

CITY COUNCIL MEETING MINUTES
Webster City, Iowa September 21, 2020

The City Council met in regular session at the City Hall, Webster City, Iowa at 6:00 p.m. on September 21, 2020, upon call of the Mayor Pro Tem and the advance agenda. The meeting was called to order by Mayor Pro Tem Brian Miller and roll being called there were present in Council Chambers Council Member Matt McKinney and present through the Zoom Platform Mayor Pro Tem Brian Miller and the following Council Members: Katelin Hartmann, John Hawkins and Logan Welch.

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 Hawkins and seconded by Hartmann to approve the agenda.

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

City Manager Jeffrey Sheridan informed Council that the Work Session on City Department Radio Communication Issues scheduled following the regular meeting this evening has been postponed to a later date

Mayor Pro Tem Brian Miller led the Pledge of Allegiance.

PETITIONS – COMMUNICATIONS – REQUESTS

None brought forth.

PUBLIC INFORMATION

Council Member Hawkins reminded residents of the annual maintenance currently being performed at the Water Plant and that softening of the water will be stopped until approximately October 10, 2020.

MINUTES AND CLAIMS

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

1. That the meeting minutes of September 8, 2020 be approved.
2. That Resolution No. 2020-154 approving Payroll for the period ending September 12, 2020 and paid on September 18, 2020 in the amount of \$170,658.21 be passed and adopted.
3. That Resolution No. 2020-155 approving bills paid in the amount of \$2,231,873.43 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 Planning and Zoning Commission minutes of September 13, 2020 be accepted and placed on file.

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

2. It was moved by Hawkins and seconded by Welch that request from American Legion Post 191, Iowa Chapter a/k/a Avenue of Flags to make improvements (7 new flags around benches and brick walkway from Ohio Street to the benches) at the City owned building, 800 Ohio Street be approved.

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

City Council Meeting Minutes, September 21, 2020

3. It was moved by Welch and seconded by Hartmann that request from Recreation and Public Grounds Assistant Director to proceed with addition of a Basketball Court for Wehrheim Park which includes: Transfer of \$15,000 CIP funds from Tiling Project to Basketball Court Project; Approval of adding Change Order to Fort Dodge Asphalt contract for asphaltting of the area; and Approval of purchase of Goalsetter Basketball Hoops be approved.

ROLL CALL: Welch, Hartmann, Hawkins, McKinney and Miller voting aye. Breanne Leshner, Recreation and Public Grounds Assistant Director joined through the Zoom platform and provided specifics on the request.

4. Lindsay Henderson, Community Vitality Director led a discussion through the Zoom platform, on Hotel/Motel Tax Funding allocation for the Chamber of Commerce. Consensus of Council was to set aside an annual allocation from this Fund that would still include stipulations and oversight on how funds were spent. Henderson will report back to the committee and if warranted, present to Council in a formal request at a later date.

5. It was moved by Welch and seconded by Hartmann that request from Community Vitality Director on purchase of Wayfinding Signs, as presented, be approved.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye. Community Vitality Director Henderson provided a summary to Council, through the Zoom platform, starting with the rebranding for the City, to the removal of the signs, working with Zach Williams at the Street Department and IPI (Iowa Prison Industries) to have signs refaced/replaced. She noted the difference in the budgeted amount and the actual cost would be absorbed through Economic Development Funds.

6. It was moved by McKinney and seconded by Welch that Resolution No. 2020-156 approving Change Order No. 1 to the 713 2nd Street Façade Renovation Project with Westbrooke Construction, Urbandale, Iowa in the amount of \$14,600.00 be passed and adopted.

ROLL CALL: Hawkins, McKinney, Miller, Welch and Hartmann voting aye. Community Vitality Director Henderson informed Council, through the Zoom platform, that as anticipated, there were more bricks that were crumbling and needing replaced, and that there are enough CDBG funds to cover this Change Order.

7. It was moved by Welch and seconded by McKinney that request from Information Technology Director to seek quotes for a larger Virtual Host Server to accommodate new Civic System software along with other data, with approval to purchase from the lowest/preferred vendor be approved.

ROLL CALL: McKinney, Miller, Welch, Hartmann and Hawkins voting aye. Kirby Winter, IT Director, joined through the Zoom platform and provided an explanation to Council on the purpose for the larger Virtual Host Server.

8. It was moved by Hawkins and seconded by Hartmann that Resolution No. 2020-157 approving the Official City Street Financial Report be passed and adopted.

ROLL CALL: Miller, Welch, Hartmann, Hawkins and McKinney voting aye. Dodie Wolfgram, Finance Director, informed Council this is an annual report that needs Council approval each year, with submission to the State by September 30th, allowing cities to receive Road Use Tax Monies.

9. It was moved by McKinney and seconded by Hartmann that Resolution No. 2020-158 authorizing the Mayor and City Clerk to enter into a Settlement Agreement between the City of Webster City and the Trustee of the VeroBlue Farms Creditor Trust be passed and adopted.

ROLL CALL: Welch, Hartmann, Hawkins, McKinney and Miller voting aye. Zach Chizek, City Attorney provided background and specifics of the Settlement Agreement through the Zoom platform.

City Council Meeting Minutes, September 21, 2020

10. It was moved by Welch and seconded by McKinney that Resolution No. 2020-159 awarding contract for the 2020 Webster City Tuckpointing Project, Webster City, Iowa to Crouse Brothers Masonry, Gowrie, Iowa in the amount of \$87,000.00 be passed and adopted.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye. Matt Alcazar, Engineering Tech/Project Coordinator, informed the Council through the Zoom platform that work would be performed on the Municipal Building, the Water Plant and at the entrance of Kendall Young Park.

11. It was moved by Hartmann and seconded by Welch that Resolution No. 2020-160 awarding contract for the 2021 Asphalt Joint/Crack Sealing Project to Fort Dodge Asphalt Company, Fort Dodge, Iowa in the amount of \$86,086.00 be passed and adopted.

ROLL CALL: Hawkins, McKinney, Miller, Welch and Hartmann voting aye. Matt Alcazar, Engineering Tech/Project Coordinator, informed Council through the Zoom platform, that this maintenance on specified streets is usually performed every other year.

12. It was moved by Welch and seconded by Hawkins to accept the recommendation of the Traffic Study Committee for six (6) Parking Spaces to be located on the east side of East Twin Park.

ROLL CALL: McKinney, Miller, Welch, Hartmann and Hawkins voting aye. Matt Alcazar, Engineering Tech/Project Coordinator and Secretary for the Traffic Study Committee, informed Council that request was brought to the Traffic Study Committee by Lindsay Henderson for their consideration and that no amendments to the City Code of Ordinances is required to move forward with this request.

13. It was moved by Welch and seconded by Hartmann that Resolution No. 2020-161 approving Change Order No. 1 to the 2020 Wilson Brewer Grounds Improvement Project Section I with Habhab Construction, Webster City, Iowa in the amount of \$3,000 be passed and adopted.

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

14. It was moved by McKinney and seconded by Hartmann that Resolution No. 2020-162 accepting Quit Claim Deed on behalf of Kevin L. Carlson conveying property in Wilson, Funk & Co's Addition, to the City of Webster City, Iowa (1135 Division Street), be passed and adopted.

ROLL CALL: Welch, Hartmann, Hawkins, McKinney and Miller voting aye. City Attorney Zach Chizek, through the Zoom platform, provided details of the owner conveying the property to the City.

15. Discussion was held on the upcoming Halloween Activities. Consensus of Council was to move forward with the recommendations of the City COVID-19 Committee. Residential Trick-or-Treating will be on Saturday, October 31, 2020 between the hours of 5:00-7:00 p.m. Participation will be left to the discretion of parents and residents. If a resident wishes to participate, it is requested they turn their outside light on. All those that choose to participate should follow COVID-19 CDC guidelines. Due to the pandemic, the City will not be having the Preschool Halloween Party or the Middle School Activity Night.

16. The Fuller Hall proposed Reopening Plan for Fall/Winter was discussed. Consensus of Council was to accept the plan presented by the COVID-19 Committee and Staff, which would allow a limited number of specific grades to attend Fuller Hall on certain days and certain hours as well as various other specifications and guidelines.

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

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

City Council Meeting Minutes, September 21, 2020

1. The August 2020 City Manager reports consisting of Electric, Wastewater, Water, Electric Year-to-Date, Water Year-to-Date and August 2020 Inspection Report;
2. The August 2020 Police Department Report; and
3. The August 2020 Fire Department Report

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

COUNCIL COMMITTEE REPORTS

None brought forth.

OTHER REPORTS AND RECOMMENDATIONS

None brought forth.

OTHER ITEMS SENT TO COUNCIL

1. The date for the CleanUp/DropOff Date was set for October 10, 2020, with times to be determined. Consensus of Council was to hold the event at The Trash Man on Second Street. Due to COVID-19, items brought to the event would need to be unloaded by those bringing to the site. There will be someone present to assist in guiding vehicles to the proper roll-off bins. No pickups will be made at any household, but Council would encourage residents to check with family, neighbors or friends if assistance is needed in getting items to the event.
2. City Clerk Karyl Bonjour informed Council that the Homecoming Parade Permit request had been received to be held on October 9th, 2020 at approximately 2:30 p.m. She has contacted the departments involved and will wait to issue the permit until the week of Homecoming events.

It was moved by Hawkins and seconded by Welch that Council adjourn.

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

The September 21, 2020 Regular City Council meeting stood adjourned at 7:06 p.m.

The Work Session on discussion of City Departments Radio Communication issues scheduled to be held following the Regular Council Meeting was cancelled and will be held at a later date.

John Hawkins, Mayor

Karyl K. Bonjour, City Clerk