



West Branch City Council
City Administrator's Report
5/7/18

Pending Action Items:

The Wastewater Task Group – The Wastewater Task Group – We are visiting one of the Gross Wen reactors in Stokie Illinois Thursday, May10th. We were also informed that Cresco, Iowa has just started a pilot project using the Gross Wen Algae Technology.

Report from the Desk of the City Administrator:

- Hotel Motel Tax Passed – next steps: First, the special election results will come before the County Commission so the votes can be canvass (officially authenticated) May 8th. Once the County Commission approves the vote the abstract will be forwarded to the Iowa Department of Revenue. The City of West Branch will be forwarded a copy of the abstract. The Tax will be able to begin July 1st 2018.
- Cedar County Conservation Board is developing a project to replace a deficient bridge on the Hoover Nature Trail between X30 (Baker Avenue) and the Johnson County line. The Conservation Board was awarded a federal funding grant to assist in the cost of the project. It is proposed to replace the existing bridge with a truss bridge that are popular along trails throughout Iowa. The Conservation Board is currently in the design phase of the project and are looking for an August letting to select a contractor. In order to hopefully draw competition, the project will allow winter work. However the latest a contractor can start the project will be May of 2019. Once a contractor commences with the project they will have 40 working days to complete it or face liquidated damages. Since this project is located on a trail and additional right of way was not purchased, it is important that the contractor would be allowed to utilize the parking area of the dog part as a staging area to store materials and park equipment as well as utilize the area as an access point to the project. As part of the plans, the contract will be required to return the site to its pre-construction condition. The Conservation Board is requesting permission for the contractor to use the lot during construction.

Follow up / Reminder Items:

- The West Branch Building Incentive Program provides up to \$5,000 in property tax rebates as well as reduced permit fees and free water and sewer hook-ups. The program was developed by a group of builders, realtors, bankers, and associated professionals who reside and work professionally in the West Branch Community. The program provides discounted building permits and free water and sewer hook-ups. After the homeowner receives an occupancy permit, that homeowner is eligible to receive a 100% rebate on the City of West Branch portion of the homeowner's tax bill. The rebate is available for up to \$5,000 or five years from the date of the occupancy permit, whichever comes first. Staff is still working on letters that will be sent out to eligible property owners.

- We are poised to make our anticipated debt service payment \$700,000 June 1st. Kudos to Gordon Edger for making the necessary calculations and fund adjustment to ensure the right amounts and percentages were moved from the right funds to ensure the City meets its obligations. This payment involves principal and interest. Our next payment will be due December 1st.

Events / Scheduled Meetings:

- **City-Wide Clean-Up (May 5th)** – West Branch City-Wide Clean Up days is held twice a year on the 1st Saturday in May and the 1st Saturday in October from 7:00 a.m. to 11:00 a.m. The Clean Up is held at the Water Street Parking Lot, across from the Fire Station. Residents are encouraged to bring unwanted items to this location. There will be a \$10.00 charge for household appliances. Acceptable items (not all inclusive): Furniture Televisions Steel Carpet Bicycles Broken toys Clothing Other household unused/unwanted items Etc. Items not accepted include: Appliances include: (\$10 charge per item) businesses bringing items washing machines commercial appliances dryers construction debris television sets household garbage a/c units large metal items printers paint or toxic waste computers tires lawn mowers (gas must be drained) yard waste For questions regarding items not listed above, please call the City Office at (319) 643-5888 or Johnson County Refuse at (319) 665-4498.
- The summer concerts are back on the Village Green again this year! We have a great line-up so mark your calendars and join us every Thursday night in June and July at the Village Green. Bring a lawn chair, blanket and insect repellent and enjoy an evening of music.

