

COUNCIL ROOM-----Apr 15, 2019

The Waukon City Council met in regular session on April 15, 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, Arvid Hatlan, John Lydon, Gayle Decker, and Ben Rausch. 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; The Standard- Joe Moses; Riverview Center- Lupita Solis; Daneela McKee; Upper Iowa Insurance Services Corp- Jane Regan; Waukon Trees Forever- Harold Pronga and Dr. Kenneth Olson; and citizens.

The Mayor called the meeting to order. The Mayor requested that item 6a under regular business be added, purchase agreement for the Monona Clinic building property and remove item 7, Other Matters (Discussion).

Moved by: Lydon

Seconded by: Decker

To approve the consent agenda.

Agenda

Minutes of Apr 1, 2019 regular session.

Approval of Class C Liquor License (LC) (Commercial) with Catering Privilege, Outdoor Service and Sunday Sales for Green Valley Getaway LLC dba Green Valley Getaway, 78 16th Avenue NW.

Approval of Class B Native Wine Permit (WBN) for Hartig Drug Co. dba Hartig Drug Store 12, 21 West Main Street.

Approval of Clerk/Treasurer Reports- March 2019.

Payment of Claims

AFLAC	insurance	259.00
Allamakee Clayton Electric Coop	princ.-Fire Station Loan	3,000.00
Allamakee Clayton Electric Coop	princ.-Fire Station Loan	2,666.67
Allamakee Clayton Electric Coop	services	83.10
Allamakee County Economic Development	4 th Quarter Contribution	3,098.50
Devon Baumgartner	reimbursement	97.73
Benjegerdes Machine, Inc.	parts/labor	436.30
Bodensteiner Implement Company	parts	87.99
Brown Supply Co.	supplies	48.96
Bruening Rock Products Inc.	materials	397.39
Casey's General Stores, Inc.	fuel	80.37
Carquest Auto Parts	supplies	970.75
Century Link	services	534.91
Cunningham Hardware & Rental LLC	supplies	102.56
Mike Dahlstrom	clean up	200.00
Dietrich's Upholstery	services	110.00
Fehr Graham Engineering & Environmental	services-Wastewater Treatment Plant	9,986.00
First Supply LLC	supplies	2,656.90
Group Services, Inc.	self-fund request	333.63
Hach Company	supplies	97.53
Hausladen's Auto Supply	supplies	7.29
Hill's Plumbing & Heating	repairs	85.35
Innovative Ag Services	real estate tax rebate	20,679.60
Innovative Ag Services	real estate tax rebate	8,323.20
Iowa Association of Municipal Utilities	NISA – April-June 2019	1,137.48
Iowa Association of Municipal Utilities	workshop fee	50.00
JaDecc's, Inc.	supplies	49.90
James Garrett Law Office	legal fees – March 2019	1,986.33
Jim's Full Service	fuel	2,070.25
Jim's Full Service	fuel-Ambulance	557.20
Karl Emergency Vehicles	equipment	13,054.03
Keystone Laboratories, Inc.	samples	89.00
Kwik Trip Inc.	fuel	969.89
Lance Hangartner Tree Service	tree removal	225.00
Mooring Tech, Inc.	equipment	1,395.00
Mulgrew Oil & Propane	fuel	980.04
Mulgrew Oil & Propane	fuel-Ambulance	391.11
Northeast Iowa Telephone Company	services	59.95
Quillin's Food Ranch	supplies/UPS charges	309.77
Reel-Core Inc.	franchise fee rebate	5,625.36
Ricoh USA, Inc.	copies	25.86
River City Paving	materials	905.03
Edward Schoenthal	reimbursement	22.88
Sioux Sales Company	equipment	3,915.00
Storey Kenworthy/Matt Parrott	supplies	239.78
Team Laboratory Chemical Corp.	crack filler	6,738.00
Truck Equipment, Inc.	parts	298.62
US Cellular	services	484.30
USABlueBook	supplies	79.73
Village Farm & Home	supplies	152.32
Waukon Economic Development Corp	sign reimbursement	41.30
Waukon Economic Development Corp	4 th Quarter Contribution	9,500.00
Waukon Tire Center, Inc.	services-Ambulance	107.90
WBC Mechanical	parts	356.49

West Side Waukon Lumber, Inc.	supplies	26.48
Consolidated Management	meal cost	826.50
EFTPS	federal withholding	3,736.80
EFTPS	soc. sec./medicare withholding	7,240.18
Iowa Prison Industries	uniform cost	225.00
IPERS	withholding	10,357.49
IPERS	withholding	3,767.25
Regular Payroll	March 24 – April 6, 2019	36,070.99
Secretary of State	notary fees	60.00
Sue Guyer	deposit refund	150.00
Treasurer – State of Iowa	state withholding	<u>3,822.00</u>

Fund Totals

General:	44,706.52	Library:	4,247.79	Franchise Fund:	5,625.36
RUT:	22,810.36	Wellness Ctr:	6,442.71	TIF Fund:	29,002.80
Water:	14,960.94	Spec.Rev.Empl:	6,237.87	Sewer Plant Imp:	9,986.00
Sewer:	4,813.69	T&A Ins. Fund:	13.70	Debt Service:	5,666.67
		Spec.Law Enforcement:	3,480.50	Capital Equip:	14,449.03

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

Under Public Comments: There were no public comments.

Under Departmental Reports:

Police Chief, Phil Young, briefed that interviews for the police position will be the Saturday following Easter, April 27th. The speed trailer will be set out again.

Street Superintendent, Keith Burrett, briefed that the work schedules have changed to four 10s. The first two core outs are complete and the Department will continue to progress.

Water & Sewer Superintendent, Jim Cooper, briefed that the DNR will be inspecting the Water Department on April 25th. The Wastewater Treatment Plant Project will start with dirt moving. He shared photos of the digs for the road project. Jim will be attending a class in Mason City at the end of the month regarding the Consumer Confidence Report.

Park, Recreation & Wellness Director, Jeremy Strub, briefed that park employees have started back to work and the water in the park has been turned on. The start of the soccer program was delayed due to weather. Tennis court bids were read April 10th at the Wellness Center for the Tennis Court Project. The only bid received for \$242,000 was well over the estimate of \$143,000. Jeremy will look at options for lighting, consider using the old street lights from downtown and would like to see the courts built this summer.

City Manager Dean Hilgerson briefed on upcoming meetings for Board of Adjustment and Planning & Zoning. He mentioned public hearings for the 2019 Sidewalk Project and the Budget Amendment. The Wastewater Treatment Plant Project isn't expected to begin until May 1st now. He briefed on the 2019 DOT Street Project. The contractors will be focusing on the Courthouse block. A trailer owned by Midwest Concrete will be placed in the City lot on 6th Street SW for access during construction.

Moved by: Ellingson Seconded by: Rausch
To agree to the resolution to transfer \$14,769.66 from the General Fund (proceeds from storm water utility fees) to the Storm Sewer Improvement Fund for project improvements.
Yes: Rausch, Decker, Lydon, Ellingson, Hatlan No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3413 to the resolution.

Moved by: Decker Seconded by: Lydon
To agree to the resolution establishing the Sewer Revenue Bond Sinking Fund.
Yes: Decker, Lydon, Ellingson, Hatlan, Rausch No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3414 to the resolution.

Moved by: Lydon Seconded by: Hatlan
To agree to the resolution establishing the Sewer Revenue Bond Surplus Fund.
Yes: Lydon, Ellingson, Hatlan, Rausch, Decker No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3415 to the resolution.

Moved by: Rausch Seconded by: Decker
To agree to the resolution to transfer \$3,342.62 from the Sewer Revenue Fund to the Sewer Revenue Bond Sinking Fund for interest payment on the Sewer Revenue Bond, Series 2019.
Yes: Ellingson, Hatlan, Rausch, Decker, Lydon No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3416 to the resolution.

It was proposed that the City ask for a 75% cost coverage in an airport grant from the Department of Transportation (DOT). The costs of approximately \$48,250 would include new asphalt for the apron/ramp, sealcoating the runway and short side approach and airfield lighting replacement. The City would match 25% of the costs.

Moved by: Ellingson Seconded by: Lydon
To agree to the resolution to authorize the Mayor to sign, execute, and submit an application for and provide matching funds for an airport state funding application through the Iowa Department of Transportation.
Yes: Hatlan, Rausch, Decker, Lydon, Ellingson No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3417 to the resolution.

Moved by: Lydon

Seconded by: Rausch

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

Yes: Rausch, Decker, Lydon

No: (2) Ellingson, Hatlan

The Mayor declared the motion carried.

There was some discussion regarding the purchase agreement for the Monona Clinic building property. Jim Garrett, City Attorney, was satisfied that the Council indicated an interest in the sale at \$125,500.

Moved by: Decker

To approve the purchase agreement.

Motion died for lack of a second.

Lupita Solis, Bilingual Sexual Assault Advocate with Riverview Center read the Sexual Assault Awareness Month (SAAM) proclamation. Mayor Pat Stone proclaimed the month of April, 2019 Sexual Assault Awareness Month.

Moved by: Rausch

Seconded by: Hatlan

To approve the proclamation.

Yes: 5

No: 0

The Mayor declared the motion carried.

Daneela McKee requested that her penalties on utilities be waived for the months of November, 2018 through March, 2019, claiming she did not receive the bill.

Moved by: Hatlan

Seconded by: Rausch

To waive penalties and have customer pay final bill for account number 2-440000-03 in the amount of \$178.27; based on change of address.

Yes: 3

No: 2 (Decker, Lydon)

The Mayor declared the motion carried.

Jane Regan of Upper Iowa Insurance Services Corp. presented the 2019-2020 property, airport and cyber liability insurance renewals and compared coverage limits with the previous year.

Moved by: Lydon

Seconded by: Hatlan

To approve the insurance renewal presented by Upper Iowa Insurance Services Corp. for the City's annual insurance coverages.

Yes: 5

No: 0

The Mayor declared the motion carried.

Jim Garrett briefed the Council on the commercial tax rebate program.

No Action Taken.

Moved by: Rausch

To fund the broadband survey with expenses not to exceed \$3,100.

Motion died for lack of a second.

Gayle Decker shared an email received from a broadband committee member informing the Council of the benefits of supporting the survey.

Moved by: Ellingson

Seconded by: Rausch

To fund the broadband survey through the City with expenses not to exceed \$3,100; City will provide the addresses needed to fulfill the request.

Yes: 5

No: 0

The Mayor declared the motion carried.

Jane Regan shared the plaza committee's redesign and concerns with having the LED sign in the current location of the plaza, as well as what can be displayed on the LED sign based on DOT regulations. It was agreed by the committee to move forward and recommend that the project be pursued without the LED sign in place. The placement of the City owned sculpture would be part of the plaza redesign.

Moved by: Lydon

To move the LED sign out of the plaza.

Motion died for lack of a second.

Moved by: Lydon

To move forward with the redesign of the plaza with part of that project being to remove the LED sign.

Motion died for lack of a second.

The agenda item, plaza project redesign, will be on the next agenda. Council members would like to confirm the Waukon Economic Development Corporation (WEDC) board's input.

No Action Taken.

Based on the final plan sets for the Wastewater Treatment Plant Project- the owner (the City) will be responsible for asbestos inspection and removal prior to demolition. 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. Asbestos Inspections Proposals was tabled until the next meeting.

No Action Taken.

The City reviewed two proposals for Apple iPads, one from JaDecc's of Waukon, the other from Access Systems having a location in Decorah.

Moved by: Ellingson

Seconded by: Hatlan

To purchase six 12.9" iPad Pros at \$999, six Otter box cases at \$89.95 and allow funds to set up Note Shelf usage in FY2019 through JaDecc's.

Yes: 5

The Mayor declared the motion carried.

No: 0

Dean Hilgerson, City Manager, shared with the council the use of prior employee's knowledge and expertise. The Council will discuss ways to "compensate" these individuals to show our appreciation at the next council meeting.
No Action Taken.

There was some discussion on planting trees in the boulevard. Harold Pronga and Dr. Kenneth Olson from Waukon Trees Forever were present to share the importance of trees to the aesthetic effect of the streets and to keep the group informed when it is an agenda item so that we can utilize their expertise. They were invited by Council to review the current ordinance and recommend any updates.

No Action Taken.

Dean shared a sample of a job description/qualifications for a code enforcement officer. He will report back, after Council review, at the next council meeting.

No Action Taken.

Keith Burrett, Street Superintendent and the City Manager briefly discussed the areas that they felt should be considered for street maintenance in the next fiscal year. The options to consider are 2nd street NW from 4th Avenue to 8th Avenue; 1st Avenue NW from 6th Street up to 10th Street; as well as the chip seal on 3rd Avenue NW from 1st Street up to 9th Street; and around the hospital. Dean asked the Council to consider getting a proposal for a street maintenance project. He stressed the importance of doing a maintenance project each fiscal year and to plan for a major street project every one to two years.

No Action Taken.

The 2019 DOT street project was reported on in the City Manager's report.

No Action Taken.

Moved by: Lydon

Seconded by: Rausch

To adjourn.

Yes: 5

The Mayor declared the motion carried.

No: 0

Lana D. Snitker
City Clerk