

# *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, March 7, 2011 • 6:00 p.m.**  
**City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. West Branch High School TEAM (Total Energy Action Management) – Energy Saving Opportunities Presentation
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

## TEAMS Project Summary

We are a group of students from West Branch High School and we are concerned about energy consumption in our community. Our project initially was about finding ways to implement renewable energy production methods into current facilities, but our team quickly realized the current cost of solar panels and other technologies are too great. Rich Dana, an expert from the National Center of Appropriate Technology suggested that our team focus on reducing consumption before we tried to produce energy. We identified West Branch High School as a facility with significant energy usage and energy saving opportunities. After conducting an energy audit with Alliant Energy at the high school, we identified ten projects that would save a total of about 70,000 kWh and \$10,000 per year. Our team then reviewed the plans for the gym addition that will be built at the high school. Our team met with lead architects on the project and Superintendent Craig Artist to share our recommendations to include the latest efficient technologies like occupancy sensors, electric hand dryers, and CO2 control for ventilation. We also wanted the building to be prepared to easily implement solar energy in the future by installing an extra conduit during construction from the utility area to the south roof. To spread the word about our findings, we have presented at school board meetings and to legislators like State Representative Jeff Kaufmann and U.S. Congressman Dave Loebsack.

Our team then decided that there were many more opportunities in our community. Specifically we surveyed local businesses and found that many businesses have inefficient T12 fluorescent lighting instead of more efficient T8 fluorescent lighting. Our team is working to use some of the funds from our project to create a self-liquidating loan for businesses in our community access funds to retrofit their lights.

We still have not done enough. We would like our community to enact building codes to ensure that future public facilities use efficient T8 fluorescent lighting. We also want to prepare West Branch for the near future when solar is cost effective to implement on our buildings. To achieve this goal, we would like to propose a building code to ensure future new construction for public buildings has conduit installed from the utility area to the roof to make solar technology easier to implement in the future. Our team is pleased with the community support that we have received and we are confident that the City of West Branch will enact these policies to ensure our community an energy efficient future.

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**CITY COUNCIL MEETING AGENDA**  
**Monday, March 7, 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 21, 2011 City Council Meeting and Work Session.
  - b. Authorize Mayor Kessler to sign the Wellmark BlueCross BlueShield Renewal Paperwork for Health, Dental, Life Insurance and Flex Benefit Policies for April 1, 2011-March 31, 2012.
  - c. Approve Class C Native Wine License with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery.
5. Communications/Open Forum
6. Public, Department Heads, Commissions, City Administrator and City Council
  - a. Cheryl Fischer, Procter and Gamble Iowa Distribution Center Leader – Presentation of \$2,500 Donation from Procter and Gamble to the West Branch Public Library for the 2011 Summer Reading Program.
  - b. Mike Quinlan, President, West Branch Lions Club – Presentation on Lions Club “Flags Over West Branch” Program.
  - c. Public Hearing on the matter of the budget estimate for Fiscal Year 2012, which is July 1, 2011 to June 30, 2012.
  - d. Approve Resolution 929, adopting the annual budget for certification of taxes for the fiscal year ending June 30, 2012./Move to action.
  - e. Public Hearing on Meadows Subdivision Rezoning Parcel 4 from R-1 to R-2.
  - f. Presentation on Preliminary Plat for Phase One of the Meadows Subdivision.
  - g. Approve Resolution 930, to Fix a Date for a Public Hearing on a Loan Agreement in a Principal Amount not to Exceed \$1,400,000./Move to action.
7. Mayor
  - a. Appointments/Reappointments/Move to action.
8. Reports
  - a. City Attorney Kevin Olson – Water and Sewer Connection Fee Options
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 Work session. 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 Work Session**

**February 21, 2011  
6:00 p.m.**

Mayor Don Kessler opened the Work Session by welcoming the audience and the following City staff: City Administrator/Clerk Matt Muckler, City Attorney Kevin Olson, Deputy City Clerk Dawn Brandt, Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil and Jim Oaks.

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

The presentation included a 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 the West Branch Watershed/Stream Team

Judy Hagan talked specifically about the Friis project, a water retention project that would contain 300 acres of stormwater run-off upstream from the City of West Branch. The project cost is estimated at approximately \$58,000. Judy reported that the group has available grant funds to pay for 75% of the project. Ken Fawcett reported that the Hoover Presidential Library Association would match dollar-for-dollar what the City contributed to help offset the remaining 25% of the project.

**ADJOURNMENT**

Motion by Mayor Kessler to adjourn. City Council Work Session adjourned at 6:33 p.m.

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

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

*(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 21, 2011  
6:39 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, City Attorney Kevin Olson, Deputy City Clerk Dawn Brandt, and Fire Chief Administrator Dick Stoolman.

Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil and Jim Oaks.

**APPROVE AGENDA/CONSENT AGENDA**

a) Approve minutes from the February 7, 2011 City Council Meeting.

b) Approve claims.

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

<b>City of West Branch Claims - 2/21/11</b>			Iowa Business Supply	supplies/equip.	1993.64
Agvantage FS Inc.	LP fuel	1102.04	Iowa DNR	cert. test	30.00
Alliant Energy	utilities	10764.00	Iowa Network Services	service contract	26.99
Allmed	supplies	126.51	Iowa One Call	service	11.70
Amazon	supplies	21.02	Iowa Rural Water Assoc.	training classes	525.00
Amer. Water Works Assoc.	renewal fee	82.00	Iowa Section AWWA	training classes	90.00
Amsan	batteries	236.77	ISU Extension	training classes	110.00
Aramark	service	269.79	Iowa Workforce Development	unemp. claim	3245.74
Arant, Matt	website design	3000.00	Jetco	service repair	1915.70
Baker & Taylor Books	books	536.77	Johnson County Refuse	recycling	3557.75
Barron Motor Supply	supplies	283.81	Kingdom Graphics	supplies	119.75
BDC Building Plan Review	service	174.30	Knoche, Rebecca	reimbursement	48.27
Best Buy Business	supplies	199.99	Lease Consultants Corp.	service	59.00
BP Amoco	fuel	2696.10	Lenoch & Cilek	supplies	39.97
Cedar County Coop	fuel	1289.93	Liberty Communications	utilities	1116.20
Cedar Rapids Photo Copy	service	39.78	Linn Co. REC	utilities	102.00
Chris Jones Trucking	service	454.45	Lynch's Plumbing	service	55.00
Creative Software Service	service	52.30	Menards	supplies	402.41
Culligan Water	service	2.95	Municipal Supply Inc.	hydrant poles	95.00
	Oshkosh		Ann Nash	cleaning	240.00
Dave's Welding & Repair	service	633.32	Neumann Monson Architect	Cookson study	4966.98
Demco	supplies	383.78	Oasis Electric	light bulbs	80.39
Deweys Jack & Jill	supplies	13.29	Payroll	02/01/2011	30844.67
EHS Inc.	supplies/service	620.00	Payroll	02/16/2011	35876.99
Emergency Services	subscription	50.00	Peden, Shanelle	videotaping	150.00
Farm Plan	supplies	155.93	Pitney Bowes	postage	1000.00
Fleet Services	fuel	274.19	Plato Electric	service	252.50
Follett Software	service	160.00	QC Analytical Services	sewer testing	552.00
Freeman Lock & Alarm	supplies	125.00	Quill Corp.	supplies	4.07
General Pest Control	service	170.00	Rummells, Larry	credit refund	37.82
Gillund Enterprises	supplies	136.88	S & G Materials	concrete sand	670.83
Goodale, Matthew	reimbursement	110.36	Safariland LLC	supplies	55.30
Great American Leasing	copier contract	573.62	Simkin, Atty Douglas	legal service	425.00
Havlik, Tanya	reimbursement	266.51	Sprint	service contract	179.97
Hawkins Water Treatment	supplies	1294.25	St John, Steven	credit refund	7.55
Heick, Gina	cleaning	50.00	Staples	office equip.	749.97
Henderson Products Inc	parts	519.60	Sulzner, Ellen	cleaning	680.00
HH Presidential	ICN service	100.00	The Library Store Inc.	supplies	91.93
HSBC Business Solutions	supplies	75.99	Thein Motor Sales	repair service	659.05
ICMA	membership	600.00	Treasurer State of Iowa	sales tax	1699.02
IA Assoc. Municipal Util.	training classes	110.00	Tyler Technologies	software cont.	303.45

United Laboratories	supplies	326.91	<b>Total</b>	<b>\$126,941.88</b>
UPS	shipping	131.86		
US Cellular	service	621.51	<b>Fund Totals</b>	
Veenstran & Kimm Inc.	service	355.10	General Fund	55415.23
VSP Engineering LLC	design plan	500.00	Civic Center	1334.45
Walmart	supplies	176.17	Library	11377.83
Water Solutions	supplies	1500.00	Road Use Tax	11054.41
Wenndt, Joe	training	200.00	Police Recovery Act Grant	2508.21
West Branch Ford	parts	11.31	Trust & Agency	9885.30
West Branch Heating	service	1994.60	Water	23089.06
West Branch Times	publications	297.58	Sewer	12277.39
				<b>\$126,941.88</b>

**The Clerk reported the following receipts for the month of January 2011:**

Water, Sewer, Recycling	\$	52,209.34	Cedar Co. Property Tax	\$	4,348.96
Water Utility Deposits	\$	425.00	Johnson Co. Prop. Tax	\$	1,324.65
Cookson Rent	\$	-	Road Use Tax	\$	16,480.67
Town Hall Rent	\$	300.00	Fines	\$	843.03
Misc.	\$	6,210.49	Twp. Fire Contract	\$	7,785.00
Library	\$	3,052.84	Building Permits	\$	-
Donations	\$	250.00	Police Department Grant	\$	-
Interest	\$	404.35	Krouth Fund Interest	\$	0.36
Investments Interest	\$	427.36	M. Gray Savings Interest	\$	-
Cable fees	\$	5,951.54	Cemetery Perp. Care Int.	\$	0.39
Hometown Days	\$	-	MV Fuel Tax Refund	\$	273.84
Cat & Dog Registrations	\$	310.00	Reimbursement/Refunds	\$	-
Beer & Liquor Lic. Fees	\$	617.50	Grave Openings	\$	2,290.00
Park & Rec. Activities	\$	-	Cemetery Lots	\$	-
<b>SUBTOTAL</b>	<b>\$</b>	<b>70,158.42</b>	<b>SUBTOTAL</b>	<b>\$</b>	<b>33,346.90</b>
			<b>TOTAL</b>	<b>\$</b>	<b>103,505.32</b>

**The Clerk reported the following balances on hand for the month of January 2011:**

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

Funds	Bank Balance	Investments	Total
001 General	\$ 222,380.24	\$ 228,738.72	\$ 451,118.96
011 Police Donations	\$ 8,801.54	\$ -	\$ 8,801.54
014 Fire Dept. Donations	\$ 52,200.00	\$ -	\$ 52,200.00
018 Park Donations	\$ 5,388.71	\$ -	\$ 5,388.71
022 Civic Center	\$ 10,551.69	\$ 23,166.55	\$ 33,718.24
031 Library Operating	\$ (10,555.99)	\$ 16,310.85	\$ 5,754.86
036 Tort Liability	\$ 6,124.39	\$ -	\$ 6,124.39
050 Home Town Days	\$ 11,473.28	\$ -	\$ 11,473.28
110 Road Use Tax	\$ 178,690.86	\$ 29,819.47	\$ 208,510.33
111 Police Recovery Act Grant	\$ (3,763.90)	\$ -	\$ (3,763.90)
112 Trust & Agency	\$ 26,058.85	\$ -	\$ 26,058.85
119 Emergency Tax Fund	\$ 50,221.32	\$ -	\$ 50,221.32
121 Local Option Tax	\$ -	\$ -	\$ -
125 TIF	\$ 590,749.99	\$ -	\$ 590,749.99
160 Economic Develop.	\$ 138,934.85	\$ -	\$ 138,934.85
200 Debt Service	\$ 1,354.33	\$ -	\$ 1,354.33
226 SRF Debt Service	\$ 85,146.77	\$ -	\$ 85,146.77
300 Capital Improvement	\$ 274.23	\$ -	\$ 274.23
500 Cemetery Perpetual	\$ 9,254.62	\$ 88,000.00	\$ 97,254.62
501 Krouth Fund Principal	\$ -	\$ 101,159.50	\$ 101,159.50
502 Krouth Enlow Int. Fund	\$ 8,501.07	\$ 21,745.11	\$ 30,246.18
600 Water Operating	\$ 230,736.22	\$ 123,900.21	\$ 354,636.43
603 Water Sinking Fund	\$ 26,766.64	\$ -	\$ 26,766.64
610 Sewer Operating	\$ 135,652.47	\$ 76,587.19	\$ 212,239.66
<b>TOTAL</b>	<b>\$ 1,784,942.18</b>	<b>\$ 709,427.60</b>	<b>\$ 2,494,369.78</b>

**COMMUNICATIONS/OPEN FORUM**

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

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.

Motion by Worrell, second by O’Neil to suspend rules to have second and third readings of Ordinance 674.  
Roll call vote – AYES: Worrell, O’Neil, Oaks, Worrell, Johnson. Motion carried.

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.

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

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.

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

**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: February 21, 2011  
Read Third Time: February 21, 2011

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

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

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.

City Administrator Matt Muckler read a statement from Police Chief Bloem who opposed the ordinance but was not able to attend the meeting.

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

**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: February 21, 2011

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

Attest:

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

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.

Oaks expressed concern about adding two extra pay periods per year (for a total of twenty-six). Muckler stated that this will help better manage the Police payroll, had been a request from Chief Bloem, and would also make the administration of payroll by City Office staff more efficient.

Motion by Sexton, second by Worrell to approve Resolution 926. Roll call vote – AYES: Sexton, Worrell, Johnson, O’Neil. NAYS: Oaks. Motion carried.

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.

Johnson would like to delay the forfeiture of vacation hours for a year and look at the vacation hours accrued in December. Since there is such a small staff, he was concerned this might not work. Worrell doesn’t think that it will work, but would like to try it and extend the accumulation of vacation hours to July 2012.

Motion by Worrell, second by Johnson to approve Resolution 928 amended to state that any accumulation of vacation hours above 240 will be forfeited by each employee on July 1<sup>st</sup> of each year, effective July 1, 2012.

AYES: Worrell, Johnson, Sexton, O’Neil Oaks. Motion carried.

Adopt final proposed fiscal year 2011-12 budget and order notice of hearing for March 7, 2011./Move to action.

Motion by Sexton, second by Worrell to adopt final proposed fiscal year 2011-12 budget and order notice of hearing for March 7, 2011. Roll Call vote – AYES: Sexton, Worrell, O’Neil, Oaks. NAYS: Johnson. Motion carried.

Approve request for proposal for plans for a community center./Move to action.

Oaks expressed his concern for daily operating costs for the community recreation center, even if grants or donations became available to construct the building. Muckler stated that this request for proposal would provide a set of drawings which Russell could use to apply for grants. The drawings would be similar to the fire station expansion and Library plans. O’Neil said that it is a good idea to get plans. Worrell felt the City should perform a cost analysis for operating costs and proceed with plans. Sexton stated that we need a plan so that people can see it.

Motion by Sexton, second by Worrell to approve request for proposal for plans for a community center. Roll Call vote – AYES: Sexton, Worrell, Johnson, O’Neil. NAYS: Oaks. Motion carried.

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

Motion by Johnson, second by Worrell to approve Class C Liquor license for Fox Run Golf & Country Club. Roll Call vote – AYES: Johnson, Worrell, Sexton, O’Neil, Oaks. Motion carried.

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.

Muckler reported that co-chairs for the event would include Melissa Russell, West Branch Parks and Recreation Director, Rod Ness, Main Street Program Director, and National Park Service Park Ranger Peter Pappas. Motion by Sexton, second by Johnson to approve RAGBRAI Pass-Through agreement. Roll Call vote – AYES: Sexton, Johnson, O’Neil, Oaks, Worrell. Motion carried.

**MAYOR DON KESSLER**

Appointments/Reappointments/Move to action.

- i. Animal Control Commission – Leesa Johnson
- ii. Animal Control Commission – Richard Slach
- iii. Animal Control Commission – Gina Heick

Motion by Sexton, second by Johnson to approve reappointments. Roll Call vote – AYES: Sexton, Johnson, O’Neil, Oaks, Worrell. Motion carried.

**REPORTS**

a) Crime Data Processor Gina Heick – West Branch Police Department Monthly Report

Gina Heick presented the Police Department’s January calls for service. She also gave an update on the upcoming West Branch Police department webpage. Muckler said that his goal is to have the new website up and ready in two months. Additional content is currently being added.

b) Council Liaisons-Muckler stated that he had some initial discussions with Council members about the following appointments and would continue discussions with Council and staff.

- iv. Animal Control Commission – Councilman Johnson
- v. Cable Television Commission – Councilman O’Neil
- vi. Historic Preservation Commission – Councilman Worrell
- vii. Library Board of Trustees – Councilmen O’Neil and Sexton
- viii. Park & Recreation Commission – Councilman Sexton
- ix. Planning and Zoning Commission – Councilmen Worrell and Oaks
- x. Zoning Board of Adjustment – Councilmen Johnson and Oaks

c) City Administrator Matt Muckler - Planning and Zoning Commission Update. Muckler stated that there would be a public hearing on the rezoning in one lot of Phase One of the Meadows Subdivision Development and a presentation and discussion-only session on the preliminary plat for Phase One at the March 7, 2011 Council Meeting.

**ADJOURNMENT**

Motion by O’Neil to adjourn. City Council meeting adjourned at 7:39 p.m.

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

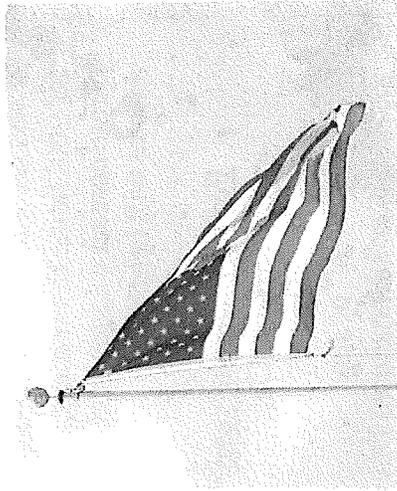
ATTEST: \_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

The West Branch Lions would like to thank you for participating in this program that makes our community look great during these holidays.

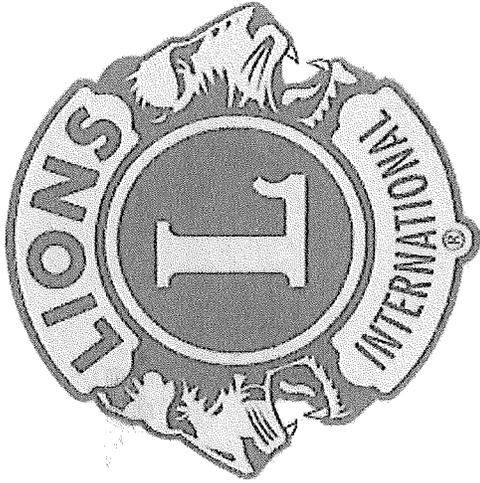
Also, we would like to thank all of the volunteers and groups who have helped make this program possible.



## Flags Over West Branch Showing our Patriotism



## West Branch Lions Club



## Flags Over West Branch

If you are interested in having a flag for your home or business, please contact a Lions Club member and we will help you.

### For six days per year:

Memorial Day

Flag Day

4<sup>th</sup> of July

Hoover's Hometown Days

Labor Day

Veterans Day

We will install a large American flag in your yard at dawn, and retrieve it that evening. (The flags are occasionally left out longer for some holidays, if they fall on a weekend.)

This is a beautiful way to celebrate your patriotism!

Subscriptions are \$35.00 per year.

When we receive your subscription, we will call Iowa One Call, then install a receiver in your yard to hold the flag pole.

Flags are purchased through American Legion Post 514

### If interested, please contact:

West Branch Lions Club

PO Box 63

West Branch IA 52358

[westbranchlions@gmail.com](mailto:westbranchlions@gmail.com)

*or any Lions member.*



**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: March 7, 2011 AGENDA ITEM: 6d

DATE PREPARED: February 22, 2011

STAFF LIAISON: Matt Muckler, City Administrator

**ACTION TITLE:** Resolution 929, Adopting the Annual Budget for Certification of Taxes for the Fiscal Year Ending June 30, 2012.

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:** Adopt Resolution 929, adopting the annual budget for certification of taxes for the fiscal year ending June 30, 2012.

**PROJECT DESCRIPTION:**

The annual budget process started with the December 20, 2010 Council Workshop at which the process for moving forward was discussed and agreed upon by Council. This process included general fund revenue and departmental expenditure decisions being made at the beginning of the budget process, followed by an opportunity for Council to examine line items at a following meeting.

Council discussed initial departmental requests at the January 3, 2011 Council Meeting. During the initial decision-making phase of the budget process at the January 18, 2011 Council Meeting, the Council approved an initial general fund revenue estimate, a general fund salary plan, and set general fund departmental non-salary expenditure amounts.

After the Council set these amounts for each department, the director of each department produced another budget which conformed with the departmental non-salary expenditure amount approved by the Council. This revised budget submission was reviewed in more detail at the February 7, 2011 Council Meeting and additional reductions of \$8,433 were made. Revenues and expenditures for all other funds were also approved at the February 7, 2011 Council Meeting.

At the February 21, 2011 Council Meeting, the Council approved the final proposed fiscal year 2011-2012 budget and ordered the notice of hearing for March 7, 2011. At the March 7, 2011 Council Meeting, the Council will hold a public hearing and consider Resolution 929, adopting the annual budget for certification of taxes for the fiscal year ending June 30, 2012.

**ATTACHMENTS:**

Resolution 929  
Fiscal Year 2011-2012 Iowa Department of Management Budget Packet

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

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

**RESOLUTION NO. 929**

A RESOLUTION ADOPTING THE ANNUAL BUDGET AND CERTIFICATION OF TAXES FOR THE FISCAL YEAR ENDING JUNE 30, 2012.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA:

The annual budget for the fiscal year ending June 30, 2012 as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is adopted and the City Clerk is directed to make the filings required by law and set his books in accordance with the summary and details as adopted.

Passed and approved the 7th day of March 2011.

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

ATTEST:

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

# 16-142

## Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2011 - ENDING JUNE 30, 2012

The City of: West Branch County Name: CEDAR & JOHNSON Date Budget Adopted: \_\_\_\_\_  
(Date) xx/xx/xx

At a meeting of the City Council, held after the public hearing as required by law, as specified above, the proposed budget was adopted as summarized and attached hereto, and tax levies, as itemized below, were approved for all taxable property of this City. There is attached a Long Term Debt Schedule Form 703 for the debt service needs, if any.

	<small>Telephone Number</small>	<small>Signature</small>
County Auditor Date Stamp	<b>January 1, 2010 Property Valuations</b>	
	With Gas & Electric	Without Gas & Electric
Regular	2a <u>92,920,783</u>	2b <u>91,619,196</u>
<b>DEBT SERVICE</b>	3a <u>105,759,413</u>	3b <u>104,457,826</u>
Ag Land	4a <u>429,517</u>	
		Last Official Census

Code Sec.	Dollar Limit	Purpose	TAXES LEVIED		Rate
			(A) Request with Utility Replacement	(B) Property Taxes Levied	
384.1	8.10000	Regular General levy	5	752,658	43 8.10000
<b>(384) Non-Voted Other Permissible Levies</b>					
12(8)	0.67500	Contract for use of Bridge	6	0	44 0
12(10)	0.95000	Opr & Maint publicly owned Transit	7	0	45 0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8	0	46 0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9	11,030	47 0.11870
12(13)	0.06750	Planning a Sanitary Disposal Project	10	0	48 0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11	0	49 0
12(15)	Amt Nec	Joint city-county building lease	12	0	50 0
12(16)	0.06750	Levee Impr. fund in special charter city	13	0	51 0
12(18)	Amt Nec	Liability, property & self insurance costs	14	42,359	52 0.45586
12(22)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462	5,907	465 0.06357
<b>(384) Voted Other Permissible Levies</b>					
12(1)	0.13500	Instrumental/Vocal Music Groups	15	0	53 0
12(2)	0.81000	Memorial Building	16	0	54 0
12(3)	0.13500	Symphony Orchestra	17	0	55 0
12(4)	0.27000	Cultural & Scientific Facilities	18	0	56 0
12(5)	As Voted	County Bridge	19	0	57 0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20	0	58 0
12(9)	0.03375	Aid to a Transit Company	21	0	59 0
12(17)	0.20500	Maintain Institution received by gift/devise	22	0	60 0
12(19)	1.00000	City Emergency Medical District	463	0	466 0
12(21)	0.27000	Support Public Library	23	0	61 0
28E.22	1.50000	Unified Law Enforcement	24	0	62 0
<b>Total General Fund Regular Levies (5 thru 24)</b>			25	811,954	800,580
384.1	3.00375	Ag Land	26	1,078	63 2.50980
<b>Total General Fund Tax Levies (25 + 26)</b>			27	813,032	801,658 Do Not Add
<b>Special Revenue Levies</b>					
384.8	0.27000	Emergency (if general fund at levy limit)	28	25,089	64 0.27000
384.6	Amt Nec	Police & Fire Retirement	29	0	0
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30	0	0
Rules	Amt Nec	Other Employee Benefits	31	121,950	120,242 1.31241
<b>Total Employee Benefit Levies (29,30,31)</b>			32	121,950	120,242 1.31241
<b>Sub Total Special Revenue Levies (28+32)</b>			33	147,039	144,979
Valuation					
386	As Req	With Gas & Elec	Without Gas & Elec		
	SSMID 1	(A)	(B)	34	0
	SSMID 2	(A)	(B)	35	0
	SSMID 3	(A)	(B)	36	0
	SSMID 4	(A)	(B)	35a	0
	SSMID 5	(A)	(B)	36a	0
	SSMID 6&7	(A)	(B)	37	0
<b>Total SSMID (34 thru 37)</b>			38	0	0 Do Not Add
<b>Total Special Revenue Levies (33+38)</b>			39	147,039	144,979
384.4	Amt Nec	Debt Service Levy 76.10(6)	40	182,253	40 180,010 1.72328
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41	0	41 0 0
<b>Total Property Taxes (27+39+40+41)</b>			42	1,142,324	42 1,126,647 72 12.04382

**COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:**  
Budgets that **DO NOT** meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, and notarized, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.

Fund Balance Worksheet for City of

West Branch

		2010		2011		2012		
(1)		*Annual Report FY		(2)		(3)		
General (A)	Special Rev (B)	TIF Special Rev (C)	Debt Serv (D)	Capt Proj (E)	Permanent (G)	Total Government (H)	Proprietary (I)	Grand Total (J)
Beginning Fund Balance July 1 (pg 5, line 134) *	479,919	37,936	31,241	274	163,214	1,302,855	516,897	1,819,752
Actual Revenues Except Beg Bal (pg 5, line 132) *	556,197	656,110	128,209	0	34,214	2,531,253	544,662	3,125,915
Actual Expenditures Except End Bal (pg 12, line 259) *	1,257,087	673,964	125,627	0	0	2,532,732	543,191	3,075,923
Ending Fund Balance June 30 (pg 12, line 261) *	539,707	560,062	33,823	274	197,428	1,351,376	518,368	1,869,744
		TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
** Re-Estimated FY	General	Spec Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	539,707	560,062	33,823	274	197,428	1,351,376	518,368	1,869,744
Re-Est Revenues	1,074,732	372,131	126,000	0	1,500	2,583,191	552,100	3,135,291
Re-Est Expenditures	1,039,630	491,508	126,000	0	0	2,665,825	516,237	3,182,062
Continuing Appropriation				0		0	0	0
Ending Fund Balance	574,809	440,685	33,823	274	198,928	1,268,742	554,231	1,822,973
** Budget FY	General	Spec Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	574,809	440,685	33,823	274	198,928	1,268,742	554,231	1,822,973
Revenues	2,006,336	557,665	182,253	0	1,000	3,197,254	596,744	3,793,998
Expenditures	2,041,248	714,737	126,000	0	0	3,331,985	596,744	3,928,729
Continuing Appropriation				0		0	0	0
Ending Fund Balance	539,897	283,613	90,076	274	199,928	1,134,011	554,231	1,688,242

\* The figures in section (1) are taken from FORM F-66(IA-2) STATE OF IOWA FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2010

\*\* The remaining two sections are filled in by the software once ALL worksheets are completed.

CITY OF West Branch

The Total Outstanding TIF Indebtedness is not used to determine the constitutional debt limit. Indebtedness as defined in Iowa Code Section 384.16, subsection 1, includes any TIF-financed agreement including all remaining payments for any annual appropriation agreements. Include the TOTAL amount for all remaining years of the agreement. Use best estimates for any agreement where the actual amount for future years is not known.

Include the total amount of outstanding loans, advances, indebtedness, or bonds outstanding, including interest, at the close of the most recently ended fiscal year through the remaining term of the indebtedness, which will be paid from TIF revenues.

TOTAL OUTSTANDING TIF INDEBTEDNESS INCLUDING INTEREST OWED	ACTUAL 2010
PRINCIPAL on All Bonds Paid with TIF Revenues including interest to term	128,827
TIF Non-Bond Loans & Debt - Owed to Other Entities	
Self-Financed or Internal Loan TIF Debt	
Tax Rebatelements & Other Agreements Paid with TIF Revenues	1,863,600
<b>TOTAL OUTSTANDING TIF INDEBTEDNESS</b>	<b>1,992,427</b>

TIF Revenues are those moneys paid into the Special Fund created in section 403.19.  
 DO NOT include bond payments made with a Debt Service levy on property  
 Include ONLY debt that is to be repaid from future Tax Increment Financing revenues.  
 All debt and interest should only be listed once.  
 Include principal and interest to term in all amounts.

[Click to view Help with Rebates](#)

	REBATES OR PAYMENTS TO ENTITIES FROM TAXES FUNDED BY TIF ENTITY NAME (Rebates do not include loans, SRF, project names, etc. See Help page for	BUDGET 2012	RE-ESTIMATED 2011	ACTUAL 2010
1	Acciona Windpower Nort America LLC - TIF Rebate Agreement	210,000	180,000	112,667
2	Procter and Gamble Hair Care LLC - Phase II TIF Rebate Agreement	240,000	240,000	
3	Procter and Gamble Hair Care LLC - Phase III TIF Rebate Agreement		460,000	432,470
4	U.S. Bank Loan for P & G RISE Road Project		128,687	128,827
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<b>* TOTAL Rebates or Payments to Entities</b>		<b>450,000</b>	<b>1,008,687</b>	<b>673,964</b>

\* The "Total Rebates or Payments" appears on the Expenditures Pages, Re-Est Exp P2 & EXP P 2, under the Community & Econ Development Program

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1  
 RE-ESTIMATED Fiscal Year Ending 2011

Fiscal Years

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUE (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2011 (J)	ACTUAL 2010 (K)
<b>PUBLIC SAFETY</b>										
Police Department/Crime Prevention	1	189,550	83,760						273,310	342,281
Jail	2								0	
Emergency Management	3								0	
Flood Control	4								0	
Fire Department	5	178,750	17,600						196,350	371,726
Ambulance	6								0	
Building Inspections	7								0	
Miscellaneous Protective Services	8								0	
Animal Control	9	2,600							2,600	2,608
Other Public Safety	10								0	
<b>TOTAL (lines 1 - 10)</b>	11	370,900	101,360	0			0		472,260	716,615
<b>PUBLIC WORKS</b>										
Roads, Bridges, & Sidewalks	12	85,710	287,458						373,168	343,599
Parking - Meter and Off-Street	13								0	
Street Lighting	14	33,000							33,000	30,011
Traffic Control and Safety	15								0	
Snow Removal	16								0	
Highway Engineering	17								0	
Street Cleaning	18								0	
Airport (if not Enterprise)	19								0	
Garbage (if not Enterprise)	20	53,000							53,000	52,074
Other Public Works	21								0	
<b>TOTAL (lines 12 - 21)</b>	22	171,710	287,458	0			0		459,168	425,664
<b>HEALTH &amp; SOCIAL SERVICES</b>										
Welfare Assistance	23								0	
City Hospital	24								0	
Payments to Private Hospitals	25								0	
Health Regulation and Inspection	26								0	
Water, Air, and Mosquito Control	27								0	
Community Mental Health	28								0	
Other Health and Social Services	29								0	
<b>TOTAL (lines 23 - 29)</b>	30	0	0	0			0		0	0
<b>CULTURE &amp; RECREATION</b>										
Library Services	31	118,590	23,600						142,190	140,723
Museum, Band and Theater	32								0	
Parks	33								0	
Recreation	34	83,920	12,250						96,170	93,635
Cemetery	35	50,600	9,290						59,890	52,426
Community Center, Zoo, & Marina	36	30,700							30,700	46,672
Other Culture and Recreation	37	38,150	25,000						63,150	20,614
<b>TOTAL (lines 31 - 37)</b>	38	321,960	70,140	0			0		392,100	354,070

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2  
RE-ESTIMATED Fiscal Year Ending 2011

Fiscal Years

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
GENERAL GOVERNMENT ACTIVITIES CONT.		GENERAL REVENUES	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2011	ACTUAL 2010
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>										
Community Beautification	39									
Economic Development	40	8,650							8,650	8,614
Housing and Urban Renewal	41									
Planning & Zoning	42									
Other Com & Econ Development	43									
<b>REBATES &amp; PYMTS from TIF DEBT page</b>	<b>44</b>			1,008,687					1,008,687	679,964
TOTAL (lines 39 - 44)	45	8,650	0	1,008,687					1,017,337	682,578
<b>GENERAL GOVERNMENT</b>										
Mayor, Council, & City Manager	46	9,000	830						9,830	6,706
Clerk, Treasurer, & Finance Adm.	47	117,500	18,100						135,600	154,001
Elections	48									
Legal Services & City Attorney	49	21,500							21,500	18,507
City Hall & General Buildings	50									
Tort Liability	51	18,410							18,410	18,393
Other General Government	52									
TOTAL (lines 46 - 52)	53	166,410	18,930	0					185,340	197,607
<b>DEBT SERVICE</b>										
Gov Capital Projects	54				126,000				126,000	125,627
TIF Capital Projects	55									
TOTAL CAPITAL PROJECTS	56									
TOTAL Governmental Activities Expenditures (lines 17+22+30+38+44+52+53+54)	57	0	0	0					0	0
TOTAL Governmental Activities Expenditures (lines 17+22+30+38+44+52+53+54)	58	1,039,630	477,888	1,008,687	126,000				2,652,205	2,502,181
<b>BUSINESS TYPE ACTIVITIES</b>										
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>										
Water Utility	59								254,847	274,211
Sewer Utility	60								196,540	203,907
Electric Utility	61									
Gas Utility	62									
Airport	63									
Landfill/Garbage	64									
Transit	65									
Cable TV, Internet & Telephone	66									
Housing Authority	67									
Storm Water Utility	68									
Other Business Type (city hosp., ISF, parking, etc.)	69									
Enterprise DEBT SERVICE	70								64,850	65,073
Enterprise CAPITAL PROJECTS	71									
Enterprise TIF CAPITAL PROJECTS	72									
TOTAL BUSINESS TYPE EXPENDITURES (lines 56 - 68)	73								516,237	543,191
TOTAL ALL EXPENDITURES (lines 58+74)	74	1,039,630	477,888	1,008,687	126,000				3,168,442	3,045,372
Regular Transfers Out	75		13,620						13,620	30,551
Internal TIF Loan Transfers Out	76									
Total ALL Transfers Out	77	0	13,620	0	0				13,620	30,551
Total Expenditures and Other Fin Uses (lines 73+74)	78	1,039,630	491,508	1,008,687	126,000				3,182,062	3,075,923
* Continuing Appropriation	79								0	
Ending Fund Balance June 30	80	574,809	440,665	20,223	33,823	274	198,928	554,231	1,822,973	1,869,744

\* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project that is expended in the following year or years. The entry is made on the CON APPROPRIATIONS page that must accompany the budget forms if used. THE USE OF THE CONTINUING APPROPRIATION IS VOLUNTARY. SUCH EXPENDITURES DO NOT REQUIRE AN AMENDMENT. HOWEVER THE ORIGINAL AMOUNT OF THE CAPITAL PROJECT MUST HAVE APPEARED ON A PREVIOUS YEAR'S BUDGET TO OBTAIN THE SPENDING AUTHORITY. THE CONTINUING APPROPRIATION CAN NOT BE FOR A YEAR PRIOR TO THE ACTUAL YEAR. CONTINUING APPROPRIATIONS END WITH THE ACTUAL YEAR. SEE INSTRUCTIONS.

**RE-ESTIMATED REVENUES DETAIL**  
**RE-ESTIMATED Fiscal Year Ending 2011**

**Fiscal Years**

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2011 (J)	ACTUAL 2010 (K)
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>										
Taxes Levied on Property	1	736,343	144,856		124,604				1,005,803	1,053,699
Less: Uncollected Property Taxes - Levy Year	2								0	
Net Current Property Taxes (line 1 minus line 2)	3	736,343	144,856		124,604	0			1,005,803	1,053,699
Delinquent Property Taxes	4								0	
TIF Revenues	5			1,008,828					1,008,828	656,110
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6	11,546	2,275		1,396				15,217	
Utility Franchise tax (Iowa Code Chapter 384.2)	7	25,000							25,000	27,103
Parimutuel wager tax	8								0	
Gaming wager tax	9								0	
Mobile Home Taxes	10								0	
Hotel/Motel Taxes	11								0	
Other Local Option Taxes	12								0	
Subtotal - Other City Taxes (lines 6 thru 11)	13	36,546	2,275		1,396	0			40,217	27,103
Licenses & Permits	14	18,875							18,875	27,828
Use of Money & Property	15	15,500							15,500	22,179
Intergovernmental:										
Federal Grants & Reimbursements	16	4,800							4,800	144,232
Road Use Taxes	17		200,000						200,000	193,406
Other State Grants & Reimbursements	18	15,650							15,650	21,013
Local Grants & Reimbursements	19	136,998							136,998	166,374
Subtotal - Intergovernmental (lines 15 thru 18)	20	157,448	200,000	0	0	0			357,448	525,025
Charges for Fees & Service:										
Water Utility	21							353,100	353,100	302,616
Sewer Utility	22							198,000	198,000	198,615
Electric Utility	23							0	0	0
Gas Utility	24							0	0	0
Parking	25							0	0	0
Airport	26							0	0	0
Landfill/Garbage	27	45,000						45,000	45,000	41,303
Hospital	28							0	0	0
Transit	29							0	0	0
Cable TV, Internet & Telephone	30							0	0	0
Housing Authority	31							0	0	0
Storm Water Utility	32							0	0	0
Other Fees & Charges for Service	33	32,200						32,200	32,200	20,229
Subtotal - Charges for Service (lines 20 thru 32)	34	77,200	0	0	0	0	0	551,100	628,300	562,763
Special Assessments	35							0	0	0
Miscellaneous	36	19,200	25,000				1,500	1,000	46,700	220,657
Other Financing Sources:										
Regular Operating Transfers In	37	13,620							13,620	30,551
Internal TIF Loan Transfers In	38							0	0	0
Subtotal ALL Operating Transfers In	39	13,620	0	0	0	0	0	13,620	13,620	30,551
Proceeds of Debt (Excluding TIF Internal Borrowings)	40							0	0	0
Proceeds of Capital Asset Sales	41							0	0	0
Subtotal-Other Financing Sources (lines 36 thru 39)	42	13,620	0	0	0	0	0	13,620	13,620	30,551
Total Revenues except for beginning fund balance	43	1,074,732	372,131	1,008,828	126,000	0	1,500	552,100	3,135,291	3,125,915
(lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)										
Beginning Fund Balance July 1	44	539,707	560,062	20,082	33,823	274	197,428	518,368	1,869,744	1,819,752
TOTAL REVENUES & BEGIN BALANCE (lines 41+42)	45	1,614,439	932,193	1,028,910	159,823	274	198,928	1,070,468	5,005,035	4,945,667

**EXPENDITURES SCHEDULE PAGE 1**  
**Fiscal Year Ending 2012**

**Fiscal Years**

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2012 (J)	RE-ESTIMATED 2011 (K)	ACTUAL 2010 (L)
<b>PUBLIC SAFETY</b>											
Police Department/Crime Prevention	1	194,297	58,880						259,177	273,310	342,281
Jail	2								0	0	0
Emergency Management	3								0	0	0
Flood Control	4								0	0	0
Fire Department	5	219,402	100						219,502	196,350	371,726
Ambulance	6								0	0	0
Building Inspections	7								0	0	0
Miscellaneous Protective Services	8								0	0	0
Animal Control	9	2,100							2,100	2,608	2,608
Other Public Safety	10								0	0	0
<b>TOTAL (lines 1 - 10)</b>	<b>11</b>	<b>415,799</b>	<b>58,980</b>	<b>0</b>					<b>474,779</b>	<b>472,260</b>	<b>716,615</b>
<b>PUBLIC WORKS</b>											
Roads, Bridges, & Sidewalks	12	105,641	228,877						334,518	373,168	343,599
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	30,000							30,000	33,000	30,011
Traffic Control and Safety	15								0	0	0
Snow Removal	16								0	0	0
Highway Engineering	17								0	0	0
Street Cleaning	18								0	0	0
Airport (if not Enterprise)	19								0	0	0
Garbage (if not Enterprise)	20	53,000							53,000	53,000	52,074
Other Public Works	21								0	0	0
<b>TOTAL (lines 12 - 21)</b>	<b>22</b>	<b>188,641</b>	<b>228,877</b>	<b>0</b>					<b>417,518</b>	<b>459,168</b>	<b>425,684</b>
<b>HEALTH &amp; SOCIAL SERVICES</b>											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27								0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29								0	0	0
<b>TOTAL (lines 23 - 29)</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>0</b>	<b>0</b>	<b>0</b>
<b>CULTURE &amp; RECREATION</b>											
Library Services	31	136,668	28,100						164,768	142,190	140,723
Museum, Band and Theater	32								0	0	0
Parks	33								0	0	0
Recreation	34	83,921	11,200						95,121	96,170	93,635
Cemetery	35	76,859	17,600						94,459	59,890	52,426
Community Center, Zoo, & Marina	36	11,000							11,000	30,700	46,672
Other Culture and Recreation	37	29,240	2,155						31,395	63,150	20,614
<b>TOTAL (lines 31 - 37)</b>	<b>38</b>	<b>337,688</b>	<b>59,055</b>	<b>0</b>					<b>396,743</b>	<b>392,100</b>	<b>354,070</b>

EXPENDITURES SCHEDULE PAGE 2  
Fiscal Year Ending 2012

Fiscal Years

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
	GENERAL REVENUES	SPECIAL REVENUES	TIF REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2012	RE-ESTIMATED 2011	ACTUAL 2010	
	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>											
39 Community Beautification											
40 Economic Development	19,900							19,900	8,650	8,614	
41 Housing and Urban Renewal											
42 Planning & Zoning											
43 Other Com. & Econ Development											
44 REBATES & PYMTS from TIF DEBT page	19,900	0	450,000					450,000	1,008,687	673,964	
45 TOTAL (lines 39 - 44)	19,900	0	450,000			0		489,900	1,017,337	682,578	
<b>GENERAL GOVERNMENT</b>											
46 Mayor, Council, & City Manager	7,700	750						8,450	9,830	6,706	
47 Clerk, Treasurer, & Finance Adm.	172,207	19,045						191,252	135,600	154,001	
48 Elections											
49 Legal Services & City Attorney	36,500							36,500	21,500	18,507	
50 City Hall & General Buildings	18,410							18,410	18,410	18,393	
51 Tort Liability	1,000							1,000			
52 Other General Government	235,817	19,795						255,612	185,340	197,607	
53 TOTAL (lines 46 - 52)	820,000	164,161						984,161	126,000	125,627	
54 DEBT SERVICE				126,000							
55 Gov Capital Projects	820,000	164,161						984,161			
56 TIF Capital Projects											
57 TOTAL CAPITAL PROJECTS	820,000	164,161						984,161			
58 TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	2,017,845	530,868	450,000	126,000		0		3,124,713	2,652,205	2,502,181	
<b>BUSINESS TYPE ACTIVITIES</b>											
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>											
59 Water Utility								283,100	254,847	274,211	
60 Sewer Utility								247,644	196,540	203,907	
61 Electric Utility											
62 Gas Utility											
63 Airport											
64 Landfill/Garbage											
65 Transit											
66 Cable TV, Internet & Telephone											
67 Housing Authority											
68 Storm Water Utility											
69 Other Business Type (city hosp., ISF, parking, etc.)											
70 Enterprise DEBT SERVICE											
71 Enterprise CAPITAL PROJECTS											
72 Enterprise TIF CAPITAL PROJECTS											
73 TOTAL Business Type Expenditures (lines 59 - 73)								596,744	516,237	543,191	
74 TOTAL ALL EXPENDITURES (lines 58+74)	2,017,845	530,868	450,000	126,000		0		3,721,457	3,168,442	3,045,372	
75 Regular Transfers Out	23,403	183,869						207,272	13,620	30,551	
76 Internal TIF Loan / Repayment Transfers Out											
77 Total ALL Transfers Out	23,403	183,869						207,272	13,620	30,551	
78 Total Expenditures & Fund Transfers Out (lines 75-78)	2,041,248	714,737	450,000	126,000		0		3,928,729	3,182,062	3,075,923	
79 Continuing Appropriation											
80 Ending Fund Balance June 30	539,897	283,613	20,223	90,076	274	199,928		1,688,242	1,822,973	1,869,744	

\* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con. Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

The last two columns will fill in once the Re-Est forms are completed

**REVENUES DETAIL**  
Fiscal Year Ending 2012

**Fiscal Years**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
		GENERAL	SPECIAL	TIF	DEBT	CAPITAL	PERMANENT	PROPRIETARY	BUDGET	RE-ESTIMATED	ACTUAL
		(C)	(D)	SPECIAL	SERVICE	PROJECTS	(H)	(I)	2012	2011	2010
			(D)	REVENUES	(F)	(G)	(H)	(I)	(J)	(K)	(L)
				(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>											
Taxes Levied on Property	1	801,658	144,979		180,010	0			1,126,647	1,005,803	1,053,699
Less: Uncollected Property Taxes - Levy Year	2										0
Net Current Property Taxes (line 1 minus line 2)	3	801,658	144,979		180,010	0			1,126,647	1,005,803	1,053,699
Delinquent Property Taxes	4								450,000	1,008,828	656,110
TIF Revenues	5			450,000							
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	11,374	2,060		2,243	0			15,977	15,217	27,103
Utility franchise tax (Iowa Code Chapter 364.2)	7	26,000							26,000	25,000	0
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	0
Hotel/Motel Taxes	11								0	0	0
Other Local Option Taxes	12	110,000							110,000	0	0
Subtotal - Other City Taxes (lines 6 thru 12)	13	147,374	2,060		2,243	0			151,677	40,217	27,103
Licenses & Permits	14	25,000							25,000	18,875	27,828
Use of Money & Property	15	10,000							10,000	15,500	22,179
Intergovernmental:											
Federal Grants & Reimbursements	16	5,000	18,080						23,080	4,800	144,232
Road Use Taxes	17		208,677						208,677	200,000	193,406
Other State Grants & Reimbursements	18	258,000							258,000	15,650	21,013
Local Grants & Reimbursements	19	152,063							152,063	136,998	166,374
Subtotal - Intergovernmental (lines 16 thru 19)	20	415,063	226,757	0	0	0			641,810	357,448	525,025
Charges for Fees & Service:											
Water Utility	21							349,100	349,100	353,100	302,616
Sewer Utility	22							247,644	247,644	198,000	198,615
Electric Utility	23							0	0	0	0
Gas Utility	24							0	0	0	0
Parking	25							0	0	0	0
Airport	26							0	0	0	0
Landfill/Garbage	27	43,488							43,488	45,000	41,303
Hospital	28							0	0	0	0
Transit	29							0	0	0	0
Cable TV, Internet & Telephone	30							0	0	0	0
Housing Authority	31							0	0	0	0
Storm Water Utility	32							0	0	0	0
Other Fees & Charges for Service	33	31,860							31,860	32,200	20,229
Subtotal - Charges for Service (lines 21 thru 33)	34	75,348	0	0	0	0	0	596,744	672,092	628,300	562,763
Special Assessments	35								0	0	0
Miscellaneous	36	58,500							59,500	46,700	220,657
Other Financing Sources:											
Regular Operating Transfers In	37	23,403	183,869						207,272	13,620	30,551
Internal TIF Loan Transfers In	38								0	0	0
Subtotal ALL Operating Transfers In	39	23,403	183,869	0	0	0	0	0	207,272	13,620	30,551
Proceeds of Debt (Excluding TIF Internal Borrowing)	40	450,000							450,000	0	0
Proceeds of Capital Asset Sales	41								0	0	0
Subtotal-Other Financing Sources (lines 38 thru 40)	42	473,403	183,869	0	0	0	0	0	657,272	13,620	30,551
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43	2,006,336	557,665	450,000	182,253	0	1,000	596,744	3,793,998	3,135,291	3,125,915
Beginning Fund Balance July 1	44	574,809	440,685	20,223	33,823	274	198,928	554,231	1,922,973	1,969,744	1,819,752
<b>TOTAL REVENUES &amp; BEGIN BALANCE</b> (lines 42-43)	45	2,581,145	998,350	470,223	216,076	274	199,928	1,150,975	5,616,971	5,005,035	4,945,667

CITY OF

West Branch

ADOPTED BUDGET SUMMARY  
YEAR ENDED JUNE 30, 2012

Fiscal Years

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
		GENERAL REVENUES	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2012	RE-ESTIMATED 2011	ACTUAL 2010
		(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
Revenues & Other Financing Sources	1	801,658	144,979		180,010	0	0		1,126,647	1,005,803	1,053,699
Taxes Levied on Property	2	0	0		0	0	0		0	0	0
Less: Uncollected Property Taxes-Ley Year	3	801,658	144,979		180,010	0	0		1,126,647	1,005,803	1,053,699
Net Current Property Taxes	4	0	0		0	0	0		0	0	0
Delinquent Property Taxes	5			450,000							
TIF Revenues	6	147,374	2,060		2,243	0	0		450,000	1,008,828	656,110
Other City Taxes	7	25,000	0		0	0	0		151,677	40,217	27,103
Licenses & Permits	8	10,000	0		0	0	0		25,000	18,875	27,828
Use of Money and Property	9	415,053	226,757		0	0	0		10,000	15,500	22,179
Intergovernmental	10	75,348	0		0	0	0		641,810	357,448	525,025
Charges for Fees & Service	11	0	0		0	0	0		672,092	628,300	562,763
Special Assessments	12	58,500	0		0	0	1,000		0	0	0
Miscellaneous	13	1,532,933	373,796	450,000	182,253	0	1,000	596,744	3,136,726	3,121,671	3,095,364
Sub-Total Revenues											
Other Financing Sources:											
Total Transfers In	14	23,403	183,869	0	0	0	0	0	207,272	13,620	30,551
Proceeds of Debt	15	450,000	0	0	0	0	0	0	450,000	0	0
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	0	0	0	0
Total Revenues and Other Sources	17	2,006,336	557,665	450,000	182,253	0	1,000	596,744	3,793,998	3,135,291	3,125,915
Expenditures & Other Financing Uses											
Public Safety	18	415,799	58,980	0	0	0	0	0	474,779	472,260	716,615
Public Works	19	188,641	228,877	0	0	0	0	0	417,518	459,168	425,684
Health and Social Services	20	0	0	0	0	0	0	0	0	0	0
Culture and Recreation	21	337,688	59,055	0	0	0	0	0	396,743	392,100	354,070
Community and Economic Development	22	19,900	0	450,000	0	0	0	0	469,900	1,017,337	682,578
General Government	23	235,817	19,795	0	0	0	0	0	255,612	185,340	197,607
Debt Service	24	0	0	0	126,000	0	0	0	126,000	126,000	125,627
Capital Projects	25	820,000	164,161	0	0	0	0	0	984,161	0	0
Total Government Activities Expenditures	26	2,017,845	530,868	450,000	126,000	0	0	596,744	3,124,713	2,652,205	2,502,181
Business Type Proprietary: Enterprise & ISF	27								596,744	516,237	543,191
Total Gov & Bus Type Expenditures	28	2,017,845	530,868	450,000	126,000	0	0	596,744	3,721,457	3,168,442	3,045,372
Total Transfers Out	29	23,403	183,869	0	0	0	0	0	207,272	13,620	30,551
Total ALL Expenditures/Fund Transfers Out	30	2,041,248	714,737	450,000	126,000	0	0	596,744	3,928,729	3,182,062	3,075,923
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31	-34,912	-157,072	0	56,253	0	1,000	0	-134,731	-46,771	49,992
Continuing Appropriation	33								0	0	0
Beginning Fund Balance July 1	34	574,809	440,665	20,223	33,823	274	198,928	554,231	1,822,973	1,869,744	1,819,752
Ending Fund Balance June 30	35	539,897	283,613	20,223	90,076	274	199,928	554,231	1,688,242	1,822,973	1,869,744

LONG TERM DEBT SCHEDULE  
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Fiscal Year  
2012

City Name: West Branch

(1)	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	
	Project Name	Amount of Issue	Date Certified to County Auditor	Principal Due FY 2012	Interest Due FY 2012	Bond Reg/Other Fees Due FY 2012	Total Obligation Due FY 2012	Paid from Funds OTHER THAN Current Year Property Taxes	Amount Paid by Current Year Debt Service Levy	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	
(1)	Water GO Bond - SRF	1,740,000		137,630	41,190	3,433	182,253		182,253	
(2)	Water Revenue Bond - SRF	943,000		41,000	23,212	1,788	66,000	66,000	0	
(3)	2007 Maintenance Building	174,400		74,360	3,978		78,338	78,338	0	
(4)	City Office Remodel Loan	137,219		13,985	4,688		18,673	18,673	0	
(5)	Fobian Lawsuit Settlement Loan	197,500		10,330	8,020		18,410	18,410	0	
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
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(22)										
(23)										
(24)										
(25)										
(26)										
(27)										
(28)										
(29)										
(30)										
			TOTALS		277,365	81,088	5,221	363,674	181,421	182,253

**ERRORS LISTING PAGE SCROLL TO VIEW ALL ERROR MESSAGES (You may also print this page)**

**CONGRATULATIONS! THE BUDGET FILE CONTAINS NO ERRORS IN THE THREE CATEGORIES**

(1) **OPERATING TRANSFERS IN / OPERATING TRANSFERS OUT COMPARISONS**

(2) **ENDING YEAR FUND BALANCE / BEGINNING YEAR FUND BALANCE COMPARISONS**

0  
0

0  
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(3) **AN ERROR MESSAGE WILL APPEAR BELOW IF THE BUDGET DOES NOT CONTAIN ALL 3 YEARS OF DATA**

NO  
ERRORS

## NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2011 - ENDING JUNE 30, 2012

City of West Branch, Iowa

The City Council will conduct a public hearing on the proposed Budget at \_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_  
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.  
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,  
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . . . \$ 12.04382

The estimated tax levy rate per \$1000 valuation on Agricultural land is . . . . . \$ 2.50980

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

\_\_\_\_\_ phone number \_\_\_\_\_ City Clerk/Finance Officer's NAME

TYPE THE NAME ABOVE. A SIGNATURE IS NOT NECESSARY.

		Budget FY 2012	Re-estimated FY 2011	Actual FY 2010
		(a)	(b)	(c)
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	1,126,647	1,005,803	1,053,699
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>1,126,647</b>	<b>1,005,803</b>	<b>1,053,699</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	450,000	1,008,828	656,110
Other City Taxes	6	151,677	40,217	27,103
Licenses & Permits	7	25,000	18,875	27,828
Use of Money and Property	8	10,000	15,500	22,179
Intergovernmental	9	641,810	357,448	525,025
Charges for Fees & Service	10	672,092	628,300	562,763
Special Assessments	11	0	0	0
Miscellaneous	12	59,500	46,700	220,657
Other Financing Sources	13	657,272	13,620	30,551
<b>Total Revenues and Other Sources</b>	<b>14</b>	<b>3,793,998</b>	<b>3,135,291</b>	<b>3,125,915</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	15	474,779	472,260	716,615
Public Works	16	417,518	459,168	425,684
Health and Social Services	17	0	0	0
Culture and Recreation	18	396,743	392,100	354,070
Community and Economic Development	19	469,900	1,017,337	682,578
General Government	20	255,612	185,340	197,607
Debt Service	21	126,000	126,000	125,627
Capital Projects	22	984,161	0	0
<b>Total Government Activities Expenditures</b>	<b>23</b>	<b>3,124,713</b>	<b>2,652,205</b>	<b>2,502,181</b>
Business Type / Enterprises	24	596,744	516,237	543,191
<b>Total ALL Expenditures</b>	<b>25</b>	<b>3,721,457</b>	<b>3,168,442</b>	<b>3,045,372</b>
Transfers Out	26	207,272	13,620	30,551
<b>Total ALL Expenditures/Transfers Out</b>	<b>27</b>	<b>3,928,729</b>	<b>3,182,062</b>	<b>3,075,923</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>28</b>	<b>-134,731</b>	<b>-46,771</b>	<b>49,992</b>
Continuing Appropriation	29	0	0	0
Beginning Fund Balance July 1	30	1,822,973	1,869,744	1,819,752
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>1,688,242</b>	<b>1,822,973</b>	<b>1,869,744</b>

**NOTICE OF PUBLIC HEARING  
BUDGET ESTIMATE**

FISCAL YEAR BEGINNING JULY 1, 2011 - ENDING JUNE 30, 2012

**ALL DATA ON THIS PAGE IS ENTERED ON THE HEARING SHEET FIR**

City of West Branch, Iowa

The City Council will conduct a public hearing on the proposed Budget at \_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_

The Budget Estimate Summary of proposed receipts and expenditures is shown below.  
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,  
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . . . 12.04382  
The estimated tax levy rate per \$1000 valuation on Agricultural land is . . . . . 2.50980

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of,  
any part of the proposed budget.

<i>phone number</i>		City Clerk/Finance Officer's NAME		
		Budget FY 2012	Re-est. FY 2011	Actual FY 2010
		(a)	(b)	(c)
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	1,126,647	1,005,803	1,053,699
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>1,126,647</b>	<b>1,005,803</b>	<b>1,053,699</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	450,000	1,008,828	656,110
Other City Taxes	6	151,677	40,217	27,103
Licenses & Permits	7	25,000	18,875	27,828
Use of Money and Property	8	10,000	15,500	22,179
Intergovernmental	9	641,810	357,448	525,025
Charges for Services	10	672,092	628,300	562,763
Special Assessments	11	0	0	0
Miscellaneous	12	59,500	46,700	220,657
Other Financing Sources	13	657,272	13,620	30,551
<b>Total Revenues and Other Sources</b>	<b>14</b>	<b>3,793,998</b>	<b>3,135,291</b>	<b>3,125,915</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	15	474,779	472,260	716,615
Public Works	16	417,518	459,168	425,684
Health and Social Services	17	0	0	0
Culture and Recreation	18	396,743	392,100	354,070
Community and Economic Development	19	469,900	1,017,337	682,578
General Government	20	255,612	185,340	197,607
Debt Service	21	126,000	126,000	125,627
Capital Projects	22	984,161	0	0
<b>Total Government Activities Expenditures</b>	<b>23</b>	<b>3,124,713</b>	<b>2,652,205</b>	<b>2,502,181</b>
Business Type / Enterprises	24	596,744	516,237	543,191
<b>Total ALL Expenditures</b>	<b>26</b>	<b>3,721,457</b>	<b>3,168,442</b>	<b>3,045,372</b>
Transfers Out	27	207,272	13,620	30,551
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>3,928,729</b>	<b>3,182,062</b>	<b>3,075,923</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>-134,731</b>	<b>-46,771</b>	<b>49,992</b>
<b>Continuing Appropriation</b>		<b>0</b>	<b>0</b>	
Beginning Fund Balance July 1	30	1,822,973	1,869,744	1,819,752
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>1,688,242</b>	<b>1,822,973</b>	<b>1,869,744</b>

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: March 7, 2011 AGENDA ITEM: 6e

DATE PREPARED: February 22, 2011

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE: Public Hearing on Meadows Subdivision Rezoning Parcel 4 from R-1 to R-2.

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:**

Public Hearing on Meadows Subdivision Rezoning Parcel 4 from R-1 to R-2.

**PROJECT DESCRIPTION:**

KLM Investors, Inc. has requested that parcel four contained within their property, the Meadows Subdivision, be rezoned from R-1 to R-2.

**ATTACHMENTS:**

West Branch Planning & Zoning Commission Public Hearing and Meeting Minutes, February 17, 2011  
Notice of Public Hearing, February 9, 2011  
Notice of Public Hearing, February 24, 2011  
Rezoning Exhibit, The Meadows Subdivision, West Branch, Iowa  
City of West Branch, Iowa Petition for Rezoning

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

\_\_\_\_\_

BUDGETED                       UNBUDGETED FISCAL YEAR BUDGET (check one)

\_\_\_\_\_

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

**City of West Branch Planning & Zoning Commission Public Hearing**  
**February 17, 2011**  
***West Branch City Council Chambers, 110 North Poplar Street***

The West Branch Planning & Zoning Commission opened a public hearing at 6:33 p.m. to discuss the rezoning of land requested by KLM Investments, Inc., 25 Eastview Place NE, Iowa City, IA 52240.

The land is 78.98 acres and is currently zoned R-1. The new development would be called the Meadows Subdivision and is generally located north of West Main Street, east of the County Line Road, south of Greenview and west of Pedersen Valley. Four parcels of R-2 zoning totaling 16.37 acres were requested, generally in the northern and eastern portions of the development. An 11-acre area in the southwestern portion of the development was requested to be zoned B-2.

Commission members Roger Laughlin (Chair), Al Rozinek, Gary Slach, Dick Stoolman, Virgil Gingerich, Trent Hansen and Mark Thomas were in attendance. Also in attendance were City Engineer Dave Schechinger, P.E., City Attorney Kevin Olson, City Administrator Matt Muckler, and Mayor Don Kessler. Chair Laughlin provided a brief introduction of the rezoning request and opened the floor to comments from the public.

Glen D. Meisner, L.S. & P.E., Partner with MMS Consultants, Inc., 1917 S. Gilbert Street in Iowa City, IA 52240, introduced himself as the engineer who prepared the Rezoning Exhibit. He suggested that the owners introduce themselves and stated that he would be available to answer any questions that the commission had concerning the rezoning request.

Brad Larsen, West Branch Ford, introduced himself and Chris Kofoed, Chris J. Kofoed PLC, and Troy Mente, Mente Construction Company, as the owners of KLM Investments, Inc.

Glen Meisner reported to the Commission that KLM wanted to have a mixed use development to include R-2, which would allow duplexes. Meisner detailed the four parcels within the proposed Meadows Subdivision which KLM Investments, Inc. would like to have rezoned R-2.

Angie Cochran, Lot 59, 801 West Orange Street, stated that she opposed the rezoning request. Ms. Cochran preferred to see that the new development have single family housing. She would prefer the R-2 zoning be moved toward the center or the western side of the development where there are no current homes.

Tom Nelson, Lot 58, 703 West Orange Street, also spoke in opposition to the rezoning request. He stated that he would like to see the proposed lot sizes be larger and not be duplex due to the density of having duplexes that close together and would like to see the R-2 section moved closer to the County line road for traffic. Mr. Nelson referenced the section of hilltop that has a lack of storage and cars parked on the streets and had similar concerns for the proposed development.

Craig Cochran, Lot 59, 801 West Orange Street, agreed with Nelson and said that he has nothing against the R-2, but would like to see it in another location.

John Fuller, 911 W Main Street, told the Planning and Zoning Commission that he isn't opposed to R-1 development in the area but that he is troubled by the R-2 and commercial land that would be developed in that area. He provided a written statement (attached) and said that the new development is not in compliance with the comprehensive plan. Commercial activities should be focused on downtown instead of spread out throughout the community. Fuller stated that he foresees stormwater, snow removal and flood plain issues in the future. He reiterated his support on the development of R-1.

Kirstin Nelson, Lot 58, 703 W Orange Street, voiced her opposition to the zoning request. She is concerned that West Branch currently has an excess of duplex units which are not selling. Ms. Nelson cited high turnover over and parking issues as major areas of concern.

Commission Member Stoolman asked why the R-2 isn't all in one section. Brad Larson, KLM Investments stated that he had spoken about this issue with City Administrator Matt Muckler and that as a result of this conversation, decided to not concentrate all of the R-2 housing in one section of the development. Mr. Larson stated that he was open to comments on this approach. He stated that the plan for the development would take 15-20 years and be done in six phases, about twenty lots at a time.

Phil Rushton, Lot 53, Ohrt Street, stated that other areas of the City which have zero lot lines are concentrated in one area and not spread out.

Kirsten Nelson asked about the development of parks on the west side of West Branch. She felt that there is a lack of parks in this area. She asked that this be considered. Mr. Fuller suggested that the City's Comprehensive Plan called for park space in future developments and that the current proposal lacked adequate space devoted to parks. Commission Member Stoolman suggested that park of the area proposed as B-2 could be used as park and recreation space.

Mark Menard, 29 Greenview Circle, asked the commission to consider how the development would impact our local schools. He also asked what the plan was to expand the school to accommodate this growth.

Commission Member Trent Hansen asked whether or not the city's water and wastewater infrastructure was capable of handling the new development. City Engineer Dave Schechinger stated that the water system is certainly capable of handling the development, including the provision of adequate fire flow to the area. As far as the sewer, the development provides both challenges and opportunities. It provides a challenge in adding more users to the system, while at the same time providing an opportunity to reduce inflow and infiltration that might offset the additional users. Schechinger stated that the City would not be at full capacity with the new development.

The potential for a car dealership was discussed in relation to the area proposed to be zoned B-2. Tom Nelson suggested that R-2 might be more appropriate adjacent to the area currently

proposed as B-2. Brad Larsen stated that he had no plans to locate the West Branch Ford to this B-2 district. Tom and Kirsten Nelson suggested that the area proposed as B-2 would be an appropriate place for a new recreation center. KLM Investment, Inc. said there are no concrete plans for the proposed B-2 zoning area.

Traffic flow and stormwater run-off was discussed by the commission and members of the public. Glen Meisner spoke to residents' concerns with stormwater run-off on the eastern portion of the development. Meisner pointed out that all water east of Dylan Drive would be directed into the stormwater system in Pedersen Valley. Residents asked whether or not the system could handle all of this run-off. City Engineer Dave Schechinger stated that the stormwater basin in Pedersen Valley (Lion's Field) was designed to handle this stormwater. Once the ground is saturated, development will not be increasing run-off downstream. The developers will be required to prevent their development from having a negative impact on downstream property owners. Dave mentioned that the stormwater system is designed to handle a five-year flood event. The street becomes the secondary means of conveyance. If the pipe is full, water runs down the curb and gutter.

Chair Laughlin and members of the commission then discussed the various R-2 proposed zones and the size of the lots in the proposed development.

Kirstin Nelson stated that she felt the lots were too narrow.

John Fuller suggested that the Commission might request that the developer come back with another preliminary plat that reflects the requests from the commission.

Glen Meisner suggested that the Commission consider the R-2 zoning requests for parcels 2 (northwest corner of the development) and parcel 4 (southeast corner of the development) and perhaps delay the action on parcels 1 and 3.

City Administrator Matt Muckler suggested that since parcel 2 was in the fourth phase, the commission might simply consider the parcel 4 zoning request which is located in the first phase of the development.

Glen Meisner consulted with the owners and they agreed to delay their requests for R-2 zoning in parcels 1, 2, and 3. They requested that the commission consider the R-2 zoning request for parcel 4.

Tim Moss expressed concern with the two cul-de-sacs planned for the development. Glen Meisner suggested that they attempted to reduce the number of cul-de-sacs, but cited site-distance concerns with running the cul-de-sacs through to the County Line Road and Ohrt Street.

*Motion by Laughlin and second by Gingerich to adjourn. Public Hearing adjourned at 7:33 p.m.*

**Issues About Proposed Rezoning**  
***The Meadows Subdivision, West Branch***  
**Before the Planning & Zoning Commission, February 17, 2011**

**1. Is the proposal in concert with the West Branch Comprehensive Plan?**

•West Branch already has substantial acreage zoned R-2, Residential—and that land is closer to the center of the city than the 16-½ acres being proposed for R-2. Why does West Branch need more land zoned R-2 and B-2 at the very edge of our city? Rather, we should encourage more concentrated development towards the city center, and less intense development (zoned R-1) at the city's edge.

•Some 11-3/4 acres are proposed for rezoning to business use. These acres are not only located at the very edge of the city, on Main Street at County Line Road, they are opposite the High School. Any type of commercial activity on this land will generate more traffic than residential land, and present an increased hazard to high school drivers as they come to and from the high school. There is no indication that the developer has taken this hazard into account, and no indication that the proposed internal road system will provide access for the business parcel. Rather, it must be assumed that the businesses in this parcel will attempt to have direct and unsafe access to these well-traveled streets.

•A major community debate took place in 1996 over using this very same area for commercial activity (under a “neighborhood commercial” designation), but the end result was not to establish such a land-use category and not to consider changing the anticipated land use. (See West Branch Times, Oct. 3, 1996, and close-by dates.) The comprehensive plan states: “the City desires to have a centralized commercial area.”

•The Comprehensive Plan calls for additional recreational areas in West Branch (in particular “pocket parks”). The development proposal is to dedicate two unbuildable areas (Outlots “A” and “B”) to the city. These are areas required for storm water retention. Neither performs the needed recreation function; neither appears useable by either future residents of the development nor by city residents in general; neither appears to have parking available. But, as city property, the city would be responsible for mowing and other care. The city should expect that a developer of this large parcel would dedicate useful recreation land to the public. The comprehensive plan found our city to have a “significant deficit of parkland” and recommended new subdivisions be required to turn over 5% of usable land to the city for parks. The deficit seems especially acute on the West side of town.

**2. The entire proposal may add to the city's storm-water runoff problems.**

The flood plain map is based on current land use (farmland which has been in conservation reserve). With a fully built-out area containing structures and impervious pavement, expected storm-water runoff and flooding potential will undoubtedly be far more of a problem for the city.

On a more specific level, Lot 1 is shown on the rezoning map to be within the current 100-year flood plain. As an abutting landowner, I know that this area does flood, and I suggest that lot is unbuildable. It may be that lot 83 would have similar problems.

**3. Does the proposed subdivision have sidewalks?**

It is hard to tell from the maps provided. City policy for new subdivisions desirably should require sidewalks, rather than expect to retrofit them later at homeowners' expense. Because a built-out subdivision of this size will no doubt have many school children as residents, does the subdivision design pay attention to "safe routes to school" criteria? Has attention been given to the city's need for recreational trails in this area?

**4. Does Dawson Drive (starting at Main Street on the southeast side of the proposed subdivision) have a 25-foot setback?**

From the map provided, the setback appears only to occur towards the north of the property line.

**5. Do road rights-of-way meet minimum design criteria?**

The minimum is for 60 feet of right-of-way (with 29 feet paved), although it would seem that Orange Street and Gilbert Drive might qualify as collectors rather than as local streets, and thereby be subject to a higher minimum. Given the problems with residential parking in some of our newer areas of the city, something greater than the minimum-width requirement deserves consideration, especially if R-2 density is permitted.

**Summary: The proposed Meadows subdivision appears to have numerous and important deficiencies compared with development under R-1 residential requirements. Because of these deficiencies I oppose the rezoning, and ask the West Branch Planning & Zoning Commission to deny rezoning.**

John W. Fuller  
911 West Main Street  
West Branch

**City of West Branch Planning & Zoning Commission Meeting**  
***February 17, 2011***  
***West Branch City Council Chambers, 110 North Poplar Street***

The West Branch Planning & Zoning Commission opened in regular session at 7:34 p.m. Commission members Roger Laughlin (Chair), Al Rozinek, Gary Slach, Dick Stoolman, Virgil Gingerich, Trent Hansen and Mark Thomas were in attendance. Also in attendance were City Engineer Dave Schechinger, P.E., City Attorney Kevin Olson, City Administrator Matt Muckler, and Mayor Don Kessler.

Approve minutes from the January 6, 2011 Planning and Zoning Commission Meeting.

Motion by Laughlin and second by Slach to approve the minutes of the January 6, 2011 Planning & Zoning Commission Meeting. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, Thomas, Gingerich and Hansen. Motion carried.

Approve a recommendation to the City Council for the rezoning of KLM Investments, Inc. property from R-1 to R-2. /Move to action.

Motion by Laughlin and second by Stoolman to table the rezoning requests for parcels 1, 2 and 3 until a later date. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, Thomas, Gingerich and Hansen. Motion carried.

Motion by Laughlin and second by Stoolman to approve a recommendation to the City Council to re-zone parcel 4 within phase 1 of the development from R-1 to R-2. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, Thomas, Gingerich and Hansen. Motion carried. . .

Approve a recommendation to the City Council for the rezoning of KLM Investments, Inc. property from R-1 to B-2. /Move to action.

Commission Member Thomas asked the developers if they had anything specific in mind for the area that they have requested to have zoned B-2. Chris Kofoed responded that they do not have any specific plans at this time, but that they wanted to have a mixed-use development that would provide some potential area for business activity within the development.

Commission members discussed the allowed uses for B-2 zones and expressed concern with potential truck terminals and light manufacturing locating within this area. Chair Laughlin asked why the developers asked for B-2 instead of B-1. Chris Kofoed replied that there was no specific business planned for the area, but that the B-2 zoning provided the developers with more choices for future development.

Motion by Gingerich and second by Rozinek to approve a recommendation to the City Council to re-zone 12.77 acres in the southwest portion of the development from R-1 to B-2. Roll call vote – Ayes: Gingerich, Rozinek, and Stoolman. – Nays: Thomas, Laughlin, Slach and Hansen. Motion failed.

Discuss and approve preliminary plat of KLM Investments, Inc. /Move to action

The Commission discussed the preliminary plat. Dave Schechinger presented a letter (attached) dated February 15, 2011 to City Administrator Matt Muckler which provided comments and areas of concern with the Meadows Subdivision Preliminary Plat.

Glen Meisner presented a letter (attached) dated February 17, 2011 to City Administrator Matt Muckler which provided responses to the February 15, 2011 Dave Schechinger letter.

Preliminary Plat discussion with Planning and Zoning led to conditional approval of the preliminary plat. The following conditions were included:

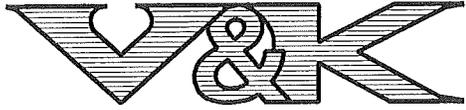
- 1) Only Lot 10 was rezoned to R-2. The remainder of the subdivision is to be R-1 with the exception of Lot 147 which is to be renamed as Outlot C.
- 2) A street light is to be placed near the midblock crosswalk on Dawson Drive
- 3) The curvature on Orange Street is to be evaluated to verify that it meets the minimum geometry and that adequate site distance is provided.
- 4) An outlot should be platted directly north of Dawson Drive to replace the proposed easement and to provide temporary and trail access to Greenview Drive.
- 5) Trails need to be included in the plat either in the form of wide sidewalks along selected streets, or in the rear yards in easements.
- 6) Provide an easement between lots 3&4 for sewer access.
- 7) A variance is to be requested for the street width on Orange Street to allow 31' back to back pavement instead of 34' which is required for a collector street. The existing paved portion of Orange Street in Pedersen Valley is 31'.
- 8) Grading plans will be provided with the construction drawings.
- 9) A variance is to be requested for street grades in excess of 5%.
- 10) Water mains should be 8-inch diameter.
- 11) A sump pump drain line will need to be installed along every street where storm sewer is not along the back of curb. This is in accordance with a resolution passed last year by Council.
- 12) County Line Road should be evaluated to determine the future grades so that the elevations of Orange Street and Gilbert Drive can be planned to tie in at the proper elevations.
- 13) More park space is desirable. If the proposed outlots cannot be used by the City for park space, they are a maintenance burden and should not be dedicated to the City.

Motion by Laughlin and second by Stoolman to approve the preliminary plat with the thirteen above-mentioned conditions. Roll call vote – Ayes: Laughlin, Rozinek, Slach, Stoolman, Thomas, Gingerich and Hansen. Motion carried.

Discussion on trails plan draft.

Park and Recreation Director Melissa Russell presented the draft West Branch Trails Plan to the Commission. Commission members discussed potential locations for trails within the development.

Motion by Rozinek and second by Laughlin to adjourn. Meeting adjourned at 8:55 p.m.



February 15, 2011

Matt Muckler  
City Administrator  
City of West Branch  
304 East Main Street  
PO Box 218  
West Branch, Iowa 52358

WEST BRANCH, IOWA  
MEADOWS SUBDIVISION  
PRELIMINARY PLAT

We have reviewed the preliminary plat of the Meadows Subdivision for conformance with the City of West Branch. Based on our review, we offer the following comments:

1. (170.05.3) Plat shall contain reference to at least 2 section corners.
2. (170.05.9) Recommend moving sewer to east side of lots 1-9 & 20. If this is not possible, an easement should be provided between lots 3&4 to provide access.
3. (170.05.10) Street lights should be shown on the plat.
4. (170.05.14) Provide a general summary of restrictive covenants or private restrictions to be incorporated into the final plat.
5. (170.15.3) Verify that the cul-de-sac has a minimum outside pavement diameter of 80 feet and 20 ft radius at the intersection of the street and cul-de-sac.
6. (170.15.5.C) A minimum of 200 ft is required for sight distance on curves for minor streets.
7. (170.15.5.D) Collector street width shall be 34 feet.
8. (170.15.8) Street grades shall not exceed 5%. Several streets exceed this by over 2%.

9. (170.15.10.13) Mid block cross walks are recommended on Gilbert Drive and Dawson Drive. In addition, an 8' sidewalk is recommended on the north side of Gilbert Drive in accordance with the City Trails Plan.
10. (170.15.13) Provide stormwater easements for drainage ways and streams.
11. (170.15.15) A proposed grading plan shall be submitted for review prior to considering the preliminary plat.
12. (170.16.5) Water lines are recommended to be a minimum of 8-inch diameter.

In addition to the above comments, items of concern include:

1. Phasing plan to demonstrate that no more than 50 lots will be served by a single access and that fragmented development will not result in short sections of street remaining unconstructed to avoid thru traffic.
2. County Line road has a seal coat surface. Additional traffic volumes and construction traffic may deteriorate the driving surface. The existing roadway geometry should be improved prior to connecting Orange Street.
3. The need for a turn lane on West Main Street at County Line Road should be evaluated to determine if the turn lane is necessary due to projected traffic.
4. Additional right-of-way may be required along West Main Street in the vicinity of County Line Road if a turn lane is necessary.
5. The City Trails Plan identifies a north-south trail along County Line Road. This trail may be better located along Dawson Drive as an 8-ft sidewalk along the west side.
6. The outlots are proposed to be dedicated to the City. The City should determine if the outlots provide any value to the City, or if they will be a maintenance burden.
7. Add a trail and access easement between lots 138 & 139, or create an outlet to be dedicated to the City that will be wide enough to allow a connection between Greenview Drive and Gilbert Drive to allow access from West Main Street during reconstruction of County Line Road.
8. According to SUDAS, the minimum centerline radius for a collector street should be at least 333 ft for a design speed of 30 mph. Orange Street appears to contain several curves that fall short of this requirement.

Matt Muckler  
February 15, 2011  
Page 3

If you have any questions or comments, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink that reads "Dave Schechinger". The signature is written in a cursive style with a large, stylized "D" and "S".

Dave Schechinger

36843



# MMS CONSULTANTS, INC.

IOWA CITY IOWA  
OFFICE: 319-351-8282

CEDAR RAPIDS IOWA  
OFFICE: 319-841-5188

*Your Vision + Our Innovation = Inspired Results*

February 17, 2011

Matt Muckler, City Administrator  
City of West Branch  
PO Box 218  
West Branch, IA 52358

RE: The Meadows Subdivision Preliminary Plat, West Branch, Iowa

Dear Matt:

Please find below our responses to the review of the preliminary plat for The Meadows Subdivision we received from Dave Schechinger, City Engineer.

1. **Plat shall contain reference to at least 2 section corners.**  
*We have shown two section corners as shown on Auditor's Parcel G.*
2. **Recommend moving sewer to east side of lots 1-9 & 20. If this is not possible, an easement should be provided between lots 3 & 4 to provide access.**  
*The sanitary sewer would be approximately 25 feet deep near Lots 6 & 10, therefore it is better served to be located in the back of Lots 1-9 rather than in Dawson Street or the front of Lots 1-9.*  
  
*The City of West Branch will have access to the sanitary sewer from Orange Street, W. Main Street and the sanitary sewer easement between Lots 7 and 8.*
3. **Street lights should be shown on the plat.**  
*The proposed street lights are shown on the preliminary plat.*
4. **Provide a general summary of restrictive covenants or private restrictions to be incorporated into the final plat.**  
*We will verbalize some of the general restrictive covenants or private restrictions at the P & Z meeting. We will try to have a summary of the restrictive covenants for the City Council meeting.*
5. **Verify that the cul-de-sac has a minimum outside pavement diameter of 80 feet and 20 ft radius at the intersection of the street and cul-de-sac.**  
*We have illustrated on the preliminary plat that the outside pavement surface is 80 feet diameter and the right-of-way of the cul-de-sac is 120 feet. The radius of the return on the cul-de-sac bulb and the street is shown as 25 feet.*

CIVIL ENGINEERS

LAND SURVEYORS

LAND PLANNERS

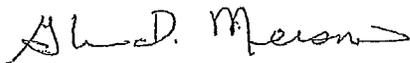
LANDSCAPE ARCHITECTS

ENVIRONMENTAL SPECIALISTS

6. **A minimum of 200 ft is required for sign distance on curves for minor streets.**  
*We will verify that this requirement is met.*
7. **Collector Street width shall be 34 feet.**  
*We utilized the existing width of existing Orange Street pavement (31') as the width of proposed Orange Street pavement (31'). I am unsure if Orange Street meets the definition of Collector Street*
8. **Street grades shall not exceed 5%. Several streets exceed this by over 2%.**  
*We are asking for a variance from the maximum street grades of 5%, wherever feasible. It is impossible for this development to occur if grades greater than 5% are not allowed..*
9. **Mid block cross walks are recommended on Gilbert Drive and Dawson Drive. In addition, an 8' sidewalk is recommended on the north side of Gilbert Drive in accordance with the City Trails Plan.**  
*Mid block cross walks are shown on the preliminary plat on Dawson Drive and Gilbert Drive. We will discuss the 8' sidewalk on the North side of Gilbert Drive at the Planning and Zoning meeting and City Council meeting.*
10. **Provide stormwater easements for drainage ways and streams.**  
*We have shown stormwater easements for drainage ways and streams except in the outlots which will be owned by the City of West Branch.*
11. **A proposed grading plan shall be submitted for review prior to considering the preliminary plat.**  
*We have shown proposed street grades on the preliminary plat. We will provide construction plans showing grading for each phase prior to the final plat.*
12. **Water lines are recommended to be a minimum of 8-inch diameter.**  
*The existing watermains in Orange Street and Sullivan Street are 6".*

We trust that the above information, along with the enclosed copies of the revised plats, is sufficient for Planning and Zoning Commission and City Council approval. If you have any questions or require any additional information, please contact us accordingly.

Respectfully submitted,



Glen D. Meisner, P.E. & PLS

## NOTICE OF PUBLIC HEARING

### NOTICE OF PUBLIC HEARING OF THE WEST BRANCH, IOWA, PLANNING AND ZONING COMMISSION AND OF THE CITY COUNCIL

TO: All owners of real estate situated within the corporate  
Limits of the City of West Branch, Iowa, and To Whom  
It May Concern:

You are hereby notified that the Planning and Zoning Commission of West Branch, Iowa, Cedar County, will conduct a public hearing at the City Office Council Chamber, 110 N. Poplar Street, at 6:30 p.m. on the 17th day of February, 2011, at which time and place the Commission will consider a request by KLM Investors, Inc., owner, to re-zone from R-1 (Single Family Residential) to B-2 (Business) and R-2 (Two Family Residential) the following described parcels of land:

#### **B-2 BUSINESS ZONE**

BEGINNING at the Southwest corner of Auditor's Parcel G, West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book I, at Page 103, in the Records of the Cedar County Recorder's Office; Thence N01°19'13"W, along the West line of said Auditor's Parcel G, 755.32 feet; Thence N88°40'47"E, 157.68 feet; Thence S81°06'34"E, 108.86 feet; Thence S74°08'16"E, 365.98 feet; Thence S57°30'03"E, 275.46 feet; Thence S02°45'39"E, 451.36 feet, to a point on the South line of said Auditor's Parcel G; Thence S87°06'47"W, along said South line, 854.97 feet, to said POINT OF BEGINNING, containing 12.77 acres, and subject to easements and restrictions of record.

#### **PARCEL 1 - R-2 RESIDENTIAL ZONE**

COMMECNING at the Northeast corner of Auditor's Parcel G, West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book I, at Page 103, in the Records of the Cedar County Recorder's Office; Thence S86°46'30"W, along the North line of said Auditor's Parcel G, 88.03 feet to the POINT OF BEGINNING; Thence S03°13'33"E, 195.44 feet; Thence S86°46'27"W, 16.12 feet; Thence S02°56'57"E, 127.20 feet; Thence S03°52'07"E, 187.25 feet; Thence Southwesterly, 18.72 feet, along an arc of a 1470.00 foot radius curve, concave Southeasterly, whose 18.72 foot chord bears S85°46'00"W; Thence S04°35'54"E, 129.58 feet; Thence S79°28'59"W, 37.68 feet; Thence S14°37'27"E, 118.47 feet; Thence S75°22'33"W, 258.00 feet; Thence N14°37'27"W, 137.00 feet; Thence N32°49'49"W, 36.08 feet; Thence N22°34'41"W, 92.91 feet; Thence Southwesterly, 51.75 feet, along an arc of a 1470.00 foot radius curve, concave Southeasterly, whose 51.75 foot chord bears S70°59'59"W; Thence N20°00'31"W, 254.62 feet; Thence N88°48'26"W, 80.24 feet; Thence N03°13'33"W, 187.00 feet; Thence S86°46'27"W, 63.88 feet; Thence N03°13'33"W, 135.45 feet, to a point on the North line of said Auditor's Parcel G; Thence N86°46'30"E, along said North line, 640.00 feet, to said POINT OF BEGINNING, containing 8.33 acres, and subject to easements and restrictions of record.

#### **PARCEL 2 - R-2 RESIDENTIAL ZONE**

BEGINNING at the Northwest corner of Auditor's Parcel G, West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book I, at Page 103, in the Records of the Cedar County Recorder's Office; Thence N86°46'30"E, along the North line of said Auditor's Parcel G, 442.05 feet; Thence S03°13'33"E, 135.46 feet; Thence N86°46'27"E, 85.88 feet; Thence S03°13'33"E, 200.00 feet; Thence N86°46'27"E, 80.00 feet; Thence S72°42'52"E, 66.42 feet; Thence S40°56'36"E, 40.48 feet; Thence S49°03'24"W, 155.00 feet; Thence N40°56'36"W, 135.76 feet; Thence S49°03'24"W, 200.00 feet; Thence N40°56'36"W, 91.05 feet; Thence N22°34'16"W, 125.27 feet; Thence N03°13'33"W, 114.86 feet; Thence S86°46'27"W, 40.00 feet; Thence S03°13'33"E, 140.00 feet; Thence S86°46'27"W, 31.89 feet; Thence S01°19'13"E, 215.97 feet; Thence S88°40'47"W, 173.00 feet, to a point on the West line of said Auditor's Parcel G; Thence N01°19'13"W, along said West line, 545.87 feet, to said POINT OF BEGINNING, containing 5.57 acres, and subject to easements and restrictions of record.

#### **PARCEL 3 - R-2 RESIDENTIAL ZONE**

COMMECNING at the Northeast corner of Auditor's Parcel G, West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book I, at Page 103, in the Records of the Cedar County Recorder's Office; Thence

S86°46'30"W, along the North line of said Auditor's Parcel G, 88.03 feet; Thence S03°13'33"E, 195.44 feet; Thence S86°46'27"W, 16.12 feet; Thence S02°56'57"E, 127.20 feet; Thence S03°52'07"E, 187.25 feet; Thence Southwesterly, 18.72 feet, along an arc of a 1470.00 foot radius curve, concave Southeasterly, whose 18.72 foot chord bears S85°46'00"W; Thence S04°35'54"E, 129.58 feet; Thence S79°28'59"W, 37.68 feet; Thence S14°37'27"E, 118.47 feet; Thence S75°22'33"W, 258.00 feet; Thence Southwesterly, 130.00 feet; along an arc of a 283.00 foot radius curve, concave Southeasterly, whose 128.86 foot chord bears S62°12'59"W; Thence S49°03'24"W, 73.52 feet to the POINT OF BEGINNING; Thence S49°03'24"W, 443.60 feet; Thence Southwesterly, 32.47 feet, along an arc of a 247.00 foot radius curve, concave Northeasterly, whose 32.45 foot chord bears S52°49'22"W; thence N40°56'36"W, 172.87 feet; Thence N49°03'24"E, 140.00 feet; Thence N40°56'36"W, 4.74 feet; Thence N49°03'24"E, 215.00 feet; Thence S40°56'36"E, 24.85 feet; Thence N67°25'19"E, 174.26 feet; Thence S22°34'41"E, 34.00 feet; Thence Southeasterly, 45.39 feet, along an arc of a 180.00 foot radius curve, concave Northeasterly, whose 45.27 foot chord bears S29°48'10"E; Thence Southeasterly, 37.56 feet, along an arc of a 25.00 foot radius curve, concave Northwesterly, whose 34.13 foot chord bears S06°00'53"W, to the POINT OF BEGINNING, containing 1.90 acres, and subject to easements and restrictions of record.

#### **PARCEL 4 - R-2 RESIDENTIAL ZONE**

BEGINNING at the Northwest corner of the Plat of Survey, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book 5, at Page 17, in the Records of the Cedar County Recorder's Office; Thence S00°40'47"W, along The West line of said Plat of Survey, 376.75 feet; Thence Northwesterly, 271.87 feet, along an arc of a 380.00 foot radius curve, concave Southwesterly, whose 266.11 foot chord bears N19°48'59"W; Thence Northwesterly, 87.61 feet, along an arc of a 320.00 foot radius curve, concave Northeasterly, whose 87.34 foot chord bears N32°28'09"W; Thence Northeasterly, 40.72 feet, along an arc of a 25.00 foot radius curve, concave Southeasterly, whose 36.37 foot chord bears N22°02'18"E; Thence Northeasterly, 50.48 feet, along an arc of a 180.00 foot radius curve, concave Northwesterly, whose 50.32 foot chord bears N60°40'04"E; Thence N52°37'59"E, 63.39 feet; Thence S37°20'11"E, 55.52 feet, to said POINT OF BEGINNING, containing 0.57 acre, and subject to easements and restrictions of record.

Copies of the requests to re-zone are on file at the City Clerk's Office in West Branch.

Dated this 9<sup>th</sup> Day of February, 2011.

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Matt Muckler, City Administrator/Clerk  
City of West Branch, Iowa

## NOTICE OF PUBLIC HEARING

### NOTICE OF PUBLIC HEARING OF THE WEST BRANCH, IOWA, WEST BRANCH CITY COUNCIL

TO: All owners of real estate situated within the corporate  
Limits of the City of West Branch, Iowa, and To Whom  
It May Concern:

You are hereby notified that the City Council of West Branch, Iowa, Cedar County, will conduct a public hearing at the City Office Council Chamber, 110 N. Poplar Street, during the regular Council Meeting at 6:30 p.m. on the 7th day of March, 2011, at which time and place the Council will consider a request by KLM Investors, Inc., owner, to re-zone from R-1 (Single Family Residential) to R-2 (Two Family Residential) the following described parcel of land:

#### **PARCEL 4 - R-2 RESIDENTIAL ZONE**

BEGINNING at the Northwest corner of the Plat of Survey, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book 5, at Page 17, in the Records of the Cedar County Recorder's Office; Thence S00°40'47"W, along The West line of said Plat of Survey, 376.75 feet; Thence Northwesterly, 271.87 feet, along an arc of a 380.00 foot radius curve, concave Southwesterly, whose 266.11 foot chord bears N19°48'59"W; Thence Northwesterly, 87.61 feet, along an arc of a 320.00 foot radius curve, concave Northeasterly, whose 87.34 foot chord bears N32°28'09"W; Thence Northeasterly, 40.72 feet, along an arc of a 25.00 foot radius curve, concave Southeasterly, whose 36.37 foot chord bears N22°02'18"E; Thence Northeasterly, 50.48 feet, along an arc of a 180.00 foot radius curve, concave Northwesterly, whose 50.32 foot chord bears N60°40'04"E; Thence N52°37'59"E, 63.39 feet; Thence S37°20'11"E, 55.52 feet, to said POINT OF BEGINNING, containing 0.57 acre, and subject to easements and restrictions of record.

