

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 – AMENDED*

Tuesday, February 2, 2016 • 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 January 19, 2016 City Council Work Session #1.
 - b. Approve minutes from the January 19, 2016 City Council Meeting.
 - c. Approve minutes from the January 19, 2016 City Council Work Session #2
 - d. Approve claims.
 - e. Approve Class C beer license including Class B native wine and Sunday Sales privileges for Shivji LLC DBA BP Amoco.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Councilperson Jordan Ellyson - Appointments/Reappointments/Move to action.
 - i. Allison Kusick – West Branch Fire & Rescue Department.
 - b. Kevin Rogers, Executive Director, Main Street West Branch – Main Street Update
 - c. Jonny Stax, Promoting and Strengthening West Branch
 - d. Resolution 1418, approving a joint funding agreement with the U.S. Geological Survey for a flood inundation model./Move to action.
 - e. Resolution 1420, approving a service agreement with Midwest Inflatables in the amount of \$12,000 for Hoovers Hometown Days 2016./Move to action.
 - f. Resolution 1421, approving membership in the Iowa Rural Water Association./Move to action.
 - g. Discussion on rankings of engineering firms interviewed on January 19, 2016 by the City Council for the West Branch Park Improvements Project at Pedersen Valley.
 - h. Resolution 1422, directing the Park & Recreation Director to negotiate a compensation agreement with _____ for engineering services on the West Branch Park Improvements Project at Pedersen Valley and submit that agreement to the City Council for their consideration at their next regular meeting./Move to action.
 - i. Resolution 1423, authorizing the acquisition of property interests for the Public Improvements for S. Downey Street & Tidewater Drive, West Branch, Iowa./Move to action.
8. City Staff Reports
 - a. Eric Gould, Veenstra & Kimm, Inc. – 4th Street Reconstruction Project Update
 - b. Zoning Administrator Paul Stagg – Housing Incentive Program
 - c. City Attorney Kevin Olson – Review of Rules of Procedure, Code of Conduct, Code of Ethics

* City Council Meeting Agenda amended on January 29, 2016 to include item 10.

CITY COUNCIL MEETING AGENDA – AMENDED*
Tuesday, February 2, 2016 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

9. Comments from Mayor and Council Members
 - a. Mayor Roger Laughlin – Recognizing the Park & Recreation Commission for their work on the West Branch Park Improvements Project at Pedersen Valley RFQ.
 - b. Mayor Roger Laughlin – Roadwork in Greenview Subdivision
10. Motion to adjourn to executive session to discuss the purchase of particular real estate only where premature disclosure could reasonably be expected to increase the price the governmental body would have to pay for that property pursuant to Section 21.5(j) of the Code of Iowa./Move to action.
11. Adjournment

CITY COUNCIL WORK SESSION AGENDA
Tuesday, February 2, 2016
Immediately following regular City Council Meeting
City Council Chambers, 110 North Poplar Street

1. Call to order
2. Roll call
3. FY 2017 Budget Session
 - i. Council approves initial revenue estimates
 - ii. Council approves a salary plan
 - iii. Council approves non-salary expenditures for all funds.
 - iv. Council Member Input – Questions and comments for staff
4. Adjourn

* City Council Meeting Agenda amended on January 29, 2016 to include item 10.

(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 #1

**January 19, 2016
6:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council Work Session meeting to order at 6:02 p.m. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell and Public Works Director Matt Goodale.

Consultant Interviews for Park Improvements at Pedersen Valley RFQ

Three consultants were selected by the Parks & Recreation Commission for interviews with the City Council.

1) Fehr Graham Engineering & Environmental, Nate Kass PE, LSI, Branch Manager and Thomas Graceffa, PLA, ASLA, Project Manager presented information on their firm. 2) French-Reneker-Associates, Inc., Engineers and Surveyors, Matthew Walker, PE, Vice President, and Stephen Pedrick, PE presented information on their firm. 3) Bolton & Menk, Engineers & Surveyors, Jim Harbaugh, PLA, ASLA Lead Design and Thad Long, AIA, Vice President, SVPA Architect presented information on their firm. The three firms also answered questions posed by the City Council.

ADJOURNMENT

Motion to adjourn meeting by Ellyson, second by Shields. Motion carried on a voice vote. City Council Work Session meeting adjourned at 7:13 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

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**West Branch, Iowa
Council Chambers**

City Council Meeting

**January 19, 2016
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:17 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale and Fire Chief Kevin Stoolman.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.

Approve minutes from the January 4, 2016 City Council Meeting.

Approve minutes from the January 4, 2016 City Council Work Session.

Approve claims.

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

1/19/2016	Council Claims	
ALLIANT ENERGY	ELECTRICITY	9,447.96
ALTORFER INC	REPAIR PARTS	95.17
AMAZON	BOOKS, DVDS,SUPPLIES	355.73
BAKER & TAYLOR INC.	BOOKS	1,336.69
BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	463.56
BEAN & BEAN	SERVICES	2,200.00
BOOKLIST	SERVICE	147.50
CALHOUN BURNS & ASSOCIATES	SERVICES	400.00
CAPITAL ONE COMMERCIAL	SUPPLIES	115.86
CDW GOVERNMENT INC.	CDW GOVERNMENT INC	4,299.00
CEDAR COUNTY ENGINEER	SUPPLIES	187.23
CEDAR RAPIDS PHOTO COPY IN	EQUIPMENT RENTAL	32.43
CHIEF SUPPLY CORPORATION	UNIFORMS	625.00
COMPASS MINERALS AMERICA	SUPPLIES	1,938.49
DAVIDSON TITLES INC.	BOOKS.	358.37
DEWEYS JACK & JILL	SUPPLIES	94.38
FINANCIAL ADJUSTMENT BUREA	SERVICES	3.20
GOERDT, TERENCE J	INSPECTION SERVICE	420.00
IOWA ASSN. MUN. UTILITIES	TRAINING MEETINGS	538.59
IOWA LIBRARY ASSOCIATION	MEMBERSHIP DUES	240.00
JOHNSON COUNTY REFUSE INC.	RECYCLING-DECEMBER 2016	3,705.00
LENOCH & CILEK	SUPPLIES	53.80
LINN COUNTY R.E.C.	SECURITY LIGHTS	138.00
LYNCH'S EXCAVATING INC	LYNCH'S EXCAVATING INC	40,706.50
MATT PARROTT/STOREY KENWOR	OFFICE SUPPLIES	1,148.68
MIDWEST JANITORIAL SERVICE	JANITORIAL SERVICE	742.84
MOORE'S WELDING INC	MATERIAL	525.46
OLSON, KEVIN D	LEGAL FEES	1,500.00
OMNISITE	SERVICE	360.00
OVERDRIVE INC	BOOKS	550.23
PEDEN, SHANELLE M	SERVICES	75.00
PITNEY BOWES GLOBAL FINANC	EQUIPMENT RENTAL	120.00
PITNEY BOWES INC	RENTAL CHARGES	218.00
PRINTING HOUSE	ANIMAL POSTCARDS	175.00
QUILL CORP	OFFICE SUPPLIES	166.83
RED BUFFALO TREE SERVICE	SERVICE	3,200.00
RICKERTSEN, LISA	CONSULTING SERVICES	1,212.50
S & S FLATWORK LLC	SERVICE	3,250.00
SHIMMIN, NICK	SUPPLIES	28.02
STATE HYGIENIC LAB	LAB SERVICE	87.50
THE LIBRARY STORE INC	OFFICE SUPPLIES	157.92

VEENSTRA & KIMM INC.	ENG SERVICES	17,597.15	
WALMART COMMUNITY/GEMB	BOOKS, DVDS AND SUPPLIES	332.28	
WEST BRANCH ANIMAL CLINIC	SERVICES, BOARDING	335.00	
WEST BRANCH FORD	FORD TRUCK	43,837.00	
WEST BRANCH REPAIRS	VEHICLE REPAIRS	35.00	
WEST BRANCH TIMES	ADVERTISING	150.00	
WEX BANK	FUEL	<u>962.03</u>	
TOTAL			144,668.90
PAYROLL 1/15/2016			36,730.83
PAID BETWEEN MEETINGS:			
GRANT WOOD AEA	TRAINING SEMINAR	65.00	
HOMEISTER, WESLEY	EYE EXAM	68.00	
IMWCA	WORK COMP INSURANCE	13,882.00	
MISCELLANEOUS VENDORS	UTILITY REFUNDS	57.38	
STAGG, PAUL	SUPPLIES	21.39	
US GEOLOGICAL SURVEY	STREAM SURVEY	<u>6,870.00</u>	
TOTAL			<u>20,963.77</u>
GRAND TOTAL EXPENDITURES			202,363.50
FUND TOTALS			
001 GENERAL FUND	51,366.45		
022 CIVIC CENTER	498.85		
031 LIBRARY	9,165.10		
036 TORT FUND	10,749.00		
110 ROAD USE TAX	51,076.90		
112 TRUST AND AGENCY	3,854.54		
305 MAIN ST CROSSINGS	456.05		
306 4TH ST IMPROVEMEN	6,526.00		
307 MAIN ST INTERSECT	1,850.00		
600 WATER FUND	52,297.18		
610 SEWER FUND	14,523.43		
GRAND TOTAL	202,363.50		

COMMUNICATIONS/OPEN FORUM

National Park Service Update, Superintendent Pete Swisher reviewed the upcoming special events that will be taking place as part of the 2016 National Park Service Centennial Celebration.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Roger Laughlin – Recognition of Fulwider Agency

Laughlin presented Bob Fulwider and Steven Grace with a business recognition and thanked Fulwider for his 50 years of continued business in the community.

Superintendent Pete Swisher, Herbert Hoover National Historic Site.

- i. USGS Flood Inundation Model Update- Swisher informed the Council that the NPS has \$20,000 available to assist the City of West Branch in covering the cost of a USGS flood inundation model for West Branch. Swisher also commented that there is a potential for additional funding in the amount of \$10,000 but stated that he is awaiting confirmation.
- ii. Clarifying street and alley vacations within the Historic Site – Swisher suggested that the NPS and City review the street and alley vacations to confirm the intent of those vacations due to some upcoming street projects the NPS will be doing. Confirmation is needed before work can begin.

Resolution 1417, approving the purchase of a 2016 Dodge Ram 1500 Regular Cab 4x4 Tradesman Utility Truck in the amount of \$25,336.00./Move to action.

Motion by Miller, second by Stevenson to approve Resolution 1417. AYES: Miller, Stevenson, Pierce, Ellyson, Shields. Motion carried.

CITY STAFF REPORTS

City Engineer Dave Schechinger – College Street Bridge Update

Schechinger updated the Council on the project schedule, and reviewed the Federal Aid checklist, and stated that Veenstra & Kimm was making progress. Surveying for the project should begin in the next few weeks.

City Administrator Matt Muckler – February Council Meeting Schedule

Muckler informed the Council of some changes to the February meeting schedule. The City Council will meet on February 2nd, instead of the 1st due to the Iowa Caucus, on February 16th, instead of the 15th due to President's Day, and a special meeting will be held on Thursday, February 25th which will be a joint work session with the West Branch School Board, followed by a Work Session on Council Effectiveness and Teamwork.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Mayor Laughlin – Promoting and Strengthening West Branch

Laughlin recommended that the Council might consider hiring a consultant to assist the City in promoting and advertising West Branch. As a resident, mayor and business owner, he felt this would benefit the City in a number of ways. Laughlin mentioned that he thought it would be preferable to start developing a logo and advertising strategy in the current fiscal year.

Councilperson Shields – Park Improvements at Pedersen Valley

Shields suggested the Council consider interviewing the two engineering firms that were not selected in the top three of the RFQ selection process. Shields noted that he had reviewed each of the RFQ's and felt the two remaining firms deserved to advance to the interview stage as well. Councilpersons Stevenson and Miller both expressed concerns about revising the process which the Council had previously approved.

Councilperson Stevenson – Natural Streambank Stabilization Program

Stevenson was approached by Iowa Rivers Revival about the potential for West Branch to host an educational program on natural streambank stabilization. Iowa Rivers Revival is a non-profit statewide leader in river education and advocacy and is committed to protecting some of our most precious resources – our rivers and streams. Mayor Laughlin stated that he would be interested in attending and thought that city staff would benefit as well. Stevenson stated that the workshop would last approximately one and one half hours. Laughlin encouraged Stevenson to arrange for the training in West Branch.

ADJOURNMENT

Motion to adjourn meeting by Shields, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 8:35 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City 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 #2

**January 19, 2016
Immediately following the regular Council Meeting**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 8:42 p.m. Roll call: Mayor Roger Laughlin was present. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale and Fire Chief Kevin Stoolman.

Department Director Presentations

Chief Horihan described his FY17 budget requests including additional funding for fuel, multi-band radios, increases for uniforms and utility services and the purchase of active shooter vests. Chief Stoolman indicated that there would be additional revenue coming from the townships this fiscal year and that no significant changes would be needed. Library Director Shimmin noted his budget requests reflected an increase in custodial services, building maintenance and technology services. Park & Rec Director Russell noted a few minor changes and requested \$30,000 for playground equipment in Wapsi Park. Public Works Director Goodale requested increases in the following areas; tree trimming, sealcoat in the cemetery and other streets, crack sealing, asphalt repairs at two Main Street intersections and the construction of a salt shed. Water and Sewer repairs would continue as well.

Council approves an initial general fund revenue estimate and salary plan.

Muckler reviewed the salary plan. He noted a few changes to the proposed compensation schedule including an increase in part-time salary for Public Works, a 10% increase for the deputy city clerk and the two senior police officers, and a salary adjustment for the three junior police officers. Muckler also commented that the health insurance rates reflect a 3.15% increase. General Fund Revenue estimates will be ready for the next City Council meeting.

Council Member Input - Questions and Comments for Staff - None

ADJOURNMENT

Motion by Shields to adjourn the work session, second by Ellyson. Motion carried on a voice vote.
City Council work session adjourned at 9:50 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk

2/2/2016

BEAVER HEATING AND AIR CON	FURNACE REPAIR	547.00
BOUND TREE MEDICAL LLC	GLOVES	164.90
BUSINESS RADIO SALES	CHARGER & BATTERIES	604.90
CHIEF SUPPLY CORPORATION	SUPPLIES	123.40
CHRIS JONES TRUCKING	HAULING	320.00
CROELL REDI-MIX INC	SAND	539.64
DEARBORN NATIONAL INSURANC	GROUP INSURANCE	54.75
DORSEY & WHITNEY LLP	LEGAL FEES	9,524.50
EARTHVIEW ENVIRONMENTAL, I	CONSULTING SERVICES	500.00
FRENCH RENEKER ASSOCIATES	PROFESSIONAL SERVICES PROJECT 301	4,250.00
HBK ENGINEERING LLC	CONSULTING SERVICES	1,983.00
IOWA ONE CALL	SERVICE	26.10
JOHN DEERE FINANCIAL	SUPPLIES	839.24
KOCH BROTHERS INC	PHOTO COPIES	350.37
LYNCH'S PLUMBING INC	SERVICE	421.80
MEDIACOM	SERVICE	40.90
MENARDS	SUPPLIES	261.09
MUNICIPAL SUPPLY INC.	SUPPLIES	151.26
NATIONAL RECREATION AND PA	MEMBERSHIP DUES	165.00
OASIS ELECTRIC LLC	SERVICE	3,690.60
PARKSIDE SERVICE	TIRE REPAIRS	952.81
PEDEN, SHANELLE M	RECORDING PUBLIC MEETINGS	300.00
QC ANALYTICAL SERVICES LLC	ANALYTICAL SERVICES	730.00
STOOLMAN, JODEE	TRAVEL EXPENSE	335.88
TRUCK COUNTRY	FIRE TRUCK REPAIR PARTS	135.33
US BANK CORPORATE CARD	POSTAGE, MEMBERSHIP RENEWAL	278.76
USA BLUE BOOK	SUPPLIES	120.22
VEENSTRA & KIMM INC.	PROFESSIONAL SERVICES	10,838.28
WELLMARK	GROUP INSURANCE	12,468.59
WEST BRANCH COMMUNITY SCHO	INDOOR WALKING	90.00
WEST BRANCH FIREFIGHTERS	HELMETS	656.57
WEST BRANCH FORD	VEHICLE REPAIRS	432.87
WEST BRANCH REPAIRS	EXHAUST FLUID	233.62
WEST BRANCH TIMES	LEGAL NOTICE PUBLICATION	943.26
TOTAL		53,074.64

PAYROLL	1/29/2016	47,852.11
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PAID BETWEEN MEETINGS

BP AMOCO	VEHICLE FUEL	478.84
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	74.40
PITNEY BOWES PURCHASE POWER	POSTAGE	500.00
QUILL CORP	OFFICE SUPPLIES	24.70
TREASURER, STATE OF IOWA	SALES TAX	2,718.00
US BANK EQUIPMENT FINANCE	COPIER CONTRACT	395.20

TOTAL	4,191.14
GRAND TOTAL EXPENDITURES	105,117.89
001 GENERAL FUND	46,495.81
022 CIVIC CENTER	547.00
031 LIBRARY	5,029.46
110 ROAD USE TAX	1,195.58
112 TRUST AND AGENCY	18,515.92
301 REAP GRANT PROJECT	4,250.00
305 MAIN ST CROSSINGS PROJ	72.50
306 4TH ST IMPROVEMENTS PROJ	2,275.00
307 MAIN ST INTERSECTION IMP	3,700.00
600 WATER FUND	12,858.50
610 SEWER FUND	10,038.12
740 STORM WATER UTILITY	140.00
GRAND TOTAL	105,117.89

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
NON-DEPARTMENTAL	GENERAL FUND	WELLMARK	DENTAL INSURANCE	62.26
			DENTAL INSURANCE	62.26
			HEALTH INSURANCE	656.95
			HEALTH INSURANCE	656.94
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE EMPLOYEE	8.00
			LIFE INSURANCE EMPLOYEE	8.00
			TOTAL:	1,454.41
POLICE OPERATION	GENERAL FUND	PARKSIDE SERVICE	TIRES & INSTALLATION	882.60
			SUPPLIES	123.40
		CHIEF SUPPLY CORPORATION	TOTAL:	1,006.00
FIRE OPERATION	GENERAL FUND	WEST BRANCH FIREFIGHTERS	HELMETS	656.57
			TRAVEL EXPENSE	335.88
			GLOVES	164.90
			CHARGER & BATTERIES	152.50
			PAGER WITH CHARGER	452.40
		WEST BRANCH REPAIRS	EXHAUST FLUID	31.00
			REPAIR SERVICE	137.62
			VEHICLE REPAIR LABOR	65.00
		TRUCK COUNTRY	FIRE TRUCK REPAIR PARTS	135.33
			TOTAL:	2,131.20
ROADS AND STREETS	GENERAL FUND	VEENSTRA & KIMM INC.	PROFESSIONAL SERVICES	300.20
			TOTAL:	300.20
PARK & RECREATION	GENERAL FUND	NATIONAL RECREATION AND PARK ASSOCIATI	MEMBERSHIP DUES	165.00
			INDOOR WALKING, HOOVER GYM	90.00
			CONSULTING SERVICES	1,983.00
			POSTAGE	138.76
			TOTAL:	2,376.76
CEMETERY	GENERAL FUND	PARKSIDE SERVICE	TIRE REPAIR	43.90
			TUBE REPAIR	26.31
			TOTAL:	70.21
COMM & CULTURAL DEVEL	GENERAL FUND	OASIS ELECTRIC LLC	HANG CHRISTMAS LIGHTS	3,400.00
			TOTAL:	3,400.00
CLERK & TREASURER	GENERAL FUND	KOCH BROTHERS INC	PHOTO COPIES	350.37
			PROFESSIONAL SERVICES	584.20
		VEENSTRA & KIMM INC.	TOTAL:	934.57
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL NOTICES	943.26
			LEGAL FEES	9,524.50
		DORSEY & WHITNEY LLP	TOTAL:	10,467.76
LOCAL CABLE ACCESS	GENERAL FUND	PEDEN, SHANELLE M	RECORDING PUBLIC MEETINGS	225.00
			SERVICES	75.00
		MEDIACOM	SERVICE	40.90
			TOTAL:	340.90
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	PROFESSIONAL SERVICES	3,675.28
			TOTAL:	3,675.28
TOWN HALL	CIVIC CENTER	BEAVER HEATING AND AIR CONDITIONING IN	FURNACE REPAIR	547.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
			TOTAL:	547.00
ROADS & STREETS	ROAD USE TAX	CROELL REDI-MIX INC	SAND	119.79
			SAND	419.85
		CHRIS JONES TRUCKING	HAULING	320.00
			TOTAL:	859.64
POLICE OPERATIONS	TRUST AND AGENCY	WELLMARK	GROUP INSURANCE	1,205.98
			GROUP INSURANCE	449.87-
			HEALTH INSURANCE	3,108.08
			DENTAL INSURANCE	161.78
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	12.60
			GROUP INSURANCE	1.10-
			GROUP INSURANCE	8.35
			GROUP INSURANCE	15.75-
			TOTAL:	4,030.07
ROADS & STREETS	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	720.50
			DENTAL INSURANCE	42.97
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	3.65
			TOTAL:	767.12
LIBRARY	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	960.67
			DENTAL INSURANCE	42.94
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	8.24
			TOTAL:	1,011.85
PARK & RECREATION	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	565.10
			DENTAL INSURANCE	55.63
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	3.15
			TOTAL:	623.88
CEMETERY	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	635.73
			DENTAL INSURANCE	34.36
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	3.64
			TOTAL:	673.73
CLERK & TREASURER	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	296.68
			DENTAL INSURANCE	26.79
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	2.84
			TOTAL:	326.31
LOCAL CABLE ACCESS	TRUST AND AGENCY	WELLMARK	HEALTH INSURANCE	169.53
			DENTAL INSURANCE	7.58
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	1.21
			TOTAL:	178.32
CAPITAL PROJECT	REAP GRANT PROJECT	FRENCH RENEEKER ASSOCIATES INC	PROF SERVICES PROJECT 301	4,250.00
			TOTAL:	4,250.00
CAPITAL PROJECT	MAIN ST CROSSINGS	VEENSTRA & KIMM INC.	PROFESSIONAL SERVICES	72.50
			TOTAL:	72.50
CAPITAL PROJECT	4TH ST IMPROVEMENT	VEENSTRA & KIMM INC.	PROFESSIONAL SERVICES	1,775.00
		EARTHVIEW ENVIRONMENTAL, INC.	CONSULTING SERVICES	500.00
			TOTAL:	2,275.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
CAPITAL PROJECT	MAIN ST INTERSECTI	VEENSTRA & KIMM INC.	PROFESSIONAL SERVICES	3,700.00_
			TOTAL:	3,700.00_
NON-DEPARTMENTAL	WATER FUND	WELLMARK	DENTAL INSURANCE	15.96
			DENTAL INSURANCE	15.96
			HEALTH INSURANCE	222.52
			HEALTH INSURANCE	222.52_
			TOTAL:	476.96
WATER OPERATING	WATER FUND	IOWA ONE CALL	SERVICE	13.05
		MUNICIPAL SUPPLY INC.	SUPPLIES	151.26
		LYNCH'S PLUMBING INC	LABOR TO LOCATE CURB STOP	415.00
			PLUMBING SUPPLIES	6.80
		OASIS ELECTRIC LLC	REPAIR SERVICE	290.60
		WELLMARK	HEALTH INSURANCE	1,320.95
			DENTAL INSURANCE	74.85
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	6.32
		VEENSTRA & KIMM INC.	PROFESSIONAL SERVICES	731.10
			TOTAL:	3,009.93_
NON-DEPARTMENTAL	SEWER FUND	WELLMARK	DENTAL INSURANCE	12.92
			DENTAL INSURANCE	12.92
			HEALTH INSURANCE	180.13
			HEALTH INSURANCE	180.14_
			TOTAL:	386.11
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	SERVICE	13.05
		WELLMARK	HEALTH INSURANCE	1,123.16
			DENTAL INSURANCE	63.70
		DEARBORN NATIONAL INSURANCE	LIFE INSURANCE	5.60
		QC ANALYTICAL SERVICES LLC	SEWAGE ANALYSIS	730.00
		MENARDS	SUPPLIES	261.09
		JOHN DEERE FINANCIAL	SUPLIES	839.24
		WEST BRANCH FORD	VEHICLE REPAIRS	432.87
		USA BLUE BOOK	SUPPLIES	120.22_
			TOTAL:	3,588.93
STORM WATER UTILITY	STORM WATER UTILIT	US BANK CORPORATE CARD	MEMBERSHIP RENEWAL	140.00_
			TOTAL:	140.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT_
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===== FUND TOTALS =====

001	GENERAL FUND	26,157.29
022	CIVIC CENTER	547.00
110	ROAD USE TAX	859.64
112	TRUST AND AGENCY	7,611.28
301	REAP GRANT PROJECT	4,250.00
305	MAIN ST CROSSINGS PROJ	72.50
306	4TH ST IMPROVEMENTS PROJ	2,275.00
307	MAIN ST INTERSECTION IMP	3,700.00
600	WATER FUND	3,486.89
610	SEWER FUND	3,975.04
740	STORM WATER UTILITY	140.00

GRAND TOTAL:		53,074.64
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TOTAL PAGES: 4

Jonny Stax Presents, Inc.

To: Matt Muckler, City Administrator for West Branch, IA
From: Jonny Stax, consultant
January 15, 2016

RE: Proposal for promoting and strengthening West Branch

Following conversations with you and Mayor Roger Laughlin, I am submitting this proposal for supporting promotions and strengthening of West Branch. Below are the objectives and deliverables, and activities that will guide this work in the current fiscal year, laying the groundwork for more expansive activities in subsequent fiscal years, including execution, evaluation, and refinement of promotions strategies and professional development and strategic planning for strengthening West Branch.

Promoting West Branch

Objective: To design a coordinated, focused promotions strategy that efficiently uses resources to:

1. Increase new visitors
2. Increase returning visitors
3. Increase resident spending
4. Increase new residents and businesses.

Deliverables:

1. Logo for West Branch that can be adapted for joint activities with Main Street and National Parks
2. Tagline
3. Story with talking points that can be used for various audiences, delivering a consistent message about what makes West Branch so great and what people will get out of their experience in West Branch
4. Promotions strategy for FY17 that articulates audience; earned, paid, and social media strategies; experiential sequence for visitors; calendar of events; resources necessary; and work plan with evaluation strategies
5. Budget for FY17 promotions

Strengthening West Branch

Objective: To outfit West Branch stakeholders with the tools to support growth

Activities:

1. Individual coaching and assessment with City Administrator to strengthen leadership and articulate goals for professional development of city employees
2. Survey of city employees to identify professional development needs
3. Team-building retreats and workshops with city employees to get people on the same page and identify some working principles

Resources

I can put a team together to meet these objectives and accomplish these deliverables and activities in FY16 for \$10,000. This would include a graphic designer for branding, a communications expert to guide promotions strategy and story-building, and myself to facilitate brainstorming sessions, conduct interviews, and manage the process. This city would need to dedicate staff time for updating the website, coordinating logistics, and supporting research; space and equipment for research and meetings; and people to form a committee that could provide feedback, conduct research, and make decisions.

1837 Baker Avenue West Branch, IA 52358 * 773-895-1531 * jstax@jonnystax.com

EXPERIENCE

Jonny Stax Presents, Inc.

President

Chicago, IL and West Branch, IA

May 2009—Present

Public speaking, consultancy, coaching, workshops, and retreats focused in three areas: 1) Adaptive Leadership: facilitating growth in leadership skills that equip individuals, organizations, and communities to play out their vision and values, including strategic planning, change management, and diversity/equity/inclusion; 2) Creators Lab: creating cross-sector approaches to manifesting ideas in the real world that have a positive, lasting impact, including new businesses, social justice campaigns, educational curricula, and works of art; and 3) Gospel of the Unicorn: liberating individuals to embrace their uniqueness and find their authentic fit in this world, including vision clarity, gift identification, and course mapping.

Successes have included: creation of multi-year strategic plans for organizations that translated into annual planning and quarterly tracking tools, creation of extensive campaign using the power of arts and public health to mobilize health care professionals to reduce stigmas that hinder HIV testing and care, production of rock opera that involved nearly 100 collaborators and drew crowds of over 800 people, articulation of a model that clarified a national organization's fit in a social movement, rebranding of logo and language for a statewide organization to increase investment and partnerships, and citywide strategic planning to localize a national public health strategy.

Clients have included: Chicago Public Schools (Chicago, IL), Public Health Institute of Metropolitan Chicago (Chicago, IL), Chicago Children's Theatre (Chicago, IL), Asian Communities for Reproductive Justice (National), Northwestern University Department of Health Education (Evanston, IL), Illinois State University (Bloomington, IL), Health Care Education and Training (Indianapolis, IN), and Sierra Club (National).

Illinois Caucus for Adolescent Health

Chicago, IL

Director of Sex Education Initiatives (SEI)

July 2007—May 2009

Campaign Manager, Illinois Campaign for Responsible Sex Education

October 2004—June 2007

Created one a statewide campaign to improve sexual health education through youth-adult partnerships at a state and local level using research, community organizing, legislative advocacy, media and public relations, and education reform strategies. Successes included changes in school board policies in five Illinois communities of varying sizes, including Chicago; largest mobilization of sexual health education advocates in the state; editorials and cover stories by all the major state newspapers on the issue; publication in a peer-reviewed journal of lessons learned from the campaign; presentation at national and regional conferences on the models created; production of a toolkit to guide administrators, educators, and community leaders through the implementation process for sexual health education programs in the school; plan for statewide implementation of sexual health education programming through a strategic planning process that involved more than 500 stakeholders across the country; and development of an implementation plan for the Chicago Public Schools. Duties included designing, raising, and managing annual budgets of over \$500,000; managing eight to twelve staff from one to three different organizations; leading a team of academic, bureaucratic, and grassroots researchers; managing an advisory board; presenting at local, regional, state, and national convenings; lobbying legislators and school board members; preparing talking points to use in interviews with the press; conducting strategic planning sessions for internal campaign staff, the organization, two school systems, and stakeholders throughout the state; organizing events from lobby days to planning summits; writing fact sheets, trainings, and toolkits for multiple audiences.

Advocates for Youth

Washington, DC

Manager of State Strategies and Youth Activism, Public Affairs

April 2002—October 2004

Facilitated partnership with Rock the Vote and MTV as advocacy partner for Fight for Your Rights Campaign. Strategically developed and coordinated *My Voice Counts!*, a grassroots campaign of youth activists and organizational allies advocating at local, state, and federal levels for honest sex education in U.S. schools. Spearheaded strategy sessions and provided technical assistance on media, legislation, and organizing strategies to state-based organizations on social change campaigns across the full scope of adolescent sexual and reproductive health. Designed groundbreaking electronic Public Service Announcement (ePSA) for online petition and disseminated it through viral marketing strategies to over 20,000 email addresses, increasing average monthly signatures from 160 to 1270. Developed innovative curricula and led trainings for over 500 youth activists and youth-serving professionals in every region of the country equipping them with skills in community organizing, youth-adult partnerships, adolescent reproductive and sexual health, sexual education, legislative advocacy, media strategies, community planning, social justice, and cultural competence around sexuality, age, gender, and race.

University of Washington, School of Social Work,

Seattle, WA

Lecturer and Program Evaluator

July 1997—August 2000

Taught training course and practicum seminar, successfully guiding students to facilitate intergroup dialogues exploring how social identity (race, class, sexuality, gender, etc.) affects individuals in society; the course explored intergroup relations, alliance-building, social identity development, privilege and oppression, group development, facilitation skills, and concepts of social justice. Researched intergroup dialogue participant learning outcomes through focus groups and interviews – research included compiling and analyzing data for research and publication. Developed and facilitated community service learning course for undergraduate social work students in concurrent placements, facilitating integration between practice and field. Taught lab on using technology for effective program evaluation in graduate program. Developed and managed intergroup dialogue program for undergraduate program – planning weekend training retreat, recruiting peer facilitators, establishing diverse dialogue groups, and conflict management between facilitators and participants, and supervising program intern. Coordinated planning and implementation of new student orientations for BASW and MSW programs. Evaluated BASW and MSW programs to measure effectiveness in preparing social workers for the field—evaluation involved surveys, focus groups, compiling and analyzing data, and presenting findings.

EDUCATION

University of Washington, Seattle, WA

- MSW, School of Social Work, June 1998
Social Work Administration (Leadership and Advocacy) concentration
- BA Social Welfare, June 1997
Graduated Summa Cum Laude

COMMUNITY INVOLVEMENT

Robert Crown Center for Health Education

Hinsdale, IL

Board of Directors, Treasurer

September 2009—2013

The Scooty and JoJo Show

Chicago, IL

Executive Producer

October 2007—Present

BIO

Jonny Stax is a consultant, trainer, and lecturer specializing in adaptive leadership, social innovation, and personal authenticity. He also works in the arts and entertainment field as a pianist, actor, producer, and creator. Mr. Stax is most successful when helping people map their ideas and manifest them in the world, building investment in these creations. As co-founder of Creators Lab, a cross-sector incubation, networking, and retreat project to support innovators in arts, business, education, and social causes, Stax has facilitated the launch of three businesses, seven arts ventures, and two social cause campaigns. He has relocated to the farmlands of Iowa to build a retreat center that will create opportunities for people to find space and clarity as they manifest their ideas in the world.

Recent projects have included communications consultant for a statewide public health organization, interim executive director for About Face Theatre, expansion consultant for Chicago Children's Theatre, and creative director for a campaign to dismantle personal barriers that health care providers face implementing HIV prevention and intervention strategies into general medical settings. All of these projects have demonstrated his ability not only to help organizations clarify their vision but also communicate and market these visions to the world to build partnerships that support the realization of these visions and engagement by audiences that are intended to benefit from these visions. With The Scooty and JoJo Show, Mr. Stax created entertainment events in Chicago, creating mailing lists of over 3000 and growing audiences to over 800 per production in five years.

Mr. Stax received his Master of Social Work degree from the University of Washington, Seattle in 1998. During his studies he worked with the Center for Intergroup Dialogue, Education, and Action, exploring how social identity impacts our participation in society. This laid the groundwork for his passion and dedication to social justice. Growing up as the son of a Southern Baptist music minister laid the foundation for his passion in using performance to move people toward action.

RESOLUTION NO. 1418

RESOLUTION APPROVING A JOINT FUNDING AGREEMENT WITH THE U.S. GEOLOGIC SURVEY FOR A FLOOD INUNDATION MODEL.

WHEREAS, the USGS Iowa Water Science Center has installed streamgages and raingages in the Wapsinonoc Creek watershed per a previous joint funding agreement for stormwater monitoring; and

WHEREAS, the streamgages and raingages provide real-time information, allowing city officials and residents to view current levels in the creek and rainfall data at multiple locations to be better prepared for the possibility of flooding; and

WHEREAS, these gages were intended to provide data that can be used for future flood inundation modeling; and

WHEREAS, these monitoring locations would then assist city officials in implementing flood mitigation practices; and

WHEREAS, a set of scenarios will be defined by the City of West Branch along with future National Park Service flood mitigation plans to evaluate best management practices to mitigate future flooding of West Branch; and

WHEREAS, a joint funding agreement to develop a flood inundation model has been provided to the City of West Branch by the USGS Iowa Water Science Center; and

WHEREAS, the City of West Branch would pay \$43,980 for the services under this agreement; 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 joint funding agreement between the City of West Branch and the United States Geologic Survey (USGS) Iowa Water Science Center for development of a flood inundation model is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 2nd day of February, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



United States Department of the Interior

U. S. GEOLOGICAL SURVEY

Iowa Water Science Center
400 South Clinton St. Rm. 269
Iowa City, Iowa 52240

January 22, 2016

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

Dear Mr. Muckler;

Enclosed are two original copies of our Joint Funding Agreement for calendar year 2016 & 2017. This agreement is for the development and testing of a flood inundation model (HEC-RAS) to provide a hydrologic/hydraulic assessment of the West Branch of Wapsinonoc Creek watershed.

If this is acceptable, please sign both originals; return one signed original in the enclosed self-addressed envelope and retain the other for your records.

As per Federal regulations, work cannot be continued or started until we receive the signed agreement. Results of all work performed under this agreement will be available to the City of West Branch and the U.S. Geological Survey for scientific analysis and publication. Work performed with funds from this agreement will be conducted on a fixed-cost basis. The City of West Branch will be billed annually for their portion of this agreement in January 2016.

We appreciate your consideration of our cooperative program. If you have any questions about the work performed under this agreement, please contact Greg Nalley at 319-358-3630. Questions regarding the agreement's terms, billing period or other administrative concerns may be addressed to our Administrative Officer, Jeff Henningfield, at 319-358-3650.

Kevin Richards
Director
USGS Iowa Water Science Center

Enclosures

**U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR WATER RESOURCES INVESTIGATIONS**

Customer No: 6000004586
Agreement No: 16MMVIA000000033
Project No: NP009NR
TIN #: 42-6005357
Fixed Cost Agreement ☒ Yes ☐ No

This agreement is entered into as of the **1st day of February 2016** by the U.S. Geological Survey, U.S. Department of the Interior, party of the first part, and the **City of West Branch, Iowa**, party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation the **development and testing of a flood inundation model (HEC-RAS) to provide a hydrologic/hydraulic assessment of the West Branch of Wapsinonoc Creek watershed**, hereinafter called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$ **0.00**.

- (a) **\$ 29,320.00** by the party of the first part during the period **February 1, 2016 to September 30, 2017**
FY16: \$0 FY17: \$29,320
- (b) **\$ 43,980.00** by the party of the second part during the period **February 1, 2016 to September 30, 2017**
FY16: \$19,980 FY17: \$24,000

(c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0
Description of the USGS regional/national program: N/A

(d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.

(e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to ensure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties.

9. USGS will issue billings utilizing Department of the Interior Bill for Collection (Form DI-1040). Billing documents are to be rendered **annually** in August 2016 and 2017. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983.).

USGS Point of Contact
Name: Greg Nalley
Address: 400 South Clinton St. Rm 269
Iowa City, IA 52240
Phone: 319-358-3630
Email: gnalley@usgs.gov
By [Signature] Date 1/22/16
Name: Kevin Richards
Title: Center Director
By [Signature] Date 1-22-16
Name: Dan Christiansen
Title: Supervisory Hydrologist

Customer Point of Contact
Name: Matt Muckler - City Administrator
Address: City of West Branch
PO Box 218 110 N. Poplar St
Phone: 319-643-5888
Email: matt@westbranchiowa.org
By _____ Date _____
Name: Roger Laughlin
Title: Mayor
By _____ Date _____
Name: _____
Title: _____

RESOLUTION NO. 1420

RESOLUTION APPROVING A SERVICE AGREEMENT WITH MIDWEST INFLATABLES IN THE AMOUNT OF \$12,000 FOR HOOVER'S HOMETOWN DAYS 2016.

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 2015-2016 budget; and

WHEREAS, the fiscal year 2015-2016 budget for Hoover's Hometown Days includes funding for inflatable rides for children; and

WHEREAS, Midwest Inflatables has submitted a proposed service agreement to provide said services in the amount of \$12,000.00; 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 Midwest Inflatables is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 2nd day of February, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



ENTERTAINMENT CONTRACT / INVOICE

Midwest Inflatables, LLC
P.O. Box 1749
Ames, IA 50010
515.450.6478
info@midwestinflatables.com

Contract Date
January 21st, 2016

Invoice Number
2016029

LESSEE INFORMATION

Lessee Name: City of West Branch – Hoover's Hometown Days
Lessee Address: P.O. Box 460, West Branch, Iowa 52358
Lessee Contact: Rebecca (Becky) Knoche 319.643.2633, bknoche@wbpl.org
Alternate Contact: N/A
Event Location: Village Green (Corner of Parkside Drive and Main Street) West Branch, Iowa 52358

LESSOR INFORMATION

Midwest Inflatables, LLC
P.O. Box 1749, Ames, Iowa 50010
Lessor Contact:
Jeremy Boekelman 515.450.6478
jeremy@midwestinflatables.com

Event / Type of Event	Event Hours	Event Start Date	Event End Date	Set-Up Date	Tear-down Date
Hoover's Hometown Days (City Festival)	11:00 AM – 8:00 PM	August 6 th , 2016	August 6 th , 2016	August 6 th , 2016	August 6 th , 2016

Equipment to be Leased / Services Provided	Quantity	Rate	Amount
Inflatable and Mobile Gaming Trailer Package with Staffing	1	12,000	\$12,000.00
Mobile Gaming Trailer with staffing	1	N/A	Included
34 ft. Giant Slide with staffing	1	N/A	Included
Treasure of the Caribbean Obstacle Course with staffing	1	N/A	Included
30 ft. Rock Climb Slide + Vertical Rush with staffing	1	N/A	Included
Leaps N Bounds with staffing	1	N/A	Included
Wild One Jr. Obstacle Course with staffing	1	N/A	Included
UFO Combo with staffing	1	N/A	Included
Chuggy Choo-Choo with staffing	1	N/A	Included
Rescue Heroes with staffing	1	N/A	Included
Payment Information / Terms and Conditions	Package Price		\$12,000.00
Please make checks payable to: Midwest Inflatables, LLC – PO Box 1749, Ames, IA 50010 Retainer is due with signed contract and Balance Due is required after set-up is completed. No Staking, alternative methods to secure the inflatables will be utilized. Lessor will provide staffing for all inflatables and the mobile gaming trailer. Lessor will provide generators if needed at no additional charge. Lessor to provide at no charge 2 Adult Giant Trikes; 1 red and 1 blue without staffing	Delivery and Set-up		Included
	Subtotal		\$12,000.00
	Sales Tax		Tax Exempt
	Total		\$12,000.00
	Retainer with Contract		\$4,000.00
Balance Due at Event			\$8,000.00

The person signing this entertainment contract on behalf of Lessee must be at least 18 years of age. The Lessee agrees to all Terms & Conditions. I have read and understand the Terms and Conditions of this entertainment contract, and verified that all the information is correct. **This contract and attached "Cancellation Policy" and "Iowa Sales Tax Exemption Certificate" must be completed and returned with retainer.**

Print Name: _____

Jeremy Boekelman
Midwest Inflatables, LLC

Signature: _____

Signature: 

Date: _____

Date: 1-21-2016



CANCELLATION POLICY

Midwest Inflatables, LLC

P.O. Box 1749
Ames, IA 50010

515.450.6478

info@midwestinflatables.com

Contract Date

January 21st, 2016

Invoice Number

2016029

Lessee Name
City of West Branch – Hoover's Hometown Days
P.O. Box 460
West Branch, Iowa 52358

Contact Person
Rebecca Knoche
319.643.2633
bknoche@wbpl.org

Event Location
Village Green
(Corner of Parkside Drive and Main Street)
West Branch, Iowa 52358

Event / Type of Event	Event Hours	Event Start Date	Event End Date	Set-Up Time	Representative
Hoover's Hometown Days (City Festival)	11:00 AM – 8:00 PM	August 6 th , 2016	August 6 th , 2016	August 6 th , 2016	Jeremy Boekelman

CANCELLATION POLICY: Terms and Conditions

When you return a signed contract to Midwest Inflatables, LLC it becomes a legally binding agreement subject to the terms and conditions contained within the contract. Midwest Inflatables, LLC has the following cancellation policy:

We accept cancellations within 24 hours of the event start time due to weather conditions that would prevent the safe use and operation of our inflatables or attractions. Our inflatables cannot be used and operated outdoors in the following weather conditions: winds more than 20 m.p.h., rain, lightning, drizzle, hail, sleet, snow, or ice. The retainer is nonrefundable, but will be applied to a rescheduled event, date subject to our availability. A retainer must be used within 15 months of the original event date or it will be forfeit. If the cancellation is made after our staff has already left our facilities, client is responsible for the costs and expenses incurred. If the cancellation is made after we begin to set up at your event, client is responsible for full payment. PLEASE NOTE: When the weather forecast is uncertain, we try to be flexible and work to accommodate our clients. We are willing to adjust the hours, reschedule, or cancel an event, as necessary.

Cancellations or rescheduling for nonweather-related reasons must be done at least 90 days prior to the event date. The retainer is nonrefundable, but will be applied to a rescheduled event, date subject to our availability. A retainer must be used within 15 months of the original date or it will be forfeit. Midwest Inflatables will require full payment for events cancelled or rescheduled for nonweather-related reasons within 90 days of the event date.

PLEASE CALL 515-450-6478 TO CANCEL

I hereby certify that I am at least 18 years of age. I have read, understand, and agree to the terms and conditions of this cancellation policy.

Print Name: _____

Signature: _____

Date: _____

Jeremy Boekelman

Midwest Inflatables, LLC

Signature: 

Date: 1-21-2016

**Iowa Sales Tax Exemption Certificate**

This document is to be completed by a purchaser whenever claiming exemption from sales/use tax.

Certificates are valid for up to three years. *Seller:* Keep this certificate in your files.

Purchaser: Keep a copy of this certificate for your records. Do not send to the Iowa Department of Revenue.

Purchaser Name		
Address		
City	State	ZIP
General Nature of Business		
Telephone Number		

Seller Name		
Address		
City	State	ZIP

Purchaser is doing business as a:

- ☐ Retailer
Sales Tax Permit No. (if required): _____
- ☐ Retailer Car Dealer DOT No.: _____
- ☐ Wholesaler ☐ Farmer ☐ Lessor
- ☐ Manufacturer ☐ Nonprofit Hospital
- ☐ Private Nonprofit Educational Institution
- ☐ Governmental Agency including public schools
- ☐ Qualifying Residential Care Facility
- ☐ Non-Profit Museum ☐ Other: _____

Purchaser is claiming exemption for the following reason:

- ☐ Resale ☐ Leasing ☐ Processing
- ☐ Qualifying Farm Machinery/Equipment
- ☐ Qualifying Industrial Machinery/Equipment
- ☐ Qualifying Replacement Parts ☐ Qualifying Computer
- ☐ Pollution Control Equipment ☐ Recycling Equipment
- ☐ Research and Development Equipment
- ☐ Direct Pay (permit no. required): _____
- ☐ Other: _____

Description of Purchase: Attach additional information if necessary. _____

Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser: _____ Title: _____ Date: _____

31-014a (08/16/11)

Exemption Certificate Instructions

This exemption certificate is to be completed by the purchaser claiming exemption from tax and given to the seller. The seller must retain this certificate as proof that exemption has been properly claimed. The certificate must be complete to be accepted by the seller. The seller can accept an exemption certificate only on property that is qualified (see the exemptions below) or based on the nature of the buyer. If property or services purchased for resale or processing are used or disposed of by the purchaser in a nonexempt manner, the purchaser is then responsible for the tax.

Exemptions:

Resale: Any person in the business of selling who is purchasing items to resell may claim this exemption. **The purchaser can be acting as either a retailer or wholesaler and may not be required to have a sales tax permit.** Retailers with a sales tax permit number must enter it in the space provided.

Processing: Exempt purchases for processing include tangible personal property which by means of fabrication, compounding, manufacturing, or germination becomes an integral part of other tangible personal property ultimately sold at retail; chemicals, solvents, sorbents, or reagents used, consumed, dissipated, or depleted in processing personal property intended to be sold ultimately at retail; fuel used to create heat, power, or steam for processing or used to generate electric current; and chemicals used in the production of free newspapers and shoppers guides.

Qualifying Farm Machinery/Equipment: The item must be directly and primarily used in agricultural production; and must be one of the following:

1. a self-propelled implement such as a tractor
2. a grain dryer (heater and blower only)
3. an implement customarily drawn or attached to a self-propelled implement in the performance of its function, such as a plow
4. auxiliary equipment improving safety, performance, operation, or efficiency of items 1, 2, 3
5. tangible personal property that does not become a part of real property used directly and primarily in dairy and livestock operations
6. a replacement part for 1, 2, 3, 4, 5, 8, 9
7. baling wire, twine, wrapping, and other similar items used in agricultural, livestock, or dairy production
8. auger systems, curtains, curtain systems, drip systems, fans, and fan systems, shutters, inlets, shutter or inlet systems, and refrigerators used in livestock or dairy production, aquaculture production, or the production of flowering, ornamental, or vegetable plants.
9. snow blower, rear-mounted blade, or rotary cutter used in agricultural production, if attached to or towed by a self-propelled implement.

Qualifying Industrial Machinery/Equipment: This machinery or equipment must be:

- used by a manufacturer • directly and primarily used in processing tangible personal property or certain other research activities
- certain replacement parts for the above; this does not include supplies

Qualifying Computers:

- sold to commercial enterprise, insurance company, or financial institution • certain replacement parts; this does not include supplies

Direct Pay: Businesses and individuals who pay their taxes directly to the Department rather than to the seller **must** enter their Direct Pay permit number in the space provided.

Private Nonprofit Educational Institutions: Purchases made by Iowa private nonprofit educational institutions used for educational purposes are exempt.

NOT EXEMPT from sales tax are purchases by most other private nonprofit organizations such as churches, fraternal organizations, clubs, etc., for use by those organizations.

31-014b (07/01/13)

RESOLUTION NO. 1421

RESOLUTION APPROVING MEMBERSHIP IN THE IOWA RURAL WATER
ASSOCIATION

WHEREAS, water and wastewater utility personnel face multifaceted technical, managerial and financial issues in the course of their work; and

WHEREAS, the Iowa Rural Water Association (IRWA) exists to help those in need of training and technical assistance as well as to provide legislative and regulatory representation; and

WHEREAS, IRWA is Iowa's leading membership organization for public water and wastewater systems including over 600 community and regional water supplies and wastewater systems; and

WHEREAS, annual membership in IRWA would provide technical training, a publication that is printed three times per year and legislative activities on behalf of West Branch regarding our water and wastewater systems; and

WHEREAS, it is now necessary for the City Council to approve membership in the Iowa Rural Water Association.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa approves membership in the Iowa Rural Water Association and further approves dues for the current fiscal year in the amount of \$275.

* * * * *

Passed and approved this 2nd day of February, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

Associate Membership Information



***“Serving the
needs of Iowa’s
Water and
Wastewater
Industries
Today and into
the Future”***



4221 SOUTH 22ND AVE EAST | NEWTON, IA 50208
(800) 747-7782 | (641) 787-0330 | FAX: (641) 787-0331
WWW.IOWARURALWATER.ORG



What is IRWA?

Water and wastewater utility personnel face multifaceted technical, managerial and financial issues in the course of their work. The Iowa Rural Water Association exists to help those in need of training, technical assistance as well as legislative and regulatory representation. This passion of service has made IRWA Iowa's leading membership organization for public water and wastewater systems. Today our membership includes over 600 community and regional water supplies and wastewater systems serving customers throughout the state. In addition, we have close to 150 Associate members that partner with IRWA to provide the industry with great resources.

As an IRWA Associate Member, you become part of the team!

Utility decision-makers know they can look to IRWA Associate Members for reliable products and services. You become a part of a trusted network relied upon by water and wastewater systems of all sizes.





Benefits of an IRWA Associate Member

IRWA'S ANNUAL CONFERENCE

Held in February, this conference continues to grow each year. It is "The Industry Event" for regional and community water and wastewater systems. Associate members are encouraged to participate in all key training opportunities.

EXHIBITS AT OUR ANNUAL CONFERENCE

We have made many improvements to this year's conference to provide you quality time with people who want to learn about new products and services. The IRWA Annual Conference is Iowa's largest Water and Wastewater conference.

SPEAK AT OUR CONFERENCES

Currently we host 3 conferences throughout the year. We are always looking for speakers to introduce new and/or updated technical information to Iowa's industry operators.

PARTICIPATION IN IRWA REGIONAL TRAINING

Associate members participate in IRWA training workshops held throughout the state for local utility personnel.

THE WATER STREET JOURNAL--IRWA'S MAGAZINE

You can present your message directly to members by advertising in the WSJ. Readership surveys show managers consider the WSJ to be an authoritative source of information. It is the leading publication for the water and wastewater industry in Iowa.

WWW.IOWARURALWATER.ORG

As an IRWA member, if you provide your website address to us, we will automatically place that link on our website. Our website has thousands of hits a day and is a reliable resource for industry leaders in Iowa.

ANNUAL MEMBERSHIP DIRECTORY

Each year in the spring, we mail a membership directory to all IRWA members. Our directory is a reliable source for water and wastewater systems. They have a complete list of industry services provided and your membership earns you a place in this important section.

MEMBERSHIP MAILING LISTS

Why spend time typing labels? IRWA's membership mailing labels are accurate and easy to use when doing direct marketing.

We invite you to join us today. **A full year of membership benefits is only \$275.00.** IRWA wants you to know that we value your membership. As we continue to strive to exceed your expectations, we know you will be pleased with the results in the coming year as an IRWA Associate Member.



Increase awareness of your company:

- ◆ ***Join IRWA***
- ◆ ***Exhibit at “the Industry Event”***
- ◆ ***Speak at conferences and training events throughout Iowa***
- ◆ ***Receive instant advertising in our Membership Directory and on our website***
- ◆ ***Contribute to the leading publication in the water and wastewater industry***

Together, we are a great team!

UPCOMING EVENT:



2016

ANNUAL CONFERENCE

OUR 41ST ANNUAL CONFERENCE

FEBRUARY 22-24, 2016 | DES MOINES, IOWA

2016 SYSTEM MEMBERSHIP APPLICATION

Name: West Branch Water Works / West Branch Wastewater Treatment Plant
City/System: West Branch City of West Branch
Mailing Address: PO Box 218
City: West Branch Zip: 52358 County: Cedar
City Hall / Business Phone: 319-643-5888 City / Office Fax: 319-648-2305
Plant Phone: 319-631-2950 Plant E-Mail: timmm@westbranchiowa.org
Website: www.westbranchiowa.org

TYPE OF SYSTEM:

☒ COMMUNITY ☐ NON-COMMUNITY (ie: Mobile Home Park, etc.)

Service Area Population: 2300

IRWA Dues Structure - Based on Service Area Population

Early Bird Special (received before January 1st, 2016) \$200.00 (any and all service area populations)

<input type="checkbox"/> 0 - 1,000 population	\$225.00
<input checked="" type="checkbox"/> 1001 - 2,500 population	\$275.00
<input type="checkbox"/> 2,501 - 5,000 population	\$325.00
<input type="checkbox"/> Above 5,000 population	\$375.00

**** Applications received in 2016 will be prorated ****

FOR IRWA ANNUAL MEMBERSHIP DIRECTORY LISTING:

Mayor / Owner: Roger Laughlin

Do you wish to receive our magazine? Yes or ☒ No

Address: _____

Clerk / Office Manager: Leslie Brick

Do you wish to receive our magazine? Yes or ☒ No

Address: _____

Water Operator: Tim Moss

Do you wish to receive our magazine? ☒ Yes or No

Address: PO Box 218 West Branch, IA 52358

Wastewater Operator: Tim Moss

Do you wish to receive our magazine? Yes or No

Address: -see above

City Administrator: Matt Muckler

Do you wish to receive our magazine? Yes or ☒ No

Address: _____

Manager / Superintendent: Matt Goodale

Do you wish to receive our magazine? Yes or ☒ No

Address: _____

PAYMENT INFORMATION:

Payment Method: ☐ Check ☐ Credit Card

Payable to: Iowa Rural Water Association

Credit Card:

☐ Visa ☐ M/C ☐ Am. Exp. ☐ Discover

Card Number: _____

Expiration Date: _____

Billing Address: _____

Phone: _____

Please return completed form along with payment to:
Iowa Rural Water Association, 4221 S. 22nd Ave East,
Newton, IA 50208. Please call with any questions or
concerns at 1-800-747-7782.



4221 South 22nd Ave East • Newton, IA 50208
(800) 747-7782 • (641) 787-0330
FAX: (641) 787-0331
www.iowaruralwater.org

RESOLUTION NO. 1422

RESOLUTION DIRECTING THE PARK & RECREATION DIRECTOR TO
NEGOTIATE A COMPENSATION AGREEMENT WITH
_____ FOR ENGINEERING SERVICES ON THE WEST
BRANCH PARK IMPROVEMENTS PROJECT AT PEDERSEN VALLEY AND
SUBMIT THAT AGREEMENT TO THE CITY COUNCIL FOR THEIR
CONSIDERATION AT THEIR NEXT REGULAR MEETING

WHEREAS, the City of West Branch, Iowa will enter into a loan agreement and issue bonds in an amount not exceeding \$4,000,000 to provide funds to pay the cost, to that extent, of undertaking the West Branch Park Improvements Project, including ball diamonds; volleyball courts; lighting improvements; playground equipment; concessions, restroom and shelter facilities; recreation trails; landscaping; parking lots; and the installation of related public infrastructure improvements; and

WHEREAS, the City Council approved Resolution 1275 on February 17, 2015 which approved a professional services agreement with HBK Engineering, LLC for design of Wapsi Creek Park, Beranek Park and Lions Field; and

WHEREAS, the City Council approved Resolution 1412 on December 21, 2015 which approved Amendment #1 to the professional services agreement with HBK Engineering, LLC for design and construction management of Wapsi Creek Park, Beranek Park and Lions Field; and

WHEREAS, the City now requires professional engineering services for the portion of the West Branch Park Improvements Project located at the new regional park in Pedersen Valley; and

WHEREAS, the City Council approved Resolution 1410 on December 7, 2015 which approved a request for qualifications (RFQ) for design and construction management of the new regional park in Pedersen Valley; and

WHEREAS, seven firms submitted statements of qualifications; and

WHEREAS, the West Branch Park & Recreation Commission narrowed the field of consultants to three; and

WHEREAS, the West Branch City Council interviewed the top three firms at a City Council Work Session held on Tuesday January 19, 2016; and

WHEREAS, the West Branch City Council would like to secure the services of _____.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa directs the Park & Recreation Director to negotiate a compensation agreement with _____ for engineering services on the West Branch Park Improvements Project at Pedersen Valley and submit that agreement to the City Council for their consideration at their next regular meeting.

* * * * *

Passed and approved this 2nd day of February, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1423

RESOLUTION AUTHORIZING THE ACQUISITION OF PROPERTY INTERESTS FOR THE PUBLIC IMPROVEMENTS FOR S. DOWNEY STREET AND TIDEWATER DRIVE, WEST BRANCH, IOWA.

WHEREAS, as part of the redevelopment of the Casey's site, the City Council of the City of West Branch heretofore deemed it necessary and desirable to reconstruct S. Downey Street and Tidewater Drive (the "Project"); and

WHEREAS, to complete the Project, the City needs to acquire certain property interests; and

WHEREAS, if necessary, the City proposed to acquire the property interests needed for this Project via the use of the power of eminent domain; and

WHEREAS, pursuant to Section 6B.2C of the Code of Iowa (2015), the authority to condemn property is not conferred, and condemnation proceedings shall not commence, unless the governing body for the acquiring agency approves the use of condemnation and there is a reasonable expectation the applicant will achieve its public purpose, comply with all reasonable standards, and obtain all necessary permits.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the use of the power of eminent domain to acquire all property interests necessary for the completion of the Project is hereby approved.

BE IT FURTHER RESOLVED that the City Administration is directed to proceed with the proposed acquisitions of property rights necessary to complete this Project and comply with all reasonable standards and obtain all necessary permits necessary to further said Project in accordance with applicable law.

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to determine fair market value for said property interests and to investigate and approve relocation claims, if any, via agreement, gift, trade or condemnation. Further, the Mayor and City Clerk are, upon advice of the City Attorney, hereby directed to execute any and all documentation necessary to complete said acquisitions without further approval.

Passed and approved this 2nd day of February, 2016.

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk

RESOLUTION 1300

RESOLUTION ADOPTING THE 2015 RESIDENTIAL DEVELOPMENT INCENTIVE PACKAGE.

WHEREAS, the City Council of the City of West Branch has heretofore determined that it is necessary and desirable to create an incentive program to attract residential builders to construct new homes in the City of West Branch; and

WHEREAS, the City Administration and a committee of builders, realtors, bankers and other associated professionals has proposed an incentive program that is attached hereto as Exhibit "A"; and

WHEREAS, it is in the best interest of the City to attract new families to the City to increase the tax base and provide City businesses with a larger customer base; and

WHEREAS, it is now necessary for City Council to adopt said incentive package.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned incentive program attached hereto as Exhibit "A" be and the same is hereby approved and said incentive package is hereby effective on the date of this Resolution until June 30, 2017.

Passed and approved this 4th day of May, 2015.


Mark Worrell, Mayor

ATTEST:


Matt Muckler, City Administrator/Clerk

EXHIBIT "A"

CITY OF WEST BRANCH HOUSING INCENTIVE PROGRAM

Beginning upon the passage of Resolution No. 1300, and continuing until June 30, 2017, the following package will be offered to persons/entities that commence construction a new home within the corporate limits of the City of West Branch:

1. Beginning with the issuance of the occupancy permit for the residence, the owner shall receive a 100% property tax rebate for the portion of the City's general fund tax levy. Said rebate shall be payable semi-annually upon a receipt from the owner showing that the property taxes have been paid by the owner. This rebate shall continue for five (5) calendar years from the date of occupancy permit, or when the total rebate totals \$5,000.00, whichever occurs sooner.
2. The building permit on a residential property eligible for this program shall be a flat fee of \$500.00, however, the owner must pay for the water meter and associated equipment at the time of the issuance of the building permit.
3. The sewer and water connection fees for each property eligible for this program shall be waived.
4. The incentives provided above are transferable to the new owner of an eligible property.

CONTACT

For questions on the Building Incentive Program, feel free to direct questions to the City office at (319)643-5888.

For specific inquiries, use the following contact information.

Program Questions

Paul Stagg
Zoning Administrator
(319)631-0716



BUILDING

INCENTIVE

PROGRAM

City of

West Branch



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

Ph: (319)643-5888
Fax: (319)643-2305

PROGRAM DETAILS

With the receipt of the occupancy permit of your residence, you are eligible to receive a 100% rebate on the City of West Branch's general fund tax levy (this does not include property taxes for other taxable entities). The rebate will be payable semi-annually when the owner provides a receipt to the city office verifying property tax payment.

The rebate will be available for five calendar years from the date of the occupancy permit. The total allowable rebate may not exceed \$5,000.

The building permit on a residential property eligible for this program shall be a flat fee of \$500.

Sewer and Water connection fees for each property eligible for this program will be waived, though the equipment, including water meter must be paid for by the owner.

(The rebate and other incentives are transferable to the new owner of an eligible property)



ABOUT THE PROGRAM

The West Branch Building Incentive Program was approved officially on May 4, 2015. The program was developed through March and April of 2015 by a group of builders, realtors, bankers, and associated professionals who reside and work professionally within the community.

With this program, the aforementioned group as well as the city council of West Branch wish to provide added incentive for you, as a prospective resident, builder, and/or community member, to choose our community over the other towns found in the Iowa City and Cedar Rapids area.

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We are confident that with this program, the many areas for development, as well as the quality of schools, quality of life, historic community, and proximity to the many attractions in Iowa City and Cedar Rapids, that you will be joining us soon as proud residents of West Branch, Iowa.

PROCEDURAL RULES OF THE WEST BRANCH CITY COUNCIL

Part I. General Provisions

Rule 1. Scope of Rules. These rules shall govern the conduct of the Council and shall be interpreted to insure fair and open deliberations and decision making.

Rule 2. Technical Parliamentary Forms Abolished. Except as specifically provided in these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms. Only motions specified within these rules are allowed.

Rule 3. Matters Not Covered. Any matter or order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with or without the assistance and advice of the City Attorney and/or the City Administrator in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the Council.

Rule 4. Interpretation. These rules are intended to supplement and shall be interpreted to conform to the statutes of the State of Iowa and the ordinances of the City of West Branch.

Part II. Time and Place of Meeting

Rule 5. Regular Meetings. The regular meetings of the Council are on the first of third Mondays of each month in the Council Chambers at City hall. The time of said meetings shall be 6:30 p.m. when held during the months of November through March and shall be at 7:00 p.m. when held during the months of April through October. If such day falls on a legal holiday, the meeting is held at a mutually agreeable time, as determined by the Council. (City Code Chapter 17.04.1, Ord. 650 – Aug. 08 Supp.)

Rule 6. Special Meetings. Special meetings shall be held upon call of the Mayor or upon

the written request of a majority of the members of the Council submitted to the Administrator/Clerk. Notice of a special meeting shall specify the date, time, place and subject of the meeting and such notice shall be given personally or left at the usual place of residence of each member of the Council. A record of the service of the notice shall be maintained by the Administrator/Clerk. (City Code Chapter 17.04.2, Code of Iowa, Sec. 372.13[5])

Rule 7. Quorum. A majority of all Council members is a quorum. (City Code Chapter 17.04.3, Code of Iowa, Sec.372.13[1])

Rule 8. Attendance. The Mayor or Council Members may attend either in person or by telephone conference call or video communications.

Part III. Agenda

Rule 9. Preparation of Agenda. Prior to each regular Council meeting the City Administrator/Clerk shall publish an Agenda which contains all items the Council anticipates acting upon at the meeting. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules and may adopt the agenda as amended.

Rule 10. Consent Agenda. In preparing an Agenda the City Administrator/Clerk shall separately designate items as "Consent Agenda" which may be acted upon by the Council under Rule 50. The "Consent Agenda" shall consist of routine non-controversial items which in the City Administrator/Clerk's determination can be appropriately considered in bulk at the Council meeting.

Rule 11. Agenda Requests and Deadline. The Mayor, any member of the Council and the City Administrator/Clerk may have an item included upon the Agenda by requesting the City Administrator/Clerk to include the item by noon on the Tuesday preceding the Council meeting. Citizens may address the Council, pursuant to Part V of these rules, to request an agenda item at

a future Council Meeting or contact one of their elected officials to request that they include an item on a future agenda.

Rule 12. Extra Items. Items requested or filed after noon on the Tuesday preceding a Council meeting shall not be included upon the Agenda unless the Mayor, a Council Member or the City Administrator/Clerk shall deem the item of sufficient urgency to warrant immediate Council action. These items shall be designated as "Extra" items and will be considered at the appropriate place on the regular Agenda (prior to or after a related item) or at the end of the regular Agenda. The City Administrator/Clerk shall record on the item the name of the sponsoring Council member.

Rule 13. Sponsor Required. The City Administrator/Clerk shall not place upon the Agenda any matter for reconsideration unless sponsored by a Council member who voted on the originally prevailing side or who was absent at the time of the original action.

Rule 14. Withdrawal of Items. Only the City officer requesting the placement of an item on the Agenda may withdraw the item prior to the Council meeting, but in withdrawing the item shall state the reason therefore which reason shall be transmitted to the Council. An item withdrawn by the City Administrator/Clerk may nonetheless, in the discretion of the Council, be acted upon in its regular order.

Rule 15. Order of Consideration of Agenda. Except as otherwise provided in these rules, each Agenda item shall be considered in the numerical order assigned by the City Administrator/Clerk. Each Agenda item shall be separately announced by the presiding officer, or City Administrator/Clerk, for purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by the number assigned by the City Administrator/Clerk, unless greater specificity is requested by some person in attendance. This rule shall not apply to

consideration of items under Rule 50 or Rule 51. The following is the order of business of the City Council at its meetings:

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll call
- 4) Welcome
- 5) Approve Agenda/Consent Agenda/Move to action
- 6) Communications/Open Forum
- 7) Public Hearings/Non-Consent Agenda
- 8) City Staff Reports
- 9) Comments from Mayor and Council Members
- 10) Adjournment

The following is the order of business of the City Council at its work sessions:

- 1) Call to order
- 2) Roll call
- 3) Work Session Agenda Items
- 4) Adjournment

Part IV. Conduct of Meetings

Rule 16. Presiding Officer. The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the most senior Council member present shall preside. In the event two or more members equally possess the greatest seniority then the eldest person among them shall preside.

Rule 17. Control of Discussion. The presiding officer shall control discussion of the Council on each Agenda item to assure full participation in accordance with these rules.

Rule 18. Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized shall not be interrupted except by the presiding officer to enforce these rules, or by another Council member raising a point of order.

Rule 19. Members May Speak – How Often. No member shall speak more than once on the same question until all other members desiring to speak have spoken.

Rule 20. Members Address the Presiding Officer. Members will address their comments to the presiding officer, not to each other, staff or public attending the meeting.

Rule 21. Presiding Officer's Right to Enter into Discussion. The Mayor (or other presiding officer) may enter into any discussion.

Rule 22. Remarks to be Germane. Comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of comments. Members making personal, impertinent, or slanderous remarks may be barred, at the presiding officer's discretion, from further comment on the item under consideration.

Rule 23. No side conversations between members. Members shall not have side conversations with each other during any Council Meeting. Should a member of Council wish to share information with other members, that member should seek the recognition of the chair.

Rule 24. Profanity. No member shall use profanity while speaking in any Council Meeting.

Rule 25. Motive. No member shall question the motive of another.

Rule 26. Dress Code. At all times during meetings of the Council, proper attire for men

shall be a combination of collared shirt (such as a dress shirt or polo shirt), and cotton trousers (such as khakis or blue, green, brown, or black trousers) with a belt or jeans. Proper attire for women includes a skirt or trousers (including denim) combined with a top.

Rule 27. Electronic Devices. Tape recorders, portable phones, video equipment, photography equipment and/or any other electronic recording devices are not authorized for use in the Council Chambers prior to, during or following a meeting of the Council unless permission has been granted by the presiding officer and a public notice has been given to all members of the Council present. Nothing contained in this rule shall prevent any member from using a portable laptop computer, which is hereby specifically authorized.

Rule 28. Distracting Activities. No food, newspapers, or other items or activities distracting to Council deliberations shall be permitted during a meeting of the Council.

Part V. Citizen Participation

Rule 29. Citizen's Right to Address Council. Persons other than Council Members shall be permitted to address the Council in the open forum section of the agenda for items not on the agenda, or prior to Council discussion of an item for specific Agenda items, if he or she completes a Citizen Comment Form. Citizen Comment Forms will be provided by the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, and must be completed and provided to the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant prior to the start of the meeting.

Rule 30. Manner of Addressing Council. A person desiring to address the Council shall stand up (unless that person has physical limitations which prevents the person from doing so), state his or her name, address, and group affiliation (if any), speak clearly and address his or her comments to the presiding officer. Comments shall be limited to statements. Citizens are not

allowed to address questions to any elected or appointed officials or staff. Rather, citizens are encouraged to contact their elected officials or the City Administrator/Clerk prior to meetings of the Council with any questions they might have.

Rule 31. Time Limit on Citizen's Remarks. Citizens shall be limited to three minutes speaking time per item. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations of this rule.

Rule 32. Remarks of Citizens to be Germane. Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting.

Part VI. Council Action

Rule 33. Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor and the Mayor Pro Tem the City Administrator/Clerk shall call the meeting to order and a temporary presiding officer shall then be selected under Rule 16. The selected temporary presiding officer shall serve as successor Mayor Pro Tem for the meeting for purposes of being authorized to sign all measures passed and contracts approved at the meeting.

Rule 34. Roll Call. Before proceeding with the business of the Council, the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall call the roll call of members present, and enter those named in the minutes. The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall determine the presence of a quorum as required by law and these rules.

Rule 35. Motion Required. All action requiring a vote shall be moved by a member of the Council.

Rule 36. Motions. Allowable motions include the following: 1) Motion to approve, 2) motion to amend, 3) motion to adjourn, 4) motion to recess, 5) motion to postpone to a certain time, 6) motion to postpone indefinitely, 7) motion to appeal the rule of the chair, 8) motion to suspend the rules, 9) motion to reconsider and 10) motion for the previous question. Form and example:

Motion to approve: I move the adoption of item 6b.

Motion to amend: I move to amend by inserting the words “and grade” after “purchase.” Discussion and a vote would then take place on the amendment, i.e. the addition of the words “and grade.” Whether the amendment is or is not adopted, a subsequent vote would be taken on the underlying item.

Motion to adjourn: I move to adjourn.

Motion to recess: I move that the meeting recess until 9:00 p.m. Or, I move to recess for ten minutes.

Motion to postpone to a certain time: I move to postpone the motion to the next meeting.

Motion to postpone indefinitely: I move that the item be postponed indefinitely.

Motion to appeal the rule of the chair: I appeal from the decision of the chair. If seconded, the chair shall clearly state the exact question at issue, the reason for his or her decision and states the question, “Shall the decision of the chair be sustained?”

Motion to suspend the rules: I move that the rules be suspended which interfere with ... [stating the object of the suspension].

Motion to reconsider: I move to reconsider the vote on the resolution relating to the annual

banquet. I voted for [or against] the resolution.

Motion for the previous question: I move the previous question.

Rule 37. Motions – Requiring a second. No motion shall be debated until another member has seconded the motion. After a motion has been made, another member who wishes it to be considered says, “I second the motion,” and may do so without obtaining the floor.

Rule 38. Must be read or stated before debate. After a motion is made and seconded, it shall be stated by the presiding officer before being debated.

Rule 39. Points of Order. Members of Council, who notice a breach of these rules, may raise a point of order to insist upon their enforcement. (If the presiding officer notices a breach, he or she corrects the matter immediately; but if he or she fails to do so, any member can make the appropriate point of order.) Points of order are ruled upon by the presiding officer. Points of order are not debatable.

Rule 40. Appeal from a Ruling of the Presiding Officer. Should there be an appeal from any ruling of the presiding officer, the question, “Shall the chair be sustained?” shall be immediately put and determined before the Council proceeds to other business.

Rule 41. Previous Question. Any member may move the previous question. The motion shall be restated by the presiding officer in this form: “Shall the question under immediate consideration be now put?” It shall only prevail when supported by four-fifths of the Council and until decided shall preclude debate. If the motion is sustained, the proponent of the matter under consideration shall have one minute in which to make a closing statement before the Council votes on the question. A failure to sustain the motion shall not take the matter under consideration from further consideration of the Council; but the Council shall proceed as if the motion had not been made.

Rule 42. Not debatable. The following motions shall be decided without debate: 1) motion to adjourn, 2) motion for the previous question, 3) motion to suspend the rules and 4) motion to recess.

Rule 43. Indefinite postponement. When a question is postponed indefinitely, that item shall not be acted on again in the same calendar year except when supported by four-fifths of the Council.

Rule 44. Presiding Officer's Right to Speak Last. The presiding officer has the right to close debate and speak last on any item.

Rule 45. Closing Debate. Discussion shall be closed on any item by the presiding officer with the concurrence of a majority of the Council. Except as provided by Rule 22, a call for the vote shall not close discussion if any member of the Council still wishes to be heard.

Rule 46. Motion to Reconsider. A motion to reconsider must be made by a Council member who was on the prevailing side in the original action or by a Council Member absent at the time of the original action.

Rule 47. Call for Vote. At the conclusion of debate the presiding officer shall call for a vote, provided however, a majority of the Council may require a vote at any time.

Rule 48. Separate Consideration. Except as otherwise required by these rules each Agenda item shall be voted upon separately by electronic means and each separate vote shall be recorded by the City Administrator/Clerk.

Rule 49. Action on Consent Agenda. Except as herein provided the "Consent Agenda" shall be considered in bulk and voted upon in single motion. Each Council Member shall separately note upon a form provided by the City Administrator/Clerk any matter on the "Consent Agenda" upon which he or she wishes to speak or to vote no. At the time of

consideration of the "Consent Agenda" the presiding officer shall announce the items upon which Council members have indicated they wish to speak or vote no. The presiding officer shall also recognize any person in attendance who has indicated on the Citizen Comment Form their wish to speak upon a particular consent item. Items upon which any Council Member or citizen wishes to speak shall be considered separately and not as a portion of any motion calling for action upon the remainder of the "Consent Agenda". The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, on all matters contained in the "Consent Agenda," shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately. Rule 15 shall not apply.

Rule 50. Action to Multiple Items. With the consent of a majority of the Council, Rule 50 hereof notwithstanding, the Council may consider for voting purposes more than one item, but in such event the vote upon each item will be separately recorded by the City Administrator/Clerk noting specific yes or no votes of each Council member on each item.

Rule 51. Recording Names of Moving Members. The City Administrator/Clerk, Deputy City Clerk, or Administrative Assistant shall record the name of the Council Member making and seconding each motion.

Rule 52. Consideration of Matters Not on Agenda. Except as to matter which by law require the publication of notice before consideration by the Council any member of the Council may, at the close of the regular Agenda, bring a matter not on the Agenda to the Council's attention. Council may not act upon such matters, rather direct such matter be included upon a later Agenda.

Part VII. Miscellaneous

Rule 53. Motions. At any appropriate place on the Agenda any member of the Council

may make a motion for the Council to act upon any matter if the motion is germane to the matter under consideration.

Rule 54. Waiver of Ordinance Readings.

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

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

Rule 55. Name of Sponsor on Roll Call. Any time these rules require an action to be sponsored by a Council member, the City Administrator/Clerk shall note the name of the sponsoring Council member on the face of the roll call for said item.

Rule 56. Suspension of Rules. These rules or any part hereof, may be suspended for a specific purpose by a two-thirds majority of the Council.

Rule 57. Hearings. Any other rule to the contrary notwithstanding, unless required by statute or necessary to conform to proceedings required for a special purpose, a hearing shall commence when declared open by the presiding officer and shall close when closed by the presiding officer or by other formal action of the Council.

Rule 58. Informal Requests. A member of the Council, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Attorney, City Administrator/Clerk or any City employee.

RESOLUTION NO. 967

A RESOLUTION TO ADOPT A CODE OF CONDUCT FOR MEMBERS OF THE WEST BRANCH
CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt a Code of Conduct for Members of the West Branch City Council; and

WHEREAS, the citizens and businesses of West Branch are entitled to have Council members who treat one another, city staff, constituents and others with respect.

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

Section 1. That the Code of Conduct set forth in Exhibit “A” attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

CODE OF CONDUCT FOR MEMBERS OF THE WEST BRANCH CITY COUNCIL

Roles, Responsibilities and Respect

This Code of Conduct is designed to describe the manner in which Council members should treat one another, city staff, constituents, and others they come into contact with in representing the City of West Branch.

The constant and consistent theme through all of the conduct guidelines is "respect." Council members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Council members to do the right thing in even the most difficult situations.

All Council members:

All members of the City Council have equal votes. No Council member has more power than any other Council member, and all should be treated with equal respect. Council members must recognize that they act collectively as a governing body during properly noticed public meetings. Members must recognize that they do not have authority to make decisions or take individual actions on behalf of the City Council unless expressly directed to do so by the City Council.

All Council members should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration and courtesy to others.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the City at ceremonial functions at the request of the Mayor.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in West Branch government.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct.

Policies & Protocol Related to Conduct

Ceremonial Events

Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Council member should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Council members at their homes are presumed to be for unofficial, personal consideration.

Endorsement of Candidates

Council members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings.

Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues. Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff or the public.

IN PUBLIC MEETINGS

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the comments of Council members on track during public meetings. Council members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Council members**

If a Council member is personally offended by the remarks of another Council member, the offended Council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council member to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and email**

Technology allows words written or said without much forethought to be distributed far and wide. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

- **Even private conversations can have a public presence**

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific City staff**

Questions of City staff and/or requests for additional background information should be directed only to the City Administrator or Department Heads. The Office of the City Administrator should be copied on any request.

Requests for follow-up or directions to staff should be made only through the City Administrator. When in doubt about what staff contact is appropriate, Council members should ask the City Administrator for direction. Materials supplied to a Council member in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt City staff from their jobs**

Council members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council members should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.

- **Do not get involved in administrative functions**

Council members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

- **Check with City staff on correspondence before taking action**

Before sending correspondence, Council members should check with City staff to see if an official City response has already been sent or is in progress.

- **Do not attend meetings with City staff unless requested by staff.**

Even if the Council member does not say anything, the Council member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Requests for staff support – even in high priority or emergency situations -- should be made to the City Administrator who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- **Do not solicit political support from staff**

Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Council Conduct with the Public

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated five-minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Chair reopens the public hearing for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers to have Council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom. There shall be no sidebar conversations.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chair or City Administrator – not individual Council members -- can interrupt a speaker during a presentation. However, a Council member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Council member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

The City Administrator serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The Chair, subject to the appeal of the full Council makes final rulings on parliamentary procedure.

IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Council**

Council members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book fine, plant new flowers in the median, etc.).

- **Make no personal comments about other Council members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council members, their opinions and actions.

- **Remember that you are a highly visible member of the City**

Council members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of West Branch. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Council Conduct with Other Public Agencies

- **Be clear about representing the city or personal interests**

If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council.

If the Council member is representing the City, the Council member must support and advocate the official City position on an issue, not a personal viewpoint.

- **Correspondence also should be equally clear about representation**

City letterhead may be used when the Council member is representing the City and the City's official position. A copy of official correspondence should be given to the City Administrator to be filed at City Hall as part of the permanent public record.

City letterhead is not be used for correspondence of Council members representing a personal point of view or a dissenting point of view from an official Council position.

Council Conduct with Boards and Commissions

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- **If attending a Board or Commission meeting, be careful to only express personal opinions**

Council members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Council member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- **Limit contact with Board and Commission members to questions of clarification**

It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

Council Conduct with the Media

Council members are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Mayor and City Administrator are the official spokespersons for the representative on City position.**

The Mayor and City Administrator are the designated representatives of the Council to present and speak on the official City position. If an individual Council member is contacted by the media, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Sanctions

- **Public Disruption**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- **Inappropriate Staff Behavior**

Council members should refer to the City Administrator any City staff who does not follow proper conduct in their dealings with Council members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

- **Council members Behavior and Conduct**

City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. It is the responsibility of the Council to initiate action if a Council member's behavior may warrant censure. Council members should point out to the offending Council member infractions of the Code of Ethics or Code of Conduct.

If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant censure. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the Mayor. The Mayor should ask the City Administrator and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to discussing and counseling the individual on the violations or recommending censure to the full Council to consider in a public meeting.

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Council decision.

RESOLUTION NO. 968

A RESOLUTION TO ADOPT PROCEDURAL RULES FOR THE WEST BRANCH CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt Procedural Rules for the West Branch City Council; and

WHEREAS, the adoption of these rules will provide for orderly, fair, open and efficient deliberation on issues before the City Council.

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

Section 1. That the Procedural Rules for the West Branch City Council set forth in Exhibit “A” attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

PROCEDURAL RULES OF THE WEST BRANCH CITY COUNCIL

Part I. General Provisions

Rule 1. Scope of Rules. These rules shall govern the conduct of the Council and shall be interpreted to ensure fair and open deliberations and decision making.

Rule 2. Technical Parliamentary Forms Abolished. Except as specifically provided in these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms. Only motions specified within these rules are allowed.

Rule 3. Matters Not Covered. Any matter or order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with or without the assistance and advice of the City Attorney and/or the City Administrator in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the Council.

Rule 4. Interpretation. These rules are intended to supplement and shall be interpreted to conform to the statutes of the State of Iowa and the ordinances of the City of West Branch.

Part II. Time and Place of Meeting

Rule 5. Regular Meetings. The regular meetings of the Council are on the first of third Mondays of each month in the Council Chambers at City hall. The time of said meetings shall be 6:30 p.m. when held during the months of November through March and shall be at 7:00 p.m. when held during the months of April through October. If such day falls on a legal holiday, the meeting is held at a mutually agreeable time, as determined by the Council. (City Code Chapter 17.04.1, Ord. 650 – Aug. 08 Supp.)

Rule 6. Special Meetings. Special meetings shall be held upon call of the Mayor or upon the written request of a majority of the members of the Council submitted to the Administrator/Clerk. Notice of a special meeting shall specify the date, time, place and subject of the meeting and such notice shall be given personally or left at the usual place of residence of each member of the Council. A record of the service of the notice shall be maintained by the Administrator/Clerk. (City Code Chapter 17.04.2, Code of Iowa, Sec. 372.13[5])

Rule 7. Quorum. A majority of all Council members is a quorum. (City Code Chapter 17.04.3, Code of Iowa, Sec.372.13[1])

Rule 8. Attendance. The Mayor or Council Members may attend either in person or by telephone conference call or video communications. The video conference or telephonic participation must be available to be heard by members of the public.

Part III. Agenda

Rule 9. Preparation of Agenda. Prior to each regular Council meeting the City Administrator/Clerk shall publish an Agenda which contains all items the Council anticipates acting upon at the meeting. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules and may adopt the agenda as amended.

Rule 10. Consent Agenda. In preparing an Agenda the City Administrator/Clerk shall separately designate items as "Consent Agenda" which may be acted upon by the Council under Rule 50. The "Consent Agenda" shall consist of routine non-controversial items which in the City Administrator/Clerk's determination can be appropriately considered in bulk at the Council meeting.

Rule 11. Agenda Requests and Deadline. The Mayor, any member of the Council and the City Administrator/Clerk may have an item included upon the Agenda by requesting the City Administrator/Clerk to include the item by noon on the Tuesday preceding the Council meeting. Citizens may address the Council, pursuant to Part V of these rules, to request an agenda item at a future Council Meeting or contact one of their elected officials to request that they include an item on a future agenda.

Rule 12. Extra Items. Items requested or filed after noon on the Tuesday preceding a Council meeting shall not be included upon the Agenda unless the Mayor, a Council Member or the City Administrator/Clerk shall deem the item of sufficient urgency to warrant immediate Council action. These items shall be designated as "Extra" items and will be considered at the appropriate place on the regular Agenda (prior to or after a related item) or at the end of the regular Agenda. The City Administrator/Clerk shall record on the item the name of the sponsoring Council member.

Rule 13. Sponsor Required. The City Administrator/Clerk shall not place upon the Agenda any matter for reconsideration unless sponsored by a Council member who voted on the originally prevailing side or who was absent at the time of the original action, provided said Council member made the motion at the next Council Meeting that Council member attended.

Rule 14. Withdrawal of Items. Only the City officer requesting the placement of an item on the Agenda may withdraw the item prior to the Council meeting, but in withdrawing the item shall state the reason therefore which reason shall be transmitted to the Council. An item withdrawn by the City Administrator/Clerk may nonetheless, in the discretion of the Council, be acted upon in its regular order.

Rule 15. Order of Consideration of Agenda. Except as otherwise provided in these rules, each Agenda item shall be considered in the numerical order assigned by the City Administrator/Clerk. Each Agenda item shall be separately announced by the presiding officer, or City Administrator/Clerk, for purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by the number assigned by the City Administrator/Clerk, unless greater specificity is requested by some person in attendance. This rule shall not apply to consideration of items under Rule 50 or Rule 51. The following is the order of business of the City Council at its meetings:

- 1) Call to order
- 2) Roll call
- 3) Welcome
- 4) Approve Agenda/Consent Agenda/Move to action
- 5) Communications/Open Forum
- 6) Public Hearings/Non-Consent Agenda
- 7) City Staff Reports
- 8) Comments from Mayor and Council Members
- 9) Adjournment

The following is the order of business of the City Council at its work sessions:

- 1) Call to order
- 2) Roll call
- 3) Work Session Agenda Items
- 4) Adjournment

Part IV. Conduct of Meetings

Rule 16. Presiding Officer. The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the most senior Council member present shall preside. In the event two or more members equally possess the greatest seniority then the eldest person among them shall preside. The presiding officer is also known as the chair.

Rule 17. Control of Discussion. The presiding officer shall control discussion of the Council on each Agenda item to assure full participation in accordance with these rules.

Rule 18. Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized shall not be interrupted except by the presiding officer to enforce these rules, or by another Council member raising a point of order.

Rule 19. Members May Speak – How Often. No member shall speak more than once on the same question until all other members desiring to speak have spoken.

Rule 20. Members Address the Presiding Officer. Members will address their comments to the presiding officer, not to each other, staff or public attending the meeting.

Rule 21. Presiding Officer's Right to Enter into Discussion. The Mayor (or other presiding officer) may enter into any discussion.

Rule 22. Remarks to be Germane. Comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of comments. Members making personal, impertinent, or slanderous remarks may be barred, at the presiding officer's discretion, from further comment on the item under consideration.

Rule 23. No side conversations between members. Members shall not have side conversations with each other during any Council Meeting. Should a member of Council wish to share information with other members, that member should seek the recognition of the chair.

Rule 24. Profanity. No member shall use profanity while speaking in any Council Meeting.

Rule 25. Motive. No member shall question the motive of another.

Rule 26. Dress Code for members of the Council. At all times during meetings of the Council, proper attire for men shall be a combination of collared shirt (such as a dress shirt or polo shirt), and dress slacks with a belt or jeans. Proper attire for women includes a skirt or trousers (including denim) combined with a top. This rule applies only to members of Council.

Part V. Citizen Participation

Rule 27. Citizen's Right to Address Council. Persons other than Council Members shall be permitted to address the Council in the open forum section of the agenda for items not on the agenda, or prior to Council discussion of an item for specific Agenda items, if he or she completes a Citizen Comment Form. Citizen Comment Forms will be provided by the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, and must be completed and provided to the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant prior to the start of the meeting.

Rule 28. Manner of Addressing Council. A person desiring to address the Council shall stand up (unless that person has physical limitations which prevents the person from doing so), state his or her name, address, and group affiliation (if any), speak clearly and address his or her comments to the presiding officer.

Rule 29. Time Limit on Citizen's Remarks. Citizens shall be limited to three minutes speaking time per item. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations of this rule.

Rule 30. Remarks of Citizens to be Germane. Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment

before the Council during the meeting.

Part VI. Council Action

Rule 31. Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor and the Mayor Pro Tem the City Administrator/Clerk shall call the meeting to order and a temporary presiding officer shall then be selected under Rule 16. The selected temporary presiding officer shall serve as successor Mayor Pro Tem for the meeting for purposes of being authorized to sign all measures passed and contracts approved at the meeting.

Rule 32. Roll Call. Before proceeding with the business of the Council, the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall call the roll call of members present, and enter those named in the minutes. The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall determine the presence of a quorum as required by law and these rules.

Rule 33. Motion Required. All action requiring a vote shall be moved by a member of the Council.

Rule 34. Motions. Allowable motions include the following: 1) Motion to approve, 2) motion to amend, 3) motion to adjourn, 4) motion to recess, 5) motion to postpone to a certain time, 6) motion to postpone indefinitely, 7) motion to appeal the rule of the chair, 8) motion to suspend the rules, 9) motion to reconsider and 10) motion for the previous question. Form and example:

Motion to approve: I move the adoption of item 6b.

Motion to amend: I move to amend by inserting the words “and grade” after “purchase.” Discussion and a vote would then take place on the amendment, i.e. the addition of the words “and grade.” Whether the amendment is or is not adopted, a subsequent vote would be taken on the underlying item.

Motion to adjourn: I move to adjourn.

Motion to recess: I move that the meeting recess until 9:00 p.m. Or, I move to recess for ten minutes.

Motion to postpone to a certain time: I move to postpone the motion to the next meeting.

Motion to postpone indefinitely: I move that the item be postponed indefinitely.

Motion to appeal the rule of the chair: I appeal from the decision of the chair. If seconded, the chair shall clearly state the exact question at issue, the reason for his or her decision and states the question, “Shall the decision of the chair be sustained?”

Motion to suspend the rules: I move that the rules be suspended which interfere with ... [stating the object of the suspension].

Motion to reconsider: I move to reconsider the vote on the resolution relating to the annual banquet. I voted for [or against] the resolution.

Motion for the previous question: I move the previous question.

Rule 35. Motions – Requiring a second. No motion shall be debated until another member has seconded the motion. After a motion has been made, another member who wishes it to be considered says, “I second the motion,” and may do so without obtaining the floor.

Rule 36. Must be read or stated before debate. After a motion is made and seconded, it shall be stated by the presiding officer before being debated.

Rule 37. Points of Order. Members of Council, who notice a breach of these rules, may raise a point of

order to insist upon their enforcement. (If the presiding officer notices a breach, he or she corrects the matter immediately; but if he or she fails to do so, any member can make the appropriate point of order.) Points of order are ruled upon by the presiding officer. Points of order are not debatable.

Rule 38. Appeal from a Ruling of the Presiding Officer. Should there be an appeal from any ruling of the presiding officer, the question, "Shall the chair be sustained?" shall be immediately put and determined before the Council proceeds to other business.

Rule 39. Previous Question. Any member may move the previous question. The motion shall be restated by the presiding officer in this form: "Shall the question under immediate consideration be now put?" It shall only prevail when supported by four-fifths of the Council and until decided shall preclude debate. If the motion is sustained, the proponent of the matter under consideration shall have one minute in which to make a closing statement before the Council votes on the question. A failure to sustain the motion shall not take the matter under consideration from further consideration of the Council; but the Council shall proceed as if the motion had not been made.

Rule 40. Not debatable. The following motions shall be decided without debate: 1) motion to adjourn, 2) motion for the previous question, 3) motion to suspend the rules and 4) motion to recess.

Rule 41. Indefinite postponement. When a question is postponed indefinitely, that item shall not be acted on again in the same calendar year except when supported by four-fifths of the Council.

Rule 42. Presiding Officer's Right to Speak Last. The presiding officer has the right to close debate and speak last on any item.

Rule 43. Closing Debate. Discussion shall be closed on any item by the presiding officer with the concurrence of a majority of the Council. Except as provided by Rule 22, a call for the vote shall not close discussion if any member of the Council still wishes to be heard.

Rule 44. Motion to Reconsider. A motion to reconsider must be made by a Council member who was on the prevailing side in the original action or by a Council Member absent at the time of the original action.

Rule 45. Call for Vote. At the conclusion of debate the presiding officer shall call for a vote, provided however, a majority of the Council may require a vote at any time.

Rule 46. Separate Consideration. Except as otherwise required by these rules each Agenda item shall be voted upon separately and each separate vote shall be recorded by the City Administrator/Clerk.

Rule 47. Action on Consent Agenda. Except as herein provided the "Consent Agenda" shall be considered in bulk and voted upon in single motion. Each Council Member shall separately note upon a form provided by the City Administrator/Clerk any matter on the "Consent Agenda" upon which he or she wishes to speak or to vote no. At the time of consideration of the "Consent Agenda" the presiding officer shall announce the items upon which Council members have indicated they wish to speak or vote no. The presiding officer shall also recognize any person in attendance who has indicated on the Citizen Comment Form their wish to speak upon a particular consent item. Items upon which any Council Member or citizen wishes to speak shall be considered separately and not as a portion of any motion calling for action upon the remainder of the "Consent Agenda". The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, on all matters contained in the "Consent Agenda," shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately. Rule 15 shall not apply.

Rule 48. Action to Multiple Items. With the consent of a majority of the Council, Rule 46 hereof notwithstanding, the Council may consider for voting purposes more than one item, but in such event the vote upon each item will be separately recorded by the City Administrator/Clerk noting specific yes or no votes of each Council member on each item.

Rule 49. Recording Names of Moving Members. The City Administrator/Clerk, Deputy City Clerk, or Administrative Assistant shall record the name of the Council Member making and seconding each motion.

Rule 50. Consideration of Matters Not on Agenda. Except as to matter which by law require the publication of notice before consideration by the Council any member of the Council may, at the close of the regular Agenda, bring a matter not on the Agenda to the Council's attention. Council may not act upon such matters, rather direct such matter be included upon a later Agenda.

Part VII. Miscellaneous

Rule 51. Motions. At any appropriate place on the Agenda any member of the Council may make a motion for the Council to act upon any matter if the motion is germane to the matter under consideration.

Rule 52. Waiver of Ordinance Readings.

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

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

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

Rule 53. Name of Sponsor on Roll Call. Any time these rules require an action to be sponsored by a Council member, the City Administrator/Clerk shall note the name of the sponsoring Council member on the face of the roll call for said item.

Rule 54. Suspension of Rules. These rules or any part hereof, may be suspended for a specific purpose by a two-thirds majority of the Council.

Rule 55. Hearings. Any other rule to the contrary notwithstanding, unless required by statute or necessary to conform to proceedings required for a special purpose, a hearing shall commence when declared open by the presiding officer and shall close when closed by the presiding officer or by other formal action of the Council.

Rule 56. Informal Requests. A member of the Council, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Attorney, City Administrator/Clerk or any City employee.

Total Employee Compensation - FY 2016/17*

Updated Jan. 11, 2016

*Includes 3% Base Salary Increase (10% for police chief & sgt. & deputy city clerk) & 3.15% increase in the cost of health insurance.

Employee	HD	Base Salary	3.0% Raise	Salary Adj.	OT	FY 16 Salary	IPERS	FICA	INS	Total
Muckler	6/10	\$ 84,765.00	\$ -		\$ -	\$ 84,765.00	\$ 7,569.51	\$ 6,484.52	\$ 12,997.48	\$ 111,816.52
G. Edgar	11/15	\$ 49,257.40	\$ 1,477.72		\$ 5,073.51	\$ 55,808.63	\$ 4,983.71	\$ 4,269.36	\$ 364.16	\$ 65,425.87
L. Brick	11/14	\$ 38,500.48	\$ <u>3,850.05</u>		\$ 4,235.05	\$ 46,585.58	\$ 4,160.09	\$ 3,563.80	\$ 38.00	\$ 54,347.47
Admin Sub.		\$ 172,522.88	\$ 5,327.77		\$ 9,308.57	\$ 187,159.22	\$ 16,713.32	\$ 14,317.68	\$ 13,399.64	\$ 231,589.85
Horihan	8/11	\$ 63,398.40	\$ <u>6,339.84</u>		\$ 6,973.82	\$ 76,712.06	\$ 7,548.47	\$ 5,868.47	\$ 12,997.48	\$ 103,126.48
J. Hanna	9/7	\$ 48,963.20	\$ <u>4,896.32</u>	\$ <u>3,000.00</u>	\$ 5,685.95	\$ 62,545.47	\$ 6,154.47	\$ 4,784.73	\$ 12,997.48	\$ 86,482.16
Holmes	11/15	\$ 42,016.00	\$ 1,260.48	\$ <u>3,000.00</u>	\$ 4,627.65	\$ 50,904.13	\$ 5,008.97	\$ 3,894.17	\$ 7,358.96	\$ 67,166.22
Homeister	12/15	\$ 38,001.60	\$ 1,140.05	\$ <u>3,000.00</u>	\$ 4,214.16	\$ 46,355.81	\$ 4,561.41	\$ 3,546.22	\$ 7,358.96	\$ 61,822.40
Part Time		\$ 25,000.00	\$ -		\$ -	\$ 25,000.00	\$ 2,460.00	\$ 1,912.50	\$ -	\$ 29,372.50
PD Sub.		\$ 217,379.20	\$ 13,636.69		\$ 21,501.59	\$ 261,517.48	\$ 25,733.32	\$ 20,006.09	\$ 40,712.88	\$ 347,969.76
P. Stagg	8/12	\$ 44,449.60	\$ 1,333.49		\$ 6,867.46	\$ 52,650.55	\$ 4,701.69	\$ 4,027.77	\$ 7,358.96	\$ 68,738.97
P. O'Neil	8/1	\$ 43,264.00	\$ 1,297.92		\$ 4,456.19	\$ 49,018.11	\$ 4,377.32	\$ 3,749.89	\$ 7,358.96	\$ 64,504.27
T. Moss	7/3	\$ 44,428.80	\$ 1,332.86		\$ 4,576.17	\$ 50,337.83	\$ 4,495.17	\$ 3,850.84	\$ 12,997.48	\$ 71,681.32
Goodale	10/10	\$ 55,619.20	\$ 1,668.58		\$ 8,593.17	\$ 65,880.94	\$ 5,883.17	\$ 5,039.89	\$ 12,997.48	\$ 89,801.48
Part Time		\$ 35,000.00	\$ -		\$ -	\$ 35,000.00	\$ 3,125.50	\$ 2,677.50	\$ -	\$ 40,803.00
PW Sub.		\$ 222,761.60	\$ 5,632.85		\$ 24,492.99	\$ 252,887.44	\$ 22,582.85	\$ 19,345.89	\$ 40,712.88	\$ 335,529.05
Shimmin	1/7	\$ 49,291.84	\$ 1,478.76		\$ -	\$ 50,770.60	\$ 4,533.81	\$ 3,883.95	\$ 7,358.96	\$ 66,547.32
Knoche	10/7	\$ 41,969.42	\$ 1,259.08		\$ -	\$ 43,228.50	\$ 3,860.31	\$ 3,306.98	\$ 38.00	\$ 50,433.79
Schafer	7/14	\$ 32,136.00	\$ 964.08		\$ -	\$ 33,100.08	\$ 2,955.84	\$ 2,532.16	\$ 7,358.96	\$ 45,947.03
Part Time		\$ 14,944.00	\$ 93.15		\$ -	\$ 15,037.15	\$ 1,342.82	\$ 1,150.34	\$ -	\$ 17,530.31
Library Sub.		\$ 138,341.26	\$ 3,795.07		\$ -	\$ 142,136.33	\$ 12,692.77	\$ 10,873.43	\$ 14,755.92	\$ 180,458.45
Russell	10/4	\$ 38,875.20	\$ 1,166.26		\$ 4,004.15	\$ 44,045.60	\$ 3,933.27	\$ 3,369.49	\$ 7,751.18	\$ 59,099.54
Part Time		\$ 6,000.00	\$ -		\$ -	\$ 6,000.00	\$ 535.80	\$ 459.00	\$ -	\$ 6,994.80
P & R Sub.		\$ 44,875.20	\$ 1,166.26		\$ 4,004.15	\$ 50,045.60	\$ 4,469.07	\$ 3,828.49	\$ 7,751.18	\$ 66,094.34
Mayor		\$ 7,500.00	\$ 7,500.00		\$ -	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00
M & C Sub.		\$ 7,500.00	\$ 7,500.00		\$ -	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00
Totals		\$ 803,380.14	\$ 37,058.63		\$ 59,307.29	\$ 908,746.06	\$ 83,530.83	\$ 69,519.07	\$ 117,332.50	\$ 1,179,128.46

Total Employee Compensation - FY 2015/16*

Updated Jan. 15, 2015

*Includes 3% Base Salary Increase, 5.49% Increase in the cost of health insurance and 4th full-time police officer.

Employee	HD	Base Salary	3.0% Raise	OT	FY 16 Salary	IPERS	FICA	INS	Total
Muckler	6/10	\$ 82,296.00	\$ 2,468.88	\$ -	\$ 84,764.88	\$ 7,569.50	\$ 6,484.51	\$ 12,572.84	\$ 111,391.74
D. Brandt	6/8	\$ 48,899.06	\$ 1,466.97	\$ 5,036.60	\$ 55,402.63	\$ 4,947.46	\$ 4,238.30	\$ 38.00	\$ 64,626.39
L. Brick	11/14	\$ 37,258.96	\$ 1,117.77	\$ 3,837.67	\$ 42,214.40	\$ 3,769.75	\$ 3,229.40	\$ 38.00	\$ 49,251.55
Admin Sub.		\$ 168,454.02	\$ 5,053.62	\$ 8,874.28	\$ 182,381.92	\$ 16,286.71	\$ 13,952.22	\$ 12,648.84	\$ 225,269.68
Horihan	8/11	\$ 61,537.00	\$ 1,846.11	\$ 6,338.31	\$ 69,721.42	\$ 6,860.59	\$ 5,333.69	\$ 12,572.84	\$ 94,488.54
J. Hanna	9/7	\$ 47,514.00	\$ 1,425.42	\$ 4,893.94	\$ 53,833.36	\$ 5,297.20	\$ 4,118.25	\$ 12,572.84	\$ 75,821.66
A. Koch	11/12	\$ 43,104.00	\$ 1,293.12	\$ 4,439.71	\$ 48,836.83	\$ 4,805.54	\$ 3,736.02	\$ 7,122.32	\$ 64,500.71
New Hire	10/15	\$ 42,000.00	\$ -	\$ 4,200.00	\$ 46,200.00	\$ 4,546.08	\$ 3,534.30	\$ 12,572.84	\$ 66,853.22
Part Time		\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 492.00	\$ 382.50	\$ -	\$ 5,874.50
PD Sub.		\$ 199,155.00	\$ 4,564.65	\$ 19,871.97	\$ 223,591.62	\$ 22,001.41	\$ 17,104.76	\$ 44,840.84	\$ 307,538.63
P. Stagg	8/12	\$ 43,140.00	\$ 1,294.20	\$ 6,665.13	\$ 51,099.33	\$ 4,563.17	\$ 3,909.10	\$ 7,122.32	\$ 66,693.92
P. O'Neil	8/1	\$ 41,996.00	\$ 1,259.88	\$ 4,325.59	\$ 47,581.47	\$ 4,249.03	\$ 3,639.98	\$ 7,122.32	\$ 62,592.80
Tim Moss	7/3	\$ 43,128.00	\$ 1,293.84	\$ 4,442.18	\$ 48,864.02	\$ 4,363.56	\$ 3,738.10	\$ 12,572.84	\$ 69,538.52
Goodale	10/10	\$ 53,997.00	\$ 1,619.91	\$ 8,342.54	\$ 63,959.45	\$ 5,711.58	\$ 4,892.90	\$ 12,572.84	\$ 87,136.76
Part Time		\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ 2,232.50	\$ 1,912.50	\$ -	\$ 29,145.00
PW Sub.		\$ 207,261.00	\$ 5,467.83	\$ 23,775.44	\$ 236,504.27	\$ 21,119.83	\$ 18,092.58	\$ 39,390.32	\$ 315,107.00
Shimmin	1/7	\$ 47,856.00	\$ 1,435.68	\$ -	\$ 49,291.68	\$ 4,401.75	\$ 3,770.81	\$ 7,122.32	\$ 64,586.56
Knoche	10/7	\$ 40,632.12	\$ 1,218.96	\$ -	\$ 41,851.08	\$ 3,737.30	\$ 3,201.61	\$ 38.00	\$ 48,827.99
Schafer	7/14	\$ 31,200.00	\$ 936.00	\$ -	\$ 32,136.00	\$ 2,869.74	\$ 2,458.40	\$ 7,122.32	\$ 44,586.47
Part Time		\$ 14,944.00	\$ 93.15	\$ -	\$ 15,037.15	\$ 1,342.82	\$ 1,150.34	\$ -	\$ 17,530.31
Library Sub.		\$ 134,632.12	\$ 3,683.79	\$ -	\$ 138,315.91	\$ 12,351.61	\$ 10,581.17	\$ 14,282.64	\$ 175,531.33
Russell	10/4	\$ 37,732.00	\$ 1,131.96	\$ 3,886.40	\$ 42,750.36	\$ 3,817.61	\$ 3,270.40	\$ 7,851.32	\$ 57,689.69
Part Time		\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ 535.80	\$ 459.00	\$ -	\$ 6,994.80
P & R Sub.		\$ 43,732.00	\$ 1,131.96	\$ 3,886.40	\$ 48,750.36	\$ 4,353.41	\$ 3,729.40	\$ 7,851.32	\$ 64,684.49
Mayor		\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ 669.75	\$ 573.75	\$ -	\$ 8,743.50
M & C Sub.		\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	\$ 669.75	\$ 573.75	\$ -	\$ 8,743.50
Totals		\$ 760,734.14	\$ 19,901.85	\$ 56,408.08	\$ 837,044.07	\$ 76,782.72	\$ 64,033.87	\$ 119,013.96	\$ 1,096,874.62

16-142

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2016 - ENDING JUNE 30, 2017

Resolution No.: _____

The City of: West Branch County Name: CEDAR & JOHNSON Date Budget Adopted: _____

(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

County Auditor Date Stamp		Telephone Number		Signature	
		January 1, 2015 Property Valuations			
		With Gas & Electric		Without Gas & Electric	
		2a	128,716,634	2b	127,399,914
		3a	133,841,473	3b	132,524,753
Regular		4a	534,234	Last Official Census	
DEBT SERVICE				2,322	
Ag Land					

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.10000	Regular General levy	5 1,042,605	1,031,939	43 8.10000
(384)		Non-Voted Other Permissible Levies			
12(8)	0.67500	Contract for use of Bridge	6	0	44 0
12(10)	0.95000	Opr & Maint publicly owned Transit	7	0	45 0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8	0	46 0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9 15,000	14,847	47 0.11654
12(13)	0.06750	Planning a Sanitary Disposal Project	10	0	48 0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11	0	49 0
12(15)	0.06750	Levee Impr. fund in special charter city	13	0	51 0
12(17)	Amt Nec	Liability, property & self insurance costs	14 125,000	123,722	52 0.97113
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462 8,500	8,413	465 0.06604
(384)		Voted Other Permissible Levies			
12(1)	0.13500	Instrumental/Vocal Music Groups	15	0	53 0
12(2)	0.81000	Memorial Building	16	0	54 0
12(3)	0.13500	Symphony Orchestra	17	0	55 0
12(4)	0.27000	Cultural & Scientific Facilities	18	0	56 0
12(5)	As Voted	County Bridge	19	0	57 0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20	0	58 0
12(9)	0.03375	Aid to a Transit Company	21	0	59 0
12(16)	0.20500	Maintain Institution received by gift/devise	22	0	60 0
12(18)	1.00000	City Emergency Medical District	463	0	466 0
12(20)	0.27000	Support Public Library	23	0	61 0
28E.22	1.50000	Unified Law Enforcement	24	0	62 0
		Total General Fund Regular Levies (5 thru 24)	25 1,191,105	1,178,921	
384.1	3.00375	Ag Land	26 1,605	1,605	63 3.00375
		Total General Fund Tax Levies (25 + 26)	27 1,192,710	1,180,526	Do Not Add
		Special Revenue Levies			
384.8	0.27000	Emergency (if general fund at levy limit)	28 34,753	34,398	64 0.27000
384.6	Amt Nec	Police & Fire Retirement	29	0	0
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30 192,816	190,844	1.49799
Rules	Amt Nec	Other Employee Benefits	31	0	0
		Total Employee Benefit Levies (29,30,31)	32 192,816	190,844	65 1.49799
		Sub Total Special Revenue Levies (28+32)	33 227,569	225,242	
		Valuation			
386	As Req	With Gas & Elec Without Gas & Elec			
	SSMID 1 (A)	(B)	34	0	66 0
	SSMID 2 (A)	(B)	35	0	67 0
	SSMID 3 (A)	(B)	36	0	68 0
	SSMID 4 (A)	(B)	37	0	69 0
	SSMID 5 (A)	(B)	555	0	565 0
	SSMID 6 (A)	(B)	556	0	566 0
	SSMID 7 (A)	(B)	1177	0	0
		Total SSMID	38 0	0	Do Not Add
		Total Special Revenue Levies	39 227,569	225,242	
384.4	Amt Nec	Debt Service Levy 76.10(6)	40 210,415	208,345	70 1.57212
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41	0	71 0
		Total Property Taxes (27+39+40+41)	42 1,630,694	1,614,113	72 12.59382

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, and notarized, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

(County Auditor)