

**ABRIDGED MINUTES OF THE NORWALK REGULAR CITY COUNCIL MEETING
ON 1-20-2022**

(Minutes to be approved at the February 3, 2022 meeting)

This meeting of the City of Norwalk City Council, on January 20, 2022 was held electronically and in person. Attendees could access the meeting via Zoom or attend in person.

Mayor Tom Phillips called the City Council meeting to order at 5:00 P.M. Present at roll call: David Lester, Brian Baker, Stephanie Riva, Ed Kuhl, and Jaki Livingston. Absent: None. (RC = roll call vote)

Staff present included: Luke Nelson, City Manager; Jean Kelly, Finance Director; Lindsey Offenburger, City Clerk; Jenn Porter, Fire Chief; Greg Staples, Police Chief; Wayne Schwartz, Public Works Director; Robin Leaper, Parks & Recreation Director; Luke Parris, Community Development Director; Hollie Zajicek, Economic Development Director; Jean Strable, Library Director; Jim Dougherty, City Attorney.

Pledge of Allegiance

Motion by Livingston, seconded by Riva to approve the agenda as presented; carried unanimously, voice vote.

Dedicated Work Session

Jean Kelly the FY23 Budget Recap and Finalization

Break at 5:42 p.m.

Back in session at 6:01 p.m.

Welcome of Guests and Public Comment

Consent Agenda

Motion by Livingston, seconded by Lester to approve the consent agenda which included: January 6, 2022 minutes of the regular City Council meeting; tax abatements; Special Event Application for Fellowship Community Church 5k Event - June 25, 2022; Renewal Class C Liquor License with Outdoor Service and Sunday Sales for 1908 Draught House; Set Public Hearing for February 3, 2022 to approve the proposed Maximum Property Tax Levy for General Fund, Liability, Property & Self-Insurance Costs & Special Revenue Levies for Employee Benefits; Set FY23 Capital Improvement Plan (CIP) Budget Public Hearing for February 17, 2022; **Resolution 22013** approving Pay Estimate No. 2 to S.M. Hentges & Sons, Inc. for Northwest Service Trunk Sewer Extension Project; **Resolution 22014** approving the City Hall Office Assistant job description and wage range; **Resolution 22015** approving Commercial Improvement Grant Application for Remax Precision located at 1424 Sunset Dr.; **Resolution 22016** approving Commercial Improvement Grant Application for Bellflower Florist & Gifts located at 2251 Sunset Dr.; **Resolution 22017** approving payment to JNB Senior 2, LP (Alice Place Norwalk); **Resolution 22018** approving additional funds for Pay Estimate No. 1 to Des Moines Water Works for G14 Feeder Main Project; **Resolution 22019** releasing claim against Excel Mechanical; monthly reports; correspondence; and expenditures.

Payee	Description	Amount	Payee	Description	Amount
ABT MAILCOM	UTILITY BILL PROCESSING & MAILING	2,846.00	MICROMARKETING ASSOCIATES	AUDIOBOOKS	471.68
AIRPORT SIGNS AND GRAPHIC	CITY DECALS ON NEW P&R TRUCK	125.00	MID-STATES ORGANIZED CRIME INFORMATION	ANNUAL DUES	150.00
ANKENY SANITATION	EMPTY / RETURN 20 YD FLAT	327.11	MIKE ROUSE	CANCELLATION OF ADULT DODGEBALL	90.95
ASCAP	FY22	390.00	MUNICIPAL SUPPLY	REPAIR CLAMPS	34,861.40
BAKER & TAYLOR INC	BOOK	455.49	NETMOTION WIRELESS	MOBILE ACCESS TO WESTCOM	3,000.00
BOLTON & MENK, INC	GWT CONNECTION	6,902.00	NFLF HOLDINGS	UTILITY REFUND	17.00
BOUND TREE MEDICAL, LLC	EMS SUPPLIES	247.36	NICHOLS EQUIPMENT LLC	RENTAL GENIE S60X TO TAKE DOWN CHRISTMAS DECORATIONS	1,395.80
BRAGG, BARBARA	UTILITY REFUND	2.09	NICK HAGAN	UTILITY DEPOSIT REFUND	33.99
BRIGHT, CASEY	UTILITY REFUND	29.08	NORWALK CHAMBER OF COMMERCE	CHAMBERS CONTRIBUTIONS	15,000.00

CENTER POINT PUBLISHING	BOOKS	25.87	NORWALK READY-MIXED CONCRETE	CONCRETE- STREET-COLONIAL & CEDAR	463.50
CENTRAL IOWA PEST CONTROL SERVICES INC	PEST CONTROL LIBRARY	85.00	NORWALK SEASONAL SERVICES	IRRIGATION REPAIR- COLONIAL PKWY	100.00
CITY OF DES MOINES	FEB 2022 WRA PAYMENT	97,497.40	OVERDRIVE INC	EBOOK	86.61
DES MOINES WATER WORKS	G14 FEEDER MAIN	499,596.03	OVERHEAD DOOR COMPANY	PARTS & LABOR FOR GARAGE DOOR	390.32
ERNEST J SEGBART III	DJ FOR DADDY DAUGHTER DANCE	200.00	PENWORTHY COMPANY	BOOKS	516.95
FINDAWAY	LAUNCH PAD REPLACEMENT	69.99	PFM FINANCIAL ADVISORS LL	CONTINUING DISCLOSURE	10,000.00
GALLS LLC	UNIFORM ALLOWANCE- DEATON	568.38	PHILIP & CATHY PENA	UTILITY DEPOSIT REFUND	58.83
GOPHER SPORT	5 SETS OF FLAGS/ BELTS FOR RUGBY	792.62	ROSS CHEMICAL SYSTEMS, INC	DETERGENT CHEMICALS FOR WASHER	553.80
GREENLAND HOMES	UTILITY REFUND	111.55	ROTARY CLUB OF NORWALK	QUARTERLY DUES	400.00
GROUND BREAKER HOMES	UTILITY DEPOSIT REFUND	66.83	S.M. HENTGES & SONS, INC.	NW SERVICE AREA TRUNK SEWER EXT	346,298.56
HAPPE HOMES	UTILITY REFUND	21.22	SNYDER & ASSOCIATES INC	N AVE REALIGNMENT STUDY	1,163.60
HAWKEYE TRUCK EQUIPMENT	LIFTGATE FOR RAM 3500	7,830.44	SPRINGSHARE LLC	LIB COL ANNUAL FEE	827.00
HY-VEE, INC.	ILEA FOOD WILLIAMS	2,121.12	ST JOHN THE APOSTLE CATHO	RENTAL OF FACILITY FOR DADDY DAUGHTER DANCE	175.00
IOWA COMMUNICATIONS NETWORK	INTERNET SERVICE	352.50	SUMMIT HOMES	UTILITY REFUND	28.12
IOWA PRISON INDUSTRIES	STREET SIGN 50TH AVE	97.30	TANZANITE HOMES	UTILITY REFUND	1,261.07
JACOB REED	UTILITY DEPOSIT REFUND	12.17	TELEFLEX LLC	MEDICAL SUPPLIES- 10 NEEDLES	1,665.50
JAMES OIL COMPANY LLC	GASOHOL & STATE TAX	9,061.41	TRUCK EQUIPMENT INC	CUTTING EDGES FOR SNOW PLOW	281.16
JGS OLD FURNITURE SYSTEMS	KERRI'S DESK	1,553.00	TRUENORTH COMPANIES, LC	JAN- HR SOFTWARE	262.50
JNB SENIOR 2, LP	D.A. PAYMENT FOR ALICE PLACE NORWALK	175,000.00	UTILITY REFUND 2022	UTILITY REFUND	100.00
KATIE STAGEMAN	CANCELLATION OF ADULT DODGEBALL	90.95	VERIZON WIRELESS	PHONE SERVICE	1,595.29
KAYLA BECKER	MILEAGE REIMBURSEMENT	18.65	WARREN CO SHERIFF	PRISONER TRANSPORT	4,012.80

KELTEK INCORPORATED	PD CAR EQUIPMENT	37,207.64	WARREN COUNTY AUDITOR	2021 ELECTION COSTS	5,780.92
LANETTE HADLEY	UTILITY DEPOSIT REFUND	62.23	WARREN COUNTY ENGINEER	W N AVE COST SHARE REFUND	19,143.49
LARRY WINDOWS	EXTERIOR-CH	190.00	WARREN COUNTY RECORDER	RECORDING	51.00
LOCUTION SYSTEMS INC	MAINTENANCE AGREEMENT	2,224.00	WISEMAN, ADAM	UTILITY REFUND	2.77
MARTIN'S FLAG COMPANY, LLC	US & IOWA FLAG	1,808.89	WELLS FARGO BANK	CREDIT CARD PURCHASES	39,928.64
MATHESON TRI-GAS, INC.	OXYGEN - MEDICAL	1,314.59			
METRO WASTE AUTHORITY	TRASH STICKERS	56,469.53		TOTAL	1,395,941.69

City of Norwalk			
December 2021 Revenues			
Fund	Revenues	Fund	Revenues
General	\$ 326,590.60	NCIS Infrastructure	\$ -
Trust & Agency	\$ 10,583.00	Water Utility	\$ 294,399.52
Road Use Tax	\$ 160,274.84	Water bond/sinking fund	\$ -
Special Revenue	\$ 38,868.05	Water Improvement	\$ 2,056.98
T&A Self Funding	\$ -	Water T&A	\$ 3,138.81
LOSST	\$ 122,738.99	Water Reserve	\$ -
TIF	\$ 107,833.94	Sewer Utility	\$ 333,141.40
HIDTA forfeiture	\$ -	Sewer Improvement	\$ -
Economic Development	\$ -	Sewer equipment replacement	\$ -
T&A Plumbers Bonds	\$ -	Storm Water	\$ 52,155.58
T&A Library Trust	\$ 5,954.04	Storm water equipment replacement	\$ -
T&A Park Trust	\$ 810.25	Warren Water Buyout	\$ 121.05
Debt Service	\$ 112,839.08		
Capital Improvements	\$ 6,604,772.40	Total Monthly Revenues	\$ 8,176,278.53

Old and New Business for Consideration, Discussion and Possible Action

Public Hearing regarding Hwy 28/North Avenue Intersection Improvements Project

Mayor Phillips opened the public hearing at 6:04 p.m. Wayne Schwartz presented the project. Lindsey Offenburger reported receiving no oral or written comments. Mayor Phillips closed the public hearing at 6:07 p.m.

Motion by Kuhl, seconded by Livingston to approve **Resolution 22020** approving and confirming plans, specifications, form of contract and estimate of cost for the Highway 28/North Avenue Intersection Improvements Project, carried unanimously, RC.

Motion by Baker, seconded by Livingston to approve **Resolution 22021** awarding contract for the Highway 28/North Avenue Intersection Improvements Project, carried unanimously, RC.

Motion by Riva, seconded by Livingston to approve **Resolution 22022** approving the contract and bond for the Highway 28/North Avenue Intersection Improvements Project, carried unanimously, RC.

Motion by Riva, seconded by Kuhl to approve **Resolution 22023** awarding contract for North Avenue Fiber Optic Cable Relocation, carried unanimously, RC.

Public Hearing on an amendment to the Hughes Century Crossing Planned Unit Development

Mayor Phillips opened the public hearing at 6:12 p.m. Luke Parris presented the project. Lindsey Offenburger reported receiving written comments from Heather Lansink, 1422 East 13th Street; Heather wrote with concerns regarding the amendment.

