



West Branch City Council
City Administrator's Report
1/4/21

Pending Action Items:

(Wastewater Topic)

Current Planning & Design Loan Application Draft has been submitted for \$619,000 (submitted before the January deadline). The remaining \$346,000 are expenses closer related to construction management items and will associated with the overall construction loan.

Budget (FY 2021-2022)

The attached budget timeline is a tentative schedule aimed to result in the Adoption and Certification with the County Auditor by March 31st. This will be the second year we will have to include the "Max Levy" process that will again need to be added to our budget process. Thanks to the Iowa Legislature we will need to add an additional public notification, public hearing, and a "Max Levy" resolution to our budget process in January 2021. We will start January with department budget presentations (no longer than 15 minutes each). Assessed Property Values has not been released as of yet, and revenues are yet to be analyzed. We still waiting to see if there are any effects of the COVID-19 pandemic on our city finances; however, I am expecting a non-controversial budget. Despite working through a merit pay system this budget cycle, I am still recommending a process that provides written department budget presentations, and holding budget workshops on an "If needed / as necessary" basis. I plan, we will continue to have budget deliberations in the form of discussion items during normal city council meetings. We will still strongly invite individual City Council members to schedule small group meetings with the City Administrator and the Finance Director. We will reuse last year's "budget information form" created for the purpose to submit written department budget data).

November

Capital Improvement

1. Work Session Establishing Priorities (November 9)

November Budget Activities

2. Health Insurance Review / Renewal (Res. 1959 – November 16)

December

Capital Improvement

1. Work Session Clarifying East Side Projects – Direction to create a 5 year Implementation Plan (December 2)
2. Resolution Approving Capital Improvements Priorities (Dec. 21)

Goal Setting

1. Work session to establish Goals and Objectives (December 2)
2. Resolution Adopting / Approving the Goals and Objectives for the FY 2021-2022 (Dec. 21)

December Budget Activities

1. Department Meetings with the City Administrator and Finance Director (Dec.22-23)
2. Fiscal Outlook Review of Accomplishments, Innovations / Efficiency Improvements, Fiscal Condition, Revenues, Expenditures, Assumptions, and Uncertainties (e-mail).
3. Presented in the City Administrator's Report the 2021-22 the Budget Schedule (December 21)
4. Merit Pay Structure / Concept (December 21)

January Budget Activities / Work Session (only if needed /requested)

1. Written Submission of Department Director Budget Presentation (Jan. 4 – Jan. 19)
2. Discussion Item: Initial General Fund Revenue Estimate (January 4)
3. Publish Public Hearing Notification (January 11th deadline for West Branch Times Edition on the 21st)

4. Setting Public Hearing for “Max Levy” Resolution (January 19)
5. Merit Pay System Discussion
6. Discussion Item: Tentative Employee Pay Plan Starting Estimates (January 19)
7. Discussion Item: General fund departmental non-salary expenditures (January 19)
8. Invite City Council members for one on one meetings with City Administrator and Finance Director.

February Budget Activities / Work Session (only if needed / requested)

1. Public Hearing regarding a “Max Levy” Resolution (February 1st)
2. Approve “Max Levy” Resolution (February 1st)
3. Motion to Approve Merit Pay System (February 1)
4. Motion to Approve: a Salary Plan (February 1st)
5. Motion to Approve Revenue Estimates for all Other Funds (February 1st)
6. Motion to Approve departmental non-salary expenditures for all other funds (February 1st)
7. Invite City Council Members for one on one meetings with City Administrator and Finance Director.
8. Special Meeting Workshop (only if needed – Week of February 2-26)
9. Publish Public Hearing Notification (February 8th deadline for West Branch Times Edition on the 18th)
10. Council receives City Administrator’s Recommended Budget (February 16)
11. Setting Public Hearing for first City Council meeting in March (March 1)

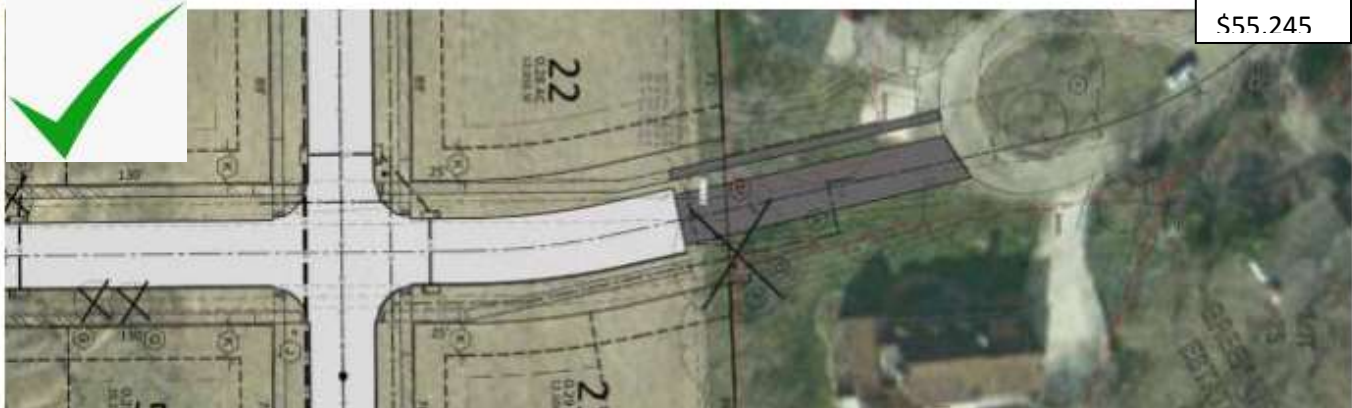
March Budget Activities / Work Session (only if needed / requested)

1. Public Hearing (March 1)
2. Resolution adopting the final budget. (March 2)
3. Final Budget Certification with County Auditor on or before March 31st.

Greenview Connection (Moving Forward with Options 1)

Based on recent City Council clarification the direction is to pursue option 1.

Option 1



Option 2



No.	Item Code	Description	Unit	Unit Price	31 ft 7" PCC Street		24 ft Sealcoat Street	
					Quantity	Extended Price	Quantity	Extended Price
1	2101-0850002	CLEAR+GRUBB	UNIT	\$50.00	50	\$2,500.00	5	\$250.00
2	2102-2710070	EXCAVATION, CL 10, RDWY+BORROW	CY	\$20.00	600	\$12,000.00	100	\$2,000.00
3	2102-2710080	EXCAVATION, CL 10, UNSUIT/UNSTABLE MAT'L	CY	\$40.00	137	\$5,480.00	10	\$400.00
4	2102-2713090	EXCAVATION, CL 13, WASTE	CY	\$40.00	325	\$13,000.00		
5	2105-8425005	TOPSOIL, FURN+SPREAD	CY	\$50.00	100	\$5,000.00	50	\$2,500.00
6	2113-0001100	SUBGRADE STABIL MAT'L, POLYMER GRID	SY	\$20.00	400	\$8,000.00	150	\$3,000.00
7	2115-0100000	MODIFIED SUBBASE	CY	\$45.00	245	\$11,025.00	100	\$4,500.00
8	2301-1013070	STD/S-F PCC PAV'T, CL A CL 3, 7"	SY	\$50.00	245	\$12,250.00		
9	2307-0025003	AGG, RDWY COVER, 3/8"	TON	\$200.00			9	\$1,800.00
10	2307-0600451	BINDER BITUMEN, MC-3000	GAL	\$5.00			600	\$3,000.00
11	2315-8275025	SURF, DRIVEWAY, CL A CR STONE	TON	\$25.00	20	\$500.00		
12	2435-0250100	INTAKE, SW-501	EACH	\$2,000.00	4	\$8,000.00		
13	2435-0251100	INTAKE, SW-511	EACH	\$3,000.00			1	\$3,000.00
14	2502-8212034	SUBDRAIN, LONGITUDINAL, (SHLD) 4"	LF	\$20.00	600	\$12,000.00	250	\$5,000.00
15	2503-0114215	STORM SWR G-MAIN,TRENCHED, RCP 2000D,15"	LF	\$40.00	450	\$18,000.00	0	\$0.00
16	2510-6745850	RMVL OF PAV'T	SY	\$35.00	100	\$3,500.00	50	\$1,750.00
17	2511-7526006	SIDEWALK, PCC, 6"	SY	\$45.00	65	\$2,925.00	70	\$3,150.00
18	2515-2475006	DRIVEWAY, PCC, 6"	SY	\$60.00	350	\$21,000.00		
19	2523-6765009	REMOVE REINSTALL SIREN	EACH	\$3,000.00	1	\$3,000.00	1	\$3,000.00
20	2526-8285000	CONSTRUCTION SURVEY	LS	\$7,000.00	1	\$7,000.00	1	\$2,000.00
21	2528-8445110	TRAFFIC CONTROL	LS	\$3,000.00	1	\$3,000.00	1	\$500.00
22	2533-4980005	MOBILIZATION	LS	\$25,000.00	1	\$25,000.00	1	\$5,000.00
23	2554-0114006	WATER MAIN, TRENCHED, PVC, 6"	LF	\$40.00	150	\$6,000.00	0	\$0.00
24	2554-0207006	VALVE, GATE, DIP, 6"	EACH	\$2,000.00	1	\$2,000.00	0	\$0.00
25	2554-0205707	WATER SERV CURB STOP & BOX, COPPER, 3/4"	EACH	\$400.00	4	\$1,600.00		
26	2601-2634100	MULCH	ACRE	\$2,000.00	0.5	\$1,000.00	0.3	\$500.00
27	2601-2636044	SEED+FERTILIZE (URBAN)	ACRE	\$4,000.00	0.5	\$2,000.00	0.3	\$1,200.00
28	2602-0000020	SILT FENCE	LF	\$2.00	500	\$1,000.00	250	\$500.00
29	2602-0000071	RMVL OF SILT FENCE/SILT FENC-DITCH CHECK	LF	\$1.00	500	\$500.00	250	\$250.00
30	2602-0000101	MAINT OF SILT FENC/SILT FENC-DITCH CHECK	LF	\$1.50	500	\$750.00	250	\$375.00
31	2602-0010010	MOBILIZATION, EROSION CONTROL	EACH	\$500.00	2	\$1,000.00		

Subtotal		\$189,030.00	\$43,675.00
Contingency 10%		\$18,900.00	\$4,370.00
Construction Total		\$207,930.00	\$48,045.00
Acquisition		\$0.00	\$0.00
		\$207,930.00	\$48,045.00
10% Engineering		\$20,800.00	\$4,800.00
5% Construction Observation		\$10,400.00	\$2,400.00
Engineering and Observation		\$31,200.00	\$7,200.00
Total Project		\$239,130.00	\$55,245.00

Report from the Desk of the City Administrator:

- COVID-19 Summary Statistics: (Updated as of 4:30 today)



Follow up / Reminder Items: *(new things in red)*

- **Should City Continue recent COVID-19 Response Measures?**
- The repair of the "Food Pantry Building". After trying to find the contractors interested in repairing the Food Pantry building (the building adjacent to town hall), we could not find contractors who were interested in repairing this building due to the lack of time, or the complexity of the masonry that would be involved with the job. For this reason, we call the city insurance adjustor who visited the site two weeks ago and promised he could find a contract to do the job. Unfortunately, the insurance adjustor for the city could not find a contractor. Since, then we have gotten interest from two contractors and we will be getting estimates this week (if not after the holidays). We have asked the contractor to give us prices on the repairs and ADA work that was funded from the \$4,000 food pantry grant. **We recently received interested potential bidder(s) for this project; for this reason, we are asking interested bidders to submit in a sealed envelope to the City Administrator @ City Hall 110 N. Poplar Street, West Branch, Iowa by 3:00pm. Since this is for repairs due to an insurance claim and a grant that has already been approved it is not anticipated that City Council will need any further approval. Therefore the awarded bid will be notified this Friday.**
- Staff review / working on Gaskill request for a culvert cleaning – It is on Iowa Department of Transportation (IDOT) land, but V&K has agreed to bring this issue to the attention of IDOT.
- **Max Levy (e-mail) Reminder:**



Greetings All -

I have been getting a lot of variations on the question "Does my city need to do the max levy hearing and resolution?". **All cities are required to do the max levy hearing and resolution every year, regardless of the amount of increase or decrease.** Be sure that you have this hearing and resolution process built into your budget process timeline, as the max levy hearing requires its own hearing notice to be published/posted for not less than 10, not more than 20 days prior to the hearing date. **This notice, hearing and resolution must be completed before your city is allowed to set the date of public hearing for adopting the full budget.**

Also be sure to get your adopted, signed max levy resolution to the County Auditor, along with the proof of publication/affidavit of posting and your max levy hearing notice as soon after the resolution is signed as possible. This will allow the County Auditors to look it over and find mistakes in time for your city to have a rehearing if needed. Please also remember that the max levy hearing notice must be posted to your website (if your city has a website) for the same period as the notice is published/posted. The notice will need to be linked to from all city social media accounts as well. The completed max levy resolution must be posted to the city website within 10 days of its approval, and must be kept searchable on the city website **FOREVER**.

Regards,

Ted J. Nellesen

Iowa Department of Management

State Capitol Building, Room 13

1007 East Grand Avenue

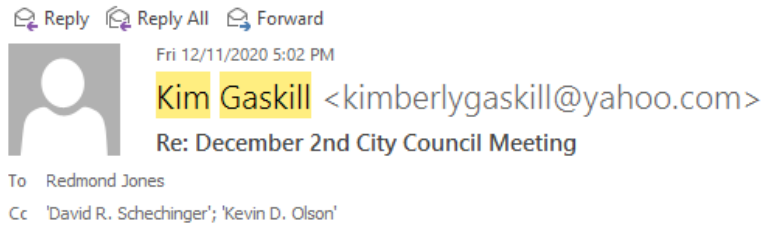
Des Moines, IA 50319

ted.nellesen@iowa.gov

(515) 281-3705

- MOU Process – waiting for V&K to provide Gaskill with greater detail site information. I have visited Kim Gaskill we agreed to hold off on the MOU discussions until V&K can provide them with greater details related the land anticipated to be involved in the project. I still believe we are ready to move forward once the project scope is greater defined by V&K.

See below latest correspondence:



Redmond,

I hope your holidays are off to a good start as well!

Just to follow-up on our call of this afternoon.

In a call we had with Dave S. on another matter earlier this week; I also asked the status of the revised proposal. Dave indicated his team is working on the revised plan to narrow the scope and look at how all property owners may be affected-as defined as the next steps from our September 29th Zoom meeting.

Once we have the revised proposal in hand, Roger recommended we have a follow-up Zoom Meeting to our September 29th Zoom meeting to review the revised proposal. We'd like to keep with this plan as the next steps. This will enable all of us to be on the same page as to the scope of the proposed project.

One item I noted; and, Dave confirmed; the exhibit in Resolution 1932 is an out of date exhibit. The yellow area is not a representation of the current proposal; and, the blue dotted line on the exhibit is not a part of the proposed project; and, needs to be eliminated. You may want to update at some point.

I did ask Dave about the culvert that goes under I-80 (cleaning)-he has a call into the IDOT to have this completed. We feel this should be a benefit to the City's flood mitigation concerns if completed on a regular basis.

Mom and I also noted that as Chad's development becomes a reality --- the City may want to look into cleaning up the old waste water area that is south of the billboards. Our concern is that as Chad's development is populated with families that kids may play around in this area which could be a hazard and liability to the City. This area has been left unaddressed for at least 25 years; and, this may be the time to address with Chad's housing development on the horizon. You shared you'd take a drive down and look over the area of concern.

Thanks, Redmond.

Kim Gaskill
319.541.1636

On Monday, November 30, 2020, 10:04:09 PM CST, Redmond Jones <rjonesii@westbranchiowa.org> wrote:



Kim,

Happy Holidays, I am unsure if V&K has delivered your requested information. I had hoped to have at least a draft presented to Council this month. Since things have been relatively quiet; I trust things are still on course. I have talked to Dave Schechinger a couple of times regarding your request and I know if he hadn't responded to you directly, he is working on it. He has explained that COVID-19 has affected his staff and has caused some time delays.

In either case, I don't want situations to cause delays to such a preliminary document. Again, a MOU is a non-binding document that is just intended to be tool for the honest brokerage of agreements. To avoid the perception that talks have stalled or broken down; I would like to suggest that we move forward leaving any boundary language ambiguous for now (if V&K's information has not been delivered) and we hammer out the other areas of agreement.

I have attached a word copy of the MOU; please feel free to type in your own language, additions, and/or subtractions to this document. It will be easier to follow if you make your changes in **Red font**.

Thank you for your assistance in this matter. Should you have any questions, comments, or concerns; please do not hesitate to call me.

Redmond Jones II
City Administrator
City of West Branch
110 N. Poplar St., P.O. Box 218
West Branch, Iowa 52358

(319) 643-5888 x 15
(319) 530-1320 cell
(319) 643-2305 fax

From: Kim Gaskill [<mailto:kimberlygaskill@yahoo.com>]
Sent: Monday, November 2, 2020 8:40 AM
To: Redmond Jones <rjonesii@westbranchiowa.org>
Subject: Re: November 2nd City Council Meeting, City Council Packet

Good morning, Redmond,

I didn't see the culvert cleaning request on the agenda.

Did I miss it; and, or, are you planning to add to the next agenda?

Thank you.

Kim Gaskill

[Sent from Yahoo Mail for iPhone](#)