

Governmental Body: Winterset City Council

Date of Meeting: January 2, 2024

Time of Meeting: 7:00 PM

Place of Meeting: City Hall - 124 W Court Ave

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

- 1) Call to order, Pledge of Allegiance, roll call, adopt agenda**
  - 2) Consent Agenda**
    - a) City Council Meeting Minutes from December 18, 2023
    - b) Parks and Recreation Board minutes from December 13, 2023
    - c) Liquor License Renewals
      - i) Oasis Wine & Spirits Class E
      - ii) Hy-Vee Market Café Class C
    - d) Utility Bill Adjustment
    - e) Code Enforcement Report
  - 3) Claims and Disbursements**
    - a) Claims in the amount of \$922,593.33
  - 4) Reports from City Boards and Departments**
    - a) Street Superintendent Ryan Flaherty
    - b) Library Director Dave Hargrove
    - c) Park & Recreation Director Sky Smothers
    - d) Fire Chief Jayson McDonald
    - e) Police Chief Ryan Pittman
    - f) Code Enforcement Officer Hollie Burgus
    - g) City Administrators Report
  - 5) Proclamation**
    - a) Pledge Support to Combat Human Trafficking
  - 6) Presentations**
    - a) Comprehensive Plan and Update
  - 7) Public Comment**
  - 8) Resolutions and Actions**
    - a) Res No. 2023-58 Authorizing Bank Signatures
  - 9) Mayor and Council Discussion**
- Adjournment**

DATE POSTED: December 29, 2023

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Andrew Barden, City Administrator/City Clerk

The City Council of the City of Winterset, Iowa met on January 2, 2024 in accordance with the above Notice and Call of Public meeting. The meeting was called to order at 7 P.M. by Mayor Leners and recited the pledge of allegiance.

PRESENT: Michael Cook, Christopher Fairholm, Mike Fletcher  
Michael Eller, Maryann Orr

ABSENT: none

The Mayor asked for a motion to adopt the presented agenda. There being no further additions or deletions to the agenda and no further discussion, Council Member Fletcher made a motion, seconded by Council Member Eller. On roll call vote, all Council Members present voted Aye.

Whereupon the Mayor declared that the motion carried.

**Consent Agenda**

- City Council Meeting Minutes from December 18, 2023
- Parks and Recreation Board minutes from December 13, 2023
- Liquor License Renewals
  - Oasis Wine & Spirits Class E
  - Hy-Vee Market Café Class C
- Utility Bill Adjustment
- Code Enforcement Report

The Mayor stated that the minutes of the December 18, 2023 City Council meeting were previously distributed to the Council Members for their review. There being no further discussion; a motion was made to approve the Consent Agenda by Council Member Fairholm and seconded by Council Member Cook to approve the minutes as submitted. On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

**Receipts, Filings, and Affidavits**

The claims submitted are in the amount of \$922,593.33.

The Mayor called for a report on the claims. Council Member Cook stated that he reviewed the claims and moved to approve the following list of claims. Council Member Fletcher seconded the motion. On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

GENERAL

POLICE:

Aiden Wood, remove decals	595.00
Galls Inc., uniforms	710.95
Iowa Law Enforcement Academy, evaluation	150.00
Iowa Prison Industries, business cards/uniforms	108.79
Kiesler Police Supply Inc., gun supplies	31.00
Madison Co Sheriff's Office, dispatch service	6,564.50
Payroll Account, salaries	24,047.20
Quill Corp, office supplies	38.24
Ryan Pittman, housing allowance	1,125.00
Winterset Municipal Utilities, utilities	22.22

FIRE:

Alex Air Apparatus 2 LLC, super 20 auto elect	424.20
Danko Emergency Equipment Co, lenzing hood	324.29
Winterset Municipal Utilities, utilities	250.89

ADMINISTRATION:

Andrew Barden, phone reimbursement	50.00
IA Municipalities Workers Comp, work comp premium	6,966.96
Madison Co Auditor, election expenses	2,787.75
Payroll Account, salaries	1,115.00
Payroll Account, salaries	5,610.22
Winterset Madisonian, pub	612.07

BUILDING INSPECTOR:

Payroll Account, salaries	2,263.20
Veenstra & Kimm Inc., bldg./permit fees/Winterset Comm Park	4,266.40

<u>AIRPORT:</u>	
Winterset Airport Authority, approp	4,606.25
<u>ECONOMIC DEVELOPMENT:</u>	
Madison Co Alliance Group, approp	4,458.33
<u>TRANSFERS:</u>	
Internal Service Fund, reimb internal	12,094.84
	GARBAGE FUND
<u>SOLID WASTE/GARBAGE:</u>	
Payroll Account, salaries	755.74
Payroll Account, benefits	477.97
	INTERNAL SERVICE FUND
<u>ADMINISTRATION:</u>	
Access Systems Leasing, service contract	171.43
D & D Pest Control, pest control	45.00
F & M State Bank, ACH fees	249.00
Mediacom, phone/internet service	567.19
Quadient Finance USA Inc., postage	600.00
Quill Corp, office supplies	197.11
Warren Water District, December readings fee	25.00
Winterset Municipal Utilities, utilities	997.65
	ROAD USE TAX
<u>ROADWAY MAINTENANCE:</u>	
Payroll Account, salaries	8,415.09
Winterset Municipal Utilities, utilities	6,630.56
	SEWER UTILITY FUND
<u>SANITARY SEWER:</u>	
IA Municipalities Workers Comp, work comp premium	211.12
Internal Service Fund, reimb internal	8,063.23
Oreilly Automotive Inc., vehicle maintenance	127.26
Payroll Account, benefits	641.39
Payroll Account, salaries	1,153.56
Pit Pros Inc. sludge hauling	10,350.00
Sewer Improvement Project Fund, transfer	20,000.00
Sewer Revenue Bond Sinking, transfer	25,091.42
Winterset Municipal Utilities, utilities	5,218.39
	SEWER IMPROVEMENT PROJECT FUND
<u>SANITARY SEWER:</u>	
Fox Strand Inc., engineer fees	55,781.00
	TIF
<u>ECONOMIC DEVELOPMENT:</u>	
Agriland FS Inc., TIF tax rebate	9,132.01
Agrivision Group Properties LL, tax TIF rebate	23,318.50
Hy-Vee Inc., tax TIF rebate	47,900.50
	CASPER 1 <sup>ST</sup> ADDITION
<u>ECONOMIC DEVELOPMENT:</u>	
Casper Family LC, TIF tax rebate	23,002.74
	NORTHSTONE VILLAGE
<u>ECONOMIC DEVELOPMENT:</u>	
Winterset Hotel Group LLC, tax TIF rebate	29,841.50
	NORTHSTONE 2 <sup>ND</sup> ADDITION
<u>ECONOMIC DEVELOPMENT:</u>	
Corkrean Properties LLC, tax TIF rebate	16,146.85
	NORTHSTONE 3 <sup>RD</sup> ADDITION
<u>ECONOMIC DEVELOPMENT:</u>	
Corkrean Properties LLC, tax TIF rebate	14,829.21
LMI Grant Fund, transfer	9,034.98
	ARBOR PARK FUND
<u>ECONOMIC DEVELOPMENT:</u>	
Corkrean Development Inc., tax TIF rebate	87,051.35
	ARBOR PARK 3 <sup>RD</sup> ADDITION
<u>ECONOMIC DEVELOPMENT:</u>	
Corkrean Development Inc., tax TIF rebate	19,184.39
LMI Grant Fund, transfer	11,688.46

CORKREAN/WATTS URA2 PLAT 6

ECONOMIC DEVELOPMENT:

Corkrean Watts Development Co, tax TIF rebate	22,024.35
LMI Grant Fund, transfer	13,418.76

GLENWOOD TIF FUND

ECONOMIC DEVELOPMENT:

Kading Properties LLC, tax TIF rebate	48,199.13
LMI Grant Fund, transfer	29,366.25

CEDAR WOODS FUND

ECONOMIC DEVELOPMENT:

Zuendel Investments Inc., tax TIF rebate	140,460.49
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STOVER #1 ADDITION

ECONOMIC DEVELOPMENT:

LMI Grant Fund, transfer	8,255.50
Scott & Jennifer Stover, tax TIF rebate	13,550.03

NELSON ACRES FUND

ECONOMIC DEVELOPMENT:

Winterset Community School, tax TIF rebate	12,296.71
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LMI FUND

Arbor Park., transfer	34,967.02
Cedar Woods., transfer	62,885.93

TRUST & AGENCY

POLICE:

Payroll Account, benefits	11,727.80
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ADMINISTRATION:

Payroll Account, benefits	4,067.32
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ROADWAY MAINTENANCE:

Payroll Account, benefits	5,251.14
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**Reports from City Boards and Departments**

Street Department Ryan Flaherty provided a written report and highlighted the likely first snow removal operation of the season coming. Flaherty intends to use the brine tank for this snowfall and will report back on the results. Continuing, the Department lost an employee and applications having been received for a replacement. Flaherty plans to continue to remove dead and diseased trees and rent the larger more efficient stump grinder in the spring.

Library Director Dave Hargrove reported room reservation and online payment will be available soon. The long-range plan is due in 2024 and one area of digitization priority will be the Madison County cookbook collections. The 2024 consumer report is available in digital format on the website, this is a popular request and quite robust.

Park & Recreation Director Sky Smothers reported a budget approved by the Park Board and pending delivery to City Council. Projects include the pending opening of the all-inclusive playground as repairs are made to subpar concrete. The Winterset field house viability and business plan is underway. A mis order on playground picnic tables benefited the city and extras will be places at Whistlestop and Memory Lane. Tree cleanup at City Park is being sponsored by a grant and the wood will be re purposed for firewood sales at the campground. Programs completed include peewee basketball and notes from the north pole. Continuing programs include youth basketball, Adult pickleball, and Campground reservations have opened for the season.

Fire Chief Jayson McDonald reported 3 calls for the month (2 structure fires, 3 car accidents, and 1 car fire). The Chief is completing end of year reports for townships. A new computer has been purchased and will be installed shortly replacing a nearly 20-year-old device.

Police Chief Ryan Putnam presented a report to the Council and discussed the month of December and the annual report. Highlights for December included officer Dekker celebrating 9 years with the Department.

Code Enforcement Officer Hollie Burgus was excused from the meeting but provided a written report to the Council.

The City Administrator Report was provided with the Council packets and included updates on projects and operations in the City. The Administrator provided the Council with City provided emails and email policy. Additionally, reporting per the City Attorney that the Supreme Court decision on the City of Winterset vs. Penny is the Supreme Court of Iowa affirmed the District Court decision and dismissed the case on a pretrial motion. Lastly, updating the City Council on previous dates of closure and future projects for the City.

### **Proclamation**

Pledge Support to Combat Human Trafficking, Mayor Proclaimed the Month of January in the City of Winterset to be Human Trafficking month with support of the Winterset Rotary and The State of Iowa's initiative.

### **Presentations**

Comprehensive Plan and Update was provided by Administrator Barden including the goals and achievements for 2023, future policy initiatives, and future projects for consideration following a funding availability and guidance.

**Public Comment** – Individuals wishing to speak shall sign up prior to the meeting. When called upon please stand and give your address for the record. Each person may speak for up to three minutes. Please professionally and tactfully express your specific concerns and do not disrespect individuals.

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

### **Resolutions and Actions**

A motion was made by Council Member Fletcher to approve Res No. 2023-58 and seconded by Council Member Fairholm. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

RESOLUTION NO. 2023-58  
RESOLUTION AUTHORIZING BANK SIGNATURES  
AND APPROVING PUBLIC ENTITY BANK RESOLUTION

**WHEREAS**, Thomas J. Leners has been elected to Mayor effective January 1<sup>st</sup>, 2024; and

**WHEREAS**, the list of City officials and employees authorized to sign and or countersign banking documents for investments and money transfers;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Winterset, Iowa that a resolution listing certain City officials and City employees who are authorized to exercise the aforementioned banking duties and powers at Farmers and Merchants State Bank and American State Bank is hereby approved.

Passed and approved this 2<sup>nd</sup> day of January, 2024

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Thomas J Leners, Mayor

ATTEST:

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Andrew J Barden, Administrator/City Clerk

## **Mayor and Council Discussion**

Administrator Barden challenged the Mayor and Council to provide an accolade or appreciation of a project, community event, citizenry, or city staff.

Council Member Fairholm appreciated the Christmas music on the square and encouraged businesses to be aware of and enjoy the music.

Council Member Fletcher appreciates the work Code Enforcement does, knowing it is a thankless job. The progress Parks and Rec have made on programing and amenities.

Council Member Eller appreciates the Community's desire to be kind and promote or help citizens and businesses.

Council Member Cook appreciates the renovation of Madison Square and Old High School ensuring they do not fall into disrepair and the housing options increase.

Mayor Leners requested Chirstopher Fairholm to be his Mayor Pro Tem, which was accepted. The Mayor noted his appreciation for the work completed in the prior year the momentum being carried by the staff for the future.

## **The Adjournment**

There being no further business, Council Member Fairholm then made a motion to adjourn the meeting. The motion to adjourn was seconded by Council Member Fletcher. All Council Members voted Aye.

Whereupon the Mayor declared that the motion carried, and the meeting was adjourned at 8:08 p.m.

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Thomas J. Leners, Mayor

ATTEST:

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Andrew Barden, City Administrator/City Clerk