

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

To: Mayor and Council

From: Matt Muckler, City Administrator

Date: December 28, 2012

Weekly Council Update

- **Cookson Closing:** The City of West Branch and Lynch's Excavating, Inc. closed on the Cookson Property on Wednesday December 19<sup>th</sup>. Lynch's Excavating, Inc. provided a \$5000 check to the City. City office staff contacted Springdale Agency to cancel the Cookson Property from the City's liability insurance policy as of December 19<sup>th</sup>. City staff has also sent an invoice to Lynch Excavating for \$552 which represents the recording and abstract costs on the property.

While Lynch's Excavating, Inc. now owns the property, City staff will continue to monitor the progress of the project at Cookson to ensure that Lynch's fulfills the terms of their development agreement. The three phases of the agreement include acquisition of the property, demolition of the building, and development of the property. As soon as the City receives the \$552 check for closing costs, the acquisition phase will be complete. The demolition phase of the agreement is to be completed by March 20, 2013 or no later than June 20, 2013 if there are delays due to weather or other temporary physical conditions. The final phase of the agreement would start when the City receives a proposed plat from Lynch's excavating, which will take place by June 20, 2013.

- **Budget Preparations:** City office staff is working on preparations for the Fiscal Year 2014 Annual Budget. In addition to compiling the requests from various department directors and proposing revenue and expenditures for administrative areas, City office staff is also working to complete the first two-thirds of the annual budget form which includes actual FY 2012 budget numbers and re-estimated FY 2013 budget projections.

- **Library Update:** Due to the recent snow event, the West Branch Public Library has postponed their Site Selection Meeting until Thursday, January 10<sup>th</sup> at 7:00 p.m. The meeting will take place in the City Council Chambers. Discussion on sixteen potential sites will take place. Community members are encouraged to attend and provide their input.

**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.**