

# City of Garnavillo

The City of Garnavillo City Council met in a regular session on Wednesday, February 13<sup>th</sup>, 2019 at 7:00 pm in the Council Chambers, City Hall, 104 North Main Street.

The meeting was called to order by Mayor Mark Priebe.

Roll call was taken, council members in attendance were Lanny Kuehl, James Downey, Bonnie Dietrich, Mathew Mueller. Council Member Robert Bodish was absent.

The Pledge of Allegiance was recited.

M/S Downey/Kuehl To approve the consent agenda. Aye: 4 Nay: 0 Absent: 1 Abstention: 0

## Claims

013153E	POSTMASTER	1/16/2019	\$3.75	WATER SAMPLE
013154E	TREASURER STATE OF IOWA	1/22/2019	\$1,003.00	WATER EXCISE TAX
013155E	TREASURER STATE OF IOWA	1/22/2019	\$607.00	SALES TAX/LOST
013156E	TREASURER STATE OF IOWA	1/22/2019	\$2,033.00	WITHHOLDINGS
013157E	IPERS	1/31/2019	\$2,437.37	CONTRIBUTION
013158E	POSTMASTER	1/22/2019	\$240.00	POSTAGE
013159E	INTERNAL REVENUE SERVICE	1/10/2019	\$101.02	WITHHOLDINGS
013161E	AFLAC	1/14/2019	\$101.16	PREMIUMS
013162E	COMMUNITY SAVINGS BANK	1/29/2019	\$4.28	FEES
13314	ALPINE COMMUNICATIONS	1/29/2019	\$850.21	PHONE
13315	TEST AMERICA LABS INC	1/29/2019	\$333.90	TESTING
13316	THREE RIVERS FS CO	1/29/2019	\$282.18	FUEL
13317	US CELLULAR	1/29/2019	\$122.48	CELL PHONE
13318	WELLMARK	1/29/2019	\$1,830.44	PREMIUMS
13327	ALPINE COMMUNICATIONS	2/13/2019	\$63.45	PHONE
13328	BAKER & TAYLOR	2/13/2019	\$132.75	BOOKS
13329	CENTER POINT LARGE PRINT	2/13/2019	\$91.08	BOOKS
13330	DEMCO	2/13/2019	\$67.20	BOOKS
13331	GALE/CENAGE LEARNING	2/13/2019	\$98.21	BOOKS
13332	MIDAMERICA BOOKS	2/13/2019	\$198.50	BOOKS
13333	GARNAVILLO PUBLIC LIBRARY	2/13/2019	\$29.75	Postage
13334	3E-ELECTRICAL ENGINEERING	2/13/2019	\$562.50	GENERATOR REPAIR
13335	ALLIANT ENERGY	2/13/2019	\$342.38	UTILITIES
13336	WAYNE BACON	2/13/2019	\$27.26	THEISENS
13337	DUBUQUE FIRE EQUIPMENT INC.	2/13/2019	\$28.00	EXTINGUISHER CHECK
13338	GARNAVILLO FIREMENS ASSOC	2/13/2019	\$1,624.95	WALMART
13339	J & C OVERHEAD DOORS	2/13/2019	\$176.50	REPLACE CABLES
13340	MEUSER LUMBER	2/13/2019	\$19.84	TORK BIT
13341	AIRGAS USA LLC	2/13/2019	\$298.30	PW & EMS
13342	ALLIANT ENERGY	2/13/2019	\$6,890.33	UTILITIES
13343	AMERICAN WATER WORKS ASSOC	2/13/2019	\$25.00	DUES
13344	BANYON DATA SYSTEMS	2/13/2019	\$1,190.00	SUPPORT FEES
13345	BLACK HILLS ENERGY	2/13/2019	\$1,282.41	UTILITIES
13346	BOB'S LAWN CARE	2/13/2019	\$522.26	ANNUAL FERTILIZER
13347	CORNERSTONE FAMILY PRACTICE	2/13/2019	\$206.00	CHIEF PHYSICAL

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13348	GARNAVILLO AUTO & TIRE	2/13/2019	\$34.65	SUPPLIES
13349	GARNAVILLO CEMETERY ASSOC	2/13/2019	\$44.71	PROPERTY TAX
13350	GARNAVILLO MILL	2/13/2019	\$215.88	SUPPLIES
13351	GARNAVILLO OIL INC	2/13/2019	\$61.35	HYDRAULIC FLUID
13352	GUTTENBERG PRESS	2/13/2019	\$136.38	PUBLICATIONS
13353	HAWKINS WATER TREATMENT	2/13/2019	\$251.01	AZONE
13354	IOWA ASSOCIATION OF MUNICIPAL	2/13/2019	\$607.00	FY20 DUES
13355	IHDE'S	2/13/2019	\$993.70	FUEL
13356	IMFOA	2/13/2019	\$50.00	DUES
13357	KEYSTONE LABORATORIES INC.	2/13/2019	\$12.50	TESTING
13358	RICOH USA INC	2/13/2019	\$165.00	SCANNER REPAIRS
13359	TEST AMERICA LABS INC	2/13/2019	\$371.70	TESTING
13360	TOWN & COUNTRY SANITATION INC	2/13/2019	\$4,465.50	RECYCLING/TRASH
13361	UNITY POINT CLINIC	2/13/2019	\$40.00	MUCCA DUES
13362	UPPER EXPLORERLAND RPC INC	2/13/2019	\$2,491.03	FEES
13363	US CELLULAR	2/13/2019	\$121.24	PHONE

## Treasurer Report

FUND	ACCOUNT NAME	MTD Debits	MTD Credits	BALANCE
001-3870	General Fund	\$ 37,754.32	\$ 39,845.25	\$ 809,756.21
110-3870	RUT Fund	\$ 1,245.84	\$ 8,676.08	\$ 35,609.12
112-3870	Employee Benefit Fund	\$ 2,344.82	\$ 211.54	\$ 62,806.22
119-3870	Emergency Fund	\$ -	\$ 27.82	\$ 1,769.86
125-3870	TIF Fund	\$ -	\$ 137.45	\$ 158,560.66
145-3870	Urban Renewal Fund	\$ 1,969.82	\$ -	\$ - 11,244.68
200-3870	Debt Service Fund	\$ -	\$ 150.77	\$ 16,927.19
301-3870	Capital Project Fund	\$ 5,117.18	\$ 326.44	\$ 351,822.11
400-3870	Storm Water Utility Fund	\$ 87.50	\$ 1,150.10	\$ 44,543.91
600-3870	Water Fund	\$ 7,718.27	\$ 18,248.90	\$ 358,470.26
601-3870	Water Sinking Fund	\$ -	\$ -	\$ 29,924.04
610-3870	Sewer Fund	\$ 8,453.98	\$ 20,323.43	\$ 571,957.88
		\$ 64,691.73	\$ 89,097.78	\$ 2,430,902.78

## Expenses & Revenues by Function

001 GENERAL FUND	Expenses	Revenues
1010 POLICE OPERATIONS	\$ 3,848.38	
1020 CIVIL DEFENSE	\$ 133.00	
1050 FIRE DEPARTMENT	\$ 545.25	\$11,882.95
1060 FIRST RESPONDERS		\$ (9,484.82)
2010 ROADS,BRIDGES,SIDEWALKS	\$ 2,117.24	\$10,170.41
2030 STREET LIGHTING	\$ 1,411.19	
2050 SNOW REMOVAL	\$ 20.75	
2090 GARBAGE (NOT ENTERPRISE)	\$ 4,465.50	\$ 4,399.01
4010 LIBRARY	\$ 4,609.83	\$ 240.18
4030 PARKS	\$ 89.37	

