

(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 24, 2014
6:32 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, Administrative Assistant Shanelle Peden, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, Police Officer Alex Koch, Public Works Director Matt Goodale, Zoning Administrator Paul Stagg, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the March 3, 2014 City Council Work Session #1.
- b) Approve minutes from the March 3, 2014 City Council Meeting.
- c) Approve minutes from the March 3, 2014 City Council Work Session #2.
- d) Approve claims.
- e) Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.

Motion by Ellyson to approve the agenda/consent agenda, second by Stevenson. AYES: Ellyson, Stevenson, Pierce, Shields, Miller. Motion carried.

Date 3-24-14

City of West Branch
Claims Register Report

Agvantage FS	Streets - LP Gas	1,391.12
Alliant Energy	Various Depts. - Utilities	10,574.99
Amazon	Library - Supplies	73.83
Baker & Taylor Inc.	Library - Books	961.32
Barron Motor Supply	Fire/Streets - Supplies	310.88
BP Amoco	Fire/Police/Water - Fuel	1,651.07
Cedar County Recorder	Legal - Document Recording	22.00
Cedar Rapids Photo Copy	Library - Supplies/Service	55.89
Chief Supply Corporation	Police - Boots - Uniform	137.34
Community State Bank	Fire Dept. Expansion Loan payment	8,364.57
Culligan Water	Fire - Water Cond Rental	33.70
Deweys Jack & Jill	Library/Streets - Supplies	28.46
Econo Signs	Streets - Signs	228.46
EFTPS	Withholdings	5,533.79
EMSLRC	Fire - CPR Cards	21.00
ETS Corporation	Admin/Water/Sewer-Credit Card Fees	31.53
F&B Communications	Admin - Web Hosting	29.95
General Pest Control	Library - Pest Control	70.00
GreatAmerica Leasing	Admin - Copier Lease	252.06
HBK Engineering LLC	Park & Rec - Proj#A13-0839	9,062.50
HD Cline Company	Streets - Cable	56.50
Horihan, Mike	Police-Reimb For Uniform Pants	74.25
Int'L Inst Of Mun. Clerks	Admin-IIMC Training Conference	950.00
Intoximeters	Police - Supplies	227.00
Iowa Assn. Mun. Utilities	Water - Eiasso March - May/Membership	1,075.21
Iowa City Scheels	Police - Equipment & Ammo	259.97
Iowa League Of Cities	Admin - Workshop Webinar	35.00
J & M Displays	Comm & Cult -Fireworks Deposit	17,500.00
Joey Dean Wenndt	Police/Fire - Nims & Fire Training	225.00
Johnson County Refuse	Recycling - February 2014	3,705.00
Keltek	Fire - Service	408.28
Kevin Olson	Legal Services - March 2014	1,500.00
Liberty Communications	Various Depts. - Phone Service	1,095.81

Linn County R.E.C.	Streets - Utilities	120.00
Lynch's Excavating	Water/Streets -Service	1,158.40
Lynch's Plumbing	Sewer/Fire - Service City Office & Fire Dept.	3,201.26
Menards	Streets/Water - Supplies	187.30
Midwest Janitorial	Admin/Lib/Police/TH - Cleaning	926.56
Moore's Welding	Streets/Water - Service & Rack	391.55
Municipal Supply Inc.	Water - Supplies	1,024.60
Office Of Auditor Of State	Admin-Fy13 Annual Audit Fee	9,951.13
Overdrive	Library - EBooks	89.44
Payroll Expense	Payroll Expense 3-14-14	24,471.66
Pitney Bowes	Admin/Water/Sewer - Postage	500.00
Plato Electric	Water - Service Water Plant	40.00
Play It Again Sports	Park & Rec - Exercise Equipment	417.63
Plumbers Supply Co.	Water - Supplies	251.92
Qc Analytical Services	Sewer - Testing	584.00
Quality Engraved Signs	Admin - Notary Stamp	15.43
Quill Corp	Water/Admin/Library - Office Supplies	142.95
Ricklefs Excavating	Lift Station - Final Payment - Retainage	49,142.32
Russell, Melissa	Park & Rec – Reimb For Craft Supplies	158.56
Scott County Cons.	Park & Rec - Shelter Rental	50.00
Shanelle Peden	Admin/Cable - Reimb For Frames/Video	416.31
Sprint	Police - Phone Service	179.97
Stanard & Associates	Police - Training	69.00
Terence J Goerd	Admin - Building Inspections	210.00
Treasurer State Of Iowa	Iowa Sales Tax ACH - Feb	2,326.49
Tyler Technologies	Admin- User Group Training/Annual Fees	3,918.38
UI State Hygienic Lab	Water - Testing	24.00
UPS	Sewer - Shipping	75.42
US Bank	Library - Copier Contract	70.42
US Cellular	Various Depts. - Phone Service	872.38
Veenstra & Kimm Inc.	P&Z/Streets/Sewer – Eng. For Projects	1,717.00
Wageworks	Flex - Hcfsa2013	69.54
Walmart	Library - Supplies	280.70
Welter Storage Equip	Streets - Shelving	95.00
WB Family Practice	Fire - Physicals	225.00
West Branch Repairs	Fire - Service	119.00
West Branch Times	Legal - Publications	773.57
Wex Bank	Police - Fuel	490.16
Zephyr Copies	Admin - Copies	31.11
	Grand Total	170,734.64

Fund Totals	
001 General Fund	78,271.07
022 Civic Center	1,170.31
031 Library	7,083.35
110 Road Use Tax	3,115.53
112 Trust And Agency	1,315.08
226 Go Debt Service	8,364.57
600 Water Fund	13,483.92
610 Sewer Fund	8,718.95
614 Lift Station	49,142.32
950 BC/BS Flex Benefit	69.54
Grand Total	170,734.64

COMMUNICATIONS/OPEN FORUM - NONE
PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell – Recognition of West Branch Repairs

Mayor Mark Worrell recognized Kevin and Linda Stoolman of West Branch Repairs for their twenty five years of presence in the community and dedication to the City of West Branch.

West Branch American Legion Chauncey Butler Post 514 Commander Joanne Brookshear and First Vice Commander John Phillips - Certificate of Appreciation for Police Chief Mike Horihan and Police Officer Alex Koch.

Commander Joanne Brookshear and First Vice Commander John Phillips presented Police Chief Mike Horihan and Police Officer Alex Koch with certificates of appreciation for their efforts in providing the West Branch Community with outstanding public service benefitting our community, State and Nation.

Brian Mueller, Pipeline Supervisor with Enterprise Products – Pipeline Safety and the Pedersen Valley Park Project.

Enterprise Products Partners LP Land Representative Eric Alley informed the Council that the pipeline in Pedersen Valley Park is buried three feet down. The pipeline will need to be completely excavated around and be recoated to allow for a parking lot or street. Trees are not allowed in the pipeline easement area. They will provide the City with encroachment guidelines and assist with an emergency response plan for the area near the pipeline.

Randy Wehrman, Insurance Agent, Springdale Agency – Liability & Work Comp insurance renewal update.

Randy Wehrman presented the Council with the April 1, 2014 insurance renewal and gave an overview of the current coverage sections in the policy. He made a recommendation to increase deductibles on the property and auto portions of the policy and to reduce the premium. He explained the experience rating on the workers compensation policy and the three year experience period that applies to claims.

Third Reading of Ordinance 719, amending Title Chapter 17 “Council.”/Move to action.

Motion by Shields, second by Ellyson to approve third reading of Ordinance 719. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried.

ORDINANCE NO. 719
AN ORDINANCE AMENDING TITLE CHAPTER 17 “COUNCIL”

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 17 “COUNCIL” of the Code of West Branch, Iowa is hereby amended by deleting Section 17.04.1 in its entirety and inserting in lieu thereof:

17.04.1 Regular Meetings. The regular meetings of the Council are on the first and third Mondays of each month in the Council Chambers at the City Office Building. The time of said meetings shall be 7:00 p.m. If such day falls on a holiday, the meeting is held at a mutually agreeable time, as determined by the Council.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 24th day of March, 2014.

