

# *City of West Branch*

~ A Heritage for Success ~

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

## **CITY COUNCIL MEETING AGENDA** **Monday, June 4, 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 21, 2012 City Council Meeting.
  - b. Approve claims.
  - c. Approve FY13 Cigarette Permit renewals for: Kum & Go; Dewey's Jack & Jill; Herb n' Lou's; Casey's General Store #2424; and BP Amoco.
  - d. Approve Police Officer and Water/Wastewater Operator Job Descriptions.
  - e. Approve retirement payout for Dan Karr in the amount of \$12,795.10.
5. Communications/Open Forum
6. Public Hearing/Non-Consent Agenda
  - a. Resolution 999, approving an agreement with Blue Sky Developers for an exclusive negotiating period on the former Cookson Community Center property./Move to action.
  - b. Resolution 997, approving the site plan for the reconstructed McDonald's Restaurant located at 610 S. Downey Street, West Branch, Iowa./Move to action.
  - c. Resolution 998, approving Amendment No. 1 to Engineering Services Agreement for \$10,900 with French-Reneker-Associates, Inc. Engineers and Surveyors of Fairfield, IA in connection with design and engineering during construction for a proposed 300-acre drainage area flood control dam in Section 36, T80N, R5W, Johnson County, Iowa, in the Hoover Creek Watershed./Move to action.
  - d. Second 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.
  - e. Third 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.

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

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## **CITY COUNCIL MEETING AGENDA** **Monday, June 4, 2012 • 7:00 p.m. (continued)** **City Council Chambers, 110 North Poplar Street** *Action may be taken on any agenda item.*

- f. Resolution 987, establishing nuisance abatement municipal infraction fees, Park & Recreation program fees, vendor fees, site plan fees and public facility user fees in the West Branch Schedule of Fees./Move to action.
  - g. First Reading of Ordinance 697, amending the protocol for the ordering of sidewalk repairs and performance by the City in Title, "Streets and Sidewalks," Chapter 136 "Sidewalk Regulations." /Move to action.
  - h. Resolution 994, setting salaries for appointed officers and employees of the City of West Branch, Iowa for the fiscal year 2012-2013./Move to action.
  - i. Resolution 995, setting the rank and salary for an employee of the City of West Branch, Iowa for the fiscal year 2012-2013./Move to action.
  - j. Resolution 996, setting the salary for an appointed officer of the City of West Branch, Iowa for the fiscal year 2012-2013./Move to action.
- 7. City Staff Reports
    - a. Library Director Nick Shimmin – Summer Reading Program
    - b. Park & Recreation Director Melissa Russell – Summer Program Update
  - 8. Comments from Mayor and Council Members
  - 9. Adjournment

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**Mayor:** Don Kessler • **Council Members:** Jordan M. Ellyson, Colton Miller, Jim Oaks, Dan O'Neil, Mark Worrell  
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*(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 21, 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, 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 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.

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

Date 5/21/12	City Of West Branch Claims Register Report	
ABC Fire Prot. Inc.	Fire - service fire ext.	260.50
Agave Mexican Restaurant	City refund for liquor license	308.75
Alliant Energy	Various depts. - utilities	6572.96
Amazon	Library - supplies	196.09
Baker & Taylor Books	Library - books	1558.57
Barron Motor Supply	Sewer/water/fire - supplies	48.86
Blue Cross Blue Shield	Health/dental/life	993.35
BP Amoco	Water/sewer/fire/police -fuel	1798.50
Business Radio Sales	Fire - service	250.01
Cassabaum, Shane	Water deposit refund	21.82
Cedar County Cooperative	Fire - diesel fuel	1771.20
Cedar County Farm-To-Market	Streets - balance for X30N project	30022.00
Cedar Rapids Photo Copy	Library - service	72.78
Cedar Valley World Travel	Park & Rec - bus trip deposit	100.00
Chauncey Butler Post 514	Town hall - flag & supplies	105.00
Community State Bank	Fire dept expansion loan pmt	8364.57
Creative Software Services	Admin - computer service	706.81
Croell Redi-Mix Inc	Streets - concrete	731.00
Culligan Water	Fire - conditioner rental	36.90
Cy Frommelt	Streets - TH tree removal	3750.00
Deweys Jack & Jill	Sewer/Park & Rec/lib- supplies	26.43
Diamond Vogel Paints	Streets - supplies	108.46
Digital River Education	Library - software	683.52
Don's Painting Service	Painting of the gazebo	500.00
Dreamhost Webhosting	Admin - service for website	119.40

Earl May Nursery & Garden	Water - river rock	546.00
East Cent Intergovt Asn.	Legal - comp plan	73.00
Ed.M.Feld Equipment Co. In	Fire - name tag	52.50
EFTPS	Federal withholdings	4976.97
Evenflo Company Inc	Fire - supplies	703.20
F&B Communications	Library - computers	850.00
Farm & Home Publishers	Library - book	40.30
Freeman Lock & Alarm Inc	Admin/town hall - keys	19.50
George Lawson Consulting	Library - consulting	4136.20
Gierke-Robinson Co	Streets - supplies	480.09
Goodale, Matthew	Streets-reimb for metal nozzle	10.58
Greatamerica Leasing Corp	Admin - copier lease	252.06
Harry's Custom Trophies	Park & Rec - medals	135.00
Hawkins Water Treatment	Water - azone 15	1402.82
Heiman Fire Equipment	Fire - firedome helmets	530.61
Helmets R Us Inc	Police/Comm & Cult-bike helmets	470.00
Herb N Lou's	Park & Rec -gift cert & pizzas	125.50
Hygienic Lab.Acct.Rec.	Water - testing	40.00
Iowa City Press-Citizen	Library - subscription	78.27
Iowa Library Services	Library - neibors subscription	508.98
Iowa Network Services Inc	Admin - website hosting	26.99
Iowa One Call	Water/sewer - service	55.80
Ipers	Ipers	3228.63
John's Crane Service Inc	Streets - TH tree removal	1480.00
Johnson County Mutual Aid	Fire - annual membership dues	95.00
Johnson County Refuse Inc.	Recycling - April	3960.97
Lease Consultants Corp	Library - copier lease	59.00
Liberty Communications	Various depts-phone & internet	1118.30
Linn County R.E.C.	Streets - utilities	102.00
Lynch's Plumbing	Water - service water meter	1476.94
Matt Parrott	Admin - envelopes	136.93
Meier, Vickie	Water deposit refund	55.82
Menards	Sewer - supplies	531.05
Midwest Janitorial Service	Lib/admin/TH/police- cleaning	637.00
Moore's Welding Inc	Street- rail for CollegeSt. sidewalk	1988.25
NIU Convocation Center	Park & Rec- adult football trip tickets	3505.00
Northway Well And Pump Co.	Water - service call pump#5	175.00
Oasis Electric	Fire - electrical work	5472.91
Olson, Kevin D.	Legal - legal services for may	1250.00
Overdrive Inc	Library - ebooks	202.82
Parkside Service	Police - tires for crown victoria	220.00
Payroll Expense	May 11, 2012 payroll	23507.02
Peden, Shanelle M.	Cable - videotaping	150.00
Pitney Bowes	Admin/water/sewer - postage	500.00
Plato Electric	Town hall - install flag light	386.37
Plunkett's Pest Control	Admin - pest service	45.76
Port 'O' Jonny Inc.	Cemetery - service	83.00
Pyramid Services Inc.	Cemetery - parts for mower	88.33
QC Analytical Services LLC	Water - two conference fees	722.00
Quill Corp	Police - office supplies	231.63
Simkin, Douglas W	Police - legal	375.00
Sioux Sales Company	Police - uniform supplies	213.15
Sprint	Police - conn card data plan	179.97
TAC 10 Inc	Police - annual software maint	651.00
Treasurer State Of Iowa	Iowa sales tax - April	1837.76
Treasurer State Of Iowa	W/H tax	986.00
Treasurer, Iowa State Univ.	Fire - fire school training	240.00
UPS	Sewer/admin - shipping	134.44
Upstart	Library - supplies	451.65
US Cellular	Fire - phone service	525.01

Walmart	Library - supplies	344.96
Wellmark Bluecross Blueshield	Dependent care flex	513.33
Wellmark, Inc.	Admin - annual flex admin fee	572.80
West Branch Family Practice	Fire - Stewart physical	178.00
West Branch Repairs	Police - service	592.95
West Branch Times	Fire - advertisement	720.98
Wright Express	Police - fuel	426.57
	Grand total	134,975.15

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

The Clerk reported the following balances for the month of May 2012:  
**(Balances = Balance sheet claim on cash balance + Investments- Outstanding checks)**

Funds	Bank Balance	Investments	Total
001 General	\$ 425,301.41	\$ 72,790.94	\$ 498,092.35
022 Civic Center	\$ 34,934.53	\$ -	\$ 34,934.53
031 Library Operating	\$ 40,300.45	\$ 16,314.77	\$ 56,615.22
036 Tort Liability	\$ 14,696.58	\$ -	\$ 14,696.58
050 Home Town Days	\$ -	\$ -	\$ -
110 Road Use Tax	\$ 111,400.64	\$ -	\$ 111,400.64
111 Police Recovery Act Grant	\$ 20,865.08	\$ -	\$ 20,865.08
112 Trust & Agency	\$ 31,399.29	\$ -	\$ 31,399.29
119 Emergency Tax Fund	\$ 19,726.56	\$ -	\$ 19,726.56
121 Local Option Tax	\$ 5,229.08	\$ -	\$ 5,229.08
125 TIF	\$ 474,025.67	\$ -	\$ 474,025.67
160 Economic Develop.	\$ -	\$ -	\$ -
200 Debt Service	\$ -	\$ -	\$ -
226 SRF Debt Service	\$ 184,093.90	\$ -	\$ 184,093.90
300 Capital Improvement	\$ -	\$ -	\$ -
301 Safe Routes Sidewalk Project	\$ -	\$ -	\$ -
303 Fire Capital Project Addition	\$ -	\$ -	\$ -
304 Wastewater Lift Station	\$ (53,568.00)	\$ -	\$ (53,568.00)
500 Cemetery Perpetual	\$ 12,016.20	\$ 88,000.00	\$ 100,016.20
501 Krouth Fund Principal	\$ -	\$ 102,425.02	\$ 102,425.02
502 Krouth Enlow Int. Fund	\$ 8,502.43	\$ 7,779.88	\$ 16,282.31
600 Water Operating	\$ 194,986.06	\$ -	\$ 194,986.06
603 Water Sinking Fund	\$ 45,514.14	\$ -	\$ 45,514.14
610 Sewer Operating	\$ 289,035.53	\$ -	\$ 289,035.53
<b>TOTAL</b>	<b>\$ 1,858,459.55</b>	<b>\$ 287,310.61</b>	<b>\$ 2,145,770.16</b>

### COMMUNICATIONS/OPEN FORUM

Becky Frederick, President of Main Street West Branch announced that Rod Ness will be moving out of state to Wyoming and that the board is sad to see him go and thanked him for his progress in the community. They have selected an interim director and they will start integrating the new director in the position.

**PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL**  
Accept the resignation of Tom Stewart./Move to action.

Motion by Worrell to accept the resignation, second by O'Neil. AYES: Worrell, O'Neil, Ellyson, Miller, Oaks. Motion carried.

Dr. Alan Beyer, Chair, Animal Control Commission – Discussion of potential dog park.

Dr. Beyer updated the Council on the status of the potential dog park. Across the creek from the new City Park is the space that the commission has selected to further their plans. The project estimate is \$12,000 to include benches and fence. He said that the girl scouts are eager to donate time to assist with the project.

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.

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

Public Hearing on amending the current budget for the fiscal year ending June 30, 2012.

Mayor Kessler opened the public hearing. With no discussion, Mayor Kessler closed the public hearing.

Approve Resolution 990, amending the current budget for the fiscal year ending June 30, 2012./Move to action.

Motion by O'Neil, second by Worrell to approve Resolution 990. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

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.

Mayor Kessler opened the public hearing. With no discussion, Mayor Kessler closed the public hearing.

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.

Oaks asked the duration of the agreement. Muckler said that the agreement is for 25 years with an 8, 15 and 20 anniversary year option out of the agreement.

Motion by O'Neil, second by Ellyson to approve Ordinance 695. AYES: O'Neil, Ellyson, Miller. NAYS: Worrell, Oaks. Motion carried.

Resolution 991, approving the final plat of the Meadows Subdivision, Part One, West Branch, Iowa./Move to action.

Motion by O'Neil, second by Miller to approve Resolution 991. AYES: O'Neil, Miller, Ellyson, Oaks. Abstain: Worrell. Motion carried.

Resolution 992, approving and accepting certain municipal improvements constructed in the Meadows Subdivision Part One, West Branch, Iowa./Move to action.

Motion by O'Neil, second by Miller to amend resolution 992 to conditionally approve and accept certain municipal improvements constructed in the Meadows Subdivision Part One, West Branch, Iowa. AYES: O'Neil, Miller, Worrell, Ellyson, Oaks. Motion carried.

Motion by O'Neil, second by Miller to accept amended resolution 992. AYES: O'Neil, Miller, Ellyson, Oaks. Abstain: Worrell. Motion carried.

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.

Motion by O'Neil, second by Ellyson to approve Resolution 993. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Discussion of sidewalk repair plan.

Muckler referenced a policy included in the Council packet that was drafted by mirroring Clive, Iowa's policy. A change that was made from the original document was the duration from 45 days to 90 days for homeowners to make repairs.

Discussion of water and sewer rates scheduled to increase over a five-year period effective July 1, 2012.

Oaks questioned the commitment of the agreed upon increase and the necessity of it. O'Neil stated that water should support water and sewer should support sewer. He would like to see the water rate increasing gradually rather than needing to double it similar to what other communities have done. Oaks said that he would like to see new water rates not paying for past debt. Miller said that he would like to see the past debt being paid off as the original plan scheduled, including using funds coming from the general fund. Worrell responded that he sees that future taxes may need to be raised to pay the debt if it continues to come from general fund rather than a rate increase. He asked Public Works Director Matt Goodale to give his opinion on the rate increase. Goodale said that he would like to see the gradual increase to assist with future repairs and projects. Muckler said that he will wait to hear direction from Council on any further action. Worrell asked Muckler to meet with Matt Goodale and to give a summary of the upcoming costs for a 10-year outlook on water projects and foreseen repairs. Ellyson suggested that the issue be revisited when the Council discusses the FY 14 annual budget.

**CITY STAFF REPORTS**

Public Works Director Matt Goodale – Recruitment Update for Water/Wastewater Operator Position

Goodale said that advertising for the position will start immediately. Advertising will last for a month. Late July or beginning of August is the predicted start date of the new hire. The position will be advertised as a water/wastewater operator and will not need to have the qualifications in place prior to hire.

Police Chief Mike Horihan - Recruitment Update for Police Officer Position

Horihan said that Officer Stewart was a great addition to the City's department. He plans to increase part time staff for the interim time prior to the new hire. Advertising for the position will start immediately.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

None

**ADJOURNMENT**

Motion to adjourn meeting by O'Neil, second by Worrell. City Council meeting adjourned at 8:43 p.m.

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Don Kessler, Mayor

ATTEST:

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Ashley Borland-Kaalberg, Administrative Assistant

### Council Claims Report

BP Amoco	Water/Sewer/Fire/Police -Fuel	1798.50
Digital River Education	Library - Software	683.52
Don's Painting Service	Painting Of The Gazebo	500.00
Dreamhost Webhosting	Admin - Service For Website	119.40
Evenflo Company Inc	Fire - Supplies	703.20
F&B Communications	Library - Computers	850.00
Farm & Home Publishers	Library - Book	40.30
Iowa One Call	Water/Sewer - Service	55.80
Matt Parrott	Admin - Envelopes	136.93
Menards	Sewer - Supplies	531.05
Plunkett's Pest Control	Admin - Pest Service	45.76
Port 'O' Jonny Inc.	Cemetery - Service	83.00
Pyramid Services Inc.	Cemetery - Parts For Mower	88.33
US Cellular	Fire - Phone Service	525.01

These claims were not individually listed on the council claims report approved at the city council meeting on 5-21-12.

The grand total of \$134,975.15 approved at the meeting included these claims.

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
ABC FIRE PROT. INC.	5/23/12	VARIOUS DEPTS-FIRE EXT SER	GENERAL FUND	PARK & RECREATION	36.00
	5/23/12	VARIOUS DEPTS-FIRE EXT SER	GENERAL FUND	CEMETERY	27.75
	5/23/12	VARIOUS DEPTS-FIRE EXT SER	GENERAL FUND	LOCAL CABLE ACCESS	13.50
	5/23/12	VARIOUS DEPTS-FIRE EXT SER	CIVIC CENTER	TOWN HALL	46.25
	5/23/12	VARIOUS DEPTS-FIRE EXT SER	LIBRARY	LIBRARY	13.50
	5/23/12	VARIOUS DEPTS-FIRE EXT SER	ROAD USE TAX	ROADS & STREETS	85.75
	5/23/12	VARIOUS DEPTS-FIRE EXT SER	WATER FUND	WATER OPERATING	74.50
	5/23/12	VARIOUS DEPTS-FIRE EXT SER	SEWER FUND	SEWER OPERATING	51.25_
				TOTAL:	348.50
BLUE CROSS BLUE SHIELD	5/25/12	DENTAL INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	58.48
	5/25/12	HEALTH INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	509.70
	5/25/12	LIFE INSURANCE EMPLOYEE	GENERAL FUND	NON-DEPARTMENTAL	8.00
	5/25/12	DENTAL INSURANCE	LIBRARY	NON-DEPARTMENTAL	15.19
	5/25/12	HEALTH INSURANCE	LIBRARY	NON-DEPARTMENTAL	178.84
	5/25/12	HEALTH INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	2,145.98
	5/25/12	DENTAL INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	136.52
	5/25/12	LIFE INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	9.45
	5/25/12	HEALTH INSURANCE	TRUST AND AGENCY	ROADS & STREETS	613.98
	5/25/12	DENTAL INSURANCE	TRUST AND AGENCY	ROADS & STREETS	35.39
	5/25/12	LIFE INSURANCE	TRUST AND AGENCY	ROADS & STREETS	4.11
	5/25/12	HEALTH INSURANCE	TRUST AND AGENCY	LIBRARY	1,311.43
	5/25/12	DENTAL INSURANCE	TRUST AND AGENCY	LIBRARY	80.89
	5/25/12	LIFE INSURANCE	TRUST AND AGENCY	LIBRARY	6.30
	5/25/12	HEALTH INSURANCE	TRUST AND AGENCY	PARK & RECREATION	476.88
	5/25/12	DENTAL INSURANCE	TRUST AND AGENCY	PARK & RECREATION	55.63
	5/25/12	LIFE INSURANCE	TRUST AND AGENCY	PARK & RECREATION	3.15
	5/25/12	HEALTH INSURANCE	TRUST AND AGENCY	CEMETERY	613.98
	5/25/12	DENTAL INSURANCE	TRUST AND AGENCY	CEMETERY	35.37
	5/25/12	LIFE INSURANCE	TRUST AND AGENCY	CEMETERY	3.77
	5/25/12	HEALTH INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	459.00
	5/25/12	DENTAL INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	28.31
	5/25/12	LIFE INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	3.78
	5/25/12	HEALTH INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	119.21
	5/25/12	DENTAL INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	6.32
	5/25/12	LIFE INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	0.79
	5/25/12	DENTAL INSURANCE	WATER FUND	NON-DEPARTMENTAL	8.81
	5/25/12	HEALTH INSURANCE	WATER FUND	NON-DEPARTMENTAL	103.73
	5/25/12	HEALTH INSURANCE	WATER FUND	WATER OPERATING	889.40
	5/25/12	DENTAL INSURANCE	WATER FUND	WATER OPERATING	53.74
	5/25/12	LIFE INSURANCE	WATER FUND	WATER OPERATING	4.81
	5/25/12	DENTAL INSURANCE	SEWER FUND	NON-DEPARTMENTAL	8.66
	5/25/12	HEALTH INSURANCE	SEWER FUND	NON-DEPARTMENTAL	101.94
	5/25/12	HEALTH INSURANCE	SEWER FUND	SEWER OPERATING	881.05
	5/25/12	DENTAL INSURANCE	SEWER FUND	SEWER OPERATING	53.17
	5/25/12	LIFE INSURANCE	SEWER FUND	SEWER OPERATING	4.79_
				TOTAL:	9,030.55
DELUXE CORPORATION	5/22/12	ADMIN - BUSINESS DEPOSIT S	GENERAL FUND	CLERK & TREASURER	40.50_
				TOTAL:	40.50
EFTPS	5/25/12	FEDERAL WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	1,341.12
	5/25/12	SOCIAL SECURITY WITHHHOLDI	GENERAL FUND	NON-DEPARTMENTAL	557.65
	5/25/12	MEDICARE WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	192.51
	5/25/12	FEDERAL WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	205.83
	5/25/12	SOCIAL SECURITY WITHHHOLDI	LIBRARY	NON-DEPARTMENTAL	119.14

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	5/25/12	MEDICARE WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	41.13
	5/25/12	FEDERAL WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	29.64
	5/25/12	SOCIAL SECURITY WITHHHOLDI	ROAD USE TAX	NON-DEPARTMENTAL	27.04
	5/25/12	MEDICARE WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	9.33
	5/25/12	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	POLICE OPERATIONS	339.30
	5/25/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	POLICE OPERATIONS	79.35
	5/25/12	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	ROADS & STREETS	179.62
	5/25/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	ROADS & STREETS	42.01
	5/25/12	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	LIBRARY	175.87
	5/25/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LIBRARY	41.13
	5/25/12	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	PARK & RECREATION	68.70
	5/25/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	PARK & RECREATION	16.07
	5/25/12	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	CEMETERY	129.87
	5/25/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CEMETERY	30.39
	5/25/12	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	CLERK & TREASURER	127.40
	5/25/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CLERK & TREASURER	29.80
	5/25/12	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	LOCAL CABLE ACCESS	18.19
	5/25/12	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LOCAL CABLE ACCESS	4.26
	5/25/12	FEDERAL WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	291.95
	5/25/12	SOCIAL SECURITY WITHHHOLDI	WATER FUND	NON-DEPARTMENTAL	122.97
	5/25/12	MEDICARE WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	42.47
	5/25/12	SOCIAL SECURITY WITHHHOLDI	WATER FUND	WATER OPERATING	181.53
	5/25/12	MEDICARE WITHHOLDINGS	WATER FUND	WATER OPERATING	42.45
	5/25/12	FEDERAL WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	289.79
	5/25/12	SOCIAL SECURITY WITHHHOLDI	SEWER FUND	NON-DEPARTMENTAL	121.95
	5/25/12	MEDICARE WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	42.10
	5/25/12	SOCIAL SECURITY WITHHHOLDI	SEWER FUND	SEWER OPERATING	180.04
	5/25/12	MEDICARE WITHHOLDINGS	SEWER FUND	SEWER OPERATING	42.08
				TOTAL:	5,162.68
IPERS	5/25/12	IPERS	GENERAL FUND	NON-DEPARTMENTAL	446.80
	5/25/12	PROT IPERS	GENERAL FUND	NON-DEPARTMENTAL	347.45
	5/25/12	IPERS	LIBRARY	NON-DEPARTMENTAL	163.03
	5/25/12	IPERS	ROAD USE TAX	NON-DEPARTMENTAL	7.68
	5/25/12	PROT IPERS	TRUST AND AGENCY	POLICE OPERATIONS	520.93
	5/25/12	IPERS	TRUST AND AGENCY	ROADS & STREETS	197.29
	5/25/12	IPERS	TRUST AND AGENCY	LIBRARY	244.56
	5/25/12	IPERS	TRUST AND AGENCY	PARK & RECREATION	106.78
	5/25/12	IPERS	TRUST AND AGENCY	CEMETERY	172.95
	5/25/12	IPERS	TRUST AND AGENCY	CLERK & TREASURER	180.99
	5/25/12	IPERS	TRUST AND AGENCY	LOCAL CABLE ACCESS	23.68
	5/25/12	IPERS	WATER FUND	NON-DEPARTMENTAL	169.67
	5/25/12	IPERS	WATER FUND	WATER OPERATING	254.52
	5/25/12	IPERS	SEWER FUND	NON-DEPARTMENTAL	168.09
	5/25/12	IPERS	SEWER FUND	SEWER OPERATING	252.12
				TOTAL:	3,256.54
JOHN DEERE FINANCIAL	5/23/12	SEWER - SUPPLIES	SEWER FUND	SEWER OPERATING	36.98
				TOTAL:	36.98
TREASURER STATE OF IOWA	5/25/12	STATE WITHHOLDING TAX	GENERAL FUND	NON-DEPARTMENTAL	648.65
	5/25/12	STATE WITHHOLDING TAX	LIBRARY	NON-DEPARTMENTAL	80.00
	5/25/12	STATE WITHHOLDING TAX	ROAD USE TAX	NON-DEPARTMENTAL	15.72
	5/25/12	STATE WITHHOLDING TAX	WATER FUND	NON-DEPARTMENTAL	142.37
	5/25/12	STATE WITHHOLDING TAX	SEWER FUND	NON-DEPARTMENTAL	141.26
				TOTAL:	1,028.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
WELLMARK BLUECROSS BLUESHIELD	5/25/12	DEPENDANT CARE FLEX	GENERAL FUND	NON-DEPARTMENTAL	72.92
	5/25/12	MEDICAL REIMBURSEMENT FLEX	GENERAL FUND	NON-DEPARTMENTAL	256.25
	5/25/12	DEPENDANT CARE FLEX	WATER FUND	NON-DEPARTMENTAL	68.74
	5/25/12	MEDICAL REIMBURSEMENT FLEX	WATER FUND	NON-DEPARTMENTAL	24.75
	5/25/12	DEPENDANT CARE FLEX	SEWER FUND	NON-DEPARTMENTAL	66.67
	5/25/12	MEDICAL REIMBURSEMENT FLEX	SEWER FUND	NON-DEPARTMENTAL	24.00
				TOTAL:	513.33

**PAYROLL EXPENSES	5/25/2012 - 5/31/2012	GENERAL FUND	POLICE OPERATION	5,890.72
		GENERAL FUND	ROADS AND STREETS	2,301.81
		GENERAL FUND	PARK & RECREATION	1,323.21
		GENERAL FUND	CEMETERY	2,143.41
		GENERAL FUND	CLERK & TREASURER	2,242.66
		GENERAL FUND	LOCAL CABLE ACCESS	293.41
		LIBRARY	LIBRARY	3,030.47
		ROAD USE TAX	ROADS & STREETS	643.80
		WATER FUND	WATER OPERATING	3,153.93
		SEWER FUND	SEWER OPERATING	3,124.23
			TOTAL:	24,147.65

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

001	GENERAL FUND	18,752.50
022	CIVIC CENTER	46.25
031	LIBRARY	3,847.13
110	ROAD USE TAX	818.96
112	TRUST AND AGENCY	8,879.38
600	WATER FUND	5,630.34
610	SEWER FUND	5,590.17
-----		
	GRAND TOTAL:	43,564.73
-----		

TOTAL PAGES: 3

APPROVED BY: \_\_\_\_\_

SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-City of West Branch  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00  
GL POST DATE: 5/22/2012 THRU 5/31/2012  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PAYROLL SELECTION

PAYROLL EXPENSES: YES  
CHECK DATE: 5/25/2012 THRU 5/31/2012

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PRINT OPTIONS

PRINT DATE: GL Post Date  
SEQUENCE: By Vendor Sort  
DESCRIPTION: Item  
GL ACCTS: NO  
REPORT TITLE: C O U N C I L R E P O R T  
SIGNATURE LINES: 1

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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM: YES

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STATE OF IOWA  
RETAIL  
*CIGARETTE and TOBACCO PERMIT*

City Number 02WBFY13

*In accordance with laws of the state of Iowa, and the action of  
the City Council of West Branch Iowa  
(City)*

*Business Location Name:* Fisher's Market Nauvoo IL Inc. DBA Dewey's Jack & Jill

*Business Location Address:* 115 E Main St., PO Box 359  
West Branch, IA 52358

*Type of Sales:* Over the counter *Ownership Type:* Corporation

*Legal Owner Name:* Fisher's Market Nauvoo IL Inc.

*Legal Owner Mailing Address:* RR 1 Box 64  
Stronghurst, IL 61480

*Is hereby authorized to sell cigarettes and tobacco products at the business location address above  
in the City of West Branch County of Cedar, Iowa.*

*This permit is nontransferable, is effective from July 1, 20 12 and  
automatically expires on June 30, 2013, unless suspended or revoked.*

*In Testimony Whereof, I have caused the seal of the said  
City to be hereunto affixed. Done at West Branch,  
in the State of Iowa, this 6<sup>th</sup> day of June, 20 12.*

*Issued By:* \_\_\_\_\_  
City Mayor or Clerk

This copy to be posted by the retailer where the sale is to be made in plain view of the public.

