



West Branch City Council  
City Administrator's Report  
9/17/18

**Pending Action Items:**  
***(Wastewater Taskforce)***

No Updates

- Liberty Communications as the asked the city employees, Mayor and City Council to participate in the singing of the National Anthem as a Group to be recorded at Heritage Square on Thursday the 27<sup>th</sup> as a large group. The time will be from 12:30 – 1:00pm.
- I have been asked to participate as in their individual filming process (I assume it will be the bubble head series "The People You Know").
- Through the Community Catalyst Building Remediation Program, the Iowa Economic Development Authority (IEDA) will provide grants to communities for the redevelopment, rehabilitation or deconstruction of buildings to stimulate economic growth or reinvestment in the community. Strong applications will show the potential of catalytic economic growth in the community; improve appearances and safety; make use of underutilized property, exhibit appropriate design standards; and be well-funded. Economic growth may include the creation of additional jobs, growth of new or existing businesses, and development of new housing units, increase property values or potential population growth. A mandatory pre-application process will precede the official grant application. A city, the eligible applicant, must apply and provide financial and/or in-kind resources. A portion of funds will be awarded to cities with populations under 1,500. Funds will be available for the rehabilitation of one commercial building per community or two adjacent buildings with the same ownership, as well as a limited number of planning grants.
  - If this is something we want to go after there are five regional application workshops that include deadlines for pre-applications and the formal application process. We will need to Register ASAP to attend one of the following workshops:

**October 1, 2018**

**Ottumwa** 2-4:00 p.m.

Hotel Ottumwa — 107 East Second St.

**October 2, 2018**

**Atlantic** 10-12:00 p.m.

Cass County Community Center — 805 West 10th St.

**Storm Lake** 4-6:00 p.m.

City Hall Council Chambers (2nd Floor) — 620 Erie St.

**October 3, 2018**

**Clear Lake** 1-3:00 p.m.

Surf Ballroom — 460 N Shore Drive

**October 4, 2018**

**Anamosa** 10-12:00 p.m.

Lawrence Community Center — 600 E Main St

**Follow up / Reminder Items:**

- MOU with Cedar's Edge Golf Course & Little Lights Events has been delivered, but we are still waiting to get final signatures. I believe they are waiting for the other ~~options~~ <sup>options</sup> of financing to get in place before coming back to the city for specifics.
- 28E Agreement regarding the speed sign should be approved by the School Board today.
- Cubby Park – Fehr Graham has indicated Needham is having to run their generator all night and had to have staff check on it over the weekends in order to run the irrigation system all night. Having the irrigation system operational is critical to the growth in plan. Needham expected to have electricity at the site by now. Since that is not the case, the generator is the only way to operate the irrigation. He is asking to be paid for the fuel, staff time to check on it periodically, and generator rental until the electrical is live. Fehr Graham is working on getting the cost at for this item, and will forwarded its received. He said it has operated all week since it has not rained lately.
- This year's ICMA conference will include a special focus on creating smart communities that last and where people of all ages can live and thrive together. ICMA's 104th conference, like those before it, will offer attendees an abundance of innovative ideas and practical strategies for managing local governments in today's complex environment while also providing countless opportunities for professional and personal renewal and networking. Content topics for this year's event includes:
  - Creating Communities That Last
  - Equity and Social Inclusion
  - Not Your Grandparents' Workforce
  - Redefining Community Engagement: From the Couch to Town Hall Meetings
  - Smart Communities: What Are They?
  - The Challenges - and Responsibilities - of Putting Your Well-Being First

**Events / Scheduled Meetings:**

- International City Manager's Association Conference (Next Week) I will be in attendance.

# Weekly Parks and Recreation Update

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## September 10, 2018-September 17,2018

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### Recreation Program Updates

- Zumba will be offered Mondays September 17-December 3 at 6:30 at Town Hall. Amy Boelk is the instructor. Registration can be done online [Zumba Fall Session Registration Form](#), but payment should be turned into the West Branch City Office. Currently there are 22(last week there were 19) participants. Participants have the option of registering for all 12-sessions for \$75 or a 6-session punch pass for \$45.
- Preschool-2<sup>nd</sup> grade flag football started Monday September 10<sup>th</sup> at Lions Field. The first night was practice only. The following weeks will consist of a short practice and scrimmage.
- There has been a request to have a winter adult volleyball league. Staff will investigate this as an option. Indoor adult volleyball is a program was offered in the past. Finding and renting gym time is difficult, but staff will investigate the possibility of indoor adult volleyball.
- 3<sup>rd</sup>/4<sup>th</sup> grade flag football games start Sunday September 16<sup>th</sup> at 4:30pm.

### Park Updates

- This is an unbudgeted expense.
- Musco hit the main in the RF corner of Field 2 when auguring the hole for that light pole. The main was marked.
- Beranek Park Shelter was closed September 10-September 14 for floor repair.
- The heavy rains the storm sewer plugged with silt in the RF corner of the softball field causing silt to wash onto the field in that location. Needham cleaned out the storm sewer and planned to install some additional silt fence to try to prevent that from happening again. Nate Kass thinks the best thing to do is get that area finished, seeded, and stabilized as soon as possible. There will be the straw mat installed on the slope to hold the seed and soil until the roots are established. Once things are stabilized, the silt problem should go away. Until the grass takes hold, there will be some silt washing onto the trail that might cause some mud spots. There is not much that can be done until the grass is established because of the ADA rules that require the cross slope of the trail to be so flat. This is a pretty common issue on sidewalks and handicap ramps at crosswalks on construction projects. The runoff is moving fast enough to pick up some silt, but the walk is so flat that it slows down and spreads out enough to allow the silt to settle out. Getting good sod established typically takes care of it.
- Work was started on the trail north of the fields at Cubby Park.
- Light poles have all been installed at Cubby Park.
- Trellis at the pavilion was cut early in the project to save costs on the pavilion. Cost will be around \$19,000 to add the trellis.

### Miscellaneous

- HHTD meeting wrap up was held on Thursday September 13. Committee discussed options for next year. The Hoover Association has suggested a date change to August 10 next year to correspond with Hoover's birthday Saturday August 10, 2019.

The committee suggested this should be a discussion item for the City Council. The Iowa State Fair starts August 8, 2019.

- The Parks and Recreation Commission has 2 vacancies.
- The Parks and Recreation Commission met on Wednesday September 12. The downtown Halloween event is planned for October 31 from 4:30-5:30. Various commission members will be available to assist with the event.
- West Branch Parks and Recreation Commission did a walk-through of Cubby Park.

## Next Week

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- Preschool-2<sup>nd</sup> grade flag football continues Monday September 17<sup>th</sup> at Lions Field.
- Volleyball practices for 3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> will be Tuesdays from 6:30-7:45 on Tuesdays. West Branch is hosting 3<sup>rd</sup>/4<sup>th</sup> grade volleyball Saturday September 22 and 5<sup>th</sup>/6<sup>th</sup> grade Sunday September 23.
- 3<sup>rd</sup>/4<sup>th</sup> grade flag football games start Sunday September 16<sup>th</sup> at 4:30pm and continue for 4 weeks.
- Zumba starts Monday September 17 at 6:30pm
- Work on park policies including a fee structure for Beranek Park and Cubby Park rentals.
- Work on concession stand procedures.

Redmond Jones

Library Weekly Update

**From:** Nick Shimmin <nshimmin@wbpl.org>  
**Sent:** Friday, September 14, 2018 9:26 AM  
**To:** Redmond Jones  
**Subject:** Weekly update

An update from the library:

September is looking to be a very full month at the West Branch Public Library. Fall programs are underway, highlighted by Wednesday afterschool programs for youth and a few special events for Adults. After school programs have so far included a program for teens and a Lego competition with crafts and a movie scheduled for the next two weeks. Adults have a movie night scheduled for September 21st and a make and take class on Essential Oils set for October 5th.

This week, the library director has been attending the Association for Rural and Small Libraries conference in Springfield, IL. The topics at the conference have been extremely valuable since they are directed entirely towards libraries our size. Just in one day, there have been great sessions on adapting library spaces, customer service, eliminating barriers to use, and providing life skills classes to teens. There are multiple items already that I'd like to implement which will benefit library services and the community.

Thanks,  
Nick.

## Public Works Weekly Update 9/7/2018

### STREETS

- Daily check of streets. This is done routinely to spot potholes, downed limbs, garbage, water main breaks, sinkholes or other issues before they are found by the general public.
- Yard waste collection.
- Push back brush pile twice.
- Cleaned up alleys twice this week after rain. Removed gravel and trucked off during the heavy storms, returned the gravel the following day.
- Had Cys Tree Service in town to remove and trim some trees that were either damaged or dying. I spoke with the homeowners prior to the removal and had one of them on site during it to be sure they were ok with the work that was being completed.

### WATER

- Daily rounds
- Backwash filters and clean water plant. This is a weekly task that takes 3 to 4 hours spread out throughout the day.

### SEWER

- Sampling Wednesday and Thursday.
- Daily rounds.
- Deliver samples to QC Analytical in Le Claire
- Cleaned lift station basket.
- The lift station had a pump overheat during the heavy rainfalls. It is unclear what caused it but the pump will be pulled to be serviced. This led to a backup during the storms that surfaced at Green and N 1<sup>st</sup>. Public Works monitored the lift station and was able to get the lift station back on line and running in auto late in the evening. There was approximately a 2 million gallon flow the day of the storms. A letter was prepared by our wastewater operator, detailing the bypass, sent to the IDNR the following day.

### STORM WATER

- Weekly inspection of all storm water barriers.
- Talked with contractors about mud on street. Requested removal.
- With all the rain Public Works spent a considerable part of the week dealing with mud, gravel, water, plugged intakes and other flooding issues. Streets were blocked off and barricades set in case more rains had caused more extensive flooding.

### CEMETERY

- Weekly mowing and trimming.

### PARKS

- Daily inspections of Cubby Park for work being completed, meeting with foreman to check on next steps.
- Weekly walk around border of Cubby Park property and inspection of work in progress.
- Weekly mowing and trimming.
- Emptied trash cans.

- Filled water barrel
- Checked dog waste bags
- Got materials and equipment around for pouring the floor at Beranek Park.
- Mower maintenance, sharpened blades, grease, fluid checks and washed mowers.
- Repaired gears and wheels on 4 wheel drive push mower.

#### **CLASSES/CONFERENCES/TRAINING/MEETINGS**

- I met with a representative from Iowa Pumps Works who stopped by my office and happened to catch me there.
- Executive meeting
- Council meeting

#### **OTHER**

- Handled 10 locate requests.
- Sewer connection to main on Hilltop.
- Put together a recruitment schedule, job description and ad for the water/wastewater position that was vacated by James. As of now it will be around Thanksgiving before a new employee will be on board.

**Thanks,**

**Matt G**

## Public Works Weekly Update 9/14/2018

### STREETS

- Daily check of streets. This is done routinely to spot potholes, downed limbs, garbage, water main breaks, sinkholes or other issues before they are found by the general public.
- Yard waste collection.
- Push back brush pile twice.
- Put in locates for stumps in a couple areas of town to be ground out by Cy's Tree Service next week

### WATER

- Daily rounds.
- Backwash filters and clean water plant. This is a weekly task that takes 3 to 4 hours spread out throughout the day.
- Disconnects/reconnects.
- Took bacterials Monday/Tuesday and delivered to University of Iowa Hygienic Laboratory.
- Responded to a call on a water main break Friday afternoon. I contacted Lynchs Excavating who showed up on site within an hour to begin digging. The break was on the hill of S 1<sup>st</sup> St and we had difficulty finding the main. It was not located straight in line between the valves as was shown on the maps. We ended up locating it under the street and repairing the break. A section of main had to be removed for a large hole that had corroded through the pipe and cracked the pipe. A boil order was put in to effect for 7 homes. Water service was restored around 8:30 Friday evening, bacterials taken shortly after, then again around 8:30 Saturday morning and delivered to the hygienic lab. The boil order was lifted Monday morning.

### SEWER

- Sampling Wednesday and Thursday.
- Daily rounds.
- Deliver samples to QC Analytical in Le Claire
- Cleaned lift station basket.

### STORM WATER

- Weekly inspection of all storm water barriers.

### CEMETERY

- Weekly mowing and trimming.

### PARKS

- Daily inspections of Cubby Park for work being completed, meeting with foreman to check on next steps.
- Weekly walk around border of Cubby Park property and inspection of work in progress.
- Weekly mowing and trimming.
- Emptied trash cans.
- Checked dog waste bags
- Mower maintenance, sharpened blades, grease, fluid checks and washed mowers.

- Formed up the floor at the Beranek Park shelter and poured 2/3 of it this week. S&S had other work they had to get to so Public Works is taking care of pouring this ourselves. It will be completed in three sections, two of which were poured this week. The shelter was open and usable for the weekend. Concrete sawing and cleanup was completed Friday night during repairs to the water main. Tables were moved back on to the concrete Saturday morning. The third portion is scheduled to be poured Tuesday morning. Following that a sidewalk to the shelter and a pad for a grill that was donated by the Legion will be poured. Once completed backfilling and landscaping will be completed.
- Responded to a call of a hit water main at Cubby Park. Musco Lighting had augered into a main on the corner of one of the ball diamonds. The main was shut down and repaired the following day by Needham.
- Responded to a call about a fire at Cubby Park. It appears Musco Lighting thought they were not in city limits and was burning all of their cardboard. They were told to put it out and cover it so it would quit smoking.
- Inspected the sewer connections at Cubby Park from the concession stand to the main.

#### **CLASSES/CONFERENCES/TRAINING/MEETINGS**

- I met with a representative from Iowa Pumps Works who stopped by my office and happened to catch me there.
- Paul attended a safety meeting in Tipton.
- James was off part of a day for an appointment.
- James last day was Friday 9/14
- Footing inspection
- Met with the gas foreman for Alliant Energy to discuss upcoming gas service install across Downey St to reduce conflicts.

#### **OTHER**

- Handled 22 locate requests.

Thanks,

**Matt G**

Police Department  
Weekly Update

**Redmond Jones**

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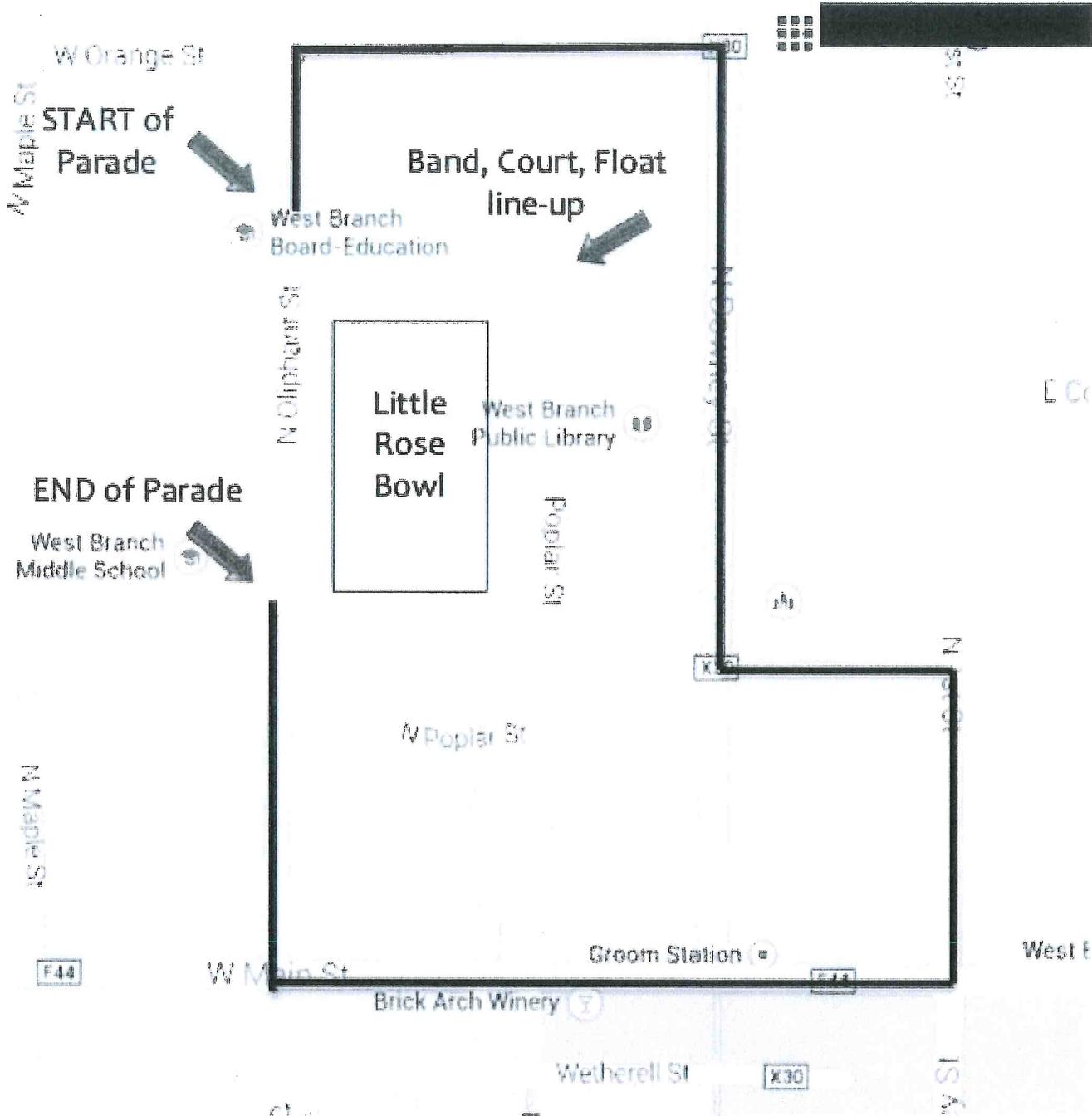
**From:** Mike Horihan <mike@westbranchiowa.org>  
**Sent:** Monday, September 10, 2018 12:40 PM  
**To:** 'Redmond Jones'; 'Leslie Brick'; 'Gordon Edgar'  
**Cc:** 'John Hanna'; Cathy Steen  
**Subject:** Active shooter training at AEA in Cedar Rapids-all day 9-10-2018. Council update.

Hi Everyone

The WB School told the WBPD about the active shooter training that will be held at the AEA in Cedar Rapids on 9-11-2018. From 8 am till 4 pm. It will be about active shooter and how to handle natural disaster emergencies. Cathy and myself will be going. There will also be 4 WB school administrators that will also be going. I will miss directors meeting, if that is OK. Thanks Mike

West Branch High School Homecoming Parade, Wednesday, September 26, 2018 – 6:30 p.m.

- All parade entries are to be lined up in front of the bus barns on Poplar St. and will wrap around the field. The parade will be led by the American Legion Post, WBHS Band, Grand Marshals, Crown Bearers, and Court Members. All other floats and entries will be lined up on Poplar St. along the east side of the football field.
- After the parade, all participants are invited to stay for the coronation and pep rally at the Little Rose Bowl (rain location: Hoover Gym).
- Please direct all questions or concerns to Abby Noelck (WBHS Spanish Teacher/Student Government Adviser), 319-643-7216 ext. 327, anoelck@west-branch.k12.ia.us



## Redmond Jones

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**From:** Mike Horihan <mike@westbranchiowa.org>  
**Sent:** Monday, September 10, 2018 12:33 PM  
**To:** Zack Murdock; Lynn Lovetinsky; Cathy Steen; Derek Holmes; John Hanna; Wes Homeister  
**Cc:** 'Redmond Jones'; 'Leslie Brick'; 'Gordon Edgar'  
**Subject:** FW: WBHS HC Parade!  
**Attachments:** HC Parade Route.pdf

Hi Everyone

Homecoming parade 9-26-18 at 630- pm . Will need help that day. There will also be a West Branch/City High cross-country run on 9-29-2018. From Herbert Hoover HWY to the high school. 1-2 officers with a squad. 0830-0930

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**From:** Abby Noelck [mailto:anoelck@west-branch.k12.ia.us]  
**Sent:** Monday, September 10, 2018 11:37 AM  
**To:** Mike Horihan  
**Subject:** WBHS HC Parade!

Hi Officer Horihan!

I'm Abby Noelck (pronounced "Nelk") and I am serving again this year as WBHS's Student Government adviser. I wanted to touch base about this year's Homecoming festivities. Our Homecoming game will be Friday, September 28, which means the parade will be on Wednesday, September 26 at 6:30 p.m., with line-up at 6:00. Will the WBPD and fire be able to join us again this year? The parade route is attached to this e-mail. Please let me know if this will work and if you need anything else from me.

Thanks!

Abby

--  
Abby L. Noelck  
Spanish Teacher, Student Government Adviser  
West Branch High School  
319.643.7216 ext. 327

1. The West Branch police is sponsoring an event called "What you don't see". The event is aimed towards educating parents only, on what to look for when detecting drugs or its use by their kids. It is a trailer that is designed to look like a child's bedroom. It might be held in or by the Wbfd on December 7 and 8th. In conjunction with Christmas Past. Is sponsored by Iowa Narcotics Officers Association, Sammons Financial Group and Karl Chevrolet. More information will follow.

<https://whatyoudontsee.com/>

2. The West Branch Police Department and Cedar County Sheriff's department is sponsoring a woman self defense class. This will be Wednesday October 10th from 630-900 pm, at the school gym. Council woman Elliot made the suggestion for the class. It will be taught by defense tactics instructors that are certified by the Iowa Law Enforcement Academy.

3. The West Branch Police Department will be assisting with the West Branch Home coming parade held Sept 26, 2018

4. On 8-25-2018 a report of a stolen vehicle was made to the West Branch Police Department. The 2008 Mercury was stolen from 164 Hilltop. A school computer and football equipment were inside the vehicle. The vehicle was stopped and seized by Dewitt Police Department on 9-2-2018. A David W. Gott 3-19-1985 of davenport was driving the vehicle. He was stopped for driving without headlights and with no plates. He was charged by Dewitt PD for 2nd degree theft, driving while barred along with other drug charges. He also had two outstanding warrants. The football equipment and school computer were not located. The vehicle has been returned to its owners. Investigation is ongoing. The vehicle's stereo equipment had been changed, modified and upgraded. A person is innocent until they are proven guilty.

5. On 10-13-2015 West Branch Police took a report of a theft of money from inside the residence of 23 Greenview. An unknown person had entered the residence and took about \$200 dollars in cash or coins. Forensic evidence was collected by the West Branch Police Department. The results had just now recently been reported to the WBPD. The DCI lab was able to identify a Deondre J Handley 8-25-1991 as the person that entered the residence and took the money. Mr. Handley had lived next door at 24 Greenview at the time of the theft. He was charged with Burglary in the third degree by WBPD. A person is innocent till proven guilty. Mr. Handley is currently spending time in the Anamosa State Reformatory on an unrelated charge.

Reply Reply All Forward

Mon 9/17/2018 3:08 PM



Mike Horihan <mike@westbranchiowa.org>

Re: Parking and signs-0dstruct

To Mike Horihan; leslie@westbranchiowa.org; rjonesii@westbranchiowa.org

Look under Iowa code. 318.3 and 318.11. Signs- obstructions

Sent from my iPhone

> On Sep 17, 2018, at 12:02 PM, Mike Horihan <mike@westbranchiowa.org> wrote:

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> Report of a close call with the motorcycle today because of restricted view

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