

(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

**September 17, 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, and Library Director Nick Shimmin.

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

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the September 4, 2012 City Council Meeting.
- b) Approve claims.
- c) Approve Class C liquor license with Sunday sales for Herb n' Lou's.
- d) Approve street closure of Gilbert Street north of Sullivan Street on Saturday September 29, 2012 from 4:00 p.m. – 11:30 p.m. for a neighborhood block party.

Motion by Ellyson to amend the agenda to make a correction and change Resolution 1032 to Resolution number 1035, second by Worrell. AYES: Ellyson, Worrell, Miller, Oaks. Absent: O'Neil. Motion carried.

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

Date 9/17/12	City Of West Branch Claims Register Report	
3E Electrical Engineering	Admin - Ballasts	111.00
Agvantage FS Inc	Streets - LP Summer Fill 2012	741.51
Air Cooled Engine	Cemetery - Parts For Trimmers	160.38
Alliant Energy	Various Depts - Utilities	9,476.58
Altorfer Inc	Cem/Sewer/Water/Str - Service	3,298.21
Apparel 1 Screen Printing	Park & Rec - Vball Shirts	456.25
Baker & Taylor Inc.	Library - Books	714.82
Balch Bros Flags	Fire - Flag	169.50
Barnes & Noble Booksellers	Library - Nook Simple Touch	139.00
Barron Motor Supply	Sewer/Fire - Supplies	355.10
BDC Building Inspection	Admin - Inspections For Aug.	512.40
Big Timber Excavating	Streets- Middle School Project	2,302.07
Blue Cross/Blue Shield	Health/Dental/Life Insurance	1,501.79
Boelk, Amy	P&R - Refund For Daycamp	135.00
Booklist	Library - Subscription	147.50
BP Amoco	Police/Fire/Sewer - Fuel	1,863.17
Business Radio Sales	Fire - Service	179.01
Cedar County Cooperative	Cemetery - Supplies	62.58
Cedar County Recorder	Legal - Recording Fees	244.00
Cedar County Treasurer	Taxes For N 2nd St Park	2,748.00
Cedar Rapids Photo Copy	Library - Toner	14.00
Chris Jones Trucking	Streets - Hauling Roadstone	487.76
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Creative Software Services	Various Depts. - Computer Service	716.39
Croell Redi-Mix Inc	P&R/Streets - Service	801.50
Culligan Water	Fire - Service	36.90
Custom Hose	Streets - Supplies For Pelican	74.49
Dave's Welding & Repair	Streets - Parts & Service	127.02
Dell Marketing Lp	Library - Computers	5,947.44
Deweys Jack & Jill	Streets/P&R/Library-Supplies	439.29
Digital Ally	Police - Equipment For New Car	2,925.00
Digital River Education	Library - Software	128.16
East Cent Intergovt Asn.	Legal -Comp Plan July 2012 Exp	1,575.00
Eddy Walker Equipment	Streets - Parts For St Sweeper	160.49
EFTPS	Federal Withholdings	4,668.01
Farm & Home Publishers	Library - Book	40.30
Financial Adjustment Bureau	Library - Service	10.40
Freeman Lock & Alarm	Sewer - Key	13.00
Funny Face Designs By Lori	P&R-Face Painting At Daycamp	131.25
Gaylord Bros Inc.	Library - Supplies	53.45
Gazette Communications	Library - Subscription	365.95
George Lawson Consulting	Library - Consulting	2,960.00
Gierke-Robinson Company	Streets - Safety Flags	37.54
GreatAmerica Leasing	Admin - Copier Lease	252.06
Hanna, John	Police - Reimb. For Training Supplies	17.13
Herb N Lou's	Park & Rec-Gift Cert For Vball	190.00
Inter Inst Of Municipal Clerks	Admin - IIMC Dues Fee	210.00
Iowa Assn. Mun. Util.	Water - EIASSO Dues Sept-Nov	538.62
Iowa Library Association	Library - ILA Conference	272.00
Iowa Network Services	Admin - Website Hosting	26.99

Iowa One Call	Water/Sewer - Service	36.00
Iowa Park And Recreation Assoc	Park&Rec - Membership Dues	135.00
Ipers	Ipers	3,379.79
Johnson County Refuse Inc.	Recycling - August 2012	3,569.97
Kingdom Graphics Llc	Cemetery/Sewer - Uniforms	317.50
L. L. Pelling Co. Inc	Streets - Main St Overlay Project	9,965.74
Lease Consultants Corp	Library - Copier Lease	59.00
Liberty Communications	Various Depts - Phone Service	1,483.04
Linn County R.E.C.	Streets - Utilities	80.14
Lynch's Excavating Inc	Water - 6th & Main Valve Repl	1,965.50
Main Street West Branch	Econ Dev - Main St Support Dtn	12,500.00
Matt Parrott	Admin - Laser Checks	251.03
Menards	Water/Sewer - Supplies	119.66
Midwest Janitorial Service	Lib/Admin/TH/Police- Cleaning	637.00
Mph Industries Inc	Police - Equipment For New Car	1,268.00
Nagle Lumber Company	Streets - Fasteners	32.88
Olson, Kevin D.	Legal Services For Sept 2012	1,500.00
Overdrive Inc	Library - Ebooks	184.80
Payroll Expense	Payroll 9-14-12	23,485.87
Peden, Shanelle M.	Cable - Videotaping	100.00
Plato Electric Llc	Fire - Service	1,050.98
Play It Again Sports	Park&Rec- Knee Pads For Vball	134.94
Plunkett's Pest Control	Admin - Service	45.76
Port 'O' Jonny Inc.	Park & Rec/Cemetery - Service	166.00
Pyramid Services Inc.	Cemetery - Labor Repair	37.08
Qc Analytical Services Llc	Sewer - Testing	768.00
Quill Corp	Various Depts. - Supplies	554.47
Randy's Carpets	Library - Carpet	2,787.68
Republic Responseability	Streets - Supplies	1,078.80
River Products Company	Streets - Roadstone	994.55
Shimmin, Nick	Library - Reimbursement	28.99
Simplexgrinnell	Library - Service	166.50
Singer, Deb	P&R - WB Daycamp	100.00
Sprint	Police - Phone Service	179.97
State Hygienic Lab	Water - Testing	214.00
The Library Store Inc	Library - Supplies	58.00
Toynes Ia. Fire Trk	Fire - Service & Parts	2,208.95
Treasurer State Of Iowa	Sales Tax Payment August 2012	2,623.97
Treasurer State Of Iowa	State W/H Tax	932.00
Uniform Den Inc.	Police - Uniforms	200.96
UPS	Sewer - Shipping	24.34
US Cellular	Various Depts. - Phone Service	1,027.32
Veenstra & Kimm Inc.	Engineering Services For Projects	6,697.59
Walmart	Library - Supplies	227.00
Wellmark Bc/Bs	Flex	513.33
Wenndt, Joe	Fire - Sept Fire Training	150.00
West Branch Animal Clinic	Animal Control - Stray Cats	305.00
West Branch Repairs	Fire - Service	113.20
West Branch Times	Legal/Library - Advertisements	848.41
Westrum Leak Detection Inc	Water - 2012 Leak Det Survey	1,000.00
Wood Products Of Iowa	Streets-Grind City Brush Pile	5,615.00
Wright Express FSC	Police - Fuel	561.20
	GRAND TOTAL	149,387.49

Fund Totals	
001 General Fund	63,454.07
022 Civic Center	618.78
031 Library	19,877.03
110 Road Use Tax	28,736.95
112 Trust And Agency	3,401.74
226 Go Debt Service	8,364.57
600 Water Fund	13,520.51
610 Sewer Fund	11,413.84
Grand Total	149,387.49

COMMUNICATIONS/OPEN FORUM

Al Beyer from the West Branch Animal Clinic said the Animal Commission has joined with the Girl Scouts to promote and look at options for a dog park in the City. The city owns land north of Beranek Park across the creek that could work. Access to the area would need to be addressed.

Resident Dan Swanson is a school bus driver and lives near the corner of Oliphant St. and Main. In his opinion he thinks that a permanent stop sign is needed at this intersection.

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

West Branch High School Student Government Representative Sam Rozinek– Report on 2012 Homecoming Parade.

Rozinek said that the parade line-up will be at 6:00 pm and the parade will start at 6:30 pm. The parade route will be the same as last year.

Approve street closures along parade route for the West Branch High School Homecoming Parade on Wednesday October 3, 2012 from 6:15 p.m. – 7:15 p.m./Move to action.

Motion by Worrell, second by Miller to approve street closures for parade. AYES: Worrell, Miller, Ellyson, Oaks. Absent: O’Neil. Motion carried.

Third reading of Ordinance 700, amending Chapter 68 “One-Way Traffic” by adding two one-way streets to section 68.01./Move to action.

Motion by Worrell, second by Miller to approve Third reading of Ordinance 700. AYES: Worrell, Miller, Ellyson, Oaks. Absent: O’Neil. Motion carried.

