

To: City Council

From: Matt Muckler, City Administrator

Date: September 12, 2013 Weekly Council Update

- **NRCS Visit:** On Tuesday September 10<sup>th</sup>, City Administrator Matt Muckler and Public Works Director Matt Goodale met with Jon Matz, District Conservationist, and Sara Klindt, Soil Technician with the Cedar/Muscatine County Management Unit of the Natural Resources Conservation Service (NRCS) to discuss the clean-up of creek banks in Pedersen Valley planned for this fall. Staff was advised on the proper removal of trees along with what vegetation to leave in place and recommendations on the planting of additional vegetation. Jon and Sara advised us not to cut vegetation shorter than eight inches along the creek bank. The removal of trees should include sawing trees off at ground level and leaving root balls intact to hold the banks until grasses are established around them. Trees should be planted along the creek back from the edge to aid in bank stabilization and help with water quality but should not be over the edge of the bank. They also recommended creating a twenty-foot (at least) buffer on both sides of the creek for native plantings. Part of that buffer would include large stones on the border in order to better define this area.
- **Memorial Gardens:** Councilperson Miller, City Administrator Matt Muckler and Public Works Director Matt Goodale met with Robyn Hunter and representatives from the Legion on Monday September 9<sup>th</sup> to discuss the Memorial Garden Project. Legion members expressed an interest in widening the Honor Circle and moving the Memorial Garden to the east of the originally-proposed location. Robyn will be making updates to the proposal and providing those to City Administrator Matt Muckler when they are completed.
- **Trailer Purchase:** The Public Works Department is looking at dump trailers and will make a decision on a purchase in the coming weeks. Staff hopes to make this purchase prior to beginning work on the City Office parking lot this fall. The purchase of this trailer was planned for in the current budget.
- **Annual Audit:** Auditors from the State Auditor's Office will be in West Branch between September 23<sup>rd</sup> and October 3<sup>rd</sup> to conduct the City's annual audit. Council members are encouraged to visit with the auditors anytime during their visit if your schedule allows to ask any questions that you may have or to provide feedback to the auditors.

- **Park Planning RFQ:** Eight firms submitted statements of qualifications on the Strategic Plan for Park & Rec Capital Improvements: 1) Rohrbach Associates PC, 2) Shive-Hattery, 3) The Lakota Group and IIW, P.C., 4) Confluence, 5) HBK Engineering, LLC, 6) MMS Consultants, Inc., 7) McClure Engineering Company, and 8) Genus Landscape Architects. The Park & Rec Commission will meet on Wednesday September 18<sup>th</sup> at 7:00 p.m. in the City Council Chamber to review the submissions and discuss recommendations for the City Council. Please contact Shanelle Peden in the City Office at (319) 643-5888 if you would like to obtain copies now. Copies will also be made available to Councilmembers at a future Council Meeting.

- **Football Schedule on Cable Access Station:** Varsity games are being shown every day at 5:00 a.m. and 5:00 p.m. plus 10:00 a.m. and 7:00 p.m. on Thursdays and Saturdays.

- **Main Street Iowa Annual Visit:** Mayor Mark Worrell and City Administrator Matt Muckler met with representatives from Main Street Iowa earlier this week as part of the Main Street West Branch annual evaluation process. Discussion took place on efforts to fill empty buildings on Main Street and beautify the downtown area, including the second phase of the Main Street Sidewalk Project. A report will be compiled on the visit and made available to the City when it is completed. Please notify Shanelle Peden if you would like to receive a copy of this report.

- **Burn Ban:** The Cedar County Emergency Management Agency has informed the City that they are currently considering whether or not a burn ban should be put into effect in Cedar County. Cedar County EMA has also stated that they are open to feedback from cities within Cedar County on this matter.

- **Upcoming Events:**

▪ Thursday September 12 <sup>th</sup> , 6:30 p.m.	Library Board of Trustees Meeting
▪ Monday September 16 <sup>th</sup> at 7:00 p.m.	City Council Meeting
▪ Wednesday September 18 <sup>th</sup> at 7:00 p.m.	Park & Rec Commission Meeting
▪ September 23 <sup>rd</sup> – October 3 <sup>rd</sup>	Annual Audit
▪ September 26 <sup>th</sup> – September 27 <sup>th</sup>	Iowa League of Cities Annual Conference
▪ Monday September 30 <sup>th</sup> , 6:30 p.m.	Zoning Board of Adjustment Meeting
▪ Wednesday October 2 <sup>nd</sup>	West Branch Homecoming Parade
▪ Monday October 7 <sup>th</sup> at 7:00 p.m.	City Council Meeting
▪ Tuesday October 8 <sup>th</sup> at 6:30 p.m.	Animal Control Commission Meeting
▪ Thursday October 10 <sup>th</sup> , 6:30 p.m.	Library Board of Trustees Meeting

**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.**