STATE OF IOWA  
RETAIL  
*CIGARETTE and TOBACCO PERMIT*

City Number 03WBFY13

*In accordance with laws of the state of Iowa, and the action of  
the City Council of West Branch Iowa  
(City)*

*Business Location Name:* Shivji LLC DBA BP Amoco

*Business Location Address:* 401 Parkside Dr., PO Box 38  
West Branch, IA 52358

*Type of Sales:* Over the counter *Ownership Type:* LLC

*Legal Owner Name:* Shivji, LLC

*Legal Owner Mailing Address:* PO Box 38  
West Branch, IA 52358

*Is hereby authorized to sell cigarettes and tobacco products at the business location address above  
in the City of West Branch County of Cedar, Iowa.*

*This permit is nontransferable, is effective from July 1, 20 12 and  
automatically expires on June 30, 20 13, unless suspended or revoked.*

*In Testimony Whereof, I have caused the seal of the said  
City West Branch to be hereunto affixed. Done at West Branch,  
in the State of Iowa, this 6<sup>th</sup> day of June, 20 12.*

*Issued By:* \_\_\_\_\_  
City Mayor or Clerk

This copy to be posted by the retailer where the sale is to be made in plain view of the public.

STATE OF IOWA  
RETAIL  
*CIGARETTE and TOBACCO PERMIT*

City Number 05WBFY13

*In accordance with laws of the state of Iowa, and the action of  
the City Council of West Branch Iowa  
(City)*

*Business Location Name:* Casey's Marketing Co. DBA Casey's General Store #2524

*Business Location Address:* 311 E. Main St., PO Box 57  
West Branch, IA 52358

*Type of Sales:* Over the counter *Ownership Type:* Corporation

*Legal Owner Name:* Casey's Marketing Company

*Legal Owner Mailing Address:* One Convenience Blvd., PO Box 3001  
Ankeny, IA 50021-8045

*Is hereby authorized to sell cigarettes and tobacco products at the business location address above  
in the City of West Branch County of Cedar, Iowa.*

*This permit is nontransferable, is effective from July 1, 20 12 and  
automatically expires on June 30, 2013, unless suspended or revoked.*

*In Testimony Whereof, I have caused the seal of the said  
City to be hereunto affixed. Done at West Branch,  
in the State of Iowa, this 6<sup>th</sup> day of June, 20 12.  
Issued By: \_\_\_\_\_*

*City Mayor or Clerk*

This copy to be posted by the retailer where the sale is to be made in plain view of the public.

STATE OF IOWA  
RETAIL  
*CIGARETTE and TOBACCO PERMIT*

City Number 04WBFY13

*In accordance with laws of the state of Iowa, and the action of  
the City Council of West Branch Iowa  
(City)*

*Business Location Name:* Herb n' Lou's Ltd.

*Business Location Address:* 105 N Downey St., PO Box 32  
West Branch, IA 52358

*Type of Sales:* Over the counter *Ownership Type:* Corporation

*Legal Owner Name:* Herb n' Lou's Ltd.

*Legal Owner Mailing Address:* PO Box 32  
West Branch, IA 52358

*Is hereby authorized to sell cigarettes and tobacco products at the business location address above  
in the City of West Branch County of Cedar, Iowa.*

*This permit is nontransferable, is effective from July 1, 20 12 and  
automatically expires on June 30, 2013, unless suspended or revoked.*

*In Testimony Whereof, I have caused the seal of the said  
City to be hereunto affixed. Done at West Branch,  
in the State of Iowa, this 6<sup>th</sup> day of June, 20 12.  
Issued By: \_\_\_\_\_*

*City Mayor or Clerk*

This copy to be posted by the retailer where the sale is to be made in plain view of the public.

STATE OF IOWA  
RETAIL  
*CIGARETTE and TOBACCO PERMIT*

City Number 01WBFY13

*In accordance with laws of the state of Iowa, and the action of  
the City Council of West Branch Iowa  
(City)*

*Business Location Name:* Kum & Go #254

*Business Location Address:* 620 S Downey St., PO Box 192  
West Branch, IA 52358

*Type of Sales:* Over the counter *Ownership Type:* LLC

*Legal Owner Name:* Kum & Go L.C.

*Legal Owner Mailing Address:* 6400 Westown Parkway  
West Des Moines, IA 50266

*Is hereby authorized to sell cigarettes and tobacco products at the business location address above  
in the City of West Branch County of Cedar, Iowa.*

*This permit is nontransferable, is effective from July 1, 20 12 and  
automatically expires on June 30, 20 13, unless suspended or revoked.*

*In Testimony Whereof, I have caused the seal of the said  
City to be hereunto affixed. Done at West Branch,  
in the State of Iowa, this 6<sup>th</sup> day of June, 20 12.  
Issued By: \_\_\_\_\_*

*City Mayor or Clerk*

This copy to be posted by the retailer where the sale is to be made in plain view of the public.

### 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 by City Administrator on May 23, 2012. Pending City Council Approval.

## 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 Public Works Director.

#### 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.

Approved by City Administrator on May 23, 2012. Pending City Council Approval.

RESOLUTION NO. 999

RESOLUTION APPROVING AN AGREEMENT WITH BLUE SKY DEVELOPERS FOR AN EXCLUSIVE NEGOTIATING PERIOD ON THE FORMER COOKSON COMMUNITY CENTER PROPERTY.

WHEREAS, the City Council has determined that the former Cookson Community Center Property is not appropriate for the provision of future Park & Recreation services to the citizens of the City of West Branch; and

WHEREAS, the City Council adopted Resolution 956 on October 3, 2011, a resolution of intent to dispose of an interest in real property generally referred to as the former Cookson Community Center; and

WHEREAS, the City Council adopted Resolution 957 on October 17, 2011, a resolution approving the disposal of the former Cookson Community Center and directing the administration to solicit sealed bids for the property; and

WHEREAS, City staff has been actively working with the Iowa Health Care Association, Main Street West Branch and potential investors over the past several months to market the property in anticipation of a sealed bid process; and

WHEREAS, City staff has been approached by Blue Sky Developers who would like to examine the feasibility of a multi-family housing development on the Cookson Community Center property; and

WHEREAS, the multi-family housing development would include the renovation of the Cookson Center building; and

WHEREAS, Blue Sky Developers have requested an exclusive negotiating period with the City of West Branch on the property, as Blue Sky Developers expend time and funds to examine the feasibility of the development; and

WHEREAS, City staff views this request as reasonable to protect the developer as they invest in the potential development; and

WHEREAS, City staff recommends that the City Council approves said agreement in a spirit of partnership with Blue Sky Developers on the potential development; and

WHEREAS, it is now necessary to approve said agreement.

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

Passed and approved this 4<sup>th</sup> day of June, 2012.

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

ATTEST:

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

**EXCLUSIVE NEGOTIATING AGREEMENT**

THIS AGREEMENT entered into by and between the City of West Branch, Iowa, hereafter “City”; and Blue Sky Developers, hereafter “Developer.”

WHEREAS, Developer has approached the City about redeveloping the Cookson Community Center as a residential project (the “Project”); and

WHEREAS, the Developer has requested a period of 90 days for which to conduct a feasibility study on the proposed Project; and

WHEREAS, the City determines that this is in the best interests of the City to redevelop this Cookson Community Center; and

WHEREAS, it is reasonable to give the Developer 90 days from the date of this Agreement to decide whether to move forward on a proposal.

NOW, THEREFORE, BE IT AGREED:

1. That Developer shall the exclusive right to explore the possibility of proceeding with the Project for 90 days from the date of this Agreement.
2. That City will not solicit any proposals for the Project during the exclusive negotiating period.
3. Nothing in this Agreement compels the City to accept a proposal made by the Developer to the City for this Project.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2012.

DEVELOPER:

\_\_\_\_\_

CITY:

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

ATTEST:

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

RESOLUTION NO. 997

RESOLUTION APPROVING THE SITE PLAN FOR THE RECONSTRUCTED MCDONALD'S RESTAURANT LOCATED AT 610 S. DOWNEY STREET, WEST BRANCH, IOWA.

WHEREAS, McDonald's Corporation has heretofore submitted a proposed Site Plan to reconstruct the present McDonald's Restaurant building located at 610 S. Downey Street (the "Project"); and

WHEREAS, said Site Plan has heretofore been reviewed by City Staff, including the City Engineer; and

WHEREAS, the Site Plan has been found to conform to West Branch Code of Ordinances; and

WHEREAS, the City Council approved said Site Plan on February 6, 2012; and

WHEREAS, McDonald's Corporation has heretofore submitted a revised proposed Site Plan, with a revision date of April 23, 2012, to reconstruct the present McDonald's Restaurant building located at 610 S. Downey Street; and

WHEREAS, said revised proposed Site Plan has heretofore been reviewed by City Staff, including the City Engineer; and

WHEREAS, the revised proposed Site Plan has been found to conform to West Branch Code of Ordinances; and

WHEREAS, it is now necessary for the City Council to approve said Site Plan.

NOW, THEREFORE, be it resolved by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned Site Plan for the Project be and the same are hereby accepted and approved.

\* \* \* \* \*

Passed and approved this 4<sup>th</sup> day of June, 2012.

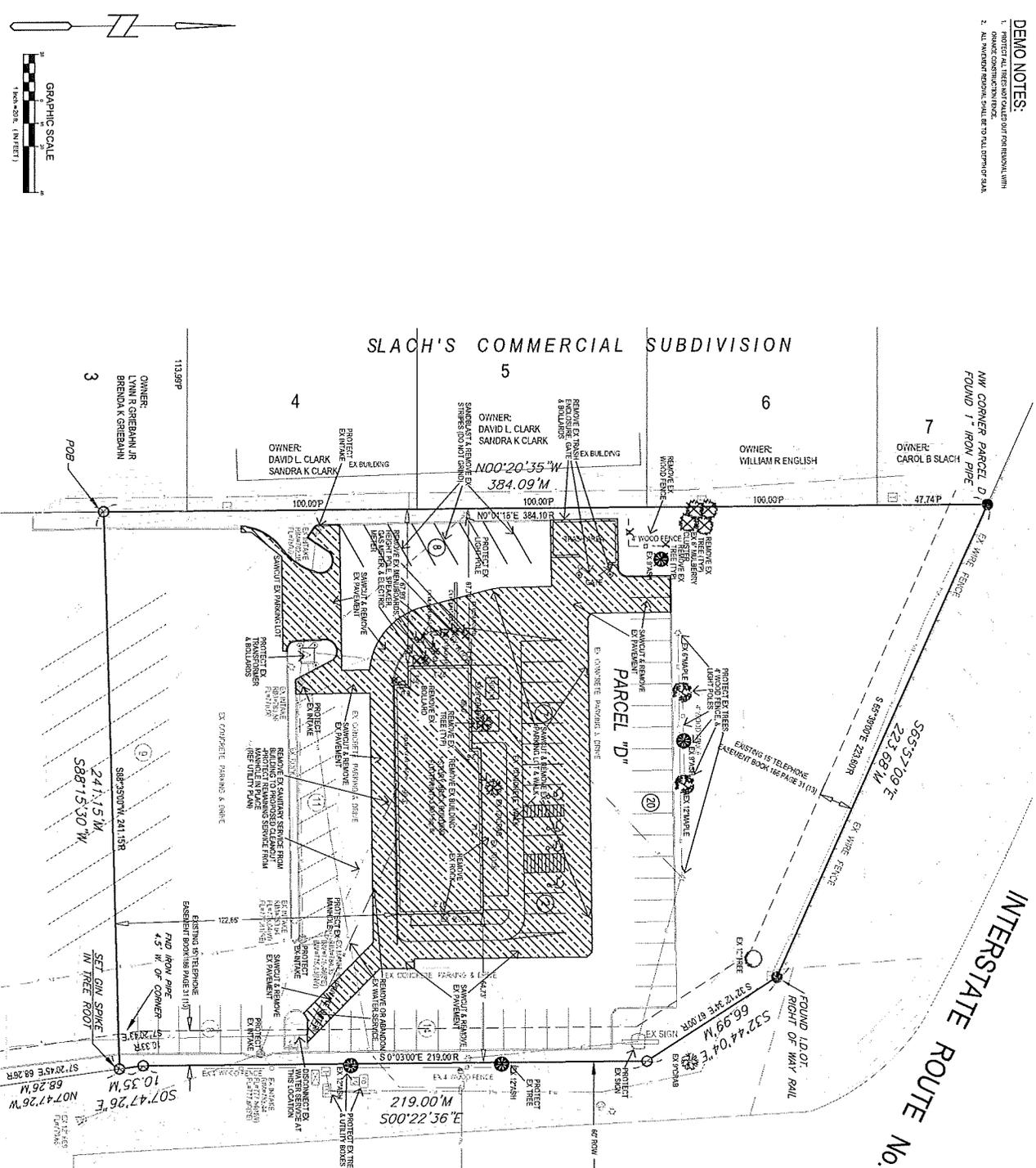
\_\_\_\_\_  
Don Kessler, Mayor

ATTEST:

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



- DEMO NOTES:**
1. PROJECT ALL TREES AND OUTLETS FOR REMOVAL WITH
  2. ALL WAREHOUSES SHALL BE TO FULL DEPTH OF GRAV.



**BAKER AVENUE / DOWNEY STREET**  
 EAST LINE SE 1/4 SECTION 7 - 79 - 04  
**COUNTY ROAD X-30**

M:\land projects\2011\110374 - West Branch\dwg\CD DEMO.dwg 5/2/2012 9:34:43 AM CDT

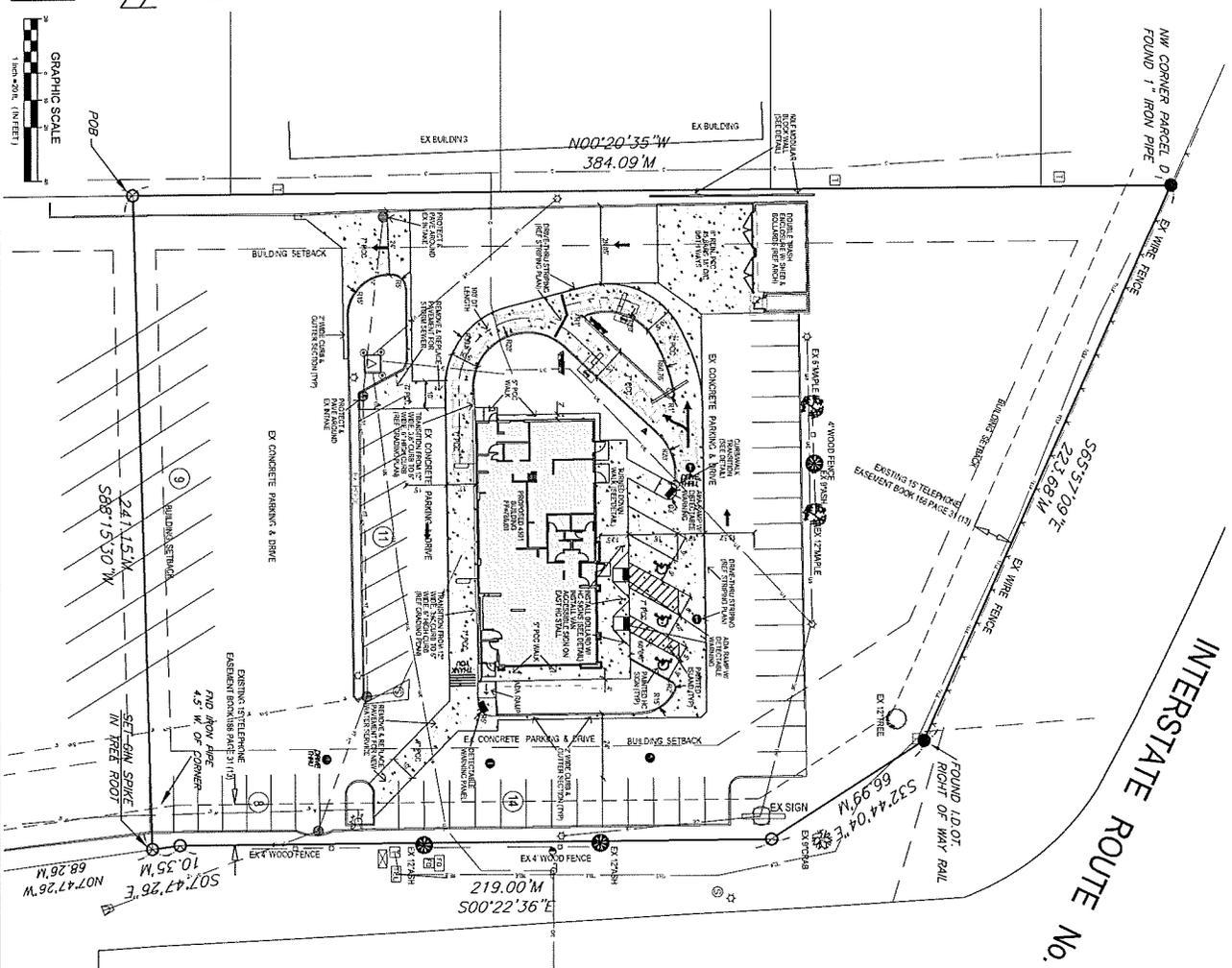
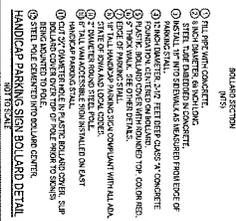
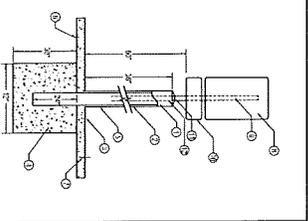
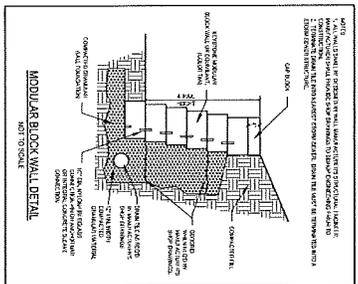
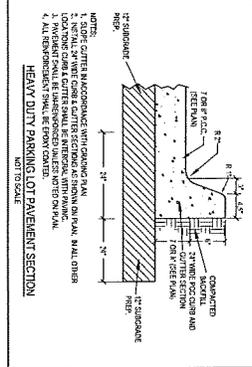
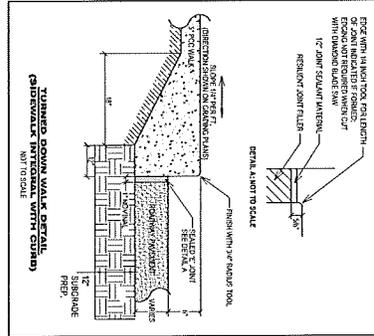
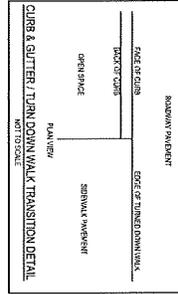
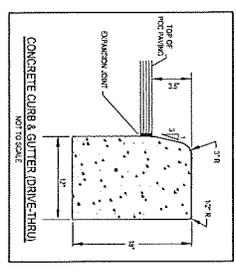
PROJECT NUMBER <b>110374</b>	DATE <b>5/2/2012</b>
	SCALE <b>C1.1</b>
OWNER <b>DAVID L. CLARK SANDRA K. CLARK</b>	PROJECT <b>DEMOLITION</b>
DATE <b>5/2/2012</b>	SCALE <b>C1.1</b>
<b>McDONALD'S WEST BRANCH</b> 610 S DOWNEY, WEST BRANCH, IOWA	
<b>DEMO PLAN</b>	

**Bishop Engineering**  
 "Planning Your Successful Development"

3501 104th Street  
 Des Moines, Iowa 50322-3825  
 Phone: (515)254-6462 Fax: (515)276-0217

Civil Engineering & Land Surveying Established 1959

**LAYOUT NOTES:**  
 1. PERFORM STAKE DESIGN SERVICES. ALL DIMENSIONS ARE TO BACK OF CURB.  
 2. ALL WALKS SHALL BE 18" MINIMUM CONC. THICKNESS UNLESS OTHERWISE NOTED IN PLAN OR SECTION.  
 3. ALL DIMENSIONS ARE TO BACK OF CURB.  
 4. ALL DIMENSIONS ARE TO BACK OF CURB.



