

NOTICE AND CALL OF COUNCIL MEETING

Governmental Body: The City Council of the
City of Orange City, Iowa

Date of Meeting: December 7, 2020

Time of Meeting: 4:30 o'clock P.M.

Place of Meeting: Council Chambers, City Hall,
(Closed to public) 125 Central Ave SE
Orange City, Iowa

Public Access to Meeting: Live Stream Video/Zoom
<https://zoom.us/j/92023305435>
Enter the meeting ID: 920 2330 5435
Required meeting passcode: 961679
Optional call-in phone number: 312 626 6799

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

1. Meeting called to order
2. Opening ceremonies
3. Approval of agenda
4. Citizen comments
5. Approval of minutes
6. Department reports
 - Street
 - Water & Wastewater
 - Parks and Recreation

7. Resolutions in connection with the 2018 Street Improvements Project
 - Resolution accepting work
 - Resolution ordering preparation of final plat and schedule of assessments
 - Resolution adopting and levying final schedule of assessments
8. Garbage permit
9. Water rate ordinance
10. Community Betterment Board funding recommendation
11. Administrative reports
12. Council comments
13. Adjournment

This notice is given at the direction of the Mayor pursuant to Chapter 28A, Iowa Code, as amended, and the local rules of said governmental body.



Janet Brown, City Clerk of the
City of Orange City, Iowa

COUNCIL MEETING
AGENDA NOTES
December 7, 2020

1. The meeting will be called to order by Mayor Deb De Haan at 4:30 o'clock P.M.
2. Opening ceremonies. Pledge of Allegiance to our flag and a moment of silent prayer.
3. The agenda was prepared, posted and distributed in accordance with requirements of the Iowa Open Meeting Act.
4. This time is provided for citizen comments. It is suggested that if someone wishes to speak, we also ask for their residence. This time is intended for residents in the City limits.
5. The minutes of the November 12, 2020 and November 16, 2020 council meetings are enclosed for your review. Exhibit 1
6. Randy Van De Griend, representing the Street Department, Kirk Maasdam representing the Water and Wastewater Department, and Mitch Aalbers, representing the Parks and Recreation Department, will be present for updates on activities in their departments in the past year.
7. The 2018 Street Project is complete and ready to be accepted and closed out. Since this was an assessment project, some of the cost was assessed to the adjacent property owners. Along with closing out the project, we will be finalizing the assessments to each property and beginning the process to collect these assessments. The final cost of the project is \$1,107,167.86, which compares to a bid price of \$1,299,350.76.

The cost savings are due to subgrade treatment that was not required and liquidated damages. The total assessed amount for this project for all properties is \$138,312. We recommend proceeding with accepting the project and following the proceedings for establishing the final assessments.
8. We have received one application to haul garbage within the City of Orange City from Orange City Sanitation. A \$25 permit fee is assessed per City Code.
9. In follow-up to the recent presentation from MRES we will be considering the first reading of the proposed ordinance that modifies our current water rates. Exhibit 2
10. The Community Betterment Board met on December 2, 2020 at 4:30 pm. There is one recommendation being brought to you from the board. The Chamber of Commerce is asking for \$25,000 for the assistance of the Christmas Bucks program.

This program is running the month of December. For every \$100 spent locally - you will get \$10 in "Christmas bonus bucks" This program is very similar to the program run earlier this year due to COVID in helping small retailers and restaurants.

11. Administrative reports:

Budget calendar. Exhibit 3

Scheduled Meetings:

December 21	Council Meeting, 4:30 P.M.
January 4	Council Meeting, 4:30 P.M.
January 18	Council Meeting, 4:00 P.M.
January 25	Special Council Meeting, 4:00 P.M.
February 1	Council Meeting, 4:30 P.M.
February 15	Council Meeting, 4:30 P.M.

If you would like additional information about an agenda item or another issue, that would help you or the council as a whole, please feel free to let me know so I can either get it to you by email or by report at the meeting.

Earl Woudstra
City Office **712-707-4885**
Cell phone **712-737-7115**
Email **earlw@orangecityiowa.com**

Council Meeting
November 12, 2020

The City Council met in special session pursuant to adjournment at 11:30 o'clock A.M. on November 12, 2020. A quorum was declared by Mayor Deb De Haan. The meeting was held at the Events Center, 908 8th Street SE, Orange City, Iowa.

Members Present: Council members Aaron Beadner, Rod De Boer, Daron De Jong, Steve Roesner, and Tony Vande Brake

Members Absent: None

Staff: Earl Woudstra, Janet Brown, Kent Anderson, Mark Gaul and Matt Van Schouwen

Guests: Mike Hofman, Steve Watson, Danielle Propst, Danyelle Pierquet, and David Doxtad

Agenda: A motion was made by Council member Tony Vande Brake and duly seconded by Council member Aaron Beadner approving the tentative agenda as the official agenda. On call of the roll motion carried. The vote was as follows: AYES: Tony Vande Brake, Aaron Beadner, Rod De Boer, Steve Roesner; NAYS: None.

Council member Daron De Jong entered the meeting at 11:33 o'clock A.M.

Community Planning: On September 8, the Council hired ISG to assist the City in creating a Community Growth and Development Plan. As the first step in this process the Council spent time establishing wants and needs, and prioritize planning initiatives on housing, quality of place, and commercial and industrial development. They also reviewed the Orange City Vision 2035 objectives and initiatives.

No official action was taken.

Council member Daron De Jong left the meeting at 2:00 o'clock P.M.

Adjournment: No further business appearing it was therefore moved by Council member Aaron Beadner and duly seconded by Council member Tony Vande Brake to adjourn. On call of the roll motion carried. The vote was as follows: AYES: Aaron Beadner, Tony Vande Brake, Rod De Boer, Steve Roesner; NAYS: None. Adjournment time was 2:09 o'clock P.M.

Deb De Haan, Mayor

ATTEST: _____
Janet Brown, City Clerk

The City Council met in semi-monthly session pursuant to adjournment at 4:30 o'clock P.M. on November 16, 2020. A quorum was declared by Mayor Pro-Tempore Steve Roesner. The meeting was held in the Council Chambers, City Hall, 125 Central Ave SE, Orange City, Iowa.

Members Present: Council members Aaron Beadner, Daron De Jong, Steve Roesner, and Tony Vande Brake

Members Absent: Mayor De Haan and Council member Rod De Boer

Staff: Earl Woudstra, Janet Brown, Mark Gaul, Jim Pottebaum, Kent Anderson, and Matt Van Schouwen

Guests: John Slegers and Doug Calsbeek

Agenda: A motion was made by Council member Aaron Beadner and duly seconded by Council member Daron De Jong approving the tentative agenda, as the official agenda. On call of the roll motion carried. The vote was as follows: AYES: Aaron Beadner, Daron De Jong, Tony Vande Brake, Steve Roesner; NAYS: None.

Citizen Comments: This time was provided for citizen comments and none were heard.

Approval of Minutes: The minutes of November 2, 2020 council meeting were presented. A motion was made by Council member Daron De Jong and duly seconded by Council member Tony Vande Brake approving said minutes as published. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Tony Vande Brake, Aaron Beadner, Steve Roesner; NAYS: None.

Financial Report: The monthly financial report for October 2020, representing cash balances for all funds was presented, whereupon it was therefore moved by Council member Tony Vande Brake and duly seconded by Council member Aaron Beadner approving the monthly financial report as published. On call of the roll motion carried. The vote was as follows: AYES: Tony Vande Brake, Aaron Beadner, Daron De Jong, Steve Roesner; NAYS: None.

Monthly Bills: A Summary of Warrants report listing bills from October 20, 2020 through November 16, 2020 was presented. A motion was made by Council member Aaron Beadner and duly seconded by Council member Tony Vande Brake approving the monthly bills, subject to audit. On call of the roll motion carried. The vote was as follows: AYES: Aaron Beadner, Tony Vande Brake, Daron De Jong, Steve Roesner; NAYS: None.

Water Rate Study: Missouri River Energy Services presented a water rate study. This study includes costs for additional wells and piping to the City that will allow for future growth and address the peak usage during summer months, costing \$6.5 million. The proposal is for a 20% rate increase in 2021, 15% in 2022, and 8% in 2023. No official action was taken.

Resolution Accepting the Dunlop Trail Improvements: A motion was made by Council member Daron De Jong and duly seconded by Council member Tony Vande Brake adopting a resolution accepting the Dunlop Trail Improvements by Hulstein Excavating, Inc. On call of the roll motion carried. The vote was as follows: AYES: Daron De Jong, Tony Vande Brake, Aaron Beadner, Steve Roesner; NAYS: None. The resolution was assigned number 11-16-20-1927 and appears in the official resolution book. Records are kept in Appendix 18.

Adopt Iowa SUDAS Standards: Management is recommending adopting the Iowa Statewide Urban Design and Specifications (SUDAS), which is an established set of standards for public improvement projects (streets, utilities, seeding, etc). SUDAS has been developed over the last 15 years with the goal of providing a uniform standard for design and construction, regardless of engineering firm or contractor. Currently, we mostly follow the practices included in the SUDAS through each project's plans and specifications. Adopting these standards would eliminate having to list them in each project plan. A motion was made by Council member Aaron Beadner and duly seconded by Council member Daron De Jong adopting the Iowa Statewide Urban Design and Specifications. On call of the roll motion carried. The vote was as follows: AYES: Aaron Beadner, Daron De Jong, Steve Roesner, Tony Vande Brake; NAYS: None.

Annual Urban Renewal Report for Fiscal Year 2019-2020: A motion was made by Council member Tony Vande Brake and duly seconded by Council member Daron De Jong adopting a resolution approving the Annual Urban Renewal Report for fiscal year 2019-2020. On call of the roll motion carried. The vote was as follows: AYES: Tony Vande Brake, Daron De Jong, Aaron Beadner, Steve Roesner; NAYS: None. The resolution was assigned number 11-16-20-1928 and appears in the official resolution book.

Landsmeer Support Request: Landsmeer golf course has received \$150,000 for operations this year. This is inclusive of the equipment revolving loan fund. Due to extra expenses related to Covid 19 impacts (additional staffing and cart rentals) the Landsmeer Board is respectfully requesting additional support of \$25,000 for 2020. Kent has reviewed the financials and believes this will be adequate support to finish the remainder of 2020 payroll and expenses and provide a good start for 2021 when membership fees start being collected for 2021. A motion was made by Council member Aaron Beadner and duly seconded by Council member Daron De Jong approving the \$25,000 additional support to Landsmeer Golf Course. Steve expressed that they understand this is one time due to COVID. On call of the roll motion carried. The vote was as follows: AYES: Aaron Beadner, Daron De Jong, Steve Roesner, Tony Vande Brake; NAYS: None.

Administrative Reports:

Scheduled Meetings:

December 7	Council Meeting, 4:30 P.M.
December 21	Council Meeting, 4:30 P.M.
January 4	Council Meeting, 4:30 P.M.

Oral reports: Earl shared that due to the new purchase of the Toolcat the Parks Department will do the best they can to keep Landsmeer Trail and the west mile of Puddle Jumper Trail open this winter, it will be brushed off but no ice melt; off to a good start with snow removal; work is progressing on Puddle Jumper Trail 10th Addition, however, lots will not be for sale until Spring; work continuing on Industrie Centrum 7; working on annexation process; beginning the budget process. Mark reported that Hillcrest, Bluestem, and some spec homes have started; sold 2 lots in Industrie Centrum 7; completed the first step with ISG on community planning, with the whole project being concluded by Memorial Day.

Council Comments: The Mayor Pro-Tempore called for comments from members of the Council and the following were heard. Steve expressed appreciation for the leadership Earl is providing.

Adjournment: No further business appearing it was therefore moved by Council member Tony Vande Brake and duly seconded by Council member Aaron Beadner to adjourn. On call of the roll motion carried. The vote was as follows: AYES: Tony Vande Brake, Aaron Beadner, Daron De Jong, Steve Roesner; NAYS: None. Adjournment time was 6:01 o'clock P.M.

Steve Roesner, Mayor Pro-Tempore

ATTEST: _____
Janet Brown, City Clerk

ORDINANCE NO. 824

AN ORDINANCE TO AMEND ARTICLE 8 OF CHAPTER 3 OF TITLE 10 OF THE 2014 CITY CODE OF THE CITY OF ORANGE CITY, IOWA, AND TO MAKE PROVISIONS FOR THE FIXING AND ESTABLISHING OF WATER RATES OF THE WATER UTILITY OF THE CITY OF ORANGE CITY.

BE IT ORDAINED by the City Council of the City of Orange City as follows:

SECTION 1. That the water rate schedule and use classification provisions of Article 8, Chapter 3, Title 10 of the 2014 Municipal Code of Ordinances of the City of Orange City, Iowa, be amended by substituting the following rate schedule:

8.02 RATES AND SERVICES. Water service shall be furnished at the following rates within the city:

EFFECTIVE JANUARY 7, 2021**EFFECTIVE JANUARY 7, 2022****RESIDENTIAL:**

Customer Charge \$13.50

Customer Charge \$16.00

Volume Charge per 100 cubic feet:

Summer (June-September) \$2.82

Winter (October-May) \$2.21

Volume Charge per 100 cubic feet:

Summer (June-September) \$3.24

Winter (October-May) \$2.44

COMMERCIAL and INDUSTRIAL:

Customer Charge \$17.50

Customer Charge \$22.00

Volume Charge per 100 cubic feet:

Summer (June-September) \$2.82

Winter (October-May) \$2.21

Volume Charge per 100 cubic feet:

Summer (June-September) \$3.24

Winter (October-May) \$2.44

HIGH VOLUME (average monthly usage over 100,000 cubic feet):

Customer Charge \$66.00

Customer Charge \$72.00

Volume Charge per 100 cubic feet \$2.30

Volume Charge per 100 cubic feet \$2.55

Meters are read and billed monthly.

8.03 RATES OUSTIDE THE CITY. Water service shall be provided to any customer located outside the corporate limits of the city which the city has agreed to serve. No such customer, however,

will be served unless the customer has signed a service contract agreeing to be bound by the ordinances, rules and regulations applying to water service established by the council. (Code of Iowa, Section 364.4(2))

Water service shall be furnished at the following rates outside the corporate limits of the City:

EFFECTIVE JANUARY 7, 2021

Customer Charge \$27.00

Volume Charge per 100 cubic feet:

Summer (June-September) \$3.70

Winter (October-May) \$3.10

EFFECTIVE JANUARY 7, 2022

Customer Charge \$28.50

Volume Charge per 100 cubic feet:

Summer (June-September) \$4.10

Winter (October-May) \$3.30

Meters are read and billed monthly.

The rate for customers outside the corporate limits shall apply to all users in metered connections existing outside the corporate boundaries of the municipal corporation of Orange City, Iowa.

SECTION 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall be in force and effect from and after its passage and publication as provided by law.

SECTION 4. The substantive portions of this ordinance shall be entered in the City Code of the City of Orange City at Title 10, Chapter 3, Article 8.

Passed and approved this day 4th of January, 2021.

Deb De Haan, Mayor
City of Orange City

ATTEST: _____
Janet Brown, City Clerk
City of Orange City

1st reading – December 7, 2020
2nd reading – December 21, 2020
3rd reading – January 4, 2021

MEMORANDUM

Exhibit 3

TO: Mayor & Members of the City Council

FROM: Earl Woudstra and Kent Anderson

SUBJECT: 2021-2022 Fiscal Year Budget

DATE: December 7, 2020

It is time to begin preparation for the 2021-2022 fiscal year budget for our City. We have received some information concerning this next fiscal year budget, and are in the process of assembling the first draft for your review. In order to comply with the many required budget procedures, the following schedule should be adhered to in order to meet the budget certification date deadline.

January:

- 4 - Regular Council Meeting (Possible Budget Requests)
- 18 - Regular Council Meeting (Possible Budget Requests) **Special Start 4:00pm**. Start Budget discussion after regular agenda items are done.
- 25 - Special Council Meeting – **Special Start 4:00pm**. Continue to review draft copy of proposed budget. Consider to Publish Hearing Notice on Maximum Property Tax Dollars. Must post hearing to website and social media site per state code. Note threshold of 2% and possible 2/3 approval. This notice needs to be held prior to adopting the budget.

February:

- 1 - Regular Council Meeting. Hold Public Hearing on Max. Property Tax Dollars
- 15 - Regular Council Meeting. Consider and approve for filing and publication, the proposed budget.
- 16 - Prepare and deliver notice of public hearing on budget estimates.
- 18 - Publish notice of public hearing on budget estimate.
** Have on file, copies of detailed budget proposal in the City Office, and Public Library

March:

- 1 - Regular Council Meeting. Public Hearing and adoption of final budget or Review budget if needed.
- 15 - Regular Council Meeting
- 31 - Final day to file adopted budget with the County Auditor.
Should you have any questions regarding the budget process, please do not hesitate to contact either of us.