

City of West Branch

~ A Heritage for Success ~

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

CITY COUNCIL MEETING AGENDA
Monday, August 5, 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. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action
 - a. Approve minutes from the July 19, 2013 City Council Work Session.
 - b. Approve minutes from the July 22, 2013 City Council Meeting.
 - c. Approve claims.
 - d. Approve Class C Liquor License with Outdoor Service and Sunday Sales for Casa Tequila Foods 3, Inc. DBA Casa Tequila Authentic Mexican Grill.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell – Recognition of Tidewater Direct
 - b. First Reading of Ordinance 712, amending Title Chapter 160 Flood Plain Regulations./Move to action.
 - c. Third Reading of Ordinance 713, amending Chapter 65 “Stop or Yield Required.”/Move to action.
 - d. Resolution 1135, approving the purchase of Carmanah 20 Watt Solar Flashing Beacons from Brown Traffic Products, Inc. in the amount of \$8,725.00./Move to action.
 - e. First Reading of Ordinance 714, amending Chapter 24 “Park and Recreation Commission.”/Move to action.
 - f. Resolution 1131, approving the Bethany Lutheran Church Site Plan./Move to action.
 - g. Resolution 1132, approving a 28E Agreement for Shared Use of Wireless Emergency Notification System with Cedar County./Move to action.
 - h. Resolution 1133, assigning videographer duties to Rebecca Knoche and setting the salary for FY 2013-2014./Move to action.

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Jim Oaks, Mary Beth Stevenson, 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

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CITY COUNCIL MEETING AGENDA
Monday, August 5, 2013 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

- i. Resolution 1134, approving the purchase of a Caterpillar Natural Gas Engine Generator from Altorfer Inc. in the amount of \$32,160.00./Move to action.
- j. Discussion of Request for Qualifications for Comprehensive Park Plan
- 8. City Staff Reports
 - a. City Engineer Dave Schechinger, P.E. – Lift Station Update
 - b. City Engineer Dave Schechinger, P.E. – Cookson Subdivision Update
 - c. City Engineer Dave Schechinger, P.E. – S. Downey & Tidewater Street Improvements
 - d. City Engineer Dave Schechinger, P.E. – Building Site Stormwater Management
 - e. Public Works Director Matt Goodale – 2013 Seal Coat Work
 - f. Public Works Director Matt Goodale – Sidewalk Inspections Phases I & II
- 9. Comments from Mayor and Council Members
 - a. Mayor Mark Worrell – Hoover’s Hometown Days
 - b. Mayor Mark Worrell – Iowa League of Cities Annual Conference
- 10. Adjournment

(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
Pedersen Valley**

**City Council
Work Session**

**July 19, 2013
10:00 a.m.**

Mayor Pro Tem Jim Oaks opened the West Branch City Council Work Session at 10:03 a.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, City Administrative Assistant Shanelle Peden, Parks & Recreation Director Melissa Russell, and Public Works Director Matt Goodale. Council members: Colton Miller, Jim Oaks, Mary Beth Stevenson, and Dick Stoolman. Mayor Worrell joined the Work Session at 10:08 a.m. Absent: Jordan Ellyson.

Representatives Ryan Gordon, Phil Miller, and Don DeMoss were present on behalf of Enterprise Products. Representatives Jason Mullin and Dan Henningsen were present on behalf of Kinder Morgan. Both entities represent pipelines that runs through the proposed site. The process of performing construction work in proximity to the pipeline was discussed. Both firms referred the City to their home offices for encroachment reviews.

Motion by Stevenson to adjourn the work session, second by Oaks. Motion passed on a voice vote. Work session adjourned at 10:42 a.m.

(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

**July 22, 2013
7:00 p.m.**

Mayor Worrell opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, City Administrative Assistant Shanelle Peden, Officer Alex Koch, Police Chief Mike Horihan, Parks & Recreation Director Melissa Russell, Public Works Director Matt Goodale, and Public Works staff Tim Moss and Paul Stagg. Council members: Jordan Ellyson, Colton Miller, Jim Oaks, Mary Beth Stevenson, and Dick Stoolman.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the July 8, 2013 City Council Meeting.
- b. Approve claims.
- c. Approve Class B Beer Permit (includes wine coolers) with Outdoor Service for West Branch Firefighters Inc. on August 2, 2013 and August 3, 2013.
- d. Approve amended Class C liquor license for Herb n' Lou's to allow outdoor service privilege on August 3, 2013 for Hoover's Hometown Days.
- e. Approve Skilled Iowa Agreement.

Motion by Ellyson to approve the agenda and consent agenda items a-e, second by Stevenson. AYES: Ellyson, Stevenson, Miller, Oaks, Stoolman. Motion carried.

COMMUNICATIONS/OPEN FORUM - Pete Swisher spoke on behalf of the National Park Service, thanking the City for its help in planning the upcoming Hoover's Hometown Days.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell-Recognition of Chassis Engineering

Mayor Mark Worrell recognized Chassis Engineering for their presence in the community and dedication to the City of West Branch.

Mayor Mark Worrell-Recognition of Tim Moss-Ten Years of Service

Mayor Mark Worrell recognized Public Works employee Tim Moss for his ten years of service to the City of West Branch. Moss received a plaque from the City for his service.

Bonnie Butler-Public Health and Preparedness Division Manager, Cedar County Public Health-Presentation on County Health Rankings.

Bonnie Butler introduced herself and her assistant Lena Thompson, a student pursuing her master's degree at the University of Iowa, College of Public Health. Lena presented information to the Council in regards to flu clinics and shots available through Cedar County Public Health. They indicated that they offer assistance for public health emergencies and additional information can be found at www.countyhealthrankings.org.

Second Reading of Ordinance 713, amending Chapter 65 "Stop or Yield Required."

Stevenson expressed support for permanent stop signs and suggested a continental-style sidewalk. Ellyson expressed support for the project and suggested that the Council meet with representatives from the School District to discuss the establishment of a school zone in the area. Oaks spoke in opposition due to concerns with traffic flow in the area and the convenience of residents driving in this area. Stoolman expressed that he had been contacted by residents opposed to the ordinance.

Motion by Ellyson to approve Second reading of Ordinance 713, second by Miller. AYES: Ellyson, Miller, Stevenson. NAYS: Oaks, Stoolman. Motion carried.

Resolution 1129, approving a purchase agreement with PV properties LLC for approximately twenty-two acres of land in the amount of \$375,000.00.

Mayor Worrell opened the discussion by calling on members of the audience who asked to speak on behalf of the purchase of the property. Resident Mike Colbert spoke on behalf of Summer League, indicating that the group could benefit from additional ball fields if they are developed on the proposed site. Dan Stevenson commented that money spent out of town could be retained by offering a facility with services to residents. B.J. Rios spoke on behalf of the West Branch Schools Baseball Team, saying that youth in the community would benefit from the opportunity to develop their skills. Tim Shields spoke on behalf of the Parks & Recreation Commission, stating that having a facility could bring additional revenue to West Branch. Donna Friel asked about the traffic flow on Scott Drive and the location, diameter, number of, pounds per square inch, and the depth the gas lines are buried. Rich Stout spoke that there is limited space for baseball practice and additional fields would be beneficial. Gary Bass spoke on behalf of the traffic flow on Scott Drive and asked the Council to allow voters to make a decision on the property during the November election. Mike Owen spoke in support of the additional recreational opportunities for residents. Pete Swisher spoke on behalf of the National Park Service, indicating support for outdoor recreation activities and the 2011 trails plan.

Motion by Ellyson to approve Resolution 1129, second by Stevenson. AYES: Ellyson, Stevenson, Miller. NAYS: Oaks, Stoolman. Motion carried.

Public Hearing on the Proposal to Enter into a General Obligation Property Acquisition Loan Agreement in a Principal Amount not to Exceed \$400,000.

Mayor Worrell opened the public hearing at 8:50 p.m. There were no comments during the public hearing. Mayor Worrell closed the public hearing at 8:51 p.m.

Resolution 1130, Authorizing and Approving a Loan Agreement and Providing for the Issuance of a \$400,000 General Obligation Property Acquisition Note and Providing for the Levy of Taxes to Pay the Same.

Oaks spoke in favor of using local financial institutions for the City's financing needs. Motion by Stoolman to approved Resolution 1130, second by Oaks. AYES: Stoolman, Oaks, Ellyson, Stevenson, Miller. NAYS: None. Motion carried.

Resolution 1131, approving the Bethany Lutheran Church Site Plan.

City Administrator Muckler noted that representatives from Bethany Lutheran Church were unable to attend the meeting and recommended the Council postpone this item to the next regular business meeting.

Motion by Stoolman to postpone Resolution 1131 to the August 5, 2013 Council Meeting, second by Ellyson. AYES: Stoolman, Ellyson, Miller, Oaks, Stevenson. Motion carried.

Accept the resignation of Peter Pappas from the Library Board of Trustees.

Peter is retiring from his employment with the National Park Service and will be relocating from West Branch. Peter was thanked for his service on the Board.

Motion by Ellyson to accept the resignation of Peter Pappas from the Library Board of Trustees, second by Miller. AYES: Ellyson, Miller, Oaks, Stoolman, Stevenson. NAYS: None. Motion carried.

CITY STAFF REPORTS - Chief Horihan also thanked Peter Pappas for his service to the community of West Branch.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS - Mayor Worrell asked that the City review the drainage in the area of East College Street. He also asked if it would be possible to increase the Parks & Recreation Commission membership to two more individuals. Councilperson Stoolman asked for an update on the lift station project.

ADJOURNMENT

Motion by Miller to adjourn the meeting, second by Ellyson. Motion carried on a voice vote. City Council meeting was adjourned at 9:02 p.m.

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
BLUE CROSS BLUE SHIELD	7/25/13	DENTAL INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	58.47
	7/25/13	DENTAL INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	58.47
	7/25/13	HEALTH INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	544.43
	7/25/13	HEALTH INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	544.43
	7/25/13	HEALTH INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	2,292.34
	7/25/13	DENTAL INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	136.52
	7/25/13	HEALTH INSURANCE	TRUST AND AGENCY	ROADS & STREETS	636.74
	7/25/13	DENTAL INSURANCE	TRUST AND AGENCY	ROADS & STREETS	33.85
	7/25/13	HEALTH INSURANCE	TRUST AND AGENCY	LIBRARY	1,018.80
	7/25/13	DENTAL INSURANCE	TRUST AND AGENCY	LIBRARY	50.52
	7/25/13	HEALTH INSURANCE	TRUST AND AGENCY	PARK & RECREATION	509.40
	7/25/13	DENTAL INSURANCE	TRUST AND AGENCY	PARK & RECREATION	55.63
	7/25/13	HEALTH INSURANCE	TRUST AND AGENCY	CEMETERY	706.80
	7/25/13	DENTAL INSURANCE	TRUST AND AGENCY	CEMETERY	37.89
	7/25/13	HEALTH INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	439.37
	7/25/13	DENTAL INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	25.79
	7/25/13	HEALTH INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	146.45
	7/25/13	DENTAL INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	7.83
	7/25/13	DENTAL INSURANCE	WATER FUND	NON-DEPARTMENTAL	10.64
	7/25/13	DENTAL INSURANCE	WATER FUND	NON-DEPARTMENTAL	10.64
	7/25/13	HEALTH INSURANCE	WATER FUND	NON-DEPARTMENTAL	133.72
	7/25/13	HEALTH INSURANCE	WATER FUND	NON-DEPARTMENTAL	133.72
	7/25/13	HEALTH INSURANCE	WATER FUND	WATER OPERATING	1,057.02
	7/25/13	DENTAL INSURANCE	WATER FUND	WATER OPERATING	60.42
	7/25/13	DENTAL INSURANCE	SEWER FUND	NON-DEPARTMENTAL	6.84
	7/25/13	DENTAL INSURANCE	SEWER FUND	NON-DEPARTMENTAL	6.84
	7/25/13	HEALTH INSURANCE	SEWER FUND	NON-DEPARTMENTAL	85.97
	7/25/13	HEALTH INSURANCE	SEWER FUND	NON-DEPARTMENTAL	85.97
	7/25/13	HEALTH INSURANCE	SEWER FUND	SEWER OPERATING	834.16
	7/25/13	DENTAL INSURANCE	SEWER FUND	SEWER OPERATING	46.52
				TOTAL:	9,776.19
CEDAR COUNTY RECORDER	7/31/13	P&R-PV PROP PARK LAND PURC	GENERAL FUND	PARK & RECREATION	599.20
				TOTAL:	599.20
CEDAR COUNTY TREASURER	7/31/13	P&R-PV PROP PARK LAND PURC	GENERAL FUND	PARK & RECREATION	1,083.00
				TOTAL:	1,083.00
COMMUNITY STATE BANK	7/31/13	P&R - PARK LAND PURCHASE	GENERAL FUND	PARK & RECREATION	325,000.00
				TOTAL:	325,000.00
DEARBORN NATIONAL INSURANCE	7/25/13	LIFE INSURANCE EMPLOYEE	GENERAL FUND	NON-DEPARTMENTAL	8.00
	7/25/13	LIFE INSURANCE EMPLOYEE	GENERAL FUND	NON-DEPARTMENTAL	8.00
	7/25/13	LIFE INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	9.45
	7/25/13	LIFE INSURANCE	TRUST AND AGENCY	ROADS & STREETS	4.10
	7/25/13	LIFE INSURANCE	TRUST AND AGENCY	LIBRARY	6.30
	7/25/13	LIFE INSURANCE	TRUST AND AGENCY	PARK & RECREATION	3.15
	7/25/13	LIFE INSURANCE	TRUST AND AGENCY	CEMETERY	4.55
	7/25/13	LIFE INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	3.94
	7/25/13	LIFE INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	1.42
	7/25/13	LIFE INSURANCE	WATER FUND	WATER OPERATING	5.99
	7/25/13	LIFE INSURANCE	SEWER FUND	SEWER OPERATING	5.20
				TOTAL:	60.10
IOWA ALCOHOLIC BEVERAGES DIVISION	7/26/13	COMM & CULT-HHTD FIRE BEER	GENERAL FUND	COMM & CULTURAL DEVEL	25.00
				TOTAL:	25.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
IPERS	7/26/13	IPERS	GENERAL FUND	NON-DEPARTMENTAL	618.59
	7/26/13	IPERS	GENERAL FUND	NON-DEPARTMENTAL	658.88
	7/26/13	PROT IPERS	GENERAL FUND	NON-DEPARTMENTAL	405.16
	7/26/13	PROT IPERS	GENERAL FUND	NON-DEPARTMENTAL	413.17
	7/26/13	IPERS	LIBRARY	NON-DEPARTMENTAL	222.86
	7/26/13	IPERS	LIBRARY	NON-DEPARTMENTAL	219.76
	7/26/13	IPERS	ROAD USE TAX	NON-DEPARTMENTAL	1.50
	7/26/13	IPERS	ROAD USE TAX	NON-DEPARTMENTAL	3.54
	7/26/13	PROT IPERS	TRUST AND AGENCY	POLICE OPERATIONS	607.74
	7/26/13	PROT IPERS	TRUST AND AGENCY	POLICE OPERATIONS	619.74
	7/26/13	IPERS	TRUST AND AGENCY	ROADS & STREETS	263.66
	7/26/13	IPERS	TRUST AND AGENCY	ROADS & STREETS	262.24
	7/26/13	IPERS	TRUST AND AGENCY	LIBRARY	334.47
	7/26/13	IPERS	TRUST AND AGENCY	LIBRARY	329.83
	7/26/13	IPERS	TRUST AND AGENCY	PARK & RECREATION	165.21
	7/26/13	IPERS	TRUST AND AGENCY	PARK & RECREATION	144.58
	7/26/13	IPERS	TRUST AND AGENCY	CEMETERY	263.75
	7/26/13	IPERS	TRUST AND AGENCY	CEMETERY	318.94
	7/26/13	IPERS	TRUST AND AGENCY	MAYOR AND COUNCIL	17.86
	7/26/13	IPERS	TRUST AND AGENCY	CLERK & TREASURER	184.63
	7/26/13	IPERS	TRUST AND AGENCY	CLERK & TREASURER	210.21
	7/26/13	IPERS	TRUST AND AGENCY	LOCAL CABLE ACCESS	35.57
	7/26/13	IPERS	TRUST AND AGENCY	LOCAL CABLE ACCESS	58.24
	7/26/13	IPERS	WATER FUND	NON-DEPARTMENTAL	198.56
	7/26/13	IPERS	WATER FUND	NON-DEPARTMENTAL	214.31
	7/26/13	IPERS	WATER FUND	WATER OPERATING	298.00
	7/26/13	IPERS	WATER FUND	WATER OPERATING	321.65
	7/26/13	IPERS	SEWER FUND	NON-DEPARTMENTAL	178.64
	7/26/13	IPERS	SEWER FUND	NON-DEPARTMENTAL	196.65
	7/26/13	IPERS	SEWER FUND	SEWER OPERATING	268.11
	7/26/13	IPERS	SEWER FUND	SEWER OPERATING	295.13
				TOTAL:	8,331.18
PV PROPERTIES LLC	7/31/13	P&R - PARK LAND PURCHASE	GENERAL FUND	PARK & RECREATION	43,233.41
				TOTAL:	43,233.41
TREASURER STATE OF IOWA	7/26/13	STATE WITHHOLDING TAX	GENERAL FUND	NON-DEPARTMENTAL	700.65
	7/26/13	STATE WITHHOLDING TAX	GENERAL FUND	NON-DEPARTMENTAL	739.10
	7/26/13	STATE WITHHOLDING TAX	LIBRARY	NON-DEPARTMENTAL	122.00
	7/26/13	STATE WITHHOLDING TAX	LIBRARY	NON-DEPARTMENTAL	124.00
	7/26/13	STATE WITHHOLDING TAX	ROAD USE TAX	NON-DEPARTMENTAL	0.20
	7/26/13	STATE WITHHOLDING TAX	ROAD USE TAX	NON-DEPARTMENTAL	1.40
	7/26/13	STATE WITHHOLDING TAX	WATER FUND	NON-DEPARTMENTAL	144.50
	7/26/13	STATE WITHHOLDING TAX	WATER FUND	NON-DEPARTMENTAL	154.45
	7/26/13	STATE WITHHOLDING TAX	SEWER FUND	NON-DEPARTMENTAL	131.65
	7/26/13	STATE WITHHOLDING TAX	SEWER FUND	NON-DEPARTMENTAL	143.05
				TOTAL:	2,261.00

VENDOR SORT KEY DATE DESCRIPTION FUND DEPARTMENT AMOUNT_

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

001	GENERAL FUND		374,697.96
031	LIBRARY		688.62
110	ROAD USE TAX		6.64
112	TRUST AND AGENCY		9,947.51
600	WATER FUND		2,743.62
610	SEWER FUND		2,284.73

	GRAND TOTAL:		390,369.08

ORDINANCE NO. 712

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

WHEREAS, an expanded definition of “development” would provide clarity on activities not considered development in the City’s flood plain regulations; and

WHEREAS, the definitions of “minor projects” and “routine maintenance of existing buildings and facilities” would provide further explanation of the types of projects and maintenance activities that can be exempted from a floodplain permit.

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, Flood Plain Regulations, is hereby amended as follows:
 - a. Section 160.02 is hereby amended by deleting subsection 160.02(3) in its entirety and replacing it with the following:

“Development” means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials. “Development” does not include “minor projects” or “routine maintenance of existing buildings and facilities” as defined in this section. It also does not include gardening, plowing, and similar practices that do not involve filling, grading.”
 - b. Section 160.02 is hereby amended by incorporating the following definition into said Section 160.02:

ROUTINE MAINTENANCE OF EXISTING BUILDINGS AND FACILITIES –

Repairs necessary to keep a structure in a safe and habitable condition that do not trigger a building permit, provided they are not associated with a general improvement of the structure or repair of a damaged structure. Such repairs include:

- i. Normal maintenance of structures such as re-roofing, replacing roofing tiles and replacing siding;
- ii. Exterior and interior painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work;
- iii. Basement sealing;
- iv. Repairing or replacing damaged or broken window panes;

- v. Repairing plumbing systems, electrical systems, heating or air conditioning systems and repairing wells or septic systems.

- c. Conflicts. All ordinances or parts of ordinances that are in conflict with this ordinance are hereby repealed.

- d. 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.

- e. Effective Date. This ordinance shall be in full force in effect upon passage of this ordinance and publication as required by law.

First Reading: August 5, 2013

Second Reading:

Third Reading:

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

CITY OF WEST BRANCH
COUNCIL ACTION REPORT

MEETING DATE: August 5, 2013

AGENDA ITEMS: 7b & 7c

DATE PREPARED: August 1, 2013

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLES:

Third Reading of Ordinance 713, amending Chapter 65 "Stop or Yield Required." / Move to action.
Resolution 1135, approving the purchase of Carmanah 20 Watt Solar Flashing Beacons from Brown Traffic Products, Inc. in the amount of \$8,725.00. / Move to action.

WORKSHOP SPECIAL CONSENT NON-CONSENT PUBLIC HEARING

RECOMMENDATIONS:

Approve Third Reading of Ordinance 713 and Resolution 1135.

PROJECT DESCRIPTION:

- 1) Ordinance 713 - Install permanent stop signs for eastbound and westbound traffic on Main Street at Oliphant. State Law Stop to Pedestrians in Crosswalk signs would be mounted on each stop sign. Stop Ahead signs would be installed in advance of the intersection in both directions. Flags would be placed on the new stop signs to alert drivers of the new stop signs. All signage would be installed per the Manual on Uniform Traffic Control Devices (MUTCD). Installation of signage would take place on August 9th, after the Ordinance is published in the West Branch Times on August 8, 2013.
- 2) Resolution 1135 – Carmanah 20 Watt Solar Flashing Beacons would be ordered on August 6, 2013 and installed per the MUTCD as soon as they arrive (in approximately four to six weeks). The beacons would operate twenty-five minutes before and after the times that school starts and finishes. The system is programmable and could be scheduled appropriately for early-outs, holidays, etc. Unscheduled late starts and early-outs could be accommodated by on-site programming of the lights via a Windows-based calendar software program.
- 3) Intersection improvements to make the north-south crossing and east-west crossing ADA accessible would take place in a future fiscal year budget.
- 4) City Council and School Board may have future discussions on whether or not a crossing guard would be appropriate for this intersection.

ATTACHMENTS:

Ordinance 713
July 11, 2013 Letter from V&K, Re: Manual on Uniform Traffic Control Devices
V&K Stop Sign Main Street Plan
Resolution 1135
Brown Traffic Products, Inc. 20 Watt Solar Carmanah Flashing Beacons Quote
Carmanah Model R829 Series Solar LED School Zone Flashing Beacon Information Sheet

CURRENT FISCAL YEAR TOTAL COST: \$8,725 for Carmanah 20 Watt Solar Flashing Beacons, plus installation and signage.

BUDGETED UNBUDGETED (check one) FISCAL YEAR BUDGET 2013-2014

\$1,086.00	001-5-1-110-6510	Police Department Safety Equipment
<u>\$7,639.00</u>	001-5-2-210-6761	Roads and Streets (General Fund) Capital Improvements
\$8,725.00		

ORDINANCE NO. 713

AN ORDINANCE AMENDING CHAPTER 65 "STOP OR YIELD REQUIRED."

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

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

Section 1. Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

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

Section 2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Adjudication. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

Passed and approved this 5th day of August, 2013.

First Reading: July 8, 2013
Second Reading: July 22, 2013
Third Reading: August 5, 2013

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

July 11, 2013

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

1. Exact correct placement of stop signs.
 - a) Mutcd Manual Sect 2A.16 figure 2A.2 section C page 38 states that minimum distance from edge of road way to edge of sign will be 2 feet and maximum of 50 feet.
 - b) The minimum height vertically measured from the bottom of the sign to the top of curb or to the edge of roadway edge is to be 7 feet.
 - c) Stop sign should be place 4 feet from pedestrian marked crossing.
2. Mounting Post
 - a) Mounting Post MUTCD 2A.21 page 44 shall be constructed to hold the sign in a proper and permanent position, and to resist swaying in the wind or displacement by vandalism.
3. Advance warning signs
 - a) Warning signs MUTCD 2A.16 Figure 2A.4 page 40 warning sign shall be placed at 200 ft minimum.
 - b) Check braking distance per AASHTO STANDARDS
Page 111

$$d = 1.075 \frac{v^2}{a}$$

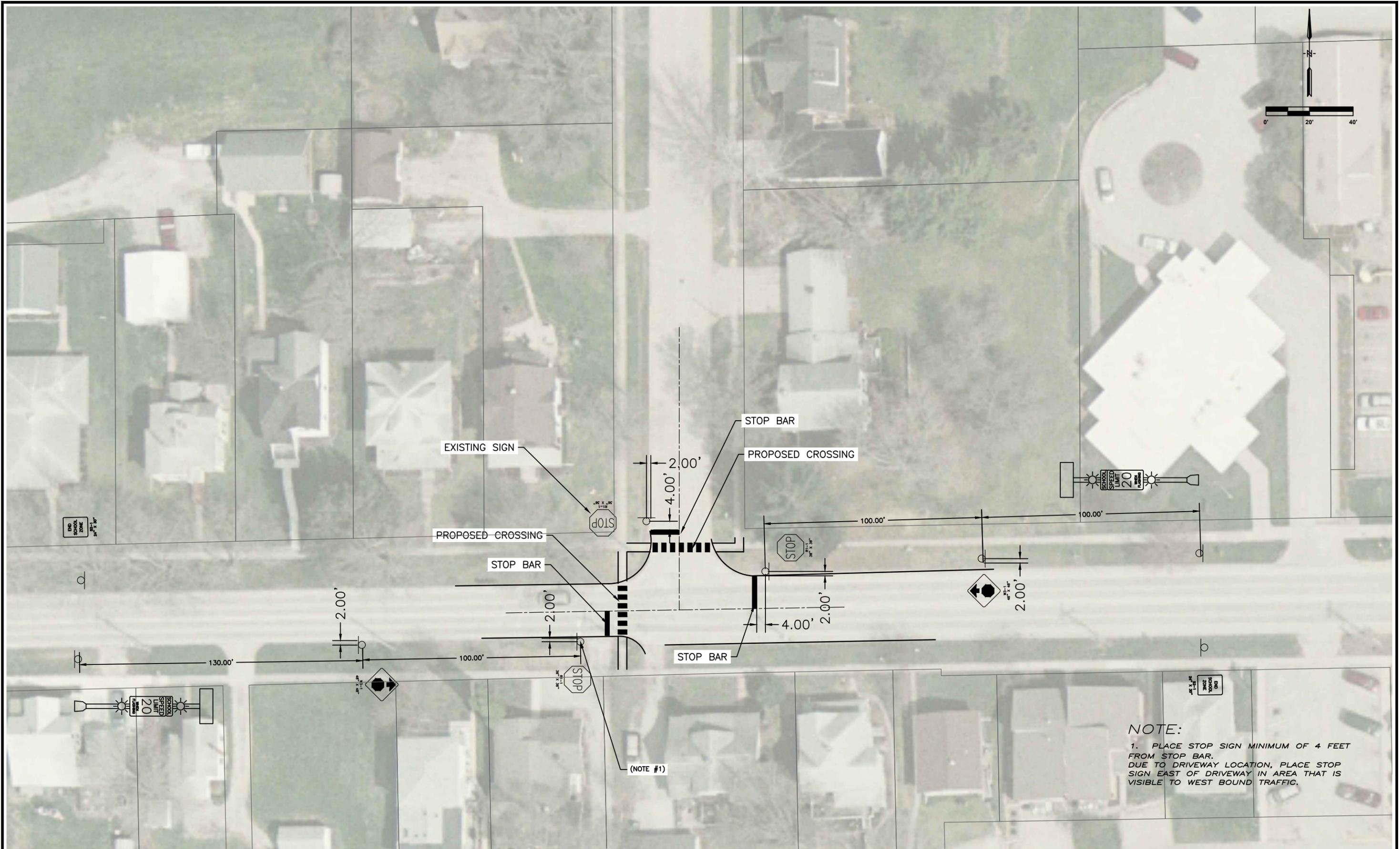
d = distance (feet)

v = velocity

a = deceleration ft/s^2 (14.8 ft/s^2)

d = 89 feet

since D is less than 200 feet we use the 200 feet for placement of warning signs, distance from street and height are the same as the stop sign.



(NOTE #1)

NOTE:
1. PLACE STOP SIGN MINIMUM OF 4 FEET FROM STOP BAR. DUE TO DRIVEWAY LOCATION, PLACE STOP SIGN EAST OF DRIVEWAY IN AREA THAT IS VISIBLE TO WEST BOUND TRAFFIC.

DATE	REVISIONS

SCALE	AS NOTED
DRAWN	EDG
CHECKED	DRS
APPROVED	DRS
DATE	7/11/13
ISSUED FOR	####

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



MAIN STREET STOP SIGN
CITY OF WEST BRANCH

260 22nd Avenue • Suite 4 • Coraville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

STOP SIGN MAIN STREET

DWG. NO.
A.01
PROJECT
####

RESOLUTION NO. 1135

A RESOLUTION APPROVING THE PURCHASE OF CARMANAH 20 WATT SOLAR FLASHING BEACONS FROM BROWN TRAFFIC PRODUCTS, INC. IN THE AMOUNT OF \$8,725.00

WHEREAS, the City Council has considered various options for ensuring safety of children walking to and from school near the intersection of Main and Oliphant; and

WHEREAS, the City Council has deemed that the establishment of a school zone on Main Street to the west and east of its intersection with Oliphant would be a safety improvement for school children travelling in this area; and

WHEREAS, Brown Traffic Products, Inc. has provide a quote of \$8,725 for two standard solar engines for school zone beacons, two top pole mount dual vertical yellow beacons with amber LED lights, a calendar programming kit for school zone beacons, two poles, two bases and eight anchor bolts.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the purchase of Carmanah 20 Watt Solar Flashing Beacons in the amount of \$8,725.00 with funding coming from the FY 2013-2014 Police Department and Road & Streets budgets.

Passed and approved this 5th day of August, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



MERGING INNOVATION, TECHNOLOGY & SERVICE

Quote

Quote Number: Q033432

736 Federal Street Suite 2312 | Davenport, IA 52803 | 1(563) 323-0009

To: West Branch, City of
110 North Poplar Street
P.O. Box 218
West Branch, IA 52358

Date: 08/01/2013
Prepared By: Cathy Jorgensen

Contact: Matt Muckler
Phone: 319.643.5888
Fax: 319.643.2305
Email: matt.westbranchiowa.org

RFQ #:
Description: Carmanah Flashing Beacons - R829 - 20 Watt Solar

Table with 5 columns: Part #, Description, Quantity, Price, Extended. Rows include items like CAR-R829-YEL HOUSING, CAR-45RDV-AMB LED/YEL HOUSING, etc.

Total: \$8,725.00

Notes:
QUOTATION DOES INCLUDE FREIGHT.

NOTE: NO signage is included with this quote.

Terms:
THIS QUOTE IS BASED ON THE ENTIRE VALUE AND VOLUME OF ALL LINE ITEMS - Prices listed on this quote are valid only in the event of purchase of all line items in the quantities listed, in their entirety.

Shipment of the material will be approximately 90 days after receipt of both an acceptable purchase order and approved submittal data if required. PAYMENT TERMS ARE NET 30 DAYS with prior approved credit.

Quotation does not include sales tax. Sales tax will be added at time of invoice unless a valid Sales Tax Exempt certificate has been provided.

Limited Warranty: Brown Traffic Products only obligations shall be to replace such quantity of the product proven to be defective.

Warranty Period: The length of warranty manufacturers have conveyed to the seller and which can be passed on to the buyer.

Additional terms and conditions apply - See Brown Traffic Products Terms & Conditions document at our website: www.browntraffic.com.

Thank you for the opportunity to provide this quote.

MODEL

R829 SERIES

SOLAR LED SCHOOL ZONE FLASHING BEACON

Typical Applications:

- School zones

Improves Safety

- Research shows flashing beacons decrease vehicle speeds by five to seven miles per hour in school zones
- Improves driver awareness by increasing sign visibility

Reliability Assured

- Core energy management system ensures operation; even during periods of cloud cover
- Turn-key system custom configured for optimum performance based on location, solar insolation and desired operation
- Safe from vandalism and extreme weather

Cost-Effective Solution

- No trenching, wiring or digging required
- "Plug-and-play" installation for reduced disruption to traffic
- Cabinet-free, sturdy design inhibits vandalism
- Zero operational costs

Easy Installation and Operation

- Controlled via a Windows-based calendar software program capable of turning systems on and off several times per day
- Pre-set for up to 500 days of operation, based on school calendar
- Beacon schedule easily copied to multiple beacons
- Installs to existing sign posts within thirty minutes
- Easy to relocate and repurpose to other locations

Quality Ensured

- Manufactured in accordance with ISO 9001:2008
- Designed and assembled in North America
- Backed by a 3-year limited warranty



INSTALLATIONS AND APPLICATIONS



SCHOOL ZONE WARNING -
COLUMBIA, SC



SCHOOL ZONE WARNING -
NEW ORLEANS, LA

Carmanah is backed by a worldwide network of distribution partners.

To find a representative in your region:

- visit us at www.carmanah.com
- or call +1.250.380.0052 (toll-free US & Canada 1.877.722.8877)

REPRESENTED IN YOUR REGION BY:

Submitted by:



MERGING INNOVATION, TECHNOLOGY & SERVICE

736 Federal Street, Suite 2312 • Davenport, Iowa 52803
p: (563) 323.0009 • f: (563) 323.8256 • browntraffic.com

MOUNTING EXAMPLES

SINGLE BEACON (C-Compact)

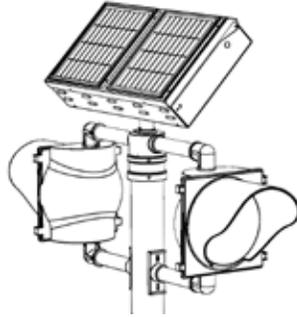
Single - Pole Mount (Square/Round)



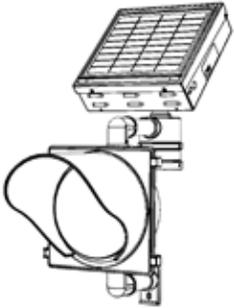
Single - Top of Pole Mount

DUAL BEACON

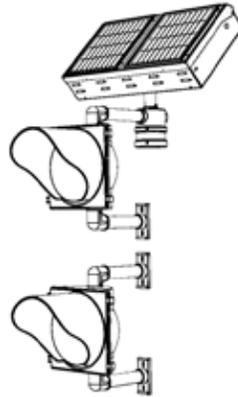
Dual - Horizontal Top Pole Mount



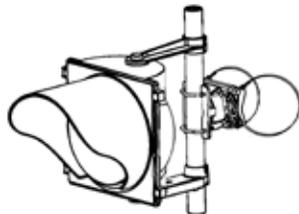
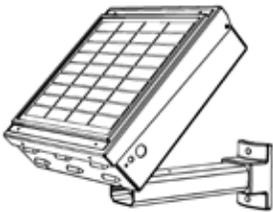
Dual - Vertical Top Pole Mount



Single or Dual - Side of Pole Mount



Single or Dual - Mast Arm Mount



* OTHER MOUNTING OPTIONS AVAILABLE
PRODUCT MAY NOT BE EXACTLY AS SHOWN

COMPONENT	DIMENSION		
	Length	Width	Height
Single Beacon	25.0" (635 mm)	15.0" (381 mm)	33.5" (851 mm)
10 W Engine	15.0" (381 mm)	14.8" (376 mm)	4.8" (121 mm)
20 W Engine	15.75" (401 mm)	29.3" (743 mm)	6.0" (151 mm)

* Dimensions may vary based on pole selection, 45° tilt and beacon configuration



MODEL

R829 SERIES

SOLAR LED SCHOOL ZONE FLASHING BEACON

OPERATION

Flash pattern	MUTCD* compliant Alternate, unison, and quick-flash
Control	Embedded calendar, override switch box

LED SIGNAL MODULE

Standard	ITE VTCSH LED circular signal supplement
Size and LED colour	12" (305 mm) diameter amber or red 8" (203 mm) diameter amber

ENVIRONMENTAL

Operating temperature range	5 to 122° F (-15 to 50° C)
-----------------------------	----------------------------

ENERGY MANAGEMENT SYSTEM

Battery lifespan	3 - 5 years (field replaceable)
Capacity without solar charging	Up to 30 days typical (location dependent)
Daily operation profile	Up to 12 hours per day (configuration dependent)
Automatic light control (ALC)	Systems continue to provide useful light during extreme conditions that prevent charging over an extended period of time

PROGRAMMING

Activation	Upload activation schedule for up to 500 days. Download schedule for verification.
Duration	Schedule event times

MOUNTING HARDWARE

Bracket options for standard sign posts	1.75" (45 mm) square telspar, 2 3/8" (60 mm) round, 4 1/2" (114 mm) round Pelco traffic signal mounting hardware
Colour	Black, yellow or green

COMPONENTS

Solar Panel	High-efficiency 10 W (C-Compact) or 20 W panel
Battery	Replaceable, recyclable best-in-class battery pack. Sealed, maintenance-free.
Light Source	Ultra-bright LEDs featuring innovative optic and lens design for optimum light divergence
Construction	Fully self-contained weather, corrosion and vandal-resistant unit with premium-grade UV-resistant head

QUALITY STANDARDS

Quality certification	ISO 9001:2008 Certified Manufacturer
Certification	NCHRP 350, FDOT, system compliant with Buy American Act

WARRANTY

Term	3-year limited warranty (including batteries)
------	---

* Meets all requirements for design, illumination, and colour of signal sections required by MUTCD, chapter 4D.18. MUTCD: Manual on Uniform Traffic Control.

Performance is tied to solar availability and geographic location.
All specifications are subject to change without notice.

ORDINANCE NO. 714

AN ORDINANCE AMENDING CHAPTER 24 "PARK AND RECREATION COMMISSION"

WHEREAS, the City Council believes that an expanded Park & Recreation Commission could better plan for future capital improvements for the City of West Branch Parks and Trails.

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

1. Amendment. Chapter 24 of the Code of Ordinances, Park and Recreation Commission, is hereby amended as follows:

a. Section 24.02 is hereby amended by deleting its entirety and replacing it with the following:

MEMBERS APPOINTED. The Parks and Recreation Commission shall consist of seven (7) members with at least five members being residents of the City of West Branch. Other members may reside in the West Branch Community School District. All members shall be appointed by the Mayor with Council approval, who shall be the duly appointed members of the Commission. In addition, the Park & Recreation Director shall serve as an ex officio member of the Commission in order to better coordinate the recreational activities of the City. The Mayor shall, for good cause shown, appoint such other ex officio members as the Mayor, Council and the Commission feel would be beneficial to the parks and recreation program of the City.

b. Section 24.03 is hereby amended by deleting its entirety and replacing it with the following:

TERMS OF MEMBERS. The seven members shall be appointed for staggered terms with no more than three members having their appointment end in a single year, and all appointments shall be for three years. In the event of the death or resignation of any member, a successor shall be appointed to fill the unexpired term for which such member was originally appointed.

b. Conflicts. All ordinances or parts of ordinances that are in conflict with this ordinance are hereby repealed.

c. 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.

d. Effective Date. This ordinance shall be in full force in effect upon passage of this ordinance and publication as required by law.

First Reading: August 5, 2013

Second Reading:

Third Reading:

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1131

RESOLUTION APPROVING BETHANY LUTHERAN CHURCH SITE PLAN LOCATED AT 237 SOUTH SECOND STREET IN WEST BRANCH, IOWA.

WHEREAS, Bethany Lutheran Church has heretofore submitted a proposed Site Plan to construct an expanded parking lot and an additional egress from the property (the "Project"); and

WHEREAS, said Site Plan has heretofore been reviewed by City Staff, including the City Engineer; and

WHEREAS, the Site Plan has been found to conform to West Branch Code of Ordinances; and

WHEREAS, the City of West Branch Planning and Zoning Commission has reviewed the Site Plan and recommended its approval to the West Branch City Council with the stipulations that ownership issues are settled and a stormwater plan is completed; and

WHEREAS, it is now necessary for the City Council to approve said Site Plan.

NOW, THEREFORE, be it resolved by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned Site Plan for the Project be and the same are hereby accepted and approved.

* * * * *

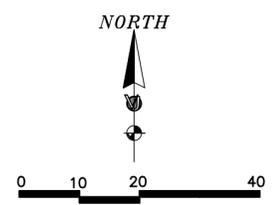
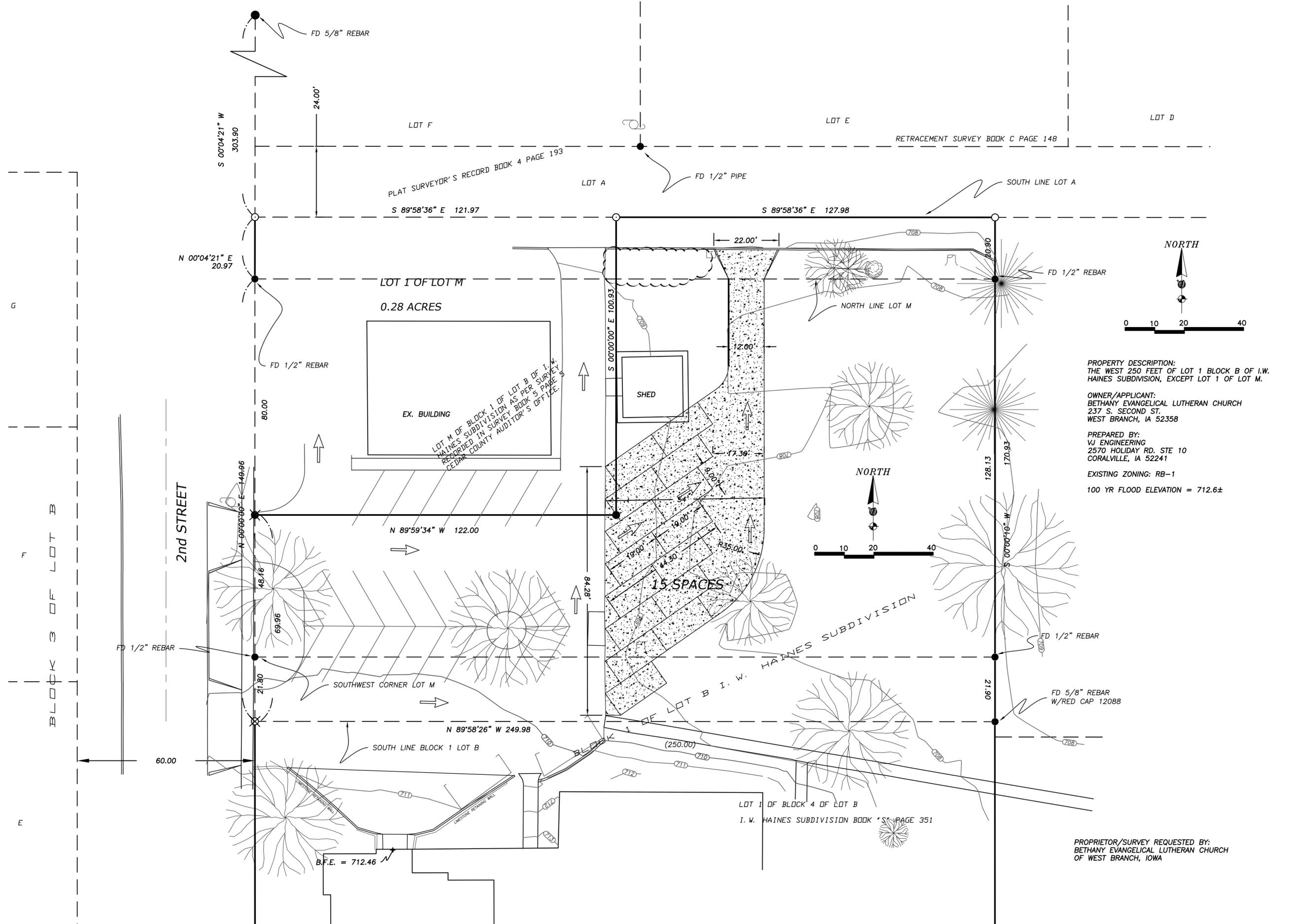
Passed and approved this 5th day of August, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

SITE PLAN
BETHANY EVANGELICAL LUTHERAN CHURCH
237 S. SECOND STREET, WEST BRANCH, IOWA



PROPERTY DESCRIPTION:
 THE WEST 250 FEET OF LOT 1 BLOCK B OF I.W. HAINES SUBDIVISION, EXCEPT LOT 1 OF LOT M.

OWNER/APPLICANT:
 BETHANY EVANGELICAL LUTHERAN CHURCH
 237 S. SECOND ST.
 WEST BRANCH, IA 52358

PREPARED BY:
 VJ ENGINEERING
 2570 HOLIDAY RD. STE 10
 CORALVILLE, IA 52241

EXISTING ZONING: RB-1
 100 YR FLOOD ELEVATION = 712.6±

PROPRIETOR/SURVEY REQUESTED BY:
 BETHANY EVANGELICAL LUTHERAN CHURCH
 OF WEST BRANCH, IOWA

Jun 05, 2013 T:\WORK\2013\133096\dwg\SITEPLAN 2013.dwg

133096	SITE PLAN	BETHANY LUTHERAN CHURCH	WEST BRANCH, IOWA
coralville, iowa	vj engineering	2570 holiday road	319-338-4939
approved by	NAME		
reviewed by	NAME		
date	6/5/13		
scale	1" = 20'		
book			
revisions			
date			

RESOLUTION NO. 1132

RESOLUTION APPROVING A 28E AGREEMENT FOR SHARED USE OF WIRELESS EMERGENCY NOTIFICATION SYSTEM WITH CEDAR COUNTY.

WHEREAS, Cedar County and the City are interested in jointly participating in the use of an emergency notification system; and

WHEREAS, to that end, the County 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 5th day of August, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

28E Agreement for Shared Use of Wireless Emergency Notification System

This **28E Agreement** is entered into by Cedar County (herein "the County") and the City of West Branch (herein "the city") as shown below as Parties to the agreement.

I. PARTIES:

The Receiving Party:

Cedar County, Iowa; Board of Supervisors; 400 Cedar Street; Tipton, IA 52772.

The Sharing Party:

City of West Branch Iowa; 110 N Poplar St., PO Box 218, West Branch, Iowa 52358.

II. PURPOSE:

Shared use of the W.E.N.S (Wireless Emergency Notification System) purchased annually from Inspiron Logistics for use in Emergency Notification Services, routine messaging services and I.P.A.W.S (Integrated Public Alert Warning Systems) Services which are acquired through Johnson County Emergency Communications by separate agreement in order to reduce costs associated with the system.

III. AGREEMENT PROVISIONS

a. Shared use of the following services which are contracted between Cedar County and Johnson County Joint Communications.

- i. All parties shall receive as part of this agreement from W.E.N.S. the following features: SMS Test messages, E-Mail, Page & Desktop Alerts in an unlimited amount as outlined in the contract between W.E.N.S. and Johnson County Joint Communications, who is the annual contract holder.
- ii. Unlimited administration authorities for their database and their user groups.
- iii. Unlimited groups and subgroups plus all ongoing upgrades and enhancements to the system which are provided by W.E.N.S. as part of the overall system upgrades to all users.
- iv. Includes all training, webinars, support by W.E.N.S. on customizing WENS, marketing, testing and customized entry points (websites) for each County plus technical support from W.E.N.S. / Inspiron.
- v. Included NOAA, IVDS, GIS Mapping, and all other system functionality provided by W.E.N.S.

b. Allotment of the following services

- i. Voice Calls: Included in the agreement is the text to voice conversion feature whereby a message can be created by typing in the text and it can be chosen to convert that to a programmed voice for voice message delivery. Voice calls in the annual 12 month package for Cedar County included as part of the agreement amounts to 10,560 voice call messages, delivered messages of any length.
- ii. Voice calls exceeding the 12 month 6,600 voice calls would be invoiced back at the end of the 12 month period at a rate of .11 cents per call if the total number of voice calls for the county and other municipalities exceed 33,000. For example, if the city uses 7,600 voice calls and all of the other municipalities and the County have not exceeded the 33,000 voice call

limit, no additional amount will be due at the end of the 12th month period. However, if the city uses 7,600 voice calls and the total number of voice calls for the municipalities and the county exceed 33,000, the city will be invoiced \$110.00 for the 1,000 call overage.

- iii. Monitoring of use of your voice message allocation burn rate is available to all parties through administrative functions within the system and it is highly unlikely either party will or would ever exceed its allocated voice calls package.

c. Other terms:

- i. Implementation fees from W.E.N.S are waived however each of the parties must provide once a year at its own expense the E911 database of phone numbers and addresses within its jurisdiction to W.E.N.S to be populated and is encouraged to market its residents and visitors to sign up through its own W.E.N.S. website portal for its county in order to capture cellular or Voip phone users into the database.
- ii. In January of each year, all of the involved parties shall discuss any changes to the fee structure or agreement or to the service vendor and shall make modifications to said agreement or provide notice if they are choosing to opt out of the upcoming years W.E.N.S agreement.

IV. CONSIDERATION:

The City of West Branch agrees to pay \$1,000.00 annually in consideration for the above services. Payment shall be made to The county no later than July 1 of each agreement year.

V. TERM OF AGREEMENT:

This agreement is for the term of one year starting July 1, 2013 and ending June 31, 2014. The agreement shall automatically renew each year with the terms unchanged until written notice of nonrenewal is provided by either party by January 31 prior to the next contract year.

VI. TERMINATION.

Either party may terminate this agreement at any time upon 90 days of notice. Early termination during the agreement year does not entitle the City to a prorated refund of fees.

VII. NO SEPARATE LEGAL ENTITY:

This agreement does not establish a separate legal entity. Each party shall designate an administrator to administer the cooperative undertaking.

The undersigned Parties bind themselves to the faithful performance of this agreement.

Cedar County Board of Supervisors

City of West Branch

By: Wayne Deerberg

By: _____

Name: Wayne Deerberg

Name: _____

Title: Chairman, Board of Supervisors for Cedar County

Title: _____

Date: 7-18-2013

Date: _____

RESOLUTION 1133

A RESOLUTION ASSIGNING VIDEOGRAPHER DUTIES TO REBECCA KNOCHE SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2013-2014.

WHEREAS, the City of West Branch is interested in assigning Rebecca Knoche videographer duties.

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

Section 1. That the City of West Branch, Iowa will assign Rebecca Knoche City Council Meeting Videographer duties.

Section 2. The following person and position named shall be paid the monthly wage indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage
Videographer	Rebecca Knoche	\$150.00/month

SECTION 3. The above-named employee is subject to the City of West Branch, IA Employee Handbook applicable to their department.

SECTION 4. This resolution will be effective upon final passage of the City Council.

SECTION 5. The wage established in this resolution shall be effective upon final passage of the City Council.

Passed and Approved this 5th day of August, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1134

A RESOLUTION APPROVING THE PURCHASE OF A CATERPILLAR NATURAL GAS ENGINE GENERATOR FROM ALTORFER INC. IN THE AMOUNT OF \$32,160

WHEREAS, City staff is recommending the purchase of a new Caterpillar Olympian G100 model natural gas engine generator set from Altorfer Inc. in order to provide power to the West Branch Fire Department in the case of power outage; and

WHEREAS, local option sales tax revenue approved for the expansion and maintenance of the West Branch Fire Department is available to pay for the entire cost of the generator; and

WHEREAS, Altorfer Inc. is in the process of locating a dealership within the city limits of West Branch, IA; and

WHEREAS, Altorfer Inc. is offering the National Joint Powers Alliance (NJPA) discount of 45% off of the list price.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the purchase of a Caterpillar Natural Gas Engine Generator in the amount of \$32,160.00 with funding coming from local option sales tax revenue.

Passed and approved this 5th day of August, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



BARTONVILLE · CEDAR RAPIDS · DAVENPORT · E. PEORIA · HANNIBAL · MOBERLY · ROCK FALLS · SPRINGFIELD · URBANA
Quote#: 13DH-0204-02 Page 1 of 2

NJPA PROPOSAL

Customer: City of West Branch Date: 7-8-13

Project Name: West Branch Fire Department

Altorfer Power Systems appreciates your interest in Caterpillar power generation equipment and the opportunity to work with you on this project. We propose the following equipment to meet your requirements:

Administration Building Generator Set

CATERPILLAR ITEMS PER NJPA

One (1) new Caterpillar Olympian G100 model natural gas engine generator set rated at 100kW standby, 120/208Volt, 3-Phase, 60 Hz, 1800 RPM, with weatherproof/sound attenuated enclosure, equipped per attached bill of materials.

NON-CATERPILLAR ITEMS PER NJPA

Freight to jobsite, startup, testing, and training

Caterpillar Total List Price:	\$50,184.00
NJPA Discount (45%):	(\$22,582.80)
Non-Caterpillar Items:	\$4,558.20
TOTAL PRICE :	\$32,160.00
	(Plus applicable taxes)



NOTES:

1. Freight included to jobsite, curbside. No offloading included.
2. Terms are NET 10 days on approved account, Price valid for 30 days.
3. The above bill of material does not include installation, labor, fuel, fuel piping, air ducting, exhaust silencer installation, exhaust piping or electrical wiring between loose items such as engine, control gear, transfer switches, day tanks, battery charger, etc.
4. The prices quoted are current and subject to change to those in effect at the time of shipment.
5. This equipment carries the manufacturer's warranty, which supersedes all other verbal or written statements of any sort whatsoever.
6. The purchaser agrees to pay any and all taxes, assessments, licenses, and governmental charges of any kind whatsoever upon said equipment which, may be imposed or assessed or resulting to the seller on account of the possession or use of said equipment by purchaser.
7. All agreements are contingent upon government restrictions, strikes, accidents, delay of carrier, and other delays unavoidable.
8. Coordination studies & relay settings are not included. Permitting not included.

Thank you for the opportunity to quote this project. Please feel free to contact us if you would like any additional information or assistance.

ALTORFER POWER SYSTEMS AN EQUAL OPPORTUNITY EMPLOYER PURCHASES SUBJECT TO EXECUTIVE ORDER 11246, SEPT. 24 1965

Sincerely,

Accepted By:

Dave A Harris
Phone: 319-365-6500 x2208
Mobile: 319-361-9321
E-Mail: dharris@altorfer.com

Print Name: _____

Date: _____

BILL OF MATERIALS**CIRCUIT BREAKER**

- ✓ UL Mainline Circuit Breaker

CONTROL PANELS

- ✓ Digital H-Series Control Panel (NFPA 110 Compliant)
- ✓ High Coolant Temperature Shutdown
- ✓ Low Oil Pressure Shutdown
- ✓ Low Coolant Level Automatic Shutdown
- ✓ Over Speed Automatic Shutdown
- ✓ Crank Timer
- ✓ Exercise Timer
- ✓ Watertight Electrical Connectors
- ✓ Quiet Test for Low Noise Level Exercise
- ✓ Isochronous Governor (Internal)
- ✓ Digital Voltage Regulator (Internal)

COOLING SYSTEM

- ✓ Cool Flow Radiator
- ✓ Closed Coolant Recovery System
- ✓ Fan & Belt Guards

EXHAUST SYSTEM

- ✓ Critical Muffler

INSTRUMENTATION

- ✓ Block Heater

MOUNTING SYSTEM

- ✓ Open Set Vibration Isolation
- ✓ Flexible Fuel Line(s)

STARTING/CHARGING SYSTEM

- ✓ Battery Charger
- ✓ Battery, Cables and Rack
- ✓ Battery Charge Alternator

EQUIPMENT STARTUP

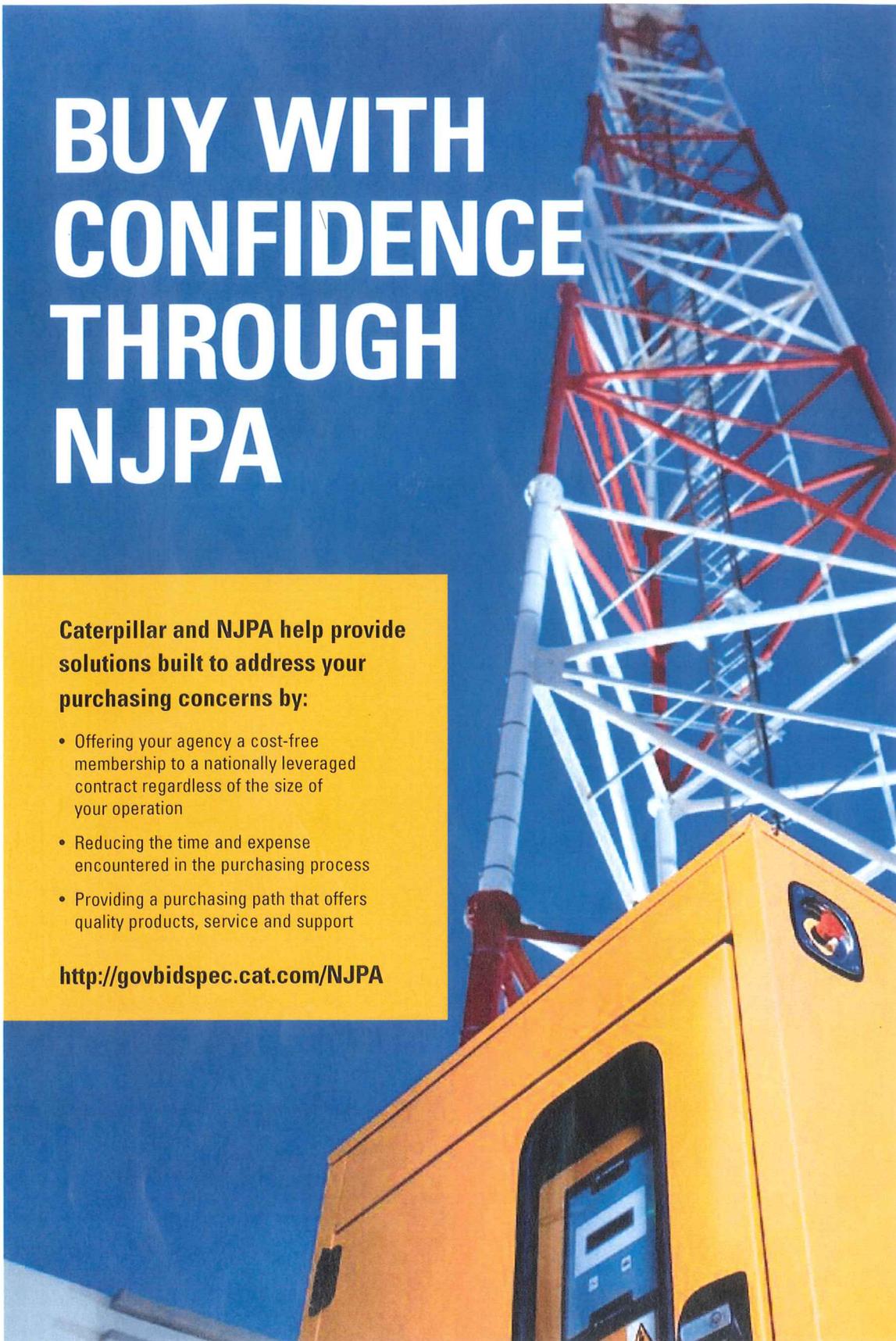
- ✓ Includes site visits and consultation prior to delivery and prior to startup by Altorfer's project engineering team. One (1) day of on-site start-up testing is included for only the equipment purchased through Altorfer Power Systems.
- ✓ Time allowed for one factory certified technician will be based on accessibility, site preparation and safety concerns for both equipment and personal.
- ✓ This includes systems preparation, equipment start-up and functional operational test utilizing building load only.
- ✓ These services will be performed during normal business hours, Monday through Friday 7:30 am to 3:30 pm.
- ✓ Additional personal required or revisits are available and will require a written request for services with a change order by an authorized person and will be billed at prevailing rates.
- ✓ Operator training is included.

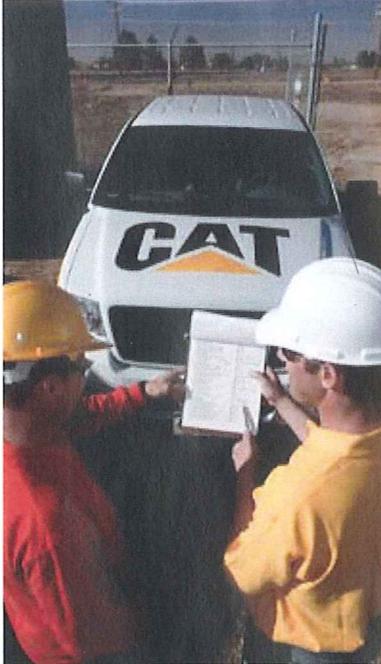
BUY WITH CONFIDENCE THROUGH NJPA

Caterpillar and NJPA help provide solutions built to address your purchasing concerns by:

- Offering your agency a cost-free membership to a nationally leveraged contract regardless of the size of your operation
- Reducing the time and expense encountered in the purchasing process
- Providing a purchasing path that offers quality products, service and support

<http://govbidspec.cat.com/NJPA>





Caterpillar proudly supports the NJPA Consortium Contract #100907

On behalf of everyone at Caterpillar, we are pleased to have been awarded the NJPA national contract. As governmental agencies continue to look for more effective ways to do business, this contract will help us deliver our solutions to a very important customer base.

Cost-free membership:

- Agencies may join free of charge by filling out the membership form at http://www.njpacoop.org/JOIN/Member_Benefits.html
- NJPA is a nationally recognized member-owned cooperative
- Thousands of governmental and non-profit agencies currently participate

Reduce the time and expense of the purchasing process by using a nationally bid contract:

- Avoid the time-consuming process of putting bids together
- Avoid time spent waiting for responses
- Avoid the unpredictability of a low-bid scenario

A purchasing path that offers quality products, service and support:

- Purchase quality equipment at a greater value by benefiting from lower maintenance costs, higher productivity and greater uptime.
- You have the advantage of working directly with your local Caterpillar® Dealer to specify the equipment you purchase to meet your specific needs
- You'll enjoy the comforts of receiving the legendary service and support you've come to expect with Caterpillar

<http://govbidspec.cat.com/NJPA>

The National Institute of Governmental Purchasing (NIGP), National Association of State Procurement Officials (NASPO) and National Association of Fleet Administrators (NAFA) endorse the use of Life Cycle Costing as a preferred procurement method.

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CATERPILLAR®
TODAY'S WORK. TOMORROW'S WORLD.™

State of Iowa Statutes

Title I State Sovereignty and Management

Subtitle 10. Joint Governmental Activity

Chapter 28E Joint Exercise of Governmental Powers

28E.1. Purpose

The purpose of this chapter is to permit state and local governments in Iowa to make efficient use of their powers by enabling them to provide joint services and facilities with other agencies and to cooperate in other ways of mutual advantage. This chapter shall be liberally construed to that end.

28E.2. Definitions

For the purposes of this chapter, the term "public agency" shall mean any political subdivision of this state; any agency of the state government or of the United States; and any political subdivision of another state. The term "state" shall mean a state of the United States and the District of Columbia. The term "private agency" shall mean an individual and any form of business organization authorized under the laws of this or any other state

28E.3. Joint exercise of powers

Any power or powers, privileges or authority exercised or capable of exercise by a public agency of this state may be exercised and enjoyed jointly with any other public agency of this state having such power or powers, privilege or authority, and jointly with any public agency of any other state or of the United States to the extent that laws of such other state or of the United States permit such joint exercise or enjoyment. Any agency of the state government when acting jointly with any public agency may exercise and enjoy all of the powers, privileges and authority conferred by this chapter upon a public agency.

City of West Branch

~A Heritage for Success~

Request for Qualifications - Strategic Plan for Park & Rec Capital Improvements: West Branch, IA

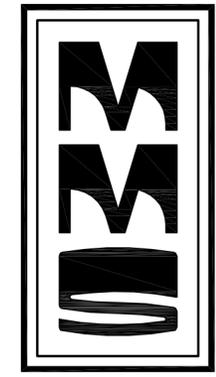
August 6, 2013

The City of West Branch, Iowa is requesting qualifications from interested architecture and/or engineering firms for the design of a strategic plan for capital improvements in six city parks including; Beranek Park, Wapsi Creek Park, Lions Field, Pedersen Valley Recreation Complex, Meadows Park and the West Branch Dog Park. The selected firm will work with the Park & Recreation Commission and emphasize community input throughout the process. The Strategic Plan will be completed and presented to a joint meeting of the West Branch City Council and the Park and Recreation Commission by May 5, 2014.

The Strategic Plan will be reflective of the City of West Branch Comprehensive Plan, updated April 1, 2013, and shall rely heavily on community input regarding public needs in each of the six parks. The process would kick-off with a Joint Meeting of the Commission and City Council. At least three public input meetings and a community survey would be included in the process. The survey and the public input meetings will be completed by February 3, 2014. The end result of the Strategic Plan shall include detailed site plans for each of the above mentioned parks, specific trail connectivity throughout and to each of the parks, a phased approach to development of capital improvements in each of the parks, a cost estimate for each of the phases, a proposed timeline and a funding recommendations for each phase.

Several criteria will be used to evaluate qualifications including the firm's past experience with similar projects, the firm's experience with community engagement, the availability and capability of the firm's staff, the ability of the firm to work with various city staff and commission members, the firm's technical and financial resources, the firm's familiarity with the City of West Branch, and the firm's ability to complete the project in a timely manner and within budget.

The City of West Branch is seeking proposals to provide the above-mentioned services by September 9, 2013. Please respond by mail to West Branch City Offices at 110 North Poplar, PO Box 218, West Branch, IA 52358 or via e-mail to matt@westbranchiowa.org. For questions concerning the project, please contact City Administrator Matt Muckler at (319) 643-5888 or via e-mail at matt@westbranchiowa.org.

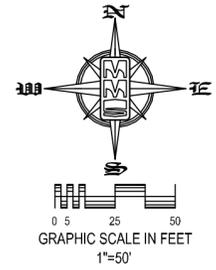


CIVIL ENGINEERS
 LAND PLANNERS
 LAND SURVEYORS
 LANDSCAPE ARCHITECTS
 ENVIRONMENTAL SPECIALISTS
 1917 S. GILBERT ST.
 IOWA CITY, IOWA 52240
 (319) 351-8282
 www.mmsconsultants.net

PRELIMINARY PLAT COOKSON SUBDIVISION WEST BRANCH, IOWA

STANDARD LEGEND AND NOTES

- PROPERTY &/or BOUNDARY LINES
 - CONGRESSIONAL SECTION LINES
 - RIGHT-OF-WAY LINES
 - EXISTING RIGHT-OF-WAY LINES
 - CENTER LINES
 - EXISTING CENTER LINES
 - LOT LINES, INTERNAL
 - LOT LINES, PLATTED OR BY DEED
 - PROPOSED EASEMENT LINES
 - EXISTING EASEMENT LINES
 - BENCHMARK
 - RECORDED DIMENSIONS
 - CURVE SEGMENT NUMBER
 - EXIST - 22-1
 - PROP -
 - POWER POLE
 - POWER POLE W/DROP
 - POWER POLE W/TRANS
 - POWER POLE W/LIGHT
 - GUY POLE
 - LIGHT POLE
 - SANITARY MANHOLE
 - FIRE HYDRANT
 - WATER VALVE
 - DRAINAGE MANHOLE
 - CURB INLET
 - FENCE LINE
 - EXISTING SANITARY SEWER
 - PROPOSED SANITARY SEWER
 - EXISTING STORM SEWER
 - PROPOSED STORM SEWER
 - WATER LINES
 - ELECTRICAL LINES
 - TELEPHONE LINES
 - GAS LINES
 - CONTOUR LINES (1' INTERVAL)
 - PROPOSED GROUND
 - EXISTING GROUND
 - EXISTING TREE LINE
 - EXISTING DECIDUOUS TREE & SHRUB
 - EXISTING EVERGREEN TREES & SHRUBS
- THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.



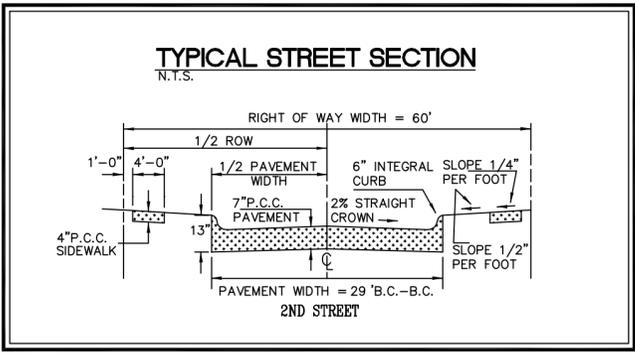
PLAT PREPARED BY:
 MMS CONSULTANTS INC.
 1917 S. GILBERT STREET
 IOWA CITY, IOWA 52240

OWNER/SUBDIVIDER:
 LYNCH'S EXCAVATING
 607 N 4TH STREET
 WEST BRANCH, IOWA 52358

OWNER'S ATTORNEY:
 MELVIN O. SHAW
 1150 5TH STREET
 SUITE 280
 CORALVILLE, IOWA 52241



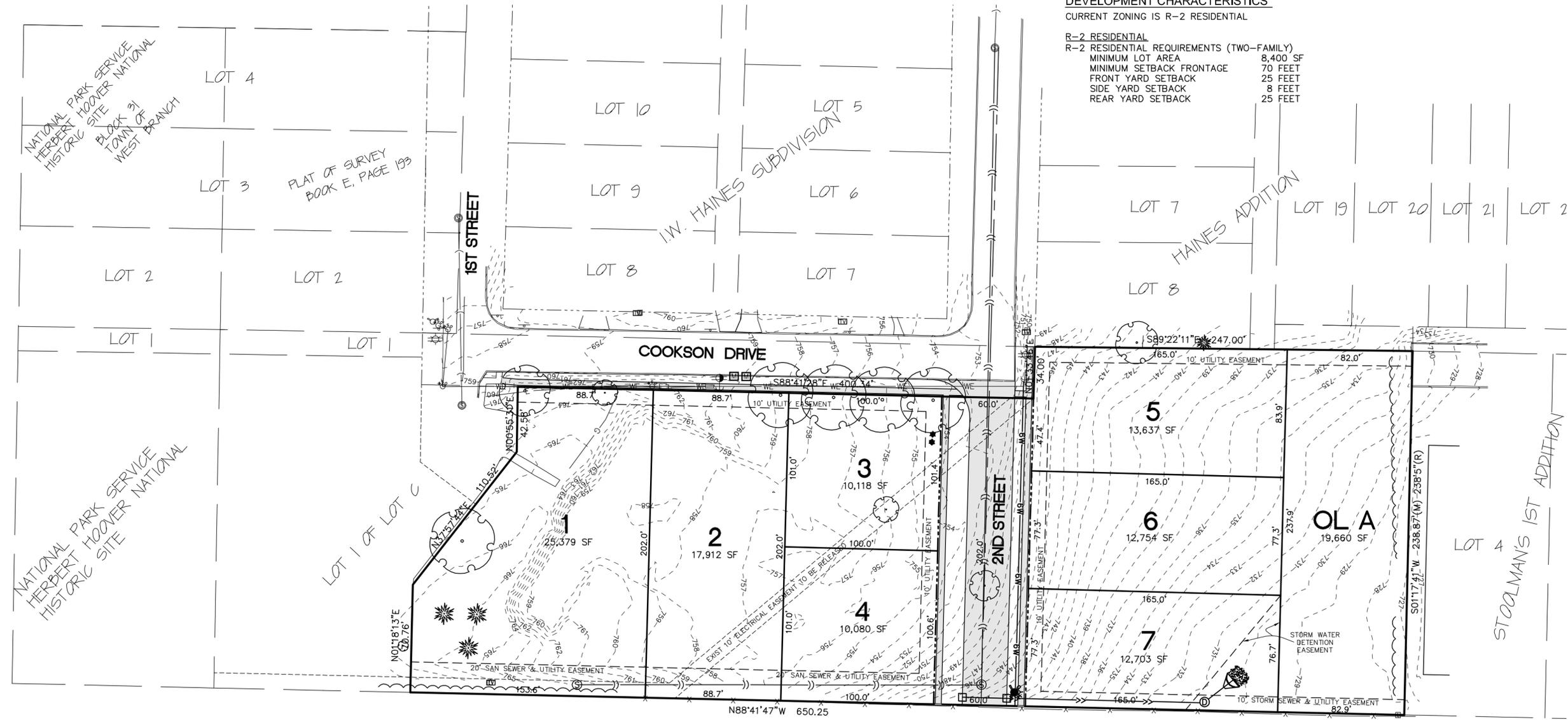
LOCATION MAP
 NOT TO SCALE



LEGAL DESCRIPTION
 BEGINNING AT THE SOUTHEAST CORNER OF LOT C, WEST 1/2 OF THE NW 1/4 SECTION 8, T79N, R4W, RECORDED IN BOOK 4, AT PAGE 34, CEDAR COUNTY RECORDER'S OFFICE; THENCE N88°41'47"W, ALONG THE SOUTH LINE OF SAID LOT C, 650.25 FEET, TO A POINT ON THE EAST LINE OF LOT 1 OF LOT C, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF; THENCE N01°18'13"E, ALONG SAID EAST LINE, 70.76 FEET; THENCE N37°57'44"W, ALONG SAID EAST LINE, 110.52 FEET; THENCE N00°55'31"E, ALONG SAID EAST LINE, 42.58 FEET, TO A POINT ON THE SOUTH LINE OF COOKSON DRIVE; THENCE S88°41'28"E, ALONG SAID SOUTH LINE, 400.34 FEET, TO A POINT ON THE EAST LINE OF 2ND STREET; THENCE N01°33'48"E, ALONG SAID EAST LINE, 34.00 FEET, TO A POINT ON THE SOUTH LINE OF HAINES ADDITION; IN ACCORDANCE WITH THE RECORDED PLAT THEREOF; THENCE S89°22'11"E, ALONG SAID SOUTH LINE, 247.00 FEET, TO A POINT ON THE EAST LINE OF SAID LOT C; THENCE S01°17'41"W, ALONG SAID EAST LINE, 238.87 FEET, TO SAID POINT OF BEGINNING, CONTAINING 3.08 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

DEVELOPMENT CHARACTERISTICS
 CURRENT ZONING IS R-2 RESIDENTIAL

R-2 RESIDENTIAL	
R-2 RESIDENTIAL REQUIREMENTS (TWO-FAMILY)	
MINIMUM LOT AREA	8,400 SF
MINIMUM SETBACK FRONTAGE	70 FEET
FRONT YARD SETBACK	25 FEET
SIDE YARD SETBACK	8 FEET
REAR YARD SETBACK	25 FEET



Date	Revision

PRELIMINARY PLAT

COOKSON SUBDIVISION

WEST BRANCH
 CEDAR COUNTY
 IOWA

MMS CONSULTANTS, INC.

Date:	07/16/13
Designed by:	DAM
Field Book No.:	845
Drawn by:	JDM
Scale:	1"=50'
Checked by:	DAM
Sheet No.:	1
Project No.:	2583027
IOWA CITY	
of:	1

LEGAL DESCRIPTION

BEGINNING AT THE SOUTHEAST CORNER OF LOT C, WEST 1/2 OF THE NW 1/4 SECTION 8, T79N, R4W, RECORDED IN BOOK 4, AT PAGE 34, CEDAR COUNTY RECORDER'S OFFICE; THENCE N88°41'47"W, ALONG THE SOUTH LINE OF SAID LOT C, 650.25 FEET, TO A POINT ON THE EAST LINE OF LOT 1 OF LOT C, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF; THENCE N01°18'13"E, ALONG SAID EAST LINE, 70.76 FEET; THENCE N37°57'44"W, ALONG SAID EAST LINE, 110.52 FEET; THENCE N00°55'31"E, ALONG SAID EAST LINE, 42.58 FEET, TO A POINT ON THE SOUTH LINE OF COOKSON DRIVE; THENCE S88°41'28"E, ALONG SAID SOUTH LINE, 400.34 FEET, TO A POINT ON THE EAST LINE OF 2ND STREET; THENCE N01°33'46"E, ALONG SAID EAST LINE, 34.00 FEET, TO A POINT ON THE SOUTH LINE OF HAINES ADDITION, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF; THENCE S89°22'11"E, ALONG SAID SOUTH LINE, 247.00 FEET, TO A POINT ON THE EAST LINE OF SAID LOT C; THENCE S01°17'41"W, ALONG SAID EAST LINE, 238.87 FEET, TO SAID POINT OF BEGINNING, CONTAINING 3.08 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.



July 26, 2013

Matt Muckler
City Administrator
City of West Branch
110 North Poplar St.
West Branch, IA 52358

WEST BRANCH, IOWA
COOKSON SUBDIVISION
PRELIMINARY PLAT

We have reviewed the preliminary plat for Cookson Subdivision to the City of West Branch for conformance with the City's ordinances and design standards. Based on our review, we offer the following comments:

1. 170.05.3.2 Plat shall contain reference to at least 2 section corners or survey monuments. The legal description references monuments for the surrounding subdivisions, however, there are no monuments shown.
2. 170.05.3.5 Indicate proposed street grades on preliminary plat.
3. 170.05.3.7 Show building setback lines on plat
4. 170.05.3.10 Show location of any proposed street lights on plat.
5. 170.05.3.13 Indicate zoning for adjacent properties
6. 170.05.3.13 A proposed grading plan shall be submitted for review prior to considering the preliminary plat.
7. 170.15.6.C Lot 3 should have a 15' radius on the lot corner.
8. 170.15.13.A Easements shall have a minimum width of 16'. The storm sewer south of lot 7 shows a 10' easement.
9. 170.16.6.D A sump pump drain line is required behind the back of curb. The typical street section should be revised to show a drainable base and drain tiles sized appropriately. The sidewalk should be 5' wide and 1.5% slope.

Matt Muckler
July 26, 2013
Page 2

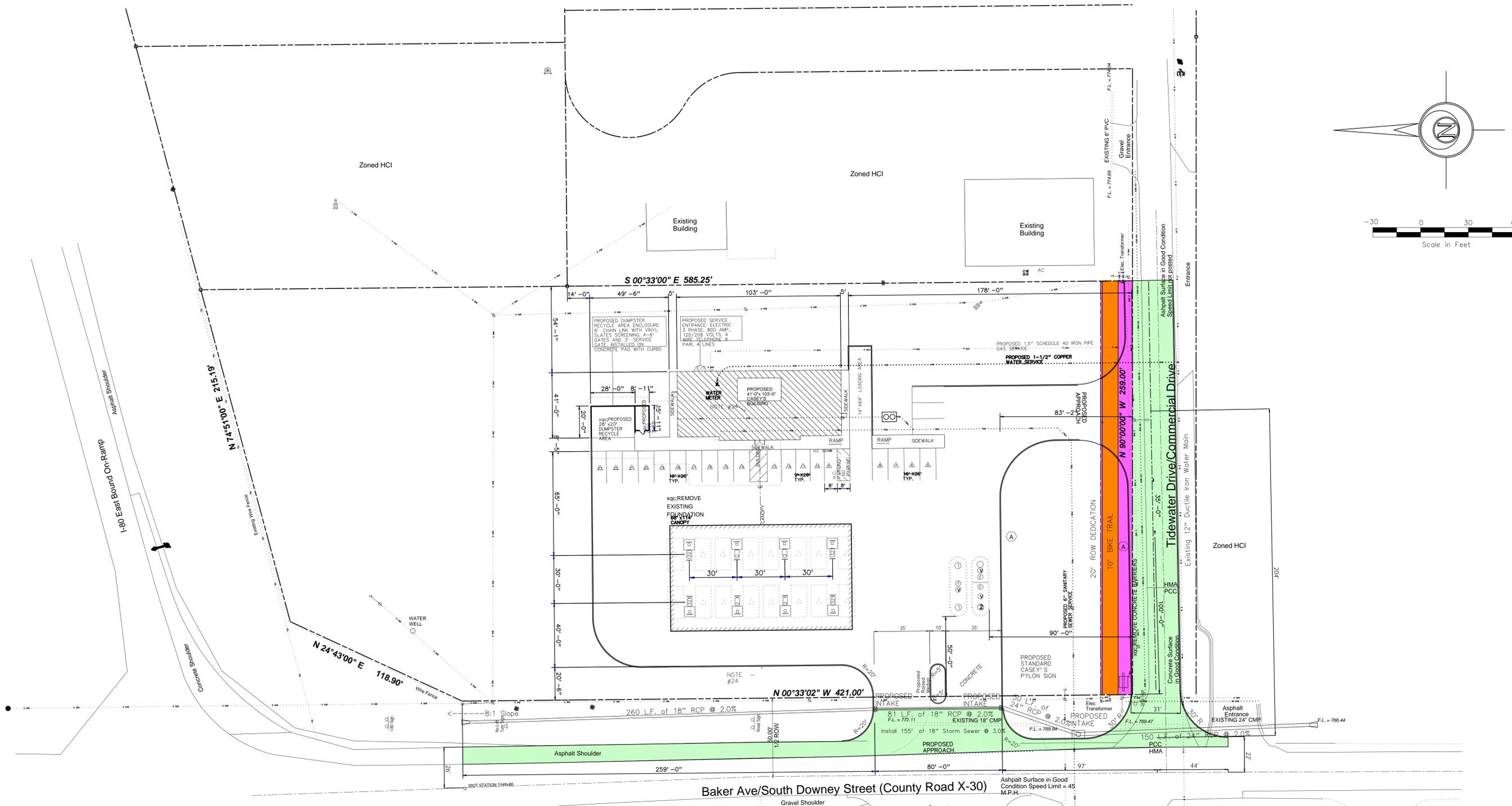
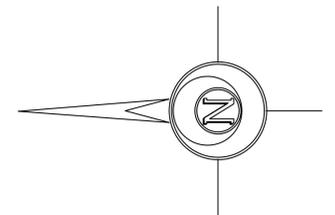
10. City maps show an existing water line across lot 5. This should be shown on the plat with an easement 16' wide centered on the water main.
11. The bearing for the west lot line of lot 1 does not match the legal description bearing.
12. A stormwater detention easement is shown, however, there is no indication of how the water will be detained or where water will be directed or discharged. Additional details are required.
13. The existing manhole on 2nd Street is approximately 7.5 feet deep. Provide invert elevations and rim elevations for proposed manholes.
14. Discussion is required to determine if there is an interest in extending Cookson Drive to the east across lot 5 to connect to the existing street near the City maintenance facility.

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

VEENSTRA & KIMM, INC.


Dave Schechinger

cc: Duane Musser, MMS Consultants



A. LEO PELDS ENGINEERING COMPANY
Engineering | Planning | Surveying
2323 Dixon Street, Des Moines, IA 50316 - P.O. Box 4626, Des Moines, IA 50305 - P: (515) 265-3196 F: (515) 266-2259

Proposed Site Development Plan
Preliminary Design West Branch, Iowa

DATE	N/A	SCALE		PROJECT	
DESIGN DATE	05-22-2013	DRAWN BY	V. Pelids	DATE PLOTTED	N/A
SCALE	1" = 30'	CHECKED BY		PROJECT NO.	13-XXX
S:\Coney\West Branch\Proposed Site Development plan.dwg					

Sheet - 1



MEMORANDUM

To: Matt Muckler, City of West Branch
From: Leland Belding, P.E.
Re: West Branch, Iowa
Casey's Site Plan & Access Review
Roadway Geometry

Date: June 27, 2013
File: 234675

Veenstra & Kimm, Inc. has reviewed the Type "A" Entrance Application for the proposed Casey's General Store to be constructed on South Downey Street (X-30), in West Branch, Iowa. The application references two previous traffic studies, one TEAP study completed in 2007 by Synder & Associates, and a Traffic Impact Study completed in 2013 by Veenstra & Kimm, Inc.

BACKGROUND

The TEAP study had been requested by the City of West Branch and Cedar County to look at operational issues on X-30 identified at the I-80 Ramps, Kum & Go/McDonalds entrance, and the intersection with Industrial Drive/Tidewater Drive. Traffic counts were conducted and analyzed and no operation issues were identified from the modeling. By observation of the area, the problems identified included the following:

- Long vehicle queues at the I-80 EB off ramp
- Long vehicle queues on SB X-30 from traffic turning into Kum & Go
- Trucks overturning as they exit the Werner Lot (Proposed Casey's site)
- X-30 and the I-80 bridge doesn't provide for pedestrians
- Vehicles exceed the posted speed limits

The recommendations included the following:

- Add a SB right turn lane for Kum & Go
- Close the Werner entrance (Casey's proposed site)
- Close the Motel access to X-30
- Improve the Industrial Drive / Tidewater Drive intersection
- Improve Tidewater Drive and accesses for Werner (Casey's) and the motel

Casey's General Stores approached Veenstra & Kimm to perform a Traffic Impact Study for their proposed development. We conducted a PM Peak hour count of the Kum & Go / McDonalds entrance and the Industrial Drive/Tidewater Drive intersection. Operational analysis was performed using the software Synchro for the existing volumes and the Casey's fully developed volumes. The traffic volumes were comparable to the TEAP study and again no operational issues were identified by the modeling.

Since the TEAP study, improvements were made to the I-80 ramps to include widening to facilitate turning trucks, and the addition of a trail section on the west side of the bridge. The trail ends at the EB off ramp and needs to be extended to the south. We did not observe the congestion or vehicle queuing identified in the TEAP study. The focus of this report was on the immediate impact of the increased vehicles due to the opening of Casey's and did not include a larger look at the corridor due to time constraints from Casey's and the ending date on their option to purchase the property.

The Iowa DOT reviewed the V&K study and requested that Casey's provide additional analysis of the corridor based on the 2007 TEAP study results. Additional counts were conducted by A. Leo Pelds Engineering Company and their PM Peak Volumes closely match those taken by Veenstra & Kimm, Inc. No operational analysis of this count was included in the report but it would be similar to the results of the Veenstra & Kimm, modeling. Additional corridor analysis was not included in the Application.

DISCUSSION

Veenstra & Kimm, Inc. focused on the operational analysis of Caseys and did not extend to the issues identified in the TEAP study. The ramp issues appear to have been addressed through improvements but the driveways, the Industrial Park/Tidewater intersection, and the capacity of Tidewater remain to be addressed. With the construction of Casey's it makes sense to look at the improvements that can be cost effectively implemented so that any construction completed by Casey's won't need to be reconstructed in the future.

The site plan prepared by A. Leo Pelds Engineering Company shows a new driveway on X-30 that mirrors the existing Kum & Go / McDonalds entrance and a new driveway connecting to Tidewater Drive. The plans indicate they will pave to the edge of the existing roads and construct no improvements to the corridor.

The City of West Branch has been working with McDonalds and as a part of their reconstructed building, McDonalds has agreed to extend the trail from the EB ramp to

the south along their property and will include a crossing to the proposed Casey's site.

Another factor in looking at the corridor is that the City is aware of additional businesses looking at developing along Tidewater Drive. There is a high likelihood of increased truck traffic on Tidewater and the section of X-30 from Tidewater to I-80

IMPROVEMENTS

Long term, the following improvements are recommended for the corridor.

1. Extend the trail to the south property line of Kum & Go.
2. Extend the trail to cross X-30 and connect to the Casey's property.
3. Construct a center left turn lane for the Casey's/Kum & Go entrances and the Tidewater/Industrial Park intersection.
4. Close the motel entrance onto X-30.
5. Construct an entrance to the Motel on Tidewater across from the proposed Casey's entrance.
6. Improve Tidewater Drive from the east Casey's property line to X-30.
7. Improve the alignment of Industrial Park Road and Tidewater Drive.

PHASING

There are currently two proposed projects, one by McDonalds and one by Casey's, that will impact the corridor. It would be appropriate to incorporate corridor improvements into those projects as an efficient method to improve the operation of the corridor and address the known issues.

1. McDonalds
 - a. Extend trail along front of property.
 - b. Construct curb ramp pedestrian crossing to Casey's site.
 - c. Widen X-30 by approximately 7ft along property to allow for a center turn lane.
2. Casey's
 - a. Construct curb ramp and pedestrian connection for site.
 - b. Widen X-30 by approximately 7ft along property to allow for a center turn lane.
 - c. Widen Tidewater on the north side approximately 4.5ft to a width of 15.5 with curb and gutter. Construct 50ft radius at X-30.

3. City of West Branch

- a. Construct tapers on X-30 south of Tidewater to allow for center left turn lane.
- b. Close motel entrance on X-30.
- c. Widen Tidewater on the south side approximately 4.5ft to a width of 15.5 with curb and gutter. Construct 50ft radius at X-30.
- d. Construct new entrance on Tidewater for motel.

PROPOSAL

City of West Branch
 P.O. Box 218
 West Branch, IA 52358-0218



WWW.LLPELLING.COM 1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317 (319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

RE: 2013 Sealcoat Work Page 1 of 2 April 26, 2013

TYPE OF WORK

- A.** Base repair and single seal coat consisting of:
 - Scarify and pulverize existing street surface
 - Furnish water as required for compaction and reshape and recompact.
 - Prime with MC asphalt
 - Furnish and apply single seal coat of MC-3000 asphalt
 - Furnish, spread and roll pea rock.
- B.** Single seal coat consisting of:
 - Power broom streets
 - Furnish and apply single seal coat of MC-3000 asphalt
 - Furnish, spread and roll pea rock.

Street	Area (in feet)		Type of Work	
	Length	Width	A	B
Square Yards				
1. Second Street				
Main St to Alley	193	40		858
Green St intersection	57	33		209
Westside St to intersection	30	6		20
College St intersection	46	38		194
2. College Street				
N. Fourth St to N. Fifth St	367	24		979
N. Fifth St to N. Sixth St	335	24		893
3. East Orange Street				
N. Sixth St to N Fifth St (north side)	320	6		213

Authorized Signature Darrin Tippie

Note: This proposal may be withdrawn if not accepted within 60 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

PROPOSAL

City of West Branch
 P.O. Box 218
 West Branch, IA 52358-0218



WWW.LLPELLING.COM 1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317 (319) 626-4600 FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

RE: 2013 Sealcoat Work Page 2 of 2 April 26, 2013

Street	Area (in feet)		Type of Work	
	Length	Width	A	B
			Square Yards	
N. Fifth St intersection	70	40		311
House #413 to N Fourth St	146	21		341
4. North Fourth Street				
Louise Ct to Virgils	236	24		629
Front Feed driveway	25	6		17
Reagan Blvd	114	24		304
Top Hill to Trailer Park	390	24		1040
5. Beranck Drive				
High Spot at Second St	60	30	200	
High Spot at Second St	60	30		200

Total Type A Work <i>Square Yards x \$3.35 per square yard</i>	200	SY	\$670.00
Total Type B Work <i>Square Yards x \$2.25 per square yard</i>	6208	SY	\$13,968.00
Tons of Cold Mix Delivered and Placed <i>Tons @ \$185/ton</i>	25	TN	\$4,625.00
Total			\$19,263.00

Notes:

- Billing on final units completed.
- Prices based on receipt of a Sales Tax Exempt Certificate.

Authorized
Signature

Darrin Tippie

Note: This proposal may be withdrawn if not accepted within 60 days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

“Committed to Excellence since 1948”

PROPOSAL

City of West Branch
P.O. Box 218
West Branch, IA 523580218



WWW.LLPELLING.COM

1425 W. Penn Street P.O. Box 230 North Liberty, Iowa 52317

FAX (319) 626-4605

WE PROPOSE TO DO THE FOLLOWING WORK AND/OR FURNISH THE MATERIALS AT THE UNIT PRICE QUOTED BELOW:

RE: 2013 Seal Coat Work

Date: 12-7-12

TYPE OF WORK

Pea Rock

Unit Price

A. Base Repair and Single Seal Coat consisting of:

- Scarify and pulverize existing street surface
- Furnish water as required for compaction and reshape and recompact.
- Prime with MC asphalt
- Furnish and apply single seal coat of MC-3000 asphalt
- Furnish, spread and roll 3/8" chips.

3.35 SY

B. Single Seal Coat consisting of:

- Power broom streets
- Furnish and apply single seal coat of MC-3000 asphalt
- Furnish, spread and roll 3/8" chips.

2.25 SY

Cold Mix Patching Material Delivered and Placed (15 tons or less)

185.00 TN

- Notes:**
- 1.) The above prices are non-taxed. If a Tax Exempt Certificate is not provided by April 1, 2013 \$0.07 per square yard will be added to the unit price.
 - 2.) Price is based on MC-3000 prices at \$2.75/gallon. Final unit prices are subject to change if contract is unsigned by Feb 1, 2013.
 - 3.) Add \$.30/sy for slag material and \$.25/sy for pea rock.

Authorized
Signature _____

Note: This proposal may be withdrawn if not accepted within _____ days.

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per Unit of Measure are based on estimated quantities, and payment will be based on actual quantities placed. Payment is due upon receipt of invoice. 1 3/4% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be due upon receipt of invoice. I will retain the white copy for my records and return the yellow copy for authorization to schedule work.

Signature _____ Date _____

Signature _____ Date _____

refresh

YOUR VIEW



The League's Annual Conference & Exhibit is the largest training in the state designed specifically for Iowa's elected and appointed city officials. The conference also includes ample opportunity to network with peers and learn from one other.

"Refresh Your View" at this event planned just for you!



Register and learn more at www.iowaleague.org.



September 25-27, 2013
Grand River Center, 500 Bell Street in Dubuque

refresh

YOUR VIEW

Hotels

Attendees are responsible for their own housing reservations. We recommend registering for conference and making hotel reservations early, because rooms are limited and room blocks close August 24. The League has room blocks at the following hotels. Attendees will need to request the Iowa League of Cities room block. To learn the proximity of these hotels to our convention facility and other conference venues, check out the map on our Web site, or at the QR code on this page.

Best Western Midway

3100 Dodge St.
Dubuque, 52003
(563) 557-8000
Rate: \$80 - \$90

Baymont Inn

4025 McDonald Dr.
Dubuque, 52003
(563) 582-3752
Rate: \$75

Hilton Garden Inn Downtown

1801 Greyhound
Park Dr.
Dubuque, 52001
(563) 585-5200
Rate: \$119

Holiday Inn

450 Main St.
Dubuque, 52001
(563) 556-2000
"ILC" Code
Rate: \$114

Hotel Julien Dubuque

200 Main St.
Dubuque, 52001
(563) 556-4200
Rate: \$189

Headquarter Hotel

Only city officials who are registered for conference and their guests will be allowed in our block at the headquarter hotel. Attendees must submit a conference registration to keep a room in this hotel. We ask that attendees respect our policy and not share this information with non-city officials or vendors.



Headquarter hotel contact info:

Grand Harbor
500 Bell St.
Dubuque, 52001
(563) 690-3270
Rate: \$99



Voices Building



Register online at
www.iowaleague.org.

Get directions to the Grand
River Center online at
www.iowaleague.org.



Photos by the City of Dubuque and Convention & Visitors Bureau unless otherwise noted.



Bunker Hill Golf Club

Registration Add-Ons

Consider attending any of these additional conference activities. Please note that pre-registration is required for all the items below, and some include an additional fee.

Networking Best Ball Tournament – Pre-Register

\$85/golfer | Wednesday, Sept. 25 | Bunker Hill Golf Club | 10 a.m. Shotgun City officials and exhibitors connect on the green. Price includes green fees, shared cart, lunch on the course and a space for networking and relaxation after 18-holes. Pin winners will be announced at the course. Prizes will be awarded to winners in each flight, and flight winners will be announced at the Welcome Reception later that evening. Registration begins at 9 a.m. Groupings are done according to handicap.

Annual 5K Run/Walk – Pre-Register

Free | Thursday, Sept. 26 | Eagle Point Park | 7 - 8:30 a.m. Join your colleagues for a fun, 5K run or 2.5K walk in Dubuque's Eagle Point Park. Participants will be bused to the course. Register before August 22 to receive a free shirt. A light breakfast will follow. Sponsored by the Iowa Municipalities Workers' Compensation Association.

Growing Sustainable Communities Luncheon

\$25 | Wednesday, Sept. 25 | Grand River Center, Salons | 11:45 a.m. – 1 p.m. Part of the Growing Sustainable Communities Conference, this event allows those who can't attend the whole conference to get a small taste of the event by joining their closing Luncheon. Rebecca Ryan, who is also presenting a Wednesday workshop at the League's conference, is the keynote for the Luncheon. As we enter a new era in which cities have fewer resources, citizens are uncertain about their future, and people become more "home-oriented," Rebecca's Cities 3.0 presentation will discuss how civic leaders must remember what cities are for, and make smart, contemporary choices to endear them to generations to come.

Registration Add-Ons continue on page 6.



Valuing Service

Each day you serve the citizens of your community, so we know you value service. We'll continue that tradition of caring with a service event at conference. During some downtime at the conference, participants can join Green Iowa Americorps members in mixing and creating green cleaning products, which will be donated to local non-profits and distributed to residents and participants in their programs. Conference participants can also take home the recipes for these products, enabling everyone to implement these solutions in their own home.

Wednesday Highlights

Learn more about the Growing Sustainable Communities Luncheon and the Networking Best Ball Tournament in the "Registration Add-Ons" Section. Both events take place on Wednesday.

Workshops

The Engagement Party | 1:30 - 4:30 p.m.

One of the most important aspects of municipal governance is to effectively engage citizens in meaningful ways. This session will take a comprehensive look at how cities can reach out to its citizens and improve their engagement practices. Moderated by: Jeff Schott, Institute of Public Affairs

Fiscal Planning and Tips for Compiling and Presenting the Budget | 1:30 - 4:30 p.m.

You're not alone if you think the computer generated and state forms for budget are confusing. But there are ways to improve this process in an understandable way. Join us to share some of the best ways to communicate to the citizens and elected officials in a language everyone can understand. Speaker: Cindy Kendall, ISU Extension & Iowa League of Cities

Cities 3.0: Reflecting, Responding and Redesigning for an Uncertain Future | 1:30 - 3:30 p.m.



In this dynamic presentation, audiences will learn about Next Generation Consulting's extensive research on "Next Cities" - places that have the attributes to become talent magnets - and will help cities gather momentum for "The New Normal." Economist, futurist and humorist Rebecca Ryan will address three key questions that will determine the future of our cities: Why do cities exist, and what timeless wisdom can we rely on, in an uncertain future? What contemporary issues must city leaders address to remain relevant for 21st Century entrepreneurs and business owners? For our children and their children, how do we make investments that our future generations will value and enjoy? Rebecca will also be presenting on Cities 3.0 at the Growing Sustainable Cities Luncheon on Wednesday, a \$25 conference add-on. Attendees can attend both or just one of her presentations.

First-Timer Orientation | 5 - 6 p.m.

Take in views of the Mississippi while interacting with other first-time attendees as you learn more about what to expect and how to get the most out of the conference.

Welcome Reception and Exhibit Hall | 6 - 8:30 p.m.



Get down and get funky in this year's disco-themed exhibit hall. Exhibitors will be strutting their stuff on the dance floor. Under the disco ball, feel groovy while enjoying appetizers, networking, games and prizes. Disco attire encouraged.

Thursday Highlights

Breakfast & Morning Break in the Exhibit Hall



We are “stayin’ alive” in the exhibit hall. Enjoy a light breakfast while you “get down” on all the new products and services exhibitors have to offer, or stop in after your first workshop for one last chat.

Workshops: 1 | 9 – 10 a.m.

The Fine Art of Negotiations

We are negotiating when dealing with conflicts, disagreements, mistakes and problems. Improve at the art of negotiating when working through items such as union contracts, franchise renewals, controversial ordinances and 28E agreements. *Speaker: Patrick Callahan, Snyder & Associates, Inc.*

The Iowa Public Information Board: What it Means for Cities

The Iowa Public Information Board was created during the 2012 legislative session and became effective on July 1 of this year. Learn how this board will operate and its impact on city governments.

Keep it Clean: Best Practices for Park Maintenance - Small City

City parks are one of the cornerstones to a happy, healthy community as they offer citizens a place to move around and enjoy the outdoors. Hear how your city can efficiently keep its parks well maintained and ready for use.

Solving the TIF Puzzle

This basic review of Tax Increment Financing (TIF) will clear the confusion that some have with the urban renewal tool. *Speaker: Jon Danos, Dorsey & Whitney*

Protecting Those Who Protect Us

This session will focus on how to protect firefighters and highlight the Everyone Goes Home program, which was established to prevent line-of-duty deaths and injuries. *Speaker: Scott Lyon, City of Clive*

So Where Did They Go?

If your community is having problems collecting all the money that is owed, this session may be just the ticket. Learn more about the Iowa Offset Program.

Workshops: 2 | 10:45 – 11:45 a.m.

Section 106, Sasquatch, the Loch Ness Monster & Other Myths

Have you heard about the horrors of a “Section 106 Review”? This workshop will allay those fears by providing a basic introduction about the process of reviewing historic properties under Section 106 of the National Historic Preservation Act. *Speaker: Kathy Gourley, State Historical Society of Iowa*

Why did the Chicken Cross the Road?

Hear the positives and negatives about zoning issues related to allowing chickens on residential property, and what your city council should consider when reviewing a plan for their community. *Speakers: Doug Boothroy and Misha Goodman, City of Iowa City*

How Will the Letters N and P Impact Your City?

Discover tools for working with your wastewater staff and engineer to prepare for required treatment changes that will greatly impact your city budget over the next 30 years. *Speakers: Keith Hobson and Laurie Twitchell, FOX Engineering Associates*

TIF Stories

The use of Tax Increment Financing (TIF) has enabled cities in Iowa to bring old sections of town back to life and helped bring much needed development to the community. A panel of city officials will discuss their experiences with TIF. *Moderated by: Patricia Martin and R. Mark Cory, Ahlers & Cooney, P.C.*

Are You Open?

Attendees of this workshop will get a refresher course on Iowa’s open meetings and records laws as well as guidance on how they apply to your city. *Speaker: League General Counsels*

Hiring Iowa Teens: Federal and State Child Labor Laws

An overview of both state and federal child labor laws as it relates to the municipal workplace, including important differences between the laws, state and federal enforcement efforts, common violations and strategies for your city to achieve full compliance. *Speaker: Laura Wood, Iowa Workforce Development*

Law Enforcement Contracting - Small City

While all cities in Iowa are required to provide effective law enforcement services, the method to deliver the service can vary from city to city. Learn best practices to contract out these services and hear what options are available for cities to provide citizens with this essential service. *Speaker: William J Sueppel, City of Iowa City*

Eagle Point Park



Opening Luncheon | Noon – 2 p.m.

Be sure to learn your neighbor's point of view over lunch before hearing a keynote presentation from Capt. Mark Adamshick, USN (ret), Ph.D, a West Point graduate, "TOPGUN" graduate and commissioned officer in the U.S. Navy for 30 years with a Masters from Harvard Kennedy School of Government. *Sponsored by Fox Engineering Associates.*

Workshops: 3 | 2:15 – 3:15 p.m.

What a Nuisance

Learn how your city can improve its nuisance abatement process, including the ordinance that regulates nuisances, how to identify code violations and how to engage property owners to comply with the law.

All Aboard!

A panel of different cities will share information about how they provide orientations to new city officials.

Can We Afford That?

As good stewards of public funds, cities are examining every service, facility and piece of equipment to decide what to improve or cut back and how to finance the operation or expansion. Mayors and councils need to understand the financial environment to make those decisions in the best interest of their communities. *Speaker: Jeff Heil, Northland Securities, Inc.*

Best Practices for Community Fundraising - Small City

This panel will discuss how cities can improve their fundraising efforts, including how to develop a compelling and consistent message and tips to deliver it in a manner that increases revenue, visibility and volunteers. *Speaker: M.J. Smith, Community Foundation of Greater Dubuque*

Telling City Success Stories

This session will provide strategies to cut through multiple media platforms and highlight ways to open new channels of communication in order to keep citizens well informed and involved in local government. *Speaker: Nick Bergus, North Liberty*

Workshops and schedules may change slightly before the September conference. Visit www.iowaleague.org often for updates.



Roshek Building

Extra Credit

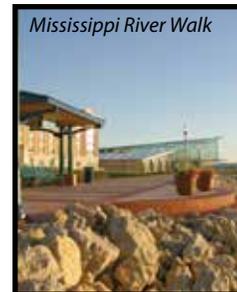
Receive certification hours for the Iowa Municipal Finance Officer's Association (IMFOA) Certification Program when you attend. Specific workshops may qualify for Continuing Legal Education. Check our Web site for updates.



Julien Monument

Build-a-Workshop

Don't see a topic for you? Create your own topic at the Build-a-Workshop where delegates chat with other delegates about topics you choose. A Build-a-Workshop space will be set up during each workshop session on Thursday.



Mississippi River Walk

Visit

www.iowaleague.org

for up-to-date
information about
the event.

Workshops: 4 | 3:30 – 4:30 p.m.

Creative Solutions to Nuisance Problems

Many cities exhaust the legal remedies available to them when dealing with a nuisance property. Take a look at some alternatives to the tried and true nuisance abatement solutions, including proactive methods to halt problems before they become overwhelming.

Let's Make a Deal!

Cities use a variety of incentives to attract needed development projects. Learn how your city can use incentives wisely and how to avoid any troubling development agreements.

How Property Tax Works

Property taxes are the major funding source for government services. The interactions between the state, schools and county governments are all part of the bottom line for the citizen. This session will explain "how" they work in 2013 and beyond. *Speaker: Ted Nellesen, Iowa Department of Management*

Revitalizing Downtown - Small City

Downtown revitalization leads to job creation, protects property values and reduces sprawl. Learn about cost effective solutions to revitalize downtown areas and lessons learned from cities. *Speakers: Chelsea Welsh, Upper Explorersland Regional Planning Commission; Michael Wagler, Main Street Iowa*

Registration Add-Ons - Mobile Workshops

Consider attending any of these additional conference activities. Please note that pre-registration is required for all the items below.

Preserving History & Creating Opportunity in Downtown Dubuque – Pre-Register Wednesday, Sept. 25 | 1:30 – 4 p.m.



Millwork District
Photo by: Mark Hirsch

This outdoor walking tour of the Historic Millwork District Complete Streets project will include an inside tour of the Roshek Building. Dubuque's Historic Millwork District, once one of the largest millworking concentrations in the U.S., sat mostly vacant since many of the industries closed in the 1960s and 1970s. The District was one of the stops on the EPA-HUD-DOT National Sustainable Cities Tour in 2009. A \$5.6 million DOT TIGER grant

helped the city to provide complete streets and multi-modal transportation while incorporating sustainable practices and catalyzing private development. During the tour, city staff will discuss the Historic Millwork District Masterplan, design consultant selection, property owner coordination and public information campaign.

The iconic Roshek Building, once a nine-story department store, is listed in the National Register of Historic Places and is a LEED Gold certified building that houses IBM's first global service center opened in the U.S. in the last 10 years. With IBM's Smarter Planet initiative, it was important to locate to a building adapted to their needs. The \$44 million restoration involved many facets and partners and prioritized restoration or replication of historic structures, deconstruction, reuse and sustainable building concepts.

America's River III: Bee Branch Creek Restoration – Pre-Register

Thursday, Sept. 26 | 9 – 11:30 a.m.



Bee Branch Creek

Few cities in the U.S. have conceived of or attempted daylighting a creek for flood protection and water quality improvements. Dubuque's Bee Branch Creek project will invest over \$100 million in flood protection and water quality improvements for local residents and businesses while placing priority on deconstruction and sustainable

design best practices. The project will also serve as a gateway from Wisconsin to Iowa, connecting national and regional trail systems and reinvigorating one of Dubuque's oldest and most historic neighborhoods. Learn about Dubuque's successes and future opportunities to foster and form lasting partnerships with local, state and federal entities.

Leveraging Partnerships & Open Space for Business Expansion, Retention, and Recruitment Thursday, Sept. 26 | 3:30 – 4:30 p.m.

In 1997, Dubuque acquired five farms (about 900 acres) with approximately 550 acres becoming Dubuque Industrial Center West (DICW). 2009 and 2010 saw expansion of the DICW. Over 233 acres have been sold and 24 businesses have located in the DICW, including 21 local expansions and 3 new industries. The city has seen unprecedented growth in the area, selling over 125 acres in less than three years. Hear from project leaders how the city was able to identify the industrial area and bring needed development to the community.

Creating New Housing Opportunities Downtown – Pre-Register

Thursday, Sept. 26 | 2:15 – 3:15 p.m.

The walking tour of Dubuque Main Street upper story living rehabilitations will offer options and pointers for city officials as they experience three diverse examples of living space in Dubuque's urban center. Leaders will discuss a variety of development tools for these long-term investments, demonstrate pitfalls and show examples of how building code flexibility was necessary as participants walk through superior projects. There will be ample time for questions.

Thursday Highlights, continued

Thursday Workshops: 4 | 3:30 – 4:30 p.m., continued

Service Sharing Between Cities and Schools
Sharing staff, equipment, facilities and other resources can often allow both schools and cities to offer services that would otherwise not be possible or economical. We'll reveal some benefits and challenges to these partnerships. *Speaker: Randy Wetmore, City of Marshalltown; Ron Fielder, University of Iowa Educational Policy and Leadership Studies*

Council Division and Conflict Resolution
Disagreements about what's in the public's best interest, funding priorities or what a certain law requires often yield spirited debates that can damage relationships. Learn strategies to manage conflict and maintain good working relationships. *Speaker: Deborah Tootle, University Extension Community Development Collaborative between Iowa State University, University of Wisconsin, City of Dubuque*

HR Green Reception | 4:30 – 6 p.m.

Help HR Green celebrate their 100th Anniversary with snacks and refreshments while unwinding and sharing views with fellow city officials. *Sponsored by HR Green.*

Awards Banquet | 6 – 8 p.m.



All-Star Award

Enjoy a banquet buffet followed by the presentation of the League's annual All-Star Community Awards, the Legislative Service Awards and other special honors. *Sponsored by Iowa Gaming Association.*

President's Reception | 8 – 10 p.m.



National River Museum
and Aquarium

You saw the Iowa Mississippi River Museum in 2008, now see it's partner, the National River Museum and Aquarium, featuring a 3D/4D theater and interactive displays. Join colleagues and friends at this event to thank your League President, Spencer Mayor Reynold Peterson, for his service.

Workshops and schedules may change slightly before the September conference. Visit www.iowaleague.org often for updates.



Millwork District

Friday Highlights

Workshops: 5 | 8 – 9 a.m.

The Latest on Healthcare Reform

Hear from healthcare experts on the continued rollout of the Affordable Care Act rules and regulations. *Speaker: Bob Mreen and David Ver Woert, TrueNorth®*

Finding the Right Balance: Setting Appropriate Utility Rates

A lot of factors are included when determining city utility rates. Learn how your city can use utility rate studies, usage reports and budget planning to arrive at appropriate utility rates. *Speaker: Tionna Pooler, Independent Public Advisors, LLC*

Adventures with LOST

Are you LOST with your Local Option Sale Tax? How you can use it, how long it will last, when to renew it and how to forecast revenue levels are all issues to be covered in this session. *Speaker: Joel Gabrielson, Iowa Department of Revenue*

Why Cities Need Job Descriptions and Personnel Policies - Small City

The session will reveal resources for writing descriptions and policies while highlighting the organizational and legal reasons to have these documents in place.

Preparing for the Silver Tsunami:

Creating Great Places for All Ages

This interactive session will provide an overview of how several central Iowa communities are using the AARP and World Health Organization template to design age-friendly cities. *Speaker: Kent Sovern, AARP*

Elected Officials and City Managers: A Vital Partnership - Manager/Administrator

Professional city managers and their elected officials work together to build communities that their residents are proud to call home. Learn the roles and responsibilities of each and how this partnership makes things happen in communities. *Presented in cooperation with the Iowa City/County Management Association.*

Reduced Registration Rate!

Not only will you get a reduced registration rate for signing up before August 22, you can also get \$60 off your registration fee for either the League conference or Dubuque's Growing Sustainable Communities Conference if you register for both events. Hosted by the City of Dubuque and Sustainable City Network, the 6th annual Growing Sustainable Communities Conference is packed with sustainable ideas, plans and best practices. Held September 24-25 at the Grand River Center in Dubuque, the Sustainable conference brings leaders from across the Midwest together to learn from each other. Visit www.GSCDubuque.com to learn more about this event.

A promotional code will be available at the end of both the League conference and Sustainable conference online registrations. Use the code to receive the discount for either event as only one \$60 discount will be applied. To receive the discount you must register online, and you must register for both events.

This brochure provides just a glimpse of everything this year's conference has to offer. Visit www.iowaleague.org for up-to-date information about the event.



Bee Branch Creek
Photo by: Mark Hirsch

Clerk Workshops | 9:15 – 10 a.m.

Protecting Public Assets - City Clerk

Public officials have a fiduciary and ethical responsibility to properly use and safeguard the assets of their city. To do this, procedures can be put in place to improve internal control, deter fraud and create an ethical organization. *Speaker: Andrew Neilsen, Auditor of State's Office*

TIF Reporting, Internal Loans and Certification - City Clerk

Tax Increment Financing has many options that may require internal loans, certifications and external borrowings. This session will review the results for the first reporting year and preview the additional requirements for 2013. *Speaker: Ted Nellesen, Iowa Department of Management*

Annual Business Meeting | 9:15 – 10 a.m.

Voting delegates from member cities vote on business items, including the approval of new League Board members and the League's legislative priorities.

Closing Brunch | 10 - 11:45 a.m.

Enjoy a brunch buffet with the newly-elected League Board President. Keynote speaker Joey Novick, Esq., a council member from New Jersey as well as a stand-up comedian and improv actor will share his Politics Unusual presentation. *Sponsored by Union Pacific Railroad.*

City Clerk = The needs of city clerks were on our mind when we planned this event.

Small City = Suggested workshops for delegates from small cities.

Iowa League of Cities 2013 Conference Registration



Register online at
www.iowaleague.org

Organization/City

Name (as to appear on name badge)

Title

Street Address

City State Zip

Phone

Email Address

- I am a first-time attendee
- I am new to city government

Guest Registration

Guest namebadges are complimentary. However, tickets for meals must be purchased separately. Guests cannot be city officials.

Guest name (as to appear on name badge)

- \$85 - Networking Best Ball Tournament (pre-register) Handicap: _____
- \$30 - Welcome Reception & Exhibit Hall
- \$17 - Thursday Breakfast in Exhibit Hall
- \$25 - Thursday Opening Luncheon
- \$45 - Thursday Banquet & President's Reception
- \$25 - Friday Closing Brunch

Each attendee must fill out a separate form. Registration will not be processed without payment. All cancellations must be received in writing by Sept. 1. Cancellations after Sept. 1 are subject to a \$50 administration fee. No refunds after Sept. 15. No refunds will be made to no-shows. Growing Sustainable Cities conference promotion only available online. Credit card payment available only online.

Registration Fees

The conference fee includes admission to all general sessions, workshops and meal functions on the conference agenda. Please contact Shannon Busby at (515) 244-7282 for accessibility or dietary accommodations.

Whole Conference (Wed. - Fri.)

	<i>Through Aug. 21</i>	<i>After Aug. 21</i>
League member	<input type="radio"/> \$185	<input type="radio"/> \$240
Non-League member	<input type="radio"/> \$310	<input type="radio"/> \$365

Requires Pre-Registration

\$85 - Networking Best Ball Tournament

\$85/golfer | Wednesday, Sept. 25 | Bunker Hill Golf Club | 10 a.m. Shotgun

Handicap: _____

Annual 5K Run/Walk

Free | Thursday, Sept. 26 | Eagle Point Park | 7 a.m.

Register before August 22 to receive a shirt. *Sponsored by the Iowa Municipalities Workers' Compensation Association.*

I plan to Run Walk

T-shirt size S M L XL XXL

\$25 - Growing Sustainable Communities Luncheon

\$25 person | Wednesday, Sept. 25 | Grand River Center, Salons 11:45 a.m. – 1 p.m.

Need not add if registering for entire Growing Sustainable Communities Conference.

Meat meal Veggie meal

Mobile Workshops

Preserving History & Creating Opportunity

Wednesday, Sept. 25 | 1:30 – 4 p.m.

America's River III: Bee Branch Creek Restoration

Thursday, Sept. 26 | 9 – 11:30 a.m.

Leveraging for Business Expansion, Retention, Recruitment

Thursday, Sept. 26 | 3:30 – 4:30 p.m.

Creating New Housing Opportunities Downtown

Thursday, Sept. 26 | 2:15 – 3:15 p.m.

Total amount enclosed \$ _____



Before June 22 mail form & payment to: Iowa League of Cities, 317 6th Ave, Suite 800, Des Moines, IA 50309
After June 22 mail form & payment to: Iowa League of Cities, 500 SW 7th St, Suite 101, Des Moines, IA 50309