

*(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Work Session**

**February 3, 2014  
7:49 p.m.**

Mayor Worrell opened the West Branch City Council work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Deputy City Clerk Dawn Brandt, Public Works Director Matt Goodale, Police Chief Mike Horihan, Fire Chief Kevin Stoolman, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Sergeant John Hanna, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson.

City Administrator Muckler shared with Council the changes to the non-salary budget expenditures since the last budget meeting. City Administrator Muckler noted that Staff consulted with Ted Nelson at the Iowa Department of Management and Maggie Burger with Speer Financial in regards to Backfill Funds. Backfill is received in three separate funds including general, special revenue, and debt service. After consulting with Nelson and Burger, City Administrator Muckler recommended that the general funds be reallocated towards alley work in the Road and Street Budget, consultant and professional fees as well as advertisement in the Legal Services Budget, consultant and professional fees in addition to telephone in the Clerk and Treasurer Budget.

A second change mentioned by City Administrator Muckler was the Parkside Drive Road Improvement Project. With the recent adoption of the Urban Renewal Plan, City Administrator Muckler noted that Tax Incremental Financing (TIF) funds could be used towards the repairs. He added that City's Engineering firm, Veenstra & Kimm, has had discussions with the Iowa Department of Transportation to allow for a connection to the Interstate 80 overpass in correlation with the suggested improvements. Councilperson Miller added that he wants to ensure that construction of said sidewalk would connect with current walkways correctly. Mayor Worrell added that he was interested in the City having discussion with the National Park Service to extend its boundary south as a part of this improvement.

The third and final change mentioned by City Administrator Muckler was a suggestion to reallocate budget funds across several departments for the Capital Improvement Plan. City Administrator Muckler noted that as the Capital Improvement Project will encompass usage by several departments, and that the redistribution of dollars will allow Staff to better work towards project estimates and help establish priorities.

Mayor Worrell acknowledged the efforts of City Administrator Muckler and Deputy City Clerk Dawn Brandt for their work in allocating and revising the proposed budget. Mayor Worrell indicated that the process seemed straightforward and was easy to interpret.

Motion by Miller to adjourn the work session, second by Ellyson. Motion carried on a voice vote. City Council work session adjourned at 8:23 p.m.

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Mark Worrell, Mayor

ATTEST: \_\_\_\_\_  
Matt Muckler, City Administrator/Clerk