

IDA GROVE
City Council Meeting
6:00 p.m., May 15, 2017
City Hall

1. Call to Order at 6pm
2. Roll Call – Present: Paul Cates, Ryan Goodman, Mayor Whiteing, Doug Clough, Scott Tomlinson
Absence Excused: Gregor Ernst
Others Present: Marlo Schoer, Beth Jones, Justin Georg, Grant Patera, Byron Peters, Mark Nielsen, Attorney Goldsmith, Marc Dennison
3. Approval of Agenda: Motion to Approve the Agenda, by Scott Tomlinson, 2nd Ryan Goodman. Motion carries unanimously.
4. Appearances, Petitions and Communications
 - a. Grant Patera – Volunteer Medical Coverage
Discussing coverage of volunteers under a special coverage program that costs \$10 per volunteer. Volunteers are currently not covered under a work comp coverage. Under the special coverage program either all volunteers are covered, or no volunteers are covered with the new policy. Peter Goldsmith says he sees no need for it. Grant says if there is a small injury to the volunteer, their policy will cover it. If a large injury, it would be covered under the liability of the city if the city is negligent. Ryan is discussing the impact of the policy on out of pocket costs for volunteers. It fills the void for deductibles and co-pays. Peter asks if it covers volunteers for community services? Grant says he will look into it. Doug asks to look into what other cities are doing and Grant says he will look into that also.

Motion to Table this Issue Until the Next Meeting, by Doug Clough, 2nd Scott Tomlinson. Motion carries unanimously.

- b. Mark Nielsen – Discussion and Approval of Purchasing an RBC Gear Box (188D Dodge Bio-Disc)
Mark says they had another gearbox go down last Sunday. The one that went out was the good one. He has two new ones on right now. Discussing how they put in the gear boxes. Mayor Whiteing asking if they can be rebuilt? Mark says they don't last long when rebuilt, it is not feasible. Scott talking that he doesn't want to put the Sewer Department in a bind if something else comes up in the future. Mark is wanting to know what we should do. He is discussing the timeline for delivery. Marlo is talking about the effect of the gearbox purchase on the budget and the amounts required from the budget line items. The Mayor is asking if we need one or two gearboxes. Mark says we need two. Ryan is discussing planning for gearboxes and keeping the ok one to be kept as a backup. He is also discussing when to purchase items this Fiscal Year or next? Could we get a deal if we order two gears?

Motion to Purchase Two RBC Gear Boxes (188D Dodge Bio-Disc) by Ryan Goodman, 2nd Doug Clough. Motion carries unanimously.

- c. Marlo Schoer – Recommendations to the City Council
Marlo is discussing budgeting/billing software and training of employees, nuisance properties and keeping up with them. She is also discussing changing the snow parking ordinances to be less confusing. Sewer and water ordinances were discussed. Mayor Whiteing is discussing a cleanup day for the city. The Mayor and the Council thank Marlo for all of her assistance with helping them through the transition period. It is very much appreciated.
- d. Ida Grove Library – Upcoming Library Events
Discussion of the good information in the packet given to the Council Members by the Library Director.

5. Consent Agenda

- a. Claims List
- b. Financial Reports
- c. May 1st , May 5th , and May 8th Minutes
- d. Rec Center, Library, Fire Department Financial Reports
- e. Approval of Liquor License for Food Pride
 - 1. Class B Wine
 - 2. Class C Beer (carryout beer)
 - 3. Class E Liquor License
 - 4. Sunday Sales

Ryan is asking if this is the last payment to JEO? Marc does not know, but will check with Heather and confirm the answer.

Motion to Approve the Consent Agenda, by Ryan Goodman and 2nd by Paul Cates. Motion carries unanimously.

Old Business

- 6. Downtown Revitalization Update - Final Payment to RDG - \$3,684.72
Paul discussing issues with leaky windows at Farm Bureau and called Red Oak Glass, they have not come back to fix the issues. Doug discussing the complaint process and needing to collect complaints from each business in writing and submit the complaints to Red Oak Glass. A phone call list will be created to ask of any complaints with the work done. Ryan and Doug discussing what options the city has if Red Oak Glass does not or won't come back. City staff will contact each business and create a complaint list.

Motion to Not Make the Final Payment to RDG of \$3,684.72, by Paul Cates 2nd by Scott Tomlinson. Motion carries unanimously.

7. King Theatre Update

Doug discussing applying for a grant to fund the theatre and talking about the process as well as receiving feedback from the grant board. The Ida County Betterment board was not happy with the county's lack of participation. Paul announcing deconstruction is just shy of 70% completed. Cleanup events are weekly on Tuesday and Thursday. Ryan asking if the King Theatre group is at a point where professionals can come in

and deconstruct? Paul responding that when the group removes the floor, they will then have the professionals come in for deconstruction. He has looked into different places that offer the service.

8. Pleasant Valley Trail – Crack Repair

Scott contacted SIMPCO, they have not gotten back to him.

9. Flood Plain Update

Ryan says there is no update. Asking if the council really needs to have it on the agenda? The update will take some time to get done. Staff will remove the entry from future agendas until closer to the reveal of the plan.

10. Digitalization of Ordinance Books

Marc is describing where the process is at. He has contacted 3 companies: Code Publishing Company, Iowa Codification and Municode. Marc has received preliminary information from two of the three and will contact the third company this week to get information from them.

11. Airport Lease's

Peter is discussing the current situation with the leases and asking if the city is using the copy of a lease he received from City Hall dated 2012. Mark is talking about who uses which hanger. Peter wants to give the lease to whomever has the hangers. Scott is discussing a checklist of who has the hangers and who is paying. Discussion of who is leasing. Peter will send a lease letter when City Hall staff gets a list to him as to who uses what. Discussion of the size of the hangers. Peter is asking about the rates for the hangers. Heather will research who leases the hangers.

12. Title Change for Utility Billing Clerk

Marc is talking about creating the title of, Administrative Assistant as the position will answer phones, greet people coming into City Hall, take in utility payments and enter those payments into the system. Motion carries unanimously.

Motion to Change the Position of Utility Billing Clerk to Administrative Assistant, by Paul Cates, 2nd by Doug Clough.

13. At Large Ordinance

a. Impoundment

Discussion on the ordinance and the changes made.

Motion to Approve the At Large Ordinance, by Ryan Goodman and 2nd by Paul Cates. Motion carries unanimously.

Motion to Waive 2nd and 3rd Readings of the At Large Ordinance by Ryan Goodman and 2nd by Doug Clough. Motion carries unanimously.

14. Creek Sloughing

Mark talking about the proposal. The project will take care of drainage all the way under and to the west side of the bridge. Discussion of where the funds will come from in other line items.

Motion to Approve the Bid of \$23,600 for Nelson Rock to Place Rip Rap to Prevent Creek Sloughing by Doug Clough, 2nd by Scott Tomlinson.
Motion carries unanimously.

New Business

15. Open Public Hearing on FY 2017– Budget Amendment

a. Comments – Written or Oral

No comments written or oral were presented.

16. Close Public Hearing

17. Approval of FY2017 Budget Amendment

a. Resolution 2017 – 7

Marlo discussing budget items, balances and revenues. She also discussed expenditures, specifically the flood plain project, street signs, posts, culture and recreation line item, the King Theatre and well pumps. Marlo also talked about appropriations and the fact the amendment does not have an increase in tax appropriations.

Motion to Approve FY2017 Budget Amendment Resolution 2017 – 7 by Doug Clough, 2nd by Ryan Goodman. Motion carries unanimously.

18. Discussion of Amending the Ida County Sanitation Refuse Contract

Justin Georg is not changing the rate, he is bringing in new cans. Discussion of the utility ordinance. Justin asking to drop off cans at the Public Works building so he can distribute them throughout town. Discussion of city wide cleanup day.

Motion to Approve the Ida County Sanitation Refuse Contract, by Ryan Goodman, 2nd by Scott Tomlinson. Motion carries unanimously.

19. Fence Repair/Replacement – Badger Creek Park

Byron Peters discussing the fence, cost and history of the fence. There is a 7 inch diameter post with the insert posts not bracketed. 120 total fence sections with 50 cross poles are in disrepair with 20% in bad shape or missing. Byron has been involved with the city parks since 1990 and is willing to work with Bob Lorenzen of the Parks Department. Mark says Hubert Boysen wanted the fence to be fixed as the fence is a property divider between the park and private property owners. Byron stated the city did a survey of the citizens and that they liked the fence separating the park from the neighbors. Discussion concerns for safety. Mayor Whiteing asking how the posts are condition wise and if there can be a bracket put onto them to hold the cross pieces. Byron says this design of fence is very difficult to replace and/or repair, but the posts are in pretty good shape. Peter is asking if the fence is on city land. Byron replied the fence is on city land and was checked in 2014. Byron is asking the council to concentrate on the south end of the fence about 100ft in length and wants

things to be safe. Doug is asking to get Bob involved and give his expertise to the issue. He is discussing the remaining fence and talking about getting a quote on it. Paul is asking if rope could replace the cross pieces and will get a quote for the project. Byron says tree trimming needs to be done to provide access.

20. Discussion and Approval of New Letterhead for the City

Discussion of having letterhead for new residents so they have contact numbers to call for assistance. Conversation about having names of council members on the letterhead. Debate about cardstock, images and the city printing the images on paper to be letterhead.

Motion to Approve the Images for the New Letterhead for the City, by Doug Clough 2nd by Scott Tomlinson. Motion carries unanimously.

21. Discussion of Increasing Weekly Hours for Cleaning Staff

Marc discussing the need to have more hours for cleaning of City Hall and the Community Hall. A conversation that staff has not received a raise in six years. Ryan asking what the rate of pay is for staff and if Marc can bring a pay scale for the position to the board.

22. Approval of Data Tech Training for Heather and Marc

Discussion of waiting until the Administrative Assistant position is hired before training. Marc talking about the need to train sooner rather than later so staff can learn to work more efficiently. The third position can be trained by staff to enter information into the utility system. Training for Heather and Marc will be June 14 and 15.

Motion to Approve Data Tech Training for Heather and Marc, by Paul Cates 2nd by Ryan Goodman. Motion carries unanimously.

23. Approval for Heather to Attend Iowa Municipal Professional's Institute July 17-21

Discussion of professional training for Heather. Marc talking about how helpful this training was to him in Wisconsin and that it will definitely be helpful to Heather. Discussion if this Institute is equal to the Clerks Institute Marc attended in Wisconsin. Marc and Marlo both say it is equivalent and it is necessary for Heather to go.

Motion to Approve Heather Attending the Iowa Municipal Professional's Institute July 17 – 21, by Doug Clough and 2nd by Ryan Goodman. Motion carries unanimously.

24. Discussion and Approval of City Administrator Marc Dennison to sign at UBI and First State Bank

Motion to Approve City Administrator Marc Dennison to Sign at UBI and First State Bank, by Doug Clough and 2nd by Ryan Goodman. Motion carries unanimously.

25. Bid Opening for 2017 Hay Cutting

Mayor Whiteing opened the two bids. The first bid is from Scott Newmann for \$31.50 per large bale. The second bid is from Wessel Brothers Custom Baling (out of Vail Iowa), for \$28.50 per large bale and \$1 per small square bale.

Motion to Approve the Scott Newmann Bid at \$31.50 per large bale, by Ryan Goodman and 2nd by Scott Tomlinson. Motion carries unanimously.

26. Discussion of City Hall Credit Card and Library Credit Card

Discussion of having a credit card for City Hall and how convenient it would be to use for Public Works. Office staff would no longer purchase items themselves for the office and then be reimbursed later by the city. A conversation was had by the Council regarding savings from the card. Scott says it would be a good idea to have a card for the Office. There is a debate as to how many cards to have for the office. The council is talking about a credit card for the Library as well. Discussion of having the Library credit card at City Hall. The general consensus is the Library will have their own card and the Library Board will monitor its use with general oversight by the City Hall. Scott would like a card that receives cash back, perhaps an Amazon Card.

27. Discussion of New City Email Addresses and Website

Marc is talking about the new email addresses associated with the new website.

Doug Clough is currently maintaining the website. It will be gradually turned over to City Hall after the new position is hired and trained.

28. Discussion of Leak in Library Roof – Pierce Construction

Marc talked about his phone discussion with Mr. Pierce. Marc told Brian about the leaks in the Library roof and let Mr. Pierce know he needs to be at the Library and meet with the Library Manager to discuss the leaks and the leaks must be stopped. Mr. Pierce said he was confused because two people were calling him about the same thing and he didn't want to show up and there be no leak because he had fixed it previously. Marc told Mr. Pierce he had talked to the Library Manager the day before and there was a leak in the roof. Discussion regarding the amount of leaks since the roof was done. Council talking about what options the City has. Possible recouping of payments or going to another company and charging Mr. Pierce for it. The council directed Marc to let Mr. Pierce know this is his last chance and do so in letter form.

29. Other Business

- a. Discussion of permits for golf carts at the ball fields or a golf cart parking lot near the fields

Council does not want to have golf carts up at the ball fields. Discussion of referring to current ordinance on golf carts.

- b. Scott Tomlinson wondering what is going on with the well. Mark says nothing is being done. Ronnie Bresnahan was going to have a meeting with the city. Mayor Whiteing will contact Ron. Scott asking why it is taking so long for the Moorehead Avenue street project. Marc says the signal sensors did not get delivered on time, the catch basin took longer than thought to remove and bad luck with rain and the weather has hampered construction. Further discussion on the speed of the vehicles in the alley and possible use of no through traffic or road closed signage to discourage speeding. Scott is wondering what is

going on with 300 Iowa. Marc says the property owner is looking to deconstruct the building of which he needs a permit and the owner is looking to have a hydrant for the property.

- c. Doug Clough wants a letter sent to Main and 5th, 708 Main and 414 Main to mow the grass at the properties. Letters will be sent to those addresses notifying them to mow the grass or Public Works will mow and the charges will be added to the property taxes. Talking about the City Ordinance which prohibits inside furniture outside. Ryan Goodman talking about infractions and fines.
- d. Mayor Whiteing discussing the white house on Moorehead Avenue with the trees growing out of the foundation. A letter will be sent to the property owner regarding the condition of the property and the intent for the building.
- e. Paul Cates discussing the nuisance house, the junk around the house and asking for a letter to be sent requesting the junk be removed from the front yard. Paul would like to have the parking ordinance put on the Transportation Committee agenda.

30. Adjournment at 8:18pm – Motion to Adjourn by Doug Clough and 2nd by Scott Tomlinson. Motion carries.