ORDINANCE NO. 700

AN ORDINANCE AMENDING CHAPTER 68 “ONE-WAY TRAFFIC” BY ADDING TWO ONE-WAY STREETS TO SECTION 68.01.

WHEREAS, the West Branch Community School District has requested that the Council consider designating the two entrances to West Branch Middle School as one-way traffic; and

WHEREAS, the West Branch City Council would like to provide for the safety of parents and students on their way to and from West Branch Middle School.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1. Amendment. The Code of Ordinances is hereby amended by adding the following to Section 68.01:

5. The driveway area from West Orange Street near the water tower south into the West Branch Middle School parking lot.

6. The driveway area (North Maple Street) from the West Branch Middle School parking lot north to West Orange Street at its intersection with North Maple Street.

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 17th day of September, 2012.

First Reading: August 20, 2012

Second Reading: September 4, 2012

Third Reading: September 17, 2012

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Second reading of Ordinance 702, amending Chapter 69 “Parking Regulations” by adding a one-way street to section 69.09./Move to action.

Motion by Worrell, second by Ellyson to approve Second reading of Ordinance 702. AYES: Worrell, Ellyson, Miller, Oaks. Absent: O’Neil. Motion carried.

First reading of Ordinance 703, amending Chapter 91 “Water Meters.”/Move to action.

Motion by Ellyson, second by Worrell to approve First reading of Ordinance 703. AYES: Ellyson, Worrell, Miller, Oaks. Absent: O’Neil. Motion carried.

First reading of Ordinance 704, amending Chapter 63 “Speed Regulations.”/Move to action.

Motion by Miller, second by Worrell to approve First reading of Ordinance 704. AYES: Miller, Worrell, Ellyson, Oaks. Absent: O’Neil. Motion carried.

Resolution 1035, approving wastewater pilot study proposal./Move to action.

City Engineer Dave Schechinger reported that the Lenox Bio-Dome Pilot study was a success and this is an opportunity for the City to participate in a wastewater pilot study. There would be around 80 to 100 units used in both lagoons. The cost of transport and set up would be \$750. It would cost approximately \$500 a month in testing.

Motion by Ellyson, second by Worrell to approve Resolution 1035. AYES: Ellyson, Worrell, Miller, Oaks. Absent: O’Neil. Motion carried.

Resolution 1033, approving the Street Finance Report for FY12./Move to action.

Mayor Kessler thanked Deputy City Clerk Dawn Brandt for her work on the FY12 Street Finance Report. Motion by Worrell, second by Miller to approve Resolution 1033. AYES: Worrell, Miller, Ellyson, Oaks. Absent: O’Neil. Motion carried.

Resolution 1034, approving an engineering services agreement for the Lift Station and Force Main Improvements 2011 Project./Move to action.

Muckler said that Terracon Construction has submitted a soil boring quotation. The boring would take place within the current easement. Terracon would be responsible for any damage and has liability insurance. Funding to cover this cost will be coming from the existing sewer fund balance.

Motion by Worrell, second by Ellyson to approve Resolution 1034. AYES: Worrell, Ellyson, Miller, Oaks. Absent: O'Neil. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Cookson Property Sealed Bid Process

Muckler reported that there were two proposals received, one from Lynch's Excavating Inc. and the other from Blue Sky Development. Worrell said that he liked the Lynch proposal. Miller also thought that it was a good proposal for developing the Cookson land and would like it put on the next Council agenda as an action item.

City Administrator Matt Muckler – City Council Goal Setting Process

Muckler gave out 2010 and 2011 goal setting session results. Worrell asked for a special separate meeting to have more time to work on the goal setting process. Department directors could be present. Muckler will look at some dates in October and let Council know, possible date would be October 9.

Police Chief Mike Horihan – West Branch Mobile Home Village Notice of Applicability of Traffic Laws and Authority to Enforce

Horihan said that a new agreement has been made with West Branch Mobile Home Village to enforce traffic control and laws.

Lead Reserve Officer Todd Thurman – Prescription Drug Disposal Event

Thurman reported that this event will be September 29 from 10:00 am to 2:00 pm at the West Branch United Methodist Church. Information posters have been put up around town and on the City website. They will not be accepting needles or inhalers. They will accept pill or liquid form. Liquids should be placed in a zip-lock baggie.

Public Works Director Matt Goodale – Middle School Access Road Improvements Project

Goodale reported that the project is almost complete. Final grading and seeding will be done on September 18 and signs will be put up on the 19th. The road is scheduled to be open by September 20th.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – NONE.

ADJOURNMENT

Motion to adjourn meeting by Worrell, second by Miller. City Council meeting adjourned at 7:54p.m.

Don Kessler, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk