

**CITY COUNCIL MEETING MINUTES/SPECIAL SESSION**

**Webster City, Iowa**

**June 21, 2021 – 5:20 p.m.**

The City Council met in Special Session at the City Hall, Webster City, Iowa at 5:20 p.m. on June 21, 2021, upon call of the Mayor and the advance agenda. Those present were Mayor John Hawkins and Council Members Katelin Hartmann, Matt McKinney, Brian Miller and Logan Welch. City Clerk Kary Bonjour was also present.

1. The meeting was called to order by Mayor John Hawkins and roll being called there were present in Council Chambers John Hawkins, Mayor, and the following Council Members: Katelin Hartmann, Matt McKinney, Brian Miller and Logan Welch.

2. It was moved by Miller and seconded by Hartmann to approve the agenda.

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

3. It was moved by McKinney and seconded by Welch to meet in closed session to evaluate the professional competency of an individual(s) whose appointment, hiring performance or discharge is being considered when 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.

*(Interviews of Boards and Commissions applicants)*

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

The Council went into Closed Session at 5:22 p.m.

The Council returned to Special Session at 5:42 p.m.

4. It was moved by Welch and seconded by Miller that Council adjourn.

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

The June 21, 2021 Special Session stood adjourned at 5:44 p.m.

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**CITY COUNCIL MEETING MINUTES**

**Webster City, Iowa June 21, 2021 – 6:00 p.m**

The City Council met in regular session at the City Hall, Webster City, Iowa at 6:00 p.m. on June 21, 2021, 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 in Council Chambers John Hawkins, Mayor, and the following Council Members: Matt McKinney, Brian Miller and Logan Welch. Council Member Katelin Hartmann joined through Zoom.

*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 with limited capacity and by electronic means 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 Welch 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

Mayor Hawkins mentioned that volunteers are being sought to help construct the new shelter at West Twin Park this Saturday, June 26<sup>th</sup> starting at 8:00 a.m.

Doug Boone and Marcie Boerner provided a power point presentation outlining the history of Platinum Connect, LLC and specifics of bringing fiber optic facilities to Webster City.

## MINUTES AND CLAIMS

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

1. That the meeting minutes of June 7, 2021 be approved.
2. That Resolution No. 2021-123 approving Payroll for the period ending June 5, 2021 and paid on June 11, 2021 in the amount of \$178,086.17 be passed and adopted.
3. That Resolution No. 2021-124 approving bills paid in the amount of \$2,041,095.59 be passed and adopted.

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

## GENERAL AGENDA

### 1. APPOINTMENTS

- a. It was moved by Miller and seconded by Welch that the appointment of Emily Loughry as a member to the **Civil Service Commission** for the four-year term beginning upon appointment and ending April 7, 2025 be approved.

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

- b. It was moved by Welch and seconded by Miller that the appointment of Diane Knudsen as a member to the **Airport Commission** for the four-year term beginning June 1, 2021 and ending May 31, 2025 be approved.

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

- c. It was moved by McKinney and seconded by Miller that the appointment of Dan Goodpaster as a member to the **Zoning Board of Adjustment** for the five-year term beginning June 1, 2021 and ending May 31, 2026 be approved.

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

- d. No appointment made to this Board for the unexpired term - Appointment of one member to the **Zoning Board of Adjustment** for the unexpired term beginning upon appointment and ending May 31, 2023.

- e. It was moved by Welch and seconded by Miller that the appointment of Carolyn Cross as a member to the **City Planning and Zoning Commission** for the four-year term beginning June 1, 2021 and ending May 31, 2025 be approved.

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

- f. It was moved by Welch and seconded by Miller that the appointment of Doug Bailey as a member to the **Wilson Brewer Historic Park Committee** for the four-year term beginning June 1, 2021 and ending May 31, 2025 be approved.

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

- g. It was moved by Miller and seconded by Welch that the appointment of Kim Anderson as a member to the **Wilson Brewer Historic Park Committee** (County Representative) for the four-year term beginning June 1, 2021 and ending May 31, 2025 be approved.

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

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- h. It was moved by Miller and seconded by McKinney that the appointment of Linda Conaway as a member to the **Hotel/Motel Tax Board** (Business Representative) for the four-year term beginning June 1, 2021 and ending May 31, 2025 be approved.

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

- i. It was moved by Welch and seconded by Miller that the appointment of Jamie Seiser as a member to the **Hotel/Motel Tax Board** (Public At Large) for the four-year term beginning June 1, 2021 and ending May 31, 2025 be approved.

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

- 2. It was moved by Welch and seconded by Miller that the issuance of Beer and Liquor Licenses by the Iowa Department of Commerce be approved for the following:

- a. Class E Liquor License, Class B Wine Permit, Class C Beer Permit and Sunday Sales for Yesway Store #1018, 1803 Superior Street.
- b. Class E Liquor License, Class B Wine Permit, Class C Beer Permit and Sunday Sales for Yesway Store #1021, 1102 Second Street
- c. Class C Liquor License, Outdoor Service and Sunday Sales for Gridiron Family Grill & Sports Lounge, 1121 East Second Street

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

- 3. It was moved by McKinney and seconded by Miller that Resolution No. 2021-125 authorizing Cigarette/Tobacco/Nicotine/Vapor Permits for the 2021-2022 year be passed and adopted.

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

- 4. It was moved by Welch and seconded by McKinney that Request to close certain streets for Hamilton County Fair Parade on July 20, 2021 be approved.

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

- 5. It was moved by Welch and seconded by McKinney that request from Hamilton County Fair Board on sponsorship for Hamilton County Fair to be held July 20-25, 2021 in the amount of \$1,000.00 be approved.

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

- 6. It was moved by Welch and seconded by Miller that the First Reading of a proposed Ordinance, an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by Amending Chapter 48 Pertaining to Sewer Rental Rates be approved.

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

Dodie Wolfgram, Finance Director, informed Council that rate increases have needed to be addressed for quite some time. She provided the specifics of the Ordinance rate changes and several scenarios on the increases. These rates would go into effect August 2021.

- 7. It was moved by Welch and seconded by Miller that the First Reading of a proposed Ordinance, an ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by Amending Chapter 48 Pertaining to Water System Rates to include proposed changes for Year 1, Year 2 and 2% volume increase annually, and eliminating proposed changes for Year 3 and Year 4, be approved.

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

Dodie Wolfgram, Finance Director, informed Council that water rates had not been increased since 2009. The proposed Ordinance change included a 4-year phase in plan. After much discussion by Council, it was decided to implement Year 1, Year 2 and an annual increase on volume at this time and re-evaluate once more data is received on the cost of a Water Treatment Plant in the upcoming year or two. Phase 1 rates would go into effect January 2022, Phase 2 rates would go into effect August 2022.

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8. It was moved by McKinney and seconded by Miller that the Second Reading of a proposed Ordinance, an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by Adding Subsection (38) to Chapter 46, Article II, Section 46-50 – Stop Requirements At Certain Streets be approved.

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

9. It was moved by Miller and seconded by Welch that Resolution No. 2021-126 approving the Amended and Substituted Intergovernmental Agreement which created the North Central Iowa Regional Solid Waste Agency (NCIRSWA) be passed and adopted.

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

Zach Chizek, City Attorney, provided details of the amended agreement.

10. It was moved by Miller and seconded by Welch that Resolution No. 2021-127 transferring Cash to Provide Funding for Certain Projects and to Repay Internal Loans and/or Repay Funds for Projects and TIF Obligations Payments be passed and adopted.

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

11. It was moved by Miller and seconded by Welch that Resolution No. 2021-128 charging off from Active Accounts Receivable Delinquent Final Utility Bills and Department Charges be passed and adopted.

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

Dodie Wolfgram, Finance Director, explained to council that these write-offs include a larger time frame than in the past and moving forward will be using the time frame of 6-12 months instead of the previous time frame of three years. She provided details on a few of the selected write-offs as well and explained that we are still able to collect on some of these if the opportunity arises.

12. It was moved by Miller and seconded by McKinney that Resolution No. 2021-129 adopting Employee Pay Plan for 2021-2022 be passed and adopted.

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

13. It was moved by Miller and seconded by Welch that Resolution No. 2021-130 accepting work, authorizing final payment of \$75,435.00 and Retainage in the amount of \$0.00 to Habhab Construction Inc., Webster City, Iowa for the completion of the 2020 – 605 Second Street Demolition Project be passed and adopted.

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

14. It was moved by Welch and seconded by McKinney that Resolution No. 2021-131 approving Change Order No. 2 to the 2020 HMA Street Improvement Project with Fort Dodge Asphalt Co., Fort Dodge, Iowa in the amount of \$2,095.28 be passed and adopted.

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

15. It was moved by McKinney and seconded by Miller that the minutes of the June 14, 2021 Planning and Zoning Commission meeting be accepted and placed on file.

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

16. It was moved by Miller and seconded by Welch that Resolution No. 2021-132 setting July 6<sup>th</sup>, 2021 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa, or via Zoom for a Public Hearing on the Proposed Adoption of the 2021 Comprehensive Plan for the City of Webster City, Iowa be passed and adopted.

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

17. It was moved by Miller and seconded by McKinney that Resolution No. 2021-133 setting July 19<sup>th</sup>, 2021 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa, or via Zoom for a Public Hearing on an Application for Voluntary Annexation located West of the Corporate Limits of Webster City, Iowa be passed and adopted.

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

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18. It was moved by Miller and seconded by Welch that Resolution No. 2021-134 setting July 19<sup>th</sup>, 2021 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa or via Zoom for a Public Hearing on proposed Plans and Specifications and proposed Form of Contract and Estimate of Cost for Construction of Edgewood Water Main Loop Project be passed and adopted.

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

19. a. It was moved by Miller and seconded by McKinney that Resolution No. 2021-135 setting July 6, 2021 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa or via Zoom for a Public Hearing on Proposed Offer to Purchase City Owned Property located on Seneca Street in Webster City, Iowa be passed and adopted.

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

b. It was moved by Miller and seconded by McKinney that Resolution No. 2021-136 setting July 6, 2021 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa or via Zoom, for a Public Hearing on Proposed Offer to Lease City Owned Property located on Collins Street in Webster City, Iowa be passed and adopted.

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

20. It was moved by Miller and seconded by McKinney that request from IT Director to renew subscription for Sophos Intercept X Advanced for three (3) years with addition of EDR and XDR, also for three (3) years at a total cost of \$12,722.60 be approved.

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

Kirby Winter, IT Director, was present and explained the importance of this security subscription.

21. It was moved by Miller and seconded by Welch that request from Recreation and Public Grounds Director for approval of specifications of Hazardous Material Remediation (Mold Removal) at the Illinois Central Depot and Hamilton County 1<sup>st</sup> Courthouse located at Wilson Brewer Historic Park be approved.

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

Council directed Larry Flaws, Recreation and Public Grounds Director, to seek other bids for the mold remediation and bring back to Council for approval before moving forward with the remediation.

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

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

1. The Police Department Report(s) from April and May, 2021; and the Nuisance Report from May, 2021;
2. The Fire Department Report(s) from April and May, 2021;
3. The City Inspection Report(s) from April and May, 2021; and
4. The Hamilton County Solid Waste Commission 2021 June Agenda Packet

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

**COUNCIL COMMITTEE REPORTS**

None brought forth.

**OTHER REPORTS AND RECOMMENDATIONS**

None brought forth.

**OTHER ITEMS SENT TO COUNCIL**

1. City Clerk Karyl Bonjour informed Council of a Fireworks Permit Request from Van Diest Supply for a fireworks display to be held on July 3, 2021 at approximately 10:00 p.m. on the Webster City High School grounds. The Police Department and Fire Department have been notified and are working on the request.

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

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

The June 21, 2021 Regular City Council Meeting stood adjourned at 7:28 p.m.

John Hawkins, Mayor

Karyl K. Bonjour, City Clerk