

NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: Winterset City Council

Date of Meeting: September 19, 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:

6:00 PM: Tour of Wastewater Treatment Plant

- 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. Report from the International Friendship Commission
- 7:30 5. Report on insurance program
- 7:40 6. Proposed conveyance of city owned real estate
 - public hearing on proposal
 - resolution approving conveyance of real estate
- 7:50 7. Christmas lighting for buildings around the Square
- 8:00 8. 8th Avenue Paving Project
 - Pay Estimate No. 1 - \$87,331.79
 - Change Order No. 1 - \$1,850.00
- 8:10 9. Garbage service rates
- 8:20 10. Appointments to Planning & Zoning Commission
- 8:25 11. Liquor license renewal
 - Git N Go Store
 - Little Dublin
- 8:30 12. Administrator report
- 8:40 13. Claims
- 8:45 14. Minutes Sept. 6th meeting
- 8:50 15. Public comment
- 8:55 16. Adjournment

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

DATE POSTED: September 15, 2016

BY:

Title: City Administrator

City Council of the City of Winterset, Iowa met in regular session on September 19, 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: Howard Harrell, Philip Macumber, Scott Stover

ABSENT: Mike Fletcher, Edmund Seaward

The Mayor stated that a number of High School students were in attendance at the Council meeting this evening. He stated that those in attendance included: Kayla Lambert, Lauren Camp, Angela Drey, Alexa Clark, Brad Benschopf and Taylor Pashek.

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

AYES: Macumber, Stover, Harrell

NAYS: None

Whereupon the Mayor declared that the motion carried.

The Mayor called for a report from the Madison County Development Group. Tom Leners with Madison County Development Group addressed the Mayor and Council Members. He presented a written report listing activities he has been involved with during the past month. He also went on to discuss several of the items in his report in greater detail.

The Mayor then recognized Scott Wesselmann and asked for a report from the Winterset Municipal Utilities. Mr. Wesselmann stated that they had a recent inspection of the spillway and dam and also the dredge basin area. He stated that the dredge basin area is drying up and will eventually be used for cropland again. He stated that they are planning to paint the inside and outside of the water tower near the High School. He stated that the Electric Utility continues to connect new housing projects. He stated that they installed new cut outs in anticipation of moving a house that is located near the Farmers Merchants drive-up bank facility.

The Mayor then recognized Chris Nolte and asked for a report from the International Friendship Commission. Mr. Nolte stated that he has brought along the chaperons and two students who visited Japan earlier. He introduced Holly Pena. Holly Pena then introduced her son Nicholas Pena who addressed the Mayor and Council and thanked the Council Members for the support that the City has shown for the International Friendship Exchange. Also present was Rebecca Trimble and her son Jason, who also addressed the Mayor and Council Members.

The Mayor stated that Roger Queck was not in attendance at the meeting, so we would not hear the report on the insurance program.

The Mayor then stated that this is the time and place for a public hearing on the proposal to convey City owned real estate. He stated that this involves a lot located on East Filmore Street and the proposal is to convey the real estate to the Winterset Community School District. The Mayor called for any comments or objections to be voiced at this time. Hearing no such comments, the Mayor declared that the public hearing was now closed.

A motion was made by Council Member Stover and seconded by Council Member Macumber to approve the following resolution. Roll call vote:

AYES: Macumber, Stover, Harrell

NAYS: None

The Mayor declared that the following resolution was duly adopted.

RESOLUTION 2016-111

RESOLUTION APPROVING THE CONVEYANCE OF REAL ESTATE

WHEREAS, the City Council of Winterset, Iowa has proposed the conveyance of the following described real estate:

The West 66 feet of the North 132 feet of Lot Six (6) of Depot Addition to the Town of Winterset, Madison County, Iowa.

WHEREAS, the City has proposed to convey title of the real estate by Quit Claim Deed to the Winterset Community School District.

