

**City of Williamsburg  
210 West State Street  
PO Box 596  
Williamsburg IA 52361**

Special Session  
February 25, 2003  
7:30 p.m.

Mayor pro-tem Kirkpatrick and council members Greiner, and Wanner were present. Mayor Armstrong and council members Phillips and VonAhsen were absent.

A statement signed by nineteen taxpayers, community members and/or concerned citizens regarding two city employees was presented to the council.

The Council received a letter from Nick Gabriel expressing his concerns about the maintenance position at the recreation center.

The Council received Tammy Sinn's resignation as Williamsburg Recreation Director.

The Williamsburg Planning and Zoning Commission made a recommendation to the Williamsburg City Council to approve the Preliminary and Final Plat of J & S Industrial Addition Part 3 to the City of Williamsburg contingent upon the recommendations of MMS Consultants being followed in their letter dated February 24, 2003.

Leighton Jones had concerns about the recommendations in paragraph one and five. Jim Claypool and Eric Tindal, City Attorney, will investigate further before action will be taken by the Council on said subdivision.

Curtis Reiss, Williamsburg Fire Department, made a request to have the firemen's ball on the east side of the square on Saturday, August 2, 2003 and a request to close the street at noon and have it opened again by 1:00 a.m. on August 3<sup>rd</sup>.

It was the consensus of the council to offer the position of Public Works Director and the position of Wastewater operator to two of the people that were interviewed after background checks were completed.

1. Motion by Greiner and seconded by Wanner to approve the consent agenda:

- a) Minutes of the February 10, 2003 council meeting
- b) Bills as presented

All ayes. Motion carried.

2. Motion by Greiner and seconded by Wanner to approve Resolution 05-02-03- approving the Mayor pro-tem powers to employ or discharge from employment the Recreation Director. Roll call: ayes; GW, MG, DK. Motion carried.

3. Motion by Greiner and seconded by Wanner to approve Resolution 06-02-03 – approve Mayor pro-tem Kirkpatrick’s appointment of Traci Eckenrod as interim Recreation Director at a salary of \$36,772.00 per year. Roll call: ayes; GW, MG, DK. Motion carried.

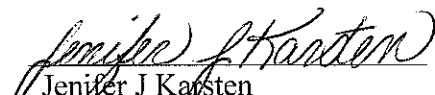
4. Motion by Greiner and seconded by Wanner to approve Resolution 07-02-03 – approve hiring a full-time clerical position for Recreation Department at a rate of \$10.00 per hour. Roll call: ayes; GW, MG, DK. Motion carried.


5. Motion by to Greiner and seconded by Wanner to approve Resolution 08-02-03 - approve hiring a part time custodial/light maintenance person for the Recreation Department at a rate of \$9.00 per hour for 10-20 hours per week and to pay Lloyd Schropp \$9.00 per hour. Roll call: ayes; GW, MG, DK. Motion carried.

6. Motion by Greiner and seconded by Wanner to reschedule the public hearing for the Community Recreation funding for 7:45 p.m. on Monday, March 10, 2003. All ayes. Motion carried.

7. Motion by Greiner and seconded by Wanner to reschedule the public hearing for the FY2004 budget at 8:00 p.m. on Monday, March 10, 2003. All ayes. Motion carried.

8. Motion by Greiner and seconded by Wanner to adjourn at 8:55 p.m. All ayes. Motion carried.

  
Jennifer J Karsten  
City Clerk/Treasurer

  
Don Kirkpatrick, Mayor pro-tem

ACCO	LIQUID CHLORINE	277.20
ADVANCED WATER TECHNOLOG	CALCIQUEST #22011	676.70
APEX OFFICE SUPPLY	REC CTR PAPER #2765730	131.36
	CITY HALL #1-331-50, 277	37.79
	REC CTR 2783140	74.75
	REC CNTR R1-997-5	8.00
BARNES DISTRIBUTION	PUBLIC WORKS SUPPLIES	33.71
BELLAND PLUMBING & HEATI	LEAK REPAIR-CITY HALL	46.11
BUSINESS SOLUTIONS GROUP	REC CNTR BACK UP TAPES	135.00
CCRF/LATHAM & ASSOCIATES	ALLIANT RATE INC-SUPPORT	150.00
CLUBB, RALPH	CLOTHING ALLOW/INS REIMB	60.85
COX SANITATION & RECYCLI	2ND 1/2 2/03 ALLOCATION	3,125.00
DELTA DENTAL PLAN OF IOW	3/03 PREMIUM	936.24
DISH NETWORK	REC CENTER	52.46
ECKENROD, TRACI	2 WAY RADIOS-REC CNTR	49.99
HAWKINS INC	CHLORINE #500624	266.00
IOWA COUNTY ATTORNEYS AS	PARSONS/KOCH DRUG MTG	52.00
IOWA MUNICIPAL FINANANCE	4/03-4/04 DUES	45.00
IOWA TELECOM	SPORTS COMPLEX 9733	37.20
LAREYS	REC CENTER #22340	27.36
	CITY HALL #28250	51.30
	REC CENTER #22341	27.36
LIFEGUARD STORE INC	2 LIFEGUARD SUITS #12786	92.00
	LIFEGUARD APPAREL #9723	163.00
NEWKIRK ELECTRIC	WELL 5A MOTOR REPAIR	34.00
	LIGHT REPAIR BESEMENT CI	75.14
	WATER PLANT SUPPLIES	46.68
	REPAIR SEWER PLANT BLOWE	1,035.00
	CAPPER LIFT STATION REPA	68.00
	MAIN LIFT STATION PUMP R	85.00
	SEWER PLANT SUPPLIES	6.70
	LAKESHORE LIFT-RADIO INS	3,499.06
	TRAFFIC LIGHT REPAIR	160.21
	CHRISTMAS LIGHTS REPAIR	96.99
	SQUARE ST LIGHT REPAIRS	114.95
	WATER TOWER RADIO REPAIR	102.00
	SET WATER LEVEL ALARMS	34.00
	BALANCE SEWER SCALE	114.00
	FY03 ALLOCATION	2,816.00
	REC CNTR #0380252809	90.71
	POLICE	40.44
	TRAFFIC LIGHT REPAIR	51.00
	STREET LIGHTS REPAIR	51.00
	REPLACE VANDALIZED OUTLE	97.98
	SEWER DIFFUSERS	3,465.00
	INS REIMB	35.46
	FY03 ALLOCATION	908.25
	FY03 ALLOCATION	908.25
	SEWER TEST	237.60
	REC CNTR CUSTODIAL #4256	25.66
	POLICE MV & FRIME LAW BK	61.00
	8/16-8/31 WWTP	6,647.75
	9/22-10/19 WWTP	10,041.76
	3/03 PREMIUM	
	WELLMARK	
NORTHERN BALANCE & SCALE		
OAK HILL CEMETERY		
PEPSIAMERICAS INC		
QWEST		
ROBERT NEWKIRK ELECTRIC		
SCHIMBERG CO		
SPRATT JULIE		
ST MARYS CEMETARY ASSOCI		
ST PAULS CEMETARY ASSOCI		
TESTAMERICA INC		
TOWN & COUNTRY WHOLESAL		
TRIPLE T ENTERPRISES		
VAN WINKLE JACOB ENG		

DATE 2/25/2003

CITY OF WILLIAMSBURG  
CLAIMS REGISTER REPORT

PAGE 2

WILLIAMSBURG FAST STOP	POLICE GAS	13.51
WILLIAMSBURG LUMBER STOR	REC CTR SUPPLIES	38.01
	STREETS-PAINT	7.18
WILLIAMSBURG POST OFFICE	UTILITY BILL POSTAGE	202.04
WITTES HOME DECORATING	CARPET UPSTAIRS CITY HAL	3,500.00

DATE 2/25/2003

CITY OF WILLIAMSBURG  
CLAIMS REGISTER REPORT

PAGE 3

	EXPENDED	LIQUID	ACCRUAL
GRAND TOTALS	47,937.71		

001	RECAP TOTALS		
002	FUND TOTALS		
003	GENERAL		
110	RECREATION		
600	LIBRARY		
610	ROAD USE TAX		
	WATER		
	SEWER		
	*****		

	EXPENDED	LIQUID	ACCRUAL
	17,836.55		
	1,931.98		
	1,858.44		
	1,422.78		
	2,464.27		
	22,423.69		
	47,937.71		

Marcia Green

[Signature]

[Signature]

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

RESOLUTION APPROVING THE MAYOR PRO TEM POWERS TO EMPLOY OR  
DISCHARGE FROM EMPLOYMENT THE RECREATION DIRECTOR  
RESOLUTION NO. 05-02-03

WHEREAS, the Mayor, Murray Armstrong, is currently unavailable for an extended period of time;

WHEREAS, Don Kirkpatrick is the City Council's Vice President and is the acting Mayor Pro Tem;

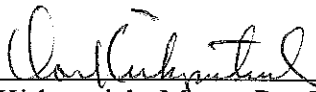
WHEREAS, it appears to be in the best interest of the City of Williamsburg, Iowa County, Iowa, that the Mayor Pro Tem be given authority to employ or discharge from employment the Recreation Director;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSBURG, IOWA:

The Mayor Pro Tem, Don Kirkpatrick, is authorized to hire or discharge from employment the appointed position of Recreation Director. This authority is being granted in the manner provided by Section 372.14(3) Code of Iowa.

PASSED AND APPROVED this 24<sup>th</sup> day of February, 2003.

Attest:

  
\_\_\_\_\_  
Don Kirkpatrick, Mayor Pro Tem

  
\_\_\_\_\_  
Jenifer Karsten, City Clerk

**RESOLUTION 06-02-03**

**Approving the appointment of an interim Recreation Director.**

**WHEREAS**, Tammy Sinn, Recreation Director submitted her resignation to the Williamsburg City Council **and**,

**WHEREAS**, the Williamsburg City Council passed a resolution approving the Mayor pro-tem powers to employ or discharge from employment the Recreation Director **and**,

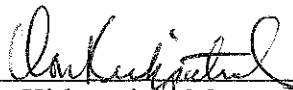
**WHEREAS**, it is in the best interest of the City of Williamsburg to appoint an interim Recreation Director **and**,

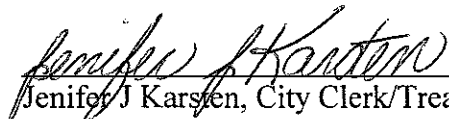
**WHEREAS**, we, Don Kirkpatrick, Mayor pro-tem and Jenifer J Karsten, City Clerk/Treasurer of the City of Williamsburg, Iowa do hereby certify that the foregoing Resolution was adopted (introduced by Greiner and seconded by Wanner, roll call: ayes; GW, MG, DK, absent; TP, GV) by the City Council of the City of Williamsburg, Iowa, at a meeting held on this 25th day of February, 2003, three members of the council present;

**NOW THEREFORE**, the Williamsburg City Council resolves to approve the appointment of Traci Eckenrod by Mayor pro-tem Kirkpatrick as interim Recreation Director.

All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved February 25, 2003.

  
\_\_\_\_\_  
Don Kirkpatrick, Mayor pro-tem

  
\_\_\_\_\_  
Jenifer J Karsten, City Clerk/Treasurer

**RESOLUTION 07-02-03**

**Approving the hiring of a full-time clerical position for the Recreation Department.**

**WHEREAS**, Tammy Sinn, Recreation Director submitted her resignation to the Williamsburg City Council **and**,

**WHEREAS**, Traci Eckenrod was appointed Recreation Director **and**,

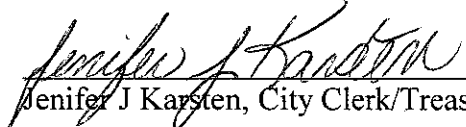
**WHEREAS**, it is in the best interest of the City of Williamsburg to hire for a full-time clerical position for the Recreation Department **and**,

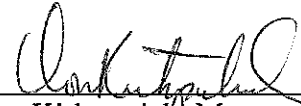
**WHEREAS**, we, Don Kirkpatrick, Mayor pro-tem and Jenifer J Karsten, City Clerk/Treasurer of the City of Williamsburg, Iowa do hereby certify that the foregoing Resolution was adopted (introduced by Greiner and seconded by Wanner, roll call: ayes; GW, MG, DK, absent; TP, GV) by the City Council of the City of Williamsburg, Iowa, at a meeting held on this 25th day of February, 2003, three members of the council present;

**NOW THEREFORE**, the Williamsburg City Council resolves to approve the hiring of a full-time clerical position at the rate of \$10.00 per hour.

All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved February 25, 2003.

  
Jenifer J Karsten, City Clerk/Treasurer

  
Don Kirkpatrick, Mayor pro-tem



**RESOLUTION 08-02-03**

**Approving the hiring of a part-time custodial/light maintenance person and setting wages.**


**WHEREAS**, the Recreation Department is in need of a part-time custodial/light maintenance person **and**,


**WHEREAS**, we, Don Kirkpatrick, Mayor pro-tem and Jenifer J Karsten, City Clerk/Treasurer of the City of Williamsburg, Iowa do hereby certify that the foregoing Resolution was adopted (introduced by Greiner and seconded by Wanner, roll call: ayes; GW, MG, DK, absent; TP, GV) by the City Council of the City of Williamsburg, Iowa, at a meeting held on this 25th day of February, 2003, three members of the council present;

**NOW THEREFORE**, the Williamsburg City Council resolves to approve the hiring of a part-time custodial/light maintenance person at a rate of \$9.00 per hour for 10-20 hours per week and to pay Lloyd Schropp (a current employee of the Recreation Department doing custodial/light maintenance work) \$9.00 per hour.

All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved February 25, 2003.

  
\_\_\_\_\_  
Jenifer J Karsten, City Clerk/Treasurer

  
\_\_\_\_\_  
Don Kirkpatrick, Mayor pro-tem