



West Branch City Council
City Administrator's Report
10/15/18

Pending Action Items:

(Wastewater Taskforce)

V&K our engineering consultants are continuing the process and analysis of preparing a Wastewater Treatment Facility Plan. In the meantime, I was visited by Todd Baldrige of Baldrige Environmental Inc., a company that focus on waste water solutions. Todd is a West Branch Resident who does a great deal of his work internationally. Although, I have not seen his work first hand he has apparently done work for the City of Wayland, Iowa. His process appears to be Similar to the Nano 2 technology at half the cost. He is out of the country until mid-October. At which time, I will schedule a presentation before the Wastewater Taskforce.

College Street Bridge

Due to the delays associated with obtaining needed right of way for the College Street Bridge Replacement Project (Project BROS-S252(605)--8J-16), the City had to request a funding extension for the match grants (approx.. \$1M). This request was granted and is expected to have either the ROW purchased or condemnation hearing set by the end of the year. At this time, 6 property owners are hold outs and will be going through the condemnation process. Regarding funding for the non-participating portions of the project, the city has made the urban renewal adjustment necessary and is prepared to finalize funding with its TIF indebtedness report December 1st.

Report from the Desk of the City Administrator:

** Cluster Mail Boxes*

- Apparently, the Post Office requires new home mail boxes to be in what are call cluster boxes. Additionally, it is required by the developer(s) to use such boxes but in atleast one case this was not done. There is still confusion as to how the current system allowed this to occur; meanwhile, the Mayor has offered a solution to have both sides of the street (Hilltop) to have a cluster box as it is required by the Post Office. This prposal is despite, the city has dispute that the sub division developer(s) should have known this requirement, and the post office should have raised this issue before it coming to the city attention in the form of a citizen complaint. The Mayor's proposal may get some discussion at tonight City Council meeting; however, I plan on having it as an action item (due to the cost associated with a cluster box) on the November 5th City Council Agenda. Meanwhile, there has been some transition at the post office with a new Post Master (who is currently attending Post Master School for the next two weeks). I am trying to schedule a meeting with the new post master to discuss this issue to prevent future situations of this nature.



Nuisance Violations (E. Green) – Last Friday was the inspection date. The property has showed little to no noticeable change in the state of the property. Photos were taken and forwarded to the home owner's attorney. Per the terms of the settlement the homeowner

has 15 days to clean up the property. Should the property not be cleaned City and/or its contractor may commence a clean-up with the expenses to be billed and ultimately assessed against the property should the property owner not pay the assessment. I have contacted 4 contractors who has committed to get me bid to clean up the nuisance site in question. I hope to get numbers in this week.

Follow up / Reminder Items:

- ✂ MOU: Cedar's Edge Golf Course & Little Lights Events has decided to work with each other but not pursue an incorporated partnership. Due to the expense of a joint building the partners have elected to move forward with the project but has separate buildings and business entries. I have been in contact with Little Light banking representatives and the terms of understanding from the previous MOU are acceptable to move forward with a separate Little Lights project. The only changes would be to change the address of the bank and to remove references to Cedar's Edge Golf Course. Ms. Morrison-Vincent has indicated that she expects her project to come in the neighborhood of \$1.4 million.
- Restore and Stabilize Hoover Creek for Flood Mitigation at Herbert Hoover National Historic Site. The National Park Service is currently in the scoping phase of the proposed project and will be presenting an overview of the project to a public scoping meeting July 12, 2018 from 6:00 pm to 8:00pm at the park visitor center at 110 Parkside Drive.
 - Public Scoping and Agency Coordination: July / August 2018
 - Preparation of Draft Environmental Assessment: June-October 2018
 - Environmental Assessment for Public Review: Fall 2018
 - Decision Document: Early 2019
 - Implementation: 2019
- Liberty Communications has donated two trees to the City of West Branch this year as a way to say thank you to everyone who signed up for online bill pay/online statements for 2017 and 2018.
- ✂ J & M Displays are working on their schedule for next year and have asked if we were going to have fireworks for our next year's Hoover Hometown Days.
- Released today... please see Media Release regarding: Individual Grant Assistance Funds and Disaster Case Management for Cedar County Residents Affected by Flooding (See: Attachment 1).
- Please see the West Branch proposed bicycle trail tunnel aesthetic treatment options (See: Attachment 2).

Events / Scheduled Meetings:

- **Trick or Treat** – October 31st 5-8pm

The downtown businesses will be participating in the 'Trick or Treat Downtown' event again this year from 4:30 p.m. to 5:30 p.m. Pick up your Trick or Treat bags at Heritage Square and trick or treat at the participating businesses. Stop back at Heritage Square for free hot dogs, chips, drinks and drawings for prizes!

- **Fall Leaf Pickup** – Starts Today... Leaf collection begins at approximately 7:30 am on the EAST side of town and works WEST on Monday, Wednesday and Friday. While Public Works makes every attempt to reach the whole town each day,



Media Release: October 15, 2018

Individual Grant Assistance Funds and Disaster Case Management for Cedar County Residents Affected by Flooding

The governor's proclamation, released October 11, 2018, allows State resources to be utilized to respond to and recover from the effects of the recent heavy rains. Cedar County residents affected by the severe weather may be eligible to apply for individual grant assistance to cover losses experienced. To qualify, households must be located within the disaster declaration area, and must meet income guidelines.

The program provides grants up to \$5,000 per household to cover home or car repairs, replacement of clothing or food, and for the expense of temporary housing, if applicable. Original receipts are required for those seeking reimbursement for actual expenses related to storm recovery.

Households must have an income at or below 200% of the federal poverty guideline. Eligibility for the program is based upon federally established income guidelines.

Household Size	INCOME MAXIMUMS	
	30 Day Gross Income	Annual Gross Income
1	\$ 2,023	\$ 24,280
2	\$ 2,743	\$ 32,920
3	\$ 3,463	\$ 41,560
4	\$ 4,183	\$ 50,200
5	\$ 4,903	\$ 58,840
6	\$ 5,623	\$ 67,480
7	\$ 6,343	\$ 76,120
8	\$ 7,063	\$ 84,760

* For households with more than eight members, add \$720 / \$8,640 for each additional member.

Cedar County residents who may benefit from this assistance are encouraged to contact Community Action of Eastern Iowa directly at 563-886-3191, or toll free at 800-920-3191, to begin the application process.

Applications will be accepted until Wednesday, November 28, 2018, or until all funding provided for this program has been expended.

Disaster Case Management services are also offered to all households affected by the severe weather, regardless of income.

For more information contact:
Jan Slaughter, Cedar County Site Manager
Community Action of Eastern Iowa

West Branch, Iowa Proposed Bicycle Trail Tunnel Aesthetic Treatment Options

Iowa Department of Transportation
Office of Bridges and Structures
11 October 2018

Notes:

Standard structural features shown in each of the following options include flared wing headwalls, headwall concrete texturing and/or integral thin brick facing, headwall concrete color staining (if preferred), headwall fall protection fence or railing, near-white coating on tunnel interior walls and roof for best light reflectivity, anti-graffiti treatment (if preferred), embedded conduit and junction boxes, and embedded mounting hardware for fixtures (if necessary).

Other features shown or implied in illustrations such as tunnel lighting fixtures, electrical power supply, wiring, benches, convenience receptacles, etc. are the responsibility of the local public agency or trail authority.

These conceptual images illustrate potential aesthetic treatments under consideration for the proposed project. Final appearance may be different.



Image 1
Headwall concrete texture: Fractured Fin
Headwall fence: Vinyl Coated Chain Link



Image 2
Headwall concrete texture: Cut Stone
Headwall fence: Powder Coated Picket Railing

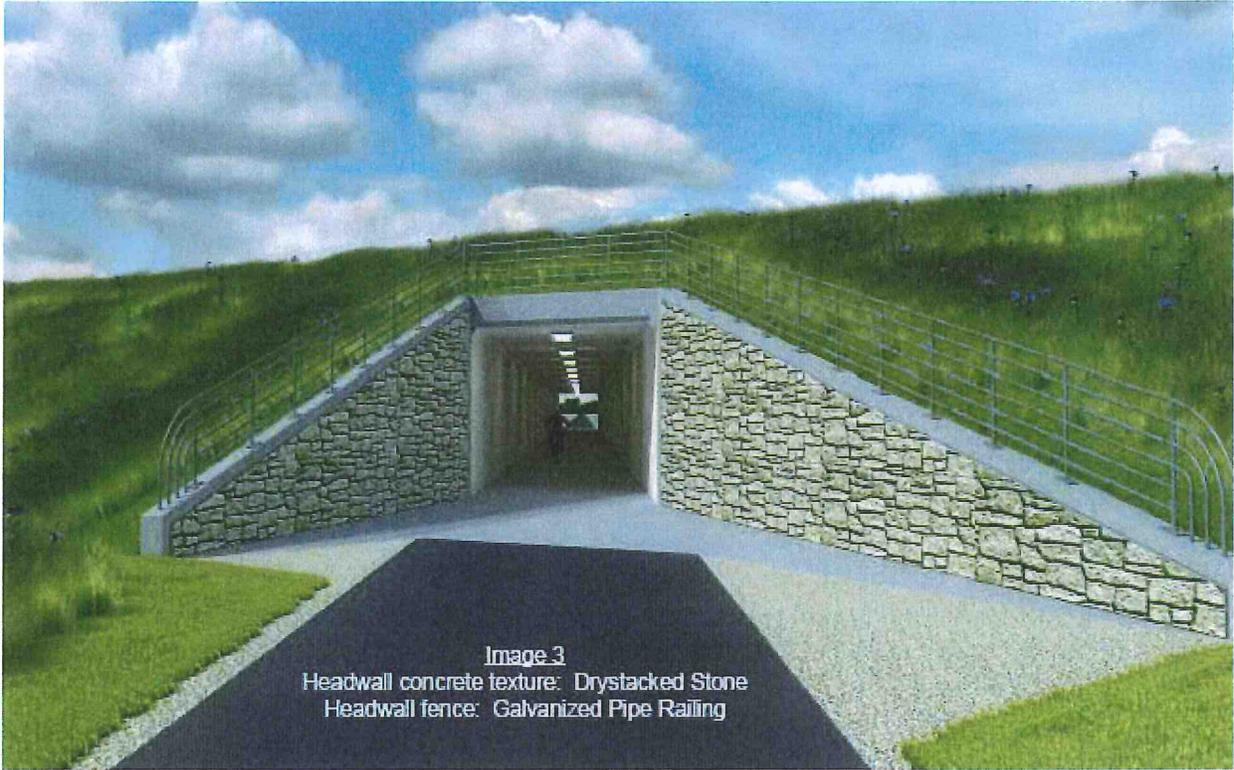


Image 3
Headwall concrete texture: Drystack Stone
Headwall fence: Galvanized Pipe Railing



Image 4
Headwall concrete texture: Split Face Block with
Integral Thin Brick
Headwall fence: Powder Coated Picket Railing

Note: The use of integral thin brick allows for many other brick colors, layouts and combinations not shown here. Additional studies can be created if the thin brick option is preferred.

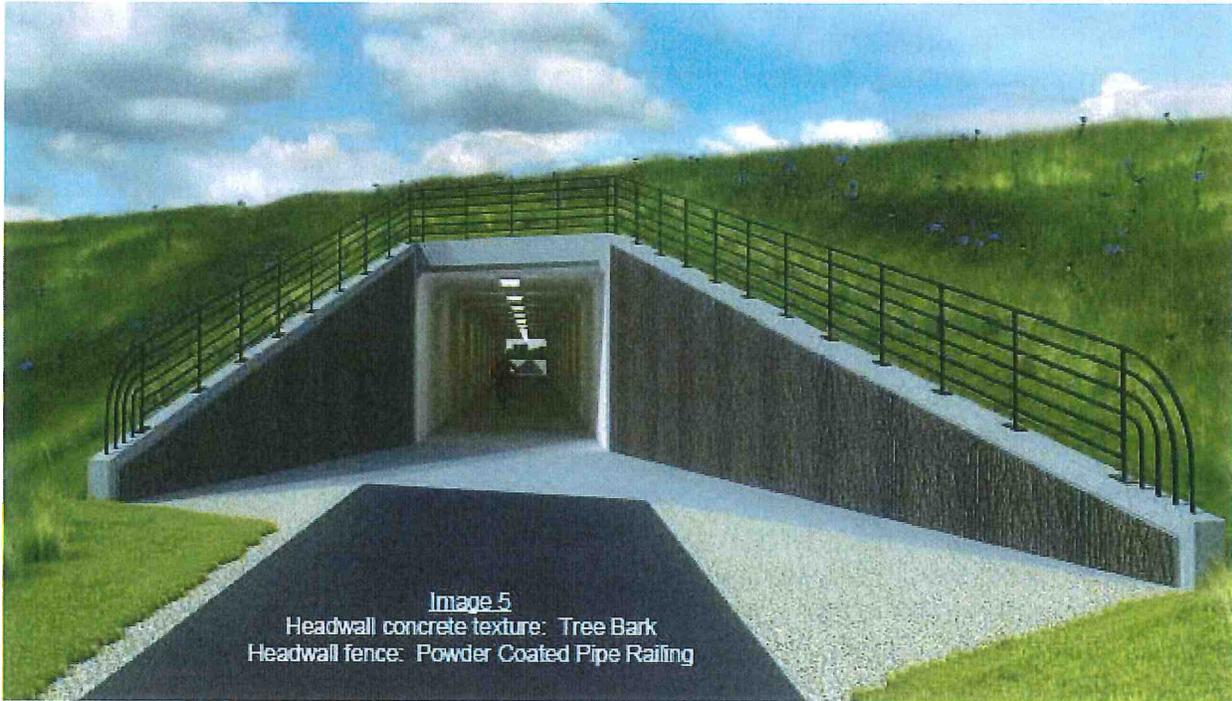


Image 5
Headwall concrete texture: Tree Bark
Headwall fence: Powder Coated Pipe Railing



Image 6
Shows possible inclusion of bench seating and/or
convenience receptacles (by others).

Library Update

Redmond Jones

From: Nick Shimmin <nshimmin@wbpl.org>
Sent: Friday, October 5, 2018 12:14 PM
To: Redmond Jones
Subject: Council Update

Follow Up Flag: Follow up
Flag Status: Flagged

Redmond,

The WBPL update for this week:

The WBPL staff have been working heavily on fall programming this week. There are several special events in October currently planned. On the 19th, the library will be hosting a local Essential Oils distributor to teach the basics of their use and provide the opportunity for attendees to make their own blend to take home (program for adults 21+ only). On the 29th, the library will welcome River to River Paranormal to start off Halloween week. They'll be showing some of their highlights over the years, talking about their procedures, showing equipment, and giving a brief demonstration. On the 31st, the library and Parks & Rec will again provide hot dogs, chips, and a drink in Heritage Square while businesses open their doors for trick or treating. We're also working with Parks & Rec as well as the American Legion Auxiliary to host Bingo in Town Hall starting in November. The library, of course, still has many programs for youth including storytimes on Tuesdays and Thursdays as well as afterschool programs every Wednesday after early release.

Thanks,
Nick.

--
Nick Shimmin
Public Library / IT Director
City of West Branch, IA
nshimmin@wbpl.org
(319)-643-2633

Redmond Jones

From: Nick Shimmin <nshimmin@wbpl.org>
Sent: Thursday, October 11, 2018 10:35 AM
To: Gordon Edgar; Matt Goodale; Melissa; Mike Horihan; Redmond Jones; leslie
Subject: New family member

Hello,

Last night my wife and I welcomed our daughter, Amelia Lea Shimmin, to our family. She arrived at 3:23am weighing 8lbs 10 ounces. Everyone is doing well, though tired.

Weekly Parks and Recreation Update

October 1, 2018-October 7, 2018

Recreation Program Updates

- Zumba continued Monday.
- Preschool-2nd grade flag football had their last game on Monday
- 3rd/4th grade flag football games are scheduled for Saturday, however there is a good chance the game will be rained out.
- Parks and Recreation completed planning for the pumpkin decorating for Fall Festival on October 6th. We are planning the crafts for Christmas Past.
- Preschool-2nd grade basketball registration forms are available online. There were also sent home in the Friday folders
- Gym requests for winter activities have been submitted. Some tentative activities include: indoor walking on Tuesdays and Thursdays from 5:30am-6:30am and 6pm-7pm on Wednesdays starting December 4th and adult volleyball Sunday evenings starting January 6th.
- Gambling license has been submitted. Bingo is tentatively scheduled for the first Monday morning of the month at Town Hall. Parks and Recreation is partnering with WBPL and the Auxiliary on Bingo.

Park Updates

- Cubby Park Tree Planting is schedule for November 13 at 9am. There will be about 50 trees planted. These trees were purchased from the Trees Forever Grant. Community members are welcome and encouraged to assist with the planting.
- Work started on the roof on the pavilion at Cubby Park.
- Public works is installing a railing at Beranek Park Pavilion. This is an unbudgeted and unfunded expense.
- It was not planned at Cubby Park to have the capabilities to have 70-foot base line. I have had several requests to have that as an option. To get 70-foot base line, about 5 foot of the grass would need to be removed and some of the irrigation lines would need to be moved. Nate Kass is looking at some cost estimates for that. 70-foot base line would accommodate 12USSA leagues.
- Trellis at the pavilion was cut early in the project to save costs on the pavilion. Cost will be around \$19,000 to add the trellis.

Miscellaneous

- Staff is going to assist CDG with planning of Christmas Past. Planning of the event is behind schedule.
- Halloween Downtown Trick or Treat event will be October 31 from 4:30 to 5:30. There are about 22 businesses so far that are participating. Nick Shimmin is creating a map of the businesses to hand to the parents.

Next Week

- Parks and Recreation Commission on Wednesday October 10th at 6:30pm

- HHTD meeting Thursday October 11 at 11:00am
- Early out drop in Wednesday October 10 2pm-4:30pm
- Farmer's Market Meeting Tuesday October 9 at 6pm
- Christmas Past Meeting Wednesday October 10 at 8:30am
- Volleyball practices for 3rd/4th and 5th/6th will be Tuesdays from 6:30-7:45 on Tuesday.
- Zumba Monday October 8th at 6:30pm.
- Work on park policies including a fee structure for Beranek Park and Cubby Park rentals.
- Work on concession stand procedures.

Weekly Parks and Recreation Update

October 8, 2018-October 14, 2018

Recreation Program Updates

- Zumba continued Monday.
- Preschool-2nd grade basketball registration forms are available online. There were also sent home in the Friday folders.
- Monthly Park and Rec newsletter and calendar went home in the Friday folder.
- Starting in November there will be a weekly preschool playgroup at Town Hall from 9:00am-10:30am.
- Gym requests were approved. Starting in December the gym will be available Tuesday and Thursday mornings from 5:30-6:30am and Wednesday from 6pm-7pm. The morning time was added as a request from various residents. If participation numbers are low, the program will be discontinued or changed.
- Gambling license has been submitted. Bingo is tentatively scheduled for the first Monday morning of the month at Town Hall. Parks and Recreation is partnering with WBPL and the Auxiliary on Bingo.

Park Updates

- Cubby Park Tree Planting is schedule for November 13 at 9am. There will be about 50 trees planted. These trees were purchased from the Trees Forever Grant. Community members are welcome and encouraged to assist with the planting. FFA officers will plan to attend to help plant trees.
- We met with Needham and Fehr Graham to discuss the delays in the project. The following items may not be completed before the November 16th deadline: seeding, pickleball court surfacing, dumpster enclosure, concrete, parking lot stripping, and pavilion. The electrical and interior of the pavilion cannot be completed until the panels have been decided.
- Public works is installing a railing at Beranek Park Pavilion. This is an unbudgeted and unfunded expense.
- It was not planned at Cubby Park to have the capabilities to have 70-foot base line. I have had several requests to have that as an option. To get 70-foot base line, about 5 foot of the grass would need to be removed and some of the irrigation lines would need to be moved. 70-foot base line would accommodate 12USSA leagues.
- Trellis at the pavilion was cut early in the project to save costs on the pavilion. Cost will be around \$19,000 to add the trellis.

Farmers Market, Christmas Past and Hoover's Hometown Days

- I was approached several months ago by Manda Brown regarding Farmer's Market. She was interested in Parks and Recreation absorbing West Branch Farmer's Market in the department and she would remain as a volunteer market master. Tuesday, I met with the other members of Farmer's Market. I suggested if Farmer's Market wanted to remain independent, they could appeal to the City Council to have the fees for Town Hall reduced or eliminated.
- The first Christmas Past meeting was held this week. Committees were established. I will reach out and meet with Clip Clop Carriages and NPS to establish routes. Christmas Past will be December 7th and December 8th.

- Hoover's Hometown Days meeting was October 11, 2018. Committees were established.

Next Week

- Early out drop in Wednesday October 10 2pm-4:30pm-Pumpkin decorating
- Volleyball practices for 3rd/4th and 5th/6th will be Tuesdays from 6:30-7:45 on Tuesday.
- Zumba Monday October at 6:30pm.
- Work on park policies including a fee structure for Beranek Park and Cubby Park rentals.
- Work on concession stand procedures.

Public Works Weekly Update 10/5//2018

STREETS

- Daily check of streets. This is done routinely to spot potholes, downed limbs, garbage, water main breaks, sinkholes or other issues before they are found by the general public.
- Yard waste collection.
- Push back brush pile.
- Cut down trees in ROW on 4th st. Property owner will be billed for this work.
- Backfilled stumps that were ground out.
- Loaded up dirt in dump truck while it was dry to be used for backfilling next week.
- Street sweeping and cleaning up of sweeper (this is a fairly lengthy process)

WATER

- Daily rounds.
- Backwash filters and clean water plant. This is a weekly task that takes 3 to 4 hours spread out throughout the day.
- Completed 2 final reads.

SEWER

- Sampling Tuesday and Wednesday.
- Daily rounds.

STORM WATER

- Weekly inspection of all storm water barriers.
- Dug a trench in the rock and mud at Lions Field to allow water to drain so we could get in to clean out the troughs at a later date.
- Inspected silt fences and streets in new developments and made calls to contractors on issues.
- Inspected storm sewer install on Pedersen Street from the Hilltop Development several times. Handled some situations with incorrect installation, pipe repairs and other issues to make certain this infrastructure is up to City standards. Took pictures and provided supporting documentation for the site plan file. This took a big part of a day and the City, Alliant Energy, Mediacom, V&K and the contractor.
- Cleaned catch basins.
- Checked all silt fences and called contractors who had any issues so they could be fixed before we get the rain they are predicting for next week.

CEMETERY

- Weekly mowing and trimming.
- Fall cemetery clean up.

PARKS

- Daily inspections of Cubby Park for work being completed, meeting with foreman to check on next steps.
- Weekly walk around border of Cubby Park property and inspection of work in progress.
- Weekly mowing and trimming.

- Emptied trash cans.
- Checked dog waste bags
- Fill water barrel at dog park.
- Mower maintenance, sharpened blades, grease, fluid checks and washed mowers.
- Removed sprayer from mower and performed year end maintenance on it.
- Picked up lumber in Iowa City for the railing install at Beranek Park shelter and began installing.

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.
- Executive meeting.
- Met with a distributor who works with wastewater facilities to see if a pilot or long term use of their product is a viable option.
- Met with a concrete grinder to view a demonstration of their process and see if their services could be utilized by the City.
- Met with Park and Rec Director Melissa Russell at Cubby Park to go over progress on the concession stand, any ongoing issues and talk to the engineer about concerns, to go over potential park space in the next phase of the Meadows, planning of the Branching Out Grant planting for Cubby Park and to update her on the Beranek Park shelter.

OTHER

- Handled 30 locate requests.
- Worked on the street/alley/water main/sewer main replacement/maintenance schedules.
- Completed timesheets and checked over to be turned in to the City Office.
- Took calls after hours from a resident on an issue with the storm sewer installation and utility damage.
- Kept tabs on storm situations and water levels for the weekend. Worked with PD to keep an eye on the situations and around 1:30 Saturday morning came in to block streets and handle the flooding as best as we could. The lift station held its ground although at one point the larger of the two wet wells did not come on automatically. It was reset and functioned properly after that. After the water levels dropped we cleaned up alleys, pulled barricades, assessed public building damages, swept streets that were directly affected by flood waters, swept the fire station parking lots, cleaned up debris, called a tow truck for a vehicle occupant and helped push that stalled vehicle from Park Side Drive.

Thanks,

Matt G

