

(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. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**January 3, 2017
immediately following
City Council meeting**

Mayor Roger Laughlin called the City Council Work Session to order at 7:21 p.m. Roll call: Mayor Roger Laughlin was present. Council members: Colton Miller, Mary Beth Stevenson, Tim Shields, Brian Pierce and Jordan Ellyson were present. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin and Public Works Director Matt Goodale.

FY 2017 Budget Session

Finance Director Gordon Edgar - FY17 Tax Levy Comparison

Edgar shared a tax levy comparison of 56 cities in Iowa with populations between 1,800 and 3,000 showing the average tax levy of those cities as being \$14.52. Edgar stated that the FY17 tax levy for West Branch is \$12.59 per thousand (dollars) of taxable value. Of the 56 cities compared, 13 cities had a tax levy lower than West Branch and the remaining 42 had tax levies higher than West Branch.

Library/IT Director Nick Shimmin – Taxable Valuations

Shimmin reported that overall valuations for FY2018 are up 3.3% but due to our TIF request, the actual valuation is up only 0.9%.

City Administrator Matt Muckler - Initial general fund revenue estimate

Muckler presented a FY17-18 general fund revenue estimates compared to FY16-17 highlighting a few line items.

Department Director Budget Presentations

Police Chief Mike Horihan – Police Department Budget Proposal

Horihan presented his budget proposal indicating two areas where an increase is requested. Horihan's first request would be a change in equipment software which is used for records management. He said the current vendor has software issues, is not user friendly and the vendor has been sold several times in the past few years and customer support has been lacking. Horihan suggests moving to Shieldware/RMS as this is the software Cedar County uses and will enable data to be shared between agencies. Horihan also noted a request for an increase in the vehicle set-aside fund for a future vehicle purchase.

Library/IT Director – Library Budget Proposal

Shimmin presented the library budget proposal and noted two areas where larger increases were being requested. Shimmin asked for an increase for building maintenance, stating projects to repair the steps in the front of the building and entryway and restroom updates. Shimmin estimated the project costs to be around \$5,000.00. The other area for increase is in the salary line. Shimmin stated the overall increase to the library budget was approximately \$15,000.00.

Public Works Director Matt Goodale – Roads & Streets and Cemetery Budget Proposals

Goodale reviewed his budget proposal for roads and streets noting increases in several areas such as vehicle set-aside for the purchase of a new truck, vehicle repair costs, seal coating and street patching. Goodale stated that additional sealcoating would be done in the cemetery around the Honor Circle to

allow for parking while still allowing for vehicle traffic to pass. Goodale also requested to replace a lawn mower with a zero turn mower from the cemetery budget.

City Administrator Matt Muckler - Total Employee Compensation Proposal

Muckler presented two more versions for consideration (E & F). Muckler noted that part-time help was removed from the administration department due to lower than expected tax valuations, but did leave additional part-time help for the Police department, Public Works and Parks & Recreation. Council decided on Total Employee Compensation version F but requested the 1% increase be eliminated and instead have three salary bands (2, 4, & 6%), respectively.

Council Member Input - Questions and Comments for Staff

Council had no additional questions for staff.

Chris Kofoed, KLM Development was present and provided some additional options to the Council for consideration on the subject of the wet/dry basin in the future Meadows Part 3 development. Kofoed offered as an alternative to a wet bottom basin, adding a nature trail to extend around and north of the basin with the possibility of later converting the dry basin to a wet basin. Laughlin spoke in favor of a wet bottom basin but said he didn't want the subject of the basin to hold up progress of the development and was open to this alternative if the basin could later be converted to wet. Miller stated he was not in favor of another basin for the city to maintain and mow. Stevenson expressed her concern with the ongoing maintenance costs for a wet bottom basin and stated she was open to discussions concerning a dry bottom basin.

ADJOURNMENT

Motion to adjourn the work session by Pierce, second by Ellyson. Motion carried on a voice vote. City Council Work session adjourned at 8:49 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk