

**City of West  
Branch  
Office of the  
City  
Administrator**

To: Mayor and Council

From: Matt Muckler, City Administrator

Date: October 21, 2011

Weekly Council Update

- **Sewer Televising:** Visu-Sewer has completed televising sanitary sewers for this year. During the jetting phase of East Main Street, more than seventeen five gallon buckets of grit and debris were removed from the line. It was discovered that a pipe was broken where it entered the manhole on the corner of Fifth and Main. Public Works staff has discussed this with City Engineer Dave Schechinger, P.E. and will update the council on the future progress of the project. Schechinger will report the findings of the Inflow and Infiltration Study Phase I (based on the televising work completed by Visu-Sewer) at the November 7<sup>th</sup> Council Meeting.
- **Safe Routes to School:** Kathy Ridnour, the Safe Routes to School Program Manager with the Iowa DOT, was contacted on the question of whether or not the City would be able to reconsider the proposal from AECOM if the City were to move forward with negotiations with another firm. Initially, Kathy responded that this would be acceptable as it is part of the negotiation process. After further consideration, Kathy clarified that the City would not have the option of negotiating with AECOM, were negotiations started with another firm because the City would then be basing its decision on price rather than qualifications. As requested, the Council will have the opportunity to vote on the AECOM proposal at the November 7<sup>th</sup> Council Meeting with the understanding that moving on to another engineering firm would end negotiations with AECOM. There will also be an item on the agenda to allow the Council to consider whether or not to enter into negotiations with Ament, Inc.
- **Planning and Zoning Commission:** A Planning and Zoning Commission Meeting has been called by Chair Roger Laughlin for Tuesday November 22, 2011 at 6:30 p.m. in the West Branch Council Chambers. Proposed agenda items include potential changes to sidewalk and subdivision regulations and the potential adoption of three new chapters to the City Code: Zoning Code-Lighting Regulations, Zoning Code-Parking Regulations and Site Plan Requirements. These items will all appear on the agenda as “Move to action” items, which would allow the Commission to make recommendations to the City Council on these issues. City Engineer Dave Schechinger, P.E. will be on hand to answer any questions that Commission Members may have.

- **Speed Trailer:** The Police Department has deployed the speed trailer in various locations throughout town to remind drivers of the speed limit and slow down traffic. Several residents have thanked officers for placing the trailer in their neighborhood.
  
- **Library Update:** The West Branch Public Library in the months of September and October have been working with Iowa Workforce Development (IWD) in two areas. First, IWD is having to close many offices throughout the state and looking to colleges, schools, and public libraries to host computers and software which will connect local job-seekers to IWD assistants and help them to find jobs, develop resumes, and learn new skills. While IWD is hoping that local library staff will not have to take on additional responsibilities, most libraries expect to assist users to some extent. Despite this, the WBPL believes that this will be a good opportunity to assist the community. The library will also be taking on a worker through the IWD's Senior Internship Program. The library will pay \$2 per hour for the worker. The remainder will be funded through the program. The process will be to train the person in current technologies and give them job experience while providing direct service to the members of our community.
  
- **Leaf Pickup:** Public Works staff started a week early on leaf pickup and will continue to pick up until early December. The Public Works Department recently started hauling composted leaves from the old wastewater plant to the cemetery in an effort to make use of the composted material and clear out space for new leaves. The composted leaves will be mixed with poorer quality soil already stockpiled at the cemetery to be used for future projects.
  
- **Trick or Treat:** Trick or Treat in West Branch will be held on Sunday, October 30th from 5:00-7:00 p.m. Join us for a Halloween Party at the WB Fire Station from 4:00-7:00 p.m. A costume contest will be held for children in 5<sup>th</sup> grade or younger. All kids will receive yummy treat bags. A Soup Supper will also be available for \$5. (The Soup Supper includes chili or chicken noodle soup, cookie, roll & drink.) Stop in and feed the family before trick or treating! For more information contact Park & Recreation Director Melissa Russell at (319) 643-4212.
  
- **Park and Rec Update:** Fall programming has wrapped up for Parks & Rec. We had 204 youth participants registered for various activities including flag football, volleyball and Punt, and Pass & Kick. These are great numbers and show that our programs are having positive effects on a large percentage of our residents. Our end-of-the-season volleyball tournament brought in close to a thousand visitors to West Branch last weekend. Fitness classes continue into the Winter for adults and Parks & Rec is also currently planning for the annual Frosty Frenzy 5K run/walk, a bags league, the October 30<sup>th</sup> Halloween event and Christmas Past activities.

**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.**