WHEREAS, the City Council set September 19, 2016 as the date for a public hearing upon the proposed conveyance of real estate pursuant to Iowa Code Section 364.7;

WHEREAS, notice of the hearing has been timely published as provided by Iowa Code Section 362.3 in the Winterset Madisonian, a newspaper published weekly and having

general circulation in the City, as evidenced by the Affidavit of Publication from the Madisonian on file in the Office of the City Administrator.

WHEREAS, the public hearing has been held and all interested persons have been heard on the proposal,

NOW, THEREFORE, BE IT RESOLVED that the proposed conveyance of real estate described above be and is hereby approved in all respects as provided by the prior Resolution of the City Council of Winterset, Iowa.

BE IT FURTHER RESOLVED that the Mayor and City Administrator be and are hereby authorized and directed to take all necessary steps to complete this transaction including, but not limited to, the tender of a Quit Claim Deed to The Winterset Community School District.

Passed and approved on this 19th day of September, 2016.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor stated that the next item on the agenda is to consider the proposal to install new Christmas lights on the buildings around the Square. The Mayor stated that concern has been raised by the Madison County Historic Preservation Commission about attaching permanent lighting to the exterior of the buildings. The Mayor recognized Brenda Hollingsworth and asked that she address this concern. Brenda Hollingsworth stated that the Madison County Historic Preservation Commission is working with building owners around the Square to determine their interest in pursuing a grant application for store front facade renovation. She stated that if this project proceeds, the renovation work should be done before any lights are attached to the building. Following a period of discussion, the consensus of the Council was to delay the installation of these lights until after the store front facade project is completed.

The Mayor called for a report on the paving project pay estimate. The City Administrator stated that Vanderpool Construction has submitted Pay Estimate No. 1 calling for payment of \$87,331.79. The Administrator stated that this represents just over half of the total value of the contract. The Administrator stated that the storm sewer has been installed, the water main has been installed and connected and the subgrade prep work has been done. Following brief discussion, Council Member Harrell made a motion, seconded by Council Member Macumber to approve the following resolution. Roll call vote:

AYES: Macumber, Stover, Harrell

NAYS: None

The Mayor declared that the following resolution was duly adopted.

RESOLUTION NO. 2016-112

RESOLUTION APPROVING PAY ESTIMATE
N. 8th AVENUE PAVING PROJECT

WHEREAS the City has previously entered into a contract with Vanderpool Construction, Inc. for construction of the N. 8th Avenue Paving Project; and

WHEREAS the contractor has submitted Pay Estimate No. 1 requesting payment in the amount of \$87,331.79; and

WHEREAS the Project Engineer from Snyder & Associates has reviewed said pay estimate and has recommended approval of Pay Estimate No. 1.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Winterset, Iowa that Pay Estimate No. 1 providing for payment in the amount of \$87,331.79 to Vanderpool Construction, Inc. for work completed on the N. 8th Avenue Paving Project be hereby approved and that the City Administrator is hereby directed to issue payment to

Vanderpool Construction, Inc. in the amount of \$87,331.79

Passed and approved this 19th day of September, 2016.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor called for a report on Change Order No. 1. The Administrator stated that this change order involves connection to the water main. The Administrator stated that he authorized the contractor to make this connection. The Administrator stated that this cost would be included in the cost of the project being financed with the TIF revenues. Following brief discussion, a motion was made by Council Member Macumber and seconded by Council Member Stover to approve the following resolution. Roll call vote:

AYES: Macumber, Stover, Harrell

NAYS: None

The Mayor declared that the following resolution was duly adopted.

RESOLUTION NO. 2016-113

RESOLUTION APPROVING CONTRACT CHANGE ORDER
N. 8th AVENUE PAVING PROJECT

WHEREAS the City has previously entered into a contract with Vanderpool Construction, Inc. for construction of the N. 8th Avenue Paving Project; and

WHEREAS, Snyder & Associates, the Project Engineer, has proposed Change Order No. 1 making modifications to the plans, said modifications increasing the contract by \$1,850.00.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Winterset, Iowa that Change Order No. 1 increasing the contract price by \$1,850.00 for the contract with Vanderpool Construction, Inc. for construction of the N. 8th Avenue Paving Project, is hereby approved.

Passed and approved this 19th day of September, 2016.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor called for a report on the garbage rates. The City Administrator stated that the City's contract with Waste Management of Iowa provides for a 2.75% rate increase on 70% of the rate. He stated that if the landfill cost were increased, Waste Management would ask for an increase on the remaining 30% of the rate. He stated that this results in an increase of .24¢ per customer charged by Waste Management. The Administrator suggested that the City should likewise raise their rates charged to the residential customers by 1.9%. He stated that as a result, the City's charge would go from a \$13.50 to \$13.75 per month. Following brief discussion, Council Member Harrell made a motion seconded by Council Member Stover to adopt the following resolution. Roll call vote:

AYES: Macumber, Stover, Harrell

NAYS: None

The Mayor declared that the following resolution was duly adopted.

RESOLUTION NO. 2016-114

RESOLUTION SETTING GARBAGE RATES

BE IT RESOLVED by the City Council of the City of Winterset, Iowa that effective October 1, 2016 the rate charge for residential garbage service are established as follows:

96 Gallon Toter	\$13.75 per month
35 Gallon Toter	\$13.00 per month
Extra Toter	\$4.50 per month

Passed and approved this 19th day of September 2016.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor called for a report on the appointments to the Planning & Zoning Commission. Assistant City Administrator Bob Hendricks reported that the terms of four members of the Planning & Zoning Commission will expire on October 1st. He stated that Rebekah Mitchell, Gary Larson and Dave LaGrange have agreed to serve another term. He stated that he asked Tammy Ellwanger if she would be interested in serving, and she has agreed to do so. Following brief discussion, a motion was made by Council Member Macumber and seconded by Council Member Stover to approve the following resolution. Roll call vote:

AYES: Macumber, Stover, Harrell

NAYS: None

The Mayor declared that the following resolution was duly adopted.

RESOLUTION NO. 2016-115

RESOLUTION APPROVING APPOINTMENTS
TO PLANNING & ZONING COMMISSION

WHEREAS the terms of four members of the Planning & Zoning Commission will expire on October 1, 2016: and

WHEREAS appointments to the Planning & Zoning Commission are made by the City Council for a four-year term.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Winterset Iowa that Rebekah Mitchell, Gary Larson, Dave LaGrange are hereby reappointed to the another four-year term, and that Tammy Ellwanger is hereby appointed to four-year term on the Planning & Zoning Commission, said terms to expire on October 1, 2020.

Passed and approved this 19th day of September 2016.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor stated that two liquor license applications have been filed. He stated that Little Dublin and the Git N Go Convenience Store have filed for renewal of their liquor license. The Mayor stated that the Police Department has not had compliance problems at these businesses. A motion was then made by Council Member Harrell and seconded by Council Member Stover to approve the following resolution. Roll call vote:

AYES: Macumber, Stover, Harrell

NAYS: None

The Mayor declared that the following resolution was duly adopted.

RESOLUTION NO. 2016 - 116

RESOLUTION APPROVING APPLICATION
FOR BEER PERMIT AND SUNDAY SALES PERMIT

WHEREAS, there is now on file in the office of the City Administrator an application for a Class C Liquor License, Sunday Sales Permit and Outdoor Service Area filed Irish Sons LLC dba The Little Dublin, accompanied by the \$1,482 fee payable to the Iowa Department of Commerce, Alcoholic Beverages Division, and

WHEREAS, there is now on file in the office of the City Administrator an application for a Class B beer permit and Sunday Sales permit filed by Git-N-Go Convenience Store, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Winterset, Iowa, that the applications for Little Dublin for a Class C Liquor License, Sunday Sales Permit and Outdoor Service Area and Git-N-Go Convenience Store for a Class B beer permit and Sunday Sales permit is hereby approved and it is recommended that these licenses be granted.

