



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING
SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY MAY 6, 2019 IN THE CITY
COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

Mayor	Roger Laughlin	mayor@westbranchiowa.org
Mayor Pro Tem	Colton Miller	mcolton@rocketmail.com
Council Member	Jordan Ellyson	Jordanellyson@gmail.com
Council Member	Brian Pierce	brianapierce@outlook.com
Council Member	Jodee Stoolman	j.stoolmanwbcc@yahoo.com
Council Member	Nick Goodweiler	nickgoodweilerwbcc@gmail.com
City Administrator	Redmond Jones II	rjonesii@westbranchiowa.org
City Attorney	Kevin Olson	kevinolsonlaw@gmail.com
Deputy City Clerk	Leslie Brick	leslie@westbranchiowa.org

Please note: *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.*

AGENDA

A. Call to Order

B. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

G. Roll Call

D. Guest Speaker, Presentations and Proclamations

1. Swear in Zack Rundlett in as a part-time police officer for West Branch.

E. Public Comment

Anyone wishing to address the City Council may come forward when invited; please state your name and address for the record. Public comments are typically limited to three minutes, and written comments may be submitted to the Deputy City Clerk.

F. Approve Agenda / Consent Agenda / Move to Action

Routine items and items not anticipated to be controversial are placed on the Consent Agenda to expedite the meeting. If a Council member, staff member or member of the Public wishes to discuss any item on the Consent Agenda, they can request the item be removed from the Consent Agenda for discussion.

1. **Motion to Approve** Meeting Minutes for City Council Meeting April 15, 2019.
2. **Motion to Approve** a Liquor License Renewal for Cedar's Edge Golf Course.

"Turning Vision into Reality is our Business"

3. **Resolution 1803** – A Resolution Approving a Contract with Midwest Inflatables in the Amount of \$11,250 for Hoover Hometown Days 2019.
4. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Resolution 1799** – Approving Change Order #8 for \$7,586.67 for the Lift Rental Expense Related to Work Stoppage, Additional Installation Labor, and Material Transportation related to the Pavilion Panels.
2. **Discussion Item:** The Bike Helmet Program (Implementation Plan).
3. **Discussion Item:** Wapsinonic Creek Widening Preliminary Cost Estimate.
4. **Discussion Item:** Beranek Park Parking Lot Improvements.
5. **Discussion Item:** To Grant Permission to Allow Dirt Transfer from Loethen Ridge to Cedar's Edge – A Jerry Sexton Proposal.
6. **Resolution 1804** – A Resolution approving \$4,425 of Contracts related to the Hoover Stage Rental and the Eastern Iowa Brass Band Performance prior and during the Fireworks Display.
7. **Resolution 1805** – A Resolution Adopting a Disaster/Event Purchasing Policy.
8. **Motion to Set a Date for a Public Hearing:** for the Proposal to Vacate Certain Alleys Located in West Branch.
9. **Resolution 1806** – A Resolution Approving Partial Pay Estimate Number 9 in the amount of \$326,477.82 to Needham Excavating Inc. for the Cubby Park Improvement project.
10. **Resolution 1807** – A Resolution Approving Change Order #2 in the Amount Of \$10,335.40 for the College Street Bridge Project.
11. **Resolution 1808** – A Resolution Authorizing the Transfer of Funds.
12. **Resolution 1809** – A Resolution consenting to assignment of Trustee Agent Agreements; Escrow Agent Agreements; and/or Paying Agent and Registrar and Transfer Agent Agreements.

H. Reports

1. City Administrator's Report
2. City Attorney Report
3. Staff Hearsays

I. Comments from Mayor and Council Members

J. Adjournment

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019

AGENDA ITEM:	Swear Zack Rundlett in as a part-time police officer for West Branch.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Chief Mike Horihan
DATE:	May 2, 2019

BACKGROUND:

I would like to swear Zack Rundlett in as a part-time police officer for West Branch. Officer Rundlett is a certified police officer in good standing with the Iowa Law Enforcement Academy. He is a certified police officer, and is currently working with West Liberty Police Department. He is a dedicated police officer who can enforce the laws of the state and has a community policing philosophy. He has completed all the training, background and testing that is required by I.L.E.A.

Zack Rundlett Bio: I am 37 years old married with 2 kids. I started my Law Enforcement career in April of 2004. Certified by the Iowa Law Enforcement Academy in November 2004. Formerly certified Taser instructor and an Expandable Baton Instructor. I served in the United States Army from December 2005 to May 2009. I was a Cavalry Scout and attained the rank of Sergeant. I was deployed to Iraq from September 2006 to May 2007. I then served in the Iowa Army National Guard from May 2009 to May 2010. I moved to Iowa City in June of 2018 and have been working part-time for the West Liberty Police Department since July of 2018.

Mayor Pro Tem – Colton Miller anticipated to preside over the swearing in presentation

STAFF RECOMMENDATION: Swear Zack Rundlett in as a part-time police officer

REVIEWED BY CITY ADMINISTRATOR:
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COUNCIL ACTION:

MOTION BY:

SECOND BY:

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(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. The minutes are not approved until the next regularly scheduled City Council meeting.)

*West Branch, Iowa
Council Chambers*

*City Council Meeting/Joint Meeting With
West Branch School Board*

April 15, 2019
6:00 p.m.

Mayor Roger Laughlin called the West Branch City Council meeting to order at 6:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Council members: Colton Miller, Jordan Ellyson, Jodee Stoolman and Nick Goodweiler were present. Brian Pierce was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Gordon Edgar, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and Public Works Director Matt Goodale.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

None.

PUBLIC COMMENT

Andrew Hamlet, 111 West Orange, requested an adjustment on his water bill due to faulty equipment. Keystone Property Management of Iowa City appeared as a supporter of Hamlett's request. Mayor Laughlin suggested the penalty be waived but said the Council does not provide much other relief in this type of situation. After some discussion, Hamlett was directed to contact the City Office about a payment plan for the balance due.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Meeting Minutes for City Council Meeting April 1, 2019.

Motion to Approve Board & Commission Appointments / Reappointments (Carolyn Anderson – Historic Preservation Board).

Motion Accepting the Quotation and Purchase Order for Crime Reporting Software from Shield Technology Corporation and Mainstay Systems, Inc.

Motion to Approve Parks and Recreation Summer Employee Hires.

Motion to Approve the Claims Report

EXPENDITURES	4/15/2019	
ALLIANT ENERGY	UTILITIES-WATER TOWER	10,974.33
AMAZON	BOOKS, SUPPLIES	285.77
AXON ENTERPRISE, INC.	SUPPLIES	64.00
BAKER & TAYLOR INC.	BOOKS	907.34
BARRON MOTOR SUPPLY	SUPPLIES	345.19
BOCWAY INVESTMENTS LLC	BUILDING INCENTIVE PAYMENT	1,314.06
BP AMOCO	BP AMOCO	448.93
BRICK, LESLIE	MILEAGE	22.48
CEDAR COUNTY RECORDER	RECORDING FEES	49.00
CEDAR COUNTY TRANSFER STATION	SERVICE	133.00
CHIEF SUPPLY CORPORATION	SUPPLIES	72.44
CJ COOPER & ASSOCIATES	DRUG TEST	35.00
FUTURE LINE TRUCK EQUIPMENT	REPAIR PARTS	377.70
GORDON HAMBY	BUILDING INCENTIVE PAYMENT	154.57
HAWKINS INC	CHEMICALS	518.30
HD CLINE COMPANY	REPAIR PARTS	599.23
HUTCHCO, INC DBA ALLEGRA	SUPPLIES	170.03
JOHNSON CONTROLS	SERVICE CALL	789.00
JOHNSON COUNTY REFUSE INC.	RECYCLING MARCH 2019	3,923.50
JULIA HIME	VIDEOGRAPHY SERVICE	150.00
KIRKWOOD COMM. COLLEGE	TRAINING	475.00
L. L. PELLING CO. INC	COLD MIX	269.10
LINN COUNTY R.E.C.	STREET LIGHTS	152.64
LYNCH'S PLUMBING INC	LYNCH'S PLUMBING INC	126.00
MENARDS	SUPPLIES	75.60
MERCY IOWA CITY PHYSICIAN	SERVICE	198.00
MIDWEST FRAME & AXLE	VEHICLE REPAIRS	971.65
MOORE'S WELDING INC	SUPPLIES	112.78
MUNICIPAL SUPPLY INC.	SUPPLIES	3,877.00

OASIS ELECTRIC LLC	SERVICE CALL	133.43
PIP PRINTING & MARKETING S	OFFICE SUPPLIES	112.36
PITNEY BOWES INC	SUPPLIES	56.52
PYRAMID SERVICES INC.	EQUIPMENT & MAINTENANCE SUPPLI	1,407.73
QUILL CORP	OFFICE SUPPLIES	93.73
STANARD & ASSOCIATES INC	SUPPLIES	26.00
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
SUMMIT COMPANIES	SERVICE	349.50
TEI LANDMARK AUDIO	SUPPLIES	109.23
TERI LYNE KAYSER	BUILDING INCENTIVE PAYMENT	115.01
TIPTON CONSERVATIVE	SUBSCRIPTION RENEWAL	38.00
UPS	SHIPPING	45.64
VEENSTRA & KIMM INC.	ADMIN USGS FLOOD STUDY	172.00
VEENSTRA & KIMM INC.	WB GOLF COURSE DEVELOPMENT REVIEW	172.00
VEENSTRA & KIMM INC.	WW TREATMENT PLANT FACILITY STUDY	12,263.88
VEENSTRA & KIMM INC.	PLAN REVIEW	344.00
VEENSTRA & KIMM INC.	310 COLLEGE ST BRIDGE - BID & CONST	20,770.72
VEENSTRA & KIMM INC.	UTILITY RELOCATION - I-80 WIDENING	7,656.00
WALMART COMMUNITY/RFCSLLC	SUPPLIES	230.04
WEST BRANCH TIMES	LEGAL NOTICES	785.81
TOTAL		72,499.24
PAYROLL	4/5/2019	42,557.21
PAID BETWEEN MEETINGS		
GRAY TATTOO	UTILITY REFUND	49.86
GRAND TOTAL EXPENDITURES		115,106.31
FUND TOTALS		
001 GENERAL FUND	34,345.84	
022 CIVIC CENTER	599.19	
031 LIBRARY	8,091.65	
036 TORT LIABILITY	4,907.06	
110 ROAD USE TAX	5,494.23	
112 TRUST AND AGENCY	0.00	
310 COLLEGE STREET BRIDGE	20,770.72	
600 WATER FUND	7,194.20	
610 SEWER FUND	23,703.42	
GRAND TOTAL	115,106.31	
EXPENDITURES	4/15/2019 #2	
CJ COOPER & ASSOCIATES	DRUG TESTING	144.80
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	54.12
EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	117.40
FELD FIRE EQUIPMENT CO INC	REPAIR PARTS	412.00
FRONTLINE PLUS FIRE & RESCUE INC	SIREN REPAIR & MAINTENANCE	500.00
JOHNSON COUNTY AMBULANCE SERVICE	MEDICAL SUPPLIES	85.12
MOORE'S WELDING INC	EQUIPMENT REPAIR	3,153.11
TOTAL		4,466.55
FUND TOTALS		
001 GENERAL FUND	4,466.55	
GRAND TOTAL	4,466.55	

Motion by Ellyson, second by Goodweiler to approve agenda/consent agenda items. AYES: Ellyson, Goodweiler, Miller, Stoolman. Absent: Pierce. NAYS: None. Motion carried.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1799 – Approving Change Order #8 for \$7,586.67 for the lift rental expense related to work stoppage, additional installation labor and material transportation related to the pavilion panels. / Move to action.

City Administrator Jones reported that Needham/Point Builders had not adequately answered all questions regarding the Change Order and asked that it be tabled.

Motion by Ellyson, second by Stoolman to table Resolution 1799. AYES: Ellyson, Stoolman, Miller, Goodweiler. Absent: Pierce. NAYS: None. Motion carried.

Resolution 1800 – Approving a Reimbursement Agreement with the Iowa Department of Transportation for Relocation of Water and Force Main Lines associated with the Widening of I-80 Project. / Move to action.

Finance Director Edgar reported that the city might have to do some short term borrowing if the payment requests were not paid every thirty days or so. After some discussion, the Council agreed that would be an acceptable alternative to having to pay for a greater portion of the project.

Motion by Goodweiler, second by Stoolman to approve Resolution 1800. AYES: Goodweiler, Stoolman, Miller, Ellyson. Absent: Pierce. NAYS: None. Motion carried.

Resolution 1801 – Approving Purchase Authorization of a not-to-exceed amount of \$2,143 for the replacement of City Council tablets with the intent to repurpose the old working tablets for other city uses. / Move to action.

Shimmin said there really were not any better options than what was discussed at the last meeting. He said the model Councilman Pierce spoke of was over \$500. Mayor Laughlin recommended the \$200 model.

Motion by Ellyson, second by Miller to approve Resolution 1801. AYES: Ellyson, Miller, Stoolman, Goodweiler. Absent: Pierce. NAYS: None. Motion carried.

Resolution 1802 – Approving a Resolution entering into an Officer Training Reimbursement Agreement with Zachary Murdock. / Move to action.

Motion by Miller, second by Ellyson to approve Resolution 1802. Edgar suggested the meals fee be increased by \$2,000 and a dollar amount be added for use of the squad car during the training period. Not all council members felt the auto expenses should have to be reimbursed. Councilman Miller then amended his motion to impose a \$9,500 limit on the amount of Total Reimbursable Costs. Ellyson seconded. AYES: Miller, Ellyson, Stoolman, Goodweiler. Absent: Pierce. NAYS: None. Amendment motion carried. A vote was then held on the original motion as amended. AYES: Miller, Ellyson, Stoolman, Goodweiler. Absent: Pierce. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones discussed some flash flood barriers that the city might utilize. He announced that the College Street Bridge Project updates are now on the city web site. Baldrige Environmental is working on the sewage treatment project. The “sludge judge” testing is now done and samples have been sent to the lab for analysis. They will now be getting the electrical panels connected. Public Works and Parks and Rec Department reports were included in his packet to the City Council. He reminded the Council about an upcoming nuisance conference to be held in Iowa City on May 15th. Jones said that Mayor Laughlin, Miller, Horihan, Brick and he would be attending.

CITY ATTORNEY REPORT

None.

STAFF REPORTS

Melissa Russell, Parks and Rec Director, reported the Easter Egg Hunt will start at 10:00 a.m. at the Elementary School Playground.

COMMENTS FROM MAYOR AND COUNCIL MEMBER

Colton Miller asked what the plan was to repair a large hole on 4th Street. Matt Goodale replied they want to apply cold mix to it this week if it dries out enough. They will then have LL Pelling complete the repair in July.

ADJOURNMENT

Motion to adjourn by Ellyson, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 6:56 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk

Mayor Roger Laughlin called the Joint Meeting of the West Branch City Council and the West Branch Community School District to order at 7:02 p.m.

Roll call: Council members: Colton Miller, Jordan Ellyson, Jodee Stoolman, Nick Goodweiler. Brian Pierce was absent. Superintendent Marty Jimmerson introduced the following members of the Board of Education who were in attendance: Julie Sexton, President; Greg Hetrick, Vice-President; Keith Schultes and Amanda Whaley.

1. Facilities Update (Bond Referendum)

Superintendent Jimmerson said he was excited about the growth prospects of West Branch and felt it was important for the school and city to work together to market the community. OPN Architects was hired in November, a citizens advisory committee has held five meetings. They are presently leaning toward building a new high school and moving the middle school to the high school. Also considering secure entrances, an auditorium, and a new competition gym. Non-negotiable items are upgrading the high school heating system and new roofs for the elementary and middle schools. Superintendent Jimmerson said the referendum is presently scheduled for August 6, 2019.

2. Joint grass cutting proposal.

Superintendent Jimmerson said the school is trying to reduce General Fund expenses and since the school is owed about \$50,000 for the parking lot work on Poplar Street, there might be a way for the city to take over some work required by the school in exchange for reduction of the debt. It was agreed that it was a complicated issue and much more discussion is required before a decision is reached.

3. Potential concepts for Middle School reuse.

Ideas presented for use of the Middle School included using a portion of it for storage, expanding the city library, moving Central Administrative Offices to it, a Community Center, programming for the elderly, a youth library.

4. High school cross walk/turning lane.

Mayor Laughlin thought that at one time there was a verbal agreement that KLM, the school and the city would share the cost of installing a cross walk. Exactly where the cross walk should be located needs to be determined. Mayor Laughlin suggested the city, KLM and the school work together and share the cost to accomplish it.

5. Update on city development and growth plans.

Mayor Laughlin reported that there would be several lots, housing units and business units available for sale within the next year. KLM will have 57 lots, Cedar's Edge Golf Course will have 25 lots, and Loethen Ridge will have 22 lots for sale. Northside Development will have 19 units available. In a Planned Unit Development behind the BP Amoco station 75 units of various types are planned. Grading for a hotel and an independent living facility will be done and the land offered for sale. The former Croell site is available for development.

6. 28 E agreement re Rose Bowl press box.

Mayor Laughlin did not believe there would be a problem approving a 28 E agreement with the school. A question about the number of parking spaces that would be lost due to the new press box initiated a lengthy discussion on parking spots available at the Elementary/Middle School complex and what might be done to improve the situation. It also generated discussion on parking issues and traffic flows at the high school.

ADJOURNMENT

Motion to adjourn by Stoolman, second by Goodweiler. Motion carried on a voice vote. Joint City Council and School Board meeting adjourned at 7:59 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019

AGENDA ITEM:	Motion to Approve a Liquor License Renewal for Cedar's Edge Golf Course.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Deputy Clerk, Leslie Brick
DATE:	May 2, 2019

BACKGROUND:

Approve Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales Privileges for Cedars Edge Golf Course Inc. West Branch.

Renewal effective May 27, 2019 to May 26, 2020.

STAFF RECOMMENDATION: Approve the Motion – Move to Action
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REVIEWED BY CITY ADMINISTRATOR:
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COUNCIL ACTION:

MOTION BY:

SECOND BY:

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019

AGENDA ITEM:	Resolution 1803 – A Resolution Approving a Contract with Midwest Inflatables in the Amount of \$11,250 for Hoover Hometown Days 2019.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	April 30, 2019

BACKGROUND:

Staff is moving forward with the planning of Hoover's Hometown Days. Midwest Inflatables has been the contractor for several year during Hoover's Hometown Days. They fully staff all of the inflatables.

Event Contact

August 3 11am-8pm \$11, 250 Midwest Inflatables

The inflatables are partially funded by the Hoover's Hometown Days donation drive. Letters were mailed out this month seeking donations to sponsor the stages, performers, and the inflatables.

STAFF RECOMMENDATION: Approve Resolution – Move to Action
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REVIEWED BY CITY ADMINISTRATOR:
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COUNCIL ACTION:

MOTION BY:

SECOND BY:

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Mobile Gaming Trailer

Let us bring the new Game On Iowa Trailer to your next event or party. It's multi-player gaming and tailgating at its best! The game trailer is the perfect choice for birthday parties, schools, city festivals, charity events, fundraisers, customer appreciation days, family reunions, and much more.



Hot New Attraction Features

- 2 Outside Gaming / Action Stations!
 - 7 Samsung HD Widescreen Televisions!
 - 6 New Xbox 360s!
 - 1 New Xbox One!
 - 4 New Wiis!
 - 2 New Wii U's!
 - 1 New PS4!
 - Satellite TV Receiver!
 - Air Conditioning & Heating!
- Seating for up to 24!



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Leaps N Bounds

Can't be on TV, but want to try your Ninja or Leap Frog skills? With the Leaps & Bounds interactive course, you can get your chance. This game features a series of four giant inflatable balls which challengers must leap across to reach the other side. Climb up the ladder

on one of the side platforms high above the biggest ball pit you've ever seen. Then try to cross the course by leaping from ball to ball like a frog or running across the giant balls to make it to the other side! But don't worry if you fall off, this floor of the pit protected by our super-soft cushion featuring patented air bag technology.

Dimensions

39'L X 21'W X 12'H

Height Requirement

Participants must be at least 44" tall

Weight Requirement

Participants must be under 250 lbs

Electrical Requirement

Requires (2) 20 amp 110V electrical circuit

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45 ft. Obstacle Course



The 45 ft. Obstacle Course is the perfect “small obstacle course” for large events and corporate events. A great obstacle course that is very safe and user friendly for small children.

Dimensions

45'L x 11'W x 15'H

Age Requirement

3 and up (250 lbs. maximum weight per person)

Electrical Requirement

Requires (1) 20-amp 110V electrical circuit

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Toxic Rush



The Toxic Rush combines an obstacle course and a giant slide. Battle your opponent through the entrance tubes, bash your way through inflated pillars, make the steep climb up to the top, and then experience the steep slides. Add the matching 45 ft. Obstacle Course for maximum fun!

Dimensions

24'L X 18'W X 20'H

Age Requirement

3 and up (250 lbs. maximum weight per player)

Electrical Requirement

Requires (1) 20 amp 110V electrical circuit

"Turning Vision into Reality is our Business"

70 ft. Obstacle Course



The 70 ft. Obstacle Course is large, super-fun, and budget-friendly. Don't be fooled by cheaper and smaller imitations! We offer the best selection and value of obstacle courses anywhere!

Dimensions

70'L X 11'W X 16'H

Age Requirement

3 and up (250 lbs. maximum weight per person)

Electrical Requirement

Requires (2) 20 amp 110V electrical circuits

"Turning Vision into Reality is our Business"

20 ft. Accelerator Slide



The 20 ft. Accelerator Slide is the industry standard for large events. This fun and safe dual-lane slide delivers screams and smiles time after time! This might be the best all-around slide ever made, safely accommodating all age groups.

Dimensions

25'L x 20'W x 20'H

Age Requirement

3 and up (250 lbs. maximum player weight)

Electrical Requirement

Requires (1) 20-amp 110V electrical circuit

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Skid Loader Bounce House



The Skid Loader Bounce is awesome! The detail on this bouncer is truly incredible, from the spot lights to the giant tracks on the sides. Up to 5 kids will love bouncing on this realistic, larger than life skid loader. It may not be our largest inflatable, but it is certainly very impressive!

Dimensions

20'L x 14'W x 13'H

Age Requirement

3 – 12 years old

Electrical Requirement

Requires (1) 20-amp 110V electrical circuit

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Animal Land (Toddler Unit)



The Animal Land inflatable gives small children a fun and safe environment to play with their favorite animals. Kids can choose from the elephant-themed slide, crawl under a whale, play hoops with a seal, and much more. Great for the 3 and under age group!

Dimensions

19'L x 16'W x 7'H

Age Requirement

3 and under

Electrical Requirement

Requires (1) 20 amp 110V electrical circuit

"Turning Vision into Reality is our Business"

3 Play Sports Game



The 3 Play incorporates football, basketball, and soccer elements into one great design. A corporate event favorite!

Dimensions

21'L X 18'W X 16'H

Age Requirement

5 and up

Electrical Requirement

Requires (1) 20 amp 110V electrical circuit

"Turning Vision into Reality is our Business"

Dual-Lane Axe Throwing Inflatable Game



We've transformed this famous western themed attraction into a safe and fun inflatable game for players of all ages. Challenge a friend in a head to head battle with the double unit or take turns getting closest to the bullseye in the single game. Both units come equipped with specially designed velcro axe game pieces.

Dimensions

16'W x 10'L x 8'7"H

Electrical Requirement

110v / 20 amp

"Turning Vision into Reality is our Business"

Mini Golf Package

(12 holes included with all accessories)





CONTRACT / INVOICE

Midwest Inflatables, LLC

P.O. Box 1749

Ames, IA 50010

515.450.6478

info@midwestinflatables.com

Contract Date

March 23rd, 2019

Invoice Number

2019060

LESSEE INFORMATION

Lessee Name: City of West Branch – Hoover's Hometown Days

Lessee Address: P.O. Box 460, West Branch, IA 52358

Lessee Contact: Jessica Schafer 319.643.2633 work, 319.541.7928 cell, jschafer@wbpl.org

Alternate Contact: Melissa Russell 319.643.4212 work, 319.930.0393 cell, melissa@westbranchiowa.org

Alternate or Additional Contact: N/A

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

LESSOR INFORMATION

Midwest Inflatables, LLC

P.O. Box 1749

Ames, Iowa 50010

Lessor Contact:

Jeremy Boekelman 515.450.6478 cell

jeremy@midwestinflatables.com

Type of Event / Event Name	Event Hours	Event Start Date	Event End Date	Setup Date	Teardown Date
Hoover's Hometown Days (City Festival)	11:00 AM – 8:00 PM	August 3 rd , 2019	August 3 rd , 2019	August 3 rd , 2019	August 3 rd , 2019

Equipment to be Leased / Services Provided	Quantity	Rate	Amount
Inflatables, Mini Golf, and Mobile Gaming Trailer Package with Staffing	1	11,250	\$11,250.00
Mobile Gaming Trailer with Staffing	1	N/A	Included
Leaps N Bounds with Staffing	1	N/A	Included
45 ft. Obstacle Course + Toxic Rush with Staffing	1	N/A	Included
70 ft. Obstacle Course with Staffing	1	N/A	Included
20 ft. Accelerator Dual-Lane Slide with Staffing	1	N/A	Included
Skid Loader Bounce House with Staffing	1	N/A	Included
Animal Land (Toddler Unit) with Staffing	1	N/A	Included
3 Play Sports Game	1	N/A	Included
Dual-Lane Axe Throwing Inflatable Game with Staffing	1	N/A	Included
Mini Golf Package (12 Holes included All Accessories) with Staffing	1	N/A	Included
Delivery, Setup, and Teardown	N/A	N/A	Included
Payment Information / Terms and Conditions	Package Price		\$11,250.00
Please make check payable to: Midwest Inflatables, LLC – P.O. Box 1749, Ames, IA 50010 Electrical Requirements to be determined closer to the event date. Generators will be provided for any shortage of electric at the event. Sandbags / Waterbags to be used where permission to stake is not granted by Park Service. CANCELLATION POLICY is included with this Contract / Invoice.	Travel Charge		Included
	Subtotal		\$11,250.00
	Sales Tax		Tax Exempt
	Total		\$11,250.00
	Retainer with Contract		N/A
	Balance Due at Event		\$11,250.00

Representatives signing this contract must be at least 18 years of age and agree all the information is correct.

LESSOR: Midwest Inflatables, LLC – P.O. Box 1749, Ames, IA 50010

LESSOR Representative: Jeremy Boekelman

Signature:

Date:

3-23-2019

LESSEE: City of West Branch – Hoover's Hometown Days – P.O. Box 460, West Branch, IA 52358

LESSEE Representative:

Signature:

Date:

(Print Name)



MIDWEST
INFLATABLES
Extreme Entertainment

CANCELLATION POLICY

Midwest Inflatables, LLC

P.O. Box 1749

Ames, IA 50010

515.450.6478

info@midwestinflatables.com

Contract Date

March 23rd, 2019

Invoice Number

2019060

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

Lessee Contacts
Jessica Schafer 319.541.7928 cell
Melissa Russell 319.930.0393 cell

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

Event / Type of Event	Event Hours	Event Start Date	Event End Date	Departure Time / Setup Time	Representative
Hoover's Hometown Days	11:00 AM – 8:00 PM	August 3 rd , 2019	August 3 rd , 2019	5:00 PM on August 2 nd , 2019	Jeremy Boekelman
(City Festival)				8:00 AM on August 3 rd , 2019	

CANCELLATION POLICY: TERMS AND CONDITIONS

PLEASE READ CAREFULLY - Signed contracts become legally binding agreements subject to the terms and conditions. Midwest Inflatables, LLC has the following cancellation policy:

We accept cancellations within 48 hours of the event start time due to weather conditions that would prevent the safe use and operation of our inflatables or attractions. Our inflatables cannot be used and operated outdoors in the following weather conditions: winds more than 20 m.p.h., rain, lightning, drizzle, hail, sleet, snow, ice, or flooded areas. Any retainer (if applicable) is nonrefundable, but will be applied to a rescheduled event, date subject to our availability. A retainer must be used within 15 months of the original event date or it will be forfeit. If the cancellation is made after our staff has already left our facilities, client is responsible for the costs and expenses incurred. If the cancellation is made after we begin to set up at your event, client is responsible for full payment. PLEASE NOTE: When the weather forecast is uncertain, we try to be flexible and work to accommodate our clients. We are willing to adjust the hours, reschedule, or cancel an event, as necessary.

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

CALL or TEXT 515-450-6478 TO CANCEL

Representatives signing this cancellation policy must be at least 18 years of age and agree to Terms & Conditions.

LESSOR: Midwest Inflatables, LLC – P.O. Box 1749, Ames, IA 50010

LESSOR: Representative: Jeremy Boekelman

Signature:  **Date:** 3-23-2019

LESSEE: City of West Branch – Hoover's Hometown Days – P.O. Box 460, West Branch, IA 52358

LESSEE: Representative: _____ **Signature:** _____ **Date:** _____
(Print Name)

RESOLUTION 1803

**A RESOLUTION APPROVING A CONTRACT WITH MIDWEST INFLATABLES IN
THE AMOUNT OF \$11,250 FOR HOOVER HOMETOWN DAYS 2019**

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

WHEREAS, the fiscal year 2019-2020 budget for Hoover's Hometown Days includes funding for entertainment and services for the event; and

WHEREAS, the inflatables are a well-attended attraction at Hoover's Hometown Days; and

WHEREAS, Midwest Inflatables is the vendor who provide the aforementioned inflatables in the form of a rental agreement for \$11,250; 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 are hereby approved. Further, the Mayor is directed to execute the agreements on behalf of the City.

* * * * *

Passed and approved this 6th day of May, 2019.

Colton Miller, Mayor Pro Tem

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019

AGENDA ITEM:	Motion to Approve the Claims Report.
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CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
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PREPARED BY:	Gordon Edgar, Finance Director
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DATE:	April 30, 2019
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BACKGROUND:

These are routine expenditures that include such items as payroll, budget expenditures, and other financial items that relate to City Council approved items and/or other day to day operational disclosures.

STAFF RECOMMENDATION: Approve Claims Report – Move to Action

REVIEWED BY CITY ADMINISTRATOR:
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COUNCIL ACTION:

MOTION BY:

SECOND BY:

"Turning Vision into Reality is our Business"

EXPENDITURES

5/6/2019

ALLIANT ENERGY	SERVICE-CUBBY PARK	6.91
AMY S BOELK	ZUMBA INSTRUCTION	300.00
BROWNELLS INC	SUPPLIES	72.81
CAJ ENTERPRISES INC	ROADSTONE & SAND	430.12
CROELL, INC.	SAND	163.80
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	23.20
D&R PEST CONTROL	PEST CONTROL	70.00
FEHR GRAHAM	308 CONSTRUCTION SERVICE	285.00
HAWKINS INC	CHEMICALS	767.45
HD SUPPLY CONST AND INDUSTRY	TOOLS	640.93
HOLLYWOOD GRAPHICS	SUPPLIES	465.00
IOWA LAW ENFORCEMENT ACADEMY	CONSULTING	150.00
IOWA ONE CALL	LOCATION SERVICE	59.40
JOHN DEERE FINANCIAL	SUPPLIES	365.75
JOHNSON COUNTY AUDITOR	CONTRIBUTION-LCWMA	500.00
KNOCHE, REBECCA	VIDIOGRAPHY SERVICES	150.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,275.28
LINDER TIRE SERVICE INC	SERVICE CALL	389.04
LYNCH'S EXCAVATING INC	SUPPLIES	75.00
LYNCH'S PLUMBING INC	SERVICE	222.50
MATT PARROTT/STOREY KENWORTHY	RECEIPT BOOKS	377.50
MENARDS	RECREATION ACTIVITY SUPPLIES	917.91
MERCY IOWA CITY PHYSICIAN	DRUG TESTS	80.00
MERIDITH COLEMAN	BUILDING INCENTIVE PAYMENT	223.50
METROPOLITAN COMPOUNDS INC	STREET REPAIR	1,198.00
MUNICIPAL SUPPLY INC	WATER METERS	2,867.68
ORIENTAL TRADING CO. INC	ORIENTAL TRADING CO. INC.	415.53
PLAY IT AGAIN SPORTS	SUPPLIES	890.89
PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	95.18
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	180.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUILL CORP	OFFICE SUPPLIES	27.38
SHIELD TECHNOLOGY CORPORATION	SOFTWARE DOWN PAYMENT	1,644.50
UNIFORM DEN INC.	UNIFORMS	484.94
UPS	SEWER-SHIPING	22.82
VEENSTRA & KIMM INC	I-80 WIDENING COORDINATION	817.00
VEENSTRA & KIMM INC	318 COLLEGE ST & 2ND ST IMPROVEMENTS	6,381.08
VEENSTRA & KIMM INC	WW TREATMENT PLANT FACILITY STUDY	1,904.28
VEENSTRA & KIMM INC	310 COLLEGE ST BRIDGE BID & CONST ENG	17,377.78
VEENSTRA & KIMM INC	N DOWNEY & NORTHSIDE DR SIDEWALK & WATER MAIN	1,042.40
VERIZON WIRELESS	VERIZON WIRELESS	825.72
WEST BRANCH FAMILY PRACTICE	EMPLOYMENT PHYSICAL	124.00
TOTAL		45,069.28
PAYROLL	4/19/2019	54,251.83
PAYROLL	5/3/2019	43,298.62

PAID BETWEEN MEETINGS

CJ COOPER & ASSOCIATES	DRUG TESTING	144.80
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	54.12
EMERGENCY MEDICAL PRODUCTSS INC	MEDICAL SUPPLIES	117.40
FELD FIRE EQUIPMENT CO INC	REPAIR PARTS	412.00
FRONTLINE PLUS FIRE & RESCUES INC	SIREN REPAIR & MAINTENANCE	500.00
JOHNSON COUNTY AMBULANCE SERVICE	MEDICAL SUPPLIES	85.12
MOORE'S WELDING INC	EQUIPMENT REPAIR	3,153.11
DEWEYS JACK & JILL	SUPPLIES	42.63
IOWA PRISON INDUSTRIES	TRAINING UNIFORM	225.00
MEDIACOM	CABLE SERVICE	41.90
ISOLDA PAGE	TRAVEL EXPENSE	266.57
PITNEY BOWES PURCHASE POWER	POSTAGE	500.00
QUALITY ENGRAVED SIGNS	OFFICE SUPPLIES	20.00
US BANK CORPORATE CARD	TRAVEL EXPENSE, SUPPLIES	1,852.72
US BANK EQUIPMENT LEASE	COPIER LEASE	106.25
WEX BANK	VEHICLE FUEL	1,003.52
WORLD POINT ECC INC	CPR TRAINING SUPPLIES	3,029.04
UPS	SHIPPING	22.82
ROSTER'S ULTIMATE RACING	DEPOSIT	400.00
MACHINE SHED	MEALS	675.00

TOTAL	12,652.00
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GRAND TOTAL EXPENDITURES	155,271.73
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FUND TOTALS

001 GENERAL FUND	59,892.54
022 CIVIC CENTER	90.88
031 LIBRARY	10,970.54
110 ROAD USE TAX	10,034.97
112 TRUST AND AGENCY	17,551.84
308 PARK IMP - PEDERSEN VALLEY	285.00
310 COLLEGE STREET BRIDGE	17,377.78
318 COLLEGE ST & 2ND ST IMPROVEMNTS	6,381.08
600 WATER FUND	17,006.46
610 SEWER FUND	15,180.64
740 STORM WATER UTILITY	500.00

GRAND TOTAL	155,271.73
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REVENUE-FISCAL YEAR 2019
FUND

MARCH

001 GENERAL FUND	206,118.99
022 CIVIC CENTER	2,781.92
031 LIBRARY	5,657.98
036 TORT LIABILITY	7,530.98
110 ROAD USE TAX	20,449.42
112 TRUST & AGENCY	47,191.83
119 EMERGENCY TAX FUND	5,940.08
121 LOCAL OPTION SALES TAX	16,222.58
125 TIF	18,371.30
226 DEBT SERVICE	46,418.70
500 CEMETERY PERPETUAL FUND	566.92
501 KROUTH PRINCIPAL FUND	369.46
502 KROUTH INTEREST FUND	85.62
600 WATER FUND	43,462.57
610 SEWER FUND	34,073.55
740 STORM WATER UTILITY	4,894.03
TOTAL	460,135.93

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
POLICE OPERATION	GENERAL FUND	VERIZON WIRELESS	WIRELESS SERVICE	314.26		
			CONSULTING	150.00		
			UNIFORMS	202.79		
			UNIFORMS	33.90		
			UNIFORMS	222.00		
		LIBERTY COMMUNICATIONS	UNIFORMS	26.25		
			TELEPHONE SERVICE	244.72		
			SUPPLIES	72.81		
			DRUG TESTS	40.00		
			SOFTWARE DOWN PAYMENT	1,644.50		
		MERCY IOWA CITY PHYSICIAN & CLINIC SER	EMPLOYMENT PHYSICAL	124.00		
			TOTAL:	3,075.23		
		FIRE OPERATION	GENERAL FUND	VERIZON WIRELESS	WIRELESS SERVICE	40.01
					TELEPHONE SERVICE	99.78
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE			23.20		
	TOTAL:			162.99		
PARK & RECREATION	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	90.00		
			RECREATION ACTIVITY SUPPLI	158.44		
		MENARDS	WIRELESS SERVICE	36.81		
			SUPPLIES	465.00		
		VERIZON WIRELESS	SUPPLIES	169.08		
			SUPPLIES	863.90		
		HOLLYWOOD GRAPHICS	SUPPLIES	26.99		
			SUPPLIES	6.91		
		CAJ ENTERPRISES INC	SERVICE-CUBBY PARK	153.08		
			TELEPHONE SERVICE	300.00		
		PLAY IT AGAIN SPORTS	ZUMBA INSTRUCTION	415.53		
			ORIENTAL TRADING CO. INC.	TOTAL:	2,685.74	
		CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE	90.00
					SUPPLIES	117.94
JOHN DEERE FINANCIAL	TOTAL:			207.94		
	ECONOMIC DEVELOPMENT			GENERAL FUND	MERIDITH COLEMAN	BUILDING INCENTIVE PAYMENT
TOTAL:		223.50				
CLERK & TREASURER	GENERAL FUND	MATT PARROTT/STOREY KENWORTHY	RECEIPT BOOKS	210.00		
			WINDOW ENVELOPES	167.50		
		QUILL CORP	OFFICE SUPPLIES	27.38		
			PLUNKETT'S PEST CONTROL INC	PEST CONTROL-CITY OFFICE	47.59	
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	329.33		
			TOTAL:	781.80		
		LOCAL CABLE ACCESS	GENERAL FUND	KNOCKE, REBECCA	VIDIOGRAPHY SERVICES	150.00
					TELEPHONE SERVICE	64.95
LIBERTY COMMUNICATIONS	TOTAL:			214.95		
	COMMISSION			GENERAL FUND	VEENSTRA & KIMM INC.	N DOWNEY & N SIDE DR SIDEW
TOTAL:		1,042.40				
TOWN HALL	CIVIC CENTER	PLUNKETT'S PEST CONTROL INC	PEST CONTROL-TOWN HALL	47.59		
			LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.29	
		TOTAL:	90.88			
			SOLID WASTE	GENERAL FUND	CEDAR COUNTY TRANSFER STATION	SERVICE
JOHNSON COUNTY REFUSE INC.	RECYCLING MARCH 2019	3,923.50				
TOTAL:	4,056.50					
	LOCAL CABLE ACCESS	GENERAL FUND			ALLIANT ENERGY	SERVICES
JULIA HIME			VIDEOGRAPHY SERVICE	150.00		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
LIBRARY	LIBRARY	D&R PEST CONTROL	PEST CONTROL	70.00
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	186.38
			TOTAL:	256.38
ROADS & STREETS	ROAD USE TAX	MENARDS	SUPPLIES	113.86
			SUPPLIES	165.31
		VERIZON WIRELESS	WIRELESS SERVICE	144.88
		JOHN DEERE FINANCIAL	SUPPLIES	247.81
		CROELL, INC.	SAND	163.80
		METROPOLITAN COMPOUNDS INC	STREET REPAIR	1,198.00
		VEENSTRA & KIMM INC.	I-80 WIDENING COORDINATION	817.00
		CAJ ENTERPRISES INC	ROADSTONE & SAND	86.00
			ROADSTONE & SAND	175.04
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.25
		MERCY IOWA CITY PHYSICIAN & CLINIC SER	DRUG TESTS	40.00
		LINDER TIRE SERVICE INC	SERVICE CALL	389.04
		HD SUPPLY CONST AND INDUSTRIAL	TOOLS	476.97
			TOOLS	163.96
			TOTAL:	4,232.92
INVALID DEPARTMENT	PARK IMP - PEDERSE FEHR GRAHAM		308 CONSTRUCTION SERVICE	285.00
			TOTAL:	285.00
INVALID DEPARTMENT	COLLEGE STREET BRI VEENSTRA & KIMM INC.		310 COLL ST BRIDGE BID & C	17,377.78
			TOTAL:	17,377.78
INVALID DEPARTMENT	COLLEGE ST & 2ND S VEENSTRA & KIMM INC.		318 COLL ST & 2ND ST IMPRO	1,610.00
			318 COLL ST & 2ND ST IMPRO	4,771.08
			TOTAL:	6,381.08
WATER OPERATING	WATER FUND	IOWA ONE CALL	LOCATION SERVICE	29.70
		MUNICIPAL SUPPLY INC.	WATER METERS	407.68
			WATER METERS	2,460.00
		LYNCH'S EXCAVATING INC	SUPPLIES	75.00
		LYNCH'S PLUMBING INC	SERVICE	222.50
		HAWKINS INC	CHEMICALS	767.45
		VERIZON WIRELESS	WIRELESS SERVICE	144.88
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.25
			TOTAL:	4,158.46
SEWER OPERATING	SEWER FUND	IOWA ONE CALL	LOCATION SERVICE	29.70
		UPS	SEWER-SHIPING	22.82
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
		MENARDS	SUPPLIES	480.30
		VERIZON WIRELESS	WIRELESS SERVICE	144.88
		VEENSTRA & KIMM INC.	WW TREATMENT PLANT FAC STU	1,904.28
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.25
			TOTAL:	3,392.23
STORM WATER UTILITY	STORM WATER UTILIT	JOHNSON COUNTY AUDITOR	CONTRIBUTION-LCWMA	500.00
			TOTAL:	500.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
	001	GENERAL FUND		8,394.55
	022	CIVIC CENTER		90.88
	031	LIBRARY		256.38
	110	ROAD USE TAX		4,232.92
	308	PARK IMP - PEDERSEN VALLE		285.00
	310	COLLEGE STREET BRIDGE		17,377.78
	318	COLLEGE ST & 2ND ST IMPRO		6,381.08
	600	WATER FUND		4,158.46
	610	SEWER FUND		3,392.23
	740	STORM WATER UTILITY		500.00

		GRAND TOTAL:		45,069.28



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019	
AGENDA ITEM:	Resolution 1799 – Approving Change Order #8 for \$7,586.67 for the Lift Rental Expense Related to Work Stoppage, Additional Installation Labor and Material Transportation related to the Pavilion Panels.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Nate Kass, Fehr Graham
DATE:	April 30, 2019

BACKGROUND:

This change order for work at Cubby Park is recommended in order to reflect additional payment for removal of installed polycarbonate panels on the south side of the Pavilion, transporting panels to and from the city shop for application of the decal film, and additional lift rental required for completing this work.

The exhibit included with the change order is a Change Order Request provided by Needham Excavating Inc.

We requested a further break-down of cost and were forwarded the documents marked "Expense Break-down Summary and Supporting Documentation" with this item.

STAFF RECOMMENDATION: Seek Direction from City Council
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"

Expense Break-down Summary
prepared by Fehr Graham

Name	Date	Hours	Cost
<u>Marvs Glass</u>			
Remove panels		20	\$1,800 *
Noah	11/8/2018	3.5	\$315
Cody	11/8/2018	3.5	\$315
Travis	12/3/2018	3.5	\$315
Cody	12/3/2018	3.5	\$315
Labor Total:			\$3,060
Lift rental	1 week		\$1,765 *
Marvs Glass Total:			<u>\$4,825</u>
<u>Point Builders</u>			
Gabe Kennicker	10/10/2018	2	\$170
Gabe Kennicker	10/12/2018	2	\$170
Gabe Kennicker	11/7/2018	2	\$170
Gabe Kennicker	11/8/2018	2	\$170
Justin Stanley	11/8/2018	2	\$150
Gabe Kennicker	11/21/2018	2	\$170
Justin Stanley	12/3/2018	2	\$150
Molly Claypool	?	?	\$165 *
Point Builders Total:			<u>\$1,315</u>
<u>Selberg Construction</u>			
Panel Cleaning		6	\$360 *
Selberg Construction Total:			<u>\$360</u>
Total:			<u>\$6,500</u>

* staff time and/or dates not explicitly listed

Point Builders Administration and Insurance:	11.16%	\$725.4	\$7,225.40
Needham Excavating Administration:	5.00%	\$361.27	<u>\$7,586.67</u>



Cubby Park Improvements – Change Order Request

Date: February 4, 2019

To: City of West Branch

Change Order Request

- Marv's glass started to install the polycarbonate panels on the south side of the building and was told to stop and take them down. The price has 3 days of work and lift cost that was there for a week. We also needed to move the panels to a city building then take them back to the job site where they were cleaned again. NO FILM INCLUDED IN THIS COST

Total amount of Change Order Request - \$7,586.67

Respectfully Submitted,
Nick Needham

17470 70th Avenue
Walcott, Iowa 52773
Office (563) 529-5840
Fax (563) 284-5036

POINT BUILDERS, LLC

4900 BOWLING ST SW, STE 100
CEDAR RAPIDS, IA 52404
Ph : 319-364-5053

Change Request

To: NEEDHAM EXCAVATING INC
137 NORTH MAIN STREET
WALCOTT, IA 52773
Ph: 563-529-5840 Fax: (563)284-6178

Number: 4
Date: 10/11/18
Job: 735 CUBBY PARK PAVILION
Phone:

Description: Polycarbonated work that was stopped

We are pleased to offer the following specifications and pricing to make the following changes:

Marv's glass started to install the polycarbonate panels on the south side of the building and was told to stop and take them down. The price has 3 days of work and a lift cost that was there for a week. We also needed to move the panels to a city building then take them back to the job site where they were cleaned again. NO FILM INCLUDED IN THIS COST.

Description				Price
PROJECT MANAGER				\$850.00
POLYCARBONATE PANELS				\$4,825.00
SUPERINTENDENT				\$300.00
PROJECT COORDINATOR				\$165.00
CLEANING OF THE PANEL				\$360.00
			Subtotal:	\$6,500.00
	Percent	\$6,500.00	10.00%	\$650.00
	Insurance	\$6,500.00	1.16%	\$75.40
			Total:	\$7,225.40
If you have any questions, please contact me at .				

Submitted by: Point Builders

Approved by: _____
Date: _____



Point Builders, LLC

GENERAL CONTRACTORS

EMPLOYEE NAME: Quin SecorWEEK ENDING: 10/31/18

JOB #	COST CODE	JOB NAME	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL	WORK DESCRIPTION
Overhead		Cedar Rapids Overhead								0	
754		Strip Mall		2	2	2	2			8	
752		Lunch Label		2	2	2		2		8	
735		Cubby Park				2		2		4	
757		Blairs Fairy Dental		2	2		2			6	
M385		Art Building				2		2		4	
751		Camp Tanagers Fall 2018					2	2		4	
747		Dexter Laundry (Shell)		2	2		2			6	
748		Dexter Laundry (Build-out)								0	
PTO											
		TOTAL HOURS		10	8	8	8	8	8	42	



Point Builders, LLC

GENERAL CONTRACTORS

EMPLOYEE NAME: Gabe KennickerWEEK ENDING: 11/10/18

JOB #	COST CODE	JOB NAME	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL	WORK DESCRIPTION
Overhead		Cedar Rapids Overhead							6	6	
754		Strip Mall			1	1	1			3	
M404		Vision 4 Less								0	
752		Lunch Label			2	2	1	2		7	
735		Cubby Park					2	2		4	
757		Blairs Fairy Dental								0	
M385		Art Building								0	
751		Camp Tanagers Fall 2018			1	1	1	2		5	
747		Dexter Laundry (Shell)			2	2	1			5	
748		Dexter Laundry (Build-out)			2	2	2	2		8	
PTO											
		TOTAL HOURS		0	8	8	8	8	8	40	



Point Builders, LLC

GENERAL CONTRACTORS

EMPLOYEE NAME: Quin SecorWEEK ENDING: 11/24/18

JOB #	COST CODE	JOB NAME	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL	WORK DESCRIPTION
Overhead		Cedar Rapids Overhead				3				3	
754		Strip Mall		3		3				6	
M404		Vision 4 Less								0	
752		Lunch Label		2		2				4	
735		Cubby Park			2					2	
757		Blairs Fairy Dental								0	
M385		Art Building				1				1	
751		Camp Tanagers Fall 2018								0	
747		Dexter Laundry (Shell)		2	4					6	
748		Dexter Laundry (Build-out)			2					2	
PTO											
		Holiday					8	8			
		TOTAL HOURS		5	8	8	8	8	8	40	

POINT BUILDERS

BUILDING INNOVATIVE SOLUTIONS

EMPLOYEE NAME Justin Stanley

WEEK ENDING 11/10/2018

JOB #	COST CODE	JOB NAME	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL	WORK DESCRIPTION
QHD		OVERHEAD POINT BUILDERS			4					4	
	01-006	Store Bld								0	
	01-006	ESP North Office Remodel								0	
7	01-006	Pioneer Toledo								0	
	01-006	JM Swank								0	
	01-006	African American Museum								0	
	01-006	Freddy's DAV								0	
724	01-006	Ryan		4.00		2			4	10	
726	01-006	Brenny's Motorcycle Clinic		4	4	6	6	4		24	
707	01-006	Depot								0	
EO35	01-006	JB HUNT Parking Lot Pricing								0	
QHD	01-006	PB Meetings								0	
726	01-006	Cubby Park					2			2	
726	01-006	Dance Vision warranty								0	
QHD	01-006	Networking								0	
QHD	01-006	Onyx 10 Safety training								0	
	01-006									0	
HOLIDAY		Holiday								0	
PTO		PTO								0	
										0	
		TOTAL HOURS		8	8	8	8	8		40	

POINT BUILDERS

BUILDING INNOVATIVE SOLUTIONS

EMPLOYEE NAME Justin Stanley

WEEK ENDING 12/8/2018

JOB #	COST CODE	JOB NAME	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL	WORK DESCRIPTION
QHD		OVERHEAD POINT BUILDERS								0	
	01-006	Store Bld								0	
	01-006	ESP North Office Remodel								0	
7	01-006	Pioneer Toledo								0	
	01-006	JM Swank								0	
	01-006	African American Museum								0	
	01-006	River Church		4	4	4	4	4		20	
724	01-006	Ryan								0	
726	01-006	Brenny's Motorcycle Clinic		2	4	6	4	4		16	
707	01-006	Depot								0	
EO35	01-006	JB HUNT Parking Lot Pricing								0	
QHD	01-006	PB Meetings								0	
726	01-006	Cubby Park		2						2	
726	01-006	Dance Vision warranty								0	
QHD	01-006	Networking								0	
QHD	01-006	Onyx 10 Safety training								0	
	01-006									0	
HOLIDAY		Holiday								0	
PTO		PTO								0	
										0	
		TOTAL HOURS		8	8	8	8	8		40	

POINT BUILDERS

EMPLOYEE NAME Molly Claypool

WEEK ENDING 12/15/2018

BUILDING INNOVATIVE SOLUTIONS

JOB #	COST CODE	JOB NAME	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL	WORK DESCRIPTION
OHD		OVERHEAD POINT BUILDERS								0	
		FNG								0	
		Superintendent binder booklet								0	
(OHD)		Misc - Reading, Filing, etc.		2	2	3	2	1.5		10.5	
		All Employee Meeting & prep & cleaning for								0	
		Accounting duties								0	
		Running checks for jobs								0	
		Meetings/training								0	
		Insurance/Subcontractor Compliance								0	
		PM Assistant		6	6	5	4	4		25	
754	1-30-15	Marion Strip Mail contracts					2	2.5		4.5	
748	1-30-15	Dexter Laundry Build out								0	
746	1-30-15	MidAmerican revising SOV								0	
751	1-30-15	Camp Tanager								0	
										0	
										0	
HOLIDAY										0	
PTO										0	
										0	
		TOTAL HOURS		8	8	8	8	8		40	

OHD- 10.5
PC- 29.5
40

OHD- 17.5
PTO- 8
PC- 54.5

(80)

754- 4.5
752- 3
751- 3.5
750- 5
749- 2.5
748- 3
747- 3
746- 13
744- 5
738- 2.5

735- 3.5
730- 6
54.5

POINT BUILDERS

EMPLOYEE NAME Molly Claypool

WEEK ENDING 12/8/2018

BUILDING INNOVATIVE SOLUTIONS

JOB #	COST CODE	JOB NAME	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL	WORK DESCRIPTION
OHD		OVERHEAD POINT BUILDERS								0	
		FNG								0	
		Superintendent binder booklet								0	
(OHD)		Misc - Reading, Filing, etc.		1	1	2	2			6	
		All Employee Meeting & prep & cleaning for								0	
		Accounting duties								0	
		Running checks for jobs								0	
		Meetings/training								0	
(OHD)		Insurance/Subcontractor Compliance			1					1	
		PM Assistant		7	6	6	6			25	
										0	
730	1-30-15	JB Hunt reviewing CTC								0	
748	1-30-15	Dexter Laundry Build out								0	
746	1-30-15	MidAmerican revising SOV								0	
751	1-30-15	Camp Tanager								0	
										0	
										0	
HOLIDAY										0	
PTO									8	8	
										0	
		TOTAL HOURS		8	8	8	8	8		40	

OHD- 7
PC- 25
PTO- 8
40



INVOICE

Selberg Construction
853 Northfork Hollow Rd
Waukon, IA 52172
[Phone] [Fax]
[e-mail]

Invoice No : 1007
Date : 11/9/2018
Customer ID : Selberg

Point Builders
4900 Bowling St SW
Cedar Rapids, IA 52404
[Phone]

Cubby Park

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	

Quantity	Description	Unit Price	Line Total
6	Job 735 - 6 hours for cleaning of the polycarbonate panels	\$60.00	\$360.00
		Subtotal	\$ 360.00
		Sales Tax @ 9.50%	
		TOTAL	\$ 360.00

Make all checks payable to [Your Company Name]
THANK YOU FOR YOUR BUSINESS!

MGSI
122 Lafayette St
Iowa City, Iowa 52240
P: 319-351-2261
F: 319-354-9044
Attn: Rob Miller

Point Builders
Cubby Park
Additional work
12/17/18
Change Order # 4

Pick up panels at Cubby Park and deliver to West Branch municipal building on 11/08/2018.

Noah 7:00 am -10:30 am 3.5 man hours \$ 315.00
Cody 7:00 am -10:30 am 3.5 man hours \$ 315.00

Pick up panels from West Branch municipal build, bring back to our shop to wash dirt out of panels and re-deliver to Cubby Park.

12/03/2018

Travis 7:00 am – 10:30 am 3.5 man hours \$315.00
Cody 7:00 am – 10:30 am 3.5 man hours \$ 315.00

Rent lift for addition week: \$ 1,765.00

Total for additional due to redesign request from City of West Branch.

Thank you, Rob Miller

CHANGE ORDER 8

No.: 8

Date of Issuance:	March 11, 2019	Effective Date:	March 19, 2019
Owner:	City of West Branch, Iowa		
Contractor:	Needham Excavating, Inc.		
Contract:	Joseph D. Needham, President		
Project:	Cubby Park Improvements		
Owners Contract No.:	N/A	Engineer's Project No.:	16-072
Engineer:	Fehr Graham - Nathan P. Kass, PE, PLS		

You are directed to make the following changes in the Contract Documents:

Description:

Additional payment for removal of installed polycarbonate panels on the south side of the Pavilion, transporting panels to and from the city shop for application of the decal film, and additional lift rental required for completing this work.

Reason for Change Order:

Installation of the polycarbonate panels to allow for natural light into the Pavilion was deemed to be too transparent and city staff and/or elected officials directed the removal of the materials installed. The council chose to have a decal film applied to the interior of the panels prior to installation. Because the installation had already commenced, there was additional labor required to remove the panels already installed. Due to weather conditions and the requirement of the film application to have the materials above freezing and in dry conditions, the panels were transported by the contractor to the city shop and back to the project site after the film was applied.

Attachments: (List documents supporting change):

See attached Change Order Request provided by Needham Excavating Inc.

CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 2,945,427.39

Previous Change Orders No.

1 To No. 7\$ 36,785.55 Decrease

Contract Price prior to this Change Order

\$ 2,908,641.84

Net Increase (Decrease) of this Change Order

\$ 7,586.67 Increase

Contract Price with all approved Change Orders

\$ 2,916,228.51**CHANGE IN CONTRACT TIMES:**

Original Contract Times

By November 2, 2018 days or dates

Net change from previous Change Orders

Convert to working days

Contract Time prior to this Change Order

34 working days

Net Increase (Decrease) of this Change Order

0 days days or date

Contract Time with all approved Change Orders

34 days; 5/1/19 days or date

RECOMMENDED: Fehr Graham

APPROVED: City of West Branch

ACCEPTED: Needham
Excavating, Inc.Nathan P. Kass, PE, PLS
ENGINEERRoger Laughlin, Mayor
OWNERJoseph D. Needham, President
CONTRACTORBy: _____
(Signature)By: _____
(Signature)By: _____
(Signature)_____
Date_____
Date_____
Date**END SECTION.**

RESOLUTION 1799

RESOLUTION APPROVING CHANGE ORDER #8 FOR \$7,586.67 FOR THE LIFT RENTAL EXPENSE RELATED TO WORK STOPPAGE, ADDITIONAL INSTALLATION LABOR AND MATERIAL TRANSPORTATION RELATED TO THE PAVILION PANELS.

WHEREAS, the installation of the polycarbonate panels to allow for natural light into the Pavilion was deemed to be too transparent and the city directed the removal of the materials installed; and

WHEREAS, the City Council chose to have a decal film applied to the interior of the panels prior to installation; and

WHEREAS, as a result that installation had already commenced when this preference was discovered, there was additional expenses incurred; and

WHEREAS, due to weather conditions and the requirement of the film application to have the materials applied above freezing and in dry conditions, the panels were transported by the contractor to the city shop and back to the project site after the film was applied; and

WHEREAS, Needham Excavating Inc. is requesting payment for the removal of installed polycarbonate panels, transporting panels to and from the city shop for application of the decal film, and additional lift rental required for completing this work.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa approves the change order #8 for \$7,586.67 relating to the terms and explanations of this resolution.

* * * * *

Passed and approved this 6th day of May, 2019.

Colton Miller, Mayor Pro Tem

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019	
AGENDA ITEM:	Discussion Item: The Bike Helmet Program (Implementation Plan).
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Mike Horihan, Chief of Police
DATE:	April 30, 2019

BACKGROUND:

The Hoover 4th graders proposed an ordinance that all bike and scooters riders in West Branch aged 14 or younger be required to wear a protective helmet.

Upon review the West Branch Police Department decided to create a program which would promote the concepts of protective helmet law; without the negativity of a mandatory regulation or law.

The program calls for ice cream coupons to be given to youngsters that who are caught wearing their bike helmet as opposed to youngsters who are not wearing their helmets. The ice cream coupons will be sponsored in partnership between the City of West Branch and Main Street Sweets. Below are the guide lines for the program.

The program will run from April 1, 2019 to November 1, 2019.

2. The WBPD has purchased 200 coupons (to start) from Main Street Sweets at \$.50 a coupon.
3. The child could get a coupon if they wear their bike helmet and obey the rules of the road.
4. The child could get a coupon once every week or two.
5. Officers will find a safe way and safe location to give the coupon. A bike rodeo is anticipated to take place during or around the time of the Grand Opening of Cubby Park. The Program would provide bike helmets, have bike helmet fitting, do bike inspections, teach hand signals and have a bike rodeo. The bike rodeo would teach bike safety, and teach safe operation of the bike. Prizes, helmets, ribbons, and other free giveaways may be given. We could have gift drawings that would help promote attendance.

STAFF RECOMMENDATION: City Council Update / Seek City Council Feedback
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019	
AGENDA ITEM:	Discussion Item: Wapsinonic Creek Widening Preliminary Cost Estimate.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	April 30, 2019

BACKGROUND:

It has been a Top City Objective for the past two years. However, the capital expense has been difficult to fund. With the Cubby Park Value Engineering and Project Contingency funding, the City has the opportunity to direct remaining park funding to any other parks capital project. After review with the City's Bond Counsel it was acknowledged that the City could use remaining Cubby funds for the Wapsi Creek Widening.

Currently, the City has \$126,000 in the Storm Water Fund which could be used on this project or a project similar in nature.

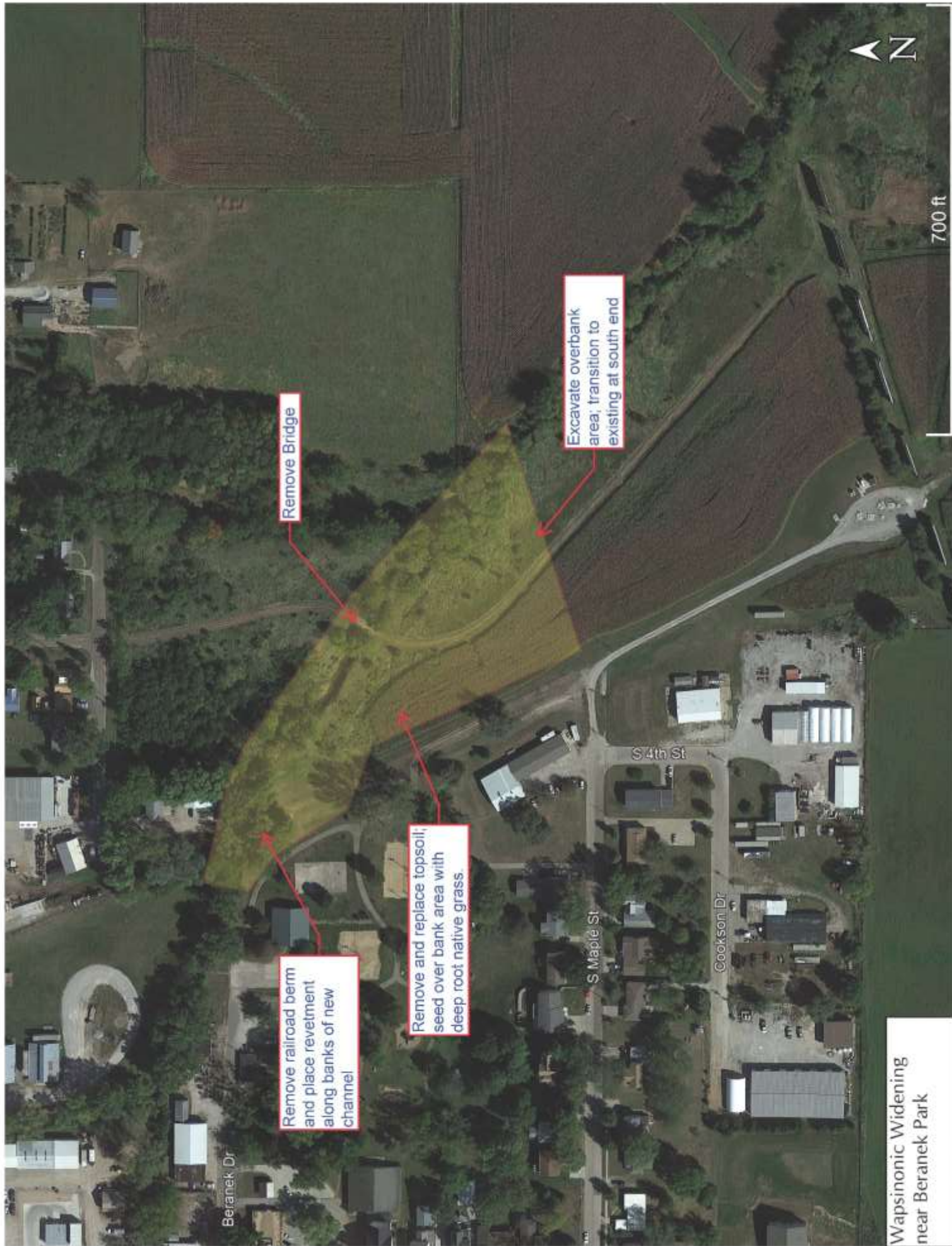
Attached are other park projects / expenditures that could be funded by the Cubby Park Value Engineering and Project Contingency funding.

STAFF RECOMMENDATION: Seek City Council Direction
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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West Branch, Iowa
Wapsinonic Creek Widening
Beranek Park/Gaskill Area
April 26, 2019

	Description	Units	Quantity	Unit Price	Extended Price
1	Mobilization	LS	1	\$ 10,000	\$ 10,000
2	Construction Survey	LS	1	\$ 2,500	\$ 2,500
3	Erosion Control	LS	1	\$ 5,000	\$ 5,000
4	Clearing & Grubbing	LS	1	\$ 7,500	\$ 7,500
5	Bridge Removal	LS	1	\$ 10,000	\$ 10,000
6	Topsoil Removal	CY	3,850	\$ 4	\$ 15,400
7	Earthwork (Excavate & Haul Out)	CY	12,000	\$ 15	\$ 180,000
8	Topsoil Respread	CY	3,850	\$ 4	\$ 15,400
9	Seeding	AC	5	\$ 5,000	\$ 25,000
				Subtotal	\$ 270,800
	Contingency		15%		\$ 40,700
	Property Acquisition	AC	4	\$ 20,000	\$ 80,000
	Legal	LS		\$ 5,000	\$ 5,000
	Appraisal	LS		\$ 3,500	\$ 3,500
	Engineering	LS			\$ 35,000
				Project Total	\$ 435,000



Wapsinonic Widening
near Beranek Park

Other Project Proposals / Priorities

CUSTOM ICE INC.
Rink Design Build

[Home](#)[About](#)[Ice Rinks](#)[Ice Rink Products](#)[Planning Design](#)[Articles](#)[Contact](#)[Jobs](#)

Splash Pad in the summer / Ice Rink in the winter

With the growing demand for multipurpose winter and summer facilities, Custom Ice has developed our own line of ice rink and splash pad combination products. These facilities use the same floor to operate as an ice rink in the winter and splash pad in the summer. With our splash pad system, the water lines and ice rink piping is built right in so seasonal changeover is easy. And, the dual use creates double the fun at a fraction of the cost and space of two separate facilities.

In the past, the close rink pipe spacing made large splash pad water drains impossible so ice rink splash pad combinations were difficult. Now using patented Custom Ice high flow rink water drains the rink pipes pass straight through the drains to make it possible to construct any splash pad on any ice rink.

At Custom Ice, we construct both the ice rink and splash pad components so installation is easy and efficient. No need to coordinate multiple trades. Our splash pad/ice rink combinations can incorporate in ground water jets, and above ground water fixtures including: daisies, candy canes, spirals, bucket dumps, water guns, palm trees, bollards and activators.

Call or email us today for more information.

[All](#)[Splashed Ice](#)

Cone Park
Winter 50'x110'



Cone Park
Summer 50'x110'



Sherbourne Park
Winter



Sherbourne Park
Summer



Lancaster Park
Winter



Lancaster Park
Summer

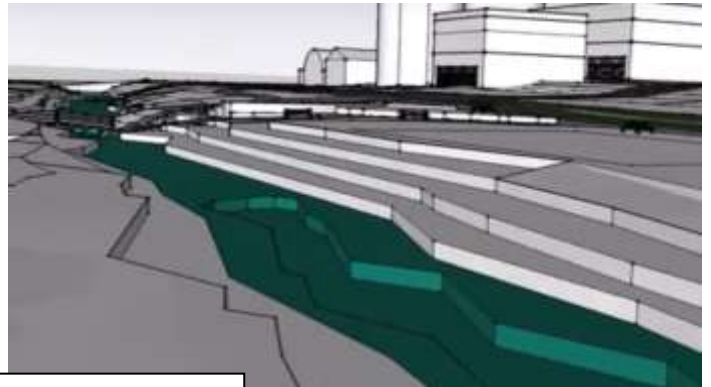
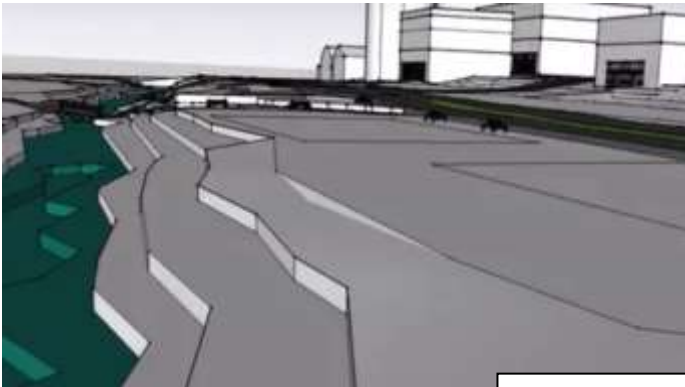


Rainbow Park
Winter



Rainbow Park
Summer

Wapsi / Basin / Amphitheater



Impact 7G renderings



Amphitheater / Basin



Wapsi Creek

Cubby Park Equipment	Price	Further information
Toro Infield Groomer(Sand Pro)	\$ 17,000.00	Waiting on quote
Cub Cadet Pro Z 960 with clamshell bagger	\$ 12,859.00	Quote included
Weed Trimmer	\$ 400.00	
Push Mower	\$ 400.00	
Dumpster Enclosure	\$ 6,000.00	Verbal quote from Fehr Graham
Trellis Extension at Cubby Park Pavilion	\$ 18,694.07	Quote Included
Parking lot east of Scott Drive	\$ 73,000.00	Original bid price
Baseline Extension to accommodate 70 foot bases(12USSSA)per field	\$ 16,103.45	Estimate included
Fence near Crestview	\$ 12,000.00	Estimate from Gordon
Beranek Park Parking Lot	\$ 7,500.00	
Splash Pad	\$ 150,000.00	
Creek widening at Beranek Park		
Seal coat on the trails	\$ 15,000.00	

Per Field Cost to Add 70 Ft. Bases				
Item	Quantity	Unit	Unit Cost	Total
Class 13 Excavation	110	CY	\$6.10	\$671.00
Sand Base	90	Ton	\$26.70	\$2,403.00
Infield Surface	115	Ton	\$79.70	\$9,165.50
Bases (set)	1	LS	\$400.00	\$400.00
Irrigation Modifications	1	LS	\$2,000.00	\$2,000.00
Subtotal				\$14,639.50
Contingency	10%			\$1,463.95
TOTAL				\$16,103.45

Infield Maintenance Equipment



110 N Columbus St
West Liberty, IA 52776
319-627-2011

102 Cedar St
Tipton, IA 52720
563-886-6175

4179 Naples Ave
Iowa City, IA 52240
319-354-6220

3/21/2019

New Cub Cadet Pro Z 960 L- Air Seat with lumbar support, 72 inch deck, Electric Clutch, 7 gauge deck with $\frac{3}{4}$ inch wear guard, 35 HP Kawasaki Engine, two 7.5 gallon fuel tanks, 15x6x6 smooth run flat tires- Front, 26x12x12 Turf Tires – Rear. 3 Year No Hour Limit Warranty.

List Price \$11,699

Municipal Discount \$ 2,340

Your Price \$ 9,359

59A30047 PRO-X Power Assist Triple Bagger	List Price	\$3,199
	Your Price	\$2,850
59A30051 Pro-X Power Assist Clam Shell Bagger	List Price	\$3,899
	Your Price	\$3,500

POWER-ASSIST TRIPLE BAGGER

59A30047150



Fits Pro Z 500, 700, 900 L and
S Series

15 cubic foot capacity (12
bushels)

PRO-X POWER ASSIST CLAM SHELL BAGGER

59A30051150



Fits Pro Z 500, 700, 900

12 cubic foot capacity

Dump Hopper from operator
position

Trellis Extension at the Pavilion

POINT BUILDERS, LLC

4900 BOWLING ST SW, STE 100
CEDAR RAPIDS, IA 52404
Ph : 319-364-5053

Change Request

To: City of West Branch

Number: 2

Date: 9/11/18

Job: 735 CUBBY PARK PAVILION

Phone:

Description: Trellis Framing

We are pleased to offer the following specifications and pricing to make the following changes:

Framing of the trellis

Work performed by subcontractors:

Description	Subcontractor	Price
SUPERINTENDENT		\$375.00
PROJECT MANAGER		\$850.00
PROJECT COORDINATOR		\$165.00
ROUGH CARPENTRY		\$7,200.00
Wood Material		\$6,366.07
STRUCTURAL STEEL MATERIAL		\$500.00
Lift		\$1,500.00
Subtotal:		\$16,956.07
Subtotal:		\$16,956.07
Percent	\$16,956.07	10.00%
Insurance	\$16,956.07	0.25%
Total:		\$18,694.07

If you have any questions, please contact me at .

Submitted by: Point Builders

Approved by: _____

Date: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019	
AGENDA ITEM:	Discussion Item: Beranek Park Parking Lot Improvements.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Matt Goodale, Director of Public Works
DATE:	April 9, 2019

BACKGROUND:

This item has been prioritize a high city objective through the 2019-2020 Goal Setting process, but due to the lack of budget funding the project was removed. Staff has revisited this project and have discovered a low cost approach to this project that was once estimated over \$45,000 can be done for an amount not to exceed \$7,500. This would require in-house work, and may require funding from next year's budget (in order to avoid effecting our current balanced budget).

STAFF RECOMMENDATION: Seek City Council Direction
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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MEMORANDUM

Cost Estimate for Beranek Park Parking lot Improvements
\$6,200-\$7,500

This project includes removing 3 trees in front of the shelter, adding 13 foot of parking for the width of the existing parking lot, adding a 6 foot wide ADA compliant sidewalk for the width of the existing parking lot that connects to the shelter and adding a turn-around for the south parking stalls. The entire surface of the parking lot would be patched and seal coat applied for the finish. The majority of this work would be completed in house by Public Works with the seal coat completed by LL Pelling when they came to town for the other seal coat work.

This project would significantly affect the usability of the parking area as well as make a cleaner safer look for Beranek Park as a whole. This would allow for at least one handicap accessible stall and 20 regular parking stalls

Thanks
Matt G

Matt Goodale
Public Works Director



PO Box 218
110 N Poplar St
(319) 325 8213 cell
(319) 643 5888 office
mgoodale@westbranchiowa.org

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 6, 2019
AGENDA ITEM:	Discussion Item: To Grant Permission to Allow Dirt Transfer from Loethen Ridge to Cedar's Edge – A Jerry Sexton Proposal.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	April 30, 2019

BACKGROUND: The proposal is intended to disrupt less residential area, have low wear and tear on public roadways. This proposal could also be more economical with regard to trucking expense.



STAFF RECOMMENDATION:	Informational / Seek Further Direction
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 6, 2019
AGENDA ITEM:	Resolution 1804 – A Resolution Approving \$4,425 of Contracts related to the Hoover Stage Rental and the Eastern Iowa Brass Band Performance prior and during the Fireworks Display.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	April 30, 2019

BACKGROUND:

Staff is moving forward with the planning of Hoover's Hometown Days. Below are attached the contracts currently procured. As directed the City Administrator spoke with Hoover Foundation Executive Director, Jerry Fleagle with regard to the Foundation's interest in sharing the expense of the stage and the band. Mr. Fleagle declined to participate with this expense citing the late notice and resources committed elsewhere.

If we were to consider joint planning next year, Mr. Fleagle would like be apart and have some oversight in the programming and how the stage is deployed. All of which currently doesn't happen.

Hoover Stage Performers/Entertainment for Saturday August 3rd fireworks

8:30pm-10:00pm \$3500 Eastern Iowa Band pre-fireworks performance and accompaniment to the fireworks

Event Support Contacts

August 2&3 \$925 Community Showcase

The Hoover stage is funded partially by the Hoover's Hometown Days donation drive. Letters were mailed out this month seeking donations to sponsor the stages, performers, and the inflatables.

STAFF RECOMMENDATION:	Seek City Council Direction – How to Proceed Forward
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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COMMUNITY SHOWCASE RENTAL
Coralville Parks and Recreation Department
1506 8th Street, Coralville, Iowa 52241
Phone (319) 248-1750; Fax (319) 248-1899
sprochaska@coralville.org



Date: March 7, 2019

Individual or Organization
City of West Branch

Group Representative
Melissa Russell

Address

110 N. Poplar, PO Box 218

West Branch, IA 52358

643-4212 Day

930-0393 Cell

Saturday, August 3 2019

Day Phone /

Evening Phone

Date Requested

For the purpose of

Event start and end time (# of people performing)

Music Concert

Set up by 11:00 a.m. Friday,

Contact person at the site Melissa Russell

Showcase delivered on Friday August 2 by 11:00am. Showcase removed Sunday, August 4th by 11:00 a.m. or before. Location in the National Park facing the museum. The exact positioning is something the NPS will need to determine. If the removal is delayed due to a dead battery caused by the lights being left on the stage, additional fees will be charged.

Yes _____ Power available (110 volt outlets, distance)

Large _____ Staging needed (size and layout)

No _____ Public address system (complete with microphone and stands)

Special Needs: Showcase will be set up in the Library parking lot/adjoining property.

Should the showcase need to be pulled or towed out of an area due to the placement on a non-hard surface and become stuck, the costs will be assessed to the person/s renting the showcase.

I accept responsibility for care of the showcase and its accessories and agree to pay for any damages or loss. I agree to assume responsibility for the rental organization and performance group's adherence to regulations and policy set forth.

Signature

Address

Phone

Base Fee \$525 + \$400 Sunday Removal

Deposit Due N/A
(1/3 of Base Fee due with contract)

Hourly Fee \$75 (3 hours of set up/tear down included in base fee) Additional hour estimate: _____

Mileage N/A

Balance Due – will be billed after the event

Total Estimate \$925

Date Paid _____

For Parks Department use on delivery.

Delivery Signature: _____

Group Representative

Showcase Staff Initials _____

I have approved the location of the Showcase and have received training on opening and closing the stage.

City of West Branch PERFORMANCE CONTRACT

This contract (the "Agreement") is made on this day of February, 2019, between The City of West Branch ("City") and Eastern Iowa Brass Band (the "Performer") for the hiring of the Performer as independent contractors to perform (the "Show") for the City at Hoover's Hometown Days (the "Venue"), located at the address 210 Parkside Dr.; West Branch, IA.

It is agreed as follows:

1. **Place, date, and time of Show.** The parties agree that the time and place of Show will be Venue, located at the address 210 Parkside Dr.; West Branch, IA, on the 3rd day of August, 2019, from 8:30pm to 10:00pm.

2. **Description of Show.** Band concert/performance from 8:30pm to 9:15pm; Fireworks accompaniment from roughly 9:35pm (when sufficiently dark to show fireworks) to 10:00pm.

Show will last of a minimum of 60 minutes.

3. **Payment.** Compensation for the Show will be \$3,500 dollars, payable by _____ being the "Fee." The whole of the Fee is due immediately following the Performer's Show. Up to 50% of the Fee may be requested by the Performer as a deposit prior to the performance.

4. **Cancellation.** Cancellation may be made by City before two days prior to the time of Show. The City is unable and therefore will not pay funds if the Show is not performed for any reason.

5. **Force Majeure.** In the event Show cannot reasonably be put on because of unpredictable occurrences such as an act of nature, government, or illness/disability of the Performer, the deposit of Fee will be non-refundable, but no other portion of Fee is due, and the parties may negotiate a substitute Show on the same terms as this Agreement save for the time of Show, with no further deposit of Fee due, in which case a new Agreement reflecting this will be signed by the parties. No further damages may be sought for failure to perform because of force majeure.

6. **Food and Drink.** The Performer is responsible for providing all food and drink required to complete the performance.

7. **Sound Systems Check.** A sound check conducted by the Performer of Venue's sound system is required, at a time to be mutually arranged between the Performer and the City.

8. **Insurance, Security, Health, and Safety.** The Performer is required to have Proof of Insurance provided to the City at the time that this contract is signed. Insurance documents must show coverage for any and all damage to equipment as well as any personal injury that may be incurred as a result of the scheduled Show. The City warrants that the Venue will be of sufficient size to safely conduct Show, that the Venue is of stable construction and sufficiently protected from weather, and that there will be adequate security and/or emergency medical responders available if foreseeably necessary.

9. **Indemnification.** The City indemnifies and holds the Performer harmless for any claims of property damage or bodily injury caused by Show attendees. The Performer indemnifies and holds the City harmless for any claims of property or bodily injury caused by performance in the Show.

10. **Severability.** If any portion of Agreement is in conflict with any applicable law, such portion will become inoperative, but all other portions of Agreement will remain in force.

11. **Interpretation.** Agreement will be interpreted according to the laws of Iowa.

12. **Riders.** Nothing in Agreement shall prevent any rider from being added to Agreement that is favorable to the Performer or City, as judged by the City. All riders must be in writing and signed by the party against whom enforcement is sought.

13. **Video/Photography.** The City reserves the right to record and photograph the show for use for publicity and use on the local Cable Access Channel. Attribution will be given to performers when used on the local channel.

The below-signed the Performer Representative warrants s/he has authority to enforceably sign this agreement for the Performer in its entirety. The below signed the City's Representative warrants s/he has authority to bind the City and Venue (above).

Signature of the Performer Representative: Matthew Hartmann

Performer's Representative typed name and title: Matthew Hartmann Booking Manager

Performer's typed name: Eastern Iowa Brass Band

Performer's Address: P.O. Box 487 Solon, IA 52333

Performer's Phone #: 563-271-2728

City's Representative Signature: _____

City's Representative typed name and title: _____

Eastern Iowa Brass Band Performance Contract

645³

Directions: Please complete the following form and return to the EIBB booking manager.

Event Information	
Sponsoring Organization	City of West Branch
Sponsor URL	Hooverdays.org
Event Name	Hoover's Hometown Days
Event Date, Time	August 4, 2018
Event Location	West Branch Public Library
Venue Google Map Location	300 N Downey St, West Branch, IA 52358
Venue name (if outdoors, fill in next line)	Hoover Stage – Hoover Presidential Library
Inclement weather location	n/a

Contact Information	Contact 1	Contact 2
Contact Person, title	Nick Shimmin	
Physical address	PO Box 460; 300 N Downey St.	
Email	nshimmin@wbpl.org	
Phone	(319)-643-2633	

Concert Information			
Desired Concert Length	1hr per concert approx.		
Intermission? Length?			
Concert Fee	\$3,500		
Transportation Fee	N/A		
Meal provided?	No		
Programming requests			
Printed program?			
Program contact person	Matt Hartmann		
Program information needed Please check the ones that apply.	<input type="checkbox"/>	Program order	<input type="checkbox"/>
	<input type="checkbox"/>	Band roster	<input type="checkbox"/>
Date information needed	N/A		
Payment Notes	\$1,500 down payment, remainder of payment in is due at the end of the performance.		
Promotional Information			

Promotional activities Please check those that apply	X	Printed posters	X	Website event page
		Newspaper press release		Email notifications
	X	Newspaper advertising	X	Other (specify) – social media
Who creates materials?	Hoover's Hometown Days staff			
Additional details	Press kit is welcome if available			

Staging Information				
Requirements	Access to electrical power indoors or outdoors. An open floor 40' x 30' with adequate lighting. If outdoors, a flat surface free of gravel and mud.			
Technical contact person	Mike Coleman			
Staging	E	Chairs (40 needed)	E/ H	Sound and lights
	E	Stands (50 needed)	H	Microphone(s)
	E	Podium	H	Sound shell
Large percussion (check all that sponsor can provide)	E	Timpani	E	Xylophone
	E	Bass drum	E	Vibraphone
	E	Drum set	E	Marimba
	E	Glockenspiel	E	Chimes
Notes:				

Merchandise	
Merchandise sales allowed?	Yes
Conditions for sales:	Must report total per National Park Service regulations

Signatures

Sponsor Name/Date: _____

Booking Chair Name/Date: _____

Matthew Hartmann

4-14-19

Return to: Matt Hartmann <u>563-271-2728</u> <u>EIBBBooking@gmail.com</u>	<p>In the event of a cancellation on the part of the host for any reason, it is agreed that the Eastern Iowa Brass Band will be notified by telephone at least four hours in advance. This is to ensure that we have ample time to contact our members who may not be travelling with the band but instead driving directly to the event themselves.</p> <p>In addition, if a bus has been chartered, the Eastern Iowa Brass Band reserves the right to pass on to the host any and all fees charged to the band by the bus company due to cancellation by the host.</p>
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RESOLUTION 1804

**A RESOLUTION APPROVING \$4,425 OF CONTRACTS RELATED TO THE
HOOVER STAGE RENTAL AND THE EASTERN IOWA BRASS BAND
PERFORMANCE PRIOR AND DURING THE FIREWORKS DISPLAY**

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

WHEREAS, the fiscal year 2019-2020 budget for Hoover's Hometown Days includes funding for entertainment and services for the event; and

WHEREAS, \$3,500 is intended for the Eastern Iowa Brass Band, who will provide pre-fireworks performance and accompaniment to the fireworks; and

WHEREAS, \$ 925 is intended for the Community Showcase Stage Rental, which makes for a grand total amount of \$4,425.00 to provide musical entertainment; and

WHEREAS, it is now necessary to approve said agreements.

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

* * * * *

Passed and approved this 6th day of May, 2019.

Colton Miller, Mayor Pro Tem

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 6, 2019
AGENDA ITEM:	Resolution 1805 – A Resolution Adopting a Disaster/Event Purchasing Policy.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones, City Administrator
DATE:	April 30, 2019

BACKGROUND:

This item was presented to the City of West Branch by Tim Malott, Executive Director of the Cedar County Emergency Management Commission (Cedar County EMA). This policy is intended to ensure reasonable fiscal control during times of disaster. Cedar County EMA is charged with both certifying that the jurisdictional executive requesting a resource is the appropriate person to do so and that the person requesting resources has the financial authority to ensure reimbursement should reimbursement be required.

This policy is applicable to all request for assistance received by Cedar County EMA from a jurisdiction during times of disaster. The requests for assistance can include, but are not limited to goods, services, materials, supplies, and equipment used for responding to and stabilizing an emergency event/situation.

STAFF RECOMMENDATION:	Approve Resolution – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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*Cedar County Emergency Management
exists to advance the preservation of life and
protecting property in the face of any hazard.*

**Cedar County Emergency Management Commission
1410 Cedar Street - Tipton, IA 52772
563-886-3355**

DISASTER/EVENT PURCHASING POLICY

POLICY

It is the policy of Cedar County Emergency Management Agency (hereafter referred to as Cedar County EMA) to ensure reasonable fiscal control during times of disaster through a clear and consistent process of resource acquisition and reimbursement. Cedar County EMA is charged with both certifying that the jurisdictional executive requesting a resource is the appropriate person to do so, and that the individual requesting the resource has the financial authority to ensure reimbursement for the use of the resource (should reimbursement be required).

SCOPE

This policy is applicable to all requests for assistance received by Cedar County EMA from a jurisdiction during times of disaster. The requests for assistance can include, but are not limited to goods, services, materials, supplies, and equipment used for responding to and stabilizing an emergency event/situation.

REQUIREMENTS

1. It shall be the duty of each jurisdiction to provide the name of those jurisdictional executive(s) who are authorized to make purchases on behalf of the jurisdiction, along with their respective purchasing limits. This information shall be provided, in writing and on jurisdictional letterhead, to the Cedar County EMA Director by January 15 and July 15 of each year. This information shall be retained by Cedar County EMA for the purposes of certifying responsibility for purchases/reimbursements during times of emergency.
2. When a resource request is made during an emergency/event, a request can be made to the Cedar County EMA Director via phone, email, or formal written request. The request shall include the type of resource requested, the approximate time the resource will be needed, the jurisdiction's willingness to travel (if needed) to obtain the resource, and the name of the responsible jurisdictional executive.
3. Once the Cedar County EMA Director receives the request, immediate efforts will be made to procure the requested resource. The Cedar County EMA Director will contact both the requesting party and the jurisdictional executive to advise of the status of the request, the location of the resource and any associated costs for the resource. *The resource will not be procured until financial authorization is received from the jurisdictional representative.*
 - a. The financial authorization can be provided via written documentation or email, or the authorization can be provided verbally.
 - b. If the authorization is provided verbally, the jurisdictional executive is responsible for sending a written authorization within 14 (fourteen) days.
 - c. The written authorization will be kept on file and included with the after-action report, if any.

- d. The written authorization will apply to the procurement of the requested resource, during that particular event only only; new authorizations will required for each additional/separate requisition and for each separate event.
 - e. If needed, the Cedar County EMA Director will provide the name of the jurisdiction as the financial guarantor to be used as the Purchase Order Number.
 - f. If jurisdiction is billed for use of resource, all questions, billing issues and other concerns must be discussed with the billing party. Cedar County EMA is not responsible for late charges, payment, inaccurate billing, or any other billing or statement issues that the jurisdiction might incur.
 - g. During times of emergency or a locally declared disaster, it may not be possible to secure competitive bidding or multiple quotes for a resource.
 - i. Definition of locally declared disaster: a locally declared disaster occurs when any municipality within Cedar County signs a local disaster declaration, or when on behalf of the County or any municipality within, the EMA Commission Chair, his or her designee, or the EMA Coordinator, or Chair of the Cedar County Board of Supervisors or their designee signs a declaration of local disaster.
 - ii. Once a locally declared disaster declaration is signed, the emergency management agency may waive all normal purchase procedures as outlined in the Procurement Policy and Procedures due to the need for rapid purchase of essential items. This waiver shall be in place for only 14 (fourteen) calendar days from the date of the declaration unless a written declaration extension is signed.
 - iii. Even when this waiver is in place during a disaster, every effort shall still be made to assure best pricing and follow all outlined general rules as per Cedar County EMA's Procurement Policy, however the need for an RFP process shall be waived.
 - iv. Every effort will be made to have pre-established contracts with vendors for goods and services that may be needed during times of a declared disaster so the requesting jurisdiction is assured pre-negotiated best pricing prior to a disaster. Examples of this would be pre-negotiated debris management hauling and clean up contracts or pre-negotiated force labor contracts for outside vendors to provide goods and services during a declared disaster.
4. At no time will Cedar County EMA or the Cedar County Board of Supervisors be financially responsible for any requested resource, unless an agreement has been signed prior to an event. This signed authorization will specifically state the resource needed, spending limit, length of use and jurisdiction for which the resource will be procured.

Adopted 10 January, 2019

RESOLUTION 1805

A RESOLUTION ADOPTING A DISASTER/EVENT PURCHASING POLICY.

WHEREAS, the City of West Branch desires to maintain a prudent financial practices to guard its stakeholders against service disruption in the event of an unexpected temporary crisis or emergency; and

WHEREAS, this policy is also intended to be document that provide protocol and guidance during crisis or emergency disaster / event; and

WHEREAS, Cedar County EMA is charged with both certifying that the jurisdictional executive requesting a resource is the appropriate person to do so and that the person requesting resources has the financial authority to ensure reimbursement should reimbursement be required.; 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 is to be established and funded as prescribed herein; is hereby approved. Further, the City Administrator is directed to execute this policy.

Passed and approved this 6th day of May, 2019.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Redmond Jones II, City Administrator / Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 6, 2019
AGENDA ITEM:	Motion to Set a Date for a Public Hearing: for the Proposal to Vacate Certain Alleys Located in West Branch.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	May 1, 2019

BACKGROUND:

The following alleys are requested to be vacated;

1. That certain 16-foot alley located to the north of Lot 19 and the south of Lot 20 in In Townsend's and Gue's Addition to West Branch, Cedar County, Iowa; and

(Ordinance 631, passed on June 18, 2007 was incorrect, this corrects that alley vacation.)

2. That certain alley located between Lots B and C in Block 47 in Joseph Steer's Plat , West Branch, Cedar County, Iowa

(By request of Chris Kofoed. Ordinance 179 vacated an adjacent alley 1956, but this portion was missed.)

3. That certain alley located adjacent to and south of Lot 49 in Block 6 in the town of Cameron, now City of West Branch, Iowa.

(By request of Bonnie Willoughby, property owner of 630 E. Main St., would like to build a garage in the rear of her property.)

STAFF RECOMMENDATION:	Set the Public Hearing – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON PROPOSAL TO VACATE CERTAIN ALLEYS LOCATED IN THE CITY OF WEST BRANCH, IOWA.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the City Council of the City of West Branch in the Council Chambers at 110 Poplar Street, at 7:00 o'clock P.M., on Monday, May 20th, 2019. Said public hearing shall be to consider the proposal of vacating the following described alleys via ordinance:

1. That certain 16-foot alley located to the north of Lot 19 and the south of Lot 20 in In Townsend's and Gue's Addition to West Branch, Cedar County, Iowa; and
2. That certain alley located between Lots B and C in Block 47 in Joseph Steer's Plat No. 2, West Branch, Cedar County, Iowa; and
3. That certain alley located adjacent to and south of Lot 49 in Block 6 in the town of Cameron, now City of West Branch, Iowa.

All interested persons make appear at this meeting to make comment on the proposed ordinance to vacate the aforementioned alleys in the City of West Branch, Iowa.

Redmond Jones II, City Clerk,
by Direction of the City Council



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 6, 2019
AGENDA ITEM:	Resolution 1806 – A Resolution Approving Partial Pay Estimate Number 9 in the amount of \$326,477.82 to Needham Excavating Inc. for the Cubby Park Improvement project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Nate Kass, Fehr Graham
DATE:	May 1, 2019

BACKGROUND:

This is pay estimate number 9 in the amount of \$326,477.82 to Needham Excavating Inc. for the Cubby Park Improvements project.

Listed below are the pay estimates paid out to date:

Partial Pay Estimate Number One (1) in the amount of \$276,843.04
 Partial Pay Estimate Number Two (2) in the amount of \$362,865.81
 Partial Pay Estimate Number Three (3) in the amount of \$247,973.87
 Partial Pay Estimate Number Four (4) in the amount of \$221,684.85
 Partial Pay Estimate Number Five (5) in the amount of \$189,204.44
 Partial Pay Estimate Number Six (6) in the amount of \$604,543.90
 Partial Pay Estimate Number Seven (7) in the amount of \$113,936.67
 Partial Pay Estimate Number Seven (8) in the amount of \$90,951.58

STAFF RECOMMENDATION:	Approve Resolution – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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PARTIAL PAY ESTIMATE NUMBER NINE
CUBBY PARK IMPROVEMENTS, WEST BRANCH, IOWA
PROJECT NUMBER 16-072

Name of Contractor: Heedham Excavating, Inc. 17470 70th Ave Walcott, IA 52773					Name of Owner: City of West Branch 110 North Poplar St. / PO Box 52358-0218 West Branch, IA				
Date of Completion: 34 Working Days (CC07)			Amount of Contract:			Dates of Estimate:			
Pavilion Completion Date: May 1, 2019 (CC07)			Original: \$ 2,945,427.39 Revised: \$ 2,908,641.84 CC06			From: November 24, 2018 Through: April 27, 2019			
Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
BID ITEMS									
1	1070-206-A-3	TRAFFIC CONTROL	1	LS	\$ 2,800.00		\$ -	1	\$ 2,800.00
2	2010-108-C-0	CLEARING AND GRUBBING	1	LS	\$ 3,560.00		\$ -	1	\$ 3,560.00
3	2010-108-D-1	TOPSOIL, ON-SITE	15985	CY	\$ 5.75		\$ -	15985	\$ 91,913.75
4	2010-108-E-0	EXCAVATION, CLASS 10	36540	CY	\$ 3.95		\$ -	36540	\$ 144,333.00
5	2010-108-E-0	EXCAVATION, CLASS 13	2191	CY	\$ 6.10		\$ -	2191	\$ 13,365.10
6	2010-108-I-0	SUBBASE, MODIFIED (IADOT GRADATION NO. 14)	3903	TON	\$ 23.40		\$ -	3960.82	\$ 92,683.19
7	2010-108-I-1	SUBBASE, MACADAM (IADOT GRADATION NO. 13)	203	TON	\$ 23.80		\$ -	788.14	\$ 18,757.73
8	2010-108-O-0	SUBBASE, WASHED SAND, 4" THICK, UNDER SURFACE AGGREGATE	1295	TON	\$ 26.70		\$ -	1026.6	\$ 27,410.22
9	2010-108-P-0	INFIELD/WARNING TRACK SKIN SURFACE, RED BALL DIAMOND AGGREGATE, 5" THICK	1590	TON	\$ 79.70		\$ -	1010.46	\$ 80,533.66
10	2010-108-Q-0	BATTING CAGE SURFACE, FINE LIMESTONE (IADOT GRADATION NO. 8)	40	TON	\$ 16.50		\$ -	70.84	\$ 1,168.86
11	4010-108-A-1	SANITARY SEWER GRAVITY MAIN, TRENCHED, SDR 26 PVC, 8"	649	LF	\$ 34.10		\$ -	667	\$ 22,744.70
12	4010-108-E-0	SANITARY SEWER SERVICE STUB, PVC SDR 23.5, 4"	1	EA	\$ 1,000.00		\$ -	1	\$ 1,000.00
13	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 15"	42	LF	\$ 73.90		\$ -	42	\$ 3,103.80
14	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 18"	693	LF	\$ 54.85		\$ -	765	\$ 41,960.25
15	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 24"	56	LF	\$ 94.95		\$ -	56	\$ 5,317.20
16	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 36"	180	LF	\$ 109.75		\$ -	180	\$ 19,755.00
17	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 6"	36	LF	\$ 17.45		\$ -	36	\$ 628.20
18	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 12"	26	LF	\$ 31.50		\$ -	26	\$ 819.00
19	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 15"	156	LF	\$ 40.60		\$ -	156	\$ 6,333.60
20	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 18"	844	LF	\$ 44.90		\$ -	844	\$ 37,895.60
21	4020-108-C-0	REMOVAL OF STORM SEWER, 18" RCP	5	LF	\$ 25.00		\$ -	5	\$ 125.00
22	4030-108-B-0	PIPE APRON, RCP, 12"	2	EA	\$ 1,383.50		\$ -	2	\$ 2,767.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
23	4030-108-B-0	PIPE APRON, RCP, 18"	3	EA	\$ 1,560.00		\$ -	3	\$ 4,680.00
24	4030-108-B-1	PIPE APRON, RCP, 36"	1	EA	\$ 2,320.00		\$ -	1	\$ 2,320.00
25	4030-108-D-0	PIPE APRON GUARD, 36"	1	EA	\$ 1,765.00		\$ -	1	\$ 1,765.00
26	4040-108-A-0	SUBDRAIN, HDPE, 2" DIA. PERF.	5248	LF	\$ 5.00		\$ -	5248	\$ 26,240.00
27	4040-108-A-0	SUBDRAIN, HDPE, 4" DIA. PERF.	198	LF	\$ 12.00		\$ -	198	\$ 2,376.00
28	4040-108-A-0	SUBDRAIN, HDPE DUAL WALL, NON PERF, 4" DIA	25	LF	\$ 12.00		\$ -	25	\$ 300.00
29	4040-108-A-1	SUBDRAIN, HDPE DUAL WALL, NON PERF, 6" DIA	1310	LF	\$ 15.10		\$ -	1310	\$ 19,781.00
30	4040-108-A-0	SUBDRAIN, HDPE DUAL WALL, 6"	530	LF	\$ 16.80		\$ -	530	\$ 8,904.00
31	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE A-1, 6"	3	EA	\$ 600.00		\$ -	3	\$ 1,800.00
32	5010-108-A-1	WATER MAIN, TRENCHED, DR18 PVC, 6"	756	LF	\$ 28.00		\$ -	756	\$ 21,168.00
33	5010-108-A-1	WATER MAIN, TRENCHED, CLASS 52 DIP, 6", WITH NITRILE GASKETS	80	LF	\$ 60.25		\$ -	80	\$ 4,820.00
34	5010-108-A-1	WATER MAIN, TRENCHED, DR21 PVC, 3"	104	LF	\$ 40.00		\$ -	104	\$ 4,160.00
35	5010-108-C-2	FITTING, MJ DIP	427	LB	\$ 29.10		\$ -	587	\$ 17,081.70
36	5010-108-F-0	CONNECTION TO EXISTING WATER MAIN	1	EA	\$ 710.00		\$ -	1	\$ 710.00
37	5010-108-G-0	IRRIGATION DELIVERY SYSTEM FOR 3 FIELDS	1	LS	\$ 7,500.00		\$ -	1	\$ 7,500.00
38	5010-108-H-0	IRRIGATION SYSTEM - SOFTBALL FIELD	1	LS	\$ 10,500.00		\$ -	1	\$ 10,500.00
39	5010-108-H-0	IRRIGATION SYSTEM - LITTLE LEAGUE FIELD 1	1	LS	\$ 8,500.00		\$ -	1	\$ 8,500.00
40	5010-108-H-0	IRRIGATION SYSTEM - LITTLE LEAGUE FIELD 2	1	LS	\$ 8,500.00		\$ -	1	\$ 8,500.00
41	5020-108-A-0	VALVE, GATE, 3"	1	EA	\$ 1,010.00		\$ -	1	\$ 1,010.00
42	5020-108-A-0	VALVE, GATE, 6"	4	EA	\$ 1,372.50		\$ -	3	\$ 4,117.50
43	5020-108-C-0	FIRE HYDRANT ASSEMBLY	3	EA	\$ 4,895.00		\$ -	3	\$ 14,685.00
44	6010-108-A-0	MANHOLE TYPE SW-301, 48"	37.58	VF	\$ 593.00		\$ -	37.58	\$ 22,284.94
45	6010-108-A-0	MANHOLE TYPE SW-401, 48"	13.29	VF	\$ 519.25		\$ -	13.29	\$ 6,900.83
46	6010-108-A-0	MANHOLE TYPE SW-402, 48"x48"	12.92	VF	\$ 608.00		\$ -	12.92	\$ 7,855.36
47	6010-108-B-0	INTAKE TYPE SW-501	1	EA	\$ 3,595.00		\$ -	1	\$ 3,595.00
48	6010-108-B-0	INTAKE TYPE SW-507	4	EA	\$ 4,597.50		\$ -	4	\$ 18,390.00
49	6010-108-B-0	INTAKE TYPE SW-508	2	EA	\$ 6,955.00		\$ -	2	\$ 13,910.00
50	6010-108-B-0	INTAKE TYPE SW-509	1	EA	\$ 5,455.00		\$ -	1	\$ 5,455.00
51	6010-108-B-0	INTAKE TYPE NYLOPLAST, 24" W/ H-20 STANDARD GRATE	10	EA	\$ 2,220.00		\$ -	10	\$ 22,200.00
52	6010-108-H-0	REMOVE INTAKE	1	EA	\$ 510.00		\$ -	1	\$ 510.00
53	7010-108-A-0	PAVEMENT, PCC, 6"	5771	SY	\$ 33.55	4304.6	\$ 144,419.33	4304.6	\$ 144,419.33
54	7010-108-A-0	PAVEMENT, PCC, 6" THICK, REINFORCED	210	SY	\$ 67.15		\$ -	220.4	\$ 14,799.86
55	7010-108-A-0	PAVEMENT, PCC, 8" REINFORCED	193	SY	\$ 61.55	193	\$ 11,879.15	193	\$ 11,879.15
56	7010-108-F-0	BEAM CURB, PCC	393	LF	\$ 22.35		\$ -		\$ -
57	7010-108-I-0	PCC PAVEMENT SAMPLES AND TESTING	1	LS	\$ 2,240.00		\$ -		\$ -
58	7030-108-C-1	SHARED USE PATH, PCC, 6" THICK	4337	SY	\$ 33.55	1947.2	\$ 65,328.56	2119	\$ 71,092.45
59	7030-108-C-2	SHARED USE PATH, PCC, 8" THICK (NOMINAL) REINFORCED	14	SY	\$ 90.55		\$ -		\$ -
60	7030-108-E-0	SIDEWALK, PCC, 4" THICK	885	SY	\$ 44.75		\$ -	692.5	\$ 30,989.38
61	7030-108-G-0	DETECTABLE WARNING	104	SF	\$ 44.75		\$ -		\$ -
62	7080-108-B-0	ENGINEERING FABRIC (PLAYGROUND)	600	SY	\$ 1.30		\$ -		\$ -
63	8020-108-C-0	PAINTED PAVEMENT MARKINGS, DURABLE	1	LS	\$ 1,680.00		\$ -		\$ -

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
64	8020-108-G-0	PAINTED SYMBOLS AND LEGENDS	6	EA	\$ 184.50		\$ -		\$ -
65	8030-108-A-0	SIGN, INSTALL, HANDICAP	5	EA	\$ 125.00		\$ -		\$ -
66	8030-108-A-0	SIGN, INSTALL, HANDICAP W/ VAN	1	EA	\$ 135.00		\$ -		\$ -
67	9010-108-A-0	SEEDING, FERTILIZING, AND MULCHING, TYPE 4	12.75	AC	\$ 1,808.00		\$ -	0.2	\$ 361.60
68	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 PERMANENT LAWN	4.57	AC	\$ 2,884.70		\$ -		\$ -
69	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 BALLFIELD LAWN SEEDING	2.37	AC	\$ 3,070.75		\$ -	2.72	\$ 8,352.44
70	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, NO MOW FESCUE	0.96	AC	\$ 3,080.00		\$ -		\$ -
71	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, SHORT GRASS PRAIRIE	2.05	AC	\$3,594.00		\$ -	0.4	\$ 1,437.60
72	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, FLOOD PLAIN	0.47	AC	\$3,570.00		\$ -	0.42	\$ 1,499.40
73	9010-108-B-0	HYDRAULIC MULCHING	10.42	AC	\$1,127.50		\$ -	1.21	\$ 1,364.28
74	9010-108-D-0	WATERING	25,000	TGAL	\$0.20		\$ -		\$ -
75	9010-108-F-0	SPORTSFIELD SOIL PREPARATION	1	LS	\$ 13,500.00		\$ -	1	\$ 13,500.00
76	9010-108-G-0	SPORTSFIELD GROW IN PLAN	1	LS	\$6,500.00		\$ -	0.75	\$ 4,875.00
77	9030-108-B-0	PLANTS, TREE, AUTUM BLAZE FREEMAN MAPLE - 3" CAL.	9	EA	\$670.35		\$ -		\$ -
78	9030-108-B-0	PLANTS, TREE, EUROPEAN BLACK ALDER - 6' HT.	5	EA	\$468.75		\$ -		\$ -
79	9030-108-B-0	PLANTS, TREE, ARMSTRONG COLUMNAR MAPLE - 3" CAL.	3	EA	\$563.75		\$ -		\$ -
80	9030-108-B-0	PLANTS, TREE, RIVER BIRCH - 10' HT.	10	EA	\$317.80		\$ -		\$ -
81	9030-108-B-0	PLANTS, TREE, WASHINGTON HAWTHORN - 6' HT.	8	EA	\$340.15		\$ -		\$ -
82	9030-108-B-0	PLANTS, TREE, DAWYCK PURPLE BEECH - 3" CAL.	1	EA	\$720.65		\$ -		\$ -
83	9030-108-B-0	PLANTS, TREE, MAIDENHAIR TREE - 3" CAL.	5	EA	\$687.00		\$ -		\$ -
84	9030-108-B-0	PLANTS, TREE, SKYLINE HONEYLOCUST - 3' CAL.	9	EA	\$608.75		\$ -		\$ -
85	9030-108-B-0	PLANTS, TREE, NORWAY SPRUCE - 6' HT.	4	EA	\$396.25		\$ -		\$ -
86	9030-108-B-0	PLANTS, TREE, LONDON PLANETREE - 3" CAL.	1	EA	\$565.00		\$ -		\$ -
87	9030-108-B-0	PLANTS, TREE, BLACK HILLS SPRUCE - 8' HT.	16	EA	\$541.60		\$ -		\$ -
88	9030-108-B-0	PLANTS, TREE, COLORADO BLUE SPRUCE - 8' HT.	1	EA	\$558.35		\$ -		\$ -
89	9030-108-B-0	PLANTS, TREE, WHITE PINE - 7' HT.	5	EA	\$413.00		\$ -		\$ -
90	9030-108-B-0	PLANTS, TREE, WHITE OAK - 3" CAL.	11	EA	\$651.35		\$ -		\$ -
91	9030-108-B-0	PLANTS, TREE, BUR OAK - 3" CAL.	12	EA	\$649.00		\$ -		\$ -
92	9030-108-B-0	PLANTS, TREE, ACCOLADE ELM - 3" CAL.	3	EA	\$584.00		\$ -		\$ -
93	9030-108-B-0	PLANTS, TREE, BLACK HAW VIBURNUM - 4' HT.	8	EA	\$122.00		\$ -		\$ -

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
94	9030-108-B-0	PLANTS, SHRUB, HAPPY RETURNS DAYLILY - 1 GAL.	75	EA	\$19.60		\$ -		\$ -
95	9030-108-B-0	PLANTS, SHRUB, GRO-LOW FRAGRANT SUMAC - 18" HT.	14	EA	\$68.35		\$ -		\$ -
96	9030-108-B-0	PLANTS, SHRUB, NEON FLASH SPIREA - 18" HT.	78	EA	\$66.00		\$ -		\$ -
97	9030-108-B-0	PLANTS, SHRUB, MISSION STRAIN ARBORVITAE, 5' HT.	48	EA	\$236.10		\$ -		\$ -
98	9030-108-B-0	PLANTS, SHRUB, ARROWWOOD VIBURNUM - 36" HT.	31	EA	\$95.10		\$ -		\$ -
99	9030-108-F-0	LIVE FASCINE	200	LF	\$64.90		\$ -		\$ -
100	9040-108-A-2	SWPPP, MANAGEMENT	1	LS	\$2,950.00		\$ -	0.7	\$ 2,065.00
101	9040-108-E-0	TEMPORARY RECP, TYPE 2	11,100	SY	\$1.45		\$ -	7637	\$ 11,073.65
102	9040-108-F-1	WATTLES, 9", INSTALLATION, MAINTENANCE	6,300	LF	\$1.68		\$ -	1252	\$ 2,103.36
103	9040-108-F-2	WATTLES, REMOVAL	6,300	LF	\$0.17		\$ -		\$ -
104	9040-108-J-0	RIP RAP, EROSION STONE W/FABRIC	150	TON	\$28.90		\$ -	144.23	\$ 4,168.25
105	9040-108-II-1	SILT FENCE OR SILT FENCE DITCH CHECK, INSTALLATION	4,250	LF	\$1.35		\$ -	2528	\$ 3,412.80
106	9040-108-II-2	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	1,500	LF	\$0.65		\$ -		\$ -
107	9040-108-II-3	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	4,250	LF	\$0.34		\$ -	170	\$ 57.80
108	9040-108-O-2	STABILIZED CONSTRUCTION ENTRANCE	200	TON	\$26.85		\$ -	28.47	\$ 764.42
109	9040-108-P-1	DUST CONTROL, WATER	24,000	SY	\$0.04		\$ -		\$ -
110	9040-108-T-1	INLET PROTECTION DEVICE, SURFACE APPLIED, INSTALLATION AND MAINTENANCE	18	EA	\$78.25		\$ -	18	\$ 1,408.50
111	9040-108-T-2	INLET PROTECTION DEVICE, REMOVAL	18	EA	\$28.00		\$ -		\$ -
112	9060-108-H-0	FENCING CAP, OUTFIELD FENCE	1,226	LF	\$3.15		\$ -		\$ -
113	9080-108-A-0	CONCRETE STEPS	40	SF	\$53.00		\$ -		\$ -
114	9080-108-B-0	HANDRAIL, ALUMINUM	10	LF	\$150.00		\$ -		\$ -
115	9090-108-A-0	SPORTSFIELD EQUIPMENT - SOFTBALL FIELD	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
116	9090-108-A-0	SPORTSFIELD EQUIPMENT - LITTLE LEAGUE FIELD 1	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
117	9090-108-A-0	SPORTSFIELD EQUIPMENT - LITTLE LEAGUE FIELD 2	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
118	9090-108-B-0	ELECTRONIC SCOREBOARDS	3	EA	\$ 10,135.00		\$ -	3	\$ 30,405.00
119	9090-108-C-0	BATTING CAGE EQUIPMENT	1	LS	\$11,190.00		\$ -	1	\$ 11,190.00
120	9090-108-D-0	BLEACHERS, ALUMINUM, 15' LONG, 4 ROWS	9	EA	\$2,135.00		\$ -	9	\$ 19,215.00
121	9090-108-E-0	PICKLEBALL COURT EQUIPMENT	1	LS	\$11,350.00		\$ -	1	\$ 11,350.00
122	9090-108-F-0	PICKLE BALL COURT SURFACING	1	LS	\$4,280.00		\$ -		\$ -
123	9090-108-G-0	PLAYGROUND EQUIPMENT	1	LS	\$ 98,235.00		\$ -	1	\$ 98,235.00
124	9090-108-H-0	SAFETY SURFACING - 12" DEPTH	157	CY	\$47.00		\$ -		\$ -
125	9090-108-I-0	BIKE RACKS	1	LS	\$2,740.00		\$ -	1	\$ 2,740.00
126	9090-108-J-0	PARK BENCHES	6	EA	\$1,277.50		\$ -		\$ -
127	9090-108-K-0	TRASH RECEPTACLES	9	EA	\$1,400.00		\$ -		\$ -
128	9090-108-L-0	FLAG POLE - 30' HT. WITH INTEGRAL LIGHT	1	EA	\$5,900.00		\$ -	1	\$ 5,900.00
129	9090-108-L-0	FLAG POLE - 25' HT.	2	EA	\$5,895.00		\$ -	2	\$ 11,790.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
130	9090-108-M-0	LANDSCAPE BOULDERS - STONE STEPS AND OUTCROPPING	24	TON	\$689.30		\$ -		\$ -
131	9090-108-M-0	LANDSCAPE BOULDERS - SEAT STONES	18	TON	\$470.35		\$ -		\$ -
132	9090-108-M-0	LANDSCAPE BOULDERS - PLAYGROUND STEPPER BOULDERS	22	TON	\$336.20		\$ -		\$ -
133	9100-108-A-0	ELECTRICAL SYSTEM	1	LS	\$149,942.65	0.1	\$ 14,994.27	0.995	\$ 149,192.94
134	9110-108-A-0	PAVILION BUILDING AND APPURTENANCES	1	LS	\$312,500.00	0.3	\$ 93,750.00	1	\$ 312,500.00
135	11,010-108-A	CONSTRUCTION SURVEY	1	LS	\$ 20,600.00		\$ -	0.75	\$ 15,450.00
136	11,020-108-A	MOBILIZATION	1	LS	\$ 118,685.00		\$ -	1	\$ 118,685.00
137	11,050-108-A-0	CONCRETE WASHOUT	1	LS	\$ 5,765.00		\$ -	0.5	\$ 2,882.50
		FENCING A BID ITEMS							
FA1	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 6' TALL (06A)	984	LF	\$ 15.35		\$ -	984	\$ 15,104.40
FA2	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 6' TALL (06B)	1126	LF	\$ 17.90		\$ -	1127	\$ 20,173.30
FA3	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 10' TALL (10A)	402	LF	\$ 29.20	24	\$ 700.80	402	\$ 11,738.40
FA4	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 20' TALL (20A)	180	LF	\$ 107.40		\$ -	180	\$ 19,332.00
FA5	9060-108-B-0	GATES, CHAIN LINK, ALUMINIZED, 4' WIDE	7	EA	\$ 447.50		\$ -	7	\$ 3,132.50
FA6	9060-108-B-0	GATES, CHAIN LINK, ALUMINIZED, 6' TALL, DOUBLE 6" (12' WIDE)	3	EA	\$ 750.00		\$ -	3	\$ 2,250.00
		FIELD LIGHTING A BID ITEMS							
LA1	9100-108-B-0	FIELD LIGHTING, HID CONTROL SYSTEM AND DISTRIBUTION FOR 3	1	LS	\$50,355.00	0.25	\$ 12,588.75	1	\$ 50,355.00
LA2	9100-108-C-0	FIELD LIGHTING POLES & LUMINAIRES, HID, SOFTBALL FIELD	1	LS	\$134,277.00		\$ -	1	\$ 134,277.00
LA3	9100-108-C-0	FIELD LIGHTING, HID - LITTLE LEAGUE FIELD 1	1	LS	\$95,113.00		\$ -	1	\$ 95,113.00
LA4	9100-108-C-0	FIELD LIGHTING, HID - LITTLE LEAGUE FIELD 2	1	LS	\$89,518.00		\$ -	1	\$ 89,518.00
		DUGOUT A BID ITEMS							
DA1	9090-108-H-0	DUGOUT, LUMBER FRAMED, 10' DEEP x 32' WIDE	6	EA	\$7,193.50		\$ -	6	\$ 43,161.00
DA2	9090-108-O-0	TWO TIER DUGOUT BENCH, LUMBER, 24' LONG	6	EA	\$560.00		\$ -	6	\$ 3,360.00
A01		4" HDPE PERFORATED DRAIN TILE	1340	LF	\$15.00		\$ -	1500	\$ 22,500.00
A02		IRRIGATION SYSTEM BOOSTER PUMP	1	LS	\$3,512.30		\$ -	1	\$ 3,512.30
A03	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 12"	88	LF	\$70.00		\$ -	88	\$ 6,160.00
A04		CREEK RESTORATION	40,000	LS	\$1.00		\$ -	26921.81	\$ 26,921.81
		TOTAL BASE BID					\$ 343,660.86		\$ 2,562,612.61

PARTIAL PAY ESTIMATE NUMBER NINE
CUBBY PARK IMPROVEMENTS, WEST BRANCH, IOWA
PROJECT NUMBER 16-072

This Period		Retainer 5.00%	Total to Date
\$	343,660.86	Amount Earned	\$ 2,562,612.61
\$	17,183.04	Amount Retained	\$ 128,130.63
XXXXXXXXXXXXXXXXXXXXX		Previous Payments	\$ 2,108,004.16
\$	326,477.82	Amount Due	\$ 326,477.82

Estimated Percent of Job Completed

88.10%

Is Contractor's Construction Progress on Schedule?

No - weather has hindered expected progress

Submitted By:

Approved By:

Needham Excavating, Inc.

City of West Branch, Iowa

By: _____ Date: _____

Joseph D. Needham, President

By: _____ Date: _____

Gordon R. Edgar, Finance Officer / Deputy City Clerk

Recommended By:

Fehr Graham

By: _____ Date: _____

Redmond Jones II, City Administrator

By: _____ Date: _____

Nathan P. Kass, PE, PLS

RESOLUTION 1806

**A RESOLUTION APPROVING PARTIAL PAY ESTIMATE NUMBER 9 IN THE
AMOUNT OF \$326,477.82 TO NEEDHAM EXCAVATING INC. FOR THE CUBBY
PARK IMPROVEMENTS PROJECT.**

WHEREAS, Needham Excavating Inc. of Walcott, Iowa was awarded the construction contract for Cubby Park Improvements for West Branch, Iowa (the “Project”) by the West Branch City Council through the passage of Resolution 1680 on January 16, 2018 in the amount of \$2,945,427.39; and

WHEREAS, Needham Excavating has declared that said project has started and work has been rendered in accordance with drawings and specifications on the Project, based on observations West Branch project managers and the project managers of Fehr Graham who are contracted with the City of West Branch to oversee the construction process.

WHEREAS, the City Council of West Branch, approved Partial Pay Estimate Number One (1) through Eight (8) in the amount of \$2,108,004.16 to Needham Excavating Inc. of Walcott, Iowa to date; and

WHEREAS, it is now necessary to for the City Council to accept and approve the Pay Estimate Number Nine (9) in the amount of \$326,477.82 and the project is now approximately 88.10% complete.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Partial Pay Estimate Number Nine in the amount of \$326,477.82 to Needham Excavating Inc. of Walcott, IA is approved.

* * * * *

Passed and approved this 6th day of May, 2019.

Colton Miller, Mayor Pro Tem

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: May 6, 2019	
AGENDA ITEM:	Resolution 1807 – A Resolution Approving Change Order #2 in the Amount Of \$10,335.40 for the College Street Bridge Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Dave Schechinger, Veenstra & Kimm, Inc.
DATE:	April 30, 2019

BACKGROUND:

Existing sanitary sewer service lines were encountered shallower than anticipated while installing storm sewer on College Street. Soils in the area are unsuitable for backfill. New sanitary sewer service lines are required to eliminate the conflict with the new storm sewer line. Suitable backfill will be imported to complete the work.

STAFF RECOMMENDATION: Approve the Resolution – Move to Action
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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CHANGE ORDER
For Local Public Agency Projects

No.: 2

Non-Substantial: ☒

Substantial: ☐

Administering Office
Concurrence Date

Accounting ID No. (5-digit number): 35554

Project Number: BROS-8252(605)--8J-16

Contract Work Type: Bridge Replacement - CCS

Local Public Agency: City of West Branch

Contractor: Taylor Construction, Inc.

Date Prepared: April 25, 2019

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

- 8004 Change Add item for "Valve Removal" - Division 2 Work shall be completed per Standard Specification 2554.05 B.11. Method of Measurement: By count (Each). Basis of Payment: Contract unit price per Each.
- 8005 Change Add item for "Sanitary Sewer Service Relocation" - 1 Each Division 1; 1 Each Division 2; 1 Each Division 3.
- 8006 Change Add item for "Replacement of Unsuitable Backfill Material" - 88.34 CY Division 1; 88.33 CY Division 2; 88.33 CY Division 3

B - Reason for change:

- 8004 A unknown water valve was discovered during excavation for the new water main. Removal of the valve was required to lay the new main.
- 8005, 8006 The alignment of the storm sewer is in conflict with the sanitary sewer services. Trench boxes, 8 feet deep and 30 feet long, are necessary to reroute the services under the storm sewer. Poor soil conditions were encountered and need to be replaced with suitable backfill material.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

- 8004 Agreed Unit Price
- 8005 Agreed Unit Price
- 8006 Agreed Unit Price

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

- 8004 The April 2018 through March 2019 IDOT Summary of Awarded Contract Prices does not include prices for "Valve Removal". The price is similar to prices on previous projects. The unit price includes \$100.00 minimum prime contractor markup in accordance with Standard Specification 1109.03.B.,3.
- 8005 The unit price is higher than the sole project bid price (\$1,060.00/Each) shown in the April 2018 through March 2019 IDOT Summary of Awarded Contract Prices. Due to the amount of excavation and the poor soil quality, the contractor is asking a higher price for the relocations. The unit price includes 10% prime contractor markup in accordance with Standard Specification 1109.03.B.,3.
- 8006 The unit price is between the low (\$12.25/CY) and average (\$24.29/CY) prices shown in the April 2018 through March 2019 IDOT Summary of Awarded Contract Prices. The unit price includes 10% prime contractor markup in accordance with Standard Specification 1109.03.B.,3.

E - Contract time adjustment: ☐ No Working Days added ☒ Working Days added: 2.5 ☐ Unknown at this time

Justification for selection:

The extra work does impact the controlling item of work. Contractor is requesting 2.5 working days. The Engineer agrees with the added time based upon the estimated time it will take to complete the extra work.

F - Items included in contract:

Participating		Line Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid			Unit Price .xx	Quantity .xxx	
				Add Row	Delete Row	TOTAL

G - Items not included in contract:

Participating		Change Number	Item Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid				Unit Price .xx	Quantity .xxx	
		8004	2599-9999005	Valve Removal	\$600.00	1.000	\$600.00
x		8005	2504-0220000	San Swr Service Relocation	\$1,810.60	1.000	\$1,810.60
		8005	2504-0220000	San Swr Service Relocation	\$1,810.60	2.000	\$3,621.20
x		8006	2552-0000220	Replacement of Unsuitable Backfill Mat'l	\$16.24	88.340	\$1,434.64
		8006	2552-0000220	Replacement of Unsuitable Backfill Mat'l	\$16.24	176.660	\$2,868.96
				10,235.4			
				Add Row	Delete Row	TOTAL	\$10,335.40

H. Signatures

Agreed: _____ Date _____
Contractor

Recommended: _____ Date _____
Project Engineer

Approved: _____ Date _____ Other (optional) _____ Title _____ Date _____
Person in Responsible Charge

_____ Date _____ Other (optional) _____ Title _____ Date _____
Contracting Authority (optional)

_____ Date _____
Iowa DOT Administering Office

Approval is contingent upon funds being available under the existing project agreement or upon additional Federal-aid funds being made available by a modified project agreement.

FHWA Concurrence: _____ Date _____
Federal Highway Division Administration
(if required)

DISTRIBUTION (after fully executed on LPA projects): Original - Finance; Copies - Contractor, Project Engineer, Contracting Authority, Administering Office.

Date distributed: _____ Initials: _____

Resolution 1807

**A RESOLUTION APPROVING CHANGE ORDER #2 IN THE AMOUNT OF
\$10,335.40 FOR THE COLLEGE STREET BRIDGE PROJECT**

WHEREAS, the College Street Bridge Project is critical to the flow of transportation in the West Branch Community; and

WHEREAS, this project exist in an area with older infrastructure; and

WHEREAS, the existing sewer service lines were discovered to be shallower than anticipated while installing storm sewer as required by the project. Additionally, soils in the area were unsuitable for backfill; and

WHEREAS, new sanitary sewer service lines are required to eliminate the conflict between the new and old storm sewer lines, and to finish this install will need suitable backfill to be imported; and

WHEREAS, it is now necessary to approve change order #2 in the amount of \$10,335.40 for the College Street Bridge Project.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #2 in the amount of \$10,335.40 to Taylor Construction, Inc. is approved.

* * * * *

Passed and Approved this 6th day of May, 2019.

Colton Miller, Mayor Pro Tem

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 6, 2019
AGENDA ITEM:	Resolution 1808 – A Resolution Authorizing the Transfer of Funds.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	April 30, 2019

BACKGROUND:

Transfer of Funds can be performed to transfer funds from one fund, account, or program to a different fund, account, or program. There must be an available fund balance or budget in the fund, account, or program being transferred from. The ending balance in both the ‘from’ fund, account, or program; and the ‘to’ fund, account, or program must be positive.

STAFF RECOMMENDATION:	Approve the Resolution – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

RESOLUTION 1808

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the City Clerk is hereby authorized to transfer funds as follows:

T/O	Emergency Tax Fund	160	\$	35,525.00	Transfer from Emergency Tax Fund-Budgeted
T/I	General	001	\$	35,525.00	Transfer from Emergency Tax Fund-Budgeted
T/O	TIF	125	\$	37,987.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	37,987.00	2013 Bond
T/O	Water Fund	600	\$	74,578.00	Transfer from Water Fund to Debt Service-Budgeted
T/I	Debt Service	226	\$	74,578.00	2013 Bond
T/O	Sewer Fund	610	\$	88,825.00	Transfer from Sewer Fund to Debt Service-Budgeted
T/I	Debt Service	226	\$	88,825.00	2013 Bond
T/O	TIF	125	\$	115,088.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	115,088.00	CSB - Acciona legal fees
T/O	Local Option Sales Tax	121	\$	23,115.00	Transfer from LOST to Debt Service
T/O	TIF	125	\$	27,134.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	50,249.00	Bond Series 2016A
T/O	TIF	125	\$	53,745.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	53,745.00	Bond Series 2016B
T/O	Local Option Sales Tax	121	\$	192,775.00	Transfer from LOST to Debt Service
T/I	Debt Service	226	\$	192,775.00	Bond Series 2017
T/O	TIF	125	\$	150,828.00	Transfer from TIF to Debt Service-Budgeted
T/I	Debt Service	226	\$	150,828.00	Bond Series 2017
T/O	TIF	125	\$	39,081.00	Transfer from TIF to General Fund-Budgeted
T/I	General	001	\$	39,081.00	Internal TIF Loan

* * * * *

PASSED AND APPROVED this 6th day of May, 2019

Roger Laughlin, Mayor

Attest:

Redmond Jones II, City Administrator/Clerk

T/O	\$838,681.00
T/I	\$838,681.00



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	May 6, 2019
AGENDA ITEM:	Resolution 1809 – A Resolution consenting to assignment of Trustee Agreements; Escrow Agent Agreements; and/or Paying Agent and Registrar and Transfer Agent Agreements.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director / John Danos, City Bond Counsel
DATE:	May 1, 2019

BACKGROUND:

In March, our bond holding bank institution Bankers Trust has been purchased by UMB Bank. We have received a Notice of Assignment and Acknowledgement for execution with the change. In order for the City of West Branch to effectively consent to the switch to UMB, the City Council must consent to the change by resolution.

This item gives the final authorization to the change in Registrar and Paying Agent Services for the City of West Branch from Bankers Trust Company to UMB Bank, n.a.

STAFF RECOMMENDATION:	Approve the Resolution – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

MINUTES TO ADOPT RESOLUTION
CONSENTING TO ASSIGNMENT OF
TRUSTEE AGENT AGREEMENTS;
ESCROW AGENT AGREEMENTS;
AND/OR PAYING AGENT AND
REGISTRAR AND TRANSFER AGENT
AGREEMENTS

West Branch, Iowa

_____, 2019

The City Council of the City of West Branch, Iowa, met on _____, 2019, at _____ o'clock __.m., at the _____, West Branch, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present: _____

Absent: _____.

Council Member _____ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

• • • •

At the conclusion of the meeting and upon motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

RESOLUTION 1809

RESOLUTION CONSENTING TO ASSIGNMENT OF TRUSTEE AGENT AGREEMENTS; ESCROW AGENT AGREEMENTS; AND/OR PAYING AGENT AND REGISTRAR AND TRANSFER AGENT AGREEMENTS

WHEREAS, the City Council of the City of West Branch, Iowa (the “City”), has adopted certain resolutions (the “Resolutions”) duly authorizing and providing for the issuance of certain bonds, notes or other obligations (collectively, the “Outstanding Obligations”); and

WHEREAS, pursuant to the Resolutions, the City appointed Bankers Trust Company, Des Moines, Iowa (“Bankers Trust”), as the registrar and paying agent for the Outstanding Obligations and approved the execution of Paying Agent and Registrar and Transfer Agent Agreements with Bankers Trust with respect to the Outstanding Obligations; and

WHEREAS, in connection with the issuance of certain Outstanding Obligations, the City may have also entered into certain Trustee Agent Agreements and/or Escrow Agent Agreements with Bankers Trust; and

WHEREAS, UMB Bank, n.a. (“UMB”) will acquire the corporate trust business of Bankers Trust, and any existing Trustee Agent Agreements; Escrow Agent Agreements; and Paying Agent and Registrar and Transfer Agent Agreements (collectively, such Agreements are hereinafter referred to as the “Agreements”) between the City and Bankers Trust will be assigned by Bankers Trust to UMB; and

WHEREAS, Bankers Trust and UMB have requested that the City consent to the assignment of the Agreements;

NOW, THEREFORE, It is resolved by the City Council of the City of West Branch as follows:

Section 1. The City hereby consents to the assignment of the Agreements from Bankers Trust to UMB. The Mayor and the City Clerk are hereby authorized to execute such documents as may be necessary to carry out the assignment of the Agreements, including the “Acknowledgment to Assignment” that has been prepared by Bankers Trust and presented to the City.

Section 2. The effective date of the assignment of the Agreements shall be as set forth in the Acknowledgment to Assignment.

Section 3. To the extent that the City has continuing disclosure requirements pursuant to Rule 15c2-12 of the Securities Exchange Act relative to the Outstanding Obligations, the City will cause a notice of the assignment of the Agreements to be posted on the MSRB Electronic Municipal Market Access (EMMA).

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 6th day of May, 2019

Colton Miller, Mayor Pro Tem

Attest:

Redmond Jones II, City Administrator / City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
CEDAR AND JOHNSON COUNTIES SS:
CITY OF WEST BRANCH

I, the undersigned, City Clerk of the City of West Branch, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to adopting a resolution consenting to assignment of Trustee Agent Agreements; Escrow Agent Agreements; and/or Paying Agent and Registrar and Transfer Agent Agreements, as referred to therein.

WITNESS MY HAND this _____ day of _____, 2019.

City Clerk