

(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

**August 5, 2013
7:02 p.m.**

Mayor Worrell opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, City Administrative Assistant Shanelle Peden, Fire Chief Kevin Stoolman, Library Director Nick Shimmin, Police Chief Mike Horihan, Parks & Recreation Director Melissa Russell, and Public Works Director Matt Goodale. Council members: Jordan Ellyson, Colton Miller, Jim Oaks, Mary Beth Stevenson, and Dick Stoolman.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the July 19, 2013 City Council Work Session.
- b. Approve minutes from the July 22, 2013 City Council Meeting.
- c. Approve claims.
- d. Approve Class C Liquor License with Outdoor Service and Sunday Sales for Casa Tequila Foods 3, Inc. DBA Casa Tequila Authentic Mexican Grill.

Motion by Stoolman to approve the agenda and consent agenda items a-c, second by Ellyson. AYES: Stoolman, Ellyson, Miller, Oaks, Stevenson. Motion by Miller to approve consent item d, removing with Outdoor Service and contingent upon approval from the State of Iowa, second by Stevenson. AYES: Miller, Stevenson, Ellyson, Oaks, Stoolman. Motion carried.

COMMUNICATIONS/OPEN FORUM

Mayor Mark Worrell remarked that this past weekend's Hoover's Hometown Days was one of the best in his recollection and thanked everyone involved for making this a successful event for the community.

PUBLIC HEARING-NON-CONSENT AGENDA

Mayor Mark Worrell-Recognition of Tidewater Direct

Mayor Mark Worrell indicated that representatives from Tidewater were unavailable to attend and that he would contact them for recognition at a future Council meeting.

First Reading of Ordinance 712, amending Title Chapter 160 Flood Plain Regulations.

Motion by Miller to approve First reading of Ordinance 712, second by Stevenson. AYES: Miller, Stevenson, Ellyson, Oaks, Stoolman. NAYS: None. Motion carried.

Third Reading of Ordinance 713, amending Chapter 65 "Stop or Yield Required."

Motion by Ellyson to approve Third reading of Ordinance 713, second by Miller. AYES: Ellyson, Miller, Stevenson. NAYS: Oaks, Stoolman. Motion carried.

Resolution 1135, approving the purchase of Carmanah 20 Watt Solar Flashing Beacons from Brown Traffic Products, Inc. in the amount of \$8,725.00.

Miller expressed that the West Branch School District should bear the cost of a crossing guard if it desires to place one at the intersection. Ellyson concurred with Miller on the crossing guard.

Motion by Ellyson to approved Resolution 1135, second by Stevenson. AYES: Ellyson, Stevenson, Miller, Oaks, Stoolman. NAYS: None. Motion carried.

First Reading of Ordinance 714, amending Chapter 24 “Park and Recreation Commission.”

Oaks posed the question of what the need was for two additional members to the Parks & Recreation Commission. Mayor Worrell responded that this change would allow for a larger pool of volunteers to help contribute to future growth.

Motion by Ellyson to approve First Reading of Ordinance 714, second by Miller. AYES: Ellyson, Miller, Oaks, Stevenson, Stoolman. NAYS: None. Motion carried.

Resolution 1131, approving the Bethany Lutheran Church Site Plan.

John Black spoke on behalf of Bethany Lutheran Church. Veenstra & Kimm Engineer Dave Schechinger recommended that the site drainage remain the same, as it is located in the 100-year flood plain and drains east towards Beranek Park.

Motion by Stoolman to approve Resolution 1131, second by Ellyson. AYES: Stoolman, Ellyson, Miller, Oaks, Stevenson. NAYS: None. Motion carried.

Resolution 1132, approving a 28E Agreement for Shared Use of Wireless Emergency Notification System with Cedar County.

Muckler indicated that the WENS system replaces the CodeRED system and would cost \$1,000.00 annually.

Motion by Stoolman to approve Resolution 1132, second by Miller. AYES: Stoolman, Miller, Ellyson, Oak, Stevenson. NAYS: None. Motion carried.

Resolution 1133, assigning videographer duties to Rebecca Knoche and setting the salary for FY 2013-2014.

Motion by Ellyson to approve Resolution 1133, second by Miller. AYES: Ellyson, Miller, Oaks, Stevenson, Stoolman. NAYS: None. Motion carried.

Resolution 1134, approving the purchase of a Caterpillar Natural Gas Engine Generator from Altorfer Inc. in the amount of \$32,160.00.

Oaks posed the question of what powered the current generator. Councilperson Dick Stoolman responded that it is powered with natural gas. Chief Kevin Stoolman indicated that the City received a discount on this purchase through membership in the National Joint Powers Alliance.

Motion by Stoolman to approve Resolution 1134, second by Miller. AYES: Stoolman, Miller, Ellyson, Oaks, Stevenson.

Discussion of Request for Qualifications for Comprehensive Park Plan.

Muckler stated that the City’s Comprehensive Plan is a document that captures the long term vision of community members for the city’s future in all areas, whereas this Strategic Plan is specific to Parks & Recreation future development. Muckler also stated that input from citizens was essential to this process and that the Park & Rec Commission would be tasked with facilitating the process. The Request

for Qualifications will go out to a compiled vendor list later this week and seek responses by September 9th.

CITY STAFF REPORTS

City Engineer Dave Schechinger, P.E.-Life Station Update

Schechinger indicated that the ground has settled and the control building will be coming in soon. The estimated completion time for this project is two months.

City Engineer Dave Schechinger, P.E.-Cookson Subdivision Update

Schechinger asked if the Council was interested in connecting Cookson Drive to Cookson Street. Worrell expressed concern about having only one entrance to Cookson Street. Oaks, Stoolman and Goodale stated that it would not be a priority to have this street connection completed. Schechinger also noted that a fair amount of grading would need to be completed in this subdivision and would necessitate cooperation from an adjacent property owner to the north.

City Engineer Dave Schechinger, P.E.-S. Downey & Tidewater Street Improvements

Schechinger commented that Casey's would like to mirror their access to their site with the current Kum & Go location across the road. He also noted that the City would bear partial costs reconstructing the north half of Tidewater Drive and the west side of S. Downey. Funding for this project could be generated through assessment or tax increment. Stevenson asked if a stoplight would be placed at the on and off ramps of I-80 to help facilitate traffic. Schechinger reported that current traffic counts would not justify a stoplight but that IDOT could be contacted in the future as traffic counts increase.

City Engineer Dave Schechinger, P.E.-Building Site Stormwater Management

Schechinger indicated that runoff from new home construction may contribute to future problems with storm water management. He also noted that the developer and builder have joint responsibility when the property is transferred. Schechinger reported that no guidelines are currently in the Code to hold either party responsible for stormwater management.

Public Works Director Matt Goodale-2013 Seal Coat Work

Goodale updated the Council on areas that he feels need sealcoat and stated the work would be completed while it was still warm enough to seal properly.

Public Works Director Matt Goodale-Sidewalk Inspections Phases I & II

Goodale indicated that the first round of sidewalk repairs are either in progress or have been completed and have a deadline of September 3rd. The next section of residents will be receiving letters shortly with one year to complete the repairs.

ADJOURNMENT

Motion by Oaks to adjourn the meeting, second by Stoolman. Motion carried on a voice vote. City Council meeting was adjourned at 9:12 p.m.