

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 WORK SESSION
Tuesday, February 21, 2012 • 6:00 p.m.
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. City Engineer Dave Schechinger, P.E.
 - a. Inflow and Infiltration Study Results
 - b. Lift Station Project Update
4. Adjourn

Mayor: Don Kessler • **Council Members:** Jordan M. Ellyson, Colton Miller, Jim Oaks, Dan O'Neil, 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

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CITY COUNCIL MEETING AGENDA **Tuesday, February 21, 2012 • 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 6, 2012 City Council Work Session.
 - b. Approve minutes from the February 6, 2012 City Council Meeting.
 - c. Approve minutes from the February 13, 2012 City Council Work Session.
 - d. Approve claims.
 - e. Approve Class C Liquor License with Living Quarters, Outdoor Service and Sundays Sales Permits for Fox Run Golf & Country Club.
5. Communications/Open Forum
6. Public Hearings/Non-Consent Agenda
 - a. Third Reading of Ordinance 672 amending Title, "Police, Fire and Emergencies," Chapter 31 "Reserve Police Force." /Move to action.
 - b. Police Chief Mike Horihan – Presentation of Reserve Certification to Todd Thurmann.
 - c. Second Reading of Ordinance 689, adopting Title, "Zoning and Subdivision," Chapter 173 "Site Plan Requirements." /Move to action.
 - d. Second Reading of Ordinance 690, vacating the northern 75 feet of the 16' alley located to the west of Lot 19 and to the east of Lot 18 in Block 22 in Cameron (Original Town) A.K.A. West Branch, in West Branch, Cedar County, Iowa, generally located near Main Street and North 2nd Street. /Move to action.
 - e. Resolution 970, approving \$_____ to be moved from the Park & Recreation General Fund Reserve line to the General Fund for the purchase of the Wapsi View Trailer Court. /Move to action.
 - f. Discussion of approving the purchase of a new Police Department vehicle.
 - g. Resolution 978, adopting final proposed fiscal year 2012-2013 budget and order notice of hearing for March 5, 2012. /Move to action.
 - h. Resolution 979, approving service agreement with Kid Again Inflatable Fun Shows in the amount of \$8,900. /Move to action.

Mayor: Don Kessler • **Council Members:** Jordan M. Ellyson, Colton Miller, Jim Oaks, Dan O'Neil, Mark Worrell
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
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CITY COUNCIL MEETING AGENDA
Tuesday, February 21, 2012 • 6:30 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

- i. Discussion of cost estimate for West Branch McDonald's Sidewalk in amount of \$10,300.
 - j. Appointment of Logan John Cilek as a member of the West Branch Fire Department./Move to action.
 - k. Approve Resolution 980, amending the West Branch, IA Employee Handbook to clarify that vacation time does not count as hours worked for overtime purposes./Move to action.
 - l. First Reading of Ordinance 691, amending maintenance bond requirements in Title, "Zoning and Subdivision," Chapter 170 "Subdivision Regulations."/Move to action.
- 7. City Staff Reports
 - a. City Administrator Matt Muckler – Gas Franchise Agreement
 - 8. Comments from Mayor and Council Members
 - 9. Adjournment

Mayor: Don Kessler • **Council Members:** Jordan M. Ellyson, Colton Miller, Jim Oaks, Dan O'Neil, 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 Work Session

**February 6, 2012
6:00 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, Park and Recreation Director Melissa Russell, Police Officer Thomas Stewart, Public Works Director Matt Goodale, Fire Chief Kevin Stoolman, Fire Chief Administrator Dick Stoolman and Library Director Nick Shimmin.

Council members: Mark Worrell, Jordan Ellyson, Dan O'Neil, Colton Miller and Jim Oaks.

Matthew J. Wildman, P.E., Project Manager, HR Green, Inc. – Walker, IA Submerged Attached Growth Reactor (SAGR) Project

Matt Wildman from Howard R. Green Company briefed the City Council on the Submerged Attached Growth Reactor ("SAGR") system that is being installed in the City of Walker. Wildman explained that the SAGR system is a constructed wetlands with a rock base in the cells. The SAGR system was approved by the Iowa Department of Natural Resources within the last two months. The City of Walker chose this method because of cost implications.

Councilperson Worrell asked about detention time of the effluent. Wildman stated that the detention time is about four days and that the system would only need one foot of fall to treat the materials in the system. The rock bed that collects the bacteria is four feet thick. Worrell inquired about whether being located in the flood plain would cause issues. Councilperson Oaks provided a history of the current wastewater treatment site.

Muckler asked Wildman the difference in maintenance/operating for the SAGR system versus the mechanical plant. Wildman explained that the SAGR system usually only needs a monthly inspection. The cells require little maintenance and the diffusers don't typically plug. There will be some maintenance with the ultraviolet disinfection bulbs. Muckler also asked about the decision making process Walker used to select the SAGR system. Wildman indicated that Walker chose the SAGR system for two reasons, it was the cheapest alternative and that Walker did not have the necessary land for mechanical plant. Wildman offered to present the Council with additional information on the SAGR system at their request.

Work session ended at 6:23 p.m.

Don Kessler, Mayor

ATTEST: _____
Ashley Borland-Kaalberg, Administrative Assistant

(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 6, 2012
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, Park and Rec Director Melissa Russell, Public Works Director Matt Goodale, Library Director Nick Shimmin, Police Officer Thomas Stewart, Fire Chief Kevin Stoolman, Fire Chief Administrator Dick Stoolman and Police Chief Mike Horihan.

Council members: Mark Worrell, Jordan Ellyson, Colton Miller, Dan O'Neil and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the January 17, 2012 City Council Work Session.
- b) Approve minutes from the January 17, 2012 City Council Meeting.
- c) Approve claims.
- d) Approve rescheduling the Monday February 20, 2012 City Council Meeting to Tuesday, February 21, 2012, due to the Presidents Day Holiday.

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

COMMUNICATIONS/OPEN FORUM

Worrell was notified by a Cedar County Engineer that there is a historical bridge available for the City's use for the College Street project.

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL Reconsideration of Resolution 962, approving an Engineering Services Agreement with Ament, Inc. in connection with the Safe Routes to School Project./Move to action.

Dan Stevenson, 5th Street resident spoke in favor of the SRTS project and his families' use of City's sidewalks.

Frank Frostestad addressed his use of the City's sidewalks and the installation / maintenance of his own personal sidewalk that leads to nowhere.

Jennie Embree, 4th Street resident told Council that a US House of Representatives Committee recently voted not to include the SRTS grant in future funding.

Motion by Worrell to reconsider Resolution 962 second by Miller. AYES: Worrell, Miller, Ellyson and O'Neil. NAYS: Oaks. Motion carried.

Resolution 962, approving an Engineering Services Agreement with Ament, Inc. in connection with the Safe Routes to School Project./Move to action.

Ellyson voiced her concern with how the City Council was approached by proponents of the grant. She also expressed that her vote would be based on the studying the issue, the potential costs involved and touring the City to view locations where the various improvements in the Safe Route to School Grant were to be located.

Motion by O'Neil to approve Resolution 962 second by Miller. AYES: Worrell, Miller. NAYS: Ellyson, O'Neil, Oaks. Motion failed.

Resolution 969, approving an Engineering Service Agreement with Veenstra & Kimm, Inc. in connection with the Priority Routes Sidewalk 2011 Project and directing the city administrator to notify the Iowa Department of Transportation Safe Routes to School Program Manager that the City will not participate in the Safe Routes to School Grant./Move to action.

O'Neil gave an overview to Council and the public the schedule/routes discussed with City staff. Miller expressed interest in having the Council reassess the sidewalk routes to be constructed.

Motion by O'Neil to approve Resolution 969, second by Oaks. AYES: O'Neil, Oaks, Ellyson. NAYS: Worrell and Miller. Motion carried.

Public Hearing on the proposed amendment to the West Branch Zoning Code, specifically incorporating Chapter 173 regarding site plan requirements.

Mayor Kessler opened the public hearing. Dave Schechinger answered Council questions concerning the site plan and discussion was had on increasing the bond year requirements. With no further discussion, the public hearing was closed.

First Reading of Ordinance 689, amending the West Branch Zoning Code, specifically incorporating Chapter 173 regarding site plan requirements./Move to action.

Motion by Oaks second by O'Neil to amend the first reading of Ordinance 689 to increase all bond requirements to 5 years.

AYES: Oaks, O'Neil, Worrell, Ellyson, Miller. Motion carried.

Motion by Oaks to approve amended first reading of Ordinance 689. AYES: Oaks, O'Neil, Worrell, Ellyson, Miller. Motion carried.

Resolution 972, approving agreement with McDonald's Corporation in connection with the McDonald's West Branch Re-Build Project./Move to action.

Motion by O'Neil, second by Worrell to approve resolution 972. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 973, approving McDonald's West Branch Re-Build Site Plan./Move to action.

Motion by O'Neil second by Ellyson to approve resolution 973. AYES: O'Neil, Ellyson, Worrell, O'Neil, Oaks. Motion carried.

Public hearing on a proposal to vacate and dispose of an interest in real property, said real property being generally described as the northern 75 feet of a 16-foot alley located to the west of Lot 19 and to the east of Lot 18 in Block 22 in Cameron (Original Town) A.K.A. West Branch, in West Branch, Cedar County, Iowa, generally located near Main Street and North 2nd Street./Move to action.

Mayor Kessler opened the public hearing. Discussion between Council, staff and both property owners involved was had. With no further discussion, the public hearing was closed.

First Reading of Ordinance 690, proposing to vacate and dispose of an interest in real property, said real property being generally described as the northern 75 feet of a 16-foot alley located to the west of Lot 19 and to the east of Lot 18 in Block 22 in Cameron (Original Town) A.K.A. West Branch, in West Branch, Cedar County, Iowa, generally located near Main Street and North 2nd Street./Move to action.

Motion by Worrell, second by Ellyson to approve the first reading of Ordinance 690. AYES: Worrell, Ellyson, Miller, O'Neil, Oaks. Motion carried.

Second Reading of Ordinance 672 amending Title, "Police, Fire and Emergencies," Chapter 31 "Reserve Police Force."/Move to action.

Motion by O'Neil second by Miller to approve second reading of ordinance 672. AYES: O'Neil, Miller, Worrell, Ellyson, Oaks. Motion carried.

Resolution 970, approving \$ _____ to be moved from the Park & Recreation General Fund Reserve line to the General Fund for the purchase of the Wapsi View Trailer Court./Move to action.

Motion by O'Neil second by Miller to postpone resolution 970 until the costs of cleanup are calculated. AYES: O'Neil, Miller, Worrell, Ellyson, Oaks. Motion carried.

Resolution 971, Proclaiming February 14, 2012 as Salute to Hospitalized Veterans Day./Move to action.

Mayor Kessler invited Council members to accompany American Legion members and himself in their visit to the Veterans Hospital on February 12th. Motion to approve resolution 971 O'Neil second by Worrell. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 974 approving an agreement with Garling Construction, Inc. in connection with the West Branch Fire Station Project./Move to action.

Motion by O'Neil second by Worrell to approve resolution 974. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 975, accepting the West Branch Fire Station Project as substantially completed./Move to action.

Motion by Worrell second by O'Neil to accept resolution 975. AYES: Worrell, O'Neil, Ellyson, Miller, Oaks.

Approve tentative revenues and expenditures for the general fund in the FY 2012-2013 Annual Budget./Move to action.

O'Neil suggested giving 1.5% employee raises with the City picking up the full 14% increase in health insurance benefits. Oaks suggested setting a work session at 4:00 p.m. on Monday, February 13th to discuss the budget. Motion by Worrell second by O'Neil to postpone the tentative revenue and expenditures for the general fund in the FY 2012-2013 Annual Budget. AYES: Worrell, Oaks, Ellyson, Miller, O'Neil. Motion carried.

Discussion of revenue estimates and expenditures for all funds outside of the general fund for the FY 2012-2013 Annual Budget.

Discussion on the annual budget will take place on Monday, February 13th at 4:00 p.m.

MAYOR DON KESSLER

Appointments/Reappointments

None

REPORTS

Fire Chief Kevin Stoolman – Fire Department Vehicle

Stoolman updated Council on the Fire Department Vehicle and noted that the suburban is ready ahead of schedule and expected to be received by the Department within the next couple weeks.

City Administrator Matt Muckler - Comprehensive Plan Public Input Survey

Muckler discussed proposed ways of circulating the survey including an insert in the newspaper, links on the City's web page and surveys being sent home in the School's Friday folder.

ADJOURNMENT

Motion to adjourn meeting by Worrell. City Council meeting adjourned at 8:34 p.m.

Don Kessler, Mayor

ATTEST: _____
Ashley Borland-Kaalberg, Administrative Assistant

(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
West Branch Fire Station**

City Council Work Session

**February 13, 2012
4:00 p.m.**

Mayor Don Kessler opened the West Branch City Council Work Session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, City Attorney Kevin Olson, Park and Recreation Director Melissa Russell, Public Works Director Matt Goodale, Police Chief Mike Horihan and Library Director Nick Shimmin.

Council members: Mark Worrell, Jordan Ellyson, Dan O'Neil, Colton Miller and Jim Oaks.

Discussion of revenue and expenditures for the General Fund.

Mayor Kessler stated that the use of overtime should be monitored and used sparingly. Councilpersons Oaks and Ellyson encouraged staff to prioritize street projects in the Roads and Streets Budget. Councilpersons O'Neil, Oaks and Worrell asked staff to bring back street projects to Council as they are ready to be completed. Councilperson Worrell expressed support for the increase to Public Works employee Paul O'Neil. Council agreed to make the increase effective in fiscal year 2013. Muckler was encouraged to bring a resolution in front of Council to clarify the overtime policy, specifically that vacation hours should not count towards hours worked in the calculation of overtime. Council expressed interest in having further discussions on the City's health insurance policy. Council instructed staff not to mark sidewalks or become involved in selecting contractors during sidewalk repairs.

Discussion of revenue and expenditures for all funds outside of the General Fund.

Councilperson Worrell asked about the Acciona TIF Rebate amount for FY13. Muckler informed the Council that the Acciona rebate is estimated at \$244,178 for FY 13. Muckler informed the Council that \$100,000 from the sewer fund balance is proposed to be spent in FY 13 to address repairs identified in Phase I of the I & I Study. Muckler also pointed out that the city office remodel project loan would be paid off six years early in FY 13 and that the City would maintain its tax levy at the same rate (\$12.04/thousand) for the third year in a row under the proposed budget and that this rate was still lower than the 2009 tax levy rate.

Motion by Worrell, seconded by O'Neil to adjourn. Work session adjourned at 5:45 p.m.

Don Kessler, Mayor

ATTEST: _____
Matt Muckler, City Administrator

VENDOR_SORT_KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AERO RENTAL	PARK & REC - POPCORN	GENERAL FUND	PARK & RECREATION	32.40
			TOTAL:	32.40
AGVANTAGE FS INC	LP GAS BULK	ROAD USE TAX	ROADS & STREETS	996.22
			TOTAL:	996.22
AIR COOLED ENGINE SERVIC	SUPPLIES	ROAD USE TAX	ROADS & STREETS	15.99
			TOTAL:	15.99
ALLIANT ENERGY	VARIOUS DEPTS - UTILITIES	GENERAL FUND	POLICE OPERATION	232.16
	VARIOUS DEPTS - UTILITIES	GENERAL FUND	FIRE OPERATION	696.48
	VARIOUS DEPTS - UTILITIES	GENERAL FUND	STREET LIGHTING	1,888.21
	VARIOUS DEPTS - UTILITIES	GENERAL FUND	STREET LIGHTING	302.67
	VARIOUS DEPTS - UTILITIES	GENERAL FUND	PARK & RECREATION	27.44
	VARIOUS DEPTS - UTILITIES	GENERAL FUND	CLERK & TREASURER	361.72
	VARIOUS DEPTS - UTILITIES	GENERAL FUND	LOCAL CABLE ACCESS	100.00
	VARIOUS DEPTS - UTILITIES	CIVIC CENTER	TOWN HALL	609.03
	VARIOUS DEPTS - UTILITIES	LIBRARY	LIBRARY	383.38
	VARIOUS DEPTS - UTILITIES	ROAD USE TAX	ROADS & STREETS	184.22
	300TH ST WATERTOWER UTILIT	WATER FUND	WATER OPERATING	61.67
	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	211.58
	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	980.88
	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	604.66
	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	452.41
	VARIOUS DEPTS - UTILITIES	SEWER FUND	SEWER OPERATING	255.45
	VARIOUS DEPTS - UTILITIES	SEWER FUND	SEWER OPERATING	534.24
	UTILITIES AT 219 E GREEN S	GENERAL FUND	PARK & RECREATION	39.03
	UTILITIES COOKSON COMM CTR	GENERAL FUND	CLERK & TREASURER	790.40
			TOTAL:	8,715.63
AMAZON	SUPPLIES	LIBRARY	LIBRARY	29.13
	SUPPLIES	LIBRARY	LIBRARY	30.94
	SUPPLIES	LIBRARY	LIBRARY	103.65
			TOTAL:	163.72
BAKER & TAYLOR BOOKS	LIBRARY - BOOKS	LIBRARY	LIBRARY	1,597.40
			TOTAL:	1,597.40
BARRON MOTOR SUPPLY	POLICE SUPPLIES	GENERAL FUND	POLICE OPERATION	99.92
	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	34.81
	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	47.16
	SEWER - SUPPLIES	WATER FUND	WATER OPERATING	238.79
		SEWER FUND	SEWER OPERATING	200.00
			TOTAL:	620.68
BDC BUILDING PLAN REVIEW	INSPECTIONS FOR JANUARY	GENERAL FUND	CLERK & TREASURER	102.90
			TOTAL:	102.90
BEAN & BEAN	GRAVE OPENINGS	GENERAL FUND	CEMETERY	1,000.00
			TOTAL:	1,000.00
BLUE CROSS BLUE SHIELD	LIFE INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	8.00
	DENTAL INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	49.88
	DENTAL INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	64.34
	HEALTH INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	384.13
	HEALTH INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	540.92

VENDOR_SORT_KEY

DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DENTAL INSURANCE	LIBRARY	NON-DEPARTMENTAL	14.46
DENTAL INSURANCE	LIBRARY	NON-DEPARTMENTAL	14.46
HEALTH INSURANCE	LIBRARY	NON-DEPARTMENTAL	156.79
HEALTH INSURANCE	LIBRARY	NON-DEPARTMENTAL	156.79
HEALTH INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	1,881.42
DENTAL INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	129.89
LIFE INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	12.60
HEALTH INSURANCE	TRUST AND AGENCY	ROADS & STREETS	538.29
DENTAL INSURANCE	TRUST AND AGENCY	ROADS & STREETS	33.66
LIFE INSURANCE	TRUST AND AGENCY	ROADS & STREETS	4.11
HEALTH INSURANCE	TRUST AND AGENCY	LIBRARY	1,149.76
DENTAL INSURANCE	TRUST AND AGENCY	LIBRARY	76.96
LIFE INSURANCE	TRUST AND AGENCY	LIBRARY	6.30
HEALTH INSURANCE	TRUST AND AGENCY	PARK & RECREATION	418.10
DENTAL INSURANCE	TRUST AND AGENCY	PARK & RECREATION	52.93
LIFE INSURANCE	TRUST AND AGENCY	PARK & RECREATION	3.15
HEALTH INSURANCE	TRUST AND AGENCY	CEMETERY	538.30
DENTAL INSURANCE	TRUST AND AGENCY	CEMETERY	33.63
LIFE INSURANCE	TRUST AND AGENCY	CEMETERY	3.77
HEALTH INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	512.18
DENTAL INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	37.05
LIFE INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	3.78
HEALTH INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	182.92
DENTAL INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	13.22
LIFE INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	0.79
DENTAL INSURANCE	WATER FUND	NON-DEPARTMENTAL	11.28
DENTAL INSURANCE	WATER FUND	NON-DEPARTMENTAL	11.28
HEALTH INSURANCE	WATER FUND	NON-DEPARTMENTAL	122.30
HEALTH INSURANCE	WATER FUND	NON-DEPARTMENTAL	122.30
HEALTH INSURANCE	WATER FUND	WATER OPERATING	842.45
DENTAL INSURANCE	WATER FUND	WATER OPERATING	56.92
LIFE INSURANCE	WATER FUND	WATER OPERATING	4.81
DENTAL INSURANCE	SEWER FUND	NON-DEPARTMENTAL	11.14
DENTAL INSURANCE	SEWER FUND	NON-DEPARTMENTAL	11.14
HEALTH INSURANCE	SEWER FUND	NON-DEPARTMENTAL	120.73
HEALTH INSURANCE	SEWER FUND	NON-DEPARTMENTAL	120.73
HEALTH INSURANCE	SEWER FUND	SEWER OPERATING	835.14
DENTAL INSURANCE	SEWER FUND	SEWER OPERATING	56.40
LIFE INSURANCE	SEWER FUND	SEWER OPERATING	4.79
		TOTAL:	9,353.99
BP AMOCO	GENERAL FUND	POLICE OPERATION	1,041.67
	GENERAL FUND	FIRE OPERATION	203.01
	ROAD USE TAX	ROADS & STREETS	1,378.28
		TOTAL:	2,622.96
BUSINESS RADIO SALES	GENERAL FUND	FIRE OPERATION	1,046.02
		TOTAL:	1,046.02
CEDAR COUNTY COOPERATIVE	ROAD USE TAX	ROADS & STREETS	1,702.80
		TOTAL:	1,702.80
CEDAR COUNTY RECORDER	GENERAL FUND	CLERK & TREASURER	27.00
		TOTAL:	27.00
CEDAR COUNTY SOLID WASTE COMMISSION	GENERAL FUND	PARK & RECREATION	715.50

VENDOR_SORT_KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	715.50
CEDAR RAPIDS PHOTO COPY	COPIER - COPY CHARGES	LIBRARY	LIBRARY	27.44
	COPIER - COPY CHARGES	LIBRARY	LIBRARY	56.40
			TOTAL:	83.84
CENTRAL TANK COATINGS INC	WATER TOWER REPAIR PROJECT	WATER FUND	WATER OPERATING	9,050.00
			TOTAL:	9,050.00
CHRIS JONES TRUCKING	CLEANUP AT WAPSIVIEW	GENERAL FUND	PARK & RECREATION	5,726.25
			TOTAL:	5,726.25
COMMUNITY STATE BANK	COMMUNITY STATE BANK	GO DEBT SERVICE	BONDING	7,455.97
	COMMUNITY STATE BANK	GO DEBT SERVICE	BONDING	908.60
			TOTAL:	8,364.57
CREATIVE SOFTWARE SERVICES INC.	COMPUTER CONSULTING	GENERAL FUND	CLERK & TREASURER	286.80
	COMPUTER CONSULTING	ROAD USE TAX	ROADS & STREETS	158.74
			TOTAL:	445.54
CULLIGAN WATER TECHNOLOGIES	FIRE - WATER COND RENTAL	GENERAL FUND	FIRE OPERATION	32.95
			TOTAL:	32.95
CY FROMMELT	TREE REMOVAL & TRIMMING	ROAD USE TAX	ROADS & STREETS	1,600.00
			TOTAL:	1,600.00
DAVE'S WELDING & REPAIR	SERVICE	ROAD USE TAX	ROADS & STREETS	175.00
			TOTAL:	175.00
EAST CENT INTERGOVT ASN.	COMP PLAN DEC 2011 EXPENSE	GENERAL FUND	LEGAL SERVICES	620.50
			TOTAL:	620.50
EFTPS	FEDERAL WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	1,354.46
	SOCIAL SECURITY WITHHOLDI	GENERAL FUND	NON-DEPARTMENTAL	588.35
	MEDICARE WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	203.12
	FEDERAL WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	197.78
	SOCIAL SECURITY WITHHOLDI	LIBRARY	NON-DEPARTMENTAL	105.53
	MEDICARE WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	36.43
	FEDERAL WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	11.38
	SOCIAL SECURITY WITHHOLDI	ROAD USE TAX	NON-DEPARTMENTAL	6.30
	MEDICARE WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	2.17
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	POLICE OPERATIONS	316.42
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	POLICE OPERATIONS	74.00
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	ROADS & STREETS	171.84
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	ROADS & STREETS	40.18
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	LIBRARY	155.78
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LIBRARY	36.43
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	PARK & RECREATION	70.60
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	PARK & RECREATION	16.51
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	CEMETERY	152.02
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CEMETERY	35.55
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	MAYOR AND COUNCIL	12.40
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	MAYOR AND COUNCIL	2.90
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	CLERK & TREASURER	139.32
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CLERK & TREASURER	32.59
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	LOCAL CABLE ACCESS	15.25

VENDOR_SORT_KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LOCAL CABLE ACCESS	3.57
	FEDERAL WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	328.01
	SOCIAL SECURITY WITHHOLDI	WATER FUND	NON-DEPARTMENTAL	134.86
	MEDICARE WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	46.54
	SOCIAL SECURITY WITHHOLDI	WATER FUND	WATER OPERATING	199.07
	MEDICARE WITHHOLDINGS	WATER FUND	WATER OPERATING	46.54
	FEDERAL WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	323.12
	SOCIAL SECURITY WITHHOLDI	SEWER FUND	NON-DEPARTMENTAL	131.94
	MEDICARE WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	45.55
	SOCIAL SECURITY WITHHOLDI	SEWER FUND	SEWER OPERATING	194.73
	MEDICARE WITHHOLDINGS	SEWER FUND	SEWER OPERATING	45.54
	FEDERAL WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	1,243.26
	SOCIAL SECURITY WITHHOLDI	GENERAL FUND	NON-DEPARTMENTAL	547.93
	MEDICARE WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	189.17
	FEDERAL WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	197.78
	SOCIAL SECURITY WITHHOLDI	LIBRARY	NON-DEPARTMENTAL	106.66
	MEDICARE WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	36.82
	FEDERAL WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	10.25
	SOCIAL SECURITY WITHHOLDI	ROAD USE TAX	NON-DEPARTMENTAL	5.79
	MEDICARE WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	2.01
	SOCIAL SECURITY WITHHOLDI	POLICE RECOVERY AC	NON-DEPARTMENTAL	2.69
	MEDICARE WITHHOLDINGS	POLICE RECOVERY AC	NON-DEPARTMENTAL	0.93
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	POLICE OPERATIONS	337.42
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	POLICE OPERATIONS	78.91
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	ROADS & STREETS	145.86
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	ROADS & STREETS	34.10
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	LIBRARY	157.45
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LIBRARY	36.82
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	PARK & RECREATION	75.73
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	PARK & RECREATION	17.71
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	CEMETERY	127.48
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CEMETERY	29.80
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	CLERK & TREASURER	123.75
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CLERK & TREASURER	28.95
	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	LOCAL CABLE ACCESS	11.15
	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LOCAL CABLE ACCESS	2.60
	FEDERAL WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	270.85
	SOCIAL SECURITY WITHHOLDI	WATER FUND	NON-DEPARTMENTAL	116.21
	MEDICARE WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	40.09
	SOCIAL SECURITY WITHHOLDI	WATER FUND	WATER OPERATING	171.53
	MEDICARE WITHHOLDINGS	WATER FUND	WATER OPERATING	40.11
	FEDERAL WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	268.64
	SOCIAL SECURITY WITHHOLDI	SEWER FUND	NON-DEPARTMENTAL	114.77
	MEDICARE WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	39.63
	SOCIAL SECURITY WITHHOLDI	SEWER FUND	SEWER OPERATING	169.40
	MEDICARE WITHHOLDINGS	SEWER FUND	SEWER OPERATING	39.65
			TOTAL:	10,098.68
	ELECTRIC MOTORS OF IOWA CITY	IOWA CI SEWER FUND	SEWER OPERATING	1,230.73
			TOTAL:	1,230.73
	FARM & HOME PUBLISHERS	LIBRARY	LIBRARY	79.58
			TOTAL:	79.58
	FLEET SERVICES	GENERAL FUND	POLICE OPERATION	358.51
			TOTAL:	358.51

VENDOR_SORT_KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GENERAL PEST CONTROL	PEST CONTROL	LIBRARY	LIBRARY	70.00
			TOTAL:	70.00
GREATAMERICA LEASING CORP	COPIER LEASE AGREEMENT	GENERAL FUND	CLERK & TREASURER	252.06
			TOTAL:	252.06
HAVLIK, TANYA	HAVLIK, TANYA	GENERAL FUND	FIRE OPERATION	528.44
			TOTAL:	528.44
HAWKEYE AREA CAP	MICHELLE MILLER HOURS	LIBRARY	LIBRARY	80.00
	MICHELLE MILLER HOURS	LIBRARY	LIBRARY	34.00
			TOTAL:	114.00
HYGIENIC LAB.ACCT.REC.	WATER - TESTING	WATER FUND	WATER OPERATING	22.00
	WATER - TESTING	WATER FUND	WATER OPERATING	18.00
			TOTAL:	40.00
IOWA NETWORK SERVICES INC	WEBSITE HOSTING SERVICE	GENERAL FUND	CLERK & TREASURER	26.99
			TOTAL:	26.99
IOWA ONE CALL	WATER/SEWER - SERVICE	WATER FUND	WATER OPERATING	9.90
	WATER/SEWER - SERVICE	SEWER FUND	SEWER OPERATING	9.90
	SERVICE	WATER FUND	WATER OPERATING	1.80
	SERVICE	SEWER FUND	SEWER OPERATING	1.80
			TOTAL:	23.40
IOWA RURAL WATER ASSOC.	2012 ANNUAL CONFERENCE	WATER FUND	WATER OPERATING	300.00
	2012 ANNUAL CONFERENCE	SEWER FUND	SEWER OPERATING	300.00
			TOTAL:	600.00
IPERS	IPERS	GENERAL FUND	NON-DEPARTMENTAL	506.17
	IPERS	GENERAL FUND	NON-DEPARTMENTAL	450.35
	PROT IPERS	GENERAL FUND	NON-DEPARTMENTAL	352.76
	PROT IPERS	GENERAL FUND	NON-DEPARTMENTAL	382.42
	IPERS	LIBRARY	NON-DEPARTMENTAL	144.39
	IPERS	LIBRARY	NON-DEPARTMENTAL	145.85
	IPERS	ROAD USE TAX	NON-DEPARTMENTAL	8.07
	IPERS	ROAD USE TAX	NON-DEPARTMENTAL	7.42
	IPERS	POLICE RECOVERY AC	NON-DEPARTMENTAL	3.45
	IPERS	TRUST AND AGENCY	POLICE OPERATIONS	5.18
	PROT IPERS	TRUST AND AGENCY	POLICE OPERATIONS	528.87
	PROT IPERS	TRUST AND AGENCY	POLICE OPERATIONS	573.35
	IPERS	TRUST AND AGENCY	ROADS & STREETS	227.11
	IPERS	TRUST AND AGENCY	ROADS & STREETS	193.29
	IPERS	TRUST AND AGENCY	LIBRARY	216.59
	IPERS	TRUST AND AGENCY	LIBRARY	218.76
	IPERS	TRUST AND AGENCY	PARK & RECREATION	106.78
	IPERS	TRUST AND AGENCY	PARK & RECREATION	113.46
	IPERS	TRUST AND AGENCY	CEMETERY	201.34
	IPERS	TRUST AND AGENCY	CEMETERY	169.37
	IPERS	TRUST AND AGENCY	CLERK & TREASURER	207.78
	IPERS	TRUST AND AGENCY	CLERK & TREASURER	187.52
	IPERS	TRUST AND AGENCY	LOCAL CABLE ACCESS	28.34
	IPERS	TRUST AND AGENCY	LOCAL CABLE ACCESS	23.01
	IPERS	TRUST AND AGENCY	INVALID DEPARTMENT	283.08
	IPERS	TRUST AND AGENCY	INVALID DEPARTMENT	277.02

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	IPERS	TRUST AND AGENCY	INVALID DEPARTMENT	247.22
	IPERS	TRUST AND AGENCY	INVALID DEPARTMENT	244.04
	IPERS	WATER FUND	NON-DEPARTMENTAL	188.72
	IPERS	WATER FUND	NON-DEPARTMENTAL	164.81
	IPERS	SEWER FUND	NON-DEPARTMENTAL	184.67
	IPERS	SEWER FUND	NON-DEPARTMENTAL	162.70
			TOTAL:	6,753.89
JOHN DEERE FINANCIAL	SUPPLIES	ROAD USE TAX	ROADS & STREETS	137.94
	UNIFORMS	SEWER FUND	SEWER OPERATING	177.96
			TOTAL:	315.90
JOHNSON COUNTY REFUSE INC.	RECYCLING - JANUARY	GENERAL FUND	SOLID WASTE	3,595.59
	SERVICE FOR TRASH AT WAFSI	GENERAL FUND	PARK & RECREATION	2,162.00
			TOTAL:	5,757.59
KARL CHEVROLET	FIRE - 2012 CHEVY SUBURBAN	GENERAL FUND	FIRE OPERATION	52,555.00
			TOTAL:	52,555.00
KNOCHE, REBECCA	MILEAGE REIMBURSEMENT FOR	LIBRARY	LIBRARY	32.48
			TOTAL:	32.48
KNOX COMPANY	KNOX BOXES	GENERAL FUND	CLERK & TREASURER	685.00
			TOTAL:	685.00
LEASE CONSULTANTS CORP	COPIER LEASE AGREEMENT PMT	LIBRARY	LIBRARY	59.00
			TOTAL:	59.00
LIBERTY COMMUNICATIONS	POLICE PHONE SERVICE	GENERAL FUND	POLICE OPERATION	281.71
	FIRE PHONE SERVICE	GENERAL FUND	FIRE OPERATION	82.86
	FIRE PHONE SERVICE	GENERAL FUND	FIRE OPERATION	35.75
	PARK & REC PHONE SERVICE	GENERAL FUND	PARK & RECREATION	121.80
	ADMIN PHONE SERVICE	GENERAL FUND	CLERK & TREASURER	250.49
	CABLE PHONE SERVICE	GENERAL FUND	LOCAL CABLE ACCESS	128.45
	TOWN HALL PHONE SERVICE	CIVIC CENTER	TOWN HALL	38.55
	LIBRARY PHONE SERVICE	LIBRARY	LIBRARY	178.99
	STREETS PHONE SERVICE	ROAD USE TAX	ROADS & STREETS	41.15
	WATER PHONE SERVICE	WATER FUND	WATER OPERATING	41.15
	SEWER PHONE SERVICE	SEWER FUND	SEWER OPERATING	41.15
			TOTAL:	1,242.05
LINN COUNTY R.E.C.	STREETS - UTILITIES	GENERAL FUND	STREET LIGHTING	102.00
			TOTAL:	102.00
LYNCH'S EXCAVATING INC	STORM SEWER REPAIR 1ST & M	ROAD USE TAX	ROADS & STREETS	14,429.00
			TOTAL:	14,429.00
LYNCH'S PLUMBING	FIRE - SERVICE REPAIR	GENERAL FUND	FIRE OPERATION	64.50
	PLUMBERS GLUE	WATER FUND	WATER OPERATING	14.40
			TOTAL:	78.90
MAS MODERN MARKETING	EVIDENCE STICKERS	GENERAL FUND	POLICE OPERATION	74.82
			TOTAL:	74.82
MEDIACOM	SERVICE	GENERAL FUND	CLERK & TREASURER	67.81
			TOTAL:	67.81

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MENARDS	SUPPLIES FOR TRIVIA NIGHT FIREBLOCK FOAM	GENERAL FUND WATER FUND	PARK & RECREATION WATER OPERATING	28.51 5.17 33.68
MIDWEST FRAME & AXLE	PARTS FOR F350 PLOW TRUCK	ROAD USE TAX	ROADS & STREETS	375.00
MIDWEST JANITORIAL SERVICE	POLICE CITY OFFICE TOWN HALL LIBRARY	GENERAL FUND GENERAL FUND CIVIC CENTER LIBRARY	POLICE OPERATION CLERK & TREASURER TOWN HALL LIBRARY	43.33 78.00 221.00 294.67 637.00
MISCELLANEOUS V ASHLEY TRUITT MEGAN HULTINE	ASHLEY TRUITT: TH DEP REFU MEGAN HULTINE:WATER DEP RE	CIVIC CENTER WATER FUND	TOWN HALL WATER OPERATING	100.00 76.25 176.25
MOORE'S WELDING INC	SERVICE TO REPAIR LIGHT PO	ROAD USE TAX	ROADS & STREETS	240.00
MUNICIPAL SUPPLY INC.	HANDHELD & AUTO READERS RETURN OF HOOVER HOUSE MET WATER - SUPPLIES	WATER FUND WATER FUND WATER FUND	WATER OPERATING WATER OPERATING WATER OPERATING	7,900.00 2,319.50 1,861.65 7,442.15
NATIONAL RECREATION AND PARK ASSOCIATI	CPRP APP & EXAM FEES	GENERAL FUND	PARK & RECREATION	299.00
ORASIS ELECTRIC	USE OF BUCKET TRUCK SERVICE FOR FALLEN STR LIG	CIVIC CENTER ROAD USE TAX	TOWN HALL ROADS & STREETS	227.50 80.00 307.50
OFFICE DEPOT CREDIT PLAN	DVD-R DISCS FIRE - OFFICE SUPPLIES	GENERAL FUND GENERAL FUND	LOCAL CABLE ACCESS FIRE OPERATION	107.70 158.76 266.46
OLSON, KEVIN D.	LEGAL SERVICES FOR FEBRUAR	GENERAL FUND	LEGAL SERVICES	1,250.00
PEDEN, SHANELLE M.	CABLE - VIDEOTAPING MEETIN CABLE - VIDEOTAPING	GENERAL FUND GENERAL FUND	LOCAL CABLE ACCESS LOCAL CABLE ACCESS	100.00 100.00 200.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE METER LEASE PMT	LIBRARY	LIBRARY	106.77
PITNEY BOWES PURCHASE POWER	POSTAGE POSTAGE POSTAGE POSTAGE	GENERAL FUND LIBRARY WATER FUND SEWER FUND	CLERK & TREASURER LIBRARY WATER OPERATING SEWER OPERATING	166.66 500.00 166.67 166.67 1,000.00
PLATO ELECTRIC	TAKE DOWN HOLIDAY LIGHTS REPLACE STREET LIGHT BULBS INSTALL LIGHT POLE DWY & M	GENERAL FUND GENERAL FUND GENERAL FUND	STREET LIGHTING STREET LIGHTING STREET LIGHTING	303.00 37.60 1,350.00 1,690.60

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PLUNKETT'S PEST CONTROL	ADMIN - SERVICE	GENERAL FUND	CLERK & TREASURER	24.96
			TOTAL:	24.96
PYRAMID SERVICES INC.	HEAD GASKET & HEAD	ROAD USE TAX	ROADS & STREETS	158.08
			TOTAL:	158.08
QC ANALYTICAL SERVICES LLC	SEWER TESTING	SEWER FUND	SEWER OPERATING	552.00
	SEWER - TESTING	SEWER FUND	SEWER OPERATING	612.00
			TOTAL:	1,164.00
QUILL CORP	OFFICE SUPPLIES PENS	GENERAL FUND	CLERK & TREASURER	4.47
	COPY PAPER & TONER	GENERAL FUND	CLERK & TREASURER	262.85
	OFFICE SUPPLIES	GENERAL FUND	CLERK & TREASURER	44.99
	CDR & DVD-R DISCS	GENERAL FUND	POLICE OPERATION	52.37
	DVD-R DISCS	GENERAL FUND	POLICE OPERATION	31.80
	LASER TONER	GENERAL FUND	FIRE OPERATION	470.77
	ADMIN/FIRE - COPY PAPER	GENERAL FUND	FIRE OPERATION	12.00
	CALCULATOR	GENERAL FUND	PARK & RECREATION	8.79
	ADMIN - VACUUM BAGS	GENERAL FUND	CLERK & TREASURER	24.74
	ADMIN/FIRE - COPY PAPER	GENERAL FUND	CLERK & TREASURER	17.99
	CONST PAPER & PAPER TOWELS	LIBRARY	LIBRARY	32.84
	CONST PAPER & PAPER TOWELS	LIBRARY	LIBRARY	1.56
	UTILITY SHELF, TAPE, SIGN	LIBRARY	LIBRARY	67.09
	3 SHELF UTILITY CART	LIBRARY	LIBRARY	186.74
	LABELS & PAPER	LIBRARY	LIBRARY	52.42
	LABELS & PAPER	LIBRARY	LIBRARY	51.70
	3V LITHIUM BATTERIES	LIBRARY	LIBRARY	15.09
	HP PRINTER INK	WATER FUND	WATER OPERATING	53.74
			TOTAL:	1,391.95
RIVER PRODUCTS CO.	ROCK	ROAD USE TAX	ROADS & STREETS	834.41
			TOTAL:	834.41
RUSSELL, MELISSA	REIMBURSEMENT FOR SUPPLIES	GENERAL FUND	PARK & RECREATION	120.46
			TOTAL:	120.46
SEYDEL AUTO & TRUCK INC	PARTS FOR SNOW PLOW	ROAD USE TAX	ROADS & STREETS	52.23
			TOTAL:	52.23
SHIMMIN, NICK	REIMBURSEMENT FOR SUPPLIES	LIBRARY	LIBRARY	80.03
			TOTAL:	80.03
SIMKIN, DOUGLAS W	POLICE - LEGAL SERVICES	GENERAL FUND	POLICE OPERATION	163.88
			TOTAL:	163.88
SPRINT	POLICE - SERVICE	GENERAL FUND	POLICE OPERATION	179.97
			TOTAL:	179.97
STOOLMAN, JODEE	REIMB FOR FOOD AT EMS TRAI	GENERAL FUND	FIRE OPERATION	68.32
			TOTAL:	68.32
THE LIBRARY STORE INC	LABEL HOLDERS & DATE DUE S	LIBRARY	LIBRARY	69.15
			TOTAL:	69.15
THEIN MOTOR SALES	OIL CHANGE 08 DODGE RAM TR	GENERAL FUND	POLICE OPERATION	43.65
			TOTAL:	43.65

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TREASURER STATE OF IOWA	STATE WITHHOLDING TAX	GENERAL FUND	NON-DEPARTMENTAL	674.54
	STATE WITHHOLDING TAX	LIBRARY	NON-DEPARTMENTAL	80.00
	STATE WITHHOLDING TAX	ROAD USE TAX	NON-DEPARTMENTAL	2.72
	STATE WITHHOLDING TAX	WATER FUND	NON-DEPARTMENTAL	153.10
	TREASURER STATE OF IOWA	WATER FUND	WATER OPERATING	1,849.07
	STATE WITHHOLDING TAX	SEWER FUND	NON-DEPARTMENTAL	151.64
	TREASURER STATE OF IOWA	SEWER FUND	DEPT 810	308.00
	STATE WITHHOLDING TAX	GENERAL FUND	NON-DEPARTMENTAL	639.85
	STATE WITHHOLDING TAX	LIBRARY	NON-DEPARTMENTAL	80.00
	STATE WITHHOLDING TAX	ROAD USE TAX	NON-DEPARTMENTAL	2.38
	STATE WITHHOLDING TAX	WATER FUND	NON-DEPARTMENTAL	131.95
	STATE WITHHOLDING TAX	SEWER FUND	NON-DEPARTMENTAL	130.82
			TOTAL:	4,204.07
TYLER TECHNOLOGIES	FINANCIAL SOFTWARE	GENERAL FUND	CLERK & TREASURER	13,229.18
			TOTAL:	13,229.18
UPS	SHIPPING CHARGES	SEWER FUND	SEWER OPERATING	24.56
	SHIPPING CHARGES	SEWER FUND	SEWER OPERATING	24.56
	SHIPPING	SEWER FUND	SEWER OPERATING	24.56
	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	24.56
	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	24.44
			TOTAL:	122.68
US CELLULAR	FIRE - PHONE SERVICE	GENERAL FUND	FIRE OPERATION	37.65
	PHONE SERVICE	GENERAL FUND	PARK & RECREATION	61.41
	PHONE SERVICE	ROAD USE TAX	ROADS & STREETS	71.03
	PHONE SERVICE	WATER FUND	WATER OPERATING	71.02
	PHONE SERVICE	SEWER FUND	SEWER OPERATING	71.02
	POLICE - PHONE SERVICE	GENERAL FUND	POLICE OPERATION	209.48
			TOTAL:	521.61
VEENSTRA & KIMM INC.	ENG FOR MCDONALD'S SITE PL	GENERAL FUND	LEGAL SERVICES	341.65
	ENG FOR WB SIDEWALK OPTION	GENERAL FUND	LEGAL SERVICES	580.95
	ENG SRVS NORTH DOWNEY OVER	ROAD USE TAX	ROADS & STREETS	55.20
	ENG SRVS INFLOW & INFIL ST	SEWER FUND	SEWER OPERATING	423.00
			TOTAL:	1,400.80
WALMART COMMUNITY/GEMB	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	14.72
	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	15.82
	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	34.26
	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	245.51
			TOTAL:	310.31
WELLMARK BLUECROSS BLUESHIELD	DEPENDANT CARE FLEX	GENERAL FUND	NON-DEPARTMENTAL	195.92
	MEDICAL REIMBURSEMENT FLEX	GENERAL FUND	NON-DEPARTMENTAL	274.25
	WELLMARK BLUECROSS BLUESHI	GENERAL FUND	CLERK & TREASURER	21.00-
	DEPENDANT CARE FLEX	WATER FUND	NON-DEPARTMENTAL	122.54
	MEDICAL REIMBURSEMENT FLEX	WATER FUND	NON-DEPARTMENTAL	40.75
	WELLMARK BLUECROSS BLUESHI	WATER FUND	WATER OPERATING	19.80-
	DEPENDANT CARE FLEX	SEWER FUND	NON-DEPARTMENTAL	119.87
	MEDICAL REIMBURSEMENT FLEX	SEWER FUND	NON-DEPARTMENTAL	40.00
	WELLMARK BLUECROSS BLUESHI	SEWER FUND	SEWER OPERATING	19.20-
	DEPENDANT CARE FLEX	GENERAL FUND	NON-DEPARTMENTAL	195.92
	MEDICAL REIMBURSEMENT FLEX	GENERAL FUND	NON-DEPARTMENTAL	274.25
	DEPENDANT CARE FLEX	WATER FUND	NON-DEPARTMENTAL	122.54

VENDOR_SORT_KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	MEDICAL REIMBURSEMENT FLEX WATER FUND		NON-DEPARTMENTAL	40.75
	DEPENDANT CARE FLEX SEWER FUND		NON-DEPARTMENTAL	119.87
	MEDICAL REIMBURSEMENT FLEX SEWER FUND		NON-DEPARTMENTAL	40.00
			TOTAL:	1,526.66
WEST BRANCH FORD	SERVICE BRAKES 97 FORD RAN ROAD USE TAX		ROADS & STREETS	263.50
	SERVICE BRAKES 97 FORD RAN WATER FUND		WATER OPERATING	100.00
	SERVICE BRAKES 97 FORD RAN SEWER FUND		SEWER OPERATING	100.00
			TOTAL:	463.50
WEST BRANCH REPAIRS	FIRE - SERVICE	GENERAL FUND	FIRE OPERATION	457.04
			TOTAL:	457.04
WEST BRANCH TIMES	PARK & REC - PUBLICATIONS	GENERAL FUND	PARK & RECREATION	56.00
	LEGAL - PUBLICATIONS	GENERAL FUND	LEGAL SERVICES	470.09
	PUBLICATION	LIBRARY	LIBRARY	22.50
			TOTAL:	548.59

* REFUND CHECKS *

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MCKINNESS, JAMES	US REFUNDS	WATER FUND	WATER OPERATING	49.62
			TOTAL:	49.62
**PAYROLL EXPENSES	2/01/2012 - 2/29/2012	GENERAL FUND	POLICE OPERATION	11,055.29
		GENERAL FUND	ROADS AND STREETS	4,921.55
		GENERAL FUND	PARK & RECREATION	2,729.10
		GENERAL FUND	CEMETERY	4,593.72
		GENERAL FUND	MAYOR AND COUNCIL	200.00
		GENERAL FUND	CLERK & TREASURER	4,897.99
		GENERAL FUND	LOCAL CABLE ACCESS	636.32
		LIBRARY	LIBRARY	5,394.66
		ROAD USE TAX	ROADS & STREETS	287.98
		POLICE RECOVERY AC	POLICE OPERATIONS	64.15
		WATER FUND	WATER OPERATING	6,571.34
		SEWER FUND	SEWER OPERATING	6,456.89
			TOTAL:	47,808.99

===== FUND TOTALS =====

001 GENERAL FUND	135,877.79
022 CIVIC CENTER	1,196.08
031 LIBRARY	11,421.66
110 ROAD USE TAX	23,377.23
111 POLICE RECOVERY ACT GRANT	71.22
112 TRUST AND AGENCY	12,168.01
226 GO DEBT SERVICE	8,364.57
600 WATER FUND	31,902.78
610 SEWER FUND	15,026.90
GRAND TOTAL:	239,406.24

TOTAL PAGES: 11

APPROVED BY: _____

ORDINANCE NO. 672

AN ORDINANCE AMENDING TITLE "POLICE, FIRE AND EMERGENCIES",
CHAPTER 31 "RESERVE POLICE FORCE"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 31 "RESERVE POLICE FORCE" of the Code of West Branch, Iowa is hereby amended by deleting subsection 1 of section 31.01 "POLICE RESERVES CREATED" in its entirety and inserting in lieu thereof:

31.01 POLICE RESERVES CREATED

1. Membership: The police reserves shall consist of a volunteer police reserve company composed of no more than four (4) members. Membership in the police reserves shall be determined by standards as provided pursuant to Iowa Code, Sec. 80D.1 et seq. All prospective members of the reserves shall submit to the MMPI psychological test before commencing duties with the City. Members of the police reserves shall be appointed by the Mayor, subject to approval by the Council, and after taking an oath of office.

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, 2012.

First Reading:	January 17, 2012
Second Reading:	February 6, 2012
Third Reading:	February 21, 2012

Mayor, Don Kessler

Attest:

City Administrator/Clerk, Matt Muckler

ORDINANCE NO. 689

AN ORDINANCE ANNENDING THE WEST BRANCH ZONING CODE, SPECIFICALLY INCORPORATING CHAPTER 173 REGARDING SITE PLAN REQUIREMENTS

WHEREAS, the Planning and Zoning Commission has developed a proposed site plan ordinance for the City of West Branch over the last eighteen months with the intent to establish a procedure which will enable the City to review certain proposed improvements to property within specified zoning districts of the City to insure compliance with all applicable zoning, subdivision and building regulations; and

WHEREAS, site plans shall only be required whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of and within any district of the West Branch Zoning Ordinance, and for any use, except one and two family dwellings; and

WHEREAS, the engineering firm of Veenstra & Kimm has advised the Planning and Zoning Commission in the development of a site plan ordinance for the City of West Branch; and

WHEREAS, the members of the Planning and Zoning Commission have reviewed several site plan ordinances from like-sized communities in the State of Iowa; and

WHEREAS, the members of the Planning and Zoning Commission have developed a site plan ordinance and recommended that the Council consider the adoption of a site plan ordinance into the Code of Ordinances of the City of West Branch, Iowa.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1. Amendment. The Code of Ordinances is hereby amended by adding a chapter entitled "Site Plan Requirements" that will read as follows:

"SECTION 1. TITLE. This chapter shall be known, cited and referred to as "Site Plan Regulations of the City of West Branch, Iowa."

SECTION 2. PURPOSE AND APPLICATION. It is the intent and purpose of this chapter to establish a procedure which will enable the City to review certain proposed improvements to property within specified zoning districts of the City to insure compliance with all applicable zoning, subdivision and building regulations. Site plans shall only be required whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of and within any district of the West Branch Zoning Ordinance, and for any use, except one and two family dwellings.

SECTION 3. DESIGN STANDARDS. The standards of design provided herein are necessary to insure the orderly and harmonious development of property in such manner as will safeguard the public's health, safety and general welfare.

1. The design of the proposed improvements shall make adequate provisions for surface and subsurface drainage, for connections to water and sanitary sewer lines, each so designed as to neither overload existing public utility lines nor increase the danger of erosion, flooding, landslide, or other endangerment of adjoining or surrounding property.

2. The proposed improvements shall be designed and located within the property in such manner as not to unduly diminish or impair the use and enjoyment of adjoining property and to this end shall minimize the adverse effects on such adjoining property from automobile headlights, illumination of required perimeter yards, refuse containers, and impairment of light and air. For the purpose of this section, the term "use and enjoyment of adjoining property" shall mean the use and enjoyment presently being made of such adjoining property, unless such property is vacant. If vacant, the term "use and enjoyment of adjoining property" shall mean those uses permitted under the zoning districts in which such adjoining property is located.

3. The proposed development shall have such entrances and exits upon adjacent streets and such internal traffic circulation pattern as will not unduly increase congestion on adjacent or surrounding public streets.

4. To such end as may be necessary and proper to accomplish the standards in subsections 1, 2, and 3 above, the proposed development shall provide fences, walls, screening, landscaping, erosion control or other improvements.

5. The proposed development shall conform to all applicable provisions of the Code of Iowa, as amended, Iowa Statewide Urban Design and Specifications (SUDAS), Iowa Stormwater Management Manual and all applicable provisions of the Code of Ordinances of the City of West Branch, as amended.

SECTION 4. REQUIRED INFORMATION. All site plans required under Section 173.02, unless waived by the City Council, shall be prepared by a licensed Engineer or Land Surveyor, and shall include as a minimum the following information:

1. Date of preparation, north point and scale.

2. Legal description and address of the property to be developed

3. Name and address of the record property owner, the applicant, and the person or firm preparing the site plan.

4. The existing and proposed zoning.

5. The existing topography with a maximum of two (2) foot contour intervals. Where existing ground is on a slope of less than two percent (2%), either one (1) foot contours or spot elevations

where necessary but not more than fifty (50) feet apart in both directions, shall be indicated on site plan.

6. Existing and proposed utility lines and easements in accordance with Iowa Statewide Urban Design and Specifications (SUDAS) and City of West Branch Subdivision Regulations.

7. Total number and type of dwelling units proposed; proposed uses for all buildings; total floor area of each building; estimated number of employees for each proposed use where applicable; and any other information, including peak demand, which may be necessary to determine the number of off-street parking spaces and loading spaces required by the zoning ordinance.

