

CITY COUNCIL MEETING MINUTES
Webster City, Iowa January 18, 2021

The City Council met in regular session at the City Hall, Webster City, Iowa at 6:04 p.m. following the Fair Housing Board Meeting, on January 18, 2021, 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.

*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 McKinney 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

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 January 4, 2021 be approved.
2. That Resolution No. 2021-018 approving Payroll for the period ending January 2, 2021 and paid on January 8, 2021 in the amount of \$230,275.42 be passed and adopted.
3. That Resolution No. 2021-019 approving bills paid in the amount of \$1,251,284.60 be passed and adopted.

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

GENERAL AGENDA

1. Justin Jacobsma, of Williams & Company P.C., presented Council Members a report on the 2019-2020 City of Webster City Audit. He highlighted various aspects of the audit and gave Council Members an opportunity to ask questions throughout the presentation.

1.a. It was moved by Miller and seconded by Hartmann that the 2019-2020 City of Webster City Audit be accepted and placed on file.

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

2. Charlie Cowell, Project Manager Planner and Marty Shukert, Principal Planner & Urban Designer of RDG Planning and Design gave a power point presentation on the new Comprehensive Plan that is in progress for the City of Webster City. An Open House is tentatively being planned for February to receive public input on the design concepts included in the Plan. More information can be found at www.PlanningWC.com.

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3. It was moved by Miller 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 - Dollar General Store #2421, 814 Superior Street
- b. Renewal of Class E Liquor License, Class B Wine Permit, Class C Beer Permit and Sunday Sales - Casey's General Store #054, 700 Superior Street
- c. Addition of Sunday Sales to Current License # LA0000957 - American Legion Post #191, 726 Second Street

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

4. It was moved by Welch and seconded by Hartmann that Resolution No. 2021-020 appointing Brian Miller as representative and John Hawkins as alternate representative to the Hamilton County Solid Waste Commission be passed and adopted.

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

5. It was moved by Miller and seconded by Welch that Resolution No. 2021-021 approving Change Order No. 4 to the 2020 713 2nd Street Façade Project with Westbrooke Construction, Urbandale, Iowa be passed and adopted.

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

Lindsay Henderson, Community Vitality Director, through Zoom, stated this change order is to replace the other large front window to be consistent with the appearance of the one already replaced on the other side that was in the initial scope of the project.

6. It was moved by Miller and seconded by Hartmann that Resolution No. 2021-022 approving the commitment of Matching Funds for an Application for Funding to the Iowa Economic Development Authority Community Catalyst Building Remediation Program for the Remediation of 713 2nd Street, Webster City, Iowa be passed and adopted.

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

Lindsay Henderson, Community Vitality Director, joining through Zoom, explained the specifics of the grant application and that, if received, would go toward the interior renovation of the Elks Building.

7. It was moved by Miller and seconded by McKinney that the January 11, 2021 minutes of the Planning and Zoning Commission be accepted and placed on file.

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

8. It was moved by Hartmann and seconded by Welch that Resolution No. 2021-023 accepting and approving the Minor Subdivision Plat of Linn Addition, Hamilton County, Iowa be passed and adopted.

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

Karla Wetzler, Planning and Zoning Director, through Zoom informed Council that the plat is located outside of the Corporate limits, but in the 2-Mile limits of Webster City and will be used for a new dwelling. The Planning and Zoning Commission has also approved.

9. It was moved by Miller and seconded by Welch that Resolution No. 2021-024 setting February 1, 2021 at 6:05 p.m. electronically via Zoom, for a Public Hearing on a proposed offer to buy City Owned Property located on Broadway Street in Webster City, Iowa, addressed as 313 Broadway Street be passed and adopted.

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

Karla Wetzler, Planning and Zoning Director, through Zoom informed Council that bids were taken on City Owned Property, one bid was returned for this address and this is the next step to sell the property.

10. It was moved by Hartmann and seconded by Miller that Resolution No. 2021-025 on extension of Amended Leave Policy during COVID-19 emergency for the City of Webster City, Iowa be passed and adopted.

ROLL CALL: Hartmann, Hawkins, McKinney, Miller and Welch voting aye. Beth Chelesvig, Administrative Services Director was present through Zoom and shared the extension would be through March 31st at this time and was available to answer any additional questions Council may have.

11. It was moved by Welch and seconded by McKinney that Resolution No. 2021-026 accepting work, authorizing payment of Final Estimate in the amount of \$0.00 now, with the Final Retainage in the amount of \$54,073.32 paid in 30 days to Primoris Aevenia, Inc., Johnston, Iowa, for the completion of the 2018-19 Electrical Underground Conversion Project be passed and adopted.

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

12. It was moved by Miller and seconded by Hartmann that Resolution No. 2021-027 authorizing the Mayor and City Clerk to enter into Task Order Amendment No. 2 for professional services with DGR Engineering, Rock Rapids, Iowa providing for an Electrical System Study in the amount not to exceed \$23,500.00, be passed and adopted.

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

13. It was moved by Welch and seconded by McKinney that Resolution No. 2021-028 awarding agreement for the 2021 Asphalt Joint / Crack Seal Project to Fort Dodge Asphalt Company, Fort Dodge, Iowa in the amount of \$86,086.00 be passed and adopted.

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

14. It was moved by Welch and seconded by McKinney that Resolution No. 2021-029 authorizing the Mayor and City Clerk to enter into Amendment No. 15 to the On-Call Engineering Services Agreement with Snyder & Associates, Inc., Ankeny, Iowa providing for Engineering Services for the 2021 Bridge Repairs Project be passed and adopted.

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

Ken Wetzler, Public Works Director, joined through Zoom and provided specifics for agenda items 11-14 and answered questions of Council on the items.

15. It was moved by Welch and seconded by Miller that request from Street Department Supervisor to purchase a set of four Mobile Column Lifts (shop hoist) with accessories from Stertil Koni Midwest Lift, through Sourcewell, in the amount of \$56,168.03. be approved.

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

Brandon Bahrenfuss, Street Department Supervisor, through Zoom provided information and benefits on the type of Lifts they were requesting to purchase.

16. It was moved by Miller and seconded by McKinney that Resolution No. 2021-030 authorizing the Mayor and City Clerk to enter into a Three-Year Agreement with J. Pettiecord, Inc., Bondurant, Iowa for Tree Grinding Services in the amount of \$14,500.00 per year be passed and adopted.

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

Ken Wetzler, Public Works Director, through Zoom informed Council that this item is being brought back to Council to approve a three-year agreement versus the one-year agreement initially bid out and rejected at the January 4, 2021 meeting. He mentioned that \$20,000.00 is budgeted for this annually, so bid is well within that amount.

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

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

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

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

COUNCIL COMMITTEE REPORTS

None brought forth.

OTHER REPORTS AND RECOMMENDATIONS

None brought forth.

OTHER ITEMS

1. Council was informed that the Budget Work Session scheduled for January 25th, 2021 at 6 p.m. has been re-scheduled for after the regular City Council Meeting on February 1, 2021.
2. Mayor Hawkins also asked Council Members if February 8th, 2021 would work for holding a Work Session on Dispatch. Members are to email available dates that week to the City Clerk so this work session can be scheduled.

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

1. Motion to Meet in Closed Session to discuss the purchase/sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property, as provided by Chapter 21.5 j. of the Code of Iowa.
2. Motion to 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.

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

The Council went out of Open Session at 7:12 p.m.

Council took a short recess.

Council went into Closed Session at 7:17 p.m.

Council returned to Open Session at 7:55 p.m.

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

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

The January 18, 2021 Regular City Council Meeting stood adjourned at 7:56 p.m.

John Hawkins, Mayor

Karyl K. Bonjour, City Clerk