

City of West Branch

~ A Heritage for Success ~

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

CITY COUNCIL MEETING AGENDA **Monday, April 15, 2013 • 7:00 p.m.** **City Council Chambers, 110 North Poplar Street** *Action may be taken on any agenda item.*

1. Call to order
2. Roll call
3. Welcome
4. Approve Agenda/Consent Agenda/Move to action
 - a. Approve minutes from the April 1, 2013 City Council Meeting.
 - b. Approve claims.
 - c. Approve payment to Ricklefs Excavating, Ltd. in the amount of \$402,705 for Partial Pay Estimate No. 1 for the Lift Station & Force Main Project.
5. Communications/Open Forum
6. Public Hearing/Non-Consent Agenda
 - a. Accept the resignation of Dan O'Neil from the West Branch City Council./Move to action.
 - b. Resolution 1100, approving the appointment of _____ to fill the unexpired term of Councilmember Dan O'Neil./Move to action.
 - c. Second Reading of Ordinance 708, vacating that certain 60-foot portion on an alley located between lots 65 & 66 and lot 42 in block 7 in Cameron (Original Town) also known as West Branch, West Branch, Iowa./Move to action.
 - d. The Waiver Rule./Move to action.
 - e. Third Reading of Ordinance 709, re-zoning an approximate 0.05 acre parcel of real property located north of East Main Street from CB-2 Central Business District to B-2 Business District./Move to action.
 - f. Public Hearing on proposal to vacate and dispose of an interest in real property, said real property being generally described as the northern 70 feet of a 16-foot alley located between lots 21 & 22 in block 22 in Cameron (Original Town) A.K.A. West Branch, in West Branch, Cedar County, Iowa located generally near East Green Street and North 2nd Street.
 - g. First Reading of Ordinance 710, vacating the northern 70 feet of a 16-foot alley located between lots 21 & 22 in block 22 in Cameron (Original Town) A.K.A. West Branch, in West Branch, Cedar County, Iowa./Move to action.
 - h. First Reading of Ordinance 711, amending Title Chapter 160 Flood Plain Regulations./Move to action.
 - i. Resolution 1087, approving a policy for the disposition of unpaid utility billing final balances./Move to action.
 - j. Resolution 1092, approving a 28E agreement with Cedar County, Iowa, to construct and maintain a dog park in unincorporated Cedar County./Move to action.

Mayor: Mark Worrell • Council Members: Jordan M. Ellyson, Colton Miller, Jim Oaks, Dick Stoolman
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

~ A Heritage for Success ~

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

CITY COUNCIL MEETING AGENDA Monday, April 15, 2013 • 7:00 p.m. (continued) City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

- k. Public Hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of 280th and North Downey Resurfacing for the City of West Branch, Iowa, and the taking of bids therefor.
 - l. Resolution 1098, approving plans and specifications, proposed form of contract and estimate of cost for construction of the 280th and North Downey Resurfacing for the City of West Branch, Iowa./Move to action.
 - m. Resolution 1099, accepting a bid for the construction of 280th and North Downey Resurfacing for the City of West Branch, Iowa./Move to action.
 - n. Resolution 1101, approving placement of a Little Free Library on the Town Hall Property./Move to action.
 - o. Approve the submittal of a letter from the city administrator on behalf of the West Branch City Council to Acciona Energy North America, providing a notice of intent to cancel the Amended Tax Increment Development Agreement dated January 2, 2008./Move to action.
 - p. Accept the resignation of Lauren O'Neil from the Planning and Zoning Commission./Move to action.
 - q. Resolution 1102, approving West Branch Police Department Reserve Police Officer Force Policy and Procedure./Move to action.
 - r. Resolution 1103, approving a revised five year sewer maintenance contract with Municipal Pipe Tool Company, LLC in a minimum amount of \$50,000 over five years./Move to action.
 - s. Mayor Mark Worrell - Appointments/Reappointments/Move to action.
 - i. Jerry Fleagle – West Branch Preservation Commission Honorary Member
 - ii. Lynn Lovetinsky – West Branch Police Department Reserve Officer I
 - iii. Mendim Alimoski – West Branch Police Department Reserve Officer I
 - iv. Tim Horihan – West Branch Police Department Reserve Officer I
 - t. Councilperson Jordan Ellyson – Appointments/Reappointments/Move to action.
 - i. Lisa Schettler, Planning and Zoning Commission
 - ii. Richard A. Hansen – West Branch Fire Department Volunteer
 - iii. Dan Heick – West Branch Fire Department Volunteer
7. City Staff Reports
- a. Library Director Nick Shimmin – Council Meetings and Cemetery Records on City Website
 - b. City Engineer Dave Schechinger – Lift Station & Force Main Project Update
 - c. Public Works Director Matt Goodale – Wastewater Point Repair Update
8. Comments from Mayor and Council Members
9. Adjournment

Mayor: Mark Worrell • Council Members: Jordan M. Ellyson, Colton Miller, Jim Oaks, Dick Stoolman
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

**April 1, 2013
7:00 p.m.**

Mayor Mark Worrell opened the West Branch City Council meeting at 7:00 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Administrative Assistant Jennifer Harden, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan and Fire Chief Kevin Stoolman.

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

APPROVE AGENDA/CONSENT AGENDA

a. Approve minutes from the March 18, 2013 City Council Meeting.

b. Approve claims.

Motion by Ellyson to amend the agenda and move 6f before 6a, second by Miller. AYES: Ellyson, Miller, O'Neil, Oaks. Motion carried.

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

Date 4-1-13	City Of West Branch	
	Claims Register Report	
ECS Inc	Cable-Shipping for equip.	40.50
EFTPS	Federal Withholdings	5,407.31
Goodale, Matthew	Reimb. for mileage	108.58
Iowa Dept Of Revenue	Payroll Expense	350.00
Iowa Finance Authority	SRF GO Loan Payoff	1,304,206.00
IPERS	IPERS	10,504.92
Mediacom	Admin - Service	40.90
Maestro, Jason	Utility refund	35.96
Parkside Service	Streets - Tires Loader	524.90
Payroll Expenses	Payroll Expenses 3-29-13	21,076.28
Pitney Bowes	Admin - Postage meter lease	444.03
Speer Financial Inc	Srvs with issuance of bond	13,250.20
Treasurer State Of Iowa	State Withholding Tax	2,756.00
	Grand Total	1,358,745.58

Fund Totals	
1 General	19950.14
31 Library	4883.11
110 Road Use Tax	553.75
112 Trust Agency	6132.69
226 Debt Service	1304206
600 Water Fund	4848.52
610 Sewer Fund	11546.27
614 Wastewater Lift	6625.1
Grand Total	1,358,745.58

COMMUNICATIONS/OPEN FORUM

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL
Resolution 1091. approving the appointment of Dick Stoolman to fill the unexpired term of Councilmember Mark Worrell./Move to action.

Motion by Miller to approve Resolution 1091. second by O'Neil. AYES: Miller, O'Neil, Ellyson, Oaks.
Motion carried.

Approve Class C Liquor License with Living Quarters, Outdoor Service and Sundays Sales Permits for Fox Run Golf & Country Club./Move to action.

Muckler stated the applicant contacted the City office and made a request for Council to consider a 14-day Class B beer permit. The applicant is currently in the process of obtaining a food service permit, and a food service permit is necessary to obtain a Class C liquor license.

Motion by O'Neil to approve a 14-day Class B beer permit, second by Ellyson. AYES: O'Neil, Ellyson, Miller, Oaks, Stoolman. Motion carried.

Public Hearing on proposal to vacate and dispose of an interest in real estate property, said real property being generally described as that 60 feet of a 16-foot alley located between lot 65 & 66 and lot 42 in block 7 in Cameron (Original Town) A.K.A. West Branch, in West Branch, Cedar County, Iowa located generally near Main Street and South 5th Street.

Mayor Worrell opened the public hearing at 7:06 p.m. Muckler stated this was a request from surrounding homeowners. Two homeowners would like to vacation the portion of the alley adjacent to their property. Mayor Worrell closed the public hearing at 7:08 p.m.

First Reading of Ordinance 708, vacating that certain 60-foot portion on an alley located between lots 65 & 66 and lot 42 in block 7 in Cameron (Original Town) also known as West Branch, West Branch, Iowa./Move to action.

Councilperson Miller suggested the City obtain a utility easement.

Motion by Miller to approve first reading of Ordinance 708, second by O'Neil. AYES: Miller, O'Neil, Ellyson, Oaks, Stoolman. Motion carried.

Public Hearing on the matter of a re-zoning of the south 0.05 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).

Mayor Worrell opened the public hearing at 7:10 p.m. Worrell stated that the owner contracted with MMS Consulting to correct property lines so that they no longer crossed through buildings. This left one parcel with two zoning designations. This rezoning would correct that situation. Mayor Worrell closed the public hearing at 7:11 p.m.

First Reading of Ordinance 709, re-zoning an approximate 0.05 acre parcel of real property located north of East Main Street from CB-2 Central Business District to B-2 Business District./Move to action.

Motion by Stoolman to approve first reading of Ordinance 709, second by O'Neil. AYES: Stoolman, O'Neil, Ellyson, Miller, Oaks. Motion carried.

Public Hearing on Comprehensive Plan Update.

Mayor Worrell opened the public hearing at 7:11 p.m. The Planning and Zoning Committee has recommended the Comprehensive Plan Update for Council approval. Three appendices were added to the plan: trails plan, streets report and survey results. O'Neil extended his thanks to the Planning and Zoning Committee and City Administrator Matt Muckler for their hard work on the plan. Mayor Worrell closed the public hearing at 7:13 p.m.

Resolution 1093, adopting the Comprehensive Plan update./Move to action.

Motion by O'Neil to approve Resolution 1093, second by Ellyson. AYES: O'Neil, Ellyson, Miller, Oaks, Stoolman. Motion carried.

Resolution 1094, approving Lot #3 Pedersen Valley, Part One Site Plan./Move to action.

The Planning and Zoning Committee recommended its approval of the site plan with four conditions: 1) A 5' sidewalk be installed on the west side of the property from the southernmost driveway down to Main Street, 2) a 6' sidewalk be installed on the Main Street side, 3) a permanent stormwater solution along Main Street and, based on Council solution to stormwater, 4) placement of trees and sidewalks.

Motion by Miller to approve Resolution 1094, second by O'Neil. AYES: Miller, O'Neil, Ellyson, Oaks, Stoolman. Motion carried.

Resolution 1095, approving Proposed Segmental Retaining Wall, Hilltop Condo, 118 Hilltop Drive Site Plan./Move to action.

Muckler stated the site plan has been reviewed by the Planning and Zoning Committee and City Engineer Dave Schechinger. Schechinger explained the current wall does not have the correct geo-grid tiebacks and will be replaced with the correct geo-grid with a fence on top. Muckler stated that the next step in the process would be for the applicant to obtain a building permit.

Motion by O'Neil to approve Resolution 1095, second by Ellyson. AYES: O'Neil, Ellyson, Miller, Oaks, Stoolman. Motion carried.

Resolution 1096, authorizing a variance to conduct an open burning per Chapter 105.05 of the Code of Ordinances of the City of West Branch, Iowa./Move to action.

Council discussed certain conditions that would need to be met in order to issue the permit. These conditions included: 1) Signed Release from KLM Investments, Inc., 2) Burn shall last no more than 48 hours. 3) KLM Investments, Inc. will ensure that the fire is watched the entire time that it is burning. 4) KLM Investments, Inc. will provide written notice to all surrounding neighbors who might be affected urging them to close their windows during the burn and providing a phone number which neighbors can call to report any problems. 5) The hole in which the brush is burned will not be located where a street or basement is planned in any future phase of the development. 6) The remainder of the brush pile not burned will be removed from the site in a prompt manner after the burn has been completed.

Motion by Oaks to approve Resolution 1096, second by Miller. AYES: Oaks, Miller, Ellyson, Stoolman. NAYES: O'Neil. Motion carried.

Resolution 1097, setting the public hearing and bid date for the 280th Street and North Downey Street Resurfacing Projects./Move to action.

City Engineer Dave Schechinger explained to Council there are two areas scheduled to be resurfaced: 1) N. Downey, south of Orange Street by approximately 200 feet, to north of Northside drive and 2) 280th Street from Downey to the West Branch Village Entrance. Muckler informed Council that the project does not include replacement of the asphalt curb and gutter. Schechinger stated that the plan included adjustment of some intakes that were currently too low. Schechinger's recommendation is to save the traveled surface of the road while we still can and the City could come back and replace curb and gutter at a later date. The project would mill out three inches of pavement so this project will not make the situation any worse.

Motion by O'Neil to approve Resolution 1097, second by Stoolman. AYES: O'Neil, Stoolman, Ellyson, Miller, Oaks. Motion carried.

Mayor Mark Worrell – Appointments/Reappointments/Move to action.

- i. Jim Oaks – Mayor Pro Tem
- ii. Ashley Olson – Animal Control Commission, December 31, 2015
- iii. Dr. Alan Beyer, DVM – Animal Control Commission, December 31, 2015

Motion by O'Neil, second by Miller. AYES: O'Neil, Miller, Ellyson, Oaks, Stoolman. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler – Discussion of proposed Resolution 1087, approving a policy for the disposition of unpaid utility billing final balances. Despite efforts of administrative staff, there are from time to time unpaid utility billing final balances. This resolution would allow the City Council to institute a policy requiring the timely collection of such accounts. Some accounts are unable to be recovered and need to be removed from the City's utility billing records. The resolution would also institute a protocol for removing those balances from City records.

City Administrator Matt Muckler – Discussion of City Finance Webpage.

Muckler wanted to make the public aware that the City is putting all financial information on their website. Residents can review reports such as budgets, AFR's, street finance reports, annual audits, TIF certifications and agreements. Councilperson Oaks expressed interest in making cemetery records available online.

Park & Recreation Director Melissa Russell – Earth Day Planting Event

Russell made Council aware of the planting day that will take place on Monday, April 22nd. Public Works has ordered 83 trees, to be planted in the cemetery, through the Trees Forever Grant. A tree planting demonstration will be given to students during the day, and at 5:30 to community members. Most of the planting will take place in the new section of the cemetery and will serve as a windbreak.

Park & Recreation Director Melissa Russell – Wapsi Creek Park Sign Russell presented two sign designs for Council feedback for the new sign at Wapsi Creek Park. Council member complimented the appearance of both signs.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson O’Neil stated tonight was his final meeting. O’Neil said he looks forward to watching the City grow.

ADJOURNMENT

Motion to adjourn meeting by O’Neil, second by Ellyson. City Council meeting adjourned at 8:20 p.m.

Mark Worrell, Mayor

ATTEST: _____
Jennifer Harden, Administrative Assistant

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
ABC FIRE PROT. INC.	4/08/13	FIRE-FIRE EXTINGUISHER SER	GENERAL FUND	FIRE OPERATION	45.00
	4/08/13	VARIOUS DEPTS-FIRE EXT SER	GENERAL FUND	CEMETERY	4.50
	4/08/13	VARIOUS DEPTS-FIRE EXT SER	GENERAL FUND	CLERK & TREASURER	9.00
	4/08/13	VARIOUS DEPTS-FIRE EXT SER	GENERAL FUND	LOCAL CABLE ACCESS	4.50
	4/08/13	VARIOUS DEPTS-FIRE EXT SER	CIVIC CENTER	TOWN HALL	27.00
	4/08/13	VARIOUS DEPTS-FIRE EXT SER	LIBRARY	LIBRARY	18.00
	4/08/13	VARIOUS DEPTS-FIRE EXT SER	ROAD USE TAX	ROADS & STREETS	74.50
	4/08/13	VARIOUS DEPTS-FIRE EXT SER	WATER FUND	WATER OPERATING	36.50
	4/08/13	VARIOUS DEPTS-FIRE EXT SER	SEWER FUND	SEWER OPERATING	23.00_
				TOTAL:	242.00
ACTION SEWER & SEPTIC SERVICES INC.	4/09/13	SEWER - SERVICE	SEWER FUND	SEWER OPERATING	352.21_
				TOTAL:	352.21
AIR COOLED ENGINE SERVIC	4/08/13	STREETS - CHAIN SAW	ROAD USE TAX	ROADS & STREETS	495.08_
				TOTAL:	495.08
ALLIANT ENERGY	4/02/13	VARIOUS DEPTS - UTILITIES	GENERAL FUND	POLICE OPERATION	312.85
	4/02/13	VARIOUS DEPTS - UTILITIES	GENERAL FUND	FIRE OPERATION	938.54
	4/02/13	VARIOUS DEPTS - UTILITIES	GENERAL FUND	STREET LIGHTING	2,042.97
	4/02/13	VARIOUS DEPTS - UTILITIES	GENERAL FUND	STREET LIGHTING	151.78
	4/02/13	VARIOUS DEPTS - UTILITIES	GENERAL FUND	PARK & RECREATION	10.88
	4/05/13	PARK & REC - 219 E GREEN S	GENERAL FUND	PARK & RECREATION	12.44
	4/02/13	VARIOUS DEPTS - UTILITIES	GENERAL FUND	CLERK & TREASURER	290.09
	4/02/13	VARIOUS DEPTS - UTILITIES	GENERAL FUND	LOCAL CABLE ACCESS	100.00
	4/02/13	VARIOUS DEPTS - UTILITIES	CIVIC CENTER	TOWN HALL	643.60
	4/02/13	VARIOUS DEPTS - UTILITIES	LIBRARY	LIBRARY	422.46
	4/02/13	VARIOUS DEPTS - UTILITIES	ROAD USE TAX	ROADS & STREETS	245.67
	4/02/13	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	255.84
	4/02/13	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	1,250.92
	4/02/13	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	426.76
	4/02/13	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	699.07
	4/09/13	WATER - UTILITIES	WATER FUND	WATER OPERATING	95.90
	4/02/13	VARIOUS DEPTS - UTILITIES	SEWER FUND	SEWER OPERATING	244.10
	4/02/13	VARIOUS DEPTS - UTILITIES	SEWER FUND	SEWER OPERATING	535.78_
				TOTAL:	8,679.65
AMAZON	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	251.32
	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	20.98
	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	166.40
	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	59.95_
			TOTAL:	498.65	
AMSAN	4/09/13	LIBRARY - LIGHT BULBS	LIBRARY	LIBRARY	83.70_
				TOTAL:	83.70
BAKER & TAYLOR INC.	4/09/13	LIBRARY - BOOKS	LIBRARY	LIBRARY	1,149.51_
				TOTAL:	1,149.51
BARRON MOTOR SUPPLY	4/08/13	STREETS/FIRE - SUPPLIES	GENERAL FUND	FIRE OPERATION	29.38
	4/08/13	STREETS/FIRE - SUPPLIES	ROAD USE TAX	ROADS & STREETS	156.31_
				TOTAL:	185.69
BDC-BUILDING INSPECTION & PLAN REVIEW	4/08/13	ADMIN - BUILDING INSPECTIO	GENERAL FUND	CLERK & TREASURER	144.90_
				TOTAL:	144.90

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
BEAVER HEATING AND AIR CONDITIONING IN	4/09/13	LIBRARY - SERVICE	LIBRARY	LIBRARY	327.50_
				TOTAL:	327.50
BP AMOCO	4/11/13	VARIOUS DEPTS - FUEL	GENERAL FUND	POLICE OPERATION	888.00
	4/11/13	VARIOUS DEPTS - FUEL	GENERAL FUND	FIRE OPERATION	12.41
	4/11/13	VARIOUS DEPTS - FUEL	GENERAL FUND	CEMETERY	51.84
	4/11/13	VARIOUS DEPTS - FUEL	ROAD USE TAX	ROADS & STREETS	515.64
	4/11/13	VARIOUS DEPTS - FUEL	WATER FUND	WATER OPERATING	493.69_
				TOTAL:	1,961.58
CEDAR COUNTY COOPERATIVE	4/08/13	STREETS - DIESEL FUEL	ROAD USE TAX	ROADS & STREETS	1,760.00_
				TOTAL:	1,760.00
CEDAR COUNTY SOLID WASTE COMMISSION	4/09/13	STREETS - DEBRIS DISPOSAL	ROAD USE TAX	ROADS & STREETS	14.00_
				TOTAL:	14.00
CHRIS JONES TRUCKING	4/08/13	STREETS - HAULING SAND	ROAD USE TAX	ROADS & STREETS	273.90_
				TOTAL:	273.90
COMMUNITY STATE BANK	4/03/13	FIRE DEPT EXPANSION LOAN P	GO DEBT SERVICE	BONDING	7,773.72
	4/03/13	FIRE DEPT EXPANSION LOAN P	GO DEBT SERVICE	BONDING	590.85_
				TOTAL:	8,364.57
CULLIGAN WATER TECHNOLOGIES	4/05/13	FIRE - WATER COND RENTAL	GENERAL FUND	FIRE OPERATION	32.95_
				TOTAL:	32.95
DAVE'S WELDING & REPAIR	4/08/13	STREETS - WIPER ARM	ROAD USE TAX	ROADS & STREETS	45.00_
				TOTAL:	45.00
DEWEYS JACK & JILL	4/09/13	WATER/LIBRARY - SUPPLIES	LIBRARY	LIBRARY	8.57
	4/09/13	WATER/LIBRARY - SUPPLIES	WATER FUND	WATER OPERATING	19.05_
				TOTAL:	27.62
EBSCO INDUSTRIES, INC	4/09/13	LIBRARY - PUBLICATIONS	LIBRARY	LIBRARY	71.74_
				TOTAL:	71.74
ED.M.FELD EQUIPMENT CO. INC	4/08/13	FIRE - CLASS A FOAM	GENERAL FUND	FIRE OPERATION	271.00
	4/08/13	FIRE - SUPPLIES	GENERAL FUND	FIRE OPERATION	60,747.76_
				TOTAL:	61,018.76
EFTPS	4/12/13	FEDERAL WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	1,149.06
	4/12/13	SOCIAL SECURITY WITHHHOLDI	GENERAL FUND	NON-DEPARTMENTAL	855.36
	4/12/13	MEDICARE WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	200.06
	4/12/13	FEDERAL WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	253.23
	4/12/13	SOCIAL SECURITY WITHHHOLDI	LIBRARY	NON-DEPARTMENTAL	215.76
	4/12/13	MEDICARE WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	50.46
	4/12/13	FEDERAL WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	8.56
	4/12/13	SOCIAL SECURITY WITHHHOLDI	ROAD USE TAX	NON-DEPARTMENTAL	7.53
	4/12/13	MEDICARE WITHHOLDINGS	ROAD USE TAX	NON-DEPARTMENTAL	1.76
	4/12/13	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	POLICE OPERATIONS	374.13
	4/12/13	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	POLICE OPERATIONS	87.50
	4/12/13	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	ROADS & STREETS	125.86
	4/12/13	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	ROADS & STREETS	29.44
	4/12/13	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	LIBRARY	215.76
	4/12/13	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LIBRARY	50.46
	4/12/13	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	PARK & RECREATION	87.59

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	4/12/13	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	PARK & RECREATION	20.48
	4/12/13	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	CEMETERY	98.39
	4/12/13	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CEMETERY	23.01
	4/12/13	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	CLERK & TREASURER	156.18
	4/12/13	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CLERK & TREASURER	36.53
	4/12/13	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	LOCAL CABLE ACCESS	20.70
	4/12/13	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LOCAL CABLE ACCESS	4.84
	4/12/13	FEDERAL WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	239.39
	4/12/13	SOCIAL SECURITY WITHHHOLDI	WATER FUND	NON-DEPARTMENTAL	161.36
	4/12/13	MEDICARE WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	37.73
	4/12/13	SOCIAL SECURITY WITHHHOLDI	WATER FUND	WATER OPERATING	161.38
	4/12/13	MEDICARE WITHHOLDINGS	WATER FUND	WATER OPERATING	37.75
	4/12/13	FEDERAL WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	239.39
	4/12/13	SOCIAL SECURITY WITHHHOLDI	SEWER FUND	NON-DEPARTMENTAL	161.38
	4/12/13	MEDICARE WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	37.75
	4/12/13	SOCIAL SECURITY WITHHHOLDI	SEWER FUND	SEWER OPERATING	161.40
	4/12/13	MEDICARE WITHHOLDINGS	SEWER FUND	SEWER OPERATING	37.75_
				TOTAL:	5,347.93
FEH ASSOCIATES INC	4/09/13	LIBRARY - PREFUNDING PHASE	LIBRARY	LIBRARY	2,910.05
	4/09/13	LIBRARY - PREFUNDING PHASE	LIBRARY	LIBRARY	1,280.00_
				TOTAL:	4,190.05
GENERAL PEST CONTROL	4/09/13	LIBRARY - SERVICE	LIBRARY	LIBRARY	70.00_
				TOTAL:	70.00
GEORGE LAWSON CONSULTING	4/01/13	LIB- SITE SELECTION PLAN F	LIBRARY	LIBRARY	1,950.00_
				TOTAL:	1,950.00
GIERKE-ROBINSON COMPANY INC	4/08/13	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	325.82_
				TOTAL:	325.82
GREATAMERICA LEASING CORP	4/02/13	ADMIN - 3 MONTHS COPIER LE	GENERAL FUND	CLERK & TREASURER	756.18_
				TOTAL:	756.18
IOWA CITY PRESS-CITIZEN	4/09/13	LIBRARY - SUBSCRIPTION	LIBRARY	LIBRARY	32.00_
				TOTAL:	32.00
IOWA NETWORK SERVICES INC	4/09/13	ADMIN - WEBSITE HOSTING	GENERAL FUND	CLERK & TREASURER	26.99_
				TOTAL:	26.99
IOWA ONE CALL	4/11/13	WATER/SERVICE - SERVICE	WATER FUND	WATER OPERATING	10.80
	4/11/13	WATER/SERVICE - SERVICE	SEWER FUND	SEWER OPERATING	10.80_
				TOTAL:	21.60
IOWA STATE UNIVERSITY EXTENSION	4/05/13	ADMIN - PLANNING & ZONING	GENERAL FUND	CLERK & TREASURER	45.00_
				TOTAL:	45.00
JOEY DEAN WENNDT	4/11/13	FIRE - APRIL FIRE TRAINING	GENERAL FUND	FIRE OPERATION	150.00_
				TOTAL:	150.00
JOHNSON COUNTY REFUSE INC.	4/05/13	RECYCLING - MARCH 2013	GENERAL FUND	SOLID WASTE	3,657.50_
				TOTAL:	3,657.50
KEVIN D OLSON	4/08/13	LEGAL SERVICES FOR APRIL 2	GENERAL FUND	LEGAL SERVICES	1,500.00_
				TOTAL:	1,500.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
KINGDOM GRAPHICS LLC	4/01/13	POLICE - UNIFORM SHIRTS	GENERAL FUND	POLICE OPERATION	87.92_
				TOTAL:	87.92
KNOX COMPANY	4/01/13	FIRE - KNOX BOXES	GENERAL FUND	FIRE OPERATION	905.00_
				TOTAL:	905.00
LEASE CONSULTANTS CORP	4/09/13	LIBRARY - COPIER CONTRACT	LIBRARY	LIBRARY	59.00_
				TOTAL:	59.00
LIBERTY COMMUNICATIONS	4/01/13	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	POLICE OPERATION	151.52
	4/01/13	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	FIRE OPERATION	85.02
	4/01/13	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	FIRE OPERATION	36.74
	4/01/13	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	PARK & RECREATION	124.68
	4/01/13	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	CLERK & TREASURER	238.57
	4/01/13	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	LOCAL CABLE ACCESS	57.08
	4/01/13	VARIOUS DEPTS - PHONE SERV	CIVIC CENTER	TOWN HALL	35.64
	4/01/13	VARIOUS DEPTS - PHONE SERV	LIBRARY	LIBRARY	185.02
	4/01/13	VARIOUS DEPTS - PHONE SERV	ROAD USE TAX	ROADS & STREETS	41.87
	4/01/13	VARIOUS DEPTS - PHONE SERV	WATER FUND	WATER OPERATING	41.87
	4/01/13	VARIOUS DEPTS - PHONE SERV	SEWER FUND	SEWER OPERATING	41.87_
				TOTAL:	1,039.88
	LINN COUNTY R.E.C.	4/05/13	STREETS - UTILITIES	GENERAL FUND	STREET LIGHTING
				TOTAL:	102.00
MENARDS	4/08/13	SEWER/P&R - SUPPLIES	GENERAL FUND	PARK & RECREATION	38.88
	4/10/13	PARK & REC - SUPPLIES	GENERAL FUND	PARK & RECREATION	40.76
	4/10/13	PARK & REC - SUPPLIES	GENERAL FUND	PARK & RECREATION	19.94
	4/08/13	SEWER/P&R - SUPPLIES	SEWER FUND	SEWER OPERATING	13.58_
				TOTAL:	113.16
MIDWEST FRAME & AXLE	4/11/13	FIRE - SERVICE REPAIR	GENERAL FUND	FIRE OPERATION	165.20_
				TOTAL:	165.20
MIDWEST JANITORIAL SERVICE INC	4/09/13	LIB/ADMIN/TH/POLICE - CLEA	GENERAL FUND	POLICE OPERATION	43.33
	4/09/13	LIB/ADMIN/TH/POLICE - CLEA	GENERAL FUND	CLERK & TREASURER	78.00
	4/09/13	LIB/ADMIN/TH/POLICE - CLEA	CIVIC CENTER	TOWN HALL	221.00
	4/09/13	LIB/ADMIN/TH/POLICE - CLEA	LIBRARY	LIBRARY	294.67_
			TOTAL:	637.00	
MISCELLANEOUS V SHANE UNDERDAHL	4/08/13	SHANE UNDERDAHL:UTILITY RE	WATER FUND	WATER OPERATING	65.92_
				TOTAL:	65.92
MOORE'S WELDING INC	4/08/13	FIRE - SERVICE TO FLATBED	GENERAL FUND	FIRE OPERATION	2,250.94_
				TOTAL:	2,250.94
NORTH AMERICAN SALT CO.	4/08/13	STREETS - SALT	ROAD USE TAX	ROADS & STREETS	3,220.28_
				TOTAL:	3,220.28
OVERDRIVE INC	4/09/13	LIBRARY - EBOOK	LIBRARY	LIBRARY	7.99
	4/09/13	LIBRARY - EBOOKS	LIBRARY	LIBRARY	41.90
	4/09/13	LIBRARY - EBOOKS	LIBRARY	LIBRARY	63.95
	4/09/13	LIBRARY - EBOOKS	LIBRARY	LIBRARY	51.95_
				TOTAL:	165.79
PITNEY BOWES GLOBAL FINANCIAL SERVICES	4/09/13	LIBRARY - LEASE CONTRACT	LIBRARY	LIBRARY	120.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
				TOTAL:	120.00
PLAY IT AGAIN SPORTS	4/10/13	PARK&REC -EQUIPMENT FOR SO	GENERAL FUND	PARK & RECREATION	84.99_
				TOTAL:	84.99
PYRAMID SERVICES INC.	4/08/13	CEMETERY - MOWER BLADES	GENERAL FUND	CEMETERY	116.34_
				TOTAL:	116.34
QC ANALYTICAL SERVICES LLC	4/08/13	SEWER - TESTING PILOT PROJ	SEWER FUND	SEWER OPERATING	848.00
	4/08/13	SEWER - TESTING	SEWER FUND	SEWER OPERATING	584.00_
				TOTAL:	1,432.00
QUILL CORP	4/01/13	ADMIN - OFFICE SUPPLIES	GENERAL FUND	CLERK & TREASURER	61.29
	4/09/13	ADMIN - OFFICE SUPPLIES	GENERAL FUND	CLERK & TREASURER	104.56
	4/09/13	LIBRARY - OFFICE SUPPLIES	LIBRARY	LIBRARY	53.91
	4/09/13	LIBRARY - OFFICE SUPPLIES	LIBRARY	LIBRARY	19.98
	4/09/13	LIBRARY - OFFICE SUPPLIES	LIBRARY	LIBRARY	30.22_
				TOTAL:	269.96
RIVER PRODUCTS COMPANY INC	4/09/13	STREETS - ROADSTONE	ROAD USE TAX	ROADS & STREETS	270.28_
				TOTAL:	270.28
RK DIXON	4/01/13	ADMIN - BLACK & WHITE COPI	GENERAL FUND	CLERK & TREASURER	392.40_
				TOTAL:	392.40
RUSSELL, MELISSA	4/01/13	P&R- REIMB FOR EASTER SUPP	GENERAL FUND	PARK & RECREATION	381.22_
				TOTAL:	381.22
S & G MATERIALS	4/08/13	STREETS - SAND	ROAD USE TAX	ROADS & STREETS	425.79_
				TOTAL:	425.79
SHANELLE M PEDEN	4/08/13	CABLE - VIDEOTAPING	GENERAL FUND	LOCAL CABLE ACCESS	150.00_
				TOTAL:	150.00
SPRINT	4/11/13	POLICE - SERVICE	GENERAL FUND	POLICE OPERATION	179.97_
				TOTAL:	179.97
STATE HYGIENIC LAB. ACCT.REC.	4/08/13	WATER - TESTING	WATER FUND	WATER OPERATING	44.00
	4/08/13	WATER - TESTING	WATER FUND	WATER OPERATING	18.00_
				TOTAL:	62.00
STOOLMAN, JODEE	4/05/13	FIRE - REIMB FOR FIRE SCHO	GENERAL FUND	FIRE OPERATION	267.58_
				TOTAL:	267.58
THE BOOK FARM INC	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	122.92
	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	31.95_
				TOTAL:	154.87
TIPTON CONSERVATIVE	4/09/13	LIBRARY - SUBSCRIPTION	LIBRARY	LIBRARY	35.00_
				TOTAL:	35.00
TOYNES IA. FIRE TRK.SERV	4/11/13	FIRE - SERVICE REPAIR	GENERAL FUND	FIRE OPERATION	938.66_
				TOTAL:	938.66
TRANS-IOWA EQUIPMENT INC	4/11/13	STREETS - 2013 ELGIN SWEEP	GENERAL FUND	ROADS AND STREETS	165,203.00_
				TOTAL:	165,203.00

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
TREASURER STATE OF IOWA	4/09/13	IOWA SALES TAX PMT MARCH	WATER FUND	WATER OPERATING	1,587.04
	4/09/13	IOWA SALES TAX PMT MARCH	SEWER FUND	WATER OPERATING	264.72_
				TOTAL:	1,851.76
UPS	4/01/13	SEWER - SHIPPING	GENERAL FUND	LOCAL CABLE ACCESS	39.78
	4/01/13	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	36.51
	4/01/13	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	12.17
	4/01/13	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	12.17
	4/08/13	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	48.78_
			TOTAL:	149.41	
UPSTART	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	655.10
	4/09/13	LIBRARY - BOOKMARKS	LIBRARY	LIBRARY	41.25_
			TOTAL:	696.35	
US CELLULAR	4/01/13	POLICE - PHONE SERVICE	GENERAL FUND	POLICE OPERATION	209.72
	4/05/13	FIRE - PHONE SERVICE	GENERAL FUND	FIRE OPERATION	37.98
	4/01/13	VARIOUS DEPTS- PHONE SERVI	GENERAL FUND	PARK & RECREATION	66.57
	4/01/13	VARIOUS DEPTS- PHONE SERVI	ROAD USE TAX	ROADS & STREETS	79.58
	4/01/13	VARIOUS DEPTS- PHONE SERVI	WATER FUND	WATER OPERATING	79.57
	4/01/13	VARIOUS DEPTS- PHONE SERVI	SEWER FUND	SEWER OPERATING	79.58_
				TOTAL:	553.00
USA BLUE BOOK	4/09/13	WATER - HACH FLUORIDE	WATER FUND	WATER OPERATING	175.69_
				TOTAL:	175.69
VEENSTRA & KIMM INC.	4/08/13	ENG SERVICES FOR 2013 SRTS	GENERAL FUND	ROADS AND STREETS	118.00
	4/08/13	ENG SRVS FOR 280TH & N DOW	GENERAL FUND	ROADS AND STREETS	282.60
	4/08/13	ENG SRV FOR CEDAR WATER M	WATER FUND	WATER OPERATING	673.00
	4/08/13	ENG FOR LIFT STATION GEN S	SEWER FUND	SEWER OPERATING	4,930.00
	4/08/13	ENG FOR LIFT STATION RES R	SEWER FUND	SEWER OPERATING	6,857.59
	4/08/13	ENG SRVS FOR BIO-DOME STUD	SEWER FUND	SEWER OPERATING	195.00_
			TOTAL:	13,056.19	
WALMART COMMUNITY/GEMB	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	267.36
	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	30.22
	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	68.90
	4/09/13	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	16.86_
			TOTAL:	383.34	
WEST BRANCH REPAIRS	4/09/13	POLICE - SERVICE	GENERAL FUND	POLICE OPERATION	40.75
	4/11/13	FIRE - SERVICE REPAIR	GENERAL FUND	FIRE OPERATION	493.77
	4/09/13	STREETS - SERVICE DUMP TRU	ROAD USE TAX	ROADS & STREETS	140.00_
			TOTAL:	674.52	
WEST BRANCH TIMES	4/08/13	LEGAL/CEMETERY - PUBLICATI	GENERAL FUND	CEMETERY	43.50
	4/08/13	LEGAL/CEMETERY - PUBLICATI	GENERAL FUND	LEGAL SERVICES	644.71
	4/09/13	LIBRARY - PUBLICATIONS	LIBRARY	LIBRARY	58.00_
			TOTAL:	746.21	
WEX BANK	4/09/13	POLICE - FUEL	GENERAL FUND	POLICE OPERATION	102.98_
				TOTAL:	102.98
WHITE CAP CONSTRUCTION SUPPLY	4/08/13	FIRE - COOLERS	GENERAL FUND	FIRE OPERATION	135.98_
				TOTAL:	135.98

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
**PAYROLL EXPENSES	4/01/2013 - 4/30/2013		GENERAL FUND	POLICE OPERATION	6,496.89
			GENERAL FUND	ROADS AND STREETS	2,068.30
			GENERAL FUND	PARK & RECREATION	1,532.09
			GENERAL FUND	CEMETERY	1,746.73
			GENERAL FUND	MAYOR AND COUNCIL	200.00
			GENERAL FUND	CLERK & TREASURER	2,658.37
			GENERAL FUND	LOCAL CABLE ACCESS	333.75
			LIBRARY	LIBRARY	3,479.98
			ROAD USE TAX	ROADS & STREETS	121.38
			WATER FUND	WATER OPERATING	2,889.20
			SEWER FUND	SEWER OPERATING	2,889.21
				TOTAL:	24,415.90

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

001	GENERAL FUND	263,999.00
022	CIVIC CENTER	927.24
031	LIBRARY	15,077.76
110	ROAD USE TAX	8,222.95
112	TRUST AND AGENCY	1,330.87
226	GO DEBT SERVICE	8,364.57
600	WATER FUND	9,500.43
610	SEWER FUND	18,616.74

	GRAND TOTAL:	326,039.56

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PLEASANT VALLEY NURSERY	3/28/13	CEMETERY - TREES FROM GRAN	GENERAL FUND	CEMETERY	5,000.00
TOTAL:					5,000.00

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

001	GENERAL FUND	5,000.00

GRAND TOTAL:		5,000.00



VEENSTRA & KIMM, INC.

860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

April 5, 2013

Matt Muckler
City Administrator
City of West Branch
110 Poplar Street
P.O. Box 218
West Branch, IA 52358

WEST BRANCH, IOWA
LIFT STATION & FORCE MAIN
PARTIAL PAY ESTIMATE NO. 1 (revised)

Enclosed is one copy of Partial Payment Estimate No. 1 (revised) for work completed from January 28, 2013 to March 31, 2013 under the contract between the City of West Branch and Ricklefs Excavating, Ltd.

We have checked the estimate and recommend payment to Ricklefs Excavating, Ltd. in the amount of \$402,705.00.

By separate cover we have forwarded three copies of Partial Payment Estimate No. 1 (revised) to Ricklefs Excavating, Ltd. for signature and return to the City of West Branch.

Please sign all copies of the partial payment estimates forwarded to you by Ricklefs Excavating, Ltd. in the spaces provided and return one signed copy to our office and one copy Ricklefs Excavating, Ltd. with payment.

Should you have any questions or comments concerning the enclosed information, please contact us at 319-466-1000.

VEENSTRA & KIMM, INC.



Dave Schechinger

DRS:mmc
36846
Enclosures



VEENSTRA & KIMM, INC.

860 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1565
 319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

April 5, 2013

PAY ESTIMATE NO. 1 (revised)
LIFT STATION & FORCE MAIN
WEST BRANCH, IOWA

Ricklefs Excavating, Ltd.
 12536 Buffalo Rd.
 Anamosa, IA 52205

Contract Amount \$1,016,519.00
 Contract Date December 17, 2013
 Pay Period Jan. 28, 2013 - March 31, 2013

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Mobilization	LS	xxxxx	xxxxx	\$ 70,000.00	50%	\$ 35,000.00
1.2	Construction Staking	LS	xxxxx	xxxxx	\$ 6,500.00	50%	\$ 3,250.00
1.3	Erosion Control	LS	xxxxx	xxxxx	\$ 500.00	20%	\$ 100.00
1.4	Silt Fence	LF	3,000	\$ 1.60	\$ 4,800.00		\$ -
1.5	Stabilizing Material	Tons	350	\$ 17.50	\$ 6,125.00		\$ -
1.6	6" Granular Surfacing	Tons	800	\$ 16.50	\$ 13,200.00		\$ -
1.7	16" Force Main in Place	LF	3,054	\$ 36.00	\$ 109,944.00	2,900	\$ 104,400.00
1.8	16" DI Force Main in Place	LF	400	\$ 56.00	\$ 22,400.00	400	\$ 22,400.00
1.9	Storm Sewer in Place						
	1.9.1 12" Dia. RCP	LF	80	\$ 65.00	\$ 5,200.00		\$ -
	1.9.2 15" Dia. RCP	LF	50	\$ 70.00	\$ 3,500.00		\$ -
	1.9.3 24" Dia. RCP	LF	10	\$ 85.00	\$ 850.00		\$ -
1.10	Field Drain Lines	LF	100	\$ 5.00	\$ 500.00		\$ -
1.11	Lift Station Improvements	LS	xxxxx	xxxxx	\$ 700,000.00	30%	\$ 210,000.00
1.12	Lagoon Improvements	LS	xxxxx	xxxxx	\$ 65,000.00	75%	\$ 48,750.00
1.13	Seeding	LS	xxxxx	xxxxx	\$ 8,000.00		\$ -
Total					\$1,016,519.00		\$ 423,900.00

MATERIALS STORED SUMMARY				
	Description	# of Units	Unit Price	Extended Cost
Total				\$ -

SUMMARY		
	Total Approved	Total Completed
Contract Price	\$ 1,016,519.00	\$ 423,900.00
Approved Change Order (list each)		
Revised Contract Price	\$ 1,016,519.00	\$ 423,900.00

Stored
 Total Earned \$ 423,900.00
 Retainage (5%) \$ 21,195.00
 Total Earned Less Retainage \$ 402,705.00

Total Previously Approved (list each)		

Total Previously Approved \$ -
Amount Due This Request \$ 402,705.00

Percent Complete 42%

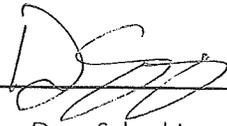
The amount \$402,705.00 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Ricklefs Excavating, Ltd.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Signature:  _____
 Name: Dave Schechinger
 Title: Engineer
 Date: April 5, 2013

Signature: _____
 Name: _____
 Title: _____
 Date: _____

4/1/13

Mayor Worrell, Council Members, and City Staff:

Tonight marks my final meeting as an active West Branch City Council member. Lauren and I will no longer be residents of West Branch after tonight. With that, I must resign from my position.

I have thoroughly enjoyed my time serving the city. It's been a pleasure getting to know each of you and having the opportunity to work with each of you. Since my election, I've witnessed the growth of both the town and myself as an individual. Serving as a council member has been a privilege and something that I'll always look back on with joy.

Our past budget decisions, staffing hires, and the completion of projects throughout town have made a positive impact on the town. I'm happy to have been a part of everything, good and bad. I am encouraged about the future for West Branch as we have a staff in place, along with a great mayor and council.

I strongly believe the bar has been set high by results we've seen. I look forward to see continued improvements throughout the town.

I want to thank each of you for the opportunity to serve the town with each of you.

Dan O'Neil

NOTICE OF THE WEST BRANCH CITY COUNCIL'S INTENTION TO APPOINT A REPLACEMENT FOR THE VACATED COUNCIL 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 Council position that was vacated by the resignation of the duly elected Councilperson Dan O'Neil.

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 Council Position 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 Council 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. 1100

RESOLUTION APPROVING THE APPOINTMENT OF _____ TO FILL
THE UNEXPIRED TERM OF COUNCILMEMBER DAN O'NEIL.

WHEREAS, the resignation of the duly elected Councilperson Dan O'Neil
created an opening of a Council Member position; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City
of West Branch, Iowa, that _____ is hereby appointed to fill the
unexpired term of Dan O'Neil as Council Member of the City of West Branch.

Passed and approved this 15th day of April, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Prepared by Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241
Return to: West Branch City Clerk, 110 Poplar Street, West Branch, Iowa 52358

Ordinance No. 708

AN ORDINANCE VACATING THAT CERTAIN 60-FOOT PORTION ON AN ALLEY LOCATED BETWEEN LOTS 65 & 66 AND LOT 42 IN BLOCK 7 IN CAMERON (ORIGINAL TOWN) ALSO KNOWN AS WEST BRANCH, WEST BRANCH, IOWA.

WHEREAS, pursuant to Section 354.23 of the Code of Iowa, the City has held a public hearing on the proposed vacation of a 60-foot portion of the alley located between Lots 65 & 66 and Lot 42, Block 7 in Cameron (Original Town) A.K.A. West Branch, Cedar County, Iowa; and

WHEREAS, it is now necessary to pass an ordinance vacating said section of alley and directing the County Auditor to use this ordinance as the conveyance document for said alley without further documentation.

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA, AS FOLLOWS:

Section 1. Vacation of Alley.

The 60-feet of that certain 16-foot wide alley located to the north of Lots 65 & 66 and to the south of Lot 42 in Block 7 in Cameron (Original Town) A.K.A. West Branch, Cedar County, Iowa, be and the same is hereby vacated.

Section 2. Conveyance.

Pursuant to Section 354.23 of the Code of Iowa, the alley shall be conveyed as follows:

- a. The northern 8-feet of said 60-foot alley shall be conveyed to Thomas Cannon (Parcel #0500-13-08-127-003-0)
- b. The southern 8-feet of said 60-foot alley shall be conveyed to James and Lois Oaks (Parcel #0500-13-08-127-013-0)

The County Auditor is directed to show said conveyance on its books without further documentation.

Section 3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 5. 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 15th day of April, 2013.

First Reading: April 1, 2013
Second Reading: April 15, 2013
Third Reading:

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Item 6d – The Waiver Rule

A Council member may move the final passage of an ordinance, with waiver of first or second consideration of the ordinance or waiver or both, by reciting the following motion.

"Moved by (insert the moving Council member's name) that the rule requiring that ordinances must be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended; that the first and second consideration and vote be waived; that the ordinance be placed upon its final passage and that the ordinance do now pass."

or may move waiver by reference to the language of this section to be known as "the waiver rule".

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: Dawn Brandt, Deputy City Clerk, P.O. Box 218, West Branch, Iowa 52358 (319)643-5888

ORDINANCE NO. 709

AN ORDINANCE RE-ZONING AN APPROXIMATE 0.05 ACRE PARCEL OF REAL PROPERTY LOCATED NORTH OF EAST MAIN STREET FROM CB-2 CENTRAL BUSINESS DISTRICT TO B-2 BUSINESS DISTRICT.

WHEREAS, Terry Suchomel has petitioned the City of West Branch for a zoning district amendment for an approximate 0.05-acre parcel located north of East Main Street, said parcel being legally described as the south .05 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; and

WHEREAS, Suchomel has requested that the Parcel be rezoned to be located in an B-2 Business District, in place of a CB-2 Central Business District; and

WHEREAS, the West Branch Planning and Zoning Commission has recommended the City Council approve said rezoning request; and

WHEREAS, a public hearing has been held on said request pursuant to published notice thereof.

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

Section 1. That the zoning map for the City of West Branch is hereby amended to show the Parcel being located in a B-2 Business District in place of an CB-2 Central Business District.

Section 2. This ordinance shall be in full force and effect from and after its publication as by law provided.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 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 ____ day of _____, 2013.

Read First Time: April 1, 2013
Read Second Time: April 15, 2013
Read Third Time:

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSAL TO VACATE AND DISPOSE OF AN INTEREST IN REAL PROPERTY, SAID REAL PROPERTY BEING GENERALLY DESCRIBED AS THE NORTHERN 70 FEET OF A 16-FOOT ALLEY LOCATED BETWEEN LOTS 21 & 22 IN BLOCK 22 IN CAMERON (ORIGINAL TOWN) A.K.A. WEST BRANCH, IN WEST BRANCH, CEDAR COUNTY, IOWA LOCATED GENERALLY NEAR GREEN STREET AND 2ND STREET.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the City Council of the City of West Branch in the Council Chambers, at the City Hall at 110 Poplar Street, at 7:00 o'clock P.M., on Monday, April 15th, 2013. Said public hearing shall be to consider the intent and proposal of vacating and disposing of the City's interest in the northern 70 feet of a 16-foot alley located between Lots 21 & 22 in Block 22 in Cameron (Original Town) a.k.a. West Branch, in West Branch, Cedar County, Iowa.

/s/ Matt Muckler, City Administrator/Clerk,

Prepared by Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241
Return to: West Branch City Clerk, 110 Poplar Street, West Branch, Iowa 52358

Ordinance No. 710

AN ORDINANCE VACATING THE NORTHERN 70 FEET OF A 16-FOOT ALLEY LOCATED BETWEEN LOTS 21 & 22 IN BLOCK 22 IN CAMERON (ORIGINAL TOWN) ALSO KNOWN AS WEST BRANCH, WEST BRANCH, IOWA.

WHEREAS, pursuant to Section 354.23 of the Code of Iowa, the City has held a public hearing on the proposed vacation of the northern 70 feet of a 16-foot alley located between Lots 21 & 22, Block 22 in Cameron (Original Town) A.K.A. West Branch, Cedar County, Iowa; and

WHEREAS, it is now necessary to pass an ordinance vacating said section of alley and directing the County Auditor to use this ordinance as the conveyance document for said alley without further documentation.

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, CEDAR COUNTY, IOWA, AS FOLLOWS:

Section 1. Vacation of Alley.

The northern 70 feet of a 16-foot alley located between Lots 21 & 22, Block 22 in Cameron (Original Town) A.K.A. West Branch, Cedar County, Iowa, be and the same is hereby vacated.

Section 2. Conveyance.

Pursuant to Section 354.23 of the Code of Iowa, the alley shall be conveyed as follows:

All 16-feet of said 70-foot alley shall be conveyed to Roy A. Lewis (Parcel #0500-13-05-360-001-0).

The County Auditor is directed to show said conveyance on its books without further documentation.

Section 3. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 4. 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 5. 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 15th day of April, 2013.

First Reading: April 15, 2013
Second Reading:
Third Reading:

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

West Branch, Iowa

December 20,

The West Branch Town Council met in regular session with Mayor Minard W. Thor presiding. The following Councilmen were present: Allan Wietlake, Louis Luckel, M.M.McCarty, Richard Petersen, Michael Pettinger. Absent: none.

Ordinance No. 245, entitled

AN ORDINANCE VACATING PORTIONS OF ALLEYS LOCATED IN BLOCK 22 AND BLOCK 26, Town of West Branch, Iowa

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WEST BRANCH, IOWA:

Section 1. That the following portions of public alleys located in Block 22 and Block 26 of the Town of West Branch, Iowa, hereinafter described be and same are hereby vacated to-wit:

- A. The South 115 feet of the public alley lying between Lots 14 and 15 in Block 26, Town of West Branch, Iowa.
- B. The South 95 feet of the public alley lying between Lots 21 and 22 in Block 22, Town of West Branch, Iowa.

Section 2. This Ordinance shall be in full force and effect from and its passage and publication as by law required.

Passed and approved this 20th day of December, 1971.

Attest: J.J. Hayslett
J.J. Hayslett, Town Clerk

W. Minard Thomas, Mayor

was introduced and read by Louis Luckel, who moved it be placed on the first. The Motion was seconded by Richard Petersen. Upon roll call, the Councilmen as follows: Yeas: Louis Luckel, M.M.McCarty, Richard Petersen, Michael Pettinger. Nays: Allan Wietlake. Absent: none. Motion: carried.

Moved by Michael Pettinger and seconded by Louis Luckel, that the rules be dispensed with and that the 2nd and 3rd readings of the Ordinance be omitted. Roll call: Yeas: Louis Luckel, M.M.McCarty, Richard Petersen, Michael Pettinger. Nays: Allan Wietlake. Absent: none. Motion carried.

Moved by Louis Luckel and seconded by M.M.McCarty that the following bills be read in GENERAL:

Payroll Account	65.22	Brown's Standard Service
W.B. Telephone Co.	38.49	Rita Lovell
W.B. Animal Clinic	15.00	Iowa State Univ.
West Branch Times	48.80	Duncan Farm & Home Store
W.B. Oil Co.	41.89	Ray's Blacksmith
Standard Oil Co.	89.76	Kimmy Fire & Safety Co.
W.B. Hardware	13.45	West Branch Times
Dewey Jack & Jill	2.74	Hora Bros.
Carl Sagert	8.00	W.B. Oil Co.
Cedar Co. Auditor	847.46	F.M.C. Corporation
Ia. Electric Light & Power	38.01	Communications Eng. Co.
		Lacina Skelly Service
		Jake's DX Service

STREETS:

ORDINANCE NO. 711

AN ORDINANCE AMENDING CHAPTER 160 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH REGARDING FLOOD PLAIN REGULATIONS.

WHEREAS, the City of West Branch participates in the National Flood Insurance Program in order to allow its citizens and businesses to obtain flood insurance policies; and

WHEREAS, in order to participate, the City previously adopted Chapter 160 of the Code of Ordinances; and

WHEREAS, in order to continue participation in the program, the Iowa Department of Natural Resources has requested that the City adopt certain changes to said Chapter 160.

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

1. Amendment. Chapter 160 of the Code of Ordinances is hereby amended as follows:
 - a. Section 160.02 is hereby amended by incorporating the following definitions into said Section 160.02:

”Minor Projects means small development activities, except for filling, grading and excavating valued at less than \$500; and
 - b. Section 160.03 is hereby amended by deleting Section 160.03 in its entirety, and replacing it as follows:

“The provisions of this Ordinance shall apply to all lands and uses which have significant flood hazards. The Flood Insurance Rate Map (FIRM) for Cedar County and Incorporated Areas, City of West Branch, Panels 19031C0211C, 0212C, 0213 and 0214C, dated August 19, 2013, which were prepared as part of the Cedar County Flood Insurance Study, shall be used to identify such flood hazard areas and all areas shown thereon to be within the boundaries of the 100-year flood shall be considered as having significant flood hazards. Where uncertainty exists with respect to the precise location of the 100-year flood boundary, the located shall be determined on the basis of the 100-year flood elevation at the particular site in question. The Flood Insurance Study for Cedar County is hereby adopted by references and is made a part of this Ordinance for the purpose of administering floodplain management regulations.”; and
 - c. Section 160.08(3) is hereby amended by deleting the reference to “National Geodetic Vertical Datum” and replacing it with “North American Vertical Datum; and
 - d. Section 160.08(9) is hereby amended by incorporating the following sentence at the end of this subsection:

“In addition, such alterations and relocations must be approved by the Department of Natural Resources.”; and

- e. Section 160.10 is hereby amended by deleting said Section 160.10 in its entirety; and
 - f. Section 160.11(3) and 160.11(4) are hereby amended by deleting references to the “National Geodetic Vertical Datum” and replacing said references with “North American Vertical Datum”; and
 - g. Section 160.13(5) is hereby amended by deleting the reference to “National Geodetic Vertical Datum” and replacing it with “North American Vertical Datum.”
2. Conflicts. All ordinances or parts of ordinances that are in conflict with this ordinance are hereby repealed.
 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 this ordinance as a whole or any part, section or provision thereof not adjudged invalid or unconstitutional.
 4. Effective Date. This ordinance shall be in full force in effect upon passage of this ordinance and publication as required by law.

First Reading: April 15, 2013
Second Reading:
Third Reading:

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

FRM

NFIP

NATIONAL FLOOD INSURANCE PROGRAM

MAP INDEX

FIRM

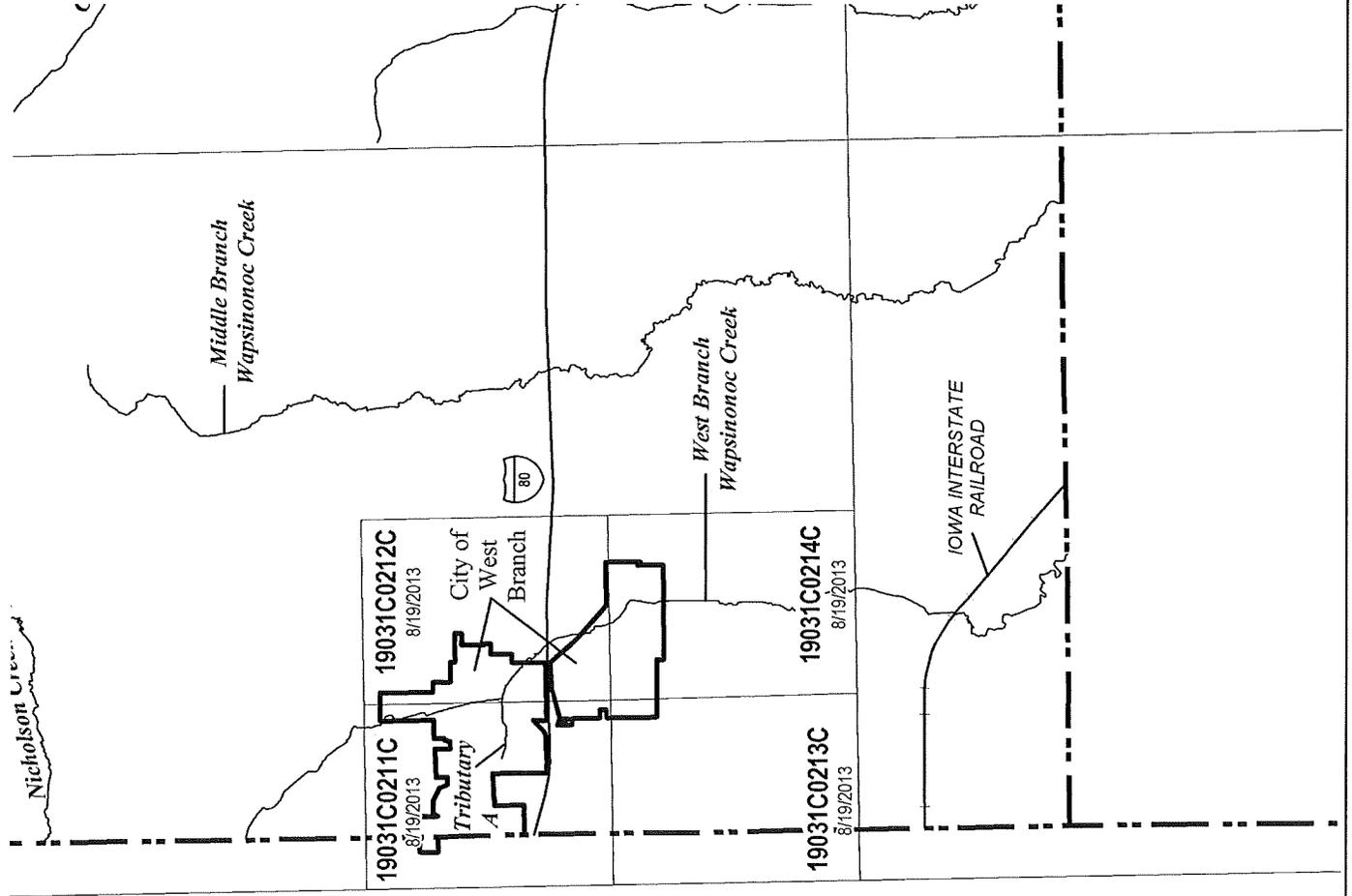
FLOOD INSURANCE RATE MAP
CEDAR COUNTY,
IOWA
AND INCORPORATED AREAS
(SEE LISTING OF COMMUNITIES TABLE)

MAP INDEX

PANELS PRINTED: 25, 50, 75, 100,
125, 142, 144, 145, 150, 161, 163, 165, 175,
181, 185, 200, 211, 212, 213, 214, 225, 250,
275, 276, 277, 280, 300, 325, 350, 375, 400



MAP NUMBER
19031CIND0A
EFFECTIVE DATE
AUGUST 19, 2013
Federal Emergency Management Agency



This is an official copy of a portion of the above referenced flood map. It was extracted using FRMette - Desktop version 3.0. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. Further information about National Flood Insurance Program flood hazard maps is available at <http://www.msc.fema.gov/>.

NOTES TO USERS

This map is to be used only for informational purposes. It does not constitute a warranty of any kind, and the user assumes all liability for any use of the map. The user is advised to verify the accuracy of the information presented on this map before using it for any purpose. The user is also advised to consult the National Flood Insurance Program (NFIP) website for the most current information on flood insurance rates and other program details. The user is further advised to consult the National Flood Insurance Program (NFIP) website for the most current information on flood insurance rates and other program details. The user is further advised to consult the National Flood Insurance Program (NFIP) website for the most current information on flood insurance rates and other program details.

For information on available products associated with the NFIP, visit the NFIP website at www.flood.gov. For information on available products associated with the NFIP, visit the NFIP website at www.flood.gov. For information on available products associated with the NFIP, visit the NFIP website at www.flood.gov. For information on available products associated with the NFIP, visit the NFIP website at www.flood.gov. For information on available products associated with the NFIP, visit the NFIP website at www.flood.gov.



LEGEND
FLOOD INSURANCE RATE ZONES FOR THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP) IN CEDAR COUNTY, MISSOURI. This map is to be used only for informational purposes. It does not constitute a warranty of any kind, and the user assumes all liability for any use of the map. The user is advised to verify the accuracy of the information presented on this map before using it for any purpose. The user is also advised to consult the National Flood Insurance Program (NFIP) website for the most current information on flood insurance rates and other program details. The user is further advised to consult the National Flood Insurance Program (NFIP) website for the most current information on flood insurance rates and other program details.

FLOODING AGENCIES IN ZONE 1C
The following is a list of flooding agencies for Zone 1C. For more information on these agencies, visit the NFIP website at www.flood.gov. The following is a list of flooding agencies for Zone 1C. For more information on these agencies, visit the NFIP website at www.flood.gov. The following is a list of flooding agencies for Zone 1C. For more information on these agencies, visit the NFIP website at www.flood.gov.

OTHER FLOOD AGENCIES
The following is a list of other flooding agencies. For more information on these agencies, visit the NFIP website at www.flood.gov. The following is a list of other flooding agencies. For more information on these agencies, visit the NFIP website at www.flood.gov. The following is a list of other flooding agencies. For more information on these agencies, visit the NFIP website at www.flood.gov.

NATIONAL FLOOD INSURANCE PROGRAM
FIRM FLOOD INSURANCE RATE MAP
CEDAR COUNTY, MISSOURI
AND INCORPORATED AREAS
PANEL 213 OF 400
FIRM MAP NUMBER FOR THIS PANEL: 16031C0213C
EFFECTIVE DATE: AUGUST 15, 2013
MAP NUMBER: 16031C0213C
EFFECTIVE DATE: AUGUST 15, 2013
Federal Emergency Management Agency

RESOLUTION NO. 1087

A RESOLUTION APPROVING A POLICY FOR THE DISPOSITION OF
UNPAID UTILITY BILLING FINAL BALANCES

WHEREAS, despite efforts of administrative staff, there are from time to time unpaid utility billing final balances; and

WHEREAS, the City Council of West Branch seeks to institute a policy encouraging the collection of such accounts; and

WHEREAS, some accounts are unable to be recovered and need to be removed from the City's utility billing records.

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

SECTION 1. The City Council directs staff to commence collection efforts on unpaid utility billing final balances within thirty days.

SECTION 2. The City Council directs staff to utilize the State Income Offset Program for collection of unpaid utility billing final balances.

SECTION 3. The City Council authorizes the city administrator at his or her discretion to write off unpaid utility billing final balances up to \$250.

SECTION 4. The City Council directs staff to obtain Council approval prior to writing off unpaid utility billing final balances in excess of \$250.

Passed and approved this 1st day of April, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1092

RESOLUTION APPROVING A 28E AGREEMENT WITH CEDAR COUNTY, IOWA, TO CONSTRUCT AND MAINTAIN A DOG PARK IN UNINCORPORATED CEDAR COUNTY.

WHEREAS, the City of West Branch, Iowa (the "City") acquired a parcel in unincorporated Cedar County from Hillshire Brands for use as a dog park; and

WHEREAS, Cedar County and the City are interested in jointly participating in the dog park and for the provision of a parking lot and restroom to serve the dog park and trail; and

WHEREAS, to that end, the City Attorney has drafted a 28E Agreement that requires the approval of both the City Council and the Board of Supervisors of Cedar County; and

WHEREAS, it is in the best interests of the City to approve said 28E Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned 28E Agreement be and the same is hereby approved. Further, the Mayor and City Clerk are directed to execute said Agreement on behalf of the City.

BE IT FURTHER RESOLVED, that the City Clerk is directed to file a copy of the fully executed agreement with the Iowa Secretary of State as required by law.

Passed and approved this 15th day of April, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5127, Coralville, Iowa 52241 (319)351-2277

CHAPTER 28E AGREEMENT BETWEEN THE WEST BRANCH, IOWA AND CEDAR COUNTY, IOWA REGARDING THE CREATION AND MAINTENANCE OF A DOG PARK.

THIS AGREEMENT is made by and between the City of West Branch, Iowa, a municipal corporation (“City”); and the Cedar County, Iowa, a municipal corporation (“County”).

WHEREAS, City was recently donated a parcel of property (the “Property”) located in unincorporated Cedar County for the purposes of using the Property as a Dog Park (the “Project”); and

WHEREAS, City and County believe it is in the best interests of each party to work together to create a Project that will be beneficial to both parties; and

WHEREAS, the parties desire to enter into a 28E Agreement, outlining in detail each of their respective duties and responsibilities regarding said cost sharing arrangement for the Project.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

- I. Purpose. The purpose of the agreement to outline the responsibilities and obligations of each party as it pertains to the construction and maintenance of the Project.
- II. Consideration. The mutual consideration herein is the execution of this Agreement by the parties.
- III. No separate legal entity. No separate legal entity is created by this Agreement. The City Council of West Branch and the Board of Supervisors of Cedar County each will administer the entity’s duties hereunder.
- IV. Duties and Responsibilities.
 - A. Responsibilities of the City.
 1. The City shall be responsible for the creation of a parking lot consisting of six (6) parking spaces that can be used by the general public to access the Project or to use to access the Hoover Trail System. Said parking lot shall consist of gravel material and will be maintained by the City.

2. The City shall be responsible for the erection of a chain-link type fence to enclose the portion of the Project to be used as the Dog Park.
3. The City shall reimburse County, 50% of the cost of the installation of the restroom facility for the Project described in Paragraph (IV)(B)(1) below. Said reimbursement shall occur within 30 days of invoice by the County to the City Clerk.
4. The City shall be responsible for mowing the portion of the Project located on the City's Property.

B. Responsibilities of the County.

1. The County shall be responsible for the installation of a restroom facility at the Project site, subject to the reimbursement provision outlined in Paragraph (IV)(A)(3) above.
2. The County shall provide the maintenance of the restroom facility to be funded out of the Conservation Board budget.
3. The County shall be responsible for the mowing of the portion of the Project site that is already mowed by the County.
4. The County will provide gravel and parking stops to the City in order to create the parking lot as outlined above.

C. Indemnities.

Both the City and County hereby agree to indemnify, defend and hold each other, its employees, agents and contractors from any claims filed against either party by reason of the Project and this Agreement.

V. Duration.

This agreement is effective upon execution of both parties and shall be effective until July 1, 2014. The agreement shall automatically renew on an annual basis unless terminated by either party. Notice of termination shall be provided no less than 30 days prior to renewal of the contract unless otherwise mutually agreed in writing by both parties.

VI. Termination.

In the event the agreement is terminated while the project is partially or fully completed, the distribution of property shall be as follows:

1. Each party shall retain its title in the real estate as owned previous to this agreement. This agreement does not alter any ownership of real estate.

2. The County shall obtain ownership of: restroom facility, parking stops, and any other incidental supplies purchased by the county not otherwise mentioned.
3. The City shall obtain ownership of the gravel, the fence, and any other incidental supplies purchased by the city not otherwise mentioned.

VII. Filing. The City Clerk of West Branch shall file this Agreement with the Secretary of State as required by law.

Dated this ____ day of _____, 2013.

City:

County:

By: _____
Mark Worrell, Mayor

By: _____
Wayne Deerberg, Chairperson of Board of Supervisors

ATTEST:

ATTEST:

Matt Muckler, City Clerk

Cari Gritton, County Auditor

STATE OF IOWA, COUNTY OF CEDAR, ss:

On this _____ day of _____, 2013, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Mark Worrell and Matt Muckler, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of West Branch, Iowa; a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as passed by Resolution of the City Council; and Mark Worrell and Matt Muckler acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

A Notary Public in and for the
State of Iowa

STATE OF IOWA, COUNTY OF CEDAR, ss:

On this _____ day of _____, 2013, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____ and _____, to me personally known, who, being by me duly sworn, did say that they are the Chairperson of the Cedar County Board of Supervisors and the Cedar County Auditor, respectively; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its Board of Supervisors, as passed by Resolution of the Board of Supervisors; and _____ and _____ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

A Notary Public in and for the
State of Iowa

NOTICE OF HEARING AND LETTING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF 280th & NORTH DOWNEY RESURFACING FOR THE CITY OF WEST BRANCH, IOWA, AND THE TAKING OF BIDS THEREFOR

Notice is hereby given that the City Council of West Branch, Iowa will meet in the Council Chambers at the City Library, 110 North Poplar Street, West Branch, Iowa, on the 15th day of April, 2013 at 7:00 p.m. at which time a hearing will be held and said Council proposes to adopt plans, specifications, form of contract and estimate of cost for the construction of the 280th & North Downey Resurfacing and work incidental thereto for said City.

Sealed proposals will be received by the City Clerk of the City of West Branch, Iowa, at City Hall, 110 North Poplar Street, West Branch, Iowa, until 2:00 p.m. on the 11th day of April, 2013, for the construction of 280th & North Downey Resurfacing as described in the plans and specifications therefor, now on file in the office of the City Clerk. Proposals will be opened and the amount of the bids announced by the City Clerk at the time and date specified above. Proposals will be acted upon by said City at the April 15th City Council Meeting or at such later time and place as then may be fixed.

The location of the work to be done and the kinds and sizes of materials proposed to be used are as follows:

280th & NORTH DOWNEY RESURFACING

Construct 280th & North Downey Resurfacing project including all labor, materials and equipment necessary for approximately 4,060 square yards of 3" mill and 3" HMA resurfacing, 14 tons granular shoulder and pavement markings for 4,700 linear feet of roadway and miscellaneous associated work.

All work and materials are to be in accordance with the proposed plans, specifications, form of contract and estimate of cost now on file in the office of the City Clerk of West Branch, Iowa, and by this reference made a part thereof as though fully set out and incorporated herein.

At said hearing, the City Council will consider the proposed plans, specifications, form of contract and estimate of cost for the project, the same now being on file in the office of the City Clerk, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Council will also receive and consider any objections to said plans, specifications and form of contract or to the estimate cost of said improvements made by any interested party.

All proposals and bids in connection therewith shall be submitted to the City Clerk of said City on or before the time herein set for receiving bids. All proposals shall be made on official bidding blanks furnished by the City, and any alternations in the official form of proposal will entitle the Council, at its option, to reject the proposal involved from consideration. Each proposal shall be sealed and plainly identified.

NHL-1

36888

Each proposal shall be made out on a blank form furnished by the municipality and must be accompanied in a sealed envelope by either (1) a certified or cashier's check drawn on a solvent Iowa bank or a bank chartered under the laws of the United States or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount equal to five percent (5%) of the bid, or (2) a bid bond executed by a corporation authorized to contract as a surety in the State of Iowa, in the penal sum of five percent (5%) of the bid.

The bid security should be made payable to the CITY OF WEST BRANCH, IOWA. The bid security must not contain any conditions either in the body or as an endorsement thereon. The bid security shall be forfeited to the City as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within 10 days after the award of contract and post bond satisfactory to the City insuring the faithful fulfillment of the contract and the maintenance of said work, if required, pursuant to the provisions of this notice and other contract documents. Bidders shall use the bid bond form bound in the specifications.

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa Statutes.

The City Council reserves the right to reject any or all bids and to waive informalities or technicalities in any bid and to accept the bid which it deems to be in the best interest of the City.

The Council reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) calendar days from the date of Hearing and Letting.

The successful bidder will be required to furnish a bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City Council and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment for all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor, and shall guarantee the work against faulty workmanship and materials for a period of two (2) years after its completion and acceptance by the City Council.

The work will commence within ten (10) days after written Notice to Proceed and shall be completed by June 14, 2013.

Liquidated damages in the amount of Five Hundred Dollars (\$500.00) per consecutive calendar day will be assessed for each day that work shall remain uncompleted after the end of the contract period, with due allowance for extensions of the contract period due to conditions beyond the control of the Contractor.

Payment to the Contractor for said improvements will be made in cash derived from the proceeds of the issuance and sale of such bonds and/or from such cash funds of the City as may be legally used for said purposes. Any combination of the above methods of payment may be used at the discretion of the City Council.

Notice of Hearing and Letting

Payment to the Contractor will be on the basis of monthly estimates equivalent to ninety-five percent (95%) of the contract value of the work completed and payments made to material suppliers for materials ordered specifically for the project or delivered to the site during the preceding calendar month. Estimates will be prepared on the last day of each month by the Contractor, subject to the approval of the Engineer, who will certify to the City for payment each approved estimate on or before the tenth (10th) day of the following month. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work partially or totally completed. Upon completion of the work and its acceptance by the Council, the Contractor will be paid an amount which, together with previous payments, will equal ninety-five percent (95%) of the contract price of the contract. Final payment of the remaining five percent (5%) will be made not less than thirty-one (31) days after completion and acceptance by resolution of the City Council of the completed contract, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa, as amended. No such partial or final payments will be due until the Contractor has certified to the City that the materials, labor and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications.

The City will issue a sales tax exemption certificate applicable for all materials purchased for the project.

Plans and specifications governing the construction of the proposed improvements, and also the prior proceedings of the City Council referring to and defining said proposed improvements are hereby made a part of this notice and the proposed contract by reference and the proposed contract shall be executed in compliance therewith.

Copies of said plans and specifications are now on file in the office of the City Clerk, for examination by bidders. Copies may be obtained from TECHNIGRAPHICS, 415 Highland Avenue, Suite 100, Iowa City, Iowa 52240. Contact Jill Chambers at 319-354-5950 or email jchambers@techiowa.com. A refundable deposit of \$30 is required. Please make checks to Veenstra & Kimm, Inc. Mail said deposit checks to Technigraphics, 415 Highland Avenue, Suite 100, Iowa City, Iowa 52240, Attn: Jill Chambers. Upon receiving deposit check, plans and specifications will be mailed out. When plans and specifications are returned in good condition within 14 days of the award date of the project, deposit checks will be returned.

This notice is given by order of the Council of the City of WEST BRANCH, Iowa.

CITY OF WEST BRANCH, IOWA

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator

NHL-3

36888

RESOLUTION NO. 1098

RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF 280TH AND NORTH DOWNEY RESURFACING FOR THE CITY OF WEST BRANCH, IOWA AND THE TAKING OF BIDS THEREFOR.

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable make certain improvements to 280th & North Downey Streets (the "Project"); and

WHEREAS, accordingly, the City Council, did heretofore direct the preparation of detailed plans, specifications, estimate of cost and form of contract for said proposed Project; and

WHEREAS, the aforementioned plans, specifications, estimate of cost and form of contract for the proposed project were thereafter filed with the City Clerk for Council review and public inspection; and

WHEREAS, public hearing on the above-described plans, specifications, estimate of cost and form of contract for the proposed Project has now been held, said public hearing having been preceded by proper published notice thereof as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the plans, specifications, estimate of cost and form of contract for the aforementioned Project is hereby approved.

* * * * *

Passed and approved this 15th day of April, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

PLANS FOR 280TH & NORTH DOWNEY RESURFACING WEST BRANCH, IOWA



GENERAL LEGEND

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
---	SURVEY LINE & STATION INDICATOR	---	CONCRETE SURFACE
---	ASPHALT SURFACE	---	FLARED END SECTION
---	CONCRETE W/ASPHALT OVERLAY	---	MAJOR
---	LOW GRADE ASPHALT SURFACE	---	FENCE (MISC.)
---	GRANULAR SURFACE	---	SECURITY FENCE
---	BRICK SURFACE	---	SILT FENCE
---	RESURFACING REMOVAL/REPLACEMENT	---	CHAIN LINK FENCE
---	EARTH SECTION	---	PROPERTY LINE
---	EXISTING MANHOLE	---	SECTION CORNER
---	NEW SEWER/INTAKE	---	BUILDING
---	NEW WATER MAIN	---	PLAT BOUNDARY
---	NEW WATER VALVE	---	CEMETERY MARKER
---	EXISTING SANITARY SEWER AND SIZE	---	DIAMETER
---	EXISTING STORM SEWER AND SIZE	---	ELEVATION
---	EXISTING FORCE MAIN AND SIZE	---	CAST IRON PIPE
---	UNDERGROUND POWER LINE	---	DUCTILE IRON PIPE
---	UNDERGROUND TELEPHONE LINE	---	CONCRETE ARCH PIPE
---	CABLE TELEVISION LINE	---	REINFORCED CONCRETE PIPE
---	FIBER OPTIC	---	UNED REINFORCED CONCRETE PIPE
---	DRAINAGE COURSE	---	STATION
---	SANITARY MANHOLE	---	LINE OFFSET
---	ELECTRIC MANHOLE	---	LINE BACK
---	WATER MANHOLE	---	LINE DITCH
---	AREA OR BEEHIVE INTAKE	---	RIGHT-OF-WAY
---	EXISTING HYDRANT	---	POINT OF INTERSECTION
---	EXISTING WATER VALVE	---	POINT ON TANGENT
---	UTILITY POLE	---	TH
---	STREET LIGHT	---	SOIL BORING AND NUMBER
---	TELEPHONE CABLE JUNCTION BOX	---	POINT OF VERTICAL CURVATURE
---	TRAFFIC SIGNALS	---	VERTICAL CURVE
---	PROSTRAN CONTROL LIGHT	---	PC
---	RAILROAD SIGN	---	PT
---	PARKING METER	---	PI
---	UTILITY ACCESS COVER	---	ROW
---	EVERGREEN	---	BLK 2
---	BUSH, SHRUB OR HEDGE	---	LA

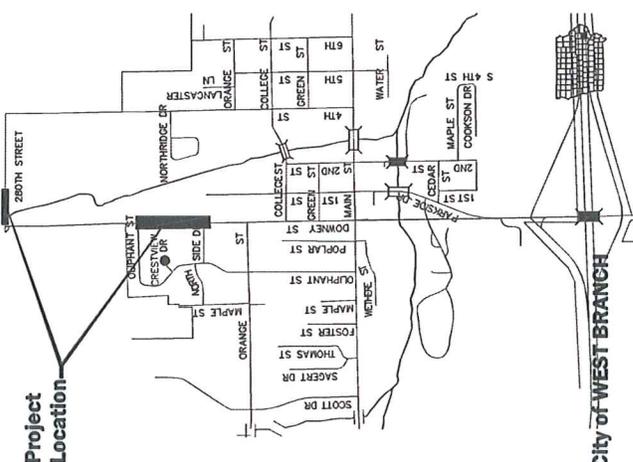
DRAWING INDEX

NO.	DRAWING TITLE
A.01	INDEX AND TITLE SHEET
B.01	TYPICAL
C.01 - C.04	QUANTITIES & ESTIMATE REFERENCE
D.01 - D.03	PLAN
J.01	TRAFFIC CONTROL
L.01 - L.03	PAVEMENT MARKINGS

- ### GENERAL NOTES
- ALL ELEVATIONS ARE TO LOCAL DATUM.
 - SHAPE ALL DITCHES TO DRAIN AFTER CONSTRUCTION.
 - UTILITIES AS SHOWN ARE TO BE MAINTAINED AND PROTECTED AS REQUIRED TO ELIMINATE CONFLICTS PRIOR TO CONSTRUCTION. ALLOW UTILITY PERSONNEL TO RELOCATE UTILITIES DO NOT INTERRUPT EXISTING UTILITIES OR INDIVIDUAL SERVICES UNLESS APPROVED BY THE CITY ENGINEER.
 - LOCATIONS OF CONSTRUCTION LIMIT LINES SHOWN ON PLANS ARE APPROXIMATE. ENGINEER WILL LOCATE CONSTRUCTION LIMITS IN FIELD.
 - STATIONING IS ALONG CENTER LINE OF PAVEMENT, UNLESS OTHERWISE NOTED.
 - PROTECT UTILITY POLES, LINES AND APPURTENANCES NOT SHOWN FOR RELOCATION.
 - PROPERTY LINES DETERMINED BY CONSTRUCTION. THIS ASSET BY REGISTERED LAND SURVEYOR; COST IS INCIDENTAL TO CONSTRUCTION. PROTECT ALL SURFACING, NOT INDICATED BY SHADING FOR REMOVAL AND RE-PAVEMENT FROM DAMAGE DURING CONSTRUCTION.

PROTECTION OF VEGETATION

TREES AND OTHER VEGETATION WHICH MAY BE REQUIRED ARE MARKED WITH AN "X" OVER THE APPROPRIATE SYMBOL. FOR EXAMPLE, "X 12" INDICATES THE REMOVAL OF A 12" TREE. REPLACEMENT, BY CONSTRUCTION, OF THESE TREES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THESE TREES OR EXISTING OTHER MEANS APPROVED BY ENGINEER TO PROTECT EXPOSED PORTIONS AND ROOT SYSTEMS OF TREES AND OTHER VEGETATION NOT SCHEDULED FOR REMOVAL ARE DAMAGED DURING CONSTRUCTION, REPLACE IN KIND AND SIZE AT NO COST TO CITY OR PROPERTY OWNER.



VICINITY MAP
NOT TO SCALE

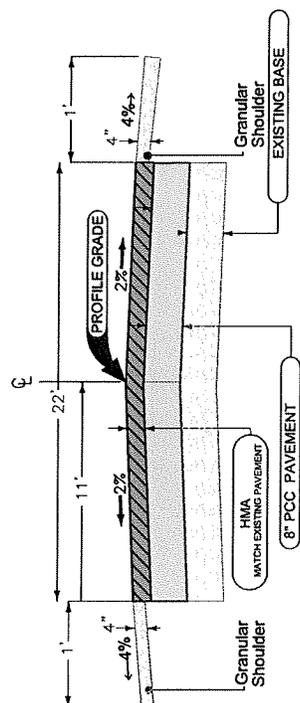
I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A FULLY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

SIGNATURE: *David E. Schaeffer*
NAME: David E. Schaeffer
DATE: 04-02-2013
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2014
PAGES COVERED BY THIS SEAL: ALL

	COVER	DWG. NO. A.01	
280TH & NORTH DOWNEY RESURFACING CITY OF WEST BRANCH		PROJECT	
VEENSTRA & KIMM, INC.		36888	
660 22nd Avenue • Suite 4 • Coralville, Iowa 52241-1565 319-466-1000 • 319-466-1000/FAX • 688-341-4001/TEXT			
DATE	SCALE	REVISIONS	AS NOTED
			DATE
			BY
			CHKD
			APP'D
			DATE
			BY
			CHKD

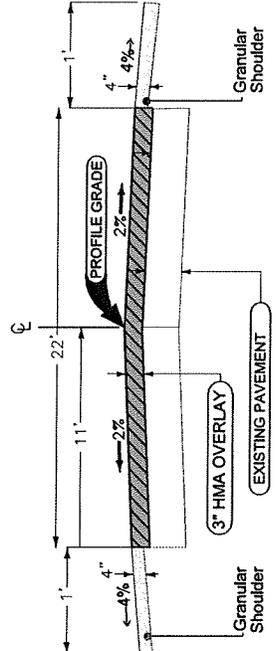
280TH BASE REPAIR EXCAVATION

STATION TO STATION	10+80	10+90	RURAL
--------------------	-------	-------	-------



280TH

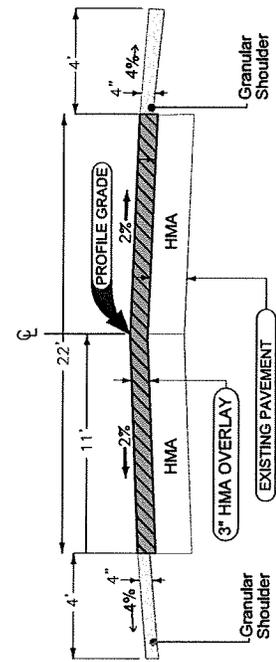
STATION TO STATION	10+00	13+53.31	RURAL
--------------------	-------	----------	-------



- PCC PAVEMENT
- HOT MIX ASPHALT
- HMA SCARIFICATION
- TYPE A GRANULAR SHOULDER

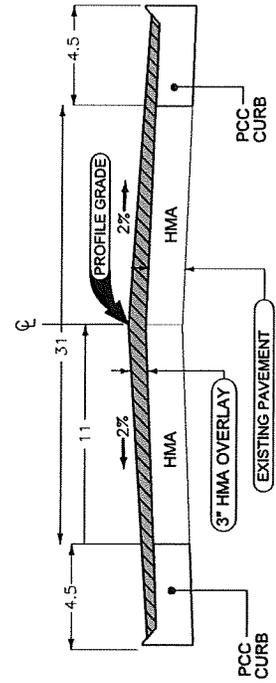
N. DOWNEY ST.

STATION TO STATION	7+25	7+82	RURAL
--------------------	------	------	-------



N. DOWNEY ST.

STATION TO STATION	0+00	7+25	STANDARD
Curb Type	See PV-102		



RURAL SECTION

URBAN SECTION

DATE	REVISIONS	SCALE	AS NOTED	VERIFY SCALE
		DRAWN	BY	SCALE
		CHECKED	BY	DATE
		APPROVED	BY	DATE
		DATE	BY	DATE
		DATE	BY	DATE



VEENSTRA & KIMM, INC.
 860 22nd Avenue • Suite 4 • Cambridge, MN 52611-1953
 319-466-1000 • 319-466-1000FAX • 888-341-8001(MA79)

280TH & NORTH DOWNEY RESURFACING
 CITY OF WEST BRANCH

DWG. NO. B.01
 PROJECT 3433

ESTIMATED ROADWAY QUANTITIES			
ITEM NO.	ITEM CODE	ITEM	AS BUILT QUAN.
1	2102-2713070	EXCAVATION, CL 13, RDWY+BORROW	CY 34
2	2121-7425011	GRANULAR SHLD TYPE A, PLACE ONLY	TON 14
3	2201-0505080	BASE, STD/S-F PCC, 8"	SY 54
4	2214-5145150	PAV'T SCARIFICATION, 3"	SY 4,060
5	2303-0041500	HMA (3M ESAL) BASE, 1/2"	TON 839
6	2435-0250214	INTAKE, SW-502 MOD, TOP ONLY	EACH 1
7	2527-9263109	PAINTED PAVT MARK, WATERBORNE/SOLVENT	STA 32
8	2528-8445110	TRAFFIC CONTROL	LS 1
9	2533-4980005	MOBILIZATION	LS 1

ESTIMATE REFERENCE INFORMATION	
ITEM NO.	DESCRIPTION
1	2102-2713070 SEE SHEET B.01 FOR TYPICAL SECTIONS. QUANTITIES INCLUDE REMOVAL OF EXISTING SHOULDER AND MATERIAL OVER STORM PIPE. PLAN QUANTITY WILL BE PAID UNLESS THERE IS A DESIGN CHANGE.
2	2121-7425011 SEE SHEET B.01 TYPICAL SECTIONS. Sheet D.01 FOR LOCATIONS.
3	2201-0505080 SEE SHEET D.01 NOTE 2.
4	2214-5145150 SEE SHEET B.01 TYPICAL SECTIONS AND SHEET D.01+D.03 FOR LOCATIONS. INCLUDES MILLED EXISTING HMA & PCC SURFACE FROM EXISTING CURB & GUTTER SECTIONS.
5	2303-0041500 SEE SHEET B.01 TYPICAL SECTIONS AND SHEET D.01+D.03 FOR LOCATIONS. PAVEMENT SMOOTHNESS WILL APPLY TO THIS BID ITEM
6	2435-0250214 SEE SHEET D.01+D.03 FOR LOCATIONS.
7	2527-9263109 SEE SHEETS L.01+L.03 FOR PLAN AND SHEET C.03 FOR TABULATION
8	2528-8445110 SEE SHEET J.01 FOR TRAFFIC CONTROL
9	2533-4980005 LUMP SUM

DATE	REVISIONS	SCALE	AA #0102	VERIFY SCALE
		AS SHOWN	1"=40'	AS SHOWN
		CONCEDED	1"=40'	AS SHOWN
		APPROVED	1"=40'	AS SHOWN
		DATE	DATE	DATE
		BY	BY	BY
		SCALE	SCALE	SCALE
		UNIT	UNIT	UNIT



280TH & NORTH DOWNEY RESURFACING
 CITY OF WEST BRANCH
 860 22nd Avenue • Suite 4 • Cambridge, Iowa 52541-2545
 319-665-1020 • 319-665-1000 FAX • 888-341-8007 (NAT'L)

DWG. NO. C.01
 PROJECT

Miscellaneous – 200

Plan and profile sheets included in the project are for the purpose of alignment, location and specific directions for the work to be performed under this contract. Inevitable data on these sheets is not to be considered a part of this contract.

All holes resulting from operations of the contractor, including removal of guardrail posts, fence posts, utility poles, or foundation studies, shall be filled and consolidated to finished grade as directed by the engineer - preferably before settlement. The voids shall be filled as soon as practical - preferably the day created and not later than the following day. Any portion of the voids created or project sites, including borrow areas and operation sites) disturbed by or through operations shall be returned to original or better condition. This operation shall be considered incidental to other bid items in project.

Earthwork, Grading – 210

It shall be the contractor's responsibility to provide waste areas or disposal sites for excess material (excavated material or broken concrete) which is not desirable to be incorporated into the work involved on this project.

It shall be the contractor's responsibility to ensure that areas (including haul roads) selected for waste or disposal not impact 1) culturally sensitive sites or graves or 2) wetlands or "waters of the U.S.", including streams or stream banks below the "ordinary high water mark", without an approved U.S. Army Corps of Engineers Section 404 Permit.

No payment for overhaul will be allowed for material hauled to these sites. No material shall be placed within the right-of-way, unless specifically stated in the plans.

Drainage – 240

Road contractor to use this caution in working over and around all life lines. Breaks in the life line due to the contractor's carelessness are to be replaced at his expense without cost to the State of Iowa. Any life lines broken or disturbed by our cut lines will be replaced as directed by the engineer in charge of construction and at the State of Iowa's expense.

Roadway Traffic – 250

The contractor is hereby notified that removal of any existing traffic markings, warning devices or glaucral barriers shall be scheduled subject to the engineer's approval. Temporary traffic signs and temporary warning devices at certain locations and times are not installed the same day during which any such removals take place.

A plan for stage construction of local accesses which are required to be maintained during construction shall be submitted by the contractor for approval by the engineer.

The centerline pavement marking shall always be placed on one side of the roadway except where a "No Passing Zone" line is used, at which point it is placed on the opposite side of the roadway. The centerline shall be placed on the same side of the roadway as to match existing markings near the project.

On all new or reconstructed pavements, the location of "NO PASSING" zone lines shall be located in the field. The locations of the proposed "NO PASSING" lines shown on the pavement marking tabulation is for estimating quantities only.

Demolition – 270

Contractor shall remove only those trees as necessary to facilitate the removal of buildings, debris and materials as directed by the engineer.

DATE	REVISIONS	SCALE	AS NOTED	VERIFY SCALE
		DRAWN	ENDS	MAP IS ONE INCH ON
		CHECKED	LAB	GENERAL DIMENSIONS
		APPROVED	DATE	# NOT ONE INCH ON
		DATE	DATE	THIS SHEET, JANUARY
		PREPARED FOR	COMET	SCALE: UNUSUAL

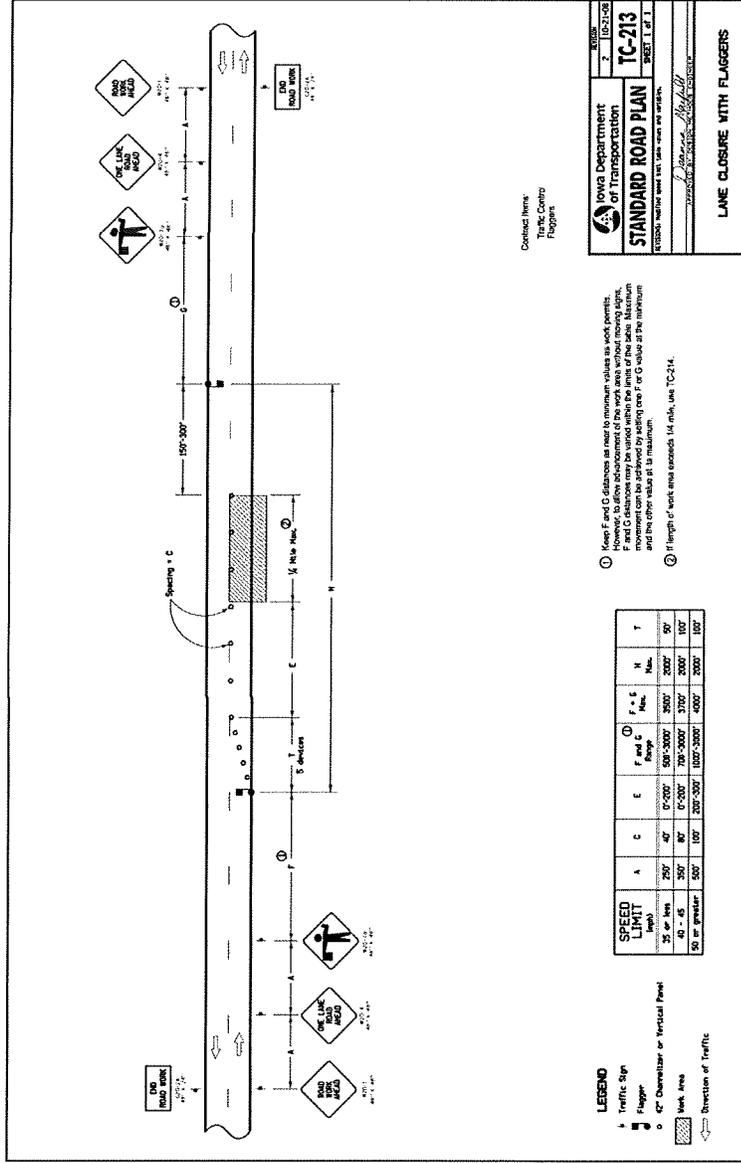


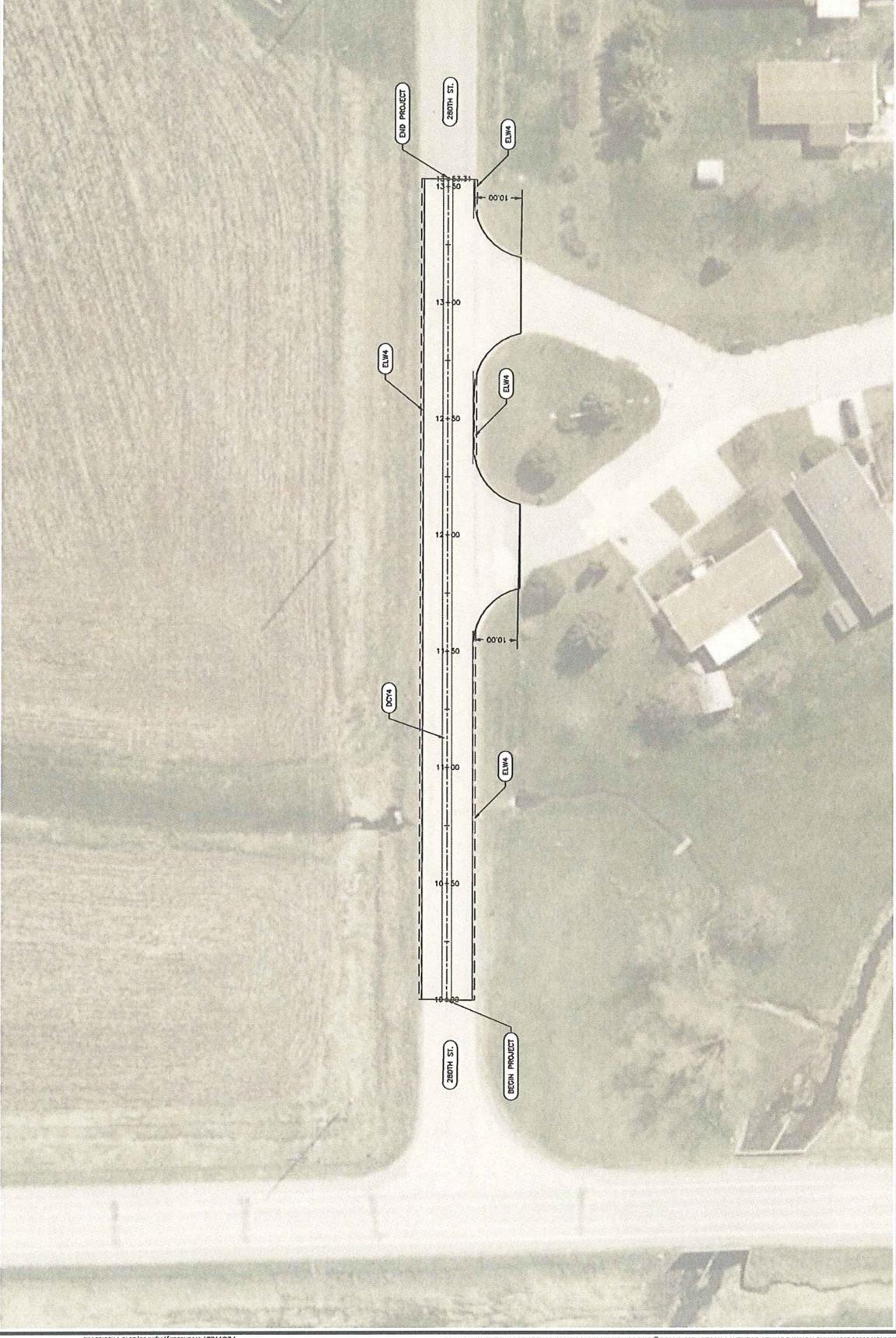
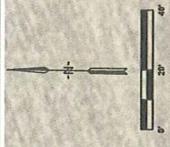
280TH & NORTH DOWNEY RESURFACING
CITY OF WEST BRANCH
800 22nd Avenue • Suite 4 • Cambridge, Iowa 52541-1563
319-466-1000 • 319-466-1000FAX • 666-341-8001(MATZ)

DWG. NO. C.02
PROJECT

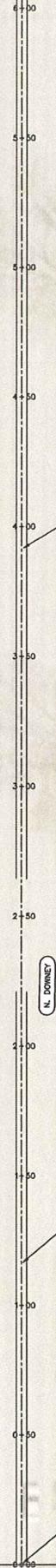
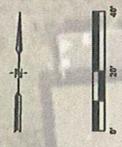
NOTES

- General Phasing/Staging/Traffic Control Notes**
- Project Phasing/Staging is intended for completing pavement reconstruction and overlay while maintaining a minimum of one-way traffic at all times. The phases shown on the J sheets are guidelines for the contractor; actual traffic control and staging may vary as proposed by the contractor and approved by the Engineer.
 - All traffic control devices required by the contract documents shall be furnished, erected, moved, maintained, and removed by the contractor.
 - The location for storage of equipment by the contractor during non-working hours shall be as approved by the Engineer.
 - The contractor shall remove conflicting edge lines, centerline, and lane lines and shall provide temporary pavement marking as required by proposed phasing/staging/traffic control.
 - Proposed sign spacing may be modified as approved by the engineer to meet existing field conditions.
 - Permanent signing that conveys a message contrary to the message of the temporary signing and not applicable to the working conditions shall be covered by contractor with concurrence from Engineer.
 - All Construction traffic, including material delivery trucks shall use the unfinished portion of the roadway whenever possible.
 - The contractor shall submit completed Traffic Control Diary entries to the Engineer at the end of each work day or not later than morning of the following work day.
 - Per 23 CFR 634: "All workers within the Right-of-way of a federal-aid highway who are exposed either to traffic vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel, which is defined to mean "personal protective safety clothing that is intended to provide conspicuity during both daytime and nighttime usage, and that meets the Performance Class 2 or # requirements of the ANS/ISEA 107-2004"
 - Once the contractor closes one section of the roadway, the contractor shall complete the work associated with that phase of the project and reopen the roadway to traffic before leaving the project to work on another project.





DATE		REVISIONS		SCALE		AS NOTED		VERIFY SCALE		PROJECT	
				SHOWN	AS NOTED	AS NOTED	AS NOTED	AS NOTED	AS NOTED	280TH & NORTH DOWNEY RESURFACING	
				CHECKED	BY	DATE	DATE	DATE	DATE	CITY OF WEST BRANCH	
				APPROVED	DATE	DATE	DATE	DATE	DATE	560 22nd Avenue • Suite 4 • Coralville, Iowa 52241-1565	
				ISSUED FOR	DATE	DATE	DATE	DATE	DATE	319-666-1000 • 319-666-0000 FAX • 888-241-6001 (TATS)	
										VEENSTRA & KIMM, INC.	
										DWG. NO. L.01	
										PROJECT 3448	



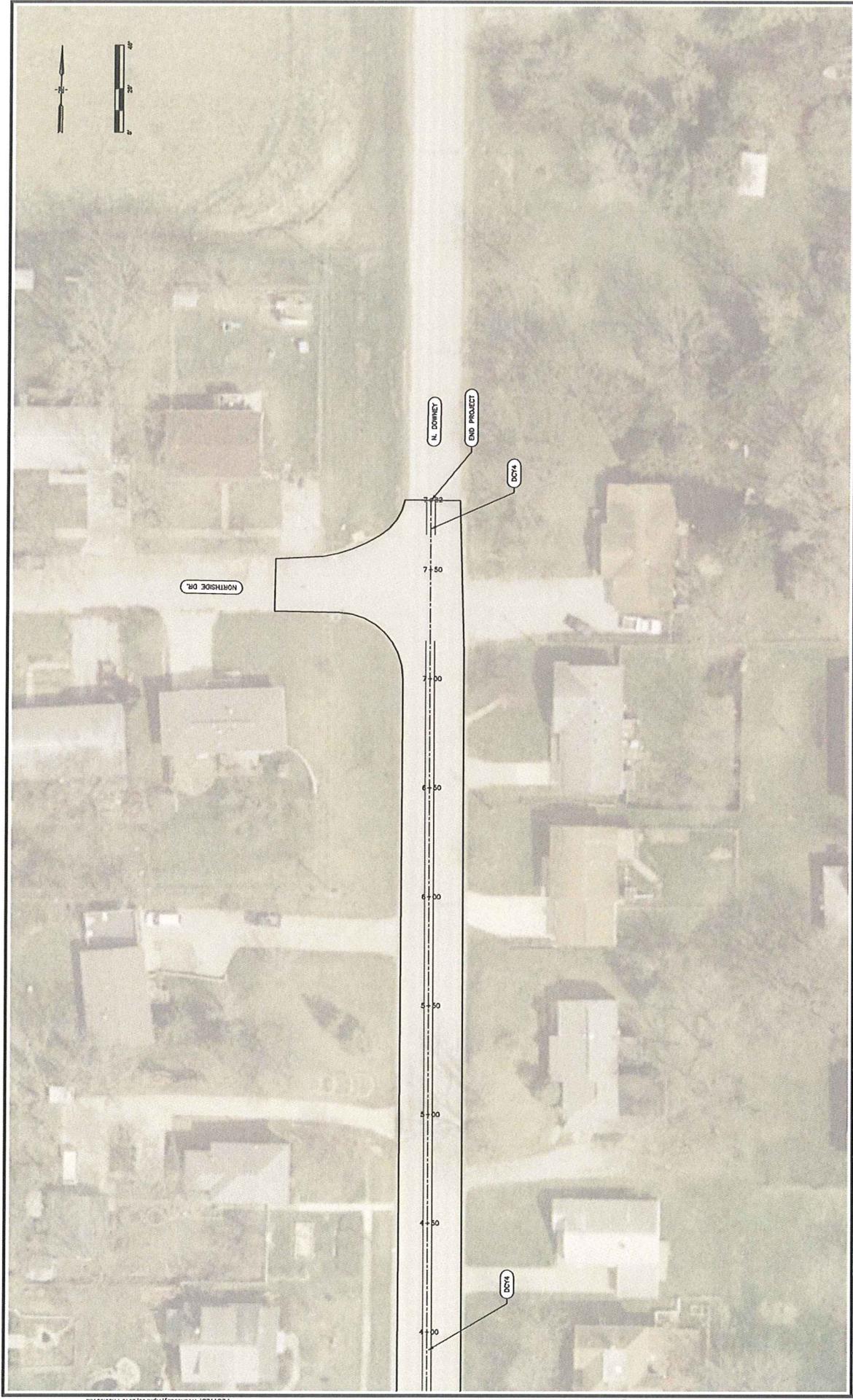
DATE	REVISIONS	SCALE	AS NOTED	VERIFY SCALE
		AS SHOWN	DATE	DATE
		CONCRETE	DATE	DATE
		APPROVAL	DATE	DATE
		DATE	DATE	DATE
		ISSUED FOR	DATE	DATE
		CONTRACT	DATE	DATE

280TH & NORTH DOWNEY RESURFACING
 CITY OF WEST BRANCH
 660 22nd Avenue • Suite 4 • Cobalt, Iowa 52541-1265
 319-666-1000 • 319-666-1000FAX • 662-241-2001(NVATD)



PAVEMENT MARKINGS - NORTH DOWNEY

DWG. NO. L.02
 PROJECT 3443



DATE		REVISIONS		SCALE		AS NOTED		VERIFY SCALE		PROJECT	
				SHOWN	AS NOTED	DATE	DESCRIPTION	DATE	DESCRIPTION	280TH & NORTH DOWNEY RESURFACING	
		CHECKED	DATE	BY	DATE	BY	DESCRIPTION	DATE	DESCRIPTION	CITY OF WEST BRANCH	
		APPROVED	DATE	BY	DATE	BY	DESCRIPTION	DATE	DESCRIPTION	860 22nd Avenue • Suite 4 • Councilville, Iowa 52241-1265	
										319-466-1000 • 319-466-1000/FAX • 888-241-2001/(I)VA79	
										VEENSTRA & KIMM, INC.	
											
										DWG. NO. L.03 PROJECT	

RESOLUTION NO. 1099

RESOLUTION ACCEPTING A BID AND AWARDING THE CONSTRUCTION CONTRACT FOR 280TH AND NORTH DOWNEY RESURFACING FOR THE CITY OF WEST BRANCH, IOWA.

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to resurface portions of 280th and North Downey Streets, said project having been referred to as the “280th & North Downey Resurfacing for the City of West Branch, Iowa” (the “Project”); and

WHEREAS, the City Council did, by Resolution on April 15th, approve the plans, specifications, estimate of cost and form of contract for said Project; and

WHEREAS, the bids for the aforementioned project were received, opened and tabulated as per published notice therefor on April 11th, 2013; and

WHEREAS, the bid of Illowa Investments of Blue Grass, Iowa, was the lowest responsible bid received; and

WHEREAS, said bid was in the amount of \$92,561.71; and

WHEREAS, the Project Engineer has heretofore reviewed the bids and recommended that the City Council approve and accept the aforementioned bid for said project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the bid of Illowa Investments, in the amount of \$92,561.71 be and the same is hereby accepted and approved.

BE IT FURTHER RESOLVED that the Mayor is hereby directed to execute any and all documentation necessary to facilitate said Project.

* * * * *

Passed and approved this 15th day of April, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION 1101

A RESOLUTION PERMITTING THE ADDITION OF A "LITTLE FREE LIBRARY" UPON
PUBLIC PROPERTY

WHEREAS, the West Branch City Council believes in improving the literacy of the residents of West Branch; and,

WHEREAS, the West Branch City Council understands that the addition of a "little free library" will not hinder current use of the Town Hall facilities

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

SECTION 1. The installation and operation of a "little free library" shall be permitted on the premises of the West Branch Town Hall on the West side of the building to the south of the existing outdoor stairway.

SECTION 2. The Public Works Director may remove or move the "little free library" or any materials used to provide support for the purposes of building construction , renovation, or improvements to the Town Hall building or associated grounds.

SECTION 3. The City bears no responsibility for the maintenance or upkeep of the "little free library" with such responsibility resting with the Friends of the West Branch Public Library.

Passed and approved this 15th day of April 2013

Mark Worrell, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

City of West Branch

~A Heritage for Success~

Office of the City Administrator

April 16, 2013

Mr. Joe Baker, CEO
Acciona Energy North America
601 Fawcett Drive
West Branch, Iowa 52358

NOTICE OF INTENT TO CANCEL AGREEMENT

Mr. Baker:

At the City Council's request, I am sending this letter pursuant to Section III of the Amended Tax Increment Development Agreement ("Agreement") between the City and Acciona Energy North America ("Acciona").

With the recent layoffs, Acciona has failed to maintain its 110 jobs and continued payment of a median wage for 95 employees, all as required by Section 1 of said Agreement.

In the event that Acciona fails to bring the employment level up to the required levels by Friday, May 17, 2013, the City Council intends to cancel this Agreement because of Acciona's breach of the Agreement.

If you have any further questions, please feel free to contact me at City Hall.

Take notice and conduct yourself accordingly.

Respectfully submitted,

Matt Muckler
City Administrator

Cc: Acciona Energy North America
101 N. Wacker Drive, Suite 610
Chicago, IL 60606

RESOLUTION 1102

RESOLUTION APPROVING WEST BRANCH POLICE DEPARTMENT RESERVE POLICE OFFICER FORCE POLICY AND PORCEDURE.

WHEREAS, the City of West Branch Police Department is interested in developing a reserve program and updating its policies and procedures concerning the reserve program; and

WHEREAS, the policies and procedures include recruitment, selection, staffing, training and minimum requirements, duty assignments, duty procedures, uniforms and appearance and expectations, and off-duty conduct and procedures; and

WHEREAS, training and minimum requirements will be determined by a four-tier ranking system; and

WHEREAS, the recommendation and approval of the Police Chief will be required for reserve officers to progress through this four-tier system.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the adoption of the West Branch Police Department Reserve Police Officer Force Policy and Procedure.

Passed and approved this 15th day of April, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

SECTION 01
RESERVE POLICE OFFICER FORCE

POLICY: The Reserve Police Officer Force is authorized to supplement the staffing of the regular officers and employees, and will be governed by this and all Policies and Procedures adopted for the West Branch Police Department. Unless specifically addressed in this section, all policies and procedures for regular officers also apply to Reserve Officers. This policy shall not be in contradiction with West Branch City Code Chapter 31.

PROCEDURES:

A) General

- 1) Members of the Reserve Police Officer Force will be sworn in upon their acceptance to membership and completion of training. The taking of this oath does not give the newly sworn Reserve Police member full powers and authority of a sworn law enforcement officer.
- 2) The uniform prescribed for the Reserve Police Officer Force is as specified in **SECTION 107, UNIFORMS/GROOMING**, this Policy Manual.
- 3) The Chief of Police, or his/her designee, will serve as liaison between the department and the Reserve Police Force.
- 4) The staffing level of the Reserve Police Officer Force will be a maximum of four (4) Reserve Police law enforcement officers.

B) Recruitment/Selection/Staffing

- (1) Applications from persons desiring to become a Reserve Police Officer will be accepted on a continuous basis throughout the year and retained by the Chief of Police.
- (2) Once annually, or as needed to fill a vacant position, the Reserve Police Force Supervisor will process those applications on file and make appropriate recommendations to the Chief of Police pertaining to the selection of new Reserve Police officers for any open positions. The Supervisor of the Reserve Police Force shall be appointed by the Chief of Police.
- (3) Once a Reserve Officer is selected, appropriate basic training will be scheduled.
- (4) Newly selected Reserve Police officers waiting for basic training will be encouraged to ride with Officers in plain clothes, keeping in mind that they can take no law enforcement action.

C) Membership

- (1) Members of the Reserve Police Force will be classified as Patrol Reserve Police Officers and will perform those duties as defined in paragraph H.
- (2) Applicants who meet the following requirements, which are essentially the same as for regular law enforcement officers, will be considered for membership in the Reserve Police Force:
 - (a) Applicants must be 21 years of age.
 - (b) Must be a US citizen and a resident of Iowa. Must be a resident of Cedar, Johnson or Muscatine Counties.
 - (c) Must have a high school diploma, GED or equivalent.
 - (d) Must hold a valid Iowa license and be able to operate a vehicle with no mechanical adjustments to standard equipment.
 - (e) Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude.
 - (f) Must not be opposed to use of force to fulfill duties
 - (g) Must not be addicted to drugs or alcohol and must submit to a drug screening.
 - (h) Must complete a physical fitness assessment per Iowa Law Enforcement Academy Standards.
 - (i) Must complete and submit a law enforcement officer application, personal history statement, and medical history questionnaire.
 - (j) Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
 - (k) Must be interviewed by the Chief of Police or his representative(s) to determine such things as motivation, appearance, demeanor, attitude and ability to communicate.
- (3) An interview of all applicants will be conducted by the Chief of Police or his representative(s). Applicants will be notified of the date, time and location of the interviews.

- (4) Applicants tentatively selected will be required to provide a copy of a recent (within the last year) medical examination showing satisfactory physical capability to perform duties as a law enforcement officer and. Medical standards include, but are not limited to, having uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement. Applicants must also have normal hearing in each ear (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer. Applicants may also be required to complete the MMPI psychological test. If the MMPI is required it shall be at the candidates expense.
- (5) Completed files, with the comments of the Reserve Police Officer Force Supervisor, will be sent to the Chief of Police for membership determination.
- (6) The West Branch Police Chief will interview all candidates.
- (7) The West Branch Chief of Police will make his recommendation to the Mayor.
- (8) All candidates will be notified in writing of acceptance or rejection of their application by the Chief of Police or his/her designee.

D) Training and Minimum Requirements

The required training and responsibilities of Reserve Officers will be determined by a four tier ranking system. Reserve Officers will be designated as: Reserve Officer I, Reserve Officer II, Reserve Officer III or Reserve Officer IIII. In order to be eligible for appointment to a higher rank, all requirements must be met, but simply meeting the minimum requirements does not entitle the Reserve Officer to a new rank. All decisions on advancement in rank are made at the discretion of the Chief of Police with recommendations from the Reserve Police Officer Force Supervisor and the Lead Reserve Officer. Any exceptions to the minimum training requirements must be approved by the Chief of Police. Additional training may be required at the discretion of the Chief of Police, the Reserve Police Force Supervisor or the Lead Reserve Officer. All training records, including copies of certificates, must be submitted to the Lead Reserve Officer for tracking and documentation purposes.

Reserve Officer I (Newly-Recruited Reserve Officers)

- Approved application of employment for the City of West Branch
- Clear Background check/fingerprints
- Passed physical and psychological evaluation
- Completed Physical Fitness Assessment
- Must have the recommendation and approval of the Chief of Police.
- Must be appointed by the Mayor and approved by the City Council.

Reserve Officer II

All of the following must be completed prior to appointment to Reserve Officer II

Pursuant to Iowa Code Section 80 D.7, Reserve Officers are not authorized to carry a handgun on duty until they have been appointed Reserve Officer II.

- Must complete Basic Volunteer Services Training Courses
- Must complete Basic First Aid/CPR Training
- Must complete Human Diversity Training
- Must complete basic traffic control training
- Must complete basic radio operations training
- Must complete Parking Enforcement Training
- Must pass exam on City Ordinances
- A minimum of 40 hours supervised training with a full-time certified Officer
- 8 Hours of Classroom Firearms Instruction
- 4 Hours of Range Firearms Instruction
- Passed firearms qualification (80% or Better on the Police Qualification Course)
- Completed training in Blood Borne Pathogens
- Completed training in Traffic Stops
- Completed in-house training in radio operations and communications procedures
- Completed training and passed exam on West Branch Geography (streets, businesses, public buildings etc.)
- Read and sign off on entire West Branch Police Department Policies and Procedures
- Must read and sign off on Reserve Officer Policy
- Must have the recommendation and approval of the Chief of Police.
- Must be sworn in.

Reserve Officer III

All of the following must be completed prior to appointment to Reserve Officer III

- Minimum of 100 total hours of supervised training, a minimum of 60 of which must be uniformed patrol
- Serve a minimum of 5 hours assisting and observing dispatchers at the Cedar County Communications Center
- Serve a minimum of 5 hours assisting and observing operations at the Cedar County Jail
- Minimum of 6 months as a Reserve II
- ILEA certified Reserve Law Enforcement Officer Certification
- Must have the recommendation and approval of the Chief of Police.

Reserve Officer IV

All of the following must be completed prior to appointment to Reserve Officer IV

- Minimum of 6 months as a Reserve Officer III
 - Must have the recommendation and approval of the Chief of Police.
- (1) Reserve Police recruits will be required to fire a score of 80% or above on the Police Qualification Course - Handgun before being sworn. Each recruit will be given 2 opportunities to qualify.
 - (2) Those recruits who are unable to qualify will be invited to remain active as a Civilian Citizen Volunteer. If that is not agreeable they will be removed from membership.
 - (3) Reserve Police recruits will be required to fire a score of 80% or above on the Police Qualification Course-Shotgun in order to be certified to carry a shotgun on duty. If a Reserve Officer passes handgun qualification, but is unable to pass shotgun qualification, they will not be allowed to use the shotgun.
 - (4) Detailed training records will be kept on each member showing satisfactory accomplishment of performance objectives.
 - (5) To remain active as an Reserve Police Officer, members will be required to qualify semi-annually at the firearms range by firing a score of 80% or above on the current handgun qualification course. If at the end of 6 months, an officer has not qualified, or after two unsuccessful attempts to fire a qualifying score of 80%, the member will not be allowed to continue as a Reserve Police Officer. At that point the member can either change to a Civilian Citizen Volunteer position or they will be removed from the membership.
 - (6) Specialized training may be provided as requested by the members of the Reserve Police Officer Force and as available.
 - (7) On-the-job training will be accomplished by working with regular officers on vehicle patrol.
- E) Probationary Status: All Reserve Police officers will serve a minimum one year probationary period. Following this one year period, a review board consisting of the Chief of Police, the Reserve Police Supervisor and a Patrolman Police will review the probationary officer's record and will either
- 1) approve the officer for permanent status, 2) extend the probation period for a period determined by the review board, or 3) terminate the officer.
- F) The Chief of Police, in conjunction with the Supervisor of the Reserve Police Officer Force will conduct an annual review of the performance of the Reserve Police Officer Force and determine if changes are needed in the organizational structure or personnel assignments.
- G) Service Requirement: A minimum of 120 hours of in-service time (e.g. training sessions, monthly meetings, patrol duties, administrative duties) is required each year. This will be accomplished by working

at least 10 hours of patrol or administrative duty per month. Members failing to meet this requirement without valid reason will be considered for inactive status.

H) **Duty Assignments**

- (1) Reserve Police Officer powers and authority are restricted by this department in that they are not authorized to work unless under direction of regular police officer nor are they authorized to exercise full powers of arrest unless under the direction of their assigned supervisor. Direct supervision is defined as being in communication with the full-time certified law enforcement officer by some form of immediate electronic form of communication. (i.e. cell phone, radio etc.) Defined by Iowa Code Chapter 80D.9 under Supervision of Reserve Officers. Reserve Officer's duty assignments are determined by rank as follows:

Reserve Officer I

- General clerical and administrative support
- Special event traffic control
- Plain clothes ride-a-longs with full time certified officers

Reserve Officer II

- All those conferred upon an Reserve Officer I
- Uniformed/Armed Patrol with a Certified Full-Time Officer Physically Present. Any exceptions, such as for the purposes of traffic control, must be approved by the Chief of Police or his/her designee.
- Fingerprinting
- General Parking Enforcement
- Animal Complaints
- Garbage and junk vehicle abatements

Reserve Officer III

- All those conferred upon an Reserve Officer II
- Patrol in vehicle alone while a full-time certified officer is on duty.

Reserve Officer IV

- All those conferred upon an Reserve Officer III
- Patrol in Vehicle alone while a full-time certified officer is on call and within 20 minutes driving time of West Branch.
- Authorized to conduct approved ride-a-longs with the knowledge and approval of the Chief of Police.
- No reserves shall be allowed to have ride-a-longs with civilians unless it is in the course of his duty.

A Lead Reserve Officer may be appointed by the Chief of Police to serve as coordinator of the Reserve Police

Force. To be eligible to be appointed Lead Reserve Officer, a Reserve Officer must be a Reserve III or Reserve IV.

Any Reserve Officer may be assigned by the Chief of Police or other Full-Time Regular Police Officers to the following types of assignments:

- Performing traffic control at designated locations for parades and special events
- Assisting at special events in the parks, downtown areas, sporting events or any other events which draw large crowds and require crowd and pedestrian control
- Assisting Regular Officers with investigations, performing stake-outs, undercover assignments, surveillance, security at crime scenes etc.
- Assist dispatcher in Communications Center
- Assist Officers/Jailers in Holding Facility
- Assist staff members with special administrative projects
- All Reserve Officers must make themselves available as resources to the department in case of emergency, natural disaster, civil disturbances, etc.
- In addition to all regular responsibilities each Reserve Officer III and above, will be assigned one special project per year which will allow them to utilize their unique skills and background for the betterment of the department and the community. The Reserve Officer is expected to demonstrate leadership with respect to their special project. Special projects will be chosen by the Reserve Officer with approval from the Reserve Police Force Supervisor and the Lead Reserve Officer.

1) Duty Procedures

- (1) Reserve Officers will report to and update regularly, the Lead Reserve Officer as to their availability and schedule.
- (2) Reserve Police officers reporting for duty will report to the on-duty Officer or on-call Officer, who will assign the officer to duty based on current need. Reserve Police officers will not report for duty unless they are physically and mentally prepared and capable to perform any duty assignment. Reserve Police Officers will not report to duty within 8 hours of having consumed alcohol and are subject to breath-testing with a result of no more than .000. Random alcohol and drug testing may be performed at any time.
- (3) Reserve Police officers will personally log in (10-41) and out (10-42) with the Cedar County dispatchers either via radio or telephone. They will also complete the Reserve Officer log-book for all hours worked.
- (4) Reserve Police officers will normally be notified 48 hours prior to any event where their services are needed, except in emergency situations.
- (5) Reserve Police officers will be expected to fulfill assignment commitments unless an emergency arises, in which case the on-duty or on-call Officer and the Lead Reserve Officer should be notified as soon as is practically possible.

- (6) Supervisors and regular officers working with Reserve Police officers are encouraged to submit to their supervisor any positive or negative comments pertaining to Reserve Police duty performance. These comments will in turn be referred to the Reserve Police Supervisor and Chief of Police.

J) Inactive Roster:

- (1) Reserve Police officers may be placed involuntarily or may voluntarily request in writing to be placed on an inactive status for:
 - (a) Reasons of health.
 - (b) Pursue education.
 - (c) Employment conflicts.
 - (d) Failure to satisfy service requirements.
 - (e) Reasons deemed appropriate by the Chief of Police.
- (2) Reserve Police officers will be allowed to remain in an inactive status for a period of six (6) months. At the end of that time the officer must return to active duty or resign, unless placed on the permanent inactive roster. Inactive officers will be required to turn in uniforms, equipment, weapon permit, badges, and ID cards.
- (3) Reserve Police officers will be placed on the permanent inactive roster at age 60 and may be allowed to perform limited non-street duty. Officers may request, in writing, a waiver of this requirement in which case the request will be reviewed by the Chief of Police and a decision made.

K) Uniforms and Appearance and Expectations:

- (1) Uniforms for Reserve Police officers are prescribed by **SECTION 107, UNIFORMS/GROOMING**.
- (2) Reserve Police officers will not carry an off-duty gun unless they have a valid and current concealed weapons permit obtained under current state law.
- (3) Reserve Police Officer's police powers and arrest authority are limited per Iowa Code to times when the Officer is on-duty. Reserve Officers should not attempt to take police action when they are not on duty.
- (4) Reserve Police officers who issue a citation, make an arrest or assist an officer at an incident or arrest must be aware that their testimony may be required in court and that they are subject to subpoena in any case. As well, supplemental reports and statements must be provided upon the request of Attorneys and other law enforcement officers.
- (5) In the eyes of the public, Reserve Police officers on-duty are viewed as regular law enforcement officers and their conduct must at all times be totally professional. Just as regular law enforcement officers are held by the community to a higher standard of off-duty conduct, so will be Reserve Police officers.

L) Injury on Duty:

- (1) Reserve Police officers are covered by the worker's compensation system.
- (2) Reserve Police officers injured on duty will report to their supervisor, and if medical treatment is necessary will report to the hospital for examination.

- (3) Reserve Police officers will be required to complete any and all paperwork related to injuries in a timely manner, including a “Employee Report of Injury” form.

M) Termination: Reserve Police officer appointments may be terminated by the Chief of Police for cause.

O) Equipment

Equipment Issued by the Department

All department-issued equipment remains the property of the Police Department and must be returned if the Officer leaves the Department for any reason.

- 1) State-Issued City Employee Identification Card
- 2) 1 Pair Uniform Pants
- 3) 1 Short-Sleeve Uniform Shirt
- 4) 1 Long-Sleeve Uniform Shirt
- 5) Badge
- 6) Name Plate
- 7) Collar Brass
- 8) Radio/Microphone/Earpiece
- 9) Belt Radio Holder
- 10) Video Microphone
- 11) Rain Jacket
- 12) Reflective Safety Vest
- 13) Handgun Duty Ammo (only .40 caliber ammunition will be provided, if another caliber is used, the Reserve Officer will be required to provide their own ammunition which must be approved by the department).
- 14) Taser, if certified in its use, Reserve Officers will share a taser which must be locked up in the Police Department when not in use.

Equipment Provided by the Reserve Officer

Reserve Officers are encouraged to contact the Lead Reserve Officer prior to purchasing any equipment to determine if there are ways to defray some of the costs. The Police Department recognizes the high cost of the equipment and will provide support for Reserve Officers in finding ways to reduce that cost such as purchase programs, used equipment, law enforcement discounts, grant programs and the use of Reserve Officer funds if available.

Required:

- 1) Duty Handgun: Must Be Semi-Automatic in Caliber 9mm or larger (.40 Caliber Recommended). Must pass armorer’s inspection and be approved by the Chief of Police.
- 2) Total of three duty magazines. Must be approved by the Chief of Police along with the handgun.
- 3) Magazine Holder

- 4) Handgun Holster: Must be at least Level II Retention and must be approved by the Chief of Police.
- 5) Inner and Outer Duty Belt
- 6) Double-Locking Chain Handcuffs
- 7) Double-Locking Hinged Handcuffs
- 8) Double Handcuff Holder
- 9) Handcuff Key
- 10) Taser Holster (If Certified)
- 11) Duty OC Spray (If Certified)
- 12) OC Spray Holder (If Certified)
- 13) ASP Baton (If Certified)
- 14) ASP Baton Holder (If Certified)
- 15) Belt Flashlight
- 16) Flashlight Holder
- 17) Boots or other Approved Footwear
- 18) Body Armor

Recommended:

- 19) Pouch for Protective Gloves
- 20) Belt Key-Holder
- 21) Weapon Light for Handgun
- 22) Night Sights for Handgun
- 23) Duty Bag

P) Reserve Officer Duty Status

There are 3 possible duty statuses for Reserve Officers. Reserve Officers should advise the Lead Reserve officer of their schedules and availability and of any necessary changes to the schedule. If no other information is available, the Reserve Officer will be considered off duty.

On Duty

Reserve Officers are considered on duty when **all** of the following conditions are met:

- The Reserve Officer has informed the Chief of Police, the Reserve Police Force Supervisor, or any other Full-time certified Police Officer who is an employee of the West Branch Police Department that they will be on duty.
- The Reserve Officer is either within the corporate city limits or has received specific permission to work outside the Corporate City Limits or has been dispatched to a location outside the corporate city limits.
- The Reserve Officer has personally announced their on-duty status (10-41) with the Cedar County Sheriff's Department dispatcher via radio or telephone.
- The Reserve Officer is in direct supervision of a full-time certified peace officer. Direct supervision, as defined by Iowa Code Chapter 80D.9 is being in communication with the full-time certified law

enforcement officer by some form of immediate electronic form of communication (i.e. cell phone, radio etc.).

- The Reserve Officer has filled out the Reserve Officer log book.

Available:

Reserve Officers are considered available when **all** of the following conditions are met:

- The Reserve Officer is available and able to safely respond to emergency calls and requests for assistance by any on-duty West Branch Police Department Officers.
- The Reserve Officers is within 30 minutes drive of the West Branch Corporate City Limits

Off Duty (Unavailable):

Reserve Officers are considered off duty when **any** of the following conditions exist:

- The Officer fails meet all of the conditions of either of the other two statuses
- The Officer is out of the area (further than 30 miles away from the West Branch Corporate City Limits)

Off Duty Conduct and Procedures

Per Iowa Code Chapter 80D, Reserve Police Officers' Police Powers including powers of arrest are limited to times when they are "in actual performance of official duties". If the Reserve Officer is not "on duty" per this policy and "in actual performance of official duties" per Iowa Code, the Reserve Officers will not exercise or attempt to exercise police powers or any other authorities beyond those granted to an ordinary citizen. Reserve Officers will not wear their uniform or badge unless they are "on duty" as defined by this policy. Reserve Officers are allowed to wear their uniform and badge when traveling to/from their work assignments. When not on duty, as defined by this policy, Reserve Officers will not be authorized by the department to carry weapons unless they have current, valid weapons permit issued under then-current state law.

Uniform Policies

Generally, Reserve Officers when on duty will wear the prescribed and issued uniform per current policy. There are times, however, when it is necessary to not be in uniform while on duty:

- Plain Clothes Assignments
 - Permission must be granted by the Chief of Police to complete an assignment in plain clothes. Requirements for these assignments will vary depending on the nature of the assignment and will be described by the Chief of Police.
- Administrative work at the Police Department
 - It is not necessary for a Reserve Officer to be in uniform if they are simply performing administrative duties at the Police Department. If, however, the Reserve Officer wishes to carry their handgun exposed to view, if authorized to do so, they will display their badge in a conspicuous place (typically on their belt near their holster or on a chain around their neck).
- Court Appearance Wearing and Suit and Tie as opposed to uniform

- When it is necessary to appear in court and the Reserve Officer prefers not to wear their uniform, they are to wear a suit and tie. Reserve Officers are allowed to carry their handgun either concealed or exposed. If they choose to carry their handgun exposed, they must display their badge in a conspicuous manner.
- Emergency/Request for Assistance
 - In Emergency situations, it may not be possible for the responding Reserve Officer to be in full uniform. In these situations, however, the Reserve Officer should be clearly identifiable as law enforcement officers by wearing a distinctive armband, jacket, T-Shirt or some other indicator of office. These items should be approved in advance by the Department.

RESOLUTION 1103

RESOLUTION APPROVING A REVISED FIVE YEAR SEWER MAINTENANCE CONTRACT WITH MUNICIPAL PIPE TOOL COMPANY, LLC IN A MINIMUM AMOUNT OF \$50,000 OVER FIVE YEARS.

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, the City of West Branch approved Resolution 1090 on March 18, 2013 entering into a five-year contract with Municipal Pipe Tool Company, LLC; and

WHEREAS, the City of West Branch and Municipal Pipe Tool Company, LLC have since agreed to an expanded contract with discounted pricing; and

WHEREAS, the revised five year sewer maintenance contract 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 contract 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 contract on behalf of the City.

Passed and approved this 15th day of April, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/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

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)	0.50/ft
	Jet/Vac Cleaning 15" – 18" (two passes or less)	0.62/ft
b.	Hydro root sawing	0.74/ft
c.	Television inspection- pan & tilt (includes choice of CD/DVD/flash drive, & Electronic or Paper Report, & Rehabilitation Report)	0.79/ft
	PACP (Pipe Assessment Certification Program) Reports	0.17/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 **\$50,000.00 over a 5 year period**. 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 **\$5000.00 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:

Municipal Pipe Tool Company LLC

Dana Homolar, Customer Service

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	$47,520 / 5 = 9,504$	
5. 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
Advisory Board/Commission
Application Form**

Individuals serving on boards or commissions play an important role in advising the City Council on matters of interest to our community and its future. For the most part, Board and Commission members must be residents of West Branch.

When a vacancy occurs an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Name of Board or Commission: Planning & Zoning Date: 7/26/2012

Your Name: Lisa Schettler Street Address: 211 N 5th Street, West Branch, IA

Phone number(s): (evening) _____ (day) _____

Email: _____

Do you live within the corporate limits of West Branch? Yes No

How long have you been a resident of West Branch? since June 15, 2012

Occupation: interior designer Employer: Shive Hattery

Optional Questions (use back of application if necessary)

What experience and/or skills do you have that might especially qualify you to serve on this board or commission?

Having worked in the architecture/interior design field for 20 years, I have made it a point to study what works and doesn't work in the communities in which I have lived and worked. I enjoy working in a collaborative team environment to achieve the best outcome. I am really excited to be part of the West Branch community and would like to be part of its future development.

What particular contributions do you feel you can make to this board or commission?

West Branch Fire and Rescue Department
PO Box 218
205 South 2nd St.
West Branch, IA 52358

Phone Emergency: 911
Business: (319) 643-2110
Fax: (319) 643-3293

West Branch Fire and Rescue Department Application for Membership

Name Richard A. Hansen Occupation Landscape

Address 325 W. Main St Phone _____

Age 39 Marital Status _____

How long employed at present job? 11 years Hours Worked 8-4

Do you live within the city limits? Yes No _____ Are you employed within the city limits? Yes _____ No

Will your employer allow time off to respond to emergency calls? yes
If so, employers signature Im Co Owner Date _____

Do you have any current or previous physical ailments, disabilities, or mental disorders that could affect your duties as an emergency responder? No
If so, list:

Are you willing to take a DOT physical? This is required by the department.
Yes No _____

Driver's license history will need to be checked for insurance purposes. Do we have your permission to do so? Yes No _____

What type of responder are you applying for? Firefighter _____ Medical _____ Both

Are you willing to take a 40 hour First Responder course? Yes No _____

The department will expect your attendance at all meetings, training, fundraisers, etc. as well as responding to calls: Can you give this much time? Yes No _____

Please list any previous experience or certifications

Firefighter 1 Hazmat 1 + 2

West Branch Fire and Rescue Department
PO Box 218
205 South 2nd St.
West Branch, IA 52358

Phone Emergency: 911
Business: (319) 643-2110
Fax: (319) 643-3293

Please briefly explain why you would like to be considered for membership to the West Branch Fire and Rescue Department.

Was a firefighter in Air Force and would like to get back into it

Contact person in case of an Emergency 1
Phone Number _____

Second contact _____
Phone Number _____

Upon your signature of this document, you are stating these questions have been answered truthfully, and to the best of your knowledge.

Applicants Signature [Signature]

Applicants Spouse [Signature]

1st WBFD Sponsor [Signature] TRUSTEE

2nd WBFD Sponsor [Signature]

Department use only:

If and when membership of the WBFD have voted to accept this individual as a member of the said department, at a regular meeting of the department, Chief, and Secretary sign below as documentation of that fact.

Chief [Signature] Date: 4/3/13

Secretary [Signature] Date: 4-3-13

West Branch Fire and Rescue Department
PO Box 218
205 South 2nd St.
West Branch, IA 52358

Phone Emergency: 911
Business: (319) 643-2110
Fax: (319) 643-3293

**West Branch Fire and Rescue Department
Application for Membership**

Name DAN HEICK Occupation STUDENT

Address 101 PHEASANT RUN WEST BRANCH Phone _____

Age 18 SS# _____ Marital Status _____

How long employed at present job? _____ Hours Worked STUDENT

Do you live within the city limits? Yes _____ No Are you employed within the city limits? Yes _____ No

Will your employer allow time off to respond to emergency calls? _____

N/A

If so, employers signature _____ Date _____

Do you have any current or previous physical ailments, disabilities, or mental disorders that could affect your duties as an emergency responder? NONE
If so, list:

Are you willing to take a DOT physical? This is required by the department.
Yes No _____

Driver's license history will need to be checked for insurance purposes. Do we have your permission to do so? Yes No _____

What type of responder are you applying for? Firefighter _____ Medical _____ Both

Are you willing to take a 40 hour First Responder course? Yes No _____

The department will expect your attendance at all meetings, training, fundraisers, etc. as well as responding to calls. Can you give this much time? Yes No _____

Please list any previous experience or certifications

VOLUNTEER CADET.

CPR, FIRST AID

BLOOD BORNE PATHOGENS

STORM SPOTTER

HOSE OPERATIONS

AIR PACKS

West Branch Fire and Rescue Department
PO Box 218
205 South 2nd St.
West Branch, IA 52358

Phone Emergency: 911
Business: (319) 643-2110
Fax: (319) 643-3293

Please briefly explain why you would like to be considered for membership to the West Branch Fire and Rescue Department.

Interested in firefighting and EMT. Like to help in the community I live in.

Contact person in case of an Emergency _____
Phone Number _____

Second contact _____
Phone Number _____

Upon your signature of this document, you are stating these questions have been answered truthfully, and to the best of your knowledge.

Applicants Signature Dan Heick

Applicants Spouse N/A

1st WBFD Sponsor Sandy Heick

2nd WBFD Sponsor Rae Ann Hosier

Department use only:

If and when membership of the WBFD have voted to accept this individual as a member of the said department, at a regular meeting of the department, Chief, and Secretary sign below as documentation of that fact.

Chief Alvin J. [Signature] Date: 4/3/13

Secretary Rae Ann Hosier Date: 4-3-13