

(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

**June 1, 2015
7:00 p.m.**

Mayor Pro Tem Miller 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 Leslie Brick, Deputy City Clerk Dawn Brandt, Police Chief Mike Horihan, Library Director Nick Shimmin, and Public Works Director Matt Goodale. Council members: Mary Beth Stevenson and Brian Pierce. Absent: Mayor Worrell, Jordan Ellyson, Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

Approve minutes from the May 18, 2015 City Council Meeting.

Approve claims.

Approve FY16 Cigarette Permit renewals for: Kum & Go LC dba Kum & Go #24, Fisher's Market Nauvoo IL Inc. dba Dewey's Jack & Jill, Casey's Marketing Company dba Casey's General Store #2524, and Shivji LLC, dba BP Amoco.

Approve destruction Form per the Record Retention Manual for Iowa Cities,

Motion by Stevenson, second by Pierce to approve agenda/consent agenda. AYES: Stevenson, Pierce, Miller.

Absent: Ellyson, Shields. Motion carried.

Date 6-1-15	City of West Branch Claims Report	
ASFPM Inc	Water- Membership & Exam Fees	230.00
Bankers Trust Company	Debt Serv - Go Bond 2013 Loan	176,120.00
Blue Cross Blue Shield	Insurance	11,096.86
Brandt, Dawn	Adm/M&C- Reimb For Conf Exp	672.08
Brick, Leslie	Admin - Reimb For Batteries & Mileage	21.83
Copyworks	Park&Rec - Printing	243.75
Corso, Amber	P&R - Youth Umpire	25.00
Culligan Water	Fire - Water Cond Rental	33.95
Dearborn National Insurance	Life Insurance	60.10
EFTPS	Federal Withholdings	6,573.65
Fenner, Coleman	P&R - Youth Umpire	100.00
Herb N Lou's	Park&Rec - Gift Cert	30.00
Iowa DNR	Water - Operator Cert Renewal	360.00
Iowa Dept Of Revenue	Payroll Expense	977.38
Iowa Finance Authority	Water Sinking Fund - SRF Loan	56,025.00
IPERS	IPERS	8,437.70
John Deere Financial	Sewer - Supplies	100.97
Lewis, Devin & Breanna	Refund Bldg Permit Fee	83.25
Liberty Communications	Various Depts - Phone Service	1,196.28
Mariachi Azteca	Comm&Cult- Summer Concert	1,200.00
Matt Parrott	Admin - Window Envelopes	124.41
Mediacom	Cable - Service	40.90
Moss, Howard	Stormwater Reimb For Bmp Proj.	245.64
Payroll Expense	Payroll Expense - 5-29-15	28,379.16
Russell, Melissa	P&R - Reimb For Ys Supplies	51.72
Terence Goerd	Admin - Building Inspections	280.00
Treasurer State Of Iowa	State Withholding Tax	2,354.00
Trugreen Processing Center	Park&Rec - Service Lions Field	365.00
United States Treasury	Payroll Expense	1,366.98
UPS	Sewer - Shipping	52.68
Verizon Wireless	Various Depts - Phone Service	774.64
Windstar Lines	P&R - Deposit For 8/20/15 Trip	119.80
	Grand Total	297,742.73
Fund Totals		
001 General Fund		12,928.96
022 Civic Center		43.12
031 Library		1,823.26
110 Road Use Tax		209.17
112 Trust And Agency		11,447.68
226 Go Debt Service		176,120.00
600 Water Fund		5,540.02
603 Water Sinking Fund		56,025.00
610 Sewer Fund		4,980.72

COMMUNICATIONS/OPEN FORUM

PUBLIC HEARING/NON-CONSENT AGENDA

Councilperson Mary Beth Stevenson - Appointments/Reappointments/Move to action.

Stevenson reviewed West Branch Fire Department's cadet volunteer Cole Tisinger's application and was impressed. In his application, he commented that this is something he always wanted to do and also enclosed two letters of recommendation from teachers.

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

Resolution 1343, recognizing the 125th Anniversary of Scattergood Friends School & Farm Founding./Move to action.

Stevenson read Resolution 1343 and thanked Scattergood for their presence in the community. Christine Ashley, Head of Scattergood School was present and thanked the City Council for the recognition.

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

Herbert Hoover National Historic Site Superintendent Pete Swisher – Music on the Village Green Concert Series.

Swisher handed out flyers for Music on The Village Green and program and events happening in the National Park this summer. He also thanked the Council for the opportunity to voice the commercials on KCJJ that are advertising the activities happening in West Branch.

Herbert Hoover National Historic Site Superintendent Pete Swisher – Partnership Agreements between the Herbert Hoover National Historic Site and the City of West Branch.

Swisher thanked the City for their donation to the National Park Service. He also summarized the Partnership Agreement that has been drafted for review on how the money the City donated will be used. The objective of the agreement is to bolster public programs and educational experiences offered at Herbert Hoover National Historic Site.

Third Reading of Ordinance 730 amending Title "Building Permit Fees," Chapter 155 "State Building Code."/Move to action.

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

ORDINANCE NO. 730

AN ORDINANCE AMENDING TITLE "BUILDING PERMIT FEES," CHAPTER 155 "STATE BUILDING CODE"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 155.02 "BUILDING PERMIT FEES" of the Code of West Branch, Iowa is hereby amended by deleting section 155.02 in its entirety and inserting in lieu thereof:

155.02 BUILDING PERMIT FEES. Building permit fees shall be set by the West Branch City Council and included in the West Branch Schedule of Fees.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 1st day of June, 2015.

First Reading: May 4, 2015

Second Reading: May 18, 2015

Third Reading: June 1, 2015

Colton Miller, Mayor Pro Tem

Attest:

Matt Muckler, City Administrator/Clerk

First Reading of Ordinance 732, amending the Standards for Signage Design and Display found in the Appendix to the Code of Ordinances of the City of West Branch, Iowa./Move to action.

John Fuller, member of the Historic Preservation Commission addressed the Council with regard to his suggestion on the motion to create an Ordinance to allow projecting signs on Heritage Square. This suggested change refers to allowing signage on the west side of Heritage Square and not the east side.

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

Resolution 1344, approving the West Branch High School Phase 2 Parking and Site Improvements Site Plan./Move to action.

John Fuller, member of the Planning & Zoning Commission addressed the Council with regard to his motion to approve the Site plan as a resolution with provisos. He stated that he had concerns with the amount of asphalt that will be used and requested that Best Management Practices be utilized with this project. Brian Boelk, HBK Engineering LLC was present and addressed Fuller's and the Council's concerns. He indicated that they have taken the recommendations from P&Z and have made some adjustments to handle storm water runoff more effectively.

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

Public Hearing on proposal on entering into a General Obligation Loan Agreement.

Entered public hearing at 7:32 p.m. No comments from the public. Closed public hearing at 7:33 p.m.

Resolution 1345, taking additional action with respect to a General Obligation Corporate Purpose Loan Agreement./Move to action.

Muckler stated that this loan would be used for CIP projects including 4th Street and Main Street intersection crossings.

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

Resolution 1307, approving an amendment to that certain trash removal and recycling agreement with Johnson County Refuse, Inc./Move to action.

Steve Smith from Johnson County Refuse was present and informed the Council that the request for collecting hazardous materials was not an option but did say that composting and annual tags were being taken under consideration for the future.

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

Resolution 1324, approving a purchase with Recycle Away Systems and Solutions in the amount of \$532.92 for the Hoover's Hometown Days Celebration on August 8, 2015./Move to action.

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

Resolution 1325, approving a donation for the Iowa Military Veterans Band in the amount of \$1,000.00 for the Hoover's Hometown Days Celebration on August 8, 2015./Move to action.

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

Resolution 1328, approving a purchase with Ribbons Galore for parade ribbons in the amount of \$70.25 for the Hoover's Hometown Days Celebration on August 8, 2015./Move to action.

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

Resolution 1329, approving a purchase with Zephyr Copies & Design for signage and t-shirts in the amount of \$1,643.20 for the Hoover's Hometown Days Celebration on August 8, 2015./Move to action.

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

Resolution 1330, approving an agreement with the City of Coralville for stage rental in the amount of \$475.00 for the Hoover's Hometown Days Celebration on August 8, 2015./Move to action.

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

Resolution 1340, approving an engineering services agreement for 4th Street Improvements with Veenstra & Kimm, Inc. in an amount not to exceed \$65,000./Move to action.

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

Resolution 1341, approving an engineering services agreement for Main Street Intersection Improvements with Veenstra & Kimm, Inc. in an amount not to exceed \$35,000./Move to action.

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

Resolution 1342, approving a water tower and clear well cleaning and inspection agreement with Midco Diving & Marine Services, Inc. in the amount of \$2,875./Move to action.

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

CITY STAFF REPORTS

Deputy City Clerk Leslie Brick – Upcoming City Council Work Sessions

Brick stated that the June 22nd City Council meeting will begin in Heritage Square at 6:30 p.m. with presentations given by my Historic Preservation Chair Lou Picek and Historic Preservation Commission member Peggy Jeffries on the future beautification ideas for the area. The regular meeting will move to the Council Chambers and begin at 7:00 p.m. She also noted that the next joint work session with the West Branch Community School Board will be held from 6:00-7:00 p.m., Monday, July 20th.

Library Director Nick Shimmin- Summer Reading Program

Shimmin discussed the upcoming summer reading programs for the summer. Friday, June 5th marks the kick-off event with a super hero party which will include a bounce house and snow cones. Lots of fun prizes will be given away. Shimmin reminded everyone to check the Library website for more information.

Public Works Director Matt Goodale – Parkside Road Improvements Project

Goodale reported the Parkside Road Improvement Project will begin on June 15th. Lane closures will be expected however access to and from the interstate will be open at all times. The project is expected to last approximately 30 days, weather permitting.

Public Works Director Matt Goodale – Water System Improvements at the intersection of W. Orange and Oliphant St.

Goodale reported that storm water infrastructure repairs will begin on Monday, June 8th at the intersection of W. Orange and Oliphant St. This will include Oliphant Street south to Hoover School which will close this section for the length of the project. Lynch's Excavating will be doing the work and the project is expected to last three weeks, weather permitting.

Deputy City Clerk Dawn Brandt – International Institute of Municipal Clerks Annual Conference

Brandt reported that she attended the IIMC annual conference from May 18th through May 21st in Hartford, Connecticut. Brandt attended classes in records management, social media, technology, fraud and also attended several motivational sessions. Brandt was able to attend this conference from proceeds she earned with a scholarship. Brandt said she enjoyed the conference and hopes to attend next year's in Omaha, Nebraska.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson MaryBeth Stevenson – Storm water BMP Feasibility Study

Stevenson commented that she would like to see the Council be more proactive when initiating future CIP projects to include BMP with construction costs. She also felt that it would be a good use of City funds to utilize this practice.

Mayor Pro Tem Colton Miller – West Branch Village Trail Project

Miller asked if the City would contact the Reap Program regarding the project funds. Due to unforeseen construction delays, Miller was concerned that grant funds may be jeopardized. Brandt confirmed that she was in contact with the DNR who awarded the grant and that the City had until December 31, 2016 to spend the funds.

Pierce also wanted to comment and give Chief Horihan positive feedback on the recent Bear Stampede. Pierce reported that the police department did an excellent job. Miller also complimented the Chief on his performance with the recent police activities in town.

ADJOURNMENT

Motion to adjourn meeting by Pierce, second by Stevenson. Motion carried on a voice vote. City Council meeting adjourned at 8:25 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Leslie Brick, Deputy City Clerk