

(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/. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**August 3, 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, August 3, 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 7:00 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick, and Library/IT Director Nick Shimmin were present. Attending via Zoom: City Attorney Kevin Olson, City Engineer Dave Schechinger, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Police Chief Mike Horihan.

**GUEST SPEAKER PRESENTATIONS
NONE.**

PUBLIC COMMENT

Clara Oleson, 422 N. 1st Street, representing Human's for Racial Justice, a newly formed group of West Branch residents asked the Council to consider allowing a resident from the community the opportunity to participate in the hiring process of the new police chief that will be vacated by the upcoming retirement of Police Chief Mike Horihan. Oleson suggested to the Council that they choose a resident of color to participate as this would support a more diverse community approach.

Justin Watson, 14 Greenview Drive, spoke in support of Oleson's request and volunteered to participate in the hiring process if selected.

Liz Wildenberg-DeHernandez, 219 Cookson Drive, shared an encounter with the West Branch Police several years ago. Wildenberg-DeHernandez, a long-time resident of West Branch explained that her husband who is from Guatemala, experienced a situation that "made him not feel trusted in his own community". Wildenberg-DeHernandez encouraged the Council to consider engaging the public in recruitment and hiring process.

CONSENT AGENDA

Motion to approve minutes for City Council Meeting July 20, 2020.

Motion to approve destruction of certain record retention with Shred-It Services listed on the Records

Destruction Form per the Record Retention Manual for Iowa Cities.

Motion to approve the claims reports.

EXPENDITURES 8/3/2020

GONGORA, JOSE	SAFETY CONSULTING	3,537.50
HD SUPPLY CONST AND INDUST	CONSTRUTION SUPPLIES	203.76
IOWA DEPARTMENT OF NATURAL	NPDES FEE FOR FY2021	210.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	71.10
JJ NICHTING COMPANY	REPAIR PARTS	32.00
JOHN DEERE FINANCIAL	BLDG & GRNDS SUPPLIES, UNIFORMS	725.84
JOHNSON COUNTY REFUSE INC.	GARBAGE STICKERS	285.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,797.13

MENARDS	SHIELD ON OFFICE COUNTER	123.96
OLSON, KEVIN D	LEGAL SERVICES-AUGUST, 2020	1,500.00
PORT 'O' JONNY INC.	SERVICE - CEMETERY	90.00
PSC DISTRIBUTION	BUILDING REPAIRS	283.62
QUILL CORP	OFFICE SUPPLIES	113.77
SAWYER, ALEX	PARTIAL BUILDING PERMIT REFUND	20.20
STEVEN M BERRY	BUILDING INCENTIVE PAYMENT	1,899.23
UNITED STATES GEOLOGICAL SURVEY	STREAM STUDY	2,160.00
USA BLUE BOOK	SUPPLIES	276.19
VEENSTRA & KIMM INC.	GOLF COURSE DEVELOPMENT REVIEW	465.88
VEENSTRA & KIMM INC.	LOT SITE PLAN REVIEW	181.00
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	242.13
VEENSTRA & KIMM INC.	HIGH SCHOOL SITE PLAN REVIEW	362.00
VEENSTRA & KIMM INC.	323 I-80 WEST WATER MAIN RELOCATION	552.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	379.25
VERIZON WIRELESS	VERIZON WIRELESS	342.20
WEST BRANCH FIREFIGHTERS FOUNDATION	WEST BRANCH FIREFIGHTERS FOUNDATION	2,500.00
TOTAL		18,353.76
PAYROLL	7/24/2020	58,872.38
PAID BETWEEN MEETINGS		
MEDIACOM	CABLE SERVICE	41.90
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
UNUM LIFE INSURANCE COMPANY	LIFE & DISABILITY INSURANCE	613.03
TOTAL		1,154.93
GRAND TOTAL EXPENDITURES		78,381.07
FUND TOTALS		
001 GENERAL FUND	34,833.95	
022 CIVIC CENTER	57.55	
031 LIBRARY	6,557.71	
110 ROAD USE TAX	3,767.10	
112 TRUST AND AGENCY	13,546.55	
323 I-80 WEST, WATER MAIN RELOCATION	552.00	
600 WATER FUND	8,950.01	
610 SEWER FUND	7,956.20	
740 STORM WATER UTILITY	2,160.00	
GRAND TOTAL	78,381.07	

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

PUBLIC HEARING / NON-CONSENT AGENDA

Discussion- Presentation /proposal regarding the turn lane requirements related to the high school expansion project.

