



**CITY COUNCIL MEETING
MONDAY, AUGUST 19, 2024 - 7:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR ST., WEST BRANCH, IOWA**

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda. /Move to action.
6. Approve Consent Agenda/Move to action.
 - a. Approve minutes from the August 5, 2024 City Council meeting.
 - b. Approve a Special Event Permit for Izzy's Flea Market at Heritage Square on Saturday, September 21, 2024 & October 19, 2024 from 10:00 a.m. to 4:00 p.m.
 - c. Approve a Block Party application for Merle Eggert for September 14, 2024.
 - d. Approve West Branch Fire Department appointments.
 - e. Approve Claims for August 19, 2024.
7. Presentations/Communications/Open Forum
8. Public Hearing/Non-Consent Agenda
 - a. **Resolution 2024-90**- Appointing Colton Miller to the West Branch City Council to fill the vacancy of Nicholas Goodweiler. / Move to action.
 - b. **Oath of Office** – Swearing in of Councilperson Colton Miller
 - c. **Resolution 2024-91** – Approve Invoice #34618 in the amount of \$5,753.67 to Impact7G for the Wapsi Creek Widening SRF Sponsored Project. / Move to action.
 - d. **Resolution 2024-92** - Approving Pay Estimate Number 4 in the amount of \$78,679.00 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. / Move to action.
 - e. **Resolution 2024-93**– Approving the addition of a parking space for persons with disabilities on the 100 block of North Downey Street. / Move to action.
9. **Discussion** – Review the (draft) Solid Waste and Recycling Request for Proposal (RFP) and tentative timeline
10. **Discussion** – Franchise fee revenue purpose statement
11. City Administrator Report
12. City Attorney Report
13. City Engineer Report
14. City Staff Reports
15. Comments from Mayor and Council Members
16. Motion to adjourn.

Mayor: Roger Laughlin • **Council Members:** Jodee Stoolman, Tom Dean, Jerry Sexton, Mike Horihan, vacant
City Administrator Adam Kofoed • **City Clerk** Leslie Brick • **Finance Officer** Heidi Van Auken • **Police Chief** Greg Hall •
Fire Chief Kevin Stoolman • **Public Works Director** Matt Goodale • **Library Director** Jessica Schafer
Parks & Recreation Director Erin Laughlin

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

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**August 5, 2024
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m. Roll call: Council members Tom Dean, Mike Horihan, Jodee Stoolman, Nick Goodweiler and Jerry Sexton were present.

City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Parks & Recreation Director Erin Laughlin, Library Director Jessie Shaffer, Fire Chief Kevin Stoolman and City Attorney Kevin Olson.

APPROVE THE AGENDA

Motion by Dean, second by Sexton to approve the agenda. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve minutes from the July 15, 2024 City Council meeting.

Approve a Special Event Permit for the West Branch Dog Fair at Beranek Park on Saturday, September 21, 2024 from 11:00 a.m. to 3:00 p.m.

Approve a Special Event Permit for the West Branch Highschool Homecoming Parade on Wednesday, September 25, 2024 starting at 6:30 p.m.

Approve a Class C Retail Alcohol license for ELDR Bar LLC dba The Lively, 3 Ember Lane, Suite 1, West Branch, Iowa. – Pending fire inspection

Approve Claims for August 5, 2024.

| EXPENDITURES | 8/5/2024 | |
|--|---------------------------------|-------------------|
| AMAZON.COM | SUMMER PROG PRIZES-LIBRARY | 281.54 |
| BAKER & TAYLOR | BOOKS | 274.17 |
| BIBLIONIX | CIRCULATION/CATALOG SOFTWARE | 1,870.00 |
| CEDAR COUNTY COOP | FUEL-MOWERS PW | 1,646.60 |
| DIAMOND VOGEL | TOWN HALL PAINT | 732.46 |
| DIRK WIENEKE | LAWN CARE SERVICE-CUBBY | 1,870.00 |
| E O JOHNSON BUSINESS | COPIER MAINTENANCE - CITY | 157.60 |
| GRIEBAHN INDUSTRIES | NAME PLATES-VARIOUS DEPTS | 127.00 |
| IOWA ASSN. MUN. UTILITIES | QUARTERLY SAFETY TRAINING DUES | 950.00 |
| IA DEPT OF NATURAL RESOURCES | FY25 WATER SUPPLY FEE | 275.28 |
| MENARDS | PAINT SUPPLIES-TH | 176.37 |
| PARKSIDE SERVICE | CHARGER TIRES-POLICE | 1,208.52 |
| PLUNKETT'S PEST CONTROL | PEST CONTROL - TH, LIB, CITY | 160.14 |
| SUMMIT FIRE PROTECTION | ANNUAL FIRE EXT SERVICE | 719.80 |
| UNIFORM DEN | UNIFORM-POLICE | 681.18 |
| US GEOLOGICAL SURVEY | STREAM GAGE MAINT & OPERATION | 9,740.00 |
| VEENSTRA & KIMM | VARIOUS PROJECTS | 27,221.92 |
| WEST BRANCH REPAIRS | OIL - POLICE | 17.00 |
| TOTAL | | 48,109.58 |
| PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS | 7/19/2024 & 8/2/2024 | 126,241.14 |
| PAID BETWEEN MEETINGS | | |
| SISCO | HEALTH CLAIMS 7/30/24 | 2,575.20 |
| BOOMERANG | WW TREATMENT PAY EST 20 | 68,266.92 |
| IOWA ONE CALL | UTILITY LOCATION SERVICE | 155.70 |
| JOHN DEERE FINANCIAL | UNIFORM, SAFETY, & GEN SUPPLIES | 491.51 |
| QUILL | PAINT TAPE-POLICE | 8.54 |
| STATE INDUSTRIAL PRODUCTS | CHEMICALS | 250.38 |
| METLIFE | INSURANCE | 2,191.50 |
| SISCO | INSURANCE | 12,579.23 |
| SISCO | FLEX CLAIMS 7/8/24 | 1,287.75 |
| ALLIANT ENERGY | ALLIANT ENERGY | 14,164.92 |

| | | |
|------------------------------|--------------------------------|------------|
| ALATORRE | WINDOW CLEANING-CITY | 81.00 |
| LEAF CAPITAL FUNDING | COPIER LEASE-LIBRARY | 142.02 |
| QUILL | OFFICE SUPPLIES | 119.27 |
| WEST BRANCH TIMES | LEGAL PUBLICATIONS | 1,166.71 |
| AMAZON.COM | BOOKS | 64.64 |
| AMERICAN WATER WORKS ASSOC | DUES GOODALE 5-1-24 TO 4-30-25 | 90.00 |
| BAKER & TAYLOR | BOOKS | 349.52 |
| CEDAR CO SHERIFF'S OFFICE | PATROL RESERVES | 4,445.00 |
| CEDAR CO TRANSFER STATION | TRASH DISPOSAL | 34.00 |
| CROELL | DAVE WELD CONCRETE REPLACE | 780.00 |
| CULLIGAN WATER TECH | WATER SOFTENER SERVICE | 30.49 |
| DINGES FIRE COMPANY | SERVICE PUMPS-FIRE | 1,216.25 |
| EVER-GREEN LANDSCAPE NURSERY | CUBBY, WAPSI MULCH | 2,220.00 |
| IOWA CO ATTORNEYS ASSOC | IA ACTS OF INTEREST REG | 150.00 |
| IA LAW ENFORCEMENT ACADEMY | MMPI-TRANSFER AGENCY | 20.00 |
| LINDE GAS & EQUIPMENT | OXYGEN REGILL TANKS-FIRE | 70.44 |
| MEDIACOM | CABLE SERVICE | 41.90 |
| MUNICIPAL SUPPLY | WATER METERS & RADIOS | 5,999.03 |
| OVERDRIVE | DIGITAL & AUDIO BOOKS | 902.16 |
| PITNEY BOWES PURCHASE POWER | REPLENISH POSTAGE-LIBRARY | 144.52 |
| PYRAMID SERVICES | MOWER PARTS-PW | 1,030.38 |
| QC ANALYTICAL SERVICES | LAB ANALYSIS | 802.00 |
| SHIELD TECHNOLOGY | SOFTWARE MAINTENANCE | 2,265.50 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 87.00 |
| STOREY KENWORTHY | PRINT LASER CHECKS | 267.13 |
| TENNIS SURFACES OF IOWA | BERANEK PICKBALL COURT PAINT | 3,880.00 |
| UNIFORM DEN | UNIFORMS-DORSEY | 1,390.74 |
| UNIVERSITY OF IOWA HEALTH | PHYSICALS, DRUG TEST-PD, PW | 488.00 |
| US BANK CORPORATE CARD | CREDIT CARD PURCHASES | 5,562.98 |
| VEENSTRA & KIMM | CHANNEL WIDENING LOMC APP | 37,056.72 |
| VERIZON WIRELESS | VERIZON WIRELESS | 467.58 |
| WEST BRANCH REPAIRS | HEAD LIGHT/BATTERY-FIRE | 634.55 |
| | | |
| TOTAL | | 173,971.18 |
| | | |
| GRAND TOTAL EXPENDITURES | | 348,321.90 |
| | | |
| FUND TOTALS | | |
| 001 GENERAL FUND | 84,720.11 | |
| 022 CIVIC CENTER | 1,586.09 | |
| 031 LIBRARY | 13,779.15 | |
| 110 ROAD USE TAX | 12,957.08 | |
| 112 TRUST AND AGENCY | 38,615.16 | |
| 321 WIDENING WAPSI CREEK | 7,809.00 | |
| 324 WW TREATMENT FACILITY | 80,203.76 | |
| 330 EASTSIDE WATER MAIN PH2 | 12,497.02 | |
| 331 CEDAR JOHNSON RD RECON | 31,103.08 | |
| 600 WATER FUND | 28,886.04 | |
| 610 SEWER FUND | 25,219.67 | |
| 740 STORM WATER UTILITY | 10,945.74 | |
| | | |
| GRAND FUND TOTAL | 348,321.90 | |

Sexton questioned the payments to USGS for stream gauge monitoring and Cedar County Sheriff's office. Brick reminded the Council that they approved the stream gauge monitoring for 2024 in December of 2023 and said billing is delayed and paid at the start of each fiscal year. Kofoed said the Sheriff's office will continue with some coverage through mid-September while the Officer Dorsey completes the academy and gets acclimated with the City.

Motion by Dean, second by Sexton to approve the Consent agenda. AYES: Dean, Sexton, Horihan, Stoolman, Goodweiler. NAYS: None. Motion carried.

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM

Main Street Executive Director Jessi Simon gave a brief run-down of this years Hoover's Hometown Days event that is scheduled for this weekend (August 9th-10th). Simon said with the City stepping aside to along volunteers to take over the event, many community members have stepped up for the challenge. Simon thanked the Public Works Department for their continued contributions to the event. Simon also encouraged everyone

to visit the Hooverdays.org website for the full event schedule and see the photos of the 2024 Hoover's Hometown Days committee and be sure to "thank" them for their efforts.

PUBLIC HEARING / NON-CONSENT AGENDA

Resolution 2024-80 – Accepting the resignation of Councilperson Nicholas Goodweiler from the City Council of the City of West Branch, Iowa. / Move to action.

The Mayor and Council reluctantly accepted Goodweiler's resignation from the City Council. The Council members individually offered their thanks to Goodweiler for his contributions to the Council and said they had learned a lot from him during his tenure. Goodweiler will be moving from West Branch to be closer to his work. Mayor Laughlin said the City Council will appoint Goodweiler's replacement at the August 19th City Council meeting.

Motion by Sexton, second by Stoolman to approve Resolution 2024-80. AYES: Sexton, Stoolman, Horihan. NAYS: Dean. Abstain: Goodweiler. Motion carried.

Resolution 2024-81 - Approving a Liability Insurance Proposal with Iowa Communities Assurance Pool (ICAP). / Move to action.

This is the City's annual liability insurance policy which is effective July 1, 2024 through June 30, 2025.

Motion by Dean, second by Sexton to approve Resolution 2024-81. AYES: Dean, Sexton, Horihan, Goodweiler, Stoolman. NAYS: None. Motion carried.

Resolution 2024-82 – Approving the Workers' Compensation (Revised) Proposal with Iowa Municipalities Workers' Compensation Association (IMWCA) for Fiscal Year 2025. / Move to action.

This item was previously approved via Resolution 2024-66. But after additional review, an error was caught on an omission of a loss experience credit that was not given to the City on the original renewal notice. This new proposal corrects the error by the insurance carrier.

Motion by Dean, second by Sexton to approve Resolution 2024-82. AYES: Dean, Sexton, Goodweiler, Stoolman, Horihan. NAYS: None. Motion carried.

Resolution 2024-83 - Approving the West Branch Fire Department to solicit bids for the sale of a 2000 Freightliner Fire Truck. / Move to action.

Fire Chief Stoolman said the new tanker pumper fire truck the department ordered and purchased in 2022 will be delivered in the next few months. Stoolman would like to sell the 2000 Freightliner (#192) prior to its arrival. Dean said he would like to set a minimum bid for the truck when selling and asked if Stoolman had an estimate. Stoolman said he had the truck appraised last year to be approximately \$90-\$110 thousand dollars. Motion by Dean, second by Horihan to approve Resolution 2024-83. AYES: Dean, Horihan, Stoolman, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 2024-84 – Approving the City of West Branch (Revised) Fiscal Management Policies date July 2024. / Move to action.

Brick reminded the Council that the City's financial policies are to be reviewed annually for any modifications needed. Brick noted the highlights. The Council briefly discussed but had no questions.

Motion by Dean, second by Sexton to approve Resolution 2024-84. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-85 – Approving the West Branch Parks & Recreation Master Plan. / Move to action.

Kofoed explained the master plan was a three-year long project that crossed three directors and commission member changes. Kofoed said a public survey was conducted in 2022 and the results were showing that residents are very supportive of park and recreation programs including large scale projects such as a rec center and public swimming pool. Stoolman thanked the Lions Club and Eagle Scouts who have donated their time and amenities to the city's parks.

Motion by Dean, second by Goodweiler to approve Resolution 2024-85. AYES: Dean, Goodweiler, Stoolman, Horihan, Sexton. NAYS: None. Motion carried.

Resolution 2024-86 – Approving the West Branch Parks & Recreation Grievance Policy. / Move to action.

Kofoed stated that policies are best created when there are no issues and that it is now time to establish a policy to address a grievance within the Park & Recreation department. Kofoed said the policy is drafted similar to a policy in Garner, Iowa.

Motion by Dean, second by Sexton to approve Resolution 2024-86. AYES: Dean, Sexton, Stoolman, Horihan, Goodweiler. NAYS: None. Motion carried.

Resolution 2024-87 – Approving the West Branch Parks & Recreation Rules of Behavior Policy. / Move to action.

Horihan asked if the City Attorney had reviewed the policy and if he had any issues with it. Olson said the policy was basic in nature and that he had no issues with it. Sexton said he was in support of the policy and stated there should be zero tolerance for bad behavior. Kofoed said the policy is very similar to that of the West Branch Public Library and said that their policy had been successful. Sexton asked if signage could be posted at the city's parks regarding some of the most basic behavior issues so that violators will be warned of consequences. The other members were agreeable with Sexton's suggestion.

Motion by Dean, second by Stoolman to approve Resolution 2024-87. AYES: Dean, Stoolman, Horihan, Goodweiler, Sexton. NAYS: None. Motion carried.

Resolution 2024-88 – Approving Change Order Number 4 in the amount of (\$24,761.26) for the Wastewater Treatment Facility Improvements Project. / Move to action.

This change order decreases the project cost by \$24,761.26.

Motion by Sexton, second by Stoolman to approve Resolution 2024-88. AYES: Sexton, Stoolman, Goodweiler, Dean, Horihan. NAYS: None. Motion carried.

Resolution 2024-89 – Approving Pay Estimate Number 3 in the amount of \$82,852.75 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. / Move to action.

Stoolman asked N. 4th Street would be open for Hoover's Hometown Days and if the contractor would be sweeping the street of the dirt and mud remaining at the project site. Kofoed responded that the street will not be open and that he had asked the contractor to take a brief break from the project so as to not interfere with Hoover's Hometown Days. When asked if the project was on-time, Kofoed said that the project is two-weeks behind and that a meeting with the city's engineer, contractor and staff has been scheduled for after the weekends event to address concerns over the project.

Motion by Dean, second by Sexton to approve Resolution 2024-89. AYES: Dean, Sexton, Horihan, Goodweiler, Stoolman. NAYS: None. Motion carried.

Discussion – Consider adding a traffic stop the intersection of West Orange and Greenview Drive

Kofoed said this topic comes from Councilperson Stoolman who asked that the suggestion for a stop sign on West Orange Street near the intersection of Greenview Drive. Stoolman has observed vehicular traffic speeding along this stretch and feels a stop sign would help slow people down. Sexton said he is opposed to adding a stop sign because there are already six stops signs along this street. Sexton feels that adding another stop will just make people drive faster to the next one to make up time. Horihan suggested that the police department monitor the street for offenders and offer suggestions to improve safety.

Discussion – Consider handicap parking on the 100 block of North Downey Street

Kofoed stated that he has received several requests from downtown businesses for better handicap parking. Kofoed said that there is a marked spot on the 100 block of North Downey Street at the end of the Opera Block House, but it is not "signed". Horihan gave a brief history of a similar request a few years ago when he was Chief and said that one space in front of the physical therapy office was "signed" to allow patience better access for services although the curb doesn't allow for wheelchair access. The Council was not opposed to an additional parking spot being added.

Discussion – Provide City Administrator direction regarding recent requests to implement smart growth

Kofoed stated that he is several inquiries from prospective businesses expressing interest in coming to West Branch. With West Branch's recent growth, the City is becoming more attractive to potential new business growth as well and that now is the time to consider discussing what types of businesses the City wants to see

as well as where they would like to see them. Kofoed said that many businesses reach out to him and Main Street's Executive Director Jessi Simon and both are interested and invested in preserving the downtown district as well as going business offerings but with thought. Kofoed and Simon suggest the Council strongly consider an overlay district that will preserve and protect the downtown area while encouraging businesses to come to West Branch. Kofoed said to accomplish this will take time and passing new ordinances. All members of the Council expressed their support in this initiative. Kofoed also brought up the topic of updating the City's Code of Ordinance to address marijuana growing and sales within the city limits. Kofoed provided a sample ordinance from the City of Garner, Iowa as an example. Horihan said he would support an ordinance regarding marijuana.

CITY ADMINISTRATOR REPORT

Kofoed thanked Laughlin for the professional job on the office remodel that was completed earlier in the day. Kofoed said the new office space meet staff's expectations. Kofoed also thanked city staff members who painted Town Hall over the past few weeks and those who helped clean-up the downtown area in preparation for Hoover's Hometown Days.

CITY ATTORNEY REPORT – Nothing to report

CITY ENGINEER REPORT - Absent

STAFF REPORTS – Library Director Jessie Shaffer announced that there is a part-time programming opening at the library and that applications are being accepted.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Councilperson Dean expressed his unhappiness regarding interstate traffic continuing to come through West Branch when an accident happens. Dean wants the City to bill the person who caused the accidents insurance company and/or IDOT for street damage and police salaries for each incident. Dean also thanked city staff for there time in painting Town Hall on top of their full schedules. Horihan said he is looking forward to Hoover's Hometown Days this weekend and invited everyone to visit the Herbert Hoover Library & Museum before it closes in 2025 for a major remodel. Horihan said the museum is free to visit during Hoover's Hometown Days. Laughlin thanked Main Street Director Simon for her efforts in leading the Hoover's Hometown Days event for 2024.

ADJOURNMENT

Motion to adjourn by Dean, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:04 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

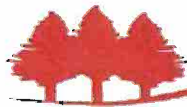
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|----------------------|--|
| MEETING DATE: | August 19, 2024 |
| AGENDA ITEM: | Approve a Special Event Permit for Izzy’s Flea Market at Heritage Square on Saturday, September 21, 2024 & October 19, 2024 from 10:00 a.m. to 4:00 p.m. |
| PREPARED BY: | Leslie Brick, City Clerk |
| DATE: | August 6, 2024 |

BACKGROUND:

The permit has been submitted by Amanda Brown of Izzy’s Treasures. This is a merchant event to draw visitors to town to shop various vendors and downtown businesses. The event is open to the public.

Staff has reviewed the application and recommend approval on the following conditions:

- 1) All vendors (except non-West Branch brick & mortar) will need to apply for a Peddler/Solicitor/Transient Merchant permit in order to participate in the event. Vendors must apply for a permit by September 13, 2024.
- 2) Alcohol sales are not permitted.
- 3) Alcohol consumption is not permitted in Heritage Square except for in designated areas.
- 4) Trash – event organizers are responsible for disposing of all trash and ensuring that Heritage Square is clean-up when done.
- 5) Insurance will be at the sole expense of the event organizer. A Certificate of Liability Insurance will be submitted to the City Office two weeks prior to the event date.
- 6) Wetherell Street and S. Downey Street must remain open at all times for vehicular traffic.



CITY OF WEST BRANCH IOWA

Sept 21st
Oct 19th

Special Event Permit Application

Event Title/Name: 122ys Flea Market
 Event Organization: 122ys Treasures Phone: 3193256486
 Organization Address: 105 S. Downey St Box 205 Tax ID #: _____
 City: West Branch State: Ia Zip Code: 52358
 Event Website: www.122ystreasures.com Event Email: 122ystreasureswbc@gmail.com
 Event Coordinator Name and Title: Amanda Brown
 Event Coordinator Email: 122ystreasures@gmail.com
 Event Coordinator Cell Number: 3193256486
 Event Coordinator Address: 307 W. 6th St
 City: West Branch State: Ia Zip Code: 52358
 Description of Event: Merchant event to draw people into town to shop @ stores as well as the Flea market

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.

Heritage Square

| 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>9am</u> | <u>10am</u> | <u>4pm</u> | <u>5:30 pm</u> |

Maximum Number of Participants: 8 vendors Maximum Number of Vehicles: _____

Will there be an admission fee? no What is the admission fee? free

Will food be sold? no 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. N/A

Traffic Control Plan (please attach diagram): Don't need one - vendors will drop off items & then go park on main street.



Public Notification Plan: facebook event,

Amplified Sound/Noise Plan: no music

Site Plan/Race Course Map (please attach diagram): ~~none~~ See attached

Security Plan: _____

Restoration Plan: _____

Trash Management Plan: 12245

Restroom Plan: 12245

Signs/Banner Plan: Will not be any

Insurance policy: _____

Signature:  Date: 8/3/24

*****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.



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 UB West Branch Fire Department KS West Branch Police Department CS

West Branch Public Library JS West Branch Public Works MG West Branch Parks and Recreation EL

Other _____ Other _____

Notes: _____



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | August 19, 2024 |
| AGENDA ITEM: | Approve a Block Party permit application from Merle Eggert for Saturday, September 14, 2024 from 4:00 p.m. to 8:00 p.m. |
| PREPARED BY: | Leslie Brick, City Clerk |
| DATE: | August 14, 2024 |

BACKGROUND:

A Block Party is being planned for the residents of N. 5th Street. The request includes closing the 200 block of N. 5th Street for their event.

Staff is recommending approval with the following conditions:

1. Alcohol consumption cannot take place in the city right of way or upon city streets.
2. Amplified music must follow public peace ordinances and not played after 10:00 p.m.
3. Phone numbers of block party organizers must be posted on the barricades.
4. Emergency vehicle access must be maintained at all times.



BLOCK PARTY PERMIT APPLICATION

A block party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, shall not exceed six (6) hours; where the use of portable restroom facilities is not necessary.

Any and all requests for temporary street closings require approval by the West Branch City Council.

Name: MERLE EGERT

Address: 214 N St

City: W BRANCH State: IOWA Zip: 52358

Email: EGERT@LCOM.NET Home Phone: 319-643-2078

Business Phone: _____ Cell Phone: 319-321-0598

Street(s) requested to be temporarily closed for block party, including termination points:

200 BLOCK OF NORTH ST, BETWEEN
GREEN & COLLEGE STREETS

(example: Main Street between N. 1st St. and N. 2nd St.)

Date(s) Requested for Block Party SEPT 14th, SATURDAY Alternate Date(s) Requested _____

Start Time of Block Party 4~~30~~ PM End Time of Block Party 8 PM

Will there be outdoor, live or amplified music? Y/N

If "yes", please be aware of noise provisions in West Branch Code of Ordinances, Chapter 40.03(2).

Have all neighbors within the enclosed area and/or impacted area been notified of the temporary street closure for the event? Y/N

City Barricade Requirements

A \$50 refundable deposit is required for the use of barricades. All block parties within the City of West Branch are required to use barricades provided by the City of West Branch. The West Branch Public Works Department will deliver barricades on the weekday prior to the block party at the address provided. Please return the barricades to the same address to be picked up the first work day following the block party. The barricade deposit shall be refunded at the sole discretion of the City of West Branch. Submit a check for \$50, made payable to the City of West Branch and mail it to: City of West Branch, PO Box 218, West Branch, IA 52358 or drop it off at the City Office at 110 N. Poplar Street, West Branch, IA.

I Agree:

I have been advised of the requirements for a Block Party Permit and agree to meet all requirements established by the City of West Branch. Furthermore, I understand that if all requirements are not met, the Block Party Permit can be cancelled by the City of West Branch at any time, including at the start of or during the event. In the event that an organization is the applicant, I hereby certify, that I have the legal authority to represent the applicant and/or the participants, and that I have read the above requirements, understand the provisions, and freely and voluntarily sign it. I further understand that the City Council of the City of West Branch had the authority to grant or deny for this event.

I further voluntarily assume all risk of loss, damage, or injury that may be sustained by me or my guests while participating in, traveling from, or observing any of the events that are part of the block party, and I hereby release the City of West Branch and all its offices, elected officials, employees, and other agents from any and all liability associated with the block party.

All picnic tables, inflatables, etc. must be placed on ONE side of the street within the approved temporary street closing area in the event that emergency vehicle access is needed.

Signature: Mule Eggert

Date: 8/13/24

| | |
|--|--|
| For Office Use Only: | |
| Date Application Received: <u>Aug 13, 2024</u> | City Council Meeting Date: <u>Aug 19, 2024</u> |
| City Council Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied | |
| Date Applicant Notified: _____ | |
| Date Public Works Notified: <u>Aug 14, 2024</u> | Date WBPD Notified: <u>Aug 14, 2024</u> |
| Date WBFD Notified: <u>Aug 14, 2024</u> | |
| Barricade Fee \$50.00 (refundable) Paid: _____ | Date Refunded: _____ |



REQUEST FOR COUNCIL CONSIDERATION

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|--------------------------------------|
| MEETING DATE: August 19, 2024 |
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| AGENDA ITEM: Approve West Branch Fire Department appointments. |
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| PREPARED BY: Fire Chief, Kevin Stoolman |
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| DATE: August 7, 2024 |
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BACKGROUND:

Motion to approve the following:

Paxton Tisinger – Cadet (approved by the West Branch Fire Department on 5/8/2024)
Briley Kaalberg – Cadet (approved by the West Branch Fire Department on 5/8/2024)
(All parental paperwork has been submitted and is in order.)

Nate Graham – Firefighter (approved by the West Branch Fire Department on 6/12/2024)



REQUEST FOR COUNCIL CONSIDERATION

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|--------------------------------------|
| MEETING DATE: August 19, 2024 |
|--------------------------------------|

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| AGENDA ITEM: Claims for August 19, 2024 |
|--|

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| PREPARED BY: Heidi Van Auken, Finance Officer |
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|------------------------------|
| DATE: August 14, 2024 |
|------------------------------|

SUMMARY:

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

EXPENDITURES**8/19/2024**

| | | |
|------------------------------|--------------------------------|------------------|
| AERO RENTAL | LIFT RENTAL TO PAINT TOWN HALL | 2,970.00 |
| AMAZON.COM | VARIOUS ITEMS | 348.29 |
| BAKER & TAYLOR | BOOKS | 224.45 |
| BROWN'S WEST BRANCH | VEHICLE REPAIR-POLICE | 301.10 |
| CEDAR CO SHERIFF'S OFFICE | PATROL RESERVES | 1,260.00 |
| CEDAR COUNTY RECORDER | RECORDING FEES | 19.00 |
| DEMCO | BOOK PROCESSING SUPPLIES | 51.22 |
| GREATER IOWA CITY | FY25 MEMBER DUES | 2,500.00 |
| HAWKINS | CHEMICALS | 3,294.39 |
| IMWCA | IMWCA FY25 INSTALLMENT 2 | 2,747.00 |
| IOWA CODIFICATION | JULY 2024 SUPPLEMENT | 345.00 |
| IOWA LAW ENFORCEMENT ACADEMY | HAZ MAT TRAINING-POLICE | 15.00 |
| KANOPY | ON DEMAND VIDEO SERVICE | 39.00 |
| L. L. PELLING | ANNUAL SEAL COAT | 33,178.50 |
| LAUGHLIN DESIGN | CA OFFICE ADDITION-CITY OFFICE | 8,250.00 |
| LRS HOLDINGS | TRASH & RECYCLING JULY 2024 | 18,790.75 |
| MAIN STREET WEST BRANCH | HHTD GOLF CART RENTAL-PW | 376.00 |
| MOPPY MO'S | JANITORIAL SERVICES | 962.50 |
| NASH, KERRI | SUMMER CAMP FEE REFUND | 60.00 |
| PLUNKETT'S PEST CONTROL | PEST CONTROL SERVICES | 160.14 |
| QUILL | OFFICE SUPPLIES | 219.37 |
| UNIFORM DEN | UNIFORMS-POLICE | 151.08 |
| VAN AUKEN, HEIDI | MILEAGE & PARKING FEE-VANAUKEN | 37.10 |
| WEST BRANCH REPAIRS | BATTERIES FOR PW,PD, P&R | 344.76 |
| TOTAL | | 76,644.65 |

**PAYROLL-WAGES, TAXES, EMPLOYEE
BENEFITS****8/16/2024****70,780.07****PAID BETWEEN MEETINGS**

| | | |
|---------------------------------|----------------------------|-----------|
| SISCO | HEALTH CLAIMS 8/12/24 | 3,689.43 |
| AMAZON.COM | HHTD CANDY | 46.93 |
| AT&T MOBILITY | WIRELESS SERVICES | 259.96 |
| BAKER & TAYLOR | BOOKS | 72.52 |
| IA PARKS & REC ASSOCIATION | IA P&R ASSOC MEMBERSHIP | 180.00 |
| LEAF CAPITAL FUNDING | COPIER LEASE-LIBRARY | 142.02 |
| LIBERTY COMMUNICATIONS | LIBERTY COMMUNICATIONS | 1,748.43 |
| MIDWEST UNDERGROUND CONTRACTORS | EASTSIDE WATER MAINS PH2 | 82,852.75 |
| OLSON, KEVIN | LEGAL SERVICES AUGUST 2024 | 1,500.00 |
| OVERDRIVE | DIGITAL & AUDIO BOOKS | 483.75 |
| SCHINTLER, LISA | TOWN HALL FEE REFUND | 150.00 |
| STATE HYGIENIC LAB | LAB ANALYSIS | 43.50 |
| WEX BANK | VEHICLE FUEL | 1,370.38 |

| | | |
|---------------------------------|------------|-------------------|
| VARIOUS VENDORS | UB REFUNDS | 243.90 |
| TOTAL | | 92,783.57 |
| GRAND TOTAL EXPENDITURES | | 240,208.29 |
| FUND TOTALS | | |
| 001 GENERAL FUND | | 65,993.95 |
| 022 CIVIC CENTER | | 3,377.77 |
| 031 LIBRARY | | 6,640.35 |
| 110 ROAD USE TAX | | 39,428.08 |
| 112 TRUST AND AGENCY | | 21,981.90 |
| 330 EASTSIDE WATER MAIN PH2 | | 82,852.75 |
| 600 WATER FUND | | 11,686.20 |
| 610 SEWER FUND | | 7,641.24 |
| 740 STORM WATER UTILITY | | 606.05 |
| GRAND FUND TOTAL | | 240,208.29 |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT | | | |
|---------------------------|--------------|---|----------------------------|--------------|--|---------------------------|-------|
| POLICE OPERATION | GENERAL FUND | CEDAR CO SHERIFF'S OFFICE WEST BRANCH REPAIRS QUILL CORP IOWA LAW ENFORCEMENT ACADEMY BROWN'S WEST BRANCH UNIFORM DEN INC. | PATROL RESERVES | 1,260.00 | | | |
| | | | CAR BATTERY-POLICE | 199.86 | | | |
| | | | OFFICE SUPPLIES-POLICE | 10.87 | | | |
| | | | HAZ MAT TRAINING-POLICE | 15.00 | | | |
| | | | VEHICLE REPAIR-POLICE | 301.10 | | | |
| | | | UNIFORMS-POLICE | 126.13 | | | |
| | | | UNIFORMS-POLICE | 17.00 | | | |
| | | | UNIFORMS-POLICE | 7.95 | | | |
| | | | TOTAL: | 1,937.91 | | | |
| | | | PARK & RECREATION | GENERAL FUND | WEST BRANCH REPAIRS MOPPY MO'S LLC NASH, KERRI | CUBBY TRACTOR BATTERY-P&W | 76.95 |
| CLEANING SERVICES-CITY TH | 210.00 | | | | | | |
| SUMMER CAMP FEE REFUND | 60.00 | | | | | | |
| TOTAL: | 346.95 | | | | | | |
| CEMETERY | GENERAL FUND | WEST BRANCH REPAIRS | MOWER BATTERY-PW | 67.95 | | | |
| | | | TOTAL: | 67.95 | | | |
| COMM & CULTURAL DEVEL | GENERAL FUND | MAIN STREET WEST BRANCH | HHTD GOLF CART RENTAL-PW | 376.00 | | | |
| | | | TOTAL: | 376.00 | | | |
| ECONOMIC DEVELOPMENT | GENERAL FUND | GREATER IOWA CITY, INC. | FY25 MEMBER DUES | 2,500.00 | | | |
| | | | TOTAL: | 2,500.00 | | | |
| CLERK & TREASURER | GENERAL FUND | LAUGHLIN DESIGN LLC QUILL CORP PLUNKETT'S PEST CONTROL INC IOWA CODIFICATION INC VAN AUKEN, HEIDI MOPPY MO'S LLC | CA OFFICE ADDITION-CITY OF | 8,250.00 | | | |
| | | | OFFICE SUPPLIES-CITY | 90.92 | | | |
| | | | OFFICE SUPPLIES-CITY | 61.60 | | | |
| | | | OFFICE SUPPLIES-CITY | 24.64 | | | |
| | | | OFFICE SUPPLIES-CITY | 31.34 | | | |
| | | | PEST CONTROL-CITY OFFICE | 55.07 | | | |
| | | | JULY 2024 SUPPLEMENT | 345.00 | | | |
| | | | MILEAGE & PARKING FEE-VANA | 37.10 | | | |
| | | | CLEANING SERVICES-CITY TH | 140.00 | | | |
| | | | TOTAL: | 9,035.67 | | | |
| | | | LEGAL SERVICES | GENERAL FUND | CEDAR COUNTY RECORDER | RECORDING FEES | 19.00 |
| | | | | | | TOTAL: | 19.00 |
| SOLID WASTE | GENERAL FUND | LRS HOLDINGS, LLC | TRASH & RECYCLING JULY 202 | 18,505.75 | | | |
| | | | GARBAGE STICKERS | 285.00 | | | |
| | | | TOTAL: | 18,790.75 | | | |
| TOWN HALL | CIVIC CENTER | AERO RENTAL INC PLUNKETT'S PEST CONTROL INC MOPPY MO'S LLC | LIFT RENTAL TO PAINT TH | 2,970.00 | | | |
| | | | PEST CONTROL-TOWN HALL | 55.07 | | | |
| | | | CLEANING SERVICES-CITY TH | 157.50 | | | |
| | | | TOTAL: | 3,182.57 | | | |
| LIBRARY | LIBRARY | DEMCO PLUNKETT'S PEST CONTROL INC BAKER & TAYLOR INC. KANOPY AMAZON.COM.CA., INC. MOPPY MO'S LLC | BOOK PROCESSING SUPPLIES | 51.22 | | | |
| | | | PEST CONTROL-LIBRARY | 50.00 | | | |
| | | | BOOKS | 224.45 | | | |
| | | | ON DEMAND VIDEO SERVICE | 39.00 | | | |
| | | | BOOK-LIBRARY | 16.44 | | | |
| | | | PATTON UMBRELLA-LIBRARY | 52.99 | | | |
| | | | DVDS & BOOKS-LIBRARY | 142.03 | | | |
| | | | BOOKS, GAMES-LIBRARY | 136.83 | | | |
| | | | JANITORIAL SERVICES-LIBRAR | 455.00 | | | |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|----------------------|------------------|-----------------------|--------------------------|------------------|
| | | | TOTAL: | <u>1,167.96</u> |
| ROADS & STREETS | ROAD USE TAX | L. L. PELLING CO. INC | ANNUAL SEAL COAT | <u>33,178.50</u> |
| | | | TOTAL: | <u>33,178.50</u> |
| POLICE OPERATIONS | TRUST AND AGENCY | IMWCA | WORK COMP - POLICE | <u>582.74</u> |
| | | | TOTAL: | <u>582.74</u> |
| FIRE OPERATION | TRUST AND AGENCY | IMWCA | WORK COMP - FIRE | <u>1,395.52</u> |
| | | | TOTAL: | <u>1,395.52</u> |
| BUILDING INSPECTIONS | TRUST AND AGENCY | IMWCA | WORK COMP - BLDG INSPECT | <u>19.71</u> |
| | | | TOTAL: | <u>19.71</u> |
| ROADS & STREETS | TRUST AND AGENCY | IMWCA | WORK COMP - STREETS | <u>439.28</u> |
| | | | TOTAL: | <u>439.28</u> |
| LIBRARY | TRUST AND AGENCY | IMWCA | WORK COMP - LIBRARY | <u>18.40</u> |
| | | | TOTAL: | <u>18.40</u> |
| PARK & RECREATION | TRUST AND AGENCY | IMWCA | WORK COMP - PARK & REC | <u>111.96</u> |
| | | | TOTAL: | <u>111.96</u> |
| CEMETERY | TRUST AND AGENCY | IMWCA | WORK COMP - CEMETERY | <u>44.79</u> |
| | | | TOTAL: | <u>44.79</u> |
| CLERK & TREASURER | TRUST AND AGENCY | IMWCA | WORK COMP - ADMIN | <u>40.42</u> |
| | | | TOTAL: | <u>40.42</u> |
| WATER OPERATING | WATER FUND | HAWKINS INC | CHEMICALS | <u>3,294.39</u> |
| | | IMWCA | WORK COMP - WATER | <u>72.43</u> |
| | | | TOTAL: | <u>3,366.82</u> |
| SEWER OPERATING | SEWER FUND | IMWCA | WORK COMP - SEWER | <u>21.75</u> |
| | | | TOTAL: | <u>21.75</u> |

DEPARTMENT FUND VENDOR NAME DESCRIPTION AMOUNT

| ===== FUND TOTALS ===== | | |
|-------------------------|------------------|-----------|
| 001 | GENERAL FUND | 33,074.23 |
| 022 | CIVIC CENTER | 3,182.57 |
| 031 | LIBRARY | 1,167.96 |
| 110 | ROAD USE TAX | 33,178.50 |
| 112 | TRUST AND AGENCY | 2,652.82 |
| 600 | WATER FUND | 3,366.82 |
| 610 | SEWER FUND | 21.75 |
| ----- | | |
| | GRAND TOTAL: | 76,644.65 |
| ----- | | |

TOTAL PAGES: 3



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|--|
| MEETING DATE: | August 19, 2024 |
| AGENDA ITEM: | Resolution 2024-90 – Appointing Colton Miller to the West Branch City Council to fill a vacancy of Nicholas Goodweiler. |
| PREPARED BY: | Adam Kofoed, City Administrator |
| DATE: | August 7, 2024 |

SUMMARY

Councilperson Nicholas Goodweiler submitted his resignation to the West Branch City Council effective August 6, 2024.

The City Council directed the City Clerk to publish and provide notice to the public regarding the City Council vacancy per Section 372.13 of the Code of Iowa that the Council will appoint a new Council member at the August 19, 2024. This notice was posted at the City's normal posting locations and published in the West Branch Times on August 1, 2024.

Mayor Laughlin recommends that Colton Miller (former Council member) be appointed to fulfill the remaining term of Nicholas Goodweiler. This term will end December 31, 2025.

Miller served on the City Council from January 2012 to December 2023 and was a valuable, contributing member during his tenure.

NOTICE OF THE WEST BRANCH CITY COUNCIL'S INTENTION TO APPOINT A REPLACEMENT FOR THE VACATED CITY COUNCIL POSITION.

YOU ARE HEREBY NOTIFIED that, pursuant to Section 372.13 of the Code of Iowa, that it is the intention of the City Council of the City of West Branch, Iowa, to appoint a replacement for the for the remaining term of Councilperson Nicholas Goodweiler at its meeting on August 19, 2024.

YOU ARE HEREBY FURTHER NOTIFIED that if within 14 days of the date of this notice, or the date of the appointment of the replacement Mayor by the City Council, whichever is later, that the eligible electors of the City of West Branch can file a petition with the West Branch City Clerk to replace the vacated Councilperson's seat by special election. If a duly approved petition pursuant to Section 372.13 of the Code of Iowa is filed, the appointment made by the City Council shall be temporary until such special election can be held in accordance with State law.

/s/ _____
Leslie Brick, City Clerk

RESOLUTION 2024-90

RESOLUTION APPOINTING COLTON MILLER AS A COUNCIL MEMBER UNTIL THE NEXT REGULAR CITY ELECTION.

WHEREAS, the City Council has a vacancy with the recent resignation of Council member Nick Goodweiler; and

WHEREAS, pursuant to Section 372.13, the City Council intends to appoint Colton Miller as Council member effective August 19, 2024 at their regular City Council meeting unless a valid petition is filed to call for a special election within fourteen (14) days of the publication of the notice of appointment; and

WHEREAS, the Clerk did post and publish notice of the intent to appoint a new City Council member in the West Branch Times on August 1, 2024.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of West Branch, Cedar County, Iowa, appoints Colton Miller as Council member until the next regular City election.

Passed and approved this 19th day of August, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|--|
| MEETING DATE: | August 19, 2024 |
| AGENDA ITEM: | Resolution 2024-91 - Approve Invoice #34618 in the amount of \$5,753.67 to Impact7G for the Wapsi Creek Widening SRF Sponsored Project. |
| PREPARED BY: | City Clerk, Leslie Brick |
| DATE: | August 6, 2024 |

SUMMARY:

In October 2021, the City of West Branch was approved for Sponsored Project funds in the amount of \$719,000 associated with the Wastewater Treatment Facility Project

The City Council approved a Professional Services Agreement with Impact7G to assist Veenstra & Kimm with the design and construction of an SRF project (Wapsi Creek Widening) in an amount not to exceed \$164,300.

The City has received and paid the following invoices to Impact7G for the project to date:

| Invoice | Amount | Purpose | Date |
|---------|-----------------|---|------------|
| 25942 | \$20,782 | Data collection | 6/6/2022 |
| 26230 | \$25,385 | Data collection & planning & design | 6/17/2022 |
| 25519 | \$5,508 | Data collection, design & funding mmgt. | 6/24/2022 |
| 26665 | \$9,768 | Data collection & design | 7/18/2022 |
| 26986 | \$17,253 | Data collection, design & funding mmgt. | 8/19/2022 |
| 27315 | \$4,802 | Data collection, design & funding mmgt. | 9/19/2022 |
| 27724 | \$1,424 | Data collection & design | 11/7/2022 |
| 28474 | \$6,456 | Data collection, design & funding mmgt. | 12/19/2022 |
| 28888 | \$1,429 | Funding mmgt & planning & design | 2/6/2023 |
| 28265 | \$1,267 | Data collection, planning & design | 2/21/2023 |
| 29216 | \$7,056 | Funding mmgt | 2/21/2023 |
| 29478 | \$5,210 | Funding mmgt, planning & design | 3/25/2023 |
| 29822 | \$2,940 | Funding mmgt | 5/15/2023 |
| 31168 | \$5,020 | Funding mmgt | 9/5/2023 |
| 31444 | \$770.00 | Funding mmgt | 10/2/2023 |
| 33192 | \$4970.00 | Funding mmgt | 2/20/2024 |
| 34364 | <u>\$382.50</u> | Funding mmgt | 7/1/2024 |
| | \$120,422.50 | | |

RESOLUTION 2024-91

A RESOLUTION APPROVING INVOICE #34618 IN THE AMOUNT OF \$5,753.67 TO IMPACT7G INC. FOR THE WAPSI CREEK WIDENING – SRF SPONSORED PROJECT

WHEREAS, The City of West Branch Sponsored Project application associated with Clean Water SRF project CS1920982-01 has been approved by the Iowa Environmental Protection Commission for \$719,000; and

WHEREAS, the City of West Branch is utilizing these funds to implement a water quality improvement project within the West Branch Wapsinoc Creek Watershed based on the Watershed Assessment completed by Impact7G; and

WHEREAS, the proposed plan includes implementation of a series of water quality practices with and adjacent to the Wapsinoc Creek south of East Main Street; and

WHEREAS, the project includes in-stream practices, re-meandering reaches, reconnecting the floodplain, buffer restoration and the creation of oxbows: and

WHEREAS, Impact7G has been working closely with the City Engineer on the preliminary and final design; and

WHEREAS, it is now necessary to approve said invoice number 34618 in the amount of \$5,753.67.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned invoice is approved.

Passed and approved this 19th day of August, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



Impact7G

8951 Windsor Parkway
 Johnston, IA 50131
 515.473.6256

City of West Branch
 110 N Poplar Street
 PO Box 218
 West Branch, IA 52358
 Adam Kofoed

Invoice number 34618
 Date 07/09/2024

Project 22003 WEST BRANCH WAPSI CREEK
 SRF SPONSORED PROJECT

IMPACT7G (P) 515.473.6256 (F) 515.528.8005 WWW.IMPACT7G.COM

Email Invoice to:
 adam@westbranchiowa.org
 accountspayable@westbranchiowa.org

| Description | Contract Amount | Percent Complete | Prior Billed | Current Billed | Remaining Contract |
|---|-------------------|------------------|-------------------|-----------------|--------------------|
| Task 1 - Project & SRF Funding Management | 29,400.00 | 95.80 | 28,163.75 | 0.00 | 1,236.25 |
| Task 2 - Data Collection | 64,400.00 | 100.00 | 64,400.00 | 0.00 | 0.00 |
| Task 3 - Planning and Design | 22,700.00 | 99.94 | 22,686.25 | 0.00 | 13.75 |
| Task 4 - Public Outreach and Education | 20,200.00 | 50.66 | 5,050.00 | 5,183.75 | 9,966.25 |
| Total | 136,700.00 | 91.79 | 120,300.00 | 5,183.75 | 11,216.25 |

Task 5 - Construction Administration
 Professional Fees

| | Hours | Rate | Billed Amount |
|--------------------------------|-------|--------|---------------|
| Environmental Scientist I | 3.25 | 105.00 | 341.25 |
| Environmental Specialist II | 0.25 | 120.00 | 30.00 |
| Senior Environmental Scientist | 1.25 | 145.00 | 181.25 |
| Reimbursables | | | |
| | Units | Rate | Billed Amount |
| Miles | 26.00 | 0.67 | 17.42 |
| Phase subtotal | | | 569.92 |

Invoice total 5,753.67

Thank you for your business!



REQUEST FOR COUNCIL CONSIDERATION

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|--------------------------------------|
| MEETING DATE: August 19, 2024 |
|--------------------------------------|

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| AGENDA ITEM: Resolution 2024-92 - Approving Pay Estimate Number 4 in the amount of \$78,679.00 to Midwest Underground Contractors Inc. for the Phase 2 Eastside Water Main Replacement Project. |
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| PREPARED BY: City Clerk, Leslie Brick |
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|------------------------------|
| DATE: August 14, 2024 |
|------------------------------|

SUMMARY:

Midwest Underground Contractors Inc., of Walford, Iowa was awarded the construction contract for the Eastside Water Main Replacement Project by the West Branch City Council through the passage of Resolution 2024-11 on February 20, 2024 in the amount of \$840,277.00.

The City has received and paid the following Pay Estimates for the project to date:

| Pay Estimate Number | Amount | Resolution # | Date |
|---------------------|--------------------|--------------|----------------|
| 1 | \$151,804.97 | 2024-48 | May 6, 2024 |
| 2 | \$112,526.84 | 2024-62 | June 17, 2024 |
| 3 | <u>\$82,852.75</u> | 2024-89 | August 5, 2024 |
| | \$347,184.56 | | |

RESOLUTION 2024-92

RESOLUTION APPROVING PAY ESTIMATE NUMBER 4 IN THE AMOUNT OF \$78,679.00 TO MIDWEST UNDERGROUND CONTRACTORS INC. FOR THE PHASE 2 EASTSIDE WATER MAIN REPLACEMENT PROJECT.

WHEREAS, Midwest Underground Contractors Inc., of Walford, Iowa was awarded the construction contract for the Eastside Water Main Replacement Project (the “Project”) by the West Branch City Council through the passage of Resolution 2024-11 on February 20, 2024 in the amount of \$840,277.00; and

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

WHEREAS, the City Council of West Branch, previously approved Pay Estimate Number 1 through 3 in the amount of \$347,184.56 to Midwest Underground Contractors, Inc. of Walford, Iowa to date; and

WHEREAS, it is now necessary for the City Council to accept Pay Estimate Number 4 in the amount of \$78,679.00 to Midwest Underground Contractors, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that Pay Estimate Number 4 in the amount of \$78,679.00 to Midwest Underground Contractors, Inc. is approved.

Passed and approved this 19th day of August, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



PAY ESTIMATE NO. 4

**PHASE 2 EAST SIDE WATER MAIN REPLACEMENT
WEST BRANCH, IOWA**

August 8, 2024

Midwest Underground Contractors, Inc.
3000 Highway 151 E
Walford, IA 52351

Contract Amount \$840,277.00
Contract Date February 20, 2024
Pay Period June 27, 2024 - Aug 8, 2024

| BID ITEMS | | | | | | | |
|-----------|-------------------------------------|------|--------------------|--------------|----------------|--------------------|-----------------|
| | Description | Unit | Estimated Quantity | Unit Price | Extended Price | Quantity Completed | Value Completed |
| 2.1 | Clear + Grubb | Unit | 448 | \$ 22.00 | \$ 9,856.00 | | \$ - |
| 2.2 | Special Back Fill Material | CY | 350 | \$ 50.00 | \$ 17,500.00 | | \$ - |
| 2.3 | Subgrd Stbl Mtrl, PlymGrid TX-160 | SY | 1,120 | \$ 4.00 | \$ 4,480.00 | | \$ - |
| 2.4 | Excavation, CI 13, Rdwy + Borrow | CY | 43 | \$ 16.00 | \$ 688.00 | | \$ - |
| 2.5 | Excav, CI 10, Unstbl Mtrl, Core-Out | CY | 350 | \$ 16.00 | \$ 5,600.00 | | \$ - |
| 2.6 | Topsoil, Furn + Spread | CY | 100 | \$ 42.00 | \$ 4,200.00 | 40 | \$ 1,680.00 |
| 2.7 | Topsoil, Strip, Salvage + Spread | CY | 100 | \$ 22.00 | \$ 2,200.00 | | \$ - |
| 2.8 | Modified Subbase | CY | 178 | \$ 45.00 | \$ 8,010.00 | 62.4 | \$ 2,887.00 |
| 2.9 | Rmvl of Pav't | SY | 648 | \$ 12.00 | \$ 7,776.00 | 418.14 | \$ 5,017.68 |
| 2.10 | Rmvl of Sidewalk | SY | 4 | \$ 12.00 | \$ 48.00 | | \$ - |
| 2.11 | Disconnect & Rmvl of Water Main | LF | 230 | \$ 25.00 | \$ 5,750.00 | 230 | \$ 5,750.00 |
| 2.12 | Rmvl of Water Valve | Ea | 7 | \$ 750.00 | \$ 5,250.00 | 3 | \$ 2,250.00 |
| 2.13 | Rmv Storm SWR Pipe LE 36" | LF | 97 | \$ 30.00 | \$ 2,910.00 | 28 | \$ 840.00 |
| 2.14 | Std/S-F PCC Pav't, CI A CI 3, 7" | SY | 254 | \$ 100.00 | \$ 25,400.00 | | \$ - |
| 2.15 | Std/S-F PCC Pav't, CI A CI 3, 10" | SY | 394 | \$ 105.00 | \$ 41,370.00 | 408 | \$ 42,840.00 |
| 2.16 | St SWR G-Main, Trnch, CMP ,15" | LF | 88 | \$ 58.00 | \$ 5,104.00 | | \$ - |
| 2.17 | St SWR G-Main, Trnch, CMP, 21" | LF | 8 | \$ 130.00 | \$ 1,040.00 | | \$ - |
| 2.18 | Connect to Existing Storm | Ea | 1 | \$ 1,200.00 | \$ 1,200.00 | | \$ - |
| 2.19 | Driveway, PCC, 6" | SY | 41 | \$ 100.00 | \$ 4,100.00 | | \$ - |
| 2.20 | Sidewalk, PCC, 6" | SY | 4 | \$ 120.00 | \$ 480.00 | | \$ - |
| 2.21 | WM, Bored, Certalok, 6" | LF | 2,056 | \$ 60.00 | \$ 123,360.00 | 1,660 | \$ 99,600.00 |
| 2.22 | WM, Trenched, DR-18 C900, 6" | LF | 20 | \$ 40.00 | \$ 800.00 | 99 | \$ 3,960.00 |
| 2.23 | WM, Bored, DIP, 6", Nitrile Gaskets | LF | 1,380 | \$ 98.00 | \$ 135,240.00 | 505 | \$ 49,490.00 |
| 2.24 | WM, Trenched, DR-18 C900, 8" | LF | 73 | \$ 55.00 | \$ 4,015.00 | 227.88 | \$ 12,533.40 |
| 2.25 | WM, Bored, DIP, 8", Nitrile Gaskets | LF | 222 | \$ 150.00 | \$ 33,300.00 | | \$ - |
| 2.26 | WM, Trenched, DR-18 C900, 12" | LF | 20 | \$ 85.00 | \$ 1,700.00 | 28 | \$ 2,380.00 |
| 2.27 | WM, Trenched, DIP, 12", Nitrile Ga | LF | 6 | \$ 350.00 | \$ 2,100.00 | 8 | \$ 2,800.00 |
| 2.28 | Trenched in Place Service | Ea | 25 | \$ 1,500.00 | \$ 37,500.00 | 11 | \$ 16,500.00 |
| 2.29 | Bored in-Place Service | Ea | 38 | \$ 1,900.00 | \$ 72,200.00 | 13 | \$ 24,700.00 |
| 2.30 | Valve, Gate, 6" | Ea | 14 | \$ 2,100.00 | \$ 29,400.00 | 12 | \$ 25,200.00 |
| 2.31 | Valve, Gate, 8" | Ea | 2 | \$ 2,800.00 | \$ 5,600.00 | 1 | \$ 2,800.00 |
| 2.32 | Valve, Gate, 12" | Ea | 2 | \$ 4,700.00 | \$ 9,400.00 | 1 | \$ 4,700.00 |
| 2.33 | Flushing Device (Blowoff), 6" | Ea | 4 | \$ 1,750.00 | \$ 7,000.00 | 2 | \$ 3,500.00 |
| 2.34 | Fire Hydrant Assembly, WM-201 | Ea | 4 | \$ 7,000.00 | \$ 28,000.00 | 3 | \$ 21,000.00 |
| 2.35 | Construction Survey | LS | 1 | \$ 18,000.00 | \$ 18,000.00 | 0.5 | \$ 9,000.00 |
| 2.36 | Traffic Control | LS | 1 | \$ 4,700.00 | \$ 4,700.00 | 0.74 | \$ 3,500.00 |

| | Description | Unit | Estimated Quantity | Unit Price | Extended Price | Quantity Completed | Value Completed |
|------------------------|------------------------------|------|--------------------|--------------|----------------------|--------------------|----------------------|
| 2.37 | Mobilization | LS | 1 | \$ 55,000.00 | \$ 55,000.00 | 0.5 | \$ 27,500.00 |
| 2.38 | Turf Reinforcement Mat (TRM) | Sq | 50 | \$ 90.00 | \$ 4,500.00 | | \$ - |
| 2.39 | Seed + Fertilize (Urban) | LS | 1 | \$ 17,500.00 | \$ 17,500.00 | | \$ - |
| 2.40 | Saw Cutting Dust Control | LS | 1 | \$ 3,000.00 | \$ 3,000.00 | 0.5 | \$ 1,500.00 |
| 2.41 | Vibration Monitoring | LS | 1 | \$ 95,000.00 | \$ 95,000.00 | 0.5 | \$ 47,500.00 |
| Contract Price: | | | | | \$ 840,277.00 | | \$ 419,428.08 |

MATERIALS STORED SUMMARY

| | Description | # of Units | Unit Price | Extended Cost |
|--------------|---|------------|-------------|---------------------|
| 2.21 | WM, Bored, Certalok, 6" | 0 | \$ 40.00 | |
| 2.23 | WM, Bored, DIP, 6", Nitrile Gaskets | 0 | \$ 98.00 | |
| 2.24 | WM, Trenched, DR-18 C900, 8" | 0 | \$ 55.00 | |
| 2.25 | WM, Bored, DIP, 8", Nitrile Gaskets | 69 | \$ 150.00 | \$ 10,349.35 |
| 2.26 | WM, Trenched, DR-18 C900, 12" | 0 | \$ 85.00 | |
| 2.27 | WM, Trenched, DIP, 12", Nitrile Gaskets | 0 | \$ 350.00 | |
| 2.30 | Valve, Gate, 6" | 0 | \$ 2,100.00 | |
| 2.31 | Valve, Gate, 8" | 0 | \$ 2,800.00 | |
| 2.32 | Valve, Gate, 12" | 0 | \$ 4,700.00 | |
| Total | | | | \$ 10,349.35 |

| SUMMARY | | | |
|-----------------------------------|------------------------|-----------------------|------------------------|
| | | Total Approved | Total Completed |
| Contract Price | | \$ 840,277.00 | \$ 419,428.08 |
| Approved Change Order (list each) | Change Order No. 1 | \$ 18,500.00 | \$ 18,500.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Revised Contract Price | \$ 858,777.00 | \$ 437,928.08 |

Stored \$ 10,349.35
 Total Earned \$ 448,277.43
 Retainage (5%) \$ 22,413.87
Total Earned Less Retainage \$ 425,863.56

| | | | |
|---------------------------------------|--------------------|---------------|--|
| Total Previously Approved (list each) | Pay Estimate No. 1 | \$ 151,804.97 | |
| | Pay Estimate No. 2 | \$ 112,526.84 | |
| | Pay Estimate No. 3 | \$ 82,852.75 | |
| | | | |
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| | | | |

Total Previously Approved \$ 347,184.56

Percent Complete 51%

Amount Due This Request \$ 78,679.00

The amount \$78,679.00 is recommended for approval for payment in accordance with the terms of the contract.

Prepared By:
Midwest Underground Contractors, Inc.

Recommended By:
Veenstra & Kimm, Inc.

Approved By:
West Branch, Iowa

Signature: 

Signature: 

Signature: _____

Name: Justin Lopata

Name: Eric Gould

Name: _____

Title: President

Title: Engineer

Title: _____

Date: August 8, 2024

Date: August 8, 2024

Date: _____

REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: August 19, 2024

AGENDA ITEM: **Resolution 2024-93**– Approving the addition of a parking space for persons with disabilities on the 100 block of North Downey Street.

PREPARED BY: City Administrator, Adam Kofoed

DATE: August 14, 2024

SUMMARY:

At the August 5, 2024 council meeting, the council discussed the need for handicap-accessible parking along the 100 block of N. Downey Street. Following these discussions, the council directed staff to designate two handicap-accessible parking spots: one on the southern end and one on the northern end of the 100 block.

While it's not mandated by ordinance, having a resolution from the council enhances the ability of the police to enforce these parking spots, among other requirements.

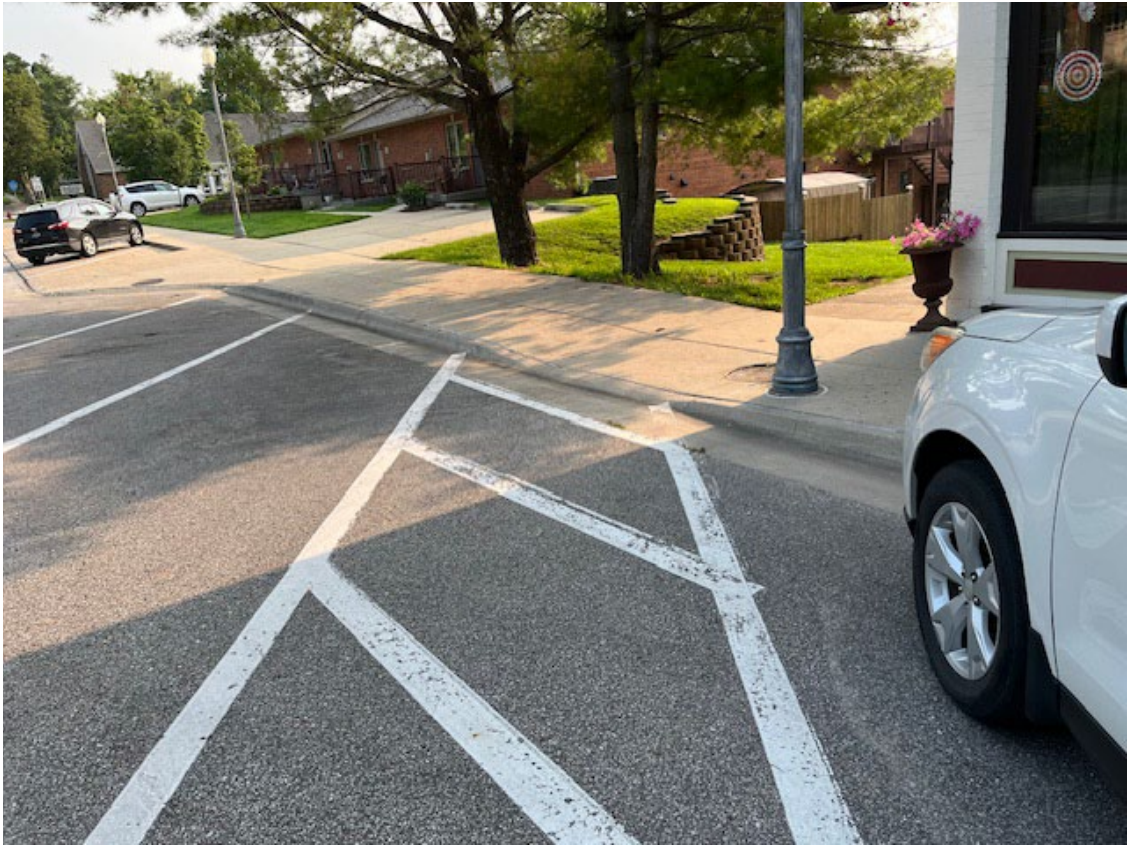
Per Section 321L.1 of the Iowa Code (1) Single space. Parking spaces for persons with disabilities shall be at least 96 inches wide and shall have an adjacent access aisle 60 inches wide minimum



Old, or existing ADA parking spot.



New, or proposed new ADA parking spot.



RESOLUTION 2024-93

**RESOLUTION APPROVING THE ADDITION OF A PERSONS WITH DISABILITIES
PARKING SPACE ON THE 100 BLOCK OF NORTH DOWNEY STREET**

WHEREAS, the City Council has determined that it is in the best interest of the residents and visitors of West Branch that an additional disability parking space be added to the 100 block of North Downey Street, West Branch, Iowa; and

WHEREAS, the City Council directs Public Works to erect the appropriate signage and verify correct space markings according to Section 321L.5 and 321L.6 of the Iowa Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that an additional person with disabilities parking space on the 100 block of North Downey Street, West Branch, Iowa is approved.

Passed and approved this 19th day of August, 2024.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk



REQUEST FOR COUNCIL CONSIDERATION

| | |
|----------------------|---|
| MEETING DATE: | August 19, 2024 |
| AGENDA ITEM: | Discussion – Review the (draft) Solid Waste and Recycling Request for Proposal (RFP) and tentative timeline. |
| PREPARED BY: | Adam Kofoed, City Administrator / Leslie Brick, City Clerk |
| DATE: | August 14, 2024 |

BACKGROUND:

LRS, (formerly Johnson County Refuse) has serviced the City of West Branch for several years and has always provided excellent service. The current contract with LRS expires on June 30, 2025.

Over the past couple of years, the company has experienced some challenges which has resulted in the City to consider some future servicing options for residential trash and recycling services. Administration has drafted a Request for Proposal (RFP) in hopes of attracting a new company to be able to provide its residents the service they deserve.

If the Council decides to change trash & recycling providers, it will take staff time to notify residents and organize the billing changes. In addition, the current contract requires that the City provide notification of cancellation by March 1, 2025.

This is a tentative timeline for the RFP process:

October 1, 2024 – Solicit proposals for residential solid waste and recycling services

December 16, 2024 – Proposals due to the City Office

Dec. 17, 2024 – Jan 10, 2025 - Staff reviews proposals for comparable services

Jan. 21, 2025 – Staff makes recommendation to City Council

Jan. 22nd – Feb. 10th, 2025 – City Administrator finalizes contract with selected vendor

February 18, 2025 – City Council approves final proposed contract with “selected” vendor

February 19, 2025 – City Clerk notifies all parties of City Council’s decision.

July 1, 2025 – new contract starts



REQUEST FOR PROPOSALS

Residential Solid Waste and Recycling Collection Services

The City of West Branch, Iowa is seeking proposals from qualified firms (“the Contractor”) to provide curbside collection of solid waste and recyclables for residential dwellings defined as single-family or multiple-family dwellings not exceeding 8 units, (but not including mobile home parks). The current customer base is approximately 954 properties for solid waste collection and 1040 properties for recycling collection.

The City desires to maintain a system of uniform wheeled waterproof plastic solid waste and recycling carts suitable for automated pickup. The City prefers to enter into a five-year contract, but would consider a longer term if needed to achieve the best cost/benefit ratio for the Contractor and the City’s residents. **The proposed contract start date is July 1, 2025.**

The City requires the Contractor to provide all wheeled carts for our residents. The City will handle billing residents for collection services under the proposed contract and remit payment monthly to the Contractor on a mutually agreed upon date.

All solid waste must be hauled to the Cedar County Transfer Station in Tipton, Iowa. All recyclables will be owned by the Contractor once collected at the curb and may be resold or distributed to other entities for eventual recycling.



Scope of Services / Required Contract Provisions

Residential Solid Waste: Solid waste will be picked up by the Contractor weekly in (contractor) provided containers. The Contractor will be responsible for providing all new or replacement carts needed over the life of the contract, including keeping an appropriate inventory of spare carts. (The monthly cost of collection should include the Cedar County Transfer Station tipping fees.)

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

Trash collection **does not** include the following:

- Cardboard
- Yard waste
- Electronics
- Dirt /sand / concrete
- Hazardous Material

Residential Recycling: Recycling will be picked up by the Contractor weekly in (contractor) provided containers. The Contractor will be responsible for providing all new or replacement carts needed over the life of the contract, including keeping an appropriate inventory of spare carts. All recyclables will be owned by the Contractor once collected at the curb and may be resold or distributed to other entities for eventual recycling.

- 65-gallon container collected weekly
- 95-gallon container collected weekly

Recyclables include:

- Mixed paper / newsprint, magazines, mixed paper
- Cardboard
- Plastics #1-7
- Glass (food & beverage)
- Cans – aluminum and steel
- Styrofoam and motor oil containers



City Properties: The Contractor will provide the following services to City-owned properties and facilities on a weekly basis: **seasonal April – October only

- Water Plant (329 N. Maple St.) – trash cart only
- Wastewater Treatment Facility (175 Fawcett Dr.) – trash cart only
- Public Works Shop (338 Cookson St.) – dumpster and recycling cart
- Fire Station / Police Department (105 S. 2nd St.) – dumpster and recycling cart
- Town Hall (113 N. 1st St.) - dumpster and recycling cart
- Public Library (300 N. Downey St.) - trash & recycling carts
- City Office (110 N. Poplar St.) – trash & recycling carts
- **West Branch Municipal Cemetery (526 N. Maple St.) - dumpster
- **Cubby Park (301 Scott Drive) - dumpster and recycling carts
- **Beranek Park (320 Beranek Dr.) – dumpster only
- West Branch Dog Park (1805 Baker Ave.) – dumpster only
- Downtown trash cans (4) – located on Main Street and 100 block of N. Downey St.

Residential Bulky Waste: Residential bulky waste will be picked up on an as needed-basis in a manner according to the Contractor’s business plan arranged directly with the customer. The City is requesting proposed arrangements and pricing for continuation or modification of this service, including whether the Contractor will collect appliances as part of this program or by separate special billing arrangement.

Bi-annual Cleanup Events: The current arrangement is a central cleanup site event (typically in May and October each year). The event is conducted by the Contractor and coordinated by the City, with solid waste hauled by the Contractor at the conclusion of the event to the Cedar County Transfer Station. The City is requesting pricing for the proposed arrangement for the continuation or modification of this service. In addition, the City would like to request pricing for curbside pick-up in for convenience of residents for the bi-annual event.

Routes/Days: The City currently has solid waste and recycling collection Friday from 7:00 AM to 4:00 PM. The Contractor should specifically list any proposed changes to this schedule. The Contractor should also list holidays they observe and when the holiday will affect the normal pick-up schedule. The Contractor will be expected to provide sufficient personnel and equipment to complete the collection of solid waste and recycling within the same week, with all residences being serviced within one day of their normal collection day.

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

Staffing & Equipment: The Contractor shall ensure that all personnel working under this contract behave in a safe, courteous, and professional manner, are appropriately trained, and maintain all proper certifications. The Contractor shall maintain all equipment used for service in sanitary and appropriate operating condition, as per Chapters 105 and 106 of the West Branch Code of Ordinances.

The Contractor agrees to provide and keep updated a listing of all equipment to be used for collection, including make, model, year, and overall capacity for each vehicle.

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

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

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



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

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

Process for Consideration:

Submittal of Proposals: All interested bidders should submit a proposal utilizing the forms provided. Proposals are due no later than **2:00 PM on Monday, December 16, 2024**. Please submit proposal to:

Solid Waste RFP
ATTN: Leslie Brick, City Clerk
City of West Branch
PO Box 218
110 N Poplar St.
West Branch, IA 52358

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

- The qualifications and experience of the firm in similar activities
- Ability to meet services within the time schedule – **contract to start July 1, 2025**
- Suitability of equipment and personnel to meet collection and service needs
- Suitability of proposed plan for delivery of services
- Compliance history
- Costs

Staff then expects to recommend a Contractor to the City Council for consideration at its **January 21, 2025 meeting**. A final proposed contract would be negotiated following this approval in principle for action by City Council at the **February 18, 2025 meeting**. All remitter's will be notified in writing regarding results of the selection process.



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

DRAFT



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

1. Company Name & Address:

Authorized Representative / Title:

Authorized Representative Phone & Email:

Parent Company (if any):

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

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

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

5. Please indicate measures your company would take (or would recommend the City to take) to ensure a smooth transition to the new collection system starting July 1, 2025:

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



7. Please provide current (or past) major client references:

Reference 1:

City
Name: _____
Contact: _____
Phone: _____ Email: _____

Reference 2:

City
Name _____
Contact: _____
Phone: _____ Email: _____

Reference 3:

City
Name _____
Contact: _____
Phone: _____ Email: _____

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

_____ The start date of the proposed contract is July 1, 2025, and I hereby warranty my company's capability of providing agreed-upon services by that date, as will be detailed in a written contract should my proposal be accepted.

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

Submitted this _____ day of _____, 20_____.

Authorized Representative Signature:



Exhibit B: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES

Scenario 1: 5-Year Contract

Contractor provides solid waste and recycling carts

Company Name:

Solid Waste:

Monthly Per-Cart Price

- 35 - gallon container, collected weekly Cost: _____
- 65 - gallon container, collected weekly Cost: _____

Recycling:

Monthly Per-Cart Price

- 65 - gallon container, collected weekly Cost: _____
- 95 - gallon container, collected weekly Cost: _____

City Properties:

Monthly Price (Inclusive)

Cost: _____

- Collection of Solid Waste and/or Recycling at City-owned properties and facilities

Any Proposed Changes to City Property Collections:

Residential Bulky Waste Collection Arrangements & Proposed Pricing:

Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 20____.

Authorized Representative Signature:

DRAFT



Exhibit B: PROPOSAL FOR SOLID WASTE AND RECYCLING COLLECTION SERVICES

Scenario 2: -Year Contract (Term Proposed by Contractor)
Contractor provides solid waste and recycling carts

Company Name:

Solid Waste:

Monthly Per-Cart Price

- 35 - gallon container, collected weekly Cost: _____
- 65 - gallon container, collected weekly Cost: _____

Recycling:

Monthly Per-Cart Price

- 65 - gallon container, collected weekly Cost: _____
- 95 - gallon container, collected weekly Cost: _____

City Properties

Monthly Price (Inclusive)

Cost: _____

- Collection of Solid Waste and/or Recycling at City-owned properties and facilities

Any Proposed Changes to City Property Collections:

Residential Bulky Waste Collection Arrangements & Proposed Pricing:



Cleanup Event(s) Arrangements & Proposed Pricing:

Submitted this _____ day of _____, 20_____.

Authorized Representative Signature:

DRAFT



REQUEST FOR COUNCIL CONSIDERATION

| |
|--------------------------------------|
| MEETING DATE: August 19, 2024 |
|--------------------------------------|

| |
|--|
| AGENDA ITEM: Discussion: Franchise Fee Revenue Purpose Statement |
|--|

| |
|---|
| PREPARED BY: City Administrator, Adam Kofoed |
|---|

| |
|------------------------------|
| DATE: August 14, 2024 |
|------------------------------|

SUMMARY:

Over the past month, individual council members have been sharing their ideas on how to allocate franchise fee revenue, should the council decide to adopt it.

Here are a few of the suggestions that Mayor Roger Laughlin and City Administrator Adam Kofoed have received, listed in no particular order:

- Prioritize public safety first.
- Use franchise fee revenue to fund upcoming council improvement projects.
- Consider dedicating some funds to Main Street.
- Maintain the purpose statement consistent with the LOSST referendum, where 70% of voters favored using the revenue for public safety, infrastructure, and park projects.

OPTION DESCRIPTIONS

Staff had identified three options that best fit the council's needs.

1. LOSST:
 - a. Police, public safety, and parks depending on a need's basis.
2. Public Safety First:
 - a. 25% Fire
 - b. 25% Police
 - c. 25% Infrastructure
 - d. 25% Parks
3. Quality of life:
 - a. 25% Public Safety
 - b. 25% Parks & Library
 - c. 25% Main Street
 - d. 25% Infrastructure

| LOSST Purpose Statement | Public Safety First | Quality of Life First |
|--|---|--|
| Pro: 70% voters supported LOSST revenue purpose statement. | Pro: Would ease communities concerns with 24/7 police coverage and WBFD staffing if volunteerism fades. | Pro: It would incorporate additional help for Main Street and other quality of life initiatives |
| Pro: Easier to administer expenses as separate funds would have the same spending formula. | Con: Would be less flexible | Pro: Would balance the city funding sources for all departments. |
| Pro: Is flexible for council to determine highest priorities in the budget each year. | Con: WBFD needs may change depending on Cedar County Ambulance Service | Con: Does not prioritize “core” city functions. |
| Con: Does not specifically dedicate a percentage to any department. | | Con: Spreads a small amount of money to too many funds. May not have a huge impact on departments. |
| Con: Does not include Main St., Library, or City Office | | Con: There could be other ways of supporting Main Street and quality of life initiatives. |

RECOMMENDATION

Staff recommends adopting the LOSST Purpose Statement option for the following reasons:

- Managing the revenue will be simpler if the purpose statement aligns with that of LOSST.
- The revenue statement for LOSST received strong voter approval.
- It offers the City Council flexibility to address changing needs in public safety, infrastructure, and parks from year to year.
- The City Council has additional opportunities to support Main Street through TIF, especially once the Heritage Hill properties are completed.