

(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 #2**

**March 3, 2014
7:57 p.m.**

Mayor Pro Tem Miller 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, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Brian Pierce, and Tim Shields.

City Council and Staff viewed a video on the Iowa League of Cities website entitled Municipal Leadership Academy Part II-Human Resources for Cities of All Sizes. The video provided a summary of human resource processes for city government, including an overview of federal and state employment laws designed to source, hire, train, promote, and release employees. The video also emphasized best practices in human resource management, including creation of job descriptions as well as development and periodic updates to an employee handbook.

Motion by Ellyson to adjourn to work session, second by Pierce. Motion carried on a voice vote. City Council work session adjourned at 8:34 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Matt Muckler, City Administrator/Clerk