

# *City of West Branch*

~ A Heritage for Success ~

---

110 N. Poplar St. • P.O. Box 218 • West Branch, Iowa 52358  
Ph. 319-643-5888 • Fax 319-643-2305 • [www.westbranchiowa.org](http://www.westbranchiowa.org) • [wbcity@lcom.net](mailto:wbcity@lcom.net)

**CITY COUNCIL WORK SESSION**  
**Monday, September 19, 2011 • 6:00 p.m.**  
**City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. Council Goal Setting Session
4. Adjourn

---

**Mayor:** Don Kessler • **Council Members:** Mark Worrell, David Johnson, Robert Sexton, Jim Oaks, Dan O'Neil  
**City Administrator/Clerk:** Matt Muckler • **Deputy City Clerk:** Dawn Brandt • **Library Director:** Nick Shimmin  
**Parks & Recreation Director:** Melissa Russell • **Police Chief:** Mike Horihan • **Fire Chief:** Kevin Stoolman

## GOAL SETTING SESSION RESULTS

1. Consolidate City offices (19 votes) – Recommend removing due to lack of funding.
2. Provide raises for employees in FY 11 & 12 (17 votes) – Completed and Ongoing – Recommend keeping this goal for next year as well.
3. New lift station (15 votes) – Ongoing. Recommend keeping this goal for next year as well.
4. Continue I&I work (15 votes) - Ongoing. Recommend keeping this goal for next year as well.
5. Plan for Park and Rec building – Cookson. (15 votes ) Completed. Recommend removing from list of Goals.
6. Look at consolidating cleaning services ( 10 votes) - Completed. Recommend removing from list of Goals.
7. Adopt a PTO plan. Comp to be used as time off only. (9 votes) – Ongoing. Addressed comp time. Council needs to decide if they would like to move forward with PTO plan.
8. Contract with independent financial advisor. (7 votes) - Completed. Recommend removing from list of Goals.
9. Have a teen program for summer (7 votes) – Completed, but lack of interest caused Parks and Rec to cancel some of the teen trips. Recommend removing from list.
10. Library expansion (7 votes) - Recommend removing from list of Goals due to lack of funding.
11. Acciona to build wind turbine to power City buildings. &/or whole town. (7 votes) – Acciona chose different location. Recommend removing from list.
12. Make administrative assistant full time position. (6 votes) – Completed. Recommend removing from list of Goals.
13. Develop comp plan and CIP plan. (6 votes) - Ongoing. Recommend keeping this goal for next year as well.
14. Update resolution and ordinance books (6 votes) – Ongoing. Completed March 2011 Supplement for Code and update of resolution book. Recommend keeping this as a goal to update Code.
15. Sidewalk plan - repair current sidewalks. Build new sidewalks. (4 votes) – Staff has a proposal for repairing current sidewalks. Recommend keeping the goal of repairing current sidewalks for next year.
16. Growing population. Need more police officers. (4 votes) – COPS Grant was discussed but not pursued. Recommend keeping this goal for next year.
17. Repaint water tower (3 votes) – Completed. Recommend removing from list.
18. Annex the interstate (3 votes) - The comp plan update process should be helpful in determining whether or not to proceed with this item. Recommend removing from list pending the outcome of comprehensive planning.
19. Conduct an annexation study. (1 vote) - The comp plan update process should be helpful in determining whether or not to proceed with this item. Recommend removing from list pending the outcome of comprehensive planning.
20. Increase revenue for the City (1 vote) – Completed. Water and sewer permit fees were increased. Recommend removing from list of goals.

Staff is recommending the removal of twelve items (highlighted in red above) because they have been completed, due to lack of funding, or for other reasons.

Five items are ongoing (highlighted in yellow above) and staff recommends these items be adopted as a goal for next year as well: 1) Lift Station, 2) I & I Study, 3) Develop Comprehensive and CIP Plans, 4) Update resolution and ordinance books, and 5) providing raises for employees in annual budget.

There are two items that were not addressed in the last year (highlighted in green above) that staff recommends pursuing in the upcoming year: 1) repair current sidewalks, and 2) adding a full-time police officer with COPS Grant.

One item that requires additional feedback from Council (highlighted in blue above) is whether or not to adopt a PTO plan.

Staff also recommends consideration of the following items:

- 1) Conduct city-wide traffic study.
- 2) Expand community policing programs.
- 3) Make repairs to wastewater infrastructure identified in I & I Study.
- 4) Check level of sludge in lagoons and dredge if necessary.
- 5) Clear site of Wapsi View Trailer Court and plant grass.
- 6) Adopt plan for park space (at the Wapsi View Trailer Court) based on recommendations from the Park and Rec Commission
- 7) Increase partnership and level of support for West Branch Main Street.
- 8) Increase funding for Hoover's Hometown Days, including band for fireworks and larger fireworks display.
- 9) Adopt financial and purchasing policies including spending limits and debt limits.
- 10) Create stormwater utility.
- 11) Work with School District to increase safety of children going to and from the elementary/middle school complex.
- 12) Conduct water and sewer rate studies.
- 13) Continue second year of funding of the three-year plan to bring up salaries at Library.
- 14) Offer for sale the Cookson Center Property and plan for future community center site acquisition and/or purchase.