

(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 19, 2013
7:00 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 31, 2013 City Council Work Session.
- b. Approve minutes from the August 5, 2013 City Council Meeting.
- c. Approve claims.
- d. Approve transfer of \$88,600.00 from Local Option Sales Tax Fund to General Fund.
- e. Approve moving the Monday September 2, 2013 City Council Meeting to Tuesday, September 3, 2013, due to the Labor Day Holiday.
- f. Approve Class C Liquor License with Outdoor Service and Sunday Sales, pending dram insurance for Thirsty on 30 Inc. DBA Thirsty on 30.

Date 8-19-13

City of West Branch
Claims Register Report

Action Sewer	Sewer - Service Televised Line	534.00
Adamson Police Products	Police - Ammunition	445.00
Aero Rental	Park & Rec - Supplies	119.75
Alliant Energy	Various Depts - Utilities	8,231.32
Amazon	Library - Supplies	527.66
Baker & Taylor	Library - Books	1,006.52
Barron Motor Supply	Streets/Fire- Supplies	34.33
BDC-Building Inspection	Admin - Inspections For July	325.50
Bean & Bean	Cemetery - Grave Opening	500.00
Beaver Heating And Air	Library - Service	121.50
Biblionix	Library - Apollo Service	1,912.50
Big Country Seeds	Water/Sewer - Supplies	2,840.00
Bound Tree Medical	Fire - Supplies	609.99
BP Amoco	Fire/Police/Sewer - Fuel	2,281.19
Brandt, Dawn	Admin - Reimb For Training Exp	142.75
Cedar Co Sheriff's Office	Police - Legal Fees	57.94
Cedar County Cooperative	Fire/Streets-Lease Tanks Pmt	1,127.93
Cedar County Ems Assoc	Fire-Cedar Cty Ems Fy14 Dues	100.00

Cedar Rapids Photo Copy	Library - Service	137.81
Chris Jones Trucking	Streets - Hauling Rock	146.30
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Croell Redi-Mix	Sewer - 6th St/Thomas Dr Projects	6,898.00
Culligan Water	Fire - Water Cond Rental	37.65
Deweys Jack & Jill	P&R/Library/TH - Supplies	131.31
Diamond Vogel Paints	Streets - Traffic Paint	1,499.95
Digital River Education	Library - Supplies	625.08
Document Destruction	Admin - Destruction Services	43.75
Ecivis Inc	P&R - Grant Writing Support	15,000.00
Econo Signs	Sewer/Streets - Signs	2,638.30
ECS Inc	Fire - Supplies	1,134.00
Ed.M.Feld Equipment	Fire - Bauer Service & Supplies	1,324.00
EFTPS	Federal Withholdings	12,447.63
ETS Corporation	Admin/Water/Sewer - Credit Card Fees	70.63
F&B Communications	Admin - Support Agreement & Supplies	3,921.83
Fareway Stores	P&R - Lunch Bunch Supplies	34.47
Financial Adjustment Bur	Library - Service	12.60
French Reneker Associates	Streets - Reap App Trail Ext	600.00
Funcity Special Events	Park&Rec-Daycamp Admission	550.00
Funny Face Designs By Lori	Comm & Cult-HHTD Face Painting	200.00
Gateway Hotel	Admin - Hotel For Training	515.20
General Pest Control	Library - Pest Control	70.00
Gopher Sport	Park & Rec - Basketball Hoops	1,396.98
GreatAmerica Leasing	Admin - Copier Lease	252.06
Hawkins Inc	Water - Azone-15	1,743.51
HH Presidential Library	Comm&Cult - HHTD Safety Flags	239.38
Hewlett-Packard Company	Police -4 Computer Hard Drives	1,807.48
IIMC	Admin - IIMC Dues Muckler/Brandt	230.00
Iowa DNR	Sewer - Fy14 NPDES Permit Fee	210.00
Iowa Law Enforcement	Police - Mmpi-2 Peck	140.00
Iowa League Of Cities	Admin - Training & League Conf Fees	496.00
Iowa One Call	Water/Sewer - Service	64.80
Jensen, Julianne	P&R Refund	30.00
Joey Dean Wenndt	Fire - August Fire Training	150.00
Johnson County Refuse	Recycling - July 2013	3,643.25
Kalona Auto	P&R/Library - Van Rental	132.01
Kevin D Olson	Legal Services For August 2013	1,500.00
Kid Again Inflatable Fun	Comm & Cult - HHTD Inflatables	4,750.00
Kingdom Graphics	Comm & Cult - HHTD Shirts	1,080.00
Lease Consultants	Library - Copier Lease	59.00
Leatherwood, Patricia	Water Utility Refund	28.80
Lenoch & Cilek	Streets - Supplies	35.93
Liberty Communications	Various Dept - Phone Service	1,084.65
Librarica	Library - Cassie Int License	750.00
Linn County R.E.C.	Streets - Utilities	120.00
Lynch's Plumbing Inc	Fire/Streets - Service	1,621.60
Main Street West Branch	Streets-Main St Sidewalk Agr	7,655.39

