

(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

**May 4, 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, Library Director Nick Shimmin, Zoning Administrator Paul Stagg, Parks & Recreation Director Melissa Russell and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, and Brian Pierce. Absent: Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the April 20, 2015 City Council Meeting.
- b. Approve claims.

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

Date 5-4-15	City Of West Branch Claims Report	
Baker & Taylor	Library - Books	699.98
Blue Cross Blue Shield	Health/Dental Insurance	11,096.86
Brandt, Dawn	Admin/M&C – Reimb training & mileage	150.53
Brick, Leslie	Admin/M&C – Reimb training	31.06
Dearborn National Insurance	Life Insurance	60.10
EFTPS	Federal Withholdings	6,674.53
Iowa Department Of Revenue	Payroll Expense - April	899.60
Iowa Library Services	Library – Conference fee	95.00
IPERS	IPERS	8,435.18
John Deere Financial	Park & Rec – Cabinet	179.99
Mediacom	Cable – service	40.90
Muckler, Matt	Admin/M&C – Reimb training expenses	55.84
Payroll Expense	Payroll Expense 4-24-15	28,563.53
Treasurer State Of Iowa	State Withholding Tax	2,355.00
United States Treasury	Payroll Expense – April	1,215.24
UPS	Sewer – Shipping	27.80
Wageworks	Flex - HCFSA2014 payment	15.00
	Grand Total	60,596.14

Fund Totals	
001 General Fund	24,893.16
031 Library	7,152.59
112 Trust And Agency	11,482.91
600 Water Fund	8,909.62
610 Sewer Fund	8,142.86
950 BC/BS Flexible Benefit	15.00
Grand Total	60,596.14

COMMUNICATIONS/OPEN FORUM - NONE

PUBLIC HEARING/NON-CONSENT AGENDA

Second Reading of Ordinance 727 amending Chapter 55 “Animal Protection and Control.”/Move to action.
Motion by Stevenson, second by Ellyson to approve Ordinance 727. AYES: Stevenson, Ellyson, Miller, Pierce. Absent: Shields. Motion carried.

First Reading of Ordinance 730 amending Title “Building Permit Fees,” Chapter 155 “State Building Code.”/Move to action.

Olson noted the building permit fees are not required to be in the Ordinance. They will be added to the West Branch schedule of fees.

Motion by Ellyson, second by Pierce to approve Ordinance 730. AYES: Ellyson, Pierce, Miller, Stevenson.
Absent: Shields. Motion carried.

Resolution 1191, setting a public hearing on the proposal to enter into an agreement with Casey's Marketing Company including the provision of annual appropriation tax payments in an amount not to exceed \$561,348.65./Move to action.

Councilperson Miller commented on the \$100,000 additional cost of the project due to moving the entryway into the motel. Miller and Ellyson agreed they would like to see the motel property owner improve and invest in their property. Olson added that improvements for the motel property could be put in an easement agreement. Motion by Miller, second by Ellyson to approve Resolution 1191. AYES: Miller, Ellyson, Stevenson, Pierce.
Absent: Shields. Motion carried.

Resolution 1298, approving those certain agreements in connection with the Parkside Drive Road Improvements Project./Move to action.

Muckler commented there are three agreements, a temporary construction agreement with Gary Kofron and Shivji LLC DBA as BP Amoco. A reimbursement agreement with Shivji LLC allows for the culvert to be paid on a payment plan for 6 months. Motion by Pierce, second by Ellyson to approve Resolution 1298. AYES: Pierce, Ellyson, Miller, Stevenson.
Absent: Shields Motion carried.

Resolution 1299, adding building permit and cemetery fees to the West Branch Schedule of Fees./Move to action.

Stagg said this resolution adds the building permit fees to the schedule of fees. Motion by Stevenson, second by Pierce to approve Resolution 1299. AYES: Stevenson, Pierce, Ellyson, Miller.
Absent: Shields Motion carried.

Resolution 1300, adopting the 2015 Residential Development Incentive Package./Move to action.

Olson explained the four items in the package, a property tax rebate on the City general fund portion will be issued for five years from date of occupancy or when the total rebate reaches \$5,000.00. The building permit fee for a residential property shall be flat fee of \$500.00, sewer and water connection fees shall be waived. The incentives are transferable to the owner of an eligible property. Stevenson asked how the incentive package will be marketed and advertised. Muckler suggested promoting it to local realtors, the Home Builders Association, using the leftover summer radio ads and asked for recommendations from the committee members. Motion by Ellyson, second by Stevenson to approve Resolution 1300. AYES: Ellyson, Stevenson, Pierce, Miller. Absent: Shields. Motion carried.

Resolution 1301, approving the use of demolition, electrical, fence, mechanical, and plumbing permit application forms./Move to action.

Stagg explained the use of one building permit form for all permits has caused many questions from residents and contractors. The new forms are more specific and will be used for the single permit request. He is also recommending permit fee changes that are included on the new permit forms. Motion by Pierce, second by Miller to approve Resolution 1301. AYES: Pierce, Miller, Stevenson, Ellyson.
Absent: Shields. Motion carried.

Resolution 1302, approving the Iowa City Area Development Group Investment Commitment./Move to action.

Muckler noted this three year commitment will continue the economic development of interstate commerce activities for the City. Motion by Miller, second by Pierce to approve Resolution 1302. AYES: Miller, Pierce, Ellyson, Stevenson.
Absent: Shields. Motion carried.

Resolution 1303, to fix a date of meeting for a public hearing on amending the current budget for the fiscal years ending June 30, 2015./Move to action.

Muckler said this resolution will set the public hearing for the next Council meeting on May 18, 2015.

Motion by Stevenson, second by Pierce to approve Resolution 1303. AYES: Stevenson, Pierce, Ellyson, Miller. Absent: Shields. Motion carried.

Resolution 1304, adopting the City of West Branch, IA Surplus Property Policy./Move to action.

Muckler thanked Library Director Nick Shimmin for all of his work on the policy. Deputy City Clerk Leslie Brick will be the main point of contact to notify for disposal of property.

Motion by Stevenson, second by Miller to approve Resolution 1304. AYES: Stevenson, Miller, Pierce, Ellyson. Absent: Shields. Motion carried.

Resolution 1305, approving an agreement with Big Ten Rentals, Inc. in the amount of \$1,526.80 for stage and tent rental during the 2015 Hoover's Hometown Days Celebration on Saturday August 8, 2015./Move to action.

Worrell noted the tent will be used for a dining area on Downey Street and entertainment will be on the Main Street stage.

Motion by Ellyson, second by Miller to approve Resolution 1305. AYES: Ellyson, Miller, Stevenson, Pierce. Absent: Shields. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Update on Police Officer Recruitment

Muckler provided a proposed full-time Police Officer recruitment schedule and job description. We will officially post the position on May 5th for an ILEA certified officer in the West Branch Times, their seven surrounding community papers, and the Des Moines Register. The ad will also be on our City website, the Iowa League of Cities, Iowa State Police Association and Iowa Workforce Development websites.

Deputy City Clerk Dawn Brandt – Financial, Debt and Purchasing Policies

Brandt explained this is a draft financial management policy that addresses cash management, investments, revenue, disbursements, receipt, check, debt administration and internal control management. It would maintain a general fund cash reserve balance at 25% of the annual expenditures. It would allow Department Directors authority to authorize purchases up to \$5,000. Stevenson noted she would like to address employee reimbursement rates for meals and mileage in the policy. Muckler asked for recommendations or feedback from the Council on any changes they would like made to the policy.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Stevenson attended the kite festival and thanked the Library and Association for a great event.

Stevenson invited everyone to the Stormwater BMP cost-share program on Thursday May 7th at 6:00 p.m. at the West Branch Public Library. The guest speaker is Wayne Petersen.

Worrell announced that he will be inviting Mayors in the area to the May 18th Council meeting for the EMA P25 discussion. Worrell provided an update on fundraising for Hoover's Hometown Days and said that it is going well.

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 7:54 p.m. by Stevenson, second by Ellyson. AYES: Stevenson, Ellyson, Miller, Pierce. Absent: Shields. Motion carried.

Motion to adjourn from executive session by Miller, second by Ellyson. Motion carried on a voice vote.

Executive session meeting adjourned at 8:47 p.m.

ADJOURNMENT

Motion to adjourn meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:48 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk