



West Branch City Council
City Administrator's Report
5/15/2019

Pending Action Items:

(Wastewater Task Group – No new updates)

The Baldrige Environmental Pilot Project is fully operational. Has stated in earlier updates we hope this project will reduce our lagoon sludge and allow our lagoon wastewater process to perform with higher efficiency. Allowing the ammonia level to much more manageable and potential at levels well within state compliance levels.

(College Street Bridge)



Last week, the Contractor set the steel and forms to pour the east piers and poured the piers. The Contractor also finished setting the bridge deck support beams on the west piers. The old 4" water main was abandoned in place. The conflicting sanitary sewer service along Second Street were lowered and connected to the existing sewer. The storm sewer was installed along College Street and Second Street.

This week, the Contractor will set the steel and forms for the east abutment and caps in preparation to pour them later this week. The new storm sewer will be connected to the existing system along the west side of College Street. The Contractor will begin removing the pavement.

The City of West Branch recognizes that this road reconstruction project will be an inconvenience to the residents involved. Although we thank you in advance for your cooperation and patience during the construction process, we are well aware that issues will arise as construction progresses. If you have any questions or concerns during construction, please contact either:

Dave Schechinger, P.E.
dschechinger@v-k.net
319-466-1000

Eric Gould
egould@v-k.net
319-466-1000

Report from the Desk of the City Administrator:

- Next Tuesday 28th of May, the City will be having a **Cyber Security Audit** done. It will include a review of the following internal functions:
 - 1) Website and Hosting,
 - 2) Network and Wireless
 - 3) Policies and Surveillance
 - 4) Accounts and Passwords
 - 5) Asset Management
 - 6) Operating Systems
 - 7) Software and Applications
 - 8) Records Management
 - 9) Imaging and Printers
 - 10) Disaster and Breach Recovery
 - 11) Telework and Communications
 - 12) Anti-Virus and Firewall
 - 13) Encryption and Hacking
 - 14) Purchasing and Projects

As you are aware, I attended a Municipal League conference in Iowa City this past March and Cyber Security was a major topic. Many Iowan Cities have seen a spike in hacking, scams, data breach. So much so, we have been informed by our financial auditors that the legislature may take up legislation that would make Cyber Audits mandatory. In an attempt to be proactive we have moved forward with auditing our cyber footprint. There is no cost for this audit, as it is a part of our Iowa Community Assurance Pool (ICAP) membership.

- **The Iowa Department of Transportation (IDOT)** will hold a public information meeting at the Town Hall, June 5th to discuss the proposed improvements and right of way needs for Interstate 80 for east of Iowa City in Johnson County, approximately 1.5 miles west of Herbert Hoover Highway, east of West Branch at Charles Avenue in Cedar County. The proposed improvements include widening Interstate 80 from four to six lanes and reconstructing the interchange at Herbert Hoover Highway.

This meeting is open to the public (all are invited) to this meeting anytime between 5 and 6:30 pm at the Old Town Hall building, 113 N. 1st Street (across from Jack and Jill Grocery).

For general information regarding the proposed improvements or public meeting, contact Cathy Cutler, transportation planner, Iowa DOT District 6 Office, 5455 Kirkwood Blvd. SW, Cedar Rapids, Iowa 52404, phone 319-364-0235 or 800-866-4368, email: catherine.cutler@iowadot.us
- An Issue has arisen regarding the Service Line Warranty Program – The program that provides insurance for water and sanitary utility insurance for these utilities that are on private property. The program is advertised to use local contractor to assess and remediate utility damage / claims. Apparently, this insurance carrier has a certification process that it makes its contractors undergo. We have been made aware that this policy has resulted in their preferred or their certified contractor have to come from as far as Marshalltown (1 hr. 45min. away). We have been told that Utility Service Partners, Inc. (the company offering this service) has and/or will be reaching out to local contractors to provide a list of contractors that are either in West Branch or closer (Quad Cities, Iowa City, Cedar Rapids). We are also being told that the claim that brought this issue to the forefront has been resolved by allowing the homeowners choose their own contractor after the insurance company's preferred contractor's list has been exhausted. A representative will give a presentation to Council at their earliest convenience.

Follow up / Reminder Items:

- Officer Holmes purchased a new home 6.5 miles from the center of West Branch. This is well within the city's 8 mile from town requirement.
- Nuisance Abatement Conference in Iowa City last Wednesday was well received by our team. The conference facilitated by the League of Cities covered
 - An Opening General Session
 - Nuisance Abatement Catch-All (Featuring the City of Clinton Case Study)
 - Creating a Nuisance Abatement Checklist
 - How Community Organization Groups (COGs) can assist in local efforts (ECIA – is ours).
 - Dealing with Abandoned and Derelict Properties
 - Revitalizing Neighborhoods, house by house

Nuisance Checklist

Review/Update City Nuisance Code

- Local standards for grass, weeds, junk vehicles, etc
- Right to enter property and emergency abatement
- Meet with city attorney
- Review annually (winter months) and update as needed.

Prepare for Enforcement

- Identify who will enforce code and issue violations
- Set policy for use of citizen complaints and complaint forms
- Develop plan to prioritize properties and issues
- Budget annually for city abatement work and associated programs.

Identify Violations

- Complaint forms and scheduled coverage by city official(s)
- Take photos/videos, gather witness statements, notes from observations (save evidence)
- Contact attorney when administrative search warrant is needed.

Make Informal Contact

- Phone call, knock on door, send informal letter as needed
- Document any and all contact, save for each property

Administrative Abatement Process

- Send Order to Abate Nuisance by certified mail and/or publish notice
- Check calendar for potential hearing dates
- City performs work if not completed by deadline (directly bill cost to owner or use property assessments)

Municipal Infractions Process

- Issue civil citation to property owner, file citation in district court
- Ensure property is added to the list with county
- Respond to court action (may order city to abate nuisance, enter judgment to city, impose civil penalty and more)

Before You Begin

- Create a plan to address nuisance properties, including abandoned and derelict buildings
 - What are your community's values?
 - What are your priorities?
 - What are your resources?

- Budgetary considerations
 - City must be prepared to fund some nuisance activities, especially abandoned and derelict buildings

State and City Code

- Defining nuisances
 - State Code Chapter 657

 - "Whatever is injurious to health..."

- Specific examples:
 - Injurious and dangerous to health or property of individuals or the public
 - Houses of "ill fame"
 - Dense growth of weeds or other vegetation that creates a health, safety or fire hazard
 - The emission of dense smoke, noxious fumes or fly ash in cities

State and City Code

- City ordinances
 - Need definitions (may want additional local regulations)
 - Grass height, weed growth, trash/debris, number of junk vehicles, etc.
 - Property maintenance standards
 - General condition of home/building (including accessory structures) and specific items (roof, windows, doors, etc.)
 - How code will be enforced
 - Actions city may take, including penalties, assessment of costs and more

Identifying Nuisances

- Basis must be in state and city code
 - Who will identify nuisances?
 - Code enforcement officer, city clerk, city manager, council members
 - Citizen complaints used?
 - Administrative search warrants may be necessary
-

Identifying Nuisances

- Communicate with citizens
 - Annual announcements
 - spring cleaning
 - mowing policies
 - snow removal, etc.
- Compile evidence
 - Citizen complaints
 - Witness statements
 - Photos/Videos

Enforcement

- Fair and consistent enforcement is necessary
- Involve city attorney from start, especially with abandoned and derelict buildings
- Avoid issues that are not public nuisances or public safety issues

Nuisance Abatement Processes

- Informal Process
 - Phone call, knock on door, informal letter
 - Works well for most minor issues
 - Still document city efforts (in case they are needed later)

Nuisance Abatement Processes

- Administrative Process
 - Use for relatively minor nuisances, such as overgrown weeds/grass, trash/debris, snow/ice accumulation
 - Some flexibility in how the process moves along, but again, be fair and consistent
 - Use an Order to Abate Nuisance to begin formal procedures
 - Some legal risk if procedures are not followed carefully

Nuisance Abatement Processes

- Municipal Infractions
 - Allowed under Section 364.22 of the state code
 - Civil penalty may be up to \$750 for first offense
 - \$1,000 for each repeat offense
 - Use for more serious violations, such as junk vehicles or dangerous buildings
 - May speed up the abatement process by involving the court immediately

Nuisance Abatement Processes

- Municipal Infractions
 - Civil citation filed with court, which provides due process and court jurisdiction
 - Court can hold owner in contempt, impose civil penalty, authorize city to abate nuisance, enter judgment to city
 - The lis pendens list
 - If city notifies court of municipal infraction on property and owner attempts to sell it, potential third parties are notified (and could be subject to the infraction)

Nuisance Abatement Processes

- Collecting costs
 - Bill property owners for work performed by city to abate nuisance (may only charge for actual costs)
 - Court may order property owner to pay (typically occurs in municipal infraction cases)

City Programs

- City cleanup days
- Recycle/swap/garage sale events
- Amnesty days
- Property recognition programs

The Bottom Line

- USE YOUR CITY ATTORNEY!!!
- Develop strong, clear ordinances
- Communicate regulations, work with public
- Enforce fairly and consistently
- Take action

Thank You!

Mickey Shields

mickeyshields@iowaleague.org

(515) 974-5316

Eric Christianson

ejchr@iastate.edu

(515) 231-6513



State Programs to Fund Abatement

- Iowa Department of Natural Resources
 - Derelict Building Program
 - Solid Waste Alternative Program
- Iowa Economic Development Authority
 - Abandoned Nuisance Properties Loan Program
 - Brownfields/Grayfields Programs
 - Community Development Block Grants

Contact Information

Jim Thompson

catalyst@iowaEDA.com

(515) 348-6183

Ed Basch

Ed.Basch@iowaEDA.com

(515) 348-6208

Scott Flagg

scott.flagg@dnr.iowa.gov

(515) 725-8318





Lower Cedar Watershed Management Authority

Meeting Minutes

Tuesday, March 5th, 2019 at 6:30 pm

Cedar County Courthouse

400 Cedar Street Tipton, IA

Board Members present: Jon Bell (Cedar County), Richard Golinghorst (Scott County SWCD), Bill Waldie (Johnson County), Nick Nissen (City of Mt. Vernon), Travis Glynn (Muscatine SWCD), Alan Weets (Cedar SWCD), Robert Broulik (Linn County SWCD), James Drahos (City of Bertram), John Kostichek (City of Walcott), Travis Bagby (City of Lisbon), Jason Foster (City of Atalissa), Jacob Donaghy (City of Cedar Rapids), Jody Bailey (Johnson County SWCD), Brinson Kinzer (Scott County).

Others Present: Chad Arp (City of Cedar Rapids), Sue Hall (press), Tara Cullison (Bi-State Regional), Jennifer Fendl (ECICOG), Tim Mallot (Cedar County EMA), Brian Wright (Muscatine County EMA)

- I. **Call to order and introductions**
 - a. Meeting called to order by Chairperson Jon Bell at 6:33 pm
- II. **Approval of the Agenda-** (Action) Motion by Golinghorst, second by Nissen. Motion carried.
- III. **Approval of Minutes-** (Action) minutes from November 13th, 2018 Board meeting Motion by Golinghorst, second by Weets. Motion carried.
- IV. **Secretary vote (Action)**
 - a. Nominations: Mt. Vernon. Motion by Bagby, second by Travis Glynn
 1. Cast ballot – motion by Waldie, second by Golinghorst. Motion carried
 2. City of Mt. Vernon- Nick Nissen selected as secretary.
- V. **Identify additional board members and alternates:** Bertram & Durant submitted signed 28 E agreement
- VI. **Fiscal Agent update and Instructions:** Bill Waldie updated the LCWMA Board on the process to send in start up fund requests.
 - a. Holly will mail invoice to organization; it will include instructions
 - b. Organization will send check to Johnson County Auditor with a copy of invoice

- VII. Lower Cedar WMA Adoption (Action)**
a. Motion to adopt logo 3b by Waldie, second by Kostichek. Motion carried
- VIII. Preparation to submit for Watershed Planning Grant**
a. Collected and discussed county Hazard Mitigation plans: Muscatine County, Cedar County, Linn County, Johnson County, & Scott County
b. Priorities for water quality/flood mitigation information request due April 19th. Email will be sent out with 4 questions to be answered by each entity- suggestions of who to talk with included.
1. Specific locations (bridges, roads, neighborhoods, etc) that are routinely affected by flooding, and are in need of mitigation projects – talk with emergency planners, engineers
 2. Water quality concerns (drinking water, recreation, etc) that members would like to address- health and environmental department
 3. Funding needs (what projects would the city do if they had unlimited resources)-city planners, public works, county conservation,
 4. Water based recreation opportunities or challenges- County Conservation
- IX. Spring Flood Outlook:** powerpoint by Jessica Brooks, Service Hydrologist NWS Quad Cities, shared by Holly Howard due to Jessica’s inability to attend.
a. Contact Jessica Brooks- 563-391-7094 ext 493 or jessica.brooks@noaa.gov
b. Jessica would like to be a resource to entities to help prepare and plan.
- X. Grant Updates**
a. Mill Creek Watershed Development project was discussed. Please encourage landowners in watershed to contact Holly. Updated map will be sent out.
- XI. Member updates and announcements**
a. Muscatine SWCD fundraiser- native plant, grasses, and tree sale
b. Great River Rumble- July 27- Aug. 3
- XII. Public Input-** none.
- XIII. Next meeting:** Tuesday, May 14th @ 6:30 PM Cedar County Courthouse
- XIV. Meeting adjourned at 7:51 pm.** Motion by Kinzer, second by Golinghorst. Motion carried.

Natural Resources Conservation Service

"The United States Department of Agriculture- Natural Resources Conservation Service, Soil and Water Conservation District are equal opportunity providers, employers and lenders."

Upcoming Events For all events RVSP to Lydia Whitman Lydia.whitman@ia.nacdnet.net or 563-886-6214 x3



May 20- Mt. Vernon Community Conversation on water quality

6pm – 7:30pm Glyn Mawr Winery 103 1st st., NW Mt. Vernon, Iowa
Center for Rural Affairs is hosting a forum to discuss water quality. Come share your thoughts and concerns and hear about current policy. Register @ <https://secure.everyaction.com/ZF-1rU7bkGIL37imJSbnA2>.



June 5 – Conservation Field Day

4:00pm – 7:00pm @ Fawcett Farms Cold Spring Pond, 459 290th St., West Branch, IA
Ken Fawcett and family are opening up their farm for a guided tour of the property and different conservation practices they have installed including riparian buffer, pollinator strips, rock chute waterway outlet, and tree planting. A wagon tour, free meal, and regional experts will all be part of the event.



June 11 – Farm Equipment 101

9am – 12pm @ Whitman Farms Shop, 2564 215th Ave., Grand Mound, IA 52751
Lydia Whitman is hosting a farm tour aimed at farm equipment basics. New USDA staff and Women, Land and Legacy are invited. Attendees will explore different "iron" options and the pros and cons of use. Traditional tillage, minimal tillage, and no till practices will be explored. Picnic tables will be set up so bring your own lunch for a picnic on the farm following the learning sessions.



June 13 – Invasive Species Field day

9am - 2pm @ The land of the Swamp White Oak Maytag preserve
Great Rivers Alliance of Southeast Iowa is inviting you to an all-day field day to learn about invasive species in woodlands and prairies. *Free event, sack lunch will be provided to all participants who RSVP by Tuesday, June 11th. RSVPs can be sent to hannah.howard@tnc.org or by calling 319-726-3041.*



June 27 – Forestry Field Day

1pm – 3:30pm @ 2080 231st St., Muscatine, IA 52761
A forestry tour hosted by David Tometich, Mark Vitosh, DNR Forester and Kevin Anderson, DNR Wildlife Biologist will provide insight on forestry and wildlife practices. Topics will include: improving woodland wildlife habitat, identification and management of invasive woodland species, forest stand improvement activities like crop tree release, and tree identification. Come ready to hike and learn.



July 27- August 3 – Great River Rumble

All Day paddling from Cedar Valley Park to Burlington, Iowa via the Cedar, Iowa, and Mississippi Rivers
Experienced paddlers are invited to join the Great River Rumble for the entire week or a day. Camp out along the river at night. There will evening events near camp locations. More information is available @ www.riverrumble.org. Registration fee required.



August 9 – Pollinator Tour/ Wendt Farm Tour

3pm start @ Tipton NRCS Office: 205 West South Street, Suite 2, Tipton, IA
Teresa Wendt, farmer and Soil Conservationist from Cedar County, will be our guide as we explore a series of established prairies. The focus of this driving tour is discovering the impact of timing for controlled burns. At each stop we will learn from the landowner about the highs and lows of getting their native plantings established. We will end up at Teresa's farm for supper and checking out her conservation work on her farm!



August 23 – Pasture Talk & Walk

1pm – 4pm @ Darrow Farm, 3727 Calkins Ave., Oxford, IA 52322
Seth Watkins, farmer from Clarinda, Iowa, will share strategies for raising cattle sustainably, including grazing management. He will share about his operation and how he approaches making the system work. He doesn't shy away from talking openly about challenges and opportunities he has worked through along the way. Doug Darrow is hosting- and will show his cool season/ warm season rotational grazing system.

Follow us on Facebook or call 563-886-6214 x3 for the most up to date information on events.



Cedar Soil & Water Conservation District
 205 West South Street, Suite 2
 Tipton, IA 52772
 563-886-6214 x3



Muscatine Soil & Water Conservation District
 2500 Oakview Dr.
 Muscatine, IA 52761
 563-263-7944 x3



IOWA DEPARTMENT OF
**AGRICULTURE &
 LAND STEWARDSHIP**



Got Conservation?

The goal of the Natural Resources Conservation Service and Soil and Water Conservation Districts is to assist in finding the right fit for each acre. Apply in office or online.

NRCS Client Gateway www.nrcs.usda.gov/clientgateway

IDALS State Cost Share Online:

<https://idals.iowa.gov/FARMS/>

Short videos about conservation practices are available on the Iowa NRCS YouTube channel at:

www.youtube.com/user/iowaNRCS

Landscapes for Clean Water

www.rainscapingiowa.org

Need a Plan?

What: A conservation plan is a tool to help you better manage the natural resources on your farm/ property.

Who: An NRCS conservationist will meet with you to evaluate the soil, water, air, plant and animal resources on your property and offer ways to address the resource conditions.

Where: You make the decisions. The NRCS conservationist can show you good alternatives and make some economic comparisons, but you decide what you want to do, when and how.

"The United States Department of Agriculture – Natural Resources Conservation District, Cedar County Soil & Water Conservation District are equal opportunity provider employers."



Public Works Weekly Update 5/6-5/10

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
- Painted parking, crosswalks and stop bars. Did not complete all painting due to time and weather. Plan on painting next week if the weather cooperates.
- Fixed potholes in several areas
- Swept rock off of street in front of City Office twice
- Cleaned up brush pile and yard waste storage area twice
- Cleaned up alleys after rain, graded alleys twice
- Worked with S & S Flatwork on a repair on North maple Street. There was a water main break in this driveway this winter that caused the driveway and culvert to be tore out. This was a repair of that with an upgrade to the storm water intake near the driveway.
- Directed traffic on Main Street during accident on Interstate 80

WATER

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

SEWER

- Sampling Tuesday and Wednesday
- Daily rounds.
- Met with representative from State Chemical to add chemical for lift station cleaning

STORM WATER

- Met with Larry Lynch on storm water piping at Meadows and looked at the culvert crossing Cedar/Johnson Road. The bottom is totally gone from it and in need of replacement or repairs. Spoke to Larry about possible repairs.

CEMETERY

- Mowing
- Trimming
- Got all mowers, trimmers and other equipment ready for next week. Sharpened blades, changed oil on mowers needing it and cleaned up for the week.
- Went to Iowa City for Mower/trimmer parts and to pick up a leaf blower

PARKS

- Mowing
- Trimming
- Site visit of Cubby Park to check progress
- Empty trash cans.
- Fill water barrel at dog park

- Check and fill dog waste bags

CLASSES/CONFERENCES/TRAINING/MEETINGS

- Weekly safety meeting.
- Executive meeting
- Four Public Works employees attended EIASSO safety meeting in Wilton.
- Spoke with a business owner downtown who has issues with flooding in and around their business. He will be approaching council at some point to discuss the issues and see if there is something that can be done to fix it. During heavy rain fall events the storm sewers are overwhelmed and cause flooding of sidewalks and areas downtown. He wants to know what can be done to fix it.
- Spoke with our Trees Forever representative on the phone about our tree planting and future funding of projects as well as community visioning services that they can assist with. Set up meeting for next month to discuss the visioning further and to go over the Cubby Park planting which should be completed on the 24th. All trees planted on the Trees Forever grants are gps located and logged on their website. This is part of the requirement in the grant and will be completed in June.
- Met with Zippy's Salt Barn about the possibility of contracting through them for salt this year. He was able to give me a price but said he can't guarantee it for another couple weeks or so. The price he gave me was more per ton than straight salt but with the treatment of beet juice we put on our salt his was cheaper. There is also a treated salt that continues working to -15 degrees where ours stops at 10+ degrees. In addition he is able to provide us with salt fines for making brine at a lower price. I will be meeting with him the week after next to go over particulars and get something guaranteed in writing before proceeding any further.

OTHER

- Handled 15 locate requests.
- Completed and turned in time cards
- Nevin was out for vacation one day
- Pulled weeds at City Office
- I was off Monday to flex time from the weekend rounds and hours accrued during this week.

