

COUNCIL ROOM-----May 6, 2019

The Waukon City Council met in regular session on May 6, 2019 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, Gayle Decker, John Lydon, Arvid Hatlan, and Ben Rausch (arriving late). Council members absent: None.

Others present: City Manager Dean Hilgerson; Police Chief Phil Young; Park, Recreation & Wellness Director Jeremy Strub; Street Superintendent Keith Burrett; Water & Sewer Superintendent Jim Cooper; City Attorney Jim Garrett; WEDC- Ardie Kuhse; Fehr Graham- Lyle TeKippe; Walk-On Waukon Group- Brooke Troendle; The Standard- Joe Moses; Mohn Surveying, Inc.- Roger Mohn; Allamakee County Emergency Management- Corey Snitker; Park/Wellness Board- Patty Nordheim; Library Director Cate St. Clair; Library Board Members; Upper Iowa Insurance Services Corp- Jane Regan; Jeremy and Ron Curtin; and citizens.

The Mayor called the meeting to order. The Mayor requested that right after Regular Business, item 8a be added, West Main sewer repair costs.

Moved by: Lydon

Seconded by: Ellingson

To approve the consent agenda.

Agenda

Minutes of Apr 15, 2019 regular session.

Approval of Class C Beer Permit (BC) with Class B Native Wine Permit and Sunday Sales for Kwik Trip, Inc. dba Kwik Star #823, 101 Rossville Rd.

Approval of Class C Beer Permit (BC) with Class B Native Wine Permit and Sunday Sales for Casey's Marketing Company dba Casey's General Store #1997, 516 Rossville Rd.

Payment of Claims

|  |                                    |            |
|--|------------------------------------|------------|
| AECOM Technical Services, Inc.         | services-Traffic Signals/St Lights | 477.43     |
| Allamakee County Treasurer             | property taxes                     | 10.00      |
| Alliant Energy                         | services                           | 14,242.71  |
| Bankers Trust                          | princ/int. – GO bonds              | 109,958.75 |
| Bankers Trust                          | princ/int. – GO bonds              | 149,173.75 |
| Bankers Trust                          | princ/int. – GO bonds              | 258,782.50 |
| Black Hills Energy                     | services                           | 1,510.66   |
| Bodensteiner Body Werks                | ambulance repairs                  | 2,386.00   |
| Bodensteiner Implement Co.             | parts                              | 127.74     |
| Bruening Rock Products Inc.            | materials                          | 2,821.91   |
| Carquest Auto Parts                    | parts/supplies                     | 192.10     |
| Century Link                           | services                           | 107.53     |
| City Laundering Co.                    | services                           | 863.21     |
| Clark Equipment Co. dba Bobcat Company | S770 T4 Skid-Steer                 | 53,565.50  |
| Clark Tire Pros                        | parts/labor                        | 544.13     |
| Culligan Water Conditioning            | services                           | 45.20      |
| First Supply LLC                       | parts                              | 76.16      |
| Group Services, Inc.                   | adm. fees                          | 295.10     |
| Group Services, Inc.                   | self-fund request                  | 267.21     |
| Iowa One Call                          | services                           | 41.40      |
| Jim's Full Service                     | fuel                               | 1,170.88   |
| Kathy Kleaned                          | services                           | 342.00     |
| Keystone Laboratories, Inc.            | samples                            | 64.00      |
| K & W Coatings LLC                     | replace aviation bulbs             | 250.00     |
| Lydon Electric Motors                  | parts                              | 309.19     |
| Mathis Field Services, LLC             | wastewater application             | 6,100.00   |
| McMillan Muffler                       | parts/labor                        | 116.24     |
| News Publishing Co., Inc.              | services                           | 672.21     |
| Skyline Construction Inc.              | services                           | 3,034.56   |
| Storey Kenworthy/Matt Parrott          | supplies                           | 40.74      |
| TestAmerica Laboratories, Inc.         | samples                            | 973.00     |
| Union Security Insurance Company       | insurance                          | 216.00     |
| Waukon Tire Center Inc.                | repairs                            | 742.95     |
| Waukon Trees Forever                   | city appropriation                 | 2,000.00   |
| Wiezorek Timber Co.                    | grind stumps                       | 3,240.00   |
| Adam Kurth                             | digging bond refund                | 750.00     |
| Blue Cross Blue Shield                 | insurance                          | 15,037.83  |
| Brian Leiran                           | digging bond refund                | 750.00     |
| Chad Cornelison                        | partial deposit refund             | 40.04      |
| EFTPS                                  | federal withholding                | 3,775.81   |
| EFTPS                                  | soc.sec./medicare withholding      | 7,616.98   |
| EFTPS                                  | federal withholding                | 3,677.10   |
| EFTPS                                  | soc.sec./medicare withholding      | 7,545.46   |
| Freedom Bank                           | princ/int.-Gundersen Clinic        | 4,550.00   |
| IPERS                                  | withholding                        | 3,929.20   |
| IPERS                                  | withholding                        | 10,764.09  |
| Jeff Allison                           | digging bond refund                | 750.00     |
| Khala Gerleman                         | renter deposit refund              | 150.00     |
| Regular Payroll                        | April 7 – April 20, 2019           | 35,423.26  |
| Town & Country Sanitation              | services                           | 18,128.75  |
| Treasurer – State of Iowa              | water excise tax                   | 1,660.00   |
| Treasurer – State of Iowa              | sales tax                          | 2,867.00   |
| Treasurer – State of Iowa              | state withholding                  | 3,865.00   |
| Upper Iowa Insurance Services Corp     | insurance renewal                  | 169,750.20 |



There was long discussion regarding the 2019 Sidewalk Project (Walk-On Waukon group).

Moved by: Ellingson

Seconded by: Lydon

To agree to the resolution ordering preparation of detailed plans, specifications, notice of hearing, notice to bidders and form of contract.

Yes: Decker, Lydon, Ellingson, Hatlan

Absent: Rausch

No: 0

The Mayor declared the resolution approved and the Clerk assigned number 3422 to the resolution.

Rausch arrives.

Roger Mohn presented detailed plans for the 2019 Sidewalk Project. There was discussion on changes to the plans. The sidewalk to be completed without the intersection at 5<sup>th</sup> St SW. That would be completed at a later date. It would be a safety sidewalk along 11<sup>th</sup> up to the fire station- along the curb and it would include a completion date of October 15<sup>th</sup>.

Moved by: Ellingson

Seconded by: Lydon

To agree to the resolution approving detailed plans and specifications with changes noted above, notice of hearing, notice to bidders and form of contract.

Yes: Lydon, Ellingson, Hatlan, Rausch

No: Decker

The Mayor declared the resolution approved and the Clerk assigned number 3423 to the resolution.

There was some discussion regarding lighting at the West Side Development.

Moved by: Ellingson

Seconded by: Rausch

To agree to the resolution for street lighting.

Yes: Lydon, Ellingson, Hatlan, Rausch, Decker

No: 0

The Mayor declared the resolution approved and the Clerk assigned number 3424 to the resolution.

The Mayor asked for discussion. There was some discussion regarding the ordinance amending the code of ordinances by increasing wastewater utility service charges. Two council members shared their reasons for voting no on prior readings.

Moved by: Lydon

Seconded by: Decker

To approve the third and final reading of the ordinance amending the code of ordinances of the City of Waukon, Iowa, 1998, by increasing wastewater utility service charges.

Yes: Ellingson, Rausch, Decker, Lydon

No: (1) Hatlan

The Mayor declared the ordinance adopted and the Clerk assigned number 787 to the ordinance.

Corey Snitker, Allamakee County Emergency Management Coordinator, briefed the council on the Allamakee County Hazard Mitigation Plan. He plans to do an annual review and meet to touch base as to where we are at with projects.

No Action Taken.

Jeremy Strub, Park, Rec & Wellness Director asked if the City was willing to support the 2019 Tennis Court Project.

Moved by: Ellingson

Seconded by: Rausch

To fund the full request in the amount of \$50,941.10 from TIF through the City; hoping partners in facility would make a generous donation to the Waukon Park & Rec department for the next fiscal year.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was a request on the agenda that the Spring Avenue parking lot be closed off for the Toys for Tots fundraiser/motorcycle parking.

Moved by: Lydon

Seconded by: Rausch

To block off Spring Avenue parking lot on Saturday, May 18<sup>th</sup> from noon to 5:00 PM for the Toys for Tots fundraiser.

Yes: 5

No: 0

The Mayor declared the motion carried.

Plaza project redesign was not discussed. The Waukon Economic Development Corporation (WEDC) board will meet Wednesday and the item will be on the next agenda so WEDC's input can be considered.

No Action Taken.

Cate St. Clair, Library Director, explained the problems the Library is encountering with the roof. To address the problem, the Library proposes hiring a forensic engineer to make recommendations to the City.

Moved by: Rausch

Seconded by: Decker

To accept the service and consultation agreement with Donan Engineering and provide the retainer fee of \$1,500.

Yes: 5

No: 0

The Mayor declared the motion carried.

Mayo/Franciscan Skemp Clinic is wanting to reconfigure their parking. Being the document presented is a plat, the Mayor needs to sign it in order for it to be recorded. Jim Garrett reviewed it, checked the description and sees no problem with it.

Moved by: Lydon

Seconded by: Ellingson

To approve the plat presented and give the Mayor authority to sign them.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was some discussion regarding the hiring process for a police officer. The Council did not want to rush into the hiring and, therefore, declined the option to have the Mayor appoint the individual subject to Council approval.  
No Action Taken.

Jim Garrett, City Attorney, addressed Jeremy and Ron Curtin's Tri State Door business and what was going to be required for subcontractor liability insurance for the Wastewater Treatment Plant Project. Jane Regan, Upper Iowa Insurance Services Corp., also briefed the council on the insurance requirements in the contract.

Moved by: Ellingson

Seconded by: Rausch

To table discussion regarding subcontractor liability insurance requirements for the Wastewater Treatment Plant Project.

Yes: 5

No: 0

The Mayor declared the motion carried.

Dean Hilgerson reported on the minutes from the Board of Adjustment meeting.

No Action Taken.

The Mayor announced the appointment of Keith Bakkum to the Board of Adjustment committee.

Moved by: Ellingson

Seconded by: Rausch

To accept the Mayor's appointment of Keith Bakkum to the Board of Adjustment committee, with a term to expire December 31, 2023.

Yes: 5

No: 0

The Mayor declared the motion carried.

There was some discussion on the proposals presented for asbestos inspection. There were three proposals received. They were from Asbestos Inspections, Testing & Training, Inc.; Environmental Management Services of Iowa, Inc.; and Hawkeye Environmental.

Moved by: Rausch

Seconded by: Lydon

To accept the low proposal from Hawkeye Environmental for \$1,345.

Yes: 5

No: 0

The Mayor declared the motion carried.

Dean Hilgerson, City Manager, and Keith Burrett, Street Superintendent briefly discussed the areas that they felt should be considered for street maintenance in the next fiscal year. Dean asked the Council to consider getting a proposal for a street maintenance project.

Moved by: Rausch

Seconded by: Lydon

To get a proposal to do maintenance work as well as seek a proposal to do a maintenance project on 2<sup>nd</sup> Street NW from 4<sup>th</sup> to 8<sup>th</sup> Avenue NW, and to get bids on chip sealing 2<sup>nd</sup> Street NW from West Main to 4<sup>th</sup> Avenue NW.

Yes: 5

No: 0

The Mayor declared the motion carried.

City Clerk, Lana Snitker, recommended obtaining a proposal from the current audit firm (Hacker, Nelson & Co., P. C.) for FY2019-FY2021 audits.

Moved by: Lydon

Seconded by: Hatlan

To request a proposal from the current auditing firm.

Yes: 5

No: 0

The Mayor declared the motion carried.

Dean Hilgerson, City Manager, shared with the council the use of an individual or prior employee's knowledge and expertise. The department heads and superintendents should have the latitude to use their best judgement to hire an individual without calling a special meeting.

No Action Taken.

Dean Hilgerson shared information on the SRF special water quality projects and the areas that are being considered. He would like stream embankment stabilization considered. A final decision on projects is not necessary until July.

No Action Taken.

Dean Hilgerson mentioned the minutes for the Planning & Zoning meeting are in the packet.

No Action Taken.

Dean Hilgerson shared a copy of a subdivision plat for a portion of Maury Regan's Green Valley Subdivision - Phase 1 that was presented to the Planning and Zoning Commission at its recent meeting. He advised the Commission has recommended conditional approval for the plat with the only condition being that the plat be revised to allow an adequate turn around at the west end of 16th Avenue NW.

Moved by: Lydon

Seconded by: Decker

To conditionally approve the preliminary plat of a portion of Green Valley Subdivision - Phase 1, the condition being that the plat would be modified to provide for a cul-de-sac at the end of 16th Avenue NW, with the city to be responsible for construction.

Yes: 5

No: 0

The Mayor declared the motion carried.

An application for rezoning by Maury and Stacey Regan of Lot 1 of Lot 7 and Lot 8 of Green Valley Subdivision - Phase 1 was presented. The Regans are proposing to rezone this real estate from A agricultural to R-1 single family residential.

Moved by: Lydon

Seconded by: Hatlan

To set a public hearing for the June 3 council meeting on the Regan application to rezone property from A agricultural to R-1 single family residential.

Yes: 5

No: 0

The Mayor declared the motion carried.

Dean Hilgerson reported on the 2019 DOT street project. There was some discussion on the placement of street lights. Dean has requested an update of placement plans from AECOM. Any issues are to be resolved before the project is started.

No Action Taken.

Moved by: Hatlan

Seconded by: Rausch

To update purchase of iPad Pros to eight 11" iPad Cellular & WiFi at \$949 and eight Otter box cases at \$79.95 in FY2019 through JaDecc's.

Yes: 5

No: 0

The Mayor declared the motion carried.

The City Manager shared a sample of a job description/qualifications for a code enforcement officer. He feels the current procedure is working with cooperation of citizens and Police Department notifying the city manager of situations.

No Action Taken.

Pat Stone, Mayor, informed the Council that he talked to Moyle Masonry regarding upstairs City Hall windows.

Moved by: Lydon

Seconded by: Rausch

To move forward with Mayor's recommendation to hire Moyle Masonry at \$7,300 to replace windows with glass block and fill in brick above the arches.

Yes: 5

No: 0

The Mayor declared the motion carried.

Moved by: Hatlan

Seconded by: Decker

To adjourn.

Yes: 5

No: 0

The Mayor declared the motion carried.

Lana D. Snitker  
City Clerk