

(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 6, 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, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Administrator Dick Stoolman, Park & Rec Director Melissa Russell, and Library Director Nick Shimmin. Council members: Mark Worrell, Jordan Ellyson, Colton Miller, Dan O'Neil and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the July 16, 2012 City Council Meeting.
- b) Approve claims.
- c) Approve Class C Liquor License with Catering Privilege and Sunday Sales Permit for Raices, LLC, DBA: Deli-cioso.
- d) Approve Class C Liquor License with Outdoor Service and Sunday Sales Permit for Erin Hutt, DBA: P.I. Underground Lounge.

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

Date 8/6/12	City Of West Branch	
	Claims Register Report	
Blue Cross Blue Shield	Health Insurance	7,517.83
Brandt, Dawn	Admin – Reimb. for training exp.	96.30
Cherry, Derb	Utility refund	80.15
Community State Bank	Bank Fee – NSF fee	5.00
EFTPS	Federal Withholdings	4,143.29
Hy-Vee Accounts Receivable	P&R- food for lunch bunch	332.02
Iowa Alcoholic Beverages	Comm & Cult- HHT Fire prmt fee	25.00
IPERS	IPERS	3,124.62
John Deere Financial	Sewer - supplies & uniforms	226.93
Mediacom	Admin - service	40.90
Muckler, Matt	Admin – Reimb. For training exp.	139.50
Olson, Kevin D.	Legal Services - July 2012	1,500.00
Ozemet, Margaret	Utility Refund	52.96
Payroll Expense	7-20-12 Payroll	20,650.71
Russell, Melissa	Park & Rec - Reimbursement	59.02
Treasurer State Of Iowa	State Withholding Tax	821.00
Treasurer State Of Iowa	Sales Tax Pmt - June	2,487.00
UPS	Sewer - Shipping	23.00
Wellmark BC/BS	Flex pmt	513.33
	Grand Total	41,838.56
Fund Totals		
001 General Fund		18,261.06
031 Library		4307.28
110 Road Use Tax		586.75
112 Trust And Agency		7,793.00
600 Water Fund		6,276.45
610 Sewer Fund		4,614.02
Grand Total		41,838.56

COMMUNICATIONS/OPEN FORUM

Mackenzie Edwards Krob thanked City employees Matt Goodale, Angela Kessler and Dawn Brandt for their support given to Main Street West Branch during the Hoover's Hometown Days weekend.

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL

Mayor Don Kessler – Presentation of certificate of appreciation to National Park Service Superintendant Pete Swisher for support of family activities on the Village Green during Hoover's Hometown Days. Mayor Kessler thanked Superintendant Swisher for the \$2,500.00 donation and for his efforts to partner with the City and community organizations on various projects.

Second 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 Second reading of Ordinance 698. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Second reading of Ordinance 699, placing a stop sign on Oliphant street at the intersection of Orange Street for northbound traffic./Move to action.

Motion by O'Neil, second by Ellyson to approve Second reading of Ordinance 699. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1023, approving those certain agreements in connection with the Oliphant Street Priority Routes Sidewalk Project./Move to action.

Motion by O'Neil, second by Ellyson to approve Resolution 1023. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1024, approving a construction services agreement in connection with the Oliphant Street Priority Routes Sidewalk Project./Move to action.

City Administrator Muckler said that bids were opened at the City office today. One bid was received from Complete Property Maintenance Services in the amount of \$24,998.64. The bid was provided without a performance bond. The City will not require it for this project as it falls below the state threshold for bonding. The engineering cost of opinion was \$35,561.

Motion by O'Neil, second by Ellyson to approve Resolution 1024. AYES: O'Neil, Ellyson, Miller, Oaks. Abstain: Worrell. Motion carried.

Resolution 1025, approving acceptance of a letter from Blue Sky Developers ending an exclusive negotiating period on the former Cookson Community Center Property./Move to action.

Muckler said that Blue Sky had a feasibility study done that showed it is not feasible to keep and renovate the building.

Motion by O'Neil, second by Ellyson to approve Resolution 1025. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1026, hiring Nathan McDougall as a Police Officer for the City of West Branch, Iowa, setting the salary for the position for the fiscal year 2012-2013 and entering into an employment agreement./Move to action.

Chief Horihan said that Nathan just recently graduated from the academy. He was a unanimous pick by the hiring committee for the position. His start date will be in the next couple of weeks. Muckler said that the City is not entering into an employment agreement, rather an officer training reimbursement agreement. Nathan will provide four years of service to West Branch and the City will provide him a \$7,000 training reimbursement.

Motion by O'Neil, second by Worrell to approve Resolution 1026. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 1027, approving those certain agreements in connection with the Middle School Access Road Improvements Project./Move to action.

Motion by O'Neil, second by Ellyson to approve Resolution 1027. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1028, approving an amendment to that certain fireworks display agreement with J & M Displays, Inc. in connection with the Hoover's Hometown Days Celebration./Move to action.

Muckler said that this resolution allows for the fireworks to be rescheduled to August 3, 2013 at the same price. The donations received this year for fireworks will be earmarked for the display next year.

Motion by O'Neil, second by Worrell to approve Resolution 1028. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Sealed Bid Process for Cookson Community Center. Oaks requested that the property be listed with a national real estate agent to widen the marketing effort for the property. Worrell suggested that online advertising would accomplish the goal of widening the marketing area. Council members O'Neil, Ellyson, Worrell and Miller all requested to proceed with the sealed bid process including online advertisements.

Public Works Director Matt Goodale – Update on Middle School Access Road Improvements Project. Goodale gave an update on the project. The majority of grading is completed. Mediacom will be moving two poles on August 10th. All American will be doing the curb and gutter August 13 – 17. Possible date of completion and opening of the road is the first or second week of September.

Park & Recreation Director Melissa Russell – Hoover's Hometown Days Report. Russell reported a successful event with high participation numbers despite the weather. She thanked the National Park Service for alerting the vendors on the Village Green of the pending weather in time for participants to move into the Fire Station.

Park & Recreation Director Melissa Russell – Summer and Fall Programming Update. Russell reported that Preschool Tball, the Harvey Peden Volleyball League, and the Swim Bus continued to draw good participation. Lunch Bunch numbers were much higher this summer. The Running Club, Twisters and

Jungle Gym class are new program additions this year. Upcoming fall programs include flag football, volleyball, and the introduction of the Girls on the Run Program for girls in 3rd, 4th and 5th grades.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – NONE.

ADJOURNMENT

Motion to adjourn meeting by Worrell, second by Miller. City Council meeting adjourned at 8:05 p.m.

Don Kessler, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk