



PUBLIC NOTICE AND AGENDA OF THE WEST BRANCH CITY COUNCIL MEETING SCHEDULED TO CONVENE AT 7:00 P.M. TUESDAY SEPTEMBER 08, 2020 IN THE CITY COUNCIL CHAMBERS, 110 NORTH POPLAR STREET, WEST BRANCH, IOWA.

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

Please note: *Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure. Electronic Meeting (Pursuant to Iowa Code section 21.8) An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of council members, staff and the public presented by COVID-19. You can watch and/or participate in the meeting at the following link <https://zoom.us/j/5322527574> or dial in phone number 1-312-626-6799 with Meeting ID 532 252 7574. A video of the meeting will also be made available September 11th on the City Website. For your safety and the safety of others please explore all available opportunities to participate by phone or computer. If you are unable to attend or participate by computer or phone, you may come to City Hall as an audience member. Access will be granted in accordance with the Social Distancing Order by the Governor of the State of Iowa.*

AGENDA

A. Call to Order

B. Opening Ceremonies

1. Pledge of Allegiance
2. Welcome

C. Roll Call

D. Guest Speaker, Presentations and Proclamations.

1. Executive Director, Jessi Simon will provide a West Branch Community Development Group (CDG) update.

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.

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F. Approve Agenda / Consent Agenda / Move to Action

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

1. **Motion to Approve** Meeting Minutes for City Council Meeting August 17, 2020.
2. **Motion to Approve** a Special Event Permit to Close Oliphant Street for 3 Varsity Football Games.
3. **Motion to Approve** the Appointment of Brian Pierce to the West Branch Parks and Recreation Commission.
4. **Motion to Approve** the Claims Report.

G. Public Hearing / Non-Consent Agenda

1. **Public Hearing:** Approving the Budget and Plan for Funded Activities for the West Branch Food Pantry Project.
2. **Resolution 1926** – A Resolution Approving the Budget and Plan for Funded Activities for the West Branch Food Pantry Project.
3. **Resolution 1927** – A Resolution Approving Change Order # 8 in the amount of \$0.00 for the College Street Bridge Replacement Project.
4. **Resolution 1928** – A Resolution Approving Pay Estimate Number #11 in the Amount of (\$9.61) for the College Street Bridge Replacement Project.
5. **Resolution 1929** – Approving a Resolution Accepting the Public Improvements Constructed and Completed for the College Street Bridge Replacement Project.
6. **Resolution 1930** – A Resolution Hiring Max Kober for the Full-Time “Streets Maintenance Worker I” Position with the Department of Public Works.
7. **Resolution 1931** – A Resolution Approving an Agreement for Services to Conduct a Technology/Security Assessment with Marco Technologies in the Amount Not to Exceed \$3,500.
8. **Resolution 1932** – A Resolution of Intent to Construct the “Wapsi Creek Widening at Beranek Park” Project and Approve the Acquisition of Property via Eminent Domain.
9. **Resolution 1933** – A Resolution Authorizing a Request for Proposals (RFP) and Accepting the Lowest Responsible Bid for the Services of Brush Grinding Services.
10. **Resolution 1925** – A Resolution Accepting and Approving the City Street Finance Report for Fiscal Year 2020.

H. Reports

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

I. Comments from Mayor and Council Members

J. Adjournment Regular Meeting

"Turning Vision into Reality is our Business"



A Main Street Iowa Community

MISSION: To improve the social and economic well being of our community & the historic downtown by:

- Preserving and sharing our history and unique identity.
- Attracting and supporting small businesses.
- Engaging and connecting the community.

VISION: That West Branch will thrive with an eclectic mix of old and new as a desirable visitor's destination and a place of hometown pride that shows in the vibrant downtown & unique offerings.

IN ACTION: WBCDG uses the Main Street Approach™, a framework for preservation-based economic development and community revitalization which includes 4 key points:

1. **Promotion** - Marketing West Branch's unique characteristics to shoppers, new businesses, and visitors through advertising and special events. Current Promotion Chair is Erin Morrison-Vincent.
2. **Design** - Helping to keep our Main Street in good physical shape through building improvements, street furniture, landscaping, etc. Current Design Chair is Nick Shimmin.
3. **Economic Vitality** - Strengthening our community's economic assets by helping current Main Street businesses to thrive and expand, and helping recruit new ones to meet the current market. The Economic Vitality Chair is currently vacant.
4. **Organization** - We are a volunteer-driven program working to enlist and engage volunteers to get everyone working towards the same goal. Current Organization Chair is Steven Grace.

RECENT HIGHLIGHTS

ECONOMIC VITALITY

- **Pulse Poll Survey** - WBCDG (in partnership with Main Street Iowa) surveyed local residents to assess the impacts of COVID-19 on our community as we enter and progress through the reopening and recovery stages. Survey was conducted online over the month of July and shared via email and social media. We had 230 responses, which is a statistically significant sample size for our population. The survey gathered feedback on how comfortable and likely our residents are to eat/shop locally now and in the near future, changing consumer preferences (online shopping, curbside pick-up), likelihood of event attendance and longer-term feedback on businesses they'd most likely frequent as our business district looks to expand. As expected consumer comfort related to the pandemic varies - about half are ready to embrace reopening and half are cautiously waiting. Results showed a strong preference for outdoor events (20% higher than indoor events), outdoor seating at restaurants (preferred by 55%) and continued curb-side pick-up options (preferred by 87%). Respondents also report increased online shopping habits (70% increased during the last 3 months). CDG is using this data to drive decisions and best assist local businesses - current responses include:
 - Sidewalk Sales to embrace more local outdoor shopping / eating options.

- Adjusting plans to eliminate or modify aspects of Fall Fest and Christmas Past that respondents showed low likelihood of attending this year.
 - Offering training and resources for local retail shops to utilize a new online sales platform to reach consumers online if/when they cannot be in store (ShopIowa.com -- free for a year through Main Street Iowa).
 - Noting preference for type of businesses most likely to succeed in WB and working with landlords to fill empty spaces in the Main Street district.
- **New to the District** - New businesses in the Main Street district include White Pumpkin Studio (opened in May) and Corridor Home Re-Design (opened in August). CDG held Ribbon Cuttings for both prior to the grand openings.
- **District Losses** - Unfortunately Mexico Lindo's relocation outside the Main Street district is a hit to our overall efforts.
- **Downtown Dollars** - CGD began offering "Downtown Dollars" last year which are dollar-for-dollar gift certificates that can be purchased through our office and used at any retail shops or eateries in the Main Street district with a goal of encouraging residents to shop local. This summer the WB Lions Club purchased \$25 in "Downtown Dollars" for all 85 workers at Crestview Specialty Care in West Branch (totaling \$2,125) - an excellent example of how these can be used to maximize community support.

DESIGN

- **Streetscape Benches** - We placed 10 new black, metal benches throughout the Main Street district this summer. The benches were purchased using a bequest donation and grant funding from Community Foundation of Cedar County. Business owners had the opportunity to request a bench to be placed outside their storefront.
- **Flowers on Main** - Flowers in planters and hanging planters on Main Street are looking nice and are being maintained by volunteers.
- **Grant Opportunity** - We are currently working with Brooke Ventures to submit an application for the 2020 Main Street Challenge Grant. This grant opportunity is available only to accredited Main Street Iowa programs and the primary goal of the grant is to stimulate appropriate rehabilitation of historical buildings in Main Street districts. The award requires a 1:1 match by the building owners. Our application will request \$75,000 in grant funding to support the revitalization of the Opera Block building including updates to electrical, A/C, plumbing, hallway upstairs to residential units and a complete facade update (replacing rotten wood, tuckpointing, re-painting, new storefront windows and doors, etc). This is a very competitive grant process but we are excited to explore this opportunity.

PROMOTION

- **Sidewalk Sales** - We received overwhelmingly positive feedback from business owners and shoppers after our Sidewalk Sales event in August (HHTD weekend) and have plans in place for a similar retail promotion this Fall in coordination with some fun and festive Parks & Rec activities.
- **Christmas Past** - Committee has begun plans for 2020. Board has already discussed the need to make major changes to many traditional elements of this event in order to follow CDC and Public Health guidelines and keep our community safe during the pandemic. Notably the CDG Board voted to cancel Carriage / Wagon rides this season due to the inability to ensure proper social distancing or sanitization between rides. We are exploring other festive ideas and are open to feedback!

- **Museum on Main Street** - West Branch was selected to host the “Voices and Votes” Smithsonian Institution Traveling Exhibition. It will be featured in Town Hall from November 28 - January 10. More details to come!

ORGANIZATION

- **Volunteer Recruitment** - Our Economic Vitality Chair is currently vacant and we are actively recruiting local leaders. Volunteer opportunities are always available on our various committees, we are currently taking a close look at committee rosters to ensure adequate volunteer power for upcoming events and initiatives. We are also working to standardize a volunteer onboarding process to maximize our efforts.
- **Fundraising** - CDG has a new fall fundraising campaign in the works and hopes to launch the initiative next month to bring us through the end of the year. A few of our annual fundraising efforts have been impacted by the pandemic so we are exploring new ideas. Our largest fundraiser of the year (Sweets for Success) is also scheduled for February 2021.
- **Current Leadership** - Current Board Members include Nicki Brick (President), Steve Grace (VP and Org Chair), Beth Thomsen (Secretary), Erin Morrison-Vincent (Promo Chair), Carolyn Anderson (Treasurer), Nick Shimmin (Design Chair), Shane Staker, Cassie Pluim, Lindsay Klein. Executive Director (part-time position) is Jessi Simon. Advisory Members include Pete Swisher (NPS), Roger Laughlin (City), Brad Reiners/Jerry Fleagle (Foundation), Janlyn Slach (Museum).

(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 westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**August 17, 2020
7:00 p.m.**

An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the City Council of the City of West Branch, Cedar County, IA was held on Monday, July 20, 2020 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.

Until further notice, all of our Council Meetings will be held electronically only. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa. Social distancing practices shall be observed for any persons attending the meeting in person at City Hall.

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. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar and Library/IT Director Nick Shimmin were present. Attending via Zoom: City Attorney Kevin Olson, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Police Chief Mike Horihan.

GUEST SPEAKER PRESENTATIONS

Brim Huey and Rich Bates of Marco, a technology assessment company presented an overview of their services. Huey explained that a technology assessment would include an assessment of the city's current technology infrastructure and would identify any unknown risks and potential business impacts. Huey said the cost of the assessment is \$3500.00.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Motion to approve minutes for City Council Meeting August 3, 2020.

Motion to approve a Class C Liquor License (LC) with Sunday sales for Mexico Lindo at (new location), 711 S. Downey St., West Branch (pending fire inspection)

Motion to approve the claims reports.

August Claims and July Revenues

EXPENDITURES	8/17/2020	
AE OUTDOOR POWER	EQUIPMENT REPAIR, SUPPLIES	721.09
ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	11,775.15
ALTORFER INC	EQUIPMENT REPAIR	2,060.49
AT & T MOBILITY	WIRELESS 6-20 TO 7-19-20	389.03
BAKER & TAYLOR INC.	BAKER & TAYLOR INC.	517.20
BATTERY PRODUCTS INC	RADIO SUPPLIES	150.00
BEAN & BEAN	GRAVE OPENINGS	1,650.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,708.00
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	265.38
BOWERS CUSTOM SERVICES LLC	HAULING-ROCK, COLD MIX	720.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	27.49
CEDAR COUNTY COOPERATIVE	CEDAR COUNTY COOPERATIVE	122.75
CEDAR COUNTY EMERGENCY MANAGEMENT	2020-2021 EMA ASSESSMENT	8,908.00
CEDAR COUNTY RECORDER	RECORDING FEES	16.00
CHAUNCEY BUTLER POST 514	FLAG	40.00
CJ COOPER & ASSOCIATES	DRUG TEST	35.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	57.12
D&R PEST CONTROL	D&R PEST CONTROL	70.00

DIAMOND VOGEL PAINTS		HYDRANT PAINTING SUPPLIES	919.54
FELD FIRE EQUIPMENT CO, INC		ANNUAL MAINTENCE SERVICE	700.00
FRED'S FEED & SUPPLY LLC		SUPPLIES	31.96
HORIHAN, MIKE		KEYS	24.00
IMWCA		IMWCA	2,345.00
JOHNSON CONTROLS		SERVICE CALL	831.00
JOHNSON COUNTY EMERGEN		FY 2021 HAZ MAT TEAM 28E AGREEMENT	47.50
JOHNSON COUNTY REFUSE		RECYCLING, TRASH PICKUP JUL 2020	15,218.50
JOSHUA LANGFORD		BUILDING INCENTIVE PAYMENT #4	1,131.48
KANOPY		VIDEO SERVICE	7.00
KWM INC		DUMPSTER ENCLOSURE	56.80
LINN COUNTY R.E.C.		ST LIGHTS	180.10
MANATT'S INC		COLD MIX	1,585.85
MARTIN GILLESPIE		MARTIN GILLESPIE	1,599.44
MERCY IOWA CITY PHYSICIAN AND CLINIC SERVICES		PHYSICAL-STEEN	158.00
MISCELLANEOUS VENDOR		REFUND	550.00
OVERDRIVE INC		BOOKS	371.47
PLUNKETT'S PEST CONTROL INC		PEST CONTROL- POLICE & FIRE	170.18
PORT 'O' JONNY INC.		SERVICE-WAPSI PARK	103.00
PYRAMID SERVICES INC.		CHAIN SAWS & REPAIR PARTS	877.88
QC ANALYTICAL SERVICES LLC		LAB ANALYSIS	1,043.00
QUILL CORP		OFFICE SUPPLIES	583.92
STATE INDUSTRIAL PRODUCTS		CHEMICALS	244.00
TREETOP PRODUCTS		ENTRANCE SIGN	1,614.33
TYLER TECHNOLOGIES		SOFTWARE SUBSCRIPTION	9,372.00
VITAL IMAGERY LTD		SUBSCRIPTION TO I CLIP ART	50.00
WEST BRANCH REPAIRS		VEHICLE REPAIR	654.11
WEST BRANCH TIMES		LEGAL PUBLICATIONS, ADVERTISING	966.73
TOTAL			70,669.49
PAYROLL		8/7/2020	46,641.31
PAID BETWEEN MEETINGS			
VARIOUS CUSTOMERS		UTILITY REFUNDS	362.56
CEDAR COUNTY COOP		VEHICLE FUEL	1,299.72
JULIA HIME		VIDEOGRAPHY SERVICE	50.00
MEGAN HOFFMAN		CLEANING SERVICE	342.00
CROELL, INC		CONCRETE	298.00
MERCHANT SERVICES		CREDIT CARD FEES	200.64
TOTAL			2,552.92
GRAND TOTAL EXPENDITURES			119,863.72
FUND TOTALS			
001 GENERAL FUND	67,164.11		
022 CIVIC CENTER	5975.8		
031 LIBRARY	4,549.32		
036 TORT LIABILITY	2,164.30		
110 ROAD USE TAX	8,846.12		
112 TRUST AND AGENCY	5,153.85		
308 PARK IMP - PEDERSEN VALLEY	1,671.13		
600 WATER FUND	12,850.32		
610 SEWER FUND	11,488.77		
GRAND TOTAL	119,863.72		
REVENUE-FISCAL YEAR 2021			
FUND JULY			
001 GENERAL FUND	23,474.83		
022 CIVIC CENTER	256.82		
031 LIBRARY	68.91		
036 TORT LIABILITY	440.48		
110 ROAD USE TAX	39,039.44		
112 TRUST & AGENCY	2,512.23		
119 EMERGENCY TAX FUND	353.62		
121 LOCAL OPTION SALES TAX	18,587.34		
125 TIF	97.30		

226 DEBT SERVICE	2,902.91
312 DOWNTOWN EAST REDEVELOPMENT	7,500.00
500 CEMETERY PERPETUAL FUND	360.11
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	52,941.21
610 SEWER FUND	47,590.79
740 STORM WATER UTILITY	5,330.11
TOTAL	201,456.13

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

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 1922 – Declaring West Branch an Emergency Disaster. / Move to action.

Jones explained that Cedar County has been listed on the Governor’s list of counties with significant storm damage from the August 10th ‘Derecho’ that passed through Iowa. By declaring an ‘emergency disaster’ will allow the City of West Branch and its residents to receive state funds for clean-up efforts. Jones said the City contracted with Barnhart Custom Services to help with storm debris clean-up.

Motion by Sexton, second by Miller to approve Resolution 1922. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Resolution 1923 – Approving Cedar’s Edge Part 2 Final Plat. / Move to action.

No discussion.

Motion by Dean, second by Goodweiler to approve Resolution 1923. AYES: Dean, Goodweiler, Stoolman, Miller. ABSTAIN: Sexton. NAYS: None. Motion carried.

Discussion: City Cyber Security

The council briefly discussed the Marco presentation and asked Shimmin his thoughts. Shimmin replied that he felt with constant technology changes and increase of cyber dangers it would be a good idea to have an assessment. Jones added that in recent years, the city has received several spam emails acting as city officials and employees requesting unusual activity of city accounts. Jones said staff has reacted appropriately but feared the requests were becoming more frequent. The council determined that it would be good to move forward with an assessment and asked Jones to bring this item back as a resolution.

Resolution 1924 – Setting a Date for the Public Hearing on the Status of Funded Activities for the West Branch Food Pantry Project.

Jones presented a draft proposal of how grant monies could be used for the Community Development Block Grant (CDBG) \$25,000 Food Bank Grant. The proposal was developed in partnership with West Food Bank, West Branch School District, West Branch Religious Council, Scattergood and the City of West Branch. Jones said a requirement of the grant is to hold a public hearing to discuss the proposed funds proceeds. Jones said the public hearing is scheduled for Tuesday, September 8th during the City Council meeting.

Motion by Goodweiler, second by Dean to approve Resolution 1924. AYES: Goodweiler, Dean, Sexton, Miller, Stoolman. NAYS: None. Motion carried.

CITY ADMINISTRATOR REPORT

Jones reported that he had received additional requests for information regarding the grant for the City’s wastewater treatment facility and said he was hopeful that was a good indicator that the Iowa Economic Development Authority was considering West Branch for grant proceeds. Jones also reported that ongoing discussion were happening regarding the Greenview Drive connection. Jones informed the Council that the city building which houses the West Branch Food Bank was damaged on Friday afternoon by a Werner semi-truck. The driver was trying to turn the semi around on N. First Street when the incident occurred. Jones said damage estimates were not available at this time. Jones said that last week’s ‘Derecho’ storm caused some residential property damage mainly due to fallen trees and that clean-up efforts were continuing across the city.

CITY ATTORNEY REPORT

No update.

STAFF REPORTS

Goodale thanked the West Branch Fire Department for their immediate help after the storm. Goodale said Barnhart also jumped into action providing the city with their workers, trucks and backhoes to start clearing the streets of downed trees. Goodale said most trees lost were private trees, although some city trees did lose large limbs.

Horihan thanked Public Works and the fire department for quickly mobilizing and getting street cleared. He also thanked the Mayor (and wife Connie) for coordinating the cemetery clean-up of several downed trees. Horihan said more than fifty volunteers showed up with chainsaws and rakes to clean up storm damage. Horihan also mentioned that the school is requesting to close North Oliphant Street during home football games. He reminded the council that last year there was a near miss with a pedestrian and this prompted the request. Horihan suggested an ordinance change but said it was too late to consider that this year and that he would request that the school complete a special event permit for closing the street.

Shimmin reported that the library was preparing to loosen some restrictions at the library and begin allowing small numbers of patrons in the library at a time. Shimmin also said he spoke with the state regarding Chapter 22, Library Board of Trustees and that they recommended the city revert back to the original language regarding ‘Term of Office’ until the city could put the measure on a ballot.

Russell said the Park & Recreation Commission met last week and have recommended to restart youth sports for this fall. Russell admitted her reluctance and said she is working the Cedar County Board of Health on direction for moving forward.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said he wanted the Council to continue thinking about the West Main Street turn lane proposal from the school district. Laughlin didn’t think this was an urgent matter and said maybe the turn lanes could wait until Johnson County finished Herbert Hoover Highway to West Branch which could be two years. But added that at some point a decision needs to be made. The council members discussed the costs associated with the project and how that would impact other city priorities.

Miller asked that the potential buyer of the former Croell site be given a deadline for executing a purchase agreement or the city should consider moving forward with the RFP (request for proposal) process in October.

ADJOURNMENT

Motion to adjourn the meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:13 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Motion to Approve Special Event Permit to Close Oliphant Street for 3 Varsity Football Games.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Mike Horihan, Chief of Police Department
DATE:	August 31, 2020

BACKGROUND:

The Permit would allow the closing of Oliphant August 18th, September 11th, and September 25th.

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

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Special Event Permit Application

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

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

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

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

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

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

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

Other _____ Other _____

Notes: _____



Special Event Permit Application

Event Title/Name: West Branch CSD Football Game

Event Organization: West Branch CSD Phone: 643-7213

Organization Address: 148 N. Oliphant St. Tax ID #: _____

City: West Branch State: IA Zip Code: 52358

Event Website: _____ Event Email: mj.jumerson@west-branch.k12.ia.us

Event Coordinator Name and Title: Marty Jumerson, Superintendent

Event Coordinator Email: mj.jumerson73@gmail.com

Event Coordinator Cell Number: 515-520-2633

Event Coordinator Address: 148 N. Oliphant

City: West Branch State: IA Zip Code: 52358

Description of Event: close Oliphant St. to through traffic during home
varsity football games. from 6:30 until after games. 8/28, 9/11, 9/25

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

Event set up will begin: (date, day of the week and time)	Event will begin: (date, day of the week, and time)	Event will end: (date, day of the week, and time)	Removal and clean-up will be completed: (date, day of the week, and time)
<u>8/28, 9/11, 9/25</u>	<u>6:30</u>	<u>after game</u>	<u>after game</u>

Maximum Number of Participants: — Maximum Number of Vehicles: —

Will there be an admission fee? yes What is the admission fee? \$6

Will food be sold? yes Organizers are responsible for making sure vendors have secured the appropriate permits.

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

Has all approval from non-city agencies (such as NPS, Johnson County, Cedar County, WBCSD) been granted? —
Please list other agencies involved. WBCSD

Traffic Control Plan (please attach diagram): block road on both ends of press box during
game. we will have ticket takers letting people in



Public Notification Plan: _____

Amplified Sound/Noise Plan: _____

Site Plan/Race Course Map (please attach diagram): _____

Security Plan: _____

Restoration Plan: _____

Trash Management Plan: _____

Restroom Plan: _____

Signs/Banner Plan: _____

Insurance policy: EMG

Signature:  Date: 8-18-20

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

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

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Motion to Approve the Appointment of Brian Pierce to the West Branch Parks and Recreation Commission.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Melissa Russell, Parks and Recreation Director
DATE:	September 1, 2020

BACKGROUND:

Attached is the board application form for Brian Pierce. He has been a City Councilmember (for 6 years) and has shown dedication to improving the city government as a whole.

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

"Turning Vision into Reality is our Business"



Advisory Board/Commission
Application Form

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

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

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

Board or Commission Parks & Rec Today's Date 8/14/2020

(Please print)

Name: Brian Pierce Address: 705 Sullivan Street

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

Email: brianapierce@outlook.com

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

How long have you been a resident of West Branch? 25 Years

Occupation: Software Developer Senior Manager Employer: General Dynamics

Optional Questions (use the back if necessary)

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

Served 6 years on the City of West Branch City Council. Played a role in the planning of Cubby Park as well as upgrades to the existing parks. Currently a volunteer HS Baseball coach and have coached both my son and daughter in numerous sports for over 10 years as well as coached multiple teams participating in the P&R seasons (soccer, tball, flag fb, basketball, baseball, etc...)

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

I feel between my City Council experience and my many years of coaching experience, including on P&R sponsored sporting seasons that I have a lot of insight that can help make all P&R activities continue to be successful. I feel I can bring a unique point of view having serviced on council to help the P&R board understand what information and direction the city council would be looking for.

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



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Motion to Approve the Claims Report.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director
DATE:	August 31, 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.

STAFF RECOMMENDATION: Approve Claims Report – Move to Action

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

EXPENDITURES

9/8/2020

ALTORFER INC	MAINTENANCE SUPPLIES	82.33
AMAZON	BOOKS, PROGRAM SUPPLIES	667.70
ARSL	DUES-REBECCA KNOCHE	49.00
AT & T MOBILITY	WIRELESS SERVICE	389.03
BAKER & TAYLOR INC.	BOOKS	632.20
BALDRIDGE, TODD	BUILDING INCENTIVE PAYMENT	763.22
BANKERS ADVERTISING COMPANY	DECALS	176.26
CHERYL HOLLICH	BUILDING INCENTIVE PAYMENT #4	1,511.05
ECKERMAN, RAMONA	BUILDING INCENTIVE PAYMENT	363.51
HAWKINS INC	AZONE	838.01
HENNINGSSEN DANIEL	BUILDING INCENTIVE PAYMENT #1	782.01
HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	100.62
HOFFMAN, MEGAN	CLEANING SERVICES	270.00
IMWCA	IMWCA	2,345.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	74.70
IOWA PARK AND RECREATION ASSOCIATION	ANNUAL DUES	170.00
IOWA RURAL WATER ASSOCIATION	CONFERENCE REGISTRATION	320.00
JOHNSON CONTROLS	FIRE ALARM INSPECTION CONTRACT	1,049.51
KANOPY	VIDEO RENTAL	7.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,594.12
LYNCH'S EXCAVATING INC	RESET PUMP SEWAGE LAGOON	95.00
MENARDS	SUPPLIES	85.04
MUNICIPAL SUPPLY INC	WATER METERS	8,828.50
OLSON, KEVIN D	LEGAL SERVICES-SEP 2020	1,500.00
OVERDRIVE INC	VIDEOBOOKS	785.96
PARKSIDE SERVICE	NEW TIRES	458.00
PORT 'O' JONNY INC.	SERVICE-CEMETERY	90.00
QUILL CORP	OFFICE SUPPLIES	125.35
RIVER PRODUCTS COMPANY INC	ROAD ROCK	576.51
SCHNOEBELEN INC	SAMASZ DISC MOWER	7,220.00
STATE HYGIENIC LAB	LAB ANALYSIS	151.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
STATE LIBRARY OF IOWA	FY21 BRIDGES FEES	62.00
THE HOME DEPOT PRO	SUPPLIES	83.56
USA BLUE BOOK	SUPPLIES	1,413.06
VEENSTRA & KIMM INC	LOT SITE PLAN REVIEW	271.50
VEENSTRA & KIMM INC	I-80 WIDENING COORDINATION	180.00
VEENSTRA & KIMM INC	323 I-80 WEST, WATER MAIN RELOCATION	1,267.00
VEENSTRA & KIMM INC	COLLEGE ST WATER MAIN 4TH TO 5TH	2,737.10
VEENSTRA & KIMM INC	GREENVIEW EXTENSION PRELIMINARY DESIGN	379.25
WALMART COMMUNITY/SYNCB	MAINTENANCE, PROGRAM SUPPLIES	87.25
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,576.06
WEST BRANCH FORD	VEHICLE REPAIR	139.95
ZIPPY'S SALT BARN LLC	ROAD SALT	2,109.45
TOTAL		43,650.81
PAYROLL		9/4/2020 47,243.70

PAID BETWEEN MEETINGS

AMAZON	BOOKS	988.03
DEWEY'S JACK & JILL	MAINTENANCE & CAMP SUPPLIES	33.40
DOROTHY DAVIS	REFUND	100.00
TRENT HANSEN	SOFTWARE	131.03
JULIA HIME	VIDEOGRAPHY SERVICE	150.00
HYVEE	CAMP SUPPLIES	24.04
MATT PARROTT/STOREY KENWORTHY	LASER CHECKS	345.95
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
TREETOP PRODUCTS	CUBBY PARK ENTRANCE SIGN	2,246.34
US BANK EQUIPMENT FINANCE	COPIER LEASE	106.25
WEX BANK	VEHICLE FUEL	1,619.43
CROELL INC	CONCRETE	172.00
MEGAN HOFFMAN	CLEANING SERVICE	252.00
VERIZON WIRELESS	WIRELESS SERVICE	330.16
MISCELLANEOUS VENDORS	UTILITY REFUNDS	95.42
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	200.78
MEDIACOM	CABLE SERVICE	41.90
US BANK CORPORATE CARD	CAMP SUPPLIES, CONFERENCE REGISTRATION	755.82
TOTAL		8,092.55
GRAND TOTAL EXPENDITURES		98,987.06
FUND TOTALS		
001 GENERAL FUND		32,840.81
022 CIVIC CENTER		188.23
031 LIBRARY		10,851.88
036 TORT LIABILITY		2,164.30
110 ROAD USE TAX		15,107.84
112 TRUST AND AGENCY		5,259.08
308 PARK IMP - PEDERSEN VALLEY		2,246.34
323 I-80 WEST, WATER MAIN RELOCATION		1,267.00
600 WATER FUND		22,917.30
610 SEWER FUND		6144.28
GRAND TOTAL		98,987.06

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	SCHNOEBELEN INC	SAMASZ DISC MOWER	7,220.00
			SAMASZ DISC MOWER	7,220.00-
			TOTAL:	0.00
POLICE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS AT & T MOBILITY	TELEPHONE SERVICE	305.84
			WIRELESS SERVICE	389.03
			TOTAL:	694.87
FIRE OPERATION	GENERAL FUND	LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	71.96
			TOTAL:	71.96
PARK & RECREATION	GENERAL FUND	IOWA PARK AND RECREATION ASSOCIATION MENARDS LIBERTY COMMUNICATIONS	ANNUAL DUES	170.00
			SUPPLIES	85.04
			TELEPHONE SERVICE	187.56
			TELEPHONE SERVICE	91.25
			TOTAL:	533.85
CEMETERY	GENERAL FUND	PORT 'O' JONNY INC.	SERVICE-CEMETERY	90.00
			TOTAL:	90.00
ECONOMIC DEVELOPMENT	GENERAL FUND	CHERYL HOLLICH ECKERMAN, RAMONA HENNINGSEN DANIEL BALDRIDGE, TODD	BUILDING INCENTIVE PAYMENT	1,511.05
			BUILDING INCENTIVE PAYMENT	363.51
			BUILDING INCENTIVE PAYMENT	782.01
			BUILDING INCENTIVE PAYMENT	763.22
			TOTAL:	3,419.79
CLERK & TREASURER	GENERAL FUND	LIBERTY COMMUNICATIONS HOFFMAN, MEGAN	TELEPHONE SERVICE	429.26
			CLEANING SERVICES	54.00
			TOTAL:	483.26
LEGAL SERVICES	GENERAL FUND	OLSON, KEVIN D	LEGAL SERVICES-SEP 2020	1,500.00
			TOTAL:	1,500.00
LOCAL CABLE ACCESS	GENERAL FUND	QUILL CORP LIBERTY COMMUNICATIONS	OFFICE SUPPLIES	33.74
			TELEPHONE SERVICE	64.95
			TOTAL:	98.69
COMMISSION	GENERAL FUND	VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	271.50
			TOTAL:	271.50
TOWN HALL	CIVIC CENTER	LIBERTY COMMUNICATIONS HOFFMAN, MEGAN	TELEPHONE SERVICE	44.23
			CLEANING SERVICES	72.00
			TOTAL:	116.23
LIBRARY	LIBRARY	OVERDRIVE INC	VIDEOBOOKS	130.00
			OVERDRIVE INC	655.96
		WALMART COMMUNITY/RFCSLLC	MAINTENANCE, PROGRAM SUPPL	26.04
			MAINTENANCE, PROGRAM SUPPL	51.25
			MAINTENANCE, PROGRAM SUPPL	9.96
		STATE LIBRARY OF IOWA	FY21 BRIDGES FEES	62.00
			QUILL CORP	OFFICE SUPPLIES
		BAKER & TAYLOR INC.	MAINTENANCE SUPPLIES	36.17
			OFFICE SUPPLIES	41.94
			BOOKS	171.60
			BOOKS	192.03
			BOOKS	125.67

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			BOOKS	49.44
			BOOKS	104.20
			BOOKS	10.74-
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	254.36
		BANKERS ADVERTISING COMPANY	DECALS	50.00
			SIGNS	126.26
		JOHNSON CONTROLS	FIRE ALARM INSPECTION CONT	391.21
			FIRE ALARM MONITOR CONTRAC	658.30
		AMAZON	BOOKS, PROGRAM SUPPLIES	431.64
			BOOKS, PROGRAM SUPPLIES	201.07
			BOOKS, PROGRAM SUPPLIES	34.99
		THE HOME DEPOT PRO	SUPPLIES	83.56
		KANOPY	VIDEO RENTAL	7.00
		HOFFMAN, MEGAN	CLEANING SERVICES	144.00
		ARSL	DUES-REBECCA KNOCHE	49.00
			TOTAL:	4,090.41
POLICE OPERATIONS	TORT LIABILITY	IMWCA	WORK COMP - POLICE	494.11
			TOTAL:	494.11
FIRE OPERATION	TORT LIABILITY	IMWCA	WORK COMP - FIRE	764.89
			TOTAL:	764.89
BUILDING INSPECTIONS	TORT LIABILITY	IMWCA	WORK COMP - BLDG INSPECT	18.84
			TOTAL:	18.84
ROADS & STREETS	TORT LIABILITY	IMWCA	WORK COMP - STREETS	489.18
			TOTAL:	489.18
LIBRARY	TORT LIABILITY	IMWCA	WORK COMP - LIBRARY	28.60
			TOTAL:	28.60
PARK & RECREATION	TORT LIABILITY	IMWCA	WORK COMP - PARK & REC	241.43
			TOTAL:	241.43
CEMETERY	TORT LIABILITY	IMWCA	WORK COMP - CEMETERY	81.19
			TOTAL:	81.19
CLERK & TREASURER	TORT LIABILITY	IMWCA	WORK COMP - ADMIN	46.06
			TOTAL:	46.06
ROADS & STREETS	ROAD USE TAX	PARKSIDE SERVICE	NEW TIRES	458.00
		RIVER PRODUCTS COMPANY INC	ROAD ROCK	576.51
		ALTORFER INC	MAINTENANCE SUPPLIES	82.33
		VEENSTRA & KIMM INC.	I-80 WIDENING COORDINATION	180.00
			GREENVIEW EXT PRELIM DESIG	379.25
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.24
		WEST BRANCH FORD	VEHICLE REPAIR	139.95
		HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	100.62
		ZIPPY'S SALT BARN LLC	ROAD SALT	2,109.45
		SCHNOEBELEN INC	SAMASZ DISC MOWER	7,220.00
			TOTAL:	11,294.35
INVALID DEPARTMENT	I-80 WEST, WATER M	VEENSTRA & KIMM INC.	323 I-80 WEST WATER MAIN R	1,267.00
			TOTAL:	1,267.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT		
WATER OPERATING	WATER FUND	IOWA ONE CALL	UNDERGROUND LOCATION SERVI	37.35		
		MUNICIPAL SUPPLY INC.	WATER METERS	8,828.50		
		STATE HYGIENIC LAB	LAB ANALYSIS	151.00		
		IOWA RURAL WATER ASSOC.	CONFERENCE REGISTRATION	160.00		
		HAWKINS INC	AZONE	838.01		
		IMWCA	WORK COMP - WATER	128.96		
		WATER SOLUTIONS UNLIMITED INC.	CHEMICALS	2,576.06		
		VEENSTRA & KIMM INC.	COL ST WATER MAIN 4TH TO 5	2,737.10		
		LIBERTY COMMUNICATIONS	TELEPHONE SERVICE	48.24		
		USA BLUE BOOK	SUPPLIES	1,413.06		
			TOTAL:	16,918.28		
		SEWER OPERATING	SEWER FUND	IOWA ONE CALL	UNDERGROUND LOCATION SERVI	37.35
				LYNCH'S EXCAVATING INC	RESET PUMP SEWAGE LAGOON	95.00
IOWA RURAL WATER ASSOC.	CONFERENCE REGISTRATION			160.00		
IMWCA	WORK COMP - SEWER			51.74		
LIBERTY COMMUNICATIONS	TELEPHONE SERVICE			48.23		
STATE INDUSTRIAL PRODUCTS	CHEMICALS			244.00		
	TOTAL:			636.32		

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

001	GENERAL FUND	7,163.92
022	CIVIC CENTER	116.23
031	LIBRARY	4,090.41
036	TORT LIABILITY	2,164.30
110	ROAD USE TAX	11,294.35
323	I-80 WEST, WATER MAIN REL	1,267.00
600	WATER FUND	16,918.28
610	SEWER FUND	636.32

	GRAND TOTAL:	43,650.81



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Public Hearing: Approving the Budget and Plan for Funded Activities for the West Branch Food Pantry Project.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 31, 2020

BACKGROUND:

Public Hearing Notice

NOTICE OF PUBLIC HEARING ON THE STATUS OF FUNDED ACTIVITIES FOR THE WEST BRANCH FOOD PANTRY PROJECT.

Pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended, the City of West Branch City Council or Cedar County Board of Supervisors will hold a public hearing on September 8th, 2020; at 7:00pm; at City Hall (110 N. Poplar St.). The purpose of the hearing will be to discuss the status of funding for the West Branch Food Pantry project. The project is being funded through a Community Development Block Grant provided by the Iowa Economic Development Authority. If you have questions concerning the project or if you require special accommodations to attend the hearing such as handicapped accessibility or translation services, you may contact City Administrator, Redmond Jones II at (319) 643-5888. Persons interested in the status of funding or the progress of the project are welcome to attend this meeting.

Please note:

After the project plan and budget is approved it can begin funding process. Before the project is closed out the project is required to have one more public hearing before the project can be closed out. The \$25,000 CDBG project must be concluded by May 1st 2021.

An Attendance Sheet must be documented and signed by the City Administrator. Minutes of the Public hearing must be taken and documented.

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

"Turning Vision into Reality is our Business"



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1926 – Approving the Budget and Plan for Funded Activities for the West Branch Food Pantry Project
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Redmond Jones II, City Administrator
DATE:	August 31, 2020

BACKGROUND:

In order to receive the \$25,000 Community Development Block Grant (CDBG) funding for our Food Bank and related activities. The City of West Branch must submit what the federal government refers to as an “Environmental Review Record”. This includes but is not limited to:

- ✓ A Program Public Hearing Notice
- ✓ A Excessive Force Resolution
- ✓ Residential Anti-Displacement and Relocation Assistance Plan
- ✓ Equal Opportunity Policy
- ✓ Fair Housing Policy
- ✓ Code of Conduct
- ✓ Procurement Policy

This item specifically addresses the CDBG requirement pursuant to Section 508 of the Housing and Community Development Act of 1987, which prescribes the process and purpose of holding public hearings regarding funding projects through the Community Development Block Grant. This item is the final step required before funding can be released. The project is on a reimbursement format. Therefore, the city will have to produce invoices and/or receipts for funds to be released. The hearing will provide the public the opportunity to discuss how Food Pantry Grant funds are to be handled as it relates to the \$25,000 Community Development Block Grant awarded to the City of West Branch.

STAFF RECOMMENDATION:	Approve Resolution 1926 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"

DRAFT



2020 CDBG OT AWARD (20-OT-047)

“AS A NATION WE MUST PREVENT HUNGER AND COLD TO THOSE OF OUR PEOPLE WHO ARE IN HONEST DIFFICULTIES.”

West Branch Native Son and 31st President of the United States of America – Herbert Hoover



Grant Plan and Budget

In Partnership with:



West Branch Community School District
Scattergood Friends School and Farm
Hawkeye Area Community Action Program
West Branch Middle School Pantry
City of West Branch

West Branch Area Religious Council
West Branch Food Pantry
Operation Backpack
West Branch High School Pantry

Project Plan

Introduction:

Simply put, feeding people is at the core of everything we do. Over the years, we've built a reliable and trusted food assistance collaborative that provides a safety net for West Branch citizens and others who find themselves in honest need and difficulties. Following the example of West Branch native Herbert Hoover who would become known for holding the office of President of the United States, but he would also become known as "The Great Humanitarian" for his food relief efforts.

With this history in mind, West Branchians have come together in an impressive collaborative that involves: the City of West Branch, the West Branch Food Pantry, the churches of West Branch and Springdale, Scattergood Friendship Farm & School, Operation Back Pack, West Branch Middle School Pantry, West Branch High School Pantry and Hawkeye Area Community Action Program.

Goal and Objective Statement *(Need for the CDBG Project):*

In response to the COVID-19 infectious disease response we not only wanted to distribute food to our most vulnerable populations, we have the goal to distribute more nutritious food and show the community that by pooling resources together, we can identify and alleviate some of the root causes of hunger that drive people to seek out food assistance in and out of a pandemic.

Description of the CDBG Funded Project(s) and/or Activities:

Supporting the Downtown Hot Meal Voucher Program – This is a program that is implemented by the West Branch Community Development Group. While the main function of this group is centered on the historic downtown district, this group is also the bridge between local restaurant owners and citizens suffering from household food shortages. This program entitles participants to receive anywhere from one to 12 vouchers per month to be used at any of our multiple local eateries. This is a great way to assist two sub sections of our community that have been hit hard by the COVID-19 pandemic.

Restocking the West Branch Food Pantry – For any pandemic, before it strikes, the U.S. Department of Homeland Security recommends storing up enough food and water for two weeks. For families who struggle during normal times this precaution is almost impossible. For this reason our West Branch food pantries are working hard to provide larger amounts than normal for vulnerable families who could find themselves hampered with the COVID-19 sickness.



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Bring the Food Pantry Facility within Americans with Disabilities Compliance – The grant will allow the West Branch Food Pantry serve residents of all ages and citizens with disabilities. Unfortunately, our food pantry facility doesn't accommodate citizens with disabilities and is not



user friendly for our older populations. We have had the unfortunate experiences of slips and falls from citizens trying to access the food pantry. This has created barriers for food and service delivery. We anticipate creating a rear entry to the structure that would not require managing any steps or hand rails. This will allow replacing broken shelving and a prep table.

Supporting Operation Backpack – This is a program that serves grades kindergarten through grade 6. Instead of the typical backpack programs that focus on school supplies, our program supplies breakfast and lunch plus snacks for the weekend. This program supplies bags of food to the school once a week during the school year. Program partners and coordinators work with the West Branch United Methodist Church to store program supplies. This program heavily relies on the generosity of fundraising. The largest of these fundraisers is a golf tournament, which raises approximately \$6,000 annually. Due to COVID-19 pandemic and safety concerns for participants, this year's tournament had to be canceled.

The West Branch School Food Pantries – Like the "Operation Backpack" program, the West Branch Middle School Food Pantry provides backpack bags for grades 7-8, and the West Branch High School Food Pantry provides backpack bags for grades 9-12. These programs purchase items similar to those in their predecessor program "operation backpack" with food enough for individual servings of breakfast, lunch and snack items for a weekend. We pack a bag of food for each student in the program to take home every Friday during the school year. This program grew from the Operation Backpack program, which traditionally ends after 6th grade. There was a need for students who had been in the program to continue to receive food support. Hence the program has grown, and the COVID-19 pandemic has only sharpened this need.

The Farm to Food Bank Program – Our "Farm to Food Bank" initiative partners our food pantries with Scattergood Farm and School to rescue and deliver perfectly healthy food to hungry families. This is not one of those programs that donate unmarketable produce. Instead our program and goal is to fight hunger by providing more nutritious food through the agricultural surplus from our local farm and school. To help address the food distribution crisis caused by the COVID-19 pandemic, this program will bridge the gap between on-farm surpluses and our growing food pantry demands. One of the biggest hurdles in preventing on-farm food waste is logistics. Especially with perishable produce like lettuce, food rescue is urgent. But the cost for coordination, packaging, and transportation are all major obstacles that farming

economies cannot readily absorb. With funding from this grant we will be able to alleviate this concern, deliver produce directly to our local food pantries, and give hungry families more nutritional options.

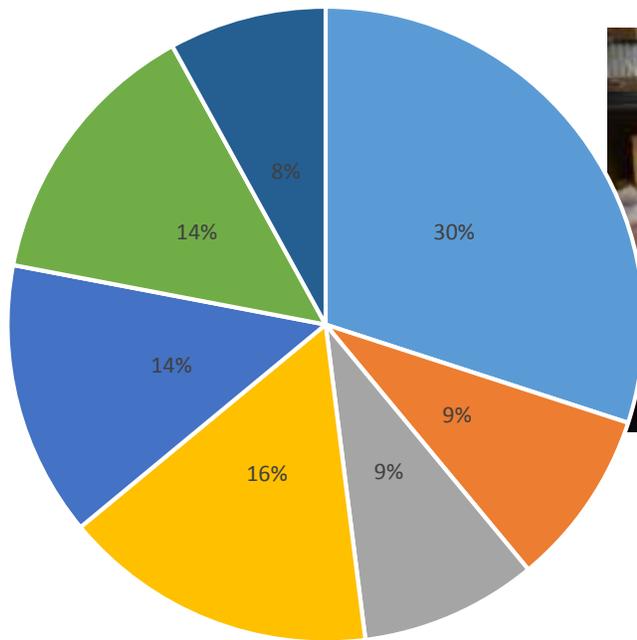
The Hawkeye Area Community Action “Mobile Food Pantry” program (HACAP) – This program is not receiving any funding from our CDBG grant; however, since the program works so closely with our other programs and activities, we wanted to mention this important program. In response to the recent spread of COVID-19, HACAP has made the following changes to their mobile pantry distribution to protect the health of our volunteers, staff, and clients:

- 1) They started distributing pre-boxed food rather than setting up tables for clients to “shop”.
- 2) Additionally, HACAP started the use of boxes and bags ready to add the perishable items like produce, bakery and meats.
- 3) HACAP has also started distribution directly from the truck to reduce contact with clients.

Project Budget *(the amount of CDBG funds for the project)*

The City of West Branch was awarded \$25,000 in Community Development Block Grant (CDBG) funds for Infectious Disease Response to COVID-19. The focus of these funds is to assist with the efforts of the West Branch Food Pantry.

Activity Breakdown



- West Branch Pantry
- Facility - ADA
- Hot Meal Voucher Program
- High School Pantry
- Operation Back Pack
- Middle School Pantry
- Farm to Food Bank Program

DRAFT

<i>Bring the Food Pantry Facility within Americans with Disabilities Compliance</i>	\$ 4,000
<i>Restocking the West Branch Food Pantry</i>	\$ 7,500
<i>Supporting the Downtown Hot Meal Voucher Program</i>	\$ 2,000
<i>Supporting Operation Backpack</i>	\$ 3,500
<i>The West Branch School Food Pantries</i>	\$ 4,500
<i>The Farm to Food Bank Program</i>	\$ 3,500
<i>“Mobile Food Pantry” program (funded by HACAP)</i>	\$ <u>0</u>
Grand Total	\$25,000

Public Hearing Topics *(these items are required to be presented in the grant plan)*

Many of these items will not be applicable but will need to still be presented and addressed at the public hearing scheduled September 8th 2020.

- **Need for the CDBG project.** Please see page 2 “Goals and Objectives Statement”.
- **Description of the CDBG funded project & activities.** Please see pages 2-4 “Description of the CDBG Funded Project(s) and/or Activities”.
- **The amount of CDBG funds for the project.** Please see pages 4-5 “Project Budget” \$25,000 grant award.
- **Estimated Amount of CDBG assistance that will benefit low and moderate income persons.** Our programs do not track income information; however based on the Des Moines Register Data Central statistics, West Branch has an average of 25.6% students who qualify for free or reduced meals. Considering the economic impact of COVID-19 our estimate of low and moderate income participants is anticipated to be around 38%.
- **The location of Activities.** All activities are anticipated to occur within the City of West Branch.
- **Any Relocation that will have to take place as a result of the CDBG project.** No, this is a strict food assistance program there will be no housing displacement.
- **City Contact Information for Residents to Contact with Concerns or Complaints Regarding the Project.** Complaints or Concerns are to be forwarded to the City Administrator, Redmond Jones II, 110 N. Poplar Street, P.O. Box 218, West Branch, Iowa 52358, (319) 643-5888.

DRAFT

- **Community Development and Housing Needs of low to moderate persons in the City / County and any planned or potential activities to address these needs.** Not Applicable, This program is not focused or equipped to address housing needs.
- **Other Community Development and Housing Needs and any planned or potential activities to address these needs.** Not Applicable, This program is not focused or equipped to address housing needs.

The City will prepare hearing minutes from this public hearing. The public hearing minutes will include this plan as well as the aforementioned nine points. The public will be notified of the public hearing through the West Branch Times, the City Website, and through postings at City Hall, West Branch Post Office, and the West Branch Public Library. The intent is to make sure residents are aware of the project. The City will also have public hearing published in the West Branch Times no more than 20 days and no less than 4 days from September 8th, 2020 the date of the public hearing.

In Conclusion

Our work is driven by collaboration, teamwork, and sharing a common goal to ending hunger for the people of our community. Collectively, our team members are executing their missions with extreme care for the CDC guidelines that is needed in this COVID-19 environment. Practices such as requiring recipients to wait in their vehicles and just drive thru for pick up. If they do not have cars, we are asking that a line of participants using social distancing be formed and individuals are called one person at a time up to receive their pre-boxed and bagged items. These are just a couple of examples of not only responding to COVID-19 but respecting our part in trying to control the disease.

RESOLUTION 1926

A RESOLUTION APPROVING THE BUDGET AND PLAN FOR FUNDED ACTIVITIES FOR THE WEST BRANCH FOOD PANTRY PROJECT

WHEREAS, The Budget and Plan for CDBG funded activities for the West Branch Food Pantry project is prepared by the City of West Branch in accordance with the Housing and Community Development Act of 1974; and

WHEREAS, This Plan requires the City of West Branch to grant assistance for activities aimed at feeding the hunger during the COVID-19 epidemic, which resulted in many hardships for individuals and families, as a result of these hardship(s) State and Federal government assisted with Community Development Block Grant (CDBG) or the Home Investment Partnership Program funds; and

WHEREAS, The \$25,000 CDBG grant that was awarded to the City of West Branch is intended to assist the West Branch Food Pantry; and

WHEREAS, a budget and plan has been established involving a number of community members and community organizations, and the City of West Branch will be leading the coordination efforts among said community members and community organizations as required to ensure this plan implemented once approved; and

WHEREAS, The City of West Branch designates the City Administrator as the responsible party to enforce project guidelines in accordance with federal and state laws should it be applicable; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned Budget and Plan for funded activities for the West Branch Food Pantry Project be approved as required by Code of Federal Regulation and witnessing all state and federal requirements related to administering federal grant funds are also hereby accepted and approved.

* * * *

Passed and approved this 8th day of September, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1927 – A Resolution Approving Change Order # 8 in the amount of \$0.00 for the College Street Bridge Replacement Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Redmond Jones, City Administrator / Eric Gould, V&K
DATE:	August 31, 2020

BACKGROUND:

Change Order No. 8, in the amount of \$0.00, is to address items quantities greater than and less than document bid quantities for the participating division of the project per the Department of Iowa Transportation audit.

Change Order History on this Project:

1. Non-Monetary change
2. \$10,335.40
3. \$14,003.42
4. \$19,346.12
5. \$ 2,424.00
6. \$11,738.98
7. \$17,554.02
8. \$0.00

STAFF RECOMMENDATION: Approve Resolution 1927 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:
COUNCIL ACTION:
MOTION BY:
SECOND BY:

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CHANGE ORDER
For Local Public Agency Projects

No.: 8

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

Accounting ID No. (5-digit number): 35554

Project Number: BROS-8252(605)--8J-16

Contract Work Type: Bridge Replacement - CCS

Local Public Agency: City of West Branch

Contractor: Taylor Construction, Inc.

Date Prepared: July 21, 2020

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

- 0010 Change Increase item " Clearing and Grubbing" - Division 1.
- 0060 Change Increase item "Topsoil, Furnish and Spread" - Division 1 & 2.
- 0070 Change Increase item "Modified Subbase" - Division 1 & 2.
- 0110 Change Increase item "Standard or Slip Form PCC Pvm't, CI C, CI 3 Durability, 7 In." - Division 2.
- 0470 Change Decrease item "Sidewalk, P.C. Concrete, 4 In." - Division 1.
- 0470 Change Increase item "Sidewalk, P.C. Concrete, 4 In." - Division 2.
- 0480 Change Decrease item "Sidewalk, P.C. Concrete, 6 In." - Division 1 & 2.
- 0500 Change Decrease item "Driveway, P.C. Concrete, 6 In." - Division 1.
- 0500 Change Increase item "Driveway, P.C. Concrete, 6 In." - Division 2.
- 0510 Change Decrease item "Driveway, P.C. Concrete, 8 In." - Division 1.
- 0520 Change Increase item "Driveway, P.C. Concrete, 9.5 In." - Division 1.
- 0530 Change Increase item "Removal of Paved Driveway" - Division 1.
- 1000 Change Increase item "Modified Subbase" - Division 3.
- 1020 Change Increase item "Standard or Slip Form PCC Pvm't, CI C, CI 3 Durability, 7 In." - Division 3.

B - Reason for change:

0010, 0060, 0070, 0110, 0470, 0480, 0500, 0510, 0520, 0530, 1000, 1020 Items are to be paid at contract quantity per specifications. Contract quantities were either underestimated or overestimated. Adjusted quantity is based upon field measurements of the work performed.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

0010, 0060, 0070, 0110, 0470, 0480, 0500, 0510, 0520, 0530, 1000, 1020 Contract Unit Price

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

Accounting ID No.(5-digit number): _____

E - Contract time adjustment:

No Working Days added

Working Days added: _____

Change Order No: _____
 Time worked for this time _____

Justification for selection:

F - Items included in contract:

Participating		Line Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid			Unit Price .xx	Quantity .xxx	
x		0010	Clearing and Grubbing	\$10.00	28.700	\$287.00
x		0060	Topsoil, Furnish and Spread	\$38.00	125.000	\$4,750.00
		0060	Topsoil, Furnish and Spread	\$38.00	193.000	\$7,334.00
x		0070	Modified Subbase	\$32.00	72.000	\$2,304.00
		0070	Modified Subbase	\$32.00	95.000	\$3,040.00
		0110	Standard or Slip Form PCC Pvm't, CI C, CI 3 Durability, 7 In.	\$38.50	26.000	\$1,001.00
x		0470	Sidewalk, P.C. Concrete, 4 In.	\$36.75	-56.000	-\$2,058.00
		0470	Sidewalk, P.C. Concrete, 4 In.	\$36.75	316.000	\$11,613.00
x		0480	Sidewalk, P.C. Concrete, 6 In.	\$46.00	-113.000	-\$5,198.00
		0480	Sidewalk, P.C. Concrete, 6 In.	\$46.00	-68.000	-\$3,128.00
x		0500	Driveway, P.C. Concrete, 6 In.	\$44.50	-6.100	-\$271.45
		0500	Driveway, P.C. Concrete, 6 In.	\$44.50	40.500	\$1,802.25
x		0510	Driveway, P.C. Concrete, 8 In.	\$52.50	-16.700	-\$876.75
x		0520	Driveway, P.C. Concrete, 9.5 In.	\$63.50	71.300	\$4,527.55
x		0530	Removal of Paved Driveway	\$12.50	44.000	\$550.00
		1000	Modified Subbase	\$38.25	93.000	\$3,557.25
		1020	Standard or Slip Form PCC Pvm't, CI C, CI 3 Durability, 7 In.	\$38.50	23.800	\$916.30
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/> TOTAL						\$30,150.15

G - Items not included in contract:

Participating		Change Number	Item Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid				Unit Price .xx	Quantity .xxx	
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/> TOTAL							

H. Signatures

Accounting ID No.(5-digit number): _____

Agreed: Krista L. Saylor 8-10-20
Contractor Date

Change Order No.: _____

Recommended: Mark P. B... 8-10-2020
Project Engineer Date

Approved:

_____	_____	_____	_____	_____
Person in Responsible Charge	Date	Other (optional)	Title	Date
_____	_____	_____	_____	_____
Contracting Authority (optional)	Date	Other (optional)	Title	Date
_____	_____			
Iowa DOT Administering Office	Date			

Approval is contingent upon funds being available under the existing project agreement or upon additional Federal-aid funds being made available by a modified project agreement.

FHWA Concurrence: _____ Date
Federal Highway Division Administration
(if required)

DISTRIBUTION (after fully executed on LPA projects): Original - Finance; Copies - Contractor, Project Engineer, Contracting Authority, Administering Office.

Date distributed: _____ Initials: _____

RESOLUTION 1927

A RESOLUTION APPROVING CHANGE ORDER #8 IN THE AMOUNT OF \$0.00 FOR THE COLLEGE STREET BRIDGE REPLACEMENT PROJECT

WHEREAS, the College Street Bridge Project is critical to the flow of transportation in the West Branch Community; and

WHEREAS, this project exist in an area with older infrastructure; and

WHEREAS, this change order is to address any remaining items for the project to prepare for final closeout. Additionally, the Change Order does include work required to replace the driveway approach near West Branch Roofing due to coordination issues between the Contractor and the Engineer; and

WHEREAS, this Change Order in the amount of \$0.00, is to address items quantities greater than and less than document bid quantities for the participating division of the project per the Department of Iowa Transportation audit.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Change Order #6 in the amount of \$0.00 for the College Street Bridge Replacement Project is approved.

* * * * *

Passed and approved this 8th day of September, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1928 - A Resolution Approving Pay Estimate Number #11 in the Amount of (\$9.61) for the College Street Bridge Replacement Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Redmond Jones, City Administrator / Eric Gould, V&K
DATE:	August 31, 2020

BACKGROUND:

This pay estimate, in the amount of (\$9.61), is to cover an overpayment for work completed under the contract between the City of Branch and Taylor Construction, Inc. for the College Street Bridge Replacement project.

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

- Pay estimate 1 - \$361,163.95
- Pay estimate 2 - \$248,327.73
- Pay estimate 3 - \$360,690.11
- Pay estimate 4 - \$208,192.56
- Pay estimate 5 - \$154,055.39
- Pay estimate 6 - \$214,380.09
- Pay estimate 7 - \$105,583.06
- Pay estimate 8 - \$60,598.60
- Pay estimate 9 - \$18,703.02
- Pay estimate 10 - \$4,866.49
- Pay estimate 11 – (\$9.61)

STAFF RECOMMENDATION:	Approve Resolution 1928 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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August 7, 2020
Taylor Construction, Inc.
7314 Columbus Street; P.O. Box 110
New Vienna, IA 52065

PAY ESTIMATE NO. 11 (final)
COLLEGE STREET BRIDGE REPLACEMENT
WEST BRANCH, IOWA
BROS-8252(605)-8J-16

Contract Amount \$1,666,025.10
Contract Date February 14, 2019
Pay Period Closeout

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

BID ITEMS - DIVISION I

	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1	2101-0850002	Clearing and Grubbing	Unit	130	\$ 10.00	\$ 1,300.00	130	\$ 1,300.00
2	2102-2710070	Excavation, CI 10, Roadway & Borrow	CY	495	\$ 10.50	\$ 5,197.50	495	\$ 5,197.50
3	2102-2710090	Excavation, CI 10, Waste	CY	1,630	\$ 7.25	\$ 11,817.50	1,630	\$ 11,817.50
4	2102-2713090	Excavation, CI 13, Waste	CY	359	\$ 12.00	\$ 4,308.00	359	\$ 4,308.00
5	2104-2710020	Excavation, CI 10, Channel	CY	1,125	\$ 11.00	\$ 12,375.00	1125	\$ 12,375.00
6	2105-8425005	Topsoil, Furnish and Spread	CY	130	\$ 38.00	\$ 4,940.00	130	\$ 4,940.00
7	2115-0100000	Modified Subbase	CY	400	\$ 32.00	\$ 12,800.00	400	\$ 12,800.00
8	2213-7100400	Relocation of Mail Boxes	Ea.		\$ 620.00	\$ -		\$ -
9	2214-5145150	Pavement Scarification	SY	1,532	\$ 7.00	\$ 10,724.00	1,532	\$ 10,724.00
10	2301-0685550	Bridge Approach Pvm't, as per plan	SY	502.8	\$ 80.00	\$ 40,224.00	502.8	\$ 40,224.00
11	2301-1033070	Standard or Slip Form PCC Pvm't, CI C, CI 3 Durability, 7"	SY	1,748	\$ 38.50	\$ 67,298.00	1,748	\$ 67,298.00
12	2315-8275025	Surfacing, Driveway, CI A Crushed Stone	Ton	155	\$ 23.50	\$ 3,642.50	157.11	\$ 3,692.09
13	2401-6745625	Removal of Existing Bridge	LS	1	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00
14	2401-6745650	Removal of Existing Structures	LS	1	\$ 800.00	\$ 800.00	1	\$ 800.00
15	2402-2720000	Excavation, Class 20	CY	210	\$ 50.00	\$ 10,500.00	210	\$ 10,500.00
16	2402-2721000	Excavation, Class 21	CY	150	\$ 150.00	\$ 22,500.00	150	\$ 22,500.00
17	2403-0100010	Structural Concrete (Bridge)	CY	371.4	\$ 600.00	\$ 222,840.00	371.4	\$ 222,840.00
18	2404-7775000	Reinforcing Steel	LB	8,794	\$ 1.05	\$ 9,233.70	8,794	\$ 9,233.70
19	2404-7775005	Reinforcing Steel, Epoxy Coated	LB	57,113	\$ 1.10	\$ 62,824.30	57,113	\$ 62,824.30
20	2414-6424119	Concrete Barrier Railing, Aesthetic	LF	174	\$ 215.00	\$ 37,410.00	174	\$ 37,410.00
21	2414-6445100	Structural Steel Pedestrian Hand Railing, 10 In. Height	LF	51.3	\$ 130.00	\$ 6,669.00	51.3	\$ 6,669.00
22	2414-6445100	Structural Steel Pedestrian Hand Railing, 4'-6 Height	LF	75.3	\$ 225.00	\$ 16,942.50	75.3	\$ 16,942.50
23	2416-0100015	Aprons, Concrete, 15 In. Dia.	Ea.		\$ 1,200.00	\$ -		\$ -
24	2416-0100024	Aprons, Concrete, 24 In. Dia.	Ea.	1	\$ 1,450.00	\$ 1,450.00	1	\$ 1,450.00
25	2435-0130348	Manhole, San Sewer, SW-303, 48 In.	Ea.	2	\$ 7,250.00	\$ 14,500.00		\$ -
26	2435-0140148	Manhole, St Sewer, SW-401, 48 In.	Ea.	1	\$ 3,850.00	\$ 3,850.00	1	\$ 3,850.00
27	2435-0250100	Intake, SW-501	Ea.	3	\$ 2,500.00	\$ 7,500.00	3	\$ 7,500.00
28	2435-0250300	Intake, SW-503	Ea.	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00
29	2435-0250400	Intake, SW-504	Ea.	2	\$ 5,850.00	\$ 11,700.00	2	\$ 11,700.00
30	2435-0251224	Intake, SW-512, 24 In.	Ea.		\$ 1,500.00	\$ -		\$ -
31	2435-0251300	Intake, SW-513	Ea.	1	\$ 2,750.00	\$ 2,750.00	1	\$ 2,750.00
32	2435-0600010	Manhole Adjustment, Minor	Ea.	1	\$ 650.00	\$ 650.00	2	\$ 1,300.00
33	2501-0201042	Piles, Steel, HP 10 X 42	LF	2,100	\$ 45.00	\$ 94,500.00	2,100	\$ 94,500.00
34	2502-8212036	Subdrain, Longitudinal, (Shoulder) 6" Dia	LF	923	\$ 15.00	\$ 13,845.00	923	\$ 13,845.00
35	2502-8221303	Subdrain Outlet, DR-303	Ea.	9	\$ 75.00	\$ 675.00	6	\$ 450.00
36	2503-0114212	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 12 In.	LF	21	\$ 56.50	\$ 1,186.50	22	\$ 1,243.00
37	2503-0114215	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 15 In.	LF	207	\$ 60.00	\$ 12,420.00	232	\$ 13,920.00
38	2503-0114218	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 18 In.	LF		\$ 60.00	\$ -		\$ -
39	2503-0114224	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 24 In.	LF	471	\$ 72.50	\$ 34,147.50	471	\$ 34,147.50
40	2503-0200036	Remove Storm Sewer Pipe Less Than or Equal to 36 In.	LF	940	\$ 20.00	\$ 18,800.00	1,008	\$ 20,160.00

	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
41	2507-2638650	Bridge Wing Armoring - Erosion Stone	SY	50	\$ 50.00	\$ 2,500.00	50	\$ 2,500.00
42	2507-3250005	Engineering Fabric	SY	660	\$ 2.00	\$ 1,320.00	660	\$ 1,320.00
43	2507-6800061	Revetment, Class E	Ton	841	\$ 42.25	\$ 35,532.25	813.41	\$ 34,366.57
44	2510-6745850	Removal of Pavement	SY	144	\$ 12.00	\$ 1,728.00	144	\$ 1,728.00
45	2510-6750600	Removal of Intakes and Utility Accesses	Ea.	8	\$ 425.00	\$ 3,400.00	6	\$ 2,550.00
46	2511-6745900	Removal of Sidewalk	SY	308	\$ 6.50	\$ 2,002.00	308	\$ 2,002.00
47	2511-7526004	Sidewalk, P.C. Concrete, 4 In.	SY	191	\$ 36.75	\$ 7,019.25	135	\$ 4,961.25
48	2511-7526006	Sidewalk, P.C. Concrete, 6 In.	SY	229	\$ 46.00	\$ 10,534.00	116	\$ 5,336.00
49	2511-7528101	Detectable Warnings	SF	52	\$ 30.00	\$ 1,560.00	52	\$ 1,560.00
50	2515-2475006	Driveway, P.C. Concrete, 6 In.	SY	134	\$ 44.50	\$ 5,963.00	127.9	\$ 5,691.55
51	2515-2475008	Driveway, P.C. Concrete, 8 In.	SY	142	\$ 52.50	\$ 7,455.00	125.3	\$ 6,578.25
52	2515-2475095	Driveway, P.C. Concrete, 9.5 In.	SY	362	\$ 63.50	\$ 22,987.00	362	\$ 22,987.00
53	2515-6745600	Removal of Paved Driveway	SY	64	\$ 12.50	\$ 800.00	64	\$ 800.00
54	2518-6910000	Safety Closure	Ea.	2	\$ 125.00	\$ 250.00	2	\$ 250.00
55	2519-3300600	Fence, Safety	LF	1,040	\$ 5.00	\$ 5,200.00	425	\$ 2,125.00
56	2519-4200020	Remvl & Reinstall of Fence, Chain Link	LF	140	\$ 65.54	\$ 9,175.60	140	\$ 9,175.60
57	2523-0000100	Lighting Poles	Ea.	2	\$ 3,900.00	\$ 7,800.00	2	\$ 7,800.00
58	2523-0000200	Electrical Circuits	LF	600	\$ 15.00	\$ 9,000.00	600	\$ 9,000.00
59	2523-0000310	Handholes and Junction Boxes	Ea.	3	\$ 1,400.00	\$ 4,200.00	3	\$ 4,200.00
60	2524-6765010	Remove and Reinstall Sign as per plan	Ea.	4	\$ 150.00	\$ 600.00	4	\$ 600.00
61	2524-6765110	Removal of Type A Sign	Ea.	4	\$ 25.00	\$ 100.00	4	\$ 100.00
62	2526-8285000	Construction Survey	LS	0.75	\$ 20,000.00	\$ 15,000.00	0.75	\$ 15,000.00
63	2528-8445110	Traffic Control	LS	0.50	\$ 4,350.00	\$ 2,175.00	0.50	\$ 2,175.00
64	2533-4980005	Mobilization	LS	0.75	\$ 165,000.00	\$ 123,750.00	0.75	\$ 123,750.00
65	2549-0006320	Urethane Chimney Seal	Ea.	4	\$ 725.00	\$ 2,900.00	4	\$ 2,900.00
66	2554-0112004	Water Main, Trenched, DIP, 4 In.	LF		\$ 150.00	\$ -		\$ -
67	2554-0112006	Water Main, Trenched, DIP, 6 In.	LF		\$ 92.50	\$ -		\$ -
68	2554-0112008	Water Main, Trenched, DIP, 8 In.	LF		\$ 65.00	\$ -		\$ -
69	2554-0112012	Water Main, Trenched, DIP, 12 In.	LF		\$ 225.00	\$ -		\$ -
70	2554-0202200	Fittings By Count, DI, 11.25° Bend, 8 In	Ea.		\$ 600.00	\$ -		\$ -
71	2554-0202200	Fittings By Count, DI, 22.5° Bend, 8 In.	Ea.		\$ 725.00	\$ -		\$ -
72	2554-0202200	Fittings By Count, DI, 45° Bend, 8 In.	Ea.		\$ 625.00	\$ -		\$ -
73	2554-0202200	Fittings By Count, DI, Cross, 12 In. X 8 In	Ea.		\$ 1,375.00	\$ -		\$ -
74	2554-0202200	Fittings By Count, DI, Reducer, 8 In. X 6 In.	Ea.		\$ 375.00	\$ -		\$ -
75	2554-0202200	Fittings By Count, DI, Tee, 12 In. X 8 In.	Ea.		\$ 1,250.00	\$ -		\$ -
76	2554-0202200	Fittings By Count, DI, Tee, 6 In. X 4 In.	Ea.		\$ 585.00	\$ -		\$ -
77	2554-0202200	Fittings By Count, DI, Tee, 8 In. X 6 In.	Ea.		\$ 750.00	\$ -		\$ -
78	2554-0202200	Fittings By Count, DI, Tee, 8 In. X 8 In.	Ea.		\$ 850.00	\$ -		\$ -
79	2554-0204110	Water Service Stub, Copper, 1 In.	Ea.		\$ 1,725.00	\$ -		\$ -
80	2554-0207006	Valve, Gate, DIP, 6 In.	Ea.		\$ 1,250.00	\$ -		\$ -
81	2554-0207008	Valve, Gate, DIP, 8 In.	Ea.		\$ 1,650.00	\$ -		\$ -
82	2554-0207012	Valve, Gate, DIP, 12 In.	Ea.		\$ 2,800.00	\$ -		\$ -
83	2554-0210201	Fire Hydrant Assembly, WM-201	Ea.		\$ 5,250.00	\$ -		\$ -
84	2599-9999005	Removal of Hydrant Assembly	Ea.		\$ 800.00	\$ -		\$ -
85	2601-2634100	Mulching	Acre	0.50	\$ 2,500.00	\$ 1,250.00	0.50	\$ 1,250.00
86	2601-2636044	Seeding and Fertilizing (Urban)	Acre	0.50	\$ 2,500.00	\$ 1,250.00	0.50	\$ 1,250.00
87	2601-2642120	Stabil Crop-Seeding & Fertilizing (Urban)	Acre	0.50	\$ 1,500.00	\$ 750.00	0.50	\$ 750.00
88	2601-2643110	Watering for Sod, Special Ditch Control, or Slope Protection	Mgal	0.07	\$ 60.00	\$ 4.20		\$ -
89	2601-2643300	Mobilization for Watering	Ea.	4	\$ 350.00	\$ 1,400.00		\$ -
90	2602-0000020	Silt Fence	LF	715	\$ 2.00	\$ 1,430.00		\$ -
91	2602-0000101	Maintenance of Silt Fence or Silt Fence for Ditch Check	LF	715	\$ 0.50	\$ 357.50		\$ -
92	2602-0000309	Perimeter and Slope Sediment Control Device, 9 In. Dia.	LF	80	\$ 7.00	\$ 560.00	194	\$ 1,358.00
93	2602-0000500	Open-Throat Curb Intake Sediment Filter	LF	60	\$ 20.00	\$ 1,200.00	10	\$ 200.00
94	2602-0010010	Mobilizations, Erosion Control	Ea.	1	\$ 500.00	\$ 500.00	2	\$ 1,000.00
95	2602-0010020	Mobilizations, Emergency Erosion Control	Ea.	1	\$ 1,000.00	\$ 1,000.00		\$ -
Division I Price:						\$ 1,094,972.80		\$ 1,066,475.31

BID ITEMS - DIVISION II

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

	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
49	2511-7528101	Detectable Warnings	SF	10	\$ 30.00	\$ 300.00	10	\$ 300.00
50	2515-2475006	Driveway, P.C. Concrete, 6 In.	SY	202	\$ 44.50	\$ 8,989.00	202	\$ 8,989.00
51	2515-2475008	Driveway, P.C. Concrete, 8 In.	SY		\$ 52.50	\$ -		\$ -
52	2515-2475095	Driveway, P.C. Concrete, 9.5 In.	SY		\$ 63.50	\$ -		\$ -
53	2515-6745600	Removal of Paved Driveway	SY	16	\$ 12.50	\$ 200.00	16	\$ 200.00
54	2518-6910000	Safety Closure	Ea.	2	\$ 125.00	\$ 250.00	2	\$ 250.00
55	2519-3300600	Fence, Safety	LF	260	\$ 5.00	\$ 1,300.00	460	\$ 2,300.00
56	2519-4200020	Remvl & Reinstall of Fence, Chain Link	LF		\$ 65.54	\$ -		\$ -
57	2523-0000100	Lighting Poles	Ea.		\$ 3,900.00	\$ -		\$ -
58	2523-0000200	Electrical Circuits	LF		\$ 15.00	\$ -		\$ -
59	2523-0000310	Handholes and Junction Boxes	Ea.		\$ 1,400.00	\$ -		\$ -
60	2524-6765010	Remove and Reinstall Sign as per plan	Ea.	1	\$ 150.00	\$ 150.00	1	\$ 150.00
61	2524-6765110	Removal of Type A Sign	Ea.	2	\$ 25.00	\$ 50.00	2	\$ 50.00
62	2526-8285000	Construction Survey	LS	0.25	\$ 20,000.00	\$ 5,000.00	0.25	\$ 5,000.00
63	2528-8445110	Traffic Control	LS	0.50	\$ 4,350.00	\$ 2,175.00	0.50	\$ 2,175.00
64	2533-4980005	Mobilization	LS	0.25	\$ 165,000.00	\$ 41,250.00	0.25	\$ 41,250.00
65	2549-0006320	Urethane Chimney Seal	Ea.	1	\$ 725.00	\$ 725.00	1	\$ 725.00
66	2554-0112004	Water Main, Trenched, DIP, 4 In.	LF	5	\$ 150.00	\$ 750.00	2	\$ 300.00
67	2554-0112006	Water Main, Trenched, DIP, 6 In.	LF	30	\$ 92.50	\$ 2,775.00	27	\$ 2,497.50
68	2554-0112008	Water Main, Trenched, DIP, 8 In.	LF	1,395	\$ 65.00	\$ 90,675.00	1,395	\$ 90,675.00
69	2554-0112012	Water Main, Trenched, DIP, 12 In.	LF	5	\$ 225.00	\$ 1,125.00	5	\$ 1,125.00
70	2554-0202200	Fittings By Count, DI, 11.25° Bend, 8 In	Ea.	3	\$ 600.00	\$ 1,800.00	3	\$ 1,800.00
71	2554-0202200	Fittings By Count, DI, 22.5° Bend, 8 In.	Ea.	2	\$ 725.00	\$ 1,450.00	8	\$ 5,800.00
72	2554-0202200	Fittings By Count, DI, 45° Bend, 8 In.	Ea.	1	\$ 625.00	\$ 625.00	2	\$ 1,250.00
73	2554-0202200	Fittings By Count, DI, Cross, 12 In. X 8 I	Ea.	1	\$ 1,375.00	\$ 1,375.00	1	\$ 1,375.00
74	2554-0202200	Fittings By Count, DI, Reducer, 8 In. X 6	Ea.	2	\$ 375.00	\$ 750.00	2	\$ 750.00
75	2554-0202200	Fittings By Count, DI, Tee, 12 In. X 8 In.	Ea.	2	\$ 1,250.00	\$ 2,500.00	2	\$ 2,500.00
76	2554-0202200	Fittings By Count, DI, Tee, 6 In. X 4 In.	Ea.	1	\$ 585.00	\$ 585.00	1	\$ 585.00
77	2554-0202200	Fittings By Count, DI, Tee, 8 In. X 6 In.	Ea.	1	\$ 750.00	\$ 750.00	1	\$ 750.00
78	2554-0202200	Fittings By Count, DI, Tee, 8 In. X 8 In.	Ea.	1	\$ 850.00	\$ 850.00	1	\$ 850.00
79	2554-0204110	Water Service Stub, Copper, 1 In.	Ea.	10	\$ 1,725.00	\$ 17,250.00	10	\$ 17,250.00
80	2554-0207006	Valve, Gate, DIP, 6 In.	Ea.	2	\$ 1,250.00	\$ 2,500.00	2	\$ 2,500.00
81	2554-0207008	Valve, Gate, DIP, 8 In.	Ea.	8	\$ 1,650.00	\$ 13,200.00	8	\$ 13,200.00
82	2554-0207012	Valve, Gate, DIP, 12 In.	Ea.	1	\$ 2,800.00	\$ 2,800.00	1	\$ 2,800.00
83	2554-0210201	Fire Hydrant Assembly, WM-201	Ea.	3	\$ 5,250.00	\$ 15,750.00	3	\$ 15,750.00
84	2599-9999005	Removal of Hydrant Assembly	Ea.	3	\$ 800.00	\$ 2,400.00	3	\$ 2,400.00
85	2601-2634100	Mulching	Acre	0.50	\$ 2,500.00	\$ 1,250.00	0.50	\$ 1,250.00
86	2601-2636044	Seeding and Fertilizing (Urban)	Acre	0.50	\$ 2,500.00	\$ 1,250.00	0.50	\$ 1,250.00
87	2601-2642120	Stabil Crop-Seeding & Fertilizing (Urban)	Acre	0.50	\$ 1,500.00	\$ 750.00	0.50	\$ 750.00
88	2601-2643110	Watering for Sod, Special Ditch Control, or Slope Protection	Mgal	0.05	\$ 60.00	\$ 3.00		\$ -
89	2601-2643300	Mobilization for Watering	Ea.	4	\$ 350.00	\$ 1,400.00		\$ -
90	2602-0000020	Silt Fence	LF	165	\$ 2.00	\$ 330.00		\$ -
91	2602-0000101	Maintenance of Silt Fence or Silt Fence for Ditch Check	LF	165	\$ 0.50	\$ 82.50		\$ -
92	2602-0000309	Perimeter and Slope Sediment Control Device, 9 In. Dia.	LF		\$ 7.00	\$ -		\$ -
93	2602-0000500	Open-Throat Curb Intake Sediment Filte	LF	10	\$ 20.00	\$ 200.00	30	\$ 600.00
94	2602-0010010	Mobilizations, Erosion Control	Ea.	1	\$ 500.00	\$ 500.00	1	\$ 500.00
95	2602-0010020	Mobilizations, Emergency Erosion Contr	Ea.	1	\$ 1,000.00	\$ 1,000.00		\$ -
Division II Price:						\$ 426,527.00		\$ 431,160.00

BID ITEMS - DIVISION III

	Item Code	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
96	2102-2710070	Excavation, CI 10, Roadway & Borrow	CY	50	\$ 8.00	\$ 400.00	50	\$ 400.00
97	2102-2710090	Excavation, CI 10, Waste	CY	763	\$ 12.25	\$ 9,346.75	763	\$ 9,346.75
98	2102-2713090	Excavation, CI 13, Waste	CY	143	\$ 8.25	\$ 1,179.75	143	\$ 1,179.75
99	2105-8425005	Topsoil, Furnish and Spread	CY	90	\$ 38.50	\$ 3,465.00	72	\$ 2,772.00
100	2115-0100000	Modified Subbase	CY	170	\$ 38.25	\$ 6,502.50	170	\$ 6,502.50
101	2214-5145150	Pavement Scarification	SY	810	\$ 0.25	\$ 202.50	810	\$ 202.50
102	2301-1033070	Standard or Slip Form PCC Pvm't, CI C,	SY	847	\$ 38.50	\$ 32,609.50	847	\$ 32,609.50
103	2303-0000100	HMA Mixture, Com Mix (Binder) per pla	Ton	120	\$ 126.30	\$ 15,156.00	131.14	\$ 16,562.98
104	2416-0100012	Aprons, Concrete, 12 In. Dia.	Ea.	2	\$ 1,050.00	\$ 2,100.00	2	\$ 2,100.00
105	2435-0130348	Manhole, San Sewer, SW-303, 48 In.	Ea.	1	\$ 7,500.00	\$ 7,500.00		\$ -
106	2435-0140148	Manhole, St Sewer, SW-401, 48 In.	Ea.	1	\$ 2,750.00	\$ 2,750.00	1	\$ 2,750.00
107	2435-0250100	Intake, SW-501	Ea.	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
108	2435-0250400	Intake, SW-504	Ea.	1	\$ 5,750.00	\$ 5,750.00	1	\$ 5,750.00
109	2435-0251100	Intake, SW-511	Ea.	2	\$ 2,200.00	\$ 4,400.00	2	\$ 4,400.00
110	2502-8212036	Subdrain, Longitudinal, (Shoulder) 6 In.	LF	499	\$ 15.00	\$ 7,485.00	499	\$ 7,485.00
111	2502-8221303	Subdrain Outlet, DR-303	Ea.	6	\$ 75.00	\$ 450.00	2	\$ 150.00
112	2503-0114212	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 12 In.	LF	111	\$ 50.00	\$ 5,550.00	142	\$ 7,100.00
113	2503-0114218	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 18 In.	LF	31	\$ 52.50	\$ 1,627.50	51	\$ 2,677.50
114	2503-0200036	Remove Storm Sewer Pipe Less Than or Equal to 36 In.	LF	115	\$ 10.00	\$ 1,150.00	144	\$ 1,440.00
115	2510-6745850	Removal of Pavement	SY	105	\$ 10.50	\$ 1,102.50	105	\$ 1,102.50
116	2510-6750600	Removal of Intakes and Utility Accesses	Ea.	2	\$ 350.00	\$ 700.00	2	\$ 700.00
117	2511-6745900	Removal of Sidewalk	SY	72	\$ 7.50	\$ 540.00	72	\$ 540.00
118	2511-7526004	Sidewalk, P.C. Concrete, 4 In.	SY	158	\$ 36.75	\$ 5,806.50	158	\$ 5,806.50
119	2511-7526006	Sidewalk, P.C. Concrete, 6 In.	SY	20	\$ 46.00	\$ 920.00	20	\$ 920.00
120	2511-7528101	Detectable Warnings	SF	40	\$ 30.00	\$ 1,200.00	40	\$ 1,200.00
121	2518-6910000	Safety Closure	Ea.	3	\$ 125.00	\$ 375.00	3	\$ 375.00
122	2526-8285000	Construction Survey	LS	1	\$ 7,000.00	\$ 7,000.00	1	\$ 7,000.00
123	2528-8445110	Traffic Control	LS	1	\$ 500.00	\$ 500.00	1	\$ 500.00
124	2533-4980005	Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00
125	2549-0006320	Urethane Chimney Seal	Ea.	1	\$ 725.00	\$ 725.00	1	\$ 725.00
126	2554-0112024	Water Main, Trenched, DIP, 24 In.	LF	20	\$ 150.00	\$ 3,000.00	20	\$ 3,000.00
127	2599-9999005	Removal of Hydrant Assembly	Ea.	1	\$ 1,250.00	\$ 1,250.00	1	\$ 1,250.00
128	2601-2634100	Mulching	Acre	0.20	\$ 3,000.00	\$ 600.00	0.20	\$ 600.00
129	2601-2636044	Seeding and Fertilizing (Urban)	Acre	0.20	\$ 3,000.00	\$ 600.00	0.20	\$ 600.00
130	2601-2642120	Stabil Crop-Seeding & Fertilizing (Urban)	Acre	0.20	\$ 2,000.00	\$ 400.00	0.20	\$ 400.00
131	2601-2643110	Watering for Sod, Special Ditch Control, or Slope Protection	Mgal	0.03	\$ 60.00	\$ 1.80		\$ -
132	2601-2643300	Mobilization for Watering	Ea.	4	\$ 350.00	\$ 1,400.00		\$ -
133	2602-0000020	Silt Fence	LF	120	\$ 5.00	\$ 600.00		\$ -
134	2602-0000101	Maintenance of Silt Fence or Silt Fence for Ditch Check	LF	120	\$ 1.00	\$ 120.00		\$ -
135	2602-0000309	Perimeter and Slope Sediment Control Device, 9 In. Dia.	LF	40	\$ 14.00	\$ 560.00	40	\$ 560.00
136	2602-0000500	Open-Throat Curb Intake Sediment Filte	LF	20	\$ 25.00	\$ 500.00	20	\$ 500.00
137	2602-0010010	Mobilizations, Erosion Control	Ea.	1	\$ 500.00	\$ 500.00	1	\$ 500.00
138	2602-0010020	Mobilizations, Emergency Erosion Contr	Ea.	1	\$ 1,000.00	\$ 1,000.00		\$ -
Division III Price:						\$ 144,525.30		\$ 137,207.48

PARTICIPATING CHANGE ORDER ITEMS

25	2435-0130348	Manhole, San Sewer, SW-303, 48 In.	Ea.	-2	\$ 7,250.00	\$ (14,500.00)	-	-
45	2510-6750600	Removal of Intakes and Utility Accesses	Ea.	-2	\$ 425.00	\$ (850.00)	-	-
1	2101-0850002	Clearing and Grubbing	Unit	28.7	\$ 10.00	\$ 287.00	28.7	\$ 287.00
6	2105-8425005	Topsoil, Furnish and Spread	CY	125	\$ 38.00	\$ 4,750.00	125	\$ 4,750.00
7	2115-0100000	Modified Subbase	CY	72	\$ 32.00	\$ 2,304.00	72	\$ 2,304.00
47	2511-7526004	Sidewalk, P.C. Concrete, 4 In.	SY	-56	\$ 36.75	\$ (2,058.00)		\$ -
48	2511-7526006	Sidewalk, P.C. Concrete, 6 In.	SY	-113	\$ 46.00	\$ (5,198.00)		\$ -
50	2515-2475006	Driveway, P.C. Concrete, 6 In.	SY	-6.1	\$ 44.50	\$ (271.45)		\$ -
51	2515-2475008	Driveway, P.C. Concrete, 8 In.	SY	-16.7	\$ 52.50	\$ (876.75)		\$ -
52	2515-2475095	Driveway, P.C. Concrete, 9.5 In.	SY	71.3	\$ 63.50	\$ 4,527.55	71.3	\$ 4,527.55
53	2515-6745600	Removal of Paved Driveway	SY	44	\$ 12.50	\$ 550.00	44	\$ 550.00
8001	2435-0600020	Manhole Adjustment	Ea.	2	\$ 5,280.00	\$ 10,560.00	2	\$ 10,560.00
8005	2504-0220000	San Swr Service Relocation	Ea.	2	\$ 1,810.60	\$ 3,621.20	2	\$ 3,621.20
8006	2552-0000220	Replacement of Unsuitable Backfill Mat'	CY	50	\$ 26.51	\$ 1,316.75	99.33	\$ 2,633.24
8007	2102-2710070	Excavation & Backfill w/Native Material	CY	153	\$ 21.00	\$ 3,213.00	64.5	\$ 1,354.50
8012	2504-0240036	Remove San Sewer Pipe ≤ 36"	LF	45	\$ 62.76	\$ 2,837.38	45.12	\$ 2,831.73
8013	2599-9999003	Excavation & Backfill w/Native Material	CY	97	\$ 46.59	\$ 4,519.23	97	\$ 4,519.23
8014	2510-6750600	Removal of Intakes &Utility Accesses	Ea.	2	\$ 1,210.00	\$ 2,420.00	2	\$ 2,420.00
8020	2435-0251100	Intake, SW-511	Ea.	1	\$ 2,200.00	\$ 2,200.00	1	\$ 2,200.00
8022	6100-2301010	PCC Cold Weather Protection	SY	977.5	\$ 1.00	\$ 977.50	977.5	\$ 977.50
Total Change Orders:						\$ 100,650.08		\$ 140,650.16

SUMMARY

		Total Approved	Total Completed
Contract Price		\$ 1,666,025.10	\$ 1,634,842.79
Approved Change Order (list each)	Change Order No. 1		
	Change Order No. 2		
	Change Order No. 3		
	Change Order No. 4		
	Change Order No. 5		
	Change Order No. 6		
	Change Order No. 7		
	Change Order No. 8		
Revised Contract Price		\$ 1,766,675.18	\$ 1,775,492.95

Stored \$ -

Total Earned \$ 1,775,492.95

Retainage (3%) \$ 30,000.00

Total Earned Less Retainage \$ 1,745,492.95

Total Previously Approved (list each)			
	Pay Estimate No. 1	\$ 361,163.95	
	Pay Estimate No. 2	\$ 248,327.73	
	Pay Estimate No. 3	\$ 360,690.11	
	Pay Estimate No. 4	\$ 214,637.12	
	Pay Estimate No. 5	\$ 154,055.39	
	Pay Estimate No. 6	\$ 214,380.09	
	Pay Estimate No. 7	\$ 105,583.06	
	Pay Estimate No. 8	\$ 60,598.60	
	Pay Estimate No. 9	\$ 18,703.02	
	Pay Estimate No. 9	\$ 7,363.49	

Total Previously Approved \$ 1,745,502.56

Percent Complete 100%

Amount Due This Request \$ (9.61)

The amount \$ (9.61) is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Taylor Construction, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: Krista L. Taylor
Name: Krista L. Taylor
Title: Vice-President
Date: 8-10-20

Signature: Leland Belding
Name: Leland Belding
Title: Engineer
Date: August 7, 2020

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

RESOLUTION 1928

A RESOLUTION APPROVING PAY ESTIMATE NUMBER #11 IN THE AMOUNT OF (\$9.61) FOR THE COLLEGE STREET BRIDGE REPLACEMENT PROJECT.

WHEREAS, Taylor Construction Inc. of New Vienna, Iowa was awarded the construction contract for the College Street Bridge Replacement project (the “Project”) by the West Branch City Council through the passage of Resolution 1777 on February 4, 2019 in the amount of \$1,666,025.10; and

WHEREAS, Taylor Construction has declared that said project has started and work has been rendered in accordance with drawings and specifications on the Project, based on observations West Branch project managers and the project managers of Veenstra & Kimm, Inc. who are contracted with the City of West Branch to oversee the construction process; and

WHEREAS, the City Council of West Branch, was requested and approved Partial Pay Estimates Number One (1) through Number Ten (10) in the amount of \$1,745,502.56 to Taylor Construction Inc. of New Vienna, Iowa; this also included public improvements to 2nd Street; and

WHEREAS, Pay Estimate 11 in the amount of (\$9.61), is to credit an overpayment for work completed under the contract between the City of Branch and Taylor Construction, Inc. for the College Street Bridge Replacement project.

WHEREAS, it is now necessary to for the City Council to accept and approve the Pay Estimate Number One (11) in the amount of (\$9.61) and the project is now 100% complete.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of West Branch, that Partial Pay Estimate Number One in the amount of (\$9.61) to Taylor Construction Inc. of New Vienna, IA is approved.

* * * * *

Passed and approved this 8th day of September, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator / City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1929 - Approving a Resolution Accepting the Public Improvements Constructed and Completed for the College Street Bridge Replacement Project.
CITY GOAL:	Develop inviting high profile visual impact projects; including gateways, establishing destination, branding and other projects that reflect tax results.
PREPARED BY:	Redmond Jones, City Administrator / Eric Gould, V&K
DATE:	September 1, 2020

BACKGROUND:

After being reviewed by the Iowa Department of Transportation as exhibited in the attached Form 640003 entitled: “Certificate of Completion and Final Acceptance of Agreement Work” for the College Street Bridge Replacement project; the City of West Branch is ready to accept the public improvements.

STAFF RECOMMENDATION:	Approve Resolution 1929 – Move To Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

"Turning Vision into Reality is our Business"



**CERTIFICATE of COMPLETION and
FINAL ACCEPTANCE of AGREEMENT WORK**

COMPANY: TAYLOR CONSTRUCTION, INC COUNTY/CITY: CEDAR/ WEST BRANCH
ADDRESS: 7314 COLUMBUS ST , NEW VIENNA, IA 52065 PROJECT NO.: BROS -8256 (605)~~8J-16
KIND OF WORK: BRIDGE REPLACEMENT

AGREEMENT DATE: DEC 18, 2018 FIELD COMPLETION DATE: 11-20-2019

This is to certify that the work covered by the above referenced agreement has been completed in accordance with said agreement and is hereby accepted, subject to final audit of costs.

SIGNATURE: *Adam J. Kelly* DATE: August 10, 2020
Project Engineer (Res. Construction) (Area Engineer) (County) (City) (City)
(Consultant) Year

*SIGNATURE: _____ DATE: _____, _____
District (Construction) (Maintenance) (Local Systems) Engineer Year

Approved and work accepted by the Board of Supervisors/City Council of _____

this _____ day of _____, _____
Year

SIGNATURE: _____
Chairman/Mayor

Acknowledge completion of project in accordance with referenced agreement by the Iowa Department of Transportation

this _____ day of _____, _____
Year

SIGNATURE: _____
Iowa Department of Transportation

*On Local State Assisted Projects District does NOT certify but acknowledges completion of project.

DO NOT WRITE IN THIS BOX. CENTRAL OFFICE USE ONLY.
(Check or Initial Appropriate Box)

Office of Audits

Copy to Company

Copies to District

Original to Files

RESOLUTION 1929

**APPROVING A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS
CONSTRUCTED AND COMPLETED FOR THE COLLEGE STREET BRIDGE
REPLACEMENT PROJECT.**

WHEREAS, Taylor Construction, Inc. was awarded the construction contract for the College Street Bridge Replacement Project (the “Project”) for a total base bid of \$1,666,025.10; and

WHEREAS, said Project has now been completed in accordance with the City and Iowa Department of Transportation standards; and

WHEREAS, it is now necessary for the City Council to accept the aforementioned as completed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that the College Street Bridge Replacement Project be accepted as completed. Further, the City Clerk is directed to hold the retainage amount of \$30,000.00 until 31 days after the date of this Resolution.

* * * * *

Passed and approved this 8th day of September, 2020.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, Deputy City Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1930 – A Resolution Hiring Max Kober for the Full-Time “Streets Maintenance Worker I” Position with the Department of Public Works.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Matt Goodale, Public Works Director / Redmond Jones, City Administrator
DATE:	September 1, 2020

BACKGROUND:

City Council approved adding an additional employee to Public Works for the 20/21 budget. The job was officially posted in July and listed four weeks. August 26th five applicants were interviewed by City Administrator Redmond Jones II, Finance Director Gordon Edgar, Public Works Director Matt Goodale, Lead Water Operator Tim Moss, Safety and Facilities Coordinator Paul O’Neil and Wastewater Operator Nevin Tucker. Of the applicants Max Kober was chosen to fill the position of Streets Maintenance Worker I. Max has varied experience with construction and maintenance and has been employed at the City of Tipton for a couple years as a streets employee. This position will spend the majority of their time on streets related projects such as potholing, concrete patching, sign maintenance, tree maintenance, storm sewer maintenance as well as being involved in all projects and other maintenance needs of the department. Max will be hired as a full time employee at a rate of \$19.50/hour beginning on September 28, 2020.

STAFF RECOMMENDATION:	Approve Resolution 1930 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1930

A RESOLUTION HIRING MAX KOBER FOR THE FULL-TIME “STREETS MAINTENANCE WORKER I” POSITION WITH THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, the City of West Branch is interested in hiring Max Kober as a full-time Streets Maintenance Worker I; and

WHEREAS, Max Kober was interviewed by a selection committee which included the City Administrator, Public Works Director and a number of other key city staff members; and

WHEREAS, Max Kober was selected by the aforementioned selection committee to be recommended to the City Council to approve the hiring of Max Kober for the full-time “Streets Maintenance Worker I” position with the Department of Public Works; and

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

Section 1. That the City of West Brach, Iowa will hire Max Kober as a full-time Streets Maintenance Worker I, with a start date on September 28, 2020.

Section 2 The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue payroll checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage Per Hour	Basic Hours
Maintenance Worker I	Max Kober	\$19.50	40 / Week

Section 3 The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

Section 4 This resolution will be effective upon final passage of the City Council.

* * * *

Passed and approved this 8th day of September 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1931 – A Resolution Approving an Agreement for Services to Conduct a Technology/Security Assessment with Marco Technologies in the Amount Not to Exceed \$3,500.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Nick Shimmin, Library & IT Director
DATE:	September 1, 2020

BACKGROUND:



While an unfortunate need, it is beneficial to the continued operation of the city as a whole to ensure that the security and network systems are sufficient to do so. The assessment from Marco Technologies seems a reasonable price for the service provided.

This assessment will help determine immediate concerns for security vulnerabilities as well as provide a guide for what should be addressed, how soon changes should be conducted, and suggestions for overall workflow improvements.

STAFF RECOMMENDATION:	Approve Resolution 1931 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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August 6, 2020

A Proposal for

City of West Branch

Nick Shimmin

nshimmin@westbranch.lib.ia.us

Prepared By

Huey Brim

Technology Advisor

huey.brim@marconet.com

Document Number: 084093

taking technology further

MANAGED SERVICES

CLOUD SERVICES

BUSINESS IT SERVICES

COPIERS & PRINTERS



marconet.com





IT - Technology Assessment -- City of West Branch

Prepared by:

Marco - Des Moines
Huey Brim
huey.brim@marconet.com

Prepared for:

City of West Branch
110 N. Poplar Street
west branch, IA 52358
Nick Shimmin
319.643.5888
nshimmin@westbranch.lib.ia.us

Quote Information:

Quote #: 084093
Version: 1
Date Issued: 08/06/2020
Expiration Date: 09/04/2020
Special Pricing Program:
VMware: MHEC-021213

Primary Site

Description	One-Time	Qty	Ext. One-Time
Technology and Security Assessment or Basic Security Risk Assessment Product Agreement as Indicated Below			
Physical Address: 110 N Poplar St West Branch IA 52358			
Marco - Technology Assessment - Primary Site	\$3,500.00	1	\$3,500.00
	Subtotal:		\$3,500.00

Quote Summary - One-Time Expenses

Description	Amount
Primary Site	\$3,500.00
Total:	\$3,500.00

Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products. If the parties have negotiated changes to the Terms and Conditions, the modified version(s) of an such Terms and Conditions, that have not expired or been terminated, shall control.
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.

Marco Technologies, LLC

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

City of West Branch

Prepared for: Nick Shimmin
Signature: _____
Signed by: _____
Title: _____
Date: _____
PO Number: _____
Email Address: _____



Schedule A: Marco Technology Assessment - Prerequisite Checklist

The Marco Technology Assessment is a comprehensive assessment that includes an onsite visit to your main office location. The assessment involves an automated network scan, manual audits of systems, and a site walkthrough. Proper credentials and access are critical to perform the assessment and as such we require you, the client, to be prepared to provide the following information.

REQUIRED INFORMATION:

The information requested below is mandatory. Marco will not schedule an onsite engineer until you have verified that you will be able to provide all the items listed. We ask that you provide all information directly to the Marco engineer at the beginning of the onsite portion of the assessment. Although no credentials will be documented by Marco, it is advisable that you change the password on any account provided at the conclusion of the onsite visit.

- Physical access to all rooms and closets with server and networking gear
- Console access to the Domain Controller server
- Username and password for a domain administrator account
- Username and password for a management account to the following additional systems
 - Firewall
 - Core Switch
 - Wireless
 - Backup Solution
 - VMWare vCenter/ESXi (if product exists in network)

ADDITIONAL REQUESTED INFORMATION:

Please attempt to answer all the questions below. Unknown or incomplete answers can be completed by the Marco engineer through a manual discovery at the beginning of the onsite assessment.

- ISP Info – Please provide a copy of your latest ISP invoice(s) per site. Typically, these statements will list the info needed such as type of connection, speed, static IPs, DNS, and possibly other services provided**
- Internal IP Ranges – Please provide a list of all the IP ranges that exist within your main and branch office networks**
- Public Domain Names – Other than the domain name used in your email, are there other domain names that you use for public internet or email presence?**
- SNMP Community String – Please provide the SNMP community string(s) that are configured on all switches, routers, firewalls, and access points**
- Rooms and Closets – Please list out all of the room or closet names (with numbers if applicable) in which there exists any networking equipment (servers, firewalls, routers, switches, ISP gear, etc)**

RESOLUTION 1931

A RESOLUTION APPROVING AN AGREEMENT FOR SERVICES TO CONDUCT A TECHNOLOGY/SECURITY ASSESSMENT WITH MARCO TECHNOLOGIES IN THE AMOUNT NOT TO EXCEED \$3,500.

WHEREAS, a presentation was given to the City Council stressing the clear and present dangers the City of West Branch could be facing if there cyber security is weak; and

WHEREAS, Marco Technology represents themselves as an experience and quality firm with established knowledge in conducting a comprehensive assessment that includes onsite visits, automated network scans, manual audit of systems, and a site walkthrough; and

WHEREAS, Marco Technologies will make sure that proper credentialing and access are available to the City's Network, for whom are deemed appropriate and/or required for the staff in order to conduct their work; and

WHEREAS, this shall include the Username and Password for the management account for cyber firewalls, core switch, wireless, backup solutions and VMWare vCenter/ESXi as these exist in the network; and

WHEREAS, the cost for these services are not to exceed \$3,500; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned agreement with Marco Technologies, is hereby approved. Further, the City Administrator is directed to execute the agreement on behalf of the City.

Passed and approved this 8th day of September, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1932 – A Resolution of Intent to Construct the “Wapsi Creek Widening at Beranek Park” Project and Approve the Acquisition of Property via Eminent Domain.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Kevin Olson, City Attorney
DATE:	September 3, 2020

BACKGROUND:

It has been a top priority on the city’s objective /goals list for the past two years. However, the capital expense has been difficult to fund. With the Cubby Park value engineering and contingency funding, the city has the opportunity to direct the remaining park funding to any other park capital project. After review with the City’s Bond Counsel it was acknowledged that the City could use remaining Cubby funds for the Wapsi Creek Widening.

A portion of the property needed for this project is currently owned by the Gaskill Family. Professional Engineers are clear that this project is the one project that can make the most impact in the city’s effort to reduce downtown flash flooding and all of the negative effects that it has on our community. Despite the immense public benefits this project could have; the Gaskill land owners have expressed some reluctance to selling portions of the land needed for this project to be started / completed. Currently, City Council have directed the City Attorney to pursue the process of using eminent domain to gain construction easement, in order for this public project to continue to move forward. In addition, V&K will continue to use its positive working relationship to have talks that will secure land options should an agreement can be reached before eminent domain orders be rendered by the courts.

The city would like to avoid condemnation / eminent domain as our only course of action, but is unwilling to allow this immensely important public project to be stalled.

STAFF RECOMMENDATION:	Approve Resolution 1932 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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RESOLUTION 1932

A RESOLUTION OF INTENT TO CONSTRUCT THE “WAPSI CREEK WIDENING AT BERANEK PARK” PROJECT AND APPROVE THE ACQUISITION OF PROPERTY VIA EMINENT DOMAIN.

WHEREAS, the City Council of the City of West Branch has heretofore deemed it necessary and desirable to construct the “Wapsi Creek Widening at Beranek Park” Project (the “Project”); and

WHEREAS, the nature of the Project is hereby summarized as follows:

The creek which will be referred to as Wapsi Creek for the purposes of the project runs through Beranek Park. For the purposes of protecting facilities at the part and as a result protecting other structures in Downtown West Branch including but not limited to the Police and Fire Stations (The First Responder Command Post during events of Crisis Management / Emergency); the project area would need from the Gaskill property owner an easement to grade their parcel to improve drainage in the vicinity of the old railroad bridge. The project would also include the area for the drainage ditch south of the public works garage that would discharge to the creek after crossing the Gaskill property near the lift station. “The project” would also need to remove the old truss bridge and need to provide alternate access to the old Waste Water Treatment Processing site. By the time we factor in all these items, “the project” will likely need easement or acquire most of the area in yellow.



The City of West Branch anticipates finalizing the acquisition area over the next few months and securing easements and right-of-way by _____, 2021. The project is scheduled to

bid in _____, 2021 and all work is anticipated to be completed by _____, 2021; and

WHEREAS, in order to construct Project, the City will need to acquire various property rights from private property owners, including the possibility of acquiring such property rights via eminent domain; and

WHEREAS, the City Engineer will design the Project and lay out a proposed route of the Project as it crosses into each private property owner's individual property and the City Engineer and City Administration will meet with each property owner to discuss the alignment as it affects each individual property owner; and

WHEREAS, the contact person for the Project for the City of West Branch will be City Administrator Redmond Jones II, whose address is 110 N. Poplar Street, West Branch, Iowa 52358. His telephone number is 319-643-5888.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that pursuant to Section 6B.2A of the Code of Iowa (2019), that a public hearing on the proposed Project and the decision to fund site-specific design for the Project, to make a final decision on the route of the Project and the right to acquire property rights via the use of eminent domain, if necessary, is hereby set for Monday, October 19, 2020, at 7:00 p.m. in the Council Chambers at City Hall, 110 N. Poplar Street, West Branch, Iowa 52338. At this public hearing, the public is hereby invited to make comments on the Project and voice support or objections to the same.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to publish notice of this Public Hearing in the West Branch Times not less than four days nor more than twenty days prior to the date of said Public Hearing.

BE IT FURTHER RESOLVED, that the City Administrator is hereby directed to mail this Resolution, along with a Statement of Property Rights, to each individual property owner affected by this Project via U.S. Mail not less than thirty days prior to the Public Hearing.

Passed and approved this 8th day of September, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1933 – A Resolution Authorizing a Request for Proposals (RFP) and Accepting the Lowest Responsible Bid for the Services of Brush Grinding Services.
CITY GOAL:	Develop, maintain and rebuild safe, clean, diverse, healthy, neighborhoods, including partnering with the school district.
PREPARED BY:	Matt Goodale, Public Works Director
DATE:	September 3, 2020

BACKGROUND:

Due to the storm damage at the beginning of August and the subsequent debris removal, the City is in need of grinding the brush pile for disposal. The Public Works Department is requesting to solicit prices from contractors on this grinding and requested an RFP from V&K. Typically the City uses Rathje Construction for grinding and contacted them immediately following the storm to get on their waiting list for grinding but due to the possibility of reimbursement for parts of the storm cleanup the grinding will need put out for competitive pricing before being awarded.

STAFF RECOMMENDATION:	Approve Resolution 1933 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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**Storm Damage Brush Grinding Services
City of West Branch**

I. NOTICE TO BIDDERS

Sealed bids will be received at City Offices, 110 N Poplar West Branch, IA until 2 pm Wednesday, September 16 , 2020 for providing Storm Damage Brush Grinding services at 1 location in the city, attention to Matt Goodale.

II. INVITATION TO BID

Bids, subject to the conditions as shown herein, are requested for brush grinding services at 1 location within the city. Bids must be submitted in a sealed envelope, plainly marked City of West Branch, Storm Damage Brush Grinding Services.

III. INSTRUCTIONS TO BIDDERS

1. Bids shall be typewritten in ink on the form prepared by the City. The person signing the proposal shall initial corrections or erasures.
2. Bidder shall not stipulate in their bid any conditions not contained in the specifications. Any bid which fails to comply with the literal letter of these instructions and the specifications may be rejected forthwith.
3. Requested descriptive material shall be filed with the bid.
4. In submitting the bid, the vendor agrees that acceptance of any or all bids by the City of West Branch within reasonable time or period constitutes a contract.
5. The City reserves the right to accept and reject any and all bids for due cause, to negotiate with any party, to waive informalities or defects in proposals, to require test proving of proposed equipment by our operators, or to accept such proposals as it shall deem in the best interests of the City.
6. The successful bidder shall indemnify and hold harmless the City of West Branch against all claims for royalties, for patents or suit for infringement thereon which may be involved in the manufacturer or use of the material to be furnished.
7. All goods shall remain the property of the seller until delivered to and accepted by the City.
8. Deviations from the attached specifications are permitted only as separate bids provided, they are submitted as alternates accompanying a conforming bid packet. Optional equipment/supplies by the dealer or manufacturer, which is not included in these specifications, is to be listed separately.
9. Questions relating to this purchase may be directed to Matt Goodale, Public Works Director at (319)-325-8213 or by email at mgoodale@westbranchiowa.org

10. Selection Criteria: This project will be awarded to the vendor whose bid represents the best value to the City of West Branch. Other selection criteria will include the cost of service, experience and schedule of service.

11. Bid prices shall remain in full force and affect a minimum of 60 days following opening thereof.

IV. PROJECT DESCRIPTION

The City of West Branch experienced a severe wind storm on August 10, 2020. The tree debris left by the storm has been collected throughout the City in 1 location. The debris includes trunks, branches, logs, twigs and some stumps (minimal). Additional debris is still being collected.

Locations: All storm debris to be ground is located at the City yard waste collection area at 175 Fawcett Drive, West Branch, Iowa

Debris is to be coarse ground and left onsite.

The City would like to have this project completed by the end of September 2020.

The City reserves the right to extend this project with the selected contractor for additional grinding services at 175 Fawcett Drive, West Branch, Iowa. The city has collected brush separate of the storm that it would like ground. An additive bid unit price shall be provided for these additional services.

Contractors are encouraged to schedule time to visit this location.

V. PROPOSED PRICE FOR SERVICES

BASE BID:

Model # of Grinder:	
Brand of Grinder:	
Horse Power of Grinder:	
Average expected Cubic yards ground in 8 hours:	
Chip Size when processed:	
Track Grinder?	
Hourly Rate:	
Equipment included in Hourly Rate:	
Mobilization Cost if any:	
Mobilization Cost between sites if any:	
Expected Start Date:	

ADDATIVE ALTERNATIVE BID (For additional grinding services):

Hourly Rate for Grinding Services:	
---	--

We guarantee that delivery of this equipment shall be made in accordance with the specifications, being the basis of this proposal, and delivery will be made within ___30___ calendar days from

issuing of an Accepted Bid. We will hold price above for a minimum of thirty days from the date of proposal.

We understand that the city reserves the right to accept or reject any or all bids, to waive any irregularity in any or all bids, and to make a vendor selection which is in the best interest of the City.

Company Name:	
Contact Name:	
Address:	
City:	
State:	
Zip:	
Phone Number:	
Email address:	
Date:	
Authorized Signature:	

Return to:

City of West Branch
Attn: Matt Goodale
110 North Poplar Street
West Branch, Iowa, 52358

Deadline for submission:

2:00 pm Wednesday; September 16, 2020

EXCEPTIONS TO REQUIRED SPECIFICATIONS:

If you have taken any exceptions to the required specifications, please attach exception sheet listing such exceptions.

RESOLUTION 1933

A RESOLUTION AUTHORIZING A REQUEST FOR PROPOSALS (RFP) AND ACCEPTING THE LOWEST RESPONSIBLE BID FOR THE SERVICES OF BRUSH GRINDING SERVICES.

WHEREAS, the City of West Branch, Iowa has suffered severe damage caused by severe weather occurring on and about the 10th day of August, 2020; and

WHEREAS, extensive damage was caused to public property, street City facilities, etc. and damage was also caused to private business, inventory, facilities, homes, land, agriculture, etc.; and

WHEREAS, the City of West Branch and the Iowa Civil Emergency Preparedness Act, declared the City of West Branch, Iowa to be a disaster area for the purpose of exercising necessary emergency powers and provides expenditure of available resources, and allows the City of West Branch to request aid, assistance, and participate in relief programs, and allow funds to be made available from and through the State of Iowa; and

WHEREAS, as a result certain procurement practices are strongly suggested and using the RFP method of soliciting services are one of these recommendations; and

WHEREAS, requesting emergency reimbursement is a time sensitive endeavor; and

WHEREAS, the City Administrator is requesting from City Council the Authorization to conduct said RFP and to select the lowest and responsible bidder, and to apprise the City Council of the selection at the City Administrator's earliest convenience ; and

WHEREAS, now it is necessary to approve this resolution.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned resolution is hereby approved. Further, the City Administrator or his designee is directed to execute a "request for proposals" (RFP) and accept the lowest responsible bid for the services of brush grinding services.

Passed and approved this 8th day of September, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE:	September 8, 2020
AGENDA ITEM:	Resolution 1925 – A Resolution Accepting and Approving the City Street Finance Report for Fiscal Year 2020.
CITY GOAL:	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
PREPARED BY:	Gordon Edgar, Finance Director / Redmond Jones II, City Administrator
DATE:	September 4, 2020

BACKGROUND:

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

STAFF RECOMMENDATION:	Approve Resolution 1925 – Move to Action
REVIEWED BY CITY ADMINISTRATOR:	
COUNCIL ACTION:	
MOTION BY:	
SECOND BY:	

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Street Finance Report for West Branch 2020

Expenses	General Fund Streets (001)	Special Revenues		Debt Service (200)	Capital Projects (300)	Utilities (600 & Up)	Grand Total
		Road Use (110)	Other				
Salaries - Roads/Streets		\$86,499					\$86,499
Benefits - Roads/Streets			\$25,395				\$25,395
Training & Dues		\$208					\$208
Building & Grounds Maint. & Repair	\$720	\$13,312					\$14,032
Vehicle & Office Equip Operation and Repair		\$23,658					\$23,658
Operational Equipment Repair		\$205					\$205
Insurance			\$7,477				\$7,477
Printing		\$80					\$80
Other Professional Services		\$3,485					\$3,485
Other Contract Services		\$18,206					\$18,206
Minor Equipment Purchases		\$1,112					\$1,112
Office Supplies		\$157					\$157
Postage & Safety		\$2,637					\$2,637
Replacement Posts & Signs		\$9,000					\$9,000
Other Supplies		\$496					\$496
Vehicles	\$9,500	\$35,503					\$45,003
Bridges & Culverts					\$834,771		\$834,771
Street - New Roadway					\$435,192		\$435,192
Street - Capacity Improvement		\$60,284					\$60,284
Street - Preservation	\$4,596	\$10,284					\$14,880
Principal Payment				\$213,310			\$213,310
Interest Payment				\$42,787			\$42,787
Bond Registration Fees				\$876			\$876
Transfer Out	\$107,000						\$107,000
Street Lighting			\$33,609				\$33,609
Snow Removal		\$16,028					\$16,028
Depreciation & Building Utilities		\$4,403					\$4,403
Total	\$121,816	\$285,557	\$66,481	\$256,973	\$1,269,963	\$0	\$2,000,790

Street Finance Report for West Branch 2020

Revenues	General Fund Streets (001)	Special Revenues		Debt Service (200)	Capital Projects (300)	Utilities (600 & Up)	Grand Total
		Road Use (110)	Other				
Levied on Property	\$120,253			\$256,973			\$377,226
Federal Grants					\$609,841		\$609,841
State Revenues - Road Use Taxes		\$298,466					\$298,466
Charges/fees	\$1,563						\$1,563
Contributions		\$5,000					\$5,000
Sale of Property & Merchandise		\$721					\$721
Transfer In					\$107,000		\$107,000
Total	\$121,816	\$304,187	\$0	\$256,973	\$716,841	\$0	\$1,399,817

Street Finance Report for West Branch 2020

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
GO corporate purpose bond	\$855,000	\$85,000	\$11,870	\$85,000	\$11,870	\$770,000
GO corporate purpose bond - street improvements	\$1,000,000	\$85,000	\$14,148	\$42,500	\$7,074	\$915,000
GO corporate purpose bond - bridge, street and park	\$4,200,000	\$340,000	\$94,472	\$85,810	\$23,843	\$3,860,000

Street Finance Report for West Branch 2020

Description	Model Year	Usage Type	Cost	Purchased Status
OSHKOSH P1823 PLOW TRUCK	2000	Purchased	\$146,000	No Change
FORD DUMP TRUCK W/BLADE	2004	Purchased	\$29,500	No Change
INTERNATIONAL 4900 W/PLOW	1991	Purchased	\$10,550	No Change
DODGE RAM 1500 ST	2012	Purchased	\$25,800	No Change
MAXEY 83" WIDE DUMP TRAILER	2014	Purchased	\$7,350	No Change
FORD F-550	2016	Purchased	\$71,135	No Change
DODGE RAM 1500 PICKUP	2016	Purchased	\$25,435	No Change
FORD	2017	Purchased	\$26,000	No Change
DODGE RAM 1500	2017	Purchased	\$31,100	No Change
FORD RANGER PICKUP	1997	Purchased	\$24,000	No Change
FORD F-550 SUPER DUTY	2019	Purchased	\$68,976	New
PELICAN SWEEPER	2013	Purchased	\$165,203	No Change
CATERPILLAR 262C2 SA SKID LOADER W.BUCKET	2012	Purchased	\$50,000	No Change
TARCO LEAF VAC W/LEAF BOX	2014	Purchased	\$46,900	No Change

Street Finance Report for West Branch 2020

Project Description	Contract Price	Final Price	Contractor Name
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No projects found

Street Finance Report for West Branch 2020

Summary	General Fund Streets (001)	Special Revenues		Debt Service (200)	Capital Projects (300)	Utilities (600 & Up)	Grand Total
		Road Use (110)	Other				
Beginning Balance		\$193,383			\$306,001		\$499,384
Expense	\$121,816	\$285,557	\$66,481	\$256,973	\$1,269,963		\$2,000,790
Revenue	\$121,816	\$304,187		\$256,973	\$716,841		\$1,399,817
Ending Balance		\$212,013	-\$66,481		-\$247,121		-\$101,589

Resolution Number: 1925

Execution Date: 9/8/2020

Signature: Gordon R. Edgar

RESOLUTION 1925

**A RESOLUTION ACCEPTING AND APPROVING THE CITY STREET FINANCE
REPORT FOR FISCAL YEAR 2020**

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, Cedar County, that the Street Finance Report for Fiscal Year 2020, be approved and forwarded to the Iowa Department of Transportation.

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PASSED AND APPROVED this 8th day of September, 2020.

Roger Laughlin, Mayor

ATTEST:

Redmond Jones II, City Administrator/Clerk