

City of West Branch

~ A Heritage for Success ~

110 N. Poplar St. • P.O. Box 218 • West Branch, Iowa 52358
Ph. 319-643-5888 • Fax 319-643-2305 • www.westbranchiowa.org • wbcity@Lcom.net

**CITY COUNCIL JOINT MEETING
WITH THE PARK & RECREATION COMMISSION
Monday, December 2, 2013 • 6:00 p.m.
City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. Brian Boelk, HBK Engineering, Park Planning Kick-Off
4. Adjourn

**CITY COUNCIL MEETING AGENDA
Monday, December 2, 2013 • 6:30 p.m.
City Council Chambers, 110 North Poplar Street
*Action may be taken on any agenda item.***

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action
 - a. Approve minutes from the November 18, 2013 City Council Meeting.
 - b. Approve claims.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Mark Worrell – Recognition of Dave’s Welding & Repair
 - b. Accept the resignation of Tim Shields from the Park & Recreation Commission./Move to action.
 - c. Public Hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of Sanitary Sewer Rehabilitation – Phase I for the City of West Branch, Iowa, and the taking of bids therefor.
 - d. Resolution 1163, accepting bids and awarding the contract for the Sanitary Sewer Rehabilitation – Phase I Project./Move to action.
 - e. Resolution 1165, approving the provision of brine to West Branch Village./Move to action.
 - f. Deputy City Clerk Dawn Brandt – Health Insurance Fee Update
8. City Staff Reports
9. Comments from Mayor and Council Members
10. Adjournment

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

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

**West Branch, Iowa
Council Chambers**

City Council Meeting

**November 18, 2013
6:30 p.m.**

Mayor Worrell opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Police Officer Alex Koch, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan, Library Director Nick Shimmin, and Fire Chief Kevin Stoolman.

Council members: Jordan Ellyson, Colton Miller, Jim Oaks, Dick Stoolman, Mary Beth Stevenson.

Mayor Mark Worrell – Administered the Oath of Office to new Council members Brian Pierce and Tim Shields.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the November 4, 2013 City Council Work Session.
- b. Approve minutes from the November 4, 2013 City Council Meeting.
- c. Approve claims.

Miller would like to hold final payment for the Town Hall painting project until the paint is cleaned up.

Motion by Miller to amend claims to hold final payment for Town Hall project, second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried

Motion by Ellyson to approve the agenda and consent agenda items a-c as amended, second by Miller. AYES: Ellyson, Miller, Oaks, Pierce, Shields. Motion carried.

Date 11-18-13

**City of West Branch
Claims Register Report**

| | | |
|-------------------------------|-----------------------------------|-----------|
| Aero Rental | P&R- Supplies Soup Supper | 46.00 |
| Agvantage FS Inc | Streets - LP Gas | 1,031.68 |
| Alliant Energy | Various Depts - Utilities | 9,159.46 |
| Amazon | Library/Cable - Supplies | 2,797.15 |
| Amsan | Town Hall/Library/Streets - | 294.53 |
| Baker & Taylor Inc. | Library - Books | 740.35 |
| Barron Motor Supply | Streets - Supplies | 655.92 |
| BDC-Building Inspection | Admin - Bldg Inspections | 264.60 |
| BDI Bearing Service | Streets - Duct For Leaf Vac | 678.00 |
| Bean & Bean | Cemetery - Grave Opening | 500.00 |
| Bound Tree Medical | Fire - Supplies | 239.04 |
| BP Amoco | Fire/Police/Streets - Fuel | 1,772.23 |
| Brown Traffic Products Inc | Streets -Solar Flashing Lights | 7,635.00 |
| CDW Government Inc. | Police - Supplies | 301.14 |
| Chief Supply Corporation | Police - Lockout Kit | 153.75 |
| Chris Jones Trucking | Streets - Hauled Roadstone | 219.55 |
| Community State Bank | Debt Service - Loan Payments | 26,757.59 |
| Croell Redi-Mix Inc | Water - Concrete City Office Proj | 16,253.50 |
| Crown Awards | Park&Rec-Halloween Supplies | 91.60 |
| Culligan Water | Fire - Water Cond Rental | 33.70 |
| Dan's Overhead Doors | Fire - Service Door | 318.19 |
| Deweys Jack & Jill | Lib/P&R/Streets - Supplies | 115.60 |
| Document Destruction | Admin - Document Destruction | 44.00 |
| Double D Excavating & Grading | Streets - Creek Clean-Up | 9,800.00 |
| Ed.M.Feld Equipment | Fire - Supplies | 2,760.20 |
| EFTPS | Federal Withholdings | 5,883.72 |
| Emergency Services Marketing | Fire - Subscription Fee | 725.00 |
| ETS Corporation | Water/Sewer - Credit Card Fees | 34.72 |
| F&B Communications Inc | Admin/Library/Cable - Computers | 2,324.95 |
| Friis, Shari | Park & Rec - Refund For Class | 35.00 |
| Gierke-Robinson Company | Streets - Supplies | 478.97 |
| Greatamerica Leasing Corp | Admin - Copier Lease Contract | 252.06 |
| Hanna, John | Police - Reimb For Supplies | 44.97 |
| Hawkins Inc | Water - Azone 15 | 1,628.39 |
| Horihan, Mike | Police-Reimb For Supplies | 34.98 |
| ICMA | Admin - ICMA Membership Fee | 639.19 |

| | | |
|-------------------------------|-----------------------------------|------------|
| Iowa Assn. Mun. Utilities | Water - DNR Training 11-18-13 | 75.00 |
| Iowa League Of Cities | Admin - Conference Training | 90.00 |
| Iowa One Call | Water/Sewer - Service | 60.30 |
| Iowa State University | Fire - Training | 150.00 |
| John Deere Financial | Streets - Supplies | 241.85 |
| Johnson County Refuse Inc. | Recycling Oct 2013 & Garbage | 4,320.50 |
| Kevin D Olson | Legal Services For Nov. 2013 | 1,500.00 |
| Kid Again Inflatable Fun | C&C-Hoovers HT Day '14 Deposit | 5,000.00 |
| Knoche, Rebecca | Library-Reimb For Pkg At Conf | 11.25 |
| Liberty Communications | Various Depts - Phone Service | 1,075.72 |
| Linn County R.E.C. | Streets - Utilities | 120.00 |
| Lynch Bros Painting-Carpentry | Library - Painting Of Library | 1,850.00 |
| Lynch's Excavating Inc | Water- Service & Repair Var. Proj | 18,197.45 |
| Magnuson Hotel Des Moines | Admin -Hotel For Training Conf | 330.00 |
| Matt Parrott | Admin-Tax Forms | 106.79 |
| Mccann, Linda | Library - Book | 20.00 |
| Menards | Streets - Supplies | 189.61 |
| Midwest Janitorial Service | Lib/TH/Admin/Police - Cleaning | 646.56 |
| Municipal Pipe Tool | Sewer-Televising&Jet Cleaning | 8,893.87 |
| Municipal Supply Inc. | Water - Wire Connector | 14.00 |
| Oasis Electric | Streets - Repair Pvc Pipe | 126.00 |
| Overdrive Inc | Library - EBooks | 119.85 |
| Payroll Expense | Payroll Expense - 11-8-13 | 26,020.19 |
| Physio-Control Inc | Fire - Supplies | 267.81 |
| Pitney Bowes | Library/Admin/Water/Sewer - | 1,000.00 |
| Plato Electric | Fire - Service | 452.75 |
| Plunkett's Pest Control | Admin/Town Hall - Service | 91.52 |
| Port 'O' Jonny Inc. | Park & Rec/Cemetery - Service | 166.00 |
| Pyramid Services Inc. | Cemetery - Cable | 35.13 |
| Qc Analytical Services | Sewer - Testing | 730.00 |
| Quality Engraved Signs | Library - Notary Stamp | 18.97 |
| Quill Corp | Cable/Admin - Supplies | 105.57 |
| Quinn Equipment Inc | Streets - Supplies | 55.00 |
| Ricklefs Excavating Ltd | Wastewater - Lift Station Proj | 238,696.87 |
| River Products Company Inc | Streets - Roadstone | 159.04 |
| Robert's Towing & Recovery | Streets - Towing Vehicles | 1,890.00 |
| Russell, Melissa | P&R - Reimb For Supplies | 120.43 |
| Sensus Usa | Water-Software Support | 1,732.50 |
| Shanelle M Peden | Admin- Reimb Mileage To Trng | 121.93 |
| Shimmin, Nick | Library - Reimb For Supplies | 35.32 |
| Slager Appliance Inc | Fire - Range | 545.26 |
| Speer Financial Inc | Admin - TIF Report | 400.00 |
| Springdale Agency | Tort Liab - Insurance | 986.00 |
| Sprint | Police - Service | 179.97 |
| St. Paul Stamp Works Inc. | Animal Control- Pet Tags 2014 | 152.86 |
| Stevens Erosion Control | Streets - Straw Matting | 470.00 |
| The Library Store Inc | Library - CD-DVD Binder | 112.03 |
| Toynes | Fire - Supplies | 1,119.35 |
| Treasurer State Of Iowa | Iowa Sales Tax Pmt Oct 2013 | 2,826.68 |
| Trugreen Processing Center | Park & Rec - Aeration/Seed | 949.64 |
| Uniform Den Inc. | Police - Supplies | 142.03 |
| U Of I State Hygienic Lab | Water - Testing | 180.00 |
| Ups | Sewer - Shipping | 73.12 |
| US Bank Equipment Finance | Library - Copier Lease | 70.42 |
| US Cellular | Various Depts - Phone Service | 537.92 |
| USA Blue Book | Water/Sewer - Supplies | 1,154.67 |
| Veenstra & Kimm Inc. | Engineering - Various Projects | 11,974.65 |
| Wageworks | Hcfsa2013 -Flex Program | 261.98 |
| Walmart | Library - Supplies | 327.23 |
| West Branch Animal Clinic | Animal Control - Stray Dogs | 560.00 |
| West Branch Schools | Park&Rec - VBall Use Of Gym | 425.00 |

| | | |
|---------------------|-----------------|------------|
| West Branch Repairs | Fire - Service | 252.75 |
| WEX Bank | Police - Fuel | 461.99 |
| White Cap Supply | Streets - Rebar | 934.18 |
| | Grand Total | 434,680.24 |

Fund Totals

| | |
|-----------------------------|------------|
| 001 General Fund | 68,742.46 |
| 022 Civic Center | 844.63 |
| 031 Library | 12,176.42 |
| 036 Tort Liability | 986.00 |
| 110 Road Use Tax | 29,998.81 |
| 112 Trust And Agency | 1393.05 |
| 226 Go Debt Service | 26,757.59 |
| 600 Water Fund | 34,984.41 |
| 610 Sewer Fund | 19,838.02 |
| 614 Wastewater Lift Station | 238,696.87 |
| 950 BC/BS Flexible Benefit | 261.98 |
| Grand Total | 434,680.24 |

COMMUNICATIONS/OPEN FORUM

Superintendent Pete Swisher invited all to come out the first weekend in December for Christmas Past.

PUBLIC, DEPARTMENT HEADS, COMMISSIONS, CITY ADMINISTRATOR AND CITY COUNCIL

Accept the resignation of Craig Cochran from the Zoning Board of Adjustment./Move to action.

Motion by Miller to approve resignation and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

Resolution 1159, approving a consultant agreement with Terry Goerdts for building inspection services./Move to action.

City Administrator Matt Muckler said that Terry has done building inspections on an as-needed basis this past year. Terry said that he is a certified electrical inspector for residential and commercial properties and he is also a certified fire inspector. Motion by Ellyson to approve Resolution 1159 and second by Miller. AYES: Ellyson, Miller, Oaks, Pierce, Shields. Motion carried.

Resolution 1161, approving the construction of Memorial Garden in the West Branch Municipal Cemetery./Move to action.

Resident Robyn Hunter explained the project and that the location was moved back eight feet from the entrance. Phase one of the project includes concrete work and landscaping, estimated at \$32,000, phase two will include the construction of a gazebo and phase three includes landscaping at the entrance of the Memorial Garden. She will be leading a community-wide fundraising effort which will fund the entire cost of the Memorial Garden. Motion by Miller to approve Resolution 1161 and second by Pierce. AYES: Miller, Pierce, Ellyson, Oaks, Shields. Motion carried.

Resolution 1164, approving a consultant agreement with HBK Engineering in the amount of \$24,980 for comprehensive park planning services./Move to action. Motion by Ellyson to approve Resolution 1164 and second by Shields. AYES: Ellyson, Shields, Miller, Oaks, Pierce. Motion carried.

Resolution 1154, approving a dedication agreement and option agreements in connection with the future improvement of Tidewater Drive and construction of Rummells Avenue./Move to action.

Muckler said the agreements include a ten foot right of way on Tidewater Drive and a storm water pollution prevention plan. Motion by Miller to approve Resolution 1154 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

Resolution 1148, approving the Preliminary Plat of Tidewater Heights Subdivision, a Subdivision of West Branch, IA./Move to action. Motion by Miller to approve Resolution 1148 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

Resolution 1149, approving the Final Plat of Tidewater Heights Subdivision, a Subdivision to West Branch, IA./Move to action. Motion by Ellyson to approve Resolution 1149 and second by Miller. AYES: Ellyson, Miller, Oaks, Pierce, Shields. Motion carried.

Resolution 1155, approving the submission of the City of West Branch 2012-2013 Annual Financial Report to the State Auditor's Office./Move to Action. Motion by Miller to approve Resolution 1155 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

Resolution 1156, approving the submission of the City of West Branch FY 2013 Annual Urban Renewal Report./Move to Action. Muckler said that this is the second year this report has been required. FY13 is a shorter report because all of the historical data was submitted in FY12. There is only one active payment of \$37,000 for the Water tower #2 project.

Motion by Ellyson to approve Resolution 1156 and second by Pierce. AYES: Ellyson, Pierce, Miller, Oaks, Shields. Motion carried.

Resolution 1157, obligating funds from the urban renewal tax revenue fund for the payment of annual appropriation tax increment financed obligations in fiscal year 2015./Move to action. Muckler explained that the City is requesting zero TIF dollars for FY15 as there is a fund balance to take care of the water tower #2 payment.

Motion by Miller to approve Resolution 1157 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

Resolution 1158, approving a snow removal agreement with the National Park Service./Move to action.

Muckler said that last year's agreement was for \$6,000 which included Parkside, Cedar and Second St. The Park requested to scale down the agreement to \$2,500 and has asked the City to take care of Parkside Drive only. The Park will take care of Cedar and Second Street.

Motion by Miller to approve Resolution 1158 and second by Ellyson. AYES: Miller, Ellyson, Pierce, Shields. NAYS: Oaks. Motion carried.

Resolution 1160, approving changes to Article VIII of the West Branch Volunteer Fire and Rescue Department Constitution and Bylaws./Move to action.

Fire Chief Kevin Stoolman said that they are moving training meetings to the first Wednesday and the business meeting to the second Wednesday of each month. Motion by Miller to approve Resolution 1160 and second by Shields. AYES: Miller, Shields, Ellyson, Oaks, Pierce. Motion carried.

Resolution 1162, ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids therefor./Move to action.

Muckler explained that Resolution 1152 set a public hearing for bidding of the lining and grouting Phase 1 sewer project. The publication notice was not published according to code, so the new bid opening will be next Tuesday, November 26 and bids will be brought to Council at the December 2 City Council meeting.

Motion by Miller to approve Resolution 1162 and second by Ellyson. AYES: Miller, Ellyson, Oaks, Pierce, Shields. Motion carried.

CITY STAFF REPORTS

Library Director Nick Shimmin gave a presentation for the West Branch Public Library Annual Report.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

ADJOURNMENT

Motion to adjourn meeting by Miller, second by Ellyson. Motion carried on a voice vote. City Council meeting adjourned at 7:25 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk

Date 12-2-2013

City of West Branch
Claims Register Report

| | | |
|------------------------|------------------------------|-----------|
| Blue Cross Blue Shield | Health/Dental Insurance | 11,960.61 |
| Dearborn Insurance | Life Insurance | 53.80 |
| Deluxe Corporation | Admin - Deposit slips | 47.15 |
| EFTPS | Federal W/H | 5,965.82 |
| Hy-Vee | P&R-Supplies for soup dinner | 299.50 |
| Iowa Dept. Of Revenue | Payroll Expense | 1,022.62 |
| IPERS | IPERS | 7,984.07 |
| Mediacom | Admin - Service | 40.90 |
| Payroll Expense | Payroll Expense 11-22-13 | 26,021.57 |
| Pitney Bowes | Admin - Ink & sealer | 237.11 |
| Shanelle M Peden | Admin/Cable-Doc frames/ | 256.77 |
| Treasurer State Of | Video State W/H Tax | 2,151.00 |
| Iowa UPS | Sewer - Shipping | 50.34 |
| Wageworks | Flex - HCFSA2013 | 128.19 |

Grand Total 56,219.45

Fund Totals

| | |
|----------------------------|-----------|
| 001 General Fund | 24,881.35 |
| 022 Civic Center | 00.00 |
| 031 Library | 5,163.10 |
| 110 Road Use Tax | 80.07 |
| 112 Trust And Agency | 11,891.68 |
| 600 Water Fund | 7,504.93 |
| 610 Sewer Fund | 6,570.13 |
| 950 BC/BS Flexible Benefit | 128.19 |
| Grand Total | 56,219.45 |

To whom it concerns,

Please accept this letter as notice of my resignation from my position on the West Branch Parks and Recreation Commission effective November 17, 2013. I have enjoyed my time on the Parks board but I was recently elected to the West Branch City Council, responsibilities of this position presents a conflict in interest.

Respectfully,
Tim Shields

NOTICE OF HEARING AND LETTING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS AND SPECIFICATIONS, PROPOSED FORM OF CONTRACT AND ESTIMATE OF COST FOR CONSTRUCTION OF SANITARY SEWER REHABILITATION – PHASE 1 FOR THE CITY OF WEST BRANCH, IOWA, AND THE TAKING OF BIDS THEREFOR

Notice is hereby given that the City Council of West Branch, Iowa will meet in the Council Chambers, 110 North Poplar Street, West Branch, Iowa, on the 2nd day of December, 2013 at 6:30 p.m. at which time a hearing will be held and said Council proposes to adopt plans, specifications, form of contract and estimate of cost for the construction of Sanitary Sewer Rehabilitation – Phase 1 and work incidental thereto for said City.

Sealed proposals will be received by the City Clerk of the City of West Branch, Iowa, at City Hall, 110 North Poplar Street, West Branch, Iowa, until 2:00 p.m. on the 26th day of November, 2013, for the construction of Sanitary Sewer Rehabilitation – Phase 1 as described in the plans and specifications therefor, now on file in the office of the City Clerk. Proposals will be opened and the amount of the bids announced by the City Clerk at the time and date specified above. Proposals will be acted upon by said City at the December 2nd City Council Meeting or at such later time and place as then may be fixed.

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

SANITARY SEWER REHABILITATION – PHASE 1

Construct Sanitary Sewer Rehabilitation – Phase 1 project including all labor, equipment and materials necessary for approximately 4,137 linear feet of 8-inch diameter cured-in-place pipe lining; 8,900 feet of sewer cleaning; televising; air testing; sewer joint and lateral grouting; sewer service connection reinstatement; cured-in-place manhole lining, manhole grouting; and miscellaneous associated work, including cleanup.

NHL-1

368103

Notice of Hearing and Letting

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

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

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

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

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

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

NHL-2

368103

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

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

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

The work will commence within ten (10) days after written Notice to Proceed and shall be completed by May 15, 2014.

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

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

Payment to the Contractor will be on the basis of monthly estimates equivalent to ninety-five percent (95%) of the contract value of the work completed and payments made to material suppliers for materials ordered specifically for the project or delivered to the site during the preceding calendar month. Estimates will be prepared on the last day of each month by the Contractor, subject to the approval of the Engineer, who will certify to the City for payment each approved estimate on or before the tenth (10th) day of the following month. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work partially or totally completed. Upon completion of the work and its acceptance by the Council, the Contractor will be paid an amount which, together with previous payments, will equal ninety-five percent (95%) of the contract price of the contract. Final payment of the

remaining five percent (5%) will be made not less than thirty-one (31) days after completion and acceptance by resolution of the City Council of the completed contract, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa, as amended. No such partial or final payments will be due until the Contractor has certified to the City that the materials, labor and services involved in each estimate have been paid for in accordance with the requirements stated in the specifications.

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

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

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

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

CITY OF WEST BRANCH, IOWA

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator

NHL-4

368103

RESOLUTION NO. 1163

RESOLUTION ACCEPTING BIDS AND AWARDING THE CONSTRUCTION CONTRACT FOR THE SANITARY SEWER REHABILITATION PROJECT – PHASE I.

WHEREAS, the City Council of the City of West Branch, Iowa, has heretofore deemed it necessary and desirable to make repairs to the City’s wastewater distribution system, said project having been referred to as the “Sanitary Sewer Rehabilitation Project – Phase I” for the City of West Branch, Iowa (the “Project”); and

WHEREAS, the bids for the aforementioned project were received, opened and tabulated as per published notice therefor on November 26th, 2013; and

WHEREAS, the bid of Visu-Sewer, Inc. of Pewaukee, Wisconsin, was the lowest responsive, responsible bid received; and

WHEREAS, said bid was in the amount of \$218,191.55; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the bid of Visu-Sewer, Inc., in the amount of \$218,191.55 be and the same is hereby accepted and approved.

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

* * * * *

Passed and approved this 2nd day of December, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk



November 26, 2013

Matt Muckler
City Administrator
City of West Branch
110 Poplar Street
P.O. Box 218
West Branch, IA 52358

WEST BRANCH, IOWA
SANITARY SEWER REHABILITATION – PHASE 1
RECOMMENDATION TO AWARD CONTRACT
BID TAB

The City of West Branch received bids until 2:00 p.m., November 26, 2013 for the Sanitary Sewer Rehabilitation – Phase 1 project. A total of one bid was received as follows:

| | |
|------------------|--------------|
| <u>Bidder</u> | <u>Bid</u> |
| Visu-Sewer, Inc. | \$218,191.55 |

The apparent low bid for the project was submitted by Visu-Sewer, Inc. with its bid in the amount of \$218,191.55. We have enclosed a copy of our certified bid tabulation for your use. Veenstra & Kimm, Inc. has examined the bidding documents and they appear in order.

The Engineer's estimate of cost for the project was \$225,506.00. The low bid submitted by Visu-Sewer, Inc. was approximately 3% below the Engineer's estimate of cost for the project.

Veenstra & Kimm, Inc. has been involved in projects with Visu-Sewer, Inc. in the past and believes Visu-Sewer, Inc. has sufficient experience and resources to complete the project within the contract time. We also believe that the low bid is reflective of the current value of the project. We recommend that the City of West Branch award the construction contract to Visu-Sewer, Inc. in the amount of the bid of \$218,191.55.

If you have any questions or comments concerning the project, please contact us at (319) 466-1000.

VEENSTRA & KIMM, INC.

Dave Schechinger
DRS:mmc
368104
Enclosures



BID TABULATION
 SANITARY SEWER REHABILITATION - PHASE 1
 WEST BRANCH, IOWA

Project: Construct Sanitary Sewer Rehabilitation – Phase 1 for the following unit and lump sum prices:

Bid No. 1

Visu-Sewer, Inc.
 W230 N4855 Betker Drive
 Pewaukee, WI 53072

| Item No. | Description | Unit | Estimate Quantity | Unit Price | Extended Price |
|---------------|---------------------------------|------|-------------------|------------|-----------------------------|
| 1.1 | Mobilization | LS | xxxxx | xxxxx | \$ 3,810.00 |
| 1.2 | Traffic Control | LS | xxxxx | xxxxx | \$ 1,500.00 |
| 1.3 | Cured-in-Place Pipe Lined Sewer | | | | |
| 1.3.1 | 8" | LF | 4,137 | \$ 20.25 | \$ 83,774.25 |
| 1.4 | Sewer Joint Grouting | | | | |
| 1.4.1 | 8" | Ea. | 729 | \$ 0.10 | \$ 72.90 |
| 1.4.2 | 15" | Ea. | 67 | \$ 0.10 | \$ 6.70 |
| 1.5 | Sanitary Sewer Televising | | | | |
| 1.5.1 | 8" | LF | 17,800 | \$ 1.00 | \$ 17,800.00 |
| 1.5.2 | 15" | LF | 1,238 | \$ 1.00 | \$ 1,238.00 |
| 1.6 | Sanitary Sewer Air-Testing | | | | |
| 1.6.1 | 8" | Ea. | 911 | \$ 42.15 | \$ 38,398.65 |
| 1.6.2 | 15" | Ea. | 83 | \$ 79.50 | \$ 6,598.50 |
| 1.7 | Sanitary Sewer Cleaning | | | | |
| 1.6.1 | 8" | LF | 8,900 | \$ 0.45 | \$ 4,005.00 |
| 1.6.2 | 15" | LF | 619 | \$ 0.45 | \$ 278.55 |
| 1.8 | CIPP Service Reinstatement | Ea. | 82 | \$ 150.00 | \$ 12,300.00 |
| 1.9 | Sewer Service Grouting | Ea. | 32 | \$ 515.00 | \$ 16,480.00 |
| 1.10 | Protruding Services | Ea. | 30 | \$ 50.00 | \$ 1,500.00 |
| 1.11 | CIP Manhole Lining | VF | 28.3 | \$ 630.00 | \$ 17,829.00 |
| 1.12 | Manhole Grouting | Ea. | 21 | \$ 600.00 | \$ 12,600.00 |
| Total: | | | | | <u>\$ 218,191.55</u> |

I hereby certify that this is a true tabulation of bids received on November 26, 2013 by the City of West Branch, Iowa for the Sanitary Sewer Rehabilitation - Phase 1 project.





Dave Schechinger, P.E.
 Iowa License No. 16538
 My license renewal date is December 31, 2014

RESOLUTION NO. 1165

RESOLUTION APPROVING THE PROVISION OF BRINE TO WEST BRANCH VILLAGE

WHEREAS, it is in the best interest of the City of West Branch and West Branch Village to coordinate snow removal; and

WHEREAS, the City Council finds it in the best interest of the residents of West Branch to provide brine to West Branch Village for one winter to allow West Branch Village to assess their use of brine during the winter months; and

WHEREAS, the City of West Branch would provide brine to West Branch Village from December 3, 2013 until May 1, 2014; and

WHEREAS, West Branch Village will pay the City of West Branch \$500.00 by May 30, 2014 for the provision brine.

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

Passed and approved this 2nd day of December, 2013.

Mark Worrell, Mayor

ATTEST:

Matt Muckler, City Administrator/Clerk