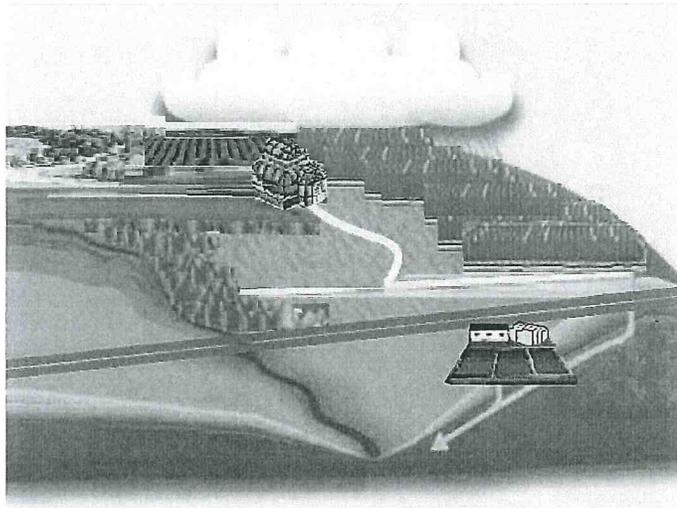




West Branch City Council
City Administrator's Report
9/04/18

Pending Action Items:
(Wastewater Taskforce)

The taskforce hadn't had a new meeting: However, I have had an opportunity to meet with Rob Fangmann with Cedar County regarding the Multi-system eco-park concept. Mr. Fangmann could not make any commitments but found the concept intriguing. He suggested that the city should let DOT know about this concept as soon as it can because the HWY 80 expansion project will likely need and use every wetland credit we can sell.



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.

From the Desk of the City Administrator:

- The Mayor, Deputy City Clerk, and I met with Tim Malott of Emergency Management of Cedar County. To discuss how the city and other cedar county communities are registering new streets and addresses. We established protocols and process that would allow first responders to have clear and concise directions to our new portions of our community.

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 portions of financing to get in place before coming back to the city for specifics.

- August 29th - District Court hearing regarding Nuisance Violations at 203 E. Green. The team of the City Attorney, City Administrator, and the Police Chief; met with the property owner's attorney and craft out a Remedy Settlement that requires a 60 day clean-up period, to include a 45 day review inspection. If there are still items to be clean-up, it is to be at the direction of City to determine what yet must need to be removed before the 60 day timeline has expired. Should (for any reason) the deadline be allowed to expire without the property (203 E. Green) be brought into compliance. The City will have the right to clean the property and assess it cost to the property owner; without the threat of appeal or any other legal proceeding.
- 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.

Events / Scheduled Meetings:

- I will be facilitating a workshop for Iowa Workforce Development in the Quad Cities on issues of Diversity and Inclusion. – September 20, 2018.
- I will be attending the International City Manager's Association Conference this year in Baltimore. During the Conference I will be attending an ICMA University Workshop (continual education credits toward credentialing – entitled: "Six Ways to Engineer Employee Engagement") – September 22-27, 2018.

Diversity and Inclusion: *Makes Us Better*



Learn more about:

- Unconscious Bias
- Inclusion and Diversity
- Recruitment
- Innovation

West Davenport Center
2950 Fairmount St
Davenport IA. 52804

September 20, 2018

10:00 -11:00 Presentation

11-11:30 Discussion of diversity
resources and opportunities in
the Quad Cities



Registration is requested by

Friday, September 14th

mark.holloway@iwd.iowa.gov

Call IowaWORKS at

563-445-3200 Ext 43350



Redmond Jones II is the current City Administrator for the City of West Branch Iowa. Redmond also is a consultant for the Civil Rights division of the Iowa Department of Transportation (IDOT). Previously Jones served as the Assistant to the City Administrator and Affirmative Action Officer for the City of Davenport.



A proud partner of the **AmericanJobCenter** network

Iowa Employers' Councils are groups of employers who work in partnership with Iowa Workforce Development to meet the needs of businesses and provide expert information on issues that affect the business community. If you would like to know more about what ECI has to offer, visit

An Equal Opportunity Employer/Program

Public Works Weekly Update 8/31/2018

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.
- Daily check with contractors at Green View.
- Push back brush pile twice. Cleaned up mess that is continually left outside the gate by someone who is obviously lazy, inconsiderate, and/or dislikes the key system to get into the brush pile and feels entitled to dump yard waste where they please.
- Cleaned up alleys once this week after rain.
- Cleaned up one truckload of branches and cleaned all storm sewer intakes after storms.
- Got LL Pelling started on seal coating streets. Met with the foreman repeatedly for inquiries on separate streets, clarification on areas and to sign off on a manhole being covered on Water Street. It will be under approximately 1" of cover. This leaves it accessible without having a dip in the road surface. Tracked down owner to a car who parked on a street they were working on and got it moved.
- Mowed shoulders and fields.
- Welded a new jack to the batwing mower. The old one was original to the mower and had worn out.
- Took Brett Stout out to measure some street patches on 4th St. will be completed as he has time and weather allows.

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.
- Installed meters on two new homes
- Worked with Liberty Communications on getting fiber into the water plant and hooked up to associated equipment.
- Worked on the water main replacement program.
- One final read.
- One water disconnect and reconnect for non-payment.

SEWER

- Sampling Wednesday and Thursday.
- Daily rounds.
- Deliver samples to QC Analytical in Le Claire
- Cleaned lift station basket.
- Received call from the Contractor working at Greenview on a manhole that had been hit while boring. There was no damage but the manhole had to be dug up to inspect. The cover was approximately 4" under the sealcoat and will be raised to street level or just below.
- Spoke to the wastewater operator for the City of Tipton about their progress with the wastewater plant they are planning for. They are about 4 months ahead of us in the DNR compliance scheduling and had to have their facility plan approved by council recently. Each facility is a little different so what they do may not work exactly for us. They decided to go with a SAGR System

to upgrade their lagoons. This was in their opinion the best option for them after investigating numerous processes. Things to note is their growth is very low with very few new homes built each year so their plant was designed with that in mind. Their operator also expressed that their only concern with this route was if tighter regulations came in the future they may still have to upgrade again to meet those. They chose this over a mechanical plant for the lower operation and maintenance costs as well as the ability to stay a grade 2 plant. Their engineers are estimating around 600 additional man hours per year for their new plant.

- Spoke with the Public Works Director for the City of Columbus Junction about their facility plan. They are also about 4 months ahead of us on the DNR compliance schedule. They were looking at Gross Wen Technology and had received DNR approval to proceed, but in the last two weeks decided to forego that upgrade and instead change outfall locations. They are in a situation where they can discharge to a river which raises their effluent limits dramatically. That is not really possible for us. They expressed concerns in the price of the Gross Wen Technology. According to him the price started out much lower than was quoted at the conclusion of the facilities planning. The issue of sustainability with growth was discussed as well.

STORM WATER

- Weekly inspection of all storm water barriers.
- Talked with contractor about mud on street. Requested removal.

CEMETERY

- Weekly mowing and trimming.

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.
- Filled water barrel
- Checked dog waste bags
- Trimmed shrubs, pulled weeds and removed volunteer trees from the sign and landscaped area at Wapsi Creek Park. Killed wasps that had made a home in one of those bushes and did not like me disrupting it.
- Measured concrete area at Beranek Park shelter. Figured up estimate to give to the City Administrator. Spoke to the Administrator and other office staff as well as Park and Rec Director about the issue with the floor in the shelter. Was directed to plan on Public Works pouring the new floor. Started ordering supplies and shifting around schedules to pour new floor for shelter. As long as council is agreeable it will be poured by the end of next week with the assistance of S&S Concrete and Public Works employees.
- Mower maintenance, sharpened blades, grease, fluid checks and washed mowers.
- Removed volunteer trees from the flower bed/flagpole at the PD/FD
- Replaced belt that slipped on a mower deck and was damaged.

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Executive meeting at Cubby Park to do a walk around and inspect work being completed.

- Met with a business owner downtown who has issues with water in their establishment to see if a solution can be found to their issues.
- Met with a sales person for State Chemical. They deal in water and wastewater chemicals. Received quote on cleaners for the lift station. The quote was comparable to mechanical removal for fats and greases from the lift station but involves adding chemicals or bacteria to the lift station. We will be sticking with mechanically removing every 3 months or so.

OTHER

- Handled 23 locate requests.
- Tim was off all week for vacation.
- Sewer and water connection inspection on one home.
- Spoke with a contractor about adding an extra water and sewer service for an R2 lot in The Meadows. After discussion with Terry Goerdts it was decided that there should be an official policy on building permits for duplexes and zero lot home. There are differences between the two that need to be distinguished at the time of the permitting process in order to determine the next appropriate steps to take. This will be a process that is worked on over the next month and implemented as soon as possible. Spoke to Leslie and Redmond about this as well.
- Contacted our Trees Forever Field Coordinator, Emily Swihart to discuss possible training opportunities for Public Works Staff. Emily offered up several training days and also offered to do a training day in West Branch. This event will be open to the public and may involve other communities or anyone else interested in learning proper tree care techniques. Date, time and other details will be added once they are decided upon.
- Repaired the toilets at the PD/FD. The men's restroom had a leaking supply line, while replacing that I noticed a leak on the tank so that was repaired as well. The women's restroom had a toilet that refilled while I was working on the men's. Upon inspection it had a flap needing replaced, leaking tank and a supply line that had a very small leak. I repaired those issues as well.
- We received a resignation from James Holland on Friday. His last day will be September 14th. He was hired by the Iowa City wastewater plant.

Thanks,

Matt G

Weekly Parks and Recreation Update

August 27, 2018-September 2, 2018

Recreation Program Updates

- Registration concluded for 3rd-5th grade flag football and volleyball. Registration is still open for PreK-2nd grade flag football.
- Zumba will be offered Mondays September 17-December 3rd at 6:30 at Town Hall. Amy Boelk is the instructor. Registration can be done online [Zumba Fall Session Registration Form](#), but payment should be turned into the West Branch City Office. Currently there are 6 participants, however participating is expected to be around 12 participants. Participants have the option of registering for all 12-sessions for \$75 or a 6-session punch pass for \$45.

Park Updates

- Beranek Park Shelter needs cement repair. There are several areas where the cracks have created uneven surfaces and are a trip hazard. Public works is obtaining an estimate and will plan to do the work the week of September 10th. This is an unbudgeted expense.
- Parks and Recreation staff will take over routine inspections of the playground equipment, park amenities, and trails. WBPR and WBPW will work together to repair or replace items as needed. A work order priority system is currently in development.
- Seeding was done on the 2 little league fields last week at Cubby Park. The adult field will be seeded as soon as weather and time permits.

Miscellaneous Update

- I am working with Prison Industries to replace the front door of Town Hall. I am still awaiting confirmation that they can construct a replacement door in the Custom Wood shop. The door would be similar to the current one and still maintain the historic façade.
- The information regarding the next steps of Cedar County-Pride of Place and People mural and park project was placed on the Council agenda for discussion. The grant is due November 1st therefore CCEDCO would like the Resolution to Proceed and the Resolution for Match completed by the beginning of September. Part of the Resolution to Proceed is an agreement to participate in CCEDCO for the next 5 years. I am still waiting on confirmation as to whether this is a requirement for participation.

Next Week

- Work on park policies including a fee structure for Beranek Park and Cubby Park rentals.
- Work on concession stand procedures.
- Complete preparing Lions Soccer field for flag football.

Police Department

Redmond Jones

From: Mike Horihan <mike@westbranchiowa.org>
Sent: Thursday, August 30, 2018 12:23 PM
To: 'Redmond Jones'
Subject: FW: Council Update-Car crash also a burglary charge- updated from last e-mail

From: Mike Horihan [mailto:mike@westbranchiowa.org]
Sent: Thursday, August 30, 2018 11:48 AM
To: 'Redmond Jones'
Cc: John Hanna; 'Leslie Brick'
Subject: Council Update-Car crash also a burglary charge

On 8-28-18 there was a crash with a UPS truck on I80 East bound at the 262 mile marker. They were in the process of off loading the ups truck on 8-29-18 and had closed a lane. This caused traffic back-up and a traffic slow down.

On 8-29-2018 at 1557 hours a semi hit a vehicle in the rear that was pulling a boat. This happened on I80 East bound at the 260-262 mile marker. There were in the process of cleaning that up when another crash happened.

On 8-29-2013, 1626 hours, As a result of the traffic slow down a van hit a semi in the rear. The injuries to the van driver are very serious. Condition unknown. The West Branch Police and Fire Department responded to the crash.

On 8-29-2018 at 1742 hours, there was another crash. West Branch Police and DOT were directing traffic on Downey and the I80 East bound exit ramp, They were detouring the traffic to the south. A south bound vehicle on Downey failed to follow the direction of a police officer. This caused the south bound vehicle to strike a east bound vehicle that had had been given the direction to proceed from the exit ramp.

The West Branch Police has filed a charge of Burglary 3rd degree. 713.6A (1). A Deondre Handley was charged and is currently an inmate in Anamosa on an unrelated charge. This was from a home Burglary of 23 Greenview Circle that occurred on 10-13-15. The arrest was made from evidence that was collected as a result of the investigation.

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