

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

To: Mayor and Council  
From: Matt Muckler, City Administrator  
Date: May 6, 2011  
Weekly Council Update

- **Budget Amendment Information:** Deputy City Clerk Dawn Brandt has prepared a budget amendment summary for your review. The summary is posted on the Administration Reports webpage: <http://westbranchiowa.org/departments/reports> Please contact Dawn with any questions or concerns.
- **Fire Station Loan Update:** Ed Larew, Vice President with Community State Bank, provided a letter to the City Office on Tuesday May 3<sup>rd</sup> which communicated the requirement for an opinion from the City Attorney or Bond Attorney to certify that the obligation is a tax-exempt, bank qualified obligation under 265(b) of the Internal Revenue Code. City Attorney Kevin Olson has confirmed that this opinion needs to be obtained from bond counsel.
- **Superintendent Search Committee:** West Branch Community Schools will be conducting interviews on May 19th, 20th, 23rd and 24th for the school superintendent position. If you would be able to attend a Community Group Meeting at 5:00 p.m. on each of these evenings and would be interested in providing feedback in the selection process of the new superintendent, please contact Ashley Borland-Kaalberg in the City Office for more information.
- **Meadows Subdivision:** A Planning and Zoning Commission Meeting was held on the new preliminary plat submitted by KLM Investments, Inc. for the proposed Meadows Subdivision. The P & Z Commission passed the preliminary plat by a vote of 5-0. A subdivider's agreement, preliminary plat and two variance requests (street width and street grade) will be on the May 16, 2011 Council Agenda for your consideration.
- **Police Department Update:** On April 25<sup>th</sup>, West Branch Officers conducted a safety speech to first grade Cub Scouts at the Cookson Building. West Branch Officers discussed the importance of contacting an adult when encountering a weapon, ammunition or a knife, other dangers in the home and the importance of having a fire plan. They also discussed what to do if you are separated from parents or adults in either rural or urban settings.
- **City Wide Clean-Up:** The City of West Branch, in conjunction with Johnson County Refuse, will hold its annual city wide clean-up on Saturday May 7, 2011 from 7:00 a.m.-11:00a.m. at the Cookson Community Center Parking Lot. Residents can bring items to be disposed of free of charge. Bulk trash disposal is available for a nominal fee. Please contact Ashley Borland-Kaalberg in the City Office via e-mail at [ashley@westbranchiowa.org](mailto:ashley@westbranchiowa.org) or by phone at (319) 643-5888 for more information.

**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.**