

City of West Branch

~ A Heritage for Success ~

110 N. Poplar St. • P.O. Box 218 • West Branch, Iowa 52358
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CITY COUNCIL MEETING AGENDA Monday, December 3, 2012 • 6:30 p.m. City Council Chambers, 110 North Poplar Street *Action may be taken on any agenda item.*

1. Call to order
2. Roll call
3. Welcome
4. Approve Agenda/Consent Agenda/Move to action
 - a. Approve minutes from the November 19, 2012 City Council Meeting.
 - b. Approve claims.
5. Communications/Open Forum
6. Public Hearing/Non-Consent Agenda
 - a. Maggie Burger, Speer Financial, Inc., Bonding Options for Council on Lift Station Project and I & I Repairs.
 - b. Approve Change Order Request 7 for the Oliphant Street Sidewalk Project for \$576.63 for installation of a curb at 141 W. Orange Street in order to secure existing retaining wall./Move to action.
 - c. Approve acceptance of the Oliphant Street Sidewalk Project./Move to action.
 - d. Third reading of Ordinance 701, amending Chapter 65 "Stop or Yield Required."./Move to action.
 - e. Approve Resolution 1051, amending the West Branch, IA Employee Handbook to clarify that overtime does not need to be approved in advance./Move to action.
7. City Staff Reports
 - a. City Administrator Matt Muckler – Budget Calendar
 - b. City Administrator Matt Muckler – Portland Cement Concrete Patching on I-80
 - c. Park & Rec Director Melissa Russell – Park & Rec Annual Report
 - d. Public Works Director Matt Goodale – Skid Loader and Street Sweeper Update
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

**November 19, 2012
6:30 p.m.**

Mayor Don Kessler opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Library Director Nick Shimmin, Police Chief Mike Horihan, Police Sergeant Kory Hanna, Fire Chief Administrator Dick Stoolman, Deputy City Clerk Dawn Brandt, Administrative Assistant Jennifer Harden and City Engineer Dave Schechinger.

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

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the November 5, 2012 City Council Meeting.
- b) Approve claims.

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

Date 11-19-12	City of West Branch	
	Claims Register Report	
Alliant Energy	Various Depts. - Utilities	6,458.23
Amazon	Library - Supplies	369.99
Baker & Taylor Inc.	Library - Books	1,466.08
Barron Motor Supply	Streets/Cemetery - Supplies	140.16
BDC Building Inspection	Admin - Building Inspections	235.20
Beeler, Patti	P&R - Refund For No School Day	35.00
Blue Cross Blue Shield	Insurance	993.35
Boelk, Amy	P&R - Refund For No School Day	105.00
Bound Tree Medical	Fire - Supplies	157.00
BP Amoco	Fire/Police/Sewer/Cem-Fuel	2,499.67
Bryant, Jim	Water - Utility Refund	59.47
Business Radio Sales	Fire - Supplies	74.00
Cedar County EMS	Fire - FY13 Dues	100.00
Cedar County Recorder	Legal - Recording Fees	109.00
Cedar Rapids Photo Copy	Library - Service	98.51
Chris Jones Trucking	Streets - Hauling Roadstone	313.70
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Complete Property Maint.	Streets - Oliphant Sidewalk	9,994.40
Cox Manufacturing Company	Sewer - Delivery Of Bio-Dome	800.00
Creative Software Services	Admin - Computer Consulting	305.18
Croell Redi-Mix Inc	Streets - Gazebo Project	266.00
Crown Awards	Park & Rec - Halloween Supplies	84.01
Culligan Water	Fire - Water Cond. Rental	36.90
Davis Farm Equipment	Sewer/Cemetery - Service	437.14
Deweys Jack & Jill	Lib/P&R/Sewer - Supplies	100.71
Duwa, Mitch	Water - Utility Refund	36.75
Edwards, Mackenzie	P&R - Refund For No School Day	70.00
Eftps	Federal Withholdings	4,465.61
Emergency Services Marketing	Fire - Emer Resp Syst Sub Fee	725.00
Farm & Home Publishers	Library - Book	40.30
Frantz, Tim	P&R - Refund For No School Day	35.00
Galls	Police - Supplies	121.60

George Lawson Consulting	Library - Site Sel Consulting	2,520.00
Goodale, Matthew	Streets-Reimb For Metal Nozzle	10.58
Great America Leasing Corp	Admin - Copier Contract	252.06
Hanna, John	Police-Reimb For Training Supp	17.13
Heiman Fire Equipment	Fire - Supplies	314.83
Horihan, Mike	Police - Reimb For Supplies	43.37
Huntzman Enterprises	Police - Pd Patches	308.00
Iowa City Press-Citizen	Library - Subscription	13.22
Iowa City Scheels	Police - Equipment	494.97
Iowa DNR	Sewer - Const Permit Fee	100.00
Iowa Law Enforcement Academy	Police - Testing	50.00
Iowa League Of Cities	Admin - Budget Workshop Fee	60.00
Iowa Network Services Inc	Admin - Website Hosting	26.99
Iowa One Call	Water/Sewer - Service	29.70
Ipers	Ipers	3,394.58
Johnson County Ambulance	Fire - Defib Pads	50.00
Johnson County Refuse Inc.	Recycling - October	3,619.50
Knoche, Rebecca	Library - Reimbursement	104.75
L. L. Pelling Co. Inc	Streets-Main St Proj. retainage	524.51
Lease Consultants Corp	Library - Copier Lease	59.00
Leweerenz, Kelly	Water - Utility Refund	15.25
Liberty Communications	Various Depts - Phone Service	1,129.48
Linn County R.E.C.	Streets - Utilities	102.00
Matt Parrott	Admin - Office supplies	330.41
Menards	Streets/water - Supplies	442.20
Midwest Janitorial Service	Lib/Admin/Th/Police - Cleaning	637.00
Municipal Supply Inc.	Water - Supplies	657.80
Nauman Sod Farms	Streets - Sod For Projects	1,420.00
Office Depot Credit Plan	Water - Office Supplies	75.98
Olson, Kevin D.	Legal Services For November	1,500.00
Overdrive Inc	Library - E-books	316.90
Parkside Service	Cemetery - Service	290.50
Payroll Expense 11-9-12	Payroll 11-9-12	22,724.79
Peden, Shanelle M.	Cable - Videotaping	150.00
Pitney Bowes	Library - Postage	500.00
Plunkett's Pest Control	Admin - Service	45.76
Port 'O' Jonny Inc.	Cemetery - Service	83.00
Qc Analytical Services Llc	Sewer - Testing	690.00
Quill Corp	Various Depts.- Office Supplies	777.31
River Products Company Inc	Streets - Roadstone	417.84
Russell, Melissa	P&R - Reimb for supplies	164.31
Schmidt, Jenny	P&R - Refund For No School Day	60.00
Sensus USA	Water - Sensus Support	1,732.50
Sexton, Julie	P&R - Refund For No School Day	35.00
Shanahan, Christine	P&R - Refund For No School Day	30.00
Shimmin, Nick	Library - Reimbursement	488.96
Sprint	Police - Service	179.97
St. Paul Stamp Works Inc.	Animal Control - Animal Tags	108.41
State Hygienic Lab	Water - Testing	40.00
Thein Motor Sales	Police - Service Charger	80.00
Toynes Ia. Fire Trk.Serv	Fire - Supplies & service	1,121.64
Treasurer State Of Iowa	State W/H Tax	892.00
Uniform Den Inc.	Police - Uniforms	406.67
UPS	Sewer - Shipping	180.21
US Cellular	Various Depts - Phone Service	554.30
USA Today	Library - Subscription	213.20
Veenstra & Kimm Inc.	Engineering	2,350.30
Walmart	Library - Supplies	396.46

Water Solutions	Water - Blended Phosphate	2,442.00
Wellmark BC/BS	Flex	513.33
West Branch Comm. Schools	Park&Rec - Youth Bball Hoops	1,078.00
West Branch Repairs	Fire - Radio Batteries & service	2,226.11
West Branch Times	Legal/Animal Cont-Publications	609.79
Wright Express FSC	Police - Fuel	987.37
Zephyr Copies & Design	Fire - Copies	64.25
	Grand Total	100,351.72
Fund Totals		
001 General Fund		53,787.71
022 Civic Center		391.97
031 Library		12,038.24
110 Road Use Tax		3,883.39
112 Trust And Agency		2,843.28
226 Go Debt Service		8,364.57
600 Water Fund		10,962.99
610 Sewer Fund		8,079.57
Grand Total		100,351.72

COMMUNICATIONS/OPEN FORUM

None.

