



West Branch City Council  
 City Administrator's Report  
 7/20/20

**Pending Action Items:**

*(Wastewater Topic)*

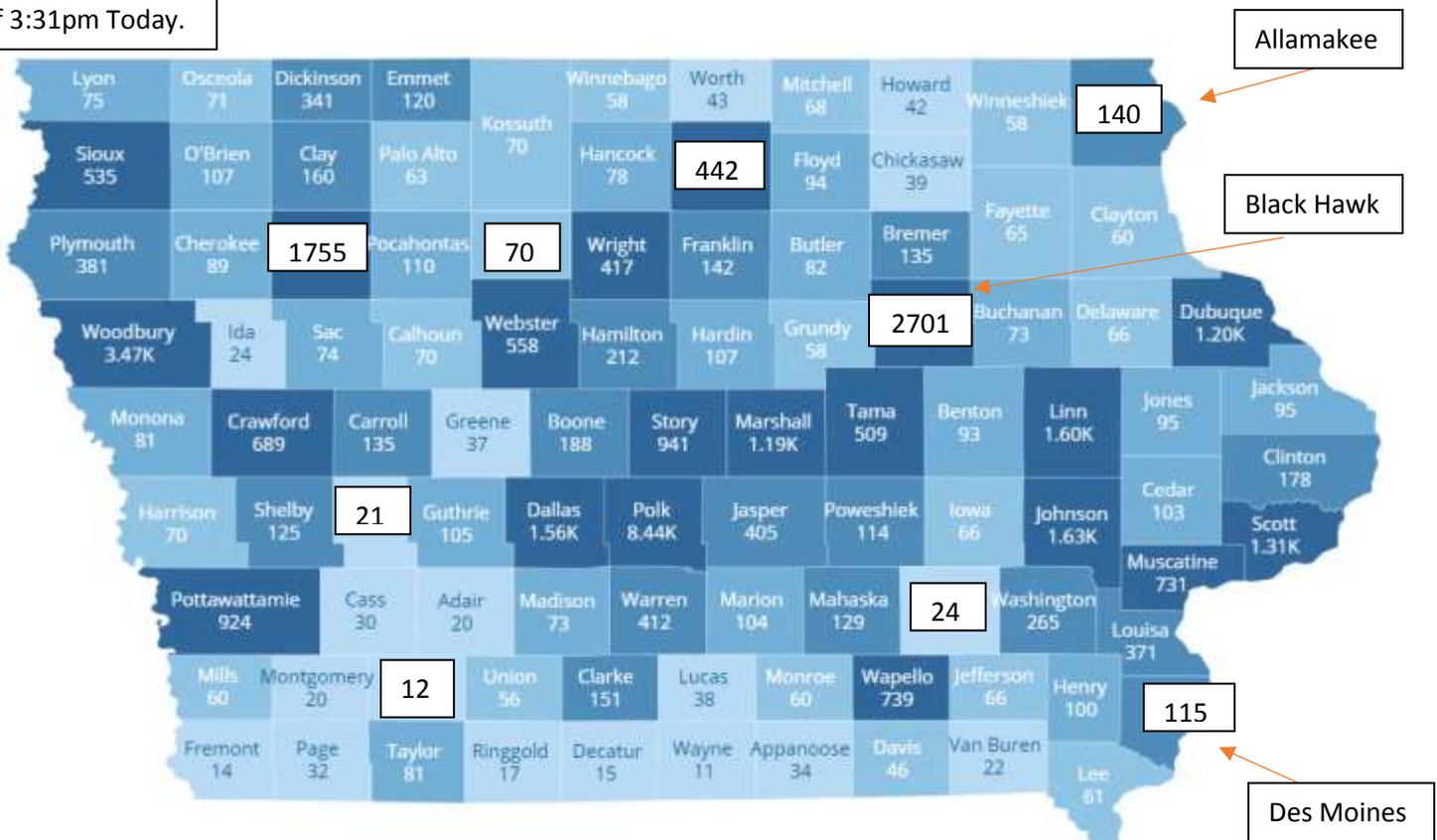
July 10<sup>th</sup> I have met with the Baldrige Environmental Team including a representative from the University of Iowa. With the timeline moving forward with design due to start this year. The Baldrige team has reservations on their ability to get their technology approved before the state mandated deadlines that are imposed on the city. They hope to continue however with the hope they will still be able to request an extension on the city's timeline to test promising technology that have allowed other projects to at least shrink SAGR systems in the past (in other locations). Craig Just with the University of Iowa is working on that proposal to be presented to DNR next month. In the continuous effort to keep wastewater treatment affordable, or at least as low as possible the city has submitted (on 6/25) an Iowa Economic Development Authority (EDA) application for a \$1,986,756. This proposal is getting serious consideration. There has been a number of questions posed regarding our application. V&K has been critical in helping staff answer these questions. I am hopeful that this is a good sign for grant proposal.

Due to the cost of writing, and the amount of matching funds needed the city will not be pursuing the Revitalize Iowa's Sound Economy (RISE) grant for funding a pave road along the wastewater treatment facility at this time.

**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. *Information forwarded by members of the City Safety Committee.*

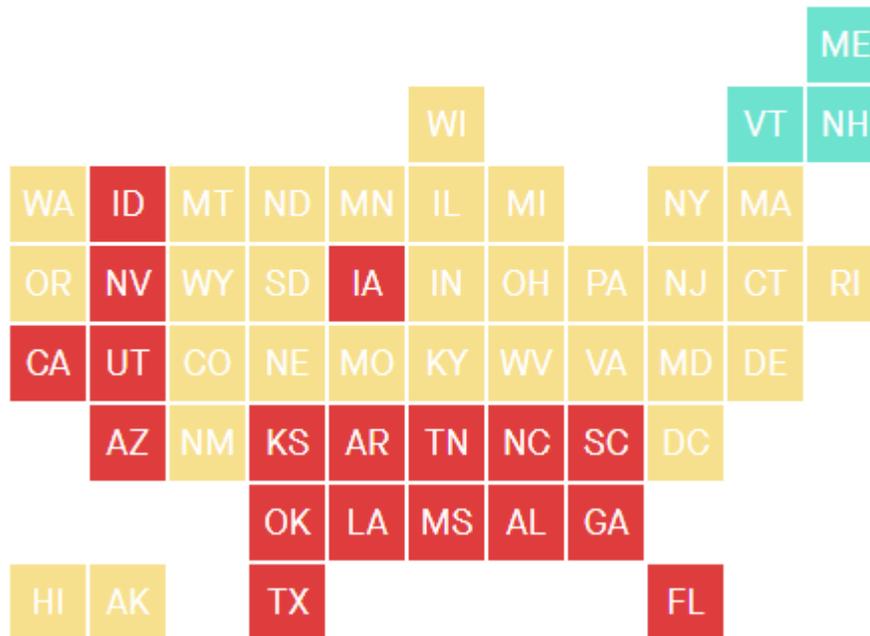
As of 3:31pm Today.



We've seen COVID cases continue in its upward trend in our area over the last couple months. Including total active cases over the past seven day period. The state continues to increase as a whole and we're nearing 10,000 active cases statewide. The Federal Government has identified states that are consider to be the hottest outbreaks or red zones in the country.

## 18 states in COVID "red zone"

A previously unpublicized document says 18 states are in the "red zone" for COVID-19 cases, meaning they had more than 100 new cases per 100,000 population last week.



- At this time the City Council is still practicing Social Distancing. With City Council Meetings still using Zoom for the Public audiences over 10 people. At the time the Council indicated that this practice would continue until July. Our next meeting will be July 6<sup>th</sup>. Is there any new direction that the city should adhere to before this meeting of after? Elsewhere the city continues to take precautions but regular working conditions are slowly being restored. **At this time, it has been personal choice mask for indoor employees, should the employees wear mask when interacting with the public?**
- As you are aware we received our grant reimbursement for 50,890, and paid our final invoice from Barnhart's Custom Services for \$44,820.00; however, we continue to receive payment for the purchase of rock. Recently, we received a payment for \$7,500; to date, we have received \$17,500 in total. We anticipated an additional \$3,027.50 in rock sales by the end of the summer. Our estimate may yield more than originally estimated.
- **Greenview Connection - Funded we are looking for the Developer IBC to pay for the majority of the expenses. The city has reviewed the anticipated remaining portions of this project and it is expected to be very manageable, and would fit with Public Works operational budget.** Since the project is moving now some have expressed the desire to consider having IBC complete the transition. It was assumed that the city could do it in-house at lower rate; however, I have reached out to Axiom Consulting to see if there are any estimates that may have already been done to know what maybe the most economical and efficient. **Is there any preference from City Council on which approach is desirable?**

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

- *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. Now that the most of the preliminary policies and resolutions have been approved, I will begin work on the program development portion of the project (creating a plan to spend the funds). There have been several request proposed. Once I have a plan (which I will get early acceptance from state program coordinators), the city will need to have some type of public hearing in person or zoom. Then City Council will be asked to approve the plan, then the city will be able to move forward in implementing the plan. – Working on this week.*
- I anticipate meeting with the Croell development sub-committee this week. Next steps will updated once a recommendation is studies. The committee has met, a meeting has been requested with the development team for further explanation regarding the proposal submitted.
- Police Chief and I have met with a representatives for a local social justice advocate group (today). They have made public information request for the Police Department procedure booklet and the Annual Budget as they would like to review the Police department budget. *This information has been delivered.*

Report from the West Branch Community Development Group:

Hello all -

I'm passing along some interesting data that you might find useful! West Branch Community Development Group (in partnership with Main Street Iowa) surveyed local residents to assess the impacts of COVID-19 on our community as we enter and progress through the reopening and recovery stages. We had 230 responses, which is a statistically significant sample size for our population. The full survey results are attached.

I hope you find these helpful as we all work together to strategize and prioritize efforts to keep West Branch a safe, comfortable and economically stable setting through this pandemic. This has also been shared with NPS, Hoover Foundation and Hoover Library/Museum leadership.

Feel free to reach out if you have any questions or would like to CDG's partnership in any way. Thanks for all you do! Have a great weekend.

Jessi

--

**Jessi Simon, Executive Director**

109 E. Main Street ~ PO Box 786 ~ West Branch, IA 52358

Office 319.643.7100 ~ Mobile 319.530.2985

[mainstreetwestbranch.org](http://mainstreetwestbranch.org)

Question 1 — Multiple Choice

As non-essential businesses reopen, how long did you or will you wait before dining at a local restaurant or eatery? (dining inside not take-out/delivery)



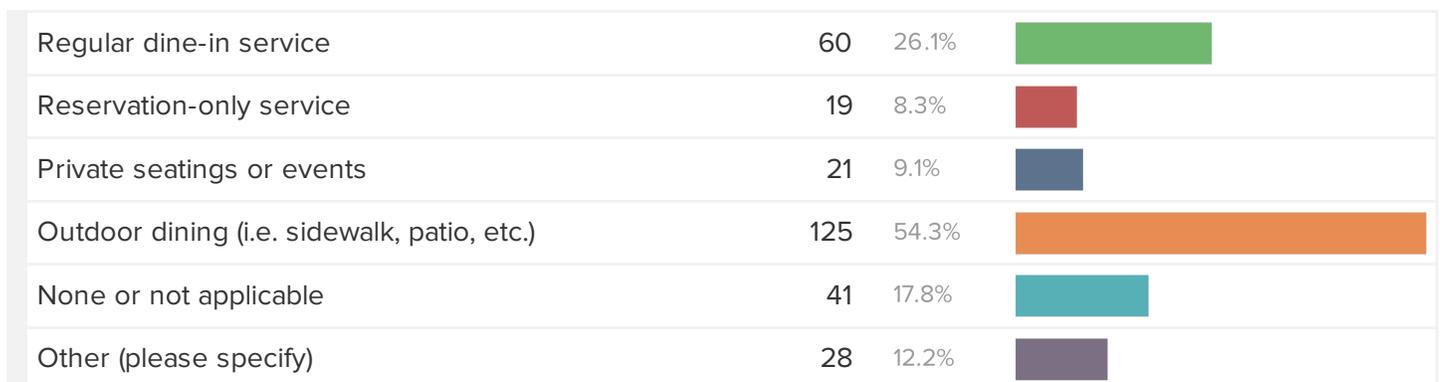
Question 2 — Multiple Choice

As non-essential businesses reopen, how long did you or will you wait before shopping in a local small business?



Question 3 — Multiple Choice

What away-from-home dining experience do you prefer as the COVID-19 recovery and reopening process progresses? (Select all that apply)



