

(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

**May 21, 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, Administrative Assistant Ashley Borland-Kaalberg, Public Works Director Matt Goodale, Library Director Nick Shimmin, Fire Chief Administrator Dick Stoolman and Police Chief Mike Horihan.
Council members: Mark Worrell, Jordan Ellyson, Colton Miller, Dan O'Neil and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the May 7, 2012 City Council Meeting.
- b) Approve claims.
- c) Approve cancelling the June 18, 2012 and July 2, 2012 City Council Meetings and scheduling a City Council Meeting for June 25, 2012.
- d) Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Beer permit, and Sunday Sales permit for Kum & Go, LC, DBA Kum & Go #254.
- e) Approve city portion of Class C Liquor license refund in the amount of \$308.75 for Agave Mexican Restaurant Inc.
- f) Approve Class B Liquor license with Outdoor Service, Living Quarters and Sunday Sales for PI Lounge.

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

Date 5/21/12	City Of West Branch Claims Register Report	
ABC Fire Prot. Inc.	Fire - service fire ext.	260.50
Agave Mexican Restaurant	City refund for liquor license	308.75
Alliant Energy	Various depts. - utilities	6572.96
Amazon	Library - supplies	196.09
Baker & Taylor Books	Library - books	1558.57
Barron Motor Supply	Sewer/water/fire - supplies	48.86
Blue Cross Blue Shield	Health/dental/life	993.35
BP Amoco	Water/sewer/fire/police -fuel	1798.50
Business Radio Sales	Fire - service	250.01
Cassabaum, Shane	Water deposit refund	21.82
Cedar County Cooperative	Fire - diesel fuel	1771.20
Cedar County Farm-To-Market	Streets - balance for X30N project	30022.00
Cedar Rapids Photo Copy	Library - service	72.78
Cedar Valley World Travel	Park & Rec - bus trip deposit	100.00
Chauncey Butler Post 514	Town hall - flag & supplies	105.00
Community State Bank	Fire dept expansion loan pmt	8364.57
Creative Software Services	Admin - computer service	706.81
Croell Redi-Mix Inc	Streets - concrete	731.00
Culligan Water	Fire - conditioner rental	36.90
Cy Frommelt	Streets - TH tree removal	3750.00
Deweys Jack & Jill	Sewer/Park & Rec/lib- supplies	26.43
Diamond Vogel Paints	Streets - supplies	108.46
Digital River Education	Library - software	683.52
Don's Painting Service	Painting of the gazebo	500.00
Dreamhost Webhosting	Admin - service for website	119.40

Earl May Nursery & Garden	Water - river rock	546.00
East Cent Intergovt Asn.	Legal - comp plan	73.00
Ed.M.Feld Equipment Co. In	Fire - name tag	52.50
EFTPS	Federal withholdings	4976.97
Evenflo Company Inc	Fire - supplies	703.20
F&B Communications	Library - computers	850.00
Farm & Home Publishers	Library - book	40.30
Freeman Lock & Alarm Inc	Admin/town hall - keys	19.50
George Lawson Consulting	Library - consulting	4136.20
Gierke-Robinson Co	Streets - supplies	480.09
Goodale, Matthew	Streets-reimb for metal nozzle	10.58
Greatamerica Leasing Corp	Admin - copier lease	252.06
Harry's Custom Trophies	Park & Rec - medals	135.00
Hawkins Water Treatment	Water - azone 15	1402.82
Heiman Fire Equipment	Fire - firedome helmets	530.61
Helmets R Us Inc	Police/Comm & Cult-bike helmets	470.00
Herb N Lou's	Park & Rec -gift cert & pizzas	125.50
Hygienic Lab.Acct.Rec.	Water - testing	40.00
Iowa City Press-Citizen	Library - subscription	78.27
Iowa Library Services	Library - neighbors subscription	508.98
Iowa Network Services Inc	Admin - website hosting	26.99
Iowa One Call	Water/sewer - service	55.80
Ipers	Ipers	3228.63
John's Crane Service Inc	Streets - TH tree removal	1480.00
Johnson County Mutual Aid	Fire - annual membership dues	95.00
Johnson County Refuse Inc.	Recycling - April	3960.97
Lease Consultants Corp	Library - copier lease	59.00
Liberty Communications	Various depts-phone & internet	1118.30
Linn County R.E.C.	Streets - utilities	102.00
Lynch's Plumbing	Water - service water meter	1476.94
Matt Parrott	Admin - envelopes	136.93
Meier, Vickie	Water deposit refund	55.82
Menards	Sewer - supplies	531.05
Midwest Janitorial Service	Lib/admin/TH/police- cleaning	637.00
Moore's Welding Inc	Street- rail for CollegeSt. sidewalk	1988.25
NIU Convocation Center	Park & Rec- adult football trip tickets	3505.00
Northway Well And Pump Co.	Water - service call pump#5	175.00
Oasis Electric	Fire - electrical work	5472.91
Olson, Kevin D.	Legal - legal services for may	1250.00
Overdrive Inc	Library - ebooks	202.82
Parkside Service	Police - tires for crown victoria	220.00
Payroll Expense	May 11, 2012 payroll	23507.02
Peden, Shanelle M.	Cable - videotaping	150.00
Pitney Bowes	Admin/water/sewer - postage	500.00
Plato Electric	Town hall - install flag light	386.37
Plunkett's Pest Control	Admin - pest service	45.76
Port 'O' Jonny Inc.	Cemetery - service	83.00
Pyramid Services Inc.	Cemetery - parts for mower	88.33
QC Analytical Services LLC	Water - two conference fees	722.00
Quill Corp	Police - office supplies	231.63
Simkin, Douglas W	Police - legal	375.00
Sioux Sales Company	Police - uniform supplies	213.15
Sprint	Police - conn card data plan	179.97
TAC 10 Inc	Police - annual software maint	651.00
Treasurer State Of Iowa	Iowa sales tax - April	1837.76
Treasurer State Of Iowa	W/H tax	986.00
Treasurer, Iowa State Univ.	Fire - fire school training	240.00
UPS	Sewer/admin - shipping	134.44
Upstart	Library - supplies	451.65
US Cellular	Fire - phone service	525.01

Walmart	Library - supplies	344.96
Wellmark Bluecross Blueshield	Dependent care flex	513.33
Wellmark, Inc.	Admin - annual flex admin fee	572.80
West Branch Family Practice	Fire - Stewart physical	178.00
West Branch Repairs	Police - service	592.95
West Branch Times	Fire - advertisement	720.98
Wright Express	Police - fuel	426.57
	Grand total	134,975.15

Fund Totals		
001 General Fund		48,407.80
022 Civic Center		765.56
031 Library		13,898.18
110 Road Use Tax		37,877.91
112 Trust And Agency		3,258.58
226 Go Debt Service		8,364.57
600 Water Fund		14,474.59
610 Sewer Fund		7,927.96
Grand Total		134,975.15

The Clerk reported the following balances for the month of May 2012:
(Balances = Balance sheet claim on cash balance + Investments- Outstanding checks)

Funds	Bank Balance	Investments	Total
001 General	\$ 425,301.41	\$ 72,790.94	\$ 498,092.35
022 Civic Center	\$ 34,934.53	\$ -	\$ 34,934.53
031 Library Operating	\$ 40,300.45	\$ 16,314.77	\$ 56,615.22
036 Tort Liability	\$ 14,696.58	\$ -	\$ 14,696.58
050 Home Town Days	\$ -	\$ -	\$ -
110 Road Use Tax	\$ 111,400.64	\$ -	\$ 111,400.64
111 Police Recovery Act Grant	\$ 20,865.08	\$ -	\$ 20,865.08
112 Trust & Agency	\$ 31,399.29	\$ -	\$ 31,399.29
119 Emergency Tax Fund	\$ 19,726.56	\$ -	\$ 19,726.56
121 Local Option Tax	\$ 5,229.08	\$ -	\$ 5,229.08
125 TIF	\$ 474,025.67	\$ -	\$ 474,025.67
160 Economic Develop.	\$ -	\$ -	\$ -
200 Debt Service	\$ -	\$ -	\$ -
226 SRF Debt Service	\$ 184,093.90	\$ -	\$ 184,093.90
300 Capital Improvement	\$ -	\$ -	\$ -
301 Safe Routes Sidewalk Project	\$ -	\$ -	\$ -
303 Fire Capital Project Addition	\$ -	\$ -	\$ -
304 Wastewater Lift Station	\$ (53,568.00)	\$ -	\$ (53,568.00)
500 Cemetery Perpetual	\$ 12,016.20	\$ 88,000.00	\$ 100,016.20
501 Krouth Fund Principal	\$ -	\$ 102,425.02	\$ 102,425.02
502 Krouth Enlow Int. Fund	\$ 8,502.43	\$ 7,779.88	\$ 16,282.31
600 Water Operating	\$ 194,986.06	\$ -	\$ 194,986.06
603 Water Sinking Fund	\$ 45,514.14	\$ -	\$ 45,514.14
610 Sewer Operating	\$ 289,035.53	\$ -	\$ 289,035.53

TOTAL	\$ 1,858,459.55	\$ 287,310.61	\$ 2,145,770.16
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COMMUNICATIONS/OPEN FORUM

Becky Frederick, President of Main Street West Branch announced that Rod Ness will be moving out of state to Wyoming and that the board is sad to see him go and thanked him for his progress in the community. They have selected an interim director and they will start integrating the new director in the position.

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

Accept the resignation of Tom Stewart./Move to action.

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

Dr. Alan Beyer, Chair, Animal Control Commission – Discussion of potential dog park.

Dr. Beyer updated the Council on the status of the potential dog park. Across the creek from the new City Park is the space that the commission has selected to further their plans. The project estimate is \$12,000 to include benches and fence. He said that the girl scouts are eager to donate time to assist with the project.

Second Reading of Ordinance 696, referencing the City of West Branch Schedule of Fees in Chapter 7 of the City Code of Ordinances./Move to action.

Motion by Worrell, second by O'Neil to approve the second reading of Ordinance 696. AYES: Worrell, O'Neil, Ellyson, Miller, Oaks. Motion carried.

Public Hearing on amending the current budget for the fiscal year ending June 30, 2012.

Mayor Kessler opened the public hearing. With no discussion, Mayor Kessler closed the public hearing.

Approve Resolution 990, amending the current budget for the fiscal year ending June 30, 2012./Move to action.

Motion by O'Neil, second by Worrell to approve Resolution 990. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Public Hearing on granting to Interstate Power and Light Company, its successors and assigns, the right and franchise to acquire, construct, erect, maintain and operate a natural gas distribution system in the City of West Branch.

Mayor Kessler opened the public hearing. With no discussion, Mayor Kessler closed the public hearing.

First Reading of Ordinance 695, granting to Interstate Power and Light Company, its successors and assigns, the right and franchise to acquire, construct, erect, maintain and operate a natural gas distribution system in the City of West Branch./Move to action.

Oaks asked the duration of the agreement. Muckler said that the agreement is for 25 years with an 8, 15 and 20 anniversary year option out of the agreement.

Motion by O'Neil, second by Ellyson to approve Ordinance 695. AYES: O'Neil, Ellyson, Miller. NAYS: Worrell, Oaks. Motion carried.

Resolution 991, approving the final plat of the Meadows Subdivision, Part One, West Branch, Iowa./Move to action.

Motion by O'Neil, second by Miller to approve Resolution 991. AYES: O'Neil, Miller, Ellyson, Oaks. Abstain: Worrell. Motion carried.

Resolution 992, approving and accepting certain municipal improvements constructed in the Meadows Subdivision Part One, West Branch, Iowa./Move to action.

Motion by O'Neil, second by Miller to amend resolution 992 to conditionally approve and accept certain municipal improvements constructed in the Meadows Subdivision Part One, West Branch, Iowa. AYES: O'Neil, Miller, Worrell, Ellyson, Oaks. Motion carried.

Motion by O'Neil, second by Miller to accept amended resolution 992. AYES: O'Neil, Miller, Ellyson, Oaks. Abstain: Worrell. Motion carried.

Resolution 993, hiring Angela Kessler as the Part-Time Temporary Administrative Assistant for the City of West Branch, Iowa and setting the salary for the position for the fiscal year 2011-2012./Move to action.

Motion by O'Neil, second by Ellyson to approve Resolution 993. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Discussion of sidewalk repair plan.

Muckler referenced a policy included in the Council packet that was drafted by mirroring Clive, Iowa's policy. A change that was made from the original document was the duration from 45 days to 90 days for homeowners to make repairs.

Discussion of water and sewer rates scheduled to increase over a five-year period effective July 1, 2012.

Oaks questioned the commitment of the agreed upon increase and the necessity of it. O'Neil stated that water should support water and sewer should support sewer. He would like to see the water rate increasing gradually rather than needing to double it similar to what other communities have done. Oaks said that he would like to see new water rates not paying for past debt. Miller said that he would like to see the past debt being paid off as the original plan scheduled, including using funds coming from the general fund. Worrell responded that he sees that future taxes may need to be raised to pay the debt if it continues to come from general fund rather than a rate increase. He asked Public Works Director Matt Goodale to give his opinion on the rate increase. Goodale said that he would like to see the gradual increase to assist with future repairs and projects. Muckler said that he will wait to hear direction from Council on any further action. Worrell asked Muckler to meet with Matt Goodale and to give a summary of the upcoming costs for a 10-year outlook on water projects and foreseen repairs. Ellyson suggested that the issue be revisited when the Council discusses the FY 14 annual budget.

CITY STAFF REPORTS

Public Works Director Matt Goodale – Recruitment Update for Water/Wastewater Operator Position

Goodale said that advertising for the position will start immediately. Advertising will last for a month. Late July or beginning of August is the predicted start date of the new hire. The position will be advertised as a water/wastewater operator and will not need to have the qualifications in place prior to hire.

Police Chief Mike Horihan - Recruitment Update for Police Officer Position

Horihan said that Officer Stewart was a great addition to the City's department. He plans to increase part time staff for the interim time prior to the new hire. Advertising for the position will start immediately.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

None

ADJOURNMENT

Motion to adjourn meeting by O'Neil, second by Worrell. City Council meeting adjourned at 8:43 p.m.

Don Kessler, Mayor

ATTEST: _____
Ashley Borland-Kaalberg, Administrative Assistant