

*(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 [westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/](http://westbranchiowa.org/city-of-west-branch/mayor-city-council/meetings/). The minutes are not approved until the next regularly scheduled City Council meeting.)*

**West Branch, Iowa  
Council Chambers**

**City Council  
Regular Meeting**

**April 6, 2020  
7:00 p.m.**

*An Electronic Meeting (pursuant to Iowa Code Section 21.8) of the City Council of the City of West Branch, Cedar County, IA was held on Monday, April 6, 2020 at 7:00 p.m. because a meeting in person was impossible or impractical due to concerns for the health and safety of Council Members, Staff and the Public presented by COVID-19.*

*Until further notice, all of our Council Meetings will be held electronically only. Persons may still attend, observe and participate in the meeting at the Council Chambers, City Office, 110 N. Poplar St, West Branch, Iowa. Social distancing practices shall be observed for any persons attending the meeting in person at City Hall.*

Mayor Roger Laughlin called the West Branch City Council meeting to order at 7:03 p.m.

Roll call (via Zoom platform): Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. City Staff: Deputy Clerk Leslie Brick, City Attorney Kevin Olson, City Engineer Dave Schechinger, Library/IT Director Nick Shimmin and Park & Recreation Director Melissa Russell.

Laughlin welcomed the (in-person) audience and the following City staff: City Administrator Redmond Jones, Finance Officer Gordon Edgar, Police Chief Mike Horihan, and Public Works Director Matt Goodale

#### **PRESENTATIONS - NONE**

#### **PUBLIC COMMENT - NONE**

#### **CONSENT AGENDA**

Motion to approve minutes for City Council Meeting March 16, 2020.

Motion to approve minutes for City Council Meeting March 30, 2020.

Resolution 1884 – Approving a temporary water supply agreement with Crestview Specialty Care.

Motion to approve Pay Estimate # 9 in the amount of \$18,703.02 for the College Street Bridge Replacement Project.

Motion to Approve the Claims Report.

#### **EXPENDITURES**

4/6/2020

ACTION SEWER & SEPTIC SERVICE	SEWER CLEANING	271.25
AE OUTDOOR POWER	EQUIPMENT REPAIR	669.39
ALTORFER INC	VEHICLE REPAIR	588.35
AMERICAN WATER WORKS ASSOCIATION	DUES GOODALE 2-1-20 TO 1-31-21	90.00
BALDRIDGE ENVIRONMENTAL SERVICES, LLC	SEWAGE LAGOON ENZYMES	5,000.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	48.99
CAJ ENTERPRISES INC	CAJ ENTERPRISES INC	813.91
CHAUNCEY BUTLER POST 514	FLAGS	107.00
CITY TRACTOR CO	EQUIPMENT REPAIR	7.17
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	23.20
FINDAWAY WORLD LLC	SUPPLIES	23.93
GALLS, LLC	SUPPLIES	434.07
HAWKINS INC	CHEMICALS-AZONE	471.50
HD SUPPLY CONST AND INDUST	SUPPLIES	878.76
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	250.00
HORIHAN, MIKE	SUPPLIES	19.99
IOWA ONE CALL	LOCATION NOTIFICATION SERVICE	19.80
JAB INK GRAFIX & DESIGNS	VEHICLE MAINTENANCE	266.00
JOHN DEERE FINANCIAL	EQ REPAIR, SUPPLIES	111.83
KELTEK INC	EQUIPMENT & INSTALLATION	15,917.15
KOCH OFFICE GROUP	COPIER MAINTENANCE	428.97
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,422.34
LINDER TIRE SERVICE INC	VEHICLE REPAIR	848.50
LYNCH'S EXCAVATING INC	REPAIR WATER MAIN - GREENVIEW	1,642.50
LYNCH'S PLUMBING INC	SEWER REPAIR	165.00
MATT PARROTT/STOREY KENWORTHY	LASER UTILITY BILLS	742.50

MENARDS	SUPPLIES	2,768.37
OASIS ELECTRIC LLC	LED LIGHT INSTALLATION	1,696.00
OLSON, KEVIN D	LEGAL SERVICES - APRIL, 2020	1,500.00
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PLUNKETT'S PEST CONTROL INC	PEST CONTROL PUBLIC SAFETY	75.00
QUILL CORP	SUPPLIES	752.41
SAWYER, ALEX	BUILDING INCENTIVE PAYMENT	1,224.49
SCOTT M THOMA	BUILDING INCENTIVE PAYMENT	1,132.59
SHRED-IT USA	DOCUMENT DESTRUCTION	57.44
SINCLAIR TRACTOR	VEHICLE MAINTENANCE SUPPLIES	149.90
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
SUMMIT COMPANIES	FIRE EXTINGUISHER INSPECTION	1,008.00
USA BLUE BOOK	SUPPLIES	1,572.95
WEST BRANCH FORD	REPAIR PARTS	6.64
WEST BRANCH TIMES	SUBSCRIPTION EXP 05-30-2021	30.00
TOTAL		43,659.89
PAYROLL	4/3/2020	44,585.51
PAID BETWEEN MEETINGS		
CATHERINE STEEN	MAINTENANCE SUPPLIES	15.36
FRONTLINE PLUS FIRE & RESCUE	OUTDOOR SIREN MAINTENANCE	1,160.00
JAB INK GRAFIX & DESIGNS	VEHICLE SIGNAGE	790.00
LYNCH'S PLUMBING	BUILDING MAINTENANCE	794.00
RACOM CORPORATION	RADIO REPAIR	657.50
TARALYNNE WERTHMANN	UTILITY REFUND	100.00
BARNHART'S CUSTOM SERVICES LLC	CLEAN UP FORMER CROELL SITE	39,298.88
BECCA JANSSEN	PARK & REC REFUND	100.00
CEDAR COUNTY COOP	VEHICLE FUEL	710.61
DEWEYS JACK & JILL	SUPPLIES	45.23
JULIA HIME	VIDEOGRAPHY SERVICE	100.00
REBECCA KNOCHE	BUILDING INCENTIVE PAYMENT	841.79
MACQUEEN EQUIPMENT	VEHICLE REPAIR	234.21
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE MACHINE	500.00
PSC DISTRIBUTION	SUPPLIES	10.56
THE HOME DEPOT	MAINTENANCE SUPPLIES	44.13
TORI HAMILTON	PARK & REC REFUND	25.00
US BANK CORPORATE CARD	TRAINING, LODGING & SUPPLIES	1,326.90
VERIZON WIRELESS	WIRELESS SERVICE	801.53
WEST BRANCH TIMES	LEGAL PUBLICATIONS & HELP WANTED	676.50
TOTAL		48,274.10
GRAND TOTAL EXPENDITURES		136,519.50
FUND TOTALS		
001 GENERAL FUND	53,708.81	
022 CIVIC CENTER	240.36	
031 LIBRARY	5,601.36	
110 ROAD USE TAX	9,227.06	
112 TRUST AND AGENCY	4,940.16	
308 PARK IMP - PEDERSEN VALLEY	1,500.56	
312 DOWNTOWN EAST REDEVELOPMENT	39,298.88	
600 WATER FUND	10,389.34	
610 SEWER FUND	11,612.97	
GRAND TOTAL	136,519.50	

**Motion by Miller, second by Goodweiler approve agenda/consent agenda items. AYES: Miller, Goodweiler, Dean, Stoolman, Sexton. NAYS: None. Motion carried.**

## PUBLIC HEARING / NON-CONSENT AGENDA

Third Reading of Ordinance 773- Amending Chapter 92 of the Code of Ordinances of the City of West Branch, Iowa. "Eliminating discounted rates for consumption over 250,000" gallons per meter per month. / Move to action.

### ORDINANCE 773

#### ORDINANCE 773 AMENDING CHAPTER 92 OF THE CODE OF ORDINANCES OF THE CITY OF WEST BRANCH, IOWA; "ELIMINATING DISCOUNTED RATES FOR CONSUMPTION OVER 250,000 GALLONS PER METER PER MONTH.

**WHEREAS**, the City Council has recommended updating the City's Water Rate Policy for reasons of conservation, sustainability and revenue stability ; and

**WHEREAS**, the City Administrator has proposed to remove language relating to discounted or lower rates for water users that exceed 250,000 gallons of water per month; and

**NOW, THEREFORE, BE IT ORDAINED:**

1. Amendment. Chapter 92 of the Code of Ordinances of the City of West Branch, Iowa, is hereby amended and incorporated into this Ordinance by this reference.
2. Conflicts. All ordinances or parts of ordinances not specifically provided for and in conflict with the provisions of this ordinance are hereby repealed.
3. Adjudication. If any section, provision or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
4. Effective Date. This ordinance shall be in full force and effect May 1<sup>st</sup> 2020 after its passage, approval and publication as required by law.

First reading: March 2, 2020  
Second reading: March 16, 2020  
Third Reading: April 6, 2020

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Roger Laughlin, Mayor

ATTEST:

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Redmond Jones II, City Administrator/Clerk

**Motion by Miller, second by Sexton to approve the 3rd reading of Ordinance 773. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.**

Second Reading of Ordinance 775 Adding Chapter 78 of the Code of Ordinances of the City of West Branch, Iowa; Entitled, "Golf Carts". / Move to action.

**Motion by Dean, second by Goodweiler to approve the 2nd reading of Ordinance 775. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.**

Resolution 1887 – Allowing the Implementation of a Trap / Neuter and Release Feral Cats Pilot Program within the City Limits. / Move to action.

Dr. Alan Beyer, Animal Control Commission said the program was targeted to a feral cat colony that consists of approximately six cats and the commission budget would pay for neutering. Laughlin felt the program was a good idea. Sexton asked how long the program would continue if the problem continued. Beyer stated that the program would end or need to be evaluated after this colony was taken care of.

**Motion by Miller, second by Stoolman to approve Resolution 1887. AYES: Miller, Stoolman, Sexton, Dean, Goodweiler. NAYS: None. Motion carried.**

Resolution 1885 – Approving the West Branch High School Expansion Project Site Plan. / Move to action.

Laughlin said that staff had several meetings with the school district last month to review the proposed site plan. Schechinger said that it was determined during the review process that a traffic study would be required for adding a second driveway access. Schechinger said that a traffic study has now been completed and the study indicates that turn lanes will be required in order to meet IDOT's safety requirements. Laughlin said staff decided that the issue of turn lanes and who would pay for them did not need to hold up the project or the school's timeline to start construction this spring. Laughlin said the Planning & Zoning Commission had reviewed and approved the site plan for "on-site improvements only" and would approve the turn lane issue as a separate matter later. Miller reminded the Council members who were not on the Council when a similar concept was presented a few years ago, that the issue of street improvements needed in this area would be at the sole expense of The Meadows (developer of Dawson Drive) and the school district. When the first school bond issued failed, the project was put on hold. The Meadows later completed their street and the issue was dropped. Miller said the City isn't creating the problem and shouldn't

be responsible for paying for the street improvements. Sexton said he didn't feel that the developer was creating the traffic issue and therefore should not have to chip in either. Goodweiler stated his opinion that the school should pay for at least fifty percent of the costs. Laughlin said he was hopeful that the three parties could come to some sort of an agreement for financing the street improvements. The Council agreed to approve the site plan based on "on-site improvements only", but added that the turn lane and street improvements needed further discussion.

**Motion by Sexton, second by Goodweiler to approve Resolution 1885. AYES: Sexton, Goodweiler, Stoolman, Miller, Dean. NAYS: None. Motion carried.**

Resolution 1883 – Approving either Contract (A) with Johnson County Refuse Inc., or Contract (B) with Allied Waste Services, LLC “Doing Business As” Republic Services, for Residential Solid Waste and Recycling Collection Services. / Move to action.

Laughlin said he verified that breaking the 28E Agreement with the Cedar County Transfer Station would result in residents and businesses not being allowed to take their refuse there and that the City would still be responsible for the annual fees until the original expiration of the agreement which is in 2028. Laughlin mentioned this fact because Republic Services has its own landfill and it was thought that the city would save money if they were selected. Dean made a motion to award a five year contract to Johnson County Refuse. There were no additional council comments.

**Motion by Dean, second by Miller to approve Resolution 1883 awarding the contract to Johnson County Refuse. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.**

Resolution 1886 – Approving Change Order #7 in the amount of \$17,554.02 for the College Street Bridge Replacement Project. / Move to action.

Schechinger said the change order includes work required to replace a driveway approach near West Branch Roofing due to coordination issues between the contractor and the engineer and to correct any other quantity discrepancies in order to close out the project.

**Motion by Stoolman, second by Dean to approve Resolution 1886. AYES: Stoolman, Dean, Miller, Goodweiler, Sexton. NAYS: None. Motion carried.**

Discussion: COVID-19 City Protocols.

Jones reported on the steps city staff has taken to help prevent the spread of COVID-19 which include closing the City Office to the public while maintaining daily operations and office staff reporting to work daily. Jones said staff is also preparing to work from home should the need arise. Public Works started working as two person teams starting March 30<sup>th</sup>. Two of the four full-time staff members will report to work for two weeks, while two full-time staff members have been sent home for those two weeks. Public Works will alternate two weeks on, two weeks off so as to limit their potential exposure to each other. Part-time help has also been suspended during this time. Jones said the library closed on March 16<sup>th</sup> and remains closed, however staff is reporting to work. Library staff is working on future programming and other projects. Parks & Rec activities have either been canceled or postponed and will continue to be monitored for any additional closures required by the Governor. The Police department is reporting to work as scheduled but taking all the necessary safety precautions.

First Reading of Ordinance 774 - Amending Chapters 45 entitled “Alcohol Consumption and Intoxication”; and Chapter 47 entitled “Municipal Park Policies and Regulations”. /Move to action.

Olson said he had sent some revised language for the ordinance for staff to review but it was determined it would not be easy to enforce. Olson summarized that the staff agreed to allowing alcohol consumption at all city parks but requiring a special permit for doing so. Olson said he would revise the ordinance before the second reading.

**Motion by Miller, second by Goodweiler to approve the 1st reading of Ordinance 774. AYES: Miller, Goodweiler, Stoolman, Sexton, Dean. NAYS: None. Motion carried.**

## **CITY ADMINISTRATOR REPORT**

Jones said a meeting was scheduled later this week with Baldrige Environmental for an update. Jones said after many discussions regarding fundraising for a splash pad, a Go-Fund-Me account set up late last fall would be used to collect donations. Jones said that Dollar General has decided against the proposed site on West Main Street citing storm water issues but that they are still actively looking to come to West Branch.

**CITY ATTORNEY REPORT**

Olson reminded the Council and Administrator that he had sent the Croell site agreement to them for comments and to reply as soon as possible.

**STAFF REPORTS**

None.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin thanked Russell for continuing to find ways to entertain the youth of the community with the recent Easter Bunny visits and dropping off baskets.

Sexton asked for cost projections, designs and maintenance costs for the proposed splash pad.

Miller commented on the trash blown from the construction site on N. Downey St. to the neighbor on the east side of the street. Jones mentioned that staff was made aware of the situation and had it handled.

Stoolman asked if the new lights on the College Street Bridge could be brighter, noting they were being reported as too dim.

**ADJOURNMENT**

Motion to adjourn the meeting by Dean, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:59 p.m.

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Roger Laughlin, Mayor

ATTEST: \_\_\_\_\_  
Leslie Brick, Deputy City Clerk