* Rain location at the West Branch Fire Department

May 2018

18th West Branch Community School’s Jazz Bands

June 2018

1st – Jordan Danielsen

8th – The Tornadoes Blues Band

15th – Brass Transit Authority

22nd – Royce Johns

29th – Banjoy – Direct Deposit

“Music on the Village Green is brought to you by the National Park Service, City of West Branch and West Branch Community Development Group”

Things on the Horizon

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| • Wastewater Task Group Activities (working) | • Update our Urban Renewal Plan (working) |
| • Flex time / Comp time Policy | • Cubby Park (working) |
| • In-House Classification Analysis (working) | • College Street |
| • Department Evaluations (working) | • Strategy / Action Plan West Village |
| • Updated Staff Work Plans | • Pedestrian Bridge (working) |
| • Fee Schedule Adjustments (working) | • Fire Truck Sell (working) |



APRIL PUBLIC WORKS UPDATE

STREETS

- Public Works began curbside yard waste collection at the beginning of this month. This service is offered weekly on Mondays. Staff typically starts on the east side of town around 7 am and completes by 12:00. This service will continue until November 25th of this year.
- Public Works also introduced a spring curbside leaf collection this year. This collection will be scheduled for the second week of April each year and will only last one week. Residents will not need to bag leaves during this collection. As with the fall collection, leaves need to be placed curbside and contain no tree limbs, branches or garbage.
- The remainder of the road salt was delivered this month to finish out the contract for this year. This was sprayed with beet juice and put into storage until next winter. Salt/sand was mixed at the beginning of the month. We will carry over around 45 ton of salt and 100 ton of salt/sand mix. This is slightly below our normal carry over from past years.
- Plows were removed, trucks washed and equipment switched out for warm weather use mid-month. New plow cutting edges were painted and put in storage.
- Progress was made on the cold storage area at the Public Works Facility. This was built utilizing the old salt shed. It was framed in the fall and closed in for winter. Staff organized and cleaned up the area. The door and trim will be installed this next month. The remainder of the building will be painted to match the rest of the facility later this summer.

WATER

- Prior to hydrant flushing all main valve boxes were cleaned, tested and marked.
- Hydrant Flushing began the last week of April and was completed the following week. Public Works utilizes unidirectional flushing techniques to help scour pipes and provide freshly chlorinated water all water mains. This process involves turning street valves and following a flushing plan in order to provide maximum effectiveness of each flush. This process requires two employees for the length of the project.
- Following hydrant flushing, fire flows on hydrants were checked and recorded (this cannot be completed during flushing due the method of flushing utilized by Public Works). All hydrants will be color coded using AWWA recommendations. This will allow the Fire Department to quickly ascertain which hydrants are best suited for pumping from the water system. It will also make decisions on water main replacements and upgrades more informed for all involved. This was completed the first week of May.

A hydrant flushing report was prepared by Lead Water Operator Tim Moss detailing flows, valves in need of repair and fire hydrants requiring repair. An overview of that report shows minimal flows on 6th Street that will not support fire protection. Hydrants on Lancaster, East Orange and College Street have flows that will however support those needs. There are six hydrants that will need some work completed on them, a few have seized caps on one side, one has a plugged weep hole and another will need dug up for a cracked pipe. There are three main valves that need repairs or replaced. These repairs will be placed on our schedule for next month.

- Our supply of 45 landscape meters that are loaned out to residents over the summer was inspected, checked for accuracy, repairs made and repainted. These were made available for use this month.
- BWC returned to do dirt work on the East Main Water Main Project and hydro seed areas that did not take since last fall.

SEWER

- Public Works visited the City of Tipton to view the Nano2 pilot they are currently participating in. I also spoke at length with their operator about this pilot after seeing it in action.
- Municipal Pipe Tool Co cleaned, root sawed and televised sewer mains in some trouble spots this month. We should receive a report in the next couple weeks. The sewer main on S 2nd Street in front of the fire station was televised. Our maps indicate a 15” sewer main from N 2nd Street runs to a 10” sewer main on S 2nd Street, which then empties into a 15”. This is of concern due to the fact that the upstream main leads up the Hoover Trail and ends at the Hames Community. This will be the main that Hames would connect to in the future if wastewater connection agreement is reached. At this time there have been no issues with this bottle neck but there is a high probability that this will be an area of concern with the increased flows that would be received should the Hames Community connect to the city sewer system. This televising was completed as a fact finding mission and to begin preparations for that future project.

CEMETERY

- Cemetery cleanup was completed on April 2.
- Several stumps were ground out of the cemetery this month by staff. Grindings were then dug out, backfilled, graded and seeded.
- Due to the Cubby Park construction several trees had to be moved from their locations at the cemetery. These were 4 to 7 foot tall pines and spruces that were planted in 2013. Public Works rented a tree spade and moved them to a location near the cemetery shed to provide a wind break for that building.
- Several new graves were settled out and graded in the cemetery.

PARKS

- Restroom stall doors for Beranek Park were built and installed this month. This has been much needed and desired for quite some time.
- The exterior doors of the Beranek Park restrooms will be repaired or replaced in the next month. Continual vandalism of these doors and restrooms has left these doors in poor condition. Public Works is pricing replacement and will weigh the options.
- Restrooms in all parks were opened later than normal this year due to the late winter but will remain open during park hours until next winter.
- Several stumps were ground out of Beranek Park this month by staff. Grindings were then dug out, backfilled, graded and seeded.
- Trees from the previous 2 years plantings at Beranek Park, Main Street and the dog park were mulched.
- The dog park water barrel was put back in service for the year.
- Gravel parking areas at the dog park, public works shop, wastewater facilities and other publicly owned facilities were cleaned up from snow removal at the beginning of the month. New rock was added to these areas at the end of the month. Rock from sealcoat roads in the cemetery were also raked out of the surrounding areas.

CLASSES/CONFERENCES/TRAINING/MEETINGS

- This also was a busy month for classes and conferences. James Holland attended 50+ hours of classes in preparation of upgrades to his water and wastewater certifications.
- James has tested out on several of these and is now a grade 2 operator in Water Treatment and Distribution. He will be testing for his grade 2 wastewater certifications in the near future.
- Tim Moss attended classes at DMACC for CEU's on his certifications.
- Tim and I also attended and presented at the IAWEA Small City Workshop in Washington, IA. This was attended by area small communities as well as a mix of engineers, consultants, council and operators. What was meant to be a 20 minute presentation on wastewater infrastructure and hurdles associated with the new NPDES Permits turned into closer to 45 minutes with a lot of good discussion from other communities and IDNR.
- I attended the council meetings.
- I attended the TIF meeting.
- I met with engineers on the parking lot repairs at the library and discussed the school districts plan for that area.
- I met with representatives from Midland GIS on our upcoming mapping.
- I met with a representative from Municipal Pipe Tool Co prior to and upon completion of the televising and cleaning.
- I met with a different representative from Municipal Pipe Tool Co to discuss a five year sanitary sewer cleaning contract.

- I met with a representative from LL Pelling on seal coat repairs. Prices were received for the necessary sealcoat work for roads as well as for the trails in Beranek Park and the Hoover Trail.

OTHER

- April 20th Public Works participated in an Earth Day event with the school involving 40+ students, several teachers, Park and Recreation Staff, as well as all of Public Works Staff. In all 76 trees were planted in the ROW of Pedersen Valley. These trees were purchased through Branching Out Grant monies from Trees Forever and Alliant Energy. Including this planting, over 326 trees have been planted in publicly owned areas including parks, cemetery and street right of ways in West Branch since 2013 utilizing this grant. These trees will be watered weekly by Public Works throughout this first year. Ongoing maintenance of these street trees will be provided by the Public Works Department.

DAILY

- Public Works has a number of routine scheduled tasks that are completed on top of the other job duties. These include rounds and testing for water/wastewater facilities 365 day a year, a weekly safety meeting, a monthly safety meeting, weekly equipment and vehicle inspections, vehicle repairs / vehicle maintenance and vehicle cleaning. The shop floors are swept and as needed pressure washed. Park/trail garbage cans are emptied weekly. The brush pile is maintained as needed but typically Monday and Friday it is cleaned up. Water disconnects and meter reading are completed monthly. Catch basins are cleaned and potholes repaired as needed. I attend weekly executive team meeting on Tuesdays. This month there were also multiple footing/under slab/water/sewer connection/deck/fence inspections on new homes.

EMERGENCY/OFF HOUR CALLS

- There were a few off hours calls this month brining for snow (yep in April)
- There was a sewer backup on N 4th Street on a Sunday evening.
- There was an issue with the transducer in the north water tower that lead to an overflow of this tower at 2 am.

Public Works as a department has nearly depleted its overtime hours with snow removal and several water main breaks this winter. I have put everyone on a 40 hour work week with overtime used only for weekend rounds. This should keep us from going over on overtime hours assuming there are no major issues outside of normal hours that cannot be flexed off.

Thanks

Matt Goodale, Public Works Director