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

**CITY COUNCIL MEETING AGENDA**  
**Tuesday, January 17, 2017 • 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 January 3, 2017 City Council Meeting.
  - b. Approve minutes from the January 3, 2017 City Council Work Session.
  - c. Approve claims.
  - d. Approve Class E liquor license, including carryout beer; carryout wine, and Sunday sales privileges for Fisher's Market Nauvoo, IL DBA Dewey's Jack & Jill.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
  - a. Kevin Rogers, Executive Director, Community Development Group (CDG)
  - b. Public Hearing on Main Street Water Main Improvements Project
  - c. Public Hearing on Sanitary Sewer – Phase 2 Improvements Project
  - d. Resolution 1554, approving three contracts for the 2017 Hoover's Hometown Days Celebration in the amount of \$7,350.00./Move to action.
  - e. Resolution 1555, approving an agreement between the City of West Branch and the University of Iowa's School of Urban and Regional Planning./Move to action.
  - f. Resolution 1556, approving cleaning services agreement with Galaxy Cleaning Services./Move to action.
  - g. Resolution 1557, approving the quotation/purchase order with Shield Technology Corporation in the amount of \$13,445.00./Move to action.
  - h. Resolution 1559, approving professional services agreement amendment with HBK Engineering, LLC in connection with the Lions Field Creek Restoration Project./Move to action.
8. City Staff Reports
  - a. Parks & Recreation Director Melissa Russell – Special Events Policy and Procedure
  - b. Library/IT Director Nick Shimmin – Website Design Proposal
  - c. City Administrator Matt Muckler – Website Redesign Proposal Options
9. Comments from Mayor and Council Members
10. Adjournment

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**Mayor:** Roger Laughlin • **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 AGENDA**  
**Tuesday, January 17, 2017**  
**Immediately following regular City Council Meeting**  
**City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. FY 2017 Budget Session
  - a. City Administrator Matt Muckler - Updated general fund revenue estimate
  - b. Finance Officer Gordon Edgar – Health and dental insurance renewal rate change
  - c. Department Director Budget Presentations
    - i. Parks and Recreation Director Melissa Russell – Parks and Recreation Department, Community Events and Economic Development Budget Proposals
    - ii. Fire Chief Kevin Stoolman – Fire Budget Proposals
    - iii. Library/IT Director Nick Shimmin – Cable Access Budget Proposal
    - iv. Public Works Director Matt Goodale – Street Lighting and Town Hall Budget Proposals
    - v. Finance Director Gordon Edgar – Mayor, Clerk & Treasurer, and Legal Services Budget Proposals
  - d. City Administrator Matt Muckler - Rough Draft Revised Employee Handbook
  - e. City Administrator Matt Muckler – Revenue estimates for all other funds
  - f. Council approves a tentative salary plan
  - g. Council Member Input - Questions and Comments for Staff
4. Adjourn