Dave Panos, Shive Hattery Architecture & Engineering, representing the West Branch Community School District presented four turn lane options for West Main Street to accommodate the high school / middle school expansion. The school district has requested the City to share 50/50 in the cost of the street improvements. Panos, explained the four options using asphalt and provided cost estimates. Panos described Option A which would widen West Main Street on both the north and south side (\$309,600). Option B would widen the street on the north side only and includes costs for the moving of certain utilities (\$260,400). Option C would widen the south side of the street (\$283,200). Option D widens the north side of street, moving of certain utilities and would include an asphalt curb & gutter (\$420,000). Panos also included costs for using concrete instead of asphalt, north side (\$339,600) and south side (\$367,200). The Council discussed the options presented and commented that each one had its advantage and disadvantages. They discussed current wash out issues along this portion of the street, but all agreed that the required improvements (turn lane) was not the city's issue to bear fifty (50) percent of the costs while other city

projects would suffer as a result. After discussing, the majority of the Council said they liked Option D which will direct water to the storm sewer rather the ditch to help with wash out issues.

Motion to approve and accept the Staff Work Plan for Fiscal Year 2021. / Move to action.

Jones presented the FY21 Staff Work Plan which he described as the last step of the goal setting and budget process. Jones said each department is represented in the document with tasks to be completed and provides a status update for each task/goal. Jones said the staff work plan will be posted on the city website to provide transparency for the various projects. Councilperson Miller questioned why a few projects were listed “no longer an objective” due to budget constraints. Miller said other projects (like the W. Main Street turn lane) project shouldn’t be considered over other city priorities and goals.

Motion by Goodweiler, second by Dean. AYES: Goodweiler, Dean, Stoolman, Sexton, Miller. NAYS: None. Motion carried.

Resolution 1920 – 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 five year employee. / Move to action.

Although the Council approved the request by a four/one vote, they did all agree that they no longer wanted to receive employee benefit requests such as two recent requests directly from city employees. The Council said they preferred that department managers and the Administrator discuss these requests internally and only the City Administrator would make recommendations for exceptions. The Council also asked the Employee Handbook be reviewed, changed as necessary and followed by all employees unless part of an employment agreement..

Motion by Miller, second by Dean to approve Resolution 1920. AYES: Miller, Dean, Goodweiler, Stoolman. NAYS: Sexton. Motion carried.

Resolution 1921 – Approving staff recommendation to accept the quote of \$4800 from AquaShine for the services of cleaning the exterior of the north water tower. / Move to action.

No discussion.

Motion by Miller, second by Goodweiler to approve Resolution 1921. AYES: Miller, Goodweiler, Dean, Sexton, Stoolman. NAYS: None. Motion carried.

Discussion – the use of tree sap / equivalent on public gravel surfaces in the city.

Goodale said he had obtained a verbal quote from Binns & Stevens for \$1814.40 for approximately a half mile of road surface near the city’s sewer lagoons. Goodale said typically the road would be treated in the spring and again in the early fall for an annual cost of a little more than \$3600. The Council thought it might be good to try this method but decided that it was too late in the year to make a difference this year. The Council asked Goodale to bring this topic back next spring. Jones added that this road treatment might be a good option for the gravel alleys in town that require on-going maintenance by Public Works after heavy rainfalls.

CITY ADMINISTRATOR REPORT

Jones stated the code enforcement of nuisance properties continues each week. While most residents notified of a violation complies with abatement, there are a couple who are still out of compliance. Miller advised Jones of another repetitive violator on East Main Street that he would like to see cleaned up. Jones also reported that the City received a letter regarding a subdivision within two miles of city limits and asked if the Council wanted to comment. The Council said they would like to see the subdivision plans and for the Planning & Zoning Commission to comment.

CITY ATTORNEY REPORT

Olson said he continues to work with Casey’s General Store Inc. on the completion of the former Casey’s site clean-up on East Main Street.

STAFF REPORTS

None.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller said he received an email from a ‘snow bird’ resident who was concerned about paying for trash and recycling during the winter months while not residing in West Branch for the winter. Miller asked staff to find out what the procedure is with Johnson County Refuse on the subject.

Stoolman said she had received some inquires on the walking distance of the trail that surrounds Cubby Park and if it will be maintained for walking in the winter. Stoolman also asked in the school would provide winter walking during the colder months.

Sexton asked when street painting would occur and noted that many of the intersections where the paint was nearly wore off.

Laughlin suggested that an interview committee should be assembled for the police chief recruitment.

ADJOURNMENT

Motion to adjourn the meeting by Goodweiler, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 9:06 p.m.

Roger Laughlin, Mayor

ATTEST: _____
Leslie Brick, Deputy City Clerk