

(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

**April 4, 2011
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/Clerk Matt Muckler, Deputy City Clerk Dawn Brandt, Library Director Nick Shimmin, Police Chief David Bloem, Park & Rec. Director Melissa Russell, Fire Chief Administrator Dick Stoolman, Fire Chief Kevin Stoolman and Public Works Lead Water Operator Tim Moss.
Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil, and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the March 7, 2011 City Council Meeting
- b) Approve minutes from the March 7, 2011 City Council Work Session.
- c) Approve minutes from the March 21, 2011 City Council Meeting.
- d) Approve minutes from the March 31, 2011 City Council Work Shop.
- e) Approve transfer of \$274.23 from Capital Improvement Fund to General Fund to close out City Office building capital project.

Motion by Johnson, second by Sexton. Roll call vote – Ayes: Johnson, Sexton, O'Neil, Worrell, Oaks. Motion carried.

COMMUNICATIONS/OPEN FORUM

City Administrator Matt Muckler shared an e-mail he received from a citizen commending the West Branch Parks & Recreation Dept. and Melissa Russell for the Boot-camp exercise class and all the programs that she has provided for the community.

Muckler also notified Council and staff that the photographer will be at the April 18th meeting to take make-up photos that will be added to the website. There has been much progress on the website and it will be launched prior to May 1st.

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

Resolution 933, approving the contract and bond documents for the West Branch Fire Department New Addition – New Roof./Move to action.

Muckler stated that the contract, insurance information, performance and payment bond were included in the packet for Council review. Worrell asked if our attorney and engineer have reviewed the contract and documents. Attorney Kevin Olson stated that he had reviewed them and that all of the documents were in order.

Motion by Sexton, second by Worrell to approve Resolution 933. Roll call vote – AYES: Sexton, Worrell, Johnson, O'Neil, Oaks. Motion carried.

First reading of Ordinance 675 amending Chapter 90 "WATER SERVICE SYSTEM" by establishing a permit fee per the City of West Branch Schedule of Fees./Move to action.

Muckler stated that one community charged an extra \$50 per unit on a multi-family unit, another charged an extra \$150, and all other surrounding communities charge the same fee for duplexes. This ordinance does not set a service fee for the water. It states that the fee will not be set by ordinance, but rather by a schedule of fees that would be set by resolution. The second reading would take place on April 18th and the third reading would take place on May 4th, followed by the consideration from Council to establish and set a schedule of fees.

Motion by Sexton, second by Johnson to approve first reading of Ordinance 675. Roll call vote – AYES: Sexton, Johnson, Worrell, O'Neil, Oaks. Motion carried.

First reading of Ordinance 676 amending Chapter 96 “BUILDING SEWERS AND CONNECTIONS” by establishing a permit fee per the City of West Branch Schedule of Fees./Move to action.

Motion by Johnson, second by Sexton to approve first reading of Ordinance 676. Roll call vote – AYES: Johnson, Sexton, Worrell, O’Neil, Oaks. Motion carried.

First reading of Ordinance 678 amending Chapter 17 “COUNCIL” of the Code of West Branch, Iowa./Move to action.

Muckler said ordinance 678 would set Council meetings year round at 6:30 PM. Worrell would like to keep the meeting times the same as they are now and follow daylight savings time. Johnson would like to set a consistent time, prefers 6:30 to allow getting home at a decent hour. O’Neil would also like the meetings to be at the same time, either 6:30 or 7:00 for the whole year.

Motion by Oaks, second by Johnson to approve first reading of Ordinance 678. Roll call vote – AYES: Oaks, Johnson. NAYS: Worrell, Sexton, O’Neil. Motion failed.

Discussion of Subdivider’s Agreement, Meadows Subdivision.

Attorney Olson explained the development subdivider’s agreement drawn up for The Meadows Subdivision.

Sexton asked if the same type of agreement would be used for Pedersen Valley if they did any further development. Olson stated that there would be the same type of agreement for all developers.

Worrell liked all of the agreement except section 1, which included a traffic study and pedestrian street crossing on Main Street. He was concerned that the cost for the study would be paid entirely by the developer. He would like to have our engineer involved in the study and have the City share in the cost. Sexton agreed with Worrell on having the City involved and that there also needs to be an additional study done at Pedersen Valley and Scott.

Dave Schechinger explained the connection fee method and design flows for planning purposes. Cost per unit for lift station connection fees for single family classification is an estimated fee of \$244 per lot based on average daily usage. Kevin Olson stated that these fees will go up with inflation and be adjusted each year.

Council discussed Section 10. Sidewalk connection that subdivider shall construct a five foot sidewalk located between Lots 15 and 16. Brad Larson asked if they could use prairie grass or wetland grasses around the basin. Section 11 of the agreement states that the vegetation in the storm water detention area shall be no taller than six inches in height. John Fuller said that these types of grasses would help with water retention. It would also add some diversity and interest to the area.

Discussion of preliminary plat of Meadows Subdivision.

School Board President Mike Owen said that he is excited to see this development come here. Affordable housing has been an issue for a while in West Branch and he hopes that there will be some accommodation for R-2 in the plan. We need more kids to move here for the school district to thrive. We can’t get there by standing still. Nothing comes easy in West Branch. He hopes that all can come together for a good plan for the future of the community.

Resolution 934, amending the employee handbook to include incentive pay for Public Works./Move to action.

Muckler discussed uniform increases of compensation for all public works employees that earn new certifications. Public Works employees that obtain a grade 1 or 2 certification shall earn an increase of \$.50 per hour. For a grade 3 certification or above they shall earn \$.75 per hour. Worrell asked if this was additional incentive on top of what is currently in the handbook. Not all employees will go after these certifications and he wants to make sure that what is currently in the handbook would still apply. Muckler stated that this incentive pay would be extra.

Motion by Worrell, second by Johnson to approve Resolution 934. AYES: Worrell, Johnson, Sexton, O’Neil, Oaks. Motion carried.

Approve Community Garden Project./Move to action.

Park & Recreation Director Melissa Russell said that she and Tim Moss are looking for a good spot with water available and good soil for the garden project. Russell will have more details at the next council meeting. Sexton asked if there will be a fee charged. Russell said that lots in Iowa City by Wetherby Park are 10 X 50 ft. with a \$20 resident fee, and a \$25 non resident fee.

Oaks said that the area to the west of the maintenance building by the Cookson property would be a good location. It would need to have water accessible to the area, it has good soil and a garden was there in the past.

Motion by Johnson, second by O'Neil to approve community garden project. Roll Call vote – AYES: Johnson, O'Neil, Worrell, Sexton, Oaks. Motion carried.

MAYOR DON KESSLER

Appointments/Reappointments

- i. Historic Preservation Commission – Lane Shields
- ii. Historic Preservation Commission – Lisa Harkey

Motion by Johnson, second by Sexton to approve Reappointments. Roll call vote – AYES: Johnson, Sexton, Worrell, O'Neil, Oaks. Motion carried.

REPORTS

ADJOURNMENT

Meeting adjourned by Mayor Kessler. City Council meeting adjourned at 8:07 p.m.

Don Kessler, Mayor

ATTEST: _____

Matt Muckler, City Administrator/Clerk