

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

To: Mayor and Council  
From: Matt Muckler, City Administrator  
Date: July 20, 2012  
Weekly Council Update

- **Public Works Recruitment:** Welcome to our new Public Works employee Paul Stagg, who is scheduled to begin work on August 1, 2012. Paul brings a wide range of experience to the staff including construction, concrete work and landscaping.

- **Park & Rec Update:** West Branch Parks and Recreation is into the 4<sup>th</sup> week of the Running Group. There are 26 participants at all different levels enrolled in the program. The group meets on Wednesday evening for a run and a program presentation and on Saturday morning for a run only. Last week, Dr. Carr gave a discussion on proper nutrition. This week Jennifer Burke from Eastern Iowa Physical Therapy gave a discussion on injury prevention and proper running technique. The last presenter will be from *We Run* in North Liberty and their topic will be proper running attire and footwear. The Running Group has been very successful. Hopefully, this is a program that will continue into the fall.

Day Camp will be the week of August 13<sup>th</sup>-17<sup>th</sup>. Currently there are 36 children registered. This is an increase from last year's registrations. It will prove to be a fun-filled week with trips planned to Dubuque, Cedar Valley Park, Muscatine and Tipton pools, and Iowa City. Campers will also have various programs provided in West Branch including a visitor from the Grout Museum, Iowa Children's Museum, and Lori's Funny Face.

West Branch Parks and Recreation will have two more Lunch Bunch Events on July 31<sup>st</sup> and August 7<sup>th</sup>. Participation has been greater than expected. On average around 50 children have been attending each week. Last year there was an average of 15 to 20 children each week.

- **Iowa Municipal Professional's Institute:** City Administrator Matt Muckler and Deputy City Clerk Dawn Brandt attended training this week on group dynamics and team building and written communications. Next week, financial training on general ledger accounting will be held on Wednesday.

- **Library Update:** The West Branch Public Library continues on with the Summer Reading Program and while it continues to occupy most of the staff's time, we will wait until the end of the program before posting any more statistics. In the area of the building project, the library board met the evening of the 2nd to approve the RFQ which went out to the American Institute of Architects on July 9th. As the board met early to approve the RFQ, the documents from architects will be due on July 31st rather than August 7th as previously reported to the council. The board will review the received documents and meet to interview some time during August. Saving the best for last, the library was the recipient of a \$50,000 estate donation during the week of July 2nd. The family from which the donation was received asked for little public recognition. Needless to say, however, the library staff and board of trustees are extremely grateful for the donation and will work diligently to ensure that the donation will be put to the best use to provide for our community.

- **Police Department Update:** Physical and written tests have been completed as a part of the recruitment for a new police officer. We started with 51 applicants. There were nineteen that participated in testing. Four additional candidates are current officers and didn't require testing. Of the nineteen that participated in the testing, two failed the physical portion and one candidate failed the written portion. That leaves us with sixteen non-certified and four certified candidates. The Police Department is in the process of scheduling interviews for the most qualified candidates on Thursday July 26<sup>th</sup> and Friday July 27<sup>th</sup>. Please contact Angela in the City Office if you are interested in participating in the interview process.

In other police department news, all police radios have been narrow banded as required by the FCC. The new Ford Explorer will be coming in within a couple of weeks, although there has been some trouble with having to back order some parts to equip the squad car. Chief Horihan provided emergency driving training to the fire department recently. The department is also preparing for Hoover's Hometown Days.

- **Hoover's Hometown Day Update:** We are quickly approaching Hoover's Hometown Days 2012. This year's celebration will be August 3<sup>rd</sup> and 4<sup>th</sup>, and the committee is planning a weekend full of great family entertainment, activities, food and fun. In addition to food and entertainment at the Fire Station, we are bringing back even more of the free rides for kids on the Village Green including Jurassic Survivor, Screamer Slide, Mutiny on the Bouncer, Velcro Wall, a rock climbing wall, Dodgeball Defender, Lil Builders Toddler Zone, Tiger Bouncer, and Eurobungy Jumper. The City of West Branch is very grateful for the generous donation from Acciona Windpower that will enable the City to yet again offer kids rides free of charge. The National Park Service is tracking the dry weather conditions. At this point, we are hoping to have the fireworks display, but are concerned with reports of significant fire potential.

**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.**