go that direction any longer. Ellyson inquired when this would happen. Muckler answered August 20th, unless the Council had two readings at the August 6th Council Meeting. Muckler stated that law enforcement would be present to assist with safety at this intersection in the first week of

school until residents become accustomed to the traffic change. Miller commented that he does not want to use the waiver rule too much, O’Neil agreed with Miller but noted that he does believe this is a good time to use the waiver. Motion by O’Neil, second by Ellyson to approve First Reading of Ordinance 699. AYES: O’Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1020, approving a construction services agreement in connection with the Main Street Overlay Project./Move to action .Oaks commented that he did not see a completion date. Muckler noted that it is August 17th with no construction during the Hoover’s Hometown Days. Motion by O’Neil, second by Worrell to approve Resolution 1020. AYES: O’Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 1021, approving support and financial commitment for the Main Street Iowa Program in West Branch, Iowa./Move to action. Becky Fredrick thanked the Council for working together to help make Main Street West Branch a success. Motion by Worrell, second by Ellyson to approve Resolution 1021. AYES: Worrell, Ellyson, Miller, O’Neil, Oaks. Motion carried.

Resolution 1022, approving Main Street Iowa Program Agreement./Move to action. Muckler noted that this agreement would extend the City’s agreement with Main Street for another two years. Motion by Ellyson, second by Worrell to approve Resolution 1022. AYES:, Ellyson, Worrell, Miller, O’Neil, Oaks. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Comprehensive Plan Update: Muckler noted that this is a rough draft. P & Z wants to see strategies for an action plan included with Chapter 2 Goals and integrate the results into goals. The P&Z meeting scheduled for July 24th has been postponed to Aug 7th to give commission members and citizens time to work on the plan. Muckler also invited Council members to participate in the development of the plan.

Public Works Director Matt Goodale – Town Hall Wrought Iron Gate Project: Goodale stated that the tree that fell on the gate caused us to investigate replacing it. Goodale noted that Clarence Crew was doing the fundraising for the gate so this should be a very minimal cost to the city.

Library Director Nick Shimmin – West Branch Public Library Building Program: Library President Dan Stevenson reviewed the increase that the library has had in circulation, visits, and attendance that have all caused the library to look into a plan for more space. Nick Shimmin reviewed the WB Library Building Program document and presented the vision of the plan.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

ADJOURNMENT

Motion to adjourn meeting by Worrell, second by O’Neil, City Council meeting adjourned at 8:24 p.m.

Don Kessler, Mayor

ATTEST: _____
Angela Kessler