BAKER AVENUE / DOWNEY STREET  
 COUNTY ROAD X-30  
 EAST LINE SE 1/4 SECTION 7 - 79 - 04

PROJECT NUMBER	110374
DATE	5/2/2012
DESIGNER	DAVID J. HART
CHECKER	DAVID J. HART
SCALE	AS SHOWN
PROJECT NAME	McDONALD'S WEST BRANCH
PROJECT ADDRESS	610 S DOWNEY, WEST BRANCH, IOWA
PROJECT NUMBER	C2.1

**McDONALD'S WEST BRANCH**  
 610 S DOWNEY, WEST BRANCH, IOWA

**LAYOUT PLAN**

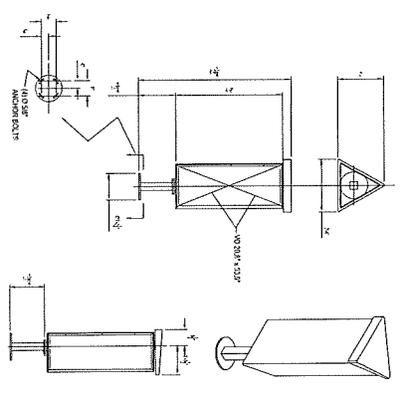
**Bishop Engineering**  
 Planning Your Successful Development

3501 104th Street  
 Des Moines, Iowa 50322-5825  
 Phone: 515-264-6997 Fax: 515-264-0212

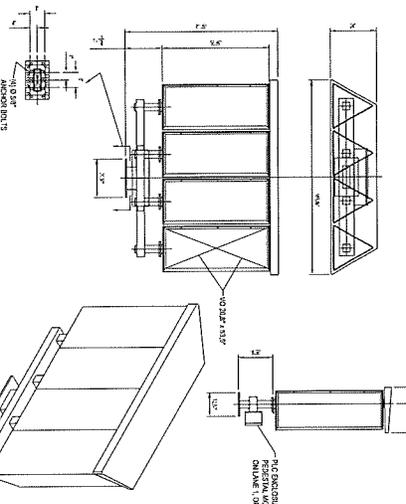
Civil Engineering & Land Surveying Established 1959



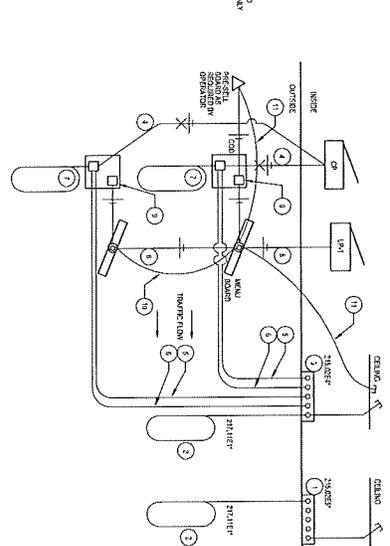




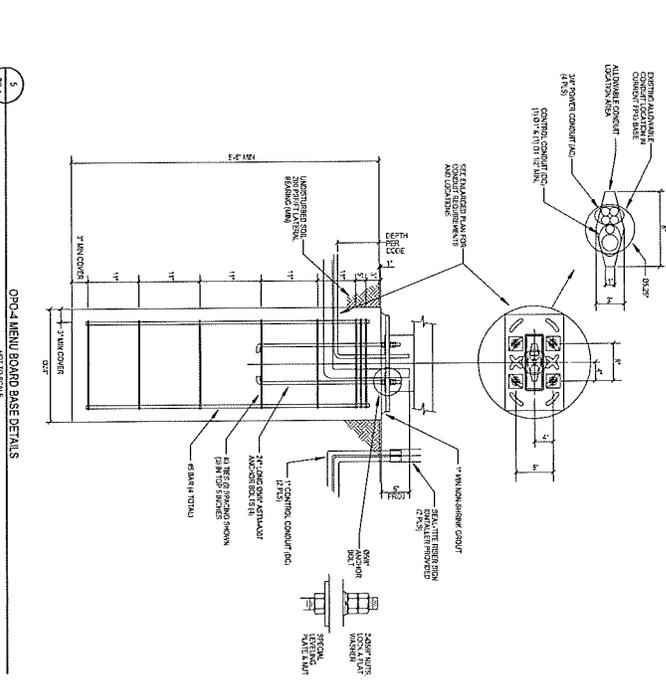
OPQ-1 PRESELL BOARD DETAILS  
NOT TO SCALE



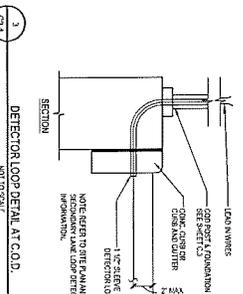
OPQ-4 MENU BOARD DETAILS  
NOT TO SCALE



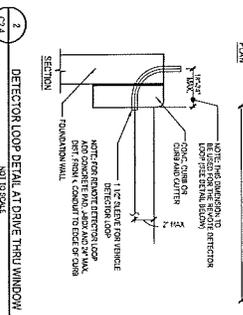
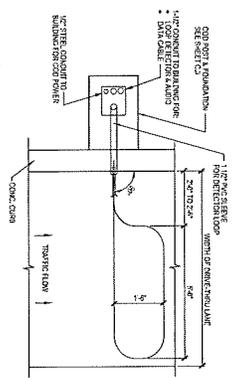
DRIVE THRU SITE WIRING (CDD AND SPEAKER POST)  
NOT TO SCALE



OPQ-4 MENU BOARD BASE DETAILS  
NOT TO SCALE



DETECTOR LOOP DETAIL AT C.O.D.  
NOT TO SCALE



DETECTOR LOOP DETAIL AT DRIVE THRU WINDOW  
NOT TO SCALE

**GENERAL NOTES:**

1. DETECTOR LOOP DETAIL AT C.O.D. SHALL BE PERFORMED BY THE SHOP UNDER THE CLOSE SUPERVISION OF THE ARCHITECT. THE DETECTOR LOOP SHALL BE INSTALLED IN THE CONCRETE SLAB AND SHALL BE PROTECTED BY A 1/2\"/>

**DETECTOR LOOP NOTES:**

1. DETECTOR LOOP SHALL BE INSTALLED IN THE CONCRETE SLAB AND SHALL BE PROTECTED BY A 1/2\"/>

PROJECT NAME	110374
DATE	4-23-12
DESIGNER	CHP/ST
CHECKER	
DATE	
SCALE	
UNIT	FEET
PROJECT NUMBER	110374
DATE	
SCALE	
UNIT	FEET
PROJECT NUMBER	110374
DATE	
SCALE	
UNIT	FEET

**McDONALD'S WEST BRANCH**  
610 S DOWNEY, WEST BRANCH, IOWA

---

**SITE DETAILS**

**Bishop Engineering**  
Planning Your Successful Development

3501 104th Street  
Des Moines, Iowa 50322-5825  
Phone: (515) 276-6427 Fax: (515) 276-0217

Civil Engineering & Land Surveying      Established 1959



**GRADING NOTES:**

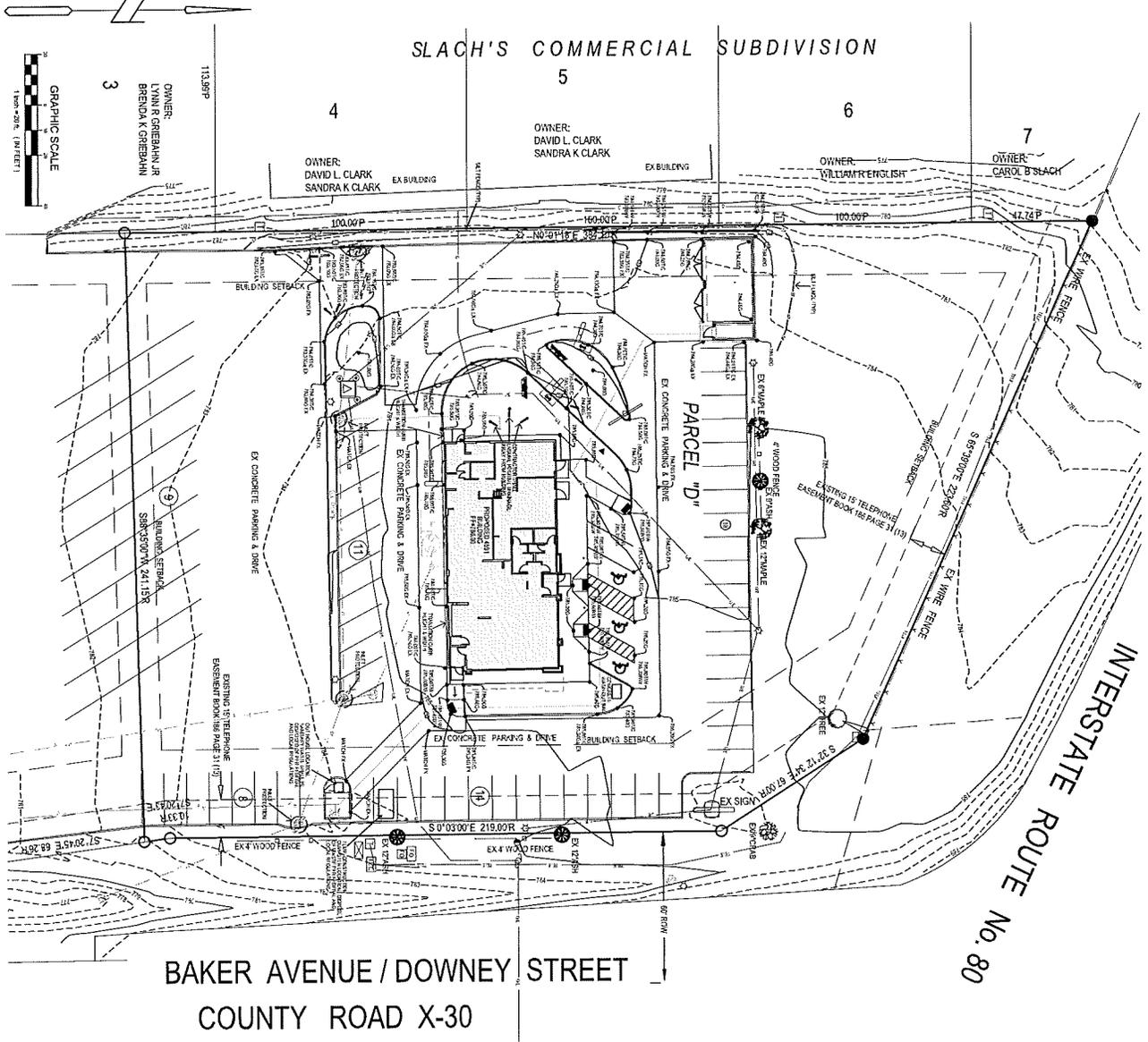
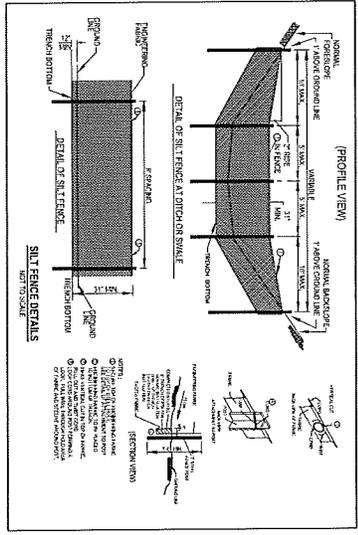
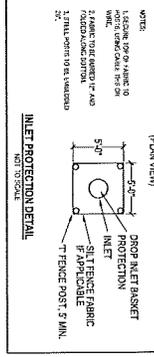
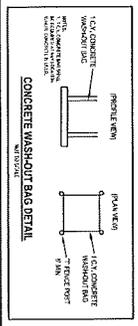
1. STRIP AND STOPPING OF TOPSOIL ON ALL IMPROVED AREAS.
2. USE TOPSOIL FROM AREA EXCEPT UNDER PAVEMENT OR BUILDINGS.
3. ALL EXISTING AND PROPOSED GRADES SHALL BE SHOWN ON THIS PLAN.
4. ALL ELEVATIONS SHALL BE REFERRED TO ALL LOCAL AND FEDERAL HEIGHTS THAT IS IN USE.

