

# *City of West Branch*

~ A Heritage for Success ~

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110 N. Poplar St. • P.O. Box 218 • West Branch, Iowa 52358  
Ph. 319-643-5888 • Fax 319-643-2305 • [www.westbranchiowa.org](http://www.westbranchiowa.org) • [wbcity@lcom.net](mailto:wbcity@lcom.net)

**CITY COUNCIL WORK SESSION**  
**Monday, February 21, 2011 • 6:00 p.m.**  
**City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. Presentation on West Branch Watershed by Judy Hagan, Hoover Creek Watershed Coordinator, Bruce Barnhart, Barnhart's Custom Services, and Ken Fawcett, Trustee, Herbert Hoover Presidential Library Association
4. Adjourn

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**Mayor:** Don Kessler • **Council Members:** Mark Worrell, David Johnson, Robert Sexton, Jim Oaks, Dan O'Neil  
**City Administrator/Clerk:** Matt Muckler • **Deputy City Clerk:** Dawn Brandt • **Library Director:** Nick Shimmin  
**Parks & Recreation Director:** Melissa Russell • **Police Chief:** David Bloem • **Fire Chief:** Kevin Stoolman

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: February 21, 2011 AGENDA ITEM: \_\_\_\_\_

DATE PREPARED: February 15, 2011

STAFF LIAISON: Matt Muckler, City Administrator

**ACTION TITLE:** Presentation on West Branch Watershed by Judy Hagan, Hoover Creek Watershed Coordinator, Bruce Barnhart, Barnhart's Custom Services, and Ken Fawcett, Trustee, Herbert Hoover Presidential Library Association. Discussion Only.

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:** Discussion Only.

**PROJECT DESCRIPTION:**

The Presentation will include a brief synopsis of the following items:

- Previous flooding events
- Watershed - size and make up
- Developmental Grant 2009
- I-Jobs Funding – Original Allocation
- I-Jobs Funding – How it was allocated and amount returned and finished jobs
- Hydro study
- Goals of our group (West Branch Watershed/Stream Team)

**ATTACHMENTS:**

West Branch Watershed PowerPoint

**CURRENT FISCAL YEAR TOTAL COST (as reflected in motion)** \_\_\_\_\_

BUDGETED                       UNBUDGETED FISCAL YEAR BUDGET (check one) \_\_\_\_\_

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## **CITY COUNCIL MEETING AGENDA** **Monday, February 21, 2011 • 6:30 p.m.** **City Council Chambers, 110 North Poplar Street** *Action may be taken on any agenda item.*

1. Call to order
2. Roll call
3. Welcome
4. Approve Agenda/Consent Agenda/Move to action
  - a. Approve minutes from the February 7, 2011 City Council Meeting.
  - b. Approve claims.
5. Communications/Open Forum
6. Public, Department Heads, Commissions, City Administrator and City Council
  - a. Suspend rules to have second and third readings of Ordinance 674 re-zoning the south eighty-nine feet of Lots 72 and 73 and the west eight feet of the vacated alley adjacent to the south eighty-nine feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2./Move to action.
  - b. Second reading of Ordinance 674 re-zoning the south eighty-nine feet of Lots 72 and 73 and the west eight feet of the vacated alley adjacent to the south eighty-nine feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2./Move to action.
  - c. Third reading of Ordinance 674 re-zoning the south eighty-nine feet of Lots 72 and 73 and the west eight feet of the vacated alley adjacent to the south eighty-nine feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2./Move to action.
  - d. Third reading of Ordinance 673 amending Chapter 30 "POLICE DEPARTMENT" by adding the following section, Section 30.11: 30.11 RESIDENCY REQUIREMENT: All full-time peace officers, including the Police Chief, shall become residents of the City of West Branch, and continued residency in the City is a requirement for continued employment with the City./Move to action.
  - e. Approve Resolution 926, amending the City of West Branch, Iowa Employee Handbook by changing pay periods from semi-monthly to bi-weekly, effective March 1, 2011./Move to action.

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**Mayor:** Don Kessler • **Council Members:** Mark Worrell, David Johnson, Robert Sexton, Jim Oaks, Dan O'Neil  
**City Administrator/Clerk:** Matt Muckler • **Deputy City Clerk:** Dawn Brandt • **Library Director:** Nick Shimmin  
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## **CITY COUNCIL MEETING AGENDA (continued)**

**Monday, February 21, 2011 • 6:30 p.m.**

**City Council Chambers, 110 North Poplar Street**

*Action may be taken on any agenda item.*

- f. Approve Resolution 928, amending the City of West Branch, Iowa Employee Handbook by stating vacation, holiday, and sick leave pay in terms of hours instead of days and clarifying the policy on vacation time accrued above the 240-hour maximum accumulation./Move to action.
  - g. Adopt final proposed fiscal year 2011-12 budget and order notice of hearing for March 7, 2011./Move to action.
  - h. Approve request for proposal for plans for a community center./Move to action.
  - i. Approve Class C Liquor License with Living Quarters, Outdoor Service and Sundays Sales Permits for Fox Run Golf & Country Club. /Move to action.
  - j. Approve RAGBRAI XXXIX Pass-Through Town Agreement which would designate West Branch as a RAGBRAI Pass-Through Town on July 30, 2011./Move to action.
7. Mayor
- a. Appointments/Reappointments/Move to action.
    - i. Animal Control Commission – Leesa Johnson
    - ii. Animal Control Commission – Richard Slach
    - iii. Animal Control Commission – Gina Heick
8. Reports
- a. Crime Data Processor Gina Heick – West Branch Police Department Monthly Report
  - b. Council Liaisons
    - i. Animal Control Commission – Councilman Johnson
    - ii. Cable Television Commission – Councilman O’Neil
    - iii. Historic Preservation Commission – Councilman Worrell
    - iv. Library Board of Trustees – Councilmen O’Neil and Sexton
    - v. Park & Recreation Commission – Councilman Sexton
    - vi. Planning and Zoning Commission – Councilmen Worrell and Oaks
    - vii. Zoning Board of Adjustment – Councilmen Johnson and Oaks
  - c. City Administrator Matt Muckler - Planning and Zoning Commission Update
9. Adjourn

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**Mayor:** Don Kessler • **Council Members:** Mark Worrell, David Johnson, Robert Sexton, Jim Oaks, Dan O’Neil  
**City Administrator/Clerk:** Matt Muckler • **Deputy City Clerk:** Dawn Brandt • **Library Director:** Nick Shimmin  
**Parks & Recreation Director:** Melissa Russell • **Police Chief:** David Bloem • **Fire Chief:** Kevin Stoolman

*(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 7, 2011  
6:30 p.m.**

Mayor Don Kessler 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, Library Director Nick Shimmin, Police Chief David Bloem, Park & Rec. Director Melissa Russell, Fire Chief Administrator Dick Stoolman, 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 January 18, 2011 City Council Public Hearing, Work Session and Council Meeting.

b) Approve transfer of \$1,670.00 from Enlow Building Fund CD to Library-General Fund.

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

**COMMUNICATIONS/OPEN FORUM**

**PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL**

Approve Resolution 927, appointing Kevin D. Olson as West Branch City Attorney and setting the compensation for the city attorney position at \$15,000 annually./Move to action.

Johnson asked about what the extraordinary litigation would consist of that would not be included in the compensation. Kevin responded that this would be for a long lawsuit and that his charges would be \$100 to \$125 per hour.

Motion by Johnson, second by Oaks to appoint Kevin D. Olson as West Branch City Attorney and setting the compensation for the city attorney position at \$15,000 annually. Roll call vote – AYES: Johnson, Oaks, Worrell, O'Neil. Absent: Sexton. Motion carried.

Approve Resolution 925, Salute to Hospitalized Veterans Day Proclamation./Move to action.

Motion by Johnson, second by O'Neil to approve Resolution 925, Salute to Hospitalized Veterans Day Proclamation. Roll call vote – AYES: Johnson, O'Neil, Oaks, Worrell. Absent: Sexton. Motion carried.

Approve Resolution 926, amending the City of West Branch, Iowa Employee Handbook./Move to action.

City Administrator Matt Muckler discussed that this change would approve the conversion of pay periods from semi-monthly to bi-weekly. It also changes vacation, holiday and sick leave pay from days to hours. Police had requested the change to a bi-weekly pay period in the past, the change will make payroll much easier.

Johnson asked if the Police would have time to take off their extra vacation hours. Muckler said that there were only 2 employees who have accumulated vacation above the 240 hours. Matt would like employees to take their vacation time and not get burnt out. Oaks said that he would like employees to use their earned vacation or be paid for it but not lose it.

Motion by Johnson, second by O'Neil to table Resolution 926 until the next meeting. Roll call vote – AYES: Johnson, O'Neil, Oaks, Worrell. Absent: Sexton.

Second reading of Ordinance 673 amending Chapter 30 "POLICE DEPARTMENT" by adding the following section, Section 30.11: 30.11 RESIDENCY REQUIREMENT: All full-time peace officers, including the Police

Chief, shall become residents of the City of West Branch, and continued residency in the City is a requirement for continued employment with the City/Move to action.

Police Chief Bloem said that he is opposed to this change and that he feels all employees should be treated the same.

Motion by O'Neil, second by Oaks to approve second reading of Ordinance 673. Roll call vote – AYES: O'Neil, Oaks, Worrell. NAYS: Johnson. Absent: Sexton. Motion carried.

First reading of Ordinance 674 re-zoning the south eighty-nine feet of Lots 72 and 73 and the west eight feet of the vacated alley adjacent to the south eighty-nine feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2./Move to action.

Motion by Oaks, second by O'Neil to approve first reading of Ordinance 674. Roll call vote – AYES: Oaks, O'Neil, Worrell, Johnson. Absent: Sexton. Motion carried.

Approve revenues and expenditures for all funds in the FY 2011-12 Annual Budget./Move to action.

Muckler gave an overview on the budget and stated that the Council needed to cut \$8,433 in expenditures to bring general fund expenditures in line with general fund revenues. The Council discussed where to cut the \$8433 and decided to cut \$3,000 from street lights due to savings from replacing bulbs with more efficient ones, \$4,183 from Roads and Streets and move half to water and half to sewer to pay for truck, and cut \$1,250 from Main Street dues. Motion by O'Neil, second by Worrell to approve the above cuts in expenditures to balance with revenue. AYES: O'Neil, Worrell, Oaks. NAYS: Johnson. Absent: Sexton. Motion carried.

Johnson stated he verified that the funding the City receives from Townships for Fire protection is part of the general fund. It is not earmarked for one specific department. The revenue is general funding and becomes part of the City's general fund money.

Motion by O'Neil, second by Oaks to approve revenues and expenditures for all funds in the FY 2011-12 Annual Budget. Roll Call vote – AYES: O'Neil, Oaks, Worrell. NAYS: Johnson. Absent: Sexton. Motion carried.

Discussion of gas and electric franchise agreements.

Johnson discussed that the gas franchise agreement expires in October 2011. He would like Matt to look into other options for gas service. Matt and City Attorney Kevin will check with the utilities board to see what is possible.

Discussion of request for proposal for plans for a community center.

Russell said that with the closing of Cookson she would like to go forward to develop plans for a recreation center. This would include a walking track, 2 gyms, fitness area, meeting room, locker rooms and office. Muckler stated that this would be a basic set of drawings to get started with the recreation center and allow Melissa to explore grant proposals. O'Neil said to look at a steel building as an option. Johnson said to come back with other possible locations and plans for a usable building for the community. O'Neil agreed with Johnson.

Approve Class C Liquor License with Living Quarters, Outdoor Service and Sundays Sales Permits for Fox Run Golf & Country Club.

Muckler said that a request for a liquor license was received and that the owner's water bill is past due. Several phone attempts to reach the owner have not been returned. Attorney Olson stated that one consideration in the granting of liquor licenses that the Council may consider according to the administrative code is the financial standing of the applicant. Current license expires February 7, 2011. Oaks said that he does not want to make this more of a hardship by denying the liquor license. Johnson stated that council should let the license expire and have the owner come to the next meeting to explain.

Motion by Johnson, second by O'Neil to table this item until the next meeting. Roll call vote – AYES: Johnson, O'Neil, Oaks. Absent: Sexton, Worrell. Motion carried.

**MAYOR DON KESSLER**

Appointments/Reappointments

a) West Branch Park and Recreation Commission – Becky Hosier

Motion by O’Neil, second by Johnson to approve appointment of Beck Hosier. Roll call vote – AYES: O’Neil, Johnson, Oaks. Absent: Sexton and Worrell. Motion carried.

**REPORTS**

City Administrator Matt Muckler – Discussion of Council Liaisons for Boards and Commissions.

**ADJOURNMENT**

Meeting adjourned by Mayor Kessler. City Council meeting adjourned at 9:06 p.m.

\_\_\_\_\_  
Don Kessler, Mayor

ATTEST:

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

FEBRUARY CLAIMS 2/17/2011

CITY OF WEST BRANCH  
CLAIMS REGISTER REPORT

AGVANTAGE FS INC	WATER - LP FUEL	1,102.04
ALLIANT ENERGY	WATER - UTILITIES	74.89
	VARIOUS DEPTS. - UTILITIES	10,689.11
ALLMED	FIRE - SUPPLIES	126.51
AMAZON	LIBRARY - SUPPLIES	21.02
AMERICAN WATER WORKS ASS	WATER - MEMBERSHIP RENEWAL	82.00
AMSAN	POLICE - BATTERIES	65.34
	LIBRARY/STREETS/ADMIN -	171.43
ANDREWS, ALISON	ACH PAYROLL EXPENSE	269.50
	ACH PAYROLL EXPENSE	180.96
ARAMARK UNIFORM SERVICES	ADMIN/WATER/SEWER - SERVICE	269.79
ARANT, MATT	LEGAL - WEBSITE DESIGN	3,000.00
BAKER & TAYLOR BOOKS	LIBRARY - BOOKS	536.77
BARRON MOTOR SUPPLY	WATER/POLICE/FIRE - SUPPLIES	283.81
BDC BUILDING PLAN REVIEW	ADMIN - BUILDING INSPECT	174.30
BEST BUY BUSINESS ADVANT	PARK & REC - SUPPLIES	199.99
BLOEM, DAVID	ACH PAYROLL EXPENSE	2,156.36
	ACH PAYROLL EXPENSE	1,128.78
BLUE CROSS BLUE SHIELD	LIFE INS.	8.00
	DENTAL INS	53.68
	HEALTH INS	532.92
	HEALTH INS.	5,328.80
	DENTAL INS.	375.00
	LIFE INS.	52.10
	DENTAL INS	53.68
	HEALTH INS	532.92
BORLAND-KAALBERG, ASHLEY	ACH PAYROLL EXPENSE	678.30
	ACH PAYROLL EXPENSE	678.30
BP AMOCO	STREETS/POLICE/FIRE - FUEL	2,696.10
BRANDT, DAWN	ACH PAYROLL EXPENSE	1,451.13
	ACH PAYROLL EXPENSE	1,389.79
BRICK, GERRY	ACH PAYROLL EXPENSE	114.75
	ACH PAYROLL EXPENSE	213.92
CEDAR COUNTY COOPERATIVE	STREETS - FUEL	1,289.93
CEDAR RAPIDS PHOTO COPY	LIBRARY - SERVICE	22.32
	LIBRARY - SERVICE	17.46
CHRIS JONES TRUCKING	STREETS - SERVICE	454.45
COLLECTION SERVICE CNTR.	CHILD SUP.	266.40
CREATIVE SOFTWARE SERVIC	LIBRARY - SERVICE	52.30
CULLIGAN WATER TECHNOLOG	FIRE - SERVICE	2.95
DAVE'S WELDING & REPAIR	STREETS - SNOW PLOW SERV	633.32
DEMCO	LIBRARY - SUPPLIES	383.78
DEWEYS JACK & JILL	WATER - SUPPLIES	13.29
EHS INC	POLICE - SUPPLIES/SERVICE	620.00
EMERGENCY SERVICES MARKE	FIRE - SUBSCRIPTION FEE	50.00
FARM PLAN	WATER - UNIFORMS	155.93
FLEET SERVICES	POLICE - FUEL	274.19
FOLLETT SOFTWARE CO.	LIBRARY - SERVICE	160.00
FREEMAN LOCK & ALARM	STREETS - SUPPLIES	125.00
GENERAL PEST CONTROL	PARK & REC - SERVICE	100.00
	LIBRARY - SERVICE	70.00
GILLUND ENTERPRISES	WATER - SUPPLIES	136.88
GOODALE, MATTHEW	ACH PAYROLL EXPENSE	1,691.91
	SEWER - REIMBURSEMENT	110.36
	ACH PAYROLL EXPENSE	1,766.76
GREATAMERICA LEASING COR	ADMIN -COPIER SERVICE CONTRACT	321.56
	ADMIN - COPIER SERVICE	252.06
GRIMM, JOHN	PAYROLL EXPENSE	36.32
	PAYROLL EXPENSE	31.13
HANNA, JOHN	ACH PAYROLL EXPENSE	1,176.98
	ACH PAYROLL EXPENSE	1,236.10
HAVLIK, TANYA	FIRE - REIMBURSEMENT	266.51
HAWKINS WATER TREATMENT	WATER - SUPPLIES	1,294.25
HEICK, GINA	ACH PAYROLL EXPENSE	884.99
	ACH PAYROLL EXPENSE	884.99
	POLICE - CLEANING	50.00

