COUNCIL ROOM----------December 2, 2019

The Waukon City Council met in regular session on December 2, 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, Gayle Decker, Arvid Hatlan, John Lydon, and Ben Rausch (arriving late). Council members absent: None. 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 Superintendent Jim Cooper; City Attorney Jim Garrett; WEDC- Ardie Kuhse; Fehr Graham- Lyle TeKippe; and The Standard- Joe Moses.

The Mayor called the meeting to order.
Moved by: Lydon Seconded by: Ellingson
To approve the consent agenda.

Agenda

Resolution- Agreeing to transfer $9,963.87 from the Wellness Center Operating Fund to the General Fund for the Wellness Center employee share- reimbursement for the November, 2019 payroll salaries. The Clerk assigned number 3522 to the resolution.
Resolution- Agreeing to transfer $24,169.17 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 3523 to the resolution.
Resolution- Agreeing to transfer $3,044.09 from the TIF Fund to the Debt Service Fund for the City's equalization interest payment due December 1, 2019 to the County (per agreement) for the fire station. The Clerk assigned number 3524 to the resolution.

Minutes of November 18, 2019 regular session.

Payment of Claims

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|---|---|---|
| Allamakee County Sheriff | answering services | 4,500.00 |
| Benjegerdes Machine, Inc. | parts/labor | 143.43 |
| Black Hills Energy | services | 1,623.70 |
| Gary Boden | mileage reimbursement | 203.00 |
| Bruening Rock Products Inc. | materials | 11,973.51 |
| Robert Campbell | consultation fees | 285.00 |
| Carquest Auto Parts | supplies | 1,023.23 |
| Compass Minerals America Inc. | supplies | 8,900.28 |
| Cunningham Hardware & Rental, LLC | supplies | 429.03 |
| First Supply LLC | freight | 33.08 |
| Galls, LLC | supplies | 131.95 |
| Group Services, Inc. | adm. fees | 306.45 |
| Group Services, Inc. | self-fund request | 37.44 |
| Hach Company | supplies | 345.23 |
| Lucas Inglett | reimbursement | 484.16 |
| Iowa One Call | services | 32.40 |
| Iowa Rural Water Association | 2020 membership dues | 325.00 |
| Kerndt Trenching Service | services | 257.50 |
| Kurth Plumbing & Heating LLC | services | 148.32 |
| Martin Gardner Architecture | police station renovation | 4,305.63 |
| Midwest Patch/Hi-Viz Safety | supplies | 480.00 |
| Mulgrew Oil & Propane | fuel-Ambulance | 670.33 |
| Northeast Auto Body | remove decals | 200.00 |
| Northeast Iowa Telephone Company | internet services | 59.95 |
| Simmering-Cory/Iowa Codification | services | 511.00 |
| Sycamore Floral | 2 arrangements | 130.00 |
| Lana Snitker | mileage reimbursement | 163.76 |
| TASC-Client Invoices | adm. fees | 97.50 |
| Team Laboratory Chemical Corp. | supplies | 139.50 |
| TestAmerica Laboratories, Inc. | samples | 1,000.00 |
| UMB Bank, N.A. | final adm. fees | 250.00 |
| Union Security Insurance Company | insurance | 234.00 |
| Upper Explorerland RPC | fees | 25.00 |
| USABlueBook | supplies | 175.91 |
| Waukon Chamber of Commerce | 2020 membership | 160.00 |
| Waukon Economic Development Corp | sign reimbursement | 40.18 |
| Waukon Tire Center Inc. | services | 236.00 |
| Wright Way Computers | security cameras | 510.43 |
| Lana Snitker | reimbursement | 270.27 |
| Allamakee County Auditor | equalization-int. payment | 3,044.09 |
| Skyline Construction, Inc. | pay est. #2-Tennis Court Project | 48,245.58 |
| Wapasha Construction Co. | pay est. #6-WWTP Project | 269,802.86 |
| Waukon Postmaster | postage | 188.44 |
| Town & Country Sanitation | services | 17,683.00 |
| Regular Payroll | Nov 3, 2019-Nov 16, 2019 | 41,707.41 |
| Treasurer – State of Iowa | water excise tax | 1,874.00 |
| Treasurer – State of Iowa | sales tax | 3,113.00 |
| EFTPS | federal withholding | 4,712.23 |
| EFTPS | soc.sec./medicare withholding | 8,923.66 |

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|---|---|---|---|
| Iowa Finance Authority | interest-SRF Loan | | 12,853.61 |

**Fund Totals**

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|---|---|---|---|---|---|
| General: | 72,604.81 | Library: | 3,798.59 | Sports Fields: | 48,245.58 |
| RUT: | 21,188.59 | Wellness Ctr: | 1,281.00 | Debt Service: | 3,044.09 |
| Water: | 10,654.91 | Spec.Rev.Empl: | 3,193.87 | Sewer Rev Bond: | 12,853.61 |
| Sewer: | 6,309.50 | T&A Ins. Fund: | 12.64 | Sewer Plant Imp: | 269,802.86 |

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

Under Public Comments: Ardie Kuhse, WEDC, commented that there was a nice crowd at the Holiday Parade held earlier this evening.

Under Departmental Reports:
Police Chief, Paul Wagner, briefed that the Assistant Police Chief, Luke Inglett, is establishing the FTO (Field Training Officer) program.
Street Superintendent, Keith Burrett, briefed that Christmas decorations are up and working.
Water & Sewer Superintendent, Jim Cooper, briefed that his department tapped a water main for a property on the Northwest section of town last week. Two seals blew up in a main pump at the plant last week and have been replaced. He had discussed a delinquent bill with an individual two weeks ago and made a plan when it would be paid. It was not paid when agreed upon and Cooper has not had success contacting the individual. If unable to contact, the water will be shut off.
Park, Recreation & Wellness Director, Jeremy Strub, briefed that the Turkey Trot took place again this year on Thanksgiving morning. The event was held inside due to poor street conditions because of the weather. Approximately 100 individuals attended.

Council member, Rausch, arrived during the City Manager's report.

City Manager, Gary Boden, received notice from the Department of Transportation that the signal lights would not be delivered until sometime late December, early January. He briefed that the City Clerk and he attended the Budget workshop offered through the Iowa League of Cities. He mentioned that he and Jim Garrett, City Attorney, had met with Maury Regan. He mentioned talking to Bobby Regan regarding the police station. He set a planning session with the Council for January 8, 2020 for 7:00 PM.

Mayor, Pat Stone, briefed that he had gotten complaints regarding slippery sidewalks near Waukon State Bank. He also commented that the individual referenced during the discussion of removal of dead or deceased trees on private property was unaware of the discussion and will take care of the trees on her property.

Council member, Ellingson, mentioned to consider changing Council meetings to Wednesdays. The item will be discussed at the first meeting in January when meeting times are set.

Moved by: Rausch Seconded by: Lydon
To approve the second reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by classifying a dead or dying tree located on private property as a nuisance, providing for the scope of abatement required, and designating the Zoning Administrator as an authorized officer to enforce nuisance abatement requirements.
Yes: Rausch, Decker, Lydon, Ellingson, Hatlan No: 0
The Mayor declared the motion carried.

Moved by: Ellingson Seconded by: Decker
To waive additional readings of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by classifying a dead or dying tree located on private property as a nuisance, providing for the scope of abatement required, and designating the Zoning Administrator as an authorized officer to enforce nuisance abatement requirements.
Yes: Decker, Lydon, Ellingson, Hatlan, Rausch No: 0
The Mayor declared the motion carried.

Moved by: Ellingson Seconded by: Rausch
To approve the final reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by classifying a dead or dying tree located on private property as a nuisance, providing for the scope of abatement required, and designating the Zoning Administrator as an authorized officer to enforce nuisance abatement requirements.
Yes: Decker, Lydon, Ellingson, Hatlan, Rausch No: 0
The Mayor declared the ordinance adopted and the Clerk assigned number 797 to the ordinance.

Moved by: Ellingson Seconded by: Hatlan
To approve the first reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by amending provisions pertaining to conflict of interest.
Yes: Lydon, Ellingson, Hatlan, Rausch, Decker No: 0
The Mayor declared the motion carried.

Moved by: Ellingson Seconded by: Rausch
To approve the first reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by amending provisions pertaining to operating budget preparation.
Yes: Rausch, Decker, Lydon, Ellingson, Hatlan No: 0
The Mayor declared the motion carried.

Moved by: Ellingson Seconded by: Rausch
To table discussion of ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by adding provisions permitting the use of plastic tubing for water service pipes. More research and information is requested by the Council.
Yes: 5 No: 0
The Mayor declared the motion carried.

Moved by: Rausch Seconded by: Hatlan
To agree to the resolution authorizing the issuance of $2,060,000 General Obligation Corporate Purpose and Refunding Bonds, Series 2020 and providing for the levy of taxes to pay the Bonds.
Yes: Lydon, Ellingson, Hatlan, Rausch, Decker No: 0
The Mayor declared the resolution approved and the Clerk assigned number 3525 to the resolution.

Discussion was held regarding staffing at the Police Department. Consideration is being made for a full time administrative assistant and will be included in the budget. Discussion included how to staff the Police officers based on the hiring of an administrative assistant and that the Police Chief and Assistant Police Chief would have more time to be in the field. The Police Chief will develop a job description for the administrative assistant.
No Action Taken.

Police Chief, Paul Wagner, reviewed how to handle past due parking fines with City Attorney, Jim Garrett. After little discussion, the City attorney was directed to draw up an ordinance addressing the issue, leaving the fine amount blank for further discussion.
No Action Taken.

Moved by: Lydon Seconded by: Rausch
To approve the adjusted quote, in order to collect program fees, from Motorola for police radios, for a total of $34,075.
Yes: 5 No: 0
The Mayor declared the motion carried.

Jim Garrett, City Attorney, addressed the topic of repairs needed on the railings at the Library. He will obtain more information from Cate St. Clair, Director of the Library, regarding the timing of complaints and what the specifications were in the original contract.
No Action Taken.

Gary Boden, City Manager, mentioned two other topics. They included: the SRF Water Resource Restoration Sponsored Projects Program (to be on the next agenda) and office furniture in his office and replacement of the folding chairs in the Council chambers.

Moved by: Rausch Seconded by: Decker
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, Decker, Lydon, Ellingson No: 0
The Mayor declared the motion carried.

Moved by: Rausch Seconded by: Lydon
To enter into open session.
Yes: Rausch, Decker, Lydon, Ellingson, Hatlan No: 0
The Mayor declared the motion carried.
No Action Taken.

Moved by: Rausch Seconded by: Hatlan
To adjourn.
Yes: 5 No: 0
The Mayor declared the motion carried.

Lana D. Snitker
City Clerk