

City of West Branch

~ A Heritage for Success ~

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

CITY COUNCIL MEETING AGENDA
Monday, August 20, 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 August 6, 2012 City Council Meeting.
 - b. Approve claims.
 - c. Approve the postponement of the Monday September 3, 2012 Council Meeting until Tuesday September 4, 2012 due to the Labor Day Holiday.
5. Communications/Open Forum
6. Public Hearing/Non-Consent Agenda
 - a. Approve unpaid leave of absence for Administrative Assistant Ashley Borland-Kaalberg./Move to action.
 - b. Third reading of Ordinance 698, amending the length, width and depth sidewalk standards in title "Streets and Sidewalks," Chapter 136 "Sidewalk Regulations."./Move to action.
 - c. Third reading of Ordinance 699, placing a stop sign on Oliphant street at the intersection of Orange Street for northbound traffic./Move to action.
 - d. First reading of Ordinance 700, amending Chapter 68 "One-Way Traffic" by adding two one-way streets to section 68.01./Move to action.
 - e. First reading of Ordinance 701, placing two stop signs on Oliphant street at the intersection of Main Street for westbound and eastbound traffic./Move to action.
 - f. Resolution 1029, proclaiming September as Home Energy Audit Month in West Branch./Move to action.
 - g. Resolution 1030, naming the new city park "Wapsi Creek Park."./Move to action.
 - h. Resolution 1031, approving the purchase of a 2013 Polaris Ranger 800 6x6 Vehicle for the West Branch Fire Department with Donation Funds./Move to action.

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

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CITY COUNCIL MEETING AGENDA
Monday, August 20, 2012 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

- i. Councilperson Jordan Ellyson - Appointments/Reappointments/Move to action.
 - i. Trent Hansen – Planning and Zoning Commission, December 31, 2015
 - ii. John Fuller – Planning and Zoning Commission, December 31, 2015
- j. Mayor Don Kessler - Appointments/Reappointments/Move to action.
 - i. Cary Weisner – Library Board of Trustees, June 30, 2015
 - ii. Amanda Rushton – Library Board of Trustees, June 30, 2015
 - iii. Kandi Baylor – West Branch Animal Control Commission, December 31, 2014
- 7. City Staff Reports
 - a. Deputy City Clerk Dawn Brandt – FY12 Debt Report
 - b. Deputy City Clerk Dawn Brandt – FY12 Annual Audit
 - c. City Administrator Matt Muckler – Council Annual Goal Setting – September 4, 2012 Council Work Session at 6:30 p.m.
 - d. City Administrator Matt Muckler – Stormwater Management Training
 - e. City Administrator Matt Muckler – Administrative Assistant Recruitment
- 8. Comments from Mayor and Council Members
- 9. Adjournment

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

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

**West Branch, Iowa
Council Chambers**

City Council Meeting

**August 6, 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, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Administrator Dick Stoolman, Park & Rec Director Melissa Russell, and Library Director Nick Shimmin.
Council members: Mark Worrell, Jordan Ellyson, Colton Miller, Dan O'Neil and Jim Oaks.

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the July 16, 2012 City Council Meeting.
- b) Approve claims.
- c) Approve Class C Liquor License with Catering Privilege and Sunday Sales Permit for Raices, LLC, DBA: Deli-cioso.
- d) Approve Class C Liquor License with Outdoor Service and Sunday Sales Permit for Erin Hutt, DBA: P.I. Underground Lounge.

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

Date 8/6/12	City Of West Branch	
	Claims Register Report	
Blue Cross Blue Shield	Health Insurance	7,517.83
Brandt, Dawn	Admin – Reimb. for training exp.	96.30
Cherry, Derb	Utility refund	80.15
Community State Bank	Bank Fee – NSF fee	5.00
EFTPS	Federal Withholdings	4,143.29
Hy-Vee Accounts Receivable	P&R- food for lunch bunch	332.02
Iowa Alcoholic Beverages	Comm & Cult- HHT Fire prmt fee	25.00
IPERS	IPERS	3,124.62
John Deere Financial	Sewer - supplies & uniforms	226.93
Mediacom	Admin - service	40.90
Muckler, Matt	Admin – Reimb. For training exp.	139.50
Olson, Kevin D.	Legal Services - July 2012	1,500.00
Ozemet, Margaret	Utility Refund	52.96
Payroll Expense	7-20-12 Payroll	20,650.71
Russell, Melissa	Park & Rec - Reimbursement	59.02
Treasurer State Of Iowa	State Withholding Tax	821.00
Treasurer State Of Iowa	Sales Tax Pmt - June	2,487.00
UPS	Sewer - Shipping	23.00
Wellmark BC/BS	Flex pmt	513.33
	Grand Total	41,838.56
Fund Totals		
001 General Fund		18,261.06
031 Library		4307.28
110 Road Use Tax		586.75
112 Trust And Agency		7,793.00
600 Water Fund		6,276.45
610 Sewer Fund		4,614.02
Grand Total		41,838.56

COMMUNICATIONS/OPEN FORUM

Mackenzie Edwards Krob thanked City employees Matt Goodale, Angela Kessler and Dawn Brandt for their support given to Main Street West Branch during the Hoover's Hometown Days weekend.

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

Mayor Don Kessler – Presentation of certificate of appreciation to National Park Service Superintendent Pete Swisher for support of family activities on the Village Green during Hoover's Hometown Days.
Mayor Kessler thanked Superintendent Swisher for the \$2,500.00 donation and for his efforts to partner with the City and community organizations on various projects.

Second reading of Ordinance 698, amending the length, width and depth sidewalk standards in title "Streets and Sidewalks," Chapter 136 "Sidewalk Regulations."/Move to action.

Motion by O'Neil, second by Worrell to approve Second reading of Ordinance 698. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Second reading of Ordinance 699, placing a stop sign on Oliphant street at the intersection of Orange Street for northbound traffic./Move to action.

Motion by O'Neil, second by Ellyson to approve Second reading of Ordinance 699. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1023, approving those certain agreements in connection with the Oliphant Street Priority Routes Sidewalk Project./Move to action.

Motion by O'Neil, second by Ellyson to approve Resolution 1023. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1024, approving a construction services agreement in connection with the Oliphant Street Priority Routes Sidewalk Project./Move to action.

City Administrator Muckler said that bids were opened at the City office today. One bid was received from Complete Property Maintenance Services in the amount of \$24,998.64. The bid was provided without a performance bond. The City will not require it for this project as it falls below the state threshold for bonding. The engineering cost of opinion was \$35,561.

Motion by O'Neil, second by Ellyson to approve Resolution 1024. AYES: O'Neil, Ellyson, Miller, Oaks. Abstain: Worrell. Motion carried.

Resolution 1025, approving acceptance of a letter from Blue Sky Developers ending an exclusive negotiating period on the former Cookson Community Center Property./Move to action.

Muckler said that Blue Sky had a feasibility study done that showed it is not feasible to keep and renovate the building.

Motion by O'Neil, second by Ellyson to approve Resolution 1025. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1026, hiring Nathan McDougall as a Police Officer for the City of West Branch, Iowa, setting the salary for the position for the fiscal year 2012-2013 and entering into an employment agreement./Move to action.

Chief Horihan said that Nathan just recently graduated from the academy. He was a unanimous pick by the hiring committee for the position. His start date will be in the next couple of weeks. Muckler said that the City is not entering into an employment agreement, rather an officer training reimbursement agreement. Nathan will provide four years of service to West Branch and the City will provide him a \$7,000 training reimbursement.

Motion by O'Neil, second by Worrell to approve Resolution 1026. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

Resolution 1027, approving those certain agreements in connection with the Middle School Access Road Improvements Project./Move to action.

Motion by O'Neil, second by Ellyson to approve Resolution 1027. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1028, approving an amendment to that certain fireworks display agreement with J & M Displays, Inc. in connection with the Hoover's Hometown Days Celebration./Move to action.

Muckler said that this resolution allows for the fireworks to be rescheduled to August 3, 2013 at the same price. The donations received this year for fireworks will be earmarked for the display next year.

Motion by O'Neil, second by Worrell to approve Resolution 1028. AYES: O'Neil, Worrell, Ellyson, Miller, Oaks. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Sealed Bid Process for Cookson Community Center. Oaks requested that the property be listed with a national real estate agent to widen the marketing effort for the property. Worrell suggested that online advertising would accomplish the goal of widening the marketing area. Council members O'Neil, Ellyson, Worrell and Miller all requested to proceed with the sealed bid process including online advertisements.

Public Works Director Matt Goodale – Update on Middle School Access Road Improvements Project. Goodale gave an update on the project. The majority of grading is completed. Mediacom will be moving two poles on August 10th. All American will be doing the curb and gutter August 13 – 17. Possible date of completion and opening of the road is the first or second week of September.

Park & Recreation Director Melissa Russell – Hoover's Hometown Days Report. Russell reported a successful event with high participation numbers despite the weather. She thanked the National Park Service for alerting the vendors on the Village Green of the pending weather in time for participants to move into the Fire Station.

Park & Recreation Director Melissa Russell – Summer and Fall Programming Update. Russell reported that Preschool Tball, the Harvey Peden Volleyball League, and the Swim Bus continued to draw good participation. Lunch Bunch numbers were much higher this summer. The Running Club, Twisters and

Jungle Gym class are new program additions this year. Upcoming fall programs include flag football, volleyball, and the introduction of the Girls on the Run Program for girls in 3rd, 4th and 5th grades.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS – NONE.

ADJOURNMENT

Motion to adjourn meeting by Worrell, second by Miller. City Council meeting adjourned at 8:05 p.m.

Don Kessler, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk

UNPAID LEAVE OF ABSENCE

It is the policy of West Branch to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Employees may request an unpaid leave of absence for public service leave, extenuating medical circumstances or unpaid bereavement leave.

An employee desiring an unpaid leave of absence shall make a written request to his/her Department Head, setting forth the reason(s) for the request and the duration of the requested leave.

A request for an unpaid leave of thirty days or less will be approved or disapproved promptly by the Department Head.

A request for an unpaid leave of more than thirty days will be forwarded with recommendation by the Department Head to the City Council or appropriate governing board. In no event shall unpaid leave, under the provision of this policy, be approved for more than six months by the City Council or appropriate governing board unless provided by law.

Upon return from an unpaid leave of absence, West Branch will attempt to place the employee in his/her former position at the salary and step occupied at the time such leave began; provided however, that the employee is able to perform the essential functions of his/her position. In the event the former position is not available or, the employee is not able to perform the essential functions of his/her position, West Branch will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. At no time will employees utilizing this policy be guaranteed a position upon return from an unpaid leave of absence.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned his/her position, unless a written request for extension has been submitted by the employee, recommended by the Department Head, and approved by the City Council.

While on an unpaid leave of absence, an employee shall not accrue sick leave or vacation benefits. Nor shall time spent on an unpaid leave of absence be considered time worked for the purpose of receiving an in-grade wage increment. The employee must pay his/her own group health and life insurance premiums for that portion of an unpaid leave of absence in excess of thirty (30) days.

In considering an employee's request for an unpaid leave of absence, the Department Head shall require the employee to use available vacation and/or compensatory time accruals prior to being placed on leave without pay.

Dear Council Members:

Per the unpaid leave of absence section in the Employee Handbook, I am requesting the additional three months allotted for the unpaid leave of absence. During this time, I would be available to assist in a part time manner if needed.

Thank you,

Ashley Borland-Kaalberg

05/01/2012

Dear Council Members:

Per the unpaid leave of absence section in the Employee Handbook, I am submitting this formal request to get approval for my Maternity unpaid leave of absence. The City does not currently have a policy in place for Maternity leave. I will be requesting time off from June 4-September 3, 2012.

I will train the temporary Administrative Assistant to process utility payments through Cash Collections and daily information that they may need.

Please let me know if there are any additional steps I should complete to move forward with my leave request. Your assistance with this matter is greatly appreciated.

Sincerely,

Ashley Borland-Kaalberg

Administrative Assistant

City of West Branch

~A Heritage for Success~

Office of the City Administrator

August 14, 2012

Mayor Kessler and Members of the City Council,

The Council approved a three-month (thirteen week) unpaid leave of absence request from June 4, 2012 through September 3, 2012 for Ashley Borland-Kaalberg at the May 7, 2012 Council Meeting. Per that approval, staff conducted a recruitment and trained a temporary administrative assistant for the summer. A part-time temporary administrative assistant was hired to work until August 31, 2012. (The part-time employee has notified me that she is not interested in part-time work with the city after that date, as she has a family vacation planned for early September and is in the process of obtaining full-time employment elsewhere at this time.)

I received a request for an additional three months of unpaid leave of absence from Ashley Borland-Kaalberg on August 14, 2012, thirteen working days before her scheduled return to full-time employment with the city. The workload needs in the City Office are such that we need a full-time employee on September 4th. As this request for an additional three-month unpaid leave of absence is incompatible with the city's operational needs and scheduling requirements and because the request does not cite public service leave, extenuating medical circumstances or unpaid bereavement leave as a reason for the request, I recommend that the unpaid leave of absence request from Ashley Borland-Kaalberg be denied. I would recommend that the city move forward with a full-time recruitment for the administrative assistant position immediately.

Workplace tasks that will suffer as a result of approving this unpaid leave of absence include but are not limited to the preparation for the annual audit, FY 2012 financial reporting, the preparation for the 2014 annual budget and the comprehensive planning process.

Sincerely,



Matt Muckler
City Administrator

ORDINANCE NO. 698

AN ORDINANCE AMENDING THE LENGTH, WIDTH AND DEPTH SIDEWALK STANDARDS IN TITLE, "STREETS AND SIDEWALKS," CHAPTER 136 "SIDEWALK REGULATIONS."

WHEREAS, the West Branch City Council would like to update length, width and depth sidewalk standards in the Sidewalk Regulations Chapter of the West Branch Code of Ordinances; and

WHEREAS, the West Branch City Council has constructed all recent sidewalk projects in conformance with these new guidelines; and

WHEREAS, the West Branch City Council would like to provide developers and homebuilders with clear expectations of sidewalk requirements for new residential development in 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 deleting Section 136.07.5.A in its entirety and replaced with the following:

136.07.5.A. Newly constructed residential sidewalks shall be at least five (5) feet wide and four (4) inches thick, and each section shall be no more than four (4) feet in length. Repair and replacement of sidewalks will follow the standards herein, except for width requirements specified in the City of West Branch, Iowa Sidewalk Inspection and Repair Policy.

Section 2. Amendment. The Code of Ordinances is hereby amended by deleting Section 136.07.5.C in its entirety and replaced with the following:

136.07.5.C. Driveway areas in residential zoning districts shall not be less than six (6) inches in thickness, or equivalent strength per SUDAS standards.

Section 3. Amendment. The Code of Ordinances is hereby amended by adding the following Section 136.07.5.D:

136.07.5.D. Driveway areas and sidewalks adjacent to driveway areas in non-residential zoning districts shall not be less than eight (8) inches in thickness, or equivalent strength per SUDAS standards.

Section 4. Amendment. The Code of Ordinances is hereby amended by adding the following definition to Section 136.02:

“Driveway” means the area between the street and property line.

Section 5. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 6. 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 7. 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 20th day of August, 2012.

First Reading: July 16, 2012
Second Reading: August 6, 2012
Third Reading: August 20, 2012

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 699

AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".

WHEREAS, the West Branch City Council finds it in the best interest of the residents of the West Branch to have a stop sign installed in the northbound lane of Oliphant Street at its intersection with Orange Street to provide for the safety of the West Branch Community.

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 the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

55. The northbound lane of Oliphant Street at its intersection with Orange Street.

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 20th day of August, 2012.

First Reading: July 16, 2012
Second Reading: August 6, 2012
Third Reading: August 20, 2012

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 700

AN ORDINANCE AMENDING CHAPTER 68 "ONE-WAY TRAFFIC" BY ADDING TWO ONE-WAY STREETS TO SECTION 68.01.

WHEREAS, the West Branch Community School District has requested that the Council consider designating the two entrances to West Branch Middle School as one-way traffic; and

WHEREAS, the West Branch City Council would like to provide for the safety of parents and students on their way to and from West Branch Middle School.

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

Section 1. Amendment. The Code of Ordinances is hereby amended by adding the following to Section 68.01:

5. The driveway area from West Orange Street near the water tower south into the West Branch Middle School parking lot.
6. The driveway area (North Maple Street) from the West Branch Middle School parking lot north to West Orange Street at its intersection with North Maple Street.

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 20th day of August, 2012.

First Reading: August 20, 2012
Second Reading:
Third Reading:

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 701

AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".

WHEREAS, the West Branch City Council finds it in the best interest of the residents of the West Branch to have two stop signs installed on Oliphant Street at the intersection of Main Street for westbound and eastbound traffic to provide for the safety of the West Branch Community.

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 the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

56. Main Street on both the east and west approach to its intersection with Oliphant Street.

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 20th day of August, 2012.

First Reading: August 20, 2012

Second Reading:

Third Reading:

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1029

RESOLUTION PROCLAIMING SEPTEMBER 2012 AS “ENERGY
EFFICIENCY MONTH.”

WHEREAS, the smart utilization of energy resources is becoming increasingly important; and

WHEREAS, the city of West Branch is feeling the effects of unnecessary consumption of energy and the air pollutants it emits in the energy production process by the means of a drought; and

WHEREAS, citizens are spending unnecessary amounts of money on their energy bills because of their homes are not completely energy efficient.

NOW, THEREFORE the City Council of the City of West Branch does hereby proclaim the month of September 2012 as “Energy Efficiency Month” in the City of West Branch and encourages all residents to reduce their energy consumption by conducting home energy audits. Common actions taken to increase energy efficiency is to replace incandescent light bulbs with compact fluorescent bulbs, seal air leaks around windows and doors, insulate hot water tanks and pipes, and to unplug appliances when they are not in use.

Passed and approved this 20th day of August, 2012.

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1030

NAMING THE NEW CITY PARK “WAPSI CREEK PARK”

WHEREAS, the West Branch City Council approved Resolution 951 on August 15, 2011, approving an offer to purchase real property, formerly known as the Wapsi View Trailer Court, from Edwin Pence; and

WHEREAS, the West Branch City Council also approved Resolution 970 on February 21, 2012, approving the Park & Rec GF reserve to pay \$66,000 for Wapsi View Trailer Park; and

WHEREAS, the West Branch City Council has expressed to city staff that a park space is the most appropriate use of this property; and

WHEREAS, the West Branch Public Works Department cleared the site, planted grass and completed extensive repairs and replacement of the sidewalk and bridge railings; and

WHEREAS, Park & Recreation Commission has met and begun to work on developing a plan for the development of the new park for the review of the City Council; and

WHEREAS, the Park & Recreation Commission has gathered suggestions and allowed residents to vote on the new name for the city park and are recommending that the new park be named the “Wapsi Creek Park.”

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the name of this new city park as “Wapsi Creek Park.”

Passed and approved this 20th day of August, 2012.

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1031

A RESOLUTION APPROVING THE PURCHASE OF A 2013 POLARIS RANGER 800 6X6 VEHICLE FOR THE WEST BRANCH FIRE DEPARTMENT WITH DONATION FUNDS.

WHEREAS, the Secrest Family has provided a generous donation to the West Branch Fire Department in memory of Carol Secrest; and

WHEREAS, the Secrest Family has expressed that they would like to see the West Branch Fire Department purchase a 2013 Polaris Ranger 800 6x6 vehicle; and

WHEREAS, the West Branch Fire Department believes that the purchase of this vehicle would enhance the safety and welfare of the residents of both the City of West Branch and all of the people that receive fire protection services from the West Branch Fire Department.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the purchase of a 2013 Polaris Ranger 800 6x6 Vehicle with funds donated to the West Branch Fire Department.

Passed and approved this 20th day of August, 2012.

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

DEBT OBLIGATIONS FY12			Initial Debt Obligation	Balance on 6/30/12
SRF GO Water Improvements Bonds			\$1,740,000.00	\$1,293,000.00
Interest due December 1st & June 1st - See schedule				
Principal due June 1st - See schedule				
Term: June 2005 - June 2025				
Annual interest rate: 3%				
Annual service fee rate: .25%				
SRF Water Revenue Bonds			\$860,000.00	\$653,000.00
Interest due December 1st & June 1st - See schedule				
Principal due June 1st - See schedule				
Term: June 2005 - June 2026				
Annual interest rate: 3%				
Annual service fee rate: .25%				
SRF Water Revenue Bonds			\$83,000.00	\$62,000.00
Interest due December 1st & June 1st - See schedule				
Principal due June 1st - See schedule				
Term: April 2007 - June 2026				
Annual interest rate: 3%				
Annual service fee rate: .25%				
City Office Remodeling Project				
Line of Credit 2/1/08-7/1/08			\$150,000.00	\$83,301.97
Term Loan 7/1/08-7/1/2018				
Principal & Interest payment due on July 1st each year				
Interest rate - 4.20%				
Lawsuit Settlement			\$197,500.00	\$167,680.94
Term Loan 8/5/2008-11/1/2023				
Principal & Interest payment due on November 1st each year				
Interest rate - 4.50%				



OFFICE OF AUDITOR OF STATE

STATE OF IOWA

State Capitol Building

Des Moines, Iowa 50319-0004

Telephone (515) 281-5834 Facsimile (515) 242-6134

David A. Vaudt, CPA

Auditor of State

August 9, 2012

Dawn Brandt, Deputy City Clerk
City of West Branch
110 N. Poplar Street
PO Box 218
West Branch, Iowa 52358-0218

Dear Ms. Brandt:

You have requested an estimate of the audit costs for the operations of the City of West Branch for the year ended June 30, 2012. This letter will provide the estimate, as well as a number of reasons why this office could furnish valuable assistance and services to your City.

Our practice consists entirely of governmental audits. Therefore, we possess a broad knowledge of practices and procedures utilized in other governmental units. This experience will be used to assist the City by proposing alternative practices or procedures, where appropriate, which may be more effective or cost-efficient than those presently used by the City.

The financial statements are the responsibility of the City's management. Our responsibility is to express opinions on these financial statements based on our audit. It is our understanding the City is on the cash basis of accounting. Our audit will be conducted in accordance with U.S. generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States and applicable Federal requirements. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit will provide a reasonable basis for our opinions.

Although the primary objective of an audit is to provide independent assurance that financial results are presented fairly and objectively and the Federal program(s) were administered properly, if applicable, other benefits will result as a part of our audit. At the conclusion of our field work, we will hold an exit conference with applicable City officials to discuss our observations and suggestions regarding internal control, operating and accounting policies and other matters worthy of management's attention. These discussions will be based on first-hand observations made by our understanding of the City and its environment, including its internal control.

We will tailor the scope of our audit according to the strengths in the system of internal controls existing at the City. Under our approach, we will obtain an understanding of the City and its environment, including its internal control and design of relevant policies and procedures will be evaluated to determine whether these relevant policies and procedures have been implemented and determine the design of further audit procedures. The results of our procedures and our recommendations, if any, will be communicated to applicable City officials in accordance with professional standards. Any findings meeting the definition of significant deficiencies and/or material weaknesses as defined by applicable professional standards will be included within the audit report, as required.

We will assess control risk for relevant financial statement assertions related to each significant account balance or transaction class, including those relating to overall compliance with laws and regulations that have a direct and material effect on the financial statements. Our evaluation procedures should provide management with some excellent suggestions for improving operating procedures.

The personnel assigned to this engagement will be those individuals who have experience, demonstrated ability and specialized skills required for satisfactory completion of your service requirements. Our professional staff includes 36 Certified Public Accountants.

We are very aware of the need to be cost efficient in our audits and equitably bill for our services. Our fees are based upon the time spent on an engagement at estimated hourly rates currently ranging from \$44.50 to \$77.75 per hour, depending on the level of experience and training of the individuals assigned. These same estimated hourly rates would be billed for technical assistance. We also bill for out-of-pocket expenses, at cost, and for the statutory filing fee. It is our practice to submit for payment one bill upon completion and release of the audit report. We anticipate scheduling fieldwork during the month of October. Report preparation and office review will be performed with delivery of a mutually agreed number of copies of the final report by March 31, 2013.

Based upon the information available, we estimate the cost to perform the audit for the year ended June 30, 2012, will range from \$8,500 to \$9,500, except as specifically agreed by the City of West Branch and the Office of the Auditor of State. This estimate does not include the required filing fee of \$250 as provided for under Iowa Code section 11.5, subsection 10. The actual bill may vary depending on the actual number of hours required to complete the work, although any assistance provided by City personnel would help reduce the final cost.

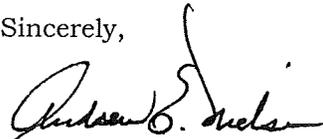
The estimate above does not include the cost of a Single Audit, if required. If it is determined a Single Audit in accordance with Office of Management and Budget (OMB) Circular A-133 is required an estimate will be provided.

Periodic calls and/or limited consultation will not result in additional fees to the City. The City will be informed and concurrence requested prior to incurring costs above and beyond the cost to perform the audit.

We recognize the City may be able to contract for this audit at a lower fee. However, as previously stated, we believe the Office of Auditor of State is the leading authority to help assure the proper conduct of City affairs, which is the ultimate obligation of all City officials. We would fulfill our joint responsibilities in the most cost-effective manner possible.

We look forward to the opportunity to provide our services to the City of West Branch. Please feel free to contact me or Tami Kusian if we can provide any additional information.

