



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, February 6, 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 31, 2017 City Council Meeting.
 - b. Approve minutes from the January 31, 2017 City Council Work Session.
 - c. Approve claims.
 - d. Approve Class C beer license including Class B native wine and Sunday Sales privileges for Shivji LLC DBA BP Amoco.
6. Communications/Open Forum
7. Public Hearing/Non-Consent Agenda
 - a. Resolution 1558, hiring James Holland as a water/wastewater operator for the City of West Branch, Iowa, and setting the salary for the position for fiscal year 2016-2017./Move to action.
 - b. Accept the resignation of Alan Bohanan from the West Branch Preservation Commission./Move to action.
 - c. Accept the resignation of Matt Muckler as city administrator/clerk./Move to action.
 - d. Mayor Roger Laughlin - Appointments/Reappointments/Move to action.
 - i. Councilperson Jordan Ellyson – Cedar County Economic Development Commission (CCEDCO)
 - ii. Hillary Maurer – West Branch Preservation Commission, December 31, 2018
 - e. City Attorney Kevin Olson – Discussion of parcel with unknown owner located west of 307 Water Street.
 - f. Maggie Burger, Speer Financial, Inc. - Annual TIF Report
 - g. Resolution 1561, approving a standard professional services agreement for the facilitation of a city administrator/city clerk search process with Callahan Municipal Consultants, LLC in an amount not to exceed \$12,460./Move to action.
 - h. Resolution 1562, approving a web design contract with Nicholas Shimmin in an amount not to exceed \$2,500./Move to action.

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 MEETING AGENDA
Monday, February 6, 2017 • 7:00 p.m. (continued)
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- i. Resolution 1563, approving an engineering services agreement with Veenstra & Kimm, Inc for College Street and Second Street Improvements in an amount not to exceed \$72,700./Move to action.
 - j. Resolution 1564, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the Main Street Sidewalk - Phase 4 Project for the City of West Branch, Iowa, and the taking of bids therefor./Move to action.
 - k. Resolution 1565, ordering notice of public hearing on proposed plans and specifications, proposed form of contract and estimate of cost for construction of the North First Street Improvements Project for the City of West Branch, Iowa, and the taking of bids therefor./Move to action.
 - l. Resolution 1566, awarding the construction contract for the Main Street Water Main Improvements Project./Move to action.
 - m. Resolution 1567, awarding the construction contract for the Sanitary Sewer Rehabilitation - Phase 2 Project./Move to action.
 - n. Resolution 1568, approving Change Order Three, Revised in the amount of \$13,530.59 on the 4th Street Reconstruction Project./Move to action.
 - o. Resolution 1569, approving Change Order Five in the amount of \$2,524.44 and Pay Estimate Number 6 in the amount of \$33,361.15 on the 4th Street Reconstruction Project./Move to action.
 - p. City Attorney Kevin Olson – Discussion of potential update of the West Branch Urban Renewal Plan, Amended and Restated, May 2016
 - q. Resolution 1570, approving a proposal with Nesper Sign Advertising, Inc. in an amount not to exceed \$769.20 to remove existing vinyl graphics from wayfinding signage and replace with new graphics./Move to action.
 - r. Resolution 1571, approving participation of the Hoover Presidential Foundation on the West Branch Preservation Commission and in the planning process for Hoover’s Hometown Days./Move to action.
 - s. Resolution 1571, approving participation of the communications manager of the Hoover Presidential Foundation on the West Branch Preservation Commission./Move to action.
8. City Staff Reports
 9. Comments from Mayor and Council Members
 10. Adjournment

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CITY COUNCIL WORK SESSION AGENDA
Monday, February 6, 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 – Rough Draft Revised Employee Handbook
 - b. Council finalizes revenue estimates for all funds
 - c. Council finalizes departmental non-salary expenditures for all funds
 - d. Council finalizes all other changes to the fiscal year 2017-2018 annual budget proposal
4. Council Member Input – Questions and Comments for Staff
5. Adjourn