

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

To: Mayor and Council
From: Matt Muckler, City Administrator
Date: September 9, 2011
Weekly Council Update

- **West Branch Village Water Meter:** Public Works Staff installed a new water meter for West Branch Village on Tuesday September 6th. West Branch Village is the City's largest water consumer, as one meter feeds all of our residents within West Branch Village. The installation was coordinated with West Branch Village Staff, including notification of a boil order to those affected. The boil order was lifted on Thursday morning.
- **Funeral Escort:** Police Chief Mike Horihan coordinated the funeral escort for the John Beecher funeral on Thursday morning. Bob Palmer, Chief Ranger with the National Park Service assisted with traffic control at Parkside and Main. Chief Horihan has communicated to the Henderson-Barker Funeral home that he is available for future funeral escorts and assistance with traffic control and parking issues around the funeral home.
- **Office Staff:** In preparation of the software upgrade, City Office staff conducted cross-training this week. City Administrator Matt Muckler worked with Administrative Assistant Ashley Borland-Kaalberg on tasks related to the utility billing system and cable access channel.
- **Halloween Event:** The Parks and Recreation Department is working with Main Street West Branch to plan a Halloween event. Some ideas being considered include a chili supper and a Halloween costume contest. More details will be forthcoming. Thanks go out to the Parks and Recreation Commission for the initial planning that they have completed thus far.
- **Upcoming Events:**
 - **Council Goal Setting:** The Council Goal Setting Session has been scheduled for a Council Work Session on September 19th at 6:00 p.m. in the Council Chambers.
 - **Regular Council Meeting:** The second regular Council Meeting in September will take place on September 19th at 7:00 p.m. in the Council Chambers.
 - **Planning & Zoning Commission Meeting:** Tuesday September 27, 2011 at 6:30 p.m. in the Council Chambers. The agenda and packet for this meeting can be found on the City Website on the Planning & Zoning page. These documents are also available on the website calendar.
 - **Comp Plan Public Input Meeting:** Wednesday October 12, 2011 from 6:30 p.m. until 8:00 p.m. in the Council Chambers.

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.