



West Branch City Council
City Administrator's Report
3/15/21

Pending Action Items:

(Wastewater Topic – No New News)

We anticipate closing on the State Revolving Fund loan for the Planning and Design for the SAGR wastewater treatment facility in the amount not to exceed \$619,000 this April. In preparation for capital expense related to the new treatment process, the next tier of rate increases went into effect last month. The rate will increase \$10.29 per 1,000 gallons to \$12.79 per 1,000 gallons. This is the second year of the incremental rate increase plan approved by Ordinance December 16, 2019.

No New News

(28e Agreement with Johnson County - Roundabout)

At this time, City Attorney Olson is working with Johnson County Legal Department on a Draft that can be brought to City Council. As many of you may know currently the City Attorney is dealing with a family emergency and he is expect return to work next week.

(Wapsi Creek Widening)

V&K continues to work on the modeling needed to clarify the scope of work request from the Gaskill family. As of today V&K is nearing a project scope that minimizes the land needed from the Gaskill property, and for the project to make up to 18 inch reduction in flood water estimates. This is a substantial improvement over previous estimates.


(Greenview Connection)

Is anticipated to be complete this spring / summer. Currently, staff is working on the location of the weather siren, relocation of utilities and negotiation with adjacent land owners regarding right of way needs. **The city has been working with landowners to negotiate right of way issues.**

(Parkview Project)

Still waiting to be updated from the developer's engineering with agreed alternative engineering strategies that address stormwater concerns.

(Former Croell Site – Downtown East Redevelopment)

 I have had two developers expressed interest in this site this month. One commercial and one residential. On the commercial end the Dollar General real estate developer has expressed interest but thought he may need a partnership with the city to address the brick building property. On the residential side, I was visited by a representative from Woda Cooper Companies (an Ohio based company who has done several developments in the Cedar Rapids area).

Budget (FY 2021-2022)

Staff has prepared a proposed operating and capital budget for the 2021-2022 fiscal year that begins on July 1st. The proposed budget includes a property tax levy of \$13.09509 per \$1,000 of taxable valuation. The required process for adopting the Annual Budget requires publication of the proposed Budget and a Public Hearing to be held prior to its adoption. The Resolution calls for the Public Hearing to be held at a City Council Meeting on March 15th, 2021.

Adoption of the Budget would also take place at that meeting; consistent and well in the advance with the State deadline of March 31st. When asked what this budget plans to fund in the next 12 month; please reference the following budget priorities and the City Objectives they are intended to address:

- 1. Promote Quality of life including Public Safety, Community Pride Events, Strong Citizen Involvement, Park and Recreation, opportunities and investment.**
 - Greenview Water Main North Loop (11 votes – Top Priority)
 - Soil Mitigation Project (9 votes – Top Priority)
 - 5 th Full-Time Officer / 24 hour patrol (9 votes – Top Priority)
 - Paid “On-Call” Time Policy (7 votes – High Priority)
 - Police Replacement Equipment (2 votes – Moderate Priority)
 - Invest in More City and Park Cameras (1 vote – Low / Moderate Priority)
- 2. Develop, Maintain and Rebuild Safe, Clean, Diverse, Healthy, Neighborhoods, including Partnering with the School District.**
 - Relocate Brush Pile (8 votes – High Priority)
 - Main Street Storm Sewer Project (7 votes – High Priority)
 - Greenview Sidewalks (2 votes – Moderate Priority)
 - Housing Trust / LMI Program (2 votes – Moderate Priority)
- 3. Develop inviting high profile visual impact project’s including gateways establishing destination, branding and other that reflect sound use of tax dollars.**
 - Baseline Extension(s) at Cubby Park (12 votes – Top Priority)
 - Cubby Parking Lot Extension (9 votes – Top Priority)
 - Downtown East Redevelopment (6 votes – High Priority)
 - Parkview / BP Turn Lane (1 vote – Low / Moderate Priority)
 - Annexation Plan (Rummells Farm Back 50 and Cedar / Johnson Area) (1 vote – Low / Moderate Priority)
 - Naming and Marketing Industrial Park (1 vote – Low / Moderate Priority)
- 4. Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.**
 - Introduce Merit Pay System (10 votes – Top Priority)
 - Review Building Permit Fees (8 votes – Top Priority)
 - Retire the Building Rebate Program (8 votes – Top Priority)
 - Hoover Hometown Days (4 votes – Moderate Priority)
 - Overlay One Alley in an Annual Process (4 votes – Moderate Priority); this item was removed by unanimous city council vote at the January 19th City Council meeting.
 - Develop Fund Balance Policy (2 votes – Moderate Priority)
 - Planning Alternative Wastewater Treatment (a polishing treatment) wetland mitigation and Research Park / Eco Park Concept (1 vote – Low / Moderate Priority)

Department Updates

Public Works

Working on Cubby Park Parking Lot
Switching off Snow Plow Equipment / Change Over
Cleaning Shop / Re-tooling
Tucker is taking his Water Operator Test
Water Testing

Police

Setting Police Equipment Replacement Program
Concluding Investigation on Dog Bite Report

Finance

Wrap-up Budget
Processing Claims
Audit Assistance

Parks & Recreation

Cigarette butts Complaint at Heritage Square Park
Back ground checks summer staff
Working through Dog Park Issues
Assisting Simply Summer CDG project

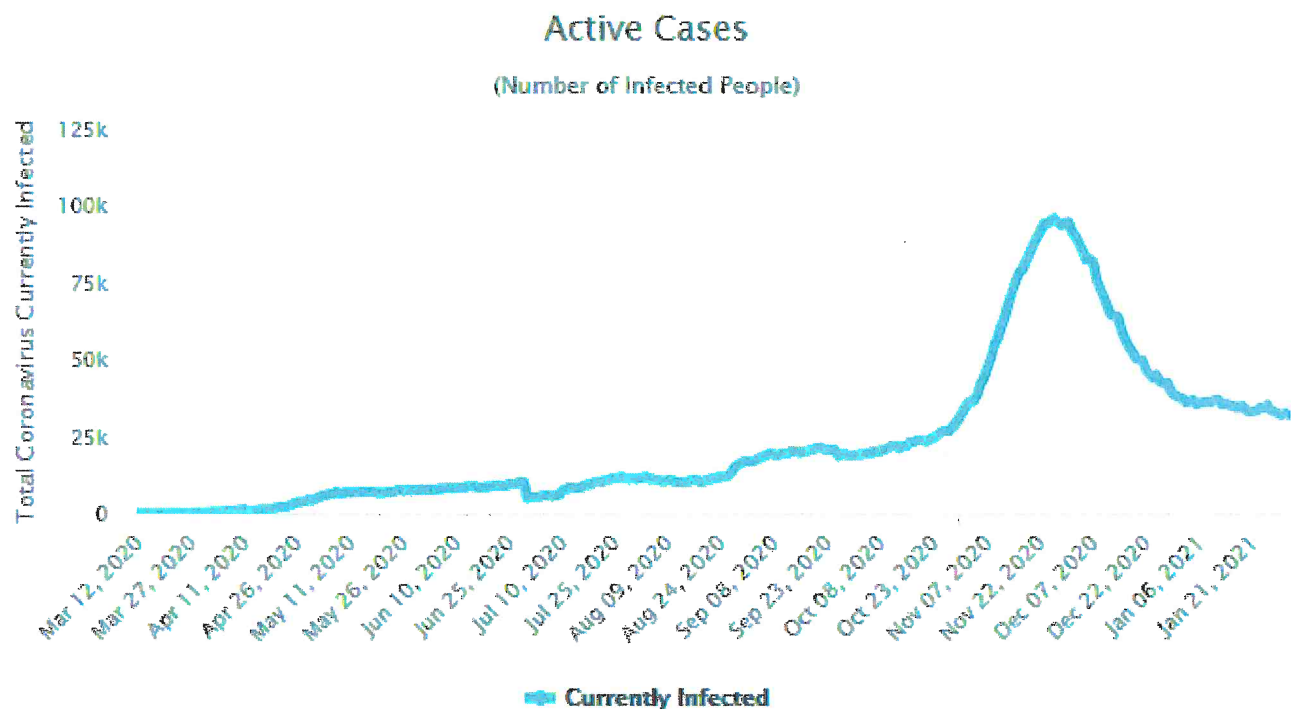
Library / Information Technology

Working to Replace City Server
Planning Tree Planting with Students
Board Meeting

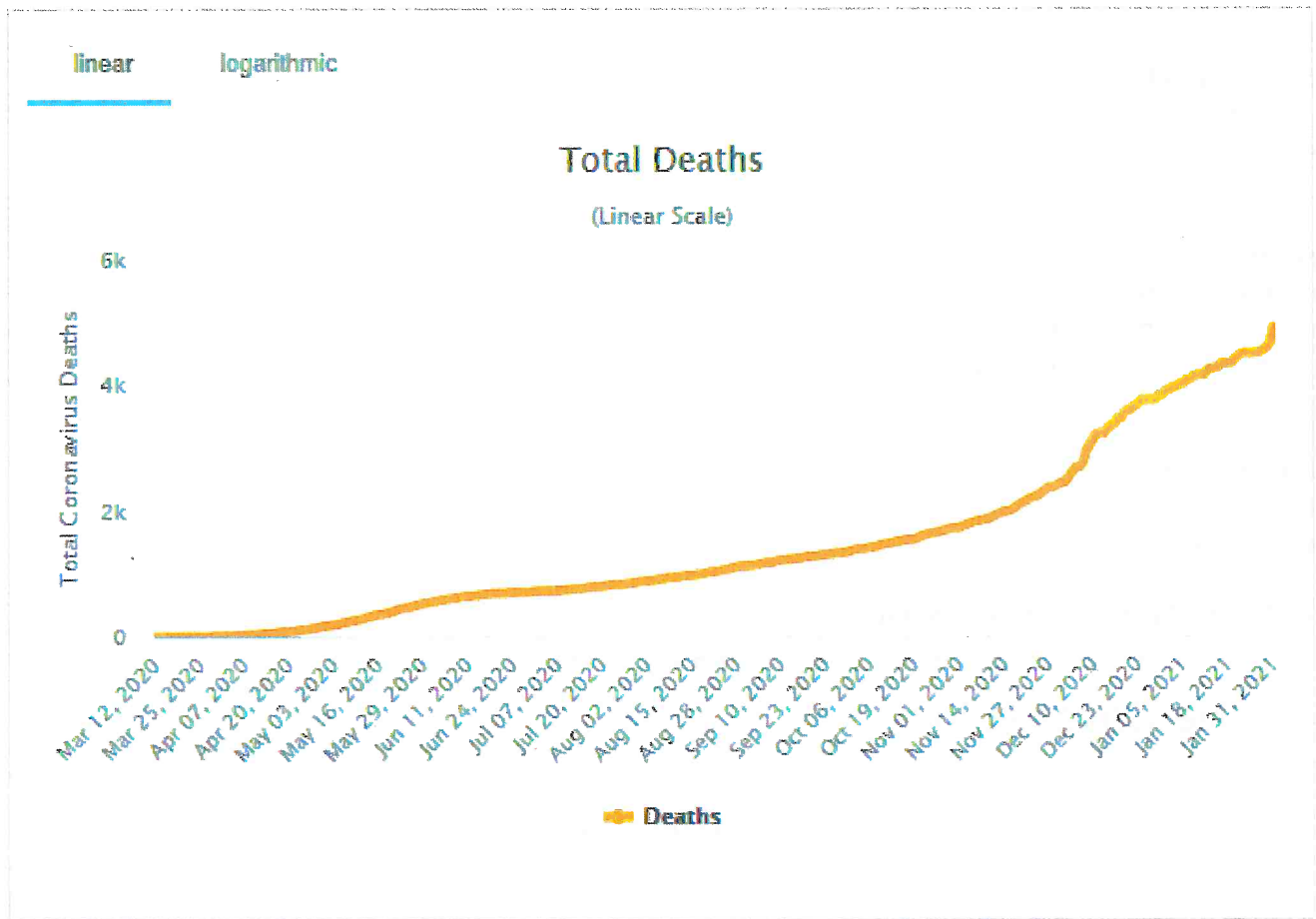
Report from the Desk of the City Administrator:

- COVID-19 Summary Statistics: (Updated as of 6:13pm today)

Active Cases in Iowa



Total Coronavirus Deaths in Iowa



Follow up / Reminder Items:

- The repair of the "Food Pantry Building". After trying to find the contractors interested in repairing the Food Pantry building (the building adjacent to town hall), we could not find contractors who were interested in repairing this building due to the lack of time, or the complexity of the masonry that would be involved with the job. For this reason, we call the city insurance adjustor who visited the site two weeks ago and promised he could find a contract to do the job. Unfortunately, the insurance adjustor for the city could not find a contractor. Since, then we have gotten interest from two contractors and we will be getting estimates this week (if not after the holidays). We have asked the contractor to give us prices on the repairs and ADA work that was funded from the \$4,000 food pantry grant. We recently received interested potential bidder(s) for this project; for this reason, we are asking interested bidders to submit in a sealed envelope to the City Administrator @ City Hall 110 N. Poplar Street, West Branch, Iowa by 3:00pm. Since this is for repairs due to an insurance claim and a grant that has already been approved it is not anticipated that City Council will need any further approval. Therefore the awarded bid was notified last Friday. We received three proposals Laughlin Design was the lowest responsible bid and was selected to do the work. This was approved by the Public Works Director, City Administrator and the City Attorney.
- Staff review / working on Gaskill request for a culvert cleaning – It is on Iowa Department of Transportation (IDOT) land, but V&K has agreed to bring this issue to the attention of IDOT.
- Food Pantry Grant receipts and invoices are beginning to come in. One of three Food Pantries (the West Branch Food Pantry) and the Community Development Group (CDG) have presented the city invoices.