Copies of the requests to re-zone are on file at the City Clerk's Office in West Branch.

Dated this 24<sup>th</sup> Day of February, 2011.

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Matt Muckler, City Administrator/Clerk  
City of West Branch, Iowa



# 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:

See Exhibit "A"

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

Herbert Hoover Highway directly north of West Branch High School

3. That it is requested and desired that the foregoing property be rezoned from the R-1 Residential Zoning District to the R-2 Residential Zoning District.

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

Develop several residential zones for two-unit homes on the parcel in four locations of the tract of land. The reason is to provide two types of residential lots.

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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: A schedule will be set once preliminary marketing has been completed.
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.

## Exhibit A

### PARCEL 1 - R-2 RESIDENTIAL ZONE

COMMENCING at the Northeast corner of Auditor's Parcel G, West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book I, at Page 103, in the Records of the Cedar County Recorder's Office; Thence S86°46'30"W, along the North line of said Auditor's Parcel G, 88.03 feet to the POINT OF BEGINNING; Thence S03°13'33"E, 195.44 feet; Thence S86°46'27"W, 16.12 feet; Thence S02°56'57"E, 127.20 feet; Thence S03°52'07"E, 187.25 feet; Thence Southwesterly, 18.72 feet, along an arc of a 1470.00 foot radius curve, concave Southeasterly, whose 18.72 foot chord bears S85°46'00"W; Thence S04°35'54"E, 129.58 feet; Thence S79°28'59"W, 37.68 feet; Thence S14°37'27"E, 118.47 feet; Thence S75°22'33"W, 258.00 feet; Thence N14°37'27"W, 137.00 feet; Thence N32°49'49"W, 36.08 feet; Thence N22°34'41"W, 92.91 feet; Thence Southwesterly, 51.75 feet, along an arc of a 1470.00 foot radius curve, concave Southeasterly, whose 51.75 foot chord bears S70°59'59"W; Thence N20°00'31"W, 254.62 feet; Thence N88°48'26"W, 80.24 feet; Thence N03°13'33"W, 187.00 feet; Thence S86°46'27"W, 63.88 feet; Thence N03°13'33"W, 135.45 feet, to a point on the North line of said Auditor's Parcel G; Thence N86°46'30"E, along said North line, 640.00 feet, to said POINT OF BEGINNING, containing 8.33 acres, and subject to easements and restrictions of record.

### PARCEL 2 - R-2 RESIDENTIAL ZONE

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### PARCEL 4 - R-2 RESIDENTIAL ZONE

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87.61 feet, along an arc of a 320.00 foot radius curve, concave Northeasterly, whose 87.34 foot chord bears N32°28'09"W; Thence Northeasterly, 40.72 feet, along an arc of a 25.00 foot radius curve, concave Southeasterly, whose 36.37 foot chord bears N22°02'18"E; Thence Northeasterly, 50.48 feet, along an arc of a 180.00 foot radius curve, concave Northwesterly, whose 50.32 foot chord bears N60°40'04"E; Thence N52°37'59"E, 63.39 feet; Thence S37°20'11"E, 55.52 feet, to said POINT OF BEGINNING, containing 0.57 acre, and subject to easements and restrictions of record.

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
Gloria Graham Dorr	42 Greenview Dr.
Drew T. & Schubert S. Johnston	41 " "
Bonifacio & Cynthia Chacon	40 " "
Jonathan C. & Pamela D. Bullers	3 " "
Shawn L. & Tonya E. Samuelson	4 " "
James A. & Deborah Ann Joens	5 " "
James A. Tvedte & Teresa Ann Kout	6 " "
Patricia G. Bass	7 Greenview Court
David F. & Julie A. Bridges	39 Greenview Dr.
William B. & Maria V. McTaggart	38 " "
Gregory C. & Wendy G. Stevens	37 " "
Timothy J. O'Neil	36 " "

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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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
David G. + Kathy J. Pedem	35 Greenview Dr.
Tamara J. Drogovich	34 " "
Stephen K + Helen F Kline	33 " "
Christine L. McCarthy	32 " "
Kathy J. Krug + Leslie M. Suiter	31 " "
Willard L. + Kathleen A. Saleminik	30 " "
Jeffrey S. + Cynthia J. Knopp	53 " "
Jeffrey L. + Dianne K. Tadlock	52 " "
Mark H. Menard + Molly J. Brzyzn Menard	29 " Circle
Virgil B. + Jill R. Bringerich	28 " "
Michael D. Schump	27 " "
Kaelene R. + Stephen C. Henrich	26 " "

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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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
Tyson M. + Sarah B. Meierotto	702 Sullivan St.
January L. Grotsek	703 " "
Shield LLC	704 " "
Brian Alan + Shawn Elizabeth Pierce	705 " "
PV Properties LLC	706 " "
Thomas L. + Kirsten E. Nelson	703 W. Orange St.
Craig R. + Angela M. Cochran	801 W. Orange St.
Clinton Thomas Cannon + Jill M. Melvin	156 Dhrst St.
Martin Cory	707 Carter Johnson Rd
PV Properties LLC	1920 State St, Ely, IA
John W. Fuller + Kathy Fair	911 W. main
Zachary J. + Erin K. Griebahn	45 Greenview Dr

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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature

Address

Phone

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
Tyler Dean + Kinzie Mae Sotzen	54 Greenview Dr.
Matthew C + Kristine K Braek	55 Greenview Dr.
Albert J + Patsy R Heintz	56 Greenview Dr.

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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: March 7, 2011 AGENDA ITEM: 6f

DATE PREPARED: February 22, 2011

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE: Presentation on Preliminary Plat for Phase One of the Meadows Subdivision

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:**

Presentation on Preliminary Plat for Phase One of the Meadows Subdivision. Discussion Only.

**PROJECT DESCRIPTION:**

KLM Investors, Inc. will present their preliminary plat for Phase One of their Meadows Subdivision Development.

**ATTACHMENTS:**

Preliminary Plat, The Meadows Subdivision, West Branch, Iowa

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

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



**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: March 7, 2011

AGENDA ITEM: 6g

DATE PREPARED: March 3, 2011

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE: Resolution 930, to Fix a Date for a Public Hearing on a Loan Agreement in a Principal Amount not to Exceed \$1,400,000

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:** Approve Resolution 930, to Fix a Date for a Public Hearing on a Loan Agreement in a Principal Amount not to Exceed \$1,400,000.

**PROJECT DESCRIPTION:**

From the August 27, 2010 Weekly Council Update

The final meeting of the Wastewater Stakeholder Group was held on Thursday August 26<sup>th</sup> at 7:00 p.m. The group recommendations include: 1) The City is in need of a new lift station, forced main and lagoon piping. The engineers estimate for this project is \$750,000. The City should consider bonding for the cost of this project, 2) Sewer lines that are currently in need of repair should be addressed as part of the project. Current repair needs may include the Steulke Line and the line that runs through the National Park Service, 3) The City should conduct ongoing sanitary sewer evaluations to include metering, televising, and smoke testing. The City should only evaluate lines that we are able to fix in that year. The Group does not feel that it is beneficial to televise lines and then put the tape on the shelf and postpone repairs, and 4) The City should set aside an annual appropriation for testing and repairs. Discussions of the appropriate amount of funds needed annually for testing and repairs ranged from \$50,000 to \$75,000. This funding should come from the sewer fund.

September 1, 2010 Goal Setting Results

The Council decided that a new lift station was their third most important goal and that continuing work on I & I was their fourth most important goal.

March 2011 Update

City Administrator Matt Muckler has worked with Larry Burger and Maggie Burger at Speer Financial and Bob Josten at Dorsey & Whitey to present a bond to the Council that would pay for wastewater improvements. Another version of the bond would include wastewater, water and street improvements. Resolution 930 would simply set a public hearing on the matter.

**ATTACHMENTS:**

Resolution 930

Speer Financial, Inc. Estimated Project Costs - \$1,215,000

Speer Financial, Inc. Estimated Costs of Issuance- \$27,595

Speer Financial, Inc. Estimated Project Costs - \$885,000

Speer Financial, Inc. Estimated Costs of Issuance - \$22,230

Lift Station Estimate

Antidegradation Alternatives Analysis Requirement Letter

Introduction to Antidegradation, Iowa Department of Natural Resources

Elgin Pelican Purchase Proposal

**RESOLUTION NO. 930**

Resolution to fix a date for a public hearing on a loan agreement in a principal amount not to exceed \$1,400,000

WHEREAS, the City of West Branch (the "City"), in Cedar County, State of Iowa, proposes to enter into a General Obligation Corporate Purpose Loan Agreement (the "Loan Agreement") in a principal amount not to exceed \$1,400,000 pursuant to the provisions of Section 384.24A of the Code of Iowa for the purpose of financing sanitary sewer, waste water and waterworks improvements and acquiring a street sweeper, and it is necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of West Branch, Iowa, as follows:

Section 1. The City Council shall meet on the 21<sup>st</sup> day of March, 2011, at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa, at 6:30 p.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Loan Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once and not less than 4 nor more than 20 days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO ENTER  
INTO A LOAN AGREEMENT IN A PRINCIPAL AMOUNT NOT TO EXCEED  
\$1,400,000

(GENERAL OBLIGATION)

The City Council of the City of West Branch, Iowa, will meet on the 21<sup>st</sup> day of March, 2011, at the City Council Chambers, 110 N. Poplar Street, West Branch, Iowa, at 6:30 p.m., for the purpose of instituting proceedings and taking action to enter into a loan agreement (the "Loan Agreement") in a principal amount not to exceed \$1,400,000 for the purpose of financing sanitary sewer, waste water and waterworks improvements and acquiring a street sweeper.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of West Branch, Iowa.

City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved March 7, 2011.

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Mayor, Don Kessler

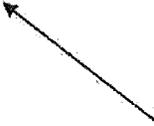
Attest:

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City Administrator/Clerk, Matt Muckler

SPEER FINANCIAL, INC.

**ESTIMATED PROJECT COSTS**  
**City of West Branch, Cedar County, Iowa**  
**\$1,215,000 General Obligation Corporate Purpose Bonds**  
**Series 2011**



	Estimated
1 Lift Station Project	\$ 750,000.00
2 Anti Degradation Study	10,000.00
3 I & I Study/Stuelke Line	100,000.00
4 Water Tower Improvements	200,000.00
5 Street Sweeper	125,000.00
<hr/>	
<b>Total New Money</b>	<b>\$ 1,185,000.00</b>
<hr/>	
6 Estimated Cost of Issuance	17,795.00
7 Underwriter Discount ( .8% Max. )	9,720.00
8 Miscellaneous	2,485.00
<b>Total Project Cost.....</b>	<b>\$ 1,215,000.00</b>
<b>Less: Cash</b>	<b>-</b>
<hr/>	
<b>Total Bond Sale.....</b>	<b>\$ 1,215,000.00</b>

SPEER FINANCIAL, INC.  
File Name client/2011C.O.P.

PRELIMINARY  
SUBJECT TO CHANGE

**ESTIMATED COSTS OF ISSUANCE**  
**City of West Branch, Cedar County, Iowa**  
**\$1,215,000 General Obligation Corporate Purpose Bonds**

**Series 2011**

	Estimated Cost
1 Speer Financial, Inc. ....	\$5,845.00
2 Speer Auction.....	0.00
3 Addendum Printing.....	350.00
4 Copies, Postage and Mailing (Est.).....	300.00
5 Good Faith Wire Fee.....	300.00
<b>Total Billed by Speer</b>	<b>\$6,795.00</b>
6 Official Statement Printing & Distribution (Est.).....	2,000.00
7 Bond Counsel (Ahlers Law Firm) (Est.).....	8,500.00
8 Rating Agency (Est.).....	0.00
9 Insurance Premium.....	0.00
10 Registrar/Paying Agent.....	500.00
11 Verification Agent.....	0.00
12 Parity Certificate.....	0.00
13 Escrow Agent.....	0.00
14 Misc./Contingency.....	0.00
<b>Total Direct Pay by City</b>	<b>\$ 11,000.00</b>
15 Underwriter Discount (8/10 of 1%Max).....	<b>9,800.00</b>
<b>Total Estimated Cost of Issuance.....</b>	<b>\$27,595.00</b>
<b>Total without underwriter's discount.....</b>	<b>\$17,795.00</b>

PRELIMINARY  
SUBJECT TO CHANGE

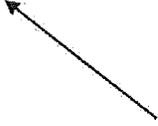
**ESTIMATED COSTS OF ISSUANCE**  
**City of West Branch, Cedar County, Iowa**  
**\$885,000 General Obligation Corporate Purpose Bonds**

**Series 2011**

	<b>Estimated Cost</b>
1 Speer Financial, Inc. ....	\$5,200.00
2 Speer Auction.....	0.00
3 Addendum Printing.....	350.00
4 Copies, Postage and Mailing (Est.).....	300.00
5 Good Faith Wire Fee.....	300.00
<b>Total Billed by Speer</b>	<b>\$6,150.00</b>
6 Official Statement Printing & Distribution (Est.).....	0.00
7 Bond Counsel (Dorsey & Whitney) (Est.).....	8,500.00
8 Rating Agency (Est.).....	0.00
9 Insurance Premium.....	0.00
10 Registrar/Paying Agent.....	500.00
11 Verification Agent.....	0.00
12 Parity Certificate.....	0.00
13 Escrow Agent.....	0.00
14 Misc./Contingency.....	0.00
<b>Total Direct Pay by City</b>	<b>\$ 9,000.00</b>
15 Underwriter Discount (8/10 of 1%Max).....	<b>7,080.00</b>
<b>Total Estimated Cost of Issuance.....</b>	<b>\$22,230.00</b>
<b>Total without underwriter's discount.....</b>	<b>\$15,150.00</b>

SPEER FINANCIAL, INC.

**ESTIMATED PROJECT COSTS**  
**City of West Branch, Cedar County, Iowa**  
**\$885,000 General Obligation Corporate Purpose Bonds**  
**Series 2011**



	Estimated
1 Lift Station Project	\$ 750,000.00
2 Anti Degradation Study	10,000.00
3 I & I Study/Stuelke Line	100,000.00
<hr/>	
<b>Total New Money</b>	<b>\$ 860,000.00</b>
4 Estimated Cost of Issuance	15,150.00
5 Underwriter Discount ( .8% Max. )	7,080.00
6 Miscellaneous	2,770.00
<b>Total Project Cost.....</b>	<b>\$ 885,000.00</b>
<b>Less: Cash</b>	<b>-</b>
<hr/>	
<b>Total Bond Sale.....</b>	<b>\$ 885,000.00</b>

SPEER FINANCIAL, INC.  
File Name client/2011C.O.P.

PRELIMINARY  
SUBJECT TO CHANGE

**New Lift Station 1-25 hp 2-100 hp pumps**

Construct new 14-inch force main  
for the following unit and lump sum prices:

	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
1.1.	Construction Staking	LS	xxxxxx	xxxxxx	5,000.00
1.2.	Stabilizing Material	CY	200	25	5,000.00
1.3.	Erosion Control	LS	xxxxxx	xxxxxx	4,000.00
1.4.	6" Granular Surfacing	Tons	200	22.5	4,500.00
1.5.	Grading	LS	xxxxxx	xxxxxx	9,000.00
1.6.	14" (DI, pvc) Force Main in Place	LF	3500	45	157,500.00
1.7.	Field Drain Lines	LF	100	30	3,000.00
1.8.	100 hp Pumps (2)	LS	xxxxxx	xxxxxx	80,000.00
1.9.	25 hp Pump (1)	LS	xxxxxx	xxxxxx	25,000.00
1.10.	Controls (3)	LS	xxxxxx	xxxxxx	60,000.00
1.11.	Wet well Structure	LS	xxxxxx	xxxxxx	100,000.00
1.12.	Generator	LS	xxxxxx	xxxxxx	120,000.00
1.13.	Lagoon Interconnect Piping	LS	xxxxxx	xxxxxx	20,000.00
				Subtotal	= 593,000.00
				10% Contingency	59,300.00
				Subtotal	652,300.00
				15% ELA	97,700.00
				<b>Total</b>	<b>750,000.00</b>



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF NATURAL RESOURCES  
PATRICIA L. BODDY, INTERIM DIRECTOR

December 14, 2010

Matt Muckler, City Administrator  
City of West Branch  
P.O. Box 218  
West Branch, IA 52358

Subject: Antidegradation Alternatives Analysis Requirement  
RE: Proposed Wastewater Treatment Improvements, City of West Branch, DNR Project No. S2008-0207

Dear Mr. Muckler:

Iowa's Antidegradation Policy and the Iowa Antidegradation Implementation Procedure (by reference) became effective in State rules 567 IAC 61.2(2) on February 17, 2010 and was approved by the USEPA on September 30, 2010.

New or expanded discharges must undergo an antidegradation review if the newly authorized or reauthorized discharge will allow a net increase in mass loading or concentration for a pollutant of concern in the receiving water body. Your facility is subject to the antidegradation review in conformance with the adopted rule for the following antidegradation trigger(s):

- Approved design flows and/or loadings for the proposed improvements are greater than permitted flows and/or loadings for the existing treatment facility (expanded discharge).

You are required to submit two copies of Antidegradation Alternatives Analysis (sealed, certified, and signed by a licensed Professional Engineer in Iowa) prepared in accordance with the above referenced rule and the Iowa Antidegradation Implementation Procedure. Facility Plans can be finalized and submitted only after your receipt of alternatives analysis approval from the Department. If a Facility Plan was already submitted to the Department and is in unapproved status, the Facility Plan will not undergo further review until the Antidegradation Alternatives Analysis is approved.

The Wastewater Construction Permitting Process Manual and additional technical assistance documents can be found at <http://www.iowadnr.gov/water/wastewater/downloads.html>.

Iowa Antidegradation Implementation Procedure, rule references and additional technical assistance documents can be found at <http://www.iowadnr.gov/water/standards/antidegradation.html>.

Please feel free to call me at 515-281-6759 or email me at [larry.bryant@dnr.iowa.gov](mailto:larry.bryant@dnr.iowa.gov) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Bryant".

Larry Bryant  
Wastewater Engineering Section

cc: Emily Linebaugh/Veenstra & Kimm, Inc./Coralville  
Dave Schechinger/Veenstra & Kimm, Inc./Coralville  
DNR FO #6  
DNR Sewage File 6-16-94-0-01  
DNR NPDES Permits Section

# Introduction to Antidegradation



Iowa Department of Natural Resources

## Special points of interest:

- What is antidegradation?
- What do federal regulations require?
- How does the antidegradation policy and implementation procedure work?
- When does the antidegradation policy apply?

### What is antidegradation?

Antidegradation refers to federal regulations designed to maintain and protect high quality waters and existing water quality in other waters from unnecessary pollution.

### What do federal regulations require?

The Iowa Department of Natural Resources is required through the federal regulations, to adopt an antidegradation policy and implementation procedure that will ensure that Iowa's waters are protected from activities which have the potential to lower water quality (see sidebar).

### How does an antidegradation policy and implementation procedure work?

States and Tribes, including Iowa, are required to establish a three-tiered antidegradation policy and implementation procedure. The specific steps to be followed depend upon which tier or tiers of antidegradation apply.

*Tier 1* maintains and protects existing uses of a waterbody and the water quality conditions necessary to support such uses.

*Tier 2* maintains and protects "high quality" waters -- water bodies where existing conditions are better than necessary to support fishable/swimmable uses. Water quality can be lowered in such waters. However, state and tribal Tier 2 reviews identify procedures that must be followed and questions that must be answered before a reduction in water quality can be allowed. Analysis would include looking at less degrading or

no degrading alternatives that are technically and economically feasible and what the social and economic impact of this activity would have on the local community. In no case may water quality be lowered to a level which would interfere with existing uses.

*Tier 3* maintains and protects water quality in outstanding national resource waters (ONRWs). Except in very limited circumstances, water quality cannot be lowered in such waters. ONRWs generally include the highest quality waters of the United States. However, the ONRW classification also offers special protection for waters of exceptional ecological significance, i.e., those which are important, unique, or sensitive ecologically. Decisions regarding which water bodies qualify to be ONRWs are made by states and authorized tribes.

States and tribes may also consider a fourth tier, usually called *Tier 2.5*. This tier is designed to maintain and protect high quality waters which have state significance. Tier 2.5 is similar to Tier 3 in regard to how it may be implemented.

### When does an antidegradation policy apply?

An antidegradation policy and implementation procedure will apply to new or expanded discharges or activities which are regulated through wastewater discharge permits and activities which require a state water quality certification.

## Code of Federal Regulations Sec. 131.12

(a) The State shall develop and adopt a statewide antidegradation policy and identify the methods for implementing such policy pursuant to this subpart. The antidegradation policy and implementation methods shall, at a minimum, be consistent with the following:

(1) Existing instream water uses and the level of water quality necessary to protect the existing uses shall be maintained and protected.

(2) Where the quality of the waters exceed levels necessary to support propagation of fish, shellfish, and wildlife and recreation in and on the water, that quality shall be maintained and protected unless the State finds, after full satisfaction of the intergovernmental coordination and public participation provisions of the State's continuing planning process, that allowing lower water quality is necessary to accommodate important economic or social development in the area in which the waters are located. In allowing such degradation or lower water quality, the State shall assure water quality adequate to protect existing uses fully. Further, the State shall assure that there shall be achieved the highest statutory and regulatory requirements for all new and existing point sources and all cost-effective and reasonable best management practices for nonpoint source control.

(3) Where high quality waters constitute an outstanding National resource, such as waters of National and State parks and wildlife refuges and waters of exceptional recreational or ecological significance, that water quality shall be maintained and protected.

(4) In those cases where potential water quality impairment associated with a thermal discharge is involved, the antidegradation policy and implementing method shall be consistent with section 316 of the Act.

For more information contact:

Lori McDaniel at  
[lori.mcdaniel@dnr.iowa.gov](mailto:lori.mcdaniel@dnr.iowa.gov)



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**DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT**

March 2<sup>nd</sup>, 2011

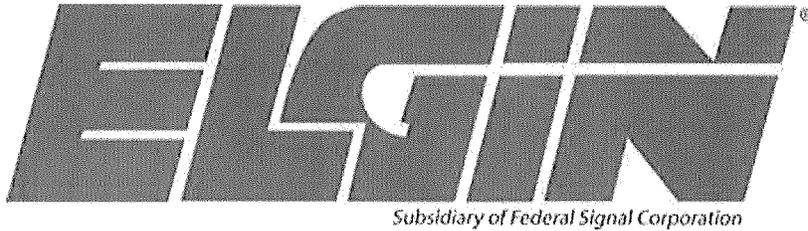
Matt Muckler  
City Administrator  
City of West Branch

Matt,

I attached a purchase proposal for a new Elgin Pelican. The Elgin Pelican or mechanical style sweeper is the most versatile of sweepers for all types of street and weather conditions and it's more affordable than that of a chassis mounted air sweeper. The proposal is for a single gutter sweeper. You will notice by looking at this sweeper that it is much improved over your current sweeper. It is much more comfortable to operate, easier to maintain than before, and will do a much better job sweeping. Over the past three years that we've been selling them they have ran extremely well.

If you have questions or would like a more detailed breakdown of the options I will be happy to accommodate you.

Mike Osler  
Trans Iowa Equipment  
515-864-8171



## Elgin Pelican Street Sweeper Proposal



Elgin Pelican P Series

To assure that the legendary Elgin Pelican continues to meet the needs of its customers and the industry, Elgin Sweeper raised the bar and set a new benchmark for the industry standard. Based on a design that has been continually perfected since 1914, the new and improved Pelican combines maneuverability, economy, serviceability, and single-lane dumping with a sweep system that easily handles heavy, compacted dirt and bulky debris, as well as smaller particles found in the street.

If you need an all-around sweeper, the Pelican is the perfect solution:

- Isolation-mounded cab for cleaner, quieter, more comfortable operation
- Improved visibility
- Enhanced ease of operation
- Increased durability, stability, and maneuverability
- Easier access for service and maintenance

With so much to offer- and customized with your choice of options- the new Pelican is sure to fit your needs.

## Pelican P Single

Single Steer and gutter broom, hydraulically driven, Tier 3 JD 4045TF low emission diesel engine, hydrostatic drive and steering, chassis and wheels powder coated standard white and including the standard features below:

### STANDARD EQUIPMENT

- Air cleaner, two-stage, dry type with restriction indicator
- Alternator, 120 amp
- Anti-Siphon water fill
- Automatic Engine Shutdown (oil pressure/engine temperature)
- Automatic pickup in reverse
- B20 biodiesel compatible
- Back up alarm, electric
- Battery, maintenance free
- Brakes, power
- Broom, main, hydraulically suspended
- Broom, in cab pressure control
- Broom, main, prefab, disposable
- Broom, side broom, hydraulically suspended
- Broom, side broom, in cab pressure control
- Bumper pads front jack
- Coolant recovery system
- Doors, see-thru solid glass
- Electronic Throttle
- Engine, hour meter
- Gauges & Warning lights:
  - Engine Oil Temperature
  - Engine Oil Pressure
  - Fuel Level
  - Speedometer & Odometer w/ trip set
- Fenders, over front wheels
- Flushing system for hopper/conveyor
- Fuel tank, 35 gallons
- Fuel Water Separator with indicator light
- Heater, pressurizer with filtered air, defroster
- Hose, hydrant fill, 16'8" with coupling
- Light, spotlight, adjustable, one per side broom
- Lights, 2 combination, tail/stop lights
- Lights, flashing sweep warning lamps
- Lights, headlights, multiple beam
- Lights, low water light
- Low Hydraulic Warning
- Main broom controls in cab
- Manuals, operator and parts
- Mirror, inside rear view
- Mirrors, outside, front mounted 6" fish eyes
- Mirrors, outside, west coast type, one each side
- Parking brake with interlock
- Rear Camera & in cab monitor
- Return to sweep feature
- Seat Belt ( both sides for dual)
- Seat, extra wide cordura suspension seat with arm rests
- Signals, self-canceling directional with hazard switch
- Sprung guide wheel, heavy duty
- Steering wheel, tilt and telescoping
- Sun visors
- Tachometer, diesel engine
- Tires, tubeless radials
- Tow loops, four
- Water tank, fill gauge
- Water Tank molded polyethylene
  - 220 Gallon capacity
  - Wheels, dual guide
- Windshield Washer
- Windshield wipers with intermittent setting
- Windshield, tinted

2011 Pelican P Single Base w/ Added Recommended Options:

Hydraulic Level & Temperature Shutdown  
Conveyor Washout  
Rear LED Bumper Strobes  
(1) Roof Mounted Strobe w/ Guard  
AM/FM/CD & 2 Map Lights  
Heavy Duty Single Limb Guard  
Air Conditioner  
In-Cab RH Side Broom Tilt w/ Angle Indicator  
RH Air Ride Seat  
Engine Pre-Cleaner

**Purchase Price Based on MNDOT State Bid Contract: \$158,626.00**

\*Figure encompasses all of the options listed above, unit could be further customized to fit needs.

\*\*Delivery: 6-8 Weeks from time of order depending on factory availability.

## CONNECTION FEE DISTRICTS

Section 384.38 allows cities to adopt connection fee districts to collect a fee from persons hooking up to the city utility systems. In the case of West Branch, that could be for water, wastewater and storm sewer systems. The fee established would be collected when a person or entity connects to the utility system, that usually being new construction of some sort. To determine the fee, the City would construct an improvement for its utility and determine the land area for which it would serve. It would then take the entire cost of the improvement and divide that over the area it would serve to establish the “connection fee.”

As an example, say that West Branch needed to construct a trunk sewer and lift station to serve an undeveloped area of town. The total cost of the improvements being \$1 million. It was determined by the engineers that these improvements served 500 acres of property. Therefore, by dividing the \$1 million cost by the 500 acres, the sanitary sewer connection fee would equal \$2000 per acre, which would be collected upon connection or when a final plat was approved.

These connection fee districts would well for the construction of city improvements into an undeveloped area to attract development by making the site “ready for development.” You can also collect interest or make adjustments to the fee over time to cover the costs.

As opposed to a connection/tap-on fee directly to the water/sanitary mains, which are charged upon “tapping” the existing mains for a new structure. These “tap-on” fees work well for recovering the cost of sewer service to the area and would be collected with a building permit fee for each structure. I have surveyed ordinances and city clerks from cities of similar sizes and have outlined those results below. As you can see, the costs range from minimal to hundreds of dollars per connection. Some cities differentiate between water/sewer and residential and commercial.

### Survey of Sewer and Water Connection (Tap) Fees for Similar Communities

<u>City</u>	<u>Sewer fee</u>	<u>Water Fee</u>
Columbus Junction (pop. 1,899)	\$175.00	\$175.00
Durant (pop. 1,832)	Residential \$0.10 sq. ft. Commercial \$0.015 sq ft. Industrial \$0.02 sq ft.	\$0.05 sq ft. \$0.075 sq ft. \$0.01 sq ft.
Ely (pop 1,776)		5/8” meter \$120.00 All others Cost of meter
Fairfax (pop. 2,123)	\$12.00 LF frontage	

EARLY PROPOSAL FOR AMENDMENT \$1,000 to \$2,000 per lot

Lone Tree (pop 1,300)	\$250.00		¾ “ \$450.00 1-inch \$650.00 2-inch \$850.00 4-nch \$1050.00 6-inch \$1300.00 8-inch \$1650.00 12” \$2500.00
Mt. Vernon (pop 4,506)	4” service \$500.00 6” service \$2,000.00 8” service \$4,000.00	5/8” meter \$500.00 ¾” meter \$750.00 1” meter \$1000.00 1.5 inch \$2500.00 2 inch \$4000.00 3 inch \$8000.00 4 inch \$12,500.00	
Solon (pop. 2,037)	Residential \$250.00 Commercial \$500.00 Industrial \$500.00	\$100.00 \$110.00 \$110.00	
Stanwood (pop. 684)	Residential \$175.00 Commercial \$300.00		\$75.00 plus, tapping fee of \$25.00 for under 1-inch tap, \$50.00 over 1-inch tap
Swisher (pop. 879)	Residential \$2,000.00 Commercial \$2,000.00 Multi-Family \$2,000.00/unit		
Tiffin (pop. 1,947)	Residential Commercial	\$1600 per lot \$0.30 per SF of saleable lot	
Tipton (pop. 3,221)	Residential \$10.00 Commercial \$20.00		\$100 under 1”, cost if > 1”
Wellman (pop. 1,408)	\$150.00		\$100.00
<b>West Branch (pop. 2,322)</b>	<b>Residential \$50.00 Commercial \$100.00</b>		<b>\$50.00</b>
West Liberty (pop. 3,736)	\$150.00		\$150.00
Wilton (pop. 2,802)	\$250.00		\$25.00 plus \$200.00 for meter