

(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

**July, 5 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, Fire Chief Administrator Dick Stoolman, Library Director Nick Shimmin, Officer John Hanna and Fire Chief Kevin Stoolman. Council members: Mark Worrell, David Johnson, Dan O'Neil and Jim Oaks. Absent: Robert Sexton.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the June 18, 2011 City Council Work Session and June 18, 2011 City Council Meeting.
- b) Approve claims.
- c) Approve payment of \$107,968.45 to Garling Construction for payment bills per the City of West Branch Fire Station New Addition – New Roof Agreement.
- d) Approve Change Order Request 3 for the West Branch Fire Station Expansion Project for \$1,320 to change fascia to exterior wall panel and furr out wall between new and old building.
- e) Approve amended Class C liquor license for Herb n' Lou's to allow outdoor service privilege from July 30, 2011, to July 31, 2011 for RAGBRAI.
- f) Fire Department – Approve 28E agreements with Cass, Gower, Springdale, Scott, Graham and Iowa townships for FY12 fire protection services/Move to action.

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

COMMUNICATIONS/OPEN FORUM

Becky Frederick, Main Street West Branch announced that raffle sales have begun for the pig fundraiser.

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL
Approve Agreement to Maintain and Operate Shared Property between the City of West Branch, Iowa and West Branch Community School District for tract 1 of the pedestrian bridge and trail, generally located south of Main Street between the driveway of 827 W. Main Street and West Branch High School./Move to action.

Motion by Johnson to amend the agreement to include 60 day opt out and 5 year term, second by O'Neil. Roll call vote – AYES: Johnson, O'Neil, Worrell. Nays: Oaks. Absent: Sexton. Motion carried.

Approve a Memorandum of Understanding between the National Park Service – Herbert Hoover National Historic Site, the City of West Branch, Iowa and the West Branch, Iowa Community School District for shared maintenance of tracts 2 and 3 of the pedestrian bridge and trail, generally located south of Main Street between West Branch Ford and the driveway of 827 W. Main Street./Move to action.

Motion by Johnson, second by O'Neil to approve MOU. Roll call vote – AYES: Johnson, O'Neil, Worrell. Nays: Oaks. Absent: Sexton. Motion carried.

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

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

Approve Resolution 947, setting salaries for appointed officers and employees of the City of West Branch, Iowa for the fiscal year 2011-2012./Move to action.

Motion by Johnson, second by Worrell to approve Resolution 947. Roll call vote – AYES: Johnson, Worrell, O'Neil, Oaks. Absent: Sexton. Motion carried.

First Reading of Ordinance 681, amending Chapter 55 “Animal Protection and Control.”/Move to action.

Motion by Worrell, second by Johnson to approve Ordinance 681. Roll call vote – AYES: Worrell, Johnson, O'Neil, Oaks. Absent: Sexton. Motion carried.

Approve Resolution 949, adopting Dangerous or Potentially Dangerous Animal Annual Fees as a part of the West Branch Schedule of Fees./Move to action.

Motion by Worrell, second by Johnson to approve Resolution 949. Roll call vote – AYES: Worrell, Johnson, O'Neil, Oaks. Absent: Sexton. Motion carried.

Second 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./Move to action.

Motion by Worrell, second by Johnson to approve Ordinance 682. Roll call vote – AYES: Worrell, Johnson, O'Neil, Oaks. Absent: Sexton. Motion carried.

Approve Resolution 948, adopting the Record Retention Manual for Iowa Cities as the City's record retention policy./Move to action.

Motion by Johnson, second by Worrell to approve Resolution 948. Roll call vote – AYES: Johnson, Worrell, O'Neil, Oaks. Absent: Sexton. Motion carried.

Approve setting up Fire Apparatus, Police Apparatus, Cemetery, Park & Recreation and Public Works General Fund Reserve Funds./Move to action.

Motion by O'Neil, second by Worrell to approve setting up reserve fund. Roll call vote – AYES: O'Neil, Worrell, Oaks. Nays: Johnson. Absent: Sexton. Motion carried.

Approve transfer of \$8,203.54 from Fund 011 Police Donations, \$44,052.02 from 014 Fire Donations, and \$5,388.71 from 018 Park Donations to their respective General Fund Reserve Funds and close out funds 011, 014, and 018./Move to action.

Motion by Worrell, second by O'Neil to approve transfer. Roll call vote – AYES: Worrell, O'Neil, Oaks. Nays: Johnson. Absent: Sexton. Motion carried.

Approve that any unexpended appropriations from the Local Cable Access operating budget 001-855 be placed in their investments fund at the end of each fiscal year./Move to action.

Motion by Worrell, second by to O'Neil for appropriation. Roll call vote – AYES: Worrell, O'Neil, Oaks. Nays: Johnson. Absent: Sexton. Motion carried.

Approve that any unexpended appropriations from the Fire Department operating budget be placed in the General Fund Fire Apparatus Reserve Fund at the end of each fiscal year./Move to action.

Motion by Worrell, second by to O'Neil for appropriation. Roll call vote – AYES: Worrell, O'Neil, Oaks. Nays: Johnson. Absent: Sexton. Motion carried.

MAYOR DON KESSLER

Appointments/Reappointments

None

REPORTS

City Engineer Dave Schechinger, P.E. – Road and Streets Estimates – The City Engineer reported cost estimates on three street projects: North Downey, South Downey and 4th Street. The Council requested that the city administrator provide a summary of road and street cost estimates that have been recently compiled.

City Engineer Dave Schechinger, P.E. – Mapping Options – The City Engineer provided an estimate of \$5,700 for updated sanitary sewer system maps and \$7,500 for updated water system maps.

City Administrator Matt Muckler - Police Chief Recruitment Update – The city administrator reported that the City received twenty-six applicants from fifteen states for the vacant police chief position. Interviews are planned for later in July. It was also reported that the mayor would hold the second of two public input meetings on Thursday July 7, 2011.

Motion to adjourn to executive session to discuss the purchase of particular real estate only where premature disclosure could reasonably 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 Worrell and second by Johnson to enter into closed session at 7:42 p.m. Roll call vote – AYES: Worrell, Johnson, O'Neil, Oaks. Absent: Sexton. Motion carried.

ADJOURNMENT

Meeting adjourned by Mayor Kessler. City Council meeting adjourned at 10:04 p.m.

Don Kessler, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk