

(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

**June 24, 2013
7:00 p.m.**

Mayor Worrell opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell and Public Works Director Matt Goodale.

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

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the June 10, 2013 City Council Meeting.
- b) Approve claims.
- c) Approve Fire Department payroll for July 1, 2013, in the amount of \$31,284.00.
- d) Approve Fire Department officers for fiscal year 2013-2014.
- e) Approve amendment to Fire Department By-Laws.
- f) Approve e-mail hosting agreement with F&B Communications, Inc. in an amount of \$399.40.
- g) Approve FY14 Cigarette Permit renewals for: Kum & Go; Dewey's Jack & Jill; Herb n' Lou's; Casey's General Store #2424; and BP Amoco.
- h) Approve street closure of 2nd Street from Main Street to the Water Street Parking Lot from 5:00 p.m. on Friday August 2, 2013 to 12:00 a.m. on Sunday August 4, 2013 and on Main Street from Parkside to 2nd Street from 12:00 a.m. on Saturday August 3, 2013 to 12:00 a.m. on Sunday August 4, 2013 for activities associated with Hoover's Hometown Days.

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

DATE 6-24-13	City Of West Branch	
	Claims Register Report	
Aero Rental Inc	Library - Snow Cone Machine	88.86
Air Cooled Engine	Cemetery - Parts	131.44
Alliant Energy	Various Depts - Utilities	7,952.81
Amazon	Library - Books	685.36
At Technology Group	Police-Srv To Install Server	3,320.00
Awe Digital Learning	Library - Literacy Station	2,728.00
Baker & Taylor Inc.	Library - Books	800.70
Barron Motor Supply	Water - Supplies	178.99
Best Buy	Police - Camera/Bag	669.98
Blank Park Zoo	Library - Library Program	144.70
Blue Cross Blue Shield	Insurance	9,241.53
Bound Tree Medical	Fire - Supplies	141.89
BP Amoco	Sewer/Police/Fire - Fuel	2,205.50
Business Radio Sales	Fire - Service/Supplies	147.00
CDW Government Inc.	Police - Computer Supplies	2,122.64
Cedar County Assessor	Police - WB Map	10.00
Cedar County Recorder	Legal - Recording Fees	41.00
Cedar Rapids Photo Copy	Library - Toner	102.15
Chauncey Butler Post 514	Water - Flag	20.00
Clemens, Jodi	Park & Rec - Refund Swim Bus	30.00
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Computer Projects Of Il	Police-OpenFox Annual License	312.00
Creative Software Services	Admin - Computer Consulting	150.65
Croell Redi-Mix	Sewer/P&R/Streets - Concrete	7,065.77
Culligan Water	Fire - Water Cond Rental	32.95
Dave's Welding & Repair	Sewer - Supplies	75.24
Davidson Titles Inc.	Library - Books	1,848.20

Dearborn National Insurance	Life Insurance	56.95
Deli-Cioso	Refund ABD Fees	463.13
Deluxe Corporation	Admin - Bank Deposit Slips	44.00
Demco	Library - Supplies	54.59
Deweys Jack & Jill	Sewer/Lib/P&R - Supplies	81.73
Ed.M.Feld Equipment	Fire - Boots/Gear	3,521.00
EFTPS	Federal Withholdings	10,576.43
ETS Corporation	Water/Sewer - Credit Card Fees	24.18
F&B Communications	Water/Sewer/Admin - Computers	14,428.73
FEH Associates	Library - Prefunding Phase Srv	12,090.84
Galls -- An Aramark Co	Police - Boots	192.98
General Pest Control	Library - Service	70.00
Gierke-Robinson	Sewer - Supplies	351.00
Greatamerica Leasing	Admin - Copier Lease	252.06
Grout Museum District	Library - Program	266.30
Hansen, Trent	Police/Fire - Firewall/Router	1,594.23
Hawkins Inc	Water - Azone	1,301.25
Hewlett-Packard Company	Police - Computer Switch/Server	2,655.84
Hy-Vee	Park & Rec - Supplies	111.84
ICAD Group	Econ Dev - Fy13 Contribution	2,750.00
Iliowa Investment Inc	Streets - 280th & Downey Project	80,173.39
Iowa Assn. Mun. Utilities	Water - Eiasso June - Aug	538.62
Iowa DNR	Water- Oper Cert Renewals	360.00
Iowa Department Of Revenue	Payroll Expense	873.55
Iowa Finance Authority	Water Sinking-SRF Rev Bond Pmt	54,512.50
Iowa League Of Cities	Admin - IMPI Training Classes	658.00
Iowa One Call	Water/Sewer - Service	117.00
Ipers	Ipers	7,259.75
John Deere Financial	Water - Supplies	488.67
Johnson County Refuse	Solid Waste - Recycling/Tags/Cleanup	5,132.30
Kevin D Olson	Legal Services For June 2013	1,500.00
Kingdom Graphics	Police - Uniform Shirts	45.96
L. L. Pelling Co. Inc	Streets - Premix	157.50
Lease Consultants	Library - Copier Lease	59.00
Lenoch & Cilek	Park & Rec - Striping Paint	47.19
Liberty Communications	Various Depts - Phone Service	1,071.27
Linn County R.E.C.	Streets - Utilities	120.00
Lynch's Excavating Inc	Sewer/Streets/Water - Service Repairs	21,323.50
Lynch's Plumbing Inc	Park & Rec - Service At Park	145.00
Mediacom	Admin - Service	81.80
Menards	Sewer/Library - Supplies	1,620.25
Midwest Janitorial Service	Lib/TH/Police/Admin - Cleaning	637.00
Municipal Supply Inc.	Water - GPS Card & Links	1,098.72
Nolan, Karla	Park & Rec - Swim Bus Refund	10.00
Overdrive Inc	Library - Ebooks	157.75
Payroll Expense	Payroll Expense - June	48,294.51
Physio-Control Inc	Fire - Battery/Supplies	2,243.00
Pitney Bowes	Admin - Postage Machine Lease	444.03
Play It Again Sports	Park & Rec - T-Balls	89.97
Plumbers Supply	Water - Supplies	166.86
Plunkett's Pest Control	Admin/Town Hall - Pest Control	91.52
Port 'O' Jonny	Park & Rec/Cemetery - Service	166.00
Postmaster	Admin - Po Box Renewal Fee	38.00
Pyramid Services Inc.	Sewer - Supplies	162.31
Qc Analytical Services	Sewer - Testing	3,658.00
Quality Engraved Signs	Admin - Nameplate	14.62
Quill Corp	Various Depts. - Supplies	1,045.61
Racom Corporation	Police/Fire - Equipment/Supplies	9,115.27
Ricklefs Excavating Ltd	Wastewater - Lift Station	184,959.30
River Products Company Inc	Sewer/Water - Roadstone	684.48
Russell, Melissa	Park & Rec - Reimbursement	92.00

Sandry Fire Supply Llc	Fire - Vehicle Wash	810.00
Schimberg Co	Water - Supplies	2,008.22
Secretary Of State	Admin - Brandt Notary Renewal	30.00
Sexton, Michael	Park & Rec - Refund Volleyball	25.00
Shanelle M Peden	Cable - Videotaping	150.00
Shimmin, Nick	Library - Postage Reimb.	23.21
Shive Hattery Inc	P&R -WB Comm Center Site Study	1,843.80
Sprint	Police - Service	179.97
State Hygienic Lab	Water - Testing	22.00
Thomas, Mark	Sewer - Reimbursement	205.40
Treasurer State Of Iowa	Iowa Sales/W/H Tax May 2013	4,273.09
Trugreen	Park & Rec - Lawncare	365.00
Tyler Technologies	Admin - Mag Stripe Reader	85.00
UPS	Sewer - Shipping	97.76
Upstart	Library - Supplies	6.50
US Cellular	Various Depts. - Phone Service	539.49
Veenstra & Kimm Inc.	Sewer/Streets-Engineering	3,220.86
Wageworks	Flex - Hcfsa & Dcfsa	796.43
Walmart	Library - Supplies	189.48
Water Solutions	Water - Chemicals	2,442.00
Wersinger, Nicole	Park & Rec - Refund Bus	30.00
West Branch Comm. Schools	Library - Ad	65.00
West Branch Family Practice	Fire - Phillip Physical	75.00
West Branch Ford	Police -13 Explorer Oil Change	33.94
West Branch Repairs	Police/Fire - Service	681.12
West Branch Times	Legal - Publications	456.30
Wex Bank	Police - Fuel	572.73
Windstar Lines Inc	Park & Rec - Fun City Trip	830.00
Woody's Heating & Air Cond.	Admin - Service Air Cond.	118.00
Yoder Roofing & Const.	Admin - City Office Roof	8,403.00
	TOTAL	557,531.51

Fund Totals	
001 General Fund	154,974.15
022 Civic Center	604.63
031 Library	29,025.19
110 Road Use Tax	29,784.98
112 Trust And Agency	11,638.79
226 Go Debt Service	8,364.57
600 Water Fund	29,615.05
603 Water Sinking Fund	54,512.50
610 Sewer Fund	53,255.92
614 Wastewater Lift Station	184,959.30
950 BC/BS Flexible Benefit	796.43
Grand Total	557,531.51

COMMUNICATIONS/OPEN FORUM

Muckler stated that Cedar County Engineer Rob Fangmann contacted city staff and would like the council to consider renumbering addresses on Fawcett Drive. Currently there are buildings with a 300 address and a 600 address. Semis are experiencing difficulties finding the Procter & Gamble facility via GPS and some trucks have become stuck on Cedar County roads. Muckler suggested using all 100 addresses on Fawcett Drive for all properties between Baker Avenue and Charles Avenue on Fawcett Drive.

Mackenzie Krob, Main Street Program Director, announced that Thursday, June 27, 2013 will be the last concert on the Village Green. The band Feralings will be playing. Main Street has kicked off a fundraising campaign with a portion of the proceeds going to the West Branch Fire & Rescue. Tickets are \$100 with a \$10,000 grand prize.

Jim Thompson, with Main Street Iowa, will be in town July 10 to do a business consult with all business owners.

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

Accept the resignation of Jennifer Harden./Move to action.

Muckler said that Harden has decided to pursue other opportunities. He thanked her for her service and said that she will be missed. Her last day will be July 12, 2013.

Motion by Miller to accept resignation of Jennifer Harden, second by Ellyson. AYES: Miller, Ellyson, Oaks. NAYS: Stoolman. Absent: Stevenson. Motion carried.

Resolution 1124, hiring Shanelle Peden as an administrative assistant and setting the salary for the position for fiscal year 2013-2014./Move to action.

Muckler said that Peden's start date would be July 1, 2013. Peden was the top choice of applicants that applied last October. Her salary will be the same as the current administrative assistant with the July 1 pay increase.

Motion by Stoolman to approve Resolution 1124, second by Miller. AYES: Stoolman, Miller, Ellyson, Oaks. Absent: Stevenson. Motion carried.

Resolution 1125, approving a block time computer support agreement with F&B Communications, Inc. in the amount of \$3,125./Move to action.

Muckler said that this support agreement would provide a block time of fifty hours of technical support services for the City's IT services. Hourly rate is \$62.50 an hour and that there was no time limit in using the 50 hours.

Motion by Miller to approve Resolution 1125, second by Ellyson. AYES: Miller, Ellyson, Oaks, Stoolman. Absent: Stevenson. Motion carried.

Resolution 1126, approving a payment for services agreement with TAC 10, Inc. in the amount of \$3,500./Move to action.

Horihan stated that approval of Resolution 1126 would provide the Police Department with an upgraded Customer Records management system to their existing TAC 10 software. This will not be transferred over until November and will be paid in the FY14 budget. Muckler said that TAC 10 is located close to West Branch and that the Police Department negotiated a discounted price for this service. The annual fee will not be affected by the upgrade.

Motion by Miller to approve Resolution 1126, second by Ellyson. AYES: Miller, Ellyson, Oaks, Stoolman. Absent: Stevenson. Motion carried.

Resolution 1127, accepting public improvements in Pedersen Valley, Part V./Move to action.

Muckler said that developer has completed the construction of municipal improvements, except for the sidewalks to be constructed on each lot. The City Engineer has reviewed the improvements and they meet the City standards.

Motion by Stoolman to approve Resolution 1127, second by Miller. AYES: Stoolman, Miller, Ellyson, Oaks. Absent: Stevenson. Motion carried.

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

- i. Michael Schlitz – Library Board of Trustees, June 30, 2016
- ii. Laura Gongora – Library Board of Trustees, June 30, 2016

Motion by Ellyson to approve Appointments/Reappointments, second by Miller. AYES: Ellyson, Miller, Oaks, Stoolman. Absent: Stevenson. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Fiscal Year 2013-2014 Roads & Street Budget

Muckler discussed possibly using the FY14 budgeted amount designated for the Safe Routes contingency for the Maple Street sidewalk or a capital improvements plan. The Maple Street sidewalk from Orange Street into the middle school was in the shared priorities of the Council and the School Board. Worrell asked if the school would be participating in the cost of the project. Muckler said that the City would pay for the sidewalk located on City property and that the School would fund the portion of the project located on the Middle School campus.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stoolman asked about the detour for 6th and Main Street project. Goodale said that Main Street would be closed Monday, evening June 25 until Friday evening June 28. Council discussed removing trees in the boulevard to provide emergency access through until the project is completed.

Motion to adjourn to executive session to discuss the purchase of particular real estate only where premature disclosure could reasonably be expected to increase the price the governmental body would have to pay for that property pursuant to Section 21.5(j) of the Code of Iowa./Move to action.

Motion by Miller to adjourn to executive session at 7:41 p.m. and second by Ellyson. AYES: Miller, Ellyson, Oaks, Stoolman. Absent: Stevenson. Motion carried.

Motion by Miller to adjourn from the executive session at 8:32 p.m. and second by Stoolman. Motion carried on a voice vote.

ADJOURNMENT

Motion to adjourn meeting by Miller, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 8:33 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk