



West Branch City Council
City Administrator's Report
3/16/20

Pending Action Items:

(Wastewater Topic)

Told Baldrige is back in town, is looking to schedule a phone conference meeting with Baldrige Environmental, V&K, and the City sometime at the end of the month.

(College Street Bridge)

As of Today, the Federal Project Audit of College Street Bridge is complete. The recommendation to close out the project has been forwarded to the Iowa Department of Transportation. This will allow the City Council to officially accept the public improvement in April. We hope that we will get anywhere from \$80,000 - \$85,000 back from our retainage. This could bring our remaining project balance to \$250,000 or less. We anticipate paying the balance down with \$100,000 from Road Use tax (which maybe in two payment for cash flow reasons), and we have already declared \$75,000 in Tax Increment Financing Asking's. This could leave us with a balance of approximately \$75,000 which could come from future TIF asking or payment from Water or Sewer funds (since portions of this project involved these infrastructure items). If you have any questions, comments, or concerns; please do not hesitate to contact the city's project engineers.

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

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

(Cubby Park) Splash Pad – No new Update

The West Branch Lions Club and Bayer have indicated that they are interested in donating a total of \$5,000 to the West Branch Splash Pad project.



This would bring our total to \$5,048.00. Our goal is \$170,000 for a splash pad that uses recirculates water system. A pass through water system would cost less but would be less environmentally friendly and could hurt the City's ability to expand its water permit as the city continues to grow.

Report from the Desk of the City Administrator:

- **Reminder New Councilmembers:** Please set up time with Nick for website pictures.
- Courtesy Code Enforcement letters have went out (the Nuisance Abatement Committee Identified a small group that represented all sides of town to start with a friendly reminder of our new nuisance codes. An article has been placed in the paper, and information has been published on our web-site.) We will be starting code enforcement patrols in spring.
- **I know that many of you maybe concerned about the Coronavirus** and I wanted to share some information with you. I encourage all of you to use the **CDC website** to get the most accurate information as we move forward and I will keep you updated if we need to do anything else. For now we should know that some

basic facts about the coronavirus. It is highly contagious respiratory illness. For now here are the basic facts:

1. The coronavirus is a highly contagious respiratory illness.
2. The best thing you can do to protect yourself, your team and your family is:
 - a. Wash your hands thoroughly and often, particularly after you have touched a public area. Hand sanitizer can help but it is not as good as washing your hands. I like to sign the alphabet when I wash my hands to ensure I'm being thorough.
 - b. Consider not shaking hands and do an elbow bump instead.
 - c. Disinfect areas of our offices often.
 - d. Cover your mouth when you sneeze or cough (and wash your hands).
 - e. Avoid touching your eyes or mouth.
3. STAY HOME when you are sick or to care for someone in your family. We have a very generous sick policy – use it!

For more information please see the following links: <https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus> and/or <https://www.cdc.gov/coronavirus/2019-ncov/community/get-your-household-ready-for-COVID-19.html>

The City Response

- Last Week the City activated the Local Public Health Officer – Dr. Thomas Novak
- The city called a community leaders meeting to discuss collaborative Community Response
- Upon the Governor's to Close School for 4 weeks
 - The City Library has closed.
 - Preschool soccer start date has been changed to at least April 13th (it was originally April 6th)-May 4th. Parks Department will be sending an update to parents later this week.
 - The Easter Egg Hunt on April 11th has been **cancelled**.
 - The MLB Pitch Hit Run and Home Run Derby scheduled for April 19th has been **cancelled**.
 - "YSF 5th/6th" Track season will not start until April 13th. There will still be 3 meets.
 - Tot Time is suspended until at least April 15th.
 - Indoor walking and pickle-ball is canceled until next fall and basketball is suspended until the school reopens until April 13th.
 - Girls on the Run is on hold until at least March 27th. This will probably be changed to April 13th later this week since we follow the school cancellation policy.
 - T-ball, baseball, and softball practices have no changes at the current time. Games are not scheduled to start until mid to end of May. Practices will not start until after April 13th.
 - The first tournament is scheduled at Cubby Park for Friday April 24th. I will evaluate this as the time gets closer.
 - Commission meeting scheduled for March 26th is **cancelled**. The next commission meeting is scheduled for April 9th.
- **Further measures have yet to be determined.**

Follow up / Reminder Items:

- Legal question regarding the **city's obligation to maintain alleys**. There was a legal assertion that the city is not maintaining its alleys in accordance with the city or state code. Upon review of the City attorney the argument that has an obligation is true but it doesn't mandate at what standard the maintenance must exhibit. In other words the fact that we continually replace the gravel that washes out from the alley satisfies the legal requirement for maintenance. There alley improvement beyond basic standards of maintenance is not required by law.

- **Still working.** Cedar/Johnson County Road Question regarding Speed limit. We have received complaints that the Speed limit traveling south is 35 mph (Johnson County Jurisdiction). Yet, on the east side of the road traveling north the speed limit is 25mph (City of West Branch Jurisdiction). We found a 28e agreement from 1977 that gives the responsibility of all maintenance including erecting and maintenance of signs to the City.
- I will be attending the Iowa Municipal Management Institute March 18-20; Topics include: Successful Management Strategies, Economic Development Challenges & Opportunities, Inclusive Organizations, Social Media Management, and Dealing with the Pressures of City Management. - **Cancelled**
- I will be attending the East Central Intergovernmental Association (ECIA) and Iowa Department of Natural Resources (IDNR) will offer a free workshop for local floodplain management officials: 10:00am - 2:30pm on Tuesday, March 31st ECIA Office Conference Room, 7600 Commerce Park Dubuque, Iowa

Coming Events:

- ECIA will be holding free “Council Effectiveness Training” March 19th or March 22nd. - **Postponed**
- Happy Retirement for Tim Malott 1pm -4 pm Cedar County EMA Offices 1410 Cedar Street, Tipton
- The Hoover Presidential Library and Museum is closed to the Public as of Friday, March 13, 5pm the closure is indefinite at this time. However, the Hoover National Historic Site is open. That includes the Birthplace cottage, the gravesite and surrounding buildings.

Have trouble viewing? click [here!](#)

Please Join us for a **FREE** training!
Council Effectiveness

This training will help shorten the learning curve for new board/council members and help deepen the understanding of those who are veterans to the board/council.

Eric Christianson with the Iowa State Extension will be providing in site on:

- Legal responsibilities of elected officials
- Open Meetings/Open Records
- Ethics
- Provide valuable tools to help work cohesively as a group and make the best decisions for your community
- Help uphold the public's trust in you and help you better serve the community

Please RSVP to: hmcpherson@ecia.org

Thursday, March 19th
 5:30pm - Light Dinner
 6pm - 8pm - Training
 ECIA Offices
 7600 Commerce Park
 Dubuque, Iowa 52002
 RSVP by: 3/17/20

Wednesday, April 22nd
 5:30pm - Light Dinner
 6pm - 8pm - Training
 Clinton Community College
 Main Office -Room 139
 1000 Lincoln Blvd.
 Clinton, Iowa
 RSVP by: 4/17/20



Post Meeting Briefing Note

Emergency Protocols (Brainstorming Collaborative Responses)

Meeting Date: March 12, 2020 @ 1:00pm

Attendee:

<i>Redmond Jones West Branch City Administrator (Meeting organizer)</i>	<i>Roger Laughlin West Branch Mayor</i>	<i>Kevin Stoolman West Branch Fire Chief</i>
<i>Mike Horihan West Branch Police Chief</i>	<i>Dr. Tom Novak West Branch Public Health Officer</i>	<i>Nick Shimmin West Branch Library and I.T. Director</i>
<i>Melissa Russell West Branch Parks & Recreation Director</i>	<i>Bonnie Butler Cedar County Interim Public Health Director</i>	<i>Marty Jimmerson West Branch School Superintendent</i>
<i>Sgt. John Hanna West Branch Police Department</i>	<i>Officer Kathy Steen West Branch Police Department</i>	<i>Pete Swisher, National Parks Service, Super intendent</i>

Purpose:

Local government managers should prepare their communities by reviewing their emergency response plans for pandemic events. This meeting was a beginning discussion aimed to prompts the community leadership team and partner organizations and pair collaborative efforts to address community needs.

Mr. Jones opened the meeting Round table introduction – attendees shared updates and information regarding community situations and any responses advised from there areas of influence. A discussion was lead based on the 4 following topic:

- 1. Local Chain of Command for Public Health Emergencies** – After talking through this item it was agreed that each organization should assign their own spokesperson. However, organizations will look to use resources such as Bonnie Butler’s office as much as possible. Which will also be heavily monitoring the Iowa Department of Public Health and the Center for Disease Control (CDC). The Cedar County Office of Public Health will be provide specific steps to follow for best medical practices as developed by the Iowa Department of Public Health. Bonnie also indicated that her office will be working close with Jodie Freet of the Cedar County Emergency Management Agency, who wasn’t in attendance due to travel. There was a short discussion regarding funding for emergency response but at this time it’s expected come minimal if any at all? Bonnie also explained her understanding of what law enforcement’s role could become in the situation if order isolation or quarantine is violate. Such situation would be reported to the state and the state would make the determination if Law Enforcement would be needed to monitor or enforce medical restrictions.
- 2. Crisis Communications** – Redmond Jones shared his experience with crisis communication in Florida where “Zika Virus” Response prompted having a weekly conference line where communities and stakeholders would update each other on the latest developments and issues. Bonnie Butler mentioned that a similar process was occurring with a state health council. Dr. Novak agreed we need a timely and verifiable source of information a pandemic event. He stated that Mercy Clinic is has seeing a number of individuals suffering from Influenza A and B. The heightened media coverage may bring the public attention to these

more common health dangers. In other words, the movement to being more conscience over Covid-19 and stronger hygiene: cleaning hands, disinfectanting, and social distancing could improve limiting other viruses as well. The group jointly talked how we can educate the community regarding basic guidelines that help slow the spread of illness, and general emergency preparedness guidelines for individuals and households.

3. **Potential Gaps in Emergency Response Protocol** – Marty Jimmerson shared that the West Branch Community School District has a Pandemic or Infectious Disease Plan, the action plan is on-line. Pete Swisher, stated that there are several things being consider regarding reducing park activities that may bring visitors from across the state if not wider. He would be releasing update as to the Federal Government position in this regard will be once he knows. Redmond Jones inquired about basic plans for family or households who may have COVID-19-infected members, how are local government employees expected to deliver services in these situations? Fire Chief Stoolman, indicated that the Cedar County dispatch has started a protocol that ask questions / survey callers regarding their illnesses to let first responders better prepare themselves before arriving to a scene where COVID-19 could be present. Again, we discussed how restricted movement directives would or large-scale quarantines look like if the State requires it? Both Police and Fire do you have access to necessary personal protective equipment (PPE), Dr. Novak shared some materials from the Iowa Department of Public Health regarding what and how COVID-19 spreads and what protective equipment would be effective (attached with this briefing). In general the group felt there were not any gaps in emergency response that could be thought of.
4. **Preparing Our Work Force(s)** – Despite several mixed messages and limited information on COVID-19 one thing that is certain, we need to increase routine surface cleaning of public places and all regularly touched surfaces and objects. Redmond Jones said his staff will be working on actively encouraging all employees who are sick to stay home - even for mild illnesses. Nick Shimmin the city Information and Technology Director shared that we have the ability to set-up employees and elected officials with long-term teleconference meetings including the potentially remote public meetings. Redmond Jones also talked about potentially limited the exposure with the public for employees who are in the high-risk groups of being infected by COVID-19 (employees that may have pre-conditions). From a human resources stand point employee assistance program may provide additional resources to protect the mental health needs of city or other organization’s employees during a response?

Action Items:

- National Park Service will be getting the group updates as the Federal Government’s Position on Shut Downs
- Cedar County Will be investigating a County wide Conference line for updates and weekly up to date situation briefings.
- City is working on a Press Release.

Meeting concluded at 2:00 pm

Please find the following attachments as provided by City Health Officer – Dr. Thomas A. Novak

Attachments provide by Dr. Novak



the Health of Iowans

Gerd W. Ekobough, Director

Kim Reynolds, Governor

Adam Gregg, Lt. Governor

2019 Novel Coronavirus (COVID-19) Fact Sheet

Updated: 3/10/2020

2019 novel coronavirus (COVID-19) is a new kind of coronavirus that was first detected in China and has now been detected in many countries, including in the United States.

There are seven different coronaviruses known to infect humans, including four very common, more mild viruses that cause illness similar to the common cold. Healthcare providers test for these common coronaviruses routinely, and no public health measures are needed to address these common coronaviruses. Three of the seven coronaviruses are rare and can cause more severe illness, including the 2019 novel coronavirus (COVID-19).

Symptoms:

Symptoms may appear 2-14 days after exposure and can include:

- Fever
- Cough
- Shortness of breath

Reported illnesses have ranged from people being mildly sick to people being severely ill and dying. Older patients and those with chronic medical conditions may be at higher risk for severe illness.

There is currently no specific treatment for COVID-19. People with COVID-19 receive supportive care to help relieve symptoms.

Testing:

Currently, testing can only be performed through public health. CDC sets criteria that determine whether or not individuals are able to be tested. Criteria include factors such as travel, contact with known COVID-19, and symptoms, including severity of illness.

Spread:

The virus is spread mainly from person-to-person between people who are in close contact with one another (about 6 feet). Spread occurs from respiratory droplets produced when an infected person coughs or sneezes that land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible to get COVID-19 by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes, but this is not thought to be the main way the virus spreads.

Prevention:

CDC has issued travel warnings for some affected countries, with warning levels varying based on the risk to travelers. The Iowa Department of Public Health recommends that Iowans returning from countries with Level 2 and Level 3 CDC travel warnings voluntarily self-isolate for 14 days following their return and monitor for fever and other symptoms.

Additionally, CDC is notifying IDPH of incoming asymptomatic travelers from China and Iran (symptomatic travelers will be assessed by healthcare providers prior to being released from the airport). Public health then evaluates these asymptomatic individuals for risk level and issues public health monitoring orders that outline requirements to report symptoms to public health twice daily and restrictions on daily activities.

Individuals who have cleared their 14 day self-isolation or public health monitoring are not at risk for spreading COVID-19.

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. People can help prevent the spread of respiratory illnesses to others by covering their coughs and sneezes, cleaning their hands frequently, and staying home when ill. CDC does not recommend face masks for the general public.

Contact information

Iowa Department of Public Health
Please call 211 for general questions

COVID -19 Environmental Cleaning and Disinfection Fact Sheet

Updated: 3/10/2020

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in households and community settings.

Community members can practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

How to clean and disinfect:

Surfaces

- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - Products with EPA-approved emerging viral pathogens claims [\[link\]](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (eg. Concentration, application method and contact time, etc.)
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or
 - Use products with the EPA-approved emerging viral pathogens claims (examples at this [link](#)) that are suitable for porous surfaces.

Clothing, towels, linens and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry, be sure to wash hands afterwards.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
- Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Perform routine environmental cleaning in the workplace:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- No additional disinfection beyond routine cleaning is recommended at this time.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Questions from the Public:

Call 2-1-1

COVID-19 Guidance for Long Term Care Facilities

Issued: 03/02/2020

Actions to take now:

- Designate a time to meet with your staff to educate them on COVID-19. Review the recommended infection prevention measures (Standard, Contact, and Airborne Precautions with eye protection) and proper use of personal protective equipment (which includes gloves, gowns, face shield or goggles, and a fit tested N95 respirator).
 - Infection control guidance can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/infection-control/index.html> or in CDC's free online course — [The Nursing Home Infection Preventionist Training](#) — which includes resources checklists for facilities and employees to use.
 - Consider pre-designating staff who will be responsible for caring for suspected or know COVID-19 patients. Ensure these staff are fully trained on infection prevention measures and proper use of PPE.
- Develop a plan to optimize your facility's supply of personal protective equipment in the event of shortages. Identify flexible mechanisms to procure additional supplies when needed.
 - Strategies to optimize the supply of N95 respirators are available at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/index.html>
- Develop a coordination plan for patients with acute respiratory illness (including suspected or confirmed COVID-19) needing emergency medical service transport to a local hospital for a higher level of care.
 - Communicate with the emergency medical services and hospitals in your community now, to discuss how the facilities and services will be notified prior to transferring ill residents.
- Report possible outbreaks of respiratory illness (when two or more residents or staff report fever and respiratory illness) to IDPH by calling 800-362-2736 during business hours and 515-323-4360 after hours (this will connect you to State Patrol Dispatch, who will page the on-call epidemiologist).
- Monitor staff and ensure maintenance of essential healthcare facility staff and operations:
 - Ensure staff are aware of sick leave policies and are encouraged to stay home if they are ill with respiratory symptoms.
 - Advise employees to check for any signs of illness before reporting to work each day and notify their supervisor if they become ill.
 - Do not require a healthcare provider's note for employees who are sick with respiratory symptoms before returning to work.
 - Make contingency plans for increased absenteeism caused by employee illness or illness in employees' family members that would require them to stay home. Planning for absenteeism could include extending hours, cross-training current employees, or hiring temporary employees.
- Your facility may consider screening staff for fever and respiratory symptoms before entering the facility if COVID-19 starts circulating in the community. Consider establishing procedures now directing how the screening will be implemented should the need arise.
- Support hand and respiratory hygiene, as well as cough etiquette by residents, visitors, and staff.
 - Ensure staff clean their hands according to [CDC guidelines](#), including before and after contact with all residents, after contact with contaminated surfaces or equipment, and after removing personal protective equipment.
 - Put alcohol-based hand rub in every resident room (ideally both inside and outside of the room).
 - Make sure tissues are available and any sink is well-stocked with soap and paper towels for hand washing.

COVID-19 Planning Checklist: K-12 School Administrators

Updated: 3/6/2020

As the global outbreak of coronavirus disease 2019 (COVID-19) evolves, schools are encouraged to prepare for the possibility of community-level outbreaks in the United States. Use this checklist to plan and make decisions now that will protect the health of children in your care and your community.

PLAN AND PREPARE

- Stay informed about COVID-19 developments.
- Collaborate with your board of education to review, update, and implement emergency operations plans, particularly for infectious disease outbreaks.
- Share the plans and COVID-19 health promotion materials with staff, parents, and students.
- Perform routine environmental cleaning
- Support flexible attendance and sick leave policies for students and staff.
- Develop a monitoring system to alert the local health department about large increases in absenteeism.
- Identify strategies and technologies to continue educating students if schools close (e.g., web-based tools).
- Plan ways to continue student services (such as, school meal programs and social services) if schools close.

TAKE ACTION AS NEEDED

Decisions to temporarily dismiss K-12 schools should be considered on a school-by-school basis, and in consultation and coordination with school district officials and state and local health officials

- Be prepared to temporarily coordinate dismissals, school closures, or cancel events
 - Consider temporary dismissals of 14 days (or longer) if a student or staff member attended school prior to being confirmed as a COVID-19 case.
- Implement school absenteeism monitoring systems to track student and staff absences.
- Encourage students and staff to practice everyday preventive actions (e.g., staying home when sick, covering coughs, and washing their hands often with soap and water).
- Encourage social distancing
 - Discourage students and staff from gathering or socializing anywhere outside of school (a friend's house, a favorite restaurant, etc.)