

*(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**

**July 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, July 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 Pro Tem Colton Miller 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 7:13 p.m. Mayor Roger Laughlin was absent. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick and Finance Officer Gordon Edgar, Police Chief Mike Horihan 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**

Mayor Pro Tem administered the oath of office for Officer Cathy Steen to the West Branch Police Department as a full-time police officer.

**PUBLIC COMMENT**

Cathy Steen, West Branch Police Officer asked the Council to consider an exception to the West Branch Employee Handbook in regard to vacation time accruals. Steen said she had been employed part-time since 2015 and asked that her time with the city be given consideration to accrue vacation at the full-time rate of 4.92 hours per pay period rather than 4.0 hours per pay period. The Council agreed to consider the request.

**CONSENT AGENDA**

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

EXPENDITURES	7/6/2020	
AT & T MOBILITY	WIRELESS SERVICE	388.28
BALDRIDGE ENVIRONMENTAL SE	SEWAGE TREATMENT ENZYMES	5,000.00
BARRON MOTOR SUPPLY	FILTERS	433.20
CEDAR COUNTY COOPERATIVE	FUEL -CEMETERY	544.67
EAST CENT INTERGOVT ASN.	DUES 7-1-20 TO 12-31-20	812.70
GREAT AMERICAN BUSINESS PR	PET WASTE BAGS	761.98
ICMA	ICMA	767.04
IMWCA	IMWCA	5,478.00
IOWA ASSN. MUN. UTILITIES	SAFETY TRAINING	655.37
IOWA COMMUNITIES ASSURANCE	PROPERTY & LIABILITY INSURANCE	36,451.49
MICHALA D COX	BUILDING INCENTIVE PAYMENT	112.73
OLSON, KEVIN D	LEGAL SERVICES-JULY 2020	1,500.00
UNITED STATES GEOLOGICAL SUVEY	STREAM GAGE MAINT & OPERATION	6,480.00
TOTAL		59,385.46
PAYROLL		56,376.03
PAID BETWEEN MEETINGS		
CATHERTINE STEEN	OFFICE SUPPLIES	26.69

CITY OF WEST LIBERTY	FIELD CHALK	80.00
CROELL, INC	CONCRETE	586.25
ECONO SIGNS LLC	STREET SIGNS	855.20
HD SUPPLY	SUPPLIES	66.99
JULIA HIME	VIDEOGRAPHY SERVICES	50.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	72.90
JOHN DEERE FINANCIAL	SUPPLIES	14.92
JOHNSON COUNTY REFUSE INC	LANDFILL-SPRING CLEANUUP	1,240.50
KOCH OFFICE GROUP	COPIER MAINTENANCE	321.29
LIBERTY COMMUNICATION	TELEPHONE SERVICE	1,397.17
MEDIACOM	CABLE SERVICE	41.90
PARKSIDE SERVICE	VEHICLE REPAIR	94.55
PITNEY BOWES INC	POSTAGE METER RENTAL	180.00
PORT 'O' JONNY INC	SERVICE - CEMETERY	90.00
SHRED-IT USA	DOCUMENT DESTRUCTION	55.38
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
USA BLUE BOOK	SUPPLIES	582.68
VERIZON WIRELESS	WIRELESS SERVICE	337.79
ALTORFER INC	VEHICLE MAINTENANCE	101.10
LESLIE BRICK	MILEAGE	19.80
BROWN'S WEST BRANCH	VEHICLE MAINTENANCE	694.80
CINDY'S TROPICAL ICE	VENDOR REFUND	50.00
CROELL, INC	STORM SEWER REPAIR	590.00
CULLIGAN WATER TECHNOLOGIES	WATER SOFTENER SERVICE	23.20
FERGUSON US HOLDINGS	SUPPLIES	1,858.60
JOHNSON COUNTY AUDITOR	CONTRIBUTION-LOWER CEDAR WMA	500.00
JOHNSON COUNTY REFUSE INC	GARBAGE STICKERS	50.10
LYNCH'S PLUMBING INC	REPAIR PARTS	19.00
M MONTES DE OCA	RENTAL REFUND	65.00
MENARDS	KEY CABINET	35.23
OFFICE OF AUDITOR OF STATE	AUDIT SERVICES	15,096.75
PARKSIDE SERVICE	VEHICLE REPAIR	216.99
SUZANNE BARLOON	VENDOR REFUND	50.00
THE HOME DEPOT PRO	BUILDING MAINTENANCE SUPPLIES	342.96
VEENSTRA & KIMM	LOT SITE PLAN REVIEW	528.00
VEENSTRA & KIMM	MEADOWS 3 & 4 CONSTRUCTION REVIEW	154.35
VEENSTRA & KIMM	PUD REVIEW	352.00
VEENSTRA & KIMM	CHANNEL WIDENING FLOOD IMPROVEMENT	1,963.50
VEENSTRA & KIMM	WBHS SITE PLAN REVIEW-MIDDLE SCHOOL	352.00
VEENSTRA & KIMM	I-80 WEST WATER MAIN RELOCATION	352.00
WATCH GUARD VIDEO	BODY CAMERAL & ACCESSORIES	2,954.50
TOTAL		32,708.09
GRAND TOTAL EXPENDITURES		148,469.58
FUND TOTALS		
001 GENERAL FUND	50,379.82	
022 CIVIC CENTER	158.65	
031 LIBRARY	6,007.08	
036 TORT LIABILITY	31,363.24	
110 ROAD USE TAX	5,152.22	
112 TRUST AND AGENCY	12,561.29	
321 WIDENING WAPSI CREEK @ BERANEK PARK	1,963.50	
323 I-80 WEST, WATER MAIN RELOCATION	352.00	
600 WATER FUND	15,361.99	
610 SEWER FUND	17,599.79	
740 STORM WATER UTILITY	7,570.00	
GRAND TOTAL	148,469.58	

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

## **PUBLIC HEARING / NON-CONSENT AGENDA**

Resolution 1916 – Approving and Accepting the CDBG Procurement Policy. / Move to action.

Jones said this resolution was an additional requirement of the CDBG Grant. The Council had no discussion.

**Motion by Dean, second by Goodweiler to approve Resolution 1916. AYES: Dean, Goodweiler, Miller, Stoolman. NAYS: None. Motion carried.**

Discussion – Paid Parental/Maternity/Paternity/Adoption Leave Policy.

Miller presented a third option for a paid parental leave policy aside from what Jones had provided in the council packet. Miller said it was best to ‘keep it simple’. Miller’s proposal provided eighty hours of paid parental leave for the employee (father of the baby) and eighty hours for the employee (male or female) for the adoption of a child. Miller’s proposal also would allow the employee to use their accrued sick time and vacation for any additional time needed. Miller said maternity benefits for a female employee would be covered under the new short term disability policy that would provide six weeks off to recover from childbirth. The employee could also use accrued vacation and sick leave for an additional six weeks off if available. The council had no objections with Miller’s proposal. Miller directed Jones to draft a resolution to amend the Employee Handbook.

Discussion – Potential purchase of a disc mower for roadside ditches (non-budgeted item).

Goodale explained that the current mower used to mow some of the ditches within the city limits throw grass clippings in the roadway which has been raised a concern of the West Branch Safety Committee. Goodale stated that he has equipment set aside funds available for the purchase of a disc mower that would take care of the issue, but needed Council approval to use those funds and this was not a budgeted item for FY21. The Council agreed of the purchase, but asked Goodale to obtain additional quotes and felt that other vendors would be more competitively priced.

Discussion – Consideration to develop an equipment and vehicle replacement program or set aside program.

Miller said this was not a new discussion item and that it had been requested for several years. Currently, the West Branch Fire Department uses a set-aside program which is designated for future equipment and vehicle replacement. The Council expressed their desire for the Police, Public Works and Parks & Recreation departments create similar set aside accounts for such purchases. Jones said that Finance Officer Edgar has some concerns with that when budgets get tight at certain times of the year when bond payments are due. The Council expressed that changes were needed so that departments could replace equipment when needed. Miller asked Jones to come up with a proposal and present it the Council in the coming weeks.

**CITY ADMINISTRATOR REPORT**

Jones said he had submitted for the waste water grant but found that due to some restrictions he was only able to submit for two million dollars rather than seven million which would have covered the whole project. Jones also advised the Council that the lagoons (located on Fawcett Drive), a non-urbanized road, creates a lot of dust which in turn requires the need for filters to be changed weekly. Jones said the cost of the filters runs approximately \$430 dollars per month. Sexton asked if consideration was given to treating the gravel surface. Goodale said he had in the past, but the treatment wasn’t long lasting. Jones said he was made aware of RISE Grant which may help with funding paving the road. Jones said he and Goodale recently did a street repair inventory and said it was time to revisit creating a Capital Improvements Plan and start preparing to prioritize needs of the city. Jones said that Public Works performed its first code enforcement for a grass mowing nuisance. The resident’s property was mowed and will be assessed a two hundred and fifty dollar fine along with related labor costs. Jones said that another problematic nuisance property would be going to court this month. Cubby Park signage was presented and the Council approved and directed Russell to have it ordered.

**CITY ATTORNEY REPORT**

Olson said he would step up efforts to get the former Casey’s site paved as the Council had desired before accepting the property.

**STAFF REPORTS**

None.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Stoolman said that during recent ball tournaments at Cubby Park, she noticed that Crestview had placed cones at their rear parking lot to deter over flow parking on their property. Russell acknowledged that parking is an

issue and reminded the Council that a parking lot was eliminated during 'value engineering' of the project. Russell said that she was hopeful that there was still money from the project to have additional parking added in the coming year. Stoolman suggested that the city have 'No Parking' signage be made for Crestview so that they would not have to put up cones each time the park is used.

Miller said he received a request from the Lions Club regarding the flag program and said it has exploded and that they were needing space for flag storage. Miller suggested that they purchase a storage container and have it placed near the south water tower.

**ADJOURNMENT**

Motion to adjourn the meeting by Stoolman, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:22 p.m.

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Colton Miller, Mayor Pro Tem

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