First Reading:	February 18, 2014
Second Reading:	March 3, 2014
Third Reading:	March 24, 2014

Mark Worrell, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

First Reading of Ordinance 722, amending Chapter 55 of the Code of Ordinances regarding applicability of rules and regulations for the dog park./Move to action.

City Attorney Kevin Olson said that ordinances are usually only applicable to corporate city limits. State code states that the City can apply the rules and regulations to city owned property outside of the corporate city limits. This ordinance makes that official. Motion by Ellyson, second by Stevenson to approve first reading of Ordinance 722. AYES: Ellyson, Stevenson, Pierce, Shields, Miller. Motion carried.

Resolution 1184, approving FCC Notification for Spectrum Manager Lease Ownership Disclosure Information and Spectrum Lease Agreement with Sensus USA Inc. & Sensus Spectrum, LLC./Move to action.

City Administrator Matt Muckler said this is a ten year agreement for the city automated meter reading equipment. Information is collected over specific frequencies and this agreement provides the city permission to do so from the FCC. Motion by Pierce, second by Ellyson to approve Resolution 1184. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried.

CITY STAFF REPORTS

Matt Goodale, Public Works Director- North Maple Street Project Update

Public Works Director Matt Goodale said that he is working on scheduling with LL Pelling to begin the project in mid-April for the asphalt overlay and curb and gutter. That work will take approximately one and half weeks. Public Works employees will install the sidewalk, and finish dirt work and grading.

Paul Stagg, Zoning Administrator – March 25, 2014 Planning & Zoning Commission Meeting

Zoning Administrator Paul Stagg notified the Council of the planning and zoning meeting scheduled for March 25, 2014. There will be a public hearing on amendments to the zoning code. Two ordinances will be discussed; Ordinance 720 adds definitions to the code, provides effective dates for variances, allows retaining walls to extend farther into the required setbacks and allows the Council to remand decisions back to the Zoning Board of Adjustments. Ordinance 721 approves a zoning classification change and updates the City zoning map for land being classified as public use.

Melissa Russell, Park & Recreation Director – Summer League and Grants Update

Parks & Recreation Director Melissa Russell said that the City will be taking over the school summer league program. 130 registrations have been taken with a fee of \$35 per child. The City will pay the school for the electricity use at the summer league fields which is approximately \$1,100.00. Muckler and Russell are working with E-Civis to complete two grants. One is for a baseball tomorrow grant that averages around \$40,000 for fields and maintenance. The other is a Vision Iowa cat grant for a potential recreation building that could cover up to 20% of the total project cost.

Brian Boelk, HBK Engineering – Park Planning Update

Brian Boelk said there were 400 responses from the public survey. The community is interested in the following features, a pool, trails, basketball court, community center and playground equipment. 74% responded yes to combining the Public Library and the community center facilities. 60% of the people responded they are in favor of using local option sales tax or a bond to finance the project. An open house design charette process for public input has been scheduled for April 24 at the City Office.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Discussion of Ordinance 718, amending the Code of Ordinances of the City of West Branch by Creating and Incorporating a Storm Water Utility.

Council members had discussion and agreed that they prefer scenario one for the stormwater utility fee. Council member Mary Beth Stevenson asked staff to prepare a promotional plan with brochures to be distributed to the public for Council to review at the next meeting.

Motion to adjourn to closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where the disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Section 21.5(c) of the Code of Iowa.

Motion by Miller to adjourn to closed session at 8:12 p.m. and second by Shields. AYES: Miller, Shields, Ellyson, Stevenson, Pierce. Motion carried.

Motion by Miller to adjourn from the closed session at 9:34 p.m. and second by Shields. AYES: Miller, Shields, Ellyson, Stevenson, Pierce. Motion carried.

ADJOURNMENT

Motion to adjourn meeting by Miller, second by Ellyson. AYES: Miller, Ellyson, Stevenson, Pierce, Shields. Motion carried. City Council meeting adjourned at 9:34 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk