

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 WORK SESSION
Tuesday, February 18, 2014 • 6:00 p.m.
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. Jerry Fleagle, Executive Director, Herbert Hoover Presidential Library Association
4. Adjourn

CITY COUNCIL MEETING AGENDA
Tuesday, February 18, 2014 • 6:30 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 February 3, 2014 City Council Work Session #1.
 - b. Approve minutes from the February 3, 2014 City Council Meeting.
 - c. Approve minutes from the February 3, 2014 City Council Work Session #2.
 - d. Approve claims.
 - e. Approve Class C Native Wine License with Outdoor Service and Sunday Sales Permit for Elmira Winery, Inc. DBA Brick Arch Winery.
 - f. Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell – Recognition of Bennett’s Radio & TV
 - b. Mayor Mark Worrell – Life Saving Awards to Police Chief Mike Horihan and Police Officer Alex Koch
 - c. Resolution 1175, approving Central States Tower II, LLC 197’ Monopole Tower Site Plan./Move to action.
 - d. Resolution 1176, providing written consent of the City Council for use of barbed wire on the Central States Tower II, LLC 197’ Monopole Tower Project./Move to action.
 - e. First Reading of Ordinance 719, amending Title Chapter 17 “Council.”/Move to action.

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
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
Tuesday, February 18, 2014 • 6:30 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

- f. Resolution 1174, adopting final proposed fiscal year 2014-2015 budget and order notice of hearing for March 3, 2014./Move to action.
- g. Resolution 1177, directing the city administrator and the fire chief to procure and outfit a medical vehicle and directing the mayor and city clerk to execute any and all documents necessary to commence the purchases./Move to action.
8. City Staff Reports
 - a. Lead Reserve Officer Todd Thurman – Reserve Police Force Annual Report
 - b. Main Street West Branch Program Director Mackenzie Krob, Wayfinding Signage
9. Comments from Mayor and Council Members
 - a. Council Liaison Discussion
 - i. Councilperson Ellyson - Historic Preservation Commission, Hoover's Hometown Days and West Branch Community School District
 - ii. Councilperson Miller - Animal Control Commission, Cable Access Station and Herbert Hoover National Historic Site
 - iii. Councilperson Pierce - Information Technology, Library Board of Trustees and Zoning Board of Adjustment
 - iv. Councilperson Shields - Herbert Hoover Presidential Library Association, Main Street West Branch and Park & Recreation Commission
 - v. Councilperson Stevenson - Herbert Hoover Presidential Library-Museum, Planning and Zoning Commission and Scattergood Friends School & Farm
10. Adjournment

CITY COUNCIL WORK SESSION #2
Tuesday, February 18, 2014
Immediately following regular City Council Meeting
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. Councilperson Brian Pierce and Library Director Nick Shimmin – Tablet Training
4. Adjourn

Mayor: Mark Worrell • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

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

**West Branch, Iowa
Council Chambers**

**City Council
Work Session**

**February 3, 2014
6:00 p.m.**

Mayor Worrell opened the West Branch City Council work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, and Tim Shields. Councilperson Mary Beth Stevenson entered after roll call at 6:11 p.m.

Thomas F. Schwartz, Ph.D., Director of the Herbert Hoover Presidential Library-Museum, spoke to the Council regarding upcoming events for the 2014 season. Prior to his arrival in West Branch, Schwartz shared that he was with the Abraham Lincoln Presidential Library-Museum in Springfield, Illinois. Schwartz shared some of his goals with the Council including strengthening local partnerships with the City of West Branch, the National Park Service, and the Herbert Hoover Presidential Library Association. Schwartz also added he would like to increase attendance at Library-Museum through better exhibit promotion and through renovation of the permanent Hoover galleries. Schwartz concluded with the idea of collaborating with other West Branch entities to help create a West Branch experience for both residents and visitors.

Motion by Miller to adjourn the work session, second by Shields. Motion carried on a voice vote. City Council work session adjourned at 6:23 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

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**West Branch, Iowa
Council Chambers**

City Council Meeting

**February 3, 2014
6:30 p.m.**

Mayor Worrell opened the West Branch City Council work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Zoning Administrator Paul Stagg, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the January 21, 2014 City Council Work Session #1.
- b. Approve minutes from the January 21, 2014 City Council Meeting.
- c. Approve minutes from the January 21, 2014 City Council Work Session #2.
- d. Approve claims.
- e. Approve TruGreen Commercial Agreement for Lions Field Service

Motion by Ellyson to approve, seconded by Miller. AYES: Ellyson, Miller, Pierce, Shields, Stevenson. NAYS: None. Motion carried.

Date 2-3-14	City of West Branch Claims Register Report	
Blue Cross Blue Shield	Insurance	11,114.07
Dearborn National Insurance	Life Insurance	64.95
EFTPS	Federal Withholdings	12,370.89
Iowa Department Of Revenue	Payroll Expense	1238.81
IPERS	IPERS	12,014.59
Payroll Expense	Payroll Expense 1-31-14	26,096.88
Treasurer State of Iowa	State Withholding tax	3,419.00
		66,319.19

Fund Totals	
001 General Fund	28,003.28
031 Library	6,102.70
112 Trust And Agency	14,941.36
600 Water Fund	9,335.87
610 Sewer Fund	7,935.98
Grand Total	66,319.19

COMMUNICATIONS/OPEN FORUM

National Park Service Superintendent Pete Swisher informed the Council of some upcoming new exhibits at the Visitor Center. Swisher shared materials with the Council and encouraged attendance at the scheduled events. Superintendent Swisher also informed the Council that the first Hoover's Hometown Days meeting took place on January 29, 2014, and that more information will be forthcoming.

Herbert Hoover Presidential Library Association Executive Director Jerry Fleagle addressed the Council regarding a Main Street meeting he attended on January 29, 2014. Fleagle noted observations about West Branch businesses including those that are service oriented, tourism focused, or a combination thereof. Fleagle also added that those attending the meeting expressed an interest in developing a combined map of West Branch to include points of interest for all patrons.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrell-Recognition of Plato Electric

Mayor Mark Worrell recognized Dick Maske of Plato Electric for his forty two years of presence in the community and dedication to the City of West Branch.

Approving the resignation of Lane Shields from the Historic Preservation Commission

City Administrator Matt Muckler indicated that Lane Shields had submitted his resignation from the Historic Preservation Commission.

Motion by Ellyson to approve the resignation of Lane Shields, second by Shields. AYES: Ellyson, Shields, Miller, Pierce, Stevenson. NAYS: None. ABSENT: None. Motion carried.

Approving the appointment of Mackenzie Krob to the Historic Preservation Commission

City Administrator Muckler indicated that an application had been received by Mackenzie Krob for appointment to the Historic Preservation Commission.

Motion by Pierce to approve the appointment of Mackenzie Krob to the Historic Preservation Commission, second by Stevenson. AYES: Pierce, Stevenson, Ellyson, Miller, Shields. NAYS: None. ABSENT: None. Motion carried.

Mr. Dan Stevenson, President, West Branch Public Library Board of Trustees – Update on WBPL Building Project Site Selection

Dan Stevenson spoke to the Council regarding the Library Board's site selection process. Dan Stevenson shared that the Board realized it is cost prohibitive to attempt to expand at the current site and are recommending a new facility be constructed on the Pedersen Valley property. The Board acknowledged the loss of proximity to the West Branch Community Schools, yet realizes the expansion will be needed as program participation continues to rise and circulation increases.

Fire Chief Kevin Stoolman-Annual Report

Fire Chief Kevin Stoolman shared highlights from the Department's Annual Report. Stoolman noted that the Department responded to 398 call during 2013, with losses totaling \$628,000.00. Stoolman also indicated that the Department's average response time on a medical call is 3.7

minutes. Stoolman concluded by informing the Council that the Department is currently operating with a full roster.

Zoning Administrator Paul Stagg-Industrial Park Address Assignments

Zoning Administrator Paul Stagg spoke to the Council regarding renumbering and assignments of addresses in the Industrial Park. Stagg noted that there are some inconsistencies between street names and block numbering. Additionally, Stagg indicated that these changes would provide consistent information to Cedar County and the 911 emergency system.

Parks & Rec Director Melissa Russell-Park Planning Update

Parks & Rec Director Melissa Russell updated the Council on the steering committee meetings and the park planning process with HBK. Director Russell noted that an open house is scheduled for February 6, 2014 from 5:00-7:00 p.m. in the Council Chambers. Russell added that residents are invited to attend and provide feedback for future parks and recreation development.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Pierce noted that the Samsung tablets ordered for Council members have arrived. Councilperson Pierce and Library Director Nick Shimmin have been working together to gain an understanding for administration and usage of the tablets. Councilperson Pierce and Director Shimmin hope to provide further training for Council members regarding the devices in the near future.

Councilpersons Ellyson and Shields expressed interest in a year-round Council meeting start time of 7:00 p.m. City Administrator Muckler noted that the current meeting start time schedule was approved by a prior Council and that a change to the Ordinance would require three readings.

City Administrator Muckler noted that West Branch Community School District Superintendent Kevin Hatfield is confirmed to present at the April 21, 2014 Council meeting. Mayor Worrell added that it would be beneficial if members of Council would act as liaisons by attending meetings such as the School Board or a Board or Commission within the City. Councilperson Shields added that he regularly attends Parks & Recreation Commission meetings.

ADJOURNMENT

Motion by Shields to adjourn the meeting, seconded by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:41 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

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

**West Branch, Iowa
Council Chambers**

**City Council
Work Session**

**February 3, 2014
7:49 p.m.**

Mayor Worrell opened the West Branch City Council work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Sergeant John Hanna, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

City Administrator Muckler shared with Council the changes to the non-salary budget expenditures since the last budget meeting. City Administrator Muckler noted that Staff consulted with Ted Nelson at the Iowa Department of Management and Maggie Burger with Speer Financial in regards to Backfill Funds. Backfill is received in three separate funds including general, special revenue, and debt service. After consulting with Nelson and Burger, City Administrator Muckler recommended that the general funds be reallocated towards alley work in the Road and Street Budget, consultant and professional fees as well as advertisement in the Legal Services Budget, consultant and professional fees in addition to telephone in the Clerk and Treasurer Budget.

A second change mentioned by City Administrator Muckler was the Parkside Drive Road Improvement Project. With the recent adoption of the Urban Renewal Plan, City Administrator Muckler noted that Tax Incremental Financing (TIF) funds could be used towards the repairs. He added that City's Engineering firm, Veenstra & Kimm, has had discussions with the Iowa Department of Transportation to allow for a connection to the Interstate 80 overpass in correlation with the suggested improvements. Councilperson Miller added that he wants to ensure that construction of said sidewalk would connect with current walkways correctly. Mayor Worrell added that he was interested in the City having discussion with the National Park Service to extend its boundary south as a part of this improvement.

The third and final change mentioned by City Administrator Muckler was a suggestion to reallocate budget funds across several departments for the Capital Improvement Plan. City Administrator Muckler noted that as the Capital Improvement Project will encompass usage by several departments, and that the redistribution of dollars will allow Staff to better work towards project estimates and help establish priorities.

Mayor Worrell acknowledged the efforts of City Administrator Muckler and Deputy City Clerk Dawn Brandt for their work in allocating and revising the proposed budget. Mayor Worrell indicated that the process seemed straightforward and was easy to interpret.

Motion by Miller to adjourn the work session, second by Ellyson. Motion carried on a voice vote. City Council work session adjourned at 8:23 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
ADVANTAGE FS INC	2/18/14	STREETS - LP GAS	ROAD USE TAX	ROADS & STREETS	1,176.01_
				TOTAL:	1,176.01_
ALLIANT ENERGY	2/12/14	VARIOUS DEPTS - UTILITIES	GENERAL FUND	POLICE OPERATION	354.84
	2/12/14	VARIOUS DEPTS - UTILITIES	GENERAL FUND	FIRE OPERATION	1,064.55
	2/12/14	VARIOUS DEPTS - UTILITIES	GENERAL FUND	STREET LIGHTING	2,094.15
	2/12/14	VARIOUS DEPTS - UTILITIES	GENERAL FUND	STREET LIGHTING	512.99
	2/12/14	VARIOUS DEPTS - UTILITIES	GENERAL FUND	STREET LIGHTING	313.10
	2/12/14	VARIOUS DEPTS - UTILITIES	GENERAL FUND	PARK & RECREATION	32.17
	2/18/14	PARK & REC - 219 E GREEN S	GENERAL FUND	PARK & RECREATION	12.63
	2/12/14	VARIOUS DEPTS - UTILITIES	GENERAL FUND	CLERK & TREASURER	457.64
	2/12/14	VARIOUS DEPTS - UTILITIES	GENERAL FUND	LOCAL CABLE ACCESS	100.00
	2/12/14	VARIOUS DEPTS - UTILITIES	CIVIC CENTER	TOWN HALL	984.20
	2/12/14	VARIOUS DEPTS - UTILITIES	LIBRARY	LIBRARY	568.47
	2/12/14	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	286.07
	2/12/14	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	1,395.41
	2/12/14	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	478.94
	2/12/14	VARIOUS DEPTS - UTILITIES	WATER FUND	WATER OPERATING	850.52
	2/18/14	WATER - UTILITIES	WATER FUND	WATER OPERATING	159.91
	2/12/14	VARIOUS DEPTS - UTILITIES	SEWER FUND	SEWER OPERATING	306.35
	2/12/14	VARIOUS DEPTS - UTILITIES	SEWER FUND	SEWER OPERATING	743.29
	2/12/14	VARIOUS DEPTS - UTILITIES	SEWER FUND	SEWER OPERATING	650.26_
				TOTAL:	11,365.49_
AMAZON	2/18/14	ADMIN - SUPPLIES FOR TABLE	GENERAL FUND	CLERK & TREASURER	132.93
	2/18/14	CABLE - PROJECTION SCREEN	GENERAL FUND	LOCAL CABLE ACCESS	254.99
	2/18/14	CABLE - SUPPLIES	GENERAL FUND	LOCAL CABLE ACCESS	100.24
	2/18/14	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	26.17
	2/18/14	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	61.63_
				TOTAL:	575.96_
ANGELA HERREN	2/03/14	PARK & REC - PILATES CLASS	GENERAL FUND	PARK & RECREATION	70.00_
				TOTAL:	70.00_
BAKER & TAYLOR INC.	2/18/14	LIBRARY - BOOKS	LIBRARY	LIBRARY	750.34_
				TOTAL:	750.34_
BARRON MOTOR SUPPLY	2/18/14	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	808.83_
				TOTAL:	808.83_
BEST BUY BUSINESS ADVANTAGE ACCOUNT	2/18/14	ADMIN - COUNCIL TABLETS	GENERAL FUND	CLERK & TREASURER	3,639.93_
				TOTAL:	3,639.93_
BOUND TREE MEDICAL LLC	2/18/14	FIRE - SUPPLIES	GENERAL FUND	FIRE OPERATION	152.31_
				TOTAL:	152.31_
BP AMOCO	2/18/14	POLICE/STREETS/FIRE - FUEL	GENERAL FUND	POLICE OPERATION	588.93
	2/18/14	POLICE/STREETS/FIRE - FUEL	GENERAL FUND	FIRE OPERATION	112.75
	2/18/14	POLICE/STREETS/FIRE - FUEL	ROAD USE TAX	ROADS & STREETS	1,237.42_
				TOTAL:	1,939.10_
BUSINESS RADIO SALES	2/18/14	FIRE - PAGER & CHARGER	GENERAL FUND	FIRE OPERATION	522.99_
				TOTAL:	522.99_
CEDAR COUNTY COOPERATIVE	2/18/14	STREETS - DIESEL FUEL	ROAD USE TAX	ROADS & STREETS	1,845.00_
				TOTAL:	1,845.00_

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
CEDAR RAPIDS PHOTO COPY INC	2/18/14	LIBRARY - SERVICE	LIBRARY	LIBRARY	25.26_
				TOTAL:	25.26_
CENTRAL IOWA TRAINING ASSN.	2/18/14	FIRE - 2014 DUES	GENERAL FUND	FIRE OPERATION	25.00_
				TOTAL:	25.00_
CHAUNCEY BUTLER POST 514	2/18/14	COMM & CULT - FLAGS	GENERAL FUND	COMM & CULTURAL DEVEL	60.00_
				TOTAL:	60.00_
CHRIS JONES TRUCKING	2/18/14	STREETS - HAULING SAND	ROAD USE TAX	ROADS & STREETS	452.82_
				TOTAL:	452.82_
COMMUNITY STATE BANK	2/03/14	FIRE DEPT EXPANSION LOAN P	GO DEBT SERVICE	BONDING	7,974.02
	2/03/14	FIRE DEPT EXPANSION LOAN P	GO DEBT SERVICE	BONDING	390.55_
				TOTAL:	8,364.57
COSTCO WHOLESALE	2/06/14	LIBRARY/P&R - MEMBERSHIP F	GENERAL FUND	PARK & RECREATION	55.00
	2/07/14	LIBRARY/ADMIN - MEMBERSHIP	GENERAL FUND	CLERK & TREASURER	27.50
	2/06/14	LIBRARY/P&R - MEMBERSHIP F	LIBRARY	LIBRARY	55.00
	2/07/14	LIBRARY/ADMIN - MEMBERSHIP	LIBRARY	LIBRARY	27.50
				TOTAL:	165.00_
CULLIGAN WATER TECHNOLOGIES	2/03/14	FIRE - WATER COND RENTAL	GENERAL FUND	FIRE OPERATION	37.65_
				TOTAL:	37.65_
CUSTOM BUILDERS	2/18/14	POLICE - SUPPLIES	GENERAL FUND	POLICE OPERATION	14.95_
				TOTAL:	14.95_
DEBRA SUE FIDERLEIN	2/18/14	P&R - 2014 SESSION 1 CLASS	GENERAL FUND	PARK & RECREATION	504.70_
				TOTAL:	504.70_
DEWEYS JACK & JILL	2/18/14	P&R/LIBRARY/WATER - SUPPLI	GENERAL FUND	PARK & RECREATION	5.67
	2/18/14	P&R/LIBRARY/WATER - SUPPLI	LIBRARY	LIBRARY	9.25
	2/18/14	P&R/LIBRARY/WATER - SUPPLI	WATER FUND	WATER OPERATING	2.19_
				TOTAL:	17.11_
DOCUMENT DESTRUCTION	2/18/14	ADMIN - DOCUMENT DESTRUCTI	GENERAL FUND	CLERK & TREASURER	44.00_
				TOTAL:	44.00_
EFTPS	2/14/14	FEDERAL WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	1,334.01
	2/14/14	SOCIAL SECURITY WITHHHOLDI	GENERAL FUND	NON-DEPARTMENTAL	875.82
	2/14/14	MEDICARE WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	207.71
	2/14/14	FEDERAL WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	298.15
	2/14/14	SOCIAL SECURITY WITHHHOLDI	LIBRARY	NON-DEPARTMENTAL	238.85
	2/14/14	MEDICARE WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	55.85
	2/14/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	POLICE OPERATIONS	322.96
	2/14/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	POLICE OPERATIONS	75.53
	2/14/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	ROADS & STREETS	150.45
	2/14/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	ROADS & STREETS	35.18
	2/14/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	LIBRARY	238.85
	2/14/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LIBRARY	55.85
	2/14/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	PARK & RECREATION	77.47
	2/14/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	PARK & RECREATION	18.12
	2/14/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	CEMETERY	176.16
	2/14/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CEMETERY	41.19
	2/14/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	MAYOR AND COUNCIL	2.90

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	2/14/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	CLERK & TREASURER	123.44
	2/14/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CLERK & TREASURER	28.86
	2/14/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	LOCAL CABLE ACCESS	25.32
	2/14/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LOCAL CABLE ACCESS	5.92
	2/14/14	FEDERAL WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	337.75
	2/14/14	SOCIAL SECURITY WITHHHOLDI	WATER FUND	NON-DEPARTMENTAL	197.98
	2/14/14	MEDICARE WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	46.31
	2/14/14	SOCIAL SECURITY WITHHHOLDI	WATER FUND	WATER OPERATING	197.98
	2/14/14	MEDICARE WITHHOLDINGS	WATER FUND	WATER OPERATING	46.31
	2/14/14	FEDERAL WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	285.02
	2/14/14	SOCIAL SECURITY WITHHHOLDI	SEWER FUND	NON-DEPARTMENTAL	173.47
	2/14/14	MEDICARE WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	40.58
	2/14/14	SOCIAL SECURITY WITHHHOLDI	SEWER FUND	SEWER OPERATING	173.49
	2/14/14	MEDICARE WITHHOLDINGS	SEWER FUND	SEWER OPERATING	40.59
				TOTAL:	5,928.07
ETS CORPORATION	2/04/14	ADMIN - CREDIT CARD FEES	GENERAL FUND	CLERK & TREASURER	8.65
	2/04/14	ADMIN - CREDIT CARD FEES	GENERAL FUND	CLERK & TREASURER	10.51
	2/04/14	WATER/SEWER - CREDIT CARD	WATER FUND	WATER OPERATING	7.69
	2/04/14	WATER/SEWER - CREDIT CARD	SEWER FUND	SEWER OPERATING	7.68
				TOTAL:	34.53
F&B COMMUNICATIONS INC	2/06/14	ADMIN - WEB HOSTING	GENERAL FUND	CLERK & TREASURER	29.95
				TOTAL:	29.95
FRED'S FEED & SUPPLY LLC	2/18/14	WATER - SUPPLIES	WATER FUND	WATER OPERATING	98.86
				TOTAL:	98.86
GEORGE T LAWSON	2/18/14	LIBRARY - CONSULTING	LIBRARY	LIBRARY	1,364.78
				TOTAL:	1,364.78
GOODALE, MATTHEW	2/03/14	STREETS - FUEL REIMBURSEME	ROAD USE TAX	ROADS & STREETS	55.00
				TOTAL:	55.00
GREATAMERICA LEASING CORP	2/03/14	ADMIN - COPIER CONTRACT	GENERAL FUND	CLERK & TREASURER	252.06
				TOTAL:	252.06
HAWKINS INC	2/18/14	WATER - AZONE 15	WATER FUND	WATER OPERATING	1,483.85
				TOTAL:	1,483.85
HBK ENGINEERING LLC	2/18/14	P&R-PROJ A13-0839 P&R STR	GENERAL FUND	PARK & RECREATION	2,557.50
				TOTAL:	2,557.50
HOSPERS & BROTHER PRINTERS	2/18/14	FIRE - ANNUAL REPORT	GENERAL FUND	FIRE OPERATION	128.40
				TOTAL:	128.40
IOWA LAW ENFORCEMENT ACADEMY	2/18/14	POLICE - TRAINING DVD SET	GENERAL FUND	POLICE OPERATION	20.00
				TOTAL:	20.00
IOWA LEAGUE OF CITIES	2/18/14	ADMIN - MLA WORKSHOP TRAIN	GENERAL FUND	CLERK & TREASURER	1,400.00
				TOTAL:	1,400.00
IOWA POLICE CHIEFS ASSOCIATION	2/18/14	POLICE - ICPA 2014 DUES	GENERAL FUND	POLICE OPERATION	75.00
				TOTAL:	75.00
IOWA STATE UNIVERSITY, TREASURER'S OFF	2/18/14	FIRE - FIRE SCHOOL TRAININ	GENERAL FUND	FIRE OPERATION	100.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	2/18/14	FIRE - FIRE SCHOOL TRAININ	GENERAL FUND	FIRE OPERATION	110.00_
				TOTAL:	210.00_
JODI LYNN YEGGY	2/18/14	P&R - 2014 SESSION 1 CLASS	GENERAL FUND	PARK & RECREATION	504.70_
				TOTAL:	504.70_
JOHN DEERE FINANCIAL	2/03/14	STREETS/SEWER - SUPPLIES	ROAD USE TAX	ROADS & STREETS	159.95
	2/03/14	STREETS/SEWER - SUPPLIES	SEWER FUND	SEWER OPERATING	112.97_
				TOTAL:	272.92
JOHNSON COUNTY REFUSE INC.	2/06/14	RECYCLING - JANUARY 2014	GENERAL FUND	SOLID WASTE	3,681.25_
				TOTAL:	3,681.25_
JOURNEYED COM INC	2/18/14	LIBRARY - SOFTWARE	LIBRARY	LIBRARY	85.44_
				TOTAL:	85.44
KEVIN D OLSON	2/18/14	LEGAL SERVICES FOR FEB 201	GENERAL FUND	LEGAL SERVICES	1,500.00_
				TOTAL:	1,500.00_
KINGDOM GRAPHICS LLC	2/18/14	PARK & REC - SERVICE	GENERAL FUND	PARK & RECREATION	20.00_
				TOTAL:	20.00
LIBERTY COMMUNICATIONS	2/03/14	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	POLICE OPERATION	140.94
	2/03/14	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	FIRE OPERATION	120.45
	2/03/14	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	FIRE OPERATION	37.94
	2/03/14	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	PARK & RECREATION	129.71
	2/03/14	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	CLERK & TREASURER	238.52
	2/03/14	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	LOCAL CABLE ACCESS	117.37
	2/03/14	VARIOUS DEPTS - PHONE SERV	CIVIC CENTER	TOWN HALL	36.84
	2/03/14	VARIOUS DEPTS - PHONE SERV	LIBRARY	LIBRARY	167.92
	2/03/14	VARIOUS DEPTS - PHONE SERV	ROAD USE TAX	ROADS & STREETS	42.77
	2/03/14	VARIOUS DEPTS - PHONE SERV	WATER FUND	WATER OPERATING	42.77
	2/03/14	VARIOUS DEPTS - PHONE SERV	SEWER FUND	SEWER OPERATING	42.76_
				TOTAL:	1,117.99_
LINN COUNTY R.E.C.	2/06/14	STREETS - UTILITIES	GENERAL FUND	STREET LIGHTING	120.00_
				TOTAL:	120.00_
LYNCH'S EXCAVATING INC	2/18/14	WATER - N MAPLE MAIN REPAI	WATER FUND	WATER OPERATING	1,367.75
	2/18/14	WATER - THOMAS DR MAIN REP	WATER FUND	WATER OPERATING	898.05
	2/18/14	WATER - NORTHRIDGE WATER L	WATER FUND	WATER OPERATING	888.35
	2/18/14	WATER-WATER MAIN REPAIR 4T	WATER FUND	WATER OPERATING	2,620.65
	2/18/14	WATER-WTR MAIN REPAIR MAIN	WATER FUND	WATER OPERATING	932.75_
				TOTAL:	6,707.55_
LYNCH'S PLUMBING INC	2/18/14	STREETS-CLEAN & SERVICE BO	ROAD USE TAX	ROADS & STREETS	1,329.85
	2/18/14	SEWER/ST/WATER -INSTALL HE	ROAD USE TAX	ROADS & STREETS	1,000.00
	2/18/14	SEWER/ST/WATER -INSTALL HE	WATER FUND	WATER OPERATING	1,000.00
	2/18/14	SEWER/ST/WATER -INSTALL HE	SEWER FUND	SEWER OPERATING	1,000.00_
				TOTAL:	4,329.85_
MATT PARROTT/STOREY KENWORTHY	2/18/14	ADMIN - BUSINESS CARDS	GENERAL FUND	CLERK & TREASURER	51.03
	2/03/14	WATER/SEWER-UTILITY BILL F	WATER FUND	WATER OPERATING	244.81
	2/03/14	WATER/SEWER-UTILITY BILL F	SEWER FUND	SEWER OPERATING	244.80
				TOTAL:	540.64

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
MEDIACOM	2/03/14	ADMIN - SERVICE	GENERAL FUND	CLERK & TREASURER	40.90_
				TOTAL:	40.90_
MENARDS	2/18/14	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	211.77
	2/18/14	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	55.84_
				TOTAL:	267.61_
MIDWEST JANITORIAL SERVICE INC	2/18/14	LIB/TH/ADMIN/POLICE-CLEANI	GENERAL FUND	POLICE OPERATION	43.98
	2/18/14	LIB/TH/ADMIN/POLICE-CLEANI	GENERAL FUND	CLERK & TREASURER	79.17
	2/18/14	LIB/TH/ADMIN/POLICE-CLEANI	CIVIC CENTER	TOWN HALL	224.32
	2/18/14	LIB/TH/ADMIN/POLICE-CLEANI	LIBRARY	LIBRARY	299.09_
				TOTAL:	646.56_
MISCELLANEOUS V LIZ SEYDEL	2/06/14	LIZ SEYDEL: REIMB FOR SUPP	GENERAL FUND	PARK & RECREATION	40.53_
				TOTAL:	40.53_
MOORE'S WELDING INC	2/18/14	STREETS - REPAIR SNOW FLOW	ROAD USE TAX	ROADS & STREETS	195.00_
				TOTAL:	195.00_
MUNICIPAL SUPPLY INC.	2/18/14	WATER - SUPPLIES	WATER FUND	WATER OPERATING	2,556.00_
				TOTAL:	2,556.00_
NORTH AMERICAN SALT CO.	2/18/14	STREETS - SALT	ROAD USE TAX	ROADS & STREETS	1,669.45_
				TOTAL:	1,669.45_
OVERDRIVE INC	2/18/14	LIBRARY - EBOOKS	LIBRARY	LIBRARY	48.97
	2/18/14	LIBRARY - EBOOK	LIBRARY	LIBRARY	18.99
	2/18/14	LIBRARY - EBOOKS	LIBRARY	LIBRARY	26.98_
				TOTAL:	94.94_
PHYSIO-CONTROL INC	2/18/14	FIRE - SERVICE	GENERAL FUND	FIRE OPERATION	1,540.00_
				TOTAL:	1,540.00_
PITNEY BOWES PURCHASE POWER	2/18/14	ADMIN/WATER/SEWER - POSTAG	GENERAL FUND	CLERK & TREASURER	166.67
	2/18/14	LIBRARY - POSTAGE	LIBRARY	LIBRARY	500.00
	2/18/14	ADMIN/WATER/SEWER - POSTAG	WATER FUND	WATER OPERATING	166.67
	2/18/14	ADMIN/WATER/SEWER - POSTAG	SEWER FUND	SEWER OPERATING	166.66_
				TOTAL:	1,000.00_
PLATO ELECTRIC LLC	2/18/14	STRS-TAKE DOWN HOLIDAY LIG	GENERAL FUND	STREET LIGHTING	800.00_
				TOTAL:	800.00_
PYRAMID SERVICES INC.	2/18/14	STREETS - JD STRAPS	ROAD USE TAX	ROADS & STREETS	226.12_
				TOTAL:	226.12_
QC ANALYTICAL SERVICES LLC	2/18/14	SEWER - TESTING	SEWER FUND	SEWER OPERATING	730.00_
				TOTAL:	730.00_
QUILL CORP	2/18/14	ADMIN/POLICE - SUPPLIES	GENERAL FUND	POLICE OPERATION	38.28
	2/18/14	ADMIN - SUPPLIES	GENERAL FUND	CLERK & TREASURER	59.99
	2/18/14	ADMIN/POLICE - SUPPLIES	GENERAL FUND	CLERK & TREASURER	19.99
	2/03/14	ADMIN - ENVELOPES	GENERAL FUND	CLERK & TREASURER	15.19
	2/18/14	ADMIN - OFFICE SUPPLIES	GENERAL FUND	CLERK & TREASURER	87.96
	2/18/14	ADMIN - SUPPLIES	GENERAL FUND	CLERK & TREASURER	17.68
	2/18/14	ADMIN - STORAGE BOXES	GENERAL FUND	CLERK & TREASURER	39.99
	2/18/14	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	24.74

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	303.82
FRACOM CORPORATION	2/18/14	POLICE- EQUIPMENT FOR '14	GENERAL FUND	POLICE OPERATION	15,119.30
				TOTAL:	15,119.30
S & G MATERIALS	2/18/14	STREETS - CONCRETE SAND	ROAD USE TAX	ROADS & STREETS	683.34
				TOTAL:	683.34
SECRETARY OF STATE	2/12/14	ADMIN - NOTARY STAMP RENEW	GENERAL FUND	CLERK & TREASURER	30.00
				TOTAL:	30.00
SHANELLE M PEDEN	2/03/14	ADMIN - SUPPLIES	GENERAL FUND	CLERK & TREASURER	22.25
	2/06/14	ADMIN - REIMB FOR MILEAGE	GENERAL FUND	CLERK & TREASURER	16.02
	2/13/14	ADMIN - FRAMES & MILEAGE R	GENERAL FUND	CLERK & TREASURER	45.12
	2/18/14	CABLE - VIDEOTAPING	GENERAL FUND	LOCAL CABLE ACCESS	225.00
	2/18/14	CABLE - VIDEOTAPING	GENERAL FUND	LOCAL CABLE ACCESS	150.00
	2/18/14	CABLE - VIDEOTAPING	GENERAL FUND	LOCAL CABLE ACCESS	150.00
				TOTAL:	608.39
SHAWN PIERCE	2/18/14	P&R- 2014 SESSION 1 CLASSE	GENERAL FUND	PARK & RECREATION	468.65
				TOTAL:	468.65
SPRINT	2/18/14	POLICE - SERVICE	GENERAL FUND	POLICE OPERATION	179.97
				TOTAL:	179.97
TERENCE J GOERDT	2/18/14	ADMIN - BUILDING INSPECTIO	GENERAL FUND	CLERK & TREASURER	315.00
				TOTAL:	315.00
TOYNES IA. FIRE TRK.SERV	2/18/14	FIRE - SUPPLIES	GENERAL FUND	FIRE OPERATION	293.62
				TOTAL:	293.62
TREASURER STATE OF IOWA	2/07/14	IOWA SALES TAX PMT JAN 201	WATER FUND	WATER OPERATING	2,300.54
	2/07/14	IOWA SALES TAX PMT JAN 201	SEWER FUND	WATER OPERATING	383.54
				TOTAL:	2,684.08
UNIVERSITY OF IOWA: STATE HYGIENIC LAB	2/18/14	WATER - TESTING	WATER FUND	WATER OPERATING	210.00
				TOTAL:	210.00
UPS	2/03/14	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	25.14
	2/03/14	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	25.14
	2/18/14	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	25.14
	2/18/14	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	25.14
				TOTAL:	100.56
US BANK EQUIPMENT FINANCE	2/18/14	LIBRARY - COPIER LEASE	LIBRARY	LIBRARY	76.32
				TOTAL:	76.32
US CELLULAR	2/03/14	POLICE - PHONE SERVICE	GENERAL FUND	POLICE OPERATION	211.01
	2/03/14	VARIOUS DEPTS - PHONE SERV	GENERAL FUND	PARK & RECREATION	66.87
	2/03/14	VARIOUS DEPTS - PHONE SERV	ROAD USE TAX	ROADS & STREETS	80.43
	2/03/14	VARIOUS DEPTS - PHONE SERV	WATER FUND	WATER OPERATING	80.43
	2/03/14	VARIOUS DEPTS - PHONE SERV	SEWER FUND	SEWER OPERATING	80.43
				TOTAL:	519.17
USA BLUE BOOK	2/18/14	STREETS - SUPPLIES	ROAD USE TAX	ROADS & STREETS	85.70
				TOTAL:	85.70

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
VEENSTRA & KIMM INC.	2/18/14	P&R-PRE-LIM ENG BERANEK ST	GENERAL FUND	PARK & RECREATION	49.00
	2/18/14	ENG FOR BERANEK ST ROW	GENERAL FUND	PARK & RECREATION	464.00
	2/18/14	P&Z -ENG FOR CASEY'S TURN	GENERAL FUND	COMMISSION	122.00
	2/18/14	PENG MEADOWS PH 2 PRELIM P	GENERAL FUND	COMMISSION	748.95
	2/18/14	P&Z - ENG FOR CELL TOWER	GENERAL FUND	COMMISSION	260.95
	2/18/14	P&Z- ENG FOR CASEY SITE PL	GENERAL FUND	COMMISSION	244.00
	2/18/14	ENG SAN REHAB AREA 1-GEN S	SEWER FUND	SEWER OPERATING	517.50
				TOTAL:	2,406.40
WALMART COMMUNITY/GEMB	2/18/14	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	37.36
	2/18/14	LIBRARY - SUPPLIES	LIBRARY	LIBRARY	72.84
				TOTAL:	110.20
WATER SOLUTIONS UNLIMITED INC.	2/18/14	WATER - CHEMICALS	WATER FUND	WATER OPERATING	2,321.00
				TOTAL:	2,321.00
WELTER STORAGE EQUIP CO INC	2/18/14	WATER - SHELIVING	WATER FUND	WATER OPERATING	665.00
				TOTAL:	665.00
WEST BRANCH ANIMAL CLINIC	2/18/14	ANIMAL CONTROL - STRAY CAT	GENERAL FUND	ANIMAL CONTROL	350.00
				TOTAL:	350.00
WEST BRANCH TIMES	2/18/14	LEGAL/P&R - PUBLICATIONS	GENERAL FUND	PARK & RECREATION	90.00
	2/18/14	LEGAL/P&R - PUBLICATIONS	GENERAL FUND	LEGAL SERVICES	461.65
				TOTAL:	551.65
WEX BANK	2/18/14	POLICE - FUEL	GENERAL FUND	POLICE OPERATION	569.97
				TOTAL:	569.97
WZEPHYR COPIES & DESIGN	2/18/14	PARK & REC - SURVEYS	GENERAL FUND	PARK & RECREATION	630.00
				TOTAL:	630.00
**PAYROLL EXPENSES	2/01/2014 - 2/28/2014		GENERAL FUND	POLICE OPERATION	5,671.46
			GENERAL FUND	ROADS AND STREETS	2,748.10
			GENERAL FUND	PARK & RECREATION	1,368.80
			GENERAL FUND	CEMETERY	3,014.60
			GENERAL FUND	MAYOR AND COUNCIL	200.00
			GENERAL FUND	CLERK & TREASURER	2,080.74
			GENERAL FUND	LOCAL CABLE ACCESS	421.23
			LIBRARY	LIBRARY	3,852.49
			WATER FUND	WATER OPERATING	3,495.45
			SEWER FUND	SEWER OPERATING	3,048.60
				TOTAL:	25,901.47

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
===== FUND TOTALS =====					
001		GENERAL FUND	64,841.72		
022		CIVIC CENTER	1,245.36		
031		LIBRARY	8,692.39		
110		ROAD USE TAX	11,315.30		
112		TRUST AND AGENCY	1,378.20		
226		GO DEBT SERVICE	8,364.57		
600		WATER FUND	25,379.99		
610		SEWER FUND	8,848.55		

		GRAND TOTAL:	130,066.08		

TOTAL PAGES: 8

**City of West Branch
RECORDS DESTRUCTION FORM**

Page 1 of 2

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the City of West Branch Records Retention manual, whichever is later.

Departmental Destruction		<input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied. <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied. Date approved by City Council: February 18, 2014
Date of Records Destruction: February 25, 2014 Department Name: Administration – City Office		
Destruction Method:		
Shredding _____	Discard _____	
Outside Vendor <u> X </u>	Document Destruction & Recycling Services	
Destruction Certificate:		

Description of Records The contents of each box should be listed separately	Inclusive Dates	Retention Period	Record Type
Utility billing records – stubs and receipts	7-1-2007 to 6-30-2008	5 years	Water utility records
Notice of Property tax allocation from County	7-1-2004 to 6-30-2005	5 years	Financial Records - revenue
US Bank Statements – Cemetery	6-26-2002 to 12-23-2008	5 years	Financial - Investments Revenue
US Bank Statements – City	6-30-2004 to 7-01-2005	5 years	Financial – Investments Revenue
Utility billing records – stubs & receipts	7-1-2007 to 2-18-2009	5 years	Water Utility Records
W-2, W-3 Federal reporting forms	2003 – 2008	5 years	Payroll and Personnel Records
1099 and 1096 Federal reporting forms	2003 – 2008	5 years	Payroll and Personnel Records
Payroll support documents/check stubs	12-1-2004 to 6-15-2007	5 years	Payroll and Personnel Records

INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

1. Fill in the department name and date.
2. Locate a description of your records in the Records Retention Schedule and record.
3. Enter the description of the records in the “Description of Records” column.
4. Fill in the “Inclusive Dates” of the records. Please include month and year.
5. Fill in the “Retention Period” listed for the records in the Records Retention Schedule.
6. Fill in the “Record Type” of the records (for example, P= Paper, E=Electronic, etc.).
7. The completed *original* Records Destruction form must be maintained as a permanent record at the City Office.

**City of West Branch
RECORDS DESTRUCTION FORM**

Page 2 of 2

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the City of West Branch Records Retention manual, whichever is later.

Departmental Destruction		<input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied. <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied. Date approved by City Council: February 18, 2014
Date of Records Destruction: February 25, 2014 Department Name: City Office		
Destruction Method:		
Shredding _____	Discard _____	
Outside Vendor <u> X </u>	Document Destruction & Recycling Services _____	
Destruction Certificate:		

Description of Records The contents of each box should be listed separately	Inclusive Dates	Retention Period	Record Type
Wage payroll garnishments	6-1-97 to 12-31-2006	Thru closure plus 1 year	Payroll and Personnel Records
Direct deposit forms – former employees		Keep while current	Payroll and Personnel Records
Payroll Support Documents – salary history	2006 – 2008	5 years	Payroll and Personnel Records
941 Quarterly, State of Iowa withholding, Unemployment Reports	2005	5 years	Payroll and Personnel Records

INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

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2. Locate a description of your records in the Records Retention Schedule and record.
3. Enter the description of the records in the “Description of Records” column.
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CITY OF WEST BRANCH
COUNCIL ACTION REPORT (page 1 of 2)

MEETING DATE: February 18, 2014 AGENDA ITEM: 7C

DATE PREPARED: February 4, 2014

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE: Central States Tower II, LLC 197' Monopole Tower Site Plan

RECOMMENDATIONS: Approve Resolution 1175, approving Central States Tower II, LLC 197' Monopole Tower Site Plan.

PROJECT DESCRIPTION:

In July of 2008, site acquisition consultant Stu Harrison, Sr. completed a building permit application on behalf of Central States Tower, Inc. for the construction of a cell phone tower at 213 Northridge Drive. The permit was approved but the tower was not constructed at that time due to financial concerns of Central States Tower, Inc.

On March 28, 2013, Mr. Harrison approached the City of West Branch with a request to renew his building permit. Mr. Harrison was informed that his permit was expired and could not be renewed. Mr. Harrison was also informed about the site plan ordinance that had since been adopted by the Planning & Zoning Commission. After this initial exchange of information in March of 2013, Mr. Harrison did not pursue the site plan for the cell tower until December of 2013.

On December 13, 2013, Mr. Harrison stated that Central States Tower/Verizon Wireless had moved their West Branch tower up in priority and requested a pre-application conference per the site plan ordinance. City Administrator Matt Muckler and City Engineer Dave Schechinger conducted a pre-application conference with Mr. Harrison on December 18, 2013. Issues discussed at the meeting included the Code requirements on height limitations, the proposed use of barbed wire on the fence, the allowable height of the fence, the need for a concrete driveway, a five-foot sidewalk, a sound attenuator for the generator and an erosion control plan.

It was determined that Section 165.42 of the Code, Height Limitations, does not apply to the project. Mr. Harrison was informed that only the City Council can allow for the barbed wire per Section 41.07 of the City Code and that they could consider that approval at the February 18, 2014 City Council Meeting. On January 8, 2014, Mr. Harrison provided revised construction plans to the City of West Branch which included the following changes: 1) concrete driveway, 2) a five-foot concrete sidewalk, 3) sound attenuator for the generator, and 4) an erosion control plan. The chain-link fence remained at seven feet with one foot of barbed wire fence above that.

The Planning & Zoning Commission approved the site plan at their January 28, 2014 Meeting with the following stipulations: 1) the City be listed as an additional insured on the liability policy for the cell tower, and 2) safety features are completed, including a knox box, the removal of the lower rungs of the tower ladder and the provision of the maintenance and inspection program to the City.

CITY OF WEST BRANCH
COUNCIL ACTION REPORT (page 2 of 2)

ATTACHMENTS:

Resolution 1175 (1 page)

Central States Tower II, LLC 197' Monopole Tower Site Plan (1 page)

Planning and Zoning Commission Meeting Minutes, January 28, 2014 Meeting (2 pages)

Determination of No Hazard to Air Navigation (4 pages)

Maintenance Services Agreement between Central States Tower II LLC and SiteMaster, Inc.
(9 pages)

Certificate of Liability Insurance (1 page)

Verizon Wireless West Branch DT West Branch, IA Construction Drawings (28 Pages)

Attached Separately:

CST Verizon Information Binder

Geotechnical Report Prepared for Central States Tower II, LLC (37 pages)

RESOLUTION NO. 1175

RESOLUTION APPROVING CENTRAL STATES TOWER II, LLC 197' MONOPOLE TOWER SITE PLAN.

WHEREAS, Central States Tower II, LLC has heretofore submitted a proposed Site Plan to construct a 197' Monopole Tower (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 the City be listed as an additional insured on the insurance policy and safety features are 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.

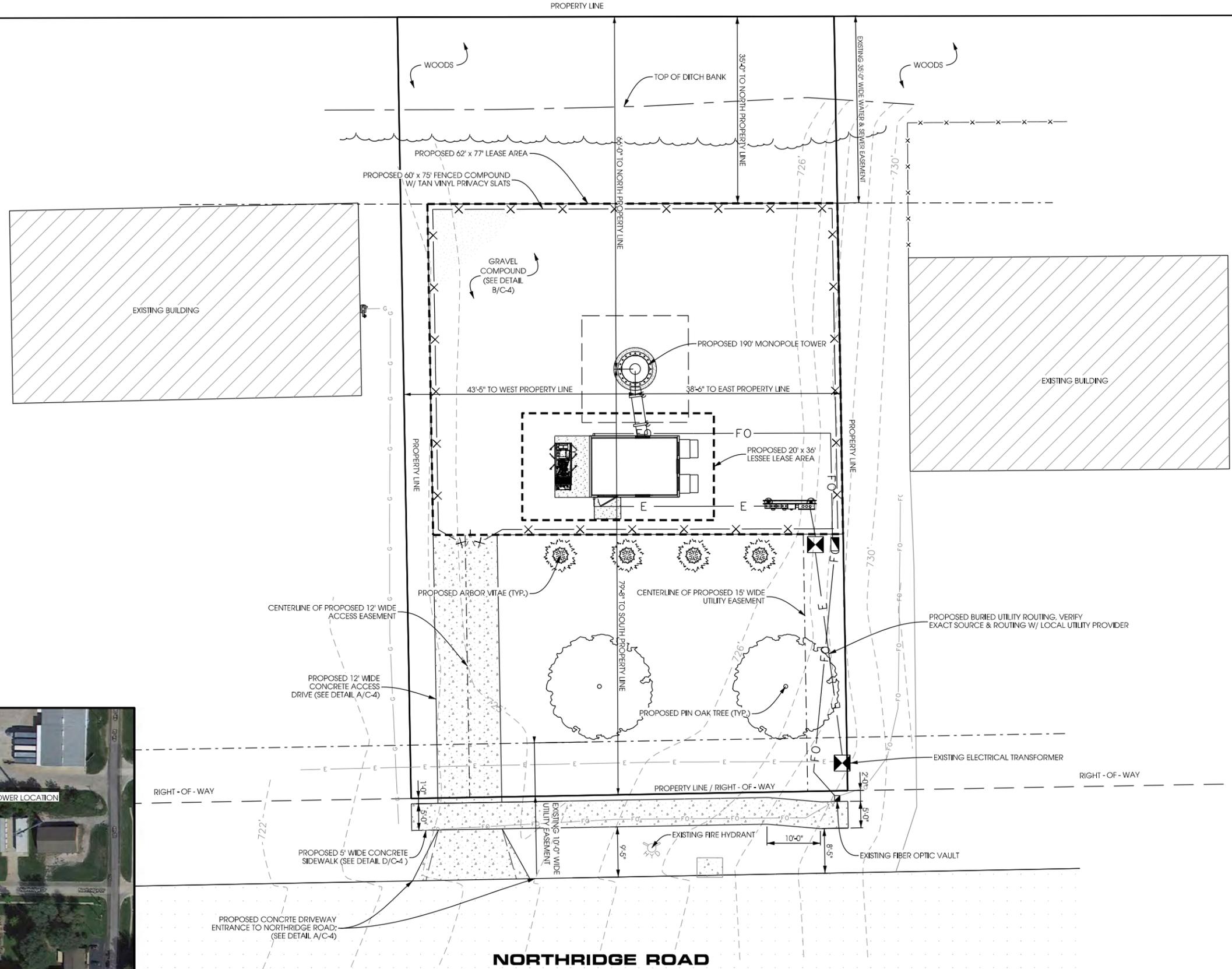
* * * * *

Passed and approved this 18th day of February, 2014.

Mark Worrell, Mayor

ATTEST:

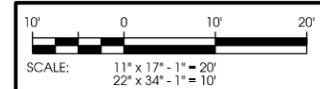
Matt Muckler, City Administrator/Clerk



PROPOSED SITE AERIAL PHOTO

A
C-1

NORTHRIDGE ROAD



**SITE PLAN
WEST BRANCH DT
WEST BRANCH, IOWA**

SHEET TITLE:

PRELIMINARY CDS
PRELIMINARY CDS - 04/03/13
CITY REQUIREMENTS - 01/07/14

STAMPED FINALS:
FINAL CDS - 01/31/14
UTILITY RACK - 02/10/14

DRAWN BY:
CJL/TAS
CHECKED BY:
PCM
PLOT DATE:
2/10/2014
PROJECT #:
8593
FILE NAME:
C-1.dgn

SHEET NUMBER:
C-1

(These minutes are not approved until the next Commission meeting.)

City of West Branch Planning & Zoning Commission Meeting
January 28, 2014
West Branch City Council Chambers, 110 North Poplar Street

Chair Roger Laughlin opened the meeting of the West Branch Planning and Zoning Commission at 6:30 p.m. by welcoming the audience and the following City Staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Zoning Administrator Paul Stagg, Mayor Mark Worrell, and Councilperson Mary Beth Stevenson. Commission members Roger Laughlin (Chair), Helen Dauber, John Fuller, Trent Hansen, and Molly Menard were present. Commission member Gary Slach was absent.

Motion by Hansen to approve the minutes from the December 3, 2013 Commission meeting, second by Fuller. AYES: Hansen, Fuller, Laughlin, Dauber, Menard. NAYS: None. ABSENT: Slach. Motion carried.

Central States Tower II, LLC Tower Site Plan-Stu Harrison, representative from Central States Tower, spoke to the Commission regarding the construction of a 197 foot Verizon Wireless cellular tower at 207 Northridge Drive. Harrison shared that construction of the tower will improve Verizon cellular service in and around the City. The structure is planned to be secured by a chain-link fence as well as barbed wire around the tower. Harrison added that during severe weather events, service poles such as these are engineered to bend instead of break.

Chair Laughlin asked if the structure would sit on footings or cement slab. Harrison responded that the structure would sit on a slab that would be constructed slightly larger than building itself. Commission Member Menard asked how the tower would impact home values in the area. Harrison remarked that he was not aware of any effects to adjacent property values. Commission Member Hansen asked what the estimated tax value of the tower could be and Harrison responded that it would be approximately \$125,000.00. Eric Gould, representative from Veenstra & Kimm, indicated that his firm has reviewed the Tower Site Plan and believes Central States Tower has addressed all of the issues raised by V & K.

Mayor Worrell asked who bears the liability if the tower falls. Harrison indicated that Central States Tower and Verizon would cover any losses. Mayor Worrell asked that the City be added as additional insured to the Tower's insurance policy. Harrison also indicated that tower rungs would be removed at twenty feet and below. Commission member Fuller asked if there would be a maintenance and inspection plan. Harrison responded that Central States Tower has its own plan and could provide that to City. Commission member Hansen asked if a Knox box would be installed for fire protection. Harrison responded to the Commission that Central States Tower would be willing to provide any safety features requested by the City of West Branch.

Motion by Fuller to approve the Central States Tower II, LLC Site Plan to include adding the City of West Branch as an additional insured on the Tower insurance policy and the removal of tower

rungs at twenty feet and below, second by Dauber. AYES: Fuller, Dauber, Hansen, Laughlin, Menard. NAYS: None. ABSENT: Slach. Motion carried.

Casey's Site Plan-City Administrator Muckler indicated that the City has received the Site Plan for Casey's and it is available for viewing at City Office.

Updated Zoning Map-Commission member Hansen asked that uniformity be established for designated areas. Chair Laughlin indicated he would like to see the area where Croell Redi-Mix is located to be changed and rezoned for residential development. City Administrator Muckler responded that he has had discussions with property owners in the industrial park which could provide options for Croell Redi-Mix should they choose to relocate their facility.

Meadows Subdivision, Part II - Chris Kofoed and Brad Larson, representatives of KLM Investments, L.L.C., spoke to the Commission regarding the desire to begin developing Meadows Phase II. KLM recognized that there has been discussion of trail placement. City Administrator Muckler added that City Engineer Dave Schechinger and City Attorney Kevin Olson have been involved in the review of the preliminary plat. Chair Laughlin asked if a series of ponds would be conducive to the development. Larson responded that a retention pond could be located on the North side of West Orange Street. Larson acknowledged that a traffic study would be needed. City Administrator Muckler added that traffic study representatives would be meeting January 29, 2014 to determine multiple needs within the City, and that City Engineer Schechinger comprised list of needs based on feedback from the City and other interested parties. Commission member Fuller asked if trail extension could be incorporated in the study. City Administrator Muckler shared that considerable changes have been made to incorporate grading and flood plain certification from the initial design of Meadows Phase II. Larson added that they would be seeking a variance for the street grade that exceeds five percent in the area to be developed. City Administrator Muckler concluded the discussion with the idea that KLM would turn over a portion of the property to the City for park development.

Motion by Fuller to adjourn the meeting, second by Hansen. Motion carried on a voice vote. Planning and Zoning Commission meeting adjourned at 7:39 pm.



Mail Processing Center
 Federal Aviation Administration
 Southwest Regional Office
 Obstruction Evaluation Group
 2601 Meacham Boulevard
 Fort Worth, TX 76137

Aeronautical Study No.
 2013-ACE-602-OE

Issued Date: 03/26/2013

Brian Meier
 Central States Tower II, LLC
 323 South Hale St, Suite 100
 Wheaton, IL 60187

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Antenna Tower - West Branch DT 13-O-0153.CST.027
 Location: West Branch, IA
 Latitude: 41-40-38.95N NAD 83
 Longitude: 91-20-35.24W
 Heights: 726 feet site elevation (SE)
 199 feet above ground level (AGL)
 925 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part I)
- Within 5 days after the construction reaches its greatest height (7460-2, Part II)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed and maintained in accordance with FAA Advisory circular 70/7460-1 K Change 2.

This determination expires on 09/26/2014 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates , heights, frequency(ies) and power . Any changes in coordinates , heights, and frequencies or use of greater power will void this determination. Any future construction or alteration , including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

Any failure or malfunction that lasts more than thirty (30) minutes and affects a top light or flashing obstruction light, regardless of its position, should be reported immediately to (877) 487-6867 so a Notice to Airmen (NOTAM) can be issued. As soon as the normal operation is restored, notify the same number.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

If we can be of further assistance, please contact our office at (310) 725-6558. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2013-ACE-602-OE.

Signature Control No: 185428591-186118714

(DNE)

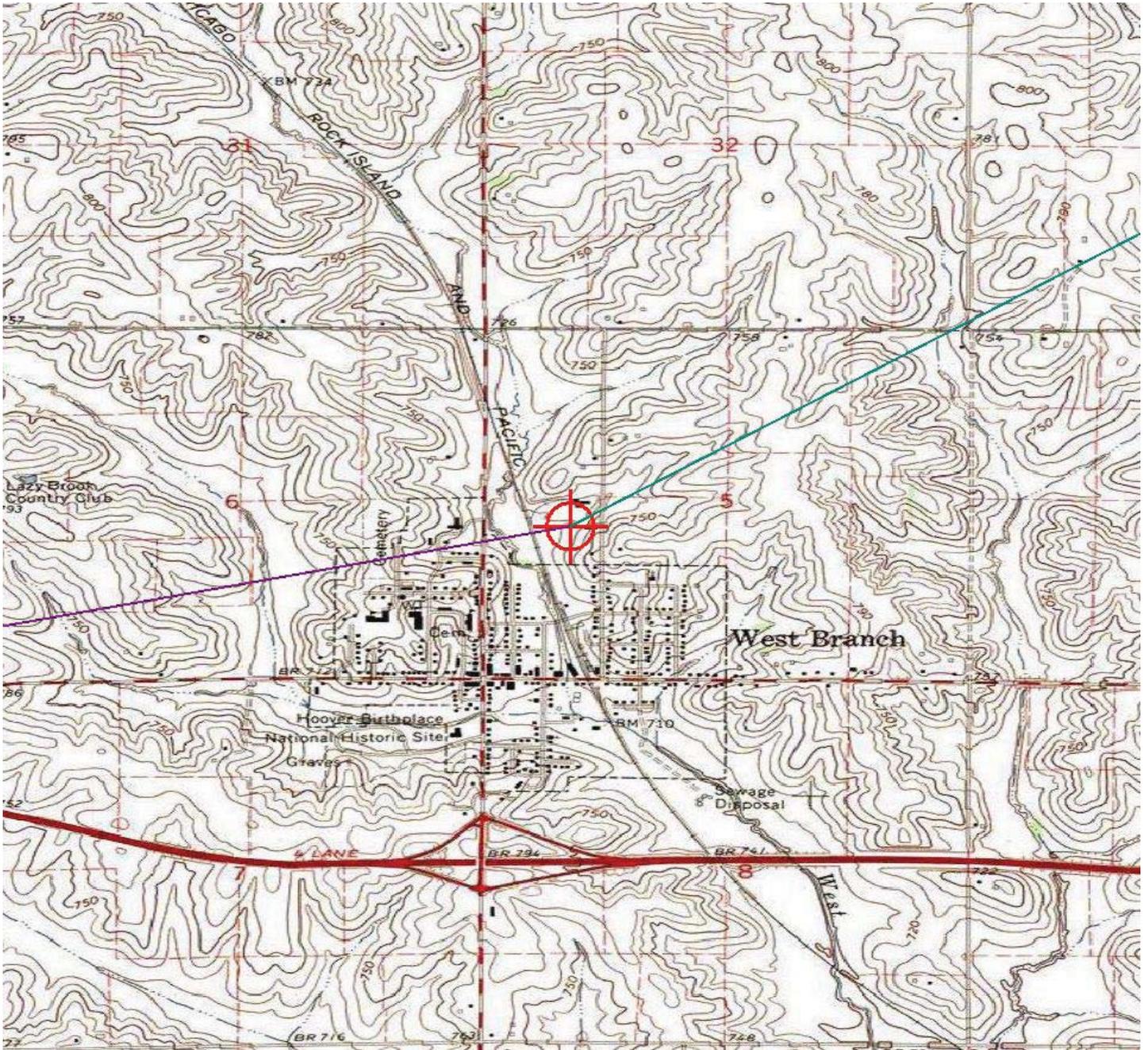
LaDonna James
Technician

Attachment(s)
Frequency Data
Map(s)

cc: FCC

Frequency Data for ASN 2013-ACE-602-OE

LOW FREQUENCY	HIGH FREQUENCY	FREQUENCY UNIT	ERP	ERP UNIT
698	806	MHz	1000	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1850	1910	MHz	1640	W
1930	1990	MHz	1640	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W



**MAINTENANCE SERVICES
AGREEMENT**

between

Central States Tower II, LLC

and

SiteMaster, Inc.

MAINTENANCE SERVICES AGREEMENT

THIS MAINTENANCE SERVICES AGREEMENT is made on the effective date as described in Section XIV between Central States Tower II, LLC a Delaware limited liability company ("Central States") and SiteMaster, Inc., an Oklahoma Corporation (SiteMaster).

Central States desires to engage SiteMaster to perform **Tower Inspection Services and Site Maintenance Services** as described in **Exhibit A, Scope of Work**. Any work not described in **Exhibit A** shall be considered out of scope work and subject to the conditions described in **Section III** below.

I. DEFINITIONS

As used in this Agreement, the following terms have the respective meanings ascribed to them below:

"Agreement" means this Tower Services Agreement, together with all attachments, drawings, exhibits, schedules, specifications, instructions and other documents issued by Central States.

"Change" means any services outside the scope of "Work" as defined in **Section III** of this Agreement.

"Change Order" means a written directive issued by Central States pursuant to which SiteMaster shall perform out of scope work under the provisions of **Section III** of this Agreement.

"Construction Site Walk" is defined as a single trip to a site to make the site available for general contractors ("GCs") to evaluate the site in support of a carrier's collocation RFP or other site work requested by Central States.

"Demand Maintenance" references services requested by Central States and provided by the SiteMaster that are not included in **Exhibit A** and generally described in **Section III** of this Agreement.

"Due Diligence Inspection" means those inspections performed by SiteMaster to support the assessment of a site for potential Central States acquisition.

"Lower Tier Contractors" means anyone performing work pursuant to this Agreement who is not an employee of SiteMaster.

"Purchase Order" means a written instrument issued by Central States that authorizes SiteMaster to proceed with Work under the provisions of **Section III** of this Agreement.

"Site" means each of the towers identified in **Exhibit B** or as modified by Central States.

"Periodic Site Visit Fee" shall be as defined in **Exhibit A**.

"In Scope Work" references the services to be provided by the SiteMaster in **Exhibit A**.

II. IN SCOPE WORK

Scheduled Comprehensive Site Management, Maintenance, and Related Services Scope of Work. SiteMaster shall perform the scheduled site management, maintenance and related services work in accordance with the requirements set forth in **Exhibit A** for each Site.

III. OUT OF SCOPE WORK

General. At the option of Central States, certain out of scope - site maintenance and repair work may be controlled, managed, and authorized through SiteSmart. SiteMaster, through SiteSmart, will provide Central States with up to three quotes to select from. Construction services will be controlled and managed through the quote and award process except for those inspection, construction related, and lighting services identified in Exhibit A where pricing has already been approved by Central States. SiteMaster shall be authorized to perform Out of Scope Work as follows:

a) **Scheduled Out Of Scope Work-** Central States will provide SiteMaster with a purchase order to support all scheduled Out Of Scope Work prior to the commencement of work. In lieu of a purchase order, and at Central States discretion, scheduled Out of Scope may be authorized via SiteSmart approval or email notification from an authorized Central States representative.

b) **Unscheduled Out of Scope Work-** SiteMaster shall be authorized to perform unscheduled Out of Scope Work (including Demand Maintenance) which results from a scheduled site visit upon receipt of verbal authorization from an authorized agent of Central States (with e-mail to follow). In the event an authorized agent of Central States is not readily available for consultation, SiteMaster may perform unscheduled Out of Scope Work (i) for any cost-effective repair work that may be completed at the time of the scheduled site visit rather than a separate visit and provided that the total cost of the unscheduled Out Of Scope Work for the Site is less than Two Hundred Dollars (\$200.00), and (ii) In case of an emergency that requires immediate repairs or alterations in which event SiteMaster shall use its own discretion regarding the making of such repairs or alterations. In the event SiteMaster performs unscheduled Out Of Scope Work pursuant to subsections (i) or (ii) of the preceding sentence, SiteMaster shall give Central States notice via email notification thereof as soon as reasonably practical but in no event later than twenty four (24) hours after the work is performed.

IV. PAYMENT TERMS

Central States shall make payment to SiteMaster based upon the following:

1. In Scope Work

~~For the Work described in Exhibit A, Central States shall pay SiteMaster in accordance with the fee schedule set forth in Exhibit A ("Fee Schedule").~~ SiteMaster will invoice monthly for Work performed that month. Central States shall make payment to SiteMaster within forty-five (45) days of its receipt of a properly prepared invoice, and receipt of associated inspection reports. If Central States objects to any portion of the invoice, it shall notify SiteMaster of such objection no later than ten (10) business days after invoice receipt. The undisputed portion of any invoice not paid by Central States within forty-five (45) days shall accrue interest until paid at the rate one percent (1%) per month.

2. Out of Scope Work

For Work performed pursuant to a Purchase Order or a Change Order, SiteMaster will invoice Central States when completed. Central States shall make payment to SiteMaster within forty-five (45) days of its receipt of a properly prepared invoice. If Central States objects to any portion of the invoice, it shall notify SiteMaster of such objection no later than ten (10) business days after invoice receipt. The undisputed portion of any invoice not paid by Central States within forty-five (45) days shall accrue interest until paid at the rate one percent (1%) per month.

V. WARRANTY

A. SiteMaster warrants to Central States that SiteMaster is technically, financially and legally ready, willing and able to perform the Work and is familiar with and knowledgeable about applicable governmental requirements, industry standards and the operation of wireless telecommunications facilities to the extent necessary to carry out its duties in a professional, complete and competent manner.

B. SiteMaster further warrants to Central States that SiteMaster and its Lower Tier contractors have the requisite competence, skill and physical resources to perform the Work and that it has and shall maintain the capability, experience, registrations, licenses, permits and governmental approvals required in order to perform the Work.

C. SiteMaster is a duly organized and validly existing corporation, that the performance of the work required by this Agreement does not violate its organization documents and that the execution and delivery of this Agreement and other contract documents related to its performance has and shall have been duly authorized. SiteMaster is properly licensed, where required by law, and authorized to do business in the State where the applicable site is located and shall furnish all labor and materials required to complete its obligations consistent with this Agreement.

D. SiteMaster shall perform its services in accordance with recognized industry standards, using skill and judgment in the performance of its obligations. All work shall be performed diligently and expeditiously, so as to preserve Central States reputation, good will and business interests.

E. SiteMaster shall comply with all applicable local, state and federal laws, ordinances, rules and regulations necessary to the provision of services hereunder.

F. All warranties (express or implied) given to Central States under this Agreement shall also be deemed given to any landlord, licensor or other party owning, managing, or permitting Central States occupancy or use of the communication facility.

VI. EXCUSABLE DELAYS

Neither party shall be held responsible for any delay or failure in performance of any part of this Agreement to the extent such failure is caused by fire, flood, explosion, war, strike, embargo, government requirement (except a government requirement which SiteMaster knows or should have known in the exercise of reasonable diligence), civil or military authority, terrorism, act of God, adverse weather conditions which prohibit SiteMaster from safely performing the Work hereunder, power blackout, earthquake, volcanic action or public enemy without the fault or negligence of the delayed or non-performing party ("Force Majeure Event"). The party who has been affected by a Force Majeure Event shall promptly give notice to the other party of the nature of any such conditions and the extent of the anticipated delay resulting from such conditions, at which time performance of this Agreement to the extent affected by the Force Majeure Event shall immediately be suspended without penalty to such affected party. The party who has been affected shall take all reasonable actions to resume performance hereunder as soon as such Force Majeure Event is removed or ceases.

VII. SAFETY

A. SiteMaster shall be solely responsible for the conduct, safety and health of its employees and agents and those of its Lower Tier contractors in connection with the Work. Without limiting the foregoing, SiteMaster shall comply with all federal, state and local laws.

B. At all times SiteMaster shall enforce strict discipline and good order among its employees and Lower Tier contractors, and shall not employ on the Work or Work site any unfit person or anyone not skilled in the task assigned. No dogs, fires, alcohol, firearms or controlled substances are permitted on any Work site at any time.

VIII. INSURANCE

A. SiteMaster shall, at its sole cost, purchase and maintain in full force during the Term of this Agreement the following insurance coverage, with limits of liability not less than those set forth below:

(a) General Liability (Comprehensive Form)

1.	Bodily Injury, each occurrence	\$1,000,000
2.	Property Damage	\$1,000,000
	Each Occurrence	\$1,000,000
	Annual Aggregate	\$2,000,000

	Or	
3.	Bodily Injury and Property Damage Combined: Each Occurrence Annual Aggregate	\$1,000,000 \$2,000,000
 (b) Automobile Liability (Comprehensive Form)		
1.	Bodily Injury, Each person Each occurrence	\$1,000,000 \$1,000,000
	And	
2.	Property Damage Each occurrence	\$1,000,000
	Or	
3.	Bodily Injury and property Damage Combined: Each Occurrence Annual Aggregate	\$1,000,000 \$1,000,000
(c)	Umbrella Policy	\$2,000,000
(d)	Worker's Compensation (including Longshoremen and Harbor Workers Act and the Jones Act coverage's if applicable)	Statutory

B. Certificates of insurance acceptable to Central States shall be filed with Central States prior to commencement of SiteMaster's work. The certificates and the insurance policies required herein shall not expire for at least one (1) year from the date of issuance and shall contain a provision that coverage's afforded under the policies will not be canceled or allowed to expire unless Central States has received at least thirty (30) days prior written notice. Except for workers' compensation, the certificate of insurance and the insurance policies required hereunder shall name Central States and its successors and assigns and, to the extent requested by Central States, the owner of the property at which SiteMaster is working, as an additional insured, with respect to all sites and all work performed on behalf of Central States. SiteMaster also agrees to furnish satisfactory evidence of insurance required. The insuring company must be reputable, admitted to do business in the State where the SiteMaster is performing work for Central States and have a rating by A.M. Best of at least A. VIII.

IX. GOVERNING LAW, PERMITS AND TAXES

This Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of Oklahoma without regard to the conflict of law principles.

- A. SiteMaster shall secure all licenses, permits and inspections, pay all related charges and fees and give all notices necessary for the due and lawful prosecution of Work.
- B. Unless otherwise agreed in writing, SiteMaster shall pay all applicable taxes including but not limited to sales, use, added value, and other taxes which arise out of or are related to the Work, and any income, franchise, or business privilege tax levied on SiteMaster for conducting its operations hereunder.
- C. SiteMaster and its Lower Tier contractors shall pay all taxes measured by wages, salaries or other remuneration of their employees required by the Federal Insurance Contributory Act as amended, any other applicable Federal laws, or the applicable laws of the state and/or locality in which the Work is performed. SiteMaster hereby agrees to indemnify and hold Central States harmless from any liability on account of any and all such taxes, liens, duties, assessments, deductions and benefits, in addition to any penalty, interest or other charge that may be levied as a result of SiteMaster's or any

Lower Tier SiteMaster's late payment, insufficient payment or failure to pay any such taxes.

X. NOTICES

Any notice delivered under this Agreement shall be in writing and shall be delivered by certified mail or recognized overnight courier service addressed to the parties at the addresses set forth on the signature page of this Agreement or to such other address as a party may subsequently designate in a written notice delivered pursuant to this provision.

XI. RELATIONSHIP OF PARTIES

- A. SiteMaster's relationship with Central States pursuant to this Agreement is that of independent contractor. Neither this Agreement nor any Work performed pursuant to this Agreement shall be deemed to create an employment, joint venture or partnership relationship between SiteMaster and Central States. SiteMaster cannot be and is not eligible for any benefits provided by Central States to its employees. Further, this Agreement does not give SiteMaster any license or rights in Central States name or marks (services, trademarks or otherwise) or in the sites or opportunities which are the subject of this Agreement.
- B. SiteMaster and Central States mutually agree not to solicit individuals actively employed by the other party's respective organization for a period of one (1) year following termination of this Agreement.

XII. AMENDMENTS; NO WAIVER

- A. No amendment, waiver or discharge of any provision of this Agreement will be effective unless made in a writing that specifically identifies this Agreement and the provision intended to be amended, waived or discharged and is signed by Central States and SiteMaster. Each such amendment, waiver or discharge will be effective only in the specific instance and for the purpose for which it is given.
- B. The failure of Central States to insist in any one or more instances upon strict performance of any of SiteMaster's obligations under this Agreement shall not be construed as a waiver of the future performance of any obligation.

XIII. SEVERABILITY

If any provision of this Agreement is held to be invalid, illegal or unenforceable in any jurisdiction, for any reason, then, to the fullest extent permitted by law, all other provisions hereof will remain in full force and effect in such jurisdiction and will be liberally construed in order to carry out the intent of the parties hereto as nearly as may be possible, and such invalidity, illegality or unenforceability will not affect the validity, legality or enforceability of any other provision hereof. Any court or arbitrator having jurisdiction over this Agreement shall have the power to reform such provision to the extent necessary for such provision to be enforceable under applicable law.

XIV. TERM OF AGREEMENT

This Agreement shall become effective as of ~~January 1, 2014~~ February 1, 2014 and shall remain in force and effect for two (2) years ~~unless extended~~ and will automatically extend on a year-to-year basis thereafter ~~upon mutual written agreement of the parties and~~ unless terminated in accordance with the terms of this Agreement.

XV. INDEMNITY

SiteMaster shall indemnify, defend (with counsel reasonably acceptable to Central States) and hold harmless (i) Central States and Central States subsidiaries, affiliates, representatives, directors, officers and employees, (ii) the owner of the property on which SiteMaster is working, and (iii) the customers and

tenants of Central States, from and against any and all suits, claims, actions, damages, losses, costs, fines, penalties, expenses and fees, including but not limited to reasonable legal fees and collection costs to the extent arising out of, related to, in connection with or resulting from SiteMaster's negligence, performance, breach or failure to perform under the Agreement, and whether done directly, or by or through SiteMaster's subcontractors or anyone directly or indirectly employed by SiteMaster or by SiteMaster's subcontractors or anyone for whose acts any of them may be responsible or liable. This indemnity shall be effective regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder (but the indemnity shall not cover liability to the extent resulting from negligence or willful misconduct of the indemnified party). This indemnification shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for SiteMaster under workers' compensation acts, disability acts, or other employee benefit acts.

XVI. ASSIGNMENT OF THIS AGREEMENT

Neither party shall delegate, transfer, assign, or subcontract in whole or in part, any of its rights or obligations hereunder with respect to this Agreement without the prior written consent of the other Party. Any attempted delegation, transfer, assignment or subcontracting by one Party without the other Party's consent shall be void. Notwithstanding the foregoing, Central States shall have the right to assign or transfer this Agreement to a parent, subsidiary or affiliate of Central States without the prior written consent of SiteMaster.

XVII. TERMINATION RIGHTS AND REMEDIES

If SiteMaster (a) defaults or neglects to carry out the Work in accordance with a Purchase Order or Exhibit A, (b) fails to abide by or perform any of the terms and conditions of the Agreement, (c) fails to make payment when due to Lower Tier contractors or suppliers, or (d) files for bankruptcy protection, whether voluntarily or involuntarily, or makes an assignment for the benefit of creditors, or can no longer pay its debts as they become due, and fails within thirty (30) days after receipt of written notice from Central States to correct such default, Central States may, without prejudice to any other remedy Central States may have, take any or all of the following actions; provided, however, that it is the intention of both parties to, whenever possible, fairly resolve all disputes through clear and early communications prior to any of the following actions:

- A. Withhold payment of any disputed amount or any amount that would affect Central States rights with respect to (a), (b), (c) or (d) above;
- B. Remedy such defaults, including payment of any claims liens, or stop notices, or other sums required to be paid by SiteMaster, and deduct the cost thereof from any applicable invoice due to SiteMaster by Central States and/or
- C. Terminate this Agreement, or the PO, and take possession of the Work site(s) and all materials, at the site and complete the Work in whatever way it deems expedient. If the unpaid balance owed to SiteMaster by Central States exceeds the expense of finishing SiteMaster's Work, such excess (less Central States reasonable internal costs or expenses for coordinating the completion of the Work) shall be paid to SiteMaster, but if such expense exceeds such unpaid balance, SiteMaster shall pay the difference to Central States or, in Central States sole discretion, Central States may deduct the cost thereof from any payment due by Central States to SiteMaster.

Notwithstanding the forgoing, either party may at its sole discretion terminate the Agreement, in its entirety or with respect to any of the towers or sites maintained by SiteMaster, upon sixty (60) days written notice to the other party.

At least ten (10) days prior to the expiration or termination or immediately thereafter if delivery prior to termination is not practicable, SiteMaster shall return to Central States all data, including all written or electronic materials, and other information obtained or generated in connection with or as a result of the performance of the services pursuant to this Agreement. Central States and SiteMaster will agree upon a format for the delivery of Central States data stored by SiteMaster in its SiteSmart database or its equivalent, which will be CSV text, tab-delimited text, Excel spreadsheets, or other mutually agreed-upon format, at least

thirty (30) days prior to the expiration or termination, or immediately thereafter if agreement thirty (30) days prior to termination is not practicable due to the nature of the termination.

XVIII. WAIVER OF MECHANICS LIENS; BONDING

SiteMaster shall keep each Site free of all liens and claims arising out of or related to the performance of all work in connection with this Agreement and all liens and claims of any contractor, subcontractor, laborer, mechanic or materialman for labor performed or material furnished in connection with the performance of this Agreement. In the event any such lien is recorded against a Site, SiteMaster shall, within twenty (20) days after its receipt of notice that such a lien has been recorded, either (a) have such lien released of record, or (b) obtain and deliver to Central States a bond, in form, content and amount, and issued by a surety, reasonably satisfactory to Central States, indemnifying Central States against all costs and liabilities resulting from such lien.

XIX. CONFIDENTIAL INFORMATION

A. In connection with this Agreement, SiteMaster shall receive information pertaining to the acquisition, installation or operation of Central States wireless business including but not limited to: information, books, records, data, disks, files, tapes, documents, drawings, reports, devices, technology, processes, specifications, products, services, plans, finances, proposals, practices, suppliers, business and marketing plans, research and development, budgets, studies and projections, non-public financial information and the like and all information Company or its Affiliate designate as "confidential" whether such information is in oral, written, graphic or electronic form (collectively, "Proprietary Information").

B. SiteMaster shall hold all such Proprietary Information in confidence, shall use such information only for the purpose and in accordance with this Agreement. and shall not disclose such information to any third party, except as may be required by law or pursuant to a court order, without the prior written approval of Central States.

C. The restrictions of this Section shall not apply to any information: (i) lawfully received from another source free of restriction and without breach of this Agreement, (ii) that becomes generally available to the public without breach of this Agreement, (iii) known to the receiving party at the time of disclosure, or (iv) independently developed by the receiving party without resort to the Proprietary Information.

D. In the event of a breach of this provision, Central States may seek injunctive relief from a court of competent jurisdiction without any requirement of bond, in addition to any other remedies at law or in equity.

E. The parties agree that this provision shall survive the termination or expiration of this Agreement.

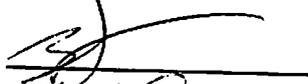
XX. ENTIRE AGREEMENT

This Agreement, including the Exhibits attached hereto, and any and all Purchase Orders and Change Orders issued hereunder, constitutes the entire agreement between the parties with respect to the subject matter as of the Effective Date.

Signature Block Continued on Next Page

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written, intending to be legally bound hereby

Central States Tower II, LLC

By: 
Name: Yuri Dobrowolsky
Title: DIRECTOR OF CONSTRUCTION

Address:
Central States Tower II, LLC
323 South Hale Street
Suite 100
Wheaton, IL 60187

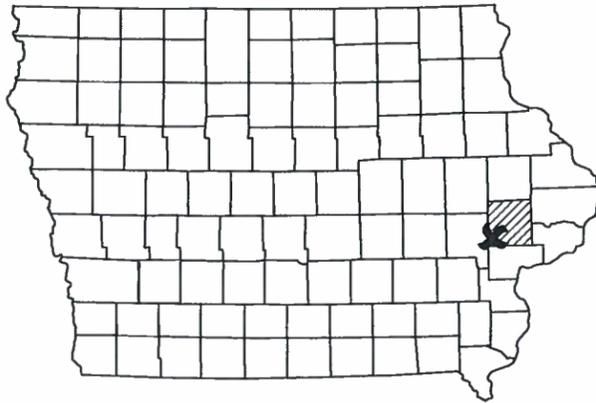
Attention: Yuri Dobrowolsky
Phone: 847.226.5532

SiteMaster, Inc.

By: 
Name: Michael A. Becker
Title: Compliance Director

Address:
SiteMaster, Inc.
6914 S. Yorktown Avenue
Suite 210
Tulsa, OK 74136

Attention: Jim Hopkins
Fax: 918.392.8961



PROJECT DESCRIPTION:

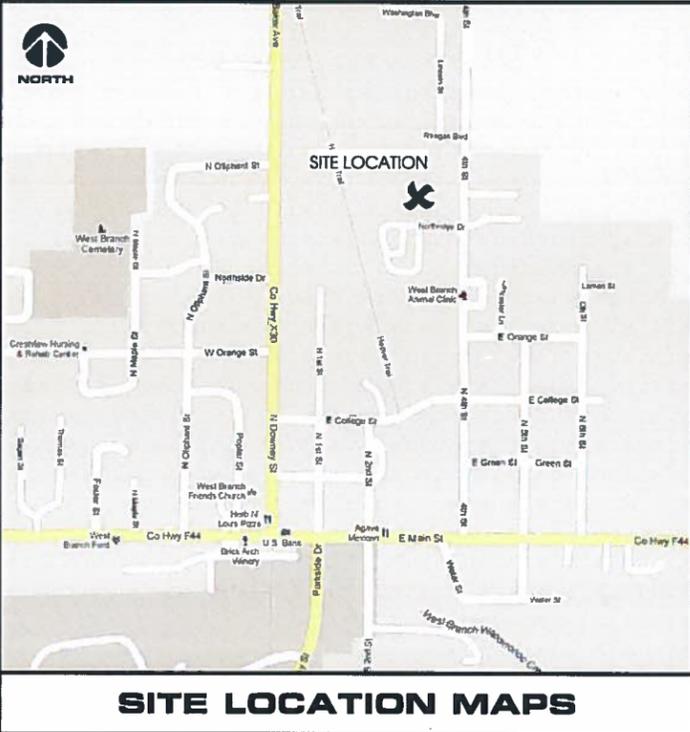
PROJECT TYPE: 190' MONOPOLE TOWER
 ANTENNA C/L: 170' ABOVE T.O.C.
 ANTENNAS: 6 PRO. AWS/LTE ANTENNAS (VERIFY WITH ECR)
 COAX LINES: 6 PRO. 1-5/8" LINES (VERIFY WITH ECR)
 1 PRO. HYBRID CABLE (VERIFY WITH ECR)
 AWS EQUIPMENT: 1 PRO. SURGE PROTECTOR (VERIFY WITH ECR)
 3 PRO. REMOTE RADIO UNITS (VERIFY WITH ECR)
 3 PRO. TMAs (VERIFY WITH ECR)
 EQUIPMENT: 11'-6" x 16'-10-1/2" EQUIPMENT SHELTER
 GENERATOR: OUTSIDE SHELTER



**VERIZON WIRELESS
 WEST BRANCH DT
 WEST BRANCH, IOWA
 CONSTRUCTION DRAWINGS
 190' MONOPOLE TOWER
 FEBRUARY 2014**

Edge Consulting Engineers, Inc.
 624 Water Street
 Prairie du Sac, WI 53578
 608.644.1449 voice
 608.644.1549 fax
 www.edgeconsult.com

**TITLE SHEET
 WEST BRANCH DT
 WEST BRANCH, IOWA**



SITE LOCATION MAPS



DRIVING DIRECTIONS

SHEET INDEX:

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G-4	GROUNDING DETAILS
SP-1	SPECIFICATIONS
SP-2	SPECIFICATIONS
SP-3	SPECIFICATIONS

* PREPARED BY OTHERS

PROJECT DIRECTORY:

CLIENT:
 VERIZON WIRELESS
 1515 E. WOODFIELD ROAD
 10TH FLOOR
 SCHAUMBURG, IL 60173
 CONTACT: KEBREAB HENRY
 PHONE: 847.706.1789

ENGINEERING COMPANY:
 EDGE CONSULTING ENGINEERS, INC.
 624 WATER STREET
 PRAIRIE DU SAC, WI 53578
 CONTACT: PAUL MOLITOR
 PHONE: 608.644.1449

SITE ACQUISITION:
 HARRISON REALTY CONSULTANTS, LTD.
 42 W. SPRUCE ST.
 CANON, IL 61520
 CONTACT: STU HARRISON
 PHONE: 309.338.4449

SURVEYOR:
 QUANTUM SPATIAL
 4020 TECHNOLOGY PARKWAY
 SHEBOYGAN, WI 53082-0449
 CONTACT: BRAD BUECHEL
 PHONE: 920.457.3631

PROJECT INFO:

SITE LOCATION:
 207 NORTHRIDGE DRIVE
 WEST BRANCH, IA 52358

PROPERTY OWNER:
 MICHAEL & SHEILA DALTON
 50 GREENVIEW DRIVE
 WEST BRANCH, IA 52358

TOWER OWNER:
 CENTRAL STATES TOWER II, LLC
 323 S. HALE STREET, SUITE 100
 WHEATON, IL 60187
 CONTACT: YURI DOBROWOLSKY
 PHONE: 630.221.8500, EXT. 104
 CST SITE #: IA-00-5315
 WEBSITE: www.centralstatetower.com

2C INFORMATION (NAD 1983/91)
 -TOWER BASE (PER 1A CERTIFICATION)
 LAT: 41°-40'-38.95"
 LONG: 91°-20'-35.24"
 GROUND ELEVATION (NAVD 1988): 725.90

PLSS INFORMATION:
 PART OF NW1/4 OF THE SW1/4,
 SECTION 5, T.79N, R.4W,
 CITY OF WEST BRANCH,
 CEDAR COUNTY
 IOWA

UTILITY INFORMATION

ELECTRIC: ALLIANT ENERGY
 PROVIDER: 1.800.255.4268
 TELEPHONE: LIBERTY COMMUNICATION
 PROVIDER: 319.627.2145
 FIBER OPTIC: WINDSTREAM
 CONTACT: 866.445.5882

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN IOWA, CALL DIGGER'S HOTLINE TOLL FREE 1-800-292-8989 OR 1-319-322-2400 IOWA STATUTE 480.4 * 1993 * REQUIRES MIN. OF 2 WORK DAYS NOTICE BEFORE YOU EXCAVATE.

ENGINEER SEAL:



I HEREBY CERTIFY THAT THIS PLAN SET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION OTHER THAN THE EXCEPTIONS NOTED IN THE SHEET INDEX, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

Signature: *[Signature]*
 Date: 2/10/14

SHEET TITLE:

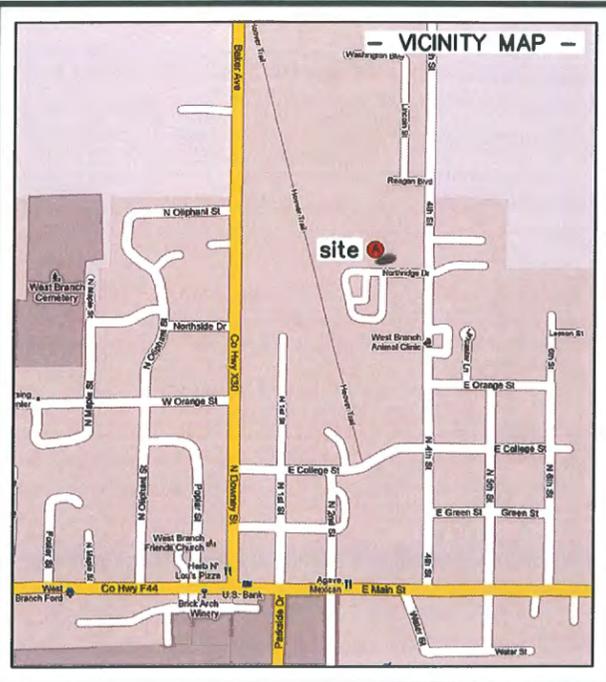
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 PRELIMINARY CDS - 04/03/13
 CITY REQUIREMENTS - 01/07/14

STAMPED FINALS:
 FINAL CDS - 01/31/14
 UTILITY RACK - 02/10/14

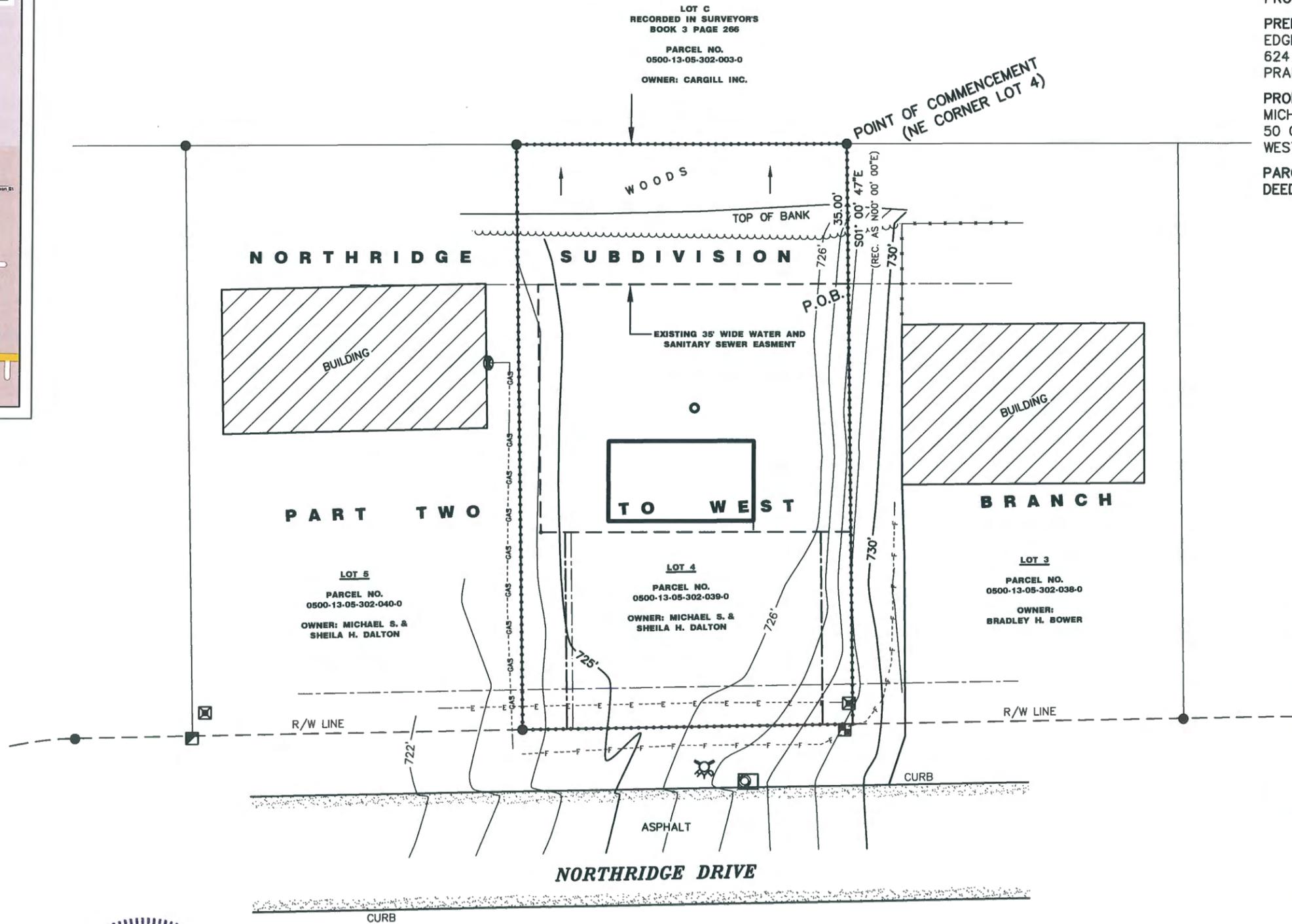
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 C.J.L. TAS
 CHECKED BY:
 PCM
 PLOT DATE:
 2/10/2014
 PROJECT #:
 8593
 FILE NAME:
 T-1.dgn

SHEET NUMBER:

T-1



PROJECT: WEST BRANCH #127799
 PREPARED FOR:
 EDGE CONSULTING ENGINEERS
 624 WATER STREET
 PRAIRIE DU SAC, WISCONSIN 53578
 PROPERTY OWNER:
 MICHAEL S. & SHEILA H. DALTON
 50 GREENVIEW DRIVE
 WEST BRANCH, IOWA 52358
 PARCEL NO. 0500-13-05-302-039-0
 DEED BOOK 588 PAGE 60



BEARINGS REFERENCED TO THE IOWA
 STATE PLANE COORDINATE SYSTEM
 (NAD 83/2007) - SOUTH ZONE

- LEGEND —**
- = 1"x18" IRON PIPE WITH CAP SET
 - = 5/8" REBAR FOUND
 - ⊙ = METAL POST
 - ⊗ = STORM MANHOLE
 - ⊠ = FIBER PEDESTAL
 - ⊞ = ELECTRIC TRANSFORMER
 - ⊕ = GAS METER
 - ⊙ = FIRE HYDRANT (BM A)
 - ⊠ = TELEPHONE PEDESTAL
 - — — — — = PROPERTY LINE
 - - - - - = BURIED ELECTRIC
 - - - - - = BURIED FIBER OPTIC
 - - - - - = BURIED GAS LINE
 - - - - - = EXISTING FENCELINE
 - ~~~~~ = EDGE OF WOODS
 - 733.0'x = SPOT ELEVATION
 - P.O.B. = POINT OF BEGINNING

PROFESSIONAL LAND SURVEYOR'S CERTIFICATE

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Dated this 8th day of January, 2014.
Anthony P. Lulloff
 ANTHONY P. LULLOFF
 IOWA PROFESSIONAL LAND SURVEYOR
 Anthony P. Lulloff, License No. 19660
 My license renewal date is December 31, 2014.



**SITE SURVEY FOR VERIZON WIRELESS
 PERSONAL COMMUNICATIONS LP**
 LOT 4, NORTHRIDGE SUBDIVISION PART TWO TO
 WEST BRANCH; BEING A PART OF SECTION 5,
 T.79N. R.4W., FIFTH PRINCIPAL MERIDIAN,
 CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

1	04-23-13	FINAL
2	01-08-14	MAP EDITS
DRAWING FILE: 127799		
PROJECT NUMBER: 2130221		
DRAWN BY: BJB CHECKED BY: BAB		
NOTEBOOK: P-350 PAGES: 54		

(formerly known as AeroMetric, Inc.)
Land Survey & Design
 920-457-3631 800-558-6707
 4020 TECHNOLOGY PARKWAY
 SHEBOYGAN, WISCONSIN 53083

SITE NO. 127799
SITE NAME:
WEST BRANCH
 207 NORTHRIDGE DRIVE
 WEST BRANCH, IOWA 52358
 CEDAR COUNTY

AME MAP NO. D-1735
SHEET 1 OF 3

- LEGEND —**
- = 1"x18" IRON PIPE WITH CAP SET
 - = 5/8" REBAR FOUND
 - ⊙ = METAL POST
 - ⊗ = STORM MANHOLE
 - ⊠ = FIBER PEDESTAL
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 - ~~~~~ = EDGE OF WOODS
 - 733.0'x = SPOT ELEVATION
 - P.O.B. = POINT OF BEGINNING

BENCHMARK INFORMATION:

SITE BENCHMARK: (BM A)
TOP NUT ON FIRE HYDRANT
ELEVATION = 728.90'

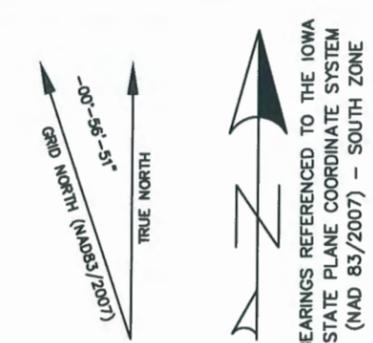
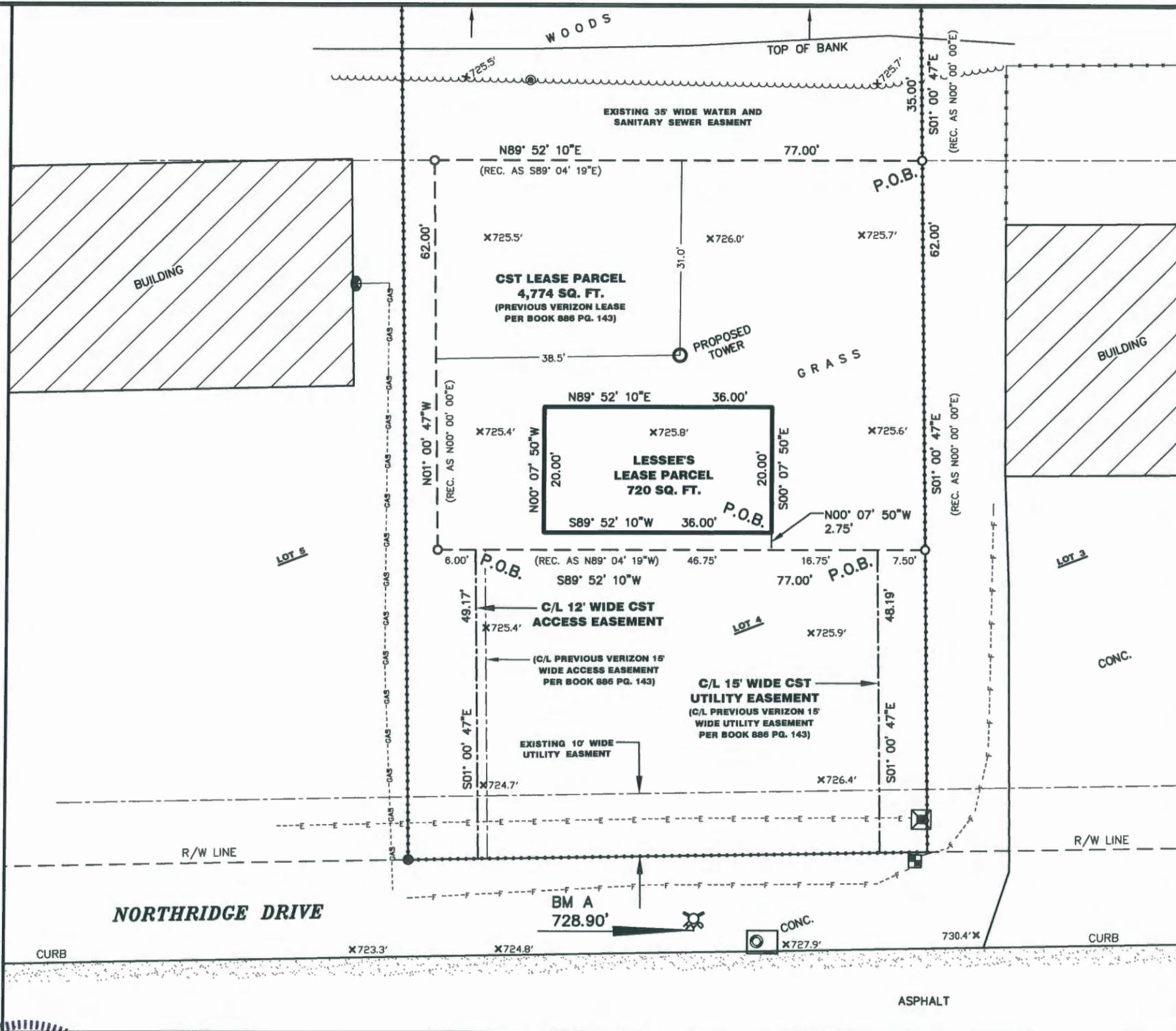


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Dated this 8th day of January, 2014.

Anthony P. Lulloff
IOWA PROFESSIONAL LAND SURVEYOR
Anthony P. Lulloff, License No. 19660
My license renewal date is December 31, 2014.



— TOWER BASE —

Latitude: 41°-40'-38.95"
Longitude: 91°-20'-35.24"
(Per North American Datum of 1983/2007)

Ground Elevation: 725.9'
(Per National American Vertical Datum of 1988)

SITE SURVEY FOR VERIZON WIRELESS PERSONAL COMMUNICATIONS LP
LOT 4, NORTHRIDGE SUBDIVISION PART TWO TO WEST BRANCH; BEING A PART OF SECTION 5, T.79N. R.4W., FIFTH PRINCIPAL MERIDIAN, CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

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NOTEBOOK: P-350 PAGES: 54		

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Land Survey & Design
920-457-3631 800-558-6707
4020 TECHNOLOGY PARKWAY
SHEBOYGAN, WISCONSIN 53083

SITE NO. 127799
SITE NAME:
WEST BRANCH
207 NORTHRIDGE DRIVE
WEST BRANCH, IOWA 52358
CEDAR COUNTY

AME MAP NO. D-1735
SHEET 2 OF 3

LESSEE'S LEASE PARCEL

A parcel of land located in Lot 4 of Northridge Subdivision Part Two to West Branch, Cedar County, Iowa containing 720 square feet (0.017 acres) of land and being described by:

Commencing at the Northeast Corner of said Lot 4; thence S01°-00'-47"E (recorded as N00°-00'-00"E) 97.00 feet along the Easterly line of said Lot 4; thence S89°-52'-10"W 24.25 feet; thence N00°-07'-50"W 2.75 feet to the point of beginning; thence S89°-52'-10"W 36.00 feet; thence N00°-07'-50"W 20.00 feet; thence N89°-52'-10"E 36.00 feet; thence S00°-07'-50"E 20.00 feet to the point of beginning; being subject to any and all easements and restrictions of record.

CST'S LEASE PARCEL

A parcel of land located in of Lot 4 of Northridge Subdivision Part Two to West Branch, Cedar County, Iowa containing 4,774 square feet (0.110 acres) of land and being described by:

Commencing at the Northeast Corner of said Lot 4; thence S01°-00'-47"E (recorded as N00°-00'-00"E) 35.00 feet along the Easterly line of said Lot 4 to the point of beginning; thence continue S01°-00'-47"E (recorded as N00°-00'-00"E) 62.00 feet along said Easterly line; thence S89°-52'-10"W 77.00 feet; thence N01°-00'-47"W 62.00 feet; thence N89°-52'-10"E 77.00 feet to the point of beginning; being subject to any and all easements and restrictions of record.

CST'S 12 FOOT WIDE ACCESS EASEMENT

A 12 foot wide Access Easement being a part of Lot 4 of Northridge Subdivision Part Two to West Branch, Cedar County, Iowa containing 590 square feet (0.013 acres) of land and being 6 feet each side of and parallel to a line described by:

Commencing at the Northeast Corner of said Lot 4; thence S01°-00'-47"E (recorded as N00°-00'-00"E) 97.00 feet along the Easterly line of said Lot 4; thence S89°-52'-10"W 71.00 feet to the point of beginning; thence S01°-00'-47"E 49.17 feet to the North right-of-way line of Northridge Drive and the point of termination. The side lot lines of said easement are to be shortened or lengthened to terminate at the Southerly line of afore described CST'S LEASE PARCEL.

CST'S 15 FOOT WIDE UTILITY EASEMENT

A 15 foot wide Utility Easement being a part of Lot 4 of Northridge Subdivision Part Two to West Branch, Cedar County, Iowa containing 723 square feet (0.017 acres) of land and being 7.5 feet each side of and parallel to a line described by:

Commencing at the Northeast Corner of said Lot 4; thence S01°-00'-47"E (recorded as N00°-00'-00"E) 97.00 feet along the Easterly line of said Lot 4; thence S89°-52'-10"W 7.50 feet to the point of beginning; thence S01°-00'-47"E 48.19 feet to the North right-of-way line of Northridge Drive and the point of termination. The side lot lines of said easement are to be shortened or lengthened to terminate at the Southerly line of afore described CST'S LEASE PARCEL.

Anthony P. Lulloff
1/8/2014

SITE SURVEY FOR VERIZON WIRELESS PERSONAL COMMUNICATIONS LP
LOT 4, NORTHRIDGE SUBDIVISION PART TWO TO WEST BRANCH; BEING A PART OF SECTION 5, T.79N. R.4W., FIFTH PRINCIPAL MERIDIAN, CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

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SITE NO. 127799
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WEST BRANCH
 207 NORTHRIDGE DRIVE
 WEST BRANCH, IOWA 52358
 CEDAR COUNTY

AME MAP NO. D-1735
SHEET 3 OF 3

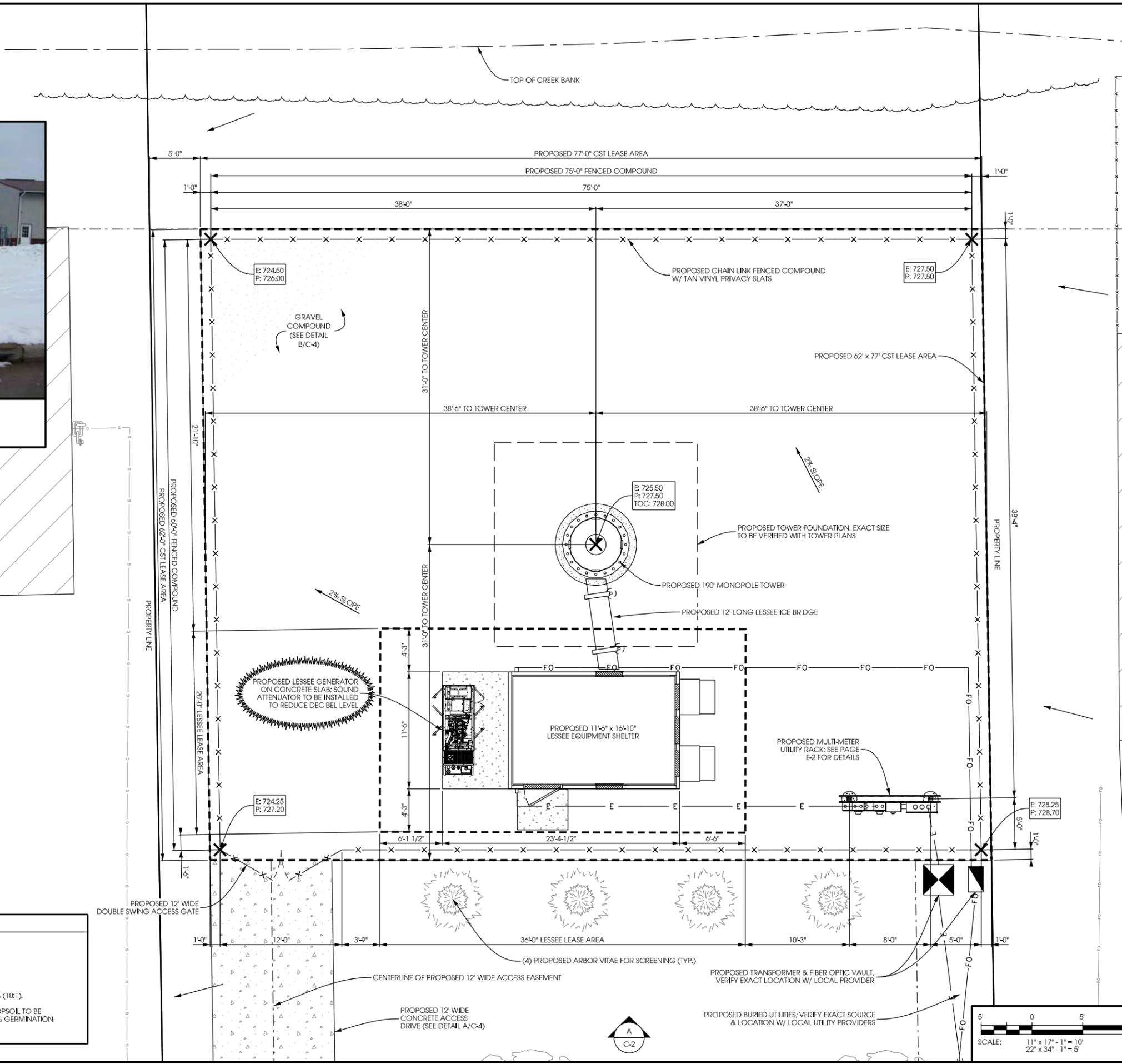


**PROPOSED SITE
LOOKING NORTH**

EXISTING BUILDING

GRADING LEGEND		
	-96.3'	EXISTING CONTOUR GRADES
	96.3'	PROPOSED CONTOUR GRADES
		PROPOSED SPOT ELEVATIONS
		PROPOSED DRAINAGE PATH
		SILT FENCE
		EROSION MAT

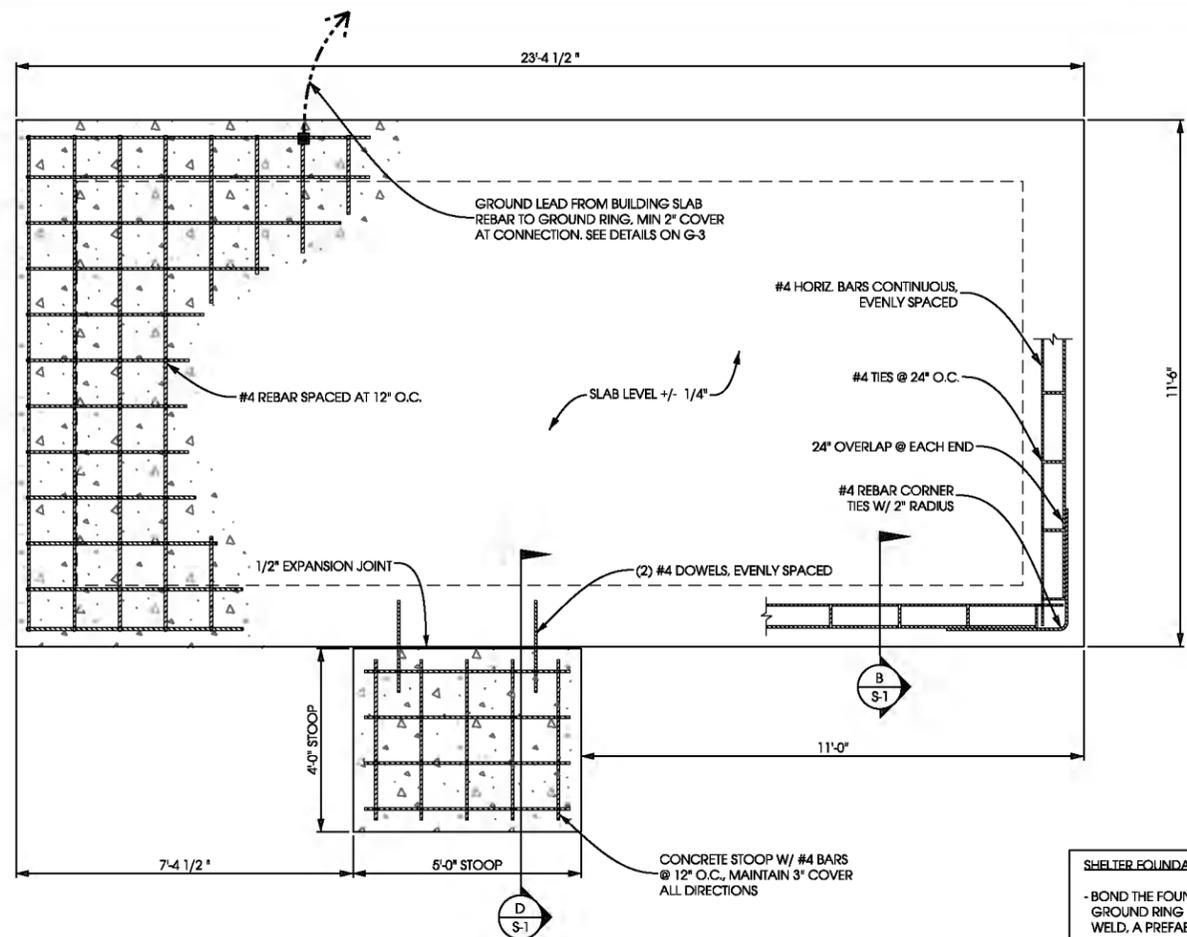
GRADING NOTES	
1.	CONTOUR INTERVAL IS 1 FOOT.
2.	CONTRACTOR SHALL GRADUALLY MATCH INTO EXISTING GRADE.
3.	NO PROPOSED EARTHWORK SHALL HAVE A GREATER SLOPE THAN 3:1.
4.	DRIVEWAY GRADE WITHIN 25 FEET OF PUBLIC ROAD ACCESS POINT SHALL BE LESS THAN 10% (10:1).
5.	ALL DISTURBED GRASS/TURF AREAS SHALL BE RESTORED WITH TOPSOIL SEED AND MULCH. TOPSOIL TO BE 6-INCHES MINIMUM. SEED TO CONSIST OF NATIVE PURE LIVE SEED (PLS) AT 98% PURITY AND 95% GERMINATION. MULCH TO BE WEED-FREE GRASS STRAW.



**COMPOUND PLAN
WEST BRANCH DT
WEST BRANCH, IOWA**

SHEET TITLE:	PRELIMINARY CDS
	PRELIMINARY CDS - 04/03/13
	CITY REQUIREMENTS - 01/07/14
	STAMPED FINALS:
	FINAL CDS - 01/31/14
	UTILITY RACK - 02/10/14
DRAWN BY:	CJL/TAS
CHECKED BY:	PCM
PLOT DATE:	2/10/2014
PROJECT #:	8593
FILE NAME:	C-2.dgn
SHEET NUMBER:	

FOUNDATION DETAILS
WEST BRANCH DT
WEST BRANCH, IOWA

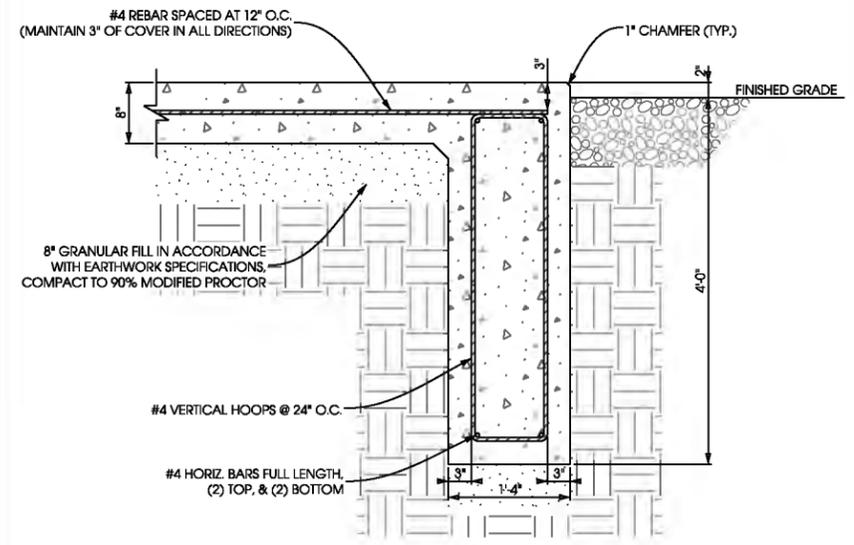


A EQUIPMENT FOUNDATION PLAN
SCALE: 11" x 17" - 1/4" = 1'-0"
22" x 34" - 1/2" = 1'-0"

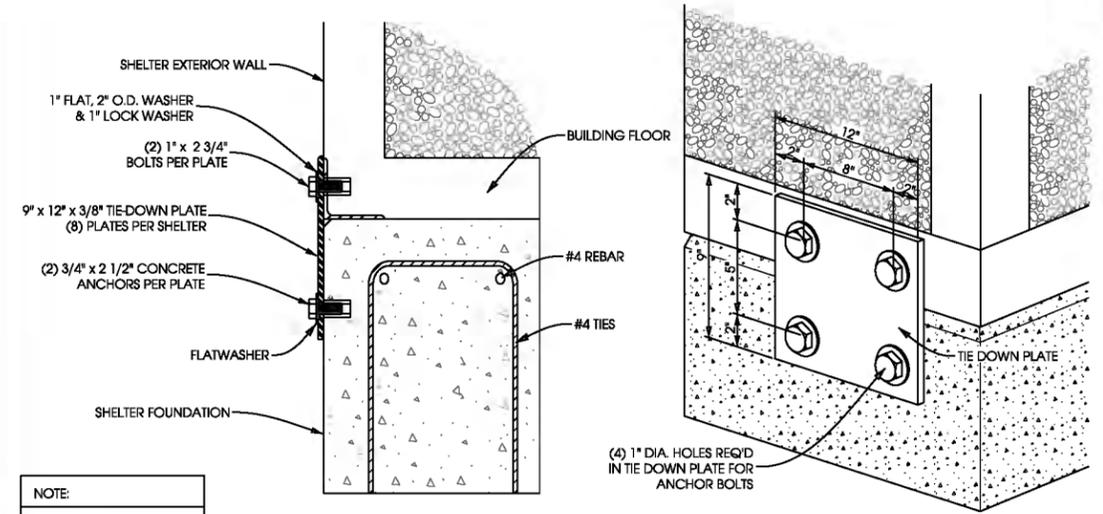
NOTE:
GENERAL CONTRACTOR TO PLACE SHIMS & NON-SHRINK GROUT TO FILL ALL GAPS BETWEEN EQUIPMENT PAD AND FOUNDATION

SHELTER FOUNDATION NOTE:

- BOND THE FOUNDATION REBAR TO THE EARTH GROUND RING USING EITHER AN EXOTHERMIC WELD, A PREFABRICATED WELDED REBAR ASSEMBLY WIRE-TIED TO 6' MIN. PIECE OF REBAR, OR A UL APPROVED 2 BOLT PARALLEL CONNECTOR FOR MAKING THIS CONNECTION.
- CONNECTION SHALL BE COVERED BY NOT LESS THAN 2" OF CONCRETE. ATTEMPT TO MAKE CONNECTION TO A 6' RUN OF REBAR OR GREATER
- TO AVOID POSSIBLE CORROSION AT THE CONCRETE TO SOIL INTERFACE, APPLY HEAT SHRINK OR ELECTRICAL/INSULATING TAPE AROUND THE CONDUCTOR



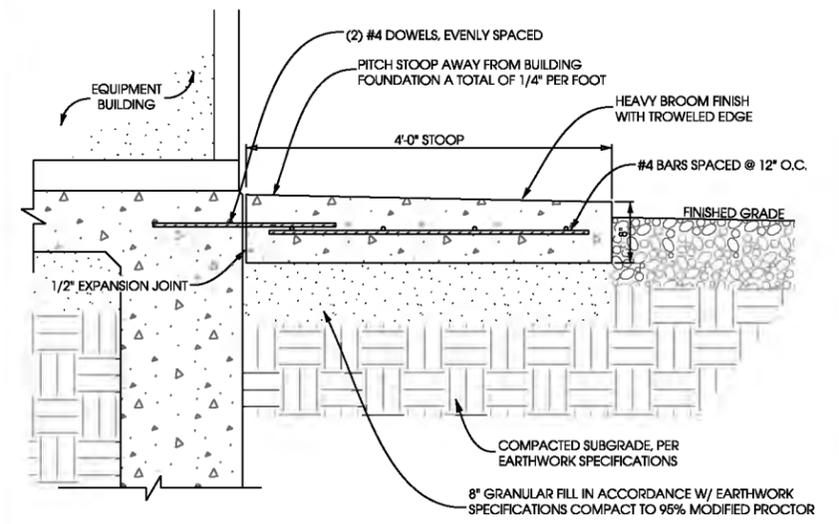
B TYPICAL FOUNDATION DETAIL
SCALE: 11" x 17" - 1/2" = 1'-0"
22" x 34" - 1" = 1'-0"



C TIE DOWN PLATE DETAIL
SCALE: 11" x 17" - 1" = 1'-0"
22" x 34" - 2" = 1'-0"

NOTE:
VERIFY TIE-DOWN WITH FINAL SHELTER PLANS

- CONCRETE AND REINFORCING NOTES:**
- 1.) ALL CONCRETE CONSTRUCTION SHALL BE IN ACCORDANCE WITH LOCAL BUILDING CODE REQUIREMENTS AND MOST CURRENT VERSION OF ACI STANDARDS.
 - 2.) CONCRETE FINISH TO BE CLASS A TOLERANCE.
 - 3.) ALL CONCRETE UNLESS SPECIFICALLY NOTED SHALL BE NORMAL WEIGHT (145 PCF) AND SHALL ACHIEVE A 28-DAY COMPRESSIVE STRENGTH (f'c) OF 3,000 PSI. EXPOSED EXTERIOR CONCRETE TO BE AIR ENTRAINED WITH 6% AIR CONTENT. CONTRACTOR TO PERFORM CONCRETE SLUMP TEST (5" MAX SLUMP). NO WATER TO BE ADDED AFTER SLUMP HAS BEEN MEASURED.
 - 4.) ALL CONCRETE REINFORCING SHALL BE ASTM A615 GRADE 60 AND PLACED IN ACCORDANCE WITH ACI STANDARDS W/ 3" MIN. COVERAGE.
 - 5.) REMOVE ALL ORGANIC MATERIAL, SOFT AREAS, AND POOR SOILS BENEATH SLAB TO A DEPTH OF AT LEAST 4'-0".
 - 6.) DESIGN BASED ON A PRESUMPTIVE SOIL BEARING CAPACITY OF 2500 PSF AND MAX. PLASTICITY INDEX OF 20. CONTRACTOR TO VERIFY EXACT SOIL CONDITIONS BEFORE INSTALLATION. ENGINEER SHALL BE CONTACTED IF ABOVE CONDITIONS ARE NOT MET.
 - 7.) SLAB NOT SUITABLE AT SITES WITH ORGANIC SOIL, UNCOMPACTED FILL, EXPANSIVE SOIL, OR SOILS SUSCEPTIBLE TO FROST HEAVE.
 - 8.) CONTRACTOR TO ENSURE POSITIVE DRAINAGE FROM ALL FOUNDATIONS.
 - 9.) FOUNDATION DESIGN BASED ON INFORMATION PROVIDED BY SHELTER MFG. (WEIGHT, LIVE LOAD, ETC.). CONTRACTOR TO VERIFY EXACT SHELTER SIZE AND TYPE.



D BUILDING STOOP DETAIL
SCALE: 11" x 17" - 1/2" = 1'-0"
22" x 34" - 1" = 1'-0"

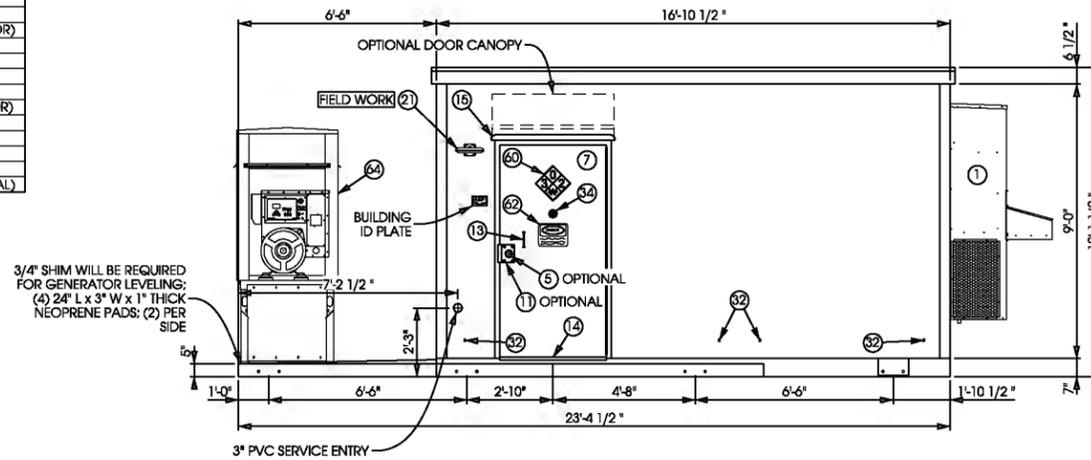
SHEET TITLE:

PRELIMINARY CDS:
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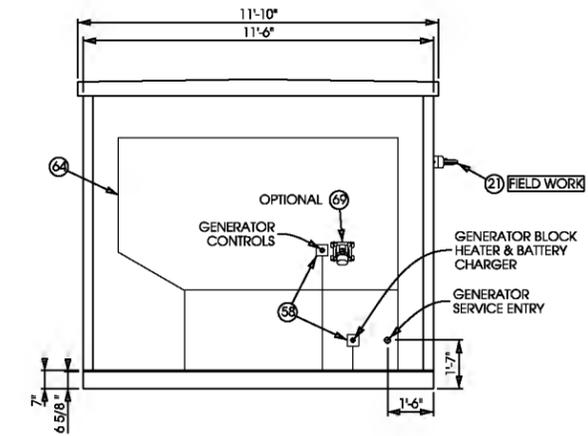
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CHECKED BY:	PCM
PLOT DATE:	2/10/2014
PROJECT #:	8593
FILE NAME:	S-1.dgn
SHEET NUMBER:	

S-1

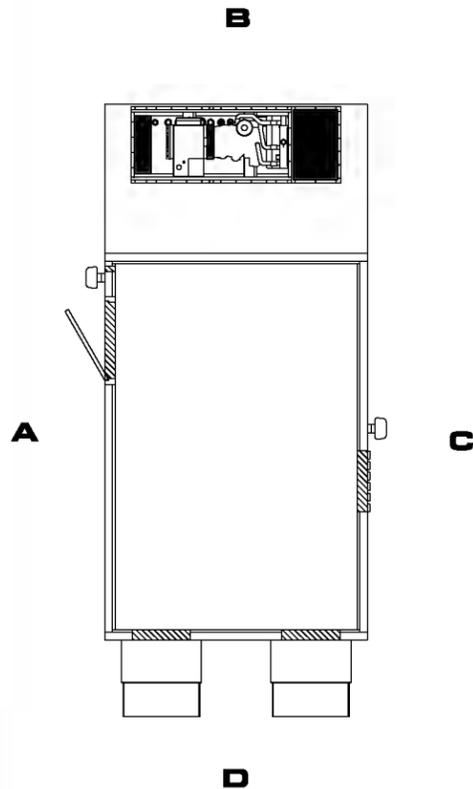
ITEM LIST	
ITEM NO.	DESCRIPTION
1.	HVAC #1 (OPTIONAL)
2.	HVAC #2 (OPTIONAL)
4.	ILC PANEL (OPTIONAL)
5.	DOOR LOCK (OPTIONAL)
7.	DOOR, 3670 16 GA. GALV., W/ 161 PREP POLYSTYRENE INSULATION, 1.5 HOUR FIRE RATED
11.	LOCK GUARD, 5" x 7"
13.	PULL HANDLE
14.	DOOR SWEEP, 42"
15.	DOOR STRIP, 48"
17.	RECEPTACLE, 20 AMP GFCI/RECEPTACLE, COVER/2" x 4" W.P.J.B.
18.	WAVEGUIDE, 4" 24 PORT WITH PVC CAPS
21.	EXTERIOR LIGHT, LED WITH PHOTOCELL
32.	3/4" SCHEDULE 40 PVC CAST @ 45°
34.	PREP HOLE, LARGE 180 DEGREE VIEWER DOOR SCOPE
38.	GROUND BAR 1/4" x 4" x 24" GALV. STEEL STAMPED "VZW STEEL BAR - DO NOT RECYCLE" (EXTERIOR)
40.	BOX, 4" W.P.J.B. W/ 3/4" PLG W/ COVER
41.	BOX, 4" W.P.J.B. W/ 3/4" PLG W/ 3/4" x 1/2" REDUCING BUSHINGS W/ COVER
49.	EXTERIOR LIGHT, LED W/ PHOTOCELL
51.	BLOWER, PSC 75CFM, 115V (OPTIONAL)
53.	GROUND BAR 1/4" x 4" x 18" GALV. STEEL STAMPED "VZW STEEL BAR - DO NOT RECYCLE" (INTERIOR)
58.	BOX, 4" W.P.J.B. W/ 3/4" PLG W/ COVER
60.	SIGN, NFPA "B.ACID" MSDS HZRD
62.	SIGN, UNIFORM FIRE CODE DANGER
64.	60 kw MAX SEE BUILDING COVER SHEET FOR MORE INFORMATION
69.	RECEPTACLE, APLTN 200 A 4W4P RS, REV. SERVICE W/ MOUNTING BOX (OPTIONAL)



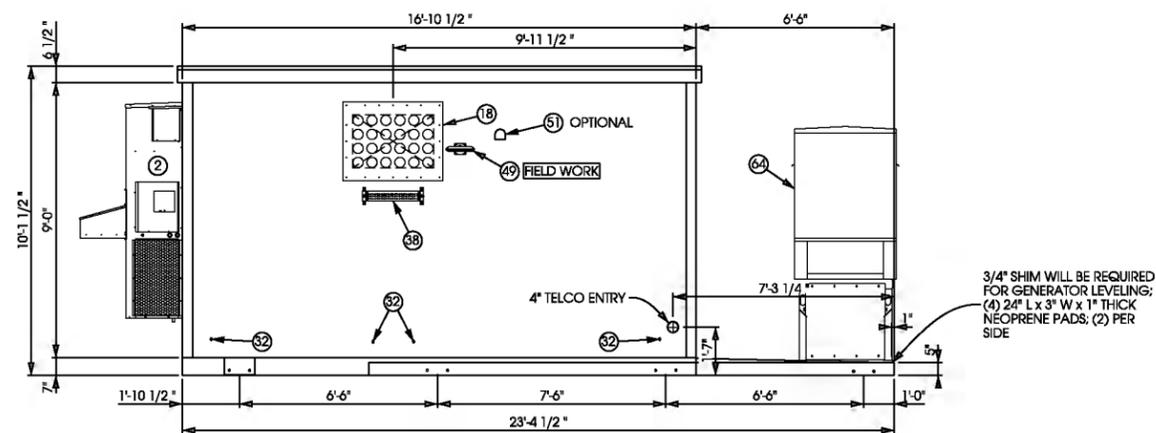
ELEVATION A



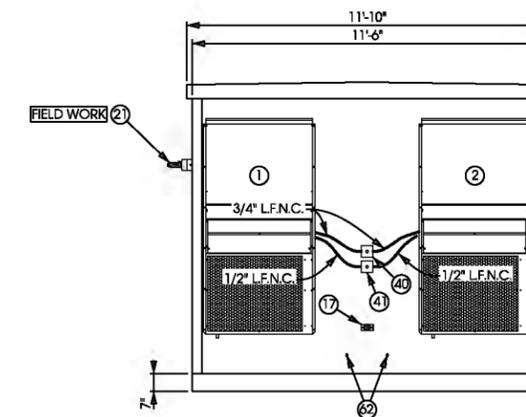
ELEVATION B



ELEVATION KEY



ELEVATION C



ELEVATION D

A
S-2 **EQUIPMENT SHELTER ELEVATIONS**
SCALE: 11" x 17" - 1/6" = 1'-0"
22" x 34" - 1/3" = 1'-0" FIBREBOND MODEL: Vz12.16-3

PROPOSED PRE-FABRICATED FIBREBOND SHELTER DETAILS PROVIDED FOR CONVENIENCE. CONTRACTOR TO VERIFY FINAL SHELTER SELECTION WITH LESSEE PROJECT MANAGER & CONSULT SPECIFIC SHELTER DRAWINGS FOR FINAL DETAILS.

SHEET TITLE:

PRELIMINARY CDS:
PRELIMINARY CDS - 04/03/13
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2.	HVAC #2	(OPTIONAL)
4.	ILC PANEL	(OPTIONAL)
5.	DOOR LOCK	(OPTIONAL)
7.	DOOR, 3670 16 GA. GALV., W/ 161 PREP POLYSTYRENE INSULATION, 1.5 HOUR FIRE RATED	
11.	LOCK GUARD, 6" x 7"	
13.	PULL HANDLE	
14.	DOOR SWEEP, 42"	
15.	DOOR STRIP, 48"	
17.	RECEPTACLE, 20 AMP GFCI/RECEPTACLE, COVER/2" x 4" W.P.J.B.	
18.	WAVEGUIDE, 4" 24 PORT WITH PVC CAPS	
21.	EXTERIOR LIGHT, LED WITH PHOTOCELL	
32.	3/4" SCHEDULE 40 PVC CAST @ 45°	
34.	PREP HOLE, LARGE 180 DEGREE VIEWER DOOR SCOPE	
38.	GROUND BAR 1/4" x 4" x 24" GALV. STEEL STAMPED "VZW STEEL BAR - DO NOT RECYCLE" (EXTERIOR)	
40.	BOX, 4" W.P.J.B. W/ 3/4" PLG W/ COVER	
41.	BOX, 4" W.P.J.B. W/ 3/4" PLG W/ 1/2" REDUCING BUSHINGS W/ COVER	
49.	EXTERIOR LIGHT, LED W/ PHOTOCELL	
51.	BLOWER, PSC 75CFM, 115V	(OPTIONAL)
53.	GROUND BAR 1/4" x 4" x 18" GALV. STEEL STAMPED "VZW STEEL BAR - DO NOT RECYCLE" (INTERIOR)	
58.	BOX, 4" W.P.J.B. W/ 3/4" PLG W/ COVER	
60.	SIGN, NFPA "B.ACID" MSDS HZRD	
62.	SIGN, UNIFORM FIRE CODE DANGER	
64.	60 kw MAX SEE BUILDING COVER SHEET FOR MORE INFORMATION	
69.	RECEPTACLE, APLTN 200 A 4W4P RS, REV. SERVICE W/ MOUNTING BOX	(OPTIONAL)

NOTES:

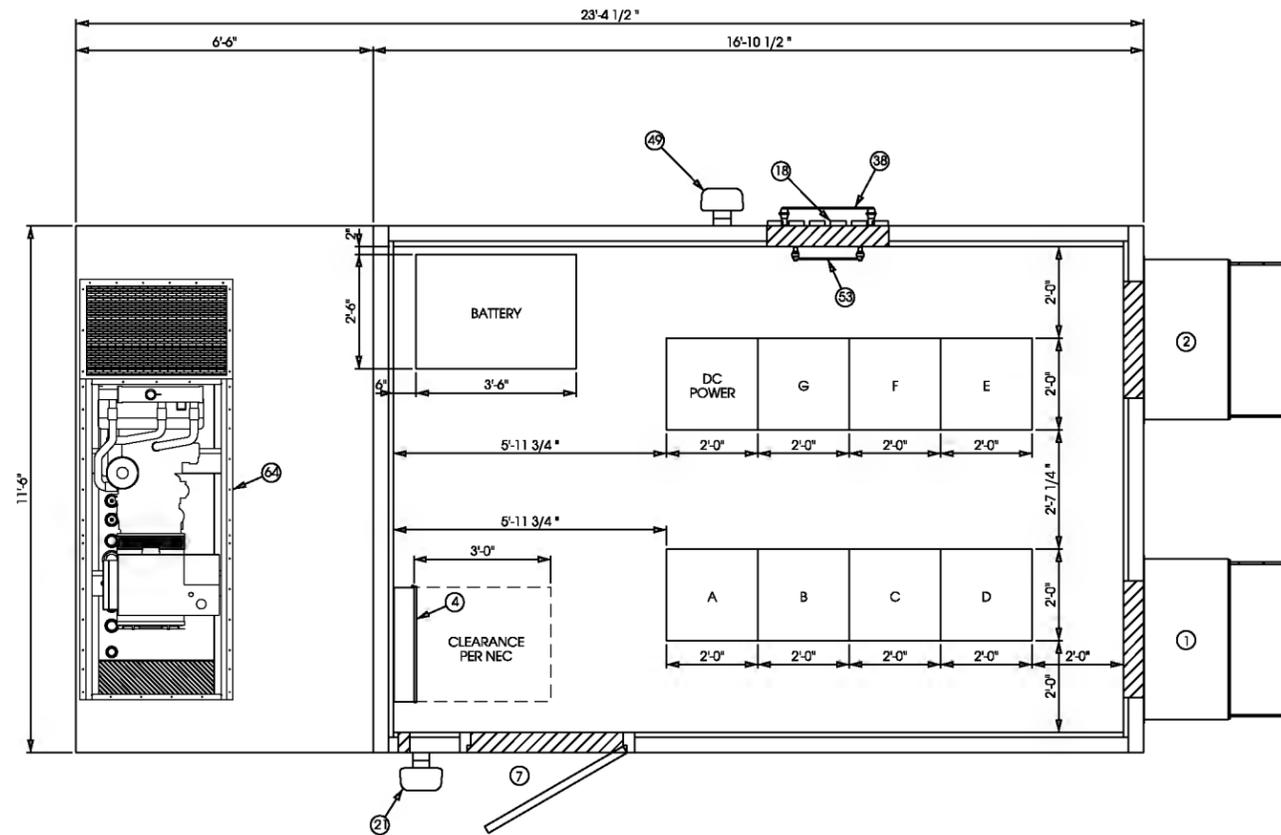
EQUIPMENT ENCLOSURE IS MANUFACTURED BY FIBREBOND CORPORATION, 1300 DAVENPORT DRIVE, MINDEN, LA 71055. THIS SHEET IS PROVIDED AS A GUIDE ONLY. REFER TO ACTUAL FIBREBOND DRAWINGS FOR FULL BUILDING PLANS.

THIS STRUCTURE IS NOT DESIGNED FOR HUMAN HABITATION.

DESIGN CRITERIA:

- ROOF LIVE LOAD = 105 PSF
- FLOOR LIVE LOAD = 150 PSF
- CONCENTRATED DEAD LOAD AT BATTERY = 8,300 LBS
- CONCENTRATED DEAD LOAD AT GENERATOR = 5,500 LBS
- BASIC WIND SPEED (3-SECOND GUST) = 150 MPH
- WIND IMPORTANCE FACTOR = 1.15
- BUILDING CATEGORY = III
- SEISMIC SITE CLASS = D
- SEISMIC IMPORTANCE FACTOR = 1.25
- SPECTRAL RESPONSE COEFFICIENTS = 1.00/0.60
- SEISMIC DESIGN CATEGORY = D
- GROUND SNOW LOAD = 80 PSF
- SNOW IMPORTANCE FACTOR = 1.2
- SNOW EXPOSURE FACTOR = 1.1
- THERMAL FACTOR = 1.2
- FLAT ROOF SNOW LOAD = 81 PSF

ENCLOSURE AND ASSOCIATED EQUIPMENT IS PROVIDED BY OWNER UNDER SEPARATE CONTRACT. EQUIPMENT ENCLOSURE INFORMATION INDICATED IS PROVIDED FOR REFERENCE ONLY AND IS TAKEN FROM MANUFACTURER'S AVAILABLE DATA. REFER TO CIVIL, STRUCTURAL, AND ELECTRICAL DRAWINGS FOR WORK TO BE PERFORMED UNDER THIS CONTRACT.



A EQUIPMENT BUILDING INTERIOR
 SCALE: 11" x 17" - 1/4" = 1'-0"
 22" x 34" - 1/2" = 1'-0"

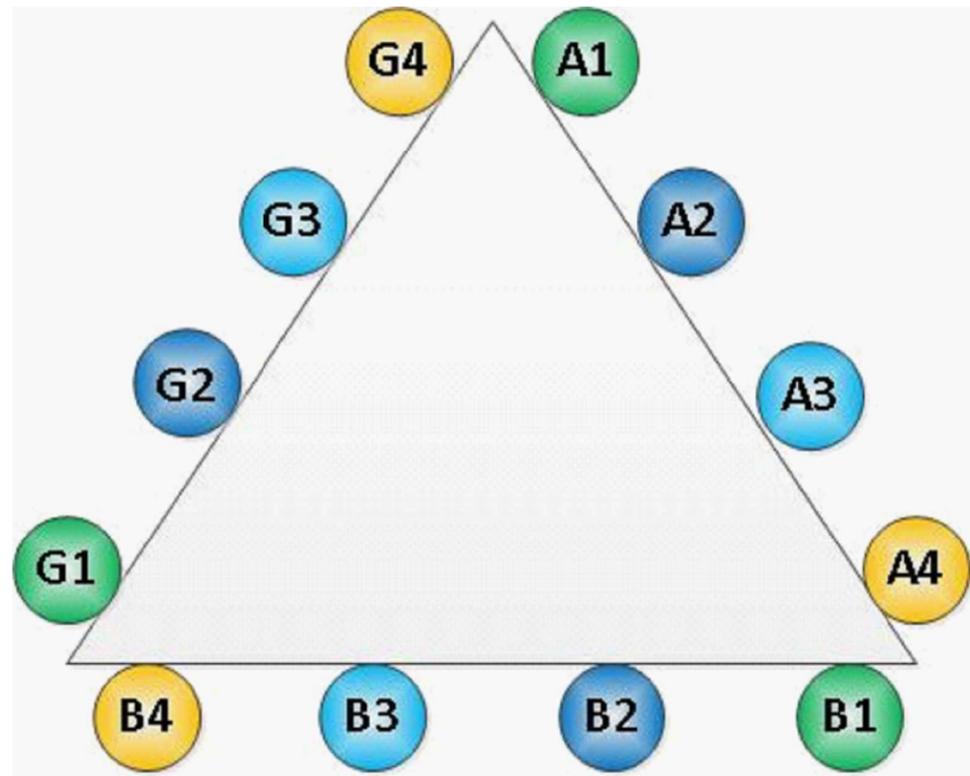
EQUIP. SHELTER INTERIOR
WEST BRANCH DT
WEST BRANCH, IOWA

SHEET TITLE:
 PRELIMINARY CDS:
 PRELIMINARY CDS - 04/03/13
 CITY REQUIREMENTS - 01/07/14

STAMPED FINALS:
 FINAL CDS - 01/31/14
 UTILITY RACK - 02/10/14

DRAWN BY:
 C.J.L. TAS
 CHECKED BY:
 PCM
 PLOT DATE:
 2/10/2014
 PROJECT #:
 8593
 FILE NAME:
 S-3.dgn

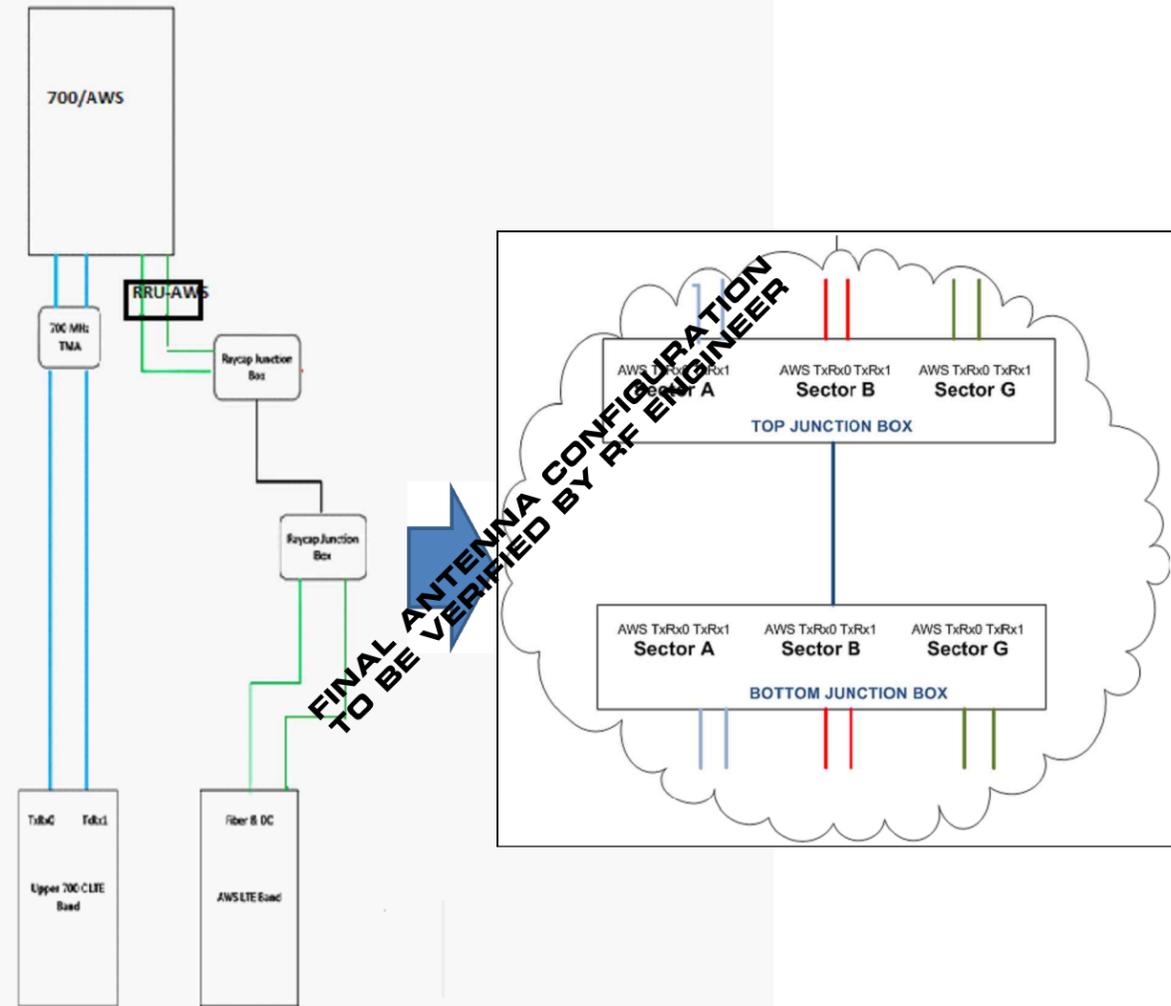
SHEET NUMBER:
S-3



ANTENNA PLATFORM SCHEMATIC

Proposed						
Passive Components	Location	Manufacturer	Component Model	Count	Action	
		Top (Platform)				
	Bottom (Shelter)					
	Top (Platform)		TMA - 700	3	Install	
	Bottom (Shelter)					
	Top (Platform)		RRU - AWS	3	Install	
	Top (Platform)	Raycap	RCMDC-3315-PF-48	1	Install	
	Bottom (Shelter)	Raycap	RCMDC-3315-PF-48	1	Install	
	Top (Platform)					
	Bottom (Shelter)					
Coax	Sector	Coax Manufacturer	Type	Size	Count	Action
	Alpha	Andrew		1 5/8	2	Install
	Beta	Andrew		1 5/8	2	Install
	Gamma	Andrew		1 5/8	2	Install
	AWS	Andrew	RFA1206-24S26	1 5/8	1	Install

COMBINER CABLE DATA INFORMATION



PROPOSED ANTENNA CONFIGURATION

SHEET TITLE:

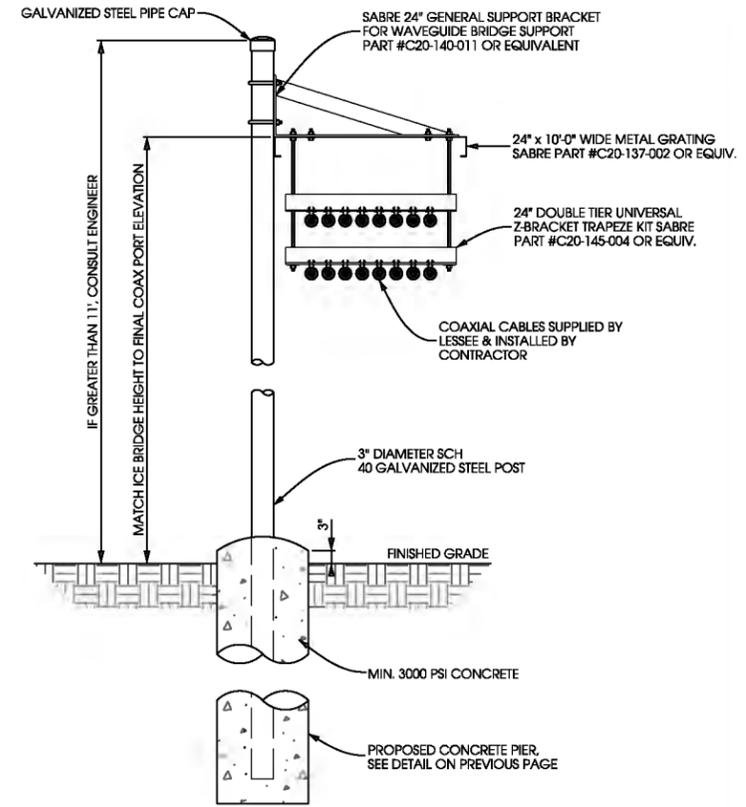
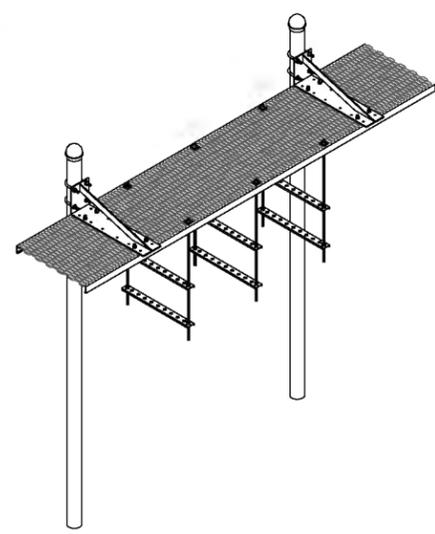
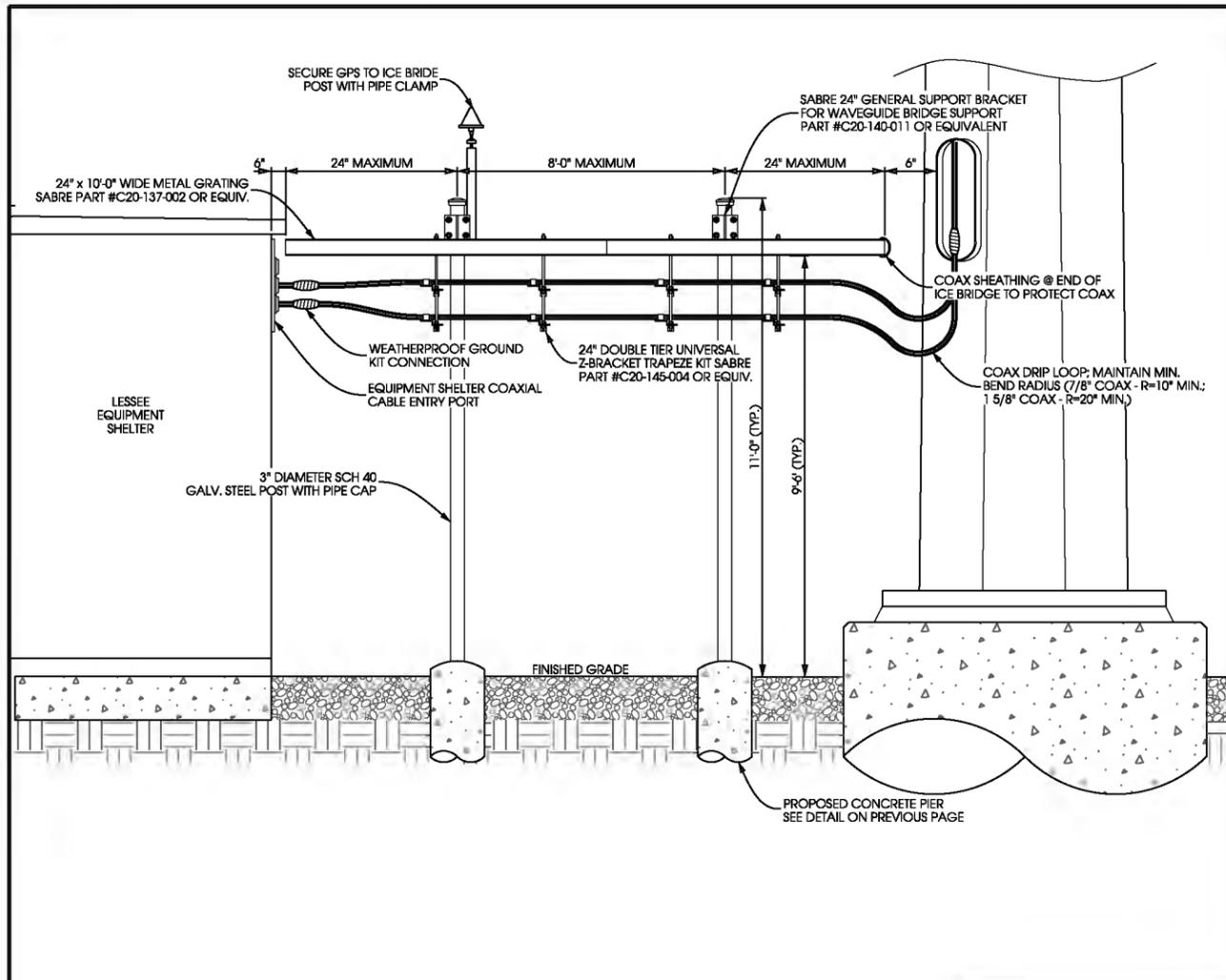
PRELIMINARY CDS:
PRELIMINARY CDS - 04/03/13
CITY REQUIREMENTS - 01/07/14

STAMPED FINALS:
FINAL CDS - 01/31/14
UTILITY RACK - 02/10/14

DRAWN BY:
CJL/TAS
CHECKED BY:
PCM
PLOT DATE:
2/10/2014
PROJECT #:
8593
FILE NAME:
A-3.dgn

SHEET NUMBER:

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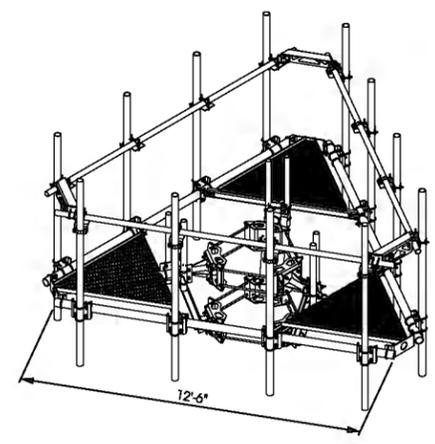


B
A-4 **ICE BRIDGE DETAIL**
SCALE: NTS

- ICE BRIDGE NOTES:**
- EQUIVALENT PARTS AND COMPONENTS CAN BE UTILIZED IF THEY PROVIDE EQUIVALENT CAPACITY & FUNCTIONALITY. SUBSTITUTIONS MUST BE APPROVED BY THE OWNER AND ENGINEER.
 - CONTRACTOR TO CONSULT & FOLLOW ALL MANUFACTURER DESIGN & INSTALLATION GUIDELINES.
 - MAXIMUM ALLOWABLE SPAN BETWEEN SUPPORTS SHALL BE 8' FOR A 10' SECTION.
 - FOLLOW MANUFACTURERS RECOMMENDATIONS REGARDING SPLICES OR CANTILEVERS. HOWEVER, CHANNEL SHOULD TYPICALLY NOT CANTILEVER MORE THAN 2' BEYOND SUPPORT & SPLICING SHOULD OCCUR AT OR NEAR SUPPORT.
 - CUT ICE BRIDGE CHANNELS SHOULD HAVE ALL SHARP EDGES GROUND. IN ADDITION, A FIELD SPRAY GALVANIZING COMPOUND SHOULD BE APPLIED TO ALL EXPOSED METAL.

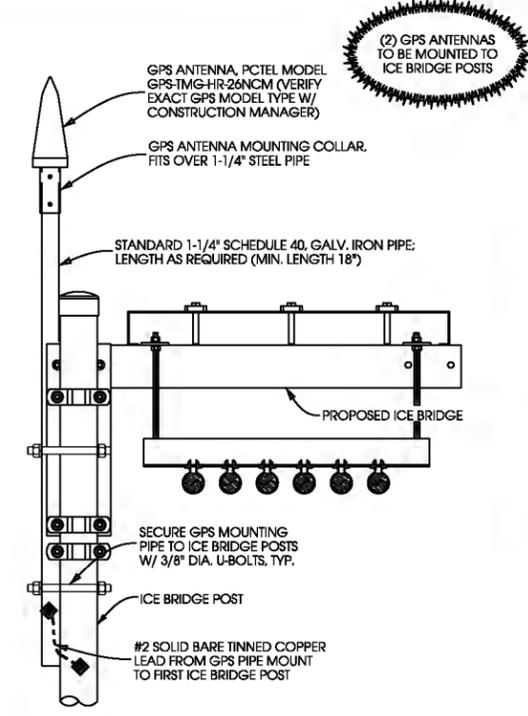
A
A-4 **TYP. ICE BRIDGE DETAIL**
SCALE: NTS

- NOTES:**
- CONSTRUCTION MANAGER TO DETERMINE EXACT ANTENNA MOUNTING FRAME APPLICATION
 - SECURE ALL COAX & JUMPERS WITH CLAMPS (NO ZIP TIES ALLOWED)



12'-6" LOW PROFILE CO-LOCATION PLATFORM KIT
10" TO 30" MONOPOLE DIA. (VERIFY)
COMMSCOPE PART # MTC3607 SHOWN
INCLUDES (12) 2 3/8" x 96" PIPE MOUNTS

C
A-4 **MONOPOLE ANTENNA PLATFORM**
SCALE: NTS



D
A-4 **GPS ICE BRIDGE POST MOUNT**
SCALE: NTS

ICE BRIDGE DETAILS
WEST BRANCH DT
WEST BRANCH, IOWA

SHEET TITLE:

PRELIMINARY CDS:
PRELIMINARY CDS - 04/03/13
CITY REQUIREMENTS - 01/07/14
STAMPED FINALS:
FINAL CDS - 01/31/14
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DRAWN BY:
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2/10/2014
PROJECT #:
8593
FILE NAME:
A-4.dgn
SHEET NUMBER:

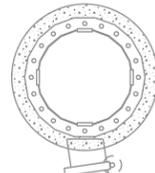


UTILITY PROVIDER INFO:

ELECTRIC PROVIDER: ALLIANT ENERGY
FIBER OPTIC PROVIDER: WINDSTREAM
PHONE: 866.445.5882

GRAVEL COMPOUND

TELCO/FIBER OPTIC ENTRANCE TO EQUIPMENT SHELTER



(1) 4" DIA. SCH. 40 PVC CONDUIT FOR FIBER OPTIC LINE: APPROX. 65'± FROM SPLICE BOX TO EQUIPMENT SHELTER

LESSEE EQUIPMENT SHELTER

PROPOSED MULTI-METER UTILITY RACK: SEE PAGE E-2 FOR DETAIL

ELECTRICAL ENTRANCE TO EQUIPMENT SHELTER

(1) PROPOSED 3" DIA. SCH. 40 PVC ELECTRICAL CONDUIT W/ (3) 4/0 UNDERGROUND & (1) #2 GROUND SECONDARY ELECTRIC SERVICE 42" BELOW GRADE (MIN.), APPROX 35'± FROM UTILITY RACK TO SHELTER

PROPOSED BURIED ELECTRIC LINE APPROX. 5'± FROM TRANSFORMER TO UTILITY RACK

PROPOSED FIBER SPLICE BOX: VERIFY EXACT LOCATION W/ LOCAL UTILITY PROVIDER

PROPOSED TRANSFORMER: VERIFY EXACT LOCATION W/ LOCAL UTILITY PROVIDER

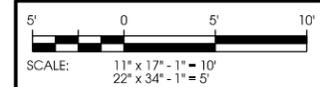
PROPOSED BURIED UTILITIES: APPROX. 40'± FROM COMPOUND TO R.O.W.; VERIFY EXACT SOURCE & LOCATION W/ LOCAL UTILITY PROVIDERS

EXISTING TRANSFORMER

EXISTING BURIED ELECTRIC LINE

EXISTING BURIED FIBER OPTIC LINE

EXISTING FIBER OPTIC PEDESTAL



ELECTRICAL PLAN
WEST BRANCH DT
WEST BRANCH, IOWA

SHEET TITLE:

PRELIMINARY CDS
PRELIMINARY CDS - 04/03/13
CITY REQUIREMENTS - 01/07/14
STAMPED FINALS:
FINAL CDS - 01/31/14
UTILITY RACK - 02/10/14

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PCM
PLOT DATE:
2/10/2014
PROJECT #:
8593
FILE NAME:
E-1.dgn

SHEET NUMBER:
E-1

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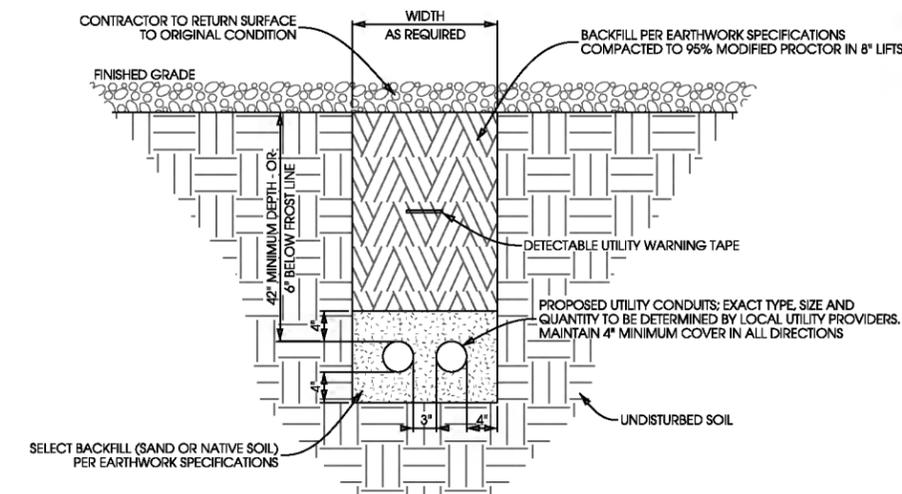
PRELIMINARY CDS:
 PRELIMINARY CDS - 04/03/13
 CITY REQUIREMENTS - 01/07/14

STAMPED FINALS:
 FINAL CDS - 01/31/14
 UTILITY RACK - 02/10/14

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 C.J.L. TAS
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 PCM
 PLOT DATE:
 2/10/2014
 PROJECT #:
 8593
 FILE NAME:
 E-3.dgn

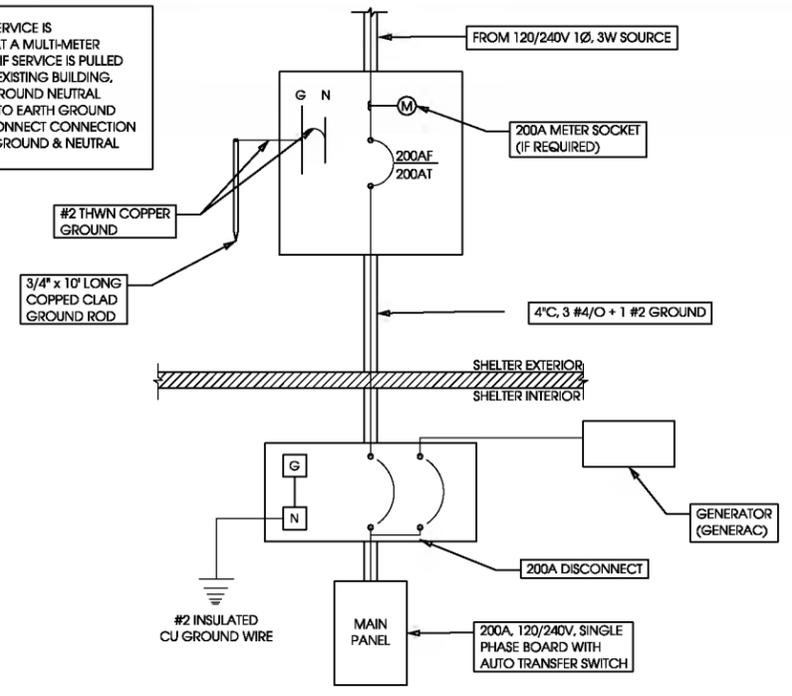
SHEET NUMBER:

NOTES:
 UTILITY CONDUITS TO BE BURIED A MINIMUM DEPTH OF 42" BELOW GROUND LEVEL OR 6" BELOW THE FROST LINE.
 CONDUIT TYPE, SIZE, QUANTITY AND SEPARATION TO BE VERIFIED WITH LOCAL UTILITY PROVIDER REQUIREMENTS.

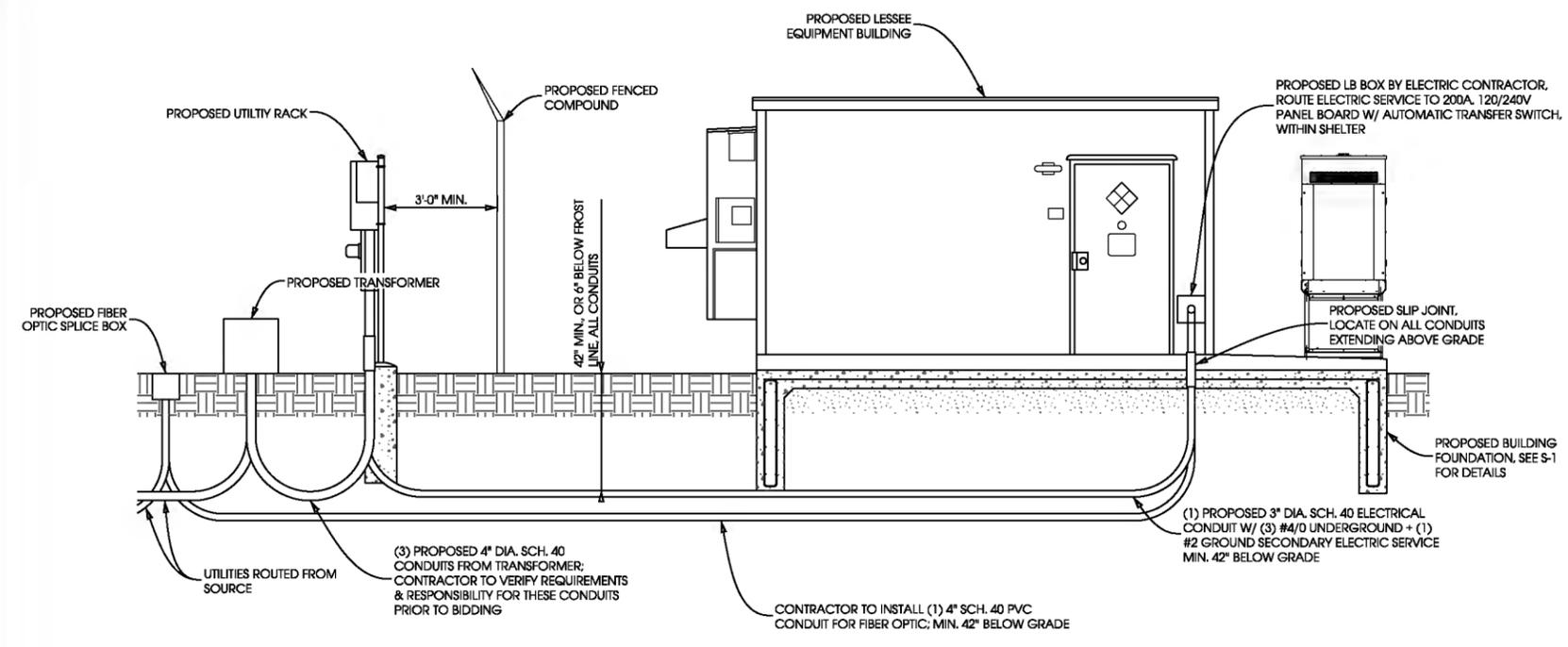


D UTILITY TRENCH DETAIL
 E-3 SCALE: NTS

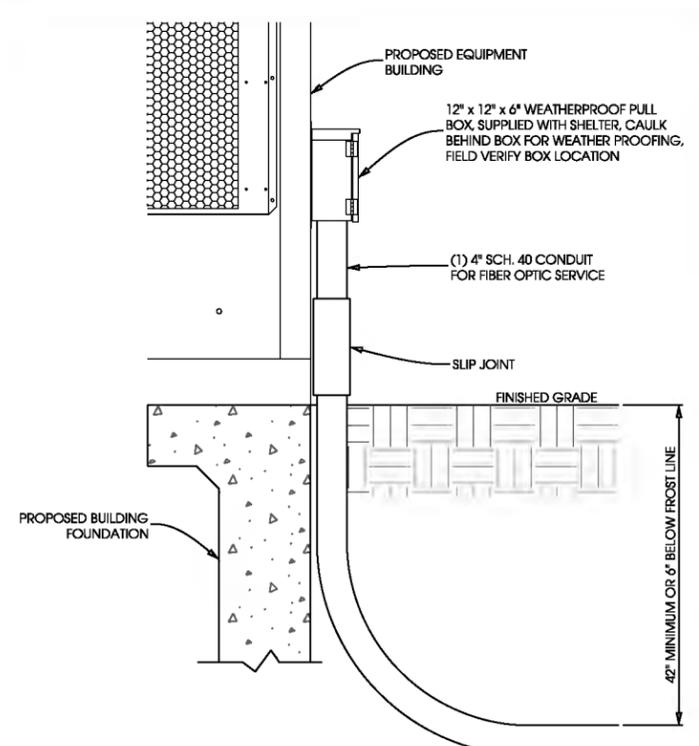
IF LESSEE SERVICE IS METERED AT A MULTI-METER GANG OR IF SERVICE IS PULLED FROM AN EXISTING BUILDING, DO NOT GROUND NEUTRAL TERMINAL TO EARTH GROUND AND DISCONNECT CONNECTION BETWEEN GROUND & NEUTRAL



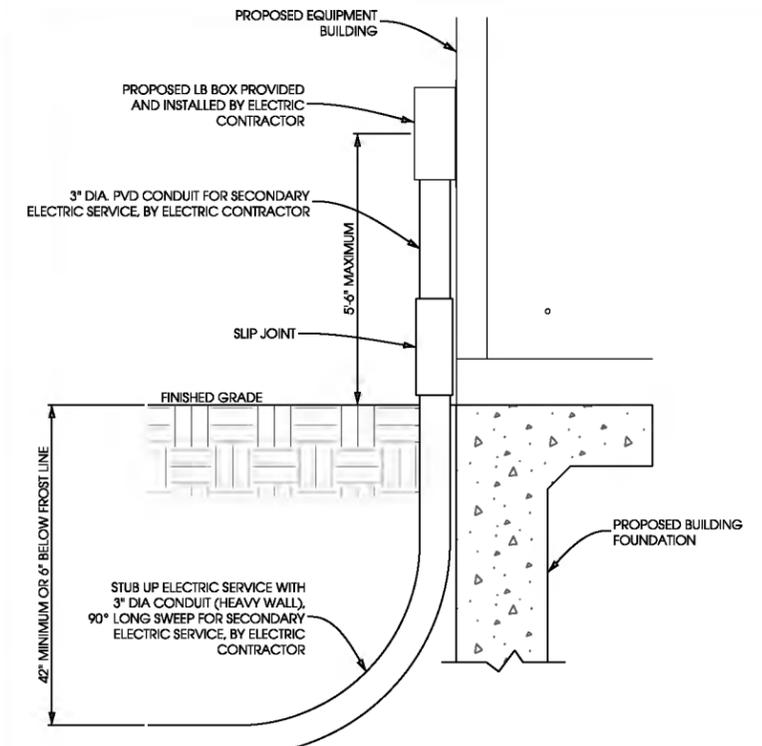
E ELECTRIC LINE DIAGRAM & NOTES
 E-3 SCALE: NTS



A ELECTRICAL RISER DETAIL [TYPICAL]
 E-3 SCALE: NTS



B FIBER OPTIC SERVICE ENTRANCE
 E-3 SCALE: NTS



C ELECTRIC SERVICE DETAIL
 E-3 SCALE: NTS

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**GROUNDING DETAILS
WEST BRANCH DT
WEST BRANCH, IOWA**

SHEET TITLE:

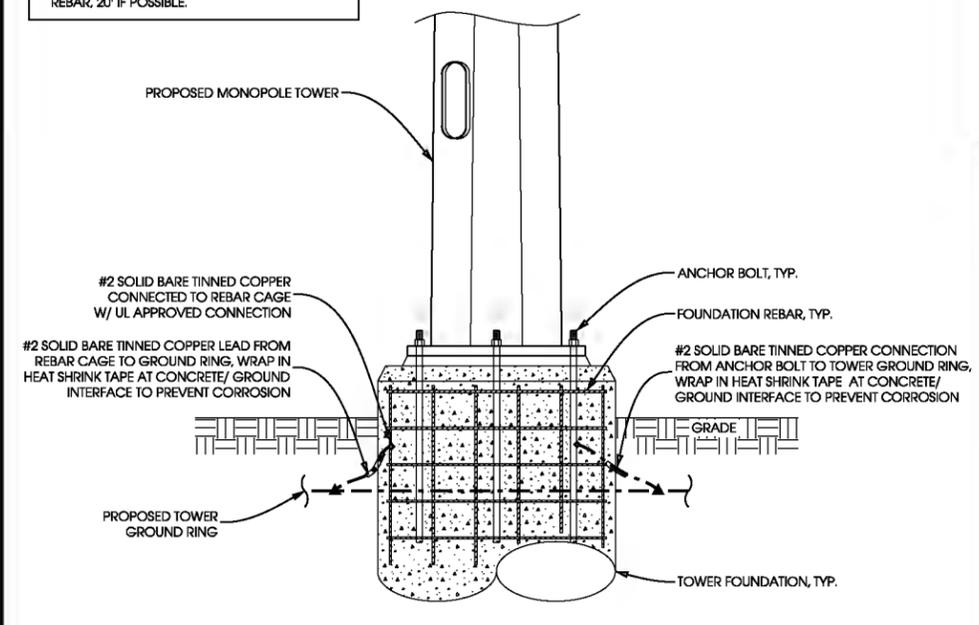
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PRELIMINARY CDS - 04/03/13
CITY REQUIREMENTS - 01/07/14

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FINAL CDS - 01/31/14
UTILITY RACK - 02/10/14

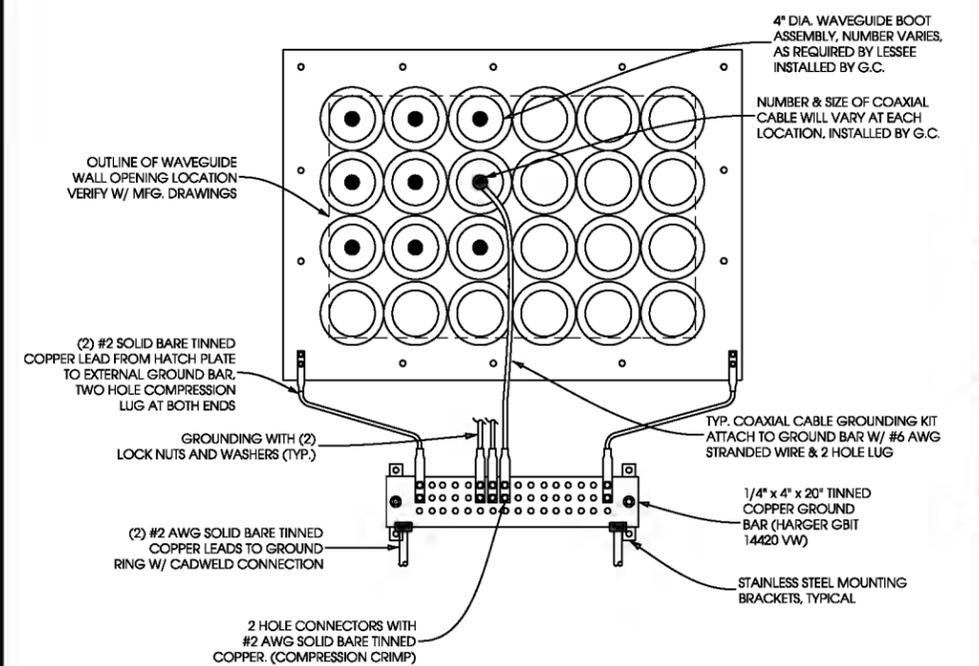
DRAWN BY:
C.J.L. TAS
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PCM
PLOT DATE:
2/10/2014
PROJECT #:
8593
FILE NAME:
G-2.dgn

SHEET NUMBER:

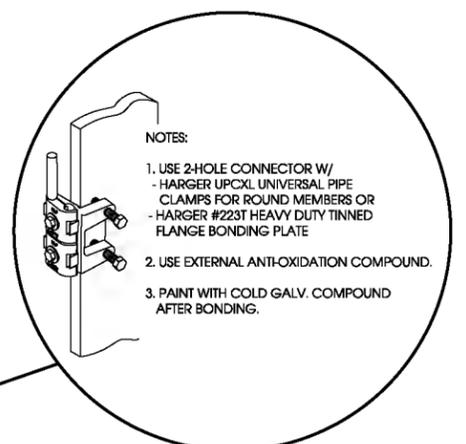
NOTES:
- FOUNDATION GROUNDING PER NEC 250.52(3)(A)
- FOUNDATION GROUNDING CONNECTIONS TO BE COVERED BY A MINIMUM OF 3" OF CONCRETE.
- REBAR GROUNDING SHALL BE MADE TO A 6" MIN. REBAR, 20' IF POSSIBLE.



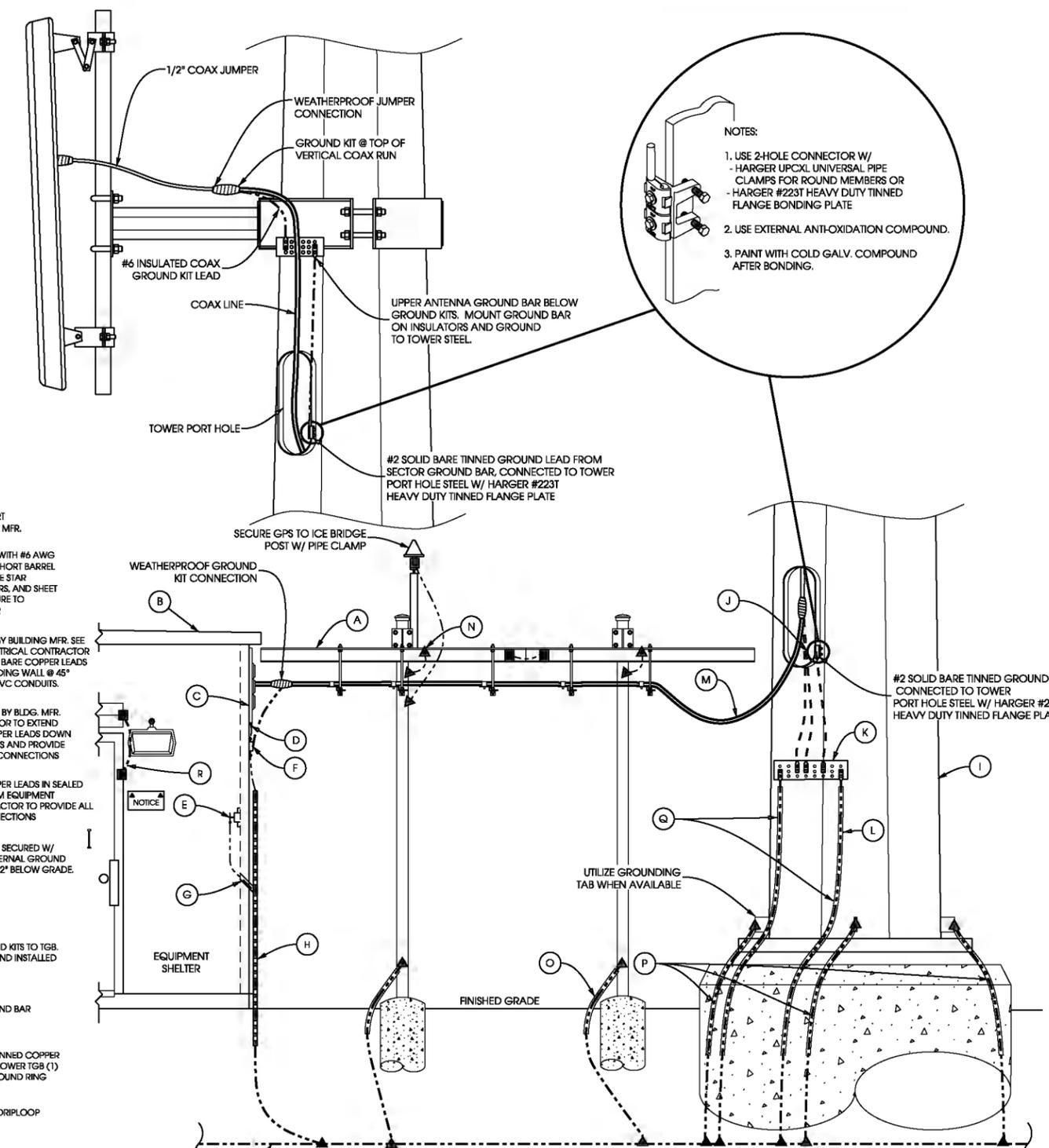
B TOWER FOUNDATION GROUNDING DETAILS
G-2 SCALE: NTS



C EXTERNAL SHELTER GROUND BAR
G-2 SCALE: NTS



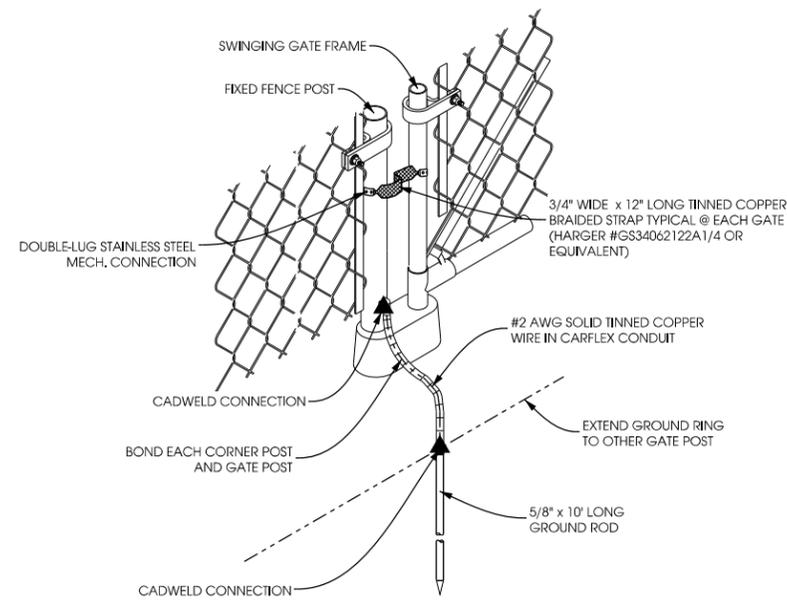
NOTES:
1. USE 2-HOLE CONNECTOR W/
- HARGER UPCXL UNIVERSAL PIPE
CLAMPS FOR ROUND MEMBERS OR
- HARGER #223T HEAVY DUTY TINNED
FLANGE BONDING PLATE
2. USE EXTERNAL ANTI-OXIDATION COMPOUND.
3. PAINT WITH COLD GALV. COMPOUND
AFTER BONDING.



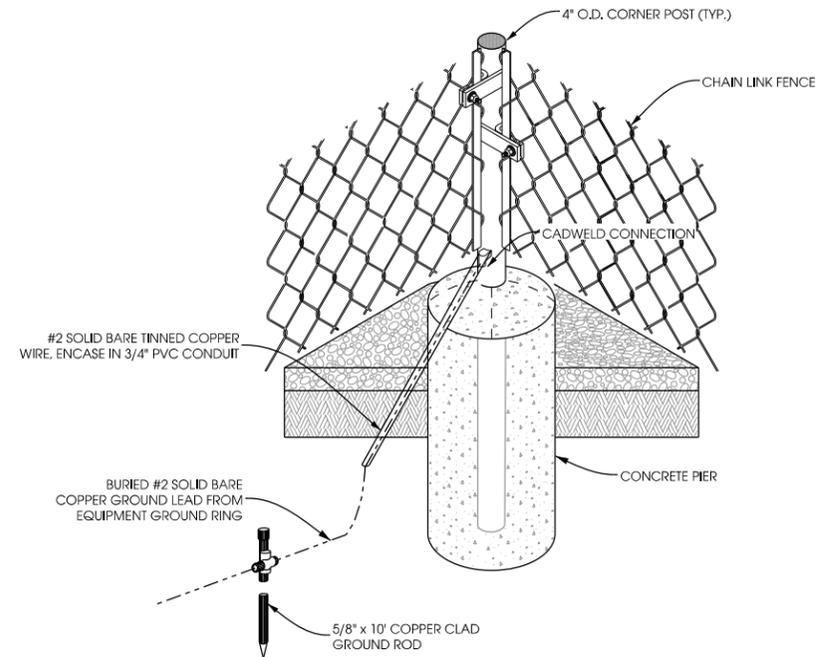
A GROUNDING DETAILS
G-2 SCALE: NTS

- (A) COAX ICE BRIDGE.
- (B) OUTLINE OF NEW EQUIPMENT SHELTER
- (C) WAVE GUIDE ENTRY PORT FURNISHED BY BUILDING MFR.
- (D) GROUND HATCH PLATE WITH #6 AWG STRANDED JUMPER W/ SHORT BARREL COMPRESSION LUGS, USE STAR WASHERS, LOCK WASHERS, AND SHEET METAL SCREWS TO SECURE TO EXTERNAL GROUND BAR
- (E) MASTER GROUND BAR BY BUILDING MFR. SEE B/G-2 FOR DETAIL. ELECTRICAL CONTRACTOR TO EXTEND (2) #2 SOLID BARE COPPER LEADS DOWN THROUGH BUILDING WALL @ 45° ANGLE AND INTO 3/4" PVC CONDUITS.
- (F) EXTERIOR GROUND BAR BY BLDG. MFR. ELECTRICAL CONTRACTOR TO EXTEND (2) #2 SOLID BARE COPPER LEADS DOWN INTO 3/4" PVC CONDUITS AND PROVIDE NECESSARY CADWELD CONNECTIONS
- (G) (2) #2 SOLID BARE COPPER LEADS IN SEALED 3/4" PVC CONDUIT FROM EQUIPMENT RING TO MGB. CONTRACTOR TO PROVIDE ALL REQ'D CADWELD CONNECTIONS
- (H) 3/4" DIA. PVC CONDUITS SECURED W/ PLASTIC CLAMPS TO EXTERNAL GROUND BAR. EXTEND PVC PIPE 12" BELOW GRADE.
- (I) MONOPOLE TOWER
- (J) COAXIAL CABLE GROUND KITS TO TGB. KIT SUPPLIED BY LESSEE AND INSTALLED BY ANT. CONTRACTOR.
- (K) LOWER ANTENNA GROUND BAR
- (L) #2 AWG BARE, SOLID, TINNED COPPER GROUND LEADS FROM LOWER TGB (1) BASE PLATE & (2) TO GROUND RING
- (M) COAXIAL CABLES WITH DRIPLOOP
- (N) #6 AWG STRANDED COPPER JUMPER BETWEEN WAVEGUIDE BRIDGE AND STEEL SUPPORT POST BY ANTENNA CONTRACTOR. ORIENT STRAP WITH HIGH SIDE TOWARDS TOWER
- (O) #2 AWG BARE, SOLID, TINNED COPPER LEADS TO ICE BRIDGE POSTS IN 3/4" PVC CONDUIT
- (P) #2 AWG BARE, SOLID, TINNED COPPER GROUND LEADS (4) FROM TOWER STEEL TO GROUND RING (UTILIZE GROUNDING TABS WHEN AVAILABLE)
- (Q) PROVIDE (2) #2 SOLID GROUND LEADS FROM LOWER TOWER GROUND BAR TO TOWER GROUND RING, & (1) LEAD TO TOWER BASE PLATE STEEL. ALL LEADS TO BE IN ENCASED PVC CONDUIT
- (R) #6 GROUND STRAP ASSEMBLY. BOND CANOPY TO DOOR FRAME

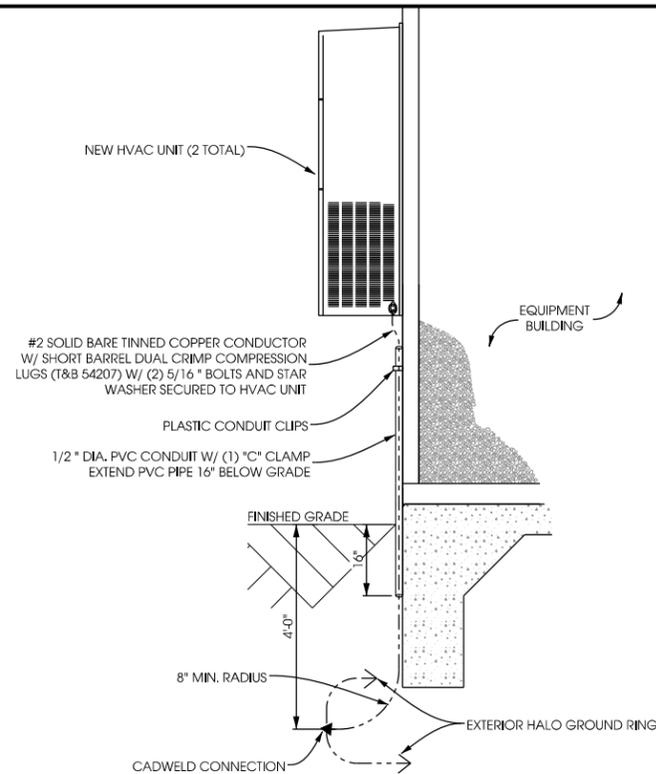
1. WAVEGUIDE BOOT ASSEMBLY PER CDS 152-4.dgn



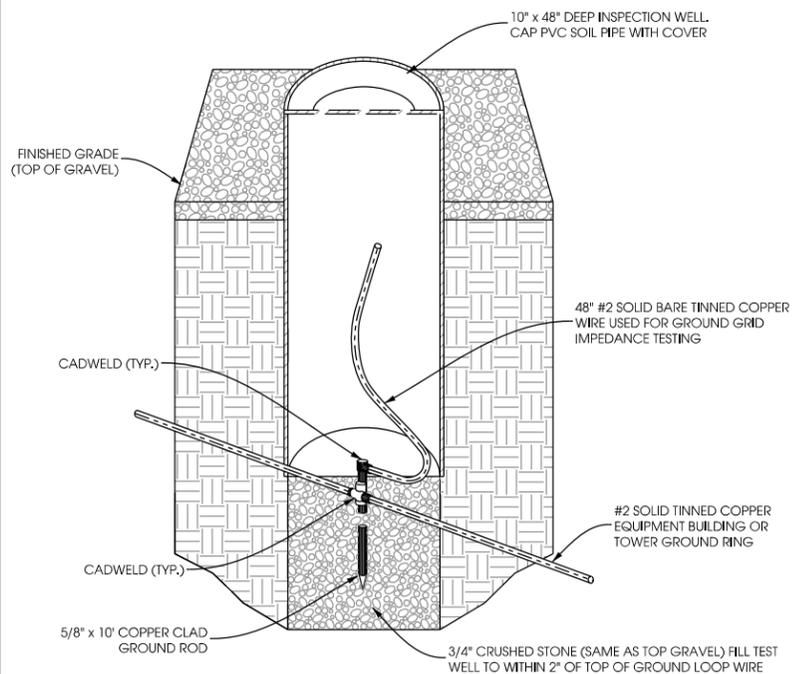
A
G-3 **GATE GROUNDING DETAIL**
SCALE: NTS



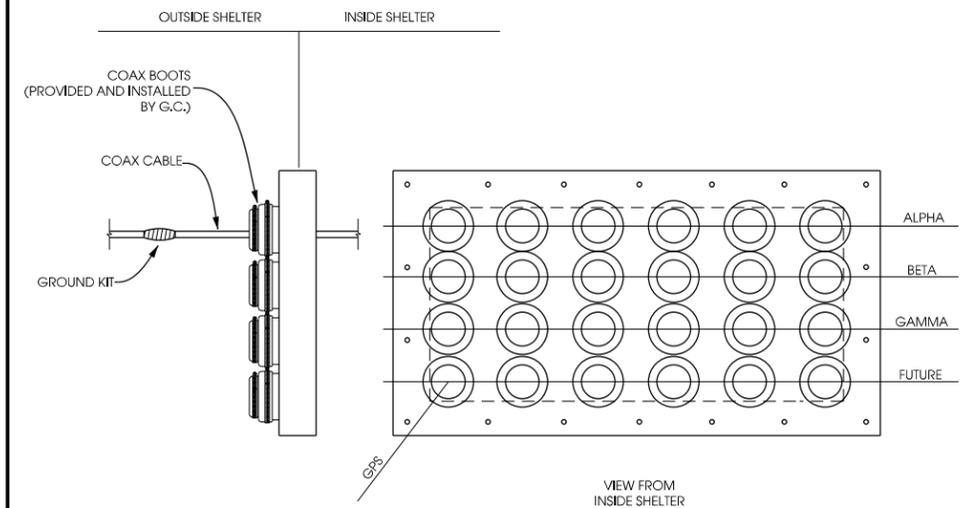
B
G-3 **FENCE POST GROUNDING DETAIL**
SCALE: NTS



C
G-3 **HVAC GROUNDING DETAIL**
SCALE: NTS



D
G-3 **INSPECTION WELL DETAIL**
SCALE: NTS



E
G-3 **HATCH PLATE LAYOUT**
SCALE: NTS

SHEET TITLE:

PRELIMINARY CDS
PRELIMINARY CDS - 04/03/13
CITY REQUIREMENTS - 01/07/14

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8593
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G-3.dgn

SHEET NUMBER:

GENERAL

THE CONSTRUCTION DRAWINGS AND SPECIFICATIONS ARE INTERRELATED WHEN PERFORMING THE WORK. EACH CONTRACTOR MUST REFER TO ALL DRAWINGS. COORDINATION IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.

DIVISION 1: GENERAL REQUIREMENTS

SECTION 01700 - PROJECT CLOSEOUT

PART 1 - GENERAL

- A. OBTAIN AND SUBMIT RELEASES ENABLING THE OWNER UNRESTRICTED USE OF THE WORK AND ACCESS TO SERVICES AND UTILITIES. INCLUDE OCCUPANCY PERMITS, OPERATING CERTIFICATES, AND SIMILAR RELEASES.
B. SUBMIT RECORD DRAWINGS, DAMAGE, OR SETTLEMENT SURVEY, PROPERTY SURVEY, AND SIMILAR FINAL RECORD INFORMATION.
C. COMPLETE FINAL CLEAN-UP REQUIREMENTS, INCLUDING TOUCH-UP PAINTING. TOUCH-UP AND OTHERWISE REPAIR AND RESTORED MARRIED EXPOSED FINISHES.

PART 2 - FINAL CLEANING/PROJECT CLOSEOUT

- 1. COMPLETE THE FOLLOWING OPERATIONS BEFORE REQUESTING INSPECTION FOR CERTIFICATE OF COMPLETION:
A. CLEAN THE PROJECT SITE, YARD AND GROUNDS IN AREAS DISTURBED BY CONSTRUCTION ACTIVITIES, INCLUDING LANDSCAPE DEVELOPMENT, AREAS OF RUBBISH, WASTE MATERIALS, LITTER AND FOREIGN SUBSTANCES. SWEEP PAVED AREAS BROOM CLEAN. REMOVE PETRO-CHEMICAL SPILLS, STAINS AND OTHER FOREIGN DEPOSITS. RAKE GROUNDS THAT ARE NEITHER PLANTED NOR PAVED TO A SMOOTH, EVEN-TEXTURED SURFACE.
B. REMOVE TOOLS, CONSTRUCTION EQUIPMENT, MACHINERY, AND SURPLUS MATERIAL FROM THE SITE.
C. REMOVE SNOW AND ICE TO PROVIDE SAFE ACCESS TO THE SITE AND EQUIPMENT BUILDING.
D. CLEAN EXPOSED EXTERIOR AND INTERIOR HARD-SURFACED FINISHES TO A DIRT-FREE CONDITION, FREE OF STAINS, FILMS AND SIMILAR FOREIGN SUBSTANCES. AVOID DISTURBING NATURAL WEATHERING OF EXTERIOR SURFACES.
E. REMOVE DEBRIS FROM LIMITED ACCESS SPACES, INCLUDING ROOFS, EQUIPMENT BUILDING, MANHOLES AND SIMILAR SPACES.
F. REMOVE LABELS THAT ARE NOT PERMANENT LABELS.
G. TOUCH-UP AND OTHERWISE REPAIR AND RESTORE MARRIED EXPOSED FINISHES AND SURFACES. REPLACE FINISHES AND SURFACES THAT CAN NOT BE SATISFACTORILY REPAIRED OR RESTORED, OR THAT SHOW EVIDENCE OF REPAIR OR RESTORATION. DO NOT PAINT OVER "UL" AND SIMILAR LABELS, INCLUDING ELECTRICAL NAME PLATES.
H. LEAVE THE PROJECT CLEAN AND READY FOR OCCUPANCY.
I. DUST OFF ALL EQUIPMENT, INCLUDING BATTERY PACKS, WITHIN EQUIPMENT BUILDING.
J. GENERAL CONTRACTOR TO CLEAN AND APPLY STATIC-FREE WAX TO THE FLOORS ONCE FINAL SHELTER EQUIPMENT AND ACCESSORIES ARE COMPLETED.

2. REMOVAL OF PROTECTION

REMOVE TEMPORARY PROTECTION AND FACILITIES INSTALLED DURING CONSTRUCTION TO PROTECT PREVIOUSLY COMPLETED INSTALLATIONS DURING THE REMAINDER OF THE CONSTRUCTION PERIOD.

DIVISION 2: SITE WORK

SECTION 02200 - EARTHWORK AND DRAINAGE

PART 1 - GENERAL

- 1. WORK INCLUDED - SEE SITE PLAN
2. DESCRIPTIONS

ACCESS DRIVE WITH TURN-AROUND AREA, LEASE AREA, AND, IF APPLICABLE, UNDERGROUND UTILITY EASEMENTS ARE TO BE CONSTRUCTED TO PROVIDE A WELL-DRAINED, EASILY MAINTAINED, EVEN SURFACE FOR MATERIAL AND EQUIPMENT DELIVERIES AND MAINTENANCE PERSONNEL ACCESS.

3. QUALITY ASSURANCE

- A. APPLY SOIL STERILIZER IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS (AS NEEDED).
B. APPLY AND MAINTAIN GRASS SEED AS RECOMMENDED BY THE SEED PRODUCER (AS NEEDED).
C. PLACE AND MAINTAIN VEGETATION LANDSCAPING, IF INCLUDED WITHIN THE CONTRACT, AS RECOMMENDED BY NURSERY INDUSTRY STANDARDS.

4. SEQUENCING

- A. CONFIRM SURVEY STAKES AND SET ELEVATIONS STAKES PRIOR TO ANY CONSTRUCTION.
B. COMPLETELY GRUB THE ACCESS DRIVE WITH TURN-AROUND, UNDERGROUND UTILITY EASEMENTS (IF APPLICABLE), AND LEASE AREA PRIOR TO FOUNDATION CONSTRUCTION, PLACEMENT OF BACKFILL AND SUB-BASE MATERIAL.
C. CONSTRUCT TEMPORARY CONSTRUCTION AREA ALONG ACCESS DRIVE.
D. BRING THE LEASE AREA AND ACCESS DRIVE WITH TURN-AROUND TO BASE COURSE ELEVATION PRIOR TO INSTALLING FOUNDATION.
E. APPLY SOIL STERILIZER PRIOR TO PLACING BASE MATERIALS.
F. GRADE, SEED, FERTILIZE, AND MULCH ALL AREAS DISTURBED BY CONSTRUCTION (INCLUDING UNDERGROUND UTILITY EASEMENTS) IMMEDIATELY AFTER BRINGING LEASE AND ACCESS DRIVE WITH TURN-AROUND TO BASE COURSE ELEVATION. WATER TO ENSURE GROWTH.

- G. REMOVE GRAVEL FROM TEMPORARY CONSTRUCTION ZONE TO AN AUTHORIZED AREA OR AS DIRECTED BY THE PROJECT MANAGER.
H. AFTER APPLICATIONS OF FINAL SURFACES, APPLY SOIL STERILIZER TO STONE SURFACES.

- H. AFTER APPLICATIONS OF FINAL SURFACES, APPLY SOIL STERILIZER TO STONE SURFACES.

5. SUBMITTALS

- A. BEFORE CONSTRUCTION
IF LANDSCAPING IS APPLICABLE TO THE CONTRACT, SUBMIT TWO (2) COPIES OF THE LANDSCAPE PLAN UNDER NURSERY LETTER-HEAD. IF LANDSCAPE ALLOWANCE WAS INCLUDED IN THE CONTRACT, PROVIDE AN ITEMIZED LISTING OF PROPOSED COSTS ON NURSERY LETTER-HEAD. REFER TO PLANS FOR LANDSCAPING REQUIREMENTS.
G. PLACE FILL OR STONE IN SIX (6) INCH MAXIMUM LIFTS, AND COMPACT BEFORE PLACING NEXT LIFT.

B. AFTER CONSTRUCTION

- 1. MANUFACTURER'S DESCRIPTION OF PRODUCT AND WARRANTY STATEMENT ON SOIL STERILIZED.
2. MANUFACTURER'S DESCRIPTION OF PRODUCT ON GRASS SEED AND FERTILIZER.
3. LANDSCAPING WARRANTY STATEMENT.

6. WARRANTY

- A. IN ADDITION TO THE WARRANTY ON ALL CONSTRUCTION COVERED IN THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL REPAIR ALL DAMAGE AND RESTORE AREA AS CLOSE TO ORIGINAL CONDITION AS POSSIBLE AT SITE AND SURROUNDINGS.
B. SOIL STERILIZATION APPLICATION TO GUARANTEE VEGETATION FREE ROAD AND SITE AREAS FOR ONE YEAR FROM DATE OF FINAL INSPECTION.
C. DISTURBED AREAS WILL REFLECT GROWTH OF NEW GRASS PRIOR TO FINAL INSPECTION.
D. LANDSCAPING, IF INCLUDED WITHIN THE SCOPE OF THE CONTRACT, WILL BE GUARANTEED FOR ONE YEAR FROM THE DATE OF FINAL INSPECTION.

PART 2 - PRODUCTS

1. MATERIALS

- A. SOIL STERILIZER SHALL BE AN EPA REGISTERED, PRE-EMERGENCE LIQUID:
TOTAL KILL PHASAR CORPORATION
PRODUCT 910 P.O. BOX 5123
EPA 10292-7 DEARBORN, MI 48128
313.563.8000

- AMBUSH HERBICIDE FRAMAR INDUSTRIAL PRODUCTS
EPA REGISTERED 1435 MORRIS AVENUE
UNION, NJ 07083
800.526.4924

- B. ROAD AND SITE MATERIALS SHALL CONFORM TO DOT SPECIFICATIONS (UNLESS OTHERWISE NOTED). ACCEPTABLE SELECT FILL SHALL BE IN ACCORDANCE WITH STATE DEPARTMENT OF HIGHWAY AND TRANSPORTATION STANDARD SPECIFICATIONS.

- C. SOIL STABILIZED FABRIC SHALL BE MIRAFI - 500X.

PART 3 - EXECUTION

1. INSPECTIONS

LOCAL BUILDING INSPECTORS SHALL BE NOTIFIED NO LESS THAN 48 HOURS IN ADVANCE OF CONCRETE POURS, UNLESS OTHERWISE SPECIFIED BY THE LOCAL JURISDICTION.

2. PREPARATION

- A. CLEAR TREES, BRUSH AND DEBRIS FROM LEASE AREA, ACCESS DRIVE WITH TURN-AROUND, AND UNDERGROUND UTILITY EASEMENTS AS REQUIRED FOR CONSTRUCTION.
B. PRIOR TO OTHER EXCAVATION AND CONSTRUCTION, GRUB ORGANIC MATERIAL TO A MINIMUM OF SIX (6) INCHES BELOW GRADE.
C. UNLESS OTHERWISE INSTRUCTED BY LEASEE, TRANSPORT ALL REMOVED TREES, BRUSH AND DEBRIS FROM THE PROPERTY TO AN AUTHORIZED LANDFILL.
D. PRIOR TO PLACEMENT OF FILL OR BASE MATERIALS, ROLL THE SOIL.
E. WHERE UNSTABLE SOIL CONDITIONS ARE ENCOUNTERED, LINE THE AREAS WITH A STABILIZED MAT PRIOR TO PLACEMENT OF FILL OR BASE MATERIAL.
F. PRIOR TO PLACEMENT OF FILL OR BASE MATERIALS, REMOVE SOFT SPOTS, PLACE SELECT FILL, AND COMPACT TO 95% MODIFIED PROCTOR.

3. INSTALLATION

- A. GRADE OR FILL THE LEASE AREA AND ACCESS DRIVE WITH TURN-AROUND AS REQUIRED IN ORDER THAT UPON DISTRIBUTION OF SPOILS RESULTING FROM EXCAVATIONS, THE RESULTING GRADE WILL CORRESPOND WITH SAID SUB-BASE COURSE. ELEVATIONS ARE TO BE CALCULATED FROM BENCHMARK FINISHED GRADES, OR INDICATED SLOPES.
B. CLEAR EXCESS SPOILS, IF ANY, FROM JOB SITE AND DO NOT SPREAD BEYOND THE LIMITS OF PROJECT AREA UNLESS AUTHORIZED BY PROJECT MANAGER AND AGREED TO BY LANDOWNER.
C. BRING THE ACCESS DRIVE WITH TURN-AROUND TO BASE COURSE ELEVATION TO FACILITATE CONSTRUCTION AND OBSERVATION DURING CONSTRUCTION OF THE SITE.
D. AVOID CREATING DEPRESSIONS WHERE WATER MAY POND.
E. THE CONTRACT SHALL INCLUDE GRADING, BANKING, AND DITCHING, UNLESS OTHERWISE NOTED.
F. WHEN IMPROVING AN EXISTING ACCESS DRIVE, GRADE THE EXISTING DRIVE TO REMOVE ANY ORGANIC MATTER AND SMOOTH THE SURFACE BEFORE PLACING FILL OR STONE.
H. THE TOP SURFACE COURSE SHALL EXTEND A MINIMUM OF ONE (1) FOOT BEYOND THE SITE FENCE, UNLESS OTHERWISE NOTED, AND SHALL COVER THE AREA AS INDICATED.

- I. APPLY RIP-RAP TO THE SIDE SLOPES OF ALL FENCED SITE AREAS, PARKING AREAS, AND ALL OTHER SLOPES. NO SLOPES ARE TO BE GREATER THAN 4:1.
J. APPLY RIP-RAP TO THE SIDES OF DITCHES AND DRAINAGE SWALES.
K. RIP-RAP ENTIRE DITCH FOR SIX (6) FEET IN ALL DIRECTIONS AT CULVERT OPENINGS.

- L. APPLY SEED, FERTILIZER, AND STRAW COVER TO ALL OTHER DISTURBED AREAS, DITCHES, AND DRAINAGE SWALES, NOT OTHERWISE RIP-RAPPED.
M. UNDER NO CIRCUMSTANCES WILL DITCHES, SWALES, OR CULVERTS BE PLACED SO THAT THEY DIRECT WATER TOWARDS, OR PERMIT STANDING WATER IMMEDIATELY ADJACENT TO SHELTER OR EQUIPMENT. IF DESIGNS OR ELEVATIONS ARE IN CONFLICT WITH THIS, ADVISE CONSTRUCTION MANAGER IMMEDIATELY.

- N. IN DITCHES WITH SLOPES GREATER THAN 10%, MOUND DIVERSIONARY HEADWALLS IN THE DITCH AT AN ANGLE NO GREATER THAN 60° OFF THE DITCH LINE. RIP-RAP THE UPSTREAM SIDE OF THE HEADWALL AS WELL AS THE DITCH FOR SIX (6) FEET ABOVE THE CULVERT ENTRANCE.
O. APPLY SEED AND FERTILIZER TO SURFACE CONDITIONS WHICH WILL ENCOURAGE ROOTING. RAKE AREAS TO BE SEEDED TO EVEN THE SURFACE AND LOOSEN THE SOIL.
P. SOW SEED IN TWO DIRECTIONS IN TWICE THE QUANTITY RECOMMENDED BY THE SEED PRODUCER.

- Q. ENSURE GROWTH OF SEEDED AND LANDSCAPED AREAS BY WATERING UP TO THE POINT OF RELEASE FROM THE CONTRACT. CONTINUE TO REWORK THE BARE AREAS UNTIL COMPLETE COVERAGE IS OBTAINED.

4. FIELD QUALITY CONTROL

COMPACT SOILS TO MAXIMUM DENSITY IN ACCORDANCE WITH ASTM D-1557. AREAS OF SETTLEMENT WILL BE EXCAVATED AND REFILLED AT CONTRACTOR'S EXPENSE. INDICATE PERCENTAGE OF COMPACTION ACHIEVED ON AS-BUILT DRAWINGS.

5. PROTECTION

- A. PROTECT SEEDED AREAS FROM EROSION BY SPREADING STRAW TO A UNIFORM LOOSE DEPTH OF 1-2 INCHES, STAKE AND TIE DOWN AS REQUIRED. USE OF EROSION CONTROL MESH OR MULCH NET WILL BE AN ACCEPTABLE ALTERNATE.
B. ALL TREES PLACED IN CONJUNCTION WITH A LANDSCAPE CONTRACT WILL BE WRAPPED, TIED WITH HOSE PROTECTED WIRE, AND SECURED TO 2" x 2" x 4 - 0" WOODEN STAKES EXTENDING TWO-FOOT INTO THE GROUND ON FOUR SIDES OF THE TREE.
C. PROTECT ALL EXPOSED AREAS AGAINST WASHOUTS AND SOIL EROSION. PLACE STRAW BALES AT THE INLET APPROACH TO ALL NEW OR EXISTING CULVERTS. WHERE THE SITE OR ROAD AREAS HAVE BEEN ELEVATED IMMEDIATELY ADJACENT TO THE RAIL LINE, STAKE EROSION CONTROL FABRIC FULL LENGTH IN THE SWALE TO PREVENT CONTAMINATION OF THE RAIL BALLAST. ALL EROSION CONTROL METHODS SHALL CONFORM TO APPLICABLE BUILDING CODE REQUIREMENTS.

SECTION 02830 - FENCING AND GATE(S)

PART 1 - GENERAL

- 1. WORK INCLUDED
SEE PLAN FOR SITE AND LOCATION OF FENCE AND GATE(S).
2. QUALITY ASSURANCE

ALL STEEL MATERIALS UTILIZED IN CONJUNCTION WITH THIS SPECIFICATION WILL BE GALVANIZED OR STAINLESS STEEL. WEIGHT OF ZINC COATING ON THE FABRIC SHALL NOT BE LESS THAN TWELVE (12) OUNCES PER SQUARE FOOT OF MATERIAL COVERED. POSTS SHALL BE HOT-DIPPED IN GRADE 'E' ZINC, EIGHTEEN (18) OUNCES PER SQUARE FOOT.

3. SEQUENCING

IF THE SITE AREA HAS BEEN BROUGHT UP TO SURFACE COURSE ELEVATION (PRIOR TO THE FENCE CONSTRUCTION), FENCE POST EXCAVATION SPOILS MUST BE CONTROLLED TO PRECLUDE CONTAMINATION OF SAID SURFACE COURSE.

4. SUBMITTALS

- A. MANUFACTURER'S DESCRIPTIVE LITERATURE.
B. CERTIFICATE OR STATEMENT OF COMPLIANCE WITH THE SPECIFICATIONS.

PART 2 - PRODUCTS

1. FENCE MATERIAL

- A. ALL FABRIC WIRE, RAILS, HARDWARE, AND OTHER STEEL MATERIALS SHALL BE HOT-DIPPED GALVANIZED.
B. FABRIC SHALL BE SEVEN (7) FOOT HIGH OR MATCH EXISTING FENCE. THE FABRIC SHALL HAVE A KNUCKLED FINISH FOR THE TOP SELVAGES. FABRIC SHALL CONFORM TO THE SPECIFICATIONS OF ASTM A-392 CLASS 1.
C. BARBED WIRE SHALL BE DOUBLE-STRAND, 12-1/2 GAUGE TWISTED WIRE, WITH 14-GAUGE, 4-POINT ROUND BARBS SPACED ON FIVE (5) INCH CENTERS.
D. ALL POSTS SHALL BE SCHEDULE - 40 MECHANICAL SERVICE PIPE AND SHALL BE TYPE 1 ASTM A-128 AND OF THE FOLLOWING DIAMETER:
LINE: 2" SCHEDULE 40 (2 3/8" O.D.)
CORNER: 4" SCHEDULE 40 (4 5/8" O.D.)
GATE: 4" SCHEDULE 40 (4 5/8" O.D.)
E. GATE POSTS SHALL BE EXTENDED TWELVE (12) INCHES, INCLUDING DOME CAP, TO PROVIDE FOR ATTACHMENT OF BARBED WIRE.
F. ALL TOP AND BRACE RAILS SHALL BE ONE (1) INCH DIAMETER SCHEDULE - 40 MECHANICAL-SERVICE PIPE.

- G. GATE FRAMES AND BRACES SHALL BE 1.90 INCH DIAMETER SCHEDULE 40 MECHANICAL-SERVICE PIPE. FRAMES SHALL HAVE WELDED CORNERS.
H. GATE FRAMES SHALL HAVE A FULL-HEIGHT VERTICAL BRACE, AND A FULL-WIDTH HORIZONTAL BRACE, SECURED IN PLACE BY USE OF GATE BRACE CLAMPS.

- I. GATE HINGES SHALL BE MERCHANTS METAL MODEL 64386 HINGE ADAPTER WITH MODEL 6409, 180-DEGREE ATTACHMENT.
J. THE GUIDE (LATCH ASSEMBLY) SHALL BE HEAVY INDUSTRIAL DOUBLE GATE LATCH. SEE DETAIL(S).

- K. LATCHES AND STOPS SHALL BE PROVIDED FOR ALL GATES.
L. PLUNGER ROD COMPLETE WITH RECEPTOR TO BE PROVIDED AT THE INACTIVE LEAF OF ALL DOUBLE GATE INSTALLATIONS.

- M. ALL STOPS SHALL HAVE KEEPERS CAPABLE OF HOLDING THE GATE LEAF IN THE OPEN POSITION.
N. A NO. 7 GAUGE ZINC COATED TENSION WIRE SHALL BE USED AT THE BOTTOM OF THE FABRIC, TERMINATED WITH BAND CLIPS AT CORNER AND GATE POSTS.

- O. A SIX (6) INCH BY 1/2 INCH DIAMETER EYEBOLT TO HOLD TENSION WIRE SHALL BE PLACED AT LINE POSTS.
P. STRETCHER BARS SHALL BE 3/16 INCH BY 3/4 INCH OR HAVE EQUIVALENT CROSS-SECTIONAL AREA.

- Q. ALL CORNER GATE AND PANELS SHALL HAVE A 3/8 INCH TRUSS ROD WITH TURNBUCKLES.
R. ALL POSTS EXCEPT GATE POSTS SHALL HAVE A COMBINATION CAP AND BARBED WIRE SUPPORTING ARM. GATE POSTS SHALL HAVE A DOME CAP.

- S. OTHER HARDWARE INCLUDES, BUT MAY NOT BE LIMITED TO, TIE CLIPS, BAND CLIPS AND TENSION BAND CLIPS.
T. BARBED WIRE GATE GUARDS SHALL BE FITTED WITH DOME CAPS.

- U. BARBED WIRE SUPPORT ARMS SHALL BE PRESSED STEEL COMPLETE WITH SET BOLT AND LOCK WIRE IN THE ARM.
V. ALL CAPS SHALL BE MALLEABLE IRON, DOME OR ACORN SHAPED AS REQUIRED BY PIPE SIZE.

- W. WHERE THE USE OF CONCERTINA HAS BEEN SPECIFIED, 24-INCH DIAMETERS COIL, BARBED TAPE, STAINLESS STEEL CYCLONE FENCE MODEL G8P TO TYPE III SHALL BE FURNISHED. IT SHALL BE SUPPORTED ABOVE THE TOP RAIL BY USE OF SIX (6) WIRE BARBED WIRE ARMS POSITIONED ATOP EACH LINE/CORNER POST.

PART 3 - EXECUTION

1. INSPECTION

TO CONFIRM PROPER DEPTH AND DIAMETER OF POST HOLE EXCAVATIONS. ALL POST HOLES WILL BE EXCAVATED AS PER CONSTRUCTION DOCUMENTS.

2. INSTALLATION

- A. FOUNDATIONS SHALL HAVE A MINIMUM SIX (6) INCH CONCRETE COVER UNDER POST.
B. ALL FENCE POSTS SHALL BE VERTICALLY PLUMB WITHIN ONE QUARTER (1/4) INCH.
C. AT CORNER POSTS, GATE POSTS, AND SIDES OF GATE FRAME, FABRIC SHALL BE ATTACHED WITH STRETCHER AND TENSION BAND-CLIPS AT FIFTEEN (15) INCH INTERVALS.
D. AT LINE POSTS, FABRIC SHALL BE ATTACHED WITH BAND-CLIPS AT FIFTEEN (15) INCH INTERVALS.
E. FABRIC SHALL BE ATTACHED TO BRACE RAILS, TENSION WIRE AND TRUSS RODS WITH TIE-CLIPS AT TWO (2) FOOT INTERVALS.
F. A MAXIMUM GAP OF ONE (1) INCH WILL BE PERMITTED BETWEEN TIE CHAIN LINE FABRIC AND THE FINAL GRADE.
G. GATE SHALL BE INSTALLED SO LOCKS ARE ACCESSIBLE FROM BOTH SIDES.
H. GATE HINGE BOLTS SHALL HAVE THEIR THREADS PEENED OR WELDED TO PREVENT UNAUTHORIZED REMOVAL.
I. CONCRETE TO BE A MINIMUM OF 4,000 PSI AT 7 DAYS. CEMENT SHALL EXCEED ASTM C150, TYPE IIIA.

3. PROTECTION

UPON COMPLETION OF ERECTION, INSPECT FENCE MATERIAL AND PAINT FIELD CUTS OR GALVANIZING BREAKS WITH ZINC-BASED PAINT, COLOR TO MATCH THE GALVANIZED METAL.

APPLICABLE STANDARDS:

- ASTM-A120 SPECIFICATION FOR PIPE, STEEL, BLACK AND HOT-DIPPED ZINC COATED (GALVANIZED) WELDED AND SEAMLESS, FOR ORDINARY USES.
ASTM-A123 ZINC (HOT-DIP GALVANIZED) COATING ON IRON AND STEEL PRODUCTS.
ASTM-A163 STANDARD SPECIFICATION FOR ZINC COATING (HOT-DIP) ON IRON AND STEEL HARDWARE.
ASTM-A392 SPECIFICATION FOR ZINC-COATED STEEL CHAIN LINK FENCE FABRIC.
ASTM-A491 SPECIFICATION FOR ALUMINUM-COATED STEEL CHAIN LINK FENCE FABRIC
ASTM-A525 STANDARD SPECIFICATION FOR STEEL SHEET ZINC COATED (GALVANIZED) BY THE HOT-DIPPED PROCESS.
ASTM-A570 SPECIFICATION FOR HOT-ROLLED CARBON STEEL SHEET AND STRIP, STRUCTURAL QUALITY.
ASTM-A535 SPECIFICATION FOR ALUMINUM COATED STEEL BARBED WIRE, FEDERAL SPECIFICATION RR-F-191- FENCING, WIRE AND POST METAL AND GATES, CHAIN LINK FENCE FABRIC, AND ACCESSORIES.



SPECIFICATIONS WEST BRANCH DT WEST BRANCH, IOWA

Table with project details: PRELIMINARY CDS, CITY REQUIREMENTS, STAMPED FINALS, DRAWN BY, CHECKED BY, PROJECT #, FILE NAME, SHEET NUMBER.

9. I.E.E.E. FALL POTENTIAL TESTS

A. FOR RAW LAND SITE

1. GROUND TESTS SHALL BE PERFORMED AS INDICATED ON DRAWINGS. A BIDDLE GROUND OHMMER OR THE METHOD OF USING TWO AUXILIARY GROUND RODS (AS DESCRIBED IN I.E.E.E. STANDARDS NO. 81-1983, PART 1) MAY BE USED. THE I.E.E.E. METHOD REQUIRES THE USE OF AN A.C. TEST CURRENT. THE AUXILIARY TEST RODS MUST BE SUFFICIENTLY FAR AWAY FROM THE ROD UNDER TEST SO THAT THE REGIONS IN WHICH THEIR RESISTANCE IS LOCALIZED DO NOT OVERLAP. THE TEST POINT WILL BE THE GROUND ROD AND WILL CONSIST OF THE THREE POINT FALL OF POTENTIAL MEGGER TEST METHOD, USING THE BIDDLE NULL-BALANCE EARTH TESTER (MEGGER #250220-2, OR EQUIVALENT)

2. CONTRACTOR TO CONDUCT GROUND RESISTANCE TEST IN THE FORMAT AS FOLLOWS:

B. EQUIPMENT PAD

1. FIRST TEST - SHALL BE WITH FOUR (4) GROUND RODS INSTALLED, ONE AT EACH CORNER OF THE PAD BUT NOT CONNECTED TO THE MAIN GROUNDING BUS. FURNISH WIRE TO CONNECT (TEMPORARY CLAMP) ALL FOUR (4) GROUND RODS TOGETHER TO MAKE A SYSTEM TEST AFTER EACH ROD IS INDIVIDUALLY TESTED. IF ANY INDIVIDUAL ROD TESTS 25 OHMS OR MORE, THE ELECTRICAL CONTRACTOR AND OWNER'S REPRESENTATIVE SHOULD BE NOTIFIED SO THAT THE ROD CAN BE DRIVEN DEEPER UNTIL ALL FOUR (4) RODS HAVE A RESISTANCE OF 10 OHMS OR LESS ON A DRY DAY.

2. SECOND TEST - SHALL BE WITH THE GROUND RODS CONNECTED, WITH DRY SOIL AND WHEN NO STANDING WATER HAS BEEN PRESENT FOR THE PAST TEN (10) DAYS. THE MAXIMUM ALLOWABLE READING IS 5 OHMS TO GROUND. IF THE RESISTANCE OF THE ENTIRE SYSTEM EXCEEDS 5 OHMS, NOTIFY THE CONTRACTOR AND OWNER'S REPRESENTATIVE SO THAT ADDITIONAL AND/OR DEEPER RODS CAN BE INSTALLED.

C. TOWER

1. FIRST TEST - SHALL BE WITH THREE (3) GROUND RODS INSTALLED (MINIMUM), EQUALLY SPACED AROUND THE TOWER FOUNDATION, BUT NOT CONNECTED TO THE SHELTER PAD EXTERNAL GROUND RING FURNISH WIRE TO CONNECT (TEMPORARY CLAMP) ALL THREE (3) GROUND RODS TOGETHER TO MAKE A SYSTEM TEST AFTER EACH ROD IS INDIVIDUALLY TESTED. IF ANY INDIVIDUAL ROD TESTS 25 OHMS OR MORE, NOTIFY THE CONTRACTOR AND OWNER'S REPRESENTATIVE SO THAT THE ROD CAN BE DRIVEN DEEPER UNTIL ALL THREE (3) RODS HAVE A RESISTANCE OF 10 OHMS OR LESS ON A DRY DAY.

2. SECOND TEST - SHALL BE WITH THE GROUND RODS CONNECTED, WITH DRY SOIL AND WHEN NO STANDING WATER HAS BEEN PRESENT FOR THE PAST TEN (10) DAYS. THE MAXIMUM ALLOWABLE READING IS 5 OHMS TO GROUND. IF THE RESISTANCE OF THE ENTIRE SYSTEM EXCEEDS 5 OHMS, THE ELECTRICAL CONTRACTOR AND OWNER'S REPRESENTATIVE SHOULD BE NOTIFIED SO THAT EITHER ADDITIONAL AND/OR DEEPER RODS CAN BE INSTALLED.

D. EQUIPMENT PAD AND TOWER

1. AFTER THE EQUIPMENT PAD AND TOWER GROUND RESISTANCE TEST IS COMPLETED, CONTRACTOR SHALL TIE EQUIPMENT PAD EXTERNAL GROUND RING AND TOWER EXTERNAL GROUND RING TOGETHER. AFTER FIRST AND SECOND TEST ALL CONNECTIONS MUST BE MADE USING EXOTHERMIC WELD. NO LUGS OR CLAMPS WILL BE ACCEPTED.

2. AFTER ALL THE EXTERNAL GROUND RINGS ARE TIED TOGETHER, COMPLETE A MEGGER CHECK OF THE GROUND SYSTEM. THE MAXIMUM ALLOWABLE READING IS 5 OHMS TO GROUND.

10. GROUNDING RESISTANCE TEST REPORT

UPON COMPLETION OF THE TESTING FOR EACH SITE, A TEST REPORT SHOWING RESISTANCE IN OHMS WITH AUXILIARY POTENTIAL ELECTRODES AT 5 FEET AND 10 FEET INTERVALS UNTIL THE AVERAGE RESISTANCE STARTS INCREASING AND ALSO NOTE THAT 10-15 PHOTOS MUST BE TAKEN TO PROOF ENTIRE EXTERNAL GROUND RING SYSTEM BEFORE BACKFILL. TWO (2) SETS OF TEST DOCUMENTS ARE OF THE INDEPENDENT TESTING SERVICE TO BE BOUND AND SUBMITTED WITHIN ONE (1) WEEK OF WORK COMPLETION.

SECTION 16503 - POLES, POSTS, AND STANDARDS

1. GENERAL

A. LIGHTNING ROD AND EXTENSION PIPE INCLUDING ALL APPURTENANCES, TO BE FURNISHED BY OWNER, IF REQUIRED.

B. PROVIDE TEMPORARY LIGHTING FOR TOWER AS PER FAA REGULATIONS DURING CONSTRUCTION, IF REQUIRED.

C. GROUNDING

GROUND TOWER WITH A MINIMUM OF #2 AWG TINNED SOLID BARE COPPER CONDUCTOR CADWELDED TO TABS (IF PRESENT). TWO (2) GROUNDING LEADS PER TOWER. NO EXOTHERMIC WELDS SHALL BE ATTACHED DIRECTLY TO THE TOWER STEEL.

SECTION 16745 - TELECOMMUNICATIONS WIRING COMPONENTS (COAXIAL ANTENNA CABLE)

1. GENERAL

A. ALL MATERIALS, PRODUCTS OR PROCEDURES INCORPORATED INTO WORK SHALL BE NEW AND OF STANDARD COMMERCIAL QUALITY.

B. CERTAIN MATERIALS AND PRODUCTS WILL BE SUPPLIED BY THE OWNER (REFER TO GENERAL CONDITIONS FOR THE LIST OF OWNER FURNISHED EQUIPMENT, MATERIALS AND SUPPLIES FOR THESE ITEMS). THE CONTRACTOR IS RESPONSIBLE FOR PICKUP AND DELIVERY OF ALL SUCH MATERIALS.

C. ALL OTHER MATERIALS AND PRODUCTS SPECIFIED IN THE CONTRACT DOCUMENTS SHALL BE SUPPLIED BY THE CONTRACTOR.

2. MATERIALS:

A. COAXIAL CABLE:

1. INSTALL COAXIAL CABLE AND TERMINATIONS BETWEEN ANTENNAS AND EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS WITH COAXIAL CABLES SUPPORTED AT NO MORE THAN 3'-0" O.C. WEATHERPROOF ALL CONNECTORS BETWEEN THE ANTENNA AND EQUIPMENT PER MANUFACTURER'S REQUIREMENTS. TERMINATE ALL COAXIAL CABLE THREE (3) FEET IN EXCESS OF EQUIPMENT LOCATION UNLESS OTHERWISE STATED.

2. ALL COAX RUNS SHALL BE 1-5/8" UNLESS OTHERWISE INDICATED.

3. ANTENNA AND COAXIAL CABLE GROUNDING

A. ALL COAXIAL CABLE GROUNDING KITS ARE TO BE INSTALLED ON STRAIGHT RUNS OF COAXIAL CABLE (NOT WITHIN BENDS)

4. COAXIAL CABLE IDENTIFICATION

A. TO PROVIDE EASY IDENTIFICATION AND UNIFORM MARKING OF ANTENNA CABLING, MARK CABLE:

1. FIRST LOCATION IS AT THE END OF THE COAX NEAREST THE ANTENNA (WHERE THE COAXIAL CABLE AND JUMPER ARE CONNECTED).

2. SECOND LOCATION IS INSIDE THE EQUIPMENT SHELTER NEAR THE WAVEGUIDE ENTRY PORT.

5. TESTING

IF REQUESTED BY CONSTRUCTION MANAGER, LESSEE SHALL PROVIDE AN INDEPENDENT TESTING AGENCY TO PERFORM THE COAXIAL SWEEP TEST & REPORT. THE CONTRACTOR SHALL PROVIDE ONE CLIMBER / QUALIFIED PERSONNEL TO ASSIST IN ANY REPAIRS AND WEATHERPROOFING ONCE THE TEST IS COMPLETE. THE CONTRACTOR SHALL PROVIDE LESSEE WITH A MINIMUM OF FORTY-EIGHT (48) HOURS NOTICE PRIOR TO THE TIME OF THE SWEEP TEST.



SPECIFICATIONS
WEST BRANCH DT
WEST BRANCH, IOWA

SHEET TITLE:

Table with 3 rows: PRELIMINARY CDS, PRELIMINARY CDS - 04/03/13, CITY REQUIREMENTS - 01/07/14

Table with 3 rows: STAMPED FINALS, FINAL CDS - 01/31/14, UTILITY RACK - 02/10/14

Table with 6 rows: DRAWN BY: C.J.L.TAS, CHECKED BY: PCM, PLOT DATE: 2/10/2014, PROJECT #: 8593, FILE NAME: SP-3.dgn

SHEET NUMBER: SP-3

RESOLUTION NO. 1176

RESOLUTION PROVIDING WRITTEN CONSENT OF THE CITY COUNCIL FOR USE OF BARBED WIRE ON THE CENTRAL STATES TOWER II, LLC 197' MONOPOLE TOWER PROJECT.

WHEREAS, Central States Tower II, LLC has heretofore submitted a proposed Site Plan to construct a 197' Monopole Tower (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 the City be listed as an additional insured on the insurance policy and safety features are completed; and

WHEREAS, the City Council approved said Site Plan at their February 18, 2014 City Council Meeting; and

WHEREAS, the City Council has determined that the use of barbed wire on this project would enhance the safety features associated with the project.

NOW, THEREFORE, be it resolved by the City Council of the City of West Branch, Cedar County, Iowa, hereby provides written consent for the use of barbed wire on the Central States Tower II, LLC 197' Monopole Tower Project.

* * * * *

Passed and approved this 18th day of February, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

ORDINANCE NO. 719

AN ORDINANCE AMENDING TITLE CHAPTER 17 "COUNCIL"

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 17 "COUNCIL" of the Code of West Branch, Iowa is hereby amended by deleting Section 17.04.1 in its entirety and inserting in lieu thereof:

17.04.1 Regular Meetings. The regular meetings of the Council are on the first and third Mondays of each month in the Council Chambers at the City Office Building. The time of said meetings shall be 7:00 p.m. If such day falls on a holiday, the meeting is held at a mutually agreeable time, as determined by the Council.

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

Passed and approved this 18th day of February, 2014.

First Reading: February 18, 2014

Second Reading:

Third Reading:

Mark Worrell, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1174

A RESOLUTION ADOPTING THE FINAL PROPOSED FISCAL YEAR 2014-2015 ANNUAL BUDGET AND ORDERING A NOTICE OF HEARING FOR MARCH 3, 2014.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST BRANCH, IOWA:

The final proposed fiscal year 2014-2015 annual budget as set forth in the budget summary and certification of taxes and in the detailed budget in support thereof showing revenue estimates and appropriation expenditures and allocations to programs for said fiscal year is adopted and a public hearing is set for March 3, 2014.

Passed and approved the 18th day of February 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2014 - ENDING JUNE 30, 2015

City of West Branch, Iowa

The City Council will conduct a public hearing on the proposed Budget at 110 N. Poplar St., West Branch, IA
on 3/3/2014 at 6:30 p.m.
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property \$ 12.04382
The estimated tax levy rate per \$1000 valuation on Agricultural land is \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

(319) 643-5888
phone number

Matt Muckler
City Clerk/Finance Officer's NAME

		Budget FY 2015	Re-estimated FY 2014	Actual FY 2013
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,554,151	1,452,149	1,329,718
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,554,151	1,452,149	1,329,718
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	0	302,527	97,387
Other City Taxes	6	181,217	151,208	166,391
Licenses & Permits	7	62,000	50,375	60,216
Use of Money and Property	8	5,900	5,600	7,084
Intergovernmental	9	435,909	378,285	381,215
Charges for Fees & Service	10	958,253	866,181	717,006
Special Assessments	11	0	0	0
Miscellaneous	12	43,100	110,100	155,801
Other Financing Sources	13	451,483	671,097	3,102,529
Total Revenues and Other Sources	14	3,692,013	3,987,522	6,017,347
Expenditures & Other Financing Uses				
Public Safety	15	646,161	594,632	495,544
Public Works	16	594,816	545,525	706,657
Health and Social Services	17	0	0	0
Culture and Recreation	18	624,577	954,991	457,385
Community and Economic Development	19	100,867	352,277	58,637
General Government	20	200,935	195,256	221,738
Debt Service	21	304,213	343,205	1,612,805
Capital Projects	22	184,312	0	0
Total Government Activities Expenditures	23	2,655,881	2,985,886	3,552,766
Business Type / Enterprises	24	985,216	1,553,814	1,208,338
Total ALL Expenditures	25	3,641,097	4,539,700	4,761,104
Transfers Out	26	451,483	271,097	245,005
Total ALL Expenditures/Transfers Out	27	4,092,580	4,810,797	5,006,109
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	28	-400,567	-823,275	1,011,238
Beginning Fund Balance July 1	29	1,802,022	2,625,297	1,614,059
Ending Fund Balance June 30	30	1,401,455	1,802,022	2,625,297

Fiscal Year 2014-15 General Fund Revenue Estimate

Property Tax	\$	1,055,143	
Commercial/Industrial Backfill	\$	33,407	
Ag Land	\$	1,485	
City-Owned Civic Center Levy	\$	17,586	
Local Emg Mgmy Com Levy	\$	6,000	
Emergency Levy Transfer In	\$	35,171	
LOST Transfer In	\$	64,228	
Cable Franchise Fee	\$	26,000	
Licenses and Permits	\$	36,000	Includes beer & liquor, cigarette, building and animal licenses
Interest	\$	3,000	
Rent and Royalties	\$	2,500	Town Hall rent
Subdivision Charges	\$	32,812	Engineering Pass-Through, Sidewalk Payments from businesses
NPS Snow Plowing	\$	6,000	Annual Contract
Library Reimbursement	\$	13,009	Rural Library Assistance
Other Library	\$	7,600	Fines, Misc. revenue, Private contributions, Open access,
Fire Trustees	\$	144,921	
Landfill	\$	43,500	Recycling contract
Cemetery Lots	\$	2,500	Sale of lots
Grave Openings	\$	8,000	
Parks and Rec Fees	\$	43,725	All Recreation Department activity fees
Fuel Tax Refund	\$	2,000	
Fines	\$	2,500	
Misc. Revenue	\$	25,000	Donations, NSF fees, Garbage tags, other misc.
Total Revenue Estimate	\$	1,612,087	
Minus Fire Trustees, Parks & Rec , Library, LOST and Subdivision Charges	\$	306,295	
Subtotal 1	\$	1,305,792	
Minus FY15 GF Salary Estimate	\$	559,480	
Non-salary GF expenditures	\$	746,312	

Fiscal Year 2014-15 All Funds Revenue Estimate

General Fund	\$	1,612,087
Tort Liability	\$	91,542
Road Use Tax	\$	225,000
Local Option Sales Tax	\$	165,000
Parkside Road & McD Interfund Loan	\$	184,312
Perpetual Fund - Cemetery	\$	2,000
Krouth Interest Fund	\$	400
Water	\$	465,320
Water Sinking	\$	67,000
Sewer	\$	329,896
Trust and Agency	\$	164,434
Emergency Levy	\$	35,171
Storm Water Utility	\$	40,000
Debt Service	\$	<u>309,851</u>
Total Revenue Estimate	\$	3,692,013

210 Roads and Streets

6320 Bldg/Grounds Operations/Supplies-This will be used for numerous jobs throughout the year and for day to day operations

6332 Repair/Maintenance Vehicles-Keeps our fleet running and complete preventative maintenance in order to prolong the life of our fleet. This is generally used for times when we take a vehicle to a shop for repairs but could also be used for in house repairs or maintenance.

6444 Tree Trimming-This line will pay for any tree removal, trimming or storm cleanup that is too much for us to handle in house. This is also where we pay for the grinding that gets done at the brush pile.

6490 Consultant and Professional Fees-This line will fund a \$15,000 Capital Improvement Plan.

\$ 8,500	110-5-2-210-6490 (RUT)
\$ 2,500	600-5-9-810-6490 (Water)
\$ 2,500	610-5-9-815-6490 (Sewer)
\$ 500	001-5-2-210-6490 (GF - Streets)
\$ 500	001-5-4-430-6498 (GF - Parks)
\$ 500	001-5-6-620-6490 (GF - Clerk)

6504 Minor Equipment-We'd like to outfit each of our trucks with a set of hand tools. Hammer, wrenches, pliers, pipe wrench, vice grips, screwdrivers, etc. Currently we have tools in the shop and a mix of tools in the trucks. This leaves us looking for tools or returning to the shop to get a tool. I believe this would make us a little more efficient in our day to day operations.

6509 Signs/Supplies-Signage regulations are and will be changing. In order to keep up with that we will need to replace a fair amount of signs in the coming year. We also need more temporary signage for road projects, we need to build more barricades and purchase more cones.

6511 Sand-Mainly used during snow removal.

6512 Salt- Used to mix with sand and to make brine for snow removal. We are looking into getting a bulk supply of another product we could mix with our salt sand that works at much lower temperatures.

6521 Motor Vehicle Maintenance Supplies-This is mainly used to do the required maintenance on our fleet where the work is completed by our staff.

6524 Rock/Cold mix-This is for our stockpile at our shop used for numerous jobs throughout the year. The cold mix is what we use for potholing.

6723 Equipment Set Aside- Included is a proposed equipment replacement schedule.

6727 Equipment- There are two pieces of equipment staff would like to purchase this year. The first being a leaf vac with a new box. The city's leaf vac broke down near the end of the leaf season this past year. We have held off putting the money into it to repair it as there are multiple repairs that would be required in order to get it up and running. Even running its best the vac overheats and requires staff to stop and let it cool down repeatedly during operation.

The second piece of equipment is a truck. This would replace our 1997 Ford dump truck. This would be either a 2014 Ford F550 or a 2014 Dodge 5500, depending on bid price of the two local dealers. This truck would be just a chassis with no box. Staff would like to have the dump box removed from the 2004 Ford F350 we

currently use for leaves and everything else, to be placed on the new truck. The box is stainless steel and is in great condition. We would also be adding tool boxes, a sander and a snow plow to the truck. The F350 would then have a new flatbed installed with utility boxes and a rack for hauling longer materials. This would kill two birds with one stone, allowing us to set up two trucks for a price equivalent to just adding a new dump box to the new truck. We also believe this would prolong the life of the F350 as it would not be used in the same manner it previously was.

6761 Capital Improvement Streets-I have broke this down into multiple projects and the estimated cost for completion of them. I have listed the projects which appear to be high priority.

I have also provided a layout of what staff believes to be a manageable schedule for sewer, water, storm sewer and street repairs or replacement. This is laid out for the next ten years and is simply meant to show what is possible to get done at current prices and funding. Staff would be doing some of the work in house and contracting out for the bigger projects. Approaching it in this manner the infrastructure beneath the streets would be replaced prior to work being completed on the surface of the street.

At this point staff would be targeting replacing 4 inch water mains or adding new mains. The 4 inch mains do not provide adequate fire protection and in many cases the valves on corners are either nonexistent or inoperable. This leads to large shut downs in order to repair water main breaks. There are also numerous dead ends which can lead to water quality issues. These can be alleviated by looping dead ends into another line, while also allowing for greater flexibility in the case of a shutdown. There would also be repairs to sewer mains as part of our ongoing I & I work as well as the addition or upgrading of some storm sewers would be needed.

In conjunction with subgrade infrastructure the road surfaces would be upgraded to include a concrete curb, gutter and an asphalt overlay of the existing sealcoat streets. Aside making the older neighborhoods more inviting, the surface would be much cleaner leading to less rock clogging our storm sewers, snow removal will be more complete and the surface has a longer life expectancy which should make it possible to focus our attention to other needs.

1. Oliphant Street Sidewalk (Crestview to Downey)
Estimated Cost \$78,264 001-5-2-210-6761 (GF-Streets)

2. College Street From Downey Street to 1st Street. This would be an asphalt overlay of the existing sealcoat street with a concrete curb and gutter installed from the existing curb line on Downey Street to 1st Street.
Estimated Cost \$35,000
\$17,500 110-5-2-210-6761 (RUT)
\$17,500 600-5-9-810-6783 (Water)

3. Storm Sewer Repairs to the Parkside Drive and Main Street Intersection. This would involve removal of the two catch basins and the underlying pipe. New catch basins and pipe would be installed.
Estimated cost \$20,000
\$10,000 740-5-9-865-6783 (Storm)
\$ 4,000 110-5-2-210-6761 (RUT)
\$ 6,000 001-5-2-210-6761 (GF-Streets)

4. Sealcoat Greenview and other parts of town as needed. Staff would like to get Greenview on a schedule of being sealcoated in its entirety every 5 years. In between that patching would take place over all of the sealcoat streets in town.
Estimated cost \$25,000 110-5-2-210-6761 (RUT)

5. Sealcoat 1/3 of the cemetery. Staff would like to get this on a schedule for being sealcoated every 4th year. One third of the cemetery would be done per year with a break in it for a year after the cycle was completed.
Estimated Cost \$8,000 001-5-4-450-6498 (GF-Cemetery)

6. Storm sewer installation on Orange Street from 4th Street to 6th Street. This would include removal and installation of new pipe along with replacing the intakes on this street. Pipe would be ran from just east of 5th Street to the corner of 4th Street.
Estimated Cost \$12,000 740-5-9-865-6783 (Storm)

7. Concrete street patches. Staff would coordinate repairs with sewer and water main repairs when possible. Any repairs done that did not coincide with subsurface work would be chosen based on the observations of city staff, complaints or by utilizing the map of street valuations put together by the city engineer.
Estimated Cost \$10,000 110-5-2-210-6761 (RUT)

8. Storm water catch basin repairs. Staff would like to repair or replace some of the older catch basins. There are a few undermining street and some that will be if not repaired.
Estimated Cost \$5,000 740-5-9-865-6783 (Storm)

9. Pedestrian Bridge (Hoover Trail to West Branch Village)
Estimated Cost \$34,700 (without grant) 001-5-4-430-6792 (GF-Park & Rec)
\$16,000 (with grant) 001-5-4-430-6792 (GF-Park & Rec)

10. Wapsi Creek Sidewalks (East side of 2nd from College to Green & around perimeter of Trailhead Lot) including Storm sewer installation on 2nd Street from College Street to Green Street. This would include installation of new pipe and intakes on this street. The ditch would be filled. **Estimated Cost**
\$12,500
\$7,500 001-5-4-430-6792 (GF-Park & Rec)
\$3,000 740-5-9-865-6783 (Storm)
\$2,000 001-5-2-210-6761 (GF-Streets)

11. Work on alleys in town. Concrete approaches and seal coat on three most problematic alleys: 1) Cedar St., 2) north of Main Street between 4th and 5th, and 3) Terror Trail (south of Main Street east of 6th Street). Grading and seal coat on alley behind Groom Station.
Estimated Cost \$16,700 001-5-2-210-6761 (GF-Streets)

12. Main Street Bridge Stormwater Management Best Practices
Estimated Cost \$7,500 740-5-9-865-6783 (Storm)

13. Stormwater Best Management Practices Rebate Program
Estimated Cost \$2,500 740-5-9-865-6783 (Storm)

14. Parkside Drive Road Improvement Project
Estimated Cost \$143,750
\$18,750 302-5-8-751-6490 (Cap)
\$125,000 302-5-8-751-6498 (Cap)

15. West Branch McDonald's Sidewalk Project
Estimated Cost \$40,562 302-5-8-751-6498 (Cap)

Project Summary Page

Capital Projects:

302-5-8-751-6490 (CAP)	18,750	
302-5-8-751-6498 (CAP)	<u>165,562</u>	
Capital Projects Subtotal -		184,312

Capital Improvement Lines:

001-5-2-210-6761 (GF-Streets)	102,964	
110-5-2-210-6761 (RUT)	<u>56,500</u>	
Capital Improvement Subtotal -		159,464

Other Funding Sources:

001-5-4-450-6498 (GF-Cemetery)	8,000	
001-5-4-430-6792 (GF-Park & Rec)	42,200	
600-5-9-810-6783 (Water)	17,500	
740-5-9-865-6783 (Storm)	<u>40,000</u>	
Other Funding Sources Subtotal -		<u>107,700</u>

Total projected cost for all improvements: \$451,476

The following is a list of future projects that we wanted to complete in FY 15, but had inadequate funding. We hope that these projects receive priority during the CIP process:

1. Beranek Drive and Beranek Park Parking Lot. This would be a complete street replacement. The street would be realigned, curb and gutter installed with and asphalt overlay and a new sidewalk to the park.
2. 4th Street Sidewalk (West Branch Animal Clinic to West Branch Village)
3. Main Street Stormwater Project (Pedersen Street to the Creek by Main Street Place)
4. Wapsi Creek Park Trailhead Parking Lot
5. Kofron/Gaskill Stormwater Project behind City Shop
6. 1st Street Green to Main, including the Main & Parkside intersection, new concrete street
7. Orange Street from 4th to 6th, curb & gutter and asphalt

**Opinion of Cost for
West Branch McDonalds Sidewalk
36865
4/6/2014**

No.	Item Code	Description	Unit	Unit Price	Quantity	Extended Price
1	2102-2710070	EXCAVATION, CL 10, RDWY+BORROW	CY	\$10.00	200	\$2,000.00
2	2105-8425015	TOPSOIL, STRIP, SALVAGE+SPREAD	CY	\$15.00	25	\$375.00
3	2110-3825010	GRANULAR MAT'L	TON	\$25.00	15	\$375.00
4	2303-0031500	HMA (1M ESAL) BASE, 1/2"	TON	\$60.00	6	\$360.00
5	2303-0032500	HMA (1M ESAL) INTERMEDIATE, 1/2"	TON	\$60.00	4	\$240.00
6	2303-0033500	HMA (1M ESAL) SURF, 1/2", NO FRIC	TON	\$60.00	2	\$120.00
7	2401-6745910	RMVL OF SIGN	EACH	\$120.00	3	\$360.00
8	2510-5204000	PAV'T SCARIF (HMA PRIOR TO PAV'T RMVL)	SY	\$10.00	40	\$400.00
9	2511-7528101	DETECTABLE WARNING	SF	\$30.00	72	\$2,160.00
10	2511-7526008	SIDEWALK, PCC, 6"	SY	\$35.00	563	\$19,705.00
11	2515-2475008	DRIVEWAY, PCC, 8"	SY	\$39.00	21	\$819.00
12	2515-6745600	RMVL OF PAVED DRIVEWAY	SY	\$7.00	21	\$147.00
13	2524-9275100	WOOD POST-TYPE A/B SIGN, 4"X4"	LF	\$10.00	40	\$400.00
14	2524-9325001	TYPE A SIGN, SHEET ALUM	SF	\$30.00	27	\$810.00
15	2527-9263109	PAINTED PAV'T MARK, WATERBORNE/SOLVENT	STA	\$300.00	3	\$900.00
16	2526-8285000	CONSTRUCTION SURVEY	LS	\$5,000.00	1	\$5,000.00
17	2533-4980005	MOBILIZATION	LS	\$2,500.00	1	\$2,500.00
18	2601-2636043	SEED+FERTILIZE (RURAL)	ACRE	\$646.00	0.315	\$203.49

Subtotal	\$36,874.49
Contingency	\$3,687.00
TOTAL COST	\$40,561.49

Subtotal
Contingency 10%

Cost Estimate For West Branch McDonalds Sidewalk

	Units	QTY	Unit Price	Total
PCC PAVEMENT 6"	Sq. Yds	219	40	8760
REMOVAL OF SIGNS	Ea.	2	50	100
CLEARING & GRUBBING	Units	36	20	720
PED SIGNS	Sq Ft.	16	20	320
DETECTABLE WARNING	Ea.	2	200	400

10300

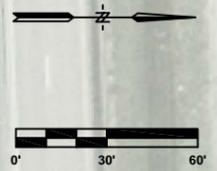
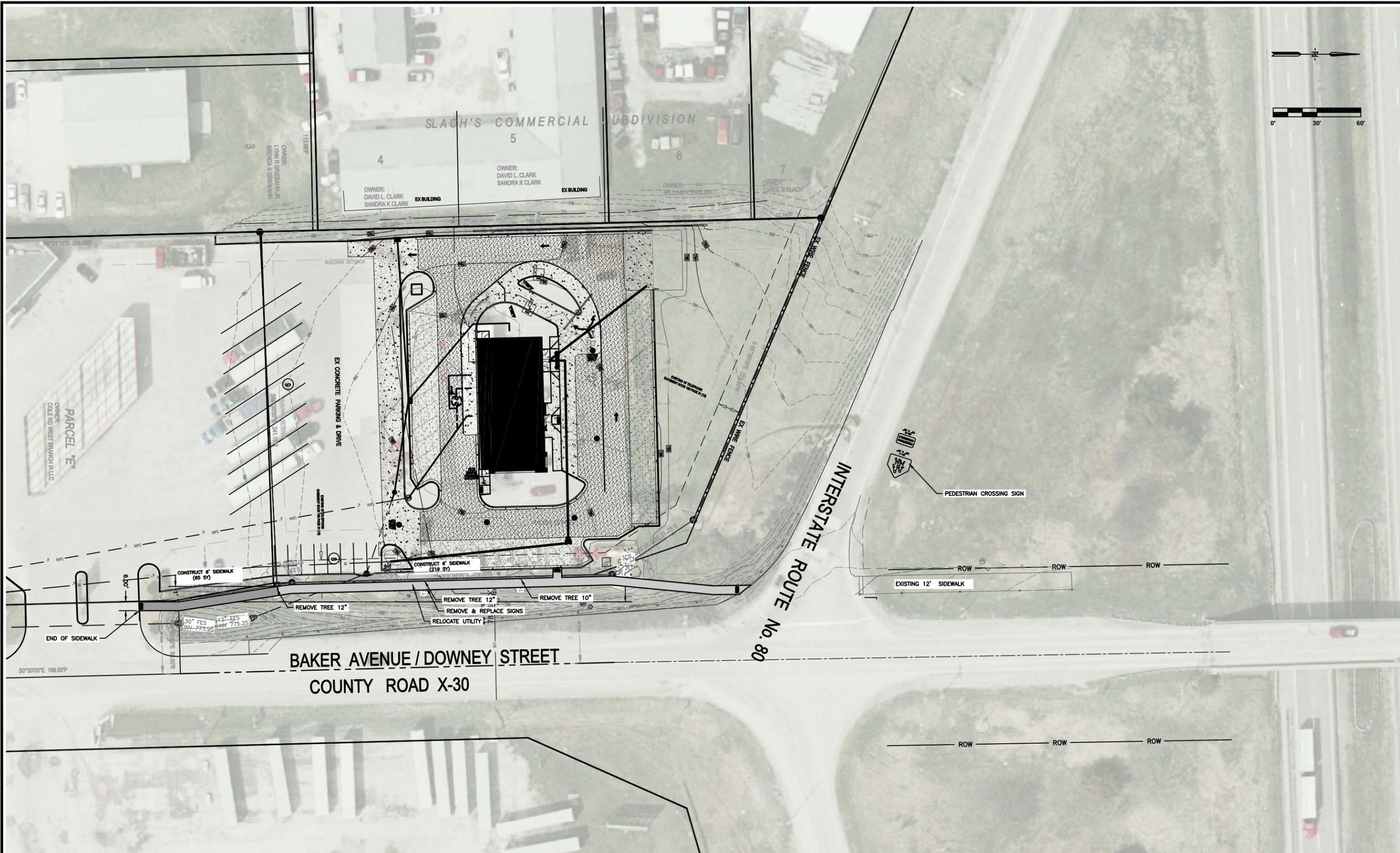
Cost From McDonalds Property to Driveway of Gas Station

PCC PAVEMENT	Sq. Yds	65	40	2600
DETECTABLE WARNINGS	Ea.	1	200	200

2800

PLOTTED: Monday, February 06, 2012 4:16:06 PM

X-REFS: aerial & sidewalk & Z BASE-EMAIL V&K & Parcels & V-K Topo
 FILE PATH: C:\USER\SERVICEDSKTOP\SURVEY\PROJECT\WEST BRANCH\WEST BRANCH SIDEWALK DESIGN



DATE	REVISIONS	SCALE	AS NOTED	VERIFY SCALE	 VEENSTRA & KIMM, INC.	McDonalds Sidewalk City of West Branch	West Branch Cole KG West Branch Iowa LLC Sidewalk	DWG. NO.
		DRAWN	EDG	BAR IS ONE INCH ON ORIGINAL DRAWING.				860 22nd Avenue • Suite 4 • Coralville, Iowa 52241-1565 319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)
		CHECKED	DRS	0" = 1"				
		APPROVED	DRS	IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.				
		DATE	2012					
		ISSUED FOR	DESIGN				###	

	Revenue	Expenditures	Difference	
001 GF	\$ 1,414,785.00	\$ 1,601,817.00	\$ (187,032.00)	Interfund Loans, Town Hall, & Cable
022 CC	\$ 20,086.00	\$ 17,586.00	\$ 2,500.00	Town Hall Rent Budgeted in GF
031 LIB	\$ 177,216.00	\$ 207,216.00	\$ (30,000.00)	\$30,000 from Lib. CD's for planning
036 Tort	\$ 91,542.00	\$ 91,322.00	\$ 220.00	Cable Television \$220 liability payment
110 RUT	\$ 225,000.00	\$ 225,000.00	\$ -	
112 TRU	\$ 164,434.00	\$ 171,340.00	\$ (6,906.00)	Using fund balance
119 EME	\$ 35,171.00	\$ 35,171.00	\$ -	
121 LOC	\$ 165,000.00	\$ 165,000.00	\$ -	
125 TIF	\$ -	\$ 37,387.00	\$ (37,387.00)	Using fund balance
226 DEB	\$ 309,851.00	\$ 304,213.00	\$ 5,638.00	
302 CAP	\$ 184,312.00	\$ 184,312.00	\$ -	
500 CEM	\$ 2,000.00	\$ -	\$ 2,000.00	Sale of lots - goes in perpetual fund
502 KRO	\$ 400.00	\$ -	\$ 400.00	Library not spending this interest in FY15
600 WAT	\$ 465,320.00	\$ 565,320.00	\$ (100,000.00)	\$50k FY15, \$50k park
603 WS	\$ 67,000.00	\$ 67,000.00	\$ -	Balance in fund short
610 SEW	\$ 329,896.00	\$ 379,896.00	\$ (50,000.00)	\$50,000 of balance for FY15 projects
740 STO	\$ 40,000.00	\$ 40,000.00	\$ -	
	<u>\$ 3,692,013.00</u>	<u>\$ 4,092,580.00</u>		

\$ 4,092,580.00 Total Expenditures

\$ 3,692,013.00 Total Revenue

\$ 400,567.00 Difference

\$ 100,000.00 Water - Fund Balance

\$ 300,567.00 Subtotal 1

\$ 50,000.00 Sewer - Fund Balance

\$ 250,567.00 Subtotal 2

\$ 37,387.00 TIF - Fund Balance

\$ 213,180.00 Subtotal 3

\$ 30,000.00 Library CD's

\$ 183,180.00 Subtotal 3

\$ 6,906.00 Trust and Agency - Using Fund Balance

\$ 176,274.00 Subtotal 4

\$ 184,312.00 Interfund Loans

\$ (8,038.00) Subtotal 5

\$ 2,000.00 Cemetery Perpetual Fund

\$ (6,038.00) Subtotal 6

\$ 400.00 Krouth Interest Fund

\$ (5,638.00) Subtotal 7

\$ 5,638.00 Debt Service Backfill

\$ - Final Difference

RESOLUTION NO. 1177

RESOLUTION DIRECTING THE CITY ADMINISTRATOR AND THE FIRE CHIEF TO PROCURE AND OUTFIT A MEDICAL VEHICLE AND DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMMENCE THE PURCHASES.

WHEREAS, the medical vehicle used by the West Branch Fire Department was recently damaged beyond repair; and

WHEREAS, the West Branch Fire Department was issued a check for \$51,555 from the insurance company as the vehicle was totaled out; and

WHEREAS, the \$51,555 will be used to purchase another vehicle and outfit that vehicle to make it suitable for emergency medical response; and

WHEREAS, the vehicle is used as an emergency vehicle and time is of the essence; and

WHEREAS, the Fire Chief is currently working to replace the medical vehicle as soon as possible.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council hereby directs the City Administrator and the Fire Chief to Procure and Outfit a Medical Vehicle. Further, the Mayor and City Clerk are directed to execute any and all documentation necessary to commence the Purchases.

Passed and approved this 18th day of February, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Reserve Police Force Annual Report

2013

This year proved to be an exciting year for the West Branch Reserve Police Program. We were able to identify and recruit two excellent new officers from a candidate pool of approximately 15 applicants. Reserve Officers Lovetinsky and Horihan were sworn in on April 15, 2013 and formally appointed to Reserve Officer Status by Chief Horihan on May 14, 2013. Res. Officer Lynn Lovetinsky is a local businessman with strong ties to the community and a strong desire to serve the citizens of West Branch. Lynn is exactly the type of reserve officer we were hoping to bring on board. Res. Officer Tim Horihan is a fantastic young officer with considerable applicable experience gained in the United States Marine Corps and with the Iowa Department of Transportation. We are very excited to add these two officers to the ranks of the West Branch Police Department and are looking forward to expanding their responsibilities as necessary training is completed.

Sgt. Hanna has taken responsibility for overseeing the Reserve Police Force and continues to be an invaluable resource for all reserve officers both new and not-so-new. Chief Horihan remains very engaged in the development and re-building of the reserve program and continues to provide both encouragement and law enforcement advice to all reserve officers. Officer Koch has also been an excellent resource for all reserve officers and a big supporter of the efforts of the Reserve Police Force.

Training Completed During 2013

Lead Res. Officer Thurman:

- February 13, 2013-Crash Scene Management (West Branch, IA)
- April 20, 2013-Defensive Tactics (Altoona, IA)
- August 17, 2013-Drug Identification and Drug Interdiction (Marshalltown, IA)
- August 9, 2013-CPR and First Aid Re-Certification (West Branch, IA)

Res. Officer Lovetinsky:

- August 27, 2013-Basic Radio Operations (West Branch, IA)
- November 11, 2013-Traffic Stops (West Branch, IA)
- September 9, 2013-CPR and First Aid Certification (Iowa City, IA)
- August 2013-ILEA Module C (Iowa City, IA)
 - Patrol Techniques
 - Defensive Tactics
 - Ethics
 - Force Management
- September 2013 ILEA Module D (Iowa City, IA)
 - Juvenile Law

- Search and Seizure
- Blood Borne Pathogens
- Current Drug Trends
- Weather Preparedness
- Testifying in Court
- December 2013 ILEA Module F (Iowa City, IA)
 - Introductions to Crime Scene
 - Motor Vehicle Law
 - Recognizing Impairment
 - Report Writing
 - Mandatory Reporting
 - Working with your Community
 - Community Policing

Res. Officer Horihan:

- August 27, 2013-Basic Radio Operations (West Branch, IA)
- November 11, 2013-Traffic Stops (West Branch, IA)
- August 9, 2013-CPR and First Aid Certification (West Branch, IA)
- August, 2013-ILEA Module C (Iowa City, IA)
 - Patrol Techniques
 - Ethics
 - Force Management
- September, ILEA Module D (Iowa City, IA)
 - Juvenile Law
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 - Introductions to Crime Scene
 - Motor Vehicle Law
 - Recognizing Impairment
 - Report Writing
 - Mandatory Reporting
 - Working with your Community
 - Community Policing

The new reserve officers have completed over half of the ILEA training that is required for certification. The deadline for both officers for completion of the program is October 2014, but we expect they will achieve certification much earlier than the deadline, possibly as early as June or July of 2014. Both

Officers have completed over half of the agency-required training for consideration for assignment to Reserve II status.

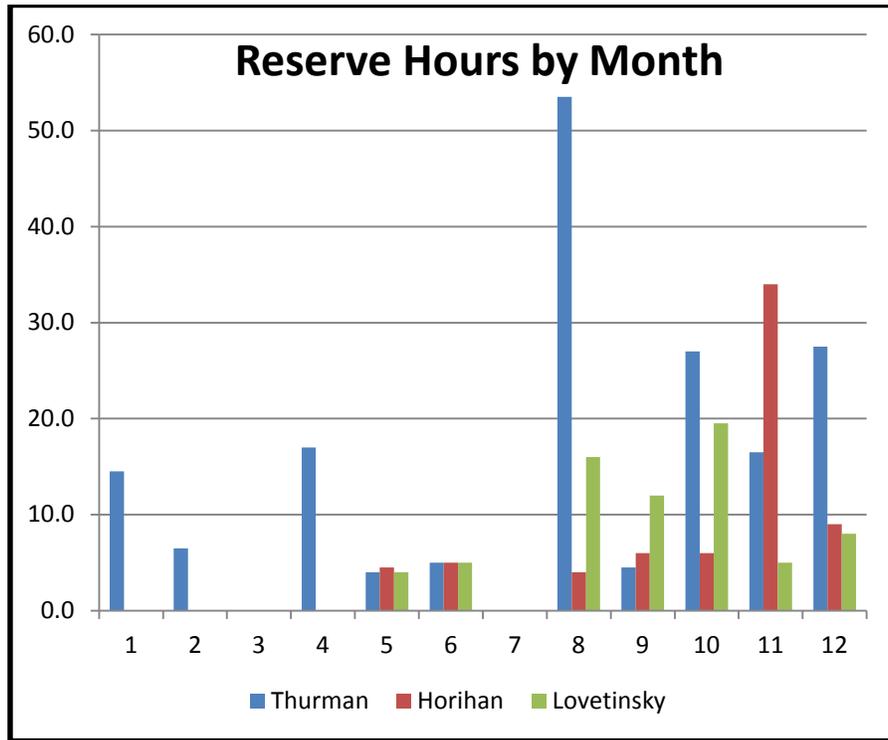
The ILEA-mandated training has been completed primarily through cooperation with the Johnson County Sheriff's Department who were gracious enough to allow our reserves to participate in their in-house training which is conducted by ILEA certified instructors. Chief Horihan and Sgt. Hanna are both ILEA certified reserve instructors on several topics as well. The combination of in-house training and cooperation with Johnson County is expected to save the city over \$1,000 in training costs and will also save the reserves over \$1,500 in travel costs.

Accomplishments and Activities

- Lead Res. Officer Thurman represented the West Branch Reserve Police Force in the 24th Annual Iowa State Reserve Law Officer's Association Shoot in Marshalltown, IA. He won his class in the Semi-Automatic Handgun competition and came in second in his class in the Duty Weapon-Shotgun competition. He will receive the awards at the 2014 ISRLOA Annual Conference.
- All three reserve officers passed annual firearms qualification in handgun, shotgun and patrol rifle in June and again in the fall.
- Lead Res. Officer Thurman coordinated two prescription drug collection events, one in April and one in October. Almost 100 lbs of drugs were collected at these events and Res. Officer Thurman received many thanks from citizens. These collection events, with the assistance of the DEA, are a great community service and a positive interaction between the Police Department and the community.
- Lead Res. Officer Thurman and Res. Officers Lovetinsky and Horihan worked at Hoover's Hometown Days. The Reserve Police Force contributed a combined 40 hours during this community event and provided security and extra patrols to help ensure a safe and enjoyable event for all attendees.
- Lead Res. Officer Thurman and Res. Officers Lovetinsky and Horihan assisted with traffic control during the Bear Stampede race in May.
- The assistance of the Reserve Police Force allowed the Police Department to provide security for every home football game in 2013. Lead Res. Officer Thurman worked three football games and Res. Officer Lovetinsky worked every home football game. These officers completed several calls for service during the games.
- Res. Officer Lovetinsky provided traffic control for the High School Cross Country race in October.
- Lead Res. Officer Thurman and Res. Officer Lovetinsky provided traffic control for the Homecoming Parade in October.
- Lead Res. Officer Thurman and Res. Officers Lovetinsky and Horihan provided security and extra patrols during the Christmas Past even in December.

Hours and Calls for Service

During 2013, the West Branch Reserve Police Force contributed a total of 314 hours to the city. These hours are valued at \$4,710 based on the Part-Time Officer hourly rate. A summary of those hours is below. We expect that as the two new officers complete their training and certification, these hours will go up in 2014. Reserve officers responded to 61 calls for service in 2013. These included calls related to missing persons, traffic accidents, medical emergencies, assaults and road rage.



Summary and the Year Ahead

Again, this was an exciting and successful year for the West Branch Reserve Police Force. The past year was full of milestones and great accomplishments and much progress has been made. Moving forward, we are anxious for the new reserves to complete training so they can expand their contributions to the police department and the West Branch community in the coming year. We have an additional two applicants to consider and we will evaluate the possibility of expanding the reserve program again if these candidates are judged to be worthy additions to the department. Additionally, each reserve officer will be selecting one or more special projects that they'll complete in 2014. These projects will be lead and/or coordinated by the reserve officers and will be related to areas where there is a combination of interest and passion on the part of the officer and a need or opportunity for the police department and the community. We are pleased with the results of 2013 and are eagerly anticipating an even better year in 2014.

Submitted By: Lead Reserve Officer Todd Thurman

Submitted On: January 23, 2014

Submitted To: Chief of Police, Mike Horihan and City Administrator, Matt Muckler

JOB DESCRIPTION:

DESCRIPTION

FABRICATE & INSTALL (6) DIRECTIONAL FREE-STANDING SIGNS AS SHOWN (ALL S/FACE)

MATERIAL: FLAT .080 ALUM.
PAINT: BASE COAT SATIN BLACK
VINYL: HP RED, WHITE AND BLACK
POSTS: 2''X2'' SQ. TUBE STEEL
MOUNTING PLATES: 8''X8''X.5'' STEEL FOR MOUNTING TO CONCRETE



DESIGN #: H-2943 VER.#: 1
DATE: 1/31/14
JOB NAME: MAIN ST. W. BRANCH
LOCATION: WEST BRANCH, IA
DRAWN BY: KSA
SALES: DON GARLAND

DESIGN APPROVED BY: _____
AUTHORIZED SIGNATURE: _____
DATE: _____

Proposal

Number: 27332

Date: 02/04/14

INSTALLED AT:

MAIN STREET WEST BRANCH
PO BOX 786
WEST BRANCH IA 52358

MAIN STREET WEST BRANCH
109 N DOWNEY ST
WEST BRANCH IA 52358
MacKENZIE KROB

Nesper Sign hereby proposes:

ALL QUALITY MATERIALS AND PROFESSIONAL LABOR AND EQUIPMENT TO DESIGN AND FABRICATE SIX (6) SINGLE-FACED 'WAYFINDING' SIGN PANELS OF COMPUTER ROUTED .080 ALUMINUM, 18" WIDE X 24" TALL, WITH OVAL TOP AND FINISHED WITH BASE COAT AND HIGH PERFORMANCE VINYL GRAPHICS. BACKS TO BE FINISHED SATIN BLACK. PANELS ATTACHED DIRECTLY TO 2" X 2" STEEL SQUARE TUBE WITH 8" X 8" X .500 MOUNTING PLATES INSTALLED INTO CONCRETE. NESPER ALSO TO SUPPLY FOUR (4) 6" X 6" "LIBRARY" LOGO PANELS AND ATTACH DIRECTLY BENEATH WEST BRANCH PANELS AS SHOWN. BACKS TO BE FINISHED SATIN BLACK.
QUOTE...\$3,192.00 PLUS TAX

* OPTIONAL INSTALL. ADDITIONAL...\$1,458.00 PLUS TAX

All material is guaranteed to be as specified, and the above to be in accordance with the specifications submitted for the above work and completed in a workmanlike manner for the sum of:

DOLLARS: \$3,192.00 + TAX

TERMS: 1/2 DOWN, NET 30 DAYS

Maximum Payment by Credit Card is \$5000.00

(INTEREST OF 1.5% WILL BE ADDED TO PAST DUE ACCOUNTS)


DONALD GARLAND

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I agree to the additional terms and conditions on reverse side.

BUYER

NESPER SIGN ADVERTISING, INC.

By _____

By _____

Title _____

Title _____

Guaranteed by _____

Contract Date _____

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS