



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. TUESDAY SEPTEMBER 3, 2019 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.

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

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

AGENDA

A. Call to Order

B. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

G. Roll Call

D. Guest Speaker, Presentations and Proclamations

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 August 19, 2019.
2. **Motion to Approve** a Class C Liquor License for Harvest and Dock LLC, located at 2 Ember Lane, West Branch, Effective September 1, 2019 to August 31, 2020.
3. **Motion to Approve** the West Branch High School Homecoming Parade Route.

"Turning Vision into Reality is our Business"

4. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Discussion Item:** Consideration to accept Needham Excavating's Grass/Weed Plan for Cubby Park. Additionally, consideration to accept a partial acceptance of the project (No formal request has been submitted).
2. **Resolution 1821** – A Resolution Approving Change Order #9 in the Amount of \$2,356.59 for Roll-Up Insect Screening Required for The Cubby Park Concession Stand at the Pavilion.
3. **Discussion Item:** Strategy for West Branch Village relating to Incremental Sewer Rate Increases over the next 3 years in preparation for the new wastewater treatment process.
4. **Motion to Approve** and Accept a Quotation from Zippy's Salt Barn LLC for bulk de-icing solution in the amount \$ 115.99 per ton for 125 tons.
5. **Motion to Accept** the Staff Work Plan
6. **Resolution 1837** – A Resolution Accepting and Approving the City Street Finance Report for Fiscal Year 2019.

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

**West Branch, Iowa
Council Chambers**

City Council Meeting

**August 19, 2019
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Brian Pierce and Jordan Ellyson were present. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Police Chief Mike Horihan, Sargent John Hanna, Public Works Director Matt Goodale, Library Director Nick Shimmin and Finance Officer Gordon Edgar.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Nate Kass, Fehr Graham was present to answer questions on the Cubby Park project. Kass said he had been conferring with City Administrator Jones on the remaining punch list items and asked the Council to provide their comments and feedback on the current outstanding issues. Pierce started with the condition of the park. He cited that weeds were over taking the newly planted fields and landscaping and stated that the park ‘looked abandoned’. He asked to see the punch list items and wanted to know when they would be completed. It was also noted that sprinkler heads were broken, along with an electrical issue that had not been resolved which was preventing the sprinkler system to be used. There appeared to be confusion on who was responsible for the maintenance of the park during these final stages. Kass said it was not in the specs for the contractor to maintain the park for mowing and weeding, however, since the City has not accepted the project as ‘complete’, city officials didn’t feel it was their responsibility to ‘maintain it’. Council expressed the continued missed deadlines and felt that if the park would have been completed on schedule, along with the final planting and growing season, we would not be in this situation. Russell said she had contacted a lawn care specialist and they felt that the ball fields could be saved with over seeding and irrigation. However, the other grassy areas were a bigger concern as most of that grass has been over taken by weeds. It was also noted that landscape fabric was not used with the parks landscaping which will require additional maintenance and Pierce questioned why that would have not been included if installed by a professional landscaper. The council set a final deadline date of Friday, September 6, 2019 for all punch list items to be complete including addressing the condition of the park. Laughlin reminded Kass that he (Fehr Graham) works for the City and expects results. Kass said as take a ways from the hour long discussion he would follow-up with Needham on the following concerns: plan to correct the seeding (outside the ball fields), confirm if weed barriers were used, and determine issues with the irrigation system. Kass did indicate that Point Builders, (concession stand sub-contractor), would have their remaining items completed by Friday, August 23rd. Kass said he would contact Needham on Tuesday and provide their response to the issues raised. City Attorney Olson requested the working days schedule from Kass in order to assess liquidated damages. As a final comment, Goodweiler asked Kass if he would show his prospective clients Cubby Park as a project they’d designed. Kass did not respond.

PUBLIC COMMENT

Pete Swisher, Herbert Hoover National Park Superintendent reminded the Council of the upcoming Redtail Squadron exhibit to be held in the Village Green starting on Wednesday, August 21st. The exhibit runs through this Sunday.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for City Council Meeting August 5, 2019.

Motion to approve minutes for City Council Closed Meeting August 6, 2019.

Motion to approve a Block Party Permit to the West Branch United Methodist Church for their annual tailgate celebration.

Motion to Approve the Claims Report.

August Claims Paid and July Revenues

EXPENDITURES	8/19/2019	
ALLIANT ENERGY	UTILITIES	12,129.07
ALPHA GRAPHICS	BROCHURES	754.00
AMAZON	BOOKS, PROGRAM SUPPLIES	577.40
BAKER & TAYLOR INC.	BOOKS	1,599.87

BARRON MOTOR SUPPLY	MAINTENANCE SUPPLIES	225.55
BEAN & BEAN	GRAVE OPENINGS	2,750.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,709.20
BIG TEN RENTALS	CHAIR & TENT RENTAL HHTD	1,166.17
BRET F STOUT	STORM WATER REPAIR	1,190.00
BROWN'S WEST BRANCH	VEHICLE REPAIR-MAINTENANCE	213.06
BUSINESS RADIO SALES	REPROGRAM RADIOS	65.00
CEDAR COUNTY RECORDER	RECORDING FEES	41.00
CEDAR RAPIDS PHOTO COPY INC	COPIER MAINTENANCE	368.99
D&R PEST CONTROL	PEST CONTROL	70.00
DAN & DEBBIES CEAMERY	CAMP EVENT	249.84
DEMCO	OFFICE SUPPLIES	294.36
DEWEYS JACK & JILL	DAY CAMP & MAINTENANCE SUPPLIES	146.89
FELD FIRE EQUIPMENT CO. INC.	EQUIPMENT REPAIR	600.00
HAWKINS INC	CHEMICALS	814.50
HD CLINE COMPANY	EQUIPMENT REPAIR	81.48
IMWCA	WORKERS COMPENSATION INSURANCE	2,097.00
IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION	CERTIFICATION FEES	125.00
IOWA RURAL WATER ASSOCIATION	IOWA RURAL WATER ASSOC.	300.00
JOHNSON CONTROLS	EQUIPMENT MAINTENANCE	3,278.79
JOHNSON COUNTY REFUSE INC	RECYCLING JULY 2019	3,961.50
L. L. PELLING CO. INC	COLD PATCH	478.40
LENOCH & CILEK	EQUIPMENT	69.99
LINN COUNTY R.E.C.	STREET LIGHTS	151.10
MENARDS	SUPPLIES	408.96
AMANDA FRAUENHOLZ	TEACHING CLASSES	265.00
NORTHWAY WELL AND PUMP COMPANY	EQUIPMENT REPAIR	14,297.08
OASIS ELECTRIC LLC	STREET LIGHT REPAIR	258.10
OVERDRIVE INC	BOOKS	275.99
PAUL O'NEIL	CLOTHING ALLOWANCE	194.99
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METERS	1,059.85
PLUNKETT'S PEST CONTROL INC	PEST CONTROL	95.18
PORT 'O' JONNY INC.	PORTABLE RESTROOM SERVICE	784.00
QC ANALYTICAL SERVICES LLC	QC ANALYTICAL SERVICES LLC	913.00
QUILL CORP	OFFICE SUPPLIES	124.62
RACOM CORPORATION	REPAIR LABOR	166.10
SHIMMIN, NICK	SUPPLIES	29.60
STATE HYGIENIC LAB	LAB ANALYSIS	81.00
STATE LIBRARY OF IOWA	DATABASE SUBSCRIPTION	164.32
THE HOME DEPOT PRO	MAINTENANCE SUPPLIES	87.32
THOMAS HEATING & AIR LLC	SERVICE CALL	118
UPS	SHIPPING	24.35
US BANK CORPORATE CARD	DAY CAMP ACTIVITIES, LIBRARY SUPPLIES	3,683.56
WALMART COMMUNITY/RFCs LLC	DVDS & PROGRAM SUPPLIES	700.36
WEST BRANCH FORD	VEHICLE REPAIR	363.1
WEST BRANCH REPAIRS	VEHICLE REPAIR	246.28
WEST BRANCH TIMES	ADVERTISING	2,215.58
WEX BANK	VEHICLE FUEL	2,517.71
TOTAL		64,582.21
PAYROLL	8/9/2019	47,863.64
PAID BETWEEN MEETINGS		
KELSEY HARRINGTON	UTILITY REFUND	100.00
DREW CHARLES	UTILITY REFUND	66.45
LARS LARSON	UTILITY REFUND	67.95
ALEC JACKSON	UTILITY REFUND	35.90
CROELL INC	STREET REPAIR	123.00
ZACK MURDOCK	MEALS & FOOD	296.57
TAYLOR CONSTRUCTION	COLLEGE ST BRIDGE & RELATED WORK	214,637.12
UPS	SHIPPING	22.82
TOTAL		215,349.81
GRAND TOTAL EXPENDITURES		327,795.66
FUND TOTALS		
001 GENERAL FUND		49,304.86

022 CIVIC CENTER	475.59
031 LIBRARY	15,326.14
036 TORT LIABILITY	1,977.09
110 ROAD USE TAX	4,029.40
310 COLLEGE STREET BRIDGE	101,710.28
318 COLLEGE ST & 2ND ST IMPROVEMENTS	112,926.84
112 TRUST AND AGENCY	5,158.02
600 WATER FUND	24,549.90
610 SEWER FUND	11,147.54
740 STORM WATER UTILITY	1,190.00
GRAND TOTAL	327,795.66

ADDITIONAL EXPENDITURES	8/19/2019	
JULIA HIME	VIDEOGRAPHY SERVICES	100.00
HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES	272.23
TIPTON ELECTRIC MOTORS	EQUIPMENT REPAIR	376.02
WEST BRANCH REPAIRS	VEHICLE REPAIR	191.60
TOTAL		939.85

FUND TOTALS	
001 GENERAL FUND	939.85
GRAND TOTAL	939.85

REVENUE-FISCAL YEAR 2020
FUND JULY

001 GENERAL FUND	32,428.20
022 CIVIC CENTER	98.03
031 LIBRARY	336.92
036 TORT LIABILITY	169.93
110 ROAD USE TAX	23,969.40
112 TRUST & AGENCY	1,064.98
119 EMERGENCY TAX FUND	134.07
121 LOCAL OPTION SALES TAX	17,450.39
125 TIF	1,169.96
226 DEBT SERVICE	1,068.95
500 CEMETERY PERPETUAL FUND	0.51
502 KROUTH INTEREST FUND	0.18
600 WATER FUND	44,305.19
610 SEWER FUND	35,213.56
740 STORM WATER UTILITY	5,121.67
TOTAL	162,531.94

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1836 – Approving Change Order #8 for \$3,000.00 amended from the original Change Order of \$7,586.67 associated with the lift rental expense, work stoppage, additional installation labor and material transportation related to the pavilion panels./ Move to action.

Motion by Miller, second by Goodweiler to approve the Resolution 1836. AYES: Miller, Goodweiler, Ellyson, Stoolman, Pierce. NAYS: None. Motion carried.

Resolution 1832 – Approving Partial Pay Estimate # 12 in the amount of \$17,973.33 to Needham Excavating Inc. for the Cubby Park Improvements Project. / Move to action.

Motion by Goodweiler, second by Ellyson to approve the Resolution 1832. AYES: Goodweiler, Ellyson, Miller, Stoolman, Pierce. NAYS: None. Motion carried.

Resolution 1833 – Approving a 28e Agreement between the City of West Branch and the West Branch Community School District regarding use of ROW for the construction of a Press Box at the Little Rose Bowl. /Move to action.

Olson noted that this agreement will terminate on June 30, 2024 and the School shall have the option to renew it with the same terms for successive five-year terms beginning July 1, 2024 provided the School is not in default of its obligations.

Motion by Miller, second by Pierce to approve the Resolution 1833. AYES: Miller, Pierce, Stoolman, Ellyson, Miller. NAYS: None. Motion carried.

Resolution 1834 – Authorizing additional budget funding not to exceed \$5,000 for the in-house install of 250ft of sidewalk connecting the Northside development to existing public sidewalk. /Move to action.

Jones reminded the Council that this sidewalk project was part of the agreement with the Northside First Addition development project in which the Council required the developer to install a sidewalk on their property to provide access to the public walkways for its residents. Currently, there is not a sidewalk that connects to from Northside Drive to Shay’s property and that this connection is required. Jones said that the sidewalk will be installed in-house by the Public Works staff which will keep the costs down and said the sidewalk would be installed within the next few weeks.

Motion by Goodweiler, second by Ellyson to approve the Resolution 1834. AYES: Goodweiler, Ellyson, Miller, Stoolman, Pierce. NAYS: None. Motion carried.

Discussion: Location of a replacement light post downtown.

Jones said that the light pole in question is on the corner of West Main and North Poplar (in front of the Groom Station) and has been damaged twice in recent years. After the latest incident, the pole was removed and has not been replaced pending discussion on if this were the best place to have a light pole. Jones shared options to moving the light to the south side of Main Street, near the Enlow parking lot which would provide additional lighting for that space. The council felt that the light was needed more at that corner rather than the alternative suggested and discussed the possibility of bollards being place around the pole to protect it. Jones said he would confer with Public Works Director Goodale to see if that was an option.

Discussion: Strategy for incremental sewer rate increases over the next 3 years in preparation for the new wastewater treatment process.

Jones said the estimated \$6,312,000 SAGR wastewater treatment facility will require an estimated \$315,600 debt service payment annually. This debt payment will result in a sewer rate increase for the West Branch residents. Jones provided preliminary sewer rate increase options that he and Finance Officer Edgar had calculated in preparation of funding the potential new waste water upgrades mandated by the Iowa Department of Natural Resources. Jones said the preliminary rates were based on an estimate of the infrastructure costs. More data would need to be analyzed before determining a final rate increase.

Resolution 1835 – Authorizing the Transfer of Funds to the West Branch Public Library Parking Lot Improvement Project. / Move to action.

Motion by Pierce, second by Stoolman to approve the Resolution 1835. AYES: Pierce, Stoolman, Goodweiler, Miller, Ellyson. NAYS: None. Motion carried.

Discussion: Gateway signage at Cubby Park

Jones commented that with Cubby Park nearing completion it was now time to determine what kind of signage would be used at the new park. Jones provided a few samples. Russell said that the other parks have a similar design and size and were made by the local Boy Scouts. Miller requested that the sign for Cubby Park be a little ‘more extravagant’ based on the size of the project. Russell said she would get ideas from the Park & Recreation Commission at their next meeting.

CITY ADMINISTRATOR REPORT

Jones reported on the weekend storms and thanked the Public Works staff for their efforts in the clean-up of several large trees that came down as a result.

CITY ATTORNEY REPORT

No comment.

STAFF REPORTS

No comments.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller mentioned that there may be an opportunity for the City to have a sign on the eastern edge of Iowa City. Miller indicated that the Mayor had previously wanted some sort of signage to advertise West Branch along the corridor and this may be the opportunity.

ADJOURNMENT

Motion to adjourn by Ellyson, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 9:09 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 3, 2019
AGENDA ITEM:	Motion to Approve a Class C Liquor License for Harvest and Dock LLC, located at 2 Ember Lane, Effective September 1, 2019 to August 31, 2020.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	August 26, 2019

BACKGROUND:

Harvest and Dock will be renting space from Little Lights Events, 2 Ember Lane, West Branch, for the purpose of providing catering and liquor sales for events held at the event center. **This is a 12 month license which is effective on September 1, 2019 and expires on August 31, 2020.**

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 3, 2019
AGENDA ITEM:	Motion to Approve the West Branch High School Homecoming Parade Route.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 28, 2019

BACKGROUND:

West Branch High School Homecoming Parade, Wednesday, October 9, 2019 – 6:30 p.m.

- All parade entries are to be lined up in front of the bus barns on Poplar St. and will wrap around the field. The parade will be led by the American Legion Post, WBHS Band, Grand Marshals, Crown Bearers, and Court Members. All other floats and entries will be lined up on Poplar St. along the east side of the football field.
- After the parade, all participants are invited to stay for the coronation and pep rally at the Little Rose Bowl (rain location: Hoover Gym).
- Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Advisor), 319-643-7216 ext. 327, anoelck@west-branch.k12.ia.us



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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: September 3, 2019
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AGENDA ITEM:	Motion to Approve the Claims Report.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	August 28, 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.

STAFF RECOMMENDATION: Approve Claims Report – Move to Action

REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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EXPENDITURES

9/3/2019

ALPHA GRAPHICS	OFFICE SUPPLIES	35.88
BAKER & TAYLOR INC.	BOOKS	815.30
CEDAR COUNTY ENGINEER	ROCK	3,131.93
CORALVILLE PARK & RECREATION	STAGE RENTAL	925.00
D & N FENCE COMPANY INC	FENCE AT CRESTVIEW	4,395.00
DEMCO	PROGRAM SUPPLIES	86.43
HY-VEE ACCOUNTS RECEIVABLE	CAMP SUPPLIES	66.55
JOHN DEERE FINANCIAL	UNIFORMS	101.95
JOHNSON CONTROLS	SERVICE CONTRACT	999.25
JOHNSON COUNTY REFUSE INC.	GARBAGE TAGS	600.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,295.50
MENARDS	SUPPLIES	135.85
MUNICIPAL SUPPLY INC.	WATER METERS & ACCESSORIES	14,548.44
OLSON, KEVIN D	LEGAL SERVICES-SEPTEMBER, 2019	1,500.00
OVERDRIVE INC	AUDIOBOOKS	1,007.29
PRINTING HOUSE	DOG PARK RENEWAL POST CARDS	142.55
QUILL CORP	OFFICE SUPPLIES	196.11
SHIMMIN, NICK	PROGRAM SUPPLIES	25.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
STOP STICK LTD	STOP STICKS	473.00
TIPTON POLICE DEPARTMENT	SOFTWARE MAINTENANCE	220.52
UNIFORM DEN INC.	UNIFORMS	202.79
USA BLUE BOOK	SUPPLIES	157.82
VEENSTRA & KIMM INC.	WB GOLF COURSE DEV REVIEW	39,787.92
VERIZON WIRELESS	VERIZON WIRELESS	802.73
WEST BRANCH FORD	VEHICLE REPAIR	1,985.50
WEST BRANCH TIMES	ADVERTISING	48.00
ZACK MURDOCK	MEALS AND MILEAGE	550.80

TOTAL		74,481.11
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PAYROLL	8/23/2019	59,539.12
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PAID BETWEEN MEETINGS

M BOWMAN	RENTAL DEPOSIT REFUND	100.00
MEDIACOM	CABLE SERVICE	41.90
MELISSA RUSSELL	CAMP ACTIVITIES, SUPPLIES	125.97
UPS	SHIPPING	11.41
CENTENE CORP	REFUND OF OVERCHARGE	230.00

TOTAL		509.28
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GRAND TOTAL EXPENDITURES		134,529.51
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FUND TOTALS

001 GENERAL FUND	35,902.94
022 CIVIC CENTER	391.68
031 LIBRARY	8,741.03
110 ROAD USE TAX	6,299.68
112 TRUST AND AGENCY	12,612.36
308 PARK IMP - PEDERSEN VALLEY	4,395.00
310 COLLEGE STREET BRIDGE	19,941.10
318 COLLEGE ST & 2ND ST IMPROVEMENT	13,087.56
319 RELOCATING WATER & SEWER	1,740.00
600 WATER FUND	22,269.64
610 SEWER FUND	9,148.52

GRAND TOTAL	134,529.51
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	83.09
		VERIZON WIRELESS	WIRELESS SERVICE	315.10
		UNIFORM DEN INC.	UNIFORMS	202.79
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	251.01
		WEST BRANCH FORD	VEHICLE REPAIR	1,985.50
		STOP STICK LTD	STOP STICKS	473.00
		ZACK MURDOCK	MEALS AND MILEAGE	116.91
			MEALS AND MILEAGE	433.89
		TIPTON POLICE DEPARTMENT	SOFTWARE MAINTENANCE	220.52
			TOTAL:	4,081.81
		FIRE OPERATION	GENERAL FUND	VERIZON WIRELESS
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE			103.50
	TOTAL:			143.51
ANIMAL CONTROL	GENERAL FUND	PRINTING HOUSE	DOG PARK RENEWAL POST CAR	142.55
			TOTAL:	142.55
PARK & RECREATION	GENERAL FUND	MENARDS	MENARDS	135.85
		VERIZON WIRELESS	WIRELESS SERVICE	37.01
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	154.46
		HY-VEE ACCOUNTS RECEIVABLE	CAMP SUPPLIES	66.55
			TOTAL:	393.87
COMM & CULTURAL DEVEL	GENERAL FUND	CORALVILLE PARK & RECREATION DEPT	STAGE RENTAL	925.00
			TOTAL:	925.00
CLERK & TREASURER	GENERAL FUND	QUILL CORP	OFFICE SUPPLIES	5.98
			OFFICE SUPPLIES	42.64
			OFFICE SUPPLIES	28.49
			OFFICE SUPPLIES	12.99
			OFFICE SUPPLIES	5.22
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	334.40
			TOTAL:	429.72
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES-SEPTEMBER,	1,500.00
			TOTAL:	1,500.00
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	GARBAGE TAGS	600.00
			TOTAL:	600.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	WB GOLF COURSE DEV REVIEW	492.50
			MEADOWS 3 & 4 CONST REVIEW	2,733.94
			TOTAL:	3,226.44
TOWN HALL	CIVIC CENTER	QUILL CORP	OFFICE SUPPLIES	17.70
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	43.98
			TOTAL:	61.68
LIBRARY	LIBRARY	OVERDRIVE INC	AUDIOBOOKS	256.00
			AUDIOBOOKS	163.99
		WEST BRANCH TIMES	SUBSCRIPTION FEE	587.30
			ADVERTISING	48.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		DEMCO	PROGRAM SUPPLIES	13.38
			PROGRAM SUPPLIES	73.05
		SHIMMIN, NICK	PROGRAM SUPPLIES	25.00
		BAKER & TAYLOR INC.	BOOKS	302.25
			BOOKS	191.62
			BOOKS	321.43
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	187.55
		ALPHA GRAPHICS	OFFICE SUPPLIES	35.88
		JOHNSON CONTROLS	SERVICE CONTRACT	340.95
			MOINTORING CONTRACT	658.30
			TOTAL:	3,204.70
ROADS & STREKTS	ROAD USE TAX	VERIZON WIRELESS	WIRELESS SERVICE	136.87
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.88
		CEDAR COUNTY ENGINEER	ROCK	3,131.93
			TOTAL:	3,320.68
INVALID DEPARTMENT	PARK IMP - PEDERSE D & N FENCE COMPANY INC		FENCE AT CRESTVIEW	4,395.00
			TOTAL:	4,395.00
INVALID DEPARTMENT	COLLEGE STREET BRI VEENSTRA & KIMM INC.		310 COLL ST BRIDGE BID & C	19,941.10
			TOTAL:	19,941.10
INVALID DEPARTMENT	COLLEGE ST & 2ND S VEENSTRA & KIMM INC.		318 COLL ST & 2ND ST IMPRO	5,635.00
			318 COLL ST & 2ND ST RES R	7,452.56
			TOTAL:	13,087.56
INVALID DEPARTMENT	RELOCATING WATER & VEENSTRA & KIMM INC.		319 UTIL RELOCATE I-80 WID	1,740.00
			TOTAL:	1,740.00
WATER OPERATING	WATER FUND	MUNICIPAL SUPPLY INC.	WATER METERS & ACCESSORIES	14,548.44
		VERIZON WIRELESS	WIRELESS SERVICE	136.87
		JOHN DEERE FINANCIAL	UNIFORMS	101.95
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.88
			TOTAL:	14,839.14
SEWER OPERATING	SEWER FUND	VERIZON WIRELESS	WIRELESS SERVICE	136.87
		VEENSTRA & KIMM INC.	WW TREATMENT PLANT	1,792.82
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	51.89
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
		USA BLUE BOOK	SUPPLIES	157.82
			TOTAL:	2,383.40

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
***** FUND TOTALS *****				
	001	GENERAL FUND		11,507.85
	022	CIVIC CENTER		61.69
	031	LIBRARY		3,204.70
	110	ROAD USE TAX		3,320.68
	308	PARK IMP - PEDERSEN VALLE		4,395.00
	310	COLLEGE STREET BRIDGE		19,941.10
	318	COLLEGE ST & 2ND ST IMPRO		13,087.56
	319	RELOCATING WATER & SEWER		1,740.00
	600	WATER FUND		14,839.14
	610	SEWER FUND		2,383.40
		GRAND TOTAL:		74,481.11



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 3, 2019
AGENDA ITEM:	Discussion Item: The Consideration to accept Needham Excavating’s Grass / Weed Plan for Cubby Park. Additionally, consideration to accept a partial acceptance of the project (at this time no formal request has been submitted).
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Redmond Jones, City Administrator
DATE:	August 30, 2019

BACKGROUND:

If the attached plan doesn’t met city council consensus, clear suggested modifications are requested as to be able to give clear instruction to the contractor. If approved, it does not relieve the contractor from any responsibility, only indicates that the plan is an acceptable strategy. Ultimately, the contractor is still responsible for executing the plan and any modifications to the plan. *Fehr Graham asked that the City Council be made aware that SUDAS standard specifications prevent the engineer from dictating means and methods to the contractor. The specifications are set up to establish a performance standard and dictating to the contractor exactly how and what to do actually transfers liability for the performance from the contractor to the engineer – or in this case, to the city because the council will be giving that directive or instruction and we will simply be communicating that directive or instruction.*

Also to be discussed is an option to accept the project except for the seeding. This would need an legal opinion / review with the city attorney before pursuing a City Council action item. If conceptually this approach interest the City Council, it is envisioned that the city would release the retainage for everything except the seeding items, which would then be released after acceptance of the seeding. This may get the project in the city’s hands sooner than the time it will take to get the landscaping grown to the point it is acceptable. However, there maybe concerns that this process could be overly complicate to close-out the project and make maintenance bond items more difficult to enforce.

STAFF RECOMMENDATION: Seeking Direction / Feedback from City Council
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"



Cubby Park – West Branch – Grass/Weed Issue plan of attack

Date: August 21, 2019

To: Fehr Graham

cc: Nate Kass

Plan of work and schedule:

- Mow all the areas that are labeled to be permanent lawn mixture
 - o Work started on August 20, continued on August 21 and will finish as soon as the conditions are correct from the rain on the morning of August 20, which with no further rain we are hoping for Thursday August 22, 2019
- Once all the areas are mowed, and conditions are dry enough. We will be onsite to spray the entire area with a Q4 solution that will kill everything in these areas except for grass.
 - o This work will take place on August 23, 2019
- Once the weeds have started to wilt, we will slit seed all the areas outside the ball fields that are labeled as permanent lawn mix.
 - o This work will take place on August 29, 2019
- Will fertilize these areas one time this fall, conditions and weather will determine the actual date but we are looking at the end of September to fertilize the entire area
- Needham Excavating will continue the routine mowing until the City of West Branch accepts the plan and condition of these areas
- Needham Excavating will continue to ban everyone from the entire park, and prosecute all people that are caught on the grounds of the park, whether they are caught in person or on camera, until the City of West Branch accepts the seeding.

Respectfully Submitted,
Nick Needham

Updated Cubby Park Punch List
Project Walkthrough - updated August 23, 2019 - 2:00 P.M.

Storm Sewer

- ~~Clean silt and rock from INTK 18~~
- ~~Clean silt and rock from INTK 6~~
- ~~Replace intake filters on all Nyloplast grate intakes: INTK 7, 7-2, 11, 11-2, 12, 13, 14, 15, 16, and 17~~

Sanitary Sewer

- ~~Clean packing peanuts from SAN MH 3~~

Little League Field 2

- ~~Relocate and replace plugs for bases, home plate, and pitcher's mound~~
- ~~Remove/kill weeds and grass in the infield~~
- ~~Raise the west dugout gate +/- 2" to close gap between gate and transom~~
- ~~The north dugout gate does not have caps on the fence posts. Lower the gate and install caps so all dugout gates are uniform.~~
- ~~Install flat bar to top rail of dugout gates according to gate detail on sheet U.01 of the Phase 2 plan set~~
- ~~Install post caps on the outfield gate~~
- ~~Install fencing cap~~

Softball Field

- ~~Relocate and replace plugs for bases, home plate, and pitcher's mound~~
- ~~Remove rust stain from NE bleacher~~
- Outfield gate is difficult to open due to the ground being too high, or the gate being too low. One or both should be adjusted to improve range of motion of gate.
- Latch on outfield gate does not fully close. This should be adjusted to allow a lock to be placed on the latch.
- ~~Reseed NE corner of outfield near outfield gate~~
- ~~Install fencing cap~~
- ~~Install flat bar to top rail of dugout gates according to gate detail on sheet U.01 of the Phase 2 plan set~~
- ~~Remove/kill weeds and grass in the infield~~
- Replace/repair damaged irrigation system components in outfield
- *Wash out/hole from irrigation in LC warning track*

Little League Field 1

- ~~Relocate and replace plugs for bases, home plate, and pitcher's mound~~
- ~~Install handrail for PCC steps~~
- ~~Install fencing cap~~
- ~~Install flat bar to top rail of dugout gates according to gate detail on sheet U.01 of the Phase 2 plan set~~
- ~~Remove/kill weeds and grass in the infield~~

Batting Cage

- The latch to open the outlet cover is currently buried by the batting cage surface. Raise outlet to provide easier access and eliminate risk of contact with standing water.
- ~~Clean soil runoff from batting cage surface~~

Pickleball Court

- ~~Locate and install missing center net post~~

Playground

- ~~Install RECP on east hill~~
- ~~Clean soil runoff from playground surface~~
- Remove blue film from the clear bubble on the southernmost set of playground equipment

Scoreboards

- Scoreboards were not tested at the time of the walkthrough. Provide instructions and equipment for running scoreboards to city staff.
Contractor indicated these have been delivered to the concessions stand but door was locked so unable to confirm or test scoreboards.

Trees

- ~~Fill water bags~~
- ~~Adjust height of wire supports according to details on sheet L.05 in the Phase 2 plan set~~

PCC Pavement and Sidewalks

- ~~Remove all soil runoff~~
- ~~Two piles of concrete appear to have fallen onto the finished surface in the crosswalk at approximately 5+20. These need to be removed to provide a smooth surface for ADA compliance (see Picture 1).~~

Pavilion

- Concession Stand - *Contractor indicated all items are complete but door was locked so unable to confirm*
 - Concerns for doors 100C and 100D still need to be addressed - see punch list provided by MGA June 7, 2019
 - Door 100C would not open at the time of the walkthrough. Adjust door and lock to improve ease of use.
 - Install outlet cover in storage room
 - Repair new holes in back wall of storage room (see Picture 2)
- Garage
 - ~~There is a movable outlet on the Smart Box on the north wall. If possible, the city would prefer the outlet to be mounted on the wall.~~
- ~~Bottle-filling function of water fountain does not work. Make appropriate corrections to ensure full functionality of water fountain.~~
- Men's restroom
 - ~~Adjust stall door to close properly and lock~~
 - ~~Left urinal overflows when flushed. Adjust water flow to operate without spilling onto floor.~~

Fire Hydrant

- ~~The breakaway flange of the hydrant at 455+54 is covered. Finish grade needs to be 2"-5" below the flange. See SUDAS detail WM-201.~~

Landscape Architecture

- ~~Touch up mulch in the island between the Softball Field and Little League Field 2 (see Picture 3).~~
- ~~Several areas of permanent lawn mix that need reseeded. Photos can be provided upon request.~~
 - ~~Around area intakes~~
 - ~~Around playground~~
 - ~~Around trail/sidewalk~~

Irrigation System

- *Confirm all parts of system are working properly, including control/electrical components*

Please contact our office with any questions.

Sincerely,



Nathan P. Kass, PE, PLS
Principal/Branch Manager



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 3, 2019
AGENDA ITEM:	Resolution 1821 – Approving Change Order #9 in the Amount of \$2,356.59 for Roll-up Insect Screening Required for the Cubby Park Concession Stand at the Pavilion.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Nate Kass, Fehr Graham
DATE:	August 28, 2019

BACKGROUND:
 (letter from Fehr Graham)
 Redmond -

Please find attached the requirements for a food establishment from the Iowa Department of Inspections & Appeals. Specifically, reference item 21 on page 3. This is the code by which it is understood that the insect screen is required. The screen was inadvertently omitted from the specifications at the time of bid thus was not included in the contractor’s bid. Had it been included in the specifications, the cost of the screen would have been included in the bid.

With these things in mind, it is our recommendation to approve the change order 9 for installation of the insect screen at Cubby Park. The previously submitted change order form is also attached, as well as the brochure for the screen and the council request form.

Please note that this item has been ordered and is ready for installation because it is a code requirement. If installation is denied, the contractor has indicated he will submit a change order for the restocking charge of approximately \$1,000 (it is a special order item).

Please feel free to contact us with any questions.

Thanks -
NATE KASS, PE, PLS | Principal/Branch Manager
Fehr Graham | Engineering & Environmental

STAFF RECOMMENDATION: Approve the Resolution – Move to Action

REVIEWED BY CITY ADMINISTRATOR:

COUNCIL ACTION:

MOTION BY:

SECOND BY:

"Turning Vision into Reality is our Business"

IOWA DEPARTMENT OF

INSPECTIONS & APPEALS

321 E 12th Street, Des Moines, IA 50319

515-281-6538

BASIC FACILITY & OPERATIONAL REQUIREMENTS FOR A FOOD ESTABLISHMENT:

Refer to the 2013 FDA Food Code for specifics in each area.

DEMONSTRATION OF KNOWLEDGE *Refer to FDA Food Code sections 2-101.11, 2-102.11, and 2-103.11*

The permit holder shall be the PERSON IN CHARGE (PIC) or shall DESIGNATE a PIC and shall ensure that the PIC is present at the food establishment during all hours of operation.

The PIC shall demonstrate to the regulatory authority knowledge of foodborne disease prevention, application of the HACCP principles, and the requirements of the [FDA Food Code](#).

The PIC shall demonstrate this knowledge by one of the following:

- Compliance with the Code by having no critical violations during the current inspection
- Being a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program.
- Responding correctly to the inspector's questions as they relate to the specific food operation.

CERTIFIED FOOD PROTECTION MANAGER *Refer to FDA Food Code section 2-102.12*

- At least one EMPLOYEE that has supervisory and management responsibility and the authority to direct and control FOOD preparation and service shall be a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM.
- Certain types of FOOD ESTABLISHMENTS deemed by the REGULATORY AUTHORITY to pose minimal risk of causing, or contributing to, foodborne illness based on the nature of the operation and extent of FOOD preparation are exempt from this requirement. *Refer to Iowa Administrative Code Chapter 481—31.1(2)*

EMPLOYEE HEALTH *Refer to FDA Food Code section 2-201*

- The PIC is aware of his or her responsibility to inform food employees and conditional employees of their responsibility to report certain symptoms or diagnosed diseases to the person in charge and for the PIC to report to the regulatory authority as specified under Food Code ¶ 2-103.11(N) and ¶¶ 2-201.11; and
- The PIC provides documentation or otherwise satisfactorily demonstrates during the inspection, that all food employees and conditional employees are informed of their responsibility to report to management information about their health and activities as it relates to diseases that are transmissible through food, as specified under ¶ 2-201.11(A).

CLEAN UP OF VOMITING AND DIARRHEAL EVENTS *Refer to FDA Food Code section 2-501.11*

Food establishments are required to have procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment.

HACCP PLANS *Refer to FDA Food Code sections 8-201.13, 8-201.14, and 3-502.11*

A HACCP Plan is required when a food preparation or processing method requires a Variance. A Variance is required when a food is produced using a specialized process such as reduced oxygen packaging, curing, acidification to prolong shelf life, sprouting seeds, fermentation, smoking for preservation, and custom processing of animals.

HANDWASHING *Refer to FDA Food Code sections 2-301.12, 2-301.14, and 2-301.15*

Food employees shall clean their hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms;
- After using the toilet room;
- After caring for or handling support animals or aquatic animals;
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;
- After handling soiled equipment or utensils;
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
- When switching between working with raw food and working with ready-to- eat food; and before donning gloves for working with food
- After engaging in other activities that contaminate the hands.

DATE-MARKING *Refer to FDA Food Code section 3-501.17*

Ready-to-eat potentially hazardous food held for more than 24 hours shall be marked at the time of preparation to indicate the date when the food shall be consumed. This food shall be discarded if not sold or served within 7 days.

Other Requirements:

1. Complete and submit application and fee for food establishment license to regulatory agency at least 30 days in advance. *Refer to IAC 481-30.1 (Definition of a Food Establishment)*
2. Submit blueprints or floor plans to regulatory agency for review and approval at least 30 days in advance.
3. Each time a licensed operation changes ownership, the facility must be brought into compliance with current laws and regulations.
4. All licensed facilities must comply with State/Local Fire and Building Code regulations. If you have any questions, please feel free to contact your local agencies.
5. Mobile Food Units must meet the requirements for mobile food operations.
6. Pre-operational inspection and approval is required before opening for business.
7. A person who is knowledgeable of the FDA Food Code shall be present during all hours of operation.
8. All food items must be obtained from a licensed or approved source.
9. All equipment must be properly constructed, located and installed (cleanable).
10. All coolers/refrigeration units used in the facility must be capable of maintaining 41°F or below.
11. Proper & approved equipment for cooking, storing, displaying and serving hot foods. Hot holding equipment must be capable of maintaining foods at 135° F or above.
12. Adequate lighting with shielded fixtures in food preparation, dishwashing, service and storage areas.

13. Bars and taverns: a 3-compartment glass washing sink, hot and cold running water and drain board is required.
14. Kitchen area: 3-compartment ware-washing sink, properly equipped or automatic dish machine of an approved commercial type with booster heater or chemical rinse is required. Dish machines shall also be equipped with an audible or visual low detergent & sanitizer indicator.
15. Handwashing lavatory with mixing faucets, hot and cold running water are required in food preparation areas and also behind each bar area. Signs notifying employees to wash their hands must be clearly visible at all handwashing sinks.
16. Utility/mop sink for mop and wastewater equipped with hot and cold running water is required in the licensed facility. A mop sink/hand sink is not allowed.
17. Restroom requirements: Must have the required number, be properly located and equipped, have electric vents and self-closing doors.
18. Approved light colored walls and ceilings, smooth, washable surfaces in the food preparation area.
19. Approved floor coverings. No carpet in the kitchen, food prep areas, behind bars or in the restrooms.
20. Self-service operations must be provided with proper sneeze guards over serving lines, and all ice bins must be covered to prevent contamination.
21. All outer openings must be protected (screens or other acceptable means) and all doors tight-fitting (insect and rodent proof).
22. Outside garbage and storage areas must be properly located, equipped and maintained.
23. Outside premises must be properly maintained at all times (no weeds, junk, litter, etc.).
24. Proper storage area for toxic items (cleaning and caustic items, insecticides, rodenticides, etc.).
25. Provide proper storage area for personal clothing, belongings, medicines, etc.
26. Provide proper storage area for cleaning maintenance equipment (mops, brooms, etc.).
27. Provide storage facilities for clean and soiled linens, etc.
28. Comply with all building, electrical and plumbing codes (air gaps, traps, vacuum breakers, etc.).
29. Provide thermometers in all refrigerated units, conspicuously located.
30. Provide long stem thermometer(s) to monitor food temperatures. Thermometer must have a small- diameter probe, and be tip sensitive for testing thin foods (such as meat patties).
31. Provide adequate ventilation and exhaust system (hoods, canopies, make-up air, etc.).
32. Provide proper sanitizers and test strips for 3-compartment sinks.
33. Provide proper sanitizers and containers for storage of wiping cloths in use.
34. Provide proper dispensers for soda/pop machines. Must be correctly installed and maintained.
35. Food establishments shall be separated from any living or sleeping quarters by complete partitioning and solid, self-closing doors.
36. If you have any further questions regarding food code requirements, please feel free to contact your local department of health or our office at 515-281-6538.

Genius Sierra 800

Pull Down Retractable Screen

geniusscreens.com

Porch



Lanai



Gazebo



Retractable screens are the ideal solution for enclosing a **Porch, Lanai, Gazebo, Garage** or any opening up to 192" wide x 96" tall. Genius screens stay out of sight in their form-fitting cassette until needed. No spring cleaning! Simply pull down your new Genius retractable screen and enjoy the outdoors!

Genius
Retractable Screen Systems

Genius

Retractable Screen Systems



Many Applications
Ideal for larger openings
on decks, dens & patios.



Perfect for Summer
Lets the air in, keeps
summer pests out!



Use Multiple Screens
to enclose existing
porches and lanais.

SERIES: **SIERRA 800**
with 18x16 CHARCOAL COLOR INSECT SCREEN FABRIC

STANDARD RESIZABLE SCREEN KITS:
Knock-down (KD) resizable screens

MODEL	WIDTH	HEIGHT	LIST PRICE
SIE800	48"	96"	
	60"	96"	
	72"	96"	
	84"	96"	
	96"	96"	
	108"	96"	
	144"	96"	
	192"	96"	

CUSTOM MADE SCREENS:

MODEL	WIDTH RANGE	HEIGHT RANGE	LIST PRICE
SIE800	26" - 48"	12" - 96"	
	48 1/8" - 60"	12" - 96"	
	60 1/8" - 72"	12" - 96"	
	72 1/8" - 84"	12" - 96"	
	84 1/8" - 96"	12" - 96"	
	96 1/8" - 108"	12" - 96"	
	108 1/8" - 144"	12" - 96"	
	144 1/8" - 192"	12" - 96"	

FRAME COLORS



ORDERING INSTRUCTIONS: Please Specify:

- Quantity
- Product Model (SIE800)
- Frame Color
- Standard Resizable Kit or Custom Made Screen
- Size (Width x Height)
-> If Custom Made Screen please reference the net opening dimension; indicate if Recess or Surface Mount installation
- Add Any Other Desired Options

SERIES: SIERRA 800

with 18x16 CHARCOAL COLOR INSECT SCREEN FABRIC

OPTIONS FOR CUSTOM MADE SCREENS

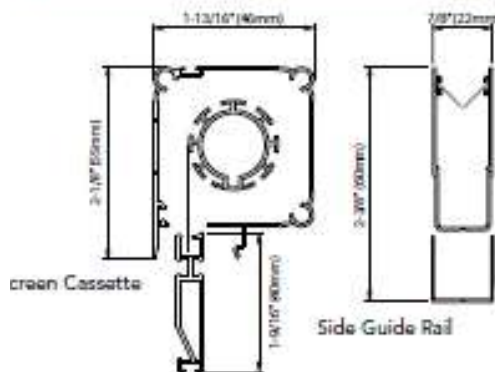
2030 Solar Insect Screen [Color: Charcoal]	List per Sq. ft. (W x H) / 144 = Sq. Ft.
SheerWeave 1000 Fabric: [Colors: White, Antique White]	List per Sq. ft. (W x H) / 144 = Sq. Ft.
SheerWeave 2360 Fabric: [Colors: Oyster, Oyster Beige]	List per Sq. ft. (W x H) / 144 = Sq. Ft.
Bulb Seal for Pull-Bar	List per lineal in of width measurement

Optional 30mm Side Guide Rails with Wind Pile (for openings us to 72" wide) | No Additional Charge

BUILT TO ORDER MINIMUMS & MAXIMUMS BY TYPE OF SCREEN FABRIC:

FABRIC	MIN. WIDTH	MAX. WIDTH	MIN. HEIGHT	MAX. HEIGHT
Standard 18x16 Insect Screen	26"	192"	24"	96"
2030 Solar Insect Screen	26"	108"	24"	80"
SheerWeave 1000 (Colors: White, Antique White)	26"	108"	24"	56"
SheerWeave 2360 (Colors: Oyster, Oyster Beige)	26"	108"	24"	59"

PART PROFILES



Once connected, the overall dimension is 7/8" (22mm) wide x 2-3/8" (60mm) long.

CHANGE ORDER 9

No.: 9

Date of Issuance: June 18, 2019 Effective Date: June 25, 2019
Owner: City of West Branch, Iowa
Contractor: Needham Excavating, Inc.
Contract: Joseph D. Needham, President
Project: Cubby Park Improvements
Owners Contract No.: N/A Engineer's Project No.: 16-072
Engineer: Fehr Graham - Nathan P. Kass, PE, PLS

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

Description:

Additional payment for supplying and installing insect screening for the roll-up windows for concessions sales on the Pavilion.

Reason for Change Order:

Screens are required by state health code for outside food service. See attached for additional explanation.

Attachments: (List documents supporting change):

See attached Change Order Request provided by Needham Excavating Inc.

CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 2,945,427.39

Previous Change Orders No.

1 To No. 7

\$ 36,785.55 Decrease

Contract Price prior to this Change Order

\$ 2,908,641.84

Net Increase (Decrease) of this Change Order

\$ 2,356.59 Increase

Contract Price with all approved Change Orders

\$ 2,910,998.43

CHANGE IN CONTRACT TIMES:

Original Contract Times

By November 2, 2018 days or dates

Net change from previous Change Orders

Convert to working days

Contract Time prior to this Change Order

34 working days

Net Increase (Decrease) of this Change Order

Install screens within two weeks from approval days or date

Contract Time with all approved Change Orders

Approx. 7/8/19 days or date

RECOMMENDED: Fehr Graham

APPROVED: City of West Branch

ACCEPTED: Needham Excavating, Inc.

Nathan P. Kass, PE, PLS
ENGINEER

Roger Laughlin, Mayor
OWNER

Joseph D. Needham, President
CONTRACTOR

By: _____
(Signature)

By: _____
(Signature)

By: _____
(Signature)

Date

Date

Date

END SECTION.

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

Change Request

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

Number: 1
Date: 7/18/18
Job: 735 CUBBY PARK PAVILION
Phone:

Description: Insect Screen

We are pleased to offer the following specifications and pricing to make the following changes:
Additional cost to for the bug screens that were not specified. John Jensen looked in on the CRL screen products but they do not make the screen roll up that big to fit the openings. The company he did find was called Metro Screen Works.

The total amount to provide this work is \$2,356.59

If you have any questions, please contact me at (319)365-7894.

Submitted by: John Jensen
RAYNOR DOOR/CEDAR RAPIDS

Approved by: _____
Date: _____

POINT BUILDERS, LLC

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

Change Request

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

Number: 1
Date: 7/18/18
Job: 735 CUBBY PARK PAVILION
Phone:

Description: Insect Screen

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

Additional cost to for the bug screens that were not specified, John Jensen looked in on the CRL screen products but they do not make the screen roll up that big to fit the openings. The company he did find was called Metro Screen Works.

Description	Labor	Material	Equipment	Subcontract	Other	Price
SUPERINTENDENT				\$75.00		\$75.00
PROJECT MANAGER				\$85.00		\$85.00
OVERHEAD DOORS				\$1,960.00		\$1,960.00
					Subtotal:	\$2,120.00
			Percent	\$2,120.00	10.00%	\$212.00
			Insurance	\$2,120.00	1.16%	\$24.59
					Total:	\$2,356.59

If you have any questions, please contact me at (319)365-7894.

Submitted by: John Jensen
RAYNOR DOOR/CEDAR RAPIDS

Approved by: _____
Date: _____

RESOLUTION 1821

**A RESOLUTION APPROVING CHANGE ORDER #9 IN THE AMOUNT OF \$2,356.59
FOR ROLL-UP INSECT SCREENING REQUIRED FOR THE CUBBY PARK
CONCESSION STAND AT THE PAVILION**

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, Change Order #9 is for insect screens, which are required by Iowa State Health Code for outside food service; and

WHEREAS, the additional payment for supplying and installing insect screening for the roll-up windows for concession sales at the Pavilion is for the amount of \$2,356.59; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves a change order with Needham Excavating, Inc. for the Cubby Park Improvements project for West Branch, IA in an amount of \$2,356.59

Passed and approved this 3rd day of September, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 3, 2019
AGENDA ITEM:	Discussion Item: Strategy for the West Branch Village relating to Incremental Sewer Rate Increases over the next 3 years in preparation for the new wastewater treatment process.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 28, 2019

BACKGROUND:

The Public Works Department Sewer Utility division will be required to implement new wastewater compliance regulations which will affect the current rate structure. In the past, the sanitary sewer rate has been generated on the volume of water a property consumed; however, a potential incremental step increase rate system will have to take into account a large portion of the cost of the City’s sewer structure will be attributed to the infrastructure upgrades needed due to the aforementioned compliance regulations (unfunded mandates).

State Revolving Fund (SRF) is our best choice to finance the design and construction of our potential wastewater infrastructure. Based on our early meetings with program coordinators we will need to bring in our financial advisors and bond counsel. Therefore, our numbers are open to change and should be considered for planning purposes at this time. The attached data, review notes, and memorandum is an explanation of the assumptions made to estimate the potential incremental step increase sewer rate system.

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

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5 year consumption data

Account Number - 01-60900-00 HAMES HOMES Service Address: 36 HOOVER BLVD

Service: 100 WAC WA - COMMERCIAL Meter: 74564899

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2019 Total 4									
Apr	04/05/2019	20044000	20347000	303000			Regular	Service Order	00
Mar	03/19/2019	19514000	20044000	530000			Regular	FlexNet	00
Feb	02/19/2019	18907000	19514000	607000			Regular	FlexNet	00
Jan	01/17/2019	18368000	18907000	539000			Regular	FlexNet	00
Year : 2018 Total 12									
Dec	12/20/2018	17818000	18368000	550000			Regular	FlexNet	00
Nov	11/20/2018	17273000	17818000	545000			Regular	FlexNet	00
Oct	10/18/2018	16824000	17273000	449000			Regular	FlexNet	00
Sep	09/20/2018	16283000	16824000	541000			Regular	FlexNet	00
Aug	08/20/2018	15720000	16283000	563000			Regular	FlexNet	00
Jul	07/19/2018	15227000	15720000	493000			Regular	FlexNet	00
Jun	06/20/2018	14716000	15227000	511000			Regular	Hand Held	00
May	05/21/2018	14233000	14716000	483000			Regular	Hand Held	00
Apr	04/20/2018	13728000	14233000	505000			Regular	Hand Held	00
Mar	03/20/2018	13273000	13728000	455000			Regular	Hand Held	00
Feb	02/20/2018	12661000	13273000	612000			Regular	Hand Held	00
Jan	01/18/2018	12124000	12661000	537000			Regular	Hand Held	00
Year : 2017 Total 12									
Dec	12/19/2017	11652000	12124000	472000			Regular	Hand Held	00
Nov	11/20/2017	11144000	11652000	508000			Regular	Hand Held	00
Oct	10/19/2017	10677000	11144000	467000			Regular	Hand Held	00
Sep	09/21/2017	10139000	10677000	538000			Regular	Hand Held	00
Aug	08/22/2017	9499000	10139000	640000			Regular	Hand Held	00
Jul	07/20/2017	8653000	9499000	846000			Regular	Hand Held	00
Jun	06/20/2017	7644000	8653000	1009000			Regular	Hand Held	00
May	05/18/2017	6894000	7644000	750000			Regular	Hand Held	00
Apr	04/20/2017	6169000	6894000	725000			Regular	Hand Held	00
Mar	03/20/2017	5539000	6169000	630000			Regular	Hand Held	00
Feb	02/21/2017	4849000	5539000	690000			Regular	Hand Held	00
Jan	01/19/2017	4159000	4849000	690000			Regular	Hand Held	00
Year : 2016 Total 12									
Dec	12/20/2016	3509000	4159000	650000			Regular	Hand Held	00
Nov	11/21/2016	2787000	3509000	722000			Regular	Hand Held	00
Oct	10/21/2016	1913000	2787000	874000			Regular	Hand Held	00
Sep	09/22/2016	1127000	1913000	786000			Regular	Hand Held	00
Aug	08/23/2016	264000	1127000	863000			Regular	Hand Held	00
Jul	07/21/2016	0	264000	264000			Regular	Hand Held	00
Jun	06/20/2016	44132000	44936000	804000			Regular	Hand Held	00
May	05/20/2016	43339000	44132000	793000			Regular	Hand Held	00
Apr	04/20/2016	42649000	43339000	690000			Regular	Hand Held	00
Mar	03/22/2016	41936000	42649000	713000			Regular	Hand Held	00
Feb	02/19/2016	41273000	41936000	663000			Regular	Hand Held	00
Jan	01/20/2016	40580000	41273000	693000			Regular	Hand Held	00
Year : 2015 Total 12									
Dec	12/21/2015	39843000	40580000	737000			Regular	Hand Held	00
Nov	11/20/2015	39204000	39843000	639000			Regular	Hand Held	00
Oct	10/21/2015	38594000	39204000	610000			Regular	Hand Held	00
Sep	09/22/2015	37884000	38594000	710000			Regular	Hand Held	00
Aug	08/21/2015	37062000	37884000	822000			Regular	Hand Held	00
Jul	07/20/2015	36317000	37062000	745000			Regular	Hand Held	00
Jun	06/19/2015	35562000	36317000	755000			Regular	Hand Held	00
May	05/20/2015	34851000	35562000	711000			Regular	Hand Held	00
Apr	04/20/2015	34142000	34851000	709000			Regular	Hand Held	00
Mar	03/19/2015	33488000	34142000	654000			Regular	Hand Held	00

Account Number - 01-60900-00 HAMES HOMES Service Address: 36 HOOVER BLVD

Service: 100 WAC WA - COMMERCIAL Meter: 74564899

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Feb	02/20/2015	32753000	33486000	735000			Regular	Hand Held	00
Jan	01/21/2015	31731000	32753000	1022000			Regular	Hand Held	00
Year: 2014 Total 12									
Dec	12/18/2014	30945000	31731000	786000			Regular	Hand Held	00
Nov	11/20/2014	30102000	30945000	843000			Regular	Hand Held	00
Oct	10/20/2014	29232000	30102000	870000			Regular	Hand Held	00
Sep	09/18/2014	28511000	29232000	721000			Regular	Hand Held	00
Aug	08/20/2014	27708000	28511000	803000			Regular	Hand Held	00
Jul	07/21/2014	26904000	27708000	804000			Regular	Hand Held	00
Jun	06/19/2014	26178000	26904000	726000			Regular	Hand Held	00
May	05/20/2014	25338000	26178000	842000			Regular	Hand Held	00
Apr	04/21/2014	24343000	25338000	993000			Regular	Hand Held	00
Mar	03/20/2014	23411000	24343000	932000			Regular	Hand Held	00
Feb	02/20/2014	22343000	23411000	1068000			Regular	Hand Held	00
Jan	01/21/2014	21257000	22343000	1086000			Regular	Hand Held	00
				Avg 687906					

- over a five year period the water consumption 687,906 gallons is the avg. per month.

$$687,906 \div 1,000 = 687.91$$

avg gallon used a month unit to be charged

$$687.91 \times \$2.49 = 1,712.90 \text{ month}$$

estimated rate increase (city wide)

$$\$1,712.90 \times 12 = \$20,554.80 \text{ west Branch Village annual Fee}$$

This represents an increment of the eventual sewer rate since there is no current sewer service, a calculation was devised. Based on 162 units approximately \$10.57 a unit. Once the new waste water treatment process is on-line a flow meter will calculate future sewer expense. west branch Village (162 units)

Recap memorandum showing
the methodology for sewer users



MEMORANDUM

TO: Mayor and City Council
FROM: Redmond Jones II, City Administrator
DATE: August 19th, 2019
RE: Sewer Rate Increase Strategy (Due to Infrastructure Investment)

Based on the following assumptions, staff would recommend three annual \$2.49 rate increases in preparation for the revenue needed for debt service payment related to a new wastewater treatment facility.

Assumptions For Staff Estimate:

- Currently our rate is \$7.79 per 1000 gallons
- Our actual Sewer Revenue for the past three years are listed below.

Sewer Revenues for the past 3 fiscal years (actuals)		
FY 2018 - 2019	FY 2017 -2018	FY 2016 - 2017
\$378,871	\$386,315	\$363,163

- In order to determine a unit value (which would equate to each additional \$1.00 added to our current rate), we used our last year's revenue actual of \$378,871 divided it by our current sewer rate of \$7.79 per 1000. This gave us a unit value (equivalent) of \$48,635 of revenue generated for every \$1.00 billed per 1000 gallons.
- \$1.00 per 1000 gallons \approx \$48,635
- Based on construction cost of the SAGR wastewater treatment facility at \$6,312,000. Principal only would require a debt service of \$315,600 annually over the next 20 year period.
- This expense does not include \$954,000 expected operational and management (O&M) expense that Veenstra & Kimm engineering anticipates with this project. If we add an additional 20 year amortization for O&M that would be another principle only amount of \$47,700. This amount may or may not be allowed to be financed with capital expense.

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- Debt Service \$315,600 added with additional annual O&M expense \$47,700 totals an annual need of \$363,300 a year once the project comes on line in 2022.
- Dividing \$363,300 by a three year incremental rate increase process, we would need to increase rates to equate to \$121,100 in revenues additionally each year for the next three years in preparation of operational expenses and our first debt service payment in 2022.
- Using our unit value assumption of \$48,635 per \$1.00 additional dollar of sewer rate increase. We would need to increase rates \$2.49 per 1000 gallons a year for the next three years.
- This would make our overall sewer rate \$15.26 per 1000 at the end of the three year minimum

These calculation do not include interest rates and the third year of the step increase strategy may need to include an adjustment for this variable. However, our assumptions used conservative revenue actuals which should give some insulation from unforeseen interest rate hikes. For example, budget planning purposes this year we used \$390,000 as an estimate for Sewer Revenue projection, and with additional new residents this number should increase during the 3 year design and construction period.

As a reference of how our current rates compare; please see below (please note: that the West

Peer Cities.

It is useful to compare West Branch property tax levies and city utility rates with peer cities to identify any key differences. In addition, these cities may be useful resources for city administration to share ideas and perhaps resources. During this analysis, it was identified that the City of Roland is also exploring options to expand their wastewater treatment facility due to DNR compliance requirements. As demonstrated in Table 8.5. below, West Branch continues to have one of the lowest property tax levies among its peer cities.

	Water Greater of Charge per 1,000 Gallons or Minimum Charge	Sewer Greater of Charge per 1,000 Gallons or Minimum Charge	Stormwater Utility Charge	City Property Tax Levy	School Property Tax Levy	Consolidated Property Tax Levy	Garbage	Recycling
Durant	\$ 18.54	\$ 45.09	NA	\$14.77977	\$10.65976	\$ 32.87573	\$19.00 Large \$17.00 Small	Free
Earlham	\$ 24.21	\$ 19.09	\$ 3.00	\$12.99288	\$16.74933	\$ 39.70000	\$ 16.83	Free
Mitchellville	\$ 19.15	\$ 10.57	NA	\$13.83465	\$19.48372	\$ 41.80005	\$ 10.10	\$ 3.00
Roland	\$ 13.70	\$ 19.78	NA	\$11.01829	\$14.27149	\$ 32.08326	\$ 18.00	NA
Tiffin	\$ 12.50	\$ 24.25	\$3 Residents \$5 Businesses	\$11.80205	\$16.95949	\$ 36.61639	\$13.50 Large \$11.50 Small	\$ 5.50
Tipton	\$ 18.16	\$ 18.16	\$ 5.00	\$13.71054	\$12.12238	\$ 32.31184	\$22.25 Large \$18.25 Small	Free
Wilton	\$ 15.51	\$ 22.57	NA	\$14.24170	\$14.81696	\$ 37.73289	\$ 13.00	Free
West Branch	\$ 13.25	\$ 13.25	\$ 3.00	\$13.09246	\$13.75022	\$ 32.10178	Sticker System*	\$ 4.75

Note: Water, Sewer, Stormwater, Garbage, and Recycling charges are all collected monthly. Property tax levies are all annual based on January 1st property valuation.
*Residents purchase stickers for weekly garbage collection. Each sticker cost \$1.25. A 20 gallon bag requires one sticker while a 35 gallon can requires two stickers.

Reference: is from the West Branch draft Comprehensive Plan



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 3, 2019
AGENDA ITEM:	Motion to Approve and Accept a Quotation from Zippy’s Salt Barn LLC for Bulk de-icing solution in the Amount \$115.99 per ton for 125 tons.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Matt Goodale, Public Works Director
DATE:	August 28, 2019

BACKGROUND:

This is the road salt that is used for snow removal. This item was budgeted for in the last budget cycle and is a yearly contract. After reviewing salt prices, additives and the associated labor to treat the salt we have decided to go with a different supplier this year and reevaluate after the winter season which direction to go in the future. The road salt we currently use is mixed with beet juice which has been beneficial for clumping and is a natural product so better for the environment. That being said it is fairly expensive in the small quantities we purchase and relatively time consuming to treat. It has been a good addition to our winter deicing needs and has served us well. What is being recommended for this year is equivalent to the mixed salt/beet juice in performance and price but comes pre mixed and will melt to a lower temperature. Due to the late winter and heavy snows last year our carry over is down to 10 ton or so (after purchasing an additional 20 ton and rationing salt). That coupled with the growth we’ve had over the last 7 or 8 years has gotten us to the point of needing to purchase 100 ton this year instead of the 75 we have been ordering. This is still short of what I anticipate for the following year and will be requesting funding for 125 ton in the next budget.

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

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Zippy's **SALT BARN** LLC
 PO Box 896 501 E. Cedar Street Mechanicsville, LA 52806
 563.432.7400 zippysaltbarn.com

"No Slippy with Zippy"

July 17, 2019



2019 EARLY ORDER

- ✓ Early Order ends September 30, 2019.
- ✓ A signed agreement is required.
- ✓ Payment due upon each loading or delivery.
- ✓ All non-completed orders are void on January 1, 2020

Code	Products	Per ton or bag or other	Zippy's Daily price	100 TON	300 TON
				4 Trucks	12 Trucks
101	RAZOR BLOND	BULK	124. ⁹⁹	115.⁹⁹	112.⁹⁹
102	FIRE BLEND	BULK	134. ⁴⁹	123.⁹⁹	120.⁹⁹
105	EXTREME Blend	BULK	199. ⁹⁹	143.⁹⁹	139.⁹⁹
104	EXTREME Blend	50# bag	7. ⁹⁹ 391.51 pallet	6.⁹⁹ 342.51 pallet	6.⁷⁹ 332.71 pallet
104a	EXTREME Blend	20# bag	4. ⁶⁹ pallet price??	4.¹⁹	3.⁹⁹
103	Signature Blend	50# bag	7. ⁹⁹ 367.01 pallet	6.⁹⁹ 342.51 pallet	6.⁷⁹ 332.71 pallet
200	ROCK Salt	50# bags	5. ⁵⁰ 269.50 pallet	5.³⁵ 262.15 pallet	N/A
303	SHAKER JUGS	13# jug 80 jugs	5. ⁷⁵ Sell at 7.99=40%	N/A	N/A
303a	SHAKER JUGS	126 jugs on a show pallet	5. ⁴⁵ Sell at 7.99=40%	N/A	N/A
303b	SHAKER JUGS	20 pallets in a semi	N/A	5.¹⁵ + 36% = 6.99	5.⁰⁰ + 40% = 6.99

Early Order thru September 30, 2019 and pick up before January 1, 2020 to maintain pricing or prices revert to board prices.

Delivery is \$2.35 mile, minimum charges apply.

Prices are subject to change at any time and without notice and includes any contract that has product yet to be picked up.

Zippy's **SALT BARN**^{LLC}

PO Box 396 501 E. Cedar Street Mechanicsville, IA 52306

- ✓ **Early Order ends September 30, 2019.**
- ✓ **A signed agreement is required.**
- ✓ **Payment due upon each loading or delivery.**
- ✓ **All non-filled orders are void on January 1, 2020.**

Customer	Matt Goodale
Company	City of West Branch
EMAIL	mgoodale@westbranchiowa.org
Address	338 Cookson St
City	West Branch
State, Zip	Iowa, 52358
Tonnage or Trucks	100 Ton <i>We reserve rights to change or limit your requested amount.</i>
Product Code	
I hereby represent and acknowledge this agreement with my signature here	
Signature	
Print Name	
Date	
Zippys Approval	<i>Yes or No ...tonnage approved.</i>

Early Order thru September 30, 2019 and pick up before January 1, 2020 before prices revert to board prices.

Delivery is \$2.35 mile, minimum charges apply.

Prices are subject to change at any time and without notice and includes any contract that has product yet to be picked up.

At this writing:

1. *The Mississippi flooding this year has put ALL barge salt delivery behind schedule for the season.*
 - *Due to this, we are worried that there could be another shortage ... if it's a harsh winter.*
 - *Perhaps this may change in the next few weeks, as shipments arrive ... but this is why it's difficult to hold prices for an extended time. It's all good until a shortage happens and then it's a problem.*
 - *Not all salt comes up by river barges but the majority of it does.*
2. *We urge you to make reservations, as best you can, but none of this will matter is there is a mild winter. On the flip side if we have harsh winter ... someone may not be happy.*
 - *These prices are good now and no rain checks. You can pick it up now or pay in advance for limited amounts.*



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 3, 2019
AGENDA ITEM:	Motion to Accept the Staff Work Plan.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 29, 2019

BACKGROUND:

The “Staff Work Plan” is the last step in the Goal and Objective Setting Process. What starts with a goal setting process with no budget constraints, then moves into the budget prioritization process where the Council Approves a budget that tries to incorporated as many of the goals and objectives as resources can fund. These priorities are now funded, and the Staff Work Plan is the implementation strategy that gives the Council and Community staff’s estimation for completion. The Staff work plan is a tool to execute the job plan with management support and agreement. Managers work with frontline employees to ensure that employees have the appropriate funding elements of the city to meet the mission, goals, objectives and guiding principles established in the goal setting process.

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

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Departments

- Administration (Budget / Finance, Community Development, and Human Resources)
- Parks and Recreation Department
- Public Works Department
- Police and Fire

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Administration

(Special Projects, Budget / Finance, Community Development and Human Resources)

Planning Alternative Wastewater and Wetland Research Park

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and Communications:

This project has not been started, however, there has been much public interest in the area of green development, alternative wastewater treatment, and wetland banking / credits. Although, the city had to abandon its pursuit of an Alternative wastewater treatment process as its primary treatment system there is still interest in examining educational, research, and natural recreation opportunities that involve these green alternatives.

The process will start with town meetings and small task groups to gauge the viability of such a future project. It will conclude with a presentation to the City Council with next steps and/or recommendations.

Renew Building Incentive Program

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The West Branch Building Incentive Program was approved by the City Council on May 4, 2015 and revised on February 19, 2019. The program was developed by a group of builders, realtors, bankers, and associated professionals who reside and work within the West Branch community. The program was revisited and restructured this year to have separate incentives for the builders and homeowners. The building incentive program is now scheduled to expire on June 30, 2021.

Splash Pad Funding / Contributions

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

At this time the project is not funded. Staff will be looking for grant and other fund raising opportunities.

Wayfinding Signage for the Industrial Park

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project is a partnership with the Community Development Group. It is anticipated to have a presentation to the Industrial Park business to get feedback regarding potential Gateway and wayfinding signage in the Industrial Park. Marketing and Naming are expected to be among the topics. September 17th is expected to be the kick off date with a business afterhours meeting at Brown's Auto Dealership.

Overlay One Alley (Terror Trail Solution)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This has long been a problem area for access by resident(s) and by city staff during snow removal events. Over the years a neighbor has grown trees in the city right of way. The trees have grown to the point that it has been a barrier for neighbors to access their property. The plan is to pull the trees and roots out of the alley replace with gravel and/or black top / cold patch.

Downtown East Redevelopment

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The City of West Branch is very interested in hearing 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. The site has recently been used as concrete ready-mix plant. Using existing grain elevators... the city is looking for a creative approach to development that accommodates entertainment venues such as a city market, hotel, housing, brewery and/or other significant mixed-used developments on the site (all ideas will get considerable review and investigation). The following documents are intended to provide interested developers and investors with background information that could assist their research and value propitiation processes.

This process will be on-going with many opportunities for city council feedback. A RFP process in expected, demolition, and other pre-develop work is expected over the next fiscal year.

Solid Waste Service Contract (New / Renewal)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Currently working with the City Attorney to review RFP processes from other communities. It is intended that a Request for Proposals or Request for Qualifications will commence 6 months prior to the city current solid waste service contract expires next year. The samples in the city hall lobby are intended to get feedback from the citizens and rate payers. Despite who we contract with it is expected that we will be moving away from the current garbage sticker system.

I-80 Utility Relocation

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Veenstra & Kimm are working on this project as the city's engineers. Working with the Iowa Department of Transportation the project is expected to be designed and constructed as a pass through or 100% reimbursable project. Despite, having previously agreed to pay for these

expenses, the Iowa Department of Transportation amended their position of splitting the cost and agreed to pay 100% of the expenses relating to this project. This was due to timeline expectations and the city's limited financial resources.

Town Hall Improvements

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The town hall has been a priority to place more attention to its maintenance schedule.

Capital Improvement Reserve Levy

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This item will be on the November Ballot. Public Information efforts are expected.

Parks and Recreation Department

Cubby Park Improvement Park – Completion / Additional Operation Resources

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The lawn mower for Cubby Park has been ordered and will be delivered by August 30, 2019. Tru Green has been contacted to provide an estimate on ongoing lawn care for Cubby Park and Lions Field. Additional estimates will be obtained. The Parks and Recreation Commission would like to have an alcohol policy similar to Beranek Park, which allows participants to bring their own alcohol into the Park, but not during youth leagues. They would like to create a no smoking policy as well. They are recommending all parks remain open between 6am-10pm. A concession-stand operating manual, field reservation and rental Policy, and a weather policy draft was completed and submitted to the Parks and Recreation Commission for evaluation.

Phase 1 Park Improvements

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

6 new soccer goals have been ordered for Lions Field. It is estimated delivery and installation will occur the 1st week in September. The basketball hoops at Beranek Park are scheduled to be replaced in Spring 2020. The Beranek Parking lot is in the process of resurfacing and enlargement. The seal coating will not be completed until Spring 2020 when Pelling has an

opening in the schedule. The trail surfacing will not be completed in FY20 due to budget constraints.

Heritage Park Improvements

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The sod is scheduled to be replaced in the Fall Season of 2019; after Farmers Market is done for the 2019 season. The project will be completed by the Public Works Department.

Hoover's Hometown Days Planning

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This is an ongoing event. Committees are always looking for ways to enhance and improve the event. The Hoover's Hometown Days committee will host the next meeting Thursday September 12 at 11am in the West Branch Council Chambers.

Music on the Green Planning

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Christmas Past

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

The date for Christmas Past has been set for December 6th, 2018 and December 7th, 2018.

CDG Festivals

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

CDG Festival dates have been set: Fall Festival October 5, 2019, Downtown Trick and Treat Event October 31, 2019, Shop Business November 30, 2019, A Christmas Past December 6 and December 7, 2019, and Sweets for Success February 15, 2020. No other information is available at this point.

Splash Pad Fund Raising / Contribution

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

Administration will be taking the lead on this initiative.

Beranek Park Parking Lot

Project Status

Complete In-progress Not completed No longer an objective

Project / Program Remarks, Updates, and communications:

This project has been looked at for many years by previous administration and council but has been held back due to budgetary constraints. Due to that consideration a lower cost solution was arrived at this past spring and the work is being completed in house by Public Works. Currently the parking lot is not capable of handling parking for large events. This project will not completely fix that, but it will double the amount of parking spaces available. Public Works has removed 3 trees and some bushes that were in the way of the expansion, graded and will begin forming for new curbs August 29. When complete there will be new concrete curb and gutter, seal coat surface on the parking area, ADA compliant sidewalks connecting to the newly renovated shelter and a bike parking area near the shelter. The seal coat work may not be completed until spring due to timing with our contractors on that.

Public Works Department

Downstream Widening

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and Communications:

Widening, tree removals and bank work for the area south and east of Beranek Park. This project was identified by modeling through the USGS to help reduce flooding in the Second Street, First Street and Main Street areas. While it won't relieve all of the flooding concerns it has been shown to lower flood elevations in those areas by 6 to 9 inches and up to 12 inches when done in conjunction with upstream retention. This project is in the process of being engineered and partial funding is expected to come from the park bond. A clear picture of funding needs will be available after the Cubby Park Improvement Project is complete; due to the anticipation that a large portion of funding will be derived from the contingency and value engineering savings from the aforementioned project.

Creek Maintenance / Clean-up Project

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This is an ongoing task that is generally completed in winter months due to lower water levels, solid ground and availability of staff time. This year's cleanup will include the area from the bridge on the Hoover trail south to where we left off last year and will involve tree removals, grindings and trimming. Due to the tightly grown trees in that area there are many trees that are in need of removal to allow for proper growth of the trees remaining. Most of this work is done in house.

Asphalt Shoulder on West Main Street

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This would add an asphalt shoulder to the north and south side of W Main Street for the Cedar/Johnson County Line to the intersection of Cameron Drive with W Main Street. Due to construction in the area budget considerations it will be re-evaluated in the spring of 2020 for viability.

College Street Bridge

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project included water main replacement and upgrade to 3 blocks, storm sewer installation, sidewalks, concrete roads, sewer repairs and a new bridge on College Street. This project was made largely possible by a DOT grant the City Engineers, V&K, applied for and received which covers \$1,000,000 of the total project cost. At this time the infrastructure west of N Second Street and the bridge are complete. There is still backfilling and seeding to be completed on that portion of the project but the street is open to residents and local traffic. The east side of the bridge has much of the storm sewer in place and the water main was recently installed. As of August 28 the water main was being pressure tested and will be put in service once that passes. This project is running very close to on schedule and is set to be complete by mid October.

Beranek Parking Improvement

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project has been looked at for many years by previous administration and council but has been held back due to budgetary constraints. Due to that consideration a lower cost solution was arrived at this past spring and the work is being completed in house by Public Works. Currently the parking lot is not capable of handling parking for large events. This project will not completely fix that but it will double the amount of parking spaces available. Public Works has removed 3 trees and some bushes that were in the way of the expansion, graded and will begin forming for new curbs August 29. When complete there will be new concrete curb and gutter, seal coat surface on the parking area, ADA compliant sidewalks connecting to the newly renovated shelter and a bike parking area near the shelter. The seal coat work may not be completed until spring due to timing with our contractors on that.

North Maple Street Curb and Gutter

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project is on hold. Council has asked that we re-evaluate in the spring of 2020. Lower cost alternatives that do not affect the entire length of the street may be sought out.

2020 1-ton Dump Box and Snow Plow (Purchase and Fleet Introduction)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The truck was ordered several months ago and held at the dealership to allow us to get the previous year's model as waiting would have required us to get a 2020 for approximately \$5,000 more than anticipated with the 2019. Due to a tight budget and other considerations for payouts on the College Street Bridge Project we were directed to not take possession until October. The truck will be complete by September 24 and delivered shortly after. This truck will replace the 2004 F 350 we currently have in our fleet. That truck will be repurposed as the cemetery truck and back up plow truck. We will be removing a 1997 Ranger from our fleet as this truck comes on line.

Spring and Fall Cleanup Days

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Program ran through Jonson County Refuse to allow residents to get rid of trash too large or for spring cleanup of residences.

Greenview Connection

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project is widely dependent on the contractor of Loethen Ridge for completion and at this time is at a standstill. I would estimate that this will be a spring or summer of 2020 project.

Washing North Water Tower

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This year is the rotation for the north water tower to be washed. I have received some quotes and was recently approached by a local contractor who would like to put in a quote. I will be meeting with him next week. This is tentatively scheduled for early spring.

Overlay One Alley (Terror Trail Solution)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project has not been started yet but is on our agenda for this fall. This would involve removal of several trees that were planted in the alley row, regrading and either an overlay or sealcoat of the surface. This was a low priority project for council and will be one of the later projects of the fall in case weather prohibits further projects and something needs moved to spring scheduling.

Northside Sidewalk Project (Brian Shay's Development)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This project was brought about by the development of the Northside Addition on North Downey Street. The developer was required to add sidewalks for residents that would effectively go nowhere so the City is making a connection to Northside Drive from the new addition to allow walkability in this area. This project is being done in house to minimize cost.

Trees Forever Grant Project

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

This is an ongoing project. There were 75+ trees planted at Cubby Park this spring from this grant and the next round of plantings will occur on October 16 with 41 ROW trees and will include Scott Drive from West Orange Street to Cubby Park and West Orange Street from Pedersen Street to the water tower road. I will be applying for next year's grants prior to the November 1st deadline and will include Orht Street, Ridge View Drive, Sullivan Street and Hilltop Drive. Since 2012 there have been around 500 trees planted with nearly \$30,000 in grant funds along with City budget for trees, maintenance and upkeep. These have been planted in the cemetery, parks and in the ROW and have involved community members and school children of all ages as well as teachers and staff.

Police and Fire Departments

School Resource Officer Program

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Our School Resource Officer (SRO) is a sworn law enforcement officers responsible for safety and crime prevention in our West Branch schools. The City and the School District have partnered together in commitment and dedicated resources in an effort to create a safer environment. The responsibilities of our SRO are similar to regular police officers in that they have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. Beyond law enforcement, our SRO also serves as an educator, emergency manager, and informal counselor. While our SRO primary responsibility is law enforcement, whenever possible, our SRO strives to employ non-punitive techniques when interacting with students. Arrests are used only as a last resort under specified circumstances. This program is ongoing.

Fire Service Township 28E Agreements

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The purpose of these agreements is to improve the provision of fire protection and emergency medical services within the respective jurisdictions of the parties of the agreement. The parties of this agreement to share in the cost of providing emergency aid and fire protection. This task is on-going.

Law Enforcement MOU with National Park Service

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The objective of the Agreement is to coordinate emergency law enforcement assistance between the two agencies. Herbert Hoover NHS is under concurrent legislative jurisdiction, and the NPS and the West Branch Police Department (hereinafter WBPD) therefore share a common interest in law enforcement at Herbert Hoover NHS.

Both agencies recognize through long experience that violations affecting the safety and welfare of citizens, property, and resources under their protection frequently involve individuals and groups operating across jurisdictional boundaries. Both agencies also recognize that the most effective and sometimes only method to detect, deter, and solve these crimes is through cooperative efforts. Accordingly, the NPS and the WBPD do hereby enter into an agreement to provide emergency cooperative assistance to maintain public safety and welfare on lands and roadways in West Branch, Iowa, within and surrounding Herbert Hoover NHS, as both parties can mutually benefit from the expertise and resources of their respective agencies. This task is on-going.

Police Department Evidence Facility

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

Nearly every department has an evidence room or an evidence locker or even a large evidence storage facility. It is well documented that well maintained, well documented, and orderly evidence rooms have helped put and keep dangerous criminals in prison. Additionally, well maintained facilities, rooms, or lockers prevent missing evidence; which, can also prevent those wrongly convicted of crimes and serving prison time the ability to have evidence retested with new and future technologies.

Upon review of our current capacities in this area, staff believes this is a topic for a future CIP item and/or budget discussion. It is also possible with the old Casey's store coming up for sale and with the city's position as first right of refusal, a low cost agreement can be obtained. This task has not been started and currently is not an objective of the city.

The Town Hall garage is now under control of the West Branch Police Department. Patrol vehicles when not being used are now being stored in Town Hall Garage. A large storage container that will be used to store evidence has been placed in Town Hall. Even with the storage container in place we are still able to store 2 police vehicles. We need to install lights and shelves in the storage container, before we transfer any evidence.

Fire Truck Replacement – Phase 1 (FY18)

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

The Department currently maintains and operates a variety of vehicles in its fire-service fleet. The goal of the Department is to provide comprehensive fire/EMS services as quickly, safely, and efficiently as possible. Based on our Vehicle Replacement program, Truck 191 is due for replacement. The fire department is currently working of developing specifications and expect to go out for bid next month.

Wireless Emergency Notification System

Project Status

Complete In-progress Not started No longer an objective

Project / Program Remarks, Updates, and communications:

WENS continues to be actively maintained to provide emergency and informational notices to the residents of West Branch and Cedar County as a whole via email, text, and automated phone messages. Primary use is currently in providing environmental alerts such as tornado and flood warnings, but is also used to provide notices for boil orders, snow emergencies, and other such information within the community when they occur. This project is on-going.

Shieldware: Police Reporting Software

Complete In-progress Not started No longer an objective

Project/Program Remarks, Updates and Communications

All software, hardware, antivirus, backup devices and other related items have been installed and are operational. The West Branch Police Department shares the same case numbers with Cedar County. We can share data with Cedar County and can be computer dispatched by Cedar County. WBPD can run drivers license checks and vehicle registrations. Police calls can be more easily tracked and reported to the state. Officer's duties and work can be more easily tracked and reported. There is no longer the need for officers to maintain a radio log.

New Squad Car.

Complete In-progress Not started No longer an objective

Project/Program Remarks, Updates and Communications.

The West Branch Police Department is looking forward to purchasing a police vehicle in October of 2019. We are waiting to purchase the vehicle when the funds from Cedar County become available. We are looking into what type of vehicle is best suited for the West Branch Police Department. We are also looking into what equipment would need to be purchased/ installed into the patrol vehicle. The WBPD Body Cameras are starting to get to the end of their service life. We will be looking into incorporating body cameras into the squad car video cameras.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 3, 2019
AGENDA ITEM:	Resolution 1837 – A Resolution Accepting and Approving the City Street Finance Report for Fiscal Year 2019.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	August 29, 2019

BACKGROUND:

A condition of receiving Road Use Tax Funds from the State of Iowa is to submit an annual Street Finance Report to the Iowa DOT. Failure to do so will result in loss of Road Use Tax Funds.

STAFF RECOMMENDATION:	Approve Resolution 1836 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"



Form 517007 (5-2019)
Office of Local Systems
Ames, IA 50010

City Street Financial Report

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City Name
WEST BRANCH
City Number
1836

Cover Sheet

Now therefore let it be resolved that the city council WEST BRANCH, Iowa
(City Name)

On 09/03/2019 did hereby approve and adopt the annual
(month/day/year)

City Street Financial Report from July 1, 2018 to June 30, 2019
(Year) (Year)

Contact Information

Name	E-mail Address	Street Address	city	ZIP Code
Gordon Edgar	gordon@westbranchiowa.org	110 North Poplar Street	West Branch	52358
Hours	Phone	Extension	Phone(Alternative)	
8 AM to 4 PM	319-643-5888		319-541-6672	

Preparer Information

Name	E-mail Address	Phone	Extension
Gordon Edgar	gordon@westbranchiowa.org	319-643-5888	

Mayor Information

Name	E-mail Address	Street Address	city	ZIP Code
Roger Laughlin	laughlin@lcom.net	25 Greenview Circle	West Branch	52358-0000
Phone	Extension			
319-330-8942				

Resolution Number 1836

Roger Laughlin

Signature Mayor

Redmond Jones II

Signature City Clerk

City Street Financial Report

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City Name
WEST BRANCH
City Number
8272

Summary Statement Sheet

Column 1 Column 2 Column 3 Column 4
 Road use Other Street Street Debt Totals
 Tax Fund Monies

Round Figures to Nearest Dollars

A. BEGINNING BALANCE				
1. July 1 Balance	\$247,855	\$0	\$650,481	\$898,336
2. Adjustments (Note on Explanation Sheet)	\$0	\$0	\$0	\$0
3. Adjusted Balance	\$247,855	\$0	\$650,481	\$898,336
B. REVENUES				
1. Road Use Tax	\$299,969			\$299,969
2. Property Taxes		\$69,747	\$246,563	\$316,310
3. Special Assessments		\$0	\$0	\$0
4. Miscellaneous		\$203,265	\$100,000	\$303,265
5. Proceeds from Bonds, Notes, and Loans		\$0	\$0	\$0
6. Interest Earned		\$0	\$0	\$0
7. Total Revenues (Lines B1 thru B6)	\$299,969	\$273,012	\$346,563	\$919,544
C. Total Funds Available (Line A3 + Line B7)				
	\$547,824	\$273,012	\$997,044	\$1,817,880

Column 1 Column 2 Column 3 Column 4
 Road use Other Street Street Debt Totals
 Tax Fund Monies

Round Figures to Nearest Dollars

EXPENSES				
D. Maintenance				
1. RoadWay Maintenance	\$235,204	\$69,410	\$0	\$304,614
2. Snow and Ice Removal	\$13,754	\$0	\$0	\$13,754
E. Construction, Reconstruction and Improvements				
1. Engineering	\$7,421	\$64,769	\$38,299	\$110,489
2. Right of Way Purchased	\$0	\$0	\$0	\$0
3. Street/Bridge Construction	\$98,062	\$138,833	\$406,181	\$643,076
4. Traffic Services	\$0	\$0	\$0	\$0
F. Administration				
	\$0	\$0	\$0	\$0
G. Equipment				
	\$0	\$0	\$0	\$0
H. Miscellaneous				
		\$0	\$0	\$0
J. Street Debt				
1. Bonds, Notes and Loans - Principal Paid	\$0	\$0	\$197,500	\$197,500
2. Bonds, Notes and Loans - Interest Paid	\$0	\$0	\$49,063	\$49,063
TOTALS				
K. Total Expenses (Lines D thru J)	\$354,441	\$273,012	\$691,043	\$1,318,496
L. Ending Balance (Line C-K)	\$193,383	\$0	\$306,001	\$499,384
M. Total Funds Accounted For (K + L = C)	\$547,824	\$273,012	\$997,044	\$1,817,880



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Miscellaneous Revenues and Expenses Sheet

Code Number and Itemization of Miscellaneous Revenues (Line B4 on the Summary Statement Sheet)(See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
144—FHWA Participation (Fed. Hwy. Admin.)	\$203,265.00	\$0.00
194—General Fund Transfers	\$0.00	\$100,000.00
Line B4 Totals	\$203,265.00	\$100,000.00

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
Line H Totals		

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City Name
WEST BRANCH
City Number
0002

Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
<input type="checkbox"/>	General Obligation	Street Improvements	101	08/18/2015	\$855,000	100	2025	\$630,000	\$85,000	\$13,645	\$85,000	\$13,645	\$545,000
<input type="checkbox"/>	General Obligation	Street Improvements	103	07/19/2017	\$1,000,000	50	2028	\$915,000	\$85,000	\$15,497	\$42,500	\$7,748	\$830,000
<input type="checkbox"/>	General Obligation	Bridge or Building	601	12/05/2017	\$1,060,000	100	2032	\$1,060,000	\$70,000	\$27,670	\$70,000	\$27,670	\$990,000
New Bond Totals					\$0	\$0	Totals	\$2,695,000	\$240,000	\$56,812	\$197,500	\$49,063	\$2,365,000

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City Name
WEST BRANCH
City Number
0002

Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

[Check here if there are no entities for this year](#)

Project Final Costs Sheet (Section A)

1. Project Number	2. Estimated Cost	3. Project Type	4. Public Letting?	5. Location/Project Description (limits, length, size of structure)
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Project Final Costs Sheet (Section B)

1. Project Number	6. Contractor Name	7. Contract Price	8. Additions/Deductions	9. Labor	10. Equipment	11. Materials	12. Overhead	13. Total
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City Name
WEST BRANCH
City Number
0131

Road/Street Equipment Inventory Sheet

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost /Unit	6. Rental Cost /Unit	7. Used On Project this FY?	8. Status
Truck	2016	Ford F-550	\$71,135	\$0	\$0	No	NOCH
Truck	2017	Dodge Ram 1500	\$25,336	\$0	\$0	No	NOCH
Truck	1991	International Series 4900 with plow	\$10,550	\$0	\$0	No	NOCH
Pickup #4	2003	Ford Ranger	\$9,300	\$0	\$0	No	NA
Truck	2004	Ford F-350 1 Ton	\$29,500	\$0	\$0	No	NOCH
Loader	1984	Caterpillar	\$60,000	\$0	\$0	No	NOCH
Plow Truck	2000	Oshkosh P1823	\$146,000	\$0	\$0	No	NOCH
Pickup #3	1997	Ford Ranger	\$24,000	\$0	\$0	No	NOCH
Truck	2012	Dodge Ram 1500 ST	\$20,598	\$0	\$0	No	NOCH
Skid Loader	2012	Cat 262C Skid	\$36,788	\$0	\$0	No	NOCH
Street Sweeper	2013	Elgin Pelican NP	\$165,203	\$0	\$0	No	NOCH
Leaf Vac	2014	Tarco Windy Series Leaf Vac with Box	\$46,900	\$0	\$0	No	NOCH
Truck	2017	FORD F-250	\$26,000	\$0	\$0	No	NOCH
Trailer	2014	MAXEY 83" WIDE DUMP TRAILER	\$7,350	\$0	\$0	No	NOCH



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Explanation Sheet

Comments



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Monthly Payment Sheet

Month	Road Use tax Payments
July	\$22,144.41
August	\$35,109.13
September	\$33,687.90
October	\$20,813.14
November	\$26,033.39
December	\$26,356.99
January	\$25,334.85
February	\$25,106.59
March	\$20,449.42
April	\$12,637.34
May	\$27,993.39
June	\$24,302.90
Totals	\$299,969.25

RESOLUTION 1837

**A RESOLUTION ACCEPTING AND APPROVING THE CITY STREET FINANCE
REPORT FOR FISCAL YEAR 2019**

WHEREAS, the code of Iowa requires that a Street Finance Report for the Fiscal Year be filed with the Department of Transportation by September 30 of each year, and

WHEREAS, City Staff has prepared and filed this report with City Council for review and approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, Cedar County, that the Street Finance Report for Fiscal Year 2019, be approved and forwarded to the Iowa Department of Transportation.

* * * * *

PASSED AND APPROVED this 3rd day of September, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk