

# City of West Branch

~ A Heritage for Success ~

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

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

1. Call to order
2. Roll call
3. Welcome
4. Approve Agenda/Consent Agenda/Move to action
  - a. Approve minutes from the November 7, 2011 City Council Meeting.
  - b. Approve claims.
  - c. Approve Class C liquor license with Sunday Sales for Agave Mexican Restaurant.
5. Communications/Open Forum
6. Public, Department Heads, Commissions, City Administrator and City Council
  - a. Approve Resolution 960, a resolution obligating funds from the Urban Renewal Tax Revenue Fund for the payment of annual appropriation tax increment financed obligations in fiscal year 2013./Move to action.
  - b. Third reading of Ordinance 685 amending Chapter 92 "WATER RATES" by increasing water rates over a five-year period effective July 1, 2012./Move to action.
  - c. Third reading of Ordinance 686 amending Chapter 90 "WATER SERVICE SYSTEM" by establishing a permit fee per the City of West Branch Code of Ordinances./Move to action.
  - d. Third reading of Ordinance 687 amending Chapter 96 "BUILDING SEWERS AND CONNECTIONS" by establishing a permit fee per the City of West Branch Code of Ordinances./Move to action.
  - e. Approve Resolution 961, amending the City of West Branch Schedule of Fees by removing permit fees for water and sewer connections./Move to action.
7. Mayor
  - a. Appointments/Reappointments/Move to action.
8. Reports
  - a. Parks & Recreation Director Melissa Russell – Winter Programming Update
  - b. Library Director Nick Shimmin - Annual Library Report
  - c. City Engineer Dave Schechinger, P.E., - Inflow & Infiltration Study Report
  - d. Police Chief Mike Horihan – Police Department Update
9. Adjourn

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**Mayor:** Don Kessler • **Council Members:** David Johnson, Jim Oaks, Dan O'Neil, Robert Sexton, Mark Worrell  
**City Administrator/Clerk:** Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

*(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**

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

Mayor Don Kessler opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Administrative Assistant Ashley Borland-Kaalberg, Fire Chief Administrator Dick Stoolman and Police Chief Mike Horihan.  
Council members: Mark Worrell, David Johnson, Robert Sexton, Dan O'Neil and Jim Oaks.

**APPROVE AGENDA/CONSENT AGENDA**

- a) Approve minutes from the October 17, 2011 City Council Work Session.
- b) Approve minutes from the October 17, 2011 City Council Meeting.
- c) Approve claims

Motion by Johnson, second by Sexton to approve agenda. AYES: Johnson, Sexton, Worrell, O'Neil, Oaks,  
Motion carried.

DATE 10/31/2011

CITY OF WEST BRANCH  
CLAIMS REGISTER REPORT

CORR, LISA	PARK & REC - REIMBURSEMENT	146.00
MAIN STREET WEST BRANCH	COMM & CULTURAL DEV	300.00
PAYROLL CLAIMS 10-28-11	TOTAL PAYROLL	35,427.96

GRAND TOTALS 35,873.96

FUND TOTALS

001	GENERAL FUND	14,805.97
031	LIBRARY	3,160.83
110	ROAD USE TAX	186.00
112	TRUST AND AGENCY	8,093.68
600	WATER FUND	4,834.69
610	SEWER FUND	4,792.79
	****	35,873.96

**COMMUNICATIONS/OPEN FORUM**

NONE

**PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL**  
Second reading of Ordinance 685 amending Chapter 92 "WATER RATES" by increasing water rates over a five-year period effective July 1, 2012./Move to action.

Motion by Sexton to approve Ordinance 685 to increase water rates by \$0.64 per thousand gallons per month, each year for the next five years starting on July 1, 2012, second by Johnson. Roll call vote- AYES: Sexton, Johnson, Worrell, Sexton, O'Neil. NAYS: Oaks. Motion carried.

Second reading of Ordinance 686 amending Chapter 90 "WATER SERVICE SYSTEM" by establishing a permit fee per the City of West Branch Code of Ordinances./Move to action.

Motion by Johnson, second by O'Neil to approve first reading of amended Ordinance 686. Roll call vote - AYES: Johnson, O'Neil, Worrell, Sexton, Oaks. Motion carried.

Second reading of Ordinance 687 amending Chapter 96 "BUILDING SEWERS AND CONNECTIONS" by establishing a permit fee per the City of West Branch Code of Ordinances./Move to action.

Motion by Johnson, second by Sexton to approve first reading of Ordinance 687. Roll call vote – AYES: Johnson, Sexton, Worrell, O’Neil and Oaks. Motion carried.

Approve Resolution 958, approving an Engineering Services Agreement with AECOM in connection with the Safe Routes to School Project in the amount of \$48,000./Move to action.

Motion by Johnson, second by Sexton to approve Resolution 958. Roll call vote – AYES: Johnson, Sexton. NAYS: Worrell, O’Neil, Oaks. Motion failed.

Approve staff negotiations with Ament, Inc. for preliminary engineering services for the *Creating Connections: Establishing Safe Routes to School in West Branch, IA Project*./Move to action.

Motion by Worrell, second by O’Neil to approve preliminary engineering services with Ament. Roll call vote – AYES: Worrell, O’Neil, Johnson, Sexton. NAYS: Oaks. Motion carried.

Accept the resignation of Mendim Alimoski as a member of the Reserve Police Force./Move to action.

Motion by Sexton, second by O’Neil to accept resignation. Roll call vote – AYES: Sexton, O’Neil, Worrell, Johnson, Oaks. Motion carried.

Approve appointment of Dane Petersen to the West Branch Fire Department./Move to action.

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

Approve Resolution 959, approving the submission of the City of West Branch 2010-2011 Annual Financial Report to the State Auditor’s Office./Move to Action.

Motion by Sexton, second by Johnson to approve Resolution 959. Roll call vote – AYES: Sexton, Johnson, Worrell, O’Neil, Oaks. Motion carried.

**MAYOR DON KESSLER**

Appointments/Reappointments

None

**REPORTS**

None

**ADJOURNMENT**

Motion to adjourn meeting by Sexton, second by O’Neil. City Council meeting adjourned at 6:44 p.m.

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

ATTEST:

\_\_\_\_\_  
Ashley Borland-Kaalberg, Administrative Assistant

## **Resolution No. 960**

### **A RESOLUTION OBLIGATING FUNDS FROM THE URBAN RENEWAL TAX REVENUE FUND FOR THE PAYMENT OF ANNUAL APPROPRIATION TAX INCREMENT FINANCED OBLIGATIONS IN FISCAL YEAR 2013**

\_\_\_\_\_ introduced the following Resolution entitled “RESOLUTION OBLIGATING FUNDS FROM THE URBAN RENEWAL TAX REVENUE FUND FOR THE PAYMENT OF ANNUAL APPROPRIATION TAX INCREMENT FINANCED OBLIGATIONS IN FISCAL YEAR 2013,” and moved that the same be adopted.

\_\_\_\_\_ seconded the motion to adopt. The role call was:

**AYES:**

**NAYS:**

**ABSENT:**

**WHEREAS;** the City of West Branch, Iowa has hereto adopted an Urban Renewal Plan and established pursuant thereto a tax increment district all as authorized and provided by Chapter 403, State Code of Iowa; and

**WHEREAS;** the City has advanced monies, incurred indebtedness and other costs which this Council finds qualified for payment from the special fund authorized by Section 403.19(3) of the State Code of Iowa as summarized on the attached schedule; and

**WHEREAS;** the City has scheduled payments in the amount of \$97,387 which shall become due in the fiscal year beginning July 1, 2012 with respect to the City’s annual appropriation obligation for Acciona Windpower North America LLC and costs associated with the water tower project; and

**WHEREAS;** it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2011;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF WEST BRANCH, IOWA,** that:

Section 1. The City Council obligates \$97,387 for appropriation from the Urban Renewal Tax Fund to the Annual Payment in the fiscal year beginning July 1, 2012.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City’s December 1, 2011 certification of debt payable and to reflect such amount in the City’s budget for the next succeeding fiscal year.

**PASSED, ADOPTED AND APPROVED** this 21st day of November 2011.

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Don Kessler, Mayor

ATTEST:

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Matt Muckler, City Clerk

November 21, 2011

Below is a summary of costs the City of West Branch, Iowa, is asking to be reimbursed through the Tax Increment Finance areas for the City of West Branch:

1. Industrial Park Expenses
  - a. Acciona Windpower North America LLC  
TIF Rebate Agreement  
Incremental taxes actually paid by Acciona for FY12  
estimated at: \$60,000
  - b. Water Tower Project, \$37,387

**Total: \$97,387**

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS  
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested  
Use One Certification Per Urban Renewal Area**

City: West Branch County: Cedar

Urban Renewal Area Name: West Branch UR/Acciona

Urban Renewal Area Number: 16169 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ **518,760**

\*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

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\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Official Telephone

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**

City: West Branch County: Cedar

Urban Renewal Area Name: West Branch UR/Acciona

Urban Renewal Area Number: 16169 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. <u>2005 GO SRF Water Improvement Bonds</u> <u>30% of total bond was located in TIF district</u> <u>Matures June 1, 2025</u>	<u>6/2/2005</u>	<u>518,760</u>
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. _____ _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. _____ _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. _____ _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. _____ _____ _____ _____		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

**Total For City TIF Form 1.1 Page 1: 518,760**

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.



**ORDINANCE NO. 685**

AN ORDINANCE AMENDING TITLE CHAPTER 92 "WATER RATES"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 92 "WATER RATES" of the Code of West Branch, Iowa is hereby amended by deleting Section 92.02 in its entirety and inserting in lieu thereof:

**92.02 RATES FOR SERVICE.**

**Water service shall be furnished at the rate of:**

- \$4.59 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective June 20, 2006.
  - \$5.23 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2012.
  - \$5.87 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2013.
  - \$6.51 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2014.
  - \$7.15 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2015.
  - \$7.79 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2016.
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 November, 2011.

First Reading:	October 17, 2011
Second Reading:	November 7, 2011
Third Reading:	November 21, 2011

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

Attest:

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

## Water/Wastewater Rate Analysis

FY	Water Fund		Water		Base Cost Per 1,000		Cost Per 1,000		Base Cost Per 1,000		Cost Per 1,000	
	Expend.	Fund Revenue	Gallons treated	Gallons Billed	1,000 Gallons Treated	Gallons Treated Incl.	Water Bond	Gallons Billed Incl.	1,000 Gallons Billed	Gallons Billed	Water Bond	Gallons Billed
FY 2007	\$336,326	\$312,507	81,855	68,084	\$4.11	\$5.59	\$6.72	\$4.94	\$4.94	\$121,200.00	\$6.72	\$4.94
FY 2008	\$335,540	\$318,325	81,052	69,352	\$4.14	\$5.63	\$6.58	\$4.84	\$4.84	\$121,130.00	\$6.58	\$4.84
FY 2009	\$274,999	\$309,187	86,911	67,361	\$3.16	\$4.56	\$5.88	\$4.08	\$4.08	\$121,000.00	\$5.88	\$4.08
FY 2010	\$348,381	\$295,184	77,203	64,310	\$4.51	\$6.09	\$7.31	\$5.42	\$5.42	\$121,810.00	\$7.31	\$5.42
FY 2011	\$319,697	\$301,672	79,377	65,724	\$4.03	\$5.56	\$6.71	\$4.86	\$4.86	\$121,530.00	\$6.71	\$4.86
FY 2012 *	\$530,100	\$305,442	80,369	66,545	\$6.60	\$8.10	\$9.79	\$7.97	\$7.97	\$121,190.00	\$9.79	\$7.97
FY 2013 *	\$388,578	\$313,078	81,374	67,377	\$4.78	\$6.27	\$7.57	\$5.77	\$5.77	\$121,790.00	\$7.57	\$5.77
FY 2014 *	\$398,292	\$320,905	82,391	68,219	\$4.83	\$6.31	\$7.62	\$5.84	\$5.84	\$121,300.00	\$7.62	\$5.84
FY 2015 *	\$408,249	\$328,927	83,421	69,072	\$4.89	\$6.35	\$7.67	\$5.91	\$5.91	\$121,750.00	\$7.67	\$5.91
FY 2016 *	\$418,455	\$337,150	84,464	69,935	\$4.95	\$6.39	\$7.72	\$5.98	\$5.98	\$121,110.00	\$7.72	\$5.98
FY 2017 *	\$428,917	\$345,579	85,519	70,810	\$5.02	\$6.44	\$7.77	\$6.06	\$6.06	\$121,410.00	\$7.77	\$6.06

FY	Sewer Fund		Sewer		Base Cost Per 1,000		Cost Per 1,000	
	Expend.	Fund Revenue	Gallons Billed	Gallons Billed	1,000 Gallons Billed	Gallons Billed	Lift Station	Lift Station
FY 2007	\$177,106	\$199,076	43,372	43,372	\$4.08	\$5.47	\$5.47	\$5.47
FY 2008	\$181,469	\$205,114	44,687	44,687	\$4.06	\$5.40	\$5.40	\$5.40
FY 2009	\$194,428	\$191,797	41,786	41,786	\$4.65	\$6.09	\$6.09	\$6.09
FY 2010	\$203,830	\$198,615	43,271	43,271	\$4.71	\$6.10	\$6.10	\$6.10
FY 2011	\$204,411	\$236,000	51,416	51,416	\$3.98	\$5.14	\$5.14	\$5.14
FY 2012 *	\$247,644	\$247,644	52,059	52,059	\$4.76	\$5.91	\$5.91	\$5.91
FY 2013 *	\$305,085	\$253,835	52,710	52,710	\$5.79	\$6.93	\$6.93	\$6.93
FY 2014 *	\$312,712	\$260,181	53,368	53,368	\$5.86	\$6.98	\$6.98	\$6.98
FY 2015 *	\$320,530	\$266,686	54,036	54,036	\$5.93	\$7.04	\$7.04	\$7.04
FY 2016 *	\$328,543	\$273,353	54,711	54,711	\$6.01	\$7.10	\$7.10	\$7.10
FY 2017 *	\$336,757	\$280,186	55,395	55,395	\$6.08	\$7.16	\$7.16	\$7.16

\* Projected

# WATER 14% Increase & Sewer 14% Increase per Thousand Gallons per Year for 5 Years

Fiscal year	Water/1,000 gal. @ 14% increases		Sewer/1,000 gal. @ 14% increases		Revenue/FY based on		Increase in revenue per year	Minimum Monthly Bill*	Average Monthly Bill**
	Increase / 1,000 gal.	Increase / 1,000 gal.	Increase / 1,000 gal.	Increase / 1,000 gal.	70,000,000 Gal. Water & 55,000,000 Gal. Sewer	70,000,000 Gal. Water & 55,000,000 Gal. Sewer			
FY 12		\$4.59		\$4.59		\$573,750.00		\$20.90	\$42.76
		\$0.64		\$0.64			\$80,000.00		
FY 13		\$5.23		\$5.23		\$653,750.00		\$23.15	\$48.05
		\$0.64		\$0.64			\$80,000.00		
FY 14		\$5.87		\$5.87		\$733,750.00		\$25.41	\$53.35
		\$0.64		\$0.64			\$80,000.00		
FY 15		\$6.51		\$6.51		\$813,750.00		\$27.66	\$58.65
		\$0.64		\$0.64			\$80,000.00		
FY 16		\$7.15		\$7.15		\$893,750.00		\$29.91	\$63.95
		\$0.64		\$0.64			\$80,000.00		
FY 17		\$7.79		\$7.79		\$973,750.00		\$32.16	\$69.25

\*Including Water, Sewer, Mandatory Recycling Fee and all taxes at 1,700 gallon minimum.

\*\*Average household monthly usage equals 4,000 gallons.

**ORDINANCE NO. 686**

AN ORDINANCE AMENDING TITLE CHAPTER 90 "WATER SERVICE SYSTEM"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 90 "WATER SERVICE SYSTEM" of the Code of West Branch, Iowa is hereby amended by deleting Section 90.06 in its entirety and inserting in lieu thereof:

**90.06 FEE FOR PERMIT.**

**Before any permit is issued, the person who makes application shall pay the following fee for permit to the Superintendent:**

**\$315 effective November 21, 2011; \$331 effective July 1, 2012; \$348 effective July 1, 2013; \$365 effective July 1, 2014; \$383 effective July 1, 2015; \$402 effective July 1, 2016.**

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 November, 2011.

First Reading:	October 17, 2011
Second Reading:	November 7, 2011
Third Reading:	November 21, 2011

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

Attest:

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

**ORDINANCE NO. 687**

**AN ORDINANCE AMENDING TITLE CHAPTER 96 "BUILDING SEWERS AND CONNECTIONS"**

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 96 "BUILDING SEWERS AND CONNECTIONS" of the Code of West Branch, Iowa is hereby amended by deleting Section 96.02 in its entirety and inserting in lieu thereof:

**96.02 CONNECTION CHARGE.**

**Before any permit is issued, the person who makes application shall pay the following fee for permit to the Superintendent:**

**\$315 effective November 21, 2011; \$331 effective July 1, 2012; \$348 effective July 1, 2013; \$365 effective July 1, 2014; \$383 effective July 1, 2015; \$402 effective July 1, 2016.**

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 November, 2011.

First Reading:	October 17, 2011
Second Reading:	November 7, 2011
Third Reading:	November 21, 2011

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Don Kessler, Mayor

Attest:

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Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 961

A RESOLUTION TO AMEND THE CITY OF WEST BRANCH SCHEDULE OF FEES BY  
REMOVING WATER AND SEWER PERMIT FEES

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to amend existing fees set by earlier resolution; and

WHEREAS, Council has determined that the fees included in this Resolution would be more appropriately placed in the City of West Branch Code of Ordinances; and

WHEREAS, Council has approved three readings of Ordinances 686 and 687 to establish water and sewer permit fees in the Code of Ordinances on October 17, 2011, November 7, 2011 and November 21, 2011.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the fees set forth in Exhibit "A" attached hereto and made a part hereof, be removed from the City of West Branch Schedule of fees effective immediately upon the adoption and approval of this Resolution, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

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

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Don Kessler, Mayor

Attest:

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Matt Muckler, City Administrator/Clerk

