



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. MONDAY DECEMBER 16, 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. Guest Speaker, Presentations and Proclamations

1. Presentation from Todd Baldrige of Baldrige Environmental Inc. – A review of the Wastewater pilot project (results / findings).
2. Proclamation – Acknowledgement of Service (Councilperson Brian Pierce)
3. Proclamation – Acknowledgement of Service (Councilperson Jordon Ellyson)
4. Swearing-In City Councilperson Elect (Tom Dean)
5. Swearing-In City Councilperson Elect (Jerry Sexton)
6. Swearing-In City Councilperson Elect (Colton Miller)
7. Presentation from Mike Fryauf of the West Branch Parks and Recreation – The results of a recent survey considering allowing the consumption of alcohol and the commission's recommendation(s) relating to this matter.

F. 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.

"Turning Vision into Reality is our Business"

G. 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 December 2, 2019.
2. **Motion to Approve** Herb & Lou's Liquor License Renewal
3. **Motion to Approve** Appointments/Reappointments to the various Boards & Commissions.
4. **Motion to Approve** the West Branch Fire Department Officers for 2019 – 2020.
5. **Motion to Approve** the West Branch Fire Volunteer Fire & Rescue Revised Constitution and Bylaws.
6. **Motion to Approve** Pay Estimate Number 8 for the College Street Bridge Replacement Project.
7. **Motion to Approve** the Claims Report.

H. Public Hearing / Non-Consent Agenda

1. **Third (Final) Reading of Ordinance 771** Amending Title "Sewer Service Charges" Chapter 99.02 "Rate".
2. **Public Hearing:** Regarding Amending the Current Budget for the Fiscal Year Ending June 31, 2020.
3. **Resolution 1862** – A Resolution Approving a Budget Amendment and Certification.
4. **Resolution 1863** – Approving Annual Insurance Renewals Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance.
5. **Resolution 1864** – Approving the Continuation of United States Geological Survey (USGS) Streamflow-gaging on the Wapsinonoc creek at College Street for an annual fee of \$8,640.
6. **Motion Accepting** the City of West Branch, Iowa Fiscal Year 2020-2021 Budget Timeline.
7. **Resolution 1865** – A Resolution Accepting the Addition of a New Drug and Alcohol Policy for CDL Drivers to the Overall Employee Drug and Alcohol Policy.

I. Reports

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

J. Comments from Mayor and Council Members

K. Adjournment

"Turning Vision into Reality is our Business"

BALDRIDGE ENVIRONMENTAL SERVICES, LLC.

BALDRIDGE ENVIRONMENTAL SERVICES, LLC



Baldrige Environmental Services, LLC was formed in 2018 by a group of very experienced shareholders with backgrounds in wastewater issues. We are using Micro Bubble Diffusion™ to activate the latest genetically engineered enzymes and bacteria to improve wastewater to meet stricter EPA regulations at greatly reduced costs. These enzymes come from Thailand and developed by a world-renowned microbiologist.

For More Information regarding the Fine Bubble Diffusion, please see the “YouTube” video below:

https://www.youtube.com/watch?time_continue=10&v=wdKcruohZsw&feature=emb_logo



MEMORANDUM

Date: 12/09/2019

From: Redmond Jones II, City Administrator

To: Mayor and City Council

Back in November of 2018, the Wastewater Task Group recommended moving forward a pilot project that enhanced our current lagoon system. The task group visited several projects that used infusion technologies that enhances levels of dissolved oxygen for increased biological activity, the Baldridge process used this method but at a 80% less expensive rate/price and this local homebased company came with a money back guarantee (if the process did not work). The process also resulted in enhanced sludge digestion by the enzymes (also known as “bugs”). Again, a benefit for the city even if other levels were not met. We anticipated (we hoped) the sludge reduction through this process would also result in lower levels of Ammonia, E.coli, and BODs. (Biochemical Oxygen Demand).

In addition to the usage of aeration technology, Baldridge Environmental also used a patented enzyme injection as a potential solution for our wastewater treatment process. The treatment timeline was delayed due to the unusual / record breaking cold winter. However the pilot started in spring 2019 and despite heavy rains (also a factor not conducive to the process) positive indicator were exhibited. Signs of sludge break-down and accompanying data soon highlighted the importance of this technology and its effectiveness in lowering ammonia (NH₃) levels and raising dissolved oxygen (DO) quantities, both highly desirable outcomes.

The summer and fall months showed indicators moving in right direction shining a light on the positive usage of the Baldridge Environmental enzymes. Wastewater logs detailed the pre- and post-treatment comparative data. Overall, all findings indicate significant drops in ammonia levels and more desirable changes in DO levels. As of November 2019, the city reviewed our lagoon readings and sent samples to the lab (our normal process / required by the state) and all indicators showed that we were in compliance with the new state required levels. To be clear, these results are within our 2022 compliance thresholds. The levels we weren’t expected to meet before the installation of the SGAR process.

To use our “Hail Marry” analogy the pass has been thrown, the pass has been caught in the end zone; now we have to wait for the referees to review the instant replay before a final outcome can be called. In this case, DNR are the referees, and like a head coach we may have to fight to force this technology discovery to be recognized by the regulating state agency; thus allowing us to avoid years of rate increases.

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Proclamation

WHEREAS, the position of elected office, also known as City Councilperson, is a time honored and vital position in local government; and

WHEREAS, Brian Pierce has served in the role of City Councilperson for the City of West Branch during the period of January 1, 2014 – January 1, 2020; and

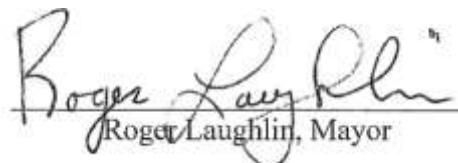
WHEREAS, during his tenure as a member of the governing body of the City of West Branch, Brian's leadership was critical to the operations and accomplishments of several important municipal public services and investments; and

WHEREAS, West Branch citizens are fortunate to have had the benefit of Mr. Pierce's wisdom, stewardship, and dedication; and

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of West Branch, Iowa; its appreciation for the work and contributions Brian Pierce has made for the benefits of his fellow citizens, the City of West Branch and agencies of government at other levels.

HEREBY DELIVERED this 16th day of December, 2019 by the Mayor of the City of West Branch, Iowa.

CITY OF WEST BRANCH


Roger Laughlin, Mayor



Proclamation

WHEREAS, the position of elected office, also known as City Councilperson, is a time honored and vital position in local government; and

WHEREAS, Jordan Ellyson has served in the role of City Councilperson for the City of West Branch during the period of January 1, 2012 – January 1, 2020; and

WHEREAS, during her tenure as a member of the governing body of the City of West Branch, Jordan's leadership was critical to the operations and accomplishments of several important municipal public services and investments; and

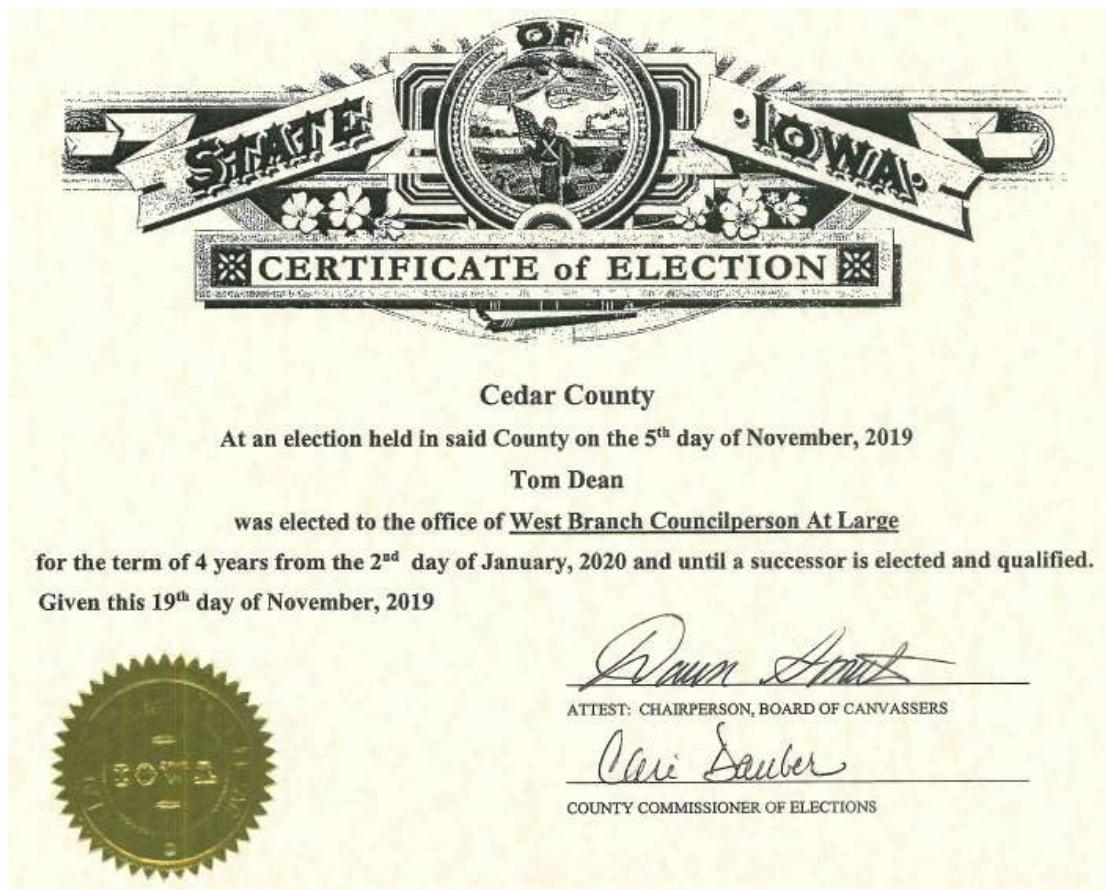
WHEREAS, West Branch citizens are fortunate to have had the benefit of Ms. Ellyson's wisdom, stewardship, and dedication.

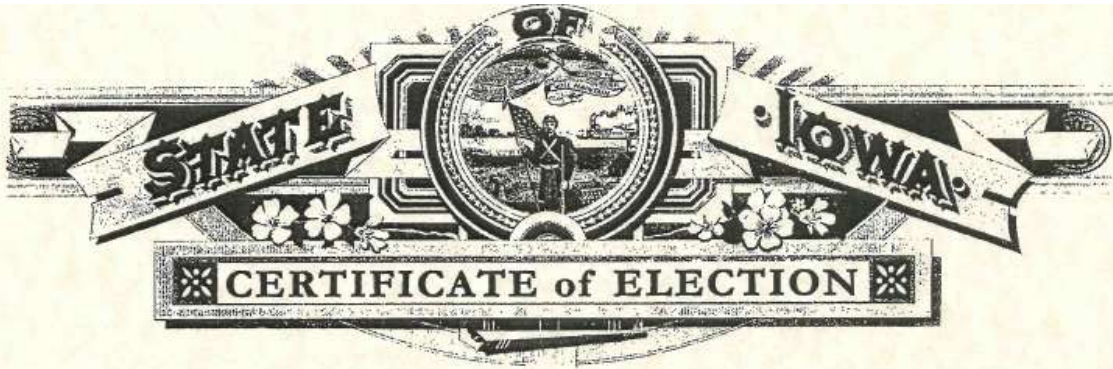
NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of West Branch, Iowa; its appreciation for the work and contributions Jordan Ellyson has made for the benefits of her fellow citizens, the City of West Branch and agencies of government at other levels.

HEREBY DELIVERED this 16th day of December, 2019 by the Mayor of the City of West Branch, Iowa.

CITY OF WEST BRANCH


Roger Laughlin, Mayor





Cedar County

At an election held in said County on the 5th day of November, 2019

Colton Miller


was elected to the office of West Branch Councilperson At Large

for the term of 4 years from the 2nd day of January, 2020 and until a successor is elected and qualified.

Given this 19th day of November, 2019




ATTEST: CHAIRPERSON, BOARD OF CANVASSERS


COUNTY COMMISSIONER OF ELECTIONS



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 16, 2019
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AGENDA ITEM:	Presentation: West Branch Parks and Recreation Commission Policy Recommendation.
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CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
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PREPARED BY:	Mike Fryauf, Parks and Recreation Commissioner
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DATE:	December 9, 2019
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BACKGROUND:

The Park & Recreation Commission recommends and reviews policies, rules, regulations, ordinances and budgets relating to parks and playgrounds of the City. The Parks and Recreation Commission has evaluated the current ordinances in regard to alcohol use in Beranek Park, Cubby Park, Wapsi Park, Heritage Square, Town Hall and Lions Field.

The Parks and Recreation Commission would like to recommend changes to the current Chapter 47-Park Regulations and Chapter 45-Alcohol Consumption and Intoxication.

STAFF RECOMMENDATION: This topic will be a Discussion Item next month.

REVIEWED BY CITY ADMINISTRATOR:
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COUNCIL ACTION:

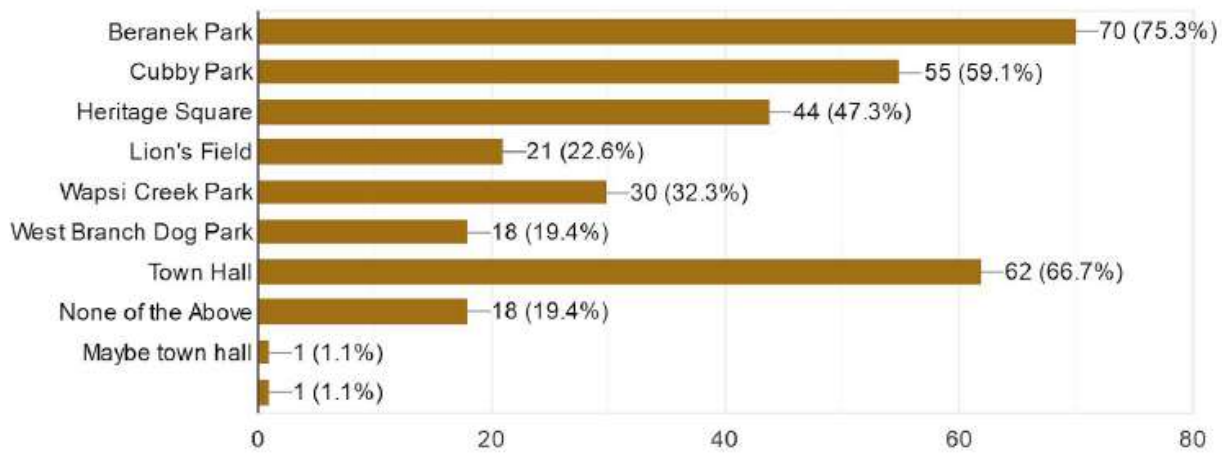
MOTION BY:

SECOND BY:

"Turning Vision into Reality is our Business"

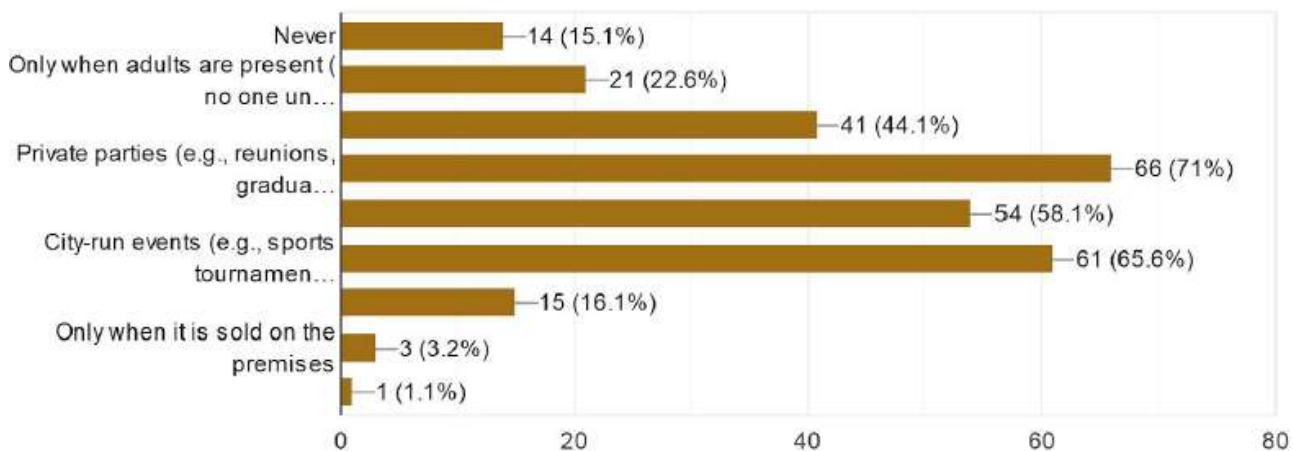
In your opinion, in which city park locations might alcohol be used. (Please check all which apply)

93 responses



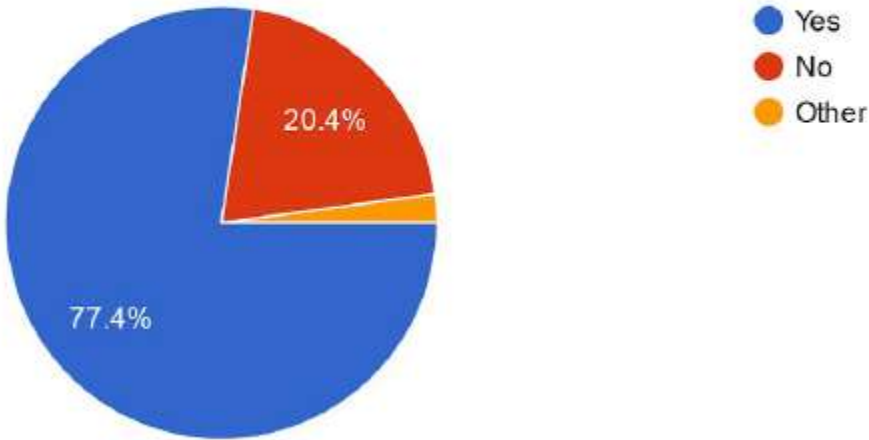
What circumstances or events do you feel should be allowed to have alcohol use. (Please check all which apply)

93 responses



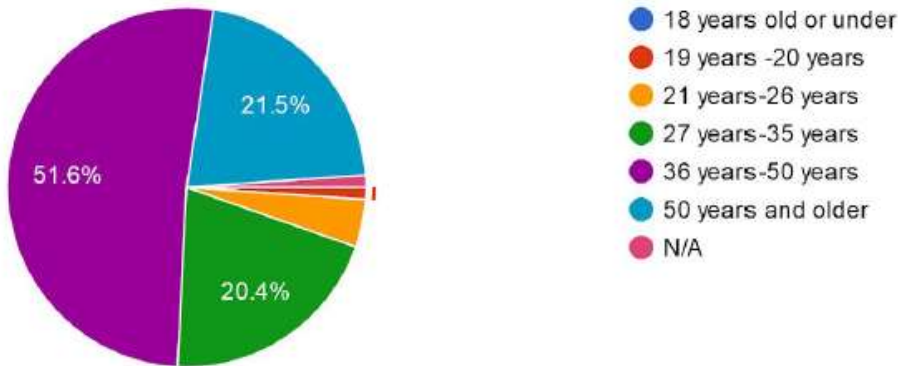
Do you currently live in West Branch city limits?

93 responses



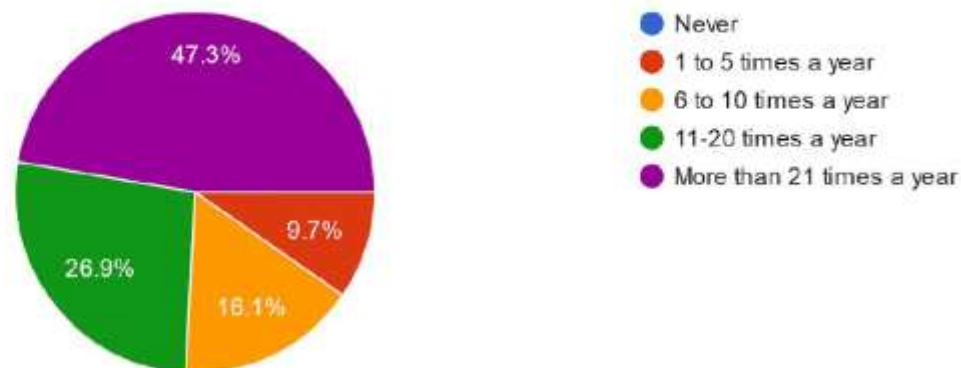
Please mark your age catagory

93 responses



How often do you or your family visit or plan to visit West Branch parks in a year?

93 responses



Other comments

15 responses

I believe that if an event is centered towards adults it would be fine to have alcohol and could be a good source of income. (Adult league sports, craft parties, social gatherings)

I think if there is a tournament or kids league sports alcohol should not be sold. I think if there is a private party or event and the space is being rented out I believe alcohol could be allowed, but not served by the city, but the organization or person renting the space. They should also be responsible for the alcohol and in the event an accident due to the consumption. They should have to show proof of insurance for the event itself or an umbrella policy that would protect them. I do not believe it should be up to tax payers to pay for this if there were an accident and the space was used for a private event.

All parks should have the same policy -

Do not feel that alcohol should be in any of the city parks at all.

There needs to be rules around alcohol use. Too often groups will drink in Beranek park and leave alcohol cans and bottles scattered around the park. Or broken bottles in the pavilion.

We live outside city limits but in the schools district

I marked that alcohol should be allowed during city-run events and I would like to clarify that I don't think that alcohol should be allowed during city-run children events but ok for adult events or family events like music in the park. I also think that glass bottles should not be allowed.

I think it is reasonable during an adult event, like adult fast/slow pitch softball etc...Not during little league events.

Alcohol use in any public space should be used within reason. Those supplying it should be responsible for those consuming it while on premises including cleaning up after the event.

Don't feel alcohol is acceptable when anyone under 21 is present, just not necessary, don't like the message it sends. Especially when adults get out of hand and it does happen

Thank you for asking for community input on this topic. I appreciate all you do for the town of West Branch. My opinion would be that it will get confusing to limit the consumption of alcohol to a few specified parks and it is the consumers responsibility to conduct themselves accordingly and understand the consequences if they abuse the privilege.

Feel like alcohol should only be allowed at Beranek park

I think the softball fields at Cubby Park could have alcohol sold during league play similar to the city of Coralville, or at least allow participants to bring their own similar to sand volleyball.

It is a extremely poor image for WB and our children to support alcohol use in parks.

CHAPTER 45

ALCOHOL CONSUMPTION AND INTOXICATION

45.01 Persons Under Legal Age
45.02 Public Consumption or Intoxication

45.03 Open Container on Streets and Highways

45.01 PERSONS UNDER LEGAL AGE. As used in this section, “legal age” means twenty-one (21) years of age or more.

1. A person or persons under legal age shall not purchase or attempt to purchase or individually or jointly have alcoholic liquor, wine or beer in their possession or control; except in the case of liquor, wine or beer given or dispensed to a person under legal age within a private home and with the knowledge, presence and consent of the parent or guardian, for beverage or medicinal purposes or as administered to the person by either a physician or dentist for medicinal purposes and except to the extent that a person under legal age may handle alcoholic beverages, wine, and beer during the regular course of the person’s employment by a liquor control licensee, or wine or beer permittee under State laws.

(Code of Iowa, Sec. 123.47[2])

2. A person under legal age shall not misrepresent the person’s age for the purpose of purchasing or attempting to purchase any alcoholic beverage, wine or beer from any licensee or permittee.

(Code of Iowa, Sec. 123.49[3])

45.02 PUBLIC CONSUMPTION OR INTOXICATION.

1. As used in this section unless the context otherwise requires:

A. “Arrest” means the same as defined in Section 804.5 of the Code of Iowa and includes taking into custody pursuant to Section 232.19 of the Code of Iowa.

B. “Chemical test” means a test of a person’s blood, breath, or urine to determine the percentage of alcohol present by a qualified person using devices and methods approved by the Commissioner of Public Safety.

C. “Peace Officer” means the same as defined in Section 801.4 of the Code of Iowa.

D. "School" means a public or private school or that portion of a public or private school which provides teaching for any grade from kindergarten through grade twelve.

2. A person shall not use or consume alcoholic liquor, wine or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place, except: (1) on premises covered by a liquor control license; (2) on the grounds of Beranek Park, as set forth by Council resolution; (3) within Town Hall as set forth by Council resolution; (4) on the grounds of the West Branch Public Library as set forth by Council Resolution; (5) on the grounds of Cubby Park as set forth by Council Resolution; (6) on the grounds of Wapsi Park as set forth by resolution; (7) or as permitted by separate resolution of the Council. A person shall not possess or consume alcoholic liquors, wine or beer on public school property or while attending any public or private school-related function. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor. (Ord. 707 – May 15 Supp.)

3. When a peace officer arrests a person on a charge of public intoxication under this section, the peace officer shall inform the person that the person may have a chemical test administered at the person's own expense. If a device approved by the Commissioner of Public Safety for testing a sample of a person's breath to determine the person's blood alcohol concentration is available, that is the only test that need be offered the person arrested. In a prosecution for public intoxication, evidence of the results of a chemical test performed under this subsection is admissible upon proof of a proper foundation. The percentage of alcohol present in a person's blood, breath, or urine established by the results of a chemical test performed within two hours after the person's arrest on a charge of public intoxication is presumed to be the percentage of alcohol present at the time of arrest. (Ord. 123.46)

4.

45.03 OPEN CONTAINER ON STREETS AND HIGHWAYS. (See Section 62.08 of this Code of Ordinances.)

CHAPTER 47

MUNICIPAL PARK POLICIES AND REGULATIONS

47.01 Reservations

47.02 Parking

47.03 Fires

47.04 Trash

47.05 Building Reservation Responsibilities

47.06 Park Hours

47.07 Alcohol Consumption

47.08 Damage

47.09 Private Property

47.01 RESERVATIONS. Reservations for the building and/or volleyball courts for group functions are to be made *online at www.westbranchiowa.org or in person at the City Office or Parks and Recreation Office* during regular business hours: Monday - Friday, 8:00 a.m. to 4:00 p.m. A list of park regulations must be obtained and signed by the party making the reservations.

47.02 PARKING. Parking is limited to designated parking areas only. Violators will be towed at the owner's expense. Absolutely no motorized vehicles are allowed on the park trails. Park access for the unloading of equipment on the grounds for functions (carnival, day camp, volleyball tournament, etc.) must be approved by the Park and Recreation Commission or City Staff.

47.03 FIRES. Open fires will be allowed, but limited to the designated fire receptacles. Fires must be supervised, extinguished, and cleaned up before exiting the park. Acceptable fire fuels include charcoal and wood.

47.04 TRASH. All park patrons are responsible for proper cleanup and disposal of their trash. Receptacles are provided for this. *Glass containers are not permitted.*

47.05 BUILDING RESERVATION RESPONSIBILITIES. Before departure, building responsibilities include: securing all doors and windows, turning off lights and water faucets, sweeping of floors, wiping down tables, and removing trash from the building as stated in Section 47.04.

47.06 PARK HOURS. Normal park hours are from 6:00 a.m. to 10:00 p.m. daily unless approved by the Park and Recreation Commission or City Staff.

47.07 ALCOHOL CONSUMPTION. Alcohol consumption *may* take place only during normal park hours in Beranek Park, Wapsi Park, and Cubby Park as stated in Section 47.06 and shall remain within the park grounds at all times. *Alcohol is not permitted at Lions Field, Heritage Square, or the West Branch Dog Park without special approval from the West Branch City Council. The use of alcohol in the park is limited to beer and wine. No alcoholic liquor is allowed. No beer or wine is allowed in the immediate area of organized activities involving minors. A person shall not be intoxicated or simulate intoxication in a public place. A person violating this subsection is guilty of a simple misdemeanor. (ord. 707-May 15 supp)*

47.08 DAMAGE. Damage to the park facilities will result in an assessment for the cost of replacement materials and resulting labor.

47.09 PRIVATE PROPERTY. Users of park facilities shall be respectful of the private property adjacent to the park.

[The next page is 251]

WBPR Commission Draft

(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
Regular Meeting**

**December 2, 2019
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:00 p.m. Roll call: Council members: Jodee Stoolman, Nick Goodweiler and Jordan Ellyson were present. Colton Miller arrived at 7:15 p.m. Brian Pierce 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 Fire Chief Kevin Stoolman.

GUEST SPEAKER AND PRESENTATIONS

No presentations.

PUBLIC COMMENT

No comment.

APPROVE AGENDA/CONSENT AGENDA/MOVE TO ACTION

Motion to approve minutes for City Council Meeting November 18, 2019.

Motion to adopt the City Council 2020 Regular Meeting Schedule.

Motion to approve the Christmas Past Special Event Application.

Motion to approve the part-time employment of Levi Kleinmeyer and Daniel Heick for service in the Public Works Department.

Motion to approve the Claims Report.

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 COOPERATIVE	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	

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

PUBLIC HEARING / NON-CONSENT AGENDA

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

ORDINANCE NO. 770

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

- A. 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:
- B. 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.**
- C. 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

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

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

No discussion.

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

Resolution 1856 – Adopting Goals and Objectives for the City of West Branch, Iowa for 2020-2021. / Move to action.

Laughlin said he wanted the Council to create a Capital Improvements Plan (CIP) for the next fiscal year and budget for City projects that have been on the back burner for a couple of years. Stoolman reiterated that she wants to see departments create set aside accounts for large ticket items such as vehicle replacement and additional staffing.

Motion by Stoolman, second by Goodweiler to approve Resolution 1856. AYES: Stoolman, Goodweiler, Miller. ABSTAIN: Ellyson. NAYS: None. Absent: Pierce. Motion carried.

Resolution 1855 – Setting a Public Hearing for a Budget Amendment. / Move to action.

Edgar explained a budget amendment was needed due to some projects that were budgeted for FY19, but not completed and paid out until FY20.

Motion by Goodweiler, second by Stoolman to approve Resolution 1855. AYES: Goodweiler, Stoolman, Miller, Ellyson. NAYS: None. Absent: Pierce. Motion carried.

Discussion: Protocol for hiring Part-time, Seasonal, and Temporary Employees.

Jones asked the Council to provide direction on whether they needed to formerly approve the hiring of temporary and regular part-time staff when positions were already budgeted for. Jones commented that at times, start dates have been delayed due to the current approval process. The Council discussed that they didn’t need to approve the start date of these positions but still wanted to know when employees were hired which could be done with the City Administrator’s weekly report.

Resolution 1857 – Approving Partial Pay Estimate # 13 In the Amount of \$3,143.12 to Needham Excavating Inc. for the Cubby Park Improvement Project. / Move to action.

Fehr Graham’s Nate Kass stated that the pay estimate is for two outstanding punch list items which include a bug screen for the concession stand and additional seeding and fertilization.

Motion by Goodweiler, second by Miller to approve Resolution 1857 AYES: Goodweiler, Miller, Ellyson, Stoolman. NAYS: None. Absent: Pierce. Motion carried.

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. / Move to action.

Kass explained that the \$5,625.00 dollar figure represents liquidated damages suffered by the City for the project not being completed on time per the contract extensions. The dollar amount is calculated at \$750 per day times seven and one half days past the agreed upon completion date. Olson explained that Fehr Graham incurred additional expenses due to the delays and that their fees would be paid from these damages under Resolution 1861.

Motion by Stoolman, second by Goodweiler to approve Resolution 1858. AYES: Stoolman, Goodweiler, Miller, Ellyson. NAYS: None. Absent: Pierce. Motion carried.

Resolution 1859 – Accepting the Public Improvements Constructed in Association with the Cubby Park Improvement Project. / Move to action.

Jones said upon his final inspection today, he found some lights on the concession stand that appear to be missing. He discussed the situation with City Attorney Olson and was advised that the project should be accepted without further delay and request the contractor correct the issue within thirty days. Olson explained that upon acceptance of the project, under Iowa’s Bidding Law the City would be required to pay the contractor the remaining retainage within thirty days of the acceptance. Olson further explained that the project is covered by a two year maintenance

bond which basically covers the whole project. Should the park have any issues related to defects in workmanship or product quality (grass, trees, sprinkler system, lighting etc.), the City could file a claim with the bonding company. Olson said that any issues should first be addressed with the contractor and allow them time to rectify the issue (in a reasonable timeframe) before the City should go to the bonding company.

Motion by Miller, second by Ellyson to approve Resolution 1859 upon the condition that the lighting issue be resolved within thirty days. AYES: Miller, Ellyson, Goodweiler. NAYS: Stoolman. Absent: Pierce. Motion carried.

Resolution 1860 – Approving Final Pay Estimate # 14 in the Amount of \$136,284.60 (the retainage) to Needham Excavating Inc. for the Cubby Park Improvement Project. / Move to action.

The Council agreed to accept the final pay estimate with the liquidated damages in the amount of \$5625.00 withheld. Motion by Goodweiler, second by Ellyson to approve Resolution 1860. AYES: Goodweiler, Ellyson, Miller, Stoolman. NAYS: None. Absent: Pierce. Motion carried.

Resolution 1861 – Amendment to the Professional Services Agreement with Fehr Graham in an Amount Not-to-Exceed \$4,000. / Move to action.

Jones explained that the resolution represents additional services from Fehr Graham from the project delay which totaled \$1475.75. Olson stated that damages pay for damages and are to be paid from the retainage. Upon acceptance of the project, it is now considered closed and no further bills will be received from Fehr Graham.

Motion by Goodweiler, second by Ellyson to approve Resolution 1861. AYES: Goodweiler, Ellyson, Stoolman, Miller. NAYS: None. Absent: Pierce. Motion carried.

CITY ADMINISTRATOR REPORT

Jones said Baldrige Environmental will make a presentation at the next Council meeting to share some positive results. Jones also reported that he and Edgar had attended a budget conference recently and learned of some new public notification requirements with regard to the annual budget process. Jones said more information would be shared as it is learned.

CITY ATTORNEY REPORT

No report.

STAFF REPORTS

No reports.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Goodweiler said he had received a few inquiries on when the lighting on the College Street Bridge would be operational. Goodale said they were waiting on Alliant Energy at this time but that the project was on their schedule.

ADJOURNMENT

Motion to adjourn by Ellyson, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 8:03 p.m.

Roger Laughlin, Mayor

ATTEST: _____

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 16, 2019	
AGENDA ITEM:	Motion to Approve Herb & Lou's Liquor License Renewal
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	December 9, 2019

BACKGROUND:

Approve Class C Liquor License (LC) (Commercial) with Sunday sales for Herb n' Lou's, 105 N. Downey St., West Branch, IA.

Renewal is effective January 1, 2020 – December 31, 2020.

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

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 16, 2019
AGENDA ITEM:	Motion to Approve Appointment/Reappointments to the various Boards & Commissions.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	December 3, 2019

BACKGROUND:

Mayor (with Council approval) Appointment/Reappointments:

Animal Control Commission: Appointment, Gina Heick, term expires 12/31/2022 (3 years)

Animal Control Commission: Reappointment, Leesa Johnson, term expires 12/31/2022 (3 years)

Park & Recreation Commission: Reappointment, Angie Miller, term expires 12/31/2022 (3 years)

Park & Recreation Commission: Appointment, Kristin Rood, term expires 12/31/2022 (3 years) – replaces Mike Fryauf

Historic Preservation Commission: Reappointment, Liz Seiberling, term expires 12/31/2022 (3 years)

Historic Preservation Commission: Reappointment, Karen Suchomel term expires 12/31/2022 (3 years)

Zoning Board of Adjustment: Appointment, TBD, term expires 12/31/2020 (to fill Craig Walker vacancy)

Zoning Board of Adjustment: Reappointment, Frank Frostedstad, term expires 12/31/2025

City Council Appointment/Reappointments:

Planning & Zoning Commission: Appointment, Matt Van Scoyoc, term expires 12/31/2023

Planning & Zoning Commission: Reappointment, John Fuller, term expires 12/31/2023 (4 years)

Planning & Zoning Commission: Reappointment, Sally Peck, term expires 12/31/2023

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

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Advisory Board/Commission
Application Form

Individuals serving on boards or commissions play an important role in advising the City Council on matters of West Branch.

When a vacancy occurs, an announcement of that vacancy will be posted. No sooner than two weeks later the Mayor and City Council will review all applications. The appointment will be made at a formal City Council meeting. Appointees serve as unpaid volunteers.

This application is a public document and as such it or the information it contains may be reproduced and distributed. This application will remain active for two years and you will automatically be considered for any vacancy occurring during that time.

Board or Commission Animal Control Today's Date 11-6-19

(Please print)

Name: Gina Heick Address: 101 Pheasant Run

Phone: (home) _____ Phone: (cell) [REDACTED]

Email: gmheick@yahoo.com

Do you live within the corporate city limits of West Branch? Yes ☐ No ☒ - County, Subdivision
1/2 mile out of City Limits.

How long have you been a resident of West Branch? 11 years

Occupation: Legal Secretary Employer: Johnson County Attorneys Office

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

Previously served on the Animal Control Board.
Was an employee of the West Branch Police Department
in the capacity of a Crime Data Processor (Admin Asst.)

What contributions do you feel you can make to this board / commission?

My full attention as someone who loves her
community and animals.

Gina M. Heick



Advisory Board/Commission Application Form

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Board or Commission Planning and Zoning Commission Today's Date 12/2/2019

(Please print)

Name: Matt Van Scoyoc Address: 143 Scott Drive

Phone: (home) xxx-xxx-xxxx Phone: (cell) [REDACTED]

Email: matt.vanscoyoc@gmail.com

Do you live within the corporate city limits of West Branch? ☒ Yes ☐ No

How long have you been a resident of West Branch? 3 years

Occupation: Representative Employer: Legacy Building Solutions, Inc.

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

I have 9 years experience in ag/commercial/industrial building designing and construction with a primary focus on public works projects on the city, county, and state level. My current employment responsibilities include business development, project estimating and bidding, contract reviewing/negotiating, contract submittal preparation, and coordination scheduling.

What contributions do you feel you can make to this board / commission?

I feel the city of West Branch is approaching some exciting times of encountering new opportunities and growth. I am interested in helping guide and encourage incoming developers, entrepreneurs, and parties of any kind down a path that will result in a benefit to the community's immediate well-being and serve the city's long-term interest.

Thank you for your interest! We will contact you after your application has been reviewed.

RECEIVED
4/27/19



Advisory Board/Commission
Application Form

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Board or Commission Parks + Rec Today's Date 4-27-19

(Please print)

Name: Kristin Rood Address: 114 Hilltop Drive

Phone: (home) _____ Phone: (cell) [REDACTED]

Email: KKoob222@hotmail.com

Do you live within the corporate city limits of West Branch? ☒ Yes ☐ No

How long have you been a resident of West Branch? 19 yrs.

Occupation: Advanced Practice Registered Nurse Employer: University of Iowa Hospitals and Clinics.

Optional Questions (use the back if necessary)

What experience and/or skills do you have that might qualify you to serve on this board / commission?

Education: Masters Degree - is familiar with meetings, agendas + deadlines!!
I am currently the President of my Condo Association
I have served on multiple Committees at work

What contributions do you feel you can make to this board / commission?

I want to help out and give back to my Community.
I have 3 boys who will be coming up through the
School systems here. I want to be more involved and
meet more people. I was not raised here, so I do have

an "outsiders" perspective, which can be helpful.
I was very active in School Sports + outside of School Sports (active)
I have great ideas and think outside of the box.



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 16, 2019	
AGENDA ITEM:	Motion to Approve West Branch Fire Department Officers for 2019-2020.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Leslie Brick, Deputy City Clerk
DATE:	December 3, 2019

BACKGROUND:

The West Branch Fire Department annually votes for Officers on a variety of positions for the upcoming year. On Wednesday, November 13, 2019 the West Branch Fire Department voted and approved Officers for 2019/2020. (See attached list.)

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

"Turning Vision into Reality is our Business"

WEST BRANCH FIRE & RESCUE

P.O. Box 218, 105 S. Second Street West Branch, IA 52358

Phone 319-643-2110 Fax 319-643-3293

Emergencies Dial 911

2019-2020 Officers

Chief- Kevin Stoolman

1st Assistant- Logan Cilek

2nd Assistant- Tanya Havlik Smith

President- Jose Gongora

Secretary- Rae Ann Hosier

Treasurer- Chad Schutte

Trustee 1st Year- Mike Kusick

Trustee 2nd Year- Matt Tisinger

Trustee 3rd Year- Andy Hosier

Medical Officer- Sandy Heick

Assistant Medical Officer- Ben Barrett

Scene Captains

1. Ben Litscher

2. Adam Fair

3. Ben Barrett

4. Neil Gerot

191- Captains

1. Adam Fair

2. Ben Litscher

192 Captain- Matt Tisinger

195- Captain / Cub Cadet- Ben Litscher

196- Captain – Levi Kleinmeyer

197- Captain – Nevin Tucker

199- Captain – Craig Cochran

Cleaning- 3 Department Members Each Month



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 16, 2019
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AGENDA ITEM:	Motion to Approve the West Branch Fire Volunteer Fire & Rescue Revised Constitution and Bylaws.
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CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
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PREPARED BY:	Leslie Brick, Deputy City Clerk
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DATE:	December 3, 2019
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BACKGROUND:

The West Branch Fire Department periodically reviews their Constitution and Bylaws. On Wednesday, November 13, 2019 the West Branch Fire Department voted and approved the attached Constitution and Bylaws.

STAFF RECOMMENDATION: Approve Motion – Move to Action
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REVIEWED BY CITY ADMINISTRATOR:
--

COUNCIL ACTION:

MOTION BY:

SECOND BY:

"Turning Vision into Reality is our Business"

West Branch Volunteer Fire and Rescue Constitution and Bylaws

Be it resolved, that we solemnly pledge ourselves to sustain the officers in their performances of their duties and hold ourselves bound in honor to conform to and abide by, in every respect, the following constitution and bylaws.

ARTICLE I

Name and purpose

Section 1. This organization shall be known by West Branch Volunteer Fire and Rescue Department.

Section 2. Its purpose shall be to preserve life and property in the West Branch fire district in cases of fire and/or other emergency and to promote through fire safety education the prevention of fire and/or other emergencies.

ARTICLE II

Membership

Section 1. The membership of this organization shall be composed of cadets, probationary, active, and honorary members.

Section 2. Any citizen in sound mind and body who has attained the age of 18, and who is in good repute in this organization shall be eligible for membership.

Section 3. The applicants will be referred to the board of directors whose duty it is to investigate the character of said applicant and report at the next regular meeting. After the report, and oral vote will be taken, when if one third or more negative votes appear and have been openly discussed, the applicant shall be declared rejected. If on the first ballot the applicant is rejected, the President may order a second vote. The second vote will be final and conclusive except, if after a period of six months has elapsed and if the candidate so desires he/she may file a new application. The same procedure of balloting shall prevail. All applications for membership shall be in writing, stating candidates full name and age signed by two proposing members who are in good standing. All new members will be accepted on January 1st of each year. Once approved through the department, the application shall be examined by the department, the applicant shall be examined by a licensed physician, have updated immunizations, and must be in good health at which time the applicant will become a probationary member if there is vacancy.

Section 4. After a period of six months a probationary member shall become an active member, providing all essential training requirements are fulfilled, and has demonstrated competencies to the training committee and may be elected on rolls to an officer position.

Section 5. Any member who has served twenty years of faithful service may become and honorary member, or any member who has rendered distinguished service to this organization may by a three-fourths vote of eligible voter's present become an honorary member.

Section 6. Any member may request a leave of absence of up to three months at which time the leave may be extended after a meeting with the trustees. The member is expected not to attend calls during this period but may resume active duty after written notification is received by the department.

Section 7. The number of active firefighters shall not exceed 35. This includes medical personnel but not cadet members.

Section 8. Any member may be expelled from the department for cause, by a two-thirds vote of active members present at any regular meeting. He/she must have been notified in writing, signed by the President, that charges will be preferred against him/her at this said meeting. This section shall not apply to special reasons for automatic discharge from the department, that are part of the bylaws, except where the reference is made to this section of the constitution.

Section 9. All active members shall live within a 5 mile radius of the city or be employed within the city limits.

Section 10. All new members are subject to approval by the City Council.

Section 11. Firefighter Cadet Program

Purpose:

This program will provide the Operational Guidelines and the skills needed for any high school student to prepare them to become a regular firefighter in any volunteer or career fire department. This program will allow up to 5 applicants at least sixteen (16) years of age to the maximum age of legal majority (in most states 18 years of age).

Requirements:

Each applicant must meet the following criteria:

1. Be between age 16 years of age and the maximum age of legal majority (in most states 18 years of age)
2. Be in good health
3. Must complete the membership application and the Parental Consent Authorization Form
4. Must provide character references from each of two teachers
5. Must be physically able to perform the duties of a Fire Cadet
6. Must be able to follow strict orders
7. Must provide proof the Fire Cadet maintains a "C" average or better while attending school

Allowable duties of the Fire Cadet:

Each Fire Cadet will be allowed to do the following Fire Department functions:

1. All Fire Cadets will be eligible to attend all regular meetings, in house training sessions and any Fire Department activities.
2. All Fire Cadets will be required to attend Cadet training classes and membership meetings

3. All Fire Cadets will be allowed to respond to emergency incident scenes, except those listed in the Non-Allowable section of this guidelines, under the following conditions:
 - a. When permitted to respond to the incident scene the Fire Cadet responsibility will be of the support nature only.
 - b. The Fire Cadet is prohibited to respond directly to any incident scene. All Fire Cadets shall report (non-emergent) to their assigned station first. Only upon the request of the Incident Commander or Fire Captain shall the Fire Cadet respond to any scene.
 - c. The Fire Cadet's response may be in a department vehicle or apparatus provided the department vehicle or apparatus is not considered to be the first initial attack vehicle or apparatus arriving on the incident scene.
 - d. The Fire Cadet will be allowed to assist the firefighters with regular maintenance of the station facilities, equipment and apparatus.
 - e. The Fire Cadet may operate (i.e. pump apparatus, set up equipment, etc) the Fire Department's apparatus during a supervised (non-incident) alarm training session.
 - f. Fire Cadets will be utilized as support personnel on scenes as long as they operate outside a minimum safety zone area during incidents.
 - g. Complete reading and homework assignments for training activities.

Non Allowable Duties:

The following Non-Allowable Duties shall be prohibited to all Fire Cadets:

1. No Fire Cadet shall be allowed to respond directly to any incident scene
2. No Fire Cadets shall be allowed to be actively or directly involved in any of the following incidents:
 - a. Participate in any entry team while at the scene of a working structure fire or while conducting a live fire burn training exercise
 - b. Participate on any entry team at a vehicle fire
 - c. Participate in any offensive fire attack at natural ground cover fires
 - d. Participate at any hazardous material or pollution spill accident
 - e. Participate at any emergency rescues or emergency medical incident
 - f. No Fire Cadet will be allowed to operate any emergency vehicle owned or used by the fire department on any public thoroughfare
 - g. No Fire Cadet shall be authorized to have or install any emergency light or siren on their personal vehicle
 - h. No Fire Cadet shall leave school during class time unless they have PART or have no class at such time

Course Training Subjects:

As a guideline, the following course outline shall be the first step of the training levels as established by this department and as recommended by the National Fire Protection Association

Orientation	Forcible Entry	Fire Hose
Fire Behavior	Ventilation	Fire Streams
Communications	Fire Inspections	Fire Ground Ladders
Ropes and Knots	Automatic Sprinklers	Natural Ground Covering Fires
Rescue Operations	Salvage and Overhaul	Hazardous Materials
First Aid	Breathing Apparatus	Vehicle Rescue

Disciplinary Clause:

All Fire Cadets shall be required to operate under the accepted operating guidelines of this department. Failure to accept or adhere to any guidelines as established shall be just cause for disciplinary action in the form of suspension or termination as a member of this Fire Cadet program.

The Fire Cadet may become a candidate for full membership in the department after their 18th birthday provided an opening exists.

The cadet shall be supervised by the Trustees.

Notification Letter and Parental/Guardian Consent Form

West Branch Fire Cadet Program

To: Parent/Guardian of Fire Cadet Applications
From: West Branch Fire and Rescue
Re: Son/Daughter's Application to become a Fire Cadet

Dear Parents/Guardian:

Your son/daughter has requested an application indicating their interest in becoming a Fire Cadet with this Fire Department. Please review the attached Operating Guidelines and the attached Parental Consent Form. If you grant permission for their membership with this Fire Department, please complete the consent form and return it to the Fire Department.

Parental/Guardian Consent Form:

We have reviewed the application and operating guidelines relating to the Fire Cadet Program and understand the requirements of being a Fire Cadet. We also understand my son/daughter's performance responsibilities and duties as a Fire Cadet with the West Branch Fire & Rescue.

We hereby give_____ our consent to become a Fire Cadet with West Branch Fire & Rescue.

Parents or Guardians:_____

Address:_____

City:_____ State:_____ Zip:_____

Home Phone:_____ Work Phone:_____

Signature of Parents:_____

Date:_____

ARTICLE VIII:
Officers

Section 1. The officers of this organization shall consist of a President, Secretary, Treasurer, Chief, First and Second Assistant Chiefs, Truck Captains, Fire Captains, Medical Officer, Assistant Medical Officer, and three Trustees.

Section 2. This organization shall have a Board of Directors consisting of the President, Secretary, Treasurer, Chief, First and Second Assistant Chiefs, Fire Captains, Medical Officer, Assistant Medical Officer, and three Trustees.

ARTICLE IV:
Election of Officers

Section 1. The election of officers of this organization shall be annually. They shall assume their office on the first meeting night of December. The election shall be by ballot. It shall be held at the first meeting in November. Fire Captains are and exception to this as they are appointed, please refer to ARTICLE XI, Section 8.

Section 2. All active members in good standing shall be eligible voters except for the Chief. The Chief will only vote in the instance of a tie vote.

Section 3. All officers shall be elected by the majority vote of the members present.

ARTICLE V:
Responsibility

Section 1. Any member bringing any person into the fire station shall be held responsible for any act that person may commit.

ARTICLE VI:
Copies of the Bylaws

Section 1. Every member of the department shall be provided with a copy of the constitution and bylaws, every member shall also receive a copy and sign a certificate stating he/she has read and will adhere to these bylaws.

ARTICLE VII:
Rules and regulations

In order that this department may function efficiently, the following rules and regulations shall be observed, and it shall be the duty of all active members to know them.

1. It shall be the first duty of all members to give strict obedience to the lawful orders of the elected and appointed officers.

2. Any member being disorderly toward another member while on duty at an emergency scene, shall be disciplined or expelled. The Board of Directors may direct the department in accordance with Article II Section 8 of the constitution.
3. All work at the fires or drills shall be done in a quick, orderly, and quiet manner.
4. In order to assure that there will always be an officer in command at fires the following shall be the chain of command: Chief, First Assistant Chief, Second Assistant Chief, Fire Captains, or most senior members with the understanding of Incident Management System.
5. The officer in charge at the fire shall assist complete a computerized report of the call immediately after returning to the station. If the officer in charge does not hold one of the following positions, Fire Chief, First or Second Assistant Fire Chiefs, Fire Captains, they will assist you in completing this task.
6. Primary care giver during the rescue call is responsible for filling out computerized medical report immediately after returning to the station.
7. The Fire Department shall report to the township trustees once per year.
8. The officer in charge shall remain in command until he/she is relieved by a higher ranking officer.
9. Command will be run under Incident Management System.

ARTICLE VIII: Meeting Times

This Fire Department shall meet regularly on the first Wednesday of each month at 6:30 p.m. for training.

This Fire Department shall meet regularly on the second Wednesday of each month at 7:00 p.m.

ARTICLE VIII: Attendance

Section 1. All members shall be required to attend all meetings unless they have a reasonable excuse and have contacted an officer prior to meeting start time. Reasonable excuses are defined by the department as: sickness of the member, sickness of his/her immediate family, working, or out of town.

Section 2. Under the order of business, "hearing of excuses or delinquents", each member as his/her name is called, shall give an excuse or be subject to penalty. Any member having been absent from regular meetings, or training two times unexcused in succession will be contacted by a member of the trustees. After a third time unexcused, or without notifying the officer in charge either personally or by letter as to cause of said absence, the member shall be automatically dropped and in no case shall be considered a member of said company.

Section 3. Any member off work or on light duty due to workman's compensation shall not participate in any training, or report to any calls in anyway. This notice should be given to the officers for approval of a leave of absence. A doctor's release will also be needed to return to active duty.

Section 4. Any member appearing at a call or training under the influence of alcohol or drugs shall be disciplined or expelled. 1st offense will result in a 30-day suspension, 2nd offense will result in expulsion from the department. The Board of Directors shall direct the department in accordance with ARTICLE II Section 8 of this constitution.

ARTICLE X

Training

Section 1. All current firefighters will be required to be trained to Firefighter I level and/or Driver Operator level. This will be shown with documentation of either a certificate of the Firefighter I class, Driver Operator class, or a copy of the completion certificate of training.

Section 2. All firefighters will have to fulfill mandatory 24 hours of continuing education training per year. At least 18 of those 24 hours must be completed in house with West Branch Fire Department. The remaining 6 hours can be outside training verified with completion certificate or sign in sheet for said class. All outside training must be approved with a member of Training Committee to apply towards continuing education hours.

Section 3. All new firefighters of the department will be required to be trained Firefighter I level and/or Driver Operator level within 12 months of becoming a member of the department.

Section 4. All new members of the department will be required to be trained Hazmat Operations level within 6 months of becoming a member of the department.

ARTICLE XI:

Duties of the Officers

Section 1. The President shall preside at all regular and special meetings of this department. He/she shall preserve order and shall conduct all meetings in conformity with this constitution and bylaws. He/she shall order all disbursements of funds held in the hands of the Treasurer by countersigning all checks. He/she shall oversee all social activities and appointed committees and perform all other duties commonly belonging to the President. The President is also responsible for setting up all meals for regular training meetings. It is the President's responsibility to page for any meetings. The President will attend all safety committee meetings required and report findings back to the Department at next regularly scheduled fire meeting.

Section 2. The Secretary shall keep a true and accurate account of proceeding of every meeting in a book provided for that purpose. This shall be open to inspection by every member. He/she shall assist in the examination and auditing of all books and accounts belonging to the department. When the Secretary cannot attend a meeting he/she shall send the book of minutes in time for said meeting and deliver to said successor. He/she shall call roll call at meetings and training. He/she shall attend to the department correspondence and perform all other duties

commonly belonging to office of Secretary. He/she will be responsible for the annual trustee reporting each year.

Section 3. The Treasurer shall keep a book containing a correct amount of all money received and expended, subject to inspection at any time, and give an account of all money on hand at each meeting. Under bylaws he/she shall pay no bill that has not been approved by the department and countersigned by the President.

Section 4. The Chief shall have full charge of all apparatus and equipment and the building in which such apparatus is housed. He/she, or the highest ranking officer, shall be in sole charge of this department at fires or rescue calls. The Chief shall appoint people as he/she may deem advisable, for the efficient operation of the department at fires or training sessions. The Chief position will serve on the Training Committee. The Chief shall have the authority to take a part of his/her apparatus and department and respond to a call from another town or community. It shall be the duty of the Chief to make arrangements or provisions for suitable temporary protection and investigation. He/she will prepare monthly reports for meetings and shall establish committees as necessary for equipment purchases. The Chief shall work with the Assistant Chief's to prepare the Fire Department budget and to attend all county meetings. He/she shall have the authority, subject to the approval by resolution of the communities and assist the Township Trustees. Additionally, the Fire Chief will work with the Mayor, City Council and City Administrator on the capital improvements plan, comprehensive plan and provide technical assistance regarding fire safety and sign all burn permits. The Fire Chief answers directly to the City Administrator. This is a 4-year term.

Section 5. The First Assistant Chief shall report to the Chief at fires or training and shall provide assistance to him/her in his/her duties. In the absence of the Chief he/she shall be in charge at fires and training exercises, and if the office of Chief has been declared vacant he/she shall be the Chief for the remainder of the current term or until the successor of the Chief is elected and qualified. The First Assistant Chief will serve on and oversee all training exercises held within the Fire Department. Included in this position will be completing all required paperwork of training exercises as well as assuring the proper training of all probationary members and check competency prior to active status. With the assistance of the Fire Chief and 2nd Assistant, he/she shall prepare and propose the Fire Department budget. He/she must attend all county meetings.

Section 6. The Second Assistant Chief shall report to the Chief or First Assistant Chief at fires and training and shall assist them in their duties. In the absence of both the Chief and First Assistant Chief he/she shall assume the duties of the Chief. With the assistance of the Fire Chief and the First Assistant Chief he/she shall prepare and propose the Fire Department budget. He/she shall oversee all aspects of the on call program as it relates to medical coverage. He/she will prepare schedules and enter information into I am Responding program. He/she will serve on the training committee. He/she will provide quality assurance over the completion of all computerized fire reports. He/she will submit all State Fire Reports and Grass Fire Reports to the State of Iowa. He/she must attend all county meetings.

Section 7. Truck Captains shall be responsible for keeping trucks clean, completing monthly logs on all equipment and make sure proper order is maintained. They shall notify the Chief and Second Assistant Chief of any work being done on a truck. Truck Captains shall be able to operate pump and train others on the operations of the truck. They shall make sure the proper repairs are made to maintain proper operation of the truck and log all repairs into log book. They shall check trucks weekly for the following: fuel, oil, batteries, tires, running lights, emergency lights, siren and radio. Truck Captains will need to have log books ready for inspection at regular scheduled meetings.

Section 8. Fire Captains shall direct and coordinate emergency scene activity in the absence of Fire Chief, and Assistant Fire Chiefs. The Fire Captain supervises volunteer firefighter/EMT's in their assigned duties as directed by the Fire Chief and or Assistant Chiefs. In the event the Fire Chief or Assistant Chiefs are not on scene, Fire Captain's duties will be assigned as follows:

The Fire Captain commands single and multi-company responses to emergency fire, medical aid, traffic accidents, hazardous material, rescue and other situations and functions as the incident commander. He/she is responsible for scene assessment, tactic and strategy deployment and implementation, and the deployment of personnel and equipment. He/she makes determinations regarding requests for additional personnel, equipment and resources, performs a wide variety of fire suppression and medical treatment tasks in emergency situations. In the event a Chief is present, enroute or on scene, Fire Captain's duties will be assigned according to the Chief. The Fire Captain will be responsible for completing all fire reports when returning to the station from any fire scene. The Fire Captain will play a key role in training for the department and will serve on the training committee. Each Fire Captain will be assigned two months of training that they are responsible for. Training may be taught by Wbfd staff or outside parties if cleared by Fire Chiefs. The Fire Captain may be assigned other duties as seen fit by the Fire Chief.

Section 9. The Medical Officer shall oversee maintain medical inventory, and working condition of all medical and rescue equipment. The medical log book will need to be ready for inspection at regularly scheduled meetings. He/she shall provide a place in the station for every member to maintain a place and means for their own training.

Section 10. Assistant Medical Officer shall assist the Medical Officer with maintaining medical inventory and working condition of all medical and rescue equipment. The medical log book will need to be ready for inspection at regularly scheduled meetings. He/she shall provide a place in the station for every member to maintain a place and means for their own training.

Section 11. The Trustees shall have three members each serving a three-year term with no two trustees being voted on in any single year. They shall be responsible for handling personnel problems and conflicts; they shall screen new applicants, audit books of the firefighter's accounts.

Section 12. Training Committee shall be responsible for providing or setting up all in house training. The committee will be comprised of the Chief, First and Second Assistant Chiefs, and

four Fire Captains as well as other members if they so choose. The committee will report to the First Assistant Chief with all record keeping requirements for the department.

West Branch Volunteer Fire and Rescue Department Constitution and Bylaws

Updated and reinstated on _____

Fire Chief: Kevin Stoolman

**REQUEST FOR COUNCIL CONSIDERATION**

MEETING DATE: December 16, 2019
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AGENDA ITEM:	Motion to Approve Pay Estimate Number 8 for the College Street Bridge Replacement Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Redmond Jones II, City Administrator / Eric Gould, V&K
DATE:	December 10, 2019

BACKGROUND:

This pay estimate in the amount of \$60,598.60 which covers work completed under the contract between the City of West Branch and Taylor Construction, Inc. for the College Street Bridge Replacement project.

Pay Estimates to date on the College Street Bridge Replacement Project:

- Pay estimate 1 - \$361,163.95
- Pay estimate 2 - \$248,327.73
- Pay estimate 3 - \$360,690.11
- Pay estimate 4 - \$208,192.56
- Pay estimate 5 - \$154,055.39
- Pay estimate 6 - \$214,380.09
- Pay estimate 7 - \$105,583.06
- Pay estimate 8 - \$60,598.60**

Note: Pay Estimates by law are approved when a public bid is accepted and awarded. These items do not require additional passage by ordinance. On July 8th of 2019 the City Council voted to review change orders on the consent agenda in the form of a motion for reasons of transparency. This approach also cuts staff preparation time.

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

MOTION BY:

SECOND BY:

"Turning Vision into Reality is our Business"



VEENSTRA & KIMM, INC.

260 22nd Avenue, Suite 4 • Coralville, Iowa 52241-1563
319-466-1000 • 319-466-1002(FAX) • 335-241-5001(WATS)

November 6, 2019

Taylor Construction, Inc.
7314 Columbus Street; P.O. Box 110
New Vienna, IA 52065

PAY ESTIMATE NO. 8

COLLEGE STREET BRIDGE REPLACEMENT
WEST BRANCH, IOWA
BROS-8252(605)-8J-16

Contract ID: 16-8252-605
Account ID: 35554

Contract Amount \$1,666,025.10
Contract Date February 14, 2019
Pay Period October 29, 2019 - November 30, 2019

BID ITEMS - DIVISION I

	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1	2101-0850002	Clearing and Grubbing	Unit	130	\$ 10.00	\$ 1,300.00	159	\$ 1,590.00
2	2102-2710070	Excavation, Cl 10, Roadway & Borrow	CY	495	\$ 10.50	\$ 5,197.50	495	\$ 5,197.50
3	2102-2710090	Excavation, Cl 10, Waste	CY	1,630	\$ 7.25	\$ 11,817.50	1630	\$ 11,817.50
4	2102-2713090	Excavation, Cl 13, Waste	CY	359	\$ 12.00	\$ 4,308.00	359	\$ 4,308.00
5	2104-2710020	Excavation, Cl 10, Channel	CY	1,125	\$ 11.00	\$ 12,375.00	1125	\$ 12,375.00
6	2105-8425005	Topsoil, Furnish and Spread	CY	130	\$ 38.00	\$ 4,940.00	255	\$ 9,690.00
7	2115-0100000	Modified Subbase	CY	400	\$ 32.00	\$ 12,800.00	472	\$ 15,104.00
8	2213-7100400	Relocation of Mail Boxes	Ea.		\$ 620.00	\$ -		\$ -
9	2214-5145150	Pavement Scarification	SY	1,532	\$ 7.00	\$ 10,724.00	1532	\$ 10,724.00
10	2301-0685550	Bridge Approach Pvm't, as per plan	SY	502.8	\$ 80.00	\$ 40,224.00	502.8	\$ 40,224.00
11	2301-1033070	Standard or Slip Form PCC Pvm't, Cl C, Cl 3 Durability, 7"	SY	1,748	\$ 38.50	\$ 67,298.00	1748	\$ 67,298.00
12	2315-8275025	Surfacing, Driveway, Cl A Crushed Stone	Ton	155	\$ 23.50	\$ 3,642.50	157.11	\$ 3,692.09
13	2401-6745625	Removal of Existing Bridge	LS	1	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00
14	2401-6745650	Removal of Existing Structures	LS	1	\$ 800.00	\$ 800.00	1	\$ 800.00
15	2402-2720000	Excavation, Class 20	CY	210	\$ 50.00	\$ 10,500.00	210	\$ 10,500.00
16	2402-2721000	Excavation, Class 21	CY	150	\$ 150.00	\$ 22,500.00	150	\$ 22,500.00
17	2403-0100010	Structural Concrete (Bridge)	CY	371.4	\$ 600.00	\$ 222,840.00	371.4	\$ 222,840.00
18	2404-7775000	Reinforcing Steel	LB	8,794	\$ 1.05	\$ 9,233.70	8794	\$ 9,233.70
19	2404-7775005	Reinforcing Steel, Epoxy Coated	LB	57,113	\$ 1.10	\$ 62,824.30	57113	\$ 62,824.30
20	2414-6424119	Concrete Barrier Railing, Aesthetic	LF	174	\$ 215.00	\$ 37,410.00	174	\$ 37,410.00
21	2414-6445100	Structural Steel Pedestrian Hand Railing, 10 In. Height	LF	51.3	\$ 130.00	\$ 6,669.00	51.3	\$ 6,669.00
22	2414-6445100	Structural Steel Pedestrian Hand Railing, 4'-6 Height	LF	75.3	\$ 225.00	\$ 16,942.50	75.3	\$ 16,942.50
23	2416-0100015	Aprons, Concrete, 15 In. Dia.	Ea.		\$ 1,200.00	\$ -		\$ -
24	2416-0100024	Aprons, Concrete, 24 In. Dia.	Ea.	1	\$ 1,450.00	\$ 1,450.00	1	\$ 1,450.00
25	2435-0130348	Manhole, San Sewer, SW-303, 48 In.	Ea.	2	\$ 7,250.00	\$ 14,500.00		\$ -
26	2435-0140148	Manhole, St Sewer, SW-401, 48 In.	Ea.	1	\$ 3,850.00	\$ 3,850.00	1	\$ 3,850.00
27	2435-0250100	Intake, SW-501	Ea.	3	\$ 2,500.00	\$ 7,500.00	3	\$ 7,500.00
28	2435-0250300	Intake, SW-503	Ea.	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00
29	2435-0250400	Intake, SW-504	Ea.	2	\$ 5,850.00	\$ 11,700.00	2	\$ 11,700.00
30	2435-0251224	Intake, SW-512, 24 In.	Ea.		\$ 1,500.00	\$ -		\$ -
31	2435-0251300	Intake, SW-513	Ea.	1	\$ 2,750.00	\$ 2,750.00	1	\$ 2,750.00
32	2435-0600010	Manhole Adjustment, Minor	Ea.	1	\$ 650.00	\$ 650.00	1	\$ 650.00
33	2501-0201042	Piles, Steel, HP 10 X 42	LF	2,100	\$ 45.00	\$ 94,500.00	2100	\$ 94,500.00
34	2502-8212036	Subdrain, Longitudinal, (Shoulder) 6" Dia	LF	923	\$ 15.00	\$ 13,845.00	923	\$ 13,845.00
35	2502-8221303	Subdrain Outlet, DR-303	Ea.	9	\$ 75.00	\$ 675.00	6	\$ 450.00
36	2503-0114212	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 12 In.	LF	21	\$ 56.50	\$ 1,186.50	22	\$ 1,243.00
37	2503-0114215	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 15 In.	LF	207	\$ 60.00	\$ 12,420.00	232	\$ 13,920.00
38	2503-0114218	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 18 In.	LF		\$ 60.00	\$ -		\$ -
39	2503-0114224	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 24 In.	LF	471	\$ 72.50	\$ 34,147.50	471	\$ 34,147.50
40	2503-0200036	Remove Storm Sewer Pipe Less Than or Equal to 36 In.	LF	940	\$ 20.00	\$ 18,800.00	1008	\$ 20,160.00

	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
41	2507-2638650	Bridge Wing Armoring - Erosion Stone	SY	50	\$ 50.00	\$ 2,500.00	50	\$ 2,500.00
42	2507-3250005	Engineering Fabric	SY	660	\$ 2.00	\$ 1,320.00	660	\$ 1,320.00
43	2507-6800061	Revetment, Class E	Ton	841	\$ 42.25	\$ 35,532.25	813.41	\$ 34,366.57
44	2510-6745850	Removal of Pavement	SY	144	\$ 12.00	\$ 1,728.00	144	\$ 1,728.00
45	2510-6750600	Removal of Intakes and Utility Accesses	Ea.	8	\$ 425.00	\$ 3,400.00	6	\$ 2,550.00
46	2511-6745900	Removal of Sidewalk	SY	308	\$ 6.50	\$ 2,002.00	308	\$ 2,002.00
47	2511-7526004	Sidewalk, P.C. Concrete, 4 In.	SY	191	\$ 36.75	\$ 7,019.25	135	\$ 4,961.25
48	2511-7526006	Sidewalk, P.C. Concrete, 6 In.	SY	229	\$ 46.00	\$ 10,534.00	116	\$ 5,336.00
49	2511-7528101	Detectable Warnings	SF	52	\$ 30.00	\$ 1,560.00	52	\$ 1,560.00
50	2515-2475006	Driveway, P.C. Concrete, 6 In.	SY	134	\$ 44.50	\$ 5,963.00	127.9	\$ 5,691.55
51	2515-2475008	Driveway, P.C. Concrete, 8 In.	SY	142	\$ 52.50	\$ 7,455.00	125.3	\$ 6,578.25
52	2515-2475095	Driveway, P.C. Concrete, 9.5 In.	SY	362	\$ 63.50	\$ 22,987.00	433.3	\$ 27,514.55
53	2515-6745600	Removal of Paved Driveway	SY	64	\$ 12.50	\$ 800.00	108	\$ 1,350.00
54	2518-6910000	Safety Closure	Ea.	2	\$ 125.00	\$ 250.00	2	\$ 250.00
55	2519-3300600	Fence, Safety	LF	1,040	\$ 5.00	\$ 5,200.00	425	\$ 2,125.00
56	2519-4200020	Remvl & Reinstall of Fence, Chain Link	LF	140	\$ 65.54	\$ 9,175.60	140	\$ 9,175.60
57	2523-0000100	Lighting Poles	Ea.	2	\$ 3,900.00	\$ 7,800.00	2	\$ 7,800.00
58	2523-0000200	Electrical Circuits	LF	600	\$ 15.00	\$ 9,000.00	600	\$ 9,000.00
59	2523-0000310	Handholes and Junction Boxes	Ea.	3	\$ 1,400.00	\$ 4,200.00	3	\$ 4,200.00
60	2524-6765010	Remove and Reinstall Sign as per plan	Ea.	4	\$ 150.00	\$ 600.00	4	\$ 600.00
61	2524-6765110	Removal of Type A Sign	Ea.	4	\$ 25.00	\$ 100.00	4	\$ 100.00
62	2526-8285000	Construction Survey	LS	0.75	\$ 20,000.00	\$ 15,000.00	0.75	\$ 15,000.00
63	2528-8445110	Traffic Control	LS	0.50	\$ 4,350.00	\$ 2,175.00	0.5	\$ 2,175.00
64	2533-4980005	Mobilization	LS	0.75	\$ 165,000.00	\$ 123,750.00	0.75	\$ 123,750.00
65	2549-0006320	Urethane Chimney Seal	Ea.	4	\$ 725.00	\$ 2,900.00	4	\$ 2,900.00
66	2554-0112004	Water Main, Trenched, DIP, 4 In.	LF		\$ 150.00	\$ -		\$ -
67	2554-0112006	Water Main, Trenched, DIP, 6 In.	LF		\$ 92.50	\$ -		\$ -
68	2554-0112008	Water Main, Trenched, DIP, 8 In.	LF		\$ 65.00	\$ -		\$ -
69	2554-0112012	Water Main, Trenched, DIP, 12 In.	LF		\$ 225.00	\$ -		\$ -
70	2554-0202200	Fittings By Count, DI, 11.25° Bend, 8 In.	Ea.		\$ 600.00	\$ -		\$ -
71	2554-0202200	Fittings By Count, DI, 22.5° Bend, 8 In.	Ea.		\$ 725.00	\$ -		\$ -
72	2554-0202200	Fittings By Count, DI, 45° Bend, 8 In.	Ea.		\$ 625.00	\$ -		\$ -
73	2554-0202200	Fittings By Count, DI, Cross, 12 In. X 8 In.	Ea.		\$ 1,375.00	\$ -		\$ -
74	2554-0202200	Fittings By Count, DI, Reducer, 8 In. X 6 In.	Ea.		\$ 375.00	\$ -		\$ -
75	2554-0202200	Fittings By Count, DI, Tee, 12 In. X 8 In.	Ea.		\$ 1,250.00	\$ -		\$ -
76	2554-0202200	Fittings By Count, DI, Tee, 6 In. X 4 In.	Ea.		\$ 585.00	\$ -		\$ -
77	2554-0202200	Fittings By Count, DI, Tee, 8 In. X 6 In.	Ea.		\$ 750.00	\$ -		\$ -
78	2554-0202200	Fittings By Count, DI, Tee, 8 In. X 8 In.	Ea.		\$ 850.00	\$ -		\$ -
79	2554-0204110	Water Service Stub, Copper, 1 In.	Ea.		\$ 1,725.00	\$ -		\$ -
80	2554-0207006	Valve, Gate, DIP, 6 In.	Ea.		\$ 1,250.00	\$ -		\$ -
81	2554-0207008	Valve, Gate, DIP, 8 In.	Ea.		\$ 1,650.00	\$ -		\$ -
82	2554-0207012	Valve, Gate, DIP, 12 In.	Ea.		\$ 2,800.00	\$ -		\$ -
83	2554-0210201	Fire Hydrant Assembly, WM-201	Ea.		\$ 5,250.00	\$ -		\$ -
84	2599-9999005	Removal of Hydrant Assembly	Ea.		\$ 800.00	\$ -		\$ -
85	2601-2634100	Mulching	Acre	0.50	\$ 2,500.00	\$ 1,250.00	0.5	\$ 1,250.00
86	2601-2636044	Seeding and Fertilizing (Urban)	Acre	0.50	\$ 2,500.00	\$ 1,250.00	0.5	\$ 1,250.00
87	2601-2642120	Stabil Crop-Seeding & Fertilizing (Urban)	Acre	0.50	\$ 1,500.00	\$ 750.00	0.5	\$ 750.00
88	2601-2643110	Watering for Sod, Special Ditch Control, or Slope Protection	Mgal	0.07	\$ 60.00	\$ 4.20		\$ -
89	2601-2643300	Mobilization for Watering	Ea.	4	\$ 350.00	\$ 1,400.00		\$ -
90	2602-0000020	Silt Fence	LF	715	\$ 2.00	\$ 1,430.00		\$ -
91	2602-0000101	Maintenance of Silt Fence or Silt Fence for Ditch Check	LF	715	\$ 0.50	\$ 357.50		\$ -
92	2602-0000309	Perimeter and Slope Sediment Control Device, 9 In. Dia.	LF	80	\$ 7.00	\$ 560.00	194	\$ 1,358.00
93	2602-0000500	Open-Throat Curb Intake Sediment Filter	LF	60	\$ 20.00	\$ 1,200.00	10	\$ 200.00
94	2602-0010010	Mobilizations, Erosion Control	Ea.	1	\$ 500.00	\$ 500.00	1	\$ 500.00
95	2602-0010020	Mobilizations, Emergency Erosion Control	Ea.	1	\$ 1,000.00	\$ 1,000.00		\$ -
Division I Price:						\$1,094,972.80		\$ 1,077,746.86

BID ITEMS - DIVISION II								
	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1	2101-0850002	Clearing and Grubbing	Unit		\$ 10.00	\$ -		\$ -
2	2102-2710070	Excavation, Cl 10, Roadway & Borrow	CY	70	\$ 10.50	\$ 735.00	70	\$ 735.00
3	2102-2710090	Excavation, Cl 10, Waste	CY	1,170	\$ 7.25	\$ 8,482.50	1170	\$ 8,482.50
4	2102-2713090	Excavation, Cl 13, Waste	CY	233	\$ 12.00	\$ 2,796.00	233	\$ 2,796.00
5	2104-2710020	Excavation, Cl 10, Channel	CY		\$ 11.00	\$ -		\$ -
6	2105-8425005	Topsoil, Furnish and Spread	CY	50	\$ 38.00	\$ 1,900.00	243	\$ 9,234.00
7	2115-0100000	Modified Subbase	CY	345	\$ 32.00	\$ 11,040.00	440	\$ 14,080.00
8	2213-7100400	Relocation of Mail Boxes	Ea.	2	\$ 620.00	\$ 1,240.00	5	\$ 3,100.00
9	2214-5145150	Pavement Scarification	SY	1,246	\$ 7.00	\$ 8,722.00	1246	\$ 8,722.00
10	2301-0685550	Bridge Approach Pvm't, as per plan	SY		\$ 80.00	\$ -		\$ -
11	2301-1033070	Standard or Slip Form PCC Pvm't, Cl C, Cl 3 Durability, 7"	SY	1,624	\$ 38.50	\$ 62,524.00	1650	\$ 63,525.00
12	2315-8275025	Surfacing, Driveway, Cl A Crushed Stone	Ton	4	\$ 23.50	\$ 94.00	4	\$ 94.00
13	2401-6745625	Removal of Existing Bridge	LS		\$ 15,000.00	\$ -		\$ -
14	2401-6745650	Removal of Existing Structures	LS		\$ 800.00	\$ -		\$ -
15	2402-2720000	Excavation, Class 20	CY		\$ 50.00	\$ -		\$ -
16	2402-2721000	Excavation, Class 21	CY		\$ 150.00	\$ -		\$ -
17	2403-0100010	Structural Concrete (Bridge)	CY		\$ 600.00	\$ -		\$ -
18	2404-7775000	Reinforcing Steel	LB		\$ 1.05	\$ -		\$ -
19	2404-7775005	Reinforcing Steel, Epoxy Coated	LB		\$ 1.10	\$ -		\$ -
20	2414-6424119	Concrete Barrier Railing, Aesthetic	LF		\$ 215.00	\$ -		\$ -
21	2414-6445100	Structural Steel Pedestrian Hand Railing, 10 In. Height	LF		\$ 130.00	\$ -		\$ -
22	2414-6445100	Structural Steel Pedestrian Hand Railing, 4'-6 Height	LF		\$ 225.00	\$ -		\$ -
23	2416-0100015	Aprons, Concrete, 15 In. Dia.	Ea.	1	\$ 1,200.00	\$ 1,200.00	1	\$ 1,200.00
24	2416-0100024	Aprons, Concrete, 24 In. Dia.	Ea.	1	\$ 1,450.00	\$ 1,450.00	1	\$ 1,450.00
25	2435-0130348	Manhole, San Sewer, SW-303, 48 In.	Ea.	1	\$ 7,250.00	\$ 7,250.00	1	\$ 7,250.00
26	2435-0140148	Manhole, St Sewer, SW-401, 48 In.	Ea.		\$ 3,850.00	\$ -		\$ -
27	2435-0250100	Intake, SW-501	Ea.	4	\$ 2,500.00	\$ 10,000.00	2	\$ 5,000.00
28	2435-0250300	Intake, SW-503	Ea.		\$ 5,000.00	\$ -		\$ -
29	2435-0250400	Intake, SW-504	Ea.	2	\$ 5,850.00	\$ 11,700.00	2	\$ 11,700.00
30	2435-0251224	Intake, SW-512, 24 In.	Ea.	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
31	2435-0251300	Intake, SW-513	Ea.	1	\$ 2,750.00	\$ 2,750.00	1	\$ 2,750.00
32	2435-0600010	Manhole Adjustment, Minor	Ea.		\$ 650.00	\$ -		\$ -
33	2501-0201042	Piles, Steel, HP 10 X 42	LF		\$ 45.00	\$ -		\$ -
34	2502-8212036	Subdrain, Longitudinal, (Shoulder) 6 In.	LF	349	\$ 15.00	\$ 5,235.00	349	\$ 5,235.00
35	2502-8221303	Subdrain Outlet, DR-303	Ea.	4	\$ 75.00	\$ 300.00	7	\$ 525.00
36	2503-0114212	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 12 In.	LF	50	\$ 56.50	\$ 2,825.00	20.5	\$ 1,158.25
37	2503-0114215	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 15 In.	LF	227	\$ 60.00	\$ 13,620.00	259	\$ 15,540.00
38	2503-0114218	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 18 In.	LF	170	\$ 60.00	\$ 10,200.00	260.5	\$ 15,630.00
39	2503-0114224	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 24 In.	LF	185	\$ 72.50	\$ 13,412.50	178.5	\$ 12,941.25
40	2503-0200036	Remove Storm Sewer Pipe Less Than or Equal to 36 In.	LF	223	\$ 20.00	\$ 4,460.00	223	\$ 4,460.00
41	2507-2638650	Bridge Wing Armoring - Erosion Stone	SY		\$ 50.00	\$ -		\$ -
42	2507-3250005	Engineering Fabric	SY		\$ 2.00	\$ -		\$ -
43	2507-6800061	Revetment, Class E	Ton		\$ 42.25	\$ -		\$ -
44	2510-6745850	Removal of Pavement	SY	73	\$ 12.00	\$ 876.00	84	\$ 1,008.00
45	2510-6750600	Removal of Intakes and Utility Accesses	Ea.	2	\$ 425.00	\$ 850.00	2	\$ 850.00
46	2511-6745900	Removal of Sidewalk	SY	235	\$ 6.50	\$ 1,527.50	235	\$ 1,527.50
47	2511-7526004	Sidewalk, P.C. Concrete, 4 In.	SY	116	\$ 36.75	\$ 4,263.00	432	\$ 15,876.00
48	2511-7526006	Sidewalk, P.C. Concrete, 6 In.	SY	185	\$ 46.00	\$ 8,510.00	117	\$ 5,382.00

	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
49	2511-7528101	Detectable Warnings	SF	10	\$ 30.00	\$ 300.00	10	\$ 300.00
50	2515-2475006	Driveway, P.C. Concrete, 6 In.	SY	202	\$ 44.50	\$ 8,989.00	242.5	\$ 10,791.25
51	2515-2475008	Driveway, P.C. Concrete, 8 In.	SY		\$ 52.50	\$ -		\$ -
52	2515-2475095	Driveway, P.C. Concrete, 9.5 In.	SY		\$ 63.50	\$ -		\$ -
53	2515-6745600	Removal of Paved Driveway	SY	16	\$ 12.50	\$ 200.00	16	\$ 200.00
54	2518-6910000	Safety Closure	Ea.	2	\$ 125.00	\$ 250.00	2	\$ 250.00
55	2519-3300600	Fence, Safety	LF	260	\$ 5.00	\$ 1,300.00	460	\$ 2,300.00
56	2519-4200020	Remvl & Reinstall of Fence, Chain Link	LF		\$ 65.54	\$ -		\$ -
57	2523-0000100	Lighting Poles	Ea.		\$ 3,900.00	\$ -		\$ -
58	2523-0000200	Electrical Circuits	LF		\$ 15.00	\$ -		\$ -
59	2523-0000310	Handholes and Junction Boxes	Ea.		\$ 1,400.00	\$ -		\$ -
60	2524-6765010	Remove and Reinstall Sign as per plan	Ea.	1	\$ 150.00	\$ 150.00	1	\$ 150.00
61	2524-6765110	Removal of Type A Sign	Ea.	2	\$ 25.00	\$ 50.00	2	\$ 50.00
62	2526-8285000	Construction Survey	LS	0.25	\$ 20,000.00	\$ 5,000.00	0.25	\$ 5,000.00
63	2528-8445110	Traffic Control	LS	0.50	\$ 4,350.00	\$ 2,175.00	0.5	\$ 2,175.00
64	2533-4980005	Mobilization	LS	0.25	\$ 165,000.00	\$ 41,250.00	0.25	\$ 41,250.00
65	2549-0006320	Urethane Chimney Seal	Ea.	1	\$ 725.00	\$ 725.00	1	\$ 725.00
66	2554-0112004	Water Main, Trenched, DIP, 4 In.	LF	5	\$ 150.00	\$ 750.00	2	\$ 300.00
67	2554-0112006	Water Main, Trenched, DIP, 6 In.	LF	30	\$ 92.50	\$ 2,775.00	27	\$ 2,497.50
68	2554-0112008	Water Main, Trenched, DIP, 8 In.	LF	1,395	\$ 65.00	\$ 90,675.00	1395	\$ 90,675.00
69	2554-0112012	Water Main, Trenched, DIP, 12 In.	LF	5	\$ 225.00	\$ 1,125.00	5	\$ 1,125.00
70	2554-0202200	Fittings By Count, DI, 11.25° Bend, 8 In.	Ea.	3	\$ 600.00	\$ 1,800.00	3	\$ 1,800.00
71	2554-0202200	Fittings By Count, DI, 22.5° Bend, 8 In.	Ea.	2	\$ 725.00	\$ 1,450.00	3	\$ 2,175.00
72	2554-0202200	Fittings By Count, DI, 45° Bend, 8 In.	Ea.	1	\$ 625.00	\$ 625.00	6	\$ 3,750.00
73	2554-0202200	Fittings By Count, DI, Cross, 12 In. X 8 In.	Ea.	1	\$ 1,375.00	\$ 1,375.00	1	\$ 1,375.00
74	2554-0202200	Fittings By Count, DI, Reducer, 8 In. X 6 In.	Ea.	2	\$ 375.00	\$ 750.00	2	\$ 750.00
75	2554-0202200	Fittings By Count, DI, Tee, 12 In. X 8 In.	Ea.	2	\$ 1,250.00	\$ 2,500.00	2	\$ 2,500.00
76	2554-0202200	Fittings By Count, DI, Tee, 6 In. X 4 In.	Ea.	1	\$ 585.00	\$ 585.00	1	\$ 585.00
77	2554-0202200	Fittings By Count, DI, Tee, 8 In. X 6 In.	Ea.	1	\$ 750.00	\$ 750.00	1	\$ 750.00
78	2554-0202200	Fittings By Count, DI, Tee, 8 In. X 8 In.	Ea.	1	\$ 850.00	\$ 850.00	1	\$ 850.00
79	2554-0204110	Water Service Stub, Copper, 1 In.	Ea.	10	\$ 1,725.00	\$ 17,250.00	10	\$ 17,250.00
80	2554-0207006	Valve, Gate, DIP, 6 In.	Ea.	2	\$ 1,250.00	\$ 2,500.00	2	\$ 2,500.00
81	2554-0207008	Valve, Gate, DIP, 8 In.	Ea.	8	\$ 1,650.00	\$ 13,200.00	8	\$ 13,200.00
82	2554-0207012	Valve, Gate, DIP, 12 In.	Ea.	1	\$ 2,800.00	\$ 2,800.00	1	\$ 2,800.00
83	2554-0210201	Fire Hydrant Assembly, WM-201	Ea.	3	\$ 5,250.00	\$ 15,750.00	3	\$ 15,750.00
84	2599-9999005	Removal of Hydrant Assembly	Ea.	3	\$ 800.00	\$ 2,400.00	3	\$ 2,400.00
85	2601-2634100	Mulching	Acre	0.50	\$ 2,500.00	\$ 1,250.00	0.5	\$ 1,250.00
86	2601-2636044	Seeding and Fertilizing (Urban)	Acre	0.50	\$ 2,500.00	\$ 1,250.00	0.5	\$ 1,250.00
87	2601-2642120	Stabil Crop-Seeding & Fertilizing (Urban)	Acre	0.50	\$ 1,500.00	\$ 750.00	0.5	\$ 750.00
88	2601-2643110	Watering for Sod, Special Ditch Control, or Slope Protection	Mgal	0.05	\$ 60.00	\$ 3.00		\$ -
89	2601-2643300	Mobilization for Watering	Ea.	4	\$ 350.00	\$ 1,400.00		\$ -
90	2602-0000020	Silt Fence	LF	165	\$ 2.00	\$ 330.00		\$ -
91	2602-0000101	Maintenance of Silt Fence or Silt Fence for Ditch Check	LF	165	\$ 0.50	\$ 82.50		\$ -
92	2602-0000309	Perimeter and Slope Sediment Control Device, 9 In. Dia.	LF		\$ 7.00	\$ -		\$ -
93	2602-0000500	Open-Throat Curb Intake Sediment Filter	LF	10	\$ 20.00	\$ 200.00	30	\$ 600.00
94	2602-0010010	Mobilizations, Erosion Control	Ea.	1	\$ 500.00	\$ 500.00	1	\$ 500.00
95	2602-0010020	Mobilizations, Emergency Erosion Control	Ea.	1	\$ 1,000.00	\$ 1,000.00		\$ -
Division II Price:						\$ 426,527.00		\$ 452,325.25

BID ITEMS - DIVISION III

	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
96	2102-2710070	Excavation, Cl 10, Roadway & Borrow	CY	50	\$ 8.00	\$ 400.00	50	\$ 400.00
97	2102-2710090	Excavation, Cl 10, Waste	CY	763	\$ 12.25	\$ 9,346.75	763	\$ 9,346.75
98	2102-2713090	Excavation, Cl 13, Waste	CY	143	\$ 8.25	\$ 1,179.75	143	\$ 1,179.75
99	2105-8425005	Topsoil, Furnish and Spread	CY	90	\$ 38.50	\$ 3,465.00	72	\$ 2,772.00
100	2115-0100000	Modified Subbase	CY	170	\$ 38.25	\$ 6,502.50	263	\$ 10,059.75
101	2214-5145150	Pavement Scarification	SY	810	\$ 0.25	\$ 202.50	810	\$ 202.50
102	2301-1033070	Standard or Slip Form PCC Pvm't, Cl C,	SY	847	\$ 38.50	\$ 32,609.50	870.8	\$ 33,525.80
103	2303-0000100	HMA Mixture, Com Mix (Binder) per pl	Ton	120	\$ 126.30	\$ 15,156.00	131.14	\$ 16,562.98
104	2416-0100012	Aprons, Concrete, 12 In. Dia.	Ea.	2	\$ 1,050.00	\$ 2,100.00	2	\$ 2,100.00
105	2435-0130348	Manhole, San Sewer, SW-303, 48 In.	Ea.	1	\$ 7,500.00	\$ 7,500.00		\$ -
106	2435-0140148	Manhole, St Sewer, SW-401, 48 In.	Ea.	1	\$ 2,750.00	\$ 2,750.00	1	\$ 2,750.00
107	2435-0250100	Intake, SW-501	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
108	2435-0250400	Intake, SW-504	Ea.	1	\$ 5,750.00	\$ 5,750.00	1	\$ 5,750.00
109	2435-0251100	Intake, SW-511	Ea.	2	\$ 2,200.00	\$ 4,400.00	2	\$ 4,400.00
110	2502-8212036	Subdrain, Longitudinal, (Shoulder) 6 In.	LF	499	\$ 15.00	\$ 7,485.00	499	\$ 7,485.00
111	2502-8221303	Subdrain Outlet, DR-303	Ea.	6	\$ 75.00	\$ 450.00	2	\$ 150.00
112	2503-0114212	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 12 In.	LF	111	\$ 50.00	\$ 5,550.00	142	\$ 7,100.00
113	2503-0114218	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 18 In.	LF	31	\$ 52.50	\$ 1,627.50	51	\$ 2,677.50
114	2503-0200036	Remove Storm Sewer Pipe Less Than or Equal to 36 In.	LF	115	\$ 10.00	\$ 1,150.00	144	\$ 1,440.00
115	2510-6745850	Removal of Pavement	SY	105	\$ 10.50	\$ 1,102.50	105	\$ 1,102.50
116	2510-6750600	Removal of Intakes and Utility Accesses	Ea.	2	\$ 350.00	\$ 700.00	2	\$ 700.00
117	2511-6745900	Removal of Sidewalk	SY	72	\$ 7.50	\$ 540.00	72	\$ 540.00
118	2511-7526004	Sidewalk, P.C. Concrete, 4 In.	SY	158	\$ 36.75	\$ 5,806.50	158	\$ 5,806.50
119	2511-7526006	Sidewalk, P.C. Concrete, 6 In.	SY	20	\$ 46.00	\$ 920.00	20	\$ 920.00
120	2511-7528101	Detectable Warnings	SF	40	\$ 30.00	\$ 1,200.00	40	\$ 1,200.00
121	2518-6910000	Safety Closure	Ea.	3	\$ 125.00	\$ 375.00	3	\$ 375.00
122	2526-8285000	Construction Survey	LS	1	\$ 7,000.00	\$ 7,000.00	1	\$ 7,000.00
123	2528-8445110	Traffic Control	LS	1	\$ 500.00	\$ 500.00	1	\$ 500.00
124	2533-4980005	Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00
125	2549-0006320	Urethane Chimney Seal	Ea.	1	\$ 725.00	\$ 725.00	1	\$ 725.00
126	2554-0112024	Water Main, Trenched, DIP, 24 In.	LF	20	\$ 150.00	\$ 3,000.00	20	\$ 3,000.00
127	2599-9999005	Removal of Hydrant Assembly	Ea.	1	\$ 1,250.00	\$ 1,250.00	1	\$ 1,250.00
128	2601-2634100	Mulching	Acre	0.20	\$ 3,000.00	\$ 600.00	0.2	\$ 600.00
129	2601-2636044	Seeding and Fertilizing (Urban)	Acre	0.20	\$ 3,000.00	\$ 600.00	0.2	\$ 600.00
130	2601-2642120	Stabil Crop-Seeding & Fertilizing (Urban)	Acre	0.20	\$ 2,000.00	\$ 400.00	0.2	\$ 400.00
131	2601-2643110	Watering for Sod, Special Ditch Control, or Slope Protection	Mgal	0.03	\$ 60.00	\$ 1.80		\$ -
132	2601-2643300	Mobilization for Watering	Ea.	4	\$ 350.00	\$ 1,400.00		\$ -
133	2602-0000020	Silt Fence	LF	120	\$ 5.00	\$ 600.00		\$ -
134	2602-0000101	Maintenance of Silt Fence or Silt Fence for Ditch Check	LF	120	\$ 1.00	\$ 120.00		\$ -
135	2602-0000309	Perimeter and Slope Sediment Control Device, 9 In. Dia.	LF	40	\$ 14.00	\$ 560.00	40	\$ 560.00
136	2602-0000500	Open-Throat Curb Intake Sediment Filte	LF	20	\$ 25.00	\$ 500.00	20	\$ 500.00
137	2602-0010010	Mobilizations, Erosion Control	Ea.	1	\$ 500.00	\$ 500.00	1	\$ 500.00
138	2602-0010020	Mobilizations, Emergency Erosion Contr	Ea.	1	\$ 1,000.00	\$ 1,000.00		\$ -
Division III Price:						\$ 144,525.30		\$ 141,681.03

MATERIALS STORED SUMMARY				
	Description	# of Units	Unit Price	Extended Cost
			Total	\$ -

NON PARTICIPATING CHANGE ORDER ITEMS								
	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
27	2435-0250100	Intake, SW-501	Ea.	-2	\$ 2,500.00	\$ (5,000.00)	-	-
105	2435-0130348	Manhole, San Sewer, SW-303, 48 In.	Ea.	-1	\$ 7,500.00	\$ (7,500.00)	-	-
116	2510-6750600	Removal of Intakes and Utility Accesses	Ea.	-1	\$ 350.00	\$ (350.00)	-	-
8001	2435-0600020	Manhole Adjustment	Ea.	1	\$ 5,280.00	\$ 5,280.00	1	\$ 5,280.00
8002	2554-0202200	Fittings by Count DI, Sleeve 12"	Ea.	1	\$ 1,017.50	\$ 1,017.50	1	\$ 1,017.50
8003	2554-0112012	Water Main, Trenched, DIP, 12"	LF	52	\$ 110.00	\$ 5,720.00	56.75	\$ 6,242.50
8004	2599-9999005	Valve Removal	Ea.	1	\$ 600.00	\$ 600.00	1	\$ 600.00
8005	2504-0220000	San Swr Service Relocation	Ea.	2	\$ 1,810.60	\$ 3,621.20	2	\$ 3,621.20
8006	2552-0000220	Replacement of Unsuitable Backfill Mat	CY	99	\$ 26.51	\$ 2,633.24	99.33	\$ 2,633.24
8007	2102-2710070	Excavation Class 10 Roadway & Borrow	CY	188	\$ 21.00	\$ 3,954.93	188.33	\$ 3,954.93
8008	2113-0001100	Subgrade Stabil Mat'l Geogrid TX160	SY	705	\$ 6.60	\$ 4,653.00	750	\$ 4,950.00
8009	2435-0250300	Intake, SW-503	Ea.	2	\$ 2,500.00	\$ 5,000.00	2	\$ 5,000.00
8010	2554-0202200	Fittings by Count, DI, 45 Bend, 12"	Ea.	4	\$ 880.00	\$ 3,520.00	4	\$ 3,520.00
8011	2599-9999005	SW-511 Intake Modifications	Ea.	2	\$ 1,925.00	\$ 3,850.00	2	\$ 3,850.00
8018	2554-0205120	Water Service Stub	LF	34	\$ 177.97	\$ 6,050.98	34	\$ 6,050.98
8019	2599-9999007	Air Release Assembly	Ea.	1	\$ 2,475.00	\$ 2,475.00	1	\$ 2,475.00

PARTICIPATING CHANGE ORDER ITEMS								
25	2435-0130348	Manhole, San Sewer, SW-303, 48 In.	Ea.	-2	\$ 7,250.00	\$ (14,500.00)	-	-
45	2510-6750600	Removal of Intakes and Utility Accesses	Ea.	-2	\$ 425.00	\$ (850.00)	-	-
8001	2435-0600020	Manhole Adjustment	Ea.	2	\$ 5,280.00	\$ 10,560.00	2	\$ 10,560.00
8005	2504-0220000	San Swr Service Relocation	Ea.	2	\$ 1,810.60	\$ 3,621.20	2	\$ 3,621.20
8006	2552-0000220	Replacement of Unsuitable Backfill Mat	CY	50	\$ 26.51	\$ 1,316.75	49.67	\$ 1,316.75
8007	2102-2710070	Excavation & Backfill w/Native Material	CY	153	\$ 21.00	\$ 3,213.00	153	\$ 3,213.00
8012	2504-0240036	Remove San Sewer Pipe ≤ 36"	LF	45	\$ 62.76	\$ 2,837.38	45.21	\$ 2,837.38
8013	2599-9999003	Excavation & Backfill w/Native Material	CY	97	\$ 46.59	\$ 4,519.23	97	\$ 4,519.23
8014	2510-6750600	Removal of Intakes & Utility Accesses	Ea.	2	\$ 1,210.00	\$ 2,420.00	2	\$ 2,420.00
Total Change Orders:						\$ 48,663.41		\$ 77,682.91

SUMMARY			
		Total Approved	Total Completed
Contract Price		\$ 1,666,025.10	\$ 1,671,753.14
Approved Change Order (list each)	Change Order No. 1		
	Change Order No. 2		
	Change Order No. 3		
	Change Order No. 4		
	Change Order No. 6		
	Revised Contract Price	\$ 1,714,688.51	\$ 1,749,436.05

Stored \$ -
 Total Earned \$ 1,749,436.05
 Retainage (3%) \$ 30,000.00
 Total Earned Less Retainage \$ 1,719,436.05

Total Previously Approved (list each)	Pay Estimate No. 1	\$ 361,163.95	
	Pay Estimate No. 2	\$ 248,327.73	
	Pay Estimate No. 3	\$ 360,690.11	
	Pay Estimate No. 4	\$ 214,637.12	
	Pay Estimate No. 5	\$ 154,055.39	
	Pay Estimate No. 6	\$ 214,380.09	
	Pay Estimate No. 7	\$ 105,583.06	

Total Previously Approved \$ 1,658,837.45
 Amount Due This Request \$ 60,598.60

Percent Complete 98%

The amount \$ 60,598.60 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
 Taylor Construction, Inc.

Recommended By:
 Veenstra & Kimm, Inc.

Approved By:
 West Branch, Iowa

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Signature: _____
 Name: Leland Belding
 Title: Engineer
 Date: November 6, 2019

Signature: _____
 Name: _____
 Title: _____
 Date: _____



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: December 16, 2019
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AGENDA ITEM: Motion to Approve the Claims Report.
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CITY GOAL: Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.

PREPARED BY: Gordon Edgar, Finance Director
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DATE: December 11, 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:
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COUNCIL ACTION:

MOTION BY:

SECOND BY:

"Turning Vision into Reality is our Business"

EXPENDITURES**12/16/2019**

ALLIANT ENERGY	ALLIANT ENERGY	9,819.33
AMAZON	BOOKS AND SUPPLIES	596.61
BAKER & TAYLOR INC.	BOOKS	1,569.81
BARRON MOTOR SUPPLY	BARRON MOTOR SUPPLY	28.92
CEDAR COUNTY AUDITOR	ELECTION SERVICES	1,544.69
CEDAR COUNTY RECORDER	RECORDING FEES	101.00
CJ COOPER & ASSOCIATES	ANNUAL ADMINISTRATIVE FEE	120.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	23.20
D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
DEMCO	FURNITURE	3,552.33
DEWEYS JACK & JILL	CLEANING SUPPLIES	37.90
EAST CENT INTERGOVT ASN.	DUES 01-01-20 TO 6-30-20	789.48
ELECTRIC PUMP INC	SERVICE CALL	918.40
IMWCA	IMWCA	2,097.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	655.37
JOHN DEERE FINANCIAL	SUPPLIES & CLOTHING ALLOWANCE	428.22
JOHNSON COUNTY REFUSE INC.	RECYCLING - NOVEMBER 2019	4,042.25
OLSON, KEVIN D	LEGAL SERVICES-DECEMBER 2019	1,500.00
OVERDRIVE INC	EBOOK	1.19
PITNEY BOWES GLOBAL FINANC	POSTAGE METER LEASE	102.39
PITNEY BOWES INC	SHIPPING SUPPLIES	56.52
PITNEY BOWES PURCHASE POWE	PITNEY BOWES PURCHASE POWER	500.00
QUILL CORP	OFFICE SUPPLIES	225.47
SHIMMIN, NICK	DVD	17.99
THE LIBRARY STORE INC	OFFICE SUPPLIES	38.93
TRUCK EQUIPMENT INC	REPAIR PARTS	30.00
U.S. POSTAL SERVICE	LIBRARY ANNUAL PO BOX RENT	82.00
USA TODAY	SUBSCRIPTION	340.14
WEX BANK	WEX BANK	993.19
TOTAL		30,282.33

FIRE DEPARTMENT PAYROLL**12/13/2019 39,157.00**

PAID BETWEEN MEETINGS

IOWA FINANCE AUTHORITY	INTEREST	3,660.00
UMB BANK N.A.	INTEREST - GO BOND 2013	16,737.50
UMB BANK N.A.	INTEREST - GO BOND 2015	5,935.00
UMB BANK N.A.	INTEREST - GO BOND 2016A	7,073.75
UMB BANK N.A.	INTEREST - GO BOND 2016B	3,773.75
UMB BANK N.A.	INTEREST - GO BOND 2017	47,236.25
MIZEJEWSKI, SARA	UTILITY REFUND	45.61
BERNHARD, DRAKE & SHANNON	UTILITY REFUND	64.95
FREIHAMMER, ALICIA	UTILITY REFUND	64.95
NEEDHAM EXCAVATING, INC.	308 PV PARK CONSTRUCTION	3,143.12
TOTAL		87,734.88

GRAND TOTAL EXPENDITURES **157,174.21**

FUND TOTALS

001 GENERAL FUND	49,322.39
022 CIVIC CENTER	332.04
031 LIBRARY	6,966.06
036 TORT LIABILITY	1,977.09
110 ROAD USE TAX	518.60
112 TRUST AND AGENCY	2,964.00
226 GO DEBT SERVICE	80,756.25
308 PEDERSEN VALLEY PARK CONSTRUCTION	3,143.12
600 WATER FUND	3,962.70
603 WATER SINKING FUND	3,660.00
610 SEWER FUND	3,571.96

GRAND TOTAL **157,174.21**

REVENUE-FISCAL YEAR 2020

FUND	NOVEMBER
001 GENERAL FUND	146,654.02
022 CIVIC CENTER	1,012.49
031 LIBRARY	11,165.68
036 TORT LIABILITY	1,389.01
110 ROAD USE TAX	25,471.87
112 TRUST & AGENCY	7,922.06
119 EMERGENCY TAX FUND	1,115.07
121 LOCAL OPTION SALES TAX	12,951.72
125 TIF	24,405.24
226 DEBT SERVICE	11,095.02
500 CEMETERY PERPETUAL FUND	600.10
501 KROUTH PRINCIPAL FUND	243.35
502 KROUTH INTEREST FUND	56.31
600 WATER FUND	51,186.74
610 SEWER FUND	37,681.56
740 STORM WATER UTILITY	5,187.12
TOTAL	338,137.36

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	QUILL CORP WEX BANK ALLIANT ENERGY	OFFICE SUPPLIES	6.48
			VEHICLE FUEL	736.88
			SERVICES	203.81
			SERVICES	18.18
			TOTAL:	965.35
FIRE OPERATION	GENERAL FUND	WEX BANK ALLIANT ENERGY CULLIGAN WATER TECHNOLOGIES	VEHICLE FUEL	68.58
			SERVICES	611.43
			SERVICES	55.45
			WATER SOFTENER SERVICE	23.20
			TOTAL:	758.66
STREET LIGHTING	GENERAL FUND	ALLIANT ENERGY	SERVICES	2,305.37
			SERVICES	240.98
			TOTAL:	2,546.35
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL ALLIANT ENERGY	CLEANING SUPPLIES	16.94
			SERVICES	35.18
			SERVICES	13.55
			SERVICES	66.27
			SERVICES	29.40
			TOTAL:	161.34
CLERK & TREASURER	GENERAL FUND	CEDAR COUNTY AUDITOR EAST CENT INTERGOVT ASN. QUILL CORP PITNEY BOWES PURCHASE POWER ALLIANT ENERGY CJ COOPER & ASSOCIATES	ELECTION SERVICES	1,544.69
			DUES 01-01-20 TO 6-30-20	789.48
			OFFICE SUPPLIES	112.26
			OFFICE AND MAINT SUPPLIES	44.44
			REPLENISH POSTAGE	166.00
			SERVICES	177.57
			ANNUAL ADMIN FEE	120.00
			TOTAL:	2,954.44
			CLEANING SUPPLIES	16.94
			SERVICES	35.18
CLERK & TREASURER	GENERAL FUND	CEDAR COUNTY AUDITOR EAST CENT INTERGOVT ASN. QUILL CORP PITNEY BOWES PURCHASE POWER ALLIANT ENERGY CJ COOPER & ASSOCIATES	ELECTION SERVICES	1,544.69
			DUES 01-01-20 TO 6-30-20	789.48
			OFFICE SUPPLIES	112.26
			OFFICE AND MAINT SUPPLIES	44.44
			REPLENISH POSTAGE	166.00
			SERVICES	177.57
			ANNUAL ADMIN FEE	120.00
			TOTAL:	2,954.44
			RECORDING FEES	101.00
			LEGAL SERVICES-DECEMBER 20	1,500.00
LEGAL SERVICES	GENERAL FUND	CEDAR COUNTY RECORDER OLSON, KEVIN D	TOTAL:	1,601.00
SOLID WASTE	GENERAL FUND	JOHNSON COUNTY REFUSE INC.	RECYCLING - NOVEMBER 2019	4,042.25
			TOTAL:	4,042.25
LOCAL CABLE ACCESS	GENERAL FUND	ALLIANT ENERGY	SERVICES	100.00
			TOTAL:	100.00
TOWN HALL	CIVIC CENTER	DEWEYS JACK & JILL QUILL CORP ALLIANT ENERGY	CLEANING SUPPLIES	20.96
			OFFICE AND MAINT SUPPLIES	12.99
			SERVICES	298.09
			TOTAL:	332.04
LIBRARY	LIBRARY	OVERDRIVE INC DEMCO SHIMMIN, NICK U.S. POSTAL SERVICE USA TODAY QUILL CORP BAKER & TAYLOR INC.	EBOOK	1.19
			FURNITURE	3,552.33
			DVD	17.99
			LIB ANNUAL BOX RENT	82.00
			SUBSCRIPTION	340.14
			SUPPLIES	8.58
			OFFICE SUPPLIES	40.72
			BOOKS	287.43
			BOOKS	354.77

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			BOOKS	184.65
			BOOKS	162.24
			BOOKS	115.08
			BOOKS	149.94
			BOOKS	315.70
		THE LIBRARY STORE INC	OFFICE SUPPLIES	38.93
		PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE METER LEASE	102.39
		D&R PEST CONTROL	PEST CONTROL SERVICE	70.00
		ALLIANT ENERGY	SERVICES	488.85
		AMAZON	BOOKS AND SUPPLIES	58.94
			BOOKS AND SUPPLIES	48.95
			BOOKS AND SUPPLIES	26.85
			BOOKS AND SUPPLIES	203.04
			BOOKS AND SUPPLIES	258.83
		PITNEY BOWES INC	SHIPPING SUPPLIES	56.52
			TOTAL:	6,966.06
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	556.24
			TOTAL:	556.24
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	746.88
			TOTAL:	746.88
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	20.13
			TOTAL:	20.13
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	358.75
			TOTAL:	358.75
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	20.75
			TOTAL:	20.75
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	142.32
			TOTAL:	142.32
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	84.87
			TOTAL:	84.87
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	47.15
			TOTAL:	47.15
ROADS & STREETS	ROAD USE TAX	WEX BANK	VEHICLE FUEL	62.57
		JOHN DEERE FINANCIAL	SUPPLIES & CLOTHING ALLOWA	293.23
		ALLIANT ENERGY	SERVICES	103.88
		BARRON MOTOR SUPPLY	BARRON MOTOR SUPPLY	28.92
		TRUCK EQUIPMENT INC	REPAIR PARTS	30.00
			TOTAL:	518.60
WATER OPERATING	WATER FUND	IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	655.37
		IMWCA	WORK COMP - WATER	85.09
		WEX BANK	VEHICLE FUEL	62.57
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	2,731.62
			SERVICES	85.54
			TOTAL:	3,787.19

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
SEWER OPERATING	SEWER FUND	IMWCA	WORK COMP - SEWER	34.82
		WEX BANK	VEHICLE FUEL	62.59
		JOHN DEERE FINANCIAL	SUPPLIES & CLOTHING ALLOWA	134.99
		PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE	167.00
		ALLIANT ENERGY	SERVICES	2,254.16
		ELECTRIC PUMP INC	SERVICE CALL	469.20
			SERVICE CALL	449.20
			TOTAL:	3,571.96

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===== FUND TOTALS =====
001 GENERAL FUND          13,129.39
022 CIVIC CENTER           332.04
031 LIBRARY                6,966.06
036 TORT LIABILITY        1,977.09
110 ROAD USE TAX           518.60
600 WATER FUND            3,787.19
610 SEWER FUND             3,571.96
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GRAND TOTAL:              30,282.33
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EXPENDITURES**12/12/2019**

BARRON MOTOR SUPPLY	SHOP SUPPLIES	94.50
BROWN'S WEST BRANCH	BROWN'S WEST BRANCH	96.80
CJ COOPER & ASSOCIATES	CJ COOPER & ASSOCIATES	24.75
FASTENAL	EQUIPMENT REPAIR	110.81
FEHR GRAHAM	308 PV CONST SERVICE	1,475.75
FELD FIRE EQUIPMENT CO, INC.	EQUIPMENT REPAIR	320.66
HAWKINS INC	CHEMICALS-AZONE	743.50
LIBERTY DOORS INC	BUILDING MAINTENANCE	862.00
LINN COUNTY R.E.C.	STREET LIGHTS	149.00
LYNCH'S PLUMBING INC	SHOP SUPPLIES	26.00
RACOM CORPORATION	RACOM CORPORATION	41.00
RELIANT FIRE APPARATUS, INC.	VEHICLE REPAIR	246.38
RUSSELL, MELISSA	RECREATION SUPPLIES	202.37
SIRCHIE	SUPPLIES	119.95
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
THOMAS HEATING & AIR LLC	REPAIR PARTS	150.00
UPS	SHIPPING	22.82
WEST BRANCH FIREFIGHTERS FUND	UNIFORMS	774.17
WEST BRANCH REPAIRS	BATTERIES	301.60
TOTAL		5,788.06

STAFF PAYROLL	12/13/2019	43,830.15
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COUNCIL PAYROLL	12/13/2019	9,190.93
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GRAND TOTAL EXPENDITURES	58,809.14
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FUND TOTALS

001 GENERAL FUND	31,528.00
022 CIVIC CENTER	205.72
031 LIBRARY	5,473.46
110 ROAD USE TAX	3,278.99
112 TRUST AND AGENCY	5,521.44
308 PEDERSEN VALLEY PARK CONSTRUCTION	1,475.75
600 WATER FUND	6,251.71
610 SEWER FUND	5,074.07

GRAND TOTAL	58,809.14
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DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE OPERATION	GENERAL FUND	SIRCHIE	SUPPLIES	119.95
		FELD FIRE EQUIPMENT CO. INC	EQUIPMENT REPAIR	235.33
		BROWN'S WEST BRANCH	BROWN'S WEST BRANCH	96.80
			TOTAL:	452.08
FIRE OPERATION	GENERAL FUND	RACOM CORPORATION	RACOM CORPORATION	41.00
		WEST BRANCH REPAIRS	VEHICLE REPAIR	31.70
		LIBERTY DOORS INC	BUILDING MAINTENANCE	862.00
		FELD FIRE EQUIPMENT CO. INC	EQUIPMENT REPAIR	85.33
		FASTENAL	EQUIPMENT REPAIR	110.81
		BARRON MOTOR SUPPLY	SHOP SUPPLIES	94.50
		RELIANT FIRE APPARATUS , INC.	VEHICLE REPAIR	246.39
		WEST BRANCH FIREFIGHTERS FOUNDATION	WEST BRANCH FIREFIGHTERS F	774.17
			TOTAL:	2,245.89
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	149.00
			TOTAL:	149.00
PARK & RECREATION	GENERAL FUND	RUSSELL, MELISSA	RECREATION SUPPLIES	202.37
			TOTAL:	202.37
CLERK & TREASURER	GENERAL FUND	CJ COOPER & ASSOCIATES	CJ COOPER & ASSOCIATES	24.75
			TOTAL:	24.75
TOWN HALL	CIVIC CENTER	THOMAS HEATING & AIR LLC	REPAIR PARTS	150.00
			TOTAL:	150.00
ROADS & STREETS	ROAD USE TAX	LYNCH'S PLUMBING INC	SHOP SUPPLIES	26.00
		WEST BRANCH REPAIRS	BATTERIES	269.90
			TOTAL:	295.90
INVALID DEPARTMENT	PARK IMP - PEDERSE	FEHR GRAHAM	308 PV CONST SERVICE	1,475.75
			TOTAL:	1,475.75
SEWER OBSERVING	SEWER FUND	052	SHIPPING	55'85
				55'85
WATER OBSERVING	WATER FUND	HYMANS INC	SHIPPING	163'20
		2142 HACIENDA TWS	CHEWICUTS-WSOWE	143'20
			TWS WMTABIS	56'00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
	001	GENERAL FUND		3,074.09
	022	CIVIC CENTER		150.00
	110	ROAD USE TAX		295.90
	308	PARK IMP - PEDERSEN VALLE		1,475.75
	600	WATER FUND		769.50
	610	SEWER FUND		22.82
		GRAND TOTAL:		5,788.06
=====				



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 16, 2019
AGENDA ITEM:	Third (Final) 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:	December 10, 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 West Branch Village (\$20,554.80 annually was previously discussed).

STAFF RECOMMENDATION:	Approve the Third 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 16, 2019
AGENDA ITEM:	Public Hearing: Regarding Amending the Current Budget for the Fiscal Year Ending June 31, 2020.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director & Redmond Jones, City Administrator
DATE:	December 10, 2019

BACKGROUND:

The City Budget may be amended and increased as the need arises to permit appropriation and expenditure of unexpended cash balances on hand and unanticipated revenues. Such amendment 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. Within ten days of the decision or order of the City Council, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board, and review by that body. A local budget must be amended by May 31 of the current fiscal year-to allow time for a protest hearing to be held and a decision to be rendered before June 30. Except as specifically provided elsewhere in the Iowa Administrative Code rules, all appropriation transfers between programs or funds are budget amendments and shall be prepared as provided in Iowa Code section 384.16. The program reference means any one of the following nine major areas of public service that the City Finance Committee requires cities in Iowa to use in defining its program structure: Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service/Capital Improvement Projects, Business Type, and Non-Program.

STAFF RECOMMENDATION:	Open Public Hearing then Close Public Hearing
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 16, 2019
AGENDA ITEM:	Resolution 1862 – A Resolution Approving a Budget Amendment and Certification.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director & Redmond Jones, City Administrator
DATE:	December 11, 2019

BACKGROUND:

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. Such amendment 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. Within ten days of the decision or order of the City Council, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board, and review by that body. A local budget must be amended by May 31 of the current fiscal year-to allow time for a protest hearing to be held and a decision to be rendered before June 30. Except as specifically provided elsewhere in the Iowa Administrative Code rules, all appropriation transfers between programs or funds are budget amendments and shall be prepared as provided in Iowa Code section 384.16. The program reference means any one of the following nine major areas of public service that the City Finance Committee requires cities in Iowa to use in defining its program structure: Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service/Capital Improvement Projects, Business Type, and Non-Program.

STAFF RECOMMENDATION:	Approve Resolution 1862 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1862

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR
ENDING JUNE 30, 2020**

FY20 Budget Amendment – See State Form

PASSED, APPROVED, AND ADOPTED this 16nd day of December, 2019.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk

16-142

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2020 - AMENDMENT #1

To the Auditor of CEDAR & JOHNSON County, Iowa:

The City Council of West Branch in said County/Countries met on 12/16/2019, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. thereupon, the following resolution was introduced.

RESOLUTION No. 1862

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30 2020
(AS AMENDED LAST ON N/A.)

Be it Resolved by the Council of the City of West Branch

Section 1, Following notice published 12/5/2019

and the public hearing held, 12/16/2019 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

		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	0	1,795,597
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,795,597	0	1,795,597
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	461,222	0	461,222
Other City Taxes	6	255,907	0	255,907
Licenses & Permits	7	35,500	0	35,500
Use of Money and Property	8	29,150	0	29,150
Intergovernmental	9	1,100,951	493,000	1,593,951
Charges for Services	10	1,110,620	0	1,110,620
Special Assessments	11	0	0	0
Miscellaneous	12	43,900	0	43,900
Other Financing Sources	13	500,000	0	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	0	837,894
Public Works	17	422,219	0	422,219
Health and Social Services	18	0	0	0
Culture and Recreation	19	677,375	11,600	688,975
Community and Economic Development	20	132,978	0	132,978
General Government	21	188,286	0	188,286
Debt Service	22	1,000,885	0	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	0	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	0	3,085,796
Ending Fund Balance June 30	31	2,414,641	-461,600	1,953,041

Passed this _____ day of _____
(Day) (Month/Year)

Signature
City Clerk/Finance Officer

Signature
Mayor



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 16, 2019
AGENDA ITEM:	Resolution 1863 – Approving Annual Insurance Renewals Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance.
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:	December 10, 2019

BACKGROUND:

The Wellmark Blue Cross Blue Shield health and dental insurance program has “grandfather” status which allows the city to continue the high quality insurance program the employees have enjoyed for the past several years. The health insurance premium for the next year will decline 11.9% from the current premium. There will be no change in the dental insurance premium.

STAFF RECOMMENDATION:	Approve Resolution 1863 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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Account Key: 20241
 Effective Date: 02/01/2020
 Representative: Jennifer Rice (Direct)
 Group Number: 035246-0000

CITY OF WEST BRANCH



Notice of Renewal Rates

Health Benefits 1 Current *

Benefit Code:	ES7/GRQ	- Alliance Select
Deductible:	\$250/\$500	02/01/2019
Coinsurance:	10% IN 20% OUT	
OPM:	\$1000/\$2000	Single Coverage: \$699.50
Preventive:	Yes	Family Coverage: \$1,748.74
OV Copay:	N/A	
ER Copay:	N/A	
RX Description:	\$10/\$25/\$40	

Health Benefits 1 Renewal

Benefit Code:	ES7/RQ7	- Alliance Select	GF
Deductible:	\$250/\$500		02/01/2020
Coinsurance:	10% IN 20% OUT		
OPM:	\$1000/\$2000	Single Coverage:	\$616.25
Preventive:	Yes	Family Coverage:	\$1,540.58
OV Copay:	N/A		
ER Copay:	N/A		
RX Description:	\$10/\$25/\$40	% of Change:	-11.90%

Dental Benefits 1 Current

Benefit Code:	204	
Deductible:	\$25/\$75	02/01/2019
Diag and Prev:	20%	
Rout and Restore:	50%	Single Coverage: \$28.25
Major Restorative:	50%	Family Coverage: \$96.19
Annual Max/Person:	\$1500	
Orthodontics:	50%	

Dental Benefits 1 Renewal

Benefit Code:	204	
Deductible:	\$25/\$75	02/01/2020
Diag and Prev:	20%	
Rout and Restore:	50%	Single Coverage: \$28.25
Major Restorative:	50%	Family Coverage: \$96.19
Annual Max/Person:	\$1500	
Orthodontics:	50%	

* This group's current benefit is no longer available. A benefit has been chosen as this group's renewal benefit and is shown above. If the group does not want to renew with this benefit, please ask about alternate options available to this group.

RESOLUTION 1863

**RESOLUTION APPROVING ANNUAL INSURANCE RENEWALS WITH
WELLMARK BLUE CROSS BLUE SHIELD OF IOWA FOR HEALTH AND
DENTAL INSURANCE.**

WHEREAS, the City of West Branch, Iowa received insurance renewal quotations from Wellmark Blue Cross Blue Shield of Iowa for health and dental insurance; and

WHEREAS, after reviewing the insurance renewal quotations, the City Council has decided to accept the quotations, effective February 1, 2020; and

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of West Branch, Iowa, that the insurance renewals with Wellmark Blue Cross Blue Shield of Iowa are hereby approved.

* * * * *

Passed and approved this 16th day of December, 2019

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 16, 2019
AGENDA ITEM:	Resolution 1864 – Approving the Continuation of United States Geological Survey (USGS) Streamflow-gaging on the Wapsinonoc creek at College Street for an annual fee of \$8,640.
CITY GOAL:	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
PREPARED BY:	Redmond Jones II, City Administrator / Jon F. Nania USGS
DATE:	December 10, 2019

BACKGROUND:

In May 2015, the City of West Branch partnered with the U.S. Geological Survey (USGS) to install a streamgage on the West Branch of the Wapsinonoc Creek at College Street. The USGS streamgage collects and computes highly accurate real-time water-level and streamflow data. These data were critical for the development of a watershed flood inundation model (published in 2018).

After the publication of the model, the funding for operation and maintenance (O&M) of the streamgage was continued for 2019. The highest recorded flood event since the start of record in 2015 occurred in 2019. Continuation of the streamgage for 2020 would provide ongoing real-time monitoring and alerts for the West Branch of the Wapsinonoc Creek at College Street. The USGS would continue the O&M on the streamgage which includes routine site visits, daily checks of the data, immediate repair if malfunctioning, and processing data for historical storage. Continuing data collection will also have the benefit of collecting data to possibly improve flood inundations models, better simulations of flood plain alteration, and streamflow statistics such as the 100-year flood.

STAFF RECOMMENDATION:	Approve Resolution 1864 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1864

**RESOLUTION APPROVING THE CONTINUATION OF UNITED STATES
GEOLOGICAL SURVEY (USGS) STREAMFLOW-GAGING ON THE
WAPSINONOC CREEK AT COLLEGE STREET FOR AN ANNUAL FEE OF \$8,640.**

WHEREAS, the USGS Iowa Water Science Center proposes to continue streamgage monitoring in the Wapsinonoc Creek watershed at the College Street Bridge; and

WHEREAS, the streamgage provides real-time information, allowing city officials and residents to view current levels in the creek to be better prepared for the possibility of flooding; and

WHEREAS, these gages are intended to provide data that can be used for future flood inundation modeling; and

WHEREAS, the monitoring location will continue to assist city officials in implementing flood mitigation practices; and

WHEREAS, a joint funding agreement for monitoring has been provided to the City of West Branch by the USGS Iowa Water Science Center; and

WHEREAS, the City of West Branch would pay \$8,640 annually for the services under this agreement; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned joint funding agreement between the City of West Branch and the United States Geologic Survey (USGS) Iowa Water Science Center for stormwater monitoring is hereby approved. Further, the Mayor is directed to execute the agreement on behalf of the City.

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

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 16, 2019
AGENDA ITEM:	Motion Accepting the City of West Branch, Iowa Fiscal Year 2020 – 2021 Budget Timeline.
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:	December 11, 2019

BACKGROUND:

The attached budget timeline is a tentative schedule aimed to result in the Adoption and Certification with the County Auditor by March 31st. There are a couple of new processes that will need to be added to our budget process this year. Thanks to the Iowa Legislature we will need to add an additional public notification, public hearing, and a “Max Levy” resolution to our budget process in January 2020.

Although, our budget process was streamlined last year with the introduction of department budget information forms. It was thought that the process may have moved faster than some members of City Council preferred. For this reason, we will reinstitute limited department budget presentations. Budget Information Forms will still be submitted and only select departments will be requested to give presentations no longer than 15 minutes each. City Council can make request as to any preference for specific department or divisions of which presentations can be given.

Although it is early and revenues are yet to be analyzed, I am expecting a non-controversial budget; however, it may be confusing since there are new state mandated processes that will need to be included in our budget process. Despite reinstituting budget presentations I am still recommending a process that provides written department budget presentations, and holding budget workshops as an “If needed / as necessary” basis. Instead, we will continue to have budget deliberations in the form of discussion items during normal city council meetings. We will still strongly invite individual City Council members to schedule small group meetings with the City Administrator and the Finance Director.

We will reuse last year’s “budget information form” created for the purpose to submit written department budget data).

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

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City of West Branch, Iowa FY 2020-2021 Budget Timeline

November

Goal Setting

- 1) Work session to establish Goals and Objectives (November 18)
- 2) Resolution Adopting / Approving the Goals and Objectives for the FY 2019-2020 (Dec. 2)

December

Budget Activities

- 1) Department Meetings with the City Administrator and Finance Director (Dec.)
- 2) Fiscal Outlook Review of Accomplishments, Innovations / Efficiency Improvements, Fiscal Condition, Revenues, Expenditures, Assumptions, and Uncertainties.
- 3) Motion to Accept 2018-19 the Budget Preparation Schedule (December 16)
- 4) Health Insurance Review / Renewal (Dec. 16)

January

Budget Activities / Work Session (only if requested)

- 1) Written Submission of Department Director Budget Presentation (Jan. 2 – Jan. 21)
- 2) Discussion Item: Initial General Fund Revenue Estimate (January 6)
- 3) Setting Public Hearing for “Max Levy” Resolution (January 6)
- 4) Publish Public Hearing Notification (January 16 West Branch Times Edition)
- 5) Discussion Item: Tentative Employee Pay Plan Starting Estimates (January 21)
- 6) Discussion Item: General fund departmental non-salary expenditures (January 21)
- 7) Public Hearing regarding a “Max Levy” Resolution (January 21)
- 8) Approve Resolution setting a “Max Levy” (January 21)
- 9) Invite City Council Members for one on one meetings with City Administrator and Finance Director.

February

Budget Activities / Work Session (only if requested)

- 1) Motion to Approve: a Salary Plan (February 3)
- 2) Motion to Approve Revenue Estimates for all Other Funds (February 3)
- 3) Motion to Approve departmental non-salary expenditures for all other funds (February 3)
- 4) Invite City Council Members for one on one meetings with City Administrator and Finance Director.
- 5) Special Meeting Workshop (only if needed – Week of February 10-14)
- 6) Council receives and adopts City Administrator’s Recommended Budget and other notice of hearing (February 18)
- 7) Notice of Hearing on Adoption of final budget. (February 19 – the notice is not to be published more than 20 days, and not less than 10 days of the hearing date.)

March

Budget Activities

- 1) Public Hearing and Adoption of Budget (March 2)
- 2) Final Budget Certification with County Auditor (March 31st)

June

- 1) IDOM certifies taxes back to county auditor (June 15)

July 1

- 2) Budget takes effect

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REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	December 16, 2019
AGENDA ITEM:	Resolution 1865 – A Resolution Accepting the Addition of a New Drug and Alcohol Policy for CDL drivers to the Overall Employee Drug and Alcohol Policy.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director / Redmond Jones, City Administrator
DATE:	December 12, 2019

BACKGROUND:

The Federal Motor Carrier Safety Administration (FMCSA) has created a Commercial Driver's License Drug and Alcohol Clearinghouse. This is a secure, online database that will give employers and other authorized users real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations.

The Clearinghouse will improve safety on our Nation's roadways by giving employers access to information they need to make informed safety decisions about which employees to place in safety-sensitive functions, including operating a commercial motor vehicle (CMV).

In addition to registering and conducting queries through the Clearinghouse, FMCSA regulations **require an employer to add language to their FMCSA drug and alcohol testing policy** notifying drivers and driver-applicants that specific information regarding drug and alcohol testing will be reported to the Clearinghouse.

In order to meet the requirements of FMCSA, the City of West Branch will adopt an Employee Drug and Alcohol Testing Policy Handbook that is applicable to CDL drivers. CDL drivers will be subject to all policies in the current West Branch Employee Handbook except the Drug and Alcohol Policy section. All other employees will remain subject to the entire current West Branch Employee Handbook.

STAFF RECOMMENDATION:	Approve Resolution 1865 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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CITY OF WEST BRANCH

CDL EMPLOYEE

DRUG & ALCOHOL TESTING POLICY

HANDBOOK

December 16, 2019

City of West Branch DOT Drug and Alcohol Policy

City of West Branch (hereinafter referred to as “City of West Branch”) has a vital interest in the safety and well being of our employees as well as the general public. It is well recognized that individuals who use illegal drugs or abuse alcohol are more likely to have workplace accidents, incur greater amounts of lost time, and perform their jobs in a substandard manner.

Therefore, it is City of West Branch intent to continue to promote a safe and secure work environment, free of illegal drug use and alcohol abuse. It is also our intent to comply with all U.S. Department of Transportation rules and regulations (49 CFR Part 40), the Drug Free Workplace Act of 1988, the Americans with Disabilities Act and the Family and Medical Leave Act.

All applicants will be notified of City of West Branch drug and alcohol testing policy at the time they apply for a position with City of West Branch. Anyone possessing a valid CDL will comply with the following rules and regulations. Any questions or concerns regarding City of West Branch Drug and Alcohol Policy shall be directed to the Designated Employee Representative (DER) [Gordon Edgar at 319-643-5888](mailto:Gordon.Edgar@cityofwestbranch.org).

The goal of City of West Branch policy and the testing of employees are to ensure a drug and alcohol free work environment, to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities and property damage.

The following conduct is prohibited:

- Employees are prohibited from using, being under the influence, or possessing illegal drugs or any look alike substances that may mimic the effects of other illicit substances. Substances such as these may not be regulated or scheduled by the FDA/DEA, but still pose safety or job performance issues within the workplace.
- Employees are prohibited from using or being under the influence of legal drugs that can adversely affect their ability to work safely.
- Employees are prohibited from buying, selling, soliciting to buy or sell, transport or possess illegal drugs while on or in City of West Branch time or property.
- Employees are prohibited from using alcohol within 4 hours of performing a safety sensitive function.
- Storing any prohibited substance in a locker, desk, vehicle or other repository on City of West Branch premises or refusing to submit to a search.
- Employees are prohibited from using or being under the influence of alcohol at any time while on duty, 8 hours post accident, or until tested post accident.
- Employees are prohibited from possessing ANY amount of alcohol (including medications or over-the-counter remedies containing alcohol) while on duty. This is a new DOT regulation.
- Testing positive for drugs and/or alcohol while on duty.
- Refusing to be tested for drugs and/or alcohol when circumstances warrant.

- Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- Reporting for duty or remaining on duty to perform a safety-sensitive function with an alcohol concentration of 0.04 or greater.

NOTE: A driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 may not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

An employee who violates this policy may be subject to disciplinary action by City of West Branch up to and including termination.

Prescription / Over-The-Counter Medications

Employees should use both prescription and over-the-counter medications in the prescribed manner and must be kept in the container in which they were received from the pharmacy or original packaging. Employees are encouraged to discuss their job functions / duties with their medical provider prior to the medical provider prescribing medications that may have potential adverse effects posing a safety risk to the employee or others. Employees using prescriptions that may cause side effects or who are under the influence of any prescribed medication may advise their manager of that fact before reporting to work. If a potential side effect could cause an unsafe condition in the workplace, City of West Branch may determine that the employee cannot work. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Assistance to Employee in Overcoming Alcohol or Drug Abuse

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation and for reduced personal, family and social disruption. City of West Branch encourages the earliest possible diagnosis and treatment for alcohol and drug abuse. The decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual employees' responsibility.

Voluntary requests for assistance from the EAP will not prevent disciplinary action for violation of this alcohol and drug abuse policy. Employees who undergo voluntary counseling or treatment pursuant to a referral by City of West Branch, and who continue to work, must meet all established standards of conduct and job performance.

Confidentiality

Employee test results are confidential. Test results and other confidential information will only be released to the employer and the substance abuse professional. Any other release of this information is only with the employee's consent as mandated by the D.O.T. 49 CFR §40.321.

Abbreviations and Terms You Should Know

Abbreviations

BAT	Breath Alcohol Technician
CDL	Commercial Driver's License
CMV	Commercial Motor Vehicle
DER	Designated Employer Representative
DHHS	Department of Health and Human Services
DOT	Department of Transportation
EAP	Employee Assistance Program
EBT	Evidential Breath Testing Device
MRO	Medical Review Officer
STT	Screening Test Technician

Definitions

Actual Knowledge

Knowledge by the employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a commercial motor vehicle (CMV) while under the influence of alcohol or a controlled substance, or a driver's admission of alcohol or a controlled substance use per §382.121.

Alcohol

An intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration (or Content)

Alcohol in a volume of breath (shown as grams of alcohol per 210 liters of breath) as indicated by an evidential breath test. Alcohol Screening Device (ASD) breath or saliva device, other than an evidential breath testing device (EBT), that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.

Alcohol Use

Is the consumption of any beverage, mixture, or preparation, including medications containing alcohol.

Breath Alcohol Technician (BAT)

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

Confirmation Test (BAT)

In testing for alcohol a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration. An evidential breath testing device must be used.

In testing for controlled substances, a second procedure to:

- Identify and quantify the presence of a specific drug or metabolite. Further support a validity test result in the case of an adulterated, diluted, or substituted specimen.

In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

Confirmed Drug Test

A confirmation test result received by a medical review officer (MRO) from a laboratory.

Controlled Substances

In the regulation, the terms “drugs” and “controlled substances” are interchangeable and have the same meaning.

Designated Employer Representative (DER)

An individual identified by the employer who is:

- Able to receive communications and test results from service agents.
- Authorized to take immediate actions to remove drivers from safety-sensitive duties.
- Able to make required decisions in the testing and evaluation processes.

The individual must be an employee of the company. Service agents cannot serve as Designated Employee Representative (DER).

Driver

Any person who operates a commercial motor vehicle (CMV), including:

- Full time, regularly employed drivers.
- Casual, intermittent or occasional drivers.
- Leased driver, independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle (CMV) at the direction of or with the consent of an employer.

Evidential Breath Testing Device (EBT)

A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration.

Medical Review Officer (MRO)

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program. The MRO must have knowledge about and clinical experience in substance abuse disorders and appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his/her medical history and other relevant bio-medical information.

Safety-Sensitive Function

A driver is considered to be performing a safety-sensitive function when he/she begins work-or is required to be in readiness to work-until the time he/she is relieved from work and all responsibilities for performing work. Safety-sensitive functions include six specific items found in §382.107 of the Federal Motor Carrier Safety Regulations.

Screening Test (Initial Test)

In testing for alcohol: a procedure to determine if a driver has a prohibited concentration of alcohol in his/her system. In testing for controlled substances a test to eliminate “negative” urine specimens from further consideration or to identify a specimen that requires additional testing for the presence of drugs.

Screening Test Technician (STT)

A person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device (ASD).

Stand-down

The practice of temporarily removing a driver from the performance of safety-sensitive functions based only on a report from a laboratory to the medical review officer (MRO) of a confirmed positive drug test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

Substance Abuse

Refers to patterns of use that result in health consequences or impairment in social, psychological, and occupational functioning.

Substance Abuse Professional (SAP)

A licensed physician (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or certified addiction counselor who evaluates employees who have violated a DOT drug and alcohol regulation. The SAP makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Introduction

This handout provides a general overview of the Department of Transportation regulations on drug and alcohol use. A review of the effects of alcohol and certain drugs on the body is also included. Throughout this handout “substance abuse” will be used in place of the terms “alcohol abuse” or “drug abuse” in reference to both substances. Chemical dependency comprises all chemicals, whether they are controlled substances or alcohol.

City of West Branch Time and Premises

Includes but is not limited to all property (real or personal), whether owned, leased or used by City of West Branch. This policy also includes any other locations, such as job-sites or mode of transportation to and from those locations/job-sites while in the course and scope of employment.

Who is Covered by the Drug and Alcohol Regulations?

All drivers that operate a commercial motor vehicle, as defined in 49 CFR §382.107, which requires a driver holding a commercial driver’s license, are subject to the Drug and Alcohol testing requirements in 49 CFR Parts 40 and 382. This includes, but is not limited to: full time, regularly-employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

What is a Safety-Sensitive Function?

Safety-sensitive functions for operators of commercial motor vehicles (CMV) are listed under §382.107.

A safety-sensitive function means all time from the time a driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- ❖ All time at an employer terminal, facility, or on any public property or job-site, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- ❖ All time inspecting equipment as required by §392.7 and §392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

- ❖ All time spent at the driving controls of a commercial motor vehicle in operation;
- ❖ All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of §393. subchapter);
- ❖ All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- ❖ All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

What Tests are Required and When Will I Be Tested?

There are five situations where testing is done to determine the presence of alcohol and/or drugs.

1) Pre Employment - Post Offer Testing

When: A controlled substances test is required before a new hire or a person transferring into a driving position from elsewhere in the company can perform any safety-sensitive function. Education will be provided to all employees regarding the effects of drugs and alcohol, signs and symptoms of a drug or alcohol problem, information regarding assistance for abuse problems and testing requirements. §382.601.

2) Post Accident *Alcohol* Testing when any of the following conditions are met:

- If there is a fatality.
- If the driver of a City of West Branch truck receives a citation under state or local law within 8 hours for a moving violation arising from the accident and if the accident involved:
 - Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident OR
 - One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- At the discretion of City of West Branch management following an accident.

Alcohol testing **MUST** be done within 2 hours of the accident. If the test cannot be performed within 2 hours, the employer must prepare a record stating why the test wasn't given. If the test cannot be performed within 8 hours, the employer should not give the test and must prepare a record stating why the test could not be given within that time.

Post Accident *Drug* Testing when any of the following conditions are met:

- If there is a fatality.
- If the driver of a City of West Branch truck receives a citation under state or local law within 32 hours for a moving violation arising from the accident **AND** if the accident involved:

- Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, OR
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Post-accident drug testing must be performed within 32 hours. If the test cannot be performed within 32 hours, the employer should not give the test and must prepare a record stating why the test could not be given within that time.

Nothing in the regulations should delay medical attention for those who are injured. The employer must provide the necessary information and instructions to allow the driver to be tested or to get emergency medical care.

A driver subject to post-accident alcohol testing must remain available for testing. Not remaining available for testing is considered a refusal to test.

The employer must provide drivers with necessary post-accident information, procedures, and instructions BEFORE the driver operates a commercial motor vehicle.

A driver who refuses to submit to post accident drug testing may be terminated.

Immediately notify your company's DER.

3) Random Testing

When: Random testing for alcohol must be completed just before, during, or immediately after performing a safety-sensitive function. Random testing for drugs can be done anytime you are at work for your employer. Once you are notified that you have been selected for testing, you must proceed immediately to the test site.

Unannounced random testing is required for a certain percentage of drivers each year. The tests must be reasonably spaced throughout the year. The random selection process must ensure that each driver has an equal chance of being tested each time selections are made. One method is a computer-generated system using social security number, payroll identification number, or other identifying number.

Testing rates are as follows:

10% of the average number of driver positions must be randomly tested for alcohol during the year.

25% of the average number of driver positions must be randomly tested for controlled substances during the year.

NOTE: DOT will change the testing rates. The testing rates were changed 1/2016.

Once you are notified that your name is included in the random selection you must report to the collection site IMMEDIATELY.

A driver who refuses to submit or tests positive for drugs and/or alcohol may be terminated.

4) Reasonable Cause

When: If the employer has reason to believe that your behavior or appearance may indicate alcohol or drug use. Observations for alcohol testing must be made just before, during or just after the performance of a safety-sensitive function. Observations for drug testing will be made at any time while you are at work for your employer.

Employees, while on City of West Branch premises or job-site, are required to submit to searches of their persons, vehicles, lunch boxes, personal effects, desks or similar repositories, etc., when management has a reasonable suspicion that (1) the employee possesses a prohibited substance; or (2) the employee ingested a prohibited substance.

A driver will be required to submit to a drug and/or alcohol test when reasonable suspicion exists. §382.307 Reasonable suspicion exists when a driver's appearance, speech, or odors of breath and/or body, or physical symptoms indicate drug and/or alcohol use. Observations must be personally observed and documented by at least one City of West Branch trained official. A "trained official" is one who has undergone at least 2 hours of education, which included behavioral, physical, speech, and performance indicators of possible drug and/or alcohol use.

5) Return-to-Duty and Follow-up Tests

When: Return-to-duty testing is required for drivers who tested positive for drugs, failed an alcohol test, or refused to take a drug or alcohol test. In order to return to performing safety-sensitive functions an alcohol concentration of less than 0.02 and/or a negative drug test is required. There are also referral, evaluation and treatment requirements that must be met.

When: Follow-up testing is required for drivers who tested positive for drugs, failed an alcohol test, or refused to take a drug or alcohol test. The regulations call for a minimum of six (6) follow-up tests during the first year back in a safety-sensitive position, in addition to the random tests. However, follow-up testing can continue for up to five (5) years.

Only the Substance Abuse Professional can set the number, frequency and length of time that follow-up testing is required.

Should City of West Branch choose to retain the driver, all Return-To-Duty and Follow-up testing will be at the employee's expense.

What Happens if I Refuse to Be Tested?

As part of the alcohol and drug regulations, you must submit to alcohol and drug testing. A refusal to test is treated the same as a positive test. If you refuse to be tested, you cannot continue to perform safety-sensitive functions and are subject to disciplinary action, up to and including termination.

"Refusal" occurs when:

- You fail to appear for any test within a reasonable time
- You fail to remain at the testing site until the testing process is complete
- You fail to provide:
 - A urine specimen for drug testing
 - A saliva or breath specimen for alcohol testing

- You fail to provide enough urine and there is no medical explanation for the failure
- In the case of a directly observed or monitored drug test collection, you fail to permit the observation or monitoring of your provision of the specimen;
- You fail or decline taking a second drug test when directed by an employer or collector.
- You fail to undergo a medical examination or evaluation as part of:
 - The verification process for drug testing or as directed by the designated employer representative (DER);
 - “shy bladder” procedures for drug testing
 - insufficient breath procedures for alcohol testing.
- You fail to cooperate with any part of the testing process.

A verified adulterated or substituted drug test is also considered a refusal to test.

Testing Procedures

Once notified to report for testing, a CDL driver must report to the collection site immediately (For additional information on the collection, please refer to: www.transportation.gov/odapc).

How is Drug Testing Done?

DOT drug testing only recognizes urinalysis as a valid means for drug testing. If problems are identified, a driver may be required to retest under direct observation. All drug testing is conducted by a trained collection site person in an appropriate, private setting. The urine sample will be collected at your place of employment or at a certified collection site. A driver is only permitted three hours to produce a urine specimen. Leaving the collection site before the process has been completed may be declared a “refusal.” In addition, if unable to provide a specimen as required, a driver is subject to the “shy bladder” evaluation that can result as a refusal due to the absence of a medical condition as deemed by the medical review officer (MRO). If in the ‘shy bladder’ situation, the driver has up to five days to obtain an evaluation from a licensed physician that contains a medical reason for the failure to provide a urine sample that would be acceptable to the medical review officer (MRO). The MRO must receive a copy of the evaluation and related medical records, and will decide whether the test is cancelled or declared a refusal. The regulations governing this process, including individual responsibilities are found in 49 CFR [§40.193](#) and [§40.195](#). The drug test collection must be in compliance with 49 CFR Part 382, and 49 CFR Part 40 of the regulations.

Once tested, the laboratory will report the analysis to a MRO. If the analysis indicates a positive result, the MRO will contact the driver to determine whether there are circumstances that would explain the positive result. If there are none, the MRO will report a positive result to the employer.

The Department of Transportation (49 CFR Part 40) is harmonizing with HHS guidelines and will test for the following drugs: (5 panel with expanded opioids) (1) Marijuana, (2) Cocaine, (3) Phencyclidine (PCP), (4) Amphetamines (includes Methamphetamines, MDMA, MDA) (5) Opioids (Codeine/Morphine, 6-AM (Heroin), Hydrocodone/Hydromorphone, Oxycodone/Oxymorphone.

How is Alcohol Testing Done?

All alcohol testing is conducted by a trained technician in a private setting using an evidential breath-testing device (EBT). In compliance with Title 49 Part 40 and part 382 of the regulations.

What are the Consequences of Violating the Alcohol or Drug Prohibitions?

If you fail an alcohol test:

- You must be removed from all safety-sensitive functions.
- You will not return to a safety-sensitive function until an evaluation by a substance abuse professional (SAP) has been done, you have complied with prescribed treatment, and you pass a return-to-duty test. You are then subject to six follow-up tests in the first 12 months after your return to duty and will be subject to follow-up testing for up to five years.
- You will not return to safety-sensitive duties for at least 24 hours if alcohol concentration is determined to be 0.02 or greater but less than 0.04.
- If you fail an alcohol breath test you may be subject to disciplinary action, up to and including termination.

If you test positive for drug(s), or have a verified adulterated or substituted test result:

- You must be removed from all safety-sensitive functions.
- You will not return to a safety sensitive function until an evaluation by a substance abuse professional (SAP) has been done, you have complied with prescribed treatment, and you pass a return-to-duty test. You are then subject to six follow-up tests in the first 12 months after your return to duty and will be subject to follow-up testing for up to five years.
- If you fail a drug test you may be subject to disciplinary action, up to and including termination.

NOTE : A confirmed positive test results will be mailed to the terminated employee by the employer, by certified mail, return receipt requested.

The drug and alcohol regulations require that your employer advise you of the resources available for appropriate treatment for alcohol and drug use. For a list of certified SAP's, go to www.saplist.com. However, the regulations do not require an employer to pay for rehabilitation or to hold a job open for your while you undergo treatment.

Before you can return to safety-sensitive functions, you must:

- Have an alcohol test of less than 0.02 and/or a verified negative drug test (depending on the violation).
- Have complied with prescribed treatment.
- You must then complete a minimum of six (6) follow-up tests within the first year back to work. (Follow-up testing can be done for up to five (5) years after returning to safety-sensitive functions.)

Self-admission of Alcohol and Drug Use

The regulations include a provision that allow an employer to establish a program that lets a driver voluntarily admit to drug use or alcohol abuse without DOT consequences.

FMCSA Clearinghouse

The FMCSA Clearinghouse is an electronic database that will contain information about commercial motor vehicle drivers' drug and alcohol program violations. FMCSA regulations require City of West Branch to inform drivers and driver-applicants that the following information will be reported to the Clearinghouse (beginning 1/6/2020):

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test required by FMCSA regulations;
4. An employer's report of actual knowledge of:
 - a. On duty alcohol use (see 49 CFR § 382.205);
 - b. Pre-duty alcohol use (see 49 CFR § 382.207);
 - c. Alcohol use following an accident (see 49 CFR § 382.209);
 - d. Controlled substance use (see 49 CFR § 382.213);
5. A substance abuse professional's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and,
7. An employer's report of completion of follow-up testing

FMCSA requires motor carrier employers to:

- Query the system for information on driver applicants (full query), and
- Search the database annually for current employees (limited query).

Before City of West Branch can access the full query information in the Clearinghouse, the driver must grant electronic consent within 24 hours through the Clearinghouse. Failure to provide consent prevents the City of West Branch from using the CDL driver in a safety-sensitive function.

SIGNS AND SYMPTOMS OF DRUG AND ALCOHOL USAGE

Drug Name	Substances Detected in Urine	What to Look For & Physical Symptoms	Dangers	Time Detectable in Urine
Amphetamines ●Uppers ●Speed ●Meth ●Dexies ●Crank ●black Beauties	Methamphetamine, Amphetamine	Tablets of varying colors, possible chain smoking, long periods without rest or sleep. Loss of appetite, irritability, rapid speech, tremors, mood elevations	Disorientation, severe depression, paranoia, possible hallucinations, increase in blood pressure, fatigue	1-2 Days
Cocaine ●Coke ●Crack ●Flake ●White Candy ●Free Base ●Toot ●Blow	Benzoyllecgonine	Glassine envelopes, razor, small spoons, odorless, bitter white crystalline powder, granular rocks, short-lived euphoria changing to depression, irritability, nervous, tightness of muscles	Shallow breathing, fever, anxiety, tremors, possible death from convulsions or respiratory arrest	1-3 Days
Marijuana ●Dope ●Pot ●Reefer ●Joint ●Grass ●Blow	11-Nor-delta9-tetrahydrocannabinol-9-carboxylic acid THC	Plastic baggies, rolling paper, 'roach' clips, odor of burnt rope. Altered perception, dilated pupils, lack of concentration and coordination, craving for sweets, increased appetite, laughter	Psychological dependence, increased heart rate, impaired short-term memory, anxiety, lung damage, possible psychosis with chronic use	Occasional use: 1-3 days Chronic use: Up to 30-60 days
Opiates ●Heroin (smack, horse, junk) ●Morphine ('M', Miss Emma) ●Codeine (school boy)	Codeine, Morphine	Glassine Envelopes, needles and syringes, caps or spoons, tourniquets, needle marks on arms. Insensitivity to pain, euphoria, sedation, nausea, vomiting, itchiness, water eyes, running nose)	Lethargy, weight loss, hepatitis, slow and shallow breathing, possible death	1-3 Days
Phencyclidine ●Angel Dust ●Devil Stick ●PCP ●Dummy Dust	Phencyclidine	Liquid Capsules. White or brown powder can be put on paper stamps, sugar cubes, cigarettes or joints. May be injected. Increased pulse and heart rate, blood pressure and temperature. Mood and perception alteration possible, paranoia, panic, anxiety, nausea, tremors, suicidal urge	Unpredictable behavior, flashbacks, possible emotional instability and psychosis, hallucination	Occasional use: 1-3 days Chronic use: Up to 30 days
Barbiturates ●Downers ●Dolls ●Reds ●Tuinal ●Rainbows ●Yellows ●Blues ●Goof Balls	Secobarbital Phenobarbital Pentobarbital Butobarbital Amobarbital	Capsules of varying colors, longer periods of rest or sleep, dizziness, cold and clammy skin. Depression, decreased alertness and muscle control, intoxication and slurred speech, drowsiness	Rigidity and painful muscle contraction, emotional instability, possible overdoses and death, especially when mixed with alcohol	Pentobarbital and others: 1-3 Days Phenobarbital: 1-3 Weeks
Benzodiazepines Downers	Diazepam Chlordiazepoxide Oxazepam Nordiazepam Temazepam	Oral/Injection. Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, cold and clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	1-7 Days
Methadone ●Done ●Dolophine ●Methadose	Methadone	Tablets. Liquid injection. Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow, shallow breathing, clammy skin, convulsions, coma, possible death	1-3 Days

Methaqualone ●Ludes ●Quaaludes	Methaqualone	Tablets. Slow heart rate and breathing, lowered blood pressure. Sleepiness, feeling of well being, loss of coordination, dizziness, impaired perception, confusion, later hangover		1-3 Days
MDMA ●Ecstasy ●Adam ●XTC ●MDA ●MDE ●X	Methylenedioxymethamphetamine	Tablets. Euphoria, confusion, anxiety, sleeplessness, drug craving and paranoia. Used at all night RAVE dance parties	Muscle tension, teeth clenching, nausea, tremors, rapid eye movement, chills, possible death	1-2 Days
Propoxyphene	Propoxyphene	Tablets, capsules. Dizziness, drowsiness, headache, euphoria, dysphoria	Skin rash & other allergic reactions occur occasionally and may be accompanied by drug fever and mucosal lesion, stupor or coma; convulsions, respiratory depression	1-3 Days
Buprenorphine ●Buprenex ●Temgesic	Buprenorphine	Pinpoint pupils, extreme drowsiness, dizziness, blurred vision, slowed breathing		1-6 Days
Alcohol	Ethanol	Dulled mental processes, Lack of coordination, Odor of alcohol on breath, Pupils will be constricted, Sleepy condition, Slowed reactions, Slurred speech, Anxiety or jumpiness, Shakiness or trembling, sweating, nausea and vomiting, insomnia, Irritability, headache	depression, anxiety, and suicide, Social problems, liver damage, Inflammation of the esophagus, Aggravation of peptic ulcers, Acute and chronic pancreatitis, Malabsorption of food nutrients that will lead to malnutrition, Heart attack, Hypertension, Stroke Immune system depression, Brain damage (dementia, blackouts, seizures, hallucinations, peripheral neuropathy).	Varies - up to 8 hours
F				
Oxycodone	Hydrocodone/Hydromorphone, Oxycodone/Oxymorphone	Tablets of varying colors, Insensitivity to pain, euphoria, sedation, nausea, vomiting, itchiness, water eyes, running nose	Carelessness, confusion, depression, apathy, drowsiness, low blood pressure, poor coordination, slow breathing rate	1-4 days

OR MORE INFORMATION OR ASSISTANCE YOU CAN TRY SOME OF THE FOLLOWING SOURCES:

Cocaine Anonymous: (800) 347-8998
Center for Substance Abuse: (800) WORKPLACE
National Clearinghouse for Alcohol and Drug Abuse: (800) 729-6686
NIDA's treatment Hotline: (800) 662-HELP
Some helpful and interesting websites are:

www.drughelp.org

www.doj.gov

www.dea.gov

www.samsha.gov

www.health.org

EMPLOYEE ACKNOWLEDGEMENT FORM

The undersigned, Employee of City of West Branch, does hereby acknowledge that, pursuant to United States Department of Transportation (DOT) Regulations, the undersigned will be subject to testing on a random basis for alcohol, illegal drugs or drugs taken for non-medical purposes. I hereby consent to participate in the drug and alcohol testing program.

The undersigned acknowledges receipt of City of West Branch drug and alcohol abuse policy and that it is my responsibility to read and understand the policy.

I understand that this policy is intended to supersede and replace all previous employee handbooks, manuals and policy statements, whether oral or written, issued by City of West Branch.

Employee Signature

Date

Employee Printed Name

Employee SS#

RESOLUTION 1865

**A RESOLUTION ACCEPTING THE ADDITION OF A NEW DRUG AND ALCOHOL
POLICY FOR CDL DRIVERS TO THE OVERALL EMPLOYEE DRUG AND
ALCOHOL POLICY.**

WHEREAS, the City of West Branch is committed to ensuring that its employees work in a safe, drug and alcohol free environment; and the City is meeting the requirements of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse; and

WHEREAS, the City Council was presented with the City of West Branch CDL Employee Drug & Alcohol Testing Policy Handbook at the December 16, 2019 City Council Meeting and discussed the policy at that meeting; and

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

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

Section 1. The City Council hereby approves the attached policy handbook entitled "City of West Branch CDL Employee Drug & Alcohol Testing Policy Handbook"

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

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

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk