

Governmental Body: Winterset City Council

Date of Meeting: February 6, 2023

Time of Meeting: 7:00 PM

Place of Meeting: City Hall - 124 W Court Ave

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and manner set out. The tentative agenda for said meeting is as follows:

1) Call to order, Pledge of Allegiance , roll call, adopt agenda

2) Consent Agenda

- a) City Council Meeting Minutes from January 16, 2023
- b) Parks and Recreation Board minutes from January 12, 2023
- c) Tree Commission Minutes from January 4, 2023
- d) Police Department Report
- e) Library Board Minutes
- f) Dollar General Liquor License Renewal Class B Retail
- g) Reappointment of Gary Emmert to the Winterset Utility Board
- h) Initial appointment of Ron Taylor to the Low Rent Housing Board

3) Approval of Claims

- a) Claims in the amount of \$296,346.35

4) Reports from City Boards and Departments

- a) Street Superintendent Ryan Flaherty
- b) Library Director Dave Hargrove
- c) Park & Recreation Director Sky Smothers
- d) Fire Chief Jayson McDonald
- e) Police Chief Ken Burk
- f) Code Enforcement Officer Hollie Burgus
- g) City Administrators Report

5) Presentations

- a) Chair of Board of Adjustment- Jim Liechty
 - i) Discussion relating Pool fencing and removal from BOA responsibility.
 - ii) Construction permit fines and BOA permit fines

6) Public Comment

7) Public Hearing

- a) Proposed Property Tax Levy

8) Resolutions and Actions

- a) Resolution 2023-02 Resolution approving a Max Levy Rate
- b) 501c3 request for funding
- c) Extension of a current lease agreement between the City of Winterset and the Drift LLC.

9) Council Considerations and Discussions (work session)

10) Closed Session

- a) In Pursuant to [Iowa Code Section 21.5(1)(i)] "To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session"

11) Mayor and Council Discussion

Adjournment

DATE POSTED: February 3rd, 2023

Andrew Barden, City Administrator

City Council of the City of Winterset, Iowa met on February 6, 2023 in accordance with the above Notice and Call of Public meeting. The meeting was called to order at 7 P.M. by Mayor Macumber and recited the pledge of allegiance.

PRESENT: Trevor Bindel, Michael Cook, Christopher Fairholm,
Joanna Gustafson, Maryann Orr

ABSENT: none

The Mayor asked for a motion to adopt the presented agenda. There being no further additions or deletions to the agenda and no further discussion, Council Member Bindel made a motion, seconded by Council Member Gustafson. On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

Consent Agenda

- City Council Meeting Minutes from January 16, 2023
- Parks and Recreation Board minutes from January 12, 2023
- Tree Commission Minutes from January 4, 2023
- Police Department Report
- Library Board Minutes
- Dollar General Liquor License Renewal Class B Retail
- Reappointment of Gary Emmert to the Winterset Utility Board
- Initial appointment of Ron Taylor to the Low Rent Housing Board

The Mayor stated that the minutes of the January 16, 2023 City Council meeting were previously distributed to the Council Members for their review. There being no further discussion; a motion was made to approve the Consent Agenda by Council Member Orr and seconded by Council Member Bindel to approve the minutes as submitted. On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

Receipts, Filings, and Affidavits

The claims submitted are in the amount of \$296,346.35.

The Mayor called for a report on the claims. Council Member Bindel stated that he reviewed the claims and moved to approve the following list of claims. Council Member Cook seconded the motion. On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

GENERAL

POLICE:

Dennis Russell Rankin, compliance checks	135.00
Gall's Inc., uniforms	69.60
Grafix Shoppe, car graphics	201.99
Madison Co Sheriff's Office, dispatch service	3,629.92
Mediacom, internet service	229.38
MidStates Organized Crime, membership fees	100.00
Payroll Account, salaries	25,338.33
Payroll Account, salaries	28,292.38
Quality Car Care, car repairs	2,430.50
Quill Corp, office supplies	9.89
Secretary of State, notary fee	30.00
Verizon, cellular service	360.09
Winterset Municipal Utilities, utilities	161.36

FIRE:

DANKO Emergency Equipment Co, connector	2,193.23
MidAmerican Energy Co, gas service	533.36
Orkin, pest control	53.00
Winterset Municipal Utilities, utilities	297.00

ADMINISTRATION:

Andrew Barden, phone reimbursement	50.00
Flander Rosien PC, atty fees	7,303.27
Knutson Tree Service, tree removal	9,282.00
Payroll Account, salaries	1,175.00
Payroll Account, salaries	5,546.88
Payroll Account, salaries	5,583.83
Rodgers Spirits & More, tobacco refund	37.50

Winterset Madisonian, pub	457.86
<u>BUILDING INSPECTOR:</u>	
Payroll Account, salaries	2,143.20
Payroll Account, salaries	2,143.20
Veenstra & Kimm Inc., bldg./permit fees	2,633.21
<u>AIRPORT:</u>	
Winterset Airport Authority, approp	4,226.00
<u>CEMETERY:</u>	
Winterset Cemetery Assn, release of donated funds	4,930.00
<u>ECONOMIC DEVELOPMENT:</u>	
Madison Co Alliance Group, approp	4,375.00
<u>PLANNING & ZONING:</u>	
Dan Bush, board mtgs	30.00
Dave LaGrange, board mtgs	20.00
James Liechty, board mtgs	90.00
Janice Bowers, board mtgs	90.00
JD McDonald, board mtgs	30.00
Larry Dillinger, board mtgs	110.00
Rebekah Gillespie, board mtgs	10.00
Robert Duff, board mtgs	100.00
Sarah Cowman, board mtgs	10.00
Shane Pashek, board mtgs	30.00
Shari Bush, board mtgs	110.00
Tammy Ellwanger, board mtgs	30.00
<u>TRANSFERS:</u>	
Internal Service Fund, transfer	4,317.67
	GARBAGE FUND
<u>SOLID WASTE/GARBAGE:</u>	
Payroll Account, salaries	743.84
Payroll Account, benefits	127.10
Payroll Account, salaries	713.61
Payroll Account, benefits	638.84
	INTERNAL SERVICE FUND
<u>ADMINISTRATION:</u>	
Access Systems Leasing, service contract	1,835.87
Brandy Decker, cleaning service	200.00
Brandy Decker, cleaning service	200.00
Breedings Hardware, ice melt	734.51
CIT, copier lease	260.76
D & D Pest Control, pest control	45.00
Employee Benefit Systems, HRA admin fees	357.96
F & M State Bank, ACH fees	254.50
JP Cooke Co, date stamp	73.25
Mediacom, phone/internet service	562.90
MMIT Business Solutions Group, copier maint	130.67
Quadient Finance USA Inc., postage	600.00
Quill Corp, office supplies	305.40
Total Administrative Services, flex admin fee	291.53
Warren Water District, readings fee	25.00
Winterset Municipal Utilities, utilities	1,682.77
	ROAD USE TAX
<u>ROADWAY MAINTENANCE:</u>	
Agriland FS Inc, gasoline	1,045.38
Bomgaars Supply, chain/tools	219.35
Breedings Hardware, hdw supplies	122.06
CINTAS Corp, first aid supplies	38.93
Delta Dental, insurance/porter	65.94
Farmers Electric, utilities	241.25
Granite Telecommunications, phone service	64.97
Grimes Asphalt & Paving Corp, cold mix	502.40
IA Assoc of Municipal Utilities, safety training	1,020.55
Iowa One Call, locates	8.55
MadAmerican Energy, gas service	1,231.83
Madison Co Health System, CDL testing	147.00
Payroll Account, salaries	7,079.14
Payroll Account, salaries	8,061.76
Thirst Park, safety supplies	13.50
UnityPoint Clinic, CDL testing	42.00
Winterset Municipal Utilities, utilities	7,222.08

Ziegler, cutting edges/equip maint	1,118.47
<u>SNOW REMOVAL:</u>	
DMC Wear Parts LLC, plow blades	2,549.12
Hawkeye Truck Equipment, spreader control	1,200.00
Jerico Service Inc, liquid calcium	1,123.75
Legacy Materials LLC, ice control sand	606.09
Payroll Account, salaries	1,554.66
Payroll Account, salaries	60.98

SEWER UTILITY FUND

<u>SANITARY SEWER:</u>	
Bomgaars Supply, plant supplies	266.24
Breedings Hardware, hdw supplies	14.96
Brittains Std Parts, vehicle maint	176.01
CINTAS Corp, first aid supplies	28.99
Farmers Electric Coop, utilities	92.94
IA Assoc of Municipal Utilities, safety training	1,020.54
Internal Service Fund, transfer	2,878.44
Iowa One Call, locates	8.55
Mission Communications LLC, lift station auto dialer	2,516.40
NCL of Wisconsin Inc., testing supplies	74.06
O'Reilly Automotive Inc., vehicle maint	186.75
Payroll Account, benefits	189.95
Payroll Account, benefits	820.94
Payroll Account, salaries	1,081.20
Payroll Account, salaries	1,111.46
Sewer Improvement Project Fund, transfer	20,000.00
Sewer Revenue Bond Sinking, transfer	24,890.08
Star Equipment LTD, heater repairs	1,116.72
Winterset Lock Co, re-key locks/keys	300.00
Winterset Municipal Utilities, utilities	5,334.83
Winterset Oil Co, gasoline	1,352.35

SEWER IMPROVEMENT PROJECT FUND

<u>SANITARY SEWER:</u>	
Fox Strand Inc., engineer fees	14,526.00

NORTHSTONE TIF FUND

<u>ECONOMIC DEVELOPMENT:</u>	
Winterset Hotel Group LLC, TIF tax rebate	21,512.00

TRUST & AGENCY

<u>POLICE:</u>	
Payroll Account, benefits	4,798.39
Payroll Account, benefits	14,591.06
<u>ADMINISTRATION:</u>	
Payroll Account, benefits	1,282.52
Payroll Account, benefits	4,225.97
<u>ROADWAY MAINTENANCE:</u>	
Payroll Account, benefits	1,388.19
Payroll Account, benefits	6,507.89

Reports from City Boards and Departments

Street Superintendent Ryan Flaherty provided a monthly report and highlighted the prior months two snow removals. The snow removal process continues to improve in efficiency and time. Inquiries storage of and amount of on hand material was answered. Discussion about off hour or weekend concerns of icy areas and the requirement to notify the Madison County Dispatch Center who will contact the Street Superintendent was explained.

Library Director Dave Hargrove reported the Friends of the Library budget request, applauded the WMU employees for sidewalk snow removal, and continued progress for the upgrading of lighting. Director Hargrove applauded Systems Librarian Tonya Porter for her effort and quality of work on the Disaster Preparedness Plan for the Library and awarded top spot by

the State of Iowa Library. Along with the accolades the Winterset library received a disaster clean up kit worth over \$1,500.00.

Park & Recreation Director Sky Smothers reported employee attendance at the Iowa Turf Conference. Projects included public bid acceptance for the South Shelter, bid rejection for the Clark Tower, a topography study on Giffin Fields, sponsorships received for sunshades at the aquatic center. Spring maintenance occurring on mowing equipment, and campground sales ahead of last years record year. Current Recreation programs include youth basketball, coed volleyball and pickleball, and a Father Daughter Dance.

Fire Chief Jayson McDonald reported the calls for the prior month and celebrated Colton Eyerly's 10 years of service.

Police Chief Ken Burk reported the highlights of last month including employees attending a continuing education conference, and the upcoming "Every 15 Minutes" program at WCSD in partnership with other first responders in the Community. This is an effort to curb youth drunk driving ahead of prom season.

Code Enforcement Officer Hollie Burgus provided a monthly report for the number of cases opened and resolved and noted 44 snow tickets issued and all resolved.

City Administrators Report Administrator Barden noted the completion of the security camera instillation for city hall, landfill construction update, and addressing parcels/ reporting completed homes to required parties. Further remarking the changed to the max levy process imposed by the State legislature.

Presentations

Chair of Board of Adjustment- Jim Liechty. Discussion relating to pool fencing and removal from BOA responsibility. Mr. Liechty noted pool applications will be received as early as April and through September.

The proposed ordinance revisions include no longer allowing an extended fence above the side of the pool to meet the "6-foot fence" requirement, all fencing shall be 3' from the surface of the water for life safety/ingress or egress reasons. Lastly, removal of the requirement for a special use permit and allow simple permitting processes for approval or denial of pools based on a site plan.

Construction permit fines and BOA permit fines were discussed for contractors who knowingly do not pull a permit and/or BOA attendance. Fines are eligible to be set by resolution according to adopted IBC 2021.

Public Comment

Individuals wishing to speak shall sign up prior to the meeting. When called upon please stand and give your address for the record. Each person may speak for up to three minutes. Please professionally and tactfully express your specific concerns and not disrespect individuals.

A citizen from 2452 Millstream made comments on behalf of the Courthouse project. Expressing appreciation or the support and continued funding of the pledge.

Public Hearing

Proposed Property Tax Levy

A motion to enter public hearing was made at 7:54 p.m. by Council Member Fairholm and second by Council Member Orr. On roll call vote, all Council Members voted Aye.

No Public was present to discuss the topic.

A motion to exit public hearing was made at 7:55 p.m. by Council Member Fairholm and second by Council Member Orr. On roll call vote, all Council Members voted Aye.

Resolutions and Actions

Resolution 2023-02 Resolution approving a Max Levy Rate. Administrator Barden highlighted the Dept. of Management changes and required changes due to state legislatures.

A motion was made by Council Member Gustafson to approve and seconded by Council Member Cook. There being no further discussion; On roll call vote, all Council Members voted Aye.

501c3 request for funding was presented by Administrator Barden including the funding requests by agency. A few requests will be responded to, and a final approval will be made shortly.

Council did not vote

Extension of a current lease agreement between the City of Winterset and the Drift LLC. The Council considered a request for a 3-5 year with an annual renewal. The Council directed Attorney Rosien to draft the agreement including a 3-year lease without the auto renewal extension.

Council did not vote

Closed Session

In Pursuant to [Iowa Code Section 21.5(1)(i)]” To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session”

A motion to enter public hearing was made at 8:25 p.m. by Council Member Bindel and second by Council Member Gustafson. On roll call vote, all Council Members voted Aye.

A motion to exit public hearing was made at 8:58 p.m. by Council Member Fairholm and second by Council Member Bindel. On roll call vote, all Council Members voted Aye.

Council Considerations and Discussions (work session)

Mayor and Council Discussion

Council Member Gustafson reported an idling truck problem at a local business.

City Attorney Rosien reported a pending ordinance change to allow a split committee to manage the tree board, mirroring the Parks and Rec board.

The Adjournment

There being no further business, Council Member Fairholm then made a motion to adjourn the meeting. The motion to adjourn was seconded by Council Member Bindel. All Council Members voted Aye.

Whereupon the Mayor declared that the motion carried, and the meeting was adjourned at 9:04 p.m.

Philip Macumber, Mayor

ATTEST:

Andrew J. Barden, City Administrator