**LEGEND:**

- EXISTING CONTROL
- PROPOSED CONTROL
- GRADE CUTTER ELEVATION
- TOP OF CURB ELEVATION
- TOP OF WALL WALK ELEVATION
- BOTTOM OF WALL WALK ELEVATION

**EROSION CONTROL NOTES:**

1. INSTALL EROSION CONTROL STRUCTURES PRIOR TO CONSTRUCTION.
2. EROSION CONTROL STRUCTURES SHALL BE INSTALLED PRIOR TO CONSTRUCTION.
3. INSTALL EROSION CONTROL STRUCTURES IMMEDIATELY AFTER WORK IS COMPLETED AS SHOWN.
4. EROSION CONTROL STRUCTURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.



PROJECT NUMBER	110374
DATE	04/21/2017
SCALE	AS SHOWN
PROJECT NAME	McDONALD'S WEST BRANCH
PROJECT ADDRESS	610 S DOWNEY, WEST BRANCH, IOWA
PROJECT LOCATION	C3.1

**McDONALD'S WEST BRANCH**  
 610 S DOWNEY, WEST BRANCH, IOWA

**GRADING PLAN**

**Bishop Engineering**  
 "Planning Your Successful Development"

3501 104th Street  
 Des Moines, Iowa 50322-5825  
 Phone: (515) 278-4142 Fax: (515) 276-0217

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RESOLUTION NO. 998

RESOLUTION APPROVING AMENDMENT NO. 1 TO ENGINEERING SERVICES AGREEMENT FOR \$10,900 WITH FRENCH-RENEKER-ASSOCIATES, INC. ENGINEERS AND SURVEYORS OF FAIRFIELD, IA IN CONNECTION WITH DESIGN AND ENGINEERING DURING CONSTRUCTION FOR A PROPOSED 300-ACRE DRAINAGE AREA FLOOD CONTROL DAM IN SECTION 36, T80N, R5W, JOHNSON COUNTY, IOWA, IN HOOVER CREEK WATERSHED.

WHEREAS, the City Council is concerned about the damage that can be caused to property of West Branch residents during heavy rain events; and

WHEREAS, the City Council found it in the best interest of the residents of West Branch to move forward with a flood control dam project by entering into an engineering agreement with French-Reneker-Associates, Inc. Engineers and Surveyors of Fairfield, IA on June 21, 2011 in the amount of \$15,300; and

WHEREAS, the Herbert Hoover Presidential Library Association has partnered with the City of West Branch to pay for half of the engineering agreement; and

WHEREAS, the Iowa Department of Natural Resources has declared the flood control dam a high hazard structure and the high hazard designation requires geotechnical exploration and other additional engineering services; and

WHEREAS, the Herbert Hoover Presidential Library Association is committed to paying for half of the cost of Amendment No. 1 to the engineering services agreement; and

WHEREAS, it is now necessary to approve said agreement.

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

SECTION 1. The aforementioned agreement with French-Reneker-Associates, Inc. is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 4<sup>th</sup> day of June, 2012.

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

ATTEST:

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



## 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 4th day of June, 2012.

First Reading: May 21, 2012  
Second Reading: June 4, 2012  
Third Reading:

---

Don Kessler, Mayor  
City of West Branch, Iowa

ATTEST:

---

Matt Muckler, City Clerk

(CITY SEAL)

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 4th day of June, 2012.

First Reading: May 7, 2012  
Second Reading: May 21, 2012  
Third Reading: June 4, 2012

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

ATTEST:

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

RESOLUTION NO. 987

A RESOLUTION TO ADOPT NUISANCE ABATEMENT MUNICIPAL INFRACTION FEES,  
PARK & RECREATION PROGRAM FEES, VENDOR FEES, SITE PLAN FEES AND PUBLIC  
FACILITY USER FEES AS A PART OF THE WEST BRANCH SCHEDULE OF FEES

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to add various fees to the West Branch Schedule of Fees; and

WHEREAS, Council has determined that the fees included in this Resolution are appropriate and are reasonably related to the purpose for which such fees are charged.

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

Section 1. That the fees set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

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

Passed and approved this 4th day of June, 2012.

---

Don Kessler, Mayor

Attest:

---

Matt Muckler, City Administrator/Clerk

## EXHIBIT "A"

### NUISANCE ABATEMENT MUNICIPAL INFRACTION FEES

First Offense	\$100
Second Offense	\$250
Each Offense Thereafter	\$500

### PARK & RECREATION PROGRAM FEES

Volleyball	\$35
3 <sup>rd</sup> /4 <sup>th</sup> Grade Flag Football	\$35
PreK-2 <sup>nd</sup> Grade Flag Football, with jersey	\$35
PreK-2 <sup>nd</sup> Grade Flag Football, without jersey	\$20
PreK-2 <sup>nd</sup> Grade Basketball, with jersey	\$35
PreK-2 <sup>nd</sup> Grade Basketball, without jersey	\$20
PreK Tball, with jersey	\$35
PreK Tball, without jersey	\$20
PreK Soccer, with jersey	\$35
PreK Soccer, without jersey	\$20

### VENDOR FEES

Cedar County Non Profit Vendor Fee	\$10
Cedar County Commercial Business Fee	\$25
Non Cedar County Non Profits fee	\$25
Non Cedar County Commercial Business Fee	\$50

### SITE PLAN FEES

Site Plan Application Fee	\$200 + Actual costs occurred for engineering review
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### PUBLIC FACILITY USER FEES

Town Hall Rental	\$10/Hour or \$65/Day*
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\*Non-profit organizations are exempt from Town Hall Rental Fees.

## ORDINANCE NO. 697

AN ORDINANCE AMENDING THE PROTOCOL FOR THE ORDERING OF SIDEWALK REPAIRS AND PERFORMANCE BY THE CITY IN TITLE, "STREETS AND SIDEWALKS," CHAPTER 136 "SIDEWALK REGULATIONS."

WHEREAS, the West Branch City Council would like to adopt by resolution a sidewalk inspection and repair policy under the Sidewalk Regulations Chapter of the West Branch Code of Ordinances; and

WHEREAS, the West Branch City Council would like to authorize the collection of costs and expenses for this repair and maintenance in the same manner as property taxes; and

WHEREAS, the West Branch City Council would like to provide residents with a reasonable amount of time to make necessary repairs.

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

Section 1. Amendment. The Code of Ordinances is hereby amended by deleting Section 136.05 in its entirety and replaced with the following:

136.05. PERFORMANCE BY CITY. If the property owner does not perform an action required by this chapter within a reasonable time, the council may cause such required action to be performed as outlined in the sidewalk maintenance policy as approved by the city council and assess the costs and expenses therefor against the abutting property for collection in the same manner as property taxes; provided, however, no such assessment can be made for the repair, reconstruction or replacement of the public sidewalk unless the city has served upon the person shown by the records of the Cedar County auditor or the Johnson County auditor to be the owner of the abutting property, by certified mail, a notice requiring said person to perform, reconstruct or replace the public sidewalk within ninety (90) days from the date said notice is mailed. (2000 Code § 136.03; amd. 2008 Code) (*Code of Iowa, Secs. 364.12[2d and e]*).

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 4th day of June, 2012.

First Reading:            June 4, 2012  
Second Reading:  
Third Reading:

---

Don Kessler, Mayor

ATTEST:

---

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1000

RESOLUTION ADOPTING THE CITY OF WEST BRANCH, IOWA SIDEWALK INSPECTION AND REPAIR POLICY.

WHEREAS, the City Council adopted Ordinance 697 on June 25, 2012, amending the protocol for the ordering of sidewalk repairs and performance by the City in Title, "Streets and Sidewalks," Chapter 136 "Sidewalk Regulations"; and

WHEREAS, the City Council now wishes to ensure that an orderly plan for the inspection and repair of sidewalks is known to property owners in the City of West Branch and implemented by the Public Works Department; and

WHEREAS, the City Council has budgeted funds in the City's annual budget to ensure that sidewalk repairs are completed in the cases where property owners choose not to make repairs to defective public sidewalks.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the City of West Branch, Iowa Sidewalk Inspection and Repair Policy is adopted.

Passed and approved this 4<sup>th</sup> day of June, 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) place 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 – REPAIRS TO MATCH EXISTING SIDEWALK WIDTH

Unless otherwise specified in the written notice to reconstruct the sidewalk, all repairs will match the existing sidewalk in terms of width, regardless of the minimum width for sidewalk standards set forth for new construction.

#### V- HARDSHIP

A property owner who is issued a written notice to make repairs estimated (by the Public Works Director) at \$200 or more may submit in writing a request to the Public Works Director for an extension to the ordered repair. This request must be made within thirty days of receiving the repair notice. Hardship requests submitted after thirty days may not be considered by the Public Works Director. A hardship letter will include the name and address of the property owner and a request to an extension to the work identified in the notice.

#### VI – APPEAL PROCESS

A property owner who is issued a written notice to make repairs may submit in writing a request to the Public Works Director to appeal the ordered repair. This request must be made within thirty days of receiving the repair notice. Requests for an appeal submitted after thirty days may not be considered by the Public Works Director. The Public Works Director shall conduct an informal hearing within ten days of receipt of the written request and shall make a determination as to whether the repair/replacement should be made. The property owner has the right to file a written notice of appeal from the Public Works Director's decision to the Board of Adjustment within ten days of the decision of the Public Works Director.

#### VII- CITY WILL ACCEPT BIDS FOR REPAIRS

The Public Works Department will annually accept bids from concrete contractors to make sidewalk repairs. This information will be made available to interested property owners, however, property owners are responsible for either completing the work themselves or choosing their own contractor. Property owners are responsible for making financial arrangements directly with the contractor of their choice.

#### VIII - 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. 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.

#### IX - 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.

#### X - 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.

#### XI - 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~

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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 UNDERSTAND THAT AN ADMINISTRATIVE FEE EQUAL TO 25% OF THE TOTAL PROJECT COST  
WILL BE ADDED TO THE REPAIR BILL.)

**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.

## RESOLUTION 994

A RESOLUTION SETTING SALARIES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF WEST BRANCH, IOWA FOR THE FISCAL YEAR 2012-2013.

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

Section 1. The following persons and positions named shall be paid the salaries or hourly wages indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, semi-monthly, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Hourly Wage	Basic Hours
Public Works Director	Matt Goodale	\$22.91	40
Safety/Facilities Coordinator	Paul O'Neil	\$19.23	40
Lead Water Operator	Tim Moss	\$19.75	40
Park & Recreation Director	Melissa Russell	\$16.79	40
Deputy City Clerk	Dawn Brandt	\$20.10	40
Administrative Assistant	Ashley Borland-Kaalberg	\$14.89	40
PT Temp. Admin. Asst.	Angela Kessler	\$12.00	20
Police Chief	Mike Horihan	\$25.38	40
PT Public Works Employee	Gerry Brick	\$14.00	20
PT Public Works Employee	John Grimm	\$12.00	20

SECTION 2. All the above employees are subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 3. This resolution will be effective upon final passage of the City Council.

SECTION 4. The hourly wages and salaries established in this resolution shall be effective July 1, 2012.

Passed and Approved this 4<sup>th</sup> day of June, 2012.

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

ATTEST:

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

**RESOLUTION 995**

A RESOLUTION SETTING THE RANK AND SALARY FOR AN EMPLOYEE OF THE CITY OF WEST BRANCH, IOWA FOR THE FISCAL YEAR 2012-2013.

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

Section 1. John Hanna is promoted to the rank of sergeant as a member of the West Branch, Iowa Police Department.

Section 2. John Hanna shall be paid the salary indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, bi-weekly, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Hourly Wage	Basic Hours
Sergeant	John Hanna	\$19.59	40

SECTION 2. The above employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 3. This resolution will be effective upon final passage of the City Council.

SECTION 4. The salary established in this resolution shall be effective July 1st, 2012.

Passed and Approved this 4<sup>th</sup> day of June, 2012.

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

ATTEST:

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

**RESOLUTION 996**

A RESOLUTION SETTING THE SALARY FOR AN APPOINTED OFFICER OF THE CITY OF WEST BRANCH, IOWA FOR THE FISCAL YEAR 2012-2013.

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

Section 1. The following person and position named shall be paid the salary indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, bi-weekly, 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
City Administrator	Matt Muckler	\$78,409	Salary

SECTION 2. The above employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 3. This resolution will be effective upon final passage of the City Council.

SECTION 4. The salary established in this resolution shall be effective July 1st, 2012.

Passed and Approved this 4<sup>th</sup> day of June, 2012.

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

ATTEST:

\_\_\_\_\_  
Deputy City Clerk, Dawn Brandt

## Total Employee Compensation - FY 2012/13\*

\*Assumes 1.5% Salary Increase and 14% Increase in the cost of insurance

Employee/Dept	Base Salary	1.5% or other	OT	FY 13 Salary Prop.	IPERS	FICA	INS	Total
Matt Muckler	\$ 77,250.00	\$ 1,158.75	\$ -	\$ 78,408.75	\$ 6,798.04	\$ 5,998.27	\$ 10,720.08	\$ 101,925.14
Dawn Brandt	\$ 41,184.00	\$ 617.76	\$ 1,045.04	\$ 42,846.80	\$ 3,714.82	\$ 3,277.78	\$ 37.80	\$ 49,877.20
<u>Ashley B-K</u>	\$ 30,514.00	\$ 457.71	\$ 774.29	\$ 31,746.00	\$ 2,752.38	\$ 2,428.57	\$ 10,720.08	\$ 47,647.03
Admin Subtotal	\$ 148,948.00	\$ 2,234.22	\$ 1,819.34	\$ 153,001.56	\$ 13,265.23	\$ 11,704.62	\$ 21,477.96	\$ 199,449.37
Mike Horihan	\$ 52,000.00	\$ 780.00	\$ 5,278.00	\$ 58,058.00	\$ 5,962.56	\$ 4,441.44	\$ 10,720.08	\$ 79,182.07
John Hanna	\$ 37,912.00	\$ 2,843.40	\$ 4,075.54	\$ 44,830.94	\$ 4,604.14	\$ 3,429.57	\$ 10,720.08	\$ 63,584.72
<u>Tom Stewart</u>	\$ 35,200.00	\$ 1,760.00	\$ 3,696.00	\$ 40,656.00	\$ 4,175.37	\$ 3,110.18	\$ 6,063.48	\$ 54,005.04
PD Subtotal	\$ 125,112.00	\$ 5,383.40	\$ 13,049.54	\$ 143,544.94	\$ 14,742.07	\$ 10,981.19	\$ 27,503.64	\$ 196,771.83
Dan Karr	\$ 46,904.00	\$ 703.56	\$ 5,950.95	\$ 53,558.51	\$ 4,643.52	\$ 4,097.23	\$ 6,063.48	\$ 68,362.73
Paul O'Neil	\$ 39,399.00	\$ 1,663.84	\$ 5,132.86	\$ 46,195.70	\$ 4,005.17	\$ 3,533.97	\$ 6,063.48	\$ 59,798.31
Tim Moss	\$ 40,456.00	\$ 606.84	\$ 5,132.86	\$ 46,195.70	\$ 4,005.17	\$ 3,533.97	\$ 10,720.08	\$ 64,454.91
Matt Goodale	\$ 46,946.00	\$ 704.19	\$ 5,956.27	\$ 53,606.46	\$ 4,647.68	\$ 4,100.89	\$ 6,063.48	\$ 68,418.52
<u>Part Time</u>	\$ 18,125.00	\$ -	\$ -	\$ 18,125.00	\$ 1,571.44	\$ 1,386.56	\$ -	\$ 21,083.00
PW Subtotal	\$ 191,830.00	\$ 3,678.43	\$ 22,172.93	\$ 217,681.36	\$ 18,872.97	\$ 16,652.62	\$ 28,910.52	\$ 282,117.48
Nick Shimmin	\$ 37,099.67	\$ 2,450.17	\$ -	\$ 39,549.84	\$ 3,428.97	\$ 3,025.56	\$ 6,063.48	\$ 52,067.85
Becky Knoche	\$ 28,000.00	\$ 2,000.00	\$ -	\$ 30,000.00	\$ 2,601.00	\$ 2,295.00	\$ 10,720.08	\$ 45,616.08
<u>Part Time</u>	\$ 18,008.64	\$ 1,075.36	\$ -	\$ 19,084.00	\$ 1,654.58	\$ 1,459.93	\$ -	\$ 22,198.51
Library Subtotal	\$ 83,108.31	\$ 5,525.53	\$ -	\$ 88,633.84	\$ 7,684.55	\$ 6,780.49	\$ 16,783.56	\$ 119,882.44
<u>Melissa Russell</u>	\$ 34,418.48	\$ 516.28	\$ 1,746.74	\$ 37,044.80	\$ 3,211.78	\$ 2,833.93	\$ 6,427.92	\$ 49,518.43
P & R Subtotal	\$ 34,418.48	\$ 516.28	\$ 1,746.74	\$ 37,044.80	\$ 3,211.78	\$ 2,833.93	\$ 6,427.92	\$ 49,518.43
<u>Mayor &amp; Council</u>	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ 100.00	\$ 573.75	\$ -	\$ 8,173.75
M & C Subtotal	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ 100.00	\$ 573.75	\$ -	\$ 8,173.75
<b>Totals</b>	<b>\$ 590,916.79</b>	<b>\$ 17,337.86</b>	<b>\$ 38,788.54</b>	<b>\$ 647,406.50</b>	<b>\$ 57,876.61</b>	<b>\$ 49,526.60</b>	<b>\$ 101,103.60</b>	<b>\$ 855,913.30</b>