

**CITY COUNCIL MEETING MINUTES**  
**Webster City, Iowa November 21, 2022 – 6:00 p.m.**

The City Council met in regular session at the City Hall, Webster City, Iowa at 6:00 p.m. on November 21, 2022, 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 Mayor John Hawkins and the following Council Members: Abbie Hansen, Megan McFarland, Matt McKinney and Logan Welch.

*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 Hansen and seconded by McFarland to approve the agenda.

ROLL CALL: Hansen, Hawkins, McFarland, McKinney and Welch voting aye.

Mayor John Hawkins led the Pledge of Allegiance.

**PETITIONS – COMMUNICATIONS – REQUESTS**

None brought forth

**PUBLIC INFORMATION**

Mayor Hawkins recognized the Jaycox Family on their dedication in improving Brewer Creek Shelter. A Certificate was presented to Lynn and Deb Jaycox in appreciation of the hard work put into the project.

**MINUTES, CLAIMS, REPORTS AND LICENSES**

It was moved by McFarland and seconded by McKinney that the following items be accepted and placed on file, or approved and adopted collectively:

- a. That the meeting minutes of November 7, 2022 be approved.
- b. That Resolution No. 2022-179 approving Payroll for the period ending November 5, 2022 and paid on November 11, 2022, in the amount of \$183,319.94 be passed and adopted.
- c. That Resolution No. 2022-180 approving bills paid in the amount of \$1,339,047.17 be passed and adopted.
- d. City Manager's Reports – October 2022
- e. Police Department Report – October 2022
- f. Fire Department Report – October 2022
- g. Hamilton County Solid Waste Commission Agenda Packet - November 9, 2022
- h. Council Committee Reports – None brought forth.
- i. Other reports and recommendations – None brought forth

ROLL CALL: Hawkins, McFarland, McKinney, Welch and Hansen voting aye.

**GENERAL AGENDA**

c. A hearing before the City Council requested by Shawn Anderson regarding Unsafe Building Notice issued for building located at 719 Des Moines Street was held. Mr. Anderson addressed the Council in regard to the engineer's reports referred to in the Notice and requested that Council withdraw the notice as he awaits additional information from his insurance and engineer. After much discussion the following motion was presented:

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It was moved by Welch and seconded by McFarland that the City refrain from posting signs until engineer reports are reviewed and Council is provided additional information by the next Council Meeting scheduled for December 5, 2022, with the provision that if necessary a special meeting could be scheduled prior to that date.

ROLL CALL: McFarland, McKinney, Welch, Hansen and Hawkins voting aye.

**6:05 PUBLIC HEARINGS**

a. November 21, 2022 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa being the time and place for a Public Hearing on proposed Plans and Specifications and proposed Form of Contract and Estimate of Cost for Lincoln Drive Project, the same was held. No written objections were received and no oral objections were presented.

It was moved by Welch and seconded by McFarland that Resolution No. 2022-181 finally approving and confirming Plans, Specifications and Form of Contract and Estimate of Cost for the Lincoln Drive Reconstruction Project and awarding Contract to Doyle Construction in the amount of \$1,376,376.50 and committing necessary funds to complete the Project be passed and adopted.

ROLL CALL: McKinney, Welch, Hansen, Hawkins and McFarland voting aye.  
Brandon Bahrenfuss, Street Department Supervisor, informed Council of the many previous issues in this area and the scope and cost of the project.

b. November 21, 2022 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa being the time and place for a Public Hearing on proposed Plans and Specifications and proposed Form of Contract and Estimate of Cost for Boone River Concrete Panel Replacement, the same was held. No written objections were received and no oral objections were presented.

It was moved by Welch and seconded by Hansen that Resolution No. 2022-182 approving and confirming Plans and Specifications and proposed Form of Contract and Estimate of Cost for Construction of Boone River Trail Panel Replacement Project and authorizing the Mayor to sign the Agreement with Woodruff Construction, Inc. be passed and adopted.

ROLL CALL: Welch, Hansen, Hawkins, McFarland and McKinney voting aye.  
Biridiana Bishop, Assistant City Manager, provided background of this project and the use of CDBG funds to cover costs of the project.

d. It was moved by Hansen and seconded by McKinney that the Second Reading of 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: Hansen, Hawkins, McFarland, McKinney and Welch voting aye.  
Daniel Ortiz-Hernandez, City Manager, informed Council that there had been no changes to the Ordinance since First Reading was approved on November 21, 2022.

e. It was moved by Welch and seconded by McKinney that Resolution No. 2022-183 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) be passed and adopted.

ROLL CALL: Hawkins, McFarland, McKinney, Welch and Hansen voting aye.

f. It was moved by McKinney and seconded by Welch that Resolution No. 2022-184 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: McFarland, McKinney, Welch, Hansen and Hawkins voting aye.

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g. It was moved by Hansen and seconded by McFarland that Resolution No. 2022-185 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: McKinney, Welch, Hansen, Hawkins and McFarland voting aye.

h. It was moved by Hansen and seconded by McKinney that Resolution No. 2022-186 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: Welch, Hansen, Hawkins, McFarland and McKinney voting aye.

i. It was moved by Welch and seconded by McFarland that Resolution No. 2022-187 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, LLC and LMI Fund) be passed and adopted.

ROLL CALL: Hansen, Hawkins, McFarland, McKinney and Welch voting aye.

j. It was moved by Welch and seconded by Hansen that Resolution No. 2022-188 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: Hawkins, McFarland, McKinney, Welch and Hansen voting aye.

k. It was moved by McKinney and seconded by McFarland that Resolution No. 2022-189 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, Addition #2) be passed and adopted.

ROLL CALL: McFarland, McKinney, Welch, Hansen and Hawkins voting aye.

l. It was moved by Welch and seconded by Hansen that Resolution No. 2022-190 approving the Official Annual Urban Renewal Report be passed and adopted.

ROLL CALL: McKinney, Welch, Hansen, Hawkins and McFarland voting aye.

m. It was moved by Hansen and seconded by Welch that Resolution No. 2022-191 approving the Official City Street Financial Report be passed and adopted.

ROLL CALL: Welch, Hansen, Hawkins, McFarland and McKinney voting aye.

n. It was moved by Hansen and seconded by Welch that Resolution No. 2022-192 on Transfer Cash from Various Funds to Other Various Funds be passed and adopted.

ROLL CALL: Hansen, Hawkins, McFarland, McKinney and Welch voting aye.

o. It was moved by Welch and seconded by McFarland that Resolution No. 2022-193 authorizing the Assistant City Manager to execute Change Order No. 1 to the Contract with Woodruff Construction for the City Hall Basement and Floor Reconstruction Project and Authorizing Payment #2 to Woodruff Construction be passed and adopted.

ROLL CALL: Hawkins, McFarland, McKinney, Welch and Hansen voting aye.

Assistant City Manager Bishop explained the purpose of the Change Order and request for Payment #2 to the Contractor for work performed.

p. It was moved by Hansen and seconded by McFarland that Resolution No. 2022-194 amending previously adopted Purchasing Policies and Procedures for the City of Webster City, Iowa be passed and adopted.

ROLL CALL: McFarland, McKinney, Welch, Hansen and Hawkins voting aye.

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Assistant City Manager Bishop went through some of the changes that were made and items that were added to the current Purchasing Policies and Procedures and informed Council there would be training sessions offered for employees as the new policies and procedures are implemented.

q. It was moved by Welch and seconded by McFarland that Resolution No. 2022-195 setting December 19, 2022 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa for a Public Hearing to commence a Public Improvement Project to Construct the Fair Meadow Drive Widening and Reconstruction Project and to Acquire Property for the Project be passed and adopted.

ROLL CALL: McKinney, Welch, Hansen, Hawkins and McFarland voting aye.

r. It was moved by McFarland and seconded by Hansen that Resolution No. 2022-196 authorizing the Mayor to sign and execute Amendment No. 21 with Snyder and Associates to provide Additional Professional Services needed for 2023 Watermain Repair Project be passed and adopted.

ROLL CALL: Welch, Hansen, Hawkins, McFarland and McKinney voting aye.

Street Department Supervisor Bahrenfuss spoke on the Amendment.

s. It was moved by Welch and seconded by McFarland that Resolution No. 2022-197 authorizing the Mayor to sign and execute Amendment No. 22 with Snyder and Associates to provide Additional Professional Services needed for Water System Study be passed and adopted.

ROLL CALL: Hansen, Hawkins, McFarland, McKinney and Welch voting aye.

t. It was moved by Welch and seconded by Hansen that Resolution No. 2022-198 authorizing the Mayor to sign and execute Amendment No. 23 with Snyder and Associates to provide additional Professional Services needed for StormWater System Study be passed and adopted.

ROLL CALL: Hawkins, McFarland, McKinney, Welch and Hansen voting aye.

Assistant City Manager Bishop informed Council of the benefits of the above Amendments (agenda items s&t) and stated if approved, would not commence until after July 1, 2023.

u. A six-month review of the 2022 City Council Goal Setting Report was presented to Council and discussion was held on the status of the various goals defined in the report. Assistant City Manager Bishop went through the review and received direction from Council on how to proceed with some of the items.

v. It was moved by Welch and seconded by McFarland that Resolution No. 2022-199 authorizing the Mayor to Authorize and Sign Enhance Hamilton County Grant Application Fiscal Sponsorship Requests be passed and adopted.

ROLL CALL: McFarland, McKinney, Welch, Hansen and Hawkins voting aye.

w. It was moved by Welch and seconded by McFarland that Resolution No. 2022-200 authorizing the City Information Director to purchase Two New GETAC Rugged Laptops be passed and adopted.

ROLL CALL: McKinney, Welch, Hansen, Hawkins and McFarland voting aye.

x. It was moved by McFarland and seconded by Hansen that Request from Chamber of Commerce to close the following streets on Saturday, December 3, 2022 for the Christmas in the City Parade from 4:00 to 6:30 p.m.: Seneca Street between Bank and Second - Alley access blocked; Second Street from Seneca to Prospect; and Intersection closure at Prospect and Second, be approved.

ROLL CALL: Welch, Hansen, Hawkins, McFarland and McKinney voting aye.

y. A follow-up Discussion was held on additional information presented regarding Automated Traffic Enforcement Systems (Speed and Red Light Cameras) from the November 7<sup>th</sup>, 2022 regular City Council Meeting.

It was moved by McKinney and seconded by Hansen that staff reach out to a sole source provider to present to Council on Automated Traffic Enforcement Systems (Speed and Red Light Cameras) at a future meeting.

ROLL CALL: Hansen, Hawkins, McFarland, McKinney and Welch voting aye.

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z. City Manager Ortiz-Hernandez, led a discussion on Fiscal Year 2023 - 2024 Budget Development Process Overview and City Council Budget Priorities and Reductions Ranking System was held. He informed Council that when looking at the upcoming budget planning, that when looking at the long-range plans, Council will really need to focus on prioritizing items and will be implementing a ranking system to do so.

aa. Discussion was held on the language of the current Hotel/Motel Ordinance and intent of the allocation of 25% designated to be used for Park and Recreation capital projects and improvements. Consensus of Council was to leave the wording as currently stated in the Ordinance.

ab. Discussion was held on Wilson Brewer Historic Park Commission's recommendation for the current advisory committee to take over operation of Wilson Brewer Park as soon as possible to begin negotiation with Hamilton County. Council Members Welch and McKinney felt the recommendation was too vague and felt more information was needed. Welch stated that he did not agree with relinquishing authority to a committee with no oversight from the council. It was suggested that a special meeting be scheduled with the Park and Recreation Commission, Wilson Brewer Historic Park Committee, and Hamilton County Board of Supervisors to obtain additional information and gain a better understanding of the recommendation. Staff will work on setting a date and time for this meeting that will work for all parties involved, therefore, the following action was taken:

It was moved by McKinney and seconded by Hansen to table the recommendation presented by the Wilson Brewer Historic Park Commission to be placed on a future agenda.

ROLL CALL: Hawkins, McFarland, McKinney, Welch and Hansen voting aye.

It was moved by Hansen and seconded by McFarland that Council adjourn.

ROLL CALL: McFarland, McKinney, Welch, Hansen and Hawkins voting aye.

The November 21, 2022 Regular City Council Meeting stood adjourned at 8:20 p.m.

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John Hawkins, Mayor

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Karyl K. Bonjour, City Clerk