

(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

**April 20, 2015
7:02 p.m.**

Mayor Worrell opened the West Branch City Council meeting at 7:03 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, Public Works Director Matt Goodale, Library Director Nick Shimmin, Police Chief Mike Horihan, Park & Recreation Director Melissa Russell and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce, and Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the March 23, 2015 City Council Meeting.
- b) Approve claims.
- c) Approve street closure of Gilbert Street, north of the intersection of Gilbert and Sullivan, on Saturday May, 16, 2015 from 5:30 p.m. until 11:00 p.m. for a graduation party.

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

Date 4-20-15	City of West Branch Claims Report	
Alliant Energy	Various Depts - Utilities	10,558.43
Amazon	Library - Supplies	196.22
Bachmeier Carpet One	Adm- Carpet Tile Police	4,127.33
Baker & Taylor	Library - Books	742.56
Barron Motor Supply	Water/Fire - Supplies	573.76
Blue Cross Blue Shield	Health/Dental Insurance	11,096.86
BP Amoco	Fire - Fuel	116.76
Brandt, Dawn	Admin - Reimb For Mileage	55.63
Brick, Leslie	Adm - Reimb For Mileage & Supplies	141.88
Business Radio Sales	Police/Fire - Supplies	913.76
Cedar County Cooperative	Streets - Diesel Fuel	1,098.02
Cedar County Recorder	Legal - Recording	7.00
Cedar Rapids Photo Copy	Library - Service	34.85
Central Iowa Training Assn	Fire - Fy15 Dues	25.00
Chauncey Butler Post 514	Park&Rec/Library - Flags	47.00
Chris Jones Trucking	Streets - Hauling Roadstone	305.71
Cochran, Craig	Fire - Reimb For Supplies	74.51
Costco Wholesale	Library - Supplies	26.52
Culligan Water	Fire - Water Cond Rental	33.95
Danuser Machine Co	Water - Part	170.47
Dearborn National Insurance	Life Insurance	60.10
Debra Fiderlein	Park&Rec -Session 2 Classes	247.20
Deweys Jack & Jill	P&R/Police - Supplies	27.71
Document Destruction	Admin - Destruction Services	43.00
Dorsey & Whitney	Legal Serv Through 3-31-15	4,344.54
Ed.M.Feld Equipment	Fire - Boots	259.00
EFTPS	Federal Withholdings	12,689.58
ETS Corporation	Water/Sewer - Credit Card Fees	64.11
F&B Communications	Admin - Website Hosting	29.95
Financial Adjustment Bureau	Library - Coll Service Fee	8.00
General Pest Control	Library - Service	70.00
Great American Business	Park&Rec - Supplies	1,278.10
Hanna, John	Police-Reimb For Supplies & Trng	325.04
Hawkins	Water - Azone 15	1,412.50
Iowa Assn. Mun. Utilities	Water - Eiasso Dues Mar-May	534.27
Iowa Department Of Revenue	Payroll Expense	954.04
Iowa Dept Of Public Safety	Police- Annual Ia Syst Billing	1,100.00
Iowa League Of Cities	Admin - Cd Clerk Handbook	20.00
IPERS	Ipers	8,477.57
Jodi Yeggy	Park&Rec- Session 2 Classes	247.20
John Deere Financial	Cemetery - Supplies	59.42

Johnson County Refuse	Recycling - March 2015	3,709.75
Kevin Olson	Legal Services For April 2015	1,500.00
Kingdom Graphics	Water - Banner	10.00
Kings Material	Park&Rec - Parking Curbs	716.25
Koch Brothers	Admin - Copier Contract copies	365.48
Lacina, Katarina	Park&Rec - Refund For Soccer	35.00
L. L. Pelling Co.	Streets - Premix	170.24
Liberty Communications	Various Depts - Phone Service	1,104.83
Linn County R.E.C.	Streets - Utilities	138.00
Lynch's Plumbing	Water - Supplies	10.50
Matt Parrott	Admin - Receipt Books	202.48
Mechanicsville Public Library	Library - Iclip Art	10.00
Mediacom	Cable - Service	40.90
Menards	Park&Rec - Supplies Easter	135.77
Midwest Frame & Axle	Streets - Service	114.26
Midwest Janitorial Service	Lib/Adm/Th/Police - Cleaning	646.56
Moore's Welding	Water - Service	560.10
North East Iowa Regional	Admin - NEI Region Dues	20.00
Office Of Auditor Of State	Admin - Fy14 Audit Services	10,443.03
O'Neil, Paul	Water - Reimb For Mileage	40.05
Oriental Trading Co.	Park&Rec - Easter Supplies	1,229.17
Overdrive	Library - Ebooks	212.97
Parkside Tire & Wrecker	Cemetery/Fire - Parts & Service	60.50
Payroll Expense	Payroll Expense 4-10-15	27,291.94
Pitney Bowes	Library - Rental Contract	120.00
Pitney Bowes	Admin - Postage Machine	218.00
Pitney Bowes	Water/Adm - Postage	500.00
Plastic Recycling Of Iowa	Park&Rec - Trash Receptacles	1,180.30
Play It Again Sports	Park & Rec - Soccer Equipment	538.80
QC Analytical Services	Sewer - Testing	584.00
Quill Corp	Various Depts - Supplies	191.72
Ratliff, Brad	Fire - Reimb For Training Class	69.00
River Products	Streets- Roadstone	901.14
Sandy Heick	Fire - Wbfd Medical Trng	150.00
Seneca Companies	Service Soil Analysis & Report	5,100.00
Shanelle Peden	Cable - Video Meetings	150.00
Shawn Pierce	Park&Rec - Session 2 Classes	247.20
Shimmin, Nick	Admin - Reimb Website Renewal	63.98
Summit Companies	Various Depts - Fire Ext Serv	703.50
Supplyworks	Adm/Th/Police/Wtr - Supplies	189.10
Terence Goerdt	Admin - Inspections	140.00
Tipton Conservative	Library - Subscription	36.00
Toynes Ia. Fire Trk.Serv	Fire - Parts	140.54
Treasurer State Of Iowa	Iowa Sales Tax Ach & State W/H	4,780.00
Trugreen	P&R - Lawn Srv Lions Field	145.00
Uniform Den	Police - Uniforms	1,377.06
United States Treasury	Payroll Expense	1,321.58
U Of Iowa: State Hygienic Lab	Water - Testing	25.00
UPS	Sewer - Shipping	84.04
US Bank Equipment Finance	Library/Admin - Copier Contract	318.12
USA Blue Book	Water - Supplies	439.61
Veenstra & Kimm	Various Depts - Engineering	2,975.55
Verizon Wireless	Various Depts - Phone Service	775.82
Walmart	Library - Supplies	384.11
West Branch Ford	Police-Service 2014 Taurus	42.14
West Branch Times	Legal/Cem - Publications	457.29
WEX Bank	Police/Water - Fuel	1,232.70
Windstar Lines	Park&Rec - Bus Deposit	202.20
Youth Sports Foundation	Park&Rec - Bohlen Track Fee	35.00
Zuniga, Dan & Carol	Park&Rec - Refund	15.00
	Grand Total	137,198.83

Fund Totals	
001 General Fund	78,671.47
022 Civic Center	1,093.26
031 Library	9,759.24
110 Road Use Tax	3,389.57
112 Trust And Agency	12,830.29
600 Water Fund	19,837.81
610 Sewer Fund	11,617.19
Grand Total	137,198.83

Mayor Mark Worrell – Recognition of Anita Starr D.D.S.

Mayor Worrell presented Dr. Anita Starr, D.D.S. and Ed Starr with a Business Certificate of Appreciation for seventeen years of business in the West Branch community.

John Etheredge and Jay Walton – Introduction to JCG Land Services, Inc.

John Etheredge, former Johnson County Supervisor, introduced himself and explained his new role with JCG Land Services. JCG is a Real Estate and Right of Way Contractor for Alliant Energy. His current projects in West Branch include moving overhead power lines underground. Work has begun on East Main and North 6th Street in West Branch. Jay Walton, also with JCG Land Services, provided further company history including noting that they have been in the business since 1990 and act as a buffer between the land owner and the entity buying easements for projects. Their goal is to offer help through purchasing easements, start to finish and through the whole project. Muckler commented that JCG Land Services, Inc. would be a good partner on future projects.

Motion to adjourn to closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where the disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Section 21.5(c) of the Code of Iowa.

Motion by Stevenson, second by Pierce to move to Closed Session at 7:15 p.m. AYES: Stevenson, Pierce, Ellyson, Miller, Shields. Motion carried.

Motion by Shields, second by Pierce to adjourn Closed Session at 7:41 p.m. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried.

First Reading of Ordinance 727 amending Chapter 55 “Animal Protection and Control.”/Move to action.

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

Resolution 1289, approving a professional services agreement with Iowa Codification, Inc. in the amount of \$2,300. /Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1289. AYES: Miller, Stevenson, Ellyson, Pierce, Shields. Motion carried

Resolution 1290, amending the West Branch Schedule of Fees. /Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1290. AYES: Miller, Ellyson, Pierce, Shields, Stevenson. Motion carried

Resolution 1291, amending the Revolving Loan Fund Agreement with Main Street West Branch. /Move to action.

Muckler noted that the two changes were requested in our annual audit. Moving forward, Main Street will provide monthly finance reports and follow investment protocols.

Motion by Ellyson, second by Shields to approve Resolution 1291. AYES: Ellyson, Shields, Miller, Pierce, Stevenson. Motion carried

Public Hearing on the proposed plans and specifications, proposed form of contract and estimate for construction of Main Street Sidewalk- Phase 2 for the City of West Branch Iowa and the taking of bids therefor.

Entered Public Hearing at 7:46 p.m. No comments from the public.

Resolution 1292, approving the plans, specifications, form of contract, and estimate of cost; all for the Main Street Sidewalk –Phase 2 Project, West Branch Iowa./Move to action.

Eric Gould of Veenstra & Kimm, Inc. clarified that some of the costs associated with the National Park Service was incorrectly documented which would result in a lower cost to the NPS. Muckler commented that the overall cost of the project is higher than originally estimated, however we did get a good contractor for the project. He also noted that the total cost of this project will be shared between the City, Main Street West Branch and the National Park Service.

Motion by Stevenson, second by Ellyson to approve Resolution 1292. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried

Resolution 1296, accepting bids and awarding the construction contract for the Main Street Sidewalk-Phase 2 Project. /Move to action.

Council accepted the bid from All American Concrete in the amount of \$102,285.60 for the Main Street Sidewalk- Phase 2 Project.

Motion by Shields, second by Ellyson to approve Resolution 1296. AYES: Shields, Ellyson, Miller, Pierce, Stevenson. Motion carried

Public Hearing on the proposed plans and specifications, proposed form of contract and estimate of cost for construction of Parkside Drive Improvements for the City of West Branch Iowa and the taking of bids therefor.

Entered Public Hearing at 8:04 p.m. No comments from the public.

Resolution 1293, approving the plans, specifications, form of contract, and estimate of cost; all for the Parkside Drive Road Improvements. /Move to action.

Muckler commented that easements were required for this project and that both parties have signed the agreements.

Motion by Ellyson, second by Pierce to approve Resolution 1293. AYES: Ellyson, Pierce, Miller, Shields, Stevenson. Motion carried

Resolution 1297, accepting bids and awarding the construction contract for the Parkside Drive Road Improvements Project, West Branch, Iowa./Move to action.

Councilperson Stevenson made a motion to accept the lowest bid from L&L Pelling in the amount of \$94,205.53.

Motion by Stevenson, second by Shields to approve Resolution 1297. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried

Resolution 1294, approving an amendment to subscription agreement with Tyler Technologies Inc. in the amount of \$16,756. /Move to action.

Muckler noted that this subscription agreement is for the financial, payroll and utility billing software and is a two year agreement.

Motion by Shields, second by Pierce to approve Resolution 1294. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. Motion carried

Resolution 1295, approving 28E agreements between the City of West Branch, Iowa and the Boards of Trustees of Cass, Gower, Graham, Iowa, Scott and Springdale Townships for the purposes of fire protection and aid and assistance for other emergencies or disasters relating to life and property, or hazardous materials./Move to action

Muckler commented that this is an annual agreement with the townships. The townships pay for two-thirds of the costs for running the West Branch Fire Department, which corresponds to the percentage of calls which take place outside of city limits. The West Branch Fire Department responds to over 400 calls each year.

Motion by Miller, second by Stevenson to approve Resolution 1295. AYES: Miller, Stevenson, Ellyson, Pierce, Shields. Motion carried

Resolution 1288, approving a joint funding agreement between the City of West Branch and the United States Geological Survey (USGS) Iowa Water Science Center for storm water monitoring. /Move to action

Stevenson restated the motion to amend the City's portion of the original proposal. The current proposal will cost \$13,740.00 per year with the main change to the gauge at College Street Bridge to using a seasonal discharge gauge. The streamflow gauges will provide needed data to determine where the water is coming from and what steps are needed to correct the problems with flooding in West Branch.

Motion by Stevenson, second by Ellyson to approve Resolution 1288. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. Motion carried

Accept the resignation of Josh Meade as a reserve officer. /Move to action.

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

Accept the resignation Mackenzie Krob from the West Branch Preservation Commission. /Move to action.

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

CITY STAFF REPORTS

Public Works Director Matt Goodale – Planning & Zoning Training

Goodale reported that several members of the Planning & Zoning Commission, Board of Adjustment Commission, and four City staff members attended the training in Davenport on Monday, April 6th. The training was an introduction to Planning & Zoning for cities of all sizes. The training provided basic information and along with scenarios which allowed several of members of the audience to ask questions and give feedback for some issues they have experienced.

Public Works Director Matt Goodale – Storm Water BMP Reimbursement Program

Goodale reported that the Storm water BMP Reimbursement Program has been launched and information is now available on the City's website. All projects must be submitted for review and approved before construction can begin to be eligible for reimbursement. Contact Zoning Administrator Paul Stagg for more information.

Public Works Director Matt Goodale – Sealcoat Repair on 4th Street and other streets

Goodale reported that temporary grading to 4th Street near Reagan Blvd is drying out and improving. L.L. Pelling has been contacted for estimates and they will be making repairs to 4th Street, East Orange, Cedar/Johnson and Greenview.

Public Works Director Matt Goodale – Intake Repairs on Parkside Drive

Goodale reported that the south side of the intersection of Parkside Drive and Main Street were closed this morning to repair two water intakes that have collapsed. The work is being performed by Lynch's Excavating and is expected to be completed by Wednesday, April 22nd.

Deputy City Clerk Leslie Brick – Employee Insurance Policy

Brick requested clarification from the Council on the Health Insurance Reimbursement policy (Resolution 1173) put in place on January 21, 2014. Guidance was requested on when the reimbursement should be in effect for those opting for the benefit. The Council suggested that the benefit should coincide with the City's annual health care plan renewal.

Library/IT Director Nick Shimmin – Surplus Policy

Shimmin explained the purpose of the policy was to have rules for disposing of or selling City owned property which the City no longer needs. Shimmin asked for input and told the Council that the policy will be placed before the Council, with any suggested Council revisions, as an action items at a future Council Meeting.

Library/IT Director Nick Shimmin – City Twitter Account

Shimmin informed the Council that a Twitter account has been established for the purposes of notifying followers of City updates such as road closures, snow removal reminders, events, etc. Twitter account name is '@CityofWB'.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Mark Worrell – Altorfer & Casey's update

Mayor Worrell publicly thanked Altorfer for the open house and building tour provided to the City's elected officials and the West Branch Fire Department that was held on Wednesday, April 8th. Worrell also informed the Council that signed plans and specifications have been received by IDOT for the Casey's project which will allow the process to move forward.

Mayor Mark Worrell – Recommendation to City Council from Planning & Zoning Commission to investigate various options and costs and consider a timeline for the construction of an extension of Green View Drive from Sullivan Street to Greenview Circle, connecting the Greenview and Pedersen Valley subdivisions. Worrell informed the members of the Council that this issue was raised by the Planning & Zoning Commission. Muckler commented that this project could be considered when the Council did the next review of the Capital Improvements Plan.

Mayor Mark Worrell – Development Incentives Committee Report on Incentive Options.

Worrell provided an update on three options that the Development Incentives Committee has come up with. The goal is to spark growth in the community and committee is looking for Council guidance and approval for the incentive options. There seemed to be a consensus around option three and City Attorney Kevin Olson was asked to bring back a proposal for the Council to consider.

Mayor Mark Worrell – Emergency Communications Update

Worrell reported that he attended an E911 Board meeting last week and presented a motion to postpone indefinitely the switch to P25 in December 2015. Although the motion was defeated by the E911 Board, Worrell was optimistic that there might be future reconsideration by the Board. An employee of the E911 Board will be on hand at the Monday, May 18th Council Meeting to present information to the City Council.

City Administrator Matt Muckler – KCRG's "Our Town"

Muckler informed the Council that West Branch has been selected to be featured as one of four KCRG's 'Our Town' promotions this summer. West Branch will be featured the week of August 3rd-7th which will coincide with Hoover's Hometown Days 2015. KCRG will also host a kickoff meeting on Tuesday, May 12th at 8:00 a.m. at Town Hall. All are encouraged to attend.

ADJOURNMENT

Motion to adjourn meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 9:30 p.m.

Mark Worrell, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk