

(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**

**April 7, 2014
7:15 p.m.**

Mayor Worrell opened the West Branch City Council meeting 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, Police Chief Mike Horihan, Public Works Director Matt Goodale, Zoning Administrator Paul Stagg, City Attorney Kevin Olson, City Engineer Dave Schechinger, Zoning Board of Adjustment Chair Craig Walker, and Planning & Zoning Commission Chair Roger Laughlin. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the March 31, 2014 Special City Council Meeting.
- b. Approve claims.

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

Date 4-7-14

City of West Branch
Claims Register Report

Blue Cross Blue Shield	Insurance	11,113.97
Dearborn Insurance	Life Insurance	56.95
EFTPS	Federal Withholdings	5,509.30
Iowa Communities Assurance Pool	FY15 Insurance premium	38,189.63
Iowa Department Of Revenue	Payroll Expense	778.74
IPERS	IPERS	7,485.58
Losey, Nathan	Water - Utility Refund	49.18
Payroll Expense	Payroll Expense 3-28-14	24,284.84
Treasurer State Of Iowa	State Withholding Tax	2,018.00
Wageworks	Flex - HCFA2013	24.00
Wieneke, Richard	Water - Utility Refund	15.79
Wohlwend, Aaron	Water - Utility Refund	33.39

Grand Total 89,559.37

Fund Totals

001 General Fund	21,997.27
031 Library	5,166.18
036 Tort Liability	23,189.63
112 Trust And Agency	11,413.75

600 Water Fund	14,414.59
610 Sewer Fund	13,353.95
950 BC/BS Flexible Benefit	24.00
Grand Total	89,559.37

COMMUNICATIONS/OPEN FORUM

Cheryl Fischer, Distribution Center Site Leader at Procter & Gamble, spoke on behalf of Procter & Gamble's disinterest in participating in the proposed stormwater utility.

Public Hearing on Proposed Amendments to Sections 165.04, 165.11, 165.22, 165.24 and 165.44 of the West Branch Zoning Ordinance

Mayor Worrell opened the public hearing at 7:19 p.m. Walker spoke on behalf of the Zoning Board of Adjustment, indicating that the Board endorsed support of proposed amendments to Code, adding that the changes provide clarity, eliminate inconsistencies, and reduce ambiguity. Laughlin spoke on behalf of the Planning & Zoning Commission, indicating that the Commission recommends approval of the ordinance. Worrell thanked Walker for his work on helping create Ordinance 720. With no further comments, Worrell closed the public hearing at 7:25 p.m.

First Reading of Ordinance 720, amending Chapter 165 "Zoning Regulations"

Motion by Ellyson to approve the first reading of ordinance 720. Second by Shields. AYES: Ellyson, Shields, Miller, Pierce, Stevenson. NAYS: None. ABSENT: None. Motion carried.

First Reading of Ordinance 721, amending Chapter 165 "Zoning Regulations"

Schechinger noted that this classification changes properties currently specified as park in the City to public use.

Motion by Ellyson to approve the first reading of Ordinance 721, second by Shields. AYES: Ellyson, Shields, Miller, Pierce, Stevenson. NAYS: None. ABSENT: None. Motion carried.

Second Reading of Ordinance 722, amending Chapter 55 of the Code of Ordinances regarding applicability of rules and regulations for the Dog Park

Motion by Stevenson to approve the second reading of ordinance 722, second by Shields. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. NAYS: None. ABSENT: None. Motion carried.

Resolution 1188-Approving Engineering Services Agreement with Veenstra & Kimm, Inc. for Oliphant Street Sidewalk Improvements 2014 Project in an amount not to exceed \$21,200.00

Muckler noted that this is one of four major sidewalk projects scheduled for 2014, which include Maple Street in correlation with the West Branch Community School District, Crestview Drive and Oliphant Street to Downey, Main Street from the Hoover House to the Post Office, and the Wapsi Creek parking lot. Councilperson Miller asked if there was any concern from residents who may not want a sidewalk installed. Muckler responded that the projects require the City's Zoning Administrator and Engineer to speak with each property owner.

Motion by Ellyson to approve Resolution 1188, second by Stevenson. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. NAYS: None. ABSENT: None. Motion carried.

Res 1189-Approving a Return-to-Work Policy and incorporating that policy into the City of West Branch, IA Employee Handbook

Muckler stated that adding the Return-to-Work Policy helps clarify leave procedures for City employees upon returning to work. Olson echoed Muckler's comments, indicating that this improve information for policy implementation.

Motion by Ellyson to approve Resolution 1189, second by Stevenson. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. NAYS: None. ABSENT: None. Motion carried.

COMMENTS FROM MAYOR/COUNCIL

Muckler stated that a summary of stormwater utility document was included in the Council packet. Stevenson remarked that the City should be proactive in getting this information out to the public. Shields asked if the City would look at certain businesses for exceptions. Miller commented that he would like to see this type of item included in future City budgets. Worrell indicated that the City has a perpetual responsibility to maintain the infrastructure after a developer is finished with a project, and that those entities with the largest financial responsibility will also have the greatest impact on permeable areas. Schechinger remarked that a case study analysis of Iowa drainage laws evaluates these types of programs and processes are put into place to ensure reductions in flooding and manage stormwater flow. Council directed Muckler to move forward with the stormwater utility document and set April 21, 2014 as the date for the public hearing.

Ellyson asked for update on sidewalk notices. Muckler stated that seventeen original notices were sent in 2012. Stagg indicated that four repairs still remain from 2013, and that he is meeting with the contractor this week to ensure completion. Muckler added that the current mailing gives approximately seventy five percent of residents to remedy their sidewalks within one year, while the remaining twenty five percent have ninety days (as a result of prior notifications).

Motion by Shields to adjourn the city council meeting, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:31 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk