

# *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](http://www.westbranchiowa.org) • [city@westbranchiowa.org](mailto:city@westbranchiowa.org)

## **CITY COUNCIL MEETING AGENDA** **Monday, June 6, 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 May 16, 2016 City Council Meeting.
  - b. Approve minutes from the May 27, 2016 Special City Council Meeting.
  - c. Approve claims.
  - d. Approve FY17 Cigarette Permit renewals for: Kum & Go LC dba Kum & Go #254, Fisher's Market Nauvoo IL Inc. dba Dewey's Jack & Jill, Casey's Marketing Company dba Casey's General Store #2524, Casey's Marketing Company, dba Casey's General Store #3463, and Shivji LLC, dba BP Amoco.
  - e. Approve Class E Liquor license with privileges: Class B Carryout Wine permit, Class C Carryout Beer permit, and Sunday Sales permit for Kum & Go, LC, dba Kum & Go #254.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
  - a. Mayor Roger Laughlin - Appointments/Reappointments/Move to action.
    - i. Jan Cretin – Library Board of Trustees, June 30, 2017
  - b. Discussion of the City of West Branch, Iowa Drug and Alcohol Policy.
  - c. Sheryl Phelps, Business Development Manager, CJ Cooper & Associates Inc. - Discussion of a service agreement with CJ Cooper & Associates Inc. for drug and alcohol testing programs.
  - d. Resolution 1471, awarding the construction contract for the West Branch Parks and Recreation Phase I Improvements Project./Move to action.
  - e. Resolution 1472, setting salaries for appointed officers and employees of the City of West Branch, Iowa for the fiscal year 2016-2107./Move to action.
  - f. Resolution 1460, approving a variance for street grades in the Meadows Subdivision, Part 2./Move to action.
  - g. Resolution 1475, approving a variance for a mid-block crossing in the Meadows Subdivision, Part 2./Move to action.
  - h. Resolution 1461, approving a subdivider's agreement for the Meadows Subdivision, Part 2./Move to action.
  - i. Resolution 1462, approving the Meadows Subdivision, Part 2 Preliminary Plat./Move to action.
  - j. Second Reading of Ordinance 739, rezoning two parcels of real property located north of West Main Street from Residence R-1 Single Family District to Residence/Business RB-1 District./Move to action.

**CITY COUNCIL MEETING AGENDA**  
**Monday, June 6, 2016 • 7:00 p.m. (continued)**  
**City Council Chambers, 110 North Poplar Street**  
*Action may be taken on any agenda item.*

- k. First Reading of Ordinance 740, amending Chapter 165 “Zoning Regulations.”
  - l. Resolution 1473, setting the date for sale of General Obligation Corporate Purpose Bonds, Series 2016 and authorizing the use of a preliminary statement in connection therewith./Move to action.
  - m. Resolution 1474, approving two agreements for the Music on the Green Concert Series./Move to action.
  - n. Jerry Sexton – Presentation of Cedars Edge Golf Course Development Concept Plan
  - o. Public Hearing in proposed plans and specifications, proposed form of contract and estimate of cost for the construction of Main Street Sidewalk – Phase 3 for the City of West Branch, Iowa and the taking of bids therefor.
  - p. Resolution 1476, approving the plans and specifications, proposed form of contract and estimate of cost for the construction of the West Branch Sidewalk Phase 3 Improvements Project and the taking of bids therefor./Move to action.
  - q. Resolution 1477, awarding the construction contract for the West Branch Sidewalk Phase 3 Improvements Project./Move to action.
  - r. Resolution 1478, approving the Main Street Iowa Program Agreement./Move to action.
  - s. Resolution 1479, approving the Plastic Products Site Plan./Move to action.
  - t. Resolution 1480, approving the Kum N Go Retaining Wall Site Plan./Move to action.
8. City Staff Reports
- a. Parks and Recreation Director Melissa Russell – Summer Park & Rec Programs
  - b. City Administrator Matt Muckler - West Branch Fire and Rescue Cadet Program
  - c. City Administrator Matt Muckler – Update on Trails Agreements
  - d. City Administrator Matt Muckler – CIP Projects, FY17-FY20
  - e. City Engineer Dave Schechinger – Casey’s Road Improvements Schedule
9. Comments from Mayor and Council Members
10. Adjournment

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

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**May 16, 2016  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 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, Tim Shields, and Mary Beth Stevenson were present. Council member Brian Pierce was absent. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Gordon Edgar, City Attorney Kevin Olson, Police Chief Mike Horihan, Library Director Nick Shimmin and Fire Chief Kevin Stoolman.

**APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.**

Approve minutes from the April 28, 2016 Special City Council Meeting.

Approve minutes from the May 2, 2016 City Council Meeting.

Approve claims.

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

EXPENDITURES		5/16/2016
ALLIANT ENERGY	P & R 219 E GREEN	8,731.77
AMAZON	BOOKS AND SUPPLIES 5	95.48
BAKER & TAYLOR INC.	BOOKS	90.27
BARNHART'S CUSTOM SE	SPILL CLEANUP	2,895.00
BARRON MOTOR SUPPLY	REPAIR PARTS	36.66
BP AMOCO	FIRE - FUEL	283.95
CAJ ENTERPRISES INC	HAULING - SAND	205.25
COSTCO WHOLESALE LIBRARY	PROGRAM SUPPLIES	43.95
CROELL REDI-MIX INC	SAND	206.86
DEWEYS JACK & JILL	MISCELLANEOUS SUPPLIES	13.80
DIAMOND VOGEL PAINTS	TRAFFIC LANE PAINT	942.50
EBSCO INDUSTRIES, INC	MAGAZINE SUBSCRIPTIONS	31.50
GONGORA, JOSE	MILEAGE FOR TRAINING	106.80
HAZELHASKY LLC DBA HERB & L	MEALS FOR TRAINING EVENT	72.74
HOLIDAY INN DES MOINES	IMFOA CONFERENCE	583.66
HOLLYWOOD GRAPHICS	T-SHIRTS, JERSEYS YOUTH SPORTS	1,709.50
IHEARTMEDIA	ADVERTISING	236.00
IOWA ONE CALL	BURIED CABLE LOCATION	50.40
JOHNSON COUNTY REFUSE INC.	APRIL RECYCLING	4,661.60
KIRKWOOD COMM. COLLEGE	TRAINING	165.00
KUSICK, MIKE	MILEAGE FOR TRAINING	26.70
LINN COUNTY R.E.C.	SECURITY LIGHT GREENVIEW	138.00
LYNCH'S EXCAVATING INC	REPLACE MANHOLE-ORANGE & 4 <sup>TH</sup>	48,435.70
LYNCH'S PLUMBING INC	BACKFLOW VALVE INSPECTION	1,858.30
MECHANICSVILLE PUBLIC LIBRA	ICLIPART	12.50
MIDWEST FRAME & AXLE	STROBE WARNING LIGHT	236.28
MIDWEST JANITORIAL SERVICE	JANITORIAL SERVICE	656.26
MUNICIPAL SUPPLY INC	EQUIPMENT	152.00
OASIS ELECTRIC LLC	REPAIR LIGHT FIXTURES	415.63
OVERDRIVE INC	EBOOKS	197.00
PARKSIDE SERVICE	TIRE REPAIR	38.50
PEDEN, SHANELLE M	RECORDING ANIMAL CONTROL COMM	75.00
PLAY IT AGAIN SPORTS	SUPPLIES-SUMMER LEAGUE	278.00
PLUNKETT'S PEST CONTROL INC	RODENT CONTROL	47.59
QC ANALYTICAL SERVICES LLC	LAB SERVICE	1,209.00
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	14.62
QUILL CORP	OFFICE SUPPLIES	256.89
SANDRY FIRE SUPPLY LLC	VEHICLE MAINT SUPPLIES	864.00
TOYNES IA. FIRE TRK. SERVICE	TRUCK REPAIR PARTS	55.96
TRUGREEN PROCESSING CENTER	LAWN SERVICE-LIONS FIELD	365.00
US BANK CORPORATE CARD	SUPPLIES, POSTAGE, TRAVEL	548.08
US BANK EQUIPMENT FINANCE	COPIER LEASE	300.80
WALMART COMMUNITY/GEMB	MAINT & PROG SUPPLIES, DVDS	154.91

WELLMARK, INC.	ADM-ANNUAL FLEX & CLAIMS FEE	530.80
WEST BRANCH FIREFIGHTERS	AEMT PRACTICE EXAM	175.00
WEST BRANCH TIMES	ADVERTISING & LEGAL NOTICES	1,498.82
TOTAL		80,204.03
PAYROLL 5-06-16		37,120.78
PAID BETWEEN MEETINGS		
CEDAR COUNTY COOPERATIVE	HERBICIDE	939.55
HORIHAN, MIKE	SHIPPING	55.57
TISINGER, MATT	MEDICAL REIMBURSEMENT, MILEAGE	3,633.60
UPS	SHIPPING	53.25
WEX BANK	VEHICLE FUEL	1,139.60
TOTAL		5,821.57
GRAND TOTAL EXPENDITURES		123,146.38
FUND TOTALS		
001 GENERAL FUND		40,605.11
022 CIVIC CENTER		227.68
031 LIBRARY		6,622.99
110 ROAD USE TAX		5,028.41
112 TRUST AND AGENCY		4,463.67
600 WATER FUND		21,084.32
610 SEWER FUND		45,114.20
GRAND TOTAL		123,146.38

### COMMUNICATIONS/OPEN FORUM

National Park Superintendent, Pete Swisher, briefed the Council on the Village Green Concert Series. It will kick-off on May 24<sup>th</sup> with the West Branch High School Jazz Band and continue every Thursday through July 28<sup>th</sup>. He also said there will be someone from his staff or the city staff conducting activities to entertain younger children each concert evening this summer. Also, on behalf of Jonny Stax, Superintendent Swisher invited elected officials and community members to a West Branch Promotions Strategy Session from 7:00 to 9:00 p.m. at Heritage Merchants on May 19<sup>th</sup>.

Nick Shimmin, Library/Information Technology Director for West Branch asked for input from the Council to help him with his selection of new microphones for the Council Chambers.

Police Chief Mike Horihan briefed the council on the status of the police force and spoke about seeking funding for three Automatic External Defibrillators. He had received \$2,000 from the Cedar County Foundation and will be receiving \$2,200 from the Lions Club.

Jerry Sexton spoke about his recent acquisition of the golf course and thanked the community members for their assistance in readying the course for play.

### PUBLIC HEARING/NON-CONSENT AGENDA

#### Approve street closure of the 100 block of S. Downey from 8:00 a.m. until 5:00 p.m. on Saturday June 4, 2016 for Summer Festival sponsored by Main Street West Branch./Move to action.

Erin Morrison-Vincent, owner of Little Lights Events and Nature's Grace Photography, briefed the Council on the upcoming Simply Summer Festival. In its inaugural year, the theme of the event will be "Summer Camp" and take place on June 3<sup>rd</sup> and 4<sup>th</sup> in West Branch.

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

#### Public Hearing on proposed action to institute proceedings to enter into a loan agreement and to borrow money thereunder in a principal amount not to exceed \$400,000.

Entered Public Hearing at 7:25 p.m. Attorney Kevin Olson explained that two hearings must be held because the \$400,000 borrowing is for General Corporate Purposes and is taxable on individual Federal tax returns. The \$500,000 is for Essential Corporate Purposes and is double tax exempt. Exited Public Hearing at 7:27 p.m.

Public Hearing on proposed action to institute proceedings to enter into a loan agreement and to borrow money thereunder in a principal amount not to exceed \$500,000.

Entered Public Hearing at 7:27 p.m. No one asked to speak at the hearing. Exited Public Hearing at 7:28 p.m.

Resolution 1463, taking additional action on proposal to enter into Loan Agreements and combining Loan Agreements./Move to action.

Motion by Stevenson, second by Ellyson to approve Resolution 1463. AYES: Stevenson, Ellyson, Miller, Shields. Motion carried.

Resolution 1464, approving a five-year Agreement for Maintenance and Repair of Primary Roads in Municipalities between the City of West Branch and the Iowa Department of Transportation./Move to action.

Motion by Stevenson, second by Miller to approve Resolution 1464. AYES: Stevenson, Miller, Ellyson, Shields. Motion carried.

Resolution 1465, awarding the construction contract for the Main Street Intersections and Sidewalk Improvements Project./Move to action.

City Engineer Dave Schechinger spoke on the two bids received for the project and recommended accepting All American Concrete's bid for Scope 1.

Motion by Shields, second by Stevenson to approve Resolution 1465. AYES: Shields, Stevenson, Miller Ellyson, Motion carried.

Resolution 1466, hiring two youth counselors as temporary Parks and Recreation employees for the City of West Branch, Iowa and setting the salary for the positions for the fiscal year 2015-2016./Move to action.

Motion by Ellyson, second by Miller to approve Resolution 1466. AYES: Ellyson, Miller, Stevenson, Shields. Motion carried.

Resolution 1467, approving the purchase of a camera security system for the West Branch City Offices./Move to action.

Nick Shimmin, Library/Information Technology Director spoke briefly about the camera locations and what they would cover.

Motion by Shields, second by Stevenson, to approve Resolution 1467. AYES: Shields, Stevenson, Ellyson, Miller. Motion carried.

Discussion of Ordinance 740, amending Chapter 165 "Zoning Regulations."

City Administrator Muckler explained the purpose of the amendment is to allow directional signage for open houses to be installed on city right-of-way property forty-eight hours ahead of the event, which then must be removed immediately after the event. There was a consensus to send the amendment to P and Z for their recommendation.

Resolution 1469, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the Main Street Sidewalk Improvements – Phase 3 Project for the City of West Branch, Iowa, and the taking of bids therefor./Move to action.

City Administrator Muckler explained that the city would like to utilize the Revolving Loan Fund to finance the project as has been done with previous sidewalk projects and the city would like to complete the project before the annual Hoover's Hometown Days Celebration in August. City Engineer Schechinger described some of the issues such as curb heights and steps in front of buildings that will have to be settled before the project can be bid. Motion by Miller, second by Shields to approve Resolution 1469. AYES: Miller, Shields, Stevenson, Ellyson, Motion carried.

Discussion of Meadows Subdivision – Part 2 variance request, subdivider’s agreement and preliminary plat.

Brad Larson, representing KLM Investments, presented the latest version of the subdivision plan which included new plans for storm water drainage. Dave Schechinger, City Engineer, spoke about storm water drainage issues, City Administrator Muckler spoke about water drainage issues and the timing of sidewalk installation.

Third Reading of Ordinance 738, re-zoning an approximate 2.34 acre parcel of real property located north of West Main Street from Residence R-1 Single Family District to Residence R-2 Two Family District./Move to action.

**ORDINANCE NO. 738**

**AN ORDINANCE RE-ZONING AN APPROXIMATE 2.34 ACRE PARCEL OF REAL PROPERTY LOCATED NORTH OF WEST MAIN STREET FROM RESIDENCE R-1 SINGLE FAMILY DISTRICT TO RESIDENCE R-2 TWO FAMILY DISTRICT.**

WHEREAS, KLM Investments, Inc. has petitioned the City of West Branch for a zoning district amendment for an approximate 2.34-acre parcel located in the Meadows Subdivision, said parcel being legally described as Commencing at the Northeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence S86°46'30"W, along the North Line of said Auditor Parcel "G", 491.76 feet; Thence S03°13'30"E, 346.74 feet, to the POINT OF BEGINNING; Thence S19°24'18"E, 144.18 feet; thence Southwesterly, 163.12 feet, along a 980.00 foot radius curve, concave Southeasterly, whose 162.93 foot chord bears S65°49'36"W; Thence S61°03'30"W, 1.70 feet; Thence Northwesterly, 39.27 feet, along a 25.00 foot radius curve, concave Northeasterly, whose 35.36 foot chord bears N73°56'30"W; thence S61°03'30"W, 60.00 feet; thence S28°56'30"E, 17.22 feet; Thence S61°03'30"W, 197.17 feet; thence N32°15'55"W, 241.50 feet; thence N61°03'30"E, 271.17 feet; Thence S28°56'30"E, 23.66 feet; Thence N61°03'30"E, 68.43 feet; Thence S88°48'26"E, 80.24 feet; Thence S15°39'23"E, 32.45 feet; Thence N77°42'45"E, 86.21 feet, to the POINT OF BEGINNING. Said Rezoning Tract #2 contains 2.34 Acres (101,904 square feet), and is subject to easements and restrictions of record.; and

WHEREAS, KLM Investments, Inc. has requested that the Parcel be rezoned to be located in a Residence R-2 Two Family District, in place of a Residence R-1 Single Family District; and

WHEREAS, the West Branch Planning and Zoning Commission has considered and voted on a recommendation to the City Council on the disposition of said rezoning request; and

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

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

Section 1. That the zoning map for the City of West Branch is hereby amended to show the Parcel being located in a Residence R-2 Two Family District in place of a Residence R-1 Single Family District.

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

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

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 16th day of May, 2016.

Read First Time: April 18, 2016  
Read Second Time: May 2, 2016  
Read Third Time: May 16, 2016

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

Motion by Ellyson, second by Stevenson, to approve third reading of Ordinance 738. AYES: Stevenson, Ellyson, Miller, Shields. Motion carried.

Second Reading of Ordinance 739, rezoning two parcels of real property located north of West Main Street from Residence R-1 Single Family District to Residence/Business RB-1 District./Move to action.

Helen Fawcett felt that high end professional offices were better suited for the west side of town as opposed to being located at the present Croell Redi-Mix site. She also was concerned about the city not wanting to do any rezoning as long as the Croell site is available.

Kathy Fate spoke in support of utilizing the Comprehensive Plan as a guide for rezoning. She said there should be a plan first, then a request for a zoning change. She also spoke about the speed of traffic approaching the school area from the west.

Brad Larson spoke in favor of rezoning, mentioning that they have received an inquiry about the availability of 10 acres for an assisted living facility.

Motion by Stevenson, second by Ellyson to approve second reading of Ordinance 739. This motion was withdrawn by Stevenson and Ellyson agreed to the withdrawal.

Motion by Miller to postpone the second reading of this ordinance to June 6, seconded by Shields. AYES: Miller, Shields, Ellyson, Stevenson. Motion carried

Resolution 1470, approving an offer to purchase real property with Hawkeye Land Company in the amount of \$22,000./Move to action.

Motion by Stevenson, second by Ellyson to approve Resolution 1470. AYES: Stevenson, Ellyson, Shields. NAYS: Miller. Motion carried.

**CITY STAFF REPORTS**

Library/IT Director Nick Shimmin – Summer Reading Program

Nick reported that there will be a Summer Reading Program for kids 12 and under, for teenagers and for adults and the themes relate to activities, sports and games. Participants will receive prizes based on the number of books read. Kickoff for the Program will be June 3 with Olympic style games, free popcorn and snow cones. The programs will end July 31.

City Engineer Dave Schechinger - 4<sup>th</sup> Street Reconstruction Project Pre-Construction Meeting

A Pre-Construction meeting was held May 12<sup>th</sup> and the plan is to start work in the week of June 6. They want to keep affected homeowners informed through letters and posting info on the city website.

City Administrator Matt Muckler - Fire Department Volunteer Cadet Program

City Administrator Muckler reported that the Fire Department's Cadets are not covered through the City's Workmen's Compensation Insurance plan. He also reported that we are investigating how other fire departments insure the participants of cadet programs.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Mayor Laughlin reported meeting with Mrs. Miller's 3<sup>rd</sup> grade class in the Council Chambers and receiving an envelope of thank you notes and an envelope of West Branch promotional brochures prepared by the class.

**ADJOURNMENT**

Motion to adjourn regular meeting by Miller, second by Shields. Motion carried on a voice vote. City Council meeting adjourned at 9:05 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Gordon R. Edgar, 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 Meeting**

**May 27, 2016  
5:30 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 5:39 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 Colton Miller, Tim Shields, via telephone, and Mary Beth Stevenson were present. Council members Brian Pierce and Jordan Ellyson were absent. Police Chief Mike Horihan was the only person in the audience.

**APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION.**

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

**COMMUNICATIONS/OPEN FORUM**

Approve Class C Liquor license (LC) (Commercial) with Outdoor Service and Sunday Sales privileges for Cedars Edge Golf Course Inc. West Branch contingent upon successful completion of all application materials including a health/food inspection and fire inspection/Move to action Motion by Shields, second by Stevenson to approve Liquor license. AYES: Shields, Stevenson, Miller. Motion carried.

**PUBLIC HEARING/NON-CONSENT AGENDA**

None.

**CITY STAFF REPORTS**

None.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

None.

**ADJOURNMENT**

Motion to adjourn meeting by Miller, second by Stevenson. Motion carried on a voice vote. City Council meeting adjourned at 5:42 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Gordon R. Edgar, Deputy City Clerk

**EXPENDITURES****6/06/2016**

ADVANTAGE COMPANIES	DIGIITIZATION-WB TIMES	2,010.00
BAKER & TAYLOR INC.	BOOKS	307.26
CEDAR RAPIDS PHOTO COPY IN	EXCESS COPY CHARGE	96.66
CHAUNCEY BUTLER POST 514	FLAGS	140.00
CHESTNUT MOUNTAIN RESORT	RECREATION SUPPLIES	725.00
CHIEF SUPPLY CORPORATION	UNIFORMS	74.83
CLARK OPERATIC	CLARK OPERATIC	700.00
COMPASS MINERALS AMERICA I	SALT	3,935.66
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	38.65
DIRKS, APRIL	DIRKS, APRIL	350.00
FEHR GRAHAM	PARK IMPR-PEDERSEN VALLEY	10,620.00
FENNER, COLEMAN	UMPIRE SERVICES	25.00
FLYING HOUNDZ FRIZBEE LLC	HHTD ENTERTAINMENT	687.50
FREEMAN LOCK & ALARM INC	REKEY LOCKS	450.00
GAME TIME	PLAYGROUND EQUIPMENT	19,819.15
HAWKINS INC	CHEMICALS	912.85
HOLLYWOOD GRAPHICS	T SHIRTS & JERSEYS	424.30
IASRO	TRAINING	50.00
IOWA LEAGUE OF CITIES	IMPI-BRICK	1,095.00
JOHN DEERE FINANCIAL	TOOLBOX, SUPPLIES	338.94
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	625.00
KNOOP, ABBY	UMPIRE SERVICES	50.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,208.62
LYNCH'S EXCAVATING INC	REPAIR VALVE BOX	5,524.20
LYNCH'S PLUMBING INC	CAP LINE BERANEK PARK	522.50
MAIN STREET WEST BRANCH	GREENERY CHRISTMAS PAST	260.00
MEDIACOM	CABLE SERVICE	40.90
MONICA TYLEE	REFUND-ADDYSON TYLEE	70.00
MUNICIPAL SUPPLY INC.	SUPPLIES	1,592.00
OLSON, KEVIN D	LEGAL SERVICES-JUNE	1,500.00
PEDEN, SHANELLE M	VIDEOTAPE- P & R 5-19-16	150.00
PLAY IT AGAIN SPORTS	T- BALL SUPPLIES	386.80
PORT 'O' JONNY INC.	PARK & REC-SERVICE	87.00
POSTMASTER	PO BOX RENT	44.00
PSC DISTRIBUTION	PUMP & SUPPLIES	318.31
PYRAMID SERVICES INC.	EQUIPMENT	62.65
QUILL CORP	OFFICE SUPPLIES	160.53
S & S FLATWORK LLC	SIDEWALK REPAIR	4,600.00
STATE HYGIENIC LAB	WATER - TESTING	164.50
SUPPLYWORKS	LIGHT BULBS	75.12
THE NORTHWAY CORPORATION	SERVICE CALL	125.00
VEENSTRA & KIMM INC.	LYNCH PRELIM PLAT-OHRT ST	9,843.26
VERIZON WIRELESS	V WIRELESS 5-14 TO 6-13	983.24
VOGEL TRAFFIC SERVICES	PAVEMENT MARKING	2,065.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	114.21
WEST BRANCH TIMES	LEGAL PUBLICATIONS/ADVERTISING	1,072.23
<b>TOTAL</b>		<b>74,445.87</b>

**PAYROLL 5-20-16** **47,208.60**

**PAYROLL 6-03-16** **36,844.08**

**PAID BETWEEN MEETINGS**

FENNER, COLEMAN	UMPIRE SERVICES	175.00
GLOBAL SOFTWARE	SOFTWARE MAINTENANCE	1,155.00
HAWKEYE LAND COMPANY	LAND	22,000.00
HD CLINE	REPAIR PARTS	23.48
IOWA MUNICIPAL FINANCE OFFI	MEMBERSHIP UPGRADE	60.00
KNOOP, ABBY	UMPIRE SERVICES	50.00
LEPIC KROEGER TRUST	LAND PURCHASE	224,000.00
PHYLLIS SONDERGARD	REPLACE FLOWERS	142.00
PARKSIDE SERVICE	NEW TIRES	4,954.90
PITNEY BOWES	POSTAGE	500.00
UPS	SHIPPING	54.79
YATES, JAMES THOMAS	CONCERT	100.00
<b>TOTAL</b>		<b>253,215.17</b>

**GRAND TOTAL EXPENDITURES** **411,713.72**

**FUND TOTALS**

001 GENERAL FUND	114,972.70
022 CIVIC CENTER	323.18
031 LIBRARY	12,108.75
110 ROAD USE TAX	6,211.89
112 TRUST AND AGENCY	14,463.32
305 MAIN ST CROSSINGS PROJ	6,993.70
306 4TH ST IMPROVEMENTS PROJ	1,446.66
312 DOWNTOWN EAST REDEVELOPMENT	224,000.00
600 WATER FUND	20,058.78
610 SEWER FUND	11134.74

**GRAND TOTAL** **411,713.72**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
POLICE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	ROTATE TIRES	20.00	
		CHIEF SUPPLY CORPORATION	UNIFORMS	74.83	
		VERIZON WIRELESS	V WIRELESS 5-14 TO 6-13	453.51	
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	200.57	
		IASRO	TRAINING	50.00	
		CHAUNCEY BUTLER POST 514	FLAGS	20.00	
		TOTAL:		818.91	
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	99.92	
			TELEPHONE SERVICE	44.28	
		CHAUNCEY BUTLER POST 514	FLAGS	20.00	
		CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	38.65	
		TOTAL:		202.85	
ROADS AND STREETS	GENERAL FUND	S & S FLATWORK LLC	SIDEWALK REPAIR	1,750.00	
			SIDEWALK REPAIR	1,087.50	
			SIDEWALK REPAIR	1,425.00	
			SIDEWALK REPAIR	337.50	
			TOTAL:	4,600.00	
PARK & RECREATION	GENERAL FUND	LYNCH'S PLUMBING INC	CAP LINE BERANEK PARK	522.50	
		PORT 'O' JONNY INC.	PARK & REC-SERVICE	87.00	
		VERIZON WIRELESS	V WIRELESS 5-14 TO 6-13	41.84	
		HOLLYWOOD GRAPHICS	T SHIRTS & JERSEYS	424.30	
		KNOOP, ABBY	UMPIRE SERVICES	50.00	
		PLAY IT AGAIN SPORTS	T- BALL SUPPLIES	386.80	
		FEHR GRAHAM	PARK IMPR-PEDERSEN VALLEY	10,620.00	
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	145.04	
		FENNER, COLEMAN	UMPIRE SERVICES	25.00	
		CHESTNUT MOUNTAIN RESORT	RECREATION SUPPLIES	725.00	
		GAME TIME	PLAYGROUND EQUIPMENT	19,819.15	
		CHAUNCEY BUTLER POST 514	FLAGS	20.00	
		MISCELLANEOUS V MONCA TYLEE	MONCA TYLEE:REF ADDYSON TY	35.00	
		CHRIS HINKHOUSE	CHRIS HINKHOUSE: REF F HIN	35.00	
	TOTAL:	32,936.63			
CEMETERY	GENERAL FUND	PYRAMID SERVICES INC.	EQUIPMENT	62.65	
		CHAUNCEY BUTLER POST 514	FLAGS	20.00	
		TOTAL:		82.65	
COMM & CULTURAL DEVEL	GENERAL FUND	FLYING HOUNDZ FRIZBEE LLC	HHTD ENTERTAINMENT	687.50	
			DIRKS, APRIL	DIRKS, APRIL	350.00
			CLARK OPERATIC	CLARK OPERATIC	700.00
			TOTAL:	1,737.50	
CLERK & TREASURER	GENERAL FUND	IOWA LEAGUE OF CITIES	IMPI-BRICK	555.00	
			IMPI - EDGAR	540.00	
			FREEMAN LOCK & ALARM INC	REKEY LOCKS	450.00
			POSTMASTER	PO BOX RENT	44.00
			QUILL CORP	OFFICE SUPPLIES	93.61
			LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	286.33
			CHAUNCEY BUTLER POST 514	FLAGS	40.00
				TOTAL:	2,008.94
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATIONS/ADVERTI	1,072.23	
		OLSON, KEVIN D	LEGAL SERVICES-JUNE	1,500.00	

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	2,572.23
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	625.00
			TOTAL:	625.00
LOCAL CABLE ACCESS	GENERAL FUND	PEDEN, SHANELLE M	VIDEOTAPE- P & R 5-19-16	75.00
		LIBERTY COMMUNICATIONS	RECORDING - P & Z	75.00
		MEDIACOM	TELEPHONE SERVICE	57.13
			CABLE SERVICE	40.90
			TOTAL:	248.03
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LYNCH PRELIM PLAT-OHRT ST	584.20
			CASEY'S TURN LANE CONS INS	818.70
			TOTAL:	1,402.90
TOWN HALL	CIVIC CENTER	MAIN STREET WEST BRANCH	GREENERY CHRISTMAS PAST	260.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.18
		CHAUNCEY BUTLER POST 514	FLAGS	20.00
			TOTAL:	323.18
LIBRARY	LIBRARY	CEDAR RAPIDS PHOTO COPY INC	EXCESS COPY CHARGE	56.30
		BAKER & TAYLOR INC.	EXCESS COPY CHARGE	40.36
			BOOKS	345.83
			BOOKS	6.59-
			BOOKS	21.24-
			BOOKS	10.74-
		ADVANTAGE COMPANIES	DIGIITIZATION-WB TIMES	2,010.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	186.35
		SUPPLYWORKS	LIGHT BULBS	75.12
			TOTAL:	2,675.39
ROADS & STREETS	ROAD USE TAX	VOGEL TRAFFIC SERVICES	PAVEMENT MARKING	2,065.00
		VERIZON WIRELESS	V WIRELESS 5-14 TO 6-13	162.63
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.60
		COMPASS MINERALS AMERICA INC	SALT	3,935.66
			TOTAL:	6,211.89
CAPITAL PROJECT	MAIN ST CROSSINGS	VEENSTRA & KIMM INC.	305 MAIN ST CROSSINGS	6,993.70
			TOTAL:	6,993.70
CAPITAL PROJECT	4TH ST IMPROVEMENT	VEENSTRA & KIMM INC.	306-4TH ST IMPROVEMENTS	650.00
			306 4TH ST IMPROV RES REV	796.66
			TOTAL:	1,446.66
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	SUPPLIES	1,592.00
		LYNCH'S EXCAVATING INC	REPAIR VALVE BOX	122.50
		STATE HYGIENIC LAB	FIRE HYDRANT-4TH & COLLEGE	5,401.70
		QUILL CORP	WATER - TESTING	164.50
			OFFICE SUPPLIES	42.98
			MAINTENANCE SUPPLIES	23.94
		HAWKINS INC	CHEMICALS	912.85
		VERIZON WIRELESS	V WIRELESS 5-14 TO 6-13	162.63
		THE NORTHWAY CORPORATION	SERVICE CALL	125.00
		PSC DISTRIBUTION	PUMP & SUPPLIES	184.03
			SUPPLIES	134.28
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.61

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	8,915.02
SEWER OPERATING	SEWER FUND	WEST BRANCH REPAIRS	VEHICLE REPAIR	94.21
		VERIZON WIRELESS	V WIRELESS 5-14 TO 6-13	162.63
		JOHN DEERE FINANCIAL	TOOLBOX, SUPPLIES	338.94
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.61
			TOTAL:	644.39

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

001	GENERAL FUND	47,235.64
022	CIVIC CENTER	323.18
031	LIBRARY	2,675.39
110	ROAD USE TAX	6,211.89
305	MAIN ST CROSSINGS PROJ	6,993.70
306	4TH ST IMPROVEMENTS PROJ	1,446.66
600	WATER FUND	8,915.02
610	SEWER FUND	644.39
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	GRAND TOTAL:	74,445.87
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TOTAL PAGES: 3

**City of West Branch  
Advisory Board/Commission  
Application Form**

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

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

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

Name of Board or Commission: Library Date: 5/18/16

Your Name: Jan Cretin Street Address: 147 Northridge Dr.

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

How long have you been a resident of West Branch? 36 yrs.

Occupation: retired teacher Employer: WB schools

**Optional Questions (use back of application if necessary)**

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

taught elementary students 41 years - Masters in  
Elementary Reading

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

- developing activities to promote literacy
- fundraising
- developing activities to promote library

## CITY OF WEST BRANCH, IOWA DRUG AND ALCOHOL POLICY

The City of West Branch (hereinafter "City") is committed to ensuring that its employees work in a safe, drug-free environment. It is well recognized that individuals who use illicit drugs or use alcohol are more likely to have workplace accidents and perform their work in an inefficient and substandard manner.

To effectuate this commitment, the City has determined that it must take the necessary steps to ensure that City employees are free from the influence of drugs and/or alcohol while performing their duties. The City has developed the following Drug and Alcohol Testing Policy which covers all City employees not otherwise affected by state or federal drug testing laws. This policy is applicable to all applicants for city positions and all city employees at any time they are actually performing, preparing to perform, or immediately available to perform any paid function as designated by the City.

All employees in positions requiring Commercial Drivers Licenses are subject to the federal and state laws requiring drug and alcohol testing, and those laws supersede the provisions of this policy. The Federal Transit Administration has adopted drug and alcohol testing procedures covering safety-sensitive employees engaged in mass transit and those laws also supersede the provisions of this policy.

### DEFINITIONS:

- A. **Safety Sensitive Employee:** A safety sensitive employee is an employee working in a position wherein an accident or an error could cause the loss of human life, serious bodily injury, or significant property or environmental damage, including a position with duties that include immediate supervision of a person in a job that meet the requirements of this paragraph. However, the City reserves the right to add or remove positions from its list of safety sensitive positions at any time. This includes part-time safety sensitive employees.
- B. **Reasonable Suspicion Drug and Alcohol Test:** Drug or alcohol tests based upon evidence that an employee is using or has used alcohol or other drugs in violation of this written policy. Evidence in support of such a violation is drawn from specific objectives, articulable facts, and reasonable inferences drawn from those facts in light of training and experience. For the purposes of this paragraph, facts and inferences may be based upon, but are not limited to, any of the following:
  - 1. Observations while at work, such as direct observation of alcohol or drug use or abuse, or physical symptoms or manifestations of being impaired due to alcohol or drug use as described in the educational materials provided to employees.
  - 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  - 3. A credible source's report of alcohol use or the use of drugs. The City Administrator will have the final determination of who is a credible source.

4. Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
  5. Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or an accident that resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed One Thousand Dollars (\$1,000.00).
  6. Evidence that an employee has manufactured, sold, distributed/solicited, possessed, used or transferred drugs while on the employer's premises, or while operating the employer's vehicle, machinery, or equipment.
  7. The employee's statement or admissions of drug use while he or she is a City employee.
- C. **Positive Test:** An employee tests positive for drugs if any trace of an illegal substance is detected following a drug test. An employee tests positive for alcohol if he or she has a blood alcohol concentration equal to 0.04 or greater.
- D. **Illegal Drugs/Substances:** Any substance that is illegal by law has not been legally obtained, or which cannot be legally obtained. This includes prescription medication for which the employee does not have a prescription and/or is not taken according to the prescription.
- E. **City Official:** Elected officers of the City including the Mayor and City Council members.

**POLICY STATEMENT/PROCEDURES:**

A. **Prohibited Activity:**

1. No employee shall illegally use, sell, transfer, purchase, or possess drugs, alcohol, controlled substances, or drug paraphernalia, or any combination thereof while on City facility, vehicle, vessel, or aircraft or while performing City business, including business conducted in the employee's own home.
2. No employee shall report for work while under the influence of illegal drugs or alcohol. Furthermore, no employee shall report to work within four (4) hours of consuming alcohol even if the employee does not believe he or she is under the influence of alcohol during that time.
3. No employee shall use illegal drugs or consume alcohol while at work.
4. No employee shall use prescription drugs unless: (1) a doctor has prescribed the medication to the employee; and (2) the doctor has advised the employee that the drug will not adversely affect the employee's ability to perform the essential duties of his or her job without endangering the public's, coworkers', or the employee's safety.
  - a. Any employee using properly prescribed drugs that may impair the employee or affect the employee's job performance shall notify his or her immediate supervisor about the use of the drug. A drug may impair an employee or affect an employee's job performance if it may cause the employee dizziness or

drowsiness or the employee or the employee's doctor believe the drug will impair the employee or affect the employee's job performance in some way.

- b. If an employee is using a prescription drug and his or her doctor has advised him or her that the drug may adversely affect the employee's ability to perform the essential duties of his or her job, the employee shall advise his or her supervisor of the adverse effects and the prescribed period of use.
  - c. Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in the medical file of the employee maintained by Finance Officer/Treasurer/Deputy City Clerk. See subsection G for information regarding the storage of drug test results and other medical information.
  - d. Any employee using properly prescribed prescription drugs must carry the medication in its original container and the container must be labeled with the employee's name, employee's doctor, dosage, and the name of the drug prescribed.
5. Any employee who unintentionally ingests or is made to ingest a controlled substance shall immediately report the incident to his or her supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.

**B. Notification:**

1. The City will notify applicants of this drug and alcohol testing policy at the time of his or her final interview.
2. The City will provide all employees with drug and alcohol education, including the effects of drugs and alcohol, signs and symptoms of drug and alcohol use, assistance available for those abusing drugs and alcohol, drugs and alcohol to be tested, and drug and alcohol testing requirements.
3. All drug testing results and other confidential information will be kept confidential.
4. Each employee and applicant will sign a form acknowledging receipt of these materials.

**C. Prospective Employee Drug Testing:**

1. All prospective, safety sensitive employees who have been extended a conditional offer of employment with the City shall be informed that a condition of employment includes passing a drug test as part of the pre-employment process.
2. If a prospective, safety-sensitive employee refuses to take a pre-employment drug test when scheduled or tests positive for a substance, that employee is ineligible for City employment for one (1) calendar year from the date of the drug test.

3. If an employee is transferred to a safety-sensitive position, drug and alcohol testing under this policy is a condition of the transfer.
4. For part-time prospective employees, if the prospective employee is covered under another Law Enforcement Agency's drug test policy, the prospective employee may bring proof that he or she is covered under the other policy and the City Administrator may waive the requirement that the prospective employee be drug tested.

**D. Employee Drug Testing:**

1. Random Testing

- a. Because of the safety-sensitive nature of their employment, employees with safety-sensitive job duties may be required to take a drug test as a condition of continued employment in order to ascertain prohibited drug use, as provided below:
  - i. The City may conduct random drug and alcohol testing on safety sensitive employees who are not covered by another drug/alcohol testing policy mandated by the state or federal government without individualized suspicion.
  - ii. The selection of employees to be tested from the pool of employees subject to testing shall be done based on a computerized randomly generated selection process administered by a third-party, in which each member of the employee pool has an equal chance of selection.
  - iii. All random drug testing will be uniform and unannounced.
  - iv. The City Administrator will determine the frequency and timing of the random drug testing.
  - v. For part-time employees covered under another Law Enforcement Agency's drug testing policy, those employees may bring proof that they are covered under the other policy to the City Administrator who may then waive the requirement that the employee be drug tested. The City Administrator shall keep a copy of the policy in the employee's personnel file and if at any time the employee is no longer subject to drug testing, he or she shall notify the City Administrator immediately.

2. Post-Accident Testing

- a. After an accident, testing shall be conducted on employees whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) reasonable suspicion exists.

3. Reasonable Suspicion Testing

- a. When any supervisor, manager, or City Official has reasonable suspicion that a City employee is under the influence of drugs or alcohol while on duty, or otherwise violating the terms of this policy, that supervisor, manager, or official shall require reasonable suspicion testing.
- b. If reasonable suspicion testing is required, the employee will not be permitted to drive to or from the testing or while at work until the test is returned, and then, only if the test produces negative results. The City will provide transportation to/from the testing at the City's expense if necessary.

**E. Drug Testing Procedures:**

1. Drug and alcohol testing shall require the employee to present a reliable form of photo identification to the person collecting the sample.
2. Drug testing will be conducted at a location designated by a supervisor or the City Administrator.
3. The City will designate the type of testing to be performed on the sample collected.
4. Drug and alcohol testing shall normally occur during or immediately before working hours begin or immediately after working hours. The time required for such testing shall be considered work time for the purpose of compensation and benefits.
5. A specimen testing positive will undergo an additional test to confirm the initial result.
6. The drug screening tests selected shall be capable of identifying every major drug likely to be abused including, but not limited to, marijuana, cocaine, heroin, amphetamine, and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in the collection process.
7. Any employee who breaches the confidentiality of testing information shall be subject to discipline.
8. The City shall pay all testing costs for pre-employment, reasonable suspicion, regularly scheduled, or follow-up drug or alcohol testing ordered by the City.
9. In conducting drug or alcohol testing pursuant to this policy, the laboratory, the Medical Review Officer, and the City shall ensure, to the extent feasible, that the testing records maintained by the City show only such information required to confirm or rule out the presence of prohibited alcohol or drugs in the body.

**F. Post-Testing Procedures:**

1. Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. The employee may request a copy of the memorandum be placed in the employee's medical file.

2. An employee who has a positive drug or alcohol test, either from random testing or reasonable suspicion testing, shall be subject to disciplinary action up to and including discharge.
3. If the employee is permitted to return to work, the employee may be required to submit to evaluation by a Substance Abuse Professional and undergo treatment recommended by the Substance Abuse Professional prior to returning to work. If the employee successfully completes the treatment, no further disciplinary action will be taken against the employee. If the employee refuses to submit to the evaluation or fails to successfully complete treatment, the employee will be subject to further discipline up to and including discharge.
4. If the Substance Abuse Professional determines that the employee has a drug or alcohol related problem the employee will be required to do follow-up testing upon the employee's return to work. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

**G. Drug Test Results:**

1. All records pertaining to required drug tests shall remain confidential and shall not be provided to other employees of agencies, with the exception of the West Branch City Administrator and Finance Officer/Treasurer/Deputy City Clerk, without the written permission of the person whose records are sought. The City Administrator and Finance Officer/Treasurer/Deputy City Clerk shall have access to the records for purposes of employment decisions. Computerized record keeping shall comply with this provision of the policy.
2. Drug test results and records shall be stored and securely retained for an indefinite period in an employee medical file maintained by the Finance Officer/Treasurer/Deputy City Clerk.

**H. Responsibility:**

1. It shall be the responsibility of the City Administrator to enforce this policy. Employees are expected to report any suspicious behavior or suspected drug abuse of an employee.
2. It is the responsibility of each employee to abide by the procedures as outlined. Any employee refusing to submit to a drug test request made under this policy will be subject to discipline up to and including discharge.

## DRUG AND ALCOHOL TESTING SERVICES

**THIS AGREEMENT**, is made between **C.J. Cooper & Associates, Inc.**, an Iowa TSB corporation located at 1325 Stamy Rd, Hiawatha, IA 52233, hereinafter referred to as **Provider and CITY OF WEST BRANCH., July 1, 2016**, which shall hereinafter be referred to as the execution date of this agreement. The terms of this agreement shall be continuous from the execution date of this agreement until notified in writing by either party sent certified mail return receipt requested. Either party may terminate this agreement without penalty upon thirty (30) days notice provided in writing to the other party at the address set forth herein. If contract is terminated without 30 day notice in writing Provider may, at it's discretion, issue an early withdraw penalty equal to the number of active participants multiplied by \$50 each.

**Provider** provides alcohol and drug testing services to companies that are required to comply with federal alcohol and drug testing regulations; and CITY OF WEST BRANCH... has need of a program for alcohol and drug testing of applicants and/or employees and requires alcohol and drug testing services from **Provider**.

In consideration of the mutual covenants and promises set forth, the parties hereby enter into this agreement, the terms and conditions of which shall apply from the execution date of this agreement.

The parties both recognize that state and local laws apply to services covered herein. In particular, certain services may be performed according to regulations established and governed by the State of Iowa. Both parties agree to assure, to the best of their ability, that services provided are rendered according to **all applicable laws and regulations**.

**NOW THEREFORE**, in consideration of the premises and the mutual promises, covenants, and agreements contained herein, the parties agree as follows:

### SCOPE OF SERVICES

Alcohol tests are performed using screening and evidential testing devices approved by the National Highway Traffic Safety Administration (NHTSA) as reflected by publication in the NHTSA Conforming Products List (CPL) by breath alcohol technicians (BATs) trained and certified by the Drug and Alcohol Testing Training Institute (DATTI) to perform such testing.

Drug tests are performed using chain-of-custody collection, testing laboratories certified by the Substance Abuse And Mental Health Services Administration (SAMHSA) for such testing, and medical review officers (MROs) qualified to review and report test results.

All tests, whether alcohol tests or drug tests, are performed in accordance with the regulatory requirements of the State of Iowa for such testing, including all applicable procedural, personnel and equipment guidelines.

**Provider** will maintain facilities and personnel adequate to the performance of services agreed to be provided to **CITY OF WEST BRANCH...** in particular, **Provider** will maintain trained and certified personnel qualified to perform services provided.

**Provider RESPONSIBILITIES, continued**

**Provider** will maintain, in a secure location with controlled access all dated records, information, and notifications, identified by individual, for specific information and records for minimum time periods according to the schedule below and as applicable related to services provided by **Provider** to **CITY OF WEST BRANCH...**

**FIVE YEARS**

- Alcohol tests  $\geq 0.04$ , positive drug tests, refusals to test, including alcohol form/drug custody & control form & MRO documentation as applicable.
- Medical explanations of inability to provide specimens
- **CITY OF WEST BRANCH...** documentation for Evidential Breath Testing Devices
- Substance Abuse Professional (SAP) evaluations and related information.

**TWO YEARS**

- Supervisory training/BAT and drug screen collector training/certification
- Log books for drug and alcohol testing, if used
- Random selection records
- Agreements: testing-collection, laboratory, MRO, consortium

**ONE YEAR**

- Negative/canceled drug test results; alcohol test results  $\leq 0.04$

Other (specify)

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**Provider** will not release individual test results to any person, without first obtaining specific written authorization from the tested individual. Nothing in this paragraph shall prohibit **Provider** from releasing, to **CITY OF WEST BRANCH...** or any State or local officials with regulatory authority over the testing program, individual test results, or from releasing individual test results or related information to comply with the requests resulting from a legal action, including but not limited to unemployment hearings, workers' compensation hearings, or other legal hearings, initiated by the tested individual.

**Provider** will make available to **CITY OF WEST BRANCH...** at location(s) of its choosing, and at a reasonable expense to **CITY OF WEST BRANCH...** for copying and shipping charges, all records related to alcohol and drug testing performed by **Provider** for **CITY OF WEST BRANCH...**, except records containing confidential information, within two business days of notification by **CITY OF WEST BRANCH...** of such request.

**Provider RESPONSIBILITIES, continued**

Reporting of results to **CITY OF WEST BRANCH...** by **Provider**, if applicable, will be by facsimile transmission, electronic transmission, or first class U.S. Mail; in exceptional circumstances reporting may be by telephone. Provision of results by overnight carrier (Federal Express, UPS, or Express Mail) can be arranged; the charge for this service will depend upon the carrier selected.

**RESPONSIBILITIES**

**CITY OF WEST BRANCH...** will provide **Provider** with the most recent applicable alcohol and/or drug testing policies of **CITY OF WEST BRANCH...**

**CITY OF WEST BRANCH...** will designate a representative and an alternate to whom the **MRO** will report test results and discuss or report other information.

**CITY OF WEST BRANCH...** will notify **Provider** of any responsibilities with regard to the **Its** Employee Assistance Program as it relates to alcohol and drug testing.

**CITY OF WEST BRANCH...** represents that the means of obtaining results from the **MRO**, (including, but not limited to, electronic or computer transmission, facsimile transmission (fax), or written communication) will assure that the results and other information remain secure and confidential with distribution of or access to such information to **CITY OF WEST BRANCH...** officials with a business need for the information only.

**CITY OF WEST BRANCH...** acknowledges that performance of necessary verification procedures may be dependent upon cooperation by **CITY OF WEST BRANCH...** representatives, tested individuals, and/or personal physicians and/or health care providers that may process vital medical history information.

**CITY OF WEST BRANCH...** acknowledges that alcohol testing results  $\geq 0.04$  or positive drug test results reported by the **MRO** do not indicate that a tested individual is an alcoholic or a drug addict, respectively.

**ASSIGNED RESPONSIBILITIES**

**CITY OF WEST BRANCH...** and **Provider** agree that responsibility for the following procedures and services is as designated below. The designee for each procedure or service agrees to assure that each procedure or service is performed according to all applicable regulatory requirements and in accordance with current and accepted professional standards of practice.

Selection/provision of alcohol testing services	<input type="checkbox"/> CITY OF WEST BRANCH...	<input checked="" type="checkbox"/> Provider
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Selection/provision of drug testing collections	<input type="checkbox"/> CITY OF WEST BRANCH...	<input checked="" type="checkbox"/> Provider
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Selection/provision of drug testing laboratory services	<input type="checkbox"/> CITY OF WEST BRANCH...	<input checked="" type="checkbox"/> Provider
---	---	--

Random selection for drug and/or alcohol testing	<input type="checkbox"/> CITY OF WEST BRANCH...	<input checked="" type="checkbox"/> Provider
--	---	--

Blind specimen testing for quality assurance purposes	<input type="checkbox"/> CITY OF WEST BRANCH...	<input checked="" type="checkbox"/> Provider
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Other (specify): _____ _____	<input type="checkbox"/> CITY OF WEST BRANCH...	<input type="checkbox"/> Provider
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Other (specify): _____ _____	<input type="checkbox"/> CITY OF WEST BRANCH...	<input type="checkbox"/> Provider
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Additional:

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**CONTRACT, page 5**

**FEES AND PAYMENT**

**FEES**

Fees for services provided by **Provider** to **CITY OF WEST BRANCH...** will be in accordance with the FEES SCHEDULE hereby incorporated by attachment into this agreement.

**FEES CHANGES**

The price for services rendered under this agreement will not change unless **Provider** notifies **CITY OF WEST BRANCH...** in writing (30) days in advance of a price change. If **CITY OF WEST BRANCH...** does not agree to the new price, **Provider**, at its sole discretion, may continue to provide agreed upon services at the then current price for the duration of the agreement, or may discontinue the provision of services on the date the new schedule of fees would take effect, subject to severability provisions described elsewhere in this agreement.

**SIGNIFICANT CHANGES IN SERVICES PROVIDED**

If during the term of this agreement there is a significant change in the requirements of the **Provider**, or other services covered under this agreement as the result of regulatory changes, or other changes mandated by federal or state law, both parties agreed to renegotiate the services and fees provided herein, subject to severability provisions described elsewhere in this agreement.

**PAYMENT**

**Provider** will invoice **CITY OF WEST BRANCH...** for all services provided on a monthly basis. Invoicing is weekly with terms 1% discount if paid in 10 days net thirty (30) days after the date of any invoice. Overdue payments are subject to additional interest and service charges. In the case of failure of **CITY OF WEST BRANCH...** to make timely payments, **Provider** may continue to perform its obligations as per this contract and be entitled to recover all payments for services rendered according to this contract, including interest and service charges on late payments, and also including expenses of collection and reasonable attorney's fees.

**GENERAL TERMS AND CONDITIONS:**

**TERM**

All responsibilities, obligations and liabilities shall survive the terms of this agreement.

## INDEPENDENT CONTRACTORS

Both parties to this agreement are independent contractors, and nothing contained herein shall be construed to place the parties in the relationship of partners, joint venture, or employer-employee, and neither party shall have the power to obligate or bind the other whatsoever beyond the terms of this agreement.

## RESPONSIBILITY FOR CITY OF WEST BRANCH... POLICY AND PROGRAM

The parties understand and agree that **Provider** does not make any employee decisions for employer such as hiring of applicants, termination, discipline or retention of any employee or former employee and that **CITY OF WEST BRANCH...** has sole responsibility for all such decisions. **Provider** shall not be responsible for any damages resulting from acts or omissions of the **CITY OF WEST BRANCH...** under its substance abuse policy.

## SEVERABILITY

If any provision of this Agreement is held to be illegal, invalid or unenforceable by a court of competent jurisdiction, the parties shall, if possible, agree on a legal, valid and enforceable substitute provision which is as similar in effect to the deleted provision as possible. The remaining portion of the Agreement not declared illegal, invalid or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid or unenforceable goes to the essence of this Agreement. Either party has the right to terminate this contract, for any reason whatsoever, upon 30 business days notice by the terminating party.

## FORCE MAJEURE

In no event shall **Provider** have any responsibility or liability to **CITY OF WEST BRANCH...** for any failure or delay in performance by **Provider** which results from or is due to, directly or indirectly and in whole or in part, any cause or circumstances beyond **reasonable control** of the **Provider**. Such causes and circumstances shall include but are not limited to acts of God, acts of **CITY OF WEST BRANCH...** rules or regulations or orders of any governmental authority or agency thereof (whether civil, military, executive, legislative, judicial, or otherwise), strikes or other concerted actions of workers, lockouts, or other labor disputes or disasters, accidents, wars, riots, rebellion, sabotage, insurrection or civil disturbances, difficulties or delays in private or public transportation, or any other cause beyond **Provider's** reasonable control.

## WAIVER

The failure of either party to exercise or enforce any right conferred upon it under this Agreement shall not be deemed to be a waiver of any such right, nor operate to bar the exercise or performance of any right at any time.

**INDEMNIFICATION**

**CITY OF WEST BRANCH...** shall indemnify, defend and hold harmless **Provider, Provider's** directors, officers, agents and employees, and each of them, from and against any and all claims, suits, and damages of whatever nature made or asserted by a present or former employee or agent or applicant for employment of **CITY OF WEST BRANCH...**, of its party, subsidiary or affiliate companies, arising out of or in any way related to services provided by the **Provider** under this Agreement, related to negligent, fraudulent, or illegal action or omission of **CITY OF WEST BRANCH...** or its employees, agents, or related personnel. **CITY OF WEST BRANCH...** agrees to indemnify and hold harmless **Provider**, its affiliates from any loss, damage, or claim brought by third parties (including its tested individual) resulting from any willful or negligent act or omission on the part of **CITY OF WEST BRANCH...** or its representatives arising out of the contract.

**Provider** shall indemnify, defend and hold harmless **CITY OF WEST BRANCH...**, its directors, officers, agents and employees, from and against any and all claims, suits, and damages of whatever nature made or asserted by a present or former employee or agent of **CITY OF WEST BRANCH...**, arising out of or in any way related to services provided by the **Provider** under this Agreement, related to negligent, fraudulent, or illegal action or omission of **Provider** or **Provider's** employees, agents, or related personnel. **Provider** agrees to indemnify **CITY OF WEST BRANCH...** from and against any and all claims arising out of its submission of data or analytical results which are false or incorrect as a result of willful, intentional, or negligent acts or omissions by **Provider** personnel.

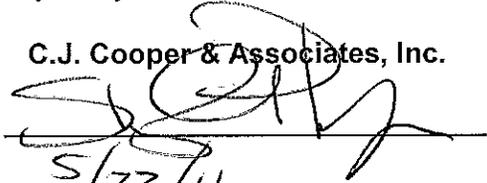
**GOVERNING LAW**

The provisions of this Agreement shall be construed, interpreted and governed by the substantive laws of the State of Iowa, including all matters of construction, validity, and performance but without giving effect to Iowa choice-of-law or conflict-of-law principles.

**ENTIRE AGREEMENT**

This agreement represents the entire agreement between **Provider** and **CITY OF WEST BRANCH...** This agreement supersedes all prior agreements, understanding, negotiations and discussions, written or oral, and may be modified only by a written document signed by both **Provider** and **CITY OF WEST BRANCH...**

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year executed below:

<p><b>C.J. Cooper &amp; Associates, Inc.</b></p> <p>By: </p> <p>Date: <u>5/23/16</u></p>	<p><b>CITY OF WEST BRANCH...</b></p> <p>By: _____</p> <p>Date: _____</p>
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**FEES SCHEDULE**

**CITY OF WEST BRANCH...** agrees to pay **Provider** \$35.00 per breath alcohol test (DOT and/or NON) Confirmations for Breath Alcohol Test is \$25.00, if needed.

**CITY OF WEST BRANCH...** agrees to pay **Provider** \$35.00 per DOT drug test when collected at **provider** (Includes Collection, Lab & MRO fee)\*\*

**CITY OF WEST BRANCH...** agrees to pay **Provider** \$50.00 per DOT drug test when collected @ job site (Includes Collection, Lab & MRO fee)  
Mileage fee of .55/mile will apply for on-site collections

**CITY OF WEST BRANCH...** agrees to pay **Provider** \$40.00 per **Non DOT** drug test when collected at **provider** \*\*  
If collection is at a different collection site instead of **Provider** then it's \$25.00 per **Non DOT** drug test plus collection site fee\*\*

**CITY OF WEST BRANCH...** agrees to pay **Provider** \$50.00 per **Non DOT** drug test when collected @ job site (Includes Collection, Lab & MRO fee)  
Mileage fee of .55/mile will apply for on-site collections

**CITY OF WEST BRANCH...** agrees to pay **Provider** \$25.00 per drug for confirmation on **Non DOT** tests, if needed or requested

**CITY OF WEST BRANCH...** agrees to pay **Provider** \$75.00 after hours collection fee and \$50 during business hours collection fee for any Drug and/or Alcohol tests done by **Provider** at job site or hospital. **After hours pager number 319-929-9651** (post-accident or reasonable suspicion)

**\*\*CITY OF WEST BRANCH...** may choose to pay the collection site of their choice directly for all and any administrative and/or collection fees. There is no collection fee when done at/or by **Provider**.

FEE SCHEDULE, Continued

CONSULTATION

CITY OF WEST BRANCH... agrees to pay **Provider**, in addition to the above charges for the services of the **Provider**, calculated at the rates noted below, for time involved in program-related issues such as substance abuse professional evaluations, reviews of substance abuse professional evaluations, assistance with audits by **CITY OF WEST BRANCH...** or DOT, consultation with employer on drug testing issues, support of arbitration, grievance and appeal proceedings and if necessary as an expert witness. Such services will be provided only on a pre-approved basis at **CITY OF WEST BRANCH...** request. Reasonable travel and/or miscellaneous expenses will also be charged as applicable.

DOT Physical done at C.J. Cooper & Associates (by appointment) \$90.00

(Our physicals are performed by Physicians listed on the National Registry per FMSCA regulation effective 5/21/2014.)

Annual Administrative Fee \$90.00

CITY OF WEST BRANCH... will reimburse **Provider** reasonable administrative, copying, and shipping charges for special requests for records, results, or other information.

AMENDMENTS AND/OR DISCUSSION

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Please sign & return this page to our office.

**CONTRACT, page 10  
INDEMNIFICATION**

**CITY OF WEST BRANCH...** shall indemnify, defend and hold harmless **Provider, Provider's** directors, officers, agents and employees, and each of them, from and against any and all claims, suits, and damages of whatever nature made or asserted by a present or former employee or agent or applicant for employment of the **CITY OF WEST BRANCH...**, of its party, subsidiary or affiliate companies, arising out of or in any way related to services provided by the **Provider** under this Agreement, related to negligent, fraudulent, or illegal action or omission of **CITY OF WEST BRANCH...** or **Its** employees, agents, or related personnel. **CITY OF WEST BRANCH...** agrees to indemnify and hold harmless **Provider**, its parents, subsidiaries, and affiliates from any loss, damage, or claim brought by third parties (including **Its** tested individual) resulting from any willful or negligent act or omission on the part of **CITY OF WEST BRANCH...**, or **Its** representatives arising out of the contract.

**Provider** shall indemnify, defend and hold harmless **CITY OF WEST BRANCH...** , **Its** directors, officers, agents and employees, from and against any and all claims, suits, and damages of whatever nature made or asserted by a present or former employee or agent of **CITY OF WEST BRANCH...** , arising out of or in any way related to services provided by the **Provider** under this Agreement, related to negligent, fraudulent, or illegal action or omission of **Provider** or **Provider's** employees, agents, or related personnel. **Provider** agrees to indemnify **CITY OF WEST BRANCH...** from and against any and all claims arising out of its submission of data or analytical results which are false or incorrect as a result of willful, intentional, or negligent acts or omissions by **Provider** personnel.

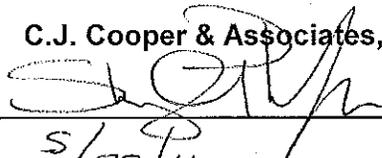
**GOVERNING LAW**

The provisions of this Agreement shall be construed, interpreted and governed by the substantive laws of the State of Iowa, including all matters of construction, validity, and performance but without giving effect to Iowa choice-of-law or conflict-of-law principles.

**ENTIRE AGREEMENT**

This agreement represents the entire agreement between **Provider** and **CITY OF WEST BRANCH...** This agreement supersedes all prior agreements, understanding, negotiations and discussions, written or oral, and may be modified only by a written document signed by both **Provider** and **CITY OF WEST BRANCH...**

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year executed below:

**C.J. Cooper & Associates, Inc.**  
By:   
Date: 5/23/16

**CITY OF WEST BRANCH...**  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

RESOLUTION NO. 1471

RESOLUTION AWARDING THE CONSTRUCTION CONTRACT FOR THE WEST BRANCH PARKS AND RECREATION PHASE I IMPROVEMENTS PROJECT.

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to construct the West Branch Parks and Recreation Phase I Improvements including improvements at two parks within the City of West Branch: Wapsi Creek Park and Lions Field. In Wapsi Creek Park, the existing gravel parking lot will be replaced with 754 square yards of 6” PCC pavement, a playground system with a four-bay swing structure including two (2) belt swings, one (1) infant swing and one (1) ADA swing, and an accelerator swing unit will be installed, 129 cubic yards of playground mulch will be supplied and installed, 257 square yards of 4” PCC trail pavement that will border the playground area and along the north side of the parking lot will be constructed and the project includes grading, seeding, labor and playground installation. Improvements at Lions Field include the installation of a kit restroom facility on the Northeast end of the parking lot along Pedersen Street. From the elevation of the proposed restroom, the finished grading is to be 4:1 slope until it matches the existing grade. There will be a 140’ ADA ramp constructed that will start at the concrete pad for the restrooms and end at the soccer field. The project includes installation, grading, seeding and labor, said project having been referred to as the “West Branch Parks and Recreation Phase I Improvements Project” for the City of West Branch, Iowa (the “Project”); and

WHEREAS, the bids for the aforementioned project were received, opened and tabulated as per published notice therefor on May 31, 2016; and

WHEREAS, the bid of All American Concrete, Inc., was the lowest responsive, responsible bid received; and

WHEREAS, said bid was in the amount of \$257,991.84; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the bid of All American Concrete, Inc., in the amount of \$257,991.84 be and the same is hereby accepted and approved and the construction contract is awarded to All American Concrete, Inc.

BE IT FURTHER RESOLVED that the Mayor is hereby directed to execute the construction contract on behalf of the City.

\* \* \* \* \*

Passed and approved this 6<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

April 25, 2016

## PROJECT INFORMATION SHEET

WEST BRANCH PARKS and RECREATION – PHASE 1 IMPROVEMENTS  
WEST BRANCH, IOWA

**OWNER:** City of West Branch, Iowa.

**PROPOSALS RECEIVED:** Until 2:00 p.m., 16<sup>th</sup> day of May, 2016, by the  
City Clerk of the City of West Branch  
North Poplar Street, West Branch, Iowa.

### DESCRIPTION OF PROJECT:

The nature and extent of the improvements are as follows:

#### WEST BRANCH PARKS and RECREATION – PHASE 1 IMPROVEMENTS

There are three (3) parks within the City of West Branch that are included in the Phase I Improvements. These parks include: Beranek Park, Wapsi Park and Lion's Field.

Beranek Park: LED lighting will be installed at both volleyball courts as well as a new electrical service and any associated site restoration with the installation.

Wapsi Park: The existing gravel parking lot will be replaced with 754 square yards of 6" PCC pavement and 257 square yards of 4" PCC trail pavement that will border the playground area and along the north side of the parking lot. Installation of a playground system, four bay swing structure including two (2) belt swings, one (1) infant swing and one (1) ADA swing, an accelerator swing unit, and 129 cubic yards of playground mulch. Includes grading, seeding, labor and playground installation. Playground equipment to be provided by City.

Lion's Field: Installation of a restroom facility on the Northeast end of the parking lot along Pedersen Street. From the elevation of the proposed restroom the ground will be sloped at 4:1 until it matched the existing ground. There will be approximately 140' ADA ramp constructed that will start at the concrete pad for the restrooms and end at the soccer field. Includes materials, installation, grading, seeding and labor.

**BID SECURITY:** Certified check, cashier's check, certified share draft or bid bond in the amount of five percent (5%) of the bid. Bidders will use the bid bond form included in the specifications.

**COMPLETION DATE:** Work will commence within ten (10) calendar days after the date set forth within written Notice to Proceed and shall be completed by October 28, 2016.

**ENGINEER:** HBK ENGINEERING, LLC., 509 S. Gilbert Street,  
Iowa City, Iowa 52358.

**PLAN AVAILABILITY:** Copies of said plans and specifications are now on file at the office of HBK ENGINEERING, LLC., for examination by bidders. Copies may be obtained from HBK ENGINEERING, LLC., 509 S. Gilbert Street, Iowa City, Iowa 52240. Contact Adrienne Bricker at 319-338-7557 or email [abricker@hbkengineering.com](mailto:abricker@hbkengineering.com).

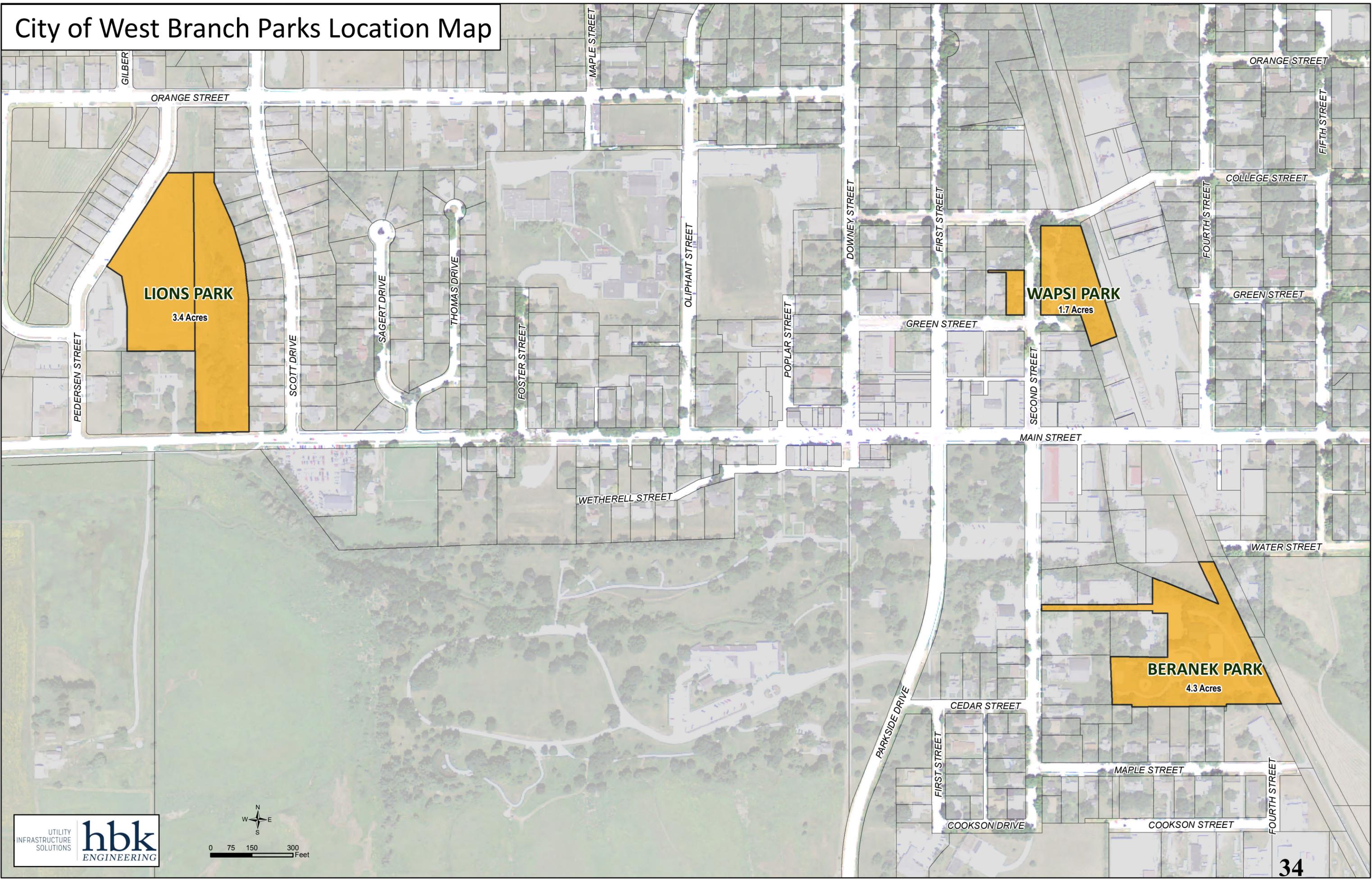
**DIRECT QUESTIONS**

**TO:** Brian Boelk 319-338-7557

ALL PLANS AND SPECIFICATIONS CAN BE PROVIDED ELECTRONICALLY (PDF) OR ARE SENT BY UNITED PARCEL SERVICE. THEREFORE, PLEASE INCLUDE YOUR STREET ADDRESS WHEN REQUESTING PLANS AND SPECIFICATIONS. UNITED PARCEL SERVICE WILL NOT DELIVER TO P.O. BOX NUMBERS.

ALSO, PLEASE INCLUDE YOUR TELEPHONE NUMBER AND FAX NUMBER WHEN REQUESTING PLANS AND SPECIFICATIONS.

# City of West Branch Parks Location Map



**COST ESTIMATE**

No.	ITEM	QTY	UNIT	UNIT COST	ITEM TOTAL
1	Mobilization	1.0	LS	\$20,000.00	\$20,000.00
2	Erosion Control and Maintenance	1.0	LS	\$3,500.00	\$3,500.00
<b>LION'S FIELD</b>					<b>\$118,721.28</b>
3	Earthwork - Cut/Fill	1,500.00	CY	\$12.50	\$18,750.00
4	Seeding	1.00	ACRE	\$3,000.00	\$3,000.00
5	Matting	10,950.00	SF	\$0.15	\$1,642.50
6	PCC Paving, 6" Sidewalk	157.0	SY	\$40.00	\$6,280.00
7	PCC Paving, 6" Restroom Perimeter	47.0	SY	\$40.00	\$1,880.00
8	Granular Subbase, 6"	62.0	TONS	\$35.00	\$2,168.78
9	Rest Room - Concession Facility Supply and Deliver	1.0	EA	\$45,000.00	\$45,000.00
10	Rest Room - Concession Facility Utilities and Install Foundation	1.0	EA	\$40,000.00	\$40,000.00
<b>WAPSI PARK</b>					<b>\$77,860.31</b>
11	Earthwork - Cut/Fill	500.00	CY	\$12.50	\$6,250.00
12	Seeding	0.50	ACRE	\$3,000.00	\$1,500.00
13	Removal of Intakes	2.00	EA	\$1,500.00	\$3,000.00
14	Granular Subbase, 6"	246.0	TONS	\$35.00	\$8,611.31
15	PCC Paving, 4" Sidewalk	243.0	SY	\$35.00	\$8,505.00
16	PCC Paving, 6" Parking Lot	754.0	SY	\$40.00	\$30,160.00
17	Pavement Markings, Striping	1.0	LS	\$1,000.00	\$1,000.00
18	Storm Sewer Intakes, SW-511	2.0	EA	\$4,000.00	\$8,000.00
19	Playground Mulch	93.0	CY	\$33.00	\$3,069.00
20	Playground - Installation	1.0	LS	\$7,765.00	\$7,765.00
<b>BERANEK PARK</b>					<b>\$30,000.00</b>
21	Site Restoration	1.0	LS	\$1,000.00	\$1,000.00
22	Electrical Service	1.0	EA	\$4,000.00	\$4,000.00
23	Lighting Package	2.0	EA	\$10,000.00	\$20,000.00
24	Electrical Labor and Equipment	2.0	EA	\$2,500.00	\$5,000.00
<b>Subtotal</b>					<b>\$250,081.59</b>
*	CONTINGENCY	10.00%			\$25,008.16
<b>TOTAL ESTIMATE</b>					<b>\$275,089.75</b>

## RESOLUTION 1472

A RESOLUTION SETTING SALARIES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF WEST BRANCH, IOWA FOR THE FISCAL YEAR 2016-2017.

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

Section 1. The following persons and positions named shall be paid the salaries or hourly wages indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, semi-monthly, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Hourly/Wage	Basic Hours
City Administrator/Clerk	Matt Muckler	\$87,307.95	Salaried
Police Chief	Mike Horihan	\$33.53	40
Public Works Director	Matt Goodale	\$27.55	40
Police Sergeant	John Hanna	\$27.34	40
Finance Officer	Gordon Edgar	\$22.71	40
Police Officer	Derek Holmes	\$22.25	40
Water/Wastewater Operator	Paul Stagg	\$22.02	40
Lead Water Operator	Tim Moss	\$22.01	40
Safety/Facilities Coordinator	Paul O'Neil	\$21.43	40
Police Officer	Wesley Homeister	\$20.27	40
Park & Recreation Director	Melissa Russell	\$19.25	40
Deputy City Clerk	Leslie Brick	\$18.59	40
PT Police Officer	Catherine Steen	\$19.00	20
PT Police Officer	Alex Koch	\$19.00	10
PT Police Officer	Matt Bowers	\$19.00	10
PT Police Officer	Greg Hall	\$19.00	10

PT Police Officer	Bradly Peck	\$19.00	10
PT Police Officer	Bode Koranda	\$19.00	10
PT Police Officer	Timothy Horihan	\$19.00	10
PT Public Works Employee	Gerry Brick	\$15.50	20
PT Public Works Employee	Benjamin Litscher	\$13.00	20
PT Park & Rec Employee	Kassie Bailey	\$12.00	20
PT Park & Rec Counselor	Morgan Stoolman	\$11.00	10
PT Park & Rec Counselor	Maddie Lynch	\$10.50	10
PT Building Inspector	Terry Goerdt	\$35.00	20

SECTION 2. All the above employees are subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 3. This resolution will be effective upon final passage of the City Council.

SECTION 4. The hourly wages and salaries established in this resolution shall be effective July 1, 2016.

Passed and Approved this 6th day of June, 2016.

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Roger Laughlin, Mayor

ATTEST:

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Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1460

RESOLUTION APPROVING A VARIANCE FOR STREET GRADES IN THE MEADOWS  
SUBDIVISION – PART 2.

WHEREAS, KLM Investments, Inc. (“KLM”), is the owner of that certain parcel of real estate generally referred to as the Meadows Subdivision; and

WHEREAS, KLM has submitted a preliminary plat for the Meadows Subdivision – Part 2, West Branch, Iowa; and

WHEREAS, in accordance with the City’s subdivision regulations, street grades, whenever feasible, shall not exceed five percent (5%), with due allowance for reasonable vertical curves; and

WHEREAS, the City’s subdivision regulations also state that in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of this chapter would result in extraordinary hardship to the subdivider, because of unusual topography or other conditions, the Council may vary, modify or waive the requirements so that substantial justice may be done and the public interest secured. Provided, however, such variance, modification or waiver will not have the effect of nullifying the intent and purpose of this chapter. In no case shall any variance or modification be more than minimum easing of the requirements, and in no instance shall it be in conflict with any zoning ordinance and such variances and waivers may be granted only by the affirmative vote of three-fourths (3/4) of the members of the Council, and must conform to Zoning Ordinance and State Code regarding granting of variances by the Board of Adjustment; and

WHEREAS, KLM Investments, Inc. is requesting a variance for a street grade of 8% on Sullivan Street; and

WHEREAS, it is now necessary for the City Council to formally approve said variance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned variance be and the same is hereby approved.

Passed and approved this 6<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1475

RESOLUTION APPROVING A VARIANCE FOR A MID-BLOCK CROSSING IN THE MEADOWS SUBDIVISION – PART 2.

WHEREAS, KLM Investments, Inc. (“KLM”), is the owner of that certain parcel of real estate generally referred to as the Meadows Subdivision; and

WHEREAS, KLM has submitted a preliminary plat for the Meadows Subdivision – Part 2, West Branch, Iowa; and

WHEREAS, in accordance with the City’s subdivision regulations, no block may be more than one thousand three hundred twenty (1,320) feet or less than two hundred eighty (280) feet in length between the centerlines of intersecting streets, except where, in the opinion of the City, extraordinary conditions unquestionably justify a departure from these limits; and

WHEREAS, also in accordance with the City’s subdivision regulations, in blocks over seven hundred (700) feet in length, the City may require at or near the middle of the block a public highway or easement of not less than ten (10) feet in width for use by pedestrians and/or as an easement for public utilities; and

WHEREAS, the City’s subdivision regulations also state that in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of this chapter would result in extraordinary hardship to the subdivider, because of unusual topography or other conditions, the Council may vary, modify or waive the requirements so that substantial justice may be done and the public interest secured. Provided, however, such variance, modification or waiver will not have the effect of nullifying the intent and purpose of this chapter. In no case shall any variance or modification be more than minimum easing of the requirements, and in no instance shall it be in conflict with any zoning ordinance and such variances and waivers may be granted only by the affirmative vote of three-fourths (3/4) of the members of the Council, and must conform to Zoning Ordinance and State Code regarding granting of variances by the Board of Adjustment; and

WHEREAS, KLM Investments, Inc. is requesting a variance to allow them not to install a mid-block crossing on Sullivan Street; and

WHEREAS, it is now necessary for the City Council to formally approve said variance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned variance be and the same is hereby approved.

\* \* \* \* \*

Passed and approved this 6<sup>th</sup> day of June, 2016.

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Roger Laughlin, Mayor

ATTEST:

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Matt Muckler, City Administrator/Clerk

RESOLUTION NO. 1461

RESOLUTION APPROVING A SUBDIVIDER’S AGREEMENT WITH KLM INVESTMENTS, INC., IN CONNECTION WITH THE MEADOWS SUBDIVISION – PART 2, WEST BRANCH, IOWA.

WHEREAS, KLM Investments, Inc. (“KLM”), is the owner of that certain parcel of real estate generally referred to as the Meadows Subdivision; and

WHEREAS, KLM has submitted a preliminary plat for the Meadows Subdivision – Part 2, West Branch, Iowa; and

WHEREAS, in accordance with the City’s subdivision regulations, KLM, as part of plat approval, will need to construct certain municipal improvements, namely streets, sidewalks, storm sewer, water and sanitary sewer improvements; and

WHEREAS, the City Attorney has drafted a Subdivider’s Agreement which outlines the responsibilities of KLM with respect to said Meadows Subdivision – Part 2; and

WHEREAS, it is now necessary for the City Council to formally approve said Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned Subdivider’s Agreement be and the same is hereby approved. Further, the Mayor and City Clerk are authorized to execute said Subdivider’s Agreement on behalf of the City. Further, the City Clerk shall record said Subdivider’s Agreement, along with the required documents outlined in Chapter 354 of the Code of Iowa when the final plat of the Meadows Subdivision – Part 2 has been formally approved.

Passed and approved this 6<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

## **CITY OF WEST BRANCH, IOWA/SUBDIVIDER'S AGREEMENT**

### **THE MEADOWS SUBDIVISION, PART TWO**

This Agreement is made by and between KLM Investments, L.L.C., an Iowa limited liability company, hereinafter referred to as the "Subdivider", and the City of West Branch, Iowa, a Municipal corporation, hereinafter referred to as the "City".

WITNESSETH

#### **SECTION 1. MUNICIPAL IMPROVEMENTS; CONSTRUCTION AND INSTALLATION OF MUNICIPAL IMPROVEMENTS.**

In consideration of the city approving the plat and subdivision of real estate known and designated as The Meadows Subdivision, Part Two, West Branch, Iowa, prior to Subdivider's installation and construction of the required municipal improvements, Subdivider shall make escrow provisions as provided herein. Municipal improvements shall include a 29-foot PCC street known as Sullivan Street, a 29-foot PCC street known as Ridge View Drive, sanitary sewers, water mains, storm sewers, sump-pump line, and street lighting. Said municipal improvements shall be constructed and installed in accordance with construction plans and specifications approved by the City Engineer of the City who shall have the right to make or authorize occasional inspections of the work in progress. Said inspections shall not relieve or release the Subdivider from the responsibility to construct the municipal improvements in accordance with the approved plans and specifications.

#### **SECTION 2. SIDEWALKS.**

The Subdivider agrees that no later than three (3) years from the date of the City's Resolution approving the Final Plat of The Meadows Subdivision, Part Two, West Branch, Iowa, or upon seventy-five percent (75%) of the development of the lots therein, whichever occurs first, to install sidewalks abutting each lot which shall be at least five (5) feet wide and constructed according to the plans and specifications as approved by the City Engineer. In the event that all of the sidewalks are not installed within said three (3) year period, the City may order the construction of sidewalks to be made on one side of each street to ensure pedestrian access for property owners. However, all sidewalks must be constructed within five (5) years of the approval of the Final Plat for this subdivision. The escrow provision need not include the sidewalk installation, however, the same shall remain a lien against each lot until accepted and released by the City.

SECTION 3. ESCROW MONIES

The Subdivider shall deposit with the City Clerk in escrow an amount equal to the estimated cost of constructing the municipal improvements plus 10% thereof as determined by the City Engineer and said deposit shall be referred to as "Municipal Improvements Escrow". The escrow deposit shall be in the form of cash, bank check that will be cashed, bond or irrevocable letter of credit, all as approved by the City Attorney.

SECTION 4. USE OF ESCROW MONIES

If, after one year from the date of the City's resolution approving the preliminary plat of the subdivision, the municipal improvements have not been constructed and installed for the subdivision, then City may use and/or make demand upon the municipal improvements escrow to construct and install said municipal improvements. The City shall release any bond or letter of credit or refund to the Subdivider any portions of or any excess escrow monies not used by the City after construction, installation and acceptance of all of the municipal improvements. Any cash or check held in escrow shall be released as needed for payment of the costs of the improvements.

In addition, the City may make use of any of the proceeds of the security provided by Subdivider in order to enforce the erosion control requirements pursuant to Section 170.15(15) of the West Branch Code of Ordinances.

SECTION 5. WAIVER

In the event the Subdivider shall sell or convey or make application for a building permit on any lot or lots in the subdivision without having first constructed and installed all the municipal improvements for the subdivision, then the City shall have the right to proceed therewith as provided in Section 3 above.

SECTION 6. LIEN

The costs of the construction and installation of the municipal improvements shall be a lien and charged against all lots in said subdivision and need not meet the requirements of notice, benefit or value as provided for by the Code of Iowa for assessing said municipal improvements which may exceed the municipal improvements escrow.

SECTION 7. RELEASE

The City agrees that when all municipal improvements have been constructed and installed for the subdivision, to the satisfaction of the City and upon acceptance by resolution, to furnish the Subdivider a good and sufficient Release for filing in the office of the County Recorder so that this Agreement will not constitute a cloud upon the title.

SECTION 8. PUBLIC SERVICES.

Subdivider agrees that public services including, street maintenance, snow plowing, water and sanitary sewer service, will not be provided in said subdivision until the municipal improvements have been constructed, installed and accepted by the City.

SECTION 9. SECOND ACCESS REQUIRED.

The Subdivider expressly acknowledges and agrees that no additional phase of The Meadows shall be submitted to or approved by the City until such time as a secondary street access is connected to W. Main Street.

SECTION 10. PAYMENT OF SANITARY SEWER CONNECTION FEE.

Prior to the approval of the final plat of the Meadows Subdivision Part 2, the Subdivider shall pay to the City the sum of \$5,250.00 as payment of the Sanitary Sewer Connection Fee.

SECTION 11. ZONING CLASSIFICATIONS.

The parties expressly agree that the lots in this subdivision are zoned as follows:

Lots 20-29 and Lots 36-40	R-1	Single-Family Residential
Lots 30-35	R-2	Two-Family Residential

SECTION 12. STORM WATER EROSION CONTROL AND TOPSOIL REQUIREMENTS.

Subdivider or its assigns or successors in interest shall be responsible for the maintenance of appropriate erosion control measures during construction of the infrastructure and during building of any structures in the Subdivision. In addition, the Subdivider shall be responsible for the placement of 4-inches of topsoil or allowed substitute upon each lot after the structures have been constructed prior to the issuance of any occupancy permit for said structure.

The Subdivider shall also install bioretention cells in the 20-foot stormwater easement along the south side of lots 20-24 (per the version of the Iowa Stormwater Management Manual in effect at the time this Subdivider's agreement is executed) following final lot grading and turf establishment. The City will not issue a building permit for lot 20 until bioretention cells along the rear yard of lots 20-24 have been constructed and approved by the City. The developer shall provide an additional ten-foot easement on Lot 1 for the purpose of accessing and maintaining the bioretention cells along the rear yard of lots 20-24.

The City will not issue a building permit for lot 40 until after final lot grading and turf establishment of lots 35-39 have been approved by the City. The City may require the installation of bioswales, bioretention cells or other stormwater best management practice along the rear yard of lots 35-40 at such time that the area north of these lots develops.

SECTION 13. PARKS/TRAILS.

The Subdivider expressly acknowledges and agrees that no additional phase of The Meadows shall be submitted to or approved by the City until such time as useable park and open space or its value, as required by the comprehensive plan, is provided to the City.

SECTION 14. SULLIVAN STREET IMPROVEMENTS AND REPAIRS.

As part of this subdivision, the Subdivider shall replace the storm water intake currently located at the present west end of Sullivan Street as shown on the construction plans for this subdivision. The City has agreed, within thirty (30) days of acceptance of the municipal improvements for this subdivision, to reimburse the Subdivider the sum of not-to-exceed \$ \_\_\_\_\_, which will be based upon actual invoices for the work discussed in this Section 14.

SECTION 15. ASSIGNS AND SUCCESSORS

This agreement, including specifically the requirement referred to in Section 13, shall be binding upon the parties, their assigns or successors in interest and it is understood that the City, at its option, may contract for the construction and installation of the municipal improvements as provided above.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

KLM Investments, LLC:

City of West Branch:

By: \_\_\_\_\_  
Brad L. Larson, Manager

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

**STATE OF IOWA, COUNTY OF CEDAR, ss:**

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Roger Laughlin and Matt Muckler, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of West Branch, Iowa; a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as passed by Resolution of the City Council; and Roger Laughlin and Matt Muckler acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public

**STATE OF IOWA, COUNTY OF CEDAR, ss:**

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2016, by Brad L. Larson as Manager of KLM Investments, L.L.C..

\_\_\_\_\_  
Notary Public

RESOLUTION NO. 1462

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF MEADOWS SUBDIVISION  
– PART 2, A SUBDIVISION TO WEST BRANCH, IA

WHEREAS the owner, KLM Investments, Inc, has filed with the City Clerk of the City of West Branch, Iowa, a preliminary plat of the following described real estate situated within the corporate limits of the City of West Branch, Cedar County, Iowa, to-wit:

BEGINNING AT THE NORTHEAST CORNER OF THE MEADOWS SUBDIVISION - PART ONE, WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF; THENCE S79°28'59"E, ALONG THE NORTH LINE OF SAID THE MEADOWS SUBDIVISION - PART ONE, 369.96 FEET; THENCE S14°37'27"E, ALONG SAID NORTH LINE, 41.90 FEET; THENCE S67°25'19"W, ALONG SAID NORTH LINE, 200.62 FEET; THENCE S22°34'41"E, ALONG SAID NORTH LINE, 20.16 FEET; THENCE S67°25'19"W, ALONG SAID NORTH LINE, 174.26 FEET, TO THE NORTHWEST CORNER THEREOF; THENCE N32°15'55"W, 472.62 FEET; THENCE N61°03'30"E, 271.17 FEET; THENCE S28°56'30"E, 23.66 FEET; THENCE N61°03'30"E, 68.43 FEET; THENCE S88°48'26"E, 80.24 FEET; THENCE S15°39'23"E, 32.45 FEET; THENCE N77°42'45"E, 246.77 FEET; THENCE N86°46'30"E, 234.27 FEET; THENCE S86°03'04"E, 75.92 FEET, TO A POINT ON THE WEST LINE OF PEDERSON VALLEY, PART FOUR, WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF; THENCE S00°51'21"W, ALONG SAID WEST LINE, 300.23 FEET, TO SAID POINT OF BEGINNING, CONTAINING 7.75 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD; and

WHEREAS, said property is owned by the above-named owner; and

WHEREAS, the Plat has been examined by the Planning and Zoning Commission of the City of West Branch, Iowa, which recommended that such plat be accepted and approved; and

WHEREAS, the City Council of the City of West Branch, Iowa, finds that said plat complies with the statutes of the State of Iowa and the Ordinances for the City of West Branch, Iowa, relative to plats, additions and subdivisions within the corporate limits of the City of West Branch, Iowa.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Branch, Iowa, that said preliminary plat and subdivision located on the above-described property be and the same is hereby approved.

Passed, approved and adopted this 6th day of June, 2016.

---

Roger Laughlin, Mayor

ATTEST:

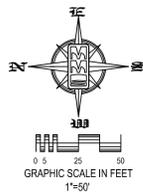
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Matt Muckler, City Administrator/Clerk

# GRADING AND EROSION CONTROL PLAN

## THE MEADOWS SUBDIVISION - PART 2

### WEST BRANCH, IOWA



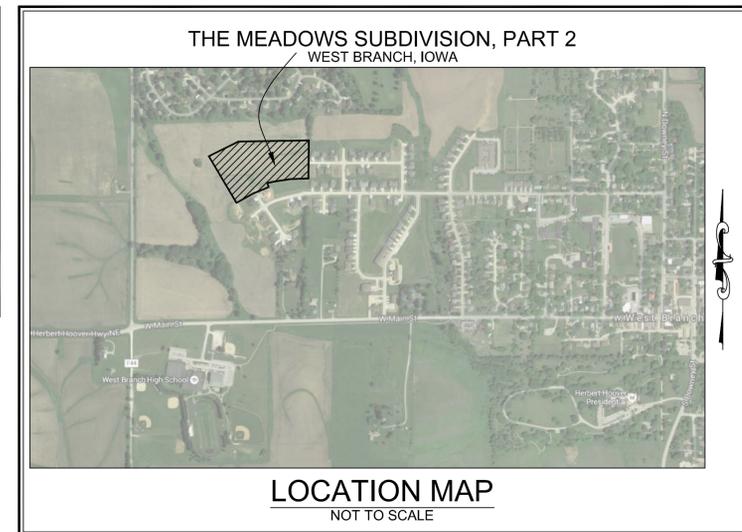
PLAT PREPARED BY:  
MMS CONSULTANTS INC.  
1917 S. GILBERT STREET  
IOWA CITY, IA 52240

OWNER/SUBDIVIDER:  
KLM INVESTMENTS, INC.  
25 EASTVIEW PLACE NE  
IOWA CITY, IA 52240

SUBDIVIDER'S ATTORNEY:  
MICHAEL W. KENNEDY  
920 S. DUBUQUE STREET  
IOWA CITY, IA 52240

EROSION CONTROL LEGEND			
	SILT FENCE/FILTER SOCK		PERIMETER SILT FENCE
	TEMPORARY ROCK CONSTRUCTION ENTRANCE/EXIT		TEMPORARY SOIL STOCKPILE AREA
	TEMPORARY PARKING AND STORAGE		DIRECTION OF OVERLAND FLOW
	CONCRETE TRUCK/EQUIPMENT WASHOUT		DUMPSTER FOR CONSTRUCTION WASTE
	PORTABLE RESTROOM		RIP RAP OUTLET PROTECTION
	DOCUMENT LOCATION (PERMITS, SWPPP, INSPECTION FORMS, ETC.)		OTHER MEASURE: _____
	FILTER SOCK INLET PROTECTION		OTHER MEASURE: _____
	FILTER SOCK BEHIND CURB AT CURB RAMP		OTHER MEASURE: _____

THE ABOVE LISTED ITEMS ARE SHOWN IN THEIR RECOMMENDED LOCATIONS. IF A CONTROL MEASURE IS ADDED OR MOVED TO A MORE SUITABLE LOCATION, INDICATE THE REVISION ON THIS SHEET. THE BLANKS LEFT FOR OTHER MEASURES SHOULD BE USED IF AN ITEM NOT SHOWN ABOVE IS IMPLEMENTED ON SITE. ADDITIONAL PRACTICES FOR EROSION PREVENTION AND SEDIMENT CONTROL CAN BE FOUND IN APPENDIX D OF THE SWPPP.



7.75 ACRES



CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.  
IOWA CITY, IOWA 52240  
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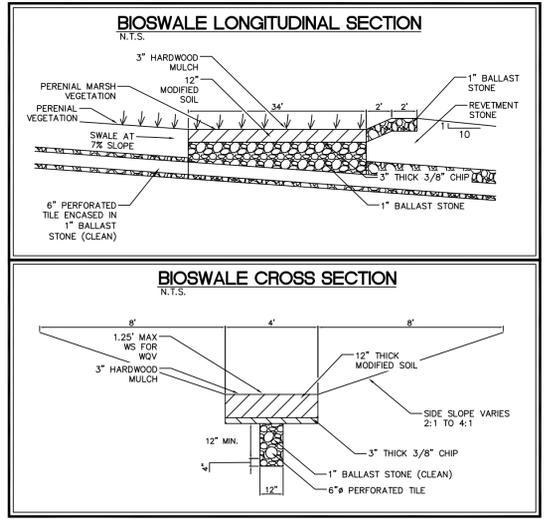
LOT B OF SW 1/4  
SEC. 6-79-4  
BOOK A, PAGE 360

STANDARD LEGEND AND NOTES	
	PROPERTY &/or BOUNDARY LINES
	CONGRESSIONAL SECTION LINES
	RIGHT-OF-WAY LINES
	CENTER LINES
	EXISTING RIGHT-OF-WAY LINES
	EXISTING CENTER LINES
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	LOT LINES, PLATTED OR BY DEED
	PROPOSED EASEMENT LINES
	EXISTING EASEMENT LINES
	BENCHMARK
	RECORDED DIMENSIONS
	CURVE SEGMENT NUMBER
	EXIST- 22-1
	PROP- 22-1
	POWER POLE W/DROP
	POWER POLE W/TRANS
	POWER POLE W/LIGHT
	GUY POLE
	LIGHT POLE
	SANITARY MANHOLE
	FIRE HYDRANT
	WATER VALVE
	DRAINAGE MANHOLE
	CURB INLET
	FENCE LINE
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
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	WATER LINES
	ELECTRICAL LINES
	TELEPHONE LINES
	GAS LINES
	CONTOUR LINES (1' INTERVAL)
	PROPOSED GROUND
	EXISTING TREE LINE
	EXISTING DECIDUOUS TREE & SHRUB
	EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

**EROSION CONTROL NOTES**  
 1. SEDIMENT TRAPS IN LOTS 20 AND 40 SHALL BE COMPLETELY INSTALLED AND FUNCTIONAL PRIOR TO STRIPPING TOPSOIL AND ALL OTHER SOIL DISTURBING ACTIVITIES.  
 2. INSTALL ALL PERIMETER DOWN SLOPE SILT FENCE, CONSTRUCTION ENTRANCE, CONCRETE WASH OUT, PORTABLE SANITARY FACILITY, AND SWPPP DOCUMENT STORAGE DEVICE PRIOR TO COMMENCING STRIPPING TOP SOIL AND ALL OTHER SOIL DISTURBING ACTIVITIES.  
 3. MAINTAIN A SILT FENCE ACROSS THE EXISTING TERMINATION OF SULLIVAN STREET UNTIL PREPARATION OF STREET SUB GRADE FOR PAVING IS UNDERWAY. SULLIVAN STREET SHALL NOT BE USED FOR A CONSTRUCTION ENTRANCE DURING CONSTRUCTION OF THE SUBDIVISION.  
 4. FOLLOWING COMPLETION OF CONSTRUCTION ACTIVITIES, ALL COMPACTED SOIL SURFACES SHALL BE DEEP TILLED PRIOR TO RE-SPREADING TOP SOIL. ALL DISTURBED AREAS SHALL BE SEEDED WITH TEMPORARY SEEDING PER SIDAS SPEC SECTION 9010.  
 5. THE TWO SEDIMENT TRAPS SHALL REMAIN IN SERVICE UNTIL THE LOT DIRECTLY WEST OF EITHER TRAP OR THE LOT WHERE THE TRAP IS LOCATED HAS A HOUSE CONSTRUCTED AND THE YARD IS ESTABLISHED.

**BIOSWALE NOTES:**  
 1. BIOSWALES ARE POSITIONED TO FIT WITHIN SITE PARAMETERS; THE SLOPE ALONG THE REAR PROPERTY LINE CONTROLS THE LENGTH OF EACH BIOSWALE CELL BASED ON DESIGN STANDARDS FOR SIDE SLOPES OF THE BIOSWALE.  
 2. EACH BIOSWALE IS SIZED TO PROVIDE TEMPORARY STORAGE OF THE RUNOFF VOLUME RESULTING FROM THE WATER QUALITY STORM EVENT (1.25" RAIN). THE STORED VOLUME IS TO PERCOLATE THROUGH THE BIOSWALE SURFACES IN LESS THAN 12 HOURS.  
 3. BIOSWALES SHALL BE CONSTRUCTED IN THE RESPECTIVE YARDS FOLLOWING HOME CONSTRUCTION DURING FINAL LOT GRADING AND REAR YARD TIE ESTABLISHMENT. THE 4" SUBGRAN SHALL BE INSTALLED AS A PART OF THE SUBDIVISION IMPROVEMENTS; ENGINEERING FABRIC SHALL BE INSTALLED ABOVE THE STONE CONTACTMENT PRIOR TO INSTALLATION OF THE BIOSWALE.  
 4. MAINTENANCE OF THE COMPLETED BIOSWALES SHALL BE BY THE CITY OF WEST BRANCH.



GRADING AND  
EROSION CONTROL  
PLAN

THE MEADOWS  
SUBDIVISION -  
PART 2  
WEST BRANCH  
CEDAR COUNTY  
IOWA

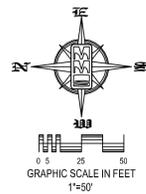
MMS CONSULTANTS, INC.

Date:	02-12-16
Designed by:	PVA
Drawn by:	JDM
Checked by:	GDM
Project No:	IOWA CITY 8815003
Field Book No:	
Scale:	1"=50'
Sheet No:	1

# PRELIMINARY PLAT

## THE MEADOWS SUBDIVISION - PART 2

### WEST BRANCH, IOWA



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

OWNER/SUBDIVIDER:  
KLM INVESTMENTS, INC.  
25 EASTVIEW PLACE NE  
IOWA CITY, IA 52240

SUBDIVIDER'S ATTORNEY:  
MICHAEL W. KENNEDY  
920 S. DUBUQUE STREET  
IOWA CITY, IA 52240

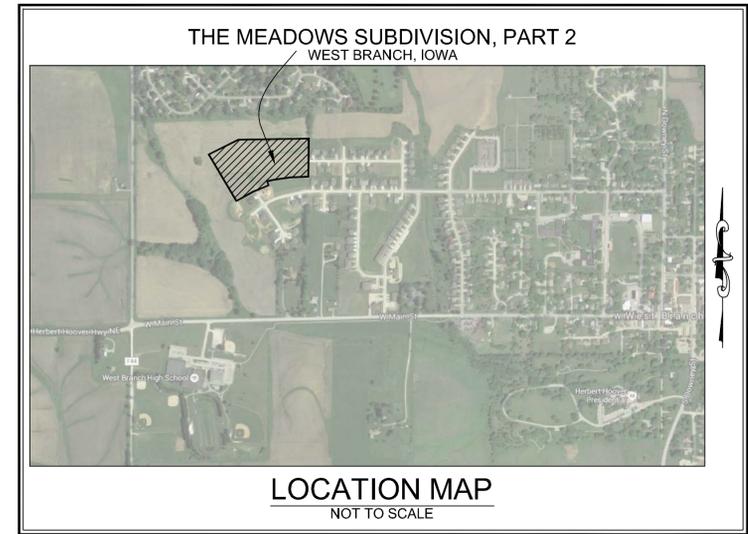
**LEGAL DESCRIPTION**  
BEGINNING AT THE NORTHEAST CORNER OF THE MEADOWS SUBDIVISION - PART ONE, WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF; THENCE S79°28'59"E, ALONG THE NORTH LINE OF SAID THE MEADOWS SUBDIVISION - PART ONE, 369.96 FEET; THENCE S14°37'27"E, ALONG SAID NORTH LINE, 41.90 FEET; THENCE S67°25'19"W, ALONG SAID NORTH LINE, 200.62 FEET; THENCE S22°34'41"E, ALONG SAID NORTH LINE, 20.16 FEET; THENCE S67°25'19"W, ALONG SAID NORTH LINE, 174.26 FEET, TO THE NORTHWEST CORNER THEREOF; THENCE N32°19'55"W, 472.62 FEET; THENCE N61°03'30"E, 271.17 FEET; THENCE S28°56'30"E, 23.66 FEET; THENCE N61°03'30"E, 68.43 FEET; THENCE S88°48'29"E, 80.24 FEET; THENCE S15°39'23"E, 32.45 FEET; THENCE N77°42'45"E, 246.77 FEET; THENCE N86°46'30"E, 234.27 FEET; THENCE S86°03'04"E, 75.92 FEET, TO A POINT ON THE WEST LINE OF PEDERSON VALLEY, PART FOUR, WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE RECORDED PLAT THEREOF; THENCE S00°51'21"W, ALONG SAID WEST LINE, 300.23 FEET, TO SAID POINT OF BEGINNING, CONTAINING 7.75 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

**DEVELOPMENT CHARACTERISTICS**  
CURRENT ZONING IS R-1 RESIDENTIAL  
ALL ADJACENT PROPERTIES ARE R-1 ZONING  
PROPOSED ZONING IS LISTED IN THE FOLLOWING TABLE:

LOTS 20 THROUGH 29, 36 THROUGH 40  
R-1 RESIDENTIAL  
RESIDENTIAL REQUIREMENTS  
MINIMUM LOT AREA 7,700 SF  
MINIMUM SETBACK FRONTAGE 70 FEET  
FRONT YARD SETBACK 25 FEET  
SIDE YARD SETBACK 8 FEET  
REAR YARD SETBACK 25 FEET

LOTS 30 THROUGH 35  
R-2 RESIDENTIAL  
RESIDENTIAL REQUIREMENTS  
MINIMUM LOT AREA 8,400 SF  
MINIMUM SETBACK FRONTAGE 70 FEET  
FRONT YARD SETBACK 25 FEET  
SIDE YARD SETBACK 8 FEET  
REAR YARD SETBACK 25 FEET

**REQUESTED VARIANCES:**  
1. A MAXIMUM OF 8% STREET GRADE FOR SULLIVAN STREET IS REQUESTED.  
2. THE REQUIRED MID-BLOCK CROSSING ON SULLIVAN STREET IS REQUESTED TO NOT BE REQUIRED DUE TO STREET GRADES ON SULLIVAN STREET.

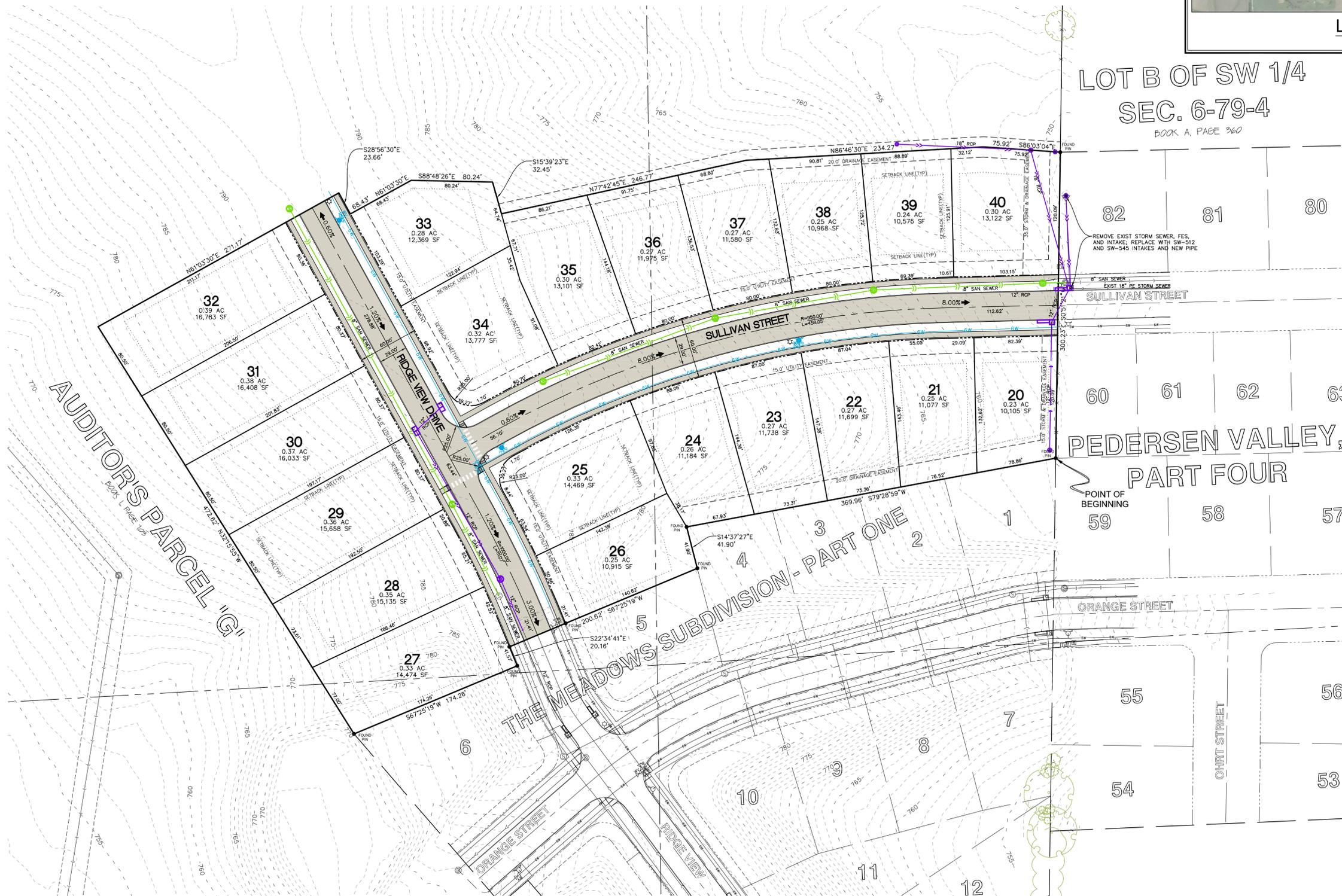


7.75 ACRES



CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS

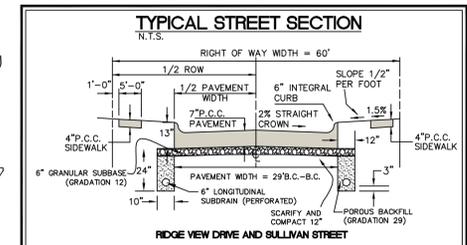
1917 S. GILBERT ST.  
IOWA CITY, IOWA 52240  
(319) 351-8282  
www.mmsconsultants.net



**STANDARD LEGEND AND NOTES**

---	PROPERTY &/or BOUNDARY LINES
---	CONGRESSIONAL SECTION LINES
---	RIGHT-OF-WAY LINES
---	EXISTING RIGHT-OF-WAY LINES
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---	RECORDED DIMENSIONS
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---	PROPP- POWER POLE W/DROP
---	POWER POLE W/TRANS
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---	FIRE HYDRANT
---	WATER VALVE
---	DRAINAGE MANHOLE
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Date	Revision
03-29-16	PER CITY REVIEW -JDM
04-12-16	PER CITY REVIEW -PVA
04-19-16	REVISED LOTS 36-40 PER CLIENT -JDM

PRELIMINARY PLAT

THE MEADOWS SUBDIVISION - PART 2  
WEST BRANCH CEDAR COUNTY IOWA

MMS CONSULTANTS, INC.

Date:	02-12-16
Designed by:	PVA
Field Book No.:	
Drawn by:	JDM
Scale:	1"=50'
Checked by:	GDM
Sheet No.:	1
Project No.:	8815003
IOWA CITY	

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

### **ORDINANCE NO. 739**

#### **AN ORDINANCE RE-ZONING TWO PARCELS OF REAL PROPERTY LOCATED NORTH OF WEST MAIN STREET FROM RESIDENCE R-1 SINGLE FAMILY DISTRICT TO RESIDENCE/BUSINESS RB-1 DISTRICT.**

WHEREAS, KLM Investments, Inc. has petitioned the City of West Branch for a zoning district amendment for two parcels, Rezoning Parcels #1 and #3, both portions of Auditor Parcel G; and

WHEREAS, Parcel #1 is an approximate 12.77-acre parcel located in the Meadows Subdivision, said parcel being legally described as Beginning at the Southwest Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N01°19'13"W, along the West Line of said Auditor Parcel "G", 755.33 feet; Thence N88°40'47"E, 157.95 feet; Thence S81°06'34"E, 108.86 feet; Thence S74°08'16"E, 365.98 feet; thence S57°30'03"E, 273.91 feet; Thence S02°51'42"E, 452.25 feet, to a Point on the South Line of said Auditor Parcel G; Thence S87°06'47"W, along said South Line, 854.78 feet, to the Point of Beginning. Said Rezoning Tract contains 12.77 Acres (556,235 square feet), and is subject to easements and restrictions of record; and;

WHEREAS, Parcel #3 is an approximate 0.82-acre parcel located in the Meadows Subdivision, said parcel being legally described as Commencing at the Southeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N00°40'57"E, along the East Line of said Auditor Parcel "G", 46.71 feet; Thence S87°07'22"W, along said East Line, 350.51 feet, to the POINT OF BEGINNING; Thence continuing S87°07'22"W, 113.67 feet; Thence Northwesterly, 40.82 feet along a 25.00 foot radius curve, concave Northeasterly, whose 36.44 foot chord bears N46°05'56"W; Thence N00°40'47"E, 233.75 feet; Thence S89°19'13"E, 140.00 feet, to a Point on the East Line of said Auditor Parcel "G"; Thence S00°40'47"W, along said East Line, 251.65 feet, to the Point of Beginning. Said Rezoning Tract #3 contains 0.82 Acre (35,685 square feet), and is subject to easements and restrictions of record; and

WHEREAS, KLM Investments, Inc. has requested that both parcels be rezoned to be located in a Residence/Business RB-1 District, in place of a Residence R-1 Single Family District; and

WHEREAS, the West Branch Planning and Zoning Commission has considered and voted on a recommendation to the City Council on the disposition of said rezoning request; and

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

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

Section 1. That the zoning map for the City of West Branch is hereby amended to show the parcels being located in a Residence/Business RB-1 District in place of a Residence R-1 Single Family District.

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

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

Section 4. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

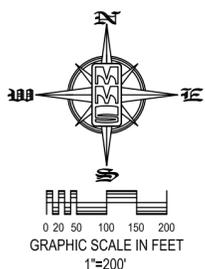
Passed and approved this 6th day of June, 2016.

Read First Time: May 2, 2016  
Read Second Time: June 6, 2016  
Read Third Time:

---

Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Matt Muckler, City Administrator/Clerk



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

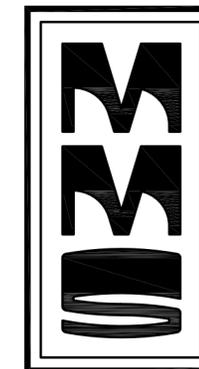
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OWNER'S ATTORNEY:  
MICHAEL W. KENNEDY  
920 S. DUBUQUE STREET  
IOWA CITY, IOWA 52240

# REZONING EXHIBIT

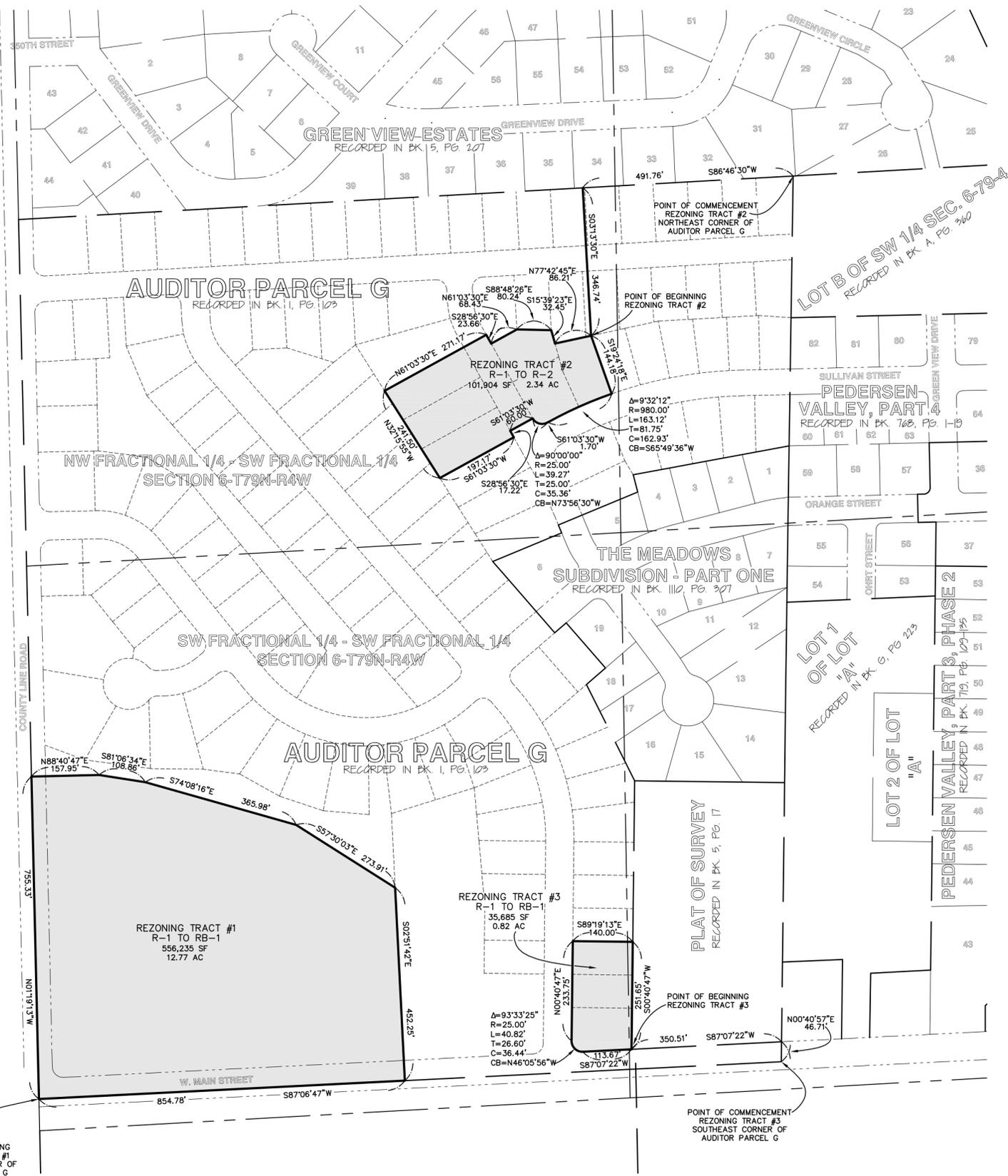
## THE MEADOWS SUBDIVISION

### WEST BRANCH, CEDAR COUNTY, IOWA



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

Date	Revision
03-03-2016	per gdm review - r/w



#### DESCRIPTION - REZONING TRACT #1 (R-1 TO RB-1)

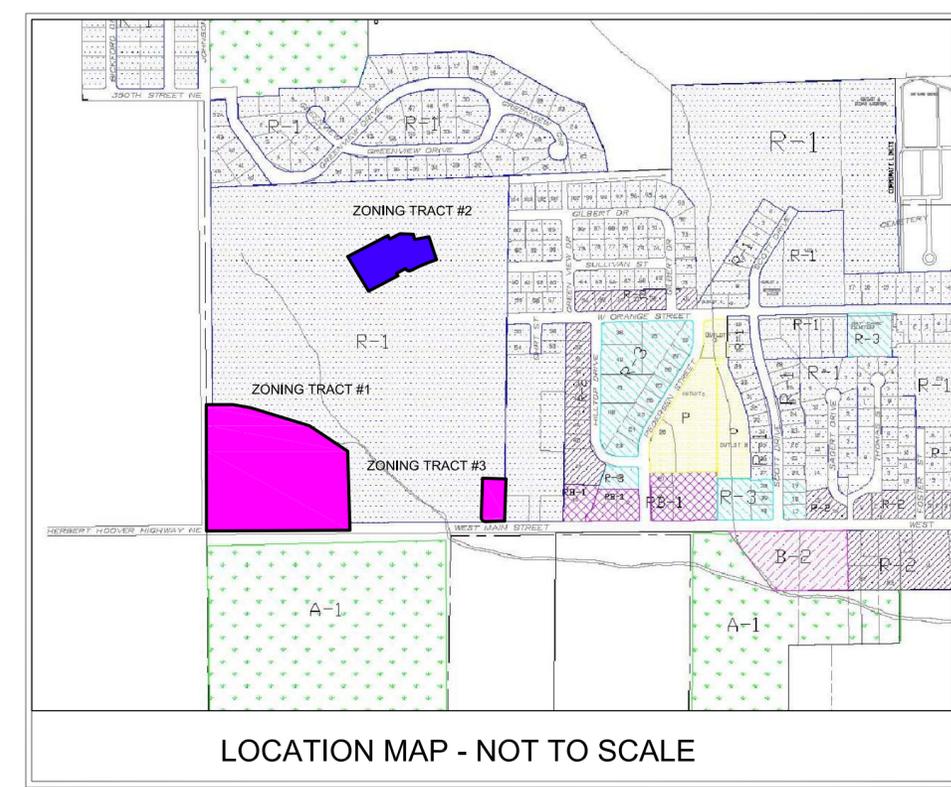
Beginning at the Southwest Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N01°19'13"W, along the West Line of said Auditor Parcel "G", 755.33 feet; Thence N88°40'47"E, 157.95 feet; Thence S81°06'34"E, 108.86 feet; Thence S74°08'16"E, 365.98 feet; Thence S57°30'03"E, 273.91 feet; Thence S02°51'42"E, 452.25 feet, to a Point on the South Line of said Auditor Parcel G; Thence S87°06'47"W, along said South Line, 854.78 feet, to the Point of Beginning. Said Rezoning Tract contains 12.77 Acres (556,235 square feet), and is subject to easements and restrictions of record.

#### DESCRIPTION - REZONING TRACT #2 (R-1 TO R-2)

Commencing at the Northeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence S86°46'30"W, along the North Line of said Auditor Parcel "G", 491.76 feet; Thence S03°13'30"E, 346.74 feet, to the POINT OF BEGINNING; Thence S19°24'18"E, 144.18 feet; thence Southwesterly, 163.12 feet, along a 980.00 foot radius curve, concave Southeasterly, whose 162.93 foot chord bears S65°49'36"W; Thence S61°03'30"W, 1.70 feet; Thence Northwesterly, 39.27 feet, along a 25.00 foot radius curve, concave Northeasterly, whose 35.36 foot chord bears N73°56'30"W; thence S61°03'30"W, 60.00 feet; thence S28°56'30"E, 17.22 feet; Thence S61°03'30"W, 197.17 feet; thence N32°15'55"W, 241.50 feet; thence N61°03'30"E, 271.17 feet; Thence S28°56'30"E, 23.66 feet; Thence N61°03'30"E, 68.43 feet; Thence S88°48'26"E, 80.24 feet; Thence S15°39'23"E, 32.45 feet; Thence N77°42'45"E, 86.21 feet, to the POINT OF BEGINNING. Said Rezoning Tract #2 contains 2.34 Acres (101,904 square feet), and is subject to easements and restrictions of record.

#### DESCRIPTION - REZONING TRACT #3 (R-1 TO RB-1)

Commencing at the Southeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N00°40'57"E, along the East Line of said Auditor Parcel "G", 46.71 feet; Thence S87°07'22"W, along said East Line, 350.51 feet, to the POINT OF BEGINNING; Thence continuing S87°07'22"W, 113.67 feet; Thence Northwesterly, 40.82 feet along a 25.00 foot radius curve, concave Northeasterly, whose 36.44 foot chord bears N46°05'56"W; Thence N00°40'47"E, 233.75 feet; Thence S89°19'13"E, 140.00 feet, to a Point on the East Line of said Auditor Parcel "G"; Thence S00°40'47"W, along said East Line, 251.65 feet, to the Point of Beginning. Said Rezoning Tract #3 contains 0.82 Acre (35,685 square feet), and is subject to easements and restrictions of record.



LOCATION MAP - NOT TO SCALE

### REZONING EXHIBIT

THE MEADOWS SUBDIVISION

PORTIONS OF AUDITOR PARCEL G IN THE FRAC SW 1/4 OF SECTION 6-T79N-R4W-5TH P.M.

WEST BRANCH CEDAR COUNTY IOWA

MMS CONSULTANTS, INC.

Date:	03-02-2016
Designed by:	GDM
Field Book No:	
Drawn by:	RLW
Scale:	1"=200'
Checked by:	GDM
Sheet No:	1
Project No:	8815003
IOWA CITY	
of:	1

ORDINANCE NO. 740

AN ORDINANCE AMENDING CHAPTER 165 “ZONING REGULATIONS.”

WHEREAS, the city staff of the City of West Branch, Iowa, believes that allowances for temporary directional signage for open house events in the city right-of-way should be allowed the Code section related to “For Sale” and “To Rent” signs; and

WHEREAS, the city staff of the City of West Branch, Iowa, believes that a clarification in the language contained within *Section 165.43 SIGNS* in the Zoning Code will aide Realtors and others wishing to buy and sell homes; and

WHEREAS, local Realtors have reviewed and provided input on these recommendations; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the city staff.

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsection to Chapter 165:

**165.43 SIGNS. – Amend as follows:**

165.43(1) Permitted Signs, R District.

165.43(1) (B) “For Sale” and “To Rent” Signs, subject to the following:

165.43(1) (B) (2) No sign shall project beyond the property line into the public way, **except for an open house or similar event. For an open house, portable off-premises residential directional signs announcing directions to a specific residence open house for sale or rent shall not exceed 42 inches in height. These signs may be located on the right-of-way outside of vehicular and bicycle lanes, but shall only be permitted for 48 hours prior to the open house and must be removed immediately after the open house.**

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 6th day of June, 2016.

First Reading:                      June 6, 2016

Second Reading:

Third Reading:

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Roger Laughlin, Mayor

Attest:

---

Matt Muckler, City Administrator/Clerk

Date of Sale: Monday, June 22, 2016  
 Tax-Exempt Bonds, Series 2016A  
 10:30 A.M., C.D.T. (Sealed Bids)

Monday, June 22, 2016  
 Taxable Bonds, Series 2016B  
 11:00 A.M., C.D.T. (Sealed Bids)

## Official Statement

*In the opinion of Dorsey & Whitney LLP, Bond Counsel, according to present laws, rulings and decisions and assuming compliance with certain covenants, the interest on the Bonds will be excluded from gross income for federal income tax purposes. Interest on the Bonds is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations under the Internal Revenue Code of 1986; provided, however, such interest is taken into account in determining adjusted current earnings for the purpose of computing the alternative minimum tax imposed on corporations (as defined for federal income tax purposes). The City will designate the Tax-Exempt Bonds as "qualified tax exempt obligations." See "TAX EXEMPTION AND RELATED CONSIDERATIONS – TAX-EXEMPT BONDS" herein. Interest on the Taxable Bonds is includable in gross income of the owners thereof for purposes of federal income taxation as discussed under the heading "TAXABILITY OF INTEREST – TAXABLE BONDS" herein. Interest on the Bonds is not exempt from present Iowa income taxes.*



### CITY OF WEST BRANCH Cedar and Johnson Counties, Iowa

**\$1,000,000 General Obligation Corporate Purpose Bonds, Series 2016A**  
**\$400,000 Taxable General Obligation Urban Renewal Bonds, Series 2016B**

**Dated Date of Delivery      Bank Qualified – Tax-Exempt Bonds      Book-Entry      Due Serially as Described Herein**

The \$1,000,000\* General Obligation Corporate Purpose Bonds, Series 2016A (the "Tax-Exempt Bonds"); and the \$400,000\* Taxable General Obligation Urban Renewal Bonds, Series 2016B (the "Taxable Bonds"); and, collectively with the Tax-Exempt Bonds (the "Bonds"), are being issued by the City of West Branch, Cedar and Johnson Counties, Iowa (the "City").

Interest on the Bonds is payable semiannually on June 1 and December 1 of each year, commencing June 1, 2017. The Bonds will be issued using a book-entry system. The Depository Trust Company ("DTC"), New York, New York, will act as securities depository for the Bonds. The ownership of one fully registered Bond for each series and maturity will be registered in the name of Cede & Co., as nominee for DTC and no physical delivery of Bonds will be made to purchasers. The Bonds will mature on June 1 as described herein. See "BOND ISSUE SUMMARY" herein.

### OPTIONAL REDEMPTION

The Tax-Exempt Bonds due June 1, 2018 - 2023, inclusive, are non-callable. The Tax-Exempt Bonds due June 1, 2024 - 2028, inclusive, are callable in whole or in part on any date on or after June 1, 2023, at a price of par and accrued interest. The Taxable Bonds due June 1, 2019 - 2022, inclusive, are non-callable. The Taxable Bonds due June 1, 2023 - 2026, inclusive, are callable in whole or in part on any date on or after June 1, 2022, at a price of par and accrued interest. If less than all the Bonds are called, they shall be redeemed in any series and any order of maturity as determined by the City and within any maturity by lot. See "OPTIONAL REDEMPTION" herein.

### PURPOSE, LEGALITY AND SECURITY

Bond proceeds will be used to: (i) pay the costs of constructing street, storm water drainage, sidewalk, water system and sanitary sewer system improvements; (ii) install street signage and signalization; (iii) pay the costs of land acquisition and site preparation for economic development and in-fill redevelopment projects; (iv) 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 (v) pay the costs of issuance of the Bonds. See the "THE PROJECT" herein.

In the opinion of Bond Counsel, Dorsey & Whitney LLP, Des Moines, Iowa, the Bonds will constitute valid and legally binding general obligations of the City payable both as to principal and interest from ad valorem taxes levied against all taxable property therein without limitation as to rate or amount, all except as limited by bankruptcy, insolvency, moratorium, reorganization and other similar laws relating to the enforcement of creditors' rights generally and except that enforcement by equitable and similar remedies, such as mandamus, is subject to the exercise of judicial discretion.

This Official Statement is dated June 8, 2016, and has been prepared under the authority of the City. An electronic copy of this Official Statement is available from the [www.speerfinancial.com](http://www.speerfinancial.com) web site under "Official Statement Sales Calendar". Additional copies may be obtained from Mr. Matt Muckler, City Administrator, City of West Branch, 110 N Poplar Street, West Branch, IA 52358-0218, or from the Registered Municipal Advisors to the City:

***Speer Financial, Inc.***  
 INDEPENDENT MUNICIPAL ADVISORS • ESTABLISHED 1954  
 ONE NORTH LASALLE STREET, SUITE 4100 • CHICAGO, ILLINOIS 60602  
 Telephone: (312) 346-3700; Facsimile: (312) 346-8833  
 531 COMMERCIAL STREET, SUITE 608 • WATERLOO, IOWA 50701  
 Telephone: (319) 291-2077; Facsimile: (319) 291-8628  
[www.speerfinancial.com](http://www.speerfinancial.com)

\*Subject to principal adjustment in accordance with the Official Terms of Offering.

(1) CUSIP numbers appearing in this Official Statement have been provided by the CUSIP Service Bureau, which is managed on behalf of the American Bankers Association by S&P Capital IQ, a part of McGraw Hill Financial Inc. The City is not responsible for the selection of CUSIP numbers and makes no representation as to their correctness on the Bonds or as set forth on the cover of this Official Statement.

For purposes of compliance with Rule 15c2-12 of the Securities and Exchange Commission, this document, as the same may be supplemented or corrected by the City from time to time (collectively, the “Official Statement”), may be treated as an Official Statement with respect to the Bonds described herein that is deemed near final as of the date hereof (or the date of any such supplement or correction) by the City.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law or deemed appropriate by the City, shall constitute a “Final Official Statement” of the City with respect to the Bonds, as that term is defined in Rule 15c2-12. Any such addendum shall, on and after the date thereof, be fully incorporated herein and made a part hereof by reference. Alternatively, such final terms of the Bonds and other information may be included in a separate document entitled “Final Official Statement” rather than through supplementing the Official Statement by an addendum or addenda.

No dealer, broker, salesman or other person has been authorized by the City to give any information or to make any representations with respect to the Bonds other than as contained in the Official Statement or the Final Official Statement and, if given or made, such other information or representations must not be relied upon as having been authorized by the City. Certain information contained in the Official Statement and the Final Official Statement may have been obtained from sources other than records of the City and, while believed to be reliable, is not guaranteed as to completeness. **THE INFORMATION AND EXPRESSIONS OF OPINION IN THE OFFICIAL STATEMENT AND THE FINAL OFFICIAL STATEMENT ARE SUBJECT TO CHANGE, AND NEITHER THE DELIVERY OF THE OFFICIAL STATEMENT OR THE FINAL OFFICIAL STATEMENT NOR ANY SALE MADE UNDER EITHER SUCH DOCUMENT SHALL CREATE ANY IMPLICATION THAT THERE HAS BEEN NO CHANGE IN THE AFFAIRS OF THE CITY SINCE THE RESPECTIVE DATES THEREOF.**

References herein to laws, rules, regulations, ordinances, resolutions, agreements, reports and other documents do not purport to be comprehensive or definitive. All references to such documents are qualified in their entirety by reference to the particular document, the full text of which may contain qualifications of and exceptions to statements made herein. Where full texts have not been included as appendices to the Official Statement or the Final Official Statement they will be furnished on request. This Official Statement does not constitute an offer to sell, or solicitation of an offer to buy, any securities to any person in any jurisdiction where such offer or solicitation of such offer would be unlawful.

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**OFFICIAL TERMS OF OFFERINGS**

## BOND ISSUE SUMMARY

This Bond Issue Summary is expressly qualified by the entire Official Statement, including each Official Terms of Offering and each Official Bid Form, which are provided for the convenience of potential investors and which should be reviewed in their entirety by potential investors. The following descriptions apply equally to the Bonds. Other terms specific to each Series are provided separately herein.

<b>Issuer:</b>	City of West Branch, Cedar and Johnson Counties, Iowa.
<b>Dated Date:</b>	Date of Delivery (expected to be on or about July 19, 2016).
<b>Interest Due:</b>	Each June 1 and December 1, commencing June 1, 2017.
<b>Authorization:</b>	The Bonds are being issued pursuant to authority established in Code of Iowa, Chapter 384, and all laws amendatory thereof and supplementary thereto, and in conformity with a resolution of the City Council duly passed and approved.
<b>Security:</b>	The Bonds are valid and legally binding obligations of the City payable both as to principal and interest from ad valorem taxes levied against all taxable property therein without limitation as to rate or amount, all except as limited by bankruptcy, insolvency, moratorium, reorganization and other similar laws relating to the enforcement of creditors' rights generally and except that enforcement by equitable and similar remedies, such as mandamus, is subject to the exercise of judicial discretion.
<b>No Investment Rating:</b>	The City does not intend to apply for an investment rating on the Bonds.
<b>Registrar/Paying Agent:</b>	Bankers Trust Company, Des Moines, Iowa.
<b>Book-Entry Form:</b>	The Bonds will be registered in the name of Cede & Co. as nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository of the Bonds. See <b>APPENDIX B</b> herein.
<b>Delivery Date:</b>	The Bonds are expected to be delivered on or about July 19, 2016.
<b>Denomination:</b>	\$5,000 or integral multiples thereof.
<b>Municipal Advisor:</b>	Speer Financial, Inc., Waterloo, Iowa and Chicago, Illinois.

**\$1,000,000\* GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2016A**

**AMOUNTS\*, MATURITIES, INTEREST RATES AND PRICE OR YIELDS**

<u>Principal Amount</u>	<u>Due June 1</u>	<u>Interest Rate</u>	<u>Yield or Price</u>	<u>Principal Amount</u>	<u>Due June 1</u>	<u>Interest Rate</u>	<u>Yield or Price</u>
\$85,000 .....	2018	_____%	_____%	\$ 90,000.....	2024	_____%	_____%
85,000 .....	2019	_____%	_____%	95,000.....	2025	_____%	_____%
85,000 .....	2020	_____%	_____%	95,000.....	2026	_____%	_____%
85,000 .....	2021	_____%	_____%	100,000.....	2027	_____%	_____%
90,000 .....	2022	_____%	_____%	100,000.....	2028	_____%	_____%
90,000 .....	2023	_____%	_____%				

*Any consecutive maturities may be aggregated into term bonds at the option of the bidder, in which case the mandatory redemption provisions shall be on the same schedule as above.*

**Issue:** \$1,000,000\* General Obligation Corporate Purpose Bonds, Series 2016A

**Principal Due:** Serially each June 1, commencing June 1, 2018 through 2028, as detailed above.

**Optional Redemption:** Tax-Exempt Bonds maturing on or after June 1, 2024, are callable at the option of the City on any date on or after June 1, 2023, at a price of par plus accrued interest. See “**OPTIONAL REDEMPTION**” herein.

**Purpose:** Tax-Exempt Bond proceeds will be used to: (i) pay the costs of constructing street storm water drainage, sidewalk, water system and sanitary sewer system improvements; (ii) install street signage and signalization; (iii) 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 (iv) pay the costs of issuance of the Bonds. See “**THE PROJECT**” herein.

**Tax Matters:** Dorsey & Whitney LLP, Des Moines, Iowa, will provide an opinion as to the tax exemption of the Tax-Exempt Bonds as discussed under “**TAX EXEMPTION AND RELATED CONSIDERATIONS**” in this Official Statement. Interest on the Tax-Exempt Bonds is not exempt from present State of Iowa income taxes. See **APPENDIX C** for a draft form of legal opinion for the Tax-Exempt Bonds.

**Bank Qualification:** The City intends to designate the Tax-Exempt Bonds as “qualified tax-exempt obligations.”

\*Subject to principal adjustment in accordance with the Official Terms of Offering.

**\$400,000\* TAXABLE GENERAL OBLIGATION URBAN RENEWAL BONDS, SERIES 2016B**

**AMOUNTS\*, MATURITIES, INTEREST RATES AND PRICES OR YIELDS**

<u>Principal Amount</u>	<u>Due June 1</u>	<u>Interest Rate</u>	<u>Yield or Price</u>	<u>Principal Amount</u>	<u>Due June 1</u>	<u>Interest Rate</u>	<u>Yield or Price</u>
\$45,000 .....	2019	____%	____%	\$50,000.....	2023	____%	____%
45,000 .....	2020	____%	____%	50,000.....	2024	____%	____%
50,000 .....	2021	____%	____%	55,000.....	2025	____%	____%
50,000 .....	2022	____%	____%	55,000.....	2026	____%	____%

*Any consecutive maturities may be aggregated into term bonds at the option of the bidder, in which case the mandatory redemption provisions shall be on the same schedule as above.*

- Issue:** \$400,000 Taxable General Obligation Urban Renewal Bonds, Series 2016B.
- Principal Due:** Serially each June 1, commencing June 1, 2019 through 2026, as detailed above.
- Optional Redemption:** Taxable Bonds maturing on or after June 1, 2023, are callable at the option of the City on any date on or after June 1, 2022, at a price of par plus accrued interest. See “**OPTIONAL REDEMPTION**” herein.
- Purpose:** The proceeds of the Taxable Bonds will be used to: (i) pay the costs of land acquisition and site preparation for economic development and in-fill redevelopment projects; and (ii) pay the costs of issuance of the Taxable Bonds. See “**THE PROJECT**” herein.
- Tax Matters:** The interest to be paid on the Taxable Bonds is subject to federal and Iowa state income taxes as discussed under “**TAXABILITY OF INTEREST – TAXABLE BONDS**” in this Official Statement. See **APPENDIX C** for a draft form of legal opinion for the Taxable Bonds.

\*Subject to principal adjustment in accordance with the Official Terms of Offering

## CITY OF WEST BRANCH

### Cedar and Johnson Counties, Iowa

Roger Laughlin  
*Mayor*

#### Council Members

Jordan M Ellyson

Colton Miller  
*Mayor Pro Tem*

Brian Pierce

Tim Shields

Mary Beth Stevenson

---

#### Officials

Matt Muckler  
*City Administrator/Clerk*

Gordon Edgar  
*Finance Officer/Treasurer*

Leslie Brick  
*Deputy City Clerk*

Kevin Olson  
*City Attorney*

## CITY INFORMATION

### General

The City of West Branch, Cedar and Johnson Counties, Iowa (the “City”) was first incorporated in 1851 and operates under the Home Rule provisions of the Constitution of Iowa. The City is a growing community in southeast Iowa. The City’s population increased approximately 6% from 2,188 in 2000 to 2,322 in 2010, as reported by the U.S. Census Bureau.

### City Organization and Services

The City operates under the Mayor-Council form of government. Policy is established by a Mayor and five council members. The Mayor and all five council members are elected at large for four-year terms. The City Administrator/Clerk, the Deputy City Clerk and the City Treasurer/Finance Officer are appointed by the City Council. The day-to-day operations of the City are the responsibility of the City Administrator. City operated facilities include the Town Hall (a community gathering space), the West Branch Public Library, the West Branch Fire Department and Public Works facilities, municipal water and sewer systems and the City Office.

Approximately 15 people are employed by the City on a full-time basis. The City considers its employee relations to be very good. The City employs four full-time police officers and is served by 30 volunteer firefighters who operate out of one centrally located fire station. The West Branch Fire Department provides services to several townships outside of the city limits as well. About two-thirds of the calls for service and financial support of the West Branch Fire Department comes from outside the City’s corporate boundaries.

Electricity and gas are supplied to the City by Alliant Energy and solid waste and recycling services are supplied through a contract agreement with Johnson County Refuse.

## **Transportation**

The City is located in southeastern Iowa off of the I-80 Interstate approximately 10 miles east of Iowa City and 40 miles west of Davenport. The City coordinates with a regional transportation planning agency, Regional Planning Affiliation 10 (RPA 10). RPA 10 is a seven-county region that includes Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington counties. RPA 10 facilitates coordination among local, regional, state, and federal agencies on transportation issues and plans. The City's location provides excellent transportation options for City businesses and residents. Main Street and Parkside Drive are the most heavily traveled city streets with 4,070 and 3,900 Average Annual Daily Trips (AADT) respectively. Interstate 80 has the highest traffic volume in the City with an AADT of 36,600. Iowa Interstate Railroad operates an east west line that runs approximately two and a half miles south of the City. The Eastern Iowa Airport in Cedar Rapids, Iowa and the Quad City International Airport in Moline, Illinois both provide commercial air transportation services and are located within forty-five minutes of the City.

## **Education**

Educational opportunities and facilities are provided by the West Branch Community School District (the "District"). The District provides public education through a senior high school, a middle school and an elementary school all located within the City limits. The District has an enrollment of approximately 769 students. The Board of Education, administrative team, teachers and support staff have high expectations for each student's success. Smaller class sizes allow for personalized learning experiences stemming from their ability to truly "know our learners." This is a quality many surrounding school districts simply cannot provide.

The City is also proud to be the home of Scattergood Friends School. Scattergood provides students from around the world a college preparatory education. They emphasize living in community and are devoted to fostering the growth of the whole person. Scattergood Friends School was founded in 1890 by the Religious Society of Friends (Quakers) for the education of Friends' children. Today, about one third of the students are from Friends families.

Post-secondary educational opportunities are readily available through the University of Iowa and Kirkwood Community College, with campuses only a fifteen-minute drive away. Several private colleges and universities, including Mount Mercy College and Coe College in Cedar Rapids and St. Ambrose University and Augustana College in the Quad Cities are within an hour's drive of the City.

## **Community Life**

The City is the birthplace of Herbert C. Hoover, the 31st President of the United States. Thousands of visitors come to West Branch every year to enjoy the Herbert Hoover Presidential Library-Museum and the Herbert Hoover National Historic Site and Prairie. In addition to featuring Hoover's Birthplace Cottage and the gravesite of Herbert and Lou Henry Hoover, visitors can take a walk through the restored 81-acre tallgrass prairie.

The City's premier event of the year is Hoover's Hometown Days is celebrated each year on the first weekend in August. The event features a celebration of Hoover's life, over 100 vendors, inflatable rides and games, the Mayor's Parade the annual National Hoover Ball Championship, and a fabulous fireworks display. Christmas Past is an annual celebration in Historic Downtown West Branch and a summer concert series takes place on the Village Green.

The City has several City parks distributed throughout the community and each offers a different type of recreational opportunity. The City's Park and Recreation Department provides youth sports opportunities, community programs and adult fitness and recreation. This Department is currently planning the development of the City's newest park, Wapsi Creek Park.

West Branch Family Practice, a Mercy Iowa Clinic, provides medical services to residents. Other health care offerings include chiropractic, physical therapy and dental services. Crestview Nursing and Rehab Center provides rehabilitation and skilled nursing services to 65 residents. City residents also enjoy the close proximity of Mercy Hospital and the University of Iowa Hospital and Clinics.

Residents of the City enjoy library services provided by the West Branch Public Library. On September 30, 1904 the City dedicated the Free Public Library, later to be known as the Enlow Public Library. A new library was constructed in 1993. The library has a collection of over 19,300 materials and a circulation of over 41,500 items. Library programs are very strong with 6,581 people participating in storytimes, family movie nights, and many of the different summer reading events.

### SOCIOECONOMIC INFORMATION

The following demographic information is for the City. Additional comparisons are made with Cedar County (the “County”) and the State of Iowa (the “State”).

#### Population

The following table reflects population trends for the City, the County and the State of Iowa.

#### Population Comparison(1)

Year	City Population	Percent Change	The County	Percent Change	The State	Percent Change
1970 .....	1,322	N/A	17,655	N/A	2,757,537	N/A
1980 .....	1,867	41.22%	18,635	5.55%	2,913,808	5.67%
1990 .....	1,908	2.20%	17,444	(4.09%)	2,776,785	(4.70%)
2000 .....	2,188	14.68%	18,187	4.26%	2,926,324	5.39%
2010 .....	2,322	6.12%	18,499	1.69%	3,046,355	4.10%

Note: (1) Source: U.S. Census Bureau.

#### Employment

Major City and County employers are shown below. The majority of City residents are employed within 50 miles of the City.

#### Major County Employers(1)

Location	Name	Business or Product	Approximate Employment(2)
West Branch.....	West Branch Community School District .....	Public Education .....	160
Durant .....	Norfolk Iron & Metal Co. ....	Steel Service Center .....	120
West Branch.....	ACCIONA Windpower North America, LLC .....	Wind Turbine Assembly .....	100
West Branch.....	Crestview Specialty Care .....	Health Care.....	95
Durant .....	Pioneer Hi-Bred International, Inc.....	Seed Processing .....	80
West Branch.....	Plastic Products Co., Inc .....	Plastic Moldings .....	70
Tipton .....	Xerxes Corporation .....	Fiberglass Tanks.....	55
Clarence.....	Wabash Transformers, Inc. ....	Transformers & Devices .....	40
Durant .....	Schumacher Company L.C. ....	Agricultural Equipment .....	38
Stanwood .....	North Cedar Recycling, LLC.....	Recycled Paper.....	30
Durant .....	SFS Intec, Inc. ....	Fasteners & Screws .....	30
Durant .....	Russelloy Foundry, Inc.....	Iron Castings.....	25
Tipton .....	Tipton Structural Fabrication, Inc.....	Steel Fabrication .....	20
West Branch.....	Tidewater Direct, LLC .....	Commercial Printing.....	20

Notes: (1) Source: Area Chambers of Commerce, selected telephone surveys and the 2016 Manufacturers' News Inc.  
 (2) Includes full and part-time as well as seasonal employees.

The following tables show employment by industry and by occupation for the City, the County and the State as reported by the 2010 - 2014 American Community Survey 5-Year Estimates from the U.S. Census Bureau.

### Employment By Industry(1)

Classification	The City		The County		The State	
	Number	Percent	Number	Percent	Number	Percent
Agriculture, forestry, fishing and hunting, and mining.....	13	0.9%	546	5.6%	62,344	4.0%
Construction.....	146	9.7%	833	8.5%	95,899	6.1%
Manufacturing.....	113	7.5%	1,465	14.9%	233,193	14.9%
Wholesale trade.....	47	3.1%	409	4.2%	45,376	2.9%
Retail trade.....	143	9.5%	1,242	12.6%	182,416	11.7%
Transportation and warehousing, and utilities.....	106	7.1%	571	5.8%	71,807	4.6%
Information.....	20	1.3%	115	1.2%	28,625	1.8%
Finance, insurance, real estate and rental and leasing.....	72	4.8%	371	3.8%	118,166	7.6%
Professional, scientific, management, administrative, and Waste management services.....	134	8.9%	770	7.8%	110,830	7.1%
Education, health and social services.....	497	33.1%	2,328	23.7%	379,192	24.3%
Arts, entertainment, recreation, accommodation and food services.....	89	5.9%	397	4.0%	116,274	7.4%
Other services.....	56	3.7%	427	4.3%	67,550	4.3%
Public administration.....	67	4.5%	350	3.6%	50,820	3.3%
Total.....	1,503	100.0%	9,824	100.0%	1,562,492	100.0%

Note: (1) Source: U.S. Census Bureau, American Community Survey 5-Year Estimates from 2010 - 2014.

### Employment By Occupation(1)

Classification	The City		The County		The State	
	Number	Percent	Number	Percent	Number	Percent
Management, professional, and related occupations.....	492	32.7%	3,154	32.1%	536,702	34.3%
Service occupations.....	270	18.0%	1,423	14.5%	258,198	16.5%
Sales and office occupations.....	421	28.0%	2,424	24.7%	369,512	23.6%
Natural Resources, construction, and maintenance occupations.....	145	9.6%	1,065	10.8%	147,530	9.4%
Production, transportation, and material moving occupations.....	175	11.6%	1,758	17.9%	250,550	16.0%
Total.....	1,503	100.0%	9,824	100.0%	1,562,492	100.0%

Note: (1) Source: U.S. Census Bureau, American Community Survey 5-Year Estimates from 2010 - 2014.

The following shows the annual average unemployment rates for the County, the State and the United States.

### Annual Average Unemployment Rates(1)

Calendar Year	The County	State of Iowa	United States
2007.....	3.3%	3.8%	4.6%
2008.....	3.5%	4.0%	5.8%
2009.....	5.4%	6.2%	9.3%
2010.....	5.5%	6.3%	9.6%
2011.....	5.2%	5.8%	8.9%
2012.....	4.5%	5.2%	8.1%
2013.....	4.1%	4.6%	7.4%
2014.....	4.0%	4.3%	6.2%
2015.....	3.4%	3.8%	5.3%
2016(2).....	4.4%	3.7%	4.9%

Notes: (1) Source: Iowa Workforce Development.  
 (2) As of March 2016.

## Building Permits

Total building permits have averaged approximately \$3,801,145 annually over the last five years in the City, excluding the value of land.

### City Building Permits(1) (Excludes the Value of Land)

Calendar Year	Total Value
2008	\$6,096,077
2009	1,411,071
2010	2,357,883
2011	2,762,294
2012	2,451,321
2013	6,882,600
2014	4,351,650
2015	2,557,858

Note: (1) Source: The City.

## Housing

According to the 2010 - 2014 American Community Survey 5-Year Estimates from the U.S. Census Bureau, the median value of the City's owner-occupied homes was \$141,000. This compares to \$134,200 for the County and \$126,300 for the State. The following table represents the five year average market value of specified owner-occupied units for the City, the County and the State at the time of the 2010 - 2014 American Community Survey.

### Specified Owner-Occupied Units(1)

Value	The City		The County		The State	
	Number	Percent	Number	Percent	Number	Percent
Under \$50,000	168	20.6%	534	8.8%	102,799	11.6%
\$ 50,000 to \$ 99,999	55	6.7%	1,379	22.8%	221,298	25.0%
\$100,000 to \$149,999	220	26.9%	1,578	26.1%	205,311	23.2%
\$150,000 to \$199,999	200	24.5%	1,177	19.4%	149,310	16.9%
\$200,000 to \$299,999	149	18.2%	956	15.8%	131,066	14.8%
\$300,000 to \$499,999	20	2.4%	249	4.1%	56,523	6.4%
\$500,000 to \$999,999	0	0.0%	90	1.5%	14,404	1.6%
\$1,000,000 or more	5	0.6%	93	1.5%	4,273	0.5%
Total	817	100.0%	6,056	100.0%	884,984	100.0%

Mortgage Status	The City		The County		The State	
	Number	Percent	Number	Percent	Number	Percent
Housing Units with a Mortgage	611	74.8%	3,792	62.6%	546,451	61.7%
Housing Units without a Mortgage	206	25.2%	206	25.2%	338,533	38.3%
Total	426	100.0%	4,960	100.0%	884,984	100.0%

Note: (1) Source: U.S. Census Bureau, American Community Survey 5-year estimates 2010 - 2014.

## Income

According to the 2010 - 2014 American Community Survey 5-Year Estimates from the U.S. Census Bureau, the City had a median household income of \$73,646. This compares to \$66,922 for the County and \$66,829 for the State. The following table represents the distribution of household incomes for the City, the County and the State at the time of the 2010 - 2014 American Community Survey.

### Family Income(1)

Income	The City		The County		The State	
	Number	Percent	Number	Percent	Number	Percent
Under \$10,000 .....	15	2.1%	92	1.8%	27,085	3.4%
\$ 10,000 to \$ 14,999 .....	12	1.6%	111	2.1%	18,696	2.3%
\$ 15,000 to \$ 24,999 .....	48	6.6%	247	4.7%	52,443	6.6%
\$ 25,000 to \$ 34,999 .....	54	7.4%	345	6.6%	67,654	8.5%
\$ 35,000 to \$ 49,999 .....	63	8.6%	566	10.8%	108,497	13.6%
\$ 50,000 to \$ 74,999 .....	180	24.6%	1,633	31.1%	178,835	22.4%
\$ 75,000 to \$ 99,999 .....	168	23.0%	990	18.8%	136,631	17.1%
\$100,000 to \$149,999 .....	148	20.2%	915	17.4%	133,785	16.8%
\$150,000 to \$199,999 .....	26	3.6%	172	3.3%	40,514	5.1%
\$200,000 or more .....	17	2.3%	182	3.5%	32,891	4.1%
Total .....	731	100.0%	5,253	100.0%	797,031	100.0%

Note: (1) Source: U.S. Census Bureau, American Community Survey 5-year estimates 2010 - 2014.

### Agriculture

Shown below is information on the agricultural value of the Cedar County and the statewide averages:

#### Average Value Per Acre(1)

Average Value Per Acre:	2011	2012	2013	2014	2015
Cedar County .....	\$7,226	\$8,545	\$9,566	\$9,327	\$8,741
State of Iowa .....	6,708	8,296	8,716	7,943	7,633

Note: (1) Source: Cooperative Extension Service - Iowa State University.

### Local Option Sales Tax

The City approved a 1% local option sales and service tax (“Local Option Tax”) beginning July 1, 2011. The Local Option Tax was renewed at a General Election held on November 4, 2014 effective July 1, 2015. The sunset date for this Local Option Sales Tax is June 30, 2025. The City’s Local Option Tax referendum question stated that proceeds of such tax would be designated for the City of West Branch Park Improvements.

Once approved, a Local Option Tax can only be repealed through a public referendum at which a majority voting approve the repeal or tax rate change. Contiguous municipalities are one unit for this purpose. If a Local Option Tax is not imposed county-wide, then the question of repeal is voted upon only by voters in such areas of a county where the tax has been imposed. A Local Option Tax may not be repealed within one year of the effective date.

The State of Iowa Department of Revenue (the “Department”) administers collection and disbursement of all local option sales and services taxes in conjunction with administration of the State-wide sales, services and use tax presently assessed at 6%. The Department is required by statute to remit at least 95% of the estimated tax receipts to a county board of supervisors (for taxes imposed in unincorporated areas) and to each incorporated city. Such remittances are on a monthly basis. Once a year the Department reconciles its monthly estimated payments and makes an adjustment payment or debit at the November 10 payment date. Remittance of collections within a county are based upon the following statutory formula for county-wide collections:

- 75 percent: Based on a pro rata share of population (the most recent certified federal census) of those incorporated or unincorporated areas in a county which have approved a Local Option Tax.
- 25 percent: Based on a pro rata share of total property tax dollars levied during the three year period beginning July 1, 1982, through June 30, 1985, for those incorporated or unincorporated areas of a county which have approved a Local Option Tax.

Local Option Taxes are based on the same sales currently taxed by the state-wide 6% sales and services tax, with the present statutory exceptions of use taxes, lottery tickets, motor fuel and special fuels, certain farm machinery, industrial equipment, and the sale of automobiles, room rental already subject to a hotel/motel tax, or natural gas or electricity already subject to a city or county franchise fee or user fee.

The following table shows the trend of City Local Option tax receipts.

**Local Option Sales Tax Receipts(1)(2)**

<u>Fiscal Year</u>	Local Option Sales Tax <u>Receipts</u>	Percent <u>Change +(-)</u>
2011-12.....	\$154,722	N/A
2012-13.....	151,147	2.31%
2013-14.....	163,852	8.41%
2014-15.....	167,311	2.11%
2015-16.....	165,504(3)	(1.08%)

- Notes: (1) Source: the Iowa Department of Revenue.  
 (2) Includes a makeup payment in November attributable to the previous fiscal year.  
 (3) Collections received or expected to be received not including any allowance for the reconciliation payment.

**Retail Sales**

The Department of Revenue of the State of Iowa provides retail sales figures based on sales tax reports for years ending June 30. The Department of Revenue figures provide recent data to confirm trends in retail sales activity in the City. The following amounts exclude the City’s Local Option Tax.

**Retail Taxable Sales(1)(2)**

<u>Year Ending June 30th</u>	<u>Taxable Sales</u>	Annual Percent <u>Change + (-)</u>
2006.....	\$12,386,479	N/A
2007.....	13,278,475	7.20%
2008.....	14,408,342	8.51%
2009.....	13,691,425	(4.98%)
2010.....	13,170,762	(3.80%)
2011.....	13,074,548	(0.73%)
2012.....	13,592,099	3.96%
2013.....	12,734,002	(6.31%)
2014.....	13,550,120	6.41%
2015.....	15,480,512	14.25%
Growth from 2006 to 2015.....		24.98%

- Notes: (1) Source: the Iowa Department of Revenue.  
 (2) Fiscal years 2006-2008 amounts reflect a year ending March 31st

**THE PROJECT**

The Tax-Exempt Bond proceeds will be used to: (i) pay the costs of constructing street storm water drainage, sidewalk, water system and sanitary sewer system improvements; (ii) install street signage and signalization; (iii) 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 (iv) pay the costs of issuance of the Bonds.

The proceeds of the Taxable Bonds will be used to: (i) pay the costs of land acquisition and site preparation for economic development and in-fill redevelopment projects; and (ii) pay the costs of issuance of the Taxable Bonds.

## DEBT INFORMATION

After issuance of the Bonds, the City will have outstanding \$4,650,757\* principal amount of general obligation debt. The City has \$539,000 outstanding in water revenue debt through the state revolving fund program, which does not count against their debt limitation.

The City has a general obligation legal debt limit equal to 5% of Actual Valuation. For the January 1, 2014 Actual Valuation of \$189,381,855 (including tax increment valuation and excluding military exemption valuation) applied to fiscal year 2015/16, the total limit is \$9,469,093. Including the Bonds, the estimated principal amount of bonded and non-bonded debt applicable to this limit is \$4,650,757\*, resulting in a legal debt margin of \$4,818,336\*.

### General Obligation Debt Summary(1) (Principal Only)

Series 2013 Refunding Bonds.....	\$2,165,000
Series 2013 Property Acquisition Note .....	290,757
Series 2015 Corporate Purpose Bonds .....	795,000
The Tax-Exempt Bonds(2) .....	1,000,000
The Taxable Bonds(2).....	<u>400,000</u>
Total(2) .....	<u>\$4,650,757</u>

Notes: (1) Source: the City  
 (2) Subject to Change.

### General Obligation Bonded Debt(1) (Principal Only)

Fiscal Year Ending June 30	Prop Acquisition			Total GO Outstanding Debt	The Tax-Exempt Bonds(2)	The Taxable Bonds(2)	Total Debt(2)	Cumulative Retirement(2)	
	Series 2013	Series 2013	Series 2015					Amount	Percent
2017 .....	\$ 165,000	\$ 37,946	\$ 80,000	\$ 282,946	\$ 0	\$ 0	\$ 282,946	\$ 282,946	6.08%
2018 .....	165,000	39,084	85,000	289,084	85,000	0	374,084	657,030	14.13%
2019 .....	165,000	40,257	85,000	290,257	85,000	45,000	420,257	1,077,287	23.16%
2020 .....	170,000	41,464	85,000	296,464	85,000	45,000	426,464	1,503,751	32.33%
2021 .....	175,000	42,708	85,000	302,708	85,000	50,000	437,708	1,941,459	41.75%
2022 .....	175,000	43,989	90,000	308,989	90,000	50,000	448,989	2,390,448	51.40%
2023 .....	180,000	45,309	90,000	315,309	90,000	50,000	455,309	2,845,757	61.19%
2024 .....	185,000	0	95,000	280,000	90,000	50,000	420,000	3,265,757	70.22%
2025 .....	190,000	0	100,000	290,000	95,000	55,000	440,000	3,705,757	79.68%
2026 .....	80,000	0	0	80,000	95,000	55,000	230,000	3,935,757	84.63%
2027 .....	80,000	0	0	80,000	100,000	0	180,000	4,115,757	88.50%
2028 .....	80,000	0	0	80,000	100,000	0	180,000	4,295,757	92.37%
2029 .....	85,000	0	0	85,000	0	0	85,000	4,380,757	94.19%
2030 .....	85,000	0	0	85,000	0	0	85,000	4,465,757	96.02%
2031 .....	90,000	0	0	90,000	0	0	90,000	4,555,757	97.96%
2032 .....	<u>95,000</u>	<u>0</u>	<u>0</u>	<u>95,000</u>	<u>0</u>	<u>0</u>	<u>95,000</u>	4,650,757	100.00%
Total .....	<u>\$2,165,000</u>	<u>\$290,757</u>	<u>\$795,000</u>	<u>\$3,250,757</u>	<u>\$1,000,000</u>	<u>\$400,000</u>	<u>\$4,650,757</u>		

Notes: (1) Source: the City. Mandatory redemption amounts are shown for term bonds.  
 (2) Subject to change.

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### Statement of Indebtedness(1)(2)

City Actual Value January 1, 2014.....	\$189,381,855
City Taxable Value January 1, 2014 .....	\$128,737,638

	<u>Total</u>	<u>Applicable</u>		<u>Ratio to City Actual</u>	<u>Ratio to City Taxable</u>	<u>Per Capita (2010 Pop. 2,322)</u>
		<u>Percent</u>	<u>Amount</u>			
Direct Debt(3) .....	\$ 4,650,757	100.00%	\$4,650,757	2.46%	3.61%	\$2,002.91
Total Direct Debt(3) .....	\$ 4,650,757	100.00%	\$4,650,757	2.46%	3.61%	\$2,002.91
Overlapping Debt:						
West Branch Community School District.....	\$ 725,000	39.50%	\$ 286,375	0.15%	0.22%	\$ 123.33
Kirkwood Community College(4).....	112,894,427	0.55%	620,919	0.33%	0.48%	267.41
Cedar County .....	40,000	11.11%	4,444	0.00%	0.00%	1.91
Johnson County.....	8,490,000	0.05%	4,245	0.00%	0.00%	1.83
Total Overlapping Debt.....	\$ 915,983		\$ 915,983	0.48%	0.70%	\$ 394.48
Total Direct and Overlapping Debt(3).....	\$5,566,740		\$5,566,740	2.94%	4.31%	\$2,397.39

City Actual Value 2014 Per Capita.....	\$81,559.80
City Taxable Value 2014 Per Capita .....	\$55,442.57

- Notes: (1) Source: the City, Audited Financial Statements and EMMA for the Counties, West Branch Community School District, and Kirkwood Community College.  
 (2) As of date of issuance of the Bonds for Direct Debt and June 2, 2016 for overlapping debt.  
 (3) Subject to change.  
 (4) Excludes \$61,560,000 of Lease Certificates and Industrial New Jobs Training Certificates which are retired by proceeds from anticipated job credits from withholding taxes.

### PROPERTY TAX INFORMATION

#### Property Tax Assessment

In compliance with Section 441.21 of the Code of Iowa, as amended, the State Director of Revenue annually directs all county auditors to apply prescribed statutory percentages to the assessments of certain categories of real property. The final values, called Actual Valuation, are then adjusted by the County Auditor. Taxable Valuation subject to tax levy is then determined by the application of State determined rollback percentages, principally to residential property.

Beginning in 1978, the State required a reduction in Actual Valuation to reduce the impact of inflation on its residents. The resulting value is defined as the Taxable Valuation. Such rollback percentages may be changed in future years. Certain historical rollback percentages for residential, multi-residential, agricultural and commercial valuations are as follows:

#### Percentages for Taxable Valuation After Rollbacks(1)

<u>Fiscal Year</u>	<u>Residential</u>	<u>Multi-Residential(2)</u>	<u>Ag Land &amp; Buildings</u>	<u>Commercial</u>
2007/08.....	45.5596%	N/A	100.0000%	100.0000%
2008/09.....	44.0803%	N/A	90.1023%	99.7312%
2009/10.....	45.5893%	N/A	93.8568%	100.0000%
2010/11.....	46.9094%	N/A	66.2715%	100.0000%
2011/12.....	48.5299%	N/A	69.0152%	100.0000%
2012/13.....	50.7518%	N/A	57.5411%	100.0000%
2013/14.....	52.8166%	N/A	59.9334%	100.0000%
2014/15.....	54.4002%	N/A	43.3997%	95.0000%
2015/16.....	55.7335%	N/A	44.7021%	90.0000%
2016/17.....	55.6259%	86.2500%	46.1068%	90.0000%

- Notes: (1) Source: the Iowa Department of Revenue.  
 (2) New category beginning with fiscal year 2017.

Property is assessed on a calendar year basis. The assessments finalized as of January 1 of each year are applied to the following tax year. For example, the assessments finalized on January 1, 2014, are used to calculate tax liability for the tax year starting July 1, 2015 through June 30, 2016.

## Property Tax Collection

Each county is required by State law to collect all tax levies within its jurisdiction and remit, before the fifteenth of each month, the amount collected through the last day of the preceding month to underlying units of government, including the City. Property tax payments are made at the office of each county treasurer in full or one-half by September 30 and March 31, pursuant to the Code of Iowa, Sections 445.36 and 445.37. Where the first half of any property tax has not been paid by October 1, such installment becomes delinquent. If the second installment is not paid, it becomes delinquent on April 1. Delinquent taxes and special assessments are subject to a penalty at the rate of one and one-half percent per month, to a maximum of eighteen percent per annum.

If taxes are not paid when due, the property may be offered at the regular tax sale on the third Wednesday of June following the delinquency date. Purchasers at the tax sale must pay an amount equal to the taxes, special assessments, interest and penalties due on the property, and funds so received are applied to the payment of taxes. A property owner may redeem from the regular tax sale, but failing redemption within two years, the tax sale purchaser is entitled to a deed which in general conveys the title free and clear of all liens except future installments of taxes.

### Actual (100%) Valuations for the City(1)(2)

Property Class	Fiscal Year:	2012/13	2013/14	2014/15	2015/16	2016/17
	Levy Year January 1:	2011	2012	2013	2014	2015(5)
Residential .....		\$107,525,860	\$107,759,780	\$110,806,600	\$113,623,050	\$117,035,070
Agricultural .....		748,570	748,570	1,139,080	1,127,430	1,158,690
Commercial .....		37,634,220	51,084,718	53,829,055	56,395,165	57,562,434
Industrial .....		20,356,454	21,232,636	18,371,966	14,269,300	13,878,580
Multi-residential .....		0	0	0	0	3,640,220
Utilities without Gas and Electric (3) .....		408,093	310,412	207,299	151,407	136,349
Gas and Electric Utilities (3) .....		3,133,697	3,262,195	3,473,867	3,963,663	4,460,337
Less: Military Exemption.....		(161,124)	(157,420)	(159,272)	(148,160)	(150,012)
Total .....		\$169,645,770	\$184,240,891	\$187,668,595	\$189,381,855	\$197,721,668
Percent Change +/-.....		4.58%(4)	8.60%	1.86%	0.91%	4.40%

- Notes: (1) Source: Iowa Department of Management.  
 (2) Includes tax increment finance (TIF) valuations used in the following amounts:

January 1:	2011	2012	2013	2014	2015
TIF Valuation .....	\$ 3,394,835	\$10,550,110	\$ 0	\$5,270,278	\$5,124,839

- (3) See "PROPERTY TAX INFORMATION - Utility Property Tax Replacement" herein.  
 (4) Based on 2010 Actual Valuation of \$162,209,847.  
 (5) Preliminary subject to change.

For the January 1, 2015 levy year, the City's Taxable Valuation was comprised of approximately 48% residential, 39% commercial, 9% industrial, 2% multi-residential, 1% utilities, and less than 1% agriculture, and military exemption.

### Taxable ("Rollback") Valuations for the City(1)(2)

Property Class	Fiscal Year:	2012/13	2013/14	2014/15	2015/16	2016/17
	Levy Year January 1:	2011	2012	2013	2014	2015(5)
Residential .....		\$ 54,571,273	\$ 56,915,099	\$ 60,278,986	\$ 63,326,076	\$ 65,101,809
Agricultural .....		430,735	448,649	494,357	503,986	534,234
Commercial .....		37,634,220	51,084,718	51,137,666	50,755,648	51,806,191
Industrial .....		20,356,454	21,232,636	17,453,373	12,842,370	12,490,722
Multi-residential .....		0	0	0	0	3,139,694
Utilities without Gas and Electric (3) .....		408,093	310,412	207,299	151,407	136,349
Gas and Electric Utilities (3) .....		1,342,585	1,303,167	1,346,511	1,306,511	1,316,720
Less: Military Exemption.....		(161,124)	(157,420)	(159,272)	(148,160)	(150,012)
Total .....		\$114,582,236	\$131,137,261	\$130,758,920	\$128,737,638	\$134,375,707
Percent Change +/-.....		7.90%(4)	14.45%	(0.29%)	(1.55%)	4.38%

- Notes: (1) Source: Iowa Department of Management.  
 (2) Includes tax increment finance (TIF) valuations used in the following amounts:

January 1:	2011	2012	2013	2014	2015
TIF Valuation .....	\$3,394,835	\$10,550,110	\$ 0	\$5,270,278	\$5,124,839

- (3) See "PROPERTY TAX INFORMATION - Utility Property Tax Replacement" herein.  
 (4) Based on 2010 Taxable Valuation of \$106,188,930.  
 (5) Preliminary subject to change.

The following shows the trend in the City's tax extensions and collections.

**Tax Extensions and Collections(1)(2)**

Levy Year	Collection Year	Amount Levied	Amount Collected(2)	Percent Collected
2006	2007-2008	\$ 809,106	\$ 826,021	102.09%
2007	2008-2009	944,563	948,706	100.44%
2008	2009-2010	1,036,623	1,053,699	101.65%
2009	2010-2011	1,021,020	1,035,263	101.39%
2010	2011-2012	1,142,324	1,157,868	101.36%
2011	2012-2013	1,339,588	1,329,716	99.26%
2012	2013-2014	1,467,843	1,559,380	106.24%
2013	2014-2015	1,570,368	1,537,121	97.88%
2014	2015-2016	1,559,987	--In Collection--	

Notes: (1) Source: the City.  
 (2) Includes delinquent taxes.

**Principal Taxpayers(1)**

Taxpayer Name	Business/Service	January 1, 2014 Taxable Valuation(2)
Procter & Gamble Hair Care, LLC	Hair Products Manufacturing	\$22,466,402
Realty Income Properties 17 LLC	Real Estate	10,043,951
Acciona Windpower North America, LLC	Manufacturing	7,245,000
Plastics Products Company, Inc.	Plastics Products	3,108,456
Distributors Real Estate, Inc.	Real Estate	1,857,204
Care Initiatives	Nursing Home	1,547,017
Hames Manufactured Home	Manufactured Homes	1,295,856
T & J Sexton Enterprises LLC	Real Estate	1,242,162
Cargill Incorporated	Animal Feed	1,069,371
Tidewater Realty, LLC	Real Estate	955,089
Total		\$50,830,508
Ten Largest Taxpayers as Percent of City's 2014 Taxable Value (\$128,737,638)		39.48%

Notes: (1) Source: the County.  
 (2) Every effort has been made to seek out and report the largest taxpayers. However, many of the taxpayers listed contain multiple parcels and it is possible that some parcels and their valuations have been overlooked.

**Levy Limits**

Normal municipal operations and maintenance costs are generally funded through the corporate property tax levy. Iowa State Code does not allow the municipal general fund to be taxed above \$8.10 per thousand dollars of taxable value in any one year. In addition to the General Fund, there are several other tax funds that the City can create and use for specific purposes.

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The property tax rates for the City from levy year 2010 through levy year 2014 are shown below:

**Property Tax Rates: Levy Years 2010 - 2014(1)(2)**  
 (Per \$1,000 Actual Valuation)

Fiscal Year: Levy Year:	2011/12 <u>2010</u>	2012/13 <u>2011</u>	2013/14 <u>2012</u>	2014/15 <u>2013</u>	2015/16 <u>2014</u>
<b>The City:</b>					
General Fund.....	\$ 8.10000	\$ 8.10000	\$ 8.10000	\$ 8.10000	\$ 8.10000
Debt Service .....	1.72328	1.28431	1.85483	1.56175	1.87732
Pension and Benefits .....	1.31241	1.61800	1.19753	1.22827	1.51194
Others.....	<u>0.90813</u>	<u>1.04151</u>	<u>0.89146</u>	<u>1.15380</u>	<u>1.10456</u>
Total City Rate .....	<u>\$12.04382</u>	<u>\$12.04382</u>	<u>\$12.04382</u>	<u>\$12.04382</u>	<u>\$12.59382</u>
<b>Others:</b>					
Cedar County.....	\$ 5.55042	\$ 5.51581	\$ 5.36774	\$ 5.75937	\$ 5.71955
West Branch Community School District .....	14.05544	13.96841	13.97611	14.10551	14.17879
Kirkwood Community College .....	0.99870	1.07888	1.06473	1.05754	1.06125
Other .....	<u>0.66101</u>	<u>0.66221</u>	<u>0.60805</u>	<u>0.61958</u>	<u>0.60444</u>
Total Rate .....	<u>\$33.30939</u>	<u>\$33.26913</u>	<u>\$33.06045</u>	<u>\$33.58582</u>	<u>\$34.15785</u>

- Notes: (1) Source: the Iowa Department of Management.  
 (2) Does not include the tax rate for agriculture.

**Utility Property Tax Replacement**

Property owned by entities involved primarily in the production, delivery, service and sale of electricity and natural gas (“Utilities”) pay a replacement tax based upon the delivery of energy by Utilities in lieu of property taxes. All replacement taxes are allocated among local taxing bodies by the State Department of Revenue and Finance and the Department of Management. This allocation is made in accordance with a general allocation formula developed by the Department of Management on the basis of general property tax equivalents. Utility properties paying the replacement tax are exempt from the levy of property tax by political subdivisions. In addition to the replacement tax, Utility property will continue to be valued by a special method as provided in the statute and taxed at the rate of three cents per one thousand dollars for the general fund of the State.

By statute, the replacement tax collected by the State and allocated among local taxing bodies (including the City) shall be treated as property tax when received and shall be disposed of by the county treasurer as taxes on real estate. It is possible that the general obligation debt capacity of the City could be adjudicated to be proportionately reduced in future years if Utility property were determined to be other than “taxable property” for purposes of computing the City’s debt limit under Article XI of the Constitution of the State of Iowa. There can be no assurance that future legislation will not (i) operate to reduce the amount of debt the City can issue or (ii) adversely affect the City’s ability to levy taxes in the future for the payment of the principal of and interest on its outstanding debt obligations, including the Bonds. Approximately 1% of the City’s tax base currently is Utility property.

Notwithstanding the foregoing, Iowa Code section 76.2 provides when an Iowa political subdivision issues general obligation bonds, “the governing authority of these political subdivisions before issuing bonds shall, by resolution, provide for the assessment of an annual levy upon all the taxable property in the political subdivision sufficient to pay the interest and principal of the bonds within a period named not exceeding twenty years. A certified copy of this resolution shall be filed with the county auditor or auditors of the counties in which the political subdivision is located; and the filing shall make it a duty of the auditor(s) to enter annually this levy for collection from the taxable property within the boundaries of the political subdivision until funds are realized to pay the bonds in full.”

**Tax Increment Financing**

The Code of Iowa currently authorizes the use of two types of tax increment financing by local taxing districts in the State of Iowa. The first type allows local governments to establish TIF districts to be established for the purposes of financing designated urban renewal projects which contribute to the urban redevelopment and economic development of the immediate area. The City currently has one active TIF district of this first type in place. The total certified taxable valuation for this type of TIF district was approximately \$5,124,839 for levy year 2015.

The second type of tax increment financing was authorized by state legislative action in the mid-1980's. The area community colleges can establish TIF districts by contract with specific local businesses and industries to provide jobs training programming for new employees of existing expanding businesses or employees of new businesses. The revenues from these job training TIF districts then retires the debt incurred from the issuance of jobs training certificates which finance the cost of jobs training programming over a maximum of ten years. Upon payment of all jobs training certificates, the district dissolves and the incremental value from the new or expanded business reverts to the general tax base. Currently, there is no valuation for this type of TIF district in the City.

## FINANCIAL INFORMATION

### Investment Policy

The City has an investment policy. According to this policy, the goals of the District's investment policy, in order of priority, are: (1) to provide safety of the principal, (2) to maintain the necessary liquidity to match expected liabilities, and (3) to obtain a reasonable rate of return. In making investments, the City will use such care as a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program. It is the responsibility of the City Clerk to oversee the investment portfolio in compliance with the investment policy and the law.

When investing operating funds, the investments must mature within 397 days or less. Operating funds are funds of the City which are reasonably expected to be used during a current budget year or within 15 months of receipt. When investing other than operating funds, the investments must mature according to the need for the funds.

The City Clerk is authorized to invest funds in excess of current needs in the following investments:

- (1) Interest bearing savings, money market, and checking accounts at the City's authorized depositories. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the rate setting committee. Each financial institution shall be properly declared as a depository by the governing body of the City. Deposits in any financial institution shall not exceed the \$3,000,000 approved by the governing body of the City.
- (2) Obligations of the United States government, its agencies and instrumentalities.
- (3) Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12C of the Iowa Statutes. Assets of the City may not be invested in reverse repurchase agreements and futures and options contracts.

Investments of the City are subject to the following diversification requirements:

- (1) Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
- (2) Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.
- (3) Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on instruments with maturities approaching one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.

## **Financial Reports**

The City's financial statements are audited annually by certified public accountants. The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles. See **APPENDIX A** for more detail.

## **No Consent or Updated Information Requested of the Auditor**

The tables and excerpts (collectively, the "Excerpted Financial Information") contained in this "**FINANCIAL INFORMATION**" section are from the audited and financial statements of the City, including the audited financial statements for the fiscal year ended June 30, 2015 (the "2015 Audit"). The 2015 Audit was prepared by the Office of the Auditor of the State of Iowa, Des Moines, Iowa, (the "Auditor"), and received by the City Council. The City has not requested the Auditor to update information contained in the Excerpted Financial Information or the 2015 Audit; nor has the City requested that the Auditor consent to the use of the Excerpted Financial Information or the 2015 Audit in this Official Statement. The inclusion of the Excerpted Financial Information and the 2015 Audit in this Official Statement in and of themselves are not intended to demonstrate the fiscal condition of the City. Questions or inquiries relating to financial information of the City should be directed to the City.

## **Summary Financial Information**

The following tables are summaries and do not purport to be the complete audits, copies of which are available upon request. See **APPENDIX A** for the City's June 30, 2015 fiscal year audit. The City's expects its General Fund balance for the fiscal year ending June 30, 2016 to be approximately \$703,124. The City has approved a budget for fiscal year 2017 which includes an increase to the General Fund of approximately \$100,000 over fiscal year 2016.

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**Statement of Activities and Net Position – Cash Basis(I)  
 Governmental Activities**

FUNCTION/PROGRAMS	Audited as of June 30				
	2011	2012	2013	2014	2015
<b>Governmental Activities:</b>					
Public Safety .....	\$ (342,200)	\$ (202,257)	\$ (299,916)	\$ (283,469)	\$ (698,258)
Public Works .....	(155,241)	(294,375)	(424,020)	(195,572)	(305,956)
Culture and Recreation .....	(344,590)	(432,620)	(329,901)	(836,935)	(466,433)
Community and Economic Development .....	(971,569)	(484,467)	(21,250)	(85,428)	(147,241)
General Government .....	(180,012)	(248,417)	(216,797)	(142,647)	(226,168)
Debt Service .....	(125,157)	(210,283)	(1,650,192)	(340,488)	(468,291)
Capital Projects .....	(128,745)	(252,978)	0	0	60,702
Total Governmental Activities .....	<u>\$(2,247,514)</u>	<u>\$(2,125,397)</u>	<u>\$(2,942,076)</u>	<u>\$(1,884,539)</u>	<u>\$(2,251,645)</u>
<b>GENERAL RECEIPTS:</b>					
Property Tax Levied for:					
General Purposes .....	\$ 907,969	\$ 973,980	\$ 1,184,043	\$ 1,317,897	\$ 1,337,730
Debt Service .....	127,293	183,887	145,673	241,483	199,392
Tax Increment Financing .....	963,646	374,400	97,387	36,912	215
Commercial/Industrial Tax Replacement .....	0	0	0	0	43,525
Local Option Sales Tax .....	0	112,030	166,392	147,596	173,221
Unrestricted Interest on Investment .....	9,278	5,868	3,443	3,958	3,401
Bond and Loan Proceeds .....	128,745	233,892	1,453,570	400,000	0
Miscellaneous .....	40,023	119,859	71,383	74,842	129,301
Transfers .....	0	0	0	0	126,698
Total General Receipts and Transfers .....	<u>\$ 2,176,954</u>	<u>\$ 2,003,916</u>	<u>\$ 3,121,891</u>	<u>\$ 2,222,688</u>	<u>\$ 2,013,483</u>
<b>CHANGE IN CASH BASIS NET POSITION .....</b>	<b>(70,560)</b>	<b>(121,481)</b>	<b>179,815</b>	<b>338,149</b>	<b>(238,162)</b>
<b>CASH BASIS NET POSITION, BEGINNING OF YEAR</b>	<b>1,460,024</b>	<b>1,389,464</b>	<b>1,194,444</b>	<b>1,492,521</b>	<b>1,830,670</b>
<b>CASH BASIS NET POSITION, END OF YEAR .....</b>	<b>\$ 1,389,464</b>	<b>\$ 1,267,983</b>	<b>\$ 1,374,259</b>	<b>\$ 1,830,670</b>	<b>\$ 1,592,508</b>
<b>CASH BASIS NET POSITION</b>					
Restricted:					
Non Expendable					
Cemetery Perpetual Care .....	\$ 98,156	\$ 100,016	\$ 104,097	\$ 105,178	\$ 107,399
Krouth Principal .....	101,422	102,241	51,746	50,852	51,158
Expendable					
Civic Center .....	0	17,058	18,186	11,982	13,672
Streets .....	202,173	54,085	42,160	108,555	105,232
Employee Benefits .....	0	0	50,052	43,470	34,810
Fire .....	0	19,587	78,324	208,838	145,755
Dog Park .....	0	0	0	11,444	1,796
Library .....	0	106,248	75,008	83,288	24,358
Debt Service .....	35,957	95,221	240,757	241,652	147,646
Capital Projects .....	0	0	0	0	81,385
Tort Liability .....	0	18,705	18,744	0	0
Police Grants .....	0	20,865	0	0	0
Urban Renewal Purposes .....	20,379	148,087	0	0	0
Revolving Loan Program .....	0	0	0	129,816	68,287
Other Purposes .....	626,009	33,230	0	0	0
Unrestricted .....	<u>504,946</u>	<u>552,640</u>	<u>695,185</u>	<u>835,595</u>	<u>811,010</u>
Total Cash Basis Net Position .....	<u>\$ 1,389,464</u>	<u>\$ 1,267,983</u>	<u>\$ 1,374,259</u>	<u>\$ 1,830,670</u>	<u>\$ 1,592,508</u>

Note: (1) Source: Audited financial statements of the City for the fiscal years ended June 30, 2011 - 2015.

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**Statement of Cash Receipts, Disbursements and Changes in Cash Balances(1)  
 General Fund**

	Audited Fiscal Year Ended June 30				
	2011	2012	2013	2014	2015
<b>RECEIPTS:</b>					
Property Taxes .....	\$ 712,474	\$ 850,128	\$1,006,306	\$1,162,837	\$1,181,146
Licenses and Permits .....	51,699	47,563	60,216	65,481	54,892
Use of Money and Property .....	11,883	7,904	6,144	5,966	5,293
Intergovernmental.....	129,023	182,279	159,017	162,498	167,260
Charges for Service.....	68,253	71,122	83,971	97,863	94,935
Miscellaneous.....	80,547	60,406	148,949	191,551	137,885
Total Receipts.....	\$1,053,879	\$1,219,402	\$1,464,603	\$1,686,196	\$1,641,411
<b>DISBURSEMENTS:</b>					
Operating:					
Public Safety .....	\$ 422,833	\$ 365,938	\$ 442,579	\$ 499,941	\$ 768,856
Public Works .....	152,375	186,500	452,980	293,709	345,707
Culture and Recreation.....	330,038	424,975	398,476	856,126	492,429
Community and Economic Development .....	8,220	19,593	21,250	48,041	147,241
General Government .....	166,049	236,443	204,557	182,772	218,086
Total Disbursements.....	\$1,079,515	\$1,233,449	\$1,519,842	\$1,880,589	\$1,972,319
Excess (deficiency) of Receipts Over (Under) Disbursements .....	\$ (25,636)	\$ (14,047)	\$ (55,239)	\$ (194,393)	\$ (330,908)
Other Financing Sources (Uses):					
Loan Proceeds .....	0	0	149,364	400,000	0
Operating Transfers (Net).....	10,542	42,191	(51,039)	48,942	116,802
Total Other Financing Sources (Uses).....	\$ 10,542	\$ 42,191	\$ 200,403	\$ 448,942	\$ 116,802
Change in Cash Balances .....	\$ (15,094)	\$ 28,144	\$ 145,164	\$ 254,549	\$ (214,106)
Cash Balance - Beginning of the Year .....	632,232(2)	617,138	645,282	790,446	1,044,995
Cash Balance - End of the Year.....	\$ 617,138	\$ 645,282	\$ 790,446	\$1,044,995	\$ 830,889
<b>CASH BASIS FUND BALANCES:</b>					
Restricted:					
Civic Center.....	\$ 31,711	\$ 17,058	\$ 18,186	\$ 11,982	\$ 13,672
Tort Liability.....	0	18,705	18,744	0	0
Police Grants .....	8,204	20,865	0	0	0
Fire.....	44,052	0	0	130,886	0
Parks.....	5,389	0	0	0	0
Library .....	22,836	36,014	58,331	66,532	6,207
Unassigned .....	504,946	552,640	695,185	835,595	811,010
Total Cash Basis Fund Balances .....	\$ 617,138	\$ 645,282	\$ 790,446	\$1,044,995	\$ 830,889

Note: (1) Source: Audited financial statements for the City for the fiscal years ended June 30, 2011 through 2015.  
 (2) Restated as a change in fund type classification per implementation of GASB 54, "Special Revenue Emergency Levy"

**EMPLOYEE RETIREMENT AND OTHER POST EMPLOYMENT BENEFIT OBLIGATIONS**

**Pensions**

The City contributes to the Iowa Public Employees' Retirement System ("IPERS"), which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by State statute to plan members and beneficiaries. Employees who retire at age 65 (or anytime after age 58 with 30 or more years of service) are entitled to full monthly benefits. IPERS offers five options for distribution of retirement benefits. Prior to July 1, 2012, benefits become fully vested after completing four years of service or after attaining age 55 and after July 1, 2012 benefits become fully vested after completing seven years of service or after attaining age 65.

IPERS plan members are required to contribute a percentage of their annual salary, in addition to the City being required to make annual contributions to IPERS. Contribution amounts are set by State statute. The City’s share is payable from the applicable funds of the City. All contributions are on a current basis. See **APPENDIX A – Note 6** for additional information on IPERS.

The following table sets forth the contributions made by the City and employees to IPERS for the period indicated. The City has always made their full statutorily required contributions to IPERS. The City cannot predict the levels of funding that will be required in the future.

Fiscal Year	% of Payroll Paid by the City	% of Payroll Paid by Employee
2013 .....	8.67%	5.78%
2014 .....	8.93%	5.95%
2015 .....	8.93%	5.95%
2016 .....	8.93%	5.95%
2017 .....	8.93%	5.95%

The IPERS fund is administered by the IPERS Board with administration costs paid from income derived from invested funds. IPERS has an unfunded actuarial liability and unrecognized actuarial loss. The following table sets forth certain information about the funding status of IPERS that has been extracted from the Actuarial Valuation Report of IPERS for fiscal years noted below (the “IPERS Reports”). A complete copy of the Reports can be obtained by visiting IPERS website at: <http://ww.ipers.org/> or by writing to IPERS at P.O. Box 9117, Des Moines, Iowa 50306-9117.

Fiscal Year Ending June 30	Actuarial Value of Assets [a]	Actuarial Accrued Liability [b]	Unfunded Actuarial Accrued Liability (Actuarial Value) [b]-[a]	Funded Ratio (Actuarial Value) [a]/[b]	Covered Payroll [c]	UAAL as a Percentage of Covered Payroll (Actuarial Value) {[b-a]/[c]}
2011	\$22,575,309,199	\$28,257,080,114	\$5,681,770,915	79.89%	\$6,574,872,719	86.42%
2012	23,530,094,461	29,446,197,486	5,916,103,025	79.91%	6,786,158,720	87.18%
2013	24,711,096,187	30,498,342,320	5,787,246,133	81.02%	6,880,131,134	84.12%
2014	26,460,428,085	32,004,456,088	5,544,028,003	82.68%	7,099,277,280	78.09%
2015	27,915,379,103	33,370,318,731	5,454,939,628	83.65%	7,326,348,141	74.46%

Source: IPERS Reports.

According to IPERS, the market value investment return on program assets is as follows:

Fiscal Year Ended June 30	Investment Return %
2011	19.91%
2012	3.73%
2013	10.12%
2014	15.88%
2015	3.96%

Source: IPERS Reports

Bond Counsel, the City and the Municipal Advisor undertake no responsibility for and make no representations as to the accuracy or completeness of the information available from the IPERS discussed above or included on the IPERS website, including, but not limited to, updates of such information on the State Auditor’s website or links to other Internet sites accessed through the IPERS website.

Pursuant to GASB Statement No. 68, the City reported a liability of \$275,609 as of June 30, 2015 for its proportionate share of the net pension liability for Iowa Public Employee Retirement System (“IPERS”). The net pension liability is the amount by which the total actuarial liability exceeds the pension plan’s net assets or fiduciary net position (essentially the market value) available for paying benefits. The net pension liability was measured as of June 30, 2014, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014. The City’s proportion of the net pension liability was based on the City’s share of contributions to the pension plan relative to the contributions of all IPERS participating employers. As of June 30, 2014, the City’s collective proportion was 0.0069495%. For additional information, see the City’s Audited Financial Statements for Fiscal Year Ending June 30, 2015 in **APPENDIX A**.

## **REGISTRATION, TRANSFER AND EXCHANGE**

See also **APPENDIX B, BOOK-ENTRY SYSTEM** for information on registration, transfer and exchange of book-entry bonds. The Bonds will be initially issued as book-entry bonds.

The City shall cause books (the “Bond Register”) for the registration and for the transfer of the Bonds to be kept at the principal corporate trust office of the Registrar in Des Moines, Iowa. The City will authorize to be prepared, and the Registrar shall keep custody of, multiple Bond blanks executed by the City for use in the transfer and exchange of Bonds.

Any Bond may be transferred or exchanged, but only in the manner, subject to the limitations, and upon payment of the charges as set forth in the Bond Resolution. Upon surrender for transfer or exchange of any Bond at the principal corporate trust office of the Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Registrar and duly executed by the registered owner or such owner’s attorney duly authorized in writing, the City shall execute and the Registrar shall authenticate, date and deliver in the name of the registered owner, transferee or transferees (as the case may be) a new fully registered Bond or Bonds of the same maturity and interest rate of authorized denominations, for a like aggregate principal amount.

The execution by the City of any fully registered Bond shall constitute full and due authorization of such Bond, and the Registrar shall thereby be authorized to authenticate, date and deliver such Bond, provided, however, the principal amount of outstanding Bonds of each maturity authenticated by the Registrar shall not exceed the authorized principal amount of Bonds for such maturity less Bonds previously paid.

The Registrar shall not be required to transfer or exchange any Bond following the close of business on the 15th day of the month next preceding any interest payment date on such Bond, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal or interest on any Bonds shall be made only to or upon the order of the registered owner thereof or such owner’s legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the City or the Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

## **TAX EXEMPTION AND RELATED CONSIDERATIONS (SERIES 2016A)**

### **Tax Exemption**

The opinion of Bond Counsel will state that under present laws and rulings, interest on the Tax-Exempt Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations under the Internal Revenue Code of 1986 (the “Code”); provided, however that such interest is taken into account in determining adjusted current earnings for the purpose of computing the alternative minimum tax imposed on corporations (as defined for federal income tax purposes).

The opinions set forth in the preceding sentence will be subject to the condition that the City comply with all requirements of the Code that must be satisfied subsequent to the issuance of the Tax-Exempt Bonds in order that interest thereon be, or continue to be, excluded from gross income for federal income tax purposes. Failure to comply with certain of such requirements may cause the inclusion of interest on the Tax-Exempt Bonds in gross income for federal income tax purposes to be retroactive to the date of issuance of the Tax-Exempt Bonds.

In the resolution or other governing document authorizing the issuance of the Tax-Exempt Bonds, the City will covenant to comply with all such requirements.

There may be certain other federal tax consequences to the ownership of the Tax-Exempt Bonds by certain taxpayers, including without limitation, corporations subject to the branch profit tax, financial institutions, certain insurance companies, certain S corporations, individual recipients of Social Security and Railroad Retirement benefits and taxpayers who may be deemed to have incurred (or continued) indebtedness to purchase or carry tax-exempt obligations. Bond Counsel will express no opinion with respect to other federal tax consequences to owners of the Tax-Exempt Bonds. Prospective purchasers of the Tax-Exempt Bonds should consult with their tax advisors as to such matters.

### **Bank Qualification**

In the resolution authorizing the issuance of the Tax-Exempt Bonds, the City will designate the Tax-Exempt Bonds as “qualified tax exempt obligations” within the meaning of Section 265(b)(3) of the Code relating to the ability of financial institutions to deduct from income for federal income tax purposes a portion of the interest expense that is allocable to tax-exempt obligations.

### **Related Tax Matters**

The Internal Revenue Service (the “Service”) has an ongoing program of auditing tax-exempt obligations to determine whether, in the view of the Service, interest on such tax-exempt obligations is includable in the gross income of the owners thereof for federal income tax purposes. It cannot be predicted whether or not the Service will commence an audit of the Tax-Exempt Bonds. If an audit is commenced, under current procedures the Service may treat the City as a taxpayer and the Tax-exempt Bondholders may have no right to participate in such procedure. The commencement of an audit could adversely affect the market value and liquidity of the Tax-Exempt Bonds until the audit is concluded, regardless of the ultimate outcome.

Payments of interest on, and proceeds of the sale, redemption or maturity of, tax-exempt obligations, including the Tax-Exempt Bonds, are in certain cases required to be reported to the Service. Additionally, backup withholding may apply to any such payments to any Tax-exempt Bond owner who fails to provide an accurate Form W-9 Request for Taxpayer Identification Number and Certification, or a substantially identical form, or to any Tax-exempt Bond owner who is notified by the Service of a failure to report any interest or dividends required to be shown on federal income tax returns. The reporting and backup withholding requirements do not affect the excludability of such interest from gross income for federal tax purposes.

From time to time, there are Presidential proposals, proposals of various federal committees, and legislative proposals in the Congress and in the states that, if enacted, could alter or amend the federal and state tax matters referred to herein or adversely affect the marketability or market value of the Tax-Exempt Bonds or otherwise prevent holders of the Tax-Exempt Bonds from realizing the full benefit of the tax exemption of interest on the Tax-Exempt Bonds. Further, such proposals may impact the marketability or market value of the Tax-Exempt Bonds simply by being proposed. No prediction is made whether such provisions will be enacted as proposed or concerning other future legislation affecting the tax treatment of interest on the Tax-Exempt Bonds. In addition, regulatory actions are from time to time announced or proposed and litigation is threatened or commenced which, if implemented or concluded in a particular manner, could adversely affect the market value, marketability or tax status of the Tax-Exempt Bonds. It cannot be predicted whether any such regulatory action will be implemented, how any particular litigation or judicial action will be resolved, or whether the Tax-Exempt Bonds would be impacted thereby.

Purchasers of the Tax-Exempt Bonds should consult their tax advisors regarding any pending or proposed legislation, regulatory initiatives or litigation. The opinions expressed by Bond Counsel are based upon existing legislation and regulations as interpreted by relevant judicial and regulatory authorities as of the date of issuance and delivery of the Tax-Exempt Bonds, and Bond Counsel has expressed no opinion as of any date subsequent thereto or with respect to any proposed or pending legislation, regulatory initiatives or litigation.

## Opinions

Bond Counsel's opinion is not a guarantee of a result, or of the transaction on which the opinion is rendered, or of the future performance of parties to the transaction, but represents its legal judgment based upon its review of existing statutes, regulations, published rulings and court decisions and the representations and covenants of the City described in this section. No ruling has been sought from the Service with respect to the matters addressed in the opinion of Tax-Exempt Bond Counsel and Bond Counsel's opinion is not binding on the Service. Bond Counsel assumes no obligation to update its opinion after the issue date to reflect any further action, fact or circumstance, or change in law or interpretation, or otherwise. See **APPENDIX C** for a draft form of legal opinion for the Tax-Exempt Bonds.

## **TAXABILITY OF INTEREST – TAXABLE BONDS (SERIES 2016B)**

### General

The following discussion is a summary of certain Federal income tax consequences relating to the purchase, ownership, and disposition of the Taxable Bonds. This discussion does not purport to deal with all aspects of Federal income taxation that may affect particular investors in light of their individual circumstances, and is limited to investors who hold the Taxable Bonds as capital assets under Section 1221 of the Code, which generally means property held for investment. Prospective investors, particularly those subject to special rules, should consult their tax advisors regarding the consequences of purchasing, owning, and disposing of the Taxable Bonds for Federal income tax purposes, and for State and local tax purposes.

### Interest Income Taxable

In general, interest on the Taxable Bonds is includable in the gross income of the owners thereof as ordinary interest income for Federal income tax purposes. Except for original issue discount, which accrues under special rules, interest income on the Taxable Bonds is so included in the gross income of the owners when accrued or received in accordance with the owner's regular method of Federal tax accounting.

### Sale, Exchange, or Other Disposition

In general, upon the sale, exchange, or redemption of a Taxable Bond, an owner will recognize taxable gain or loss in an amount equal to the difference between the amount realized and the owner's adjusted tax basis in the Taxable Bond. An owner's adjusted tax basis in a Taxable Bond generally will equal the owner's initial cost of the Taxable Bond, plus any accrued original issue discount and accrued market discount previously included in the owner's taxable income. Such gain or loss generally will be capital gain or loss. Such gain or loss generally will be long-term capital gain or loss if the owner has held the Taxable Bond for more than one year. Subject to various special rules, the Code currently provides preferential treatment for certain net long-term capital gains realized by individuals and generally limits the use by any taxpayer of capital losses to reduce ordinary income.

### Backup Withholding and Information Reporting

In general, information reporting requirements will apply to non-corporate owners of Taxable Bonds with respect to payments of the principal of and interest on the Taxable Bonds and proceeds of sale of such Taxable Bonds before maturity. Backup withholding at a rate of 28% generally will apply to such payments unless the owner: (i) is a corporation or other exempt recipient and, when required, demonstrates that fact, or (ii) provides a correct taxpayer identification number, certifies under penalties of perjury when required that such owner is not subject to backup withholding, and has not been notified by the IRS that it has failed to report all interest and dividends required to be shown on its Federal income tax returns. Purchasers of the Taxable Bonds should consult their own tax advisors with respect to impacts of the taxability of interest. See "**APPENDIX C**" for a draft form of legal opinion for the Taxable Bonds.

## Opinions

Bond Counsel’s opinion is not a guarantee of a result, or of the transaction on which the opinion is rendered, or of the future performance of parties to the transaction, but represents its legal judgment based upon its review of existing statutes, regulations, published rulings and court decisions and the representations and covenants of the City described in this section. No ruling has been sought from the Service with respect to the matters addressed in the opinion of Bond Counsel and Bond Counsel’s opinion is not binding on the Service. Bond Counsel assumes no obligation to update its opinion after the issue date to reflect any further action, fact or circumstance, or change in law or interpretation, or otherwise. See “APPENDIX C” for form of Bond Counsel opinion for the Taxable Bonds.

## LIMITED CONTINUING DISCLOSURE

Because at the time of the delivery of the Bonds the City will be an “obligated person” (as such term is defined in Rule 15c2-12 (the “Rule”)) with respect to less than \$10,000,000 in aggregate amount of outstanding municipal securities, including the Bonds, the City is required to provide to the Municipal Securities Rulemaking Board (the “MSRB”), as specified in the Rule, annual financial information or operating data regarding the City which annual financial information and operating data shall include, at a minimum, that annual financial information and operating data which is customarily prepared by the City and is publicly available. The information to be provided on an annual basis, the events which will be noticed on an occurrence basis and a summary of other terms of the Undertaking, including termination, amendment and remedies, are set forth in **APPENDIX D – FORM OF CONTINUING DISCLOSURE CERTIFICATE** to this Official Statement. No person, other than the City, has undertaken or is otherwise expected, to provide continuing disclosure with respect to the Bonds.

Breach of the Disclosure Covenants will not constitute a default or an “Event of Default” under the Bonds or Resolution, respectively. A broker or dealer is to consider a known breach of the Disclosure Covenants, however, before recommending the purchase or sale of the Bonds in the secondary market. Thus, a failure on the part of the City to observe the Disclosure Covenants may adversely affect the transferability and liquidity of the Bonds and their market price.

Pursuant to the Rule, in the last five years, the City, to the best of its knowledge, has complied in all material respects with regard to its prior Disclosure Covenants.

Bond Counsel expresses no opinion as to whether the Undertaking complies with the requirements of Section (b)(5) of the Rule.

## OPTIONAL REDEMPTION

Tax-Exempt Bonds due June 1, 2018 - 2023, inclusive, are non-callable. Tax-Exempt Bonds due June 1, 2024 - 2028, inclusive, are callable in whole or in part on any date on or after June 1, 2023, at a price of par and accrued interest. Taxable Bonds due June 1, 2019 - 2022, inclusive, are non-callable. Taxable Bonds due June 1, 2023 - 2026, inclusive, are callable in whole or in part on any date on or after June 1, 2022, at a price of par and accrued interest. If less than all the Bonds are called, they shall be redeemed in any series and any order of maturity as determined by the City and within any maturity by lot.

The Registrar will give notice of redemption, identifying the Bonds (or portions thereof) to be redeemed, not less than thirty (30) days prior to the date fixed for redemption to the registered owner of each Bond (or portion thereof) to be redeemed at the address shown on the registration books maintained by the Registrar. Failure to give such notice by mail to any registered owner of the Bonds (or portion thereof) or any defect therein shall not affect the validity of any proceedings for the redemption of other Bonds (or portions thereof). All Bonds (or portions thereof) so called for redemption will cease to bear interest after the specified redemption date, provided funds for their redemption are on deposit at the place of payment at that time.

## LITIGATION

There is no litigation of any nature now pending or threatened restraining or enjoining the issuance, sale, execution or delivery of the Bonds, or in any way contesting or affecting the validity of the Bonds or any proceedings of the City taken with respect to the issuance or sale thereof.

## LEGAL MATTERS

Legal matters incident to the authorization, issuance and sale of the Bonds and with regard to the tax-exempt status of the interest thereon (see “**TAX EXEMPTION AND RELATED CONSIDERATIONS**” and “**TAXABILITY OF INTEREST – TAXABLE BONDS**” herein) are subject to the approving legal opinions of Dorsey & Whitney LLP, Des Moines, Iowa, Bond Counsel, forms of which are attached hereto as **APPENDIX C**. Signed copies of the opinions, dated and premised on law in effect as of the date of original delivery of the Bonds, will be delivered to the Underwriter at the time of such original delivery. The Bonds are offered subject to prior sale and to the approval of legality of the Bonds by Bond Counsel.

The legal opinions to be delivered will express the professional judgment of Bond Counsel and by rendering a legal opinion, Bond Counsel does not become an insurer or guarantor of the result indicated by that expression of professional judgment or of the transaction or the future performance of the parties to the transaction.

Bond Counsel has not been engaged, nor has it undertaken, to prepare or to independently verify the accuracy of the Official Statement, including but not limited to financial or statistical information of the City and risks associated with the purchase of the Bonds, except Bond Counsel has reviewed the information and statements contained in the Official Statement under, “**TAX EXEMPTION AND RELATED CONSIDERATIONS**” and “**TAXABILITY OF INTEREST – TAXABLE BONDS**”, insofar as such statements contained under such captions purport to summarize certain provisions of the Internal Revenue Code of 1986, the Bonds and any opinions rendered by Bond Counsel. Bond Counsel has prepared the documents contained in **APPENDIX C**.

## OFFICIAL STATEMENT AUTHORIZATION

This Official Statement has been authorized for distribution to prospective purchasers of the Bonds. All statements, information, and statistics herein are believed to be correct but are not guaranteed by the consultants or by the City, and all expressions of opinion, whether or not so stated, are intended only as such.

## UNDERWRITING

The Tax-Exempt Bonds were offered for sale by the City at a public, competitive sale on Wednesday, June 22, 2016. The best bid submitted at the sale was submitted by \_\_\_\_\_ (the “Tax-Exempt Underwriter”). The City awarded the contract for sale of the Tax-Exempt Bonds to the Tax-Exempt Underwriter at a price of \$\_\_\_\_\_. The Tax-Exempt Underwriter has represented to the City that the Tax-Exempt Bonds have been subsequently re-offered to the public initially at the yields or prices set forth in the Final Official Statement.

The Taxable Bonds were offered for sale by the City at a public, competitive sale on Wednesday, June 22, 2016. The best bid submitted at the sale was submitted by \_\_\_\_\_ (the “Taxable Underwriter”). The City awarded the contract for sale of the Taxable Bonds to the Taxable Underwriter at a price of \$\_\_\_\_\_. The Taxable Underwriter has represented to the City that the Taxable Bonds have been subsequently re-offered to the public initially at the yields or prices set forth in the Final Official Statement.

## MUNICIPAL ADVISOR

The City has engaged Speer Financial, Inc. as Municipal Advisor (the “Municipal Advisor”) in connection with the issuance and sale of the Bonds. The Municipal Advisor will not participate in the underwriting of the Bonds. The Municipal Advisor is an Registered Municipal Advisor in accordance with the rules of the Municipal Securities Board (the “MSRB”). The financial information included in the Official Statement has been compiled by the Municipal Advisor. Such information does not purport to be a review, audit or certified forecast of future events and may not conform with accounting principles applicable to compilations of financial information. The Municipal Advisor is not a firm of certified public accountants and does not serve in that capacity or provide accounting services in connection with the Bonds. The Municipal Advisor is not obligated to undertake any independent verification of or to assume any responsibility for the accuracy, completeness or fairness of the information contained in this Official Statement, nor is the Municipal Advisor obligated by the City’s continuing disclosure undertaking.

## CERTIFICATION

We have examined this Official Statement dated June 8, 2016, for the \$1,000,000\* General Obligation Corporate Purpose Bonds, Series 2016A and the \$400,000\* Taxable General Obligation Urban Renewal Bonds, Series 2016B; and, believe it to be true and correct and will provide to the purchaser of the Bonds at the time of delivery a certificate confirming to the purchaser that to the best of our knowledge and belief information in the Official Statement was at the time of acceptance of the bid for the Bonds and, including any addenda thereto, was at the time of delivery of the Bonds true and correct in all material respects and does not include any untrue statement of a material fact, nor does it omit the statement of any material fact required to be stated therein, or necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading.

/s/ **MATT MUCKLER**  
*City Administrator*  
CITY OF WEST BRANCH  
Cedar and Johnson Counties, Iowa

/s/ **ROGER LAUGHLIN**  
*Mayor*  
CITY OF WEST BRANCH  
Cedar and Johnson Counties, Iowa

**APPENDIX A**

**CITY OF WEST BRANCH  
CEDAR AND JOHNSON COUNTIES, IOWA**

**THE AUDITED FINANCIAL STATEMENTS  
FOR THE FISCAL YEAR ENDING  
JUNE 30, 2015**

## APPENDIX B

### DESCRIBING BOOK-ENTRY-ONLY ISSUANCE

1. The Depository Trust Company (“DTC”), New York, New York, will act as securities depository for the Bonds (the “Securities”). The Securities will be issued as fully-registered securities registered in the name of Cede & Co. (DTC’s partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Security certificate will be issued for each issue of the Securities, each in the aggregate principal amount of such issue, and will be deposited with DTC.

2. DTC, the world’s largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a “banking organization” within the meaning of the New York Banking Law, a member of the Federal Reserve System, a “clearing corporation” within the meaning of the New York Uniform Commercial Code, and a “clearing agency” registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC’s participants (“Direct Participants”) deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants’ accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation (“DTCC”). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly (“Indirect Participants”). DTC has Standard & Poor’s highest rating: AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at [www.dtcc.com](http://www.dtcc.com).

3. Purchases of Securities under the DTC system must be made by or through Direct Participants, which will receive a credit for the Securities on DTC’s records. The ownership interest of each actual purchaser of each Security (“Beneficial Owner”) is in turn to be recorded on the Direct and Indirect Participants’ records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Securities are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in Securities, except in the event that use of the book-entry system for the Securities is discontinued.

4. To facilitate subsequent transfers, all Securities deposited by Direct Participants with DTC are registered in the name of DTC’s partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of Securities with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Securities; DTC’s records reflect only the identity of the Direct Participants to whose accounts such Securities are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

5. Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. Beneficial Owners of Securities may wish to take certain steps to augment the transmission to them of notices of significant events with respect to the Securities, such as redemptions, tenders, defaults, and proposed amendments to the Security documents. For example, Beneficial Owners of Securities may wish to ascertain that the nominee holding the Securities for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the registrar and request that copies of notices be provided directly to them.

6. Redemption notices shall be sent to DTC. If less than all of the Securities within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

7. Neither DTC nor Cede & Co. (nor any other DTC nominee) will consent or vote with respect to Securities unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the City as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts Securities are credited on the record date (identified in a listing attached to the Omnibus Proxy).

8. Redemption proceeds, distributions, and dividend payments on the Securities will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from the City or the Paying Agent, on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC, the Paying Agent, or the City, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds, distributions, and dividend payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the City or the Paying Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

9. A Beneficial Owner shall give notice to elect to have its Securities purchased or tendered, through its Participant, to any Tender/Remarketing Agent, and shall effect delivery of such Securities by causing the Direct Participant to transfer the Participant's interest in the Securities, on DTC's records, to any Tender/Remarketing Agent. The requirement for physical delivery of Securities in connection with an optional tender or a mandatory purchase will be deemed satisfied when the ownership rights in the Securities are transferred by Direct Participants on DTC's records and followed by a book-entry credit of tendered Securities to any Tender/Remarketing Agent's DTC account.

10. DTC may discontinue providing its services as depository with respect to the Securities at any time by giving reasonable notice to the City or the Paying Agent. Under such circumstances, in the event that a successor depository is not obtained, Security certificates are required to be printed and delivered.

11. The City may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Security certificates will be printed and delivered to DTC.

12. The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the City believes to be reliable, but the City takes no responsibility for the accuracy thereof.

**APPENDIX C**  
**DRAFT FORMS OF LEGAL OPINIONS**

**APPENDIX D**  
**DRAFT FORM OF**  
**CONTINUING DISCLOSURE CERTIFICATE**

**OFFICIAL BID FORM**

City of West Branch  
 110 N Poplar Street  
 West Branch, IA 52358-0218

June 22, 2016  
*Speer Financial, Inc.*  
 Facsimile: (319) 291-8628

Council Members:

For the \$1,000,000\* General Obligation Corporate Purpose Bonds, Series 2016A (the "Tax-Exempt Bonds"), of the City of West Branch, Cedar and Johnson Counties, Iowa (the "City"), as described in the annexed Official Terms of Offering, which is expressly made a part of this bid, we will pay you \$ \_\_\_\_\_ (no less than \$992,000) bearing interest as follows (each rate a multiple of 1/8 or 1/100 of 1%).

**AMOUNTS\* AND MATURITIES - JUNE 1**

\$85,000 .....2018 _____%	\$90,000 .....2022 _____%	\$ 95,000 .....2025 _____%
85,000 .....2019 _____%	90,000 .....2023 _____%	95,000 .....2026 _____%
85,000 .....2020 _____%	90,000 .....2024 _____%	100,000 .....2027 _____%
85,000 .....2021 _____%		100,000 .....2028 _____%

*Any consecutive maturities may be aggregated into term bonds at the option of the bidder, in which case the mandatory redemption provisions shall be on the same schedule as above.*

*Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_ Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_*  
*Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_ Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_*  
*Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_*

\*Subject to principal adjustment in accordance with the Official Terms of Offering.

The Tax-Exempt Bonds are to be executed and delivered to us in accordance with the terms of this bid accompanied by the approving legal opinion of Dorsey & Whitney LLP, Des Moines, Iowa. The City will pay for the legal opinion. **The Purchaser agrees to apply for CUSIP** numbers and pay the fee charged by the CUSIP Service Bureau and will accept the Tax-Exempt Bonds with the CUSIP numbers as entered on the Tax-Exempt Bonds.

No good faith deposit is required.

**Account Manager Information**

Underwriter/Bank \_\_\_\_\_  
 Address \_\_\_\_\_  
 Authorized Rep. \_\_\_\_\_  
 City \_\_\_\_\_ State/Zip \_\_\_\_\_  
 Direct Phone (\_\_\_\_) \_\_\_\_\_  
 FAX Number (\_\_\_\_) \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**Bidders Option Insurance**

We have purchased insurance from: <b><u>Name of Insurer</u></b> (Please fill in) _____ Premium: _____ Maturities: (Check One) <input type="checkbox"/> _____ Years <input type="checkbox"/> All
--

The foregoing bid was accepted and the Tax-Exempt Bonds sold by resolution of the City on June 22, 2016.

ATTEST:

CITY OF WEST BRANCH  
 CEDAR AND JOHNSON COUNTIES, IOWA

\_\_\_\_\_  
 City Clerk

\_\_\_\_\_  
 Mayor

-----NOT PART OF THE BID-----  
 (Calculation of true interest cost)

Gross Interest	\$
Less Premium/Plus Discount	\$
True Interest Cost	\$
True Interest Rate	%
TOTAL BOND YEARS	7,051.67
AVERAGE LIFE	7,052 Years

**OFFICIAL TERMS OF OFFERING**

**\$1,000,000\***  
**CITY OF WEST BRANCH**  
**Cedar and Johnson Counties, Iowa**  
**General Obligation Corporate Purpose Bonds, Series 2016A**

The City of West Branch, Cedar and Johnson Counties, Iowa (the “City”), will receive sealed bids for its \$1,000,000\* General Obligation Corporate Purpose Bonds, Series 2016A (the “Tax-Exempt Bonds”), on an all or none basis, at City Hall, City of West Branch, 110 N Poplar Street, West Branch, Iowa, until 10:30 A.M., C.D.T., Wednesday, June 22, 2016. The City will also receive facsimile bids at (319) 291-8628 for the Tax-Exempt Bonds, on an all or none basis until 10:30 A.M., C.D.T., Wednesday, June 22, 2016. Upon receipt, facsimile bids will be sealed and treated as sealed bids, and along with all other sealed bids will be publicly opened and read.

Award will be made or all bids rejected at a meeting of the City Council on that date. The City reserves the right to reject all bids, to reject any bid not conforming to this Official Terms of Offering, and to waive any irregularity or informality with respect to any bid. Additionally, the City reserves the right to modify or amend this Official Terms of Offering; however, any such modification or amendment shall not be made less than twenty-four (24) hours prior to the date and time for receipt of bids on the Tax-Exempt Bonds and any such modification or amendment will be announced through *Thomson Municipal News*.

The Tax-Exempt Bonds are general obligations payable as to both principal and interest from ad valorem taxes levied against all taxable property of the City without limitation as to rate or amount, all except as limited by bankruptcy, insolvency, moratorium, reorganization and other similar laws relating to the enforcement of creditors’ rights generally and except that enforcement by equitable and similar remedies, such as mandamus, is subject to the exercise of judicial discretion.

The Tax-Exempt Bonds will be in fully registered form in the denominations of \$5,000 and integral multiples thereof in the name of Cede & Co. as nominee of The Depository Trust Company (“DTC”), New York, New York, to which principal and interest payments on the Tax-Exempt Bonds will be paid. Individual purchases will be in book-entry form only. Interest on each Tax-exempt Bond shall be paid by check or draft of the Tax-exempt Bond Registrar to the person in whose name such Tax-exempt Bond is registered at the close of business on the fifteenth day of the month next preceding an interest payment date. The principal of the Tax-Exempt Bonds shall be payable in lawful money of the United States of America at the principal office maintained for the purpose by the Tax-exempt Bond Registrar in Des Moines, Iowa. Semiannual interest is due June 1 and December 1 of each year, commencing June 1, 2017 and is payable by Bankers Trust Company, Des Moines, Iowa (the “Registrar”). The Tax-Exempt Bonds are dated the date of delivery (expected to be on or about July 19, 2016).

**AMOUNTS\* AND MATURITIES - JUNE 1**

\$85,000 .....	2018	\$90,000 .....	2022	\$ 95,000 .....	2025
85,000 .....	2019	90,000 .....	2023	95,000 .....	2026
85,000 .....	2020	90,000 .....	2024	100,000 .....	2027
85,000 .....	2021			100,000 .....	2028

*Any consecutive maturities may be aggregated into term bonds at the option of the bidder, in which case the mandatory redemption provisions shall be on the same schedule as above.*

The Tax-Exempt Bonds due June 1, 2018 - 2023, inclusive, are non-callable. The Tax-Exempt Bonds due June 1, 2024 - 2028, inclusive, are callable in whole or in part and on any date on or after June 1, 2023, at a price of par and accrued interest. If less than all the Tax-Exempt Bonds are called, they shall be redeemed in any order of maturity as determined by the City and within any maturity by lot.

*\*ADJUSTMENTS TO PRINCIPAL AMOUNT AFTER DETERMINATION OF BEST BID. The aggregate principal amount of the Tax-Exempt Bonds, and each scheduled maturity thereof, are subject to increase or reduction by the City or its designee after the determination of the Winning Bidder. The City may increase or decrease each maturity in increments of \$5,000, but the total amount to be issued will not exceed \$1,000,000. Interest rates specified by the Winning Bidder for each maturity will not change. Final adjustments shall be in the sole discretion of the City.*

*The dollar amount of the purchase price proposed by the Winning Bidder will be changed if the aggregate principal amount of the Tax-Exempt Bonds is adjusted as described above. Any change in the principal amount of any maturity of the Tax-Exempt Bonds will be made while maintaining, as closely as possible, the Winning Bidder’s net compensation, calculated as a percentage of bond principal. The Winning Bidder may not withdraw or modify its bid as a result of any post-bid adjustment. Any adjustment shall be conclusive, and shall be binding upon the Winning Bidder.*

**Electronic Facsimile Bidding:** Bids may be submitted via facsimile at (319) 291-8628. Electronic facsimile bids will be sealed and treated as sealed bids. Neither the City nor its agents will assume liability for the inability of the bidder to reach the above named fax numbers prior to the time of sale specified above. Transmissions received after the deadline will be rejected. Bidders electing to submit bids via facsimile transmission bear full and complete responsibility for the transmission of such bid. Neither the City nor its agents will assume responsibility for the inability of the bidder to reach the above specified fax number prior to the time of sale. Time of receipt shall be the time recorded by the person receiving the facsimile and shall be conclusive.

### **Bidding Parameters and Award of the Tax-Exempt Bonds**

All interest rates must be in multiples of one-eighth or one one-hundredth of one percent (1/8 or 1/100 of 1%), and not more than one rate for a single maturity shall be specified. The rates bid shall be in non-descending order. The differential between the highest rate bid and the lowest rate bid shall not exceed five percent (5%). All bids must be for all of the Tax-Exempt Bonds and must be for not less than \$992,000.

**Award of the Tax-Exempt Bonds:** The Tax-Exempt Bonds will be awarded on the basis of true interest cost, determined in the following manner. True interest cost shall be computed by determining the annual interest rate (compounded semi-annually) necessary to discount the debt service payments on the Tax-Exempt Bonds from the payment dates thereof to the dated date and to the bid price. For the purpose of calculating true interest cost, the Tax-Exempt Bonds shall be deemed to become due in the principal amounts and at the times set forth in the table of maturities set forth above. In the event two or more qualifying bids produce the identical lowest true interest cost, the winning bid shall be determined by lot.

The Tax-Exempt Bonds will be awarded to the bidder complying with the terms of this Official Terms of Offering whose bid produces the lowest true interest cost rate to the City as determined by the City's Municipal Advisor, which determination shall be conclusive and binding on all bidders; provided, that the City reserves the right to reject all bids or any non-conforming bid and reserves the right to waive any informality in any bid.

The winning bidder will be required to make the standard filings and maintain the appropriate records routinely required pursuant to MSRB Rules G-8, G-11 and G-36. The winning bidder will be required to pay the standard MSRB charge for Tax-Exempt Bonds purchased. In addition, the winning bidder who is a member of the Securities Industry and Financial Markets Association ("SIFMA") will be required to pay SIFMA's standard charge per Tax-exempt Bond.

The winning purchaser will be required to certify to the City immediately after the opening of bids: (i) the initial public offering price of each maturity of the Tax-Exempt Bonds (not including bond houses and brokers or similar persons or organizations acting in the capacity of underwriters or wholesalers) at which price a substantial amount of the Tax-Exempt Bonds (not less than 10% of each maturity) were sold to the public; or (ii) if less than 10% of any maturity has been sold, the price for that maturity determined as of the time of the sale based upon the reasonably expected initial offering price to the public; and (iii) that the initial public offering price does not exceed their fair market value of the Tax-Exempt Bonds on the sale date. The winning purchaser will be required to provide a certificate at closing confirming the information required by this paragraph.

### **No Good Faith Deposit and Other Matters**

No good faith deposit is required to bid on the Tax-Exempt Bonds.

The Tax-Exempt Bonds will be delivered to the winning purchaser against full payment in immediately available funds as soon as they can be prepared and executed, which is expected to be on or about July 19, 2016. Should delivery be delayed beyond sixty (60) days from the date of sale for any reason beyond the control of the City except failure of performance by the purchaser, the City may cancel the award or the purchaser may withdraw the good faith deposit and thereafter the purchaser's interest in and liability for the Tax-Exempt Bonds will cease.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts, and interest rates of the Tax-Exempt Bonds, and any other information required by law or deemed appropriate by the City, shall constitute a “Final Official Statement” of the City with respect to the Tax-Exempt Bonds, as that term is defined in the Rule. By awarding the Tax-Exempt Bonds to any underwriter or underwriting syndicate, the City agrees that, no more than seven (7) business days after the date of such award, it shall provide, without cost to the senior managing underwriter of the syndicate to which the Tax-Exempt Bonds are awarded, up to 50 copies of the Final Official Statement to permit each “Participating Underwriter” (as that term is defined in the Rule) to comply with the provisions of such Rule. The City shall treat the senior managing underwriter of the syndicate to which the Tax-Exempt Bonds are awarded as its designated agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter executing and delivering an Official Bid Form with respect to the Tax-Exempt Bonds agrees thereby that if its bid is accepted by the City it shall enter into a contractual relationship with all Participating Underwriters of the Tax-Exempt Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

By submission of its bid, the senior managing underwriter of the winning bidder agrees to supply all necessary pricing information and any Participating Underwriter identification necessary to complete the Official Statement within 24 hours after award of the Tax-Exempt Bonds. Additional copies of the Final Official Statement may be obtained by Participating Underwriters from the printer at cost.

The City will, at its expense, deliver the Tax-Exempt Bonds to the purchaser in New York, New York (or arrange for “FAST” delivery) through the facilities of DTC and will pay for the bond attorney’s opinion. At the time of closing, the City will also furnish to the purchaser the following documents, each dated as of the date of delivery of the Tax-Exempt Bonds: (1) the legal opinion of Dorsey & Whitney LLP, Des Moines, Iowa, that the Tax-Exempt Bonds are lawful and enforceable obligations of the City in accordance with their terms; (2) the opinion of said attorneys that the interest on the Tax-Exempt Bonds is exempt from federal income taxes as and to the extent set forth in the Official Statement for the Tax-Exempt Bonds; and (3) a no litigation certificate by the City.

The City intends to designate the Tax-Exempt Bonds as “qualified tax-exempt obligations” pursuant to the small issuer exception provided by Section 265(b)(3) of the Internal Revenue Code of 1986.

The City has authorized the printing and distribution of an Official Statement containing pertinent information relative to the City and the Tax-Exempt Bonds. Copies of such Official Statement or additional information may be obtained from Mr. Matt Muckler, City Administrator, City of West Branch, 110 N Poplar Street, West Branch, IA 52358-0218 or an electronic copy of this Official Statement is available from the [www.speerfinancial.com](http://www.speerfinancial.com) website under “Official Statement Sales/Competitive Calendar” or from the Registered Municipal Advisors to the City, Speer Financial, Inc., 531 Commercial Street, Suite 608, Waterloo, Iowa 50701 (telephone (319) 291-2077) and One North LaSalle Street, Suite 4100, Chicago, Illinois 60602 (telephone (312) 346-3700).

/s/ **MATT MUCKLER**  
City Administrator  
CITY OF WEST BRANCH  
Cedar and Johnson Counties, Iowa

**OFFICIAL BID FORM**

City of West Branch  
 110 N Poplar Street  
 West Branch, IA 52358-0218

June 22, 2016  
*Speer Financial, Inc.*  
 Facsimile: (319) 291-8628

Council Members:

For the \$400,000\* Taxable General Obligation Urban Renewal Bonds, Series 2016B (the "Taxable Bonds"), of the City of West Branch, Cedar and Johnson Counties, Iowa (the "City"), as described in the annexed Official Terms of Offering, which is expressly made a part of this bid, we will pay you \$ \_\_\_\_\_ (no less than \$396,800) bearing interest as follows (each rate a multiple of 1/8 or 1/100 of 1%).

**AMOUNTS\* AND MATURITIES - JUNE 1**

\$45,000 .....	2019 _____%	\$50,000 .....	2022 _____%	\$50,000 .....	2024 _____%
45,000 .....	2020 _____%	50,000 .....	2023 _____%	55,000 .....	2025 _____%
50,000 .....	2021 _____%			55,000 .....	2026 _____%

*Any consecutive maturities may be aggregated into term bonds at the option of the bidder, in which case the mandatory redemption provisions shall be on the same schedule as above.*

*Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_ Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_*  
*Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_ Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_*  
*Maturities: \_\_\_\_\_ Term Maturity \_\_\_\_\_*

\*Subject to principal adjustment in accordance with the Official Terms of Offering.

The Taxable Bonds are to be executed and delivered to us in accordance with the terms of this bid accompanied by the approving legal opinion of Dorsey & Whitney LLP, Des Moines, Iowa. The City will pay for the legal opinion. **The Purchaser agrees to apply for CUSIP** numbers and pay the fee charged by the CUSIP Service Bureau and will accept the Taxable Bonds with the CUSIP numbers as entered on the Taxable Bonds.

No good faith deposit is required.

**Account Manager Information**

Underwriter/Bank \_\_\_\_\_  
 Address \_\_\_\_\_  
 Authorized Rep. \_\_\_\_\_  
 City \_\_\_\_\_ State/Zip \_\_\_\_\_  
 Direct Phone (\_\_\_\_) \_\_\_\_\_  
 FAX Number (\_\_\_\_) \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**Bidders Option Insurance**

We have purchased insurance from:  <b><u>Name of Insurer</u></b> (Please fill in)  _____  Premium: _____  Maturities: (Check One) <input type="checkbox"/> _____ Years <input type="checkbox"/> All
--

The foregoing bid was accepted and the Taxable Bonds sold by resolution of the City on June 22, 2016.

ATTEST:

CITY OF WEST BRANCH  
 CEDAR AND JOHNSON COUNTIES, IOWA

\_\_\_\_\_  
 City Clerk

\_\_\_\_\_  
 Mayor

-----NOT PART OF THE BID-----  
 (Calculation of true interest cost)

Gross Interest	\$
Less Premium/Plus Discount	\$
True Interest Cost	\$
True Interest Rate	%
TOTAL BOND YEARS	2,606.67
AVERAGE LIFE	6.517 Years

**OFFICIAL TERMS OF OFFERING**

**\$400,000\***  
**CITY OF WEST BRANCH**  
**Cedar and Johnson Counties, Iowa**  
**Taxable General Obligation Urban Renewal Bonds, Series 2016B**

The City of West Branch, Cedar and Johnson Counties, Iowa (the “City”), will receive sealed bids for its \$400,000\* Taxable General Obligation Urban Renewal Bonds, Series 2016B (the “Taxable Bonds”), on an all or none basis, at City Hall, City of West Branch, 202 W. South Street, West Branch, Iowa, until 11:00 A.M., C.D.T., Wednesday, June 22, 2016. The City will also receive facsimile bids at (319) 291-8628 for the Taxable Bonds, on an all or none basis until 11:00 A.M., C.D.T., Wednesday, June 22, 2016. Upon receipt, facsimile bids will be sealed and treated as sealed bids, and along with all other sealed bids will be publicly opened and read.

Award will be made or all bids rejected at a meeting of the City Council on that date. The City reserves the right to reject all bids, to reject any bid not conforming to this Official Terms of Offering, and to waive any irregularity or informality with respect to any bid. Additionally, the City reserves the right to modify or amend this Official Terms of Offering; however, any such modification or amendment shall not be made less than twenty-four (24) hours prior to the date and time for receipt of bids on the Taxable Bonds and any such modification or amendment will be announced through *Thomson Municipal News*.

The Taxable Bonds are general obligations payable as to both principal and interest from ad valorem taxes levied against all taxable property of the City without limitation as to rate or amount, all except as limited by bankruptcy, insolvency, moratorium, reorganization and other similar laws relating to the enforcement of creditors’ rights generally and except that enforcement by equitable and similar remedies, such as mandamus, is subject to the exercise of judicial discretion.

The Taxable Bonds will be in fully registered form in the denominations of \$5,000 and integral multiples thereof in the name of Cede & Co. as nominee of The Depository Trust Company (“DTC”), New York, New York, to which principal and interest payments on the Taxable Bonds will be paid. Individual purchases will be in book-entry form only. Interest on each Taxable Bond shall be paid by check or draft of the Taxable Bond Registrar to the person in whose name such Taxable Bond is registered at the close of business on the fifteenth day of the month next preceding an interest payment date. The principal of the Taxable Bonds shall be payable in lawful money of the United States of America at the principal office maintained for the purpose by the Taxable Bond Registrar in Des Moines, Iowa. Semiannual interest is due June 1 and December 1 of each year, commencing June 1, 2017 and is payable by Bankers Trust Company, Des Moines, Iowa (the “Registrar”). The Taxable Bonds are dated the date of delivery (expected to be on or about July 19, 2016).

**AMOUNTS\* AND MATURITIES - JUNE 1**

\$45,000 .....	2019	\$50,000 .....	2022	\$50,000 .....	2024
45,000 .....	2020	50,000 .....	2023	55,000 .....	2025
50,000 .....	2021			55,000 .....	2026

*Any consecutive maturities may be aggregated into term bonds at the option of the bidder, in which case the mandatory redemption provisions shall be on the same schedule as above.*

The Taxable Bonds due June 1, 2019 - 2022, inclusive, are non-callable. The Taxable Bonds due June 1, 2023 - 2026, inclusive, are callable in whole or in part and on any date on or after June 1, 2022, at a price of par and accrued interest. If less than all the Taxable Bonds are called, they shall be redeemed in any order of maturity as determined by the City and within any maturity by lot.

*\*ADJUSTMENTS TO PRINCIPAL AMOUNT AFTER DETERMINATION OF BEST BID. The aggregate principal amount of the Taxable Bonds, and each scheduled maturity thereof, are subject to increase or reduction by the City or its designee after the determination of the Winning Bidder. The City may increase or decrease each maturity in increments of \$5,000, but the total amount to be issued will not exceed \$400,000. Interest rates specified by the Winning Bidder for each maturity will not change. Final adjustments shall be in the sole discretion of the City.*

*The dollar amount of the purchase price proposed by the Winning Bidder will be changed if the aggregate principal amount of the Taxable Bonds is adjusted as described above. Any change in the principal amount of any maturity of the Taxable Bonds will be made while maintaining, as closely as possible, the Winning Bidder’s net compensation, calculated as a percentage of bond principal. The Winning Bidder may not withdraw or modify its bid as a result of any post-bid adjustment. Any adjustment shall be conclusive, and shall be binding upon the Winning Bidder.*

**Electronic Facsimile Bidding:** Bids may be submitted via facsimile at (319) 291-8628. Electronic facsimile bids will be sealed and treated as sealed bids. Neither the City nor its agents will assume liability for the inability of the bidder to reach the above named fax numbers prior to the time of sale specified above. Transmissions received after the deadline will be rejected. Bidders electing to submit bids via facsimile transmission bear full and complete responsibility for the transmission of such bid. Neither the City nor its agents will assume responsibility for the inability of the bidder to reach the above specified fax number prior to the time of sale. Time of receipt shall be the time recorded by the person receiving the facsimile and shall be conclusive.

### **Bidding Parameters and Award of the Taxable Bonds**

All interest rates must be in multiples of one-eighth or one one-hundredth of one percent (1/8 or 1/100 of 1%), and not more than one rate for a single maturity shall be specified. The rates bid shall be in non-descending order. The differential between the highest rate bid and the lowest rate bid shall not exceed five percent (5%). All bids must be for all of the Taxable Bonds and must be for not less than \$396,800.

**Award of the Taxable Bonds:** The Taxable Bonds will be awarded on the basis of true interest cost, determined in the following manner. True interest cost shall be computed by determining the annual interest rate (compounded semi-annually) necessary to discount the debt service payments on the Taxable Bonds from the payment dates thereof to the dated date and to the bid price. For the purpose of calculating true interest cost, the Taxable Bonds shall be deemed to become due in the principal amounts and at the times set forth in the table of maturities set forth above. In the event two or more qualifying bids produce the identical lowest true interest cost, the winning bid shall be determined by lot.

The Taxable Bonds will be awarded to the bidder complying with the terms of this Official Terms of Offering whose bid produces the lowest true interest cost rate to the City as determined by the City's Municipal Advisor, which determination shall be conclusive and binding on all bidders; provided, that the City reserves the right to reject all bids or any non-conforming bid and reserves the right to waive any informality in any bid.

The winning bidder will be required to make the standard filings and maintain the appropriate records routinely required pursuant to MSRB Rules G-8, G-11 and G-36. The winning bidder will be required to pay the standard MSRB charge for Taxable Bonds purchased. In addition, the winning bidder who is a member of the Securities Industry and Financial Markets Association ("SIFMA") will be required to pay SIFMA's standard charge per Taxable Bond.

The winning purchaser will be required to certify to the City immediately after the opening of bids: (i) the initial public offering price of each maturity of the Taxable Bonds (not including bond houses and brokers or similar persons or organizations acting in the capacity of underwriters or wholesalers) at which price a substantial amount of the Taxable Bonds (not less than 10% of each maturity) were sold to the public; or (ii) if less than 10% of any maturity has been sold, the price for that maturity determined as of the time of the sale based upon the reasonably expected initial offering price to the public; and (iii) that the initial public offering price does not exceed their fair market value of the Taxable Bonds on the sale date. The winning purchaser will be required to provide a certificate at closing confirming the information required by this paragraph.

### **No Good Faith Deposit and Other Matters**

No good faith deposit is required to bid on the Taxable Bonds.

The Taxable Bonds will be delivered to the winning purchaser against full payment in immediately available funds as soon as they can be prepared and executed, which is expected to be on or about July 19, 2016. Should delivery be delayed beyond sixty (60) days from the date of sale for any reason beyond the control of the City except failure of performance by the purchaser, the City may cancel the award or the purchaser may withdraw the good faith deposit and thereafter the purchaser's interest in and liability for the Taxable Bonds will cease.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts, and interest rates of the Taxable Bonds, and any other information required by law or deemed appropriate by the City, shall constitute a “Final Official Statement” of the City with respect to the Taxable Bonds, as that term is defined in the Rule. By awarding the Taxable Bonds to any underwriter or underwriting syndicate, the City agrees that, no more than seven (7) business days after the date of such award, it shall provide, without cost to the senior managing underwriter of the syndicate to which the Taxable Bonds are awarded, up to 50 copies of the Final Official Statement to permit each “Participating Underwriter” (as that term is defined in the Rule) to comply with the provisions of such Rule. The City shall treat the senior managing underwriter of the syndicate to which the Taxable Bonds are awarded as its designated agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter executing and delivering an Official Bid Form with respect to the Taxable Bonds agrees thereby that if its bid is accepted by the City it shall enter into a contractual relationship with all Participating Underwriters of the Taxable Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

By submission of its bid, the senior managing underwriter of the winning bidder agrees to supply all necessary pricing information and any Participating Underwriter identification necessary to complete the Official Statement within 24 hours after award of the Taxable Bonds. Additional copies of the Final Official Statement may be obtained by Participating Underwriters from the printer at cost.

The City will, at its expense, deliver the Taxable Bonds to the purchaser in New York, New York (or arrange for “FAST” delivery) through the facilities of DTC and will pay for the bond attorney’s opinion. At the time of closing, the City will also furnish to the purchaser the following documents, each dated as of the date of delivery of the Taxable Bonds: (1) the legal opinion of Dorsey & Whitney LLP, Des Moines, Iowa, that the Taxable Bonds are lawful and enforceable obligations of the City in accordance with their terms; and (2) a no litigation certificate by the City.

The City has authorized the printing and distribution of an Official Statement containing pertinent information relative to the City and the Taxable Bonds. Copies of such Official Statement or additional information may be obtained from Mr. Matt Muckler, City Administrator, City of West Branch, 110 N Poplar Street, West Branch, IA 52358-0218 or an electronic copy of this Official Statement is available from the [www.speerfinancial.com](http://www.speerfinancial.com) website under “Official Statement Sales/Competitive Calendar” or from the Registered Municipal Advisors to the City, Speer Financial, Inc., 531 Commercial Street, Suite 608, Waterloo, Iowa 50701 (telephone (319) 291-2077) and One North LaSalle Street, Suite 4100, Chicago, Illinois 60602 (telephone (312) 346-3700).

**/s/ MATT MUCKLER**  
*City Administrator*  
**CITY OF WEST BRANCH**  
Cedar and Johnson Counties, Iowa

RESOLUTION NO. 1474

RESOLUTION APPROVING TWO AGREEMENTS FOR THE MUSIC ON THE GREEN CONCERT SERIES.

WHEREAS, one of the City's premier events of the year is the Music on the Green Concert Series; and

WHEREAS, the fiscal year 2015-2016 and fiscal year 2016-2017 budgets for community and development include funding for entertainment; and

WHEREAS, the National Park Service has partnered with the City of West Branch and also provides funding for the Music on the Green Concert Series; and

WHEREAS, two companies have submitted proposed service agreements in the amount of \$1,300.00 to provide these services; and

WHEREAS, it is now necessary to approve said agreements.

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

Passed and approved this 6th day of June, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

## Performance Contract

**City of West Branch**, henceforth known as “Client,” agrees to hire **Highway Home Bluegrass Band**, henceforth known as “Artist,” for a performance at the **Village Green** during Music on Village Green Concert Series on **Thursday July 21, 2016**.

Furthermore, the two parties agree to the following:

Artist will perform music at **above site** on **above date**, for a period of **one hour**, beginning at **7:00 pm**.

Client will pay Artist **\$450** as compensation for this performance, payable via **check** and at time of performance or mutually agreed-upon payment date.

Setup for the performance will be the responsibility of Artist. No sound system will be provided by the client.

Client will provide performance area and reliable electrical outlet close to performance area.

Artist or Client may cancel the performance up to the time of performance due to dangerous weather conditions, sudden illness, or other acts of God.

This contract is enforceable according to the laws and regulations of the state of Iowa.

Signed this **6** day of **June, 2016**.

\_\_\_\_\_  
Artist Name

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Client Signature

**Harlan D. Brown, Coordinator**

# INVOICE

**Brown Otter Singers Song & Dance Group**

*Meskwakis- People of the Red Earth*

P.O. Box 191  
Tama, IA 52339  
Phone **(641) 750-2695** Fax **(641) 484-2101**

INVOICE #[105]  
DATE: JUNE 5, 2016

**TO:**  
Herbert Hoover Natl. Historical Monument  
201 East Main St., P.O. Box 218  
West Branch, IA 52358  
(319) 643-7857

**FOR:**  
Seth Goodspeed- (319) 643-7857

DESCRIPTION	AMOUNT
Singing and Dance Performance Services for the "Music On the Green" event June 30 <sup>th</sup> , 2016 at 7:00 p.m. for a 45 minute/1 hour presentation.	<b>\$ 850.00</b>
TOTAL	<b>\$ 850.00</b>

Make all checks payable to **Harlan D. Brown**

Payment is due within 30 days.

If you have any questions concerning this invoice, contact: Harlan D. Brown (641) 750-2695, [rezskynjyn@yahoo.com](mailto:rezskynjyn@yahoo.com)

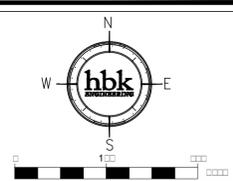
**Thank you for your business**



**SITE CONCEPT PLAN**  
 APPROXIMATELY 100 ACRES  
 CR1 LOTS 100 ACRES  
 R LOTS 100 ACRES  
 TOWNHOUSE UNITS 100 ACRES

PARKING SPACES REQUIRED  
 ACCESSIBLE SPACES

PARKING STALL SHOWN  
 ACCESSIBLE



PROJECT NO.:  
**15-5186**

PROJECT:  
**WEST BRANCH  
 CONCEPT**

ENGINEER:  
**hbk  
 ENGINEERING**

HBK ENGINEERING, LLC  
 509 S. GILBERT ST.  
 IOWA CITY, IA 52240  
 PHONE: (319) 338-7557  
 FAX: (319) 358-2937  
 CHICAGO - OAK BROOK - NORRISTOWN  
 WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:  
**OWNER**  
 MAILING ADDRESS

**DEVELOPER**  
 MAILING ADDRESS

CONTRACTOR:  
**CONTRACTOR**  
 MAILING ADDRESS

TITLE:  
**SHEET NAME**

REVISIONS			
REV	DATE	DESCRIPTION	BY
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

DRAWN BY: \_\_\_\_\_ CHECKED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

PROJECT NUMBER: **15-5186**  
 FILE NAME: **WB CONCEPT C.DWG**  
 DATE DRAWN: **05/19/2016**  
 SCALE: **1"=100'**

SHEET: **C1.0**

NOTICE OF HEARING AND LETTING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF MAIN STREET SIDEWALK – PHASE 3 FOR THE CITY OF WEST BRANCH, IOWA, AND THE TAKING OF BIDS THEREFOR

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Notice is hereby given that the City Council of West Branch, Iowa will meet in the Council Chambers, 110 North Poplar Street, West Branch, Iowa, on the 6<sup>th</sup> day of June, 2016 at 7:00 p.m. at which time a hearing will be held and said Council proposes to adopt plans, specifications, form of contract and estimate of cost for the construction of the Main Street Sidewalk – Phase 3 and work incidental thereto for said City.

Sealed proposals will be received by the City Clerk of the City of West Branch, Iowa, at City Hall, 110 North Poplar Street, West Branch, Iowa, until 2:00 p.m. on the 2<sup>nd</sup> day of June, 2016, for the construction of Main Street Sidewalk – Phase 3 as described in the plans and specifications therefor, now on file in the office of the City Clerk. Proposals will be opened and the amount of the bids announced by the City Clerk at the time and date specified above. Proposals will be acted upon by said City at the June 6<sup>th</sup> City Council Meeting or at such later time and place as then may be fixed.

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

MAIN STREET SIDEWALK – PHASE 3

Construct Main Street Sidewalk – Phase 3 including all labor, materials, and equipment necessary for approximately 242 square yards of PCC sidewalk, 230 linear feet of curb and gutter, HMA pavement wedge, detectable warning curb ramps, fixture adjustments, and miscellaneous associated work.

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

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

NHL-1

368200

## Notice of Hearing and Letting

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

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

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

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

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

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

The successful bidder will be required to furnish a bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City Council and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment for all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor, and shall guarantee the work against faulty workmanship and materials for a period of four (4) years after its completion and acceptance by the City Council.

The work will commence within ten (10) days after written Notice to Proceed and shall be completed by July 29, 2016.

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

NHL-2

368200

Notice of Hearing and Letting

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

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

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

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

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

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

CITY OF WEST BRANCH, IOWA

Roger Laughlin, Mayor

ATTEST:

Matt Muckler, City Administrator

NHL-3

368200

RESOLUTION NO. 1476

RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF THE WEST BRANCH SIDEWALK PHASE 3 IMPROVEMENTS PROJECT AND THE TAKING OF BIDS THEREFOR.

WHEREAS, the City Council of the City of West Branch, Cedar County, Iowa, did heretofore deem it necessary and desirable to install and construct Main Street Sidewalk – Phase 3 including all labor, materials, and equipment necessary for approximately 242 square yards of PCC sidewalk, 230 linear feet of curb and gutter, HMA pavement wedge, detectable warning curb ramps, fixture adjustments, and miscellaneous associated work., said project having been referred to as the “West Branch Sidewalk Phase 3 Improvements Project”; and

WHEREAS, Veenstra & Kimm, Inc. have caused the plans, specifications, form of contract and estimate of cost for said Project to be prepared; and

WHEREAS, pursuant to Chapter 26 of the Code of Iowa, the City is required to approve said plans, specifications, form of contract and estimate of cost; and

WHEREAS, the City Council of the City of West Branch, Cedar County, Iowa, approved Resolution 1469 on May 16, 2016 setting the public hearing on the aforementioned plans, specifications, form of contract and estimate of cost for 7:00 p.m. on Monday, June 6, 2016 at the Council Chambers, City Hall, 110 N. Poplar Street, West Branch, Iowa 52358; and

WHEREAS, per Resolution 1469, the City solicited bids for said Project until 2:00 p.m. on Thursday, June 2, 2016 in the Office of the City Clerk, 110 N. Poplar Street, West Branch, Iowa 52358.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of West Branch, Cedar County, Iowa, approves the plans and specifications, proposed form of contract and estimate of cost for the construction of the West Branch Sidewalk Phase 3 Improvements Project for the City of West Branch, Iowa and the taking of bids therefor.

\* \* \* \* \*

Passed and approved this 6th day of June, 2016.

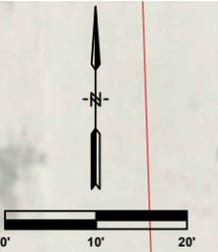
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Roger Laughlin, Mayor

ATTEST:

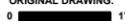
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Matt Muckler, City Administrator/Clerk



DATE	REVISIONS

SCALE	AS NOTED
DRAWN	EDG
CHECKED	EDG
APPROVED	EDG
DATE	5/4/16
ISSUED FOR	REVIEW

**VERIFY SCALE**  
 BAR IS ONE INCH ON ORIGINAL DRAWING.  
 0  1"  
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



WEST BRANCH  
 IOWA  
 260 22nd Avenue • Suite 4 • Coralville, Iowa 52241-1565  
 319-466-1000 • 319-466-1000(FAX) • 800-241-9001(WATS)

N. DOWNEY SIDEWALK

DWG. NO.
1
PROJECT ###



No.	Description	Unit	Unit Price	Quantity	Extended Price
1	MOBILIZATION	LS	\$6,500.00	LS	\$6,500.00
2	CONSTRUCTION STAKING	LS	\$2,000.00	LS	\$2,000.00
3	TRAFFIC CONTROL	LS	\$2,000.00	LS	\$2,000.00
4	PAVEMENT REMOVAL	SY	\$15.00	156	\$2,340.00
5	RMVL SIDEWALK	SY	\$15.00	248	\$3,720.00
6	RMVL & REINSTALL SIGN	EA	\$200.00	1	\$200.00
7	FIXTURE ADJUSTMENT				
	7.1 WATER VALVE	EA	\$150.00	5	\$750.00
	7.2 MANHOLE	EA	\$300.00	1	\$300.00
8	MODIFIED SUBBASE	CY	\$76.00	100	\$7,600.00
9	HMA FILLET, 1 M	TON	\$180.00	50	\$9,000.00
10	SIDEWALK, PCC, 6"	SY	\$60.00	248	\$14,880.00
11	CURB BUILDING FILLET, PCC	LF	\$30.00	250	\$7,500.00
12	DETECTABLE WARNING & CURB RAMP	SF	\$35.00	30	\$1,050.00

Subtotal \$57,840.00  
 Contingency 10% \$5,784.00

**Construction Total \$63,700.00**

Engineering, Legal, Administrative Services 15% \$9,600.00

**Project Total \$73,300.00**

**ENGINEERS ESTIMATE \$58,000.00**

RESOLUTION NO. 1477

RESOLUTION AWARDING THE CONSTRUCTION CONTRACT FOR THE WEST  
BRANCH SIDEWALK PHASE 3 IMPROVEMENTS PROJECT.

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to construct Main Street Sidewalk – Phase 3 including all labor, materials, and equipment necessary for approximately 242 square yards of PCC sidewalk, 230 linear feet of curb and gutter, HMA pavement wedge, detectable warning curb ramps, fixture adjustments, and miscellaneous associated work, said project having been referred to as the “West Branch Sidewalk Phase 3 Improvements Project” for the City of West Branch, Iowa (the “Project”); and

WHEREAS, the bids for the aforementioned project were received, opened and tabulated as per published notice therefor on June 2, 2016; and

WHEREAS, the bid of All American Concrete, Inc., was the lowest responsive, responsible bid received; and

WHEREAS, said bid was in the amount of \$77,067.00; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the bid of All American Concrete, Inc., in the amount of \$77,067.00 be and the same is hereby accepted and approved and the construction contract is awarded to All American Concrete, Inc.

BE IT FURTHER RESOLVED that the Mayor is hereby directed to execute the construction contract on behalf of the City.

\* \* \* \* \*

Passed and approved this 6<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

RESOLUTION 1478

APPROVING THE MAIN STREET IOWA PROGRAM AGREEMENT

WHEREAS, an Agreement between the Iowa Economic Development Authority, Main Street West Branch and the City of West Branch is necessary for the purpose of continuing the Main Street Iowa program in West Branch; and,

WHEREAS, the Local Main Street Program will continue to follow the Main Street Approach as developed by the Main Street Center, Inc. and espoused by Main Street Iowa; and,

WHEREAS, the current Main Street Iowa Program Agreement would expire on June 30, 2016; and,

WHEREAS, an updated Agreement between the Iowa Economic Development Authority, Main Street West Branch and the City of West Branch has been presented to the City Council of West Branch; 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 is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City and appointed to represent the City on the local Main Street governing board of directors; and

BE IT FURTHER RESOLVED, by the City Council of the City of West Branch, Iowa, that the source of funds to be used are general funds, or any other funding source determined by the City Council; and

BE IT FURTHER RESOLVED, by the City Council of the City of West Branch, Iowa, the City Council reserves the right to increase or decrease program funding from year to year.

Passed and approved this 6th day of June, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

## Main Street Iowa Program Agreement

Agreement # PS2016 -G300-51

Agreement between the Iowa Economic Development Authority, the City of West Branch and Friends of Historic Downtown West Branch / DBA Main Street West Branch for the purpose of continuing the Main Street Program in West Branch.

THIS AGREEMENT is entered into and executed by the Iowa Economic Development Authority herein referred to as the "IEDA", the City of West Branch and Friends of Historic Downtown West Branch / DBA Main Street West Branch hereinafter referred to as the "Community or Local Main Street Program".

WHEREAS, Friends of Historic Downtown West Branch / DBA Main Street West Branch established a partnership with the Iowa Economic Development Authority in 2006 and desires that the program continue; and

WHEREAS, the Iowa Economic Development Authority desires to continue the relationship which has been established with Friends of Historic Downtown West Branch / DBA Main Street West Branch;

NOW THEREFORE, in consideration of the foregoing and mutual covenants and agreements contained herein, the parties have agreed to do as follows:

### **SECTION I. The Local Main Street Program agrees to:**

1. Maintain the local program's focus on the revitalization of the historic commercial district utilizing the Main Street Approach®. This should be reflected in the programs annual action plans, goals and objectives, vision, and mission statement.
2. Employ a paid part-time Executive Director for the Local Main Street Program who will be responsible for the day-to-day administration of the Main Street program in the Community. Full-time employment is defined as 40 hours per week dedicated to the Local Main Street Program work. Part time employment is 25 hours per week dedicated to the Local Main Street Program work. In the event this position is vacated during the time of this agreement, the Local Main Street Program agrees to fill this position in a reasonable time and provide a written timeline to fill this position to the Main Street Iowa State Coordinator.
3. Develop an accurate position description, which includes the rate of compensation, describing the administrative activities for which the program director is responsible. A copy of which is to be provided to Main Street Iowa annually.
4. Maintain worker's compensation insurance for the Executive Director and staff.
5. Maintain an office within the designated boundaries of the local Main Street district.
6. Submit monthly performance reports to the IEDA by established deadlines. The reports will document the progress of the Local Main Street Program's activities. Should a Local Main Street Program become three months tardy on submission of monthly reports, program services available through Main Street Iowa will be suspended until the Local Main Street Program has submitted all late reports to become current.
7. Provide Main Street Iowa examples of local best practices and information demonstrating local success stories (e.g. action plans, marketing materials, quality images, programmatic documents, etc.)
8. Achieve National Main Street Center accreditation at a minimum once every three years. Not achieving National Main Street Center accreditation at a minimum once every three years will result in termination of this agreement and loss of recognition as a Main Street Program Community.
9. Participate, as required by the State Main Street Coordinator, in training sessions as scheduled throughout the year. To remain in compliance and to be eligible for National Main Street accreditation, the Local Main Street Program must have representation at both days, in their entirety, of the three (3) training sessions held annually, indicated as mandatory on the program calendar. In addition, any newly hired program director will be required to participate in Main Street Orientation, as soon after the hire date as feasible. Registration and all related travel expenses for training will be paid by the Community.

10. Have a Resolution of Support passed by the City Council. This resolution must stipulate sources of funding for the program, a commitment to appoint a city official to represent the City on the local Main Street governing board of directors, and that the Local Main Street Program will continue to follow the Main Street Approach® as developed by the National Main Street Center, Inc. and espoused by Main Street Iowa.
11. Have a Resolution of Support passed by the Local Main Street Program Board of Directors. This resolution must stipulate a commitment to continue to follow the Main Street Approach® as developed by the National Main Street Center, Inc.
12. Maintain a “Designated Main Street Network” membership with the National Main Street Center.
13. Use the words “Main Street” when referring to and marketing the local program, either as an official part of the organization’s name or as a tagline such as... “A Main Street Iowa Program”. As a designated Main Street Iowa community, the Local Main Street Program is required to include the National Main Street Center/Main Street America and the Main Street Iowa logos on local program websites.
14. Not assign this agreement to another organization without obtaining prior written approval of the IEDA.
15. Remain in compliance with the requirements of this program as outlined in this agreement. If the IEDA finds that the Local Main Street Program is not in compliance with the requirements of this program agreement, the Local Main Street Program will be notified of non-compliance and given a 90-day probationary period in which to return to compliance. Continued non-compliance will result in termination of this agreement and loss of recognition as a Main Street Program Community.
16. Submit with this signed Program Agreement, one (1) copy the City’s Resolution of Support, one (1) copy of the Local Main Street Program Board of Director’s Resolution of Support, and one (1) completed W-9 of the Local Main Street Program.

**SECTION II. The IEDA agrees to:**

1. Designate a Main Street State Coordinator to handle communication between the Community, the Main Street Iowa Program, and state government agencies.
2. Coordinate up to three (3) statewide training sessions annually for program directors and local Main Street volunteers based on the combined needs of all Iowa Main Street Communities.
3. Conduct three one-day (1) Main Street orientations for all new program directors, board members and volunteers. The Orientation will introduce the Executive Director to the Main Street Program and to their immediate responsibilities. Orientation meetings will be held in a central Iowa location.
4. Conduct an on-site program visit annually.
5. Provide continuing advice and information to the Local Main Street Program.
6. Include the Community in the Main Street Iowa network.
7. Provide, as requested and can be scheduled, on-site technical assistance visits to the Local Main Street Program with Main Street Iowa personnel in the areas of design, economic vitality, promotion, organization, committee training, board planning retreat facilitation, action planning.
8. Offer additional optional, regionally hosted trainings throughout the year.

**SECTION III. The PARTIES hereto otherwise agree as follows:**

1. The term of this agreement shall be for a period of two years, beginning July 1, 2016, and ending June 30, 2018. It may be extended or revised by a written amendment signed by both parties.
2. This agreement shall be binding upon and shall insure to the benefit of the parties and their successors.
3. Not to discriminate against any employee or applicant for employment because of race, color, sex, age, disability, creed, religion, sexual orientation, marital status, or national origin. The parties further agree to take affirmative action to assure that employees are treated without regard to their race, color, region, sex, age, disability, creed, religion, sexual orientation, marital status, or national origin during employment.
4. Either party may terminate this agreement without cause after 30 days written notice to the other party.
5. This document memorializes all elements of this agreement, and both incorporates and supersedes any previous agreements or negotiations, whether oral or written.
6. The IEDA is limited to furnishing its technical services to the Community and thus nothing contained herein shall create any employer-employee relationship.

IN WITNESS WHEREOF, the parties have executed this agreement.

BY: \_\_\_\_\_ (Date)  
(Mayor *Signature*)  
\_\_\_\_\_  
(Mayor *Printed Name*)  
West Branch, Iowa  
\_\_\_\_\_  
(City)

BY: \_\_\_\_\_ (Date)  
(Board President *Signature*)  
\_\_\_\_\_  
(Board President *Printed Name*)  
Friends of Historic Downtown West Branch  
\_\_\_\_\_  
/ DBA Main Street West Branch  
\_\_\_\_\_  
(Local Main Street Program)

BY: \_\_\_\_\_ (Date)  
Deborah V. Durham, Director  
Iowa Economic Development Authority

RESOLUTION NO. 1479

RESOLUTION APPROVING THE PLASTIC PRODUCTS SITE PLAN.

WHEREAS, Plastic Products has heretofore submitted a proposed Site Plan to construct an accessory building at 228 Tidewater Drive in the City of West Branch, Iowa (the "Project"); and

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

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

WHEREAS, the City of West Branch Planning and Zoning Commission has reviewed the Site Plan and recommended its approval to the West Branch City Council; and

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

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

\* \* \* \* \*

Passed and approved this 6th day of June, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk

-001  
26.74 Ac

58.48 ft

57.33 ft

58.94 ft

-002  
11.58 Ac

ERCIAL SUB.

Proposed building

-003  
4 Ac

ERCIAL SUB., RESUB. OF LOTS 1 AND 2

RESOLUTION NO. 1480

RESOLUTION APPROVING THE KUM N GO RETAINING WALL SITE PLAN

WHEREAS, Cole KG West Branch Iowa LLC and Kum N Go have heretofore submitted a proposed Site Plan to reconstruct a retaining wall at 620 South Downey Street in the City of West Branch, Iowa (the “Project”); and

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

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

WHEREAS, the City of West Branch Planning and Zoning Commission has reviewed the Site Plan and recommended its approval to the West Branch City Council; and

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

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

\* \* \* \* \*

Passed and approved this 6th day of June, 2016.

\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

\_\_\_\_\_  
Matt Muckler, City Administrator/Clerk



# RETAINING WALL REPLACEMENT



620 S. DOWNEY STREET  
WEST BRANCH, IOWA 52358

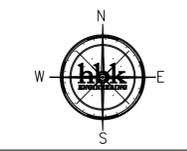
KUM & GO  
STORE #254

SITE LOCATION MAP



PROJECT LOCATION

INDEX OF SHEETS	
NO.	DESCRIPTION
	CIVIL
C1	TITLE SHEET
C2	GENERAL NOTES
C3	PROPOSED WALL PLAN & PROFILE
C4	PROPOSED WALL PLAN & PROFILE
	STRUCTURAL
S1	RETAINING WALL SECTIONS
S2	RETAINING WALL DETAILS



PROJECT NUMBER:  
**15-1088**

PROJECT:  
RETAINING WALL  
REPLACEMENT

ENGINEER:  
**hbk**  
ENGINEERING  
HBK ENGINEERING, LLC  
509 S. GILBERT ST.  
IOWA CITY, IA 52240  
PHONE: (319) 338-7557  
FAX: (319) 358-2937  
IOWA DEPARTMENT  
OF LABOR  
REGISTRATION  
NO. 00527328  
WWW.HBKENGINEERING.COM

OWNER:  
COLE KG (254)  
WEST BRANCH IA, LLC  
620 S. DOWNEY ST  
WEST BRANCH, IA  
52358

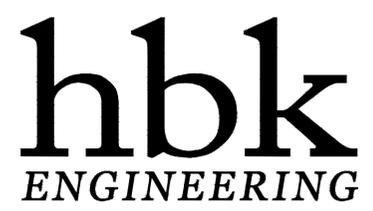
CONTRACTOR:  
TO BE DETERMINED

FOLDER NAME: 151088  
DATE CREATED: 1/22/16

DRAWING LOG				
DATE	ISSUED FOR	DB	CB	
	DESIGN			TK SM

PROJECT MANAGER:  
RAD

SHEET:  
**C1**

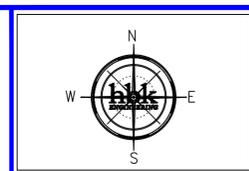
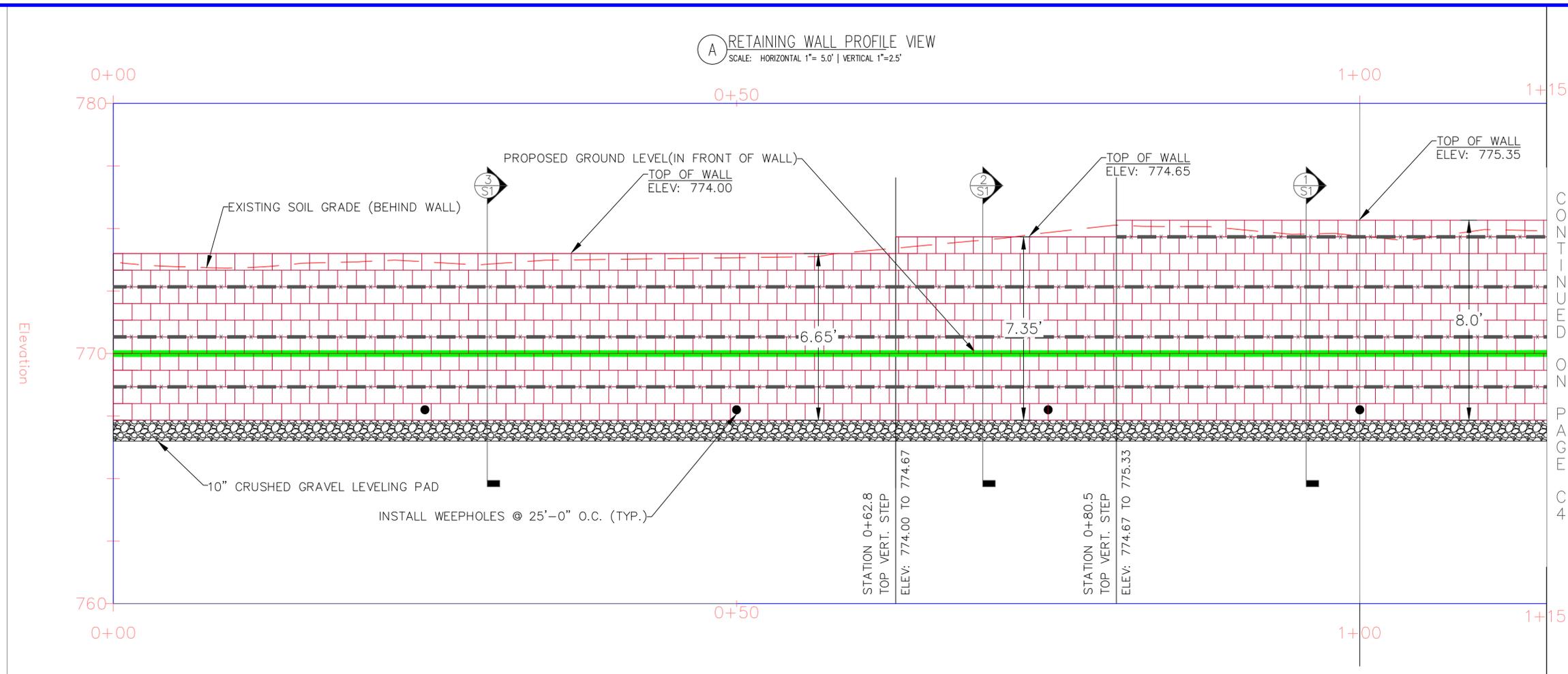


509 SOUTH GILBERT ST.  
IOWA CITY, IA 52240  
PHONE: (319) 338-7557 FAX: (319) 358-2937  
STATE OF IOWA, DEPARTMENT OF LABOR  
WORKFORCE NO. 00527328





- LEGEND**
- 770— MAJOR CONTOUR LINE
  - MINOR CONTOUR LINE
  - x-x- GEOGRID REINFORCEMENT
  - - - - EXISTING CONTOUR LINE
  - PROPOSED GROUND LEVEL
  - ▨ GEOGRID REINFORCEMENT
  - ▩ LIMITS OF EXCAVATION
  - ▧ FACE OF KEYSTONE WALL
  - ▨ PARKING LOT
  - ▨ LEVELING PAD (CONCRETE OR AGGREGATE)
  - ▨ TOP OF KEYSTONE WALL
  - ▨ EXISTING BUILDING



PROJECT NUMBER:  
**15-1088**

PROJECT:  
**RETAINING WALL REPLACEMENT**

ENGINEER:  
**hbk ENGINEERING**  
HBK ENGINEERING, LLC  
509 S. GILBERT ST.  
IOWA CITY, IA 52240  
PHONE: (319) 338-7557  
FAX: (319) 358-2937  
IOWA DEPARTMENT OF LABOR  
REGISTRATION NO. 00527328  
WWW.HBKENGINEERING.COM

OWNER:  
**COLE KG (254)  
WEST BRANCH IA, LLC  
620 S. DOWNEY ST  
WEST BRANCH, IA  
52358**

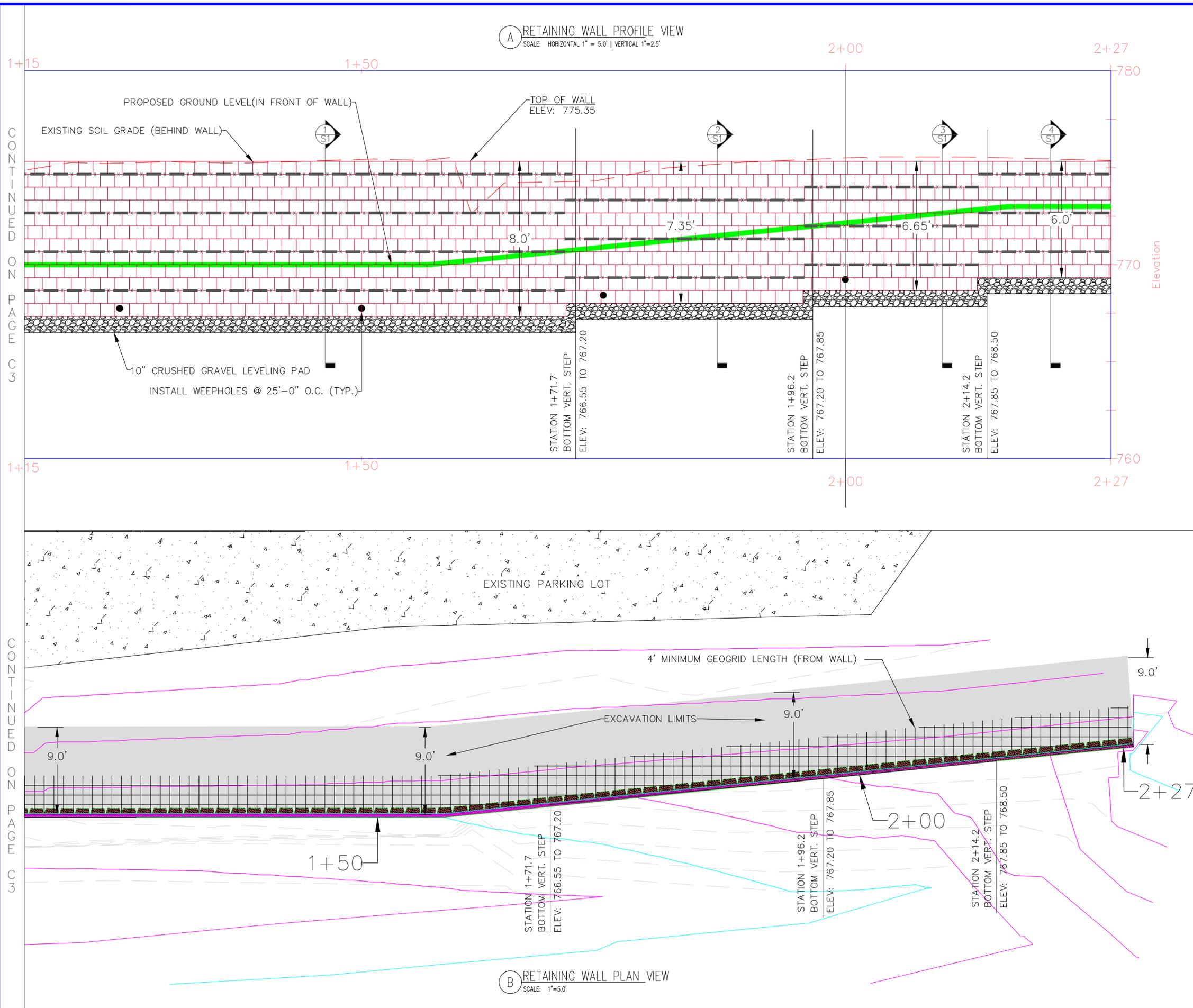
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**TO BE DETERMINED**

FOLDER NAME: **151088**  
DATE CREATED: **1/22/16**

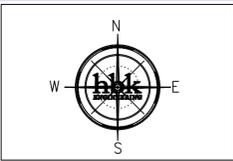
DRAWING LOG				
DATE	ISSUED FOR	DB	CB	
	DESIGN	TK	SM	

PROJECT MANAGER:  
**RAD**

SHEET:  
**C3**



- LEGEND**
- 770 — MAJOR CONTOUR LINE
  - MINOR CONTOUR LINE
  - x - x - GEOGRID REINFORCEMENT
  - - - - EXISTING CONTOUR LINE
  - █ PROPOSED GROUND LEVEL
  - ▒ GEOGRID REINFORCEMENT
  - █ LIMITS OF EXCAVATION
  - ▒ FACE OF KEYSTONE WALL
  - ▒ PARKING LOT
  - ▒ LEVELING PAD (CONCRETE OR AGGREGATE)
  - █ TOP OF KEYSTONE WALL
  - ▒ EXISTING BUILDING



PROJECT NUMBER:  
**15-1088**

PROJECT:  
**RETAINING WALL REPLACEMENT**

ENGINEER:  
**hbk ENGINEERING**  
HBK ENGINEERING, LLC  
509 S. GILBERT ST.  
IOWA CITY, IA 52240  
PHONE: (319) 338-7557  
FAX: (319) 358-2937  
IOWA DEPARTMENT OF LABOR  
REGISTRATION NO. 00527328  
WWW.HBKENGINEERING.COM

OWNER:  
**COLE KG (254)  
WEST BRANCH IA, LLC  
620 S. DOWNEY ST  
WEST BRANCH, IA  
52358**

CONTRACTOR:  
**TO BE DETERMINED**

FOLDER NAME: **151088**  
DATE CREATED: **1/22/16**

**DRAWING LOG**

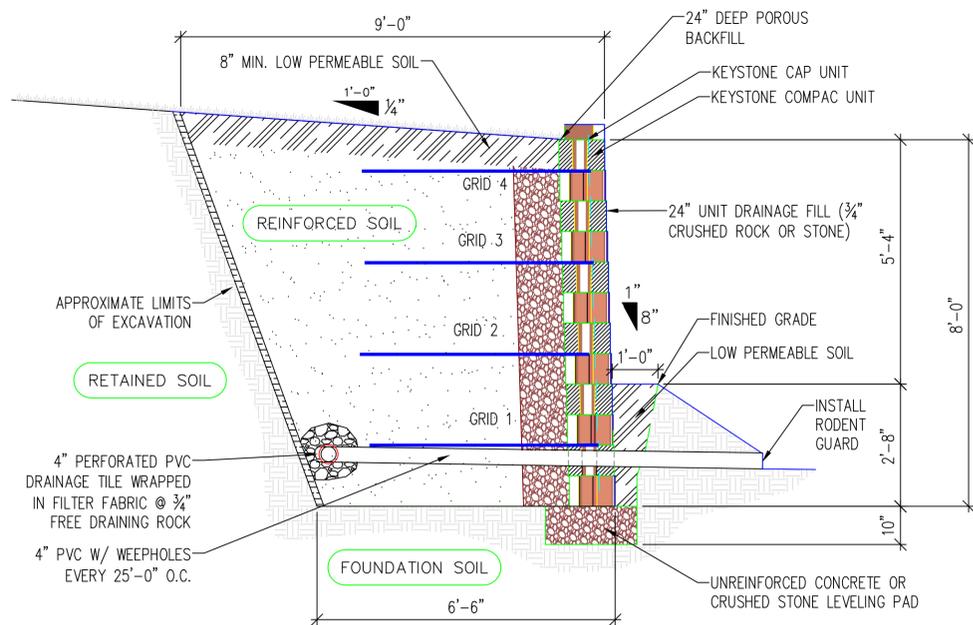
DATE	ISSUED FOR	DB	CB
	DESIGN	TK	SM

PROJECT MANAGER:  
**RAD**

SHEET:  
**C4**

CONTINUED ON PAGE C3

CONTINUED ON PAGE C3



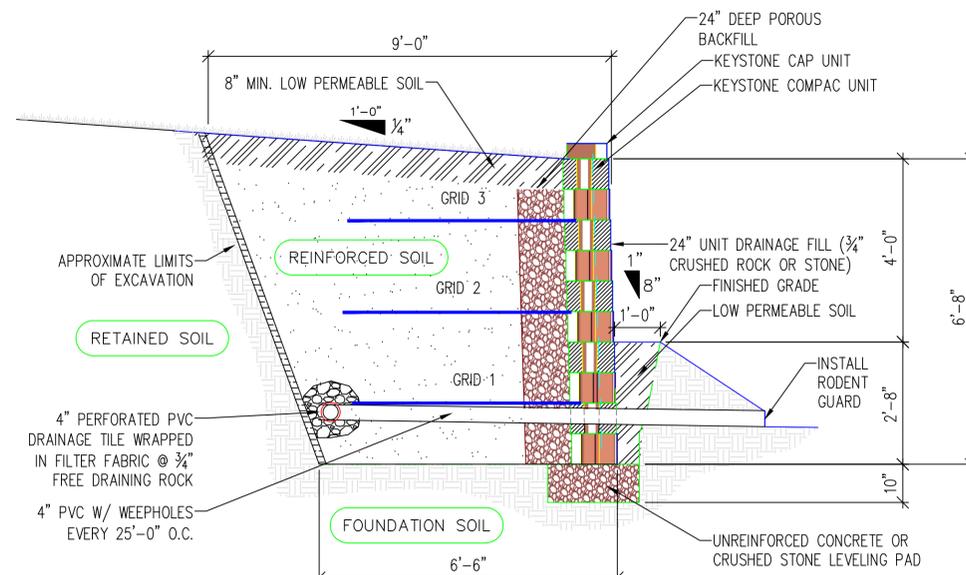
GRID DIMENSIONS			
GRID #	HEIGHT*	DEPTH	GEOGRID PRODUCT
1	1.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS
2	3.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS
3	5.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS
4	7.33 Ft	5.00 Ft	MIRAFI 3XT GEOGRIDS

\*MEASURED FROM T/LEVELING PAD ELEV.

**NOTE:**

1. WRAP DRAINAGE TILE IN 3/4" AGGREGATE AND FILTER FABRIC WITH DRAINAGE COMPOSITE OR AGGREGATE BACK DRAIN SYSTEM
2. CONTRACTOR RESPONSIBLE FOR EXCAVATION PROTECTION
3. GEOGRID PRODUCT: MIRAFI 3XT GEOGRIDS OR APPROVED EQUAL
4. COMPAC UNIT - 8V:1H BATTER

① 8'-0" REINFORCED WALL SECTION  
SCALE: 1/2"=1'-0"



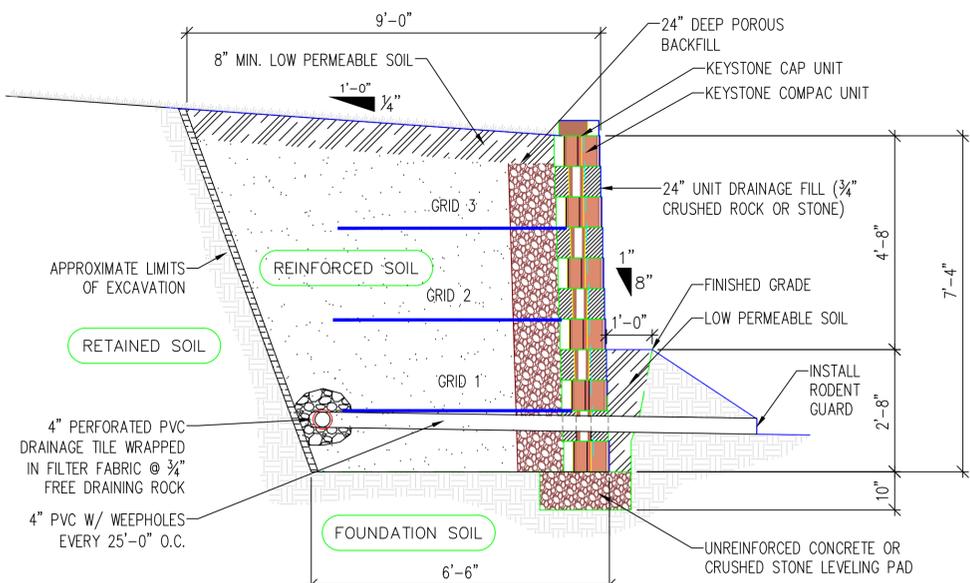
GRID DIMENSIONS			
GRID #	HEIGHT*	DEPTH	GEOGRID PRODUCT
1	1.33 Ft	4.00 Ft	MIRAFI 3XT GEOGRIDS
2	3.33 Ft	4.00 Ft	MIRAFI 3XT GEOGRIDS
3	5.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS

\*MEASURED FROM T/LEVELING PAD ELEV.

**NOTE:**

1. WRAP DRAINAGE TILE IN 3/4" AGGREGATE AND FILTER FABRIC WITH DRAINAGE COMPOSITE OR AGGREGATE BACK DRAIN SYSTEM
2. CONTRACTOR RESPONSIBLE FOR EXCAVATION PROTECTION
3. GEOGRID PRODUCT: MIRAFI 3XT GEOGRIDS OR APPROVED EQUAL
4. COMPAC UNIT - 8V:1H BATTER

③ 6'-8" REINFORCED WALL SECTION  
SCALE: 1/2"=1'-0"



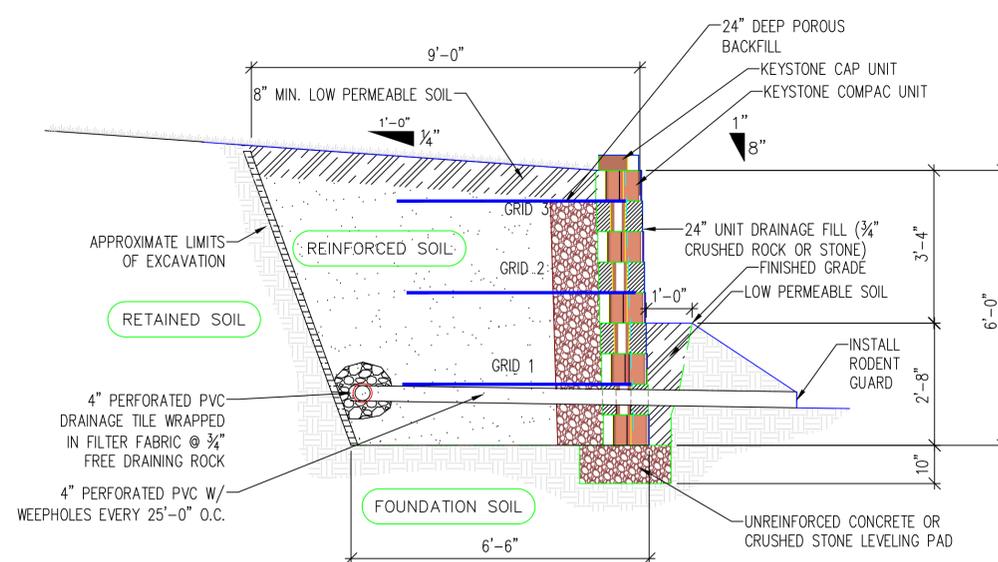
GRID DIMENSIONS			
GRID #	HEIGHT*	DEPTH	GEOGRID PRODUCT
1	1.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS
2	3.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS
3	5.33 Ft	5.00 Ft	MIRAFI 3XT GEOGRIDS

\*MEASURED FROM T/LEVELING PAD ELEV.

**NOTE:**

1. WRAP DRAINAGE TILE IN 3/4" AGGREGATE AND FILTER FABRIC WITH DRAINAGE COMPOSITE OR AGGREGATE BACK DRAIN SYSTEM
2. CONTRACTOR RESPONSIBLE FOR EXCAVATION PROTECTION
3. GEOGRID PRODUCT: MIRAFI 3XT GEOGRIDS OR APPROVED EQUAL
4. COMPAC UNIT - 8V:1H BATTER

② 7'-4" REINFORCED WALL SECTION  
SCALE: 1/2"=1'-0"



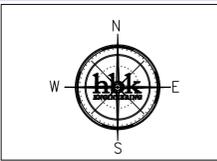
GRID DIMENSIONS			
GRID #	HEIGHT*	DEPTH	GEOGRID PRODUCT
1	1.33 Ft	4.00 Ft	MIRAFI 3XT GEOGRIDS
2	3.33 Ft	4.00 Ft	MIRAFI 3XT GEOGRIDS
3	5.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS

\*MEASURED FROM T/LEVELING PAD ELEV.

**NOTE:**

1. WRAP DRAINAGE TILE IN 3/4" AGGREGATE AND FILTER FABRIC WITH DRAINAGE COMPOSITE OR AGGREGATE BACK DRAIN SYSTEM
2. CONTRACTOR RESPONSIBLE FOR EXCAVATION PROTECTION
3. GEOGRID PRODUCT: MIRAFI 3XT GEOGRIDS OR APPROVED EQUAL
4. COMPAC UNIT - 8V:1H BATTER

④ 6'-0" REINFORCED WALL SECTION  
SCALE: 1/2"=1'-0"



PROJECT NUMBER:  
**15-1088**

PROJECT:  
**RETAINING WALL REPLACEMENT**

ENGINEER:  
**hbk ENGINEERING**  
HBK ENGINEERING, LLC  
509 S. GILBERT ST.  
IOWA CITY, IA 52240  
PHONE: (319) 338-7557  
FAX: (319) 358-2937  
IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328  
WWW.HBKENGINEERING.COM

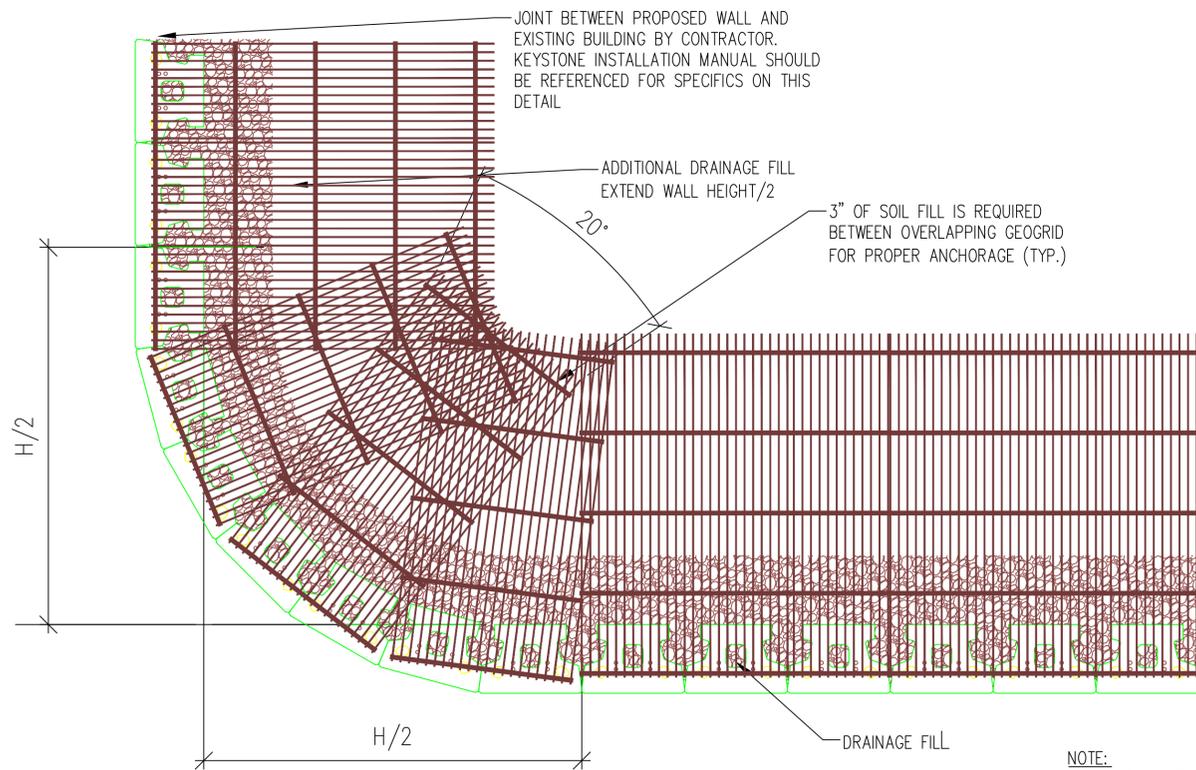
OWNER:  
**COLE KG (254) WEST BRANCH IA, LLC  
620 S. DOWNEY ST  
WEST BRANCH, IA 52358**

CONTRACTOR:  
**TO BE DETERMINED**

FOLDER NAME: **151088**  
DATE CREATED: **1/22/16**

DRAWING LOG				
DATE	ISSUED FOR	DB	CB	
	DESIGN			TK SM

PROJECT MANAGER:  
**RAD**  
SHEET:  
**S1**



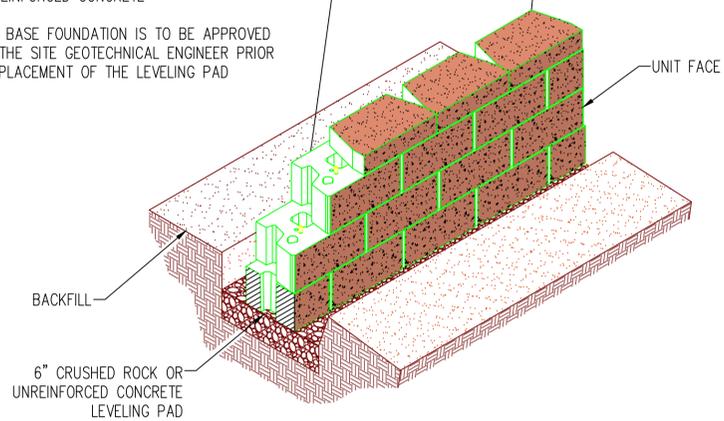
1 GEOGRID INSTALLATION AT CORNERS (PLAN VIEW)  
SCALE: 3/4"=1'-0"

NOTE:  
1. CHECK WITH MANUFACTURER SPECIFICATIONS ON CORRECT DIRECTION OF ORIENTATION FOR GEOGRID TO OBTAIN PROPER STRENGTH.

BASE LEVELING PAD NOTES:

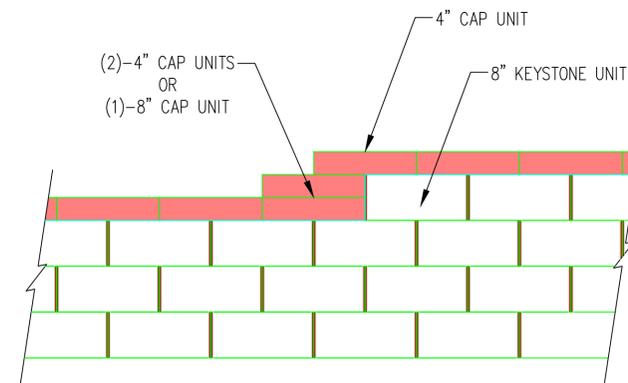
1. THE LEVELING PAD IS TO BE CONSTRUCTED OF CRUSHED STONE OR 2,500 PSI± UNREINFORCED CONCRETE
2. THE BASE FOUNDATION IS TO BE APPROVED BY THE SITE GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT OF THE LEVELING PAD

COMPAC UNIT		CAP UNIT	
WIDTH	18"	WIDTH	18"
DEPTH	12"	*DEPTH	10 1/2"
HEIGHT	8"	HEIGHT	4"
WEIGHT	90 LBS	*WEIGHT	50 LBS



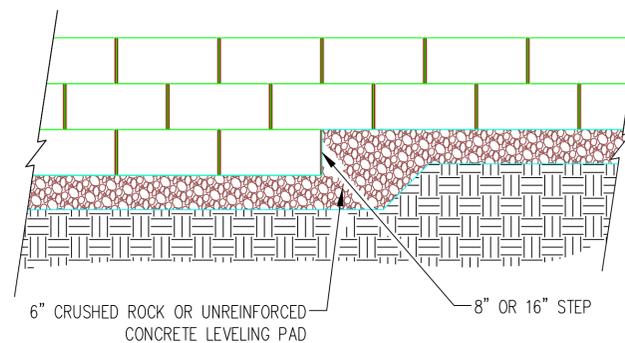
\*DIMENSIONS & WEIGHT MAY VARY BY REGION

2 WALL DETAIL  
SCALE: 3/4"=1'-0"



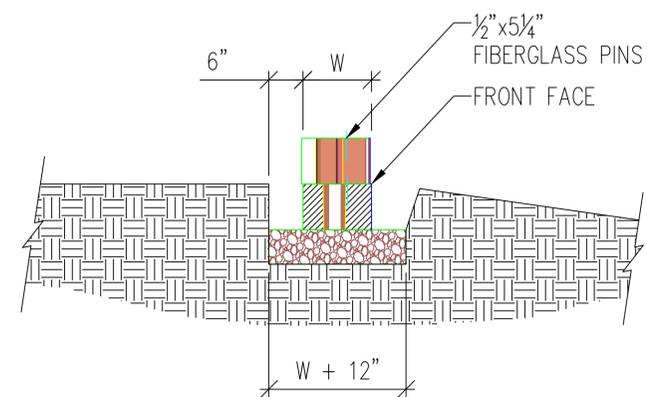
NOTE:  
1. SECURE ALL CAP UNITS WITH KEYSTONE KAPSEAL OR APPROVED EQUAL

3 TOP OF WALL STEP DETAIL  
SCALE: 3/4"=1'-0"

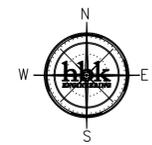


NOTE:  
1. THE LEVELING PAD IS TO BE CONSTRUCTED OF CRUSHED STONE OR 2500 PSI± UNREINFORCED CONCRETE.

4 BOTTOM OF WALL STEP DETAIL  
SCALE: 3/4"=1'-0"



5 LEVELING PAD DETAIL  
SCALE: 3/4"=1'-0"



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PROJECT:  
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FOLDER NAME: **151088**  
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DRAWING LOG

DATE	ISSUED FOR	DB	CB
	DESIGN	TK	SM

PROJECT MANAGER:  
**RAD**

SHEET:  
**S2**