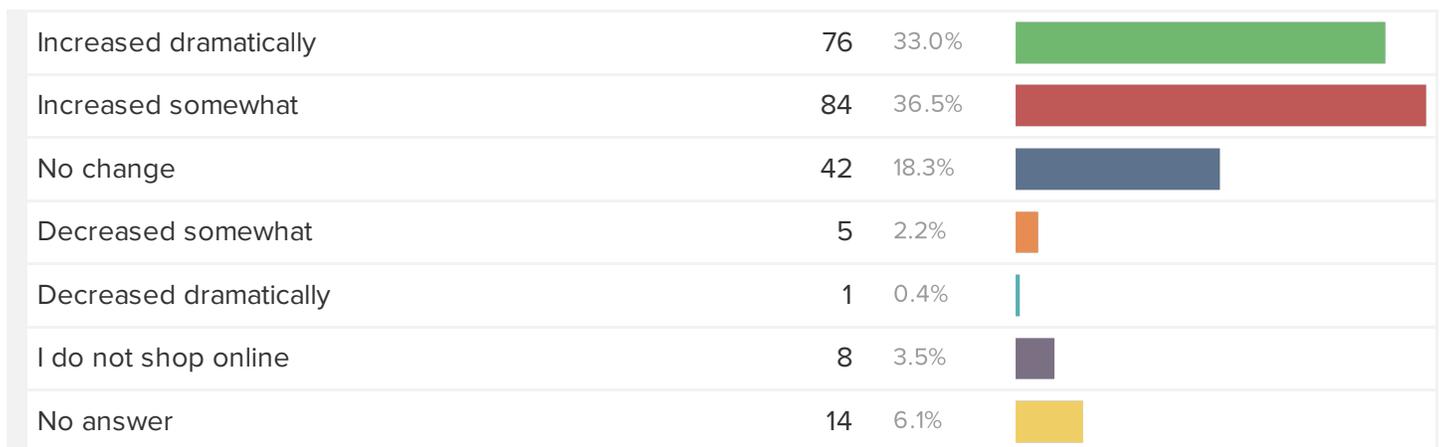
Question 4 — Multiple Choice

Would you like curbside options for restaurants to continue?



Question 5 — Multiple Choice

How did the amount of your regular shopping done online change during the past three months?



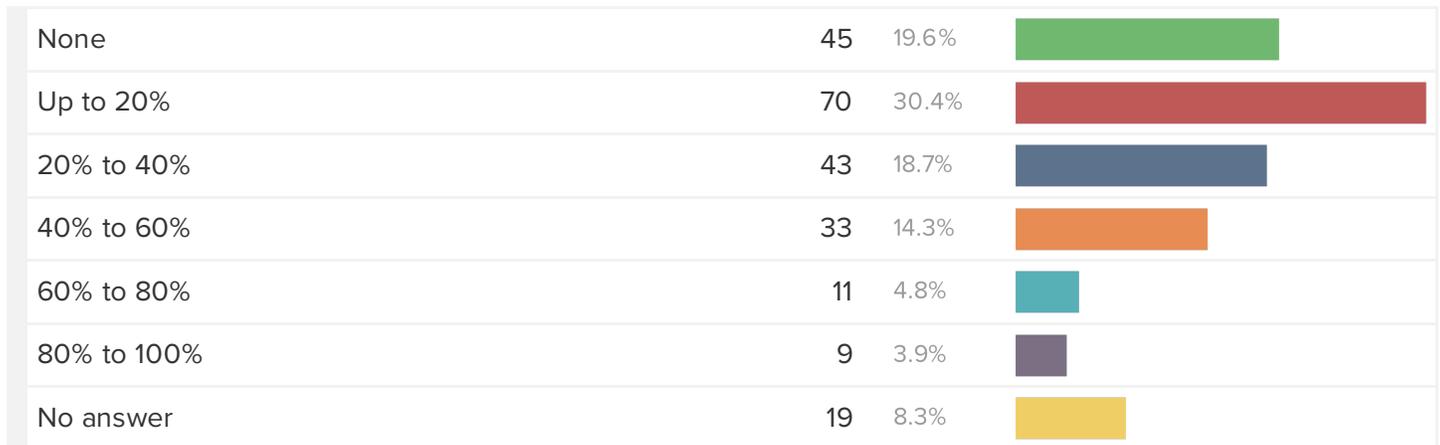
Question 6 — Multiple Choice

As local businesses progress through the reopening and recovery phases, how much of your regular shopping do you expect to do online with national or global online retailers?



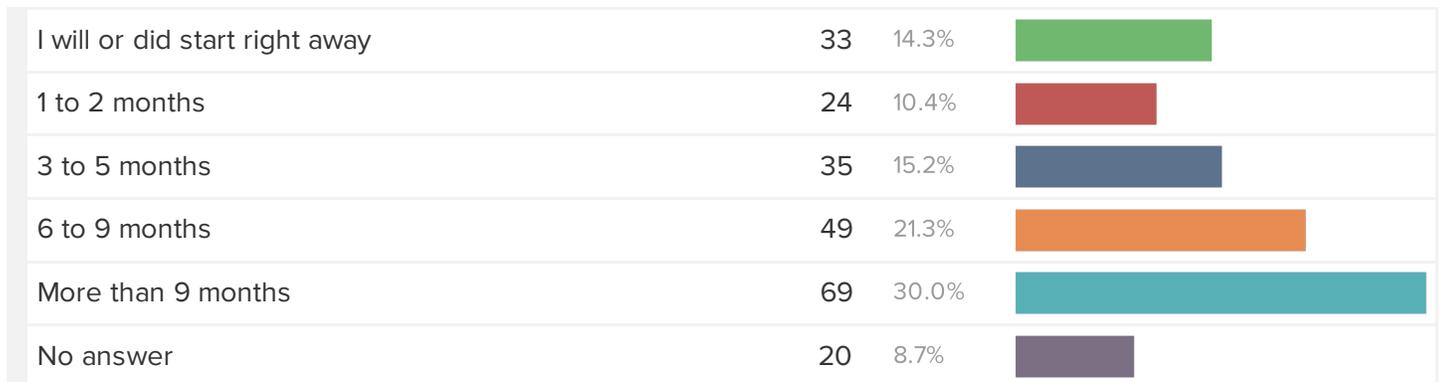
Question 7 — Multiple Choice

As local businesses progress through the reopening and recovery phases, how much of your regular shopping do you expect to do online with local retailers and businesses offering products and services ...



Question 8 — Multiple Choice

With appropriate social distancing guidelines in place, how long will you wait to attend a large indoor event?



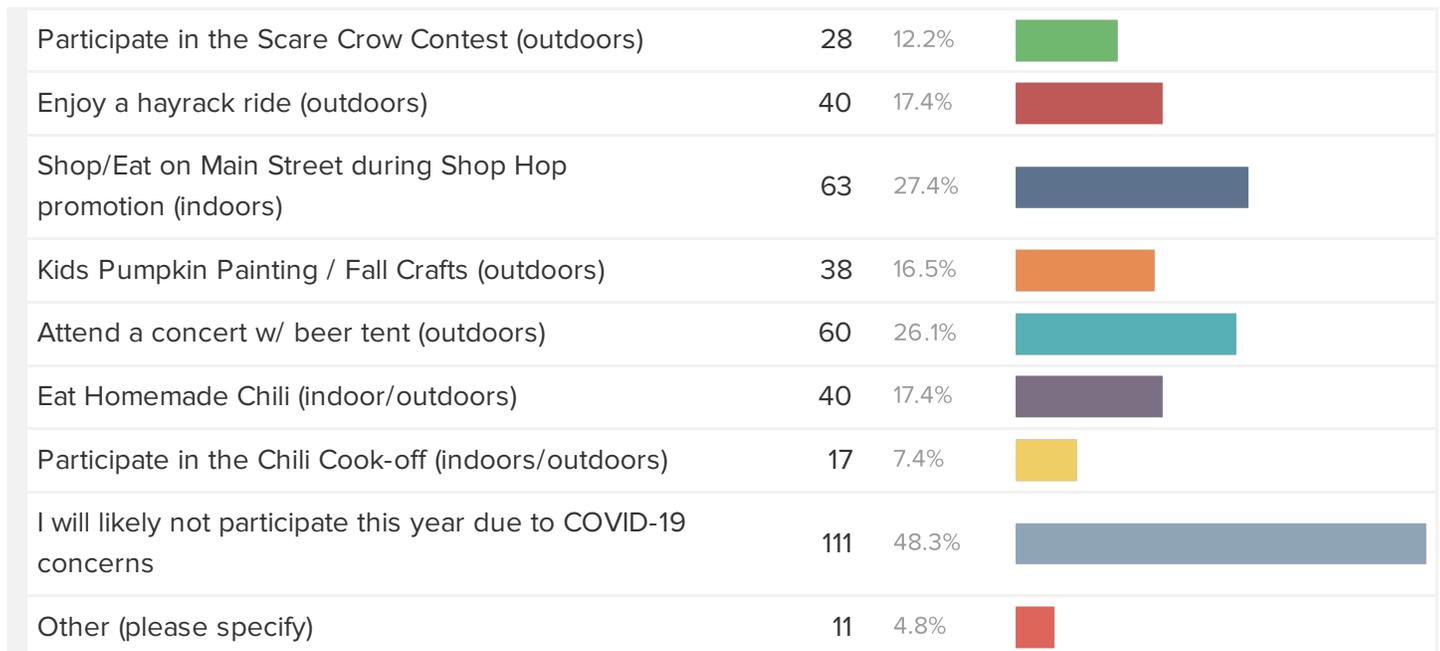
Question 9 — Multiple Choice

With appropriate social distancing guidelines in place, how long will you wait to attend a large outdoor event?



