CITY OF WEST BRANCH IOWA

West Branch City Council
City Administrator's Report
~~7/23/18~~ 12/3/18

Pending Action Items:
(Wastewater Taskforce)
At this time there has been no new meetings of the task force.

V&K - We have installed a temporary flow meter as well as a temporary sampler on the gravity line that serves the area south of Interstate 80 so we can identify the flow contribution and waste load that is coming from that area. The current sampling location for the facility does not include that stream in the normal sampling due to cost. This was decided as part of the force main and lift station upgrades done several years ago. IDNR allowed the City to hold off on the piping changes until permanent facility improvements were constructed.

Samples will be collected for the south side this week and submitted to the City's testing laboratory with the regular sampling. Flow meter data will be downloaded at the end of the week and used in conjunction with the sample results to determine the contribution from the south side. This will be used to finalize the flows and loadings calculations which will be submitted to IDNR for review.

V&K has also met several vendors to review systems that could be implemented in West Branch as options to meet the ammonia limits. There has also been work to size the systems and obtain cost information to be used in an analysis of alternative waste water treatment process. Please see attachment 1 (Draft Chapter 1 – General, and Chapter 2 – Population and Flows)

Baldridge Environmental – Due to weather delays and Christmas Past preparations, Staff is working to order the shed (which will house the equipment) and pour concrete slab for the base of the shed (estimated shed size approximately 20' x 20'). We hope to get the system housed and running ASAP.

College Street Bridge
No new news regarding this project. Bids are expected to be submitted December 15 and reviewed by the Department of Transportation. Notwithstanding any unforeseen delays; Announcements of apparent the low and responsible bidder should be made in January.

Report from the Desk of the City Administrator:

- Nuisance Abatement Case on E. Green has resulted in a partial clean-up. Based on unforeseen legal considerations the clean-up commenced along three agreed areas: 1) items both the owner and the city agreed violated city ordinance, 2) items both the owner and the city agreed violated city ordinance, but were items the owner wanted to keep… and in which case said items were loaded on the owners trailer were removed from the site by owner, and 3) items the City identified as violations but the owner disagreed. These items were not removed intended for further legal discussions. A second clean-up removing the disputed nuisance items is

expected to be schedule for clean-up later this week (based on the contractor's availability). This approach has been considered by both City and County Attorneys.

- Kudo's and thank you to our Community Partners at Bethany Lutheran Church, Main Street Treats, and our West Branch McDonalds for being up to the challenge. We have had approximately, 40 motorist take refuge at the Bethany Lutheran Church due to the weather. Some are with vehicles and some without. Our Days Inn was full and the Church has taken everyone who could not get a room. McDonalds and Main Street Treats have taken care of their food needs. The Department of Transportation had to implement a toll ban for stranded vehicles; therefore were dropping people off at the West Branch exit.

- SIDEWALKS: Per Chapter 136.03 of the West Branch Code of Ordinances, sidewalks must be cleared of all snow and ice accumulations within 24 hours after the end of a snow or ice event. If sidewalks are not cleared, the City will clear the sidewalks and bill the property owner at a rate of $50/sidewalk plus a $40 administration fee. Corner lots are considered two sidewalks, and would be billed accordingly. Also, please remember that snow from sidewalks or driveways may not be pushed into or across streets.

Events / Scheduled Meetings:

- Public Input Meeting

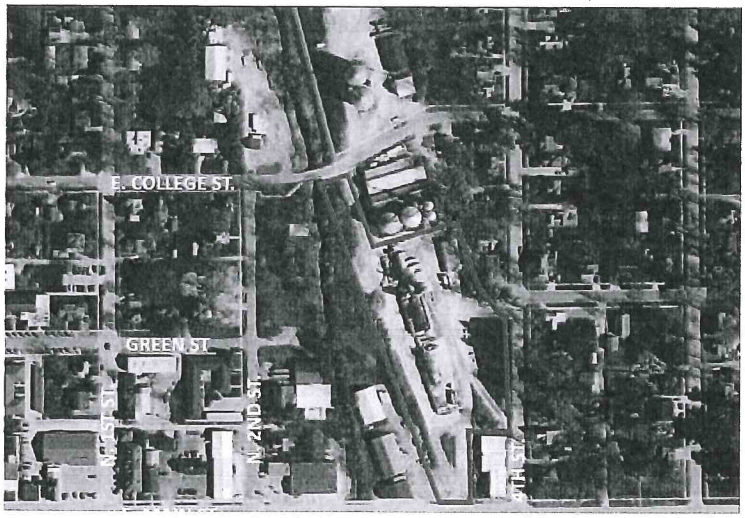
City Hall at 6:00pm

Tuesday, December 4

This site is strategically important as an extension to downtown and its adjacent neighborhood and areas.

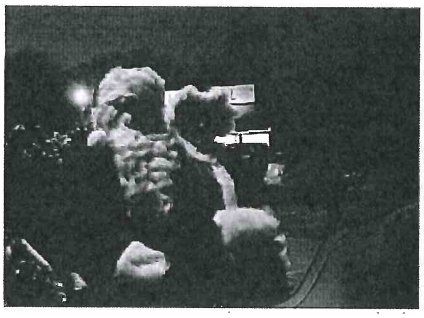
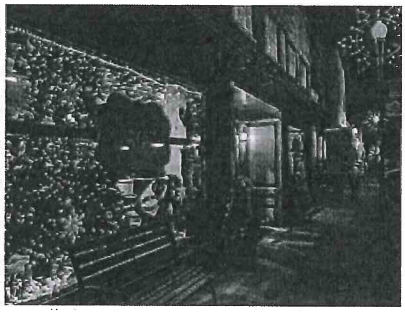
Impact 7G and Martin Gardner Architecture will be gathering citizen input and recommendations.

FORMER CROELL REDI-MIX SITE



- Christmas Past

You are also invited to the West Branch Christmas Past Event on December 7th & 8th.


Attachment 1

CHAPTER 1 - GENERAL

INTRODUCTION

This report presents the results of the Wastewater Facility Plan completed for the City of West Branch. The Facility Plan was undertaken to address operational difficulties at the facility, periodic bypassing of sanitary flows and the impact of changes to the discharge limitations due to new water quality standards in the State of Iowa.

SCOPE

This report presents the results of the engineering study and analysis of the wastewater treatment facilities for the City of West Branch, Iowa. The Wastewater Facility Plan includes the following:

1. Review of the past 5 years of operational records and the performance of the existing wastewater treatment facility (WWTF).

2. Review of the physical condition of the existing WWTF.

3. Evaluation of existing and future hydraulic and biological loading of the facility.

4. Identification of alternatives for upgrading or replacing the existing WWTF to meet current and future needs and forthcoming regulatory requirements.

5. Preliminary design considerations, estimated cost and methods of financing the recommended improvements.

DESCRIPTION OF SERVICE AREA

The service area includes the incorporated limits of the City of West Branch. The City of West Branch is located in eastern Iowa approximately 15 miles west of Iowa City.

PRESENT LAND USE

The community consists of residential development with some commercial development.

PLANNING PERIOD

The Iowa Department of Natural Resources requires the planning period for proposed improvements extend at least 20 years beyond the date when the improvements are scheduled to begin operation. For the purposes of this report, the planning period will be 20 years and extend to the year 2040.

ENVIRONMENTAL CONDITIONS

The climate in the area of study is characterized by seasonal contrasts and highly variable weather typical of this humid continental region. The monthly mean temperatures range from 13 °F to 88 °F throughout the year. The extreme temperatures range from -24 °F to 104 °F. Average rainfall is 37 inches per year with an average range of 1.1 to 4.8 inches per month throughout the year. Summer winds are commonly from the southern quadrant, dominated by tropical masses from the Gulf of Mexico. Polar air masses from the north are typical during the winter months.

GEOLOGY

The geology of the study area is comprised of Silurian aged bedrock deposited during the rise and fall of sea level approximately 450 million years ago.

TOPOGRAPHY AND DRAINAGE

The general ground surface topography consists of level to general sloping terrain. Drainage in the study area flows to West Branch Wapsinonoc Creek to Wapsinonoc Creek to the Cedar River.

SOILS

Generally, the soil types in the study area can be characterized as silty clay loam, silt loam and Colo-Ely complex materials.

COST ESTIMATES AND PRESENT WORTH ANALYSES

The facility planning includes preliminary estimates of cost for proposed improvements. The cost estimates include the estimated construction cost as well as a 15% contingency allowance and a 15% allowance for engineering, legal and administrative.

The preliminary estimates of cost are an "order of magnitude cost estimate" based on a facility planning level of analysis. The facility planning cost estimates are approximate. Generally, facility planning cost estimates are considered accurate to within a range of plus or minus 15%.

All costs included herein represent present day costs. No provisions have been made for inflation or deflation.

CHAPTER 2 – POPULATION AND FLOWS

POPULATION

The City of West Branch has experienced a growing population trend. Over the last 20 years, the population of West Branch increased at a linear rate of roughly 21 people per year from 1,908 residents in 1990 to 2,322 in 2010. Future population projections are based on a growth rate of 21 people per year. Future population projections are shown in Table 2-1. The design population is estimated to be 3,167 residents in the year 2040.

Table 2-1: West Branch, Iowa Population

Year	Population Projections
1900	647
1910	643
1920	688
1930	652
1940	719
1950	769
1960	1,053
1970	1,322
1980	1,867
1990	1,908
2000	2,188
2010	2,322
2017	2,496 (est.)
2020	2,575 (est.)
2030	2,856 (est.)
2040	3,167 (est.)

WEST BRANCH MOBILE HOME VILLAGE

The West Branch Mobile Home Village is located on the north side of the City of West Branch within the corporate limits. The Village consists of 164 units occupied by approximately 459 people. There are currently pads available as well as room for future development. At full development, it appears that there could be as many as 215 units at the Village. The City provides water to the Village, but the Village owns and operates its own sewers and wastewater treatment facility. The facility is a two-cell controlled discharge lagoon. Per their 2009 NPDES permit, the Village's controlled discharge lagoon is designed to handle an AWW-180 flow of 31,800 gpd and a 5-day biological oxygen demand (BOD_5) load of 108 pounds per day (ppd). Using the permitted flow and assuming 180 days of storage, the lagoon system should have a volume of approximately 5.7 million gallons (MG). However, when V&K, Inc. estimated lagoon volumes using aerial photography and assuming a 6 foot water depth, the results showed total lagoon volume could be as little as 3.5 MG. The lagoon has experienced odor problems as well as discharging flows more than two times per year due to hydraulic overloading of the system.

Although the Village is not currently connected to the City's sewer, the City's sewer ordinance requires connection to a public sewer when the property line is within 200 feet of a public sewer. The Village's property line is now within 200 feet of the nearest public sewer. The City has indicated that there is a strong possibility that the Village will be connected to the City's sewer during the planning period of this report. The flows and loadings from the Village are not reflected in the City's past wastewater records but will need to be included in future planning.

Iowa Department of Natural Resources provided summaries for the Mobile Home Village's monthly operating reports. Influent flow data in these reports is based upon purchased water for the Village. To determine ADW based on historical consumption data, the 30th percentile flow was used which resulted in an ADW flow of 0.023 MGD. The average daily consumption, maximum 30-day average consumption and maximum daily consumption for the Village was 25,000 gpd, 37,000 gpd and 57,000 gpd respectively for the time period June 2013 to March 2018. The average daily flow results in a per capita consumption of 55 gcpd, which is less than the typical 100 gpcd recommended by the IDNR for planning purposes. The City could potentially be incorporating this area of town as new flow. The AWW-30 flow from the Village will be based upon average daily consumption and a peaking factor of 5.0. It is assumed the existing controlled discharge lagoons will act as flow equalization basins and peak flows will be limited to the MHV's AWW-30 flow. The loading rates will be 0.17 pounds of $CBOD_5$ per capita per day, 0.20 pounds of TSS per capita per day and 0.036 pounds TKN per capita per day with a future population of 602.

STUDENTS

The City of West Branch is part of the West Branch Community School District. The school district enrollment for the 2017-2018 school year was 773 students of which about 386 students are from outside of the city limits. For this report, it is assumed that any student population growth will occur in-town and that the number of out-of-town students will remain the same for the design period. Since no growth is being predicted for the out-of-town student population, no additional flow needs to be taken into consideration for these students.

COMMERCIAL FLOWS

Prior to December 2013, wastewater sampling occurred at the wastewater treatment plant where flows from a commercial area south of I-80 combined with flows from the rest of the city. Samples collected in this location represented the total load being treated at the WWTP. In December 2013, the sampling location was moved to a force main discharge point from the new lift station north of I-80. Samples collected from the new sample point do not reflect commercial loads being discharged south of I-80 to the WWTP.

Flows and loads from commercial properties south of I-80 are not currently measured. A temporary flow meter was installed to measure average and peak flows from this portion of town and a composite sampler was used to determine BOD_5, TSS and ammonia-N loads.

Monitoring data showed an average daily flow of 7,100 gpd, a peak flow of 32,100 gpd, a BOD_5 load of 8 ppd, a TSS load of 11 ppd and an insignificant ammonia-N load (0.2 ppd). The TSS load will be added to the domestic loads determined during MOR analysis. The BOD_5 load will not be added to the domestic load because the maximum 30-day average load for BOD_5 occurred in November 2013 prior to relocation of the sampler.

INFLOW & INFILTRATION

The City of West Branch has completed two phases of rehabilitation work on their sanitary sewer collection system to reduce I&I. Phase 1 was substantially complete in October 2014 and phase 2 in November 2017. To-date, the City has completed over 9,000 linear feet (LF) of sanitary sewer lining.

WASTEWATER FLOWS

The Iowa Department of Natural Resources (IDNR) requires wastewater flows during specific conditions be determined to establish the design parameters for improvements to wastewater treatment facilities. These conditions include the following:

Average Dry Weather (ADW) Flow - The daily average flow when the groundwater is at or near normal and runoff is not occurring.

Average Wet Weather (AWW-180) Flow - The daily average flow for the wettest 180 consecutive days.

Average Wet Weather Flow (AWW-30) - The daily average flow for the wettest 30 consecutive days.

Maximum Wet Weather (MWW) Flow - The total maximum flow received during any 24-hour period when the groundwater is high and runoff is occurring.

Peak Hourly Wet Weather (PHWW) Flow - The total maximum flow received during one hour when the groundwater is high, runoff is occurring, and the domestic, commercial and industrial flows are at their peak.

Existing wastewater flows and loadings were determined by analyzing Monthly Operating Reports (MORs) from January 2013 to August 2018. Table 2-2 presents a summary of the average monthly wastewater flows and daily peak flows for the period. Prior to July 2013, there was no influent flow meter for the aerated lagoon and effluent flow was reported on MORs. Data shown in Table 2-2 from January 2013 to August 2017 reflects effluent flow measurements. Data from September 2017 onward is influent flow data.

To determine ADW flow based on historical data, the 30th percentile flow was used as a representative number. The 30th percentile flow from January 2013 through August 2018 is 0.244 million gallons per day (MGD). This flow rate represents a flow of approximately 120 gallons per person per day using West Branch's estimated 2017 population minus MHV residents. IDNR standards recommend the use of 100 gallons per day per capita.

The flow value computed using the 30th percentile flow is not significantly different than the IDNR standard and is considered reasonable for a community of West Branch's size. West Branch's average January flow was 0.257 MGD and average daily flow was 0.331 MGD. Both the average daily flow and average January flow were deemed too large to be considered representative of West Branch's ADW flow.

The AWW-30 flow is the daily average flow for the wettest 30 consecutive days. This flow is generally used for sizing mechanical treatment facilities. A review of MOR data shows the maximum AWW-30 flow was 0.732 MGD in April 2013.

The MWW flow is the total maximum flow received during any 24-hour period when the groundwater is high and runoff is occurring. The estimated MWW flow for West Branch, based on MOR data, is 2.785 and occurred on June 23rd, 2018.

The PHWW flow is the total maximum flow received during one hour when the groundwater is high, runoff is occurring, and the domestic, commercial and industrial flows are at their peak. To determine the PHWW flow, the maximum capacity of the influent lift station was taken into consideration as well as peak flows from the commercial area south of I-80. Flow monitoring data showed peak commercial flows to be 0.032 MGD. The maximum capacity of the influent lift station is 5.76 MGD with three (3) pumps running and one (1) 10-inch force main and one (1) 16-inch force main. The influent lift station operates at maximum capacity when the City's sewer system is inundated with I&I flows. Because the limiting factor in this scenario is the capacity of the City's sewer system, the future PHWW flow from the lift station is expected to remain unchanged. Therefore, PHWW flow is estimated to be 5.79 MGD.

Table 2-2: Wastewater Flows West Branch, Iowa

Year	Month	30-Day Average (mgd)	Maximum Day (mgd)
2013	January	241,968	416,000
	February	330,929	495,000
	March		
	April	732,000	1,458,000
	May	475,903	1,015,000
	June	276,700	354,000
	July	365,613	564,000
	August	401,710	513,000
	September	296,700	555,000
	October	286,581	474,000
	November	293,733	402,000
	December	268,226	376,000
	Average	**360,915**	
	Maximum	**732,000**	**1,458,000**
2014	January	274,968	657,000
	February	315,571	1,070,000
	March	312,290	414,000
	April	374,567	800,000
	May	473,419	606,000
	June	464,733	969,000
	July	666,355	2,655,000
	August	356,000	636,000
	September	504,633	2,422,000
	October	288,226	515,000
	November	224,633	301,000
	December	223,323	292,000
	Average	**373,227**	
	Maximum	**666,355**	**2,655,000**
2015	January	222,548	299,000
	February	232,321	280,000
	March	280,710	371,000
	April	274,700	366,000
	May	298,097	536,000
	June	400,200	1,081,000
	July	377,839	520,000
	August	399,484	605,000
	September	394,467	756,000
	October	363,774	555,000
	November	553,300	1,485,000
	December	691,548	1,340,000
	Average	**374,082**	
	Maximum	**691,548**	**1,485,000**
2016	January	393,032	666,000
	February	290,483	536,000
	March	304,968	438,000
	April	289,633	349,000
	May	378,032	708,000
	June	289,100	734,000
	July	308,129	487,000
	August	368,258	1,080,000
	September	258,767	470,000
	October	191,387	262,000
	November	173,433	252,000
	December	183,194	253,000
	Average	**285,701**	
	Maximum	**393,032**	**1,080,000**
2017	January	200,710	309,000
	February	175,964	209,000
	March	225,871	612,000
	April	347,633	652,000
	May	285,548	706,000
	June	239,333	418,000
	July	453,516	2,200,000
	August	298,645	413,000
	September	238,000	312,000
	October	211,194	418,000
	November	192,667	294,000
	December	216,032	930,000
	Average	**257,093**	
	Maximum	**453,516**	**2,200,000**
2018	January	210,194	516,000
	February	288,036	928,000
	March	310,548	704,000
	April	304,067	454,000
	May	347,419	836,000
	June	533,967	2,785,000
	July	313,161	485,000
	August	379,097	738,000
	September		
	October		
	November		
	December		
	Average	**335,811**	
	Maximum	**533,967**	**2,785,000**

Influent Lift Station Substantially Complete

Influent Flow Measurements Begin

LOADINGS

Per the WWTP's NPDES permit finalized in September 2017, wastewater influent is sampled twice each week for biochemical oxygen demand (BOD_5), once each week for total suspended solids (TSS) and once each month for total Kjeldahl nitrogen (TKN). Table 2-3, Table 2-4 and Table 2-5 present a summary of the BOD_5, TSS, TKN, respectively, loadings for the six years of MORs analyzed.

BOD_5

To estimate current influent BOD_5, the maximum 30-day average over the past 6 years was used as a representative number for the current load. The largest monthly BOD_5 loading was 433 ppd in November 2013 (samples from September 24 and November 19, 2013 had much higher concentrations than what would reasonably be expected for the community of West Branch and were therefore disregarded). On a per capita basis, this load equates to 0.21 ppcd BOD_5 using West Branch's estimated 2017 population minus MHV residents. The IDNR guidelines for BOD_5-per-capita-loading for domestic strength sewage are 0.17 ppcd for communities without garbage disposals and 0.22 ppcd for communities with garbage disposals, so the per capita load is reasonable.

TSS

To estimate current influent TSS, the maximum 30-day average over the past 6 years was used as a representative number for the current load. The largest monthly TSS loading was 502 ppd in August 2018 (samples from November 6 and December 11, 2013 had much higher concentrations than what would reasonably be expected for the community of West Branch and were therefore disregarded; samples from June 23, 2016 and August 30th, 2018 were not considered representative because they correlated with high flow events and therefore were also disregarded). Adding a commercial TSS load of 11 ppd results in a total TSS load of 513. On a per capita basis, this load equates to 0.25 ppcd TSS. The IDNR guidelines for TSS-per-capita-loading for domestic strength sewage are 0.20 ppcd for communities without garbage disposals and 0.25 ppcd for communities with garbage disposals, so the per capita load is reasonable.

TKN

To estimate current influent TKN, the maximum 30-day average over the past 5 years was used as a representative number for the current load. The largest monthly TKN loading was 82 ppd November 2015 and March 2018 (the sample from April 3rd, 2018 had a much higher concentration than what would reasonably be expected for the community of West Branch and was therefore disregarded). On a per capita basis, this load equates to 0.040 ppcd TKN. Because the IDNR does not have guidelines for influent nitrogen-per-capita-loading, the 10 States Standards was used instead. The 10 States Standards guidelines for TKN is 0.036 ppcd. The influent TKN load is slightly higher than what the 10 States Standards guidelines would predict for a town of West Branch's size.

Table 2-3: BOD_5 Loadings West Branch, Iowa

	Year	Month	Average ppd	Max ppd
Sampling Location Changed to Influent Lift Station*	2013	January	273	369
		February	287	374
		March	46	248
		April	201	348
		May	169	432
		June	124	176
		July	234	517
		August	239	444
		September	406	921
		October	363	554
		November	433	1,248
		December	406	947
		Average	**265**	
		Maximum	**433**	**1,248**
	2014	Jan	323	1,055
		Feb	272	446
		Mar	120	203
		Apr	196	283
		May	252	318
		Jun	229	405
		Jul	209	582
		Aug	261	383
		Sep	231	383
		Oct	115	193
		Nov	143	161
		Dec	150	289
		Average	**208**	
		Maximum	**323**	**1,055**
	2015	Jan	105	149
		Feb	121	174
		Mar	94	123
		Apr	100	161
		May	91	198
		Jun	107	247
		Jul	133	235
		Aug	125	171
		Sep	146	270
		Oct	139	204
		Nov	95	111
		Dec	152	276
		Average	**117**	
		Maximum	**152**	**276**

Year	Month	Average ppd	Max ppd
2016	January	117	203
	February	125	181
	March	152	235
	April	127	317
	May	72	188
	June	196	452
	July	171	257
	August	154	228
	September	124	204
	October	85	153
	November	157	357
	December	179	259
	Average	**138**	
	Maximum	**196**	**452**
2017	January	101	205
	February	95	157
	March	157	245
	April	200	389
	May	191	294
	June	208	467
	July	223	574
	August	233	390
	September	255	369
	October	252	668
	November	211	342
	December	284	376
	Average	**201**	
	Maximum	**284**	**668**
2018	January	276	329
	February	336	778
	March	307	726
	April	163	291
	May	298	470
	June	215	333
	July	233	404
	August	429	800
	September		
	October		
	November		
	December		
	Average	**282**	
	Maximum	**429**	**800**

*Commercial load not accounted for at influent lift station sampling location. Add 11 ppd TSS.

Table 2-4: TSS Loadings West Branch, Iowa

	Year	Month	Average ppd	Max ppd
Sampling Location Changed to Influent Lift Station*	2013	January	186	281
		February	279	534
		March	37	149
		April	159	216
		May	213	498
		June	73	90
		July	234	369
		August	215	431
		September	371	511
		October	427	1,133
		November	158	187
		December	266	284
		Average	**218**	
		Maximum	**427**	**1,133**
	2014	January	453	1,542
		February	105	141
		March	119	169
		April	157	207
		May	189	229
		June	188	314
		July	140	221
		August	188	284
		September	269	612
		October	82	211
		November	129	173
		December	109	139
		Average	**177**	
		Maximum	**453**	**1,542**
	2015	Jan	78	88
		Feb	100	226
		Mar	89	136
		Apr	96	215
		May	57	112
		Jun	66	88
		Jul	91	117
		Aug	99	111
		Sep	134	267
		Oct	415	1,222
		Nov	123	154
		Dec	183	492
		Average	**128**	
		Maximum	**415**	**1,222**
	2016	January	74	98
		February	109	143
		March	122	265
		April	104	118
		May	126	150
		June	350	656
		July	205	493
		August	236	397
		September	201	351
		October	78	95
		November	171	269
		December	242	359
		Average	**168**	
		Maximum	**350**	**656**
	2017	January	75	100
		February	87	153
		March	164	325
		April	357	772
		May	241	409
		June	438	1,182
		July	267	329
		August	337	442
		September	249	300
		October	303	354
		November	219	287
		December	313	379
		Average	**254**	
		Maximum	**438**	**1,182**
	2018	January	370	437
		February	317	604
		March	349	611
		April	130	284
		May	392	690
		June	309	453
		July	216	271
		August	502	694
		September		
		October		
		November		
		December		
		Average	**323**	
		Maximum	**502**	**694**

*Commercial load not accounted for at influent lift station sampling location. Add 11 ppd TSS.

Table 2-5: TKN Loadings West Branch, Iowa

Year	Month	TKN Average ppd	TKN Max ppd
2017	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September	56	56
	October	82	92
	November	32	32
	December	77	77
	Average	**62**	
	Maximum	**82**	**92**
2018	January	65	65
	February	74	74
	March	82	82
	April		
	May	56	56
	June	57	57
	July	47	47
	August	42	42
	September		
	October		
	November		
	December		
	Average	**60**	
	Maximum	**82**	**82**

FUTURE WASTEWATER HYDRAULIC AND ORGANIC LOADINGS

The future wastewater hydraulic and organic loadings for the design year 2040 are determined based on the future population projection and the average per capita contribution for the flows and loadings. The existing NPDES Permit for the City of West Branch contains a design capacity as shown in Table 2-6.

Table 2-6: NPDES Permit Design Capacities

	NPDES Permit 2016
Flow, mgd	
ADW	0.242
AWW	0.792
MWW	1.440
Organic Loadings lbs./day	
BOD_5	544

Table 2-7 presents the proposed wastewater treatment facility design criteria for the wastewater treatment facility in the design year 2040. Future flows and organic loading rates are based on projected population growth (total population growth: 630; MHV population growth: 141) and IDNR design standards (100 gpcd, 0.17 ppcd BOD_5, 0.20 ppcd TSS and 0.036 ppcd TKN).

Table 2-7: Wastewater Treatment Facility Design Criteria

	2017			2040		
Population	459	2,037	2,496	602	2,565	3,167
Flow, mgd	**MHV**	**WWTP**	**WWTP+MHV**	**MHV**	**WWTP**	**WWTP+MHV**
Average Daily Flow	0.025	0.331	0.356	0.039	0.409	0.448
ADW	0.023	0.244	0.267	0.037	0.320	0.357
AWW 30	0.125	0.732	0.857	0.139	0.910	1.049
MWW	0.125	2.785	2.910	0.139	2.963	3.102
PHWW	0.125	5.790	5.790	0.139	5.790	5.790
Organic Loadings lbs./day						
BOD_5	78	433	511	102	601	704
TSS	92	513	605	120	710	831
TKN	17	82	99	22	118	140

Department Updates

Public Works Weekly Update 11/30//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.
- Snow removal. Over the weekend was the major work then cleanup Monday, moved piles Tuesday, hit alleys again Wednesday then cleaned up where some cars were parked all week, cleared Lions Field and the dog park parking lot.
- Had Osh Kosh towed out of cul de sac at Green View where it got stuck at end of snow storm Sunday.

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 a page of re-reads from meter reading.
- Did a meter check for the office.
- Adjusted water main valve box for a sidewalk ramp.
- Witnessed pressure check on private main on Hilltop Drive. Started at 150PSI dropped to 148PSI over two hours which is in the acceptable range. Bacterial tests passed as well. Main is charged.

SEWER

- Sampling Tuesday and Wednesday.
- Daily rounds.

STORM WATER

- Shoveled out all catch basins in preparation of rain over the weekend.

CEMETERY

-

PARKS

- Empty trash cans.
- Check and fill dog waste bags

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.
- Attended a meeting in Dewitt of Eastern Iowa Public Works Directors.
- Paul attended the monthly safety meeting.
- Executive meeting.

OTHER

- Handled 8 locate requests.
- Completed two sidewalk inspections.
- Completed three sewer connection inspections.

- Repaired short in wire for rear flashing lights on Osh Kosh snow plow. Had to trouble shoot from rear end to cab and ended up rewiring entire lighting harness for those lights.
- Washed snow plow trucks.
- Replaced windshield wipers on 350 and 250.
- Repaired lights at City Office Council Chambers.
- Installed brine tanks for the weekend.
- Made brine.
- Mixed salt/sand.
- Installed sander on the 550.
- Tim was off several times for sick time.
- Tim was off one day for vacation.
- I was off one day for sick time.
- Completed timecards.
- Completed workers comp spreadsheet.
- Went to Theisens for safety clothing for new hire.
- Hung garland and wreaths.
- New cutting edge on lawn tractor and serviced tractor.
- Worked on sand spreader for lawn tractor. Bad gear box, pricing repairs.
- Took dump truck tail gate to Matt Moores to have pins re-welded. Rusted out area broke while hauling snow and dropped tailgate.
- Picked up baby changing station at City offices to be installed at Town Hall.
- Signed bills and checked for correct coding.
- Knocked ice off of City office roof and cleaned up twice.

