

(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

**August 15, 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 Matt Muckler, City Attorney Kevin Olson, Administrative Assistant Ashley Borland-Kaalberg, Library Director Nick Shimmin, Fire Chief Kevin Stoolman, Fire Chief Administrator Dick Stoolman and Park and Recreation Director Melissa Russell. Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the August 1, 2011 City Council Meeting.
- b) Approve claims.
- c) Approve moving the Monday September 5, 2011 City Council Meeting to Tuesday, September 6, 2011, due to Labor Day Holiday.
- d) Approve Change Order Request 5 for the West Branch Fire Station Expansion Project for \$1,934 for additional roof material.
- e) Approve Street Closure of the 200 Block of North 5th Street for a Block Party on Saturday September 10, 2011 from 5:00-8:00 p.m.
- f) Approve payment of \$16,824.50 to Garling Construction for payment of August bills per the City of West Branch Fire Station New Addition – New Roof Agreement.

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

DATE	CITY OF WEST BRANCH CLAIMS REGISTER REPORT	
8/15/2011	ADVANCED DRAINAGE SYSTEM	STREETS - SUPPLIES 6,933.56
	AERO RENTAL	COMM & CULTURAL DEV 162.00
	AESSEAL INC.	WATER - SUPPLIES 205.18
	ALLIANT ENERGY	VARIOUS DEPTS - UTILITIES 7,412.27
		WATER - UTILITIES 46.58
	ALLMED	FIRE - SUPPLIES 45.96
	AMAZON	LIBRARY - SUPPLIES 11.73
	ANDERSON, CHRISTY	LIBRARY - SUMMER READING 75.00
	BAKER & TAYLOR BOOKS	LIBRARY - BOOKS 1,731.48
		LIBRARY - BOOKS 520.40
	BARRON MOTOR SUPPLY	FIRE/STREETS - SUPPLIES 134.90
	BDC BUILDING PLAN REVIEW	ADMIN - BUILDING INSPECT 235.20
	BOOKLIST	LIBRARY - SUBSCRIPTION 109.95
	CAMPOS, CHARLES	REFUND FOR GARBAGE TAGS 13.75
	CEDAR COUNTY AUDITOR	POLICE/FIRE - FY12 DISAS 2,783.75
		SOLID WASTE - FY12 ASSES 7,962.10
		FIRE - FY12 DISASTER SER 2,783.75
	CEDAR COUNTY COOPERATIVE	STREETS - CONTRACT FUEL 534.30
		FIRE - CONTRACT FUEL TANKS 534.30
	CEDAR RAPIDS PHOTO COPY	LIBRARY - SERVICE 47.04
		LIBRARY - SERVICE 50.40
	CENTURION TECHNOLOGIES	LIBRARY - FY12 ANNUAL 50.00
	CHRIS JONES TRUCKING	STREETS - HAULING ROADSTONE 235.04
		STREETS - TRUCKING 567.37
	COOK, JEREMY	WATER - CREDIT REFUND 57.24
	CREATIVE SOFTWARE SERVICE	ADMIN - COMPUTER CONSULT 192.50
		ADMIN - COMPUTER CONSULT 223.60
		ADMIN - COMPUTER CONSULT 65.28
	CROELL REDI-MIX INC	WATER - 1ST STREET PATCH 380.00
		STREETS - FILL SAND 34.00
	CULLIGAN WATER TECHNOLOGY	FIRE - SERVICE 32.95