8. Location, shape, and all exterior elevation views of all proposed buildings, for the purpose of understanding the structures and building materials to be used, the location of windows, doors, overhangs, projection height, etc. and the grade relationship to floor elevation, and the number of stories of each existing building to be retained and of each proposed building.

9. Property lines and all required yard setbacks.

10. Location, grade and dimensions of all existing and proposed paved surfaces and all abutting streets.

11. Complete traffic circulation and parking plan, showing the location and dimensions of all existing and proposed parking stalls, loading areas, entrance and exit drives, sidewalks, dividers, planters, and other similar permanent improvements.

12. Location and type of existing or proposed signs and of any existing or proposed lighting on the property which illuminates any part of any required yard.

13. Location of existing trees six (6) inches or larger in diameter, landslide areas, springs and streams and other bodies of water, and any area subject to flooding by a one hundred (100) year storm on site and downstream off site.

14. Location, amount and type of any proposed landscaping. Location of proposed plantings, fences, walls, or other screening as required by the zoning regulations and the design standards set forth in Section 173.03.

15. A vicinity map at a scale of 1" = 500' or larger, showing the general location of the property, and the adjoining land uses and zoning.

16. Soil tests and similar information, if deemed necessary by the City Engineer, to determine the feasibility of the proposed development in relation to the design standards set forth in Section 173.03.

17. Where possible ownership or boundary problems exist, as determined by the Zoning Administrator, a property survey by a licensed land surveyor may be required.

18. Stormwater Pollution Prevention Plan.

19. Stormwater Management Plan.

SECTION 5. PROCEDURE.

1. Pre-Application Conference. Whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel of land within any district of the West Branch Zoning Ordinance, and any use, except one and two family dwellings, the person shall submit to the City Administrator a request for a Pre-Application Conference. The Conference shall include the applicant or his/her representative, the City Engineer and the Zoning Administrator. The purpose of the Conference shall be to acquaint the City staff with the proposed construction and to acquaint the applicant or his/her representative with the procedures and with any special problems that might relate to such construction. The applicant shall furnish a legal description of the subject real estate at the time of requesting a Pre-Application Conference, and the Conference shall be held within fourteen (14) days of such request.

2. Continuous Site Plan Review. After completion of the Pre-Application Conference as required by subsection 1 of this section, and in the event the applicant wishes to proceed with the construction as discussed at said Conference, he/she shall cause to be prepared a site plan of such proposed construction, and shall submit five (5) copies of the same to the Zoning Administrator and one (1) copy to the City Engineer. The site plan shall be accompanied by a cover letter requesting review and approval of said plan. The site plan shall contain all the information required by Sections 173.04 and 173.06 of this chapter unless otherwise waived by the Zoning Administrator. The Zoning Administrator shall retain one (1) copy for his/her review and comment. The remaining copies shall be retained by the City Clerk for review and distribution. The Zoning Administrator and City Engineer shall review the plan for conformance of the design to the standards and required data set forth in Sections 173.04 and 173.06 of this chapter.

3. Action.

A. The Zoning Administrator shall promptly notify the applicant in writing of any revisions or additional information needed as required by Sections 173.04 and 173.06. If necessary, the applicant shall make revisions and resubmit the revised plan(s) to the Zoning Administrator for compliance. If the site plan complies with requirements set forth in this chapter, the applicant shall submit ten (10) copies of the plan to the Planning and Zoning Commission for approval, disapproval or approval subject to conditions.

B. The Commission shall in its regularly scheduled meeting, act upon the site plan and accompanying material. The City Engineer, City staff and other departments shall submit to the Commission their recommendation. Applicant or a representative shall be present at the meeting. Action of the Commission shall be approval subject to conditions, or denial.

C. Approval by Commission. In the case of approval by the Commission, the approval shall be documented on seven (7) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) copy retained by the Commission and five (5) copies shall be forwarded to the City Council.

D. Conditional Approval by Commission. In the case of approval subject to conditions by the Commission, the approval shall be documented on seven (7) copies of the site plan and the conditions determined attached thereto. One (1) copy shall be returned to the builder, one (1) copy shall be retained by the Commission, and five (5) copies shall be forwarded to the City Council. The applicant shall provide revised copies of the site plan in accordance with the Commission action and submit ten (10) copies to the City Clerk prior to Council action. The City Clerk shall forward one (1) copy to the City Engineer, five (5) copies to the City Council and one (1) copy for the Commission files.

E. Disapproval by Commission. In the case of disapproval by the Commission, the disapproval shall be documented on three (3) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) copy shall be retained by the Commission, and one copy shall be retained by the City Clerk.

F. Council Action. At the next regularly scheduled Council meeting following Commission action, the Council shall act on the site plan and accompanying material. Applicant or a representative shall be present at the meeting. Action of the Council shall be approval or denial.

G. Approval by Council. In the case of approval by the Council, the approval shall be documented on three (3) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) copy shall be forwarded to the Commission, and one (1) copy shall be retained by the City Clerk. Applicant may then proceed with approval of building permit and accompanying material.

H. Denial by Council. In the case of denial by the Council, the denial shall be documented on three (3) copies of the site plan. One (1) copy shall be returned to the applicant, one (1) to the Commission, and one (1) copy shall be retained by the City Clerk.

I. Resubmittal of Site Plan Denied by Council. A site plan that has been approved by the Commission and denied by the Council may be revised by the applicant in accordance with the Council Action and ten (10) copies resubmitted to the Commission for approval as before.

J. Resubmittal of Site Plan Denied by Council and Commission. A site plan that has been denied by both the Commission and the Council may be resubmitted to the City by the applicant for Commission and Council approval with respect to the original terms of these procedures, which includes ten (10) copies of the site plan and filing fees. Resubmittal under these terms shall be considered a new site plan subject to fees and procedures outlined in Section 173.05.

SECTION 6. OPEN SPACE, LANDSCAPING, PARKING AND ARCHITECTURAL REQUIREMENTS. The requirements set forth in this section for open spaces, landscaping, parking and architectural standards shall apply to any development or redevelopment except one and two family dwellings.

1. Open Space Required. On each lot, except for one and two family dwellings, there shall be provided 25 percent of open space.

A. Said open space shall be unencumbered with any structure, or off-street parking or roadways and drives, and shall be landscaped and maintained with grass, trees and shrubbery. When the entire lot is not developed, the open space requirement shall be based in proportion to the area of the improved portion of the lot.

B. Each principal structure of an apartment or office complex on same site shall be separated from any other principal structure in the complex by an open space of not less than sixteen (16) feet.

2. Landscaping Required. Any development, except one and two family dwellings, shall provide the following minimum number and size of landscape plantings based on the minimum required open space for the development. The following is the minimum requirement of trees and shrubs, by number and size, and type of ground cover. Street trees planted in public street right-of-way subject to approval by the City shall not be counted toward fulfillment of the minimum site requirements set forth below. Plant species to be used for landscaping shall be acceptable to the City that are not considered a nuisance or undesirable species, such as trees with thorns, cottonwood or cottonbearing poplars, elm trees prone to Dutch Elm Disease, box elder, ash, and silver maple. Existing trees and shrubs to be retained on site may be counted toward fulfillment of the landscaping requirements.

A. Minimum requirements at the time of planting - Two (2) trees minimum or one (1) tree of the following size per 1,500 square feet of open space, whichever is greater: 40 Percent 1½" - 2" caliper diameter. Balance 1" - 1½" caliper diameter (Evergreen trees shall not be less than three (3) feet in height.)

B. Minimum requirements at the time of planting - 6 shrubs, or 1 shrub per 1,000 square feet of open space, whichever is greater.

C. To reduce erosion all disturbed open space areas shall have ground cover of grass or native vegetation which is installed as sod, or seeded, fertilized and mulched.

3. Buffer Required. The following conditions shall require a buffer which shall be a landscaped area, wall, or other structure intended to separate and obstruct the view between two adjacent zoning districts, land uses or properties:

A. Any other zoning district, other than an Agricultural A-1 District, that abuts any residential district shall require a buffer as described in this section. The buffer shall be provided by the non-residential use when adjoining a residential district.

B. All Industrial Districts that abut any other district shall provide a buffer as required by this section.

C. Any storage area, garbage storage, junk storage or loading docks, and loading areas, in any District shall be screened from public street view by a buffer.

4. Buffers. Buffers required under the provisions of this section or elsewhere in the zoning ordinance shall be accomplished by any one or approved combination of the following methods:

A. Buffer Wall: A buffer wall shall not be less than six (6) feet in height; constructed of a permanent low maintenance material such as concrete block, cinder block, brick, concrete, precast concrete or tile block; the permanent low-maintenance wall shall be designed by an architect or engineer for both structural adequacy and aesthetic quality; weather resistant wood may be used as a substitute material if designed with adequate structural integrity and permanency and approved by the Planning and Zoning Commission and City Council.

B. Landscape Buffer: A landscape buffer shall not be less than twenty-five (25) feet in width, designed and landscaped with earth berm and predominant plantings of evergreen type trees, shrubs and plants so as to assure year around effectiveness; height of berm and density and height of plantings shall be adequate to serve as a solid and impenetrable screen. A chain link

fence may exist for security purposes, but is not considered a part of the landscape screening to satisfy the intent of this requirement.

5. Burden of Provision of Buffer. The burden of provision and selection of the buffer shall be as follows:

A. Where two different zoning districts, requiring a buffer between them, are developed, the above requirement is not retroactive and a buffer is not required. If a buffer is desired, it shall be provided by mutual agreement between adjacent property owners. However, in the event of any or all of the improved property is abandoned, destroyed, or demolished, for the purpose of renewal or redevelopment, that portion of such property being renewed or redeveloped, shall be considered vacant and subject to the requirements herein.

B. Where one of two different zoning districts requiring a buffer between them is partly developed, the developer of the vacant land shall assume the burden, unless otherwise specified herein.

C. Where both zoning districts, requiring a buffer between them, are vacant or undeveloped, the burden shall be assumed by the developer of the land that is improved or developed, except for agricultural uses and unless otherwise specified herein.

6. Waiver of Buffer Requirements. Where the line between two districts, requiring a buffer, follows a street, right-of-way, railroad, stream, or other similar barrier, the requirement for a buffer may be waived by the City Council provided such waiver does not permit the exposure of undesirable characteristics of land use to public view.

7. Surfacing Requirements. All off-street parking and loading areas and access roadways shall have a durable and dustless surface paved with asphaltic or Portland cement concrete pavement or pervious pavement in accordance with the requirements as herein set forth. Off-street parking of automobiles, vans, campers, trucks, trailers, tractors, recreational vehicles, boats, construction equipment, and any other mobile vehicles equipped for street and highway travel shall be on an asphaltic or Portland cement concrete paved off-street parking area as required herein and not parked or stored within the landscaped open space area of the front yard between the building and public street right-of-way, except, however, the storage of a recreational vehicle, a camper, and boat within the side or rear yard upon an unpaved area shall be permitted. All off-street parking areas and associated driveways, access roadways and frontage roads, except driveways for single family residences, shall be constructed with permanent, integrally attached 6" high curbing or curbing of alternate height acceptable to the City (prefabricated portable curb stops shall not be considered an acceptable alternate), and shall be so graded and drained as to dispose of all surface water accumulation within the area; and shall be so arranged and marked as to provide for orderly and safe loading or unloading and parking and storage of self-propelled vehicles. The curbing requirements may be waived if it is determined that surface drainage can be adequately handled by other means. All approaches from the back of the street curb to the sidewalk shall be constructed of at least six (6) inches of Portland Concrete. The minimum thickness of pavement of the parking area shall be as follows:

A. Portland Cement Concrete shall have a minimum thickness of five (5) inches.

B. Asphaltic Cement Concrete shall have a minimum thickness of six (6) inches.

C. Pervious pavement will be subject to review and approval by the City.

D. Material utilized in the subgrade shall be well drained and not susceptible to frost boils. The part of the parking utilized for driveways and access roadways shall be specifically designed to accommodate the type and load bearing capacity of traffic anticipated. Driveways for attached townhouse style residences on private property shall be Portland cement concrete or asphaltic concrete with minimum thickness of five (5) inches and six (6) inches, respectively, with a sufficiently compacted and well-drained subgrade base and not greater than eighteen (18) feet in width.

8. Landscaping, Screening and Open Space Requirements. It is desired that all parking areas be aesthetically improved to reduce obtrusive characteristics that are inherent to their use. Therefore, wherever practical and except for single and two family detached and townhouse style residential parking in driveways, parking areas shall be effectively screened from general public view and contain shade trees within parking islands where multiple aisles of parking exist. Not less than five (5) percent of the interior parking area shall be landscaped within parking islands.

9. Off-Street Parking Access to Public Streets and Internal Traffic Circulation. Off-street parking or loading facilities shall be designed so as to permit entrance and exit by forward movement of the vehicle for all uses, except single-family detached or row dwellings which shall permit backward movement from a driveway. The backing or backward movement of vehicles from a driveway, off-street parking or loading area onto an arterial street or highway shall be prohibited for all uses. Driveway approach returns shall not extend beyond the side lot line as extended, unless such driveway is of joint usage by the adjoining lots, and driveway approaches at roadway not greater than established in the Iowa Statewide Urban Design and Specifications. The number of ingress/egress access points to public streets from offstreet parking areas approved by the City and located to limit vehicular conflicts, provide acceptable location of driveway accesses to public streets, preserve proper traffic safety, and, as possible, not impair movement of vehicular traffic on public streets. The permitted number of ingress/egress driveway approaches to public streets for an offstreet parking lot shall be dependent upon the projected future average daily traffic (ADT) for the public street and, as possible, public street accesses shall be located in alignment with driveway approaches gaining access to the same public street from property on approaches gaining access to the same public street from property on the opposite side of the street. The design of off-street parking and loading facilities shall provide traffic circulation for the internal forward movement of traffic within the parking lot, so designed, as not to impair vehicular movement on public streets, or backing of vehicles from an off-street parking or loading area to a public street.

10. Handicap Accessible Parking Requirements. Provision of handicapped parking spaces within off-street parking areas shall be in accordance with applicable Federal, State and local regulations, properly identified with signage and provided with accessible ramps and walks in accordance with Federal and State regulations, and comply with the following parking space minimum requirements:

TOTAL PARKING REQUIRED IN LOT HANDICAPPED	MINIMUM NUMBER OF SPACES
1 to 25	1
26 to 50	2
51 to 75	3

76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	†
1001 and over	‡

† Two percent (2%) of total

‡ Twenty (20) spaces plus one for each 100 over 1000

Access space or aisle adjacent to handicap accessible parking space shall be a minimum five (5) feet wide. One in every eight handicap accessible spaces, but not less than one shall be served by an access space or aisle eight (8) feet wide minimum and shall be designated “van accessible.”

11. Traffic Analysis Requirements. Any project which contains 100 dwelling units or 1,000 average day trips as listed for uses in the Trip Generation Handbook; Institute of Transportation Engineers, current edition, shall submit a traffic analysis which provides necessary information to determine the affect that the project will have upon the surrounding traffic. At a minimum the traffic analysis shall contain project trip generation directional distribution of project trips, traffic assignment, and capacity analysis, including identification of congestion and turning-movement conflicts.

12. Waiver of Requirements. The City Council reserves the right to waive or modify to a lesser requirement any provision or requirement of off-street parking and loading areas contained in this chapter, provided a report on such change is received from the Planning and Zoning Commission and City Administrator, provided adequate area exists for future expansion, and further provided said waiver or modification does not adversely affect the intent of these regulations to adequately safeguard the general public and surrounding property. Exceptions will only be considered for those uses where special circumstances warrant a change and whereby the modification or waiver is determined to be in the best interest of the general public.

13. Architectural Standards. As part of the submittal of a site plan for development within any of the zoning districts and for any of the uses except one and two family dwellings, architectural plans for buildings shall be submitted for review and approval by the City Council after recommendation from the Planning and Zoning Commission. Documentation to be submitted shall include building elevations showing the building's design and a description of structural and exterior materials to be used. The following standards shall be considered by the City to review architectural plans:

A. Multiple-Family Dwellings in All Districts. The architecture of multiple-family buildings shall be designed in a manner compatible with adjoining residential uses in the neighborhood. Architectural design for multiple-family buildings shall include exterior building materials, exterior details and texture, treatment of windows and doors, and a variety in the wall and roof design to lessen the plainness of appearance that can be characteristic of large residential buildings. Multiple-family buildings with single plane walls and boxy in appearance shall not be considered acceptable unless the use of exterior materials such as brick provides the elements necessary to enhance the building's physical appearance and eliminate its plainness of

appearance. Adequate treatment or screening of negative aspects of buildings (loading docks, loading areas, outside storage areas, garbage dumpsters and HVAC mechanical units) from any public street and adjoining properties shall be required. Buildings shall be designed or oriented not to expose loading docks, or loading areas to the public.

B. Non-Residential Uses in the "R" Districts. Any building used for a permitted non-residential use in "R" Districts shall be designed and constructed with architecture and use of materials compatible with the residential uses within the neighborhood. Buildings located on a residential street in an "R" District shall be residential in character, and exterior materials shall be wood, brick, and/or brick veneer. The architectural design shall be approved by the City.

C. All Uses Within the Commercial Districts. Architectural design and use of materials for the construction of any building shall be approved by the City. Buildings within the Commercial Districts shall have as a primary element of the building exterior fascia glass, brick, concrete panels, textured concrete block, architectural steel or stone panels, or cement fiber composite siding, with all sides of any building built consistent in design and use of materials. No wood, masonite, visible asphaltic exterior wall or roof material, aluminum or steel siding, nonarchitectural sheet metal non-textured concrete block, stucco, E.I.F.S. (Exterior Insulation and Finish System) or other similar materials shall constitute a portion of any building except as a trim material, unless the City Council after receiving a recommendation from the Planning and Zoning Commission, shall determine said material when used as a primary element, does not distract from the physical appearance of the building. Adequate treatment or screening of negative aspects of buildings (loading docks, loading areas, outside storage areas, garbage dumpsters and HVAC mechanical units) from any public street and adjoining properties shall be required. Building shall not be designed or oriented to expose loading docks, nonresidential use overhead doors or loading areas to the public.

D. All Uses Within Industrial Districts. Architectural design and use of materials for construction of any building in the Industrial Districts shall be reviewed as part of the site plan proposal and shall be approved by the City. While it is not the purpose of this section to dictate, specify, or restrict the use of building materials and structural elements, the use of appropriate exterior materials to enhance the appearance of a building is encouraged by the City. The exclusive use of sheet metal as an exterior building material shall not be considered acceptable for buildings facing public streets. The exterior material of the building's front elevation shall be comprised of brick, concrete panels, textured concrete block, architectural steel or stone panels, or cement fiber composite siding, or other similar material. Loading areas, loading docks, storage areas, and garbage dumpsters shall be located, screened or oriented to minimize their exposure to view from public streets.

SECTION 7. ZONING PERMITS. No zoning compliance permit or building permit shall be issued for the construction of any structure that is subject to the provisions of this chapter, until a site plan has been submitted for review covering the land upon which said structure is to be erected, and further, approved by City Council for such development in accordance with this chapter.

SECTION 8. FEES. The City Council shall establish a schedule of fees, charges, and expenses and a collection procedure for site plan approval and other matters pertaining to this chapter. The schedule of fees shall be posted in the office of the City Clerk, and may be altered or amended

only by the City Council. Until all applicable fees, charges, and expenses have been paid in full, no action shall be taken on any application or appeal.

1. Applicant shall be responsible for just and reasonable costs incurred by the City for review of preliminary and final site plans deemed necessary by the City to insure proper conformance with City ordinances and site plan regulations.

SECTION 9. VALIDITY OF APPROVAL.

1. A site plan shall become effective upon certification of approval by the City Council.

2. The City Council approval of any site plan required by this chapter shall remain valid for one (1) year allowing one (1) year extension with approval of City Council upon recommendation of the Commission after the date of approval, after which time the site plan shall be deemed null and void if the development has not been established or actual construction commenced. For the purpose of this chapter “actual construction” shall mean that the permanent placement of construction materials has started and is proceeding without undue delay. Preparation of plans, securing financial arrangements, issuance of building permits, letting of contracts, grading of property, or stockpiling of materials on the site shall not constitute actual construction.

SECTION 10. SITE PLAN AMENDMENT. Any site plan may be amended in accordance with the standards and procedures established herein, including payment of fees, provided that the Zoning Administrator may waive such procedures for those minor changes hereinafter listed. Such minor changes shall not be made unless the prior written approval for such changes is obtained from the Zoning Administrator. No fees shall be required for such minor changes.

1. Moving building walls within the confines of the smallest rectangle that would have enclosed each original approved building(s). Relocation of building entrances or exits, shortening of building canopies.

2. Changing to a more restrictive commercial or industrial use, provided the number of off-street parking spaces meets the requirement of the West Branch zoning ordinance. This does not apply to residential uses.

3. Changing angle of parking or aisle provided there is no reduction in the amount of off-street parking as originally approved.

4. Substituting plant species provided a landscape architect, engineer or architect certifies the substituted species is similar in nature and screening effect.

5. Changing type and design of lighting fixtures provided an engineer or architect certifies there will be no change in the intensity of light at property boundary.

6. Increasing peripheral yards.

SECTION 11. APPLICABILITY TO EXISTING DEVELOPMENT. The requirements of this chapter shall not apply to the placement of any structure for which building permits have been issued as of the date of the adoption of this ordinance codified by this chapter (June 7, 2001), provided that if such building permit shall expire, then a new building permit shall not be issued until the requirements of this chapter have been met. Provided further, that if an existing structure is to be reconstructed, enlarged, expanded, or otherwise increased:

1. In the case of building uses, in an amount 50% or greater of its existing ground coverage and/or total floor space; or
2. In the case of non-building uses or non-building portion of uses, in the amount 50% or greater of the existing developed non-building site area, then the provisions of this chapter shall apply.

SECTION 12. ENFORCEMENT. No zoning ordinance certification, occupancy permit or building permit shall be issued by the City or have any validity until the site plan has been approved in the manner prescribed herein.

SECTION 13. CHANGES AND AMENDMENTS. Any provision of this chapter may be changed and amended from time to time by the Council; provided, however, such changes and amendments shall not become effective until after study and report by the Commission and until after a public hearing has been held, public notice of which shall be given in a newspaper of general circulation at least fifteen (15) days prior to the hearing.

SECTION 14. MAINTENANCE BONDS. Maintenance bonds shall be posted with the City by the developer at the developer's cost for improvements required under this chapter for the following time periods and improvements:

Streets and alleys	5 years
Storm sewer, drainage and detention	5 years
Concrete pavement	5 years
Asphalt overlays	5 years
Sidewalks	5 years
Curb and gutter	5 years
Water facilities	5 years
Sanitary sewer facilities	5 years
All other underground utilities	5 years

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. 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 the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 21st day of February, 2012.

First Reading: February 6, 2012
Second Reading: February 21, 2012
Third Reading:

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Prepared by Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241
Return to: West Branch City Clerk, 110 Poplar Street, West Branch, Iowa 52358

Ordinance No. 690

AN ORDINANCE VACATING THAT CERTAIN 75-FOOT PORTION ON AN ALLEY LOCATED BETWEEN LOTS 18 AND 19 IN BLOCK 22 IN CAMERON, (NOW KNOWN AS WEST BRANCH), WEST BRANCH, IOWA.

WHEREAS, pursuant to Section 354.23 of the Code of Iowa, the City has held a public hearing on the proposed vacation of a 75-foot portion of the alley located between Lots 18 and 19, Block 22 in Cameron, Cedar County, Iowa; and

WHEREAS, it is now necessary to pass an ordinance vacating said section of alley and directing the County Auditor to use this ordinance as the conveyance document for said alley without further documentation.

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA, AS FOLLOWS:

Section 1. Vacation of Alley.

The northern 75-feet of that certain 16-foot wide alley located between Lots 18 and 19 in Block 22 in Cameron, Cedar County, Iowa, be and the same is hereby vacated.

Section 2. Conveyance.

Pursuant to Section 354.23 of the Code of Iowa, the alley shall be conveyed as follows:

- a. The west 8-feet of said northern 75-foot alley shall be conveyed to Jeanne R. Donovan (Parcel #0500-13-05-360-003-0)
- b. The east 8-feet of said northern 75-foot alley shall be conveyed to The Dalton Gang (Parcel #0500-13-05-360-006-0)

The County Auditor is directed to show said conveyance on its books without further documentation.

Section 3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 4. Adjudication. 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 the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

* * * * *

Passed and approved this 21st day of February, 2012.

First Reading: February 6, 2012
Second Reading: February 21, 2012
Third Reading:

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Cedar County, IA



**CITY OF WEST BRANCH
COUNCIL ACTION REPORT**

MEETING DATE: February 21, 2012 AGENDA ITEM: 6e

DATE PREPARED: February 11, 2012

STAFF LIAISON: Melissa Russell, Park & Recreation Director

ACTION TITLE: Resolution 970, approving \$_____ to be moved from the Park & Recreation General Fund Reserve line to the General Fund for the purchase of the Wapsi View Trailer Court.

WORKSHOP SPECIAL CONSENT NON-CONSENT TABLED PUBLIC HEARING

RECOMMENDATIONS:

Council approve Resolution 970, approving \$_____ to be moved from the Park & Recreation General Fund Reserve line to the General Fund for the purchase of the Wapsi View Trailer Court.

PROJECT DESCRIPTION:

The Park and Recreation CD was established from a donation provided by Procter & Gamble when the West Branch Community School District and the City of West Branch proposed to build a joint-Recreation Center at the West Branch High School campus. The original amount of the donation was \$75,000. When the project failed, former-Mayor Hatfield and P&G discussed the future of the donation and representatives from P & G encouraged the City to use the funds for other park and recreation purposes. The first year the funds were used to help create a full-time park and recreation director position. The funds were also used for the operating expenses of Cookson. These funds also paid for more recent studies on the viability of the Cookson Center as well as the Shive-Hattery Site Study for a future community center. Today, \$20,802.44 remains with the City. In the future, the Park and Recreation Department plan for these funds to be used for the future Community Center project.

The Park Land CD was established before the formation of a full-time Park & Recreation Department. Prior City Councils had placed \$5000 into this CD each year to go towards future park land purchase and development. This funding was cut several years ago. This money has been used recently to pay for the Lion's Field parking. In the future, this money is planned to be used for park and recreation land purchase and development. Today, \$66,642.02 remains with the City.

ATTACHMENTS:

Resolution 970

FINANCIAL NARRATIVE:

In addition to the former Park and Recreation CD (\$20,802.44) and the Park Land CD (\$66,642.02), the Park and Recreation Department currently has \$6,199.86 in donations and other funds. These three funding sources comprise the Park and Recreation General Fund Reserve Line which totals \$93,644.32. Resolution 970 would allow a portion of the funds, assumedly a portion of the Park Land CD funds, to be moved to the General Fund in order to offset the cost of the purchase of the former Wapsi View Trailer Court, which is in the process of being converted into a City Park. The City purchased the former Wapsi View Trailer Court for \$70,000.

The Park & Recreation Commission made a recommendation to the Council at a recent Commission Meeting to take \$20,000 from the Park & Recreation General Fund Reserve to offset the costs of the purchase of the Wapsi View Trailer Court. Future uses for the Park Land CD funds include the development of the Wapsi View Trailer Court into a City Park and the acquisition of land suitable for a future Community Center.



QUOTATION

Quote Number: Q2104
 Quote Date: Dec 20, 2011
 Page: 1

205 N HIGH ST
 PO BOX 14
 BAXTER, IA 50028
 USA

Voice: 641-227-2222
 Fax: 641-227-2323

Drop Shipment

www.keltekinc.com

sales@keltekinc.com

Quoted To:
WEST BRANCH POLICE DEPARTMENT 105 S 2ND ST PO BOX 218 WEST BRANCH, IA 52358 USA

Customer ID	Good Thru	Payment Terms	Sales Rep	
WEST BRANCH PD	1/19/12	Net 30 Days	Kelly Milligan	
Quantity	Item	Description	Unit Price	Amount
1.00		2013 FORD INTERCEPTOR SUV WITH LIGHT BAR		
1.00		LIGHT BAR		
1.00	SPC-SW8-RED/BLUE	48" Liberty Red/Blue Light Bar - SW8BBRR, 5-SLDBR, SXTLS1, SRALF1	1,575.00	1,575.00
1.00	STPKT83	NEW Explorer - 2011 - 48"-50"	51.17	51.17
1.00		SUPPLEMENTAL REAR TRAFFIC ADVISOR		
1.00	TAZ86	TAZ86 8X LINZ6 TRAFFIC ADVISOR	747.94	747.94
1.00	DBKT4	DOMINATOR ANGLE MOUNT BRACKET	12.36	12.36
1.00		REAR SIDE WINDOW LIGHTS		
1.00	IONR	ION LIGHT RED	94.86	94.86
1.00	IONB	ION LIGHT BLUE	94.86	94.86
2.00	IONK1B	SWIVEL MOUNT KIT FOR ION BLK	16.67	33.34
1.00		SIREN LIGHT CONTROLLER		
1.00	CCSRNTA2	CENCOM 2 SIREN SYS W/TA MODULE	870.97	870.97
1.00	CCMICX20	CENCOM 20' MIC. EXT. CABLE	54.62	54.62
1.00		SIREN SPEAKER AND BRACKET		
1.00	SA315P	SA315P SPEAKER, BLACK PLASTIC	173.04	173.04
1.00	SAK1	SA-315 MOUNT KIT UNIVERSAL	19.55	19.55
1.00		HEADLIGHT FLASHER		
1.00	SSFPOSC6	SOLID STATE HEADLIGHT FLASHER	41.39	41.39
1.00	SSFBKT1	MOUNT.BKT. SSFPOSC6 TO SABKT17	5.17	5.17
4.00	VTX609C	VERTEX SUPER-LED LIGHT WHITE	70.71	282.84
2.00	VTX609R	VERTEX SUPER-LED LIGHT RED	70.71	141.42
1.00		CONSOLE		

Quotes will be good for 30 days. Thank you for your business.



Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued



QUOTATION

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Customer ID		Good Thru	Payment Terms	Sales Rep	
WEST BRANCH PD		1/19/12	Net 30 Days	Kelly Milligan	
Quantity	Item	Description		Unit Price	Amount
1.00	C-TMW-CV-01	BASE,TRKM,8w,28EXTR,W-VMT,CV,95-10		73.01	73.01
1.00	C-SM-830	CON,SM,8TMS,30DG,HC,WO-VMT,		159.25	159.25
2.00	C-B41	BRKT,^L^,1PC,3hx5w,		11.50	23.00
1.00	C-MCB-CV	CON,ACSY,MICLIP,OPT,BRKT,CV,95-10,S P		16.10	16.10
2.00	HLN9073B	HANG UP CLIP		4.99	9.98
1.00	C-EB40-CCS-1P	4 EQUIPMENT MOUNTING BRACKET (1 PC)""		17.82	17.82
1.00	C-EB25-MXP-1P	BRKT, EQUIP, 1PC, 2.5MS, SP,		16.10	16.10
1.00	C-LP3-PS1	3 Lighter plug outlet w/ 1 switch cut outs		28.75	28.75
1.00	C-SW-B	Switch blank		2.87	2.87
1.00	C-CUP2-E-C	CON,ACSY,CUPHLDR,EM,DUAL,SP		21.27	21.27
1.00		COMPUTER / PERIPHERALS			
1.00	C-ARPB-102	Pentax Arm rest printer bracket: pedestal		171.90	171.90
1.00	C-MD-102	ACTADP,HDM,SLIDE,TS,W-SHRTHNDL,		181.03	181.03
1.00	DS-PAN-111	Docking station: Panasonic Toughbook 30/31		456.72	456.72
1.00	LPS-104	Havis docking power supply for CF-31 & DS-PAN-110		123.50	123.50
1.00	PJ622	POCKETJET 6 ENGINE, 200-dpi, integrated USB/IrDA (PocketJet Engine Only, No Battery, No Doc. Set, No Accessories, etc.)		269.10	269.10
1.00	LB3603	USB CABLE - 10 FOOT LENGTH		10.80	10.80
1.00	LB3692	PJ3 12C DIRECT WIRE POWER CORD -		17.10	17.10

Quotes will be good for 30 days. Thank you for your business.



Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued



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Customer ID	Good Thru	Payment Terms	Sales Rep	
WEST BRANCH PD	1/19/12	Net 30 Days	Kelly Milligan	
Quantity	Item	Description	Unit Price	Amount
1.00		CAR ADAPTER 14'		
1.00	P4700UINT13A	CAGE, WEAPON MOUNT P4700UINT13APassenger 1/2 Slider Polycarbonate Window	455.20	455.20
1.00	RP47UNIT13	RP47UINT13Recessed Panel (Space Saver)	76.00	76.00
1.00	SP47BS13	SP47BS13Pair Split Seat Protectors	60.00	60.00
1.00	G7210	Dual Weapon, Partition Mount (in partition's recessed panel)	312.00	312.00
1.00	B4705UNIT13	B4705UNIT137 guage steel wire, cargo barrier with poly filler panels	359.20	359.20
1.00		RADIO		
1.00	AAM27JQH9LA1_N	XPR4550 MOBILE 136-174 MHZ VHF 25-45W 1000 AAM27JQH9LA1_N (Display with GPS)	696.00	696.00
1.00	PMLN5404	MOTOTRBO Mobile Remote Mount Adaptor Kit	110.00	110.00
1.00	PMKN4074	MOTOTRBO Mobile Remote Mount 3 Meter Cable Kit to use with PMLN5404A	55.00	55.00
1.00	MB8U	0-1000 MHz 17 FEET	16.00	16.00
1.00	ASP7455	138-174 MOSAIC 3dB ANT BLACK	61.75	61.75
1.00	RFU-600-6	MINI UHF Male Crimp	3.15	3.15
1.00		RADAR		
1.00	200-0808-00	DUAL-SL	2,595.00	2,595.00
1.00		CAMERA SYSTEM		
1.00	001-0550-01	DVM500 PLUS ASSEMBLY	4,295.00	4,295.00

Quotes will be good for 30 days. Thank you for your business.



Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued



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 PO BOX 218
 WEST BRANCH, IA 52358
 USA

Customer ID		Good Thru	Payment Terms	Sales Rep	
WEST BRANCH PD		1/19/12	Net 30 Days	Kelly Milligan	
Quantity	Item	Description		Unit Price	Amount
1.00	004-0075-00	DIGITAL ALLY - CASE, VOICEVAULT WIRELESS MIC FLAT LEATHER		35.00	35.00
1.00		DA FREIGHT		30.00	30.00
1.00		POWER DISTRIBUTION			
1.00	CG-X	CHRGGRD,UNV,CNTRLMDL,		56.92	56.92
2.00	185080F	BUSS HI-AMP CIRCUIT BREAKER, SWITCHABLE WITH A MANUAL TRIP PUSH BUTTON		41.24	82.48
2.00	V23232-D0001-X001J/M	75 AMP RELAY		24.30	48.60
2.00	15600-12-21	ATC FUSE PANEL W/ GROUNDING PAD, 12 POSITION		19.06	38.12
2.00	HHF	3-20 AMP ATC FUSE HOLDER W/ COVER		2.60	5.20
1.00	INSTALL	Installation, shop supplies and freight included in price		2,400.00	2,400.00

Quotes will be good for 30 days. Thank you for your business.



Subtotal	17,587.45
Sales Tax	
TOTAL	17,587.45

RESOLUTION NO. 978

A RESOLUTION ADOPTING THE FINAL PROPOSED FISCAL YEAR 2012-2013 ANNUAL BUDGET AND ORDERING A NOTICE OF HEARING FOR MARCH 5, 2012.

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

The final proposed fiscal year 2012-2013 annual budget 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 a public hearing is set for March 5, 2012.

Passed and approved the 21st day of February 2012.

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

210 Roads and Streets

6320 Bldg/Grounds Operations/Supplies-This will be used for numerous jobs throughout the year and for day to day operations.

6332 Repair/Maintenance Vehicles-We will utilize this line to keep our fleet running and complete preventative maintenance in order to prolong the life of our fleet. This is generally used for times when we take a vehicle to a shop for repairs but could also be used for in house repairs or maintenance.

6444 Tree Trimming-This line will pay for any tree removal, trimming or storm cleanup that is too much for us to handle in house.

6504 Minor Equipment-The majority of this line would be used to purchase a vibraplate. A vibraplate is used to compact gravel, sand or soil before installing concrete or pipe in order to reduce settling after the installation.

6509 Signs/Supplies-Signage regulations will be changing over the next few years requiring replacement of out of date signs. I would like to get ahead of the cut off date by purchasing signs over the next few years and replacing the oldest ones first.

6511 Sand-Mainly used during snow removal.

6512 Salt- Used to mix with sand and to make brine for snow removal.

6521 Motor Vehicle Maint. Supplies-This is mainly used to do the required maintenance on our fleet where the work is completed by our staff.

6524 Rock/Cold mix-This is for our stockpile at our shop used for numerous jobs throughout the year. The cold mix is what we use for potholing.

6723 Equipment Set Aside-This would be held over this year and put to use in 2013-2014 to purchase a truck for replacement of our 1997 Ford Ranger. Included is a proposed equipment replacement schedule.

6727 Equipment-We would like to purchase a skid loader. This line would allow for that. I believe a skid loader would be a good addition to our fleet. It would allow us to complete some of our projects and duties more efficiently.

6761 Capital Improvement Streets-I have broke this down into multiple projects and the estimated cost for completion of them. I have listed the projects which appear to be high priority, are already started or were listed as a council goal.

1. Overlay project 280 th Street from N. Downey to the mobile home park entrance. This will be a cost share with Cedar County. Total cost would be just over \$30,000 with the county responsible for \$15,000.	\$16,000
2. North Downey overlay project. This would start where we left off last year just north of North Side Drive and continues south of West Orange Street.	\$46,000
3. Sidewalk repairs. -in house	\$10,000
4. Orange Street (Middle School) Sidewalk Project.	\$7,060
5. Overlay Project on Orange Street (Middle School)	\$19,740
6. Poplar Street Sidewalk Project.	\$25,825
7. Overlay Project on Poplar Street.	\$33,350
8. City Office parking lot.	\$10,000
9. Storm water projects. I would like to repair or replace a few intakes.-in house	\$3,000
10. Street patches in various places around town, mainly concrete streets.-in house	\$5,000
11. Painting parallel parking spaces on Main Street between Parkside Drive and the east drive to the fire station on the south side of the road.-in house	\$1,000
12. New park on N.2 nd St. Possible parking, sidewalk, grading, ditch filling, disposals, equipment rentals and other unforeseen costs that should be covered before beginning this project. This is #14 in the council goals set forth for this fiscal year.-in house	\$7,500
13. Crack sealing. This is important for the longevity of our streets.	\$10,000
14. Crosswalk at Poplar and Main Street.	\$5,171
Total projected cost for all improvements.	\$199,646

RESOLUTION NO. 979

RESOLUTION APPROVING A SERVICE AGREEMENT WITH KID AGAIN INFLATABLE FUN SHOWS IN CONNECTION WITH THE 2012 HOOVER'S HOMETOWN DAYS CELEBRATION.

WHEREAS, the City's premier event of the year is Hoover's Hometown Days; and

WHEREAS, a highlight of the 2011 Hoover's Hometown Days Celebration was the inflatable rides for children; and

WHEREAS, the City Council has adopted the final proposed fiscal year 2012-2013 budget; and

WHEREAS, the final proposed fiscal year 2012-2013 budget for Hoover's Hometown Days includes funding for inflatable rides for children; and

WHEREAS, Kids Again Inflatable Fun Shows has submitted a proposed service agreement dated November 23, 2011, to provide said services in the amount of \$8,900.00; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement with Kid Again Inflatable Fun Shows is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 21st day of February, 2012.

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



Service Agreement

KidAgain Inflatable Fun Shows
1601 Caledonia St., Ste I-A La Crosse, WI 54603

(800) 331-3787
Toll Free

(608) 791-1011
Fax

(608) 791-1000
Main Phone

All bookings are subject to availability. Deposit must accompany signed agreement to secure booking.

CUSTOMER INFO

Name of Contracting Party: City of West Branch - Hoover's Hometown Days
Contact Person: Melissa Russell **Work Phone:** (319) 643-4212 **Ex:** **Home:**
Address: PO Box 218 West Branch, IA 52358 **Cell:** (319) 930-0393
Date Of Event: Saturday, August 04, 2012 **StartTime:** 1:00 PM **EndTime:** 8:00 PM
City and State of Event: West Branch, IA
Event Location: Downtown Square and street
Please fill in exact address of location including street address and room or lot numbers
Order Number: 4272 **EXEMPT Sales Tax Exempt Number**

ORDER INFO

- 8 Generators (GEN)
- Tiger Bouncer (TIG)
- Little Builders Toddler Zone (LTZ)
- Jurassic Survivor (JUR)
- Dodgeball Defender (DOD)
- Climbing Wall (WAL)
- Velcro Wall (VEL)
- Mutiny On The Bouncer (MUT)
- Screamer Slide (SCR)
- Euro-Bungy Jumper (EUR)

Sub Total: \$8,900.00
 Cedar **County & State Sales Tax:** \$0.00
Total Cost: \$8,900.00
Deposit: \$4,450.00
Balance Due: \$4,450.00

KidAgain Staffing Included

This bid is good until the date listed at right. To secure this bid, signed agreement and deposit must be received by the date listed at right. 11/23/2011

Notes:
 Using KidAgain generators for power. Contracting party to provide adults to oversee Tiger Bouncer and Toddler Zone. Melissa Russell W: 319-643-4212. C: 319-930-0393. [12].

1. The Contracting Party agrees to the Service Agreement game items and dates listed above, rain or shine.
2. The Contracting Party expressly assumes the responsibility of informing all person(s) using the equipment that they do so at their own risk as provided under Wisconsin Recreational Immunity Laws, and that if an injury occurs to the person(s) using the Equipment that KidAgain, it's employees, officers, directors, agents, shall not be held liable for any such injuries and/or resulting damages. Further, the Contracting party shall indemnify and hold KidAgain harmless in the event any person files a claim for any injuries and/or resulting damages, except resulting from intentional acts of employees or agents of KidAgain.
3. The Contracting Party recognizes that the Equipment may not be set up and used outdoors if the wind exceeds 20 mph. Such use could cause a danger to the game users, participants and to the Equipment.
4. The Contracting Party is responsible for providing electricity for each game unless indicated in notes above. See notes above for specific power requirements.
5. The Deposit secures the Date of Event and event time for the items listed on this Service Agreement. The Deposit is non-refundable. If the Contracting Party cancels this Service Agreement less than ninety (90) days before the Date of Event, the Deposit is forfeited and the Contracting Party shall be responsible for payment in full. In order to cancel the Service Agreement, the Contracting Party shall call Kid Again to verbally cancel, and also mail a written statement declaring the Contracting Party's intent to cancel. Within two weeks of notification to Kid Again, Kid Again will send to the Contracting Party a written confirmation of the cancellation. If confirmation of cancellation is not received, it is the Contracting Party's responsibility to notify Kid Again. Kid Again's written confirmation of cancellation will serve as the Contracting Party's receipt of cancellation. Without such evidence of cancellation, the Contracting Party shall be responsible for payment in full.
6. This is fully intended to be a legally binding contract. If the Contracting Party has any doubts concerning any aspect of its contents, it will consult an attorney before signing this Service Agreement.
7. This Service Agreement contains the entire agreement between the Contracting Party and Kid Again and shall not be enlarged or modified, except in writing and signed by each of the parties.
8. In the event of an emergency or problems with the Equipment, it is up to the Contracting Party to contact Jackie Craig (office manager) at Kid Again at (608) 791-1010 within 24 hours of the first business day after the Date of Event in order to expedite resolving the problem. If Contracting Party fails to contact Kid Again, Kid Again shall not be responsible for any refunds.

Signature of Contracting Party Representative: _____ Date Signed: _____



This document is to be completed by a purchaser whenever claiming exemption from sales/use tax. Certificates are valid for up to three years. Seller: Keep this certificate in your files. Purchaser: Keep a copy of this certificate for your records. Do not send this to the Department of Revenue.

Purchaser Name: City of West Branch
Address: PO Box 218, 110 North Poplar Street
City: West Branch, State: IA, Zip Code: 52358
General Nature of Business: Government
Telephone Number: 319-643-5888

Seller Name: Kid Again Inflatable Fun Shows
Address: 1601 Caledonia St. Ste I-A
City: La Crosse, State: WI, Zip Code: 54603

Purchaser is doing business as a:

- Retailer
Wholesaler
Manufacturer
Private Nonprofit Educational Institution
Governmental Agency (including public schools)
Qualifying Residential Care Facility
Non-Profit Museum
Other:

Purchaser is claiming exemption for the following reason:

- Resale
Leasing
Processing
Qualifying Farm Machinery/Equipment
Qualifying Industrial Machinery/Equipment
Qualifying Replacement Parts
Qualifying Computer
Pollution Control Equipment
Recycling Equipment
Research and Development Equipment
Direct Pay (permit no. required):
Other: Government - #42-6005357

Description of Purchase: Attach additional information if necessary. Under penalty of perjury, swear and affirm that the information on this form is true and correct.

Signature of Purchaser: Dawn Blau Title: Deputy City Clerk Date: 11-17-11 31-014 (7/13/07)

Exemption Certificate Instructions

This exemption certificate is to be completed by the purchaser claiming exemption from tax and given to the seller. The seller must retain this certificate as proof that exemption has been properly claimed.

Exemptions:

Resale: Any person in the business of selling who is purchasing items to resell may claim this exemption. The purchaser can be acting as either a retailer or wholesaler and may not be required to have a sales tax permit.

Processing: Exempt purchases for processing include tangible personal property which by means of fabrication, compounding, manufacturing or germination becomes an integral part of other tangible personal property ultimately sold at retail.

Qualifying Farm Machinery/Equipment: The farm machinery or equipment must be directly and primarily used in agricultural production; and must be:

- 1. a self-propelled implement such as a tractor
2. a grain dryer (heater and blower only)
3. an implement customarily drawn or attached to a self-propelled implement in the performance of its function, such as a plow
4. auxiliary equipment improving safety, maintenance and efficiency of items 1, 2, 3
5. tangible personal property that does not become a part of real property used directly and primarily in dairy and livestock operations
6. an essential replacement part for 1, 2, 3, 4, 5
7. bailing wire, twine, wrapping and other similar items used in agricultural, livestock or dairy production
8. auger systems, curtains, curtain systems, drip systems, fan and fan systems, shutters, inlets and shutter or inlet systems and refrigerators used in livestock or dairy production, aquaculture production, or the production of flowering, ornamental, or vegetable plants.

Qualifying Industrial Machinery/Equipment: This machinery or equipment must be:

- used by a manufacturer directly and primarily used in processing tangible personal property or certain other research activities
certain replacement parts for the above; this does not include supplies

Qualifying Computers:

- sold to commercial enterprise, insurance company, or financial institution
certain replacement parts; this does not include supplies

Direct Pay: Businesses and individuals who pay their taxes directly to the department rather than to the seller must enter their Direct Pay permit number in the space provided.

Private Nonprofit Educational Institutions: Purchases made by private nonprofit educational institutions used for educational purposes are exempt. NOT EXEMPT from sales tax are purchases by most other private nonprofit organizations such as churches, fraternal organizations, etc., for use by those organizations.

Cost Estimate For West Branch McDonalds Sidewalk

	Units	QTY	Unit Price	Total
PCC PAVEMENT 6"	Sq. Yds	219	40	8760
REMOVAL OF SIGNS	Ea.	2	50	100
CLEARING & GRUBBING	Units	36	20	720
PED SIGNS	Sq Ft.	16	20	320
DETECTABLE WARNING	Ea.	2	200	400

10300

Cost From McDonalds Property to Driveway of Gas Station

PCC PAVEMENT	Sq. Yds	65	40	2600
DETECTABLE WARNINGS	Ea.	1	200	200

2800

West Branch Fire and Rescue Department
PO Box 218
205 South 2nd St.
West Branch, IA 52358

Phone Emergency: 911
Business: (319) 643-2110
Fax: (319) 643-3293

**West Branch Fire and Rescue Department
Application for Membership**

Name Logan John Ciek Occupation Laborer

Address 141 North Ridge drive Phone (319) 331-0515

Age 18 SS# _____ Marital Status _____

How long employed at present job? 4 years Hours Worked Part time

Do you live within the city limits? Yes No _____ Are you employed within the city limits? Yes No _____

Will your employer allow time off to respond to emergency calls? Yes
If so, employers signature [Signature] Date 1-16-12

Do you have any current or previous physical ailments, disabilities, or mental disorders that could affect your duties as an emergency responder? NO
If so, list:

Are you willing to take a DOT physical? This is required by the department.
Yes No _____

Driver's license history will need to be checked for insurance purposes. Do we have your permission to do so? Yes No _____

What type of responder are you applying for? Firefighter Medical _____ Both _____

Are you willing to take a 40 hour First Responder course? Yes No _____
In the future

The department will expect your attendance at all meetings, training, fundraisers, etc. as well as responding to calls: Can you give this much time? Yes No _____

Please list any previous experience or certifications

West Branch Fire and Rescue Department
PO Box 218
205 South 2nd St.
West Branch, IA 52358

Phone Emergency: 911
Business: (319) 643-2110
Fax: (319) 643-3293

Please briefly explain why you would like to be considered for membership to the West Branch Fire and Rescue Department.

Its always something that Ive wanted to do and I want to help out the COMMUNITY

Contact person in case of an emergency
Phone Number _____

Second contact
Phone Number _____

Upon your signature of this document, you are stating these questions have been answered truthfully, and to the best of your knowledge.

Applicants Signature Jagan Clark

Applicants Spouse _____

1st WBFD Sponsor _____

2nd WBFD Sponsor _____

Department use only:

If and when membership of the WBFD have voted to accept this individual as a member of the said department, at a regular meeting of the department, Chief, and Secretary sign below as documentation of that fact.

Chief [Signature] Date: 2/1/12

Secretary [Signature] Date: 2-1-12

RESOLUTION 980

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

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, October 4, 2010, December 6, 2010, February 21, 2011 and April 4, 2011; and

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

EMPLOYMENT–Overtime – April 2011 Handbook page 8-9

Overtime

Periodically, overtime work is necessary to maintain city operations. In most cases, there are a sufficient number of employees available to make overtime work optional. Occasionally, however, the Department Head may require the employee to work overtime.

Employees are not entitled to compensatory time, but rather shall earn overtime for all hours worked over forty (40) in a week. All overtime will be approved in advance by the immediate supervisor or city administrator and be paid in the applicable pay period. For the purposes of calculating overtime, holidays, sick leave, and bereavement leave shall be counted as hours worked.

EMPLOYMENT–Overtime – Change to the following:

Overtime

Periodically, overtime work is necessary to maintain city operations. In some cases, there are a sufficient number of employees available to make overtime work optional. Occasionally, however, the Department Director may require the employee to work overtime.

Employees are not entitled to compensatory time, but rather shall earn overtime for all hours worked over forty (40) in a week. All overtime will be approved in advance by the immediate supervisor or city administrator and be paid in the applicable pay period. For the purposes of calculating overtime, holidays, sick leave, and bereavement leave shall be counted as hours worked. For the purposes of calculating overtime, vacation time shall not be counted as hours worked.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve and adopt the City of West Branch Personnel Handbook dated February 2012.

Passed and approved this 21st day of February, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 691

AN ORDINANCE AMMENDING MAINTENANCE BOND REQUIREMENTS IN TITLE, "ZONING AND SUBDIVISION," CHAPTER 170 "SUBDIVISION REGULATIONS."

WHEREAS, the Planning and Zoning Commission has developed a proposed site plan ordinance for the City of West Branch over the last eighteen months with the intent to establish a procedure which will enable the City to review certain proposed improvements to property within specified zoning districts of the City to insure compliance with all applicable zoning, subdivision and building regulations; and

WHEREAS, the West Branch City Council is moving forward to adopt the proposed site plan ordinance with modifications to the section concerning Maintenance Bonds; and

WHEREAS, it is in the best interests of the residents of West Branch to have a consistent Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1. Amendment. The Code of Ordinances is hereby amended by deleting Section 170.16.7 in its entirety and replaced with the following:

7. MAINTENANCE BONDS. Maintenance bonds shall be posted with the City by the subdivider at the subdivider's cost for improvements required under this chapter for the following time periods and improvements:

Streets and alleys	5 years
Storm sewer, drainage and detention	5 years
Concrete pavement	5 years
Asphalt overlays	5 years
Sidewalks	5 years
Curb and gutter	5 years
Water facilities	5 years
Sanitary sewer facilities	5 years
All other underground utilities	5 years

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. 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 the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

* * * * *

Passed and approved this 21st day of February, 2012.

First Reading: February 21, 2012
Second Reading:
Third Reading:

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 Work Session

**November 17, 2011
6:30 p.m.**

Mayor Don Kessler opened the Work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Ashley Borland-Kaalberg, City Attorney Kevin Olson, Fire Chief Administrator Dick Stoolman, Park and Rec Director Melissa Russell and Public Works Director Matt Goodale.

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

Bob Haug, Executive Director, Iowa Association of Municipal Utilities – End of Natural Gas Franchise Agreement Options for Cities in Iowa

Haug provided information for the City to consider concerning their options with the natural gas franchise agreement. Options include renewing the franchise, going without an agreement (at least for a while), or considering the conversion to a municipal gas utility. In Iowa, Haug reported that the franchise to provide gas service is of limited value to the city. Council members inquired about the process that a city would go through to convert to a municipal gas utility. Haug reported that the process is challenging and costly, but that the city could benefit from current interest rates were West Branch to acquire the gas system. Haug reported that other cities of similar size operate their own gas utility and have benefited by operating their own system. IAMU can provide training and the organization coordinates a mutual aid system composed of municipal gas utilities throughout the state. The first step in exploring the possibility of converting to a municipal gas utility would be to obtain a feasibility study.

ADJOURNMENT

Meeting adjourned by Kessler. City Council Work Session adjourned at 6:55 p.m.

Don Kessler, Mayor

ATTEST: _____
Ashley Borland-Kaalberg, Administrative Assistant