Sincerely,



Andrew E. Nielsen, CPA
Deputy Auditor of State

AEN/gjp

ACCEPTANCE:

By _____ Title _____

Date _____

2011 GOAL SETTING SESSION RESULTS

1. Offer for sale the Cookson Center Property and plan for future community center site acquisition and/or purchase. (10 votes)
2. Parking on Main Street between Parkside Dr and Second Street. (9 votes)
3. Creek clean up. (8 votes)
4. Create stormwater utility. (7 votes)
5. Adopt plan for park space (Wapsi View Trailer Court) based on recommendations from the Park & Rec Commission. (7 votes)
6. Continue I&I work (7 votes)
7. Develop comp plan and CIP plan. (7 votes)
8. Adopt financial and purchasing policies including spending limits and debt limits. (7 votes)
9. Increase funding for Hoover's Hometown Days, including band for fireworks and larger fireworks display. (6 votes)
10. Make repairs to wastewater infrastructure identified in I & I Study. (6 votes)
11. New lift station (6 votes)
12. Provide raises for employees in FY 11 & 12 (6 votes)
13. Update resolution and ordinance books (5 votes)
14. Clear site of Wapsi View Trailer Court and plant grass. (4 votes)
15. Continue second year of funding of the three-year plan to bring up salaries at Library. (4 votes)
16. Work with School District to increase safety of children going to and from the elementary/middle school complex. (4 votes)
17. Increase partnership and level of support for West Branch Main Street. (4 votes)

Shaded numbers above note items that share the same vote amounts.

COMPREHENSIVE APPROACHES TO STORMWATER MANAGEMENT FOR POLICY / DECISION MAKERS / COMMUNITY LEADERS

Pre-Training Evening Reception	Training Event
<i>Charles City</i> September 10, 2012	<i>Charles City</i> September 11, 2012
<i>Des Moines</i> September 12, 2012	<i>Des Moines</i> September 13, 2012
<i>Hiawatha</i> September 17, 2012	<i>Hiawatha</i> September 18, 2012
<i>Bettendorf</i> September 19, 2012	<i>Bettendorf</i> September 20, 2012
<i>Storm Lake</i> September 24, 2012	<i>Storm Lake</i> September 25, 2012

Stormwater – What a Resource!?

Stormwater can be a problem *OR* a valuable resource. It boils down to how your community plans for and manages runoff, while considering impacts on water quality and flooding. Using sustainable practices to treat stormwater as a resource can lessen short- and long-term costs for communities while improving water quality and mitigating potential flooding problems. Iowa Economic Development Authority has assembled a team of stormwater infrastructure experts for a series of one-day trainings across Iowa. These trainings will share what has worked well, and what hasn't worked well across Iowa and the United States and how to plan and implement successful stormwater management projects.

What's Covered?

You know something needs to change, but what? Policy maker training will inspire to the possibilities for local implementation of green infrastructure. At the end of the day you'll have the information needed to institute meaningful change, including the necessary tools to support sustainable stormwater practices that improve the quality of life in your community.

Who Should Attend?

Elected and appointed officials including county supervisors, city council members, city administrators / managers / clerks, planning commission members, board of adjustment members, stormwater commission members, soil and water conservation district commissioners, planning directors and public works / stormwater management directors, water / waste water utility directors and council of governments

Evening Reception Information

The Iowa Stormwater Education Program; Emmons & Olivier Resources, Inc; and the Iowa Economic Development Authority are hosting pre-workshop evening receptions for City - County Elected Officials and Managers, Administrators & Clerks.

The "Stormwater Green Infrastructure Policy & Practices" receptions are free and include hors d'oeuvres and beverages.

Please join us to help launch the Iowa Economic Development Authority's 2012 Green Infrastructure Training – a series of workshops led by a nationally recognized team of experts. The team will share core concepts of stormwater green infrastructure policies and practices during the evening reception. These same concepts will then be expanded upon at the in-depth workshop scheduled for the day after the Elected Official Evening Reception.

Please RSVP to: Kathleen Gibbons at kgibbons@iamu.org. If you have any questions, please contact Pat Sauer at 515-289-1999 or 800-810-4268 or Kathleen Gibbons at kgibbons@iamu.org.

What does the Workshop Cost?

FREE - To encourage attendance, the Iowa Economic Development Authority is sponsoring these valuable workshops. Please RSVP to guarantee space, lunch and workshop materials availability.

Identification

Position Title: ADMINISTRATIVE ASSISTANT
Department: ADMINISTRATION
Immediate Supervisor: CITY ADMINISTRATOR
Classification: FULL-TIME, HOURLY

Job Summary

Perform under the supervision and general direction of city administrator/clerk. Organize and maintain files as directed by city administrator/clerk. Meet the public and perform secretarial duties as directed, such as: answering phone, taking and distributing messages and work orders, and answering general questions about city services. Direct utility readings and create utility bills from the readings. Accept payments and answer questions about utility bills. Self motivated to meet deadlines on various reports, written materials and internal office procedures.

Job Scope

Performs a variety of duties under the supervision of city administrator/clerk. Operates the office when co-workers are absent. Prepares and processes city utility bills and deposits. Prepares and publishes information for the city website and city newsletter. Assist deputy city clerk with payroll and accounting functions. Completes special projects as assigned by city administrator/clerk.

Essential Job Duties and Responsibilities

Responsible for all utility records, billing and collections; operates all different types of office equipment; meets the public on a regular basis; works on projects and other duties while answering the phone and questions from the public.

The duties of the job would include, but are not limited to, these areas:

1. Handles written complaints for Cable TV. Prepares quarterly documentation of the complaints.
2. Prepares and/or helps prepare agenda and packet information for City Council, Planning and Zoning, and other Commission or committee meetings scheduled by City.
3. Types and mails correspondence from police, fire and City Administration as directed.
4. Picks up mail and posts mail each day.
5. Tracks and orders supplies as needed for office.
6. Handles, records, mails and collects building permits and related documents as directed by city administrator/clerk.
7. Collects, enters and balances all utility bills on the computer system.
8. Explains recycling program to new and current residents.
9. Creates and maintains files for proper storage of city information. Creates electronic files for maintaining on the city website.
10. Creates and distributes forms for efficient recording of city operations.
11. Proof reads correspondence and written materials as requested.
12. Collects, compiles, and analyzes data for reports, and requires some informational searching.

13. Prepares, reviews, and analyzes documents such as reports, applications, records, etc. applicable to specialized information search.
14. Responsible for newsletter preparation and distribution.
15. Research and assist with grant applications.
16. Prepare marketing documents and packets for the City.
17. Update Location One Information System (LOIS) for the City of West Branch.
18. Responsible for issuing and maintaining animal control registrations.
19. Maintain cemetery records and files.
20. Assist Activities Director in accepting and maintaining Park & Recreation registrations and program information.
21. Creates and posts informational slides for Local Access Channel.
22. Takes minutes at City Council meetings or other meetings as so directed and transcribes those minutes for publication, approval and signature.
23. Performs other duties as assigned.

Physical and Environmental Conditions

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside of the City.

Minimum Education, Experience and Certification

A two-year AA degree in related field, or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities

Excellent written and verbal communication skills are required, including knowledge of grammar, spelling, punctuation, formatting, and clerical operations; ability to use a wide range of media equipment, web software, knowledge of office practices, equipment, and materials; knowledge of local government and its functions; knowledge of administration policies and procedures.

Skills in basic mathematical calculations and accounting; skills in handling complaints in person and on the telephone.

Proficient in computer software applications and new technology. Ability to establish and maintain files; ability to compile, analyze, and display data for written reports; ability to use a variety of computer software products for word processing, spreadsheet, data base functions, online systems, email, and uploading and downloading documents; ability to follow oral and written directives; ability to work with the public and fellow employees, or ability to work independently with little supervision; ability to work with the public under stressful conditions. Desire to attend meetings that relate to job duties.

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.

Administrative Assistant Recruitment Information

Advertising:

WB Times (7 surrounding communities papers for 3 weeks)	\$300.00
Iowa League of Cities Website	Free
City of West Branch Website	Free
Iowa Workforce Development Website	<u>Free</u>
Total	\$300.00

The following job summary will be advertised:

The City of West Branch, Iowa seeks a full-time administrative assistant to perform a variety of administrative duties under the direction of the city administrator/clerk. Up to \$31,200 base salary DOQ plus excellent benefits. Applications available at westbranchiowa.org. City employment application, resume, cover letter and three professional references must be mailed to City of West Branch, Attn: Administrative Assistant Candidate Search, PO Box 218, West Branch, IA 52358 or e-mailed to dbrandt@westbranchiowa.org by September 4, 2012. EOE.

Proposed Recruitment Schedule:

Tuesday, August 21, 2012– Officially post the position.

Friday, September 7, 2012 – Application deadline and review of applications.

Week of September 10, 2012 – Interviews.

Monday, September 17, 2012 – City administrator appointment submitted for Council approval.

Tuesday, September 18, 2012 – Tentative start date for new Administrative Assistant (or as soon as the selected candidate would be able to start).