DEWEYS JACK & JILL	LIBRARY/SEWER/PARK & REC	169.33
	PARK & REC/LIBRARY/WATER	169.10
DIAMOND VOGEL PAINTS	STREETS - TRAFFIC PAINT	726.65
ED.M.FELD EQUIPMENT CO.	FIRE - SERVICE	600.00
	FIRE - SUPPLIES	595.00
	FIRE - SUPPLIES	204.00
FEDERAL LICENSING INC	POLICE - FCC RULE BOOK	119.00
FLEET SERVICES	POLICE - FUEL	136.40
FUNNY FACE DESIGNS BY LORI	ADMIN - HOOVERS HOMETOWN	675.00
	ADMIN - HOOVERS HTDAYS	56.25
GARLING CONSTRUCTION INC	CAPITAL PROJECTS - FIRE	109,098.95
GENERAL PEST CONTROL	LIBRARY - SERVICE	70.00
GOODALE, MATTHEW	WATER - REIMBURSEMENT	110.00
GREATAMERICA LEASING	ADMIN -COPIER SERVICE CONT	252.06
HACH COMPANY	WATER - SUPPLIES	287.39
HANSEN ASPHALT	WATER - MAIN STREET REPAIR	2,200.00
HANSEN, TRENT	FIRE - REIMBURSEMENT	55.90
HARRY'S CUSTOM TROPHIES	PARK & REC - SUPPLIES	99.00
HOSPERS & BROTHER PRINTER	FIRE - SUPPLIES	203.98
HY-VEE ACCOUNTS REC	PARK & REC - SUPPLIES	183.12
INTERNATIONAL INST	ADMIN - DUES	210.00
IOWA ALCOHOLIC BEVERAGES	ADMIN - WB FIREFIGHTER'S	25.00
IOWA ASSN. MUN. UTIL.	WATER - TRAINING	30.00
IOWA BUSINESS SUPPLY	ADMIN - OFFICE SUPPLIES	16.10
	ADMIN - OFFICE SUPPLIES	11.97
	ADMIN - OFFICE SUPPLIES	30.38
	ADMIN - OFFICE SUPPLIES	38.77
	PARK & REC - OFFICE SUPPLIES	111.95
IOWA DEPT OF PUBLIC SAFETY	POLICE - FY12 MESSENGER	1,200.00
IOWA DNR	WATER - OPERATOR CERTIFICATE	80.00
	SEWER - NPDES PERMIT	210.00
IOWA INSURANCE DIVISION	CEMETERY - FY11 ANNUAL	35.00
IOWA NETWORK SERVICES	ADMIN - SERVICE	26.99
IOWA ONE CALL	WATER/SEWER - SERVICE	39.60
JETCO INC.	WATER - SERVICE	528.20
JOHN DEERE FINANCIAL	SEWER - SUPPLIES	188.94
JOHNSON COUNTY E-911	ADMIN/WATER - CODERED	1,000.00
JOHNSON COUNTY REFUSE INC	RECYCLING - JULY	3,534.00
KENT, TYLER	WATER - CREDIT REFUND	76.25
KINGDOM GRAPHICS	COMMUNITY & CULTURAL DEV	328.00
	PARK & REC - SUMMER CAMP	380.00
	LIBRARY - REIMBURSEMENT	46.64
KNOCHE, REBECCA	ADMIN - SERVICE	994.42
KUEHL'S LANDSCAPES LLC	STREETS - PREMIX	367.50
L. L. PELLING CO. INC	LIBRARY - SERVICE	59.00
LEASE CONSULTANTS CORP	COMM & CULTURAL DEV -	120.82
LENOCH & CILEK	VARIOUS DEPTS - PHONE	1,070.64
LIBERTY COMMUNICATIONS	STREETS - UTILITIES	102.00
LINN COUNTY R.E.C.	WATER - REPAIR WATER MAIN	7,219.99
LYNCH'S EXCAVATING INC	LIFT STATION - CAP PROJECY	600.00
	WATER - WATER MAIN REPAIR	959.00
	WATER - WATER MAIN REPAIR	1,817.00
LYNCH'S PLUMBING	ADMIN - SERVICE	34.95
MEDIACOM	PARK & REC/ADMIN	211.61
MENARDS	STREETS - SUPPLIES	33.54
MOORE'S WELDING INC	FIRE - SERVICE	65.00
NASH, ANN	ADMIN - CLEANING	120.00
OLSON, ATTY KEVIN	LEGAL - LEGAL SERVICES	1,250.00
PAYROLL 8-5-11		26,764.71
PEDEN, SHANELLE	CABLE - VIDEOTAPING	100.00
	CABLE - VIDEOTAPING	100.00
PITNEY BOWES GLOBAL	LIBRARY - SERVICE CONT	106.77
PITNEY BOWES PURCHASE	WATER/ADMIN - POSTAGE	500.00
PLATO ELECTRIC	SEWER - SERVICE	120.00
	TOWN HALL - SERVICE	283.56
PLUMBERS SUPPLY CO.	WATER - SUPPLIES	.64
PLUNKETT'S PEST CONTROL	ADMIN - SERVICE	45.76
PORT 'O' JONNY INC.	COMMUNITY & CULTURAL DEV	1,200.00
	CEMETERY - SERVICE	80.00
PYRAMID SERVICES INC.	CEMETERY - WEED TRIMMER	318.00
QC ANALYTICAL SERVICES	SEWER - CONFERENCE/TRAINING	125.00
	SEWER - TESTING	630.00
RIVER PRODUCTS CO.	STREETS - ROADSTONE	1,291.99

ROWRAY, RICKIE	ADMIN - HOOVERS HT DAYS	300.00
RUMMELLS FARMS INC.	WATER/SEWER - EASEMENT	489.00
RUNGE, GEOFF	WATER - CREDIT REFUND	45.68
RUSSELL, MELISSA	ADMIN - REIMBURSEMENT	46.01
S & S FLATWORK L.L.C.	WATER - MAIN ST & DOWNEY	4,711.00
	STREETS - SERVICE	10,570.55
SCHIMBERG CO	WATER - DOWNEY & MAIN	4,811.22
SHIMMIN, NICK	LIBRARY - REIMBURSEMENT	89.91
SIMPLEXGRINNELL	LIBRARY - SUPPLIES	434.00
	LIBRARY - SUPPLIES	300.00
SOUTHEAST POWER SYSTEMS	FIRE - PARTS FOR TRUCK	2,631.34
SPRINGDALE AGENCY	STREETS/POLICE/CEMETERY	2,363.00
SULZNER, ELLEN	TOWN HALL - CLEANING	175.00
SWEAT, ALBERTA	REFUND FOR BLDG PERMIT	23.50
THE IOWA CHILDREN'S MUSEUM	PARK & REC - FIELD TRIP	160.00
THE LIBRARY STORE INC	LIBRARY - CD BINDER	91.25
TIPTON ELECTRIC MOTORS	FIRE - SERVICE/SUPPLIES	71.43
TOYNES IA. FIRE TRK.SERV	FIRE - SUPPLIES	90.07
	FIRE - SUPPLIES	41.16
TYLER TECHNOLOGIES	ADMIN - SOFTWARE SUB	2,854.60
UPS	SEWER - SHIPPING	22.80
	SEWER - SHIPPING	45.60
	SEWER - SHIPPING	22.80
	SEWER - SHIPPING	22.70
US CELLULAR	VARIOUS DEPTS - PHONE	271.05
	POLICE - PHONE SERVICE	197.59
	FIRE - PHONE SERVICE	37.03
USA BLUE BOOK	WATER - SUPPLIES	306.56
	WATER - SUPPLIES	68.16
VEENSTRA & KIMM INC.	LIFT STATION - CAP PROJ	2,930.00
	LIFT STATION - CAP PROJE	2,930.00
	WATER - WATER TOWER REPAIR	400.00
	WATER - WATER TOWER REPAIR	163.10
WALMART COMMUNITY/GEMB	LIBRARY - SUPPLIES	493.62
WATER SOLUTIONS	WATER - SUPPLIES	1,838.00
WENNDT, JOE	FIRE - TRAINING	250.00
WEST BRANCH ANIMAL CLINIC	ANIMAL CONTROL - SERVICE	198.00
WEST BRANCH FIREFIGHTERS	FIRE - FY11 PAYROLL DUES	680.00
WEST BRANCH HEATING	LIBRARY - SERVICE	106.00
WEST BRANCH REPAIRS	STREETS - REPAIR SEAL	92.00
WEST BRANCH TIMES	LEGAL/COMM & CULTURAL	1,052.36
	LIBRARY - ADVERTISEMENT	67.50
WINDSTAR LINES INC	PARK & REC - DAYCAMP BUS	489.50
	GRAND TOTALS	248,005.49

