



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY DECEMBER 2, 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. Roll Call

C. Call to Order

D. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

E. Roll Call

F. Guest Speaker, Presentations and Proclamations

G. 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.

H. 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 November 18, 2019.
2. **Motion to Adopt** the City Council 2020 Regular Meeting Schedule.

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3. **Motion to Approve** the Christmas Past-Special Event Application.
4. **Motion to Approve** the Part-Time Employment of Levi Kleinmeyer and Daniel Heick for service in the Public Works Department.
5. **Motion to Approve** the Claims Report.

I. Public Hearing / Non-Consent Agenda

1. **Third (Final) Reading of Ordinance 770** Amending Title “Animal Protection and Control” Chapter 55.22 “Licensing”.
2. **Second Reading of Ordinance 771** Amending Title “Sewer Service Charges” Chapter 99.02 “Rate”.
3. **Resolution 1856** – Adopting Goals and Objectives for the City of West Branch, Iowa for 2020-2021.
4. **Resolution 1855** – A Resolution Setting a Public Hearing for a Budget Amendment.
5. **Discussion Item:** Protocol for hiring Part-time, Seasonal, and Temporary Employees.
6. **Resolution 1857** – Approving Partial Pay Estimate Number 13 In the Amount of \$3,143.12 to Needham Excavating Inc. for the Cubby Park Improvement Project.
7. **Resolution 1858** – Approving Change Order #10 in the Amount of \$5,625.00 - \$9,625.00 to be withheld from the Project Retainage for Liquidated Damages and Expenses Related to Cubby Park Project Overages.
8. **Resolution 1859** – Accepting the Public Improvements Constructed in Association with the Cubby Park Improvement Project.
9. **Resolution 1860** – Approving Final Pay Estimate Number 14 in the Amount of \$136,284.60 (the retainage) to Needham Excavating Inc. for the Cubby Park Improvement Project.
10. **Resolution 1861** – Amendment to the Professional Services Agreement with Fehr Graham in an Amount Not-to-Exceed \$4,000.

J. Reports

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

K. Comments from Mayor and Council Members

N. Adjournment

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

**West Branch, Iowa
Council Chambers**

**City Council Meeting
Goal Setting and Regular Meeting**

**November 18, 2019
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council Goal Setting meeting to order at 6:03 p.m. Mayor Laughlin then invited the Council, Staff and members of the audience to stand and led the group in the Pledge of Allegiance. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Brian Pierce were present. Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Public Works Director Matt Goodale, Park & Recreation Director Melisa Russell, Library Director Nick Shimmin and City Engineer Dave Schechinger

GOAL SETTING SESSION

Jones provided a refresher on the goal setting objectives and recapped the last year's goals set by the Council that have been completed, in progress and not started to date. Jones said objectives listed on this year's list is a combination of staff and citizen recommendations. Four goals were identified and within each goal, were objectives, projects and tasks associated with each. The Council took time to review each objective and place a vote for those they felt deserved priority over other items listed. The top three vote getters were; downstream flood mitigation (18), replacing one block of seal coat on the east side of town (16), Cedar-Johnson Road strategy plan (14). Tied for fourth; adding one additional full-time staff to Public Works (13) and completing a street connection to the Greenview subdivision (13). Low or no support items were; additional funding for the Downtown East Redevelopment site, wayfinding signs for the industrial park, city code enforcement vehicle, curb & gutter for North Maple St., and Beranek Park basketball court improvements. Several other objectives were listed and received little support. The City Council seemed to choose objectives that had been prioritized in the past or had the biggest impact based on budget constraints. Incoming Council members Sexton and Dean participated in the goal setting exercise and cast their votes on the various projects and objectives.

ADJOURNMENT

Laughlin adjourned the goal setting meeting at 6:57 p.m.

REGULAR CITY COUNCIL MEETING

Mayor Roger Laughlin called the West Branch City regular meeting to order at 7:01 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Brian Pierce were present. Jordan Ellyson was absent. Laughlin welcomed the audience and the following City staff: City Administrator Redmond Jones, Deputy Clerk Leslie Brick, City Attorney Kevin Olson, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library Director Nick Shimmin and City Engineer Dave Schechinger.

GUEST SPEAKER, PRESENTATIONS, AND PROCLAMATIONS

Maggie Burger, Vice President with Speer Financial, Inc. – Tax Increment Finance Report

Burger presented the City's annual TIF and Debit Report reviewing each area of general obligation debt, revenue debt, TIF Rebate obligations, TIF Revenue Abatements, and the City's overall remaining debt capacity. Burger said the City was doing a good job at aggressively paying down past debts but needed to keep a close eye on future projects and while maintaining a healthy debt capacity.

Carolyn Anderson, Executive Director, Community Development Group (CDG) – Christmas Past update. Anderson. Anderson noted some changes to this year's event and said that the Hoover Library would not be having the festival of trees but would offer free admission to the current display instead. The West Branch Swing Choir would also be replacing the Young Foot Lighters and offer performances on Friday and Saturday. Anderson said the Kiwanis would again be having the poinsettia sales in addition to offering a cookie decorating activity. New this year, a local dance studio will have performances in the former Emporium building. She said all downtown

businesses have been encouraged to decorate their stores with white lights and snowflakes. Anderson commented that this will be the Bickford's last year offering the North Pole Outlet.

PUBLIC COMMENT

No comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to Approve Meeting Minutes for City Council Meeting November 4, 2019.

Motion to Approve the Liquor License Renewal for "Down Under" located at 201 W. Main Street.

Motion to Approve Pay Estimate Number 7 for the College Street Bridge Replacement Project.

Motion to Approve the Claims Report.

November Claims paid and October Revenues

EXPENDITURES	11/18/2019	
AERO RENTAL INC	RECREATION SUPPLIES	41.95
ALLIANT ENERGY	UTILITY SERVICE	11,012.46
AMAZON	BOOKS, TECH & PROGRAM SUPPLIES	1,175.10
BAKER & TAYLOR INC.	BOOKS	1,560.85
BARRON MOTOR SUPPLY	SUPPLIES	426.60
BOCWAY INVESTMENTS LLC	BUILDING INCENTIVE PAYMENT	908.78
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	229.43
CAJ ENTERPRISES INC	HAULING - ROCK	160.97
CDW GOVERNMENT INC.	OFFICE SUPPLIES	124.61
CEDAR COUNTY RECORDER	RECORDING FEES	131.00
DEWEYS JACK & JILL	SUPPLIES	39.50
DODGE STREET TIRE & AUTO INC	TIRES	656.00
ELDON C STUTSMAN INC	GRASS SEED	273.80
FELD FIRE EQUIPMENT CO. INC	SUPPLIES	454.08
FINDAWAY WORLD LLC	FINDAWAY LEARNING SERIES	499.00
GAME TIME	PLAYGROUND EQUIP & MAINT SUPPLIES	790.90
HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	557.51
HOTSY CLEANING SYSTEMS	MAINTENANCE SUPPLIES	330.00
INTERSTATE ALL BATTERY CENTER	INTERSTATE ALL BATTERY CENTER	66.47
JOSHUA LANGFORD	BUILDING INCENTIVE PAYMENT	1,131.78
KELLY TREE FARM LLC	TREES	7,959.10
KNOCHE, REBECCA	MILEAGE	56.28
LIBERTY COMMUNICATIONS	SUPPLIES	208.00
LINN COUNTY R.E.C.	STREET LIGHTS	149.00
LYNCH'S PLUMBING INC	SUPPLIES	38.70
MENARDS	SUPPLIES	88.77
MENTE CONSTRUCTION CO	BUILDING INCENTIVE PAYMENT	357.79
MERCY IOWA CITY PHYSICIAN	DRUG TESTING	60.00
MERIDITH COLEMAN	BUILDING INCENTIVE PAYMENT	904.14
MIDWEST FRAME & AXLE	MAINTENANCE SUPPLIES	236.28
MIDWEST TAPE LLC	SUPPLIES	14.99
MISCELLANEOUS VENDOR	IOWA BARN:BOOK	29.95
OASIS ELECTRIC LLC	BUILDING MAINTENANCE	1,051.13
OLSON, KEVIN D	LEGAL SERVICES	1,500.00
OVERDRIVE INC	BOOKS & AUDIO BOOKS	329.98
PARKSIDE SERVICE	VEHICLE REPAIR	75.00
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER-LIB	503.50
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	90.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	886.00
QUILL CORP	MAINTENANCE SUPPLIES	206.79
RIVER PRODUCTS COMPANY INC	ROCK AND SPECIAL MATERIAL	418.65
STEVENS EROSION CONTROL IN	SUPPLIES	1,125.00
TIPTON ELECTRIC MOTORS	SUPPLIES	83.36
US BANK CORPORATE CARD	TRAVEL EXP, OFFICE, REC, PROG	2,868.92
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
USA BLUE BOOK	SUPPLIES	67.55
WALMART COMMUNITY/RFCSLLC	DVDS, MAINT & PROGRAM SUPPLIES	475.08
WEST BRANCH FIREFIGHTERS FOUNDATION	PROMO/EDUCATIONAL MATERIALS	276.89

WEST BRANCH MIDDLE SCHOOL		ADVERTISING	50.00
WEST BRANCH REPAIRS		VEHICLE REPAIR	340.09
WEST BRANCH TIMES		PUBLIC ANNOUNCEMENTS	142.20
WESTGARD WOODWORKS		TOWN HALL ENTRY DOOR	2,292.00
WEX BANK		VEHICLE FUEL	1,728.96
TOTAL			45,291.14
PAYROLL		11/15/2019	56,328.58
PAID BETWEEN MEETINGS			
IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION		REGISTRATION FEE	15.00
UNITED PARCEL SERVICE		SHIPPING	45.64
SHANNON VACEK		UTILITY REFUND	66.45
CROELL, INC		REPLACE FIRE HYDRANT AT FIRE STATION	1,100.50
UNITED PARCEL SERVICE		SHIPPING	45.64
TOTAL			1,273.23
GRAND TOTAL EXPENDITURES			102,892.95
FUND TOTALS			
001 GENERAL FUND	39,751.14		
022 CIVIC CENTER	2,818.25		
031 LIBRARY	12,276.52		
110 ROAD USE TAX	12,459.54		
112 TRUST AND AGENCY	12,287.15		
310 COLLEGE STREET BRIDGE	208.00		
600 WATER FUND	12,006.98		
610 SEWER FUND	11,085.37		
GRAND TOTAL	102,892.95		
REVENUE-FISCAL YEAR 2020			
FUND OCTOBER			
001 GENERAL FUND	377,632.88		
022 CIVIC CENTER	7,416.25		
031 LIBRARY	90,640.64		
036 TORT LIABILITY	17,978.26		
110 ROAD USE TAX	28,862.31		
112 TRUST & AGENCY	102,537.92		
119 EMERGENCY TAX FUND	14,433.47		
121 LOCAL OPTION SALES TAX	18,301.76		
125 TIF	178,461.23		
226 DEBT SERVICE	133,044.06		
310 COLLEGE ST BRIDGE REPLACEMENT	100,938.83		
500 CEMETERY PERPETUAL FUND	0.10		
502 KROUTH INTEREST FUND	0.03		
600 WATER FUND	46,935.78		
610 SEWER FUND	35,093.00		
740 STORM WATER UTILITY	5,183.41		
TOTAL	1,157,459.93		

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

PUBLIC HEARING / NON-CONSENT AGENDA

Third reading of Ordinance 768 Amending Title "Traffic and Vehicles" Chapter 65 "Stop or Yield Required"/
Move to action.

ORDINANCE 768

AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 65 "STOP OR YIELD REQUIRED".

WHEREAS, the West Branch City Council finds it in the best interest of the residents of West Branch to have a stop sign installed on Dawson Drive (south bound) where it intersects with West Main Street and a four-way stop on Dawson Drive where it intersects with West Orange Street (North, South, East and West approach) in order to provide for the safety of the West Branch Community.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1. Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 65, "STOP OR YIELD REQUIRED", Section 65.02, STOP REQUIRED.

- 57. The south bound lane of Dawson Drive to its intersection with West Main Street.
- 58. Dawson Drive on both the north and south approach to its intersection with West Orange Street.
- 59. West Orange Street on both the east and west approach to its intersection with Dawson Drive.
- 60. Sullivan Street where it intersects with Ridge View Drive.

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

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

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

Passed and approved this 18th day of November, 2019.

First Reading: October 21, 2019
 Second Reading: November 4, 2019
 Third Reading: November 18, 2019

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

Motion by Goodweiler, second by Pierce to approve the third reading of Ordinance 768. AYES: Goodweiler, Pierce, Miller, Stoolman. NAYS: None. Absent: Ellyson. Motion carried.

Third reading of Ordinance 769 Amending Title "Traffic and Vehicles" Chapter 69 "Parking Regulations". / Move to action.

ORDINANCE 769

AN ORDINANCE AMENDING TITLE "TRAFFIC AND VEHICLES" CHAPTER 69 "PARKING REGULATIONS".

WHEREAS, the City of West Branch, Iowa has jurisdiction to establish Parking Regulations within the corporate limits of the City of West Branch; and

WHEREAS, No Parking Zones shall mean, so stop, stand, or parking of a vehicle in any of the following designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal; and

WHEREAS, the City Council has heretofore deemed it necessary and desirable to pass legislation regulating the no parking zones within the City.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Branch, Cedar County, Iowa:

Section 1. Amendment. The Code of Ordinances is hereby amended by the City Council of West Branch, Iowa by adding the following language to Title, "TRAFFIC AND VEHICLES", Chapter 69, "PARKING REGULATIONS", Section 69.08, NO PARKING ZONES.

- 68. The North side of Hilltop Dr., 150 feet West of Pedersen Street and 280 feet West of Pedersen Street. This includes the hill and curve on Hilltop Drive.

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

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

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

Passed and approved this 18th day of November, 2019.

First Reading: October 21, 2019
 Second Reading: November 4, 2019
 Third Reading: November 18, 2019

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

Motion by Pierce, second by Goodweiler to approve the third reading of Ordinance 769. AYES: Pierce, Goodweiler, Stoolman, Miller. NAYS: None. Absent: Ellyson. Motion carried.

Second reading of Ordinance 770 Amending Title “Animal Protection and Control” Chapter 55.22 “Licensing”. / Move to action.

No discussion.

Motion by Pierce, second by Goodweiler to approve the second reading of Ordinance 770. AYES: Pierce, Goodweiler, Stoolman, Miller, Ellyson. NAYS: None. Absent: Ellyson. Motion carried.

First Reading of Ordinance 771 Amending Title “Sewer Service Charges” Chapter 99.02 “Rates”. / Move to action.

No discussion.

Motion by Goodweiler, second by Pierce to approve the first reading of Ordinance 771. AYES: Goodweiler, Pierce, Miller, Stoolman. NAYS: None. Absent: Ellyson. Motion carried.

Discussion: Consider funding storm water drainage design work for a privately owned parking lot which effects several businesses and buildings downtown.

Laughlin introduced the idea to the Council and explained a drainage issue that is affecting several downtown businesses behind his and others buildings on North Downey St. Laughlin said that during heavy rains, water pools in the rear of the property and gets into basements of the properties. Laughlin asked the Council to consider the idea to pay for engineering design work to correct the problem. The Council didn't feel that it was the City's responsibility to bore the entire cost without having some guarantee that once the design had been completed that the property owners would actually pay to have the problem fixed. The Council said they would consider reimbursing the property owners for some design costs after the project was complete.

Discussion: Consider allowing the street closure of Oliphant Street during West Branch High School home football games.

Horihan said Oliphant Street is a very congested area on home football games and said that with the new concession stand and restroom facilities more people are standing in lines in the street. Horihan is concerned that the area is an accident waiting to happen. Stoolman was supportive of the idea, but wanted to make sure home owners on Oliphant still had access to their homes. The Council was supportive of the idea and directed Horihan to gather some ideas from the school on a plan of action.

Resolution 1849 – Consideration to approve the request of Acciona Windpower North America, LLC to rebate a portion of Tax Increment Revenues. /Move to action.

No discussion.

Motion by Miller, second by Goodweiler to consider Resolution 1849 for approval. AYES: None. NAYS: Miller, Goodweiler, Pierce, Stoolman. Absent: Ellyson. **MOTION FAILED.**

Resolution 1850 – Consideration to approve the request of Casey's Marketing Company to rebate a portion of Tax Increment Revenues. /Move to action.

No discussion.

Motion by Miller, second by Pierce to approve Resolution 1850. AYES: Miller, Pierce, Stoolman, Goodweiler. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1851 – Authorizing an internal advance to the College Street and 2nd Street Improvement Project Capital Fund. / Move to action.

Miller asked for clarification and if this transfer of funds would put the City in a financial bind that would affect other potential projects. Edgar responded that he didn't feel it would if the Council did not approve projects not funded in the current budget. Edgar commented that unfunded projects in the past have caused some issues and discouraged the practice. Edgar said the internal loan from the general fund would be reimbursed by TIF over the next three years.

Motion by Pierce, second by Miller to approve Resolution 1851. AYES: Pierce, Miller, Stoolman, Goodweiler. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1852 – Approving the submission of the City of West Branch Fiscal Year 2018 – 2019 Annual Urban Renewal Report. / Move to action.

No discussion.

Motion by Miller, second by Pierce to approve Resolution 1852. AYES: Miller, Pierce, Stoolman, Goodweiler. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1853 –Obligating funds from the Urban Renewal Tax Revenue Fund for the payment of annual appropriation Tax Increment Finance Obligations in Fiscal Year 2021. /Move to action.

No discussion.

Motion by Miller, second by Goodweiler to approve Resolution 1853. AYES: Miller, Goodweiler, Pierce, Stoolman. NAYS: None. Absent: Ellyson. Motion carried.

Resolution 1854 – Approving selection of a financial institution to serve as a depository and banking institution. /Move to action.

Edgar explained that Community State Bank, the City’s current financial institution recently changed names to Fidelity Bank & Trust and this action is a formality of updating City records.

Motion by Pierce, second by Goodweiler to approve Resolution 1854. AYES: Pierce, Goodweiler, Stoolman, Miller. NAYS: None. Absent: Ellyson. Motion carried.

CITY ADMINISTRATOR REPORT

No report.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

Goodale said the College Street Bridge is scheduled to open on Thursday, November 21st at 2:00 p.m. with a ribbon cutting ceremony.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

No comments.

ADJOURNMENT

Motion to adjourn by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:12 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 2, 2019

AGENDA ITEM:	Motion to Adopt the City Council 2019 Regular Meeting Schedule.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator / City Clerk
DATE:	November 25, 2019

BACKGROUND:

Pursuant to transparency and good business practices, this item is forwarding for City Council approval an annual meeting schedule totaling 24 meetings (same as previous year). The schedule generally consist of two meetings per month. Depending on administrative or policy needs a special meeting may be called; thus, revising the regular meeting schedule when necessary.

The City of West Branch typically have meetings on Mondays at 7:00 pm.

City Council Meetings 2020

January 6th and 21nd
February 3rd and 18th
March 2nd and 16th
April 6th and 20th
May 4th and 18th
June 1st and 22th
July 6th and 20th
August 3rd and 17th
September 8th and 21st
October 5th and 19th
November 2nd and 16th
December 7th and 21st

STAFF RECOMMENDATION: Approve Motion – Move to Action

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

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2020 Calendar

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

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23	24	25	26	27	28	29

March

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29	30	31				

April

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May

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31						

June

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21	22	23	24	25	26	27
28	29	30				

July

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26	27	28	29	30	31	

August

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23	24	25	26	27	28	29
30	31					

September

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20	21	22	23	24	25	26
27	28	29	30			

October

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

City Council Meetings
 City Holidays



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 2, 2019

AGENDA ITEM:	Motion to Approve the Christmas Past-Special Event Application.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	November 25, 2019

BACKGROUND:

Christmas Past will be December 6, 2019 and December 7, 2019. There will be no City of West Branch street closures requested. All of the permitting with the National Park Service has been approved.

The family fun filled weekend will include carriage rides, a tree lighting ceremony, train display, Santa's workshop, marshmallow roasting, crafts, a craft show, silent auction, hot dogs, donuts, free admission at the museum and many more activities.

STAFF RECOMMENDATION: Approve the Motion – Move to Action

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

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Special Event Permit Application

Private events, ceremonies, or parties that anticipate less than 50 people and do not collect any money, sell any products, goods or services including food, beverage, or alcohol, do not use roads, streets, or pathways and do not have amplified sound or large tents do not require a Special Event Permit. A Facility Reservation form may be required. The City of West Branch may waive the submission deadline in extreme cases of unforeseen events.

Please supply the information requested below. Attach additional sheets, if necessary, to provide the required information. In issuing a permit for a special event, the City considers the following items:

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

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

.....

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

West Branch Administration _____ West Branch Fire Department _____ West Branch Police Department _____

West Branch Public Library _____ West Branch Public Works _____ West Branch Parks and Recreation _____

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: Christmas Past

Event Organization: Community Development Group Phone: 319-643-7100

Organization Address: 109 West Main Street Tax ID #: 116007326

City: West Branch State: IA Zip Code: 52358

Event Website: _____ Event Email: _____

Event Coordinator Name and Title: Melissa Russell WBPR Director and Carolyn Anderson CDG Director

Event Coordinator Email: melissa@westbranchiowa.org or mainstreetwestbranch@gmail.com

Event Coordinator Cell Number: Carolyn Anderson 319-530-8021 or Melissa Russell 319-930-0393

Event Coordinator Address: 201 E Main Street(WBPR) or 111 East Main Street(CDG)

City: West Branch State: IA Zip Code: 52358

Description of Event: Carriage rides, homemade donuts, north pole outlet, belgium tower and marshmallow roasting, open houses, Santa and Mrs. Claus, Gibson trains, crafts, silent auction, young footliters, museum exhibits and more. Draft schedule is attached,

Requested Location(s) -All city facilities will also need to be reserved using the Facility Request Form. If there is a request to shut down a street, a traffic control plan including detour route drawing needs to be submitted.

Event set up will begin: <small>(date, day of the week and time)</small>	Event will begin: <small>(date, day of the week, and time)</small>	Event will end: <small>(date, day of the week, and time)</small>	Removal and clean-up will be completed: <small>(date, day of the week, and time)</small>
Friday December 6, 2019 @ 8am	Friday December 6, 2019 @ 5pm	Saturday December 7, 2019 at 9pm	Saturday December 7, 2018 at 9pm

Maximum Number of Participants: 3000 Maximum Number of Vehicles: undetermined

Will there be an admission fee? No What is the admission fee? NA

Will food be sold? in established businesses only Organizers are responsible for making sure vendors have secured the appropriate permits.

Will alcohol be permitted or sold? NO Organizers are responsible for insuring all permits have been obtained and all laws and regulations are followed.

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted?
Please list other agencies involved. NPS permit was submitted on October 15 2019

Traffic Control Plan (please attach diagram): _____



Public Notification Plan: The event flyer will be published online and distributed throughout the community.
Business owners and residents directly affected will be notified. Carriage routes will be published. Wetherell will be the only street closure.

Amplified Sound/Noise Plan: NA

Site Plan/Race Course Map (please attach diagram): Kiwanis Club will be assisting with the carriage rides and traffic control.

Security Plan: NA

Restoration Plan: NA

Trash Management Plan: Additional trash cans will be placed on Main Street. by public works.

Restroom Plan: NA

Signs/Banner Plan: Sandwich boards may be placed on the sidewalks display directions and programs.

Insurance policy: _____

Signature: Melissa Russell Digitally signed by Melissa Russell
Date: 2019.10.30 10:48:32 -05'00' Date: 10/30/2019

*****By signing this form, you are agreeing that you have read the attached guidelines and agree with each as stated.*

Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358.

Please contact Parks and Recreation Director Melissa Russell with any questions 319-930-0393 or melissa@westbranchiowa.org.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 2, 2019

AGENDA ITEM: Motion to Approve the Part-Time Employment of Levi Kleinmeyer and Daniel Heick for service in the Public Works Department.

CITY GOAL: Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.

PREPARED BY: Matt Goodale, Public Works Director

DATE: November 25, 2019

BACKGROUND:

West Branch Public Works Department received applications for the positions of labor. Interviews and reference checks were conducted in November. These positions are to be paid \$12.50.

The responsibilities are intended to include daily maintenance and typically work assignments. Labors will be used for items that could include but are limited to working with storm sewer, sewer, water and roads.

STAFF RECOMMENDATION: Approve Motion – Move to Action

REVIEWED BY CITY ADMINISTRATOR:

COUNCIL ACTION:

MOTION BY:

SECOND BY:

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MEMORANDUM

Good Afternoon Redmond,

Below is a short write up on the part time employees we are requesting to hire.

The Public Works Department has been short on part time staff since July of this year when Gerry Brick quit. Shortly after that Levi left to attend school. At the time we decided to make due with the staff we had for the fall and re hire in the spring for those positions. We have since had other full time staff changes that are requiring us to re-evaluate staffing for the winter. We decided to fill the two part time positions for the winter with the expectation of continuing their employment in the spring and summer to be utilized in grounds keeping for the Cemetery and Parks. Levi worked for us previously and will handle this position very well. Daniel was recommended and I believe will also make a good addition to the part time staff moving forward. These positions were both previously budgeted for but will have a slightly higher amount of hours required of them due to the temporary full time staffing issue and the need for more staff to handle the growing work load. This would not negate the need for a new full time hire but would help to put us into a better position to allow our full time employees to focus on the needs of each separate department and to effectively handle to the workload. Moving forward the part time staff would be utilized primarily for mowing, trimming and other small maintenance tasks to allow full time employees to be utilized for projects, higher skilled tasks and certain tasks that we have currently been unable to complete.

Thanks
Matt G

Matt Goodale
Public Works Director

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 2, 2019

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: November 26, 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:

"Turning Vision into Reality is our Business"

EXPENDITURES

12/2/2019

AERO RENTAL INC	EQUIPMENT RENTAL	972.00
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	1,307.22
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	200.00
MOORE'S WELDING INC	EQUIPMENT MODIFICATION & REPAIR	751.10
PORT 'O' JONNY INC	SERVICE - CEMETERY & WAPSI PARK	192.00
PSC DISTRIBUTION	SUPPLIES	9.06
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	RESTROOM SUPPLIES	53.70
TYLER TECHNOLOGIES	HOSTING FEE	383.33
UPS	SHIPPING	22.82
VEENSTRA & KIMM INC	GOLF COURSE DEVELOPMENT REVIEW	1,336.60
VEENSTRA & KIMM INC	PRE-APP AND SITE PLAN REVIEW	176.00
VEENSTRA & KIMM INC	318 COLLEGE ST & 2ND ST IMPROVEMENT PROJ	144.00
VEENSTRA & KIMM INC	MEADOWS 3 & 4 CONSTRUCTION REVIEW	753.72
VEENSTRA & KIMM INC	319 UTILITY RELOCATION & I-80 WIDENING	3,480.00
VEENSTRA & KIMM INC	CHANNEL WIDENING - FLOOD IMPROVEMENT	2,927.00
WEST BRANCH ANIMAL CLINIC	ANIMAL CARE	200.00
WEST BRANCH COMMUNITY DEVELOPMENT	GARLANDS & WREATHS	199.00
WEST BRANCH FORD	VEHICLE REPAIR	235.72
WEST BRANCH TIMES	LEGAL PUBLICATION & ADVERTISING	1,179.86
TOTAL		14,767.13

PAYROLL

11/29/2019 45,536.23

PAID BETWEEN MEETINGS

CASEY'S GENERAL STORE	TIF REBATE	15,497.38
CJ COOPER & ASSOCIATES	DRUG TEST	134.80
JOHNSON COUNTY REFUSE	RECYCLING - OCTOBER	3,999.50
MATT PARROTT/STOREY KENWORTHY	RECEIPT BOOKS	210.00
MEDIACOM	CABLE SERVICE	41.90
NEEDHAM EXCAVATING INC	308 PV PARK CONSTRUCTION	17,973.33
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
UNIVERSITY OF IOWA-OFFICE OF OUTREACH	DESIGN FEES-MURAL	1,727.00
UPS	SHIPPING	22.82
CEDAR COUNTY COPERATIVE	FUEL	1,136.50
JULIA HIME	VIDEOGRAPHY SERVICE	100.00
VERIZON WIRELESS	WIRELESS SERVICE	802.88
TOTAL		42,172.11

GRAND TOTAL EXPENDITURES

102,475.47

FUND TOTALS

001 GENERAL FUND	51,858.90
022 CIVIC CENTER	295.49
031 LIBRARY	5,623.91
110 ROAD USE TAX	5,131.16
112 TRUST AND AGENCY	5,052.80
125 TIF DEBT SERVICE	15,497.38
318 COLLEGE ST & 2ND ST IMPROVEMENT PROJ	144.00
319 RELOCATING WATER & SEWER LINES	3,480.00
600 WATER FUND	6,351.61
610 SEWER FUND	6,113.22
740 STORM WATER UTILITY	2,927.00

GRAND TOTAL**102,475.47**

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS MIDWEST RADAR & EQUIPMENT	TELEPHONE SERVICE	252.62
			RADAR CALIBRATION	200.00
			TOTAL:	452.62
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	101.48
			TOTAL:	101.48
ANIMAL CONTROL	GENERAL FUND	WEST BRANCH ANIMAL CLINIC	ANIMAL CARE	200.00
			TOTAL:	200.00
PARK & RECREATION	GENERAL FUND	WEST BRANCH TIMES PORT 'O' JONNY INC. LIBERTY COMMUNICATIONS	LEGAL PUBLICATION, ADVERTI	47.40
			SERVICE-WAPSI PARK	96.00
			TELEPHONE SERVICE	154.61
			TOTAL:	298.01
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-CEMETERY	96.00
			TOTAL:	96.00
COMM & CULTURAL DEVEL	GENERAL FUND	AERO RENTAL INC	EQUIPMENT RENTAL	972.00
			TOTAL:	972.00
CLERK & TREASURER	GENERAL FUND	VEENSTRA & KIMM INC. LIBERTY COMMUNICATIONS	PRE-APP AND SITE PLAN REVI	176.00
			TELEPHONE SERVICE	348.50
			TOTAL:	524.50
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATION, ADVERTI	1,003.06
			TOTAL:	1,003.06
SOLID WASTE	GENERAL FUND	WEST BRANCH TIMES	LEGAL PUBLICATION, ADVERTI	42.00
			TOTAL:	42.00
LOCAL CABLE ACCESS	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	64.95
			TOTAL:	64.95
COMMISSION	GENERAL FUND	WEST BRANCH TIMES VEENSTRA & KIMM INC.	LEGAL PUBLICATION, ADVERTI	47.40
			GOLF COURSE DEVELOPMENT RE	1,336.60
			MEADOWS 3 & 4 CONST REVIEW	753.72
			TOTAL:	2,137.72
TOWN HALL	CIVIC CENTER	WEST BRANCH COMMUNITY DEVELOPMENT GROU LIBERTY COMMUNICATIONS	GARLANDS & WREATHS	199.00
			TELEPHONE SERVICE	44.05
			TOTAL:	243.05
LIBRARY	LIBRARY	LIBERTY COMMUNICATIONS THE HOME DEPOT PRO	TELEPHONE SERVICE	183.72
			RESTROOM SUPPLIES	53.70
			TOTAL:	237.42
ROADS & STREETS	ROAD USE TAX	WEST BRANCH TIMES LIBERTY COMMUNICATIONS WEST BRANCH FORD MOORE'S WELDING INC	LEGAL PUBLICATION, ADVERTI	40.00
			TELEPHONE SERVICE	52.43
			VEHICLE REPAIR	235.72
			EQUIPMENT MODIFICATION	613.80
			TOTAL:	941.95
INVALID DEPARTMENT	COLLEGE ST & 2ND S VEENSTRA & KIMM INC.		318 COLL ST & 2ND ST IMP P	144.00
			TOTAL:	144.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
INVALID DEPARTMENT	RELOCATING WATER & VEENSTRA & KIMM INC.		319 UTILITY RELOCATE & I-8	3,480.00
			TOTAL:	3,480.00
WATER OPERATING	WATER FUND	TYLER TECHNOLOGIES	HOSTING FEE-MODIFICATION	191.66
		PSC DISTRIBUTION	SUPPLIES	9.06
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	52.43
		MOORE'S WELDING INC	REPAIR	137.30
			TOTAL:	390.45
SEWER OPERATING	SEWER FUND	TYLER TECHNOLOGIES	HOSTING FEE-MODIFICATION	191.67
		UPS	SHIPPING	22.82
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	52.43
		STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
			TOTAL:	510.92
STORM WATER UTILITY	STORM WATER UTILIT	VEENSTRA & KIMM INC.	CHANNEL WIDENING - FLOOD I	2,927.00
			TOTAL:	2,927.00

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

001 GENERAL FUND	5,892.34
022 CIVIC CENTER	243.05
031 LIBRARY	237.42
110 ROAD USE TAX	941.95
318 COLLEGE ST & 2ND ST IMPRO	144.00
319 RELOCATING WATER & SEWER	3,480.00
600 WATER FUND	390.45
610 SEWER FUND	510.92
740 STORM WATER UTILITY	2,927.00

GRAND TOTAL:	14,767.13

TOTAL PAGES: 2

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-City of West Branch
 VENDOR: All
 CLASSIFICATION: All
 BANK CODE: All
 ITEM DATE: 0/00/0000 THRU 99/99/9999
 ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
 GL POST DATE: 0/00/0000 THRU 99/99/9999
 CHECK DATE: 12/02/2019 THRU 12/02/2019

PAYROLL SELECTION

PAYROLL EXPENSES: NO
 EXPENSE TYPE: N/A
 CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
 SEQUENCE: By Department
 DESCRIPTION: Distribution
 GL ACCTS: NO
 REPORT TITLE: C O U N C I L R E P O R T
 SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
 INCLUDE OPEN ITEM:NO



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Third (Final) Reading Ordinance 770 Amending Title “Animal Protection and Control” Chapter 55.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	October 30, 2019

BACKGROUND:

Earlier this year, the city website was enhanced to accept pet registrations online for added convenience for our residents and to increase the number of pets registered. The online option includes pet registration, purchasing dog park tags and accepting payments for these services. The online registrations are captured on a Google spreadsheet that is shared with the West Branch Police Department and provides the owner’s contact information as well as pet information for identification purposes and is available 24/365.

In addition, the current registration process requires pet owners to register their pets annually and receive a new city tag each year. Each year many un-sold tags are discarded creating unnecessary waste. Current processes were reviewed and a suggestion was made to the Animal Control Commission about issuing a lifetime tag for each registered pet. Tags can be issued for one, two, or three years coinciding with the rabies expiration date, eliminating the annual tag. This will add additional convenience for pet owner avoiding the annual registration process and less waste to the city for unused tags. Pet owners will continue to receive a reminder 30 days prior to the expiration of their city tag via U.S. mail.

The Animal Control Commission approved this recommendation at their March 12, 2019 meeting.

STAFF RECOMMENDATION:	Approve Third Reading Ordinance 770 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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ORDINANCE NO. 770

AN ORDINANCE AMENDING TITLE CHAPTER 55 “ANIMAL PROTECTION AND CONTROL”

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 55 “ANIMAL PROTECTION AND CONTROL” of the Code of West Branch, Iowa is hereby amended by making the following changes:
 - A. Add Section 55.22.3.C:

New animal registrations and renewals can be made in person or online via the City’s website providing all required information is provided. City tags will be issued for new pets upon receipt of payment.
 - B. Delete Section 55.22.5.B and insert in lieu thereof:

City tags will be issued once for the life of the animal. Tags can be issued for up to three (3) years coinciding with the rabies expiration date.
2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

* * * * *

Passed and approved this 2nd day of December, 2019.

First Reading: November 4, 2019
Second Reading: November 18, 2019
Third Reading: December 2, 2019

Roger Laughlin, Mayor

Attest:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Second Reading of Ordinance 771 Amending Title “Sewer Service Charges” Chapter 99.02 “Rate”.
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:	November 25, 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).

The attached memorandum is an explanation of the assumptions made to estimate the potential incremental step increase sewer rate system. As per our last discussion on this item, staff has requested review / analysis from Speer Financial (which is attached with this item).

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.

Option of Choice:

- City Staff Option (previously presented) - We would need to increase rates \$2.50 per 1000 gallons a year for the next three years. At this time, initial discussions are occurring with the new owners of West Branch Village, they will be determining if they will be partnering with the City. Therefore, until an agreement is reached we will hold off on any annual assessment for Wrest Branch Village (\$20,554.80 annually was previously discussed).

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

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The recommended changes in the Code of Ordinances are highlighted in red. A rounding adjusted was made from \$2.49 to \$2.50 to be reflected in three annual rate increases.

CHAPTER 99

SEWER SERVICE CHARGES

99.01 Sewer Service Charges Required

99.02 Rates

99.03 Special Rates

99.04 Private Water Systems

99.05 Abatement in Emergency

99.06 Abatement by City

99.07 Collection of Cost

99.01 SEWER SERVICE CHARGES REQUIRED. Every customer shall pay to the City sewer service fees as hereinafter provided.

(Code of Iowa, Sec. 384.84)

99.02 RATES FOR SEWER. Pursuant to Section 91.11, customers may install a separate meter to measure water which is not discharged into the sanitary sewer system.

(Ord. 644 – Aug. 08 Supp.)

Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system based upon the amount of water consumed as follows:

\$7.79 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective July 01, 2016.

\$10.29 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2020.

\$12.79 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2021.

\$15.29 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2022.

99.03 SPECIAL RATES. Where, in the judgement of the Superintendent and the City Council, special conditions exist to the extent that the application of the sewer charges provided in Section 99.02 would be inequitable or unfair to either the City or the customer, a special rate shall be proposed by the Superintendent and submitted to the City Council for approval by resolution.

(Code of Iowa, Sec. 384.84)

99.04 PRIVATE WATER SYSTEMS. Customers whose premises are served by a private water system shall pay sewer charges based upon the water used as determined by the City either by an estimate agreed to by the customer or by metering the water system at the customer's expense. Any negotiated, or agreed upon sales or charges shall be subject to approval of the City Council.

(Code of Iowa, Sec. 384.84)

99.05 PAYMENT OF BILLS. All sewer service charges are due and payable under the same terms and conditions provided for payment of a combined service account as contained in Section 92.04 of this Code of Ordinances. Sewer service may be discontinued in accordance with the provisions contained in Section 92.05 if the combined service account becomes delinquent, and the provisions contained in Section 92.08 relating to lien notices shall also apply in the event of a delinquent account.

99.06 LIEN FOR NONPAYMENT. The owner of the premises served and any lessee or tenant thereof shall be jointly and severally liable for sewer service charges to the premises. Sewer service charges remaining unpaid and delinquent shall constitute a lien upon the premises served and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

(Code of Iowa, Sec. 384.84)

99.07 SPECIAL AGREEMENTS PERMITTED. No statement in these chapters shall be construed as preventing a special agreement, arrangement or contract between the Council, and any industrial concern whereby an industrial waste of unusual strength or character may be accepted subject to special conditions, rate and cost as established by the City Council.

[The next page is 496]

ORDINANCE 771

AN ORDINANCE AMENDING TITLE “SEWER SERVICE CHARGES” CHAPTER 99.02 “RATE”.

1. **BE IT ENACTED** by the City Council of West Branch, Iowa, that Chapter 99.02 “RATE” of the Code of West Branch, Iowa is hereby amended by making the following changes:

2. **ADD SECTION 99.02:**

Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system based upon the amount of water consumed as follows:

\$7.79 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective July 01, 2016.

\$10.29 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2020.

\$12.79 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2021.

\$15.29 per 1,000 gallons, with a 1,700 – gallon minimum, payable monthly effective February 1, 2022.

3. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

* * * * *

Passed and approved this 16th day of December, 2019.

First Reading: November 18, 2019

Second Reading: December 2, 2019

Third Reading: December 16, 2019

Roger Laughlin, Mayor

Attest:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Resolution 1856 – Adopting Goals and Objectives for the City of West Branch, Iowa for 2019-2020.
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:	November 25, 2019

BACKGROUND:

The City Council recently undergone a goal setting exercise in which the following goals were accepted:

1. **Promote Quality of life including public safety, Community Pride Events, Strong Citizen Involvement, Park and Recreation, opportunities and investment.**
2. **Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.**
3. **Develop inviting high profile visual impact project’s including gateways establishing destination, branding and other that reflect sound use of tax dollars.**
4. **Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.**

The City Administrator took the City Council through a process of identifying service priorities and discussing concepts of visioning and teamwork. The City Council prioritized the following objectives, tasks and activities:

TOP

- Downstream Widening with Cubby Park Contingency, Stormwater and General fund support (18)
- Replacement of One Block Seal Coat on the East Side of Town (11)
- Cedar / Johnson County Road (Plan / Funding Strategy) (11)
- Adding an Additional Full-Time Employee to Public Works (10)
- Greenview Connection (10)

HIGH

- Police Body Camera (9)
- Water Main Replacement on E. College from 4th to 5th Replacing a 4” Main with 8” Main (9)
- Orange Street, 4th to 5th (8)
- Replacement of the 1990 Dump Truck with used Dump Truck (7)
- Splash Pad Funding / Contribution (6)

- Parkside Sidewalk or Trail Project (Connecting Downtown to the Industrial Park (5)

MODERATE

- Water / Sewer Utility Billing Upgrades – Software Enhancements (5)
- Greenview Curb and Gutter with Sidewalks Plan / Strategy (5)
- Orange Street between 4th and 5th (5)
- Christmas Past – Carriage Rides Funding (3)
- Cubby Park Operations (3)
- Housing Trust Fund / Program (3)
- Annexation Plan / Strategy (3)
- Develop / Implement Long-Term Disability Benefit Program (3)
- Develop / Implement Short-Term Disability Benefit Program (3)
- Phase 5 Downtown Sidewalk Project (3)
- CDG Funding and Coordinating / Festivals (2)
- Overlay One Alley (2)
- Develop / Build Fund Balances – 3 month operating, PD vehicles and Parks Equipment(2)

ON THE HORIZON

- Matching Support for Iowa Great Places (winning grant application)
- Cubby Park Turf Consultant
- Naming and Marketing the Industrial Park
- Adult Beverage / Park Policy

Items that are consider to be “On the Horizon” (items that made the list, but received no votes) are not a part of resolution 1856. However, if during the fiscal year 2020-2021, unforeseen funding is made available or in situations that an item receives overwhelming public support, an item can be reconsidered or reprioritized.

STAFF RECOMMENDATION: Approve Resolution 1856 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

"Turning Vision into Reality is our Business"

RESOLUTION 1856

A RESOLUTION ADOPTING GOALS AND OBJECTIVES FOR THE CITY OF WEST BRANCH, IOWA FOR 2020-2021.

WHEREAS, on November 18, 2019; the governing body of the City of West Branch, Iowa went through a process of identifying the service priorities for the coming fiscal year 2020 – 2021; and

WHEREAS, the governing body discussed concepts of: Required Services, Core Business Choice, Quality of Life Services, Community “Add On”, Organization Foundation, Visioning and Teamwork; and

WHEREAS, the establishment of Goals and Objectives by the governing body was accomplished, and promotes a general direction for staff; and

WHEREAS, this direction promotes the overall efficiency and effectiveness of city services, and will facilitate the coming budget discussions and City Council Work Sessions.

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

Section 1. That the foregoing recitals are incorporated in and made a part of this resolution by reference; and

Section 2. That the Goals and Objectives of the City of West Branch for 2020-2021 are hereby declared to be and prioritized as follows:

- 1. Promote Quality of life including Public Safety, Community Pride Events, Strong Citizen Involvement, Park and Recreation, opportunities and investment.**
 - Police Body Cameras (9 votes – High Priority)
 - Replacement 1990 (30 year old) Dump Truck with newer used Dump Truck (7 votes – High Priority)
 - Water / Sewer Utility Billing Upgrades – Software Enhancements (5 votes – Moderate / High Priority)
 - Christmas Past – Carriage Ride Funding (3 votes – Moderate Priority)
 - Cubby Park Operations – Additional Funding (3 votes – Moderate Priority)
 - CDG Funding and Coordinating / Festivals (2 votes – Moderate / Low Priority)

- 2. Develop, Maintain and Rebuild Safe, Clean, Diverse, Healthy, Neighborhoods, including Partnering with the School District.**
 - Downstream Flood Mitigation (18 votes – Top Priority)
 - Replacement of One Block of Seal Coat on the East Side of Town (11 votes – Top Priority).
 - Greenview Connection (10 votes – High Priority)
 - Water Main Replacement on E. College from 4th to 5th Replacing a 4” Main with 8’ Main. (9 votes – High Priority)

- Orange Street, 4th to 5th (8 votes – High Priority)
- Splash Pad Funding / Contribution (6 votes – Moderate Priority)
- Greenview Curb and Gutter (5 votes – Moderate Priority)
- Housing Trust Fund / Program (3 votes – Moderate / Low Priority)
- Overlay One Alley (2 votes – Moderate / Low Priority)

3. Develop inviting high profile visual impact project's including gateways establishing destination, branding and other that reflect sound use of tax dollars.

- Cedar / Johnson County Road – Plan / Funding Strategy (11 votes – Top Priority)
- Parkside Sidewalk or Trail Project / Connecting Downtown to the Industrial Park (5 votes – Moderate Priority)
- Phase 5 Downtown Sidewalk Project (3 votes – Moderate / Low Priority)

4. Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.

- Adding an Additional Full Time Employee to Public Works (10 votes – Top Priority)
- Annexation Plan / Strategy (3 votes – Moderate / Low Priority)
- Develop / Implement Long-Term Disability Benefit Program (3)
- Develop / Implement Short-Term Disability Benefit Program(3)

Passed and approved this 2nd day of December, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Resolution 1855 – A Resolution Setting a Public Hearing for a Budget Amendment.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon R. Edgar, Finance Director
DATE:	November 26, 2019

BACKGROUND:

Various capital projects were not completed in FY19 as anticipated, causing unbudgeted expenditures in FY20. Additionally, Iowa DOT changed the plan for city utility relocation work and compensation for it related to widening I-80, requiring additional expenditures. The Library incurred an unplanned maintenance expense which will be paid for from existing reserves. The Library received a memorial gift for creating a teen/second meeting space which it will now accomplish.

STAFF RECOMMENDATION:	Approve Resolution 1855 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

RESOLUTION 1855

TO FIX A DATE OF MEETING FOR A PUBLIC HEARING ON AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2020.

WHEREAS, budget estimates may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues; and;

WHEREAS, such amendments may be considered and adopted at any time during the fiscal year covered by the budget (but prior to May 31) by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in the State Code; and;

WHEREAS, the City Council intends to amend the budget to provide for the following: Additional revenue from grant proceeds and memorial gifts, additional expenditures for capital projects and maintenance projects.

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

Section 1. This Council shall meet on the 16th day of December, 2019, at the City Council Chambers located at 110 N. Poplar Street, in the City, at 7:00 o'clock p.m., at which time and place a public hearing will be held on the question of amending the current budget for the fiscal year ending June 30, 2020.

Section 2. The City Clerk is hereby directed to give notice of the proposed action for amending the current budget for the fiscal year ending June 30, 2020, the time when and place where the said meeting will be held, by publication at least once, and not less than 10 nor more than 20 days before the date of said meeting, in a legal newspaper published at least once weekly, and of general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2019-2020 CITY BUDGET

The City Council of West Branch in CEDAR & JOHNSON County, Iowa
will meet at City Council Chambers, 110 N Poplar, West Branch, Iowa
at 7:00 p.m. on 12/16/2019
(hour) (Date)

, for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2020
(year)
by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activ

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,795,597		1,795,597
Less: Uncollected Property Taxes-Levy Year	2	0		0
Net Current Property Taxes	3	1,795,597	0	1,795,597
Delinquent Property Taxes	4	0		0
TIF Revenues	5	461,222		461,222
Other City Taxes	6	255,907		255,907
Licenses & Permits	7	35,500		35,500
Use of Money and Property	8	29,150		29,150
Intergovernmental	9	1,100,951	493,000	1,593,951
Charges for Services	10	1,110,620		1,110,620
Special Assessments	11	0		0
Miscellaneous	12	43,900		43,900
Other Financing Sources	13	500,000		500,000
Transfers In	14	1,253,936	109,000	1,362,936
Total Revenues and Other Sources	15	6,586,783	602,000	7,188,783
Expenditures & Other Financing Uses				
Public Safety	16	837,894		837,894
Public Works	17	422,219		422,219
Health and Social Services	18	0		0
Culture and Recreation	19	677,375	11,600	688,975
Community and Economic Development	20	132,978		132,978
General Government	21	188,286		188,286
Debt Service	22	1,000,885		1,000,885
Capital Projects	23	1,969,360	943,000	2,912,360
Total Government Activities Expenditures	24	5,228,997	954,600	6,183,597
Business Type / Enterprises	25	775,005		775,005
Total Gov Activities & Business Expenditures	26	6,004,002	954,600	6,958,602
Transfers Out	27	1,253,936	109,000	1,362,936
Total Expenditures/Transfers Out	28	7,257,938	1,063,600	8,321,538
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	-671,155	-461,600	-1,132,755
Beginning Fund Balance July 1	30	3,085,796		3,085,796
Ending Fund Balance June 30	31	2,414,641	-461,600	1,953,041

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Various capital projects were not completed in FY19 as anticipated, causing unbudgeted expenditures in FY20. Additionally, Iowa DOT changed the plan for city utility relocation work and compensation for it related to widening I-80, requiring additional expenditures. The Library incurred an unplanned maintenance expense which will be paid for from existing reserves. The Library received a memorial gift for creating a teen/second meeting space which it will now accomplish.

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Gordon R. Edgar
City Clerk/ Finance Officer Name

* * * * *

Passed and approved this 2nd day of December, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Discussion Item: Protocol for hiring Part-time, Seasonal, and Temporary Employees.
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:	November 26, 2019

BACKGROUND:

The City currently bring frontline part-time, seasonal, and temporary employee hires to City Council for approval. There is nothing in the Code of Ordinances that requires such an action as long as the positions being hired have undergone budgetary approval. This process at times presents scheduling and employee orientation inefficiencies. This item discussion is to get feedback from the City Council regarding its desire to continue this process or to do something different.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Resolution 1857 – Approving Partial Pay Estimate Number 13 In the Amount of \$3,143.12 to Needham Excavating Inc. for the Cubby Park Improvement Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Nate Kass, Fehr Graham
DATE:	November 26, 2019

BACKGROUND:

This is pay estimate number twelve (13) in the amount of \$3,143.12 to Needham Excavating Inc. for the Cubby Park Improvements project.

Listed below are the pay estimates paid out to date:

- Partial Pay Estimate Number One (1) in the amount of \$276,843.04
 - Partial Pay Estimate Number Two (2) in the amount of \$362,865.81
 - Partial Pay Estimate Number Three (3) in the amount of \$247,973.87
 - Partial Pay Estimate Number Four (4) in the amount of \$221,684.85
 - Partial Pay Estimate Number Five (5) in the amount of \$189,204.44
 - Partial Pay Estimate Number Six (6) in the amount of \$604,543.90
 - Partial Pay Estimate Number Seven (7) in the amount of \$113,936.67
 - Partial Pay Estimate Number Seven (8) in the amount of \$90,951.58
 - Partial Pay Estimate Number Nine (9) in the amount of \$326,477.82
 - Partial Pay Estimate Number Ten (10) in the amount of \$178,421.16
 - Partial Pay Estimate Number Eleven (11) in the amount of \$94,919.11
 - Partial Pay Estimate Number Twelve (12) in the amount of \$17,973.33
- This would bring the project to 100.00% completed

This is Partial Pay Estimate 13 for Needham Excavating Inc. is for the seeding installation over the pipeline and the insect screen for the concessions stand at the Cubby Park Improvements project. These are the last remaining bid items to be paid. This is considered the semi-final pay estimate and only retainage will remain due the contractor.

STAFF RECOMMENDATION:	Approve Resolution 1857 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

PARTIAL PAY ESTIMATE NUMBER THIRTEEN - SEMI-FINAL
 CUBBY PARK IMPROVEMENTS, WEST BRANCH, IOWA
 PROJECT NUMBER 16-072

Name of Contractor: Needham Excavating, Inc. 17470 70th Ave Walcott, IA 52773					Name of Owner: City of West Branch 110 North Poplar St. / PO Box 52358-0218 West Branch, IA				
Date of Completion: 34 Working Days (CC07)			Amount of Contract:			Dates of Estimate:			
Pavilion Completion Date: May 1, 2019 (CC07)			Original: \$ 2,945,427.39 Revised: \$ 2,913,998.43 CC09			From: July 28, 2019 Through: November 15, 2019			
Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
BID ITEMS									
1	1070-206-A-3	TRAFFIC CONTROL	1	LS	\$ 2,800.00		\$ -	1	\$ 2,800.00
2	2010-108-C-0	CLEARING AND GRUBBING	1	LS	\$ 3,560.00		\$ -	1	\$ 3,560.00
3	2010-108-D-1	TOPSOIL, ON-SITE	15985	CY	\$ 5.75		\$ -	15985	\$ 91,913.75
4	2010-108-E-0	EXCAVATION, CLASS 10	36540	CY	\$ 3.95		\$ -	36540	\$ 144,333.00
5	2010-108-E-0	EXCAVATION, CLASS 13	2191	CY	\$ 6.10		\$ -	2191	\$ 13,365.10
6	2010-108-I-0	SUBBASE, MODIFIED (IADOT GRADATION NO. 14)	3903	TON	\$ 23.40		\$ -	4578.86	\$ 107,145.32
7	2010-108-I-1	SUBBASE, MACADAM (IADOT GRADATION NO. 13)	203	TON	\$ 23.80		\$ -	788.14	\$ 18,757.73
8	2010-108-O-0	SUBBASE, WASHED SAND, 4" THICK, UNDER SURFACE AGGRAGATE	1295	TON	\$ 26.70		\$ -	1026.6	\$ 27,410.22
9	2010-108-P-0	INFIELD/WARNING TRACK SKIN SURFACE, RED BALL DIAMOND AGGREGATE, 5" THICK	1590	TON	\$ 79.70		\$ -	1010.46	\$ 80,533.66
10	2010-108-Q-0	BATTING CAGE SURFACE, FINE LIMESTONE (IADOT GRADATION NO. 8)	40	TON	\$ 16.50		\$ -	70.84	\$ 1,168.86
11	4010-108-A-1	SANITARY SEWER GRAVITY MAIN, TRENCHED, SDR 26 PVC, 8"	649	LF	\$ 34.10		\$ -	667	\$ 22,744.70
12	4010-108-E-0	SANITARY SEWER SERVICE STUB, PVC SDR 23.5, 4"	1	EA	\$ 1,000.00		\$ -	1	\$ 1,000.00
13	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 15"	42	LF	\$ 73.90		\$ -	42	\$ 3,103.80
14	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 18"	693	LF	\$ 54.85		\$ -	765	\$ 41,960.25
15	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 24"	56	LF	\$ 94.95		\$ -	56	\$ 5,317.20
16	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 36"	180	LF	\$ 109.75		\$ -	180	\$ 19,755.00
17	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 6"	36	LF	\$ 17.45		\$ -	36	\$ 628.20
18	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 12"	26	LF	\$ 31.50		\$ -	26	\$ 819.00
19	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 15"	156	LF	\$ 40.60		\$ -	156	\$ 6,333.60
20	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 18"	844	LF	\$ 44.90		\$ -	844	\$ 37,895.60
21	4020-108-C-0	REMOVAL OF STORM SEWER, 18" RCP	5	LF	\$ 25.00		\$ -	5	\$ 125.00
22	4030-108-B-0	PIPE APRON, RCP, 12"	2	EA	\$ 1,383.50		\$ -	2	\$ 2,767.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
23	4030-108-B-0	PIPE APRON, RCP, 18"	3	EA	\$ 1,560.00		\$ -	3	\$ 4,680.00
24	4030-108-B-1	PIPE APRON, RCP, 36"	1	EA	\$ 2,320.00		\$ -	1	\$ 2,320.00
25	4030-108-D-0	PIPE APRON GUARD, 36"	1	EA	\$ 1,765.00		\$ -	1	\$ 1,765.00
26	4040-108-A-0	SUBDRAIN, HDPE, 2" DIA. PERF.	5248	LF	\$ 5.00		\$ -	5248	\$ 26,240.00
27	4040-108-A-0	SUBDRAIN, HDPE, 4" DIA. PERF.	198	LF	\$ 12.00		\$ -	198	\$ 2,376.00
28	4040-108-A-0	SUBDRAIN, HDPE DUAL WALL, NON PERF, 4" DIA	25	LF	\$ 12.00		\$ -	25	\$ 300.00
29	4040-108-A-1	SUBDRAIN, HDPE DUAL WALL, NON PERF, 6" DIA	1310	LF	\$ 15.10		\$ -	1310	\$ 19,781.00
30	4040-108-A-0	SUBDRAIN, HDPE DUAL WALL, 6"	530	LF	\$ 16.80		\$ -	530	\$ 8,904.00
31	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE A-1, 6"	3	EA	\$ 600.00		\$ -	3	\$ 1,800.00
32	5010-108-A-1	WATER MAIN, TRENCHED, DR18 PVC, 6"	756	LF	\$ 28.00		\$ -	756	\$ 21,168.00
33	5010-108-A-1	WATER MAIN, TRENCHED, CLASS 52 DIP, 6", WITH NITRILE GASKETS	80	LF	\$ 60.25		\$ -	80	\$ 4,820.00
34	5010-108-A-1	WATER MAIN, TRENCHED, DR21 PVC, 3"	104	LF	\$ 40.00		\$ -	104	\$ 4,160.00
35	5010-108-C-2	FITTING, MJ DIP	427	LB	\$ 29.10		\$ -	587	\$ 17,081.70
36	5010-108-F-0	CONNECTION TO EXISTING WATER MAIN	1	EA	\$ 710.00		\$ -	1	\$ 710.00
37	5010-108-G-0	IRRIGATION DELIVERY SYSTEM FOR 3 FIELDS	1	LS	\$ 7,500.00		\$ -	1	\$ 7,500.00
38	5010-108-H-0	IRRIGATION SYSTEM - SOFTBALL FIELD	1	LS	\$ 10,500.00		\$ -	1	\$ 10,500.00
39	5010-108-H-0	IRRIGATION SYSTEM - LITTLE LEAGUE FIELD 1	1	LS	\$ 8,500.00		\$ -	1	\$ 8,500.00
40	5010-108-H-0	IRRIGATION SYSTEM - LITTLE LEAGUE FIELD 2	1	LS	\$ 8,500.00		\$ -	1	\$ 8,500.00
41	5020-108-A-0	VALVE, GATE, 3"	1	EA	\$ 1,010.00		\$ -	1	\$ 1,010.00
42	5020-108-A-0	VALVE, GATE, 6"	4	EA	\$ 1,372.50		\$ -	3	\$ 4,117.50
43	5020-108-C-0	FIRE HYDRANT ASSEMBLY	3	EA	\$ 4,895.00		\$ -	3	\$ 14,685.00
44	6010-108-A-0	MANHOLE TYPE SW-301, 48"	37.58	VF	\$ 593.00		\$ -	37.58	\$ 22,284.94
45	6010-108-A-0	MANHOLE TYPE SW-401, 48"	13.29	VF	\$ 519.25		\$ -	13.29	\$ 6,900.83
46	6010-108-A-0	MANHOLE TYPE SW-402, 48"x48"	12.92	VF	\$ 608.00		\$ -	12.92	\$ 7,855.36
47	6010-108-B-0	INTAKE TYPE SW-501	1	EA	\$ 3,595.00		\$ -	1	\$ 3,595.00
48	6010-108-B-0	INTAKE TYPE SW-507	4	EA	\$ 4,597.50		\$ -	4	\$ 18,390.00
49	6010-108-B-0	INTAKE TYPE SW-508	2	EA	\$ 6,955.00		\$ -	2	\$ 13,910.00
50	6010-108-B-0	INTAKE TYPE SW-509	1	EA	\$ 5,455.00		\$ -	1	\$ 5,455.00
51	6010-108-B-0	INTAKE TYPE NYLOPLAST, 24" W/ H-20 STANDARD GRATE	10	EA	\$ 2,220.00		\$ -	10	\$ 22,200.00
52	6010-108-H-0	REMOVE INTAKE	1	EA	\$ 510.00		\$ -	1	\$ 510.00
53	7010-108-A-0	PAVEMENT, PCC, 6"	5771	SY	\$ 33.55		\$ -	4393	\$ 147,385.15
54	7010-108-A-0	PAVEMENT, PCC, 6" THICK, REINFORCED	210	SY	\$ 67.15		\$ -	220.4	\$ 14,799.86
55	7010-108-A-0	PAVEMENT, PCC, 8" REINFORCED	193	SY	\$ 61.55		\$ -	244	\$ 15,018.20
56	7010-108-F-0	BEAM CURB, PCC	393	LF	\$ 22.35		\$ -	393	\$ 8,783.55
57	7010-108-I-0	PCC PAVEMENT SAMPLES AND TESTING	1	LS	\$ 2,240.00		\$ -		\$ -
58	7030-108-C-1	SHARED USE PATH, PCC, 6" THICK	4337	SY	\$ 33.55		\$ -	4893	\$ 164,160.15
59	7030-108-C-2	SHARED USE PATH, PCC, 8" THICK (NOMINAL) REINFORCED	14	SY	\$ 90.55		\$ -	14	\$ 1,267.70
60	7030-108-E-0	SIDEWALK, PCC, 4" THICK	885	SY	\$ 44.75		\$ -	835	\$ 37,366.25
61	7030-108-G-0	DETECTABLE WARNING	104	SF	\$ 44.75		\$ -	112	\$ 5,012.00
62	7080-108-B-0	ENGINEERING FABRIC (PLAYGROUND)	600	SY	\$ 1.30		\$ -	600	\$ 780.00
63	8020-108-C-0	PAINTED PAVEMENT MARKINGS, DURABLE	1	LS	\$ 1,680.00		\$ -	1	\$ 1,680.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
64	8020-108-G-0	PAINTED SYMBOLS AND LEGENDS	6	EA	\$ 184.50		\$ -	6	\$ 1,107.00
65	8030-108-A-0	SIGN, INSTALL, HANDICAP	5	EA	\$ 125.00		\$ -	5	\$ 625.00
66	8030-108-A-0	SIGN, INSTALL, HANDICAP W/ VAN	1	EA	\$ 135.00		\$ -	1	\$ 135.00
67	9010-108-A-0	SEEDING, FERTILIZING, AND MULCHING, TYPE 4	12.75	AC	\$ 1,808.00		\$ -	0.2	\$ 361.60
68	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 PERMANENT LAWN	4.57	AC	\$ 2,884.70	0.33	\$ 951.95	4.51	\$ 13,010.00
69	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 BALLFIELD LAWN SEEDING	2.37	AC	\$ 3,070.75		\$ -	2.72	\$ 8,352.44
70	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, NO MOW FESCUE	0.96	AC	\$ 3,080.00		\$ -	0.92	\$ 2,833.60
71	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, SHORT GRASS PRAIRIE	2.05	AC	\$3,594.00		\$ -	1.78	\$ 6,397.32
72	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, FLOOD PLAIN	0.47	AC	\$3,570.00		\$ -	0.47	\$ 1,677.90
73	9010-108-B-0	HYDRAULIC MULCHING	10.42	AC	\$1,127.50		\$ -	9.58	\$ 10,801.45
74	9010-108-D-0	WATERING	25,000	TGAL	\$0.20		\$ -		\$ -
75	9010-108-F-0	SPORTSFIELD SOIL PREPARATION	1	LS	\$ 13,500.00		\$ -	1	\$ 13,500.00
76	9010-108-G-0	SPORTSFIELD GROW IN PLAN	1	LS	\$6,500.00		\$ -	1	\$ 6,500.00
77	9030-108-B-0	PLANTS, TREE, AUTUM BLAZE FREEMAN MAPLE - 3" CAL.	9	EA	\$670.35		\$ -	6	\$ 4,022.10
78	9030-108-B-0	PLANTS, TREE, EUROPEAN BLACK ALDER - 6' HT.	5	EA	\$468.75		\$ -		\$ -
79	9030-108-B-0	PLANTS, TREE, ARMSTRONG COLUMNAR MAPLE - 3" CAL.	3	EA	\$563.75		\$ -	3	\$ 1,691.25
80	9030-108-B-0	PLANTS, TREE, RIVER BIRCH - 10' HT.	10	EA	\$317.80		\$ -	10	\$ 3,178.00
81	9030-108-B-0	PLANTS, TREE, WASHINGTON HAWTHORN - 6' HT.	8	EA	\$340.15		\$ -		\$ -
82	9030-108-B-0	PLANTS, TREE, DAWYCK PURPLE BEECH - 3" CAL.	1	EA	\$720.65		\$ -		\$ -
83	9030-108-B-0	PLANTS, TREE, MAIDENHAIR TREE - 3" CAL.	5	EA	\$687.00		\$ -		\$ -
84	9030-108-B-0	PLANTS, TREE, SKYLINE HONEYLOCUST - 3" CAL.	9	EA	\$608.75		\$ -		\$ -
85	9030-108-B-0	PLANTS, TREE, NORWAY SPRUCE - 6' HT.	4	EA	\$396.25		\$ -	4	\$ 1,585.00
86	9030-108-B-0	PLANTS, TREE, LONDON PLANETREE - 3" CAL.	1	EA	\$565.00		\$ -		\$ -
87	9030-108-B-0	PLANTS, TREE, BLACK HILLS SPRUCE - 8' HT.	16	EA	\$541.60		\$ -		\$ -
88	9030-108-B-0	PLANTS, TREE, COLORADO BLUE SPRUCE - 8' HT.	1	EA	\$558.35		\$ -		\$ -
89	9030-108-B-0	PLANTS, TREE, WHITE PINE - 7' HT.	5	EA	\$413.00		\$ -	5	\$ 2,065.00
90	9030-108-B-0	PLANTS, TREE, WHITE OAK - 3" CAL.	11	EA	\$651.35		\$ -		\$ -
91	9030-108-B-0	PLANTS, TREE, BUR OAK - 3" CAL.	12	EA	\$649.00		\$ -		\$ -
92	9030-108-B-0	PLANTS, TREE, ACCOLADE ELM - 3" CAL.	3	EA	\$584.00		\$ -		\$ -
93	9030-108-B-0	PLANTS, TREE, BLACK HAW VIBURNUM - 4' HT.	8	EA	\$122.00		\$ -		\$ -

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
94	9030-108-B-0	PLANTS, SHRUB, HAPPY RETURNS DAYLILY - 1 GAL.	75	EA	\$19.60		\$ -	73	\$ 1,430.80
95	9030-108-B-0	PLANTS, SHRUB, GRO-LOW FRAGRANT SUMAC - 18" HT.	14	EA	\$68.35		\$ -	14	\$ 956.90
96	9030-108-B-0	PLANTS, SHRUB, NEON FLASH SPIREA - 18" HT.	78	EA	\$66.00		\$ -	61	\$ 4,026.00
97	9030-108-B-0	PLANTS, SHRUB, MISSION STRAIN ARBORVITAE, 5' HT.	48	EA	\$236.10		\$ -	48	\$ 11,332.80
98	9030-108-B-0	PLANTS, SHRUB, ARROWWOOD VIBURNUM - 36" HT.	31	EA	\$95.10		\$ -	31	\$ 2,948.10
99	9030-108-F-0	LIVE FASCINE	200	LF	\$64.90		\$ -		\$ -
100	9040-108-A-2	SWPPP, MANAGEMENT	1	LS	\$2,950.00		\$ -	0.9	\$ 2,655.00
101	9040-108-E-0	TEMPORARY RECP, TYPE 2	11,100	SY	\$1.45		\$ -	7637	\$ 11,073.65
102	9040-108-F-1	WATTLES, 9", INSTALLATION, MAINTENANCE	6,300	LF	\$1.68		\$ -	1396	\$ 2,345.28
103	9040-108-F-2	WATTLES, REMOVAL	6,300	LF	\$0.17		\$ -		\$ -
104	9040-108-J-0	RIP RAP, EROSION STONE W/FABRIC	150	TON	\$28.90		\$ -	144.23	\$ 4,168.25
105	9040-108-N-1	SILT FENCE OR SILT FENCE DITCH CHECK, INSTALLATION	4,250	LF	\$1.35		\$ -	2528	\$ 3,412.80
106	9040-108-N-2	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	1,500	LF	\$0.65		\$ -		\$ -
107	9040-108-N-3	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	4,250	LF	\$0.34		\$ -	2528	\$ 859.52
108	9040-108-O-2	STABILIZED CONSTRUCTION ENTRANCE	200	TON	\$26.85		\$ -	28.47	\$ 764.42
109	9040-108-P-1	DUST CONTROL, WATER	24,000	SY	\$0.04		\$ -		\$ -
110	9040-108-T-1	INLET PROTECTION DEVICE, SURFACE APPLIED, INSTALLATION AND MAINTENANCE	18	EA	\$78.25		\$ -	18	\$ 1,408.50
111	9040-108-T-2	INLET PROTECTION DEVICE, REMOVAL	18	EA	\$28.00		\$ -		\$ -
112	9060-108-H-0	FENCING CAP, OUTFIELD FENCE	1,226	LF	\$3.15		\$ -	1127	\$ 3,550.05
113	9080-108-A-0	CONCRETE STEPS	40	SF	\$53.00		\$ -	40	\$ 2,120.00
114	9080-108-B-0	HANDRAIL, ALUMINIUM	10	LF	\$150.00		\$ -	10	\$ 1,500.00
115	9090-108-A-0	SPORTSFIELD EQUIPMENT - SOFTBALL FIELD	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
116	9090-108-A-0	SPORTSFIELD EQUIPMENT - LITTLE LEAGUE FIELD 1	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
117	9090-108-A-0	SPORTSFIELD EQUIPMENT - LITTLE LEAGUE FIELD 2	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
118	9090-108-B-0	ELECTRONIC SCOREBOARDS	3	EA	\$ 10,135.00		\$ -	3	\$ 30,405.00
119	9090-108-C-0	BATTING CAGE EQUIPMENT	1	LS	\$11,190.00		\$ -	1	\$ 11,190.00
120	9090-108-D-0	BLEACHERS, ALUMINIUM, 15' LONG, 4 ROWS	9	EA	\$2,135.00		\$ -	9	\$ 19,215.00
121	9090-108-E-0	PICKLEBALL COURT EQUIPMENT	1	LS	\$11,350.00		\$ -	1	\$ 11,350.00
122	9090-108-F-0	PICKLE BALL COURT SURFACING	1	LS	\$4,280.00		\$ -	1	\$ 4,280.00
123	9090-108-G-0	PLAYGROUND EQUIPMENT	1	LS	\$ 98,235.00		\$ -	1	\$ 98,235.00
124	9090-108-H-0	SAFETY SURFACING - 12" DEPTH	157	CY	\$47.00		\$ -	157	\$ 7,379.00
125	9090-108-I-0	BIKE RACKS	1	LS	\$2,740.00		\$ -	1	\$ 2,740.00
126	9090-108-J-0	PARK BENCHES	6	EA	\$1,277.50		\$ -	6	\$ 7,665.00
127	9090-108-K-0	TRASH RECEPTACLES	9	EA	\$1,400.00		\$ -	9	\$ 12,600.00
128	9090-108-L-0	FLAG POLE - 30' HT. WITH INTEGRAL LIGHT	1	EA	\$5,900.00		\$ -	1	\$ 5,900.00
129	9090-108-L-0	FLAG POLE - 25' HT.	2	EA	\$5,895.00		\$ -	2	\$ 11,790.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
130	9090-108-M-0	LANDSCAPE BOULDERS - STONE STEPS AND OUTCROPPING	24	TON	\$689.30		\$ -	24	\$ 16,543.20
131	9090-108-M-0	LANDSCAPE BOULDERS - SEAT STONES	18	TON	\$470.35		\$ -	18	\$ 8,466.30
132	9090-108-M-0	LANDSCAPE BOULDERS - PLAYGROUND STEPPER BOULDERS	22	TON	\$336.20		\$ -	22	\$ 7,396.40
133	9100-108-A-0	ELECTRICAL SYSTEM	1	LS	\$149,942.65		\$ -	0.995	\$ 149,192.94
134	9110-108-A-0	PAVILION BUILDING AND APPERTENANCES	1	LS	\$312,500.00		\$ -	0.95	\$ 296,875.00
135	11,010-108-A	CONSTRUCTION SURVEY	1	LS	\$ 20,600.00		\$ -	1	\$ 20,600.00
136	11,020-108-A	MOBILIZATION	1	LS	\$ 118,685.00		\$ -	1	\$ 118,685.00
137	11,050-108-A-0	CONCRETE WASHOUT	1	LS	\$ 5,765.00		\$ -	1	\$ 5,765.00
		FENCING A BID ITEMS							
FA1	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 6' TALL (06A)	984	LF	\$ 15.35		\$ -	984	\$ 15,104.40
FA2	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 6' TALL (06B)	1126	LF	\$ 17.90		\$ -	1127	\$ 20,173.30
FA3	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 10' TALL (10A)	402	LF	\$ 29.20		\$ -	402	\$ 11,738.40
FA4	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 20' TALL (20A)	180	LF	\$ 107.40		\$ -	180	\$ 19,332.00
FA5	9060-108-B-0	GATES, CHAIN LINK, ALUMINIZED, 4' WIDE	7	EA	\$ 447.50		\$ -	7	\$ 3,132.50
FA6	9060-108-B-0	GATES, CHAIN LINK, ALUMINIZED, 6' TALL, DOUBLE 6" (12' WIDE)	3	EA	\$ 750.00		\$ -	3	\$ 2,250.00
		FIELD LIGHTING A BID ITEMS							
LA1	9100-108-B-0	FIELD LIGHTING, HID CONROL SYSTEM AND DISTRIBUTION FOR 3	1	LS	\$50,355.00		\$ -	1	\$ 50,355.00
LA2	9100-108-C-0	FIELD LIGHTING POLES & LUMINAIRES, HID, SOFTBALL FIELD	1	LS	\$134,277.00		\$ -	1	\$ 134,277.00
LA3	9100-108-C-0	FIELD LIGHTING, HID - LITTLE LEAGUE FIELD 1	1	LS	\$95,113.00		\$ -	1	\$ 95,113.00
LA4	9100-108-C-0	FIELD LIGHTING, HID - LITTLE LEAGUE FIELD 2	1	LS	\$89,518.00		\$ -	1	\$ 89,518.00
		DUGOUT A BID ITEMS							
DA1	9090-108-N-0	DUGOUT, LUMBER FRAMED, 10' DEEP x 32' WIDE	6	EA	\$7,193.50		\$ -	6	\$ 43,161.00
DA2	9090-108-O-0	TWO TIER DUGOUT BENCH, LUMBER, 24' LONG	6	EA	\$560.00		\$ -	6	\$ 3,360.00
A01		4" HDPE PERFORATED DRAIN TILE	1340	LF	\$15.00		\$ -	1500	\$ 22,500.00
A02		IRRIGATION SYSTEM BOOSTER PUMP	1	LS	\$3,512.30		\$ -	1	\$ 3,512.30
A03	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 12"	88	LF	\$70.00		\$ -	88	\$ 6,160.00
A04		CREEK RESTORATION	40,000	LS	\$1.00		\$ -	26921.81	\$ 26,921.81
A05		POLYCARBONATE PANEL WORK	1	LS	\$3,000.00		\$ -	1	\$ 3,000.00
A06		INSECT SCREEN INSTALLATION	1	EA	\$2,356.59	1	\$ 2,356.59	1	\$ 2,356.59
		TOTAL BASE BID					\$ 3,308.54		\$ 2,838,192.05

PARTIAL PAY ESTIMATE NUMBER THIRTEEN - SEMI-FINAL
 CUBBY PARK IMPROVEMENTS, WEST BRANCH, IOWA
 PROJECT NUMBER 16-072

This Period	Retainer 5.00%	Total to Date
\$ 3,308.54	Amount Earned	\$ 2,838,192.05
\$ 165.42	Amount Retained	\$ 141,909.60
XXXXXXXXXXXXXXXXXXXX	Previous Payments	\$ 2,693,139.33
\$ 3,143.12	Amount Due	\$ 3,143.12

Estimated Percent of Job Completed

100.00%

Is Contractor's Construction Progress on Schedule?

No - weather has hindered expected progress

Submitted By:

Approved By:

 Needham Excavating, Inc.

 City of West Branch, Iowa

By: Nicholas R. Needham Date: 11/18/19
 Nicholas Needham, Vice President

By: _____ Date: _____
 Gordon R. Edgar, Finance Officer / Deputy City Clerk

Recommended By:

By: _____ Date: _____
 Redmond Jones II, City Administrator

By: Nathan P. Kass Date: 11/19/2019
 Nathan P. Kass, PE, PLS

RESOLUTION 1857

A RESOLUTION APPROVING PARTIAL PAY ESTIMATE NUMBER 13 IN THE AMOUNT OF \$3,143.12 TO NEEDHAM EXCAVATING INC. FOR THE CUBBY PARK IMPROVEMENTS PROJECT

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

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

WHEREAS, the City Council of West Branch, approved Partial Pay Estimate Number One (1) through Eleven (12) in the amount of \$2,725,795.58 to Needham Excavating Inc. of Walcott, Iowa to date; and

WHEREAS, it is now necessary to for the City Council to accept and approve the Pay Estimate Number Thirteen (13) in the amount of \$3,143.12 and the project is now approximately 100.00% complete.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Partial Pay Estimate Number Twelve in the amount of \$3,143.12 to Needham Excavating Inc. of Walcott, IA is approved.

* * * * *

Passed and approved this 2nd day of December, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Resolution 1858 – Approving Change Order #10 in the Amount of \$5,625.00 - \$9,625.00 to be withheld from the Project Retainage for Liquidated Damages and Expenses Related to Cubby Park Project Overages.
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:	November 13, 2019

BACKGROUND:

The Contract was not substantially complete within the working days allotted after several extensions and per Contract Change Order 7. There were 7.5 working days documented beyond the 34 working days specified. The rate of liquidated damages in the contract is calculated at \$5,625.00 which is the base of the range. An additional not to exceed \$4,000 is anticipated to be requested by Fehr Graham from the city for additional site inspections, correspondence, and the final project administration. At this time, Fehr Graham calculates these expense to reflect an amount of \$1,500 for these expenses. However, should the project acceptance get delayed, Fehr Graham expense would continue to grow, but would be capped at \$4,000.

Should a situation present itself where the \$4,000 capped Fehr Graham expenses be reached? The City Council may choose to pass this additional expense with the previously stated liquated damages. Thus, accounting for the top of the range in the amount of \$9,625.00.

STAFF RECOMMENDATION:	Approve Resolution 1858 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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CHANGE ORDER 10

No.: 10

Date of Issuance: November 18, 2019 Effective Date: December 2, 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:

Liquidated Damages

Reason for Change Order:

Contract was not substantially complete within the working days allotted per Contract Change Order 7. There were 7.5 working days documented beyond the 34 working days specified. The rate of liquidated damages in the contract is \$750 per day. 7.5 days at \$750/day is \$5,625.00.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 2,945,427.39

Previous Change Orders No.

1 To No. 9

\$ 31,428.96 Decrease

Contract Price prior to this Change Order

\$ 2,913,998.43

Net Increase (Decrease) of this Change Order

\$ 5,625.00 Decrease

Contract Price with all approved Change Orders

\$ 2,908,373.43

CHANGE IN CONTRACT TIMES:

Original Contract Times

By November 2, 2018 days or dates

Net change from previous Change Orders

Convert to days
working

Contract Time prior to this Change Order

34 working days

Net Increase (Decrease) of this Change Order

N/A 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

Nicholas Needham, Vice President
CONTRACTOR

By: 

(Signature)

11/19/2019

Date

By: _____

(Signature)

Date

By: 

(Signature)

11/18/19

Date

END SECTION.

RESOLUTION 1858

A RESOLUTION APPROVING CHANGE ORDER #10 IN THE AMOUNT OF \$5,625.00 - \$9,625.00 TO BE WITHHELD FROM THE PROJECT RETAINAGE FOR LIQUIDATED DAMAGES AND EXPENSES RELATED TO CUBBY PARK PROJECT OVERAGES.

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 #10 is to represent the amount of funds to be withheld from the project retainage; and

WHEREAS, there is a range in the amount of \$5,625.00 to \$9,625.00 proposed to be withheld for Liquidated Damages and Expenses related to overages caused by the Needham and/or its subcontractors; 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 \$_____.

* * * * *

Passed and approved this 2nd day of December, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Resolution 1859 – Accepting the Public Improvements Constructed in Association with the Cubby Park Improvement Project.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Nate Kass, Fehr Graham
DATE:	November 27, 2019

BACKGROUND:

Please see attached “Letter Recommending Acceptance”. This is the letter recommending acceptance of the Cubby Park project as constructed by Needham Excavating Inc. The two-year maintenance bond period will begin upon acceptance.

Keep in mind that the numbers calculated in the acceptance letter may change due to the potential small adjustments related to the liquidated damages assessed in Change Order 10 resolution.

STAFF RECOMMENDATION:	Approve Resolution 1859 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

November 18, 2019

City of West Branch
110 North Poplar Street
PO Box 218
West Branch, IA 52358

Re: Letter Recommending Acceptance
Cubby Park Improvements, West Branch, IA
Project No. 16-072

Dear Mayor Laughlin and Council Members:

Construction work on this project was started in March 2018 and completed on November 14, 2019. Work was done in substantial compliance with the terms of the Contract, Plans, Specifications, and Contract Change Orders #1 through #10 for the project. The project's total construction cost was revised from \$2,945,427.39 as bid to \$2,832,567.05 upon completion. The opinion of probable cost at the time of the letting was \$2,831,118.55.

After direct observations and review of the project, I note the work of constructing the project has been completed by the Contractor and is recommended for acceptance by the City of West Branch. Once the project is accepted, final payment can be made to Needham Excavating, Inc., after waiting a minimum of thirty days. The Contractor has a two-year maintenance bond on this project with the period starting with the City's acceptance of the project.

As Engineer for the project, I hereby certify we have reviewed the completed work and the above information is correct to the best of my knowledge and recommend the City of West Branch formally accept the project.

Respectfully submitted,



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

RESOLUTION 1859

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS CONSTRUCTED IN ASSOCIATION WITH THE CUBBY PARK IMPROVEMENT PROJECT

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

WHEREAS, Needham Excavating, Inc. of Walcott, Iowa have performed all improvements pursuant to the Agreement with the City of West Branch; and

WHEREAS, Fehr Graham Engineering and Environmental of Cedar Rapids, Iowa was retained as the City’s project manager and has inspected the public improvements and found that the work of Needham is fully acceptable in workmanship and construction quality; and

WHEREAS, Once the project is accepted, final payment can be made to Needham Excavating Inc., after waiting a minimum of thirty days; and

WHEREAS, Needham Excavating Inc. has a two-year maintenance bond on this project with the period starting with the City’s acceptance of the project reflected in this resolution; and

WHEREAS, it is now necessary for the City Council to approve said acceptance of public improvements.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council accept the public improvements covered by terms of the Contract, Plans, Specifications, and Contract Change Orders 1-10 for the project known as the Cubby Park Improvement Project.

* * * * *

Passed and approved this 2nd day of December, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Resolution 1860 – Approving Final Pay Estimate Number 14 in the Amount of \$136,284.60 (the retainage) to Needham Excavating Inc. for the Cubby Park Improvement Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	November 27, 2019

BACKGROUND:

This is Pay Estimate 14 for Needham Excavating Inc. for the retainage on the Cubby Park Improvements project. The liquidated damages covered on Contract Change Order 10 have been deducted from the retainage. The retainage is required to be held for 30 days by State Code.

Keep in mind that the numbers calculated in the acceptance letter may change due to the potential small adjustments related to the liquidated damages assessed in Change Order 10 resolution.

STAFF RECOMMENDATION:	Approve the Resolution 1860 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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

Name of Contractor: Needham Excavating, Inc. 17470 70th Ave Walcott, IA 52773					Name of Owner: City of West Branch 110 North Poplar St. / PO Box 52358-0218 West Branch, IA				
Date of Completion: 34 Working Days (CC07)			Amount of Contract:			Dates of Estimate:			
Pavilion Completion Date: May 1, 2019 (CC07)			Original: \$ 2,945,427.39 Revised: \$ 2,832,567.05 CC10			From: - - - Through: - - -			
Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
BID ITEMS									
1	1070-206-A-3	TRAFFIC CONTROL	1	LS	\$ 2,800.00		\$ -	1	\$ 2,800.00
2	2010-108-C-0	CLEARING AND GRUBBING	1	LS	\$ 3,560.00		\$ -	1	\$ 3,560.00
3	2010-108-D-1	TOPSOIL, ON-SITE	15985	CY	\$ 5.75		\$ -	15985	\$ 91,913.75
4	2010-108-E-0	EXCAVATION, CLASS 10	36540	CY	\$ 3.95		\$ -	36540	\$ 144,333.00
5	2010-108-E-0	EXCAVATION, CLASS 13	2191	CY	\$ 6.10		\$ -	2191	\$ 13,365.10
6	2010-108-I-0	SUBBASE, MODIFIED (IADOT GRADATION NO. 14)	3903	TON	\$ 23.40		\$ -	4578.86	\$ 107,145.32
7	2010-108-I-1	SUBBASE, MACADAM (IADOT GRADATION NO. 13)	203	TON	\$ 23.80		\$ -	788.14	\$ 18,757.73
8	2010-108-O-0	SUBBASE, WASHED SAND, 4" THICK, UNDER SURFACE AGGREGATE	1295	TON	\$ 26.70		\$ -	1026.6	\$ 27,410.22
9	2010-108-P-0	INFIELD/WARNING TRACK SKIN SURFACE, RED BALL DIAMOND AGGREGATE, 5" THICK	1590	TON	\$ 79.70		\$ -	1010.46	\$ 80,533.66
10	2010-108-Q-0	BATTING CAGE SURFACE, FINE LIMESTONE (IADOT GRADATION NO. 8)	40	TON	\$ 16.50		\$ -	70.84	\$ 1,168.86
11	4010-108-A-1	SANITARY SEWER GRAVITY MAIN, TRENCHED, SDR 26 PVC, 8"	649	LF	\$ 34.10		\$ -	667	\$ 22,744.70
12	4010-108-E-0	SANITARY SEWER SERVICE STUB, PVC SDR 23.5, 4"	1	EA	\$ 1,000.00		\$ -	1	\$ 1,000.00
13	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 15"	42	LF	\$ 73.90		\$ -	42	\$ 3,103.80
14	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 18"	693	LF	\$ 54.85		\$ -	765	\$ 41,960.25
15	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 24"	56	LF	\$ 94.95		\$ -	56	\$ 5,317.20
16	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 36"	180	LF	\$ 109.75		\$ -	180	\$ 19,755.00
17	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 6"	36	LF	\$ 17.45		\$ -	36	\$ 628.20
18	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 12"	26	LF	\$ 31.50		\$ -	26	\$ 819.00
19	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 15"	156	LF	\$ 40.60		\$ -	156	\$ 6,333.60
20	4020-108-A-1	STORM SEWER, TRENCHED, HDPE DUAL WALL, 18"	844	LF	\$ 44.90		\$ -	844	\$ 37,895.60
21	4020-108-C-0	REMOVAL OF STORM SEWER, 18" RCP	5	LF	\$ 25.00		\$ -	5	\$ 125.00
22	4030-108-B-0	PIPE APRON, RCP, 12"	2	EA	\$ 1,383.50		\$ -	2	\$ 2,767.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
23	4030-108-B-0	PIPE APRON, RCP, 18"	3	EA	\$ 1,560.00		\$ -	3	\$ 4,680.00
24	4030-108-B-1	PIPE APRON, RCP, 36"	1	EA	\$ 2,320.00		\$ -	1	\$ 2,320.00
25	4030-108-D-0	PIPE APRON GUARD, 36"	1	EA	\$ 1,765.00		\$ -	1	\$ 1,765.00
26	4040-108-A-0	SUBDRAIN, HDPE, 2" DIA. PERF.	5248	LF	\$ 5.00		\$ -	5248	\$ 26,240.00
27	4040-108-A-0	SUBDRAIN, HDPE, 4" DIA. PERF.	198	LF	\$ 12.00		\$ -	198	\$ 2,376.00
28	4040-108-A-0	SUBDRAIN, HDPE DUAL WALL, NON PERF, 4" DIA	25	LF	\$ 12.00		\$ -	25	\$ 300.00
29	4040-108-A-1	SUBDRAIN, HDPE DUAL WALL, NON PERF, 6" DIA	1310	LF	\$ 15.10		\$ -	1310	\$ 19,781.00
30	4040-108-A-0	SUBDRAIN, HDPE DUAL WALL, 6"	530	LF	\$ 16.80		\$ -	530	\$ 8,904.00
31	4040-108-C-0	SUBDRAIN CLEANOUT, TYPE A-1, 6"	3	EA	\$ 600.00		\$ -	3	\$ 1,800.00
32	5010-108-A-1	WATER MAIN, TRENCHED, DR18 PVC, 6"	756	LF	\$ 28.00		\$ -	756	\$ 21,168.00
33	5010-108-A-1	WATER MAIN, TRENCHED, CLASS 52 DIP, 6", WITH NITRILE GASKETS	80	LF	\$ 60.25		\$ -	80	\$ 4,820.00
34	5010-108-A-1	WATER MAIN, TRENCHED, DR21 PVC, 3"	104	LF	\$ 40.00		\$ -	104	\$ 4,160.00
35	5010-108-C-2	FITTING, MJ DIP	427	LB	\$ 29.10		\$ -	587	\$ 17,081.70
36	5010-108-F-0	CONNECTION TO EXISTING WATER MAIN	1	EA	\$ 710.00		\$ -	1	\$ 710.00
37	5010-108-G-0	IRRIGATION DELIVERY SYSTEM FOR 3 FIELDS	1	LS	\$ 7,500.00		\$ -	1	\$ 7,500.00
38	5010-108-H-0	IRRIGATION SYSTEM - SOFTBALL FIELD	1	LS	\$ 10,500.00		\$ -	1	\$ 10,500.00
39	5010-108-H-0	IRRIGATION SYSTEM - LITTLE LEAGUE FIELD 1	1	LS	\$ 8,500.00		\$ -	1	\$ 8,500.00
40	5010-108-H-0	IRRIGATION SYSTEM - LITTLE LEAGUE FIELD 2	1	LS	\$ 8,500.00		\$ -	1	\$ 8,500.00
41	5020-108-A-0	VALVE, GATE, 3"	1	EA	\$ 1,010.00		\$ -	1	\$ 1,010.00
42	5020-108-A-0	VALVE, GATE, 6"	4	EA	\$ 1,372.50		\$ -	3	\$ 4,117.50
43	5020-108-C-0	FIRE HYDRANT ASSEMBLY	3	EA	\$ 4,895.00		\$ -	3	\$ 14,685.00
44	6010-108-A-0	MANHOLE TYPE SW-301, 48"	37.58	VF	\$ 593.00		\$ -	37.58	\$ 22,284.94
45	6010-108-A-0	MANHOLE TYPE SW-401, 48"	13.29	VF	\$ 519.25		\$ -	13.29	\$ 6,900.83
46	6010-108-A-0	MANHOLE TYPE SW-402, 48"x48"	12.92	VF	\$ 608.00		\$ -	12.92	\$ 7,855.36
47	6010-108-B-0	INTAKE TYPE SW-501	1	EA	\$ 3,595.00		\$ -	1	\$ 3,595.00
48	6010-108-B-0	INTAKE TYPE SW-507	4	EA	\$ 4,597.50		\$ -	4	\$ 18,390.00
49	6010-108-B-0	INTAKE TYPE SW-508	2	EA	\$ 6,955.00		\$ -	2	\$ 13,910.00
50	6010-108-B-0	INTAKE TYPE SW-509	1	EA	\$ 5,455.00		\$ -	1	\$ 5,455.00
51	6010-108-B-0	INTAKE TYPE NYLOPLAST, 24" W/ H-20 STANDARD GRATE	10	EA	\$ 2,220.00		\$ -	10	\$ 22,200.00
52	6010-108-H-0	REMOVE INTAKE	1	EA	\$ 510.00		\$ -	1	\$ 510.00
53	7010-108-A-0	PAVEMENT, PCC, 6"	5771	SY	\$ 33.55		\$ -	4393	\$ 147,385.15
54	7010-108-A-0	PAVEMENT, PCC, 6" THICK, REINFORCED	210	SY	\$ 67.15		\$ -	220.4	\$ 14,799.86
55	7010-108-A-0	PAVEMENT, PCC, 8" REINFORCED	193	SY	\$ 61.55		\$ -	244	\$ 15,018.20
56	7010-108-F-0	BEAM CURB, PCC	393	LF	\$ 22.35		\$ -	393	\$ 8,783.55
57	7010-108-I-0	PCC PAVEMENT SAMPLES AND TESTING	1	LS	\$ 2,240.00		\$ -		\$ -
58	7030-108-C-1	SHARED USE PATH, PCC, 6" THICK	4337	SY	\$ 33.55		\$ -	4893	\$ 164,160.15
59	7030-108-C-2	SHARED USE PATH, PCC, 8" THICK (NOMINAL) REINFORCED	14	SY	\$ 90.55		\$ -	14	\$ 1,267.70
60	7030-108-E-0	SIDEWALK, PCC, 4" THICK	885	SY	\$ 44.75		\$ -	835	\$ 37,366.25
61	7030-108-G-0	DETECTABLE WARNING	104	SF	\$ 44.75		\$ -	112	\$ 5,012.00
62	7080-108-B-0	ENGINEERING FABRIC (PLAYGROUND)	600	SY	\$ 1.30		\$ -	600	\$ 780.00
63	8020-108-C-0	PAINTED PAVEMENT MARKINGS, DURABLE	1	LS	\$ 1,680.00		\$ -	1	\$ 1,680.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
64	8020-108-G-0	PAINTED SYMBOLS AND LEGENDS	6	EA	\$ 184.50		\$ -	6	\$ 1,107.00
65	8030-108-A-0	SIGN, INSTALL, HANDICAP	5	EA	\$ 125.00		\$ -	5	\$ 625.00
66	8030-108-A-0	SIGN, INSTALL, HANDICAP W/ VAN	1	EA	\$ 135.00		\$ -	1	\$ 135.00
67	9010-108-A-0	SEEDING, FERTILIZING, AND MULCHING, TYPE 4	12.75	AC	\$ 1,808.00		\$ -	0.2	\$ 361.60
68	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 PERMANENT LAWN	4.57	AC	\$ 2,884.70		\$ -	4.51	\$ 13,010.00
69	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, TYPE 1 BALLFIELD LAWN SEEDING	2.37	AC	\$ 3,070.75		\$ -	2.72	\$ 8,352.44
70	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, NO MOW FESCUE	0.96	AC	\$ 3,080.00		\$ -	0.92	\$ 2,833.60
71	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, SHORT GRASS PRAIRIE	2.05	AC	\$3,594.00		\$ -	1.78	\$ 6,397.32
72	9010-108-A-1	CONVENTIONAL SEEDING AND FERTILIZING, FLOOD PLAIN	0.47	AC	\$3,570.00		\$ -	0.47	\$ 1,677.90
73	9010-108-B-0	HYDRAULIC MULCHING	10.42	AC	\$1,127.50		\$ -	9.58	\$ 10,801.45
74	9010-108-D-0	WATERING	25,000	TGAL	\$0.20		\$ -		\$ -
75	9010-108-F-0	SPORTSFIELD SOIL PREPARATION	1	LS	\$ 13,500.00		\$ -	1	\$ 13,500.00
76	9010-108-G-0	SPORTSFIELD GROW IN PLAN	1	LS	\$6,500.00		\$ -	1	\$ 6,500.00
77	9030-108-B-0	PLANTS, TREE, AUTUM BLAZE FREEMAN MAPLE - 3" CAL.	9	EA	\$670.35		\$ -	6	\$ 4,022.10
78	9030-108-B-0	PLANTS, TREE, EUROPEAN BLACK ALDER - 6' HT.	5	EA	\$468.75		\$ -		\$ -
79	9030-108-B-0	PLANTS, TREE, ARMSTRONG COLUMNAR MAPLE - 3" CAL.	3	EA	\$563.75		\$ -	3	\$ 1,691.25
80	9030-108-B-0	PLANTS, TREE, RIVER BIRCH - 10' HT.	10	EA	\$317.80		\$ -	10	\$ 3,178.00
81	9030-108-B-0	PLANTS, TREE, WASHINGTON HAWTHORN - 6' HT.	8	EA	\$340.15		\$ -		\$ -
82	9030-108-B-0	PLANTS, TREE, DAWYCK PURPLE BEECH - 3" CAL.	1	EA	\$720.65		\$ -		\$ -
83	9030-108-B-0	PLANTS, TREE, MAIDENHAIR TREE - 3" CAL.	5	EA	\$687.00		\$ -		\$ -
84	9030-108-B-0	PLANTS, TREE, SKYLINE HONEYLOCUST - 3' CAL.	9	EA	\$608.75		\$ -		\$ -
85	9030-108-B-0	PLANTS, TREE, NORWAY SPRUCE - 6' HT.	4	EA	\$396.25		\$ -	4	\$ 1,585.00
86	9030-108-B-0	PLANTS, TREE, LONDON PLANETREE - 3" CAL.	1	EA	\$565.00		\$ -		\$ -
87	9030-108-B-0	PLANTS, TREE, BLACK HILLS SPRUCE - 8' HT.	16	EA	\$541.60		\$ -		\$ -
88	9030-108-B-0	PLANTS, TREE, COLORADO BLUE SPRUCE - 8' HT.	1	EA	\$558.35		\$ -		\$ -
89	9030-108-B-0	PLANTS, TREE, WHITE PINE - 7' HT.	5	EA	\$413.00		\$ -	5	\$ 2,065.00
90	9030-108-B-0	PLANTS, TREE, WHITE OAK - 3" CAL.	11	EA	\$651.35		\$ -		\$ -
91	9030-108-B-0	PLANTS, TREE, BUR OAK - 3" CAL.	12	EA	\$649.00		\$ -		\$ -
92	9030-108-B-0	PLANTS, TREE, ACCOLADE ELM - 3" CAL.	3	EA	\$584.00		\$ -		\$ -
93	9030-108-B-0	PLANTS, TREE, BLACK HAW VIBURNUM - 4' HT.	8	EA	\$122.00		\$ -		\$ -

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
94	9030-108-B-0	PLANTS, SHRUB, HAPPY RETURNIS DAYLILY - 1 GAL.	75	EA	\$19.60		\$ -	73	\$ 1,430.80
95	9030-108-B-0	PLANTS, SHRUB, GRO-LOW FRAGRANT SUMAC - 18" HT.	14	EA	\$68.35		\$ -	14	\$ 956.90
96	9030-108-B-0	PLANTS, SHRUB, NEON FLASH SPIREA - 18" HT.	78	EA	\$66.00		\$ -	61	\$ 4,026.00
97	9030-108-B-0	PLANTS, SHRUB, MISSION STRAIN ARBORVITAE, 5' HT.	48	EA	\$236.10		\$ -	48	\$ 11,332.80
98	9030-108-B-0	PLANTS, SHRUB, ARROWWOOD VIBURNUM - 36" HT.	31	EA	\$95.10		\$ -	31	\$ 2,948.10
99	9030-108-F-0	LIVE FASCINE	200	LF	\$64.90		\$ -		\$ -
100	9040-108-A-2	SWPPP, MANAGEMENT	1	LS	\$2,950.00		\$ -	0.9	\$ 2,655.00
101	9040-108-E-0	TEMPORARY RECP,TYPE 2	11,100	SY	\$1.45		\$ -	7637	\$ 11,073.65
102	9040-108-F-1	WATTLES, 9", INSTALLATION, MAINTENANCE	6,300	LF	\$1.68		\$ -	1396	\$ 2,345.28
103	9040-108-F-2	WATTLES, REMOVAL	6,300	LF	\$0.17		\$ -		\$ -
104	9040-108-J-0	RIP RAP, EROSION STONE W/FABRIC	150	TON	\$28.90		\$ -	144.23	\$ 4,168.25
105	9040-108-N-1	SILT FENCE OR SILT FENCE DITCH CHECK, INSTALLATION	4,250	LF	\$1.35		\$ -	2528	\$ 3,412.80
106	9040-108-N-2	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF SEDIMENT	1,500	LF	\$0.65		\$ -		\$ -
107	9040-108-N-3	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	4,250	LF	\$0.34		\$ -	2528	\$ 859.52
108	9040-108-O-2	STABILIZED CONSTRUCTION ENTRANCE	200	TON	\$26.85		\$ -	28.47	\$ 764.42
109	9040-108-P-1	DUST CONTROL, WATER	24,000	SY	\$0.04		\$ -		\$ -
110	9040-108-T-1	INLET PROTECTION DEVICE, SURFACE APPLIED, INSTALLATION AND MAINTENANCE	18	EA	\$78.25		\$ -	18	\$ 1,408.50
111	9040-108-T-2	INLET PROTECTION DEVICE, REMOVAL	18	EA	\$28.00		\$ -		\$ -
112	9060-108-H-0	FENCING CAP, OUTFIELD FENCE	1,226	LF	\$3.15		\$ -	1127	\$ 3,550.05
113	9080-108-A-0	CONCRETE STEPS	40	SF	\$53.00		\$ -	40	\$ 2,120.00
114	9080-108-B-0	HANDRAIL, ALUMINUM	10	LF	\$150.00		\$ -	10	\$ 1,500.00
115	9090-108-A-0	SPORTSFIELD EQUIPMENT - SOFTBALL FIELD	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
116	9090-108-A-0	SPORTSFIELD EQUIPMENT - LITTLE LEAGUE FIELD 1	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
117	9090-108-A-0	SPORTSFIELD EQUIPMENT - LITTLE LEAGUE FIELD 2	1	LS	\$1,950.00		\$ -	1	\$ 1,950.00
118	9090-108-B-0	ELECTRONIC SCOREBOARDS	3	EA	\$ 10,135.00		\$ -	3	\$ 30,405.00
119	9090-108-C-0	BATTING CAGE EQUIPMENT	1	LS	\$11,190.00		\$ -	1	\$ 11,190.00
120	9090-108-D-0	BLEACHERS, ALUMINUM, 15' LONG, 4 ROWS	9	EA	\$2,135.00		\$ -	9	\$ 19,215.00
121	9090-108-E-0	PICKLEBALL COURT EQUIPMENT	1	LS	\$11,350.00		\$ -	1	\$ 11,350.00
122	9090-108-F-0	PICKLE BALL COURT SURFACING	1	LS	\$4,280.00		\$ -	1	\$ 4,280.00
123	9090-108-G-0	PLAYGROUND EQUIPMENT	1	LS	\$ 98,235.00		\$ -	1	\$ 98,235.00
124	9090-108-H-0	SAFETY SURFACING - 12" DEPTH	157	CY	\$47.00		\$ -	157	\$ 7,379.00
125	9090-108-I-0	BIKE RACKS	1	LS	\$2,740.00		\$ -	1	\$ 2,740.00
126	9090-108-J-0	PARK BENCHES	6	EA	\$1,277.50		\$ -	6	\$ 7,665.00
127	9090-108-K-0	TRASH RECEPTACLES	9	EA	\$1,400.00		\$ -	9	\$ 12,600.00
128	9090-108-L-0	FLAG POLE - 30' HT. WITH INTEGRAL LIGHT	1	EA	\$5,900.00		\$ -	1	\$ 5,900.00
129	9090-108-L-0	FLAG POLE - 25' HT.	2	EA	\$5,895.00		\$ -	2	\$ 11,790.00

Item	Code	Description	Quantity	Unit	Unit Price	This Period		Total To Date	
						Quantity	Amount	Quantity	Amount
130	9090-108-M-0	LANDSCAPE BOULDERS - STONE STEPS AND OUTCROPPING	24	TON	\$689.30		\$ -	24	\$ 16,543.20
131	9090-108-M-0	LANDSCAPE BOULDERS - SEAT STONES	18	TON	\$470.35		\$ -	18	\$ 8,466.30
132	9090-108-M-0	LANDSCAPE BOULDERS - PLAYGROUND STEPPER BOULDERS	22	TON	\$336.20		\$ -	22	\$ 7,396.40
133	9100-108-A-0	ELECTRICAL SYSTEM	1	LS	\$149,942.65		\$ -	0.995	\$ 149,192.94
134	9110-108-A-0	PAVILION BUILDING AND APPERTENANCES	1	LS	\$312,500.00		\$ -	0.95	\$ 296,875.00
135	11,010-108-A	CONSTRUCTION SURVEY	1	LS	\$ 20,600.00		\$ -	1	\$ 20,600.00
136	11,020-108-A	MOBILIZATION	1	LS	\$ 118,685.00		\$ -	1	\$ 118,685.00
137	11,050-108-A-0	CONCRETE WASHOUT	1	LS	\$ 5,765.00		\$ -	1	\$ 5,765.00
		FENCING A BID ITEMS							
FA1	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 6' TALL (06A)	984	LF	\$ 15.35		\$ -	984	\$ 15,104.40
FA2	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 6' TALL (06B)	1126	LF	\$ 17.90		\$ -	1127	\$ 20,173.30
FA3	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 10' TALL (10A)	402	LF	\$ 29.20		\$ -	402	\$ 11,738.40
FA4	9060-108-A-0	CHAIN LINK FENCE, ALUMINIZED, 20' TALL (20A)	180	LF	\$ 107.40		\$ -	180	\$ 19,332.00
FA5	9060-108-B-0	GATES, CHAIN LINK, ALUMINIZED, 4' WIDE	7	EA	\$ 447.50		\$ -	7	\$ 3,132.50
FA6	9060-108-B-0	GATES, CHAIN LINK, ALUMINIZED, 6' TALL, DOUBLE 6" (12' WIDE)	3	EA	\$ 750.00		\$ -	3	\$ 2,250.00
		FIELD LIGHTING A BID ITEMS							
LA1	9100-108-B-0	FIELD LIGHTING, HID CONHROL SYSTEM AND DISTRIBUTION FOR 3	1	LS	\$50,355.00		\$ -	1	\$ 50,355.00
LA2	9100-108-C-0	FIELD LIGHTING POLES & LUMINAIRES, HID, SOFTBALL FIELD	1	LS	\$134,277.00		\$ -	1	\$ 134,277.00
LA3	9100-108-C-0	FIELD LIGHTING, HID - LITTLE LEAGUE FIELD 1	1	LS	\$95,113.00		\$ -	1	\$ 95,113.00
LA4	9100-108-C-0	FIELD LIGHTING, HID - LITTLE LEAGUE FIELD 2	1	LS	\$89,518.00		\$ -	1	\$ 89,518.00
		DUGOUT A BID ITEMS							
DA1	9090-108-H-0	DUGOUT, LUMBER FRAMED, 10' DEEP x 32' WIDE	6	EA	\$7,193.50		\$ -	6	\$ 43,161.00
DA2	9090-108-O-0	TWO TIER DUGOUT BENCH, LUMBER, 24' LONG	6	EA	\$560.00		\$ -	6	\$ 3,360.00
A01		4" HDPE PERFORATED DRAIN TILE	1340	LF	\$15.00		\$ -	1500	\$ 22,500.00
A02		IRRIGATION SYSTEM BOOSTER PUMP	1	LS	\$3,512.30		\$ -	1	\$ 3,512.30
A03	4020-108-A-1	STORM SEWER, TRENCHED, RCP, 12"	88	LF	\$70.00		\$ -	88	\$ 6,160.00
A04		CREEK RESTORATION	40,000	LS	\$1.00		\$ -	26921.81	\$ 26,921.81
A05		POLYCARBONATE PANEL WORK	1	LS	\$3,000.00		\$ -	1	\$ 3,000.00
A06		INSECT SCREEN INSTALLATION	1	EA	\$2,356.59		\$ -	1	\$ 2,356.59
A07		LIQUIDATED DAMAGES	7.5	DAY	\$ (750.00)	7.5	\$ (5,625.00)	7.5	\$ (5,625.00)
		TOTAL BASE BID					\$ (5,625.00)		\$ 2,832,567.05

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

This Period	Retainer 5.00%	Total to Date
\$ (5,625.00)	Amount Earned	\$ 2,832,567.05
\$ -	Amount Retained	\$ -
XXXXXXXXXXXXXXXXXXXXXX	Previous Payments	\$ 2,696,282.45
\$ (5,625.00)	Amount Due	\$ 136,284.60

Estimated Percent of Job Completed 100.00%

Is Contractor's Construction Progress on Schedule? N/A

Submitted By:

Approved By:

 Needham Excavating, Inc.

 City of West Branch, Iowa

By: _____ Date: _____

By: _____ Date: _____

Joseph D. Needham, President

Gordon R. Edgar, Finance Officer / Deputy City Clerk

Recommended By:

 Fehr Graham

By: _____ Date: _____

Redmond Jones II, City Administrator

By: _____ Date: _____

Nathan P. Kass, PE, PLS

RESOLUTION 1860

A RESOLUTION APPROVING FINAL PAY ESTIMATE NUMBER 14 IN THE AMOUNT OF \$136,284.60 TO NEEDHAM EXCAVATING INC. FOR THE CUBBY PARK IMPROVEMENTS PROJECT

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

WHEREAS, Needham Excavating has declared that said project has started and work has been rendered in accordance with drawings and specifications on the Project, based on observations West Branch project managers and the project managers of Fehr Graham who are contracted with the City of West Branch to oversee the construction process has inspected the public improvements and found that the work of Needham is fully acceptable in workmanship and construction quality; and

WHEREAS, Needham Excavating Inc. has a two-year maintenance bond on this project with the period starting with the City’s acceptance of the project reflected in Resolution 1859; and

WHEREAS, it is now necessary to for the City Council to accept and approve the Pay Estimate Number Fourteen (14) in the amount of \$136,284.60 and the project is now approximately 100.00% complete, and final payment of retainage waiting a minimum of thirty days from the date of this resolution.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Pay Estimate Number Fourteen in the amount of \$136,248.60 to Needham Excavating Inc. of Walcott, IA is approved.

* * * * *

Passed and approved this 2nd day of December, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 2, 2019
AGENDA ITEM:	Resolution 1861 – An Amendment to the Professional Services Agreement with Fehr Graham in an Amount Not-to-Exceed \$4,000.
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:	November 27, 2019

BACKGROUND:

Due to the overage of working days and subsequent additional site inspections, correspondence, and project administration required from the extended project duration, Fehr Graham is requesting additional payment beyond the original construction administration scope as defined in the original contract for professional services. Fehr Graham requests to be reimbursed for time and materials per our standard fee schedule, not to exceed \$4,000. This is less than the total liquidated damages per Contract Change Order 10.

At this time, Fehr Graham calculates these expense to reflect an amount of \$1,500 for these expenses. However, should the project acceptance be delayed, Fehr Graham expense would continue to grow, but would be capped at \$4,000.

STAFF RECOMMENDATION:	Approve Resolution 1861 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

November 18, 2019

Mr. Redmond Jones
City of West Branch, Iowa
110 North Poplar Street
West Branch, Iowa 52358

**RE: Cubby Park - West Branch, Iowa
Additional Scope**

Dear Mr. Jones,

Please accept this proposal for additional professional services for the above-referenced project. The following outlines the additional services and the associated fees.

Fehr Graham provide additional services required to complete the project following project delays, such as additional site visits, coordination and communication with city staff and the contractor, and administration of the above-mentioned project.

These additional services can be provided for an additional cost not to exceed \$4,000 billed on a time and material basis as per the annually established fee schedule.

I trust that the information we have provided is in line with your expectations. Please sign the authorization line below to include this scope and fee as proposed in the existing contract in accordance with the associated terms and conditions for this project.

Please contact me if you have any questions or would like to discuss.

Respectfully submitted,



Nathan P. Kass, PE
Principal

9NPK:hrp

Authorization:

Date: _____

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RESOLUTION 1861

**AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
WITH FEHR GRAHAM IN AN AMOUNT NOT-TO-EXCEED \$4,000**

WHEREAS, Needham Excavating was Awarded, Started, and Completed the Cubby Park Improvement project and Fehr Graham who are contracted with the City of West Branch to oversee the construction process has inspected the public improvements and found that the work of Needham is fully acceptable in workmanship and construction quality; and

WHEREAS, during the course these services were delivered several delays, project extensions, and work stoppages were experienced; and

WHEREAS, this required Fehr Graham to provide additional services including: site visits, coordination and communication meetings with staff, and additional meetings with prime and sub-contractors; and

WHEREAS, Fehr Graham has requested the City of West Branch assist in covering these expenses by amending its contract with Fehr Graham in an amount Not-to-Exceed \$4,000.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that the not-to-exceed \$4,000 amendment to the Fehr Graham professional service agreement is approved.

Passed and approved this 2nd day of December, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk