

*(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**

**January 6, 2014  
6:00 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, Deputy City Clerk Dawn Brandt, Administrative Assistant Shanelle Peden, Police Chief Mike Horihan, Police Officer Alex Koch, Library Director Nick Shimmin, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, and Tim Shields. Councilperson Mary Beth Stevenson entered the work session at 6:15 p.m.

City Administrator Muckler completed the swearing in of Mayor Mark Worrell. Mayor Mark Worrell completed the swearing in of Councilperson Stevenson after she entered the work session.

City Attorney Olson gave an overview to the Council regarding open meetings and open records laws. City Attorney Olson also explained the Iowa Gift Law and how it applies to council, mayor, and city employees. City Attorney Olson added that anyone can file a complaint regarding a gift to a public official through the Iowa Public Information Board.

City Attorney Olson remarked there are several types of closed session records, including items such as pending litigation, personnel matters, and the purchase of property. Mayor Worrell asked when closed session records are available. These documents are sealed and not available for public view. City Attorney Olson added that the City can assess reasonable fees for reproducing documents and that the viewing process requires staff supervision.

Councilperson Stevenson asked what the procedure is if an issue does not pass, and if an item can be brought back for a vote again. City Attorney Olson responded that members who voted no before cannot bring back an item and that the process does not apply to new voting members.

Motion by Ellyson to adjourn the work session, second by Shields. Motion carried on a voice vote. City Council Work Session adjourned at 6:30 p.m.

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Mark Worrell, Mayor

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