

The Waukon City Council met in regular session via an electronic meeting on January 4, 2021 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. 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 Ellingson, John Lydon, Arvid Hatlan and Gayle Decker. Council members absent: Ben Rausch. Others present: City Manager Gary Boden; Police Chief Paul Wagner; Water & Sewer Superintendent Jim Cooper; Street Superintendent Keith Burrett; Finance Director Lana Snitker; City Attorney Jeff Swartz; WEDC- Ardie Kuhse; Fehr Graham- Lyle TeKippe; The Standard- Joe Moses; Aveka – Matt Pladsen, Chauffeurs, Teamsters, and Helpers Union Local No. 238 – Dan Macdonald; Mark Benda, Pat Egan and citizens.

The Mayor called the meeting to order.

The Mayor noted there were a couple of changes in the agenda. Under 2. Approval of Consent Agenda item d. there is a name change to replace Blocker Brothers Inc. with Dietrich Enterprise LLC. Also, under 8. Considerations/Requests for Direction item a. will be taken off the agenda and discussed at a later meeting.

Moved by: Lydon Seconded by: Ellingson  
To approve the consent agenda.

Agenda  
Minutes of December 16, 2020 special session.  
Approval for cigarette permit for Dietrich Enterprise, LLC d/b/a Double "D" Liquor Store – 618 Rossville Rd  
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 Dietrich Enterprise LLC d/b/a Double D Liquor Store, 618 Rossville Rd.  
Approval of Plat of Survey – Lot 15 in the NW ¼ - NE ¼ of Section 31, Township 98 North, Range 5 West, City of Waukon  
Resolution – Agreeing to approve depositories of city funds as follows: Waukon State Bank, Waukon (\$9,000,000); FreedomBank, Waukon (\$8,000,000); Kerndt Brothers Savings Bank, Lansing (\$8,000,000); Luana Savings Bank, Luana (\$8,000,000); Decorah Bank & Trust, Decorah (\$8,000,000). The Clerk assigned number 3658 to the resolution.  
Resolution – Accepting work covering proposed Hidden Creek Lift Station Improvements Project. The Clerk assigned number 3659 to the resolution.  
Resolution – Agreeing to transfer \$12,543.72 from the Wellness Center Operating Fund to the General Fund for the Wellness Center employee share – reimbursement for December, 2020 payroll salaries. The Clerk assigned number 3660 to the resolution.  
Resolution – Agreeing to transfer \$38,012.30 from the Sewer Revenue Fund to the Sewer Revenue Bond Sinking Fund for the principal/interest payment on the Sewer revenue Bond, Series 2019. The Clerk assigned number 3661 to the resolution.  
Resolution – Agreeing to transfer \$3,000 from the General Fund to the CDBG Housing Rehab Fund for grant writing costs. The Clerk assigned number 3662 to the resolution  
Resolution – Establishing the Electric Water Meters Capital Project Fund. The Clerk assigned number 3663 to the resolution.  
Resolution – Authorizing Internal Advance to Tax Increment Subfund. The Clerk assigned number 3664 to the resolution.  
Approval of contribution of \$3,897 to Northeast Iowa Community Action Corporation  
Approval of regular council meetings for the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month at 7:00 P.M.  
Approval to set agenda posting as the bulletin board at City Hall Entrance and utilizing The Waukon Standard Newspaper, Waukon  
Approval of appointments: 5-year term to the Board of Adjustment for Lynn Sorenson and Dr. Barbee as the Health Officer  
Payment of Claims  
Approval of Pay Application #4 of \$62,443.55 – Police Stations Renovations Project – Dave's Complete Construction

**Payment of Claims:**

**January 4, 2021**

Alera Group	Safe-T-Fund - December	281.49
Allamakee County Sheriff	Answering Services - December	750.00
Alliant Energy	Electricity - December	14,916.24
Carquest - Waukon	Supplies	5.09
CED-Culver Hahn Electric Supply	LED Light Fixtures	651.02
Cunningham Hardware	Supplies	215.46
Electric Pump	Repairs	2,678.98
Freedom Bank	Gund-Prin/Int	4,550.00
Galls. LLC	Supplies	166.56
Matt Hawkins Southside Rentals	Rent - December	1,000.00
Iowa Dept. of Transportation	Supplies	113.20
Johnson Hy-Vee/Law Academy	Academy Meals - Doeppeke	1,613.50
Ken Kerr Electric	Locate	265.00
Keystone Laboratories, Inc.	Testing	12.50
Leiran Auto Repair, LLC	Repairs - Ambulance	303.29
Mediacom Business	Telephone/Internet	112.03
Mohn Surveying, Inc.	Indust. Park / Sidewalk Services	10,260.00

