

The Waukon City Council met in regular session via an electronic meeting on April 6, 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; The Standard- Joe Moses; and citizens.

The Mayor called the meeting to order. Item 10. k. was removed from the agenda.

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

Agenda

Minutes of March 15, 2020 special session.  
Minutes of March 16, 2020 regular session.

Approval of Class C Liquor License (LC) Commercial with Outdoor Service and Sunday Sales for Waukon Golf & Country Club, Inc. dba Waukon Golf & Country Club, 308 1st Street SE.  
Approval of Class B Native Wine Permit (WBN) for Hartig Drug Company dba Hartig Drug Store 12, 21 West Main Street.

Resolution- Agreeing to transfer \$10,270.55 from the Wellness Center Operating Fund to the General Fund for the Wellness Center employee share-reimbursement for the March, 2020 payroll salaries. The Clerk assigned number 3561 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 payments on the Sewer Revenue Bond, Series 2019. The Clerk assigned number 3562 to the resolution.

Resolution- Agreeing to transfer \$441,610.72 from the Franchise Fund to the General Fund; and to close out the Franchise Fund. The Clerk assigned number 3563 to the resolution.

Payment of Claims

Allamakee County Econ. Dev.	4th Qtr. Contribution	3,098.50
Alliant Energy	Services	18,090.76
Alliant Energy	Services	30.03
Black Hills Energy	Services	1,780.63
Bodensteiner Implement	Parts/Services	950.58
Carquest Auto Parts	Parts/Supplies	190.19
City Laundering	Services	729.17
Clark Tire Pros	Parts/Labor	247.62
Culligan Water Cond.	Services	288.44
Cunningham Hardware	Parts- Ambulance	63.97
Cunningham Hardware	Parts	193.47
Environmental Resource Assoc.	Supplies	286.30
Group Services, Inc.	Self fund request-April	1,191.06
Hacker Nelson & Co.	Services	14,725.00
Hill's Plumbing & Htg.	Parts/Labor	472.92
Intoximeters	Supplies	125.00
Iowa Assoc. of Municipal Utilities	NISA Training	1,218.75
Jim's Full Service	Fuel	2,790.90
Ken Kerr Electric	Services	75.00
McMillan Muffler	Parts/Labor	124.91
Mediacom Business	Services	176.90
Microsoft	Services/License	85.24
NEIA Telephone	Services	59.95
News Publishing	Services	667.42
Quillin's Food Ranch	Supplies	415.70
Reel Core	Franchise rebate	5,298.41
Robert Campbell	Service	250.00
RW Pladsen, Inc.	Parts/Services	127.09
Secretaty of State, Iowa	Notary Fee	30.00
Lana Snitker	Reimbursement	26.94
Storey Kenworthy/Matt Parrott	Supplies	1,401.57
Sunlife Financial	Insurance	198.00
Test America Laboratories	Testing	1,000.00
USA Bluebook	Supplies	550.90
Voltmer, Inc.	Street Light Repair	5,493.72
Waukon Area Fire Protection District	28E Agreement	21,250.00
Waukon Econ. Dev. Corp.	4th Q Contribution	9,990.30
Wright Way Computers	Services	584.69

Ziegler's	Supplies	350.10
Regular Payroll	March 8 - 21st, 2020	35,561.61
EFTPS	Federal w/h	4,530.86
EFTPS	SS & FICA w/h	8,645.24
EFTPS	Federal w/h	3,905.11
EFTPS	SS & FICA w/h	8,582.24
Iowa Dept of Natural Resources	Permit	100.00
Town & Country Sanitation	Services	17,855.25
Wapasha Construction Co.	Pay Est #10-Sewer Plant	368,195.51
Waukon Postmaster	Stamps	55.00
Waukon Postmaster	Postage	158.55
Wellmark BCBS	Health Insurance	19,193.15
Vantage Point	ICMA	562.08
Zach Thornton	Compliance Check	150.00
Wellness Claims:		
Black Hills Energy	Services	2,377.68
Cardmember Services	Supplies	655.01
Cunningham Hardware	Supplies	70.74
Dell Marketing L.P.	computers	3,200.01
Fastenal	Janitorial	168.87
Geisler Brothers Co.	Repairs	4,218.00
JaDecc's	Paper	5.00
Waukon Park & Rec	Program Fees	1,465.00
Weber Paper	Supplies	47.28
Winona Control	Repairs	524.50
Park, Rec, Pool Claims:		
Alliant Energy	Services	143.73
Black Hills Energy	Services	31.54
Cardmember Services	Supplies	141.89
Cunningham Hardware	Supplies	10.22
US Cellular	Phones	139.85
Village Farm & Home	Supplies	99.99

Fund Totals:

General:	116,320.23	Spec.Rev.EmPLY.Ben:	11,032.48
Library:	6,138.99	T&A Self Ins. Fund:	842.00
RUT:	22,674.47	Water:	22,315.57
Wellness:	12,732.09	Sewer:	15,173.24
Sewer Plant:	368,195.51		

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

No: 0

Mayor Pat Stone read the proclamation setting April, 2020 as Sexual Assault Awareness Month.

Under Public Comments: There were no public comments.

Under Departmental Reports:

Police Chief, Paul Wagner, briefed that the ILEA (Iowa Law Enforcement Academy) has shut down due to the COVID-19 pandemic. Officer Cassidy will complete the academy by online webinar's and hands on training at nearby agencies in order to graduate by April 17<sup>th</sup>.

Street Superintendent, Keith Burrett, briefed that the Department has started working four-ten hour days. They are, however, closed to the public. Work on street sweeping and maintenance is ongoing.

Water & Sewer Superintendent, Jim Cooper, briefed that a fire hydrant was hit on Friday night on the north side of Shopko. It was shut off and will be dug up at a later date. The lift station at Hidden Creek has qualified as an emergency situation with the formal bidding process bypassed to speed things up. It is down to one pump.

Park, Recreation and Wellness Director, Jeremy Strub, briefed that the Wellness Center will be closed through the end of the month due to the COVID-19 pandemic. They were also ordered to shut down outside playgrounds and therefore, will be putting signs and fencing up. They plan to coordinate youth activities with the school activities. Membership fees were waived for the month of April. There is a limited crew working at the park but the remaining Park/Recreation and Wellness staff are not working. The order also included the campground to close unless the individual is a long-term or permanent tenant who resides at the campground. There is one such individual. No other campers will be allowed as they shall be closed to temporary recreational use.

City Manager, Gary Boden, briefed that Hy-vee will start construction this week and work on the Plaza will start a week from today. The nuisance abatement issue is being pursued with initial cooperation and will be addressed tomorrow as well.

City Council member, Ellingson, commented regarding bricks falling from the Spring Avenue Pub. The Street Department will place snow fencing up. Hatlan, commented regarding the park and availability of other areas. Strub, commented that trails and outdoor open space is still open. Hatlan, also commented that there were several trucks working out at Hy-vee today.

There was little discussion on the stepped plan for full time Department of Public Works employees. Boden shared one change of an additional step for a new position titled Assistant Street Superintendent. If approved a job description will be presented for this position.

Moved by: Ellingson

Seconded by: Lydon

To agree to the resolution establishing and implementing a stepped plan for full time Department of Public Works employees.

Yes: Rausch, Decker, Lydon, Ellingson, Hatlan

No: 0

The Mayor declared the resolution approved and the Clerk assigned number 3564 to the resolution.

Kolby Martin was not present in the Council chambers.

Moved by: Ellingson

Seconded by: Decker

To table discussion on Kolby Martin- request to have service dog at residence, in order to obtain more information.

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Rausch

Seconded by: Lydon

To continue the project for installation of RRFB (Rectangular Rapid Flashing Beacons).

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Rausch

Seconded by: Hatlan

To accept the quote from Reiser Implement in the amount of \$8,500 (after trade) for a Bobcat 5600 with 74" bucket.

Yes: 5

No: 0

The Mayor declared the motion carried.

Boden, City Manager, addressed the financial implications that the COVID-19 pandemic will have on the budget for fiscal year end 2020 and 2021. He stated most of the impact will be on the Capital Improvement projects and operation costs related to the Street Department in the fiscal year end 2021.

No Action Taken.

Boden also addressed billing practices for the Water/Sewer utility process in light of the COVID-19 pandemic.

Moved by: Lydon

Seconded by: Rausch

To waive all late fees associated with water/sewer utility collection for three months (inclusive of April due dates), as well as, discontinue disconnects for that time period.

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Ellingson

Seconded by: Decker

To table discussion on direction regarding contracting of duplex subdivision design work until the first meeting in July.

Yes: 5

No: 0

The Mayor declared the motion carried.

FirstNet phone services for the City of Waukon Police Department was discussed. The Council would like to see the dollar figures for the amount of savings and cost to cancel the US Cellular contract and confirm that the same contact numbers can be utilized.

Moved by: Lydon

To proceed with entering into an agreement with FirstNet phone services.

Motion died for lack of a second.

The Mayor recused himself from the following discussion due to possible conflict of interest. Boden shared that the remnant piece of property in discussion, by state statute, should be put up for public auction. The property is located at end of 4<sup>th</sup> Avenue SW as it runs into 2<sup>nd</sup> Street SW.

Moved by: Lydon

Seconded by: Ellingson

To proceed with a competitive bid process (obtain sealed bids) of City-owned property off of Second Street SW.

Yes: 5

No: 0

Mayor Pro Tem declared the motion carried.

Moved by: Rausch

Seconded by: Lydon

To direct the City Manager to present a lease for Hawkins property in the amount of 120,000 square feet at \$1,000 per month at a future council meeting.

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Hatlan

Seconded by: Lydon

To cancel the town hall meeting until further notice.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was some discussion regarding public surveillance cameras for a high crime area. Jim Garrett, City attorney, said there were no issues as far as legality and recommended an agreement be held with whoever is supplying the electricity. Ellingson stated it would be a good idea to develop a City policy regarding cameras.

Moved by: Decker

Seconded by: Hatlan

To turn off the cameras in discussion until there is a policy in place as to how they will be operated and placed.

Yes: Hatlan, Rausch, Decker, Ellingson

No: Lydon

The Mayor declared the motion carried.

There was some discussion regarding evaluation of City Manager per employment agreement. Boden will distribute an evaluation form for the full Council to complete. Decker and Rausch will review the completed forms. Results will be presented at a future meeting.  
No Action Taken.

The Mayor added that he was fine with the Council's decision regarding the public surveillance cameras but hopes in the meantime nothing happens to where the cameras would have been useful.

Moved by: Ellingson

Seconded by: Lydon

To adjourn.

Yes: 5

No: 0

The Mayor declared the motion carried.

Lana D. Snitker  
City Clerk