

COUNCIL ROOM-----June 18, 2018

The Waukon City Council met in regular session on June 18, 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: Ben Rausch, Arvid Hatlan, John Ellingson, Gayle Decker and John Lydon. Council members absent: None. Others present: City Manager Dean Hilgerson; Attorney Jim Garrett; Police Chief Phil Young; Water/Sewer Superintendent Robert Campbell; Park, Rec & Wellness Director Jeremy Strub; Street Superintendent Keith Burrett; City Attorney James Garrett; Ardie Kuhse – WEDC; Lyle TeKippe- Fehr Graham; Lucas Elsbernd – Fehr Graham, Lora Friest - Northeast Iowa RC&D; Joe Moses – The Standard; and Citizens.

The Mayor called the meeting to order and announced the addition of the minutes from the June 13, 2018 special session to the consent agenda.

Moved by: Rausch

Seconded by: Lydon

To approve the consent agenda.

Agenda

Minutes of June 4, 2018 regular session; June 13, 2018 Special Session.

Approval of Cigarette Permits for Fareway Stores #62, 777 11<sup>th</sup> Ave SW; Kwik Trip d/b/a Kwik Star #823, 101 Rossville Rd; Casey's General Store, 516 Rossville Rd; Double "D" Liquor Store, 618 Rossville Rd; Quillin's Food Ranch, 9 – 9<sup>th</sup> St SW; Dollar General Store #7229; Huba Huba, 9 – 9<sup>th</sup> St SW.

City Clerk/Treasurer's Reports for May 2018.

Payment of Claims.

AECOM Technical Services, Inc.	services	3,823.27
AFLAC	insurance	123.96
Airgas USA, LLC	maintenance fee	33.40
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	81.34
Allamakee Community School District	stop sign	3,847.50
AT & T	services	234.93
Brown Supply Co.	parts	630.40
Bruening Rock Products Inc.	materials	310.51
Builders First Source	supplies	181.24
Casey's General Stores, Inc.	fuel	531.37
Century Link	services	708.90
City Laundering Co.	services	703.59
Croell Inc.	materials	126.00
Cunningham Hardware & Rental LLC	supplies	359.70
Decorah Newspapers	services	197.25
Fehr Graham Engineering & Environmental	services	5,488.50
Fehr Graham Engineering & Environmental	services	596.10
Fehr Graham Engineering & Environmental	services	37,463.00
Fehr Graham Engineering & Environmental	services	3,160.00
Gary's Tractor & Implement, Inc.	supplies	2.00
Group Services, Inc.	self-fund request	283.38
Iowa Department of Transportation	asphalt emulsion	1,187.50
Iowa One Call	services	63.00
JaDecc's Inc.	services/supplies	724.95
James Garrett Law Office	legal fees	2,168.33
Jim's Full Service	fuel-Ambulance	305.30
Kwik Trip Inc.	fuel	1,191.00
Mulgrew Oil & Propane	fuel	496.50
Mulgrew Oil & Propane	fuel-Ambulance	613.89
News Publishing Co., Inc.	services	1,366.70
On-Site Information Destruction	services	45.00
Palmer Repair Inc.	services	50.00
Quillin's Food Ranch	UPS charges/supplies	167.46
Ricoh USA, Inc.	copies	25.63
River City Paving	materials	208.80
Shopko	supplies	7.99
Skyline Construction, Inc.	silt fencing	9.90
State Hygienic Laboratory	samples	39.00
Stone Construction	labor on storm sewer	1,078.32
Storey Kenworthy/Matt Parrott	supplies	1,435.66
T & W Grinding	services	2,125.00
Union Security Insurance Company	insurance	1,115.69
US Cellular	services	449.13
USABlueBook	parts	294.48
Village Farm & Home	supplies	278.93
Waukon Tire Center Inc.	oil change-Ambulance	89.00
EFTPS	withholding	4,269.49
EFTPS	withholding	8,948.82
Farmers & Merchants Savings Bank	princ/int.-Gundersen	4,550.00
IPERS	withholding	3,702.72
IPERS	withholding	10,621.09
Regular Payroll	May 20 - June 2, 2018	42,897.32

Teamsters Local 238	union dues	146.24
Treasurer – State of Iowa	withholding	4,125.00
Treasurer – State of Iowa	sales tax	7,608.00
Waukon State Bank	princ/int.-Gundersen	4,550.00

**Fund Totals:**

General:	44,981.28	Library:	4,090.03	Street Improv:	4,419.37
RUT:	15,943.05	Wellness Ctr:	7,748.84	TIF Fund:	5,666.67
Water:	13,845.42	Spec.Rev.Empl:	8,769.37	Gundersen Debt:	9,100.00
Sewer:	12,876.42	T&A Ins Fund:	38.58	Sewer Plant:	37,463.00
				Storm Sewer Imp:	6,566.82

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

The Mayor announced that this was the time and place for the Public Hearing on Application for Community Development Block Grant for Waste Water Treatment Facility. Lora Friest - Northeast Iowa RC&D read the following statement.

The City's proposed application for Wastewater Improvements, through the Community Development Block Grant (CDBG) Program, require that the following topics be identified for consideration:

A) As related to how the need for proposed activity was identified, the need for a new wastewater treatment facility is based on an Administrative Order for Compliance on Consent from the Environmental Protection Agency to address issues related to wastewater treatment compliance and violations of the city's NPDES Permit.

B) As related to how the proposed activities will be funded and the source of funds, the wastewater project has a proposed cost estimated to total \$9,035,000. Financial assistance in the form of a grant is being requested from the CDBG Program, to be combined with financing to be received from the IDNR/State Revolving Loan Fund.

C) As related to the date the application will be submitted, the CDBG Program Water and Sewer Fund application will be submitted to the Iowa Economic Development Authority for receipt on or before July 1, 2018.

D) As related to the requested amount of federal funds, the amount of \$600,000 is respectively being requested from the CDBG Water and Sewer Fund.

E) As related to the estimated portion of the federal funds benefitting low and moderate income persons, the local income survey estimates that 56.91% of persons benefiting from the project will have low- to moderate-income.

F) As related to where proposed activities will be conducted, the address of the proposed wastewater project is at 740 Rossville Rd., Waukon, Iowa.

G) As related to plans to minimize the displacement of persons or businesses as a result of funded activities, there will be no displacement because there will be no property acquisition as a result of the project.

H) As related to plans to assist persons actually displaced, because there will be no property acquisition, there will be no displacement of persons or businesses as a result of funded activities.

I) As related to the nature of the proposed activities, the wastewater treatment project proposes to construct a new wastewater treatment plant to address treatment and compliance needs.

The Clerk announced that no other oral or written comments had been received. The Mayor closed the Public Hearing.

Under Public Comments: Ardie Kuhse – WEDC notified the Council the Senator Grassley would be at WW Homestead Dairies on July 3<sup>rd</sup> from 1 to 2 p.m.

Under Departmental Reports: Water/Sewer Superintendent Robert Campbell briefed that the painting of the south water tower was completed. Park, Rec & Wellness Director Jeremy Strub briefed that the heat exchangers for the Wellness Center had been installed, but hadn't received estimates on the work for the control panels. The Complex at the Fair Grounds had a sewer issue that was repaired as a fence post was driven through the sewer line.

City Manager Dean Hilgerson briefed that he was seeking request for proposals for a new Police facility. The personnel committee was still interviewing for the Water/Sewer Supervisor and City Clerk positions. Still waiting on the IDOT & AECOM for the agreement on the 2019 DOT project. The Council will need to approve a Plaza design but the WEDC sign will need to be relocated. The DOT will not allow a cross walk in the area of Kwik Star and Jim's Full Service Station.

Moved by: Lydon Seconded by: Rausch  
To table the Aveka agreement until July 2<sup>nd</sup>.  
Yes: 5 No: 0  
The Mayor declared the motion carried.

Moved by Rausch Seconded by: Lydon  
To agree to the resolution setting the date of July 16, 2018 for proposing annexation of territory to the City of Waukon, Iowa. Lot 2 in Lot 12 in Lot 1 in the Southwest Quarter of the Northeast Quarter of Section 30.  
Yes: Decker, Lydon, Ellingson, Hatlan, Rausch No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3322 to the resolution.

Moved by: Ellingson

Seconded by: Hatlan

To approve a transient merchant permit for Bellino Enterprises, LTD – permission to sell fireworks at 777 11<sup>th</sup> Ave SW (Fareway property). From June 20, 2018 to July 5, 2018.

Yes: 5

No: 0

The Mayor declared the motion carried.

The Council reviewed a list of water valve and manhole projects that will need to be completed prior to the 2019 DOT resurfacing project and want to get additional quotes.

No Action Taken.

The Council discussed a quote for water and sewer line repairs.

No Action Taken.

Moved by: Rausch

Seconded by: Lydon

To approve a professional services agreement with Fehr Graham Engineering for engineering work on the 1<sup>st</sup> Ave NW street project with an amount of \$29,500.00.

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Rausch

Seconded by: Lydon

To proceed with the 1<sup>st</sup> Ave NW resurfacing project with an estimated cost of \$250,000.00

Yes: 5

No: 0

The Mayor declared the motion carried.

The Council wanted Lyle TeKippe- Fehr Graham to explain how change order #3 with an increase of \$1,330.00 when the project was already accepted by resolution on May 21, 2018. Lyle TeKippe explained it was a matter of calculation disagreement between the engineer and contractor due to the irregular shape of the asphalt paving. The City Clerk explained that resolution 3317 would need to be repealed and replaced with a new resolution of acceptance.

Moved by: Ellingson

Seconded by: Rausch

To table change order #3 until the July 2<sup>nd</sup> meeting.

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Ellingson

Seconded by: Rausch

To table partial pay estimate # 4 until the July 2<sup>nd</sup> meeting.

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Lydon

Seconded by: Rausch

To approve the first reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, by modifying procedures for the abatement of vegetation nuisances.

Yes: Hatlan, Rausch, Decker, Lydon, Ellingson No: 0

The Mayor declared the motion carried.

