

*(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**

**March 1, 2021  
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, March 1, 2021 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 regular meeting to order at 7:01 p.m. Roll call: Council members: Colton Miller, Jodee Stoolman, Jerry Sexton, Tom Dean and Nick Goodweiler were present. City Staff present: City Administrator Redmond Jones II, Deputy Clerk Leslie Brick, Finance Officer Gordon Edgar and City Attorney Kevin Olson. City Staff attending via Zoom: Police Chief John Hanna, Park & Recreation Director Melissa Russell, Library/IT Director Nick Shimmin, and City Engineer Dave Schechinger.

#### **GUEST SPEAKER PRESENTATIONS - NONE**

#### **PUBLIC COMMENT - NONE**

#### **CONSENT AGENDA**

Motion to Approve Meeting Minutes for City Council Meeting February 16, 2021.

Motion to Approve a Class E Liquor License, Class B Wine, Class C Beer (carryout), Sunday Sales for Casey's General Store #3463, Located at 615 S. Downey St. West Branch, Iowa.

Motion to Approve the Claims Report.

| EXPENDITURES                     | 3/1/2021                               |          |
|----------------------------------|--|----------|
| AE OUTDOOR POWER                 | VEHICLE REPAIR                         | 94.32    |
| ALTORFER INC                     | REPAIR PARTS                           | 443.07   |
| AMAZON.COM.CA. INC.              | OFFICE SUPPLIES                        | 238.99   |
| AMERICAN WATER WORKS ASSOCIATION | DUES GOODALE 5-1-21 TO 4-30-22         | 90.00    |
| BIG COUNTRY SEEDS INC            | ICE MELT                               | 803.60   |
| BROWN SUPPLY CO. INC.            | CARBIDE GUARD FOR BLADES               | 420.00   |
| CROELL, INC.                     | SALT SAND                              | 90.06    |
| ELDON C STUTSMAN INC             | SUPPLIES                               | 234.40   |
| FASTENAL                         | FASTENAL                               | 181.86   |
| GRIEBAHN INDUSTRIES INC          | NAME PLATE                             | 25.00    |
| HAWKINS INC                      | CHEMICALS-AZONE                        | 1,331.41 |
| HI-LINE ELECTRIC COMPANY I       | HI-LINE ELECTRIC COMPANY INC           | 209.04   |
| IOWA ASSN. MUN. UTILITIES        | MEMBERSHIP DUES                        | 767.00   |
| IOWA LAW ENFORCEMENT ACADE       | TRAINING                               | 50.00    |
| IOWA ONE CALL                    | NOTIFICATIONS                          | 18.90    |
| JOHN DEERE FINANCIAL             | SIGN POSTS, SUPPLIES, REPAIR PA        | 1,000.99 |
| LIBERTY COMMUNICATIONS           | LIBERTY COMMUNICATIONS                 | 1,559.98 |
| MACQUEEN EQUIPMENT               | VEHICLE REPAIR                         | 685.74   |
| MEDIACOM                         | CABLE SERVICE                          | 41.90    |
| MENARDS                          | SUPPLIES                               | 142.02   |
| PORT 'O' JONNY INC.              | SERVICE - CEMETERY                     | 101.00   |
| QUILL CORP                       | PRINTER                                | 407.49   |
| SHRED-IT USA                     | DOCUMENT DESTRUCTION                   | 60.37    |
| SPS WORKS                        | ANIMAL TAGS                            | 147.15   |
| USA BLUE BOOK                    | WATER TESTING SUPPLIES                 | 816.68   |
| VEENSTRA & KIMM INC.             | KOFRON PROPERTY - PUD REVIEW           | 905.00   |
| VEENSTRA & KIMM INC.             | 321 CHANNEL WIDENING FLOOD IMPROVEMENT | 2,871.00 |

|   |  |           |
|---|--|-----------|
| VEENSTRA & KIMM INC.                    | 323 I-80 WEST WATER MAIN RELOCATION    | 2,401.00  |
| VEENSTRA & KIMM INC.                    | WW TREATMENT FACILITY IMPROVEMENT 2021 | 11,660.00 |
| VERIZON WIRELESS                        | VERIZON WIRELESS                       | 420.89    |
| WEST BRANCH FORD                        | VEHICLE REPAIR                         | 1,033.31  |
| WEST BRANCH REPAIRS                     | VEHICLE REPAIR                         | 57.21     |
| TOTAL                                   |  | 29,309.38 |
| PAYROLL                                 | 2/19/2021                              | 57,135.98 |
| PAID BETWEEN MEETINGS                   |  |           |
| CLIA LABORATORY PROGRAM                 | CERTIFICATE FEE                        | 180.00    |
| FASTENAL                                | SUPPLIES                               | 190.20    |
| FOX APPARATUS REPAIR & MAINTENANCE      | REPAIR SERVICE                         | 821.50    |
| HOSPERS & BROTHER PRINTERS              | ANNUAL REPORT                          | 396.15    |
| JOHNSON COUNTY MUTUAL AID ASSOCIATION   | 2021 DUES                              | 89.00     |
| ME MERCY UNIVERSITY                     | LOST BOOK                              | 14.49     |
| PITNEY BOWES PURCHASE POWER             | REPLENISH POSTAGE METER                | 500.00    |
| ROCK VALLEY PHYSICAL THERAPY            | DRUG TEST                              | 43.00     |
| TIPTON ELECTRIC MOTORS INC              | EQUIPMENT REPAIR                       | 678.27    |
| TOTAL WATER TREATMENT SYSTEMS INC       | SERVICE CALL                           | 277.65    |
| UIHC-EMSLRC                             | TRAINING CLASSES                       | 1,050.00  |
| US BANK CORPORATE CREDIT CARD           | TRAINING MATERIALS. DUES, SUPPLIES     | 2,957.02  |
| WEST BRANCH FIRE FIGHTERS FOUNDATION    | BOOKS, REGISTRATION FEES               | 234.47    |
| WEST BRANCH REPAIRS                     | BATTERIES                              | 411.85    |
| MELISSA RUSSELL                         | LAP TOP COMPUTER                       | 977.39    |
| TOTAL                                   |  | 8,820.99  |
| GRAND TOTAL EXPENDITURES                |  | 95,266.35 |
| FUND TOTALS                             |  |           |
| 001 GENERAL FUND                        | 28,592.02                              |           |
| 022 CIVIC CENTER                        | 119.83                                 |           |
| 031 LIBRARY                             | 6,465.13                               |           |
| 110 ROAD USE TAX                        | 11,534.12                              |           |
| 112 TRUST AND AGENCY                    | 12,443.96                              |           |
| 321 WIDENING WAPSI CREEK @ BERANEK PARK | 2,871.00                               |           |
| 323 I-80 WEST, WATER MAIN RELOCATION    | 2,401.00                               |           |
| WW TREATMENT FACILITY IMPROVEMENT 2021  | 11,660.00                              |           |
| 600 WATER FUND                          | 11,412.11                              |           |
| 610 SEWER FUND                          | 7,767.18                               |           |
| GRAND TOTAL                             | 95,266.35                              |           |

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

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

### Discussion: School District Turn lane Participation / Donation Proposal.

Laughlin said he and Council persons Dean and Sexton met with Superintendent Jimmerson and a school board member over the weekend to discuss the City's financial offer toward the high school / middle school turn lane project. Laughlin said he advised Jimmerson that getting more financial support from the City was unlikely. He said the school would like to hold off on the project and seek other alternatives for addressing the potential traffic issues. The idea of making the intersection of W. Main Street and Dawson Drive a four-way stop was discussed along with lowering the speed limit to twenty five miles per hour where it is currently thirty five in front of the high school. Both parties felt that this would make this part of West Main Street safer for everyone adding that the new round-a-bout to be constructed at the Cedar- Johnson line would also help slow traffic down in both directions. Schechinger was not available for comment on this discussion.

Resolution 1981 – Accepting the City Administrator’s Recommended Budget and Ordering a Notice of Hearing for March 15, 2021 to Adopt the FY 2021-2022 Budget. / Move to action.

Jones said his proposed budget would keep the tax rate the same for FY22. He added that the budget included \$60,000 for the Capital Improvement Reserve (a measure that was approved by voters in 2019). Jones said the City was continuing to pay down debt which will allow the City to move forward with implementing a five year Capital Improvement Plan.

Motion by Miller, second by Dean to approve Resolution 1981. AYES: Miller, Dean, Stoolman, Sexton, Goodweiler. NAYS: None. Motion carried.

Public Hearing: To Discuss the State Revolving Fund Planning and Design Loan for Wastewater Treatment System in West Branch, Iowa.

Laughlin opened the public hearing at 7:29 p.m. Jones explained that the purpose of public hearing is to inform the public that a public hearing would be set for the next meeting to discuss the planning & design of the waste water treatment project. There were no public comments. Laughlin closed the public hearing at 7:30 p.m.

Resolution 1982 – To Fix a Date for a Public Hearing on Proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to Borrow Money Thereunder in a Principal Amount Not-to-Exceed \$619,000. /Move to action.

No discussion.

Motion by Sexton, second by Miller to approve Resolution 1982. AYES: Sexton, Miller, Dean, Goodweiler, Stoolman. NAYS: None. Motion carried.

Second Reading of Ordinance 780 – An Ordinance Amending Chapter 165; Entitled, “Zoning Regulations” regarding adding section 50 – Swimming Pools to the West Branch Zoning Ordinance./ Move to action.

Goodweiler asked how violations of the new code would be handled. Attorney Olson responded that the City could impose a civil penalty to violators.

Motion by Miller, second by Dean to approve the 2nd Reading of Ordinance 780 (with the proposed change.) AYES: Miller, Dean, Goodweiler, Stoolman, Sexton. NAYS: None. Motion carried.

Motion to accept a “Report of Bids” by Veenstra & Kimm, Regarding the I-80 Water Main Relocation project. / Move to action.

Schechinger explained that the bid opening for the project was held on February 10, 2021 and twelve bids were received. Schechinger said the bids ranged from \$189,764 (Summers’ Enterprise Inc. lowest) to \$352,330 (BWC Excavating, LC highest). Schechinger provided bid tabulations for the Council to review and said Veenstra & Kimm had examined the bidding documents and they appear to be in order.

Motion by Goodweiler, second by Sexton to accept the bids. AYES: Goodweiler, Sexton, Miller, Stoolman, Dean. NAYS: None. Motion carried.

Resolution 1983 – Accepting the Lowest Responsible Bid and Authorizing the Award of Contract with Summers Enterprise, Inc. for the Interstate 80 Water Main Relocation Project in the Amount Not-to-Exceed \$189,764. / Move to action.

Schechinger said after review of the bids and reference checks, Summers Enterprise, Inc., was the lowest bid and said he recommends the City award the contract to them with the bid amount of \$189,764.

Motion by Sexton, second by Goodweiler to approve Resolution 1983. AYES: Sexton, Goodweiler, Dean, Miller, Stoolman. NAYS: None. Motion carried.

Resolution 1984 – Approving a Fireworks Agreement with J&M Displays for Hoover Hometown Days 2021. / Move to action.

Motion by Goodweiler, second by Sexton to approve Resolution 1984. AYES: Miller, Goodweiler, Stoolman, Dean, Miller. NAYS: None. Motion carried.

Resolution 1985 – Approving Various Contracts with Coralville Community Showcase Stage Rental And Iowa Brass for the Hoover's Hometown Days Celebration in the Amount of \$4625.00. / Move to action.

Dean asked Swisher (National Park Superintendent) if the park would have any issue with event being planned in 2021 which would affect the stage and fireworks music. Swisher said the park is (tentatively) planning to fully re-open at the end of March and if the park remains open, the event will go on. Swisher added that the Hoover's Hometown Days planning committee was considering moving the stage to the Loop to help with social distancing, but final decisions had not yet been made.

Motion by Miller, second by Dean to approve Resolution 1985. AYES: Miller, Dean, Goodweiler, Sexton, Stoolman. NAYS: None. Motion carried.

Discussion: Update / Feedback on Park and Recreation Programs.

Russell gave an update for park and recreation activities for 2021 and said all of the normal youth sports would resume with the exception of pre-school soccer. Russell said that weekends at Cubby Park was filling up with tournaments for the summer. She added that the Easter egg hunt would be held at Cubby Park this year and that reservations are required to participate to allow for social distancing. The Easter Bunny will also be delivering baskets to homes again this year. The fee is \$10 per basket and online registration is also required.

Resolution 1986 – Approving a Service Agreement for Snow Removal Services and Intrusion Alarm Police Response Services with the United States Department of the Interior, National Park Service, And Herbert Hoover National Historic Site. / Move to action.

Jones said this year's agreement added the West Branch Police Department services for answering intrusion alarms. Jones said the department has provided this service in the past but was not compensated for it, but now the National Park will pay for the service.

Motion by Miller, second by Goodweiler to approve Resolution 1986. AYES: Miller, Goodweiler, Stoolman, Dean, Sexton. NAYS: None. Motion carried.

**CITY ADMINISTRATOR REPORT**

Jones said that he is working on setting up a meeting with West Branch Village with regard to the mobile home village connecting to the City's wastewater system. Jones said that he is looking into a possible Community Development Block Grant to help cover some of the expenses for the connection. Jones added that the City would not bear any of those costs for connection since it would be voluntary. Jones also reported that staff met with the developer of Parkside Hills who is working through some challenges with regard to storm water and said the topic of TIF emerged.

**CITY ATTORNEY REPORT**

No report.

**STAFF REPORTS**

Schechinger reported that as part of the creek widening project, additional funding sources may be available through the NRCS but in order to secure those grant dollars, the USGS model would need to be updated to include the off-line storage basin on the NPS property. Schechinger said that USGS may be willing to update the model and possibly help find a funding source for the update, but said the city would have a cost share in the request. Schechinger said he planned on reaching out to the NPS to see if they would help share those costs with the city. Schechinger said he would have some rough numbers for Council consideration at the March 15<sup>th</sup> meeting.

**COMMENTS FROM MAYOR AND COUNCIL MEMBERS**

No comments.

**ADJOURNMENT**

Motion to adjourn the regular meeting by Miller, second by Sexton. 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