

# City of West Branch

~ A Heritage for Success ~

---

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

---

**CITY COUNCIL MEETING AGENDA**  
**Monday, September 19, 2011 • 7:00 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 September 6, 2011 City Council Meeting.
  - b. Approve claims.
  - c. Approve Partial Payment to Central Tank Coatings, Inc. in the amount of \$93,444.38.
  - d. Approve Public Works Director Job Description.
  - e. Approve street closure of Green Street from Downey to First Street on Wednesday October 12, 2011 from 4:00 p.m.- 8:00 p.m. for the Methodist Church Annual Tailgate Event.
  - f. Approve street closure of Gilbert Street at Sullivan on Saturday October 8, 2011 from 4:00 p.m. – 11:30 p.m. for a neighborhood block party.
  - g. Approve adding Class B Carryout Native Wine privilege to existing Beer License with Sunday Sales permit for Shivji LLC DBA BP Amoco.
  - h. Approve Class C liquor license with Sunday sales for Herb n' Lou's.
5. Communications/Open Forum
6. Public, Department Heads, Commissions, City Administrator and City Council
  - a. Second Reading of Ordinance 684, amending Chapter 69 "Parking Regulations" to designate the east side of Oliphant Street from the intersection with Orange Street extending north 125 feet as a No Parking Zone./Move to action.
  - b. Approve Resolution 954, approving the Street Finance Report for FY11./Move to action.
  - c. Accept resignation from Dick Stoolman from the Planning and Zoning Commission./Move to action.
  - d. Approve a 2.5% overtime allotment for the administrative assistant position in the amount of \$762.84./Move to action.
  - e. Accept bid in the amount of \$58,497.55 from L.L. Pelling, Inc. for the North Downey Street Project./Move to action.
7. Mayor
  - a. Appointments/Reappointments/Move to action.
8. Reports
  - a. City Administrator Matt Muckler – NPS Snow Removal Contract
  - b. Police Chief Mike Horihan – Police Department Update
  - c. City Engineer Dave Schechinger, P.E. - Safe Routes to School Grant
9. Adjourn

---

**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:** Mike Horihan • **Fire Chief:** Kevin Stoolman

*(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**September 6, 2011  
7:00 p.m.**

Mayor Pro Tem Jim Oaks opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Administrative Assistant Ashley Borland-Kaalberg, Library Director Nick Shimmin, Fire Chief Kevin Stoolman, Fire Chief Administrator Dick Stoolman and Park and Recreation Director Melissa Russell. Council members: Mark Worrell, David Johnson and Jim Oaks. Absent: Robert Sexton and Dan O'Neil.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the August 15, 2011 City Council Meeting.
- b) Approve claims.
- c) Approve Street Closure of Oliphant Street from Northside Dr. to Orange Street for a Block Party on Saturday October 1, 2011 from noon-midnight.
- d) Approve Agreement for Mutual Aid Fire Protection in and Surrounding Johnson, County, Iowa April 2011.

Motion by Johnson, second by Worrell to approve agenda excluding 6d. AYES: Johnson, Worrell, Oaks. Absent: O'Neil and Sexton. Motion carried.

DATE 8/22/2011 CITY OF WEST BRANCH  
CLAIMS REGISTER REPORT  
BP AMOCO VARIOUS DEPTS - FUEL 2,011.35  
CEDAR COUNTY AUDITOR POLICE/FIRE - FY12 DIST SERV 5,567.50  
SOLID WASTE - FY12 ASSESSMENT 7,962.10  
GARLING CONSTRUCTION INC CAPITAL PROJECTS - FIRE 16,824.50  
IOWA ONE CALL WATER/SEWER - SERVICE 32.40  
NIABI ZOO PARK & REC - SUMMER CAMP 168.00  
OFFICE DEPOT CREDIT PLAN ADMIN/WATER - SUPPLIES 37.15  
PAYROLL 8-19-11 29,402.86  
PENCE, EDWIN EARNEST MONEY FOR PURCHASE 500.00  
PFEIFER, JAMES WATER - CREDIT REFUND 52.48  
RUSSELL, MELISSA PARK & REC - REIMBURSEMENT 44.49  
SPRINT POLICE - SERVICE 179.97  
TREAS. STATE OF IOWA IOWA SALES TAX - JULY 2,122.00  
TREAS. STATE OF IOWA IOWA SALES TAX - JUNE 328.31  
GRAND TOTALS 65,233.11  
FUND TOTALS  
001 GENERAL FUND 27,690.39  
031 LIBRARY 2,143.09  
110 ROAD USE TAX 791.74  
112 TRUST AND AGENCY 6,096.15  
303 FIRE CAPITAL PROJECT ADDITION 16,824.50  
600 WATER FUND 6,719.40  
610 SEWER FUND 4,967.84  
\*\*\*\* 65,233.11

**COMMUNICATIONS/OPEN FORUM**

Police Chief Mike Horihan introduced himself and gave an update on his first weeks with the City. Muckler introduced Tom Schwartz Director of the Herbert Hoover Presidential Library Museum. Councilman Johnson discussed drain issues on Green Street between 5<sup>th</sup> and 6<sup>th</sup> street and asked Muckler if the problem can be resolved prior to spring. Muckler said that he would look into it.

**PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL**  
Public hearing on proposed plans, specifications, estimate of cost and form of contract for the construction of the North Downey Resurfacing Project and for the taking of bids therefor.

Mayor Pro Tem Oaks opened the public hearing. Dave Schechinger discussed the location and the origin of the project. There was no input from the public. The public hearing was closed. Bids will be opened on September 14, 2011 at 2:00pm

Approve Resolution 953, approving the plans, specifications, estimate of cost and form of contract; ordering bids; setting a date for the receiving of said bids; and directing published notice of the bid letting; all for the North Downey Resurfacing Project./Move to action.

Motion by Worrell, second by Johnson to approve Resolution 953. Roll call vote – AYES: Worrell, Johnson, Oaks. Absent: O’Neil and Sexton. Motion carried

Motion to amend Ordinance 684 to remove language pertaining to the No Parking Zone on the west side of Oliphant Street./Move to action.

