

Pending Action Items:

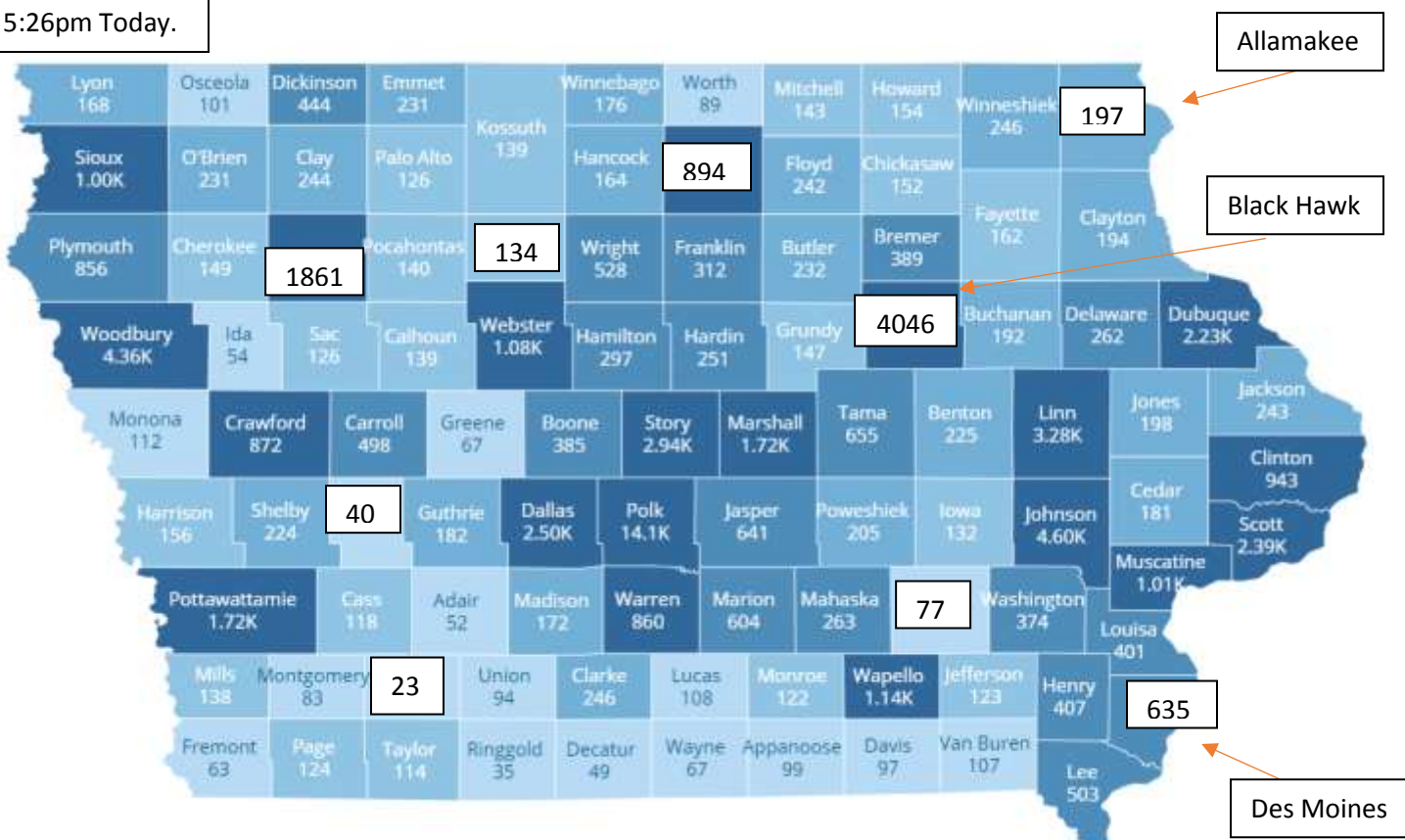
(Wastewater Topic)

The \$2 million Iowa Economic Development Authority COVID-19 grant application was denied. As you may be aware these applications require a large amount, and East Central Intergovernmental Association (ECIA) has played a large role in assisting the city seek this funding opportunity. After raising concerns due to not receiving funding, we have been informed that the city could seek the same, or similar grant from the Iowa Economic Development Authority under a Public Works grant. ECIA has agreed to pursue this grant with a small amount of rewriting at no cost to the city. With regard to our Intended Use Plan (IUP) application we should now if we are approved in September. The IUP allows us the financing for our design phase of our Wastewater Treatment Facility.

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 5:26pm Today.



COVID cases appear to be on the rise once again, and I have received a couple criticisms regarding City Council members not wearing any type of face covering and the concern that it maybe the wrong message

being sent for those viewing the City Council meetings. Although, Statistics show that Masks are critical in keeping the infection rate from peaking and managing the rate of deaths due to infection. The state continues to increase as a whole and we're nearing 257,653 total individual (past and current) positive cases statewide. The Federal Government has identified states that are consider to be the hottest outbreaks or red zones in the country. We are current among those states. 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 September 8th. 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; however, we have counter-shield in use and many times if we notice a customer using a mask staff has mask at their work stations that they will use to interact with masked customers.**

- At this time, a Code Enforcement Cleanup /Abatement is scheduled to occur tomorrow morning at 203 E. Green Street. The homeowner received following notifications: a curtesy violation notice, a notice of violation, a final notice of violation, and a placard notice of abatement (which gives 48hr for compliance or ask for a hearing). None of these notices received a response. These notices were attempted to be delivered in a number of different ways. Including: mail, certified mail, e-mail, and a bright red placard complete with detailed instruction.

Follow up / Reminder Items:

- I sent a responding letter (August 14th) to Shoemaker and Haaland engineers regarding the Barnhart Cedar County subdivision indicating the City Council would like to review their plat through the City's normal Planning and Zoning / City Council approval process. The city has waived it formal review process in exchange for an informational Cursory Review Process that will go through our P&Z process and will be presented to City Council October 5th.
- **Greenview Connection - 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.** However, there has been some thought to make the connection a straight street, thus removing the cul-de-sac. This may require additional right-of-way from one of the neighbor property owners. To reach agreement with this property owner a sidewalk may need to extend from where it was originally intended to stop, and continue to the edge of this property owner driveway. V&K is working up design that will consider both the option of connecting and the option of taking out the cul-de-sac. Where City Council can decide which approach is more desirable and any additional cost considerations that may need to be made.
- The building inspection division reviewed its policy on issuance of Certificate of Occupancy. After reviewing our process with the: Mayor, City Administrator, Deputy City Clerk, and the Building Official the attached changes were made. Please see attachment #1.



DATE: September 2020

TO: West Branch Builders of Single-Family, Duplex, and Multi-Family Residences

RE: Issuance of Certificates of Occupancy (C.O.) for Residential Construction

Dear Builder:

The purpose of this letter is to clarify building and site standards that must be met before a temporary or permanent C.O. is issued. We believe that a clearly-articulated policy on C.O.s will increase the efficiency of West Branch's Building Inspection Division and reduce the number of final inspections that are required before a C.O. can be issued for a residential structure.

Detached Single-Family Dwelling

A single-family dwelling may not be occupied until a final C.O. is issued. *Temporary C.O.s will ONLY be issued for extenuating circumstances or adverse weather conditions from October 15th through April 15th AND an escrow must be received by the City of West Branch or a letter of credit from the bank for the following items:*

*Sod: \$5,000
Sidewalk(s): \$2500 (per sidewalk)
Driveway: \$5000*

Erosion control must be maintained during this time to avoid penalties or fines.

A sidewalk release will be issued after the sidewalk is installed and back-filled.

Duplexes and Multi-Family Dwelling Units (two or more units side-by-side)

C.O. may be issued when:

1. The specific unit requesting the C.O. is 100% complete;
2. For structures regulated by the International Building Code, all draft stops must be installed, with minimum 1/2" gypsum board, 3/8" OSB, plywood, or other approved material;
3. For structures regulated by the International Residential Code, the dwelling unit separation must be installed;
4. Any common area is 100% complete (this includes sprinkler and alarms and documentation when required);
5. The building's exterior is 100% complete;
6. All units are brought to an approved level of electrical safety that ensures all energized parts – or parts capable of being energized – are covered and/or protected;
7. Site work is 100% complete except for items that can be escrowed:
 - A. required trees (planting may be delayed until 1 June or 1 November, whichever comes first)
 - B. paving may be delayed in cases of adverse weather

Attachment 1 (cont.)

Duplexes and Multi-Family Dwelling Units (two or more units *stacked*)

A temporary C.O. may be issued when items 1 through 7 are completed as stated above, and in addition:

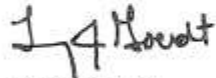
8. Drywall is installed and tape coated in all units;
9. Drain, waste and vents are completed, properly capped, or mechanically sealed.

Some discretion is allowed when assessing whether site improvements meet the policy standard. (Chapter 173.12) of the West Branch Code of Ordinances to allow for the delay of paving and planting due to adverse seasonal or weather conditions.

- For lots with one multi-family structure, the site work for the entire lot must be completed or trees and paving escrowed prior to issuance of the first temporary or permanent C.O.
- For lots with more than one structure, the site improvements surrounding a particular structure must be completed or trees and paving escrowed prior to issuance of the first temporary or permanent C.O. for that structure.
- Site work on any outlot or common area is required to be completed or trees and paving escrowed before the last CO is issued for that development.
- Furthermore, all ground level mechanical and utility equipment (transformers, air conditioners, meters, phone and cable pedestals) will be screened from public streets and sidewalks.

This policy will be monitored and reviewed to assess its impact on our efficiency, and the policy is subject to change. I am available to discuss this letter with you at 319-330-9806.

Sincerely,



Terry Goerdt
Building Inspector

Sincerely,



Redmond Jones II
City Administrator