

Governmental Body: Winterset City Council

Date of Meeting: February 5th, 2024

Time of Meeting: 7:00 PM

Place of Meeting: City Hall - Electronically

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 January 15, 2024
 - b) Parks and Recreation Board minutes from January 17, 2024
 - c) Tree Commission Minutes from January 3, 2024
 - d) Library Board Minutes from January 17, 2024
 - e) Urban Taproom & Grille Class C Liquor License Renewal
 - f) Utility Bill Adjustment (2)
 - 3) Receipts, Filings, and Affidavits**
 - a) Claims in the amount of \$345,131.99
 - 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) Presentations**
 - a) Tony Wenck- Rib Fest
 - b) Matt Stoffel with PFM
 - 6) Public Comment**
 - 7) Resolutions and Actions**
 - a) Res No. 2024-01 Resolution Setting A Date Of Meeting For Public Hearing On Proposed Property Tax Levy
 - b) 2024-02 SICOG Participation
 - 8) Council Considerations and Discussions (work session)**
 - a) Contractor Policy
 - b) ROW Use Permit
 - 9) Closed Session**
 - a) in accordance with 21.5.1.i "To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."
 - 10) Mayor and Council Discussion**
- Adjournment**

DATE POSTED: February 2, 2024

Andrew Barden, City Administrator/City Clerk

The City Council of the City of Winterset, Iowa met on February 5th, 2024, in accordance with the above Notice and Call of Public meeting. The meeting was called to order at 7 P.M. by Mayor Pro Tem Fairholm and recited the pledge of allegiance. The Mayor was present, however not presiding as he was recovering from a medical procedure.

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

ABSENT: none

The Mayor Pro Tem 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 Orr made a motion, seconded by Council Member Fletcher. On roll call vote, all Council Members present voted Aye.

Whereupon the Mayor Pro Tem declared that the motion carried.

Consent Agenda

- City Council Meeting Minutes from January 15, 2024
- Parks and Recreation Board minutes from January 17, 2024
- Tree Commission Minutes from January 3, 2024
- Library Board Minutes from January 17, 2024
- Urban Taproom & Grille Class C Liquor License Renewal
- Utility Bill Adjustment (2)

The Mayor Pro Tem stated that the minutes of the January 15, 2024, 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 Fletcher 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 \$345,131.99

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

Whereupon the Mayor Pro Tem 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

AIRPORT:

Winterset Airport Authority, approp	4,606.25
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ECONOMIC DEVELOPMENT:

Madison Co Alliance Group, approp	4,458.33
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TRANSFERS:

Internal Service Fund, reimb internal	12,094.84
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GARBAGE FUND

SOLID WASTE/GARBAGE:

Payroll Account, salaries	755.74
Payroll Account, benefits	477.97

INTERNAL SERVICE FUND

ADMINISTRATION:

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

ROADWAY MAINTENANCE:

Payroll Account, salaries	8,415.09
Winterset Municipal Utilities, utilities	6,630.56

SEWER UTILITY FUND

SANITARY SEWER:

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

SANITARY SEWER:

Fox Strand Inc., engineer fees	55,781.00
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TIF

ECONOMIC DEVELOPMENT:

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 1ST ADDITION

ECONOMIC DEVELOPMENT:

Casper Family LC, TIF tax rebate	23,002.74
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NORTHSTONE VILLAGE

ECONOMIC DEVELOPMENT:

Winterset Hotel Group LLC, tax TIF rebate	29,841.50
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NORTHSTONE 2ND ADDITION

ECONOMIC DEVELOPMENT:

Corkrean Properties LLC, tax TIF rebate	16,146.85
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NORTHSTONE 3RD ADDITION

ECONOMIC DEVELOPMENT:

Corkrean Properties LLC, tax TIF rebate	14,829.21
LMI Grant Fund, transfer	9,034.98

ARBOR PARK FUND

ECONOMIC DEVELOPMENT:

Corkrean Development Inc., tax TIF rebate	87,051.35
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ARBOR PARK 3RD ADDITION

ECONOMIC DEVELOPMENT:

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

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

LMI FUND

Arbor Park., transfer 34,967.02

Cedar Woods., transfer 62,885.93

TRUST & AGENCY

POLICE:

Payroll Account, benefits 11,727.80

ADMINISTRATION:

Payroll Account, benefits 4,067.32

ROADWAY MAINTENANCE:

Payroll Account, benefits 5,251.14

Reports from City Boards and Departments

Street Department Ryan Flaherty presented a written report to Council and highlighted the snow removal operations in January. Superintendent Flaherty noted repairing and replacing equipment following the large amount of snow. Flaherty thanked Winterset PD and Winterset Utilities for assistance during the snow removal and concluded noting a new individual has been hired.

Library Director Dave Hargrove presented to Council and expressed appreciation for the city snow removal crews maintaining the sidewalk during the month of January. Hargrove informed Council the online room reservation software is operational. Friends of the library will be hosting a book sale April 25-27 and "Touch a Truck" event is scheduled for June 1st. Spring Break programing is ready to go.

Park & Recreation Director Sky Smothers presented to Council a Business Plan for the Winterset Fieldhouse is underway and a presentation was made to the Parks and Recreation Board during the January meeting. The business plan was well received by our Board Members. Two public meetings are scheduled at the Winterset Public Library on Thursday February 15th at either 9am or 6pm. This has been promoted on our social media pages, email, as well as the Madisonian. Smothers encouraged everyone to review the 2021 Needs Assessment, the 2022 Parks, Recreation, and Trails Master Plan along with the recently released Winterset Fieldhouse Business Plan. Current programs include Father Daughter Dance, pool passes are available for sale, and campground reservations are open. Recently closing is adult pickleball and ongoing programing of coed volleyball. Parks crews have been busy with snow removal operations, staffing of the aquatic center is going well, and interviews for the open Recreation Manager position are ongoing.

Fire Chief Jayson McDonald provided a report to Council highlighting the 9 calls for the month (3 car accidents, 3 alarms, 1 gas leak, 1 car fire, 1 structure fire). Continuing the report of the retirement celebration for Russ Keating with a combined 35 years of service. Fire Chief McDonald provided a special build sheet and costs for firetrucks to the Administrator for consideration in the CIP.

Police Chief Ryan Pittman presented a written report highlighting the calls for service and patrolled miles. Snow operations resulted in 27 parking tickets issued during the month of January. Chief Pittman noted training completed, new vehicle replacement, and equipment maintenance.

Code Enforcement Officer Hollie Burgus presented a written report and reviewed new and resolved cases. Additionally, reporting on the BOA and Planning and Zoning meetings.

The City Administrator Report was provided to Council and highlighted the positive work completed by staff. Administrator Barden reported on the highlights of 2023 and a graphic provided to Council. Continuing to report on projects included the progress toward a Catalyst grant support and Administration for the Chamber of Commerce upstairs renovation, and the announcement that Winterset will be an overnight town on July 23rd for RAGBRAI.

Multiple meetings were attendees and assistance to elected officials and citizens. The City will seek a CIRPTA support in seeking a IDOT grant to fund the internal park trail as listed as a priority of projects and improve pedestrian and vehicle safety. Union negotiations were closed and settled for FY 25 and 26.

Presentations

Tony Wenck presented a concept of a community event on June 1st. The intent would be to begin the no cost event in the early afternoon with a rib cooking competition and invite individuals to guest judge. Kids activities, live band, and beer would be offered. Following the cooking competition the desire to do a firework demonstration north of the town with owner consent would announce and light fireworks for people to enjoy and consider purchasing from his business and ending with a 5-7 min finally. Parking would be on Mr Wenck's land and public ROW with the intent to stay off of HWY 92. Accommodation for such event includes: proof of insurance and owner consent to launch fireworks. Council Resolution suspending the following Ordinances: Firework time frame, Carnival in non-industrial area, noise ordinance, food truck permit exemption, and consumption of alcohol. The Council will consider the resolution on 2/19/24.

Matt Stoffel with PFM presented an overview of the City's Debt Capacity and potential funding sources to repay bonds. Discussion about projects needing public approval and those that do not was held. Potential revenue sources included the falling protected levy for Debt Service, Commercial TIF revenue, and General Fund revenues. The discussion continued into the City's obligation to manage the revenue streams to ensure debt is paid back. Noting the current substantial TIF Districts and URAs in Winterset, second only to West Des Moines and Des Moines. The outstanding TIF agreements count toward the constitutional debt limit for the city and affect the borrowing capacity. Furthermore, Residential TIF provided zero revenue for City projects for offsetting bond payments. Recommendation was to limit the number of TIF agreements, reducing the unrealized proceeds on residential and expanding URAs to fund future bonds. Finally, discussion was held relating to other communities' model of development and the use of TIF developer incentives.

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 not disrespect individuals.

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

Resolutions

A motion was made by Council Member Orr to approve and seconded by Council Member Cook. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor Pro Tem declared that the motion carried.

RESOLUTION NO. 2024-01

RESOLUTION SETTING A DATE OF MEETING FOR PUBLIC HEARING ON PROPOSED PROPERTY TAX LEVY

WHEREAS, the City Council of the City of Winterset have considered the proposed FY 2024-2025 city maximum property tax dollars for the affected levy total; and

WHEREAS Iowa Code 384.15A, 4. a. states, "The Council shall set a time and place for a public hearing on the resolution before the date for adoption of the resolution and shall publish notice of the hearing not less than ten nor more than twenty days prior to the hearing in a newspaper published at least once weekly and having general circulation in the city."

WHEREAS a notice concerning the proposed city maximum property tax dollars will be published as required in the City's newspaper of record as well as on the City's Facebook Page and website.

NOW THEREFORE, It Is Resolved by the City Council of the City of Winterset, Iowa, as follows:

The City Council of the City of Winterset, Iowa, will meet on April 1st, 2024, at the City Hall in the City, at 7 o'clock p.m., for the purpose of holding a public hearing prior to approving the Proposed Property Tax Levy. The City Council received oral or written objections from any resident or property owner of the City; written must have been received at City Hall prior to the beginning of the meeting. All interested persons are invited to attend this meeting. This notice is given by order of the City Council of Winterset, Iowa, in accordance with Section 362.3 and 384.15A, 4. a. of the Code of Iowa.

Passed and Approved this 5th day of February 2024.

Christopher Fairholm, Mayor Pro Tem

ATTEST:

Andrew Barden, City Administrator/City Clerk

A motion was made by Council Member Cook to approve and seconded by Council Member Eller. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor Pro Tem declared that the motion carried.

RESOLUTION # 2024-02

A RESOLUTION TO PARTICIPATE IN THE PLANNING AND DEVELOPMENT PROGRAMS OF THE SOUTHERN IOWA COUNCIL OF GOVERNMENTS.

WHEREAS the Economic Development Administration was assigned to administer the provisions of the Public Works and Economic Development Act of 1965, and

WHEREAS the Southern Iowa Council of Governments has been designated by the Economic Development Administration as an Economic Development District, and

WHEREAS the State of Iowa and the U.S. Department of Housing and Urban Development has designated the Southern Iowa Council of Governments as the area wide planning organization, and

WHEREAS the City of Winterset is an active member of the Southern Iowa Council of Governments and participates in formulation of area wide plans and programs,

BE IT THEREFORE RESOLVED by the Winterset City Council that the City of Winterset desires to participate in the fiscal year 2025 planning and economic development programs of the Southern Iowa Council of Governments in Iowa Planning Area XIV, consisting of Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor, and Union Counties.

BE IT FURTHER RESOLVED by the Winterset City Council that the City of Winterset provides \$9,100.10 for the operation of the Southern Iowa Council of Governments' planning and development programs.

Passed and Approved this 5th day of February 2024.

Christopher Fairholm, Mayor Pro Tem

ATTEST:

Andrew Barden, City Administrator/City Clerk

Council Considerations and Actions

Contractor Policy was presented for use by department within the city for projects that are under the state bid price but more than a reasonable amount of money. Conceptual discussion related to the requirement of a Statement of Work, Certificate of Insurance, Federal Employee ID number, and Applicable State issued licenses be provided as necessary. Discussion included a number around \$2,000 where this would be applied as minor repairs and fixes would not require this level of detail.

ROW Use Permit was presented to address the written request requirement to occupy the Right of Way as necessary with justified need and for a determined period. No conversation was held, and the zero-cost permit would be utilized by the city moving forward.

Closed Session

in accordance with 21.5.1.i “To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.”

A motion was made by Council Member Orr to enter Closed session at 8:41 p.m. and seconded by Council Member Cook. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor Pro Tem declared that the motion carried.

A motion was made by Council Member Eller to exit Closed session at 9:26 p.m. and seconded by Council Member Orr. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor Pro Tem declared that the motion carried.

Mayor and Council Discussion

Council Member Fairholm expressed enthusiasm to host RAGBRAI and highlight our community and entice the participants to come back and enjoy.

Mayor Leners expressed the compliments received for the snow removal operations.

The Adjournment

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

Whereupon the Mayor declared that the motion carried, and the meeting was adjourned at 9:36 p.m.

Christopher Fairholm, Mayor Pro Tem

ATTEST:

Andrew Barden, City Administrator/City Clerk