

CITY COUNCIL MEETING MINUTES
Webster City, Iowa April 20, 2020

Iowa Code Section 21.8 outlines the guidelines to hold an electronic meeting when there are valid concerns that an in-person meeting is "impossible or impractical".

Due to the COVID-19 concerns and social distancing recommendations, an electronic City Council meeting was held utilizing Zoom. The electronic meeting was available to the public. Details were provided in using the Zoom platform either by joining through the web portal or by calling in to view or participate.

The City Council met in regular session at the City Hall, Webster City, Iowa at 6:00 p.m. on April 20, 2020, upon call of the Mayor and the advance agenda. All Council Members were participating through the Zoom platform with the meeting being called to order by Mayor John Hawkins and roll being called there were present John Hawkins, Mayor, and the following Council Members: Katelin Hartmann, Matt McKinney, Brian Miller and Logan Welch.

It was moved by Welch and seconded by Miller to approve the agenda.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye.

Mayor John Hawkins led the Pledge of Allegiance.

PETITIONS – COMMUNICATIONS – REQUESTS

None brought forth.

PUBLIC INFORMATION

Mayor Hawkins read a Thank You letter/Acknowledgement to Bud Wood of Murray McMurray Hatchery for donating face masks for the Police Department

MINUTES AND CLAIMS

It was moved by Welch and seconded by McKinney that the following motion and Resolutions be approved and adopted collectively:

1. That the meeting minutes of April 6, 2020 be approved.
2. That Resolution No. 2020-079 approving Payroll for the period ending March 28, 2020 and paid on April 3, 2020 in the amount of \$157,539.12 be passed and adopted.
3. That Resolution No. 2020-080 approving Payroll for the period ending April 11, 2020 and paid on April 17, 2020 in the amount of \$160,174.43 be passed and adopted.
4. That Resolution No. 2020-081 approving bills paid in the amount of \$1,175,814.38 be passed and adopted.

ROLL CALL: Hawkins, McKinney, Miller, Welch and Hartmann voting aye.

GENERAL AGENDA

1. It was moved by Miller and seconded by Hartmann that request from St. Thomas Aquinas Church to close the 1000 block of Des Moines Street from Bank Street to Elm Street on April 21, 2020 from 2:00 p.m. to 5:00 p.m. for the Mobile Food Pantry be approved.

ROLL CALL: McKinney, Miller, Welch, Hartmann and Hawkins voting aye.

2. It was moved by Miller and seconded by Hartmann that the request from ACE (All Cultures Equal) for funding in the amount of \$15,000.00 be approved.

ROLL CALL: Miller, Welch, Hartmann, Hawkins and McKinney voting aye.

John Boughton and Kathy Vaughn representing All Cultures Equal joined the meeting via zoom and provided information on the request.

3. It was moved by Miller and seconded by McKinney that issuance of Beer and Liquor Licenses by the Iowa Department of Commerce be approved for the following:

- a. Renewal of Class C Liquor License, Outdoor Service and Sunday Sales - GridIron Family Grill and Sports Lounge, 1121 East Second Street.
- b. Renewal of Class C Liquor License, Outdoor Service and Sunday Sales - The Links at Webster City, 405 North Des Moines Street .
- c. Renewal of Class E Liquor License, Class B Native Wine Permit and Class C Beer Permit - Fareway Stores, Inc., 942 Second Street.

ROLL CALL: Welch, Hartmann, Hawkins, McKinney and Miller voting aye.

4. It was moved by Welch and seconded by Miller that the Second Reading of a proposed Ordinance, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by adding Subsections 33, 34 and 35 to Chapter 46, Article II, Section 46-50 – Stop Requirements at Certain Streets be approved.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye.

It was moved by Welch and seconded by McKinney that the Third Reading of a proposed Ordinance, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by adding Subsections 33, 34 and 35 to Chapter 46, Article II, Section 46-50 – Stop Requirements at Certain Streets be waived.

ROLL CALL: Hawkins, McKinney, Miller, Welch and Hartmann voting aye.

It was moved by Miller and seconded by McKinney that Ordinance No. 2020-1835 an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by adding Subsections 33, 34 and 35 to Chapter 46, Article II, Section 46-50 – Stop Requirements at Certain Streets be passed and adopted.

ROLL CALL: McKinney, Miller, Welch, Hartmann and Hawkins voting aye.

5. It was moved by Miller and seconded by Welch that the First Reading of a proposed Ordinance, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by Replacing Subsection 13 of Chapter 46, Article V, Section 46-206 – No Parking Zones, and Adding Subsection (2) to Chapter 46, Article V, Section 46-215 – Parking for Special Purposes in Designated Areas be approved.

ROLL CALL: Miller, Welch, Hartmann, Hawkins and McKinney voting aye.

Public Works Director Ken Wetzler, via zoom, provided details on the changes.

6. It was moved by Miller and seconded by Hartmann that Resolution No. 2020-082 approving Amendment No. 12 to the Engineering Services Agreement with Snyder & Associates, Inc., Ankeny, Iowa for a One Year Term be passed and adopted.

ROLL CALL: Welch, Hartmann, Hawkins, McKinney and Miller voting aye.

Public Works Director Ken Wetzler, via zoom, explained this is a one year extension for the On-Call Agreement the City currently has with Snyder and Associates.

7. It was moved by Welch and seconded by McKinney that Resolution No. 2020-083 accepting and approving the Final Plat of Lynx Development in Webster City, Iowa be passed and adopted.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye.

Planning and Zoning Director Karla Wetzler, via zoom, informed Council that the plat has been approved by the Planning and Zoning Commission and the five criteria have been met that they had noted needed to be completed prior to bringing to Council for approval. The plat is also in accordance with the City Code and City Engineer.

8. It was moved by Welch and seconded by McKinney that Resolution No. 2020-084 authorizing and approving execution of an Offer for Real Estate Agreement between the City of Webster City, Iowa and Blake's Auto Repair, LLC, Webster City, Iowa be passed and adopted.

ROLL CALL: Hawkins, McKinney, Miller, Welch and Hartmann voting aye.
Public Works Director Ken Wetzler, via zoom, informed Council that this was not a cash agreement but in exchange for concrete work to be done. This will resolve the problem of semi trucks accessing the Daily Freeman Journal.

9. It was moved by Miller and seconded by Hartmann that the Hamilton County Iowa – Marketing Agreement with On Hold Productions be terminated.

ROLL CALL: McKinney, Miller, Welch, Hartmann and Hawkins voting aye.
City Clerk Karyl Bonjour will send the termination letter to On Hold Productions tomorrow.

10. It was moved by Welch and seconded by Miller that Resolution No. 2020-085 awarding contract to Habhab Construction, Inc., Webster City, Iowa in the amount of \$17,750.00 for the Street Department East Shed Foundation Project be passed and adopted.

ROLL CALL: Miller, Welch, Hartmann, Hawkins and McKinney voting aye.
Street Department Supervisor Brandon Bahrenfuss, via zoom, provided background information on the project.

11. Discussion was held on the establishment of a Small Business Hardship Loan Program. Community Vitality Director Lindsay Henderson gave details of the program and went over a rough draft of the application and the process for approval and distribution of the potentially forgivable loans. The loans would be paid with Economic Development Funds. If approved, the application would be placed on the City Website as early as tomorrow (4/21/2020).

a. It was moved by Miller and seconded by Welch that Resolution No. 2020-086 authorizing Council to establish a Small Business Hardship Loan Program with possible Forgiveness and to authorize the Allocation of Funds up to \$250,000.00 to said Loan Program be passed and adopted.

ROLL CALL: Welch, Hartmann, Hawkins, McKinney and Miller voting aye.

b. It was moved by Miller and seconded by Hartmann to appoint Mayor John Hawkins, Council Member Logan Welch, Community Vitality Director Lindsay Henderson and a representative from a local bank to a Task Force to oversee the implementation and management of the Small Business Hardship Loan Program on behalf of the City.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye.

REPORTS AND RECOMMENDATIONS OF OFFICERS, BOARDS AND COMMISSIONS

It was moved by Welch and seconded by Hartmann that the following items (1-4) be accepted and placed on file:

1. February and March 2020 Financial Reports including Financial Report, Bank Reconciliation Report, Public Funds Checking Account, Public Funds Sweep Account, Public Funds USDA Revolving Loan Account, Receipts and Summary of Investments;
2. March 2020 City Manager Reports including Electric, Wastewater, Water, Electric Year-to-Date, Water Year-to-Date and Inspection Report;
3. The March 2020 Police Department Report; and
4. The March 2020 Fire Department Report

ROLL CALL: Hawkins, McKinney, Miller, Welch and Hartmann voting aye.

COUNCIL COMMITTEE REPORTS

None brought forth.

OTHER REPORTS AND RECOMMENDATIONS

None brought forth.

OTHER ITEMS SENT TO COUNCIL

1. Letter/update from Chamber of Commerce dated 3/27/2020 requesting allocation and expression of Thanks to the City for the support.
2. Discussion was held on the upcoming vacancies on the multiple City appointed Boards and Commissions. City Clerk Bonjour was directed to submit the news release on all vacancies. Once applications are received, Council will need to decide on how to proceed with concerns of COVID-19 still in place.

It was moved by Miller and seconded by McKinney that Council adjourn.

ROLL CALL: McKinney, Miller, Welch, Hartmann and Hawkins voting aye.

The April 20, 2020 Regular City Council Meeting, held via electronic means, stood adjourned at 7:10 p.m.

WORK SESSION - APRIL 20, 2020

The City Council held a Work Session, using electronic means through the Zoom platform, following the Regular City Council Meeting at City Hall, Webster City, Iowa at 7:10 p.m. on April 20, 2020, upon call of the Mayor and the advance agenda.

1. The Work Session was called to order by Mayor John Hawkins and roll being called there were present John Hawkins, Mayor in the Chair, and the following Council Members: Katelin Hartmann, Matt McKinney, Brian Miller and Logan Welch. All Council Members were participating through the Zoom platform.

Also present via Zoom were City Manager D. Jeffrey Sheridan, City Clerk Karyl Bonjour, City Attorney Zach Chizek, and Public Works Director Ken Wetzler.

2. It was moved by Miller and seconded by McKinney to approve the agenda.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye.

3. The purpose of the Work Session was to discuss Water Service Lines on Second Street. Public Works Director Ken Wetzler informed Council that in the construction on Second Street, to date, there have been two lead service lines that have been uncovered. Without knowing if there will be more, replacement of the water service lines and options for payment of the service lines by assessment or possible LMI assistance were discussed. Consensus of Council was to continue with the project, research the options discussed and to provide updates as the project progresses. If more discussion or action is needed, the item will be placed on a future agenda.

4. It was moved by Miller and seconded by McKinney that Council Adjourn.

ROLL CALL: Hawkins, McKinney, Miller, Welch and Hartmann voting aye.

The April 20, 2020 Work Session, held via electronic means, stood adjourned at 7:28 p.m.

John Hawkins, Mayor

Karyl K. Bonjour, City Clerk