

*(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**

**August 17, 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 17, 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. 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, Finance Officer Gordon Edgar and Library/IT Director Nick Shimmin were present. Attending via Zoom: City Attorney Kevin Olson, Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell and Police Chief Mike Horihan.

#### **GUEST SPEAKER PRESENTATIONS**

Brim Huey and Rich Bates of Marco, a technology assessment company presented an overview of their services. Huey explained that a technology assessment would include an assessment of the city's current technology infrastructure and would identify any unknown risks and potential business impacts. Huey said the cost of the assessment is \$3500.00.

#### **PUBLIC COMMENT**

There were no public comments.

#### **CONSENT AGENDA**

Motion to approve minutes for City Council Meeting August 3, 2020.

Motion to approve a Class C Liquor License (LC) with Sunday sales for Mexico Lindo at (new location), 711 S. Downey St., West Branch (pending fire inspection)

Motion to approve the claims reports.

#### August Claims and July Revenues

EXPENDITURES	8/17/2020	
AE OUTDOOR POWER	EQUIPMENT REPAIR, SUPPLIES	721.09
ALLIANT ENERGY	SERVICE 6-1 TO 6-30-2020	11,775.15
ALTORFER INC	EQUIPMENT REPAIR	2,060.49
AT & T MOBILITY	WIRELESS 6-20 TO 7-19-20	389.03
BAKER & TAYLOR INC.	BAKER & TAYLOR INC.	517.20
BATTERY PRODUCTS INC	RADIO SUPPLIES	150.00
BEAN & BEAN	GRAVE OPENINGS	1,650.00
BIBLIONIX	AUTOMATION SUBSCRIPTION	1,708.00
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	265.38
BOWERS CUSTOM SERVICES LLC	HAULING-ROCK, COLD MIX	720.00
BROWN'S WEST BRANCH	VEHICLE REPAIR	27.49
CEDAR COUNTY COOPERATIVE	CEDAR COUNTY COOPERATIVE	122.75
CEDAR COUNTY EMERGENCY MANAGEMENT	2020-2021 EMA ASSESSMENT	8,908.00
CEDAR COUNTY RECORDER	RECORDING FEES	16.00
CHAUNCEY BUTLER POST 514	FLAG	40.00
CJ COOPER & ASSOCIATES	DRUG TEST	35.00
CULLIGAN WATER TECHNOLOGIE	WATER SOFTENER SERVICE	57.12
D&R PEST CONTROL	D&R PEST CONTROL	70.00

DIAMOND VOGEL PAINTS	HYDRANT PAINTING SUPPLIES	919.54
FELD FIRE EQUIPMENT CO, INC	ANNUAL MAINTENCE SERVICE	700.00
FRED'S FEED & SUPPLY LLC	SUPPLIES	31.96
HORIHAN, MIKE	KEYS	24.00
IMWCA	IMWCA	2,345.00
JOHNSON CONTROLS	SERVICE CALL	831.00
JOHNSON COUNTY EMERGEN	FY 2021 HAZ MAT TEAM 28E AGREEMENT	47.50
JOHNSON COUNTY REFUSE	RECYCLING, TRASH PICKUP JUL 2020	15,218.50
JOSHUA LANGFORD	BUILDING INCENTIVE PAYMENT #4	1,131.48
KANOPY	VIDEO SERVICE	7.00
KWM INC	DUMPSTER ENCLOSURE	56.80
LINN COUNTY R.E.C.	ST LIGHTS	180.10
MANATT'S INC	COLD MIX	1,585.85
MARTIN GILLESPIE	MARTIN GILLESPIE	1,599.44
MERCY IOWA CITY PHYSICIAN AND CLINIC SERVICES	PHYSICAL-STEEN	158.00
MISCELLANEOUS VENDOR	REFUND	550.00
OVERDRIVE INC	BOOKS	371.47
PLUNKETT'S PEST CONTROL INC	PEST CONTROL- POLICE & FIRE	170.18
PORT 'O' JONNY INC.	SERVICE-WAPSI PARK	103.00
PYRAMID SERVICES INC.	CHAIN SAWS & REPAIR PARTS	877.88
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	1,043.00
QUILL CORP	OFFICE SUPPLIES	583.92
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
TREETOP PRODUCTS	ENTRANCE SIGN	1,614.33
TYLER TECHNOLOGIES	SOFTWARE SUBSCRIPTION	9,372.00
VITAL IMAGERY LTD	SUBSCRIPTION TO I CLIP ART	50.00
WEST BRANCH REPAIRS	VEHICLE REPAIR	654.11
WEST BRANCH TIMES	LEGAL PUBLICATIONS, ADVERTISING	966.73
TOTAL		70,669.49
PAYROLL	8/7/2020	46,641.31
PAID BETWEEN MEETINGS		
VARIOUS CUSTOMERS	UTILITY REFUNDS	362.56
CEDAR COUNTY COOP	VEHICLE FUEL	1,299.72
JULIA HIME	VIDEOGRAPHY SERVICE	50.00
MEGAN HOFFMAN	CLEANING SERVICE	342.00
CROELL, INC	CONCRETE	298.00
MERCHANT SERVICES	CREDIT CARD FEES	200.64
TOTAL		2,552.92
GRAND TOTAL EXPENDITURES		119,863.72
FUND TOTALS		
001 GENERAL FUND	67,164.11	
022 CIVIC CENTER	5975.8	
031 LIBRARY	4,549.32	
036 TORT LIABILITY	2,164.30	
110 ROAD USE TAX	8,846.12	
112 TRUST AND AGENCY	5,153.85	
308 PARK IMP - PEDERSEN VALLEY	1,671.13	
600 WATER FUND	12,850.32	
610 SEWER FUND	11,488.77	
GRAND TOTAL	119,863.72	
REVENUE-FISCAL YEAR 2021		
FUND JULY		
001 GENERAL FUND	23,474.83	
022 CIVIC CENTER	256.82	
031 LIBRARY	68.91	
036 TORT LIABILITY	440.48	
110 ROAD USE TAX	39,039.44	
112 TRUST & AGENCY	2,512.23	
119 EMERGENCY TAX FUND	353.62	
121 LOCAL OPTION SALES TAX	18,587.34	
125 TIF	97.30	

226 DEBT SERVICE	2,902.91
312 DOWNTOWN EAST REDEVELOPMENT	7,500.00
500 CEMETERY PERPETUAL FUND	360.11
502 KROUTH INTEREST FUND	0.03
600 WATER FUND	52,941.21
610 SEWER FUND	47,590.79
740 STORM WATER UTILITY	5,330.11
TOTAL	201,456.13

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

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

### Resolution 1922 – Declaring West Branch an Emergency Disaster. / Move to action.

Jones explained that Cedar County has been listed on the Governor’s list of counties with significant storm damage from the August 10<sup>th</sup> ‘Derecho’ that passed through Iowa. By declaring an ‘emergency disaster’ will allow the City of West Branch and its residents to receive state funds for clean-up efforts. Jones said the City contracted with Barnhart Custom Services to help with storm debris clean-up.

**Motion by Sexton, second by Miller to approve Resolution 1922. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.**

### Resolution 1923 – Approving Cedar’s Edge Part 2 Final Plat. / Move to action.

No discussion.

**Motion by Dean, second by Goodweiler to approve Resolution 1923. AYES: Dean, Goodweiler, Stoolman, Miller. ABSTAIN: Sexton. NAYS: None. Motion carried.**

### Discussion: City Cyber Security

The council briefly discussed the Marco presentation and asked Shimmin his thoughts. Shimmin replied that he felt with constant technology changes and increase of cyber dangers it would be a good idea to have an assessment. Jones added that in recent years, the city has received several spam emails acting as city officials and employees requesting unusual activity of city accounts. Jones said staff has reacted appropriately but feared the requests were becoming more frequent. The council determined that it would be good to move forward with an assessment and asked Jones to bring this item back as a resolution.

### Resolution 1924 – Setting a Date for the Public Hearing on the Status of Funded Activities for the West Branch Food Pantry Project.

Jones presented a draft proposal of how grant monies could be used for the Community Development Block Grant (CDBG) \$25,000 Food Bank Grant. The proposal was developed in partnership with West Food Bank, West Branch School District, West Branch Religious Council, Scattergood and the City of West Branch. Jones said a requirement of the grant is to hold a public hearing to discuss the proposed funds proceeds. Jones said the public hearing is scheduled for Tuesday, September 8<sup>th</sup> during the City Council meeting.

**Motion by Goodweiler, second by Dean to approve Resolution 1924. AYES: Goodweiler, Dean, Sexton, Miller, Stoolman. NAYS: None. Motion carried.**

## **CITY ADMINISTRATOR REPORT**

Jones reported that he had received additional requests for information regarding the grant for the City’s wastewater treatment facility and said he was hopeful that was a good indicator that the Iowa Economic Development Authority was considering West Branch for grant proceeds. Jones also reported that ongoing discussion were happening regarding the Greenview Drive connection. Jones informed the Council that the city building which houses the West Branch Food Bank was damaged on Friday afternoon by a Werner semi-truck. The driver was trying to turn the semi around on N. First Street when the incident occurred. Jones said damage estimates were not available at this time. Jones said that last week’s ‘Derecho’ storm caused some residential property damage mainly due to fallen trees and that clean-up efforts were continuing across the city.

## **CITY ATTORNEY REPORT**

No update.

## **STAFF REPORTS**

Goodale thanked the West Branch Fire Department for their immediate help after the storm. Goodale said Barnhart also jumped into action providing the city with their workers, trucks and backhoes to start clearing the streets of downed trees. Goodale said most trees lost were private trees, although some city trees did lose large limbs.

Horihan thanked Public Works and the fire department for quickly mobilizing and getting street cleared. He also thanked the Mayor (and wife Connie) for coordinating the cemetery clean-up of several downed trees. Horihan said more than fifty volunteers showed up with chainsaws and rakes to clean up storm damage. Horihan also mentioned that the school is requesting to close North Oliphant Street during home football games. He reminded the council that last year there was a near miss with a pedestrian and this prompted the request. Horihan suggested an ordinance change but said it was too late to consider that this year and that he would request that the school complete a special event permit for closing the street.

Shimmin reported that the library was preparing to loosen some restrictions at the library and begin allowing small numbers of patrons in the library at a time. Shimmin also said he spoke with the state regarding Chapter 22, Library Board of Trustees and that they recommended the city revert back to the original language regarding 'Term of Office' until the city could put the measure on a ballot.

Russell said the Park & Recreation Commission met last week and have recommended to restart youth sports for this fall. Russell admitted her reluctance and said she is working the Cedar County Board of Health on direction for moving forward.

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

Laughlin said he wanted the Council to continue thinking about the West Main Street turn lane proposal from the school district. Laughlin didn't think this was an urgent matter and said maybe the turn lanes could wait until Johnson County finished Herbert Hoover Highway to West Branch which could be two years. But added that at some point a decision needs to be made. The council members discussed the costs associated with the project and how that would impact other city priorities.

Miller asked that the potential buyer of the former Croell site be given a deadline for executing a purchase agreement or the city should consider moving forward with the RFP (request for proposal) process in October.

## **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