

(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**

**September 15, 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, Fire Chief Kevin Stoolman, Public Works Director Matt Goodale, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the September 2, 2014 City Council Joint Meeting with Johnson County Board of Supervisors.
- b. Approve minutes from the September 2, 2014 City Council Meeting.
- c. Approve claims.
- d. Approve Class C liquor license with Sunday sales for Herb n' Lou's.
- e. Approve Class C Liquor License with Sunday Sales for Agaves Inc. DBA Agaves, to include the dining room and banquet and reservation area.

Motion by Shields to approve, second by Stevenson. AYES: Shields, Stevenson, Ellyson, Miller, Pierce. Motion carried.

Date 9-15-14

City Of West Branch
Claims Report

Air Cooled Engine Service	Streets - Service	272.43
Alliant Energy	Various Depts - Utilities	10,504.97
Amazon	Library/Admin - Supplies	391.51
Baker & Taylor	Library - Books	681.14
Barron Motor Supply	Sewer - Supplies	435.18
Bean & Bean	Cemetery - Grave Openings	550.00
BP Amoco	Cem/Sewer/Police/Fire-Fuel	912.83
BSN Sports	P&R - Youth Sports Supplies	1,382.35
Cedar County Cooperative	Fire - Diesel Fuel	1,638.45
Cedar County Recorder	Legal - Document Recordings	433.00
Cedar Rapids Photo Copy	Library - Service	23.87
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Croell Redi-Mix	Various Depts - Concrete	3,414.36
Culligan Water	Fire - Water Cond Rental	33.95
D & N Fence Company	Water - Fence & Gate By Plant	4,400.00

Deweys Jack & Jill	P&R/Water - Supplies	128.14
Dorsey & Whitney	Legal Services Through 7-31-14	1,745.40
Econo Signs	Streets- Signs	356.18
EFTPS	Federal Withholdings	6,722.94
ETS Corporation	Water/Sewer - Credit Card Fees	75.97
F&B Communications	Admin - Website Hosting	929.95
FEH Associates	Park&Rec - Proj 2014206 Rec	2,360.00
Frederick Madison Smith Library	Library - Book	39.00
Galls	Police - Uniforms	486.83
Gazette Communications	Library - Subscription	72.80
General Pest Control	Library - Service	70.00
Gierke-Robinson Company	Streets - Supplies	1,013.84
GreatAmerica Leasing	Admin - Copier Lease	252.06
Hansen, Trent	Park&Rec - Sand VB Refund	75.00
Havlik-Smith, Tanya	Fire - Reimb For Med Supplies	61.98
Hawkins	Water - Azone 15	1,478.50
HD Cline Company	Cemetery - Oil & Filter	42.63
HDS White Cap Construction	Streets - Cordless Saw	104.19
Herb N Lou's	Park & Rec - VB Gift Cert.	100.00
Hollywood Graphics	Park&Rec - Volleyball T-Shirts	643.10
Horihan, Mike	Police - Uniform Belts	45.56
IMWCA	Water/Sewer - Work Comp Ins 3	3,254.00
Int'l Inst Of Municipal Clerks	Admin - CMC Application Fee	100.00
Iowa Assn. Mun. Utilities	Water - Eiasso Sept-Nov	534.27
Iowa Crime Prevention Assoc.	Police - Membership Dues	50.00
Iowa League Of Cities	Admin - IMFOA Fall Conf Trng	105.00
Iowa Library Association	Library - Membership	80.00
Iowa One Call	Water/Sewer - Service	27.90
Iowa Park And Recreation Assoc.	Park&Rec - Fall Workshop	130.00
Iowa Prison Industries	Streets- Sign	100.90
Iowa State University	Park&Rec - Insect Presentation	237.06
Joey Dean Wemndt	Fire - Sept Fire Training	150.00
John Deere Financial	Cemetery/Sewer - Supplies	486.34
John E Reid And Associates	Police - Training	500.00
Johnson County Refuse	Recycling - August 2014	3,705.00
Kelley, Camie	P&R - Daycamp Refund	40.00
Kevin D Olson	Legal Services For Sept 2014	1,500.00
Kingdom Graphics	Park&Rec -Flag Football Shirts	372.00
L. L. Pelling Co.	Streets - Premix	162.00
Liberty Communications	Various Depts - Phone Service	1,103.42
Linn County R.E.C.	Streets - Utilities	77.34
Lynch's Plumbing	Water - Curb Stop E Green St	1,644.60
Main Street West Branch	Comm & Cult - HHTD Band	350.00

Matt Parrott	Admin - Window Envelopes	123.73
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	646.56
Montgomery, Lori	Park & Rec - Refund IA Gymnest	170.00
Municipal Supply	Water - Radio Read Supplies	10,521.00
Oriental Trading Co.	Park&Rec - Craft Supplies	583.45
Overdrive	Library - EBooks	152.88
PDT Services	Fire - Service Ice Machine	138.32
Payroll Expense	Payroll Expense - 9-12-14	28,728.14
Pitney Bowes	Lib/Adm/Water/Sewer/P&R - Postage	2,000.00
Plunkett's Pest Control	Admin - Pest Control	93.35
Port 'O' Jonny	Cemetery/P&R - Service	174.00
Pyramid Services	Cemetery - JD Blades	129.90
Quality Engraved Signs	Admin - Nameplate	16.75
Quill Corp	Lib/Adm/P&R/Anim Cont-Office Supplies	730.50
Racom Corporation	Police - Service	138.50
River Products Company	Streets - Roadstone	569.44
Rosetta Stone Ltd	Library - TMM Online Software	250.00
Shanelle M Peden	Cable - Videotaping	225.00
St. Paul Stamp Works	Animal Control - Dog Park Tags	64.07
Stanard & Associates	Police - Selection Test	36.00
Steele, Gillian	P&R - Daycamp Refund	160.00
Tac 10 Inc	Police - Software Maintenance	880.00
Terence J Goerd	Admin - Building Inspections	350.00
Tipton Electric Motors	Sewer - Equipment	1,345.61
Treasurer State Of Iowa	Iowa Sales Tax Ach Payment	2,962.03
Trugreen Processing Center	Park&Rec - Lions Field Service	145.00
Tumbleweed Press	Library - Subscription	299.00
University Of Iowa: State	Water - Testing	25.00
UPS	Sewer - Shipping	50.28
US Bank Equipment	Library - Copier Contract	70.42
Veenstra & Kimm Inc.	Various Depts - Engineering	9,054.46
Wageworks	Flex - HCFSA2014 Payment	750.00
Walmart	Library - Supplies	211.02
West Branch Animal Clinic	Animal Control - Stray Cats	607.00
West Branch Repairs	Streets/Fire Dump Truck Serv/Batteries	743.21
West Branch Times	Legal/Com&Cult/Ac-Publications	952.93
Westrum Leak Detection	Water - Leak Detection Survey	1,000.00
WEX Bank	Police/Streets - Fuel	1,169.71
	Grand Total	131,219.77

Fund Totals

001 General Fund	57,930.68
022 Civic Center	839.95
031 Library	10,070.38
110 Road Use Tax	3,026.59
112 Trust And Agency	1,523.72
226 Go Debt Service	8,364.57
600 Water Fund	34,773.18
610 Sewer Fund	13,940.70
950 Bc/Bs Flexible Benefit	750.00
Grand Total	131,219.77

COMMUNICATIONS/OPEN FORUM

Miller noted that he had been approached regarding the possibility of an assisted-living facility in West Branch. Miller added that an endeavor like this would be conducted by private developers, however, felt that it would be supported by the City.

PUBLIC HEARING/NON-CONSENT AGENDA

Approve street closures along parade route for the West Branch High School Homecoming Parade on Wednesday September 24, 2014 from 5:45 p.m.–6:45 p.m./Move to action.

West Branch High School Student Government Adviser Abby Noelck and West Branch High School Junior Class Member Allison Kusick confirmed the Homecoming parade route and distributed registration forms. Noelck and Kusick provided additional registration forms that are available at City Offices.

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

Resolution 1233, approving the fiscal year 2013-2014 street finance report./Move to action.

Muckler noted that this is an annual report that the City files with the Iowa Department of Transportation to account for road use tax funding.

Motion by Stevenson to approve Resolution 1233, second by Ellyson. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. NAYS: None. Motion carried.

Resolution 1234, approving Partial Payment Estimate Number Four (final) in the amount of the retainage (\$11,604.08) to Visu-Sewer, Inc. of Pewaukee, WI and accepting the West Branch, Iowa Sanitary Sewer Rehabilitation – Phase I Project as substantially completed./Move to action.

Miller asked if Visu-Sewer televised after the repairs were made. Schechinger noted that video was reviewed by Veenstra & Kimm.

Motion by Shields to approve Resolution 1234, second by Pierce. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. NAYS: Motion carried.

Accept the resignation of Shanelle Peden as administrative assistant./Move to action.

Muckler thanked Peden for her service to the City and wished her well in her future endeavors.

Motion by Shields to accept the resignation, second by Stevenson. AYES: Shields, Stevenson, Ellyson, Miller, Pierce. NAYS: None. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler - Recruitment for administrative assistant/deputy city clerk position. Muckler noted that a recently updated job description was included in the Council packet. The updated job description now includes work experience as a clerk or deputy city clerk.

City Engineer Dave Schechinger – Stormwater runoff at new park space in Pedersen Valley. Schechinger referred to the proposed Site Plan, noting what the potential impervious area could be and the possible contribution of watershed in twenty four hour rain period. Schechinger also mentioned the potential runoff and noted the amount of earthwork that would need to take place around the creek, including undisturbed areas and also accounting for areas downstream. Stephen Marlow, Vice President/Chief Financial Officer with Care Initiatives, emphasized the importance of continuous operation of Crestview Nursing and Rehabilitation Center, located at 451 West Orange Street. Marlow noted that Director Cheryl Mercer is the local point of contact as the discussion continues. Pat Nagle, 212 Scott Drive, asked for clarification of the water flow pattern in the area. Schechinger noted that the retention pond will collect water, reducing the runoff rate from 86.81 to 10.61. Worrell remarked that Iowa state law dictates how and what volumes of water can be in a retention basin. Ellen Collins, 200 Scott Drive, asked Brian Boelk of HBK Engineering about the position of a possible facility and how easements would allow construction in the area. Collins also asked about the installation of a privacy fence. Schechinger noted that earth and berm with vegetation or privacy fencing could be allowed. Yolanda Bass, 228 Scott Drive, mentioned that private residents were not allowed to construct fences on their properties in the past. Gary Bass, 228 Scott Drive, asked a question regarding the field north of the development area and its impact. Schechinger mentioned that he had assessed flood elevations and determined the depth of the lot, emphasizing that the City cannot direct private property owners adjacent to this land. Information from prior discussions on residential development was mentioned, noting that the number of homes that could be built in the area ranged in the 30's.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Worrell remarked that the September 2nd joint meeting with the Johnson County Board of Supervisors went well and that he would like to continue that trend.

ADJOURNMENT

Motion by Miller to adjourn the city council meeting, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 7:46 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk