

Iowa Public Information Board

<p>In re the Matter of:</p> <p>Gregory Armstrong, Complainant</p> <p>And Concerning:</p> <p>City of Hamburg, Respondent</p>	<p>Case Number: 25FC:0131</p> <p>Informal Resolution Report</p>
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On September 16, 2025, Gregory Armstrong (“Complainant”) filed formal complaint 25FC:0131, alleging that the City of Hamburg (“Respondent”) violated Iowa Code Chapter 21.

The IPIB accepted this complaint at its meeting on October 16, 2025.

Facts

On September 8th, 2025, the Respondent held a city council meeting. Notice for this meeting was posted in the post office rather than the city hall and was not available to the public for twenty-four hours prior to the meeting on Monday. Respondent was utilizing a temporary, contracted clerk during this time period and did not instruct the clerk regarding the rules and responsibilities of proper notice.

After being notified of this complaint, the city council discussed the matter during their October 13, 2025 meeting and adopted a policy change requiring an earlier cutoff date for agenda items to allow the city council adequate time to post notice properly.

Law

“Except as provided in subsection 3, a governmental body shall give notice of the time, date, and place of each meeting including a reconvened meeting of the governmental body, and the tentative agenda of the meeting, in a manner reasonably calculated to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice with the governmental body and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting, or if no such office exists, at the building in which the meeting is to be held.” Iowa Code § 21.4(1)(a).

Analysis

The parties both expressed a desire to remedy the notice error through an informal agreement.

Pursuant to Iowa Code §23.9, the parties negotiated and reached an informal resolution.

The parties agreed to the following terms:

1. This Informal Resolution will be formally approved at a meeting of the Hamburg City Council. The city council will include a copy of this Informal Resolution in its meeting minutes and will provide IPIB staff with a copy of the minutes demonstrating approval.
2. Respondent acknowledges that a violation of Iowa Code Chapter 21 notice requirements occurred on September 8, 2025.
3. Respondent agrees to ensure that future meetings of governmental bodies will be noticed and conducted in compliance with Chapter 21 requirements.
4. The city council will revisit the items on the September 8th meeting agenda, and recertify the votes for all resolutions passed at the September meeting. Following the recertification, the Respondent will provide IPIB staff with a copy of the meeting minutes recording the recertification.
5. The Respondent will attend or hold a training session hosted by IPIB covering the requirements of Chapter 21. Attendees shall include anyone legally responsible for compliance with Chapter 21 notice requirements for the City.
6. The Respondent will develop a Chapter 21 notice checklist to assist the person responsible for providing meeting notice under Chapter 21. A copy will be provided to IPIB for review and approval.
7. The terms of the Informal Resolution will be completed within 60 days of the date of approval of this Informal Resolution by all parties. Upon a showing of proof of compliance, the IPIB will dismiss this complaint as successfully resolved.

Complainant approved the informal resolution terms on November 12, 2025.

Respondent approved the terms of the informal resolution on December 8, 2025 at a city council meeting.

The IPIB staff recommend the IPIB approve the Informal Resolution Report.

By the IPIB Deputy Director



Charissa Flege

CERTIFICATE OF MAILING

This document was sent on March 13, 2026, to:

Gregory Armstrong, Complainant

City of Hamburg, Respondent