

(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

**February 18, 2014
6:30 p.m.**

Mayor Worrell opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, Police Officer Alex Koch, Sergeant John Hanna, Library Director Nick Shimmin, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, and Tim Shields. Absent during roll call: Mary Beth Stevenson. Mary Beth Stevenson present at 6:33 p.m.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the February 3, 2014 City Council Work Session #1.
- b) Approve minutes from the February 3, 2014 City Council Meeting.
- c) Approve minutes from the February 3, 2014 City Council Work Session #2.
- d) Approve claims.
- e) Approve Class C Native Wine License with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery.
- f) Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.

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

Date 2-18-14	City of West Branch Claims Register Report	
Agvantage FS	Streets - LP Gas	1,176.01
Alliant Energy	Various Depts - Utilities	11,365.49
Amazon	Library/Admin/Cable - Supplies	575.96
Angela Herren	Park & Rec - Pilates Class	70.00
Baker & Taylor	Library - Books	750.34
Barron Motor Supply	Streets - Supplies	808.83
Best Buy Business	Admin - Council Tablets	3,639.93
Bound Tree Medical	Fire - Supplies	152.31
BP Amoco	Police/Streets/Fire - Fuel	1,939.10
Business Radio Sales	Fire - Pager & Charger	522.99
Cedar County Cooperative	Streets - Diesel Fuel	1,845.00
Cedar Rapids Photo Copy	Library - Service	25.26
Central Iowa Training Assn	Fire - 2014 Dues	25.00
Chauncey Butler Post 514	Comm & Cult - Flags	60.00
Chris Jones Trucking	Streets - Hauling Sand	452.82
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Costco Wholesale	Library/P&R/Admin - Membership Fee	165.00
Culligan Water	Fire - Water Cond Rental	37.65
Custom Builders	Police - Supplies	14.95
Debra Fiderlein	P&R - 2014 Session 1 Classes	504.70
Dewey's Jack & Jill	P&R/Library/Water - Supplies	17.11
Document Destruction	Admin - Document Destruction	44.00
EFTPS	Federal Withholdings	5,928.07
ETS Corporation	Water/Sewer/Admin - Credit Card Fees	34.53
F&B Communications	Admin - Web Hosting	29.95
Fred's Feed & Supply	Water - Supplies	98.86
George Lawson	Library - Consulting	1,364.78
Goodale, Matthew	Streets - Fuel Reimbursement	55.00
Greatamerica Leasing Corp	Admin - Copier Contract	252.06
Hawkins Inc	Water - Azone 15	1,483.85
HBK Engineering	P&R-Project A13-0839 P&R Strategic Plan	2,557.50
Hospers & Brother Printers	Fire - Annual Report	128.40
Iowa Law Enforcement Academy	Police - Training DVD Set	20.00
Iowa League Of Cities	Admin - MLA Workshop Training	1,400.00
Iowa Police Chiefs Assoc.	Police - ICPA 2014 Dues	75.00
Iowa State University	Fire - Fire School Training	210.00
Jodi Yeggy	P&R - 2014 Session 1 Classes	504.70
John Deere Financial	Streets/Sewer - Supplies	272.92
Johnson County Refuse	Recycling - January 2014	3,681.25
Journeyed Com	Library - Software	85.44
Kevin Olson	Legal Services For Feb 2014	1,500.00
Kingdom Graphics	Park & Rec - Service	20.00
Liberty Communications	Various Depts - Phone Service	1,117.99
Linn County R.E.C.	Streets - Utilities	120.00
Lynch's Excavating	Water - Main Repairs	6,707.55
Lynch's Plumbing	Streets/Sewer -Service	4,329.85
Matt Parrott	Water/Sewer-Utility Bill Forms	540.64
Mediacom	Admin - Service	40.90
Menards	Streets - Supplies	267.61
Midwest Janitorial Service	Lib/TH/Admin/Police-Cleaning	646.56
Moore's Welding	Streets - Repair Snow Plow	195.00
Municipal Supply	Water - Supplies	2,556.00

North American Salt	Streets - Salt	1,669.45
Overdrive Inc	Library - EBooks	94.94
Payroll Expense	Payroll Expense 2-14-14	25,901.47
Physio-Control	Fire - Service	1,540.00
Pitney Bowes	Library/Admin/Water/Sewer - Postage	1,000.00
Plato Electric	Streets-Take Down Holiday Lights	800.00
Pyramid Services	Streets - JD Straps	226.12
Qc Analytical Services	Sewer - Testing	730.00
Quill Corp	Library/Admin/Police - Supplies	303.82
Racom Corporation	Police- Equipment For '14 Ford	15,119.30
S & G Materials	Streets - Concrete Sand	683.34
Secretary Of State	Admin - Notary Stamp Renewal	30.00
Seydel, Liz	P&R - Reimb For Supplies Park Mtg	40.53
Shanelle Peden	Admin/Cable - Supplies & Videotaping	608.39
Shawn Pierce	P&R- 2014 Session 1 Classes	468.65
Sprint	Police - Service	179.97
Terence Goerd	Admin - Building Inspections	315.00
Toynes Ia. Fire Trk	Fire - Supplies	293.62
Treasurer State Of Iowa	Iowa Sales Tax Pmt Jan 2014	2,684.08
University Of Iowa	Water - Testing	210.00
UPS	Sewer - Shipping	100.56
US Bank Equipment Finance	Library - Copier Lease	76.32
US Cellular	Various Depts. - Phone Service	519.17
USA Blue Book	Streets - Supplies	85.70
Veenstra & Kimm	Various Engineering	2,406.40
Walmart	Library - Supplies	110.20
Water Solutions	Water - Chemicals	2,321.00
Welter Storage	Water - Shelving	665.00
West Branch Animal Clinic	Animal Control - Stray Cats	350.00
West Branch Times	Legal/P&R - Publications	551.65
WEX Bank	Police - Fuel	569.97
Zephyr Copies	Park & Rec - Surveys	630.00
	Grand Total	130,066.08

Fund Totals		
001 General Fund		64,841.72
022 Civic Center		1,245.36
031 Library		8,692.39
110 Road Use Tax		11,315.30
112 Trust And Agency		1,378.20
226 Go Debt Service		8,364.57
600 Water Fund		25,379.99
610 Sewer Fund		8,848.55
Grand Total		130,066.08

COMMUNICATIONS/OPEN FORUM

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell – Recognition of Bennett’s Radio & TV

Mayor Worrell recognized and thanked Bennett’s Radio for their over 30 years of being in business in the City of West Branch.

Mayor Mark Worrell – Life Saving Awards to Police Chief Mike Horihan and Police Officer Alex Koch

Mayor Worrell presented Chief Mike Horihan and Officer Alex Koch with a life saving award and pin for all of their effort in locating and finding baby Kayden.

Resolution 1175, approving Central States Tower II, LLC 197’ Monopole Tower Site Plan./Move to action.

Stu Harrison a consultant with Verizon Wireless and Central States Tower gave an overview of the tower project. City Engineer Dave Schechinger said that the issues discussed have been completed and include a concrete driveway, a five-foot concrete sidewalk, sound attenuator for the generator, and an erosion control plan. City Administrator Matt Muckler said that the City is listed as an additional insured on the liability policy for the cell tower.

Motion by Miller, second by Pierce to approve Resolution 1175. AYES: Miller, Pierce, Shields, Ellyson, Stevenson. Motion carried.

Resolution 1176, providing written consent of the City Council for use of barbed wire on the Central States Tower II, LLC 197’ Monopole Tower Project./Move to action.

Muckler said that the current Ordinance does not allow for barbed wire on a fence. The chainlink fence is seven feet with one foot of barbed wire fence above it and is there for security reasons. There are bushes and trees surrounding the outside of the fence.

Motion by Shields, second by Stevenson to approve Resolution 1176. AYES: Shields, Stevenson, Pierce, Ellyson, Miller. Motion carried.

First Reading of Ordinance 719, amending Title Chapter 17 “Council.”/Move to action.

Muckler explained that this ordinance would approve 7:00 pm Council meetings year round.

Motion by Ellyson, second by Stevenson to approve first reading of Ordinance 719. AYES: Ellyson, Stevenson, Pierce, Shields, Miller. Motion carried.

Resolution 1174, adopting final proposed fiscal year 2014-2015 budget and order notice of hearing for March 3, 2014./Move to action.

Muckler explained the changes made to the budget which include the storm water utility revenue being reduced from \$60,000 to \$40,000. The cost of the Capital Improvement Plan was decreased after having a discussion with Speer Financial on how to proceed. The West Branch McDonalds sidewalk project was added using the same financing as the Parkside Drive Road Improvement Project. The backfill revenues were allocated into the correct areas.

Motion by Shields, second by Pierce to approve Resolution 1174. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried.

Resolution 1177, directing the city administrator and the fire chief to procure and outfit a medical vehicle and directing the mayor and city clerk to execute any and all documents necessary to commence the purchases./Move to action.

Fire Chief Kevin Stoolman said that the Suburban has been totaled. They would like to replace it with a four door truck, he is currently getting estimates and looking for a 2014 model.

Motion by Ellyson, second by Shields to approve Resolution 1177. AYES: Ellyson, Shields, Miller, Stevenson, Pierce. Motion carried.

CITY STAFF REPORTS

Lead Reserve Officer Todd Thurman – Reserve Police Force Annual Report

Officer Thurman updated the Council on the addition of two new reserve officers, Lynn Lovetinsky and Tim Horihan. He gave an overview on the training that the reserve officers have completed in 2013. The officers provided support for Hoover's Hometown Days, the Bear stampede race, all of the home Bear football games, the Homecoming parade, Christmas Past and coordinated two prescription drug collection events. During 2013, the reserve Police force contributed 314 hours to the city and responded to 61 calls for service.

Main Street West Branch Program Director Mackenzie Krob, Wayfinding Signage

Mackenzie has been working with the Historic Preservation commission to purchase and install generic directional signs. They will look similar to the sign at Town Hall. They will be placed at six locations in town and Public Works employees will install them. City Administrator Matt Muckler said that the City will pay for the signs with funds from a sign CD in the Community and Cultural budget.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

- a) Council Liaison Discussion
 - i. Councilperson Ellyson - Historic Preservation Commission, Hoover's Hometown Days and West Branch Community School District
 - ii. Councilperson Miller - Animal Control Commission, Cable Access Station and Herbert Hoover National Historic Site
 - iii. Councilperson Pierce - Information Technology, Library Board of Trustees and Zoning Board of Adjustment
 - iv. Councilperson Shields - Herbert Hoover Presidential Library Association, Main Street West Branch and Park & Recreation Commission
 - v. Councilperson Stevenson - Herbert Hoover Presidential Library-Museum, Planning and Zoning Commission and Scattergood Friends School & Farm

City staff will notify groups to have the Council representative added to their contact list.

ADJOURNMENT

Motion to adjourn meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:33 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk