



West Branch City Council
City Administrator's Report
3/18/2019

Pending Action Items:

(Wastewater Task Group)

The Baldrige Environmental Contract will be beginning next week with the "Sludge Judge" testing which will allow us to gauge the amount of sludge laying at the bottom of our lagoon waste water process. The goal is to reduce the amount of sludge in our wastewater process in order to allow our current wastewater process to perform with higher efficiency. We also suspect that the sludge itself also contributes ammonia levels which contributes to the city's noncompliance levels. The Baldrige Pilot Project's aim is to reduce sludge to a minimum and treat incoming wastewater for ammonia. Samples will also be taken to establish a baseline for tracking the reduction in sludge over the test period. We are currently investigating opportunities of getting an additional 6 month extension to allow for data from this pilot to be analyzed, and still have time to meet our January 1st 2022 compliance deadline (on Ammonia, Nitrogen, and E. coli). In the next couple of weeks we will be installing an electrical panel needed for the Baldrige patent protected equipment which will start the treatment enhancing process.

College Street Bridge

Dear Residents,

The City of West Branch has awarded the construction of College Street, Second Street and the College Street Bridge to Taylor Construction, Inc. of New Vienna, Iowa. Work on the project is anticipated to begin on **Monday, March 25, 2019**. The sequence of work will start with removal of the bridge and relocation of utilities near the bridge. The Contractor proposes to work on relocating water main and installing storm sewer on College Street and Second Street west of the bridge while bridge construction is underway. College Street east of the bridge will not be impacted until the new bridge is completed.

There will be temporary disruption to driveways when storm sewer or water main installation is underway. The area will be backfilled with gravel to provide temporary surfacing until the Contractor is ready to reconstruct the road. The contractor will set up a location for temporary mailboxes. Once location has been approved by the Post Master, information will be posted on the City website. Garbage and recycling will continue as usual unless the collection agency requests alternate pickup locations. If this occurs, the Contractor will provide notice and will work with the collection agency to continue the service.

Regular updates will be posted on the City's Website <https://westbranchiowa.org>

The City of West Branch recognizes that this road reconstruction project will be an inconvenience to the residents involved. Although we thank you in advance for your cooperation and patience during the construction process, we are well aware that issues will arise as construction progresses. If you have any questions or concerns during construction, please contact either:

Dave Schechinger, P.E.
dschechinger@v-k.net
319-466-1000

Eric Gould
egould@v-k.net
319-466-1000

Report from the Desk of the City Administrator:

- Cedar County Emergency Management Agency will be hosting a “Meet the Press” event at the Cedar County Emergency Operations Center, 1410 Cedar Street, and Tipton **on Tuesday, March 19, 2019 at 10:30am**. This is being done in preparation for the spring flooding season and as a means of facilitating relationships among media, jurisdictional officials, first responders and others involved in flood preparation, response and recovery.

This invitation is being extended to all Elected Officials, Mayors, Fire Department Chiefs, Police Chiefs, Public Works Directors, and Public Information Officers and all media outlets covering Cedar County. If your jurisdiction’s Public Works Director or Public Information Officer is not listed on this email, please share this invitation with them.

- I was informed today that Care Initiative (corporate) had petitioned the state to have their roll back revaluated and adjusted from commercial to residential. This will result will result in approximately 75% rollback (commercial) to 55.6% roll back (residential). In revenue estimate this adjustment will result in \$21,000 decrease in city revenues. As an illustration on the approximate effect that this has on the city... Our growth in taxable property values increased our revenues around \$36,000; this decision will reduce that revenue growth from last year by 58%.

Follow up / Reminder Items:

- I-80 Project – We are working with IDOT to develop a utility agreement which is expected to layout the terms of reimbursement for the relocation of a water and force main that will need to be relocated due to the I-80 widening project.
- **Nuisance Abatement Conference** in Iowa City May 15 will be facilitated by the League of Cities. This is a very sought after class, it was sold out last year, and we were unable to secure a spot. Although, it has not been open for reservations I have managed to secure at least three spots and possible have room for two more depending on the interest. I would like to have a City Council representative, Police Chief, Deputy City Clerk and myself.
- The Iowa Municipal Management Institute (IMMI) is a training offered by the Iowa City/County Management Association. The annual program provides Iowa's city/county manager(s) and administrator(s) participation in a national level management development experience. The event is also supported by the Iowa League of Cities and will be held in Iowa City – I will be attending the 20, 21, and 22 of this week.
- We are investigating street parking concerns / complaints raised by businesses in the Cookson industrial area that delivery and semi-trucks are having difficulty making the turn from Second to Maple due to on-street parking.
- **Joint School Board and City Council Meeting** has been Scheduled for April 15th 2019. We anticipate opening the meeting at 6:00 pm. The Joint meeting portion of that meeting will be held at the beginning of the agenda and allowed to adjourn around the 7:00 pm hour with normal city business to follow.

Events / Scheduled Meetings:

- **Indoor Walking – Call Parks Department at 319-930-0393**

Weekly Parks and Recreation Update

March 8, 2019

Recreation Updates

- The walking at Hoover Elementary gym has continued this week: Monday, Tuesday, Thursday, and Friday at 5am and Wednesdays at 6pm.
- Easter egg hunt will be April 20th at Hoover Elementary at 10am sharp. Easter eggs are starting to be stuffed and supplies purchased.

Hoover's Hometown Days Update

- The next Hoover's Hometown Days Committee meeting will be Thursday March 14th at 11am in the City Council Chambers.

Miscellaneous Information

- Residents have an opportunity to purchase trees through the DNR for \$30 a tree. There are 3 different sites they can choose from: Iowa City, Cedar Rapids, or Marion. Public works will go to the Marion site on Saturday April 20th and pick up the ordered trees for residents. Information will be available at the city office and online at www.westbranchiowa.org.
- Marty Jimmerson, West Branch Community School District and I have met to discuss the MOU regarding the summer league field. The West Branch Parks and Recreation Field Reservation fees and policies has been updated so the fees at the summer league are consistent with the school fees.

Event and Tournament Fee at Summer League Fields

- Events / tournaments requiring (4) hours or less of facilities time will be charged \$20 dollars for post maintenance fee.
- Events / tournaments requiring (4) hours or more of facilities time will be charged \$30 dollars per facility (field) for facilities use, in addition to a \$30 fee for post-maintenance.

MOU Draft

March 7, 2019

TO: West Branch Board of Education and City of West Branch

RE: Youth Baseball / Youth Softball Fields (Legion Field area) Memorandum of Understanding between City of West Branch and the West Branch Community School District

For clarification, the "summer league" fields refer to the east and west ball diamonds located near the tree line on the hill south-west of the high school. The fields are owned by the school district and have historically been used by the summer league organization.

This agreement supports the merger between the City and Summer League programs, as well as helps to qualify the use of the lights, buildings and equipment located at "summer league" fields.

Through collaborative discussions with Melissa Russell, City Parks and Recreation Director and **Marty Jimmerson**, Superintendent of Schools the following parameters, understandings and agreements have been established regarding the use of District owned (fields), light poles and meter box used for the youth boys' baseball and youth girls' softball diamonds and the concession and storage stands located near the "summer league" field areas.

Background: The lights have been used to support youth football practices (YSA teams), summer league, USSSA and ASA teams, as well as occasional use the District's JV football teams and flag football teams. The poles and lights were donated by generous citizens many years ago. Field lights for the youth boys' field and youth girls' field are on this meter. For clarity, the "summer league" ball fields, backstop, fences, buildings, batting cages, field lights and poles (electric services) located at the "summer league" fields are the property of the West Branch Community School District.

District utility bills related to that meter totaled \$XXXXXX for the 2018 year. Previous years have averaged around \$XXXX. This is not an adsorbent amount, but as the District begins implementation of future facilities improvements, clear operational control is essential. The following parameters and understands were developed collaboratively:

Part I: General Agreements and Understandings

- Both "summer league" ball fields, playing surfaces, backstop, fences, buildings, batting cages, field lighting and light poles, and the electric service and all "summer league" fields are the property of the West Branch Community School District.
- The school will retain full ownership of both "summer league" ball fields, playing surfaces, backstop, fences, buildings, batting cages, field lighting and light poles, and the electric service.
- The school district takes formal possession of electric meter and lights for fields at the "summer league" fields.
- The concession stand will be used by the summer league / City for only a few tournaments a year and will remain available to ASA, USSSA, YSA and City flag football use.
- There is electric in the storage side of the concession stand and it will remain active and usable for pitching machines and batting cage use.
- Electricity for Legion Field concession stand, press box, batting cages are on this same electrical service and will remain active and usable.
- The District will continue to provide mowing support as in the past.
- The District will continue to order, maintain and pay for port-o-potties and large waste bins. (District absorbs cost of a few hundred dollars a year.)
- Direct playing field maintenance such a backstop / fence repairs, field issues, dirt surface repairs and bases will be completed by the City to the satisfaction of the District.
- The City / organizations are still responsible for supplying lime, field markings and equipment, rakes, tractors and drag and gas.
- The City / organizations are still responsible for summer league / league batting cage nets, poles, ground surface, pitching machine, and related balls and equipment.
- Individual teams are responsible for getting trash into the trash cans (provided by City) and recyclables (provided by City or volunteer group) into recycling containers. The City will

ensure that these are emptied regularly, and the grounds are kept clean to the satisfaction of the District.

- The City will take / retain ownership and full responsibility for the tractor, field drags, and push mower used for these fields, all field markings equipment, all umpire gear, all pitching machines, batting cage nets and poles, all bases, all team equipment, (bats, catching gear, balls, helmets, etc.)/
- The City will take / retain ownership and full responsibility of concession stand equipment (popcorn maker, refrigerators / freezers, etc.) currently located in the summer league building and generally known as the “summer league’s” materials.

Part II: Scheduling of Fields

- The City will maintain the field use schedule between April 1st (first week of April) and July 1st (first week of July) for the “summer league” boys and girls diamonds.
- Usage of the facilities by the City for the purposes of recreational and competitive baseball and softball will be permitted as stated above for a period of one year. (April 1, 2019 – April 1, 2020)

Monday – Thursday: Summer league priority on the boys’ and girls’ diamonds from the start of the second week in April until the start of the first week in July.

- 1-2 grade boys’ and girls’ teams-approx. 60 kids
- 3 - 4 grade boys’ teams - approx. 25 kids
- 3 - 6 grade girls’ teams - approx. 25 kids

Friday – Sunday: USSSA and ASA team priority on the boys’ and girls’ diamonds from the start of the second week in April until the start of the first week in July.

- USSSA competitive boys’ teams- approx. 20 kids
- ASA competitive girls’ teams - approx. 30 kids
- USSSA, ASA, and other competitive teams will fall under the umbrella of the city summer league program. They will continue to share responsibility for daily care and maintenance of the fields, share in the cost of maintenance items, and schedule field usage through the city. The teams will continue to use the provided supplies and equipment for preparation and care of the playing surfaces. USSSA and ASA are responsible for their own insurance per their organizations requirements or as directed by the city.
- Any further development, beyond general maintenance and repair to the “summer league” baseball and softball fields can only occur with the school’s permission.

Part III: Fees and Account Transfers per Merger

- The City’s Parks and Recreation Division will establish an annual budget of \$1000 to reimburse the district for use of fields and lights as needed; summer league use, USSA use, ASA team use between April 1st (first week of April) and July 1st (first week of July) each year.

- The Legion baseball complex is not and has not been a part of summer league. They are their own stand-alone organization and not part of this agreement except for electricity usage.

City Representative	Date	Board President	Date
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Public Works Weekly Update 3/11-15

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.
- Washed trucks.
- Repaired lights on F350
- After hours call for light pole hit downtown. Removed pole, cleaned up debris, covered wiring and put cone over location.
- Put salt sand on a few intersection and slick spots from freeze thaw. Checked daily for those spots around the school and high traffic areas.
- Placed temporary stop signs in two locations. Reinstalled permanent sign on Fawcett Dr and called in locates on the on at West Main and Cedar/Johnson.
- Took scrap to Pedersen
- Took bulky trash to the transfer station

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.
- Disconnects and one reconnect outside normal hours

SEWER

- Sampling Tuesday and Wednesday
- Daily rounds.
- Removed trees from fence lines

STORM WATER

- Ran snake up storm sewer, ran fire hose down line and flushed it out. Pumped out catch basin. Finally got line to clear and drain after several hours of this.

CEMETERY

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PARKS

- Empty trash cans.
- Check and fill dog waste bags
- Went to summer league fields to try to get mower started. Could not drive back so will get next week.
- Checked progress on Cubby Park concession stand.

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.
- Met with Dan from Oasis to discuss electrical setup for wastewater treatment
- Met with Dave, Emily and Meredith from V&K to discuss any existing issues at the lagoons that should be looked at during the plant expansion. These would be added to the facilities plan. Looked at approximate pricing.
- College Street Bridge meeting with business owners.
- Met with Dave from V&K, on Park Service sewer work to be completed during their creek project.
- Met with Melissa to go over the maintenance requirements of the old and new baseball diamonds and discussed strategy for this summer.
- Met with engineers and Redmond to discuss the Greenview connection, elevations and utilities as well as next steps.

OTHER

- Handled 27 locate requests.
- Swept shop
- Paul had a vacation day
- Tim had two vacation days

Thanks,

Matt G