

**WOODWARD CITY COUNCIL REGULAR SESSION
MONDAY MAY 8, 2023 AT 7:00 PM**

Mayor Folkerts calls the meeting to order at 7:00 pm. Roll Call: Present; Stone, Godwin, Gough Kirts. Absent; Patel.

Motion Godwin to approve agenda. Second Stone. MCU.

Motion Godwin to approve minutes from March 13, 2023 and April 10, 2023. Second Kirts. MCU.

Council recognizes Mark Hanson, Dallas County Board of Supervisors. Hanson covers FY23 and FY24 budget in regard to growth; states that Dallas County is the fastest growing county in Iowa as well as the 2nd lowest county tax levy in the state.

Department Reports: Library; Griffith reports that the cloths bin has been delivered and they have already picked up a load of clothing deposits. Summer reading program will be in June and July with kick off day being on June 3rd. Police report that they followed up with Dollar General regarding security concerns for alcohol sales. Chief Twigg states that upon any product that has an age restriction on purchasing, an associate must be present for the sale of the product. Parks: Spring clean up is this weekend, May 13th from 7:30am to 11:30 am. Looking at closing Railroad Street down from the Main Street entrance., Drop-offs would come in from 2nd St and exit through the alley between Railroad St. and Main St. Barricades will be placed to direct traffic. Compliance: Gough reports that some fines have been issued for compliance related issues. Dalen reports that one of the respondents has a court date set. Dalen states that once a letter and fine has been issued to a resident, the city does not have to continue letters, rather may continue to assess fines to the compliance issue. If a hearing is set for a court case regarding compliance, a council member will need to be present as a witness. Water: Kirts reports that the water tower project is still on hold until T-Mobile can remove the corral from the water tower.

Mayor Report: Folkerts reports that Alliant has sent him an easement and agreement for the land that the substation was located on. Folkerts encourages the council to explore potential uses of that property. Mayor requests that the clerk publish reminders of the lawn maintenance ordinance.

Motion Godwin to approve the final reading of Ordinance 23-419: Ordinance Amending the Code of Ordinances of the City of Woodward, IA, 2006, By Amending Chapter 49 – Fireworks. Second Gough. Roll Call: Godwin, Gough, Kirts, Stone. Motion carries 4:0.

Motion Stone to approve the final reading of Ordinance 23-420: Ordinance Amending the Code of Ordinances of the City of Woodward, IA, 2006, By Amending Chapter 269 By Section 24(D) Conditional Use. Second Godwin. Roll Call: Gough, Kirts, Stone, Godwin. Motion carries 4:0.

Motion Kirts to discuss First Reading of Ordinance 23-421: Ordinance Amending the Code of Ordinances of the City of Woodward, IA, 2006, By Amending Chapter 269 By Adding Sections 12(G) and 16(F). Dalen clarifies that this ordinance gives the authority to make application within the C-1 and C-2 zoning districts for a used car dealership, not an automatic approval. Kirts motions to approve the first reading of Ordinance 23-421. Second Gough. Roll Call: Gough, Stone, Godwin, Kirts. Motion carries 4:0. Folkerts states that he will be requesting waiving the second and approving the final reading as the owner is currently waiting on the council approval to receive his license.

Motion Kirts to set Public Hearing for FY23 Budget Amendment for May 25, 2023 at 7:00 pm. Second Godwin. MCU.

Council recognizes Merle Shawd. Shawd states that he had a mishap with his sump pump last billing cycle. He reports that this malfunction has been remedied and asks council to waive his sewer fee due to the water draining from the sump pump, not the sewer lines. Based off his average normal utility usage, council approves to credit \$214.80 from his utility bill as no sewer service was used during this time.

Motion to discuss Resolution 2023-17 Iowa Department of Transportation Preconstruction Agreement by Kirts. Second Godwin. MCU. Mayor states that for public knowledge, the annual payment will be 3 yearly installments of \$18,126.01 for the completion of the parking in the downtown area along Highway 210. Motion Kirts to approve Resolution 2023-17. Second Godwin. Roll Call: Gough, Kirts, Stone, Godwin. Motion carries 4:0.

Motion Kirts to discuss Resolution 2023-18 Waiving Review of Knuth Acres. Second Godwin. MCU. Council agrees they are unsure where the location of this property is. Mitch Knuth clarifies via Zoom its location and plan to build a new home on the property. Motion Stone to approve Resolution 2023-18. Second Godwin. Roll Call: Kirts, Stone, Godwin, Gough. Motion carries 4:0.

Motion Godwin to approve Resolution 2023-19 Approving the Remainder of Partial Payment No. 3 to Howrey Construction. Second Gough. Roll Call: Stone, Godwin, Gough, Kirts. Motion carries 4:0.

Motion Kirts to discuss Northern Natural Gas Site Plan and Request for Address. Second Stone. Motion Kirts to move the site P&Z Committee and proceed with an N Ave address consistent with the Boone County addressing system. Second Godwin. Roll Call: Gough, Kirts, Stone, Godwin. Motion carries 4:0.

Motion Kirts to review ordinance on abandoned homes. Second Stone. MCU. Kirts explains that the goal of this topic is to gain the legal insight on steps to be taken moving through this ordinance. Kirts states that he would like to initiate contact regarding the ordinance with the property owners by issuing them a letter explaining the concern and requesting information on future plans with the property. Dalen explains that there are 2 parts to the state code. The structure must be vacant and in violation of city housing or building code. Council goes through several documented properties in town to validate which properties would be in violation to this ordinance and building code.

Motion Godwin to discuss the renewal of Whistlin' Donkey alcohol permit. Second Stone. Chief Twigg states that he has had no violations/reports. Godwin motions to approve Whistlin' Donkey alcohol license renewal. Second Gough. Roll Call: Kirts, Stone, Godwin, Gough. Motion carries 4:0.

Motion Stone to discuss Morgan vacation carry-over. Second Godwin. MCU. Stone motions to approve Morgan vacation carry-over. Second Gough. MCU.

Motion Stone to discuss New Position Description Deputy City Clerk. Second Godwin. MCU. Mayor states he is looking for discussion and/or approval to put together a new position for Deputy City Clerk that would be trained and have the operating knowledge of both the City Clerk and Utility Billing position. This position could be either full-time or part-time. Motion Stone to give permission for the mayor to put together a new position description for Deputy City Clerk. Second Godwin. MCU.

Motion Stone to discuss Adjustment of Billing Clerk Pay Rate. Second Gough. MCU. Mayor Folkerts explains that due to the increase in job duties in the interim between clerks. Gough motions to move Billing Clerk down to her original pay rate of \$15.82 with a \$.50 raise totaling \$16.32 with the eligibility of pay raise in July effective today. Second Godwin. Roll Call: Stone, Godwin, Gough. Abstain: Kirts. Motion carries 3:0:1.

Motion Stone to discuss Public Works Pay Rate/Schedule During Tower Renovation. Second Godwin. Mayor Folkerts states that if the city pays Newland and Morgan for their 12 hour on call at their hourly rate, this would total to about \$38,000 in overtime wages. After meeting with Newland and Morgan it was stated that they would both work their normal daily hours and one individual would be on call for a 7-day period. Public Works will need to provide the on-call schedule to the council and city clerk. Mayor informs the council and public that there may be some change in water/smell of water, such as chlorine, especially for residents near the water treatment plant, until the balance can be regulated due to the different filtering processing procedures without the water reserve in place. Mayor also states that if there does become an issue with the pressurized system, there may be a period of time that the city will not have water until the air is cleared from the system and restored. Motion Gough that Public Works will work their normal shift and will be paid for 2 hours based on 7 days of 14

hours at time and a half while on call and time and a half for any time worked over those 2 hours daily. Second Kirts. Roll Call: Gough, Kirts, Stone, Godwin. Motion carries 4:0.

Motion Godwin to discuss Resignation for Greater Dallas County Development Alliance. Second Stone. MCU. Folkerts explains that while discussing grant opportunities for the city, it was discovered that the Eco Business Park is no longer certified nor listed on the state's website that shows grant eligibility. This appears to be due to not being recertified after the city approved payment and stating they would be moving forward with recertification through Greater Dallas County Development Alliance. Motion Kirts to resign from Greater Dallas County Development Alliance effective immediately and request prorated reimbursement of membership fees for the remainder of the year. Second Stone. Roll Call: Godwin, Gough, Kirts, Stone. Motion carries 4:0.

Motion Gough to pay bills as presented. Second Stone. Roll Call: Kirts, Stone, Godwin, Gough. Motion carries 4:0.

Mayor/Council Comments: Stone reports that he received an estimate from Central Asphalt Paving to pave 115 N Main St. Paving for 60 ft wide by 130 ft long, cost would be \$29,226.25. Recommendation from Central Asphalt Paving was to tear the current concrete out, lay white rock and in a few years asphalt in sections to help with budget costs. Estimate for white rock was quoted approximately \$18,000.00. Mayor states that after receiving this information, he would like to be able to start looking at bids for rock and concrete removal for the property. Council agrees and Stone will start looking for bids. Mayor reports that it appears that the city is in line to receive a Boost grant for \$10,000 to assist in marketing the south corridor of town. Mayor explains this is a reimbursable grant, so money will need to be spent before receiving the funds from Boost. Minburn is also working on matching grants to help with the funding of this project. Mayor states that the demolition on of the pool will be happening soon. Black Hills also repaired the alley between the police station and AJ's Grocery. Stone also reports that he has not found anyone to assist with 4th of July fireworks display. Further discussion on this topic will take place on May 25th special session.

Motion Stone to adjourn. Second Godwin. Council adjourns at 8:36 pm.

CLAIMS REPORT

| VENDOR | REFERENCE | AMOUNT |
|---------------------------|-----------|--------|
| ACCESS SYSTEMS | MAINT | 166.27 |
| ACCO | SUPL | 684.2 |
| AFLAC | AFLAC | 558.54 |
| AGSOURCE COOP SERVICES | TEST | 574.25 |
| AMAZON CAPITAL SERVICES | SUPL | 129.58 |
| AUDITOR OF STATE | AUDIT FEE | 175 |
| BAKER & TAYLOR | BOOKS | 117.57 |
| BANLEACO | RENT | 143.59 |
| BIRDS & BLOOMS | SUBSC | 21.38 |
| BLACK HILLS ENERGY | UTIL | 932.3 |
| BLASER ELECTRICAL SERVICE | MAINT | 719 |
| BOONE COUNTY LANDFILL | REFUSE | 63.36 |
| CENGAGE LEARNING INC/GALE | BOOKS | 52.48 |
| CARDMEMBER SERVICE | SUPL | 930.6 |
| DALLAS CO TREASURER | LIEN FEE | 5 |
| DAVID ELLIOTT | REIMB | 89.99 |

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|--------------------------------|---------------------|------------|
| DIAMOND OIL COMPANY | FUEL | 5,125.77 |
| EFTPS | FED/FICA TAX | 7,300.72 |
| GATEHOUSE-MEDIA IA HOLDINGS | LEGALS | 1,241.78 |
| GLOBE LIFE LIBERTY NAT | LIBERTY | 60.32 |
| GUTHRIE CO REC | UTIL | 30.38 |
| HOWREY CONSTRUCTION | HTT | 20,408.25 |
| IOWA ASSN MUNICIPAL UTILITIES | DUES | 567 |
| IOWA LAW ENFORCEMENT ACADEMY | MMPI | 100 |
| IPERS | IPERS | 4,830.19 |
| J&D COMPUTERS INC | MAINT | 109.95 |
| JANON DOUGLAS | TRAINING | 425 |
| KARL CHEVROLET | MAINT | 1,648.26 |
| MADRID AUTOMOTIVE | MAINT | 2,708.66 |
| MENARDS ANKENY | SUPL | 71.96 |
| MENARDS GRIMES | SUPL | 320.62 |
| MINBURN TELECOMMUNICATIONS INC | PHONE | 901.85 |
| MOMAR | SUPL | 7,160.34 |
| MUNICIPAL SUPPLY INC | SUPL | 1,167.98 |
| ORR, AMY | MILEAGE | 123.14 |
| RANGEMASTERS | EQUIP | 299.99 |
| SIEPKER NICK | TECH | 596.71 |
| TARA TURNER | REIMB | 47.92 |
| TREASURER EXCISE TAX | EXCISE TAX | 658.29 |
| TREASURER, STATE OF IOWA | STATE TAX | 1,131.18 |
| TREASURER STATE OF IOWA | SALES TAX | 946.42 |
| DOUG TWIGG | MILEAGE | 101.92 |
| VAN WALL EQUIPMENT INC | PARTS | 162 |
| VEENSTRA & KIMM INC | PERMIT | 163.5 |
| VERIZON WIRELESS | PHONE | 166.33 |
| WALTERS SANITARY SERVICE | GARBAGE | 7,049.57 |
| WELLMARK BLUE CROSS & BLUE SHI | INSURANCE | 4,232.15 |
| WOODWARD POST OFFICE | POSTAGE | 197 |
| CITY OF WOODWARD | PO RENT | 114 |
| WOODWARD RESOURCE CENTER | WATER | 1,807.19 |
| WORKFORCE SOLUTIONS | TRAINING | 285 |
| Accounts Payable Total | | 77,624.45 |
| Invoices: Paid | | 41,700.65 |
| Invoices: Scheduled | | 35,923.80 |
| | Refund Checks Total | |
| Total Paid On: 4/14/23 | | 10,776.96 |
| Total Paid On: 4/28/23 | | 11,716.68 |
| Total Payroll Paid | | 22,493.64 |
| ***** REPORT TOTAL ***** | | 100,118.09 |

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|-------------------------|------------|
| GENERAL | 43,110.14 |
| ROAD USE TAX | 8,073.81 |
| EMPLOYEE BENEFITS | 2,138.47 |
| HTT CONNECTOR PROJECT | 20,408.25 |
| WATER | 12,748.56 |
| SEWER | 11,783.06 |
| WEST SEWER LIFT STATION | 38.79 |
| STORM SEWER | 1,817.01 |
| TOTAL FUNDS | 100,118.09 |

Amy Orr, City Clerk

Attest: Todd Folkerts, Mayor