

*(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**

**September 8, 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 Tuesday, September 8, 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, Nick Goodweiler, Jerry Sexton and Tom Dean were present. Jodee Stoolman was absent. City Staff: City Administrator Redmond Jones II, Deputy City Clerk Leslie Brick and Finance Officer Gordon Edgar were present. Attending via Zoom: Public Works Director Matt Goodale, Parks & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin and Police Chief Mike Horihan.

#### **GUEST SPEAKER PRESENTATIONS**

Community Development Group (CDG), Executive Director Jessi Simon gave her first update since becoming the director. Simon stated the groups' mission and goals and gave an overview of the groups approach as a Main Street Iowa program. Simon explained the group has four main areas that they focus on; promotions, design, economic vitality and organization. Simon also highlighted some of the recent accomplishments the group has done including a resident survey regarding the impact of COVID-19 and how that affect our local economy with shopping and dining, the addition of two new businesses in downtown (White Pumpkin Studio and Corridor Home Design) and a potential Challenge Grant opportunity for the Opera Block building. Simon concluded her presentation with an update on Christmas Past planning and said the event is scheduled to be held as usual but with changes.

#### **PUBLIC COMMENT**

There were no public comments.

#### **CONSENT AGENDA**

Motion to Approve Minutes for City Council Meeting August 17, 2020.

Motion to Approve a Special Event Permit to Close Oliphant Street for 3 Varsity Football Games.

Motion to Approve the Appointment of Brian Pierce to the West Branch Parks and Recreation Commission.

Motion to Approve the Claims Report.

#### September Claims

EXPENDITURES	9/8/2020	
ALTORFER INC	MAINTENANCE SUPPLIES	82.33
AMAZON	BOOKS, PROGRAM SUPPLIES	667.70
ARSL	DUES-REBECCA KNOCHE	49.00
AT & T MOBILITY	WIRELESS SERVICE	389.03
BAKER & TAYLOR INC.	BOOKS	632.20
BALDRIDGE, TODD	BUILDING INCENTIVE PAYMENT	763.22
BANKERS ADVERTISING COMPANY	DECALS	176.26
CHERYL HOLLICH	BUILDING INCENTIVE PAYMENT #4	1,511.05
ECKERMAN, RAMONA	BUILDING INCENTIVE PAYMENT	363.51
HAWKINS INC	AZONE	838.01
HENNINGSSEN DANIEL	BUILDING INCENTIVE PAYMENT #1	782.01
HI-LINE ELECTRIC COMPANY INC	MAINTENANCE SUPPLIES	100.62

HOFFMAN, MEGAN	CLEANING SERVICES	270.00
IMWCA	IMWCA	2,345.00
IOWA ONE CALL	UNDERGROUND LOCATION SERVICE	74.70
IOWA PARK AND RECREATION ASSOCIATION	ANNUAL DUES	170.00
IOWA RURAL WATER ASSOCIATION	CONFERENCE REGISTRATION	320.00
JOHNSON CONTROLS	FIRE ALARM INSPECTION CONTRACT	1,049.51
KANOPI	VIDEO RENTAL	7.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,594.12
LYNCH'S EXCAVATING INC	RESET PUMP SEWAGE LAGOON	95.00
MENARDS	SUPPLIES	85.04
MUNICIPAL SUPPLY INC	WATER METERS	8,828.50
OLSON, KEVIN D	LEGAL SERVICES-SEP 2020	1,500.00
OVERDRIVE INC	VIDEOBOOKS	785.96
PARKSIDE SERVICE	NEW TIRES	458.00
PORT 'O' JONNY INC.	SERVICE-CEMETERY	90.00
QUILL CORP	OFFICE SUPPLIES	125.35
RIVER PRODUCTS COMPANY INC	ROAD ROCK	576.51
SCHNOEBELEN INC	SAMASZ DISC MOWER	7,220.00
STATE HYGIENIC LAB	LAB ANALYSIS	151.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
STATE LIBRARY OF IOWA	FY21 BRIDGES FEES	62.00
THE HOME DEPOT PRO	SUPPLIES	83.56
USA BLUE BOOK	SUPPLIES	1,413.06
VEENSTRA & KIMM INC	LOT SITE PLAN REVIEW	271.50
VEENSTRA & KIMM INC	I-80 WIDENING COORDINATION	180.00
VEENSTRA & KIMM INC	323 I-80 WEST, WATER MAIN RELOCATION	1,267.00
VEENSTRA & KIMM INC	COLLEGE ST WATER MAIN 4TH TO 5TH	2,737.10
VEENSTRA & KIMM INC	GREENVIEW EXTENSION PRELIMINARY DESIGN	379.25
WALMART COMMUNITY/SYNCR	MAINTENANCE, PROGRAM SUPPLIES	87.25
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,576.06
WEST BRANCH FORD	VEHICLE REPAIR	139.95
ZIPPY'S SALT BARN LLC	ROAD SALT	2,109.45
TOTAL		43,650.81
PAYROLL	9/4/2020	47,243.70
PAID BETWEEN MEETINGS		
AMAZON	BOOKS	988.03
DEWEY'S JACK & JILL	MAINTENANCE & CAMP SUPPLIES	33.40
DOROTHY DAVIS	REFUND	100.00
TRENT HANSEN	SOFTWARE	131.03
JULIA HIME	VIDEOGRAPHY SERVICE	150.00
HYVEE	CAMP SUPPLIES	24.04
MATT PARROTT/STOREY KENWORTHY	LASER CHECKS	345.95
PITNEY BOWES PURCHASE POWER	REPLENISH POSTAGE METER	500.00
TREETOP PRODUCTS	CUBBY PARK ENTRANCE SIGN	2,246.34
US BANK EQUIPMENT FINANCE	COPIER LEASE	106.25
WEX BANK	VEHICLE FUEL	1,619.43
CROELL INC	CONCRETE	172.00
MEGAN HOFFMAN	CLEANING SERVICE	252.00
VERIZON WIRELESS	WIRELESS SERVICE	330.16
MISCELLANEOUS VENDORS	UTILITY REFUNDS	95.42
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	200.78
MEDIACOM	CABLE SERVICE	41.90
US BANK CORPORATE CARD	CAMP SUPPLIES, CONFERENCE REGISTRATION	755.82
TOTAL		8,092.55
GRAND TOTAL EXPENDITURES		98,987.06
FUND TOTALS		
001 GENERAL FUND	32,840.81	
022 CIVIC CENTER	188.23	
031 LIBRARY	10,851.88	
036 TORT LIABILITY	2,164.30	
110 ROAD USE TAX	15,107.84	
112 TRUST AND AGENCY	5,259.08	
308 PARK IMP - PEDERSEN VALLEY	2,246.34	

323 I-80 WEST, WATER MAIN RELOCATION	1,267.00
600 WATER FUND	22,917.30
610 SEWER FUND	6144.28
GRAND TOTAL	98,987.06

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

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

Public Hearing: Approving the Budget and Plan for Funded Activities for the West Branch Food Pantry Project.

Laughlin opened the public hearing at 7:25 p.m. Jones explained the purpose of the grant and how the funds would be used within the community. Jones said the \$25,000 Community Development Block Grant funded through the Iowa Economic Authority and is a reimbursement type of grant in which the City would expend the dollars then seek reimbursement. There were no public comments. Laughlin closed the public hearing at 7:28 p.m.

Resolution 1926 – Approving the Budget and Plan for Funded Activities for the West Branch Food Pantry Project. /Move to action.

No discussion/comments.

**Motion by Miller, second by Dean to approve Resolution 1926. AYES: Miller, Dean, Goodweiler, Sexton. NAYS: None. Absent: Stoolman. Motion carried.**

Resolution 1927 – Approving Change Order # 8 in the amount of \$0.00 for the College Street Bridge Replacement Project. / Move to action.

Eric Gould of Veenstra & Kimm explained that the state required the zero dollar amount change order to close out the project. The council had no questions.

**Motion by Miller, second by Goodweiler to approve Resolution 1927. AYES: Miller, Goodweiler, Sexton, Dean. NAYS: None. Absent: Stoolman. Motion carried.**

Resolution 1928 – Approving Pay Estimate Number #11 in the Amount of (\$9.61) for the College Street Bridge Replacement Project. / Move to action.

Eric Gould of Veenstra & Kimm explained that a typo was found which resulted in an overpayment in the amount of \$9.61 on the project.

**Motion by Miller, second by Goodweiler to approve Resolution 1928. AYES: Miller, Goodweiler, Dean, Sexton. NAYS: None. Absent: Stoolman. Motion carried.**

Resolution 1929 – Accepting the Public Improvements Constructed and Completed for the College Street Bridge Replacement Project. / Move to action.

No discussion/comments.

**Motion by Goodweiler, second by Sexton to approve Resolution 1929. AYES: Goodweiler, Sexton, Miller, Dean. NAYS: None. Absent: Stoolman. Motion carried.**

Resolution 1930 – Approving Hiring Max Kobe for the Full-Time “Streets Maintenance Worker I” Position with the Department of Public Works. / Move to action.

Goodale said five qualified candidates were interviewed in late August and Kober was selected as the top choice. Goodale said that Kober, who works for Tipton Public Works will be a good fit. The Council approved of the recommendation.

**Motion by Sexton, second by Goodweiler to approve Resolution 1930. AYES: Sexton, Goodweiler, Dean, Miller. NAYS: None. Absent: Stoolman. Motion carried.**

Resolution 1931 – Approving an Agreement for Services to Conduct a Technology/Security Assessment with Marco Technologies in the Amount Not to Exceed \$3,500. / Move to action.

Laughlin recapped the purpose for the technology assessment that will identify any weaknesses in the city's technology infrastructure.

**Motion by Sexton, second by Dean to approve Resolution 1931. AYES: Sexton, Dean, Goodweiler, Miller. NAYS: None. Absent: Stoolman. Motion carried.**

Resolution 1932 – Approving Intent to Construct the “Wapsi Creek Widening at Beranek Park” Project and Approve the Acquisition of Property via Eminent Domain. / Move to action.

Jones explained that approval of this resolution will allow the city attorney to move forward with publishing the notice of public hearing set for October 19, 2020. Laughlin added that he was seeking a possible grant with the Lower Cedar Watershed Management Authority that would help with design work for the project.

**Motion by Goodweiler, second by Sexton to approve Resolution 1932. AYES: Goodweiler, Sexton, Miller, Dean. NAYS: None. Absent: Stoolman. Motion carried.**

Resolution 1933 – Authorizing a Request for Proposals (RFP) and Accepting the Lowest Responsible Bid for the Services of Brush Grinding Services. / Move to action.

Goodale said the RFP was required to solicit bidders for chipping the brush pile in order to get disaster relief reimbursement funds from the state due to the fallen trees from the August Derecho storm. Sexton suggested that the Council consider finding some land in the county to purchase or lease for the brush pile that can be burned instead of chipped. Sexton said the city would save thousands of dollars each year on chipping.

**Motion by Goodweiler, second by Sexton to approve Resolution 1933. AYES: Goodweiler, Sexton, Dean, Miller. NAYS: None. Absent: Stoolman. Motion carried.**

Resolution 1925 – Approving the City Street Finance Report for Fiscal Year 2020. / Move to action.

This an annual report due to the state each September 30<sup>th</sup>. The council had no questions on this year's report.

**Motion by Miller, second by Goodweiler to approve Resolution 1925. AYES: Miller, Goodweiler, Sexton, Dean. NAYS: None. Absent: Stoolman. Motion carried.**

### **CITY ADMINISTRATOR REPORT**

Jones reported that the two million dollar grant he had been working on with the Iowa Economic Development Authority had been denied for the wastewater treatment plant. He said he was informed that there was a similar grant that the city could seek and that ECIA has agreed to help pursue. Jones also advised the council that he had received some criticism that council members and other attendees were not wearing masks during the meetings which was especially concerning with the rise in COVID-19 cases. Jones mentioned that staff met regarding the recent issue of temporary certificates of occupancies being issued to builders. Jones said a policy that Iowa City uses was reviewed and revised slightly to conform to our practices. Jones said the letter will go out with all new building permits as well as current builders in West Branch.

### **CITY ATTORNEY REPORT**

Absent.

### **STAFF REPORTS**

Russell reported that Jeff Wrede's physical education class offered to help the city with storm clean-up and said the students swept the sidewalks and picked up trash in the downtown area as well as helped with additional cemetery clean-up. Russell said that the Eulenspiegel Puppet Theatre will perform a puppet show at Cubby Park on Saturday, September 12<sup>th</sup>. Online registration is required as there is limited parking for the free event. Russell said the Cubby Park sign has been delivered but waiting on Public Works to find time to place it.

Goodale said that a lift has been rented to clean-up city trees limbs the week of September 14<sup>th</sup>. Goodale said that the large piles of tree debris had been collected and that they would be resuming their normal work

activities and that yard waste would be collected on Monday's only unless they receive calls for special assistance. Goodale said the new ditch mower was recently used and works excellent.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Sexton suggested that regular equipment purchases needed by individual departments not come to the Council if money is their budget for the expenditure for the purpose of saving time. Sexton said he had a discussion with Superintendent Jimmerson regarding the West Main Street turn lanes and said he preferred the cheaper route since this expenditure was not on the cities radar. Sexton said Jimmerson was open to whatever the Council decides and still offered to pay for the improvements and have the city reimburse over a three year period.

Laughlin said he spoke with the Johnson Country engineer and reported that Herbert Hoover Highway is still on schedule to be open in November. Construction would resume in the spring of 2021 to complete the road project to Cedar-Johnson Road. The road improvements include a four foot paved and four foot gravel shoulder. Laughlin said the council will need to make some decisions on where the road will intersect with Cedar-Johnson as the road will be straightened to align with West Main Street.

**ADJOURNMENT**

Motion to adjourn the meeting by Miller, second by Sexton. Motion carried on a voice vote. City Council meeting adjourned at 8:16 p.m.

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Roger Laughlin, Mayor

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