



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

CITY COUNCIL MEETING AGENDA
Monday, December 19, 2016 • 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 December 8, 2016 special City Council Meeting.
 - b. Approve claims.
 - c. Approve Fire Department annual payroll in the amount of \$33,781.00.
 - d. Approve Class C Liquor License (LC) (Commercial) with Sunday sales for Herb n' Lou's.
 - e. Approve destruction of records with Document Destruction & Recycling Services listed on Records Destruction Form per the Record Retention Manual for Iowa Cities.
 - f. Approve 2017 City Council Meeting Schedule.
6. Communications/Open Forum
7. Mayor Roger Laughlin – Lifetime Achievement Award for Dick Stoolman
8. Liz Firmstone, Realtor, Lepic-Kroeger Realtors – Overview of United States Department of Agriculture (USDA) Rural Development Home Loans
9. Motion to adjourn to executive 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./Move to action.
10. Public Hearing/Non-Consent Agenda
 - a. Jose Gongora – Update on City Safety Program and two chapters of West Branch Safety Manual: Hazardous Communications Program and Confined Space Entry
 - b. Accept the resignations of Neil Korsmo from the Animal Control Commission, Peggy Jeffries from the West Branch Preservation Commission, and Clara Oleson from the Planning and Zoning Commission./Move to action.
 - c. Mayor Pro Tem Colton Miller - Appointments/Reappointments/Move to action.
 - i. Terry Goerd – Zoning Administrator
 - d. Second Reading of Ordinance 744, Amending Chapter 69 “Parking Regulations.”/Move to action.
 - e. Resolution 1547, approving various contracts for the 2017 Hoover’s Hometown Days Celebration in the amount of \$1,849.00./Move to action.



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CITY COUNCIL MEETING AGENDA
Monday, December 19, 2016 • 7:00 p.m. (continued)
City Council Chambers, 110 North Poplar Street
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- f. Resolution 1548, terminating the contract agreement with Midwest Janitorial Service./Move to action.
 - g. Resolution 1549, approving an agreement concerning first right of refusal./Move to action.
 - h. Resolution 1550, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the Main Street Water Main Improvements Project for the City of West Branch, Iowa and the taking of bids therefor./Move to action.
 - i. Resolution 1551, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the Sanitary Sewer Rehabilitation – Phase 2 Project for the City of West Branch, Iowa and the taking of bids therefor./Move to action.
11. City Staff Reports
- a. Deputy City Clerk Leslie Brick – Holiday Schedule for City Services
 - b. Park and Recreation Director Melissa Russell – Theme for park space in Pedersen Valley
 - c. Library/IT Director Nick Shimmin – Update to City of West Branch Website
12. Comments from Mayor and Council Members
13. Adjournment

CITY COUNCIL WORK SESSION AGENDA
Monday, December 19, 2016
Immediately following regular City Council Meeting
City Council Chambers, 110 North Poplar Street

- 1. Call to order
- 2. Roll call
- 3. City Administrator Matt Muckler - Review of Budget Forms
- 4. Library/IT Director Nick Shimmin - FY 16 Expenditures by Function & Revenue by Source
- 5. Finance Director Gordon Edgar - Property Tax Distribution
- 6. Library/IT Director Nick Shimmin - My Tax Dollars at Work
- 7. City Administrator Matt Muckler – Total Employee Compensation Proposal
- 8. Council Member Input - Questions and Comments for Staff
- 9. Adjourn