

*(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**

**August 16, 2010  
7:00 p.m.**

Mayor Pro Tem Jim Oaks opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator/Clerk Matt Muckler, Deputy City Clerk Dawn Brandt, Fire Chief Kevin Stoolman, Fire Chief Administrator Dick Stoolman, and Library Director Nick Shimmin. Council members: David Johnson, Robert Sexton, Dan O'Neil, and Jim Oaks. Absent: Council member Mark Worrell and Mayor Don Kessler.

**APPROVE AGENDA/CONSENT AGENDA**

Motion by Johnson and second by Sexton to approve the agenda/consent agenda including the following items:

- a. Approve minutes from the August 2, 2010, City Council meeting.
- b. Approve claims.

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

**CITY OF WEST BRANCH  
CLAIMS 8/16/10**

ALLIANT ENERGY	UTILITIES	8,642.84
AMAZON	BOOKS	163.34
BAKER & TAYLOR BOOKS	BOOKS	1,176.91
BARRON MOTOR SUPPLY	SUPPLIES	108.25
BDC BUILDING PLAN REVIEW	BLDG INSPECTIONS	464.10
BEAN & BEAN	GRAVE OPENINGS	1,000.00
BLANK PARK ZOO	DAYCAMP FIELD TRIP	305.00
BP AMOCO	FUEL	1315.36
BRANDT, DAWN	REIMBURSEMENT	33.50
BRIDGES, JULIE	REFUND FOR DAYCAMP	20.00
BUSINESS RADIO SALES	BATTERY/SERVICE	100.55
CDW GOVERNMENT INC.	COMPUTER SUPPLIES	817.14
CEDAR COUNTY AUDITOR	DISASTER SERVICES	5,255.00
	FY11 ASSESSMENT	7,650.00
	SERVICE	107.26
CEDAR RAPIDS PHOTO COPY	SUPPLIES	44.40
CENTRAL IOWA DIST	CITA DUES	25.00
CENTRAL IOWA TRAINING	ANNUAL MAINTENANCE	84.00
CENTURION TECHNOLOGIES	SUPPLIES	11.36
CITY ELECTRIC SUPPLY	COMPUTER SERVICE	659.95
CREATIVE SOFTWARE	91 IHC TRUCK REPAIR	258.51
DAVE'S WELDING & REPAIR	AMMUNITION	108.00
DC AMMO	AMMUNITION	130.44
DILLON PRECISION	SIGNS	50.16
ECONO SIGNS LLC	SUPPLIES	188.08
FARM PLAN	FUEL	279.50
FLEET SERVICES	NAME TAG	10.90
GALLS -- AN ARAMARK CO	LODGING FOR CONFERENCE	210.56
GATEWAY HOTEL & CONF	SERVICE	170.00
GENERAL PEST CONTROL	LEGAL SERVICE	400.00
GODDARD, ATTY BRUCE	CHEMICALS	281.67
HACH COMPANY	CHEMICALS	1,327.50
HAWKINS WATER TREATMENT	CLEANING	40.00
HEICK, GINA	TRAINING REIMBURS	65.00
HOSIER, DAVID	OFFICE SUPPLIES	85.17
IOWA BUSINESS SUPPLY	NPDES PERMIT	210.00
IOWA DNR	RECYCLING - JULY	3,516.00
JOHNSON COUNTY REFUSE	CREDIT UTILITY REFUND	58.36
KEITH PHILLIPS	SUMMER CAMP T-SHIRTS	416.50
KINGDOM GRAPHICS	SERVICE	59.00
LEASE CONSULTANTS CORP	PHONE SERVICE	1,082.91
LIBERTY COMMUNICATIONS	UTILITIES	102.00
LINN COUNTY R.E.C.	SERVICE	82.50
LYNCH'S PLUMBING	FY11 DONATION	10,000.00
MAIN STREET WEST BRANCH	REFUND FOR DAYCAMP	75.00
MONTGOMERY, LORI	REIMBURSEMENT	81.96
MUCKLER, MATT	ICCMA MEMBERSHIP	120.00
MUCKLER, MATT	REIMB - MOVING EXPENSES	5,000.00
MUCKLER, MATT	SERVICE	616.19
OASIS ELECTRIC	BOOKS	38.00
ODE DESIGN	SITE STUDIES	7,250.00
OPN ARCHITECTS, INC.	SUPPLIES	177.79
ORIENTAL TRADING CO. INC		39,284.89
PAYROLL 8-1-10	VIDEOTAPING	150.00
PEDEN, SHANELLE	SERVICE	47.03
PLUNKETT'S PEST CONTROL	REFUND FOR PARK & REC	45.00
POPEN, KAMI	SERVICE	80.00
PORT 'O' JONNY INC.	PARTS	67.90
PYRAMID SERVICES INC.	EASEMENT PAYMENT	489.00
RUMMELLS FARMS INC.	REIMBURSEMENT	227.59
RUSSELL, MELISSA	LEGAL SERVICE	275.00
SIMKIN, ATTY DOUGLAS	SERVICE	411.00
SIMPLEXGRINNELL	HOLSTERS	116.97
STREICHER'S INC.	SERVICE FOR CHARGER	1,975.00
THEIN MOTOR SALES	AIR FILTERS	467.81
THERMASTOR	REPAIR/SERVICE	16.00
TIPTON ELECTRIC MOTORS	UNIFORM	586.74
UNIFORM DEN INC.	SHIPPING	62.90
UPS	PHONE SERVICE	604.67
US CELLULAR	SUPPLIES	61.82
USA BLUE BOOK	ENGINEERING SERVICES	1,627.75
VEENSTRA & KIMM INC.	CHEMICALS	1,566.00
WATER SOLUTIONS	PUMP RENTAL	470.50
WEAVER'S INC	SERVICE RANGER TRUCK	280.53
WEST BRANCH REPAIRS	ADVERTISEMENTS	862.27
WEST BRANCH TIMES		

GRAND TOTALS

110,340.39

FUND TOTALS

001	GENERAL FUND	61,555.06
022	CIVIC CENTER	276.45
031	LIBRARY	14,109.03
050	HOME TOWN DAYS FUND	543.91
110	ROAD USE TAX	4,342.40
111	POLICE RECOVERY ACT GRANT	1,252.53
112	TRUST AND AGENCY	3,178.18
600	WATER FUND	13,710.48
610	SEWER FUND	11,372.35
	****	110,340.39

**The Clerk reported the following receipts for the month of July 2010:**

Water, Sewer, Recycling	\$ 50,553.61	Cedar Co. Property Tax	\$ 13,185.98
Water Utility Deposits	\$ 500.00	Johnson Co. Prop. Tax	\$ -
Cookson Rent	\$ -	Road Use Tax	\$ 12,114.40
Town Hall Rent	\$ 101.00	Fines	\$ 1,100.71
Misc.	\$ 457.50	Twp. Fire Contract	\$ -
Library	\$ 548.79	Building Permits	\$ -
Donations	\$ 50.00	Cigarette Permits	\$ -
Interest	\$ 334.96	Krouth Fund Interest	\$ 0.36
Investments Interest	\$ 630.55	M. Gray Savings Interest	\$ -
Cable fees	\$ 6,706.04	IJOBS Street Funding	\$ 11,627.81
Hometown Days	\$ -	MV Fuel Tax Refund	\$ -
Cat & Dog Registrations	\$ 70.00	Reimbursement/Refunds	\$ 200.00
Beer & Liquor Lic. Fees	\$ 545.00	Grave Openings	\$ 2,400.00
Park & Rec. Activities	\$ 755.00	Cemetery Lots	\$ 200.00
<b>SUBTOTAL</b>	<b>\$ 61,252.45</b>	<b>SUBTOTAL</b>	<b>\$ 40,829.26</b>
		<b>TOTAL</b>	<b>\$ 102,081.71</b>

**The Clerk reported the following balances on hand for the month of July 2010:**

**(Balances =Financial Statement Report Bank Balance + Investments)**

Funds	Bank Balance	Investments	Total
001 General	\$ 141,261.11	\$ 226,795.87	\$ 368,056.98
011 Police Donations	\$ 5,591.54	\$ -	\$ 5,591.54
014 Fire Dept. Donations	\$ 20,107.05	\$ -	\$ 20,107.05
018 Park Donations	\$ 4,588.71	\$ -	\$ 4,588.71
022 Civic Center	\$ 7,305.49	\$ 23,036.14	\$ 30,341.63
031 Library Operating	\$ 6,107.21	\$ 16,306.76	\$ 22,413.97
036 Tort Liability	\$ (18,230.90)	\$ -	\$ (18,230.90)
050 Home Town Days	\$ 13,877.57	\$ -	\$ 13,877.57
110 Road Use Tax	\$ 144,838.66	\$ 29,772.74	\$ 174,611.40
111 Police Recovery Act Grant	\$ 46,505.45	\$ -	\$ 46,505.45
112 Trust & Agency	\$ 21,120.26	\$ -	\$ 21,120.26
119 Emergency Tax Fund	\$ 38,648.13	\$ -	\$ 38,648.13
121 Local Option Tax	\$ -	\$ -	\$ -
125 TIF	\$ 20,690.14	\$ -	\$ 20,690.14
160 Economic Develop.	\$ 138,934.85	\$ -	\$ 138,934.85
200 Debt Service	\$ 1,354.33	\$ -	\$ 1,354.33
226 SRF Debt Service	\$ 33,732.56	\$ -	\$ 33,732.56
300 Capital Improvement	\$ 274.23	\$ -	\$ 274.23
500 Cemetery Perpetual	\$ 8,770.76	\$ 88,000.00	\$ 96,770.76
501 Krouth Fund Principal	\$ -	\$ 100,859.09	\$ 100,859.09
502 Krouth Enlow Int. Fund	\$ 8,498.95	\$ 23,168.95	\$ 31,667.90
600 Water Operating	\$ 182,270.15	\$ 123,224.33	\$ 305,494.48
603 Water Sinking Fund	\$ 5,091.64	\$ -	\$ 5,091.64
610 Sewer Operating	\$ 134,104.23	\$ 76,183.94	\$ 210,288.17
<b>TOTAL</b>	<b>\$ 965,442.12</b>	<b>\$ 707,347.82</b>	<b>\$ 1,672,789.94</b>

**COMMUNICATIONS/OPEN FORUM**

Rod Ness, Main Street, said that the winery has lost their Main Street grant because of the buildings historical status. Main Street just recently received \$800,000 in grants that will be invested within the next 12 months. This money will be distributed between Hoover House and the Winery. He also thanked the city council for the support of MSWB.

Rod Daebelliehn, Cedar County Representative – Honor flight of Cedar County was here to inform the council of their efforts to raise \$30,000 to transport Veterans to Washington D.C. There are currently 14 individuals from Cedar County who are signed up.

John McNutt gave an update on the winery construction stating that he is passing plans through Nolan Bogaard, City Inspector. McNutt is getting quotes on an interior sprinkler system for fire protection and that the Winery is setting a target date to be open by Christmas Past. Construction framing of the building will begin within the next week or two.

#### **PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY COUNCIL**

City Attorney Bruce Goddard – Discuss and approve revision to city administrator contract./Move to action.  
Motion by O’Neil and second by Johnson to amend Matt Muckler, City Clerk/Administrator contract stating that he is an exempt employee and is not eligible for compensation time or overtime, Roll call vote – AYES: O’Neil, Johnson, Sexton, Oaks. Absent: Worrell. Motion carried.

City Administrator Matt Muckler – Discuss and approve ballot language for the November 2, 2010 General Election asking for the authorization to impose a Local Option Sales Tax in the City of West Branch at the rate of one percent (1%) to be effective from July 1, 2011, until expiration on June 30, 2021 to allocate funds for the West Branch Fire Department, the West Branch Public Library and the City of West Branch Parks./Move to action.  
Oaks stated that he would like to see this tabled. He pointed out that the voters will be making the final decision and that the Council is only approving the language that will be on the ballot. Sexton said that he would like to see it passed. No motion made-permanently tabled.

City Administrator Matt Muckler – Discuss and approve ballot language for the November 2, 2010 General Election asking for the authorization to impose a Local Option Sales Tax in the City of West Branch at the rate of one percent (1%) to be effective from July 1, 2011, until expiration on June 30, 2015 to allocate funds for expansion of the West Branch Fire Station and repair of the roof on the existing building./Move to action.

Johnson said that he thinks there are better ways to get revenue and that the way the tax is designed; it will affect poor people more percentage wise. Additionally he stated that the citizens have had a chance to vote yes for the LOST in the past and they voted no.

O’Neil stated that he is in favor of putting it on the ballot and giving the community a chance to vote and make the choice.

Sexton stated that West Branch is the only community in Cedar County without the tax. He feels bad that we are the only community that doesn’t take advantage of it. Sexton said that he wants to give people the option and choice to vote.

Motion to approve ballot language made by Sexton, and second by O’Neil. Ayes: Sexton, O’Neil, Oaks. Nays: Johnson. Absent: Worrell. Motion carried.

Fire Department – Approve appointment of Cory Nelson as member of West Branch Fire Department/Move to action.

Kevin Stoolman, Fire Chief stated that Cory Nelson will be member number 33 and he will be on probation for 12 months.

Motion to approve Nelson as a member of the West Branch Fire Department made by Sexton and second by O’Neil. Ayes: Sexton, O’Neil, Johnson, Oaks. Absent: Worrell.

#### **CITY ADMINISTRATOR**

Iowa Department of Natural Resources Construction Permit No. 2011-0038-S for West Main Street Sanitary Sewer Improvements 2010.

City Administrator Matt Muckler met with Tim Moss, Public Works and Larry Lynch, Lynch’s Excavating concerning the bottleneck project. Plans are to start the project next week with completion around Labor Day.

#### Public Works Staffing Update

City Administrator Matt Muckler and Public Works staff has developed a plan to advertise for a fourth person within the Public Works full time staff. He stated that West Branch is no longer in compliance with certification. The DNR has been contacted and our plan is for Tim Moss to become compliant within the next six months. He recommends recruitment of a water/wastewater operator position. Muckler went over advertising costs and also gave a listing of free publications where the recruitment ad can be posted.

O’Neil asked Muckler if he feels comfortable overseeing the department. Muckler said that he would be able to take on the budgeting aspect of the position.

Sexton asked who would be paying for the person to get the certifications needed. Muckler said that he would like to see an incentive or increase in pay for the employee obtaining certifications and that an item would be brought before the council. The City would be paying for the employee training and classes to get additional certifications. Muckler was directed by Council to start the advertisement process and begin receiving applications for the water/wastewater operator position.

#### **MAYOR**

Appointments/Reappointments

#### **REPORTS**

Dave Schechinger presented various options for addressing West Branch’s wastewater infrastructure challenges. He gave a summary of estimated costs for upgrading or investigating the condition of the sanitary sewer system such as metering, televising and smoke testing.

#### **ADJOURNMENT**

Motion by Johnson to adjourn. City Council meeting adjourned at 8:16 p.m.

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MAYOR PRO TEM JIM OAKS

ATTEST: \_\_\_\_\_  
CITY CLERK MATT MUCKLER