

City of West  
Branch  
Office of the  
City  
Administrator

To: City Council

From: Matt Muckler, City Administrator

Date: July 25, 2014

Weekly Council Update

- **Mayor's Parade:** The 2014 Hoover's Hometown Days registration form, information, and map are available on the City Website or by [clicking here](#) for those interested in participating in the Mayor's Parade. The parade will begin at 10:00 a.m. on Saturday, August 2, 2014. The parade will be led by the West Branch Police Department, with lineup heading east on West Orange Street. Interested participants are encouraged to complete the registration form and return it to City Offices as soon as possible to ensure pre-registration and announcement by the parade's emcee. For questions regarding the parade including the registration form, information, or map, please contact City Offices at (319) 643-5888.
- **Boil Order Issued:** A Boil Order was issued this afternoon for 205, 209, 211, and 219 East Main Street. No other residents are expected to be affected. A water main break was discovered and repaired earlier today. Staff is hoping to be able to lift the boil order on Monday, July 28th, 2014. Customers are asked to boil their water and should do so until otherwise instructed by the Public Works Department.
- **SAGR Visit to New London:** City Administrator Matt Muckler and Lead Water Operator Tim Moss visited this morning with the project manager for the New London, IA Submerged Attached Growth Reactor (SAGR) Project in New London.
- **Altorfer Update:** City Administrator Matt Muckler met with Pat Puntoni, VP, Altorfer Inc. Ag Division earlier this week. The construction of the new Altorfer building is coming along nicely. The finished project promises to provide a great looking front door to the West Branch Industrial Park. Mr. Puntoni offered to provide a tour for the City Council in the near future.
- **Clerk School:** All three city administrative employees attended portions of the Iowa Municipal Professionals Institute in Ames over the past couple of weeks. Some of the training included open meetings, records management, understanding legal terms, legal aspects of meeting minutes, and writing ordinances and resolutions.

**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.**