FUND TOTALS

001	GENERAL FUND	54,940.76
022	CIVIC CENTER	747.49
031	LIBRARY	9,018.83
036	TORT LIABILITY	2,363.00
110	ROAD USE TAX	22,355.30
111	POLICE RECOVERY ACT GRANT	57.49
112	TRUST AND AGENCY	2,660.31
303	FIRE CAPITAL PROJECT ADDITION	109,098.95
304	WASTEWATER LIFT STATION PROJECT	6,460.00
600	WATER FUND	33,459.85
610	SEWER FUND	6,843.51
	****	248,005.49

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

Water, Sewer, Recycling	\$	54,997.34	Cedar Co. Property Tax	\$	11,509.39
Water Utility Deposits	\$	200.00	Johnson Co. Prop. Tax	\$	-
			Road Use Tax	\$	18,044.09
Town Hall Rent	\$	40.00	Fines	\$	492.91
Misc.	\$	462.50	Twp. Fire Contract	\$	-
Library	\$	412.46	Building Permits	\$	-
Donations	\$	500.00	Fire Station Loan Proceeds	\$	107,968.45
Interest	\$	319.95	Krouth Fund Interest	\$	0.03

Investments Interest	\$	468.57	M. Gray Savings Interest	\$	-
Cable fees	\$	-	Cemetery Perp. Care Int.	\$	0.04
Cigarette Permits	\$	-	MV Fuel Tax Refund	\$	232.68
Cat & Dog Registrations	\$	25.00	NPS Plowing Contract	\$	-
Beer & Liquor Lic. Fees	\$	-	Grave Openings	\$	-
Park & Rec. Activities	\$	130.00	Cemetery Lots	\$	-
SUBTOTAL	\$	<u>57,555.82</u>	SUBTOTAL	\$	<u>138,247.59</u>
		TOTAL		\$	<u>195,803.41</u>

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

Funds	Bank Balance	Investments	Total
001 General	\$ 154,659.32	\$ 207,758.17	\$ 362,417.49
011 Police Donations	\$ 8,203.54	\$ -	\$ 8,203.54
014 Fire Dept. Donations	\$ 44,552.02	\$ -	\$ 44,552.02
018 Park Donations	\$ 5,388.71	\$ -	\$ 5,388.71
022 Civic Center	\$ 31,089.56	\$ -	\$ 31,089.56
031 Library Operating	\$ (3,422.38)	\$ 16,314.23	\$ 12,891.85
036 Tort Liability	\$ (8,364.52)	\$ -	\$ (8,364.52)
050 Home Town Days	\$ 11,473.28	\$ -	\$ 11,473.28
110 Road Use Tax	\$ 140,742.06	\$ 29,971.55	\$ 170,713.61
111 Police Recovery Act Grant	\$ (5,915.53)	\$ -	\$ (5,915.53)
112 Trust & Agency	\$ 24,305.63	\$ -	\$ 24,305.63
119 Emergency Tax Fund	\$ 61,007.36	\$ -	\$ 61,007.36
121 Local Option Tax	\$ -	\$ -	\$ -
125 TIF	\$ 20,378.79	\$ -	\$ 20,378.79
160 Economic Develop.	\$ -	\$ -	\$ -
200 Debt Service	\$ 1,354.33	\$ -	\$ 1,354.33
226 SRF Debt Service	\$ 35,657.70	\$ -	\$ 35,657.70
300 Capital Improvement	\$ -	\$ -	\$ -
303 Fire Capital Project Addition	\$ -	\$ -	\$ -
500 Cemetery Perpetual	\$ 10,155.84	\$ 88,000.00	\$ 98,155.84
501 Krouth Fund Principal	\$ -	\$ 101,793.50	\$ 101,793.50
502 Krouth Enlow Int. Fund	\$ 8,502.16	\$ 16,054.12	\$ 24,556.28
600 Water Operating	\$ 247,734.38	\$ 124,394.45	\$ 372,128.83
603 Water Sinking Fund	\$ 7,354.14	\$ -	\$ 7,354.14
610 Sewer Operating	\$ 179,725.65	\$ 76,947.99	\$ 256,673.64
TOTAL	\$ 974,582.04	\$ 661,234.01	\$ 1,635,816.05

COMMUNICATIONS/OPEN FORUM

Mary Beth Stevenson updated on a watershed grant that was submitted on August 8, 2011 requesting \$186,000 over the next 5 years for various community projects. The grant awards should be announced in October.

