

NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: Winterset City Council

Date of Meeting: June 6, 2016

Time of Meeting: 7:00 PM

Place of Meeting: City Hall

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

AGENDA:

- 7:00 1. Call to order, Pledge of Allegiance, roll call, adopt agenda
- 7:00 2. Reports from City Boards & Departments
- 7:20 3. Report from Winterset Tree Commission
- 7:30 4. Ordinance on qualifications for Boards & Commissions
- 7:40 5. Appointments to Zoning Board of Adjustment
- 7:50 6. DOT road maintenance agreement
- 8:00 7. Native wine permit application – Piece Works Quilt Shop
- 8:10 8. Supervisor salary resolution
- 8:20 9. Administrator report
- 8:30 10. Claims
- 8:35 11. Minutes May 12th, 16th & 19th meetings
- 8:40 12. Public comment
- 8:45 13. Adjournment

This notice is given pursuant to Chapter 28A, Code of Iowa and the local rules of said governmental body.

DATE POSTED: June 2, 2016

BY: _____

Title: City Administrator

City Council of the City of Winterset, Iowa met in regular session on June 6, 2016 in accordance with the above Notice and Call of Public meeting. The meeting was called to order by Mayor James C. Olson with the following members of the Council in attendance:

PRESENT: Mike Fletcher, Howard Harrell, Philip Macumber, Edmund Seaward

ABSENT: Scott Stover

The Mayor stated that the Council would first hear reports from the various City Boards & Departments. The Mayor first recognized Nancy Trask and asked for a report from the Library Board. Nancy Trask presented a written report to the Mayor and Council listing activities at the Library. She went on to discuss several of the activities listed in her report.

The Mayor then recognized Street Commissioner, Dan Strable and asked for a report from the Street Department. Mr. Strable presented a written report to the Mayor and Council and went on to discuss several of the items in his report.

The Mayor then recognized John Pletchette and asked for a report from the Park & Recreation Commission. Mr. Pletchette stated that the Aquatic Center is now open, thanks to a lot of preparation work before the opening. He stated that they have sold more season passes this year compared to last year.

Mr. Pletchette stated that the campgrounds continue to be well used. He stated that they are noticing a trend of longer stays by people using the campground.

He stated that a meeting was held today working out the details of the skate park. He stated that the School District would like to move the skate park further south, closer to Summit Street. Mr. Pletchette stated that the bike markings have been painted on the streets and the bike routes signs have been put up.

The Mayor then recognized Assistant Fire Chief Jeff Johnston and asked for a report from

the Fire Department. Jeff Johnston reported that the Fire Department responded to seven calls this past month, which included two fire calls and two auto accidents. He stated that they recently conducted driving training at the fairgrounds. He also stated that they had a successful pancake breakfast at the Fire Station during the John Wayne Days.

The Mayor then recognized Police Chief Ken Burk and asked for a report from the Police Department. Chief Burk presented a written report to the Mayor and Council and commented on items on his report. He also discussed the recent "scoop the loop" night that was held this past weekend.

The Mayor then stated that the Council will now hear a report from the Winterset Tree Commission. Pam Deichman reported to the Council that they have finished the final plan and the tree nuisance ordinance has been adopted. She stated that the Tree Commission website is online and that they are looking to grants for planting additional trees. She stated that they recently had a request from a resident to allow him to remove a walnut tree from the City parking. She stated that the tree is a healthy tree, but the owner is tired of all the walnuts that fall from the tree. Pam Deichman asked the Council for guidance on this request. Following a brief period of discussion, the Council Members stated that previously they had not permitted the removal of live healthy trees from the City right-of-way.

The Mayor stated that the next item on the agenda is the ordinance revising the membership qualifications for serving on various City Boards & Commissions. The Mayor stated that in some cases the membership is expanded to include residents within the County and in other cases the membership on City Boards has been expanded to include the Winterset Community School District. It was noted that this ordinance had been given first and second readings at previous Council meetings. A motion was then made by Council Member Seaward for third reading and final adoption of the proposed ordinance. The motion was seconded by Council Member Fletcher. Roll call vote:

AYES: Fletcher, Harrell, Macumber, Seaward

NAYS: None

Whereupon the Mayor declared that the Ordinance No. 599 AN ORDINANCE CHANGING PARK & RECREATION BOARD MEMBERSHIP, THE LIBRARY TRUSTEE MEMBERSHIP, THE WINTERSET AIRPORT AUTHORITY MEMBERSHIP AND THE INTERNATIONAL FRIENDSHIP COMMISSION MEMBERSHIP was now duly adopted.

The Mayor stated that the next item on the agenda is appointments to the Planning & Zoning Commission. Assistant City Administrator Bob Hendricks reported that the terms of Bob Duff and James Nelson on this Board will expire on July 1, 2016. Mr. Hendricks stated that both individuals have expressed willingness to serve another term. A motion was then made by Council Member Macumber and seconded by Council Member Harrell to approve the following resolution. Roll call vote:

AYES: Fletcher, Harrell, Macumber, Seaward

NAYS: None

Whereupon the Mayor declared that the following resolution was duly adopted.

RESOLUTION NO. 2016-59

RESOLUTION MAKING APPOINTMENTS TO ZONING BOARD OF ADJUSTMENT COMMISSION

BE IT RESOLVED by the City Council of the City of Winterset Iowa that Robert Duff and James Nelson are hereby reappointed to new terms on the Zoning Board of Adjustment, said terms to expire on July 1, 2021.

Passed and approved this 6th day of June 2016.

James C. Olson, Mayor

Attest:

Mark Nitchals, City Administrator

The Mayor then called upon the City Administrator to report on the next item on the agenda

dealing with the DOT road maintenance agreement. The Administrator stated that the Iowa Department of Transportation sent an agreement for the maintenance of Highway 169 and Highway 92 within the City limits. He stated that the agreement spells out the responsibilities of the DOT and the City with regards to these two primary highways. He stated that this agreement is for a five year term. Following brief discussion, a motion was made by Council Member Seaward and seconded by Council Member Macumber to approve the following resolution. Roll call vote:

AYES: Fletcher, Harrell, Macumber, Seaward

NAYS: None

Whereupon the Mayor declared that the following resolution was duly adopted.

RESOLUTION NO. 2016-60

RESOLUTION APPROVING IDOT ROAD MAINTENANCE AGREEMENT

BE IT RESOLVED by the City Council of the City of Winterset, Iowa that the Road Maintenance Agreement with the Iowa Department of Transportation regarding Highway 169 and Highway 92 be hereby approved.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized and directed to execute this agreement on behalf of the City.

Passed and approved this 6th day of June 2016.

James C. Olson, Mayor

Attest:

Mark Nitchals, City Administrator

The Mayor stated that we have an application for a new Native wine permit. He stated that the name of the business is Piece Works Quilt Shop located at 54 E Court Ave. A motion was made by Council Member Harrell and seconded by Council Member Fletcher to approve the following resolution. Roll call vote:

AYES: Fletcher, Harrell, Macumber, Seaward

NAYS: None

Whereupon the Mayor declared that the following resolution was duly adopted.

RESOLUTION NO. 2016 - 61

RESOLUTION APPROVING
LIQUOR LICENSE APPLICATION

WHEREAS, there is now on file in the office of the City Administrator a new Native Wine Permit application from Piece Works Quilt Shop.

WHEREAS, after due investigation and consideration of said matter, it is considered that the applications should be approved and recommendation be made that the above listed liquor licenses be granted.

NOW, THEREFORE, BE IT RESOLVED that it is recommended the liquor license be granted Piece Works Quilt Shop for a Native Wine Permit.

Passed and approved this 6th day of June 2016.

James C. Olson, Mayor

Attest:

Mark Nitchals, City Administrator

The Mayor stated that the next item on the agenda is to set the supervisors salary for fiscal year 2016-17. The Mayor stated that he has visited with the Chairman of the Board of Trustees of the Winterset Municipal Utilities about this issue. He stated that he asked the Board of Trustees to cooperate with the City Council in establishing salary levels for various supervisory personnel. Council Member Fletcher stated that he had been contacted by Council Member Stover who asked that this item be tabled until the next Council meeting. Following a period of discussion, the concensus of the Council was to include this item on the agenda for the June 20th City Council meeting.

The Mayor then called upon the Administrator to present his report at this time. The Administrator stated that July 4th falls on the same night as the first scheduled Council meeting for July. He suggested that the meeting be postponed to July 5th. Following brief discussion, the consensus of the Council was to agree with this suggestion.

The Administrator stated that the engineers from Snyder & Associates proposed a contract for undertaking a drainage study of the area east of 10th Street, including the proposed softball complex and adjacent property. He stated that this is one concern that Agriland has with regards to the proposed exchange of land with the City. He stated that another concern is that this property should be annexed into the City, but we are stalled on this effort without cooperation from the County. He stated that State law provides that an additional 20% area can be annexed in a voluntary annexation.

The Administrator stated that he has not heard from John Hutchison about paving some additional length on 8th Avenue in order to extend the paving past his driveway. He stated that Mr. Hutchison asked about extending the paving an additional 50 to 60 feet to get past his driveway. He stated that the estimated cost of this extension is about \$5,600, which is about the amount that was assessed for a similar sized lot in our last paving project.

The Administrator stated the City will be issuing a bond to pay for this small paving project and the City Hall HVAC project. He suggested that an additional amount be borrowed to undertake a project to raise the decorative brick areas in the downtown sidewalks.

The Administrator stated that the Airport Authority asked that the City provide funds to enable the payment of certain costs associated with the airport expansion project. He stated he was told that after a grant is approved by the FAA, the Airport Authority could repay the City. He stated that this would essentially be a loan to be repaid by the eventual receipt of grant funds.

The Administrator stated that the consultation meeting for the North Stone Village Urban Renewal Area No. 2 was held earlier today. He stated that whenever a new urban renewal area is established, or when an amendment is proposed, a consultation meeting for the County and the School District must be held.

The Administrator stated that the Iowa Dept. of Revenue revised the amount of LOST revenue for the last three months of the current yearly period. He stated that the City receives a monthly payment based on 95% of a yearly estimated total, with a final payment made three months later to make up the 100% total. He stated that the revised amount increased the monthly payments by a total of \$24,913.93, which as a result increased the yearly amount by about 9.2% compared to last year.

The Administrator reported that the purchase of a lot for the High School construction trades class has been completed as of June 1, 2016. He stated that the School District is advertising to find someone who would like a house built as a class project. He stated that this person or family would have to meet the current guidelines for low and moderate income.

The Administrator reported that Scott Halvorson decided that he did not want the alley closed to traffic after all.

The Mayor called for a report on the claims. Council Member Fletcher stated that he reviewed the claims this month and moved to approve the following list of claims. Council Member Seaward seconded the motion. Roll call vote:

AYES: Fletcher, Harrell, Macumber, Seaward

NAYS: None

Whereupon the Mayor declared that the motion carried.

GENERAL

POLICE:

Breedings Hardware, key replacement	54.99
Carpenter Uniform Co., uniform	163.97
Madison Co Sheriff's Office, dispatch service	2,449.74
Payroll Account, salaries	15,943.33
Payroll Account, salaries	17,398.18
Quality Car Care, car maint	61.60
Quill Corp, office supplies	377.30
Taser International Inc., taser training	435.00
Verizon, data plan	280.07
Winterset Municipal Utilities, utilities	22.45

FIRE:

Agriland FS Inc., gasoline	180.37
Iowa Staet University, cert fee	50.00
R & B Tires & Auto, truck repairs	760.00
Verizon, cellular service	23.63
Waste Mgmt of Iowa, garbage service	16.00
Winterset Municipal Utilities, utilities	189.96

ADMINISTRATION:

Flander, Casper & Rosien, atty fees	1,425.00
Payroll Account, salaries	1,955.00
Payroll Account, salaries	4,171.03
Payroll Account, salaries	4,171.03

ANIMAL CONTROL:

Payroll Account, salaries	112.44
---------------------------	--------

BUILDING INSPECTOR:

International Code Council, membership dues	135.00
Payroll Account, salaries	1,211.24
Payroll Account, salaries	1,211.25

AIRPORT:

Winterset Airport Authority, approp	3,274.25
-------------------------------------	----------

CEMETERY:

Winterset Cemetery Assn, semi-annual apprp	22,000.00
--	-----------

ECONOMIC DEVELOPMENT:

Madison Co Alliance Group, approp	3,541.67
-----------------------------------	----------

TRANSFERS:

Internal Service Fund, reimb internal	2,805.05
---------------------------------------	----------

GARBAGE FUND

SOLID WASTE/GARBAGE:

Payroll Account, salaries	619.25
Payroll Account, benefits	102.68
Payroll Account, salaries	619.24
Payroll Account, benefits	465.74
Waste Mgmt of Iowa, garbage service	22,029.16

INTERNAL SERVICE FUND

ADMINISTRATION:

Access Systems, maint contract	765.45
Brandy Decker, cleaning service	200.00
Brandy Decker, cleaning service	200.00
Breedings Hardware, light bulbs	3.69
Cintas Corp, first aid supplies	40.88
D & D Pest Control, pest control	35.00
Dept of the Treasury, picori fees	82.46
Employee Benefit Systems, HRA admin fees	284.90
F & M State Bank, ACH fees	218.00
Feirer Enterprises Inc., website maint	59.00
Mailfunance, meter lease	1,430.52
Midwest Auto Fire Sprinkler Co., sprinkler inspection	189.00
Quill Corp, office supplies	54.73
Winterset Municipal Utilities, utilities	876.16

ROAD USE TAX

ROADWAY MAINTENANCE:

Access Systems, computer repairs	234.59
Breedings Hardware, hdw supplies	23.43
Cintas Corp, first aid supplies	114.13
IA Assoc of Municipal Utilities, CIASSO dues	238.92
Iowa One Call, locates	20.25
Martin Marietta Agg., rock	946.03

MidAmerican Energy, gas service	62.01
Payroll Account, salaries	5,602.61
Payroll Account, salaries	8,511.86
Quality Car Care, equip repairs	48.85
Waste Mgmt of Iowa, garbage service	65.00
Winterset Municipal Utilities, utilities	5,684.45
Ziegler, equip repairs	28.47
<u>STREET CLEANING:</u>	
Construction & Agg Prod, equip repairs	53.66
Payroll Account, salaries	612.25

SEWER UTILITY FUND

SANITARY SEWER:

100 Cintas Corp, first aid supplies	136.13
Air-con Mechanical Corp, equip repairs	1,891.20
Bell Transmission/ Auto Repair, equip maint	27.89
CR Services, cleaning service	35.42
Hawkins Inc., chemicals	1,260.70
IA Assoc of Municipal Utilities, CIASSO dues	238.92
Internal Service Fund, reimb internal	1,870.04
Iowa One Call, locates	20.25
Iowa Pump Works Inc., pump repairs	61.69
Keystone Laboratories Inc., lab testing	965.88
Mid-American Research Chemical, chemicals	443.52
North Central Laboratories, equip repairs	136.68
Payroll Account, benefits	1,210.75
Payroll Account, benefits	5,326.68
Payroll Account, salaries	7,302.52
Payroll Account, salaries	7,302.54
Sewer Improvement Project Fund, transfer	15,000.00
Sewer Revenue Bond Sinking, transfer	13,273.63
Verizon, cellular service	116.80
Winterset Municipal Utilities, utilities	5,787.00

SEWER IMPROVEMENT FUND

SANITARY SEWER:

CL Carroll Inc., pay est #10	111,240.25
Veenstra & Kimm Inc., engineer fees	19,219.28

LMI GRANT FUND

ECONOMIC DEVELOPMENT:

Preston & Shalea Fleming, spec assmt grant	1,213.00
--	----------

CITY HALL PROJECT FUND

ADMINISTRATION:

Resource Consulting engineers, engineer fees	6,400.00
--	----------

HOUSING PROJECT FUND

URBAN RENEWAL:

Madison Co Realty Trust, lot purchase	12,122.71
---------------------------------------	-----------

TRUST & AGENCY

POLICE:

Payroll Account, benefits	2,784.88
Payroll Account, benefits	9,672.37

ADMINISTRATION:

Payroll Account, benefits	892.39
Payroll Account, benefits	3,133.29

ROADWAY MAINTENANCE:

Payroll Account, benefits	2,528.52
Payroll Account, benefit	4,768.09

The Mayor stated that the minutes of the Council meetings held on May 12th, May 16th and May 19th were previously submitted to the Council Members for review. A motion was made by Council Member Seaward and seconded by Council Member Macumber to approve the minutes as submitted. Roll call vote:

AYES: Fletcher, Harrell, Macumber, Seaward

NAYS: None

Whereupon the Mayor declared that the motion carried.

The Mayor noted that no one had signed up for public hearing at this Council meeting. The Mayor then asked that the Council consider the next steps to implementing the priorities that were discussed at the planning and goal setting meetings which were recently conducted. A period of discussion followed on the establishment of a code enforcement employee.

A motion was then made by Council Member Macumber and seconded by Council Member Harrell to adjourn the meeting. Roll call vote:

AYES: Fletcher, Harrell, Macumber, Seaward

NAYS: None

Whereupon the Mayor declared that the motion carried and the meeting was now adjourned.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator