



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY JULY 22, 2019 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

<b>Mayor</b>	<b>Roger Laughlin</b>	<a href="mailto:mayor@westbranchiowa.org">mayor@westbranchiowa.org</a>
<b>Mayor Pro Tem</b>	<b>Colton Miller</b>	<a href="mailto:mcolton@rocketmail.com">mcolton@rocketmail.com</a>
<b>Council Member</b>	<b>Jordan Ellyson</b>	<a href="mailto:Jordanellyson@gmail.com">Jordanellyson@gmail.com</a>
<b>Council Member</b>	<b>Brian Pierce</b>	<a href="mailto:brianapierce@outlook.com">brianapierce@outlook.com</a>
<b>Council Member</b>	<b>Jodee Stoolman</b>	<a href="mailto:j.stoolmanwbcc@yahoo.com">j.stoolmanwbcc@yahoo.com</a>
<b>Council Member</b>	<b>Nick Goodweiler</b>	<a href="mailto:nickgoodweilerwbcc@gmail.com">nickgoodweilerwbcc@gmail.com</a>
<b>City Administrator</b>	<b>Redmond Jones II</b>	<a href="mailto:rjonesii@westbranchiowa.org">rjonesii@westbranchiowa.org</a>
<b>City Attorney</b>	<b>Kevin Olson</b>	<a href="mailto:kevinolsonlaw@gmail.com">kevinolsonlaw@gmail.com</a>
<b>Deputy City Clerk</b>	<b>Gordon Edgar</b>	<a href="mailto:gordon@westbranchiowa.org">gordon@westbranchiowa.org</a>

**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**

**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 July 8, 2019.
2. **Motion to Approve** A Class C Liquor License (LC) Commercial with Sunday Sales Privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina.
3. **Motion to Approve** the Destruction of Certain Records with Shred-it Services listed on the Records Destruction Form as per the Record Retention Manual for Iowa Cities.

*"Turning Vision into Reality is our Business"*

4. **Motion to Approve** the Contract with Body Sound LLC. In Order to Provide Audio and Lighting Services for the 2019 Hoover's Hometown Days Event.
5. **Motion to Approve** the Claims Report.

**G. Public Hearing / Non-Consent Agenda**

1. **Discussion Item:** Consider entering into an agreement with CCEDCO to coordinate the construction and painting of a Downtown Mural valued at \$10,000 with the city's match not to exceed \$5,000.
2. **Discussion Item:** Request from Kirkwood Community College to participate in a Fund Raising Campaign Aimed to Garner \$75,000 (per year) for Five Years from the surrounding cities and the business community.
3. **Resolution 1827** – A Resolution Placing a public measure on the November Ballot to Establish a Capital Improvement Reserve Levy (intended to maintain overall tax rate) as provided by Section 384.7 of the Iowa Code.
4. **Resolution 1828** – Approving Partial Pay Estimate Number 11 In the Amount of \$94,919.11 to Needham Excavating Inc. for the Cubby Park Improvements Project.
5. **Discussion Item:** Accepting the Wastewater Treatment Facility Plan and receiving the Wastewater Task Group's top 3 recommendations.
6. **Resolution 1829** – A Resolution Accepting the \$890.00 Quote for the Removal and Disposal of Asbestos from Environmental Management Services of Iowa, INC. relating to the Downtown East Redevelopment Project.
7. **Discussion Item:** Setting a Date and Time for the City Administrator's Evaluation.

**H. Reports**

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

**I. Comments from Mayor and Council Members**

**J. Adjournment**

*"Turning Vision into Reality is our Business"*

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

**West Branch, Iowa  
Council Chambers**

**City Council Meeting**

**July 8, 2019  
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:03 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler were present. Brian Pierce and Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, City Attorney Kevin Olson, Deputy Clerk Leslie Brick, Sargent John Hanna, Police Chief Mike Horihan, Park & Recreation Director Melissa Russell, Public Works Director Matt Goodale and Finance Officer Gordon Edgar.

**GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS**

Ali Hval, Artist with the University of Iowa, working in conjunction with Cedar County Economic Development Commission – (CCEDCO)’s Rod Ness on the Cedar County Mural Project. Ness said that although Cedar County did not receive the Great Place Designation earlier this fall which would have partially funded this project, the University of Iowa Arts department has stepped up to help with seeing the project through for the county. Hval presented three design options for West Branch’s mural which Ness said was approved by the property owner of the current Main Street office located at 111 E. Main St. and asked the Council for their feedback and comments. Collectively, one design was the preferred mural that they felt best represented West Branch. Hval said she would make a few adjustments based on the feedback and said she would be able to start by the first week of August. Ness suggested that the project start before Hoover’s Hometown Days and thought it would be a good draw if Hval was set up and painting during the event. The Council agreed with the suggestion and expressed their enthusiasm for the project.

West Branch Police Sgt., John Hanna presented the police department’s new evidence facility located at the Town Hall. Hanna explained that the department was in need of additional evidence and vehicle storage and said that after obtaining quotes for a new building, other options needed to be considered. Staff determined that the garage at Town Hall would meet their immediate needs and would have a much smaller impact on the budget. A storage container was purchased and placed in the garage which will be used for storing evidence and allows for off-duty squad cars to be parked indoors for added security.

**PUBLIC COMMENT**

No comments.

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

Motion to approve Minutes for City Council Meeting June 24, 2019.

Motion to approve the Claims Report.

EXPENDITURES	7/8/2019	
CCEDCO	DUES FY 2019-2020	6,409.00
CEDAR COUNTY AUDITOR	DISASTER SERVICES ASSESSMENT	14,331.78
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	8,908.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	63.11
EAST CENT INTERGOVT ASN.	MEMBERSHIP DUES	789.48
HARRY'S CUSTOM TROPHIES LT	MEDALS	320.25
HD CLINE COMPANY	REPAIR PARTS	80.84
ICMA	ICMA DUES 7-1-19 TO 6-30-20	734.40
IMWCA	WORKERS COMPENSATION INSURANCE	4,893.00
IOWA COMMUNITIES ASSURANCE	FY20 LIAB & PROPERTY INSURANCE	38,698.66
IOWA DEPARTMENT OF PUBLIC SAFETY	ONLINE WARRANTS AND ARTICLES SYSTEM	1,200.00
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES	1,535.00
J & M DISPLAYS INC	FIREWORKS	20,000.00
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	600.00
LYNCH'S PLUMBING INC	REPAIR SERVICE	348.50
OLSON, KEVIN D	LEGAL SERVICES-JULY, 2019	1,500.00

PLAY IT AGAIN SPORTS	SUPPLIES	80.97
PORT 'O' JONNY INC.	SERVICE-LITTLE LEAGUE	303.60
PYRAMID SERVICES INC.	REPAIR PARTS	124.93
UNIVERSITY OF IOWA	CAMP	540.00
VICTOR ISAAC PAGE	LIBRARY PROGRAM	125.00
TOTAL		101,586.52
PAYROLL	6/28/2019	57,775.48
PAID BETWEEN MEETINGS		
JULIA HIME	VIDEOGRAPHY SERVICES	50.00
JOHN DEERE FINANCIAL	SUPPLIES	123.40
REBECCA KNOCHE	VIDEOGRAPHY SERVICES	225.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,296.02
MEDIACOM	CABLE SERVICE	41.90
PAC-VAN INC	20' EVIDENCE CONTAINER	4,175.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL	95.18
QUILL CORP	OFFICE SUPPLIES	151.66
STATE INDUSTRIAL PRODUCTS	CHEMICALS	488.00
UPS	SHIPPING	25.88
USA BLUEBOOK	SUPPLIES	147.87
VEENSTRA & KIMM	COLLEGE ST & 2ND ST IMPROVEMENTS	2,415.00
VEENSTRA & KIMM	COLLEGE ST & 2ND ST IMPROVEMENTS	8,316.02
VEENSTRA & KIMM	BRIDGE INSPECTION	1,530.00
VEENSTRA & KIMM	WW TREATMENT FACILITY STUDY	1,400.69
VEENSTRA & KIMM	WWTP FAC - ANTIDegradation ANALYSIS	526.28
VEENSTRA & KIMM	ENGINEERING SERVICES - MEADOWS 3,4 CONS	1,837.74
VEENSTRA & KIMM	COLLEGE STREET BRIDGE BID & CONSTRUCTION	16,890.77
VERIZON WIRELESS	WIRELESS SERVICE	800.27
TAYLOR CONSTRUCTION INC	COLLEGE ST BRIDGE & RELATED WORK	239,306.31
ASHLEE VAN FLEET	UTILITY REFUND	66.45
MIRIAH DURFLINGER-ELAM	UTILITY REFUND	34.65
BRANDON GRABER	UTILITY REFUND	24.77
ANDREA LEWIS	UTILITY REFUND	28.11
JACE & HEATHER HIGHLY	UTILITY REFUND	2,501.09
TOTAL		282,498.06
GRAND TOTAL EXPENDITURES		441,860.06
FUND TOTALS		
001 GENERAL FUND	88,819.32	
022 CIVIC CENTER	91.57	
031 LIBRARY	5,647.12	
036 TORT LIABILITY	32,617.80	
110 ROAD USE TAX	4,613.91	
112 TRUST AND AGENCY	13,111.33	
600 WATER FUND	15,574.34	
610 SEWER FUND	14,456.57	
310 COLLEGE STREET BRIDGE	151,944.94	
318 PARK IMP - PEDERSEN VALLEY	114,983.16	
GRAND TOTAL	441,860.06	

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

**Third Reading Ordinance 767 – Amending Chapter 50 of the Code of Ordinances: Entitled Nuisance Abatement Procedure. /Move to action.**

ORDINANCE NO. 767

AN ORDINANCE AMENDING CHAPTER 50 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA.

WHEREAS, the City Administration has recommended updating the City’s Nuisance Abatement Procedure; and  
WHEREAS, the City Administrator has proposed a total revision to the existing Chapter 50 of the Code of Ordinances.  
NOW, THEREFORE, BE IT ORDAINED:

1. Amendment. Chapter 50 of the Code of Ordinances of the City of West Branch, Iowa, is hereby deleted in its entirety and replaced with the proposed Chapter 50 listed on Exhibit “A” attached hereto and incorporated into this Ordinance by this reference.
2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. Effective Date. This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

First reading: June 10, 2019  
 Second reading: June 24, 2019  
 Third Reading: July 8, 2019

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

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk

(Full ordinance – Exhibit A on file at the City Clerk’s office)

Motion by Stoolman, second by Goodweiler to approve the third reading of Ordinance 767. AYES: Stoolman, Goodweiler, Miller. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

**Resolution 1823 – Establishing a New Nuisance Abatement Hearing Committee. /Move to action.**

Jones said the committee will consist of three members, the Mayor, a council member and a resident. Stoolman volunteered to sit on the committee.

Motion by Miller, second by Stoolman to approve the Resolution 1823. AYES: Miller, Stoolman, Goodweiler. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

**Resolution 1824 – Adopting the 2019 West Branch Regional Trails Plan. /Move to action.**

Laughlin said that if the plan was approved, the City could then submit to various agencies for possible trail development funding.

Motion by Goodweiler, second by Miller to approve the Resolution 1824. AYES: Goodweiler, Miller, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

**Discussion: Considering directing the City Administrator to develop policy(s) / protocol(s) for planting trees in city right of way.**

Stoolman asked for clarification on the city’s policy for planting trees in the right of way and questioned if residents had a choice since they would have the future maintenance of it and gave example of trimming around and raking its leaves. Goodale explained that there currently is not a written policy but there was a process in which he followed that includes notifying the resident of the planting. Goodale said that the trees the City has planted since 2012 (approximately 500) have all come from grants from Trees Forever. He stated that there are several requirements for obtaining the grant which include layout and species that are appropriate for right of way plantings. Goodale said placement also depends on location of buried utilities and storm sewers as to not interfere with those systems. He said there are occasions when a homeowner who lives on a corner lot may receive two trees (one per street), but that is not always the case. Stoolman felt that homeowners should be given

the chance to opt out of having a tree in front of their home. Miller stated that over the years he has received more complaints of the City removing trees rather than planting them and suggested that a tree committee be established to address this concern. Laughlin said he was comfortable with the current process and suggested that staff keep doing what they are doing.

Discussion: Considering accepting the Cubby Park Improvement Project before all of the punch list items are complete.

Jones said last week's walk through still had items on the punch list that remained incomplete and questioned if the Council was comfortable accepting the project as substantially complete. He said by accepting the project, it would allow the City to start using the facility for some tentatively planned activities. Olson reminded the Council that state law says they do not have to accept the project until it is ninety-five percent complete and it is currently only at ninety percent. By accepting the project prematurely, would only delay getting the punch list items taken care of if at all. He further stated unless there is a valid reason for accepting the project before the punch list items are done, he recommended that they do not. The council agreed unanimously to hold tight until the project and punch list items were done.

Resolution 1825 – Approving the purchase of a Cub Cadet Pro Z 960 mower in the amount not to exceed \$14,389.

Motion by Goodweiler, second by Miller to approve the Resolution 1825. AYES: Goodweiler, Miller, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

Discussion: Considering placing a public measure on the November ballot to establish a Capital Improvement Reserve Levy (intended to maintain overall tax rate).

Jones explained the purpose of the levy was to build a fund for capital improvement projects and would allow the city greater flexibility for doing smaller projects without having to borrow money for future projects. The additional levy request would go the ballot for the voters to decide. The council discussed and felt that levy would be beneficial and felt if the residents agreed they would vote either for or against it.

Resolution 1826 – Approving Change Order #3 in the amount of \$14,003.42 for the College Street Bridge Project.

Motion by Miller, second by Goodweiler to approve the Resolution 1826. AYES: Miller, Goodweiler, Stoolman. NAYS: None. Absent: Pierce & Ellyson. Motion carried.

Discussion: Determining the City Council's preferable pay estimate protocol for the College Street Bridge Project.

Jones explained the current process of presenting pay estimates to the council for approval by providing the back-up information from the contractor and in turn staff time to write a resolution for approval. Jones stated that the pay estimates are what was approved in the bid process. He said extra staff time is taken to write a corresponding resolution for each of the pay estimates and asked if the Council felt it was necessary to duplicate the work. Miller said he liked seeing the pay estimates, but was comfortable adding them as a consent item for discussion rather than requiring addition paperwork to approve. Olson confirmed that other cities do it both ways and either way was fine. The Council agreed to have future pay estimates on the consent agenda.

#### **CITY ADMINISTRATOR REPORT**

Jones reported that he would be accompanying City Engineer Dave Schechinger on site visits to other Iowa cities who use the LEMNA and SAGAR systems. After these visits, the taskforce will have a recommendation for the Council.

**CITY ATTORNEY REPORT**

Olson said he was still working with Brian Shay and Schechinger on the sidewalk agreement for the Northside First Addition housing project.

**STAFF REPORTS**

Horihan reported that the West Branch Police Department now had its own website [www.westbranchpd.org](http://www.westbranchpd.org). Sgt. Hanna developed the site and Horihan said he was pleased with it. Horihan said the site provides information about their services, staff and call logs.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

No comments.

**ADJOURNMENT**

Motion to adjourn by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:51 p.m.

---

Roger Laughlin, Mayor

ATTEST:

---

Leslie Brick, Deputy City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 22, 2019
------------------------------------

<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> A Class C Liquor License (LC) Commercial) with Sunday Sales Privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	July 16, 2019

**BACKGROUND:**

Approve Class C Liquor License (LC) (Commercial) with Sunday Sales privileges for Mexico Lindo, Inc., DBA: Mexico Lindo Grill and Cantina.

Renewal effective 8/5/2019 to 8/4/2020.

<b>STAFF RECOMMENDATION:</b> Approve Motion – Move to Action
--

<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

*"Turning Vision into Reality is our Business"*



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Destruction of Certain Records with Shred-it Services listed on the Records Destruction Form as per the Record Retention Manual for Iowa Cities.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	July 16, 2019

### BACKGROUND:

Per the Iowa League of Cities Record Retention Manual for Iowa Cities, the City of West Branch adopted their standards for records retention. See Records Destruction Form (attached) for documents intended to be destroyed as they have surpassed their legal or administrative value.

<b>STAFF RECOMMENDATION:</b>	Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

**City of West Branch**  
**RECORDS DESTRUCTION FORM**

Page 1 of 1

**CAUTION:** A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the City of West Branch Records Retention manual, whichever is later.

<b>Departmental Destruction</b>	<input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied.  <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied.
Date of Records Destruction:	
Department Name: ADMINISTRATION	
Destruction Method:	
Shredding _____ Discard _____ Outside Vendor <input checked="" type="checkbox"/>	
Destruction Witness: Leslie Brick- Deputy City Clerk	

Description of Records The contents of each box should be listed separately	Inclusive Dates	Retention Period	Record Type
Receipt & Disbursement Journals	FY14 - 7/1/13 – 6/30/14	10 years	Financial Records
Accounts Payable – claims	FY14	5 years	Financial Records
Bank Statements	FY14	5 years	Financial Records
Investment Records	FY14	5 years	Financial Records
Utility Billing Stubs	FY14	5 years	Water Utility Records
Utility Billing Records	FY14	5 years	Water Utility Records
Cigarette Permits	FY14	5 years	Administrative

**INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM**

1. Fill in the department name and date.
2. Locate a description of your records in the Records Retention Schedule and record.
3. Enter the description of the records in the “Description of Records” column.
4. Fill in the “Inclusive Dates” of the records. Please include month and year.
5. Fill in the “Retention Period” listed for the records in the Records Retention Schedule.
6. Fill in the “Record Type” of the records (for example, P= Paper, E=Electronic, etc.).
7. The completed *original* Records Destruction form must be maintained as a permanent record at the City Office.



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Contract with Body Sound LLC. In Order to Provide Audio and Lighting Services for the 2019 Hoover's Hometown Days Event.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Nick Shimmin, Library /IT Director
<b>DATE:</b>	July 16, 2019

### BACKGROUND:

Prior to 2018, the event staff required entertainment to provide their own sound equipment. This led to numerous problems including poorly configured sound, complications with power and other supplies, significant delays between acts, and complications acts themselves in terms of setup times and requirements.

The National Park Service began using Body Sound for their needs and they provide an extremely professional service for a relatively low cost for those services. In 2018, the HHTD staff used the contractor's service for the Main Street Stage and Hoover Stage and their assistance on the day of the event is extremely valuable. Performers in 2018 also reported how impressive the service was given how many other communities' events are handled.

The contract is attached on subsequent pages. The service fee is \$1,050 which remains the same as 2018.

<b>STAFF RECOMMENDATION:</b>	Approve Motion – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

## City of West Branch SERVICE CONTRACT

This contract (the "Agreement") is made on this day of \_\_\_\_\_, \_\_\_\_\_, between The City of West Branch ("City") and Body Sound LLC (the "Contractor") for the hiring of the Contractor provide services (the "Services") for the City at Hoover's Hometown Days (the "Venue"), located at Corner of Main & Poplar St. & Hoover Presidential Library.

It is agreed as follows:

1. **Place, date, and time of Services.** The parties agree that the time and place of Services will be Venue, located at the address (roughly) 116 W Main St. & 210 Parkside Dr., on the 3rd day of August, 2019, from 8am to 10pm.
2. **Description of Services.** Provide microphone and sound amplification equipment for performances on the Hoover's Hometown Days Main Street Stage and Hoover Stage.
3. **Payment.** Compensation for the Services will be 1050 dollars, being the "Fee." The whole of the Fee is due immediately following the conclusion of the Contractor's commission.
4. **Cancellation.** Cancellation may be made by City before two days prior to the time of the event. The City is unable and therefore will not pay funds if the Services are not performed for any reason.
5. **Force Majeure.** In the event Services cannot reasonably be enacted because of unpredictable occurrences such as an act of nature, government, or illness/disability of the Contractor, no portion of the Fee is due, and the parties may negotiate substitute Services on the same terms as this Agreement 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 Contractor is responsible for providing all food and drink required to complete the Services.
7. **Parking.** the City will secure sufficient parking for the Contractor's personnel and equipment transportation within a reasonably convenient distance to Venue for a minimum period of 2 hours prior to the start of Services and lasting until 1 hour after the completion of Services.
8. **Sound Systems Check.** A sound check conducted by the Contractor of Venue's sound system is required, at a time to be mutually arranged between the Contractor and the City.
9. **Insurance, Security, Health, and Safety.** The Contractor 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 Services. The City warrants 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.

10. **Indemnification.** The City indemnifies and holds the Contractor harmless for any claims of property damage or bodily injury caused by Venue attendees. The Contractor indemnifies and holds the City harmless for any claims of property or bodily injury caused by performance in the Services.

11. **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.

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

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

The below-signed the Contractor Representative warrants s/he has authority to enforceably sign this agreement for the Contractor 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 Contractor Representative: Alexander D Body

Contractor's Representative typed name and title: Alex Body, Owner

Contractor's typed name: Body Sound LLC

Contractor's Address: Po Box 2857, Iowa City IA 52240

Contractor's Phone #: (319) 621-0282

City's Representative Signature: \_\_\_\_\_

City's Representative typed name and title: \_\_\_\_\_



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> July 22, 2019
------------------------------------

<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	July 16, 2019

**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.

<b>STAFF RECOMMENDATION:</b> Approve Claims Report – Move to Action
---

<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

*"Turning Vision into Reality is our Business"*

**EXPENDITURES**

7/22/2019

AERO RENTAL INC	EQUIPMENT RENTAL	121.00
ALLIANT ENERGY	UTILITIES-ELECTRICITY & GAS	7,551.82
ALPHA GRAPHICS	HHTD POSTERS	82.18
AMAZON	BOOKS, SUPPLIES	1,114.60
BAKER & TAYLOR INC.	BOOKS	1,382.85
BARRON MOTOR SUPPLY	MAINTENANCE & REPAIR SUPPLIES	747.73
CAJ ENTERPRISES INC	HAULING SAND	170.00
CDW GOVERNMENT INC.	SOFTWARE LICENSE RENEWAL	261.60
CEDAR COUNTY COOPERATIVE	CHEMICALS	176.70
CEDAR COUNTY RECORDER	RECORDING FEES	130.00
CEDAR COUNTY TRANSFER STAT	TRANSFER STATION FEES	80.00
CENTURION TECHNOLOGIES	SOFTWARE LICENSE RENEWAL	88.00
COPYWORKS	SUPPLIES	18.00
D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
DEMCO	OFFICE SUPPLIES, PROGRAM SUPPLIES	526.72
DEWEYS JACK & JILL	PROGRAM & MAINT SUPPLIES	115.13
ECONO SIGNS LLC	SIGNS	720.00
ELECTICAL ENGINEERING & EQ	BUILDING MAINTENANCE	20.53
FEHR GRAHAM	308 PV PARK CONSTRUCTION & ADD'L SERVICE	6,609.50
GRIMM, DAVID E	HHTD ENTERTAINMENT-PONY RIDES	1,280.00
HANNA TISINGER	SERVICES	420.00
HAWKINS INC	CHEMICALS	643.50
HY-VEE ACCOUNTS RECEIVABLE	HY-VEE ACCOUNTS RECEIVABLE	86.08
IMWCA	WORKERS COMPENSATION INSURANCE	2,097.00
INTOXIMETERS	SUPPLIES	510.00
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 7-1-19 TO 6-30-20	221.02
IOWA DEPARTMENT OF NATURAL	ANNUAL WATER SUPPLY FEE - FY20	265.00
JOHNSON CONTROLS	FIRE ALARM MAINTENANCE	2,671.21
JOHNSON COUNTY REFUSE INC.	RECYCLING JUN 2019	3,980.50
JORDAN DANIELSEN	HHTD ENTERTAINMENT	600.00
JOURNEYED COM INC	ADOBE LICENSE - 2 MONTHS	69.98
LIBRARICA LLC	SOFTWARE LICENSE RENEWAL	313.35
LINN COUNTY R.E.C.	STREET LIGHTS	151.10
LYNCH'S PLUMBING INC	SUMP PUMP	202.85
MAIN STREET SWEETS INC	CAMP SUPPLIES	81.53
MARTIKA DANIELS	HHTD ENTERTAINMENT	575.00
MISCELLANEOUS VENDOR	COLLEEN BAALRUD:REUND	74.00
OASIS ELECTRIC LLC	SERVICE CALL & EMERGENCY LIGHTS	263.43
PARKSIDE PETROLEUM LLC	FUEL	68.62
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE MACHINE	500.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	944.00
QUILL CORP	OFFICE SUPPLIES	161.22
REPUBLIC COMPANIES	MAINTENANCE SUPPLIES	1,613.75
SHIELD TECHNOLOGY CORPORAT	SOFTWARE, LICENSE, CONVERSION FEE	14,800.50
STATE HYGIENIC LAB	LAB ANALYSIS	52.00
TYLER TECHNOLOGIES	SOFTWARE LICENSE RENEWAL	8,797.00
UNIFORM DEN INC.	UNIFORMS	714.16
UNITED STATES GEOLOGICAL S	STREAM GAGE MAINTENANCE & OPERATION	8,640.00
UPS	SHIPPING	22.82
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
VINTAGE-KEITH R SHRIVER	HHTD ENTERTAINMENT	200.00
VOGEL TRAFFIC SERVICES	PAVEMENT MARKING SERVICE	1,246.95
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,515.00
WB COMMUNITY DEVELOPMENT GROUP	FY 20 DUES	10,120.00
WEST BRANCH FIREFIGHTERS FOUNDATION	TRAINING	90.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	59.21
WEST BRANCH TIMES	LEGAL NOTICES, ADVERTISING	241.07
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,200.00
WEX BANK	FUEL	1,799.46

**TOTAL****88,383.92**

**PAYROLL** 7/12/2019 47,478.06

**PAID BETWEEN MEETINGS**

LESLIE BRICK	MILEAGE	56.19
CEDAR COUNTY COOPERATIVE	FUEL	1,051.66
HD CLINE COMPANY	REPAIR PARTS	186.45
ZACK MURDOCK	MEALS, FOOD & VEHICLE MAINTENANCE	269.47
UPS	SHIPPING	12.94

**TOTAL** 1,576.71

**GRAND TOTAL EXPENDITURES** 137,438.69

**FUND TOTALS**

001 GENERAL FUND	68,294.03
022 CIVIC CENTER	491.88
031 LIBRARY	12,331.81
036 TORT LIABILITY	1,977.09
110 ROAD USE TAX	7,603.31
112 TRUST AND AGENCY	5,162.42
308 PARK IMP - PEDERSEN VALLEY	6,651.50
600 WATER FUND	14,137.55
610 SEWER FUND	12,149.10
740 STORM WATER UTILITY	8,640.00

**GRAND TOTAL** 137,438.69

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
POLICE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	VEHICLE REPAIR	59.21		
		INTOXIMETERS	SUPPLIES	510.00		
		QUILL CORP	OFFICE SUPPLIES	32.99		
		WEX BANK	VEHICLE FUEL	965.71		
		COPYWORKS	SUPPLIES	18.00		
		UNIFORM DEN INC.	UNIFORMS	408.88		
			UNIFORMS	305.28		
		ALLIANT ENERGY	GAZEBO/CAMERA	34.80		
			SERVICES	17.82		
		BARRON MOTOR SUPPLY	MAINTENANCE & REPAIR SUPPL	1.56		
		CDW GOVERNMENT INC.	LICENSE RENEWAL	261.60		
		SHIELD TECHNOLOGY CORPORATION	SOFTWARE, LICENSE, CONVERS	14,800.50		
			TOTAL:	17,416.35		
		FIRE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	32.99
				ALLIANT ENERGY	SERVICES	53.47
BARRON MOTOR SUPPLY	MAINTENANCE & REPAIR SUPPL			26.66		
WEST BRANCH FIREFIGHTERS FOUNDATION	TRAINING			90.00		
	TOTAL:			203.12		
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	151.10		
		ALLIANT ENERGY	SERVICES	2,320.39		
			TOTAL:	2,471.49		
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL	PROGRAM & MAINT SUPPLIES	72.41		
			PROGRAM & MAINT SUPPLIES	13.32		
		CAJ ENTERPRISES INC	HAULING SAND	170.00		
		ALLIANT ENERGY	LIGHTS-LIONS FIELD	23.06		
			LIGHTS 219 E GREEN	13.62		
			SERVICES	45.39		
		HY-VEE ACCOUNTS RECEIVABLE	RECREATION SUPPLIES	86.08		
		HANNA TISINGER	SERVICES	420.00		
		MAIN STREET SWEETS INC	CAMP SUPPLIES	81.53		
		MISCELLANEOUS V COLLEEN BAALRUD	COLLEEN BAALRUD:REUND	74.00		
			TOTAL:	999.41		
CEMETERY	GENERAL FUND	TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION FEE	616.00		
		WEX BANK	VEHICLE FUEL	429.20		
		BARRON MOTOR SUPPLY	MAINTENANCE & REPAIR SUPPL	28.62		
		TOTAL:	1,073.82			
COMM & CULTURAL DEVEL	GENERAL FUND	ALLIANT ENERGY	GAZEBO/CAMERA	34.79		
		GRIMM, DAVID E	HHTD ENTERTAINMENT-PONY RI	1,280.00		
		WEST BRANCH COMMUNITY DEVELOPMENT GROU	PARADE PRIZES	120.00		
		ALPHA GRAPHICS	HHTD POSTERS	82.18		
		MARTIKA DANIELS	HHTD ENTERTAINMENT	575.00		
		JORDAN DANIELSEN	HHTD ENTERTAINMENT	600.00		
		VINTAGE-KEITH R SHRIVER	HHTD ENTERTAINMENT	200.00		
			TOTAL:	2,891.97		
		ECONOMIC DEVELOPMENT	GENERAL FUND	WEST BRANCH TIMES	LEGAL NOTICES, ADVERTISING	29.27
WEST BRANCH COMMUNITY DEVELOPMENT GROU	PY 20 DUES			10,000.00		
		TOTAL:	10,029.27			
CLERK & TREASURER	GENERAL FUND	OASIS ELECTRIC LLC	EMERGENCY LIGHTS	63.05		
		TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION FEE	3,959.00		

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		QUILL CORP	OFFICE SUPPLIES	9.50
			OFFICE SUPPLIES	0.67
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	166.00
		ALLIANT ENERGY	SERVICES	181.46
		ELECTICAL ENGINEERING & EQUIPMENT CO	BUILDING MAINTENANCE	20.53
			TOTAL:	4,400.21
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL NOTICES, ADVERTISING	211.80
			TOTAL:	211.80
SOLID WASTE	GENERAL FUND	CEDAR COUNTY TRANSFER STATION	TRANSFER STATION FEES	80.00
		JOHNSON COUNTY REFUSE INC.	RECYCLING JUN 2019	3,980.50
			TOTAL:	4,060.50
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
COMMISSION	GENERAL FUND	CEDAR COUNTY RECORDER	RECORDING FEES	88.00
			TOTAL:	88.00
TOWN HALL	CIVIC CENTER	LYNCH'S PLUMBING INC	SUMP PUMP	202.85
		ALLIANT ENERGY	SERVICES	289.03
			TOTAL:	491.88
LIBRARY	LIBRARY	DEWEYS JACK & JILL	PROGRAM & MAINT SUPPLIES	9.62
		DEMCO	OFFICE SUPPLIES, PROG SUPP	120.21
			PROGRAM SUPPLIES	64.26
			OFFICE SUPPLIES	342.25
		CENTURION TECHNOLOGIES	SOFTWARE LICENSE RENEWAL	88.00
		LIBRARICA LLC	LICENSE RENEWAL	313.35
		QUILL CORP	OFFICE SUPPLIES	51.08
			SUPPLIES	33.99
		BAKER & TAYLOR INC.	BOOKS	271.20
			BOOKS	159.36
			BOOKS	264.21
			BOOKS	299.26
			BOOKS	388.82
		IOWA CITY PRESS-CITIZEN	SUBSCRIPTION 7-1-19 TO 6-3	221.02
		D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
		ALLIANT ENERGY	SERVICES	534.29
		JOHNSON CONTROLS	FIRE ALARM MAINTENANCE	2,671.21
		AMAZON	BOOKS, SUPPLIES	466.44
			BOOKS, SUPPLIES	150.52
			BOOKS, SUPPLIES	170.97
			BOOKS, SUPPLIES	162.73
		US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
		JOURNEYED COM INC	ADOBE LICENSE - 2 MONTHS	69.98
			TOTAL:	7,029.02
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	556.24
			TOTAL:	556.24
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	746.88
			TOTAL:	746.88
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	20.13

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	20.13
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	358.75
			TOTAL:	358.75
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	20.75
			TOTAL:	20.75
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	142.32
			TOTAL:	142.32
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	84.87
			TOTAL:	84.87
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	47.15
			TOTAL:	47.15
ROADS & STREETS	ROAD USE TAX	VOGEL TRAFFIC SERVICES	PAVEMENT MARKING SERVICE	1,246.95
		OASIS ELECTRIC LLC	ELECTRICAL REPAIR SERVICE	200.38
		AERO RENTAL INC	EQUIPMENT RENTAL	121.00
		REPUBLIC COMPANIES	MAINTENANCE SUPPLIES	1,613.75
		WEX BANK	VEHICLE FUEL	133.50
		ALLIANT ENERGY	SERVICES	37.30
		BARRON MOTOR SUPPLY	MAINTENANCE & REPAIR SUPPL	228.74
		AMAZON	BOOKS, SUPPLIES	163.94
		PARKSIDE PETROLEUM LLC	FUEL	68.62
		ECONO SIGNS LLC	SIGNS	720.00
			TOTAL:	4,534.18
INVALID DEPARTMENT	PARK IMP - PEDERSE	CEDAR COUNTY RECORDER	RECORDING FEES	42.00
		FEHR GRAHAM	308 PV PARK ADD'L SERVICE	598.00
			308 PV PARK CONST SERVICE	5,597.50
			308 PARK ADD'L SERVICE	414.00
			TOTAL:	6,651.50
WATER OPERATING	WATER FUND	IOWA DEPARTMENT OF NATURAL RESOURCES	ANN WATER SUP FEE - FY20	265.00
		STATE HYGIENIC LAB	LAB ANALYSIS	52.00
		TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION FEE	2,111.00
		HAWKINS INC	CHEMICALS	643.50
		IMWCA	WORK COMP - WATER	85.09
		WEX BANK	VEHICLE FUEL	133.50
		WATER SOLUTIONS UNLIMITED INC.	CHEMICALS	2,515.00
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	UTILITIES-WATER TOWER	75.06
			SERVICES	1,116.06
		WESTRUM LEAK DETECTION INC.	LEAK DETECTION SURVEY	1,200.00
			TOTAL:	8,363.21
SEWER OPERATING	SEWER FUND	DEWEYS JACK & JILL	PROGRAM & MAINT SUPPLIES	19.78
		TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION FEE	2,111.00
		UPS	SHIPPING	22.82
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	944.00
		IMWCA	WORK COMP - SEWER	34.82
		CEDAR COUNTY COOPERATIVE	CHEMICALS	176.70
		WEX BANK	VEHICLE FUEL	137.55
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		ALLIANT ENERGY	SERVICES	2,675.28
		BARRON MOTOR SUPPLY	MAINTENANCE & REPAIR SUPPL	462.15
			TOTAL:	6,751.10
STORM WATER UTILITY	STORM WATER UTILIT	UNITED STATES GEOLOGICAL SURVEY	STREAM GAGE MAINT & OPERAT	8,640.00
			TOTAL:	8,640.00

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

001	GENERAL FUND	43,945.94
022	CIVIC CENTER	491.88
031	LIBRARY	7,029.02
036	TORT LIABILITY	1,977.09
110	ROAD USE TAX	4,534.18
308	PARK IMP - PEDERSEN VALLE	6,651.50
600	WATER FUND	8,363.21
610	SEWER FUND	6,751.10
740	STORM WATER UTILITY	8,640.00
-----		
	GRAND TOTAL:	88,383.92
-----		



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Consider Entering into an Agreement with CCEDCO to Coordinate the Construction and Painting of a Downtown Mural Valued at \$10,000; the city’s matching portion is not to exceed \$5,000
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator / Rod Ness CCEDCO
<b>DATE:</b>	July 16, 2019

**BACKGROUND:**

After coming up short with the Great Places grant (which included multiple match funding opportunities including items such as splash pad funding and mural painting). The University of Iowa wanted to continue to pursue the mural portion of the Grant Places Grant.

The University created an opportunity to use this project within their Art Residency Program. Students were assigned to work with Cedar County communities with the intent to have some connecting theme that could tie in an overall marketing strategy.

Students are tasked to:

- Meet with the interested communities to see if there is still interest and answer any questions.
- Offer the murals to communities that could still match the commitment of \$4,700 (previously the Great Places commitment) – due to the unique attributes of the site the cost is consider an approximation.
- Students will be expected to create a proposal as part of the residency, and towns could still decline to do the mural. Some murals may actually cost a bit less than \$4,700, depending on the site/scale selected.
- The university will look for alternative funding to support any additional costs that would have been covered from the Great Places grant and there would not be a video component.

An agreement / Contract will be forthcoming should the City Council desire to proceed. Funding for this project would likely be secured from the Hotel / Motel revenue.

<b>STAFF RECOMMENDATION:</b> Seek Direction and Feedback
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

*"Turning Vision into Reality is our Business"*

Ali Hval  
Previous Works



Mock-up Chosen





**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Request from Kirkwood Community College to participate in a Fund Raising Campaign Aimed to Garner \$75,000 (per year) for Five Years from the surrounding cities and the business community.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	July 17, 2019

**BACKGROUND:**

The intent of the request is to help employers meet the challenge of finding enough skilled workers to facilitate continued growth (see attached letter). If this is of interest to the city council the City Administrator will attend a Johnson County Employer Forum: Wednesday, July 24, 11:30 am – 1 pm.

<b>STAFF RECOMMENDATION:</b>	Seek Direction and Feedback
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



June 18, 2019

Redmond Jones II  
City of West Branch  
PO Box 218  
West Branch, IA 52358

**SUBJECT: Johnson County Employer Forums**

Kirkwood Community College's mission is embedded in identifying community needs and providing access to quality education and training. Kirkwood operates an academic campus and non-credit learning center in Iowa City. We are realizing increasing enrollments in our English as a Second Language programs serving the growing diverse populations of the southern territory of the Kirkwood service district. Current programs are at capacity and there remains an unmet need supporting access to education and training for this workforce population.

Employers continue to be challenged in finding enough skilled workers. For immigrant/refugee populations the right education and training is needed to learn English and advance employment. Kirkwood Community College has interest in expanding ESL and workforce development services to the immigrant/refugee and non-English speaking populations in the Iowa City/Coralville metro region. Dr. Lori Sundberg, President of Kirkwood Community College, supports an expansion of programs, services, upskilling, and employer partnerships. Kirkwood has pledged \$75,000 from state and Kirkwood general funds; it is our goal to garner support for the remaining \$75,000 per year for five years from the city and the business community.

The funds would be used exclusively to expand services in your community, increase access, grow enrollment, accelerate English language learning, and partner with employers to support this growing 'opportunity' population with employment and innovative learn-and-earn delivery models. This partnership we believe will provide innovative workforce solutions for your organization.

We are reaching out to you to discuss the changing demographics, expanded services and programs that we have planned along with outcome metrics. Two employer forums have been scheduled to provide information about this 'opportunity' population, listen to your feedback, and ask for your support. At these forums, area non-profits and social/human service providers will also be in attendance and available to answer any questions.

- **Tuesday, July 16; 7:30-9 am**
- **Wednesday, July 24; 11:30 am-1 pm**

**Both forums will take place in Room 112 at the Kirkwood Regional Center at the University of Iowa, 2301 Oakdale Blvd, Coralville.**



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Resolution 1827</b> – A Resolution Placing a public measure on the November Ballot to Establish a Capital Improvement Reserve Levy (intended to maintain overall tax rate) as provided by Section 384.7 of the Iowa Code.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator
<b>DATE:</b>	July 17, 2019

**BACKGROUND:**

As presented in Iowa State Code 384.7 entitled “Capital Improvement Fund”; A City may establish a capital improvement reserve fund, and may certify taxes not to exceed sixty-seven and one-half cents per thousand dollars of taxable value each year to be levied for the fund for the purpose of accumulating moneys for the financing of specified capital improvements, or carrying out a specific capital improvement plan.

With the heavy investment the city has made with regard to its parks and infrastructure it has reached high levels in our overall debt capacity. The city has been aggressively pursuing retiring this debt. Establishing a Capital Improvement Reserve Levy would allow the city to maintain state allowable levy levels that are currently servicing today’s debt levels, and accumulate a portion of the levy not consumed by our debt service in a capital improvement reserve. As we pay down our debt levels we could maintain our current overall debt service levels and apply the levy not directly applied for debt service needs into a Capital Improvement Reserve.

In the long run this will give the city the benefit to fund smaller capital improvement project (such as downtown streetscaping, trails and/or sidewalk projects) without going out for expensive financing or bond issues that could have restrictions as to the use of funds. In time, this measure could allow capital equipment replacements (such as Police, Parks, and Public Works vehicle replacement) without placing demands on general fund which could result in peaks and valleys in the city’s tax rate. In other words, this ability would be a stabilizing factor that would assist an even or stable tax rate.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1827 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

## FACT SHEET

### *1. What will the ballot say?*

City of West Branch

Public Measure

“Shall the City of West Branch, Iowa, establish a perpetual capital improvement fund levy in an amount not to exceed sixty-seven and one-half cents per thousand dollars of taxable value per year of the purpose of funding specific capital improvement projects, or other expenditures as allowed by law, to be designed from time to time by the City Council of the City of West Branch, Iowa as provided by Iowa Code Section 384.7”.

### *2. If the City of West Branch Implements a Capital Improvement Levy; how will it be used?*

Per Iowa Code Section 384.7, the levy can only be used for the purpose of accumulating moneys for the financing of specified capital improvements, or carrying out a specific capital improvement plan.

### *3. Ballot Vote Requires 50% + 1 majority to be implemented and the Levy can be Adjusted each Year during “Budget” by the City Council.*

### *4. A Petition can be filed to remove the Levy if no Longer Wanted.*

### *5. The Levy would allow the City to decrease the debt service levy over time by selling less general obligation bonds contributing to relatively stable tax rates.*

### *6. West Branch has practiced prudent financial restraint over recent years. At a Tax Rate of **13.08686** West Branch has one of the lowest City Tax rates in the state among cities of similar population.*

See tax rates for cities of 2,100 – 2,500

Postville (15.47549)

**Hudson (11.40019)**

Jesup (14.42513)

West Union (15.20468)

**Bellevue (11.99056)**

**Mitchellville (9.4547)**

**Hull (11.98396)**

Lake Mills (13.55026)

Wilton (14.20697)

Audubon (22.71926)

La Porte City (15.88688)

Lamoni (16.64803)

Ida Grove (13.42649)

**FairFax (8.10000)**

Sac City (19.71405)

Toledo (17.33236)

Belmond (17.11978)

Durant (14.67377)

Belle Plaine (16.38748)

Madrid (19.39631)

Cascade (9.00070)

Marengo (15.92734)

Rock Rapids (16.66248)

Hawarden (14.59156)

**Kalona (10.72373)**

West Liberty (15.31415)

*"Turning Vision into Reality is our Business"*

General Obligation Debt Capacity

Column:	#1	#2	#3	#4	#5	#6
	FY 17-18 1/1/2016	FY 18-19 1/1/2017	FY 19-20 1/1/2018	FY 20-21 1/1/2019	FY 21-22 1/1/2020	FY 22-23 1/1/2021
Assessed Valuation(100%)/GO Bond Capacity						
<b>Property Valuation @ (100%)(Actual/Projected)</b>	\$202,291,560	\$216,865,596	\$225,095,748	\$230,723,142	\$236,491,220	\$242,403,501

**Statutory GO Debt Limit @ 5% of 100% Value**      \$10,114,578      \$10,843,280      \$11,254,787      \$11,536,157      \$11,824,561      \$12,120,175

**Bonds Outstanding (Beginning Fiscal Year)**

GO Bonds (Outstanding - Maturities)	\$ 4,700,757.00	\$ 8,366,673.00	\$ 7,507,416.00	\$ 6,672,000.00	\$ 5,828,000.00	\$ 4,959,000.00
TIF Revenue Bonds Outstanding (Principal Only)						
TIF Rebate Agreements (Annual Appropriations)	25,154.00	\$ 26,709.51	26,709.51	26,709.51	26,709.51	26,709.51
Other Debt Outstanding (Principal Only)						

**Bonds Paid (During Fiscal Year)**

GO Debt (Principal Only) (Paid)	\$ 534,084.00	\$ 859,257.00	\$ 835,416.00	\$ 844,000.00	\$ 869,000.00	\$ 884,000.00
GO Debt Refunded (Principal Only) (Paid)						
TIF Rebate Agreements (Paid) (Annual Appropriation)	\$	\$ 25,154.00	26,709.51	26,709.51	26,709.51	26,709.51
Other Debt (Principal Only) (Paid)						

**Bonds Issued (During Fiscal Year)**

GO Bonds (Principal Only) (Issued)	\$ 4,200,000.00					
TIF Rebate Agreements (Annual Appropriations)						
TIF Rebate Agreements (Issued)						
Other Debt (Principal Only) (Issued)						

**Remaining GO Debt Capacity (Not Obligated)**      \$1,747,905      \$3,335,864      \$4,582,787      \$5,708,157      \$6,865,561      \$8,045,175

**Percent of Capacity Remaining**      17.28%      30.76%      40.72%      49.48%      58.06%      66.38%

**GO Contingency Reserve (% of GO Capacity)**      20%      \$2,022,916      \$2,168,656      \$2,250,957      \$2,307,231      \$2,364,912      \$2,424,035

**Total GO Capacity - Less Contingency Reserve**      (\$275,011)      \$1,167,208      \$2,331,830      \$3,400,926      \$4,500,649      \$5,621,140

**Percent Increase for Property Valuation Projection**      -2.72%      10.76%      20.72%      29.48%      38.06%      46.38%

7.204%      2.500%      2.500%      2.500%      2.500%

As our debt capacity (shown in yellow) increases, our outstanding debt goes down (Capacity Remaining). This will cause our tax rate to also go down.

Typically that is a good outcome, but it presents a problem because we have no funding mechanism for capital improvement we will have to rely on General Fund and General Obligation Bonds. This will require tax rates to once again increase. This inconsistency can be harder on taxpayers as compared to just having a stable rate that taxpayers can plan around.

# Britt residents vote to establish capital improvements tax levy

By ASHLEY STEWART [ashley.stewart@tribgazette.com](mailto:ashley.stewart@tribgazette.com) Nov 15, 2017

BRITT | Britt voters approved a ballot measure that will allow the city to create a capital improvements tax levy Tuesday, Nov. 7.

Residents were asked whether to approve a levy of 67½ cents per \$1,000 assessed valuation to establish a continuing capital improvement reserve fund that would be used for road and utility infrastructure improvements as well as public safety equipment and public works vehicle purchases.

According to unofficial election results from the Hancock County Auditor's Office, the measure passed with 58 percent of the vote, or 129 votes to 92.

"This is a great move for the city of Britt and its residents," said Mayor Ryan Arndorfer in an email Friday, Nov. 10. "With the passing of this levy, the city is able to set up a Capital Improvements Fund, which is designated specifically for projects that improve city infrastructure and equipment."

The levy is expected to provide about \$33,500 a year to the city in additional revenue.

During a public information session in October, city officials said establishing a capital improvement reserve fund would allow the city to pay for items, like computers in the police squad cars, without having to bond for them and pay interest.

*"Turning Vision into Reality is our Business"*

The revenue from the levy could also be used to make the yearly payments on equipment, which would free up some dollars in the general fund to be used to address the city's aging roads as well as upgrades to the wastewater treatment plant. It could also be used to shorten the life of bonds and in turn mean less interest paid by the city.

Without the levy, the city would have likely pay more on projects and equipment over a longer period of time, while being forced to delay other projects and purchases.

"In the long run, this means the city will be able to pay less in interest, and direct that money towards other projects," Arndorfer said. "This is a great step for the city, and shows that our community members are looking to the future of our town and its potential for growth."

The levy will go into effect in September 2018 and remain in place until the city council decides to discontinue it.

For a property assessed at \$100,000, it would cost \$67.50 a year. A property assessed at \$150,000 would pay \$101.25 a year; a property assessed at \$200,000 would pay \$135 a year; and a property assessed at \$250,000 would pay \$168.75, a city document states.



Arndorfer

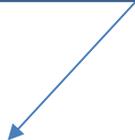


Anderson

Britt residents vote to establish capital improvements tax levy

BRITT | Britt voters approved a ballot measure that will allow the city to create a capital improvements tax levy Tuesday, Nov. 7.

This section would not apply to the West Branch Approach because we would not be using to increase the overall tax rate but rather to maintain current tax levels.



## RESOLUTION 1827

### A RESOLUTION PLACING A PUBLIC MEASURE ON THE PROPOSITION OF ESTABLISHING A CAPITAL IMPROVEMENT RESERVE LEVY AS PROVIDED BY SECTION 384.7 OF THE IOWA CODE.

**WHEREAS**, the City of West Branch, Iowa (the “City”), has discussed the proposition of establishing a Capital Improvement Reserve Levy, pursuant to Section 384.7 of the Code of Iowa; and

**WHEREAS**, the City Council has proposed to impose this property tax levy only as a tax rate stabilization measure thereby imposing levy amounts that are not intended to exceed the city’s current tax rate; and

**WHEREAS**, there are limits, penalties, fees, and state laws associated to aggressive debt service repayment; and

**WHEREAS**, establishing a Capital Improvement Reserve Levy would allow the city to retire its debt service at state allowable levy levels and accumulate any remaining funds in a reserve; and

**WHEREAS**, pursuant to Section 384.7 of the Code of Iowa, before the City may establish such a fund, the City must have a public measure approved by ballot vote of a 50% + one majority to implement this levy; and

**WHEREAS**, it is now necessary for the City Council to adopt this resolution.

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

**Section 1.** Placing a public measure on the November 5<sup>th</sup> Ballot is hereby called and ordered to be held for the City, at which there will be submitted to the voters of the City the following proposition to wit:

*“Shall the City of West Branch, Iowa, establish a perpetual capital improvement fund levy in the amount not to exceed sixty-seven and one-half cents per thousand dollars of taxable value per year of the purpose of funding specific capital improvement projects, or other expenditures as allowed by law, to be designed from time to time by the City Council of the City of West Branch, Iowa as provided by Iowa Code Section 384.7”.*

**Section 2.** That the voting place or places for the election, and the hours the polls shall be opened and closed shall be set out in the notice of election, such notice to be prepared and approved by the County Commissioner of Elections.

**Section 3.** That the form of ballot to be used at the election shall be of the type authorized by the Code of Iowa that will permit the use of electronic counters and will be in

substantially the form set forth in the Notice of Election. That if more than one public measure shall be submitted to the electors at the time of the election, all such measures shall be printed upon one ballot.

**Section 4.** That the Election Board for the voting precinct or precincts shall be appointed by the County Commissioner of Elections, not less than 15 days before the date of said election.

**Section 5.** That the Auditor of Cedar County, Iowa, being the County Commissioner of Elections, is hereby directed to publish notice of the election once in the “West Branch Times”, being a local newspaper, printed wholly in the English language, as defined by Section 618.3 of the Code of Iowa, published in said County and of general circulation therein, the publication to be not less than four nor more than twenty days prior to the date of the election.

**Section 6.** That the County Commissioner of Elections shall cause to be prepared all such ballots and election registers and other supplies as may be necessary for the proper and legal conduct of said election.

**Section 7.** That the City Clerk is hereby directed to file a certified copy of this Resolution in the office of the County Commissioner of Elections, which filing shall also constitute the “written notice” to the County Commissioner of Elections of the election date required to be given by the governing body under the provisions of Chapter 47 of the Code of Iowa.

\* \* \* \* \*

**PASSED AND APPROVED** this 22th day of July, 2019

\_\_\_\_\_  
Colton Miller, Mayor Pro Tem

Attest:

\_\_\_\_\_  
Redmond Jones II, City Administrator / City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Resolution 1828</b> – Approving Partial Pay Estimate Number 11 In the Amount of \$94,919.11 to Needham Excavating Inc. for the Cubby Park Improvements Project.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Nate Kass, Fehr Graham
<b>DATE:</b>	July 17, 2019

**BACKGROUND:**

This is pay estimate number 11 in the amount of \$94,919.11 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
- Partial Pay Estimate Number Nine (9) in the amount of \$326,477.82
- Partial Pay Estimate Number Ten (10) in the amount of \$178,421.16

This would bring the project to 96.74% completed

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1828 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

PARTIAL PAY ESTIMATE NUMBER ELEVEN  
 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: May 26, 2019 Through: June 29, 2019			
Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
<b>BID ITEMS</b>									
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 AGGRAGATE	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
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		\$ -	244	\$ 15,018.20
56	7010-108-F-0	BEAM CURB, PCC	393	LF	\$ 22.35		\$ -	393	\$ 8,783.55
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	42.3	\$ 1,419.17	4893	\$ 164,160.15
59	7030-108-C-2	SHARED USE PATH, PCC, 8" THICK (NOMINAL) REINFORCED	14	SY	\$ 90.55		\$ -	14	\$ 1,267.70
60	7030-108-E-0	SIDEWALK, PCC, 4" THICK	885	SY	\$ 44.75	26.6	\$ 1,190.35	835	\$ 37,366.25
61	7030-108-G-0	DETECTABLE WARNING	104	SF	\$ 44.75	32	\$ 1,432.00	112	\$ 5,012.00
62	7080-108-B-0	ENGINEERING FABRIC (PLAYGROUND)	600	SY	\$ 1.30	600	\$ 780.00	600	\$ 780.00
63	8020-108-C-0	PAINTED PAVEMENT MARKINGS, DURABLE	1	LS	\$ 1,680.00	1	\$ 1,680.00	1	\$ 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	6	\$ 1,107.00	6	\$ 1,107.00
65	8030-108-A-0	SIGN, INSTALL, HANDICAP	5	EA	\$ 125.00	5	\$ 625.00	5	\$ 625.00
66	8030-108-A-0	SIGN, INSTALL, HANDICAP W/ VAN	1	EA	\$ 135.00	1	\$ 135.00	1	\$ 135.00
67	9010-108-A-0	SEEDING, FERTILIZING, AND MULCHING, TYPE 4	12.75	AC	\$ 1,808.00		\$ -	0.20	\$ 361.60
68	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 PERMANENT LAWN	4.57	AC	\$ 2,884.70	2.68	\$ 7,731.00	4.00	\$ 11,538.80
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		\$ -	0.92	\$ 2,833.60
71	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, SHORT GRASS PRAIRIE	2.05	AC	\$3,594.00	0.73	\$ 2,623.62	1.78	\$ 6,397.32
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	5.48	\$ 6,178.70	9.58	\$ 10,801.45
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	0.25	\$ 1,625.00	1	\$ 6,500.00
77	9030-108-B-0	PLANTS, TREE, AUTUM BLAZE FREEMAN MAPLE - 3" CAL.	9	EA	\$670.35		\$ -	6	\$ 4,022.10
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	3	\$ 1,691.25	3	\$ 1,691.25
80	9030-108-B-0	PLANTS, TREE, RIVER BIRCH - 10' HT.	10	EA	\$317.80	3	\$ 953.40	10	\$ 3,178.00
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	4	\$ 1,585.00	4	\$ 1,585.00
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	5	\$ 2,065.00	5	\$ 2,065.00
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	62	\$ 1,215.20	73	\$ 1,430.80
95	9030-108-B-0	PLANTS, SHRUB, GRO-LOW FRAGRANT SUMAC - 18" HT.	14	EA	\$68.35	14	\$ 956.90	14	\$ 956.90
96	9030-108-B-0	PLANTS, SHRUB, NEON FLASH SPIREA - 18" HT.	78	EA	\$66.00		\$ -	61	\$ 4,026.00
97	9030-108-B-0	PLANTS, SHRUB, MISSION STRAIN ARBORVITAE, 5' HT.	48	EA	\$236.10	38	\$ 8,971.80	48	\$ 11,332.80
98	9030-108-B-0	PLANTS, SHRUB, ARROWWOOD VIBURNUM - 36" HT.	31	EA	\$95.10	12	\$ 1,141.20	31	\$ 2,948.10
99	9030-108-F-0	LIVE FASCINE	200	LF	\$64.90		\$ -		\$ -
100	9040-108-A-2	SWPPP, MANAGEMENT	1	LS	\$2,950.00	0.15	\$ 442.50	0.9	\$ 2,655.00
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		\$ -	1396	\$ 2,345.28
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-N-1	SILT FENCE OR SILT FENCE DITCH CHECK, INSTALLATION	4,250	LF	\$1.35		\$ -	2528	\$ 3,412.80
106	9040-108-N-2	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	1,500	LF	\$0.65		\$ -		\$ -
107	9040-108-N-3	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	4,250	LF	\$0.34	2358	\$ 801.72	2528	\$ 859.52
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	1127	\$ 3,550.05	1127	\$ 3,550.05
113	9080-108-A-0	CONCRETE STEPS	40	SF	\$53.00	40	\$ 2,120.00	40	\$ 2,120.00
114	9080-108-B-0	HANDRAIL, ALUMINUM	10	LF	\$150.00	10	\$ 1,500.00	10	\$ 1,500.00
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		\$ -	1	\$ 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	157	\$ 7,379.00	157	\$ 7,379.00
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	6	\$ 7,665.00	6	\$ 7,665.00
127	9090-108-K-0	TRASH RECEPTACLES	9	EA	\$1,400.00	9	\$ 12,600.00	9	\$ 12,600.00
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		\$ -	24	\$ 16,543.20
131	9090-108-M-0	LANDSCAPE BOULDERS - SEAT STONES	18	TON	\$470.35		\$ -	18	\$ 8,466.30
132	9090-108-M-0	LANDSCAPE BOULDERS - PLAYGROUND STEPPER BOULDERS	22	TON	\$336.20		\$ -	22	\$ 7,396.40
133	9100-108-A-0	ELECTRICAL SYSTEM	1	LS	\$149,942.65		\$ -	0.995	\$ 149,192.94
134	9110-108-A-0	PAVILION BUILDING AND APPERTENANCES	1	LS	\$312,500.00	0.06	\$ 18,750.00	0.95	\$ 296,875.00
135	11,010-108-A	CONSTRUCTION SURVEY	1	LS	\$ 20,600.00		\$ -	1	\$ 20,600.00
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		\$ -	1	\$ 5,765.00
<b>FENCING A BID ITEMS</b>									
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		\$ -	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
<b>FIELD LIGHTING A BID ITEMS</b>									
LA1	9100-108-B-0	FIELD LIGHTING, HID CONROL SYSTEM AND DISTRIBUTION FOR 3	1	LS	\$50,355.00		\$ -	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
<b>DUGOUT A BID ITEMS</b>									
DA1	9090-108-N-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
<b>TOTAL BASE BID</b>							\$ 99,914.86		\$ 2,813,757.81

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

This Period		Retainer 5.00%	Total to Date
\$	99,914.86	Amount Earned	\$ 2,813,757.81
\$	4,995.75	Amount Retained	\$ 140,687.89
XXXXXXXXXXXXXXXXXXXXXX		Previous Payments	\$ 2,578,150.81
\$	94,919.11	Amount Due	\$ 94,919.11

Estimated Percent of Job Completed 96.74%

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 1828**

**A RESOLUTION APPROVING PARTIAL PAY ESTIMATE NUMBER 11 IN THE AMOUNT OF \$94,919.11 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 Ten (10) in the amount of \$2,612,903.14 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 Eleven (11) in the amount of \$94,919.11 and the project is now approximately 96.74% complete.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of West Branch, that Partial Pay Estimate Number Eleven in the amount of \$94,919.11 to Needham Excavating Inc. of Walcott, IA is approved.

\* \* \* \* \*

**Passed and approved this 22nd day of July, 2019.**

\_\_\_\_\_  
Colton Miller, Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Redmond Jones II, City Administrator / City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Accepting the Wastewater Treatment Facility Plan and receiving the Wastewater Task Group’s top 3 recommendations.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator / Wastewater Task Force
<b>DATE:</b>	July 17, 2019

**BACKGROUND:**

The wastewater task force has completed its review of various wastewater treatment processes. After 5 sight visits, 11 interviews with various technology representative, and an additional 9 task force meetings; the collective has identified 3 top treatment processes (the tally sheets are attached). These treatment processes are as follows:

- 1) Submerged Attached Growth Reactor (SAGR) – Is a Lagoon enhancement system that forces waste water into aerated coarse gravel beds to achieve ammonia limits required by the Iowa Department of Natural Resources (DNR).

Project Cost	20 Year Present Worth O&M	Total	Annual O&M
\$6,312,000	954,000	7,266,000	\$48,000

- 2) Lemna Technologies – Is the first company to introduce a floating modular cover system in the wastewater industry. This innovative patented cover solution consists of individual casing that are fastened together to form a complete cover over the water surface. The result is a cost-effective, easy to install, maintenance-free solution.

Project Cost	20 Year Present Worth O&M	Total	Annual O&M
\$7,294,000	\$1,287,000	\$8,581,000	\$65,000

- 3) Sequencing Batch Reactor (SBR) – This is the only mechanical plant solution in the top three treatment processes. Despite requiring an upgrade in operator certifications which come with additional operating expenses, this is the process more able to accommodate unforeseen / over performing population growth.

Project Cost	20 Year Present Worth O&M	Total	Annual O&M
\$6,617,000	1,788,000	8,405,000	\$90,000

<b>STAFF RECOMMENDATION:</b> Seek Direction / Feedback
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

*"Turning Vision into Reality is our Business"*

**West Branch Facility Plan Project Schedule**  
 Ammonia & E. coli Compliance

Created: 10/1/2018  
 Revised: 5/1/2019

<b>Task</b>	<b>Projected Date</b>	<b>Completed</b>	<b>Compliance Deadline</b>
Contract Signed			
Project Initiation Meeting			
Flow & Load Analysis Complete/Submit to IDNR		September 28, 2018	
Flow & Load Analysis Approved by IDNR		October 8, 2018	
Submit WLA Request to IDNR		October 8, 2018	
Receive WLA from State		December 20, 2018	
Treatment Options Presented to Council	May 2019		
City Selects Treatment Process	May 2019		
Draft Anti-Deg Complete	May 2019		
Public Comment Period for AntiDeg	June 2019		
P&D Loan Application	July 1, 2019		
Submit AntiDeg to IDNR	July 2019		
Facility Plan Complete & Submitted	August 2019		December 1, 2018
Apply for IUP	<b>September 3, 2019</b>		
Design Conference	September 2019		
Facility Plan Approved	October 2019		
Survey	October 2019		
Plans/Specs - 30%	December 2019		
Apply for CDBG Funding	<b>January 2, 2020</b>		
Environmental Review Complete	March 2020		
Begin Construction Permit Application (Plans/Specs - 60%)	May 2020		
Plans/Specs - 90%	November 2020		
Construction Plans & Permit Application Submitted to IDNR	December 2020		March 1, 2020
Construction Permit Issued	January 2021		
Project Bids	February 2021		
Award Contract	February 2021		August 1, 2020
Begin Construction	March 2021		
Construction Complete	October 2022		December 1, 2021
Ammonia & E. coli Compliance Achieved	November 2022		January 1, 2022

**Summary of Wastewater Facility Improvement Options  
West Branch, Iowa**

Rankings

	Options	Project Costs	20 Year Present Worth O&M	Total	Annual O&M
1	SAGR (3 aerated lagoon cells)	\$6,312,000	\$954,000	\$ 7,266,000	\$48,000
3	SBR	\$6,617,000	\$1,788,000	\$ 8,405,000	\$90,000
2	Lemna 3-Cell System	\$7,294,000	\$1,287,000	\$ 8,581,000	\$65,000
5	Nitrox (3 aerated lagoon cells)	\$5,567,000	\$3,791,000	\$ 9,358,000	\$190,000
7	BioLac	\$7,768,000	\$1,696,000	\$ 9,464,000	\$85,000
6	Aero-Mod	\$8,153,000	\$2,331,000	\$ 10,484,000	\$117,000
4	Gross-Wen (RAB) (3 aerated lagoon cells)	\$9,225,000	\$1,143,000	\$ 10,368,000	\$58,000
	Stormwater Wetland	\$929,000	\$90,000	\$ 1,019,000	\$5,000
	Gross-Wen (RAB) (2 cell, assuming BOD credit)	\$7,840,000	\$1,143,000	\$ 8,983,000	\$58,000
	Lemna 2-Cell System	\$4,964,000	\$711,000	\$ 5,675,000	\$36,000
	Nitrox (2 aerated lagoon cells)	\$5,060,000	\$3,791,000	\$ 8,851,000	\$190,000
	SAGR (2 aerated lagoon cells)	\$5,335,000	\$954,000	\$ 6,289,000	\$48,000

The Wetland Option was determined to be untested since there were no locations within the state of Iowa which used wetlands as a primary treatment process. Based on conversation with V&K, DNR would only allow testing before water entered into the proposed wetland eco-system. *Currently, the Wetland option is viewed as an add-on rather than a primary treatment.*

(SAGR)

# Submerged Attached Growth Reactors

By Mark O. Liner, P.E., Merle Kroeker, P.E. | Mar 22, 2010

---

In the past five years, aerated gravel beds have been adapted to form Submerged Attached Growth Reactors (SAGRs). Typically located downstream of [primary](#) lagoons or other primary treatment systems, SAGRs are aerated coarse-gravel beds now being used to achieve ammonia limits.

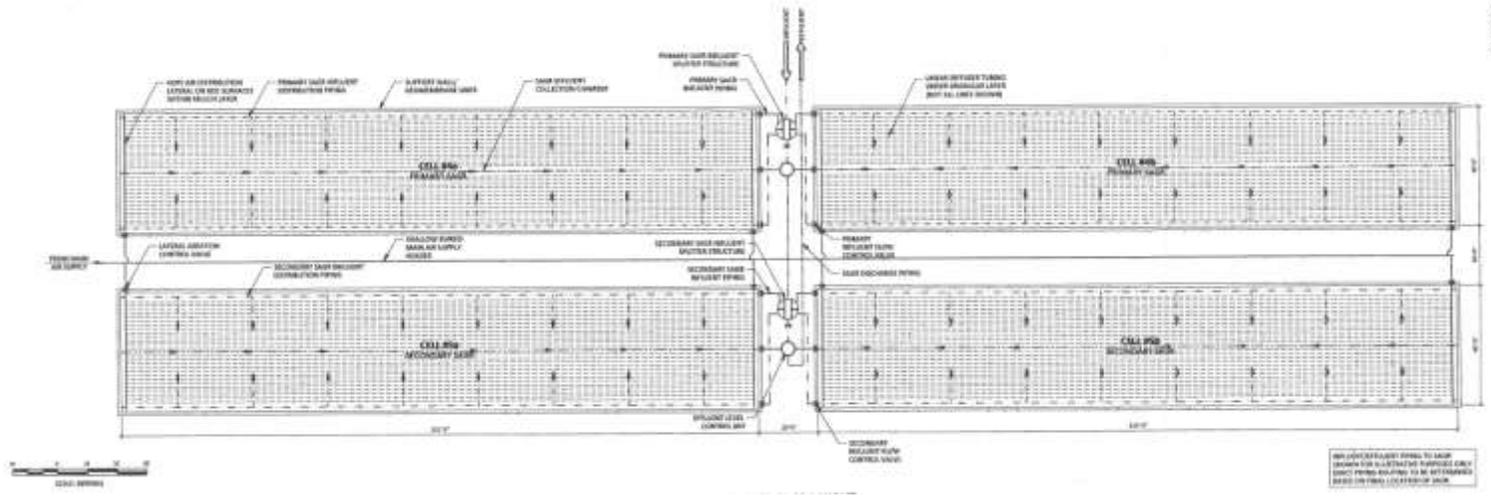
With minimal mechanical equipment or new infrastructure, SAGRs can be easily integrated into lagoon systems. Portions of existing lagoons can be modified or abandoned lagoons easily retrofitted to transform them into simple aerobic polishing filters. The use of a simple aeration system, similar to those already used for aerating lagoons, provides an added element of process stability, leading to treatment performance not commonly experienced in conventional lagoons.



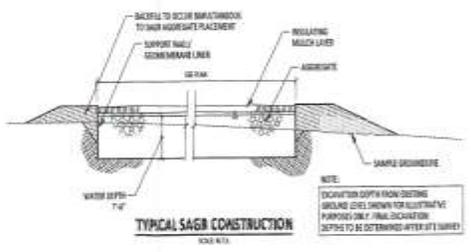
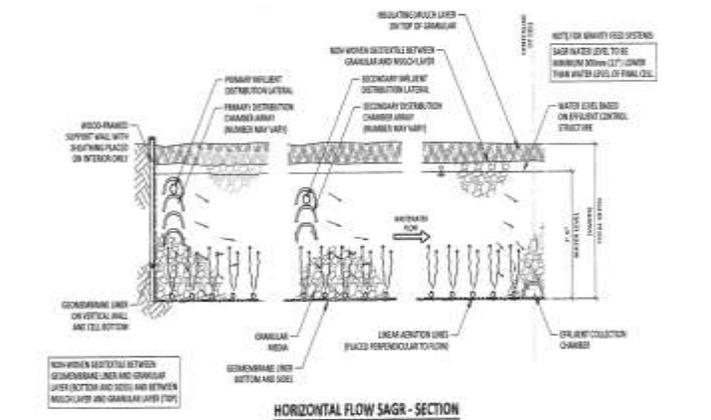
With SAGRs, the bed aggregate provides a foothold for [bacteria](#) to stay resident in the bed and not wash away in the effluent. Because lagoons reduce organic and suspended solids loads upstream, a stable nitrifier population can be established on the aggregate with limited competition from space-hogging heterotrophic bacteria. Nitrification in attached growth systems is known to flourish when biochemical oxygen demand (BOD) concentrations are less than 25 mg/L. Moreover, the bed design minimizes the

mass flux of organics (lb-BOD/sf/d) to levels that prevent long-term fouling. Finally, a step-feed mode of operation protects the nitrifying bacteria from winter-time encroachment of heterotrophic bacteria.

Steinbach, Manitoba, Canada Nelson [Environmental](#) Inc. constructed a SAGR facility in [Steinbach, Manitoba](#) to demonstrate consistent, cold-weather nitrification. Steinbach has long, cold winters, and its single-cell uncovered aerated lagoon experiences elevated effluent BOD and ammonia concentrations during winter (28 days of retention time). The demonstration facility, which has been in operation since 2007, is located next to the aerated lagoons.



**PROPOSED SAGR LAYOUT**  
SCALE: 1/8" = 1'-0"



**Nexom**  
technologies for clean water

5 Davis Way  
Winnipeg, Manitoba  
Canada R2J 3P8  
888-426-9180  
www.nexom.com

**WEST BRANCH, IA**  
PROPOSED WASTEWATER TREATMENT SYSTEM

OPTAER SYSTEM  
SAGR LAYOUT, TYPICAL SECTION

NO.	REV.	DATE	BY	CHKD.	AS NOTED	ISSUED
1						2
2						4
3						2

**FIG 02**

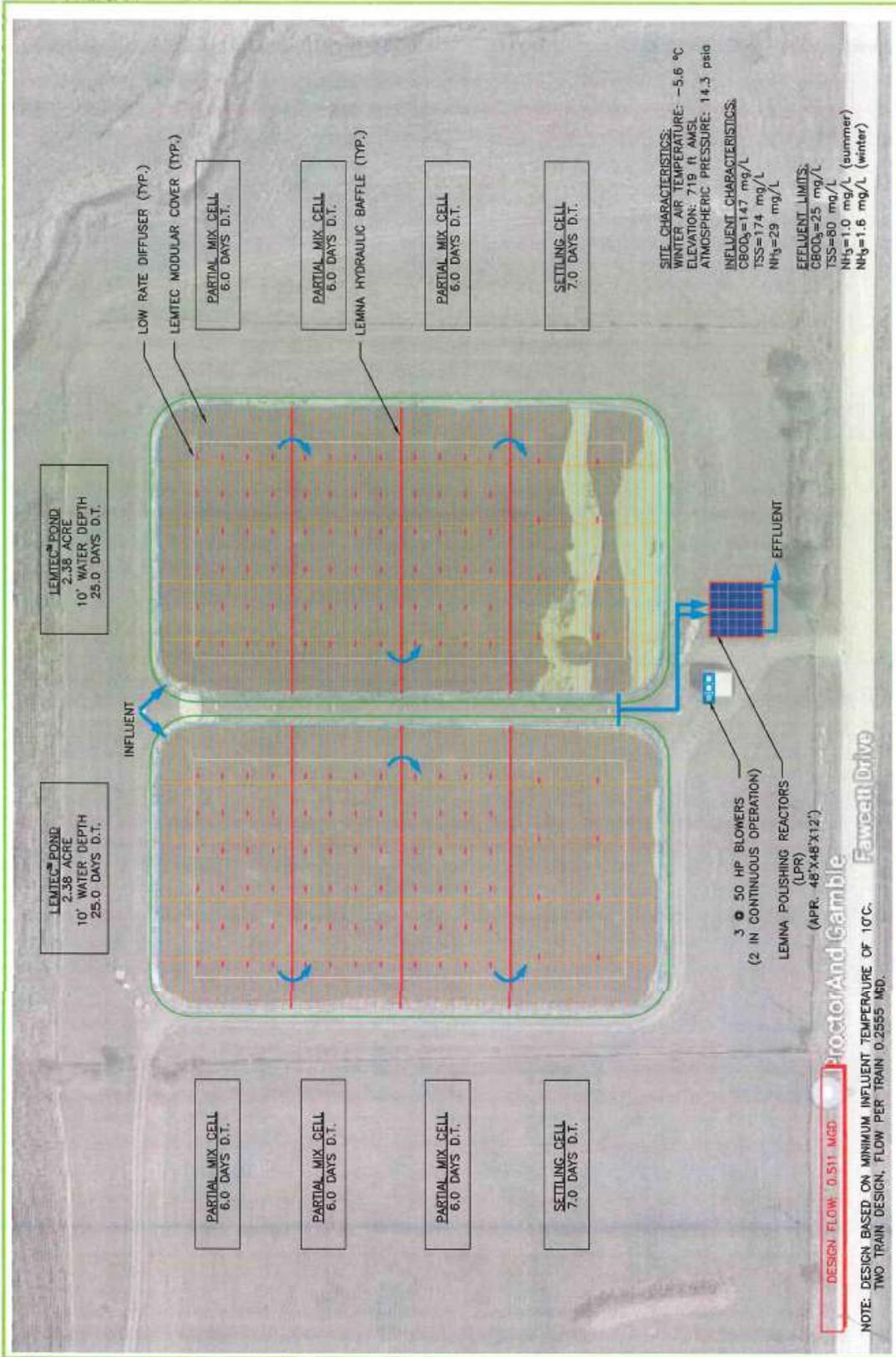
**Opinion of Cost for 2019 West Branch Facility Plan  
West Branch, Iowa**

**SAGR w/ 3 Aerated Lagoon Cells  
5/1/2019**

No.	Description	Price
1	SAGR Treatment System	\$2,292,000
2	3rd Aerated Lagoon Earthwork	\$610,000
3	UV System	\$239,000
4	Site Work & Piping	\$1,037,000
5	Generator (90 kW) & Transfer Switch	\$100,000
6	Electrical & Controls	\$350,000
SUB-TOTAL		\$4,628,000
Contingency (15%)		\$695,000
CONSTRUCTION TOTAL		\$5,323,000
Land Acquisition (2 ac)		\$30,000
Eng., Leg., Adm. (18%)		\$959,000
PROJECT TOTAL		\$6,312,000
EXPECTED O&M (20 YR PRESENT WORTH)		\$954,000
<b>20 YEAR PRESENT WORTH VALUE OF PROJECT</b>		<b>\$7,266,000</b>

\* Does not include biosolids removal from existing lagoons; biosolids assumed to be significantly reduced with current pilot study that uses microbial additions and super saturated oxygen to reduce sludge blanket

(Lemna Technologies)



**SITE CHARACTERISTICS:**  
 WINTER AIR TEMPERATURE: -5.6 °C  
 ELEVATION: 719 ft AMSL  
 ATMOSPHERIC PRESSURE: 14.3 psia

**INFLUENT CHARACTERISTICS:**  
 CBOD<sub>5</sub>=147 mg/L  
 TSS=174 mg/L  
 NH<sub>3</sub>=29 mg/L

**EFFLUENT LIMITS:**  
 CBOD<sub>5</sub>=25 mg/L  
 TSS=80 mg/L  
 NH<sub>3</sub>=1.0 mg/L (summer)  
 NH<sub>3</sub>=1.6 mg/L (winter)

**LEMTEC**  
 LEMNA TECHNOLOGICAL, INC.  
 1711 WILCOX ROAD, SUITE 200 • WEST BRANCH, IA 52158  
 PHONE: 615-223-8881 FAX: 615-223-2288 WWW.LEMTECBIOTECH.COM

**LEMTEC™ BIOLOGICAL TREATMENT PROCESS**  
**WEST BRANCH, IA**

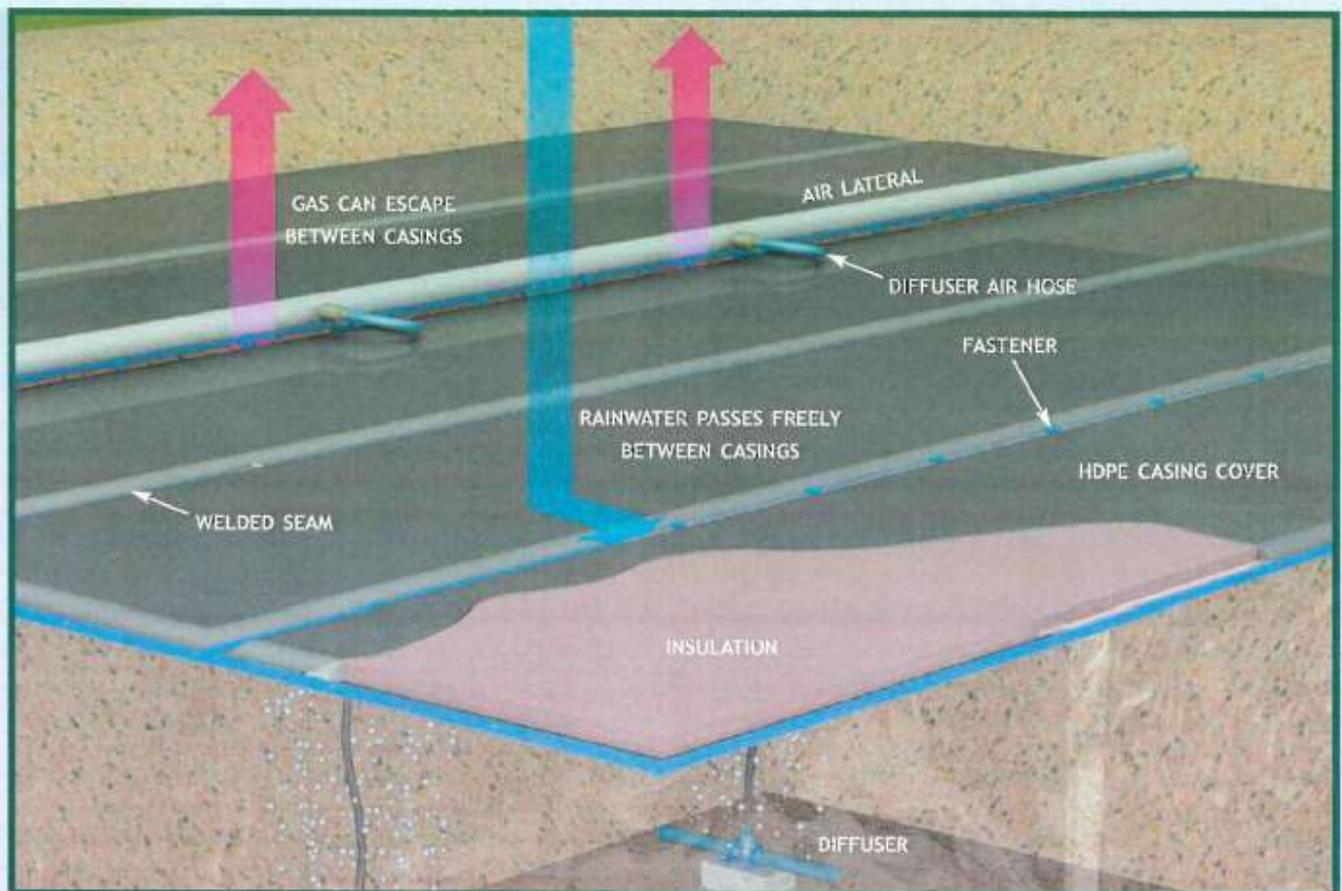
THIS DRAWING IS SUBMITTED TO:  
 LEMNA TECHNOLOGICAL, INC.  
 1711 WILCOX ROAD, SUITE 200  
 WEST BRANCH, IA 52158  
 PROJECT NO. 10-001  
 DATE: JANUARY 2016  
 SHEET NO. 1 OF 1

DESIGN FLOW: 0.511 MGD  
 NOTE: DESIGN BASED ON MINIMUM INFLUENT TEMPERATURE OF 10°C. TWO TRAIN DESIGN, FLOW PER TRAIN 0.2555 MGD.  
 ProctorAndGamble Fawcett Drive

# INSULATED MODULAR COVER

## FIRST AND STILL THE BEST . . .

Lemna Technologies was the **1<sup>st</sup>** company to introduce a floating modular cover system in the wastewater industry. This innovative patented cover solution consists of individual casings that are fastened together to form a complete cover over the water surface. Each individual casing consists of closed cell insulation sealed between two sheets of durable geomembrane. The result is a cost-effective, easy to install, maintenance-free solution.



**Opinion of Cost for 2019 West Branch Facility Plan  
West Branch, Iowa**

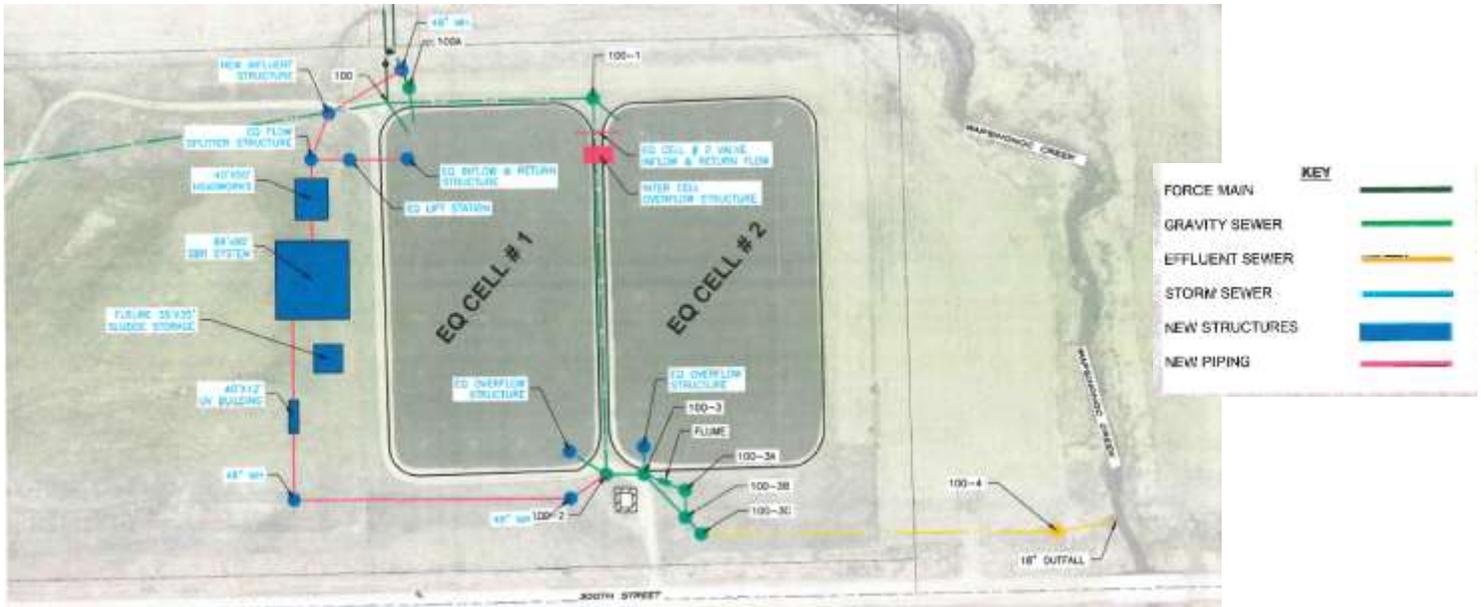
**Lemna 3-Cell System  
5/1/2019**

No.	Description	Price
1	Lemna Treatment System	\$3,047,000
2	3rd Aerated Lagoon	\$751,000
3	UV System	\$239,000
5	Site Work & Piping	\$832,000
6	Generator (170 kW) & Transfer Switch	\$180,000
7	Electrical & Controls	\$325,000
<b>SUB-TOTAL</b>		<b>\$5,374,000</b>
Contingency (15%)		\$807,000
<b>CONSTRUCTION TOTAL</b>		<b>\$6,181,000</b>
Land Acquisition		\$0
Eng., Leg., Adm. (18%)		\$1,113,000
<b>PROJECT TOTAL</b>		<b>\$7,294,000</b>
EXPECTED O&M (20 YR PRESENT WORTH)		\$1,287,000
<b>20 YEAR PRESENT WORTH VALUE OF PROJECT</b>		<b>\$8,581,000</b>

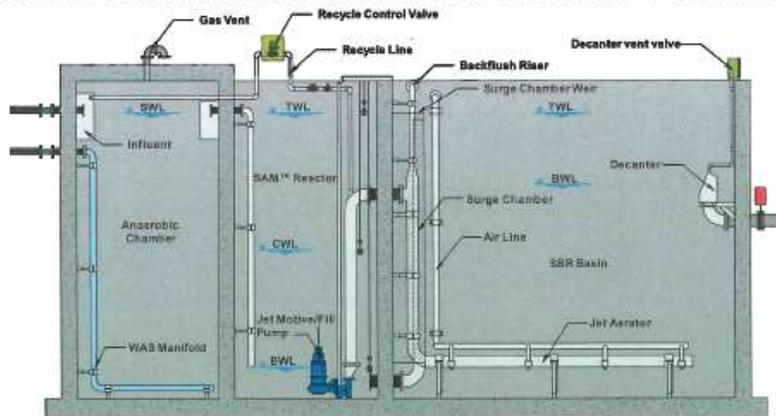
\* Does not include biosolids removal from existing lagoons; biosolids assumed to be significantly reduced with current pilot study that uses microbial additions and super saturated oxygen to reduce sludge blanket

## Sequencing Batch Reactor (SBR)

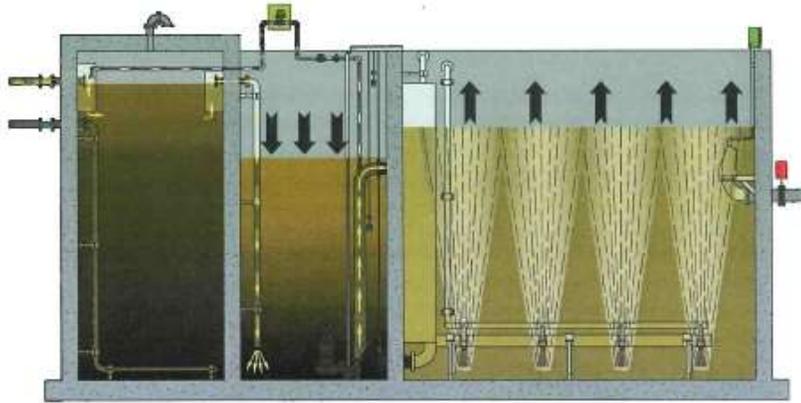
The sequencing batch reactor (SBR) is a fill-and-draw activated sludge system for wastewater treatment. In this system, wastewater is added to a single “batch” reactor, treated to remove undesirable components, and then discharged. Equalization, aeration, and clarification can all be achieved using a single batch reactor. To optimize the performance of the system, two or more batch reactors are used in a predetermined sequence of operations. SBR systems have been successfully used to treat both municipal and industrial wastewater. They are uniquely suited for wastewater applications characterized by low or intermittent flow conditions.



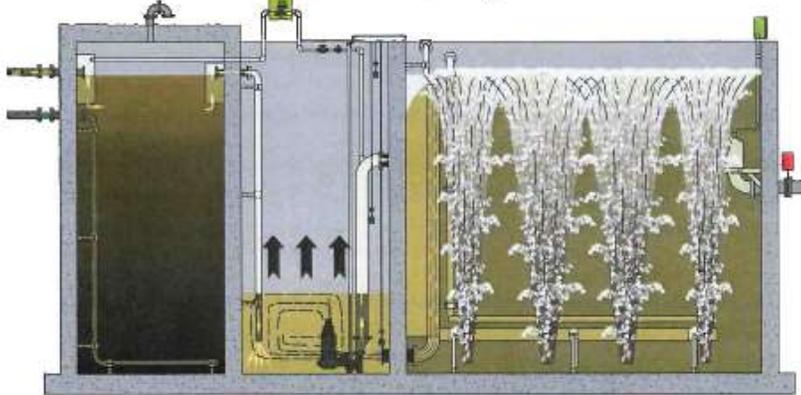
**THE EXPERIENCED LEADER IN SEQUENCING BATCH REACTOR TECHNOLOGY**



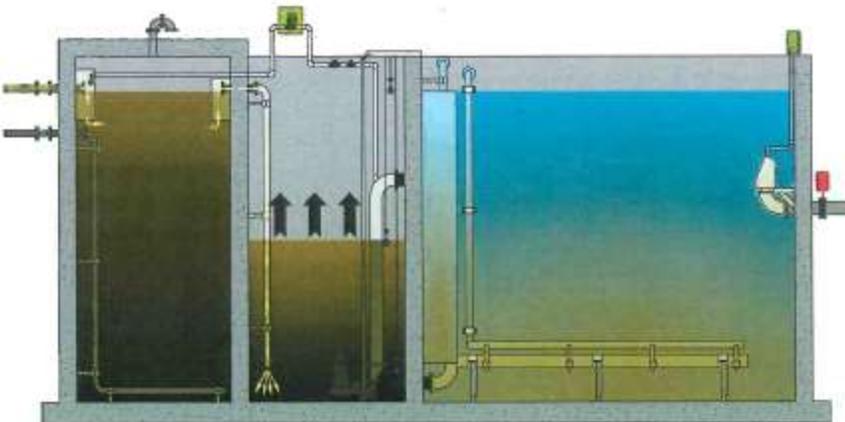
**System Components:** Influent continuously enters the anaerobic chamber where solids settle. Settleable BOD is converted to soluble BOD. BOD is reduced by 30%, and solids are reduced by 60%. The influent then flows to the SAM™ reactor. Mixed liquor is maintained in the SAM™ reactor to suppress odors, and initiate and accelerate carbon and nitrogen reduction.



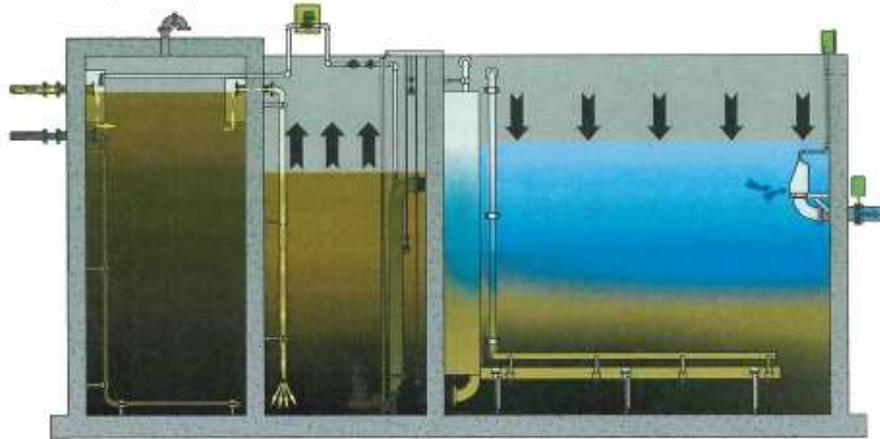
**Fill Phase:** When the level in the SAM™ reactor reaches a predetermined "control level" the motive liquid pump is started. The SBR basin is filled and mixed. A percentage of the pumped flow is returned to the anaerobic chamber where biological solids settle. Settled solids in the anaerobic chamber are digested.



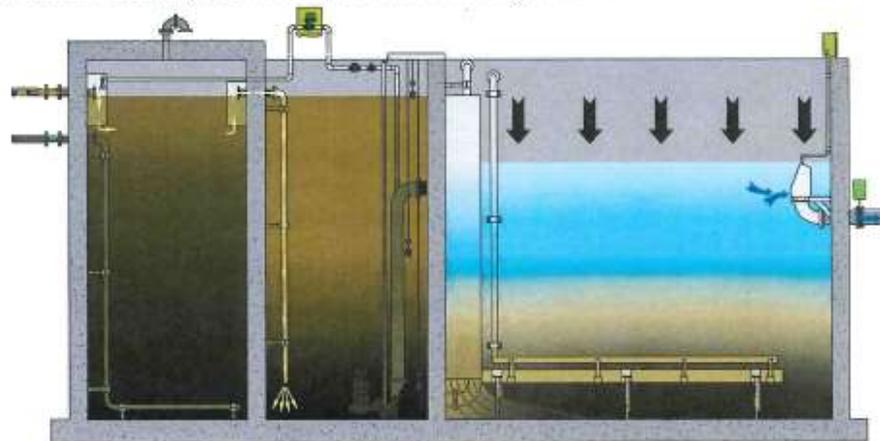
**Interact Phase:** When the level in the SBR reaches TWL, nitrified mixed liquor overflows the surge chamber weir and is returned to the SAM™ chamber to mix and react with the raw influent. Aeration is cycled on and off to provide the required oxygen. Denitrification is reliable and complete. Scum is also removed from the SBR basin.



**Settle Phase:** When the level in the SAM™ reactor again reaches "control level," aeration is discontinued, and the SBR basin settles under perfect quiescent conditions.



**Decant Phase:** When the settle timer expires, the decant valve is opened, and treated effluent is withdrawn from the upper portion of the SBR basin by means of a fixed solids excluding decanter.



**Filled Decant Phase:** If, during peak flow events, the SAM™ reactor reaches TWL before the decant phase ends, influent flows in a reverse direction through the surge return line and overflows the surge chamber secondary weir, and is diffused into the settled sludge at very low velocity as the decant phase continues.

**Opinion of Cost for 2019 West Branch Facility Plan  
West Branch, Iowa**

**SBR  
5/1/2019**

No.	Description	Price
1	Headworks	\$834,000
2	SBR/ISAM Treatment System	\$1,922,000
3	UV System	\$239,000
4	EQ Lift Station & Piping	\$235,000
5	Site Work & Piping	\$985,000
6	Generator (120 kW) & Transfer Switch	\$130,000
7	Electrical & Controls	\$530,000
<b>SUB-TOTAL</b>		<b>\$4,875,000</b>
Contingency (15%)		\$732,000
<b>CONSTRUCTION TOTAL</b>		<b>\$5,607,000</b>
Land Acquisition		\$0
Eng., Leg., Adm. (18%)		\$1,010,000
<b>PROJECT TOTAL</b>		<b>\$6,617,000</b>
EXPECTED O&M (20 YR PRESENT WORTH)		\$1,788,000
<b>20 YEAR PRESENT WORTH VALUE OF PROJECT</b>		<b>\$8,405,000</b>

\* Does not include biosolids removal from existing lagoons; biosolids assumed to be significantly reduced with current pilot study that uses microbial additions and super saturated oxygen to reduce sludge blanket

*Over All Tally Sheet*  
**Wastewater Task Force Plant Evaluation**

1. Aero Mod Total 58  
Construction cost      1 2 3 4 5 6 7 8 9 10  
Operational Cost      1 2 3 4 5 6 7 8 9 10  
Operational Management 1 2 3 4 5 6 7 8 9 10  
Expansion for future    1 2 3 4 5 6 7 8 9 10

3 2. SBR Total 82  
Construction cost      1 2 3 4 5 6 7 8 9 10  
Operational Cost      1 2 3 4 5 6 7 8 9 10  
Operational Management 1 2 3 4 5 6 7 8 9 10  
Expansion for future    1 2 3 4 5 6 7 8 9 10

3. Bio Lac Total 58  
Construction cost      1 2 3 4 5 6 7 8 9 10  
Operational Cost      1 2 3 4 5 6 7 8 9 10  
Operational Management 1 2 3 4 5 6 7 8 9 10  
Expansion for future    1 2 3 4 5 6 7 8 9 10

2 4. Lemna Total 83  
Construction cost      1 2 3 4 5 6 7 8 9 10  
Operational Cost      1 2 3 4 5 6 7 8 9 10  
Operational Management 1 2 3 4 5 6 7 8 9 10  
Expansion for future    1 2 3 4 5 6 7 8 9 10

5. Nitrox Total 76  
Construction cost      1 2 3 4 5 6 7 8 9 10  
Operational Cost      1 2 3 4 5 6 7 8 9 10  
Operational Management 1 2 3 4 5 6 7 8 9 10  
Expansion for future    1 2 3 4 5 6 7 8 9 10

1 6. SAGR Total 112  
Construction cost      1 2 3 4 5 6 7 8 9 10  
Operational Cost      1 2 3 4 5 6 7 8 9 10  
Operational Management 1 2 3 4 5 6 7 8 9 10  
Expansion for future    1 2 3 4 5 6 7 8 9 10

7. Revolving Algal Biofilm Total 77  
Construction cost      1 2 3 4 5 6 7 8 9 10  
Operational Cost      1 2 3 4 5 6 7 8 9 10  
Operational Management 1 2 3 4 5 6 7 8 9 10  
Expansion for future    1 2 3 4 5 6 7 8 9 10



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Resolution 1829</b> – A Resolution Accepting the \$890.00 Quote for the Removal and Disposal of Asbestos from Environmental Management Services of Iowa, INC. relating to the Downtown East Redevelopment Project.
<b>CITY GOAL:</b>	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator / Roger Laughlin, Mayor
<b>DATE:</b>	July 17, 2019

**BACKGROUND:**

The City of West Branch seeks proposals from qualified developers (individuals or firms) interested in presenting a viable design and development concept for a mixed – use development on 3.450 acres of real estate located in Downtown West Branch, Iowa, owned by the City of West Branch (“Site”).

The City received a \$50,960 Derelict Building Grant from the Iowa Department Natural Resources, which will allow the city to take down two commercial buildings located near the intersection of E Main St. and 4th St. and turn the space into a development with commercial and residential purposes. The grant will allow the city to remove asbestos from one of the buildings and deconstruct two buildings on the site.



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

*"Turning Vision into Reality is our Business"*

**PROPOSAL ENVIRONMENTAL MANAGEMENT SERVICES OF IOWA, INC.**

5170 WOLFF ROAD, #2  
 DUBUQUE, IOWA 52002-2563  
 PHONE: (563) 583-0808 FAX: (563) 583-2206

<b>PROPOSAL TO:</b> City of West Branch c/o Nicole Turpin, ECIA	<b>PHONE:</b> <a href="mailto:nturpin@ecia.org">nturpin@ecia.org</a>	<b>DATE:</b> June 28, 2019
<b>STREET:</b> 110 N. Poplar St., P. O. Box 218	<b>JOB:</b> Asbestos Removal	
<b>CITY, STATE, ZIP:</b> West Branch, IA 52358	<b>JOB LOCATION:</b> 325 East Green St., West Branch, IA 52358	

**We hereby submit specifications and estimates for:**

Removal and disposal of asbestos black flashing around flues of shop roof and gray caulk on flues.

Price Complete ..... \$890.00

**NOTES:** The Iowa DNR Asbestos Notification fee does not apply to this project.

**NOTE:** The prices are not based on Prevailing or Davis Bacon Wage Rates.

**\*WI JOBS ONLY:** If awarded this project, there will be an additional notification fee, if applicable, added to the price quoted as this fee is required by the WI DNR. The fees range from \$50.00 to \$1,325.00 depending on the type of project.

**\*IL JOBS ONLY:** If awarded this project, there will be an additional \$150.00 notification fee, if applicable, added to the price quoted as this fee is required by the IL EPA. Price does not include the cost of any required air clearance samples.

**\*IA JOBS ONLY:** If awarded this project, there will be an additional \$100.00 asbestos notification fee added to the price quoted as this fee is required by the IA DNR. If a renovation notification is required, EMSI can submit for the renovating contractor, and then there will be an additional \$100.00 renovation notification fee required by the IA DNR plus a \$50.00 fee for submittal and recordkeeping. If a demolition notification is required, EMSI can submit for the demolition contractor and then there will be an additional \$100.00 demolition notification fee required by the IA DNR plus a \$50.00 fee for submittal and recordkeeping. The quotes/prices do not include the cost of any required air clearance samples

**\*SCHOOL PROJECTS ONLY:** Prices do not include the cost of project management, if applicable, or air clearance samples that are required to be taken by an Independent Air Sampling Professional at the end of a school project. Schools will be billed directly by the Project Manager and/or Air Sampling Professional.

All work will be performed in accordance with OSHA asbestos standard for construction industry, 29 CFR 1926.1101 and USEPA National Emissions Standard for Hazardous Air Pollutants (NESHAPS), Asbestos Regulations, 40 CFR 61 Subpart A & M. All work will be performed by AHERA licensed individuals regularly engaged in asbestos removal.

**We propose**

Hereby to furnish materials, equipment and labor, complete in accordance with the above specifications, for the sum of Prices Stated Above

**Payment to be made as follows:** Net 30 days from receipt of invoice / 1.5% Past Due

**NOTE:** If payment is not received within the terms of payment, a lien will be filed and/or other legal action will be taken.

Iowa Contractors License No. 2854  
 IL Asbestos Contractor Permit No. 500-0482  
 WI Contractor Permit No. CAP-13150

Authorized Signature:



Mark Hogan, President

**NOTE:** This proposal may be withdrawn if not accepted within 30 days.

**Acceptance of Proposal**

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**RESOLUTION 1829**

**A RESOLUTION ACCEPTING THE \$890.00 QUOTE FOR THE REMOVAL AND DISPOSAL OF ASBESTOS FROM ENVIRONMENTAL MANAGEMENT SERVICES OF IOWA, INC. RELATING TO THE DOWNTOWN EAST REDEVELOPMENT PROJECT.**

**WHEREAS**, The City of West Branch seeks proposal from qualified developers (individuals or firms) interested in presenting a viable design and development concept for a mixed – use development on 3.450 acres of real estate located in Downtown West Branch, Iowa, owned by the City of West Branch; and

**WHEREAS**, the city has made investments to make said real estate desirable for development; and

**WHEREAS**, the city has placed extra effort in seeking grant funding including a \$50,960 Derelict Building Grant from the Iowa Department Natural Resources, which will allow the city to take down two commercial buildings and remove asbestos from one of the buildings; and

**WHEREAS**, the city’s procurement protocols have been met by soliciting quotes from three vendors who provide asbestos removal; and

**WHEREAS**, Environmental Service of Iowa, Inc. is consider by staff to be ideal for providing asbestos removal services for this project; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council accept the \$890.00 quote for the removal and disposal of asbestos from Environmental Management Services of Iowa, Inc. relating to the downtown east redevelopment project

\* \* \* \* \*

**Passed and approved this 22nd day of July, 2019.**

---

Colton Miller, Mayor Pro Tem

ATTEST:

---

Redmond Jones II, City Administrator / City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	July 22, 2019
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Setting a Date and Time for the City Administrator’s Evaluation.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Roger Laughlin, Mayor
<b>DATE:</b>	July 18, 2019

**BACKGROUND:**

The City Administrator’s Evaluation shall be held in closed session and set at a date mutually acceptable for the Mayor, City Council and the City Administrator.

<b>STAFF RECOMMENDATION:</b>	Seeking a Date and Time for a Closed Session Meeting
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*