

**CITY COUNCIL MEETING AGENDA**  
**Tuesday, January 17, 2017 • 7:00 p.m.**  
**City Council Chambers, 110 North Poplar Street**  
*Action may be taken on any agenda item.*

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
  - a. Approve minutes from the January 3, 2017 City Council Meeting.
  - b. Approve minutes from the January 3, 2017 City Council Work Session.
  - c. Approve claims.
  - d. Approve Class E liquor license, including carryout beer; carryout wine, and Sunday sales privileges for Fisher's Market Nauvoo, IL DBA Dewey's Jack & Jill.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
  - a. Kevin Rogers, Executive Director, Community Development Group (CDG)
  - b. Public Hearing on Main Street Water Main Improvements Project
  - c. Public Hearing on Sanitary Sewer – Phase 2 Improvements Project
  - d. Resolution 1554, approving three contracts for the 2017 Hoover's Hometown Days Celebration in the amount of \$7,350.00./Move to action.
  - e. Resolution 1555, approving an agreement between the City of West Branch and the University of Iowa's School of Urban and Regional Planning./Move to action.
  - f. Resolution 1556, approving cleaning services agreement with Galaxy Cleaning Services./Move to action.
  - g. Resolution 1557, approving the quotation/purchase order with Shield Technology Corporation in the amount of \$13,445.00./Move to action.
  - h. Resolution 1559, approving professional services agreement amendment with HBK Engineering, LLC in connection with the Lions Field Creek Restoration Project./Move to action.
8. City Staff Reports
  - a. Parks & Recreation Director Melissa Russell – Special Events Policy and Procedure
  - b. Library/IT Director Nick Shimmin – Website Design Proposal
  - c. City Administrator Matt Muckler – Website Redesign Proposal Options
9. Comments from Mayor and Council Members
10. Adjournment



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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 WORK SESSION AGENDA**  
**Tuesday, January 17, 2017**  
**Immediately following regular City Council Meeting**  
**City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. FY 2017 Budget Session
  - a. City Administrator Matt Muckler - Updated general fund revenue estimate
  - b. Finance Officer Gordon Edgar – Health and dental insurance renewal rate change
  - c. Department Director Budget Presentations
    - i. Parks and Recreation Director Melissa Russell – Parks and Recreation Department, Community Events and Economic Development Budget Proposals
    - ii. Fire Chief Kevin Stoolman – Fire Budget Proposals
    - iii. Library/IT Director Nick Shimmin – Cable Access Budget Proposal
    - iv. Public Works Director Matt Goodale – Street Lighting and Town Hall Budget Proposals
    - v. Finance Director Gordon Edgar – Mayor, Clerk & Treasurer, and Legal Services Budget Proposals
  - d. City Administrator Matt Muckler - Rough Draft Revised Employee Handbook
  - e. City Administrator Matt Muckler – Revenue estimates for all other funds
  - f. Council approves a tentative salary plan
  - g. Council Member Input - Questions and Comments for Staff
4. Adjourn

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at [www.westbranchiowa.org/government/council-videos](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**January 3, 2017  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:03 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, Mary Beth Stevenson Brian Pierce and Jordan Ellyson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Public Works Director Matt Goodale and Library Director Nick Shimmin.

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

Approve minutes from the December 19, 2016 City Council Meeting.  
Approve minutes from the December 19, 2016 City Council Work Session  
Approve claims.  
Approve 2017 Seal Coat Unit Pricing Agreement with LL Pelling Company.  
Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.  
Motion by Stevenson, second by Shields to approve agenda/consent agenda items A through E. AYES: Stevenson, Shields, Ellyson, Miller, Pierce. Motion carried.

EXPENDITURES	1/3/2017	
ALL AMERICAN CONCRETE INC	309 PHASE 1 PARK IMPROVEMENTS	34,817.50
BAKER & TAYLOR INC.	BOOKS	75.61
CEDAR RAPIDS PHOTO COPY IN	COPIER MAINTENANCE	37.57
CORNERSTONE EXCAVATING, IN	306-4TH ST RECONSTRUCTION	46,101.82
DEARBORN NATIONAL INSURANC	LIFE INSURANCE	59.00
DONAHUES CARPET & UPHOLSTE	CARPET/UPHOLSTERY CLEANING	657.12
DORSEY & WHITNEY LLP	LEGAL FEES	3,654.60
FINANCIAL ADJUSTMENT BUREA	COLLECTION SERVICE	10.49
HAWKINS INC	CHEMICALS	949.15
HBK ENGINEERING LLC	309 PH 1 PARK IMPROVEMENTS	1,842.50
IMWCA	IMWCA	5,140.00
IOWA LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	80.00
JOHN DEERE FINANCIAL	SUPPLIES	718.03
KINGDOM GRAPHICS LLC	SUPPLIES	10.00
KOCH BROTHERS INC	COPIER MAINTENANCE	159.08
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,245.56
LYNCH'S PLUMBING INC	SUPPLIES	115.70
MEDIACOM	MEDIACOM	40.90
MOORE'S WELDING INC	BRACKETS FOR MOUNTING TANK	295.00
OASIS ELECTRIC LLC	SERVICE CALL	168.08
OMNISITE SERVICE	SUBSCRIPTION	360.00
PITNEY BOWES INC	PITNEY BOWES INC	180.00
PSC DISTRIBUTION	SUPPLIES	35.19
QUILL CORP	OFFICE SUPPLIES	18.39
VEENSTRA & KIMM INC.	P&Z CASEYS TURN LANE CONS INSP	13,495.15
VERIZON WIRELESS	VERIZON WIRELESS	858.81
WEST BRANCH TIMES	SUBSCRIPTION	30.00
TOTAL		111,155.25
PAID BETWEEN MEETINGS		
CHAUNCY BUTLER POST 514	FLAG	42.75
HILL, SHERRY	VIDEO RECORDING SERVICE	100.00
LORENE THOMAS	GRAVE DEOCORATION	68.64
PITNEY BOWES	REPLENISH POSTAGE METER	500.00
UPS	SEWER-SHIPING	21.03
CHIEF SUPPLY CORPORATION	UNIFORM PATCHES	47.97
UNIFORM DEN INC.	UNIFORM ACCESSORIES	64.72
UPS	SEWER-SHIPING	20.86
WEST BRANCH FORD	HEADLAMP BULB	7.80
TOTAL		873.77

PAYROLL 12-30-16	37,825.41
FUND TOTALS	
001 GENERAL FUND	28,946.42
022 CIVIC CENTER	85.79
031 LIBRARY	5,930.04
036 TORT LIABILITY	4,325.53
110 ROAD USE TAX	1695.22
112 TRUST AND AGENCY	4188.36
306 4TH ST IMPROVEMENTS PROJ	46,101.82
309 PHASE I PARK IMPROVEMENTS	36,660.00
313 MAIN ST SIDEWALK-PHASE 4	3,262.50
314 N FIRST ST IMPROVEMENTS	5,495.00
316 I & I LINE/GROUT-PH 2	70.45
600 WATER FUND	6,819.89
610 SEWER FUND	6,273.41
GRAND TOTAL	149,854.43

**COMMUNICATIONS/OPEN FORUM**

John Fuller, Planning & Zoning Commission Chair addressed the Council and informed them that the Planning & Zoning Commission had spent the last year reviewing the West Branch Comprehensive Plan and making suggestions for improvements, updates and clarifications. With the limited resources and time available to complete the project, Fuller suggested using a couple of U of IA students to review and rewrite the Comp Plan as well as the Historic Preservation Plan. Fuller said there would be a fifty percent financial obligation on the City's part with the university paying the other half of the student's involvement. Fuller mentioned that a resolution would be presented at a future City Council meeting for consideration.

**PUBLIC HEARING/NON-CONSENT AGENDA**

Accept the resignation of Liz Seiberling from the Planning and Zoning Commission./Move to action.

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

Mayor Roger Laughlin - Appointments/Reappointments/Move to action.

- Mayor Pro Tem – Colton Miller
- Official City Newspaper - West Branch Times
- Public Health Officer – Dr. Thomas Novak
- Animal Control Facility - West Branch Animal Clinic
- City Engineer – Dave Schechinger, Veenstra & Kimm, Inc.
- Leesa Johnson - Animal Control Commission, December 31, 2019
- James Provine - Animal Control Commission, December 31, 2019
- Michael Sexton – Library Board of Trustees, June 30, 2019
- Liz Seiberling – West Branch Preservation Commission, Dec. 31, 2019

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

Councilperson Mary Beth Stevenson - Appointments/Reappointments/Move to action.

- Emilie Walsh – Planning & Zoning Commission, December 31, 2020
- Jennie Embree – Zoning Board of Adjustment, December 31, 2021

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

Third Reading of Ordinance 744, Amending Chapter 69 “Parking Regulations.”/Move to action.

ORDINANCE NO. 744

AN ORDINANCE AMENDING CHAPTER 69 OF THE CODE OF ORDINANCES REGARDING PARKING REGULATIONS.

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Amendment. The Code of Ordinances of the City of West Branch is hereby amended by adding subparagraph 18 to Section 69.0 of the Code of Ordinances, which will read as follows:

“18. Non-hard surface. A) No person shall stand, stop or park any motor vehicle on the area of the public right-of-way lying between the lot line and curb or traveled portion of a street; or B) No off-street parking shall be permitted in the grass area in the required maximum front yard of any residential district.”

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

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

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

Passed and approved this 3rd day of January, 2017.

First Reading: December 8, 2016  
Second Reading: December 19, 2016  
Third Reading: January 3, 2017

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

ATTEST:

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

Motion by Shields, second by Stevenson to approve third reading of Ordinance 744. AYES: Shields, Stevenson, Pierce, Miller, Ellyson. Motion carried.

Resolution 1552, adopting a policy authorizing the city clerk or deputy city clerk to pay certain bills prior to the City Council’s approval./Move to action.

Motion by Ellyson, second by Miller to approve Resolution 1552. AYES: Ellyson, Miller, Stevenson, Pierce, Shields. Motion carried.

Resolution 1553, authorizing the transfer of funds./Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1553. AYES: Miller, Ellyson, Shields, Stevenson, Pierce. Motion carried.

**CITY STAFF REPORTS**

Public Works Director Matt Goodale – Winter Weather Reminders: Snow Emergencies, Sidewalks, Mailboxes and Fire Hydrants

Goodale stated that snow emergencies typically go into effect when more than six inches of snow is received during one snow event. Once snow emergencies are issued, no on-street parking is allowed while crews work to remove the snow, typically 24 hours. He also reminded that all sidewalks must be cleared within 24 hours of any snow and/or ice event. Homeowners/residents that do not clear their sidewalks within 24 hours of the event are given a reminder door notice. If sidewalks are not cleared by the deadline on the notice, Public Works will clear the sidewalk and the homeowner/resident will be billed for time and equipment charges. Goodale clarified that City sidewalks are cleared after all streets have been cleared. Goodale also requested that as a courtesy, homeowners clear around fire hydrants and mailboxes on their property.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Shields mentioned that he attended Cotton Creek’s grand opening and that the building’s transformation is unbelievable and that the remodel was a great success. He also said the event was well attended by the community and supporters.

**ADJOURNMENT**

Motion to adjourn regular meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:19 p.m.

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

ATTEST:

\_\_\_\_\_  
Leslie Brick, Deputy City Clerk

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**West Branch, Iowa  
Council Chambers**

**City Council Work Session**

**January 3, 2017  
immediately following  
City Council meeting**

Mayor Roger Laughlin called the City Council Work Session to order at 7:21 p.m. Roll call: Mayor Roger Laughlin was present. Council members: Colton Miller, Mary Beth Stevenson, Tim Shields, Brian Pierce and Jordan Ellyson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin and Public Works Director Matt Goodale.

FY 2017 Budget Session

Finance Director Gordon Edgar - FY17 Tax Levy Comparison

Edgar shared a tax levy comparison of 56 cities in Iowa with populations between 1,800 and 3,000 showing the average tax levy of those cities as being \$14.52. Edgar stated that the FY17 tax levy for West Branch is \$12.59 per thousand (dollars) of taxable value. Of the 56 cities compared, 13 cities had a tax levy lower than West Branch and the remaining 42 had tax levies higher than West Branch.

Library/IT Director Nick Shimmin – Taxable Valuations

Shimmin reported that overall valuations for FY2018 are up 3.3% but due to our TIF request, the actual valuation is up only 0.9%.

City Administrator Matt Muckler - Initial general fund revenue estimate

Muckler presented a FY17-18 general fund revenue estimates compared to FY16-17 highlighting a few line items.

Department Director Budget Presentations

Police Chief Mike Horihan – Police Department Budget Proposal

Horihan presented his budget proposal indicating two areas where an increase is requested. Horihan's first request would be a change in equipment software which is used for records management. He said the current vendor has software issues, is not user friendly and the vendor has been sold several times in the past few years and customer support has been lacking. Horihan suggests moving to Shieldware/RMS as this is the software Cedar County uses and will enable data to be shared between agencies. Horihan also noted a request for an increase in the vehicle set-aside fund for a future vehicle purchase.

Library/IT Director – Library Budget Proposal

Shimmin presented the library budget proposal and noted two areas where larger increases were being requested. Shimmin asked for an increase for building maintenance, stating projects to repair the steps in the front of the building and entryway and restroom updates. Shimmin estimated the project costs to be around \$5,000.00. The other area for increase is in the salary line. Shimmin stated the overall increase to the library budget was approximately \$15,000.00.

Public Works Director Matt Goodale – Roads & Streets and Cemetery Budget Proposals

Goodale reviewed his budget proposal for roads and streets noting increases in several areas such as vehicle set-aside for the purchase of a new truck, vehicle repair costs, seal coating and street patching. Goodale stated that additional sealcoating would be done in the cemetery around the Honor Circle to

allow for parking while still allowing for vehicle traffic to pass. Goodale also requested to replace a lawn mower with a zero turn mower from the cemetery budget.

City Administrator Matt Muckler - Total Employee Compensation Proposal

Muckler presented two more versions for consideration (E & F). Muckler noted that part-time help was removed from the administration department due to lower than expected tax valuations, but did leave additional part-time help for the Police department, Public Works and Parks & Recreation. Council decided on Total Employee Compensation version F but requested the 1% increase be eliminated and instead have three salary bands (2, 4, & 6%), respectively.

Council Member Input - Questions and Comments for Staff

Council had no additional questions for staff.

Chris Kofoed, KLM Development was present and provided some additional options to the Council for consideration on the subject of the wet/dry basin in the future Meadows Part 3 development. Kofoed offered as an alternative to a wet bottom basin, adding a nature trail to extend around and north of the basin with the possibility of later converting the dry basin to a wet basin. Laughlin spoke in favor of a wet bottom basin but said he didn't want the subject of the basin to hold up progress of the development and was open to this alternative if the basin could later be converted to wet. Miller stated he was not in favor of another basin for the city to maintain and mow. Stevenson expressed her concern with the ongoing maintenance costs for a wet bottom basin and stated she was open to discussions concerning a dry bottom basin.

**ADJOURNMENT**

Motion to adjourn the work session by Pierce, second by Ellyson. Motion carried on a voice vote. City Council Work session adjourned at 8:49 p.m.

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

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk

NOTICE OF PUBLIC HEARING

MAIN STREET WATER MAIN IMPROVEMENTS  
WEST BRANCH, IOWA

Notice is hereby given that a public hearing will be held by the City of West Branch on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the MAIN STREET WATER MAIN IMPROVEMENTS project at its meeting at 7:00 p.m. on the 17<sup>th</sup> day of January, 2017, in the Council Chambers at City Hall, 110 North Poplar Street, West Branch, Iowa. At the hearing, the City will receive and consider any objections made by any interested party, to the Plans and Specifications, proposed Form of Contract, and the Estimate of the Cost for the project.

Published by the order of the City of West Branch, Iowa, on this 12<sup>th</sup> day of January, 2017.

CITY OF WEST BRANCH, IOWA,

By: Roger Laughlin

Title: Mayor

NPH-1

368167/2

**SCHEDULE**

**FOR**

***MAIN STREET WATER MAIN IMPROVEMENTS***

***WEST BRANCH, IOWA***

DECEMBER 19, 2016:	Council sets Public Hearing Date and Bid Date
JANUARY 5, 2017:	Plans and Specifications Available
JANUARY 5, 2017:	Post Notice to Bidders
JANUARY 5, 2017:	Publish Notice of Public Hearing
JANUARY 16, 2017:	Public Hearing
JANUARY 26, 2017:	Receive Bids for Project
FEBRUARY 6, 2017:	Award Contract
FEBRUARY 27, 2017:	Notice to Proceed
JUNE 23, 2017:	Completion Date



NOTICE OF PUBLIC HEARING

SANITARY SEWER REHABILITATION – PHASE 2  
WEST BRANCH, IOWA

Notice is hereby given that a public hearing will be held by the City of West Branch on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the SANITARY SEWER REHABILITATION – PHASE 2 project at its meeting at 7:00 p.m. on the 17<sup>th</sup> day of January, 2017, in the Council Chambers at City Hall, 110 North Poplar Street, West Branch, Iowa. At the hearing, the City will receive and consider any objections made by any interested party, to the Plans and Specifications, proposed Form of Contract, and the Estimate of the Cost for the project.

Published by the order of the City of West Branch, Iowa, on this 12<sup>th</sup> day of January, 2017.

