



West Branch City Council
City Administrator's Report
4/15/2019

Pending Action Items:

(Wastewater Task Group)

The Baldridge Environmental has completed the "Sludge Judge" testing and has sent samples to the Lab for analysis and to establish a baseline. Apparently, early analysis show that we have a large amount of sludge in our lagoons. 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. We are still waiting for the electrical panels to be installed in the housing unit. The treatment process needed for the Baldridge Environmental treatment enhancing process.

College Street Bridge

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:

- Investigate Flood Protection: There are some newer technologies that have been used to assist with rapid deployment in Flood Situations. I have taken some pictures of our Fire and Police station to assist with a Flood Readiness Assessment.

(Removable Flood Barriers)



(Boxwall Flood Barriers)



Follow up / Reminder Items:

- **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.
- Police Department is still 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... at this time no new ordinances are being recommended.
- I have been asked to give a presentation to an University of Iowa Division of Diversity, Equity, and Inclusion to young health care professional who work with diverse populations. Tuesday, April 16, 5:30-7:00 pm at the Field House on University of Iowa campus.

Events / Scheduled Meetings:

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

Weekly Parks and Recreation Update

April 12, 2019

Recreation Updates

- Preschool soccer started on Monday. There are around 50 children registered for the season.
- 5th/6th field practice started this week. There are 30 children participating.
- Teams have been divided for summer Kindergarten t-ball and 1st/2nd grade softball and baseball. 3rd/4th teams will be divided at the coaches meeting next week.
- A draft calendar of the summer 2019 summer schedule has been created. Registration forms will be ready next week. Returning programs will be Active Adventures, Swim Lessons, Tot Time, and August Camp. The “July” camp has been moved to June to accommodate WBCSD summer school. Some of the August Camp activities have been rearranged to accommodate the summer school schedule.

New Park and Recreation Summer Programs

- July is National Park and Recreation month. We are celebrating with a new program “Party in the Park”. This will be a family evening at the Cubby Park. There will be games and different activities for families. The concession stand will be open for dinner. More details will be released over the next few weeks.
- “Mash Up” is a new program on Thursdays for 3rd grade and older. Activities will take place in West Branch.
- “Fearless” is a girl empowerment program. The dates of the program will be set based on participants schedule. Numbers will be limited to no more than 8 participants and they must have completed 5th grade or older. This program will focus on finding inner strength through physical challenges. Some activities may include a ropes course, overnight camping trip, and hiking trips. Sponsors are being sought to pay part of the costs of this program.

West Branch Parks and Recreation

Information on programs can be found at www.westbranchiowa.org

Parks and Recreation Director Melissa Russell

319-930-0393 or melissa@westbranchiowa.org

June 2019 Calendar

Park and Recreation Activities

* Indicates prior registration is required for the program.

Visit the www.westbranchiowa.org for more information.

Programs are subject to change.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Harvey Peden Adult Sand Volleyball League*	3	4 Active Adventures* Bike riding 1:00pm-4:30pm	5 Tot Time 9:00am-10:30am	6 Mash Up * Needle Felting 1:00pm-4:00pm	7	8
9 Harvey Peden Adult Sand Volleyball League	10 Swim Lessons* 8:45am-10:45 am	11 Swim Lessons* 8:45am-10:45 am Active Adventures* Hiking 1:00pm-4:30pm	12 Tot Time 9:00am-10:30am Swim Lessons* 8:45am-10:45 am	13 Swim Lessons* 8:45am-10:45 am Mash Up * "Nailed It" 1:00pm-4:00pm	14 Swim Lessons* 8:45am-10:45 am	15
16 Harvey Peden Adult Sand Volleyball League	17 Swim Lessons* 8:45am-10:45 am	18 Swim Lessons* 8:45am-10:45 am Active Adventures* Swimming 1:00pm-4:30pm	19 Swim Lessons* 8:45am-10:45 am Tot Time 9:00am-10:30am	20 Swim Lessons* 8:45am-10:45 am Mash Up * Cooking 101 1:00pm-4:00pm	21 Swim Lessons* 8:45am-10:45 am	22
23 Harvey Peden Adult Sand Volleyball League	24 Mad Science* 8:30am-11:30am	25 Nature Nuts* 8:30am-11:30am Active Adventures* Kayak and SUP 1:00pm-4:30pm	26 Tot Time 9:00am-10:30am Mad Science* 8:30am-11:30am	27 Nature Nuts* 8:30am-11:30am Mash Up * Pinterest Project 1:00pm-4:00pm	28 Mad Science* 8:30am-11:30am	29
30 Harvey Peden Adult Sand Volleyball League						

West Branch Parks and Recreation

Information on programs can be found at www.westbranchiowa.org

Parks and Recreation Director Melissa Russell

319-930-0393 or melissa@westbranchiowa.org

July 2019 Calendar

Park and Recreation Activities

* Indicates prior registration is required for the program.

Visit the www.westbranchiowa.org for more information.

Programs are subject to change.

Celebrate Park and Recreation Month by attending "Party in the Park". Each week there will be different family activities. Concession stand will be open for dinner.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Party in the Park Sheltered Reality 5:30-7:30	2 Adventureland * 8am-8pm	3 Tot Time 9:00am-10:30am	4	5	6
7 Harvey Peden Adult Sand Volleyball League	8 Party in the Park WBPL Program 5:30-7:30	9 Active Adventures* Bike riding 1:00pm-4:30pm	10 Tot Time 9:00am-10:30am	11 Mash Up * Needle Felting 1:00pm-4:00pm	12	13
14 Harvey Peden Adult Sand Volleyball League	15 Party in the Park WBPD Bike Rodeo 5:30-7:30	16 Active Adventures* Hiking 1:00pm-4:30pm	17 Tot Time 9:00am-10:30am	18 Mash Up * Needle Felting 1:00pm-4:00pm	19	20
21 Harvey Peden Adult Sand Volleyball League	22 Party in the Park Cedar County Conservation 5:30-7:30	23 Active Adventures* Swimming 1:00pm-4:30pm	24 Tot Time 9:00am-10:30am	25 Mash Up * Needle Felting 1:00pm-4:00pm	26	27
28 Harvey Peden Adult Sand Volleyball League	29 Party in the Park Ice Cream Party 5:30-7:30	30 Active Adventures* Kayak and SUP 1:00pm-4:30pm	31 Tot Time 9:00am-10:30am			

West Branch Parks and Recreation

Information on programs can be found at www.westbranchiowa.org

Parks and Recreation Director Melissa Russell

319-930-0393 or melissa@westbranchiowa.org

August 2019

Park and Recreation Activities

* Indicates prior registration is required for the program.

Visit the www.westbranchiowa.org for more information.

Programs are subject to change.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Hoover's Hometown Days	3 Hoover's Hometown Days
4 Harvey Peden Adult Sand Volleyball League	5	6	7 Tot Time 9:00am-10:30am	8	9	10 Harvey Peden Sand Volleyball Tournament
11	12 WBPR Camp* Putnam Museum and Niabj Zoo	13 WBPR Camp* Lake McBride and Ely Dairy	14 WBPR Camp* Swimming Tot Time 9:00am-10:30am	15 WBPR Camp* Movie	16 WBPR Camp* Fun City	17
18	19	20	21 Tot Time 9:00am-10:30am	22	23	24
25	26	27	28 Tot Time 9:00am-10:30am	29	30	31

Public Works Weekly Update 4/8-4/12

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.
- Rocked in street patch from water main break this winter.
- Spent considerable time onsite at the College Street Bridge Project with engineers, staff and contractors.
- Put in locates for a damaged stop sign to be replaced next week.
- Pushed back brush pile and cleaned up yard waste bin
- Yard waste collection
- Went to Johnson County Refuse and picked up yard waste bags purchased from them, stored at shop
- Made a list of signs needing replaced, ordered signs and ordered other materials related to sign installation
- Ordered rock for the road to the school ball diamonds. Prior to getting rock I contacted WBCSD, Johnson County Secondary Roads and Cedar County Secondary Roads to figure out who has maintained that road in the past. It appears to be falling back on the city so we are rocking it to keep from having mud spread onto City streets
- Ordered a truckload of cold patch for sealcoat street repairs. Will complete the large repairs next week.

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.
- Notified homeowners of a scheduled shutdown for the College Street Bridge Project.
- Worked with Pirc-Tobin on disconnects and valve installs on College St Bridge project. Had an old valve on the corner of East Green and North 2nd Street blow off during installation. This caused an emergency shutdown of an additional block of street that had not been previously notified of the shutdown. It also lead to Public Works employees being out until around 9 pm flushing and turning water service back on. After the valve blew off we were able to see the entire cross and it is need of replacement. This is not an immediate need but will be a priority for us to get removed. We had an estimate from Pirc-Tobin In the \$25,000 range but would have required a change order and waiting for council approval so we were unable to proceed with that at this time. We also believe it could be done with less expense at a later date utilizing local contractors on a non DOT project.
- Took bacterial samples for specials on the water main tie ins and the monthly samples and took to the Hygienic Laboratory
- Trained our new employee on taking bacterial samples and had him complete the special samples for the water main project under supervision. We typically don't train bacterial sampling on routine monthly samples due to the long term ramifications with DNR if you fail a routine sample. Specials can be retaken without the red tape associated so we like to train new operators on those.

- Lifted the boil order and notified the affected homeowners.
- Tested 10 landscape meters and took to office. Tested the other 35 the following day and put in storage until needed
- Disconnects
- Reconnected 3 during disconnects Wednesday, 5 after hours Wednesday and the reconnected 1 Thursday during business hours. One remaining off over the weekend
- Installed new meters and radio reads on one of the buildings in Louise Court

SEWER

- Sampling Tuesday and Wednesday
- Daily rounds.
- Took samples to Le Claire.
- Worked with Todd Baldrige to pull sludge samples from the lagoons
- Worked with Todd Baldrige to do sonar of the lagoons
- Loaded up lagoon boat and brought to the shop to clean up and have repair made. Small leaks in a few welds. Took to Moore's Welding to have them repair
- Dug up manhole cover near brush pile and reset on manhole, brought to grade
- Checked on progress at The Meadows with sewer main installation

STORM WATER

- Made sandbags and installed downtown by The Down Under before it rained. This is to temporarily help with water issues the business has seen until the storm water and sod project is completed

CEMETERY

-

PARKS

- Empty trash cans.
- Check and fill dog waste bags
- Worked on finishing railings on the Beranek Park Shelter. Need to pick up 35 more spindles and install top rail then will be complete. Scheduled for next week.
- Poured a pad for the grill donated last fall, will install grill next week after significant curing of the concrete
- Dug out for a sidewalk to the shelter from the parking lot, formed up and got ready to pour. This is scheduled to be poured next week.
- Walked Cubby Park to check progress. Noted that there was no plastic or anything weather proofing the concession stand allowing rain in on the drywall. Contacted Melissa who contacted Fehr Graham to remedy. Updated Redmond and the mayor on this issue.
-

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.
- Met with a representative from Iowa Pump
- Met with a representative from State Chemical to administer FOG treatment to the lift station
- HHTD Meeting

- Met with Redmond to update on the water disconnects for College Street Bridge Project and Cubby park issues
- Met with Redmond and a downtown property owner to discuss the work at Heritage Square
- Met with Summit Fire Protection to do flow testing for Little Lights
- Met with a representative from Hi-Line to discuss hardware needs and replenishing. The representative is local and was pointed our direction by the mayor

OTHER

- Handled 13 locate requests.
- Nevin had class for his wastewater grade 1 at Kirkwood for two days
- Paul was off on vacation all week
- I worked in the office on one of the days it rained for a couple hours to catch up on some scheduling, updates and other tasks that I haven't had time to get done recently
- Checked on a silt fence issue on Ridgeview Dr and contacted the contractor to have it rectified.
- Sent as builts to an engineering firm for the N 4th Street Project completed a few years ago

Thanks,

Matt G



VEENSTRA & KIMM, INC.

860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

MEMORANDUM

To: City of West Branch
From: Eric Gould, Veenstra & Kimm, Inc.
Re: City of West Branch College – Bridge Replacement-CSS

Date: April 5, 2019
File: 368266

Project Status

Taylor Construction, Inc. removed the existing bridge and decking, along with excavation of the stream bank to prepare for pile driving of the new bridge abutments and piers on the west side of the stream. Taylor Construction, Inc. uncovered an existing manhole that was abandoned in place under the existing west side of the bridge approach. The manhole and pipe were excavated and will need to be accounted for as an addition to the project.

Taylor Construction, Inc. prepared for abutment and pier driving this week by mobilizing and setting up the crane and diesel hammer needed to drive the steel.

Pic-Tobin Construction, Inc. installed water main along 2nd Street between Green Street and College Street. The creek crossing of the water main was completed on Thursday April 2, 2019. Pic-Tobin Construction, Inc. has also been installing the new storm sewer along 2nd Street and working up stream toward the intersection of College Street and 2nd Street.

Pic-Tobin Construction, Inc. will be installing water main along College Street west of the intersection of 2nd Street and First Street, the week of April 8-12, 2019, as well as, installing storm sewer along College Street west of the bridge toward the First Street intersection.

Summary for Website

Construction on the College Street Bridge is in process.

To-date, the Contractor has removed the existing bridge and is preparing to construction the new one. Water main and storm sewer improvements are also underway. The Contractor has installed the new water main along 2nd Street between Green Street and College Street. The storm sewer along 2nd Street is also currently being installed.

The week of April 8th, the Contractor will begin construction of the water main and storm sewer along College Street.



VEENSTRA & KIMM, INC.

860 22nd Avenue - Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

MEMORANDUM

To: City of West Branch
From: Eric Gould, Veenstra & Kimm, Inc.
Re: City of West Branch College – Bridge Replacement-CSS

Date: April 12, 2019
File: 368266

Project Status

Taylor Construction, Inc. installed 9-piers along the west side of the creek for the new bridge.

Taylor Construction, Inc. will be prepared for abutment driving this week along the west side of the bridge.

Pic-Tobin Construction, Inc. is installing water main along college street from 2nd to 1st street.

Pic-Tobin Construction, Inc. will be installing storm sewer along 2nd street and college from 2nd to 1st Street.

Summary for Website

Construction on the College Street Bridge is in process.

To-date, the Contractor has removed the existing bridge and is preparing to construction the new one. Water main and storm sewer improvements are also underway. The Contractor is installing the new water main along College Street between 2nd Street and 1st Street.

The week of April 15th, the Contractor will begin construction of the storm sewer along College Street and installing the abutments along the creeks west edge.