

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 29, 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 Dawn Brandt, Deputy City Clerk Leslie Brick, Library Director Nick Shimmin, Police Chief Mike Horihan, Park & Recreation Director Melissa Russell, Police Officer Alex Koch and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

Mayor Pro Tem Colton Miller asked that the Council, staff and members of the audience to stand and led the group in the Pledge of Allegiance.

Former West Branch Mayor Mike Quinlan spoke to the City Council and the audience gathered, which included Kathy Worrell, about the dedication and community service provided by Mayor Mark Worrell. Mike called Mark a true friend and told the group that it would take a lot of people to carry on Mark's legacy of service to the community.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the June 1, 2015 City Council Meeting.
- b. Approve claims.
- c. Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Carryout Beer permit, and Sunday Sales permit for Kum & Go, LC, DBA: Kum & Go #254.
- d. Approve transfer of \$275.13 from general fund to capital projects fund for engineering services associated with the Parkside Drive Road Improvements Project.
- e. Approve transfer of \$58,303.70 from TIF fund to general fund for administrative and legal costs for internal advance per Resolution 1195.
- f. Approve transfer of \$230.71 from emergency fund to general fund.
- g. Resolution 1326, approving an agreement with Danika Holmes in the amount of \$1,000.00 for the Hoover's Hometown Days Celebration on August 8, 2015./Move to action.
- h. Resolution 1327, approving an agreement with Mike Johnston in the amount of \$350.00 for the Hoover's Hometown Days Celebration on August 8, 2015./Move to action.
- i. Resolution 1331, approving an agreement with the Johnny Kilowatt Band in the amount of \$700.00 for the Hoover's Hometown Days Celebration on August 8, 2015./Move to action.
- j. Resolution 1332, approving an agreement with Port O Jonny, Inc. for port-a-potties in the amount of \$868.00 for the Hoover's Hometown Days Celebration on August 7-8, 2015./Move to action.

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

Date 6-29-15

City of West Branch
Claims Report

Aero Rental	Water - Supplies Rental	198.00
Alliant Energy	Various Depts - Utilities	7,719.85
Amazon	Library - Supplies	414.29
ASFPM Inc	Water- Membership	230.00
Baker & Taylor Inc.	Library - Books	1,321.79
Barnhart's Custom Services	Streets - Haul Sand	65.12
Barron Motor Supply	Cemetery - Supplies	185.38
Baycom	Police - Computer For Vehicle	5,042.00
Best Buy	Police - Software	55.98
Blank Park Zoo	Library - Summer Program	161.02
Blue Cross Blue Shield	Health Insurance	11,096.86

BP Amoco	Fire/Water - Fuel	91.65
Brandt, Dawn	Adm/M&C- Reimb For Conf Exp	688.10
Brick, Leslie	Admin - Reimb For Batteries	33.85
Brindlee Mountain Fire App	Fire - Broker Fee For Trk Sale	6,500.00
Brown's West Branch	Police - Service 08 Dodge Ram	797.48
Business Radio Sales	Police - Radios & Chargers	8,736.12
Calkins, Rebecca	Water - Utility Deposit Refund	76.72
CDW Government Inc.	Cable - Monitor	350.07
Cedar County Cooperative	Water - Supplies	130.00
Cedar County Recorder	Legal - Recorded Documents	76.00
Cedar Rapids Photo Copy	Library - Service	57.26
Chauncey Butler Post 514	Cemetery/TH/Fire - Flags	77.00
Chris Jones Trucking	Streets - Hauled Roadstone	510.29
Community State Bank	Debt Serv- Principal Loan Pmt	29,360.00
Compass Minerals	Streets - Salt	2,725.02
Computer Projects Of I	Police - Open Fox Mess License	343.20
Copyworks	Park&Rec - Printing	243.75
Corso, Amber	Park&Rec - Youth Umpire	225.00
Costco Wholesale	Library/P&R - Supplies	191.04
Croell Redi-Mix	Water - Concrete Main	182.00
Culligan Water	Fire - Water Cond Rental	33.95
Dearborn National Insurance	Life Insurance	60.10
Debra Fiderlein	Park&Rec - Session 3 Spring	107.41
Demco	Library - Supplies	131.25
Deweys Jack & Jill	Water - Supplies	29.95
Digital Ally	Police - Camera	4,325.00
Dorsey & Whitney	Legal Services Thru 5-31-15	2,221.62
Ebsco Industries	Library - Subscription	30.00
Ed.M.Feld Equipment	Fire - Class A Foam	280.00
EFTPS	Federal Withholdings	13,728.94
ETS Corporation	Water/Sewer - Credit Card Fees	53.58
F&B Communications	Admin -Email & Website Hosting	29.95
Fenner, Coleman	Park&Rec - Youth Umpire	600.00
Fryauf, Emma	Park&Rec - Youth Umpire	25.00
General Pest Control	Library - Service	70.00
Global Software	Police - Tac 10 Annual Maint	924.00
Gongora, Jose	Fire - Reimb For Training Mileage	640.80
Harry's Custom Trophies	Park&Rec - Medals	360.00
Hawkins Inc	Water - Chemicals	1,418.99
Herb N Lou's	Park&Rec - Gift Cert	30.00
Huston, Jackie	Admin - Utility Training	200.00
Hy-Vee	Park&Rec - Concession Stand	376.49
Iheartmedia	Admin - Advertising	334.00
Image Trend	Fire - Rescue Annual Fee	600.00
Iowa Assn. Mun. Utilities	Water - Eiasso June - Aug	534.27
Iowa City Landscaping	Streets - Replacement Bush	229.00
Iowa Codification	Legal - Ordinance Supplement	2,400.00
Iowa DNR	Water - Operator Cert Renewal	480.00
Iowa Department Of Revenue	Payroll Expense	403.56
Iowa Law Enforcement Academy	Police - Defense Inst School	400.00
Iowa League Of Cities	Admin - Iacma Conf & IMPI training	911.00
Iowa One Call	Water/Sewer - Service	52.20
Iowa State University	Fire - Training Cert	50.00
IPERS	IPERS	8,869.02
Jodi Yeggy	Park&Rec - Session 3 Spring	128.89
Joey Dean Wendt	Fire - June Fire Training	150.00
John Deere Financial	Sewer/water - Supplies	232.40
Johnson County Refuse	Recycling - May	4,349.00
Jones Janitor Supplies	Fire - Supplies	150.00
Kevin Olson	Legal Services June 2015	1,500.00
Kingdom Graphics	Library/P&R - Service	214.50
L. L. Pelling Co.	Streets - Sealcoat	68,861.25
Lewis, Devin & Breanna	Refund Building Permit Fee	83.25
Liberty Communications	Various Depts - Phone Service	1,196.28

Linn County R.E.C.	Streets - Utilities	138.00
Luneckas, Maddi	Park&Rec - Youth Umpire	75.00
Lynch's Excavating	Streets/water – Service projects	48,656.60
Mariachi Azteca	Comm&Cult- Summer Concert	1,200.00
Matt Parrott	Admin - Window Envelopes	124.41
Mccann, Linda	Library - book	23.00
Mediacom	Cable - Service	81.80
Midwest Janitorial Service	Lib/TH/Adm/Police - Cleaning	646.56
Moss, Howard	Stormwater Reimb For Bmp Proj.	245.64
Movie Licensing USA	Library - Annual Site License	81.00
MPH Industries	Police - Supplies	1,500.00
Muckler, Matt	Admin- Reimb ICMA Application	125.00
Noah Riemer Productions	Library - Summer Program	300.00
Oasis Electric	Library/Streets - Service	1,087.08
Outdoor Recreation Product	Park&Rec - Park Swings	1,035.00
Overdrive	Library – Audiobooks & EBooks	319.50
Payroll Expense	Payroll Expense - 6/5 & 6/19/15	58,603.60
PDT Services	Fire - Service Repair	213.20
Perry, Pam	Water - Utility Deposit Refund	71.68
Pitney Bowes	Library/Water - Postage	1,003.50
Play It Again Sports	Park&Rec - Supplies	254.47
Plunkett's Pest Control	Admin/TH - Pest Control	95.18
Port 'O' Jonny	Cemetery/Park & Rec - Service	272.60
Postmaster	Admin - Po Box Renewal	46.00
Pyramid Services	Fire/cemetery - Supplies	380.61
Qc Analytical Services	Sewer – Testing & training conf. fees	834.00
Quill Corp	Library/Admin - Supplies	201.71
Racom Corporation	Police - Radio	5,602.50
Republic Services Of Iowa	Admin - Destruction Services	43.00
Russell, Melissa	P&R - Reimb For Ys Supplies	51.72
S & S Flatwork	Comm&Cult/Streets - Sidewalks	12,460.18
Sandry Fire Supply	Fire - Supplies	720.00
Sexton, Bobby	Water - Utility Deposit Refund	25.04
Shanelle M Peden	Cable - Video meetings	375.00
Shawn Pierce	Park & Rec - Session 3 Spring	128.89
Shimmin, Nick	Library -Reimb for supplies	131.24
Space Walk Of Cedar Rapids	Library – summer program	200.00
Sunbury Sod	Cemetery - Sod	301.00
Terence J Goerdt	Admin - Building Inspections	280.00
The Gazette	Library/Police – Subscription & ad	863.40
Toynes Ia. Fire Trk.Serv	Fire - 2015 Rescue Fire Truck	272,419.00
Treasurer State Of Iowa	Iowa Sales Tax & state W/H	5,157.31
Trugreen Processing Center	Park&Rec - Service Lions Field	365.00
Uniform Den	Police - Shirt Carrier	153.03
United States Treasury	Payroll expense	1,751.72
University Of Iowa: State	Water - Testing	44.00
UPS	Sewer - Shipping	172.75
Upstart	Library - Supplies	11.00
US Bank Corporate Card	Adm/Comm & Cult – Travel & HHTD	1,735.39
US Bank Equipment Finance	Library/Admin - Copier Contract	300.80
Veenstra & Kimm	Econ Dev/P&Z/Cap Proj – various eng.	11,876.03
Verizon Wireless	Various Depts - Phone Service	774.64
Wageworks	Flex - Hcfsa2014	859.40
Walmart	Library - Supplies	187.37
Webb, Tina	Water - Utility Deposit Refund	100.00
West Branch Community School	Park&Rec - Fence	600.00
West Branch Times	Police/C&C/Legal -Publications	2,422.09
WEX Bank	Police/Cem/Water - Fuel	1,504.42
Williams, Zach	Water - Utility Deposit Refund	100.00
Windstar Lines	P&R - Chicago Bus Trip Balance	1,939.60
Zephyr Copies & Design	Admin/Comm & Cult - Banner	174.00
	Grand Total	637,135.15

Fund Totals

001 General Fund	411,907.12
022 Civic Center	579.12
031 Library	16,981.78
110 Road Use Tax	72,420.54
112 Trust And Agency	13,327.65
226 Go Debt Service	29,360.00
302 Parkside Dr Imp Cap Proj	275.13
600 Water Fund	74,903.07
610 Sewer Fund	16,275.70
740 Storm Water Utility	245.64
950 BC/BS Flexible Benefit	859.40
Grand Total	637,135.15

COMMUNICATIONS/OPEN FORUM

No comments from the public were offered during the open forum portion of the meeting.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Pro Tem Colton Miller - Appointments/Reappointments/Move to action.

- i. Michelle Carter - Library Board of Trustees, June 30, 2018.
- ii. Cary Weisner - Library Board of Trustees, June 30, 2018.
- iii. Andy Hosier – Assistant Fire Chief, West Branch Fire Department.

Motion by Pierce second by Ellyson approve appointments/reappointments. AYES: Pierce, Ellyson, Miller, Shields, Stevenson. Motion carried.

First Reading of Ordinance 731, amending the Code of Ordinances of the City of West Branch by transferring the responsibilities of the Zoning Board of Adjustment into a New Chapter of Said Code of Ordinances./Move to action.

Zoning Board of Adjustment Chair Craig Walker addressed the Council and spoke to the Council about the establishment of a new chapter outlining the Zoning Board of Adjustment.

Motion by Shields, second by Ellyson to approve Ordinance 731. AYES: Shields, Ellyson, Miller, Pierce, Stevenson. Motion carried.

Second 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.

Motion by Stevenson, second by Pierce to approve Ordinance 732. AYES: Stevenson, Pierce, Ellyson, Miller, Shields. Motion carried.

First Reading of Ordinance 733, adopting the existing City Code of the City of West Branch, Iowa as the Code of Ordinances of the City of West Branch, Iowa, 2015./Move to action.

City Attorney Kevin Olson informed the Council that this ordinance will adopt the changes to the Code from added Ordinances since the last review as required by the Iowa Code.

Motion by Stevenson, second by Pierce to approve Ordinance 733. AYES: Stevenson, Pierce, Ellyson, Miller, Shields. Motion carried.

Approve Class C Liquor License with Outdoor Service Permit for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina, subject to passage of a fire inspection approved by the building inspector./Move to action.

City Attorney Kevin Olson informed the Council of the Iowa Alcoholic Beverages division liquor license regulations for new business applications or renewals.

Motion by Ellyson, second by Stevenson to approve Class C liquor license for Mexico Lindo, Inc. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. Motion carried.

Approve Class C Liquor License with Living Quarters, Outdoor Service and Sundays Sales Permit for Pamela Miller, DBA: Greenview Cocktail Club./Move to action.

Council discussed several areas of concern with past and recent police activity at this place of business and indicated that operations would be continually monitored. Council also said that immediate action would be taken if any health, safety or financial issues arose in the future.

Motion by Shields, second by Ellyson to approve Class C liquor license for Pamella Miller. AYES: Shields, Ellyson, Pierce, Stevenson. NAYS: Miller. Motion carried.

Resolution 1309, approving the City of West Branch Financial Management Policies./Move to action.

Motion by Stevenson, second by Ellyson to approve Resolution 1309. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried.

Resolution 1335, setting salaries for appointed officers and employees of the City of West Branch, Iowa for the fiscal year 2015-2016./Move to action.

Muckler noted these are the salaries that Council previously approved for full-time employees during the annual budget process. He also recommended that part-time staff salaries increase for the next fiscal year.

Motion by Shields, second by Ellyson to approve Resolution 1335. AYES: Shields, Ellyson, Miller, Pierce, Stevenson. Motion carried

Resolution 1338, approving easements for Alliant Energy projects./Move to action.

John Etheredge with JCG Land Services spoke to the Council about the electrical improvements that would be made on four projects on City property. Motion by Pierce, second by Stevenson to approve Resolution 1338. AYES: Pierce, Stevenson, Ellyson, Miller, Shields. Motion carried.

Resolution 1346, approving Change Order Number One, increasing the contract amount by \$2,302.50 to L.L. Pelling Company, Inc. for the Parkside Drive Road Improvements Project./Move to action.

City Engineer Dave Schechinger explained to the Council that this change order is to install concrete bollards on the south end of the driveway to the BP Station. The purpose of the bollards is to prevent semi-trucks from driving in the ditch. Motion by Pierce, second by Ellyson to approve Resolution 1346. AYES: Pierce, Ellyson, Miller, Shields, Stevenson. Motion carried.

Resolution 1347, setting the date for sale of General Obligation Corporate Purpose Bonds, Series 2015 and authorizing the use of a preliminary official statement in connection therewith./Move to action.

Motion by Ellyson, second by Stevenson to approve Resolution 1347. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. Motion carried.

Resolution 1348, approving an engineering services agreement with HBK Engineering, LLC for a stormwater best management practices feasibility study in an amount not to exceed \$9,605./Move to action.

Brian Boelk from HBK Engineering said this study will provide a playbook for stormwater projects to be included in the CIP plan and will develop stormwater best management practices. Councilperson Stevenson added that this study will help with grant applications and funding opportunities.

Motion by Stevenson, second by Shields to approve Resolution 1348. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried

Resolution 1349, approving annual insurance renewals with the Iowa Communities Assurance Pool (ICAP) and the Iowa Municipalities Workers Compensation Association (IMWCA) for Fiscal Year 2016./Move to action.

Kyle Austen from Insurance Associates explained the work comp insurance rate increase and said that IMWCA is impressed with the cities progress on developing safety programs.

Motion by Ellyson, second by Stevenson to approve Resolution 1349. AYES: Ellyson, Stevenson, Miller, Pierce, Shields. Motion carried.

Resolution 1350, approving the purchase of a 2015 Dodge Durango Police Department Vehicle./Move to action.

Motion by Shields, second by Pierce to approve Resolution 1350. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried.

Resolution 1351, approving two partnership agreements between the City of West Branch and the Herbert Hoover National Historic Site./Move to action.

Superintendent Pete Swisher from the National Park Service said these agreements will provide for a constant opportunity to partner and work together on many projects in the future, starting with the concert series and Hoover's Hometown Days events. Muckler spoke to the Council about the significance of these agreements and

how the relationship between the City of West Branch and the Herbert Hoover National Historic Site has been strengthened in recent years.

Motion by Pierce, second by Stevenson to approve Resolution 1351. AYES: Pierce, Stevenson, Ellyson, Miller, Shields. Motion carried.

Resolution 1352, accepting public improvements constructed in Cookson Subdivision, West Branch, Iowa./Move to action.

Olson noted that this Resolution releases any liens placed on the subdivision and is standard procedure which will allow for the sale of lots by the owner.

Motion by Stevenson, second by Shields to approve Resolution 1352. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

Resolution 1353, approving an engineering agreement with French-Reneker-Associates, Inc. for the West Branch Village Trail Project in the amount of \$17,000./Move to action.

Kent Rice of French-Reneker Associates addressed the Council and provided information on the fees associated with the project scope, engineering design services and hiring contractors to construct the trail. The fees match the grant agreement.

Motion by Pierce, second by Ellyson to approve Resolution 1353. AYES: Pierce, Ellyson, Miller, Shields, Stevenson. Motion carried.

Resolution 1354, approving an engineering services agreement between Calhoun-Burns and Associates, Inc. and the City of West Branch, Iowa for 2015 bridge inspection and load rating./Move to action.

Motion by Shields, second by Ellyson to approve Resolution 1354. AYES: Shields, Ellyson, Miller, Pierce, Stevenson. Motion carried.

CITY STAFF REPORTS

Park & Recreation Director Melissa Russell – Hoover’s Hometown Days

Russell said planning was going well and the website was up and running with details of this year’s event. Many new activities have been added this year along with a great line-up of musical entertainment.

Deputy City Clerk Dawn Brandt – Iowa League of Cities Annual Conference & Exhibit in Cedar Rapids, September 23-25.

Brandt informed the Council that registration for the annual League conference is now open if anyone is interested in attending.

City Administrator Matt Muckler – FY 2015-2016 Annual Budget

Muckler advised the Council that an error was recently discovered on the valuation data in the budget form. This error caused FY16 revenue to be overestimated by approximately \$42,000. Muckler also spoke of the approximately \$50,000 in unexpected additional road use tax revenue that will be received that was not included in the City’s FY16 budget proposal. Muckler recommended the use of approximately \$42,000 in road use tax revenue to fund the FY16 road and street budget and noted specific line items on the expenditure side of the budget that could be funded with road use tax revenue. Council all spoke in favor of the changes to the budget and the financial system.

Police Chief Mike Horihan – Police Officer Recruitment Update

Horihan informed the Council that the search for a 4th officer will resume as the top candidate previously identified chose not to meet the residency requirement. During the recent candidate search only five applications were received and only two applicants were certified officers. Horihan asked for direction from Council on next steps and whether or not to consider non-certified candidates. Horihan indicated he would like to re-open the search in the next thirty days and advertise for both certified and non-certified with a preference for certified to see if that would generate additional interest. Council agreed to advertise for both with a preference for a certified officer.

City Attorney Kevin Olson – Appointment and/or Election Process for Filling Mayoral Vacancy

Olson stated that State Code requires a special election or an appointment for the vacant Mayor's seat within sixty days of the passing of Mayor Mark Worrell. The last regular Council Meeting prior to the deadline to avoid a special election is August 3rd. Regardless of the Council's actions now, the November election would include a vote for a two-year term for Mayor.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller mentioned that he was contacted by David Johnson regarding an insurance policy for water/sewer customers. The insurance is sponsored through the National League of Cities and covers water/sewer line repairs for residents.

Stevenson noted that she recently attended a dinner at Scattergood celebrating their 125th anniversary. She said Scattergood was very appreciative of the support the City and community give to the school.

Ellyson shared her feelings of shock at the sudden passing of Mayor Mark Worrell and said that he would be greatly missed. All Council Members echoed these sentiments.

Motion to adjourn to executive session to evaluate the professional competency of an individual whose performance is being considered as part of an annual review process and that individual requests a closed session pursuant to Section 21.5(i) of the Code of Iowa.

Motion to adjourn to executive session at 9:07 p.m. by Ellyson, second by Pierce. AYES: Ellyson, Pierce, Miller, Shields, Stevenson. Motion carried.

Motion to adjourn from executive session by Shields, second by Pierce. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Executive session meeting adjourned at 9:39 p.m.

Resolution 1355, setting the salary for an appointed officer of the City of West Branch, Iowa for the fiscal year 2015-2016./Move to action.

Motion by Pierce, second by Stevenson to approve Resolution 1355. AYES: Pierce, Stevenson, Ellyson, Miller, Shields. Motion carried.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Stevenson. Motion carried on a voice vote. City Council meeting adjourned at 9:40 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Dawn Brandt, Deputy City Clerk