

NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: Winterset City Council

Date of Meeting: April 17, 2017

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. Report from Madison County Development Group
- 7:10 3. Report from Winterset Municipal Utilities
- 7:20 4. Street tree planting policy/ordinance
- 7:30 5. City Hall HVAC Project
-Pay Estimate No. 5 - \$19,785.07
- 7:40 6. Review budget amendment, set date for hearing
- 7:50 7. Review zoning regulation amendments, set date for public hearing
- 8:00 8. Liquor license renewal – Northside Café
- 8:10 9. Administrator report
- 8:20 10. Claims
- 8:25 11. Minutes April 3rd meeting
- 8:30 12. Public comment
- 8:35 13. Adjournment

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

DATE POSTED: April 13, 2017

BY:

Title: City Administrator

City Council of the City of Winterset, Iowa met in regular session on April 17, 2017 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, Edmund Seaward, Scott Stover

ABSENT: Philip Macumber

The Mayor called for any additions or deletions to the agenda. A motion was made by Council Member Harrell and seconded by Council Member Stover to approve the agenda as set forth in the Notice and Call of Public meeting. Roll call vote:

AYES: Stover, Fletcher, Harrell, Seaward

NAYS: None

Whereupon the Mayor declared that the motion carried.

The Mayor recognized Tom Leners and asked for a report from the Madison County Development Group. Mr. Leners presented a written report summarizing activities he has been involved with during the past month. He went on to discuss several of the items in his report in greater detail.

The Mayor recognized Scott Wesselmann and asked for a report from the Winterset

Municipal Utilities. Mr. Wesselmann reported on activities of the Water Department and the Electric Department. He stated that they also recently opened bids for the next underground electric project. He stated that the original cost estimate for the project was to \$2.7 million, but bids were lower so the project cost will be closer to \$2.1 million.

The Mayor stated that the next item on the agenda is to discuss the City street tree policy. Kevin Johnson from the Winterset Tree Commission discussed with the Council the various aspects of managing trees in and near the City street right-of-way. He presented copies of street tree ordinance from the City of Johnston and also presented a suggested tree planting standard that could be utilized in our policy. Following considerable discussion on the matter, City staff was directed to work with the City Attorney to prepare an ordinance for the Council's consideration.

The Mayor called upon the City Administrator to report on the pay estimate for the City Hall HVAC Project. The Administrator stated that the contractor has submitted Pay Estimate No. 5 requesting payment in the amount of \$19,785.07. The Administrator stated that the contractor reports that 100% of the work is completed. He stated that this pay estimate continues to retain 5% of the contract amount, or a total retainage of \$10,149.98. He stated that the Project Engineer has reviewed the pay estimate and recommends approval. Following brief discussion, a motion was made by Council Member Stover and seconded by Council Member Fletcher to adopt the following resolution. Roll call vote:

AYES: Stover, Fletcher, Harrell, Seaward

NAYS: None

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

RESOLUTION NO. 2017-48

RESOLUTION APPROVING PAY ESTIMATE
CITY HALL HVAC IMPROVEMENT PROJECT

WHEREAS the City has previously entered into a contract with SME Mechanical, Inc. for construction of the City Hall HVAC Improvement Project; and

WHEREAS the contractor has submitted Pay Estimate No. 5 requesting payment in the amount of \$19,785.07; and

WHEREAS the Project Engineer from Resource Consulting Engineers LLC has reviewed said pay estimate and has recommended approval of Pay Estimate No. 5.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Winterset, Iowa that Pay Estimate No. 5 providing for payment in the amount of \$19,785.07 to SME Mechanical, Inc. for work completed on the City Hall HVAC Improvement Project be hereby approved and that the City Administrator is hereby directed to issue payment to SME Mechanical, Inc. in the amount of \$19,785.07

Passed and approved this 17th day of April, 2017.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor called upon the Administrator to report on the budget amendment. The Administrator stated that it is necessary to amend the City budget for the current fiscal year. The Administrator presented a report to the Council showing areas of the budget that requires an amendment. The Administrator stated that the City Council must first hold a public hearing before adopting or amending the budget. He suggested that the hearing on the budget amendment be held at the May 1st City Council meeting. Following brief discussion, a motion was made by Council Member Seaward and seconded by Council Member Stover to adopt the following resolution. Roll call vote:

AYES: Stover, Fletcher, Harrell, Seaward

NAYS: None

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

RESOLUTION NO. 2017-49

RESOLUTION SETTING DATE FOR HEARING
ON FY 2016-17 BUDGET AMENDMENT

BE IT RESOLVED by the City Council of the City of Winterset, Iowa that a public hearing on a proposal to amend the budget for FY 2016-17 be held on May 1, 2017.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to cause notice of this public hearing to be published in a timely manner.

Passed and approved this 17th day of April, 2017.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor called for a report on the zoning regulation amendments. The City Administrator that the City Attorney has prepared an ordinance which provides for certain uses to be permitted as a special exception use in the Downtown Commercial Zoning District and also the regular Commercial Zoning District. He stated that another amendment deals with the procedure for approval of a special exception use. The Administrator stated that the Planning & Zoning Commission who has recommended approval of these changes. The Administrator stated that the City Council must first hold a public hearing before amending the zoning ordinance. He suggested that this public hearing be held at the May 1st City Council meeting. Following a brief discussion, a motion was made by Council Member Seaward and seconded by Council Member Harrell to adopt the following resolution. Roll call vote:

AYES: Stover, Fletcher, Harrell, Seaward

NAYS: None

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

RESOLUTION NO. 2017-50

RESOLUTION SETTING DATE FOR PUBLIC HEARING ON
PROPOSED ZONING AMENDMENT

WHEREAS the Planning & Zoning Commission has recommended revisions to the zoning regulations relating to special exception uses to allow automated bank telling services and automated fuel dispensing services, and to modify the special exception use permit issuance procedure ; and

WHEREAS a public hearing is required before the Council can consider an ordinance amending the zoning regulations.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Winterset, Iowa that a public hearing on proposed amendments to the zoning ordinance relating to special exception uses be held on May 1, 2017.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized to cause notice of this public hearing to be published in a timely manner.

Passed and approved this 17th day of April, 2017.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor stated that the next item on the agenda is consideration of the liquor license renewal for the Northside Café. Council Member Fletcher stated that he has learned that the ownership of the Northside Café has changed. The Administrator stated that the application for renewal of the liquor license does not indicate any change in ownership. He stated that he contacted the Iowa Alcoholic Beverage Division and was told that they had not been informed of any change of ownership. Following further discussion, a motion was made by Council Member Harrell and seconded by Council Member Stover to adopt the following resolution. Roll call vote:

AYES: Stover, Harrell, Seaward

NAYS: Fletcher

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

RESOLUTION NO. 2017 - 51

RESOLUTION APPROVING APPLICATION FOR
ALCOHOLIC BEVERAGE LICENSE

WHEREAS, there is on file in the office of the City Administrator an application for a Class B beer, Class C Native Wine & Sunday sales permit filed by Michele Jahncke dba Northside Café LLC to the Iowa Department of Commerce, Alcoholic Beverages Division, and

WHEREAS, after due investigation and consideration of said matter, it is considered that the application should be granted and recommendations be made that the permit be granted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Winterset that an application from Michele Jahncke dba Northside Café LLC. for a Class B beer, Class C Native Wine & Sunday sales permit is hereby approved and it is recommended that such license be granted

Passed and approved this 17th day of April 2017.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor called upon the City Administrator to present his report at this time. The Administrator stated that he has interviewed the three applications for the Sewer Supt. position. He stated that checked references and other sources and he has offered the position to one of the applicants.

The Administrator stated that he will be busy over the next several months working on TIF development agreements. He stated that there are about six projects in which the developer has expressed interest in using tax increment financing. The Administrator stated that he works with our bond counsel firm of Dorsey & Whitney in putting together the legal documents required to establish a TIF district and to enter into a development agreement.

The Administrator stated that a bill proposed in the State Legislature could significantly affect the amount of TIF revenue that would be generated in a TIF district. He stated that the proposed legislation would remove the school district foundation tax from the TIF revenue stream. He stated that currently, TIF revenues are made up of the normal property taxes levied by the various taxing entities, with the exception of debt service tax levies and the school physical plant & equipment levy (PPEL). He stated that debt service and PPEL amounts to about 18% of the property tax levy, so the remaining 82% of the new taxes go into TIF. He stated that if the \$5.40 school foundation tax levy was diverted out of TIF, the result would be

that about 31% of the tax revenue would be diverted away from TIF, and about 69% of the new taxes would go towards TIF. He stated that the result is that it will take longer to complete a TIF development agreement, or with less incentive dollars available, some development projects may not happen.

The Administrator stated that the engine in one of the Fire trucks recently failed while they were responding to a fire call. He stated that they had the truck delivered to the Ford dealer in Des Moines where it was purchased. He stated that this is a 2012 F550 Ford pickup with a diesel engine. He stated that the engine is most likely not covered by warranty. He stated that the dealer has indicated that it could cost about \$17,000 to replace the engine.

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

AYES: Stover, Fletcher, Harrell, Seaward

NAYS: None

Whereupon the Mayor declared that the motion carried.

GENERAL

POLICE:

Card Services, cabinet lock 73.74
CenturyLink, phone service 438.10
Iowa Dept of Public Safety, membership 300.00
Madison Co Treasurer, gasoline 1,157.17
Payroll Account, salaries 18,166.88
Postmaster, box rental 116.00
Quality Car Care, car maint 35.70
Quill Corp, chair mat 54.99
Radar Road TEC, radar certification 315.00

FIRE:

Agriland FS Inc., gasoline 489.82
Carpenter Uniform Co., uniforms 159.39
CenturyLink, phone service 217.46
Feld Fire, equip repairs 930.00
Parker Welding & Fabrication, steel 129.54
R & B Tire and Auto, truck repairs 1,072.05
Waste Mgmt of Iowa, garbage service 132.00
Winterset Oil Co., gasoline 220.91

ADMINISTRATION:

County Line Printing, city guide 2,000.00
Dorsey & Whitney, consulting fees 3,357.00
Madison Co Recorder, recording fee 89.00
Payroll Account, salaries 4,367.98
Winterset Madisonian, pub 229.91

ANIMAL CONTROL:

Winterset Veterinary Center, impound fees 80.41

BUILDING INSPECTOR:

Payroll Account, salaries 1,247.58
Agriland FS Inc., gasoline 68.60

GARBAGE FUND

SOLID WASTE/GARBAGE:

Payroll Account, salaries 634.60
Payroll Account, benefits 102.65

INTERNAL SERVICE FUND

ADMINISTRATION:

Ben Franklin, office supplies 12.16
Brandy Decker, cleaning service 200.00
CenturyLink, phone service 452.77
D & D Pest Control, pest control 35.00
Fareway Stores, cleaning supplies 10.68
Feirer Enterprises Inc., website maint 59.00
Quill Corp, filing cabinets 503.98
Schindler Elevator Corp, annual inspection 1,526.16
Total Administrative Services, flex admin fee 278.50

ROAD USE TAX

ROADWAY MAINTENANCE:

Agriland FS Inc., gasoline	626.87	
Brittains Std Parts, truck maint/hdw supplies		153.11
CenturyLink, phone service	193.58	
Crystal Clear Water, office supplies	5.50	
Farmers Electric Coop Inc., utilities	203.30	
Grimes Asphalt & Paving Corp, cold mix	1,239.54	
Iowa One Call, locates	21.83	
Martin Marietta Agg, rock	568.75	
Payroll Account, salaries	7,017.23	
Simon Welding, welding	46.13	
Waste Mgmt of Iowa, garage service	65.00	
Winterset Oil Co., gasoline	314.55	

STREET CLEANING:

Carquest of Winterset, filters	50.61	
Old Dominion Brush, sweeper supplies		609.19
Payroll Account, salaries	243.80	

SEWER UTILITY FUND

SANITARY SEWER:

Breedings Hardware, hdw supplies	69.28	
Card Services, testing supplies	95.24	
CenturyLink, phone service	227.39	
Electric Pump, pump repairs	574.51	
Hawkins Inc., chemicals	1,260.70	
Iowa One Call, locates	21.83	
J & L Sanitation, garbage service/April		160.00
Jetsurge of Iowa, hydro jet sewer line		610.00
Madison Co Health System, CDL testing		43.00
Payroll Account, benefits	1,219.27	
Payroll Account, salaries	7,498.38	
Rist & Assoc Inc., exhaust ventilator	590.00	
Sewer Revenue Bond Sinking, transfer		14,458.25
Simon Welding, steel	42.03	
Spee-Dee Delivery Service, shipping	104.84	
UnityPoint Clinic, CDL testing	37.00	
Winterset Farm & Home, hdw supplies		397.23
Winterset Madisonian, job ad	671.60	

SEWER BOND SINKING FUND

SANITARY SEWER:

Iowa Finance Authority, bond pmt/interest/reg fee	164,576.03	
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HOUSING PROJECT FUND

URBAN RENEWAL:

Beeler Trucking, rock/hauling	320.04	
Flander, Casper & Rosien Trust Acct, land purchase	17,323.34	
South Central Iowa Landfill, demolition debris	2,114.00	

LIBRARY PROJECT FUND

LIBRARY:

Grand Homes & Renovations LLC, pay est #1	89,390.25	
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TAILS PROJECT FUND

PARK & RECREATION:

Boulder Contracting Inc., pay est #3	46,426.50	
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TRUST & AGENCY

POLICE:

Payroll Account, benefits	3,131.48	
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ADMINISTRATION:

Payroll Account, benefits	915.07	
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ROADWAY MAINTENANCE:

Payroll Account, benefits	1,184.90	
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Receipts for previous month:

General Fund -	\$109,529.51
Special Revenue Fund -	\$96,162.06
TIF Special Revenues Funds	\$41,120.95
Debt Service Funds -	\$9,347.12
Capital Project Funds -	\$0.00
Enterprise Funds -	\$124,309.31

The Mayor stated that the minutes of the Council meeting held on April 3, 2017 were previously distributed to the Council Members for their review. A motion was made by Council Member Seaward and seconded by Council Member Stover to approve the minutes as submitted. Roll call vote:

AYES: Stover, Fletcher, Harrell, Seaward

NAYS: None

Whereupon the Mayor declared that the motion carried.

The Mayor noted that no one had signed up for public comment.

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

AYES: Stover, Fletcher, Harrell, 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