

CITY COUNCIL MEETING MINUTES
Webster City, Iowa November 16, 2020

The City Council met in regular session at the City Hall, Webster City, Iowa at 6:00 p.m. on November 16, 2020, upon call of the Mayor Pro Tem and the advance agenda. Council Members were participating through the Zoom platform with the meeting being called to order by Mayor Pro Tem Brian Miller and roll being called there were present Brian Miller, Mayor Pro Tem, and the following Council Members: Katelin Hartmann, Matt McKinney, and Logan Welch. Mayor/Council Member John Hawkins was absent.

*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.*

Mayor Pro Tem Miller announced that the Work Session to discuss Hamilton County proposal regarding dispatching scheduled to follow the regular City Council Meeting was cancelled.

It was moved by Welch and seconded by McKinney to approve the agenda.
ROLL CALL: Hartmann, McKinney, Miller and Welch voting aye.

Mayor Pro Tem Brian Miller 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 November 2, 2020 be approved.
2. That Resolution No. 2020-178 approving Payroll for the period ending November 7, 2020 and paid on November 13, 2020 in the amount of \$168,925.00 be passed and adopted.
3. That Resolution No. 2020-179 approving bills paid in the amount of \$1,513,662.41 be passed and adopted.

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

GENERAL AGENDA

1. PUBLIC HEARING 6:05 P.M. – **HEARING CANCELLED**
2. McKinley Bailey, Executive Director for Building Families, joined the meeting through Zoom and gave a presentation on the Childcare Worker Retention Bonus Program being contemplated to assist in the hiring and retention of childcare workers. Council Members had the opportunity to discuss and ask questions on the implementation of such program. Bailey asked the Council to consider contributing \$25,000.00 to the program over FY 2021 and 2022 to help in the funding gap while fundraising and other means of contributions are established. This will likely be placed on a future agenda for Council consideration.

3. It was moved by McKinney and seconded by Welch that the issuance of Beer and Liquor Licenses by the Iowa Department of Commerce be approved for the following:
- a. Renewal of Class C Beer Permit, Class B Wine Permit, and Sunday Sales - Kwik Star #924, 505 Fair Meadow Drive.
 - b. Renewal of Class C Liquor License – Second Street Emporium, 615 Second Street.

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

4. It was moved by Welch and seconded by Hartmann 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 39 Pertaining to Small Wireless Facility Antenna/Tower Right-of-Way Siting be approved.

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

5. It was moved by Hartmann and seconded by Welch that the First Reading of a proposed Ordinance, an ordinance repealing the Code of Ordinances of the City of Webster City, Iowa, 2019, by Amending Chapter 20, Article III, Pertaining to Hotel/Motel Tax be approved.

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

Lindsay Henderson, Community Vitality Director, through the Zoom platform explained that the amendment to the Ordinance would provide a set amount (\$27,000.00) to be paid annually to the Chamber of Commerce without the Chamber needing to go through the application process.

6. It was moved by McKinney and seconded by Hartmann that Resolution No. 2020-180 approving Change Order No. 2 to the 2020 713 2nd Street Façade Project with Westbrooke Construction, Urbandale, Iowa be passed and adopted.

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

Henderson, through Zoom, provided details of the Change Order and informed Council that even with the Change Orders, the project is still under the budgeted amount through the CDBG monies needing to be used.

7. It was moved by McKinney and seconded by Welch that the Planning and Zoning Commission minutes of November 9, 2020 be accepted and placed on file.

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

8. It was moved by Welch and seconded by McKinney that the request for proposed Planned Residential Unit Development by Kading Properties – Wilson Estates to be located on Wall Street be approved.

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

9. It was moved by McKinney and seconded by Welch that Resolution No. 2020-181 approving Planned Residential Unit Development, based on recommendations by the Planning and Zoning Commission, in accordance with Municipal Code, Chapter 50, be passed and adopted.

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

10. It was moved by Welch and seconded by Hartmann that Resolution No. 2020-182 approving Preliminary Plat of Wilson Estates in Webster City, Iowa, based on recommendations by the Planning and Zoning Commission and City Engineer, be passed and adopted.

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

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Discussion was held at length on Agenda items 8, 9 and 10 above. Karla Wetzler, Planning and Zoning Director, through Zoom, provided information on the process of bringing the item to Council and shared that the Planning and Zoning Commission had approved the Planned Residential Unit Development (PUD) with certain criteria. Carrie Woerdeman, representative of Kading Properties, Urbandale, Iowa and Mark Lee of Lee Chamberlin Consultant Engineers, both joined the meeting through Zoom and reviewed the plans for the development with Council Members. City Manager Jeffrey Sheridan advised Council to decide what level of interest they have in this project and that the City would continue to work with John Haldeman, Engineer for Snyder and Associates and Michael Maloney of D.A. Davidson, depending on their interest. Council Members McKinney and Welch expressed interest in the project moving forward, but want to see financial figures/impact prior to final approval of the project.

11. It was moved by McKinney and seconded by Hartmann that Resolution No. 2020-183 accepting and approving the Minor Subdivision Plat of Studmill Addition, Hamilton County, Iowa be passed and adopted.

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

P&Z Director, Karla Wetzler, through the Zoom platform informed Council that this is located in the two-mile jurisdiction and is being platted for a dwelling to be built on the property.

12. It was moved by McKinney and seconded by Hartmann that Resolution No. 2020-184 authorizing execution of Quit Claim Deed conveying City-Owned property located in Lawn Hill Addition, addressed as 1421 Second Street, Webster City, Iowa, to Luis Orlando Celis Martinez and Ana Elizabeth Sanjuan Torrones be passed and adopted.

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

Karla Wetzler, P&Z Director, through Zoom, informed that the rehabilitation agreement on this property has been fulfilled and the Quit Claim Deed is ready to be issued to the owners.

13. It was moved by Welch and seconded by Hartmann that Resolution No. 2020-185 approving Change Order No. 2 to the 2018-19 Electrical Underground Conversion Project with Primoris Aevenia, Inc., Johnston, Iowa be passed and adopted.

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

Ken Wetzler, Public Works Director, through Zoom informed Council that there were additional underground service lines requested which also led to relocation of some pedestals as well as additional work involved.

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

14. It was moved by McKinney and seconded by Welch that Resolution No. 2020-186 adopting the Fraud Reporting Policy for the City of Webster City, Iowa be passed and adopted.

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

15. It was moved by Hartmann and seconded by McKinney that Resolution No. 2020-187 adopting the Personally Identifiable Information and Protected Personally Identifiable Information Policy for the City of Webster City, Iowa be passed and adopted.

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

Dodie Wolfgram, Finance Director, joined through Zoom and informed Council that these policies are required to continue to receive Federal Grants (FEMA) in the future.

16. It was moved by Welch and seconded by Hartmann that Resolution No. 2020-188 amending previously adopted Purchasing Policies for the City of Webster City, Iowa be passed and adopted.

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

Finance Director Wolfgram, through Zoom, reviewed changes made to the Purchasing Policy for the City of Webster City adding language required by FEMA and addressing use of purchase orders, purchases from employees, specifications for vehicles, among others.

17. It was moved by McKinney and seconded by Welch that Resolution No. 2020-189 Transferring Cash from Various Funds to Other Various Funds be passed and adopted.

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

18. It was moved by Welch and seconded by McKinney that Resolution No. 2020-190 approving the official annual Urban Renewal Report be passed and adopted.

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

19. It was moved by Welch and seconded by McKinney that Resolution No. 2020-191 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year (*Fareway Stores*), be passed and adopted.

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

20. It was moved by McKinney and seconded by Welch that Resolution No. 2020-192 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year (*WCF Financial Bank and Webster City Sewer Fund*), be passed and adopted.

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

21. It was moved by Welch and seconded by Hartmann that Resolution No. 2020-193 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year (*3DK Enterprises, LLC*) be passed and adopted.

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

22. It was moved by McKinney and seconded by Welch that Resolution No. 2020-194 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year (*Ridge Development, LLC and LMI Fund*) be passed and adopted.

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

23. It was moved by Hartmann and seconded by McKinney that Resolution No. 2020-195 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year (*Kenyon Hill Ridge & LMI Fund*) be passed and adopted.

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

24. It was moved by Hartmann and seconded by Welch that Resolution No. 2020-196 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year (*Gary & Brenda Fox*) be passed and adopted.

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

25. It was moved by McKinney and seconded by Welch that Resolution No. 2020-197 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year (*First State Bank Add #2*) be passed and adopted.

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

26. It was moved by McKinney and seconded by Welch that request from Street Department Supervisor to request bids for Tree Grinding Services at the Tree/Brush Drop-Off Site be approved.

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

Brandon Bahrenfuss, Street Department Supervisor, joined through Zoom stating that this is an annual request for these services and would like approval to request bids.

27. It was moved by Welch and seconded by McKinney that Resolution No. 2020-198 approving the City of Webster City to Prepay their portion of the \$3,000,000.00 North Iowa Municipal Electric Cooperative Association (NIMECA) loan for Updates to the Common Transmission System be passed and adopted.

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

Finance Director Wolfgram, through the Zoom platform, explained the benefits of prepaying the NIMECA loan, which would in turn result in an increased dividend above the amount we currently receive through making the loan payment through the current revenue stream.

28. It was moved by Welch and seconded by McKinney that request from Finance Director to purchase a 2021 Chevrolet Silverado pickup from Karl Chevrolet using the State of Iowa bid for the Meter Department be approved.

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

Finance Director Wolfgram, through Zoom, provided details of the request to purchase.

REPORTS AND RECOMMENDATIONS OF OFFICERS, BOARDS AND COMMISSIONS

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

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

ROLL CALL: Hartmann, 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. Council Members were reminded of the upcoming City Manager Evaluation scheduled for December 7, 2020.

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

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

The November 16, 2020 Regular City Council Meeting stood adjourned at 7:50 p.m.