

(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 3, 2012
6:00 p.m.**

Mayor Don Kessler opened the West Branch City Council meeting by welcoming the audience and the following City staff: City Administrator Matt Muckler, City Attorney Kevin Olson, Public Works Director Matt Goodale, Fire Chief Administrator Dick Stoolman and Library Director Nick Shimmin.

Council members: Mark Worrell, Jordan Ellyson, Dan O'Neil, Colton Miller and Jim Oaks.

City Administrator Matt Muckler – Council Code of Ethics and Code of Conduct

City Attorney Kevin Olson – Rules of Procedure for the West Branch City Council.

Council had discussion on the proposed Rules of Procedure for the West Branch City Council, suggesting the following changes:

Final Amendments on Code of Ethics, Code of Conduct and Rules of Procedure

- Code of Ethics-
- 1) Remove numbers 6 and 7 and reassign numbers within the document accordingly.
 - 2) Substitute the word “censure” for all three instances where the word “sanction” appears in the current number 18 (future #16).
- Code of Conduct-
- 1) Substitute the word “censure” for all three instances where the word “sanction” appears in the last section of the document – Council members Behavior and Conduct.
- Rules of Procedure –
- 1) Change “insure” to “ensure” in Rule 1.
 - 2) Insert after the last sentence of Rule 8: “The video conference or telephonic participation must be available to be heard by members of the public.”
 - 3) Insert after the last sentence of Rule 16: “The presiding officer is also known as the chair.”
 - 4) Insert “for members of Council” to the title of Rule 26 after “Dress Code.” Add the following sentence to the end of the rule: “This rule applies only to members of Council.”
 - 5) Delete Rule 27, Rule 28 and the last three sentences in Rule 30 and reassign numbers to the subsequent rules appropriately.
 - 6) Delete the words “by electronic means” in Rule 48.
 - 7) Change “50” to “48” in Rule 50.
 - 8) Delete “cotton trousers (such as khakis or blue, green, brown, or black trousers)” and insert in its place “dress slacks” in Rule 26.
 - 9) Insert the following after the word “action” in Rule 13: “, provided said Council member made the motion at the next Council meeting that Council member attended”

Don Kessler, Mayor

ATTEST: _____
Ashley Borland-Kaalberg, Administrative Assistant