

*(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**

**June 22, 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, June 22, 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 7:02 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Tom Dean were present. Jerry Sexton arrived at 7:14 p.m. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick and Finance Officer Gordon Edgar, Police Chief Mike Horihan, Fire Chief Kevin Stoolman were present. Attending via Zoom: City Attorney Kevin Olson, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Library/IT Director Nick Shimmin.

#### **GUEST SPEAKER PRESENTATIONS**

Chief Horihan provided an update to the Council on required police trainings that the West Branch Police department participates in as required by the Iowa Law Enforcement Academy. Those trainings include: use of force, firearms qualifications, defensive tactics, de-escalation techniques and mental health. Horihan said twelve hours of continued education is required annually and that trainings are conducted in-house and also provided by an outside source where appropriate.

#### **PUBLIC COMMENT**

Resident Mary McGee addressed the council and asked if they would support a fundraising initiative to support the local businesses in West Branch due to the COVID-19 pandemic. Laughlin said the Council would support and fundraising efforts and directed McGee to the Community Development Group who is better suited to assist in that area.

#### **CONSENT AGENDA**

Motion to approve minutes for City Council Meeting June 1, 2020.

Motion to approve the West Branch Fire Department appointment of Austin Finnegan.

Motion to approve the claims report.

#### **June Claims and May 2020 Revenue**

EXPENDITURES	6/22/2020	
AE OUTDOOR POWER	EQUIPMENT REPAIR	697.70
ALLIANT ENERGY	ALLIANT ENERGY	8,645.41
AMAZON	PROGRAM & MAINTENANCE SUPPLIES	197.43
AT & T MOBILITY	AT & T MOBILITY	629.59
BAKER & TAYLOR INC.	BOOKS	18.66
BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLIES	80.52
CEDAR COUNTY ENGINEER	ROAD ROCK	2,762.95
CEDAR COUNTY RECORDER	LEGAL RECORDINGS	35.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	52.15
DEWEYS JACK & JILL	SUPPLIES	35.70
DIRK WIENEKE	LAWN CHEMICALS-CUBBY PARK	956.00
FASTENAL	FACEMASKS & ANTISEPTIC	376.28
FELD FIRE EQUIPMENT CO. INC	SAFETY EQUIPMENT	892.50

