

*(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 19, 2016  
immediately following  
City Council meeting**

Mayor Roger Laughlin called the City Council Work Session to order at 8:33 p.m. Roll call: Mayor Roger Laughlin was present. Council members: Colton Miller, Mary Beth Stevenson, Tim Shields and Jordan Ellyson were present. Councilperson Brian Pierce was absent. 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 and Parks & Recreation Director Melissa Russell.

City Administrator Matt Muckler - Review of Budget Forms

Muckler reviewed two budget forms that are completed during each budget process and explained the difference in the forms. The first form he reviewed is completed for the Department of Management and is what the Council approves as the next fiscal year budget. The other form is generated by the City's financial system and is used by the department directors to manage their budgets and track expenses throughout the year. Muckler noted that there were several more budget work sessions scheduled to complete the process.

Library/IT Director Nick Shimmin - FY 16 Expenditures by Function & Revenue by Source

Shimmin provided an overview of how the City spent the tax dollars received, highlighting that approximately one third of the City's revenue was spent on water (12.3%), police (10%) and roads & streets (9.3%). Shimmin went on to explain that one third of the City's revenue comes from property taxes paid by residents and businesses.

Finance Director Gordon Edgar - Property Tax Distribution

Edgar commented on the overall property tax distribution being divided in several parts with the City getting approximately 37%, schools 41%, and the remaining being shared with various other areas. Edgar noted that this information can be found on the City's website.

Library/IT Director Nick Shimmin - My Tax Dollars at Work

Shimmin provided a further breakdown of where the City spends the taxpayer dollars and how the money is distributed between the various departments and services it provides for its residents.

City Administrator Matt Muckler – Total Employee Compensation Proposal

Muckler presented four versions for compensation options with tiered increases based on currently salaries. Each option also included the addition of part-time help for various departments. A couple of the Council members spoke in favor of reducing the overall increase to stay below five percent. Muckler said he would recalculate a couple of different options for further review.

Council Member Input - Questions and Comments for Staff

Chris Kofoed, KLM Development was present to discuss a cost-sharing option of a dry/wet bottom basin in the Meadows Development on west Main Street. Kofoed said cost estimates for a dry bottom basin was approximately \$52,000 versus a wet bottom at approximately \$135,000 with an additional \$26,000 if rock lined. Kofoed proposed the City share half of the cost of the wet bottom (\$60,000), plus pay for the abandonment of an existing aging sewer line that runs through the property (\$15,000). Kofoed also commented that a trail would be graded for around the basin and would be included on the preliminary plat.

**ADJOURNMENT**

Motion to adjourn the work session by Ellyson, second by Shields. Motion carried on a voice vote. City Council Work session adjourned at 9:28 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk