



**PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. TUESDAY JANUARY 21, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.**

<b>Mayor</b>	<b>Roger Laughlin</b>	<a href="mailto:mayor@westbranchiowa.org">mayor@westbranchiowa.org</a>
<b>Mayor Pro Tem</b>	<b>Colton Miller</b>	<a href="mailto:mcolton@rocketmail.com">mcolton@rocketmail.com</a>
<b>Council Member</b>	<b>Jodee Stoolman</b>	<a href="mailto:j.stoolmanwbcc@yahoo.com">j.stoolmanwbcc@yahoo.com</a>
<b>Council Member</b>	<b>Nick Goodweiler</b>	<a href="mailto:nickgoodweilerwbcc@gmail.com">nickgoodweilerwbcc@gmail.com</a>
<b>Council Member</b>	<b>Tom Dean</b>	<a href="mailto:tdiowa@hotmail.com">tdiowa@hotmail.com</a>
<b>Council Member</b>	<b>Jerry Sexton</b>	<a href="mailto:jerrysextonwb@gmail.com">jerrysextonwb@gmail.com</a>
<b>City Administrator</b>	<b>Redmond Jones II</b>	<a href="mailto:rjonesii@westbranchiowa.org">rjonesii@westbranchiowa.org</a>
<b>City Attorney</b>	<b>Kevin Olson</b>	<a href="mailto:kevinolsonlaw@gmail.com">kevinolsonlaw@gmail.com</a>
<b>Deputy City Clerk</b>	<b>Leslie Brick</b>	<a href="mailto:leslie@westbranchiowa.org">leslie@westbranchiowa.org</a>

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

**AGENDA**

**A. Call to Order**

**B. Opening Ceremonies**

1. Pledge of Allegiance
2. Welcome

**C. Roll Call**

**D. Guest Speaker, Presentations and Proclamations**

1. Police Crime Reporting Software
2. Department Presentations (Budget)
  - a. Parks
  - b. Public Works
  - c. Fire

**E. Public Comment**

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

**F. Approve Agenda / Consent Agenda / Move to Action**

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

1. **Motion to Approve** Meeting Minutes for City Council Meeting January 6, 2020.

*"Turning Vision into Reality is our Business"*

2. **Motion to Approve** the Destruction of Certain Records with Shred-it Services Listed on Records Destruction Form per the Record Retention Manual of Iowa Cities.
3. **Motion to Approve** the Claims Report.

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

1. **Discussion Item:** Request for Proposals Residential Solid Waste and Recycling Collection Services, and the Potential Switch to Automated Waste Can Service.
2. **Resolution 1871** – Approving a Resolution Accepting Public Improvements Constructed in the Meadows (Part 4A), West Branch Iowa.
3. **Resolution 1873** – A Resolution Setting a Public Hearing Considering the Maximum Levy That Can Be Certified.
4. **Resolution 1872** – Approving a Fireworks Agreement with J&M Displays for Hoover’s Hometown Days 2020.
5. **Motion to Approve** Setting a Date for a Public Hearing: Regarding Rezoning a Certain Parcel of Property Located North of Interstate 80 and East of Parkside Drive from B-2 Business District to PUD – Planned Unit Development District (Parkside BP property).
6. **Resolution 1874** – A Resolution Authorizing the Transfer of Funds.
7. **Motion to Approve** a Quote from Tyler Technologies for Adding Software Services for Utility Billing Customers.
8. **Discussion Item:** Tentative Employee Pay Plan Starting Estimates.
9. **Discussion Item:** General Fund Department Non-Salary Expenditures

**H. Reports**

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

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

**J. Adjournment**

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## WEST BRANCH POLICE DEPARTMENT

# *SHIELDWARE*

## *Police Incident Reposting*

- Capable of computer dispatch
- Real –time call of service. See dispatch notes and information.
- Moves all police data off site.
- Mobile Data Terminal (Record checks, DL Files.)
- Access business and people’s information in Cedar County.
- Share all police reports and information with Cedar Officers.
- Enhanced IBR reporting to State.
- Uses same case numbers as Cedar County Officers.
- Increase officer efficiency.

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WEST BRANCH POLICE DEPT

Call Type Count

6/1/2019 thru 12/31/2019

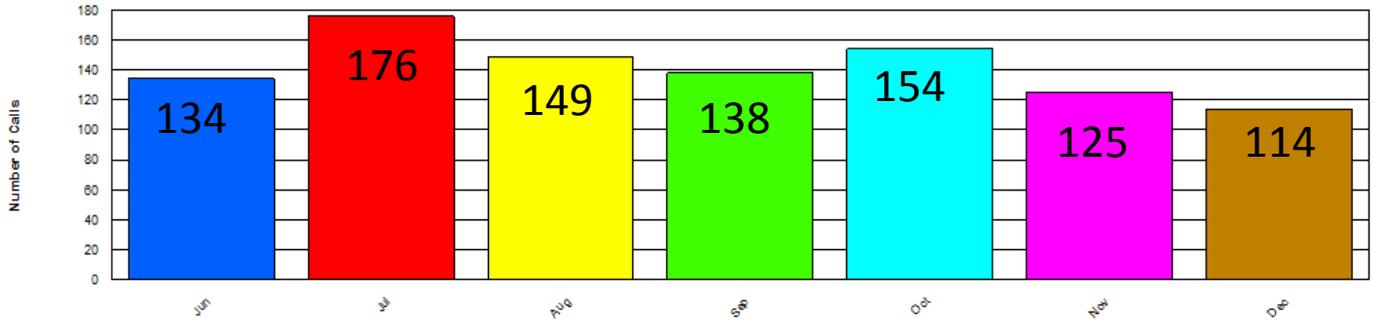
Tracking: Grid Selected Agency Type: Police Selected Agency ID: wbpd

Call Type		Total
1046	MOTORIST ASSIST	30
1050ANIM	MOTOR VEHICLE ACC W/A	1
1050PD	MVA PROPERTY DAMAGE I	32
1050PI	MOTOR VEHICLE ACCIDEN	1
1050UNK	MOTOR VEHICLE ACC UNK	1
ABANDON	ABANDONED 911	47
ALARM	ALARM	35
ANIMAL	ANIMAL COMPLAINT	10
ARSON	ARSON	1
ASSAULT	ASSAULT	1
ASSIST	ASSISTANCE	39
ATL	ATT TO CONT/LOCATE/WE	19
BURGLARY	BURGLARY	2
BUS	BUSINESS CHECK/OPEN D	63
CIVIL	CIVIL DISPUTE-NON FAMIL	6
CIVILFAM	FAMILY PROBLEMS/CUSTO	9
CP	CIVIL PAPER SERVICE	41
CRIMIS	CRIMINAL MISCHIEF	2
DEBRIS	SIGN/TREE/WIRES, ETC	4
DISORDER	DISORDERLY CONDUCT	3
DOG S	DOG BITES/ DOGS AT LAR	22
DOMESTIC	DOMESTIC DISTURBANCE	7
DRUGS	DRUGS/MANUFACTURING	5
EXTRA	EXTRA PATROL	6
FDALARM	CARBON MONOXIDE/SMO	3
FDCONTRB	CONTROLLED BURN	3
FDGAS	NATURAL GAS RELEASE IN	3
FDRESCUE	CAVEIN/STRUCTURE/ETC	1
FDSTRUCT	STRUCTURE FIRE RES/CO	1
FIGHT	FIGHT IN-PROGRESS	3
FINGER	FINGER PRINTING	2
FIREWORK	FIREWORKS COMPLAINT	5
FOLUP	FOLLOW UP	8
FRAUD	FRAUD/SCAM	6
HARASS	HARASSMENT/THREATS	5
INTELL	INTELLIGENCE INFO/DATA	47
INTOXICA	PUBLIC INTOXICATION	4
JUVENILE	JUV COMP-NOT MISSING C	3
LIFT	LIFT ASSIST	2
LOITER	LOITERING	1
MEDBREAT	BREATHING PROBLEMS	1
MEDCHEST	CHEST PAIN/HEART	2
MEDFALL	FALLS/BACK INJURIES-TR/	10
MEDICAL	MEDICAL CALL	51
MEDOVERD	OD/DEATH/SUICIDE/ETCIS	4
MEDSTAND	STAND BY	6
MEET	MEETING	5
MENTAL	MENTAL PERSON	7
MISSING	MISSING PERSON/JUVENIL	5
NCO	NO CONTACT ORDER	3
NOISE	NOISE COMPLAINT	1
NUISANCE	NUISANCE/ABATEMENT	2
PARK	PARKING VIOLATIONS	14
PROPERTF	PROPERTY FOUND	5
PROPEX	PROPERTY EXCHANGE	7
REPO	REPOSSESSED VEHICLES	3
SEX	SEX OFFENSES	4

Call Type		Total
SOLICIT	SOLICITOR	1
SUSP	SUSPICIOUS PERSON/ACT	30
SWO	SPEAK WITH OFFICER	116
TEST	TEST	5
THEFT	THEFT/LARCENY/SHOPLIF	6
TOBACCO	TOBACCO VIOLATION/GRA	1
TRAFCONT	TRAFFIC CONTROL/ESCOF	1
TRAFFIC	TRAFFIC HAZD/DISABLED	3
TRAINING	TRAINING	3
TRANS	TRANSPORT NON-MEDICA	1
TRE SPASS	TRESPASSING	3
TS	TRAFFIC STOP	160
UNLOCK	VEHICLE UNLOCK	37
VANDALIS	VANDALISM	4
WARRANT	WARRANT SERVICE	5
		<hr/>
		990

WEST BRANCH POLICE DEPT  
**Call Type Monthly Comparison**  
 06/01/2019 thru 12/31/2019  
 Agency Code: wbpd Agency Type: All

**Number of Calls per Month**



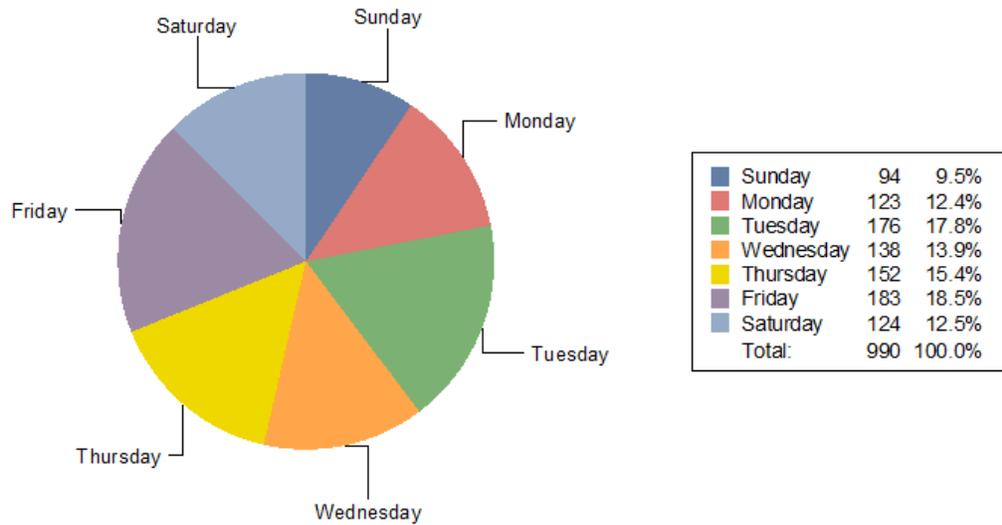
WEST BRANCH POLICE DEPT  
**Reported Call Type - Districts (Beats) by Day of Week**  
 6/1/2019 12:00:00AM thru 12/31/2019 11:59:59PM  
 Tracking: Grid Selected Agency Type: Police Selected AgencyID: WBPD

District	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
SOP	0	1	0	0	1	0	0	2
WBPP	93	119	171	133	145	174	123	958
Total	93	120	171	133	146	174	123	960

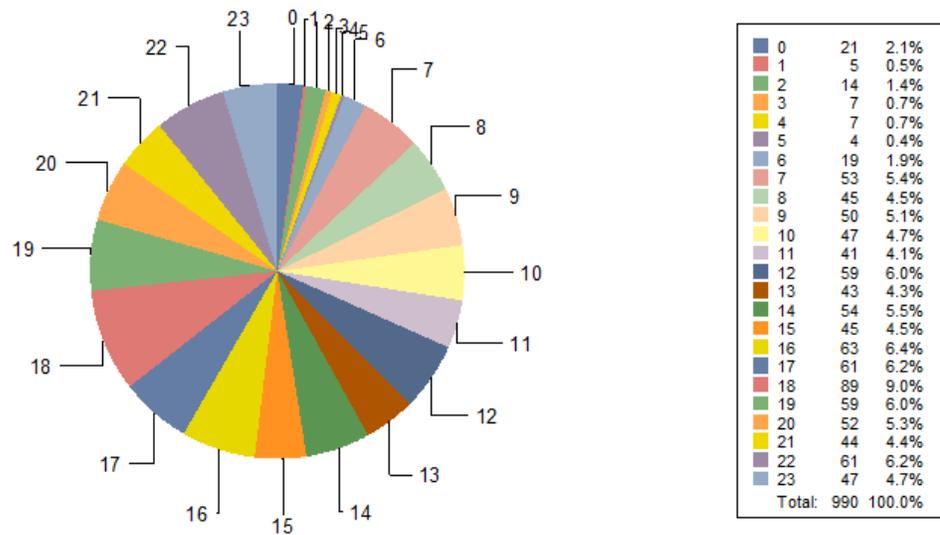
*"Turning Vision into Reality is our Business"*

WEST BRANCH POLICE DEPT  
 Graph CFS count by Day of Week and Hour  
 6/1/2019 thru 12/31/2019

**CFS by Day of Week**



**CFS by Hour of Day**

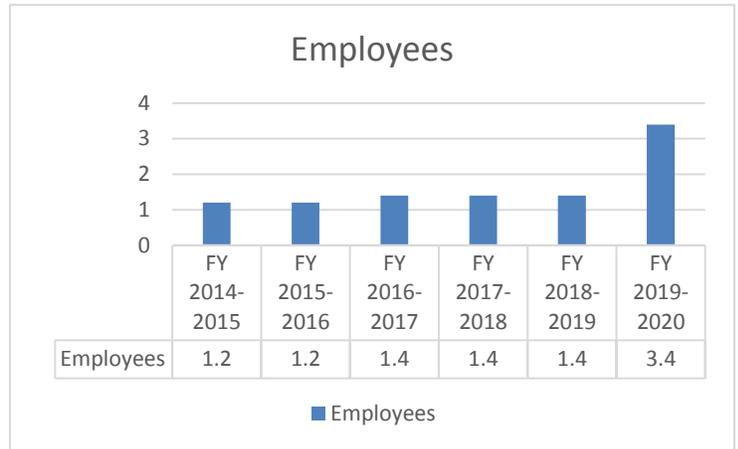
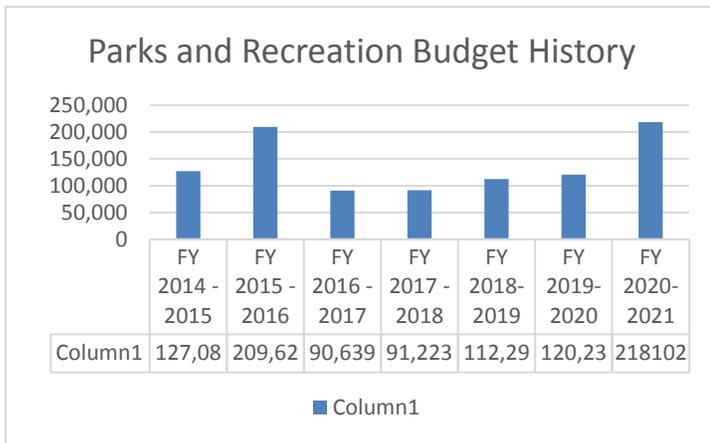




## 2020-2021 Proposed Budget

### West Branch Parks and Recreation

#### History of Budget and Position Authorities



#### Summary of FY 2019-2020 Mid-Year Achievements

- **Increased Adult Programs**

- Parks and Recreation has increased the open gym times for walking and running at Hoover Elementary. Residents requested more gym time in the early morning and WBPR responded by offering open gym weekday mornings starting at 5am. Volunteers open the High School gym at 5am.
- Adult volleyball participation in the summer continued to grow. A winter session of volleyball is planned for January-March. Registration fees have covered the cost of the program.
- Parks and Recreation has partnered with other departments and or businesses for activities such as BINGO, cookie decorating and other crafting opportunities.
- WPRP has added virtual challenges to the list of activities. This will increase participation in Park and Recreation programs with minimal or no cost. The first challenge of the year is 2020 miles in 2020. Participants can walk, run, bike, step, or swim their way to completing 2020 miles. The challenge can be completed as a team of up to six player or individually. A fee will occur if participants want a t-shirt or completion medal. Families can complete as a group.

- **Expanded Youth Enrichment Programs**

- Parks and Recreation added a new girl only program in Summer 2019, Fearless. Girls challenged themselves through different and difficult challenges such as a rope course, long hikes, bike rides, alpine slides, and kayaking.
- Summer camps continue to be a popular summer park and recreation program. The July camp was adapted and expanded this year to allow participants to attend various half day sessions. This allowed children and parents the flexibility to attend both camp and other community activities at a lower price. This format worked very well and will continue and possible expand in 2020. Morning sessions and programs continue have the most participants.
- Tot Time continued to grow this year. Tot time occurs on Wednesday mornings at Town Hall in the winter months and at various parks in the Summer. Jamie Tucker continue to manage this program.

- WBPR partnered with West Branch Community School district to bring the Girls on the Run program to West Branch. The fall session was well attended with 10 girls. A spring session is planned for 2020.
- **Continued Role in Community Activities**
  - The planning of Hoover’s Hometown Days continues to be a task of West Branch Parks and Recreation. The event was successful, and plans are underway for 2020 Hoover’s Hometown Days. We are working on some changes to the event in 2020.
  - Christmas Past is a community wide event that is organized by the West Branch Community Development Group. Parks and Recreation continues to assist with the coordination of the event.
- **Cubby Park Development**
  - Cubby Park is completed to date. WBPR continues to research and establish policies, maintenance and staff plan for the operating of West Branch Parks.
- **Comprehensive Trail Plan**
  - Trail plan was completed and approved by the West Branch City Council.

### **Summary of FY 2020-2021 Requested Changes Based on City Council Goals and Objectives**

- The completion of Cubby Park is reflected in various increase requests in the Parks and Recreation Budget.
  - Staff (salaries and wages)- The Park and Recreation department is planning to pay a percentage of Public Works employee salaries for mowing and maintenance of West Branch Parks and buildings. WBPR summer staff will continue to maintain daily needs of the grounds including preparation of the fields and volleyball courts for play as well as operating the concession stand. A staff member will be on duty when there are organized activities occurring at Cubby Park.
  - Building maintenance and grounds operation has been increased. This will be used to cover any expenses that arise at the restrooms at Lions Field, Beranek Park and Cubby Park pavilion.
  - The Park and Recreation department uses a truck that formerly was a public work vehicle. This requires maintenance. A vehicle set aside would like to be established for future vehicle purchases.
  - Motor Operation Fuel and Equipment repairs reflects a percentage of the public works equipment that will be used to maintain the parks.
  - A water line item has been added to cover park usage of water for irrigation as well as restroom usage at the parks.
- Capital Improvements line has increased to seal coat the Hoover Nature Trail and create an ADA path from at Beranek Park from the shelter to the restrooms. This was planned to be completed in FY20 using Road Use Tax, however that funding source became unavailable.

#### **Department Budget Highlights**

● 6010 Salaries and Wages	Budgeted in FY 18/19	\$ 68610
	Budgeted in FY 19/20	\$75377
	Requested in FY 20/21	\$ TBD
● 6310 Building Maintenance	Budgeted in FY 18/19	\$ 188
	Budgeted in FY 19/20	\$ 0
	Requested in FY 20/21	\$3000
● 6320 Building/Grounds Operation	Budgeted in FY 18/19	\$ 3270
	Budgeted in FY 19/20	\$ 4000
	Requested in FY 20/21	\$5000

• 6332 Repair/Maintenance-VEH	Budgeted in FY 18/19	\$ 0
	Budgeted in FY 19/20	\$ 0
	Requested in FY 20/21	\$1000
• 6331 Motor Operation Fuel	Budgeted in FY 18/19	\$ 0
	Budgeted in FY 19/20	\$ 0
	Requested in FY 20/21	\$1000
• 6350 Equipment Repair	Budgeted in FY 18/19	\$ 0
	Budgeted in FY 19/20	\$ 0
	Requested in FY 20/21	\$3000
• 6992 Capital Improvements	Budgeted in FY 18/19	\$ 8708
	Budgeted in FY 19/20	\$ 3698
	Requested in FY 20/21	\$21800
Water	Budgeted in FY 18/19	\$ 0
	Budgeted in FY 19/20	\$ 0
	Requested in FY 20/21	\$20,000
Equipment Set Aside	Budgeted in FY 18/19	\$ 0
	Budgeted in FY 19/20	\$ 0
	Requested in FY 20/21	\$1500
Vehicle Set Aside	Budgeted in FY 18/19	\$ 0
	Budgeted in FY 19/20	\$ 0
	Requested in FY 20/21	\$ TBD

**Budget Detail**

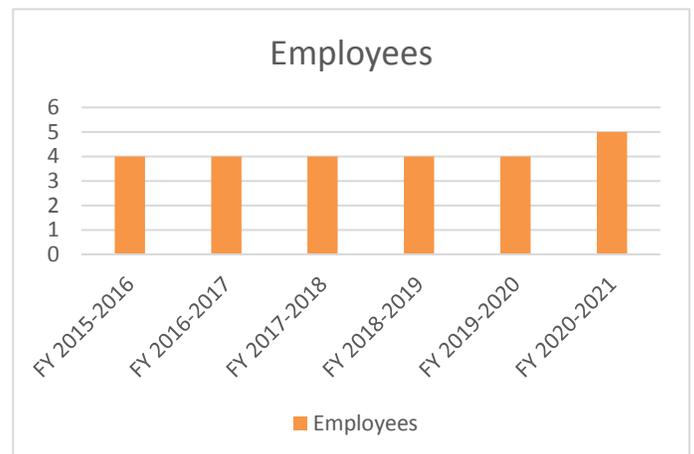
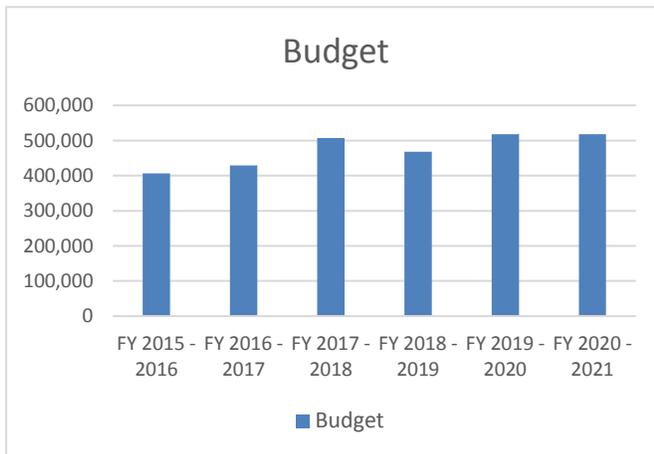
001-GENERAL FUND		2017-2018 ACTUAL	2018-2019 ACTUAL	CURRENT BUDGET	REQUESTED BUDGET
001-5-4-430-6010	SALARIES AND WAGES	\$59,927.00	\$68,610.00	\$75,377.00	\$120,377.00
001-5-4-430-6210	DUES, MEMBERSHIP	\$0.00	\$0.00	\$400.00	\$400.00
001-5-4-430-6230	TRAINING AND EDUCATION	\$21.00	\$60.00	\$0.00	\$500.00
001-5-4-430-6240	TRAVEL AND CONFERENCE	\$0.00	\$0.00	\$0.00	\$0.00
001-5-4-430-6310	BUILDING MAINTENANCE	\$188.00	\$168.00	\$0.00	\$3,000.00
001-5-4-430-6320	BLDG/GROUNDS OPERATION	\$3,023.00	\$3,270.00	\$4,000.00	\$5,000.00
001-5-4-430-6331	MOTOR OPERATION FUEL	\$0.00	\$0.00	\$0.00	\$1,000.00
001-5-4-430-6332	REPAIR/MAINTENANCE-VEH	\$85.00	\$0.00	\$0.00	\$1,000.00
001-5-4-430-6350	EQUIPMENT REPAIR	\$0.00	\$0.00	\$0.00	\$3,000.00
001-5-4-430-6371	UTILITY SERVICES/GAS,	\$1,059.00	\$2,146.00	\$3,996.00	\$4,000.00
001-5-4-430-6373	TELEPHONE/OPERATIONS	\$2,304.00	\$2,281.00	\$2,500.00	\$2,500.00
001-5-4-430-6402	ADVERTISING EXPENSE	\$170.00	\$55.00	\$0.00	\$100.00
001-5-4-430-6409	JANITORIAL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
001-5-4-430-6490	CONSULTANT AND PROF. F	\$488.00	\$338.00	\$0.00	\$0.00
001-5-4-430-6498	CONTRACT P YMENTS	\$636.00	\$1,047.00	\$6,550.00	\$6,500.00
001-5-4-430-6501	CHEMICALS	\$0.00	\$0.00	\$0.00	\$0.00
001-5-4-430-6503	CONCESSION MERCHANDISE	\$1,024.00	\$465.00	\$1,000.00	\$1,000.00
001-5-4-430-6504	MINOR EQUIPMENT	\$0.00	\$223.00	\$300.00	\$300.00
001-5-4-430-6506	OFFICE SUPPLIES	\$1,019.00	\$971.00	\$400.00	\$1,000.00
001-5-4-430-6508	POSTAGE AND SHIPPING	\$0.00	\$0.00	\$125.00	\$125.00
001-5-4-430-6520	RECREATION SUPPLIES	\$2,992.00	\$2,912.00	\$2,000.00	\$2,000.00
001-5-4-430-6522	SWIMMING	\$1,135.00	\$0.00	\$1,500.00	\$1,500.00
001-5-4-430-6523	ADULT SPORTS	\$1,521.00	\$2,593.00	\$2,000.00	\$2,000.00
001-5-4-430-6525	YOUTH SPORTS	\$7,389.00	\$5,822.00	\$9,270.00	\$9,000.00
001-5-4-430-6526	FITNESS	\$0.00	\$810.00	\$1,220.00	\$0.00
001-5-4-430-6527	SUMMER LEAGUE	\$829.00	\$903.00	\$0.00	\$0.00
001-5-4-430-6528	CAMP	\$6,663.00	\$7,619.00	\$9,600.00	\$10,000.00
001-5-4-430-6599	MISC. SUPPLIES	\$0.00	\$870.00	\$0.00	\$500.00
001-5-4-430-6727	EQUIPMENT	\$0.00	\$2,425.00	\$0.00	\$0.00
001-5-4-430-6792	CAPITAL IMPROVEMENTS	\$750.00	\$8,708.00	\$0.00	\$21,800.00
	<b>WATER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>
	<b>EQUIPMENT SET ASIDE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
	<b>VEHICLE SET ASIDE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
TOTAL 001-GENERAL FUND		\$91,223.00	\$112,296.00	\$120,238.00	\$218,102.00



## 2020-2021 Proposed Budget

### Public Works Department

#### Five Year History of Budget and Position Authorities



#### Summary of FY 2019-2020 Mid-Year Achievements

This document is meant to give an overview of the operations of the Public Works Department as it pertains to the budgeting of funds for various purposes. This list gives a view of the responsibilities of the department on a day to day basis as well as our scheduled and unscheduled weekly, monthly and yearly responsibilities. I've also included a list of the larger projects the department has completed, overseen or otherwise taken part in over the 2018-19 budget and the first half of the 2019-20 budget. This should be a fairly complete list but there may be some things that are very infrequent or just did not stand out to me as this list was compiled.

#### 2018-19 Large Projects

Cubby Park

While not a project the housing market this year lead to 40 plus homes being built. With that came a significant drain on Public Works time and energy

Waste Water Task Force. Visits to wastewater facilities

Trees Forever Grant planting on West Orange Street and Scott Drive (53 trees)

Tree planting at Cubby Park (86 Trees)

#### 2019-20 Large Projects

Beranek Park parking lot upgrades. Including tree removals, grading, forming/pouring of curb and gutter, forming/pouring sidewalks, backfill and seeding. Sealcoat was applied to the parking lot upon completion of all concrete.

Seal coat of Wapsi Creek parking lot

Northside Addition sidewalk to Northside Drive. Including grading, forming pouring, backfilling and seeding.

Sign replacements and repairs. (This was made a priority and will have considerable effort put into it over the coming budget. We are also applying for a grant through the IDOT for next budget)

Cubby Park was completed and preparations to begin maintenance of it have begun.

The College Steet Bridge Project was completed. It took considerable staff time this summer.

Multiple storm water intakes were replaced this year.

Development of several areas of town. The Meadows Part 4, Cedars Edge and the start of Loethen Ridge.

### **Yearly Scheduled Projects**

Hydrant flushing including valve exercising and valve box cleaning

Cemetery clean up in April, added fall cleanup in 2017

Chip brush pile

Prepare for, participate in and clean up from HHTD event, this consumes the majority of the Public Works staff time from July through early August

Street line painting 2-3 times per year generally spring, summer and fall

Install and remove Christmas decorations/lights. This also requires several days of labor checking and replacing bulbs prior to installation

Curbside leaf collection from October to December a minimum of 3 times per week

Preparation for budget, pricing, estimating, contacting contractors and document preparation

Trimming of ROW trees to maintain clearances

Winterize and reinstate restrooms at parks

Apply for tree grant through Trees Forever

Order trees, pick up, maintain until planting, organize and facilitate tree planting whether through grants or off budget

Break down equipment from summer to winter and winter to summer use

Public sidewalk inspections

Paint water plant

Facilitate cleaning of water storage facilities

Maintenance of blowers at lagoons fall and spring oil changes, belt inspections and greasing

### **Monthly Spring/Summer/Fall/As Needed**

Weekly curbside yard waste collection April to December

Mow shoulders and large fields

Spray all city owned parking lots, sidewalks, trails, lagoons, and buildings for weeds

Street sweeping

Cleaning catch basins

Removing grease and grit from lift station

Private lawn mowing violations

Disconnects monthly, year round

Meter reading monthly, year round

Maintain baseball diamonds at school for Park and Rec programs

Ditch cleaning

Assist with water, sewer, storm sewer repairs with contractors  
Installing and removing snow fences  
Install and remove markers for road edges in cemetery  
Mark graves to be dug, dig cremations, assist with funerals, settle graves and seed graves  
Headstone repairs  
Public sidewalk inspections after snow falls and notice to residents  
MORs to IDNR  
Bacterial sampling

### **Weekly/As Needed**

Maintain the grounds of Beranek Park, Wapsi Creek Park, Lions Field, dog park, Hoover trail, trail on Hilltop, storm water easement on Greenview Drive, City property behind Scott Drive, trail to school along Main Street, City offices, Town Hall, Heritage Square, Fire Station, lift station, lagoons, Public Works Building, retention pond for Cookson subdivision, Crestview retention basin, water plant, water towers and Cemetery to include mowing, trimming, weeding, and tree care. Beginning this year we will also be maintaining Cubby Park, the storm water bio swales in Part 2 of The Meadows and possibly some areas at The Meadows Part 4A.

Fill dog park water barrel  
Empty trash cans at all parks, trails and municipal buildings maintained by Public Works  
Check and maintain Beranek park restrooms  
Clean and maintain all mowers. Sharpen blades, grease bearings, inflate tires and check oils.  
Complete locates for Iowa One Call  
Pick up and dispose of roadkill  
Footing, under slab, fence, deck and all other inspections necessary for new construction or additions  
Review of fence permits  
Plan review  
Staff meetings  
Safety meeting  
Council meetings  
Other commission and board meetings as needed  
Vehicle inspections  
Maintenance as needed to all vehicles in Public Works fleet  
Snow removal equipment maintenance including greasing, maintaining fluid levels, replacing cutting edges, washing all vehicles after snow falls to remove salt and sand, repairs to any equipment damaged during snow falls  
Maintenance of buildings, equipment, pumps, blowers, lifts, hoists, sidewalks and parking lots  
Clean lift station basket  
Backwash filters in the water plant  
Wash floor in water plant  
Water trees  
Trim trees  
Mulch trees

Field calls from residents, all city staff, contractors, salesman, city partners, engineers, council members and work with those people on whatever happens to be the purpose of those calls

Attend preconstruction meetings

Meet with engineers on projects before, during and after

Resolve resident complaints

Sign replacements

Ordering supplies

Maintaining budget

Bulk water sales to contractors

Bulk water sales for swimming pools

Handle water main breaks, boil orders, resident notification and assist with repairs

Cleaning up rock from alleys after heavy rainfall

Push back brush pile and clean up any piles left by residents minimum of twice a week

Daily (7 days a week) check of water including maintaining flow records, testing, sampling to be sent to lab, filling chemical tanks, mixing chemical, sampling at predetermined locations for chlorine residual

Daily (7 days a week) check of waste water including maintaining flow records, temperatures, DO and testing several times a week

Interactions with residents with various concerns including but not limited to street trees, water pressure issues, frozen pipes, storm water/ditch issues, animals, neighbors, streets, sewer issues and parks

## **PART TIME PUBLIC WORKS HOURS FOR 2020-21**

Part Time #1 Dan Heick- Thirty hours year round for snow removal, mowing, trimming and other tasks.

1,560@\$12.50hr \$19,500

Part Time #2 Levi Kleinmeyer- Thirty hours year round for snow removal, mowing, trimming and other tasks. He will work for the City until August of 2020

150@ \$12.50/hr \$1,875

Part Time #3 Ben Litscher- hours used from April 13 to October 24 strictly for maintenance/mowing

840 @14.68/hr \$12,331

**Total Part Time Hours**

**2,550 hours**

**Total Cost for Part Time Labor**

**\$33,706**

Part time labor is used to fill in for fulltime workers in the case of illness, classes, vacation or other issues that may require a full time employee to be gone from work. Aside from filling in for full time, part time employees generally complete tasks that are important for the upkeep of facilities but do not typically require highly skilled labor. General mowing, trimming, cleaning, snow removal on sidewalks, emptying trash cans, and like tasks. Part time staff do an excellent job at the duties they are given and are excellent support for full time employees and Public Works could not function effectively without them. I would recommend potential raises in this area of employment to mimic those of the full time employees. At this time I will hold off on replacing Levi when he

leaves for school if it appears that we will be able to handle the work load for the remainder of the fall.(This is working under the assumption that we were able to hire a new full time employee) Just for comparison a full time employee would work 2,080 hours at a cost of \$40,560 for our lowest paid full time per year and 208 hours overtime on the high end for a total \$46,644 without any benefits. With the part time coverage we have we effectively get the man hours of a full time employee plus another 262 hours yearly for \$12,938 less than that of a full time employee. Looking at the weekly breakdown of staffing shows a greater value as we receive 90 hours of work from part time weekly for \$1,190 which averages out to around \$13.22/hr. \$628 less that our lowest paid full time employee. It appears to me that part time staffing is a necessity and a good value for the City and we should continue to utilize them moving forward.

## OVERTIME EXPLANATION FOR 2020-21

EMPLOYEE	TOTAL HRS	WEEKENDS 13 PER EMPLOYEE	COUNCIL MEETINGS	P&Z MEETINGS	SAFETY MEETINGS	HOLIDAYS	HRS SCHEDULED/ NON NEMERGENCY	HRS REMAINING	HRS PER WEEK FOR EMERGENCY/ CALL BACK/ PROJECTS
Matt Goodale 15%+	208+		48	12			60	148	2.8
Tim Moss 12.5%	173	52				6	58	115	2.2
Paul O'Neil 10%	139	52			24	6	82	57	1.1
Nevin Tucker 15%	208	52			24	6	82	126	2.4
Streets Employee 15%	208	52				4	56	152	2.9

In adding a new full time employee I will be able to take myself off the on call schedule. Currently I take on call, help the on call guy if any call requires two employees and generally make myself available for any time the on call guy asks for assistance with his on call weekend. This uses a big portion of the hours that I try to maintain per Council discussion when the Directors went to salary. My salary was based off my base pay plus 173 hours of overtime. I attempt to maintain around 208 hours of overtime yearly. Last year I was around 263 hours of overtime and this year I am at half of that 208 halfway through the year but spring typically uses a higher percentage of extra hours so I fully expect to be similar to last year. I flex off my hours when possible which leaves us short and I end up fielding calls or directing work from home anyway. Removing me from the on call schedule will give me an extra 52 hours to dedicate to work and I will still be available to assist the on call guys the same as I currently do while not having to flex off as many hours in order to maintain manageable and reasonable hours for the pay I am currently making.

I have raised the overtime for Nevin and put similar hours on the new hire as I expect that they will work together on projects that will require the extra hours to complete. Paul and Tim are currently what I believe their positions require to allow for the emergency and call back hours.

## Budget Priorities

### 110 Roads and Streets

**6320 Building /Grounds Maintenance-** This line is generally used for any small maintenance items that come up throughout the year. Any unforeseen need for a tool or materials would also utilize this line.

**6444 Tree Trimming-** This line is used for tree trimming, tree removals and stump grinding for city owned trees. It also is utilized to provide for grinding of the city brush pile. Due to the age of many trees in the older sections of town there has been a steady climb in the amount of trimming and removals needed yearly, therefore the normal request for this line has been increased from previous years. This line is also used for the replacement of trees that were removed or for new additions to our public trees.

**6509 Signs/Supplies-** This line provides for replacement for outdated or damaged signs and additional signs when needed. I have added to this line request in order to keep moving ahead with street sign replacements. Prior to the budget being complete there will also be a request to apply to the IDOT Small Cities Sign Grant which, should we receive funding, could provide up to \$5,000 this year for sign replacements. The inspections and mapping for this grant have been completed but requires council approval to be submitted to the IDOT.

**6512 Salt-** This is used for the salt Public Works uses in snow removal. We have a contract with Zippy's Salt Barn and receive 125 ton of salt from them yearly. We switched to Zippy's Salt Barn this past season and so far they have been great to work with and the product has worked well so far. We will likely stick with them for next season as well as long as the remainder of this winter goes well with their product. This line also covers the sidewalk deicers currently in use on City sidewalks.

**6521 Motor Vehicle Maintenance-** This line is used for any repairs necessary to the fleet during the year.

**6724 Equipment Set Aside in GF and RUT-** This line is for in place to use for future truck and equipment. This fund would cover 50% of the cost of purchases.

**6727 Equipment in GF and RUT-** This line is used to help pay for a portion of any new equipment or trucks purchased by the City for use by the Public Works Department. This line would be used in the year the truck would be purchased and would be funds from the set aside as well as a portion from that year's budget. This year it would fund 50% of a used single axle dump truck with a plow and salt spreader. We are looking at used trucks due to the high cost of new for this size vehicle, the amount of use we put on the dump truck we currently have and the availability of good used dump trucks. The truck we are replacing is 29 years old. It is typically used only for snow removal.

**6761 Capital Improvement Streets-** This line is for any street project to be completed during the year. The projects below were listed in the Council goal session from highest priority to lowest. These will be completed assuming funds are available and allocated this year. Seal coating is a maintenance item that needs completed yearly.

- 1. Replacement of one block of sealcoat on the east side of town/East Orange Street 4<sup>th</sup> to 5<sup>th</sup>- (Top Goal)** These were listed as separate Council Goals this year but funding is available to complete only one block so the block on East Orange Street was chosen. This will require some in house work as well as hiring a contractor. As part of this project the intersection of N 5<sup>th</sup> Street and East Orange Street will be poured in concrete to the end of the corner radius. The block from N 4<sup>th</sup> Street to N 5<sup>th</sup> Street will be asphalted similar to East Green Street that was completed in 2014. **\$65,000**
- 2. Sealcoat street patching-** This would include sealcoat streets to be determined after the thaw in the spring. **\$30,000**
- 3. Concrete Patches-** These would be completed in house throughout the year to include streets, sidewalks or parking areas owned and maintained by the City. I would request \$15,000 and use this as a buffer for any unforeseen costs associated with the projects above. **\$15,000**
- 4. Concrete installation at the Public Works Shop-** This project would allow us to move our brine cooker and storage to the area north of the new salt shed. This would be completed in house. **\$10,000**

## 600 Water Fund

**6230 Training and Education-** Continuing Education is required by Iowa DNR in order to maintain certification in sewer and water operations.

**6310 Building Maintenance-** This line is used for general upkeep on the water plant and other associated facilities. Painting, small plumbing issues, lighting, heating, etc.

**6501 Chemicals-** Chlorine and phosphate are added to the water supply daily. This line covers the cost of those and any other additive we may use in our water supply.

**6599 Misc. Supplies-** The majority of this line would supply staff with meters and radio read equipment to be installed in the coming year. This would fund 40 meters and radio reads to be installed on Sagert Drive, Thomas Drive and Foster Street. This would also fund any additional meters purchased for approximately 40 new homes.

- 1. Meter and radio read equipment for new homes (approximately 40) and 40 replacements-\$20,000**

**6727 Equipment- (High Goal)** This line is used to help pay for a portion of any new equipment or trucks purchased by the City for use by the Public Works Department. This line would be used in the year the truck would be purchased and would be funds from the set aside as well as a portion from that year's budget. This year it would fund 25% of a used single axle dump truck with a plow and salt spreader. We are looking at used trucks due to the high cost of new for this size vehicle, the amount of use we put on the dump truck we currently have and the availability of good used dump trucks. The truck we are replacing is 29 years old. It is typically used only for snow removal. This line would fund \$1,377 for the mower set aside program that is being furnished with this budget as well. **-\$13,877**

**6783 Utilities System Replacement- (High Goal)** This line is typically used for repair or replacements of water mains.

- 1. East College Street from N 4<sup>th</sup> Street to N 5<sup>th</sup> Street water main replacement project.** Goal setting put a priority on replacing the block of water main from N 4<sup>th</sup> Street to N 5<sup>th</sup> Street on East College Street. This project is being planned for currently. It would include new valves at the intersection the intersecting streets, new services, one new fire hydrant and replacement of a 4” main with a new 8” main. The remainder after that project will be put towards several other upgrades and valve projects on the east side of town.-**\$75,000**

**6796 Capital System Set Aside-** This is set aside for water tower painting and cleaning. This year we have not put anything into this line in an effort to put all available funds towards water main upgrades and repairs on the east side of town.

**6797 Capital Equipment Set Aside-** This line is in place to use for future truck and equipment purchases. This fund would cover 25% of the cost of truck/equipment purchases. This line would also fund 17% of future mower purchases.

## **610 Sewer Fund**

**6230 Training and Education-** Continuing Education is required by Iowa DNR in order to maintain certification in sewer and water operations. With a new hire for this year there will be added expenses for certification and classes.

**6310 Building Maintenance-** This line is used for general upkeep on the sewer plant and other associated facilities. Painting, small plumbing issues, lighting, heating, air filters, etc.

**6412 Lab Analysis-** The city is required by the DNR to test wastewater on a weekly basis. This line covers the cost of having samples tested in a laboratory.

**6510 Safety Equipment-** This line provides for safety equipment used by staff- vests, lights, monitors, etc. With the new Safety Committee in place there have been many deficiencies noted at the Public Works facilities. Staff is working diligently to address these issues. Some of these issues require purchase of safety equipment, locks, containers and additional supplies.

**6727 Equipment-(High Goal)** This line is used to help pay for a portion of any new equipment or trucks purchased by the City for use by the Public Works Department. This line would be used in the year the truck would be purchased and would be funds from the set aside as well as a portion from that year’s budget. This year it would fund 25% of a used single axle dump truck with a plow and salt spreader. We are looking at used trucks due to the high cost of new for this size vehicle, the amount of use we put on the dump truck we currently have and the availability of good used dump trucks. The truck we are replacing is 29 years old. It is typically used only for snow removal. This line would fund \$1,377 for the mower set aside program that is being furnished with this budget as well.-**\$13,877**

**6783 Utilities System Replacement-** This line is generally used for work in the collection system. Staff would request use of these funds to complete the phase 3 wastewater point repairs this budget. Following years this budget line would address lining the areas that have been repaired.

**6790 Capital Equipment-** This line is for in place to use for future truck and equipment purchases.

**Major Sewer Projects for the FY18 Budget**

1. Point repairs and manhole repairs for phase 3-**\$45,000**

**450 Cemetery Fund**

**6320 Building/Grounds Operations-** This line is used for small ticket items used in our daily activities. Mainly for maintenance purchasing materials used in maintenance work or repairs.

**6504 Minor Equipment-** Used to purchase shovels, rakes, chain saw blades, trimmers or other small hand tools needed in caring for the cemetery.

**6521 Motor Vehicle Maintenance-** Utilized in repairs or maintenance to our fleet of mowers or vehicles used in the cemetery.

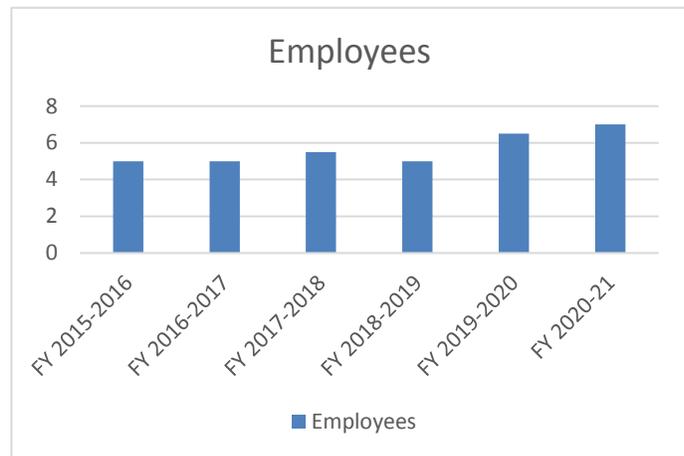
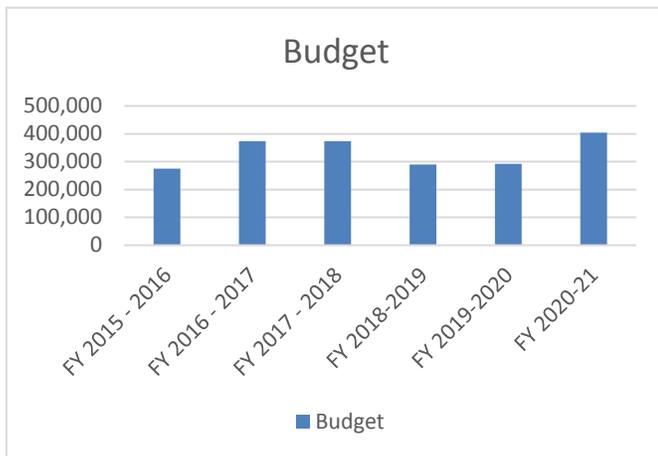
**6529 Uniforms-** This line is used to pay for a portion of the clothing allowance for each full time employee on Public Works.

**6727 Equipment-**The request for this line is based off of the mower set-aside program. This allows us to follow a schedule of replacement, provides a way to save for the future and minimizes the chance of having a large request on any given year.



**2020 – 2021 Proposed Budget**

**Road and Streets  
Five Year History of Budget and Position Authorities**



**Summary of FY 2018 – 2019 Mid-Year Achievements**

The purchase of new F550 plow truck with dump box was made this year. As of December Public works had completed several projects. The majority of them done in house or with the assistance of local contractors. Several of the projects listed as goals for this year were later removed due to circumstances that made them difficult to complete inside the budget. Other projects were completed that were not on the goals but determined to be necessary or completed as part of the College Street Bridge Project. Sign replacements were heavily emphasized this year due to the necessity to begin a replacement schedule for street signs. The new 550 with dump bed was purchased, Sidewalk on Northside Drive installed, a small project on North Maple Street at the south end with another to follow this spring at the north end, Beranek Parking lot and sidewalk upgrades, multiple catch basin repairs or replacements, sealcoating the Wapsi Creek Park parking lot and a upgrade to Terror Trail is slated to begin in the spring.

**Summary of FY 2019 – 2020 Requested Changes Based on City Council Goals and Objectives**

- **Replacement of one block of sealcoat on the east side of town/East Orange Street 4<sup>th</sup> to 5<sup>th</sup>- (Top Goal)** These were listed as separate Council Goals this year but funding is available to complete only one block so the block on East Orange Street was chosen. This will require some in house work as well as hiring a contractor. As part of this project the intersection of N 5<sup>th</sup> Street and East Orange Street will be poured in concrete

to the end of the corner radius. The block from N 4<sup>th</sup> Street to N 5<sup>th</sup> Street will be asphalted similar to East Green Street that was completed in 2014. **\$65,000**

- **Sealcoat street patching-** This would include sealcoat streets to be determined after the thaw in the spring. **\$30,000**
- **Concrete Patches-**These would be completed in house throughout the year to include streets, sidewalks or parking areas owned and maintained by the City. I would request \$15,000 and use this as a buffer for any unforeseen costs associated with the projects above. **\$15,000**
- **Concrete installation at the Public Works Shop-** This project would allow us to move our brine cooker and storage to the area north of the new salt shed. This would be completed in house. **\$10,000**
- **Water main installation East College St from N 4<sup>th</sup> St to N 5<sup>th</sup> St-** this project would replace a 4” water main with an 8” water main. It would also include new services, corner valves and a new fire hydrant at N 5<sup>th</sup> St

**In order to fund these road projects fund balance will likely have to be utilized.**

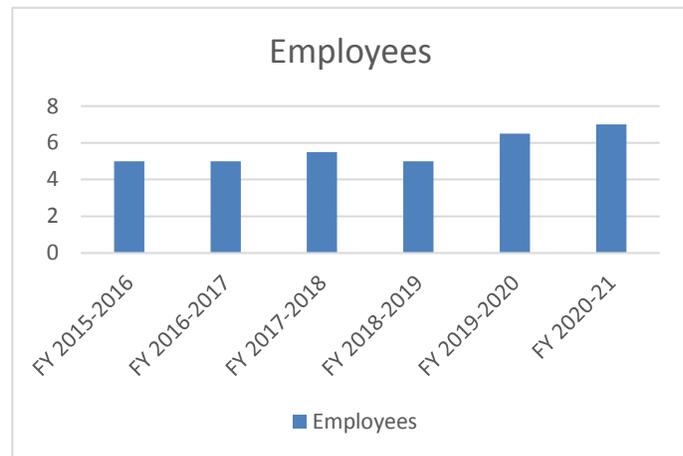
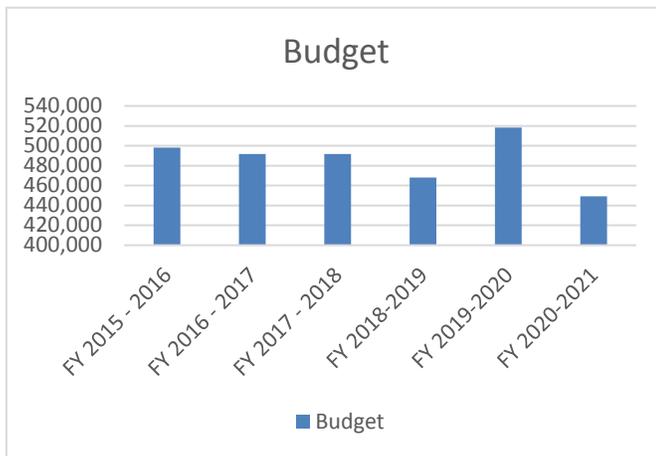
#### **Department Budget Highlights**

• 001-6727 Equipment	Budgeted in FY 19/20	\$ 9,500
	Requesting in FY 20/21	\$ 12,500
• 6320 Building/Grounds Operations	Budgeted in FY 19/20	\$ 10,000
	Requesting in FY 20/21	\$ 11,000
• 6332 Vehicle Repair & Maintenance	Budgeted in FY 19/20	\$12,000
	Requesting in FY 20/21	\$ 12,000
• 6444 Tree Trimming	Budgeted in FY 19/20	\$ 25,000
	Requesting in FY 20/21	\$ 25,000
• 6727 Equipment ((\$18,000 from set aside)	Budgeted in FY 19/20	\$ 31,500
	Requesting in FY 20/21	\$ 12,500
• 6761 Capital Improvement Streets	Budgeted in FY 19/20	\$ 69,600
	Requesting in FY 20/21	\$ 120,000



## 2020 – 2021 Proposed Budget

### Water Five Year History of Budget and Position Authorities



### Summary of FY 2019 – 2020 Mid-Year Achievements

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### Summary of FY 2020 – 2021 Requested Changes Based on City Council Goals and Objectives

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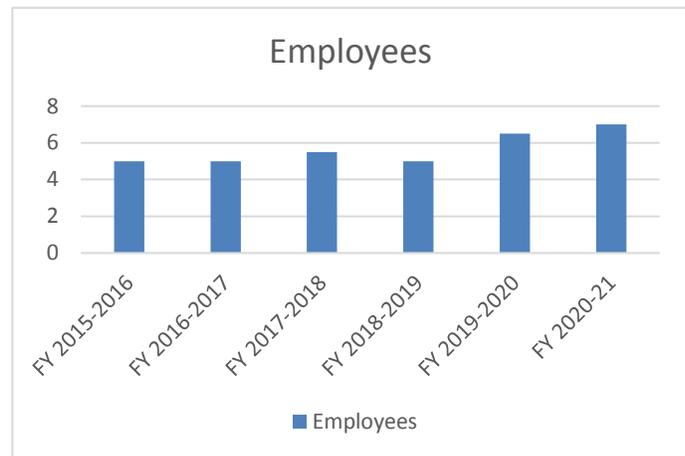
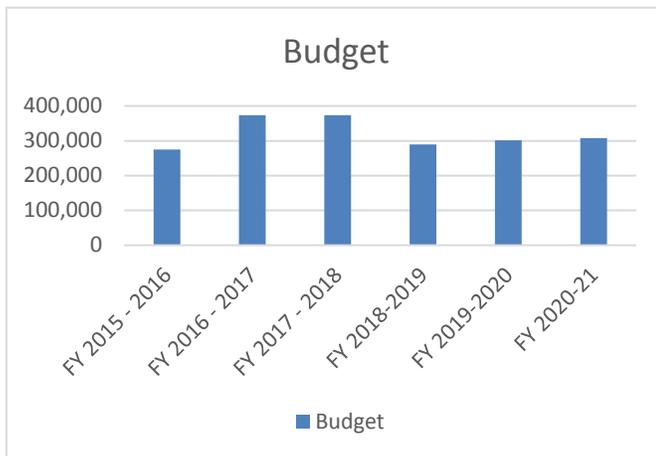
#### **Department Budget Highlights**

- |                                     |  |
|-------------------------------------|--|
| • 6320 Building/Grounds Operations  | Budgeted in FY 19/20 \$ 3,000<br>Requesting in FY 20/21 \$ 4,500   |
| • 6332 Vehicle Repair & Maintenance | Budgeted in FY 19/20 \$1,500<br>Requesting in FY 20/21 \$ 1,500    |
| • 6501 Chemicals                    | Budgeted in FY 19/20 \$ 20,000<br>Requesting in FY 20/21 \$ 20,000 |
| • 6727 Equipment                    | Budgeted in FY 19/20 \$ 13,500<br>Requesting in FY 20/21 \$ 12,500 |
| • 6783 Utilities System Replacement | Budgeted in FY 19/20 \$ 18,228<br>Requesting in FY 20/21 \$ 77,028 |



## 2020 – 2021 Proposed Budget

### Sewer Five Year History of Budget and Position Authorities



### Summary of FY 2018 – 2019 Mid-Year Achievements

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to the end of the corner radius. The block from N 4<sup>th</sup> Street to N 5<sup>th</sup> Street will be asphalted similar to East Green Street that was completed in 2014. **\$65,000**

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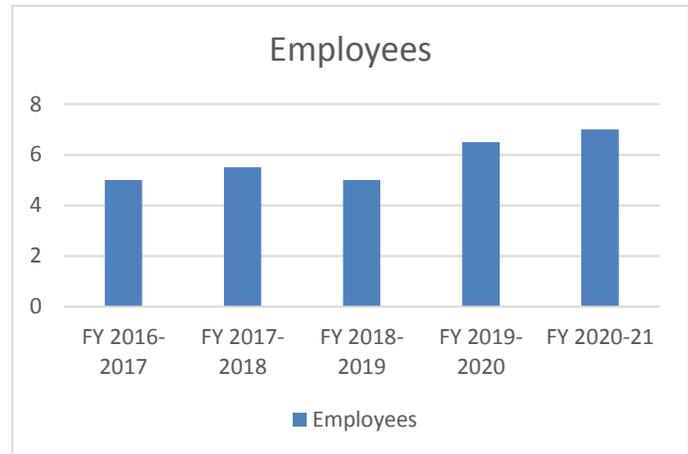
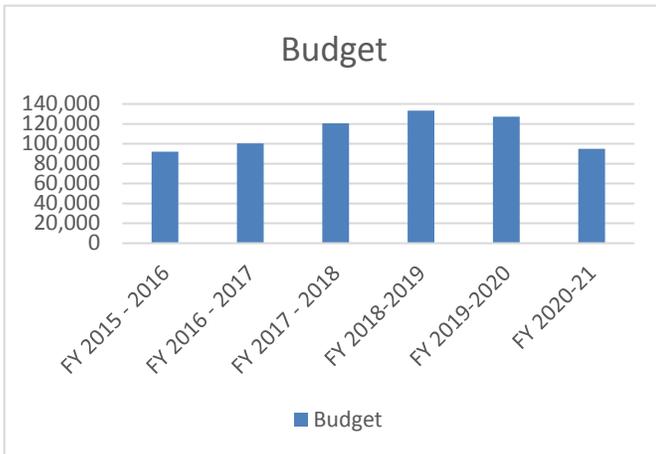
#### **Department Budget Highlights**

• 6320 Building/Grounds Operations	Budgeted in FY 19/20	\$ 3,500
	Requesting in FY 20/21	\$ 4,000
• 6332 Vehicle Repair & Maintenance	Budgeted in FY 19/20	\$2,000
	Requesting in FY 20/21	\$ 2,000
• 6510 Safety Equipment	Budgeted in FY 19/20	\$ 3,000
	Requesting in FY 20/21	\$ 4,000
• 6783 Utilities System Replacement	Budgeted in FY 19/20	\$ 26,168
	Requesting in FY 20/21	\$ 45,000
• 6790 Capital Equipment	Budgeted in FY 19/20	\$ 13,500
	Requesting in FY 20/21	\$ 12,500



**2020 – 2021 Proposed Budget**

**Cemetery  
 Five Year History of Budget and Position Authorities**



**Summary of FY 2018 – 2019 Mid-Year Achievements**

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#### Department Budget Highlights

- |                                     |                        |            |
|-------------------------------------|------------------------|------------|
| • 6010 Salaries and Wages           | Budgeted in FY 19/20   | \$ 103,602 |
|                                     | Requesting in FY 20/21 | \$ 64,625  |
| • 6320 Building/Grounds Operations  | Budgeted in FY 19/20   | \$ 1,000   |
|                                     | Requesting in FY 20/21 | \$ 2,000   |
| • 6332 Vehicle Repair & Maintenance | Budgeted in FY 19/20   | \$2,000    |
|                                     | Requesting in FY 20/21 | \$ 2,000   |
| • 6444 Tree Trimming                | Budgeted in FY 19/20   | \$ 25,000  |
|                                     | Requesting in FY 20/21 | \$ 25,000  |
| • 6727 Equipment                    | Budgeted in FY 19/20   | \$ 5,346   |
|                                     | Requesting in FY 20/21 | \$ 9,975   |

## **Proposed VEHICLE SET ASIDE**

**Updated January 13, 2020**

<b>Year</b>	<b>Vehicle Replaced</b>	<b>Vehicle Replacement</b>	<b>Set Aside</b>	<b>Cost</b>	<b>Set Aside</b>
<b>Total</b>					
2019-2020	2003 Ford Ranger	2019 1 Ton Truck w/dump	+\$0	-\$68,000	\$0
2020-2021	1990 International Dump Truck	Used Dump Truck	+\$0	-\$50,000	\$0
2021-2022	1990 International Dump Truck	Used Dump Truck	+\$0	-\$50,000	\$0
2022-2023	2012 Cat Skid Loader	2023 Cat Skid Loader	+\$0	-\$50,000	\$0
2023-2024	1983 Cat End Loader	Used Tractor/Loader	+\$0	-\$50,000	\$0
2024-2025	2004 F350	2025 F550 w/flatbed/utility	+\$0	-\$50,000	\$0
2025-2026	2012 Dodge ½ Ton Truck	2026 ¾ ton truck/utility box	+\$0	-\$40,000	\$10,000
2026-2027	-----	-----	+\$10,000	-\$0	\$60,000
2027-2028	2016 Dodge ½ Ton Truck	2028 ½ Ton Truck	+\$60,000-	\$30,000	\$80,000
2028-2029	2016 F550	2029 1 Ton Truck w/dump	+\$80,000-	\$76,000	\$54,000
2029-2030	2017 F250	2030 ¾ Ton Truck	+\$54,000-	\$34,000	\$70,000
2030-2031	2018 ½ Ton Truck	2031 ½ Ton Truck	+\$70,000-	\$32,000	\$88,000
2030-2031	2012 Tarco Leaf Vac	2031 Leaf Vac	+\$88,000-	\$53,000	\$85,000

This set-aside program requires a \$50,000 contribution yearly either to be placed entirely into set-aside or spent out partially or completely in that years budget. The set-aside required from each individual budget would be \$12,500 RUT, \$12,500 GF R&S, \$12,500 Water, \$12,500 Sewer. Any trade in value from trucks or equipment would be added to that years purchase or put into the set aside account for future purchases. Each Public Works vehicle would be in use for 12-15 years before being replaced.

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

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**January 6, 2020  
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: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. 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 and Library Director Nick Shimmin.

### **GUEST SPEAKER AND PRESENTATIONS**

Shimmin apologized for the information contained in the Council packet was incorrect and provided a brief overview of the Libraries requests noting that there were too many changes other than the cost of supplies and utilities are on the rise. Shimmin said the biggest item was in travel for a conference in Omaha he was hoping to send a couple of employees to.

Horihan presented his FY21 budget based on Council goals and his department's needs and objectives. Horihan listed the following items for his budget; an additional \$5000 (total of \$30,000) for the set aside fund for future vehicle purchases, updating the police department server, purchasing additional body cameras for all officers, installation of a three door access control system that will provide better security at the Police Department and installation of a camera system for the evidence facility.

### **PUBLIC COMMENT**

No comment.

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

Motion to approve minutes for City Council meeting December 16, 2019.

Motion to approve the Annual Mayoral Appointments.

Motion to approve the appointment of Craig Walker to the Library Board.

Motion to approve the Liquor License Renewal for Aj's Jack & Jill Store (ownership changed for FY20).

Motion to approve the Cigarette Permit for Anisha LLC dba Jack & Jill Store (ownership change for FY20).

Motion to approve the Claims Report.

EXPENDITURES	1/6/2020	
BALDRIDGE ENVIRONMENTAL	SEWAGE LAGOON ENZYMES	5,000.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	50.15
FASTENAL	REPAIR SUPPLIES	29.30
IMWCA	WORKER'S COMPENSATION INSURANCE	2,097.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	26.10
IOWA RURAL WATER ASSOC.	DUES 1-1-20 TO 12-31-20	275.00
JOHNSON COUNTY AUDITOR	ELECTION SERVICE FEE	283.56
JOHNSON COUNTY EMERGENCY MANAGEMENT	FY 2020 HAZ MAT TEAM 28E AGREE	47.50
JOHNSON COUNTY REFUSE INC.	LANDFILL-SPRING CLEANUP	1,453.00
KOCH OFFICE GROUP	COPIER MAINTENANCE	285.45
L. L. PELLING CO. INC	PARKING LOT & DRIVEWAY REPLACE	12,880.50
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,292.60
LYNCH'S EXCAVATING INC	WATER MAIN REPAIR	3,413.50
MID-STATES ORGANIZED CRIME	MEMBERSHIP DUES	100.00
MIDWEST FRAME & AXLE	VEHICLE REPAIR	4,310.77
NEEDHAM EXCAVATING, INC.	308 PV PARK CONST	136,284.60
OLSON, KEVIN D	LEGAL SERVICES-JANUARY, 2020	1,500.00
OMNISITE	WIRELESS SERVICE-LIFT SITE	360.00
PRINTING HOUSE	NOTIFICATION POST CARDS	167.75
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUALITY ENGRAVED SIGNS	NAME PLATES	108.00
QUILL CORP	QUILL CORP	52.26

SPEER FINANCIAL INC	CONSULTING SERVICE	375.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
THE HOME DEPOT PRO	RESTROOM SUPPLIES	47.67
TYLER TECHNOLOGIES	OFFICE SUPPLIES	85.00
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	22,442.46
WEST BRANCH FORD	VEHICLE REPAIR	294.31
ZORO TOOLS INC	BLOODBORNE PATHOGEN KITS	49.45
TOTAL		194,313.93
PAYROLL	12/27/2019	56,384.14
PAID BETWEEN MEETINGS		
FOX APPARATUS REPAIR & MAINTENANCE	VEHICLE REPAIR	220.29
JULIA HIME	VIDEOGRAPHY SERVICE	100.00
TAYLOR CONSTRUCTION	COLLEGE ST BRIDGE & RELATED WORK	166,181.66
UPS	SHIPPING	22.82
US BANK EQUIPMENT LEASE	LIBRARY COPIER LEASE	106.25
WALMART	DVDS, MAINTENANCE & PROGRAM SUPPLIES	270.05
WEST BRANCH TIMES	LEGAL PUBLICATIONS & ADVERTISING	627.78
HARRY'S CUSTOM TROPHIES	PARTICIPATION RIBBONS	151.25
JOHN DEERE FINANCIAL	SUPPLIES & SAFETY EQUIPMENT	1,552.45
MEDIACOM	CABLE SERVICE	41.90
MENARDS	CHRISTMAS PAST SUPPLIES	169.69
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL	PEST CONTROL SERVICE	126.92
US BANK CORPORATE CARD	TRAINING & SUPPLIES	1,921.41
VERIZON WIRELESS	WIRELESS SERVICE	802.88
TOTAL		172,475.35
GRAND TOTAL EXPENDITURES		423,173.42
FUND TOTALS		
001 GENERAL FUND	41,245.63	
022 CIVIC CENTER	371.93	
031 LIBRARY	7,056.77	
036 TORT LIABILITY	1,977.09	
110 ROAD USE TAX	10,493.84	
112 TRUST AND AGENCY	12,383.13	
308 PARK IMP - PEDERSEN VALLEY	136,284.60	
310 COLLEGE STREET BRIDGE	152,641.89	
318 COLLEGE ST & 2ND ST IMPROVEMNTS	35,945.57	
600 WATER FUND	11,258.57	
610 SEWER FUND	13,162.40	
740 STORM WATER UTILITY	352.00	
GRAND TOTAL	423,173.42	

Motion by Miller, second by Goodweiler approve agenda/consent agenda items. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.

## **PUBLIC HEARING / NON-CONSENT AGENDA**

### Resolution 1866 – Directing changes to the existing street lighting system. / Move to action.

Brick explained that Lynch Heights subdivision was to install two street lights as part of their development on Ohrt Street. Lynch has contacted Alliant Energy to install those street lights on their behalf at their expense.

**Motion by Stoolman, second by Sexton to approve Resolution 1866. AYES: Stoolman, Sexton, Miller, Dean, Goodweiler. NAYS: None. Motion carried.**

### Resolution 1867 – Adopting a policy authorizing the Finance Director, City Clerk or Deputy Clerk to pay certain bills prior to the City Council's approval. / Move to action.

**Motion by Goodweiler, second by Sexton to approve Resolution 1867. AYES: Goodweiler, Sexton, Stoolman, Dean, Miller, NAYS: None. Motion carried.**

Resolution 1868 – Setting a Public Hearing considering the maximum levy that can be passed. / Move to action.

Jones explained that the State of Iowa has implemented a new requirement for cities to publish and hold a public hearing when cities are raising taxes. This public hearing requires the City express their maximum levy increase (with a limit of not more than two percent) in an effort to make the budget process more transparent. Jones said staff is requesting to hold the public hearing at the next City Council meeting to make sure there is enough time to make changes in the expressed levy increase (if any). Jones said the state filing budget deadline has been extended to March 31<sup>st</sup> this year rather than March 15<sup>th</sup> so City's would have time to comply with the new requirement.

**Motion by Stoolman, second by Miller to approve Resolution 1868. AYES: Stoolman, Miller, Dean, Goodweiler, Sexton. NAYS: None. Motion carried.**

Resolution 1869 – Approving the continuation of the sludge reduction plan by Baldrige Environmental Inc. for an annual fee of \$20,000. / Move to action.

Jones said that by the request of the Council from its last meeting in December that a resolution and formal contract be drawn up for the continuation of Baldrige Environmental sludge reduction process. Jones also reported that City Engineer Schechinger had been in contact with the DNR with the pilot projects results and that the DNR has agreed to review those results to determine if an extension would be granted. Jones said that although this was very good news, the City will still need to invest in a third lagoon for the cities future growth and that the SGAR system is not off the table at this time. Jones confirmed that the lagoons would still need to be dredged of the non-volatile sludge (rocks, plastics, latex, etc.) and that could be done when the third lagoon is constructed.

**Motion by Miller, second by Goodweiler to approve Resolution 1869. AYES: Miller, Goodweiler, Dean, Sexton, Stoolman. NAYS: None. Motion carried.**

Resolution 1870 – Authorizing a contract with East Central Intergovernmental Association (ECIA) in the amount of \$2500.00 with a not to exceed cost of \$5,000 for grant writing services related to the \$100,000 Catalyst Grant intended for the former Croell Ready-Mix site. / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1870.

The council asked for clarification on what the two grants would be used for. Jones replied by saying the \$100,000 Catalyst Grant could be used toward the purchase price of properties along the perimeter of the former Croell site. Sexton asked if the properties were for sale or if negotiations had even been attempted at this point. Jones said some communication has been started but had no specific details. Sexton then asked if the grant had to go to a particular property or if it could be used for any of the surrounding properties. Jones said that the grant could be used for any of the properties but would need to be listed in the grant application. Sexton also asked for more details on the Volkswagen Settlement Grant and asked if either grant had a requirement of matching funds. Jones said the Volkswagen grant was to be used for electric vehicle charging stations which the former council had considered but chose not to move forward with in 2019. Laughlin spoke in favor of West Branch having an electric charging saying it will bring more visitors to the community. Jones was not able to confirm additional details on the Volkswagen grant or how much the City could potentially receive. Miller asked where the funds would come from to pay ECIA for their services. Jones said the Downtown East Redevelopment project would pay for the Catalyst Grant and that money from the Hotel/Motel tax could be used for the Volkswagen Settlement Grant. The council further discussed the two grants and requested to vote separately on the two grants.

**Motion by Goodweiler, second by Miller to amend Resolution 1870 and split the resolution into two separate votes/resolutions. AYES: Goodweiler, Miller, Dean Stoolman, Sexton. NAYS: None. Motion carried.**

Resolution 1870-A – Authorizing a contract with East Central Intergovernmental Association (ECIA) for grant writing services in an amount not to exceed \$2500 related to the \$100,000 Catalyst Grant intended for the former Croell Redi-Mix site. / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1870-A. **AYES: Goodweiler, Miller, Dean Stoolman, Sexton. NAYS: None. Motion carried.**

Resolution 1870-B – Authorizing a contract with East Central Intergovernmental Association (ECIA) for grant writing services in an amount not to exceed \$2500 related to the \$900,000 Volkswagen Settlement Grant for an electric vehicle charging station. / Move to action.

Motion by Goodweiler, second by Miller to approve Resolution 1870-A. **AYES: Goodweiler. NAYS: Miller, Dean Stoolman, Sexton. Motion FAILED.**

Discussion: Initial General Fund Revenue Estimates.

Jones said valuations were received from Cedar and Johnson Counties in late December 2019. The valuations for Cedar County increased \$8.4 million, while Johnson County valuations decreased \$130 thousand. Jones explained that the estimated impact to the General Fund would be approximately \$100-\$110 thousand dollars. Jones further stated that anticipated priorities would consume the entire increase for FY21. Jones reviewed the priorities set for FY21; adding two new full-time positions (Public Works and Police Department), the addition of Short-Term and Long Term Disability benefits for employees, pay-out benefits for two retiring employees, increase in Cubby Park future and on-going maintenance needs and a 1.6 percent salary wage increase or vacation time in lieu of a monetary compensation increase.

Discussion: Regarding the Park and Recreation Commission’s recommendation to allow the consumption of alcohol in certain parks.

Russell explained that she did some research on surrounding communities in regard to their policy for alcohol at city parks and found that most do not allow the consumption of alcohol without a permit from the City. Horihan presented the Police Departments concerns regarding public safety and the ability to control a safe environment for all park visitors during normal park hours. Stoolman voiced her concerns and said that she was against alcohol at any sporting event, she said there are bars in town for that purpose. Stoolman said she was okay with alcohol at celebrations (weddings, graduations, birthday parties) as long as a permit was obtained first. Shimmin addressed the Police Departments draft ordinance and stated the Library Board has authority over their alcohol policy (adopted by the City Council in 2013). Shimmin said the Library Board governs the activities of the West branch Public Library and therefore should not be subject to the permit process suggested. Shimmin said the resolution and Ordinance passed in 2013 should supersede any further restrictions. The Council appeared to be in agreement that alcohol should not be allowed in City parks without a permit or some type of permission and approval process. Council directed staff to review its current process under the Special Event permit and come back with some options for them to review.

**CITY ADMINISTRATOR REPORT**

Jones reported on the continued efforts of Baldrige Environmental to be able to demonstrate to the DNR the success of the pilot program. He said he has letters ready to go out to residents that in violation of the City’s new Nuisance Abatement Code and said he was making progress on city’s trash collection RFP to solicit other vendor quotes. Lastly, Jones advised the Council that the Iowa Caucus is scheduled for Monday, February 3<sup>rd</sup> and suggested that the Council meeting be moved to Tuesday, February 4<sup>th</sup> to allow residents, staff and Council to caucus. The Council agreed to move the meeting to February 4<sup>th</sup>.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

No reports.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin said one of the buildings on the Croell site was being dismantled and removed and that there appeared to be some progress on the old Casey’s building as well. Stoolman asked for an update on the downstream flood mitigation project. Jones responded that Schechinger has been meeting with the property owners and that he is making progress.

**ADJOURNMENT**

Motion to adjourn by Miller, second by Stoolman. Motion carried on a voice vote. City Council meeting adjourned at 9:32 p.m.

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

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Destruction of Certain Records with Shred-it Services Listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 9, 2020

### BACKGROUND:

See Records Destruction Form.

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

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**City of West Branch  
RECORDS DESTRUCTION FORM**

Page 1 of 1

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

<b>Departmental Destruction</b>	
Date of Records Destruction: 1/21/2020 Department Name: Administration	<input checked="" type="checkbox"/> I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Records Retention Schedule and that all audit and administrative requirements have been satisfied.  <input checked="" type="checkbox"/> I certify that no HOLD has been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open records requests and all administrative requirements have been satisfied.
Destruction Method:  Shredding _____ Discard _____ Outside Vendor <u>  x  </u>	
Destruction Witness: Deputy City Clerk Leslie Brick	
Signature: <i>Leslie Brick - Deputy Clerk</i>	

Description of Records The contents of each box should be listed separately	Inclusive Dates	Retention Period	Record Type
Miscellaneous receipt books	FY10 – FY14	5 years	Administrative
W-2's, 941 reports, IA withholding, State Quarterly Reports, IPERS	2014	5 years	Payroll
Sales Tax reports	2014	5 years	Administrative

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

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



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b> January 21, 2020
---------------------------------------

<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> the Claims Report.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	January 21, 2020

**BACKGROUND:**

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

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

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**EXPENDITURES****1/21/2020**

AERO RENTAL INC	RENTAL - LIGHT REMOVAL	444.00
AMAZON	BOOKS	359.60
ASCAP	MUSIC LICENSE FEE-COMMUNITY EVENTS	363.00
BAKER & TAYLOR INC.	BOOKS	440.87
CATHERINE STEEN	UNIFORMS	63.34
CEDAR COUNTY RECORDER	RECORDING FEES	28.00
CEDAR COUNTY TRANSFER STATION	TRANSFER STATION FEES	183.00
CEDAR RAPIDS PHOTO COPY INC	LIBRARY - COPIER RENTAL	79.12
D&R PEST CONTROL	PEST CONTROL	70.00
DEMCO	OFFICE SUPPLIES	296.81
DEWEYS JACK & JILL	MAINTENANCE & PROGRAM SUPPLIES	107.11
ECONO SIGNS LLC	STREET SIGNS	679.40
HEATHER M SITZMORE	PARK & REC PROGRAM	285.00
IOWA LIBRARY ASSOCIATION	MEMBERSHIP DUES	290.00
JOHNSON COUNTY REFUSE INC.	RECYCLING-DECEMBER, 2019	3,994.75
LENOCH & CILEK	CHRISTMAS PAST SUPPLIES	476.37
LINN COUNTY R.E.C.	STREET LIGHTS	149.00
MISCELLANEOUS VENDOR	CHARLES OR JOSEPHINE LOVIG:SIDEWALK REPAIR	720.00
OVERDRIVE INC	AUDIO BOOKS	504.17
PARKSIDE SERVICE	TIRE REPAIR	50.00
PYRAMID SERVICES INC.	MAINTENANCE SUPPLIES	152.45
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	840.00
QUILL CORP	OFFICE SUPPLIES	53.77
ROCK VALLEY PHYSICAL THERAPY	DRUG TESTS	86.00
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
TIPTON ELECTRIC MOTORS	MAINTENANCE SUPPLIES	26.35
UPS	SHIPPING	23.68
US BANK CORPORATE CARD	MAINTENANCE, PROGRAM SUPPLIES	258.08
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
WALMART COMMUNITY/RFCSLLC	CDS, PROG & MAINT SUPPLIES	562.79
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,515.00
WELTER STORAGE EQUIP CO IN	SAFETY EQUIPMENT	1,360.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	895.65
WEST BRANCH TIMES	LEGAL NOTICES	695.70
WEX BANK	WEX BANK	1,132.28
ZIPPY'S SALT BARN LLC	ROAD SALT	7,088.14

**TOTAL****25,405.68****PAYROLL****1/10/2020 44,257.76****PAID BETWEEN MEETINGS**

RSM INVESTMENTS	UTILITY REFUND	64.90
CURT BOWLING	UTILITY REFUND	33.19
ALLIANT ENERGY	UTILITY SERVICE	11,075.23
LESLIE BRICK	MILEAGE	39.06
UPS	SHIPPING	22.82
ZIPPY'S SALT BARN LLC	ROAD SALT	6,452.27
BUSINESS RADIO SALES	RADIO REPAIR	322.58
JOHNSON COUNTY MUTUAL AID ASSOCIATION	MEMBERSHIP DUES	83.00
LYNCH'S PLUMBING	SERVICE CALL	216.00
OASIS ELECTRIC LLC	REPLACE LIGHTING	1,307.86

TRUCK COUNTRY	VEHICLE REPAIR	4,888.27
WEST BRANCH FIREFIGHTERS FOUNDATION	BUILDING REPAIR	146.66
WEST BRANCH REPAIRS	VEHICLE REPAIR	21.00
<b>TOTAL</b>		<b>24,672.84</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>94,336.28</b>
<b>FUND TOTALS</b>		
001 GENERAL FUND		39,971.10
022 CIVIC CENTER		652.87
031 LIBRARY		9,017.91
110 ROAD USE TAX		20,282.10
112 TRUST AND AGENCY		4,920.01
600 WATER FUND		11,005.88
610 SEWER FUND		8,486.41
<b>GRAND TOTAL</b>		<b>94,336.28</b>

**REVENUE-FISCAL YEAR 2020****FUND****DECEMBER**

001 GENERAL FUND	61,474.65
022 CIVIC CENTER	752.20
031 LIBRARY	707.41
036 TORT LIABILITY	1,039.46
110 ROAD USE TAX	18,401.98
112 TRUST & AGENCY	5,928.52
119 EMERGENCY TAX FUND	834.46
121 LOCAL OPTION SALES TAX	37,015.08
125 TIF	10,046.13
226 DEBT SERVICE	7,612.74
310 COLLEGE ST BRIDGE REPLACEMENT	104,049.38
500 CEMETERY PERPETUAL FUND	589.91
501 KROUTH PRINCIPAL FUND	75.45
502 KROUTH INTEREST FUND	20.23
600 WATER FUND	43,855.54
603 WATER SINKING FUND	32,672.74
740 STORM WATER UTILITY	5,108.77
<b>TOTAL</b>	<b>330,184.65</b>

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT	
POLICE OPERATION	GENERAL FUND	WEST BRANCH REPAIRS	VEHICLE REPAIR	578.00	
			VEHICLE REPAIRS	317.65	
		WEX BANK	VEHICLE FUEL	757.06	
		CATHERINE STEEN	UNIFORMS	63.34	
		TOTAL:	1,716.05		
FIRE OPERATION	GENERAL FUND	WEX BANK	VEHICLE FUEL	139.63	
			TOTAL:	139.63	
ROADS AND STREETS	GENERAL FUND	MISCELLANEOUS V CHARLES OR JOSEPHINE L	CHARLES OR JOSEPHINE LOVIG	720.00	
			TOTAL:	720.00	
STREET LIGHTING	GENERAL FUND	LINN COUNTY R.E.C.	STREET LIGHTS	149.00	
			TOTAL:	149.00	
PARK & RECREATION	GENERAL FUND	DEWEYS JACK & JILL HEATHER M SITZMORE	MAINTENANCE & PROGRAM SUPP	9.47	
			PARK & REC PROGRAM	285.00	
			TOTAL:	294.47	
COMM & CULTURAL DEVEL	GENERAL FUND	LENOCH & CILEK	CHRISTMAS PAST SUPPLIES	278.26	
			CHRISTMAS PAST SUPPLIES	103.13	
			AERO RENTAL INC	RENTAL - LIGHT REMOVAL	444.00
			US BANK CORPORATE CARD	MAINTENANCE, PROGRAM SUPPL	21.17
			ASCAP	MUSIC LICENSE FEE-COMM EVE	363.00
			TOTAL:	1,209.56	
LEGAL SERVICES	GENERAL FUND	WEST BRANCH TIMES CEDAR COUNTY RECORDER	LEGAL NOTICES	695.70	
			RECORDING FEES	28.00	
			TOTAL:	723.70	
SOLID WASTE	GENERAL FUND	CEDAR COUNTY TRANSFER STATION JOHNSON COUNTY REFUSE INC.	TRANSFER STATION FEES	183.00	
			RECYCLING-DECEMBER, 2019	3,994.75	
			TOTAL:	4,177.75	
LOCAL CABLE ACCESS	GENERAL FUND	AMAZON	BOOKS, MAINT & PROGRAM SUP	46.39	
			TOTAL:	46.39	
LIBRARY	LIBRARY	DEWEYS JACK & JILL OVERDRIVE INC	MAINTENANCE & PROGRAM SUPP	97.64	
			AUDIO BOOKS	55.00	
			BOOKS & AUDIO BOOKS	445.99	
		BOOKS	3.18		
		LENOCH & CILEK	BUILDING MAINTENANCE SUPPL	94.98	
		WALMART COMMUNITY/RFCSLLC	CDS, PROG & MAINT SUPPLIES	71.32	
			CDS, PROG & MAINT SUPPLIES	280.91	
		CDS, PROG & MAINT SUPPLIES	210.56		
		CEDAR RAPIDS PHOTO COPY INC	LIBRARY - COPIER MAINTENAN	79.12	
		DEMCO	OFFICE SUPPLIES	296.81	
		QUILL CORP	OFFICE SUPPLIES	13.77	
			MAINTENANCE SUPPLIES	32.29	
		OFFICE SUPPLIES	7.71		
		IOWA LIBRARY ASSOCIATION	MEMBERSHIP DUES	95.00	
			MEMBERSHIP DUES	90.00	
		MEMBERSHIP DUES	105.00		
		BAKER & TAYLOR INC.	BOOKS	91.76	
			BOOKS	73.50	
			BOOKS	275.61	

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		US BANK CORPORATE CARD	MAINTENANCE, PROGRAM SUPPL	78.14
			MAINTENANCE, PROGRAM SUPPL	12.72
			MAINTENANCE, PROGRAM SUPPL	113.97
		D&R PEST CONTROL	PEST CONTROL	70.00
		AMAZON	BOOKS, MAINT & PROGRAM SUP	189.65
			BOOKS, MAINT & PROGRAM SUP	41.36
			BOOKS, MAINT & PROGRAM SUP	40.28
			BOOKS, MAINT & PROGRAM SUP	41.92
		US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
			TOTAL:	3,114.44
ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	PARKSIDE SERVICE	50.00
		PYRAMID SERVICES INC.	MAINTENANCE SUPPLIES	152.45
		WELTER STORAGE EQUIP CO INC	SAFETY EQUIPMENT	1,360.00
		WEX BANK	VEHICLE FUEL	78.52
		TIPTON ELECTRIC MOTORS	MAINTENANCE SUPPLIES	26.35
		US BANK CORPORATE CARD	MAINTENANCE, PROGRAM SUPPL	32.08
		ECONO SIGNS LLC	STREET SIGNS	679.40
		ZIPPY'S SALT BARN LLC	ROAD SALT	3,129.18
			ROAD SALT	2,977.98
			ROAD SALT	980.98
		ROCK VALLEY PHYSICAL THERAPY	DRUG TESTS	86.00
			TOTAL:	9,552.94
WATER OPERATING	WATER FUND	STATE HYGIENIC LAB	LAB ANALYSIS	26.00
		WEX BANK	VEHICLE FUEL	78.52
		WATER SOLUTIONS UNLIMITED INC.	CHEMICALS	2,515.00
			TOTAL:	2,619.52
SEWER OPERATING	SEWER FUND	UPS	SHIPPING	23.68
		QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	840.00
		WEX BANK	VEHICLE FUEL	78.55
			TOTAL:	942.23

```

===== FUND TOTALS =====
001 GENERAL FUND          9,176.55
031 LIBRARY                3,114.44
110 ROAD USE TAX          9,552.94
600 WATER FUND            2,619.52
610 SEWER FUND              942.23
-----
GRAND TOTAL:              25,405.68
-----

```



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Request for Proposals Residential Solid Waste and Recycling Collection Services, and the Potential Switch to Automated Waste Can Service.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Redmond Jones, City Administrator / Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 14, 2020

**BACKGROUND:**

Our current contract with Johnson County Refuse, Inc. will expire in June 30, 2020. We anticipate that prices will increase with the current vendor. Currently the average household uses a 35 gallon container which requires 2 tags @ \$1.25 each. This equates to \$130.00 annually for the average household for waste collection. We anticipated that rates will increase from \$130.00 annually to \$153.00 annually. That equates to a monthly increase to \$1.92 for a 35 gallon container. If customers choose to upgrade to a 65 gallon container the anticipated increase will be \$3.92; which equates \$14.75 a month, or \$177.00 annually. There will be no change to the current \$4.75 recycling fee (this includes an options 65 or 95 gallon containers).

Pros

- Consistent Service (familiar with new residence)
- Popular with Residence
- Disincentive for illegal dumping / garbage disposal
- Loss Recycle Bins
- Less City Administrative Time (Selling tags with no mark-up)

Cons

- Increase Garbage Disposal Fees (in general)
- Could have adverse effect on fixed income residents
- Residents Adjustment to Change
- Business Owners who are also Residents may find that they will pay for garbage disposal for both residency fee and business expense. We have had some residence say they dispose of their garbage at their business or job.

<b>STAFF RECOMMENDATION:</b> Feedback from City Council – Next Steps
<b>REVIEWED BY CITY ADMINISTRATOR:</b>
<b>COUNCIL ACTION:</b>
<b>MOTION BY:</b>
<b>SECOND BY:</b>

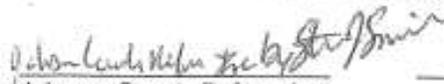
*"Turning Vision into Reality is our Business"*

## TRASH REMOVAL AND RECYCLING AGREEMENT

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of May, 2010 (hereinafter referred to as "agreement") between JOHNSON COUNTY REFUSE, INC. of Oxford, Johnson County, Iowa (hereinafter referred to as "Contractor"), and City of West Branch, Iowa (hereinafter referred to as "City") agree as follows:

1. The City hereby agrees that the contractor will be the authorized collector of garbage, rubbish, and recyclables within the City limits for residential service and commercial currently being serviced.
2. This agreement voids all other previous agreements between the two parties and shall commence May 1, 2010, and terminate June 30, 2015. Contractor and City shall have an annual meeting to discuss the progress of the program and any alternatives and/or modifications.
3. The recyclables are to be picked up as per the current recycling guidelines established by City and Contractor.
4. The City agrees to pay the Contractor Four and 75/100 dollars (\$4.75) per month per residential dwelling unit base rate for the first year of the contract and agrees to discuss increases in price based on the increase of the cost doing business (based on the City Council's approval). For each residential dwelling currently being billed by the City: said number of water meters shall be determined by the City Clerk. Payment by the City shall be made on the 1<sup>st</sup> day of the next month service is performed. An adjustment shall be made by the City where more than one family is being served through one meter, by paying to the contractor the rate specified above per month per family. The rates for residential trash under the sticker system shall be as follows and shall be the revenue of the contractor to cover expenses related to disposal:  
One and 25/100 dollars (\$1.25) per 20 gallon trash bag  
Anything 21-35 gallons requires 2 one and 25/100 dollar (\$1.25) stickers  
The rates for individual sticker price may also be adjusted annually to cover additional costs related to trash pickup and using the same cost of living factor as previously stated. Increases at Cedar County Disposal Facility will subject these rates to change upon 30 days notice to cover the additional fees (based on City Council approval).
5. The Contractor agrees to pick up and collect all garbage and trash which is bagged or placed in not to exceed 35 gallon aluminum or plastic garbage cans or bags and placed on parking next to the curb with proper sticker on such collection days as Contractor shall establish. Said pickup shall be at least once per week for each residential building during existence of this contract unless prevented by fire, flood, strikes, riots, acts of God, or circumstances beyond his control.
6. The contractor will not be responsible for large household appliances and furnishings. Appliances, furniture, volume trash, materials from household construction or renovation, and/or volume trash from people moving in or out of a dwelling will be billed extra before pickup at the dwelling.
7. Contractor shall carry insurance in a sufficient amount to cover any and all liability which he may incur in the performance of said services, and hold the City harmless for any damage.
8. This agreement may be altered, modified, changed or voided by the written agreement executed by and between the parties hereto and not otherwise. This agreement shall be binding upon the parties and all heirs, successors and legal representatives of the parties hereto. In the event Johnson County Refuse, Inc. servicing West Branch is sold, the City of West Branch shall have the right to void this contract if they do not wish to accept the successor or assignee.
9. Said Contractor shall perform all services in conformity with all laws of the State of Iowa, Cedar County and the City of West Branch, Iowa, as they pertain to such services and reserves the right to file charges for violations of such.
10. For non-compliance with the terms of this contract the City or Contractor shall have the right to give 30-day written notice of the intent to terminate the contract.

IN WITNESS WHEREOF, the undersigned have executed this agreement on the date first written above.

  
Johnson County Refuse, Inc.

\_\_\_\_\_  
Mayor of West Branch

\_\_\_\_\_  
City Clerk



## **REQUEST FOR PROPOSALS**

### **Residential Solid Waste and Recycling Collection Services**

The City of West Branch, Iowa is seeking proposals from qualified firms (“the Contractor”) to provide curbside collection of solid waste and recyclables for residential premises (defined as single-family dwellings or multiple-family dwellings not exceeding 8 units, but not including mobile home parks). The current customer base is approximately 900 properties for solid waste collection and 900 properties for recycling collection.

The City desires to convert under this contract to a system of uniform wheeled waterproof plastic solid waste and recycling carts suitable for automated pickup. The City prefers to enter into a five-year contract, but would consider a longer term if needed to achieve the best cost/benefit ratio for the Contractor and the City’s residents. The proposed contract start date is July 1, 2020. The City will consider a format in which the Contractor provides all wheeled carts or one in which the City reimburses the Contractor for the initial cost of the carts, again with cost/benefit ratio in mind. The City will handle billing of residents for collection services under the proposed contract. Solid waste may be hauled to the landfill of “the Contractor’s” choice. All recyclables will be owned by the Contractor once collected at the curb and may be resold or distributed to other entities for eventual recycling.

### **Scope of Services/Required Contract Provisions**

Solid Waste Collection: Per-customer pricing for the following resident options for solid waste collection are requested (inclusive of SEMCO tipping fees):

- 35-gallon container collected weekly
- 65-gallon container collected weekly

City requests quotes for solid waste collection two different ways: One in which the Contractor provides all wheeled carts and one in which the City covers the initial expense. In the latter scenario, the City would reimburse the Contractor for this expense, and ownership of the original carts would revert to the City if the contract were to be cancelled within or at the end of the initial five-year term. The Contractor would be responsible for providing all new or replacement carts needed over the remaining life of the contract beyond the initial purchase, including keeping an appropriate inventory of spare carts.

Recycling Collection: Recyclables included are newsprint, magazines, mixed paper, corrugated cardboard, plastics (1-7) excluding Styrofoam and motor oil containers, clear glass, and metal cans. Per customer pricing for the following resident options for

recycling collection are requested (inclusive of Contractor owning recyclables once collected):

- 65-gallon container collected weekly (option – \$4.75 a month customer expense)
- 95-gallon container collected weekly (option – \$4.75 a month customer expense)

City requests quotes for recycling collection. According to City Code customers are will be charged no more than \$4.75 per customer (household). Contractor provides all wheeled carts and must offer the option of 95-gallon container or 65-gallon containers. Collection is expected to be weekly. The Contractor for this expense, and ownership of the original carts would revert to the City if the contract were to be cancelled within or at the end of the initial five-year term. The Contractor would be responsible for providing all new or replacement carts needed over the remaining life of the contract beyond the initial purchase, including keeping an appropriate inventory of spare carts.

City Properties: The current arrangement is that the Contractor provides the following services to City-owned properties and facilities:

- West Branch Town Hall, City Public Works shop, Beranek Park, Cubby Park, West Branch Fire / Police Station and the Municipal Cemetery.

Bulky Waste: will be done through separate agreement between customer and contractor.

Cleanup Events: The current arrangement is a spring cleanup event (typically in early May) conducted by the Contractor and a fall central site cleanup event (typically in early October) coordinated by the City, but with solid waste hauled by the Contractor at the conclusion of the event. The City is requesting proposed arrangements and pricing for continuation or modification of this service.

Routes/Days: The City currently has solid waste and recycling collection each Friday, beginning at 7 am. The Contractor should specifically list any proposed changes to this schedule. The Contractor should list holidays they observe in the proposal, and when a holiday occurs within the collection week, the Contractor will be expected to provide sufficient personnel and equipment to complete the collection of solid waste and recycling within the same week, with all residences being serviced on collection day.

Public Outreach and Responsiveness: The City would like to hear the Contractor's plans for public outreach and response. At a minimum, the Contractor is expected to have a call center staffed continuously during regular business hours and respond to public inquiries within 24 hours. The City Council is also interested in some procedure for receiving periodic reports at its meetings, whether in written or verbal form, and would like the Contractor's input on how best to accomplish this.

Staffing & Equipment: The Contractor shall ensure that all personnel working under this contract behave in a safe, courteous, and professional manner, are appropriately trained,

and maintain all proper certifications. The Contractor shall maintain all equipment used for service in sanitary and appropriate operating condition. The Contractor agrees to provide and keep updated a listing of all equipment to be used for collection, including make, model, year, and overall capacity for each vehicle.

Additional Services: The Contractor is asked to recommend and provide pricing for any additional services it would propose to offer.

Insurance: The Contractor agrees to hold the City, its officers, and employees free and harmless from any loss, damage, or liability resulting from operations under this contract. The Contractor also agrees to maintain the following minimum coverages:

- Commercial General Liability
  - General Aggregate \$2,000,000
  - Products Completed Operations Aggregate \$2,000,000
  - Personal and Advertising Injury \$1,000,000
  - Damage to Rented Premises \$100,000
  - Each Occurrence (bodily injury/prop damage) \$1,000,000
- Automobile Liability Combined Single Limit \$1,000,000
- Worker's compensation and occupational diseases insurance shall be carried by the Contractor within the statutory limit.
- The City of West Branch shall be named as additional insured on Contractor's General Liability and Automotive Liability policies.
- The Contractor shall file with the City Clerk and maintain certificates of insurance, showing insurance required by this section to be in full force at all times during the term of this contract.

Tipping Fee Adjustments: The City agrees to pay pass-through surcharges for future landfill tipping fee increases charged by the landfill. The tipping fee surcharge applies only to the part of the monthly charges that may be attributable to landfill costs. The same principle will be applied in reverse should landfill tipping fees decrease, in that this decrease in cost will be passed along to the City.

Updating Number of Units: The City and the Contractor agree to work together cooperatively in keeping up-to-date & accurate the number of dwelling units covered by this agreement as units are added or removed from service.

### **Process for Consideration**

Submittal of Proposals: All interested bidders should submit a proposal utilizing the forms provided. Proposals are due no later than 2:00 PM on **TBA**; please submit proposal to:

Solid Waste RFP  
ATTN: Redmond Jones, City Administrator  
City of West Branch  
P.O. Box 218

110 N. Poplar St.  
West Branch, IA 52358

Evaluation of Proposals: Upon opening of proposals, City staff shall examine proposals for the following quantitative and qualitative factors:

- The qualifications and experience of the firm in similar activities
- Ability to meet services within the time schedule – contract to start July 1, 2020
- Suitability of equipment and personnel to meet collection and service needs
- Suitability of proposed plan for delivery of services
- Compliance history
- Costs

Staff then expects to recommend a vendor to the City Council for consideration at its March 16th meeting. A final proposed contract would be negotiated following this approval in principle for action by City Council at the April 6 meeting. All firms will be notified in writing regarding results of the selection process.

The City of West Branch reserves the right to reject any and all proposals or to waive any irregularities. The City may choose any proposal if judged in the best interest of the City. If a proposal does not satisfy the minimum requirements as set forth in the RFP, the proposal will be disqualified from further consideration at the discretion of the City.

**Exhibit A: FIRM QUALIFICATIONS, EXPERIENCE & SUITABILITY**  
(Attach additional sheets as needed)

1. Please provide the following details about your company:

Company Name & Address:

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Authorized Representative/ Title: \_\_\_\_\_

Authorized Representative Phone & Email: \_\_\_\_\_

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Parent Company (if any):

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2. Please describe your company's experience and qualifications relevant to meeting the requirements of this proposed contract (please specifically describe any experience with uniform solid waste or recycling cart collection systems, particularly automated collection):

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3. Please describe your approach toward customer service and public relations, including maintaining good relationships with any city governments you serve or have served:

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4. Please attach a list of equipment to be utilized in the collection process, including at minimum the make, model, year, and overall capacity of each piece of equipment.

**Exhibit A: FIRM QUALIFICATIONS, EXPERIENCE & SUITABILITY (Continued)**  
(Attach additional sheets as needed)

5. Please indicate measures your firm would take (or would recommend the City to take) to ensure a smooth transition to the new collection system starting July 1, 2019:

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6. Please indicate and explain any regulatory compliance issues (such as DNR or DOT) your firm has encountered in the past five years:

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7. Please provide current or past major client references, with contact person and contact phone and email:

Reference 1:

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Reference 2:

---

Reference 3:

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8. Please indicate your acknowledgement and agreement to the following:

\_\_\_\_\_ The start date of the proposed contract is July 1, 2019, and I hereby warranty my firm's capability of providing agreed-upon services by that date, as will be detailed in a written contract should my proposal be accepted.

\_\_\_\_\_ My firm will strive for strict compliance with all applicable ordinances, laws, and administrative regulations during the contract term should this proposal be accepted.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Authorized Representative Signature: \_\_\_\_\_

**Exhibit B: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES  
Scenario 1: 5-Year Contract, Contractor Provides Solid Waste and Recycling Carts**

Firm Name: \_\_\_\_\_

Solid Waste, Monthly Per-Cart Basis Pricing

Monthly Price Per Cart  
Issued

• 35-Gallon Container, Collected Every Two Weeks	
• 35-Gallon Container, Collected Weekly	
• 65-Gallon Container, Collected Weekly	

Recycling, Monthly Per-Cart Basis Pricing

Monthly Price Per Cart  
Issued

• 65-Gallon Container, Collected Weekly	
• 95-Gallon Container, Collected Weekly	

City Properties

Monthly Price (Inclusive)

• Collection of Solid Waste and/or Recycling at City-owned properties and facilities	
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Any Proposed Changes to City Property Collections:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bulky Waste Collection Arrangements & Proposed Pricing:**

\_\_\_\_\_

\_\_\_\_\_

**Cleanup Event(s) Arrangements & Proposed Pricing:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Authorized Representative Signature:

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**Exhibit C: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES  
Scenario 2: 5-Year Contract, City Reimburses Contractor's Initial Cost for Solid  
Waste and Recycling Carts**

Firm Name: \_\_\_\_\_

Solid Waste, Monthly Per-Cart Basis Pricing

Monthly Price Per Cart  
Issued

• 35-Gallon Container, Collected Every Two Weeks	
• 35-Gallon Container, Collected Weekly	
• 65-Gallon Container, Collected Weekly	

Recycling, Monthly Per-Cart Basis Pricing

Monthly Price Per Cart  
Issued

• 65-Gallon Container, Collected Weekly	
• 95-Gallon Container, Collected Weekly	

City Properties

Monthly Price (Inclusive)

• Collection of Solid Waste and/or Recycling at City-owned properties and facilities	
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Any Proposed Changes to City Property Collections:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bulky Waste Collection Arrangements & Proposed Pricing:

\_\_\_\_\_

\_\_\_\_\_

Cleanup Event(s) Arrangements & Proposed Pricing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Authorized Representative Signature:

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**Exhibit D: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES  
 Scenario 3: \_\_\_\_\_-Year Contract (*Term Proposed by Contractor*), Contractor  
 Provides Solid Waste and Recycling Carts**

Firm Name: \_\_\_\_\_

Solid Waste, Monthly Per-Cart Basis Pricing	<u>Monthly Price Per Cart Issued</u>
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- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• 35-Gallon Container, Collected Every Two Weeks</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• 35-Gallon Container, Collected Weekly</li> </ul>          |  |
| <ul style="list-style-type: none"> <li>• 65-Gallon Container, Collected Weekly</li> </ul>          |  |

Recycling, Monthly Per-Cart Basis Pricing	<u>Monthly Price Per Cart Issued</u>
---	--

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• 65-Gallon Container, Collected Weekly</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• 95-Gallon Container, Collected Weekly</li> </ul> |  |

City Properties	<u>Monthly Price (Inclusive)</u>
-----------------	----------------------------------

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Collection of Solid Waste and/or Recycling at City-owned properties and facilities</li> </ul> |  |
|--|--|

Any Proposed Changes to City Property Collections:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Bulky Waste Collection Arrangements & Proposed Pricing:

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Cleanup Event(s) Arrangements & Proposed Pricing:

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\_\_\_\_\_

\_\_\_\_\_

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Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Authorized Representative Signature:

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**Exhibit E: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES  
 Scenario 2: \_\_\_\_\_-Year Contract (*Term Proposed by Contractor*), City Reimburses  
 Contractor's Initial Cost for Solid Waste and Recycling Carts**

Firm Name: \_\_\_\_\_

Solid Waste, Monthly Per-Cart Basis Pricing

Monthly Price Per Cart  
 Issued

• 35-Gallon Container, Collected Every Two Weeks	
• 35-Gallon Container, Collected Weekly	
• 65-Gallon Container, Collected Weekly	

Recycling, Monthly Per-Cart Basis Pricing

Monthly Price Per Cart  
 Issued

• 65-Gallon Container, Collected Weekly	
• 95-Gallon Container, Collected Weekly	

City Properties

Monthly Price (Inclusive)

• Collection of Solid Waste and/or Recycling at City-owned properties and facilities	
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Any Proposed Changes to City Property Collections:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bulky Waste Collection Arrangements & Proposed Pricing:

\_\_\_\_\_

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\_\_\_\_\_

Cleanup Event(s) Arrangements & Proposed Pricing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Authorized Representative Signature:

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1871</b> – Approving a Resolution Accepting Public Improvements Constructed in the Meadows (Part 4A), West Branch Iowa.
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 14, 2020

**BACKGROUND:**

KLM Investments is a local developer who has constructed quality subdivisions in West Branch and has contributed to the City’s growth.

The most recent subdivision, known as The Meadows, Part 4A consists of a new city street named Dawson Drive and extends West Orange Street. This subdivision includes 25 residential lots and 3 residence/business lots which are currently on the market.

The City Engineer has inspected and approved the public improvements and has recommended that the City Council accept them.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1871 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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Prepared by: Kevin Olson, West Branch City Attorney, PO Box 5640, Coralville, IA 52241 (319)351-2277  
Return to: City Clerk, City of West Branch, 110 N Poplar St., PO Box 218, West Branch IA 52358

## RESOLUTION 1871

### RESOLUTION APPROVING AND ACCEPTING PUBLIC IMPROVEMENTS CONSTRUCTED IN THE MEADOWS, PART 4A, WEST BRANCH, IOWA.

**WHEREAS**, the City and KLM Investments (the “Developer”) entered into that certain Subdivider’s Agreement (the “Agreement”), whereby the Developer would be required to construct certain municipal improvements in The Meadows, Part 4A (the “Subdivision”); and

**WHEREAS**, the Developer has installed all of the public improvements, excepting the sidewalks; and

**WHEREAS**, the City Council is hereby required to issue a release for the previously installed public improvements for said Subdivision.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Cedar County, Iowa, that the aforementioned public improvements, **excepting the sidewalks to be constructed on each individual lot**, which was required by the Agreement are hereby accepted. Further, the City Clerk is hereby directed to record a copy of this Resolution with the Cedar County Recorder to serve as a release of this requirement as described above without further documentation.

**Passed and approved this 21<sup>st</sup> day of January, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1873</b> – A Resolution Setting a Public Hearing Considering the Maximum Levy That Can Be Certified.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director & Redmond Jones, City Administrator
<b>DATE:</b>	January 2, 2020

**BACKGROUND:**

What started as an Iowa State Legislature initiative to cap cities and counties from establishing potential tax rates increases that included expenditures increases over 2% on an annual bases? The Iowa State Legislature negotiated this proposal into what would become Iowa Code Senate File 634 – the Resolution Establishing Maximum Property Tax Dollars – notice – hearing process.

Commonly referred as the “Max Levy” process requires a resolution for a public hearing, a public notification, a public hearing, and a resolution establishing a maximum levy. The “Max Levy” does not apply to every levy that makes-up the tax rate. For example, debt levies are not applicable. Therefore the notion that the Max Levy is a direct indicator of the final outcome of the tax rate would be deceptive. It is recommended to over represent the “Max Levy” not because it would ever be needed, unless of some type of emergency management or financial crisis situation.

In most cases it is simply prudent to over represent the “Max Levy” to allow for the flexibility to budgetary meet the service delivery needs and desires of the organization, City Council, and the citizens. For more information on the “Max Levy” process, please see the following link <https://www.legis.iowa.gov/legislation/BillBook?ga=88&ba=sf634> for copy of Senate File 634 which explains the new budget process in detail.

*“We missed the publication deadline with the local newspaper. State code requires us to set another public hearing. This item is intended to set a public hearing for a proposed “Max Levy” consideration on February 4th”.*

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1868 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*“Turning Vision into Reality is our Business”*

Max Levy

<b>CITY NAME</b> West Branch	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> Fiscal Year July 1, 2020 - June 30, 2021	<b>CITY CODE</b> 16-142
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b> 2/4/2020	<b>Meeting Time:</b> 7:00 PM	<b>Meeting Location:</b> Council Chambers, City Office, 110 N Poplar, West Branch, Iowa
----------------------------------	---------------------------------	--

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b> <a href="https://westbranchiowa.org">https://westbranchiowa.org</a>	<b>City Telephone Number:</b> 319-643-5888
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Iowa Department of Management	Current Year Certified Property Tax 2019/2020	Budget Year Effective Property Tax 2020/2021**	Budget Year Proposed Maximum Property Tax 2020/2021	Annual % CHG
Regular Taxable Valuation	1 135,421,456	143,785,299	143,785,299	
<b>Tax Levies:</b>				
Regular General	2 \$1,096,914	\$1,096,914	\$1,164,661	
Contract for Use of Bridge	3 \$0	\$0		
Opr & Maint Publicly Owned Transit	4 \$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	5 \$0	\$0		
Opr & Maint of City-Owned Civic Center	6 \$18,280	\$18,280	\$18,898	
Planning a Sanitary Disposal Project	7 \$0	\$0		
Liability, Property & Self-Insurance Costs	8 \$45,543	\$45,543	\$44,451	
Support of Local Emer. Mgmt. Commission	9 \$15,032	\$15,032	\$8,908	
Emergency	10 \$36,564	\$36,564	\$38,822	
Police & Fire Retirement	11 \$0	\$0		
FICA & IPERS	12 \$139,911	\$139,911	\$162,837	
Other Employee Benefits	13 \$119,844	\$119,844	\$127,707	
<b>*Total 384.15A Maximum Tax Levy</b>	14 \$1,472,088	\$1,472,088	\$1,566,284	<b>6.40%</b>
<b>Calculated 384.15A Maximum Tax Rate</b>	15 \$10.87042	\$10.23810	\$10.89321	

Explanation of significant increases in the budget:

Increase in full time staff by 2 people, results in increased salary, FICA, IPERS and employee benefit expense. Increase in Park operating expense due to opening of new park.

If applicable, the above notice also available online at:

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

**RESOLUTION 1873**

**A RESOLUTION SETTING A PUBLIC HEARING CONSIDERING THE  
MAXIMUM LEVY THAT CAN BE CERTIFIED.**

**WHEREAS**, For budget years beginning on or after July 1, 2020, prior to filing the proposed budget with the auditor under Senate File 364, the City Council shall adopt a resolution establishing the total maximum property tax dollars that may be certified for levy for general city services;

**WHEREAS**, in the State Code a public hearing and notice is required, and;

**WHEREAS**, the City Council intends to set the maximum sum of property tax dollars to provide for the following:

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

**Section 1.** This Council shall meet on the 4th day of February, 2020, at the City Council Chambers located at 110 N. Poplar Street, in the City, at 7:00 o'clock p.m., at which time and place a public hearing will be held on the question of the Maximum Levy that can be certified for the fiscal year ending June 30, 2021.

**Section 2.** The City Clerk is hereby directed to give notice of the proposed action for establishing a maximum levy that can be certified for the fiscal year ending June 30, 2021; the time when and place where the said meeting will be held, by publication at least once, and not less than 10 nor more than 20 days before the date of said meeting, in a legal newspaper published at least once weekly, and of general circulation in the City.

**Section 3.** All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

\* \* \* \* \*

**PASSED AND APPROVED, this 21st day of January 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1872</b> – Approving a Fireworks Agreement with J&M Displays for Hoover’s Hometown Days 2020.
<b>CITY GOAL:</b>	Promote quality of life including public safety, community pride events, strong citizen involvement, parks and recreation opportunities and investment.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 14, 2020

**BACKGROUND:**

J&M Displays in past years have always provided a safe and spectacular fireworks display for Hoover’s Hometown Day event. Based on their professional and strategic planning their display has been flawless and a draw for the annual event.

<b>STAFF RECOMMENDATION:</b>	Approve Resolution 1872 – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



MEMBERS OF APA, PGII, IPA, NFA, IAPE, NACA, IMTA, BBB



## J&M Displays Proposal for: City of West Branch Hoover's Hometown Days

### Main Event

#### Ignition Items

Quantity	Name	Rising Effect	Price	Total
110	Igniter 2 meter leads		\$1.95	\$214.50
370	Igniter 3 meter leads		\$1.95	\$721.50
35	Igniter 5 meter leads		\$2.30	\$80.50
Category Shell Count: 0				\$1,016.50

#### 4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Lemon Dahila		\$22.30	\$44.60
2	Orange Dahila		\$22.30	\$44.60
2	Pink Dahila		\$22.30	\$44.60
2	Red and Blue Dahila with silver glitter	Gold tail	\$22.30	\$44.60
2	Blue and lemon strobe coconut	Gold tail	\$22.30	\$44.60
4	Glitter crosseite	silver tail	\$37.70	\$75.40
4	Pink and Lemon crosseite	flower crown tail	\$37.70	\$150.80
6	Red Coco Crosseite		\$37.70	\$150.80
2	White strobe and red dahila	red tail	\$37.70	\$226.20
2	Assortment M of 10 different J&M Brand shells ELECTRIC FIRE	whistling tail	\$37.70	\$75.40
2	Assortment A Of 20 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$210.00	\$420.00
2	Assortment T of 20 different J&M Brand Shells ELECTRIC FIRE		\$420.00	\$840.00
2	Assortment Y Of 20 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$420.00	\$840.00
Category Shell Count: 166				\$3,797.00

#### 4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
2	1/2 blue to green & 1/2 green to blue peony w/strobing pistil		\$47.35	\$94.70
6	Blooming Flowers		\$47.35	\$284.10
2	Blue ghost peony		\$47.35	\$94.70
2	Ghost Green to crackle peony		\$47.35	\$94.70
12	Gold Strobe		\$47.35	\$568.20
4	Green strobe		\$47.35	\$189.40
2	Happy Face pattern		\$47.35	\$94.70
2	Kamuro Chry		\$47.35	\$94.70
4	Six Angle brocade crown		\$47.35	\$189.40
2	Farfalias and gold to blue glitter peony ELECTRIC FIRE ONLY (cylinder)		\$63.60	\$127.20
2	Farfalias and silver to red glitter peony ELECTRIC FIRE ONLY (cylinder)		\$63.60	\$127.20
2	Farfalias double ring w/ Green center ELECTRIC FIRE ONLY (cylinder)		\$63.60	\$127.20
2	Lemon Glitter with Blue Chry		\$63.60	\$127.20
Category Shell Count: 44				\$2,213.40

#### 4 Inch Finales

Quantity	Name	Rising Effect	Price	Total
18	Red white and blue dahila 8 shot finale chain	mixed tails	\$221.15	\$3,980.70
Category Shell Count: 144				\$3,980.70



MEMBERS OF APA, PGII, IPA, NFA, IAFE, NACA, IMTA, BBB



## J&M Displays Proposal for: City of West Branch Hoover's Hometown Days

### Main Event

#### 5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Dahlia, assorted colors		\$34.05	\$34.05
3	Gold Glitter to color assorted		\$34.05	\$102.15
3	Red and Blue Dahlia with silver glitter		\$34.05	\$102.15
3	1/4 Peony with crackle pistol		\$61.40	\$184.20
1	Aqua, purple, and orange dahlia		\$61.40	\$61.40
5	Crossette assorted		\$61.40	\$307.00
2	Glitter crossette		\$61.40	\$122.80
1	Lemon dahlia with white strobe to report	flower crown tail	\$61.40	\$61.40
3	Multi-Color Flowers	gold tail	\$61.40	\$184.20
3	Silver to dark to silver crackling	rising green flowers	\$61.40	\$184.20
3	Six Angle brocade crown		\$61.40	\$184.20
1	Three color change peony with glittering willow pistol	blue tail	\$61.40	\$61.40
1	Assortment L of 15 different J&M Brand shells ELECTRIC FIRE		\$540.00	\$540.00
2	Assortment T of 15 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$540.00	\$1,080.00
2	Assortment W of 15 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$540.00	\$1,080.00
Category Shell Count: 104				\$4,289.15

#### 5 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Blooming Flowers		\$72.35	\$144.70
2	Ghost shell green		\$72.35	\$144.70
4	Ghost shell red to green		\$72.35	\$289.40
1	Glitter Silver to Blue Chrysanthemum w/Red to White Strobe Pistol w/Silver Tail		\$72.35	\$72.35
3	Golden palm tree w/golden strobe pistol		\$72.35	\$217.05
3	Golden strobe circle		\$72.35	\$217.05
3	Golden wave to var. color swimming w/crackling pistol		\$72.35	\$217.05
4	Green willow		\$72.35	\$289.40
2	Half lemon half magenta w/crackling pistol		\$72.35	\$144.70
3	Happy Face Pattern		\$72.35	\$217.05
1	Kamuro Chry		\$72.35	\$72.35
2	Lemon ghost peony		\$72.35	\$144.70
3	Lemon strobe dahlia		\$72.35	\$217.05
4	Nishiki Kamuro		\$72.35	\$289.40
1	Purple Sun w/Glitter Palm Core & Glitter Tail		\$72.35	\$72.35
2	Red Thousand Ring		\$72.35	\$144.70
3	Lemon Saturn ring w/ magic peony		\$86.45	\$259.35
1	Farfallas and gold to blue glitter peony ELECTRIC FIRE ONLY		\$164.25	\$164.25
1	Farfallas and silver to red glitter peony ELECTRIC FIRE ONLY		\$164.25	\$164.25
Category Shell Count: 45				\$3,481.85



MEMBERS OF APA, PGII, IPA, NFA, IAFE, NACA, IMTA, BBB



## J&M Displays Proposal for: City of West Branch Hoover's Hometown Days

### Main Event

#### 6 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
1	Gold Glitter to color with pistil assorted		\$60.55	\$60.55
2	Red and blue dahlia with silver glitter		\$60.55	\$121.10
1	Blue eddy in chrys wired pistil		\$86.80	\$86.80
3	Blue willow		\$86.80	\$260.40
1	Brocade Crown with silver strobe pistils		\$86.80	\$86.80
1	Crossette chrysanthemum assorted	crackling tail	\$86.80	\$86.80
1	Glitter chrysanthemum to magenta with kamuro to blue dahlia ring		\$86.80	\$86.80
1	Gold strobe with blue to green pistil	Gold tail	\$86.80	\$86.80
1	Magenta sky blue and lemon dahlia with white glitter pistil		\$86.80	\$86.80
1	Multi-color comets		\$86.80	\$86.80
1	Red crossette		\$86.80	\$86.80
1	Red to Blue peony with rising small flower tail (white strobe)	Rising flower tail	\$86.80	\$86.80
1	White strobe red dahlia		\$86.80	\$86.80
1	Assortment D of 9 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$530.00	\$530.00
1	Assortment T of 9 different J&M brand shells ELECTRIC FIRE	Mixed tails	\$530.00	\$530.00
1	Assortment W of 9 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$530.00	\$530.00
Category Shell Count: 43				\$2,900.05

#### 6 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	1/2 blue to green 1/2 green to blue peony w/strobe pistil w/golden tail		\$119.70	\$239.40
2	3D ghost peony w/silver tail		\$119.70	\$239.40
1	Aqua magic peony w/smiling face		\$119.70	\$119.70
1	Aqua to red magic peony w/smiling face		\$119.70	\$119.70
1	Blue to red to crackling ghost peony		\$119.70	\$119.70
2	Blue to yellow to green ghost peony		\$119.70	\$239.40
1	Double palm tree w/white strobe pistil		\$119.70	\$119.70
1	Golden palm tree w/golden strobe pistil w/gold tail		\$119.70	\$119.70
1	Golden wave to variegated to strobe chrys		\$119.70	\$119.70
1	Multi-Color Flowers	rising green flowers	\$119.70	\$119.70
1	Reddish gamboge to blue to red chrys		\$119.70	\$119.70
1	Var. swimming chrys w/white strobing pistil (reddish gamboge to silver meteor w/white strobing pistil)		\$119.70	\$119.70
2	Golden coconut to purple small flowers		\$138.05	\$276.10
1	Three pistils blue and green		\$138.05	\$138.05
Category Shell Count: 18				\$2,209.65

Section Shell Count: 564

### Free for Advertising

#### 3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
9	Red white and blue dahlia 10 Shot finale chain	mixed tails	\$139.80	\$1,258.20
6	Report and palm 10 Shot finale chain		\$139.80	\$838.80
Category Shell Count: 150				\$2,097.00



MEMBERS OF APA, PGII, IPA, NFA, IAFE, NACA, IMTA, BBB



## J&M Displays Proposal for: City of West Branch Hoover's Hometown Days

### Free for Advertising

#### 4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
8	White strobe		\$47.35	\$378.80
6	Red Crackling waterfall		\$63.60	\$381.60
Category Shell Count: 14				\$2,857.40

#### 5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
7	White strobe and red dahlia	blue tail	\$61.40	\$429.80
2	Assortment X of 10 different J&M Brand shells ELECTRIC FIRE		\$600.00	\$1,200.00
Category Shell Count: 27				\$4,487.20

#### 5 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Blue to Red to Crackling Ghost Lamp		\$86.45	\$172.90
Category Shell Count: 2				\$4,660.10

#### 6 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
3	Nishiki Kamuro		\$119.70	\$359.10
Category Shell Count: 3				\$5,019.20
Section Shell Count: 196				



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## J&M Displays Proposal for: City of West Branch Hoover's Hometown Days

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Fireworks Price:	\$23,888.30	Total Shot Count:	760
Discount:	\$5,488.30	Packing Check:	770
Subtotal Fireworks:	<b>\$18,400.00</b>	Date of Display:	08/08/20
Sales Tax:		Customer Number:	10946
Local Sales Tax:			
Insurance Processing:	\$2,500.00		
License and Permit:			
Shoot Fee:	\$2,750.00		
Delivery:	\$1,000.00		
Musical Firing:			
Shoot Cost:	\$350.00		
Equipment Rental:			
Barge/Pontoon Fee:			
Total Price of Show:	<b>\$25,000.00</b>		

### Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$18,400.00 Fireworks Subtotal

\$5,019.20 Free for Advertising

\$5,019.20 Total Free

Total Value of Show is \$35,507.50. Your Price is \$25,000.00

### Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.

Actual items may vary based on the selection of music.

## FIREWORKS DISPLAY AGREEMENT

THIS AGREEMENT is made and entered into this 15 day of January, 2020, by and between J & M Displays, Inc., an Iowa corporation, having its principal place of business at Yarmouth, Iowa, including its employees, owners, and agents, hereinafter referred to as "Seller", and The City of West Branch, Iowa, hereinafter referred to as "Buyer".

Seller shall furnish to Buyer one (1) fireworks display, as per the \$25,000 program submitted and accepted by the Buyer, and which by reference is made a part hereof as Exhibit "A". The display is to take place on the evening of August 8, 2020 at approximately 9:30 pm, weather permitting.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

**1. Firing of Display (check one of the below options):**

Seller agrees to furnish all necessary fireworks display material and personnel for a fireworks display in accordance with the program approved by the parties. Seller agrees to comply with all local, state, and federal guidelines pertaining to the storing and displaying of fireworks.

Buyer waives the services of Seller's technician. Buyer is a municipality or has a valid permit from the Bureau of Alcohol, Tobacco, Firearms & Explosives and will be firing the display.

**2. Payment. The Buyer shall pay to the Seller (check one of the below options):**

the sum of \$\_\_\_\_\_ as a down payment upon execution of this Agreement. The balance of \$\_\_\_\_\_ shall be due and payable in full within fifteen (15) days after the date of the fireworks display. A service charge of one and one-half percent (1 ½%) per month shall be added to the unpaid balance if the account is not paid in full within fifteen (15) days from the date of the show. If this account remains unpaid and is turned over to a collection agency for non-payment, all fees incurred in collecting the balance will be at the Buyer's expense. All returned checks will be assessed a \$30.00 fee.

\$5,000 in full by June 30 (70 days prior to the event date).  
The Buyer will receive the 8% prepayment bonus product in this fireworks display.

\$20,000 in full by July 8 (30 days prior to event date).  
The Buyer will receive the 5% prepayment bonus product in this fireworks display.

**3. Postponement/Cancellation.** Displays postponed to an alternate date will be charged an additional 15% of the total contract price for additional expenses incurred in presenting the display on an alternate date.

In the event the display is cancelled and not re-scheduled, J&M Displays, Inc. shall be entitled to 20% of the contract price for out of pocket expenses incurred in preparation for the show.

**4. Rain Date.** Should inclement weather prevent the firing of the display on the date mentioned herein, the parties agree to a mutually convenient rain date of \_\_\_\_\_ or another date as agreed to by both parties. Once display set-up has begun, the determination to cancel the fireworks display because of inclement weather or unsafe weather conditions shall rest within the sole discretion of the AHJ, Seller, and the lead pyrotechnician.

**5. Insurance.** If Seller is firing the show, Seller agrees to provide, at its expense, general liability insurance coverage, in an amount not less than \$10,000,000, and within two (2) weeks prior to the date of the fireworks display, shall submit to the Buyer, if requested in writing, a certificate of insurance. All entities listed on the certificate of insurance will be deemed an additional insured. In the event of a claim by Buyer, the applicable deductible shall be paid by the Seller.

The Seller agrees to defend, indemnify and hold harmless the Buyer and its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that may or shall arise out of any negligent or wrongful act or omission by the Seller related to the performance of the fireworks by the Buyer. The Buyer agrees to give the Seller prompt notice of any claims or demands and to cooperate with the Seller or its successors in interest or assigns, if any, in the defense of any such claims and/or demands.

**6. Buyer agrees to provide:**

- (a) sufficient area for the display, including a minimum spectator set back as determined by Seller.
- (b) protection of the display area by roping off or similar facility.
- (c) adequate police protection to prevent spectators from entering display area.
- (d) dry, clean sand, if needed, for firing.
- (e) inspection and cleanup of fireworks debris in the fallout zone of the shoot site at first light the morning following the display for anything that may have been missed at the night search.
- (f) necessary local permits.

7. No representation of affirmation of fact, including but not limited to statement regarding capacity, suitability for use, or performance of equipment or products shall be, or deemed to be a warranty by the Seller for any purpose, nor give rise to any liability or obligation of the Seller whatsoever, except for acts of Seller's negligence as above stated.

8. It is further understood and agreed that nothing in this Agreement shall be construed or interpreted to mean a partnership. Both parties hereto being responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this Agreement. The Agreement shall not be construed to have been drafted, authored, or written by any specific Party. Rather, the Agreement shall be construed as co-drafted, co-authored, or co-written by the Parties. Therefore, the Agreement shall not be construed against any Party on the claim or basis the Agreement was drafted, written, or authored by any specific Party.

9. The parties hereto do mutually and severally guarantee terms, conditions, and payments of this Agreement. This document shall be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

10. **Excluded Damages and Limitation of Liability.** Notwithstanding any provision to the contrary in this Agreement:

a. In no event shall seller be liable to buyer or any third party for any loss of use, revenue or profit or for any consequential, incidental, indirect, exemplary, special, or punitive damages whether arising out of breach of contract, tort (including negligence), or otherwise, regardless of whether such damage was foreseeable and whether or not such party has been advised of the possibility of such damages.

b. In no event shall seller's liability arising out of or related to this agreement, whether arising out of or related to breach of contract, tort (including negligence), or otherwise, exceed the aggregate amount paid or payable to seller pursuant to this agreement.

11. **Choice of Law, Jurisdiction and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa without regard to conflict-of-law principles, except as otherwise specifically required for the storing and displaying of fireworks as provided in paragraph one above. Notwithstanding, the Parties must bring any legal or equitable action or proceeding arising under or related to this Agreement exclusively in the Iowa District Court in and for Des Moines County, Iowa. The Iowa District Court in and for Des Moines County, Iowa shall have exclusive jurisdiction to decide any disputes arising out of or related to this Agreement. Each Party knowingly and voluntarily consents to and expressly waives any objection or defense to personal jurisdiction, improper or inconvenient venue, or inconvenient forum in the Iowa District Court in and for Des Moines County, Iowa.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

BY: \_\_\_\_\_  
J & M Displays, Inc.  
SELLER

BY: \_\_\_\_\_  
BUYER

Please include the **DISPLAY INFORMATION** form with this Agreement so your order is processed accurately.

**RESOLUTION 1872**

**RESOLUTION APPROVING A FIREWORKS AGREEMENT WITH J&M DISPLAYS FOR HOOVER HOMETOWN DAYS.**

**WHEREAS**, the City’s premier event of the year is Hoover’s Hometown Days. A day that the community recognize the talents and contributions of Our Nation’s 31<sup>st</sup> President of the United States, Herbert Hoover; and

**WHEREAS**, the fiscal year 2020 – 2021 budget for Hoover’s Hometown Days include funding for entertainment and services for the event; and

**WHEREAS**, J&M Displays, a firm that has provided this service to the City in the past, and have submitted a proposed service agreement in the amount of \$25,000 to provide a fireworks display in the Herbert Hoover National Historic Site. J&M Displays, also understands and is responsible for submitting all documentation required to gain a Special Use Permit from the National Park Service; which will be needed to provide a fireworks display in the National Park; and

**WHEREAS**, it is now necessary to approve said agreement.

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

\* \* \* \* \*

**Passed and approved this 21<sup>st</sup> day of January, 2020.**

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, Deputy City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> Setting a Date for a Public Hearing: Regarding Rezoning a Certain Parcel of Property Located North of Interstate 80 and East of Parkside Drive from B-2 Business District to PUD – Planned Unit Development District (Parkside BP property).
<b>CITY GOAL:</b>	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 14, 2020

**BACKGROUND:**

This particular property was purchased in 2019 and the new owner/developer is interested in improving the property now known as Parkside BP. Improvements to the property include re-facing and enlarging the existing building to encourage new business space, replacing the underground tanks, changing the traffic flow and construction of a portion of a new city street that will provide access to the property to its east (previously rezoned to a Planned Unit Development in 2019).

The proposed site plan for the property has been reviewed by staff, City Engineer, City Attorney and Zoning Administrator and rezoning of the property was determined to be the best outcome for the project.

The Planning & Zoning Commission will hold its public hearing on the same matter at their January 28, 2020 meeting. If the Planning & Zoning Commission approves the request, the public hearing can be held on at the February 4<sup>th</sup> City Council meeting.

<b>STAFF RECOMMENDATION:</b>	Set the Date for February 4 <sup>th</sup> 2020 to hold a public hearing
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Resolution 1874</b> – A Resolution Authorizing the Transfer of Funds.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	January 15, 2020

**BACKGROUND:**

Workers Compensation benefits were levied on property taxes received were credited to the Trust and Agency Fund but were paid out of the Tort Liability Fund. These entries will correct that error.

<b>STAFF RECOMMENDATION:</b>	Seek Direction as to Next Steps – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

*"Turning Vision into Reality is our Business"*

**RESOLUTION 1874**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS**

**BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa that the City Clerk is hereby authorized to transfer funds effective January 21, 2020, as follows:

T/O	Trust & Agency	112	\$35,923.87	Transfer from Trust & Agency Fund
T/I	Tort Liability	036	\$35,923.87	to Tort Liability Fund

\* \* \* \* \*

**Passed and Approved this 21<sup>st</sup> day of January 2020**

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator / City Clerk



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Motion to Approve</b> a Quote from Tyler Technologies for Adding Software Services for Utility Billing Customers.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Leslie Brick, Deputy City Clerk
<b>DATE:</b>	January 14, 2020

**BACKGROUND:**

The City of West Branch utilizes Tyler Technologies software for its utility billing, cash collections, general ledger and accounting, and cemetery services. Staff is pleased with the current software capabilities and recently discovered additional features that both staff and residents can benefit from.

Utility Billing Online: allows customers to login into Tyler Technologies website to view their current bill, make payments and view past consumption history. There is a \$1.25 service fee (per payment transaction) that can be passed along to the customer or paid by the City.

Notifications for Utility Billing: allows staff to quickly and easily send text or voice messages to customers when new bills are created, past due, or nearing disconnect status. This feature also allows for general notifications to be sent as well, such as: street closures, water main breaks, snow emergencies, and other general reminders on city services. The cost for this feature is \$0.10 per call and would be paid by the City when utilized based on the number of calls made.

The cost for setting up the services (in addition to the above transaction fees) are as follows:

One time set up fee:	\$800.00
Annual fee:	<u>\$576.00</u>
Total:	\$1376.00

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

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Quoted By: Tanner Cate  
 Quote Expiration: 2/10/2020  
 Quote Name: City of West Branch - LGD - UBO  
 Quote Number: 2019-91561  
 Quote Description:

**Sales Quotation For**

City of West Branch  
 PO Box 218  
 West Branch, IA 523580218  
 Phone: +1 (319) 643-5888

**Tyler Software and Related Services - Annual**

Description	One Time Fees			Annual Fee
	Impl. Hours	Impl. Cost	Data Conversion	
<b>Customer Relationship Management Suite</b>				
EasyPay Online Payment Component	0	\$0	\$0	\$0
<b>Tyler Hosted Applications</b>				
Utility Billing Online Component	0	\$0	\$0	\$576
Notifications for Utility Billing	0	\$0	\$0	\$0
IVR Solution for Utility Billing	0	\$0	\$0	\$0
	<i>Sub-Total:</i>	\$0	\$0	\$576
	<b>TOTAL:</b>	0	\$0	\$576

**Other Services**

Description	Quantity	Unit Price	Extended Price	Maintenance
Online Application -Set up fee	1	\$800	\$800	\$0
	<b>TOTAL:</b>		\$800	\$0

Summary	One Time Fees	Recurring Fees
Total Tyler Annual	\$0	\$576
Total Tyler Services	\$800	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
<b>Summary Total</b>	<b>\$800</b>	<b>\$576</b>
<b>Contract Total</b>	<b>\$1,376</b>	

## Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
  - Fees for hardware are invoiced upon delivery;
  - Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
  - Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
  - Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
  - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - Expenses associated with onsite services are invoiced as incurred.
- Incode Utility Billing Online Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer). Note that the customer pays \$1.25 fee per transaction for payment on-line.
  - Notification for Utility Billing (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.

## Comments

- Incode IVR Solution for Utility Billing-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment record. NOTE: There is a \$1.25 per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.
- EasyPay Online Payment Component allows clients to setup payment forms for misc. payments with a fixed, calculated or open payment amount. The payments are sent from the website to the cash collection/Cashiering application and then posted to the GL application. NOTE: There is a \$1.25 per transaction fee associated with the EasyPay that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.



**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> Tentative Employee Pay Plan Starting Estimates.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Redmond Jones II, City Administrator / Gordon Edgar, Finance Director
<b>DATE:</b>	January 15, 2020

**BACKGROUND:**

There are several key areas that makes this year’s budget challenging (not impossible) but some direction from City Council can be helpful. Please be prepared to rank from **1 as most important to 5 least important**. “I don’t know” or “all are just as important” is also an acceptable response. I would like to ask the City Council to provide this information at their convenience. This should not be viewed as votes, rather should be viewed as just consensus gathering.

\_\_\_\_\_Police Officer moving into a Full Time Position.

\_\_\_\_\_Additional Public Works Employee

\_\_\_\_\_Fire Chief Health Care Package

\_\_\_\_\_Retirement Preparation

\_\_\_\_\_1.6% Cost of Living Adjustment

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

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**REQUEST FOR COUNCIL CONSIDERATION**

<b>MEETING DATE:</b>	January 21, 2020
<b>AGENDA ITEM:</b>	<b>Discussion Item:</b> General Fund Department Non-Salary Expenditures.
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Gordon Edgar, Finance Director
<b>DATE:</b>	January 15, 2020

**BACKGROUND:**

The Budget and Finance division has introduced a new methodology and approach to preparing this year’s budget. It has a greater emphasis on: locking down unit cost, budget planning, measuring expenses, and examining revenues based on related staffing and/or program activities.

One of the key elements in the operation budget is the estimated workload (the labor-hours per output). Such units of measurement and staffing ratios are important for organizations that are growing (in growing communities). The practice of funding staffing and activities out of funding centers within the budget “just because funding is there” may solve short term funding challenges, but over time the organization loses an understanding of it bottom-line (see – Payroll Allocation attachment).

We would like to also discuss the budget philosophy of reserves / set asides. Last year the Council had much discussion regarding having a 3 month operation reserve established. The measure was defeated twice primarily due to the perceived timing of the measure. Much like today the city is under constant demand to meet the needs of its growing community. This along with aggressive capital expansion makes it hard to create savings / multiyear planning strategies like set-aside programs. We have had several departments’ present budgets with equipment and vehicle set a side programs. Ultimately, the question / discussion of reserves should entail, does the city want to create expectations of encumbered funds when debt obligations and/or the timing of paying said obligations may require the use of these funds. This is a debate that has no real right answer. Both views have merit.

Additionally, we would like to discuss the City’s “Anticipated Capital Projects”.

- Wapsi Creek at Beranek Park widening
- Cubby Park Equipment (\$25,000)
- Eastside (small project) one block street water main project.
- I-80 Utility Relocation project

<b>STAFF RECOMMENDATION:</b>	Seek Direction as to Next Steps – Move to Action
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

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Payroll Allocation Summary

Employee	Payroll Allocation	Percentage	Expenditure	Proposed change
<b>Redmond Jones</b>				
<b>City Admin/Clerk</b>	Base Salary	\$94,370.42		
	Clerk & Treasurer	30%	001-5-6-620-6010	
	<b>RUT</b>	<b>10%</b>	<b>110-5-2-210-6010</b>	
	<b>GF Roads &amp; Streets</b>	<b>0%</b>	<b>001-5-2-210-6010</b>	
	Cemetery	10%	001-5-4-450-6010	5%
	Water	25%	600-5-9-810-6010	
	Sewer	25%	610-5-9-815-6010	30%
		100%		
<b>Leslie Brick</b>	Hourly	\$22.64 / \$47,091.20		
<b>Deputy Clerk</b>	Clerk & Treasurer	20%	001-5-6-620-6010	40%
	<b>RUT</b>	<b>5%</b>	<b>110-5-2-210-6010</b>	
	<b>GF Roads &amp; Streets</b>	<b>0%</b>	<b>001-5-2-210-6010</b>	
	Cemetery	15%	001-5-4-450-6010	5%
	Water	30%	600-5-9-810-6010	25%
	Sewer	30%	610-5-9-815-6010	25%
		100%		
<b>Gordon Edgar</b>	Base Salary	\$61,522.76		
<b>Finance Officer</b>	Clerk & Treasurer	40%	001-5-6-620-6010	50%
	<b>RUT</b>	<b>20%</b>	<b>110-5-2-210-6010</b>	15%
	<b>GF Roads &amp; Streets</b>	<b>0%</b>	<b>001-5-2-210-6010</b>	
	Cemetery	10%	001-5-4-450-6010	5%
	Water	15%	600-5-9-810-6010	
	Sewer	15%	610-5-9-815-6010	
		100%		
<b>Terry Goerdt</b>	Hourly	\$37.01		
<b>Building Insp</b>	Building Inspection	100%	001-5-1-170-6010	
Eff. 7/1/2017				
<b>Jamie Tucker (PT)</b>	Park & Rec		001-5-4-430-6010	
	Town Hall (cleaning)		022-5-4-460-6010	
	Library (cleaning)		031-5-4-410-6010	
	Office (cleaning)		001-5-6-620-6010	

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	Library Services	100%	031-5-4-410-6010	
<b>Kat Korsmo (PT)</b>	Hourly	\$12.15		
	Library Services	100%	031-5-4-410-6010	
<b>Other Notes:</b>				
Employees with health & dental reimbursements				
(dollar amount for the 2nd payroll of each month)				
Effective 4/1 of each year				
Edgar - \$352.32 health only				
L Brick - \$352.32 health; \$14.13 dental				
Holland - \$352.32 health only				