Governmental Body: Winterset City Council

Date of Meeting: August 3, 2026

Time of Meeting: 7:00 PM

Place of Meeting: City Hall - 124 W Court Ave

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**
2) **Pledge of Allegiance**
3) **Roll call**
4) **Adopt agenda**
5) **Promotion of Police Officers / Sergeant**
6) **Public Comment**
7) **Consent Agenda**
   a) City Council Meeting Minutes from July 20, 2026
   b) Parks and Recreation Board minutes from July 7, 2026
8) **Claims**
   a) Claims in the amount of $72,872.88
9) **Reports from City Boards and Departments**
   a) Street Superintendent Ryan Flaherty
   b) Library Director Dave Hargrove
   c) Park & Recreation Director Sky Smothers
   d) Police Chief Ryan Pittman
   e) Code Enforcement Officer Hollie Burgus
   f) City Administrators Report
   g) Fire Chief Chism Orr
10) **Scheduled Recess**
   a) New Fire Truck(s) tour
11) **Resolutions and Actions**
   a) Res No. 2026-35 A Resolution Setting a Date for Public Hearing for Reclassification Land Use from C-Commercial to I-Industrial Zoning District
12) **Ordinance Reading and Consideration**
   a) Ordinance No #674 first reading and consideration
      i) Option to waive 2nd and 3rd reading
      ii) Option to adopt and approve Ordinance #674
13) **Council Considerations , Discussions , and Work Session**
   a) Sidewalk Survey Results and discussion
   b) Administrator Evaluation
14) **Adjournment**

DATE POSTED: July 31, 2026

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Andrew Barden, City Administrator/City Clerk

The City Council of the City of Winterset, Iowa met on August 4, 2026 in accordance with the above Notice and Call of Public meeting. The meeting was called to order at 7 P.M. by Mayor Leners and recited the pledge of allegiance.

PRESENT: Michael Cook, Christopher Fairholm, Michael Eller Mike Fletcher, Mary Ann Orr

ABSENT: none

The Mayor 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 Fairholm made a motion, seconded by Council Member Cook. On roll call vote, all Council Members present voted Aye.

Whereupon the Mayor declared that the motion carried.

Promotion of Police Officers / Sergeant

Chief Ryan Pittman Made comments relative to both Sergeant Wood (Cpt.) and Officer Douglas, Brett (Sergeant). Remarking of their dedication, years of service, loyalty, and

competence. Offering leadership advice with integrity. Mayor Tom Leneres administered Oath of Office. Both badges were pinned by spouses.

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.

A citizen at 502 W Court expressed concerns of approving Ord #674 relative to traffic congestion, further concern of other types of business occupying residences for commercial purposes.

A citizen (1) at 120 S 5th expressed concerns of approving Ord #674 relative to about other types of business occupying residences for commercial purposes.

A citizen (2) at 120 S 5th did not speak rather concurred with the prior citizens' statements.

A citizen at 117 S 5th expressed concerns of approving Ord #674 relative to traffic congestion, further stating concerns around drop off time and blocking of alley, lastly, concerns of parking near the alley and winter driving conditions impacting their access.

A citizen at 905 N 15th Ave supported the council's consideration of amending the Winterset Code and provided historical effort of finding and trusting their children. Further explaining the demographic of parents and the ability to work in the community with quality childcare.

A citizen at 1424 W Washington supported the council's consideration of amending the Winterset Code, further explaining the demographic of parents and the ability to work in the community with quality childcare.

A citizen at 423 W Washington requested the property be taxed as a commercial property.

Consent Agenda

City Council Meeting Minutes from July 20, 2026
Parks and Recreation Board minutes from July 7, 2026

The Mayor stated that the minutes of the July 20, 2026 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 Orr and seconded by Council Member Eller to approve the minutes as submitted. On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

Claims

The claims submitted are in the amount of $72,872.88

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 Cook seconded the motion. On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

GENERAL

POLICE:	
Bomgaars Supply, oil	7.99
JP Party Rentals LLC, community event bounce house	999.00
Madison Co Health System, preemployment screening	133.00
Madison County Sheriff, dispatch services	7,500.00
Mediacom, phone/internet service	270.34
Mediacom, phone/internet service	613.46
The Iowa Clinic, preemployment screening	20.00
Winterset Municipal Utilities, utilities	34.63
FIRE:	
Danko Emergency Equipment Co, helmets	1,519.98
Iowa Fire Chiefs Association, memberships	150.00
USA Blue Book, aluminum adapter	472.44
Winterset Municipal Utilities, utilities	308.98

ADMINSTRATION:

Clifton Larson Allen LLP, accounting services	9,450.00
IA Municipalities Workers Comp, work comp premium	4,964.00
Iowa League of Cities, workshop	100.00

BUILDING INSPECTOR:

Veenstra & Kimm Inc, building permit fees	4,450.18

ECON. DEVELOPMENT:

Madison County Alliance Group, appropriation	4,697.92

AIRPORT:

Winterset Airport Authority, appropriation	5,055.83

INTERNAL SERVICE FUND

ADMINISTRATION:

D & D Pest Control, pest control	45.00
First Citizens Bank & Trust Co, copier lease	371.48
GreatAmerica Financial Services, server lease	632.68
Mediacom, phone/internet service	1.83
MMIT Business Solutions Group, monthly contract	36.49
Quill Corporation, tissues/wireless mouse/coffee/copy paper/envelopes/sharpies	445.64
Thirst Park, cooler rent/water	120.75
Warren Water District, readings fee	25.00
Winterset Municipal Utilities, utilities	753.30

ROAD USE TAX

ROADWAY MAINTENANCE:

Brothesr Ace4, LLC, bolts/fasteners	86.46
Iowa State University, streets/roads workshop	220.00
O'Reilly Automotive Inc, separator	19.25
Scott's Auto Glass, loader repairs	465.00
Thirst Park, cooler rent/water	43.25
Veenstra & Kimm Inc, street improvements	14,215.50
Winterset Municipal Utilities, utilities	980.98
Ziegler, glass/thermostat/coolant/sensor	658.93

SNOW REMOVAL:

Independent Salt, salt	3,803.04

SEWER UTILITY FUND

SANITARY SEWER:

Allender Butzke Engineers Inc, WWTF Improvements	1,088.54
Microbac Laboratories Inc, lab testing	1,177.30
Winterset Municipal Utilities, utilities	6,934.71

Reports from City Boards and Departments

Street Superintendent Ryan Flaherty provided written report and highlighted the progress on John Wayne Dr, Street repairs, Paining crosswalks prior to school starting, and general maintenance of equipment.

Library Director Dave Hargrove was absent from the meeting.

Park & Recreation Director Sky Smothers he Parks and Recreation Director provided an update on current projects, operations, and upcoming events. Council was informed that the conceptual Alleyway Trail project is no longer being pursued following public feedback, reaffirming the City's commitment to transparency and community engagement. Construction continues on the City Park trail connection to the Dog Park, and the department has partnered with the Winterset Community School District to allow use of the city's tennis courts for new boys' and girls' tennis programs. Staff also continues preparations for the January 1 transfer of cemetery operations to the Parks and Recreation Department, including implementation of an online management system.

The Director highlighted preparations for the Clark Tower 100th Anniversary Celebration, including community events, historical programming, and the illumination ceremony. Additional updates included coordination on memorial benches at the Dog Park, fall tree planting efforts, updated Clark Tower signage, exploration of a communication board at the inclusive playground, acceptance of a $20,000 Rose Acres donation toward the Fieldhouse project, and ongoing park maintenance due to significant rainfall.

Operational updates included roadway maintenance at Clark Tower, irrigation and fertilizer applications at athletic facilities, and an overview of recreation programming. The Winterset

Aquatic Center hosted 49 pool rentals this season, with five weather-related cancellations. Staff also reported on completed and upcoming recreational programs including T-ball, yoga, youth fishing, basketball camp, pickleball, bags league, youth flag football, youth volleyball, and the Junior Police/Fire program.

Police Chief Ryan Pittman provided Department Activity report to council and updated the ongoing officer hiring effort.

Code Enforcement Officer Hollie Burgus the Code Enforcement Officer reported that during the month of July, 35 properties were identified as municipal code violations, while 39 properties were brought into compliance, with tall grass violations representing the department's primary enforcement activity. The Planning and Zoning Commission met on July 28 and recommended approval of a rezoning request for 1020 N. 10th Street from Commercial to Industrial to accommodate the storage and sale of bulk oil. The Board of Adjustment did not meet during the month, and staff noted the City was not selected for the Iowa Thriving Communities designation.

City Administrators Report reported continued progress on several major capital projects, including ongoing construction and financing activities for the Wastewater Treatment Facility Improvements, coordination for the Street Improvements Phase II project, and continued discussions regarding the Holliwell redevelopment initiative.

Operational updates included coordination of a significant code enforcement and public health matter involving a sanitary sewer failure, continued administration of development, zoning, and Board of Adjustment activities, and advancement of City cybersecurity efforts through continued deployment of BitLocker encryption across City-managed devices.

Financial activities focused on administration of USDA interim financing and reimbursement procedures for the wastewater treatment project, processing of contractor pay applications, and continued oversight of Tax Increment Financing obligations and redevelopment financing discussions. The Administrator also reported ongoing participation in regional municipal management collaboration and professional development initiatives.

Fire Chief Chism Orr provided calls for the month, attendance at County Fair events, State Softball sendoff parade, and ready to demonstrate new trucks with Council.

Scheduled Recess

New Fire Truck(s) tour was held at 7:38 p.m. and reconvened at 8:00 p.m. Mayor Leners provided a report of the capacity and capabilities of the new trucks.

Resolutions and Actions

A motion was made by Council Member Fletcher to approve Resolution No. 2026-35 a Resolution Setting a Date for Public Hearing for Reclassification Land Use from C-Commercial to I-Industrial Zoning District seconded by Council Member Cook. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

RESOLUTION NO. 2026-35

A RESOLUTION SETTING A DATE FOR PUBLIC HEARING
FOR RECLASSIFICATION LAND USE FROM C-COMMERCIAL TO
I- INDUSTRIAL ZONING DISTRICT

WHEREAS, Covered Bridges Coffee Company has petitioned the City Planning & Zoning Commission to reclassify land from the C-Commercial Zoning Classification to the I-Industrial Zoning Classification; and

WHEREAS the Planning & Zoning Commission duly approved this request for a zone change on July 28, 2026 and have recommended such land use change to the City Council; and

WHEREAS, it is necessary to set a date for a public hearing on the matter of rezoning property; and

WHEREAS, Iowa Code Section CITY ZONING, §414.4, 414.4 Zoning regulations, district boundaries, amendments, states, “the regulation, restriction, or boundary shall not become effective until after a public hearing at which parties in interest and citizens shall have an opportunity to be heard. The notice of the time and place of the hearing shall be published as provided in section 362.3, except that at least seven days’ notice must be given and in no case shall the public hearing be held earlier than the next regularly scheduled City Council meeting following the published notice; and,

NOW THEREFORE, be it resolved by the City Council of Winterset, Iowa, as follows:

The City Council of the City of Winterset, Iowa, will meet on August 17th, 2026 at the City Hall in the City, at 7:00 p.m., for the purpose of instituting proceedings for reclassification of land use from C-Commercial to I-Industrial; and

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to cause notice of this public hearing to be published.

Passed and approved this 3rd Day of August 2026.

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Thomas J Leners, Mayor

ATTEST:

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Andrew J. Barden, City Administrator/ City Clerk

Ordinance Reading and Consideration

Ordinance No. #674 an Ordinance Amending Section 4.12003 of the Winterset Municipal Code to Amend the Definition of the "In Home Day Care Provider"

A motion was made by Council Member Orr to approve the first reading of Ordinance No ##674 an Ordinance Amending Section 4.12003 of the Winterset Municipal Code to Amend the Definition of the "In Home Day Care Provider", the motion was seconded by Council Member Eller. There being no further discussion; on roll call vote, all Council Members present voted Aye.

Discussion included Council Member Cook desiring improved traffic and parking control as previously approved by council, requesting Staff prioritize this immediately. Council Member Orr and Mayor Leners remarked the desire of priority as well. Council Member Eller stated the need of daycare, and Council Member Fairholm stated unanimous support of current and prior daycare providers. Further, Council Member Fletcher directed a question to Attorney Rosien inquiring about the potential precedence set. Attorney Rosien stated this is setting a precedence and future requested changes in the ordinance to accommodate owners of residential property to invoke changes would need to reflect on this decision.

Whereupon the Mayor declared that the motion carried.

Council Considerations, Discussions, and Work Session

Sidewalk Survey Results and discussion was held whereas prior Right of Way data was procured and will be presented to the city council to divulge a plan of repair and focus on knowing absent or complete replacement areas as a priority.

Administrator Evaluation was presented to council by the Mayor and requested competed eval to be returned by Monday Aug 10th, A closed session will be held on August 17th, 2026.

The Adjournment

Mayor Leners remarked of attendance at an Iowa League of Cities workshop and encouraged other elected persons attendance. Administrator Barden implored council attendance at the Clark Tower Celebration and acknowledged the effort made by the Friends of Parks and Recreation and Park Staff to bring this historic moment to the forefront.

There being no further business, Council Member Fairholm 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 8:17 p.m.

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Thomas J. Leners, Mayor

ATTEST:

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Andrew Barden, City Administrator/City Clerk