HENDERSON PRODUCTS INC	STREETS - PARTS	519.60
HERBERT HOOVER PRESIDENT	COMM & CULTURAL DEV - IC	100.00
HSBC BUSINESS SOLUTIONS	STREETS - SUPPLIES	75.99
ICMA	ADMIN - MEMBERSHIP DUES	600.00
INTERNAL REVENUE SERVICE	FEDERAL W/H	2,578.67
	FICA-MED.CAR	2,724.27
	FICA-MED.CAR	759.62
	FEDERAL W/H	2,561.23
	FICA-MED.CAR	2,660.71
	FICA-MED.CAR	741.94
IOWA ASSN. MUN. UTIL.	SEWER - STORMWATER UTILI	90.00
	WATER - SAFETY TRAINING	20.00
IOWA BUSINESS SUPPLY	ADMIN - OFFICE SUPPLIES	73.12
	ADMIN - OFFICE SUPPLIES	101.96
	ADMIN - OFFICE SUPPLIES	224.21
	CABLE - OFFICE EQUIPMENT	524.98
	ADMIN - OFFICE SUPPLIES	25.84
	POLICE - OFFICE SUPPLIES	29.69
	POLICE/PARK & REC - PRIN	1,013.84
IOWA DNR	SEWER - CERTIFICATION EX	30.00
IOWA NETWORK SERVICES IN	ADMIN - SERVICE	26.99
IOWA ONE CALL	WATER/SEWER - SERVICE	11.70
IOWA RURAL WATER ASSOC.	WATER - IRWA ANNUAL CONF	125.00
	WATER - IRWA ANNUAL CONF	200.00
	WATER - IRWA ANNUAL CONF	200.00
IOWA SECTION AWWA	WATER - TRAINING	90.00
IOWA STATE UNIVERSITY EX	ADMIN - TRAINING	110.00
IOWA WORKFORCE DEVELOPME	WATER/SEWER/ADMIN/UNEMP.CLAIM	3,245.74
IPERS	IPERS	2,450.17
	IPERS	954.00
	IPERS	2,484.80
	IPERS	822.61
JETCO INC.	WATER - SERVICE REPAIR	1,915.70
JOHNSON COUNTY REFUSE IN	RECYCLING - JANUARY	3,557.75
JOHNSON, TOM	PAYROLL EXPENSE	30.46
	PAYROLL EXPENSE	43.07
KARR, DANIEL	PAYROLL EXPENSE	1,461.30
	PAYROLL EXPENSE	1,721.66
KESSLER, DONALD	PAYROLL EXPENSE	186.20
KINGDOM GRAPHICS	PARK & REC - SUPPLIES	28.50
	PARK & REC - SUPPLIES	11.25
	POLICE - FLAGS	80.00
KNOCHE, REBECCA	ACH PAYROLL EXPENSE	766.63
	ACH PAYROLL EXPENSE	766.63
	LIBRARY - REIMBURSEMENT	48.27
LEASE CONSULTANTS CORP	LIBRARY - SERVICE	59.00
LENOCH & CILEK	WATER - SUPPLIES	39.97
LIBERTY COMMUNICATIONS	VARIOUS DEPTS - PHONE	1,116.20
LINN COUNTY R.E.C.	STREETS - UTILITIES	102.00
LYNCH'S PLUMBING	POLICE - SERVICE	55.00
MENARDS	STREETS - SUPPLIES FOR	8.70
	WATER/ADMIN - SUPPLIES	210.10
	WATER/ADMIN - SUPPLIES	183.61
MOSS, TIMOTHY	ACH PAYROLL EXPENSE	1,569.99
	ACH PAYROLL EXPENSE	1,495.09
MUCKLER, MATTHEW	ACH PAYROLL EXPENSE	2,041.84
	ACH PAYROLL EXPENSE	2,041.84
MUNICIPAL SUPPLY INC.	WATER - HYDRANT POLES	95.00
NASH, ANN	ADMIN - CLEANING	240.00
NEUMANN MONSON ARCHITECT	PARK & REC - COOKSON COM	4,664.41
	PARK & REC - COOKSON	302.57
O'NEIL, PAUL	ACH PAYROLL EXPENSE	1,614.78
	ACH PAYROLL EXPENSE	1,691.12
OASIS ELECTRIC	LIBRARY - T-8 LIGHT BULB	80.39
PEDEN, SHANELLE	CABLE - VIDEOTAPING	150.00
PITNEY BOWES PURCHASE PO	ADMIN - POSTAGE	500.00
	LIBRARY - POSTAGE	500.00
PLATO ELECTRIC	STREET LIGHTS - TAKE DOWN	252.50
QC ANALYTICAL SERVICES L	SEWER - TESTING	552.00
QUILL CORP	LIBRARY - SUPPLIES	4.07
RUMMELLS, LARRY	WATER - CREDIT REFUND	37.82

RUSSELL, MELISSA	ACH PAYROLL EXPENSE	1,094.96
	ACH PAYROLL EXPENSE	1,052.45
S & G MATERIALS	STREETS - CONCRETE SAND	670.83
SAFARILAND LLC	POLICE - SUPPLIES	55.30
SHIMMIN, NICHOLAS	ACH PAYROLL EXPENSE	1,065.19
	ACH PAYROLL EXPENSE	1,065.19
SIMKIN, ATTY DOUGLAS W	POLICE - LEGAL SERVICE	150.00
	POLICE - LEGAL SERVICE	275.00
SPRINT	POLICE - SERVICE	179.97
ST JOHN, STEVEN	WATER - CREDIT REFUND	7.55
STAPLES	PARK & REC - OFFICE EQUIP	749.97
STEWART, THOMAS	ACH PAYROLL EXPENSE	927.96
	ACH PAYROLL EXPENSE	1,096.34
SULZNER, ELLEN	COOKSON/TOWN HALL - CLEANING	680.00
THE LIBRARY STORE INC	LIBRARY - SUPPLIES	91.93
THEIN MOTOR SALES	POLICE - DODGE CHARGER REPAIR	659.05
TREAS. STATE OF IOWA	STATE WTH.	1,171.00
	STATE WTH.	1,148.00
TREAS. STATE OF IOWA	IOWA SALES TAX - FEBRUARY	1,699.02
TYLER TECHNOLOGIES	CEMETERY - SOFTWARE CONTRACT	303.45
UNITED LABORATORIES	WATER - SUPPLIES	326.91
UPS	SEWER - SHIPPING	21.96
	SEWER - SHIPPING	22.06
	SEWER - SHIPPING	21.96
US CELLULAR	POLICE - PHONE SERVICE	211.61
	VARIOUS DEPTS - PHONE	370.20
	FIRE - PHONE SERVICE	39.70
VEENSTRA & KIMM INC.	LEGAL SERVICES - SERVICE	355.10
VSP ENGINEERING LLC	FIRE - DESIGN PLAN	500.00
WALLICK, CLAUDIA	ACH PAYROLL EXPENSE	217.13
	ACH PAYROLL EXPENSE	132.69
WALMART COMMUNITY/GEMB	LIBRARY - SUPPLIES	176.17
WARGO, BARBARA	ACH PAYROLL EXPENSE	175.66
	ACH PAYROLL EXPENSE	152.74
WATER SOLUTIONS UNLIMITE	WATER - SUPPLIES	1,500.00
WENNDT, JOE	FIRE - TRAINING	200.00
WEST BRANCH FORD	STREETS - PART FOR FORD	11.31
WEST BRANCH HEATING	LIBRARY - FURNACE AND	1,994.60
WEST BRANCH TIMES	PARK & REC/LEGAL -	297.58
WIENEKE, DIRK	PAYROLL EXPENSE	79.25
	GRAND TOTALS	126,941.88

RECAP TOTALS	EXPENDED	LIQUID	ACCRUAL
FUND TOTALS			
FUND TOTALS			
001 GENERAL FUND	55,415.23		
022 CIVIC CENTER	1,334.45		
031 LIBRARY	11,377.83		
110 ROAD USE TAX	11,054.41		
111 POLICE RECOVERY ACT GRANT	2,508.21		
112 TRUST AND AGENCY	9,885.30		
600 WATER FUND	23,089.06		
610 SEWER FUND	12,277.39		
****	126,941.88		

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: February 21, 2011

AGENDA ITEM: 6b & 6c

DATE PREPARED: January 6, 2011

STAFF LIAISON: Matt Muckler, City Administrator

**ACTION TITLE:** Second and third readings of Ordinance 674 re-zoning the south eighty-nine feet of Lots 72 and 73 and the west eight feet of the vacated alley adjacent to the south eighty-nine feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2.

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:**

Approve second and third readings of Ordinance 674 re-zoning the south eighty-nine feet of Lots 72 and 73 and the west eight feet of the vacated alley adjacent to the south eighty-nine feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2.

**PROJECT DESCRIPTION:**

Bruce Barnhart, Barnhart's Custom Services, has requested that his property near 307 Water Street be rezoned from R-2 to B-2 due to a change of use and to allow for building expansion.

**ATTACHMENTS:**

- Ordinance 674 – Second Reading
- Ordinance 674 – Third Reading
- West Branch Planning and Zoning Commission Public Hearing and Meeting Minutes, January 6, 2011
- Notice of Public Hearing, December 22, 2010
- Notice of Public Hearing, January 13, 2011
- Retracement Plat, Block 8, West Branch, IA
- City of West Branch, Iowa Petition for Rezoning
- Notification List of Property Owners within 200 Feet of Property Being Requested to be Rezoned

**CURRENT FISCAL YEAR TOTAL COST (as reflected in motion)** \_\_\_\_\_

BUDGETED

UNBUDGETED FISCAL YEAR BUDGET (check one) \_\_\_\_\_

**ORDINANCE NO. 674**

**AN ORDINANCE RE-ZONING REAL ESTATE WITHIN THE CORPORATE LIMITS OF WEST BRANCH, IOWA.**

Be it Ordained by the Council of the City of West Branch, Iowa :

Section 1. That the real estate within the following boundaries which is currently zoned R-2 is hereby re-zoned B-2:

The South eighty-nine feet of Lots 72 and 73 and the west eight feet of the vacated alley adjacent to the south eighty-nine feet of Lot 72 in Block 8, West Branch, Cedar County, Iowa.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 21st day of February, 2011.

Read First Time: February 7, 2011

Read Second Time:

Read Third Time:

\_\_\_\_\_  
Don Kessler, Mayor

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

**ORDINANCE NO. 674**

**AN ORDINANCE RE-ZONING REAL ESTATE WITHIN THE CORPORATE LIMITS OF WEST BRANCH, IOWA.**

Be it Ordained by the Council of the City of West Branch, Iowa :

Section 1. That the real estate within the following boundaries which is currently zoned R-2 is hereby re-zoned B-2:

The South eighty-nine feet of Lots 72 and 73 and the west eight feet of the vacated alley adjacent to the south eighty-nine feet of Lot 72 in Block 8, West Branch, Cedar County, Iowa.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 21st day of February, 2011.

Read First Time: February 7, 2011

Read Second Time:

Read Third Time:

\_\_\_\_\_  
Don Kessler, Mayor

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

*These minutes are not approved until the next Commission meeting.*

**City of West Branch Planning & Zoning Commission Public Hearing**  
**January 6, 2011**  
***West Branch City Council Chambers, 110 North Poplar Street***

The West Branch Planning & Zoning Commission opened a public hearing at 6:00 p.m. Commission members Roger Laughlin (Chair), Al Rozinek, Gary Slach, Dick Stoolman, and Mark Thomas were in attendance. Commission members Virgil Gingerich and Trent Hansen were absent. Also in attendance were City Engineer Dave Schechinger, P.E., Councilman Robert Sexton and City Administrator Matt Muckler. A public hearing was held on the matter of rezoning the south 89 feet of Lots 72 and 73 and the west 8 feet of the vacated alley adjacent to the south 89 feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2. No residents were present to voice any objections with the rezoning request.

**City of West Branch Planning & Zoning Commission Meeting**  
**January 6, 2011**  
***West Branch City Council Chambers, 110 North Poplar Street***

The West Branch Planning & Zoning Commission opened in regular session at 6:00 p.m. Commission members Roger Laughlin (Chair), Al Rozinek, Gary Slach, Dick Stoolman, and Mark Thomas were in attendance. Commission members Virgil Gingerich and Trent Hansen were absent. Also in attendance were City Engineer Dave Schechinger, P.E., Councilman Robert Sexton and City Administrator Matt Muckler.

Approve the minutes of the November 9, 2010, Planning & Zoning Commission meeting

Motion by Rozinek and second by Stoolman to approve the minutes of the November 9, 2010, Planning & Zoning Commission meeting. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, and Thomas. Gingerich and Hansen absent. Motion carried.

Approve a recommendation to the City Council to re-zone the south 89 feet of Lots 72 and 73 and the west 8 feet of the vacated alley adjacent to the south 89 feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2.

Motion by Stoolman and second by Slach to approve a recommendation to the City Council to re-zone the south 89 feet of Lots 72 and 73 and the west 8 feet of the vacated alley adjacent to the south 89 feet of Lot 72 in Block 8, West Branch, Cedar County, from R-2 to B-2. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, and Thomas. Gingerich and Hansen absent. Motion carried.

Building Permit Discussion/City Administrator Update

Councilman Bobby Sexton addressed the Commission concerning building permit fees. He suggested that the fees for building permits be set so as to encourage development. Commission members expressed support for this proposal. City Administrator Matt Muckler reported that he spoke with the owner of 128 North Poplar concerning a zoning question. The owner has decided not to pursue rezoning at this time. Dave Schechinger informed the Commission that there was no reference in the City Code to requirements for concrete approaches. He reported that homeowner associations may have these requirements in place in West Branch.

Dave Schechinger, Veenstra and Kimm to present recommendations and facilitate discussion of a Site Plan Ordinance

The Commission requested that staff prepare an ordinance that would incorporate portions of the Solon Zoning Code – Parking Regulations (Chapter 169) related to parking and lighting into Chapter 69 (Parking Regulations) of the West Branch Code of Ordinances. The Commission also discussed Solon, Iowa’s Site Plan Requirements and asked staff to prepare an ordinance to adopt Solon’s site plan ordinance with some changes, most notably that site plans would be required to include existing and proposed utility lines and easements in accordance with Statewide Urban Design and Specifications (SUDAS).

Approve recommendation to the City Council to proceed with a comprehensive plan update facilitated by the East Central Intergovernmental Association

City Administrator Matt Muckler briefed the Commission on a proposal from the East Central Intergovernmental Association to facilitate an update to the West Branch Comprehensive Plan. Motion by Stoolman and second by Slach to recommend to the City Council to proceed with a comprehensive plan update facilitated by the East Central Intergovernmental Association. The motion carried on a voice vote.

**NEW BUSINESS:**

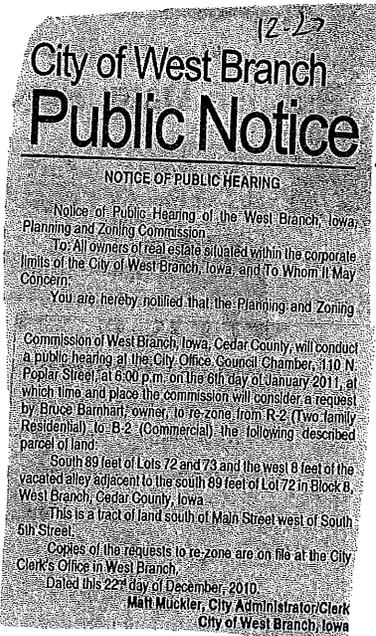
Commission members discussed potential development in West Branch.

Motion by Thomas and second by Stoolman to adjourn. Meeting adjourned at 7:20 p.m.

**PROOF OF PUBLICATION**

State of Iowa, Cedar County, ss:

I, Gregory Norfleet, Editor of the West Branch Times, a weekly newspaper of general circulation published at West Branch, in said county, and being duly sworn, do declare and say that a Notice, of which one hereto attached is a copy, was published in said West Branch Times respectively:



12.23.10

*Gregory R. Norfleet*

Fee: \$ 13.25

Sworn to by said Gregory Norfleet before me and signed by

him in my presence this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_

Notary Public

Received of

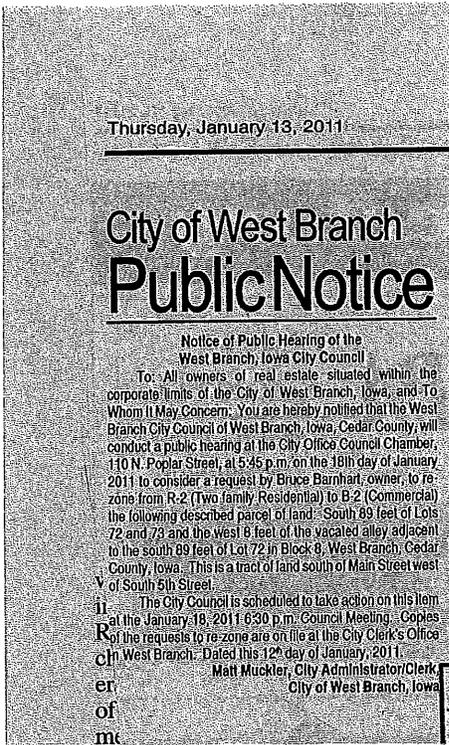
Dollars

in full on above publication.

**PROOF OF PUBLICATION**

State of Iowa, Cedar County, ss:

I, Gregory Norfleet, Editor of the West Branch Times, a weekly newspaper of general circulation published at West Branch, in said county, and being duly sworn, do declare and say that a Notice, of which one hereto attached is a copy, was published in said West Branch Times respectively:



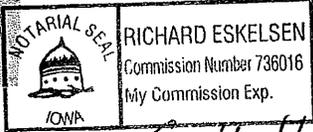
1/13/11  
Gregory R. Norfleet

Fee: \$ \_\_\_\_\_

Sworn to by said Gregory Norfleet before me and signed by

him in my presence this 27

day of January 2011  
Richard Eskelsen  
Notary Public



Received of

\_\_\_\_\_ Dollars

in full on above publication.



Book I Page 7  
 Document 2009 2717 Pages 1  
 Date 7/27/2009 Time 2:20:31PM  
 Rec Amt \$12.00

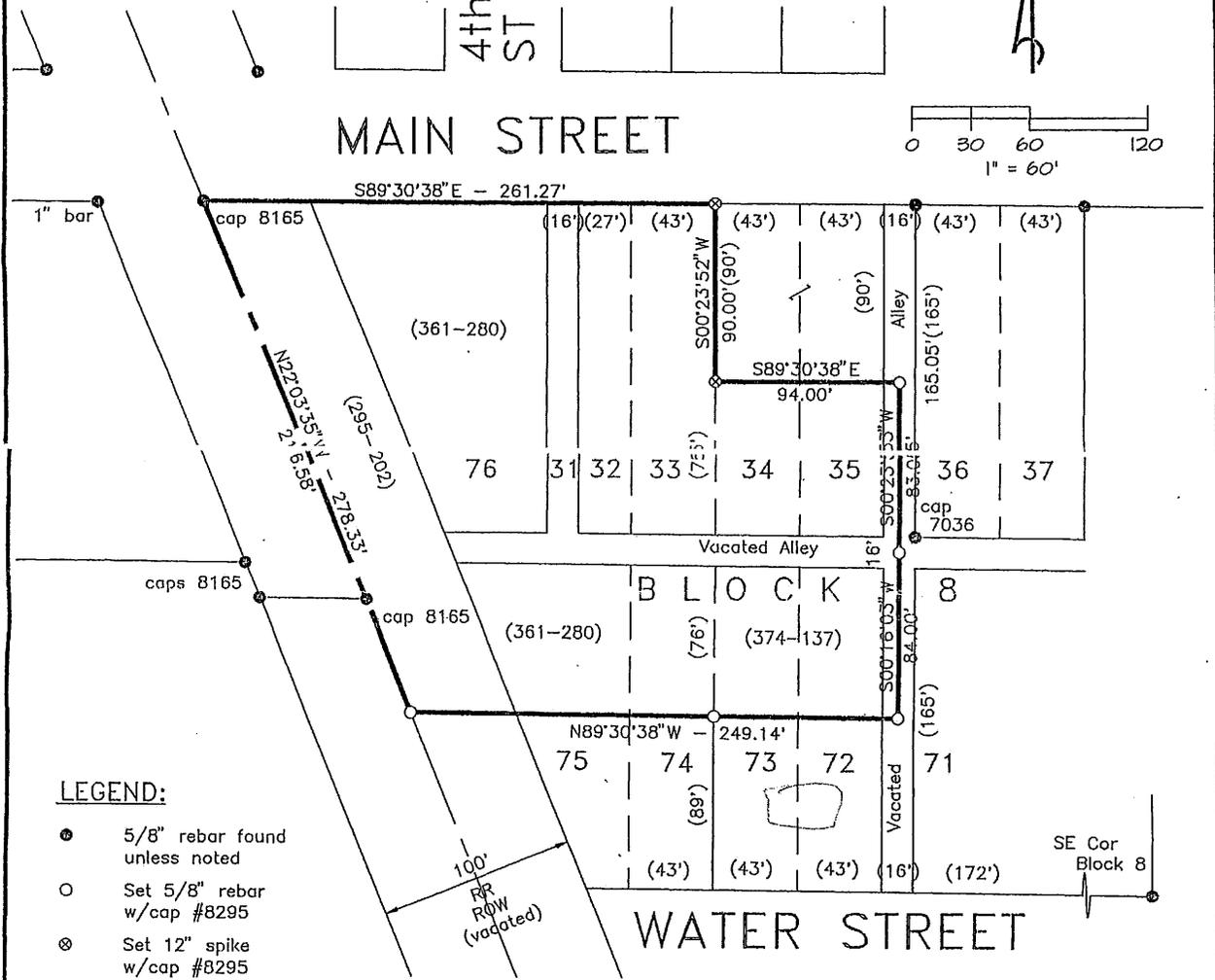
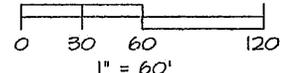
UNRECORDED COPY

CHARLINE L THUMM, RECORDER  
 CEDAR COUNTY IOWA

Prepared by Thomas Anthony, 535 Southgate Ave., Iowa City IA 52240, (319) 354-1984

# RETRACEMENT PLAT BLOCK 8 WEST BRANCH IOWA

N



**LEGEND:**

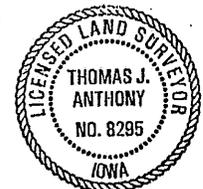
- 5/8" rebar found unless noted
- Set 5/8" rebar w/cap #8295
- ⊗ Set 12" spike w/cap #8295
- ( ) Recorded dimension or Bk - Pg

For Recorder indexing this survey is also located in the NW1/4, Section 8-79-4 of Springdale Township.

Proprietor requesting survey: Bruce Barnhart

**LEGAL DESCRIPTION**

Lot 76, the North 76 feet of Lots 72, 73, 74 and 75, Lots 32 and 33, the South 75 feet of Lots 34 and 35, the west half of the vacated alley lying East of said Lots, all of the vacated E-W alley lying between said Lots and the N-S alley between said Lots 32 and 76 (sometimes shown as Lot 31) all in Block 8, Original Town of Cameron, now West Branch, Iowa, and the easterly 50 feet of the abandoned railroad right of way lying west of said Lots, all as recorded in Books 295 - Pages 202, 361-280 and 374-137, Cedar County Recorder's Office.



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Iowa.

*Thomas Anthony July 22, 2009*  
 Thomas J. Anthony \_\_\_\_\_ date  
 License number 8295  
 My license renewal date is December 31, 2010.  
 Pages or sheets covered by this seal: 1 of 1

# CITY OF WEST BRANCH, IOWA

## PETITION FOR REZONING

To: The Honorable Mayor, City Council, Planning & Zoning Commission, City Clerk of West Branch, Iowa, 52358

16 copies to be submitted to the City Clerk: 1 – Zoning Administrator; 7 – P&Z Commission; 6 – City Council; 1 – City Clerk; 1 – City Attorney

Filing Fee: \$150

I/We, the undersigned, owner(s) of the property described in paragraph one (1) below, do hereby respectfully petition your Honorable Body to amend the present Zoning Ordinance as hereinafter designated, and in support thereof, the following facts are presented:

1. That the area to be rezoned is contained in the following legal description:

The south 89 feet of Lot 72 and 73  
Block 8, West Branch, Cedar County, Iowa.  
The West 8 feet of the vacated alley adjacent  
to the South 89 feet of Lot 72.

2. General location or street address of property (Attach a map showing the area):

307 Water Street

3. That it is requested and desired that the foregoing property be rezoned from the R-2 Zoning District to the B-2 Zoning District.

4. That the reasons for requesting the change are as follows:

Change of use and to allow for building  
expansion.

5. Pursuant to Section 165.23(4), attached hereto is a site plan showing existing and proposed structures, uses, open spaces, facilities for parking and loading and arrangements for pedestrian and vehicular circulation of the area proposed for amendment, as well as the use and zoning classification of abutting properties.
6. The proposed time schedule for the beginning and the completion of the development is as follows:
7. That the undersigned own(s) property within the area which is requested to be rezoned. (Note: If the property is being purchased on contract both sellers and buyers must sign.)
8. That the undersigned have been fully apprised and acquainted with the uses to which the area to be rezoned may be put if the rezoning takes place.

9. That the names and the addresses of owners of property located within two hundred feet (200') of the exterior boundaries of the property for which the change is proposed are:

Name	Address
<u>See Attached.</u>	

10. That I/We understand that it is my/our duty to send, at my/our own cost, notice by regular mail of the date, time and place of the public hearings before the Planning & Zoning Commission and the City Council to the owners of the property specified above, and to file with the City Clerk proof of the mailing of such notice before the public hearings.

Dated this 17<sup>th</sup> day of December, 2010.

  
Signature

184-290<sup>th</sup> St, PO Box 36  
West Branch, IA 52358  
Address

319-631-1101  
Phone

Property owners within 200 feet of property being requested to be re-zoned.

John Proller, 411 E. Main St, West Branch, IA 52358

Josh Whetstine, 421 E. Main St, West Branch, IA 52358

Croell Redi Mix, 2040 Kenwood Ave., New Hampton, IA 50659

Hardknocks Investors, 1433 Plato Road, West Branch, IA 52358

Ellen Wellington, 103 N. 4<sup>th</sup> St, West Branch, IA 52358

Herbert Ertle, 109 N. 4<sup>th</sup> St, West Branch, IA 52358

Steve and Janeen Miller, 410 Clark Street, Iowa City, IA 52240

Gerald Monserud, 418 E. Main St, West Branch, IA 52358

Millie Verlo, 424 E. Main St. West Branch, IA 52358

Benjamin Maxson, 432 E. Main St, West Branch, IA 52358

Gary and Pat Robins, 1160 Hiway 6, West Liberty, IA 52776

Roger Larson, 1700 S. 1<sup>st</sup> Ave, Iowa City, IA 52240

Kevin Gobon, 104 S. 5<sup>th</sup> St, West Branch, IA 52358

Edward Frauenholtz, 411 Water St, West Branch, IA 52358

Ronald and Dorothy Rood, 423 Water St, West Branch, IA 52358

Peter and Donna Tuttle, 403 Water St, West Branch, IA 52358

Katharine Gaskill, 11 Arbury Ct, Iowa City, IA 52246

Tom Lacina 504 E Main St West Branch, IA 52358

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: February 21, 2011 AGENDA ITEM: 6d

DATE PREPARED: January 20, 2011

STAFF LIAISON: Matt Muckler, City Administrator

**ACTION TITLE:** Third reading of Ordinance 673 amending Chapter 30 "POLICE DEPARTMENT" by adding the following section, Section 30.11: 30.11 RESIDENCY REQUIREMENT: All full-time peace officers, including the Police Chief, shall become residents of the City of West Branch, and continued residency in the City is a requirement for continued employment with the City.

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:**

Approve third reading of Ordinance 673 amending Chapter 30 "POLICE DEPARTMENT" by adding the following section, Section 30.11: 30.11 RESIDENCY REQUIREMENT: All full-time peace officers, including the Police Chief, shall become residents of the City of West Branch, and continued residency in the City is a requirement for continued employment with the City.

**PROJECT DESCRIPTION:**

City officials and staff had been working under the assumption that a residency requirement was in place for the police chief. Staff has been unable to find a requirement in the Code that would require the police chief to live within the city limits. It appears that in the past, the residency requirement was handled through police chief contracts. Ordinance 671 would have put a residency requirement in place for the police chief. Ordinance 671 passed first and second reading 4-1 and then failed on third reading. Council members expressed concern with treating the police chief differently from other full-time officers in terms of a residency requirement.

Ordinance 673 would require that all full-time peace officers become residents of the City of West Branch, and continued residency in the City is a requirement for continued employment with the City. Due to the fact that West Branch does not have an officer on-duty twenty-four hours each day, there are times when officers who are on-call respond to calls. (West Branch has twenty-four hour on-call police coverage.) Until such time that the West Branch Police Department is staffed sufficiently to provide for an on-duty officer twenty-four hours per day, there will be times when on-call officers will respond to calls. In terms of response times, public safety will be enhanced through the adoption of this policy. All police officers currently reside within the City limits.

**ATTACHMENTS:**

Ordinance 673

**CURRENT FISCAL YEAR TOTAL COST (as reflected in motion)** \_\_\_\_\_

BUDGETED                       UNBUDGETED FISCAL YEAR BUDGET (check one) \_\_\_\_\_

**ORDINANCE NO. 673**

AN ORDINANCE AMENDING TITLE CHAPTER 30 "POLICE DEPARTMENT"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 30 "POLICE DEPARTMENT" of the Code of West Branch, Iowa is hereby amended by adding the following section, Section 30.11:

**30.11 RESIDENCY REQUIREMENT**

**All full-time peace officers, including the Police Chief, shall become residents of the City of West Branch, and continued residency in the City is a requirement for continued employment with the City.**

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 21st day of February, 2011.

First Reading: January 18, 2011

Second Reading: February 7, 2011

Third Reading:

---

Don Kessler, Mayor

Attest:

---

Matt Muckler, City Administrator/Clerk

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: February 21, 2011 AGENDA ITEM: 6e

DATE PREPARED: February 15, 2011

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE: Resolution 926, amending the City of West Branch, Iowa Employee Handbook by changing pay periods from semi-monthly to bi-weekly, effective March 1, 2011.

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:**

Approve Resolution 926, amending the City of West Branch, Iowa Employee Handbook by changing pay periods from semi-monthly to bi-weekly, effective March 1, 2011./Move to action.

**PROJECT DESCRIPTION:**

Resolution 926 would approve the conversion of pay periods from semi-monthly to bi-weekly.

**ATTACHMENTS:**

Resolution 926

**CURRENT FISCAL YEAR TOTAL COST (as reflected in motion)** \_\_\_\_\_

BUDGETED                       UNBUDGETED FISCAL YEAR BUDGET (check one) \_\_\_\_\_

RESOLUTION 926

A RESOLUTION TO AMEND THE CITY OF WEST BRANCH, IOWA EMPLOYEE HANDBOOK

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, October 4, 2010, and December 6, 2010; and

WHEREAS, the City Council finds that the following changes should be made to said Handbook:

**EMPLOYMENT- Pay Periods - December 2010 Handbook page 8**

Employees shall be paid on the first day of each month and the 16<sup>th</sup> day of each month. Paychecks can be obtained from the Department Head.

**EMPLOYMENT- Pay Periods - Change to the following:**

Employees shall be paid **bi-weekly, effective March 1, 2011**. Paychecks can be obtained from the Department **Director**.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve and adopt the City of West Branch Personnel Handbook dated February 2011.

Passed and approved this 21<sup>st</sup> day of February, 2011.

---

Don Kessler, Mayor

Attest:

---

Matt Muckler, City Administrator/Clerk

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: February 21, 2011 AGENDA ITEM: 6f

DATE PREPARED: February 15, 2011

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE: Resolution 928, amending the City of West Branch, Iowa Employee Handbook by stating vacation, holiday, and sick leave pay in terms of hours instead of days and clarifying the policy on vacation time accrued above the 240-hour maximum accumulation.

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:**

Approve Resolution 928, amending the City of West Branch, Iowa Employee Handbook by stating vacation, holiday, and sick leave pay in terms of hours instead of days and clarifying the policy on vacation time accrued above the 240-hour maximum accumulation.

**PROJECT DESCRIPTION:**

Resolution 928 would state vacation, holiday, and sick leave pay in terms of hours instead of days (as various employees throughout the City have work days that vary in duration). Resolution 928 would also clarify the policy on vacation time accrued above the 240-hour maximum. There are four options that the Council might consider on this policy:

- 1) The Council could choose to make no changes to the current employee handbook on this matter, staff would reduce all employees to 240 hours of accrued vacation and not allow employees to accrue above 240 hours.
- 2) Council could choose to add the following: "Any accumulation of vacation hours above 240 will be forfeited by each employee on July 1st of each year." This is the administrator-recommended option as it would encourage employees to use vacation time, improving morale, reducing employee burnout, and reducing employee turnover.
- 3) Council could choose to add the following: "Employees will be compensated for 50% of yearly accumulated vacation time above the 240-hour maximum accumulation on the last pay check in June of every year." There is no funding in the budget for this option.
- 4) Council could choose to add the following: "Employees will be compensated for accumulated vacation time above the 240-hour maximum accumulation on the last pay check in June of every year." There is no funding in the budget for this option.

**ATTACHMENTS:**

Resolution 928

**CURRENT FISCAL YEAR TOTAL COST (as reflected in motion)**

Unknown

BUDGETED                       UNBUDGETED FISCAL YEAR BUDGET (check one)

FY 2010-2011 & FY 2011-2012

RESOLUTION 928

A RESOLUTION TO AMEND THE CITY OF WEST BRANCH, IOWA EMPLOYEE HANDBOOK

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, October 4, 2010, and December 6, 2010; and

WHEREAS, the City Council finds that the following changes should be made to said Handbook:

**BENEFITS–Vacation–Personal Days – December 2010 Handbook page 15**

**VACATION – PERSONAL DAYS**

Regular full-time shall accrue vacation leave credit, based on regular full time equivalent service and prorated on a pay period basis. Annual vacation shall be accrued as follows:

Years of Service	Vacation Days
Hire date up to 5 years	13 days
5 years but less than 10 years	16 days
10 years or more	23 days

Vacation will not be paid if employment terminates within the orientation period. Vacation time may not be accumulated to more than 30 days. Vacation usage is subject to approval by Department Head.

**BENEFITS–Vacation–Personal Days – Change to the following:**

**VACATION**

Regular full-time **employees** shall accrue vacation leave credit, based on regular full time equivalent service and prorated on a pay period basis. Annual vacation shall be accrued as follows:

Years of Service	Annual Vacation Hours
Hire date up to 5 years	104
5 years but less than 10 years	128
10 years or more	184

Vacation will not be paid if employment terminates within the orientation period. Vacation time may not be accumulated to more than **240 hours**. **Employees will be compensated for 50% of yearly accumulated vacation time above the 240-hour maximum accumulation on the last pay check in June of every year.** Vacation usage is subject to approval by **the Department Director**.

**BENEFITS–Holidays - Sentence One – December 2010 Handbook page 15**

Employees receive their regular compensation for the following city holidays:

**BENEFITS– Holidays - Sentence One – Change to the following:**

**Part-time employees receive their scheduled hours and full-time employees receive eight hours** compensation for the following city holidays:

**SICK LEAVE – December 2010 Handbook pages 17-18**

**SICK LEAVE**

All regular full-time employees shall be entitled to accrue sick leave based on full time equivalent service and the hours worked. Employees shall accrue 12 days of sick leave annually, and sick leave can accumulate to a maximum of 70 days.

For regular full-time employees, the pay for a day of sick leave will be compensation at the employee's regular rate of pay for eight hours or for their regularly scheduled hours of work, if that number of hours is different than eight.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position;
2. Illness of a member of the employee's family, including spouse, child, parent or legal ward necessitating the employee to be in attendance;
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

An employee continues to accrue sick leave time even while on sick leave.

Employees who are unable to report for work because of illness are to notify the Department Head before the regular work day begins.

Employees can be compensated for 50% of yearly accumulated sick leave above the 70 day maximum accumulation. Employees will be paid for this unused leave on the first pay check after October 15 of each year.

Upon retirement employees hired before January 1, 2009 will be paid 50% of the accumulated sick leave based on the employee's current hourly based salary. Employees hired after January 1, 2009 shall receive 25% of the accumulated sick leave based upon the employee's current hourly based salary.

**SICK LEAVE – Change to the following:**

**SICK LEAVE**

All regular full-time employees shall be entitled to accrue sick leave based on full time equivalent service and the hours worked. Employees shall accrue **96 hours** of sick leave annually, and sick leave can accumulate to a maximum of **560 hours**.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position;
2. Illness of a member of the employee's family, including spouse, child, parent or legal ward necessitating the employee to be in attendance;
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

An employee continues to accrue sick leave time even while on sick leave.

Employees who are unable to report for work because of illness are to notify their Department **Director** before the regular work day begins.

Employees can be compensated for 50% of yearly accumulated sick leave above the **560 hour** maximum accumulation. Employees will be paid for this unused leave on the first pay check after October 15 of each year.

Upon retirement employees hired before January 1, 2009 will be paid 50% of the accumulated sick leave based on the employee's current hourly based salary. Employees hired after January 1, 2009 shall receive 25% of the accumulated sick leave based upon the employee's current hourly based salary.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve and adopt the City of West Branch Personnel Handbook dated February 2011.

Passed and approved this 21<sup>st</sup> day of February, 2011.

---

Don Kessler, Mayor

Attest:

---

Matt Muckler, City Administrator/Clerk

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: February 21, 2011 AGENDA ITEM: 6h

DATE PREPARED: February 16, 2011

STAFF LIAISON: Melissa Russell, Park and Recreation  
Director

ACTION TITLE: Request for Proposal for Plans for a Community Center.

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:** Approve request for proposal for plans for a community center.

**PROJECT DESCRIPTION:**

Staff would recommend that the City proceeds with the planning of a new community/recreation center and consider the current Cookson location as well as two other locations. The new facility would include a two-court gymnasium with seating, a walking track, locker rooms, aerobics room, fitness room for suitable for cardio and weight equipment, a racquetball court, a meeting room, a concession and lobby area, and administrative offices. The attached request for proposal would help identify potential partners and costs of such a project.

Funding for the plans for the new community center would come from the Park and Recreation CD. Staff would then utilize these plans in grant proposals and potential fundraising efforts.

**ATTACHMENTS:**

RFP for New Community Center

**CURRENT FISCAL YEAR TOTAL COST (as reflected in motion)** \_\_\_\_\_

BUDGETED                       UNBUDGETED FISCAL YEAR BUDGET (check one) \_\_\_\_\_

# City of West Branch

~ A Heritage for Success ~

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110 N. Poplar St. • P.O. Box 218 • West Branch, Iowa 52358  
Ph. 319-643-5888 • Fax 319-643-2305 • www.westbranchiowa.org • wbcity@lcom.net

February 22, 2011

The City of West Branch, Iowa is requesting proposals to prepare a plan for a Community Center in West Branch, Iowa. The scope of this project is a report that shall provide the following:

- 1) An estimate for the new construction cost of a community center to be built at the current Cookson Community Center location, 208 Cookson Drive. The estimate should include all costs associated with this location, including demolition of the current Cookson Community Center.
- 2) An exploration of two other potential locations in West Branch for a new community center. An estimate for the new construction of a community center for the alternate locations determined in item. The estimate shall include a brick and mortar building estimate as well as a steel building option.
- 3) Preparation of site utilization drawings that will include a building model to scale and parking/paving features for all three locations to include a summary of the advantages and disadvantages to the three potential locations for a community center in West Branch. The new construction estimate shall include a brick and mortar facility as well as a steel building option.
- 4) An estimate of at least 5000 square feet suitable for City Offices, Cable Access, and West Branch Council Chambers to include in the Community Center.

The community center shall include a two court gymnasium with seating, a walking track, locker rooms, aerobics room, fitness room for suitable for cardio and weight equipment, a racquetball court, a meeting room, a concession and lobby area, and an office.

The City of West Branch is seeking proposals to provide the above-mentioned items by March 21<sup>st</sup>, 2011 via email to [Ashley@westbranchiowa.org](mailto:Ashley@westbranchiowa.org) or by mail to West Branch City Offices at 110 North Poplar, PO Box 218, West Branch, IA 52358. For further information please contact Park and Recreation Director Melissa Russell at (319) 930-0393 or Administrative Assistant Ashley Borland-Kaalberg at (319) 643-5888.

Sincerely,



Melissa Russell  
Park and Recreation Director

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**Mayor:** Don Kessler • **Council Members:** Mark Worrell, David Johnson, Robert Sexton, Jim Oaks, Dan O'Neil  
**City Administrator/Clerk:** Matt Muckler • **Deputy City Clerk:** Dawn Brandt • **Library Director:** Nick Shimmin  
**Parks & Recreation Director:** Melissa Russell • **Police Chief:** David Bloem • **Fire Chief:** Kevin Stoolman



The Des Moines Register  
**RAGBRAI**

Register's Annual Great Bicycle Ride Across Iowa™

February 11, 2011

Matt Muckler  
City of West Branch  
PO Box 218 - 110 North Poplar Street  
West Branch, IA 52358-0218

Dear City Clerk:

We would like to bring RAGBRAI® XXXIX through your town during the Register's Annual Great Bicycle Ride Across Iowa™, July 24-30. We have chosen to pass through your wonderful town, because we feel this route is the safest for all participants and showcases the beauty of Iowa and your community.

Please review the enclosed **RAGBRAI Agreement**. The agreement asks for your cooperation in coordinating the ending time of your local events to coincide with our schedule for providing route safety and medical support to the participants. **We need to have an official response from your city by Tuesday, March 1**, because if you cannot agree to its conditions, we must have time to consider an alternate route.

Secondly find co-chairs to lead the effort for your town. The chair(s) should be energetic and able to motivate people to get things done. Also send us a history of your city because we will need information about your town to include in the numerous promotional pieces that we publish for RAGBRAI. **Both the enclosed co-chair form and the history form are also due by Tuesday, March 1**. We anticipate publicly announcing the entire route on Sunday, March 13 in the Sunday Des Moines Register.

A general meeting/workshop for all chairpersons is scheduled for **Saturday, April 9**, from 10:00 a.m. to 3:00 p.m. in Altoona, Iowa. **The location of the meeting in Altoona and directions will be sent to the chairs that you designate**. At this workshop meeting, your chairs will receive handbooks and other materials to help in planning. Also anybody who plans to serve alcohol should attend.

**Areas of Concern:** In most communities an ordinance or permit must be passed by the town council to allow local establishments to extend a beverage garden outdoors, if you plan to have one. Please make sure that this ordinance states the same shut down time as in your RAGBRAI agreement, and please send a copy of the ordinance to RAGBRAI. Also work closely with law enforcement to have a plan in place to stop team buses from setting up in your town. Team vehicles have a designated route separate from the rider route, and can only meet up with their riders once a day at the DESIGNATED MEETING TOWN. If you have been selected as one of the designated meeting towns, this will be indicated in your agreement.

We are here to offer ideas and assist you with planning. If you have any special concerns, please call me at 800-532-1455 extension 8289, between 8:00 a.m. and 5:00 p.m. We are excited about showing off Iowa communities and we hope you will be too. A map of the complete route will appear in The Des Moines Register on Sunday, March 13 as well as online at ragbrai.com.

Best Wishes,



T. J. Juskiewicz, RAGBRAI® Director

**NOTE: This agreement package is being sent simultaneously to the Mayor and the City Clerk.**

P.O. Box 622, Des Moines, Iowa 50306-0622 515-284-8282 1-800-I RIDE IA (474-3342) fax: 515-284-8138

www.ragbrai.com info@ragbrai.org

# RAGBRAI® XXXIX PASS-THROUGH TOWN AGREEMENT

**DEADLINE: MARCH 1, 2011**

**TOWN NAME: West Branch**

**PASS-THROUGH DATE: Sat 7/30**

**SHUT DOWN TIME: 11:00 AM**

In the spirit of RAGBRAI, we are asking for your cooperation to assist us in ensuring the safety of the riders. In as much as RAGBRAI support is from 6:00 a.m. to 6:00 p.m., we are asking that you announce and post the appropriate time riders would need to leave your location to arrive at the next overnight town before 6:00 p.m. If conditions are ideal (i.e., 75 degrees F, low humidity, no wind), riders can average 10 mph.

For example, if your community is 40 miles (four hours) away from the overnight town, that would mean you would announce and encourage the riders to leave no later than 2:00 p.m. If you are ten miles from the overnight town and conditions are ideal, you would announce and encourage departure by 5:00 p.m. **IMPORTANT:** Encouraging timely departure by riders includes their support vehicles. Please **do not** allow any support vehicles to park in or around your community.

Whether you choose to use local entertainment or hire outside entertainment, the written contract with the DJ or entertainer should contain an ending time that coincides with your shut down time. If your City Council approves an ordinance that gives permission for an outdoor beverage garden, then that ordinance must contain the same shut down time. The ordinance must state that activities have to move indoors. RAGBRAI needs a copy of this document on file.

If you feel comfortable working with us with regard to the above request, we ask that you please sign below and return this agreement. Please let us know as well if you feel that you cannot comply. **We need to receive your response no later than Tuesday, March 1, 2011 to be included on this year's RAGBRAI route.**

YES - We agree to shut down at 11:00 AM

NO - We **do not** agree to the above conditions.

Signed this \_\_\_\_\_ day of February/March 2011.

REPRESENTATIVE:

DES MOINES REGISTER AND  
TRIBUNE COMPANY ("The Register")

BY: \_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE

BY \_\_\_\_\_  
T. J. Juskiewicz, RAGBRAI Director

\_\_\_\_\_  
TITLE

**Please sign and return to:**  
**RAGBRAI – PO Box 622 Des Moines, IA 50306-0622**  
**Or via FAX 515-284-8138**

**PASS-THROUGH TOWN CO-CHAIRS**

**DEADLINE: MARCH 1**

**TOWN NAME:** \_\_\_\_\_

**CO-CHAIR #1**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**DAYTIME PHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_

**CELL PHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CO-CHAIR #2**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**DAYTIME PHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_

**CELL PHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Attach addition sheets if more than 2 chairs.

Return to: RAGBRAI®, PO BOX 622, Des Moines, IA 50306-0622  
FAX: 515-284-8138  
EMAIL: [tj@ragbrai.org](mailto:tj@ragbrai.org)

# HISTORY

**DEADLINE: MARCH 1**

TOWN NAME: \_\_\_\_\_ POPULATION: \_\_\_\_\_

**HISTORICAL SITES (Please list and describe.)**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**BRIEF HISTORY OF YOUR TOWN (You may attach or use space below.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Famous Citizens:** \_\_\_\_\_  
\_\_\_\_\_

**Infamous Events:** \_\_\_\_\_  
\_\_\_\_\_

**Strange Happenings:** \_\_\_\_\_  
\_\_\_\_\_

**Interesting Buildings:** \_\_\_\_\_  
\_\_\_\_\_

**Amazing Landscape:** \_\_\_\_\_  
\_\_\_\_\_

**Interesting community feature/topic for The Des Moines Register and other media:**

\_\_\_\_\_  
\_\_\_\_\_

Return to: RAGBRAI®, PO BOX 622, Des Moines, IA 50306 - 0622  
FAX: 515-284-8138  
EMAIL: [tj@ragbrai.org](mailto:tj@ragbrai.org)