

To: City Council and Mayor  
From: Matt Muckler, City Administrator  
Date: November 2, 2016  
Weekly Council Update

- **Lower Cedar River Watershed Meeting:** An organizational meeting to discuss the possibility of developing a watershed management authority to address flooding and water quality issues in the Lower Cedar River Watershed will take place on Wednesday, November 9<sup>th</sup> in the City Council Chambers at 1:00 p.m. All those who are interested are welcome to attend. While not necessary, an RSVP to Leslie Brick at the City Office would be appreciated.
- **Park Space in Pedersen Valley:** The October Progress Report for the Park Space in Pedersen Valley is now available and attached to this week's *Update*. Nate Kaas with Fehr Graham – Engineering and Environmental will be on hand to present updated park design alternatives to a Joint Work Session of the City Council and Park and Recreation Commission on Monday, November 7<sup>th</sup> at 6:00 p.m. in the Council Chambers, just prior to the regular City Council Meeting scheduled for that evening.
- **Drug and Alcohol Policy Training:** A representative from CJ Cooper was in West Branch on Monday to provide supervisors with Reasonable Suspicion Training and to provide an overview on the City's Drug and Alcohol Policy to all employees. Another overview training will be provided to members of the West Branch Fire and Rescue Department later this month.
- **Upcoming City Meetings & Events:** Please see the Calendar of Events on the City Website <http://westbranchiowa.org/home> for a complete list of upcoming events. There are several meetings and other community events currently scheduled in the next few weeks:
  - Monday November 7th at 6:00 p.m. City Council Joint Work Session with Park & Rec
  - Monday November 7th at 7:00 p.m. Regular City Council Meeting (after Work Session)
  - Tuesday November 8th at 6:30 p.m. Animal Control Commission Meeting
  - Wednesday November 9th at 1:00 p.m. Lower Cedar Watershed Meeting
  - Friday November 11th Veterans Day Holiday – City Office Closed
  - Tuesday November 15th at 6:00 p.m. West Branch Preservation Commission Meeting
  - Tuesday November 15th at 7:00 p.m. Joint Work Session of Council and P&Z
  - Tuesday Nov. 15th (after Work Session) Planning & Zoning Commission Meeting
  - Wednesday November 16th at 6:30 p.m. Community Meeting on Lions Field Creek Project
  - Thursday November 17th at 6:30 p.m. Park & Recreation Commission Meeting
  - Thursday November 17th at 6:30 p.m. Library Board of Trustees Meeting at WBPL
  - Monday November 21st at 7:00 p.m. Regular City Council Meeting
  - Thursday Nov. 24th & Fri. Nov. 25th Thanksgiving Holiday – City Office Closed

**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.**

**MONTHLY PROJECT STATUS REPORT**  
**Work Completed in October 2016**  
**Pedersen Valley Park**  
**Project No. 16-072**

SCOPE		SCHEDULE UPDATE	
Task/Item	% Complete	Target	Actual
1.0 Topographic Survey	100%	6/6/16	6/3/16
2.0 Construction Plans	13%	2/1/17	
<i>2.1 Preliminary Plans</i>	<i>33%</i>	<i>11/15/16</i>	
<i>2.2 Check Plans</i>	<i>0%</i>	<i>12/15/16</i>	
<i>2.3 Final Plans</i>	<i>0%</i>	<i>2/1/17</i>	
3.0 Site Assessments & Permits	50%	2/1/17	
4.0 Project Coordination	23%	2/1/17	
5.0 Construction Services	0%	11/1/17	
<i>5.1 Bid Letting</i>	<i>0%</i>	<i>3/28/17</i>	
<i>5.2 Construction</i>	<i>0%</i>	<i>11/1/17</i>	

**SUMMARY OF WORK DONE LAST MONTH**

- Met with park board and city council to discuss options and gather feedback
- Revised two concept plans
- Prepared for parks board meeting and council meeting to discuss revised concepts

**FORECAST OF WORK TO BE COMPLETED NEXT MONTH**

- Receive direction on preferred design alternative
- Continue preliminary design
- Schedule third work session with client to discuss project concepts, general design, and challenges identified to date
- Begin working on details for amenities and detailed site design

**PROBLEMS ENCOUNTERED/RECOMMENDED SOLUTIONS**

- Project is behind schedule after put on hold for acquisition negotiations/will continue to work diligently towards late winter letting

**ACTION NEEDED BY CITY**

- Direction on preferred site layout

**OVERALL PROJECT STATUS**

The project is behind schedule after being put on hold while city explored land acquisition. Additional information about the building size(s) and discussions with the park board and council were helpful to zero in on direction of the design. Project is on track but approximately two months behind the contract dates.