



West Branch City Council
City Administrator's Report
6/04/18

Pending Action Items:

We are current looking to reconvene the Wastewater Task Group and weigh options to pilot project the technologies we have visited. The task-group will also be working financing strategies, potential pilot project approach and DNR compliance strategies.

Report from the Desk of the City Administrator:

- 2018 Small City Workshop – City Staff will be attending a Strategically Investing in “Your Community” workshop. The topic will include planning and completing community development projects, including prioritizing infrastructure needs and how to properly budget for projects. Know how to address the challenging infrastructure needs in your community. We also hope to gain strategically proven recommendation as funding, planning, and implementing infrastructure projects.
- Water Main Replacement / Upgrades (attached 1) will be recommended to be placed in the Urban Renewal Plan. This will allow these project to be TIF eligible. If there are additional suggested; Please forward them to either City Administration or Public Works.
- June 7th - Attending a District Court hearing (In Tipton) regarding Nuisance Violations at 203 E. Green

Follow up / Reminder Items:

- Mayor Pro Tem Miller and I will be meeting with French-Reneker Wednesday in order to discuss appropriate next steps regarding the West Village Pedestrian Bridge.
- We did conduct 12 shell test to view the appearance of Fireworks for our Hoover Hometown Days Event. We fired four 3” shells, two 5” shells and two 6” shells. The 5” and 6” were the best viewed by our spotters who were strategically placed around town. The larger shell were viewed by the majority of spotters however, these shell will only make up 10% of the fireworks display. For this reason, we will need put out a press release for viewing locations.
- I have received two inquiries regarding potential fire work sales. One was a temporary tent and the other was considering a permanent Super Store structure.
- Reminder that the City Administrator's Annual Evaluation will be set at our June 25th City Council Meeting

Events / Scheduled Meetings:

- Music on the Village Green has started and the next event is June 8 – The Tornadoes Blues Band. Fun starts at 7p.m.

Attachment 1

Water Main Replacement or Upgrades

Lower loop of Greenview Dr from 45 Greenview to 51 Greenview- 6" replace with 6"- multiple breaks per year

* E Orange St from N 5th Street to N 6th Street- 4" replace with 6" - low volume, fire protection issues

* E College St from N 4th St to N 6th St- 4" replace with 8" - low volume, fire protection issues

* N 6th St from East Main St to the north end of N 6th St- 4" replace with 8" - low volume, fire protection issues

Downey Trace from the Hoover Library drive south to BP- mix of 4" and 6", issues with flushing and multiple breaks in this area

E Main St from 631 East Main St to the fire hydrant at 654 East Main St- 4" replace with 8"- to finish east end of E Main Water Main Project

South 5th St from East Main St to Water St and Water St from South 5th St to the fire hydrant- 6" replace with 8"- to tie new 8" on E Main St to the 12" on the RR

E Main St from N 5th St to the RR- 4" replace with 8"

N 4th St from East Main St to 415 N 4th St - 4" replace with 6"- low volume

East College St from N 1st St to N Downey St- 4" replace with 8"

N 1st St from 203 East Green to East College St- 4"

Northside Dr from Maple St to N Downey St- 4" replace with 6"

W Main St from N Downey St to 328 W Main St- - 4" replace with 8"

Main from the fire hydrant in the school playground to Thomas Dr- 4" replace with 6"

Main from the fire hydrant in the school playground to hydrant at 116 N Maple- 4" replace with 6"

Wetherell St from S Downey to 226 Wetherell St - 4" replace with 6"

S Polar St/Poplar Trace from Wetherell St to fire hydrant in the NPS- 4" replace with 6"

N Oliphant from W Main St to 128 N Oliphant- 4" replace with 6"

Cedar St from S 1st St to S 2nd St- 4" replace with 6"

S 2nd St from Beranek Dr to S Maple St- 4" replace with 6"

Loop main from Cookson Dr to Parkside Dr- not existing but would install 6"

Loop Pheasant Run- not existing but 8" minimum

* = lack of adequate fire protection

The City has conducted preliminary stormwater calculations for the proposed park. The concept includes a stormwater detention basin and native prairie plantings along the creek to address stormwater runoff volume and rate.

Photometric Study

- *Has one been performed for the parking lot and athletic field lighting?*
- *Will there be assurances that adjacent properties will not be affected by new lighting?*
- *Nursing home concern*
 - *After hours light infiltration into resident rooms*

Lighting will be designed during the detailed design phase of the project. The City recognizes that light trespass will need to be addressed and will conduct photometric studies to limit light trespass. Additional measures may also be constructed such as buffers including trees or fences.

Hours of Operation

- *Will there be limits put on the hours of operations of the athletic fields?*
- *Will noise ordinances apply to all events occurring on this property?*
- *Nursing home concern*
 - *Noise from PA systems at ball fields disruptive to nursing home operations.*
 - *Potential for 24 hour tournaments and use as a concert venue.*
 - *All could lead to unwanted after hours noise disturbance and traffic. This is both an operational and safety concern.*

The City will establish normal hours of operation for the athletic fields. Any variation from normal hours of operation will require an application to the City Council. A policy can be implemented to require notification to surrounding properties prior to considering and approving the application. Anyone opposed to the application can voice their concern at the City Council meeting or in writing.

Parking adjacent to athletic fields

- *It appears that there is not adequate parking directly adjacent to fields.*
 - *Nursing home concern*
 - *Potential for on-street parking and overflow parking in nursing home service lot.*
 - *Lack of parking would impact nursing home access to service areas with delivery vehicles and employee parking.*
 - *This could also affect access for emergency vehicles creating a safety concern.*
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The current concept provides for 156 parking spaces with provisions for an additional 26 spaces in the future. The parking can be expanded in the future if the need arises. The City currently has no parking signs along Scott Drive near Crestview. The City will enforce the no parking zone to address the concerns listed.

Property Line Buffer

- *Typically zoning would require some sort of buffer between properties that have different uses. This could be landscaping or fencing.*
- *Has this been considered in the current layouts?*
- *Nursing home concern*
 - *An open property line could encourage pedestrian traffic across the nursing home property.*
 - *Increased public traffic may lead to concerns about public safety with regular delivery truck traffic to the back of the nursing home.*
 - *Security and safety concerns arise as public traffic near the facility increases.*
 - *Parking is oriented such that headlights from vehicles will shine directly on the nursing home, and into windows.*

The City has discussed options to provide a buffer between the parking lot and Crestview. The buffer could be a fence, a berm with plantings, or a combination of the two. A solid fence, such as a vinyl fence, would prevent headlights from the parking lot shining into windows. The fence would also discourage pedestrian trespass from the park area onto Crestview property. These items will be discussed with Crestview as the plans are developed further.

Natural Gas Line

- *We understand that there is a natural gas main on the property that serves the area, including the nursing home.*
- *Has the location of that line been considered with the proposed layout?*
- *Nursing home concern*
 - *Potential for disruption of service during construction.*
 - *Potential for gas line break causing nursing home evacuation during construction.*

The City is well aware of the location of the gas line and its impacts on the proposed project. The company that maintains the gas line was involved early in the process to determine the limitations associated with constructing improvements in the vicinity of the line. The concept drawing shows the limits of the gas line easement. Parking and other facilities are not situated directly above the gas line. The City is able to cross the gas line with a roadway or trail, but cannot erect other structures over the line. The baseball fields will need to be graded in a manner

that maintains a minimum depth of soil over the gas lines. The gas company will have a representative on site during construction to observe any excavation or construction activity located within the easement.

The City of West Branch appreciates your input on this project. We have worked with the public to develop the concept and will continue to seek input as we further develop the project. If you would like to discuss any of the above information, please contact City Hall and we will be happy to meet with you.

Sincerely,



Matt Muckler
City Administrator

cc: Jeff Austin, Austin Builders LLC

Correspondence to the City



RECEIVED
MAY 03 2018
By: Librick

April 30, 2018

Melissa Russell
West Branch Park and Recreation Director
201 East Main Street
PO Box 218
West Branch, Iowa 52358

Re: Cubby Park, Crestview Specialty Care

Ms. Russell,

I am writing to follow up to your 4/19/2018 conversation with Cheryl Mercer regarding our request for a fence to reduce the impact of Cubby Park on the day to day operations of our Skilled Nursing Facility and the people who reside there. Specifically we request a 6 foot tall solid PVC fence approximately 275 feet in length. This type of fence is relatively low maintenance while minimizing the foot traffic through our parking lot and preventing headlights from shining in resident's windows.

Care Initiatives appreciates your consideration of this request and we look forward to our continued partnership in serving the needs of West Branch residents.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Dixon".

Dave Dixon
Vice President/Chief Financial Officer

cc: Cheryl Mercer, Crestview Specialty Care