

City of West Branch

~ A Heritage for Success ~

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

CITY COUNCIL MEETING AGENDA **Monday, January 7, 2013 • 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 December 17, 2012 City Council Meeting.
 - b. Approve minutes from the December 17, 2012 City Council Work Session.
 - c. Approve claims.
 - d. Approve moving the Monday January 21, 2013 City Council Meeting to Tuesday, January 22, 2013, due to the Martin Luther King Jr. Holiday.
 - e. Approve Class C beer license including Class B native wine and Sunday Sales privileges for Shivji LLC DBA BP Amoco.
 - f. Approve Class E liquor license, including carryout beer; carryout wine, and Sunday sales privileges for Fisher's Market Nauvoo, IL DBA Dewey's Jack & Jill.
5. Communications/Open Forum
6. Public Hearing/Non-Consent Agenda
 - a. Second Reading of Ordinance 705, amending Chapter 65 "Stop or Yield Required." /Move to action.
 - b. City Administrator Matt Muckler – Used Elgin Pelican Street Sweeper Report.
 - c. Resolution 1058, approving the purchase of an Elgin Pelican Street Sweeper in the amount of \$165,203./Move to action.
 - d. Public Hearing on Loan Agreement in a Principal Amount Not to Exceed \$1,600,000.
 - e. Resolution 1061, expressing the intent of the City Council of West Branch, Iowa to enter into a loan agreement./Move to action.
 - f. Resolution 1062, releasing Rummells Farms, Inc. from that certain Owner's Agreement Rummells Commercial Subdivision, Part One, West Branch, Iowa./Move to action.
 - g. Resolution 1063, naming Dylan Court and Dylan Drive as Ridge View Drive./Move to action.
 - h. Resolution 1064, accepting the West Branch Flood Control Dam Project as substantially completed./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, January 7, 2013 • 6:30 p.m. (continued) City Council Chambers, 110 North Poplar Street *Action may be taken on any agenda item.*

- i. Resolution 1065, adopting a policy authorizing the city clerk or deputy city clerk to pay certain bills prior to the City Council's approval./Move to action.
- j. Set a public hearing for Tuesday January 22, 2013 at the 6:30 p.m. City Council Meeting on amending the current budget for the fiscal year ending June 30, 2013./Move to action.
- k. Councilperson Jordan Ellyson - Appointments/Reappointments/Move to action.
 - i. Wayne Frauenholtz – Zoning Board of Adjustment, December 31, 2013
 - ii. Wilburn Bass – Zoning Board of Adjustment, December 31, 2014
 - iii. Craig Cochran – Zoning Board of Adjustment, December 31, 2017
 - iv. Lauren O'Neil – Planning and Zoning Commission, December 31, 2013
 - v. Al Rozinek – Planning and Zoning Commission, December 31, 2014
 - vi. Gary Slach – Planning and Zoning Commission, December 31, 2014
 - vii. Mary Beth Stevenson – Planning and Zoning Commission, December 31, 2016
 - viii. Roger Laughlin – Planning and Zoning Commission, December 31, 2016
 - ix. Dawn Brandt - City Treasurer/Finance Officer
- l. Mayor Pro Tem Jim Oaks - Appointments/Reappointments/Move to action.
 - i. Official City Newspaper - West Branch Times
 - ii. Alan Beyer - Animal Control Commission, December 31, 2014
 - iii. Amy Lynch - Animal Control Commission, December 31, 2014
 - iv. Leesa Johnson - Animal Control Commission, December 31, 2013
 - v. Lou Picek – Historic Preservation Commission, December 31, 2014
 - vi. Alan Bohanan – Historic Preservation Commission, December 31, 2014
 - vii. John Fuller – Historic Preservation Commission, December 31, 2014
 - viii. Beth Noe – Park & Recreation Commission, December 31, 2013
 - ix. Tim Shields – Park & Recreation Commission, December 31, 2014
 - x. Becky Hosier – Park & Recreation Commission, December 31, 2015
 - xi. Lisa Corr – Park & Recreation Commission, December 31, 2015
7. City Staff Reports
8. Comments from Mayor and Council Members
 - a. Mayor Pro Tem Jim Oaks – Proposal for New Budget Work Session Schedule
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

**December 17, 2012
6:30 p.m.**

Mayor Don Kessler opened the West Branch City Council meeting at 6:31 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Administrator Dick Stoolman, Park & Rec Director Melissa Russell, Library Director Nick Shimmin and City Engineer Dave Schechinger.

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

APPROVE AGENDA/CONSENT AGENDA

- a) Approve minutes from the December 3, 2012 City Council Meeting.
- b) Approve claims.

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

Date 12-17-12	City of West Branch	
	Claims Register Report	
Agvantage Fs Inc	Streets - Tank Rental Fee	25.00
Alliant Energy	Various Depts. - Utilities	6,290.78
Amazon	Library - Supplies	393.55
American Water Works Assoc	Water - Membership Renewal	84.00
Baker & Taylor Inc.	Library - Books	1,109.54
Barnhart's Custom Services	Sewer - Service At Lagoons	297.50
Barron Motor Supply	Police/Streets - Supplies	686.91
BDC Building Inspection	Admin - Building Inspections	237.30
BC/BS	Insurance	993.35
BP Amoco	Cemetery/Police - Fuel	1,421.93
Broken Arrow	Police-Koch Ilea Trng Uniform	239.22
Cedar County Cooperative	Fire/Sewer - Diesel Fuel	2,980.72
Cedar County Recorder	Legal - Easement Record Fees	17.00
Cedar County Solid Waste	Streets - Debris Disposal	98.00
Cedar Rapids Photo Copy	Library - Service	84.07
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Creative Software Services	Library/Admin -Computer Service	226.95
Croell Redi-Mix Inc	Streets - Scott Dr Project	124.50
Culligan Water	Fire - Water Cond. Rental	32.95
Davis Farm Equipment	Cemetery - Air Filters	131.72
Deweys Jack & Jill	Sewer/Lib/P&R - Supplies	60.43
Digital River Education	Library - Supplies	15.03
Ed.M.Feld Equipment	Fire - Supplies	207.90
EFTPS	Federal Withholdings	4,796.45
Financial Adjustment Bureau	Library - Service	1.50
French Reneker Associates	Eng - WB Flood Dam Design	5,347.70
Gillund Enterprises	Streets - Supplies	184.84
Greatamerica Leasing Corp	Admin - Copier Contract	252.06
Hawkins Water Treatment	Water - Azone-15	1,425.50
Iowa Assn. Mun. Util.	Water - Eiasso Dues	538.62
Iowa Finance Authority	Dbt Srv-Srf Go/Rv Bond Interest	30,120.00
Iowa Library Association	Library - Membership Ren Fees	130.00
Iowa Network Services Inc	Admin - Website Hosting	26.99

Iowa One Call	Water/Sewer - Service	19.80
Iowa Rural Water Assoc.	Water - Comm Dues	250.00
Ipers	Ipers	3,474.36
Johnson County Refuse Inc.	Recycling - November 2012	3,652.75
Lange, Dan	Police - Decal For 2013 Explorer	395.00
Law Enforcement Systems	Police - Supplies	434.74
Lease Consultants Corp	Library - Copier Lease	59.00
Liberty Communications	Various Depts. - Phone Service	1,113.71
Linn County R.E.C.	Streets - Utilities	102.00
Lowes	Streets - Supplies	38.37
Main Street West Branch	Comm Dev-Health Living Fest	100.00
Menards	Streets/Water - Supplies	29.86
Midwest Janitorial Service	Lib/Th/Admin/Police-Cleaning	637.00
Municipal Supply Inc.	Water - Supplies	196.00
Oasis Electric	Library - Repairs To Lighting	441.47
Office Depot Credit Plan	P&R/Police/Admin-Office Supplies	298.99
Olson, Kevin D.	Legal Services - December	1,500.00
Oriental Trading Co. Inc.	Park & Rec - Supplies	171.49
Overdrive Inc	Library - Ebooks	49.98
Parkside Service	Cemetery - Tire Repair	31.78
Payroll Expense 12-7-12	Payroll 12-7-12	23,328.14
Peden, Shanelle M.	Cable - Videotaping	150.00
Pitney Bowes	Library/Admin - Postage	1,000.00
Plato Electric	Police/Streets -Service	1,262.70
Port 'O' Jonny Inc.	Cemetery - Service	83.00
Postmaster	Library - Po Box Renewal	60.00
Qc Analytical Services	Sewer - Testing	1,180.00
Quad City Safety Inc	Fire - Supplies	315.22
Quality Engraved Signs	Admin - Nameplate	25.12
Quill Corp	Library - Office Supplies	178.97
Racom Corporation	Police - 2013 Exp Equipment	9,987.73
Secretary Of State	Admin - Notary Fee	30.00
Sprint	Police - Service	179.97
State Hygienic Lab	Water - Testing	40.00
Terracon Consultants Inc	Sewer - Lift Station Project	4,927.75
Thein Motor Sales	Police - Tire Repair	15.00
Trans-Iowa Equipment Inc	Water/Sewer/St-Oshkosh Srv	3,304.92
Treasurer State Of Iowa	Iowa Sales Tax Pmt November	2,226.87
Treasurer State Of Iowa	State Withholding Tax	909.00
Treat America	Police - Koch ILEECF Meal Fee	1,173.48
UPS	Sewer - Shipping	153.73
US Cellular	Various Depts. - Phone Service	654.29
USA Blue Book	Water/Sewer - Supplies	407.69
Veenstra & Kimm Inc.	Engineering - Various Projects	4,027.62
Walmart	Library - Supplies	548.23
Wellmark BC/BS	Flex	513.33
West Branch Animal Clinic	Animal Control - Stray Cats	280.00
West Branch Ford	Police - 2013 Exp Oil Change	38.94
West Branch Repairs	Police - Oil Charger	5.50
Wex Bank	Police - Fuel	420.37
Woody's Heating & Air Cond	Town Hall - Service Furnace	130.00
	Grand Total	137,500.45

Fund Totals	
001 General Fund	56,870.13
022 Civic Center	591.42
031 Library	8,749.43
110 Road Use Tax	4,239.72
112 Trust And Agency	2,874.93

226 Go Debt Service	27,759.57
600 Water Fund	11,731.67
603 Water Sinking Fund	10,725.00
610 Sewer Fund	13,958.58
Grand Total	137,500.45

COMMUNICATIONS/OPEN FORUM

Muckler reminded the Council about the Cedar and Johnson County Soil and Water Conservation Districts Field Day at the Curtis Friis farm featuring the slow release retention structure. Muckler also stated that animal registrations were due by January 31, 2013. Pastor Chad Whaley with Bethany Lutheran Church provided two communications to Muckler, one commending Chief Horihan for work on behalf of residents and one to open a dialogue with Council Members on affordable housing. Both of those documents were distributed to Council.

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

Resolution 1052, approving a West Branch Boy Scout Troop 156 Eagle Scout Project in Wapsi Creek Park./Move to action.

Motion by Miller to approve Resolution 1052, second by Ellyson. Brad Heilmann presented his proposed project to construct a sign and landscaping in Wapsi Creek Park. AYES: Miller, Ellyson, Oaks, Worrell. Absent: O'Neil. Motion carried.

Resolution 1053, approving an agreement with Altorfer Inc./Move to action.

Motion by Miller to approve Resolution 1053, second by Worrell. Oaks asked about the reference to street improvements in the agreement. Schechinger and Olson reported that Altorfer would only be responsible for sidewalk installation per the agreement and would not be required to provide any street improvements as a result of this agreement. Pat Puntoni, Vice President of Altorfer's Agricultural Division provided the Council with an overview of Altorfer, Inc. and their plans for a dealership in West Branch. AYES: Miller, Worrell, Ellyson, Oaks. Absent: O'Neil. Motion carried.

Resolution 1054, approving Altorfer Inc. Site Plan./Move to action.

Motion by Worrell to approve Resolution 1054, second by Ellyson. AYES: Worrell, Ellyson, Oaks, Miller. Absent: O'Neil. Motion carried.

Resolution 1055, amending the conditional zoning agreement between Michael L. and Sherri P. Furman and the City of West Branch, IA for Lot #1 Pedersen Valley, Part One./Move to action.

Motion by Worrell to approve Resolution 1055, second by Ellyson. Worrell thanked Mike Furman for submitting this revised site plan, which provides for a three-story mixed use development. Worrell stated that he felt the revisions would be positive for the community. AYES: Worrell, Ellyson, Miller, Oaks. Absent: O'Neil. Motion carried.

Resolution 1056, approving Lot #1 Pedersen Valley, Part One Site Plan./Move to action.

Motion by Worrell to approve Resolution 1056, second by Ellyson. AYES: Worrell, Ellyson, Oaks, Miller. Absent: O'Neil. Motion carried.

Resolution 1057, accepting a bid for Lift Station Project./Move to action.

Motion by Miller to approve Resolution 1057, second by Ellyson. Oaks asked why the bids came in higher than the engineer's estimate. Schechinger reported that the low bid came in 13% higher than the engineer's estimate due to poor soil conditions identified by the soil borings report. Schechinger believes that contractors' bids came in higher due to the need for de-watering and other impacts of poor soil on

construction activities. There were also some improvements at the wastewater lagoons that were determined as necessary during preliminary engineering and design work. Kessler and Miller asked about changes orders. Schechinger reported that dewatering tasks have been disclosed to contractors and would not be a valid change order item, but other items could come up during construction that would be dealt with on a case-by-case basis. AYES: Miller, Ellyson, Worrell, Oaks. Absent: O'Neil. Motion carried.

Resolution 1058, approving the purchase of an Elgin Pelican Street Sweeper in the amount of \$168,000./Move to action.

Motion by Miller to approve Resolution 1058, second by Worrell. Oaks asked about the bidding process on the street sweeper. Muckler reported that the sweeper proposal was bid out through the Minnesota Department of Transportation State Bid and that the Iowa Department of Transportation and several cities in Iowa have bought Elgin Pelican street sweepers through the Minnesota DOT State Bid. Oaks asked about who would service the machine. Goodale stated that Trans Iowa would service the machine. Miller suggested that the Council consider a used sweeper as the sweeper has one purpose and is used infrequently. Worrell suggested that the staff investigate rent-to-own options on skid loaders, if that might free up some funds for a street sweeper purchase. Miller suggested that we speak to Altorfer on a potential skid loader purchase and/or rent-to-own agreement. Substitute motion by Worrell to postpone consideration of Resolution 1058 to the January 7, 2013 City Council Meeting, second by Ellyson. AYES: Worrell, Ellyson, Miller, Oaks. Absent: O'Neil. Motion carried.

Resolution 1059, to fix a date for a public hearing on a General Obligation Corporate Purpose and Refunding Loan Agreement in a principal amount not to exceed \$1,600,000./Move to action.

Motion by Worrell to approve Resolution 1059, second by Miller. AYES: Worrell, Miller, Oaks, Ellyson. Absent: O'Neil. Motion carried.

Resolution 1060, approving a donation agreement between the City of West Branch, IA and the Hillshire Brands Company./Move to action.

Amy Lynch, Animal Control Commission Member, stated that the donation would include the building on the property. The land is almost two acres that would be used for a new dog park. The Fire Department has volunteered to burn the building and Lynch's Excavating has volunteered to bury it. Oaks asked about the total projected cost of the project. Lynch stated that fundraising is planned to pay for the fencing which could cost up to \$9,000. Lynch stated that she spoke to the Cedar County Conservation Board and they would like to partner with the City on parking and a restroom facility for the project. Local Girl Scouts are partners on the project as well. Lynch stated that the tentative project completion date would be no later than September 2013. Mayor asked about the City's contribution. Lynch stated that the City would be asked to mow the grass at the new dog park and may be asked to share the cost of the restroom facility. Motion by Worrell to approve Resolution 1060, second by Ellyson. AYES: Worrell, Ellyson, Oaks, Miller. Absent: O'Neil. Motion carried.

Mayoral Appointment – Greg C. Hall, Part-Time Police Officer./Move to action.

Motion by Worrell to approve Greg C. Hall as a part-time police officer, second by Miller. Horihan stated that Greg Hall is a good officer, shares the Police Department's philosophy of community policing and would be a good addition to the department. Hall is ILEA certified and the Tipton Police Chief recommends Hall's hire. Horihan stated that Hall would be available for weekend shifts. AYES: Worrell, Miller, Ellyson, Oaks. Absent: O'Neil. Motion carried.

First Reading of Ordinance 705, amending Chapter 65 “Stop or Yield Required.”/Move to action.

Motion by Miller to approve the first reading of Ordinance 705, second by Worrell. Worrell asked what Ordinance 705 would accomplish. Muckler stated that it would remove the language in the Code that allows for folding stop signs on Main Street at Oliphant. AYES: Miller, Oaks, Ellyson. NAYES: Worrell. Absent: O’Neil. Motion carried.

Accept Richard Slach’s resignation from the Animal Control Commission./Move to action.

Motion by Worrell to approve Richard Slach’s resignation, second by Ellyson. AYES: Worrell, Ellyson, Miller, Oaks. Absent: O’Neil. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Accepting Sealed Bids on 2000 Ford Crown Victoria.

Muckler stated that staff was recommending that the City accept sealed bids on the 2000 Ford Crown Victoria. Oaks asked if the vehicle might be useful for any purpose. Horihan stated that he would keep the car in service if the Council directed him to do so, but that his recommendation was to accept sealed bids on the vehicle. After further discussion, Council members provided support to accept bids for the vehicle.

Public Works Director Matt Goodale – Alliant Energy Parkside Project.

Goodale stated that Alliant has asked to use the gravel parking lot on the west side of 2nd Street across from Wapsi Creek Park to store new street light poles during the project which will replace street lights poles on Parkside from I-80 to Main Street.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

None.

ADJOURNMENT

Motion to adjourn meeting by Worrell, second by Ellyson. Motion approved on a voice vote. City Council meeting adjourned at 8:20 p.m.

Don Kessler, Mayor

ATTEST:

Matt Muckler, City Clerk

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

**West Branch, Iowa
Council Chambers**

**City Council Work Session
Immediately Following the December 17, 2012 Regular City Council Meeting**

December 17, 2012

Mayor Don Kessler opened the Work session at 8:27 p.m. by welcoming the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Administrator Dick Stoolman, Park & Rec Director Melissa Russell, Library Director Nick Shimmin and City Engineer Dave Schechinger.

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

City Council Budget Work Session #1

Muckler reviewed the 2012 City Council Goals. Miller stated that the Hames Family have had grant opportunities for construction of a bridge, but would be interested in the City of West Branch partnering on the project to provide engineering on the project. Worrell stated that the bridge would also be worthy of funding in light of the new dog park. Oaks suggested that the Council consider signage and/or traffic markings on North Downey where it intersects with the Hoover Trail to provide for the safety of pedestrians and cyclists that use this crossing. Muckler stated that point repairs on the sewer system would be completed prior to June 1, 2013. Oaks suggested that staff research the cost of a camera system for sewers. Muckler discussed fund types and FY12 Expenditures by function. Ellyson and Worrell expressed interest in future discussions with the School Board on options for crossing guards. Ellyson requested more information on a crossing on Main Street at Scott and/or Pedersen. Oaks exited at 8:55 p.m. Discussions of FY12 revenue and property tax distribution were postponed until January 7, 2013. Discussion took place on the emergency levy, the updated FY14 proposed budget timeline and the new budget forms. About 36% of Cedar County West Branch residents' property taxes go to the City. The School District receives 42% and other taxing districts receive the balance. 357 of the 659 cities at the \$8.10 limit use the emergency levy and those funds can be used for any purpose. Worrell and Ellyson stated that the new budget forms which are available due to the financial software upgrade are user friendly and an improvement over the forms provided by the old system.

ADJOURNMENT

Motion by Worrell to adjourn. Second by Miller. Motion passed by voice vote. City Council Work Session adjourned at 8:58 p.m.

Don Kessler, Mayor

ATTEST: _____
Matt Muckler, City Clerk

Date 1-7-13

City of West Branch
Claims Register Report

BC/BS	Insurance	9,033.70
EFTPS	Federal W/H	4,592.36
IPERS	IPERS	3,404.66
Payroll Expense 12-21-12	Payroll 12-21-12	22,660.26
Treasurer State of Iowa	State W/H tax	879.00
Wellmark BC/BS	Flex	513.33
	Grand Total	41,083.31

Fund Totals

001 General Fund	18,003.16
031 Library	4,295.40
110 Road Use Tax	142.70
112 Trust and Agency	9,305.89
600 Water fund	4,668.08
610 Sewer fund	4,668.08
Grand Total	41,083.31

ORDINANCE NO. 705

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 provide consistent signage 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 deleting Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.03, Moveable Stops in its entirety and replacing the section with the following:

65.03 MOVEABLE STOPS. Moveable stop signs shall be provided for placement in front of Herbert Hoover Elementary School on Oliphant Street between the hours of 8:00 a.m. and 5:00 p.m.

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 7th day of January, 2013.

First Reading: December 17, 2012
Second Reading: January 7, 2013
Third Reading:

Jim Oaks, Mayor Pro Tem

ATTEST:

Matt Muckler, City Administrator/Clerk

Used Elgin Pelican Summary

Prepared by City Administrator Matt Muckler
December 26, 2012, Updated January 2, 2013

<u>Year</u>	<u>Warranty</u>	<u>Miles</u>	<u>Hours</u>	<u>Dealer</u>	<u>Price</u>
2007	90 days parts/labor	21,000	4,100	Standard	\$95,000
2006	90 days parts/labor	25, 203	4,245	Trans Iowa	\$85,000
2005	90 days parts/labor	5,500	2,500	Trans Iowa	\$85,000
2003	90 days parts/labor	16,922	4,876	Trans Iowa	\$52,500
2000	Unknown	Unknown	1,291	Best Equipment	\$49,000
1998	30 days parts	18,000	3,500	Trans Iowa	\$45,000
1999	No warranty	Unknown	4,795	Faris Machinery	\$32,500
2003	Unknown	Unknown	7,651	Universal	\$27,000
2004	No warranty	48,560	9,066	Faris Machinery	\$23,000

STANDARD EQUIPMENT COMPANY

OUR GOAL IS TO ENSURE THAT EVERY PRE-OWNED UNIT WE STOCK OFFERS YOU THE MOST VALUE FOR YOUR MONEY. OUR STAFF OF FACTORY CERTIFIED TECHNICIANS AND AN EXTENSIVE INVENTORY OF O.E.M. PARTS HELP US MEET THAT GOAL.

CONTACT JOE DONLON AT (312)208-6373, OR VISIT US ON THE WEB TO VIEW OUR COMPLETE INVENTORY OF QUALITY USED EQUIPMENT.

CONTACT STAN BORIS AT (312)706-9684. FOR A COMPARATIVE FINANCE QUOTE TO MAKE SURE YOU'RE GETTING THE LOWEST RATE POSSIBLE ON THIS VEHICLE!

PROUDLY REPRESENTING:

- AUTOCAR TRUCK
- ELGIN
- ENVIROSIGHT
- GALFAB
- HEIL
- OTTO
- STELLAR
- VACTOR

2033 W. WALNUT ST.
CHICAGO, ILLINOIS
(312)829-1919
STANDARDEQUIPMENT.COM

2007 ELGIN PELICAN MODEL NP

95,000.⁰⁰



- 2007 Elgin Pelican NP
- Body cubic yard
- Miles: approximately 21,000
- Hours: 4,100
- Dual SB's/Limb Guards/Rotating Roof Mounted LED Lights
- Right Side Broom tilt controlled from inside of Cab
- Dual Limb Guards
- Hydraulic Main Broom Suspension
- Auto UP in Reverse with return to sweep
- Sprung Guide Wheel
- 220 Gallon Water capacity
- John Deere 4045T Tier III Low Emission Diesel
- Auto lube
- Heater - A/C- Defroster
- LED Clearance including Rear Mounted Led directional light bar

*Finance options are available for the purchase of this vehicle!
Join Standard Equipment Company on Facebook and
StandardEquipMe on Twitter, for special offers & industry events!*

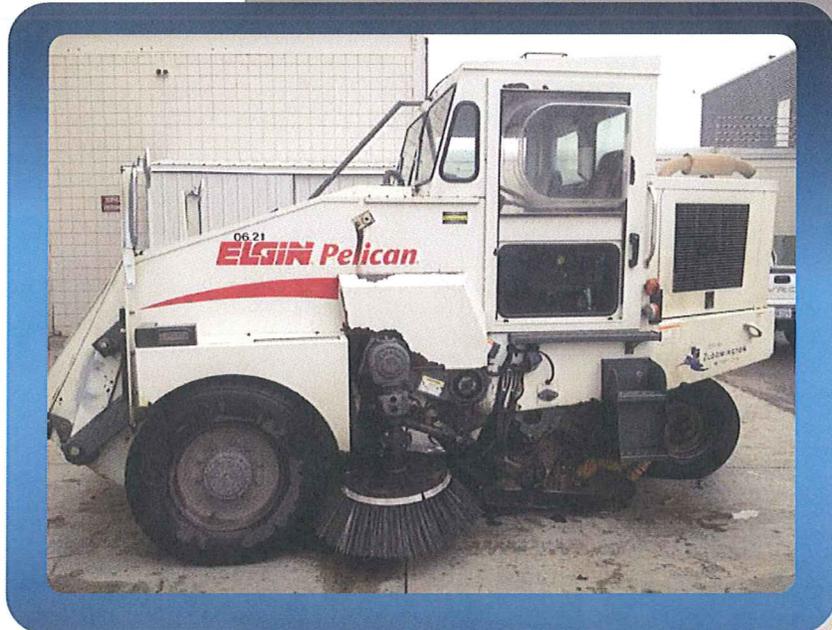
**TRANS IOWA
EQUIPMENT, LLC**

Product Highlight

2006
Elgin Pelican SE

US13911

Price:
\$85,000.00



- Dual SE
- AM/FM Radio
- Air Ride Seat
- Hydraulic Main Broom
- Turbo Pre-Cleaner
- Engine Shutdown
- Limb Guard
- Strobe Light
- Auto Lube Dual
- Hours: 4,425
- Miles: 25,203

Trans Iowa Equipment, LLC

4607 Southeast Rio Court . Ankeny, IA 50021
1-800-933-1190 . 515-289-9994 . FAX 515-289-9995
www.transiowaec.com



DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT

December 21st, 2012

Matt Muckler
City Administrator
City of West Branch

Matt,

Per your request, a proposal has been generated for two options of used sweepers that are in our inventory. Currently we have approximately 15 Used Elgin Pelicans to choose from, these two were selected as the best of the bunch at two different price points.

1998 Elgin Pelican: \$45,000.00

Hours: 3,500
Miles: 18,000
Condition: Full Recondition reflected in price
Warranty: 30 Day Parts



2005 Elgin Pelican: \$85,000.00

Hours: 2,500
Miles: 5,500
Condition: Full Recondition is reflected in price
Warranty: 90 Days Parts/Labor



Pricing Includes: Delivery to city shop and on-site operator/maintenance training.

Training: Free Admission for 4 City Employees at an Elgin Factory led Operator/Maintenance seminar Spring 2013

Services Offered by Trans Iowa: On-Site Service, On-Site Parts Sales,

If you should have any questions about this proposal, pricing, or equipment please feel free to give me a call.

Thank you.

Mike Osler
Trans Iowa Equipment
515-864-8171

www.transiowaeg.com

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TRANS IOWA
EQUIPMENT, LLC

Product Highlight

2003
Elgin Pelican SE

US13910

Price:
\$52,500



- Dual Gutter Brooms
- Radio Player
- Air Ride Seat
- Broom HR Meter
- Engine Shut Down
- Beacon With Guard

- Extra 40 Gallon Water Capacity
- Lower Roller Washout
- Auto Lube
- 16,922 Miles
- 4,876 Hours

Trans Iowa Equipment, LLC

4607 Southeast Rio Court . Ankeny, IA 50021
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ELGIN PELICAN

[Hide Main Picture](#)



Used ELGIN PELICAN; S/N: 20050; 1,291 Hours; "LIKE NEW" ORIGINAL HOURS, BASICALLY ALL SPECIFICATIONS, ENCLOSED CAB, A/C, JOHN DEERE ENGINE; US \$59,500 ;

Detailed Description:

IF YOU WANT A NICE PELICAN SWEEPER-----THIS IS IT-----OTHER THAN NEW----THIS SHOULD BE THE NICEST UNIT AVAILABLE, DUAL BROOMS, WATER SPRAY UNIT + MORE

Contact:

Best Equipment Inc.

Machine is located in:

Ann Arbor, Michigan

Phone: (313)410-1381

Fax: (734)622-8483

1999 ELGIN PELICAN P

[Hide Main Picture](#)



Used 1999 ELGIN PELICAN P; S/N: P-3035-D; Stk #: EQ0004824; 4,795 Hours; 3-wheel mechanical sweeper, John Deere engine, high dump hopper, dual side brooms; US \$32,500 ;

Detailed Description:

Repaired with new side brooms and ready to go to work.

Town of Johnstown, CO

Contact:

FARIS MACHINERY

Mark Shelton

Machine is located in:

Commerce City, Colorado

Phone: (720)322-7436

Fax: (303)287-9273

2003 ELGIN PELICAN

[Hide Main Picture](#)



Used 2003 ELGIN PELICAN; S/N: P4124D; Stk #: 1191; 7,651 Hours; US \$27,000 ;

Contact:

UNIVERSAL IMPORTACIONES Y EXPORTACIONES

Rolando Longoria

Machine is located in:

Pharr, Texas

Phone: (956)843-6030

Fax: (956)843-6070

2004 ELGIN PELICAN P

[Hide Main Picture](#)



Used 2004 ELGIN PELICAN P; S/N: P-4276-D; Stk #: EQ0004932; 9,066 Hours; 3-Wheel mechanical street sweeper, dual hydraulic side brooms, John Deere diesel engine; US \$23,000 ;

Detailed Description:

Dual steer, 3-yard high dump hopper, 48,560 miles.

City of Grand Junction, CO

Contact:

FARIS MACHINERY

Rick Eccher

Machine is located in:

Grand Junction, Colorado

Phone: (970)242-4997

RESOLUTION NO. 1058

A RESOLUTION APPROVING THE PURCHASE OF A 2013 ELGIN PELICAN NP STREET SWEEPER FOR THE WEST BRANCH PUBLIC WORKS DEPARTMENT WITH BOND PROCEEDS.

WHEREAS, the current City street sweeper is inoperable and the costs to repair the current sweeper would not be considered a good investment of taxpayer funds; and

WHEREAS, the City of West Branch has received a proposal for a 2013 Elgin Pelican NP Street Sweeper based on the Minnesota Department of Transportation State Bid from Trans Iowa Equipment, LLC; and

WHEREAS, the Minnesota State Bid purchase price is \$165,203.00; and

WHEREAS, several cities in the state of Iowa including the City of Marshalltown, City of Des Moines, City of West Des Moines, City of Ottumwa, City of Oskaloosa, City of Grinnell, City of Waterloo, City of Cresco and the City of Burlington, as well as the Iowa Department of Transportation have purchased sweepers through Trans Iowa Equipment, LLC on the Minnesota Department of Transportation State Bid.

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 Elgin Pelican NP Street Sweeper in the amount of \$165,203.00 with \$61,627 from the current Roads and Streets budget and the balance from a short-term loan through a local bank.

Passed and approved this 7th day of January, 2013.

Jim Oaks, Mayor Pro Tem

ATTEST:

Matt Muckler, City Administrator/Clerk



DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT

December 21st, 2012

Matt Muckler
City Administrator
City of West Branch

Matt,

Per your request, a proposal has been generated based off of the MNDOT State Bid for an Elgin Pelican NP Street Sweeper with the enhancements that street department has deemed necessary. As you know the State of Iowa does not have specialized equipment bid out and published, but the IDOT as well as many other cities, purchase sweepers, etc. from the Minnesota Department of Transportation Contract, due to it's ease of use, competitive prices, and to satisfy/meet their bid processes. The prices listed are at a "wholesale" price so they are generally a very good deal.

Included is a purchase proposal for (1) One New 2013 Elgin Pelican NP Street Sweeper per the MNDOT Contract. This bid pricing expires 2-28-13. Also attached following the proposal is a sample of the literature for your reference.

Pelican NP: Pricing including the city required enhancements listed below priced at the MNDOT State Bid Price:

<u>Spec #</u>	<u>Description</u>	<u>Qty</u>	<u>Price Each</u>	<u>SubTotal</u>
1.0	Base Price- Single Gutter Broom	1	154,968	\$154,968
2.1	AM/FM Radio CD player w/ Map Lights	1	STD	STD
2.2	High Back Air Ride Seat	1	915	\$915
3.11	Conveyor Stall Alarm	1	600	\$600
3.15	Leftside Camera (In addition to Rearview)	1	470	\$470
4.2	Engine Pre-Cleaner	1	395	\$395
4.3	Tier 3, 99 HP John Deere Engine	1	3,800	\$3,800
4.6	Hydraulic Temp & Level Shutdown	1	430	\$430
6.3	LED Strobe Light with Guard	1	740	\$740
6.9	LED Stop/Tail/Turn Lights	1	280	\$280
6.11	LED Strobe Lights in Battery Cover	1	1,080	\$1,080
6.15	Limb Guard	1	1,125	\$1,125
8.2	Lower Roller Wash Out	1	400	\$400
9.1	Elgin Service Manual	1	N/C	N/C
9.2	John Deere Service Manual	1	N/C	N/C
12.1	Delivery price per loaded mile	124	N/C	N/C

MNDOT State Bid Purchase Price Elgin Pelican P: \$165,203.00

Price Includes: Delivery to city shop and on-site operator/maintenance training.

Training: Free Admission for 4 City Employees at an Elgin Factory led Operator/Maintenance seminar Spring 2013, Paid Tuition for 1 City Employee to Elgin Sweeper's 3-Day Mechanics Class

Services Offered by Trans Iowa: On-Site Service, On-Site Parts Sales,

Warranty: 1 Year Parts & Labor Elgin Warranty, 2 Year/2,000 Hour JD Engine Warranty

If you should have any questions about this proposal, pricing, or equipment please feel free to give me a call.

Thank you.

Mike Osler
Trans Iowa Equipment
515-864-8171

www.transiowaeg.com

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Pelican® Three-Wheel Broom Sweeper A Closer Look

To assure that the legendary Elgin Pelican continues to meet the needs of its customers and the industry, Elgin Sweeper raised the bar and set a new benchmark for the industry standard. Based on a design that has been continually perfected since 1914, the new and improved Pelican combines maneuverability, economy, serviceability, and single-lane dumping with a sweep system that easily handles heavy, compacted dirt and bulky debris, as well as smaller particles found in the street. If you need an all-around sweeper with incredible digging power the Pelican is the perfect solution.

- Isolation-mounted cab for cleaner, quieter, more comfortable operation
- Improved 360° visibility
- Enhanced ease of operation
- Increased durability, stability, and maneuverability
- Easier access for service and maintenance

With so much to offer - and customized with your choice of options - the new Pelican is sure to fit your sweeper needs.



Pelican® Three Wheel Mechanical Sweeper

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NOTICE OF PUBLIC HEARING ON LOAN AGREEMENT IN A PRINCIPAL
AMOUNT NOT TO EXCEED \$1,600,000

(GENERAL OBLIGATION)

The City Council of the City of West Branch, Iowa, will meet on the 7th day of January, 2013, at the City Hall, 110 N. Poplar Street, West Branch, Iowa, at 6:30 o'clock p.m., for the purpose of holding a public hearing on a loan agreement (the "Loan Agreement") in a principal amount not to exceed \$1,600,000 for the purpose of paying the cost, to that extent, of acquiring equipment for the street department and of refunding the outstanding balance of the City's General Obligation Water Improvement Bond, Series 2005.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of West Branch, Iowa.

Matt Muckler
City Clerk

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City of West Branch, 110 N. Poplar, West Branch, Iowa 52358 (319)643-5888

RESOLUTION NO. 1062

RESOLUTION RELEASING RUMMELLS FARMS, INC. FROM THAT CERTAIN OWNER'S AGREEMENT RUMMELLS COMMERCIAL SUBDIVISION, PART ONE, WEST BRANCH, IOWA.

WHEREAS, the City of West Branch (the "City") and Rummells Farms, Inc. ("Rummells") entered into an Owner's Agreement that required Rummells to construct certain facilities for the City as part of Rummells Commercial Subdivision, Part One (the "Subdivision"), West Branch, Iowa; and

WHEREAS, said Owner's Agreement was recorded in Book 313 at page 316, Records of the Cedar County Recorder; and

WHEREAS, the City Administration has heretofore determined that the improvements in the Owner's Agreement were certified as completed by the previous City Engineer in September, 1996; and

WHEREAS, it is now necessary to release Rummells from the obligations of the Owner's Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that Rummells be and the same is hereby released from the obligations of said Owner's Agreement. Further, the City Clerk is hereby directed to submit this Resolution to the Cedar County Recorder as the formal release for said Owner's Agreement without any further documentation from the City.

Passed and approved this 7th day of January, 2013.

Jim Oaks, Mayor Pro-tem

ATTEST:

Matt Muckler, City Administrator/Clerk

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

AFFIDAVIT

STATE OF IOWA)
) SS:
COUNTY OF CEDAR)

1. That the undersigned is the City Attorney for the City of West Branch, Iowa.
2. That I have examined the Owner's Agreement between the City of West Branch and Rummells Farms, Inc., said Agreement being filed in Book 313 at page 316, Records of the Cedar County Recorder's Office.
3. That the undersigned does hereby certify that all public improvements contemplated under the aforementioned Owner's Agreement have been constructed and that this Affidavit should be considered a Release of said Improvements as contemplated under Section 13 of said Agreement.
4. That this Affidavit does not release the Owner, its successors or assigns for any continuing maintenance requirements under said Agreement.
5. That this Affiant swears that the aforementioned is true and correct.

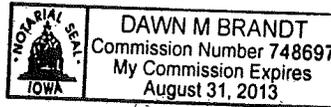


Kevin D. Olson
West Branch City Attorney

STATE OF IOWA, COUNTY OF CEDAR, ss:

That on this 27 day of December, 2012, personally appeared Kevin D. Olson, who executed this Affidavit as his voluntary act and deed.

Dawn M Brandt
Notary Public



Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City of West Branch, 110 N. Poplar, West Branch, Iowa 52358 (319)643-5888

RESOLUTION NO. 1063

RESOLUTION RENAMING DYLAN COURT AND DYLAN DRIVE AS RIDGE VIEW DRIVE.

WHEREAS, The Meadows, Part One subdivision contained streets named Dylan Court and Dylan Drive; and

WHEREAS, Cedar County has requested that this street name be changed since another street is named as such; and

WHEREAS, Section 139.02 of the Code of Ordinances allows the City Council to change a street name by resolution.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that Dylan Court and Dylan Drive, as located in the Meadows, Part One subdivision be hereby renamed as Ridge View Drive.

BE IT FURTHER RESOLVED, the City Clerk is hereby directed to submit this Resolution to the Cedar County Recorder, Cedar County Auditor and Cedar County Assessor as required by law to finalize said change of name.

Passed and approved this 7th day of January, 2013.

Jim Oaks, Mayor Pro-tem

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1064

RESOLUTION ACCEPTING THE WEST BRANCH FLOOD CONTROL DAM PROJECT AS SUBSTANTIALLY COMPLETED.

WHEREAS, Barnhart's Custom Services of West Branch, Iowa was awarded the construction contract for the West Branch Flood Control Dam Project (the "Project"); and

WHEREAS, Project Engineer Kent O. Rice, PE, with French-Reneker-Associates, Inc. has declared that said Project has now been completed in accordance with the drawings and specifications on the Project; and

WHEREAS, French-Reneker-Associates, Inc. has declared that said Project has now been completed based on observations during construction, certification by the material suppliers for the pipe and granular materials, testing performed, and a final review which took place on December 24, 2012 by Project Engineer Kent O. Rice, P.E.; and

WHEREAS, it is now necessary for the City Council to accept the aforementioned as substantially completed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that the West Branch Flood Control Dam Project be accepted as substantially completed.

* * * * *

Passed and approved this 7th day of January, 2013.

Jim Oaks, Mayor Pro Tem

ATTEST:

Matt Muckler, City Administrator/Clerk

FRENCH - RENEKER - ASSOCIATES, Inc.

Donald E. French (1921-1982)

W. Daniel Reneker, PE (retired)

1501 S. MAIN STREET

PO BOX 135

FAIRFIELD, IOWA 52556

641-472-5145

Fax 641-472-2653

email@french-reneker.com

ENGINEERS & SURVEYORS

John W. Meyer, PE

• Jerry W. Long, PE

• David H. Fredericks, PE

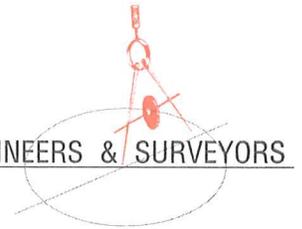
• Kent O. Rice, PE

Stephen W. Hausner, PE, PLS

• Jason C. Hull, PLS

• Matthew P. Walker, PE

• Melanie A. Carlson, PE, LEED - AP



December 26, 2012

Matt Muckler
City Administrator
110 N. Poplar Street
PO Box 218
West Branch, IA 52358

Re: West Branch Flood Control Dam (11-063)

Dear Matt,

This is to declare that to the best of our knowledge and belief the Proposed Flood Control Dam – Hoover Creek Watershed – 2012 – located on the Curt Friis property, contracted to Barnhart's Custom Services of West Branch, Iowa has been completed in substantial conformance with the drawings and specifications for the project.

This declaration is based upon our observation during construction; certification by the material suppliers for the pipe and granular materials, testing performed by me, and a final review by me on December 24, 2012.

If the city council is ready to accept the project, as completed, they should do so at their next meeting. Your attorney may want this acceptance to be by resolution. The council should consult with the city attorney concerning recommended procedural actions.

Our firm appreciates the cooperation we have had from you, the Library Association, Judy Hagan, and other representatives of the city during the development and construction of this project.

Cordially,
FRENCH-RENEKER-ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Kent O. Rice'. The signature is written in a cursive style and is positioned above a horizontal line.

Kent O. Rice, PE
Project Engineer

KOR/gjh

Enclosures

cc: Bruce Barnhart

Judy Hagen, Hoover Creek Watershed Coordinator

RESOLUTION NO. 1065

A RESOLUTION ADOPTING A POLICY AUTHORIZING THE CITY CLERK OR DEPUTY CITY CLERK TO PAY CERTAIN BILLS PRIOR TO THE CITY COUNCIL'S APPROVAL.

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

Section 1. The City Council hereby establishes the following policy authorizing the City Clerk or Deputy City Clerk to pay the following bills prior to the City Council's approval:

- Utility Deposit Refunds
- Payroll
 - Payroll taxes and other checks relative to the Payroll (such as garnishments, insurance, etc.)
- Postage
- Library Bills approved by the Library Board of Trustees
- Recycling Contract
- Conferences
 - Registration fees, mileage, meals, books and lodging
- Employee Reimbursements
- Recording and Filing Fees
- Loan and Bond Payments
- Authorize the City Clerk or Deputy City Clerk to issue checks for immediate payment of amounts due, which if not paid promptly would result in loss of discount, penalty for late fee or additional interest cost.

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

PASSED AND APPROVED, this 7th day of January 2013.

Jim Oaks, Mayor Pro Tem

ATTEST:

Matt Muckler, City Administrator/Clerk

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

The City Council of West Branch in CEDAR & JOHNSON County, Iowa
will meet at West Branch City Council Chambers 110 N Poplar Street
at 6:30 pm on January 22, 2013
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2013

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

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources			
Taxes Levied on Property	1,323,418		1,323,418
Less: Uncollected Property Taxes-Levy Year			0
Net Current Property Taxes	1,323,418	0	1,323,418
Delinquent Property Taxes			0
TIF Revenues	97,387		97,387
Other City Taxes	177,684	-26,000	151,684
Licenses & Permits	19,475	26,000	45,475
Use of Money and Property	6,300		6,300
Intergovernmental	388,927	-7,600	381,327
Charges for Services	759,251	12,801	772,052
Special Assessments			0
Miscellaneous	32,500	95,710	128,210
Other Financing Sources	843,792		843,792
Total Revenues and Other Sources	3,648,734	100,911	3,749,645
Expenditures & Other Financing Uses			
Public Safety	492,524	54,822	547,346
Public Works	537,908	26,892	564,800
Health and Social Services			0
Culture and Recreation	460,268	47,227	507,495
Community and Economic Development	21,250	281,565	302,815
General Government	220,680	6,648	227,328
Debt Service	308,813		308,813
Capital Projects	931,565	-281,565	650,000
Total Government Activities Expenditures	2,973,008	135,589	3,108,597
Business Type / Enterprises	785,563		785,563
Total Gov Activities & Business Expenditures	3,758,571	135,589	3,894,160
Transfers Out	193,792		193,792
Total Expenditures/Transfers Out	3,952,363	135,589	4,087,952
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	-303,629	-34,678	-338,307
Beginning Fund Balance July 1	1,614,058		1,614,058
Ending Fund Balance June 30	1,310,429	-34,678	1,275,751

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

Donations, Library and Police Department expenses and technical corrections.

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

Matt Muckler

City Clerk/ Finance Officer Name

Revenue Area	From	To	Amend. Amt.	Inc/Dec	Account Code	Explanation
Taxes Levied on Prop.	1,323,418	1,323,418				
TIF Revenues	97,387	97,387				
Other City taxes	177,684	151,684	(26,000.00)	Decr.		Moved cable franchise fee from Other City taxes to Licenses and permits per state auditor - no entry
Licenses & Permits	19,475	45,475	26,000.00	Incr.		Moved cable franchise fee from Other City taxes to Licenses and permits per state auditor - no entry
Use of Money & Prop.	6,300	6,300				
Intergovernmental	388,927	381,327	(7,600.00)	Decr.		No entry in financial, correction to budget form (error, put in wrong Revenue area - see CFS & Misc below)
Charges for services	759,251	772,052	2,900.00	Incr.		No entry in financial, correction to budget form (error, put in wrong Revenue area - see Intergovernmental)
Special Assessments			9,901.00	Incr.	001-4-0-950-1-4553	Meadows subdivision & Furman engineering revenue received
Miscellaneous	32,500	128,210	4,700.00	Incr.		No entry in financial, correction to budget form (error, put in wrong Revenue area - see Intergovernmental)
			11,500.00	Incr.	001-4-0-950-4-4799	Middle School Project - school district cost share rev.
			15,392.00	Incr.	001-4-0-950-4-4799	280th St. Project - Cedar County cost share revenue
			8,410.00	Incr.	001-4-0-950-2-4705	Fire - Secrest donation revenue received
			2,000.00	Incr.	031-4-4-410-4-4705	Library - Target donation revenue received
			50,000.00	Incr.	031-4-4-410-4-4705	Library - Hansen donation revenue received
			3,708.00	Incr.	031-4-4-410-4-4705	Library - Secrest donation revenue received
Other Fin. Sources	843,792	843,792				
Total Revenue	3,648,734	3,749,645	100,911			

Expenditure Area	From	To	Amend. Amt.	Inc/Dec	Account Code	Explanation
Public Safety	492,524	547,346	8,700.00	Incr.	001-5-1-110-6230	Police Dept. academy training & tuition costs
			19,548.00	Incr.	001-5-1-110-6727	2012 Ford Explorer Police vehicle equipment and Medtronic equipment
			20,866.00	Incr.	111-5-1-110-6727	2012 Ford Explorer Police vehicle purchase
			5,708.00	Incr.	001-5-1-110-6723	2012 Ford Explorer Police vehicle purchase
Public Works	537,908	564,800	11,500.00	Incr.	001-5-2-210-6761	Middle School Project - street expense
			15,392.00	Incr.	001-5-2-210-6761	280th Street Project expense
Culture & Recreation	460,268	507,495	6,537.00	Incr.	031-5-4-410-6419	Library - computer and laptop expenses
			40,690.00	Incr.	031-5-4-410-6498	Library building project processes and planning exp.
Community Eco. Dev.	21,250	302,815	281,565.00	Incr.		No entry in financial, correction to budget form (error, put in wrong Exp. area)
General Government	220,680	227,328	3,900.00	Incr.	001-5-6-640-6490	Engineering fees paid for Meadows Subdivision
			2,748.00	Incr.	001-5-6-640-6490	Taxes paid for N 2nd St. Park
Debt Service	308,813	308,813				
Capital Projects	931,565	650,000	(281,565.00)	Decr.		No entry in financial, correction to budget form (error, put in wrong Exp. area)
Business Type Act.	785,563	785,563				
Transfers out	193,792	193,792				
Total Expenditures	3,952,363	4,087,952	135,589			

Memo

To: Library Board of Trustees
From: Nick Shimmin, Director
CC: Becky Knoche, Assistant Director
Date: 12/7/2012
Re: Discuss/Approve budget amendment for the current fiscal year's operating budget for submission to the City Council.

Background

The library has had several major projects, donations, and grants that were not accounted for at the time that the current fiscal year's budget was approved. As such, to expend the money, the library will need to amend the budget to reflect these items.

Information

There are three main items that the library does not have accounted for in the current fiscal year's budget.

First, the library does not have budgeted the money for any of the building project processes as the amounts were not known at the time. The total amount for George Lawson Library Planning that the board has approved contracts for this year is \$11,190 and the total for FEH Associates is \$29,500 (a total of \$40,690). Depending on when parts of the project are completed and billed, these amounts may not all be expended in the current fiscal year, but the library will need to have them planned for should the bills come due.

Second, the library received a donation from Proctor & Gamble (\$3,500) as well as a grant from the Alliant Energy Community Foundation (\$2,100) to replace the patron-use computers and laptops. The computers were purchased early this fiscal year so the total of \$5,600 will need to be amended for.

Lastly, the children's librarian received a grant from Target for \$2,000. The library is looking to the Community Foundation of Cedar County grant to supplement this amount (\$937) to purchase a computer which specifically runs software for childhood education. If received, the library will need to account for the \$2,937 for the computer purchase.

All of the proposed changes are outlined on the subsequent page spreadsheet with the changes marked in bold.

Recommendation

Recommendation is in the second numerical column on the following page.

<i>Type</i>	<i>Current</i>	<i>Proposed Amendment</i>	<i>Difference</i>
Salaries	\$ 88,633.84	\$ 88,633.84	\$ -
FICA	\$ 6,780.49	\$ 6,780.49	\$ -
IPERS	\$ 7,152.75	\$ 7,152.75	\$ -
Group Insurance	\$ 14,900.00	\$ 14,900.00	\$ -
Workman's Comp	\$ 219.00	\$ 219.00	\$ -
Dues/Memberships	\$ 120.00	\$ 120.00	\$ -
Training/Education	\$ 100.00	\$ 100.00	\$ -
Travel/Conference	\$ 760.00	\$ 760.00	\$ -
Building Maintenance	\$ 6,079.00	\$ 6,079.00	\$ -
Building Supplies	\$ 1,200.00	\$ 1,200.00	\$ -
Utilities	\$ 5,500.00	\$ 5,500.00	\$ -
Telephone	\$ 2,016.00	\$ 2,016.00	\$ -
Liability Insurance	\$ 1,800.00	\$ 1,800.00	\$ -
Janitorial Expense	\$ 3,552.50	\$ 3,552.50	\$ -
Advertisement/Legal	\$ 600.00	\$ 600.00	\$ -
Technology Services	\$ 1,400.00	\$ 7,937.00	\$ 6,537.00
Contract Payments	\$ 2,117.00	\$ 42,807.00	\$ 40,690.00
Office Supplies	\$ 1,300.00	\$ 1,300.00	\$ -
Postage and Shipping	\$ 3,580.31	\$ 3,580.31	\$ -
Programs	\$ 3,750.00	\$ 3,750.00	\$ -
Office Equipment	\$ 2,148.00	\$ 2,148.00	\$ -
Books	\$ 24,749.95	\$ 24,749.95	\$ -
Library Account Spending	\$ 147,606.60	\$ 194,833.60	\$ 47,227.00
Library Total Expenditures	\$ 178,458.84	\$ 225,685.84	\$ 47,227.00

WEST BRANCH Times

Birthplace of President Herbert Hoover • The Great Humanitarian

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Email: wbtimes@Lcom.net

12.06.12

City of West Branch:

It's hard to believe yet another year has gone by so quickly!

Please consider this an official request to again be named an official newspaper for the City of West Branch.

As you know, the *West Branch Times* is the only newspaper that solely covers the West Branch community. In that capacity, we have been one of the city's official newspapers for years.

We look forward to working with you again in 2013!



Gregory R. Norfleet
Editor
West Branch Times