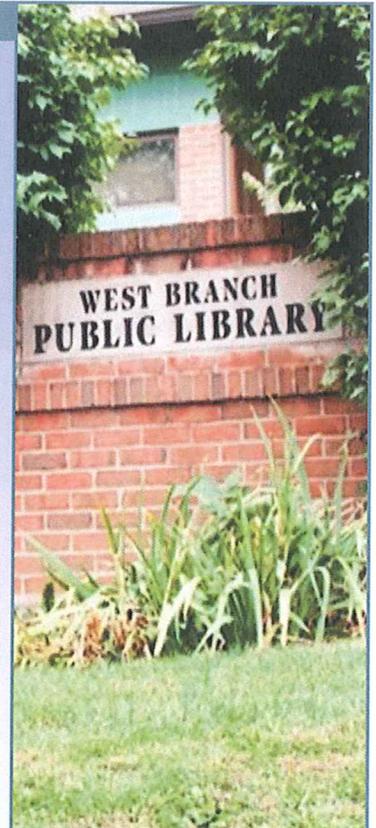
## EXHIBIT "A"

### CITY OF WEST BRANCH SCHEDULE OF FEES

90.06 Permit Fee	\$315
96.02 Permit Fee	\$315

Increases for 90.06 Permit Fee and 96.02 Permit Fee with increase 5% per year (and then be rounded to the nearest dollar) for five years starting on July 1, 2012, which would bring the permit fee for water up to \$402 and the permit fee for sewer up to \$402 effective July 1, 2016.

Future Rates and effective dates: July 1, 2012 - \$331; July 1, 2013 - \$348; July 1, 2014 - \$365; July 1, 2015 - \$383; July 1, 2016 - \$402.



# Annual Report 2011

## Director's Message

I want to start by thanking you for your time and interest in the West Branch Public Library by reading this report. This document is created at the end of our financial year in order to give the community a view at all of the activities and aspects of the library carried out through the past year. It's the document which will tell you how many items were checked out, how much money was spent on building repair, what projects were completed during the year, and where the library aims to go in the year ahead, among many other things.

The library itself uses these numbers and trends to see how our programs, services, and circulating collection are being received by the community. For instance, if attendance in programs increases, it is a general indication that the community on the whole likes the programs available and would attend similar events. If circulation in an area decreases, we will look at ways to improve the items within that area and the availability or location of that section.

At the year's conclusion, I feel that this has been a very successful year in many areas and I am again proud to be part of the group that runs your library. The library staff, Board of Trustees, and the Friends of the West Branch Public Library hope that you have enjoyed the year at the library, too, and we hope to see you here again. We would also like to extend our thanks to the many individuals who have volunteered their time or provided financial donations. Without the assistance of these individuals, families, and companies, the library could not operate in the same manner.

Thank you again for your time, and we hope to see you again at the library in 2012!

-Nick Shimmin  
Director, West Branch Public Library

### Inside this report

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Electronic Books .....	4
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## Library Use - Circulation

Circulation at the library continued to increase in 2011, reaching 45,603 items total. While many collections have done well, much of the increase can be attributed to youth materials like picture books, chapter books, and young adult books. The library has also had an increase in audiobook use, both in CD and electronic formats.

Also adding to the increase has been a proliferation of electronic books of which the State of Iowa has now begun to consider as regular circulation. As more library patrons acquire these de-



Circulation totals - 2001 to 2011

vices and device prices continue to decrease, the library staff expects this circulation to continue to rise.

DVD use has increased up to that of 2008 after having dipped down over several years due to the proliferation of services like Netflix and Redbox.

***"When in doubt, go to the library."***

**- J.K. Rowling**

***Harry Potter and the Chamber of Secrets***

### Summer Reading Program

## One World, Many Stories

In 2011, 339 youth from West Branch participated in the annual Summer Reading Program. The themes this year were about other places: countries, plants, animals, cultures, and people.

The library welcomed guests from the Grout Museum who gave tours of their Starlab, the Blank Park Zoo brought unusual animals of North America, and kids got to try out percussion instruments with the Iowa City Drum Circle, among many other programs.

The library looks every year to increase the number of participants and the amount of reading done by library users. We will strive to make next year's even better!

## Library Use - Programs

Library programming has continued to be a major draw to the library. Library programs give library patrons of all ages a chance to have fun and learn at the library in addition to promoting reading by bringing the community to the library books.

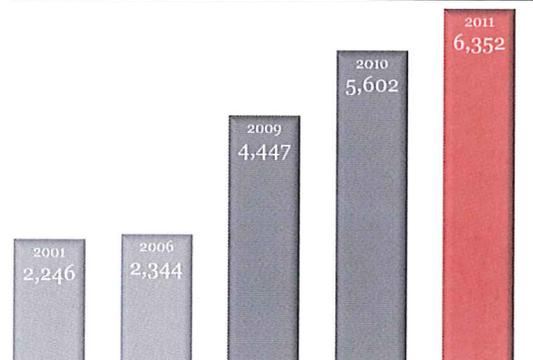
Library programming attendance has continued to rise in almost every venue. More families are turning out for regular favorites like storytime and Family Movie nights. Adult programming continues to be added with visits from Humanities Iowa speakers and a knitting group which met regularly throughout the winter and spring.

