

(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection on the City of West Branch Website at www.westbranchiowa.org/government/council-videos. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

City Council Work Session

**February 6, 2017
immediately following
City Council meeting**

Mayor Roger Laughlin called the City Council Work Session to order at 8:41 p.m. Roll call: Mayor Roger Laughlin was present. Council members: Colton Miller, Mary Beth Stevenson, Brian Pierce and Jordan Ellyson were present. Council member Tim Shields was absent. Laughlin welcomed the audience and the following City staff: City Administrator Matt Muckler, Finance Officer Gordon Edgar, Police Chief Mike Horihan, Library Director Nick Shimmin, Park & Recreation Director Melissa Russel and Public Works Director Matt Goodale.

FY 2017 Budget Session

City Administrator Matt Muckler – Rough Draft Revised Employee Handbook

Muckler reported that 80% of the handbook had been reviewed and was now out to the Directors and administrative staff and should be back to the Council at the next meeting.

He also reported he had some applications for employee benefits and felt there was money in the Trust and Agency Fund to pay for the benefits. This prompted a discussion of the current City health insurance plan.

Council finalizes revenue estimates for all funds

Muckler said the only change from the last meeting would be a request for the Council to allow the Parks and Recreation Department to utilize up to \$4,000 from the Parks and Rec Reserve account to be used for the purchase of equipment in FY18. The council was supportive of that proposal.

Council finalizes departmental non-salary expenditures for all funds

The stormwater matching funds for Meadows Phase 2 were added to the Stormwater budget.

The Council supported removing \$1,300 from the Library budget and adding it to the line for the Community Development Group.

Council finalizes all other changes to the fiscal year 2017-2018 annual budget proposal

There were no changes proposed by the Council.

ADJOURNMENT

Motion to adjourn the work session by Miller, second by Pierce. Motion carried on a voice vote. City Council Work session adjourned at 9:35 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Gordon R. Edgar, Deputy City Clerk