The Hiawatha City Council met in regular session in the Hiawatha Council Chambers on December 18, 2019. Mayor Bennett called the meeting to order at 5:30 p.m. Council members present: Dick Olson, Steve Dodson, Aime Wichtendahl, Dennis Norton and Rob Archibald. Staff present: Finance Director Cindy Kudrna, City Engineer John Bender, Community Development Director Pat Parsley, Police Chief Dennis Marks, Fire Chief Mike Nesslage, and City Administrator Kim Downs. Guests: Linda Norton, Jamison Norton, Daisy Slater, Ava Kerns, William Ducano, Evan Kerns, Kimberly Morio, and Daniel Hoffmann. Not all attendees signed in for the meeting.

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

Norton moved the approval of the following consent agenda items: Approval of bills; Finance Director's Report for November 2019; City Clerk's Report for November 2019; Department Reports: Community Development, Fire, Police, and Public Works, s/c. Approval of new - Class B Wine Permit, Outdoor Service and Special Class C Liquor License (BW) (Beer/Wine) for Stillwater Coffee Company, 1275 N. Center Point Road, effective immediately; Motion approving Mayoral and Council Appointments of Board and Commission members as follows: re-appointment of Board of Appeals Members Tom Belin, effective January 1, 2020-December 31, 2022 and Deb Theis, effective January 1, 2020-December 31, 2022; re-appointment of Water Board Member Bob Rampulla, effective January 1, 2020-December 31, 2025; re-appointment of Parks and Recreation Commission Members: Michelle McIllece, effective January 1, 2020-December 31, 2021 and Charles Uthe, effective January 1, 2020-December 31, 2021; re-appointment of History Commission Members: Carol Johnson, effective January 1, 2020-December 31, 2022 and Janis Lyons, effective January 1, 2020-December 31, 2022; Council Liaison appointments: Library Board - Rob Archibald, Planning and Zoning - Jerry Mohwinkle, Parks and Recreation - Aime Wichtendahl, Water Board - Steve Dodson, Fire/Ambulance - Dick Olson; Committee appointments: Compensation Committee - Rob Archibald and Jerry Mohwinkle, Investment Committee - Steve Dodson and Dick Olson,, seconded by Wichtendahl. Motion carried.

Report from Council Members/Mayor/City Administrator

Council Member Dodson reported on the Water Board meeting. He indicated a new Water Operator Apprentice started on Monday.

City Administrator Downs commented the IDOT will be holding a public information meeting on January 9, 2020 for the I-380 Improvements. Also, staff from Thomas P. Miller and Associates will be here January 8, 9 and 10 for the Essential Housing Study.

PUBLIC HEARING – to consider approval of the Capital Improvement Plan for FY 2020-2024

Mayor Bennett opened the public hearing to consider approval of the Capital Improvement Plan for FY 2020-2024 at 5:34 P.M.

No written or public comments were received at or prior to the public hearing. Public Hearing closed at 5:34 P.M.

Norton presented RESOLUTION #19-241 approving the Capital Improvement Plan for FY 2020-2024, seconded by Archibald. Roll call vote: AYES: Dodson, Norton, Wichtendahl, Olson, Archibald. NAYS: None. ABSENT: None. **RESOLUTION #19-241 adopted.**

Consider Resolution authorizing the use of Farmers State Bank, Hiawatha, Iowa for banking services for the City of Hiawatha

Wichtendahl presented RESOLUTION #19-242 authorizing the use of Farmers State Bank, Hiawatha, Iowa for banking services for the City of Hiawatha, seconded by Dodson. Roll call vote: AYES: Norton, Olson, Dodson, Archibald, Wichtendahl. NAYS: None. ABSENT: None. **RESOLUTION #19-242 adopted.**

Consider Resolution naming depositories of financial institutions

Norton presented RESOLUTION #19-243 naming depositories of financial institutions, seconded by Wichtendahl. Roll call vote: AYES: Olson, Archibald, Wichtendahl, Dodson, Norton. NAYS: None. ABSENT: None. **RESOLUTION #19-243 adopted.**

Consider Resolution approving the creation of the property tax relief fund and reserve fund and authorizing utilization

Olson presented RESOLUTION #19-244 approving the creation of the property tax relief fund and reserve fund and authorizing utilization, seconded by Dodson. Roll call vote: AYES: Wichtendahl, Dodson, Archibald, Olson. NAYS: None. ABSENT: None. **RESOLUTION #19-244 adopted.**

Presentation by Fire Chief Mike Nesslage – updating council on Master Plan and Strategic Plan

Fire Chief Nesslage presented a Master Plan and Strategic Plan update for council with an overview of the following items; there are 51 items listed in Master Plan report and 22 of those items we have made significant progress. Nearly all of the items in the report are ongoing and once complete, they need to be kept updated. Some of the items will take years to complete simply because of the complexity and resources involved.

Key Items:

Organizational/Staffing –

- Moved responsibility for paid paramedics to Deputy Chief EMS
- Moved responsibility for Fire Code Enforcement to Deputy Chief Fire
- Full Time Paid Medics work with duty crew
- Other Changes will be added as we grow
- Staffing Needs
    - Full Time Fire Medics
    - Fire Inspector
    - Administrative Assistant

Communications and Constituency –

- Weekly Emails
- Paid Paramedics
- Emergency Reporting
- Iamresponding
- Info Book
- Duty Crew Reports
- Council Liaison
- Leadership Meetings
- Membership Committee
- Training Committee
- Strategic Planning Committee
- Apparatus Committee
- Auxiliary developing family activities

Training Committee –

- Meet several times a year
- Identified strengths and weaknesses
- Created and followed yearlong training calendar
- Developed lesson plans to accompany drills
- Using online training program
- Drivers Training Program Complete
- Developed Training Goals
- Auto Aid Training
- Return to in house onboarding and FF1 Training
- Hosting certification testing site

Training Committee Goals –

- Develop a yearly fire training plan
- Train all new members to NFPA 1001
- Encourage all members to obtain Firefighter 2 and Driver Operator Pumper by offering class biannually
- Maintain a driver operator program
- All members attend 1 live fire training a year
- All training led by certified instructors
- Conduct training with Mutual Aid
- Study feasibility of hosting a regional training event
- Establishing minimum training hours
- Develop a training manual for new members
- Develop a task book for officer development

Strategic Planning Committee –

- Identified Strengths and weaknesses
- Strengths
  - Response Times, Community Involvement, Training, Recruitment Equipment, Fellowship, Retention, Medical Care, Public Education, Professionalism, Experienced Leadership
- Weaknesses
  - Overcrowding, No Training Facility, Organizational Pride, Training Attendance, Events Participation, Officer Development
- Ten Years from now
  - Combination style staffing
  - 1 vs 2 stations
  - Good equipment mix
  - Impact of Tower Terrace
- Items to work on
  - Recruitment Plan
  - Training reimbursement
  - Keep working on existing station updates
  - Financial Report to Members
    - Council Liaison
  - Discussed Area Ambulance Coverage
  - Discussed Shellsburg and Palo Coverage

Fire Prevention Team –

- Developing Community Risk Assessments
- Assist with Inspections
- Code Review and Development
- Fire Investigations
- Managing Pub Ed Program (Fire Chief)
- Managing and Supervision Fire Inspections (Dep. Chief)

12th Avenue Rehabilitation Project

Norton presented RESOLUTION #19-245 approving partial payment #3 in the amount of $82,593.91 to LL Pelling for the 12th Avenue Rehabilitation Project, seconded by Olson. Roll call vote: AYES: Archibald, Wichtendahl, Olson, Norton, Dodson. NAYS: None. ABSENT: None. **RESOLUTION #19-245 adopted.**

18th Avenue PCC Pavement Widening Project

Dodson presented RESOLUTION #19-246 approving partial payment #1 in the amount of $84,689.01 to Midwest Concrete Incorporated in connection with the 18th Avenue PCC Pavement Widening Project, seconded by Norton. Roll call vote: AYES: Dodson, Norton, Wichtendahl, Olson, Archibald. NAYS: None. ABSENT: None. **RESOLUTION #19-246 adopted.**

Acquisition Plat for Lot 1 Auditors Plat #322 and Acquisition Plat for Lots 4, 5 and 6 of Auditors Plat #345

Wichtendahl presented RESOLUTION #19-247 approving acquisition plans for Lot 1 of Auditors Plat #322 and lots 4, 5, and 6 Auditors Plat #345 to establish the Robins Road Right-of-Way to be used to accommodate the street and public utilities completed with the Capital Improvement Project-Emmons Street/North Center Point Road/Robins Road Intersection Improvement Phase II Roadway Project, seconded by Archibald. Roll call vote: AYES: Olson, Archibald, Wichtendahl, Dodson, Norton. NAYS: None. ABSENT: None. **RESOLUTION #19-247 adopted.**

Railroad Quiet Zone Study-Center Point Road, Emmons Street and Blairs Ferry Road

Norton presented RESOLUTION #19-248 approving contract amendment #1 to the Quiet Zone Study for the Center Point Road, Emmons Street, Blairs Ferry Road railroad crossings with Anderson Bogert Engineers to proceed with the design phase including plans and specifications, seconded by Wichtendahl. Roll call vote: AYES: Norton, Olson, Dodson, Archibald, Wichtendahl. NAYS: None. ABSENT: None. **RESOLUTION #19-248 adopted.**

Sherman Square 9th Addition
Archibald presented RESOLUTION #19-249 approving the public improvements included in the Sherman Square 9th Addition to the City of Hiawatha, seconded by Norton. Roll call vote: AYES: Wichtendahl, Dodson, Archibald, Norton, Olson. NAYS: None. ABSENT: None. **RESOLUTION #19-249 adopted.**

Consider Resolution approving application to the Metropolitan Planning Organization for FY24 Surface Transportation Block Grant and Transportation Funds
Archibald presented RESOLUTION #19-250 approving an application to the Corridor Metropolitan Planning Organization (MPO) for the FY 24 fiscal year funding for the Tower Terrace Road, seconded by Norton. Roll call vote: AYES: Archibald, Wichtendahl, Olson, Norton, Dodson. NAYS: None. ABSENT: None. **RESOLUTION #19-250 adopted.**

Ground Emergency Medical Transfer (GEMT)
Dodson presented RESOLUTION #19-251 authorizing city staff to enter into an intergovernmental transfer of public funds agreement between the Iowa Department of Human Services and the Hiawatha Ambulance as the GEMT provider, seconded by Archibald. Roll call vote: AYES: Olson, Archibald, Wichtendahl, Dodson, Norton. NAYS: None. ABSENT: None. **RESOLUTION #19-251 adopted.**

Norton presented RESOLUTION #19-252 authorizing staff to enter into a contract with Public Consulting Group, Inc. a consulting firm to meet GEMT audits requirements and provide other assistance as needed to determine reimbursement calculations, seconded by Wichtendahl. Roll call vote: AYES: Wichtendahl, Norton, Archibald, Olson, Dodson. NAYS: None. ABSENT: None. **RESOLUTION #19-252 adopted.**

Consider Resolution outlining Hiawatha's philosophy and support of regionalized emergency response procedures and capabilities
Olson presented RESOLUTION #19-253 outlining Hiawatha's philosophy and support of regionalized emergency response procedures and capabilities, seconded by Archibald. Roll call vote: AYES: Norton, Olson, Wichtendahl, Dodson, Archibald. NAYS: None. ABSENT: None. **RESOLUTION #19-253 adopted.**

Hiawatha Public Library Expansion and Renovation Project
Norton presented RESOLUTION #19-254 acknowledging the Library Board's Resolution 19-40 and authorize Finance Director to issue payment for Pay Estimate #7 for the Hiawatha Public Library Expansion and Renovation Project in the amount of $180,242.55, seconded by Wichtendahl. Roll call vote: AYES: Olson, Archibald, Wichtendahl, Dodson, Norton. NAYS: None. ABSENT: None. **RESOLUTION #19-254 adopted.**

Dodson presented RESOLUTION #19-255 acknowledging the Library Board's Resolution 19-41 and authorize Finance Director to issue payment for Change Order #7 for the Hiawatha Public Library Expansion and Renovation Project in the amount of $773.93, seconded by Archibald. Roll call vote: AYES: Wichtendahl, Dodson, Archibald, Norton, Olson. NAYS: None. ABSENT: None. **RESOLUTION #19-255 adopted.**

Wichtendahl presented RESOLUTION #19-256 acknowledging the Library Board's Resolution 19-42 declining Change Order #8 for the Hiawatha Public Library Expansion and Renovation Project in the amount of $1,910.77, seconded by Olson. Roll call vote: AYES: Archibald, Wichtendahl, Olson, Norton, Dodson. NAYS: None. ABSENT: None. **RESOLUTION #19-256 adopted.**

Norton presented RESOLUTION #19-257 acknowledging the Library Board's Resolution 19-43 and authorize Finance Director to issue payment for Change Order #9 for the Hiawatha Public Library Expansion and Renovation Project in the amount of $486.96, seconded by Wichtendahl. Roll call vote: AYES: Norton, Olson, Archibald, Dodson, Wichtendahl. NAYS: None. ABSENT: None. **RESOLUTION #19-257 adopted.**

Olson presented RESOLUTION #19-258 acknowledging the Library Board's Resolution 19-44 and authorize Finance Director to issue payment for Change Order #10 for the Hiawatha Public Library Expansion and Renovation Project in the amount of $428.40, seconded by Dodson. Roll call vote: AYES: Dodson, Norton, Wichtendahl, Olson, Archibald. NAYS: None. ABSENT: None. **RESOLUTION #19-258 adopted.**

Norton presented RESOLUTION #19-259 acknowledging the Library Board's Resolution 19-45 and authorize Finance Director to issue payment for Change Order #11 for the Hiawatha Public Library Expansion and Renovation Project in the amount of $2,397.10, seconded by Wichtendahl. Roll call vote: AYES: Olson, Dodson, Archibald, Wichtendahl, Norton. NAYS: None. ABSENT: None. **RESOLUTION #19-259 adopted.**

Consider Resolution approving naming Cedar Rapids Gazette as the official City Newspaper

Wichtendahl presented RESOLUTION #19-260 approving naming Cedar Rapids Gazette as the official City Newspaper, seconded by Dodson. Roll call vote: AYES: Archibald, Wichtendahl, Norton, Dodson, Olson. NAYS: None. ABSENT: None. **RESOLUTION #19-260 adopted.**

Presentation of service plaque to Council Member: Dennis Norton

Mayor Bennett recognized Council Member Norton for his years of service given to the City of Hiawatha and presented a plaque of appreciation to Council Member Norton. Norton spoke a few about his civic service.

Oaths administered to the newly elected officials

City Clerk Graber administered the Oaths of Office for re-elected Mayor Bill Bennett, Council Members Dick Olson and Aime Wichtendahl and newly elected Council Member Jerry Mohwinkle effective January 1, 2020.

Approving Mayoral appointment of Mayor Pro-Tem

Wichtendahl moved approving mayoral appointment of Rob Archibald as Mayor Pro-Tem, seconded by Norton. Motion carried.

There being no further discussion, Wichtendahl moved to adjourn at 6:14 P.M., seconded by Archibald. Motion carried.

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Bill Bennett, Mayor

ATTEST:

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Kari Graber, City Clerk