The Stanhope City Council met in Regular Session Tuesday, January 14, 2025 at the Stanhope Community Building starting at 6:00 p.m. Mayor Kelly Wirtz called the meeting to order with Council Members: Jill Haman, Mindy Hetland, Doug Sogard and Kempton Young present. Council member Beau Jensen absent.

Members of the public present: Ottie Maxey, Peggy Phipps, Keith Bockoven, Erma Bockoven, Robert Johnson and Devin Hensley. Fire Chief Brad Anderson and Public Works Tim Dally were also present.

***APPROVE CONSENT AGENDA*:** Sogard made a motion to approve the consent agenda.

* Approval of the agenda for January 14, 2025
* Approval of December 10, 2024 City Council minutes
* Approval for the payment of claims
* Approval of financial reports for period of 12/1/2024 – 12/31/2024

Hetland seconded the motion. Roll call 4-0. Motion carried.

***PETITIONS, COMMUNICATIONS, REQUESTS:***

* Ottie Maxey with the Ames Regional Economic Alliance, introduced himself and the work they do for each community in Hamilton County. This is a partnership between Hamilton County, the City of Webster City and the Ames Regional Economic Alliance. They understand the needs in each community are different. Mr. Maxey met with Mayor Wirtz last week to discuss needs in Stanhope for community betterment. Each community in Hamilton County is asked to invest $1000.00 to be a part of Hamilton County Growth Development. (HCGD) This includes a seat on the HCGD Board of Directors. Stanhope would reap many benefits from joining the HCGD.
* Brad Anderson asked where we stood on the ordinance book MIDAS is working on. Mayor Wirtz said there was a miscommunication between the city and MIDAS and they have not started codifying. At this time Stanhope is using the 2014 version of ordinances. Codification needs to happen every 10 years and this has not been done. We may seek going to Iowa Codification to get this done quicker. Although, some ordinances have been amended they have not been signed which doesn’t make them legal. Mayor Wirtz assured we are working on updating language in the 2014 book and we will make changes from there. Once all are complete, they will be available on our website.
* Mayor Wirtz thanked the City Clerk for her hard work.

***GENERAL AGENDA***

* **WINS AND RECOGNITIONS:** Council member Haman brought to council attention some wins and recognitions going on around Stanhope. Stanhope coffee ladies are a group of 10-12 ladies from the Stanhope-Stratford area. They meet twice weekly at the Stanhope Community Center. A few dollars are donated each time and the group decides which community project to donate these funds too. When these ladies heard there were frightened children during the recent lockdown at South Hamilton, these ladies took it upon themselves to make some fleece blankets to comfort them during stressful situations. Over the past two years these ladies have donated over $2000.00 to the Stanhope Fire/EMS, Stratford Fire and Rescue, Clear Lake Sailors 4-H Club, Stanhope Depo, Stanhope Food Pantry, Lions Club fundraisers, City Playground and Central Iowa Recovery. These ladies were all thanked by the council. Council Member Sogard also talked about the success of the 4H Club and their delivery of over 40 Christmas meals to the Stanhope Community. Thanks to Jeff and Deb Hanson for donating all the pork loins! This is the second year in them doing this. Council expressed there are many good things happening in Stanhope.
* **BUDGET WORKSHOP:** Mayor Wirtz gave a crash course on our 2025-2026 budget to let the community know how our budget works and where monies come from and how they are spent. The Stanhope members present were thankful for the information.
* **APPROVAL OF JOINING HCGD:** Motion was made by Haman and seconded by Sogard to approve spending $1000.00 to join the Hamilton County Growth Development Group. They would like to see revitalization to our community. All in favor and motion was carried.
* **APPROVAL OF GARAGE SALE/CITY WIDE CLEAN UP DAYS:** Motion was made by Sogard to approve May 10, 2025 as Stanhope Garage Sale Day and May 17, 2025 as City Wide Clean Up Day. Seconded by Young. All were in favor and motion was carried.
* **MEDICAL ARTS BUILDING AND STANHOPE DEPOT:** Mayor Wirtz strongly suggested we support the offer by Envision and enter into purchasing the Stanhope Medical Arts Building and the Stanhope Depot for $1.00 per deed. Motion was made by Young and seconded by Hetland to accept this offer. Mayor and Council hope to see the Medical Arts Building a place for growth of small businesses in Stanhope. They also expressed how the Stanhope Depo is a historical point for Stanhope. All were in favor and motion was carried.
* **UPPER DES MOINES:** Motion was made to grant the request of $300.00 to Upper Des Moines by Council Member Haman. Seconded by Young. All in favor and motion was carried.
* **VACATION RATE:** Vacation rate was approved for account #01-00002030-00-8 for garbage vacation rate for the month of January until they come home in February.
* **PUBLIC WORKS:** Tim Dally asked about investing in an inside locking mechanism for water meters. They run around $20.00 each. Nothing was approved and water shut offs need to get found. The lift station alarm is not working. The bid to put new alarm is $4300.00 Tim was directed to get it ordered.
* **RESOLUTION APPROVING ANNUAL REORGANIZATION ASSIGNMENTS FOR CITY:** Motion was made by Young and seconded by Haman to approve the following for the 2025 calendar year:

**RESOLUTION 2025-2026-01**

**RE-ORGANIZATIONAL RESOLUTION**

**A RESOLUTION APPROVING THE YEAR 2025 OFFICIAL NEWSPAPER, OFFICIAL DEPOSITORY OF ALL FUNDS, PERSONNEL, COMMITTEE ASSIGNMENTS, APPOINTMENTS, DESIGNATIONS AND SUPPORTED ORGANIZATIONS, FACILITY RENTAL RATES, CHARGES FOR SERVICES AND AUTHORITY FOR THE CLERK TO MAKE CERTAIN PAYMENTS PRIOR TO CITY COUNCIL MEETINGS OF THE CITY OF STANHOPE, HAMILTON COUNTY, IOWA.**

**WHEREAS**, the City of Stanhope, Iowa does hereby designate the official Newspaper, Depository of all funds, Personnel, Committee assignments, Appointments and Supported Organizations and facility rental rates for 2025 as follows:

**PERSONNEL**

***Position Name***

City Clerk Vickie Anderson

Deputy City Clerk Position Vacant

Treasurer Position Vacant

Librarian Dee Malmquist

Library Assistant Kady Miller-Verduyn

Public Works Tim Dalley

Fire Chief Brad Anderson

Maintenance Assistant Position Vacant

Maintenance Assistant Position Vacant

Electric Superintendent Adam Dickinson-Webster City Municipal Utilities

Utility Meter Reader Electronic

City Custodian Ernestina Flores-Corona

**Governing Body *Name* *Term/Expiration***

Mayor Kelly Wirtz 12/31/2025

Mayor-Pro-Tem Kempton Young 12/31/2025

Council Doug Sogard 12/31/2025

Council Kempton Young 12/31/2025

Council Mindy Hetland 12/31/2027

Council Jill Haman 12/31/2027

Council Beau Jensen 12/31/2027

**COMMITTEE DESCRIPTIONS AND ASSIGNMENTS**

***PUBLIC SAFETY***: Fire/Emergency Medical Services Department and Police Department

**Mindy Hetland, Kelly Wirtz Alternate: Kempton Young**

***PUBLIC WORKS***: Streets, Alleys, Roadways, Snow Removal

**Kempton Young, Doug Sogard**

***HEALTH AND SOCIAL SERVICES:*** Mosquito Spraying, Housing Regulation

**Doug Sogard, Beau Jensen**

***CULTURE AND RECREATION***: Library, Parks and Recreation and Community Building

**Jill Haman, Kempton Young**

***COMMUNITY AND ECONOMIC DEVELOPMENT:*** Economic Development Activities, Planning and Zoning. **Jill Haman, Beau Jensen**

***GENERAL GOVERNMENT***: City Clerk, General Policies, Legislative Issues, Finance and Budgeting

**Kempton Young, Jill Haman**

***BUSINESS ENTERPRISE:*** Water, Sewer, Electric, Landfill/Garbage, Capital Project

**Mindy Hetland, Doug Sogard**

***BUILDING PERMIT COMMITTEE:*** Reviews and approves building permits

**Kempton Young, Brad Anderson, Kelly Wirtz**

***DESIGNATIONS/APPOINTMENTS DESIGNATION/APPOINTEE***

Official Council Meeting Date Second Tuesday of the month

Official Council Meeting Place Community Center-600 Main St-Community Room

Official Council Meeting Time 6:00 PM

City Attorney Groves & Chizek Law Office

Official Newspaper South-Hamilton Record-News

Official Depository First State Bank, Up To $1,000,000.00

Hamilton County Solid Waste Comm. Kelly Wirtz

NC Regional Solid Waste Agency-FD Kelly Wirtz

Hamilton County E-911 Service Board Brad Anderson, Kelly Wirtz

Hamilton County Emergency Med Svc Mindy Hetland

Hamilton County EMS Essential Adv Comm Mindy Hetland

Hamilton County Emergency Mgt Comm. Brad Anderson, Kelly Wirtz

Ellsworth/Jewell/Stanhope Police Kelly Wirtz, Mindy Hetland

***DESIGNATIONS/APPOINTMENTS DESIGNATION/APPOINTEE***

Stanhope Development Group, Inc Kempton Young

Stanhope Recreation Committee Jill Haman, Kempton Young

Heartland Consumers Power District Vickie Anderson, Tim Dalley

Hamilton County Crime Stoppers Mindy Hetland, Dave Turpen

IOWAY Watershed Authority Kelly Wirtz

Stanhope Fitness Center Kempton Young, Jill Haman

**STANHOPE PUBLIC LIBRARY**

***POSITION NAME***

Librarian Dee Malmquist

Library Assistant Kady Miller-Verduyn

President Jackie Baker

Vice President Jamie Northrop

Secretary Christina Gibson

Board Member Emmaly Riesberg

Board Member Elizabeth Blomgren

Board Member Jill Sneed

City of Stanhope shall be the fiscal agent for the Stanhope public library accepting all revenues and dispensing all payments for said library and shall have authority to deposit any and all payments received for the library.

**STANHOPE VOLUNTEER FIRE DEPARTMENT/EMS ROSTER OF APPROVED MEMBERS**

Anderson, Bradley Chief Carter, Matt Clabaugh, Chuck Dally, Tim

Haman, Jill Haman, Lucy Hetland, Mindy Hetland, Paul

Popp, Tony Malmquist, Richard Northrop, Gary Carter, Hayley

Read, David Wilcox, Brian Stupp, Kael Popp, Brittany

Sogard, Doug

***Payment for FIRE and EMS 17 members:***

***$20.00 per approved meeting,***

***$20.00 per approved FIRE call***

***$20.00 for EMT per call and $10.00 for FIREMAN on EMS call***

***NO DUPLICATION OF PAYMENT FOR CALLS OR MEETINGS!***

***Meetings and calls approved by Brad and Mindy***

**APPROVED MEMBERSHIPS/ORGANIZATIONS**

Ellsworth/Jewell/Stanhope Police Department Community and Family Resources

Youth and Family Center of Hamilton County Iowa League of Cities

Iowa Municipal Finance Officers Association Midas Council of Government

Stanhope Development Group, Inc/ DBA Envision Prairie Rivers of Iowa

Hamilton County E-911 Service Board Iowa Rural Water Association

Iowa Association of Municipal Utilities Heartland Consumers Power District

Hamilton County Emergency Medical Services Upper Des Moines Opportunity, Inc

Hamilton County Emergency Management Commission Iowa Good Rood Association

IOWAY Water Shed

**FACILITIES/OTHER FEES**

Park Shelter Rental Rate 75.00

Park Shelter Rental Rate Regular Deposit 75.00

Old Community Building Rate $100.00

Community Center Rental ALL DAY $250.00, $200.00 Town of Stanhope Citizen

Community Center Rental ½ DAY $150.00, $125.00 Town of Stanhope Citizen

Community Center-Comm. Room-Regular Deposit $250.00

Copies $0.25 per Copy

All employees, Mayor, City Council, Firefighters, and EMS Personnel are entitled to receive up to 100 free copies per year and one free use of the Stanhope Community Center-Community Room or Community Building-lower level per year.

**AUTHORIZATION TO MAKE PAYMENT PRIOR TO CITY COUNCIL MEETINGS**

The City Clerk is hereby authorized to make payment, in advance of scheduled City Council meetings for the following claims, when they shall become due and payable to avoid additional charges or penalties and to make payment in a timely manner:

***CLAIMANT PURPOSE***

1. Heartland Consumers Power District Wholesale Electricity
2. Black Hills Energy (formerly Aquila) Natural Gas
3. Employee Payroll Checks Payroll
4. Internal Revenue Service Fed With, FICA/Medicare-Electronic
5. Iowa Public Employees Retirement System I.P.E.R.S.-Electronic
6. Treasurer, State of Iowa Iowa Withholdings, Sales/Use Tax
7. Town and Country Insurance City Ins. Package, Fire AD & D, Bond
8. U.S. Post Office Postage
9. Heartland Co-op Fuel, Supplies
10. Access Systems Leasing Pmt for Copy Machine/Printer
11. Stanhope Municipal Utilities Customers Utility Deposit Refunds
12. Any purchase deemed to be an emergency

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANHOPE, IOWA, THAT:**

**RESOLUTION 2024-2025-01 IS HEREBY APPROVED AS THE OFFICIAL DOCUMENT APPROVING THE YEAR 2025 OFFICIAL NEWSPAPER, OFFICIAL DEPOSITORY OF ALL FUNDS, PERSONNEL, COMMITTEE ASSIGNMENTS, APPOINTMENTS, DESIGNATIONS AND SUPPORTED ORGANIZATIONS, FACILITY RENTAL RATES, PERSONNEL USE AND AUTHORITY FOR THE CLERK TO MAKE CERTAIN PAYMENTS PRIOR TO CITY COUNCIL MEETINGS OF THE CITY OF STANHOPE, HAMILTON COUNTY, IOWA.**

**Section 1.** All RESOLUTIONS or parts of RESOLUTIONS in conflict herewith, be and the same are hereby repealed.

**Section 2.** This RESOLUTION shall remain in effect unless changed, altered, or repealed by the current City Council of the City of Stanhope, Hamilton County, Iowa.

**Section 3.** That the City Clerk of the City of Stanhope, Hamilton County, Iowa shall cause ***RESOLUTION 2024-2025-01*** to be filed with the appropriate City Council proceedings for future reference.

Passed and approved this fourteenth (14) day of January 2025.

**Roll Call: City Council Members**

**Mindy Hetland-Yes**

**Jill Haman-Yes**

**Beau Jensen-absent**

**Doug Sogard-Yes**

**Kempton Young-Yes**

Mayor Wirtz then declared **RESOLUTION 2025-2026-01** duly adopted.

**Executed By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kelly Wirtz, Mayor, Stanhope, Iowa

**Attest:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vickie Anderson, City Clerk, Stanhope, Iowa

**Certification**

I certify that I am the duly qualified and acting City Clerk of the City of Stanhope, Hamilton County, Iowa, organized under the laws of the State of Iowa. The foregoing is a true copy of a Resolution duly adopted by the City Council at a meeting on January 14, 2025 and entered into the minutes of such meeting in the minute book of the City of Stanhope, Iowa. The Resolution is in accordance with the Articles of Incorporation and Bylaws of the City of Stanhope, Iowa and is now in full force.

January 14, 2025

Vickie Anderson, City Clerk Date

**City Seal**

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_

Vickie Anderson

**ADJOURNMENT:** Hetland made a motion to adjourn the meeting. Sogard seconded the motion. All in favor. The meeting was adjourned at 8:38 p.m.