



West Branch City Council
City Administrator's Report
6/03/2019 rescheduled 6/10/2019

Pending Action Items:

(Wastewater Task Group – No new updates)

The Baldrige Environmental Pilot Project is fully operational. Has stated in earlier for data measurements; however, staff reports orders are declining and water appearance is clearer. These are early signs that the process is working. Again, the goal of this pilot project is to reduce our lagoon sludge and allow our lagoon wastewater process to perform with highest efficiency. Allowing the ammonia level to much more manageable and potential at levels well within state compliance levels. We hope to schedule a Wastewater Taskforce Meeting this week.

(College Street Bridge)



This week, the Contractor poured the east bridge abutment. Work to remove the existing sealcoat surfacing along College Street to the intersection of College and Second Streets has been completed. The Contractor will scarify and dry subgrade of College and Second Streets.

Next week, the Contractor will place the bridge deck support beams on the east side. On Second Street, the subdrain will be installed and the roadway will be rocked with modified subbase to maintain access once the subgrade passes a proof roll. Grading of modified subbase on College Street is also anticipated to begin.

With the amount of rainfall that this project has experience during construction has created challenges to the neighborhood with regard to stormwater. City Staff has been working with neighbors who may have experience damage / property clean-up efforts related to the lack of stormwater protection due to the process of construction. After visiting with the City Attorney we have agreed to provide residents affected with the City's General Liability Claim Forms. Any claims would be review (approved or denied) by the Claims Department of the Iowa Communities Assurance Pool (ICAP). ICAP provides property and casualty coverage to nearly 800 Iowa public entities including 73 of Iowa's 99 counties.

Although, we thank our residents and citizens in advance for the cooperation and patience during the construction process, we are well aware that issues will arise as they tend to do during typical construction projects. If you have any questions, comments, or concerns; please do not hesitate to contact the city's project engineers.

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(Cubby Park)

- The silt fences at Cubby Park were not adequate. Mud and rock washed into the street on Scott Drive. Needham was notified. Public works cleaned the street on 5.31.2019. Mud from Cubby Park entered a Crestview storage garage. They have had water seep into the unit prior to Cubby Park being developed, but this is the first-time mud has come in. A photo is attached. Nate Kass is speaking with Needham to try and ensure this does not occur again.
- Crestview will be having ServPro out to access the clean-up. They will proceed with assuming clean-up cost and then will seek reimbursement. Nate Kass of Fehr Graham has agreed to seek some agreement with Needham regarding these expenses. Needham has made the necessary improvements to the silt fencing last week.
- With regard to the counter offer of \$3,000 for Change Order #8, the offer is being discussed and we have not heard back as to a response.

Report from the Desk of the City Administrator:

- [The Iowa Department of Transportation \(IDOT\)](#) will hold a public information meeting at the Town Hall, June 5th to discuss the proposed improvements and right of way needs for Interstate 80 for east of Iowa City in Johnson County, approximately 1.5 miles west of Herbert Hoover Highway, east of West Branch at Charles Avenue in Cedar County. The proposed improvements include widening Interstate 80 from four to six lanes and reconstructing the interchange at Herbert Hoover Highway. This meeting is open to the public (all are invited) to this meeting anytime between 5 and 6:30 pm at the Old Town Hall building, 113 N. 1st Street (across from Jack and Jill Grocery). For general information regarding the proposed improvements or public meeting, contact Cathy Cutler, transportation planner, Iowa DOT District 6 Office, 5455 Kirkwood Blvd. SW, Cedar Rapids, Iowa 52404, phone 319-364-0235 or 800-866-4368, email: catherine.cutler@iowadot.us
- The Derelict Building Grant Program review committee has awarded the City of West Branch a grant up to \$50,960. The funding will likely be accessible July 1, 2019 or later for this project. The agreement will in tonight's agenda for vote.

Follow up / Reminder Items:

- City Administrator's Evaluation time to set a date(s).
- Nuisance Abatement Ordinance and Conference follow-up. As stated before the conference we attended was facilitated by the League of Cities and we covered the following (this report will focus on "How Community Organization Groups can assist in local efforts):
 - An Opening General Session
 - Nuisance Abatement Catch-All (Featuring the City of Clinton Case Study)

- Creating a Nuisance Abatement Checklist
- How Community Organization Groups (COGs) can assist in local efforts (ECIA – is ours).
- Dealing with Abandoned and Derelict Properties
- Revitalizing Neighborhoods, house by house

Nuisance Checklist

Review/Update City Nuisance Code

- Local standards for grass, weeds, junk vehicles, etc.
- Right to enter property and emergency abatement
- Meet with city attorney
- Review annually (winter months) and update as needed.

Prepare for Enforcement

- Identify who will enforce code and issue violations
- Set policy for use of citizen complaints and complaint forms
- Develop plan to prioritize properties and issues
- Budget annually for city abatement work and associated programs.

Identify Violations

- Complaint forms and scheduled coverage by city official(s)
- Take photos/videos, gather witness statements, notes from observations (save evidence)
- Contact attorney when administrative search warrant is needed.

Make Informal Contact

- Phone call, knock on door, send informal letter as needed
- Document any and all contact, save for each property

Administrative Abatement Process

- Send Order to Abate Nuisance by certified mail and/or publish notice
- Check calendar for potential hearing dates
- City performs work if not completed by deadline (directly bill cost to owner or use property assessments)

Municipal Infractions Process

- Issue civil citation to property owner, file citation in district court
- Ensure property is added to the list with county
- Respond to court action (may order city to abate nuisance, enter judgment to city, impose civil penalty and more)

Upcoming Events:

- Public Meeting I-80 Project (June 5th at the Town Hall, 113 N. 1st Street)
- Hoover Theater Movie Night – June 21
- Hoover Theater Movie Night – July 19
- Hoover Hometown Days – August 2-3
- Hoover Theater Movie Night – August 16
- Red Tail Squadron Limited Time Exhibit @ Presidential Library / Museum – August 21-25



Nuisance Abatement Program

Marla Quinn, Grants and Municipal Coordinator

ECIA Services

- Community Development and City Services
- Community Services
- Economic Development
- Employment and Training
- Fundraising Consulting
- Housing
- Transit
- Transportation and Planning



How our Program was Conceived

- Started to hear things.....repeatedly
- Identify the need
- Qualitative and quantitative data



by Utegrün Author
a licensed user

How our Program was Developed

- We talked to other communities
- WE WORKED CLOSELY WITH OUR ATTORNEY on a Property Maintenance Ordinance
- WE WORKED CLOSELY WITH OUR ATTORNEY on a price list
- We got constructive feedback



How our Program was Developed

- Price list
- Detailed process
- Contract for services
- Letters



How our Program was Implemented

- Rolled it out this Spring
- Pilot community
- Positive approach





before



after



before



after

before



before









Special Case





Why it's Going Well, so Far

- City made it a priority for 2019
- Planning
- ECIA is the bad guy



Questions?

Marla Quinn,
Grants & Municipal Coordinator
mquinn@ecia.org

Weekly Parks and Recreation Update

May 31, 2019

Recreation Updates

- All games were cancelled this week due to rain. Hopefully next week will be drier.
- Summer registrations are lower than in previous years. Active adventures session 1 was cancelled. Fearless is a new program that will start next week. Also, we are adding a Wednesday Drop in Program from 12:30-2 at Town Hall.
- Summer staff are working on planning the details for programs.
- The start of Sunday sand volleyball has been postponed due to the flooding at Beranek Park.

Parks

- Beranek Park playground has been closed due to large amounts of standing water. After the water recedes, additional sand will need to be added.
- Levi Kleinmeyer has been working with public works most of the week. He is learning to mow and doing other maintenance.
- The silt fences at Cubby Park were not adequate. Mud and rock washed into the street on Scott Drive. Needham was notified. Public works cleaned the street on 5.31.2019. Mud from Cubby Park entered a Crestview storage garage. They have had water seep into the unit prior to Cubby Park being developed, but this is the first-time mud has come in. A photo is attached. Nate Kass is speaking with Needham to try and ensure this does not occur again.



Public Works Weekly Update 5/27-5/31

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
- Scraped rock off of street in front of City Office twice.
- Cleaned up brush pile and yard waste storage area once
- Cleaned up alleys after rain, graded alleys 3 times. One time around 1:30 am after minor flooding, the gravel and mud off the alleys was too much to leave until morning.
- Drove town and checked for tree damage. Picked up limbs from storm damage
- Removed plows and put back in storage.
- Finished painting crosswalks. There are additional crosswalks that have never been painted that are being added to the painting list and will be completed next week. Most of these are in the new area of town.
- Staked up trees on West Orange, Ridgeview, Sullivan and Gilbert that were leaning. High winds and saturated grounds were causing some of the new trees to lean after they got leaves on them.
- Spoke to resident about washout at end of driveway and repaired edge of road on E Orange Street at driveway
- Potholing
- Looked into gravel washing into West Branch Village from sealcoat, cleaned up and inspected road edge to get plan together for repairs.

WATER

- Daily rounds.
- Backwash filters and clean water plant. This is a weekly task that normally takes 3 to 4 hours spread out throughout the day.
- Three final reads

SEWER

- Sampling Tuesday and Wednesday
- Daily rounds.
- Met with Todd Baldrige to get keys to the storage container and go over what should be running at the lagoons. He will be out of state for a week.

STORM WATER

- Met with residents on West Orange St to discuss and issue with the Hilltop Development, Contacted Nate following that to get the issues resolved. Again he was not the most cooperative. I told him his silt fence all needed repaired and new installed in some areas. I also told him about the concerns with trash and the loud swearing neighbors have complained about.
- Unplugged storm sewer at Beranek Park
- Cut off end of pipe and repaired so it would not catch debris in the future.
- Blocked off street from flooding
- Cleaned catch basins before and during storm
- Came in to monitor creek levels, meet with residents on College Street and just make sure all was taken care of during the high water/minor flooding event on Wednesday.
- Spoke with engineers on the issues related to the project on College Street from the night before.

- Set up catch basin repairs with Lynch's, locates are in and they will repair them in the near future
- Contacted several contractors about storm water issues on their sites.
- Cleaned up mud, rock and other debris from several areas throughout town after heavy rains.

CEMETERY

- Mowed some but mainly left for next week to dry out to keep from damaging the cemetery
- Minimal trimming
- Sharpened blades, cleaned decks
- Hauled mower to shop after clutch locked up and started small fire, ordered parts, picked up parts from Iowa City and made repairs.
- Picked up limbs and portions of trees from storm damage

PARKS

- Mowing on portions but it is too wet to mow everything
- Minimal trimming
- Site visit of Cubby Park to check progress and see if there were any flooding issues.
- Met with homeowner on Scott Drive who had a concern with a low spot near the south end of the Cubby Park property and wanted me to look into a possible repair
- Shoveled, washed and swept Scott Drive to remove mud and rock that had washed off of Cubby Park. Needham had been asked to do it but never showed up to do it.
- Empty trash cans.
- Fill water barrel at dog park
- Check and fill dog waste bags

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.

OTHER

- Handled 21 locate requests.
- Checked the lift station, creeks and other flood prone areas over last weekend and after hours during this week for potential problems.
- Got rainfall information for the last week together for V&K and sent to them
- Mowed two yards of repeat offenders and put together billing information for Leslie
- Tim was off for a day and a half
- Got sprayer set up and ready to begin spraying, sprayed near shop to finish out day
- Spoke with resident on S Maple St about a wet spot in the low area between their house and Beranek Park. I have looked at this and while it's possible there is a plugged tile there has also been a large amount of rain. Due to the low flat nature of this area it may just be holding more water than normal. We will continue to monitor this issue.

Thanks, Matt G