FERGUSON US HOLDINGS, INC	HYDRANT REPAIR	2,830.40
FOX APPARATUS REPAIR & MAINTENANCE	VEHICLE REPAIR	322.50
GIERKE-ROBINSON COMPANY INC	SUPPLIES	74.87
GRAINGER	CABINET	930.06
HAWKINS INC	CHEMICALS	685.48
HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	220.76
IOWA DEPARTMENT OF PUBLIC	WARRANTS & ARTICLES SYSTEM	1,200.00
JETCO ELECTRIC INC.	SURGE ARRESTORS	4,981.60
JOHNSON COUNTY REFUSE INC.	RECYCLING MAY, 2020	4,190.75
KANOPY	VIDEO	2.00
L. L. PELLING CO. INC	ROAD REPAIR SUPPLIES	1,127.00
LINN COUNTY R.E.C.	LINN COUNTY R.E.C.	180.10
LYNCH'S PLUMBING INC	SERVICE CALL	944.20
MENARDS	SUPPLIES	520.27
MIDWEST WIRELESS LLC	CAMERA @ CUBBY PARK	6,045.00
MUNICIPAL SUPPLY INC.	WATER METERS	7,020.00
NELSON & SONS PLUMBING INC	BUILDING REPAIR	8.52
OASIS ELECTRIC LLC	LED LIGHTS	287.02
OVERDRIVE INC	BOOKS	270.99
PARKSIDE SERVICE	EQUIPMENT REPAIR	54.55
PDT SERVICES	REPAIR ICE MACHINE	159.50
PITNEY BOWES GLOBAL FINANCE	LIB METER LEASE	102.39
PITNEY BOWES PURCHASE POWE	REPLENISH POSTAGE METER	701.00
PLAY IT AGAIN SPORTS	YOUTH SPORT SUPPLIES	296.75
PLUNKETT'S PEST CONTROL INC	PEST CONTROL CITY OFFICE	95.18
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUALITY ENGRAVED SIGNS	NAME PLATE	26.00
QUILL CORP	LAPTOP REPAIR	198.29
RACOM CORPORATION	PAGERS	1,603.29
RAINMASTER IRRIGATION	IRRIGATION EQUIPMENT REPAIR	472.60
RUSSELL, MELISSA	CAMP SUPPLIES	93.46
SANDRY FIRE SUPPLY LLC	EQUIPMENT	11,762.12
STATE HYGIENIC LAB	STATE HYGIENIC LAB	52.00
THE GAZETTE	THE GAZETTE SUBSCRIPTION	416.32
THOMAS HEATING & AIR LLC	EQUIPMENT REPAIR	133.00
TOTAL WATER TREATMENT SYSTEMS INC	WATER SOFTENER MAINTENANCE	364.64
U.S. POSTAL SERVICE	ANNUAL PO BOX RENTAL	56.00
US BANK CORPORATE CARD	TRAINING & SUPPLIES	328.41
US BANK EQUIPMENT FINANCE	LIB COPIER LEASE	106.25
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	709.25
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	176.00
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	632.13
VEENSTRA & KIMM INC.	319 RELOCATING WATER & SEWER - I-80 EAST	1,740.00
VEENSTRA & KIMM INC.	PUD REVIEW	633.25
VEENSTRA & KIMM INC.	321 WIDENING WAPSI CREEK @ BERANEK PARK	1,030.00
VEENSTRA & KIMM INC.	WBHS SITE PLAN REVIEW	88.00
VEENSTRA & KIMM INC.	323 I-80 WEST, WATER MAIN RELOCATION	4,871.15
WEST BRANCH ANIMAL CLINIC	ANIMAL CARE & NEUTER & RELEASE PROGRAM	105.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	494.85
WEST BRANCH TIMES	LEGAL PUBLICATIONS & NOTICES	750.65
WESTRUM LEAK DETECTION INC	LEAK DETECTION SURVEY	1,200.00
WEX BANK	WEX BANK	1,070.17
TOTAL		78,502.61
PAYROLL	6/12/2020	46,533.53
PAID BETWEEN MEETINGS		
MISCELLANEOUS VENDORS	5 & 6 GRADE SOFTBALL REFUNDS	700.00
MISCELLANEOUS VENDORS	3 & 4 GRADE BASEBALL REFUNDS	1,000.00
MISCELLANEOUS VENDORS	1 & 2 GRADE SUNDAY LEAGUE REFUNDS	600.00
DOROTHY DAVIS	REFUND	70.24
MATTHEW GOODALE	SMALL TOOLS	45.99
JULIA HIME	VIDEOGRAPHY SERVICES	100.00
MELISSA RUSSELL	EASTER SUPPLIES	108.50
RICK WILLARD	UTILITY REFUNDS	60.71
MISCELLANEOUS VENDORS	RECREATION ACTIVITY REFUNDS	180.00
MISCELLANEOUS VENDORS	1 & 2 MACHINE PITCH REFUNDS	680.00
MISCELLANEOUS VENDORS	KINDERGARTEN TBALL REFUNDS	1,280.00
TOTAL		4,825.44

GRAND TOTAL EXPENDITURES

129,861.58

FUND TOTALS

001 GENERAL FUND	61,436.86
022 CIVIC CENTER	341.49
031 LIBRARY	8,056.19
110 ROAD USE TAX	7,559.91
112 TRUST AND AGENCY	5,205.02
308 PARK IMP - PEDERSEN VALLEY	5,860.00
319 RELOCATING WATER & SEWER	1,740.00
321 WIDENING WAPSI CREEK @ BERANEK PARK	1,030.00
323 I-80 WEST, WATER MAIN RELOCATION	4,871.15
600 WATER FUND	25,306.80
610 SEWER FUND	8,454.16
GRAND TOTAL	129,861.58

MAY REVENUE-FISCAL YEAR 2020

FUND

001 GENERAL FUND	183,406.68
022 CIVIC CENTER	2,015.13
028 SPLASH PAD RESERVE	100.00
031 LIBRARY	98.98
036 TORT LIABILITY	4,821.20
110 ROAD USE TAX	21,918.57
112 TRUST & AGENCY	27,497.05
119 EMERGENCY TAX FUND	3,870.58
121 LOCAL OPTION SALES TAX	18,587.32
125 TIF	29,394.94
226 DEBT SERVICE	34,167.34
312 DOWNTOWN EAST REDEVELOPMENT	5,000.00
319-RELOCATION OF WATER & SEWER LINES	23,974.38
500 CEMETERY PERPETUAL FUND	840.27
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	46,153.21
610 SEWER FUND	46,943.30
740 STORM WATER UTILITY	5,117.22
TOTAL	453,906.20

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

**PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 1909 – Approving an Excessive Force Policy. / Move to action.

Miller asked if Chief Horihan agreed with the suggested policy and Horihan said that the policy reflects the current West Branch Police Policy that was adopted a few years ago. Jones added that Resolutions 1909 through 1913 are a requirement of the \$25,000 Community Development Block Grant (CDBG) that the city was awarded for the West Branch Food Bank and related activities.

**Motion by Miller, second by Dean to approve Resolution 1909. AYES: Miller, Dean, Goodweiler, Sexton, Stoolman. NAYS: None. Motion carried.**

Resolution 1910 – Approving an Equal Opportunity Policy. / Move to action.

No discussion.

**Motion by Goodweiler, second by Stoolman to approve 1910. AYES: Goodweiler, Stoolman, Miller, Dean, Sexton. NAYS: None. Motion carried.**

Resolution 1911 – Establishing a Fair Housing Policy. / Move to action.

No discussion.

**Motion by Dean, second by Goodweiler to approve 1911. AYES: Dean, Goodweiler, Sexton, Miller, Stoolman. NAYS: None. Motion carried.**

Resolution 1912 – Establishing a Code of Conduct for Administering Federal Grant Funds Policy. / Move to action.

No discussion.

**Motion by Dean, second by Sexton to approve 1912. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.**

Resolution 1913 – Approving a Residential Anti-Displacement & Relocation Assistance Plan. / Move to action.

No discussion.

**Motion by Stoolman, second by Sexton to approve 1913. AYES: Stoolman, Sexton, Miller, Goodweiler, Dean. NAYS: None. Motion carried.**

Discussion – Regarding the recent findings of the city audit.

Jones said the City had received three findings in the FY19 audit. The first was for the West Branch Fire Department not reconciling their bank account. Stoolman stated that at each monthly meeting, all checks written are presented to the fire department and approved by its members. Stoolman added that for each check transaction, two signatures are required. Stoolman said that if additional reconciliation was required they would comply. A similar finding was with the West Branch Public Library for segregation of duties and bank reconciliation. Shimmin said that the Friends of the Library who hold the account, has tried to comply with the auditors request but don't seem to be able to satisfy them each year. The third item was a budget that had been exceeded by one hundred dollars as an oversight by Finance Officer Edgar. The Council asked the fire department and library to try to find a way to meet the needs of the auditors in hopes of a different outcome next year.

Resolution 1914 – Cancelling Hoover's Hometown Days 2020 event. / Move to action.

The Hoover's Hometown Committee met on June 18<sup>th</sup> and all members agreed that the entire event should be cancelled this year, including the fireworks display. Sexton said he felt bad that the City would not be holding the event, but Laughlin added that it was what needed to be done in light of the COVID-19 pandemic.

**Motion by Dean, second by Sexton to approve 1914. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler. NAYS: None. Motion carried.**

Resolution 1915 – Hiring Cathy Steen as a full-time police officer for the City of West Branch as setting the salary. / Move to action.

As part of the FY21 budget process, hiring a fifth police officer was approved. Steen was offered the position and accepted. Steen has been with the department part time for five years.

**Motion by Dean, second by Stoolman to approve 1915. AYES: Dean, Stoolman, Goodweiler, Miller, Sexton. NAYS: None. Motion carried.**

Resolution 1908 – Approving the West Branch High School Softball Parking Lot Site Plan. / Move to action.

Dean said he had met with school superintendent Marty Jimmerson and shared his concerns with turning traffic to the school and how the parking lot might cause additional congestion. Dean said Jimmerson assured him that if turning traffic was an issue during school events, adjustments would be made to ensure public safety. Dean said he was satisfied with Jimmerson's response and requested this resolution to be reconsidered.

**Motion by Dean, second by Goodweiler to approve 1908. AYES: Dean, Goodweiler, Miller, Sexton, Stoolman. NAYS: None. Motion carried.**

Resolution 1906 – Amending the City of West Branch Sick Leave Policy. / Move to action.

The council discussed several options presented and compiled by Councilperson Dean and staff through an employee survey in an attempt to control costs and provide a competitive and acceptable benefit package. The following was agreed upon. 1) Sick leave would continue to accrue at 3.69 hours per pay period to a maximum of 560 hours. 2) Annual payouts for hours above 560 would be eliminated. 3) Unused sick leave at retirement will be paid out at the employees' base wage at either 25 or 50 percent according to their date of hire. 4) New employees hired after August 1, 2020 will not be eligible for sick leave payout at retirement. In

addition, the topic of paternity leave was brought up for discussion. More information was requested on the topic and it was asked to be brought back to the next meeting for further discussion.

**Motion by Dean, second by Sexton to approve 1906. AYES: Dean, Sexton, Miller, Goodweiler. NAYS: Stoolman. Motion carried.**

Resolution 1899 – Approving an insurance proposal from Unum for Group Short Term Disability, Long Term Disability, Group Life and AD&D Insurance. / Move to action.

**Motion by Miller, second by Goodweiler to approve Resolution 1899. AYES: Miller, Goodweiler, Sexton, Dean. NAYS: Stoolman. Motion carried.**

#### **CITY ADMINISTRATOR REPORT**

Jones thanked Council person Dean for his leadership on the disability/sick leave policy changes. Jones also asked the Council for direction on future social distancing for council meetings. Laughlin said he preferred they kept meeting as they are with using Zoom through July. Jones also reported that the City had satisfied all of the requirements of the Derelict Building Grant (\$50,890) and that those funds should be released soon. Jones said he also working on a grant to help fund the waste water treatment project.

#### **CITY ATTORNEY REPORT**

No report.

#### **STAFF REPORTS**

Edgar said he had failed to submit the current salaries for the worker's compensation coverage for FY21. The error resulted in an undercharge of the premium and Edgar stated a new bill would be sent to the City to reflect the correct premium rate for FY21.

Russell reported that Cubby Park had its first softball tournament this past weekend. Social distancing was encouraged with bleachers being removed. Russell said the restrooms were available and sanitized each hour and that the concession stand remained closed. Russell mentioned a few parking issues and hope that will resolve itself as time goes on.

#### **COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Miller asked if the West Branch sign on N. Downey St. could be replaced as it was falling over for some unknown reason. Goodale said that the sign was on the list of signs to be replaced and said the pole had rotted and that was why it was leaning. Goodale hoped to have it taken care of soon.

#### **ADJOURNMENT**

Motion to adjourn the meeting by Miller, second by Sexton. 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