

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@l.com.net

CITY COUNCIL MEETING AGENDA
Monday, May 21, 2012 • 7:00 p.m.
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

1. Call to order
2. Roll call
3. Welcome
4. Approve Agenda/Consent Agenda/Move to action
 - a. Approve minutes from the May 7, 2012 City Council Meeting.
 - b. Approve claims.
 - c. Approve cancelling the June 18, 2012 and July 2, 2012 City Council Meetings and scheduling a City Council Meeting for June 25, 2012.
 - d. Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Beer permit, and Sunday Sales permit for Kum & Go, LC, DBA Kum & Go #254.
 - e. Approve city portion of Class C Liquor license refund in the amount of \$308.75 for Agave Mexican Restaurant Inc.
 - f. Approve Class B Liquor license with Outdoor Service, Living Quarters and Sunday Sales for PI Lounge.
5. Communications/Open Forum
6. Public Hearing/Non-Consent Agenda
 - a. Accept the resignation of Tom Stewart./Move to action.
 - b. Dr. Alan Beyer, Chair, Animal Control Commission – Discussion of potential dog park.
 - c. Second Reading of Ordinance 696, referencing the City of West Branch Schedule of Fees in Chapter 7 of the City Code of Ordinances./Move to action.
 - d. Public Hearing on amending the current budget for the fiscal year ending June 30, 2012.
 - e. Approve Resolution 990, amending the current budget for the fiscal year ending June 30, 2012./Move to action.
 - f. Public Hearing on granting to Interstate Power and Light Company, its successors and assigns, the right and franchise to acquire, construct, erect, maintain and operate a natural gas distribution system in the City of West Branch.
 - g. First Reading of Ordinance 695, granting to Interstate Power and Light Company, its successors and assigns, the right and franchise to acquire, construct, erect, maintain and operate a natural gas distribution system in the City of West Branch./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
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

City of West Branch

~ A Heritage for Success ~

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

CITY COUNCIL MEETING AGENDA
Tuesday, May 21, 2012 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

- h. Resolution 991, approving the final plat of the Meadows Subdivision, Part One, West Branch, Iowa./Move to action.
 - i. Resolution 992, approving and accepting certain municipal improvements constructed in the Meadows Subdivision Part One, West Branch, Iowa./Move to action.
 - j. Resolution 993, hiring Angela Kessler as the Part-Time Temporary Administrative Assistant for the City of West Branch, Iowa and setting the salary for the position for the fiscal year 2011-2012./Move to action.
 - k. Discussion of sidewalk repair plan.
 - l. Discussion of water and sewer rates scheduled to increase over a five-year period effective July 1, 2012.
7. City Staff Reports
- a. Public Works Director Matt Goodale – Recruitment Update for Water/Wastewater Operator Position
 - b. Police Chief Mike Horihan - Recruitment Update for Police Officer Position
8. Comments from Mayor and Council Members
9. Motion to adjourn to executive session to evaluate the professional competency of an individual whose performance is being considered as part of an annual review process and that individual requests a closed session pursuant to Section 21.5(i) of the Code of Iowa.
10. 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 Meeting

**May 7, 2012
7:00 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, Administrative Assistant Ashley Borland-Kaalberg, Public Works Director Matt Goodale, Library Director Nick Shimmin, Park and Rec Director Melissa Russell, 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 April 16, 2012 City Council Meeting.
- b) Approve claims.
- c) Approve L.L. Pelling Co. Seal Coat Work in the amount of \$42,949.95.
- d) Approve the deposit of \$3,261 into the Fire Department General Fund Reserve Line and \$750 into the Public Works General Fund Reserve Line from the sale of used vehicles.
- e) Approve transfer of \$8,432.66 from Enlow Building CD Fund 502 to Library-General Fund 031.
- f) Approve transfer of \$1,354.33 from fund 200 debt service to active 226 debt service fund and close fund 200.

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

Date 5/7/12

City of West Branch
Claims Register Report

Blue Cross Blue Shield	Health/Dental/Life Insurance	10,020.75
Borland-Kaalberg, Ashley	Reimb. for meals & Mileage Trng	165.41
Brandt, Dawn	Reimb. for meals at Training	33.73
Croell Redi-Mix Inc	Concrete for park sidewalk	882.50
Eftps	Federal Withholdings	4,933.29
Goodale, Matthew	Reimb. for Uniforms - Boots	72.04
Hy-Vee	Park & Rec-Candy for egg hunt	305.10
IDOT Office Of Vehicle Serv.	Police - Salvage theft exam fee	10.00
Ipers	Ipers	6,444.03
John Deere Financial	Cemetery - Uniform supplies	247.68
Mediacom	Admin - Service	40.90
Muckler, Matt	Reimb. for meals at training	50.08
Payroll Expense	April 27, 2012 payroll	23,306.66
Treasurer State Of Iowa	State withholding tax	1,943.00
Wellmark BC/BS	Flex	513.33
	Grand Total	48,968.50

Fund Totals

001 General Fund	21,356.31
031 Library	4,397.12
110 Road Use Tax	764.35
112 Trust And Agency	10,245.87
600 Water Fund	6,132.90
610 Sewer Fund	6,071.95
Grand Total	48,968.50

COMMUNICATIONS/OPEN FORUM

None

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

Presentation of donation to the City of West Branch by Cheryl Fisher, Procter & Gamble Distribution Center Leader.

Cheryl Fischer, Procter & Gamble Distribution Center Leader presented the Park and Rec Department, Police Department and Library Board with a donation check for \$8,000. The breakdown is as follows:

WB Library (computers)	\$3500
WB Parks & Rec (Beranek Park)	\$2500
WB Police Dept (AED)	\$2000

Accept the resignation of Dan Karr./Move to action.

Oaks asked to use the word retirement to ensure Karr would receive sick and vacation payouts. Motion to substitute the word resignation with retirement of Dan Karr by Oaks, second by Worrell. AYES: Oaks, Worrell, Ellyson, Miller, O'Neil. Motion carried.

Motion to accept the retirement of Dan Karr by Oaks, second by Worrell. AYES: Oaks, Worrell, Ellyson, Miller, O'Neil. Motion carried.

Set a public hearing for Monday May 21, 2012 at the 7:00 p.m. City Council Meeting on amending the current budget for the fiscal year ending June 30, 2012./Move to action.

Motion by O'Neil, second by Miller to set the public hearing. AYES: O'Neil, Miller, Worrell, Ellyson, Oaks. Motion carried.

Set a public hearing for Monday May 21, 2012 at the 7:00 p.m. City Council Meeting on granting to Interstate Power and Light Company, its successors and assigns, the right and franchise to acquire, construct, erect, maintain and operate a natural gas distribution system in the City of West Branch./Move to action.

Oaks wanted it clarified that the company named as Interstate Power and Light Company was Alliant Energy. Motion by Miller, second by O'Neil to set the public hearing. AYES: Miller, O'Neil, Ellyson, Oaks. NAYS: Worrell. Motion carried.

First Reading of Ordinance 696, referencing the City of West Branch Schedule of Fees in Chapter 7 of the City Code of Ordinances./Move to action.

Motion by Worrell, second by O'Neil to approve First Reading of Ordinance 696. AYES: Worrell, O'Neil, Ellyson, Miller, Oaks. Motion carried.

Nicole Turpin, Regional Planning Coordinator, East Central Intergovernmental Association, Comprehensive Plan Update Survey Results, Goals & Objectives and Initial Portions of Draft Comprehensive Plan.

Turpin gave a summary of the comprehensive plan survey results and stated that West Branch had a great return on surveys. Turpin stated that she is using West Branch as a model on how to gather community feedback for comp plan surveys.

Resolution 988, approving a 28E Agreement with the West Branch Community School District to make road and sidewalk improvements to the connection of Orange Street to the Middle School near the West Branch water tower./Move to action.

Motion by O'Neil, second by Ellyson to approve Resolution 988. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 989, approving a 28E Agreement with the West Branch Community School District to make sidewalk improvements to Poplar Street./Move to action.

Oaks voiced his concern as representatives from the school district had expressed some concern on the proposal at the recent joint meeting of the Council and School Board. Muckler explained that if the 28E agreement is not approved by the school, the City will move forward with sidewalk from Main Street to the City Office and street improvements to the city boundary on Poplar, but that the sidewalk project on school property would not be completed.

Motion by O'Neil, second by Ellyson to approve Resolution 989. AYES: O'Neil, Ellyson, Worrell, Miller. NAYS: Oaks. Motion carried.

Approve unpaid leave of absence for Administrative Assistant Ashley Borland-Kaalberg./Move to action.

Motion by O'Neil, second by Ellyson to approve unpaid leave of absence. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

CITY STAFF REPORTS

Police Chief Mike Horihan – Police Department Patrol Vehicle

Horihan said that bid requests were sent to many dealers including all local dealerships. He stated that West Branch Ford has been awarded the bid. Ford approximates two months for delivery.

City Administrator Matt Muckler – Proposed Summer Council Meeting Schedule

Proposed dates:

Monday June 4, 2012

CANCELLED - Monday June 18, 2012

Monday June 25, 2012

CANCELLED - Monday July 2, 2012

Monday July 16, 2012

Monday August 6, 2012

Monday August 20, 2012

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

None

ADJOURNMENT

Motion to adjourn meeting by O'Neil, second by Worrell. City Council meeting adjourned at 7:27 p.m.

Don Kessler, Mayor

ATTEST: _____

Ashley Borland-Kaalberg, Administrative Assistant

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ABC FIRE PROT. INC.	5/17/12	FIRE - SERVICE FIRE EXT	GENERAL FUND	FIRE OPERATION	260.50
				TOTAL:	260.50
AGAVE MEXICAN RESTAURANT INC	5/17/12	CITY REFUND FOR LIQUOR LIC	GENERAL FUND	NON-DEPARTMENTAL	308.75
				TOTAL:	308.75
ALLIANT ENERGY	5/07/12	VARIOUS DEPTS. - UTILITIES	GENERAL FUND	POLICE OPERATION	112.77
	5/07/12	VARIOUS DEPTS. - UTILITIES	GENERAL FUND	FIRE OPERATION	338.31
	5/07/12	VARIOUS DEPTS. - UTILITIES	GENERAL FUND	STREET LIGHTING	1,902.85
	5/07/12	VARIOUS DEPTS. - UTILITIES	GENERAL FUND	STREET LIGHTING	113.08
	5/07/12	VARIOUS DEPTS. - UTILITIES	GENERAL FUND	PARK & RECREATION	24.77
	5/11/12	PARK & REC-219 GREEN ST LO	GENERAL FUND	PARK & RECREATION	12.07
	5/07/12	VARIOUS DEPTS. - UTILITIES	GENERAL FUND	CLERK & TREASURER	308.37
	5/07/12	VARIOUS DEPTS. - UTILITIES	GENERAL FUND	LOCAL CABLE ACCESS	100.00
	5/07/12	VARIOUS DEPTS. - UTILITIES	CIVIC CENTER	TOWN HALL	204.94
	5/07/12	VARIOUS DEPTS. - UTILITIES	LIBRARY	LIBRARY	268.14
	5/07/12	VARIOUS DEPTS. - UTILITIES	ROAD USE TAX	ROADS & STREETS	118.89
	5/07/12	VARIOUS DEPTS. - UTILITIES	WATER FUND	WATER OPERATING	240.33
	5/07/12	VARIOUS DEPTS. - UTILITIES	WATER FUND	WATER OPERATING	903.13
	5/07/12	VARIOUS DEPTS. - UTILITIES	WATER FUND	WATER OPERATING	463.77
	5/07/12	VARIOUS DEPTS. - UTILITIES	WATER FUND	WATER OPERATING	190.71
	5/11/12	WATER - UTILITIES	WATER FUND	WATER OPERATING	45.63
	5/07/12	VARIOUS DEPTS. - UTILITIES	SEWER FUND	SEWER OPERATING	254.03
	5/07/12	VARIOUS DEPTS. - UTILITIES	SEWER FUND	SEWER OPERATING	971.17
				TOTAL:	6,572.96
AMAZON	5/17/12	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	114.15
	5/17/12	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	67.00
	5/17/12	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	14.94
				TOTAL:	196.09
BAKER & TAYLOR BOOKS	5/17/12	LIBRARY - BOOKS	LIBRARY	LIBRARY	1,558.57
				TOTAL:	1,558.57
BARRON MOTOR SUPPLY	5/17/12	SEWER/WATER/FIRE - SUPPLIE	GENERAL FUND	FIRE OPERATION	2.40
	5/17/12	SEWER/WATER/FIRE - SUPPLIE	WATER FUND	WATER OPERATING	5.57
	5/17/12	SEWER/WATER/FIRE - SUPPLIE	SEWER FUND	SEWER OPERATING	40.89
				TOTAL:	48.86
BLUE CROSS BLUE SHIELD	5/17/12	DENTAL INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	58.48
	5/17/12	HEALTH INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	509.70
	5/17/12	LIFE INSURANCE EMPLOYEE	GENERAL FUND	NON-DEPARTMENTAL	8.00
	5/17/12	DENTAL INSURANCE	LIBRARY	NON-DEPARTMENTAL	15.19
	5/17/12	HEALTH INSURANCE	LIBRARY	NON-DEPARTMENTAL	178.84
	5/17/12	DENTAL INSURANCE	WATER FUND	NON-DEPARTMENTAL	8.81

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
BUSINESS RADIO SALES	5/17/12	FIRE - SERVICE	GENERAL FUND	FIRE OPERATION	250.01_
		TOTAL:			250.01
CEDAR COUNTY COOPERATIVE	5/17/12	FIRE - DIESEL FUEL	GENERAL FUND	FIRE OPERATION	1,771.20_
		TOTAL:			1,771.20
CEDAR COUNTY FARM-TO-MARKET FUND	5/17/12	STREETS - BAL FOR X30N PRO ROAD USE TAX		ROADS & STREETS	30,022.00_
		TOTAL:			30,022.00
CEDAR RAPIDS PHOTO COPY	5/17/12	LIBRARY - SERVICE	LIBRARY	LIBRARY	29.82
	5/17/12	LIBRARY - SERVICE	LIBRARY	LIBRARY	42.96_
		TOTAL:			72.78
CEDAR VALLEY WORLD TRAVEL	5/17/12	PARK & REC - BUS TRIP DEPO GENERAL FUND		PARK & RECREATION	100.00_
		TOTAL:			100.00
CHAUNCEY BUTLER POST 514	5/17/12	TOWN HALL - FLAG & SUPPLIE CIVIC CENTER		TOWN HALL	105.00_
		TOTAL:			105.00
COMMUNITY STATE BANK	5/03/12	FIRE DEPT EXPANSION LOAN P GO DEPT SERVICE		BONDING	7,546.18
	5/03/12	FIRE DEPT EXPANSION LOAN P GO DEPT SERVICE		BONDING	818.39_
		TOTAL:			8,364.57
CREATIVE SOFTWARE SERVICES INC.	5/17/12	POLICE - COMPUTER SERVICE	GENERAL FUND	POLICE OPERATION	85.00
	5/17/12	ADMIN - COMPUTER SERVICE	GENERAL FUND	CLERK & TREASURER	127.50
	5/17/12	ADMIN - COMPUTER SERVICE	GENERAL FUND	CLERK & TREASURER	247.88
	5/17/12	ADMIN - COMPUTER CONSULTIN	GENERAL FUND	CLERK & TREASURER	246.43_
		TOTAL:			706.81
CROELL REDI-MIX INC	5/17/12	STREETS-CONCRETE COLL SIDE	GENERAL FUND	ROADS AND STREETS	542.25
	5/17/12	STREETS - CONCRETE	ROAD USE TAX	ROADS & STREETS	188.75_
		TOTAL:			731.00
CULLIGAN WATER TECHNOLOGIES	5/17/12	FIRE - CONDITIONER RENTAL	GENERAL FUND	FIRE OPERATION	36.90_
		TOTAL:			36.90
CY FROMMELT	5/17/12	STREETS - TH TREE REMOVAL	ROAD USE TAX	ROADS & STREETS	3,750.00_
		TOTAL:			3,750.00
DEWEYS JACK & JILL	5/17/12	SEWER/PARK & REC/LIB- SUPP	GENERAL FUND	PARK & RECREATION	7.96
	5/17/12	SEWER/PARK & REC/LIB- SUPP	LIBRARY	LIBRARY	15.88
	5/17/12	SEWER/PARK & REC/LIB- SUPP	SEWER FUND	SEWER OPERATING	2.59_
		TOTAL:			26.43
DIAMOND VOGEL PRINTS	5/17/12	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	145.39

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EARL MAY NURSERY & GARDEN CENTER	5/17/12	WATER - RIVER ROCK	WATER FUND	WATER OPERATING	546.00
		TOTAL:			546.00
EAST CENT INTERGOVT ASN.	5/17/12	LEGAL - COMP PLAN	GENERAL FUND	LEGAL SERVICES	73.00
		TOTAL:			73.00
ED.M.FELD EQUIPMENT CO.	5/17/12	FIRE - NAME TAG	GENERAL FUND	FIRE OPERATION	52.50
		TOTAL:			52.50
EFTFS	5/14/12	FEDERAL WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	1,255.48
	5/14/12	SOCIAL SECURITY WITHHOLDI	GENERAL FUND	NON-DEPARTMENTAL	534.00
	5/14/12	MEDICARE WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	184.36
	5/14/12	FEDERAL WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	204.13
	5/14/12	SOCIAL SECURITY WITHHOLDI	LIBRARY	NON-DEPARTMENTAL	122.21
	5/14/12	MEDICARE WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	42.18
	5/14/12	FEDERAL WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	28.97
	5/14/12	SOCIAL SECURITY WITHHOLDI	ROAD USE TAX	NON-DEPARTMENTAL	26.67
	5/14/12	MEDICARE WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	9.21
	5/14/12	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	POLICE OPERATIONS	236.49
	5/14/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	POLICE OPERATIONS	69.34
	5/14/12	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	ROADS & STREETS	176.85
	5/14/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	ROADS & STREETS	41.35
	5/14/12	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	LIBRARY	180.41
	5/14/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LIBRARY	42.18
	5/14/12	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	PARK & RECREATION	68.70
	5/14/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	PARK & RECREATION	16.07
	5/14/12	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	CEMETERY	127.63
	5/14/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CEMETERY	29.88
	5/14/12	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	MAYOR AND COUNCIL	12.40
	5/14/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	MAYOR AND COUNCIL	2.90
	5/14/12	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	CLERK & TREASURER	127.40
	5/14/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CLERK & TREASURER	29.80
	5/14/12	SOCIAL SECURITY WITHHOLDI	TRUST AND AGENCY	LOCAL CABLE ACCESS	18.19
	5/14/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LOCAL CABLE ACCESS	4.26
	5/14/12	FEDERAL WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	285.70
	5/14/12	SOCIAL SECURITY WITHHOLDI	WATER FUND	NON-DEPARTMENTAL	119.99
	5/14/12	MEDICARE WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	41.44
	5/14/12	SOCIAL SECURITY WITHHOLDI	WATER FUND	WATER OPERATING	177.12
	5/14/12	MEDICARE WITHHOLDINGS	WATER FUND	WATER OPERATING	41.41
	5/14/12	FEDERAL WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	283.55
	5/14/12	SOCIAL SECURITY WITHHOLDI	SEWER FUND	NON-DEPARTMENTAL	118.97
	5/14/12	MEDICARE WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	41.06
	5/14/12	SOCIAL SECURITY WITHHOLDI	SEWER FUND	SEWER OPERATING	175.61
	5/14/12	MEDICARE WITHHOLDINGS	SEWER FUND	SEWER OPERATING	41.06
		TOTAL:			4,976.97

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/07/12	ADMIN/TOWN HALL - KEYS	CIVIC CENTER	TOWN HALL	9.75
		TOTAL:			19.50
GEORGE LAWSON CONSULTING	5/17/12	LIBRARY - CONSULTING	LIBRARY	LIBRARY	4,136.20
		TOTAL:			4,136.20
GIERKE-ROBINSON CO	5/17/12	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	480.09
		TOTAL:			480.09
GOODALE, MATTHEW	5/17/12	STREETS-REIMB FOR METAL NO	GENERAL FUND	ROADS AND STREETS	10.58
		TOTAL:			10.58
GREATAMERICA LEASING CORP	5/17/12	ADMIN - COPIER LEASE	GENERAL FUND	CLERK & TREASURER	252.06
		TOTAL:			252.06
HARRY'S CUSTOM TROPHIES	5/17/12	PARK & REC - MEDALS	GENERAL FUND	PARK & RECREATION	135.00
		TOTAL:			135.00
HAWKINS WATER TREATMENT	5/17/12	WATER - AZONE 15	WATER FUND	WATER OPERATING	1,402.82
		TOTAL:			1,402.82
HEIMAN FIRE EQUIPMENT	5/17/12	FIRE - FIREHOME HELMETS	GENERAL FUND	FIRE OPERATION	353.90
	5/17/12	FIRE - SUPPLIES	GENERAL FUND	FIRE OPERATION	176.71
		TOTAL:			530.61
HELMETS R US INC	5/17/12	POLICE/COMM&CUL- BIKE HELM	GENERAL FUND	POLICE OPERATION	62.82
	5/17/12	POLICE/COMM&CUL- BIKE HELM	GENERAL FUND	COMM & CULTURAL DEVEL	407.18
		TOTAL:			470.00
HERB N LOU'S	5/17/12	PARK & REC -GIFT CERT & PI	GENERAL FUND	PARK & RECREATION	125.50
		TOTAL:			125.50
HYGIENIC LAB.ACCT.REC.	5/17/12	WATER - TESTING	WATER FUND	WATER OPERATING	22.00
	5/17/12	WATER - TESTING	WATER FUND	WATER OPERATING	18.00
		TOTAL:			40.00
IOWA CITY PRESS-CITIZEN	5/17/12	LIBRARY - SUBSCRIPTION	LIBRARY	LIBRARY	78.27
		TOTAL:			78.27
IOWA LIBRARY SERVICES	5/17/12	LIBRARY - NEIBORS SUBSCRIP	LIBRARY	LIBRARY	508.98
		TOTAL:			508.98
IOWA NETWORK SERVICES INC	5/17/12	ADMIN - WEBSITE HOSTING	GENERAL FUND	CLERK & TREASURER	26.99
		TOTAL:			26.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/17/12	IPERS	TRUST AND AGENCY	ROADS & STREETS	191.49
	5/17/12	IPERS	TRUST AND AGENCY	LIBRARY	250.49
	5/17/12	IPERS	TRUST AND AGENCY	PARK & RECREATION	106.78
	5/17/12	IPERS	TRUST AND AGENCY	CEMETERY	170.05
	5/17/12	IPERS	TRUST AND AGENCY	CLERK & TREASURER	180.99
	5/17/12	IPERS	TRUST AND AGENCY	LOCAL CABLE ACCESS	23.68
	5/17/12	IPERS	WATER FUND	NON-DEPARTMENTAL	165.86
	5/17/12	IPERS	WATER FUND	WATER OPERATING	248.78
	5/17/12	IPERS	SEWER FUND	NON-DEPARTMENTAL	164.24
	5/17/12	IPERS	SEWER FUND	SEWER OPERATING	246.37
				TOTAL:	3,228.63
JOHN'S CRANE SERVICE INC	5/17/12	STREETS - TH TREE REMOVAL	ROAD USE TAX	ROADS & STREETS	1,480.00
				TOTAL:	1,480.00
JOHNSON COUNTY MUTUAL AID ASSOCIATION	5/17/12	FIRE - ANNUAL MEMBERSHIP D	GENERAL FUND	FIRE OPERATION	95.00
				TOTAL:	95.00
JOHNSON COUNTY REFUSE INC.	5/11/12	RECYCLING - APRIL	GENERAL FUND	SOLID WASTE	3,584.67
	5/17/12	SOLID WASTE - CLEAN UP DAY	GENERAL FUND	SOLID WASTE	376.30
				TOTAL:	3,960.97
LEASE CONSULTANTS CORP	5/17/12	LIBRARY - COPIER LEASE	LIBRARY	LIBRARY	59.00
				TOTAL:	59.00
LIBERTY COMMUNICATIONS	5/07/12	VARIOUS DEPTS-PHONE & INTE	GENERAL FUND	POLICE OPERATION	160.98
	5/07/12	VARIOUS DEPTS-PHONE & INTE	GENERAL FUND	FIRE OPERATION	82.40
	5/07/12	VARIOUS DEPTS-PHONE & INTE	GENERAL FUND	FIRE OPERATION	35.70
	5/07/12	VARIOUS DEPTS-PHONE & INTE	GENERAL FUND	PARK & RECREATION	121.65
	5/07/12	VARIOUS DEPTS-PHONE & INTE	GENERAL FUND	CLERK & TREASURER	250.27
	5/07/12	VARIOUS DEPTS-PHONE & INTE	GENERAL FUND	LOCAL CABLE ACCESS	128.30
	5/07/12	VARIOUS DEPTS-PHONE & INTE	CIVIC CENTER	TOWN HALL	38.50
	5/07/12	VARIOUS DEPTS-PHONE & INTE	LIBRARY	LIBRARY	177.20
	5/07/12	VARIOUS DEPTS-PHONE & INTE	ROAD USE TAX	ROADS & STREETS	41.10
	5/07/12	VARIOUS DEPTS-PHONE & INTE	WATER FUND	WATER OPERATING	41.10
	5/07/12	VARIOUS DEPTS-PHONE & INTE	SEWER FUND	SEWER OPERATING	41.10
				TOTAL:	1,118.30
LINN COUNTY R.E.C.	5/07/12	STREETS - UTILITIES	GENERAL FUND	STREET LIGHTING	102.00
				TOTAL:	102.00
LYNCH'S PLUMBING	5/17/12	FIRE - SERVICE	GENERAL FUND	FIRE OPERATION	1,211.65
	5/17/12	WATER - SERVICE WATER METE	WATER FUND	WATER OPERATING	238.95
	5/17/12	WATER - SUPPLIES	WATER FUND	WATER OPERATING	19.14
	5/17/12	SEWER - PARTS	SEWER FUND	SEWER OPERATING	7.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MIDWEST JANITORIAL SERVICE	5/17/12	LIB/ADMIN/TH/POLICE- CLEAN GENERAL FUND	GENERAL FUND	POLICE OPERATION	43.33
	5/17/12	LIB/ADMIN/TH/POLICE- CLEAN GENERAL FUND	GENERAL FUND	CLERK & TREASURER	78.00
	5/17/12	LIB/ADMIN/TH/POLICE- CLEAN CIVIC CENTER	GENERAL FUND	TOWN HALL	221.00
	5/17/12	LIB/ADMIN/TH/POLICE- CLEAN LIBRARY	GENERAL FUND	LIBRARY	294.67
				TOTAL:	637.00
MISCELLANEOUS V CASSABAUM, SHANE MEIER, VICKIE	5/17/12	01-53450-00	WATER FUND	WATER OPERATING	21.82
	5/17/12	01-13820-00	WATER FUND	WATER OPERATING	55.82
				TOTAL:	77.64
MOORE'S WELDING INC	5/17/12	STREET- RAIL FOR COLL SIDE GENERAL FUND	GENERAL FUND	ROADS AND STREETS	1,988.25
				TOTAL:	1,988.25
NIU CONVOCATION CENTER	5/11/12	PARK & REC-ADULT FOOTBALL GENERAL FUND	GENERAL FUND	PARK & RECREATION	3,505.00
				TOTAL:	3,505.00
NORTHWAY WELL AND PUMP COMPANY	5/17/12	WATER - SERVICE CALL PUMP# WATER FUND	WATER FUND	WATER OPERATING	175.00
				TOTAL:	175.00
OASIS ELECTRIC	5/17/12	FIRE - ELECTRICAL WORK GENERAL FUND	GENERAL FUND	FIRE OPERATION	2,696.29
	5/17/12	WATER-ELEC REPAIRS TO WTR WATER FUND	WATER FUND	WATER OPERATING	1,000.00
	5/17/12	WATER-ELEC REPAIRS TO WTR WATER FUND	WATER FUND	WATER OPERATING	1,776.62
				TOTAL:	5,472.91
OLSON, KEVIN D.	5/17/12	LEGAL - LEGAL SERVICES FOR GENERAL FUND	GENERAL FUND	LEGAL SERVICES	1,250.00
				TOTAL:	1,250.00
OVERDRIVE INC	5/17/12	LIBRARY - EBOOKS LIBRARY	LIBRARY	LIBRARY	54.84
	5/17/12	LIBRARY - EBOOKS LIBRARY	LIBRARY	LIBRARY	147.98
				TOTAL:	202.82
PARKSIDE SERVICE	5/17/12	POLICE - TIRES FOR CROWN V GENERAL FUND	GENERAL FUND	POLICE OPERATION	220.00
				TOTAL:	220.00
PEDEN, SHANELLE M.	5/17/12	CABLE - VIDEOTAPING GENERAL FUND	GENERAL FUND	LOCAL CABLE ACCESS	100.00
	5/17/12	CABLE - VIDEOTAPING GENERAL FUND	GENERAL FUND	LOCAL CABLE ACCESS	50.00
				TOTAL:	150.00
PITNEY BOWES PURCHASE POWER	5/11/12	ADMIN/WATER/SEWER - POSTAG GENERAL FUND	GENERAL FUND	CLERK & TREASURER	67.00
	5/11/12	ADMIN/WATER/SEWER - POSTAG WATER FUND	WATER FUND	WATER OPERATING	216.00
	5/11/12	ADMIN/WATER/SEWER - POSTAG SEWER FUND	SEWER FUND	SEWER OPERATING	217.00
				TOTAL:	500.00
PLATO ELECTRIC	5/17/12	TOWN HALL - INSTALL FLAG L CIVIC CENTER	CIVIC CENTER	TOWN HALL	186.37
	5/17/12	SEWER - SERVICE SEWER FUND	SEWER FUND	SEWER OPERATING	200.00

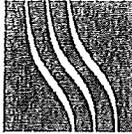
VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
QC ANALYTICAL SERVICES LLC	5/17/12	WATER - TWO CONFERENCE FEE	WATER FUND	WATER OPERATING	250.00
	5/17/12	SEWER - TESTING	SEWER FUND	SEWER OPERATING	472.00
		TOTAL:			722.00
QUILL CORP	5/17/12	POLICE - OFFICE SUPPLIES	GENERAL FUND	POLICE OPERATION	128.77
	5/17/12	POLICE - PRINTER INK	GENERAL FUND	POLICE OPERATION	57.11
	5/17/12	LIBRARY - OFFICE SUPPLIES	LIBRARY	LIBRARY	18.71
	5/17/12	LIBRARY - OFFICE SUPPLIES	LIBRARY	LIBRARY	23.85
	5/17/12	LIBRARY - DRY ERASE CRAYON	LIBRARY	LIBRARY	3.19
		TOTAL:			231.63
SIMKIN, DOUGLAS W	5/17/12	POLICE - LEGAL	GENERAL FUND	POLICE OPERATION	375.00
		TOTAL:			375.00
SIoux SALES COMPANY	5/17/12	POLICE - UNIFORM SUPPLIES	GENERAL FUND	POLICE OPERATION	213.15
		TOTAL:			213.15
SPRINT	5/17/12	POLICE - CONN CARD DATA PL	GENERAL FUND	POLICE OPERATION	179.97
		TOTAL:			179.97
TAC 10 INC	5/17/12	POLICE - ANNUAL SOFTWARE M	GENERAL FUND	POLICE OPERATION	651.00
		TOTAL:			651.00
TREASURER STATE OF IOWA	5/14/12	IOWA SALES TAX - APRIL	WATER FUND	WATER OPERATING	1,568.96
	5/14/12	IOWA SALES TAX - APRIL	SEWER FUND	DEPT 810	268.80
	5/17/12	STATE WITHHOLDING TAX	GENERAL FUND	NON-DEPARTMENTAL	614.15
	5/17/12	STATE WITHHOLDING TAX	LIBRARY	NON-DEPARTMENTAL	80.00
	5/17/12	STATE WITHHOLDING TAX	ROAD USE TAX	NON-DEPARTMENTAL	15.36
	5/17/12	STATE WITHHOLDING TAX	WATER FUND	NON-DEPARTMENTAL	138.80
	5/17/12	STATE WITHHOLDING TAX	SEWER FUND	NON-DEPARTMENTAL	137.69
		TOTAL:			2,823.76
TREASURER, IOWA STATE UNIVERSITY	5/17/12	FIRE - FIRE SCHOOL TRAININ	GENERAL FUND	FIRE OPERATION	240.00
		TOTAL:			240.00
UPS	5/07/12	SEWER/ADMIN - SHIPPING	GENERAL FUND	CLERK & TREASURER	10.61
	5/07/12	SEWER/ADMIN - SHIPPING	SEWER FUND	SEWER OPERATING	24.56
	5/07/12	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	25.47
	5/07/12	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	24.56
	5/17/12	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	24.56
	5/17/12	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	24.68
		TOTAL:			134.44
UPSTART	5/17/12	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	451.65
		TOTAL:			451.65

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	5/17/12	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	132.88
				TOTAL:	344.96
WELLMARK BLUECROSS BLUESHIELD	5/14/12	DEPENDANT CARE FLEX	GENERAL FUND	NON-DEPARTMENTAL	72.92
	5/14/12	MEDICAL REIMBURSEMENT FLEX	GENERAL FUND	NON-DEPARTMENTAL	256.25
	5/14/12	DEPENDANT CARE FLEX	WATER FUND	NON-DEPARTMENTAL	68.74
	5/14/12	MEDICAL REIMBURSEMENT FLEX	WATER FUND	NON-DEPARTMENTAL	24.75
	5/14/12	DEPENDANT CARE FLEX	SEWER FUND	NON-DEPARTMENTAL	66.67
	5/14/12	MEDICAL REIMBURSEMENT FLEX	SEWER FUND	NON-DEPARTMENTAL	24.00
				TOTAL:	513.33
WELLMARK, INC.	5/17/12	ADMIN - ANNUAL FLEX ADMIN	TRUST AND AGENCY	CLERK & TREASURER	572.80
				TOTAL:	572.80
WEST BRANCH FAMILY PRACTICE	5/17/12	FIRE - STEWART PHYSICAL	GENERAL FUND	FIRE OPERATION	178.00
				TOTAL:	178.00
WEST BRANCH REPAIRS	5/17/12	POLICE - SERVICE	GENERAL FUND	POLICE OPERATION	212.00
	5/17/12	POLICE - SERVICE	GENERAL FUND	POLICE OPERATION	13.34
	5/17/12	FIRE - SERVICE	GENERAL FUND	FIRE OPERATION	286.60
	5/17/12	SEWER - REPAIR GENERATOR	SEWER FUND	SEWER OPERATING	81.01
				TOTAL:	592.95
WEST BRANCH TIMES	5/17/12	FIRE - ADVERTISEMENT	GENERAL FUND	FIRE OPERATION	65.00
	5/17/12	WATER/LEGAL - PUBLICATIONS	GENERAL FUND	LEGAL SERVICES	539.98
	5/17/12	WATER/LEGAL - PUBLICATIONS	WATER FUND	WATER OPERATING	116.00
				TOTAL:	720.98
WRIGHT EXPRESS FSC	5/17/12	POLICE - FUEL	GENERAL FUND	POLICE OPERATION	426.57
				TOTAL:	426.57
**PAYROLL EXPENSES	5/01/2012 - 5/31/2012		GENERAL FUND	POLICE OPERATION	5,200.18
			GENERAL FUND	ROADS AND STREETS	2,265.70
			GENERAL FUND	PARK & RECREATION	1,323.20
			GENERAL FUND	CEMETERY	2,107.29
			GENERAL FUND	MAYOR AND COUNCIL	200.00
			GENERAL FUND	CLERK & TREASURER	2,242.68
			GENERAL FUND	LOCAL CABLE ACCESS	293.40
			LIBRARY	LIBRARY	3,103.86
			ROAD USE TAX	ROADS & STREETS	635.10
			WATER FUND	WATER OPERATING	3,082.65
			SEWER FUND	SEWER OPERATING	3,052.96
				TOTAL:	23,507.02

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
===== FUND TOTALS =====					
	001	GENERAL FUND	48,407.80		
	022	CIVIC CENTER	765.56		
	031	LIBRARY	13,898.18		
	110	ROAD USE TAX	37,877.91		
	112	TRUST AND AGENCY	3,258.58		
	226	GO DEBT SERVICE	8,364.57		
	600	WATER FUND	14,474.59		
	610	SEWER FUND	7,927.96		
GRAND TOTAL:			134,975.15		

TOTAL PAGES: 9

APPROVED BY: _____



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

Terry E. Branstad *Governor of Iowa*
Kim Reynolds *Lieutenant Governor*
Stephen Larson *Administrator*

May 11, 2012

AGAVE MEXICAN RESTAURANT INC
315 E MAIN STREET
West Branch, IA 52358



RE: LICENSE / PERMIT No. LC0037191

Dear Licensee / Permittee:

Enclosed is a state warrant in the amount of \$432.25 which was issued in payment of a refund on your Class C Liquor License (LC) (Commercial).

Please apply to the CITY / COUNTY for their portion of the refund in the amount of \$308.75.

Licensing Section
Iowa Alcoholic Beverages Division
1918 SE Hulsizer
Ankeny, Iowa 50021
515.281.7400 (option 1)
Toll Free 866.469.2223 (option 1)

Enc.

cc: CITY CLERK / COUNTY AUDITOR

Dear Chief Horihan,

Please accept this letter as notification that I am resigning from my position with the West Branch Police Department effective 05/20/2012. I have accepted a full-time position with the West Union Police Department and I feel this is the right decision for me and my family.

I appreciate the opportunities I have been given while with the West Branch Police Department, I appreciate all the guidance and support I received from your department. I wish the department the best of luck in the future.

Sincerely,

A handwritten signature in black ink that reads "Thomas Stewart". The signature is written in a cursive style with a large, stylized initial 'T'.

Thomas Stewart

ORDINANCE NO. 696

AN ORDINANCE ESTABLISHING THE WEST BRANCH SCHEDULE OF FEES IN TITLE, "GENERAL CODE PROVISIONS," CHAPTER 7 "FISCAL MANAGEMENT."

WHEREAS, the West Branch City Council would like to establish a schedule of fees as a permanent document of the City, and;

WHEREAS, this schedule of fees may need to be updated from time to time, and;

WHEREAS, the City Council wants to make it known to residents and interested persons that this schedule of fees is established by the authority of the Code of Ordinances of the City of West Branch,

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 establishing Section 7.09:

7.09 SCHEDULE OF FEES. The Finance Officer shall maintain and file the West Branch Schedule of Fees, which shall contain a list of fees approved by resolution of the City Council for various services provided by the City.

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 May, 2012.

First Reading: May 7, 2012
Second Reading: May 21, 2012
Third Reading:

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 990

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR
ENDING JUNE 30, 2012

FY12 Budget Amendment – See State Form

PASSED, APPROVED, AND ADOPTED this 21st day of May, 2012.

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/City Clerk

**NOTICE OF PUBLIC HEARING
AMENDMENT OF CURRENT CITY BUDGET**

The City Council of West Branch in CEDAR & JOHNSON County, Iowa
will meet at West Branch City Council Chambers
at 7:00 PM on May 21, 2012
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2012
(year)

by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,126,647		1,126,647
Less: Uncollected Property Taxes-Levy Year	2			0
Net Current Property Taxes	3	1,126,647	0	1,126,647
Delinquent Property Taxes	4			0
TIF Revenues	5	450,000		450,000
Other City Taxes	6	151,677		151,677
Licenses & Permits	7	25,000		25,000
Use of Money and Property	8	10,000		10,000
Intergovernmental	9	641,810	12,904	654,714
Charges for Services	10	686,612	380	686,992
Special Assessments	11			0
Miscellaneous	12	59,500	7,920	67,420
Other Financing Sources	13	657,272	167,153	824,425
Total Revenues and Other Sources	14	3,808,518	188,357	3,996,875
Expenditures & Other Financing Uses				
Public Safety	15	475,279	26,700	501,979
Public Works	16	608,447	-7,020	601,427
Health and Social Services	17	0		0
Culture and Recreation	18	426,449	102,815	529,264
Community and Economic Development	19	608,835		608,835
General Government	20	254,612		254,612
Debt Service	21	246,000		246,000
Capital Projects	22	700,000	90,000	790,000
Total Government Activities Expenditures	23	3,319,622	212,495	3,532,117
Business Type / Enterprises	24	785,244	7,020	792,264
Total Gov Activities & Business Expenditures	25	4,104,866	219,515	4,324,381
Transfers Out	26	207,272	167,153	374,425
Total Expenditures/Transfers Out	27	4,312,138	386,668	4,698,806
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	28	-503,620	-198,311	-701,931
Continuing Appropriation	29		N/A	0
Beginning Fund Balance July 1	30	1,822,973	118,160	1,941,133
Ending Fund Balance June 30	31	1,319,353	-80,151	1,239,202

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Lift station engineering, purchase of Wapsi View Trailer Court and police vehicle, and transfers.

There will be no increase in tax levies to be paid in the current fiscal year named above. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget. This will provide for a balanced budget.

City Clerk/ Finance Officer Name

FY12 Budget Amendment

Revenue Area	From	To	Amend. Amt.	Inc/Decr	Account Code	Explanation
Taxes Levied on Prop.	1,126,647	1,126,647				
TIF Revenues	450,000	450,000				
Other City taxes	151,677	151,677				
Licenses & Permits	25,000	25,000				
Use of Money & Prop.	10,000	10,000				
Intergovernmental	641,810	654,714	(8,300.00)	Decr.		No entry in financial, correction to budget form (error, put in wrong Exp. area)
			21,204.00	Inc.	111-4-1-110-4-4400	Police DOJ grant revenue received for Police car.
Charges for services	686,612	686,992	380.00	Incr.		No entry in financial, correction to budget form (error, put in wrong Exp. area)
Special Assessments						
Miscellaneous	59,500	67,420	7,920.00	Incr.		No entry in financial, correction to budget form (error, put in wrong Exp. area)
Other Fin. Sources	657,272	824,425	167,153.00	Incr.		Transfer in
Total Revenue	3,808,518	3,996,875	188,357			

Expenditure Area	From	To	Amend. Amt	Inc/Dec	Account Code	Explanation
Public Safety	475,279	501,979	20,866.00	Inc.	111-5-1-110-6727	Police DOJ grant money for purchase of vehicle
			5,834.00	Inc.	001-5-1-110-6727	Police donation fund for purchase of vehicle
Public Works	608,447	601,427	(7,020.00)	Decr.		No entry in financial, correction to budget form (error, put in wrong Exp. area)
Culture & Recreation	426,449	529,264	91,600.00	Incr.	001-5-4-430-6792	66,642.02 came from Park CD, balance came from general fund - Wapsiview purchase and clean-up costs
			11,215.00	Incr.	031-5-4-410-6498	Transferred 8,433.00 from Library CD fund 502 to Library 031 cash - to pay for contract payments, see Nick's notes on revenue
Community Eco. Dev.	608,835	608,835				
General Government	254,612	254,612				
Debt Service	246,000	246,000				
Capital Projects	700,000	790,000	89,400.00	Incr.	304-5-7-751-6490	Lift station project - payment to V&K for design services (paid from sewer fund balance)
			600.00	Incr.	304-5-7-751-6498	Lift station project - payment to V&K for design services (paid from sewer fund balance)
Business Type Act.	785,244	792,264	7,020.00	Incr.		No entry in financial, correction to budget form (error, put in wrong Exp. area)
Transfers out	207,272	374,425	167,153	Incr.		
Total Expenditures	4,312,138	4,698,806	386,668			

Transfers	From	To	Amend. Amt.	Inc/Dec	Account Code	Explanation
Emergency fund			89,175.00	Inc.	119-5-0-950-9100	Transfer out of emergency to General fund
General fund			89,175.00	Inc.	001-4-0-950-4-4830	Transfer in
Add to other financing sources & transfers out.						Per Auditor, this needs to be transferred each year.
Transfer in			(23,403.00)	Dec.	001-4-0-950-4-4830	These were not actual transfers, spent from fund balances (Tort Liability - GF Ins. Levy)
Transfer out			(23,403.00)	Dec.	001-5-0-950-9100	
Transfer in			(164,161.00)	Dec.	110-4-0-950-4-4830	These were not actual transfers, spent from fund balances (Road Use tax - Special revenue)
Transfer out			(164,161.00)	Dec.	110-5-0-950-9100	
Transfer in			(19,708.00)	Dec.	112-4-0-950-4-4830	These were not actual transfers, spent from fund balances (Trust & Agency - Special revenue)
Transfer out			(19,708.00)	Dec.	112-5-0-950-9100	
						These are all subtracted from other financing sources & transfers out - correcting on budget form.
Local option tax fund			100,375.00	Inc.	121-5-0-950-9100	Transfer out: Local option sales tax funds to debt service for fire loan pmt.
Debt service fund			100,375.00	Inc.	226-4-0-950-4-4830	Transfer in
Water sinking fund			66,000.00	Inc.	603-4-0-950-4-4830	Transfer in from water fund for SRF loan pmt
Water fund			66,000.00	Inc.	600-5-0-950-9100	Transfer out
Transfer in - Fund 031			8,433.00	Inc.	031-4-0-950-4-4830	Transfer in from fund 502 Enlow Bldg CD to General fund 031 Library cash
Transfer out - Fund 502			8,433.00	Inc.	502-5-0-950-9100	These are all added to other financing sources & transfers out.
Transfer out Fund 121			14,064.00	Inc.	121-5-0-950-9100	Transfer out LOST rev. to pay final pmt. to Garling for Fire Cap. Project.
Transfer in Fund 303			14,064.00	Inc.	303-4-8-762-4-4830	

Transfer out Fund 001 Fire reserve 001-114				5,023.00	Inc.	001-5-0-950-9100	Transfer out Fire reserve rev. to pay final pmt to Garling for Fire Cap. Project.
Transfer in Fund 303			5,023.00	Inc.		303-4-8-762-4-4830	
Transfer out Fund 200			1,355.00	Inc.		200-5-0-950-9100	Close out fund 200 debt service, transfer to 226 Debt service - active fund
Transfer in Fund 226			1,355.00	Inc.		226-4-0-950-4-4830	
Transfer out Fund 610			90,000.00	Inc.		610-5-0-950-9100	Transfer out of sewer fund to Capital Project Fund for Lift station design services.
Transfer In Fund 304			90,000.00	Inc.		304-4-0-950-4-4830	Using sewer fund balance to pay expenses.
Total Transfers	207,272	374,425					

OFFICIAL NOTICE

City of West Branch, Iowa

NOTICE OF PUBLIC HEARING ON PROPOSED ADOPTION OF AN ORDINANCE GRANTING TO INTERSTATE POWER AND LIGHT COMPANY (ALLIANT ENERGY) A 25-YEAR NON-EXCLUSIVE NATURAL GAS FRANCHISE

TO THE RESIDENTS AND CITIZENS OF WEST BRANCH, IOWA

You are hereby notified that the West Branch City Council will hold a public hearing on Monday, May 21, 2012, at 7 p.m. local time in the council chambers of the West Branch City Hall located at 110 North Poplar Street, West Branch, Iowa, on a proposal to enact an Ordinance granting to Interstate Light and Power Company (Alliant Energy) a 25-year non-exclusive franchise to own and operate a natural gas distribution system and to sell natural gas in the City of West Branch, Iowa. Full text of the proposed ordinance is available for review at the West Branch City Hall.

All interested persons are invited to attend the public hearing and to offer comments, orally or in writing, in support of or in opposition to, the proposed grant of franchise.

This notice is published at the direction of the West Branch City Council.

Dated this 7th day of May, 2012.

Don Kessler, Mayor, City of West Branch

Attest: Matt Muckler, Administrator and Clerk, City of West Branch

Published in the West Branch Times on May 10, 2012.

ORDINANCE NO. 695

CITY OF WEST BRANCH, IOWA NATURAL GAS FRANCHISE

An Ordinance granting to **INTERSTATE POWER AND LIGHT COMPANY** ("Company"), its successors and assigns, the right and franchise to acquire, construct, erect, maintain and operate a natural gas distribution system in the City of West Branch, Cedar County, Iowa, and the right to lay down, operate and maintain the necessary pipes, mains, and other conductors and appliances in, along and under the streets, avenues, alleys and public places of the City of West Branch, Cedar County, Iowa, as now or hereafter constituted, for a period of twenty-five (25) years, for the purpose of distributing, supplying and selling natural gas to the City and its inhabitants thereof and to persons and corporations beyond the limits thereof; and granting to said Company the right of eminent domain.

BE IT ORDAINED BY THE City Council of the City of West Branch, Cedar County, Iowa, hereinafter referred to as the "City":

Section 1. There is hereby granted to INTERSTATE POWER AND LIGHT COMPANY, hereinafter referred to as the "Company," its successors and assigns, the right, franchise and privilege for the term of twenty-five (25) years, subject to a limited right of cancellation as described in Section 7; from and after the passage, adoption, approval and acceptance of this Ordinance, to lay down, maintain and operate the necessary pipes, mains and other conductors and appliances in, along and under the streets, avenues, alleys and public places in the City as now or hereafter constituted, for the purpose of distributing, supplying and selling gas to said City and the residents thereof and to persons and corporations beyond the limits thereof; also the right of eminent domain as provided in Section 364.2 of the Code of Iowa. The term "gas" as used in this franchise shall be construed to mean natural gas only.

Section 2. The mains and pipes of the Company must be so placed as not to interfere unnecessarily with water pipes, drains, sewers and fire plugs which have been or may hereafter be placed in any street, alley and public places in said City nor unnecessarily interfere with the proper use of the same, including ordinary drainage, or with the sewers, underground pipe and other property of the City, and

the Company, its successors and assigns shall hold the City free and harmless from all damages arising from the negligent acts or omissions of the Company in the laying down, operation and maintenance of said natural gas distribution system.

Section 3. In making any excavations in any street, alley, avenue or public place, Company, its successors and assigns, shall protect the site while work is in progress by guards, barriers or signals, in accordance with industry practices and standards and state and federal regulations, and shall not unnecessarily obstruct the use of the streets, shall back fill all openings in such manner as to prevent settling or depressions in surface, and shall replace the surface, pavement or sidewalk of such excavations with same materials, restoring the condition as nearly as practical and if defects are caused shall repair the same.

The Company and City agree to meet on annual basis to discuss upcoming projects by either the Company or City which will necessitate the need for cooperation among the parties. Furthermore, absent emergency, the Company shall use reasonable efforts to advise the City and affected customers, in advance, prior to the commencement of major system upgrades or improvements which will have a material impact upon the use of streets, alleys, and public places within the City.

Section 4. The Company shall, at its cost, locate and relocate its existing facilities or equipment in, on, over or under any public street or alley in the City in such a manner as the City may at any time reasonably require for the purposes of facilitating the construction, reconstruction, maintenance or repair of the street or alley or any public improvement as defined in Section 26.2(3) of the Code of Iowa, as amended from time to time thereof, in or about any such street or alley or reasonably promoting the efficient operation of any such improvement.

If the City orders or requests the Company to relocate its existing facilities or equipment for any reason other than as specified above, or as the result of the initial request of a commercial or private developer, the Company shall receive payment for the cost of such relocation as a precondition to relocating its existing facilities or equipment.

The City shall consider reasonable alternatives in designing its public works projects so as not arbitrarily to cause the Company unreasonable additional expense in exercising its authority under this section. The City shall also provide a reasonable alternative location for the Company's facilities as part of its relocation request.

The City shall give the Company reasonable advance written notice to vacate a public right-of-way. Prior to vacating a public right-of-way, the Company shall be provided an opportunity to secure an easement to allow it to operate and maintain its existing facilities.

Section 5. Said Company, its successors and assigns, shall throughout the term of the franchise distribute to all consumers gas of good quality and shall furnish uninterrupted service, except as interruptible service may be specifically contracted for with consumers; provided, however, that any prevention of service caused by fire, act of God or unavoidable event or accident shall not be a breach of this condition if the Company resumes service as quickly as is reasonably practical after the happening of the act causing the interruption.

Section 6. The franchise granted by this Ordinance shall not be exclusive.

Section 7. The term of the franchise granted by this Ordinance and the rights granted thereunder shall continue for the period of twenty-five (25) years from and after its acceptance by the said Company, as herein provided. The City may cancel this franchise on the eighth (8th), fifteenth (15th) or twentieth (20th) anniversary of the Anniversary Date of this franchise by notifying Company in writing of its desire to do so, said notification to be given within thirty (30) days of the eighth (8th), fifteenth (15th) or twentieth (20th) anniversary respectively of this franchise. If Company is not notified of the cancellation by the eighth (8th), fifteenth (15th) or twentieth (20th) anniversary then this franchise shall continue without cancellation until the twenty-fifth (25th) year. The Anniversary Date shall be the date this franchise is filed with the City Clerk or otherwise effective by operation of law.

Section 8. The expense of the publication of this Ordinance shall be paid by the Company.

Section 9. The franchise granted by this Ordinance shall be conditioned upon acceptance by the Company in writing. The acceptance shall be filed with the City Clerk within ninety (90) days from passage of this ordinance.

Section 10. If any section or provision of this ordinance is held invalid by a court of competent jurisdiction, such holding shall not affect the validity of any other provisions of this ordinance which can be given effect without the invalid portion or portions and to this end each section and provision of this ordinance is severable.

Section 11. This Ordinance sets forth and constitutes the entire agreement between the Company and the City with respect to the rights contained herein, and may not be superseded, modified or otherwise amended without the approval and acceptance of the Company. Upon acceptance by the Company, this Ordinance shall supersede, abrogate and repeal the prior gas system ordinance between the Company and the City as of the date this Ordinance is accepted by the Company. Notwithstanding the foregoing, in no event shall the City enact any ordinance or place any limitations, either operationally or through the assessment of fees, that create additional burdens upon the Company, or which delay utility operations.

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

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

Don Kessler, Mayor
City of West Branch, Iowa

ATTEST:

Matt Muckler, City Clerk

(CITY SEAL)

Prepared by: Kevin D. Olson, 1400 5th Street, Coralville, Iowa 52241 (319) 351-2277
Return to: City of West Branch, 110 Poplar Street, West Branch, Iowa 52358 (319) 643-5888

RESOLUTION NO. 991

RESOLUTION APPROVING THE FINAL PLAT OF THE MEADOWS SUBDIVISION, PART ONE, WEST BRANCH, IOWA.

WHEREAS, the developer did file with the City Clerk of West Branch, a final plat for The Meadows Subdivision, Part One, West Branch, Iowa; and

WHEREAS, the legal description for said Subdivision is as set forth in Exhibit "A" attached hereto and incorporated by this reference; and

WHEREAS, said property has been dedicated with the free consent and in accordance with the desires of the owner; and

WHEREAS, the aforementioned plat and subdivision is found to conform with Chapter 354 of the State Code of Iowa, Chapter 170 of the West Branch Code of Ordinances, and all other ordinances and statutory requirements; and

WHEREAS, said final platting of the aforementioned subdivision has been examined by the West Branch Planning and Zoning Commission; and

WHEREAS, recommendations from both said Commission and City Staff have been made; and

WHEREAS, after due deliberation, said Commission has recommended that the final platting of the proposed subdivision, be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Coralville, Iowa, that the final platting of The Meadow Subdivision, Part One, West Branch, Iowa, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk of the City of West Branch, Iowa, is hereby authorized and directed to certify a copy of this Resolution to the County Recorder of Cedar County, Iowa, along with all other required ancillary documents.

* * * * *

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

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

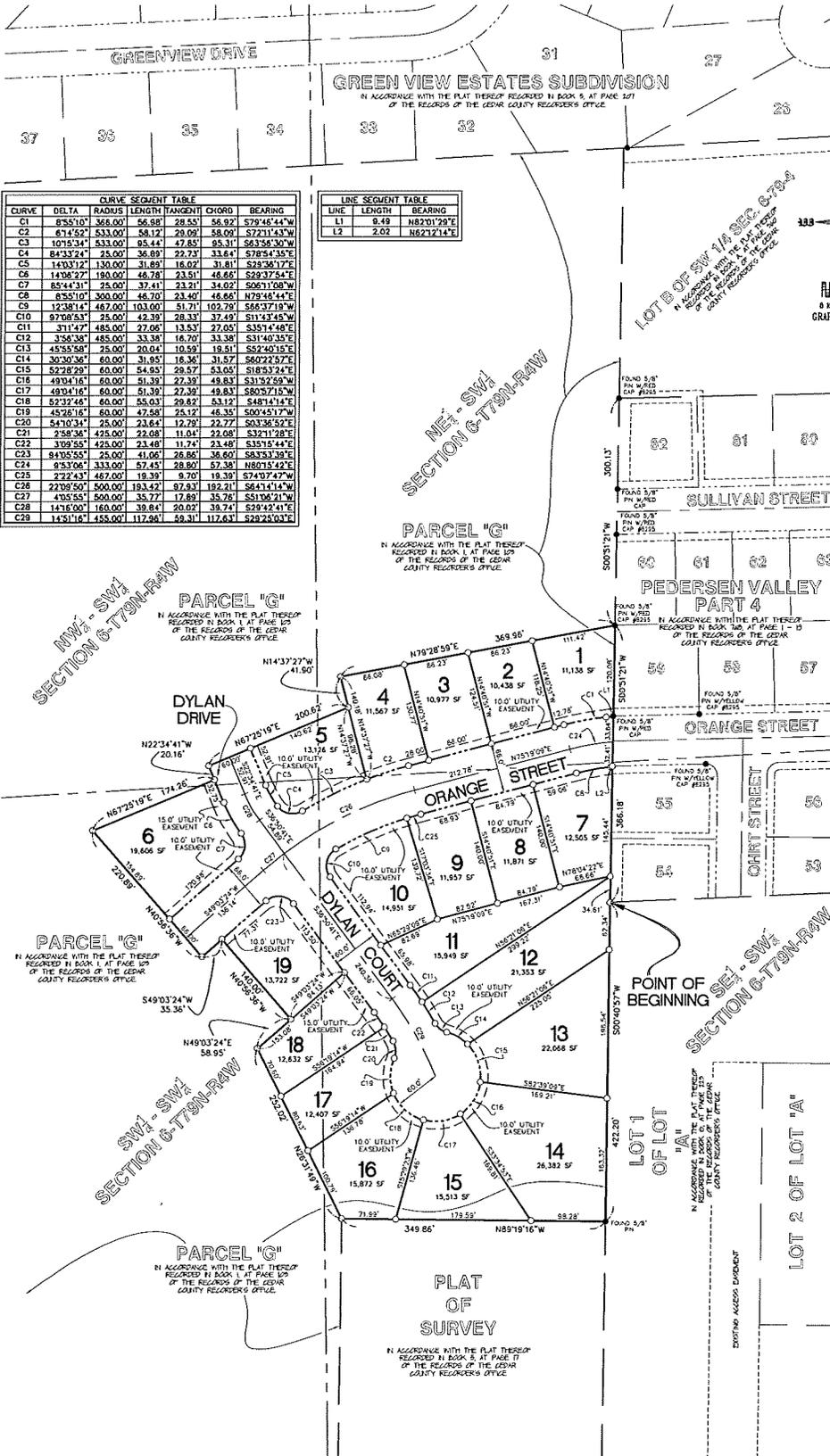
FINAL PLAT

THE MEADOWS SUBDIVISION - PART ONE

WEST BRANCH, CEDAR COUNTY, IOWA

PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 5741 C STREET SW, SUITE C, CEDAR RAPIDS, IOWA 52404 (319) 841-5188

PLAT PREPARED BY: OWNERS/SUBDIVIDER: SUBDIVIDER'S ATTORNEY:
 MMS CONSULTANTS INC. MEADOWS DEVELOPMENT, INC. MICHAEL W. KENNEDY
 1917 S. GILBERT STREET 25 EASTVIEW PLACE NE 920 S. DUBUQUE STREET
 IOWA CITY, IOWA 52240 IOWA CITY, IOWA 52240 IOWA CITY, IOWA 52240



CURVE SEGMENT TABLE					
CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD
C1	87°51'0"	368.00'	66.98'	29.55'	58.92'
C2	61°45'2"	833.00'	58.12'	29.09'	58.09'
C3	101°34'4"	833.00'	65.44'	47.85'	85.31'
C4	84°33'24"	25.00'	36.89'	22.73'	33.64'
C5	140°31'27"	130.00'	31.89'	16.02'	31.81'
C6	143°08'27"	190.00'	46.78'	23.51'	46.66'
C7	85°44'31"	25.00'	37.41'	23.21'	34.02'
C8	87°51'0"	368.00'	66.70'	29.40'	58.66'
C9	123°01'41"	482.00'	103.00'	51.71'	102.29'
C10	97°08'53"	25.00'	42.39'	28.33'	37.49'
C11	311°47'	485.00'	27.06'	13.53'	27.05'
C12	336°38'	485.00'	33.98'	16.70'	33.39'
C13	45°53'56'	25.00'	30.04'	19.59'	19.08'
C14	30°30'36"	60.00'	31.95'	16.36'	31.57'
C15	52°28'29"	60.00'	54.95'	29.57'	53.05'
C16	49°04'16"	60.00'	51.39'	27.32'	49.83'
C17	49°04'16"	60.00'	51.39'	27.32'	49.83'
C18	52°32'46"	60.00'	55.03'	29.62'	53.12'
C19	45°26'16"	60.00'	47.58'	25.12'	46.35'
C20	54°10'34"	25.00'	33.98'	16.70'	33.39'
C21	238°36'	425.00'	22.08'	11.04'	22.08'
C22	309°55'	425.00'	23.48'	11.74'	23.48'
C23	84°05'55"	25.00'	41.06'	26.86'	36.60'
C24	83°30'34"	25.00'	57.45'	28.80'	57.38'
C25	222°43'	482.00'	16.39'	8.20'	16.39'
C26	222°05'	800.00'	183.42'	97.93'	182.21'
C27	405°55'	800.00'	35.77'	17.89'	35.76'
C28	147°50'	160.00'	39.84'	20.02'	39.74'
C29	145°16'	455.00'	117.94'	58.31'	117.63'

LINE SEGMENT TABLE		
LINE	LENGTH	BEARING
L1	19.49	N87°01'29"E
L2	2.02	N62°12'14"E

LEGEND AND NOTES

- △ - CONGRESSIONAL CORNER, FOUND
- ▲ - CONGRESSIONAL CORNER, REESTABLISHED
- - CONGRESSIONAL CORNER, RECORDED LOCATION
- - PROPERTY CORNER(S), FOUND (as noted)
- - PROPERTY CORNER(S) SET (5/8" Iron Pin w/ yellow plastic LS Cap embossed with "MMS")
- ⊙ - CUT "X"
- - PROPERTY &/or BOUNDARY LINES
- - CONGRESSIONAL SECTION LINES
- - - - - RIGHT-OF-WAY LINES
- - CENTER LINES
- - LOT LINES, INTERNAL
- - LOT LINES, PLATED OR BY DEED
- - EASEMENT LINES, WITH & PURPOSE NOTED
- - EXISTING EASEMENT LINES, PURPOSE NOTED
- - RECORDED DIMENSIONS
- - MEASURED DIMENSIONS
- - CURVE SEGMENT NUMBER

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDRETHS
 ERROR IN CLOSURE IS LESS THAN 1 FOOT IN 20,000 FEET

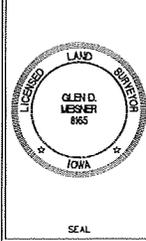


AREA TABLE	
AREA	AREA
NW-SW	0.17 ACRE
NE-SW	1.38 ACRES
SE-SW	5.19 ACRES
SW-SW	1.56 ACRES
TOTAL	8.28 ACRES

LEGAL DESCRIPTION - THE MEADOWS SUBDIVISION

I certify that during the month of June, 2011, at the direction of KLM Investment, Inc., a survey was made under my supervision of a Portion of Parcel "G", in accordance with the Plat thereof Recorded in Plat Book I, at Page 103, of the Records of the Cedar County Recorder's Office, being a Portion of the Southeast Quarter of the Southwest Quarter, the Southwest Quarter of the Southwest Quarter, the Northwest Quarter of the Southwest Quarter, and the Northeast Quarter of the Southwest Quarter, all of Section 6, Township 79 North, Range 4 West, of the Fifth Principal Meridian, West Branch, Cedar County, Iowa, the boundaries of which are described as follows:

Beginning at the Northwest Corner of Lot 1 of Lot "A", in accordance with the Plat thereof Recorded in Plat Book G, at Page 223, of the Records of the Cedar County Recorder's Office; Thence S00°40'57"W, along the West Line of said Lot 1 of Lot "A", a distance of 422.20 feet, to the Northeast Corner of the Parcel of Land depicted by the Plat of Survey as Recorded in Book 5, at Page 17, of the Records of the Cedar County Recorder's Office; Thence N89°19'16"W, along the North Line of said Parcel, 349.86 feet, to the Northwest Corner thereof; Thence N26°31'49"W, 252.02 feet; Thence N49°03'24"E, 58.95 feet; Thence N40°56'36"W, 140.00 feet; Thence S49°03'24"W, 35.36 feet; Thence N40°56'36"W, 220.89 feet; Thence N67°25'19"E, 174.26 feet; Thence N22°34'41"W, 20.16 feet; Thence N67°25'19"E, 200.62 feet; Thence N14°37'27"W, 41.90 feet; Thence N79°28'59"E, 369.96 feet, to a Point on the West Line of Pedersen Valley, Part 4, in accordance with the Plat thereof Recorded in Book 768, at Page 1 - 19, of the Records of the Cedar County Recorder's Office; Thence S00°51'21"W, along said West Line, 366.18 feet, to the Point of Beginning. Said Tract of land contains 8.28 Acres, and is subject to easements and restrictions of record.



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

GLEN D. WEISNER, L.S. Iowa Lic. No. 8165
 My license renewal date is December 31, 20____.

Pages or sheets covered by this seal: _____

Signed before me this _____ day of _____, 20____.

Notary Public, in and for the State of Iowa.

PLAT APPROVED BY:

KLM INVESTMENTS, INC.	Date:
MAYOR OF WEST BRANCH	Date:
CITY CLERK OF WEST BRANCH	Date:
CHAIR OF PLANNING AND ZONING	Date:
UTILITY EASEMENTS, AS SHOWN HEREON, MAY OR MAY NOT INCLUDE SANITARY SEWER LINES, AND/OR STORM SEWER LINES, AND/OR WATER LINES; SEE CONSTRUCTION PLANS FOR DETAILS.	
UTILITY EASEMENTS, AS SHOWN HEREON, ARE ADEQUATE FOR THE INSTALLATION AND MAINTENANCE OF THE FACILITIES RECORDED BY THE FOLLOWING AGENCIES:	
ALLIANT ENERGY CORPORATION	Date:
LIBERTY COMMUNICATIONS	Date:
MEDIACOM	Date:

THE MEADOWS SUBDIVISION - PART ONE
 WEST BRANCH, CEDAR COUNTY, IOWA

MMS CONSULTANTS, INC.
 06-13-2011

Designed by: PVA
 Drawn by: RLW
 Checked by: GMM
 Project No.: 8815001
 Scale: 1"=100'

FINAL PLAT

DATE: 06-13-2011
 CHECKED BY: GMM
 PER CIVIL ENGINEER REVIEW: JDM
 03-00-12

CIVIL ENGINEERS
 LAND PLANNERS
 LAND SURVEYORS
 LANDSCAPE ARCHITECTS
 ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
 IOWA CITY, IOWA 52240
 (319) 351-5262
 WWW.MMSCONSULTANTS.NET



TOTAL SHEET ONE
 6/28/11

These minutes are not approved until the next Commission meeting.

City of West Branch Planning & Zoning Commission Meeting
March 27, 2012
West Branch City Council Chambers, 110 North Poplar Street

The West Branch Planning & Zoning Commission opened in regular session at 6:33 p.m. Commission members Roger Laughlin (Chair), Gary Slach, John Fuller, Al Rozinek and Lauren Michael were in attendance. Commission Members Mary Beth Stevenson and Trent Hansen were absent. Also in attendance was City Administrator Matt Muckler.

Approve minutes from the January 24, 2012 Planning & Zoning Commission Meeting./Move to action. Motion by Laughlin and second by Michael to approve the minutes from the January 24, 2011 Planning and Zoning Commission Meeting. Roll call vote – Ayes: Laughlin, Slach, Michael, Fuller and Rozinek. Motion carried.

Approve minutes from the February 2, 2012 Planning & Zoning Commission Meeting./Move to action. Motion by Slach and second by Laughlin to approve the minutes from the February 2, 2011 Planning and Zoning Commission Meeting. Roll call vote – Ayes: Laughlin, Slach, Michael and Rozinek. Abstained: Fuller. Motion carried.

Approve Meadows Subdivision Phase I Final Plat./Move to action. Glen Meisner, MMS Consulting, reported that there were very minor changes, specifically adjustments to lot lines. City Engineer Dave Schechinger reported that the final plat is in substantial conformance with the preliminary plat. Laughlin asked about the utilities on the property. Meisner reported that sewer and water are in and gas and electricity will go in after the roads are installed. Motion by Fuller and second by Rozinek to approve the Meadows Subdivision Phase I Final Plat, with the stipulation that the final plat not be forwarded to Council until all improvements are in place. Roll call vote – Ayes: Laughlin, Slach, Michael, Fuller and Rozinek. Motion carried.

Approve Site Plan for Lot 1 of Pederson Valley Part One./Move to action. Schechinger reported that the stormwater management plan is incomplete at this time. Fuller asked that when the site plan did come forward that issue of proposed drives be discussed. He would like to minimize issues related to access drives and have safety measures included in reference to the building's proximity to the pipeline. Motion by Laughlin and second by Fuller to lay this item on the table. Roll call vote – Ayes: Laughlin, Slach, Michael, Fuller and Rozinek. Motion carried.

Discussion of Chapter 169: Zoning Code – Parking Regulations. Schechinger suggested that the Commission might consider combining Chapters 69 & 169. Commission members discussed the following items: 1) 169.09.3E-the Chair questioned this subsection, 2) 169.04- Fuller suggested that “full-time employee (FTE)” be used in lieu of “employee” in this section, 3) 169.04-Fuller suggested that the Historic District should be exempt from requirements in this section, 4) 169.08-members asked to change the language from handicapped to persons with disabilities, 5)

members asked for the addition of language concerning permeable pavement similar to that used in the site plan ordinance, and 6) Fuller asked that examples from other cities be brought forward at a future meeting.

Old Business. a. Planning and Zoning for Local Officials Training. Muckler reported that the training had filled up and space was not available in the Cedar Rapids training course, but that we would try to book reservations early for next year's training. b. Muckler updated the commission on the Main Street sidewalk project.

New Business. a. Comp Plan Survey Update. Muckler reported that surveys are still being received and the number of responses has already exceeded our expectations. b. Muckler reported that twenty-two properties have been drawn into the 100-year flood plain on the new preliminary FEMA flood plain maps.

Motion by Michael and second by Laughlin to adjourn. Motion carried. Meeting adjourned at 8:03 p.m.

RESOLUTION NO. 992

RESOLUTION APPROVING AND ACCEPTING CERTAIN MUNICIPAL IMPROVEMENTS
CONSTRUCTED IN THE MEADOWS SUBDIVISION, PART ONE, WEST BRANCH,
IOWA.

WHEREAS, the City of West Branch did by Resolution on May 21st, 2012, approve the final platting of the subdivision referred to as The Meadows Subdivision, Part One, West Branch, Iowa; and

WHEREAS, as a condition for said final approval, the developer was required to enter into a Subdivider's agreement with the City regarding the construction of certain municipal improvements; and

WHEREAS, the developer has now completed construction of said Municipal Improvements, except for the sidewalks to be constructed on each lot; and

WHEREAS, said municipal improvements have been reviewed by the City Engineer and found to meet City standards and specifications.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the above-listed improvements be and the same are hereby approved and accepted by the City.

BE IT FURTHER RESOLVED that all of the internal municipal improvements required to be constructed by the developer for The Meadows Subdivision, Part One, West Branch, Iowa, under the terms of the aforementioned Subdivider's agreement, **excepting and excluding sidewalks**, be and the same are hereby accepted. Accordingly, the developer is hereby released from the requirements under the above-referenced Subdivider's agreement **except for the construction of sidewalks, which will be released on a lot by lot basis**. Finally, the City Clerk is hereby authorized and directed to certify a copy of this Resolution to the Cedar County Recorder's Office so that it may serve as a formal Release for the municipal improvements accepted herein.

* * * * *

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

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION 993

A RESOLUTION HIRING ANGELA KESSLER TO START ON MAY 22, 2012 AS THE PART-TIME TEMPORARY ADMINISTRATIVE ASSISTANT FOR THE CITY OF WEST BRANCH, IOWA AND SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2011-2012.

BE IT RESOLVED by the Council of the City of West Branch, Iowa:

Section 1. That the City of West Branch, Iowa will hire Angela Kessler as the part-time temporary administrative assistant.

Section 2. The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
PT Temp. Admin. Asst.	Angela Kessler	\$12.00/hour	20/week

SECTION 3. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 4. This resolution will be effective upon final passage of the City Council.

SECTION 5. The hourly wage established in this resolution shall be effective upon final passage of the City Council.

Passed and Approved this 21st day of May, 2012.

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

City of West Branch, Iowa Sidewalk Inspection and Repair Policy

I - GENERAL

The Code of Ordinances of West Branch, Iowa and the Code of Iowa Section 364.12 (2d & e) places the responsibility for the maintenance and repair of public sidewalks on the abutting property owner as recorded by the county auditor. This policy provides the cause for such repairs to be made from Council under West Branch Code of Ordinances. Under no circumstances does this relieve the abutting property owner of any liability under paragraph "b" of Iowa Code Section 364.12.

The Public Works Department will systematically inspect all public sidewalks within the City's jurisdiction and upon determining that a sidewalk defect exists will initiate appropriate action to have the sidewalk reconstructed.

II - ANNUAL SIDEWALK INSPECTION ZONES

The Public Works Department will be responsible for inspecting the public sidewalks on a four (4) year cycle within the city. These inspections shall be made to determine if any of the public sidewalks within a particular zone of the city are defective as defined. The City will be divided into four zones: Zone 1-all of West Branch that lies east of the abandoned railroad right-of-way. Zone 2-the abandoned railroad right-of-way west to and including Downey Street, Zone 3-west of Downey Street to and including Scott Drive, and Zone 4-all of West Branch that lies west of Scott Drive.

III - RECONSTRUCTION PROCEDURES

It shall be the duty of the abutting property owner at all times to reconstruct, or cause to be reconstructed, all defective public sidewalks in the street right-of-way abutting his/her property. The public sidewalk will be considered defective when it exhibits one of the characteristics listed in (Appendix "B") of this policy. When a sidewalk is found to contain such a defect, the Public Works Department will issue a written notice to reconstruct to the abutting property owner requiring that the appropriate work be completed within 90 days. All locations where notice to reconstruct have been issued will be re-inspected by the Public works Department after the abutting property owner has been given 90 days in which to complete the work. Abutting property owners who commence reconstruction within the 90 day period shall be accorded a reasonable time in which to complete the work upon application for extension of time made to the Public Works Director. If, upon expiration of the 90 days as provided in said notice, required work has not been done or is not in the process of completion, the Public Works Director may cause the same to be reconstructed and the cost thereof shall be assessed to the abutting property owner. All sidewalk improvements shall be performed under the supervision and inspection of the Public Works Department.

IV - DETERMINATION OF CITY COST TO REPAIR SIDEWALK

If work has not commenced following the 90 day notice, the sidewalk will be placed on a list for reconstruction and the City's contractor notified to proceed with the reconstruction. Upon completion of the repair the property owner will be sent a bill of the actual cost of the repair plus an administration fee of 25% of the total cost to cover administrative and billing costs. The property owner will have 30 days to pay the billing. If the bill is not paid within 30 days, the

amount will be certified to the County Auditor to be added to the owner's property taxes. Any unpaid costs for sidewalk repair over \$100 will be assessed and collected in the same manner as property taxes. There shall be returned to the City Council an itemized assessment schedule, verifying expenditures used in doing such work, and the legal description of the lots, or tract of ground abutting the sidewalk on which such work has been performed. There will also be a \$25 administrative fee if costs are assessed against the property.

V - PERMITTING AND REPAIR INSPECTIONS

Any person desiring to reconstruct or repair any sidewalk as part of this program shall, before commencing such reconstruction or repair, apply to the Public Works Department for a permit to Reconstruct/Repair Sidewalk as illustrated in (Appendix "A"). Public Works personnel are authorized to inspect, approve or disapprove the reconstruction or repair of sidewalks as part of this program. The party reconstructing or repairing any sidewalk shall call for inspections by notifying Public Works when slab has been lifted and subgrade has been brought to the proper elevation, or forms have been set for slab replacement. In the case of slab replacement a further inspection shall be called for and required upon completion after removal of forms; backfill and seeding have been completed.

VI - DOCUMENTATION

The Public Works Department will maintain formal permanent records showing the date on which each sidewalk was last inspected, which properties were found to have defective sidewalks, the nature of the defects found, and the action taken to correct the defect. The Public Works Department will be responsible for issuing all official "Notices to Reconstruct". All official notices will be sent Certified Mail.

VII - DISCLAIMER

To the extent that any previous rule, regulation, policy or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided and all personnel should conduct themselves in conformity with this policy.

This Sidewalk Inspection and Repair Policy is not intended to create and should not be construed in any manner as creating a guaranty that any hazard associated with sidewalk conditions is eliminated by the City's efforts to maintain public sidewalks in accordance with this Policy.

City of West Branch

~A Heritage for Success~

Public Works Department

APPENDIX A - SIDEWALK REPAIR PERMIT

Please return to:
City of West Branch Public Works Department
PO Box 218
West Branch, Iowa 52358

DATE: _____

PROPERTY ADDRESS: _____

NAME OF PROPERTY OWNER: _____

DAYTIME PHONE: _____

ADDRESS OF PROPERTY OWNER: _____
(IF DIFFERENT THAN ABOVE) _____

I AM HIRING MY OWN CONTRACTOR

CONTRACTOR NAME: _____

ADDRESS/PHONE NO: _____

I REQUEST THE CITY TO PERFORM THE WORK AND BILL ME ACCORDINGLY

I AM PERFORMING THE WORK MYSELF

=====

SCOPE OF WORK:

RAISING PANEL

REPLACING PANEL

OTHER/EXPLAIN

All work must be inspected and approved by Public Works. Call 319-325-8213 for inspections. Please feel free to contact the City Office (319-643-5888) if you have any questions or need any additional information.

APPENDIX "B"

SIDEWALK REPAIR CODES

	<p><u>Repair Code "A"</u></p> <p>The sidewalk has cracked with a vertical edge of (1") one inch or more.</p>
	<p><u>Repair Code "B"</u></p> <p>The sidewalk has raised or settled more than (2") two inches in (12') twelve feet from the normal line of grade of the sidewalk.</p>
	<p><u>Repair Code "C"</u></p> <p>The sidewalk has cracked into more than three pieces per 4'x4' square and sections are distorted or distressed with a vertical height difference of (1/2") one-half inch or more, or a horizontal separation of (2") two inches or more or has cracked and part of the sidewalk is missing, forming holes.</p>
	<p><u>Repair Code "D"</u></p> <p>Sidewalk surface has deteriorated to a degree that the surface is gone causing the accumulation of loose material.</p>
	<p><u>Repair Code "E"</u></p> <p>The sidewalk has settled or for some other reason is sloped or tilted more that (1") one inch per foot toward either side.</p>

APPENDIX "B"

Continued

REPAIR CODE A

When inspecting adjacent sidewalk slabs which fall under the standard repair Code A of the Sidewalk Inspection and Repair Policy, the inspector shall determine the defective sidewalk slab to mark for replacement by evaluating the following factors:

1. The sidewalk slab or slabs that most nearly reflects the proper grade or best condition of the adjacent sidewalk slabs should remain.
2. The overall finished alignment of the sidewalk when repair is complete should be the most uniform alignment.
3. The sidewalk slab or slabs that have changed position will be considered for replacement as it has created the hazard and its replacement will provide a more uniform overall sidewalk grade.

REPAIR CODES A, B, OR E

Sidewalk slabs marked as defective under Repair Codes A, B, or E may be repaired without total replacement if the sidewalk slabs are in otherwise good condition and in one piece. The sidewalk slab or slabs may be jacked up and the subgrade excavated or filled and the sidewalk slabs reset to a safe uniform grade condition. Repositioning existing slabs may be done, under the direction of the Public Works Department.

REPAIR CODES C OR D

Sidewalk slabs marked as defective under Repair Codes C or D require complete replacement of these conditions.

UNKNOWN PROPERTY LINES

The inspector will determine as best he/she can, the location of property lines in order to determine the proper owner to send a notice to repair. It is the responsibility of the property owner to notify the City if they have received a notice for property other than theirs. If a defective sidewalk overlaps on two properties, a notice will be sent to both properties and they will share proportionately to their frontage on the defective sidewalk.

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

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

WATER 6.5% Increase & Sewer 14% Increase per Thousand Gallons per Year for 5 Years

Fiscal year	Water/1,000 gal. @ 14% increases		Sewer/1,000 gal. @ 14% increases		Increase / 1,000 gal.	Revenue/FY based on 70,000,000 Gal. Water & 55,000,000 Gal. Sewer	Increase in revenue per year	Minimum Monthly Bill*	Average Monthly Bill**
	Increase / 1,000 gal.	@	Increase / 1,000 gal.	@					
FY 12	\$4.59		\$4.59		\$0.64	\$573,750.00	\$56,200.00	\$20.90	\$42.76
FY 13	\$4.89	\$0.30	\$5.23	\$0.64	\$0.64	\$629,950.00	\$56,200.00	\$22.54	\$46.60
FY 14	\$5.19	\$0.30	\$5.87	\$0.64	\$0.64	\$686,150.00	\$56,200.00	\$24.17	\$50.44
FY 15	\$5.49	\$0.30	\$6.51	\$0.64	\$0.64	\$742,350.00	\$56,200.00	\$25.80	\$54.29
FY 16	\$5.79	\$0.30	\$7.15	\$0.64	\$0.64	\$798,550.00	\$56,200.00	\$27.44	\$58.13
FY 17	\$6.09	\$0.30	\$7.79	\$0.64	\$0.64	\$854,750.00	\$56,200.00	\$29.07	\$61.98

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

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

WATER 11.25% Increase & Sewer 14% Increase per Thousand Gallons per Year for 5 Years

Fiscal year	Water/1,000 gal. @ 14% increases		Sewer/1,000 gal. @ 14% increases		Increase / 1,000 gal.	70,000,000 Gal. Water & 55,000,000 Gal. Sewer	Revenue/FY based on	Increase in revenue per year	Minimum Monthly Bill*	Average Monthly Bill**
	Increase / 1,000 gal.	Increase / 1,000 gal.	Increase / 1,000 gal.	Increase / 1,000 gal.						
FY 12	\$4.59	\$0.52	\$4.59	\$0.64	\$0.64	\$573,750.00	\$71,600.00	\$20.90	\$42.76	
FY 13	\$5.11	\$0.52	\$5.23	\$0.64	\$0.64	\$645,350.00	\$71,600.00	\$22.94	\$47.54	
FY 14	\$5.63	\$0.52	\$5.87	\$0.64	\$0.64	\$716,950.00	\$71,600.00	\$24.97	\$52.33	
FY 15	\$6.15	\$0.52	\$6.51	\$0.64	\$0.64	\$788,550.00	\$71,600.00	\$27.00	\$57.11	
FY 16	\$6.67	\$0.52	\$7.15	\$0.64	\$0.64	\$860,150.00	\$71,600.00	\$29.04	\$61.90	
FY 17	\$7.19	\$0.52	\$7.79	\$0.64	\$0.64	\$931,750.00	\$71,600.00	\$31.07	\$66.68	

One Year WATER 14% Increase & SEWER 14% Increase per Thousand Gallons/Year for 5 Years

Fiscal year	Water/1,000 gal. @ 14% increases		Sewer/1,000 gal. @ 14% increases		Increase / 1,000 gal.	70,000,000 Gal. Water & 55,000,000 Gal. Sewer	Revenue/FY based on	Increase in revenue per year	Minimum Monthly Bill*	Average Monthly Bill**
	Increase / 1,000 gal.	Increase / 1,000 gal.	Increase / 1,000 gal.	Increase / 1,000 gal.						
FY 12	\$4.59	\$0.64	\$4.59	\$0.64	\$0.64	\$573,750.00	\$80,000.00	\$20.90	\$42.76	
FY 13	\$5.23	\$0.00	\$5.23	\$0.64	\$0.64	\$653,750.00	\$35,200.00	\$23.15	\$48.05	
FY 14	\$5.23	\$0.00	\$5.87	\$0.64	\$0.64	\$688,950.00	\$35,200.00	\$24.24	\$50.61	
FY 15	\$5.23	\$0.00	\$6.51	\$0.64	\$0.64	\$724,150.00	\$35,200.00	\$25.33	\$53.17	
FY 16	\$5.23	\$0.00	\$7.15	\$0.64	\$0.64	\$759,350.00	\$35,200.00	\$26.42	\$55.73	
FY 17	\$5.23	\$0.00	\$7.79	\$0.64	\$0.64	\$794,550.00	\$35,200.00	\$27.51	\$58.29	

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

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

Water/Wastewater Operator Recruitment Information

Advertising:

WB Time (7 surrounding communities papers for 4 weeks)	\$428.00
Press Citizen (20 days)	\$230.40
The Gazette (2 weekends, includes 30 days online Corridor Careers)	\$206.36
Iowa League of Cities Website	Free
City of West Branch Website	Free
Iowa Association of Municipal Utilities Website	Free
Iowa Workforce Development Website	<u>Free</u>
Total	\$864.76

In order to limit advertising costs, advertisements in newspapers have included a limited amount of text. An example would be the following:

Water/Wastewater Operator

City of West Branch seeking
Public Works Dept. Employee
www.westbranchiowa.org

For our free internet advertisements and WB Times advertising, a longer job summary will be advertised:

The City of West Branch, Iowa, (population 2,300) seek full-time water/wastewater operator. Municipal utility, construction, concrete, snow removal, grounds and facility maintenance, street maintenance and heavy equipment experience preferred. Salary DOQ plus excellent benefits. Applications available at westbranchiowa.org. City employment application, resume, cover letter and three professional references must be mailed to City of West Branch, Attn: Public Works Candidate Search, PO Box 218, West Branch, IA 52358 or e-mailed to dbrandt@westbranchiowa.org by June 22, 2012. EOE.

Proposed Recruitment Schedule:

Tuesday, May 22, 2012– Officially post the position.
Friday, June 22, 2012 – Application deadline.
Monday, June 25, 2012 – First review of applications.
Week of July 9, 2012 – Interviews.
Monday, July 16, 2012 – City administrator appointment submitted for Council approval.
Thursday, August 1, 2012 – Tentative start date for new Public Works Employee

CITY OF WEST BRANCH

Position: Water/Wastewater Operator
Reports to: Public Works Director
FLSA: Non-exempt

Job Summary:

Test and monitor all water and wastewater systems for quality and proper operation, mow and maintain City parks, City Cemetery and other City-owned property as required, maintain streets and curbs in good repair and safe condition, and maintain all City-owned buildings and equipment in mechanically and structurally sound condition.

Major Responsibilities:

Essential Tasks:

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

Equipment:

1. Safely operate applicable City equipment on appropriate applications as needed, following all OSHA regulations.
2. Become familiar with all operating manuals for all City equipment and follow all of the listed proper operating procedures to preserve the life of the equipment.

Miscellaneous:

1. Perform minor maintenance on all city-related buildings as required.
2. Dispose of dead animals and other disposable items as needed.
3. Ensure compliance with OSHA and other safety regulations including postings, equipment and procedures.
4. Participates as necessary in maintenance of streets, water, sewer collection system and water distribution system.
5. Wear a City supplied cellular telephone with you at all times, unless you have been informed and approved of your unavailability in advance. A response time of thirty (30) minutes is required in the event of a City emergency requiring maintenance personnel.
6. Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
7. Assist with putting up and maintain City decorations at appropriate times.
8. Wear safety equipment as necessary.

Discretionary Tasks:

1. Such other duties and responsibilities as shall be determined and directed by the Public Works Director.
2. Perform any necessary tasks to ensure safe and continued operation of City systems.

CONTACTS:

Contacts with residents are significant and regular and usually involve exchange and conveyance of information. Contacts are made with persons outside the City and with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

EQUIPMENT USED:

Truck and attachments, tractor, mower, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, concrete and asphalt tools, hydraulic tools, traffic control equipment, hand-held computer used for reading meters and generating reports, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, pH meter, ion-sensitive electrodes, water distillation equipment, titration equipment, flow finder, register testing equipment, vacuum filtration equipment, glassware, hazardous chemicals and materials, level, metal detecting device, thermometer, calculator, telephone, mobile radio, computer, photocopier, fax machine, dictionary, MSDS documentation, federal register, standard operating procedures, DNR rules, Code of Iowa, City of West Branch Code of Ordinances, Uniform Traffic Code, Uniform Building Code, Fire and Plumbing Codes.

COMPETENCIES:

The individual shall have a background and/or experience in general and skilled maintenance procedures including city utility operations. The individual must be able to meet and interact with the public in a congenial business-like manner while working within the framework of the City policies. The individual must be capable of working safely and efficiently with time and materials. The individual shall perform work in a good and workmanlike manner, shall comply with all applicable ordinances of the City and call to the attention of the Public Works Director, any violations thereof brought to the individual's attention in the performance of duties, shall comply with all orders and directions of the Public Works Director and shall maintain harmonious working relationships with the Mayor, City Council and all other city employees.

This individual shall have:

1. Education – Two year post high school degree in biology, chemistry, math or related field or equivalent combination of experience and training.
2. Licenses and Certifications – Must have or obtain within twelve (12) months of hire Grade I Water Treatment, Water Distribution, and Wastewater Certifications from the Iowa Department of Natural Resources and maintain CEU requirements; must have or obtain within twenty-four (24) months of hire at least one Grade II certification, and must have or obtain within thirty-six (36) months of hire Grade II certifications in Water Treatment, Water Distribution and Wastewater.
3. Pesticide certification or the ability to acquire certification within 12 months of hire.
4. A valid driver's license, good driving record, and ability to acquire a CDL license within six (6) months. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements.
5. Insurability.
6. Knowledge of proper safety procedures related to equipment, grounds and building maintenance.
7. Physical Requirements – Generally medium work requiring the exertion of up to fifty (50) pounds of force occasionally, up to twenty-five (25) pounds of force often, and up to ten (10) pounds of force constantly to move objects.
8. Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Talking, Hearing.
9. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of related activities; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines; must understand and follow all employee conduct policies; must be able to understand and properly follow directions.
10. This individual shall have the ability to work in all weather conditions.
11. This individual shall pass a physical examination with drug testing required.
12. This individual shall be considered a probationary employee for a period of 6 months.

ENVIRONMENTAL CONDITIONS:

The work is performed under all conditions which may include exposure to awkward or confining work space, extreme heat and cold, darkness, poor lighting, dirt/dust, fumes/odors, wetness/humidity, isolation, moving machinery, noise, vibrations, visual strain, unprotected height, working on uneven ground, mechanical hazards, electrical hazards, traffic hazards, fire hazards, and bodily injury. Also, the work may expose the employee to significant work pace pressure, and irregular work hours.

TERMS OF EMPLOYMENT:

The individual shall serve at the pleasure of the City Council. The individual shall be on-call twenty-four (24) hours a day – as needed. On occasion employment conditions are such that this individual may have to work more than forty (40) hours a week or more than eight (8) hours a day. Hours and days of work shall be as determined by the Public Works Director.

SALARY: As established by the City Council with recommendation by the City Administrator.

HIRING: Approval of the City Council with recommendation by the City Administrator.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by city management. The level of involvement may vary based on need and individual capabilities.

Police Officer Recruitment Information

Advertising:

WB Time (7 surrounding communities papers for 4 weeks)	\$128.00
Press Citizen (20 days)	\$230.40
Des Moines Register (4 weekends, includes online)	\$722.00
The Gazette (2 weekends, includes 30 days online Corridor Careers)	\$206.36
Quad City Times (4 Sundays, includes 30 days online)	\$550.00
Iowa League of Cities Website	Free
City of West Branch Website	Free
Iowa State Police Association Website	Free
Iowa Workforce Development Website	<u>Free</u>
Total	\$1836.76

In order to limit advertising costs, advertisements in newspapers have included a limited amount of text. An example would be the following:

POLICE OFFICER

City of West Branch seeking

Police Officer

www.westbranchiowa.org

For our free internet advertisements and WB Times advertising, a longer job summary will be advertised:

The City of West Branch, Iowa, (population 2,300) seeks a full-time Police Officer. ILEA certification, minimum 2 years law enforcement experience, and small town community policing experience preferred. Up to \$36,960 base salary DOQ, with budgeted overtime allowance up to \$3,696 for total salary up to \$40,656 plus excellent benefits. Selected candidate subject to residency requirement. Applications available at westbranchiowa.org. City employment application, resume, cover letter and three professional references must be mailed to City of West Branch, Attn: Police Officer Candidate Search, PO Box 218, West Branch, IA 52358 or e-mailed to dbrandt@westbranchiowa.org by June 22, 2012. EOE.

Proposed Recruitment Schedule:

Tuesday, May 22, 2012– Officially post the position.

Friday, June 22, 2012 – Application deadline.

Monday, June 25, 2012 – First review of applications.

Week of July 9, 2012 – Interviews.

Monday, July 16, 2012 – Mayoral appointment submitted for Council approval.

Thursday, August 16, 2012 – Tentative start date for new Police Officer

Job Description

Position Title: POLICE OFFICER
Department: POLICE DEPARTMENT
Immediate Supervisor: POLICE CHIEF
Classification: FULL-TIME, HOURLY

Job Summary

The primary responsibilities of the police officer, in supporting the mission of the Police Department under the direction of the Police Chief, are three-fold: 1) implementing community oriented policing strategies appropriate for the City of West Branch, focused on collaborative partnerships between the Police Department and the residents, businesses and community organizations that they serve, and 2) traditional law enforcement activities, taking appropriate action to maintain order and protect life and property, and 3) completing administrative tasks as efficiently as possible.

The Police Officer position is deemed by the City Council to be a critical employee of the City of West Branch. A critical employee is one that is responsible for the safety and welfare of the West Branch Public. Therefore, the Police Officer must obtain residency within the City limits of West Branch within six months from the date of hire. For the purpose of this policy, residence shall mean the actual domicile of the employee where that employee normally eats, sleeps, and maintains the normal personal and household effects for daily living. "Residence" shall not include a place secured solely for the purpose of meeting the requirements of this policy, which is maintained in addition to the employee's actual place of residence outside the City limits.

Job Scope

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

The Mayor appoints the Police Officer. The Police Officer is directly responsible to the Police Chief and assists the Police Chief in the Police Department's enforcement of all Iowa State Law and City Ordinances. The Officer also contributes toward the department's overall goals.

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

1. Performs a variety of public safety work providing emergency aid, security and protection to the citizens of the City of West Branch.
2. Remains alert to the needs of citizens and take the appropriate action to maintain order and protect life and property.
3. Directs and implements community oriented policing strategies appropriate for the City of West Branch, focused on collaborative partnerships between the Police Department and the residents, businesses and community organizations.
4. Responsible for animal control and may serve as the chief animal control officer for the City in the Chief's absence.
5. Observes, reports and acts upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic, making arrests, transporting prisoners and investigating crime(s).
6. Using own judgment, determines the nature of a call, investigates the circumstances and takes the necessary or prudent action.
7. Provides assistance to the public in emergency and non-emergency situations; administers first aid and requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquiries and directs them to the appropriate authority.
8. Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence.
9. Appears in court, and is available to testify in matters which the officer has knowledge of whether it be criminal or civil.
10. Makes written and verbal reports, as directed, to the Police Chief.
11. Informs the Police Chief and/or the City Administrator of incidents or developments that may unusually affect public or official relations.
12. Responsible and accountable for the custody of all property coming into his or her possession. Keeps accurate records of all property and is responsible for its safekeeping and lawful return or disposal.
13. Assists the Police Chief in reviews and recommends for approval, new and renewal beer and liquor licenses.
14. Administers abandoned vehicle tows and sales requirements.
15. When directed to do so by the Police Chief, administrates and directs the Reserve Police Force.
16. Other duties as assigned.

Physical and Environmental Conditions: The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to have a full range of movement, physical strength, endurance, fitness, and conditioning necessary to protect one's self and others and subdue, control, or arrest resisting subjects.
- The duties of this job include physical activities such as climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting (up to 30 pounds frequently, and up to 150 pounds occasionally), fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

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

Minimum Education, Experience and Certification

Job requires a minimum of a high school graduation. Applicant must meet the minimum hiring standards as set forth by the ILEA. Applicant must possess, or be able to possess a valid Iowa Driver's License.

Knowledge, Skills and Abilities

The successful applicant must possess:

1. Basic knowledge, understanding and work experience as a patrol officer.
2. Skills necessary to work well with citizens, other officers, department directors of the City, and elected officials.
3. The ability to read and understand all Departmental regulations, policies, rules and instructions, law regulations and police literature.
4. The ability to read, understand and communicate verbally in English.

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

Approved: City Administrator

Date: May 21, 2012

Subject to change at any time by the West Branch City Council

City of West Branch

~A Heritage for Success~

Office of the City Administrator

May 17, 2012

Hon. Mayor Don Kessler and City Council Members
Dawn Brandt, Deputy City Clerk
City of West Branch, Iowa
110 N. Poplar Street, PO Box 218
West Branch, IA 52358

Hon. Mayor, Council Members and Ms. Brandt:

On May 21, 2012, the City Council of the City of West Branch will conduct a review of my performance in my capacity as City Administrator of the City of West Branch, Iowa. This review will include discussions about my performance and professional competency as an employee of the City of West Branch.

I further acknowledge that I have been advised that Section 21.5(i) of the Code of Iowa allows a governmental body to hold a closed session:

“To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.”

I understand that if I do not request a closed session, the review will be conducted in open session in accordance with the Iowa Open Meetings law. Accordingly, I formally request that the above-referenced review be held in closed session pursuant to Section 21.5(i) of the Code of Iowa to prevent needless and irreparable injury to my reputation. I understand that either a two-thirds majority of all of the members present must also approve this request at the time of the above-mentioned meeting.

Sincerely,



Matt Muckler
City Administrator