

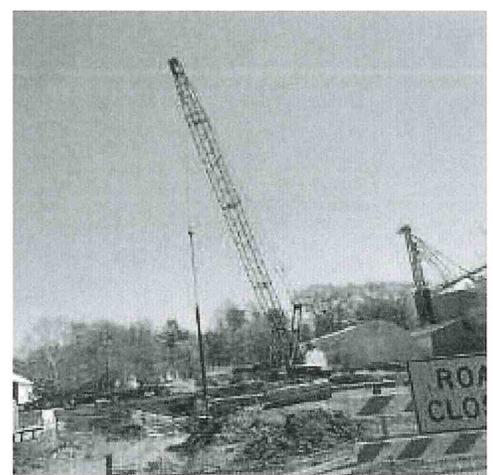
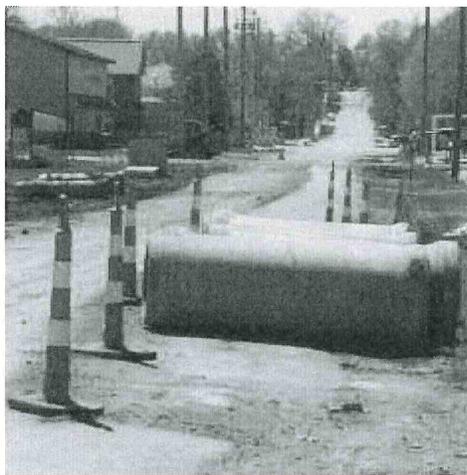
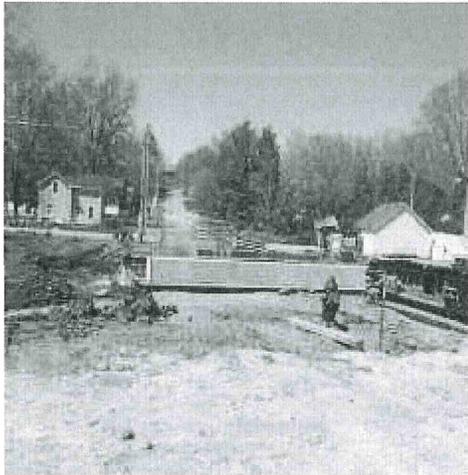
West Branch City Council
City Administrator's Report
7/08/2019

Pending Action Items:

(Wastewater Task Group – No new updates)

The Baldrige Environmental Pilot Project is fully operational and starting to get early results. Although, they are not ready for a summation, he states the data indicates positive indications despite processing a million more gallons of rain water than originally anticipated. This may require an additional dose of enzymes, but he is gauging compliance levels in order to make that determination. He continue to report declining orders and positive water appearance. 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. The Wastewater Taskforce is scheduled site visits with V&K of the LEMNA and SAGAR Wastewater treatment systems (next Monday July 15th – scheduled to take all day).

(College Street Bridge)



Last week, the bridge deck and north side handrail were poured.

Next week the south side handrail will be poured. The roadway to the west of the bridge will be prepared for paving and access will be maintained.

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)

Form 830238
05-97 wd



Iowa Department of Transportation

WEEKLY REPORT OF WORKING DAYS

IMPORTANT! Whenever the prime or a subcontractor starts or completes work it shall be so stated on the corresponding daily line below. This shall also apply when work is resumed after a winter shutdown.

Late/Approx. Starting Date 4/14/19
Intermediate Construction Period, if specified _____
Length of project N/A km (miles)
Type of Work (If Bridge Give Design No.) _____
Park Construction

Report No. 14
Week Ending Sat. 6/29/19
County Cedar
Project No. 16-072
Contract No. _____

Contractor Needham Excavating

Days of Week	Date	Controlling Operation	Explanation of Delays	Contractor Working Yes or No	Working Days Charged
Sunday	6/23/19	Site Cleanup		No	0
Monday	6/24/19	Site Cleanup - Substantially Complete		Yes	1
Tuesday	6/25/19	Site Cleanup		Yes	0
Wednesday	6/26/19	Site Cleanup		Yes	0
Thursday	6/27/19	Project Review (Walk Through)		Yes	0
Friday	6/28/19	Punch List		Yes	0
Saturday	6/29/19	Punch List		No	0

Remarks:

Percent of Contract Completed _____

Percent of Time Used _____

TOTALS FOR THE WEEK			1
Total Working Days Used Last Report			36.5
Total Working Days Used To Date			37.5
Number of Working Days Specified			34
Type of Work	km (miles) Or Quantity Completed To Date	Percent Completed To Date	

Inspector _____

7/1/2019

Report from the Desk of the City Administrator:

- We have received new complaints regarding Green Street Property. We informed the concerned citizen on our anticipated new nuisance ordinance that would address some of the issues that fell through the cracks or loop(s) hole of current ordinance.
- I will have to follow with the Derelict Building Grant Program we went out to bid on the Asbestos Removal and didn't get any bids. I checked with DNR and we are OK to call three vendors for quotes and then choose one. That is the approach we will take. I will be coordinating with ECIA to handle the next steps.

Follow up / Reminder Items:

- Iowa City/County Management Association in Decorah 17-19 (this week).

Upcoming Events:

- 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

Police Department

Hi Everyone

Just to give you a heads up. Sgt. Hanna put together a WBPD web site. He had it up and running in a half a day. If you have any suggestions or additions please let Sgt. Hanna or myself, know. We would like all officers to fill out a brief bio of your education, your police training and experience. It should be about paragraph or two long.

Sgt Hanna also added a monthly a call of service report on the PD web site. It is a press release that was taken from shieldware. I'm sure the council, city, press and citizens will view this release. Let's try to make sure that all of the calls of service go through Cedar County.

www.westbranchpd.org

Shieldware is up and running. The PD is able to track the PD activity, an individual officers activity, or a daily activity report (radio Log) or a variety of other activity. The officers will no long need to fill out the daily radio log. Cedar County and WBPD now have the same call for service numbers. It gives the PD the ability to share data and track data with Cedar County SO. Our old Tac10 reporting software is still available from 2002 and has also been converted to our current shieldware data. There is a small learning curve. Education has been provided and additional training will continue.

The West Branch PD evidence facility is now in place. We are looking at putting plywood on top of the storage facility to store heavy/bulky non evidence. Shelves and lighting will be placed in the evidence facility. All existing evidence will be gone through and handled or disposed of as needed. The container is very clean and serviceable. It will be able to store evidence in a safe secure manor. Steps and a handrail will be placed on the storage container on a later date.

Radar speed sign is currently not working. We will try to get that up and running as soon as possible.

A reminder has been placed with the West Branch Times that fireworks are not permitted in the city of West Branch. We also posted it on other venues.

Thanks

Chief Mike Horihan

Public Works Weekly Update 6/24-6/28

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.
- Cleaned up rock off streets from alleys
- Clean up rock from the yards on East Main Street that has been pushed into the grass from repeatedly cleaning up gravel from the alleys.
- Cleaned up rock in front of the City Office
- Trimmed maple tree in front of 114 North Ridge that was not up to city code
- Trimmed two large ash trees on the private property at the corner of Scott Drive and West Main Street to allow for a better field of view for drivers and pedestrians at that intersection. I contacted the homeowner prior to this work taking place to get permission.
- Pushed back brush pile once
- Street Sweeping
- Mow Shoulders

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.
- Two final reads

SEWER

- Sampling Tuesday and Wednesday
- Daily rounds.
- Clean lift station screens.

STORM WATER

-

CEMETERY

- Mowing
- Trimming

PARKS

- Mowing
- Trimming
- Empty trash cans.
- Fill water barrel at dog park
- Check and fill dog waste bags
- Water trees for Cubby Park multiple times to keep them living and in good health until they can be planted.

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.

OTHER

- Handled 31 locate requests.
- Sprayed the ball diamonds at the high school city maintained areas for weeds as well as several other areas around town.
- West through work orders from the office and completed 7 of the outstanding orders. This is a relatively new system we are working on with the office to track requested tasks, time between request and who completed the task. I prioritize these, assign them and fit them into the Public Works schedule as time allows.

- Timesheets to Leslie
- I was on vacation this week.

Thanks, Matt G

Public Works Weekly Update 7/1-7/5

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.
- Cleaned up rock off streets from alleys
- Pushed back brush pile twice

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.
- Helped the NPS locate a water service for the Hoover Library.
- Helped the NPS with a water service that was hit during a bore of a new electric service to the Hoover Library. This was not the service we helped locate but a 2 inch service to the comfort station that was in a different location than their plans showed. It had been marked by NPS.

SEWER

- Sampling Tuesday and Wednesday
- Daily rounds.
- Clean lift station screens.

STORM WATER

-

CEMETERY

- Mowing
- Trimming
- Re-set a headstone that was bumped by a mower and tipped over.

PARKS

- Mowing
- Trimming
- Empty trash cans.
- Fill water barrel at dog park
- Check and fill dog waste bags
- Water trees for Cubby Park multiple times to keep them living and in good health until they can be planted.
- Planted 15 of the trees at Cubby Park Friday afternoon. Mulched and watered those trees and watered the maple trees planted by the parking lot going to the concession stand. There has been a lot of concern that they are dead due to the color change. They do not appear to be dead or dying but are likely stressed and turning colors a little early. Public Works is watching everything at the park closely and will begin mowing weeds, trimming, caring for trees, emptying garbage and anything else necessary as soon as we are given the go ahead from council.

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.

- Met with Lynch's Excavating to discuss the tie-in to the water main at Cedars Edge for next week. Contacted our engineers on a question for that tie-in and laid out a game plan for approaching that tie-in.
- Met with engineers on College Street to discuss concrete placement.
- Contacted all American Concrete to discuss the timing on pours for the bridge project. Relayed that information to the engineers.

OTHER

- Handled 27 locate requests.
- Sprayed the ball diamonds at the high school city maintained areas for weeds as well as several other areas around town again.
- We were all off Thursday
- Tim was off Thursday, Friday and two other days for a couple hours each day. Tim will be out for the next three weeks at a minimum. I expect this will put a strain on the rest of the guys trying to keep up with the added work load. I have laid out the next four weeks to prepare for Hometown Days and we will work towards completing all of those tasks but with being down a part time and a full time employee I suspect we will have to prioritize and leave some of the less noticeable or unimportant tasks incomplete for now.
- I spent about four hours catching up emails, texts and phone calls from being off on vacation last week.

Thanks, Matt G