

To: City Council

From: Matt Muckler, City Administrator

Date: September 5, 2013

Weekly Council Update

● **Council Goal Setting:** The following goals were adopted at the September 3rd Council Goal Setting Session. Total votes for each item are noted in parentheses:

1. Capital Improvement Plan (CIP) to include sidewalks (20)
2. Bus Barn/Library discussion between Council and School Board (17)
3. Park planning process (14)
4. Renew partnership with CEDCO (13)
5. Street upkeep (11)
6. Funding for HHTD inflatables and fireworks (10)
6. Place cemetery information online (10)
6. Creek Clean-Up (litter clean-up, stream bank stabilization, brush removal, and native plantings, especially at Main Street Bridge) (10)
9. Adopt a stormwater utility (9)
10. Electronic Council packets (IPads, Kindles, Nooks or notebook computers) (8)
10. Continue trail expansion (8)
12. Bike racks downtown (4)

● **Back Flow Prevention:** There has been some concern raised about the manner in which Municipal Pipe Tool obtained water from a fire hydrant during their recent sewer cleaning project. City staff has been informed by the Iowa DNR that an air gap is an acceptable means of backflow prevention. City staff provided a photo of the Municipal Pipe Tool truck that obtained water from our hydrant and discussed the matter at length with DNR. *10 States Standards – Section 5.1.6 Cross Connections* states that air gaps need to be at least six inches or two pipe diameters whichever is greater above the overflow rim of a receiving sump, conduit, or waste receptacle. City staff confirmed that the air gap between the line to the Municipal Pipe Tool truck and the storage tank on the truck met this threshold. DNR informed Public Works Director Matt Goodale that a complaint filed from a West Branch resident on this matter was dismissed.

- **Memorial Gardens:** Lines are painted on the grass at the proposed location of the Memorial Gardens in the West Branch Cemetery. Council members are encouraged to view the lines in order to determine their comfort level with the project being placed in that location. Preliminary estimates on the concrete work that is necessary for the project have come in at just under \$25,000. Landscaping is expected to cost approximately \$7,000. The Hunter Family has contacted city staff and expressed a desire to seek Council approval to move forward with fundraising activities on the project and complete the concrete and landscaping work when \$32,000 has been raised for the project.
- **6th & Main Street Project Update:** Aero Saw cut the area around the manhole at 6th & Main and Public Works staff reset the manhole.
- **Sunday Hours at the Library:** For the first time, the Library was open on a Sunday (on September 1st). Sunday hours, from noon to 4:00 p.m., are now a part of the library's regular operating schedule.
- **Cemetery Software:** City Administrator Matt Muckler and Deputy City Clerk Dawn Brandt will continue to work with Ramaker & Associates, Inc, of Sauk City, WI, and Legacy Mark of Chambersburg, PA to prepare estimates and proposals on updating cemetery software to include a mapping function.
- **Sidewalk Repairs:** There remain six sidewalk repairs unfinished from Phase 1 of the Sidewalk Repair Programs. Public Works staff are in the process of receiving bids from local contractors to have this work completed. The repairs are expected to take place within the next month.
- **Park & Recreation Update:** Registrations for fall programs have closed. This year there are 68 children registered for PreK-2nd grade flag football and 30 children registered for 3rd-4th grade flag football. PreK-2nd grade games will be played on Monday September 16th, September 23rd, September 30th and October 7th. The 3rd-4th grade flag football games will be Sundays evenings on September 15th, September 22nd, September 29th, and October 6th. Volleyball practices also started this week for 3rd-6th grade. West Branch will host the area team 3rd/4th grade teams on Saturday September 28th and 5th/6th grade teams on Sunday September 29th.

Zumba will be coming back to West Branch Parks and Recreation on Tuesdays and Thursdays in October with new instructor Kerri Fitch. Kerri was a former participant of the West Branch Zumba class and decided to become a certified instructor. Registrations for Zumba will open by September 18th.

The information provided is one-way communication and should not be discussed among you as this would be a violation of the open meeting law.