

CITY COUNCIL MEETING MINUTES
Webster City, Iowa June 15, 2020

The City Council met in regular session at the City Hall, Webster City, Iowa at 6:00 p.m. on June 15, 2020, upon call of the Mayor and the advance agenda. The meeting 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. Limited staff members were also present.

*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, this meeting was Open to the Public by electronic means ONLY by utilizing the Zoom Platform. Details were provided in using the Zoom platform either by joining through the web portal or by calling in to view or participate.*

It was moved by Miller and seconded by McKinney 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

None brought forth.

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 June 1, 2020 be approved.
2. That Resolution No. 2020-108 approving Payroll for the period ending June 6, 2020 and paid on June 12, 2020 in the amount of \$169,885.02 be passed and adopted.
3. That Resolution No. 2020-109 approving bills paid in the amount of \$1,338,167.76 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 Hartmann that the request from St. Thomas Aquinas Parish & School to close the 1000 block of Des Moines Street from Bank Street to Elm Street on June 16, 2020 from 1:00 p.m. to 4:30 p.m. for the Mobile Food Pantry be approved.

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

2. It was moved by McKinney and seconded by Hartmann that the request from First Congregational United Church of Christ to close the 500 Block of Dubuque Street between Willson Avenue and Seneca Street on Sunday mornings for the months of July and August from 9:00 a.m. to 11:00 a.m. for Sunday Worship Services be approved.

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

3. It was moved by Welch and seconded by Hartmann that the Planning and Zoning Commission meeting minutes of June 8, 2020 be accepted and placed on file.

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

City Council Meeting Minutes, June 15, 2020

4. It was moved by Miller and seconded by Hartmann that the request from American Legion Post 191 to install a metal monument on the Boulevard of Valor in the 1000 block of Des Moines Street (front of Middle School) be approved.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye.
Richard Stroner, Commander of American Legion Post #191, via electronic means, provided details on the monument and its location on the Boulevard.

5. It was moved by Miller and seconded by Welch that Resolution No. 2020-110 setting July 6, 2020 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa for a Public Hearing on the proposed rezoning of property from R-1 (Single Family Dwelling) District to R-3 (Over Four Unit Multiple Family Dwelling) District, said property being located on Wall Street, Webster City, Iowa be passed and adopted.

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

6. It was moved by Welch and seconded by Hartmann that the appointment of Doug Getter to the Zoning Board of Adjustment for the five year term beginning June 15, 2020 and ending May 31, 2025 be approved.

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

7. It was moved by Welch and seconded by McKinney that the appointment of Doug Getter to the Airport Zoning Commission for the vacant term ending May 31, 2025 be approved.

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

8. It was moved by Welch and seconded by Miller that the appointment of Tammy Greenfield and Larry Flaws (Parks & Recreation Department Representative) to the Senior Citizens Advisory Board for three year terms beginning June 15, 2020 and ending May 31, 2023 be approved.

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

9. It was moved by Welch and seconded by Miller that the appointment of Harlan Balsley to the Senior Citizens Advisory Board for the vacant term ending May 31, 2022 be approved.

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

10. It was moved by Welch and seconded by Hartmann that Resolution No. 2020-111 authorizing Cigarette/Tobacco/Nicotine/Vapor Permits for the 2020-2021 year be passed and adopted.

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

11. It was moved by Hartmann and seconded by McKinney that the Second Reading of a proposed Ordinance, an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by amending Chapter 42, Pertaining to Streets, Sidewalks and Other Public Places be approved.

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

It was moved by Welch and seconded by Miller that the Third Reading of a proposed Ordinance, an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by amending Chapter 42, Pertaining to Streets, Sidewalks and Other Public Places be waived.

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

It was moved by McKinney and seconded by Welch that Ordinance No. 2020-1837, an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by amending Chapter 42, Pertaining to Streets, Sidewalks and Other Public Places be passed and adopted.

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

12. It was moved by Miller and seconded by McKinney that Resolution No. 2020-112 adopting Group Benefit Plan for City Employees beginning July 1, 2020 with Iowa Governmental Health Care Plan, Third Party Administrator Employee Benefit Systems be passed and adopted.

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

13. It was moved by McKinney and seconded by Miller that Resolution No. 2020-113 adopting Employee Pay Plan for 2020-2021 be passed and adopted.

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

14. It was moved by McKinney and seconded by Welch that Resolution No. 2020-114 Accepting Grant, authorizing the Mayor and City Clerk to enter into a Grant Agreement with The Wellmark Foundation and to Commit to Matching Funds with Cash and In-Kind Services for the East Twin Park Playground Project be passed and adopted.

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

Lindsay Henderson, Community Vitality Director, via electronic means, explained the details of the grant and the requirement of matching funds. Discussion was held on seeking out donations and ramping up fundraising opportunities.

15. It was moved by Welch and seconded by Miller that Resolution No. 2020-115 authorizing the Mayor and City Clerk to enter into an Agreement with inTANDEM Marketing, Webster City, Iowa for Website, Social Media, Public Relations and related services for a three-month period be passed and adopted.

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

16. It was moved by Welch and seconded by McKinney that Resolution No. 2020-116 transferring Cash to provide funding for Certain Projects and return balances to supporting funds and make the Annual Transfers for Loan Payments and TIF Receipts be passed and adopted.

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

17. It was moved by Welch and seconded by McKinney that Resolution No. 2020-117 charging off from Active Accounts Receivable Delinquent Final Utility Bills and Department Charges be passed and adopted.

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

18. It was moved by McKinney and seconded by Welch that Resolution No. 2020-118 approving Change Order No. 2 to the 2020 Street Department Maintenance Building Project with Jensen Builders LLC., Fort Dodge, Iowa be passed and adopted.

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

19. It was moved by Welch and seconded by Hartmann that Resolution No. 2020-119 authorizing the Mayor and City Clerk to enter into Amendment No. 14 to the On-Call Engineering Services Agreement with Snyder & Associates, Inc., Ankeny, Iowa providing for Street and Infrastructure Maintenance Engineering Services be passed and adopted.

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

Ken Wetzler, Public Works Director explained the purpose of the Amendment is to enable Snyder & Associates, Inc. to provide services on additional projects to be completed.

20. It was moved by Welch and seconded by Hartmann that Resolution No. 2020-120 accepting and executing easements from those listed in the Resolution in connection with the 2020 Electrical Underground Conversion Project, (3 parcels), be passed and adopted.

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

21. It was moved by Welch and seconded by McKinney that request from Line Department Supervisor to purchase materials to replace the Annunciator Panel, Communications Processor for Sweazey Substation be approved.

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

22. It was moved by McKinney and seconded by Hartmann that request from Line Department Supervisor to purchase LED Light Bulbs for existing poles in the 400-700 blocks of Second Street be approved.

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

23. A discussion was held on Electronic Payment fees and whether to continue to waive the fees or resume charging the fees. Finance Director Dodie Wolfgram provided Council Members with a history of the Electronic Payment Fees and the options available to the City through Express Bill Pay.

a. It was moved by Welch and seconded by Miller that all Electronic Payment Fees related to Residential Utility accounts be waived.

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

More research will be done on Electronic Fees for Permits, Cemetery and other classifications and be brought back for Council to consider at a later date.

24. A discussion was held on the Recycling Bin located in the area of the Street Department. Street Supervisor Brandon Bahrenfuss informed Council Members that the County is pleased with the new location of the bin and would continue to absorb half of the monthly costs should the City continue to keep this as a service to the Community. He suggested that with the new location, it may also be possible to install trail cams to assist in monitoring the extra litter that was being left by the Recycling Bin resulting in the additional service charges billed by The Trash Man.

a. It was moved by Miller and seconded by Hartmann to keep the Recycling Bin at the current location as a service to the community.

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

25. A lengthy discussion was held on the Plan for the Outdoor Swimming Pool. Larry Flaws, Parks and Recreation/Public Grounds Director, provided Council with the concerns of COVID-19 in opening the outdoor pool. He pointed out the many guidelines staff would need to follow to practice social distancing, the adequate sanitizing procedures, as well as limitations on the number of patrons who could be admitted to the pool at one time (108). He stated the safety of employees and community is important and if the pool should open, many risks could be involved. Council Members expressed the need of something for the kids to do and that the pool would be something to offer them when so many youth activities and events have been cancelled already. Shelby Kroona, Hamilton County Public Health Director, commented via electronic means, in regard to the number of cases rising each day in Hamilton County.

a. It was moved by Hartmann and seconded by Miller that the Outdoor Pool should be opened under the Plan as presented to Council.

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

Welch voting nay.

REPORTS AND RECOMMENDATIONS OF OFFICERS, BOARDS AND COMMISSIONS

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

1. The May 2020 City Manager Reports including Electric, Wastewater, Water, Electric Year-to-Date and Water Year-to-Date and Inspection Report;
2. The May 2020 Police Department Report;
3. The May 2020 Fire Department Report; and
4. The June 2020 Agenda Packet for Hamilton County Solid Waste Commission

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

COUNCIL COMMITTEE REPORTS

None brought forth.

OTHER REPORTS AND RECOMMENDATIONS

A brief discussion was held regarding the opening of City Hall to the public. Currently City Hall is open by appointment only and this will continue until a further decision is made. It was agreed that the next Regular City Council Meeting would be held the same as tonight's meeting, with Council Members and limited staff meeting in Council Chambers, but offering electronic platforms for the public to attend and watch.

OTHER ITEMS

1. Breanne Leshner, Assistant Parks and Recreation/Public Grounds Director provided Council Members with an update on the additional 9-hole Frisbee Golf Course being installed at Brewer Creek. The prairie area has been mowed, holes will be dug this week and hopefully the concrete will also be poured for each hole. Once completed, paths will be mowed to the baskets/holes to make the course a bit more challenging.

CLOSED SESSION(S)

It was moved by Miller and seconded by McKinney that Council meet in Closed Session for the following reason(s):

1. Meet in Closed Session to evaluate the performance of the City Clerk, which is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session, as provided by Chapter 21.5 I of the Code of Iowa.

2. Meet in Closed Session to evaluate the performance of the City Manager, which is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session, as provided by Chapter 21.5 I of the Code of Iowa.

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

The Council went out of open session at 7:38 p.m.

A short recess was taken and Council entered Closed Session at 7:44 p.m.

Council returned to open session at 8:12 p.m.

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

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

The June 15, 2020 regular City Council Meeting stood adjourned at 8:13 p.m.

John Hawkins, Mayor

Karyl K. Bonjour, City Clerk