Thanks, Matt G

Weekly Parks and Recreation Update

May 9, 2019

Recreation Updates

- Preschool soccer concluded on Monday
- The last 5th/6th grade track meet will be May 12th in West Liberty.
- 3rd/4th grade baseball/softball games start next week. We have worked on getting the fields ready. Umpires have been hired. We will not offer a concession at the Summer League Fields.
- There are 2 divisions for the upcoming Sand Volleyball League. There is a total of 28 teams. The draft of the schedule has been sent to the captains.
- Summer details continue to be finalized for the summer programs.
- The draft of the city-wide newsletter was completed. This was a collaborative project with the WBPL.

Cubby Park

- We did a walkthrough of the Cubby Park Pavilion. Here is the link to the punch list: <https://martingardnerarch.egnyte.com/dl/Jq85v58Nqu>.
- Cubby Park was awarded a Community Foundation Grant for cameras at Cubby Park.

Commission Meeting Wrap-up

- There was a commission meeting on Thursday May 9 and the alcohol policy was discussed.
- Commission would like to proceed with alcohol sales at Cubby Park. Commissioner Mike Fryauf will plan to attend Council meeting and present a policy staff. At the next Parks and Recreation Commission meeting a final policy will be presented. Over the next couple of weeks, I will evaluate different training options for Park and Recreation staff.
- We discussed the possibility of a youth sports committee to potentially reduce conflict between the different agencies.

 Reply  Reply All  Forward



Mon 5/20/2019 3:55 PM

Mike Horihan <mike@westbranchiowa.org>

Re: Proposal

To Redmond Jones

 This message is part of a tracked conversation. [Click here to find all related messages or to open the original flagged message.](#)

We have not heard what the radio program was going to take place. 9 handhelds and 4 mobiles. 60 a piece I think. Or were you talking about the software update

Sent from my iPhone

On May 20, 2019, at 12:39 PM, Redmond Jones <rjonesii@westbranchiowa.org> wrote:

Chief,
What is the latest on the radios... cost, timeline, etc.



WEST BRANCH POLICE DEPARTMENT

105 S. SECOND STREET, P.O. BOX 218
WEST BRANCH, IOWA 52358

ROUTINE PHONE: (319) 643-2222 FAX: (319) 643-2464

"PROTECT, SERVE, VIGILANCE"



On April 22, 2019, Brady Lukavsky, 18, was charged by the West Branch Police Department with Harassment 3rd degree, a simple misdemeanor. He was reported to be sending unsolicited nude and obscene pictures via Snapchat to a 17 year old victim. Both Lukavsky and the victim are students at West Branch High School. The victim also was granted a no contact order. Lukavsky has since pleaded guilty and adjudicated through Cedar County Court.

 Reply  Reply All  Forward



Thu 5/16/2019 11:46 AM

Mike Horihan <mike@westbranchiowa.org>

FW: Upcoming Training Blood Borne Pathogens class

To: 'John Hanna'; Derek Holmes; csteen@west-branch.k12.ia.us; 'Zack Rundlett'

Cc: 'Mechanicsville Telco'; 'Nick Shimmin'; 'Gordon Edgar'; Leslie Brick; 'Matt Goodale'; rjonesii@westbranchiowa.org; Lynn Lovetinsky

I would like to have all PD staff in the FD meeting room on Thursday, May 30, 2016 at 1500h for Mandatory Bloodborne Pathogens refresher. Please feel free to open the BBP training up to the City Staff, or if they would prefer I could do an earlier time that day. I feel that all City staff should have BBP training.

From: John K. Hanna [<mailto:john@westbranchiowa.org>]

Sent: Thursday, May 16, 2019 10:10 AM

To: Mike Horihan

Subject: Upcoming Training

Chief:

Just a reminder that I am conducting a First Aid class for the National Park Service next Thursday 0900-1200h. Also I would like to have all PD staff in the FD meeting room on Thursday, May 30, 2016 at 1500h for Mandatory Bloodborne Pathogens refresher. Please feel free to open the BBP training up to the City Staff, or if they would prefer I could do an earlier time that day. I feel that all City staff should have BBP training.

Thanks

John K. Hanna
Sergeant
West Branch Police Department

Office: (319) 643-2222

Fax: (319) 643- 2464

Secure Email: jhanna@mocic.riss.net