

(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 23, 2015
7:00 p.m.**

Mayor Worrell opened the West Branch City Council meeting at 7:03 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, Library Director Nick Shimmin, Police Chief Mike Horihan, Park & 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 2, 2015 City Council Meeting.
- b) Approve claims.
- c) Approve Class C Native Wine License with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery.
- d) Approve the Wage Works Flexible Spending Account Renewal for April 1, 2015-March 31, 2016 in the amount of \$524.80.
- e) Approve quote from the Iowa Communities Assurance Pool for liability and property insurance in the amount of \$9,743.13 for the period of April 1, 2015-June 30, 2015.
- f) Approve moving the Monday April 6, 2015 City Council Meeting to Tuesday, April 7, 2015, due to a Planning and Zoning Training to be held in Davenport, IA on Monday April 6, 2015.
- g) Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
- h) Approve journal entry of \$5,000.00 from Police Apparatus Reserve Fund to General Fund for purchase of radios from radio grant.

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

March 23, 2015	City of West Branch	
	Claims Report	
Aero Rental	Fire - Supplies	158.00
Air Cooled Engine	Cemetery - Chain Saw	314.96
Alliant Energy	Various Depts. - Utilities	11,050.09
Amazon	Library - Supplies	252.33
Baker & Taylor Inc.	Library - Books	930.24
Barron Motor Supply	Water - Supplies	964.30
Bound Tree Medical	Fire - Medical Supplies	314.82
BP Amoco	Sewer/Fire - Fuel	244.37
Brandt, Dawn	Admin - Reimb For Supplies	16.79
Brick Arch Winery	M&C-Board & Comm trng Event	600.00
Brown's West Branch	Police - Service 08 Dodge Ram	150.44
Brownells	Police - Supplies	152.25
Business Radio Sales	Police - Radios	6,376.40
Callahan Municipal Consultant	Adm/Water/Sewer-CIP Consult	2,709.24
Cedar Rapids Photo Copy	Library - Service/Toner	45.69
CLIA Laboratory	Fire - CLIA Lab User Fee	150.00
Copyworks	Police - Supplies	24.00
Costco Wholesale	Adm/Lib/P&R - Supplies	206.57
Culligan Water	Fire - Water Cond. Rental	37.90
Demco	Library - Labels	13.93
Deweys Jack & Jill	Water/Town Hall - Supplies	37.44
Ed.M.Feld Equipment	Fire - Supplies	77.88
EFTPS	Federal Withholdings	6,573.82
Emergency Services Marketing	Fire - Service	28.17
ETS Corporation	Adm/Water/Sewer - Credit Card Fees	59.55
F&B Communications	Admin - Web Hosting	29.95
Farmers Supply	Water - Supplies	78.35
General Pest Control	Library - Pest Control	70.00
Hanna, John	Police - Reimbursement For Trng Exp.	799.74
Iowa Communities Assurance Pool	Various Depts-3 Month Insurance Ren	9,743.13
Iowa Dept Of Public Safety	Police - One Month Iowa System Fee	100.00
Iowa League Of Cities	Admin - IMFOA Conf Fees	315.00
Iowa State University	M&C - P&Z Training Workshop	700.00
Iowa State University, Treasurer	Fire - Training	100.00
Johnson County Mutual Aid	Fire - JCMMA Dues	89.00
Johnson County Refuse	Recycling - February	3,681.25
Jones Janitor Supplies	Water - Brooms	110.00
Kevin Olson	Legal Services For March	1,500.00
Kieck's Career Apparel	Fire - Uniforms	77.55
Kirkwood Comm. College	Water - Training Class	125.00
Liberty Communications	Various Depts. - Phone Service	1,121.91
Liberty Doors	Library - Service Repair	503.00
Linn County R.E.C.	Streets - Utilities	138.00
Lynch's Excavating	Water - Wtr Main Olip St/Curb Stop Rep	3,254.00
Matt Parrott	Admin - Envelopes	133.75
Menards	Streets- Supplies	182.28
Midwest Janitorial Service	Lib/TH/Adm/Police- Cleaning	646.56
Overdrive	Library - EBooks	158.75
Payroll Expense	Payroll Expense 3/13/15	28,315.33
Pitney Bowes	Adm/Water/Sewer/Lib - Postage	1,546.99
Qc Analytical Services	Sewer - Testing	584.00

Quill Corp	Adm/Fire/Lib - Supplies	497.75
Shanelle Peden	Cable - Video Meetings	225.00
Sioux Sales Company	Police - Holsters	255.25
St. Paul Stamp Works	Animal Cont - Animal Tags	62.77
The Gazette	Library - Subscription Renewal	72.80
The Northway Corporation	Water - Service Pump #1 Repair	7,202.50
Toynes Ia. Fire Trk.Serv	Fire - Marker Light	22.63
Treasurer State Of Iowa	Iowa Sales Tax Ach 3-11-15	2,458.77
Treat America	Police - Training Meals	17.48
Uniform Den	Police - Uniforms	634.04
U Of I: State Hygienic Lab	Water - Testing	75.00
UPS	Sewer - Shipping	81.81
Upstart	Library - Supplies	128.76
US Bank Equipment	Lib/Adm - Copier Contracts	312.22
Veenstra & Kimm	P&Z/Streets - Various Engineering	1,133.25
Verizon Wireless	Various Depts - Phone Service	774.52
Walmart	Library - Supplies	297.54
West Branch Animal Clinic	Animal Cont - Stray Cats	118.00
West Branch Repairs	Fire/Police/Water - Service	2,231.13
West Branch Times	Legal - Publications	562.61
WEX Bank	Water/Sewer/Police - Fuel	1,502.84
	Grand Total	104,259.39

Fund Totals		
001 General Fund		48,271.86
022 Civic Center		890.29
031 Library		9,783.25
036 Tort Liability		6,907.97
110 Road Use Tax		1,202.75
112 Trust And Agency		1,464.00
600 Water Fund		24,929.45
610 Sewer Fund		10,809.82
Grand Total		104,259.39

COMMUNICATIONS/OPEN FORUM - NONE

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell – Recognition of Mercy Family Medicine of West Branch.

Mayor Worrell presented Brad Heithoff, MD and Ellen Collins, PA-C of Mercy Family Medicine with a certificate of appreciation for the service they provide in the West Branch community.

Councilperson Colton Miller - Appointments/Reappointments/Move to action.

i. Curtis Walker – West Branch Volunteer Firefighter.

Motion by Pierce second by Shields to approve Curtis Walker as a West Branch Volunteer Firefighter. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried.

Animal Control Commission Chair, Dr. Alan Beyer – Proposed Changes to Animal Control Ordinance.

Dr. Alan Beyer provided proposed changes to address classification of animals, adding a penalty provision related to animal neglect and to clarify the requirements of animals at large prohibited specifically in the Dog Park. These recommendations would amend Chapter 55 Animal Protection and control, with a first reading brought to Council at the next Council meeting.

Jerry Sexton and Roger Laughlin – Development Incentives Committee Report on City Growth Proposal.

A committee of developers, bankers and builders would like to increase the number of new homes built while providing a program that would offer more affordable new home pricing options. Sexton and Laughlin reported the committee might offer a five year tax rebate on the City portion of property taxes at the time of occupancy, reduce the cost of building permit fees and water/sewer hook-up fees. They are also interested in having a Parade of Homes entry in West Branch next year.

Nuisance Hearing for 207 E. Green Street, West Branch per Section 50.08 of the Code of Ordinances, requested by Mr. Mike Lucassen.

Mr. Lucassen asked for clarification of the steps in the City nuisance abatement procedure. City Administrator Matt Muckler provided him with those steps. City Attorney Kevin Olson explained that the junk vehicles need to be removed from his property. Lucassen agreed to remove the junk vehicles by Friday, March 27th and if he needs additional time he will talk to Mayor Worrell.

Approve an order to abate a nuisance at 207 E. Green Street no later than March 27, 2015./Move to action. Motion by Ellyson, second by Stevenson to approve Mr. Lucassen's statement that he will abate the junk vehicles nuisance at 207 E. Green Street by March 27th. AYES: Ellyson, Stevenson, Pierce, Shields, Miller. Motion carried.

Resolution 1282, authorizing an internal advance to tax increment revenue fund./Move to action.

Muckler said this resolution authorizes a transfer from the TIF fund to the general fund for the Parkside Road Improvement project and Acciona legal costs.

Motion by Pierce, second by Ellyson to approve Resolution 1282. AYES: Pierce, Ellyson, Miller, Stevenson, Shields. Motion carried

Resolution 1283, approving a farm lease with Al Lacina for \$3,450./Move to action.

Motion by Shields, second by Stevenson to approve Resolution 1283. AYES: Shields, Stevenson, Pierce, Ellyson, Miller. Motion carried

Resolution 1284, approving an agreement for collection services with Credit Management Systems./Move to action.

Muckler stated the fees of this agreement for collection services range from 15-35% depending on the circumstances. Motion by Shields, second by Ellyson to approve Resolution 1284. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried

Resolution 1285, hiring Catherine Steen as a part-time police officer for the City of West Branch, Iowa, and setting the salary for the position for fiscal year 2014-2015./Move to action.

Police Chief Mike Horihan said that he met Catherine when she was a trooper for Johnson County. She currently teaches criminal justice at Kirkwood Community College. Horihan said she completed and passed the physical agility test and is very capable of doing the job.

Motion by Stevenson, second by Ellyson to approve Resolution 1285. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried

Resolution 1286, approving a participating entity addendum to the U.S. Bank Commercial Card Master Agreement, dated August 12, 2010 between the University of Iowa and U.S. Bank./Move to action.

Olson noted this agreement is to obtain a city credit card.

Motion by Pierce, second by Shields to approve Resolution 1286. AYES: Pierce, Shields, Ellyson, Miller, Stevenson. Motion carried

Resolution 1287, approving advertising with iHeart Media in the amount of \$4,999.70./Move to action.

Muckler explained the different advertising packages that will be used to promote Hoover's Hometown Days and other City events. Miller suggested this would be a good way that businesses could sponsor a group for Hoover's Hometown Days and promote their business.

Motion by Shields, second by Ellyson to approve Resolution 1287. AYES: Shields, Ellyson, Miller, Stevenson, Pierce. Motion carried

CITY STAFF REPORTS

Deputy City Clerk Dawn Brandt - Ordinance Codification Service Options

Brandt provided options from Iowa Codification Inc. to add approved ordinances to the City code book. Council discussed budgeting for a complete review and update with an online service option in the FY17 budget.

Council agreed to complete option one for \$2,000 which includes the ordinance supplement, proceedings to readopt the existing code and a digital copy of the updated book.

City Attorney Kevin Olson – Solid Waste RFP Options

Olson noted the current solid waste agreement with Johnson County Refuse is up for renewal the end of June and the City could put the service out for bids. Steve Smith from Johnson County Refuse provider since 2001 spoke about continuing his contract with the City. There has only been one price increase in the last fourteen years. Smith explained they offer an annual sticker option and in the future might provide a food composting option. Stevenson and Shields both appreciated the good service Johnson County Refuse provides and how well respected they are in the business. Olson said there is no requirement to bid out the service.

Police Chief Mike Horihan – Parking on Sidewalks

Horihan said the zoning ordinance does not allow parking in the grass on front yards. There has been discussion to remove the front yard parking on sidewalks from the zoning code to parking enforcement regulations for better monitoring. Horihan informed the Council and media they will be addressing the problems and any parking on sidewalk issues.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Mary Beth Stevenson – 2015 Iowa Water Conference

Stevenson said she is proud of the City for looking into ways to participate in conservation projects in the watershed that will help improve the water quality and reduce flooding.

Mayor Mark Worrell – Update on Partnership Opportunities between the USGS and the City of West Branch.

Worrell explained the information collected from three stream flow gauges and raingages along with the model would provide necessary data to analyze where the problems are and help with prevention of flooding. Council agreed the data would provide information to the City in planning for future flood retention options. There was discussion between Council members on the cost and number of gauges needed. Options to move forward with the project will be discussed at the next Council meeting.

Mayor Mark Worrell – Title Sponsor for Hoover's Hometown Days 2015

Worrell announced that Altorfer Ag Products Inc. will be the title sponsor and has contributed \$5,000 for Hoover's Hometown Days. They will have equipment downtown, have a float in the Mayor's parade and will sponsor the Main Street stage events.

Motion to adjourn to executive session to discuss the purchase of particular real estate only where premature disclosure could reasonably be expected to increase the price the governmental body would have to pay for that property pursuant to Section 21.5(j) of the Code of Iowa./Move to action.

Motion to adjourn to executive session at 9:13 p.m. by Ellyson, second by Shields. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

Motion to adjourn from executive session by Miller, second by Shields. Motion carried on a voice vote. Executive session meeting adjourned at 9:52 p.m.

ADJOURNMENT

Motion to adjourn meeting by Miller, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 9:53 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk