

(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

**May 5, 2014
8:11 p.m.**

Mayor Worrell opened the West Branch City Council work session at 8:11 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Administrative Assistant Shanelle Peden, Public Works Director Matt Goodale, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Mary Beth Stevenson, Brian Pierce. Absent: Tim Shields.

Pat Callahan, Capital Improvement Planning Process

Pat Callahan, Municipal Consultant gave the Council an overview of the capital improvements planning (CIP) process. He explained why cities should take the time and effort to prepare a CIP. He provided the Council a top ten list of reasons why a CIP is an important element of the elected official's decision making process and overall vision for the city. He said most CIP's are developed for a five-year period. He explained that the Council's role in the process will be to develop a list of projects, rank those projects, review the draft plan and promote the plan to the public. City Administrator Matt Muckler shared a preliminary project list from the Department Directors. The next meeting is June 2nd with a wrap up of the CIP process in September or October 2014.

ADJOURNMENT

Motion by Stevenson to adjourn the work session, second by Ellyson. Motion carried on a voice vote. City Council work session adjourned at 9:13 p.m.

Mark Worrell, Mayor

ATTEST: _____
Dawn Brandt, Deputy City Clerk