

*(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 3, 2013  
7:03 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, Deputy City Clerk Dawn Brandt, Water/Wastewater Operator Paul Stagg and Public Works Director Matt Goodale.

Council members: Jordan Ellyson, Colton Miller, Jim Oaks, Dick Stoolman, Mary Beth Stevenson.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the August 19, 2013 City Council Meeting.
- b) Approve claims.
- c) Approve interfund transfer of \$34,614.59 from general fund to Fire Apparatus Reserve Fund.
- d) Approve interfund transfer of \$17,900.08 from general fund to Police Reserve Fund.
- e) Approve Class C liquor license with Sunday sales for Herb n' Lou's.
- f) Approve street closure for the 200 Block of 5<sup>th</sup> Street on Saturday September 14, 2013 from 4:30 p.m.-8:00 p.m. for a block party.
- g) Approve street closures along parade route for the West Branch High School Homecoming Parade on Wednesday October 2, 2013 from 6:15 p.m.-7:15 p.m.
- h) Approve street closure of Green Street from Downey to First Street on Wednesday October 9, 2013 from 4:00 p.m.-8:00 p.m. for the Methodist Church Annual Tailgate Event.
- i) Approve Street Closure of Oliphant Street from Northside Dr. to Orange Street on Saturday October 19, 2013 from noon-midnight for a block party.

Motion by Stevenson to approve the agenda and consent agenda items a-i, second by Miller. AYES: Stevenson, Miller, Ellyson, Oaks, Stoolman, Motion carried.

Date 9-3-13	City Of West Branch	
	Claims Register Report	
Blue Cross Blue Shield	Insurance	9,776.19
Dearborn National Insurance	Life Insurance	64.95
EFTPS	Federal Withholdings	6,320.54
Iowa Dept. of Revenue	Payroll Expense	1,374.88
IPERS	IPERS	12,231.15
Payroll Expense	Payroll Expense 8-30-13	25,725.81
Treasurer State Of Iowa	State Withholding Tax	3,404.00
		58,897.52
Fund Totals		
001 General Fund		25,540.71
031 Library		5,632.02
110 Road Use Tax		57.61
112 Trust And Agency		13,248.39
600 Water Fund		7,721.45
610 Sewer Fund		6,697.34
Grand Total		58,897.52

**COMMUNICATIONS/OPEN FORUM - NONE**

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

Mayor Mark Worrell – Recognition of West Branch Animal Clinic

Mayor Mark Worrell recognized Al Beyer of West Branch Animal Clinic for their presence in the community since 1971 and service to the City of West Branch.

Third Reading of Ordinance 714, amending Chapter 24 “Park and Recreation Commission.”/Move to action.

Ordinance 714 is an ordinance amending Chapter 24 Park and Recreation Commission. Parks and Recreation Commission shall consist of seven (7) members with at least five members being residents of the City of West Branch. Other members may reside in the West Branch Community School District. All members shall be appointed by the Mayor with Council approval, who shall be the duly appointed members of the Commission. In addition, the Park & Recreation Director shall serve as an ex officio member of the Commission in order to better coordinate the recreational activities of the City. The Mayor shall, for good cause shown, appoint such other ex officio members as the Mayor, Council and the Commission feel would be beneficial to the parks and recreation program of the City. This description is a summary of the ordinance which will become effective on September 12, 2013. The entire ordinance is available for inspection at the West Branch City Office located at 110 North Poplar Street in West Branch, IA between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

Motion by Ellyson to approve Ordinance 714 and second by Miller. AYES: Ellyson, Miller, Oaks, Stoolman, Stevenson. Motion carried.

Mayor Mark Worrell - Appointments/Reappointments/Move to action.

- i. Cory Nalan – Park & Recreation Commission, June 30, 2015

Motion by Miller to approve appointment and second by Ellyson. AYES: Miller, Ellyson, Oaks, Stoolman, Stevenson. Motion carried.

Third Reading of Ordinance 712, amending Title Chapter 160 Flood Plain Regulations./Move to action.

Ordinance 714 is an ordinance amending chapter 160 of the code of ordinances of the City of West Branch regarding flood plain regulations. Section 160.02 is hereby amended by deleting subsection 160.02(3) in its entirety and replacing it with the following:

“Development” means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials. “Development” does not include “minor projects” or “routine maintenance of existing buildings and facilities” as defined in this section. It also does not include gardening, plowing, and similar practices that do not involve filling, grading.”

Section 160.02 is hereby amended by incorporating the following definition into said Section 160.02:

Routine maintenance of existing buildings and facilities – Repairs necessary to keep a structure in a safe and habitable condition that do not trigger a building permit, provided they are not associated with a general improvement of the structure or repair of a damaged structure. Such repairs include:

- i. Normal maintenance of structures such as re-roofing, replacing roofing tiles and replacing siding;
- ii. Exterior and interior painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work;
- iii. Basement sealing;
- iv. Repairing or replacing damaged or broken window panes;
- v. Repairing plumbing systems, electrical systems, heating or air conditioning systems and repairing wells or septic systems.

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Motion by Stevenson to approve Ordinance 712, second by Ellyson. AYES: Stevenson, Ellyson, Miller, Oaks, Stoolman. Motion carried.

Second Reading of Ordinance 716, adopting Storm Water Regulations for the City of West Branch, Iowa./Move to action.

Motion by Stevenson to approve second reading of Ordinance 716, second by Ellyson. AYES: Stevenson, Ellyson, Miller, Oaks, Stoolman. Motion carried.

Resolution 1122, approving the installation of two street lights on Pedersen Street in the amount of \$5,571.17 and the monthly tariff cost of \$12.02 with Alliant Energy./Move to action.

Muckler said there was a request for additional lighting on Pedersen Street near Lions Field and the shelter. The additional two lights are the same decorative ones currently in Pedersen Valley. The pole costs are comparable to the light added on Sullivan St., the additional cost for these two lights is for directional boring.

Motion by Miller to approve Resolution 1122 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Stoolman, Stevenson. Motion carried.

Resolution 1140, accepting the 280<sup>th</sup>/N. Downey Resurfacing Project as complete./Move to action.

Motion by Stoolman to approve Resolution 1140 and second by Miller. AYES: Stoolman, Miller, Oaks, Stevenson, Ellyson. Motion carried.

Resolution 1141, approving membership in the Iowa Storm Water Education Program./Move to action.

Muckler said that ISWEP provides educational and technical resources that benefit any city interested in protecting water quality. This annual membership would provide discounted training opportunities for employees.

Motion by Stevenson to approve Resolution 1141, second by Ellyson. AYES: Stevenson, Ellyson, Miller, Oaks, Stoolman. Motion carried.

## **CITY STAFF REPORTS**

Deputy City Clerk Dawn Brandt – Cemetery Software Upgrade

Brandt said that staff is currently researching software options for cemetery management and mapping of our cemetery records. We have spoken with and received some pricing estimates from Ramaker & Associates who set up online cemetery records for The City of Iowa City. There would be a link to the electronic map and database from the City’s website that anyone could access. Data migration costs are still being determined. We have received information from another company and will be reviewing their proposal. An update will be provided at a future Council meeting.

Muckler said that we received one bid from Laughlin Design for \$11,900 that met all of the requirements for the Town Hall project. The other was a partial bid for painting only. We have current spending authority in the Town Hall budget of \$16,000. A budget amendment will be needed for this expenditure. Staff will ask for additional pricing on repair of the windows.

## **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Mark Worrell – Retaining Wall Discussion

Council considered recent discussion from the Planning and Zoning Commission on the permitting of retaining walls and obstructions allowed on side yard setbacks. The council expressed support for the current ordinance. They asked for retaining walls to be included on future building permit applications.

**ADJOURNMENT**

Motion to adjourn meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:10 p.m.

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Mark Worrell, Mayor

ATTEST: \_\_\_\_\_  
Dawn Brandt, Deputy City Clerk