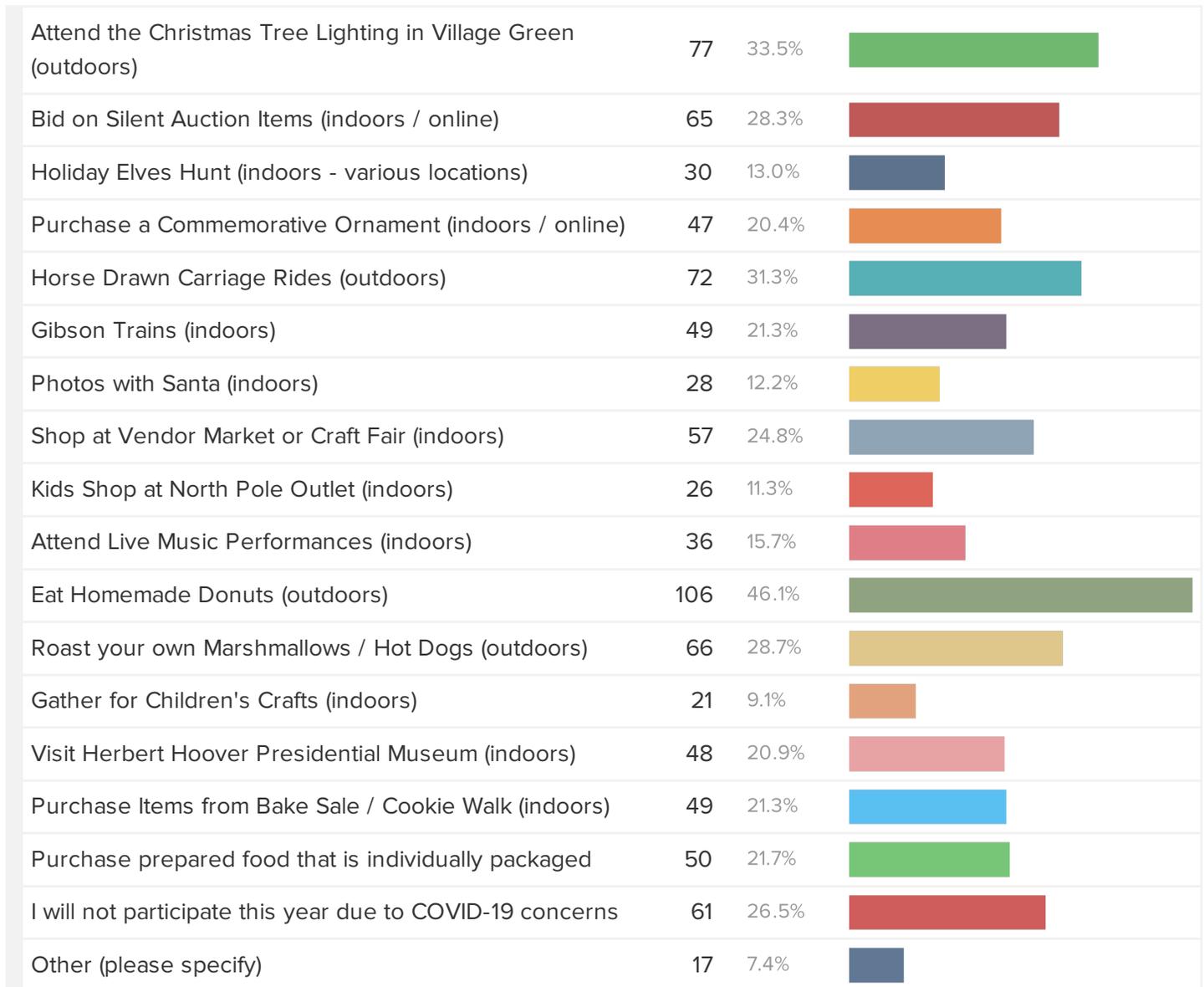
Question 10 — Multiple Choice

Looking toward this fall, which of the following activities would you be likely to participate in if we organize a Fall Festival? Select all that apply. (Note: Changes to traditional annual event elem...



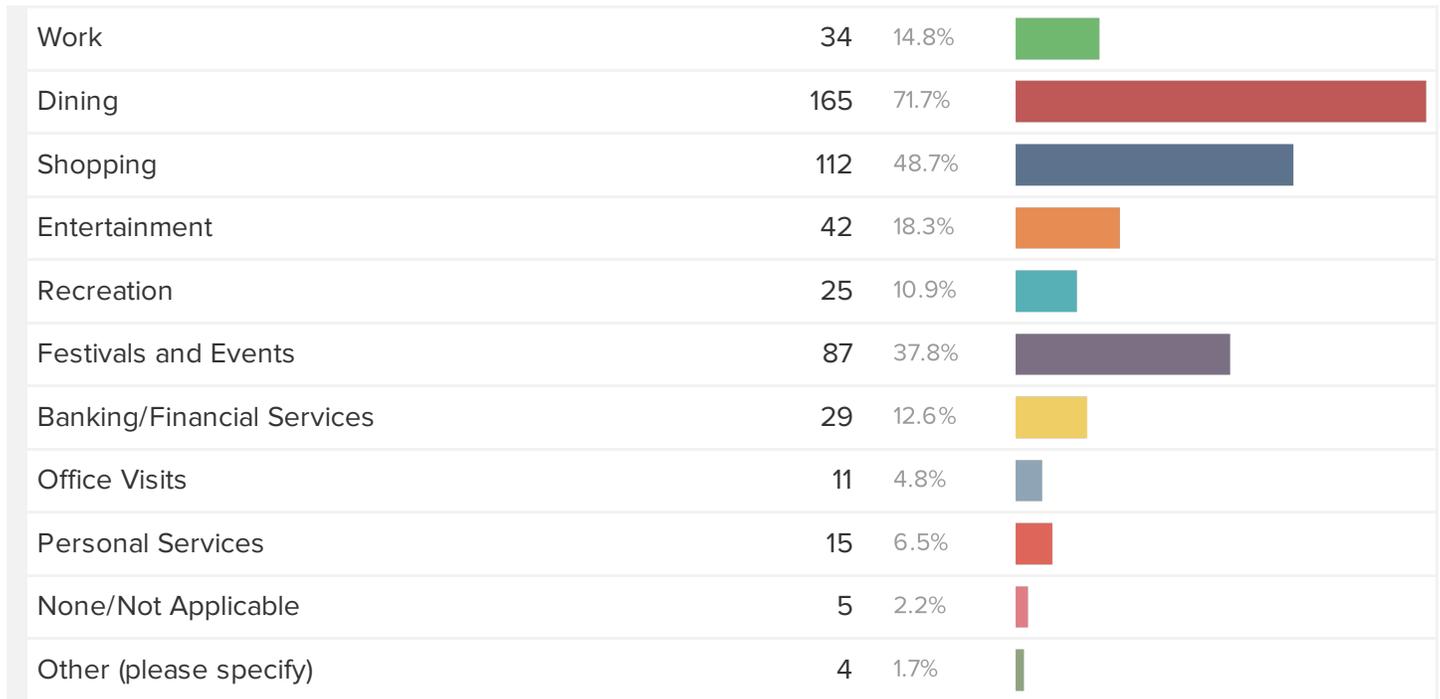
Question 11 — Multiple Choice

Looking toward this winter, which of the following Christmas Past activities would you be likely to participate in? Select all that apply. (Note: Changes to traditional annual event elements are likel...



Question 12 — Multiple Choice

Prior to the COVID-19 pandemic outbreak, for which of the following activities or purposes did you visit Main Street West Branch most often? (Select up to three)



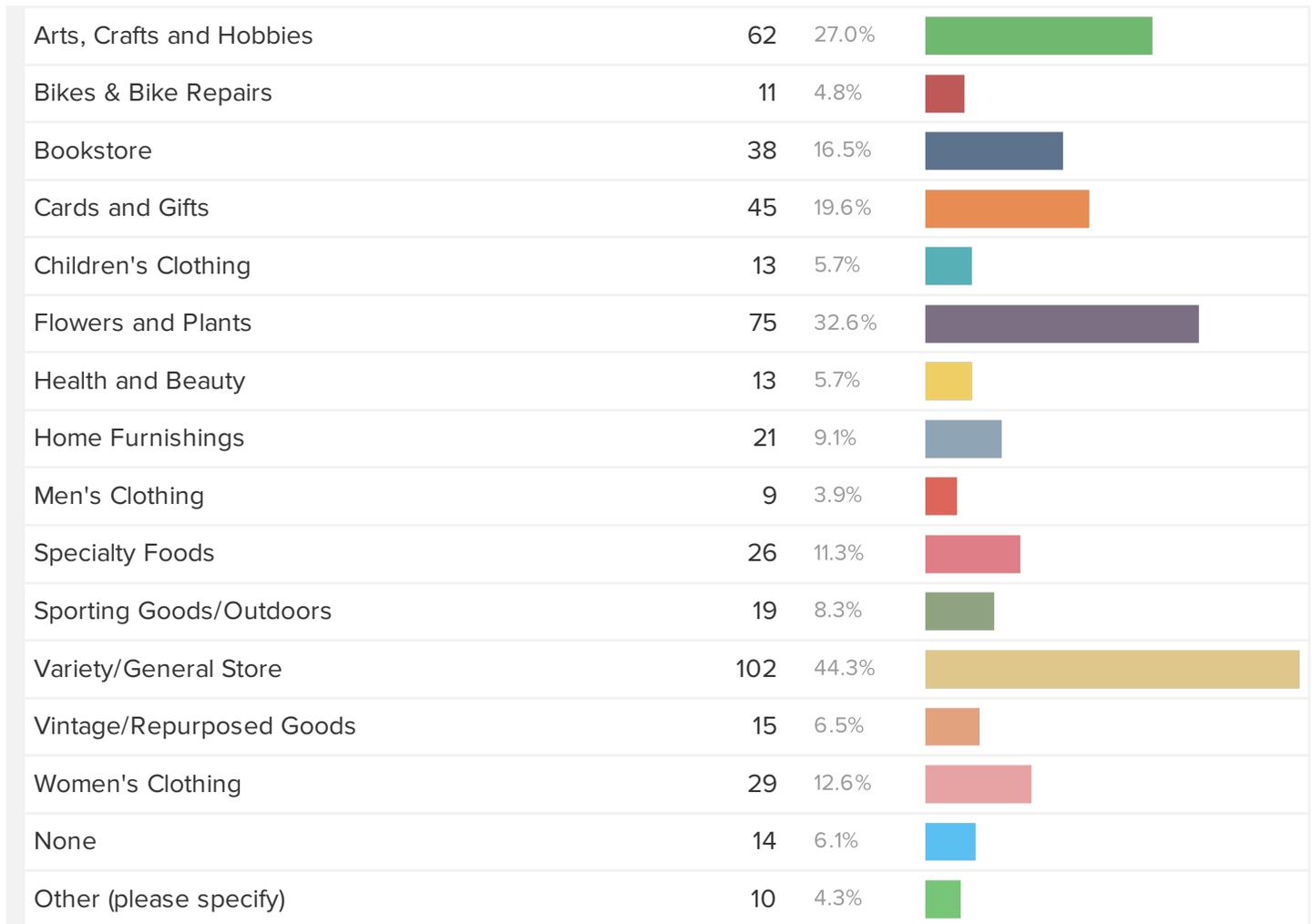
Question 13 — Multiple Choice

Thinking longer term, which of the following types of expanded or new local eating and drinking establishments would you be most likely to frequent on a consistent basis?  
(Select up to three)

Asian Restaurant	53	23.0%	
Bakery	91	39.6%	
Breakfast/Brunch Restaurant	76	33.0%	
Brewery or Brewpub	51	22.2%	
Casual Dining Eatery	72	31.3%	
Coffee Shop	32	13.9%	
Deli/Sandwich Shop	47	20.4%	
Healthy Menu Eatery	33	14.3%	
Italian Restaurant	30	13.0%	
Steakhouse	53	23.0%	
None	3	1.3%	
Other (please specify)	6	2.6%	

Question 14 — Multiple Choice

Thinking longer term, which of the following types of expanded or new local retail establishments would you be most likely to frequent on a consistent basis? (Select up to three)



Question 15 — Text Field

**OPTIONAL:** We appreciate your loyalty to West Branch and local businesses – and your willingness to help. Please share with us any ideas and suggestions that would make your Main Street dining, shoppin...

Text responses are available online.

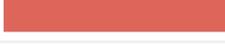
Question 16 — Multiple Choice

### What is your gender?

Female	167	72.6%	
Male	27	11.7%	
Prefer not to say	10	4.3%	
Prefer to self-describe:	0	0.0%	
No answer	26	11.3%	

Question 17 — Multiple Choice

### What is your age?

19 or younger	0	0.0%	
20 to 24	1	0.4%	
25 to 34	28	12.2%	
35 to 44	42	18.3%	
45 to 54	39	17.0%	
55 to 64	49	21.3%	
65 to 74	35	15.2%	
75 or older	9	3.9%	
No answer	27	11.7%	

Question 18 — Multiple Choice

What is your annual household income? (For all earners in the household, before taxes and deductions)

Less than \$15,000	8	3.5%	
\$15,000 to \$24,999	9	3.9%	
\$25,000 to \$34,999	9	3.9%	
\$35,000 to \$49,999	27	11.7%	
\$50,000 to \$74,999	58	25.2%	
\$75,000 to \$99,999	29	12.6%	
\$100,000 to \$149,999	39	17.0%	
\$150,000 to \$199,999	17	7.4%	
\$200,000 or greater	5	2.2%	
No answer	29	12.6%	