

*(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 20, 2011  
7:00 p.m.**

Mayor Don Kessler opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Administrative Assistant Ashley Borland-Kaalberg, Fire Chief Administrator Dick Stoolman, Library Director Nick Shimmin, Park & Rec. Director Melissa Russell, Officer John Hanna Fire Chief Kevin Stoolman. Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil and Jim Oaks.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the June 6, 2011 City Council Meeting.
- b) Approve claims.
- c) Approve Subscription Agreement for \$16,050, travel expenses of \$4,700, and Subscription Services Level Agreement for \$7,588 with Tyler Technologies.
- d) Approve moving the Monday July 4, 2011 City Council Meeting to Tuesday, July 5, 2011, due to Independence Day Holiday.
- e) Fire Department – Approve Fire Department payroll for July 1, 2011, in the amount of \$24,188.00.
- f) Fire Department – Approve Fire Department officers for FY12.
- g) Approve street closures on Main Street from Scott to 4th for RAGBRAI 2011 on Saturday July 30, 2011 from 4:00 a.m. – 11:00 a.m.
- h) Approve Agreement with J & M Displays for \$20,000 for Hoover's Hometown Days Fireworks Display.
- i) Approve Resolution 945, transferring \$5,500 monthly from the Water Fund to the Water Sinking Fund.
- j) Approve the Contract for Services with East Central Intergovernmental Association for professional services required to carry out the City of West Branch Comprehensive Plan.
- k) Approve Police Chief Job Description.
- l) Approve Iowa Department of Natural Resources Right of Entry and Indemnity Agreement.
- m) Approve change order of \$383 for the West Branch Fire Station Expansion Project for electrical changes per the City's request.

Motion by Johnson, second by Worrell. Roll call vote – Ayes: Johnson, Worrell, Sexton, O'Neil, Oaks. Motion carried.

DATE	CITY OF WEST BRANCH	
6/20/2011	CLAIMS REGISTER REPORT	
ACCIONA WINDPOWER NORTH	TIF REBATE - FY 11	186,899.00
AIR COOLED ENGINE SERVIC	CEMETERY - SUPPLIES	58.03
ALLIANT ENERGY	VARIOUS DEPTS - UTILITIES	7,054.45
	WATER - UTILITIES	47.37
AMAZON	LIBRARY - SUPPLIES	5.05
AMSAN	LIBRARY/ADMIN - SUPPLIES	108.78
ANDREWS, ALISON	ACH PAYROLL EXPENSE	246.40
BAILEY, MICHAEL	ACH PAYROLL EXPENSE	26.31
BAKER & TAYLOR BOOKS	LIBRARY - BOOKS	826.27
BARCO MUNICIPAL PRODUCTS	STREETS - SUPPLIES	424.39
BARNHART'S CUSTOM SERVIC	STREETS - CLEANING	3,702.00
BARRON MOTOR SUPPLY	FIRE - SUPPLIES	15.36
	STREETS - SUPPLIES	26.05
BDC BUILDING PLAN REVIEW	ADMIN - BLDG INSPECTIONS	174.30
BLANK, NICK	WATER - CREDIT REFUND	66.91
BLOEM, DAVID	ACH PAYROLL EXPENSE	1,422.50
	POLICE - IPERS WAGE ADJU	497.09
BLUE CROSS BLUE SHIELD	LIFE INS.	8.00
	DENTAL INS	72.30
	HEALTH INS	627.16
BORLAND-KAALBERG, ASHLEY	ACH PAYROLL EXPENSE	569.48
BP AMOCO	POLICE/WATER/STREETS/CEM	1,194.31
BRANDT, DAWN	ACH PAYROLL EXPENSE	1,173.14
BRICK, GERRY	ACH PAYROLL EXPENSE	208.44
BUSINESS RADIO SALES	FIRE - RADIO & SUPPLIES	6,694.60
CEDAR COUNTY ENGINEER	STREETS - ROCK HAULING	1,217.94
CEDAR COUNTY FARM-TO-MAR	STREETS - X30 NORTH PYMT	30,022.00
CEDAR RAPIDS PHOTO COPY	LIBRARY - SERVICE	16.56
	LIBRARY - SERVICE	37.44
	LIBRARY - SUPPLIES	7.00
	LIBRARY - SUPPLIES	7.00
	LIBRARY - FAX BOARD	640.00
CENTRAL IOWA DISTRIBUTIN	STREETS - SUPPLIES	117.88
CHAUNCEY BUTLER POST 514	COMM & CULT DEV - FLAGS	40.00
COLLECTION SERVICE CNTR.	CHILD SUP.	245.90

CREATIVE SOFTWARE SERVIC	ADMIN - COMPUTER CONSULT	42.50
	ADMIN - COMPUTER CONSULT	460.83
	POLICE - COMPUTER CONSUL	120.70
CROELL REDI-MIX, INC.	PARK & REC - CONCRETE FO	2,624.00
	PARK & REC - CONCRETE FO	1,335.00
CULLIGAN WATER TECHNOLOG	FIRE - SERVICE	32.95
DEMCO	LIBRARY - SUPPLIES	238.95
DEWEYS JACK & JILL	LIBRARY/WATER - SUPPLIES	12.06
	POLICE - SUPPLIES	24.16
DIAMOND VOGEL PAINTS	STREETS - TRAFFIC PAINT	361.80
EAST CENTRAL LIBRARY SER	LIBRARY - NEIBORS PROJECT	300.00
	LIBRARY - DISK CLEANING	30.00
ED.M.FELD EQUIPMENT CO.	FIRE - SUPPLIES	1,204.00
FARM PLAN	WATER - CLOTHING ALLOWANCE	79.99
FLEET SERVICES	POLICE - FUEL	495.71
GARLING CONSTRUCTION INC	CAPITAL PROJECTS - FIRE	128,744.95
GAZETTE COMMUNICATIONS	ADMIN - POLICE CHIEF	162.68
GENERAL PEST CONTROL	LIBRARY - SERVICE	70.00
GIERKE-ROBINSON CO	PARK & REC - NAIL STAKES	73.20
	PARK & REC - SUPPLIES	595.25
GOODALE, MATTHEW	ACH PAYROLL EXPENSE	1,348.86
GREATAMERICA LEASING COR	ADMIN - COPIER SERVICE	252.06
GRIMM, JOHN	PAYROLL EXPENSE	376.50
GROUT MUSEUM DISTRICT	LIBRARY - SUMMER READING	189.54
HANNA, JOHN	ACH PAYROLL EXPENSE	1,069.60
HANSEN ASPHALT	WATER - MAIN STREET PATCH	1,404.00
HANSEN, TRENT	FIRE - REIMBURSEMENT	1,641.07
HEICK, GINA	ACH PAYROLL EXPENSE	184.13
HOSPERS & BROTHER PRINTE	FIRE - OFFICE SUPPLIES	94.30
HSBC BUSINESS SOLUTIONS	CEMETERY - UTILITY TRAIL	259.99
INTERNAL REVENUE SERVICE	FEDERAL W/H	1,887.18
	FICA-MED.CAR	2,223.59
	FICA-MED.CAR	620.04
INTERNAL REVENUE SERVICE	FEDERAL TAX PAYMENT	350.13
IOWA ASSN. MUN. UTIL.	WATER - TRAINING	20.00
	WATER - EIASSO DUES	308.65
IOWA BUSINESS SUPPLY	ADMIN - OFFICE SUPPLIES	36.95
	ADMIN - OFFICE SUPPLIES	7.05
	ADMIN - OFFICE SUPPLIES	118.28
	WATER - OFFICE SUPPLIES	20.58
IOWA DNR	SEWER - CERTIFICATION EX	30.00
	WATER - CERTIFICATION EX	30.00
	SEWER - OPERATOR CERTIFI	60.00
IOWA FINANCE AUTHORITY	REVENUE SRF BOND LOAN PYMT	48,705.00
IOWA FINANCE AUTHORITY	REVENUE SRF BOND LOAN PYMT	4,207.50
IOWA FINANCE AUTHORITY	SRF GO BOND LOAN PYMT	103,392.50
IOWA NETWORK SERVICES IN	ADMIN - SERVICE	26.99
IOWA ONE CALL	WATER/SEWER - SERVICE	42.30
IPERS	IPERS	1,928.98
	IPERS	876.81
JOHNSON COUNTY REFUSE IN	RECYCLING - MAY	3,543.50
	SOLID WASTE - CLEAN UP DAY	639.80
KARR, DANIEL	PAYROLL EXPENSE	1,078.87
KESSLER, DONALD	PAYROLL EXPENSE	186.20
KNOCHE, REBECCA	ACH PAYROLL EXPENSE	685.51
LEASE CONSULTANTS CORP	LIBRARY - SERVICE CONTRACT	59.00
LIBERTY COMMUNICATIONS	VARIOUS DEPTS - PHONE	1,110.96
LINN COUNTY R.E.C.	STREETS - UTILITIES	102.00
LUCASSEN, ANGIE	WATER - CREDIT REFUND	29.06
LYNCH'S EXCAVATING INC	WATER - REPAIR WATER MAIN	1,878.80
LYNCH'S PLUMBING	LIBRARY - SERVICE	73.60
	FIRE - SERVICE	916.40
	FIRE - SERVICE	62.10
MARCUS THEATRES	LIBRARY - SUMMER READING	20.00
MATT PARROTT AND SONS	WATER/SEWER - BILLING	484.44
MEDIACOM	ADMIN - SERVICE	169.85
	ADMIN - SERVICE	34.95
MEDTRONIC EMERGENCY RESP	FIRE - CHEST COMPRESSION	13,649.00
MELISSA RUSSELL	PAYROLL EXPENSE	869.36
MENARDS	PAKR & REC - SUPPLIES	65.57
	STREETS - SUPPLIES	85.76
	TOWN HALL - SUPPLIES	41.94
MENDOZA, JUSTIN	WATER - CREDIT REFUND	62.54
MID-IOWA SOLID WASTE EQU	STREETS - ELGIN SWEEPER	140.93
MOSS, TIMOTHY	ACH PAYROLL EXPENSE	1,021.71
MUCKLER, MATTHEW	ACH PAYROLL EXPENSE	1,863.38
MUNICIPAL SUPPLY INC.	WATER - SUPPLIES	231.50
NAUMAN SOD FARMS	CEMETERY - SOD	29.00
NOEL AUTOMOTIVE	STREETS - SERVICE	570.00
O'NEIL, PAUL	ACH PAYROLL EXPENSE	1,175.40
OLSON, ATTY KEVIN	LEGAL - LEGAL SERVICES	1,250.00
PEDEN, SHANELLE	CABLE - VIDEOTAPING	100.00
	CABLE - VIDEOTAPING	100.00
PESCHEK, AARON	WATER - CREDIT REFUND	71.95
PITNEY BOWES GLOBAL FINA	ADMIN - POSTAGE MACHINE	444.03
PITNEY BOWES PURCHASE PO	ADMIN - SERVICE	10.87
	ADMIN/WATER/SEWER - POSTAGE	1,051.20
PLATO ELECTRIC	FIRE - SERVICE OUTSIDE	442.89
PLAY IT AGAIN SPORTS	PARK & REC - FIRST AID KIT	124.93
PLUMBERS SUPPLY CO.	WATER - SUPPLIES	31.34
PLUNKETT'S PEST CONTROL	ADMIN - SERVICE	45.76
PORT 'O' JONNY INC.	CEMETERY - SERVICE	80.00
POSTMASTER	ADMIN - POST OFFICE BOX	36.00
PROCTER & GAMBLE HAIR CA	TIF REBATE - FY11 PHASE	215,293.06
	TIF REBATE - FY11 PHASE	432,469.39
PYRAMID SERVICES INC.	CEMETERY - SUPPLIES	61.54

	CEMETERY - X728 JOHN DEERE	8,958.65
QC ANALYTICAL SERVICES L	SEWER - TESTING	612.00
QUALITY ENGRAVED SIGNS	ADMIN - SUPPLIES SERVICE	66.00
QUILL CORP	LIBRARY - OFFICE SUPPLIES	30.35
	LIBRARY - OFFICE SUPPLIES	33.54
	LIBRARY - COPY PAPER	25.93
RK DIXON	ADMIN - OFFICE SUPPLIES	89.33
	ADMIN - BLK/WHITE/COLOR	165.06
	ADMIN - BLK/WHITE/COLOR	91.06
RUSSELL, MELISSA	ACH PAYROLL EXPENSE	.00
SANDRY FIRE SUPPLY LLC	FIRE - CLEANER & WASH	438.00
SHIMMIN, NICHOLAS	ACH PAYROLL EXPENSE	987.32
SHIVE HATTERY INC	PARK & REC - WB COMMUNIT	9,900.00
SIMKIN, ATTY DOUGLAS W	POLICE - LEGAL SERVICE	362.50
SPRINT	POLICE - SERVICE	179.97
STEWART, THOMAS	ACH PAYROLL EXPENSE	1,169.69
SULZNER, ELLEN	TOWN HALL - CLEANING	350.00
SWIERNICK, MATT	WATER - CREDIT REFUND	12.56
TAC 10 INC	POLICE - ANNUAL SOFTWARE	620.00
THEIN MOTOR SALES	POLICE - SERVICE 2008 DODGE	150.05
TIPTON ELECTRIC MOTORS	FIRE - SUPPLIES	538.34
	FIRE - PRESSURE WASHER	1,619.91
TREAS. STATE OF IOWA	STATE WTH.	914.00
TREAS. STATE OF IOWA	IOWA SALES TAX - MAY	1,711.89
TYLER TECHNOLOGIES	VARIOUS DEPTS - ANNUAL	3,295.00
ULRICH, NICK	POLICE - RESERVE OFFICER	4.00
UNITED LABORATORIES	STREETS - SUPPLIES	487.20
UPS	SEWER - SHIPPING	22.58
	SEWER - SHIPPING	22.58
	SEWER - SHIPPING	22.58
	SEWER - SHIPPING	22.80
	SEWER - SHIPPING	17.10
UPSTART	LIBRARY - SUPPLIES	15.00
US CELLULAR	VARIOUS DEPTS - PHONE	273.28
	POLICE - PHONE SERVICE	233.55
	FIRE - PHONE SERVICE	37.17
USA BLUE BOOK	SEWER - NALGENE BOTTLES	101.10
	WATER - SUPPLIES	322.59
	WATER - SUPPLIES	43.95
VEENSTRA & KIMM INC.	WATER - ENGINEERING SERV	800.00
	SEWER - ENGINEERING SERV	417.70
	SEWER - ENGINEERING SERV	2,930.00
	SEWER - ENGINEERING SERV	816.90
	ADMIN - ENGINEERING SERV	3,100.84
	ADMIN - ENGINEERING SERV	235.30
WALLICK, CLAUDIA	ACH PAYROLL EXPENSE	193.00
WALMART COMMUNITY/GEMB	LIBRARY - SUPPLIES	134.03
WARGO, BARBARA	ACH PAYROLL EXPENSE	152.74
WEST BRANCH ANIMAL CLINI	ANIMAL CONTROL - SERVICE	328.00
WEST BRANCH COMMUNITY SC	LIBRARY - SUMMER READING	10.00
WEST BRANCH FIREFIGHTERS	FIRE - REIMBURSEMENT	426.35
WEST BRANCH HEATING	FIRE - SERVICE	1,256.74
WEST BRANCH REPAIRS	FIRE - BATTERIES	428.85
	STREETS - SERVICE	108.90
WEST BRANCH TIMES	LEGAL - PUBLICATIONS	740.67
WHITE CAP CONSTRUCTION S	PARK & REC - REBAR	1,463.50
WOOD PRODUCTS OF IOWA	STREETS - TREE TRIMMING	3,635.00
YAHOO DRUMMERS	LIBRARY - SUMMER READING	200.00
	GRAND TOTALS	1,287,039.96

FUND TOTALS

001	GENERAL FUND	88,304.58
022	CIVIC CENTER	674.18
031	LIBRARY	6,441.64
110	ROAD USE TAX	43,718.55
111	POLICE RECOVERY ACT GRANT	234.85
112	TRUST AND AGENCY	2,493.10
125	T I F	834,661.45
226	SRF DEBT SERVICE	156,305.00
303	FIRE CAPITAL PROJECT ADDITION	128,744.95
600	WATER FUND	14,471.69
610	SEWER FUND	10,989.97
	****	1,287,039.96

The Clerk reported the following receipts for the month of May 2011:

Water, Sewer, Recycling	\$	49,334.13	Cedar Co. Property Tax	\$	111,317.52
Water Utility Deposits	\$	500.00	Johnson Co. Prop. Tax	\$	-
Cookson Rent	\$	-	Road Use Tax	\$	17,911.17
Town Hall Rent	\$	260.00	Fines	\$	703.60
Misc.	\$	1,070.90	Twp. Fire Contract	\$	6,814.23
Library	\$	1,174.96	Building Permits	\$	1,894.45
Donations	\$	900.00	Fire Station Loan Proceeds	\$	128,744.95
Interest	\$	408.81	Krouth Fund Interest	\$	0.03
Investments Interest	\$	1,067.91	M. Gray Savings Interest	\$	-
Cable fees	\$	4,173.94	Cemetery Perp. Care Int.	\$	0.04
Hometown Days	\$	-	MV Fuel Tax Refund	\$	-
Cat & Dog Registrations	\$	60.00	Reimbursement/Refunds	\$	289.68
Beer & Liquor Lic. Fees	\$	-	Grave Openings	\$	1,525.00

Park & Rec. Activities	\$	2,570.00	Cemetery Lots	\$	-
SUBTOTAL	\$	61,520.65	SUBTOTAL	\$	269,200.67
			<b>TOTAL</b>	<b>\$</b>	<b>330,721.32</b>

**The Clerk reported the following balances on hand for the month of May 2011:  
(Balances =Financial Statement Report Bank Balance + Investments)**

Funds	Bank Balance	Investments	Total
001 General	\$ 278,659.45	\$ 195,921.05	\$ 474,580.50
011 Police Donations	\$ 8,851.54	\$ -	\$ 8,851.54
014 Fire Dept. Donations	\$ 51,552.02	\$ -	\$ 51,552.02
018 Park Donations	\$ 5,388.71	\$ -	\$ 5,388.71
022 Civic Center	\$ 32,297.21	\$ -	\$ 32,297.21
031 Library Operating	\$ 15,541.75	\$ 16,312.85	\$ 31,854.60
036 Tort Liability	\$ 38,122.35	\$ -	\$ 38,122.35
050 Home Town Days	\$ 11,473.28	\$ -	\$ 11,473.28
110 Road Use Tax	\$ 211,050.39	\$ 29,922.47	\$ 240,972.86
111 Police Recovery Act Grant	\$ (4,955.26)	\$ -	\$ (4,955.26)
112 Trust & Agency	\$ 40,216.87	\$ -	\$ 40,216.87
119 Emergency Tax Fund	\$ 60,632.78	\$ -	\$ 60,632.78
121 Local Option Tax	\$ -	\$ -	\$ -
125 TIF	\$ 855,040.24	\$ -	\$ 855,040.24
160 Economic Develop.	\$ 138,934.85	\$ -	\$ 138,934.85
200 Debt Service	\$ 1,354.33	\$ -	\$ 1,354.33
226 SRF Debt Service	\$ 137,517.50	\$ -	\$ 137,517.50
300 Capital Improvement	\$ -	\$ -	\$ -
303 Fire Capital Project Addition	\$ 128,744.95	\$ -	\$ 128,744.95
500 Cemetery Perpetual	\$ 9,855.76	\$ 88,000.00	\$ 97,855.76
501 Krouth Fund Principal	\$ -	\$ 101,330.73	\$ 101,330.73
502 Krouth Enlow Int. Fund	\$ 8,502.10	\$ 16,035.14	\$ 24,537.24
600 Water Operating	\$ 240,971.37	\$ 124,394.45	\$ 365,365.82
603 Water Sinking Fund	\$ 49,166.64	\$ -	\$ 49,166.64
610 Sewer Operating	\$ 167,359.75	\$ 76,947.99	\$ 244,307.74

<b>TOTAL</b>	<b>\$</b>	<b>2,486,278.58</b>	<b>\$</b>	<b>648,864.68</b>	<b>\$</b>	<b>3,135,143.26</b>
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**COMMUNICATIONS/OPEN FORUM**

None

**PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL**  
Approve Engineering Services Agreement for \$15,000 with French-Reneker-Associates, Inc. Engineers and Surveyors of Fairfield, IA in connection with design and engineering during construction for a proposed 300-acre drainage area flood control dam in Section 36, T80N, R5W, Johnson County, Iowa, in the Hoover Creek Watershed./Move to action.

Community members Bruce Barnhart, Judy Hagan, Ken Fawcett, Curt Friis, John Black, and Engineer Kent Rice, French-Reneer-Associates, Inc. were in attendance. Judy Hagan updated Council on the watershed plan noting the required completion date for funding of June 2012.

Ken Fawcett added that the trustees of the Hoover Library Association will split the project cost with the City and pay 50%.

Motion by Worrell to amend the Engineering Services Agreement amount to \$15,300, second by Johnson.

Roll call vote – AYES: Worrell, Johnson, Sexton, O’Neil, Oaks. Motion carried.

Second reading of Ordinance 680, establishing the West Branch Wastewater Lift Station Connection Fee District./Move to action.

Motion by Johnson, second by O’Neil to approve Ordinance 680. Roll call vote – AYES: Johnson, O’Neil, Worrell, Sexton, Oaks. Motion carried.

Public hearing for the purpose of vacating the 16’ alley located to the south of Lot 19, and to the north of Lot 20 in Block 9 in Townsend and Gue’s Addition, to West Branch, Cedar County, Iowa, generally located near North Fifth Street in between East Main Street and East Green Street.

Mayor Kessler entered into public hearing. With no discussion from the audience or Council, Mayor Kessler exited the public hearing.

First Reading of Ordinance 682, vacating the 16’ alley located to the south of Lot 19, and to the north of Lot 20 in Block 9 in Townsend and Gue’s Addition, to West Branch, Cedar County, Iowa, generally located near North Fifth Street in between East Main Street and East Green Street.

Motion by Worrell, second by Sexton to approve first reading of Ordinance 682.

Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil, Oaks. Motion carried.

Set a public hearing for the purpose of approving plans, specifications, form of contract and estimate costs for the Water Tower Repair and Coating 2011 Project and setting a bid date./Move to action.

Motion by Sexton, second by Worrell to set a public hearing. Roll call vote – AYES: Sexton, Worrell, Johnson, O’Neil, Oaks. Motion carried.

Discussion of Sidwell map for the City of West Branch.

Worrell said that he was not committed to staying with Sidwell. Council stated that they would like City Engineer Dave Schechinger, P.E. to bring back some options on mapping updates to the City Council at the July 5, 2011 Council Meeting.

Resolution 946, approving a revolving loan fund (RFL) Agreement with Main Street West Branch./Move to Action

Rod Ness and Becky Frederick were in attendance for Main Street. Ness answered questions from Council regarding the handling for the RFL. Ness informed Council that the funds would be moved to a separate account and the interest will continue to add to the amount of the fund.

Motion by Worrell, second by Johnson to approve Resolution 946. Roll call vote – AYES: Worrell, Johnson, Sexton, O’Neil, Oaks. Motion carried.

Approve Local Plan for the Intended Use of ESDA Program Income./Move to Action.

Motion by Worrell, second by Sexton to approve local plan for the intended use of ESDA program income. Roll call vote – AYES: Worrell, Sexton, Johnson, O’Neil, Oaks. Motion carried.

Accept resignation of Mark Thomas from the Planning and Zoning Commission./Move to action.

Muckler thanked Thomas for his time and dedication to the commission and also thanked Virgil Gingerich for his time with the commission. (Gingerich’s resignation was accepted on June 6<sup>th</sup>, 2011.)

Motion by Johnson, second by Worrell to accept resignation. AYES: Johnson, Worrell, Sexton, O’Neil, Oaks. Motion carried.

City Council Appointments/Reappointments/Move to action.

- i. Lauren Michael – Planning & Zoning Commission

Motion by Johnson, second by Sexton to accept appointments/reappointments. AYES: Johnson, Sexton, Worrell, O’Neil, Oaks. Motion carried.

**MAYOR DON KESSLER**

Appointments/Reappointments

James Montchal - West Branch Fire Department.

Motion by Johnson, second by Worrell to accept appointment/reappointment. AYES: Johnson, Worrell, O’Neil, Oaks, Sexton. Motion carried.

**REPORTS**

Park & Recreation Director Melissa Russell – Cookson Community Center

Russell updated that all groups have vacated Cookson and the building is now ready for the utilities to be disconnected.

City Administrator Matt Muckler – Comprehensive Plan Update

Muckler informed Council that a meeting will be set for July 18<sup>th</sup> for a Comprehensive Plan update with Planning & Zoning along with community members and business partners.

City Administrator Matt Muckler - Police Chief Recruitment Update

Muckler updated that the advertisement sizes have been expanded for some of the ads that were originally placed in surrounding newspapers. He invited Council and the community to gather June 23<sup>rd</sup> at 6pm to give their input on what they would like to see in their next Police Chief.

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 and to discuss the purchase of particular real estate only where premature disclosure could be reasonable 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.

Motion by Sexton and second by Worrell to enter into closed session at 7:42 p.m. Roll call vote – AYES: Sexton, Worrell, Johnson, O’Neil, Oaks. Motion carried.

**ADJOURNMENT**

Meeting adjourned by Mayor Kessler. City Council meeting adjourned at 9:34 p.m.

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Don Kessler, Mayor

ATTEST: \_\_\_\_\_  
Matt Muckler, City Administrator/Clerk