

*(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 20, 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 20, 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: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler and Tom Dean were present. Jerry Sexton arrived at 7:19 p.m. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick, Finance Officer Gordon Edgar, and Police Chief Mike Horihan were present. Attending via Zoom: Public Works Director Matt Goodale and Library/IT Director Nick Shimmin.

#### **GUEST SPEAKER PRESENTATIONS**

Public Works Director Goodale shared news of the completion of a recent streets project on North Maple Street which included adding curb and gutter at the north end of the street. Goodale said that the project was needed to prevent further wash out of a resident's driveway. Goodale said the project was completed in-house by his staff and cost less than two thousand dollars to complete.

#### **PUBLIC COMMENT**

No comments.

#### **CONSENT AGENDA**

Motion to approve Minutes for City Council Meeting June 22, 2020.

Motion to approve Minutes for City Council Meeting July 6, 2020.

Motion to approve a Class C Liquor License (LC) (Commercial) with Sunday Sales privileges for Mexico Lindo, Inc., Doing Business as Mexico Lindo Grill and Cantina at 315 E. Main Street.

Motion to approve the Special Event Permit for the West Branch Sidewalk Sales.

Motion to approve the Claims Report.

July Claims and June Revenues

EXPENDITURES	7/20/2020	
AE OUTDOOR POWER	EQUIPMENT MAINTENANCE	262.56
ALLIANT ENERGY	ALLIANT ENERGY	9,664.69
AMAZON	MAINT & PROG SUPPLIES, COLLECT	659.27
BAKER & TAYLOR INC.	BOOKS	671.86
BANKERS ADVERTISING COMPANY	OPERATING SUPPLIES	140.00
BARRON MOTOR SUPPLY	VEHICLE MAINTENANCE SUPPLIES	151.62
CCEDCO	DUES 7-01-2020 TO 6-30-2021	6,409.00
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESSMENT	14,331.78
CEDAR COUNTY RECORDER	LEGAL RECORDINGS	68.00
CJ COOPER & ASSOCIATES	DRUG TEST	35.00
CROELL, INC.	CONCRETE	381.50
DEWEYS JACK & JILL	REC ACTIVITY AND MAINT SUPPLI	117.15
DIRK WIENEKE	INSECTICIDE/WEED CONTOL-CUBBY	1,327.00
FASTENAL	BATTERIES	52.89
FRED'S FEED & SUPPLY LLC	LIME & CHEMICALS	334.59

HAWKINS INC	CHEMICALS	653.18
HEIMAN FIRE EQUIPMENT	EQUIPMENT	2,507.00
HI-LINE ELECTRIC COMPANY INC	SUPPLIES	101.50
HOLLYWOOD GRAPHICS	SHIRTS	1,229.75
IMWCA	IMWCA	2,345.00
IOWA CITY PRESS-CITIZEN	SUBSCRIPTION	221.02
IOWA DEPARTMENT OF NATURAL	IOWA DEPARTMENT OF NATURAL RES	265.18
JJ NIGHTING COMPANY	EQUIPMENT MAINTENANCE	340.61
JOHNSON COUNTY AMBULANCE SERVICE	MEDICAL SUPPLIES	60.25
JOHNSON COUNTY REFUSE INC	RECYCLING JUNE 2020	4,080.25
JOURNEYED COM INC	SOFTWARE LICENSE RENEWAL	1,259.64
KANOPY	VIDEO RENTAL	26.00
KWM INC	DUMPSTER ENCLOSURE-CUBBY PARK	568.04
LIBERTY COMMUNICATIONS	WIRING - TELEPHONE SYSTEM	1,427.98
LIBRARICA LLC	SOFTWARE SUPPORT RENEWAL	326.57
LINN COUNTY R.E.C.	STREET LIGHTS	180.10
LYNCH'S PLUMBING INC	SERVICE CALL	155.00
MERCY IOWA CITY PHYSICIAN	DRUG TEST	21.00
MOORE'S WELDING INC	RAILINGS @ CUBBY PARK	1,554.88
ORIENTAL TRADING CO. INC	CAMP SUPPLIES	125.62
OVERDRIVE INC	AUDIO BOOKS	313.66
PLUNKETT'S PEST CONTROL INC.	PEST CONTROL CITY OFFICE	95.18
PORT 'O' JONNY INC.	SERVICE - WAPSI PARK	124.67
PUTNAM MUSEUM & IMAX THEATRE	LIBRARY MEMBERSHIP	50.00
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	759.00
QUILL CORP	OFFICE SUPPLIES	293.27
RIVER PRODUCTS COMPANY INC	ROADSTONE	215.59
RUSSELL, MELISSA	REFUND OF PAYROLL DEDUCTION	189.06
SPAHN & ROSE LUMBER CO	REROD-STORM SEWER	134.40
STATE HYGIENIC LAB	LAB ANALYSIS	26.00
TIPTON ELECTRIC MOTORS INC	EQUIPMENT REPAIR	213.12
US BANK CORPORATE CARD	CAMP SUPPLIES, CONCESSION MDSE	588.28
US BANK EQUIPMENT FINANCE	LIBRARY COPIER LEASE	106.25
WALMART COMMUNITY/RFCS LLC	MAINTENANCE & PROGRAM SUPPLIES	434.62
WEST BRANCH ANIMAL CLINIC	TRAP NEUTER CATS	90.00
WEST BRANCH FIREFIGHTERS FOUNDATION	TELEPHONES	122.95
WEST BRANCH REPAIRS	WEST BRANCH REPAIRS	154.95
WEST BRANCH TIMES	LEGAL PUBLICATIONS	379.17
WEX BANK	WEX BANK	1,192.65
TOTAL		57,538.30
PAYROLL	7/10/2020	47,656.98
PAID BETWEEN MEETINGS		
VARIOUS VENDORS	UTILITY REFUNDS	141.79
CEDAR COUNTY COOP	FUEL - CEMETERY	485.90
F & B COMMUNICATIONS	SOFTWARE HOSTING SERVICE	179.70
JILL CANON	REFUND - SPORTS	35.00
PARKSIDE PETROLEUM	TIRES	1,203.48
SHANNON VACEK	REFUND - SPORTS	80.00
MERCHANT SERVICES	CREDIT CARD FEES	222.04
CROELL, INC.	CONCRETE - STORM SEWER	470.00
PSC DISTRIBUTION	SUPPLIES	249.13
UNUM LIFE INSURANCE COMPANY	LIFE & DISABILITY INSURANCE	613.03
TOTAL		3,680.07
GRAND TOTAL EXPENDITURES		108,875.35
FUND TOTALS		
001 GENERAL FUND	62,784.36	
022 CIVIC CENTER	457.36	
031 LIBRARY	9,467.27	
036 TORT LIABILITY	2,164.30	
110 ROAD USE TAX	4,131.46	
112 TRUST AND AGENCY	6,306.97	
308 PARK IMP - PEDERSEN VALLEY	2,122.92	
600 WATER FUND	10,877.99	
610 SEWER FUND	9,576.82	
740 STORM WATER UTILITY	985.90	
GRAND TOTAL	108,875.35	

REVENUE-FISCAL YEAR 2020  
FUND JUNE

001 GENERAL FUND		89,308.33
022 CIVIC CENTER		83.30
031 LIBRARY		623.59
036 TORT LIABILITY		369.39
110 ROAD USE TAX		14,617.87
112 TRUST & AGENCY	2,106.83	
119 EMERGENCY TAX FUND		296.58
121 LOCAL OPTION SALES TAX		18,587.32
125 TIF		83.18
226 DEBT SERVICE		2,434.47
312 DOWNTOWN EAST REDEVELOPMENT		50,890.00
500 CEMETERY PERPETUAL FUND		300.10
501 KROUTH PRINCIPAL FUND		230.24
502 KROUTH INTEREST FUND		61.67
600 WATER FUND		48,943.54
610 SEWER FUND		45,146.23
740 STORM WATER UTILITY		5,147.30
TOTAL		279,229.94

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

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

Resolution 1917 – Approving a paid Parental / Maternity / Adoption Leave Policy. / Move to action.  
No discussion.

**Motion by Miller, second by Dean to approve Resolution 1917. AYES: Miller, Dean, Stoolman, Goodweiler. NAYS: None. Absent: Sexton. Motion carried.**

Resolution 1918 – Authorizing the purchase of a disc mower for roadside ditches. / Move to action.

Goodale said that per Council direction, additional research was conducted to find additional mower options. Goodale said that after more research, the Samba 200 SaMASZ mower was selected as the best value and had good reviews. The mower has a two year guarantee and will be purchased in Riverside Iowa where parts are readily available. Goodale said this mower will be suitable for mowing ditches without discharging into the roadways.

**Motion by Miller, second by Goodweiler to approve Resolution 1918. AYES: Miller, Goodweiler, Stoolman, Dean. NAYS: None. Absent: Sexton. Motion carried.**

Resolution 1919 – Approving and establishing an equipment and vehicle replacement reserve policy for city departments. / Move to action.

Jones explained his proposed policy for establishing a reserve funds policy for city departments. Jones said that department managers at budget time, would request a certain dollar amount within their annual budget to be set-aside for future equipment and vehicle purchases. Jones said these funds will be allowed to roll over at fiscal year-end and act as a savings account for those large purchases later. Jones said he also proposes an incentive for departments who practice good financial stewardship of up to one percent of their annual budget to be moved to the reserve fund at fiscal year-end, subject to the City Administrator approval. Jones said that the proceeds of surplus equipment and/or vehicles sold will now go back to the appropriate departments' reserve fund. The Council had no objection with Jones' proposal.

**Motion by Dean, second by Goodweiler to approve Resolution 1919. AYES: Dean, Goodweiler, Stoolman, Miller, Sexton. NAYS: None. Motion carried.**

Discussion: Consider making corrections to Chapter 22 of the City Code of Ordinance: Entitled Library Board of Trustees.

Shimmin explained that in October 1994, an ordinance was passed changing the term limit of Library Board members from six to three years. According to state law this can only be done by referendum which was not done at that time and was confirmed with the County Auditor. Shimmin said the state is beginning to heavily enforce on how library ordinances are changed in order to receive state funding. Shimmin offered two options to correct this issue; 1) Pass an ordinance to revert to the original language and have the terms be six years instead of three, or 2) Have a referendum on the next regular election and allow the voters to decide on term limits. Shimmin said the current board prefers the second option. The Council agreed with Shimmin's proposal and directed him to contact the County Auditor when appropriate.

Discussion: Regarding the City's position regarding the interpretation of City Code of Ordinances regulating the moving mobile homes through town.

Horihan addressed the Council on the subject of whether (or not) mobile homes met the definition of a 'building or similar structure' in regard to Chapter 123 House Movers. Horihan said that Haven Park has recently been moving mobile homes in and out of West Branch without requesting a permit. Horihan said the police department is usually contacted a few hours before they come through town and are asked to provide traffic control as they navigate through West Branch. Miller said as a former employee of West Branch Village, they never needed a permit in the past and said he felt they (mobile homes) did not meet the definition of 'similar structure' as most homes do not require the use of 'skids, jacks, dollies or other specialized equipment' as further defined in the ordinance. The Council discussed the subject and felt that it was not necessary to require a permit for the moving of mobile homes. Brick said she would request the ordinance to be updated to 'exclude' mobile homes during the re-codification process.

Discussion: Considering the request of Cathy Steen for special consideration for a vacation accrual adjustment from 4.0 to 4.9 to reflect a full-time, 5 year employee.

Stoolman pledged her support of Steen's request citing that the Employee Handbook was a 'guide' and could be changed or modified at any time. She also said that exceptions had been made for other employees in the past with regard to extra vacation days granted. Sexton said his concern was that it set a precedence for future part-time employees to have the same consideration. Laughlin directed Jones to draft a resolution approving a request for Steen's vacation accrual as a full-time, five year employee for Council consideration for the next meeting.

### **CITY ADMINISTRATOR REPORT**

Jones said he met with Baldrige Environmental and Craig Just with the University of Iowa who is interested in participating in the waste water project. Jones reported that the Baldrige team now has reservations on their ability to get their technology approved by the DNR before mandates are imposed on the City. U of IA Just is working on a proposal to be presented to the DNR in August. Jones also discussed the rising positive COVID-19 cases in Johnson County and asked the Council for feedback on whether or not city staff should be required to wear masks when interacting with the public. Brick said she had rearranged the front deck to be able to social distance herself and customers and suggested that a plexi-glass barrier be added at the counter for added safety. The Council felt that was an adequate improvement. Jones also brought up the subject of the Greenview Drive connection now that the Loethen Ridge development is underway. Jones said the connection may be able to be completed in-house by Public Works.

### **CITY ATTORNEY REPORT**

Absent.

### **STAFF REPORTS**

Brick reported that the automated trash change-over had gone over pretty smoothly. She said over six hundred residents opted to register for carts online through the city website which was a big time saver. She also mentioned that several residents had made cart changes to the larger size in the first few weeks of service. Brick mentioned that trash fees would be added to the August bills.

Goodale reported that he had been given the approval by Jones and Edgar to post the streets maintenance worker positions. Goodale said an ad was placed in this week's newspaper and will be posted on the city website later this week. Goodale said the job would be posted until August 12<sup>th</sup> with an October start date.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Miller commented that the Northside Development condo project did not have the detention basin constructed yet and was concerned that there may not be room for it. Miller asked staff to have the City Engineer look into it.

**ADJOURNMENT**

Motion to adjourn the meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:13 p.m.

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Roger Laughlin, Mayor

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