

# City of Garnavillo

The City of Garnavillo City Council met in a regular session on Wednesday, August 11, 2021 at 6:00 pm at the Community Center, 106 W Niagara Street, Garnavillo.

The meeting was called to order by Mayor Chad Schmelzer.

Council members present were Daryl Petsche, Luke Clefisch, Val Cromer, Mat Mueller and Shelley Dietrich.

The Pledge of Allegiance was recited.

M/S Mueller/Cromer To approve the consent agenda. Aye: 5 Nay: 0 Absent: 0 Abstention: 0

## Claims

Check #	Vendor	Details	Amount
000320E	ALPINE COMMUNICATIONS	PHONE	\$64.57
000321E	TREASURER STATE OF IOWA	TAXES	\$1,119.00
000322E	COMELEC SERVICES INC	ROUTER	\$10.00
000323E	COMELEC SERVICES INC	ROUTER	\$10.00
000324E	COMELEC SERVICES INC	ROUTER	\$10.00
000325E	ALPINE COMMUNICATIONS	PHONE	\$859.96
000326E	ALLIANT ENERGY	UTILITY	\$6,120.94
000327E	BLACK HILLS ENERGY	UTILITY	\$374.74
000330E	POSTMASTER	CERTIFIEDS	\$35.00
000331E	IOWA LAND RECORDS	RECORDING	\$10.00
000332E	DOLLAR GENERAL	SUPPLIES	\$4.28
000314E	BLACK HILLS ENERGY	UTILITY	\$382.05
000333E	POSTMASTER	POSTAGE	\$19.10
000334E	POSTMASTER	POSTAGE	\$26.35
000337E	ALLIANT ENERGY	UTILITY	\$5,355.60
000335E	POSTMASTER	POSTAGE	\$108.00
000340E	AFLAC	PREMIUMS	\$83.40
000342E	WELLMARK	PREMIUMS	\$1,723.42
015640	BAKER & TAYLOR	LIBRARY	\$15.11
015641	CENGAGE LEARNING INC/GALE	LIBRARY	\$113.61
015642	CENTER POINT LARGE PRINT	LIBRARY	\$91.08
015643	WOLTER, JUNE	LIBRARY	\$58.66
015644	ALLIANT ENERGY	UTILITY	\$410.82

# City of Garnavillo

015645	ATKINSON, MELISSA	REIMBURSEMENT	\$518.78
015646	COMELEC SERVICES INC	SIREN	\$175.00
015647	DEARBORN NATIONAL LIFE INSURAN	PREMIUMS	\$81.60
015648	DUBUQUE FIRE EQUIPMENT INC	EXTINGUISHERS	\$243.95
015649	EUROFINS TESTAMERICA	TESTING	\$403.20
015650	FEHR GRAHAM	FEES	\$2,381.00
015651	GARNAVILLO AUTO & TIRE	EMS	\$88.46
015652	GUTTENBERG PRESS	PUBS	\$162.76
015653	HACH COMPANY	SUPPLIES	\$124.40
015654	HACKETTS PORTA POTTY RENTAL	PARK	\$405.00
015655	HAWKINS WATER TREATMENT	SUPPLIES	\$257.84
015656	IAMU	DUES	\$326.06
015657	IDNR WASTEWATER SECTION	PERMIT	\$210.00
015658	IHDE S	FUEL	\$293.70
015659	IOWA DEPT. OF NATURAL RESOURCE	CERTIFICATION	\$156.00
015660	IOWA ONE CALL	LOCATES	\$21.60
015661	KEYSTONE LABORATORIES INC	TESTING	\$12.80
015662	KUEMPEL HARDWARE	SUPPLIES	\$7.85
015663	THREE RIVERS FS CO	FUEL	\$595.44
015664	UPPER EXPLORERLAND RPC	DUES	\$25.00

## Old Business

None

## New Business

### Set Public Hearing for re-zoning 504 E Van Buren Street

City Administrator/Clerk Atkinson explained that Brad Eglseder submitted a request to the Planning & Zoning Commission to rezone 504 E Van Buren Street. The Planning & Zoning Commission met and recommend to the council to change the zoning to Highway Commercial from Agricultural.

M/S Petsche/Clefisch To approve Resolution 2021-74 A resolution setting the public hearing for 504 E Van Buren Street rezoning for Wednesday, September 8, 2021 at 7:00 pm.

Roll Call

Aye: Petsche, Mueller, Dietrich, Cromer, Clefish

Nay: None

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Absent: None

Abstention: None

## Zoning Board of Adjustment Ordinance Update

City Administrator/Clerk Atkinson explained that at the last meeting council asked her to update the ordinance so that the required number of members was three instead of five.

M/S Mueller/Petsche To approve the first reading of Ordinance 06-2021 An Ordinance regarding the Zoning Board of Adjustments.

Roll Call

Aye: Mueller, Dietrich, Cromer, Clefisch, Petsche

Nay: None

Absent: None

Abstention: None

M/S Cromer/Petsche To suspend the rules, waiving the second and final reading, approving Ordinance 06-2021 An Ordinance regarding the Zoning Board of Adjustments.