The following residents spoke with concerns regarding the amendment: Elizabeth Thompson, 1421 East 13th Street; Mickey Lansink, 1422 East 13th Street; Chris White, 1424 East 13th Street.

Tom Coates, 1515 East 17th Street spoke in favor of the amendment.

Mayor Phillips closed the public hearing at 7:47 p.m.

Motion by Riva, seconded by Kuhl to pass the first reading of an Ordinance amending the Hughes Century Crossing Planned Unit Development as amended by removing the language regarding the 3.66 acres of regional storm water detention being credited as parkland and adding language regarding 2.86 acres parkland dedication credit for the bike trail within the gas easement, carried unanimously, RC.

Break at 8:00 p.m.

Back in session at 8:10 p.m.

Motion by Riva, seconded by Kuhl to approve **Resolution 22024** Membership to the Mid-Iowa Planning Alliance (MIPA) for Community Development, carried unanimously, RC.

Motion by Kuhl, seconded by Lester to approve **Resolution 22025** referring the proposed vacation of the Right of Way Easement of Old Highway 28 to the Planning & Zoning Commission, carried unanimously, RC.

Motion by Lester, seconded by Kuhl to approve **Resolution 22026** deleting property from the Norwalk Urban Renewal Area, carried unanimously, RC.

Motion by Riva, seconded by Livingston to pass the first reading of an Ordinance deleting property from the Tax Increment Financing District for the Norwalk Urban Renewal Area of the City of Norwalk, Iowa, pursuant to Section 403.19 of the Code of Iowa, carried unanimously, RC.

Motion by Riva, seconded by Livingston to waive the second and third reading of **Ordinance 22-01** deleting property from the Tax Increment Financing District for the Norwalk Urban Renewal Area of the City of Norwalk, Iowa, pursuant to Section 403.19 of the Code of Iowa, carried unanimously, RC.

Motion by Kuhl, seconded by Lester to approve **Resolution 22027** setting date for Public Hearing on Designation of the Expanded Norwalk Urban Renewal Area and on Urban Renewal Plan Amendment, carried unanimously, RC.

Motion by Baker, seconded by Livingston to remove from table the consideration of a Resolution approving Memorandum of Understanding with Metro Waste Authority for the managing of recycling, solid waste, and yard waste collection services, carried unanimously, Voice Vote.

Motion by Livingston, seconded by Kuhl to approve **Resolution 22028** approving Memorandum of Understanding with Metro Waste Authority for the managing of recycling, solid waste, and yard waste collection services, carried unanimously, RC.

Motion by Lester, seconded by Riva to pass the first reading of an Ordinance amending Fireworks Usage Dates by amending Chapter 41 of the Norwalk Municipal Code, carried unanimously, RC.

Motion by Livingston, seconded by Riva to pass the second reading of an Ordinance amending Chapter 92 - Water Rates; Chapter 99 - Sewer Rates; and Chapter 177 Rates & Fees of the Norwalk Municipal Code providing for amended Large Quantity Service Charges, carried unanimously, RC.

Motion by Livingston, seconded by Baker to pass the second reading of an Ordinance amending Chapter 65 - Stop or Yield Required of the Norwalk Municipal Code, carried unanimously, RC.

Motion by Lester, seconded by Livingston to waive the third reading of **Ordinance 22-02** amending Chapter 65 - Stop or Yield Required of the Norwalk Municipal Code, carried unanimously, RC.

Motion by Livingston, seconded by Riva to pass the second reading of an Ordinance amending speed regulations on Orilla Road north of G14/North Avenue by amending Chapter 63 of the Norwalk Municipal Code, carried unanimously, RC.

Council Inquires & Staff Updates

Hollie Zajicek presented three draft development agreements

Motion by Livingston, seconded by Riva to adjourn at 9:01 p.m., carried unanimously, voice vote.

Tom Phillips, Mayor

Lindsey Offenburger, City Clerk