Motion by Johnson, second by Worrell to approve amendment to Ordinance 684. Roll call vote – AYES: Johnson, Worrell, Oaks. Absent: O’Neil and Sexton. Motion carried

Approve the repair of the pump and fittings in well #5 in the amount of \$8175./Move to action.

Motion by Worrell, second by Johnson to approve repair cost. Roll call vote – AYES: Worrell, Johnson, Oaks. Absent: O’Neil and Sexton. Motion carried

#### **PRO TEM MAYOR JIM OAKS**

##### Appointments/Reappointments

Tim Shields – Parks & Recreation Commission

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

#### **REPORTS**

##### City Administrator Matt Muckler – Public Works Director Recruitment

Muckler updated Council on status of Public Works Director Recruitment process. He stated that he hopes to bring the appointment to Council on October 3rd.

##### City Engineer Dave Schechinger – Crack Sealing of City Streets

Schechinger gave Council an overview of the sealing process and cost overview. Council had discussion on possible street projects.

#### **ADJOURNMENT**

Motion by Johnson to adjourn, second by Worrell. Motion carried. City Council meeting adjourned at 7:28 p.m.

---

Don Kessler, Mayor

ATTEST:

---

Matt Muckler, City Administrator/Clerk

DATE 9/19/2011

CITY OF WEST BRANCH  
CLAIMS REGISTER REPORT

ADVANCED DRAINAGE SYSTEM	STREETS - SUPPLIES	50.56
	STREETS - SUPPLIES	115.72
	STREETS - SUPPLIES	114.00
AERO RENTAL	STREETS - MINI HOE RENTAL	2,181.20
AGVANTAGE FS INC	STREETS - LP SUMMER FILL	628.66
AIR COOLED ENGINE	STREETS - SUPPLIES	187.40
ALLIANT ENERGY	VARIOUS DEPTS - UTILITIES	8,573.68
	WATER - UTILITIES	45.31
ALLMED	FIRE - SUPPLIES	149.12
	FIRE - SUPPLIES	714.86
AMAZON	LIBRARY - SUPPLIES	14.99
AMSAN	LIBRARY/WATER - SUPPLIES	279.76
	STREETS - SUPPLIES	182.60
BAKER & TAYLOR BOOKS	LIBRARY - BOOKS	856.58
BARRON MOTOR SUPPLY	VARIOUS DEPTS - SUPPLIES	393.53
BDC BUILDING PLAN REVIEW	ADMIN - BUILDING INSPECT	283.50
BIBLIONIX	LIBRARY - APOLLO SERVICE	2,800.00
BIG COUNTRY SEEDS	CEMETERY - SUPPLIES	380.00
BLUE CROSS BLUE SHIELD	LIFE INS.	8.00
	DENTAL INS	101.22
	HEALTH INS	940.74
	HEALTH INS.	6,585.00
	DENTAL INS.	461.76
	LIFE INS.	52.10
	DENTAL INS	86.76
	HEALTH INS	783.95
BOBBY SEXTON CONST	PARK & REC - MATERIALS	966.00
BORLAND-KAALBERG, ASHLEY	ACH PAYROLL EXPENSE	585.16
	ACH PAYROLL EXPENSE	585.16
BP AMOCO	VARIOUS DEPTS - FUEL	1,441.12
BRANDT, DAWN	ACH PAYROLL EXPENSE	1,194.73
	ACH PAYROLL EXPENSE	1,194.73
BRIDGES, JULIE	PARK & REC - REFUND	100.00
BURGER, JESSICA	PARK & REC - REFUND	15.00
BUSINESS RADIO SALES	FIRE - SERVICE	258.26
CALHOUN BURNS & ASSOC	STREETS - 2011 BRIDGE	600.00
CEDAR COUNTY COOPERATIVE	FIRE - FUEL	1,642.56
	STREETS - FUEL	1,472.00
CEDAR COUNTY RECORDER	ADMIN - COPY OF RECORDING	2.00
CEDAR RAPIDS PHOTO COPY	LIBRARY - SERVICE	19.13
	LIBRARY - SERVICE	36.00
CHAMBERLIN, VANESSA	WATER - CREDIT REFUND	52.59
CHAUNCEY BUTLER POST 514	ADMIN - FLAG	20.00
CHRIS JONES TRUCKING	STREETS - TRUCKING	70.07
	STREETS - TRUCKING	305.82
	CEMETERY - TRUCKING	190.00
COMMUNITY STATE BANK	CAPITAL PROJECT DEBT SER	10,378.97
CREATIVE SOFTWARE SERV	ADMIN - COMPUTER SERVICE	186.24
	ADMIN - COMPUTER SERVICE	106.25
	ADMIN - COMPUTER SERVICE	691.94
	POLICE - COMPUTER SERVICE	191.25
CROELL REDI-MIX INC	STREETS - COLLEGE STREET	246.50
CULLIGAN WATER	FIRE - SERVICE	32.95
CY FROMMELT	STREETS - TREE TRIMMING	3,975.00

DAVIDSON TITLES INC.	LIBRARY - BOOKS	84.79
	LIBRARY - BOOKS	588.06
	LIBRARY - BOOKS	19.95
DEWEYS JACK & JILL	PARK & REC/POLICE/WATER	271.11
DIAMOND VOGEL PAINTS	STREETS - TRAFFIC PAINT	752.81
EAST CENT INTERGOVT ASN.	LEGAL - COMP PLAN	511.00
ED.M.FELD EQUIPMENT CO.	FIRE - SUPPLIES	225.00
FEIJO, SEAN	WATER - CREDIT REFUND	18.83
FLEET SERVICES	POLICE - FUEL	366.63
FRENCH RENEKER ASSOCIATE	ADMIN - PROJECT 11062	1,512.50
GAZETTE COMMUNICATIONS	LIBRARY - SUBSCRIPTION	236.95
GOODALE, MATTHEW	ACH PAYROLL EXPENSE	1,447.32
	ACH PAYROLL EXPENSE	1,532.90
GOPHER	PARK & REC - FIELD SPRAY	151.98
GREATAMERICA LEASING	ADMIN - COPIER SERVICE	252.06
GRIMM, JOHN	PAYROLL EXPENSE	448.58
	PAYROLL EXPENSE	426.80
GROUT MUSEUM DISTRICT	PARK & REC - SUMMER CAMP	233.72
HANNA, JOHN	ACH PAYROLL EXPENSE	1,241.61
	ACH PAYROLL EXPENSE	1,092.48
HAWKINS WATER TREATMENT	WATER - SUPPLIES	1,488.00
HEICK, GINA	ACH PAYROLL EXPENSE	99.46
	ACH PAYROLL EXPENSE	104.97
HERB N LOU'S	PARK & REC - GIFT CERT	186.00
HORIHAN, MICHAEL	ACH PAYROLL EXPENSE	585.51
	ACH PAYROLL EXPENSE	1,287.87
HORIHAN, MIKE	POLICE - RELOCATION BENEFIT	1,000.00
HY-VEE	PARK & REC - SUPPLIES	69.50
INTERNAL REVENUE SERVICE	FEDERAL W/H	1,880.24
	FICA-MED.CAR	2,172.10
	FICA-MED.CAR	605.70
	FEDERAL W/H	2,036.53
	FICA-MED.CAR	2,247.98
	FICA-MED.CAR	626.82
IOWA ASSN. MUN. UTIL.	WATER - EIASSO DUES SEPT	548.72
IOWA BUSINESS SUPPLY	WATER - INK CARTRIDGES	29.98
	ADMIN - OFFICE SUPPLIES	44.93
	ADMIN - OFFICE SUPPLIES	82.58
	CABLE - DVD-R DISCS	37.99
IOWA CITY SCHEELS	PARK & REC - VOLLEYBALLS	164.97
IOWA DNR	WATER - OPERATOR CERT	80.00
IOWA LAW ENFORCEMENT	POLICE - ILEA TESTING	175.00
IOWA NETWORK SERVICES	ADMIN - SERVICE	26.99
IOWA ONE CALL	WATER/SEWER - SERVICE	29.70
IPERS	IPERS	2,374.00
	IPERS	709.64
	IPERS	2,388.59
	IPERS	822.12
J & M DISPLAYS INC	ADMIN - HOOVERS HT DAYS	20,000.00
JOHNSON COUNTY REFUSE	RECYCLING - AUGUST	3,538.75
KARR, DANIEL	PAYROLL EXPENSE	1,181.64
	PAYROLL EXPENSE	1,099.26
KESSLER, DONALD	PAYROLL EXPENSE	186.20
KIDS IN NATURE LLC	PARK & REC - SUMMER CAMP	85.70
KINGDOM GRAPHICS	PARK & REC - VOLLEYBALL	645.00
	PARK & REC - FLAG FOOTBALL	448.50
KNOCHE, REBECCA	ACH PAYROLL EXPENSE	685.69
	ACH PAYROLL EXPENSE	746.63
KORSMO, KATRINA	ACH PAYROLL EXPENSE	136.12
	ACH PAYROLL EXPENSE	152.14
L. L. PELLING CO. INC	STREETS - 2011 PAVEMENT	2,472.86
LEASE CONSULTANTS CORP	LIBRARY - SERVICE	59.00
LENOCH & CILEK	VARIOUS DEPTS - SUPPLIES	127.47

LIBERTY COMMUNICATIONS	VARIOUS DEPTS - PHONE	1,058.99
LINDHORST, HELEN	PARK & REC - SUPPLIES	13.04
LINN COUNTY R.E.C.	STREETS - UTILITIES	75.42
LYNCH'S PLUMBING	CEMETERY - REPAIR WATER	359.30
MARTIN, KIMBERLY	ACH PAYROLL EXPENSE	254.52
	ACH PAYROLL EXPENSE	234.06
MATT PARROTT AND SONS	ADMIN - WINDOW ENVELOPES	133.25
	POLICE - BUSINESS CARDS	49.46
MEDIACOM	ADMIN - SERVICE	34.95
MENARDS	STREETS/PARK & REC - SUPPLIES	36.32
	CEMETERY - SUPPLIES	29.96
MIDWEST JANITORIAL	VARIOUS DEPTS - CLEANING	637.00
MOORE'S WELDING INC	TOWN HALL - SERVICE	491.50
MOSS, TIMOTHY	ACH PAYROLL EXPENSE	1,013.02
	ACH PAYROLL EXPENSE	1,277.61
MUCKLER, MATTHEW	ACH PAYROLL EXPENSE	1,902.51
	ACH PAYROLL EXPENSE	1,902.51
MUNICIPAL SUPPLY INC.	WATER - METER & SUPPLIES	5,249.70
	WATER - SUPPLIES	632.80
O'NEIL, PAUL	ACH PAYROLL EXPENSE	1,128.41
	ACH PAYROLL EXPENSE	1,177.52
OLSON, ATTY KEVIN	LEGAL - LEGAL SERVICES SEPT	1,250.00
PARKSIDE SERVICE	STREETS/FIRE/POLICE - SERVICE	69.04
PEDEN, SHANELLE	CABLE - VIDEOTAPING	100.00
PITNEY BOWES	LIBRARY - POSTAGE	500.00
PLATO ELECTRIC	FIRE - MOVE RADIOS AT TOWER	220.11
PLAY IT AGAIN SPORTS	PARK & REC - VOLLEYBALLS	760.90
PLUNKETT'S PEST CONTROL	ADMIN - SERVICE	45.76
PORT 'O' JONNY INC.	CEMETERY - SERVICE	80.00
PUTNAM MUSEUM & IMAX	PARK & REC - SUMMER CAMP	289.00
PYRAMID SERVICES INC.	CEMETERY - SUPPLIES	77.48
QC ANALYTICAL SERVICES	SEWER - TESTING	690.00
	SEWER - TESTING	552.00
QUILL CORP	LIBRARY - BUSINESS CARDS	8.36
	LIBRARY - OFFICE SUPPLIES	39.61
	LIBRARY - SUPPLIES	3.79
	LIBRARY - SUPPLIES	79.18
RIVER PRODUCTS CO.	STREETS - ROADSTONE	1,832.43
RUSSELL, MELISSA	ACH PAYROLL EXPENSE	1,122.15
	PARK & REC - REIMBURSEMENT	220.70
	ACH PAYROLL EXPENSE	958.90
S & S FLATWORK L.L.C.	WATER - MAIN STREET	3,024.00
SHIMMIN, NICHOLAS	ACH PAYROLL EXPENSE	1,039.46
	ACH PAYROLL EXPENSE	1,039.46
SHIMMIN, NICK	LIBRARY - REIMBURSEMENT	128.59
SIMKIN, ATTY DOUGLAS W	POLICE - LEGAL SERVICE	150.00
	POLICE - LEGAL SERVICE	67.50
SPRINT	POLICE - SERVICE	179.97
STAPLES	PARK & REC - SUPPLIES	63.00
STENDER, GRANT	ACH PAYROLL EXPENSE	210.48
STEWART, THOMAS	ACH PAYROLL EXPENSE	1,011.65
	ACH PAYROLL EXPENSE	1,104.40
IOWA CHILDREN'S MUSEUM	PARK & REC - SUMMER CAMP	112.00
THEIN MOTOR SALES	POLICE - OIL CHANGE CHARGER	37.95
TOYNES IA. FIRE TRK.	FIRE - SERVICE REPAIR	1,506.50
TREAS. STATE OF IOWA	STATE WTH.	916.00
	STATE WTH.	979.00
TREAS. STATE OF IOWA	IOWA SALES TAX - AUGUST	2,348.00
UNIFORM DEN INC.	POLICE - UNIFORM SUPPLIES	89.82
	POLICE - UNIFORM SUPPLIES	324.74
UPS	SEWER - SHIPPING	22.70
	SEWER - SHIPPING	22.70
	SEWER - SHIPPING	22.58

	SEWER - SHIPPING	22.70
US CELLULAR	POLICE - PHONE SERVICE	595.53
	VARIOUS DEPTS - PHONE	296.04
	FIRE - PHONE SERVICE	36.82
VANHOUTEN, ZACHARIAH	WATER - CREDIT REFUND	29.25
VEENSTRA & KIMM INC.	WATER - WATER TOWER	1,861.23
	WATER - WATER TOWER	1,326.65
	ADMIN - ENGINEERING SERV	138.80
VIDEO GAMES ETC	LIBRARY - GAMES SUPPLIES	246.40
WALLICK, CLAUDIA	ACH PAYROLL EXPENSE	193.38
	ACH PAYROLL EXPENSE	168.15
WALMART COMMUNITY/GEMB	LIBRARY - SUPPLIES	307.61
WEST BRANCH HEATING	ADMIN - SERVICE	423.90
WEST BRANCH REPAIRS	FIRE - SERVICE REPAIR	339.89
	STREETS - REPAIR OF 1997	715.93
WEST BRANCH TIMES	LEGAL - PUBLICATIONS	400.75
	LIBRARY - SUBSCRIPTION	29.00
	FIRE - PUBLICATION	126.00
WESTRUM LEAK DETECTION	WATER - 2011 LEAK DETECT	1,870.00
	GRAND TOTALS	168,536.15

FUND TOTALS

001	GENERAL FUND	74,846.31
022	CIVIC CENTER	1,008.25
031	LIBRARY	13,818.05
110	ROAD USE TAX	17,305.08
111	POLICE RECOVERY ACT GRANT	269.04
112	TRUST AND AGENCY	10,498.87
121	OPTION TAX	10,378.97
600	WATER FUND	28,353.40
610	SEWER FUND	12,058.18
	****	168,536.15



**VEENSTRA & KIMM, INC.**

860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1565  
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

---

August 31, 2011

Matt Muckler  
City Administrator  
City of West Branch  
110 N Poplar Street  
P.O. Box 218  
West Branch, Iowa 52358

WEST BRANCH, IOWA  
WATER TOWER REPAIR & COATING 2011  
PARTIAL PAY ESTIMATE NO. 1

Enclosed is one copy of Partial Payment Estimate No. 1 for work completed from July 25, 2011 to August 12, 2011 under the contract between the City of West Branch and Central Tank Coatings, Inc.

We have checked the estimate and recommend payment to Central Tank Coatings, Inc. in the amount of \$93,444.38.

By separate cover we have forwarded three copies of Partial Payment Estimate No. 1 to Central Tank Coatings, Inc. for signature and return to the City of West Branch.

Please sign all copies of the partial payment estimates forwarded to you by Central Tank Coatings, Inc. in the spaces provided and return one signed copy to our office and one copy Central Tank Coatings, Inc. with payment.

Should you have any questions or comments concerning the enclosed information, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'Dave Schechinger', is written over a faint, larger version of the same signature.

Dave Schechinger  
DRS:mmc  
36849  
Enclosures





**VEENSTRA & KIMM, INC.**

860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1565  
 319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

August 31, 2011

PAY ESTIMATE NO. 1

WATER TOWER REPAIR AND COATING 2011  
 WEST BRANCH, IOWA

Central Tank Coatings, Inc.  
 22528 Canoe Rd.  
 Elgin, IA 52141

Contract Amount \$142,500.00  
 Contract Date July 18, 2011  
 Pay Period July 25, 2011 - August 12, 2011

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Furnish all labor, materials and equipment necessary for removal of all exterior existing coating including roof and hatches, surface preparation, apply new coating to all exterior surfaces including roof and hatches; remove all of the dry interior coating on platforms, tube and ladder above 2nd platform, spot repairs on dry interior for bell and tube below 2 <sup>nd</sup> platform, and hatches; apply new coating to all of the dry interior on platforms, tube and ladder above 2nd platform, spot repairs on dry interior for bell and tube below 2 <sup>nd</sup> platform, and hatches; structural and related work; welding and grinding; waste disposal; ground surface restoration, provide equipment, labor and materials to assist the owner in evaluation of interior wet area for possible repair and coating, and miscellaneous associated work for the	LS	xxxxx	xxxxx	\$ 69,400.00	75%	\$ 52,050.00
1.2	Spot Repair Dry Interior	SF	250	\$15.00	\$ 3,750.00		\$ -
1.3	Welding (repair only)	Hr	30	\$95.00	\$ 2,850.00		\$ -
1.4	Grinding (repair only)	Hr	50	\$95.00	\$ 4,750.00		\$ -
2.1	Provide containment for exterior blasting and recoating	LS	xxxxx	xxxxx	\$ 61,750.00	75%	\$ 46,312.50
<b>Total</b>					\$ 142,500.00		\$ 98,362.50

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 142,500.00	\$ 98,362.50
Approved Change Order (list each)	Change Order No. 1	\$ 38,500.00	\$ -
Revised Contract Price		\$ 181,000.00	\$ 98,362.50

Stored

Total Earned \$ 98,362.50

Retainage (5%) \$ 4,918.13

Total Earned Less Retainage \$ 93,444.38

Total Previously Approved (list each)			

Total Previously Approved \$ -

Percent Complete 54%

Amount Due This Request \$ 93,444.38

The amount \$93,444.38 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:  
Central Tank Coatings, Inc.

Recommended By:  
Veenstra & Kimm, Inc.

Approved By:  
West Branch, Iowa

Signature: \_\_\_\_\_

Signature:  \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Dave Schechinger

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Engineer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: August 31, 2011

Date: \_\_\_\_\_

### Job Description

Position Title: PUBLIC WORKS DIRECTOR  
Department: PUBLIC WORKS DEPARTMENT  
Immediate Supervisor: CITY ADMINISTRATOR\*  
Classification: FULL-TIME, HOURLY

### Job Summary

The Public Works Director is a working manager whose primary responsibilities are three-fold: 1) supervising the maintenance of municipal buildings, municipal equipment, cemetery, sewer and water systems, municipal parks and streets, 2) leading the Department in increasing the volume of projects being completed in-house by Public Works Staff, and 3) supervising full-time and part-time Public Works Staff.

### Job Scope

The Public Works Director shall work cooperatively with the City Administrator and all Department Directors. The Public Works Director shall have a pleasant personal demeanor and be courteous and professional in dealing with others. The Public Works Director displays teamwork to support City Council goals and objectives and demonstrates tact and diplomacy when involved in problem solving and/or customer relations. The Public Works Director interacts cooperatively and constructively with internal and external customers.

Administrative work is to be done efficiently and minimized to the fullest extent possible. The Director will be ultimately responsible for supervising the response to calls during inclement weather, preparing the Public Works Weekend Rounds Schedule, directing the tasks that are completed by Staff, approving all overtime and reviewing all timesheets submitted to the City Office.

The Director will advise the City Administrator concerning the required maintenance of City systems and the replacement of city equipment. The Director will prepare for the City Administrator's annual review a schedule of required maintenance of City systems and the replacement of city equipment. The Director will work cooperatively with the City Administrator in the development and management of annual budgets for the Roads and Streets, Water and Sewer Funds, the Cemetery (general fund) and general fund expenditures to supplement Roads and Streets.

\*Per Chapter 15.02, Mayor, Powers and Duties, of the Code of Ordinances of the City of West Branch, the Mayor acts "as the chief executive officer of the City and presiding officer of the Council, supervises all departments of the City, except for supervisory duties delegated to the City Administrator." At the current time, the Mayor has delegated supervisory duties of all departments to the city administrator, but this could change in the future.

Essential Job Duties and Responsibilities: The duties of the job would include, but are not limited to, the following:

- 1) Municipal Buildings – perform minor maintenance on all City buildings as required and maintain grounds.
- 2) Municipal Equipment – general services, maintenance, minor repair, and operating of equipment where skill is needed; i.e. industrial tractor, pumps, etc.
- 3) Municipal Sewer System – maintenance and monitoring of lift stations and wastewater treatment plant; read, record and file the required pump hours, flow, and meter charts; monitor of sewer breakdowns, and problems and initiate corrective action; monthly service and check of auxiliary portable pump units; periodic wastewater testing.
- 4) Municipal Street System – clean and repair storm sewers and catch basins; coordinate all maintenance activities on City streets, sidewalks and curbs such as grading, construction, repair or reconstruction; cut and spray weeds along City roadways; remove snow, ice and debris from streets and sidewalks as needed; install and maintain signs and paint road markings; and finish concrete work.
- 5) Municipal Park System – repair and maintain the facilities and equipment; cut grass, regularly clean restrooms and spray for weeds when needed.
- 6) Yard Waste – annual leaf pick up.
- 7) Municipal Water System - operates water treatment equipment including pumps, wells and valves. Monitors motors, pumps, filters, chemical feeders and other equipment associated with the water distribution system. Read total system water meter to determine daily use in gallons or cubic feet; report results to proper authorities. Test water for chlorine and polyphosphate levels; maintain records of chlorine and polyphosphate usage. Read private water meters as needed, hang notices and shut-off notices, shut off water to properties as necessary; repair and/or replace water meters as required. Flush all fire hydrants on a yearly basis (or as operationally feasible) and repair or replace as needed. Locate water mains for repair and/or replacement as needed.
- 8) Attend training sessions to acquire and/or maintain Iowa Department of Natural Resources water and wastewater certifications.
- 9) Cemetery – measure and mark boundaries for plots, sell plots and maintain grounds.
- 10) Budget – Work with City Administrator in developing annual budgets and manage the budgets to ensure that all departmental work is completed within these budgets.
- 11) Other duties and responsibilities as assigned by the City Administrator.

The position shall also be under the guidelines of the West Branch, Iowa Employee Handbook.

Minimum Education, Experience and Certification

Job requires a minimum of a high school graduation. Applicant must have or obtain within twelve months of hire Grade II Water Treatment and Water Distribution Certifications and Grade I Wastewater Certification. Applicant must possess, or be able to possess a valid Iowa Driver's License.

### Knowledge, Skills and Abilities

The individual shall have a background and/or experience in general and skilled maintenance procedures including city utility operations. The individual must be able to meet and interact with the public in a professional and courteous manner while working within the framework of the City policies. The individual must be capable of working safely and efficiently with time and materials. The individual shall maintain harmonious working relationships with the Mayor, City Council and other city employees.

This individual shall have:

1. Pesticide certification or the ability to acquire certification within 12 months of hire.
2. A valid driver's license, good driving record, and ability to acquire a CDL license within six (6) months. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements.
3. Insurability.
4. Knowledge of proper safety procedures related to equipment, grounds and building maintenance.
5. Physical Requirements – Generally medium work requiring the exertion of up to fifty (50) pounds of force occasionally, up to twenty-five (25) pounds of force often, and up to ten (10) pounds of force constantly to move objects.
6. Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Talking, Hearing.
7. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of related activities; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines; must understand and follow all employee conduct policies; must be able to understand and properly follow directions.
8. This individual shall have the ability to work in all weather conditions.
9. This individual shall pass a physical examination with drug testing required.
10. This individual shall be considered a probationary employee for a period of 6 months.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer at the needs of the employer and requirements of the job change.

Approved: City Council

Date: September 19, 2011

**ORDINANCE NO. 684**

AN ORDINANCE AMENDING TITLE CHAPTER 69 "PARKING REGULATIONS"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 69 "PARKING REGULATIONS" of the Code of West Branch, Iowa is hereby amended by adding the following subsection, Section 69.08.65:

**69.08 - NO PARKING ZONES**

65. The east side of Oliphant Street from the intersection with Orange Street extending north 125 feet.
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 6th day of September, 2011.

First Reading: August 15, 2011 & September 6, 2011

Second Reading: September 19, 2011

Third Reading:

---

Don Kessler, Mayor

Attest:

---

Matt Muckler, City Administrator/Clerk

**RESOLUTION 954**

BE IT RESOLVED by the City Council of the City of West Branch, Iowa, Cedar County, that the Street Finance Report for FYE 6/30/11, prepared by City Administrator/Clerk Matt Muckler and Deputy City Clerk Dawn Brandt, be approved and forwarded to the Iowa Department of Transportation.

Mayor Don Kessler said Resolution was duly passed and approved on the 19th day of September, 2011.

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

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



**Iowa Department of Transportation**  
Form 517007 (7-2008)  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

City Name	City Number	City Population	Fiscal Year
WEST BRANCH	8252	2,322	2011

### Welcome to the Iowa Department of Transportation, Office of Local Systems, City Street Financial Report (SFR)

Complete the City SFR according to the instructions that are available on the Iowa DOT SFR website located [here](#).

Please direct all questions, comments, and feedback about the City SFR and the on-line process, to: Tammi Bell at [tammi.bell@dot.iowa.gov](mailto:tammi.bell@dot.iowa.gov), 515-239-1529.

Thank you for using the City SFR on-line process.





**City Street Financial Report  
 (Cover Sheet)**

City Name	City Number	City Population	Fiscal Year
WEST BRANCH	8252	2,322	2011

Now therefore let it be resolved that the city council of WEST BRANCH, Iowa  
 (city name)  
 on 09/19/2011 did hereby approve and adopt the annual  
 (month/day/year)

City Street Financial Report from July 1, 2010 to June 30, 2011.  
 (Year) (Year)

**Contact Information**

Name	E-mail Address	Street Address	City	ZIP Code
Matt Muckler	matt@westbranchiowa.org	110 N Poplar Street, PO Box 218	West Branch	52358-0000
Hours	Phone	Extension	Alternate Phone	
8 AM to 4 PM	(319) 643-5888		(319) 530-1320	

**Preparer Information**

Name	E-mail Address	Phone	Extension
Dawn Brandt	dawn@westbranchiowa.org	(319) 643-5888	

**Mayor Information**

Name	E-mail Address	Street Address	City	ZIP Code
Don Kessler	matt@westbranchiowa.org	110 N. Poplar Street	West Branch	52358-0000
Phone	Extension			
(319) 643-5888				

Resolution Number 954

Don Kessler \_\_\_\_\_ Signature Mayor  
 Matt Muckler \_\_\_\_\_ Signature City Clerk



Iowa Department of Transportation  
 Form 517007 (7-2008)  
 Office of Local Systems  
 Ames, IA 50010

## City Street Financial Report (Summary Statement Sheet)

City Name	City Number	City Population	Fiscal Year
WEST BRANCH	8252	2,322	2011

	Column 1	Column 2	Column 3	Column 4
Road Use Tax Fund	Other Street Monies	Street Debt	Totals	

Round Figures to Nearest Dollar

	Column 1	Column 2	Column 3	Column 4
Road Use Tax Fund	Other Street Monies	Street Debt	Totals	

Round Figures to Nearest Dollar

A. BEGINNING BALANCE				
1. July 1 Balance	222,450	0	0	222,450
2. Adjustments (Note on Explanation Sheet)				
3. Adjusted Balance	222,450	0	0	222,450

B. REVENUES				
1. Road Use Tax	202,688			202,688
2. Transfer of Jurisdictions Fund				
3. Property Taxes		150,831		150,831
4. Special Assessments				
5. Miscellaneous		11,628	128,687	140,315
6. Proceeds from Bonds, Notes, and Loans				0
7. Interest Earned		199		199
<b>8. Total Revenues</b> (Lines B1 thru B7)	202,688	162,658	128,687	494,033
<b>C. Total Funds Available</b> (Line A3 + Line B8)	425,138	162,658	128,687	716,483

EXPENSES				
<b>D. Maintenance</b>				
1. Roadway Maintenance	151,762	104,898		256,660
2. Snow and Ice Removal	40,193	32,576		72,769
<b>E. Construction, Reconstruction and Improvements</b>				
1. Engineering				
2. Right of Way Purchased				
3. Street/Bridge Construction				
4. Traffic Services				
<b>F. Administration</b>	60	13,356		13,416

<b>G. Equipment</b> (Purchased or Leased)				
<b>H. Miscellaneous</b>				
<b>J. Street Debt</b>				
1. Bonds, Notes, and Loans - Principal Paid	25,539		123,433	148,972
2. Bonds, Notes and Loans - Interest Paid	5,411		5,254	10,665
<b>TOTALS</b>				
<b>K. Total Expenses</b> (Lines D thru J)	222,965	150,830	128,687	502,482
<b>L. Ending Balance</b> (Line C-K)	202,173	11,828	0	214,001
<b>M. Total Funds Accounted For</b> (K + L = C)	425,138	162,658	128,687	716,483



Iowa Department of Transportation  
 Form 517007 (7-2008)  
 Office of Local Systems  
 Ames, IA 50010

**City Street Financial Report  
 (Miscellaneous Revenues and Expenses Sheet)**

City Name	City Number	City Population	Fiscal Year
WEST BRANCH	8252	2,322	2011

Code Number and Itemization of Miscellaneous Revenues (Line B5 on the Summary Statement Sheet) (See Instructions)		Column 2 Other Street Monies	Column 3 Street Debt	
144 PHWA Participation (Fed. Hwy. Admin.)		11,628		X
195 Tax Increment Financing (TIF)			128,687	X
Line B5 Totals		11,628	128,687	

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See instructions)		Column 2 Other Street Monies	Column 3 Street Debt	
Line H Totals				X



Iowa Department of Transportation  
 Form 517007 (7-2008)  
 Office of Local Systems  
 Ames, IA 50010

**City Street Financial Report  
 (Bonds, Notes, and Loans Sheet)**

City Name	WEST BRANCH		City Number	8252		City Population	2,322		Fiscal Year	2011	
-----------	-------------	--	-------------	------	--	-----------------	-------	--	-------------	------	--

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1 or after	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30	
<input type="checkbox"/>	Short Term Notes	Street Improvements	101	06/15/2007	250,000	100%	2010	88,436	88,437	3,764	88,437	3,764	-1	X
<input type="checkbox"/>	Short Term Notes	Street Improvements	102	09/18/2007	100,000	100%	2010	34,996	34,996	1,490	34,996	1,490	0	X
<input type="checkbox"/>	Short Term Notes	Bridge or Building	601	02/14/2007	174,400	100%	2013	100,052	25,539	5,411	25,539	5,411	74,513	X
	New Bond Totals				0	0	Totals	223,484	148,972	10,665	148,972	10,665	74,512	





Iowa Department of Transportation  
 Form 517007 (7-2008)  
 Office of Local Systems  
 Ames, IA 50010

**City Street Financial Report  
 (Road/Street Equipment Inventory Sheet)**

City Name	City Number	City Population	Fiscal Year
WEST BRANCH	8252	2,322	2011

Check here if there are no reportable equipment

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used on Project this FY?	8. Status
Dump Trk	1997	Ford F70	24,000					No	No Change
Pickup #1	1994	Ford F-150 1/2 Ton	14,347					No	No Change
Pickup #3	1997	Ford Ranger	24,000					No	No Change
Plow Truck	2000	Oshkosh P1823	146,000					No	No Change
St. Sweeper	1980	Elgin Pelican	70,000					No	No Change
Loader	1984	Caterpillar	60,000					No	No Change
Truck	2004	Ford F-350 1 Ton	29,500					No	No Change
Pickup #4	2003	Ford Ranger	9,300					No	No Change
Truck	2002	Ford Ranger	5,200					No	No Change
Truck	1991	International Series 4900 with plow	10,550					No	No Change

Add Row



Iowa Department of Transportation  
Form 517007 (7-2008)  
Office of Local Systems  
Ames, IA 50010

**City Street Financial Report  
(Explanation Sheet)**

City Name	City Number	City Population	Fiscal Year
WEST BRANCH	8252	2,322	2011

Comments

--



Iowa Department of Transportation  
 Form 517007 (7-2008)  
 Office of Local Systems  
 Ames, IA 50010

**City Street Financial Report  
 (Monthly Payment Sheet)**

City Name	City Number	City Population	Fiscal Year
WEST BRANCH	8252	2,322	2011

Month	Road Use Tax Payments	Transfer of Jurisdictions Payments
JULY	\$12,114.40	
AUGUST	\$22,314.47	
SEPTEMBER	\$21,038.28	
OCTOBER	\$15,509.38	
NOVEMBER	\$18,295.32	
DECEMBER	\$16,005.65	
JANUARY	\$16,480.67	
FEBRUARY	\$19,151.56	
MARCH	\$21,243.73	
APRIL	\$15,091.21	
MAY	\$17,911.17	
JUNE	\$7,532.54	
<b>Totals</b>	\$202,688.38	



September 12, 2011

Dear City Administrator, Mayor and Councilmen:

I, Dick Stoolman, hereby resign from Planning & Zoning effective September 12, 2011. After 30 years on zoning I feel it is time to let someone take my place.

A handwritten signature in cursive script that reads "Dick Stoolman". The signature is written in black ink and is positioned to the right of the main text block.

**CITY OF WEST BRANCH  
COUNCIL ACTION REPORT**

MEETING DATE: September 19, 2011 AGENDA ITEM: 6d

DATE PREPARED: September 14, 2011

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE: Overtime Allotment for Administrative Assistant Position

WORKSHOP    SPECIAL    CONSENT    NON-CONSENT    TABLED    PUBLIC HEARING

**RECOMMENDATIONS:**

Approve a 2.5% overtime allotment for the administrative assistant position in the amount of \$762.84.

**PROJECT DESCRIPTION:**

The administrative assistant position is a full-time hourly position with no overtime allowance. The overtime allotment would be used for meetings attended outside of the regular work week. Currently, the administrative assistant takes time off during the work week commensurate with time spent at meetings. This has been found to be disruptive to the City Office, as the deputy clerk or city administrator change their work schedules to accommodate the absence of the administrative assistant.

**ATTACHMENTS:**

N/A

CURRENT FISCAL YEAR TOTAL COST (as reflected in motion) \$762.84

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



**VEENSTRA & KIMM, INC.**

860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1565  
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

---

September 14, 2011

Matt Muckler,  
City Administrator  
City of West Branch  
110 Poplar Street  
West Branch, Iowa 52358

WEST BRANCH, IOWA  
NORTH DOWNEY RESURFACING  
RECOMMENDATION TO AWARD CONTRACT  
BID TAB

The City of West Brach received bids until 2:00 P.M., on September 14, 2011 for the North Downey Resurfacing project. A total of two bidders submitted bids as follows:

<u>Company</u>	<u>Project Lump Sum Price</u>
L.L. Pelling Company	\$58,497.55
Hansen Asphalt	\$69,018.00

The apparent low bid for the project was submitted by L.L. Pelling Company for the project with its bid in the amount of \$58,497.55. We have enclosed ten copies of our certified bid tabulation for your use. Veenstra & Kimm, Inc. has examined the bidding documents and they appear to be in order.

The Engineer's estimate of cost for the project was \$74,000.00. The low bid submitted by L.L. Pelling Company was approximately 21% below the Engineer's estimate of cost for the project.

Matt Muckler  
September 14, 2011  
Page 2

L.L. Pelling Company has performed work on projects for the City of West Branch and Veenstra & Kimm, Inc.

Veenstra & Kimm, Inc. believes L.L. Pelling Company has sufficient experience and resources to complete the project within the contract time. We also believe that the low bid is reflective of the current value of the project. We recommend that the City of West Branch award the construction contract to L.L. Pelling Company in the amount of the bid of \$58,497.55.

If you have any questions or comments concerning the project, please contact us at (319) 466-1000.

VEENSTRA & KIMM, INC.

  
Dave Schechinger

36853  
Enclosures



BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we,

L. L. Pelling Company, Inc.

of North Liberty, IA 52317 as Principal and Merchants Bonding Company  
(Mutual) of Des Moines, IA 50312

as Surety, are held and firmly bound unto the City of West Branch, Iowa, hereinafter defined as Obligee, in the penal sum of five percent (5%) of the total amount of the bid (\$ 5% of Bid ), for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the City of West Branch, Iowa, a certain bid, in a sealed envelope, and hereby made a part hereof to enter into a contract in writing, for: North Downey Resurfacing.

NOW THEREFORE, if the said bid by said Principal be accepted, and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid, and give such bond as may be specified in the contract documents with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void or in the event of the failure of the Principal to enter such contract and give such bond, the Principal shall pay to the Obligee the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this 14 day of September, 2011.

L. L. Pelling Company, Inc.  
Principal

By Boyd Rhoads  
Contractor's Signature

Merchants Bonding Company (Mutual)  
Surety

By John McKusker  
Attorney-in-Fact  
John McKusker, Attorney-in-Fact

BB-1

36853

**MERCHANTS**  
**BONDING COMPANY**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that the MERCHANTS BONDING COMPANY (MUTUAL), a corporation duly organized under the laws of the State of Iowa, and having its principal office in the City of Des Moines, County of Polk, State of Iowa, hath made, constituted and appointed, and does by these presents make, constitute and appoint

John McKusker, Nancy Ollinger

of Brooklyn and State of Iowa its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to sign, execute, acknowledge and deliver in its behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

**TWO MILLION (\$2,000,000.00) DOLLARS**

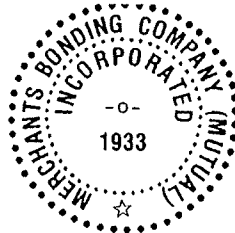
and to bind the MERCHANTS BONDING COMPANY (MUTUAL) thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the MERCHANTS BONDING COMPANY (MUTUAL), and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following Amended Substituted and Restated By-Laws adopted by the Board of Directors of the MERCHANTS BONDING COMPANY (MUTUAL) on November 16, 2002.

ARTICLE II, SECTION 8 - The Chairman of the Board or President or any Vice President or Secretary shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

ARTICLE II, SECTION 9 - The signature of any authorized officer and the Seal of the Company may be affixed by facsimile to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed.

In Witness Whereof, MERCHANTS BONDING COMPANY (MUTUAL) has caused these presents to be signed by its President and its corporate seal to be hereto affixed, this 20th day of February, 2009.



MERCHANTS BONDING COMPANY (MUTUAL)

By

*Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF POLK ss.

On this 20th day of February, 2009, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL), the corporation described in the foregoing instrument, and that the Seal affixed to the said instrument is the Corporate Seal of the said Corporation and that the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.



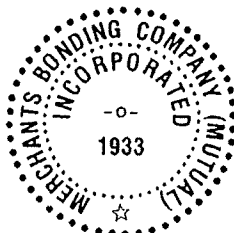
*Cindy Smyth*

Notary Public, Polk County, Iowa

STATE OF IOWA  
COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL), do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said MERCHANTS BONDING COMPANY (MUTUAL), which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Company on this 14 day of September, 2011.



*William Warner Jr.*  
Secretary

**Safe Routes to School**  
**West Branch, Iowa**  
**Engineer's Estimate of Cost**  
**8/5/2011**

Description	Unit	Estimated Quantity	Unit Price	Extended Price
1.1 50' Pedestrian Bridge	Lsum	1	\$100,000.00	\$100,000.00
1.2 4" PCC Sidewalk	SY	1,600	\$37.50	\$60,000.00
1.3 6" PCC Sidewalk	SY	500	\$40.00	\$20,000.00
1.4 6" PCC Driveway	SY	670	\$40.00	\$26,800.00
1.5 Retaining Wall	SF	400	\$30.00	\$12,000.00
1.6 Grading	CY	3,500	\$6.00	\$21,000.00
1.7 Signs	Tons	200	\$25.00	\$5,000.00
1.8 Pavement Marking	Lsum	1	\$5,000.00	\$5,000.00
1.9 Tree Removal	Lsum	1	\$2,500.00	\$2,500.00
1.10 Seeding	Lsum	1	\$5,000.00	\$5,000.00
1.11 Mobilization/Bonds, etc.	Lsum	1	\$15,000.00	\$15,000.00
1.12 Traffic Control	Lsum	1	\$15,000.00	\$15,000.00
1.13 Construction Staking	Lsum	1	\$7,500.00	\$7,500.00
	SubTotal			\$294,800.00
	Contingency(10%)			\$29,480.00
	Subtotal			\$324,280.00
	Preliminary Engineering			\$32,400.00
	General Services			\$9,700.00
	Construction Engineering			\$16,200.00
	Easements			\$8,000.00
	<b>Total</b>			<b>\$390,580.00</b>