

CITY COUNCIL MEETING MINUTES
Webster City, Iowa May 18, 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 May 18, 2020, upon call of the Mayor and the advance agenda. 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 Miller and seconded by Welch 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 mentioned the bricks that were available at the Street Department had been less accessible due to the construction taking place in the area. Street Department Supervisor Brandon Bahrenfuss informed Council that he relocated some of the bricks by the wood chip pile and they are still available to the public. Two pallets of the brick have been reserved for future City use and the public is asked to not remove brick from those pallets.

Lindsay Henderson, Community Vitality Director, provided information on being awarded the Wellmark Foundation Grant to be used for playground and fitness equipment at East Twin Park. She explained this is a matching grant and monies will be raised for the match over the next few months.

Mayor Hawkins gave a Proclamation for Memorial Day, May 25, 2020. Rich Stroner, Commander of American Legion Post #191 informed that the traditional services will not be held, but a ceremony will be broadcast on KQWC radio at 11:00 a.m., followed by a parade of vehicles with flags, on a route yet to be determined, throughout the community.

MINUTES AND CLAIMS

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

1. That the meeting minutes of May 4, 2020 be approved.
2. That Resolution No. 2020-093 approving Payroll for the period ending May 9, 2020 and paid on May 15, 2020 in the amount of \$159,551.59 be passed and adopted.
3. That Resolution No. 2020-094 approving bills paid in the amount of \$827,214.86 be passed and adopted.

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

GENERAL AGENDA

1. It was moved by Welch and seconded by Miller that the Planning and Zoning Commission meeting minutes of May 11, 2020 be accepted and placed on file.

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

2. **PUBLIC HEARINGS – 6:05 P.M.**

A. May 18, 2020 at 6:12 p.m., via electronic means of the Zoom Platform, at Webster City, Iowa, being the time and place for a Public Hearing on the continuation of the City-Wide Urban Revitalization Plan for Residential Tax Abatement, the same was held. No written objections were received and no oral objections were presented.

(1) It was moved by Welch and seconded by McKinney that Resolution No. 2020-095 approving the Extension of the Urban Revitalization Plan for Residential Tax Abatement be passed and adopted.

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

Karla Wetzler, Planning and Zoning Director, explained the details of the Plan and shared with Council that the Planning and Zoning Commission recommends the extension of the Plan for three more years.

B. May 18, 2020 at 6:17 p.m., via electronic means of the Zoom Platform, at Webster City, Iowa, being the time and place for a Public Hearing on Budget Amendments for the 2019-2020 Budget, the same was held. No written objections were received and no oral objections were presented.

(1) It was moved by Hartmann and seconded by Miller that Resolution No. 2020-096 amending the current budget for the fiscal year ending June 30, 2020 be passed and adopted.

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

C. May 18, 2020 at 6:21 p.m., via electronic means of the Zoom Platform, at Webster City, Iowa, being the time and place for a Public Hearing on proposed plans, specifications, proposed form of contract and estimate of cost for the 713 2nd Street Façade Renovation Project, the same was held. No written objections were received and no oral objections were presented.

(1) It was moved by Welch and seconded by McKinney that Resolution No. 2020-097 finally approving and confirming plans, specifications and form of contract and estimate of cost for the 713 2nd Street Façade Renovation Project be passed and adopted.

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

(2) It was moved by Welch and seconded by Hartmann that Resolution No. 2020-098 awarding contract for the 713 2nd Street Façade Renovation Project to Westbrooke Construction, Urbandale, Iowa for the base contract amount of \$530,950.00 be passed and adopted.

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

Lindsay Henderson, Community Vitality Director, and Michael Kastner of Ask Studio, via Zoom electronic meeting, provided specifics of the project and contract.

3. Rich Stroner, Commander of American Legion Post #191, presented Council Members, via Zoom electronic meeting, with a request to waive the electric base rate being charged on the building used at 800 Ohio Street to house the flags for the Avenue of Flags. After discussing possible options, Council directed City Manager Sheridan to check with staff on the current setup of the electric metering for the building and report back to Mr. Stroner.

4. It was moved by McKinney and seconded by Hartmann that the issuance of Beer and Liquor Licenses by the Iowa Department of Commerce be approved for the following:
 - a. Renewal of Class A Liquor License and Outdoor Service- American Legion Post #191, 726 Second Street,
 - b. Renewal of Class B Beer Permit, Class C Native Wine Permit, Sunday Sales- Leon's Pizza, 643 Second Street.
 - c. Renewal of Class E Liquor License, Class B Wine Permit, Class C Beer Permit and Sunday Sales - Yesway Store #10018, 1803 Superior Street.
 - d. Renewal of Class E Liquor License, Class B Wine Permit, Class C Beer Permit and Sunday Sales - Yesway Store #10021, 1102 Second Street.

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

5. It was moved by Welch and seconded by Miller that Resolution No. 2020-099 setting June 1, 2020 at 6:05 p.m. at City Hall, Webster City, Iowa for a Public Hearing on a Purchase Agreement for City owned property located on E. Dubuque Street in Webster City, Iowa be passed and adopted.

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

6. It was moved by Miller and seconded by Welch that Resolution No. 2020-100 authorizing the Mayor and City Clerk to enter into Amendment No. 13 to the On-Call Engineering Services Agreement with Snyder & Associates, Inc., Ankeny, Iowa providing for Bridge Inspection Services be passed and adopted.

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

7. It was moved by Miller and seconded by McKinney that Resolution No. 2020-101 Approving Change Order No. 1 to the 2020 Street Department Maintenance Building Project with Jensen Builders LLC., Fort Dodge, Iowa be passed and adopted.

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

Brandon Bahrenfuss, Street Department Supervisor, via Zoom Electronic meeting, provided specifics on the requested Change Order.

8. Council Members were provided information related to follow-up considerations for the City's Municipal Electric Utility by Michael Maloney, D.A. Davidson & Co., Des Moines, Iowa. Mr. Maloney reported that staff suggested the Council consider establishing an Electric Utility Committee to focus specifically on the utility. Suggested composition of the Committee would include the Mayor and another Council member, as well as the City Manager, Finance Director, Community Vitality Director and Electric Utility Supervisor. Council Member Logan Welch volunteered to serve on the committee and Council Member McKinney volunteered as the alternate Council Member to serve. Plans are for this committee to meet prior to the June 1st, 2020 regular Council meeting and report back to Council with recommendations.

9. Discussion was held on the annual City-Wide Cleanup. The Cleanup will not be taking place in June as in previous years, but will be scheduled at a later date possibly this fall. Other locations were also discussed due to the possibility of school being in session earlier this fall and the Middle School Parking Lot not being available. This will be revisited in the upcoming months.

10. Administrative Services Director Beth Chelesvig provided Council with the Transition Plan put together for the City in regard to COVID-19 concerns. This is continually under evaluation on the best way to keep employees safe, while making sure all services are being provided. Prior to re-opening to the Public, many safeguards and restrictions are being considered and implemented. At the current time, consensus of Council was to return to Council Chambers at City Hall for the June 15th, 2020 regular City Council Meeting, with social distancing guidelines and capacity limits in place.

10.a. City Manager Sheridan reviewed the Parks re-opening plan with Council Members. All City Parks will re-open at noon on Tuesday, May 19th, 2020 with various restrictions and limitations in place. Playgrounds, Restrooms and the Skate Park will remain closed and there will be no Park Shelter Rentals. A decision on opening of the outdoor pool and Fuller Hall will be made at a later date.

Council Consensus was to move forward with the two plans presented above.

**REPORTS AND RECOMMENDATIONS OF OFFICERS,
BOARDS AND COMMISSIONS**

It was moved by McKinney and seconded by Hartmann that the following items (1-3) be accepted and placed on file:

1. April 2020 City Manager Reports including Electric, Wastewater, Water, Electric Year-to-Date, Water Year-to-Date and Inspection Report;
3. The April 2020 Police Department Report; and
4. The April 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.

It was moved by Hartmann and seconded by Welch that council adjourn.

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

The May 18, 2020 Regular City Council Meeting, held via electronic means, stood adjourned at 7:06 p.m.

John Hawkins, Mayor

Karyl K. Bonjour, City Clerk