Governmental Body: Winterset City Council

Date of Meeting: September 8, 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) **Public Comment**
6) **Consent Agenda**
   a) City Council Meeting Minutes from August 17, 2026
   b) Tree Commission Minutes from August 5, 2026
   c) Library Board Minutes August 19, 2026
   d) Street Department Report
   e) Class E Retail Alcohol License Renewal - Casey's Marketing Company
   f) Alcohol Ownership Update Amendments - Casey's Marketing Company
   g) Tobacco Ownership Update Amendments - Casey's Marketing Company
   h) Class C Retail Alcohol License Application - CNDJ Ventures LLC
   i) Special Class C Retail Alcohol License Application - Winterset Art Center
   j) Special Class C Retail Native Wine License Application - Covered Bridges Winery LLC
   k) Special Class C Retail Alcohol License Application - Hy-Vee Inc
   l) Special Class C Retail Alcohol License Application - Getting' Slushed South of 35 LLC
   m) Utility Bill Adjustment - 218 S 2nd Ave
   n) Utility Bill Adjustment - 502 W Buchanan St
7) **Claims**
   a) Claims in the amount of $111,817.71
8) **Reports from City Boards and Departments**
   a) Library Director Dave Hargrove
   b) Park & Recreation Director Sky Smothers
   c) Fire Chief Chism Orr
   d) Police Chief Ryan Pittman
   e) Code Enforcement Officer Hollie Burgus
   f) City Administrators Report
9) **Resolutions and Actions**
   a) Resolution No. 2026-42 Community Event- CBF
   b) Resolution No. 2026-43 Amending Administrator's Contract
   c) Resolution No. 2026-44 Amending A Contract with USWG
   d) Resolution No. 2026-45 Authorizing Withdrawal From 28E Joint Intergovernmental Action Agreement Providing For A Safety Group Central Iowa South
   e) Resolution No. 2026-46 Approving a Change Order to Winterset Library Construction Project (CO#1)
   f) Resolution No. 2026-47 Approving Change Order #6 to WWTF
10) **Public Hearing**
   a) Ordinance #676 Amendment Special Stop Signs Of Chapter 4 Of Title VI of the Winterset Municipal Code Per Res. No. 2026-38
11) **Ordinance Readings**
   a) Ordinance No #676 first reading and consideration
      i) Option to waive 2nd & 3rd reading
      ii) Option to adopt and approve Ordinance #676
12) **Council Considerations , Discussions , and Work Session**
13) **Adjournment**

DATE POSTED: September 4, 2026

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Andrew Barden, City Administrator/City Clerk

The City Council of the City of Winterset, Iowa met on September 8, 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 Eller. On roll call vote, all Council Members present voted Aye.

Whereupon the Mayor declared that the motion carried.

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.

Resident at 316 w Jefferson St thanked the council and mayor for time and consideration on the unfortunate denial of a Special Use Permit request. Further appreciation for their elected positions and the pressures of positions.

Consent Agenda

City Council Meeting Minutes from August 17, 2026
Tree Commission Minutes from August 5, 2026
Library Board Minutes August 19, 2026
Street Department Report
Class E Retail Alcohol License Renewal – Casey's Marketing Company
Alcohol Ownership Update Amendments – Casey's Marketing Company
Tobacco Ownership Update Amendments – Casey's Marketing Company
Class C Retail Alcohol License Application – CNDJ Ventures LLC
Special Class C Retail Alcohol License Application – Winterset Art Center
Special Class C Retail Native Wine License Application – Covered Bridges Winery LLC
Special Class C Retail Alcohol License Application – Hy-Vee Inc
Special Class C Retail Alcohol License Application – Getting' Slushed South of 35 LLC
Utility Bill Adjustment – 218 S 2nd Ave
Utility Bill Adjustment – 502 W Buchanan St

The Mayor stated that the minutes of the August 17, 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 Fletcher and seconded by Council Member Cook 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 $111,817.71

The Mayor called for a report on the claims. Council Member Fairholm stated that he reviewed the claims and moved to approve the following list of claims. Council Member Eller seconded the motion. On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

GENERAL

POLICE:	
Brownells Inc, punch kit/wrench	179.94
Cameron Gibson, tobacco compliance	75.00
CenturyLink, phone service	614.39
Division of Criminal Investigation, registration	85.00
Iowa Dept of Public Safety, registration	85.00
Iowa Prison Industries, plaque	75.00
Madison Co Treasurer, gasoline	1,832.04

Madison County Sheriff, dispatch services	7,500.00
Mediacom, phone/internet service	436.90
T-Mobile, phone service	745.60
Unplugged Wireless LLC, radio repairs	75.00
Winterset Municipal Utilities, utilities	47.51

FIRE:

Brittains Standard Parts, air filter/antifreeze/lamp/cable tie/tape/crimping tool/belt	252.45
Galls LLC, insignias	595.75
Housby Mack, LLC., replace radiator	2,857.98
MMIT Business Solutions Group, monthly contract	40.00
Reagan Rater, window cleaning	250.00
Unplugged Wireless LLC, portable antenna	150.35
Winterset Municipal Utilities, utilities	402.02

ADMINISTRATION:

Clifton Larson Allen LLP, accounting services	2,100.00
Madison County Recorder, recording fees	122.00
Quill Corporation, stamp/binders/dividers	38.91
Winterset Madisonian, publications	102.27

ANIMAL CONTROL:

Winterset Veterinary Center, impound fees	587.09

BUILDING INSPECTOR:

Veenstra & Kimm Inc, street improvements	23,540.00

ECON. DEVELOPMENT:

Madison County Alliance Group, appropriation	4,697.92

AIRPORT:

Union State Bank, co airport auth land purchase	28,650.00
Winterset Airport Authority, appropriation	5,055.83

INTERNAL SERVICE FUND

ADMINISTRATION:

Access Systems Leasing, service contract	171.43
D & D Pest Control, pest control	45.00
First Citizens Bank & Trust Co, copier lease	538.91
GreatAmerica Financial Services, server lease	31.79
Mediacom, phone/internet service	570.49
MMIT Business Solutions Group, monthly contract	87.85
Quadient Finance USA Inc, postage meter lease	1,444.23
Quill Corporation, tissues/envelopes	69.02
Warren Water District, readings fee	25.00
Winterset Municipal Utilities, utilities	691.70

ROAD USE TAX

ROADWAY MAINTENANCE:

Iowa Prison Industries, regulatory signs	620.40
John Deere Financial, parts	1,068.26
Lincoln Concrete & Structures, street patch	12,300.00
Winterset Municipal Utilities, utilities	948.99
Xtreme Tree Inc, tree removal	4,419.90

SEWER UTILITY FUND

SANITARY SEWER:

Allender Butzke Engineers Inc, WWTF Improvements	790.04
Microbac Laboratories Inc, lab testing	1,228.33
Oreilly Automotive Inc, battery	116.72
Winterset Municipal Utilities, utilities	5,455.70

Reports from City Boards and Departments

Library Director Dave Hargrove reported to council the near completion of meeting rooms and pending dedication of such in October in conjunction with the Friends of the Library week. Appreciation given for the Street Department and Lincoln Concrete with the renovation of the front entry and ADA improvements. Lastly, a grant providing a new AED was announced.

Park & Recreation Director Sky Smothers was excused.

Fire Chief Chism Orr was excused.

Police Chief Ryan Pittman provided written report including monthly calls for service, community event participation, and noted anniversary dates for employees.

Code Enforcement Officer Hollie Burgus provided monthly report noting 19 new violations and 28 closed for the Month. Vegetation was the most common violation. No meeting was held for Planning and Zoning. Board of adjustment granted 2 variances and denied a special use permit. Lastly a report on rental housing inspection was provided detailing number of inspections, outstanding units, and plan to notice landlords moving forward.

City Administrators Report presented council with report in packet. Highlighting, community event coordination, Madison County Economic Development Group participation, Contract negotiations with USWG, and financial reports completed for State of Iowa.

Resolutions and Actions

A motion was made by Council Member Orr to approve Resolution No. 2026-42 a Resolution Suspending Titel III Health, Safety, Welfare, Chapter 3.4, Misdemeanor, Section 3.404 A. and Street Closures for a Period of Time During Covered Bridge Festival October 2026 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. 2026-42

RESOLUTION SUSPENDING
TITLE III HEALTH, SAFETY, WELFARE, CHAPTER 3.4, MISDEMEANOR,
SECTION 3.404 A. AND STREET CLOSURES
FOR A PERIOD OF TIME DURING COVERED BRIDGE FESTIVAL OCTOBER 2026

WHEREAS, the Madison County Covered Bridge Festival occurs annually on the second full weekend in October; and

WHEREAS, Title II, Chapter 1, Section 2.101 requires permits for transient merchants and peddlers, however, provides exemption according to section, 2.113 “EXEMPTION FOR COVERED BRIDGE FESTIVAL SELLING. The Winterset Chamber of Commerce, either directly or through its Covered Bridge Festival Committee, shall file with the City Administrator a list of sellers of items which are approved by the Covered Bridge Festival Committee as part of the Madison County Covered Bridge Festival. The sellers set forth on this list shall be exempt from this chapter during the Covered Bridge Festival”; and,

WHEREAS, the State of Iowa Alcohol Beverage Division (ABD) was consulted and confirmed that legal aged consumption is allowed on throughfares when closed and liquor licenses for existing businesses would not need to be amended, and the consumption of alcohol on public spaces is controlled by local ordinance and sale is controlled by ABD licenses approved at the local level, and the city shall provide written permission and conveyance of control of the identified area to the Madison County Chamber of Commerce as requested and required by the Iowa ABD, all liquor licenses shall be approved in customary manner via the city council; and,

WHEREAS, the current city ordinance Title III Health, Safety, Welfare, Chapter 3.4, Misdemeanor, Section 3.404 a. states; “No person shall use or consume any alcoholic liquors, wine or beer upon the public streets or highways or in any public place, except premises covered by a liquor control license. "Public place" means any place, building, or conveyance to which the public has or is permitted access.”; and

WHEREAS, a temporary street closure of the contiguous downtown square extending one block in all directions, and the portion of West Washington from 2nd Ave to John Wayne Drive for the duration of the festival, and an additional closure of 2nd Ave for the period of Friday October 9th, 2026 and on Sunday October 11th, 2026 from 5 p.m. to 7 p.m.; and,

BE IT RESOLVED by the City Council of the City of Winterset, Iowa that the Ordinance Title III Health, Safety, Welfare, Chapter 3.4, Misdemeanor, Section 3.404 a. shall be suspended for a period of October 10th and 11th, 2026 from the hours of 9:00 a.m. to 7:00 p.m. The limits of this Ordinance suspension only apply to the cordoned area of the city square marked by barriers and for the above-mentioned dates and times.

FURTHERMORE, BE IT RESOLVED Street closures shall occur for the above-mentioned dates and times.

Passed and approved this 8th Day of September.

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Thomas J Leners, Mayor

ATTEST:

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Andrew Barden, City Administrator/ City Clerk

A motion was made by Council Member Eller to approve Resolution No. 2026-43 a Resolution Authorizing Amendments to Employment Agreement with City Administrator, Andrew J. Barden, seconded by Council Member Orr. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

RESOLUTION 2026-43

RESOLUTION AUTHORIZING AMENDMENTS TO EMPLOYMENT AGREEMENT WITH CITY ADMINISTRATOR, ANDREW J. BARDEN

WHEREAS, on February 8, 2021, the City of Winterset (hereinafter "the City") and Andrew J. Barden (hereinafter "Barden") entered into an Employment Agreement related to Barden's employment as City Administrator for the City of Winterset;

WHEREAS, on October 18, 2021, the City and Barden executed an Addendum to that Employment Agreement previously executed on February 8, 2021;

WHEREAS, on May 5, 2024, the City and Barden executed a Second Addendum to that Employment Agreement previously executed on February 8, 2021;

WHEREAS, the terms and provisions of the Second Addendum to Employment Agreement executed on May 5, 2024, nullified all terms and provisions of the Addendum executed on October 18, 2021;

WHEREAS, pursuant to that Employment Agreement and the Second Addendum thereto, the City has completed regular and routine performance evaluations and salary reviews of and for Barden;

WHEREAS, in August 2026 Barden received a satisfactory performance evaluation, the results of which were delivered to Barden in closed session on August 17, 2026;

WHEREAS, pursuant to Barden's Employment Agreement and the Second Addendum thereto, based upon his satisfactory performance evaluation in August 2026 Barden is entitled to an annual salary increase in a percentage that is equivalent to the percentage increase awarded to Union employees, which salary increase would take effect July 1, 2027;

WHEREAS, given the fiscal challenges facing municipalities in Iowa with the passage of Iowa Senate File 2472, Barden has requested to forego any salary increase for the fiscal year commencing July 1, 2027, through June 30, 2028;

WHEREAS, in lieu of a salary increase, the City desires to increase the Vacation Time awarded to Barden in his Employment Agreement, effective on or about the anniversary of his employment in 2026; and,

WHEREAS, amendments to the previously executed Employment Agreement and Addendum thereto are necessary to effectuate the desires set forth hereinbefore.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Winterset, Iowa as follows:

The terms of employment of Barden as City Administrator shall be amended as follows:

a. Barden's annual salary for the fiscal year commencing July 1, 2027, through June 30, 2028, shall not be increased. Barden's annual salary for fiscal year 2027-2028 shall remain the same as it was for fiscal year 2026-2027.

b. Effective February 1, 2026, Barden shall be awarded twenty (20) days of vacation time per year.

c. All other terms and provisions of Barden's Employment Agreement and the Addendum shall remain as previously agreed and executed.

IT IS FURTHER RESOLVED that the City Attorney shall be and hereby is authorized and directed to prepare such documents as may be necessary to effectuate the amended terms of employment of Barden as City Administrator as is set forth above.

Passed and approved this 8th day of September 2026.

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Thomas J. Leners, Mayor

ATTEST:

Megan Rhoads, Deputy City Clerk

A motion was made by Council Member Cook to approve Resolution No. 2026-44 a Resolution for Amending a Contract with USWG seconded by Council Member Fairholm. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

RESOLUTION NO. 2026-44

A RESOLUTION FOR AMENDING A CONTRACT WITH USWG

WHEREAS, Winterset Wastewater Treatment facility has been operated and maintained by USWG; and,

WHEREAS , the contract was amended in 2021, removing a full time employee; and,

WHEREAS, the construction of the SBR wastewater system requires a higher level of certification and staffing; and,

WHEREAS, the desire to employ a FTE in January 2027 for obligatory requirements and minimum staffing for the SBR system;

BE IT RESOLVED by the City Council of the City of Winterset, Iowa shall enter the agreed upon contract agreement with US Water Service Corporation.

Passed and approved this 8th day of September, 2026.

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Thomas J Leners, Mayor

ATTEST:

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Andrew Barden, City Administrator/City Clerk

A motion was made by Council Member Fletcher to approve Resolution No. 2026-45 a Resolution Authorizing Withdrawal from 28E Joint Intergovernmental Action Agreement Providing for a Safety Group Central Iowa South 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 2026-45

A RESOLTUION AUTHORIZING WITHDRAWAL FROM 28E JOINT INTERGOVERNMENTAL ACTION AGREEMENT PROVIDING FOR A SAFETY GROUP CENTRAL IOWA SOUTH

WHEREAS, the city has been forced to reconsider and remove expenses relative to the recent legislation of SF2472; and,

WHEREAS, the City of Winterset joined the Safety Group Central Iowa South on May 14th 2020; and,

WHEREAS, the 28E Agreement (Section 4. “Withdrawal”) states that the City of Winterset must adopt a Resolution to withdraw from the 28E Agreement; and,

WHEREAS, the City must notify IAMU 90 days prior to the start of the calendar year (NLT October 1st, 2026) during which the party intends to end participation; and,

WHEREAS, the City of Winterset has decided to terminate participation in the Safety Group Central Iowa South effective January 1, 2027; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINTERSET that effective January 1, 2027 the City of Winterset will no longer be part of the Safety Group Central Iowa South.

Passed and approved this 8th day of September, 2026.

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Thomas Leners, Mayor

ATTEST:

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Andrew J. Barden, City Administrator/City Clerk

A motion was made by Council Member Orr to approve Resolution No. 2026-46 a Resolution Approving Change Order to the Contracted Services from Hildreth Construction, Inc. for the Winterset Library seconded by Council Member Fairholm. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

RESOLUTION NO. 2026-46

A RESOLUTION APPROVING CHANGE ORDER TO THE CONTRACTED SERVICES FROM HILDRETH CONSTRUCTION, INC. FOR THE WINTERSET LIBRARY

WHEREAS, Winterset Library Small Group Meeting Spaces has begun construction; and

WHEREAS, Hildreth Construction was awarded the bid, engineering and oversight is provided by FEH Design; and,

WHEREAS, an additional 4" layer of concrete was uncovered during excavating operations; and upon demolition, a section HVAC conduit was discovered to be in the projected path of the north wall;

WHEREAS, the contractor and sub-contractor must now perform additional excavation of existing concrete; and shift the north wall of the meeting room 2" and the east wall 9" west to avoid existing pipes and conduits; and move one (1) air supply duct to allow continuous wall installation;

BE IT RESOLVED by the City Council of the City of Winterset, Iowa shall approved change order #1 for unforeseen concrete and HVAC conduit in the construction site for an amount not to exceed $2,805.95.

Passed and approved this 8th day of September 2026.

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Thomas J Leners, Mayor

ATTEST:

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Andrew Barden, City Administrator/City Clerk

A motion was made by Council Member Eller to approve Resolution No. 2026-47 a Resolution Approving Change Order No. 6 to WWTF Improvements seconded by Council Member Orr. There being no further discussion; On roll call vote, all Council Members voted Aye.

Whereupon the Mayor declared that the motion carried.

RESOLUTION 2026-47

RESOLUTION APPROVING CHANGE ORDER NO. 6 TO WWTF IMPROVEMENTS

WHEREAS, the city completed facility planning for improvements to the Wastewater Treatment Facility in 2024, and;

WHEREAS, the engineering scope was awarded to Strand Associates, Inc. , and;

WHEREAS, the construction contract was awarded to Woodruff Construction, Inc., and;

WHEREAS, certain existing conditions and contractor suggestions have resulted in the need to make changes to the project scope;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Winterset, Iowa as follows:

The City of Winterset agrees to a change order of the following:

- Credit of $2,214.21 for the difference between the not-to-exceed amount of $26,000.00 included in Change Order (CO) No. 5 for changes to the extension and removal of the site lift station force main and the actual cost incurred of $23,785.79.
- Replacement of two light switches in the Headworks Building at a cost of $1,641.82 because of the poor condition of the overall conduit system.
- Increase in the diameter of the Waste Activated Pumping Station Meter Manhole precast manhole from 4 feet to 6 feet at a cost of $8,636.40 to enable casting the hatch in the lid while maintaining space for reinforcement and lifting lugs.
- Half ($9,275.92) the cost of the addition of a plug valve to isolate the SBR drain line from the site lift station.
- This change order will have $19,554.14 of increased costs and $2,214.21 of decreased costs for a net increase of the contract of $17,339.93.

Passed and approved this 8th day of September 2026.

Thomas J. Leners, Mayor

ATTEST:

Andrew J. Barden, City Administrator/City Clerk

Public Hearing

Public Hearing on Ordinance #676 Amendment Special Stop Sings Of Chapter 4 Of Title VI of the Winterset Municipal Code Per Res. No. 2026-38.

A motion was made by Council Member Fletcher to enter into public hearing; the motion was seconded by Council Member Fairholm. There being no further discussion; on roll call vote, all Council Members present voted Aye.

Whereupon the Mayor declared that the motion carried.

Public Hearing was entered at 7:27 p.m.
Notice of Publication was on file; no written protests were received.
No Public was present to speak on the matter.

A motion was made by Council Member Orr to exit public hearing; the motion was seconded by Council Member Cook. There being no further discussion; on roll call vote, all Council Members present voted aye.

Whereupon the Mayor declared that the motion carried.

Public Hearing was exited at 7:28 p.m.

Ordinance Reading and Consideration

Ordinance No #676 Amendment Special Stop Sings Of Chapter 4 Of Title VI of the Winterset Municipal Code Per Res. No. 2026-38.

A motion was made by Council Member Fairholm to approve the first reading of Ordinance No #676 Amendment Special Stop Sings Of Chapter 4 Of Title VI of the Winterset Municipal Code Per Res. No. 2026-38, the motion was seconded by Council Member Eller. There being no further discussion; on roll call vote, all Council Members present voted Aye.

Whereupon the Mayor declared that the motion carried.

A motion was made by Council Member Fletcher to waive the 2nd & 3rd reading of Ordinance No #676 Amendment Special Stop Sings Of Chapter 4 Of Title VI of the Winterset

Municipal Code Per Res. No. 2026-38, the motion was seconded by Council Member Cook. There being no further discussion; on roll call vote, all Council Members present voted Aye.

Whereupon the Mayor declared that the motion carried.

A motion was made by Council Member Cook to approve/adopt the final reading of Ordinance No #676 Amendment Special Stop Sings Of Chapter 4 Of Title VI of the Winterset Municipal Code Per Res. No. 2026-38, the motion was seconded by Council Member Fairholm. There being no further discussion; on roll call vote, all Council Members present voted Aye.

Whereupon the Mayor declared that the motion carried.

Council Considerations, Discussions, and Work Session

Administrator Barden expressed desire to share with council unexpended fund report from the 2024 GO Bond, and a sidewalk plan following talks with engineers. Council Member Fairholm remarked on the attendance and appreciated Porchfest. Mayor Leners wrote in his monthly collum requesting citizens report streetlight outages. Mayor Leners in part with John Wayne Birthplace Museum are exploring a “sister city” to commemorate the 75th Anniversary of the Quiet Man and have had initial discussions with Cong Village, Ireland.

The Adjournment

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 7:35 p.m.

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Thomas J. Leners, Mayor

ATTEST:

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Andrew Barden, City Administrator/City Clerk