

(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**

**June 2, 2014
8:40 p.m.**

Mayor Pro Tem Miller opened the West Branch City Council work session at 8:40 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Administrative Assistant Shanelle Peden, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, Police Chief Mike Horihan, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Council members: Jordan Ellyson, Colton Miller, Tim Shields, Mary Beth Stevenson. Absent: Mayor Mark Worrell and Brian Pierce.

Pat Callahan, Capital Improvement Planning Process

Pat Callahan, Municipal Consultant, presented more details regarding the CIP, including an overview of the phasing, which includes: Phase I, City Parks; Phase II, Tax Incremental Financing; and Phase III, Other. Muckler noted that as Council prioritizes the projects, he asked that they include a fourth column to account for the future impact on the City utility system. For each project within each phase, Callahan explained the timetable, cost estimates, rankings, and funding sources. Callahan asked that the Council review each project, and prioritize them for the June 23, 2014 Council meeting. Callahan also asked that when Council reviews items by department, Council take into consideration possible sources of grants and funding. Muckler asked Council to prioritize between normal budget items and larger dollar projects. Callahan added that enterprises should work towards operating on a self-sufficient basis. Callahan concluded his statements by letting Council and Staff know he would bring a first draft to the July 21, 2014 Council meeting.

Motion by Shields to adjourn the work session, second by Stevenson. Motion carried on a voice vote. City Council work session adjourned at 9:23 p.m.

Colton Miller, Mayor Pro Tem

ATTEST: _____
Matt Muckler, City Administrator/Clerk