

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

<u>Governing Body</u>	<u>Name</u>	<u>Term/Expiration</u>
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

Official Council Meeting Date
 Official Council Meeting Place
 Official Council Meeting Time
 City Attorney
 Official Newspaper
 Official Depository
 Hamilton County Solid Waste Comm.
 NC Regional Solid Waste Agency-FD
 Hamilton County E-911 Service Board
 Hamilton County Emergency Med Svc
 Hamilton County EMS Essential Adv Comm
 Hamilton County Emergency Mgt Comm.
 Ellsworth/Jewell/Stanhope Police

DESIGNATION/APPOINTEE

Second Tuesday of the month
 Community Center-600 Main St-Community Room
 6:00 PM
 Groves & Chizek Law Office
 South-Hamilton Record-News
 First State Bank, Up To \$1,000,000.00
 Kelly Wirtz
 Kelly Wirtz
 Brad Anderson, Kelly Wirtz
 Mindy Hetland
 Mindy Hetland
 Brad Anderson, Kelly Wirtz
 Kelly Wirtz, Mindy Hetland

DESIGNATIONS/APPOINTMENTS

Stanhope Development Group, Inc
 Stanhope Recreation Committee
 Heartland Consumers Power District
 Hamilton County Crime Stoppers
 IOWAY Watershed Authority
 Stanhope Fitness Center

DESIGNATION/APPOINTEE

Kempton Young
 Jill Haman, Kempton Young
 Vickie Anderson, Tim Dalley
 Mindy Hetland, Dave Turpen
 Kelly Wirtz
 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 Road 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

1. Heartland Consumers Power District
2. Black Hills Energy (formerly Aquila)
3. Employee Payroll Checks
4. Internal Revenue Service
5. Iowa Public Employees Retirement System
6. Treasurer, State of Iowa
7. Town and Country Insurance
8. U.S. Post Office
9. Heartland Co-op
10. Access Systems Leasing
11. Stanhope Municipal Utilities Customers
12. Any purchase deemed to be an emergency

PURPOSE

Wholesale Electricity
Natural Gas
Payroll
Fed With, FICA/Medicare-Electronic
I.P.E.R.S.-Electronic
Iowa Withholdings, Sales/Use Tax
City Ins. Package, Fire AD & D, Bond
Postage
Fuel, Supplies
Pmt for Copy Machine/Printer
Utility Deposit Refunds

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.

Vickie Anderson, City Clerk

January 14, 2025

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.