

**CITY COUNCIL MEETING MINUTES**  
**Webster City, Iowa June 5, 2023 – 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 5 2023, 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 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 provided a reminder on the CleanUp/DropOff Event from noon to 4 p.m. on Friday, June 9<sup>th</sup> and 8 a.m. to noon on Saturday, June 10, 2023 at the Webster City Middle School Parking Lot.

**MINUTES AND CLAIMS**

It was moved by McFarland and seconded by Welch that the following motion(s) and Resolution(s) (a-e) be approved and adopted collectively:

- a. That the meeting minutes of May 15, 2023 be approved.
- b. That Resolution No. 2023-101 approving payroll for the period ending May 20, 2023 and paid on May 26, 2023 in the amount of \$201,085.08 be passed and adopted.
- c. That Resolution No. 2023-102 approving bills paid in the amount of \$1,298,468.91 be passed and adopted and the Fund List be approved.
- d. That the Finance Reports for April 2023 be accepted and placed on file.
- e. That the issuance of Beer & Liquor Licenses by the Iowa Department of Commerce for the following be approved:

Class E Retail Alcohol License, BW Gas & Convenience Retail, LLC (Yesway #1018), 1803 Superior Street  
Class E Retail Alcohol License, BW Gas & Convenience Retail, LLC (Yesway #1021), 1102 2nd Street  
Amendment to Class C Retail Alcohol License by adding Outdoor Service for June 8, 2023 for Market Night  
Event in Webster City, Wildcat Products, LLC d/b/a Wildcat Distilling Co., 626 Second Street

- j. Council Committee Reports-None brought forth.
- k. Other reports and recommendations-None brought forth.

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

**GENERAL AGENDA**

b. It was moved by Welch and seconded by McFarland that Resolution No. 2023-103 authorizing the Mayor to sign and execute a Retainer Agreement with Napoli Shkolnik, PLLC, for the PFAS (Perfluoroalkyl substances) Cost Recovery Lawsuit be passed and adopted.

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

Nick Knowles, Water/Wastewater Department Supervisor provided some details of the Agreement. Zeb McFarland of Iowa Rural Water also joined electronically to field any questions on this agenda item.

**Public Hearing - 6:05 p.m.**

a. June 5, 2023 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 construction of the 2023 Wilson Brewer Courthouse Structural Improvement Project, the same was held. No written objections were received and no oral objections were presented.

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It was moved by Welch and seconded by McKinney that Resolution No. 2023-104 authorizing the Mayor to sign and execute a Contract with Peterson Construction for the 2023 Wilson Brewer Courthouse Structural Improvement Project be passed and adopted.

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

Brandon Bahrenfuss, Acting Public Works Director, gave a brief history and explained specifics on the funding for the project.

c. It was moved by McFarland and seconded by Hansen that Resolution No. 2023-105 approving Police Department Memorandum of Understanding for 2021-2024 Work Agreement and approval by the City Manager be passed and adopted.

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

d. It was moved by McKinney and seconded by Welch that Resolution No. 2023-106 adopting Group Benefit Plan for City Employees beginning July 1, 2023, with Iowa Governmental Health Care Plan, Third Party Administrator Employee Benefit Systems be passed and adopted.

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

e. It was moved by Welch and seconded by McFarland that Resolution No. 2023-107 adopting Employee Pay Plan for 2023-24 be passed and adopted.

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

Beth Chelesvig, Administrative Services Director, provided Council with details on the above agenda items c,d,and e.

f. It was moved by Welch 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 46 Pertaining to Traffic Control Devices be approved.

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

It was moved by Welch and seconded by McFarland that the Third Reading of an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by Amending Chapter 46 Pertaining to Traffic Control Devices be waived.

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

It was moved by Welch and seconded by McFarland that Ordinance No. 2023-1865, an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019, by Amending Chapter 46 Pertaining to Traffic Control Devices be passed and adopted.

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

Derrick Drube, Right of Way Inspector and Secretary of the Traffic Study Committee spoke on the adoption of the Ordinance.

g. It was moved by McKinney and seconded by Hansen that the Second Reading of an Ordinance amending the Code of Ordinances of the City of Webster City, Iowa, 2019 by Adding Sections 46-415 through 46-420 Pertaining to Automated Traffic Enforcement to Chapter 46, Article IX, Division 2 be approved.

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

Biridiana Bishop, Assistant City Manager, reviewed the reason for the amendment and where the locations of the Automatic Traffic Enforcement Devices would be placed. Council Member McKinney suggested that Council not waive the Third Reading of this Ordinance and place the Third Reading on the June 19<sup>th</sup>, 2023 Council Agenda.

h. It was moved by Welch and seconded by Hansen that Resolution No. 2023-108 setting June 19, 2023 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa as the time and place for a Public Hearing on proposal to amend the Code of Ordinances of the City of Webster City, Iowa, 2019, Pertaining to Chapter 10, Article VIII, Section 10-389 through 10-398, Pertaining to Permit and Plan Review Fees be passed and adopted.

