

*(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 4, 2014  
7:00 p.m.**

Mayor Mark Worrell opened the West Branch City Council meeting at 7:00 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Police Chief Mike Horihan, Public Works Director Matt Goodale, Deputy City Clerk Dawn Brandt, Parks & Recreation Director Melissa Russell, and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, and Mary Beth Stevenson. Councilperson Tim Shields was absent. City Attorney Kevin Olson entered the meeting at 7:12 p.m.

**APPROVE AGENDA/CONSENT AGENDA**

- a. Approve minutes from the July 21, 2014 City Council Meeting.
- b. Approve minutes from the July 21, 2014 City Council Work Session.
- c. Approve claims.
- d. Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.

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

Date 8-4-14	City Of West Branch	
	Claims Report	
Blue Cross Blue Shield	Health & Dental Insurance	11,113.97
BP Amoco	Sewer/Fire/Police - Fuel	1,654.32
Brandt, Dawn	Admin - Reimb For IMPI Training	386.69
Dearborn National Insurance	Life Insurance	60.10
EFTPS	Federal Withholdings	7,059.94
Funny Face Designs By Lori	Comm & Cult. - HHTD Face Painting	300.00
Iowa Alcoholic Beverages Div.	Comm & Cult. - HHTD Liquor License	25.00
Iowa Department Of Revenue	Payroll Expense	938.48
Iowa Municipal Finance Officers Asn.	Admin – IMFOA CMC Cert Fee	75.00
IPERS	IPERS	8,429.62
J & M Displays	Comm & Cult - HHTD Bal Fireworks	17,500.00
John Deere Financial	Sewer/Police - Supplies	719.79
Kid Again Inflatable Fun Shows	Comm & Cult. - Inflatable Balance	6,500.00
Lowe's	Police - Supplies	129.10
Mediacom	Cable - Service	40.90
Muckler, Matt	Admin - Reimb For IMPI Training	410.11
Payroll Expense	Payroll Expense - 7-18-14	29,760.42
Peden, Shanelle	Admin - Reimb For IMPI Training	160.36

Quad City Golf Cars	Comm & Cult - HHTD Golf Carts	410.00
Treasurer State Of Iowa	State Withholding Tax	2,430.00
Ups	Sewer - Shipping	37.89
Us Cellular	Various Depts - Final Phone Bill	675.59
Verizon Wireless	Various Depts - 2 Mths Bill/Equip	1,946.17
WageWorks	Flex - HCFSA 2014	250.00
West Music	Comm & Cult - HHTD Sound System	300.00
Windstar Lines	P & Rec - Bus Rental Summer Camp	833.00
	Grand Total	92,146.45

Fund Totals	
001 General Fund	53,824.86
031 Library	6,216.08
110 Road Use Tax	533.01
112 Trust And Agency	11,446.02
600 Water Fund	9,361.05
610 Sewer Fund	10,515.43
950 Bc/Bs Flexible Benefit	250.00
Grand Total	92,146.45

## COMMUNICATIONS/OPEN FORUM

Mackenzie Krob, Main Street Program Director, thanked the City for its efforts during Hoover's Hometown Days. Krob thought the event was a successful weekend for all.

## PUBLIC HEARING/NON-CONSENT AGENDA

### Mayor Mark Worrell – Recognition of Main Street Antiques & Art.

Worrell noted that Lou Picek has been in business in West Branch for thirty nine years. Picek explained his educational background from the University of Iowa and how the lack of jobs in the art industry led him to rent a building on Main Street. Picek noted that he and his wife love West Branch and have raised their family here. Picek concluded his comments with a personal story from his business, and the importance of historically preserving the past.

### Resolution 1223, directing the Mayor to send a letter to the Hoover Presidential Foundation.

Worrell noted that he would like to have additional time to further research the item and asked that the Council postpone action until a future meeting.

Motion by Ellyson to postpone action until the September 2, 2014 Council meeting, second by Pierce. AYES: Ellyson, Pierce, Miller, Stevenson. NAYS: None. ABSENT: Shields. Motion carried.

### First Reading of Ordinance 726, amending Chapter 26 West Branch Preservation Commission.

Motion by Pierce to postpone action until the September 2, 2014 Council meeting, second by Stevenson. AYES: Pierce, Stevenson, Ellyson, Miller. NAYS: None. ABSENT: Shields. Motion carried.

Resolution 1221, approving a 28E agreement, establishing mutual law enforcement services between Cedar County, the City of Tipton, the City of West Branch, the City of Clarence, the City of Mechanicsville, the City of Durant, the City of Lisbon, the City of Mount Vernon, the 7<sup>th</sup> Judicial District Department of Correctional Services, and authorizing local officials to perform thereunder.

Muckler noted that the most recent version of a law enforcement agreement that City Staff was able to locate was from 1982. Horihan noted that this agreement serves in a similar capacity as the Fire Department 28E agreements.

Motion by Stevenson to approve Resolution 1221, second by Pierce. AYES: Stevenson, Pierce, Ellyson, Miller. NAYS: None. ABSENT: Shields. Motion carried.

Resolution 1222, approving Rules and Regulations for the West Branch Dog Park

Muckler stated that the rules were recommended by the Animal Control Commission, who were interested in opening the park Labor Day weekend. Muckler added that City Staff would confirm the City's liability insurance coverage in the park. Stevenson and Miller both noted that the rules state that children under age sixteen should be accompanied by an adult. Councilperson Miller asked how tag enforcement would occur. Olson responded that the West Branch Police Department has jurisdiction as the City owns the property. Stevenson asked if a day pass could be available. Miller noted that the Groom Station is also willing to sell tags.

Motion by Stevenson to approve Resolution 1222, second by Ellyson. AYES: Stevenson, Ellyson, Miller, Pierce. NAYS: None. ABSENT: Shields. Motion carried.

Resolution 1224, approving the taking of bids on the Oliphant Street Sidewalk Improvements – Phase II Project.

Schechinger noted that the City would reopen the bid process in hopes that it will generate new proposals for the project.

Motion by Ellyson to approve Resolution 1224, second by Stevenson. AYES: Ellyson, Stevenson, Miller, Pierce. NAYS: None. ABSENT: Shields. Motion carried.

Resolution 1225, approving a maintenance proposal for the EDI Aeration System from Aeration Works in the amount of \$22,590.00.

Schechinger stated that he thought the cost estimate was good, and that the maintenance is needed. Schechinger said there is an approximate fifteen year life expectancy for the system. Pierce asked that future maintenance costs are included in future budgets. Muckler added that the costs could be higher, depending on what is found during the maintenance.

Motion by Pierce to approve Resolution 1225, second by Stevenson. AYES: Pierce, Stevenson, Ellyson, Miller. NAYS: None. ABSENT: Shields. Motion carried.

Resolution 1226, requesting the Cedar County Board of Supervisors to Set a Date for an Election on the Imposition of a Local Option Sales and Services Tax in the City of West Branch.

Olson noted that ballot language had been developed for both Cedar and Johnson Counties. Muckler added that the item to be voted upon would not cause an increase to property taxes.

Olson added that the sales tax would have a ten year expiration. Muckler added that he thought residents would feel more comfortable with an end date to the local option tax and a specific purpose detailed in the ballot language.

Motion by Ellyson to approve Resolution 1226, second by Pierce. AYES: Ellyson, Pierce, Miller, Stevenson. NAYS: None. ABSENT: Shields. Motion carried.

Resolution 1227, requesting the Johnson County Board of Supervisors to Set a Date for an Election on the Imposition of a Local Option Sales and Services Tax in the City of West Branch.

Pierce asked which portion of the City this included, to which Olson noted it is the Bickford Drive residents.

Motion by Ellyson to approve Resolution 1227, second by Stevenson. AYES: Ellyson, Stevenson, Miller, Pierce. NAYS: None. ABSENT: Shields. Motion carried.

Resolution 1228, setting date for public hearing on amendment to urban renewal plan amendment.

Olson asked that the item be postponed indefinitely, to allow City Staff to bring this item back with more specific language at next Council meeting. Muckler noted that a bond referendum would provide the City the ability to borrow against funds to be used for infrastructure.

Motion by Stevenson to postpone indefinitely, second by Miller. AYES: Stevenson, Miller, Ellyson, Pierce. NAYS: None. ABSENT: Shields. Motion carried.

Worrell apologized to John McNutt for missing the comment form that had been turned in prior to the start of the meeting. McNutt did not have any comment.

## **CITY STAFF REPORTS**

City Administrator Matt Muckler – Upcoming Council Meetings/Work Sessions

Muckler noted that Maggie Burger with Speer Financial would be presenting at the August 18, 2014 meeting. Muckler added that the Johnson County Board of Supervisors would be in attendance for a joint work session with the Council on September 2, 2014 at 6:00 p.m. Muckler also stated that Pat Callahan would be returning on September 15, 2014 for additional Capital Improvements Planning, and that Pat Sauer would be in attendance on October 6, 2014 to discuss stormwater issues. Muckler concluded his comments regarding the upcoming meeting with the Johnson County Board of Supervisors by stating that issues such as bike trails, road improvements to Herbert Hoover Highway, and final data from the spring traffic study would be topics of discussion.

City Engineer Dave Schechinger – Potential Building Permit Enhancements

Schechinger noted that the City of North Liberty has established minimum requirements for residential plot plans. Schechinger added that incorporating permit enhancements would lay out requirements and provide additional clarification prior to construction, curb elevation, lot grading, and flow direction. Worrell asked that it be reviewed and any feedback be provided to Muckler. Stevenson asked that Pat Sauer be included in future Council conversations.

Public Works Director Matt Goodale – Sealcoat and Other Budget Issues

Goodale said that he would like to proceed with the projects, with Muckler noting the different options available. Muckler also noted that there is some deterioration on North Downey where it intersects with Oliphant Street and that City Staff would bring back additional information regarding those intersection repairs for the next Council meeting.

## **COMMENTS FROM MAYOR/COUNCIL**

Mayor Mark Worrell – Hoover’s Hometown Days

Worrell noted that he thought this past weekend was the best Hoover’s Hometown Days yet, noting good attendance, a nice layout in the National Park, and long lines of children for the free inflatable rides for kids. Worrell added that he enjoyed seeing new people come out and have the West Branch experience, also adding that the line of registrants for the Mayor’s Parade extended West on Orange Street to Ridge View Drive. Worrell concluded his comments by noting that he would like to see a collaborative effort in improving the downtown activities in the future. Worrell announced the winners of the Mayor’s Parade, including Best Tractor-Bill Cline, Best Classic Car-Classy Chassis Cruisers, Best Four Wheeler-West Branch Fire Department, Best Motorcycle-Norm Bickford, Best Non-Profit-Hoover Foundation S.S. Hoover, and Best Business to Robert’s Towing, Second Place to Thirsty on 80, and Third Place to Pink Pony. Muckler added that the Main Street raffle winner was Barb Bothell from West Liberty.

Motion by Stevenson at 8:25 p.m. to adjourn to closed session, second by Miller. AYES: Stevenson, Miller, Ellyson, Pierce. NAYS: None. ABSENT: Shields. Motion carried.

Motion by Pierce to adjourn from the closed session at 8:43 p.m. and second by Miller. AYES: Pierce, Miller, Ellyson, Stevenson. NAYS: None. ABSENT: Shields. Motion carried.

**ADJOURNMENT**

Motion by Miller to adjourn the city council meeting, second by Stevenson. Motion carried on a voice vote. City Council meeting adjourned at 8:45 p.m.

\_\_\_\_\_  
Mark Worrell, Mayor

ATTEST: \_\_\_\_\_  
Matt Muckler, City Administrator/Clerk