

(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

**December 19, 2011
6:30 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, Administrative Assistant Ashley Borland-Kaalberg, Park and Rec Director Melissa Russell, Public Works Director Matt Goodale, Library Director Nick Shimmin, Fire Chief Kevin Stoolman, Fire Chief Administrator Dick Stoolman and Police Chief Mike Horihan.

Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the December 5, 2011 City Council Meeting.
- b) Approve claims.
- c) Approve moving the first regular Council Meeting of 2112 from Monday January 2, 2012 to Tuesday January 3, 2012 at 6:30p.m.
- d) Approve acceptance of letter from the Iowa Department of Transportation concerning Portland Cement Concrete Patching on I-80.
- e) Approve acceptance of the North Downey Resurfacing Project.

Motion by Johnson, second by Worrell to approve agenda. AYES: Johnson, Worrell, Sexton, O'Neil, Oaks.

Motion carried.

Date 12/19/2011	City of West Branch Claims Register Report	
Aero Rental	Fire - Chair Carts	392.00
Agvantage FS Inc	Streets - Tank Rental	25.00
	Streets - LP Gas	950.07
Alliant Energy	Various Depts. - Utilities	6,137.52
	Water - Utilities	45.54
Amazon	Library - Supplies	347.63
American Water Works	Water - Annual Membership	84.00
Baker & Taylor Books	Library - Books	1,036.92
Barron Motor Supply	Various Depts. - Supplies	1,179.43
Bdc Building Plan Review	Admin - Building Insp.	258.30
BP Amoco	Police/Fire/Water/Street	1,636.43
Business Radio Sales	Fire - Antenna	11.40
Cedar County Auditor	Admin - City Election	1,688.10
Cedar County Public Health	Various Depts - Flu Shots	325.00
Cedar County Recorder	Admin - Recording Fax Fee	4.00
Cedar Rapids Photo Copy	Library - Service	25.51
	Library - Service	60.24
Community State Bank	Fire Station Loan payment	8,364.57
Creative Software Service	Admin - Computer Consult	243.74
	Police - Computer Consult	306.94
Culligan Water	Fire - Service	36.90
Dave's Welding & Repair	Streets - Supplies	67.64
Demco	Library - Supplies	27.80
Deweys Jack & Jill	Various Depts. - Supplies	20.63
Ed Roehr Safety Products	Police - Taser Equipment	128.87
Ed.M.Feld Equipment Co.	Fire - Kevlar Straps	224.00
Eide, Sharon	Water - Credit Refund	56.16
Emergency Services Market	Fire - Annual Subscript.	725.00
Financial Adjustment Bur	Library - Service	1.10
Fleet Services	Police - Fuel	224.58

General Pest Control	Library - Service	70.00
George Lawson Consulting	Library - Library Space	2,950.00
Greatamerica Leasing	Admin -Copier Service Cont.	252.06
Harry's Custom Trophies	Park & Rec - Plaques	66.20
	Park & Rec - Medals	165.00
Hawkeye Area Cap	Library - 32.5 Hours	65.00
	Library - 40 Hours	80.00
Iowa Assn. Mun. Util.	Water - Eiasso Dues	548.72
Iowa Business Supply	Admin - Office Supplies	27.99
Iowa Finance Authority	SRF Revenue bond payment	990.00
	SRF Revenue bond payment	10,350.00
	SRF GO bond payment	20,595.00
Iowa Network Services	Admin - Service	26.99
Iowa One Call	Water/Sewer - Service	25.20
	Water/Sewer - Service	32.40
Iowa Rural Water Assoc.	Water - Community Member	250.00
Johnson County Refuse	Recycling - November	3,576.75
Kingdom Graphics	Park & Rec - Frosty Frenzy	502.50
Lease Consultants Corp	Library - Service Cont.	59.00
Lenoch & Cilek	Admin - Cfl Bulbs	25.97
Liberty Communications	Various Depts - Phone	1,064.26
Linn County R.E.C.	Streets - Utilities	102.00
Lowes Business Acct	Streets - Tool Box	268.00
Lynch's Excavating Inc	Water - Repair Water Main	1,066.10
	Water - Repair Greenview	600.00
	Water - Replace Leaking	1,325.00
Lynch's Plumbing	Fire - Service Hookup	259.30
	Water - Service Dug Up	424.80
	Water - Repair Service	1,097.80
Menards	Park & Rec - Antifreeze	104.71
	Town Hall - Christmas Lights	35.58
Midwest Janitorial	Town Hall - Detail Clean	450.00
	Various Depts. - Cleaning	637.00
Moore's Welding Inc	Streets - Service	60.00
Municipal Supply Inc.	Water - Supplies	316.20
Olson, Atty Kevin	Legal - Legal Services Dec.	1,250.00
Oriental Trading Co. Inc	Park & Rec - Supplies	151.99
Payroll claims 12-9-11	Total payroll	27,821.92
Peden, Shanelle	Cable - Videotaping	100.00
Pitney Bowes	Admin/Water/Sewer - Postage	500.00
Plumbers Supply Co.	Water - Supplies	143.36
Port 'O' Jonny Inc.	Cemetery - Service	80.00
Postmaster	Library - PO Office Box	60.00
Pyramid Services Inc.	Cemetery - Supplies	395.42
Qc Analytical Services	Sewer - Testing	690.00
Quad City Safety Inc	Fire - Supplies	678.50
Quill Corp	Admin - Supplies	24.70
	Admin - Chairmats	68.97
	Library - Office Supplies	12.38
	Library - Supplies	18.41
	Fire - Supplies	69.99
	Admin - Frames For Cert.	11.49
Rodriguez, Richard	Water - Credit Refund	58.20
Russell, Melissa	Park & Rec - Reimbursement	681.11
	Town Hall - Reimbursement	421.34
Sprint	Police - Service	179.97
Stevenson, Mike	Water - Credit Refund	65.79
The Library Store Inc	Library - Office Supplies	204.65
Toynes Ia. Fire Trk.Serv	Fire - Beacon Lens	162.88
Treas. State of Iowa	Iowa Sales Tax - November	2,017.30
Tyler Technologies	Admin - Thermal Receipt	1,050.00
UPS	Sewer - Shipping	22.58
	Sewer - Shipping	45.16
	Sewer - Shipping	22.58

US Cellular	Various Depts - Phone	355.58
	Police - Phone Service	208.04
	Fire - Phone Service	37.04
Veenstra & Kimm Inc.	Streets - Engineering	64.44
	Legal - Engineering Serv.	473.63
	Legal - Eng Services	670.00
	Sewer - Engineering Serv.	2,698.08
	Capital Project-Lift Station	11,720.00
Walmart Community	Library - Supplies	433.06
Wenndt, Joe	Fire - Training 12/14/11	125.00
West Branch Heating	Fire - Service Pilot	78.00
	Library - Service Furnace	78.00
West Branch Repairs	Fire - Service/Repair	2,004.84
West Branch Times	Legal - Publications	272.98

Grand Total 129,331.93

Fund Totals	
001	General Fund 36,792.24
022	Civic Center 1,370.61
031	Library 9,412.08
110	Road Use Tax 3,218.90
111	Police Recovery Act Grant 118.77
112	Trust And Agency 3,171.40
226	Debt Service 28,959.57
304	Wastewater Lift Station Project 11,720.00
600	Water Fund 14,258.15
603	Water Sinking 11,340.00
610	Sewer Fund 8,970.21
	**** 129,331.93

The Clerk reported the following receipts for the month of November 2011:

Water, Sewer, Recycling	\$ 48,402.64	Cedar Co. Property Tax	\$ 212,117.80
Water Utility Deposits	\$ 650.00	Johnson Co. Prop. Tax	\$ 17.87
Town Hall Rent	\$ 625.00	Road Use Tax	\$ 19,055.00
Misc.	\$ 258.03	Fines	\$ 361.59
Library	\$ 2,089.22	Twp. Fire Contract	\$ 3,000.00
Donations	\$ 370.00	Building Permits	\$ 3,849.69
Interest	\$ 134.65	Fire Station Loan Proceeds	\$ -
Investments Interest	\$ 1,040.60	Krouth Fund Interest	\$ 0.03
Cable fees	\$ 3,544.92	M. Gray Savings Interest	\$ -
Transfers In	\$ 13,864.57	Cemetery Perp. Care Int.	\$ 0.04
Cat & Dog Registrations	\$ 10.00	MV Refund	\$ -
Beer & Liquor Lic. Fees	\$ 692.50	NPS Plowing Contract	\$ -
Park & Rec. Activities	\$ 1,819.00	Grave Openings	\$ -
Police Recovery Act Grant	\$ -	Cemetery Lots	\$ -
Local Option Tax	\$ 11,138.64	Reimbursements	\$ -
SUBTOTAL	\$ 84,639.77	SUBTOTAL	\$ 238,402.02
		TOTAL	\$ 323,041.79

**The Clerk reported the following balances for the month of November 2011:
(Balances = Financial Statement Report Bank Balance + Investments)**

Funds	Bank Balance	Investments	Total
001 General	\$ 499,838.96	\$ 87,154.04	\$ 586,993.00
022 Civic Center	\$ 34,428.44	\$ -	\$ 34,428.44
031 Library Operating	\$ 13,513.12	\$ 16,314.41	\$ 29,827.53
036 Tort Liability	\$ (1,976.84)	\$ -	\$ (1,976.84)

050 Home Town Days	\$	11,473.28	\$	-	\$	11,473.28
110 Road Use Tax	\$	77,783.90	\$	30,050.87	\$	107,834.77
111 Police Recovery Act Grant	\$	(1,494.18)	\$	-	\$	(1,494.18)
112 Trust & Agency	\$	42,227.46	\$	-	\$	42,227.46
119 Emergency Tax Fund	\$	9,690.56	\$	-	\$	9,690.56
121 Local Option Tax	\$	6,307.81	\$	-	\$	6,307.81
125 TIF	\$	286,825.73	\$	-	\$	286,825.73
160 Economic Develop.	\$	-	\$	-	\$	-
200 Debt Service	\$	1,354.33	\$	-	\$	1,354.33
226 SRF Debt Service	\$	128,217.94	\$	-	\$	128,217.94
300 Capital Improvement	\$	-	\$	-	\$	-
301 Safe Routes Sidewalk Project	\$	(289.00)	\$	-	\$	(289.00)
303 Fire Capital Project Addition	\$	-	\$	-	\$	-
304 Wastewater Lift Station	\$	(26,970.00)	\$	-	\$	(26,970.00)
500 Cemetery Perpetual	\$	10,816.00	\$	88,000.00	\$	98,816.00
501 Krouth Fund Principal	\$	-	\$	101,931.70	\$	101,931.70
502 Krouth Enlow Int. Fund	\$	8,502.28	\$	16,124.32	\$	24,626.60
600 Water Operating	\$	192,500.74	\$	-	\$	192,500.74
603 Water Sinking Fund	\$	29,354.14	\$	-	\$	29,354.14
610 Sewer Operating	\$	285,304.55	\$	-	\$	285,304.55

TOTAL	\$	1,607,409.22	\$	339,575.34	\$	1,946,984.56
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COMMUNICATIONS/OPEN FORUM

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

City Administrator/Clerk Matt Muckler – Administer Oath of Office to elected city officials.

Muckler administered the oath to Councilperson Mark Worrell and Councilpersons-elect Colton Miller and Jordan Ellyson.

Approve Resolution 962, approving an Engineering Services Agreement with Ament, Inc. in connection with the Safe Routes to School Project./Move to action.

Shelia Dalton, 50 Greenview Drive, a resident for 35 years says she worries about the children on the east side of town walking to school. Lisa Corr, 51 Greenview Drive told the Council that the trail between Greenview and Pedersen Valley gets muddy and unusable. The sidewalks would provide a safe and usable route to town.

Sally Peck, 223 N Downey provided a written statement to Council and summarized her statement in favor of the Safe Routes to School Project noting that there are no stop signs from Downey to 4th Street on College Street and that pedestrians are often walking in the middle of the road. She added that there are many other dangerous streets in West Branch and that money cannot be an excuse not to provide safe pathways through town. Pam Strabala, 530 Oliphant Street, expressed concern with her daughter and the other children walking to school every morning with the hills and curves on North Oliphant Street. Jennie Embree referenced that there are numerous other streets and intersections within the City that raise concerns of children’s safety. She noted that moving forward with this grant is the first step. Embree added that there are fifty children on Oliphant Street. Heidi Zahner stated that she felt the Council should move forward with the grant so that the sidewalks would be properly engineered. Zahner stated that the sidewalk project could not be completed properly by a local contractor who would cut corners and complete the project incorrectly. Councilperson Sexton spoke in support of the grant. He noted the growth in young students and added that he has very strong feelings in support. Councilperson Johnson stated that installation of new sidewalk on College Street, Poplar Street, and connecting Orange Street to West Branch Middle School, as proposed in estimates requested by Worrell would never happen. Worrell and Mayor Kessler stated that the installation of sidewalk along these three routes could happen without the Safe Routes to School Grant. Councilperson O’Neil voiced that he will be voting “no” but that he wants to see the sidewalk project move forward without grant money. Worrell stated that he does not feel it is a fiscally

responsible decision to accept the grant that would inflate the cost of the project when local contractors could complete priority routes that would require a smaller contribution from the city budget.

Motion by Johnson, second by Sexton to approve Resolution 962. Roll call vote – AYES: Johnson, Sexton. NAYS: Worrell, O’Neil and Oaks. Motion failed.

Approve Resolution 963, adopting a policy authorizing the City Clerk or Deputy City Clerk to pay certain bills prior to the City Council’s approval./Move to action. Councilman Oaks questioned whether or not it would be appropriate for bills to be paid prior to Council approval. Muckler stated that the policy is currently in place. The resolution was brought forward by request of the city’s annual auditor. Muckler listed the types of bills that could be paid by staff prior to Council approval. One example was bills that would otherwise result in late fees or interest.

Motion by Sexton, second by Johnson to approve Resolution 963. Roll call vote – AYES: Sexton, Johnson, Worrell, O’Neil and Oaks. Motion carried.

Approve Resolution 964, adopting the City of west Branch Investment Policy./Move to action.

Motion by Worrell, second by Sexton to approve Resolution 964. Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil and Oaks. Motion carried.

MAYOR DON KESSLER

Appointments/Reappointments

None

REPORTS

None

ADJOURNMENT

Motion to adjourn meeting by Sexton. City Council meeting adjourned at 7:06 p.m.

Don Kessler, Mayor

ATTEST: _____
Ashley Borland-Kaalberg, Administrative Assistant