

The Waukon City Council met in regular session on January 20, 2020 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, and Ben Rausch. Council members absent: Gayle Decker. Others present: City Manager Gary Boden; Police Chief Paul Wagner; Assistant Police Chief Lucas Inglett; Park, Recreation and Wellness Director Jeremy Strub; Street Superintendent Keith Burrett; Water & Sewer Department- Mark Benda; Assistant City Attorney Nicole Winke Gentes; WEDC- Ardie Kuhse; Mohn Surveying- Roger Mohn; Northeast Iowa RC&D- Ross Evelsizer; The Standard- Joe Moses; Kim Sylvester; Mike & Linda Ferring; Tom Regan; and citizens.

The Mayor called the meeting to order.

Moved by: Lydon

Seconded by: Hatlan

To approve the consent agenda.

Agenda

Resolution- Agreeing to transfer \$14,729.92 from the General Fund (proceeds from storm water utility fees) to the Storm Sewer Improvement Fund for project improvements. The Clerk assigned number 3539 to the resolution.

Resolution- Agreeing to transfer \$32,500.00 from the General Fund to the Capital Equipment Fund (Police) for the purchase of new band radios. The Clerk assigned number 3540 to the resolution.

Resolution- Authorizing internal advance to tax increment Subfund in an amount not to exceed \$350.00 for the payment of additional Administrative Costs incurred during December, 2019. The Clerk assigned number 3541 to the resolution.

Resolution- Agreeing to close the extension of Highway Iowa 76 and Iowa 9 and 76 for the St. Patrick's Day Parade. The Clerk assigned number 3542 to the resolution.

Resolution- Agreeing to close the extension of Allamakee Street (Highway 9) for the Memorial Day Parade. The Clerk assigned number 3543 to the resolution.

Resolution- Agreeing to close the extension of Highway 9 and Highway 76 for the Waukon Corn Days Parade. The Clerk assigned number 3544 to the resolution.

Resolution- Agreeing to close the extension of Highway 76 North and Highway 9/76 for the Waukon Holiday Parade. The Clerk assigned number 3545 to the resolution.

Minutes of January 6, 2020 regular session.

Minutes of January 8, 2020 special session.

Approval of update of City Investment Policy.

Approval of City Clerk/Treasurer Reports- December 2019.

Approval of update of ownership Allamakee County Agricultural Society, 705 Allamakee Street

Approval of Class E Liquor License (LE) with Class B Wine Permit (Carryout Wine- Includes Native Wine), Class C Beer Permit (Carryout Beer), and Sunday Sales for Blocker Brothers Inc. d/b/a Double D Liquor Store, The, 618 Rossville Rd. (Pavilion).

Approval of Class C Beer Permit (BC) with Class B Wine Permit (Carryout Wine- Includes Native Wine) and Sunday Sales for Dolgencorp, LLC d/b/a Dollar General Store #7229, 805 11th Avenue SW.

Payment of Claims

AFLAC	insurance-Jan.'20	388.50
Allamakee Community School District	1 <sup>st</sup> /2 <sup>nd</sup> qtr. stop sign agreement	3,780.00
Allamakee Clayton Electric Coop	services	81.31
Allamakee Clayton Electric Coop	principal/Fire Station	3,000.00
Allamakee Clayton Electric Coop	principal/Fire Station	2,666.67
Allamakee County Sheriff	answering services	750.00
Benjegerdes Machine, Inc.	parts	25.58
Bodensteiner Implement Company	parts	36.75
Bruening Rock Products, Inc.	materials	1,589.89
Casey's Business Mastercard	supplies	10.99
Century Link	services	54.65
Century Link	services	523.03
Compass Materials America, Inc.	supplies/salt	4,333.50
Cunningham Hardware & Rental, LLC	supplies	147.99
Fehr Graham Engineering	wastewater treatment plant	8,249.25
Fehr Graham Engineering	16 <sup>th</sup> Ave NW Street improv.	698.00
Fehr Graham Engineering	GIS mapping	687.50
James Garrett Law Office	legal fees-Dec. '19	4,352.33
Group Services, Inc.	self fund req.-Jan.'20	3,509.12
HACH Co.	supplies	184.49
Hausladen's Auto Supply	supplies	24.00
HTM Sales, Inc.	parts	631.00
Iowa Assoc. of Municipal Utilities	NISA-Jan-Mar.'20	1,218.75
Jim's Full Service	fuel-ambulance	408.50
Ken Kerr Electric	service	50.00
Keystone Laboratories, Inc.	sample	12.50
Kurth Plumbing & Heating LLC	water heater/street garage	581.44
Kwik Trip, Inc.	fuel	1,236.57

Mediacom	service	176.90	
Mulgrew Oil & Propane	supplies	541.97	
NBS Calibrations	service	167.00	
Palmer Repair, Inc.	parts/labor	145.00	
R. W. Pladsen, Inc.	parts	1.75	
Racom Corporation	mobile/parts/equipment	651.25	
Ricoh USA, Inc.	copies	25.41	
Shred-it USA	service	45.00	
Simmering-Cory/Iowa Codification	service	368.00	
Storey Kenworthy/Matt Parrott	supplies	219.15	
Torkelson's of Waukon, Inc.	parts	28.45	
Tri-State Business Machines	supplies	209.85	
US Cellular	services	687.05	
Village Farm & Home LLC	supplies/parts	249.44	
Waukon State Bank	safety deposit rent	8.00	
Waukon Tire Center, Inc.	parts/service-ambulance	107.90	
Welter Storage Equipment	furniture/chairs	5,384.00	
West Side Waukon Lumber, Inc.	supplies	16.29	
Winke Law Office, PLC	legal fees-Dec.'19	112.00	
Alliant Energy	relocate pole	1,068.78	
Amazon.com	digital camera	102.80	
EFTPS	federal withholding	8,421.93	
EFTPS	soc.sec./medicare withholding	11,026.82	
Freedom Bank	principal/interest-Gundersen	4,550.00	
IPERS	withholding	4,277.04	
IPERS	withholding	9,701.55	
Kaminsky, Sullenberger & Assoc., Inc.	field training course	350.00	
Regular Payroll	Dec. 29, 2019 – January 11, 2020	36,797.58	
Treasurer, State of Iowa	sales tax	3,808.00	
Treasurer, State of Iowa	wet tax	1,610.00	
Treasurer, State of Iowa	state withholding	4,750.00	
Waukon Area Fire Protection District	grant reimbursement-trailer	5,000.00	
Waukon State Bank	principal/interest-Gundersen	4,550.00	
<u>Wellness Claims:</u>			
Alliant Energy	service	2,811.64	
Black Hills Energy	service	2,111.41	
Century Link	service	318.38	
Fastenal	supplies	248.19	
Kurth Plumbing & Htg.	boiler repair	1,098.12	
Multiline Long Distance	service	12.01	
News Publishing Co., Inc.	ad	54.90	
Quillin's Food Ranch	supplies	17.97	
Waukon Park & Rec-Program Fees	transfer	2,465.00	
Weber Paper Company	supplies	127.66	
Winona Control	repairs HVAC	3,862.23	
<u>Park/Rec/Pool Claims:</u>			
Alliant Energy	service	592.26	
Black Hills Energy	service	31.54	
Bodensteiner Implement Company	spreader/parts/labor	2,587.46	
Century Link	service	74.22	
Graphics, Inc.	supplies	120.00	
Leiran Auto Repair	parts/labor	165.70	
Hausladen's Auto Supply	supplies	33.98	
Quillan's Food Ranch	fuel	50.67	
US Cellular	service	153.71	
West Side Waukon Lumber	supplies	21.99	
Fund Totals:	General: 74,535.09	Water: 12,635.92	Sewer: 9,936.31
	Library: 4,413.13	Spec.Rev.: 9,328.15	Gundersen Debt: 9,100.00
	RUT: 19,561.71	Wellness: 6,088.53	Sewer Plant: 8,249.25
	GIS: 687.50	Debt Serv: 5,666.67	Adm. Cost: 350.00
	Street: 698.00	T&A Ins.: 100.00	

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

Absent: Decker

No: 0

Under Public Comments: Kim Sylvester addressed the Council regarding snow removal in the downtown business area. Ardie Kuhse- WEDC addressed the Council regarding the resignation of the Chamber of Commerce Director and the Census 2020. Mike and Linda Ferring addressed the Council regarding parking tickets and snow removal at their rental on Main Street.

Under Departmental Reports:

Police Chief, Paul Wagner, briefed that the ad for the Administrative Assistant position at the Police Department has been posted. The Police Department recently held a Narcan and mental health training at City Hall.

Street Superintendent, Keith Burrett, briefed that an ad was posted for a Street Maintenance worker in the Street Department.

Park, Recreation & Wellness Director, Jeremy Strub, shared a handout of City park use and projects.

Water & Sewer Department employee, Mark Benda, briefed that the lift station discussed at the last Council meeting will be repaired when the weather warms up. The department continues with maintenance and day to day operations.

City Manager, Gary Boden, briefed that he had attended a couple of meetings recently; one for the Library Board, and the other for WEDC. A prayer of thanks had been offered to the Public Works Department at a recent prayer service he attended.

Mayor, Pat Stone, briefed that he would be meeting with Upper Explorerland Regional Planning Commission to discuss housing developments and programs available. He gave possible solutions to the snow removal issues, including increasing City staff, declaring snow emergencies, and cost sharing between downtown businesses.

Moved by: Rausch Seconded by: Lydon  
To approve an additional reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by increasing the fine for admitted violations of parking restrictions.  
Yes: Rausch, Lydon, Ellingson, Hatlan Absent: Decker No: 0  
The Mayor declared the motion carried.

Moved by: Rausch Seconded by: Hatlan  
To approve the first reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by providing for annual increases of 2.5% each year to the municipal water utility services rates.  
Yes: Rausch, Lydon, Hatlan, Ellingson Absent: Decker No: 0  
The Mayor declared the motion carried.

Moved by: Ellingson Seconded by: Rausch  
To table discussion regarding the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by changing the day and beginning time of regular city council meetings.  
Yes: Rausch, Lydon, Ellingson, Hatlan Absent: Decker No: 0  
The Mayor declared the motion carried.

Moved by: Ellingson Seconded by: Rausch  
To set the public hearing date of February 3, 2020 at 7:00 PM to approve the new maximum levy resolution.  
Yes: 4 Absent: 1 No: 0  
The Mayor declared the motion carried.

Moved by: Hatlan Seconded by: Lydon  
To approve the Waukon Industrial Park Sidewalk Project, Pay Application #1 in the amount of \$42,133.86.  
Yes: 4 Absent: 1 No: 0  
The Mayor declared the motion carried.  
The close out documents will be presented at a future meeting.

Ross Evellsizer, Northeast Iowa Resource Conservation and Development (RC&D) was present to discuss options for the SRF Water Resource Restoration Sponsored Projects Program. Park, Recreation and Wellness Director Jeremy Strub was directed to work with the Park and Recreation Board, as well as Ross Evellsizer and Lucas Elsbernd to develop ideas for the parking lots at the pool and ball field.  
No Action Taken.

Derek/Kim Bernatz were not present to request a reduction in the sewer portion of their utility billing.  
Moved by: Ellingson Seconded by: Rausch  
To table discussion until the owners return to a Council meeting.  
Yes: 4 Absent: 1 No: 0  
The Mayor declared the motion carried.

Moved by: Rausch Seconded by: Hatlan  
To commit the use of City Hall for the storage of the VFW flags and equipment and provide a meeting place for the VFW and Legion.  
Yes: 4 Absent: 1 No: 0  
The Mayor declared the motion carried.

Moved by: Hatlan Seconded by: Rausch  
To approve the Wastewater Treatment Plant Project, Pay Application #8 in the amount of \$82,478.99.  
Yes: 4 Absent: 1 No: 0  
The Mayor declared the motion carried.

Moved by: Rausch Seconded by: Lydon  
To reject the bid received for 5<sup>th</sup> Street SW Park Place Street Development Improvements Project and table discussion.  
Yes: 4 Absent: 1 No: 0  
The Mayor declared the motion carried.

Moved by: Hatlan  
To approve the initial cost of \$1,600 to hire Iroc Web Designs to develop a website for the Police Department.  
Yes: 4  
The Mayor declared the motion carried.

Seconded by: Lydon  
Absent: 1  
No: 0

Police Chief Paul Wagner and Assistant Police Chief Lucas Inglett briefed on the background process for the Police Department and the timeline for the hiring process.

Moved by: Ellingson  
To approve the hiring process established by the Police Department.  
Yes: 4  
The Mayor declared the motion carried.

Seconded by: Hatlan  
Absent: 1  
No: 0

Gary Boden, City Manager, gave a brief overview of the revenues for the General Fund for the FYE 2021 Budget. No Action Taken.

A job description for the Accounting Clerk position which was recently advertised was presented to the Council. Additional job descriptions for City Hall staff will be presented at future meetings. No Action Taken.

Moved by: Lydon  
To give direction to Gary to move forward with pursuing development of the Bresnahan property.  
Yes: 4  
The Mayor declared the motion carried.

Seconded by: Rausch  
Absent: 1  
No: 0

The Mayor, City Manager and Ardie Kuhse- WEDC will meet with Upper Explorerland Regional Planning Commission tomorrow at City Hall to discuss grant options.

Moved by: Rausch  
To table discussion of the C-Mart property until the second regular meeting in February.  
Yes: 4  
The Mayor declared the motion carried.

Seconded by: Hatlan  
Absent: 1  
No: 0

There was brief discussion on building inspection/code enforcement/staffing. More to be discussed at a future town hall meeting. No Action Taken.

Council would like to see an ordinance drafted for consideration and discussion regarding special assessments. No Action Taken.

Moved by: Hatlan  
To enter into closed session under Iowa Code Section 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.  
Yes: Hatlan, Rausch, Lydon, Ellingson  
The Mayor declared the motion carried.

Seconded by: Lydon  
Absent: Decker  
No: 0

Moved by: Hatlan  
To enter into open session.  
Yes: Lydon, Ellingson, Hatlan, Rausch  
The Mayor declared the motion carried.  
No action following closed session.

Seconded by: Rausch  
Absent: Decker  
No: 0

Moved by: Rausch  
To enter into closed session under Iowa Code Section 21.5 (1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.  
Yes: Hatlan, Rausch, Lydon, Ellingson  
The Mayor declared the motion carried.

Seconded by: Hatlan  
Absent: Decker  
No: 0

Moved by: Lydon  
To enter into open session.  
Yes: Hatlan, Rausch, Lydon, Ellingson  
The Mayor declared the motion carried.  
No action following closed session.

Seconded by: Ellingson  
Absent: Decker  
No: 0

Moved by: Rausch  
To enter into closed session under Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.  
Yes: Hatlan, Rausch, Lydon, Ellingson  
The Mayor declared the motion carried.

Seconded by: Lydon  
Absent: Decker  
No: 0

Moved by: Hatlan  
To enter into open session.  
Yes: Hatlan, Rausch, Lydon, Ellingson  
The Mayor declared the motion carried.  
No action following closed session.

Seconded by: Lydon  
Absent: Decker  
No: 0

Moved by: Hatlan

To adjourn.

Yes: 4

The Mayor declared the motion carried.

Seconded by: Lydon

Absent: 1

No: 0

Lana D. Snitker  
City Clerk