Moved by: Lydon

Seconded by: Rausch

To approve the first reading of the ordinance amending the Code of Ordinances of the City of Waukon, Iowa, 1998, to establish a no parking zone on a portion of 8<sup>th</sup> Street NW.

Yes: Rausch, Decker, Lydon, Ellingson, Hatlan No: 0

The Mayor declared the motion carried.

The Council discussed the Mayor's Facebook page and that it should have a disclaimer stating that it was the Mayor's views and not the Council's to avoid confusion.

No Action Taken.

The Council discussed the need for a plan to address the conditions of sidewalks within the City. Potential funding options were discussed as well as charging the costs to the owner's property taxes. There was discussion on having sidewalks in areas that presently don't have any. The City Attorney will review the current City Code with ADA requirements to see if changes are needed prior to establishing a sidewalk plan.

Moved by: Hatlan

Seconded by: Rausch

To table until the July 2<sup>nd</sup> meeting.

Yes: 5

No: 0

The Mayor declared the motion carried.

Lucas Elsbernd – Fehr Graham provided the Council with an update on the new Waste Water Treatment Facility plans for and oxidation ditch with an Ovivo Carrousel layout and other types of equipment that are being recommended for the new facility. The plans will need to go to the DNR for approval by September 2018. There was also discussion on the data from the infiltration flow meters with further study needed in areas that had higher readings.

No Action Taken.

The Council reviewed water rates for FY 2019.

Moved by: Rausch

Seconded by: Lydon

To have the water rate ordinance on the July 2<sup>nd</sup> meeting with a 3% rate increase for FY 2019.

Yes: 5

No: 0

The Mayor declared the motion carried.



Yes: Lydon, Ellingson, Hatlan, Rausch, Decker No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3327 to the resolution.

Moved by: Rausch Seconded by: Lydon  
To agree to the resolution to transfer \$10,000.00 from the General fund to the City Hall Improvement Fund.  
Yes: Ellingson, Hatlan, Rausch, Decker, Lydon, No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3328 to the resolution.

Moved by: Lydon Seconded by: Rausch  
To agree to the resolution to transfer \$3,000.00 from the General fund to the Gundersen Maintenance Fund.  
Yes: Ellingson, Hatlan, Rausch, Decker, Lydon, No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3329 to the resolution.

Moved by: Lydon Seconded by: Rausch  
To agree to the resolution to transfer \$10,000.00 from the General fund to the Wellness Center Capital Maintenance Fund.  
Yes: Hatlan, Rausch, Decker, Lydon, Ellingson No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3330 to the resolution.

Moved by: Decker Seconded by: Decker  
To agree to the resolution to transfer \$3,567.20 (Hotel/Motel money received in May, 2018 and deposited into the General Fund) from the General fund to Hotel/Motel (Park Improvements) Fund = \$2,675.40 (75%) and to the Hotel/Motel (Tourism/Economic Development) Fund = \$891.80 (25%).  
Yes: Decker, Lydon, Ellingson, Hatlan, Rausch No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3331 to the resolution.

Moved by: Lydon Seconded by: Hatlan  
To agree to the resolution to approve the Police Department wage increases for the period of July 1, 2018 to June 30, 2019, in accordance with the Agreement between the City and Teamsters Union 238 (does not include longevity compensation).  
Yes: Lydon, Ellingson, Hatlan, Rausch, Decker No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3332 to the resolution.

Moved by: Lydon Seconded by: Hatlan  
To agree to the resolution to approve the Public Works wage increases for the period of July 1, 2018 to June 30, 2019, in accordance with the Agreement between the City and Teamsters Union 238 (does not include longevity compensation).  
Yes: Ellingson, Hatlan, Rausch, Decker, Lydon No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3333 to the resolution.

Moved by: Lydon Seconded by: Ellingson  
To agree to the resolution to approve salary and wages/benefits for Department Heads and the following non-union employees:

Allen Lyon	City Clerk
Phil Young	Police Chief
Paul Wagner	Assist Police Chief
Keith Burrett	Street Superintendent
Rita Swenson	Water Billing Clerk
Cindy Leikvold	Secretary/Payroll/Budgetary Clerk
Anna Hoins	Assist Zoning/Payroll/Billing Clerk

Yes: Hatlan, Rausch, Decker, Lydon, Ellingson, No: 0  
The Mayor declared the resolution approved and the Clerk assigned number 3334 to the resolution.

The Personnel Committee discussed the Water/Sewer Superintendent and City Clerk position and wanted a date to have the selected applicants to have an interview before the full council and at least one applicant has requested a closed door interview.

Moved by: Rausch Seconded by: Decker  
To have a special session on July 2<sup>nd</sup> at 6:00 p.m. to interview applicants.  
Yes: 5 No: 0  
The Mayor declared the motion carried.

Under Other Matters: The City Clerk discussed of having a policy to allow employees to transfer vacation/comp or sick time to fellow employees and would have more information for the July 2<sup>nd</sup> meeting. Councilmember Hatlan gave an update that the Baghouse at Aveka was damaged and is going to be replaced by early August.

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

Allen Lyon  
City Clerk