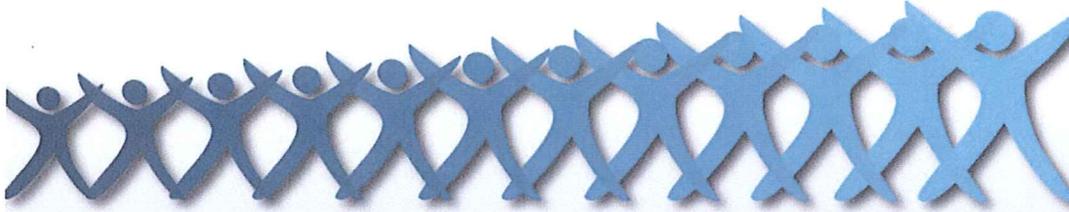
Keep an eye out on the library's website or join us on Facebook for information on upcoming programs in 2012!



Young program attendees participate in a story told by Daniel Poe of "Creations with a Twist"

Program participation - 2001 to 2011





## Board of Trustees, Library Staff, & the Friends of the West Branch Public Library

### Library Staff

The Library staff conducts the everyday operation of the library from checking out your library materials to hosting library programs to making sure the library looks good.

Nick Shimmin - Library Director	Becky Knoche - Youth Librarian/
Alison Andrews - Library Clerk	Barb Wargo - Library Clerk
Claudia Wallick - Library Clerk	Tom Johnson - Library Custodian

### Library Board of Trustees

The board of trustees of the West Branch Public Library is a group appointed by the city council of the city of West Branch who are responsible for library planning, creation and development of the library's governing policies, creation and monitoring of the library's budget and finances, and evaluation of the library director.

Amy Colbert - Board President	Dan Stevenson - Vice President (beginning 11/10)
Cary Wiesner - Secretary	Jose Carrillo
Nan Fawcett	Peter Pappas (beginning 01/11)
Laura Gongora (beginning	Bill Schreier (through 10/10)
Donna Watson (through 11/10)	

### Friends of the West Branch Public Library Board

The Friends of the West Branch Public Library is a separate nonprofit organization dedicated to the improvement of the West Branch Public Library. The Friends work to sponsor programs, provide funding for special projects, and to otherwise enhance the library outside of normal funding sources.

Liz Wildenberg de Hernandez	Julia LaBua
Jennie Embree	Sara Day-Brewer
Lanette Bloem	Faye Finck
Kelley Schlitz	

### Building Improvements

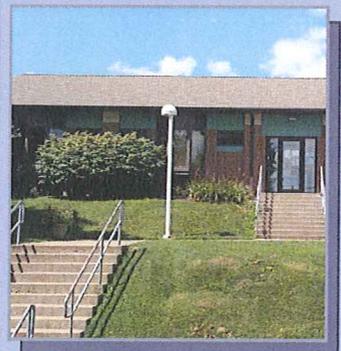
The past fiscal year saw several major improvements to the interior of the West Branch Public Library.

Within the first three months of the year, the library had replaced the carpeting around the library entries and main desk area and installed glass walls to create a quiet room for patrons looking to quietly read or work.

The Friends of the West Branch Public Library received a grant from the Christopher and Dana Reeve Foundation to install automatic door openers, a process carried out in the early fall of 2010.

Later in the year, the library replaced a broken furnace with one that will last until further building improvements can be conducted. It is more efficient, as well, serving to lower the library's power consumption in subsequent years.

In all, just over \$19,300 was spent on building improvements during the year.



## Electronic Books

*"Could it be that Santa brought a lot of e-readers?"*

-Lily Lau,  
East Central  
Library Services

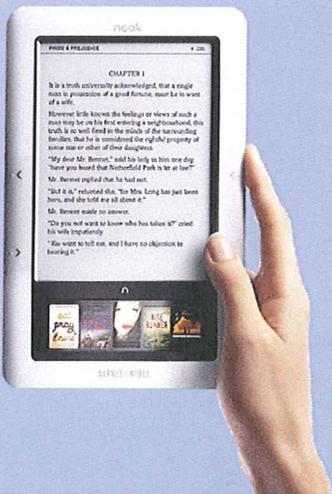
Librarians came back to work after the New Years Day holiday to find that almost no electronic books were available on NEIBORS, the northeast Iowa electronic book and audio book consortium.

Throughout the following weeks, the service frequently had only 4 or 5 titles available of about 420 total.

The NEIBORS libraries pushed to find money to put into the service to meet the increase in demand. And have now brought the collection size to over 1,000.

Total circulation in both electronic book and audio-book formats has remained high and has increased by over 60% in since last year at library.

The library also added Tumblebooks, online electronic children's books, to the available services. Tumblebooks is available at no cost to all library patrons.

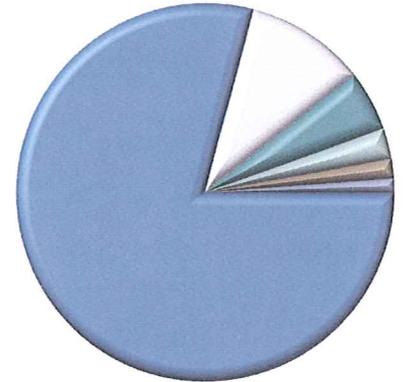


## Library Finance - Income

Primary funding of the West Branch Public Library comes from the property taxes of West Branch Residents. Service is provided to Cedar County residents by contractual agreement with the county and service to other residents is provided by a State of Iowa program called Open Access.

The library received several major private contributions from outside organizations, too. Proctor & Gamble donated \$2,500 for this year's Summer Reading Program and the Community Foundation of Cedar County awarded the library with two grants. We extend our sincere thanks to both organizations!

City of West Branch	\$ 96,430.00	
Cedar County	\$ 12,597.82	
Private contributions	\$ 6,351.18	
State of Iowa	\$ 3,241.32	
Fines	\$ 2,032.62	
Copy/Print/Fax fees	\$ 1,465.44	
<b>Total</b>	<b>\$ 122,118.38</b>	

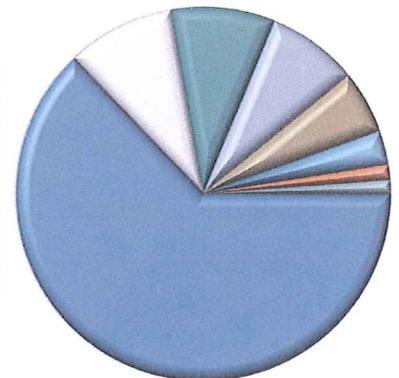


## Library Finance - Expenditures

Library expenditures in 2011 ended mostly as expected from the beginning of the year with a few building-improvement projects included. The projects were conducted in line with the library's planning which, this year, included smaller efforts to improve the current facility until a larger renovation could be conducted.

- Staffing costs came in within \$700 of expected at the beginning of the year. Total staff expenditures made up 63% of total expenditures
- Special projects accounted for \$19,300 or 11% of the budget. These fell mostly under Contract expenditures with some falling under Building Maintenance.
- Electricity expenditures have remained under the amount expended five years ago despite increasing energy costs.
- Programming expenditures have increased over time as program attendance (see page 2) has increased.

Staff (with benefits and education)	\$ 105,655.10	
Contracts & Advertising	\$ 15,600.64	
Materials	\$ 15,087.89	
Building Maintenance and Supplies	\$ 13,347.14	
Office Supplies & Postage	\$ 9,231.77	
Electricity	\$ 4,937.11	
Telephone	\$ 2,247.42	
Programs	\$ 2,064.77	
<b>Total</b>	<b>\$ 168,171.84</b>	

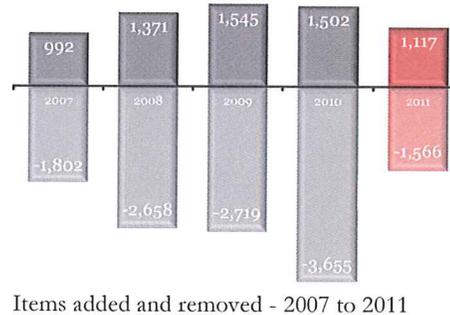


## Collection

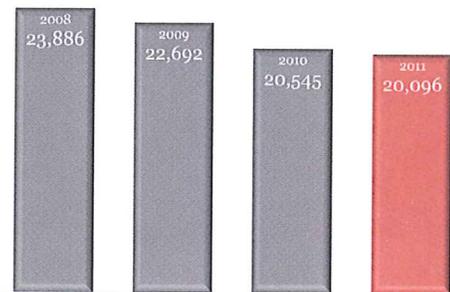
The collection of lending materials is a constantly flowing aspect of the West Branch Public Library. Items are constantly being added as they are produced and other items are removed from being worn, broken, and unused.

In 2011, fewer items were added due to monetary constraints. Fewer items were removed as efforts over past years have made the collection easier to browse and maintain already.

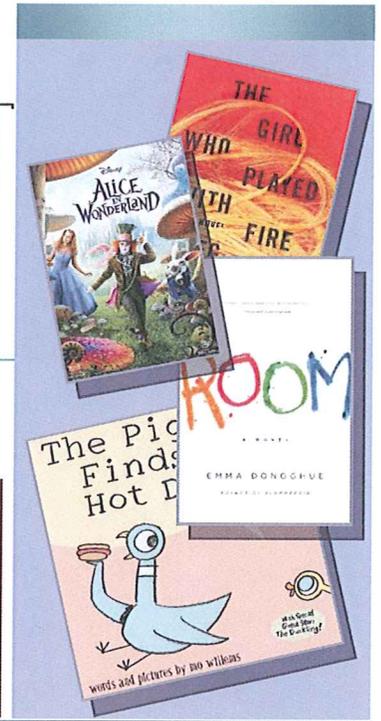
Total collection size has reached a holding point with the shelves holding comfortably about 19,000 to 21,000 total items.



Items added and removed - 2007 to 2011



Total Collection Size - 2008 to 2011



***"Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation."***

**- Walter Cronkite**

## Condition of the Library

### This year

The condition of the library remains generally unchanged from the prior year. In general, the library facility and equipment is aging and being replaced as it stops functioning.

This year the library had several unplanned maintenance occurrences that increased the amount required for that aspect of library operations.

In September of 2010, a hole in the lawn on the west side of the library began to form and increase in size. The library opted to have the area excavated to determine if something underground was causing a problem that could potentially reach the building itself. After excavation, the cause of the hole was determined to be shifting soil caused by water drainage.

In January, one of the library's three

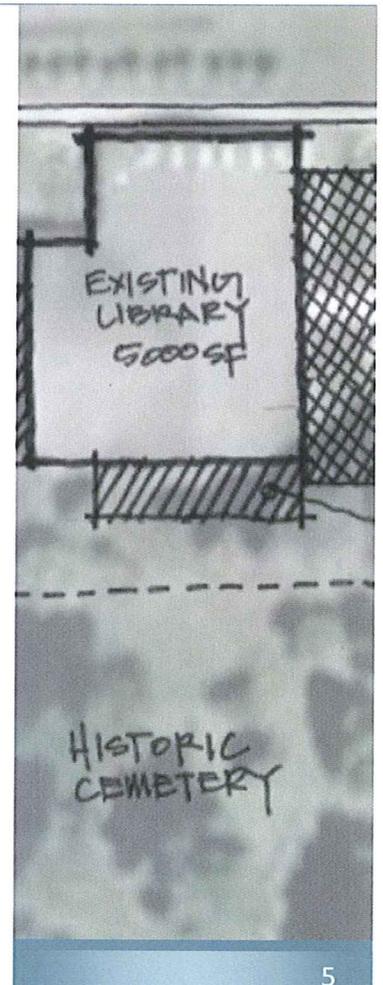
furnaces stopped functioning and required expensive replacement of a part or replacement of the unit itself. As the furnaces are 18 years old, it was decided to replace the unit which would then last longer than the older unit and provide improved efficiency.

Please see the sidebar on page 3 for other projects completed with the building during the past year.

### Future

It is difficult to say what unexpected maintenance may be required during 2012. The air conditioning units and remaining furnaces are continuing to age and are as likely to stop functioning as the furnace that did this year.

The carpet within the building is as old as those units and continuing to show heavy wear, damage, and staining. It should be replaced as early as possible.



West Branch Public Library -  
Mission Statement

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The West Branch Public Library welcomes and provides equal access and service to all patrons; encourages and nurtures a literate and informed community; is committed to intellectual freedom, continuous learning, and enrichment programs; and provides a community gathering place.

## The Year Ahead

In 2012, the library will progress through guidelines established in the long range plan and the technology plan and work to improve library services, equipment, and facilities.

Work is already underway to determine a path for a library building project and methods of gathering community feedback on some potential paths. The path the library will take to improve available space for the library is currently undecided but will hopefully be decided by the end of 2012.

At the beginning of the year, the library will be switching automation systems and bring many improvements to library users like a more modern online view, the ability to renew and pay fines online, and automatic notifications of upcoming due dates on materials checked out.

Library staff will also be looking to continue improving programming for patrons of all ages and hope to see even more participants in the 2012 summer reading programs.

In all 2012 looks to be a fun and busy year and we hope to see all of you here!

West Branch Public Library

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300 N Downey St.  
PO Box 460  
West Branch, IA 52358

Phone: 319-643-2633  
Fax: 319-643-4148  
E-mail: [staff@westbranch.lib.ia.us](mailto:staff@westbranch.lib.ia.us)



Name

Address Line 1

Address Line 2

City, State ZIP