Thanks,

Matt G

Public Works Weekly Update 11/16//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 several times.
- Leaf collection Tuesday, Wednesday and Friday.
- Worked on Christmas lights, replace bulbs tape up whatever needed it. They are ready to be installed.
- Installed speed sign at high school. Contacted West Branch Times prior to installation to coordinate with them so they could get pictures of it going up for the paper.
- Met with resident to load up logs from the brush pile on their trailer for firewood.
- Graded alley on Cedar Street per resident request.

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.
- Disconnects and reconnections.
- Completed 2 final reads
- Turned a leaking service off and back on daily while waiting for the contractor to repair it.
- Once the service was repaired, scraped accumulated ice off of road with skid loader.

SEWER

- Sampling Tuesday and Wednesday.
- Daily rounds.

STORM WATER

- Weekly inspection of all storm water barriers.

CEMETERY

- Back filled graves that had settled.

PARKS

- Daily inspections of Cubby Park for work being completed.
- Weekly walk around border of Cubby Park property and inspection of work in progress.
- Empty trash cans.
- Check dog waste bags
- Set up work bench in south end of shop so the concession stand panels could be covered.
- Postponed tree planting due to weather. Moved trees to the shop and after confirming with the nursery and Trees Forever Staff put them in outdoor protected storage to be planted first thing in the spring.
- Loaded up mulch to put at the shop for overwintering trees for Cubby Park. Hauled to shop and unloaded then shoveled over trees to protect root balls. Watered all trees thoroughly.

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.
- Met with Leslie to form a list of things to change on the GIS website and go over resident calls, maintenance needs and other issues that came up over the week I was off.
- Met with Redmond to go over the new hire for Public Works and discuss the current system of giving raises for working towards and receiving upgrades to water and wastewater certifications.
- Met with Dave Sheckenger and Brian Boelk to discuss the press box and look at a televising of the storm sewer there that will affect this project. There is 40 foot or so of pipe that should be replaced prior to this project.
- Met with Dave Sheckenger and Brian Boelk to go over the preliminary plat and sewer layout for The Meadows.
- Met with Trees Forever representative Emily Swihart to discuss options moving forward for the Cubby Park planting.
- Corresponded with Dorothy Qualley from the NPS on the snow removal contract for this year. The council approved the agreement last year with a 3 year option. The contract is good for this year and next but they need to have it signed yearly to initiate the payments.
- Met with Rueben who is working with John Fuller on the Comprehensive Plan updates to discuss any completions from the previous CIP and Comprehensive Plan, look at projects in the works and discuss desired future projects.

OTHER

- Handled 13 locate requests.
- Completed two erosion control inspections prior to building permits. Completed two footing inspections
- Discussed a couple issues at the food pantry with Deb. They are requesting an exterior light at the entrance and possibly a railing of some sort for elderly who visit the food pantry. Contacted Oasis Electric for pricing.
- Installed Christmas lights at Town Hall.
- Installed Christmas lights at the water plant.
- Contacted Chad Sparks with Midland GIS to get information for the council meeting and set up his presentation at the meeting.
- Maintenance on 2016 dodge
- Maintenance on Osh Kosh snow plow
- Maintenance on dump truck and plow.
- Installed brine tank for the weekend.
- Moved mowers from the cemetery shed to the shop for the winter.
- Contacted Aero Rental to set up delivery of lift for next week to complete Christmas light installation.
- Checked on noise in Town hall basement. Upon inspection found the motor of the furnace fan to be failing. Contacted Beaver heating, they will be in Saturday morning to repair.
- We were all off Monday for Veterans Day.
- Tim was off Friday for a vacation day.
- Paul was off Thursday and Friday for vacation.
- Went to disconnect a resident's water. Was confronted by a very angry and frustrated resident due to the marking of possessions located on his property. Did some calling around for this resident to figure out if this was a City issue. Discovered it was and handed it off to the appropriate persons.

- Took call from resident on contractor from Alliant who was doing closeouts of the gas main project and needed into home to test the sewer line. I contacted the project manager for Alliant who said she was unaware of that happening. Called homeowner back to verify and track down the contractor.

Thanks,

Matt G

Weekly Parks and Recreation Update

November 11, 2018-November 18

Recreation Updates

- Registration continues for adult indoor volleyball. Currently there are 10 teams registered. The capacity is 12 teams.
- Preschool-2nd grade basketball finished November 17, 2018. There are about 65 total children registered.
- Preschool Playgroup continued Wednesday There were 9 people in attendance
- The Wednesday afterschool program had about 24 children attended this week. It was a Thanksgiving themed week. We made pinecone Turkey's, chocolate pies, and rice crispy treats.
- Zumba was canceled for this week and next due to an instructor injury. The classes will be added on in December.
- Starting in December open gym walking/running will start. Tuesday and Thursday from 5am-6:30am and Wednesday from 6pm-7pm.

Park Updates

- The decals on the panels are partially installed in the Public Works building.
- Point Builders delivered the panels to Public Works for decal installation. The panels are scheduled to be installed on the Pavilion the week of November 26th.
- Tree planting at Cubby Park did not occur on Tuesday November 13th. The root bulbs were frozen and could not be broken up. They will be planted later.

Miscellaneous

- There was not a quorum at the Parks and Recreation Commission Meeting on November 14th. The next meeting will be Thursday January 10, 2018.
- The lights were added to the tree in Village Green on Friday November 16. They will be lit at the tree lighting ceremony Friday December 7 at Christmas Past.
- Christmas Past schedule continues to be tweaked. The next Christmas Past meeting will be Monday November 19th.

Weekly Parks and Recreation Update

November 5, 2018- November 11, 2018

Recreation Updates

- Registration continues for adult indoor volleyball. Currently there are 10 teams registered. The capacity is 12 teams.
- Preschool-2nd grade basketball continues Saturday November 9rd at 9am for preschool-kindergarten and 10am for 1st-2nd grade. There are about 65 total children registered. Program assistant Jamie Tucker will manage basketball on Saturdays.
- Preschool Playgroup started Wednesday and will continue most Wednesdays.
- The Wednesday afterschool program had about 12 children attend this week.

Park Updates

- Playground was installed at Cubby Park.
- Point Builders delivered the panels to Public Works for decal installation.
- Estimates were obtained for making the field accommodate 70-foot base lines. This would allow 12USSA ball games to be held at Cubby Park. The estimate is steep at $15,000 per field at the unit bid prices. This includes an allowance for removing the sprinkler heads that would end up in the deeper infield. Note that Fehr Graham recommends only adding 70 ft bases to the large field. I added this to the Great Places Grant request.

Next Week

- Zumba Monday at 6:30pm.
- Cubby Park Tree Planting on Tuesday
- Preschool Playgroup Wednesday 9am-10:30pm
- Afterschool Drop in Activity Wednesday 2pm-4:30pm
- Parks and Recreation Commission Meeting Wednesday 6:30pm
- Preschool-2nd Grade Basketball 9am-11am

Police Department

Redmond Jones

From: Mike Horihan <mike@westbranchiowa.org>
Sent: Monday, December 3, 2018 11:19 AM
To: rjonesii@westbranchiowa.org; 'Leslie Brick'; 'Gordon Edgar'
Cc: Cathy Steen; 'Marty Jimmerson'
Subject: SRO Program- like to meet this Thursday at 1 pm

Hi Everyone

Orville Randolph chief of Durant PD is coming to West Branch this Thursday at 1 pm. The reason for the visit is to start the SRO program in Durant. He mentioned before that he is going to bring someone from the Durant School. He is going to the WB school at 1pm. After that he would like to meet the City Administrator and City Finance Officer. 130PM? To discuss how billing is handled, MOU, Etc. Thanks Mike

Redmond Jones

From: Mike Horihan <mike@westbranchiowa.org>
Sent: Friday, November 30, 2018 9:56 AM
To: rjonesii@westbranchiowa.org
Subject: FW: Ideas for on call

Thoughts?

-----Original Message-----
From: Derek Holmes [mailto:derek@westbranchiowa.org]
Sent: Friday, November 30, 2018 2:43 AM
To: Chief Mike Horihan 1201
Cc: Sgt John Hanna 1202; wesley@westbranchiowa.org; cathysteen5250@gmail.com
Subject: Ideas for on call

Chief,

I had an idea I wanted to discuss just to see what your thoughts may be regarding our on call. From conversations with you lately about on call, it's easy to agree it's kind of a mess.

I threw this idea around with Wes and even discussed it with Cathy when she heard how often we voluntarily cover for others and they all thought my idea was something to pitch.

With on call, I think what sucks the most about it is holidays and weekends (Saturday/Sunday) or volunteering on a day off to cover call, when you're literally stuck at home. Now I get that when we get actual calls, we get paid pretty nice for the call. But the days we don't receive any calls, it becomes a wasted day of being home all day or all weekend and unable to do anything. It Sucks Especially when's it's our day off and we are covering voluntarily. The thing is This actually happens majority of the time during on call. Oddly enough I'd say it happens 80% of the time. It just becomes something that is not enjoyable and I feel that maybe that's why we always run into issues with who can cover or wants to volunteer to cover when we are looking for coverage.

My idea that we threw around was what if on holidays and weekends, or when an officer volunteers to cover someone's call on their day off, the person on call was given a fixed rate for the day? Say $100 or more or however much. We would at least be receiving something for the day of staying in town, especially if we don't receive any calls. I just feel it would be something that would make our Officers feel ok with being home and in town all day covering when it literally is a whole day of coverage.

An example would be this weekend. Wes 1204 is working this weekend but will be on call from 3am Saturday until 5pm when he comes out for his shift. And then Sunday the same. That is 28hrs total on the weekends where the officer is on call, 31 if you include Monday morning from 3am to 6am, on top of his 20 hrs he works for his regular shift.
If we used my idea of the fixed rate, example being $100 per day, that officer would have 2 days of on call coverage and would receive $200 for it. So (holiday, weekends, volunteer call)

Just an idea.. as I know on call is a pain for everyone. Just wanted to see what your thoughts on this may be as I feel it could be helpful when we are needing coverage for call. Like I mentioned, majority of the time a lot of us "luck" out and don't get any calls, but in the end because we did not receive any calls, spent the whole day wasted at home/in town for nothing in a sense. Just a thought.