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BEATRICE

CITY • BOARD OF PUBLIC WORKS

Monthly Report

September 2015



MONTHLY REPORT SEPTEMBER 2015

ADMINISTRATION

Tobias J. Tempelmeyer, City Administrator/General Manager

- Interviewed firms for a Citywide Strategic Plan.
- Met with NPPD to discuss possible future data centers.
- Met with NPPD regarding contract.
- Met with NDEQ and EPA regarding Former Manufactured Gas Plant Site.
- Met with Economic Development Prospects.

A list of the current status of the Capital Improvement Projects for FY15 is attached, marked as “Exhibit A”.

The status on the active Strategic Planning and Goal Setting list is attached, marked as “Exhibit B”.

A list of completed goals from the Strategic Planning and Goal Setting list is attached, marked as “Exhibit C”.

FINANCIAL

Linda S. Koch, Finance Director

City of Beatrice:

General and Street Fund financial statements for the month ending July 31, 2015 are attached, marked as “Exhibit D”.

Board of Public Works:

The Electric, Water, and WPC financial statements for the month ending July 31, 2015 are attached, marked as “Exhibit E”.

LEGAL

Gregory A. Butcher, City Attorney

- Continued to coordinate the active and new civil matters pending with the City. Reviewed and assisted with final motions and briefs in the the Ron Hasley and Ray Scott federal cases.
- Worked extensively on the matter of 407 Court Street. Continue to coordinate issues with adjacent property owners. Assisted in obtaining cost data and insurance policy information. Began formalizing final contract based on needs of all parties.
- Processing and reviewing a number of JMV matters submitted to my office by Building Inspections.

- Continued to try and resolve a number of matters with Dan Meints.
- Finalized vacant and adjoining building ordinances and sent copies out to the members of the committee helping develop those matters. Continued organizing a meeting with local property owners and stakeholders.
- Prepared a number of real estate matters related to flooded properties. Closed on 813 Grant Street property.
- Continued to coordinate FEMA/NEMA efforts of the City for the recent flood events. Attended meetings regarding roads project repairs and parks repairs. Worked extensively with Department heads and Linda Koch to coordinate efforts and information.
- Successfully passed certification to be a CDBG Certified Administrator for a three (3) year term.
- Finalized Equal Employment Opportunity Plan in coordination with Victim Assistance Coordinate Kerri McGrury.
- Attended the meeting of the Planning and Zoning Commission to discuss a special use permit and administrative matters.
- Conducted a comprehensive review of the Planning and Zoning administrative process along with the City Engineer and the Building Inspector. Drafted proposed changes to the administrative portion of the code.
- Drafted application to Royal Charities for assistance with two (2) new ball fields at Hannibal Park.
- Attended wind regulation hearing of the Gage County Planning and Zoning Commission and reported back to City Administration and the Board of Public Works.
- Attended working meetings of the League of Nebraska Municipalities related to CIR reform/review.

A list of the cases filed for the month of August is attached, marked as “Exhibit F”.

BUILDING INSPECTIONS

Linda Schindler, Building Inspections Secretary

Building Permits

A total of fifty-four (54) building permits were issued and fees collected in August. See attached list, marked as “Exhibit G”. Total fees collected for building permits was \$4,904.50.

Plan Reviews

There was a Plan Review for an Addition for Bob Smith at 1521 North 13th Street, an Awning for Woods Bros. Realty, and an Addition for March Car Wash at 2321 North 6th Street.

Demolitions of Dilapidated Structures

There was a demolition at 102 West Court Street, taken down by the City in August. See attached list, marked as “Exhibit H”, for the demolitions in progress.

Planning & Zoning

The Planning and Zoning Board did not meet this month due to no agenda items.

Code Enforcement

Rob Mierau, Building Inspector

The Code Enforcement Officer reviewed eighty (80) code violations in August. Forty (40) of these violations are currently being investigated. Forty (40) were corrected this month and twenty-eight (28) violations from previous month’s reports have been corrected and were cleared in August. See attached list, marked as “Exhibit I”.

- Responded to over eighty (80) various code violations, with the majority being weed and property code violations.
- Received over two hundred and seventy (270) phone calls and over one hundred and ten (110) walk-in customers, and served those customers accordingly.
- Conducted forty-four (44) plan reviews on various types of building projects.
- Conducted approximately fifty-nine (59) building inspections, while Rex Behrends conducted approximately five (5) building inspections.
- Completed budgetary responsibilities for the Building Inspections Department, to submit to the City Council. Attended City Council meetings and answered questions and concerns regarding the biennial budget.
- Completed my research for record keeping software for the department, and chose to proceed with the IworQ system.
- Completed our review of Article 13, Administration and Procedures, of the Planning and Zoning book with the City Attorney, City Engineer, and Building Inspections Secretary. This review process was organized by the City Attorney in an effort to streamline our processes.
- Continuing to learn the building codes in preparation for the final four certifications I am required to hold. I am currently working on the International Building Codes (IBC), which is approximately 700 pages of material in addition to various other reference materials associated with the IBC. I would estimate that 99% of my learning time is completed off-duty (during the nights and weekends).
- Made follow-up phone calls on previously logged dilapidated structures, and was able to convince multiple owners to demolish four different garages and sheds, and a fifth was issued a demo permit for their garage.
- Spoke with the City Attorney about repealing a city ordinance for licensing and inspecting mobile home parks. In 1978 the City of Beatrice was issued a Certificate of Exemption from the State of Nebraska Health and Human Services, which made the City of Beatrice responsible for annually licensing and inspecting mobile home parks. After receiving a complaint and researching this issue I was unable to find any indication/documentation, since 1979, that the City of Beatrice conducted or required any annual inspection or licenses per Nebraska State Statutes.

POLICE DEPARTMENT

Bruce Lang, Chief of Police

With the departure of Robert Soldo we not only lost an experienced police officer but also our dog handler. Due to his age the previous dog was retired. We have selected Officer Anthony Chisano as our new K-9 handler and plan to take the program in a slightly different direction.

Previously we had a dual purpose dog that could be used for both patrol (chasing bad guys and taking them down) and for drug detection. We found that the need for a dual purpose dog was not really there in Beatrice so we have decided to change to a drug detection only dog. Both types of dogs can do tracking so that function will remain to help find lost or missing people.

It is my feelings that our community has been very supportive of the K-9 program, so with that in mind we will solicit private donations for the entire program costs including a new patrol vehicle, designated for the dog program only. We currently have a commitment from Stan and Judy Meyer at Ashley Furniture, to purchase the dog for approximately \$2,000. We also have a commitment from Beatrice Ford for partial funding of a new vehicle. The Department will begin a funding campaign with a goal of raising an additional \$20,000 for the remaining costs of the program.

The dog will be a lab type of dog which can be introduced around members of the community, schools, etc. without fear of it biting someone inadvertently. For this type of program, we start with a 6 week old puppy who will live, grow, and begin basic training with Officer Chisano. At approximately 9 months of age, Officer Chisano and his K-9 will go to training, after which the dog will be placed into service.

If you have any additional questions about this program or any other police issue please don't hesitate to call.

Animal Control

Animal Control received 44 calls in August.

Animal neglect calls - 7

Dog At large - 19

Dead animal - 4

Injured animal - 1

Misc. calls - 8

Trapped Cats - 2

Cat calls - 3

FIRE DEPARTMENT

Brian Daake, Fire Chief

Beatrice Fire and Rescue responded to 225 emergency medical calls and 17 fire and/or hazardous material calls in August 2015. August 2014, we responded to 195 emergency medical calls and 18 fire and/or hazardous material calls.

This August of the 242 incidents that we responded to, 104 of these incidents occurred at the same time. Meaning we had anywhere from two to seven calls for service overlapping in time. In one of our extreme examples, we were paged out for a call and then 16 seconds later we were paged to another incident.

This August, Monday was the busiest day of the week for medical calls with a total of 50. In August 2014, the busiest day of the week was Friday at 45.

Our top three (3) transport locations were: Beatrice Community Hospital with 116; Bryan Medical Center East with 36; and Bryan Medical Center West with 17.

For the month of August 2015, 61% of our medical calls were ALS charges and 16% were BLS charges. The remaining medical calls were for non-transport, etc.

Average time spent on the medical calls continue to vary from our different response locations. This time frame represents from the time we were dispatched until we return to quarters. Last month 911 calls inside of Beatrice were 00:48:23. The average time in our EMS District had an average time of 1:21:33 with 12 calls for service. Outside of our EMS District there were 11 calls with an average time of 01:09:36. We had a total of 5 in town transfers for an average time of 00:45:48 and 71 out of town transfers for an average time of 02:52:19.

August is the beginning of our 5th Grade Jr. Firefighter Program on fire safety and prevention. Currently Aaron Burger is coordinator and primary instructor. Joshua Hesson is being trained by Aaron to take over next year.

Training topics for the month of August included: Apparatus Familiarization, Emergency Vehicle Operations, Pump Operations, Airway Management, Fire Extinguishers, Foam Fire Streams, Fire Control, SCBA, Survival Techniques, Mayday, Rapid Sequence Intubation, and Patient Care computer reporting. Walkthroughs also occurred at the Bio-Diesel Plant and the High School.

We continue to run short with one (1) member still off duty due to a back injury. We also had three (3) other documented injuries this month.

As always if you have any questions feel free to contact me at any time.

PUBLIC PROPERTIES

Mark Pethoud, Director of Public Properties

- Public Properties staff continue with tree removal of the areas that were affected by the flooding. It is estimated that there are fifty (50) trees remaining that need to be removed.
- Playground equipment for the Scott Street Ballfields arrived on September 8, 2015. Staff will be grading the area getting ready for installation of equipment. Employees from Exmark, along with City of Beatrice staff, will install the equipment.
- Received bids for repairing the covered bridge on the trail between Veterans Memorial Park and Scott Street Ballfields. Work is expected to start in the next thirty (30) days.
- Staff recently completed the playground audits for all playgrounds in city parks. All necessary repairs were made.
- Electric Department installed three (3) new LED scoreboards at Hannibal Park on the three (3) lower fields. Beatrice Girls Softball Association raised the funds for this project.
- Staff has continued to remove trees along Homestead Trail between Beatrice and Pickrell. The trees had fallen across the trail and many others were dead.
- Part-time staff has been helping the Library staff move various items to the basement for them to set up.
- Keep Beatrice Beautiful received a grant for \$10,000.00 dollars to construct a picnic shelter with ADA accessible picnic tables on the north side of Scott Street Ballfields. Staff has begun hauling clay for the concrete pad for the shelter. Material for the shelter has been ordered along with the picnic tables.

BOARD OF PUBLIC WORKS

ENGINEERING DEPARTMENT

James Burroughs, City Engineer

Engineering Department is continuing to build the GIS system for street signs and pavement markings, water and sanitary sewer system. Currently efforts have been concentrated on locating manholes and determine invert elevations.

Storm Sewer:

1. Scott Street Ball Fields: Continuing to monitor seeding condition and erosion on slopes.
2. MS4 Permit: Efforts have continued with the services of FHU consulting engineers to update the necessary reports for grants funds received from the NDEQ. A review of the proposed changes to the

City of Beatrice Ordinances and Codes has been conducted. Once agree upon they will be brought to the City Council for approval over the next few months.

3. 25th & Scott: Conducted an onsite investigation of a washout along an existing box culvert and the driveway of a private residence. Correction need to be made to the approach section of the drive and the sidewalk. This will be cost shared by the City and the Owner. Currently negotiations are under way to determine the limits for each party in terms of costs and schedule.
4. Beatrice Bakery: A contractor hired to do roofing repairs was pressure washing the existing roofing. This was washing a black carbon off the roof down through the downspouts. The debris wash then traveling down the streets system gutters until it eventually enter a storm inlet. The operation was placed on hold to determine the effects of the black carbon.
5. NDEQ was notified and they stated that it had no adverse effects to the environment and was more of an aesthetic issue. The contractor has been directed to pipe the runoff from the roof into the sanitary sewer system. They have also pressure washed the streets in order to clean the debris up as much as possible.

Public Properties:

1. SE Trail: Plans and specifications are now being created. Estimate that that design is 85% complete. We hope to have final plans completed by the end of September.
2. Bike Trail near Vets Park: A pedestrian shelter was constructed over the trail at the undercrossing of the RR tracks. A considerable amount of damage was done to the shelter due to the recent flood events. Mark Pethoud and I conducted on site investigation to determine that the support posts and beams are in good condition. However the roof and trusses have been severely damaged. Mark has is currently requesting bids from general contractors to repair the damage.
3. Scott Street Ball Fields: Construction of new playground equipment and a shelter are underway for the north two ball fields. This engineer department has provided support in terms of sidewalk placement and setting survey limits for key components of the new structures.

Streets and Sidewalks:

1. Driveway and Sidewalk Inspections: Inspections of driveways and their associated sidewalks to make sure they meet the new ADA requirements have been conducted.
2. 6th and Industrial Row: Plans are being created for the intersection improvements. Details and the right turn lane configuration are being included into the plan set. Currently estimate the project at 85% complete. Anticipate being complete at the end of September.
3. Mill & Overlay Projects: Conducting Project Management tasks associated with Pavers Construction Company concerning schedule, and shop drawing submittals. The contractor to date has not submitted a final schedule. They were in town at Walmart and the project manager did stop by my office. He was informed about my concern for the schedule and that fact I have not seen any shop drawings on the material to be used.
4. 2nd Street Museum: Lesa Arterburn has requested copies of the Grant and the Agreement between the Museum and the City. These have been provided to them for their use.

5. Misc. Concrete Repairs: Project has been completed and the final pay application and changer order to adjust quantities has been approved by both the BPW and City Council.
6. Curb & Gutter Repairs: Seeding operation has been completed. Project has been completed and the final pay application and changer order to adjust quantities has been approved by both the BPW and City Council.
7. Goossen Storage Building: This new structure is located at the southeast corner of Logan and Court Street. Goossen has replaced the necessary sidewalk around the property.

Plats & Subdivisions:

1. 407 E Court: Waiting on an approval from the existing land owners adjacent to the structure in question concerning schedule and the necessary repairs being suggested for their structures. Council is currently holding meetings with the adjacent landowners to determine if the project will move forward.
2. Goossen Development: A meeting was conducted between Mr. Goossen, Troy Koch, Marvin Goossen, Tobias Tempelmeyer, Greg Butcher, Mayor Wirth, and myself to discuss the covered bridge. Currently an agreement is being drafted that will outline the conditions for the use of the covered bridge and the need to not construct a roadway west to 19th Street.

Water:

1. S. 6th Street Big Blue Crossing: Project has been completed and the final pay application and changer order to adjust quantities has been approved by both the BPW and City Council.
2. As-built Drawings: Currently updated plans based on the as-built data provide by Water Department staff for the 2014 water projects. A list of these projects has been provided to the NDHHS as required. A meeting has been set up with the NDHHS to perform and audit of our water design and installation process.

Sanitary Sewer:

1. WWTF Influent Pump Station: A pre-construction meeting was conducted with Building Craft of Red Oak Iowa, Olsson Associates and the City of Beatrice.
2. Collection System Model: Olsson Associates is continuing their efforts to other portions of town to model the capacity of the sanitary sewer system. The area north of Lift Station # 5 has been completed. We are now evaluating the west portion of Beatrice where all the physical data has been gather by the City of Beatrice.

Floodplain Management:

1. Answered a general question concerning existing property that are being sold as to whether or not they are in the floodplain and what are the requirements if they plan to build a garage or accessory building on the property.
2. Flood Certification: A new Flood Elevation Certification was request for the following properties: 109 South Sumner Street, 700 Bismark Street, and 1628 Country Club Lane.
3. Community Assistance Visit: An onsite visit by the DNR was conducted to evaluate our current flood plain management program. Our hope it to be a part of the Community Rating System (CRS) which allow the citizens to get a reduced rate on flood insurance based on the rating we receive.

