

COUNCIL ROOM-----February 1, 2021

The Waukon City Council met in regular session via an electronic meeting on February 1, 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, Ben Rausch (arriving late) and Gayle Decker. Council members absent: none. Others present: City Manager Gary Boden; Police Chief Paul Wagner; Library Director Cate St. Clair; Park, Rec and Wellness Center Director Jeremy Strub, Water & Sewer Superintendent Jim Cooper; Street Superintendent Keith Burrett; Finance Director Lana Snitker; Assistant City Attorney Kevin Stinn; WEDC- Ardie Kuhse; Fehr Graham- Lyle TeKippe; The Standard- Joe Moses; and citizens.

The Mayor called the meeting to order.

Moved by: Lydon

Seconded by: Hatlan

To approve the consent agenda.

Agenda

Minutes of January 18, 2021 regular session.

Resolution – Approving the CDBG Administration Plan to the Iowa Economic Development Authority for CDBG Exterior Sustainable Program. The Clerk assigned number 3673 to the resolution.

Resolution – Establishing the Fiber Optics Capital Project Fund. The Clerk assigned number 3674 to the resolution.

Resolution – Agreeing to transfer \$25,000 from the General Fund to the Capital Project Fund – Fiber Optics for a high-speed fiber optic construction project. The Clerk assigned number 3675 to the resolution.

Resolution – Establishing the 27<sup>th</sup> Payroll Funds. The Clerk assigned number 3676 to the resolution.

Resolution – Agreeing to transfer \$14,500.00 from General Fund to 27<sup>th</sup> Payroll- General Fund for FY2021 Committed Fund Balance. \$14,800.00 from General Fund to 27<sup>th</sup> Payroll- General Fund for FY2021 Committed Fund Balance. \$1,725.00 from Library Fund to 27<sup>th</sup> Payroll- Library Fund for FY2021 Committed Fund Balance. \$1,750.00 from Library Fund to 27<sup>th</sup> Payroll- Library Fund for FY2021 Committed Fund Balance. \$2,625.00 from Employee Benefits Fund to 27<sup>th</sup> Payroll- Employee Benefits for FY2021 Committed Fund Balance. \$2,675.00 from Employee Benefits Fund to 27<sup>th</sup> Payroll- Employee Benefits for FY2021 Committed Fund Balance. \$2,625.00 from Water Fund to 27<sup>th</sup> Payroll- Water Fund for FY2021 Committed Fund Balance. \$2,675.00 from Water Fund to 27<sup>th</sup> Payroll- Water Fund for FY2021 Committed Fund Balance. \$2,630.00 from Sewer Fund to 27<sup>th</sup> Payroll- Sewer Fund for FY2021 Committed Fund Balance. \$2,700.00 from Sewer Fund to 27<sup>th</sup> Payroll- Sewer Fund for FY2021 Committed Fund Balance. The Clerk assigned number 3677 to the resolution.

Resolution – Agreeing to transfer \$256,139.35 from the Water Operating Maintenance Replacement Fund to the Water Fund; and to close out the Water Operating Maintenance Replacement Fund. The Clerk assigned number 3678 to the resolution.

Resolution – Agreeing to transfer \$55,000 from the General Fund to the Municipal Facility Fund for renovation project to Waukon Police Station. The Clerk assigned number 3679 to the resolution.

Payment of Claims

Approval of Pay Application #5 of \$90,227.60 – Waukon Police Station Renovation Project – Dave’s Complete Construction

Payment of Claims:

February 1, 2021

Alera Group	Safe-T Fund - January	286.79
Allamakee County Treasurer	Property Tax - Tierney Building	283.00
Alliant Energy	Electricity - January	16,137.92
Axon Enterprise, Inc.	Supplies	284.24
Blake Excavating	Repairs	400.00
Bodensteiner Implement	JD Utility Tractor/Mower	25,856.10
Brown Supply Company	Supplies	102.00
Bruening Rock Products	Supplies	1,203.08
CED/Culver Hahn Electric	Supplies	256.00
Century Link - Business Service	Telephone	67.73
Clark Tire Pros	Tires / Repairs - PD	1,571.18
Compass Minerals	Supplies	6,368.04
Continental Research Corporation	Supplies	249.72
Cunningham Hardware	Supplies	377.30
Electric Pump	Repairs	4,209.97
Freedom Bank	Gund-Prin/Int	4,550.00
Galls. LLC	Supplies	547.95
Hach Company	Supplies	1,676.11
Matt Hawkins Southside Rentals	Rent - February	1,000.00
Iowa Law Enforcement Academy	Evaluation- Doepcke	150.00
Lydon Electric Motors	Repairs	67.65
Martin Gardner Architecture	Designs	450.00
Mediacom Business	Telephone/Internet	113.14
Mid-States Organized Crime Center	2021 MOCIC Membership	100.00
Mulgrew Oil & Propane	Fuel	498.87
Mulgrew Oil & Propane	Fuel - Ambulance	335.87
Northeast Iowa Telephone Company	Internet	59.95
Quillin's Food Ranch	UPS/Supplies	243.16

RW Pladsen, Inc.	Repairs	54.58	
Simmering-Cory / Iowa Codification	Code & Ordinance Books	1,911.00	
Skyline Construction	Water/Sewer Line - PD	5,784.00	
Skyline Construction	(2) Lines - McMillan Duplex	5,880.00	
TestAmerica	Testing	1,683.00	
Truck Equipment	Repairs	3,496.59	
Tyler Technologies	Incode Annual	11,575.25	
Paul Wagner	Reimburse - Simplisafe	24.99	
Waukon Chamber	Reimburse - Landscaping	342.40	
Waukon State Bank	Gund-Prin/Int	4,550.00	
PAID CLAIMS			
Regular Payroll	January 10 - 23, 2021	40,915.59	
EFTPS	Federal Withholding	3,650.26	
EFTPS	SS/ Medicare Withholding	8,266.78	
Treasurer - State of Iowa	Sales Tax	4,408.00	
Treasurer - State of Iowa	WET Tax	1,503.00	
Iowa Workforce Development	Park - Unemployment	1,191.84	
Wapasha Construction	WWTP Pay App #20	161,481.10	
Town Country Sanitation	Services	17,977.00	
Waukon Postmaster	Postage	161.30	
Wellmark Blue Cross & Blue Shield	Insurance - February	24,196.82	
Wellness Claims:			
Black Hills Energy	Gas	1,649.87	
Crexendo	Telephone	182.34	
Fareway	Concessions	167.32	
Fastenal	Supplies	110.54	
Geisler Brothers Company	Repairs	1,876.40	
Iowa Division of Labor Services	Boiler Inspection	460.00	
Wellness Trust Claims:			
Johnson Fitness & Wellness	Matrix Rower	1,555.00	
Park/Rec - Pool Claims:			
Black Hills Energy	Pool -Gas	31.53	
West Side Waukon Lumber	Repairs	497.49	
General:	67,679.36	2020 Municipal:	6,234.00
Library:	3,817.31	McMillan Duplex:	5,880.00
RUT:	21,526.05	Wellness Trust:	1,555.00
Employee Ben.:	16,467.75	Wellness:	6,197.47
T & A Ins.:	286.79	Water:	20,597.79
Capital Equipment:	25,856.10	Sewer:	26,351.04
Sewer Plant:	161,481.10	Debt Gund:	<u>9,100.00</u>
		TOTAL:	\$373,029.76

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

Absent: Rausch

No: 0

Rausch arrived to the meeting.

Under Public Comments: There were no public comments

Under Department Reports:

Library Director, Cate St. Clair mentioned they have had more library cards distributed for those out of the State. Park, Rec & Wellness Director, Jeremy Strub briefed that he received quotes for the HVAC system today. Council Member John Lydon mentioned he had citizens ask about shoveling the snow in the park, sidewalks and bridges. Jeremy stated that shoveling has not ever been done in the park and right now Troy Gress takes care of shoveling at the Wellness Center and the Library and the custodian work at the Wellness Center. If he were to shovel at the park it would take time away from his time at the Wellness Center. Also, due to lack of equipment they would not be able to plow out other areas. Police Chief, Paul Wagner briefed that the department has started implicit bias and de-escalation and use of force training. They will be doing a tobacco compliance check at all necessary facilities in town. As for work on the new Police Department building, the inside doors have been installed and the electricians have put temporary lighting in the office as they are waiting on the lights to come in; that may take up to two weeks.

City Manager, Gary Boden briefed that he is organizing a meeting with the housing committee, Lyle TeKippe and Katie Nolte on the FHLB grant. The Plat info is still being worked on with Pat Stone and will be brought back to the council for approval.

City Clerk, Sarah Snitker briefed that she submitted an application to the Allamakee County Community Foundation last week on behalf of the City of Waukon and departments for a grant for funds to purchase 11 Automated External Defibrillators (AED's); three would go in the patrol vehicles, one in the police department building, two to replace the ones at the Wellness Center, one in City Hall, one in the library, one in the street department building, one in the water & sewer department building and one in a water & sewer department vehicle. The awards should be announced in spring and if funded those will be purchased and installed right away.

Council Member Ben Rausch stated some citizens had concerns with snow plows going too fast. Street Supervisor Keith Burrett noted that he would speak with the driver but in some instances, they need to pick the speed up in order for the snow to be pushed up otherwise the streets will get narrow. Police Chef, Paul Wagner wanted to remind citizens that it is illegal to deposit snow out in the street.

The Mayor announced that this was the time and place for the public hearing on Proposed Property Tax Levy FYE June 30, 2022. The City Clerk announced that no oral or written comments were received. The Mayor declared the hearing closed.

Gary Boden mentioned the tax rate has gone down a little bit since last discussed. It is now established at \$14.80.  
Moved by: Lydon                                                 Seconded by: Decker  
To approved the Proposed Property Tax Levy FYE June 30, 2022  
Yes: Decker, Ellingson, Hatlan, Lydon, Rausch                         No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3680 to the resolution.

Gary Boden discussed the ordinance currently states the City Clerk needs to be appointed yearly and asked if the council wanted to change that. Assistant City Attorney, Kevin Stinn, mentioned our ordinance currently aligns with State Code.  
Moved by: Rausch                                                 Seconded by: Ellingson  
To appoint Sarah Snitker to the role of City Clerk  
Yes: Decker, Ellingson, Hatlan Lydon, Rausch                         No: 0  
The Mayor declared the motion carried.

Finance Director, Lana Snitker, discussed the Utility, Capital Equipment/Improvements and Airport Budgets. Council members asked questions on the funds and balances.  
Moved by: Lydon                                                 Seconded by Ellingson  
The give a tentative approval of the Utility, Capital Equipment/Improvements and Airport Budgets.  
Yes: 5                                                                 No: 0  
The Mayor declared the motion carried.

Sarah Snitker discussed the Derelict Building Grant Program through the DNR and possibility of renovation work that funds might assist with for the Tierney Building.  
Moved by: Ellingson                                                 Seconded by: Lydon  
To approve moving forward with applying for the grant for the masonry work on the building.  
Yes: 5                                                                 No: 0  
The Mayor declared the motion carried.

Water & Sewer Superintendent, Jim Cooper, gave an update on the industry treatment agreement and discussed the NPDES Permit and copper limits.  
No Action Taken

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

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

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

Sarah Snitker  
City Clerk