CITY OF WEST BRANCH, IOWA,

By: Roger Laughlin

Title: Mayor

**SCHEDULE**

**FOR**

***SANITARY SEWER REHABILITATION – PHASE 2***

***WEST BRANCH, IOWA***

DECEMBER 19, 2016:	Council sets Public Hearing Date and Bid Date
JANUARY 5, 2017:	Plans and Specifications Available
JANUARY 5, 2017:	Post Notice to Bidders
JANUARY 5, 2017:	Publish Notice of Public Hearing
JANUARY 16, 2017:	Public Hearing
JANUARY 26, 2017:	Receive Bids for Project
FEBRUARY 6, 2017:	Award Contract
FEBRUARY 27, 2017:	Notice to Proceed
AUGUST 25, 2017:	Completion Date



RESOLUTION NO. 1554

RESOLUTION APPROVING THREE CONTRACTS FOR THE 2017 HOOVER'S HOMETOWN DAYS CELEBRATION IN THE AMOUNT OF \$7,350.00.

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

WHEREAS, the fiscal year 2016-2017 budget for Hoover's Hometown Days includes funding for entertainment and services for the event; and

WHEREAS, three organizations have submitted proposed service agreements in the amount of \$7,350.00 to provide musical entertainment and photo booth services for use during the event; 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 17th day of January, 2017.

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

ATTEST:

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



Robert Scott Haney  
Business Manager  
2721 Franklin Ave NE  
Cedar Rapids, IA  
319-431-9649 cell

**Contract with City of West Branch 2017**

**CEDAR RAPIDS  
MUNICIPAL BAND**

www.crmuniband.org

2721 Franklin Avenue NE  
Cedar Rapids, IA 52402

**CEDAR RAPIDS  
BAND COMMISSION**

Robert Sadilek,  
*Chairman*  
Janice Cummings  
Scott Haney  
Jared Hills  
Susan Millar  
Amy Sams  
Robert Sternowski

Steve Shanley,  
*Music Director*

Scott Haney,  
*Business Manager*

Heidi Haney,  
*Personnel Manager*

Amy Sams,  
*Librarian*

Larry Klima,  
*Drayage*

Justin Comer,  
*Sound*

Nick Shimmin  
PO Box 460  
West Branch, IA 52358

**Performance Date: Hoover's Hometown Days – August 5, 2017**

Hoover's Hometown Days will provide:

1. The band shell and chairs. Suitable for 65 musicians.
2. Will provide for the band's electrical needs.
3. Parking availability for a band trailer and a van.
4. Sound reinforcement if available at the site. (CRMB will have its own sound crew, but if equipment is on site, we prefer to use that to avoid long setup times.)

Cedar Rapids Municipal Band will provide:

1. One and a half hours of music featuring patriotic selections and crowd favorites. The patriotic selections will be coordinated with fireworks.
2. Music stands
3. A sound technician and sound reinforcement if not available at the site.

Cost to Hoover's Hometown Days will be \$5,500.00 to be paid to the Cedar Rapids Municipal Band.

Group Representative, City of West Branch

Date

Robert Scott Haney, Business Manager

Date



**Hawkeye Photo Booths**

607 Isett Ave.  
Wapello, Ia. 52653  
(319) 929-2326

[www.hawkeyephoto booths.com](http://www.hawkeyephoto booths.com)

**OUR COMPANY IS FULLY INSURED**

Contract for Photo Booth services  
Fill out completely, sign and return

**CONTRACT:**

Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Address: \_\_\_\_\_  
Occasion: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Time Frame: \_\_\_\_\_ Phone: \_\_\_\_\_

Fee agreed upon is: **\$450.00 for up to three hours**

Payment in full due: 4 weeks before event  
Non-Refundable Deposit: \$200

**PACKAGE INCLUDES:**

Unlimited pictures, onsite attendant, photos emailed to you, prop box, unlimited photos B&W or color prints, logo, choice of background.

This is a contract between Hawkeye Photo Booths, LLC and Customer to provide Photo Booth Services pursuant to the above listed parameters. The Performance Fee is to be paid in full by Customer no later than the end time stated above. By signing this contract the customer agrees that on the date of the event it shall be liable for any damage/theft to the equipment, gear, or injury to Hawkeye Photo Booths, LLC, their agents or employees. Customer recognizes this document as a legal and binding contract in the State of Iowa. Customer agrees to defend, indemnify, and hold harmless Hawkeye Photo Booths, LLC their agents and employees from and against any claims arising from Hawkeye Photo Booths, LLC performance under this agreement. All images taken by Hawkeye Photo Booths, LLC become property of Hawkeye Photo Booths, LLC and unless written in this contract can be used for promotional material. The photo booth will arrive 1/2 hour prior to contracted start time. If you need it there earlier in the day the cost is \$50 (\$125 max) for every preceding hour. Cancellation of an event will result in the following: forfeit of deposit.

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Address	City	State	Zip
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Signature	Date	Phone	Email
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## Dandelion Stompers Booking Agreement

This contract, entered into on this **6<sup>th</sup> day of January 2017**, is for the personal services of the Musicians for the performance described below. The undersigned employer and the undersigned musicians agree and contract as follows:

1. Name of Band: **Dandelion Stompers** (Hereinafter "Musicians")
2. Event Sponsors: **West Branch Park and Recreation** (Hereinafter "Client")
3. Name of Event: **Hoover's Hometown Days**
4. Name and Address of Place of Performance: **Village Green park, Main and Parkside West Branch, IA**
5. Date of Performance: **August 4<sup>th</sup>, 2017**
6. Time of Performance: **6:00-8:00pm**
7. Guaranteed Wage Agreed Upon: **\$1400.00**
8. Deposit: **\$350.00; Refundable up to 30 days prior to the event. Note: If a rain location is available, the Musicians will waive the deposit.**
9. Balance of **\$1050.00** (or remaining amount) made in U.S. currency or check at end of performance.
10. If the Client cancels the event within 30 days of the performance date, the deposit is forfeited.
11. If the Musicians do not play as provided above, the Booking Agreement is terminated and the Musicians will not be paid. Any deposit will be returned.
12. Additional Terms:
  - a. The Musicians will provide and operate all sound equipment.
  - b. The Musicians will finish load-in and sound check by 5:30pm.
  - c. The Musicians will take no more than one 15-minute break during the performance.

(Payment to be made to:  
**Christopher Clark (or Clark Operatic)**  
**101 Amhurst St. Iowa City, IA 52245**  
**Ph:319-321-0758.**)

The Employer agrees to be responsible for harm, loss, or damage of any kind to Musician(s) person or property while located at the place of performance (Section 4 herein). The persons signing for Employer and the Musicians agree to be personally, jointly and severally liable for the terms of this contract.

\_\_\_\_\_  
Employer (signature)

\_\_\_\_\_  
Employer name (printed)

  
\_\_\_\_\_  
Band Representative (signature)

Christopher Clark  
\_\_\_\_\_  
Band Representative (printed)

RESOLUTION NO. 1555

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF WEST BRANCH AND THE UNIVERSITY OF IOWA'S SCHOOL OF URBAN AND REGIONAL PLANNING.

WHEREAS, the City of West Branch is in need of planning services to assist the West Branch Preservation Commission in updating the City's 2009 Historic Preservation Plan; and

WHEREAS, the update of the West Branch Preservation Plan is part of the process for the City obtaining Certified Local Government (CLG) status, which would assist the City of West Branch in the pursuit of various historic preservation grants, and

WHEREAS, the City of West Branch is also in need of planning services to assist the West Branch Planning and Zoning Commission in updating the West Branch Comprehensive Plan, amended April 1, 2013; and

WHEREAS, it is the best practice to update comprehensive plans every five years, and

WHEREAS, the University of Iowa's School of Urban and Regional Planning has submitted a planning services agreement to perform these service in 2017; and

WHEREAS, the agreement calls for two students to provide planning services during the spring semester in the amount of \$9,408; and

WHEREAS, the agreement calls for one student to provide planning services during the fall semester in an amount not to exceed \$5,000; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement with the University of Iowa's School of Urban and Regional Planning is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 17th day of January, 2017.

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Roger Laughlin, Mayor

ATTEST:

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Matt Muckler, City Administrator/Clerk

**Proposed Agreement between the City of West Branch  
and the University of Iowa's School of Urban and Regional Planning**

December 23, 2016

The School of Urban and Regional Planning (Planning) will assist the City of West Branch (City) in producing by the end of calendar year 2017: (1) an update to the City's 2009 Historic Preservation Plan, and (2) an update and extension of the City's 2012 Comprehensive Plan.

Best municipal practice is to update and revise such plans approximately every five years. Moreover, cities need current plans for various grant programs. (For example, the plan requirements for obtaining and keeping Certified Local Government (CLG) Status in Iowa are described on page 39 of the revised 2015 Guide to Iowa's Certified Local Government Program at <https://iowaculture.gov/history/preservation/certified-local-governments>. CLG status is an application prerequisite for various historic preservation grants. Over 100 cities and counties in Iowa have Certified Local Government status, but not West Branch.)

This work will employ two of the Planning School's second-year graduate students on a quarter-time basis during the spring of 2017, and one second-year student during the fall of 2017. The students will be supervised by Professor John W. Fuller. Planning will provide workspace and computer facilities for the students, including mapping capabilities through geographic information systems software.

It is anticipated that these planning efforts will involve meetings and interviews with City Council members, city staff, and members of city commissions. On-site investigations are expected. Public hearings in West Branch are also anticipated for both plan updates. City Manager Matt Muckler will act as liaison for these activities.

The City and Planning will share the cost of student employment equally. It is Planning's practice to cost-share such efforts with selected local governments where opportunities exist for students to engage in suitable professional planning activity. For the spring semester the support cost to the City will be \$4,704 per student, one-half the student employment expense. This sum will be billed to the City towards the end of the semester. The per-student cost for the fall semester will be determined at the start of the University's fiscal year, and is expected to be slightly higher.

RESOLUTION NO. 1556

A RESOLUTION APPROVING A CLEANING SERVICES AGREEMENT  
WITH GALAXY CLEANING SERVICES

WHEREAS, the City is interested in contracting with Galaxy Cleaning Service for cleaning services; and

WHEREAS, the City publicly advertised and examined multiple proposals and chose Galaxy Cleaning Services as the preferred provided; and

WHEREAS, Galaxy Cleaning Services has prepared a service agreement for the City of West Branch; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves a cleaning services agreement with Galaxy Cleaning Services.

Passed and approved this 17th day of January, 2017.

---

Roger Laughlin, Mayor

ATTEST:

---

Matt Muckler, City Administrator/Clerk

**Galaxy Cleaning Services**  
**Service Agreement: City of West Branch, Iowa**

**Insurance and Bond:**

1. Galaxy Cleaning Services ("Galaxy") shall carry complete and adequate worker's compensation insurance for any employee who performs services for the City of West Branch and its Municipalities under this Agreement. Galaxy Cleaning Services shall also carry liability insurance in the amount of \$1,000,000 and property damage insurance in the amount of \$1,000,000 and \$10,000 bond. Both of which will cover all personal injury of property damage claims arising out of the activities of the Janitorial Services in performing services under this Agreement. Galaxy Certificate of Insurance shall name the City of West Branch as an Additional Insured and shall provide a waiver of subrogation.

**Compensation:**

2. The City of West Branch shall pay Galaxy Cleaning Services \$1121.33 per month plus applicable taxes, and overhead of 8% and a 6% profit (\$1278.32). Galaxy will send a bill at the end of each month with a Net 15 days of the billing date. See Exhibit A for the list of monthly cost per building.

**Terms of Services:**

3. The term of service will commence on February 1, 2017. Times of services will be as followed. Sunday- Library. Tuesday-Town Hall. Wednesday- Library. Thursday-Town Hall, and Police Station. Saturday-Town Hall-City Hall.

**Terms of Agreement:**

4. The term of this Agreement will be on a month-to- month basis until terminated by either party upon a 30-day written notice to the other party. Galaxy Cleaning Services represents that it is fully licensed, certified, and trained to perform all tasks required by this contract, or that it employs individuals who are fully licensed, certified, and trained.

**Supplies and Equipment:**

5. Galaxy Cleaning Services will provide competent labor, Broom, Vacuum cleaners, Toilet bowl cleaner, Towels, Feather Dusters, Glass Cleaner etc. for the following buildings, Town Hall, Police Station, and City Hall. City of West Branch and its' municipalities shall supply paper products, hand towels, hand soap, toilet paper, and garbage liners.

**Supervision:**

6. Sufficient personnel will be provided with systematic inspections that will be conducted by Galaxy Cleaning Services to ensure that all services are properly performed, as specified. To ensure that any problems that may arise will be taken care of promptly. Galaxy will maintain a 24-hour answering service seven days a week for the receipt of any complaints.

**Uniform Policy:**

7. Galaxy Cleaning Services at its sole expense shall furnish its employees with an identifying garment and or ID badge. All of Galaxy Cleaning Services employees shall be required to wear garment and or ID badge at all time when providing services in the buildings.

**Acceptance of Proposal:**

The Above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**West Branch Public Library  
Cleaning Bid:**

<b>2x Weekly:</b>	<b>Sunday, Wednesday:</b>	<b>\$476.33</b>
<b>Overhead 8%:</b>		<b>\$38.11</b>
<b>Profit 6%:</b>		<b>\$28.58</b>
<b>Grand Total:</b>		<b>\$540.02</b>

**West Branch City Hall**

**Cleaning Bid**

<b>1x Weekly:</b>	<b>Saturday:</b>	<b>\$210.00</b>
<b>Overhead 8%</b>		<b>\$16.80</b>
<b>Profit 6%</b>		<b>\$12.60</b>
<b>Grand Total:</b>		<b>\$239.40</b>

**West Branch Police Station:**

**Cleaning Bid:**

<b>1x Weekly</b>	<b>Thursday</b>	<b>\$110.00</b>
<b>Overhead 8%:</b>		<b>\$8.80</b>
<b>Profit 6%</b>		<b>\$6.60</b>
<b>Grand Total:</b>		<b>\$125.40</b>

**West Branch Town Hall:**

<b>3x Weekly:</b>	<b>Tuesday, Thursday, Saturday:</b>	<b>\$325.00</b>
<b>Overhead 8%:</b>		<b>\$26.00</b>
<b>Profit 6%:</b>		<b>\$19.50</b>
<b>Grand Total:</b>		<b>\$370.50</b>

RESOLUTION 1557

RESOLUTION APPROVING THE QUOTATION/PURCHASE ORDER WITH SHIELD TECHNOLOGY CORPORATION IN THE AMOUNT OF \$13,445.00.

WHEREAS, the City of West Branch Police Department is in need of upgrading their records management software from the existing TAC 10 software product to Shield Technology Corporation Shieldware Records Management Software; and

WHEREAS, Shield Technology Corporation has provided a quotation/purchase order for City Council review; and

WHEREAS, the agreement requires the approval of the West Branch City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned quotation/purchase order be and the same are hereby approved. Further, the Mayor and City Clerk are directed to execute said agreement on behalf of the City.

\* \* \* \* \*

Passed and approved this 17th day of January, 2017.

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

ATTEST:

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



Public Safety  
Software Professionals

Shield Technology Corporation

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Shield Technology Corporation (Shield) is headquartered in Lovettsville, Virginia, outside of Washington, D.C. with support offices throughout the United States. The company's management and staff have a long history in the public safety industry, architecting, selling and supporting complex end-to-end solutions for large and small agencies.

Shield's staff has combined the experience from exemplary public safety careers and their commitment to provide solid industry-specific applications. They have been involved in the development and implementation of public safety solutions across all sectors of public safety for more than a quarter century. Therefore, Shield's team offers substantial depth when it comes to computer aided dispatching, records management, civil processing, booking and jail management.

Shield is respected throughout the industry for consistently delivering ShieldWare® their public safety solution to police, fire, and EMS departments, sheriffs' offices, city and county dispatch centers serving populations from 5,000 to 350,000 in seven states.

Shield's success is based upon their ability to provide excellent products at competitive prices, their genuine dedication to their clients and the ability to provide them with outstanding customer support.



Phone: 303-478-9200

10438 Millbrook Place  
Lovettsville, VA 22077

Fax: 703-839-8392

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## ShieldWare® Records Management Software



ShieldWare® RMS is a comprehensive product which provides for the data collection, reporting and administrative needs of law enforcement agencies.

ShieldWare® RMS provides a suite of integrated software modules with a simple graphical user interface that is easy to learn and use. The system is comprised of these different modules which have been designed to work together for maximum efficiency in records processing and retrieval:

Master Index System – names, businesses, officers, locations, vehicles  
 Calls for Service Reporting  
 Animal Control  
 Arrest Reporting  
 Incident and Accident Reporting  
 Citation  
 Pawned Property Tracking  
 Warrants  
 Weapons Permits  
 Booking and Integrated Jail Management

ShieldWare® RMS was designed to reduce redundant data entry, speed access to vital information and simplify investigative work by sharing data where it makes the most sense, throughout the entire system.

A powerful tool for case management, ShieldWare® RMS incorporates unparalleled investigative resources. It is designed to exceed the records management requirements for single or multi-jurisdictional environments.

ShieldWare® RMS is the ultimate record keeping system for law enforcement agencies.

### Features:

- Consistent easy to use graphical user interface
- Total integration eliminates redundant entry
- Powerful data searching capabilities
- Unlimited narrative for all modules
- Integrated multi-media (including imaging and scanning)
- Single or multi-jurisdictional design
- Ad hoc and predefined reports
- Completely configurable
- Integrated crime analysis tools (including pin mapping and data graphing)

### Benefits:

- Increases efficiency, effectiveness and productivity

Products

SWRMS

SWCAD

SWMAP

SWNCIC

SWMOBILE

SWJMS

SWCIVIL

Contact request

- Improves record management
- Generates required UCR/NIBRS reports
- Provides timely and accurate management reporting
- Secures records information
- Designed to facilitate community policing
- Reduces training time

Phone 202-474-2400

1940451000, P.001  
110-00000000, V.0000

Fax 714-231-0000

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# SHIELD TECHNOLOGY CORPORATION

13439 Milltown Road  
Lovettsville, VA 20180

## Quotation/Purchase Order

<b>Customer</b>
<b>Attn: Mike Horihan</b> <b>Chief of Police</b>  <b>West Branch Police Department, ("WBPD")</b> <b>105 S. 2<sup>nd</sup> Street</b> <b>West Branch, Iowa 52358</b>  <b>Phone: 319.643.2222</b> <b>Mobile: 319.235.9551</b> <b>Email: mike@westbranchiowa.org</b>

<b>Issued Date: 11/22/16</b>
<b>Expiration Date: 01/13/17– 60 Days</b>
<b>Agency ID: IAWBRP</b>
<b>Quote Number: 16-149</b>
<b>Shield Contact: John Woods</b> <b>Shield Phone: 800.476.5264</b> <b>Shield Fax: 703-935-8282</b> <b>Email: john.woods@shieldware.com</b>

Item	Qty	DESCRIPTION	Unit Price	Total
1	1	ShieldWare© RMS license, (requires a connection to a remote access PC or remote access server for multiple connections)	1,500.00	1,500.00
2	1	Shield TraCs (CIRF) Incidents, import Interface	1,500.00	1,500.00
3	1	Shield TraCs (MARS) Accidents, import Interface	1,250.00	1,250.00
4	1	Shield TraCs (ECCO) Citations, import interface	1,000.00	1,000.00
5	1	ShieldWare© CAD Mobile license, (Cost of 1 <sup>st</sup> year annual support/maintenance fee)	195.00	195.00
6		Shield onsite RMS Administrator & User Training, and CAD Mobile Training	3,000.00	3,000.00
7		<b>(OPTIONAL)</b> - Shield Data Conversion from TAC 10 to Shield RMS	5,000.00	5,000.00
8		TERMS – Net 30 days	TOTAL =	<b>\$13,445.00</b>
9		10% Down payment required at project quote acceptance	\$1,345.00	

All required State and Federal taxes are the responsibility of the purchasing agency. Agencies having tax-exempt status must provide Shield Technology Corporation with their state tax-exempt number.

### TERMS:

1. The first year of annual support/maintenance is provided at no cost. Support/Maintenance fees are calculated to be 15% of the price paid for software. Shield services, i.e. (data conversion and training) are not part of that calculation. Annual support/maintenance for the second and subsequent years will be **\$982.50** dollars.

2. Installation of ShieldWare© RMS and participation in the CCSO shared data base, requires written authorization from the Cedar County Sheriff. Authorization in its simplest form could consist of an email from the WBPD to the Sheriff requesting permission to participate, and an affirmative reply from the Sheriff, that could then be forwarded to Shield Technology.
3. It is the responsibility of the WBPD to provide either a PC for a single connection, or a Remote Access Server for multiple connection, for remote access to the ShieldWare© database. This PC or Server is to be located at the CCSO.
4. Remote use of ShieldWare© RMS and CAD Mobile may require the purchase of CCSO provided VPN Clients.
5. Payment Terms: Shield is offering deferred payment, in that Shield will accept a 10% down payment at project acceptance, and will not invoice for the remaining balance until July 1, 2017. Final invoicing will consist of any remaining quote balance, as well as, annual support/maintenance fees going into the second year.
6. *SHIELD DISCLAIMER* - Data conversion may require the cooperation of the current software vendor TAC10/Caliber. Shield requires that data be exported and provided to Shield in an Excel spreadsheet or ASCII, comma delimited format, along with file format. It is the responsibility of the West Branch Police Department to seek and obtain vendor cooperation in order to accomplish data migration into Shield databases.

**This Purchase Order must be signed by the authorizing agency's executive administrator or his/her designee. Please fax this document to Shield Technology Corporation at 703.935.8282, or email to [support@shieldware.com](mailto:support@shieldware.com)**

\_\_\_\_\_

**State Tax Exempt Number**

\_\_\_\_\_

**Title/Authorizing Signature**

\_\_\_\_\_

**Date**

RESOLUTION NO. 1559

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT AMENDMENT WITH HBK ENGINEERING, LLC IN CONNECTION WITH THE LIONS FIELD CREEK RESTORATION PROJECT.

WHEREAS, the City of West Branch has previously contracted with HBK Engineering, LLC for strategic park planning and park design services, including stormwater elements; and

WHEREAS, the City Council approved resolution 1348 on June 29, 2015 to complete a stormwater best management practices (BMP) feasibility study that identified ideal locations and specific BMP's to construct in future projects; and

WHEREAS, one BMP identified was the Lions Field Creek Buffer; and

WHEREAS, the project would have vegetated filter strips and other landscaping components installed to create a visible barrier between private and public property; and

WHEREAS, stream stabilization methods may be needed in this area as well, pending the results from a stream assessment; and

WHEREAS, the City Council approved resolution 1452 on May 2, 2016 to perform engineering and planning consulting services in connection with the streambank stabilization of Lions Field Creek that included stakeholder input, design, a bid process, construction management, and the provision of a 10-year maintenance plan; and

WHEREAS, additional public and stakeholder meetings above and beyond the typical project process were organized, coordinated, directed and attended HBK Engineering, LLC; and

WHEREAS, HBK Engineering LLC has provided a professional services agreement amendment which includes a list of meetings organized, coordinated, directed and attended by HBK Engineering, LLC; and

WHEREAS, it is now necessary to approve said professional services agreement amendment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned professional services agreement amendment with HBK Engineering, LLC of Iowa City, Iowa, is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

Passed and approved this 17th day of January, 2016.

---

Roger Laughlin, Mayor

ATTEST:

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Matt Muckler, City Administrator/Clerk

**HBK ENGINEERING, LLC  
PROFESSIONAL SERVICES AGREEMENT AMENDMENT  
PSAA-001**



City of West Branch, 110 North Poplar Street, West Branch, Iowa 52358 ("CWB") AND ("Client") hereby awards HBK Engineering, LLC., 509 South Gilbert Street, Iowa City, IA 52240 ("HBK") and ("Engineer") and Engineer accepts this Professional Services Agreement Amendment in accordance with the HBK Engineering, LLC General Terms and Conditions ("PSA Terms") as set forth in the fully executed document on April 19<sup>th</sup>, 2016.

**TASK LIMITS:** in connection with the Lion's Field Creek Restoration Project located in West Branch, Iowa

**SCOPE OF SERVICES:**

- 1) Stakeholder and Neighborhood Awareness Meetings: Additional public and stakeholder meetings above and beyond typical project process. List of meetings organized, coordinated, directed, and attended included in Exhibit 'A' attached.

**SCHEDULE:** June, 2016 thru December, 2016.

**Payment for Services**

The Engineer will perform the services enumerated in above Task Limits and Scope of Services at a **Time & Material, Not-To-Exceed Fee of Two Thousand, Nine Hundred Sixty-Four Dollars and 00/100 (\$2,964.00)** inclusive of reimbursable project related expenses.

Progress billings will be made monthly based upon the actual hours expended and the reimbursable direct costs. Client agrees to each billing within 60 days of receipt. If Engineer does not receive any payment within 60 days of the invoice date, Engineer may, at Engineer's sole option, cease all Project work until Engineer receives payment in full for all unpaid balances due.

In the event Client or Owner requests Engineer to perform additional services not included in the Scope of Services, unless otherwise agreed in writing, by and between Engineer and Client, such services shall be performed at the Standard Hourly Rates (2016) with authorization limits to be set at the time such services are requested.

Please sign and return one original of this Amendment Authorization to the undersigned.

Client: **City of West Branch**

Engineer: **HBK ENGINEERING, LLC**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: **Roger Laughlin**

Name: **Brian A. Boelk, PE**

Title: **Mayor of West Branch**

Title: **Senior Project Manager**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### **Date**

June 13<sup>th</sup>

June 28<sup>th</sup>

July 18<sup>th</sup>

July 28<sup>th</sup>

September 22<sup>nd</sup>

September 29<sup>th</sup>

October 17<sup>th</sup>

November 16<sup>th</sup>

December 1<sup>st</sup>

December 8<sup>th</sup>

### **Meeting**

Public Input Meeting

City Staff Meeting

City Council Presentation on Public Input

City Staff Meeting

Public Input Meeting

City Staff Meeting

City Council Presentation on Public Input

Public Input Meeting

City Staff Meeting

City Council Special Session Meeting on Public Input

RESOLUTION NO. 1452

RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH HBK ENGINEERING, LLC IN CONNECTION WITH THE LIONS FIELD CREEK RESTORATION PROJECT.

WHEREAS, the City of West Branch has previously contracted with HBK Engineering, LLC for strategic park planning and park design services, including stormwater elements; and

WHEREAS, the City Council approved resolution 1348 on June 29, 2015 to complete a stormwater best management practices (BMP) feasibility study that identified ideal locations and specific BMP's to construct in future projects; and

WHEREAS, one BMP identified was the Lions Field Creek Buffer; and

WHEREAS, the project would have vegetated filter strips and other landscaping components installed to create a visible barrier between private and public property; and

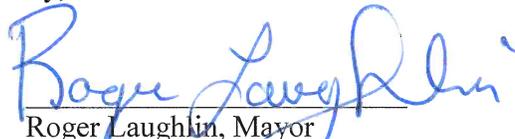
WHEREAS, stream stabilization methods may be needed in this area as well, pending the results from a stream assessment; and

WHEREAS, HBK Engineering LLC has provided an engineering services agreement that would conduct stakeholder meetings, neighborhood awareness and site visits, design plans for the design of the project, complete the bid process and provide construction management for the Lions Field Creek Restoration Project; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement with HBK Engineering, LLC of Iowa City, Iowa, is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

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

  
Roger Laughlin, Mayor

ATTEST:

  
Matt Muckler, City Administrator/Clerk

**PROFESSIONAL  
SERVICES  
AGREEMENT**



This Agreement is made and entered into this 19<sup>th</sup> day of April, 2016, by and between the City of West Branch, 110 North Poplar Street, West Branch, Iowa 52358 ("CWB") and ("Client") and HBK Engineering, LLC., 509 S. Gilbert Street, Iowa City, Iowa 52317 ("HBK") and ("Engineer")

Recitals

Client proposes to engage Engineer to:

- [1] to perform engineering and planning consulting services
- [2] in connection with the Lions Field Creek Restoration Project (together hereinafter referred to as the "Project")
- [3] for The City of West Branch, Iowa ("Owner");

Engineer shall perform the services as requested by the Client and as agreed hereunder.

Agreement

Now Therefore: in consideration of the mutual promises and covenants set forth below, the sufficiency of which are hereby acknowledged, Client and Engineer, agree to the following.

1. Recitals.  
Recitals are incorporated into this Agreement as a material part hereof.

2. Entire Agreement.  
This signature page, together with *Part I – Scope of Services, Part II – Project Description/Project Limits/Payment for Services, Exhibit A and Part III – Terms and Condition* (each attached hereto), comprise the entire agreement between Client and Engineer relating to the Project.

In witness whereof the parties hereto have made and executed this Agreement:

Client: City of West Branch  
 By: Roger Laughlin  
 Name: ~~Matt Muckler~~ Roger Laughlin  
 Title: Mayor  
 Date: May 2, 2016

Engineer: HBK Engineering, LLC  
 By: \_\_\_\_\_  
 Name: Brian A. Boelk, PE, CMS4S, CPESC  
 Title: Sr. Project Manager  
 Date: \_\_\_\_\_

## Part I: Scope of Services

### 1. STAKEHOLDER MEETINGS, NEIGHBORHOOD AWARENESS & SITE VISITS

- Meet with City staff, council, and involved stakeholders to discuss project, process, and existing information
- Conduct neighborhood awareness campaign to include mailed documents and neighborhood meetings for locally affected households
- Obtain all pertinent information including but not limited to: Soil hydrological groups, floodplain maps, and topographic conditions
- Obtain and investigate information related to future private developments
- Visit site for hydrology and streambank analysis
- Conduct field survey to obtain cross sectional data and information of the creek and adjacent land
- Coordinate with Pedersen Park design consultant for continuity and in regards to upstream design practices and intent

### 2. DESIGN

- Create mapping documents and preliminary plans for the design of the Project to include:
  - Property information
  - Soils, topography, sediment loading calculations
  - Structural and non-structural streambank stabilization practices
- Develop final construction plans and specifications related to design
- Generate a cost-estimate for construction
- Outline a 10-year, post-construction maintenance schedule for Public Works staff

### 3. BID PROCESS

- Distribute bid documents, including construction documents (plans) and specifications
- Assist with administering bids, including coordination and contacts with potential contractors
- Address and distribute addendums as needed
- Attend and conduct pre-bid meeting (if necessary)
- Develop bid tab and evaluate bids. Provide City with recommended award of project

### 4. CONSTRUCTION MANAGEMENT

- Attend and conduct pre-construction meeting.
- Provide construction management duties including RFI’s, change orders, and shop drawing review.
- Provide inspection on a minimum weekly basis, with additional visits as deemed necessary based on construction progress.
- Provide quantities and develop estimate of payment to the contractor.
- Assist with punchlist and final review and approval of improvements.

**End Part I**

## Part II: Project Description/Project Limits/Payment for Services

### Project Description

Create a design for the streambank stabilization of Lions Field Creek that includes stakeholder input, construction costs, and a 10-year maintenance plan.

### Project Limits

The project area is with the city limits of West Branch, IA, and is defined in Exhibit A. These limits include the creek between Main Street and the southeast corner of Fox Run Golf Course.

### Payment for Services

The Engineer will perform the services, enumerated in **Part 1 – Scope of Services** as listed below and at the Standard Hourly Rates (also listed below). Total for project is based on an **hourly not-to-exceed amount of Twenty Six Thousand, One Hundred Three Dollars and no cents (\$26,103.00)**.

Stakeholder Meetings, Research, Site Visits = \$5,788.00

Design = \$11,900.00

Bid Process = \$3,270.00

Construction Management = \$5,145.00

Progress billings will be made monthly based upon the actual hours expended and the reimbursable direct costs. Client agrees to each billing within 60 days of receipt. If Engineer does not receive any payment within 60 days of the invoice date, Engineer may, at Engineer's sole option, cease all Project work until Engineer receives payment in full for all unpaid balances due.

In the event Client or Owner requests Engineer perform additional services not included in the Scope of Services, unless otherwise agreed in writing, by and between Engineer and Client, such services shall be performed at the Standard Hourly Rates with authorization limits to be set at the time such services are requested.

### Standard Hourly Rates -- Effective January 1<sup>st</sup>, 2016

Principal	\$165.00	Project Designer 3	\$108.00
Program Manager	\$144.00	Project Designer 2	\$98.00
Senior Licensed Professional Engineer, P.E	\$129.00	Project Designer 1	\$82.00
Structural Engineer	\$144.00	Project Designer 0	\$77.00
Licensed Professional Engineer, P.E.	\$113.00	Distribution Designer	\$88.00
Associate 3 (E.I.T.)	\$108.00	Construction Manager	\$124.00
Associate 2 (E.I.T.)	\$103.00	Construction Liaison	\$124.00
Associate 1 (E.I.T.)	\$98.00	Construction Specialist 2	\$124.00
Senior Project Manager	\$129.00	Construction Specialist 1	\$108.00
Project Manager	\$113.00	Field Administrator	\$93.00
Quality Manager	\$113.00	Professional Land Surveyor	\$129.00
Project Coordinator	\$103.00	Field Lead	\$108.00
Permitting Coordinator	\$103.00	Field Technician	\$72.00
Analyst 2	\$77.00	Locator 3	\$67.00
Analyst 1	\$67.00	Locator 2	\$57.00
Administrative	\$62.00	Locator 1	\$46.00
		Locator 0	\$36.00

End Part II

## Part III: HBK ENGINEERING, LLC

### GENERAL TERMS AND CONDITIONS

**A. PARTIES AND DEFINITIONS:** “Agreement” as used here shall mean, as applicable, the attached Professional Services Agreement (PSA), Master Services Agreement (MSA), General Purchase Agreement (GPA) or Task Authorization (TA), together with, if any, associated, Exhibits, attachments and addenda. “Engineer”, for purposes of these General Terms and Conditions, shall mean HBK Engineering, LLC. “Client” shall be the party hiring Engineer to perform the Work hereunder. Engineer or Client may be referred to as “Party” and together as “Parties”. “Work” shall mean the professional engineering and/or engineering related services described in Engineer’s scope of services under the Agreement. “Prime Agreement” shall be used here conventionally. **Flow-Through:** Prior to Engineer’s execution of this Agreement, Client shall provide Engineer a full copy of the Prime Agreement and allow for Engineer’s timely and reasonable review. In the alternative, Client may withhold, or otherwise not provide, one or more sections of the Prime Agreement (“Withheld Provisions”). Excepting *Withheld Provisions*, Engineer shall assume obligations and responsibilities that, and as, the Prime Agreement specifically requires of lower tier design professionals, but only insofar as such provisions apply to Engineer’s limited scope of services for Work hereunder; additionally, Client grants Engineer the same rights, powers, privileges and remedies toward Client as Client is granted, directly or indirectly, toward higher tier parties under the Prime Contract or applicable law. Notwithstanding anything to the contrary above or in any Prime Agreement, *Engineer shall not be bound, in any way whatsoever, by an untimely Prime Agreement, any Withheld Provisions, or provisions directly related to or dependent upon a Withheld Provision or an untimely Prime Agreement.* **Section Headings** used in this Agreement are descriptive only, included for convenience, and shall not constitute an interpretive part the Agreement. The term “reasonable” as used in this Agreement, in all cases, shall mean “commercially reasonable”.

**B. INSURANCE:** Engineer is protected by Workers’ Compensation, Commercial General Liability, Automobile Liability and Professional Liability insurance coverage, and will furnish certificates of insurance upon Client’s request. If Client requires coverage beyond Engineer’s applicable standard coverage, Engineer will attempt to obtain such coverage provided Client agrees to pay additional costs of such coverage.

**C. PERMITS:** Where and as permitting (“Permits”) is specifically included as part of the Work, Engineer will furnish such documents and design data as may be reasonably required and Engineer will assist Client in obtaining such Permits in accordance with Engineer’s applicable scope of services for such Work. Client will furnish all design input required by Engineer for completion of the Work and, if any, ancillary approvals and/or consents (“Permissions”). In any case, ***Engineer shall not be responsible for the favorable or timely receipt of Permits or Permissions where delay may be due to reasons beyond Engineer’s scope of services, authority, or reasonable control.*** It is mutually understood: (i) Client will pay the cost of all Permits and Permissions, including, without limitation, review fees, bonding, insurance premiums, title company charges, blueprints and reproductions, if any, associated with the permitting Work, and (ii) such costs are *not included* in Engineer’s fees for professional services, unless (iii) such costs are specifically enumerated in writing and payment by Engineer is specifically stated in Engineer’s scope of services for the Work.

**D. PROFESSIONAL STANDARD OF CARE:** Engineer’s services will be performed in accordance with generally accepted practices of professional engineers in firms similar to Engineer’s, and providing similar services at the same time, in the same locale, and under like circumstances. No warranty or guarantee, express or implied, is included or intended by this Agreement with respect to the performance of professional services. Nothing in this Agreement shall be construed to establish a fiduciary relationship between the Parties.

**E. INFORMATION PROVIDED BY OTHERS:** Client shall assist Engineer by placing at his disposal all documents, drawings, reports and other existing information available to Client and Client’s consultants and subcontractors that will assist Engineer in the performance of the basic services being provided by Engineer, and Engineer shall be entitled to rely upon the accuracy and completeness thereof. Client recognizes that it is impossible for Engineer to assure the accuracy, completeness and sufficiency of information provided by others, either because, for example, it is impossible to independently verify within Engineer’s scope of work, or because of reasonably undetectable errors or omissions of others that may have occurred in assembling such information.

Accordingly, Engineer will conduct the research that in its professional opinion is necessary and will provide the requested

services in a manner consistent with Engineer's professional standard of care for same or similar projects. Client recognizes, however, that the information upon which the Engineer relies may contain errors or may be incomplete. Client agrees to waive all claims and causes of action against Engineer, and anyone for whom Engineer may be legally liable, for damages arising out of Engineer's use of such information provided by Client or obtained from others, upon which Engineer shall rely while providing the scope of services contained in this Agreement.

**ELECTRONIC MEDIA:** Engineer agrees, upon request, to provide materials to Client stored electronically. At Engineer's option, unless specifically agreed to the contrary, such materials will be provided in PDF format. Client recognizes that data, plans, specifications, reports, documents, or other information recorded on or transmitted as electronic media are subject to alteration, either intentional or otherwise, due to, for example, transmission, conversion, media degradation, software error or human alteration. Engineer makes no warranties, either express or implied, regarding the fitness or suitability of electronic media. Client agrees electronic media shall not be used, in whole or in part, for any project other than that for which they were created. Client agrees to waive any and all claims against Engineer resulting in any way from the unauthorized reuse or alteration of electronic media. Documents that may be relied upon by Client as definitive are limited to those that are sealed by Engineer.

**F. OWNERSHIP OF DATA AND DOCUMENTS:** Client acknowledges all Work Product, including, without limitation, documents, drawings, specifications, estimates, field notes, and other data and all processes including scientific, technological, software, and other concepts, whether or not patentable, created, prepared or furnished under this Agreement by Engineer or by Engineer's independent contractors and consultants pursuant to this Agreement, are *instruments of service* in respect of the project and they are, and they shall remain, the property of Engineer whether or not the project is completed. In the event Client is or becomes entitled to any ownership and/or license rights to *project plans or specifications prepared under this Agreement, Engineer's completion of the Work and payment in full of all money due to Engineer shall be conditions precedent to such transfer. Client agrees, to the fullest extent permitted by law, to indemnify and hold Engineer harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of the Work Product by the Client or any person or entity that acquires or obtains the plans and specifications from or through Client without the written authorization of Engineer.*

**G. INDEMNIFICATION:** Engineer and Client agree, subject to liability limiting provisions elsewhere in this Agreement, to indemnify and hold harmless, the other, its Members, managers, directors, officers and employees, from and against legal liability for claims, losses, damages, or liability, including reasonable attorney's fees (together, "Claims") to the extent such Claims are legally determined to be caused solely by their negligent acts, errors or omissions in their performance under this Agreement. In the event such Claims are legally determined to be caused by the joint or concurrent negligence of Engineer and Client, Claims shall be born by each party in proportion to its own negligence under comparative fault principles. No duty to defend is hereby created nor any costs of defense are hereby assumed by this indemnity provision and Parties explicitly waive such duty and costs under this Agreement. Causes of action arising out of Engineer's services or this Agreement, regardless of cause or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Engineer's substantial completion of services on the project. ***In all cases, Engineer's indemnification shall be limited to the extent of the liabilities specifically assumed by Engineer within this Agreement and only as respects professional services performed by Engineer.***

**H. JOBSITE SAFETY:** Engineer will not be responsible, nor assume any liability, for any acts or errors or omissions of Client or any of Client's sub-contractors, agents or employees or any other persons (except Engineer's own employees) at the Work site or otherwise performing Client's work. If Engineer's scope of Work includes the performance of services during the construction phase of a project, it is understood that the purpose of such services, including visits to the site, is to enable Engineer to better perform the duties and responsibilities assigned to and undertaken by it as a design professional. Neither the professional activities of Engineer, nor the presence of Engineer or its employees at the construction site, shall relieve Client of its obligations, duties and responsibilities included in, or necessary to complete, the Work. ***In no event shall Engineer be responsible, in any way whatsoever, for construction means, methods, sequence, techniques or procedures necessary for performing, superintending or managing, in any way, construction aspects of the Work.*** Engineer and its personnel shall have no authority to exercise any control over Client's construction, or that of Client's subcontractors or other entities or their employees (such individuals and entities, together, "Construction Personnel") in connection with Client's Work or any related health or safety programs or procedures. The Client agrees that Construction

Personnel shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in Client's agreements with Construction Personnel. Client also agrees that Client, Engineer and Engineer's sub-consultants, if any, shall be indemnified by Construction Personnel and named additional insured under their policies of general liability insurance.

**I. ADDITIONAL/EXCLUDED SERVICES:** This Agreement is a non-exclusive contract. Engineer may refuse additional work from Client and accept work from others. Client agrees to pay Engineer as compensation for all authorized extra or additional services not specifically covered in the Agreement's scope of services. Services resulting from significant changes in general scope of the underlying project or its design shall be considered permitted, additional Work, including but not limited to: changes in size, complexity, assumptions, Client's schedule, or character of construction, and revising previously accepted studies, reports, design documents or contract documents when any such revisions are due to causes beyond Engineer's control. **EXCLUDED SERVICES** The following services, unless specifically included, are here specifically *excluded* from the Work: land title, ownership and/or tract and lien searches; structural calculations; services involved in the design of improvements lying outside of the Project Limits. Engineer shall perform excluded services only upon written request and agreement. Absent written agreement to the contrary, such additional or excluded services shall be performed on a time and material basis, at Engineer's then current Standard Hourly Rates with expenses passed through to Client at actual cost plus ten percent (10%). **Hazardous Materials** - *Nothing in this Agreement shall be construed as providing any type of service relating to an assessment of the presence or absence of oil, asbestos, radioactive materials or any other hazardous material and/or environmental contaminants which may be subject to regulatory control, or for the design of systems to remove, treat, handle, or dispose of such materials.*

**J. TERMINATION:** Client may, at any time, suspend further work by Engineer, or Client or Engineer may, with or without cause, terminate the Agreement at any time upon ten (10) working day's written notice to the other party. Client agrees to compensate Engineer for all services performed prior to the effective date of suspension or termination, together with reimbursable expenses including, if any, sub-contractors, sub-consultants and vendors. No deductions or Client offsets shall be made from Engineer's compensation unless by prior written agreement between Client and Engineer, nor shall payment to Engineer be contingent upon financing arrangements or receipt of payment from any third party. Engineer shall forward specifications, drawings and documents relating to the services provided in this Agreement to Client upon payment in full of all monies due Engineer under this Agreement. If Engineer for any reason does not complete all of the services contemplated by this Agreement, Engineer cannot be responsible for the accuracy, completeness or workability of project documents prepared by Engineer if used, changed or completed by the Owner, Client or by another party. *Accordingly, Client agrees, to the fullest extent permitted by law, to indemnify and hold Engineer harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) for injury or loss arising or allegedly arising from such use, completion or any unauthorized changes made by any party to any contract documents prepared by Engineer.*

**K. LIMITATION OF LIABILITY:** To the maximum extent permitted by law, Client agrees to limit Engineer's liability for Engineer's acts, errors or omissions under this Agreement such that the total aggregate liability of Engineer hereunder shall not exceed One Hundred Thousand Dollars (\$100,000.00) in total. Further, it is agreed and understood that this limitation of liability is the sole and exclusive remedy available to Client for any damages and/or losses arising from Engineer's services. IN NO EVENT, WHETHER BASED ON CONTRACT, INDEMNITY, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY HERETO FOR SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS OR REVENUE, OR COST OF CAPITAL.

**L. MISCELLANEOUS PROVISIONS:**

**1. FORCE MAJEURE:** Any delays in or failure of performance by Engineer shall not constitute a default hereunder if such delays or failures of performance are caused by occurrences beyond the reasonable control of Engineer, including but not limited to: Acts of God or the public enemy; compliance with any order of any governmental authority; changes in law; act of war, sabotage or damage resulting there from; fires, floods, explosion, accidents, riots, strikes or other concerted acts of workmen, whether direct or indirect; *delays in permitting*; or any other causes which are beyond the reasonable control of Engineer. **2. INTERPRETATION:** The parties acknowledge and agree the terms and conditions of this Agreement, including but not limited to those relating to allocation of, releases from, exclusions against and limitation of liability, have been freely and fairly negotiated. Each party acknowledges that in executing this Agreement they have relied solely on their own

judgment, belief and knowledge, and such advice as they chose to receive from their own legal counsel, and they have not been influenced by any representation or statement made by any other party or its legal counsel. *No provision in this Agreement is to be interpreted for or against any party because that party or its counsel drafted such provision.* In the event that any portion or all of this agreement is held to be void or unenforceable, the parties agree to negotiate in good faith to amend the commercial and other terms of the Agreement in order to effect the intent of the parties as set forth in this Agreement. The parties agree to look solely to each other with respect to performance of this Agreement. The provisions of this agreement which by their nature are intended to survive the termination, cancellation, completion or expiration of the Agreement, including but not limited to any expressed limitation of or released from liability, shall continue as valid and enforceable obligations of the parties notwithstanding any such termination, cancellation, completion or expiration.

**3. ENTIRE AGREEMENT:** This Agreement, and without limitation, any Exhibits, addenda, applicable Task Authorizations, Purchase Orders, Requisitions and other such similar “Work Requests”, constitute the entire Agreement between Client and Engineer, superceding all prior or contemporaneous communications, representations or agreements, whether oral or written, relating to the Work hereunder. In the event of conflict and/or ambiguity between any provision of this Agreement and, without limitation, that contained in any Work Request, proposal, contract, requisition, notice to proceed, or any other Project document, this Agreement, and within this Agreement –these General Terms and Conditions, shall take precedence and prevail in enforcement and or clarification. No other representations of any kind, oral or otherwise, have been made. Client and Engineer bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other part, in respect to all covenants of this Agreement; except as above, neither Client nor Engineer shall assign, sublet or transfer his interest in this Agreement without the written consent of the other. *Nothing herein shall be construed as creating any personal liability on the part of any owner, officer, employee, or agent of Engineer or Client that may be a part hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than Client or Engineer.*

**4. DISPUTE RESOLUTION:** All claims, disputes or controversies arising out of or in relation to the interpretation, application or enforcement of this Agreement shall be submitted to arbitration pursuant to the Rules for Commercial Arbitration of the American Arbitration Association. Judgment on any interim or final award rendered by the arbitrator may be entered and enforced in any court of Illinois or the United States District Court for the Northern District of Illinois. The city and state of such arbitration shall be in Chicago, Illinois. Any legal action by either party against the other for any cause or causes, including but not limited to breach of this Agreement, negligence, misrepresentations, breach of warranty or failure to perform in accordance with the standard of care, however denominated, shall be barred two (2) years from the day after completion of Engineer’s services hereunder.

**5. GOVERNING LAW:** This Agreement shall be governed and construed in accordance with the laws of the state of Illinois. Client hereby irrevocably consents and submits to the jurisdiction of any State Court of Illinois, or the United States District Court for the Northern District of Illinois and waives any and all objections that it may have to Cook County venue or the issuance of service of process in any such proceedings.

**6. ATTORNEY FEES, COSTS AND EXPENSE:** In the event either or both Engineer and/or Client, Owner or any other party adverse to Engineer shall institute any action or proceeding against the other relating to the enforcement of this Agreement, any provision hereof, or any default hereunder, the non-prevailing party shall pay the prevailing party’s reasonable attorneys’ fees, costs and expenses.

**7. SEVERABILITY:** Every paragraph, part, term or provision of this Agreement is severable from another. If any paragraph, part, term or provision of this Agreement is construed or held to be void, invalid or unenforceable by order, decree or judgment of a court of competent jurisdiction, the remaining paragraphs, parts, terms and provisions of the Agreement shall not be affected thereby but shall remain in full force and effect. The parties further agree to reform these Terms and Conditions to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.

**8. SURVIVAL:** These terms and conditions, including, without limitation, any expressed limitation of or release from liability, shall survive the completion of Work or termination of this Agreement and shall remain in full force and effect.

**9. ASSIGNMENT:** Client may not assign rights, duties and liabilities under this Agreement without prior written consent of Engineer.

**10. SOLICITATION OF EMPLOYMENT:** Neither party shall, during the term of this Agreement or for a period of one hundred eighty (180) days thereafter, directly or indirectly for itself or on behalf of, or in conjunction with, any other person, partnership, corporation, business or organization, solicit, hire, contract with or engage the employment of an employee of the other, unless that party has obtained the written consent of the other to such hiring and that party pays to the other reasonable compensation for disruption to the other’s business and the other’s cost to replace the lost employee.

END GENERAL TERMS AND CONDITIONS  
US1153221

Exhibit A  
Project Limits



# Special Events Policy and Procedure



City of West Branch  
January 2016

# Special Events Policy & Procedures

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## General Policy Statement

The City of West Branch sponsors, co-sponsors and encourages its residents and businesses to sponsor special events that enhance the quality of life, provide entertainment and other leisure activities, promote local economic health, attract visitors and contribute to the dynamic atmosphere of the community. To facilitate the use of City-owned, leased or managed facilities, the City has established orders, policies and procedures to ensure the success of such events by providing a system for advanced planning, standard information, and basic ground rules that allow special event sponsors and facility users to achieve their mutual goals, while minimizing the impact of the event on the community.

It is the purpose of this policy and related procedures to regulate Special Events held in the City so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact on non-participating residents minimized.

The City of West Branch recognizes that the City is not the only governmental authority in West Branch. Approval from other entities may be required in order to complete the City of West Branch Special Event approval process. Therefore, any event that will utilize roads or property under the authority of West Branch, Cedar County, Johnson County, West Branch Community Schools or the National Park Service must also adhere to Federal, County and or City's policies and obtain necessary approval. Events utilizing private streets or property must obtain approval from the owner of the street. It is the responsibility of the event organizer to ensure that all applicable rules are followed and authorizations received.

## General Information

The City provides a wide variety of facilities for special events and general leisure time use. When planning a festival, race, walk, parade, concert, rally, or any major event on City property, a Special Event Permit Application must be submitted. The City will then determine the review and approval process and the level of involvement or support service provision, if any, that the event requires. Usually, filling out a permit application is just the first step. Once the application is received, City staff will guide applicants through the process for City approval.

## Special Event Permit Requirements

Special Event Permits are not required to reserve use of City of West Branch facilities. Special Events are: Pre-planned temporary major activities involving use of City property. Such activities are customarily held for purposes of entertainment, celebration, amusement, cultural recognition, fundraising, arts and crafts displays and/or sales and sports demonstrations or competitions aimed at drawing crowds that may impact surrounding neighborhoods and traffic flow.

## Commercial Events

Commercial Event means a large event, more than 300 people, held by for-profit organizations which are open to public participation (fee or free) and may include, but are not limited to: a fair, festival, exhibition, carnival centered around music, art, culture, food, car/truck/vehicle, etc. These events require an approved special event application.

## **Obtaining/Submitting Applications**

The City of West Branch is responsible for distributing, receiving and processing all applications for Special Events and for coordinating review of applications by appropriate City departments and, if necessary, the West Branch City Council. The hours of operation are 8 a.m. to 4 p.m. Monday through Friday. For additional information, please call 319-643-5888. Special Event Permit Applications can be found on the City's website at [www.westbranchiowa.org](http://www.westbranchiowa.org) or at West Branch City Office at 110 N Poplar Street, West Branch, IA 52358

The City of West Branch is also responsible for distributing, receiving and processing all Facility Reservations for the use of City -owned or managed athletic fields, park pavilions, outdoor courts, and West Branch Town Hall. Reservations at these facilities for the purposes of conducting anything other than a Special Event do not require a Special Event Permit. Facility Reservations forms can be found at [www.westbranchiowa.org](http://www.westbranchiowa.org) or at West Branch City Office at 110 N. Poplar Street, West Branch, IA, 52358.

The Special Event Application approval process does not necessarily automatically reserve facilities. In some cases, park areas, city buildings and streets that can be reserved that are impacted by the event will require a Facility Reservation so not to further impact a park patron. A Facility Reservation does not provide exclusive use of the entire park and/or facility. The general area of the park, pathway and/or facility must remain open to the public.

## **Application Processing Time Frame**

While all special events require the same application, the application review and approval period and required permits(s) may vary depending on the type and location. No events should be publicized until the applicant has received all necessary permits and approvals from the City and if necessary, the West Branch City Council. Permits and approvals for events, facility use or support services are issued on a first-come, first-served basis. Applications should be submitted within the time frames specified for the types of events proposed. When a request involves an event or athletic race event therefore, any athletic race event that will utilize roads under the authority of West Branch, Cedar County, Johnson County, or the National Park Service, the Applicant must provide proof of approval.

Special Event Permit Applications must be received by the City:

**90 days prior for:**

- Athletic races, walks, new events (those events which did not occur in the City within the past year) which involve a County, City, or Federal road or street. All new events requiring a road or lane closure or impacting traffic flow will require West Branch City Council approval. A renewal of a previously held Special Event must follow the same policy and procedures as approved for the prior year's event. All organized event walks must take place on pathways unless streets are specifically requested or required due to high anticipated attendance. Event walks on pathways do not require City approval but may require a Certificate of Insurance/Indemnification and other restrictions. Law Enforcement/Security requirements and/or traffic control requirements for walks on pathways will be determined based upon an evaluation of the level of services needed.
- Community Festival - Defined by one (1) or more of the following activities occurring:
  - An admission fee is charged;
  - Vendors selling goods, products/wares or services;
  - Food and beverage are provided (NOTE: State Health Permit may be required);
  - Games, amusement rides, or bounce houses are offered (NOTE: Insurance certificate/Indemnification may be required);
  - Purpose of event is a fund-raiser;
  - Amplified sound, music and/or bands will be present;
  - Event is advertised to the general public;
  - Event will impact parking and safe movement of pedestrians and/or vehicular traffic in the area; and
  - Alcoholic beverages are consumed (NOTE: A – Insurance Certificate/Indemnification is required; B – Law Enforcement and/or Security requirements will be determined based upon an evaluation of the event; and C – licensing may be required).

**30 Days prior for:**

- Private events, weddings, ceremonies or parties involving any of the following:
  - Tents larger than 10 feet by 10 feet;
  - Portable restroom facilities (i.e. porta potties);
  - The sale of any product, goods or service;
  - Amplified sound;
  - Fundraising; and
  - More than 150 anticipated guests.

**7 Days prior for:**

- Private events, weddings, ceremonies or parties involving any of the following:
- Tents larger than 10 feet by 10 feet;
- Amplified sound;
- Fundraising;
- The sale of any product, goods or service; and
- More than 50 but less than 150 anticipated guests.

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage or alcohol, do not use roads, streets or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation may be required.

The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

### **Criteria for Approval/Disapproval**

In issuing a permit for a special event, the City considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
2. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area (e.g. athletic fields, picnic areas, trolley system, etc.);
5. The Applicant's apparent ability to execute the event;
6. The Applicant's apparent ability to obtain the appropriate insurance (if applicable);
7. The event unreasonably conflicts with other scheduled special events in the community;
8. Approvals by other governing agencies (i.e. County); and
9. All permit requirements have been met.

### **Required Approvals/Appeals Process**

The application review process begins when the City of West Branch has received a completed application. Applications for special events must be approved by all appropriate departments, including but not limited to the West Branch Police Department, the West Branch Fire Department, West Branch Public Works, West Branch Public Library, West Branch Parks and Recreation, West Branch Administration and West Branch City Council. In the event that an application is denied by the City, the applicant may appeal to the West Branch City Council in writing within five (5) days of denial. The decision of the West Branch City Council is final.

### **Fees**

The City establishes Reservation fees for the use of various City facilities. A refundable security/damage deposit is required to secure the facility for the Special Event, and Reservation Fees are due at least one (1) week prior to the event. The Reservation Fee includes the use of the facility and existing utilities.

Additional charges may be incurred by the Applicant if the facility used for the Special Event is damaged or not cleaned up including but not limited to trash, sign/barricade, and traffic control device removal. Permit holder is responsible for all costs associated with the Special Event such as tents, tables, chairs, sound, trash removal, portable toilets, insurance, security, medical services/first-aid, advertising, etc.

### **Traffic Control**

If a proposed athletic race event utilizes public roads, the government entities have policies and requirements for traffic control. Such traffic control plans approval must be obtained prior to the final approval of the City and issuance of the Special Event Permit. It is the sole responsibility of the event organizer to obtain these approvals. The City may require a Traffic Control Plan and/or Parking Plan for Special Events that may impact egress/ingress of the facility and parking in the area.

### **Public Notification**

Special events that utilize the majority of a park, city buildings, city streets, city sidewalks, or are a walk/run/race/bike ride will require a public notification plan. Plan may include, but is not limited to: Posting at the park or facility no more than one (1) week in advance of the event, advertisements in a local newspaper, and notification to impacted neighbors. Notices posted in the park or included in an advertisement shall be reviewed and approved by City staff. All costs incurred as part of the notification plan shall be borne by the event organizer or sponsor.

### **Amplified Sound/Noise**

The City of West Branch has noise ordinances which prohibit excessive noise. Additionally, City of West Branch prohibits any activity which may be an annoyance or a nuisance to surrounding Owners or Residents. It is the sole responsibility of the event organizer to familiarize themselves with these noise restrictions and ensure the event is in compliance.

### **Alcoholic Beverages**

City of West Branch Resolution XXXXX prohibits the consumption of any Alcoholic Beverage at, in or within any Neighborhood Park, street, or public building with the exception of the West Branch Public Library, West Branch Town Hall, and Beranek Park. If alcoholic beverages are to be consumed at the Special Event at an alcohol-allowed facility: 1) A minimum of \$1 million General Liability Insurance coverage must be provided naming The City of West Branch as additional insured and included a Waiver of Subrogation; and 2) Additional restrictions may apply such as Security.

### **Sale of Food**

Where food is to be offered for sale, organizers are responsible for obtaining appropriate permits from the County. A copy of the permit(s) will be required prior to the issuance of the Special Event Permit. Certain City facilities may be subject to a contractual exclusive right to sell food which requires consent of the Concessionaire for the Special Event Permit holder to sell food.

## Insurance

Special events organizers may be required to carry and provide proof of liability insurance coverage in the amount of at least one million dollars (\$1,000,000) single limit, covering both bodily injury and property damage during the term of the event. Insurance limit may be increased depending on the nature, size and risk of the event. The certificate must:

1. Contain a provision for ten (10) days prior written notice to the City if the policy expires or is canceled or changed;
2. Not have exclusions in the insurance coverage regarding publicly owned or leased property or City operations or personnel, employees, licensees or agents; and
3. Include a Waiver of Subrogation.

All costs associated with insurance are the responsibility of the event organizer. Sub-contractors, vendors and others associated with the production of the Special Event may also be required to meet this condition.

## Site Plan/Race Course Route Maps

In order to understand the impact of the special event to the City of West Branch community, a detailed site set-up plan and/or route or race course map and parking plan may be required as part of the application process. For walks that only utilize the pathway system a staffing plan (or Pathway Management Plan) is also required to address all pathway/street intersections to ensure the safety of event participants and the movement of traffic. For walks the plan would ensure the movement of vehicles is not delayed by the event.

## Event Impact Management

Alternate locations/routes may need to be developed to assist The City in managing the number of events and walks/run in the community so that certain areas are not routinely impacted by events. It has determined that no public road or lane shall be closed for more than four (4) hours, except for those events that are City events and/or have an agreement with The City. In order to determine if an alternate location or route is needed, City staff will review the following:🕒 Community impact issues with the respective walk/run in previous years

- 🕒 Did a run/walk occur in this location/road/pathway in the two weeks?
- 🕒 Will a run/walk occur in this location/road/pathway next two weeks?
- 🕒 How many runs/walks are scheduled in this area in the calendar year?
- 🕒 Is the size of the walk/run suitable for an alternate location?

If staff determines the impact of the event is significant, as defined by the bullets above, they are authorized to work with the organizer to:

- Change the date of the event to other times in the community to reduce the congestion of events in certain months
- Alter the route of the event to minimize the impact to various neighborhoods
- Modify the route to reduce the overall time of the road/lane closure (10 K to 5K, 26.2 miles to 13.1 miles)

If the organizer does not agree to the alternate location or date, they have the ability to appeal the decision of staff to the West Branch City Council. The decision of the West Branch City Council is final.

## City Services

All regularly scheduled City services will be provided during the normal work hours whenever possible. The City does not have Special Event equipment, signs or supplies for loan or for rent. City staff will provide Applicants consultation as may be reasonably necessary to resolve problems, answer questions and facilitate review by outside agencies at no charge to the applicant.

## Use of Private Security

In reviewing applications, the City may require the applicant to provide internal security and a Security Plan. Private licensed security or off-duty law enforcement officers may be used to meet these requirements. All costs associated with Security are the responsibility of the permit holder.

## Clean-Up

Permit holders are responsible for providing clean-up during and following the event including all trash and litter removal. If it becomes necessary for the City to clean up any given area, the permit holder will forfeit any deposit and may be billed for all costs of the clean-up.

## Restrooms

Organizers of Special Events may be required to provide portable toilets or make arrangements for restroom facilities, at the event organizer's expense. Portable toilets must be removed immediately following the event. The public restrooms at any City facility typically must remain open to the general public during the Special Event.

## Signs and Banners

All signs and/or banners to be displayed prior to and during the event must be approved prior to issuance of the Special Event Permit. Signs must be removed immediately after the Special Event. If it becomes necessary for the City to remove any signs or banners after the approved displayed time, the permit holder will forfeit any deposit and will be billed for all costs of the removal.

## Special Rules and Additional Procedures

Approval of the event by any other entity does not imply approval by City of West Branch.

**The City of West Branch City Administrator (or his designee) has the authority to cancel or stop an event, before or during the event, if the conditions required for approval of the event are not being met. In addition, the City Administrator and public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety, or welfare is being jeopardized and/or would be better served with additional restrictions or requirements.**

**The City approval of a special event and/or issuance of a park permit does not grant or authorize use of The City of West Branch trademark, brand or domain name.**

8

**Please note that City staff and their respective contractors, shall have unrestricted access to the reserved facility or facilities at any time during the event (set up, tear down, event production) to execute the functions of their respective job or contract.**

## West Branch Parks and Recreation Field Request Form

Please return completed form to West Branch City Office at 110 N Poplar Street, PO Box 218 West Branch, IA 52358

- City or school sponsored events have a priority of use. Games will have priority over a regular practice time. Scrimmages are considered practice.
- Groups will be granted 1 reservation (1 day per week and 1 time slot).
- After each group, has received 1 reservation, then a 2<sup>nd</sup> reservation will be granted if requested.
- The city will provide reasonable notice if cancelling a non-school or non-city user.
- Summer League Fields must be dragged after every use by the user.
- Clean up all trash from the fields and area after use.
- Park only in the designated parking areas.
- Put away all equipment and turn off lights.
- Renters and all participants are required to adhere to all facility rules and regulations and conduct themselves in a sportsmanlike manner.
- **Contact Parks and Recreation Director Melissa Russell at 319.930.0393 or [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org) for any questions.**

### Field/Court Request Periods for practices and games. Tournament requests are accepted year-round.

- **Request Period 1- January 1<sup>st</sup> -March 31<sup>st</sup>**                      December 1<sup>st</sup> requests will be accepted.
- **Request Period 2- April 1<sup>st</sup> -June 30<sup>th</sup>**                      March 1<sup>st</sup> requests will be accepted.
- **Request Period 3- July 1<sup>st</sup> -September 30<sup>th</sup>**                      June 1<sup>st</sup> requests will be accepted.
- **Request Period 4-October 1<sup>st</sup> -December 31<sup>st</sup>**                      September 1<sup>st</sup> requests will be accepted.

*(Please check the field or court you would like to reserve.)*

#### Summer League Field

- \_\_\_ Softball Diamond
- \_\_\_ Baseball Diamond
- \_\_\_ Baseball and Softball Field
- \_\_\_ Batting Cage

#### Lions Soccer Field

- \_\_\_ North Field
- \_\_\_ South Field
- \_\_\_ North and South Field

#### Beranek Sand Volleyball Court

- \_\_\_ Court 1 (New Court)
- \_\_\_ Court 2 (New Court)
- \_\_\_ Court 3 (Old Court)
- \_\_\_ Court 4 (Old Court)

#### The field/court is requested for the following activity:

Practice \_\_\_\_\_ Game \_\_\_\_\_ Tournament \_\_\_\_\_ Other (write activity on the line) \_\_\_\_\_

1<sup>st</sup> choice: from S M T W T H F S \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to S M T W T H F S \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Circle day of the week) (Time) (Date) (Circle day of the week) (Time) (Date)

2<sup>nd</sup> choice: from S M T W T H F S \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to S M T W T H F S \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Circle day of the week) (Time) (Date) (Circle day of the week) (Time) (Date)

3<sup>rd</sup> choice: from S M T W T H F S \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to S M T W T H F S \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Circle day of the week) (Time) (Date) (Circle day of the week) (Time) (Date)

Team/Group Name: \_\_\_\_\_ Number of people in attendance: \_\_\_\_\_

Contact: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email: \_\_\_\_\_

Proof of insurance on File: Yes or No

Please list any other details on the back of this form.

APPROVED

DENIED

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Authorized Signature) (Date) **51**

# Nick Shimmin

## Website Design Proposal

### Introduction

Thank you for allowing me to submit a proposal for the design of the new City of West Branch website. The current site is a great platform for providing information to the residents of our community. Based on years of use of the website, conversations with other members of the city staff, and information provided from members of the community, I believe that we have the opportunity now to make it even better for our staff and community. Through a new website, we will be able to provide a modern design to accompany new branding, add to the site's functionality, and expand the intended user-base of the site.

### Needs

The City of West Branch needs a new website, first and foremost, which uses content management software that is currently being maintained to make sure that it operates as intended and to ensure the security of the site, its users, and its information. The City needs a website that provides modern functionality including a calendar feed, facilities reservation system, and clean interfaces when used on mobile devices. The City needs to match a new logo and branding. And lastly, the City of West Branch website needs to be easily maintained by current and future staff - the software needs to be easily upkept and content be easily added and changed.

### Solutions

I will provide the City of West Branch with a new web design that provides useful information to the residents of the community, possible future residents and business owners, and visitors. It will convey that West Branch is a modern community which celebrates both its rich history and current businesses, culture, and residents. The design will incorporate the new city logo and marketing goals and provide a clean and pleasant interface.

### Content Management System

The central component of the new City website will be the content management system Wordpress, the system which provides the backbone of almost 60% of all websites on the Internet and is used by many notable companies including Time Inc., The Walt Disney Company, The Wall Street Journal, and Sony Music. Wordpress is an ever-evolving, simple, and robust system which focuses on a strong base system coupled with a choice of over 48,000 modules which provide the functionality needed by the staff now and in the future.

### Website Organization

The new website design will have a front page designed for anyone looking for information about West Branch. This includes possible future residents looking for lifestyle details (schools, recreational activities, quality of life), current residents looking for active updates (community alerts, city department details, meeting information), future business owners looking for details on development resources (available development area, benefits, links to economic partners), and visitors to our historic site and downtown (NPS, Hoover Library/Museum, CDG).

## Workflow

### Preliminary Design

Working with the city office staff of the City of West Branch, I will provide a preliminary design concept for a new website. The preliminary design will include a basic layout, color scheme, font choices, general organization, and basic functionality of modules to be included. I will work with the city staff to make alterations to the design to create a design that is both functionally and aesthetically desirable for the city staff as a whole.

### Content Creation and Addition

When the preliminary design is completed, the full content of the site will be added into the site. The current website has no shortage of information and this will be added to the site. In some areas, to improve design and functionality, some content may be combined, added, or removed based on usefulness to the community as a whole. The department heads or administrators of those sections will be directly consulted to ensure that the new designs will meet their interests.

### Training

I will provide 2 hours worth of staff training, providing all necessary information to operate the site on a day-to-day basis. Such tasks will include, but are not limited to, adding content to the front page, creating pages within the site, adding events to the calendar, and uploading/adding images and files to the site. Instructional guides will also be provided for reference. It is likely that regardless of which web designing option is chosen for the project, I will provide one-on-one guidance on a regular basis as part of my regular job duties.

### Launch

When all content has been updated to the site and staff is ready to proceed, the new site will be launched and be live to the public.

## Fee Summary

### Website Design and Setup

Includes:

- Work with City staff to create a custom website interface layout
- Create all custom graphics and page coding to provide an aesthetically pleasing site with colors and design to match new marketing products.
- Set up website architecture and navigation system.
- Add and configure all modules to provide desired functionality

Hours: 15  
Cost: \$1,000

### Website Pages

Using the webpage template developed during the initial design phase, all of the existing content will be imported into the new site. For new, community-based pages, content will be created.

Hours: 15  
Cost: \$1,000

### Training & Education

The training and education for the City staff will be comprised of a direct lecture/presentation class that will provide information for the users of the site to learn how to use the software. Documentation will also be created for easy future reference. Topics will include, but are not limited to:

- Introduction to Wordpress
- New site organization and goals
- Accessing a user's account
- Editing pages/information
- Adding/editing calendar entries
- Adding news stories
- Modifying the quick links menu

Hours: 5  
Cost: \$500

Project Total \$2,500

## Examples of Work

I have been working with Wordpress for almost 8 years, beginning by assisting the West Branch United Methodist Church and the North Liberty Community Library with their websites. I work within Wordpress in both content and design on a near daily basis.

West Branch Public Library - [wbpl.org](http://wbpl.org)

This site was designed in 2014 as a new website for the library. This is the most extensive site work that I've completed as a whole. It features on the goal to make information easily accessible to the public while showcasing a few featured topics on the front page. The background image is intended to be changed regularly to ensure the same site organization, but fresh feel on return uses.

Iowa City Community String Orchestra - [iccommunitystringorchestra.com/](http://iccommunitystringorchestra.com/)

A simple site designed for the orchestra when I became the website administrator in 2014. The site's purpose is to provide general information for members who participate and to the general public who may attend performances.

Note: the websites that I have created have typically used the 3 featured images on the front page - the new city website, should I be chosen, is not likely to use this feature as my planned design just doesn't make use of them.

CITY OF  

**WEST BRANCH**  
 IOWA

# WEBSITE REDESIGN

## PURPOSE

The redesign of the city’s website, located at westbranchiowa.org, is being proposed for two primary reasons.

- The software which operates the current website is no longer supported. The software is no longer being updated to fix problems with security, operation, or functionality.
- With the adoption of the new logo and marketing strategies, the website should be redone visually to match the design and organizationally to match marketing goals.
- The website does not provide full functionality needed in the current technology environment (does not provide a mobile-friendly site,

## HISTORY

The library’s current website was developed by Matt Arant, a local developer in the Iowa City area. It was released in the early part of 2011 and has had minimal problem since it was put into operation. The design was a drastic improvement over the prior website in terms of functionality, content management, and ease of use.



City of  
**West Branch, Iowa**  
*"A Heritage for Success"*

**City Government**  
**City Departments**  
**General Information**  
**City News**  
**Community**  
**Herbert Hoover**  
**Community Calendar**  
**Main Street West Branch**  
**Education**  
**Visit West Branch**  
**Home**

**Welcome to West Branch!**

West Branch is a growing community with many great opportunities. You'll find our town an inviting place for all ages to shop, live, dine, meet and visit often. The community's pride in its architectural and cultural heritage is evident in our historic downtown where 14 buildings are listed on the National Register of Historic Places.

West Branch is the birthplace of Herbert C. Hoover, the 31st President of the United States. Visitors enjoy the Herbert Hoover Presidential Library-Museum and the Herbert Hoover National Historic Site and Prairie.

Enjoy your visit to West Branch where we have . . .

**Herbert C. Hoover**  
 31st President of the United States

**"A Heritage for Success!"**

City of West Branch  
 304 E Main St.  
 PO Box 218  
 West Branch, Iowa 52358

©2006 City of West Branch, Iowa - All Rights Reserved  
[E-mail](#) all problems, questions and comments about this Web site.  
[City of West Branch Website policy.](#)

Phone: 319-643-5888  
 FAX: 319-643-2305E-mail: [Email](#)

Mr. Arant was initially asked about doing the upgrade in software, but is no longer in the area and no longer conducting this type of business.

Initially, the city staff looked at conducting an upgrade in software in-house, but the upgrade in software is not simple, requiring completely new modules and themes - basically the creation of a new website with information transferred. From there, a new theme would need to be created to offer mobile device compatibility and new design requests (new logo/marketing)

Additionally, it may be useful to note that the city purchased a 5-year site hosting plan last year through Dreamhost, our host and domain registrar as single-year payments had led to website downtime and it is less expensive overall. This hosting may be used for all plans provided below except for that of CivicPlus who hosts their own software.

## PROPOSALS OVERVIEW

The city has received four proposals for creating a new website for the software. A general bid was not requested, but the four companies were contacted directly after viewing their portfolios and finding that their work would be good.

COMPANY - IN ORDER RECEIVED	GENERAL DESCRIPTION OF WORK	BENEFITS/DRAWBACKS	COST
William Easton Design (Iowa City)	<ul style="list-style-type: none"> <li>• Create new website in Drupal 7 or 8.</li> <li>• Complete visual and technical redesign</li> <li>• Design for multiple staff (multiple user accounts)</li> <li>• Mobile Design</li> </ul>	<p>Benefits</p> <ul style="list-style-type: none"> <li>• Site uses software that the staff is already familiar with</li> <li>• Works with existing website hosting plan</li> <li>• Relatively inexpensive</li> </ul> <p>Drawbacks</p> <ul style="list-style-type: none"> <li>• Drupal software is generally more difficult to maintain and upgrade</li> </ul>	<p>Site creation \$4,500</p> <p>Mobile Design \$1,237.50</p> <p>Total <b>\$5,737.50</b></p>
Big Imprint (West Liberty)	<ul style="list-style-type: none"> <li>• Consult with staff to determine site structure</li> <li>• Create new website in Wordpress.</li> <li>• Complete visual and technical redesign</li> <li>• Mobile Compatibility</li> <li>• Provide User Training</li> </ul>	<p>Benefits</p> <ul style="list-style-type: none"> <li>• Wordpress is generally easy to maintain and upgrade.</li> </ul> <p>Drawbacks</p> <ul style="list-style-type: none"> <li>• Fairly high cost</li> <li>• Will have migrate all content in-house</li> <li>• Staff will have to learn how to use new content management system</li> </ul>	<p>Site Creation/ Total <b>\$15,300.00</b></p>

COMPANY - IN ORDER RECEIVED	GENERAL DESCRIPTION OF WORK	BENEFITS/DRAWBACKS	COST
CivicPlus (national)  (note that other payment plans are offered, such as splitting the one time payment into multiple, but the overall cost is the same)	<ul style="list-style-type: none"> <li>• Design website for community using the CivicPlus software</li> <li>• Custom design with assigned art director</li> <li>• Full suite of premium modules.</li> </ul>	<p>Benefits</p> <ul style="list-style-type: none"> <li>• Many useful modules which would improve city staff operation</li> <li>• Modules include agenda center, bid posting, alerts, business directory, facilities reservations, news flash, text messaging for alerts</li> <li>• All maintenance and upkeep is done by CivicPlus</li> <li>• Redesigns provided every 4 years.</li> <li>• 24/7 technical support provided</li> <li>• Experience with 2,300 current civic customers</li> </ul> <p>Drawbacks</p> <ul style="list-style-type: none"> <li>• Highest cost option</li> </ul>	<p>Development Fee (one time) \$13,894</p> <p>Annual service fee \$3,525.00</p> <p>Total Year 1 <b>\$17,419.00</b></p> <p>Following years <b>\$3,525.00</b></p>
TK Iowa (Iowa City)	<ul style="list-style-type: none"> <li>• Research business, goals, customers, expectations</li> <li>• Sketch layouts for initial design to chose from.</li> <li>• Develop website using Wordpress</li> </ul>	<p>Benefits</p> <ul style="list-style-type: none"> <li>• Lowest cost Wordpress option</li> <li>• Wordpress generally easy to maintain and upgrade</li> </ul> <p>Drawbacks</p> <ul style="list-style-type: none"> <li>• Staff will have to learn how to use new content management system.</li> </ul>	<p>Research \$1,000.00</p> <p>Design \$1,197.00</p> <p>Development \$3,500.00</p> <p>QA Testing \$800.00</p> <p>Launch/ training \$500.00</p> <p>Total <b>\$6,997.00</b></p>

COMPANY - IN ORDER RECEIVED	GENERAL DESCRIPTION OF WORK	BENEFITS/DRAWBACKS	COST
Nick Shimmin	<ul style="list-style-type: none"> <li>• Discuss goals and desires for future website with city staff and council/mayor</li> <li>• Create website design in Wordpress with feedback from city staff</li> <li>• Import content into new site</li> <li>• Provide staff training</li> </ul>	<p>Benefits</p> <ul style="list-style-type: none"> <li>• Lowest cost option</li> <li>• Wordpress generally easy to maintain and upgrade</li> <li>• Existing city staff member will have background understanding of how the site operates</li> <li>• Designer on staff to provide quick response for assistance</li> <li>• Designer has understanding of how city staff use current site</li> </ul> <p>Drawbacks</p> <ul style="list-style-type: none"> <li>• Staff will have to learn how to use new content management system.</li> <li>• Designer does not have the same quantity of development background.</li> </ul>	<p>Design \$1,000.00</p> <p>Page Creation &amp; Information Input \$1,000.00</p> <p>Training &amp; Education \$500.00</p> <p>Total <b>\$2,500.00</b></p>

# EXAMPLES OF WORK

WILLIAM EASTON

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of Greater Muscatine



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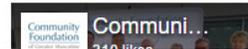
## RECENT NEWS

### Grant Applications Now Being Accepted by Community Foundation of Greater Muscatine

Applications for grants to support charitable programs and services are being accepted by the Community Foundation of Greater

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Some City offices and services have adjusted hours for the Christmas and New Year's holidays [Read on...](#)
- City of Coralville Indoor Facilities Offer Programs & Warmth**  
[Read on...](#)
- Holiday Light Displays in Coralville**  
We've mapped the community's favorite displays throughout the city [Read on...](#)

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The Iowa Geothermal Association (IGA) is a non-profit Iowa trade association focused on advancing geothermal heating and cooling systems within Iowa and the Midwest.

## MARCH 2016 IGA CONFERENCE

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- ### Upcoming Events
- March 1** 2016 IGA Conference Prairie Meadows, Altoona, IA
  - March 2** 2016 IGA Conference Prairie Meadows, Altoona, IA
  - March 7** 2016 Illinois Geothermal Conference, Bloomington, Illinois

**News**

**Eastern Iowa Home Show dates are Feb. 19-21**

**News**

**Climate Visions Clash in Iowa Caucuses**

**News**

**Chelsea Clinton touts Iowa energy, bashes GOP in I.C.**

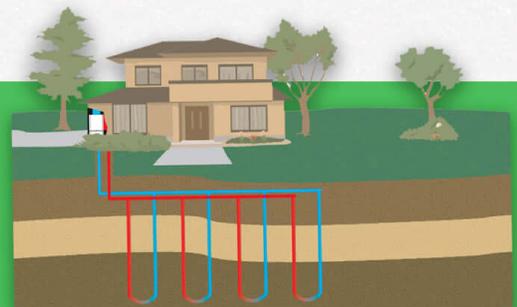
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## How it works:

This loop is used mainly when land area is limited and in retrofit applications of existing homes. A drilling rig is used to bore holes at a depth of 150 to 200 feet. A U-shaped coil of high density pipe is inserted into the bore hole. The holes are then backfilled with a sealing grout solution.



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Every part of Quetzal is in the iPad app. We think the iPad is the first and best platform ever for retail. We know you'll agree.

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**Mario Batali**  
Owner



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Did you get a new phone or tablet? Don't forget about Bridges, the library's ebook and electronic audiobook borrowing service!

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**Library Closed – Martin Luther King Jr. Day**

The Library will be closed on January 16th in observance of Martin Luther King Jr. Day.

[Learn more »](#)

**Book Club**

Join the book discussion of The Unlikely Pilgrimage of Harold Fry by Rachel Joyce on January 17th at 7pm! Books are available at the library.

[Learn more »](#)

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Iowa City Community String Orchestra

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**Spring 2017**

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**2016 Children's Concert**

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**Facebook**

Iowa City Community String Orchestra  
218 likes

Liked

**Spring 2017 begins soon!**

Greetings and Happy New Year!

We will begin rehearsals for the spring semester in just a few short weeks – on January 24, 2017!

Please use this link to sign up by January 17<sup>th</sup>.

Rehearsal schedule:  
Jan 24 - 31

# Fiscal Year 2017-18 General Fund Revenue Estimate

Rev. 01/04/17

Property Tax	\$	1,051,467	
Commercial/Industrial Backfill	\$	60,198	
Ag Land	\$	1,639	
City-Owned Civic Center Levy	\$	15,000	
Local Emg Mgmy Com Levy	\$	8,500	
TIF Transfer In - Parkside/Acciona	\$	87,303	
Emergency Levy Transfer In	\$	35,049	
Cable Franchise Fee	\$	24,797	
Licenses and Permits	\$	17,100	Includes beer & liquor, cigarette, building and animal licenses
Interest	\$	1,750	
Rent and Royalties	\$	2,000	Town Hall rent
Subdivision Charges	\$	40,548	Engineering Pass-Through, Sidewalk Payments from bus. \$13,048
NPS Snow Plowing	\$	6,000	Annual Contract
Library Reimbursement	\$	17,745	Rural Library Assistance
Other Library	\$	7,950	Fines, Misc. revenue, Private contributions, Open access,
Fire Trustees	\$	165,997	
Landfill	\$	44,316	Recycling contract
Cemetery Lots	\$	1,000	Sale of lots
Grave Openings	\$	8,000	
Parks and Rec Fees	\$	24,210	All Recreation Department activity fees
Fuel Tax Refund	\$	1,750	
Fines	\$	750	
Misc. Revenue	\$	34,500	Donations, HHTD, Garbage tags, other misc.
Total Revenue Estimate	\$	1,657,569	
Minus Fire Trustees, Parks & Rec , Library, LOST, Subdivision Charges, and TIF			
Interfund Loan Repayment	\$	343,753	
Subtotal 1	\$	1,313,816	
Minus FY18 GF Salary Estimate	\$	669,050	
Non-salary GF expenditures	\$	644,766	

Account Key: 20241  
 Effective Date: 04/01/2017  
 Representative: Jennifer Rice (Direct)  
 Group Number: 35246-0000

CITY OF WEST BRANCH



Renewal Rate Change Detail

	Health Code:	<u>JKE</u>
Total percentage of change in monthly premium for your selected plan(s) effective 4/1/2017		22.05%
The change in monthly premium is comprised of the following components*:		
Base Rate change for the pool (size 2-50)		6.00%
Account specific changes:		
Risk Level		12.24%
Demographic (age/gender/contract type)		2.58%
Plan Value		0.00%
Family Composition		N/A
Group Size Adjustment		0.00%
Area Factor		0.00%
Other		0.00%

\* The percentage of change in monthly premium is calculated by converting each component percentage to a decimal number and adding 1. Multiply all of the converted components together, subtract 1 from the result to get the overall percentage of change in monthly premium.  
 Example: Base Rate = 8.5%, Risk Level = 3.92% and Demographic = -3.20%; the calculation would be 1.0850 x 1.0392 x 0.968 = 1.0915 which translates to a 9.15% change.

Account Key: 20241  
 Effective Date: 04/01/2017  
 Representative: Jennifer Rice (Direct)  
 Group Number: 35246-0000

**CITY OF WEST BRANCH**



Wellmark Blue Cross Blue Shield of Iowa  
 Wellmark Health Plan of Iowa, Inc.  
 Independent Licensees of the Blue Cross and  
 Blue Shield Association

**Notice of Renewal Rates**

**Health Benefits 1 Current**

Benefit Code:	<b>JKE/QPT - Alliance Select</b>	
Deductible:	\$250/\$500	<u>04/01/2016</u>
Coinsurance:	10% IN 20% OUT	
OPM:	\$1000/\$2000	
Preventive:	Yes	
OV Copay:	N/A	
ER Copay:	N/A	
RX Description:	\$10/\$25/\$40	
	Single Coverage:	\$527.81
	Family Coverage:	\$1,319.49

**Health Benefits 1 Renewal**

Benefit Code:	<b>JKE/QPT - Alliance Select</b>		GF
Deductible:	\$250/\$500		<u>04/01/2017</u>
Coinsurance:	10% IN 20% OUT		
OPM:	\$1000/\$2000		
Preventive:	Yes		
OV Copay:	N/A		
ER Copay:	N/A		
RX Description:	\$10/\$25/\$40		
	Single Coverage:	\$644.17	
	Family Coverage:	\$1,610.49	
	% of Change:		22.05%

**Dental Benefits 1 Current**

Benefit Code:	<b>204</b>	
Deductible:	\$25/\$75	<u>04/01/2016</u>
Diag and Prev:	20%	
Rout and Restore:	50%	
Major Restorative:	50%	
Annual Max/Person:	\$1500	
Orthodontics:	50%	
	Single Coverage:	\$27.18
	Family Coverage:	\$92.55

**Dental Benefits 1 Renewal**

Benefit Code:	<b>204</b>	
Deductible:	\$25/\$75	<u>04/01/2017</u>
Diag and Prev:	20%	
Rout and Restore:	50%	
Major Restorative:	50%	
Annual Max/Person:	\$1500	
Orthodontics:	50%	
	Single Coverage:	\$28.25
	Family Coverage:	\$96.19

		Total Fund Expenditure	Expenditures	Property Tax Request	User Fee Revenue
Salaries and Wages					
4-001-430-6010		\$53,045.00		\$53,045.00	
	Part time 750 hrs		\$9,000.00		250 more hours than in FY17
	Director		\$44,045.00		Unchanged from FY 16
Liability Insurance					
036-5-4-430-64081		\$3,411.00	\$3,411.00	\$3,411.00	Unchanged from FY 16
FICA					
112-5-4-430-6110		\$3,571.66	\$3,571.66	\$3,571.66	Unchanged from FY 16
IPERS					
4-112-430-6130		\$4,705.07		\$4,705.07	Unchanged from FY 16
	Part Time		\$535.80		
	Director		\$4,169.27		
Group Insurance					
4-112-430-6150		\$7,090.10	\$7,090.10	\$7,090.10	Unchanged from FY 16
Workmen's Comp					
4-036-430-6160		\$303.00	\$303.00	\$303.00	Unchanged from FY 16
Dues, Memberships, Training					
4-001-430-430-6210		\$600.00	\$600.00	\$600.00	Unchanged from FY 16
Building Maintenance					
4-001-430-6310		\$0.00	\$0.00	\$0.00	Unchanged from FY 16
Building Grounds/Supplies					
4-001-430-6320		\$6,884.00		\$6,884.00	
	Miscellaneous		\$300.00		
	Tru Green(Lions Field)		\$2,504.00		
	Trail Maintance		\$500.00		
	Sand for park and volleyball court		\$500.00		
	Replace Basketball Goals, soccer nets, volleyball nets		\$1,000.00		Increased \$1000
	Tru Green(Beraneck Park)		\$580.00		This is a new service estimate
	Tru Green(Wapsi		\$500.00		This is a new service estimate
	Replacement Mulch		\$1,000.00		This is a new item for the mulch at Wapsi
Utility Services/Gas, Electric					
4-001-430-6371		\$1,996.00		\$1,996.00	
	Beraneck Park		\$600.00		
	Baseball/softball diamond		\$1,000.00		
	Wapsi Park		\$156.00		Increased
	Lions Field		\$240.00		Increased
Telephone					
4-001-430-6373		\$2,500.00	\$2,500.00	\$2,500.00	
Data Processing					

4-001-430-6419		\$0.00	\$0.00	\$0.00	
Contract Payments					
4-001-430-6498		\$2,000.00		\$3,000.00	
	Movie License		\$500.00		
	Port O Potties				
	Wapsi Park		\$1,000.00		
	Summer League Field		\$500.00		
	Misc. Engineering expenses		\$0.00		
Chemicals					
4-001-430-6501		\$0.00	\$0.00	\$0.00	
		Total Fund Expenditure	Expenditures	Property Tax Request	User Fee Revenue
Minor Equipment					
4-001-430-6504		\$300.00		\$300.00	
	Misc.		\$300.00		
Office Supplies					
4-001-430-6506		\$500.00		\$500.00	
	Misc.		\$500.00		
Postage					
4-001-430-6508		\$500.00	\$500.00	\$500.00	
Recreation Supplies					
4-001-430-6520		\$3,140.00			
	Easter Egg Hunt			\$600.00	
	Easter Eggs, candy and prizes		\$600.00		
	Christmas Past			\$400.00	
	Craft Supplies		\$400.00		
	Halloween Event(chili supper and costume contest)				\$640.00
	Medals and Trophies		\$90.00		
	Prizes for Treat Bags		\$50.00		
	Soup and supplies		\$500.00		
	Free programming(Wednesday in summer and afterschool November -March)				
	Food and Activities		\$1,000.00	\$1,000.00	
	Ski lesson Trip or teen trip				\$500.00
	Transportation Fee		\$500.00		

Decreased by \$500

<b>Camp</b>					
4-001-430-xxxx		<b>\$10,600.00</b>			
	<b>2 weeks of Summer Camp(30 children at \$135 a person)</b>				<b>\$8,100.00</b>
	Shirts		\$1,500.00		
	Activities and transportation		\$6,600.00		
	<b>Active Adventures-3rd grade and up</b>				<b>\$1,500.00</b>
	Shirts, equipment, supplies		\$2,500.00		
Swimming					
001-5-4-430-6522		<b>\$1,500.00</b>			
	<b>Swim Bus Transportation</b>		\$1,500.00	<b>\$1,000.00</b>	<b>\$500.00</b>
Adult Fitness					
001-5-4-430-6526		<b>\$1,220.00</b>			
	<b>Men's Basketball League</b>				
	Gym fee		\$1,000.00	<b>\$1,000.00</b>	
	<b>Indoor Walking</b>				
	Gym fee		\$220.00	<b>\$220.00</b>	

Moved this line from youth sports to Camp

Increased by \$1000

decreased

Increased by \$480

		Total Fund Expenditure	Expenditures	Property Tax Request	User Fee Revenue
Adult Sports/Activities					
4-001-430-6529		<b>\$1,600.00</b>			
	<b>Sand VB League</b>				<b>\$1,000.00</b>
	Balls		\$300.00		
	<b>Sand VB Tournament</b>				
	Prizes, food		\$700.00		
	<b>Misc. Adult Programming</b>				<b>\$600.00</b>
	Equipment, Prizes, other misc...		\$600.00		
Youth Sports					
4-001-430-6525		<b>\$5,370.00</b>			
	<b>3/4 Grade Volleyball (based on 25 participants paying \$20 a piece)</b>				<b>\$700.00</b>
	Shirts, equipment, supplies		\$285.00		
	Referees for tournament(\$10 a game)		\$240.00		
	Gym Fee( \$10 an hour- 4.5 hours a week for 6 weeks plus a 1 day tournament)		\$350.00		
	<b>5th/6th grade volleyball(Based on 20 participants at \$35 apiece)</b>				<b>\$700.00</b>
	Shirts, equipment, supplies		\$285.00		
	Referees for tournament(\$10 a game)		\$240.00		
	Gym Fee( \$10 an hour- 4.5 hours a week for 6 weeks plus a 1 day tournament)		\$350.00		
	<b>PreK-2nd grade flag football(based on 60 participants at \$20 a piece)</b>				<b>\$1,200.00</b>
	Jerseys(10), Equipment, Medals		\$450.00		
	<b>3rd-4th grade flag football (Based on 30 children paying \$35 a piece)</b>				<b>\$1,050.00</b>
	Shirts and equipment		\$410.00		
	Referee(\$20 a game)		\$640.00		
	Concession Stand		\$400.00		<b>\$400.00</b>
	<b>5/6 Grade Track</b>				<b>\$0.00</b>
	Track Rental		\$100.00		

Decreased by \$1890

	Preschool Tball (40 children at \$20 a piece)				\$800.00
	Jerseys(10), Equipment, Medals		\$680.00		
	Preschool Soccer Spring (based on 20 children at \$20 piece)				\$400.00
	Gym Rental		\$60.00		
	Jerseys(5), Equipment, Medals		\$350.00		
	Youth Basketball(based on 50 children at \$20 a piece)				\$1,000.00
	Jerseys(10), Equipment, Medals		\$430.00		
	Gym Rental		\$100.00		
		Total Fund Expenditure	Expenditures	Property Tax Request	User Fee Revenue
Summer League					
4-001-430-xxxx		\$5,500.00			
	Tball/softball/baseball K-6th grade				
	Registrations/sponsors				\$4,000.00
	Shirts		\$1,300.00		
	Equipment		\$1,100.00		
	Umpires		\$2,000.00		
	Misc. costs		\$100.00		
	Concession Stand		\$1,000.00		\$1,120.00
Miscellaneous Supplies					
4-001-430-6599		\$0.00		\$0.00	
Set Aside					
4-001-430-6728					
Capital Improvements					
4-001-430-6792		\$2,000.00		\$2,000.00	
	Benches and picnic tables		\$ 2,000.00		
Teen Activities					
4-001-430-6798					
Totals		\$118,335.83	\$118,335.83	\$94,625.83	\$24,210.00

Increased by \$2000

West Branch Fire Department Budget						
Expenditures-Year Ending	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	budgeted
6210 Dues, Membership	4,000	4,000	4,000	5,000	5,000	5,000
6230 Training/Education	7,000	5,000	5,000	6,000	6,000	9,000
6310 Building Maintenance	5,000	5,000	5,000	5,000	6,000	5,000
6331 Motor Operation Fuel	12,000	10,000	10,000	9,000	9,000	6,000
6332 Repair/ Maint.Vehicles	14,000	12,000	14,000	17,000	17,000	15,000
63501 Repairs of Radios	6,000	5,000	10,000	5,500	5,500	5,000
6371 Utility Services Gas/Electric	8,000	8,000	8,000	8,000	8,000	9,000
6373 Telephone Operations	2,500	2,500	2,500	2,500	2,500	2,500
6441 Fire Prevention	750	750	750	750	750	750
6498 Contract Payments/Payroll	30,000	32,000	32,000	36,500	36,000	36,000
6504 Minor Equipment	6,000	6,000	6,000	6,000	12,000	11,000
6599 Misc. Supplies	2,400	2,400	2,400	2,400	2,400	2,400
6727 Equipment	80,000	100,000	100,000	100,000	100,000	110,000
6750 Building Set Aside	0		0			
6506 Office Supplies	1,500	1,500	1,500	2,000	3,000	3,000
6510 Safety Equipment	2,500	2,500	2,500	2,500	3,000	3,000
6514 Medical Supplies	2,500	2,500	2,500	2,500	4,500	3,900
6529 Uniforms- Gear	6,000	6,000	6,000	8,000	8,000	8,000
<b>TOTAL FIRE OPERATION</b>	<b>190,150</b>	<b>205,150</b>	<b>212,150</b>	<b>218,650</b>	<b>228,650</b>	<b>234,550</b>
<b>Income</b>						
Scott	63,120	65,197	67,738	68,509	74,321	78,741
Graham	16,948	17,745	17,953	18,345	20,226	17,815
Springdale	21,979	23,196	24,300	26,958	26,866	28,209
Iowa	5,978	6,285	6,761	6,930	7,391	7,724
Gower	22,217	23,240	24,282	25,695	26,920	28,261
Cass	3,425	3,612	3,887	4,073	4,391	4,638
<b>SUBTOTAL</b>	<b>133,667</b>	<b>139,275</b>	<b>144,921</b>	<b>150,510</b>	<b>160,115</b>	<b>165,388</b>
City of West Branch	56,483	65,875	67,229	68,140	68,535	69,153
<b>TOTAL REVENUE</b>	<b>190,150</b>	<b>205,150</b>	<b>212,150</b>	<b>218,650</b>	<b>228,650</b>	<b>234,541</b>
Workmans Comp/Insurances	17,500	17,500	20,495	21,500	34,935	39,376
<b>TOTAL CITY OF WEST BRANCH</b>	<b>73,983</b>	<b>83,375</b>	<b>87,724</b>	<b>89,640</b>	<b>103,470</b>	<b>108,529</b>

## FIRE DEPARTMENT EQUIPMENT REPLACEMENT SCHEDULE

Year	Beginning Balance	Add to Capital	Gift/Carry Over	Sale of Truck	Capital Balance	Projected Cost	Equipment	Ending Balance
2011-12						53,000.00	Suburban	
2012-13					0.00	60,750.00	Air Pak Upgrade	
2013-14					0.00	20,000.00	Air Pak Tanks	
2014-15	266,600.00	100,000.00	28,250.00	58,500.00	453,350.00	383,000.00	Med Truck	70,350.00
2015-16	70,350.00	100,000.00	30,665.00		201,015.00			201,015.00
2016-17	201,015.00	100,000.00	21,798.00		322,813.00			322,813.00
2017-18	322,813.00	100,000.00			422,813.00	20,000.00	ATV	402,813.00
2018-19	402,813.00	110,000.00		150,000.00	662,813.00	610,000.00	191 Pumper	52,813.00
2019-20	52,813.00	100,000.00			152,813.00			152,813.00
2020-21	152,813.00	100,000.00			252,813.00			252,813.00
2021-22	252,813.00	100,000.00			352,813.00			352,813.00
2022-23	352,813.00	100,000.00		50,000.00	502,813.00	600,000.00	192 Pumper	-97,187.00

# Total Employee Compensation - FY 2017/18

Updated Jan. 6, 2017

Employee	HD	Base Salary	Raise	Salary Adj.	OT	FY 16 Salary	IPERS	FICA	INS	Total
Muckler	6/10	\$ 87,307.95	\$ 1,746.16		\$ -	\$ 89,054.11	\$ 7,952.53	\$ 6,812.64	\$ 14,312.60	\$ 118,131.88
G. Edgar	11/15	\$ 51,101.88	\$ 1,889.47		\$ 5,299.14	\$ 58,290.49	\$ 5,205.34	\$ 4,459.22	\$ 377.00	\$ 68,332.05
L. Brick	11/14	\$ 42,701.84	\$ 2,320.03		\$ 4,502.19	\$ 49,524.06	\$ 4,422.50	\$ 3,788.59	\$ 38.00	\$ 57,773.15
<u>Part Time</u>		<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Admin Sub.		\$ 181,111.67	\$ 5,955.66		\$ 9,801.32	\$ 196,868.66	\$ 17,580.37	\$ 15,060.45	\$ 14,727.60	\$ 244,237.08
Horihan	8/11	\$ 69,742.40	\$ 1,394.85		\$ 7,113.72	\$ 78,250.97	\$ 7,699.90	\$ 5,986.20	\$ 14,312.60	\$ 106,249.67
J. Hanna	9/7	\$ 56,867.20	\$ 1,137.34	\$ 2,000.00	\$ 6,000.45	\$ 66,005.00	\$ 6,494.89	\$ 5,049.38	\$ 14,312.60	\$ 91,861.87
Holmes	11/15	\$ 46,280.00	\$ 1,851.20	\$ 2,000.00	\$ 5,013.12	\$ 55,144.32	\$ 5,426.20	\$ 4,218.54	\$ 8,107.04	\$ 72,896.10
Homeister	12/15	\$ 42,161.60	\$ 2,529.70	\$ 2,000.00	\$ 4,669.13	\$ 51,360.43	\$ 5,053.87	\$ 3,929.07	\$ 8,107.04	\$ 68,450.40
<u>Part Time</u>		<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000.00</u>	<u>\$ 3,444.00</u>	<u>\$ 2,677.50</u>	<u>\$ -</u>	<u>\$ 41,121.50</u>
PD Sub.		\$ 250,051.20	\$ 6,913.09	\$ 6,000.00	\$ 22,796.43	\$ 285,760.72	\$ 28,118.85	\$ 21,860.69	\$ 44,839.28	\$ 380,579.55
new PW	1/17	\$ 33,280.00	\$ 1,996.80		\$ 3,527.68	\$ 38,804.48	\$ 3,465.24	\$ 2,968.54	\$ 8,107.04	\$ 53,345.30
P. O'Neil	8/1	\$ 44,574.40	\$ 2,674.46		\$ 4,724.89	\$ 51,973.75	\$ 4,641.26	\$ 3,975.99	\$ 8,107.04	\$ 68,698.04
T. Moss	7/3	\$ 46,820.80	\$ 1,872.83		\$ 6,086.70	\$ 54,780.34	\$ 4,891.88	\$ 4,190.70	\$ 14,312.60	\$ 78,175.52
Goodale	10/10	\$ 57,304.00	\$ 1,146.08		\$ 8,767.51	\$ 67,217.59	\$ 6,002.53	\$ 5,142.15	\$ 14,312.60	\$ 92,674.87
<u>Part Time</u>		<u>\$ 42,200.00</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ 42,200.00</u>	<u>\$ 3,768.46</u>	<u>\$ 3,228.30</u>	<u>\$ -</u>	<u>\$ 49,196.76</u>
PW Sub.		\$ 224,179.20	\$ 7,690.18		\$ 23,106.78	\$ 254,976.16	\$ 22,769.37	\$ 19,505.68	\$ 44,839.28	\$ 342,090.49
Shimmin	1/7	\$ 50,770.72	\$ 2,030.83		\$ -	\$ 52,801.55	\$ 4,715.18	\$ 4,039.32	\$ 8,107.04	\$ 69,663.09
Knoche	10/7	\$ 43,607.44	\$ 2,266.37		\$ -	\$ 45,873.81	\$ 4,096.53	\$ 3,509.35	\$ 38.00	\$ 53,517.69
Schafer	7/14	\$ 33,092.80	\$ 1,985.57		\$ -	\$ 35,078.37	\$ 3,132.50	\$ 2,683.50	\$ 8,107.04	\$ 49,001.40
<u>Part Time</u>		<u>\$ 17,413.00</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ 17,413.00</u>	<u>\$ 1,554.98</u>	<u>\$ 1,332.09</u>	<u>\$ -</u>	<u>\$ 20,300.08</u>
Library Sub.		\$ 144,883.96	\$ 6,282.76		\$ -	\$ 151,166.72	\$ 13,499.19	\$ 11,564.25	\$ 16,252.08	\$ 192,482.25
Russell	10/4	\$ 40,040.00	\$ 2,402.40	\$ 2,000.00	\$ 4,444.24	\$ 48,886.64	\$ 4,365.58	\$ 3,739.83	\$ 8,514.68	\$ 65,506.72
<u>Part Time</u>		<u>\$ 10,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000.00</u>	<u>\$ 893.00</u>	<u>\$ 765.00</u>	<u>\$ -</u>	<u>\$ 11,658.00</u>
P & R Sub.		\$ 50,040.00	\$ 2,402.40	\$ 2,000.00	\$ 4,444.24	\$ 58,886.64	\$ 5,258.58	\$ 4,504.83	\$ 8,514.68	\$ 77,164.72
<u>Mayor</u>		<u>\$ 15,000.00</u>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ 15,000.00</u>	<u>\$ 1,339.50</u>	<u>\$ 1,147.50</u>	<u>\$ -</u>	<u>\$ 17,487.00</u>
M & C Sub.		\$ 15,000.00	\$ -		\$ -	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00
<b>Totals</b>		<b>\$ 865,266.03</b>	<b>\$ 29,244.09</b>		<b>\$ 60,148.77</b>	<b>\$ 962,658.90</b>	<b>\$ 88,565.86</b>	<b>\$ 73,643.41</b>	<b>\$ 129,172.92</b>	<b>\$ 1,254,041.08</b>

Over \$55,000 = 2%, \$45,000-\$55,000 = 4%, under \$45,000 = 6%  
 Additional part-time of \$21,200: PD-\$10,000, PW-\$7,200, P&R - \$4,000

Total Employee Compensation - FY 2017/18

Updated Jan. 8, 2017

Employee/Dept	Base Salary	Raise	Salary Adj.	OT	FY 18 Salary	% GF Dept.	Dept. IPERS	Dept. FICA	Dept. INS	GF Dept. Total	% R&S	R&S IPERS	R&S FICA	R&S INS	R&S Total	% Cable	Cable IPERS	Cable FICA	Cable INS	Cable Total
Matt Muckler	\$ 87,307.95	\$ 1,746.16		\$ -	\$ 89,054.11	\$ 26,716.23	\$2,385.76	\$ 2,043.79	\$ 4,293.78	\$ 35,439.56	\$ 8,905.41	\$ 795.25	\$ 681.26	\$ 1,431.26	\$ 11,813.19	\$ -	\$ -	\$ -	\$ -	\$ -
Gordon Edgar	\$ 51,101.88	\$ 1,889.47		\$ 5,299.14	\$ 58,290.49	\$ 23,316.19	\$2,082.14	\$ 1,783.69	\$ 377.00	\$ 27,559.02	\$ 11,658.10	\$ 1,041.07	\$ 891.84	\$ -	\$ 13,591.01	\$ -	\$ -	\$ -	\$ -	\$ -
Leslie Brick	\$ 42,701.84	\$ 2,320.03		\$ 4,502.19	\$ 49,524.06	\$ 9,904.81	\$884.50	\$ 757.72	\$ 38.00	\$ 11,585.03	\$ 2,476.20	\$ 221.12	\$ 189.43	\$ -	\$ 2,886.76	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Admin Subtotal</b>	<b>\$ 181,111.67</b>	<b>\$ 5,955.66</b>		<b>\$ 9,801.32</b>	<b>\$ 196,868.66</b>	<b>\$ 59,937.24</b>	<b>\$ 5,352.40</b>	<b>\$ 4,585.20</b>	<b>\$ 4,708.78</b>	<b>\$ 74,583.61</b>	<b>\$ 23,039.71</b>	<b>\$ 1,493.27</b>	<b>\$ 1,762.54</b>	<b>\$ 1,431.26</b>	<b>\$ 28,290.96</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Mike Horihan	\$ 69,742.40	\$ 1,394.85		\$ 7,113.72	\$ 78,250.97	\$ 78,250.97	\$ 7,699.90	\$ 5,986.20	\$ 14,312.60	\$ 106,249.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
John Hanna	\$ 56,867.20	\$ 1,137.34	\$ 2,000.00	\$ 6,000.45	\$ 66,005.00	\$ 66,005.00	\$ 6,494.89	\$ 5,049.38	\$ 14,312.60	\$ 91,861.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Derek Holmes	\$ 46,280.00	\$ 1,851.20	\$ 2,000.00	\$ 5,013.12	\$ 55,144.32	\$ 55,144.32	\$ 5,426.20	\$ 4,218.54	\$ 8,107.04	\$ 72,896.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wes Homeister	\$ 42,161.60	\$ 2,529.70	\$ 2,000.00	\$ 4,669.13	\$ 51,360.43	\$ 51,360.43	\$ 5,053.87	\$ 3,929.07	\$ 8,107.04	\$ 68,450.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Part Time</b>	<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ 3,444.00</b>	<b>\$ 2,677.50</b>	<b>\$ -</b>	<b>\$ 41,121.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PD Subtotal</b>	<b>\$ 250,051.20</b>	<b>\$ 6,913.09</b>	<b>\$ 6,000.00</b>	<b>\$ 22,796.43</b>	<b>\$ 285,760.72</b>	<b>\$ 285,760.72</b>	<b>\$ 28,118.85</b>	<b>\$ 21,860.69</b>	<b>\$ 44,839.28</b>	<b>\$ 380,579.55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
new PW	\$ 33,280.00	\$ 1,996.80		\$ 3,527.68	\$ 38,804.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,641.34	\$ 1,039.57	\$ 890.56	\$ 3,242.82	\$ 16,814.29	\$ -	\$ -	\$ -	\$ -	\$ -
Paul O'Neil	\$ 44,574.40	\$ 2,674.46		\$ 4,724.89	\$ 51,973.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,197.38	\$ 464.13	\$ 397.60	\$ 810.70	\$ 6,869.80	\$ -	\$ -	\$ -	\$ -	\$ -
Tim Moss	\$ 46,820.80	\$ 1,872.83		\$ 6,086.70	\$ 54,780.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,478.03	\$ 489.19	\$ 419.07	\$ 1,431.26	\$ 7,817.55	\$ -	\$ -	\$ -	\$ -	\$ -
Matt Goodale	\$ 57,304.00	\$ 1,146.08		\$ 8,767.51	\$ 67,217.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,165.28	\$ 1,800.76	\$ 1,542.64	\$ 5,725.04	\$ 29,233.72	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Part Time</b>	<b>\$ 42,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,220.00</b>	<b>\$ 376.85</b>	<b>\$ 322.83</b>	<b>\$ -</b>	<b>\$ 4,919.68</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PW Subtotal</b>	<b>\$ 224,179.20</b>	<b>\$ 7,690.18</b>		<b>\$ 23,106.78</b>	<b>\$ 254,976.16</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,702.03</b>	<b>\$ 4,170.49</b>	<b>\$ 3,572.71</b>	<b>\$ 11,209.82</b>	<b>\$ 65,655.05</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Nick Shimmin	\$ 50,770.72	\$ 2,030.83		\$ -	\$ 52,801.55	\$ 36,961.08	\$ 3,300.62	\$ 2,827.52	\$ 4,864.22	\$ 47,953.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,840.46	\$ 1,414.55	\$ 1,211.80	\$ 3,242.82	\$ 21,709.63
Becky Knoche	\$ 43,607.44	\$ 2,266.37		\$ -	\$ 45,873.81	\$ 44,073.81	\$ 3,935.79	\$ 3,371.65	\$ 38.00	\$ 51,419.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 160.74	\$ 137.70	\$ -	\$ 2,098.44
Jessica S.	\$ 33,092.80	\$ 1,985.57		\$ -	\$ 35,078.37	\$ 35,078.37	\$ 3,132.50	\$ 2,683.50	\$ 8,107.04	\$ 49,001.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Part Time</b>	<b>\$ 17,413.00</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 17,413.00</b>	<b>\$ 17,413.00</b>	<b>\$ 1,554.98</b>	<b>\$ 1,332.09</b>	<b>\$ -</b>	<b>\$ 20,300.08</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Library Subtotal</b>	<b>\$ 144,883.96</b>	<b>\$ 6,282.76</b>		<b>\$ -</b>	<b>\$ 151,166.72</b>	<b>\$ 133,526.26</b>	<b>\$ 11,923.90</b>	<b>\$ 10,214.76</b>	<b>\$ 13,009.26</b>	<b>\$ 168,674.18</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,640.46</b>	<b>\$ 1,575.29</b>	<b>\$ 1,349.50</b>	<b>\$ 3,242.82</b>	<b>\$ 23,808.07</b>
Melissa Russell	\$ 40,040.00	\$ 2,402.40	\$ 2,000.00	\$ 4,444.24	\$ 48,886.64	\$ 48,886.64	\$ 4,365.58	\$ 3,739.83	\$ 8,514.68	\$ 65,506.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Part Time</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 893.00</b>	<b>\$ 765.00</b>	<b>\$ -</b>	<b>\$ 11,658.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>P &amp; R Subtotal</b>	<b>\$ 50,040.00</b>	<b>\$ 2,402.40</b>	<b>\$ 2,000.00</b>	<b>\$ 4,444.24</b>	<b>\$ 58,886.64</b>	<b>\$ 58,886.64</b>	<b>\$ 5,258.58</b>	<b>\$ 4,504.83</b>	<b>\$ 8,514.68</b>	<b>\$ 77,164.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Mayor &amp; Council</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 1,339.50</b>	<b>\$ 1,147.50</b>	<b>\$ -</b>	<b>\$ 17,487.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>M &amp; C Subtotal</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 1,339.50</b>	<b>\$ 1,147.50</b>	<b>\$ -</b>	<b>\$ 17,487.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Totals</b>	<b>\$ 865,266.03</b>	<b>\$ 29,244.09</b>		<b>\$ 60,148.77</b>	<b>\$ 962,658.90</b>	<b>\$ 553,110.86</b>	<b>\$ 51,993.22</b>	<b>\$ 42,312.98</b>	<b>\$ 71,072.00</b>	<b>\$ 718,489.06</b>	<b>\$ 69,741.74</b>	<b>\$ 5,663.76</b>	<b>\$ 5,335.24</b>	<b>\$ 12,641.08</b>	<b>\$ 93,946.00</b>	<b>\$ 17,640.46</b>	<b>\$ 1,575.29</b>	<b>\$ 1,349.50</b>	<b>\$ 3,242.82</b>	<b>\$ 23,808.07</b>

% Cemetery	Cemetery IPERS	Cemetery FICA	Cemetery INS	Cemetery Total	% Water	Water IPERS	Water FICA	Water INS	Water Total	% Sewer	Sewer IPERS	Sewer FICA	Sewer INS	Sewer Total	Total Salary	Total IPERS	Total FICA	Total INS	Total Compensation
\$ 8,905.41	\$ 795.25	\$ 681.26	\$ 1,431.26	\$ 11,813.19	\$ 22,263.53	\$ 1,988.13	\$ 1,703.16	\$ 3,578.15	\$ 29,532.97	\$ 22,263.53	\$ 1,988.13	\$ 1,703.16	\$ 3,578.15	\$ 29,532.97	\$ 89,054.11	\$ 7,952.53	\$ 6,812.64	\$ 14,312.60	\$ 118,131.88
\$ 5,829.05	\$ 520.53	\$ 445.92		\$ 6,795.50	\$ 8,743.57	\$ 780.80	\$ 668.88		\$ 10,193.26	\$ 8,743.57	\$ 780.80	\$ 668.88		\$ 10,193.26	\$ 58,290.49	\$ 5,205.34	\$ 4,459.22	\$ 377.00	\$ 68,332.05
\$ 7,428.61	\$ 663.37	\$ 568.29	\$ -	\$ 8,660.27	\$ 14,857.22	\$ 1,326.75	\$ 1,136.58	\$ -	\$ 17,320.54	\$ 14,857.22	\$ 1,326.75	\$ 1,136.58	\$ -	\$ 17,320.54	\$ 49,524.06	\$ 4,422.50	\$ 3,788.59	\$ 38.00	\$ 57,773.15
\$ 22,163.07	\$ 1,979.16	\$ 1,695.47	\$ 1,431.26	\$ 27,268.97	\$ 45,864.32	\$ 4,095.68	\$ 3,508.62	\$ 3,578.15	\$ 57,046.77	\$ 45,864.32	\$ 4,095.68	\$ 3,508.62	\$ 3,578.15	\$ 57,046.77	\$ 196,868.66	\$ 17,580.37	\$ 15,060.45	\$ 14,727.60	\$ 244,237.08
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,250.97	\$ 7,699.90	\$ 5,986.20	\$ 14,312.60	\$ 106,249.67
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,005.00	\$ 6,494.89	\$ 5,049.38	\$ 14,312.60	\$ 91,861.87
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,144.32	\$ 5,426.20	\$ 4,218.54	\$ 8,107.04	\$ 72,896.10
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,360.43	\$ 5,053.87	\$ 3,929.07	\$ 8,107.04	\$ 68,450.40
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 3,444.00	\$ 2,677.50	\$ -	\$ 41,121.50
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,760.72	\$ 28,118.85	\$ 21,860.69	\$ 44,839.28	\$ 380,579.55
\$ 7,760.90	\$ 693.05	\$ 593.71	\$ 1,621.41	\$ 10,669.06	\$ 9,701.12	\$ 866.31	\$ 742.14	\$ 1,621.41	\$ 12,930.97	\$ 9,701.12	\$ 866.31	\$ 742.14	\$ 1,621.41	\$ 12,930.97	\$ 38,804.48	\$ 3,465.24	\$ 2,968.54	\$ 8,107.04	\$ 53,345.30
\$ 20,789.50	\$ 1,856.50	\$ 1,590.40	\$ 4,053.52	\$ 28,289.92	\$ 12,993.44	\$ 1,160.31	\$ 994.00	\$ 1,621.41	\$ 16,769.16	\$ 12,993.44	\$ 1,160.31	\$ 994.00	\$ 1,621.41	\$ 16,769.16	\$ 51,973.75	\$ 4,641.26	\$ 3,975.99	\$ 8,107.04	\$ 68,698.04
\$ 5,478.03	\$ 489.19	\$ 419.07	\$ 2,146.89	\$ 8,533.18	\$ 27,390.17	\$ 2,445.94	\$ 2,095.35	\$ 7,156.30	\$ 39,087.76	\$ 16,434.10	\$ 1,467.57	\$ 1,257.21	\$ 3,578.15	\$ 22,737.02	\$ 54,780.34	\$ 4,891.88	\$ 4,190.70	\$ 14,312.60	\$ 78,175.52
\$ 6,721.76	\$ 600.25	\$ 514.21	\$ 1,431.26	\$ 9,267.49	\$ 20,165.28	\$ 1,800.76	\$ 1,542.64	\$ 3,578.15	\$ 27,086.83	\$ 20,165.28	\$ 1,800.76	\$ 1,542.64	\$ 3,578.15	\$ 27,086.83	\$ 67,217.59	\$ 6,002.53	\$ 5,142.15	\$ 14,312.60	\$ 92,674.87
\$ 33,760.00	\$ 3,014.77	\$ 2,582.64	\$ -	\$ 39,357.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,220.00	\$ 376.85	\$ 322.83	\$ -	\$ 4,919.68	\$ 42,200.00	\$ 3,768.46	\$ 3,228.30	\$ -	\$ 49,196.76
\$ 74,510.19	\$ 6,653.76	\$ 5,700.03	\$ 9,253.08	\$ 96,117.06	\$ 70,250.00	\$ 6,273.33	\$ 5,374.13	\$ 13,977.27	\$ 95,874.72	\$ 63,513.94	\$ 5,671.79	\$ 4,858.82	\$ 10,399.12	\$ 84,443.66	\$ 254,976.16	\$ 22,769.37	\$ 19,505.68	\$ 44,839.28	\$ 342,090.49
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,801.55	\$ 4,715.18	\$ 4,039.32	\$ 8,107.04	\$ 69,663.09
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,873.81	\$ 4,096.53	\$ 3,509.35	\$ 38.00	\$ 53,517.69
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,078.37	\$ 3,132.50	\$ 2,683.50	\$ 8,107.04	\$ 49,001.40
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,413.00	\$ 1,554.98	\$ 1,332.09	\$ -	\$ 20,300.08
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,166.72	\$ 13,499.19	\$ 11,564.25	\$ 16,252.08	\$ 192,482.25
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,886.64	\$ 4,365.58	\$ 3,739.83	\$ 8,514.68	\$ 65,506.72
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 893.00	\$ 765.00	\$ -	\$ 11,658.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,886.64	\$ 5,258.58	\$ 4,504.83	\$ 8,514.68	\$ 77,164.72
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 1,339.50	\$ 1,147.50	\$ -	\$ 17,487.00
<b>\$ 96,673.26</b>	<b>\$ 8,632.92</b>	<b>\$ 7,395.50</b>	<b>\$ 10,684.34</b>	<b>\$ 123,386.02</b>	<b>\$ 116,114.32</b>	<b>\$ 10,369.01</b>	<b>\$ 8,882.75</b>	<b>\$ 17,555.42</b>	<b>\$ 152,921.49</b>	<b>\$ 109,378.25</b>	<b>\$ 9,767.48</b>	<b>\$ 8,367.44</b>	<b>\$ 13,977.27</b>	<b>\$ 141,490.43</b>	<b>\$ 962,658.90</b>	<b>\$ 88,565.86</b>	<b>\$ 73,643.41</b>	<b>\$ 129,172.92</b>	<b>\$ 1,254,041.08</b>

## Employee Compensation by Fund - FY 2017/18

Updated Jan. 8, 2017

Employee	HD	GF Dept.	R&S	Cable	Cemetery	Water	Sewer	Total
Muckler	6/10	30%	10%	0%	10%	25%	25%	100%
G. Edgar	11/15	40%	20%	0%	10%	15%	15%	100%
L. Brick	11/14	20%	5%	0%	15%	30%	30%	100%
Horihan	8/11	100%	0%	0%	0%	0%	0%	100%
J. Hanna	9/7	100%	0%	0%	0%	0%	0%	100%
Holmes	11/15	100%	0%	0%	0%	0%	0%	100%
Homeister	12/15	100%	0%	0%	0%	0%	0%	100%
Part Time		100%	0%	0%	0%	0%	0%	100%
new PW	1/17	0%	30%	0%	20%	25%	25%	100%
P. O'Neil	8/1	0%	10%	0%	40%	25%	25%	100%
T. Moss	7/3	0%	10%	0%	10%	50%	30%	100%
Goodale	10/10	0%	30%	0%	10%	30%	30%	100%
Part Time		0%	10%	0%	80%	0%	10%	100%
Shimmin	1/7	70%	0%	30%	0%	0%	0%	100%
Knoche*	10/7	96%	0%	4%	0%	0%	0%	100%
Schafer	7/14	100%	0%	0%	0%	0%	0%	100%
Part Time		100%	0%	0%	0%	0%	0%	100%
Russell	10/4	100%	0%	0%	0%	0%	0%	100%
Part Time		100%	0%	0%	0%	0%	0%	100%
Mayor		100%	0%	0%	0%	0%	0%	100%

\*Becky receives all of her pay in GF (Library) except for \$1,800 cable money