PUBLIC HEARING/NON-CONSENT AGENDA

Shelise Parsley, Executive Director, Cedar County Economic Development Commission (CCEDCO) – CCEDCO Update. Ms Parsley discussed rebranding CCEDCO with a new logo and redesigning their website while maintaining a webpage for each City within Cedar County. Ms. Parsley acknowledged that West Branch was not currently a CCEDCO member and discussed an upcoming meeting with Mayor Kessler, Supervisor Ellerhoff, West Branch Main Street Director Mackenzie Krob and City Administrator Matt Muckler.

Approve Change Order Request 1 for the Oliphant Street Sidewalk Project for \$1,200 to replace curb and gutter at the northeast corner of Oliphant & Orange and the northeast corner of Oliphant & Northside.

Motion by Ellyson, second by Oaks to approve Change Order Request 1 for the Oliphant Street Sidewalk Project for \$1,200 to replace curb and gutter at the northeast corner of Oliphant & Orange and the northeast corner of Oliphant & Northside.

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

Approve Change Order Request 2 for the Oliphant Street Sidewalk Project for \$375 to remove an additional 42 inches of driveway at 411 N. Oliphant Street to avoid two joints located in close proximity.

Motion by Ellyson, second by Oaks to approve Change Order Request 2 for the Oliphant Street Sidewalk Project for \$375 to remove an additional 42 inches of driveway at 411 N. Oliphant Street to avoid two joints located in close proximity.

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

Approve Change Order Request 3 for the Oliphant Street Sidewalk Project for \$500 to place additional rock and raise the sidewalk at 417 N. Oliphant Street and 118 Northside Drive.

Motion by Ellyson, second by Oaks to approve Change Order Request 3 for the Oliphant Street Sidewalk Project for \$500 to place additional rock and raise the sidewalk at 417 N. Oliphant Street and 118 Northside Drive.

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

Approve Change Order Request 4 for the Oliphant Street Sidewalk Project for \$350 to remove a retaining wall from the public right-of-way near 203 West Orange Street.

Motion by Ellyson, second by Oaks to approve Change Order Request 4 for the Oliphant Street Sidewalk Project for \$350 to remove a retaining wall from the public right-of-way near 203 West Orange Street.

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

Approve Change Order Request 5 for the Oliphant Street Sidewalk Project for \$500 for additional grading at 118 Northside Drive in order to avoid the need for the installation of a retaining wall.

Motion by Ellyson, second by Oaks to approve Change Order Request 5 for the Oliphant Street Sidewalk Project for \$500 for additional grading at 118 Northside Drive in order to avoid the need for the installation of a retaining wall.

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

Approve Change Order Request 6 for the Oliphant Street Sidewalk Project for \$584.68 for a sewer cleanout cover, fill under sidewalk and installation of a tube under the sidewalk at 411 N. Oliphant Street.

Motion by Ellyson, second by Oaks to approve Change Order Request 6 for the Oliphant Street Sidewalk Project for \$584.68 for a sewer cleanout cover, fill under sidewalk and installation of a tube under the sidewalk at 411 N. Oliphant Street.

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

Second reading of Ordinance 701, amending Chapter 65 "Stop or Yield Required." Move to action. Worrell stated that he is in favor of designating a crossing on Main Street for kids to cross at, but felt that it was not a good idea to add stop signs simply to control speed. He asked for the speed trailer to be used in this area. Horihan responded that the speed trailer would be placed in this area after it is repaired. Oaks stated that there have not been any safety problems at that intersection for thirty years. Ellyson stated that a school zone should be established in this area.

Motion by Ellyson, second by Worrell to approve the Second Reading of Ordinance 701, amending Chapter 65 "Stop or Yield Required." AYES: Ellyson, Worrell and Miller. NAYES: Oaks. Absent: O'Neil. Motion carried.

Public Hearing on the intent to dispose of an interest in real property to Katharine Gaskill. Mayor Kessler opened the public hearing at 6:57 p.m. There were no public comments. Mayor Kessler closed the public hearing at 6:58 p.m.

Resolution 1047, directing the Mayor and City Clerk to execute a quit claim deed of a 0.03 acre tract to Katharine Gaskill. Move to action.

Motion by Worrell, second by Miller to approve Resolution 1047, directing the Mayor and City Clerk to execute a quit claim deed of a 0.03 acre tract to Katharine Gaskill. AYES: Worrell, Miller, Ellyson and Oaks. Absent: O'Neil. Motion carried.

City Engineer Dave Schechinger – Report on Terracon Geotechnical Engineering Report on the Lift Station and Update on Plans & Specifications. Schechinger reported that the soils at the lift

station site were found to be poor and would not support the fill that was proposed for the project. After exploring various options, Schechinger's recommendation is to keep the remaining footprint but lower the amount of fill in the project area.

Public Hearing on the plans, specifications, estimate of cost and form of contract; setting a date for letting and directing published notice of the same; all for the Lift Station Project, West Branch, Iowa. Mayor Kessler opened the public hearing at 7:14 p.m. There were no public comments. Mayor Kessler closed the public hearing at 7:15 p.m.

Resolution 1048, approving the plans, specifications, estimate of cost and form of contract; setting a date for letting and directing published notice of the same; all for the Lift Station Project, West Branch, Iowa./Move to action. Schechinger stated that plans would be sent out to potential contractors on November 20, 2012 and solicited until 2:00 p.m. on December 12, 2012. Oaks asked about the completion date and Schechinger responded that the project was scheduled to be complete by October 1, 2013. The award date would be December 17, 2012 and expected earliest start date was January 10, 2013. The estimated cost was \$895,250 with a low estimate of \$750,475.

Motion by Miller, second by Oaks to approve Resolution 1048, approving the plans, specifications, estimate of cost and form of contract; setting a date for letting and directing published notice of the same; all for the Lift Station Project, West Branch, Iowa. AYES: Miller, Oaks Worrell and Ellyson. Absent: O'Neil. Motion carried.

Resolution 1049, approving the submission of the City of West Branch 2011-2012 Annual Financial Report to the State Auditor's Office./Move to Action. Brandt reported that the AFR was reviewed and approved by our annual auditor.

Motion by Ellyson, second by Worrell to approve Resolution 1049, approving the submission of the City of West Branch 2011-2012 Annual Financial Report to the State Auditor's Office. AYES: Ellyson, Worrell, Miller and Oaks. Absent: O'Neil. Motion carried.

Resolution 1050, approving the submission of the City of West Branch FY 2012 Annual Urban Renewal Report. Muckler stated that this is the first year that this report is required due to recent legislation passed by the Iowa Legislature. It contains information on each TIF taxing district and outstanding TIF obligations. Attachments to the report included resolutions establishing urban renewal plans, urban renewal area maps and TIF ordinances.

Motion by Miller, second by Worrell to approve Resolution 1050, approving the submission of the City of West Branch FY 2012 Annual Urban Renewal Report. AYES: Miller, Worrell, Ellyson and Oaks. Absent: O'Neil. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Comp Plan Update. Muckler stated that the November 2012 Comp Plan Update would be discussed at the Planning and Zoning Commission Meeting on November 27, 2012 and that the document was available on the City Website on the Administration Projects page.

Public Works Director Matt Goodale – 1979 Elgin Pelican Street Sweeper Update. Goodale reported that the Street Sweeper was inoperable and recommended against a \$7,000-\$8,000 repair. He recommended that the Council consider the purchase of a used sweeper which could

be paid for in the current and upcoming fiscal year. Oaks suggested the potential to delay the purchase of the skid loader. Worrell suggested looking at a used skid loader and asked that Goodale bring back options for used sweepers.

Library Director Nick Shimmin – Annual Report. Shimmin discussed trends in terms of electronic items for both adults and children. While electronic circulation made up only 2.5% in 2012, the circulation of eBooks more than doubled. The number of program participants more than tripled from 2,101 in 2002 to 6,581 in 2012.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Kessler administered the Oath of Office to Police Officer Alex Koch.

ADJOURNMENT

Motion to adjourn meeting by Worrell, second by Ellyson. Motion carried on a voice vote. Absent: O’Neil. City Council meeting adjourned at 7:54 p.m.

Don Kessler, Mayor

ATTEST: _____
Matt Muckler, City Clerk

Date 12-3-12

City of West Branch
Claims Register Report

Blue Cross Blue Shield	Insurance	8,525.18
Complete Property Maintenance	Streets - Oliphant St Sidewalk	16,002.68
Eftps	Federal Withholdings	4,671.06
Ipers	Ipers	3,476.16
John Deere Financial	Sewer - Supplies	268.88
Mediacom	Admin - Service	40.90
Payroll Expense 11-23-12	Payroll 11-23-12	23,061.27
Pitney Bowes	Admin/Sewer/Water - Postage	500.00
Slach Construction	Streets - Oliphant St Sidewalk	576.63
Treasurer State Of Iowa	State Withholding Tax	922.00
Treasurer State Of Iowa	Iowa Sales Tax	2,086.62
Wellmark BC/BS	Flex	513.33
	Grand Total	60,644.71

Fund Totals

001 General Fund	35,518.48
031 Library	4,295.40
110 Road Use Tax	83.81
112 Trust And Agency	8,890.37
600 Water Fund	6,532.91
610 Sewer Fund	5,323.74
Grand Total	60,644.71

City of West Branch, Iowa

\$2,990,000 General Obligation Sewer Improvements and Refunding Bonds, Series 2013

PRELIMINARY - SUBJECT TO CHANGE

Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2013	-	-	-	-	-
06/01/2013	90,000.00	0.800%	9,431.67	99,431.67	99,431.67
12/01/2013	-	-	43,085.42	43,085.42	-
06/01/2014	175,000.00	0.900%	31,366.25	206,366.25	249,451.67
12/01/2014	-	-	30,578.75	30,578.75	-
06/01/2015	190,000.00	1.000%	30,578.75	220,578.75	251,157.50
12/01/2015	-	-	29,628.75	29,628.75	-
06/01/2016	190,000.00	1.100%	29,628.75	219,628.75	249,257.50
12/01/2016	-	-	28,583.75	28,583.75	-
06/01/2017	195,000.00	1.300%	28,583.75	223,583.75	252,167.50
12/01/2017	-	-	27,316.25	27,316.25	-
06/01/2018	195,000.00	1.500%	27,316.25	222,316.25	249,632.50
12/01/2018	-	-	25,853.75	25,853.75	-
06/01/2019	175,000.00	1.800%	25,853.75	200,853.75	226,707.50
12/01/2019	-	-	24,278.75	24,278.75	-
06/01/2020	180,000.00	2.000%	24,278.75	204,278.75	228,557.50
12/01/2020	-	-	22,478.75	22,478.75	-
06/01/2021	185,000.00	2.200%	22,478.75	207,478.75	229,957.50
12/01/2021	-	-	20,443.75	20,443.75	-
06/01/2022	185,000.00	2.450%	20,443.75	205,443.75	225,887.50
12/01/2022	-	-	18,177.50	18,177.50	-
06/01/2023	190,000.00	2.600%	18,177.50	208,177.50	226,355.00
12/01/2023	-	-	15,707.50	15,707.50	-
06/01/2024	195,000.00	2.700%	15,707.50	210,707.50	226,415.00
12/01/2024	-	-	13,075.00	13,075.00	-
06/01/2025	185,000.00	2.800%	13,075.00	198,075.00	211,150.00
12/01/2025	-	-	10,485.00	10,485.00	-
06/01/2026	70,000.00	2.900%	10,485.00	80,485.00	90,970.00
12/01/2026	-	-	9,470.00	9,470.00	-
06/01/2027	75,000.00	3.000%	9,470.00	84,470.00	93,940.00
12/01/2027	-	-	8,345.00	8,345.00	-
06/01/2028	75,000.00	3.100%	8,345.00	83,345.00	91,690.00
12/01/2028	-	-	7,182.50	7,182.50	-
06/01/2029	80,000.00	3.150%	7,182.50	87,182.50	94,365.00
12/01/2029	-	-	5,922.50	5,922.50	-
06/01/2030	85,000.00	3.200%	5,922.50	90,922.50	96,845.00
12/01/2030	-	-	4,562.50	4,562.50	-
06/01/2031	90,000.00	3.250%	4,562.50	94,562.50	99,125.00
12/01/2031	-	-	3,100.00	3,100.00	-
06/01/2032	90,000.00	3.300%	3,100.00	93,100.00	96,200.00
12/01/2032	-	-	1,615.00	1,615.00	-
06/01/2033	95,000.00	3.400%	1,615.00	96,615.00	98,230.00
Total	\$2,990,000.00	-	\$697,493.34	\$3,687,493.34	-

PRELIMINARY-SUBJECT TO CHANGE

City of West Branch, Iowa

\$2,990,000 General Obligation Sewer Improvements and Refunding Bonds, Series 201

****PRELIMINARY - SUBJECT TO CHANGE****

Debt Service Schedule

Part 2 of 2

Yield Statistics

Bond Year Dollars	\$26,636.67
Average Life	8.909 Years
Average Coupon	2.6185459%
Net Interest Cost (NIC)	2.7083469%
True Interest Cost (TIC)	2.6818464%
Bond Yield for Arbitrage Purposes	2.5777168%
All Inclusive Cost (AIC)	2.8293849%

IRS Form 8038

Net Interest Cost	2.6185459%
Weighted Average Maturity	8.909 Years

SPEER FINANCIAL, INC.

City of West Branch, Iowa

\$1,400,000 General Obligation Sewer Improvements and Refunding Bonds, Series 201

(New Money)

****PRELIMINARY - SUBJECT TO CHANGE****

Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2013	-	-	-	-	-
12/01/2013	-	-	29,297.92	29,297.92	-
06/01/2014	45,000.00	0.900%	17,578.75	62,578.75	91,876.67
12/01/2014	-	-	17,376.25	17,376.25	-
06/01/2015	60,000.00	1.000%	17,376.25	77,376.25	94,752.50
12/01/2015	-	-	17,076.25	17,076.25	-
06/01/2016	60,000.00	1.100%	17,076.25	77,076.25	94,152.50
12/01/2016	-	-	16,746.25	16,746.25	-
06/01/2017	60,000.00	1.300%	16,746.25	76,746.25	93,492.50
12/01/2017	-	-	16,356.25	16,356.25	-
06/01/2018	60,000.00	1.500%	16,356.25	76,356.25	92,712.50
12/01/2018	-	-	15,906.25	15,906.25	-
06/01/2019	60,000.00	1.800%	15,906.25	75,906.25	91,812.50
12/01/2019	-	-	15,366.25	15,366.25	-
06/01/2020	60,000.00	2.000%	15,366.25	75,366.25	90,732.50
12/01/2020	-	-	14,766.25	14,766.25	-
06/01/2021	65,000.00	2.200%	14,766.25	79,766.25	94,532.50
12/01/2021	-	-	14,051.25	14,051.25	-
06/01/2022	65,000.00	2.450%	14,051.25	79,051.25	93,102.50
12/01/2022	-	-	13,255.00	13,255.00	-
06/01/2023	65,000.00	2.600%	13,255.00	78,255.00	91,510.00
12/01/2023	-	-	12,410.00	12,410.00	-
06/01/2024	70,000.00	2.700%	12,410.00	82,410.00	94,820.00
12/01/2024	-	-	11,465.00	11,465.00	-
06/01/2025	70,000.00	2.800%	11,465.00	81,465.00	92,930.00
12/01/2025	-	-	10,485.00	10,485.00	-
06/01/2026	70,000.00	2.900%	10,485.00	80,485.00	90,970.00
12/01/2026	-	-	9,470.00	9,470.00	-
06/01/2027	75,000.00	3.000%	9,470.00	84,470.00	93,940.00
12/01/2027	-	-	8,345.00	8,345.00	-
06/01/2028	75,000.00	3.100%	8,345.00	83,345.00	91,690.00
12/01/2028	-	-	7,182.50	7,182.50	-
06/01/2029	80,000.00	3.150%	7,182.50	87,182.50	94,365.00
12/01/2029	-	-	5,922.50	5,922.50	-
06/01/2030	85,000.00	3.200%	5,922.50	90,922.50	96,845.00
12/01/2030	-	-	4,562.50	4,562.50	-
06/01/2031	90,000.00	3.250%	4,562.50	94,562.50	99,125.00
12/01/2031	-	-	3,100.00	3,100.00	-
06/01/2032	90,000.00	3.300%	3,100.00	93,100.00	96,200.00
12/01/2032	-	-	1,615.00	1,615.00	-
06/01/2033	95,000.00	3.400%	1,615.00	96,615.00	98,230.00
Total	\$1,400,000.00	-	\$477,791.67	\$1,877,791.67	-

PRELIMINARY-SUBJECT TO CHANGE

City of West Branch, Iowa

\$1,400,000 General Obligation Sewer Improvements and Refunding Bonds, Series 201

(New Money)

PRELIMINARY - SUBJECT TO CHANGE

Debt Service Schedule

Part 2 of 2

Yield Statistics

Bond Year Dollars	\$16,536.67
Average Life	11.812 Years
Average Coupon	2.8892865%
Net Interest Cost (NIC)	2.9570147%
True Interest Cost (TIC)	2.9358008%
Bond Yield for Arbitrage Purposes	2.5777168%
All Inclusive Cost (AIC)	3.0526222%

IRS Form 8038

Net Interest Cost	2.8892865%
Weighted Average Maturity	11.812 Years

ORDINANCE NO. 701

AN ORDINANCE AMENDING 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 3rd day of December, 2012.

First Reading: November 5, 2012
Second Reading: November 19, 2012
Third Reading: December 3, 2012

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION 1051

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

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, October 4, 2010, December 6, 2010, February 21, 2011, April 4, 2011 and February 21, 2012; and

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

EMPLOYMENT–Overtime – April 2011 Handbook page 9

OVERTIME

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

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

EMPLOYMENT–Overtime – Change to the following:

OVERTIME

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

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

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

Passed and approved this 3rd day of December, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

FY 2014 Proposed Budget Calendar

League of Cities Recommendations:

Typical Budget Timeline

City department heads give budget and proposals to city finance officer	January 7
Budget work session(s) with finance officer and city council	January 21
Budget work session(s) with finance officer and city council	February 4
Council receives and adopts final proposed budget and orders notice of hearing	February 18
Notice of hearing on adoption of final budget published	February 21

NOTICE REQUIREMENT: Notice of the budget hearing must be given not more than 20* days nor less than 10* days before the date of the hearing.

DETAILED BUDGET: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.

Budget hearing	March 4
Adoption of final budget	March 4
Certified budget to county auditor	March 15*
Persons affected by the budget have 10 days after the date of certification to file a written protest	March 25*
IDOM certifies taxes back to county auditor	June 15*
Budget takes effect	July 1*

* Dates noted by an asterisk are statutory deadlines or requirements.

Staff Recommendations:

Recommendation #1

Adopt the League of Iowa Cities Proposed Budget Calendar (above).

Recommendation #2

Add two (and possibly up to four) budget work sessions to those recommended by the Iowa League of Cities:

- 1) Monday December 17, 2012, Immediately Following Regular Council Meeting
- 2) Monday January 7, 2013, Immediately Following Regular Council Meeting
- 3) Tuesday January 15, 2013 at 6:30 p.m. (if necessary)
- 4) Tuesday January 29, 2013 at 6:30 p.m. (if necessary)

Recommendation #3

Hold budget work sessions on December 17th, January 7th, January 21st and February 4th immediately after the regular Council Meeting.

City of West Branch, Iowa FY14 Proposed Budget Timeline

Budget work session(s) with finance officer and city council	December 17
<ol style="list-style-type: none"> 1) Review of City Council Goals 2) West Branch Property Tax Distribution 3) My Tax Dollars at Work 4) Overview on Various Funds that Make Up the City's Budget 5) Discussion of Emergency Levy 6) Direction from Mayor and Council to Staff on Development of the Annual Budget 7) Council Member Input - Questions and Comments for Staff 	
City department heads give budget and proposals to city finance officer	December 28
Budget work session(s) with finance officer and city council	January 7
<ol style="list-style-type: none"> 1) Department Director Budget Presentations 2) Council Member Input - Questions and Comments for Staff 	
Budget work session(s) with finance officer and city council (if necessary)	January 15
Budget work session(s) with finance officer and city council	January 21
<ol style="list-style-type: none"> 1) Council approves an initial general fund revenue estimate 2) Council approves a salary plan 3) Council sets general fund departmental non-salary expenditures. 4) Council Member Input - Questions and Comments for Staff 	
Budget work session(s) with finance officer and city council (if necessary)	January 29
Budget work session(s) with finance officer and city council	February 4
<ol style="list-style-type: none"> 1) Council approves initial revenue estimates for all other funds 2) Council approves departmental non-salary expenditures for all other funds 3) Council Member Input - Questions and Comments for Staff 	
Council receives and adopts final proposed budget and orders notice of hearing	February 18
Notice of hearing on adoption of final budget published	February 21

NOTICE REQUIREMENT: Notice of the budget hearing must be given not more than 20* days nor less than 10* days before the date of the hearing.

DETAILED BUDGET: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.

Budget hearing	March 4
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IDOM certifies taxes back to county auditor	June 15*
Budget takes effect	July 1*

* Dates noted by an asterisk are statutory deadlines or requirements.



Iowa Department of Transportation

District 6 Office
5455 Kirkwood Blvd SW
Cedar Rapids, IA 52404

PHONE: 319-364-0235
FAX: 319-364-9614

November 14, 2012

County Cedar
Project No. IMN-080-7(93)254--0E-16
Notification Letter No. 2013-M-098

The Honorable Don Kessler
Mayor of West Branch
P.O. Box 218
West Branch, IA 52358-0218

RE: Portland Cement Concrete (PCC) Patching
on I-80

Dear Mayor Kessler:

This is official notification to your City Council that the Iowa Department of Transportation (DOT) proposes to let a PCC patching project on I-80 from the Johnson County line east to the Scott County line on February 19, 2013. A part of said project lies within the city.

The work will be done in accord with the current Form 810034 "Agreement for Primary Road Extension Maintenance and Operation". Project costs will be paid from the Primary Road Fund and no charges will be made against the City.

The project is proposed for construction during 2013.

Resident Construction Engineer, Mark Brandl, P.E., of Davenport, Iowa, telephone number 563-391-2750, will advise you of the contractor's proposed schedule when the information is available.

We would appreciate this project notification being included on your next City Council meeting agenda as a matter of information for the Council members.

If you have any questions concerning the work involved, please contact this office as soon as possible in order to expedite any possible changes.

Sincerely,

A handwritten signature in black ink that reads "James R. Schnoebelen".

James R. Schnoebelen, P. E.
District 6 Engineer

cc: Mark Brandl, P.E., Resident Construction Engineer, Iowa DOT/Davenport
Deanne Popp-Iowa Dot/Local Systems/Ames
Kenneth Yanna, P. E., Assistant District Engineer-Iowa DOT/Cedar Rapids
Heather Gugler, Engineering Tech. Sr., Iowa Dot/Cedar Rapids



DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT

November 28th, 2012

Matt Muckler
City Administrator
City of West Branch

Matt,

Per your request I have listed below basic pricing guidelines on used sweepers as well as a lease/purchase quote for a new sweeper. Sticking with something similar to what you currently have, an Elgin Pelican- Mechanical Sweeper, you can be assured that it will be reliable and West Branch will get a get long service life out of the machine just like your current sweeper.

As far as reporting numbers of used/new Elgin Pelicans to your council the guidelines are as follows:

- 5-10 Year Old Elgin Pelicans \$50-110K (Municipal One Owner Low Hours/Low Miles Machines)
- <5 Year Old Elgin Pelicans \$100K+ (Hard to Find)
- New Elgin Pelican \$165-\$175K

Municipal Lease/Purchase financing is available for machines less than 10 years old. Per your request I have included below a lease/purchase quote with an example purchase amount.

Budget Price 2013 Elgin Pelican: \$170,000.00

Delivery: March/April 2013 (12 Weeks from Receipt of Order)

Payment Due July 2013 and annually thereafter in July

Terms: 5 or 6 Years (6 Year Term Availability dependent upon City's Financial Strength)

Amount	Rate	Payment	Payment Factor	Pmts / Year	Term
\$170,000.00	2.85%	\$36,196.13	0.21291840	1	60 Months
\$170,000.00	2.99%	\$30,690.63	0.18053312	1	72 Months

Benefits of Municipal Lease

- Allows municipality flexibility to afford the equipment that they need
- Renewable Debt Obligation, only that year's payment shows as debt not the balance of the lease
- No large buyout at end of term, simply make the last payment and you own the equipment
- Flexible terms, payment schedules available
- Competitive interest rates

If you should have any questions about this please feel free to contact me.

Thank you.

Mike Osler
Trans Iowa Equipment
515-864-8171

www.transiowaeg.com

4607 SE Rio Ct, Ankeny, IA 50021 . Bus: 515.289.9994 Toll Free: 800.933.1190 Fax: 515.289.9995

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