ELECTRIC DEPARTMENT

Pat Feist, Superintendent

The following projects were worked on this past month:

Distribution Work

Five (5) poles were replaced in various areas due to the condition of the poles and for upgrades that were needed. Seven (7) days were spent trimming and removing trees.

We continue to work on converting the downtown alleys to the 12.5kv distribution level. We have converted the sections from 4th to 6th, Ella to Elk and 5th to 6th, Court to Ella. New distribution lines, transformer banks and services have been installed. The old transformer banks have been removed and disposed of.

Substations

Normal maintenance was performed at all the substations. At Substation #9, the distribution breaker that was sent off for repairs and testing has been reinstalled and is working fine. We have removed another one and have sent it off to be tested. We will continue with this scenario until all the breakers have been tested at this substation.

Services

Eight (8) overhead services were replaced due to panel upgrades and due to bad insulation. One (1) underground service was trenched into a new home.

Street Lighting

The Electric Department received reports on thirty-three (33) street lights and security lights which were not working. They have all been repaired. A steel street light pole at 6th and Court Street was replaced due to damage from an accident.

AMI

The installation of electric meters is beginning to move along better. We have approximately 220 endpoints installed. They have all registered in the software and are logging electric usage data.

Public Properties

We assisted the Public Properties Department with the installation of three (3) score boards for the softball fields at Hannibal Park. We built new steel frames, set them, and installed the score boards.

WATER DEPARTMENT

Steve Kelley, Superintendent

The Water Department has started the fire hydrant flows and checks for the year. There are a little over 700 fire hydrants that we check each year. This is used to determine that they are in working order and also gives us a heads up on which water mains are starting to plug up and may need to be looked at.

We are continuing to catch up on our inactive tap list and removed six (6) inactive water taps this month. We also repaired two (2) leaking water services and replaced four (4) meter yokes.

There were also two (2) water main breaks that were repaired. The first was on a six (6) inch water main at Cedar and West Mary Street. The second was in the 400 block of Market Street, on an eight (8) inch water main. This leak required removal of some of the street for its repair.

We helped out the Village of Adams with the replacement of two (2) fire hydrants and the repair of a water main break. The cost of the work was charged to the Village.

As mentioned in previous reports, we have continued to provide an employee to read meters.

WPC DEPARTMENT

Dean Kelch, Chief Plant Operator

The WPC Department jetted 8,928 feet of daily line maintenance, 3,880 feet of monthly line maintenance, and tv'd 8,589 feet of sewer main in August. There were no sewer calls received in August.

An 8 inch line leaving the north final clarifier develop a leak that had to be dug up and repaired. We cleaned the wet wells in Lift Station #5, #6, and #8. These stations are also on schedule to be pulled and serviced next month.

When the Compost Site was built, a 12 inch clay liner was installed to prevent nitrates from leaching into the ground and contaminating the water supply. It appears that there is an area in the center of the pad that has been worn away from heavy use and will need to be repaired to stay in compliance with NDEQ.

All plant maintenance for August is complete.

STREET DEPARTMENT

Jason Moore, Superintendent

The Street Department finished painting stalls, lines, and crosswalks throughout the City. Highway 77 and the bridges were mowed, gravel streets were bladed, and four (4) days were spent sweeping the streets. The Department also cut trees that were blocking sign visibility and sprayed for mosquitoes one (1) time. The Department spot patched throughout the City using a total of 450 pounds of patching material.

Three (3) storm water catch basins, lids, and forty feet (40') of culvert were replaced on Grant Street and Sargent Street. The Department also did some concrete patching on Grant Street and replaced two hundred feet (200') of sidewalk on Grant Street.

The Department demolished the Garcia building located at 102 West Court Street that was recently purchased by the City. The Public Properties Department will seed the area in which the building was removed. We also repaired rust holes in dump truck boxes in preparation for sandblasting and painting.

A tour of flood damaged streets was given to FEMA and the Corp of Engineers.