Passed and approved this 19th day of September 2016.

James C. Olson, Mayor

ATTEST:

Mark Nitchals, City Administrator

The Mayor called upon the Administrator to present his report at this time. The Administrator stated that the Madison County Historic Preservation Commission is working with staff from SICOG about submitting a CDBG grant application for improving building facades in the downtown area. He stated that the first step in preparing a grant application is to determine if the downtown area meets the eligibility guideline, which is 25% of the area. He stated that if this level is met, the SICOG staff will be attending a future Council meeting to provide more detailed information.

The Administrator stated that the agreement for the land deed exchange with Agriland seems to be getting finalized. The Administrator provided copies of the proposed land swap to the Council Members and stated that this would be on the agenda for the next Council meeting.

The Administrator stated that part of the agreement with Agriland involves a drainage plan for surface runoff. He stated that Snyder & Associates have prepared a plan for controlling the surface drainage in this area. He stated that three alternate plans were put forth, with a recommendation to handle the runoff through a ditch that would be graded through the City property and then through Agriland's property. The Administrator provided copies of the report and briefly went through the report.

The Administrator reported that the Library Board has selected the new Library Director. He stated that Jean Bosch will begin her new job as Library Director on Oct. 17, 2016. He stated that Nancy Trask will end her employment at the end of October. The Administrator stated that Jean Bosch is from Fort Collins, Colorado.

The Administrator stated that he has obtained a price quote to change the pedestrian signal lights in the downtown area to have a count-down timer. He stated that the equipment costs is \$255 per signal light, and there are two signal lights per pole. He stated that the costs would be about \$2,040 per intersection. He stated that this does not include the cost of labor to make change these signal lights. He stated that one intersection has the countdown timer lights, so three intersections would have to be changed.

The Administrator stated that work has begun on correcting the sidewalks at the intersection by City Hall. He stated that the Street Dept. worked all day trying to remove concrete at the corner by City Hall, and will start on the other side of the street tomorrow.

He stated that Alexander Construction will be in later this week to replace the concrete.

The Administrator stated that the new 4-way stop intersections on the west side of the Square seem to have been received quite well by the public. He stated that in addition to the stop signs on the side of the street, portable stop signs were put up in the middle of the intersection which helped make motorist aware of the new stop signs.

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

AYES: Macumber, Stover, Harrell

NAYS: None

Whereupon the Mayor declared that the motion carried.

GENERAL

POLICE:

Business Radio Sales & Service, patrol car radio 1,455.33
CenturyLink, phone service 437.00
Fareway Stores Inc., evidence bags 13.07
Grafix Shoppe, car graphics 159.51
Interstate Battery Center, battery 26.60
L-tron Corp, printer paper 324.00
Madison Co Treasurer, gasoline 1,009.74
Payroll Account, salaries 16,733.08
Quality Car Care, car repairs/car maint 1,285.61
Roush Collision & Restoration, equipment repairs 6,641.19
Security Equipment Inc., cameras upgrade 418.12
Ultra Max, ammunition 951.00
Verizon, cellular service 338.20

FIRE:

Payroll Account, salaries 4,150.00

ADMINISTRATION:

Madison Co Treasurer, property taxes 728.00
Payroll Account, salaries 4,367.97
Winterset Madisonian, pub 706.36

ANIMAL CONTROL:

Winterset Veterinary Center, impound fees 114.40

BUILDING INSPECTOR:

Payroll Account, salaries 1,247.58
Winterset Oil Co., gasoline 73.65

GARBAGE FUND

SOLID WASTE/GARBAGE:

Payroll Account, salaries 634.60
Payroll Account, benefits 103.02
Waste Mgmt of Iowa, garbage service 22,342.14

INTERNAL SERVICE FUND

ADMINISTRATION:

All American Turf Beauty, nitetime maint 237.86
Authorize.Net, ACH fees 15.00
Brandy Decker, cleaning service 200.00
CenturyLink, phone service 454.24
CINTAS Corp, first aid supplies 73.64
Employee Benefit Systems, HRA admin fees 284.90
Feirer Enterprises Inc., website maint 59.00
Total Administrative Services, flex admin fees 258.58
WorldPay US Inc., CR/DB fees 213.81

ROAD USE TAX

ROADWAY MAINTENANCE:

Agriland FS Inc., gasoline 450.08
Brittains Std Parts, oil/filters/equip repairs/cleaning supplies 363.41
Carquest of Winterset, hdw supplies 32.11
CenturyLink, phone service 193.81
Doc's Soft Water, office supplies 5.50
Family Center, gloves 6.99
Farmers Electric Coop Inc., utilities 203.22

Hotsy Cleaning System Inc., washer repairs	267.50
IA Assoc of Municipal Utilities, CIASSO dues	252.11
Iowa One Call, locates	20.48
Madison Co Health System, CDL testing	86.00
MidAmerican Energy, gas service	25.66
Payroll Account, salaries	6,984.49
Productivity Plus Account, equip repairs	182.84
UnityPoint Clinic, CDL testing	37.00
Waste Mgmt of Iowa, garbage service	65.00
Winterset Farm & Home, gloves/hdw supplies	89.78
Winterset Oil Co., gasoline	217.99
<u>STREET CLEANING:</u>	
Old Dominion Brush, sweeper brooms	557.76
Payroll Account, salaries	359.78

SEWER UTILITY FUND

SANITARY SEWER:

Brittains Std Parts, tools/hdw supplies	286.94
CenturyLink, phone service	225.62
Hawkins Inc., chemicals	111.30
Hygienic Laboratory, lab testing	19.50
IA Assoc of Municipal Utilities, CIASSO dues	252.11
Iowa One Call, locates	20.48
Keystone Laboratories Inc., lab testing	1,152.90
Payroll Account, benefits	1,231.64
Payroll Account, salaries	7,565.91
Pro Team Insurance, add'l insurance	773.00
Spee-dee Delivery Service Inc., shipping	118.20
Winterset Farm & Home, hdw supplies	290.25
Winterset Oil Co., gasoline	633.32

SEWER SYSTEM IMPROVEMENT FUND

SANITARY SEWER:

C. L. Carroll, final payment	11,187.71
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LMI GRANT FUND

ECONOMIC DEVELOPMENT:

Anna Withers, spec assmt grant	334.84
Elizabeth P McCullough, spec assmt grant	801.00
Gayle Alexander, spec assmt grant	271.00
Ruby Adams, spec assmt grant	540.00
William F Meyer, spec assmt grant	1,000.00

SIDEWALK PROJECT FUND

SIDEWALKS:

Alexander Construction, sidewalk const	7,235.50
Midwest Curb Grinding, curb grinding	300.00

TRUST & AGENCY

POLICE:

Payroll Account, benefits	2,877.12
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FIRE:

Payroll Account, benefits	467.58
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ADMINISTRATION:

Payroll Account, benefits	915.76
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ROADWAY MAINTENANCE:

Payroll Account, benefits	1,192.24
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Receipts for previous month:

General Fund -	\$71,791.91
Special Revenue Fund -	\$111,913.25
TIF Special Revenues Funds	\$0.00
Debt Service Funds -	\$0.00
Capital Project Funds -	\$0.00
Enterprise Funds -	\$137,078.02

The Mayor stated that the minutes of the Council meeting held on September 6th were previously distributed to the Council Members for their review. A motion was made by Council Member Macumber and seconded by Council Member Harrell to approve the minutes as submitted. Roll call vote:

AYES: Macumber, Stover, Harrell

NAYS: None

Whereupon the Mayor declared that the motion carried.

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

AYES: Macumber, Stover, Harrell

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