



West Branch City Council  
City Administrator's Report  
6/01/20

**Pending Action Items:**

*(Wastewater Topic)*

Iowa's Clean Water State Revolving Fund (CWSRF) is the best choice to finance publicly owned wastewater treatment, sewer rehabilitation, replacement, and construction, and storm water quality improvements. After a facility plan is submitted, an Intended Use Plan (IUP) application must be submitted to request inclusion on the CWSRF IUP. The IUP outlines the funding available and the planned uses, including project priority lists. The IUP is published quarterly with an opportunity of input by stakeholders and program users before approval. The Wastewater task group has met and have agreed to move forward with the IUP application, which was signed off today. This will allow our application to gain DNR approval in September. Unless we are granted a Pilot Project extension the next steps are as follows:

- |  |                    |
|--|--------------------|
| • IUP Approval   | September 15, 2020 |
| • Design Conference  | September 2020     |
| • Facility Plan Approved   | October 2020       |
| • Survey   | October 2020       |
| • Plans/Specs @ 30%  | December 2020      |
| • Application for CDBG Funding, if West Branch wants to partner? | January 2021       |
| • Environmental Review   | March 2021         |
| • Begin Construction Permit Application (Plan/Specs @ 60%)       | May 2021           |
| • Plans/Specs – 90%  | November 2021      |
| • Construction Plans & Permit Application Submitted to DNR       | December 2021      |
| • Construction Permit Issued                                     | January 2022       |
| • Project Bids   | February 2022      |
| • Award Contract   | February 2022      |
| • Begin Construction   | March 2022         |
| • Construction Complete  | October 2022       |
| • Ammonia & E. Coli Compliance Achieved                          | November 2022      |

The City continues to move forward with our two prong approach. 1) We continue to move forward with the Submerged Attached Growth Reactor (SAGR) system (an estimate \$7.7m investment). Currently, Veenstra & Kim (V&K) working with the State of Iowa in keeping this process moving forward. I suspect that they will soon have to begin the work of applying for State Revolving Loan funding for design work, but at this time V&K have asked that I hold it until they notify us. 2) We continue to work at gaining DNR approval for a Pilot Project extension. As you know Baldrige Environmental reported positive data levels which brings the city into compliance during warmer months. This was achieved with minimal investment (currently authorized not to exceed a total of \$40,000). As we also know we have missed the mark the months of January and February due to the cold weather. However the results have caught the attention of the University of Iowa and the Iowa Innovation Authority. Currently, there is a proposal being drafted by the University of Iowa, planned to be submitted to DNR. The hope is that based on the strength of this proposal DNR will be motivated to grant the City of West Branch a 2-3 year extension to validate the Baldrige early results and give the technology time to solve the cold weather challenge. In other news, the City Administrator's Office has been working with East Central Intergovernmental Association (ECIA) and Cedar County Economic Development Commission (CCEDCO) to pursue grant request under the COVID-19

Economic Development Assistance Program. Since, wastewater service is not only critical for residential but also critical for our industrial and commercial partners, we have gotten the green light to submit an application. ECIA will be preparing the grant application with assistance from CCEDCO and the City Administrator's Office. At this time we are pursuing \$7.7m grant, of which the city would be obligated to contribute 20% (approx. \$2m investment). This could be substantial decrease in our anticipated future sewer rates. Due to my family emergencies, the Wastewater Task Group has not been able to reconvene and weigh it options before making any official recommendations to City Council. However at this time, it doesn't hurt to keep both initiatives active. I hope to get the Baldrige technology approved for a formal pilot project before the city has to outlay major design expenses. Over the past several months it has been thought to be an uphill battle but with the public / private partnership involving the University of Iowa, I believe we may just have a breakthrough we all are looking for. It should also be noted that the Baldrige technology has gotten DNR pilot project approval in Middletown Iowa. In the Middletown case, the Department of Natural Resources gave Middletown a new time frame to carry out its study.

*(College Street Bridge)*

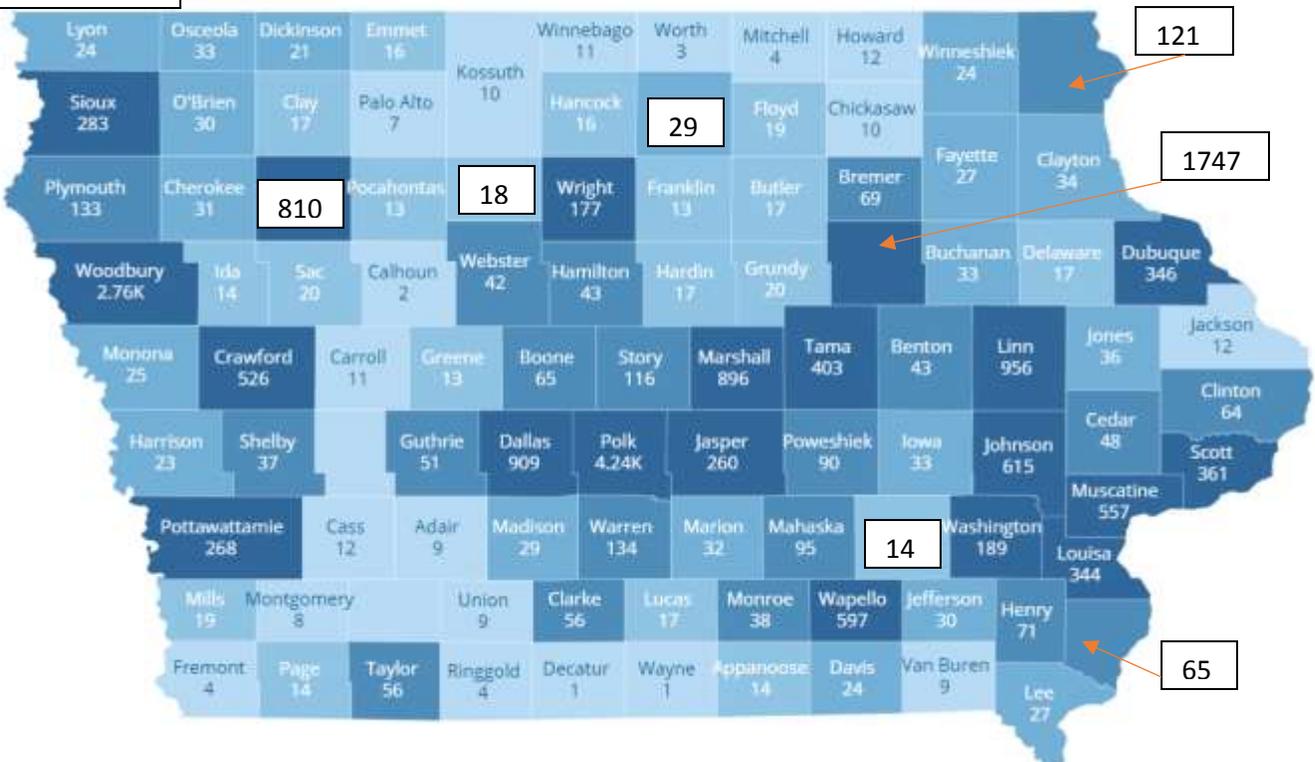
The project is expected to ready for final acceptance next month July meeting(s). For more information please call Eric.

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 319-466-1000

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

- City Safety Committee recommends continuing the city's COVID-19 protocols for at least another month. Jose Gongora, our Safety Committee Consultant has agreed to make himself available to answer an of the City Council's questions at 915-227-1002. As many of you may know Mr. Gongora currently also serves as the safety coordinator for Kinze Manufacturing.

As of 2:22pm Today.



- Reminder New Councilmembers: Please forward Nick with website pictures.
- I met with Councilperson Stoolman and was asked to raise the issue of bring full-time officer July 1<sup>st</sup> as originally budgeted in the event that Hoover Hometown is not funded this year. Since cash flow was a concern due to anticipated revenue shortfalls the lack of funding Hoover Hometown should insulate the city's general fund enough to allow this position to get funded.
- Some may recall that the City and CDG urged local businesses to apply for the COVID-19 Small Business Relief Grants opened this past March 30<sup>th</sup>. Two West Branch businesses were able to get grant funding. I am happy to announce that "Mexico Lindo" got the grant maximum \$25,000 and "The Down Under" received \$10,000. One of the criteria used were businesses most at risk of claiming losses more than 75%. At this time, I am unsure of future rounds of funding, but the city will do its best to try and keep our businesses aware any future funding opportunities. The West Branch Food Pantry received a \$25,000 grant. We hope to partner with School District, Scattergood Farm School, area churches, and the West Branch Food Pantry. It is intended to increase our food delivery, food pick up, and enhance the school district brown bag program. I also wanted to report that Scattergood Friendship School also received \$160,000 COVID-19 SBA Forgivable Loan.
- City Administrator's Evaluation has been scheduled at 7:30pm on Wednesday June 3<sup>rd</sup>.
- I will start working on preparing the final Derelict Building Grant Report for Final Reimbursement. We received our last invoice from Barnhart's Custom Services for \$44,820.00; we received \$5,000 payment for the purchase of rock, we will be working to get the remaining rock sold and weighed.

#### **Follow up / Reminder Items:**

- At this time the City Council has directed to continue beyond this date to June 1<sup>st</sup>. At which time it is intended to evaluate whether resume regular working conditions. Until then we will continue feasible remote working and limited city hall and public facility access.
- I had follow up meetings with the Eastern Iowa Region Crisis System and the West Branch Area Religious Council with regards to coordinating our \$25,000 West Branch Food Pantry Grant. Initial inspection indicates there may be a number of resolutions that will need to be approved because the funding is connected to Federal Community Development Block Grant (CDBG) funds.

#### **Report from Police Department**

- As you know the national and state news has been consumed with protest and riots. We have had small groups of 1 to 5 individuals who have had peaceful protest. There has been inquiries made to the city regarding any requirements on what language can be used on signage during these or future protest. Although, protest signage thus far has not used any foul remarks, it has been asked if it would be permissible; and legal has cleared that freedom of speech would allow the use of foul language on protest signs.
- The graduation and parade went off as planned and was well organized with little traffic disruption.