Matt Parrott	Wtr/Swr/Police/Adm-Utility Bills/Bus Cards	577.59
Mediacom	Admin - Service	40.90
Menards	Streets/Cem/P&R - Supplies	698.55
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	637.00
Muckler, Matt	Admin -Reimb For Training Exp	150.07
Municipal Supply Inc.	Water - Supplies, Meters & Wire Conn.	8,502.70
Overdrive Inc	Library - EBooks	415.95
Payroll Expense	Payroll Expense 8-2 & 8-16-13	54,333.18
Pitney Bowes	Admin/Water/Sewer - Postage	500.00
Plato Electric	Fire - Service/Generator Install Partial Pmt	3,128.08
Play It Again Sports	Park & Rec - Exercise Supplies	247.90
Plunkett's Pest Control	Admin/Town Hall - Pest Control	91.52
Port 'O' Jonny Inc.	Park & Rec/Cemetery - Service	166.00
Pyramid Services Inc.	Cemetery - Supplies	102.71
Quad City Golf Cars	Comm&Cult - HHTD Golf Carts	350.00
Quality Engraved Signs	Admin - Nameplates & Holders	387.45
Quill Corp	Admin/Police/Library - Supplies	244.35
Ricklefs Excavating Ltd	Wastewater - Lift Station Pmt	43,605.00
Russell, Melissa	Park&Rec - Reimbursement For Fees & Supplies	735.72
Schimberg Co	Sewer/Water - Curb Box & Frame	4,593.70
Secretary Of State	Library - Knoche Notary Fee	30.00
Seydel, Liz	P&R Refund	30.00
Shanelle M Peden	Adm/Cable-Reimb For Training/Videotaping	364.80
Shive Hattery Inc	P&R-Comm Center Site Study	1,162.80
Simplexgrinnell	Library - Service Cont	788.00
Springdale Agency	Streets - End Add Cont Equip/Insurance	54.00
Sprint	Police - Service	179.97
Stewart, Adam	Water Utility Refund	76.85
The Library Store	Library - Cd Binder	110.27
The Sherwin-Williams Co	Streets - Supplies	84.50
Toynes Ia. Fire Trk.Serv	Fire - Service/Supplies	2,642.90
Trachta, Zachary	Water Utility Refund	50.45
Treasurer State Of Iowa	Iowa Sales Tax Pmt - July 2013	2,355.45
Trugreen Processing Center	Park & Rec - Service	145.00
Uniform Den Inc.	Police - Uniforms	167.88
University Of Iowa: State	Water - Testing	90.00
UPS	Sewer - Shipping	97.36
US Cellular	Various Dept - Phone Service	517.56
USA Blue Book	Sewer/Water - Supplies	2,000.41
Veenstra & Kimm Inc.	Sewer/Water/Streets - Various Engineering	9,517.26
VJ Engineering	Streets - Eng Study Haines Sub	1,600.00
Wageworks	Flex - Contributions	65.00
Walmart	Library - Supplies	438.14
Water Solutions Unlimited	Water - Supplies	112.50
West Branch Ford	Streets - Service 03 Ford Ranger	89.88
West Branch Repairs	Fire - Service	140.00
West Branch Times	Legal/Cem/C&Cult-Publications	381.83
Wex Bank	Police - Fuel	241.08

White Cap Construction	Sewer - Rebar	1,480.55
Windstar Lines	Park & Rec - Service	103.00
Zephyr Copies & Design	Park & Rec - Supplies	252.00
	Total	251,419.61

Fund Totals

001 General Fund	112,271.74
022 Civic Center	532.57
031 Library	17,040.14
036 Tort Liability	54.00
110 Road Use Tax	4,975.97
112 Trust And Agency	2,966.36
226 Go Debt Service	8,364.57
600 Water Fund	28,602.29
610 Sewer Fund	32,941.97
614 Wastewater	43,605.00
950 BC/BS Flexible Benefit	65.00
Grand Total	251,419.61

Motion by Ellyson to approve, amending item d to \$44,410.00 and amending item f to Thirsty on 80, second by Stoolman. AYES: Ellyson, Stoolman, Miller, Oaks, Stevenson. NAYS: None. Motion by Ellyson to approve consent agenda items as amended, second by Miller. AYES: Ellyson, Miller, Oaks, Stevenson, Stoolman.

COMMUNICATIONS/OPEN FORUM

Mayor Mark Worrell recognized Planning & Zoning Commission Chair Roger Laughlin. Chair Laughlin spoke regarding the Commission’s last meeting on August 13 where discussion was held on developing a clear process in the City’s building code for constructing retaining walls. He asked the Council to help clarify this issue. The commission recommendation was to allow four foot retaining walls within two feet of the property line.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell-Recognition of Tidewater Direct

Mayor Mark Worrell recognized Andy Petersen on behalf of Tidewater Direct for their presence in the community and dedication to the City of West Branch.

Shelise Parsley, Executive Director of Cedar County Economic Development Corporation (CCEDCO)-CCEDCO Update.

Parsely spoke to the Council regarding employment in Cedar County. Parsely indicated that she has been with CCEDCO since October 2012. She shared that Cedar County’s current unemployment rate is 4.1%. Parsely stated that approximately 27% of West Branch residents work in Cedar County and 4% of residents work within the city limits of West Branch. Parsely remarked that CCEDCO’s Business Directory receives the largest number of hits on their web site. She closed her remarks by thanking the City for allowing her

to come speak and reminded the Council about the partnership offered by being a member city to CCEDCO.

Robyn Hunter-Plans for Memorial Garden at West Branch Municipal Cemetery

Robyn Hunter, 310 W Orange Street, presented a proposal to the Council for a memorial garden to be located in the West Branch Municipal Cemetery. Robyn indicated that after the passing of her father-in-law Kenneth Hunter and her brother-in-law Jim Hunter, her family wanted to create a way for other families to recognize their deceased loved ones. Hunter said that the project would be funded entirely by donations, and asked that the City continue its maintenance of the Garden once it is completed. Hunter expects the project to cost between \$50,000.00 and \$75,000.00.

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

Councilperson Stevenson asked if the regulations allow properties to be one foot above the 100 year flood plain. Stevenson also asked if there was any protection offered to homeowners.

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

Second Reading of Ordinance 714, amending Chapter 24 "Park & Recreation Commission."

Motion by Ellyson to approve Ordinance 714, second by Stoolman. AYES: Ellyson, Stoolman, Miller, Oak, Stevenson. NAYS: None. Motion carried.

First Reading of Ordinance 715, amending the Code of Ordinances of the City of West Branch by Creating and Incorporating a Storm Water Utility.

Councilperson Oaks asked for clarification on what needs to be replaced, and what the cost to residents would be based on the type of dwelling they reside in. Councilperson Miller asked why residents of the West Branch Mobile Home Village would pay an additional cost to what he felt is their own infrastructure. City Engineer Dave Schechinger responded to Miller's inquiry that adding structure affects issues downstream, however, the City can only enforce what is within the City limits. Councilperson Stoolman said he was unclear about the costs involved with this proposed ordinance. City Administrator Muckler stated that this item was part of the 2011 Council's goal setting session results. Attorney Olson indicated that classifications for single family, multi-family, and businesses would need to be developed. Mayor Worrell asked the Council if everyone understood the purpose of the proposed utility.

Motion by Stevenson to approve First Reading of Ordinance 715, second by Ellyson. Motion withdrawn.

Motion by Ellyson to postpone the First Reading of Ordinance 715 until the September 3, 2013 Council Meeting, second by Stevenson. AYES: Ellyson, Stevenson, Miller, Oaks, Stoolman. NAYS: None. Motion carried.

First Reading of Ordinance 716, adopting Storm Water Regulations for the City of West Branch, Iowa.

Attorney Olson clarified that this ordinance helps protect the City and regulates storm water run-off on building sites and prohibits unacceptable discharges into the storm water system.

Motion by Stoolman to approve First Reading of Ordinance 716, second by Ellyson. AYES: Stoolman, Ellyson, Miller, Oaks, Stevenson. NAYS: None. Motion carried.

Resolution 1122, approving Subdivider's Agreement on Cookson Subdivision between the City of West Branch, Iowa and Lynch's Excavating.

Amanda Tisinger, 332 S 1st Street, remarked that she would like to see the property zone R1, as she feels other zoning would cause an increase in the number of families and traffic in the area. Developer Larry

Lynch indicated that the property is currently zoned R-2. Abby Montgomery, 329 S 1st Street, feels that R2 zoning would bring more transient people and traffic to the area.

Motion by Oaks to approve Resolution 1122, second by Stoolman. AYES: Oaks, Stoolman, Ellyson, Miller, Stevenson. NAYS: None. Motion carried.

Resolution 1137, approving the Cookson Subdivision Preliminary Plat

Motion by Stoolman to approve the Cookson Subdivision Preliminary Plat, second by Miller. AYES: Stoolman, Miller, Ellyson, Oaks, Stevenson. NAYS: None. Motion carried.

Resolution 1138, approving the purchase of and installation of heating, ventilation, and air conditioning equipment from Thomas Heating & Air for the West Branch Fire Department in the amount of \$4,910.00.

Fire Chief Kevin Stoolman commented that this allows the Fire Department and the Police Department to each control their own systems as the current heating and cooling system is shared.

Motion by Miller to approve Resolution 1138, second by Oaks. AYES: Miller, Oaks, Ellyson, Stevenson. NAYS: None. ABSTAIN: Stoolman. Motion carried.

Resolution 1139, approving the installation of a generator for the West Branch Fire Department in the amount of \$7,340.00.

Councilperson Miller asked in the future to have installation costs included on agendas at the same time purchases are agreed upon.

Motion by Ellyson to approve Resolution 1139, second by Miller. AYES: Ellyson, Miller, Oaks, Stevenson. NAYS: None. ABSTAIN: Stoolman. Motion carried.

Mayor Mark Worrell-Appointments/Reappointments

Mayor Worrell indicated that Kristin Gibbs applied for the Library Board of Trustees. Gibbs was in the audience and expressed that she is excited to join the Board.

Motion by Miller to appoint Kristin Gibbs to the Library Board of Trustees, second by Stevenson. AYES: Miller, Stevenson, Ellyson, Oaks, Stoolman. NAYS: None. Motion carried.

Councilperson Jordan Ellyson-Appointments/Reappointments

Councilperson Ellyson indicated that Benjamin Barrett applied for the West Branch Volunteer Fire Department. Fire Chief Kevin Stoolman shared that Barrett was a previous member of both the Hills and Mt. Vernon Fire Departments.

Motion by Ellyson to appoint Benjamin Barrett to the West Branch Volunteer Fire Department, second by Miller. AYES: Ellyson, Miller, Oaks, Stevenson, Stoolman. NAYS: None. Motion carried.

CITY STAFF REPORTS

City Engineer Dave Schechinger-Main Street Sidewalk Project

Schechinger stated that this second round of Main Street sidewalk improvements include the City block inclusive of the West Branch Emporium with upgrades to include improved access and curb stops. Schechinger estimated this project to cost around \$70,000.00, which is shared by the property owners and the City.

City Administrator Matt Muckler-Annual Council Goal Setting Session

City Administrator Muckler asked the Council if Tuesday, September 3rd at 6:00 p.m. would be acceptable for the annual goal setting session. He indicated he would provide the last three years' worth of goals, as well as Capital Improvement Plans and Equipment Turnover Schedules for each department.

City Administrator Matt Muckler-REAP Grant Update

City Administrator Muckler mentioned that applications of approximately \$2.3 million in middle-sized city projects were submitted, with \$900,000.00 available for funding. He also stated that an interview process would be forthcoming, and that more information will be available in an upcoming Weekly Council update.

City Administrator Matt Muckler-Discussion of Resolution 1136, adopting a disaster recovery plan for the City of West Branch, Iowa

City Administrator Muckler said that he is currently working on the disaster recovery plan and will have this for Council approval at an upcoming meeting.

Park & Rec Director Melissa Russell-Recommendations from the Park & Rec Commission on the RFQ process for the Strategic Plan for Park & Rec Capital Improvements

Director Russell mentioned that the Commission's next meeting is Wednesday, August 21st at 7:00 p.m. in the Council Chambers. During this time, the Commission will be developing criteria for review of the RFQ process.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

There were no comments from the Mayor or Council members.

ADJOURNMENT

Motion by Ellyson to adjourn the meeting, second by Miller. Motion carried on a voice vote. City Council meeting was adjourned at 9:28 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk