

COUNCIL ROOM-----May 6, 2019

The Waukon City Council met in regular session on May 6, 2019 at 7:00 o'clock P.M. in the council room of City Hall, 101 Allamakee Street, with Mayor Pat Stone presiding. Council members present: John Ellingson, Gayle Decker, John Lydon, Arvid Hatlan, and Ben Rausch (arriving late). Council members absent: None.

Others present: City Manager Dean Hilgerson; Police Chief Phil Young; Park, Recreation & Wellness Director Jeremy Strub; Street Superintendent Keith Burrett; Water & Sewer Superintendent Jim Cooper; City Attorney Jim Garrett; WEDC- Ardie Kuhse; Fehr Graham- Lyle TeKippe; Walk-On Waukon Group- Brooke Troendle; The Standard- Joe Moses; Mohn Surveying, Inc.- Roger Mohn; Allamakee County Emergency Management- Corey Snitker; Park/Wellness Board- Patty Nordheim; Library Director Cate St. Clair; Library Board Members; Upper Iowa Insurance Services Corp- Jane Regan; Jeremy and Ron Curtin; and citizens.

The Mayor called the meeting to order. The Mayor requested that right after Regular Business, item 8a be added, West Main sewer repair costs.

Moved by: Lydon

Seconded by: Ellingson

To approve the consent agenda.

Agenda

Minutes of Apr 15, 2019 regular session.

Approval of Class C Beer Permit (BC) with Class B Native Wine Permit and Sunday Sales for Kwik Trip, Inc. dba Kwik Star #823, 101 Rossville Rd.

Approval of Class C Beer Permit (BC) with Class B Native Wine Permit and Sunday Sales for Casey's Marketing Company dba Casey's General Store #1997, 516 Rossville Rd.

Payment of Claims

AECOM Technical Services, Inc.	services-Traffic Signals/St Lights	477.43
Allamakee County Treasurer	property taxes	10.00
Alliant Energy	services	14,242.71
Bankers Trust	princ/int. – GO bonds	109,958.75
Bankers Trust	princ/int. – GO bonds	149,173.75
Bankers Trust	princ/int. – GO bonds	258,782.50
Black Hills Energy	services	1,510.66
Bodensteiner Body Werks	ambulance repairs	2,386.00
Bodensteiner Implement Co.	parts	127.74
Bruening Rock Products Inc.	materials	2,821.91
Carquest Auto Parts	parts/supplies	192.10
Century Link	services	107.53
City Laundering Co.	services	863.21
Clark Equipment Co. dba Bobcat Company	S770 T4 Skid-Steer	53,565.50
Clark Tire Pros	parts/labor	544.13
Culligan Water Conditioning	services	45.20
First Supply LLC	parts	76.16
Group Services, Inc.	adm. fees	295.10
Group Services, Inc.	self-fund request	267.21
Iowa One Call	services	41.40
Jim's Full Service	fuel	1,170.88
Kathy Kleaned	services	342.00
Keystone Laboratories, Inc.	samples	64.00
K & W Coatings LLC	replace aviation bulbs	250.00
Lydon Electric Motors	parts	309.19
Mathis Field Services, LLC	wastewater application	6,100.00
McMillan Muffler	parts/labor	116.24
News Publishing Co., Inc.	services	672.21
Skyline Construction Inc.	services	3,034.56
Storey Kenworthy/Matt Parrott	supplies	40.74
TestAmerica Laboratories, Inc.	samples	973.00
Union Security Insurance Company	insurance	216.00
Waukon Tire Center Inc.	repairs	742.95
Waukon Trees Forever	city appropriation	2,000.00
Wiezorek Timber Co.	grind stumps	3,240.00
Adam Kurth	digging bond refund	750.00
Blue Cross Blue Shield	insurance	15,037.83
Brian Leiran	digging bond refund	750.00
Chad Cornelison	partial deposit refund	40.04
EFTPS	federal withholding	3,775.81
EFTPS	soc.sec./medicare withholding	7,616.98
EFTPS	federal withholding	3,677.10
EFTPS	soc.sec./medicare withholding	7,545.46
Freedom Bank	princ/int.-Gundersen Clinic	4,550.00
IPERS	withholding	3,929.20
IPERS	withholding	10,764.09
Jeff Allison	digging bond refund	750.00
Khala Gerleman	renter deposit refund	150.00
Regular Payroll	April 7 – April 20, 2019	35,423.26
Town & Country Sanitation	services	18,128.75
Treasurer – State of Iowa	water excise tax	1,660.00
Treasurer – State of Iowa	sales tax	2,867.00
Treasurer – State of Iowa	state withholding	3,865.00
Upper Iowa Insurance Services Corp	insurance renewal	169,750.20

Waukon State Bank princ/int.-Gundersen Clinic 4,550.00
Waukon Postmaster postage 159.60

Fund Totals

General:	203,603.49	Library:	7,289.17	Street Imp:	477.43
RUT:	23,053.04	Wellness Ctr:	9,942.45	Debt Service:	516,665.00
Water:	32,070.45	Spec.Rev.Empl:	13,090.23	Gundersen Debt:	9,100.00
Sewer:	38,589.44	T&A Ins. Fund:	10.32	Sewer Plant Imp:	10.00
Capital Equip:	53,565.50			Storm Sewer Imp:	3,034.56

Yes: Lydon, Hatlan, Ellingson, Decker Absent: Rausch No: 0
The Mayor declared the motion carried.

The Mayor announced that this was the time and place for the public hearing on budget amendment #1 for FYE June 30, 2019. The City Clerk announced that no oral or written comments were received. The Mayor declared the hearing closed.

The Mayor announced that this was the time and place for the public hearing on the designation of an expanded revitalization "area" and the adoption of an amended plan for such area. The City Clerk announced that no oral or written comments were received. The Mayor declared the hearing closed.

Under Public Comments: There were no public comments.

Under Departmental Reports:

Street Superintendent, Keith Burrett, briefed that he'd like the pickup truck purchase for next fiscal year added to the next agenda, being the order process takes approximately twelve weeks. There have been some issues with residents abusing the use of the compost site; it was handled by the Police Department.

Police Chief, Phil Young, briefed that the hiring process for new police officer is still in progress.

Water & Sewer Superintendent, Jim Cooper, briefed that hydrants have been flushed. There is one more sewer camera demonstration scheduled for Wednesday. He is interested in hiring summer help and requested the item be added to the next agenda.

Park, Recreation & Wellness Director, Jeremy Strub, briefed that approximately fifty trees were planted to replace those removed over the winter. The soccer program is underway. The summer recreation sign up deadline is this Saturday. He's hoping to have the pool ready to open Memorial Day weekend.

City Manager Dean Hilgerson mentioned his discussion included items on the agenda.

Keith Burrett, Street Superintendent, briefed the Council on West Main Sewer Repairs. In an area by the redemption center, Croell backed over it and it collapsed. It would involve replacement of new tube of approximately 120 feet of storm sewer.

Moved by: Lydon Seconded by: Decker
To move forward fixing the storm sewer on West Main with contractor (Midwest Concrete) for \$17,000.
Yes: 4 Absent: 1 No: 0
The Mayor declared the motion carried.

Moved by: Decker Seconded by: Lydon
To agree to the resolution approving budget amendment #1 for FYE June 30, 2019.
Yes: Decker, Lydon, Ellingson, Hatlan Absent: Rausch No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3418 to the resolution.

Moved by: Hatlan Seconded by: Lydon
To agree to the resolution to transfer \$295,930.00 from the TIF Fund to the Debt Service Fund for the principal/interest payments due June 1, 2019 on the General Obligation Bonds.
Yes: Decker, Lydon, Ellingson, Hatlan Absent: Rausch No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3419 to the resolution.

Moved by: Lydon Seconded by: Hatlan
To agree to the resolution to transfer \$8,365.00 from the TIF Fund to the Debt Service Fund for the principal/interest payments due June 1, 2019 on the Fire Station Loan.
Yes: Lydon, Ellingson, Hatlan, Decker Absent: Rausch No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3420 to the resolution.

The Mayor confirmed the resolution applied to the Monona Clinic building.
Moved by: Lydon Seconded by: Decker
To agree to the resolution proposing disposition of interest in real property by the City of Waukon, Iowa.
Yes: Ellingson, Hatlan, Decker, Lydon Absent: Rausch No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3421 to the resolution.

Roger Mohn, Mohn Surveying, Inc. was present. There was some discussion regarding Phase 3: Construction Inspection. Roger stated that charges in that phase would be determined at an hourly rate of \$65/hour and the City would determine and negotiate when utilized.

Moved by: Lydon Seconded by: Ellingson
To accept the consultant agreement for engineering & surveying services for the 2019 Sidewalk Project (Walk-On Waukon group) with Mohn Surveying, Inc.
Yes: 4 Absent: 1 No: 0
The Mayor declared the motion carried.

There was long discussion regarding the 2019 Sidewalk Project (Walk-On Waukon group).

Moved by: Ellingson

Seconded by: Lydon

To agree to the resolution ordering preparation of detailed plans, specifications, notice of hearing, notice to bidders and form of contract.

Yes: Decker, Lydon, Ellingson, Hatlan

Absent: Rausch

No: 0

The Mayor declared the resolution approved and the Clerk assigned number 3422 to the resolution.

Rausch arrives.

Roger Mohn presented detailed plans for the 2019 Sidewalk Project. There was discussion on changes to the plans. The sidewalk to be completed without the intersection at 5th St SW. That would be completed at a later date. It would be a safety sidewalk along 11th up to the fire station- along the curb and it would include a completion date of October 15th.

Moved by: Ellingson

Seconded by: Lydon

To agree to the resolution approving detailed plans and specifications with changes noted above, notice of hearing, notice to bidders and form of contract.

Yes: Lydon, Ellingson, Hatlan, Rausch

No: Decker

The Mayor declared the resolution approved and the Clerk assigned number 3423 to the resolution.

There was some discussion regarding lighting at the West Side Development.

Moved by: Ellingson

Seconded by: Rausch

To agree to the resolution for street lighting.

Yes: Lydon, Ellingson, Hatlan, Rausch, Decker

No: 0

The Mayor declared the resolution approved and the Clerk assigned number 3424 to the resolution.

The Mayor asked for discussion. There was some discussion regarding the ordinance amending the code of ordinances by increasing wastewater utility service charges. Two council members shared their reasons for voting no on prior readings.

Moved by: Lydon

Seconded by: Decker

To approve the third and final reading of the ordinance amending the code of ordinances of the City of Waukon, Iowa, 1998, by increasing wastewater utility service charges.

Yes: Ellingson, Rausch, Decker, Lydon

No: (1) Hatlan

The Mayor declared the ordinance adopted and the Clerk assigned number 787 to the ordinance.

Corey Snitker, Allamakee County Emergency Management Coordinator, briefed the council on the Allamakee County Hazard Mitigation Plan. He plans to do an annual review and meet to touch base as to where we are at with projects.

No Action Taken.

Jeremy Strub, Park, Rec & Wellness Director asked if the City was willing to support the 2019 Tennis Court Project.

Moved by: Ellingson

Seconded by: Rausch

To fund the full request in the amount of \$50,941.10 from TIF through the City; hoping partners in facility would make a generous donation to the Waukon Park & Rec department for the next fiscal year.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was a request on the agenda that the Spring Avenue parking lot be closed off for the Toys for Tots fundraiser/motorcycle parking.

Moved by: Lydon

Seconded by: Rausch

To block off Spring Avenue parking lot on Saturday, May 18th from noon to 5:00 PM for the Toys for Tots fundraiser.

Yes: 5

No: 0

The Mayor declared the motion carried.

Plaza project redesign was not discussed. The Waukon Economic Development Corporation (WEDC) board will meet Wednesday and the item will be on the next agenda so WEDC's input can be considered.

No Action Taken.

Cate St. Clair, Library Director, explained the problems the Library is encountering with the roof. To address the problem, the Library proposes hiring a forensic engineer to make recommendations to the City.

Moved by: Rausch

Seconded by: Decker

To accept the service and consultation agreement with Donan Engineering and provide the retainer fee of \$1,500.

Yes: 5

No: 0

The Mayor declared the motion carried.

Mayo/Franciscan Skemp Clinic is wanting to reconfigure their parking. Being the document presented is a plat, the Mayor needs to sign it in order for it to be recorded. Jim Garrett reviewed it, checked the description and sees no problem with it.

Moved by: Lydon

Seconded by: Ellingson

To approve the plat presented and give the Mayor authority to sign them.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was some discussion regarding the hiring process for a police officer. The Council did not want to rush into the hiring and, therefore, declined the option to have the Mayor appoint the individual subject to Council approval.
No Action Taken.

Jim Garrett, City Attorney, addressed Jeremy and Ron Curtin's Tri State Door business and what was going to be required for subcontractor liability insurance for the Wastewater Treatment Plant Project. Jane Regan, Upper Iowa Insurance Services Corp., also briefed the council on the insurance requirements in the contract.

Moved by: Ellingson

Seconded by: Rausch

To table discussion regarding subcontractor liability insurance requirements for the Wastewater Treatment Plant Project.

Yes: 5

No: 0

The Mayor declared the motion carried.

Dean Hilgerson reported on the minutes from the Board of Adjustment meeting.

No Action Taken.

The Mayor announced the appointment of Keith Bakkum to the Board of Adjustment committee.

Moved by: Ellingson

Seconded by: Rausch

To accept the Mayor's appointment of Keith Bakkum to the Board of Adjustment committee, with a term to expire December 31, 2023.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was some discussion on the proposals presented for asbestos inspection. There were three proposals received. They were from Asbestos Inspections, Testing & Training, Inc.; Environmental Management Services of Iowa, Inc.; and Hawkeye Environmental.

Moved by: Rausch

Seconded by: Lydon

To accept the low proposal from Hawkeye Environmental for \$1,345.

Yes: 5

No: 0

The Mayor declared the motion carried.

Dean Hilgerson, City Manager, and Keith Burrett, Street Superintendent briefly discussed the areas that they felt should be considered for street maintenance in the next fiscal year. Dean asked the Council to consider getting a proposal for a street maintenance project.

Moved by: Rausch

Seconded by: Lydon

To get a proposal to do maintenance work as well as seek a proposal to do a maintenance project on 2nd Street NW from 4th to 8th Avenue NW, and to get bids on chip sealing 2nd Street NW from West Main to 4th Avenue NW.

Yes: 5

No: 0

The Mayor declared the motion carried.

City Clerk, Lana Snitker, recommended obtaining a proposal from the current audit firm (Hacker, Nelson & Co., P. C.) for FY2019-FY2021 audits.

Moved by: Lydon

Seconded by: Hatlan

To request a proposal from the current auditing firm.

Yes: 5

No: 0

The Mayor declared the motion carried.

Dean Hilgerson, City Manager, shared with the council the use of an individual or prior employee's knowledge and expertise. The department heads and superintendents should have the latitude to use their best judgement to hire an individual without calling a special meeting.

No Action Taken.

Dean Hilgerson shared information on the SRF special water quality projects and the areas that are being considered. He would like stream embankment stabilization considered. A final decision on projects is not necessary until July.

No Action Taken.

Dean Hilgerson mentioned the minutes for the Planning & Zoning meeting are in the packet.

No Action Taken.

Dean Hilgerson shared a copy of a subdivision plat for a portion of Maury Regan's Green Valley Subdivision - Phase 1 that was presented to the Planning and Zoning Commission at its recent meeting. He advised the Commission has recommended conditional approval for the plat with the only condition being that the plat be revised to allow an adequate turn around at the west end of 16th Avenue NW.

Moved by: Lydon

Seconded by: Decker

To conditionally approve the preliminary plat of a portion of Green Valley Subdivision - Phase 1, the condition being that the plat would be modified to provide for a cul-de-sac at the end of 16th Avenue NW, with the city to be responsible for construction.

Yes: 5

No: 0

The Mayor declared the motion carried.

An application for rezoning by Maury and Stacey Regan of Lot 1 of Lot 7 and Lot 8 of Green Valley Subdivision - Phase 1 was presented. The Regans are proposing to rezone this real estate from A agricultural to R-1 single family residential.

Moved by: Lydon

Seconded by: Hatlan

To set a public hearing for the June 3 council meeting on the Regan application to rezone property from A agricultural to R-1 single family residential.

Yes: 5

No: 0

The Mayor declared the motion carried.

Dean Hilgerson reported on the 2019 DOT street project. There was some discussion on the placement of street lights. Dean has requested an update of placement plans from AECOM. Any issues are to be resolved before the project is started.

No Action Taken.

Moved by: Hatlan

Seconded by: Rausch

To update purchase of iPad Pros to eight 11" iPad Cellular & WiFi at \$949 and eight Otter box cases at \$79.95 in FY2019 through JaDecc's.

Yes: 5

No: 0

The Mayor declared the motion carried.

The City Manager shared a sample of a job description/qualifications for a code enforcement officer. He feels the current procedure is working with cooperation of citizens and Police Department notifying the city manager of situations.

No Action Taken.

Pat Stone, Mayor, informed the Council that he talked to Moyle Masonry regarding upstairs City Hall windows.

Moved by: Lydon

Seconded by: Rausch

To move forward with Mayor's recommendation to hire Moyle Masonry at \$7,300 to replace windows with glass block and fill in brick above the arches.

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Hatlan

Seconded by: Decker

To adjourn.

Yes: 5

No: 0

The Mayor declared the motion carried.

Lana D. Snitker
City Clerk