Roll Call

Aye: Dietrich, Cromer, Clefisch, Petsche, Mueller

Nay: None

Absent: None

Abstention: None

## Commission Appointment, Jason Cromer

City Administrator/Clerk Atkinson explained that Cromer had asked to serve on the Zoning Board of Adjustments but since the council has changed the required number of members to three we have a full board but that there is an opening on the Planning & Zoning Commission and asked to have him appointed there instead.

M/S Mueller/Dietrich To approve Resolution 2021-75 A resolution to appoint Jason Cromer to the Planning & Zoning Commission.

Roll Call

Aye: Cromer, Clefisch, Petsche, Mueller, Dietrich

Nay: None

Absent: None

Abstention: None

# City of Garnavillo

## Library Board of Trustees Re-appointments, Cathy McLane & Gary Hatcher

M/S Cromer/Mueller To approve Resolution 2021-76 A resolution to re-appoint Cathy McLane & Gary Hatcher to the Library Board of Trustees.

### Roll Call

Aye: Clefisch, Petsche, Mueller, Dietrich, Cromer

Nay: None

Absent: None

Abstention: None

## Public Works Technician Help Wanted Ad

City Administrator/Clerk Atkinson explained that she will put it in the Guttenberg Press for two weeks, post it on Facebook, garnavilloia.com and at the normal agenda posting places; Post office, Bank and City Hall.

Council Member Mueller asked if Public Works Superintendent Schroyer was going to be involved in the interview process, Mayor Schmelzer said yes.

M/S Mueller/Clefisch To approve Resolution 2021-77 A resolution approving the classified ad for the Public Works Technician position.

### Roll Call

Aye: Petsche, Mueller Dietrich, Cromer, Clefisch

Nay: None

Absent: None

Abstention: None

## City Council Policy Update

City Administrator/Clerk Atkinson explained that she had to update the policy to include the new time and to change the agenda order per council request.

M/S Cromer/Dietrich To approve Resolution 2021-78 A resolution approving the City Council Policy updates.

### Roll Call

Aye: Petsche, Clefisch, Mueller, Cromer, Dietrich

Nay: None

Absent: None

Abstention: None

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## Employee Handbook Update

City Administrator/Clerk Atkinson explained that she discovered a couple typos and discrepancies between section regarding who is contacted in certain situations.

M/S Cromer/Petsche To approve Resolution 2021-79 A Resolution approving the Employee Handbook Policy updates.

### Roll Call

Aye: Clefisch, Mueller, Cromer, Dietrich, Petsche

Nay: None

Absent: None

Abstention: None

## FY22 Employee Wages

Mayor Schmelzer addressed the council regarding the employee reviews that had been completed and recommend the budgeted 3% increase for all employees, he also explained that he has asked City Administrator/Clerk Atkinson to do a wage study in communities that are close to our size.

M/S Cromer/Petsche To approve Resolution 2021-80 A resolution approving FY22 employee wage increases, 3% retroactive to first payroll of July.

### Roll Call

Aye: Mueller, Cromer, Dietrich, Petsche, Clefisch

Nay: None

Absent: None

Abstention: None

## **Attorney Report**

### Nuisance Properties

Frye – all concerns have been addressed and the property is in compliance.

Scheppele – council discussed this situation and feels that it is appropriate to give them more time since the appear to be making progress, the property will continue to be on the nuisance list until it is resolved.

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Neylan – Public Works Superintendent Schroyer explained to council that he met with Kevin Neylan and that they are working on the property to get it back into shape so they can sell it. Attorney Kruse stated that she is working with them as well to make sure they stay on track.

Dog – Attorney Kruse stated that the notice was sent and City Administrator/Clerk Atkinson explained that it was signed for and that there have been no more complaints.

## Hearing of Delegations

Residents addressed the council regarding several items:

Public Records Request – can residents request employee benefits, etc. City Administrator/Clerk Atkinson stated yes, there is a process/paperwork.

Website – a resident stated that they are having difficulties finding items on the website, Atkinson will work on it so it is easier.

Office Hours – residents asked if the hours are posted, City Administrator/Clerk Atkinson stated yes. The office hours are posted each month on the door and on the website and updated whenever necessary then reposted.

Adams Court – residents asked why the street project was changed from Industrial Rd to Adams Court when it services a lot few people and no businesses. Council explained that the street has deteriorated to the point it became a hazard and was the worst in town so they decided to do it first.

Roger Balk provided the council and residents present with a brief update on the project that he will be starting at the mill.

## Department Reports

Public Works Superintendent – Schroyer provided council with an update on the new lights at the library, explained that the street project has started and that he has a solar rep coming in August.

City Administrator/Clerk – Atkinson's report was in the packet and there were no questions.

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## Council Comments

Council Member Petsche explained to council that he feels the well houses need work and that the city should be focusing on that.

Council Member Mueller asked if the Police Department Ride-a-longs have been approved. Attorney Kruse stated that she will follow up with Chief Hoyheim and make sure everything is in order.

## Mayor's Report

None

M/S Mueller/Cromer To adjourn at 6:52 pm. Aye: 5 Nay: 0 Absent: 0 Abstention: 0

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Chad Schmelzer, Mayor

Attest:

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Melissa Atkinson, City Administrator/Clerk