

The Waukon City Council met in regular session on Oct 15, 2018 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: Arvid Hatlan, John Ellingson, Gayle Decker, Ben Rausch, and John Lydon (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; James and Kelly Deeney; and citizens.

The Mayor called the meeting to order. The Mayor requested that under regular business the following three items be added to the agenda: number 3a, approval of partial pay estimate number one for 2018 1<sup>st</sup> Avenue NW Resurfacing; number 3b, Deeney de-annexation; and number 9a, Green Valley Bridge Repair Project.

Moved by: Rausch

Seconded by: Hatlan

To approve the consent agenda.

Agenda

Minutes of Oct 1, 2018 special session.

Minutes of Oct 1, 2018 regular session.

Approval of Class C Liquor License (LC) (Commercial) with Outdoor Service and Sunday Sales for Good Fellas Inc. d/b/a Good Fellas, 29 West Main Street.

City Clerk/Treasurer's Reports for September 2018.

Payment of Claims

AECOM Technical Services, Inc.	services	11,778.12
AFLAC	insurance	94.68
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	81.25
Allamakee County Economic Development	2 <sup>nd</sup> Qtr. Contribution	3,098.50
Allamakee County Recorder	services	12.00
AT & T	services	300.23
Automatic Systems Co.	services	805.50
Black Hills Energy	services	35.59
Blake Excavating	services	1,415.00
Bruening Rock Products Inc.	materials	268.47
Builders First Source	supplies	38.39
Carquest Auto Parts	supplies	556.92
Carquest Auto Parts	parts-Ambulance	37.77
Casey's General Stores, Inc.	fuel	585.10
Century Link	services	662.51
Cunningham Hardware & Rental	supplies	201.87
Decorah Auto Center	service-Ambulance	205.26
EMC Insurance Companies	workers compensation	675.40
Employee Data Forms of MO LLC	supplies	28.25
Fehr Graham Engineering & Environmental	services-Green Valley Road Bridge	479.50
Fehr Graham Engineering & Environmental	services-2018 1 <sup>st</sup> Ave NW Resurfacing	3,974.50
Fehr Graham Engineering & Environmental	services-Inflow & Infiltration Study	2,370.00
Fehr Graham Engineering & Environmental	services-Wastewater Treatment Plant	78,263.00
Galls, LLC	supplies	267.96
Group Services, Inc.	adm. fees	295.10
Group Services, Inc.	self-fund request	24.06
Hausladen's Auto Supply	parts	22.49
Innovative Ag Services	real estate tax rebate	20,679.60
Innovative Ag Services	real estate tax rebate	8,323.20
Intoximeters, Inc.	supplies	146.25
Iowa One Call	services	45.90
James Garrett Law Office	legal fees-Sept 2018	2,000.33
Jim's Full Service	fuel	1,522.54
Jim's Full Service	fuel-Ambulance	486.80
Ken Kerr Electric	services	100.00
Keystone Laboratories, Inc.	samples	64.00
Kwik Trip Inc.	fuel	719.31
Leiran Auto Repair LLC	repairs-Ambulance	585.23
Mark Benda	reimbursement	64.91
McMillan Muffler	repairs-Ambulance	324.73
Metering & Technology Solutions	parts	714.36
Mulgrew Oil & Propane	fuel	607.89
Mulgrew Oil & Propane	fuel-Ambulance	748.03
News Publishing Co., Inc.	services-Sept 2018	518.21

Northeast Iowa Telephone Company	services	59.95
Pro-Vision Video Systems	camera	291.84
Quillin's Food Ranch	supplies/fuel/UPS charges	288.77
Reel-Core Inc.	franchise fee rebate	8,793.21
Reiser Implement Inc.	supplies	113.59
Richard Schulte	sharpen chainsaws	36.00
Ricoh USA, Inc.	copies	27.50
Shopko	supplies	74.78
Storey Kenworthy/Matt Parrott	supplies	79.10
Tri-State Business Machines	supplies	69.95
Tyler Thesing	reimbursement	61.72
US Cellular	services	462.50
Village Farm & Home	supplies	268.38
Paul Wagner	reimbursement-supplies	30.74
Waukon Economic Development Corporation	sign reimbursement	54.59
Waukon Economic Development Corporation	2 <sup>nd</sup> Qtr. Contribution	9,500.00
Waukon Tire Center Inc.	oil change-Ambulance	79.95
Winke Law Office, PLC	legal fees	994.40
City of Waukon	petty cash	81.70
Country Inn & Suites-Ankeny, IA	lodging for school	235.20
EFTPS	withholding	4,011.80
EFTPS	withholding	7,920.38
Farmers & Merchants Savings Bank	princ/int.-Gundersen	4,550.00
Greg/Trisha Criswell	deposit refund	150.00
Iowa Department of Natural Resources	construction permit-WWTP	100.00
Iowa State University	registration	70.00
IPERs	withholding	11,824.24
IPERS	withholding	4,040.99
Regular Payroll	Sept 23, 2018 – Oct 6, 2018	38,672.66
Town & Country Sanitation	services	17,945.75
Treasurer – State of Iowa	state withholding	4,665.00
Waukon Postmaster	postage	160.30
Waukon State Bank	princ/int.-Gundersen	4,550.00

**Fund Totals:**

General:	67,348.01	Library:	4,305.62	Street Improv:	16,232.12
RUT:	12,991.43	Wellness Center:	6,514.31	Debt Service:	5,666.67
Water:	12,945.79	Spec.Rev.Empl:	7,247.72	Gundersen Debt:	9,100.00
Sewer:	11,649.69	Franchise Fund:	8,793.21	Sewer Plant Imp:	78,363.00
		TIF Fund:	29,002.80		

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

Under Public Comments: There were no public comments.

**Under Departmental Reports:**

Street Superintendent, Keith Burrett, briefed that the City had received a letter from St. Patrick Parish requesting repair of curb; and there was a collapsed storm sewer in the Northeast section of town the City will be looking at.

Water & Sewer Superintendent, Jim Cooper, mentioned a collapsed sanitary sewer in the Northeast section of town; got the go ahead from the council to purchase two soft starts with a savings of \$1528 to purchase at the same time.

Park, Recreation & Wellness Director, Jeremy Strub, briefed that Fall sports are ending this week, the campground and concession stand will be winterized at the end of the week; will wait to winterize park bathrooms depending on the weather; the tennis court project should be ready to bid out in January/February, and build in the Spring. It is about 80-85 % funded at this time.

Lydon arrived during departmental reports.

City Manager, Dean Hilgerson, briefed that he has a busy week of meetings. He discussed items to consider for FYE 2020 budget including purchasing a color printer/copier for the City Hall and anticipating SRF loan interest payments to begin December of 2019. We can anticipate bids to go out in December of 2018 for the Waste Water Treatment Project; and bids to go out in January of 2019 for the DOT street/sidewalk project. He said a decision has to be made regarding the trees that will be removed during the 2019 DOT street/sidewalk improvements project. He also confirmed with Jim Cooper regarding the status of Well #5.

Moved by: Lydon    Seconded by: Hatlan  
To agree to the resolution to transfer \$19,000 from the General Fund (property taxes) to the Library Fund for library expenses.  
Yes: Rausch, Decker, Lydon, Ellingson, Hatlan    No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3369 to the resolution.

Moved by: Rausch    Seconded by: Lydon  
To agree to the resolution to transfer \$14,540.26 from the General Fund (proceeds from storm water utility fees) to the Storm Sewer Improvement Fund for project improvements.  
Yes: Decker, Lydon, Ellingson, Hatlan, Rausch    No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3370 to the resolution.

Moved by: Decker    Seconded by: Lydon  
To agree to the resolution to transfer \$40,000 from the Sports Field Tax Increment Sub Fund to the Southeast Tax Increment Fund for advancement repayment, in accordance with Resolution No. 3214, 3237; (NW Sports Fields concession stand expenses); and to transfer \$11,000 from the Police Facility-C Mart Property Tax Increment Sub Fund to the Southeast Tax Increment Fund for advancement repayment, in accordance with Resolution No. 3264; (Police Facility-C Mart property expense).  
Yes: Lydon, Ellingson, Hatlan, Rausch, Decker    No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3371 to the resolution.

Moved by: Hatlan    Seconded by: Lydon  
To approve partial pay estimate #1 for 2018 1<sup>st</sup> Avenue NW Resurfacing project in the amount of \$40,195.96.  
Yes: 5    No: 0  
The Mayor declared the motion carried.

Moved by: Ellingson    Seconded by: Lydon  
To table discussion to de-annex 1153 Prairie Avenue NW property upon owner's request, in order to get recommendation from Planning & Zoning Commission.  
Yes: 5    No: 0  
The Mayor declared the motion carried.

Moved by: Rausch    Seconded by: Lydon  
To use the deposit of \$150 for the outstanding utility account #2-864000-04 with the remaining portion of \$186.03 paid by the landlord and to close the account.  
Yes: 5    No: 0  
The Mayor declared the motion carried.

Moved by: Rausch    Seconded by: Lydon  
To table discussion on allowing clerk to apply renters deposits to delinquent utility accounts.  
Yes: 5    No: 0  
The Mayor declared the motion carried.

City Attorney, Jim Garrett, briefed the council on collecting deposits. There was lengthy discussion regarding who to apply deposits to, the amount that should be collected and timeline for return of deposits. The Council discussed a program to replace or repair curb stops that are not functioning. An option to look at is new meters that can be turned down. Separate water/sewer connections will be enforced whenever the situation is discovered unless special provisions allow otherwise. A more formal policy will be presented at the next council meeting.  
No Action Taken.

The Council discussed dates to hold a special session for a budget workshop. January 14, 2019 was set as a special session meeting at 6:00 PM to discuss the budget with Travis Squires, Piper Jaffray, financial advisor, in attendance.  
No Action Taken.

There was lengthy discussion regarding new circuitry and street lights.  
Moved by: Hatlan    Seconded by: Rausch  
To replace sidewalk at East Main (3 sites), bore circuitry at 1<sup>st</sup> Street (1 site) and bore circuitry at West Street (2 sites). It was approved to use VGC decorative arms.  
Yes: 4    No: 1 (Decker)  
The Mayor declared the motion carried.

Ellingson left and returned to the meeting during the above discussion.

Moved by: Rausch

To hire Fehr Graham to engineer the 4<sup>th</sup> Street SE and 7<sup>th</sup> Avenue SE sidewalk area.

Motion died for lack of a second.

Moved by: Rausch

Seconded by: Lydon

To have Fehr Graham put together a proposal for engineering a sidewalk project on 4<sup>th</sup> Street SE, 7<sup>th</sup> Avenue SE.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was some discussion regarding the Green Valley Bridge Repair project. Lyle TeKippe, Fehr Graham, briefed the Council that they are working with the precast contractor, guard rail subcontractor and general contractor to modify the design of the guard rails. They are hoping to have it open as soon as possible.

No Action Taken.

There was lengthy discussion regarding special assessments. The City Attorney recommended referring the issue to the Planning & Zoning Commission. Topics discussed included street projects determined to be maintenance versus replacement, other options to generate revenue for streets, and who benefits more from the project- public or private.

No Action Taken.

Mayor, Pat Stone, will contact three interested individuals to serve on the Planning & Zoning Commission.

No Action Taken.

Moved by: Decker

Seconded by: Hatlan

To not allow chickens in town.

Yes: 3

No: 2 (Rausch, Ellingson)

The Mayor declared the motion carried.

Under Other Matters: Items mentioned included broadband internet, police station and police staff.

Moved by: Lydon

Seconded by: Hatlan

To adjourn.

Yes: 5

No: 0

The Mayor declared the motion carried.

Lana D. Snitker  
City Clerk