



West Branch City Council  
City Administrator's Report  
11/04/19

**Pending Action Items:**

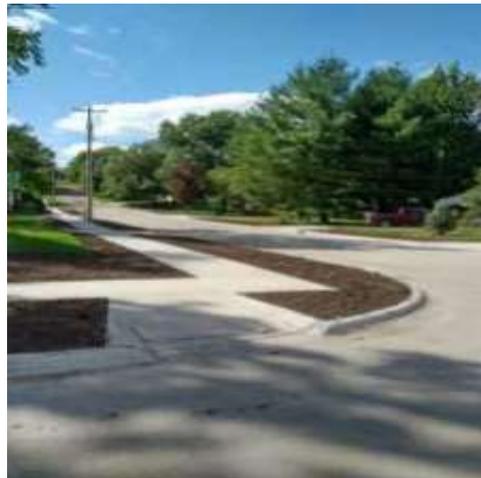
*(Wastewater Topic)*

*(DNR Unfunded Mandated Process)*

Baldrige Environmental will be taking sludge judge testing November 22<sup>nd</sup> to see how effect the treatment has been. Todd Baldrige is expecting to present the results in December. The "Antidegradation Alternative Analysis for the City of West Branch Iowa" has concluded with no public comments, and sent to the Iowa Department of Natural Resources. Our next step is to get our site separation agreement amended with our neighboring industrial partners (P&G and Nordex USA). We also have need to do soil samples at the projected site of the new lagoon needed for our new treatment process. Note: due to capacity issues a new lagoon would be needed for any of the non-mechanical plant options. After we achieve these next steps the facility plan will be forwarded to IDNR for their review of the SGAR system.

*(College Street Bridge)*

Taylor Construction would like to do a ribbon cutting Ceremony to open up the bridge. Would any of the City Council be interested in participating? I am being told that they would like to do it sometime later this month. We should be ready to accept the project on the 18<sup>th</sup>, and have the some type of opening the week of the 18<sup>th</sup> or the short week of the 25<sup>th</sup> (the week of Thanksgiving).



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)*

Fehr Graham would like the Notice of Discontinuation for the storm water permit for Cubby Park to be signed. The grass has grown sufficiently to satisfy the requirements of permanent stabilization as of our last site review.

Therefore the Mayor will be requested to sign and my office will be required to send the signed notice to the Storm Water Coordinator with the Department of Natural Resources.

*Letter from Nate Kass, PE, PLS – Principle Project Manager of the Cubby Park Improvement Project.*



Fri 11/1/2019 8:44 AM

Nathan Kass <nkass@fehr-graham.com>

16-072 - cubby park insect screen

To Redmond Jones II

Cc Melissa Russell; Cody Buel

Redmond -

As an update prior to Monday's council meeting, Point Builders (subcontractor to Needham Excavating for the Pavilion at Cubby Park) has indicated that the insect screen materials will be delivered to Raynor Door (Point Builders' subcontractor) today. Raynor Door has indicated they will have it installed by end of next week (November 8). The exact date of installation will be dependent on the weather.

Please feel free to contact me with any questions.

Thanks -  
Nate

**NATE KASS, PE, PLS | Principal/Branch Manager**  
**Fehr Graham | Engineering & Environmental**

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#### **Report from the Desk of the City Administrator:**

- Goal Setting – We be taking another year off from going through Capital Improvement Prioritization Process. We would like to continue with our Debt Service reduction program and only focus on a few select capital projects. Flood Mediation, A small water project on the East Side of Town, and Utility Relocation related to I-80 expansion.
- Administration is still looking into the viability of the Community Catalyst Grant. It is intended that this program could help the city's efforts in the downtown east redevelopment site.
- The "Business after Hours" meeting went well and we had good discussion as to a Gateway Sign and Wayfinding Sign(s) for the industrial park. We also discussed Wastewater issues related to industrial applications that could present treatment challenges. As a result, Altorfer invited the city to review their cleaning and water disposal process.
- The Iowa Association of Council of Governments (ICOG) will be pushing the State Legislature to accept legislation that would allow local governments to establish Land Banks. The powers of a land bank would likely include
  - The ability to acquire property tax through tax foreclosure at low or no cost.
  - Hold property tax-free
  - Clear title and eliminate back taxes on acquired properties
  - Lease properties for temporary use;
  - And negotiate sales to developers that closely align with community priorities and needs.

- There has been some issues related to the use of Temporary Occupancy Permits. The City has tried to support its builder / Developer community and have been supportive with trying to react to the needs of their clients. However, over the past year we have ran into several examples of where Temporary Occupancy Permits have been abused or non-responsive. Thus, causing neighborhood complaints to rise. For this reason, city has implement the follow process, in these cases property owners will be notified by letter informing them of the outstanding items that need to be corrected and from the date of expiration of the Temporary Occupancy Permit, an inspection will be done every two week to a month depending on the case in question. The charge \$45 per inspection will be bill to the property owner until the property meets approval. This is outside of any separate code enforcement violation that may or may not apply.

**Follow up / Reminder Items:**

- City Administrator’s Open House had low turnout due to the weather. However, the library and I decided to continue with the program due to attendance of few residents. Based on feedback the meeting was considered to be very informative.
- Capital Improvement Reserve Levy – public measure will be on the ballot tomorrow.
- As a part of the Iowa Great Places Committee, I will be asking the committee to consider two potential projects. Funding for splash pad with theme that could tie in other water features around the county; and/or funding for digital tourism kiosks network that will tie-in local sites, businesses, and tourist venues.



Digital tourism kiosks network

Splash Pad



*I have scheduled a meeting with JEO Consulting Group who helps with fund raising campaigns, grant writing, as well as design.*

# Library Update

Redmond,

Below is what the library has for a weekly update:

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The West Branch Public Library has a very full week planned for the end of October. Before getting into details, I'm happy to announce the Fall 2019 Newsletter is finally available at locations online. It may also be found online at [wbpl.org/newsletter](http://wbpl.org/newsletter). It includes city information, events from Parks & Recreation, WBPL, Herbert Hoover Presidential Library, Christmas Past, and information from the community as a whole.

The library's week begins with a Family Movie night tomorrow (Saturday, 10/26) showing the newest Spider-Man movie starting at 7pm. Tuesday night, 10/29, Becky will be hosting a very special Glow-in-the-Dark storytime which will have activities, books, snacks, and crafts, all of which glow in the dark! Wednesday night (10/30) will be our City Administrator Open House with Redmond with special conversation focusing on the ballot item regarding the Capital Improvement Levy. Thursday night is, of course, Halloween. We're again working with Parks & Rec to provide hot dogs, chips, and a drink while trick or treating at downtown businesses before going out to the neighborhoods. Friday (11/1) features a Book Page Wreath making session for adults over 21. We'll have our community guide, Laura Driscoll, showing us how to make them.

Lastly, the library is starting to receive furniture for what will be the new teen and second meeting room in the library. The couch cushions found in the former computer room will be removed, adding a cafe table, small couch, a booth, and TV with gaming systems specifically designed for teens by teens. During school hours, the room may be used as a small meeting room which is frequently needed when the community room is in use. Funding for the project has come from the memorial of long-time library volunteer, Karen Fieseler, and the room will carry a memorial plaque to that effect.

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Thanks,  
Nick.

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