

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

To: Mayor and Council
From: Matt Muckler, City Administrator
Date: January 13, 2012
Weekly Council Update

- **Library Board of Trustees:** New officers have been selected at the January meeting of the West Branch Public Library's Board of Trustees. Serving in 2012 will be Dan Stevenson as President, Peter Pappas as Vice President, and Cary Weisner as Secretary. Officers are selected in January and serve through the calendar year. In other avenues, the library purchased a disc repair machine to fix scratches in the collection's audiobooks, DVD's, and music CD's. The library will be also offering this machine as a service to library users at a cost of \$1 per side to cover the cost of staff time, supplies, and the cost of the machine. Already the library has repaired over 40 of its own discs and looks forward to providing this service to the community since there are no other providers within the city.
- **Snow Removal:** Public Works staff had the first real snowfall of the year to deal with this week. Everything went well up until noon on Thursday when the motor burned out of the pump on the 1-ton truck snowplow that delivers brine and clears alleys. Staff was able to get the truck back on the road, but a repair to the motor will not take place until Tuesday.
- **Software Training:** City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt and Administrative Assistant Ashley Borland-Kaalberg received training this week on the general ledger and financial system software. Next week, training will be provided on the updated payroll system.
- **Upcoming Council Work Sessions:** All Council Work Sessions take place at 6:00 p.m. at the Council Chambers located at 110 North Poplar Street:

---Tuesday January 17th: City Engineer Dave Schechinger, P.E. – Sidewalk Project Alternatives

---Monday February 6th: Matthew J. Wildman, P.E., Project Manager, HR Green, Inc. – Walker, IA Submerged Attached Growth Reactor (SAGR) Project

---Tuesday February 21st: City Engineer Dave Schechinger, P.E. – Update on Lift Station Project and Results of Phase I of the Inflow & Infiltration Study

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.