

COUNCIL ROOM

February 17, 2020

The Waukon City Council met in regular session on February 17, 2020 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, Arvid Hatlan, Gayle Decker, Ben Rausch, and John Lydon. Council members absent: None. Others present: City Manager Gary Boden; Police Chief Paul Wagner; 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; The Standard- Joe Moses; Veterans Memorial Hospital- Mike Myers (Chief Executive Officer); and citizens.

The Mayor called the meeting to order. Item 10. f. closed session was removed from the agenda. Items 6. Was placed after item 7.

Moved by: Lydon

Seconded by: Ellingson

To approve the consent agenda.

Agenda

Minutes of February 3, 2020 regular session.

Approval of cigarette permits- Hy-Vee Dollar Fresh, 819 11<sup>th</sup> Avenue SW.

Approval of City Clerk/Treasurer Reports- January 2020.

Approval to release owner occupied housing rehabilitation program mortgages- Claude S. Jones; and Arthur and Susan Clocksin.

Approval of Pay Application #9 in the amount of \$577,149.72- Wastewater Treatment Plant Improvements Project- Wapasha Construction Co., Inc.

Approval of contribution to Northeast Iowa Community Action in the amount of \$3,897 for FYE 2021.

Payment of Claims

Allamakee Clayton Electric Coop	services	81.53
Allamakee Clayton Electric Coop	principal-Fire Station	3,000.00
Allamakee Clayton Electric Coop	principal-Fire Station	2,666.67
Allamakee County Sheriff	answering services	750.00
Mark Benda	reimbursement	133.61
Benjegerdes Machine, Inc.	parts/labor	158.71
Wellmark Blue Cross/Blue Shield	ins.-March '20	18,185.77
Brown Supply Co.	parts	360.00
Bruening Rock Products, Inc.	materials	456.35
Carquest Auto Parts	part-ambulance	30.58
Robert Campbell	consult fee	355.00
Casey's Business Mastercard	fuel	67.58
Century Link	services	447.92
Century Link	long distance	55.29
Clark Tire Pros	parts/labor	852.54
Compass Materials America, Inc.	Supplies/salt	3,751.92
Dell Marketing, L.P.	computers/upgrade	17,289.48
Group Services, Inc.	adm.fees-March '20	261.05
Fehr Graham Engineering	16 <sup>th</sup> Ave. NW Impr.	1,400.75
Galls, LLC	supplies	43.90
James Garrett Law Office	legal fees-Jan.'20	2,518.33
Hausladen's Auto Supply	supplies	163.94
Hill's Plumbing & Heating	parts/labor	485.67
Iowa Law Enforcement Academy	academy	6,650.00
Iowa Assoc. of Municipal Utilities	'20-'21 water dues	844.00
JaDecc's, Inc.	supplies	25.90
Jim's Full Service	fuel-ambulance	306.80
Jim's Full Service	fuel	2,369.85
Kathy Kleaned	services	432.00
Keystone Laboratories, Inc.	samples	78.00
Kwik Trip, Inc.	fuel	2,597.63
Lydon Electric Motors	parts/labor	1,342.05
Mulgrew Oil & Propane	fuel-ambulance	603.13
News Publishing Co., Inc.	services	1,288.64
Northeast Auto Body	labor	65.00
Olsgard Auto	skid loader/blade/edge	4,451.40
Palmer Repair, Inc.	labor	15.00
Ricoh USA, Inc.	copies	25.31
Storey Kenworthy/Matt Parrott	supplies	62.33
Sportsmen's Unlimited	supplies	24.99
US Cellular	services	699.56
Upper Iowa Insurance Services, Corp.	ins. Add on	33.00
Village Farm & Home LLC	supplies/parts	718.05
Voltner, Inc.	supplies/parts	60.00
Winke Law Office, PLC	legal fees-Jan.'20	518.00

Ziegler, Inc.	parts/labor	118.28
Amazon.com	printer	168.20
Country Inn & Suites-Ankeny	lodging	244.16
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EFTPS	federal withholding	3,889.02
EFTPS	soc.sec./medicare w/h	8,055.12
Freedom Bank	princ./int.-Gundersen debt	4,550.00
Lucas Inglett	reimbursement	39.00
IPERS	withholding	5,011.67
IPERS	withholding	14,598.36
Regular Payroll	Jan. 26 – Feb. 8, 2020	36,473.82
Treasurer, State of Iowa	state withholding	7,435.00
Vantagepoint Transfer/M & T Bank	retirement-ICMA	843.12
Paul Wagner	reimbursement	55.00
Waukon Economic Development Corp.	Tierney building	100.00
Waukon State Bank	princ./int.-Gundersen debt	4,550.00
<u>Park/Rec/Pool Claims:</u>		
AgVantage FS	fuel	315.18
Alliant Energy	service	599.76
Bodensteiner Implement Co.	supplies	146.38
Quillins Food Ranch	fuel	113.15
Century Link	service	148.44
US Cellular	service	139.85
Village Farm & Home	supplies	18.36
<u>Wellness Center Claims:</u>		
Alliant Energy	service	2,861.20
Century Link	service	317.30
Fastenal	supplies	231.08
Light Source Central LLC	repairs	23.94
News Publishing Co., Inc.	ad	88.00

Fund Totals:

General:	52,400.17	Debt Service	5,666.67
Library:	7,902.10	Capital Equip.:	17,289.48
RUT:	29,169.17	Water:	18,172.49
Spec.Rev.Empl:	15,562.30	Sewer:	7,878.13
Street:	1,400.75	Wellness Ctr:	3,521.52
Adm. Costs:	42.00	Debt Gundersen:	9,100.00

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

No: 0

Under Public Comments: Ardie Kuhse- WEDC updated on the recruiting date for the Census 2020. She commented that Oneota Film Festival- with Waukon hosting on Saturday afternoon had a big attendance for the movie showing that evening.

Under Departmental Reports:

Police Chief, Paul Wagner, briefed that eight interviews are to be conducted for the Administrative Assistant position in the Police Department.

Street Superintendent, Keith Burrett, briefed that twenty-eight applications were received for a Street Maintenance worker in the Street Department. Four interviews will be conducted this week.

Water & Sewer Superintendent, Jim Cooper, briefed that testing for toxicity occurred earlier this week. He will report the results in a couple of weeks. He commented on monies set aside that could be used for a digital meter reading system.

Park, Recreation & Wellness Director, Jeremy Strub, briefed that it's a busy time of year at the Wellness Center. Park and Recreation programs running and starting include Bidy Basketball and Soccer. An advertisement has been posted for summer employees. The hiring process will start in March.

City Manager, Gary Boden, briefed that he attended the library board meeting last week. He attended the WEDC board meeting this week. He added that WEDC has formally sold the Tierney building to the City. He attended a court hearing today for Maury Regan. Jim Garrett, City Attorney, briefed on the hearing. Interviews will be held next month for Water/Wastewater Operator. Boden commented that new jobs are not being added. The positions the City is hiring for, replace individuals that have resigned. He also briefed that the Presbyterian church may request a relief on their sewer portion of their utility billing due to the fact that vandalism to their water spicket caused a lot of water to be lost.

Mayor, Pat Stone, briefed that citizens have requested that individuals from A-OK Well Service assisting with the fire at Gus & Tony's Restaurant be recognized in some way. He asked Jim Garrett, City Attorney, to assist with this by drafting a proclamation.

John Lydon, Council member, suggested that there were numerous individuals that helped with the fire.

Moved by: Lydon

Seconded by: Decker

To agree to the resolution waiving right to review Gerald J. and Judy Sommer subdivision plat.

Yes: Rausch, Decker, Lydon, Ellingson, Hatlan

No: 0

The Mayor declared the resolution approved and the Clerk assigned number 3549 to the resolution.

Moved by: Rausch Seconded by: Lydon  
To approve the third and final reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by providing for annual increases of 2.5% each year to the municipal water utility service rates.  
Yes: Decker, Lydon, Ellingson, Hatlan, Rausch No: 0  
The Mayor declared the ordinance adopted and the Clerk assigned number 801 to the ordinance.

Jim Garrett, City Attorney, shared a memo that reviewed the lien search on Mayo property. It was discussed whether the title to the clinic building and parking lots be held in the City's name or the Veterans Memorial Hospital's name. Decker addressed concerns regarding the collection of approximately \$80,000 in property tax and how the decision to title the property would affect this. There was discussion on the amount of the property tax.  
Moved by: Ellingson Seconded by: Lydon  
To title the Mayo Clinic property in the Hospital's name.  
Yes: 4 No: 1 (Decker)  
The Mayor declared the motion carried.

There was a short discussion on the lift station at Hidden Creek Estates. Cooper reviewed the cost of a new lift station (\$180,000) and what is available in the budget.  
Moved by: Lydon Seconded by: Rausch  
To set up a Capital Projects Fund for this purpose and move forward with the project.  
Yes: 5 No: 0  
The Mayor declared the motion carried.

City Clerk, Lana Snitker, briefed on the pros and cons of utilizing the services of the Tri-State Adjustments.  
Moved by: Ellingson Seconded by: Rausch  
To table discussion of this item.  
Yes: 5 No: 0  
The Mayor declared the motion carried.

Boden presented Richelle Halverson's resume and recommended hiring her for the Accounting Clerk position at city hall. She agreed on accepting the job upon Council approval at the starting rate advertised (\$17.721 effective July 1, 2020) and depending on our timing would start February 24<sup>th</sup> or March 2<sup>nd</sup>.  
Moved by: Ellingson Seconded by: Lydon  
To hire Richelle Halverson for the Accounting Clerk position at city hall with a starting rate of \$17.29 per hour and a start date of February 24<sup>th</sup> or March 2<sup>nd</sup>.  
Yes: 5 No: 0  
The Mayor declared the motion carried.

Boden reviewed the General Fund budget including discussion of the allocation of salaries and transfers from the Wellness Center, Emergency Fund and Franchise Fee Fund. He shared a short memo that showed a General Fund Surplus for FYE2021 of \$54,097. He recommended based on the established resolution to make franchise fee an account line item in General Fund rather than a separate Franchise Fee Fund.  
Moved by: Lydon Seconded by: Ellingson  
To tentatively approve the General Fund/Library Fund Budget for FYE2021.  
Yes: 4 No: 0  
The Mayor declared the motion carried.

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

Lana D. Snitker  
City Clerk