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL Approve Subdivider's Agreement on Meadows Subdivision Phase Two between the City of West Branch, IA and KLM Investment, L.L.C./Move to action.

Muckler updated Council on recommendations from Planning and Zoning. Council discussed phase two and possible uses for the outlot.

Motion by Worrell to approve subdivider's agreement with three revisions recommended by Planning and Zoning, second by O'Neil. Roll call vote – AYES: Worrell, O'Neil, Johnson, Sexton, Oaks. Motion carried.

Approve a variance on street grades in Meadows Subdivision Preliminary Plat Phase Two per 170.15.8.A and 170.22 of the City of West Branch Code of Ordinances./Move to action.

Motion by Sexton, second by Worrell to approve variance on street grades. Roll call vote – AYES: Sexton, Worrell, O'Neil, Oaks. NAYS: Johnson. Motion carried.

Approve a variance on the street right-of-way widths in Meadows Subdivision Preliminary Plat Phase Two per 170.15.5.D(2) and 170.22 of the City of West Branch Code of Ordinances./Move to action.

Motion by Worrell, second by Sexton to approve variance on street right-of-way widths. Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil, Oaks. Motion carried.

Approve Meadows Subdivision Preliminary Plat Phase Two, pursuant to the execution of the Subdivider’s Agreement for the Meadows Subdivision Phase Two between the City of West Branch and KLM Investment, L.L.C./Move to action.

Motion by O’Neil, second by Sexton to approve Preliminary Plat Phase Two. Roll call vote – AYES: O’Neil, Sexton, Worrell, Johnson, Oaks. Johnson. Motion carried.

Third Reading of Ordinance 683, amending Chapter 6 “City Elections.”/Move to action.

Motion by O’Neil, second by Sexton to approve third reading of Ordinance 683. AYES: O’Neil, Sexton, Worrell, Johnson, Oaks. Motion carried.

Approve Resolution 951, for the purchase agreement for Wapsi View Park located near the intersection of 2nd Street and Green Street in West Branch, Iowa for the amount of \$70,000./Move to action.

Motion by Johnson, second by Worrell to approve resolution 951. Roll call vote – AYES: Johnson, Worrell, Sexton, O’Neil, Oaks. Motion carried.

Set a public hearing per Section 384.38(3a) of the Code of Iowa for the purpose of proposed plans, specifications, form of contract and estimate of cost for the construction of the North Downey Street Project and for the taking of bids therefor./Move to action.

Public hearing will be set for September 6, 2011. Motion by Worrell, second by Sexton to set public hearing. Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil, Oaks. Motion carried.

First Reading of Ordinance 684, amending Chapter 69 “Parking Regulations” to designate both sides of Oliphant Street from the intersection with Orange Street extending north 125 feet as a No Parking Zone./Move to action.

Motion by Johnson, second by Sexton to approve first reading of Ordinance 684. Roll call vote – AYES: Johnson, Sexton, Worrell, O’Neil, Oaks. Motion carried.

Accept the resignation of Arlyn Verlo as Director of Cable Access./Move to action.

City Administrator Matt Muckler thanked Verlo for his service to the City. Motion by O’Neil, second by Johnson to accept resignation. Roll call vote – AYES: O’Neil, Johnson, Worrell, Sexton, Oaks. Motion carried.

MAYOR DON KESSLER

Appointments/Reappointments

None

REPORTS

City Administrator Matt Muckler – Council Annual Goal Setting Session, September 1, 2011

Goal Setting Session will allow evaluation of previous goals and the opportunity to set new goals.

City Administrator Matt Muckler – Iowa League of Cities 2011 Annual Conference & Exhibit

Muckler gave Council a verbal invitation to attend Iowa League of Cities Conference.

City Administrator Matt Muckler – City Council Election Update

City Council Election packets will be available through Dawn Brandt, Deputy City Clerk.

ADJOURNMENT

Meeting adjourned by Mayor Kessler. City Council meeting adjourned at 7:48 p.m.

Don Kessler, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk