

COUNCIL ROOM-----April 20, 2020

The Waukon City Council met in regular session via an electronic meeting on April 20, 2020 at 7:00 o'clock P.M. in the council room of City Hall, 101 Allamakee Street, and via Zoom technology. Mayor Pat Stone presided (in person). The Governor of Iowa declared a public emergency because of the COVID-19 pandemic. It has been determined that if an in-person meeting is impossible or impractical, per Iowa Code Section 21.8, we are permitted to conduct a meeting by electronic means. Council members present: John Lydon (in person), Gayle Decker (via Zoom), Ben Rausch (via Zoom), John Ellingson (via Zoom), and Arvid Hatlan (via Zoom). Council members absent: None. Others present: Police Chief Paul Wagner (in person); The following individuals via Zoom: City Manager Gary Boden; Street Superintendent Keith Burrett; Water & Sewer Superintendent Jim Cooper; Park, Recreation and Wellness Director Jeremy Strub; City Attorney Jim Garrett; WEDC- Ardie Kuhse; Fehr Graham-Lyle TeKippe; Veterans Memorial Hospital- Roxane Schleich, Chief Financial Officer and Dennis Lyons, Board Member; The Standard- Joe Moses; and citizens.

The Mayor called the meeting to order.

Moved by: Decker

Seconded by: Rausch

To approve the consent agenda.

Agenda

Minutes of April 6, 2020 regular session.

Approval of City Clerk/Treasurer Reports- March 2020.

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.

Resolution- Agreeing to transfer \$14,821.48 from the General Fund (proceeds from storm water utility fees) to the Storm Sewer Improvement Fund for project improvements. The Clerk assigned number 3565 to the resolution.

Resolution- Agreeing to transfer \$10,000.00 from the General Fund to the Wellness Center Capital Maintenance Fund. The Clerk assigned number 3566 to the resolution.

Approval of the hiring of Frannie Decker, Accounting Clerk for the City Hall, with a starting date of April 27, 2020 and a starting rate of \$18.61 per hour.

Approval of Pay Application #11 in the amount of \$289,931.45- Wastewater Treatment Plant Improvements Project- Wapasha Construction Co., Inc.

Authorization to place an order for a police vehicle to be received in August 2020 and paid for by fiscal year end 2021 budget funds.

Payment of Claims

Aflac	ins.-April	472.04
Allamakee Clayton Electric Coop	services	81.48
Allamakee Clayton Electric Coop	principal/Fire Station loan	3,000.00
Allamakee Clayton Electric Coop	principal/Fire Station loan	2,666.67
Allamakee County Sheriff	answering services	750.00
Allamakee County Recorder	service	66.00
Benjegerdes Machine, Inc.	parts	54.98
Wellmark Blue Cross Blue Shield	ins.-May	19,193.15
Bruening Rock Products, Inc.	materials	125.50
Builders First Source	materials	135.50
Century Link	service	469.32
Century Link	service	71.83
Chemsearch	supplies	200.00
Computer Projects of IL., Inc.	services	220.00
Cunningham Hardware & Rental LLC	parts-amb.garage	70.55
Cunningham Hardware & Rental LLC	parts/supplies	68.20
Ed Schoenthal	reimbursement	80.00
Fehr Graham Engineering	plaza redesign proj.	674.00
Fehr Graham Engineering	lift station improv. Proj.	11,918.00
Fehr Graham Engineering	wastewater treatment proj.	11,005.25
First Supply, LLC-LaCrosse	supplies	180.00
James Garrett Law Office	legal fees-March	2,546.33
Group Services, Inc.	self fund request-April	19.16
Group Services, Inc.	adm.-fees-May	283.75
Hach Company	supplies	291.96
Hausladen's Auto Supply	parts/supplies	12.29
Hi-Viz Safety	signs/supplies	540.00
Innovative Ag Services	tax rebate-IAS #1-Phase 1,2	19,202.85
Innovative Ag Services	tax rebate-IAS #2	6,259.20
Iowa Workforce Development	unemployment	6,663.97
Jim's Full Service	fuel-ambulance	135.80
Ken Kerr Electric	labor/plaza project	75.00
Keystone Laboratories	samples	76.50

Kwik Trip, Inc.	fuel	1,031.44
Mediacom Business	internet service	176.90
Microsoft	online service	76.33
Mulgrew Oil & Propane	fuel-ambulance	806.09
Northeast Iowa Telephone Co.	phone system install	3,357.76
R.W. Pladsen, Inc.	supplies	22.54
Reel-Core, Inc.	tax rebate	13,000.00
Ricoh USA, Inc.	copies	28.48
Riley's, Inc.	supplies	20.05
Scott-Merriman, Inc.	supplies	810.00
Skyline Construction, Inc.	water main repairs/labor	7,795.13
State Hygienic Laboratory	samples/testing	125.00
Team Laboratory Chemical, LLC	crack filler	8,303.00
Test America Laboratories, Inc.	testing	1,192.50
Tri-State Business Machines	supplies	20.00
Tri-State Adjustments, Inc.	service	45.52
Truck Equipment, Inc.	parts	397.24
US Cellular	service	699.22
Village Farm & Home, LLC	parts/supplies	381.78
Paul Wagner	reimbursements	110.52
Welter Storage Equipment	furniture	193.00
Wright Way Computers	phone system upgrade	436.15
Treasurer, State of Iowa	wet tax	1,711.00
Treasurer, State of Iowa	sales tax	2,876.00
Freedom Bank	princ./int.-Gundersen debt	4,550.00
Waukon State Bank	princ./int.-Gundersen debt	4,550.00
Kim Bernatz	deposit refund	150.00
Regular Payroll	March 22-April 4, 2020	39,024.89
IPERS	withholding	3,400.80
IPERS	withholding	10,312.73
EFTPS	withholding	3,683.02
EFTPS	withholding	8,244.60
Treasurer, State of Iowa	withholding	4,613.00
Fund Totals: General:	TIF:	38,462.05
RUT:	Debt Service	5,666.67
Water:	Sewer Plant Impr.:	11,005.25
Sewer:	2020 Municipal Facil:	3,793.91
Library:	Sewer Oper.	11,918.00
Spec.Rev.:	Gundersen Debt :	9,100.00
T&A Ins.:	Wellness Center:	1,146.00
Hotel/Econ:		

Yes: Hatlan, Ellingson, Rausch, Decker  
The Mayor declared the motion carried.

Absent: Lydon

No: 0

Under Public Comments: There were no public comments.

Department heads and City Manager will report later in the meeting.

Mayor, Pat Stone, briefed that there was interest from parents of high school seniors of putting banners on the light poles for Class of 2020 graduates.

City Council member, Gayle Decker, briefed that not all City Manager evaluations had been received. A special meeting will be held when received in order to review them.

Roxane Schleich, Chief Financial Officer of Veterans Memorial Hospital, and Dennis Lyons, Board member, presented information regarding SBA Paycheck Protection Program for the Veterans Memorial Hospital employees. They would apply for up to \$3,000,000 if they became eligible for the program.

Moved by: Decker

Seconded by: Lydon

To approve the Veterans Memorial Hospital in applying for the SBA Paycheck Protection Program.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was little discussion regarding the process to hire a new City attorney. Jim Garrett, City Attorney, recommended contacting Bill Shafer, Shafer Law Office, to serve on a committee for recommendations. It was recommended that the Mayor establish a committee by the next council meeting.

No Action Taken.

Moved by: Lydon

Seconded by: Rausch

To approve the tobacco sale violation settlement (Double D Liquor).

Yes: 5

No: 0

The Mayor declared the motion carried.

There was lengthy discussion regarding the ordinance classifying a dead or dying tree located on private property particularly in regards to a tree located on Fourth Avenue NW.

No Action Taken.

There was little discussion regarding the demolition grant program available through the Housing Trust Fund. There was concern on availability of funds in light of the impact on the subsequent budgets from the COVID-19 pandemic. A question was brought up regarding the use of TIF (tax increment financing) in correlation with the program; the City Attorney will look into this.  
No Action Taken.

There was little discussion regarding obtaining a list of companies able to assist the City with obtaining an audio system and setting up live streaming. This will be brought back to Council at a later date.  
No Action Taken.

Some individuals contacted the Mayor regarding chickens in the City limits. None of the previous Council members that voted down the option in October, 2018 wanted to re-address the issue.  
No Action Taken.

City Manager, Gary Boden, briefed that we will wait for the Governor's decision regarding the COVID-19 timeframe to determine the status of employee schedules.

**Under Departmental Reports:**

Water & Sewer Superintendent, Jim Cooper, briefed that there was a water main break on the southwest side of town and a hydrant was replaced in the plaza area. Although water was down longer than expected and went out further than expected, both projects were successful. He discussed the possibility of locating pipe near 4<sup>th</sup>/5<sup>th</sup> Ave SE.

Street Superintendent, Keith Burrett, briefed that the additional chip seal work on the streets may happen in late spring with billing to occur after July 1<sup>st</sup>. He will recommend projects at the next Council meeting.

Park, Recreation and Wellness Director, Jeremy Strub, briefed that Park employees were back with half working at one time. He will wait for further orders from the Governor to determine the status of the Wellness Center opening/summer recreation programs/pool.

Police Chief, Paul Wagner, briefed that Officer Cassidy graduated from the ILEA (Iowa Law Enforcement Academy) April 17<sup>th</sup>. He is looking at a memorandum of understanding with the Sheriff's department to include the new Administrative Assistant. The Police Department plans to take applications for two full time positions in the coming week.

City Manager, Gary Boden, briefed that an advertisement will be placed in The Standard for the City lot for sale. The City Manager and City Clerk are in the process of completing budget amendments. We are close to finalizing the payout to the Department of Transportation for the sidewalk project. The Plaza construction may take eight to ten construction days to complete.

Moved by: Rausch

Seconded by: Decker

To enter into closed session for a strategy meeting regarding employee union contract negotiations- exempt from Iowa open meetings law by Iowa Code Chapter 20.17 (3); To enter into closed session per Iowa Code Chapter 21.5 (1)(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property (two properties).

Yes: Decker, Lydon, Ellingson, Hatlan, Rausch

No: 0

The Mayor declared the motion carried.

Moved by: Lydon

Seconded by: Ellingson

To enter into open session.

Yes: 5

No: 0

The Mayor declared the motion carried.

No action following closed session.

Moved by: Rausch

Seconded by: Lydon

To adjourn.

Yes: 5

No: 0

The Mayor declared the motion carried.

Lana D. Snitker  
City Clerk