

(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

**March 3, 2014
6:32 p.m.**

Mayor Pro Tem Miller opened the West Branch City Council work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Deputy City Clerk Dawn Brandt, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan, Public Works Director Matt Goodale, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Brian Pierce, and Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the February 18, 2014 City Council Work Session.
- b. Approve minutes from the February 18, 2014 City Council Meeting.
- c. Approve minutes from the February 18, 2014 City Council Work Session #2.
- d. Approve claims.
- e. Approve the Wage Works Flexible Spending Account Renewal for April 1, 2014-March 31, 2015 in the amount of \$520.00.
- f. Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
- g. Approve interfund transfer of \$75,000 donation from general fund to Fire Apparatus Reserve Fund.
- h. Approve moving the Monday March 17, 2014 City Council Meeting to Monday, March 24, 2014.

Motion by Ellyson to approve the agenda/consent agenda, second by Shields. AYES: Ellyson, Shields, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Date 3-3-14	City of West Branch Claims Register Report	
Blue Cross Blue Shield	Insurance	11,057.07
Davis & Stanton	Police – Supplies	16.00
Dearborn National Insurance	Life Insurance	48.95
EFTPS	Federal Withholdings	6,089.66
IA Dept. of Public Safety	Police – FY14 Annual fees Iowa online	1,200.00
Iowa Department Of Revenue	Payroll Expense	989.63
Iowa League of Cities	Admin – IMFOA Spring training conference	300.00
Iowa Section AWWA	Water – Water dist. conference training	120.00
IPERS	IPERS	8,004.94
John Deere Financial	Water/sewer – supplies	160.06
Johnson County Refuse	Solid Waste – garbage stickers	625.00

Medicom	Admin – service	40.90
Payroll Expense	Payroll Expense 2-28-14	26,299.23
Russell, Melissa	Park & Rec – reimbursement NRPA dues	159.00
Treasurer State of Iowa	State Withholding tax	2,200.00
University of Iowa Center	Admin – 2014 IMMI Training	465.00
UPS	Sewer – shipping	50.28
Wageworks	Flex – HCFSA2013	30.00
West Branch Ford	Police – Service 2014 Taurus	31.44
Wiele Chevrolet	Fire – 2014 Chevy Silverado vehicle replacement	35,012.46
	Grand Total	92,899.62

Fund Totals		
001 General Fund		61,636.57
031 Library		5,114.21
112 Trust And Agency		11,691.08
600 Water Fund		7,823.44
610 Sewer Fund		6,604.32
950 BC/BS Flexible Benefit		30.00
Grand Total		92,899.62

COMMUNICATIONS/OPEN FORUM

There were no comments during the communications/open forum.

PUBLIC HEARING/NON-CONSENT AGENDA

Mark Nolte, President, Iowa City Area Development

Mark Nolte, President of the Iowa City Area Development (ICAD), spoke to the Council regarding the group's current focus and initiatives. President Nolte noted the group's primary focus is recruiting and resourcing industries and employment opportunities related to interstate commerce. President Nolte also noted that the group re-evaluates its initiatives every five years, with its primary emphasis on site selection. President Nolte concluded with comments regarding the area's low unemployment and how ICAD markets to prospective clients.

Second Reading of Ordinance 719-amending Title Chapter 17 "Council."

Motion by Ellyson to approve the second reading of Ordinance 719, second by Pierce. AYES: Ellyson, Pierce, Shields, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Public Hearing on the Fiscal Year 2014-2015 Annual Budget

Mayor Pro Tem Miller opened the public hearing at 6:40 p.m. With no comments from the public, Miller closed the public hearing at 6:41 p.m.

Resolution 1178, adopting the Fiscal Year 2014-2015 Annual Budget

Muckler noted that changes to the budget since the February 18 Council meeting are the addition of the McDonald's trail project and the proper accounting of backfill revenue.

Motion by Ellyson to approve Resolution 1178, adopting the Fiscal Year 2014-2015 Annual Budget, second by Shields. AYES: Ellyson, Shields, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Resolution 1179, approving an agreement with J & M Displays for a fireworks show in the amount of \$35,000.00

Muckler noted that this year's fireworks display for Hoover's Hometown Days would eliminate three, four, and five inch to allow for better visibility in the overall show. City Administrator Muckler also added that the Parks & Recreation Department is looking for sponsorship for the inflatables, which have been a free public feature for children.

Motion by Shields to approve Resolution 1179, second by Pierce. AYES: Shields, Pierce, Ellyson, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Resolution 1180, approving that certain agreement with the West Branch Community School District for the provisions of safe traffic and pedestrian circulation in and around the Herbert Hoover Elementary and Middle School Complex

Olson commented that approval of this easement would allow City property owners on North Maple Street needed access to their homes, regardless of proposed future changes to the West Branch Community School District property.

Motion by Ellyson to approve Resolution 1180, second by Shields. AYES: Ellyson, Shields, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Resolution 1181, approving a 28E Agreement with the West Branch Community School District to make road and sidewalk improvements in and adjacent to North Maple Street and the Middle School Parking Lot

Miller asked what impact approval of this resolution would have on potential destruction of the West Branch Community School District property. Muckler responded that this project will provide benefit both in the short-term and when the School moves forward with their facilities plan. Muckler indicated that approval of this agreement would allow the City and the School District to split the total projects costs.

Motion by Ellyson to approve Resolution 1181, second by Shields. AYES: Ellyson, Shields, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

Resolution 1182, approving a consulting services agreement for the facilitation of a capital improvements plan with Callahan Municipal Consultants, LLC in an amount not to exceed \$2,950.00

Motion by Shields to approve Resolution 1182, second by Pierce. AYES: Shields, Pierce, Ellyson, Miller. NAYS: None. Absent: Stevenson. Motion carried.

Resolution 1183, approving 28E agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials

Motion by Shields to approve Resolution 1183, second by Ellyson. AYES: Shields, Ellyson, Pierce, Miller. NAYS: None. ABSENT: Stevenson. Motion carried.

CITY STAFF REPORTS

Police Chief Mike Horihan reminded the public that National Incident Management System (NIMS) training will be offered to emergency management official and administrators on March 4, 2014 at 6:30 p.m. at the West Branch Fire Station training room.

City Engineer Dave Schechinger and City Attorney Kevin Olson- Ordinance 718, amending the Code of Ordinances of the City of West Branch by Creating and Incorporating a Storm Water Utility

Schechinger addressed the Council regarding the creation and future implementation of a storm water utility for the City. Schechinger presented five cost options to Council, based on discussions with City Staff regarding classifications of residences within the City. Olson remarked that this fee would allow the City to stop using road use tax funds for storm water infrastructure improvements. Muckler also added that the City could offer credit towards entities within the City that have impervious areas. Of the five cost options presented to Council, members showed preference towards the first, fourth, and fifth options presented. Council agreed to review the information presented in more detail, and asked that additional information be brought back to the March 24, 2014 City Council meeting.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Shields felt that the new tablets are working well. He was pleased to see the cost savings information on printing costs that was provided to the Council.

ADJOURNMENT

Motion by Ellyson to adjourn the meeting, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 7:51 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Matt Muckler, City Administrator/Clerk