

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

To: Mayor and Council

From: Matt Muckler, City Administrator

Date: October 12, 2012 Weekly Council Update

● **Council Goal Setting Results:** On Tuesday October 9<sup>th</sup> at 6:30 p.m., Mayor Kessler and members of the Council adopted the following goals:

1. Make repairs to wastewater infrastructure identified in I & I Study (27)
2. Continue I&I work (21)
3. New lift station (12)
4. Develop comp plan and CIP plan (11)
5. Acquire automated water meter reading equipment (10)
6. Two pedestrian bridges across the Wapsi Creek - WB Village to Hoover Trail and Beranek Park to the proposed dog park (10)
7. Street Upkeep (10)
8. Plan for future community center site acquisition and/or purchase (9)
9. Creek clean up (8)
10. Work with School District to increase safety of children going to and from the elementary/middle school complex (7)
11. Adopt plan for Wapsi Creek Park based on recommendations from the Park & Rec Commission (6)
12. Work with Animal Control Commission and community organizations to construct a dog park (5)
13. Update City's Zoning Map (3)

● **Walker, IA Wastewater Tour:** Mayor Don Kessler, City Administrator Matt Muckler and Public Works Director Matt Goodale traveled to Walker, IA this week to tour their new wastewater facility which includes the Submerged Attached Growth Reactor (SAGR) Project, which was discussed at the February 6, 2012 Council Work Session.

● **Administrative Assistant Recruitment:** The top candidate in the administrative assistant recruitment is Jennifer Harden from Solon. Jennifer has administrative assistant experience including the State Auditor and Treasurer Offices and the University of Iowa Hospital. Her employment and salary will be considered at the October 15th Council Meeting.

● **Annual Audit:** Our annual audit is underway and Council members are encouraged to visit with the auditor with any questions that they may have between now and October 22<sup>nd</sup>.

● **Park & Rec Update:** Park & Rec Director Melissa Russell competed testing and earned the Certified Park and Recreation Professional (CPRP) Certification this week. It is awarded through the National Park and Recreation Association. Congrats Melissa!

**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.**