

To: City Council
From: Matt Muckler, City Administrator
Date: December 18, 2015
Weekly Council Update

Tidewater Drive Project: Work crews completed the construction of Tidewater Drive this week and reopened it to traffic. Concrete was poured for the intersection of Tidewater Drive and Division Street earlier this week. The intersection is blanketed to allow the concrete to cure and is expected to be opened prior to the holidays. Until then, the detour continues to be necessary for traffic to STS Trucking, The Family Pet Vet, Robert's Towing and Oasis Electric. Tidewater is restricted to one lane of traffic near the intersection of Tidewater and Division while the concrete in the north half of the intersection is curing.

After the intersection of Tidewater and Division is opened, the detour will be closed to through traffic and will serve as a construction entrance for crews on the Casey's site. City Staff has been notified that Rathje Construction intends to pave the approach to the Day's Inn and Oasis Electric next week as well. After these tasks have been completed, it is expected that road work will cease until this spring. In the meantime, construction will continue on the Casey's site. At this time, Casey's would like to open their store in April. City Attorney Kevin Olson is working with representatives from Casey's on an agreement that would allow Casey's to open prior to completion of road improvements on S. Downey.

Reindeer Games: The West Branch Public Library has a couple special programs and events coming up over the next few weeks surrounding the holidays. On December 22nd at 7pm, the library will have the special event Reindeer Games during the normal Pajama Storytime time. Games this year include "Do you want to build a snowman," Santa hat stacking, snowman launching, and the "Don't ring the Bells" obstacle course. The library will also be hosting another Wii Wednesday on December 23rd at 1pm featuring play from some top Nintendo titles. Of course, themed treats and refreshments will be available for participants at both events.

Park Improvements at Pedersen Valley RFQ: Twenty-nine Request for Qualification (RFQ) packets were sent on December 8th to various engineering and architectural firms throughout the area. The deadline for submittal is December 29th. The Park and Recreation Commission will receive the RFQ's on December 30th for review. On January 7th, the Commission will meet to determine the top five candidates for interviews which will take place on January 14th. After the interviews, the Park and Recreation Commission will recommend three firms to the West Branch City Council for further interviews and review. Commission Members Liz Seydel, Shane Staker, and Cory Nalan have agreed to serve as the interview panel and Commission Members Beth Noe and Angie Miller will call references prior to the January 7th meeting.

New Finance Officer: Gordon Edgar started his employment with the City of West Branch this week. Gordon received training from City Administrator Matt Muckler, Deputy City Clerk Leslie Brick and Financial Consultant Lisa Rickertsen. Matt provided Gordon with information concerning the roles and responsibilities of West Branch elected and appointed officials. Leslie provided an overview of many of the general office duties such as selling dog tags, garbage tags, preparing deposits, processing payroll and handling phone calls. Lisa reviewed accounts payable procedures and the preparation of the Council claims list. Lisa also worked with Gordon to enter invoice data and print checks. She also provided a quick review of the bank account reconciliation process.

2016 Animal Tags Now Available: All cats and dogs over four months of age residing within the city limits must be registered annually with the City of West Branch. Registrations and tags for 2016 are now available at City Offices and on the City Website. 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 on registrations after Jan. 31, 2016.

Holiday Trash Schedule: Trash pick-up will be delayed due to the Christmas and New Years' Holidays until Saturday December 26th and Saturday January 2nd. City Offices, the Park & Recreation Department and the West Branch Public Library will be closed on Thursday December 24th, Friday December 25th, and Friday January 1st.

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.