



West Branch City Council  
City Administrator's Report  
1/6/20

**Pending Action Items:**

*(Wastewater Topic)*

We are continuing to gather data and looking for ways to strengthen our results. It should be noted once again that the Baldrige project was able to turn around a difficult lagoon environment into an environment that met the new state required level. This was achieved with a lagoon that is still only operating at 75% of its efficiency. The lagoon is approximately only 5 feet deep when it should be 15 feet deep. So, if we can continue to eat away at the volatile sludge (the sludge that can be digested by the enzymes) and we eventually dredge the non-volatile sludge (the man-made items plastics, latex, and etc.) we will have storage for warmer water for the enzymes to work in. Thus, strengthen our system to better operate in the colder weather. V&K has made overtures to representatives with Department of Natural Resources (DNR), and they are willing to listen and review more data from our project. DNR would like to see our cold month data. Baldrige Environmental will continue to work to improve its cold month data with process and mythology trials. DNR has a process that if we can prove the positive results in the cold months, then we can get approved for a formal DNR pilot study which would give us another year in our compliance plan.

(Previous Report)

*(DNR Unfunded Mandated Process)*

*Back in November of 2018, the Wastewater Task Group recommended moving forward a pilot project that enhanced our current lagoon system. The task group visited several projects that used infusion technologies that enhance levels of dissolved oxygen for increased biological activity, the Baldrige process used this method but at a 80% less expensive rate/price and this local homebased company came with a money back guarantee (if the process did not work). The process also resulted in enhanced sludge digestion by the enzymes (also known as "bugs). Again, a benefit for the city even if other levels were not met. We anticipated (we hoped) the sludge reduction through this process would also result in lower levels of Ammonia, E.coli, and BODs. (Biochemical Oxygen Demand).*

*In addition to the usage of aeration technology, Baldrige Environmental also used a patented enzyme injection as a potential solution for our wastewater treatment process. The treatment timeline was delayed due to the unusual / record breaking cold winter. However the pilot started in spring 2019 and despite heavy rains (also a factor not conducive to the process) positive indicators were exhibited. Signs of sludge break-down and accompanying data soon highlighted the importance of this technology and its effectiveness in lowering ammonia (NH<sub>3</sub>) levels and raising dissolved oxygen (DO) quantities, both highly desirable outcomes. The summer and fall months showed indicators moving in right direction shining a light on the positive usage of the Baldrige Environmental enzymes. Wastewater logs detailed the pre- and post-treatment comparative data. Overall, all findings indicate significant drops in ammonia levels and more desirable changes in DO levels. As of November 2019, the city reviewed our lagoon readings and sent samples to the lab (our normal process / required by the state) and all indicators showed that we were in compliance with the new state required levels. To be clear, these results are within our 2022 compliance thresholds. The levels we weren't expected to meet before the installation of the SGAR process.*

*To use our "Hail Marry" analogy the pass has been thrown, the pass has been caught in the end zone; now we have to wait for the referees to review the instant replay before a final outcome can be called. In this case, DNR are the referees, and like a head coach we may have to fight to force this technology*

*discovery to be recognized by the regulating state agency; thus allowing us to avoid years of rate increases.*

**Next Steps:**

*Currently, V&K is gathering the data collected and will make overtures to DNR requesting flexibility in the city's time line regarding the facility plan and SGAR treatment process. At very least we would like time to expand on the pilot project to get more data before spending hundreds of thousands of ratepayer dollars on design work, and/or millions of dollars on construction. This may take lobbying our state representatives and appealing to the Governor's Office to allow the time we need to show DNR the Baldrige approach works.*

**(College Street Bridge)**

V&K has conducted a walk-through with the contractor and Iowa Department of Transportation. There are a few remaining items that the Department of Transport would like to be addressed, and legal is working to clean-up an easement paperwork related to the Fobian Brothers. The project is expected to ready for final acceptance at the remaining January or February meeting. For more information please call Eric. 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)**

Completed (Final Check has been sent to Needham as of last Friday 3<sup>rd</sup>).

\$ 50.00 has been raised to date.

I have a meeting with the Lions Club to discuss this project.



## West Branch Splash Pad



Show your support by going to this link

[gf.me/u/w2tzn8](https://gf.me/u/w2tzn8)

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

- Administration is still looking into the viability of the \$100,000 Community Catalyst Grant. It is intended that this program could help the city's efforts in the downtown east redevelopment site. I will visit with ECIA regarding a potential partnership in preparing a potential grant.
  - Pre application Jan 31<sup>st</sup>
  - Application April 17<sup>th</sup>
  - Awards Announced in August 2020

- Note: We also have a \$50,000.00 contract approved for the removal and reuse of concrete from the site. Additionally, we accepted two quotes for a total \$1,899.00 to deconstruct and/or demolish structure A and B on the site. We plan to have this phase of the redevelopment project completed by June 15<sup>th</sup> 2020.
- Short-term and Long-term Disability Benefits