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4050 CEMETERY	\$ 417.14	
4060 COMMUNITY CENTER	\$ 631.81	\$ 73.91
5020 ECONOMIC DEVELOPMENT	\$ 1,000.00	
6010 MAYOR, COUNCIL	\$ 2,080.00	
6020 CLERK, TREASURER	\$ 2,062.16	
6050 CITY HALL & GENERAL BUILDINGS	\$ 498.45	
6060 TORT LIABILITY		\$ 196.69
6900 OTHER GENERAL GOVERNMENT	\$ 612.43	\$ 3.10
9500 NON-PROGRAM GENERAL REVENUE		\$ 9,152.00
FUND 110 ROAD USE TAX		
2010 ROADS,BRIDGES,SIDEWALKS	\$ 698.23	\$ 8,128.47
FUND 112 EMPLOYEE BENEFIT		
1010 POLICE OPERATIONS	\$ 442.52	
2010 ROADS,BRIDGES,SIDEWALKS	\$ 892.70	
4010 LIBRARY	\$ 432.35	
4060 COMMUNITY CENTER	\$ 20.30	
6010 MAYOR, COUNCIL	\$ 159.16	
6020 CLERK, TREASURER	\$ 397.79	
9500 NON-PROGRAM GENERAL REVENUE		\$ 211.54
FUND 119 EMERGENCY FUND		
6900 OTHER GENERAL GOVERNMENT		\$ 27.82
FUND 125 TAX INCREMENT FINANCING		
7500 CAPITAL PROJECTS		\$ 137.45
FUND 145 URBAN RENEWAL		
5030 HOUSING & URBAN RENEWAL	\$ 1,969.82	
FUND 200 DEBT SERVICE		
7010 DEBT SERVICE		\$ 150.77
FUND 301 CAPITAL PROJECT FUNDS		
7500 CAPITAL PROJECTS	\$ 5,117.18	\$ 326.44
FUND 400 STORM WATER UTILITY FUND		
8065 STORM WATER	\$ 85.00	\$ 1,147.60
FUND 600 WATER FUND		
8010 WATER	\$ 7,670.41	\$18,201.04
FUND 610 SEWER FUND		
8015 SEWER & SEWAGE DISPOSAL	\$ 8,331.30	\$20,200.75
TOTAL	\$50,759.26	\$75,165.31

## Old Business

### Nuisance Updates

Attorney Kruse updated council regarding the current nuisance properties, she explained that she has a pending trial setting date scheduled for 303 S Adams Street.

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## Ordinance 01-2019 Water Rates

M/S Kuehl/Dietrich To approve the second reading of Ordinance 01-2019 Water Rates.

Roll Call

Aye: Mueller, Downey, Kuehl, Dietrich

Nay: None

Absent: Bodish

Abstention: None

## Ordinance 02-2019 Sewer Rates

M/S Dietrich/Mueller To approve the second reading of Ordinance 02-2019 Sewer Rates.

Roll Call

Aye: Kuehl, Dietrich, Mueller, Downey

Nay: None

Absent: Bodish

Abstention: None

## Dubuque Glass Company Community Room Door Proposal

Public Works Superintendent Schroyer explained to council that the door proposed by Bob Bodish offered to the city, he explained that it swings the wrong way so if we used it there would be several holes that needed to be filled.

M/S Mueller/Downey To approve Resolution 2019-05 A resolution to approve the proposal for Community Center door replacement from Dubuque Glass Company not to exceed \$2,500.00.

Roll Call

Aye: Dietrich, Kuehl, Downey, Mueller

Nay: None

Absent: Bodish

Abstention: None

## **New Business**

### Storm Water Project Appraiser Service RFP

City Administrator/Clerk Atkinson and Attorney Kruse explained to council that this is a necessary step in the project.

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M/S Kuehl/Dietrich To approve Resolution 2019-06 A resolution approving an RFP for an appraiser service for the Storm Water Control Project.

Roll Call

Aye: Kuehl, Downey, Mueller, Dietrich

Nay: None

Absent: Bodish

Abstention: None

## Handbook Policy – Pay Days and Cashing of Checks

City Administrator/Clerk Atkinson asked council to consider approving this policy to change the pay day for city employees, explaining that a Tuesday pay day can be challenging with all the holidays that fall on Mondays that cause the banks or the office to be closed.

M/S Dietrich/Mueller To approve Resolution 2019-07 A resolution approving a city policy: Employee Handbook Section X – Pay and Compensation changing pay day to Thursday.

Roll Call

Aye: Downey, Mueller, Dietrich, Kuehl

Nay: None

Absent: Bodish

Abstention: None

## Ordinance 03-2019 Mayor

M/S Mueller/Dietrich To approve the first reading of Ordinance 03-2019 Mayor. The action failed due to the lack of a response when roll call was taken.

## Dearborn National Insurance Policy

M/S Kuehl/Mueller To approve Resolution 2019-08 A resolution approving Dearborn National Life Insurance Policy/Rates thru April 1, 2021.

Roll Call

Aye: Mueller, Dietrich, Kuehl, Downey

Nay: None

Absent: Bodish

Abstention: None

## Wellmark Insurance Policy

City Administrator/Clerk Atkinson presented the council with the executive summary from Jay Lukens, Friedman Group Representative since he was unable to attend in person, she also explained that the budget is able to absorb the increase in FY20 without any issues.

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M/S Kuehl/Mueller To approve Resolution 2019-09 A resolution approving Wellmark Policy/Rates for April 2019 – March 2020.

Roll Call

Aye: Dietrich, Downey, Mueller, Kuehl

Nay: None

Absent: Bodish

Abstention: None

## Reserve Officer Classified

Chief Dugan explained to council that with the resignation of Reserve Officer Amsden we need to advertise for a reserve officer and would like to leave it until we replace Amsden & Engelbart.

M/S Kuehl/Mueller To approve Resolution 2019-10 A resolution approving the placement of a classified ad for reserve officers.

Roll Call

Aye: Downey, Mueller, Kuehl, Dietrich

Nay: None

Absent: Bodish

Abstention: None

## Utility Billing Policy (Frozen Pipe Prevention/Adjustments)

City Administrator/Clerk Atkinson presented the policy regarding providing residents with relief for using water during extremely cold spells to prevent their pipes from freezing. Mayor and council discussed the terms of the policy and decided to table the discussion until more information can be obtained, it will be on the next agenda for consideration.

## CDBG 17-HSG-006 PPE#1, \$12,713.00

City Administrator/Clerk Atkinson explained to council that this is the first partial payment for 208 N Roosevelt Street, the city will be reimbursed from the CDBG grant.

M/S Mueller/Downey To approve Resolution 2019-11 A resolution approving CDGB 17-HSG-006 Partial Pay Estimate #1, Jeremy Powers DBA The Restyling Specialists – \$12,713.00.

Roll Call

Aye: Kuehl, Dietrich, Downey, Mueller

Nay: None

Absent: Bodish

Abstention: None

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## FY18 Exam Review and Approval

City Administrator/Clerk Atkinson explained to council that the draft copy of the report with the city's responses is available for their review.

M/S Downey/Dietrich To approve Resolution 2019-12 A resolution approving the FY18 Hogan Hansen Exam of the City of Garnavillo, Iowa.

### Roll Call

Aye: Dietrich, Mueller, Kuehl, Downey

Nay: None

Absent: Bodish

Abstention: None

## FY20 Budget Discussion

City Administrator/Clerk Atkinson presented the proposed budget to mayor and council.

## Set FY20 Public Hearing

M/S Mueller/Downey To approve Resolution 2019-13 A resolution setting a public hearing for FY20 Budget for March 13, 2019 at 7 pm.

### Roll Call

Aye: Mueller, Kuehl, Downey, Dietrich

Nay: None

Absent: Bodish

Abstention: None

## **Hearing of Delegations**

None

## **Department Reports**

### Spring Clean Up

Public Works Superintendent Schroyer stated that we always do it on the first weekend of May, this year it will be May 4, 2019, we will move forward with contacting the vendors that we use.

### Public Works Superintendent

Public Works Superintendent Schroyer presented his report to the council. Schroyer reported that they had their first main break on Monday, it has been repaired; he stated that they have hauled 114 loads of snow so far, he asked council for permission to hire a truck and driver to help get the snow moved

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off the streets – council agreed and directed Schroyer move forward with that plan; he then reviewed the DNR inspection report.

## Chief of Police Dugan

Chief Dugan reviewed his written report, he reviewed the speed sign information in his report.

## City Administrator/Clerk Atkinson

Clerk Atkinson briefly reviewed her written report, she reported that her meeting with the fire department went very well.

## Council Comments

Council Member Dietrich asked PWS Schroyer if the recent power outage had any adverse effect on the city system, Schroyer stated that we were fine. Dietrich also asked Administrator/Clerk Atkinson about the publication of the last set of minutes, Atkinson verified that they were published the week after the meeting.

Council Member Kuehl asked Administrator/Clerk Atkinson if we were able to set money aside in the budget for the purchase of ground for an industrial park, Atkinson stated that we could but it would have to be at the direction of the full council. Atkinson explained that the council should consider updating their capital improvement plan and put together a list of projects that can be planned and budgeted for.

Council Member Downey asked how the Storm Water Project is proceeding, Atkinson explained that we are moving forward and it is on the next agenda.

## Mayor's Report

None

M/S          Mueller/Dietrich          To adjourn at 9:05 pm. Aye: 4 Nay: 0 Absent: 1 Abstention: 0

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Mark Priebe, Mayor

Attest:

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Melissa Atkinson, City Administrator/Clerk