

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

SPECIAL CITY COUNCIL MEETING AGENDA

Monday, June 2, 2014 • 6:30 p.m.

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

1. Call to order
2. Roll call
3. Motion to adjourn to closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where the disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation pursuant to Section 21.5(c) of the Code of Iowa.
4. Adjourn

CITY COUNCIL MEETING AGENDA

Monday, June 2, 2014 • 7:00 p.m.

City Council Chambers, 110 North Poplar Street

Action may be taken on any agenda item.

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Welcome
5. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the May 19, 2014 City Council Meeting.
 - b. Approve claims.
 - c. Approve street closures for Hoovers Hometown Days.
 - i. 2nd Street from Main Street to the Water Street Parking Lot from 5:00 p.m. on Friday August 1, 2014 to 1:00 a.m. on Sunday August 3, 2014.
 - ii. Main Street from Parkside Drive to 2nd Street from 12:00 a.m. on Saturday August 2, 2014 to 12:00 a.m. on Sunday August 3, 2014.
 - iii. Main Street from Parkside Drive to Poplar Street from 9:45 a.m. to 5:00 p.m. on Saturday August 2, 2014.
 - iv. N. Downey Street from Main Street to Green Street from 9:45 a.m. to 5:00 p.m. on Saturday August 2, 2014.
 - v. Approve Change Order Number One, increasing the contract amount by \$416.63 to Visu-Sewer, Inc. for the West Branch Sanitary Sewer Rehabilitation – Phase 1.
 - vi. Approve Change Order Number Two, increasing the contract amount by \$2,550.00 to Visu-Sewer, Inc. for the West Branch Sanitary Sewer Rehabilitation – Phase 1.
 - vii. Approve payment to Visu-Sewer, Inc. in the amount of \$121,432.14 for Partial Pay Estimate No. 1 Sanitary Sewer Rehabilitation – Phase 1.

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CITY COUNCIL MEETING AGENDA
Monday, June 2, 2014 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
Action may be taken on any agenda item.

6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Mayor Pro Tem Colton Miller - Appointments/Reappointments/Move to action.
 - i. Joshua Meade – West Branch Police Department Reserve Officer I
 - ii. Joshua Besick – West Branch Police Department Reserve Officer I
 - b. Approve Class C Liquor License with Living Quarters, Outdoor Service and Sundays Sales Permits for Pamella Miller, DBA: Greenview Cocktail Club./Move to action.
 - c. First Reading of Ordinance 724, amending Title Chapter 69 “Parking Regulations.”/Move to action.
 - d. Public Hearing on proposed amendment to Section 165.26 of the West Branch Zoning Ordinance.
 - e. First Reading of Ordinance 725, amending Chapter 165 “Zoning Regulations.”/Move to action.
 - f. Public Hearing on the proposed Amended and Restated West Branch Urban Renewal Plan.
 - g. Resolution 1198, approving and adopting an Amended and Restated Urban Renewal Plan for the West Branch Urban Renewal Area./Move to action.
 - h. Resolution 1204, hiring Kassie Bailey as a Park & Rec Department Part-Time Seasonal Employee for the City of West Branch, Iowa and setting the salary for the position of the fiscal year 2013-2014./Move to action.
 - i. Resolution 1205, approving an agreement with FEH Associates Inc. in the amount of \$11,800 for pre-funding schematic design services for the West Branch Community Center Building Plan Project./Move to action.
8. City Staff Reports
 - a. Main Street Executive Director Mackenzie Krob – Music on the Green Concert Series
 - b. Deputy City Clerk Dawn Brandt – International Institute of Municipal Clerks Annual Conference
 - c. Administrative Assistant Shanelle Peden – Iowa League of Cities Annual Conference Registration and Reservations
 - d. Park & Rec Director Melissa Russell – Summer Calendar
 - e. City Engineer Dave Schechinger – West Main Street Traffic Study Update
9. Comments from Mayor and Council Members
10. Motion to adjourn to executive session to evaluate the professional competency of an individual whose performance is being considered as part of an annual review process and that individual requests a closed session pursuant to Section 21.5(i) of the Code of Iowa.
11. Adjournment

Mayor: Mark Worrell • **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

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CITY COUNCIL WORK SESSION

Monday, June 2, 2014

Immediately following regular City Council Meeting

City Council Chambers, 110 North Poplar Street

1. Call to Order
2. Roll Call
3. Introductions & General Overview of the Meeting
 - Report on City Council Meeting on May 5th
 - Review of CIP – Thresholds for a Capital Project
4. The Time Table for the CIP Preparation Process
 - Tentative Dates
 - Goals & Objectives of each Meeting
5. Review of Potential Projects – Source
 - Comprehensive Plan
 - Infrastructure Studies
 - City Department Director List
 - Mayor & City Council Member Lists
 - Goal Setting Reports – Past & Present
 - Missing or Forgotten Projects
6. Review of Proposed Capital Projects
 - Police Department
 - Fire Department
 - Park & Rec
 - Library
 - Streets and Public Works
 - Water, Sewer and Stormwater Utilities
 - City Hall Projects
7. Sources of Funding for Projects – General Overview
8. Mayor & City Council Ranking Process
 - Completion of List of Projects
 - Cost Estimates for Projects
 - Department Director Priority
 - Ranking System – A, B, C & D
9. The Next CIP Meeting – June 23rd
 - Purpose and Overview
 - Advance Preparation – Who & What
10. Comments and Questions
11. Adjourn

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