**Follow up / Reminder Items:**

- ~~Still working on Nuisance Enforcement Letters~~ — Completed see letters attached. Please find attached a draft “COURTESY NOTICE OF VIOLATION” and “NOTICE OF VIOLATION”. I will be filling out the code violations section and sending out courtesy letters later this week. We will also be working to place an article in the West Branch Times with a public education advertisement. It is on our web site, but we are working to place on our news feed (which shows on our first page of the web site). We will also mirror our efforts on the city’s Facebook and Police Department sites. I believe we wanted to run these activities for 30 – 60 days? If you would like our courtesy period to be longer or shorter please let me know. Thank you for your attention and feedback in this matter.
- Still working on New Garbage Renewal Process
- I Met with the Iowa Great Places Committee, and requested the committee to consider two potential projects that potentially could be the center point of our next Great Place Grant Application. 1) 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

This was met with warm support by some of the smaller communities, but they promised to bring it up with their city councils. There was a representative in attendance from the Great Places staff, and she believed the Kiosk proposal would need to be tied with some larger project.

Splash Pad

Feedback from Great Places staff has indicated that splash pads have not done well with regard to funded projects. They indicate that the grant committees would like to see projects that are artistic and relay a sense of history that is unique to the community it is located in. However, splash pad were not ruled out as a possible projects (They just have not been funded to date).



### Coming Events:

- Set-up Small Group Meeting to discussed the budget with the City Administrator and the Finance Director.
- I will be giving the MLK Key Note at St. Ambrose University Rogalski Center – January 20 2020.

#### **11am – 12pm**

St. Ambrose University Rogalski Center Ballroom, W High St.

- Invocation – Reverend Thomas Hennen, Chaplain of St. Ambrose University
- Welcome & Recognition – Mayor Mike Madsen, Davenport, IA followed by US Congressman Dave Lobsack, Iowa’s Scnd Congressional District.
- Meditation on Dr. King’s Legacy – Bishop Dr. J.R. Horton, Pastor, Gospel Mission Temple
- Entertainment Section – Lift Every Voice by Ashley Dean
- MLK Essay Contest Award – Apps went out throughout the Quad Cities. Submission deadline is January 13<sup>th</sup>.
- Entertainment Section – TBA
- Intro ot Keynote – Mrs. Vera Kelly – Vice President, Davenport NAACP #4019
- Keynote – Mr. Redmond Jones II, City Administrator for the City of West Branch, Iowa
- Entertainment Selection – Selection of Choice by Ashley Dean
- Our Continuing Service / Charge – PUNCH & FoMLK representatives
- Closing Benediction – Rabbi Linda Bertenthal, Rabbi, Temple Emanuel

**12pm – 1pm** LUNCH Free for those in attendance

- **Caucus Night is in Conflict with our Feb 3<sup>rd</sup> City Council Meeting. Would the City Council like to reschedule its meeting to Tuesday Feb 4<sup>th</sup>.**



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## COURTESY NOTICE OF VIOLATION

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Property Violation

Dear Sir / Madam:

On \_\_\_\_\_, the City of West Branch conducted an inspection of the above property and found it in violation of the West Branch Code of Ordinances. The results of the inspection are included in the violation section below. A re-inspection will be conducted on or about seven days from date noted on this notice and compliance order.

Your rights to appeal and applicable penalties are identified at the end of this notice. If you have questions regarding this notice please contact city administration at (319) 643-5888.

**YOU ARE INFORMED THAT A CORRECTION IS NEEDED BEFORE FURTHER CODE ENFORCEMENT ACTIONS ARE TAKEN; THE FOLLOWING VIOLATIONS HAVE BEEN NOTED**

**Location:**

**Violation:**

**Corrective Action Needed:**

**Compliance / Abatement Deadline:** *At this time there is no compliance deadline. But you are encouraged to correct the violation noted above. Should further enforcement actions occur the information below may apply?*

***Right to Appeal***

*You have the right to appeal the violation(s) herein described within the time / date ordered for abatement. Request for appeals will be accepted till 4:00 pm of that business day. Appeals must be submitted in writing. Note: at the conclusion of the hearing, the hearing committee shall render a written and/or recorded decision as to whether a nuisance exist, and have the ability to impose fines and fees; in addition to any imposed clean-up / abatement expense.*

***Penalties and Fees***

*Fines shall be impose from the date of this notice and can be assessed in the amount \$250 - \$750 for the first offense plus all appropriate court cost. A second offense will range \$625 - \$1,375. A third offense will result in the city taking the matter to court to address the code violation described in the notice / abatement order. This could result in the city taking the matter to court to address the code violation described in the notice / abatement order. This could result in either / both in criminal and / or civil penalty that could assess penalties starting at \$1,000 each day that violation occurs and/or was permitted to exist; plus any administrative penalties and all appropriate court cost. Additionally, your failure to correct any of the violations describe above may result in abatement conducted by the city or its contractors with expenses, penalties, and fees to be leaned against the property in violation.*

Thank you for your attention in this matter. Again, should you have any questions regarding this matter; please do not hesitate to call the city administrative office.



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**YOU ARE ORDERED TO CORRECT THE FOLLOWING VIOLATIONS PRIOR TO THE RE-INSPECTION ON OR ABOUT SEVEN DAYS FROM THE DATE OF THIS NOTICE**

**Violation:**

**Location:**

**Corrective Action Needed:**

**Compliance / Abatement Deadline:**

*Right to Appeal*

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