Mulgrew Oil Company	Fuel - Ambulance	621.46	
Northeast Iowa Telephone	Internet	59.95	
Panther Uniforms	Uniforms	1,137.00	
Reel Core Inc.	Franchise Fee Rebate- 4th Qtr 20	5,302.65	
Sportsmen's Unlimited	Supplies	7.99	
Sun Life Financial	Insurance-January	234.00	
The Standard	Subscription	43.00	
TestAmerica	Testing	1,192.50	
Torkelson's of Waukon	Repairs	90.55	
Upper Explorerland RPC	Grant Writing	3,000.00	
Paul Wagner	Reimburse - Amazon - timer	12.11	
Paul Wagner	Reimburse - Office Depot	44.29	
Paul Wagner	Reimburse-SimpliSafe-Subscr.	24.99	
Paul Wagner	Reimburse - Zoom	16.04	
Waukon Fire Protection District	Quarterly 28E Agreement	21,250.00	
Waukon Economic Development	Contribution - FY 2021 -Qtr. #3	10,380.91	
Waukon State Bank	Gund-Prin/Int	4,550.00	
Waukon Tire, Inc.	Repairs	38.50	
West Side Waukon Lumber	Supplies	90.96	
Ziegler, Inc.	Repairs	1,228.32	
PAID -- Claims			
Regular Payroll	November 29-December 12, 2020	41,404.66	
EFTPS	Federal Withholding	4,177.65	
EFTPS	SS/ Medicare Withholding	8,885.96	
Regular Payroll	December 13-26, 2020	41,165.46	
EFTPS	Federal Withholding	4,258.18	
EFTPS	SS/ Medicare Withholding	8,769.60	
Allamakee County Recorder	Services - CDBG	7.00	
Kayla Branstad	Reimburse - Renter Deposit	150.00	
John & Alice Burke	Reimburse - Renter Deposit	150.00	
Dave's Complete Construction	PD Reno - Pay App # 3	74,576.90	
Marjean Fahey	Reimburse - Renter Deposit	150.00	
McKayla Hess	Reimburse - Renter Deposit	150.00	
Marcia Solem	Reimburse - Renter Deposit	150.00	
Cathy Smikle Taylor	Reimburse - Renter Deposit	150.00	
Jean Thompson	Reimburse - Renter Deposit	150.00	
Treasurer, State of Iowa	WET Tax	2,415.00	
Treasurer, State of Iowa	Sales Tax	4,399.00	
Town Country Sanitation	Services	17,926.50	
Wapasha Construction	WWTP Pay App #19	279,141.27	
Waukon Postmaster	Postage - Water Bills	158.20	
Wellmark BCBS	Insurance - January	24,047.40	
Wellness Claims:			
Black Hills Energy	Gas - November	1,080.40	
Fastenal	Supplies	129.89	
Ken Kerr Electric	Repairs	121.52	
Light Source Central	Lighting Repairs	227.15	
Winona Controls	Repairs	1,274.40	
Park/Rec Claims:			
Black Hills Energy	Gas - November	31.06	
Waukon Power Sports	Repairs	21.37	
West Side Waukon Lumber	Repairs	312.00	
General:	136,958.36	Sewer Plant:	279,141.27
Library:	10,504.14	2020 Municipal:	74,576.90
RUT:	19,558.39	Wellness:	3,432.36
Employee Ben.:	20,726.23	Water:	23,890.11
T & A Ins.:	281.49	Sewer:	21,630.90
CDBG Housing:	3,000.00	Debt Gund:	<u>9,100.00</u>
		TOTAL:	\$602,800.15

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

Absent: Rausch

No: 0

Under Public Comments: There were no public comments

Under Department Reports:

Water & Sewer Superintendent, Jim Cooper, briefed that a representative from DNR stopped and is happy with the progress of the new plant and hopes it is done by completion date. The bacteria test came back good from the newly installed water main line by the police station and is now in service. There were a couple of breakdowns at the plant last week that they conducted fixes on and hope will last until the new plant is open. Police Chief, Paul Wagner, briefed that Chris Doeppke has started online academy training. They are actively re-writing their policy manual. He wondered if more 24-hour parking signs could be placed in town as he had someone contact him to appeal some parking tickets.

City Manager, Gary Boden, briefed on behalf of Park, Rec & Wellness Director Jeremy Strub that the wellness center cost estimates are close to submittal. He asked Ardie Kuhse to speak on an upcoming meeting with Economic

Development personnel from Des Moines. Ardie mentioned that on January 5<sup>th</sup> from 1:30-2:30 PM there will be a meeting at the Fiesta Vallarta with the owners and Jim Thompson and Jim Engle from Des Moines to discuss the finalization of the Catalyst grant and submittal and then they will move over to the Tierney building. From 2:30-3:15 PM they will meet back at Fiesta Vallarta to discuss Waukon and get feedback regarding what the council would like for the city in the future. From 3:15 – 4:15 PM they will be taking a walk with Thompson and Engle to go through downtown. After that Thompson and Engle will go off on their own to check out downtown and everyone will meet back at the Farm Bureau Building at 7 PM to discuss their thoughts. Gary mentioned he would be going to the fire department to discuss options of funding for a new ambulance.

City Mayor, Pat Stone, briefed that he stopped at the police station before Christmas to take a look at progress.

Moved by: Lydon  
To approve the three Urban Revitalization Program – Applications for Property Tax Exemption. WS Investments - 19 2<sup>nd</sup> Ave. NW, WS Investments – 106 1<sup>st</sup> Ave. NW and Stanley & Mary Straate – 118 12<sup>th</sup> St. NW  
Yes: 4                                  Absent: 1                                  No: 0  
The Mayor declared the motion carried.

The Mayor asked if Lydon and Ellingson would serve on the Housing Development Committee with both saying they would.

Moved by: Lydon  
To approve the appointments made by the mayor as such: Mayor Pro-Tem (Gayle Decker), Fire Committee (Hatlan/Lydon), Water/Sewer Committee (Lydon/Hatlan), Street Committee (Rausch/Ellingson), Ordinance Committee (Ellingson/Decker), Finance Committee (Decker/Rausch), Housing Development Committee (Lydon/Ellingson)  
Yes: 4                                  Absent: 1                                  No: 0  
The Mayor declared the motion carried.

There was discussion regarding if the City wants to take requests for proposals to appoint an Engineer for the City. The council requested Fehr Graham to provide a proposal for Gary to bring back to the council.  
No action taken.

Gary discussed how the budget is going and areas where funds are set aside for certain projects.  
No action taken.

It was discussed that direction will be needed on establishing the FY 22 Property Tax Rate. Gary briefed on the two options for the proposed property tax rate and mentioned that there has been a very small increase in the tax base. The council decided to use the rate that does not include the reduction. A public hearing will be held and adoption occurring at the February 1<sup>st</sup> council meeting.  
No action taken.

There was discussion on the current leave and vacation schedule and a possibility of a new schedule. The intent is to have a standard of policies for all employees. It was discussed on aligning the schedules based on the State or County Holiday days. The council was okay with the suggested schedule and requested Gary to discuss with employees for their consideration.  
No action taken.

Matt Pladsen gave updates on the progress with the construction and planning that is being done at Aveka.  
No action taken.

Dan Macdonald discussed how negotiations had occurred three years ago and questioned why the city is wanting to change the current contract language. He mentioned there is concern from the employees with having that language taken away. Mark Benda and Pat Egan discussed their concerns with the council.  
No action taken.

Moved by: Lydon  
To enter into closed session per Iowa Code Section 20.17 (3) to have strategy meeting regarding employee union contract negotiations.  
Yes: Decker, Ellingson, Hatlan, Lydon  
Absent: Rausch                                  No: 0  
The Mayor declared the motion carried.

Moved by: Ellingson  
To exit closed session.  
Yes: Decker, Ellingson, Hatlan, Lydon  
Absent: Rausch                                  No: 0  
The Mayor declared the motion carried.

Moved by: Hatlan  
To adjourn.  
Yes: 4                                  Absent: 1                                  No: 0  
The Mayor declared the motion carried.

Sarah Snitker  
City Clerk