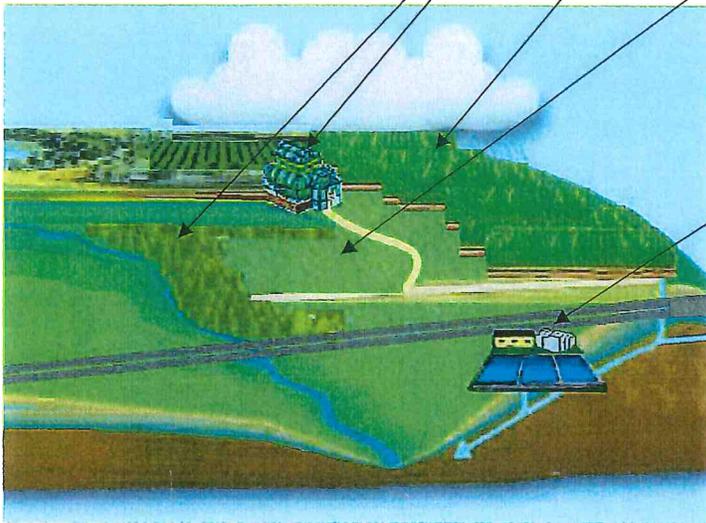


West Branch City Council
City Administrator's Report
8/20/18

Pending Action Items:
(Wastewater Taskforce)



- Land Application
 - Research Plots
 - Bio fuel Crops
- Eco Park
 - Education / Recreation Grants
- Wetlands / Wetland Mitigation Center
 - Sell Wetland Credits
- Algae Treatment
 - Algae Sales
- Reuse
 - Public / Private Partnerships
(4 acres city land by Croell)

V&K our engineering consultants are working on our Wastewater Treatment Facility Plan. Although, we suspect that there will be cost savings with an alternative wastewater treatment process in comparison to an Aero-mod Wastewater Treatment Plant, this facility planning process will determine which process is financially viable and effective in meeting state requirements. We also believe that the cost of operating a plant would be considerable higher than an alternative lagoon process, but it will take the facility planning process to verify if this assumption is accurate. The vision of alternatives could create various revenue opportunities. None of which would or could pay for the water treatment process, but they could keep water rates reasonable and avoid any spikes in sewer rates.

A Statement of Vision (Investigation Only)

Land Application

Slow rate land treatment is the controlled application of primary or secondary wastewater to a vegetated land service. It is the oldest and most widely used form of land treatment. The nutrients and the water in partially treated wastewater contribute to the growth of a wide variety of crops, the maintenance of parks, pasture lands, and forests. This process can be used to research and grow biomass crops that can also provide environmental and revenue benefits. Currently, Iowa State University has a research plot program where sites across the state are set-up to grow and record data from crops such as switchgrass and species of eucalyptus trees that can be harvested every three to five years.

Eco Park

As the population continues to grow and environmental concerns (like climate change) move increasingly to the forefront of public knowledge, more and more communities are looking for outdoor spaces that are both beautiful and sustainable. That's why sustainable parks are a big trend in the public design space today. With the strong agriculture history of West Branch it only makes sense that a community such as our set an example of how recreation can merge with educational opportunities with a park that preserve national resources and promote quality of life for the people around it. Revenues could be drawn from partnerships with educational entities and ongoing pursuit of education and recreation grants.

Wetland / Wetland Mitigation Center

Westland Mitigation Center is the restoration, creation, or enhancement of a wetland that could be used for the purpose banking or crediting it positive environment impacts for unfavorable unavoidable environmental impacts at another location. These impacts could be created by development or agriculture. The City of West Branch had to purchase similar credits for the cubby park project. This proposal would provide unofficial benefits to our treatment process but could also be developed as a wetland mitigation bank that could sell credits to our future development growth or projects around the state. Thus, creating another potential stream of revenue.

Algae Treatment

A recent Transparency Market Research (TMR) report predicts a growing and potential prominent share of the Renewable Energy Market. With this growing influence, now is the time to get in the market. Although, the Gross Wen proposal would rely on Gross Wen to harvest and market algae production it is good to know that it appears to be a strong growing market of which we would share revenue in.

Reuse

Water reuse is fast becoming a necessity, as supplies of fresh water become increasingly scarce, methods of recycling and reusing water are getting more attention and greater application. Reuse application range from irrigation, toilet flushing, industrial cooling, car and truck washing. There may be opportunities to partner with local business people in this space to carve out a partnership that could also generate revenues to buy-down project expense and keep rates low.

Report from the Desk of the City Administrator:

- Unlike many communities that are designated MS4 we are not required by law to develop and manage a separate Stormwater program. However, we do so as good stewards of the environment. The certificate below in our good standing in Iowa Storm water Education Partnership. There is a conference entitled "Eastern / Central Iowa Green Infrastructure Conference, October 18th 2018 – 7:30am to 4:30pm in Cedar Rapids. ([seek council interest](#))



- Kudos

From: Elizabeth Williams [REDACTED]

Date: August 15, 2018 at 9:27:25 AM CDT

To: mike@westbranchiowa.org

Subject: Thank you

Chief Horrihan,

My family was in the traffic that got funneled off of I-80 EB and through your town last Wednesday night. I wanted to say thank you for the officers you had out directing traffic. We were on the tail end of it, so I'm sure they'd been out there for quite some time at that point, and I wanted to let them know we appreciated their work to keep that giant convoy of vehicles moving through town and back onto the interstate.

Elizabeth Williams

- Last week a van and three cars was ransacked. They was located in the Hilltop area. All vehicles were left unlocked, doors ajar, nothing was damaged. Loose Change is the only thing that was reported stolen. Note for Citizens; please remember to lock you doors when leaving your vehicles unattended.
- Leslie has developed a Rezoning Application in order to help streamline our planning zoning review of rezoning proposals.

Follow up / Reminder Items:

- MOU with Cedar's Edge Golf Course & Little Lights Events has been delivered, but we are still waiting to get final signatures. I believe they are waiting for the other potions of financing to get in place before coming back to the city for specifics.
- 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
- Cubby Park – Martin Gardner Architecture visited Wednesday. The Ice and water shield blew off the roof. This is pretty unusual given the ice and water shield typically is a sheet good with very sticky adhesive on the backing. Martin Gardner Architect, Kyle Martin will be investigating what was used and review shop drawings. The roof sheathing otherwise looked in good condition. Please see the Architecture Report – Attachment 1.
- August 29th - District Court hearing regarding Nuisance Violations at 203 E. Green

Events / Scheduled Meetings:

- Iowa League of Cities – Council Bluff – September 12-14, 2018



FIELD REPORT

COPIES TO: Owner Architect Consultant Contractor Field Attendees Other:

ARCHITECT'S PROJECT NO:
Construction Contract Date:

Observation Date: 2018-15-08
Observation Time: 3:30PM
Owner: City of West Branch
Project Name: Cubby Park
Project Location: West Branch, Iowa

Cloud Conditions: Overcast Partly Sunny Partly Cloudy Sunny
Rain/Snow/Ice Overnight AM PM Now
Site Conditions: Dry Damp/Wet Muddy Standing Water
Temperature:

Location: Building Site

TRADES ON SITE: None

ATTENDEES: Kyle Martin, Martin Gardner Architecture

1. WORK IN PROGRESS:

- Dugout Post Installation, Grading, Parking lot subgrade material installed
- Concessions/Restroom framing and blocking in progress toward completion. Installation of roofing materials.



2. REASON FOR VISIT:

- Progress Site Visit

3. ADDITIONAL OBSERVATIONS:

- The Ice and Water Shield had blown off of the roof of the concession building in some areas. This is highly unusual because of the high level of adhesion typical with Ice and Water Shield. Upon review of the shop drawing log, no ice and water shield materials were submitted. Please submit for review.



4. DELAYS DISCUSSED:

-

5. POTENTIAL CHANGE ORDERS DISCUSSED:

-

6. CHANGES AND CLARIFICATIONS NOT REQUIRING CHANGE ORDERS:

-

7. ACTIONS REQUIRED BY ARCHITECT:

-

8. ACTIONS REQUIRED BY CONTRACTOR:

- Submit product information for Ice and Water Shield.

The foregoing constitutes my understanding of matters as encountered on the site at the time of my visit. Should anyone receiving this report, wish clarification of the content of this report, they are requested to respond to me in writing within three days of receiving this report.

Sincerely,

Kyle Marin, AIA, LEED AP
Project Architect
MARTIN GARDNER ARCHITECTURE, P.C.
Marion Office

Public Works Weekly Update 8/17/2018

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.
- Push back brush pile Monday and Friday.
- Yard waste collection.
- Set up a yard waste collection for a resident on 6th Street who had a large amount of tree waste to haul off. Picked up with skid loader and grapple.
- Daily check with contractors at Green View.
- Daily inspection of N Poplar Street Reconstruction.
- Mow shoulders and fields.
- Ordered rock for shoulders and repaired shoulders on the north side and part of south side of W Main Street by the high school.
- Removed damaged gate from brush pile and installed new gate.
- Cut branch out of tree on 1st Street and removed after call from resident.

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.
- Repair leaking hydrant on Oliphant Street noted in annual leak detection survey.
- Met with homeowner to discuss water quality issues. Issue was related to the water heater and had no connection to a major issue in our system. (this is fairly common)
- Met with homeowner on West Orange Street for low water pressure issue. After troubleshooting it was determined the water softener was causing the issue.
- Met with Lynchs at the high school, shut down water service and flushed after meter installs.

SEWER

- Sampling Wednesday and Thursday.
- Daily rounds.
- Deliver samples to QC Analytical in Le Claire
- Opened gates and met with V&K while they hooked up testing and flow monitors at the lagoons.
- Ordered rock for the lift station and spread in low areas around wet wells. Pulled weeds, hand graded between tanks and graded drive to lift station.
- Spoke to engineer about a site visit to Walker to view SAGR system.

STORM WATER

- Weekly inspection of all storm water barriers.
- Removed tree that had washed into creek culvert on 6th Street.
- Clean troughs at Lions Field
- Cleaned up corn stalks and other debris from a storm water intake at the lift station. Around one truck load of debris had accumulated on this intake.

CEMETERY

- Weekly mowing and trimming.
- Lot layout for new headstones

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.
- Met with mayor, Colton and Melissa at Cubby Park to check progress and discuss any possible issues.
- Weekly mowing and trimming.
- Emptied trash cans.
- Filled water barrel
- Checked dog waste bags.
- Sprayed trails to prepare for seal coating at the end of August
- Spayed ball diamonds at the high school.
- Removed snow fence from Beranek Park for Park and Rec
- Met with electricians at Cubby Park to discuss possible conflicts during install of lighting.
- Wired meters at Cubby Park
- Received calls from Crest View Care Facility on issues with Cubby Park, fencing, easement agreement and other similar issues. The call was initiated by Crest View and was initially in request of information on the fire hydrants bordering their property.
- Cleaned restrooms at the parks.

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Executive meeting.
- Evaluation
- Wastewater Task Force meeting

OTHER

- Handled 7 locate requests.
- Handled one footing inspection, 2 deck footing inspections
- Went to pick up new air conditioner for food pantry. Removed old and installed new.
- Coded bills.

- I was out one day for a sick day.
- Paul was out 3 days for vacation.
- Picked up paper products form the City office and put into storage or appropriate locations.

Thanks,

Matt G

Weekly Parks and Recreation Update

August 12, 2018-August 18, 2018

Recreation Program Updates

- August Day Camp consumed all of staff hours this week. There were 40 children that participated in at least 1 day of camp. Camp hours were from 8:30am-4:30pm with an early drop off/late pick up option. The camp activities were as follows:
 - Monday-West Branch activities including a scavenger hunt that ended at Main Street Sweets.
 - Tuesday- The morning was spent in West Branch. In the afternoon participants went swimming to James Aquatic Center in Tipton.
 - Wednesday- We went to the Iowa Children's Museum in Coral Ridge Mall. After a sack lunch at the food court tables, we went to a movie to see Christopher Robin.
 - Thursday-Participants loaded a Windstar Charter Bus at 7pm and went to the Iowa State Fair.
 - Friday camp week concluded with a trip to AirFx trampoline park and North Liberty swimming pool.

Next Week

- Tuesday August 21-Great Places meeting in Tipton.
- Tuesday August 21-Registration table at West Branch Elementary Meet the Teacher night.
- Wednesday August 22-Monday August 27-Melissa is on vacation

Redmond Jones

Police Department

From: Mike Horihan <mike@westbranchiowa.org>
Sent: Sunday, August 12, 2018 9:53 AM
To: 'Redmond Jones'; 'Leslie Brick'; gordon@westbranchiowa.org; 'Matt Goodale'; 'Melissa Russell'
Cc: Cathy Steen; Derek Holmes; John Hanna; Wes Homeister
Subject: Crestview nursing home getting egged

Hi Everyone

This last Saturday at 0230 hours a person or persons unknown threw multiple eggs at the Crestview employee entrance. They did not see any cars in the area. It was not video recorded. They heard the eggs hitting the door. They called the SO at 0250 hours. I checked the area and also stood by while they cleaned the egg off the door. They are a little nervous since they had a mental subject come in a couple of months back. It is either a bunch of kids or maybe someone is mad at an employees that works there. One guy in question lives a couple of blocks from there. He supposedly moving out and living in a tent. If it is kids, the know the back trails in the city. I wonder how safe from vandalism is Cubby Park. I would suggest security lights and video cameras at the park. Just FYI

Redmond Jones

From: Mike Horihan <mike@westbranchiowa.org>
Sent: Sunday, August 12, 2018 9:34 PM
To: 'Redmond Jones'; 'Leslie Brick'; gordon@westbranchiowa.org; 'Melissa Russell'; Nick Shimmjin
Cc: Alex Koch; Bode Koranda; Cathy Steen; Derek Holmes; John Hanna; Lynn Lovetinsky; Wes Homeister
Subject: FW:
Attachments: IMG_7165.jpg; IMG_7166.jpg

The West Branch Police Department is looking for a [REDACTED] age 15 who lives at [REDACTED] was last heard from at 1530 hours today. [REDACTED] is thought to be a runaway. [REDACTED] is [REDACTED] has [REDACTED] hair, hair is [REDACTED] and has a [REDACTED]. She left a note in [REDACTED] handwriting that said I'm safe and left her house key. [REDACTED] phone cell is turned off, but has purchased another pre-paid phone. [REDACTED] has left [REDACTED] behind. [REDACTED] is a student at [REDACTED]. More to follow.

Thanks

From: 3193259551@vzwpix.com [mailto:3193259551@vzwpix.com]
Sent: Sunday, August 12, 2018 9:16 PM
To: mike@westbranchiowa.org
Subject:

Redmond Jones

From: Mike Horihan <mike@westbranchiowa.org>
Sent: Sunday, August 12, 2018 11:54 PM
To: 'Redmond Jones'; 'Leslie Brick'; gordon@westbranchiowa.org; 'Melissa Russell'; Nick Shimmin
Cc: Cathy Steen; Derek Holmes; John Hanna; Wes Homeister
Subject: Missing person [REDACTED] has been located.

Good news [REDACTED] has been located. [REDACTED] has been located in Liberty MO. [REDACTED] [REDACTED] mom is on the way down to pick [REDACTED] up. Long day but a good outcome. Just a reminder, the juveniles name is confidential. Not to made public. Thanks Mike