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

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i. It was moved by Hansen and seconded by McFarland that Resolution No. 2023-109 setting June 19, 2023 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa as the time and place for a Public Hearing pertaining to the Disposal of City-Owned property in Brewer Creek Estates 6<sup>th</sup> Addition be passed and adopted.

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

Ariel Bertran, Community Development Director, gave details of the above agenda items h and i, and request to set the public hearings.

j. It was moved by Hansen and seconded by McKinney that Resolution No. 2023-110 setting July 17, 2023 at 6:05 p.m. in Council Chambers at City Hall, Webster City, Iowa as the time and place for a Public Hearing on proposed Plans and Specifications and proposed Form of Contract and Estimate of Cost for the Emergency Backup Power for Sewer Lift Stations Project be passed and adopted.

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

Water/Wastewater Department Supervisor Knowles spoke on the FEMA grant received for the generators and the need to bid out at this time.

k. It was moved by McFarland and seconded by Hansen that the request from Webster City Area Chamber of Commerce for additional street closure of the 700 Block of Second Street up to 731 Second Street from 4:00 p.m. to 8:30 p.m. for Webster City Market Nights on Thursdays from June 8 through August 31, 2023 be approved.

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

Anna Woodward, Chamber Director, was present to give details on the request for the additional street closure (as needed) for the Market Night Events.

l. It was moved by Hansen and seconded by McFarland that request for approval of no parking from 11 a.m. Friday, June 9<sup>th</sup> to noon on Saturday June 10<sup>th</sup>, 2023 on West side of Des Moines Street (parking area only) from intersection of First Street to North entrance of the Webster City Middle School Parking Lot for CleanUp/DropOff Event be approved.

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

m. It was moved by McFarland and seconded by Hansen that Resolution No. 2023-111 authorizing the Mayor to sign and execute an Encroachment Easement Agreement with Help, Entertain, and Restore Organization, Inc. (HERO) to install a DVD Box next to the Little Library in front of City Hall be passed and adopted.

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

Assistant City Manager Bishop informed Council on the plans for the DVD Box to be installed by HERO and that the Encroachment Easement Agreement would be for five years.

n. **APPOINTMENTS** It was moved by Hansen and seconded by McFarland that the following appointments (1-8) be approved:

1. Appointment of Allison Appel and Kyle Fritz to the **Park & Recreation Advisory Commission** for the four-year terms beginning June 1, 2023 and ending May 31, 2027.

2. Appointment of Lynn Jaycox to the **Park & Recreation Advisory Commission** for the unexpired term beginning June 1, 2023 and ending May 31, 2026.

3. Appointment of Scott Bargfrede to the **Airport Commission** for the four-year term beginning June 1, 2023 and ending May 31, 2027.

4. Appointment of Jim Kumm to the **Zoning Board of Adjustment** for the five-year term beginning June 1, 2023 and ending May 31, 2028.

5. Appointment of Kyle Heffernan to the **City Planning and Zoning Commission** for the four-year term beginning June 1, 2023 and ending May 31, 2027.

6. Appointment of Andy Sowle (City Government Representative) and Ashley Allers (Public-At-Large Representative) to the **Hotel/Motel Tax Board** for the four-year terms beginning June 1, 2023 and ending May 31, 2027.

7. Appointment of Kyle Heffernan and Brandon Bahrenfuss to the **Traffic Study Committee** for the four-year terms beginning June 1, 2023 and ending May 31, 2027.

8. Appointment of Tammy Greenfield to the **Senior Citizens Advisory Board** for the three-year term beginning June 1, 2023 and ending May 31, 2026.

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

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**OTHER ITEMS SENT TO COUNCIL**

- a. The City Attorney Report/Update dated May 30, 2023, was previously given to Council for review.

**CLOSED SESSION**

It was moved by McFarland and seconded by Welch that Council meet in closed session to discuss the purchase or 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, or reduce the price the governmental body would receive for that property as provided by Chapter 21.5 j. of the Code of Iowa.

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

Council went out of Open Session at 6:23 p.m.

Council took a short recess.

Council went into Closed Session at 6:30 p.m.

Council returned to Open Session at 6:51 p.m.

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

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

The June 5<sup>th</sup>, 2023 Regular City Council Meeting stood adjourned at 6:52 p.m.

John Hawkins, Mayor

Karyl K. Bonjour, City Clerk