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110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358  
(319) 643-5888 • Fax (319) 643-2305 • [www.westbranchiowa.org](http://www.westbranchiowa.org) • [matt@westbranchiowa.org](mailto:matt@westbranchiowa.org)

## City Administrator's Weekly Update

Matt Muckler, City Administrator

December 4, 2016

- **Park Space in Pedersen Valley:** The November Progress Report for the Park Space in Pedersen Valley is available and attached to this week's *Update*. Fehr-Graham continues to work on the preliminary design of the project and plans to submit information to the Corps of Engineers and DNR this month. The development of the Preliminary Plan set is also ongoing.
- **Next City Council Meeting – December 8th:** As a reminder, the regular City Council Meeting originally scheduled for Monday, December 5<sup>th</sup> has been cancelled. A Special City Council Meeting has been scheduled for Thursday, December 8<sup>th</sup> at 7:00 p.m. Immediately following the Special City Council Meeting, the first of six planned budget work sessions will take place in preparation for the Fiscal Year 2017-2018 Annual Budget.
- **Pet Registration Now Open for 2017:** All cats and dogs over four months of age residing within the city limits must be registered annually with the City of West Branch. Please [CLICK HERE](#) for the Annual Pet Registration form. Registrations and tags for 2017 are also available at City Offices located at 110 North Poplar Street. When registering your pets, please provide current rabies vaccination papers at the time of registration. The fee for registering pets is \$5.00 per animal. A \$5.00 late penalty fee will be applied if an animal is registered after Jan. 31, 2017.
- **Special P&Z Meeting – Dec. 6th:** A Special Planning & Zoning Commission Meeting has been scheduled for Tuesday, December 6<sup>th</sup> at 7:00 p.m. to discuss a proposed 26-unit development on Hilltop Drive.
- **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 December 5<sup>th</sup> at 7:00 p.m. Regular City Council Meeting – CANCELLED
  - Tuesday December 6<sup>th</sup> at 7:00 p.m. Special Planning & Zoning Commission Meeting
  - Thursday December 8<sup>th</sup> at 7:00 p.m. Special City Council Meeting
  - Tuesday December 15<sup>th</sup> at 6:30 p.m. Park & Recreation Commission Meeting
  - Monday December 19<sup>th</sup> at 7:00 p.m. Regular City Council Meeting

**The information provided is one-way communication and should not be discussed among you as this could be a violation of the open meeting law.**

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**Mayor:** Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson  
**City Administrator/Clerk:** Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin  
**Parks & Rec Director:** Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

**MONTHLY PROJECT STATUS REPORT**  
**Work Completed in November 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	23%	2/1/17	
<i>2.1 Preliminary Plans</i>	<i>56%</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	32%	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 determine preferred design alternative
- Continued preliminary design
- Scheduled third work session with client to discuss project concepts, general design, and challenges identified to date (Dec. 8)
- Began working on details for amenities and detailed site design
- Preliminary phone call to Corps of Engineers to discuss impacts and requirements
- Prepared for work session

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

- Continue preliminary design
- Submit information to Corps of Engineers and DNR
- Development of Preliminary Plans set

**PROBLEMS ENCOUNTERED/RECOMMENDED SOLUTIONS**

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

**ACTION NEEDED BY CITY**

- Direction on amenities, preferences, and details (on-going)

**OVERALL PROJECT STATUS**

The project is behind schedule after being put on hold while city explored land acquisition. Project is on track but approximately two months behind the contract dates.