

(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

**January 20, 2015
7:00 p.m.**

Mayor 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, Deputy City Clerk Dawn Brandt, Deputy City Clerk Leslie Brick, Police Chief Mike Horihan, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman and Safety/Facilities Coordinator Paul O'Neil. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson and Tim Shields. Absent: City Attorney Kevin Olson. Brian Pierce joined the meeting at 7:24 pm.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve claims.
- b. Approve transfer of \$5,000 from LOST fund to general fund for Fire Dept. carpet payment.
- c. Approve Class C beer license including Class B native wine and Sunday Sales privileges for Shivji LLC DBA BP Amoco.
- d. Approve Class E liquor license, including carryout beer; carryout wine, and Sunday sales privileges for Fisher's Market Nauvoo, IL DBA Dewey's Jack & Jill.

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

Date 1-20-15	City of West Branch Claims Report	
Air Cooled Engine	Streets - Supplies	22.44
Alliant Energy	Various Depts - Utilities	9,434.37
Amazon	Library - Supplies	543.84
Bachmeier Carpet One	Fire - Carpet For Mtg Room	4,777.94
Baker & Taylor	Library - Books	767.48
Barron Motor Supply	Water/Police - Supplies	534.11
Booklist	Library - Subscription	147.50
CDW Government	Police - Supplies	422.62
Cedar County Recorder	Legal - Recording Documents	24.00
Cedar County Transfer Station	Streets - Waste Disposal	36.00
Cedar Rapids Photo Copy	Library - Service Contract	52.53
Chris Jones Trucking	Streets - Hauling Sand	531.43
Compass Minerals	Streets - Salt	2,719.66
Costco	Library/P&R - Supplies	424.91
Croell Redi-Mix	St/Water/Sewer - Concrete	5,878.36
Culligan Water	Fire - Water Cond Rental	37.90
Dave Seydel Auto & Truck,	Streets - Service State Truck	142.41
David Mcilrath	Streets - Tree Removal	500.00
Debra Fiderlein	Park&Rec-Sess 6 Fitness Class	213.34
Demco	Library - Supplies	63.50
Deweys Jack & Jill	P&R/Library - Supplies	56.95
Dorsey & Whitney	Legal Services Thru Nov 2014	8,157.50
Ed.M.Feld Equipment	Fire - Supplies	256.00
EFTPS	Federal Withholdings	12,962.11
Elert & Associates	Fire/Police - Radio Sys Assess	4,850.00
Environmental Dynamics	Sewer - Aeration Works Maint	22,590.00
ETS Corporation	Water/Sewer - Credit Card Fees	35.70
FEH Associates	Park&Rec - Pre-Fund Design	1,770.00
Gierke-Robinson Company	Streets - Supplies	171.80
Hawkins	Water - Azone 15	801.50
HD Cline	Water - Filter	143.30
IMWCA	Police/Streets - WC Prem #7	3,254.00
ICAP	Fire - Insurance End#5	115.58

Iowa Library Association	Library - 2015 Membership Ren	165.00
Iowa Municipal Finance Officers	Admin - Annual Dues	55.00
Iowa One Call	Water/Sewer - Service	12.60
Jodi Yeggy	Park&Rec- Sess 6 Fitness Class	213.34
Joey Wenndt	Fire - January Fire Training	150.00
John Deere Financial	Streets/Cem - Supplies	325.41
Johnson County Refuse	Solid Waste-Recycling December	3,700.25
Kevin Olson	Legal Services For Jan 2015	1,500.00
Koch Brothers	Admin - Shipping For Copier	125.00
Lenoch & Cilek	Admin/Water - Supplies	36.65
Liberty Communications	Various Depts - Phone Service	1,078.12
Linn County R.E.C.	Streets – Utilities	138.00
Matt Parrott	Admin - Tax Forms	99.86
Menards	Water – Supplies	58.26
Michele England	Park&Rec - Fitness Classes	550.00
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	646.56
Moore's Welding	Streets - Service Dump Truck	237.00
Mozy Inc	Admin - Server Backup	158.95
National Recreation And Park	Park&Rec - NRPA Membership	165.00
Omnisite	Sewer - Lift Station Service	360.00
Overdrive	Library – EBooks	99.97
Payroll Expense	Payroll Expense 1/2 & 1/16/15	55,506.82
Pitney Bowes	Library - Postage Meter	120.00
Pitney Bowes	Admin - Postage Machine	218.00
Pitney Bowes	Water/Sewer/Admin - Postage	500.00
Plunkett's Pest Control	Admin - Pest Control	50.92
Porto, Mary Lee	Park&Rec - Program Refund	66.00
Qc Analytical Services	Sewer – Testing	730.00
Quality Engraved Signs	Admin - Nameplates	103.18
Quill Corp	Police/Admin - Supplies	112.10
RK Dixon	Admin - Blk/Wht/Color Copies	284.97
S & G Materials	Streets - Concrete Sand	568.34
Servicemaster 380	T Hall- Basement Restoration	8,665.48
Shanelle Peden	Cable – Videotaping	300.00
Shawn Pierce	Park&Rec-Sess 6 Fitness Class	213.34
Shimmin, Nick	Comm&Cult - HHTD Domain Name	63.75
Terence Goerdt	Admin - Building Inspections	175.00
Thomas, Jeanette	Streets - Reimb For Fence Parts	105.90
Treasurer State Of Iowa	Iowa Sales Tax Ach	2,326.00
U Of Iowa: State Hygienic Lab	Water - Testing	25.00
UPS	Sewer - Shipping	127.40
US Bank Equipment Finance	Library - Copier Contract	237.52
Veenstra & Kimm Inc.	Engineering Various Projects	5,420.45
Verizon Wireless	Various Depts - Phone Service	774.16
Wageworks	Flex - HCFA2014 Pmt	10.00
Walmart	Library - Supplies	413.12
Water Solutions	Water - Blended Phosphate	2,511.00
West Branch Ford	Police - Service Ford Taurus	171.19
West Branch Times	Legal - Publications	552.50
West Branch Repairs	Fire - Service	82.40
WEX Bank	Police/Streets - Fuel	1,236.45
	Grand Total	173,984.74

Fund Totals	
001 General Fund	77,513.27
022 Civic Center	9,579.69
031 Library	13,978.14
036 Tort Liability	3,369.58
110 Road Use Tax	6,394.34
112 Trust And Agency	2,883.45
600 Water Fund	21,725.11
610 Sewer Fund	38,531.16
950 BC/BS Flexible Benefit	10.00
Grand Total	173,984.74

COMMUNICATIONS/OPEN FORUM

Michael Hughes, Plant Manager, beauty care site Iowa City Procter & Gamble addressed the Council on the immediate actions and work process improvement project that they have put in place to improve the truck parking issues in the street near the warehouse in West Branch. They have hired four security personnel since August, added a camera system, and an instant messaging program between employees. They will be training employees on best practices and installing a sign to describe the four entry lanes that will be able to accommodate pulling in eight trucks. He said they expect to see continued improvement with the new administrative processes. Councilpersons Shields and Ellyson thanked him for setting up processes to measure and improve the issue.

PUBLIC HEARING/NON-CONSENT AGENDA

Resolution 1262, to fix a date of meeting for a public hearing on adopting the City of West Branch Capital Improvements Plan, Fiscal Years 2016 through 2021./Move to action.

City Administrator Muckler said this resolution will schedule a public hearing and vote to adopt option three of the Capital Improvement Plan that the Council expressed support for at a previous work session.

Motion by Ellyson, second by Shields to approve Resolution 1262. AYES: Ellyson, Shields, Miller, Stevenson. Absent: Pierce. Motion carried.

Resolution 1263, declaring a board and commission training as a public purpose and approving funding for training expenses and dinner for participants./Move to action

Muckler said this training session will be provided by Jeff Schott from the University of Iowa, Institute of Public Affairs. The training will include conflict of interest, gift law and provide other guidance to members of the City's boards and commissions. A light dinner will be from 6:00 to 6:30 pm with the training beginning at 6:30 to 8:00 pm. Councilpersons Shields, Stevenson and Ellyson agreed that this is a good idea and shows appreciation for residents that volunteer their time to serve on boards and commissions.

Motion by Stevenson, second by Ellyson to approve Resolution 1263. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

CITY STAFF REPORTS

Public Works Director Matt Goodale – Snow and Ice Policy.

The current snow and ice policy discourages plowing between the hours of 8:00 p.m. to 4:00 a.m. Goodale reported that the new policy sequence of service will allow snow plowing at any hour of the day.

City Engineer Dave Schechinger – Residential Plot Plans.

Schechinger noted past problems with residential development and asked if Council was still interested in pursuing an individual residential lot site plan permit process. Council was in agreement to start planning this process and setting the fee for this permit.

Main Street West Branch Executive Director Mackenzie Krob - Dessert Auction Fundraiser on Saturday February 7, 2015 at Brick Arch Winery & New Main Street West Branch App.

Krob announced the 3rd annual dessert auction fundraiser will take place on Saturday, February 7th at 7:00 pm and invited all to attend. She also gave an update on the Main Street app.

Fire Chief Kevin Stoolman – Rescue Truck Update.

Stoolman updated the Council on the sale of the old rescue truck. The City has received a \$10,000 check to hold the truck and is hoping to receive a total of \$58,500 for the sale. The new rescue truck is scheduled to be delivered by June 1, 2015.

Police Chief Mike Horihan and Fire Chief Kevin Stoolman – Public Safety Radio System Assessment Report.

Horihan and Stoolman reported on the Elert public safety radio system assessment. The law enforcement standard will be changing to a P25 system and the Police department current city repeater system will no longer function with the Cedar County equipment in December 2015. Council agreed that they would like to have further discussion with representatives from Elert & Associates concerning the Public Safety radio options.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Worrell encouraged all Council members to attend the Boards & Commission training and the Main Street dessert auction.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Stevenson. Motion carried on a voice vote. City Council meeting adjourned at 8:51 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk