

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

CITY COUNCIL MEETING AGENDA **Monday, October 6, 2014 • 7:00 p.m.** **City Council Chambers, 110 North Poplar Street** *Action may be taken on any agenda item.*

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the September 15, 2014 City Council Meeting.
 - b. Approve minutes from the September 15, 2014 City Council Work Session.
 - c. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell – Recognize Deputy City Clerk Dawn Brandt for certification as a Certified Municipal Clerk through the International Institute of Municipal Clerks.
 - b. Mr. Dave Peden, Owner and Operator of Dave’s Welding & Repair, 348 Cookson Street, West Branch – Soil Sampling and Analysis.
 - c. Resolution 1235, directing the Mayor to execute an application for annexation of the West Branch Municipal Cemetery; and setting a public hearing on said proposed annexation./Move to action.
 - d. Resolution 1236, approving snow removal services on Parkside Drive, Second Street and Cedar Street for the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site./Move to action.
 - e. Resolution 1237, approving service agreement with Kid Again Inflatables for \$11,000 for Hoovers Hometown Days 2015./Move to action.
 - f. Resolution 1238, approving an agreement with Nutri-Ject Systems, Inc. of Hudson, IA for wastewater treatment services in the amount of \$2,150./Move to action.
 - g. Accept the resignation of Lisa Corr from the Park & Recreation Commission./Move to action.
 - h. Discussion of a stormwater best management practices reimbursement program.
8. City Staff Reports
 - a. Library Director Nick Shimmin – West Branch Public Library Annual Report
9. Comments from Mayor and Council Members
 - a. Mayor Mark Worrell – Iowa League of Cities Annual Conference
10. Adjournment

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 WORK SESSION
Monday, October 6, 2014
Immediately following regular City Council Meeting
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. Pat Sauer, Director, Iowa Stormwater Education Program – Individual Building Lot Requirements & Stormwater Best Management Practices
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
Meeting**

**September 15, 2014
7:00 p.m.**

Mayor Mark Worrell opened the West Branch City Council meeting at 7:00 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Public Works Director Matt Goodale, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the September 2, 2014 City Council Joint Meeting with Johnson County Board of Supervisors.
- b. Approve minutes from the September 2, 2014 City Council Meeting.
- c. Approve claims.
- d. Approve Class C liquor license with Sunday sales for Herb n' Lou's.
- e. Approve Class C Liquor License with Sunday Sales for Agaves Inc. DBA Agaves, to include the dining room and banquet and reservation area.

Motion by Shields to approve, second by Stevenson. AYES: Shields, Stevenson, Ellyson, Miller, Pierce. Motion carried.

Date 9-15-14

City Of West Branch
Claims Report

Air Cooled Engine Service	Streets - Service	272.43
Alliant Energy	Various Depts - Utilities	10,504.97
Amazon	Library/Admin - Supplies	391.51
Baker & Taylor	Library - Books	681.14
Barron Motor Supply	Sewer - Supplies	435.18
Bean & Bean	Cemetery - Grave Openings	550.00
BP Amoco	Cem/Sewer/Police/Fire-Fuel	912.83
BSN Sports	P&R - Youth Sports Supplies	1,382.35
Cedar County Cooperative	Fire - Diesel Fuel	1,638.45
Cedar County Recorder	Legal - Document Recordings	433.00
Cedar Rapids Photo Copy	Library - Service	23.87
Community State Bank	Fire Dept Expansion Loan Pmt	8,364.57
Croell Redi-Mix	Various Depts - Concrete	3,414.36
Culligan Water	Fire - Water Cond Rental	33.95
D & N Fence Company	Water - Fence & Gate By Plant	4,400.00

Deweys Jack & Jill	P&R/Water - Supplies	128.14
Dorsey & Whitney	Legal Services Through 7-31-14	1,745.40
Econo Signs	Streets- Signs	356.18
EFTPS	Federal Withholdings	6,722.94
ETS Corporation	Water/Sewer - Credit Card Fees	75.97
F&B Communications	Admin - Website Hosting	929.95
FEH Associates	Park&Rec - Proj 2014206 Rec	2,360.00
Frederick Madison Smith Library	Library - Book	39.00
Galls	Police - Uniforms	486.83
Gazette Communications	Library - Subscription	72.80
General Pest Control	Library - Service	70.00
Gierke-Robinson Company	Streets - Supplies	1,013.84
GreatAmerica Leasing	Admin - Copier Lease	252.06
Hansen, Trent	Park&Rec - Sand VB Refund	75.00
Havlik-Smith, Tanya	Fire - Reimb For Med Supplies	61.98
Hawkins	Water - Azone 15	1,478.50
HD Cline Company	Cemetery - Oil & Filter	42.63
HDS White Cap Construction	Streets - Cordless Saw	104.19
Herb N Lou's	Park & Rec - VB Gift Cert.	100.00
Hollywood Graphics	Park&Rec - Volleyball T-Shirts	643.10
Horihan, Mike	Police - Uniform Belts	45.56
IMWCA	Water/Sewer - Work Comp Ins 3	3,254.00
Int'l Inst Of Municipal Clerks	Admin - CMC Application Fee	100.00
Iowa Assn. Mun. Utilities	Water - Eiasso Sept-Nov	534.27
Iowa Crime Prevention Assoc.	Police - Membership Dues	50.00
Iowa League Of Cities	Admin - IMFOA Fall Conf Trng	105.00
Iowa Library Association	Library - Membership	80.00
Iowa One Call	Water/Sewer - Service	27.90
Iowa Park And Recreation Assoc.	Park&Rec - Fall Workshop	130.00
Iowa Prison Industries	Streets- Sign	100.90
Iowa State University	Park&Rec - Insect Presentation	237.06
Joey Dean Wenndt	Fire - Sept Fire Training	150.00
John Deere Financial	Cemetery/Sewer - Supplies	486.34
John E Reid And Associates	Police - Training	500.00
Johnson County Refuse	Recycling - August 2014	3,705.00
Kelley, Camie	P&R - Daycamp Refund	40.00
Kevin D Olson	Legal Services For Sept 2014	1,500.00
Kingdom Graphics	Park&Rec -Flag Football Shirts	372.00
L. L. Pelling Co.	Streets - Premix	162.00
Liberty Communications	Various Depts - Phone Service	1,103.42
Linn County R.E.C.	Streets - Utilities	77.34
Lynch's Plumbing	Water - Curb Stop E Green St	1,644.60
Main Street West Branch	Comm & Cult - HHTD Band	350.00

Matt Parrott	Admin - Window Envelopes	123.73
Midwest Janitorial Service	Lib/TH/Admin/Police - Cleaning	646.56
Montgomery, Lori	Park & Rec - Refund IA Gymnest	170.00
Municipal Supply	Water - Radio Read Supplies	10,521.00
Oriental Trading Co.	Park&Rec - Craft Supplies	583.45
Overdrive	Library - EBooks	152.88
PDT Services	Fire - Service Ice Machine	138.32
Payroll Expense	Payroll Expense - 9-12-14	28,728.14
Pitney Bowes	Lib/Adm/Water/Sewer/P&R - Postage	2,000.00
Plunkett's Pest Control	Admin - Pest Control	93.35
Port 'O' Jonny	Cemetery/P&R - Service	174.00
Pyramid Services	Cemetery - JD Blades	129.90
Quality Engraved Signs	Admin - Nameplate	16.75
Quill Corp	Lib/Adm/P&R/Anim Cont-Office Supplies	730.50
Racom Corporation	Police - Service	138.50
River Products Company	Streets - Roadstone	569.44
Rosetta Stone Ltd	Library - TMM Online Software	250.00
Shanelle M Peden	Cable - Videotaping	225.00
St. Paul Stamp Works	Animal Control - Dog Park Tags	64.07
Stanard & Associates	Police - Selection Test	36.00
Steele, Gillian	P&R - Daycamp Refund	160.00
Tac 10 Inc	Police - Software Maintenance	880.00
Terence J GoerdT	Admin - Building Inspections	350.00
Tipton Electric Motors	Sewer - Equipment	1,345.61
Treasurer State Of Iowa	Iowa Sales Tax Ach Payment	2,962.03
Trugreen Processing Center	Park&Rec - Lions Field Service	145.00
Tumbleweed Press	Library - Subscription	299.00
University Of Iowa: State	Water - Testing	25.00
UPS	Sewer - Shipping	50.28
US Bank Equipment	Library - Copier Contract	70.42
Veenstra & Kimm Inc.	Various Depts - Engineering	9,054.46
Wageworks	Flex - HCFSA2014 Payment	750.00
Walmart	Library - Supplies	211.02
West Branch Animal Clinic	Animal Control - Stray Cats	607.00
West Branch Repairs	Streets/Fire Dump Truck Serv/Batteries	743.21
West Branch Times	Legal/Com&Cult/Ac-Publications	952.93
Westrum Leak Detection	Water - Leak Detection Survey	1,000.00
WEX Bank	Police/Streets - Fuel	1,169.71
	Grand Total	131,219.77

Fund Totals

001 General Fund	57,930.68
022 Civic Center	839.95
031 Library	10,070.38
110 Road Use Tax	3,026.59
112 Trust And Agency	1,523.72
226 Go Debt Service	8,364.57
600 Water Fund	34,773.18
610 Sewer Fund	13,940.70
950 Bc/Bs Flexible Benefit	750.00
Grand Total	131,219.77

COMMUNICATIONS/OPEN FORUM

Miller noted that he had been approached regarding the possibility of an assisted-living facility in West Branch. Miller added that an endeavor like this would be conducted by private developers, however, felt that it would be supported by the City.

PUBLIC HEARING/NON-CONSENT AGENDA

Approve street closures along parade route for the West Branch High School Homecoming Parade on Wednesday September 24, 2014 from 5:45 p.m.–6:45 p.m./Move to action.

West Branch High School Student Government Adviser Abby Noelck and West Branch High School Junior Class Member Allison Kusick confirmed the Homecoming parade route and distributed registration forms. Noelck and Kusick provided additional registration forms that are available at City Offices.

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

Resolution 1233, approving the fiscal year 2013-2014 street finance report./Move to action.

Muckler noted that this is an annual report that the City files with the Iowa Department of Transportation to account for road use tax funding.

Motion by Stevenson to approve Resolution 1233, second by Ellyson. AYES: Stevenson, Ellyson, Miller, Pierce, Shields. NAYS: None. Motion carried.

Resolution 1234, approving Partial Payment Estimate Number Four (final) in the amount of the retainage (\$11,604.08) to Visu-Sewer, Inc. of Pewaukee, WI and accepting the West Branch, Iowa Sanitary Sewer Rehabilitation – Phase I Project as substantially completed./Move to action.

Miller asked if Visu-Sewer televised after the repairs were made. Schechinger noted that video was reviewed by Veenstra & Kimm.

Motion by Shields to approve Resolution 1234, second by Pierce. AYES: Shields, Pierce, Ellyson, Miller, Stevenson. NAYS: Motion carried.

Accept the resignation of Shanelle Peden as administrative assistant./Move to action.

Muckler thanked Peden for her service to the City and wished her well in her future endeavors.

Motion by Shields to accept the resignation, second by Stevenson. AYES: Shields, Stevenson, Ellyson, Miller, Pierce. NAYS: None. Motion carried.

CITY STAFF REPORTS

City Administrator Matt Muckler - Recruitment for administrative assistant/deputy city clerk position. Muckler noted that a recently updated job description was included in the Council packet. The updated job description now includes work experience as a clerk or deputy city clerk.

City Engineer Dave Schechinger – Stormwater runoff at new park space in Pedersen Valley. Schechinger referred to the proposed Site Plan, noting what the potential impervious area could be and the possible contribution of watershed in twenty four hour rain period. Schechinger also mentioned the potential runoff and noted the amount of earthwork that would need to take place around the creek, including undisturbed areas and also accounting for areas downstream. Stephen Marlow, Vice President/Chief Financial Officer with Care Initiatives, emphasized the importance of continuous operation of Crestview Nursing and Rehabilitation Center, located at 451 West Orange Street. Marlow noted that Director Cheryl Mercer is the local point of contact as the discussion continues. Pat Nagle, 212 Scott Drive, asked for clarification of the water flow pattern in the area. Schechinger noted that the retention pond will collect water, reducing the runoff rate from 86.81 to 10.61. Worrell remarked that Iowa state law dictates how and what volumes of water can be in a retention basin. Ellen Collins, 200 Scott Drive, asked Brian Boelk of HBK Engineering about the position of a possible facility and how easements would allow construction in the area. Collins also asked about the installation of a privacy fence. Schechinger noted that earth and berm with vegetation or privacy fencing could be allowed. Yolanda Bass, 228 Scott Drive, mentioned that private residents were not allowed to construct fences on their properties in the past. Gary Bass, 228 Scott Drive, asked a question regarding the field north of the development area and its impact. Schechinger mentioned that he had assessed flood elevations and determined the depth of the lot, emphasizing that the City cannot direct private property owners adjacent to this land. Information from prior discussions on residential development was mentioned, noting that the number of homes that could be built in the area ranged in the 30's.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Worrell remarked that the September 2nd joint meeting with the Johnson County Board of Supervisors went well and that he would like to continue that trend.

ADJOURNMENT

Motion by Miller to adjourn the city council meeting, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 7:46 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
Goal Setting**

**September 15, 2014
7:55 p.m.**

Mayor Mark Worrell opened the West Branch City Council meeting at 7:55 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Police Chief Mike Horihan, Public Works Director Matt Goodale, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

Council Goal Setting Session

Muckler reviewed goals that were retained from the prior year, including completing I & I Phase II work, implementing a CIP Plan in the FY15 budget, completing Creek Clean Up (litter clean-up, stream bank stabilization, brush removal, and native plantings, especially at Main Street bridge), provide funding for Hoover's Hometown Days inflatables and fireworks, and continuing trail expansion. Muckler noted that Staff recommendations also include adding a fourth full time police officer to the FY16 Annual Budget, piloting five stormwater best management practices in the City as an alternative to curb & gutter, adopting a PTO plan (including short-term/long-term disability and maternity leave policies), placing cemetery information online, and providing an online payment option for utility bills. Miller asked that street upkeep be added. Stevenson suggested having City Offices be open until 6:00 p.m. one day each week. Worrell asked that pay increases for Mayor and Council be included. Pierce added that he would like to see review of the City Code by Staff. Schechinger noted that priority Code review should be given to areas including signage, lighting, parking, and sheds. Worrell added that he would like to see a municipal golf course.

Council members set the following sixteen goals (with the number of votes in parentheses): 1. Street Upkeep (14 votes), 2. Completing I & Phase II Work (13 votes), 3. Funding for Hoover's Hometown Days Inflatables and Fireworks (12 votes), 4. Pilot 5 Stormwater Best Management Practices (12 votes), 5. Flood Retention Structures (12 votes), 6. Mayor/Council Pay Ordinance (11 votes), 7. Trail Expansion (11 votes), 8. Municipal Golf Course (10 votes), 9. Add 4th Full-Time Police Officer (9 votes), 10. Implement CIP into FY16 Budget (9 votes), 11. Code Revisions (9 votes), 12. Provide online payment option for utility bills (8 votes), 13. Creek Clean Up (7 votes), 14. Adopt a PTO Plan, Disability, and Maternity/Adoption Policy (4 votes), 15. Place Cemetery Information Online (4 votes), and 16. Later Office Hours (3 votes).

Motion by Shields to adjourn, second by Pierce. City Council Goal Setting Session adjourned at 8:32 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
BLUE CROSS BLUE SHIELD	9/12/14	DENTAL INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	62.26
	9/26/14	DENTAL INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	62.26
	9/12/14	HEALTH INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	622.75
	9/26/14	HEALTH INSURANCE	GENERAL FUND	NON-DEPARTMENTAL	622.75
	9/26/14	HEALTH INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	2,410.72
	9/26/14	DENTAL INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	136.52
	9/26/14	HEALTH INSURANCE	TRUST AND AGENCY	ROADS & STREETS	709.81
	9/26/14	DENTAL INSURANCE	TRUST AND AGENCY	ROADS & STREETS	39.18
	9/26/14	HEALTH INSURANCE	TRUST AND AGENCY	LIBRARY	910.69
	9/26/14	DENTAL INSURANCE	TRUST AND AGENCY	LIBRARY	42.94
	9/26/14	HEALTH INSURANCE	TRUST AND AGENCY	PARK & RECREATION	535.70
	9/26/14	DENTAL INSURANCE	TRUST AND AGENCY	PARK & RECREATION	55.63
	9/26/14	HEALTH INSURANCE	TRUST AND AGENCY	CEMETERY	683.04
	9/26/14	DENTAL INSURANCE	TRUST AND AGENCY	CEMETERY	35.62
	9/26/14	HEALTH INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	388.38
	9/26/14	DENTAL INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	21.74
	9/26/14	HEALTH INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	160.71
	9/26/14	DENTAL INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	7.58
	9/12/14	DENTAL INSURANCE	WATER FUND	NON-DEPARTMENTAL	15.96
	9/26/14	DENTAL INSURANCE	WATER FUND	NON-DEPARTMENTAL	15.96
	9/12/14	HEALTH INSURANCE	WATER FUND	NON-DEPARTMENTAL	210.94
	9/26/14	HEALTH INSURANCE	WATER FUND	NON-DEPARTMENTAL	210.94
	9/26/14	HEALTH INSURANCE	WATER FUND	WATER OPERATING	1,412.96
	9/26/14	DENTAL INSURANCE	WATER FUND	WATER OPERATING	78.64
	9/12/14	DENTAL INSURANCE	SEWER FUND	NON-DEPARTMENTAL	12.92
	9/26/14	DENTAL INSURANCE	SEWER FUND	NON-DEPARTMENTAL	12.92
	9/12/14	HEALTH INSURANCE	SEWER FUND	NON-DEPARTMENTAL	170.76
	9/26/14	HEALTH INSURANCE	SEWER FUND	NON-DEPARTMENTAL	170.76
	9/26/14	HEALTH INSURANCE	SEWER FUND	SEWER OPERATING	1,225.44
	9/26/14	DENTAL INSURANCE	SEWER FUND	SEWER OPERATING	67.49
				TOTAL:	11,113.97
BRANDT, DAWN	9/29/14	ADM-REIMB FOR MILEAGE & ME	GENERAL FUND	CLERK & TREASURER	84.61
				TOTAL:	84.61
COSTCO WHOLESale	9/18/14	LIBRARY/PARK & REC - SUPPL	GENERAL FUND	PARK & RECREATION	268.25
	9/18/14	LIBRARY/PARK & REC - SUPPL	LIBRARY	LIBRARY	24.53
				TOTAL:	292.78
DEARBORN NATIONAL INSURANCE	9/12/14	LIFE INSURANCE EMPLOYEE	GENERAL FUND	NON-DEPARTMENTAL	8.00
	9/26/14	LIFE INSURANCE EMPLOYEE	GENERAL FUND	NON-DEPARTMENTAL	8.00
	9/26/14	LIFE INSURANCE	TRUST AND AGENCY	POLICE OPERATIONS	9.45
	9/26/14	LIFE INSURANCE	TRUST AND AGENCY	ROADS & STREETS	3.64
	9/26/14	LIFE INSURANCE	TRUST AND AGENCY	LIBRARY	8.24
	9/26/14	LIFE INSURANCE	TRUST AND AGENCY	PARK & RECREATION	3.15
	9/26/14	LIFE INSURANCE	TRUST AND AGENCY	CEMETERY	3.64
	9/26/14	LIFE INSURANCE	TRUST AND AGENCY	CLERK & TREASURER	2.84
	9/26/14	LIFE INSURANCE	TRUST AND AGENCY	LOCAL CABLE ACCESS	1.21
	9/26/14	LIFE INSURANCE	WATER FUND	WATER OPERATING	6.32
	9/26/14	LIFE INSURANCE	SEWER FUND	SEWER OPERATING	5.61
				TOTAL:	60.10
DEFTPS	9/26/14	FEDERAL WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	1,509.04
	9/26/14	SOCIAL SECURITY WITHHOLDI	GENERAL FUND	NON-DEPARTMENTAL	952.92
	9/26/14	MEDICARE WITHHOLDINGS	GENERAL FUND	NON-DEPARTMENTAL	222.84
	9/26/14	FEDERAL WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	434.65

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/26/14	SOCIAL SECURITY WITHHHOLDI	LIBRARY	NON-DEPARTMENTAL	288.58
	9/26/14	MEDICARE WITHHOLDINGS	LIBRARY	NON-DEPARTMENTAL	67.49
	9/26/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	POLICE OPERATIONS	383.26
	9/26/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	POLICE OPERATIONS	89.64
	9/26/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	ROADS & STREETS	133.73
	9/26/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	ROADS & STREETS	31.27
	9/26/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	LIBRARY	288.58
	9/26/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LIBRARY	67.49
	9/26/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	PARK & RECREATION	92.13
	9/26/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	PARK & RECREATION	21.55
	9/26/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	CEMETERY	178.24
	9/26/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CEMETERY	41.69
	9/26/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	CLERK & TREASURER	122.07
	9/26/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	CLERK & TREASURER	28.55
	9/26/14	SOCIAL SECURITY WITHHHOLDI	TRUST AND AGENCY	LOCAL CABLE ACCESS	43.54
	9/26/14	MEDICARE WITHHOLDINGS	TRUST AND AGENCY	LOCAL CABLE ACCESS	10.18
	9/26/14	FEDERAL WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	374.97
	9/26/14	SOCIAL SECURITY WITHHHOLDI	WATER FUND	NON-DEPARTMENTAL	222.12
	9/26/14	MEDICARE WITHHOLDINGS	WATER FUND	NON-DEPARTMENTAL	51.96
	9/26/14	SOCIAL SECURITY WITHHHOLDI	WATER FUND	WATER OPERATING	222.12
	9/26/14	MEDICARE WITHHOLDINGS	WATER FUND	WATER OPERATING	51.96
	9/26/14	FEDERAL WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	343.20
	9/26/14	SOCIAL SECURITY WITHHHOLDI	SEWER FUND	NON-DEPARTMENTAL	208.26
	9/26/14	MEDICARE WITHHOLDINGS	SEWER FUND	NON-DEPARTMENTAL	48.72
	9/26/14	SOCIAL SECURITY WITHHHOLDI	SEWER FUND	SEWER OPERATING	208.21
	9/26/14	MEDICARE WITHHOLDINGS	SEWER FUND	SEWER OPERATING	48.68
				TOTAL:	6,787.64
HOLIDAY INN EXPRESS	9/18/14	ADMIN - LEAGUE CONF TRNG H	GENERAL FUND	MAYOR AND COUNCIL	266.56
	9/18/14	ADMIN - LEAGUE CONF TRNG H	GENERAL FUND	CLERK & TREASURER	799.68
				TOTAL:	1,066.24
HY-VEE ACCOUNTS RECEIVABLE	9/18/14	PARK & REC - CHARETTE SUPP	GENERAL FUND	PARK & RECREATION	208.98
				TOTAL:	208.98
IOWA DEPARTMENT OF REVENUE	9/12/14	Y-001291401 GARNISHMENT	GENERAL FUND	NON-DEPARTMENTAL	230.73
	9/26/14	Y-001291401 GARNISHMENT	GENERAL FUND	NON-DEPARTMENTAL	207.40
	9/12/14	Y-001291401 GARNISHMENT	WATER FUND	NON-DEPARTMENTAL	115.37
	9/26/14	Y-001291401 GARNISHMENT	WATER FUND	NON-DEPARTMENTAL	103.70
	9/12/14	Y-001291401 GARNISHMENT	SEWER FUND	NON-DEPARTMENTAL	115.37
	9/26/14	Y-001291401 GARNISHMENT	SEWER FUND	NON-DEPARTMENTAL	103.70
				TOTAL:	876.27
IPERS	9/12/14	IPERS	GENERAL FUND	NON-DEPARTMENTAL	532.02
	9/26/14	IPERS	GENERAL FUND	NON-DEPARTMENTAL	519.50
	9/12/14	PROT IPERS	GENERAL FUND	NON-DEPARTMENTAL	470.63
	9/26/14	PROT IPERS	GENERAL FUND	NON-DEPARTMENTAL	450.48
	9/12/14	IPERS	LIBRARY	NON-DEPARTMENTAL	262.95
	9/26/14	IPERS	LIBRARY	NON-DEPARTMENTAL	261.66
	9/12/14	PROT IPERS	TRUST AND AGENCY	POLICE OPERATIONS	705.95
	9/26/14	PROT IPERS	TRUST AND AGENCY	POLICE OPERATIONS	675.72
	9/12/14	IPERS	TRUST AND AGENCY	ROADS & STREETS	210.98
	9/26/14	IPERS	TRUST AND AGENCY	ROADS & STREETS	201.94
	9/12/14	IPERS	TRUST AND AGENCY	LIBRARY	394.65
	9/26/14	IPERS	TRUST AND AGENCY	LIBRARY	392.71
	9/12/14	IPERS	TRUST AND AGENCY	PARK & RECREATION	129.59

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
	9/26/14	IPERS	TRUST AND AGENCY	PARK & RECREATION	129.59
	9/12/14	IPERS	TRUST AND AGENCY	CEMETERY	212.61
	9/26/14	IPERS	TRUST AND AGENCY	CEMETERY	215.95
	9/12/14	IPERS	TRUST AND AGENCY	MAYOR AND COUNCIL	17.86
	9/12/14	IPERS	TRUST AND AGENCY	CLERK & TREASURER	178.13
	9/26/14	IPERS	TRUST AND AGENCY	CLERK & TREASURER	171.58
	9/12/14	IPERS	TRUST AND AGENCY	LOCAL CABLE ACCESS	49.31
	9/26/14	IPERS	TRUST AND AGENCY	LOCAL CABLE ACCESS	60.60
	9/12/14	IPERS	WATER FUND	NON-DEPARTMENTAL	234.17
	9/26/14	IPERS	WATER FUND	NON-DEPARTMENTAL	230.32
	9/12/14	IPERS	WATER FUND	WATER OPERATING	351.45
	9/26/14	IPERS	WATER FUND	WATER OPERATING	345.68
	9/12/14	IPERS	SEWER FUND	NON-DEPARTMENTAL	215.68
	9/26/14	IPERS	SEWER FUND	NON-DEPARTMENTAL	210.16
	9/12/14	IPERS	SEWER FUND	SEWER OPERATING	323.68
	9/26/14	IPERS	SEWER FUND	SEWER OPERATING	315.43
				TOTAL:	8,470.98
ISWEP	9/18/14	STORMWATER - TRAINING CLAS	STORM WATER UTILIT	STORM WATER UTILITY	50.00
				TOTAL:	50.00
KID AGAIN INFLATABLE FUN SHOWS	9/29/14	COM&CULT- DEP FOR INFLATAB	GENERAL FUND	COMM & CULTURAL DEVEL	5,500.00
				TOTAL:	5,500.00
MISCELLANEOUS V	9/29/14	ABBY KNOOP:P&R V-BALL	GENERAL FUND	PARK & RECREATION	40.00
ABBY KNOOP	9/29/14	ABBY KNOOP:P&R V-BALL	GENERAL FUND	PARK & RECREATION	20.00
ALLIE RUSSELL	9/29/14	ALLIE RUSSELL:P&R V-BALL	GENERAL FUND	PARK & RECREATION	20.00
ALLYSON SIMPSON	9/29/14	ALLYSON SIMPSON:P&R V-BALL	GENERAL FUND	PARK & RECREATION	20.00
BOWMAN, MATT	9/15/14	01-30750-10	WATER FUND	WATER OPERATING	48.15
CLAIRE BRIDGES	9/29/14	CLAIRE BRIDGES:P&R V-BALL	GENERAL FUND	PARK & RECREATION	40.00
HALEY POULA	9/29/14	HALEY POULA:P&R V-BALL	GENERAL FUND	PARK & RECREATION	20.00
JACOB GINGERICH	9/29/14	JACOB GINGERICH:P&R FLAG F	GENERAL FUND	PARK & RECREATION	160.00
JENAE MURRY	9/29/14	JENAE MURRY:P&R V-BALL	GENERAL FUND	PARK & RECREATION	10.00
JENAE MURRY	9/29/14	JENAE MURRY:P&R V-BALL	GENERAL FUND	PARK & RECREATION	50.00
MADISON LUNECKAS	9/29/14	MADISON LUNECKAS:P&R V-BAL	GENERAL FUND	PARK & RECREATION	40.00
MASON HAYS	9/29/14	MASON HAYS:P&R FLAG FBALL	GENERAL FUND	PARK & RECREATION	160.00
MORGAN STOOLMAN	9/29/14	MORGAN STOOLMAN:P&R V-BALL	GENERAL FUND	PARK & RECREATION	50.00
RANDOLPH, JUDITH	9/15/14	01-11580-07	WATER FUND	WATER OPERATING	70.34
ROBERTS, CAITLIN	9/15/14	02-01851-01	WATER FUND	WATER OPERATING	100.00
TRYSTIN LUNECKAS	9/29/14	TRYSTIN LUNECKAS:P&R V-BAL	GENERAL FUND	PARK & RECREATION	40.00
				TOTAL:	868.49
MUCKLER, MATT	9/29/14	ADM- REIMB MILEAGE/MEALS T	GENERAL FUND	CLERK & TREASURER	335.12
				TOTAL:	335.12
PITNEY BOWES INC	9/18/14	ADMIN - METER SUPPLIES	GENERAL FUND	CLERK & TREASURER	210.76
				TOTAL:	210.76
PLAY IT AGAIN SPORTS	9/18/14	PARK & REC - FITNESS SUPPL	GENERAL FUND	PARK & RECREATION	152.98
				TOTAL:	152.98
SHIMMIN, NICK	9/18/14	LIBRARY - CRAFT SUPPLIES	LIBRARY	LIBRARY	23.21
	9/18/14	LIBRARY - WBPL DOMAIN NAME	LIBRARY	LIBRARY	21.76
	9/29/14	LIB - REIMB FOR MEALS AT C	LIBRARY	LIBRARY	45.92
				TOTAL:	90.89
TREASURER STATE OF IOWA	9/12/14	STATE WITHHOLDING TAX	GENERAL FUND	NON-DEPARTMENTAL	710.20

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9/26/14	STATE WITHHOLDING TAX	GENERAL FUND	NON-DEPARTMENTAL	718.61
	9/12/14	STATE WITHHOLDING TAX	LIBRARY	NON-DEPARTMENTAL	149.90
	9/26/14	STATE WITHHOLDING TAX	LIBRARY	NON-DEPARTMENTAL	167.69
	9/12/14	STATE WITHHOLDING TAX	WATER FUND	NON-DEPARTMENTAL	171.55
	9/26/14	STATE WITHHOLDING TAX	WATER FUND	NON-DEPARTMENTAL	170.25
	9/12/14	STATE WITHHOLDING TAX	SEWER FUND	NON-DEPARTMENTAL	162.35
	9/26/14	STATE WITHHOLDING TAX	SEWER FUND	NON-DEPARTMENTAL	159.45
				TOTAL:	2,410.00
UNITED STATES TREASURY	9/12/14	LEVY PROCEEDS	GENERAL FUND	NON-DEPARTMENTAL	314.63
	9/26/14	LEVY PROCEEDS	GENERAL FUND	NON-DEPARTMENTAL	268.84
	9/12/14	LEVY PROCEEDS	WATER FUND	NON-DEPARTMENTAL	157.32
	9/26/14	LEVY PROCEEDS	WATER FUND	NON-DEPARTMENTAL	134.42
	9/12/14	LEVY PROCEEDS	SEWER FUND	NON-DEPARTMENTAL	157.32
	9/26/14	LEVY PROCEEDS	SEWER FUND	NON-DEPARTMENTAL	134.42
				TOTAL:	1,166.95
UPS	9/18/14	SEWER - SHIPPING	SEWER FUND	SEWER OPERATING	25.14
				TOTAL:	25.14
WAGWORKS	9/18/14	FLEX - HCFSA2014 ACH PMT	BC/BS FLEXIBLE BEN	INVALID DEPARTMENT	10.00
	9/29/14	FLEX - HCFSA2014 PMT	BC/BS FLEXIBLE BEN	INVALID DEPARTMENT	213.45
				TOTAL:	223.45
**PAYROLL EXPENSES	9/19/2014 - 9/30/2014		GENERAL FUND	POLICE OPERATION	6,663.90
			GENERAL FUND	ROADS AND STREETS	2,389.46
			GENERAL FUND	PARK & RECREATION	1,551.20
			GENERAL FUND	CEMETERY	3,022.33
			GENERAL FUND	CLERK & TREASURER	2,033.63
			GENERAL FUND	LOCAL CABLE ACCESS	702.18
			LIBRARY	LIBRARY	4,654.61
			WATER FUND	WATER OPERATING	3,912.95
			SEWER FUND	SEWER OPERATING	3,646.21
				TOTAL:	28,576.47
===== FUND TOTALS =====					
001	GENERAL FUND		33,333.50		
031	LIBRARY		6,402.95		
112	TRUST AND AGENCY		11,449.52		
600	WATER FUND		9,020.52		
610	SEWER FUND		8,091.88		
740	STORM WATER UTILITY		50.00		
950	BC/BS FLEXIBLE BENEFIT		223.45		

	GRAND TOTAL:		68,571.82		



The Complete Solution

BRANCH ADDRESS

7241 Gaines Street Court
Davenport, IA 52806
Phone: 563-332- 8000
Toll-Free: 800-728-6900
Fax: 563-332-9465

June 2, 2014,

City of West Branch
110 N. Poplar Street
PO Box 218
West Branch, IA 52358

**Re: Report of Soil Sampling and Analysis
Dave's Welding & Repair
348 Cookson Dr., West Branch, IA**

Dear Sir or Madam,

Introduction and Methodology

In accordance with proposal 20140048, on May 20, 2014, Seneca Companies conducted soil sampling and analysis at the referenced property for indications of road salt contamination. Soil samples were collected in eight locations in the western portion of the site in a grid pattern at depths ranging from 2 to 12 inches below current grade. One sampling point, C4, at the apparent location that storm water crosses from the City of West Branch maintenance facility onto the Dave Peden property, was extended to a depth of 18 inches and sampled at that depth. Background samples, for comparison purposes, were collected at a location in the eastern portion of the site from the same soil type as determined by the National Resource Conservation Service. Maps indicating the sampling locations are attached, Appendix 1.

Samples were analyzed for indicators of road salt contamination. The indicator parameters were potassium (K), magnesium (Mg), calcium (Ca), sodium (Na), pH, cation exchange capacity (CEC) and soluble salts (SS). Results are tabulated in Table 1. Select results are further tabulated in Appendix 3, depending on depth of sampling.

Other Branch Locations

Des Moines, IA Corporate Office ♦ Denver, CO ♦ Oreana, IL ♦ Baldwin, MS ♦ Grandview, MO ♦ Sioux City, IA

www.senecacompanies.com

Petroleum Equipment ♦ Petroleum Construction ♦ Petroleum Service ♦ Automotive Service Equipment ♦ Industrial Fluid Power & Handling Systems ♦ Electrical Contracting ♦ Environmental Services ♦ Remediation Systems ♦ Waste Solutions/Hydro-Blasting

Table 1

Sample	K	Mg	Ca	Na	pH	CEC	SS
A1 4"	101	138	4814	807	8.3	29	1.20
A1 12"	127	349	4268	1356	7.7	30	1.06
A2 6"	137	179	3730	1562	7.9	27	1.28
A2 12"	125	196	3565	1746	7.7	27	1.45
A3 6"	102	145	4416	910	8.2	28	1.29
A3 12"	104	177	4694	1167	8.1	30	1.33
A4 2"	81	88	3822	581	8.8	23	0.73
A4 12"	145	207	4648	1405	8.2	31	1.53
B3 6"	97	120	4063	1406	8.1	28	2.52
B3 12"	149	283	4286	2238	7.4	34	2.71
B4 6"	34	38	4597	451	8.0	25	1.61
B4 12"	144	119	3454	1727	8.1	16	1.77
C3 2"	55	58	3760	805	8.6	23	1.23
C3 12"	124	238	4665	1909	7.9	34	2.04
C4 3"	49	54	3537	785	8.7	22	1.23
C4 12"	177	126	3459	3236	8.4	33	2.81
C4 18"	174	128	2484	2857	7.9	26	2.23
BG 6" *	89	305	2833	31	6.7	17	0.20
BG12" *	100	354	2568	39	6.5	16	0.29

* BG = Background

Discussion and Conclusions

Crushed stone was encountered in most of the sampling locations in the western portion of the site. For that reason, it was not always possible to sample fine-grained soil at the depth of 6 inches. Therefore, some of the samples are from lesser depth.

Generally, fine-grained soil from less than 1 to 7 inches thick overlies a layer of crushed stone that varied from 2 to 8 inches in thickness. Beneath the crushed stone was black organic clay presumed to be the former topsoil/subsoil. A table of materials encountered in the sampling excavations is included in Appendix 2.

Review of Statewide Standards available at the Iowa Department of Natural Resources website indicates that none of the tested parameters have an applicable Statewide Standard. The Statewide Standards are Standards which represent concentrations of contaminants in groundwater and soil for which normal, unrestricted exposure is considered unlikely to pose a threat to human health.

When compared to background concentrations, the concentrations of potassium (K) in the samples from the western portion of the site do not appear to be substantially different. Magnesium (Mg) appears to be slightly lower. Calcium (Ca) appears to be moderately higher and sodium (Na) is much higher. The pH of the background is lower than the other samples but the absence of crushed stone and the generally higher organic content may be the

cause. The cation exchange capacity (CEC) appears to be moderately higher and the concentration of soluble salts (SS) is substantially higher.

Where soil was sampled at 18 inches depth at location C4, the result for K and Mg are not substantially different from shallower samples. The concentration of Ca is not as high. Na and SS remain substantially higher than background.

Concentrations of select parameters according to MVTL: Nutrients Analysis Guide¹ are listed below in Table 2.

Table 2

Parameter	Concentrations (parts per million)				
	Very Low	Low	Medium	High	Very High
Potassium	0-40	41-80	81-120	121-160	161+
Calcium	0-250	251-500	501-2000	2000-4500	4500+
Magnesium		0-50	51-100	100+	
Soluble Salts ²	0-.25	.25-.50	.50-1.0	1.0-1.5	>1.5
Sodium	0-40	41-80	81-120	121-160	161+

¹ <http://www.mvtl.com/PDF/Soil%20Nutrient%20Guide.pdf>

² Measured on a 1:1 soil:water suspension

When compared to concentrations as found in the MVTL guide, for agricultural crop production purposes, the concentrations of potassium (K) in the samples from the western portion of the site are generally in the medium to high range. Magnesium (Mg) concentrations are in the high range. Calcium (Ca) is in the high range and sodium (Na) is in the very high range. The soluble salts (SS) are in the high to very high ranges.

Sampling has determined that soil in a large portion of the property west of the buildings exhibits elevated concentrations of some tested parameters when compared to background and when compared to the MVTL nutrient guide, particularly sodium and soluble salts. However, because fill materials have been placed in this area, a direct comparison of these soils to background soil or the nutrient guide ranges may not be valid. Elevated concentrations may be in part caused by the fill. Those parameters that are most likely to be affected by crushed stone fill are magnesium, from dolomitic crushed stone, and calcium from crushed limestone fill. Elevated concentrations of sodium and soluble salts are not anticipated to derive from crushed limestone/dolomite fill.

The scope of this sampling has not defined the extent of elevated concentrations of some parameters either horizontally or vertically. To determine the extent of elevated parameters, i.e. sodium and soluble salts, additional sampling on an expanded grid and at greater depth would be necessary.

The information contained in this report is based on a limited number of samples and a limited analytical suite. The soil samples that were collected are assumed to be representative of the small area surrounding the sample site. Failure to discover all hazardous substances or conditions at the time of this report through appropriate techniques does not guarantee that hazardous materials or conditions do not exist at the site. We make no warranty, expressed or implied, for this property, nor make certification of the suitability of future use of the property based

on the results of this assessment, except that our services were performed in accordance with the level of care and skill ordinarily practiced by members of the profession in this area at this time under similar budget and time constraints.

This report has been prepared on behalf of and exclusively for the use of the City of West Branch. This report and the findings contained herein shall not, in whole or part, be disseminated or conveyed to any other party or be used or relied upon by any other party, in whole or in part, without the consultant's prior written consent.

Contact our Davenport office at 563-332-8000 or contact Neil DeRynck at nderynck@senecaco.com should you have any questions. We appreciate this opportunity to work with you on this project.

Sincerely,
Seneca Companies

A handwritten signature in black ink, appearing to read "Steve Charlton", written in a cursive style.

Steve Charlton
Branch Manager

RESOLUTION NO. 1235

RESOLUTION DIRECTING THE MAYOR TO EXECUTE AN APPLICATION FOR ANNEXATION OF THE WEST BRANCH MUNICIPAL CEMETERY; AND SETTING A PUBLIC HEARING ON SAID PROPOSED ANNEXATION.

WHEREAS, the West Branch Municipal Cemetery is owned by the City of West Branch, but is currently located in unincorporated Cedar County; and

WHEREAS, pursuant to Chapter 368 of the Code of Iowa, the City desires to annex the West Branch Municipal Cemetery into the corporate limits of the City of West Branch; and

WHEREAS, Section 368.7 requires that the City send all applications for applications to the Cedar County Board of Supervisors and hold a public hearing prior to formally approving said annexation; and

WHEREAS, it is now necessary for the City Council to direct the Mayor to execute an application for annexation for the West Branch Municipal Cemetery.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the Mayor is hereby directed to execute an application to annex the West Branch Municipal Cemetery into the City.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to send said application, with legal description and a map, to the Cedar County Board of Supervisors at least fourteen business days prior to the hearing on said application.

BE IT FURTHER RESOLVED, that a public hearing on the proposed annexation is hereby set for 7:00 p.m. on Monday, November 3, 2014 at the Council Chambers, City Hall, 110 N. Poplar Street. The City Clerk is hereby directed to publish notice of the same at least fourteen days prior to said hearing.

Passed and approved this 6th day of October, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1236

RESOLUTION APPROVING SNOW REMOVAL SERVICES ON PARKSIDE DRIVE, SECOND STREET AND CEDAR STREET FOR THE UNITED STATES DEPARTMENT OF THE INTERIOR, NATIONAL PARK SERVICE, HERBERT HOOVER NATIONAL HISTORIC SITE.

WHEREAS, it is in the best interest of the City of West Branch and the United States Department of the Interior, National Park Service, Herbert Hoover National Historic Site (NPS) to coordinate snow removal; and

WHEREAS, the City Council finds it in the best interest of the residents of West Branch to provide for snow removal services on Parkside Drive, Second Street and Cedar Street during winter weather; and

WHEREAS, the City of West Branch would provide snow removal services to NPS from October 15, 2014 until June 1, 2015; and

WHEREAS, NPS will pay the City of West Branch \$6,000.00 by June 1, 2015 for the provision of snow removal services on Parkside Drive.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the provision of the aforementioned snow removal services are hereby approved. Further, the Mayor is directed to execute the services on behalf of the City.

Passed and approved this 6th day of October, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE		PAGE 1 OF 11 PAGES
1. REQUEST NO. P14PS02518	2. DATE ISSUED 09/08/2014	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY NPS, MWR - MWRO MABO 601 Riverfront Drive Omaha NE 68102			6. DELIVERY BY (Date)	
5b. FOR INFORMATION CALL: (No collect calls)			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
NAME JAMES BISSAILLON			9. DESTINATION	
AREA CODE 402 TELEPHONE NUMBER 661-1690			a. NAME OF CONSIGNEE NPS, MWR, Herbert Hoover NHS	
8. TO: a. NAME b. COMPANY			b. STREET ADDRESS 110 Parkside Drive P.O. Box 607	
c. STREET ADDRESS			c. CITY West Branch	
d. CITY	e. STATE	f. ZIP CODE	d. STATE IA	e. ZIP CODE 52358
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 09/11/2014 1500 CT		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
00010	HEHO FY15 SNOW REMOVAL Period of Performance: 10/01/2014 to 06/01/2015 Snow Removal IAW the Scope of Work and Wage Determination No.: 2005-2203 Rev 16			\$6000.00	\$6000.00

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER City of West Branch			16. SIGNER Mark Worrell		b. TELEPHONE 319
b. STREET ADDRESS 110 N Poplar Street					
c. COUNTY Cedar			a. NAME (Type or print) Mark Worrell		AREA CODE 319
d. CITY West Branch	e. STATE IA	f. ZIP CODE 52358	c. TITLE (Type or print) Mayor		NUMBER 643-5888

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Prescribed by GSA - FAR (48 CFR) 53.215-1(a)



United States Department of the Interior



NATIONAL PARK SERVICE

HERBERT HOOVER NATIONAL HISTORIC SITE

P.O. BOX 607

WEST BRANCH, IOWA 52358-0607

IN REPLY REFER TO:

SCOPE OF WORK

REVISION DATE: August 19, 2014

PROJECT TITLE: Herbert Hoover N.H.S. Winter Weather Road Maintenance / Snow Plowing

LOCATION: Herbert Hoover National Historic Site, P.O. Box 607, West Branch Iowa 52358-0607

FOCUS OF WORK: Complete winter weather roadway maintenance to include snow removal / plowing, sanding, and de-icing of Parkside Drive, Cedar, and Second Streets within Herbert Hoover National Historic Site (HEHO), located in the City of West Branch, Iowa; a total estimate of 3,169 feet of roadway surface including road shoulders.

ROADWAY MEASUREMENTS:

Road Name:	Length	Width including shoulders
Parkside Drive	1,795 feet	45 feet
Second Street	952 feet	30 feet
Cedar Street	422 feet	24 feet
Total	3169 feet	

DESCRIPTION OF PROJECT:

The contractor will provide all snow, ice, frost, and other frozen precipitation removal on Parkside Drive, Second Street, and Cedar Streets within Herbert Hoover National Historic Site to provide safe motor vehicle traffic driving during winter weather conditions. The roadway surfaces shall be maintained 24 hours a day, 7 days a week, including Federal Holidays. Please see below for level of service requirements. Communication with the contracting officer's technical representative (COTR) will be paramount during the duration of this project.

When accumulative frozen precipitation events occur, the contractor shall clear frozen precipitation (snow/ice) to the extreme edge / shoulder of the roadway surface as well as use a 5/1 ratio sand / salt mix abrasive to de-ice precipitation that is not cleared to the edge of the roadway.

When non-accumulative precipitation events occur, the contractor shall use a 5/1 (or other approved ratio) sand/salt mix for roadway application, for de-icing frozen precipitation that cannot be cleared from the roadway. Types of non-accumulative precipitation would be freezing rain, heavy frost, or a minor accumulation of snow that cannot be removed by plowing. Special consideration shall be needed for intersections, hills, and curves. Special Consideration areas include the following:

- Intersection: Parkside Drive @ Main Street
- Intersection: Second Street @ Main Street
- Intersection: Parkside Drive @ Cedar Street
- Hill: Parkside Drive Hill South of Cedar Street to park boundary

During the entire contract period the contractor shall be responsible to monitor the condition of all roadways for snow /ice or other adverse conditions and apply a sand / salt abrasive when necessary. Contractor may apply a sand / salt abrasive prior to inclement weather if freezing rain or other non-accumulative precipitation is forecasted to occur.

RESPONSE TIME, HOURS, AND LEVEL OF SERVICE:

Winter weather road maintenance service shall be furnished 24 Hours a day, 7 days a week, including all Federal Holidays for the entire contract period. Contractor must respond as winter weather precipitation accumulation indicates.

Roads should be maintained in a safe manner for normal vehicle traffic 24 hours a day, except during weather emergencies when it is understood that service may be temporarily slowed / suspended.

PRIORITIES:

Parkside Drive shall be maintained first; Second Street shall be maintained second; and Cedar Street shall be maintained third.

Parkside Drive, Second, and Cedar streets shall be maintained before 6:00 A.M each day when winter precipitation events occur, to allow vehicle traffic to enter and leave the City of West Branch. Roadway surfaces shall normally be maintained (plowed) to remain snow and ice free. During the hours from 5:00 A.M. through 10:00 P.M., the above streets shall be maintained to not allow more than 2 inches of snow accumulation at any time. During the hours from 10:00 P.M. through 5:00 A.M the following day, the above streets shall be maintained to not allow more than 6 inches of snow accumulation.

These priorities are needed to ensure safe access to and from the City of West Branch Iowa.

CONTACTS:

Herbert Hoover National Historic Site:
Superintendent, Pete Swisher, 319-643-7870
Facility Manager, Kelly Andersen, 319-643-7874

RESOLUTION NO. 1237

RESOLUTION APPROVING A SERVICE AGREEMENT WITH KID AGAIN INFLATABLE FUN SHOWS IN CONNECTION WITH THE 2015 HOOVER'S HOMETOWN DAYS CELEBRATION IN THE AMOUNT OF \$11,000.

WHEREAS, the City's premier event of the year is Hoover's Hometown Days; and

WHEREAS, a highlight of recent Hoover's Hometown Days Celebrations was the inflatable rides for children; and

WHEREAS, the City Council has adopted the fiscal year 2014-2015 budget; and

WHEREAS, the fiscal year 2014-2015 budget for Hoover's Hometown Days includes funding for inflatable rides for children; and

WHEREAS, Kids Again Inflatable Fun Shows has submitted a proposed service agreement dated October 15, 2014, to provide said services in the amount of \$11,000.00; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement with Kid Again Inflatable Fun Shows is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 6th day of October, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



Service Agreement

KidAgain Inflatables Fun Shows

1601 Caledonia St., Ste I-A La Crosse, WI 54603

(800) 331-3787
Toll Free

(608) 791-1011
Fax

(608) 791-1000
Main Phone

All bookings are subject to availability. Deposit must accompany signed agreement to secure booking.

C E S T R I A N

Name of Contracting Party: City of West Branch - Hoover's Hometown Days

Contact Person: Becky Knoche **Work Phone :** (319) 643-2633 **Ex :** _____ **Home:** _____

Address: PO Box 460 West Branch, IA 52358 **Cell :** _____

Date Of Event: Saturday, August 08, 2015 **StartTime:** 11:00 AM **EndTime:** 8:00 PM

City and State of Event: West Branch, IA

Event Location: Downtown Square and street (Main St & S. 2nd St.)
Please fill in exact address of location including street address and room or lot numbers

Order Number: 5211 EXEMPT-CERTIFICATE **Sales Tax Exempt Number**

O R D E R I N F O

- Homerun Derby (HOM)
- Safari Toddler Zone (STZ)
- Carousel Bouncer (CAB)
- Dragon Bouncer 3-in-1 (DRA)
- Titanic Thrill Slide (TIT)
- Climbing Wall (WAL)
- NASCAR 8 Obstacle (NAS)
- Euro-Bungy Jumper (EUR)

Sub Total: \$11,000.00

Cedar **County/City & State Sales Tax:** \$0.00

Total Cost: \$11,000.00

Deposit: \$5,500.00

Balance Due: \$5,500.00

KidAgain Staffing Included

This bid is good until the date listed at right. To secure this bid, signed agreement and deposit must be received by the date listed at right. 10/15/2014

Notes:

Power Requirements: Thirteen (13) - 110v-20a dedicated circuits. All power sources must be within 100 feet of game blowers. Number of circuits by game: Eurobungy 1, NASCAR 4, Climbing Wall 2, Titanic 2, Dragon 1, Carousel 1, Safari 1, Homerun 1. Hometown Days committee to provide three adults for staffing of Carousel, Safari Toddler and Homerun Derby. Hometown Days committee to call One Call for markings for staking in grass. Co-organizer is Melissa Russell (Parks & Rec Director), Cell: 319-930-0393. [12].

1. The Contracting Party agrees to the Service Agreement game items and dates listed above, rain or shine.
2. The Contracting Party expressly assumes the responsibility of informing all person(s) using the equipment that they do so at their own risk as provided under Wisconsin Recreational Immunity Laws, and that if an injury occurs to the person(s) using the Equipment that KidAgain, it's employees, officers, directors, agents, shall not be held liable for any such injuries and/or resulting damages. Further, the Contracting party shall indemnify and hold KidAgain harmless in the event any person files a claim for any injuries and/or resulting damages, except resulting from intentional acts of employees or agents of KidAgain.
3. The Contracting Party recognizes that the Equipment may not be set up and used outdoors if the wind exceeds 20 mph. Such use could cause a danger to the game users, participants and to the Equipment.
4. The Contracting Party is responsible for providing electricity for each game unless indicated in notes above. See notes above for specific power requirements.
5. The Deposit secures the Date of Event and event time for the items listed on this Service Agreement. The Deposit is non-refundable. If the Contracting Party cancels this Service Agreement less than ninety (90) days before the Date of Event, the Deposit is forfeited and the Contracting Party shall be responsible for payment in full. In order to cancel the Service Agreement, the Contracting Party shall call Kid Again to verbally cancel, and also mail a written statement declaring the Contracting Party's intent to cancel. Within two weeks of notification to Kid Again, Kid Again will send to the Contracting Party a written confirmation of the cancellation. If confirmation of cancellation is not received, it is the Contracting Party's responsibility to notify Kid Again. Kid Again's written confirmation of cancellation will serve as the Contracting Party's receipt of cancellation. Without such evidence of cancellation, the Contracting Party shall be responsible for payment in full.
6. This is fully intended to be a legally binding contract. If the Contracting Party has any doubts concerning any aspect of its contents, it will consult an attorney before signing this Service Agreement.
7. This Service Agreement contains the entire agreement between the Contracting Party and Kid Again and shall not be enlarged or modified, except in writing and signed by each of the parties.
8. In the event of an emergency or problems with the Equipment, it is up to the Contracting Party to contact Jackie Craig (office manager) at Kid Again at (608) 791-1010 within 24 hours of the first business day after the Date of Event in order to expedite resolving the problem. If Contracting Party fails to contact Kid Again, Kid Again shall not be responsible for any refunds.

Signature of Contracting Party Representative: _____ **Date Signed:** _____

RESOLUTION NO. 1238

A RESOLUTION APPROVING AN AGREEMENT WITH NUTRI-JECT SYSTEMS, INC. OF HUDSON, IA FOR WASTEWATER TREATMENT SERVICES IN THE AMOUNT OF \$2,150.

WHEREAS, the City of West Branch is in the process of making improvements to the City's wastewater collections and treatment systems; and

WHEREAS, Nutri-Ject Systems, Inc. has provided a proposal for sludge judging of the wastewater lagoon, collection of representative samples from the cell for analysis, and preparation of written reports on their findings; and

WHEREAS, it is now necessary for the City Council to approve an agreement to approve said proposal.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves an agreement with the Nutri-Ject Systems, Inc of Hudson, IA for wastewater treatment services in the amount of \$2,150.

Passed and approved this 6th day of October, 2014.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

NUTRI-JECT SYSTEMS, INC.

515 FIFTH STREET - PO BOX 398 - HUDSON, IOWA 50643

Phone: 319-988-4205 Fax: 319-988-3506

Turnkey Biosolids Management

Dredging, Digester Cleaning, Biosolids Hauling,

Land Application of Dry and Liquid Biosolids

High Pressure Water Blasting

QUOTATION FOR:	City of West Branch PO Box 218 West Branch, IA 52358-0218 Attn: Matt Muckler, City Administrator Phone: 319-643-5888 Fax: 2305	DATE OF QUOTE:	9-25-14
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WE ARE PLEASED TO SUBMIT A QUOTATION FOR THE FOLLOWING:

West Branch, IA Sludge Judging

We propose to provide material, labor and equipment needed to sound and survey the (2) two aerated lagoon cells located at the West Branch, IA WWTP south of the interstate.

Our services to include sludge judging of the lagoon and the collection of representative samples from the cell for analysis, written reports of our findings, detailing depths of solids Vs water depth, the percent of capacity reduction, and recommendations for any clean up needed and cost estimates. Sludge judging will be completed on a grid sampling basis at 50.0' intervals which will allow for accurate analysis of the entire lagoons contents.

Samples will be collected and analyzed for the following by a IDNR approved laboratory for the regulated constituents, Nitrogen, Phosphorus, Potassium, Arsenic, Cadmium, Chromium, Copper, Lead, Nickel, Mercury, Molybdenum, Selenium, and Zinc as well as for fecal coliform and a sour test. The final survey report will indicate the location of the collected samples.

Our cost is as follows for sludge judging and sample collection.....\$1,500.00 lump sum.
Analysis.....\$ 650.00 lump sum.

Note* Aerators to be shut off 4-6 hrs prior to our arrival on site to allow for settling.

This quote is good for 30 days. Please let us know of your intentions so that we may schedule accordingly.
Quantities shown are estimated and not guaranteed; they are solely for establishing the initial unit price for the services listed above. Final charges will be based on actual quantities.

TERMS: 15 DAYS

DELIVERY: AS SCHEDULED

CUSTOMER'S NAME:

NUTRI-JECT SYSTEMS, INC.

By:



R. Scott Wienands, President

Date:

This quotation becomes a contract for delivery and payment of the merchandise listed above only when signed by the customer or one of its officers.

9-22-14
RECEIVED
09/23/2014

City Council,

I am resigning from Parks and Recreation Commission. With my daughter in college and out of the area, I have other commitments now. I have been a Parks and Recreation Commission member for many years, and have thought about resigning for a long time. I feel there are great changes that, hopefully, will occur in our community and parents of younger children would be great on this committee.

Thank you,

Lisa Corr

Lisa Corr

Background:

The City of West Branch has developed this program to promote installation of stormwater quality best management practices (BMPs) within the City. Financial assistance is given to applicants who install BMPs on their property that improve the quality of stormwater runoff entering the City storm sewer system, creeks or streams. Typical projects may include rain gardens, bio-retention, rain barrels, pervious paving systems, and other practices may be evaluated. Funding of this program is limited and available to applicants on a first come basis.

Instructions:

1. Schedule an on-site appointment with the Stormwater Coordinator @ (319) 643-5888.
2. Project must first be approved & signed by the Stormwater Coordinator to qualify for cost share reimbursement.
3. Fill out and return the completed application along with a cross section, concept design and estimate.
4. Make sure the application is signed by the property owner(s).
5. Call the Stormwater Coordinator for an inspection of the completed project.
6. Submit final receipts and the signed maintenance agreement for approval and payment.

Conditions:

1. The City will reimburse up to \$500 or 50% of the total project cost, whichever is less.
2. Applicant is responsible for all project costs and will only be reimbursed for receipts that are submitted to the City. After submitting final cost and receipts, the City will reimburse the applicant within 30 days.
3. All implementation of the project is the responsibility of the property owner. The City is not liable for personal injury or property damage resulting from said work.
4. The City does not warranty any of the work or functionality of the project. Implementation and maintenance is the responsibility of the property owner.
5. The property owner is responsible for obtaining any other permits from local, state or federal entities as required.
6. Please be advised that the applicant is liable for any income and or property taxes that become due as a result of any reimbursement by the City.



ANNUAL REPORT

West Branch Public Library Annual Report for Fiscal Year 2014

September 2014

Community Centered Libraries

I have often discussed the ongoing changes in libraries, this being the main topic of what I've written in the Annual Reports over the past few years. As in any industry, the current climate of change in libraries is fluid so it is hard to say definitively where libraries will be in any number of years. But, it is the goal of every librarian to watch how people use their libraries and try to best provide for those uses. When uses for electronic books jump, we try to provide more electronic books and work towards improving the service. When groups ask for rooms in which to meet, we look toward providing more space and making those spaces more fit to hosting the groups' types of uses.

"Change is the law of life. And those who look only to the past or present are certain to miss the future"

- John F Kennedy

The Near Future of the WBPL

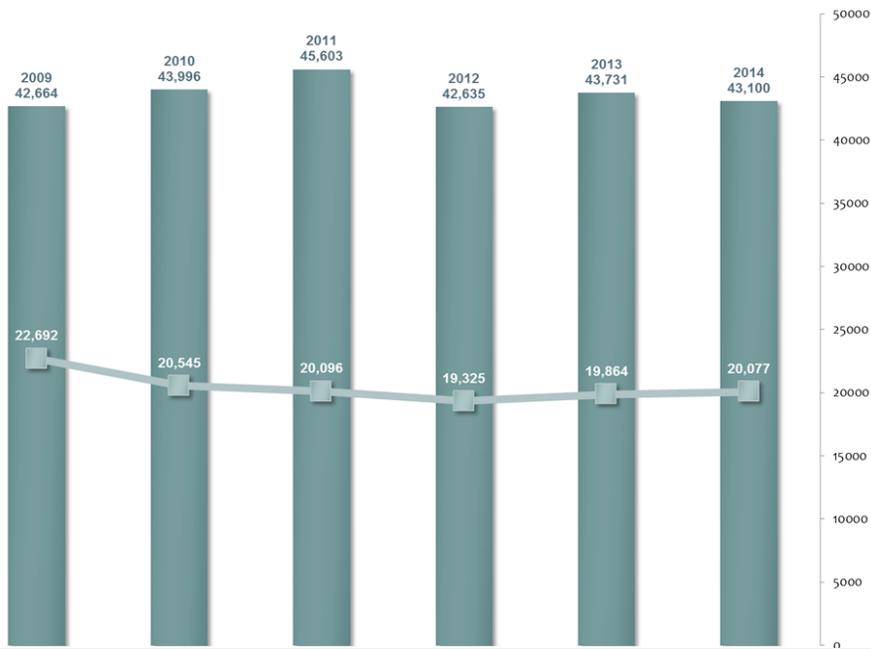
What the library is finding from our community is that there has been a strong push towards additional usability. Libraries are known for being quiet places to read and our community still wants that as reading is still up over the past few years. But users also want to use the library to meet in small groups whether that be a small school group or a business representative and local client and they should have a space to do so. There sizable rise in program attendance so we will look to provide more events tailored to a wider variety of interest and to provide spaces for everyone. In the coming years, the library will be looking to provide for all of these uses. In this document you'll find many charts on how people are using the library and hope that you will be one of our many users throughout the next year.



Pictures from this year's events at the WBPL

In This Issue

- Introduction P. 1
- Collections P. 2
- Programming P. 3
- Financial Overview P. 4
- Library Visits P. 5



Circulation (bars) and Collection Size (line) from 2009 to 2014

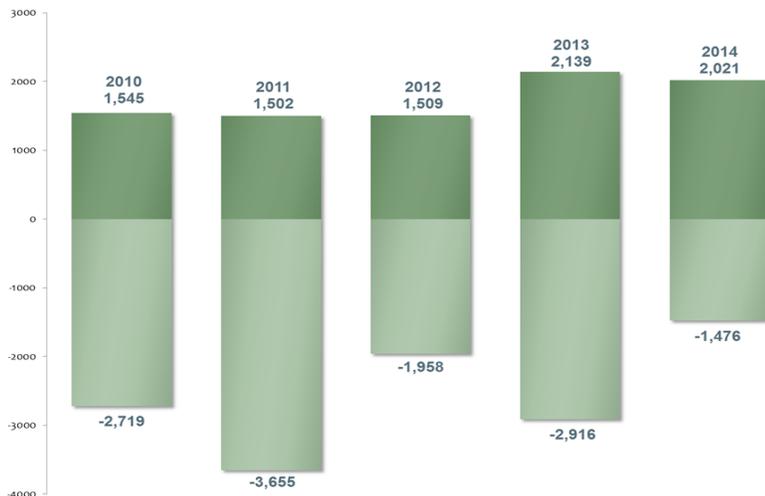
EBook use still rising

The use of electronic materials continues to be of interest to West Branch Library users. Both an increase in the number of people who own electronic reader and tablet devices and in the number of books the library can provide to members have helped a steady rise in electronic book use at the WBPL.

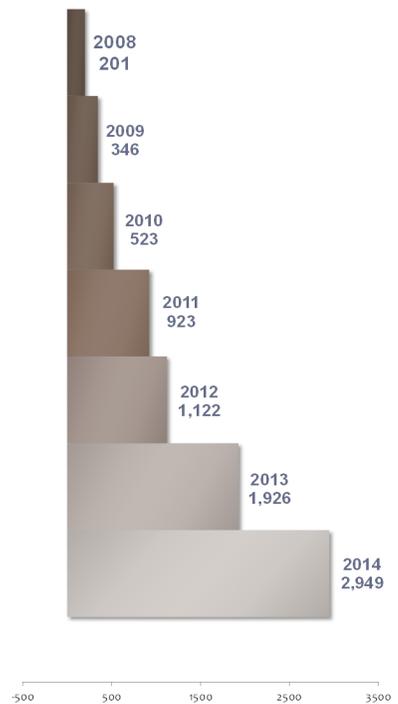
Electronic checkouts rose from 1,926 in 2013 to 2,949 in 2014, an increase of 1,023 checkouts. This is an increase of 65%.

On the Shelves - Collections

The library collection remains one of the most important services the library provides. The West Branch Library's collection has remained a manageable size of just under 20,000 physical items over the past few years while growing significantly with digital offerings.



Added and removed items from the library collection



Electronic Book use 2008 - 2014

New Collections

This year brought two new collection offerings to the library. Through a large donation, members of the library can find over 100 cake pans varying from Christmas themes, to the Darth Vader pan for the avid Star Wars fan's birthday, to football for the game day party. Another new collection in the circulating seed collection began this year with large donations of heirloom plant seeds from local gardeners and several regional sharing groups. An amazing variety of fruits, vegetables, herbs, and flowers can be checked out in spring and the resulting seeds returned in the fall.

2014 Summer Reading

The library's most popular program has continued for years to be the Summer Reading Program. This year the library was all about science! Library members experienced fire science with the West Branch Fire Department, saw feats of magical science from Professor Snape of Harry Potter, heard about storm chasing from Chasing4Life, and were amazed by Ben's Bubble show.



Summer Reading Participation continues to grow with more registrants than ever before. June and July attendance likewise continued to increase over prior years.

Summer Registrations

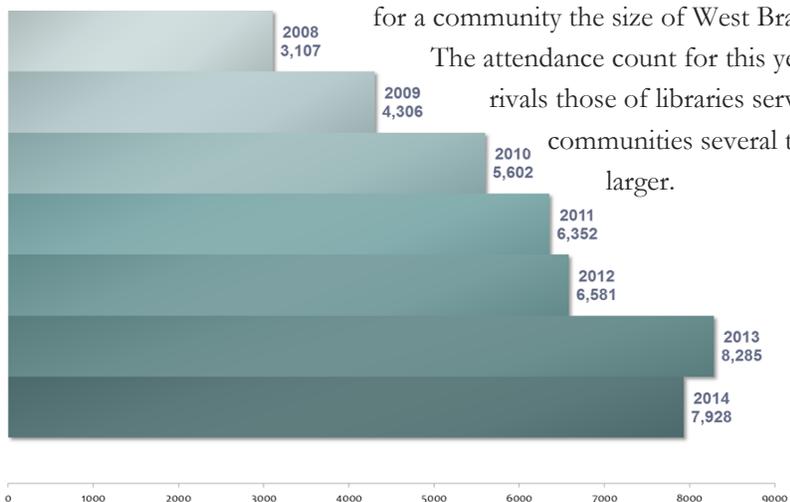
Year	Children	Young Adult
2014	278	63
2013	274	60
2012	260	71
2011	293	46
2010	277	23
2009	252	-
2008	235	-



Photo Caption

Programs and Events

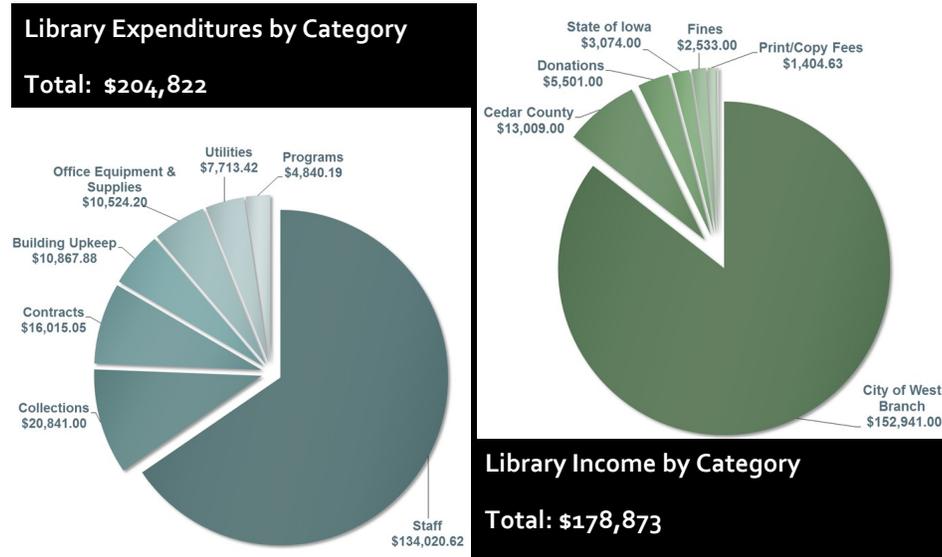
Library programs continue to be one of the most often used services at the West Branch Public Library as well as continuing to be one of the favorite offerings by the staff themselves. Library programs offer both the opportunity to have fun, but to learn about new concepts while amongst friends and peers. Programming attendance this year levelled off from years of constant and sizeable growth. The participation level remains stellar, especially for a community the size of West Branch.



The attendance count for this year still rivals those of libraries serving communities several times larger.

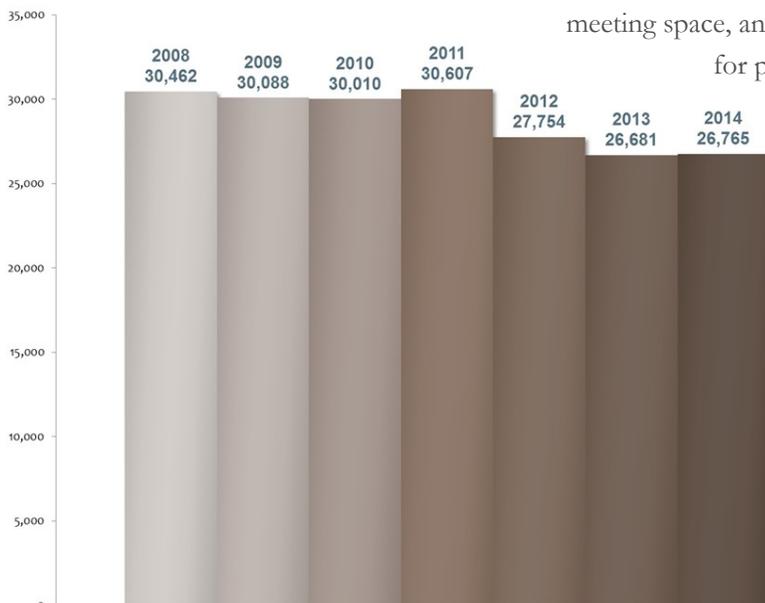
Library Financial Information

Special Note: Library Income and Expenditures are recorded in the year in which they take place. Items including large donations, grants, and multiple-year projects are not always expended in the same year as they are recorded as income. As such, it is NOT intended for income numbers to match expenditure numbers in a given year.



Library Visits

The chart below chronicles the number of visitors who visit the library. The information it does not provide by strict number is the type of use. While, the overall number of users is decreased, the type of use is the real change. Sharp increases in use after school led to the over 30,000 in past years. Those rushes have decreased in frequency, leading to visits consisting more of families finding books to read and movies to watch, people looking to use the community room meeting space, and those visiting for programs.



About this report

The library's annual report was prepared by
 Nick Shimmin
 Library Director
 PO Box 460
 West Branch, IA 52358

(319) 643-2633

staff@westbranch.lib.ia.us

Visit us on the web at
www.wbpl.org

The library would like to thank all of the people that make the West Branch Public Library Possible:

Library Board

Dan Stevenson
 Michael Schlitz
 Cary Wiesner
 Laura Gongora
 Amanda Rushton
 Amy Guhl
 Monica Tylee

Friends of the Library Board

Kelley Schlitz
 Liz Hernandez
 Jennie Embree
 Pam Strabala
 Shari Heick