

*(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  
Goal Setting & Regular Meeting**

**December 7, 2020  
6:00 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, December 7, 2020 at 6:00 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 goal setting meeting to order at 6:04 p.m. Roll call: Council members: Colton Miller, Nick Goodweiler, Jerry Sexton and Tom Dean were present. Jodee Stoolman arrived at 6:10 p.m. City Staff present: City Administrator Redmond Jones II, Deputy Clerk Leslie Brick and Finance Officer Gordon Edgar. City Staff attending via Zoom: Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, and Sergeant John Hanna.

#### **GOAL SETTING SESSION**

Jones gave an overview of the goal setting process and how decisions made by the City Council help address the needs and wants of the community and its residents. Jones presented several ideas and requests from department managers, citizens, and projects that previously did not get enough votes in prior years, didn't get funding or were cut due to budget shortfalls. Jones asked the Council to review the list of possible projects to set as project goals and asked if they wanted to add any of their own. Miller suggested adding storm sewer infrastructure from Pedersen Street, east to the creek. Miller said that project needed to be completed in order to make the property west of Fidelity Bank marketable in the future. Sexton added that he would like to see the city brush pile relocated outside of the city limits which would allow the pile to be burned rather than chipped as a cost saving measure. Goodale asked for another Public Works employee, prompted by a suggestion from a Council member at a prior meeting that another employee would help the city to do more projects in-house. The council then voted by placing stickers on projects they would like to be able to prioritize and find funding for. Two of the top priorities to get the most votes were repairing water mains in the Greenview subdivision. Goodale had previously reported that Greenview often has the most water main breaks in the winter and needed attention. The second highest priority was ballfield baseline extensions at Cubby Park. This was an item that was cut during project construction. Russell asked the council for permission to proceed with left over park money to have this project completed before next summer. The council unanimously agreed that the baselines should be corrected as Russell deemed necessary.

#### **COMMENTS BY COUNCIL**

Miller gave feedback on the process and questioned why some items were listed as "goals", when he felt that some were operational budget items for certain departments. Miller felt that this issue seems to come up every year when departments request vehicle and equipment purchases. Miller said that is what their set-aside funds are for.

#### **ADJOURNMENT**

Motion to adjourn the goal setting session by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 7:14 p.m.

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:15 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Nick Goodweiler, Jerry Sexton and Tom Dean were present. City Staff present: City Administrator, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar and City Attorney Kevin Olson. City Staff attending via Zoom: City Engineer Dave Schechinger, Public Works Director Matt Goodale, Park & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, and Sergeant John Hanna.

**GUEST SPEAKER PRESENTATIONS**

Former Police Chief Mike Horihan addressed the Council and thanked them for giving him to be the Chief for West Branch. Horihan said he loved community and its residents and wished everyone well. Mayor Laughlin presented and read a proclamation of thanks to the Chief for his dedicated service to the City and its residents. Horihan served as Police Chief from 2011 to November 2020.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

- Motion to Approve Minutes for City Council Meeting November 16, 2020.
- Motion to adopt the City Council 2021 regular meeting schedule
- Motion to Approve the Claims Report.

EXPENDITURES	12/7/2020	
AE OUTDOOR POWER	REPAIR PARTS	845.40
AERO RENTAL INC	EQUIP RENTAL - CHRISTMAS LIGHTS	441.00
AT & T MOBILITY	WIRELESS SERVICE	382.00
BAKER & TAYLOR INC.	BOOKS	403.01
BOWERS CUSTOM SERVICES LLC	HAULING	170.00
CEDAR COUNTY PUBLIC HEALTH	FLU SHOTS	60.00
CROELL, INC.	CONCRETE-SHOP	9,390.25
DIRK WIENEKE	LAWN CHEMICALS-CUBBY PARK , SOCCER	1,965.00
HAWKINS INC	CHEMICALS	615.68
IWMCA	IMWCA	2,345.00
IOWA LAW ENFORCEMENT ACADEMY	TRAINING	50.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	63.90
JACKSON MANUFACTURERS COMPANY	FURNITURE	3,804.95
JOHN DEERE FINANCIAL	SUPPLIES	638.67
JOHNSON COUNTY REFUSE INC.	GARBAGE TAGS	15,866.25
JULIA HIME	VIDEOGRAPHY SERVICE	150.00
KANOPI	VIDEO RENTALS	23.00
LIBERTY COMMUNICATIONS	LIBERTY COMMUNICATIONS	1,566.60
LYNCH'S EXCAVATING INC	WATER MAIN-WB MIDDLE SCHOOL	3,133.50
MENARDS	OFFICE SUPPLIES	99.97
MIDWEST RADAR & EQUIPMENT	RADAR CALIBRATION	200.00
MISCELLANEOUS VENDOR	ALLAN CUSTOM HOMES: ESCROW REFUND	5,000.00
OLSON, KEVIN D	LEGAL SERVICES-DECEMBER 2020	1,500.00
ORIENTAL TRADING CO. INC.	RECREATION SUPPLIES	265.89
OVERDRIVE INC	AUDIO BOOKS	576.70
PITNEY BOWES GLOBAL FINANCE	EQUIPMENT LEASE	77.37
PORT 'O' JONNY INC.	SERVICE-CUBBY PARK	225.40
QC ANALYTICAL SERVICES LLC	LAB ANALYSIS	977.00
QUILL CORP	HAND SANITIZER	80.99
RATHJE CONSTRUCTION CO	TREE GRINDING	15,345.00
SCOTT M THOMA	BUILDING INCENTIVE PAYMENT	520.23
SHAY, ALLEN	BUILDING INCENTIVE PAYMENT	896.77
SPEER FINANCIAL INC	CONSULTING SERVICE	350.00
STATE INDUSTRIAL PRODUCTS	CHEMICALS	244.00
T & M CLOTHING COMPANY	MASKS	96.00
TAYLOR CONSTRUCTION INC	CORRECTION OF UNDERPAYMENT	2,497.01
THE BOOK FARM INC	BOOKS	39.90
THE SHERWIN-WILLIAMS CO	PAINT & SUPPLIES	270.38
USA BLUE BOOK	BUILDING MAINTENANCE	979.10
USA TODAY	SUBSCR 12-01-20 TO 11-30-21	340.15
VEENSTRA & KIMM INC.	WB GOLF COURSE DEVELOPMENT REVIEW	198.25

VEENSTRA & KIMM INC.	RESIDENTIAL LOT SITE PLAN RESEARCH	181.00
VEENSTRA & KIMM INC.	MEADOWS 3 & 4 CONSTRUCTION REVIEW	181.00
VEENSTRA & KIMM INC.	COLLEGE ST WATER MAIN 4TH TO 5TH	171.00
VEENSTRA & KIMM INC.	I-80 WEST WATER MAIN RELOCATION	2,862.00
VEENSTRA & KIMM INC.	LOETHEN RIDGE CONSTRUCTION REVIEW	5,362.23
VEENSTRA & KIMM INC.	GREENVIEW EXTENSION PRELIMINARY DESIGN	2,451.23
WALMART COMMUNITY/RFCSELLC	SWEEPER	49.88
WATER SOLUTIONS UNLIMITED	CHEMICALS	2,515.00
WEST BRANCH COMMUNITY DEVE	CHRISTMAS DECORATIONS	170.00
WEST BRANCH FORD	VEHICLE REPAIR	1,087.34
TOTAL		87,725.00
PAYROLL	11/27/2020	59,463.43
PAID BETWEEN MEETINGS		
WAGeworks	EMPLOYEE REIMBURSEMENT	132.31
MERCHANT SERVICES	CREDIT CARD FEES	249.02
UMB BANK	GO BOND OBLIGATION INTEREST	74,585.00
CEDAR COUNTY COOPERATIVE	VEHICLE FUEL	782.05
MIKE HORIHAN	REFUND OF INSURANCE PREMIUM	248.06
MEDIACOM	CABLE SERVICE	41.90
QUILL	DISINFECTANT, OFFICE SUPPLIES	134.05
US BANK EQUIPMENT FINANCE	LEASE PAYMENT	106.25
VERIZON WIRELESS	WIRELESS SERVICE	158.63
US BANK CREDIT CARD	SUPPLIES, TRAINING, EQUIPMENT	2,721.87
MERCHANT SERVICES	CREDIT CARD FEES	187.88
TOTAL		79,347.02
GRAND TOTAL EXPENDITURES		226,535.45
FUND TOTALS		
001 GENERAL FUND	64,840.37	
022 CIVIC CENTER	214.31	
031 LIBRARY	13,651.75	
036 TORT LIABILITY	2,270.55	
110 ROAD USE TAX	27,728.58	
112 TRUST AND AGENCY	12,575.57	
226 DEBT SERVICE	74,585.00	
310 COLLEGE STREET BRIDGE	2,475.92	
323 I-80 WEST, WATER MAIN RELOCATE	2,862.00	
600 WATER FUND	15,061.26	
610 SEWER FUND	10,137.83	
950 BLUE CROSS-BLUE SHIELD FLEXIBLE BENEFITS	132.31	
GRAND TOTAL	226,535.45	

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

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

Public Hearing: On the proposed amendment to Section 165.34 of the West Branch Zoning Ordinance.

Laughlin opened the public hearing at 7:21 p.m. Deputy Clerk explained that a deficiency was found in the code for this particular zoning district when the College Street bridge project was under construction late last year. A question was raised by a property owner regarding area regulations for the I-2 District. This prompted a review of Chapter 165 - I-2 District by the Planning & Zoning Commission. The Commission discussed the matter over the summer and held a public hearing at their November 24<sup>th</sup> meeting and approved the language presented in Ordinance 779. There were no public comments. Laughlin closed the public hearing at 7:22 p.m.

First Reading of Ordinance 779 – An Ordinance amending Chapter 165; entitled Zoning Regulations. /Move to action.

Motion by Goodweiler, second by Miller to approve the first reading of Ordinance 779. AYES: Goodweiler, Miller, Sexton, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 1960 – Establishing a new capital fund entitled “Wastewater Treatment Facility Improvements 2021”. / Move to action.

Motion by Miller, second by Dean to approve Resolution 1960. AYES: Miller, Dean, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 1961 – Approve a transfer of funds to the Wastewater Treatment Facility Improvements 2021 project. / Move to action.

Motion by Sexton, second by Stoolman to approve Resolution 1961. AYES: Sexton, Stoolman, Miller, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion- Consider continuation of the USGS Streamgage on College Street for the amount of \$8,640.00.

Jones said he recently received the agreement from USGS for the continuation of the streamgage at College Street Bridge. Jones said the agreement still offers the cost sharing between the City and USGS, with the City share being \$8640.00 annually. Stoolman questioned if the City had ‘enough data’ to end the agreement and instead put the money toward the creek widening project. The council discussed that since the College Street Bridge project had been completed and the National Park was finishing their project and the City (luckily) had not had a “big rain event” to see how the improvements made so far might affect some of the problems downstream. Most felt that the streamgage should remain for at least another year. Laughlin directed Jones to prepare a resolution for council consideration at the next meeting.

Discussion – Consideration regarding COVID-19 protocols.

Jones updated the Council that staff decided to once again close the City Office to the public, but allow appointments as needed due to the rising number of COVID cases in the community. Jones said office staff maintains social distance with their separated office space and wears masks when anyone enters the building. Laughlin said he supports the staff decisions to do what best to keep them and the public safe. Sexton asked if Town Hall would be reopened for reservations based on the Governor’s proclamation. Russell who oversees the Town Hall reservations said that cleaning of the facility is the biggest concern for allowing reservations. Russell said that increased cleaning may directly affect rental fees in the future for all, noting that several non-profit groups use the facility at no cost but still require cleaning and additional sanitizing. Miller added that as a City “we have a moral responsibility to provide a clean & safe environment for rental customers” and felt that protocols currently in place were appropriate.

**CITY ADMINISTRATOR REPORT**

No report.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

Brick asked the Council to review Chapter 17 (section 6) – entitled City Council Compensation. Brick asked for clarification on their interpretation of how salary increases were to be calculated and provide guidance.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

Laughlin said the Santa parade held this past Saturday as part of Christmas Past was a huge success. Laughlin said that more than five hundred cars were counted going through the parade to see Santa (and the Grinch). Laughlin thanked Councilperson Sexton for volunteering his time to help handing out hot cocoa. Miller asked if the Community Development Group (CDG) could provide any info on how downtown business sales may have been affected this year as in past years during the event.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Goodweiler. Motion carried on a voice vote. City Council meeting adjourned at 8:01 p.m.

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Roger Laughlin, Mayor

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