The Hiawatha City Council met in regular session in the Hiawatha Council Chambers on November 6, 2019. Mayor Bennett called the meeting to order at 5:30 p.m. Council members present: Dick Olson, Steve Dodson, Dennis Norton, and Rob Archibald. Aime Wichtendahl was absent. Staff present: City Administrator Kim Downs, Fire Chief Mike Nesslage, Community Development Director Pat Parsley, City Engineer John Bender, Parks and Recreation Director Kelly Willadsen, Public Works Director Rod Jasa, GIS Technician Kyla Pfeiler, Police Chief Dennis Marks, Fire Chief Mike Nesslage, Deputy Chief of Training Matt Powers, Deputy Chief of EMS Nick Jellison, and several members of the Volunteer Fire Department. Guests: Daniel Hoffmann. Not all attendees signed in for the meeting.

Norton moved approval of the agenda, seconded by Archibald. Motion carried.

Dodson moved the approval of the following consent agenda items: Approval of bills; Regular Meetings September 18, 2019, October 2, 2019, October 16, 2019, and Work Session September 23, 2019; Receive and File Minutes of Boards/Commissions/Committees: Library Board September 10, 2019, September 12, 2019, and October 8, 2019, Parks and Recreation Committee October 8, 2019; Approval of Renewal – Class E Liquor License (LE) with Class C Carryout Beer and Class B Wine for Fareway Stores, Inc. at 885 Miller Road, effective November 16, 2019; City Engineer's Report, Mayor's Report, and City Administrator's Report, seconded by Archibald. Motion carried.

Report from Council Members/Mayor/City Administrator

Council Member Norton mentioned he attended the Crime Stoppers meeting last week at the Sheriff's Department in downtown Cedar Rapids. He updated council on the tips received through tipsters. He also mentioned they discussed board members. They have 17 board members and 11 expire in December, so they are trying to work out how to carry over or get new board members. Norton is one of three members on a committee to review rules around renewing board members.

Mayor Bennett congratulated Jerry Mowinkle on his victory in the previous night's election.

City Administrator Downs mentioned Bill and her have been doing business visits throughout the year to reach out to the business community. Recently visits have included Fareway, Coffee Karma, Hope Hearing, and P&K. They are enjoying the visits and the feedback they're getting from the business community is very positive.

She also noted the city newsletters are being read, many in the business community have complimented us on them. It's nice to hear they are being read and that they are aware of Tower Terrace, the Village Center, and other projects going on.

Downs also updated council on the Hotel Study. Core Distinctions contacted us and we're putting together command driver interviews on Tuesday. We have 10-11 people set up to interview and these are people who have some preference or ideas regarding the hotel. Chrystal Group is one of the groups we contact and Mike was really excited. He indicated even in their new hundred thousand square foot building they don't have enough space for some of the things they would like to do. We also spoke to Advanced Custom Counters and some of our smaller businesses want to do webinars and trainings and they do not have the setup in their facilities to be able to do that. I think we're going to see a need.

Fire Department Presentation – MDA/Fire Fighter Fill the Boot Campaign and Presentation of Check

Hiawatha Fire Members presented a check for $17,688.00 from the Hiawatha Fire Department annual "Fill the Boot" campaign collection to Jillian Harper from the Muscular Dystrophy Association. Hiawatha Fire Department has raised more than $117,000.00 for MDA since 2011.

Harper said the Hiawatha Fire Department's enthusiasm is unmatched and expressed how much they enjoy working with the department for this fundraiser. She congratulated Hiawatha Fire for their efforts and thanked the Council for supporting them. Harper explained this year was the 65th Anniversary of the Fill the Boot Fundraiser and in that time $650,000,000 has been raised. She said Hiawatha Fire Department was the top raiser this year. She explained that a new treatment has already come out since last year, "it's an amazing time for MDA research and it's made possible by the people behind me."

Harper invited Quin, a young man who has benefited from the MDA fundraising efforts, to speak. Quin thanked the Hiawatha Fire Department for raising all the money and taking time of their day to try to give him a future. He commented that it means a lot to him that Council lets the department go out and fundraise. He talked about his time at camp this year

and expressed his gratitude that he is able to go there and do fun activities he normally wouldn't get to do. He looks forward to it every year.

Presentation by Kay Fisk for Neighborhood Transportation Service (NTS) funding request

Kay Fisk of Neighborhood Transportation Service (NTS) presented the annual report and requested a funding pledge for FY 2020-2021. Fisk updated the council on what NTS has been doing, reporting overall ridership is up this year with 45,462 riders being the total ridership for the night (6:30 PM to 6:30 AM). This is the program Hiawatha has helped support over the years.

She mentioned they run three busses on Thursday night to classes for young parents who don't have parenting skills yet, to teach them how to be a parent. Some are as young as 14 years' old who don't have a license yet but are benefiting from these classes that are provided.

NTS continues to work with other non-profits and participates in a summer meals program that provided 135,000 meals last summer. Fisk also mentioned there is still a waitlist for service for the 2:00 AM service. She commented they are reaching out to businesses in the community they haven't touched base with in the past to create partnerships, make them more aware of what NTS does, ask for volunteers, and open doors for them to request funding in the future. She also continues to work with the Iowa Legislature and travel to Washington DC to learn about other opportunities and request funding.

Norton presented RESOLUTION #19-201 pledging $10,500 for FY 2020-2021, to NTS for services provided to the City of Hiawatha residents offering convenient, quality, affordable transportation to employment and education responsibilities, seconded by Archibald. Roll call vote: AYES: Norton, Archibald, Olson, Dodson NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-201 adopted.**

Consider Resolution fixing date for a public hearing (November 20, 2019 @ 5:30 PM) on the proposal to enter into a Development Agreement with R&S Properties, L.L.C. and Midland Concrete Products, LLC

Archibald presented RESOLUTION #19-202 fixing date for a public hearing (November 20, 2019 @ 5:30 PM) on the proposal to enter into a Development Agreement with R&S Properties, L.L.C. and Midland Concrete Products, LLC, seconded by Norton. Roll call vote: AYES: Olson, Norton, Dodson, Archibald. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-202 adopted.**

Consider Resolution setting public hearing date (November 20, 2019 @ 5:30 PM) amending Hiawatha Code of Ordinances Chapter 69 Parking Regulations §69.08 NO Parking Zones by adding no Parking restrictions on the north side of Litchfield Drive from North 12th Avenue, west to Pendleton Square Condominiums Driveway

Archibald commented this seems logical.

Norton presented RESOLUTION #19-203 setting public hearing date (November 20, 2019 @ 5:30 PM) amending Hiawatha Code of Ordinances Chapter 69 Parking Regulations §69.08 NO Parking Zones by adding no Parking restrictions on the north side of Litchfield Drive from North 12th Avenue, west to Pendleton Square Condominiums Driveway, seconded by Archibald. Roll call vote: AYES: Archibald, Olson, Norton, Dodson. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-203 adopted.**

2019 Storm Sewer Improvement Project – Along Pirie Drive and Raney Street

Dodson presented RESOLUTION #19-204 setting public hearing date (December 4, 2019 @ 5:30 PM) for consideration to approve plans, specifications, form of contract, estimate of cost, & direct the publication of notice to bidders for the 2019 Storm Sewer Improvement Project Along Pirie Drive and Raney Street, seconded by Olson. Roll call vote: AYES: Dodson, Olson, Norton, Archibald. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-204 adopted.**

2019 Center Point Road Improvement Project Blairs Ferry Road to Clark Street

Archibald presented RESOLUTION #19-205 revising previous resolution #19-186 dated October 2, 2019 to modify the amount of construction award due to a Scrivener's error of 20 cents making the corrected 2019 Center Point Road Improvements project Blairs Ferry to Clark Street contract amount $738,768.92, seconded by Norton. Roll call vote: AYES: Norton, Archibald, Dodson, Olson. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-205 adopted.**

Consider Resolution authorizing Alliant Energy to install a new street light pole on the Northeast side of 2nd Avenue

Dodson presented RESOLUTION #19-206 authorizing Alliant Energy to install a new street light pole on the Northeast side of 2nd Avenue at no cost to the City for installation & approving a monthly fee, seconded by Archibald. Roll call vote: AYES: Archibald, Dodson, Olson, Norton. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-206 adopted.**

Consider Resolution amending City of Hiawatha's Development Agreement and Performance Security Policy in Relation to Subdivision Requirements

Norton presented RESOLUTION #19-207 amending City of Hiawatha's Development Agreement & Performance Security Policy in Relation to Subdivision Requirements, seconded by Dodson. Roll call vote: AYES: Olson, Archibald, Dodson, Norton. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-207 adopted.**

Consider Resolution amending the Comprehensive Plan 2036, Future Land Use Map to reflect the present zoning designation for two parcels located at 825 Martha's Way and 1900 North Center Point Road

Dodson presented RESOLUTION #19-208 amending the Comprehensive Plan 2036, Future Land Use Map to reflect the present zoning designation for two parcels located at 825 Martha's Way & 1900 North Center Point Road, seconded by Archibald. Roll call vote: AYES: Dodson, Norton, Olson, Archibald. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-208 adopted.**

Consider Resolution authorizing staff to move forward with initiating a simplified sidewalk maintenance program for Hiawatha

Norton presented RESOLUTION #19-209 authorizing staff to move forward with initiating a simplified sidewalk maintenance program for Hiawatha, seconded by Olson. Roll call vote: AYES: Norton, Olson, Archibald, Dodson. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-209 adopted.**

Consider Resolution amending Community Development Department permit fees, inspection fees and filing and meeting fees to add Sidewalk Maintenance Permit

Olson presented RESOLUTION #19-210 amending Community Development Department permit fees, inspection fees & filing & meeting fees to add Sidewalk Maintenance Permit, seconded by Archibald. Roll call vote: AYES: Olson, Dodson, Norton, Archibald. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-210 adopted.**

Essential Housing Needs Study

Downs explained we received two bids for this study, one from Maxfield and one from TPMA and both met the RFP requirements. She explained we are asking to approve TPMA despite it being the higher bid as they are more hands on and would be here for three days. There was concern Maxfield may provide a more cookie cutter review. TPMA also takes into consideration employment opportunities that are available in the community as well.

Archibald asked if this was the first study like this we've done. Downs confirmed it is.

Mayor Bennett commented that we would get a lot of miles out of this study.

Archibald presented RESOLUTION #19-211 authorizing staff to move forward with the Essential Housing Needs Study in the amount of $29,500 with Thomas P. Miller & Associates (TPMA), seconded by Dodson. Roll call vote: AYES: Dodson, Norton, Archibald, Olson. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-211 adopted.**

Consider Resolution approving a 28E Agreement with Iowa Alcoholic Beverages Division for Tobacco, Alternative Nicotine and Vapor Product Enforcement

Dodson commented in the past we've paid the volunteers to help with this, the proposal allows for this, do we have a dollar amount? Chief Marks responded that we pay the volunteers $75 for their help.

Dodson presented RESOLUTION #19-212 approving a 28E Agreement with Iowa Alcoholic Beverages Division for Tobacco, Alternative Nicotine & Vapor Product Enforcement, seconded by Archibald. Roll call vote: AYES: Norton, Dodson, Archibald, Olson. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-212 adopted.**

Consider Resolution approving Fire Department Appreciation and Recognition events for 2020
Olson presented RESOLUTION #19-213 authorizing city staff to make payment for the expenses required to hold the Annual Fire Department Volunteer Recognition event on January 7, 2020 and the Annual Volunteer Appreciation Event on May 2, 2020 in an amount not to exceed $3,000 funding available in the Fire Department General Fund Budget Incentives line item, seconded by Dodson. Roll call vote: AYES: Archibald, Norton, Olson, Dodson. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-213 adopted.**

Consider Resolution authorizing the Fire Department to purchase three (3) powered cot lifting systems for all three (3) ambulances
Mayor Bennett commented this was a great idea.

Olson presented RESOLUTION #19-214 authorizing the Fire Department to purchase three (3) powered cot lifting systems for all three (3) ambulances from Klocke's in the amount not to exceed $133,515, seconded by Dodson. Roll call vote: AYES: Olson, Archibald, Dodson, Norton. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-214 adopted.**

Employee Benefits Brokerage Firms/Employee Benefit Renewals
Downs reviewed the three quotes received for brokerage services. Accumen didn't split their cost out, only provided a broker fee total range of $15,000 to $18,000. This is not the whole benefit package. True North quoted $26,177 not including Ease, and North Risk, Benefit Solutions, located in Hiawatha, quoted $13,562, including Ease. Going with North Risk would save us around $11,500 annually. She commented it was well worth our effort and time to check into.

Archibald commented it was great to save money and do business locally. He thanked Tom from North Risk for coming.

Olson commented this was a much needed review.

Olson presented RESOLUTION #19-215 awarding contract for employee benefits brokerage & consulting services to North Risk Partners – Benefit Solutions of Hiawatha for $13,562.00, seconded by Archibald. Roll call vote: AYES: Norton, Dodson, Archibald, Olson. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-215 adopted.**

Dodson asked for clarification on the $100 associated with the Flex Spending Account. Downs commented that is what it costs us to offer this benefit option.

Norton presented RESOLUTION #19-216 approving the renewal of Employee Benefits including Health Insurance, Dental Insurance, & Flex Spending Plan for the 2020 plan year, seconded by Dodson. Roll call vote: AYES: Norton, Wichtendahl, Olson, Archibald. NAYS: None. ABSENT: Dodson. **RESOLUTION #19-216 adopted.**

Consider Resolution changing City Hall Business Hours of Operation based on survey findings
Mayor Bennett commented this would be 7:30 AM to 4:30 PM with a half hour lunch.

Dodson presented RESOLUTION #19-217 changing City Hall Business Hours of Operation to 7:30 AM – 4:00 PM to accommodate higher percentage of users & city staff's preference to be effective January 1, 2020, seconded by Olson. Roll call vote: AYES: Dodson, Archibald, Olson, Norton. NAYS: None. ABSENT: Wichtendahl. **RESOLUTION #19-217 adopted.**

Possible Closed Session as per Iowa Code 21.5(c) to discuss pending litigation
Archibald moved entering closed session as per Iowa Code 21.5(c) to discuss pending litigation at 6:26 PM, seconded by Dodson. Roll call vote: AYES: Archibald, Dodson, Norton, Olsen. NAYS: None. ABSENT: Wichtendahl. Motion Carried.

Archibald moved to go out of closed session and enter into regular session at 6:51 PM, seconded by Dodson. Motion carried.

There being no further discussion, Archibald moved to adjourn at 6:51 P.M., seconded by Dodson. Motion carried.

Bill Bennett, Mayor

ATTEST:

Amy Scheer, Deputy City Clerk