

*(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at [www.westbranchiowa.org/government/council-videos](http://www.westbranchiowa.org/government/council-videos). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council Work Session**

**December 8, 2016  
immediately following  
Special City Council meeting**

Mayor Roger Laughlin called the City Council Work Session to order at 8:17 p.m. Roll call: Mayor Roger Laughlin was present. Council members Colton Miller, Mary Beth Stevenson and Brian Pierce were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin, Public Works Director Matt Goodale, and Parks & Recreation Director Melissa Russell.

Finance Officer Gordon Edgar – Review of Proposed FY 18 Annual Budget Schedule

Edgar reported that the only change from the previous schedule was an additional Work Session scheduled for January 31.

Library/IT Director Nick Shimmin – Review of Comp Plan

Director Shimmin reviewed the goals identified in the West Branch Comprehensive Plan as amended on April 1, 2013.

1. Concentrate on retaining and expanding existing local business.
2. Increase the number of firms by fostering local entrepreneurship.
3. Promote preservation, rehabilitation and investment in our city housing stock and neighborhoods and improve housing opportunities.
4. Provide, maintain, and improve solid waste collection and disposal infrastructure and services.
5. Provide, maintain, and improve a cost-effective, safe and functional surface transportation system.
6. Provide, maintain and improve a safe and functional sewer system.
7. Provide, maintain and improve a cost-effective, functional and self-supporting water system.
8. Promote the creation and adoption of a complete streets policy.
9. Promote cost-effective emergency services and facilities that enhance and protect the lives of residents.
10. Provide facilities and services at levels which support a “desirable quality of life” for current and future residents.
11. Promote the fiscal soundness and viability of City government operations.
12. Determine the future location of the library and achieve funding for the renovation or construction.
13. Encourage redevelopment opportunities to revitalize unused property.
14. Encourage cooperative effort between the City of West Branch, Cedar County, Johnson County, and any other bodies or agencies involved with the planning, administration or enforcement of plans, codes, ordinances, regulations, etc., that are in effect in the West Branch area.

Public Works Director Matt Goodale – Review of Capital Improvement Plan

Director Goodale reported that the 4<sup>th</sup> Street Improvements Project is completed except for seeding. The Main Street Improvements and Crossings Projects are completed.

Projects scheduled for FY17 are:

1. Orange Street, 4<sup>th</sup> to 5<sup>th</sup>
2. N 1<sup>st</sup> Street, Main to Green
3. Main Street Sidewalk, Phase

There was discussion on replacing the Orange St. project with an asphalt overlay project on Johnson-Cedar County road from Main St. to new development entrance on Johnson-Cedar County road.

Park & Recreation Director Melissa Russell - Review City Council Goals

Director Russell reviewed the results of the October 3 Goal Setting Session held by the City Council.

The top 10 goals were:

1. Street maintenance
2. Part-time positions
3. Replace one block of sealcoat each year.

4. Trail from Oasis to Solon
5. Foster Street sidewalk
6. Main Street sidewalk Phase 4
7. Greenview construction
8. Employee benefits
9. I & I Phase 3 point repairs
10. Police department evidence facility

There was discussion whether any financing should be considered for projects after goal number 10.

City Administrator Matt Muckler – FY18 Total Employee Compensation Discussion

Administrator Muckler presented three scenarios for FY18 compensation schedules. There was discussion on the rationale of the various scenarios presented and recognition that the scenarios do not reflect new health insurance rates or the hiring of additional part-time help.

Council Member Input - Questions and Comments for Staff

There was a discussion that items the council may have to deal with next year, such as the golf course or a “wet bottom basin” water retention system should be addressed in the FY18 budget being developed now. Council member Miller stated that people should bring up matters now because doing so after the budget is approved will be too late.

**ADJOURNMENT**

Motion to adjourn joint work session by Pierce, second by Miller. Motion carried on a voice vote. City Council work session adjourned at 9:23 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Gordon Edgar, Finance Officer/Deputy City Clerk