

City of West Branch

~ A Heritage for Success ~

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CITY COUNCIL MEETING AGENDA **Monday, March 18, 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 March 4, 2013 City Council Meeting.
 - b. Approve claims.
5. Communications/Open Forum
6. Public Hearing/Non-Consent Agenda
 - a. Resolution 1088, recognizing the important contributions to the City of West Branch by the volunteers of AmeriCorps and Hope House./Move to action.
 - b. Third reading of Ordinance 706 amending Chapter 92 "WATER RATES"/Move to action.
 - c. Resolution 1089, approving the appointment of Councilmember Mark Worrell to Fill the Unexpired Term of Mayor Don Kessler./Move to action.
 - d. Resolution 1090, approving a five year sewer maintenance contract with Municipal Pipe Tool Company, LLC in a minimum amount of \$3,000 per year./Move to action.
7. City Staff Reports
 - a. Public Works Director Matt Goodale – Monday, March 25, 2013 Zoning Board of Adjustment Meeting
 - b. Public Works Director Matt Goodale – Tuesday, March 26, 2013 Planning and Zoning Commission Meeting
8. Comments from Mayor and Council Members
9. Adjournment

Mayor: vacant • **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

**March 4, 2013
6:30 p.m.**

Council member Mark Worrell 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, Fire Chief Kevin Stoolman, and Library Director Nick Shimmin
Council members: Mark Worrell, Jordan Ellyson, Colton Miller, Dan O'Neil and Mayor Pro Tem Jim Oaks.

Mark Worrell opened the meeting by noting that Mayor Kessler's seat was left open in memory of the Mayor. Worrell then invited Rev. Gregory Steckel to offer a prayer in memory of Mayor Don Kessler. Council members and members of the audience shared their fond personal memories of Mayor Kessler and complemented his many achievements as Mayor of West Branch.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the February 19, 2013 City Council Meeting.
 - b. Approve claims.
 - c. Approve street closures on Main Street from Parkside to Poplar and on N. Downey Street from Main Street to Green Street on Saturday August 3, 2013 from 11:00 a.m.-5:00 p.m. for Hoover Hometown Days activities sponsored by Main Street West Branch.
 - d. Approve the payment of \$2351.68 to the Iowa Public Employee Retirement System for a wage adjustment for John Grimm.
 - e. Approve transfer of \$299.58 from Library-General Fund 031 to Krouth Interest CD Fund 502.
 - f. Approve Class C Native Wine License with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery.
- Motion by O'Neil to approve the agenda and second by Miller. AYES: O'Neil, Miller, Worrell, Ellyson, Oaks.
Motion carried.

COMMUNICATIONS/OPEN FORUM

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

Herbert Hoover Presidential Library Association Executive Director Jerry Fleagle—Association Staff Update.

Jerry Fleagle introduced himself to the Council and said that he looks forward to working with community partners including Main Street West Branch, the City of West Branch, the Library Museum and National Park Service.

Animal Control Commission Members Amy Lynch and Kandi Baylor and Cedar County Conservation Director Mike Dauber – Development of Dog Park.

Lynch said that the City has now accepted the donation of land. Kevin Olson noted that the Hillshire Brands Company donated the land to the City. They are planning to have eight to ten parking spaces. The County will provide gravel and help maintain it. Mike Dauber said that the County was willing to pay approximately \$3,500 for a single stall concrete restroom with the City paying the other half. There will be a 28E agreement drafted between the City and the County. Lynch invited everyone in the community to attend the dog park information meeting on Monday, March 11, 2013 at 7:00 p.m. at the Fire Station.

Approve Class C liquor license with Sunday Sales for Fiesta Riviera, Inc./Move to action.

Worrell noted that the Dalton Gang had cleaned up the property. Worrell stated that it looked good and he hopes that it stays that way. With the property cleaned up, Worrell spoke in favor of granting the license. Motion by O'Neil to approve liquor license, second by Ellyson. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks.
Motion carried.

Second reading of Ordinance 706 amending Chapter 92 "WATER RATES"./Move to action.

Oaks asked for a fact sheet by the next Council meeting that contains all expenses charged to the water budget so that the production cost of water could be determined to ensure that water is not being sold at a loss. Muckler said that this information has been provided in previous meetings, but that he would update the information with FY 2012 numbers and make it available at the next meeting.

Motion by O'Neil to approve second reading of Ordinance 706, second by Ellyson. AYES: O'Neil, Worrell. NAYS: Oaks. Abstain with Conflict: Miller, Ellyson. Motion carried.

Third reading of Ordinance 707 amending Chapter 45 "ALCOHOLIC CONSUMPTION AND INTOXICATION"./Move to action.

Motion by O'Neil to approve third reading of Ordinance 707, second by Ellyson. AYES: O'Neil, Ellyson, Worrell, Miller. NAYS: Oaks. Motion carried.

ORDINANCE NO. 707

AN ORDINANCE AMENDING TITLE CHAPTER 45 "ALCOHOL CONSUMPTION AND INTOXICATION."

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 45 "ALCOHOL CONSUMPTION AND INTOXICATION" of the Code of West Branch, Iowa is hereby amended by deleting Section 45.02.2.(4) in its entirety.
2. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 45 "ALCOHOL CONSUMPTION AND INTOXICATION" of the Code of West Branch, Iowa is hereby amended by inserting a new subsection to Section 45.02.2(4):
on the grounds of the West Branch Public Library as set forth by Council Resolution; or
3. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
5. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 4th day of March, 2013.

First Reading: February 4, 2013
Second Reading: February 19, 2013
Third Reading: March 4, 2013

Mark Worrell, Councilperson

Attest:

Matt Muckler, City Administrator/Clerk

Public Hearing on the Fiscal Year 2013-2014 Annual Budget.

Council member Worrell opened the public hearing at 6:57 p.m. With no discussion, Worrell closed the public hearing at 6:58 p.m.

Resolution 1084, adopting the Fiscal Year 2013-14 Annual Budget./Move to action.

Motion by Miller to approve Resolution 1084, second by O'Neil. AYES: Miller, O'Neil, Worrell, Ellyson, Oaks. Motion carried.

Resolution 1085, approving the ETS Merchant Application and Agreement, enrollment in the Visa Utility Program and the acceptance of all fees associated with credit card transactions./Move to action.

Muckler said this would allow for utility bills, park and recreation fees and fines to be paid with a debit or credit card. There is a \$108.00 annual fee and he gave an overview of the per transaction fees. The system was recommended by our current Incode financial software, and our only hardware purchase will be an \$85.00 credit card reader. O'Neil said he likes the convenience that it offers citizens. Oaks said that with the minimal fees there should be no great loss of revenue and spoke in favor of the resolution.

Motion by O'Neil to approve Resolution 1085, second by Ellyson. AYES: O'Neil, Ellyson, Worrell, Miller, Oaks. Motion carried.

Resolution 1086, approving an agreement with French-Reneker-Associates, Inc. for the preparation of a Resource Enhancement and Protection (REAP) Grant Application in the amount of \$1,200./Move to action. Muckler stated that the REAP Grant, if received, would pay for a pedestrian bridge from the Hoover Trail to West Branch Village. Miller explained that the grant would also provide 700 feet of 5-foot wide sidewalk to connect the bridge to the trail and the bridge to the West Branch Village Storm Shelter parking lot. Motion by O'Neil to approve Resolution 1086, second by Miller. AYES: O'Neil, Miller, Worrell, Ellyson, Oaks. Motion carried.

CITY STAFF REPORTS

Library Director Nick Shimmin – Little Free Library

Shimmin reported that the Friends of the Library are interested in installing a Little Free Library in West Branch. This project promotes a community sharing of books where people can put in books and take whatever they want. The Friends have a Little Free Library that was built by a volunteer and they would like to place it on the side of Town Hall.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Worrell wanted to let the public know that he served as the presiding officer for the February 19, 2013 and March 4, 2013 Council Meetings per the advice of the City's bond counsel as the bonding was completed on these dates. Worrell mentioned that Mayor Pro Tem would resume duties as the presiding officer at the March 18, 2013 Council Meeting.

ADJOURNMENT

Motion to adjourn meeting by Oaks, second by O'Neil. City Council meeting adjourned at 7:11 p.m.

Mark Worrell, Council Member

ATTEST: _____
Dawn Brandt, Deputy City Clerk

RESOLUTION NO. 1088

A RESOLUTION RECOGNIZING THE IMPORTANT CONTRIBUTIONS TO
THE CITY OF WEST BRANCH BY VOLUNTEERS OF AMERICORPS AND
HOPE HOUSE

WHEREAS, the AmeriCorps national service program, since its inception in 1994, has proven to be an effective way to engage Americans in service to the Nation that meets a wide range of local and national needs and promotes the ethic of service and volunteerism; and

WHEREAS the AmeriCorps program, working closely with its Nationwide network of Governor-appointed state service commissions, has strengthened America's nonprofit sector community nonprofit groups, in every State in our Nation; and

WHEREAS, each year AmeriCorps provides opportunities for 75,000 citizens to serve in and work to improve communities in our Nation; and

WHEREAS, the City of West Branch, Iowa is one such community that has benefitted from the volunteer efforts of AmeriCorps volunteers; and

WHEREAS, volunteers from Hope House have worked along with AmeriCorps volunteers to make important contributions to the City of West Branch; and

WHEREAS, those same individuals in the last year have served a total of more than 400 hours in service to our community, helping to improve the lives of our residents by contributing to our public safety by painting curbs and fire hydrants; and

WHEREAS, AmeriCorps and Hope House volunteers have added to the park and recreation opportunities available to our community members by assisting city staff in clearing Wapsi Creek Park and volunteering at the annual Hoover's Hometown Days celebration.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of West Branch, Iowa acknowledges the significant accomplishments of AmeriCorps and Hope House volunteers in our community and encourages all residents of the City of West Branch to join in a community effort to salute these volunteers for their important contributions to the City of West Branch.

Jim Oaks, Mayor Pro Tem

ATTEST:

Dawn Brandt, Deputy City Clerk

ORDINANCE NO. 706

AN ORDINANCE AMENDING TITLE CHAPTER 92 "WATER RATES"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 92 "WATER RATES" of the Code of West Branch, Iowa is hereby amended by deleting Section 92.02 in its entirety and inserting in lieu thereof:

92.02 RATES FOR SERVICE. Water service shall be furnished at the rate of:

\$4.59 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective June 20, 2006.

\$5.23 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2012.

All consumption over 250,000 gallons per meter per month stays at this rate.

\$5.87 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2013.

\$6.51 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2014.

\$7.15 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2015.

\$7.79 per 1,000 gallons, with a 1,700-gallon minimum, payable monthly effective July 1, 2016.

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. 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 this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 18th day of March, 2013.

First Reading: February 19, 2013
Second Reading: March 4, 2013
Third Reading: March 18, 2013

Jim Oaks, Mayor Pro Tem

Attest:

Dawn Brandt, Deputy City Clerk

CITY OF WEST BRANCH
 APPROVED BUDGET
 AS OF: DECEMBER 31ST, 2012

DEPARTMENTAL EXPENDITURES (----- 2010-2011 2011-2012 2012-2013 YEAR-TO-DATE 2013-2014 REQUESTED APPROVED
 ACTUAL ACTUAL BUDGET ACTUAL BUDGET BUDGET BUDGET)

DEPT 810
 =====

	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	2012-2013 YEAR-TO-DATE ACTUAL	2013-2014 REQUESTED BUDGET	APPROVED BUDGET
600-WATER FUND						
600-5-9-810-6010 SALARIES AND WAGES	72,989	81,964	81,947	31,303	84,614	84,614
600-5-9-810-6020 PART TIME	0	2,208	2,750	1,686	0	0
600-5-9-810-6110 FICA	5,142	5,893	6,480	2,370	6,473	6,473
600-5-9-810-6130 IPERS	4,859	6,508	7,344	2,795	7,556	7,556
600-5-9-810-6150 GROUP INSURANCE	8,569	10,909	12,542	4,552	16,618	16,618
600-5-9-810-6160 WORKMENS COMP.	2,049	2,164	2,381	2,340	2,574	2,574
600-5-9-810-6170 JOB INSURANCE	4,255	0	0	0	0	0
600-5-9-810-6210 DUES, MEMBERSHIP	1,929	2,216	1,600	765	1,600	1,600
600-5-9-810-6230 TRAINING AND EDUCATION	3,626	3,171	2,500	1,937	3,000	3,000
600-5-9-810-6240 TRAVEL AND CONFERENCE	243	0	750	0	750	750
600-5-9-810-6310 BUILDING MAINTENANCE	2,641	407	500	51	5,000	5,000
600-5-9-810-6320 BLDG/GROUNDS OPERATION	2,073	1,959	3,000	2,025	3,000	3,000
600-5-9-810-6331 MOTOR OPERATION FUEL	2,554	3,019	3,500	3,006	4,000	4,000
600-5-9-810-6332 REPAIR/MAINTENANCE-VEH	392	351	500	500	1,000	1,000
600-5-9-810-6350 EQUIPMENT REPAIR	0	340	500	500	500	500
600-5-9-810-6371 UTILITY SERVICES/GAS,	26,979	26,468	30,000	13,808	30,000	30,000
600-5-9-810-6373 TELEPHONE/OPERATIONS	1,604	1,479	1,800	864	1,800	1,800
600-5-9-810-64081 LIABILITY INSURANCE	4,581	3,850	4,713	3,724	3,889	3,889
600-5-9-810-6412 LAB ANALYSIS	1,160	1,614	2,000	458	2,000	2,000
600-5-9-810-6418 SALES TAX	21,210	20,552	22,000	11,980	22,000	22,000
600-5-9-810-6419 TECHNOLOGY SERVICES	0	0	0	0	0	0
600-5-9-810-6420 OPTION TAX	0	0	0	0	0	0
600-5-9-810-6490 CONSULTANT AND PROF. F	3,333	1,298	2,500	1,916	2,500	2,500
600-5-9-810-6497 CONTRACT WORK BACKHOE	0	0	0	0	0	0
600-5-9-810-6501 CONTRACT PAYMENTS	500	0	500	0	500	500
600-5-9-810-6501 CHEMICALS	13,263	14,903	15,000	10,647	16,000	16,000
600-5-9-810-6506 OFFICE SUPPLIES	211	95	250	76	250	250
600-5-9-810-6508 POSTAGE AND SHIPPING	2,000	1,999	2,000	833	2,000	2,000
600-5-9-810-6521 MOTOR VEHICLE MAINT. S	0	339	500	0	500	500
600-5-9-810-6529 UNIFORMS	1,066	134	350	0	350	350
600-5-9-810-6590 MISCELLANEOUS COMMODIT	0	0	0	0	0	0
600-5-9-810-6598 WATER DEPOSIT REFUNDS	1,835	2,692	2,000	1,357	2,500	2,500
600-5-9-810-6599 MISC. SUPPLIES	3,199	3,574	3,400	1,990	20,000	20,000
600-5-9-810-6722 OTHER EQUIPMENT: PLANT	2,195	10,299	20,000	5,696	15,000	15,000
600-5-9-810-6727 EQUIPMENT	845	3,091	1,500	0	1,500	1,500
600-5-9-810-6783 UTILITIES SYSTEM-REPLA	9,695	243,687	75,873	8,944	65,264	65,264
600-5-9-810-6791 EQUIPMENT MAINTENANCE	0	1,380	1,500	0	1,500	1,500
600-5-9-810-6796 CAPITAL SYSTEM SET ASI	0	0	22,000	0	22,000	22,000
600-5-9-810-6797 CAPITAL EQUIPMENT SET	0	0	9,250	0	10,000	10,000
600-5-9-810-6801 PRINCIPAL	0	0	0	0	22,535	22,535
600-5-9-810-6851 INTEREST/COUPONS	0	0	0	0	9,657	9,657
TOTAL 600-WATER FUND	204,996	458,564	343,430	116,125	388,430	388,430

CITY OF WEST BRANCH
APPROVED BUDGET
AS OF: DECEMBER 31ST, 2012

DEPARTMENTAL EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	2012-2013 YEAR-TO-DATE ACTUAL	(-----) REQUESTED BUDGET	2013-2014 REQUESTED BUDGET	(-----) APPROVED BUDGET
603-WATER SINKING FUND							
603-5-9-810-6801 PRINCIPAL	39,000	41,000	42,000	0	42,000	42,000	42,000
603-5-9-810-6851 INTEREST/COUPONS	25,838	24,570	21,450	10,725	21,450	21,450	21,450
TOTAL 603-WATER SINKING FUND	64,838	65,570	63,450	10,725	63,450	63,450	63,450
610-SEWER FUND							
610-5-9-810-64181 LOCAL OPTION SALES TAX	81	3,462	0	2,041	0	0	0
TOTAL 610-SEWER FUND	81	3,462	0	2,041	0	0	0
TOTAL DEPT 810	269,914	527,596	406,880	128,891	451,880	451,880	451,880
SEWER OPERATING							
610-SEWER FUND							
610-5-9-815-6010 SALARIES AND WAGES	74,321	81,232	82,374	31,303	74,653	74,653	74,653
610-5-9-815-6020 PART TIME	0	2,208	2,750	1,686	0	0	0
610-5-9-815-6110 FICA	5,243	5,837	6,405	2,370	5,711	5,711	5,711
610-5-9-815-6130 IPERS	4,772	6,441	6,615	2,795	6,667	6,667	6,667
610-5-9-815-6150 GROUP INSURANCE	8,493	10,818	12,442	4,552	13,767	13,767	13,767
610-5-9-815-6160 WORKMENS COMP.	1,342	1,477	1,550	1,508	1,659	1,659	1,659
610-5-9-815-6170 JOB INSURANCE	4,233	0	0	0	0	0	0
610-5-9-815-6210 DUES, MEMBERSHIP	675	375	700	303	700	700	700
610-5-9-815-6230 TRAINING AND EDUCATION	645	705	750	560	750	750	750
610-5-9-815-6240 TRAVEL AND CONFERENCE	110	20	500	0	500	500	500
610-5-9-815-6310 BUILDING MAINTENANCE	8	51	1,000	382	1,000	1,000	1,000
610-5-9-815-6320 BLDG/GROUNDS OPERATION	3,481	1,406	3,000	2,729	3,500	3,500	3,500
610-5-9-815-6331 MOTOR OPERATION FUEL	2,527	3,713	4,000	4,107	4,000	4,000	4,000
610-5-9-815-6332 REPAIR/MAINTENANCE-VEH	0	395	250	472	250	250	250
610-5-9-815-6350 EQUIPMENT REPAIR	0	2,664	1,000	557	1,000	1,000	1,000
610-5-9-815-63501 REPAIRS-RADIOS	0	0	0	0	0	0	0
610-5-9-815-6371 UTILITY SERVICES/GAS,	13,418	13,201	17,909	7,044	18,000	18,000	18,000
610-5-9-815-6373 TELEPHONE/OPERATIONS	1,604	1,651	1,800	865	1,800	1,800	1,800
610-5-9-815-64081 LIABILITY INSURANCE	2,149	2,165	2,488	2,338	2,364	2,364	2,364
610-5-9-815-6412 LAB ANALYSIS	7,926	7,174	8,300	4,216	8,300	8,300	8,300
610-5-9-815-6418 SALES TAX	0	0	0	0	0	0	0
610-5-9-815-64181 LOCAL OPTION SALES TAX	0	0	0	0	0	0	0
610-5-9-815-6490 CONSULTANT AND PROF. F	8,652	6,294	17,500	115	17,500	17,500	17,500
610-5-9-815-6498 CONTRACT PAYMENTS	1,000	0	0	0	0	0	0
610-5-9-815-6499 MISC. CONTRACT WORK	1,625	1,750	3,000	2,214	3,000	3,000	3,000
610-5-9-815-6501 CHEMICALS	93	0	250	0	250	250	250
610-5-9-815-6504 MINOR EQUIPMENT	173	0	500	0	500	500	500
610-5-9-815-6506 OFFICE SUPPLIES	276	499	0	0	0	0	0
610-5-9-815-6508 POSTAGE AND SHIPPING	2,359	2,823	3,000	1,418	3,000	3,000	3,000
610-5-9-815-6510 SAFETY EQUIPMENT	0	48	500	55	1,000	1,000	1,000
610-5-9-815-6521 MOTOR VEHICLE MAINT. S	0	341	0	0	0	0	0
610-5-9-815-6529 UNIFORMS	853	289	350	287	350	350	350
610-5-9-815-6599 MISC. SUPPLIES	2,209	538	3,000	853	3,000	3,000	3,000

CITY OF WEST BRANCH
 APPROVED BUDGET
 AS OF: DECEMBER 31ST, 2012

DEPARTMENTAL EXPENDITURES	2010-2011 ACTUAL	2011-2012 ACTUAL	CURRENT BUDGET	2012-2013 YEAR-TO-DATE ACTUAL	(-----) REQUESTED BUDGET	2013-2014 REQUESTED BUDGET	(-----) APPROVED BUDGET
610-5-9-815-6727 EQUIPMENT	2,895	0	1,250	0	1,000	1,000	1,000
610-5-9-815-6762 MANHOLE REPAIR	0	0	0	0	0	0	0
610-5-9-815-6781 CAPITAL IMPROV. LINE C	6,085	0	2,000	0	2,000	2,000	2,000
610-5-9-815-6783 UTILITIES SYSTEM-REPLA	47,246	47,769	184,000	31,183	400,238	400,238	400,238
610-5-9-815-6790 CAPITAL EQUIPMENT	0	2,092	9,250	0	10,000	10,000	10,000
610-5-9-815-6794 LAB EQUIP./REQUIREMENT	0	0	250	0	250	250	250
610-5-9-815-6801 PRINCIPAL	0	0	0	0	60,000	60,000	60,000
610-5-9-815-6851 INTEREST/COUPONS	0	0	0	0	26,725	26,725	26,725
TOTAL 610-SEWER FUND	204,412	203,975	378,683	103,911	673,434	673,434	673,434
614-WASTEWATER LIFT STATION							
614-5-9-815-6490 CONSULTANT AND PROF. F	0	0	0	0	0	0	0
614-5-9-815-6498 CONTRACT PAYMENTS	0	0	0	0	116,519	116,519	116,519
TOTAL 614-WASTEWATER LIFT STATION	0	0	0	0	116,519	116,519	116,519
TOTAL SEWER OPERATING	204,412	203,975	378,683	103,911	789,953	789,953	789,953
SOLID WASTE							
=====							
001-GENERAL FUND							
001-5-2-840-6413 LANDFILL	7,650	7,962	8,000	9,555	9,555	9,555	9,555
001-5-2-840-6430 TIPPING FEE	0	0	0	0	0	0	0
001-5-2-840-6498 CONTRACT PAYMENTS	45,615	44,984	46,000	21,598	46,000	46,000	46,000
TOTAL 001-GENERAL FUND	53,265	52,946	54,000	31,153	55,555	55,555	55,555
TOTAL SOLID WASTE	53,265	52,946	54,000	31,153	55,555	55,555	55,555
LOCAL CABLE ACCESS							
=====							
001-GENERAL FUND							
001-5-4-855-6010 SALARIES AND WAGES	5,408	8,441	7,937	2,020	14,863	14,863	14,863
001-5-4-855-6230 TRAINING AND EDUCATION	0	0	0	0	1,000	1,000	1,000
001-5-4-855-6310 BUILDING MAINTENANCE	0	14	1,000	0	0	0	0
001-5-4-855-6350 EQUIPMENT REPAIR	0	0	0	0	0	0	0
001-5-4-855-6371 UTILITY SERVICES/GAS,	1,200	1,200	1,271	600	1,400	1,400	1,400
001-5-4-855-6373 TELEPHONE/OPERATIONS	1,205	1,606	1,500	1,143	2,000	2,000	2,000
001-5-4-855-64083 COMMERCIAL PROPERTY IN	164	200	220	200	200	200	200
001-5-4-855-6414 ADVERTISEMENT & LEGAL	0	0	0	0	0	0	0
001-5-4-855-6498 CONTRACT PAYMENTS	1,800	1,900	2,000	700	2,000	2,000	2,000
001-5-4-855-6504 MINOR EQUIPMENT	0	108	0	0	500	500	500
001-5-4-855-6506 OFFICE SUPPLIES	552	191	1,000	0	500	500	500
001-5-4-855-6508 POSTAGE AND SHIPPING	0	0	0	0	0	0	0
001-5-4-855-6526 PROGRAMMING	0	120	0	0	0	0	0
001-5-4-855-6599 MISC. SUPPLIES	0	80	1,000	0	1,000	1,000	1,000
001-5-4-855-6725 OFFICE EQUIPMENT	525	0	0	0	0	0	0
001-5-4-855-6727 EQUIPMENT	0	0	6,500	1,576	2,537	2,537	2,537
TOTAL 001-GENERAL FUND	10,853	13,859	22,428	6,238	26,000	26,000	26,000

SPEER FINANCIAL, INC.

City of West Branch, Iowa

\$1,400,000 GO Corporate Purpose and Refunding Bonds, Series 2013

(Sewer Improvement Portion) ←

****FINAL****

Sewer Fund

Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/05/2013	-	-	-	-	-
06/01/2013	-	-	6,384.31	6,384.31	6,384.31
12/01/2013	-	-	13,362.50	13,362.50	-
06/01/2014	60,000.00	1.000%	13,362.50	73,362.50	86,725.00
12/01/2014	-	-	13,062.50	13,062.50	-
06/01/2015	60,000.00	1.000%	13,062.50	73,062.50	86,125.00
12/01/2015	-	-	12,762.50	12,762.50	-
06/01/2016	65,000.00	1.000%	12,762.50	77,762.50	90,525.00
12/01/2016	-	-	12,437.50	12,437.50	-
06/01/2017	65,000.00	1.000%	12,437.50	77,437.50	89,875.00
12/01/2017	-	-	12,112.50	12,112.50	-
06/01/2018	65,000.00	1.000%	12,112.50	77,112.50	89,225.00
12/01/2018	-	-	11,787.50	11,787.50	-
06/01/2019	65,000.00	1.100%	11,787.50	76,787.50	88,575.00
12/01/2019	-	-	11,430.00	11,430.00	-
06/01/2020	65,000.00	1.250%	11,430.00	76,430.00	87,860.00
12/01/2020	-	-	11,023.75	11,023.75	-
06/01/2021	70,000.00	1.400%	11,023.75	81,023.75	92,047.50
12/01/2021	-	-	10,533.75	10,533.75	-
06/01/2022	70,000.00	1.550%	10,533.75	80,533.75	91,067.50
12/01/2022	-	-	9,991.25	9,991.25	-
06/01/2023	70,000.00	1.700%	9,991.25	79,991.25	89,982.50
12/01/2023	-	-	9,396.25	9,396.25	-
06/01/2024	75,000.00	1.850%	9,396.25	84,396.25	93,792.50
12/01/2024	-	-	8,702.50	8,702.50	-
06/01/2025	75,000.00	2.000%	8,702.50	83,702.50	92,405.00
12/01/2025	-	-	7,952.50	7,952.50	-
06/01/2026	80,000.00	2.300%	7,952.50	87,952.50	95,905.00
12/01/2026	-	-	7,032.50	7,032.50	-
06/01/2027	80,000.00	2.300%	7,032.50	87,032.50	94,065.00
12/01/2027	-	-	6,112.50	6,112.50	-
06/01/2028	80,000.00	2.500%	6,112.50	86,112.50	92,225.00
12/01/2028	-	-	5,112.50	5,112.50	-
06/01/2029	85,000.00	2.500%	5,112.50	90,112.50	95,225.00
12/01/2029	-	-	4,050.00	4,050.00	-
06/01/2030	85,000.00	3.000%	4,050.00	89,050.00	93,100.00
12/01/2030	-	-	2,775.00	2,775.00	-
06/01/2031	90,000.00	3.000%	2,775.00	92,775.00	95,550.00
12/01/2031	-	-	1,425.00	1,425.00	-
06/01/2032	95,000.00	3.000%	1,425.00	96,425.00	97,850.00
Total	\$1,400,000.00	-	\$348,509.31	\$1,748,509.31	-

Water/Wastewater Rate Analysis

	Water Fund		Water		Base Cost Per 1,000 Gallons		Cost Per 1,000 Gallons Treated		Cost Per 1,000 Gallons Incl. Water Bond		Base Cost Per 1,000 Gallons Billed		Cost Per 1,000 Gallons Billed (Incl. Water Bond)		GO Water Bond Payment
	Expend.	Revenue	Gallons treated	Gallons Billed	1,000 Gallons Treated	Gallons Billed	Incl. Water Bond	Water Bond	Billed	Water Bond	Billed	Water Bond	Lift Station	Lift Station Bond	
FY 2007	\$336,326	\$312,507	81,855	68,084	\$4.11	\$4.11	\$4.11	\$4.94	\$4.94	-	-	\$	\$		
FY 2008	\$335,540	\$318,325	81,052	69,352	\$4.14	\$4.14	\$4.14	\$4.84	\$4.84	-	-	\$	\$		
FY 2009	\$274,999	\$309,187	86,911	67,361	\$3.16	\$3.16	\$3.16	\$4.08	\$4.08	-	-	\$	\$		
FY 2010	\$348,381	\$295,184	77,203	64,310	\$4.51	\$4.51	\$4.51	\$5.42	\$5.42	-	-	\$	\$		
FY 2011	\$319,697	\$301,672	79,377	65,724	\$4.03	\$4.03	\$4.03	\$4.86	\$4.86	-	-	\$	\$		
FY 2012	\$458,264	\$305,235	84,486	58,362	\$5.42	\$5.42	\$5.42	\$7.85	\$7.85	-	-	\$	\$		
FY 2013 *	\$343,430	\$343,430	85,542	65,665	\$4.01	\$4.01	\$4.01	\$5.23	\$5.23	-	-	\$	\$		
FY 2014 *	\$369,187	\$352,016	86,611	66,486	\$4.26	\$4.26	\$4.63	\$6.04	\$6.04	32,192.00	32,192.00	\$	\$		
FY 2015 *	\$396,876	\$360,816	87,694	67,317	\$4.53	\$4.53	\$5.10	\$6.65	\$6.65	50,522.00	50,522.00	\$	\$		
FY 2016 *	\$426,642	\$369,837	88,790	68,159	\$4.81	\$4.81	\$5.56	\$7.25	\$7.25	67,363.00	67,363.00	\$	\$		
FY 2017 *	\$458,640	\$379,082	89,900	69,011	\$5.10	\$5.10	\$6.04	\$7.87	\$7.87	84,203.00	84,203.00	\$	\$		
	Sewer Fund		Sewer		Base Cost Per 1,000 Gallons		Cost Per 1,000 Gallons Billed (Incl. Lift Station)		Base Cost Per 1,000 Gallons Billed		Cost Per 1,000 Gallons Billed (Incl. Lift Station)		Lift Station Bond		
	Expend.	Revenue	Gallons Billed	Gallons Billed	1,000 Gallons	Gallons Billed	Lift Station	Billed	Lift Station	Billed	Lift Station	Lift Station Bond			
FY 2007	\$177,106	\$199,076	43,372	43,372	\$4.08	\$4.08	\$4.08	\$4.06	\$4.06	-	-	\$	\$		
FY 2008	\$181,469	\$205,114	44,687	44,687	\$4.06	\$4.06	\$4.06	\$4.65	\$4.65	-	-	\$	\$		
FY 2009	\$194,428	\$191,797	41,786	41,786	\$4.65	\$4.65	\$4.71	\$4.71	\$4.71	-	-	\$	\$		
FY 2010	\$203,830	\$198,615	43,271	43,271	\$4.71	\$4.71	\$3.97	\$3.97	\$3.97	-	-	\$	\$		
FY 2011	\$204,411	\$236,050	51,427	51,427	\$3.97	\$3.97	\$4.59	\$4.59	\$4.59	-	-	\$	\$		
FY 2012	\$203,975	\$232,522	44,459	44,459	\$4.59	\$4.59	\$24.61	\$24.61	\$24.61	6,385.00	6,385.00	\$	\$		
FY 2013 *	\$1,107,822	\$238,335	45,015	45,015	\$24.61	\$24.61	\$17.33	\$17.33	\$17.33	\$19.23	\$19.23	\$	\$		
FY 2014 *	\$789,953	\$244,293	45,578	45,578	\$17.33	\$17.33	\$5.38	\$5.38	\$5.38	\$7.25	\$7.25	\$	\$		
FY 2015 *	\$248,463	\$250,401	46,147	46,147	\$5.38	\$5.38	\$5.58	\$5.58	\$5.58	\$7.52	\$7.52	\$	\$		
FY 2016 *	\$260,886	\$256,661	46,724	46,724	\$5.58	\$5.58	\$7.69	\$7.69	\$7.69	\$7.69	\$7.69	\$	\$		
FY 2017 *	\$273,931	\$263,077	47,308	47,308	\$5.79	\$5.79						\$	\$		

* Projected

Originally Completed October 1, 2011, Updated March 5, 2013
 Assumptions: 1) GO Water Bond Payment will be paid by Water Fund (and TIF) entirely by FY 2017. 2) Sewer expenditures for FY 2015-17 are calculated at a 5% increase per year (from FY 2011 levels). 3) Water expenditures will increase by 7.5% per year through FY 2017. 4) Gallons billed will increase by 1.25% per year through FY 2017.

NOTICE OF THE WEST BRANCH CITY COUNCIL'S INTENTION TO APPOINT A REPLACEMENT FOR THE VACATED MAYOR'S POSITION.

YOU ARE HEREBY NOTIFIED that, pursuant to Section 372.13 of the Code of Iowa, that it is the intention of the City Council of the City of West Branch, Iowa, to appoint a replacement for the remaining term of the Mayor position that was vacated by the death of the duly elected Mayor Don Kessler.

YOU ARE HEREBY FURTHER NOTIFIED that if within 14 days of the date of this notice, or the date of the appointment of the replacement Mayor by the City Council, whichever is later, that the eligible electors of the City of West Branch can file a petition with the West Branch City Clerk to replace the vacated Mayor's seat by special election. If a duly approved petition pursuant to Section 372.13 of the Code of Iowa is filed, the appointment made by the City Council shall be temporary until such special election can be held in accordance with State law.

/s/ 
Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1089

RESOLUTION APPROVING THE APPOINTMENT OF COUNCILMEMBER MARK WORRELL TO FILL THE UNEXPIRED TERM OF MAYOR DON KESSLER.

WHEREAS, the passing of the duly elected Mayor Don Kessler created an opening in the Mayor's position; and

WHEREAS, the City has published notice of its intent to appoint a replacement to assume the position of Mayor as required by law.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that current Councilmember Mark Worrell is hereby appointed to fill the unexpired term of Don Kessler as Mayor of the City of West Branch.

Passed and approved this 18th day of March, 2013.

Jim Oaks, Mayor Pro-tem

ATTEST:

Dawn Brandt, Deputy City Clerk

RESOLUTION 1090

RESOLUTION APPROVING A FIVE YEAR SEWER MAINTENANCE CONTRACT WITH MUNICIPAL PIPE TOOL COMPANY, LLC IN A MINIMOM AMOUNT OF \$3,000 PER YEAR.

WHEREAS, the City of West Branch is in need of contracting services with a company in order to maintain the sewer system; and

WHEREAS, Municipal Pipe Tool Company, LLC has provided this service in the past and has performed in a satisfactory manner; and

WHEREAS, Municipal Pipe Tool Company, LLC has operated in the State of Iowa and the Midwest area for thirty-five years; and

WHEREAS, Municipal Pipe Tool Company, LLC has proposed guaranteed pricing for the term of a five-year agreement; and

WHEREAS, the agreement requires the approval of the West Branch City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned agreement with the Municipal Pipe Tool Company, LLC be and the same are hereby approved. Further, the Mayor Pro Tem and Deputy City Clerk are directed to execute said agreement on behalf of the City.

Passed and approved this 18th day of March, 2013.

Jim Oaks, Mayor Pro Tem

ATTEST:

Dawn Brandt, Deputy City Clerk



MUNICIPAL PIPE TOOL COMPANY, LLC
515 FIFTH STREET - PO BOX 398 - HUDSON, IOWA 50643
Phone: 319-988-4205 Toll Free: 1-800-798-4205 Fax: 319-988-3506

Five Year Sewer Maintenance Contract

The City of West Branch, IA hereby enters into a five year contract with Municipal Pipe Tool Company LLC, 515 5th St. - Hudson, Iowa, to maintain the sewers of the City by use of Municipal Pipe Tool Company LLC's equipment for the duration of a five-year period at frozen prices, according to the following terms:

1. The City will furnish a sewer map, the necessary water, expose all manhole lids, provide a disposal area for debris removed and furnish legal access to all manholes, which may include traffic control.
2. The City will be responsible for all excavations and/or replacement of manholes, sewer tile, or damages caused by storms, floods, blowbacks or other unavoidable causes. Stoppages caused by structural failure or sewer tile, manholes, frozen sewer lines or other utilities are not covered by this agreement. Should Municipal Pipe Tool Company LLC, equipment (hose, camera, cleaners, nozzles, etc.) become lodged during attempts to perform duties specified by the customer, all costs associated with removal and replacement of equipment will be the responsibility of the customer.
3. It will be the responsibility of the City to notify us of any stoppages that occur in lines maintained the previous year so that any such stoppage may be opened by us without charge.
4. Municipal Pipe Tool Company LLC agrees to furnish all equipment, manpower, insurances and other incidentals necessary for proper maintenance. All services will be performed by experienced workmen in a neat and orderly manner. It is the responsibility of Municipal Pipe Tool to be compliant with all applicable OSHA regulations. A copy of our Confined Space Entry Program is available for review by the City upon request.
5. Complete records, maps and other information will be kept by Municipal Pipe Tool Company LLC with a copy available to the City upon request. A written report will be sent to the city after each performance, as per this contract.
6. The time and performance of this contract, such as frequency of cleaning, methods used, and extent of cleaning necessary, will be determined by actual conditions found. The areas of the sewers to be maintained each year will be determined from discussions between Municipal Pipe Tool representatives, the City, and the City's representative at a time preceding each year's work.

Sewer Maintenance and Rehabilitation Contractors
Jet/Vacuum Cleaning, Television Inspections, I/I Studies, Grouting, Manhole Rehab
Trenchless Technology Pipeline Repairs

Five Year Maintenance Contract, page 2

7. Guaranteed prices to the City for services which the City uses during the term of the 5-year agreement are as follows:

a.	Jet/Vac Cleaning 8" - 12" (two passes or less)	0.52/ft
	Jet/Vac Cleaning 15" - 18" (two passes or less)	0.64/ft
b.	Hydro root sawing	0.76/ft
c.	Television Inspection- pan & tilt (Includes choice of CD/DVD/flash drive, & Electronic or Paper Report, & Rehabilitation Report)	0.81/ft
	PACP (Pipe Assessment Certification Program) Reports	0.19/ft
d.	Vacuum Cleaning Service	182.00/hr
e.	Smoke Testing	0.35/ft
f.	Joint grouting sealing & testing grout materials (inch/diameter/per joint)	3.76/ea
	Grout materials (per gal.)	8.50/ea
g.	Emergency Calls	
	Jet cleaning	130.00/hr
	Vacuum Cleaning/Tving	182.00/hr
	Mobilization - port to port - per hour depending on above work	182.00/hr
h.	Rehabilitation Recommendation Report	\$0.12/ft televised

8. Manhole exposing, cleaning or televising of storm sewers, cleaning of catch basins, grit chambers, more than two passes of cleaning etc., will be performed with the vacuum unit due the large amounts of sand and debris that normally collect in these locations and will be charged according to Item 7-d.

Total amount of work to be performed yearly by Municipal Pipe Tool Company LLC, will be in a minimum amount of \$3000.00 per year. This work may be a combination of any of the services offered in paragraph 7.

The minimum amount of prescheduled work to be performed will be \$1500.00 per visit. For emergency calls outside of sewer lines covered by item 3 of this contract please see pricing for emergency calls above.

If at any time in the 5 year contract period, either the City of Slater or Municipal Pipe Tool Company LLC, wishes to terminate the contract, either party may do so by giving thirty (30) days written notice.

Fuel Escalation Clause - If diesel fuel prices rise above \$5.00 per gallon per the IDNR Fuel Price Survey at www.iowadnr.gov/news/index.html, the price for each per foot charge above will increase four cents a foot; the hourly prices increase eleven dollars an hour.

This contract period extends from ___ March 2013 ___ to ___ March 2018 ___.

Agreement dated this ___ day of ___, 20___.

Municipality

Attest:

Mayor

City Scheduling Contact Person

Scheduling Contact Phone Number

Attest:

Dana Homolar
Dana Homolar, Customer Service

Municipal Pipe Tool Company LLC
Sharon Waschkat
Sharon Waschkat, COO

TO THE MAYOR AND COUNCIL:

WHY YOU SHOULD TAKE ADVANTAGE OF OUR 5-YEAR MAINTENANCE AGREEMENT:

1. Total elimination of sanitary sewer line stoppages, back-ups, and flooded basements.
2. Lines cleaned within the past 12 months receive guaranteed FREE emergency service.
3. Trained and experienced sewer maintenance crews available year round.
4. You have the use of equipment and technologies current within the industry to produce the most modern, efficient, and advanced sewer maintenance program possible, operated by skilled technicians. This is a much greater inventory of equipment than that of even large cities such as Des Moines, Minneapolis, and Kansas City.
5. By using our maintenance program, you will eliminate a costly initial investment, subsequent parts replacements, machine breakdowns, costs of labor, and insurance.
6. This equipment includes high resolution, low light capability complete robotic closed circuit television cameras for sewer investigation to locate sewer line infiltrations, exfiltrations, and problem areas. Also, a visual guarantee of proper installation on all new sewer pipes is available. We furnish a videotape of all televised lines.
7. All television inspection reports are reviewed by a trained technician. A report of recommended rehabilitation techniques will be issued for every line televised. The cost of sewer pipeline trenchless repairs performed by Municipal Pipe Tool can be used as part of your annual contracted dollar amount.
8. Our services include:
 - Trenchless technology (CIPP relining and point repairs)
 - Manhole rehabilitation
 - Grouting: joint pressure testing and sealing
 - Television inspection
 - Vacuum and Jet cleaning
 - Storm & Sanitary sewer cleaning
 - Smoke testing
 - Infiltration/Inflow studies
 - High pressure water blasting
 - Large diameter pipe cleaning
 - Root removal
 - Plug rental
 - Consulting
 - 24-Hour Emergency Service
9. We are a privately-owned business which has operated in the State of Iowa and the surrounding Midwest area for 35 years and we are proud of our personal interest and concern for our customers. Our reputation is well established with hundreds of cities – both large and small. The record speaks for itself.

Formula for estimating minimum yearly sewer maintenance costs:

Example City

	Example City	Your City
1. Total footage of City sewer lines	47,520	
2. Divide footage by 4	$47,520 / 4 = 11,880$	
3. Multiply by jet/vac cleaning price	$11,880 \times .52 = \$6,177.60$	
Estimated yearly cost	\$6,177.60	
4. Divide total footage by 5	$47,520 / 5 = 9,504$	
6. Multiply by jet/vac cleaning price	$9,504 \times .52 = \$4,942.08$	
Yearly cost for jet/vac cleaning	\$4942.08	
6. Subtract cleaning from yearly cost	$\$6,177.60 - \$4,942.08 = \$1,235.52$	
7. Divide remainder by TV price	$\$1,045.44 / .76 = \$1,376.00$	
Footage of sewer to televise yearly	1,376	

For the Example City with 47,520' of sewer lines to service, each year 9,504' should be jet/vac cleaned and 1,376' should be televised. These numbers should provide for adequate maintenance of the City's sewer system.

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

ZONING BOARD OF ADJUSTMENT MEETING
Monday, March 25, 2013 • 6:30 p.m.
West Branch City Council Chambers, 110 N. Poplar St.
Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Approve minutes from the September 27, 2012 Zoning Board of Adjustment Meeting/Move to action.
4. Public Hearing on Variances on the south 0.5 acres of Auditor's Parcel "H," located within a portion of Block 22 – Oliphants Division, located in a portion of the SW 1/4, SW 1/4 of Section 5 Township 79 North, Range 4 West, of the 5th P.M. City of West Branch.
5. Approve Variances on the south 0.5 acres of Auditor's Parcel "H," located within a portion of Block 22 – Oliphants Division, located in a portion of the SW 1/4, SW 1/4 of Section 5 Township 79 North, Range 4 West, of the 5th P.M. City of West Branch./Move to action.
6. Adjourn

Board of Adjustment Members: Jim Huber, Chair, Wilburn Bass, Craig Cochran, Wayne Frauenholtz and Craig Walker
Mayor: vacant • **Council Members:** Jordan M. Ellyson, Colton Miller, Jim Oaks, Dan O'Neil, Mark Worrell
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

City of West Branch

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PLANNING AND ZONING COMMISSION MEETING
Tuesday, March 26, 2013 • 6:30 p.m.
West Branch City Council Chambers, 110 N. Poplar St.
Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Approve minutes from the February 26, 2013 Planning & Zoning Commission Meeting./Move to action.
4. Public Hearing on the Comprehensive Plan Update.
5. Approve a recommendation to the City Council to adopt the Comprehensive Plan Update./Move to action.
6. Public Hearing on the matter of a re-zoning of the south 0.5 acres of Auditor's Parcel "H," located within a portion of Block 22 – Oliphants Division, located in a portion of the SW 1/4, SW 1/4 of Section 5 Township 79 North, Range 4 West, of the 5th P.M. City of West Branch, from CB-2 (Commercial Business) to B-2 (Business).
7. Approve a recommendation to the City Council for the rezoning of the south 0.5 acres of Auditor's Parcel "H," located within a portion of Block 22 – Oliphants Division, located in a portion of the SW 1/4, SW 1/4 of Section 5 Township 79 North, Range 4 West, of the 5th P.M. City of West Branch, from CB-2 to B-2. /Move to action.
8. Approve Site Plan for Lot #3 Pedersen Valley, Part One./Move to action.
9. Approve Site Plan for Proposed Segmental Retaining Wall, Hilltop Condo, 118 Hilltop Drive./Move to action.
10. Old Business
11. New Business
12. Adjourn

Planning & Zoning Commission Members: Roger Laughlin, Chair, John Fuller,
Trent Hansen, Lauren O'Neil, Al Rozinek, Gary Slach, Mary Beth Stevenson
Mayor: vacant • **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