

**Minutes**  
**City of Griswold**  
**Regular Council Meeting**  
**Council Chambers, November 8, 2010 6:00 p.m.**

The Griswold City Council met in regular session at City Hall. Mayor Putnam called the meeting to order at 6:00 p.m. Council present: Rink, Wyman, Bergstrom, Adams and Carlisle

Motion by Wyman to approve the agenda. Seconded by Adams. Approved 5-0.

Motion by Rink to approve the following items under the Consent Agenda with the addition of a claim to MSA Professionals in the amount of \$ 147,690.00 for the Sewer Collection System Design:

- a. Minutes of October 4<sup>th</sup> special meeting
- b. Minutes of October 11<sup>th</sup> regular meeting
- c. Minutes of October 18<sup>th</sup> special meeting
- d. Claims
- e. Treasurer's Report

Seconded by Adams. Approved 5-0.

**PUBLIC COMMENTS**

Darrel Smith came to the Council with concerns on the proposed rates for sewer being based on water consumption. City Attorney David Wiederstein feels confident continuing with the second reading of the proposed ordinance and will keep in contact with the Council.

**DEPARTMENTAL REPORTS**

- a. Written report submitted for the **Public Works Monthly Report**. Wyman questioned the repair on the dump truck. Streets and Grounds Superintendent, Landon Preston stated the king pins needed replaced. Council also said they appreciate the detailed report.
- b. Cindy Miller, Head Librarian, submitted the **annual report for the Library**. Robin Drake, Library Board President submitted to the Council: 1) an estimate from MSA for the demolition and new construction of 503 Main St. 2) the Library will sponsor a 'Gadget Zoo' on December 11<sup>th</sup> during Souper Saturday 3) They have signed up for E-Books and 4) Evaluations of Cindy and Corissa will be completed by the December Council Meeting.
- c. Written report submitted for the **Community Building**.

**ORDINANCES**

- a. Motion by Rink approving the **Second Reading of Ordinance 7-2010-Amending Water Rates**. Seconded by Wyman. Roll Call ayes: Adams, Rink, Bergstrom, Wyman and Carlisle. Nays: none. Motion carried.
- b. Motion by Wyman approving the **Second Reading of Ordinance 8-2010-Amending Sewer Rates**. Seconded by Rink. Roll Call ayes: Rink, Bergstrom, Adams, Wyman and Carlisle. Nays: none. Motion carried.

**OLD BUSINESS**

- a. Motion by Carlisle to accept the highest bid from Mike Pelzer in the amount of \$978.46 for the **Yellow Dump Truck**. Seconded by Bergstrom. Approved 5-0
- b. The update on the **Library expansion** was provided to the council in Departmental Reports.

**NEW BUSINESS**

- a. The Library **requested funds to help the with the demolition of 503 Main St.** Council questioned whether the city had funds on hand to help. City Manager Jessica Kinser stated there is a balance in Local Option Sales Tax that could be used if the Council chooses. Councilman Wyman would like to see some more figures from MSA. Matter tabled until more information is collected.
- b. Motion by Adams to give Shiona Putnam vacation payout for the years 2009 and 2010. Seconded by Bergstrom. Approved 3-2, Wyman and Carlisle dissenting because of the current personnel policy.
- c. Kinser presented three options for the Council to review for the **management of the Community Building** upon the retirement of the current building manager. Matter tabled for further review.

- d. Motion by Rink approving the **Animal Storage Contract** with the Atlantic Animal Health Center and the Cass County Animal Clinic. Seconded by Adams. Approved 5-0
- e. Motion by Wyman approving the **Rescue Billing Contract** with PCC. Seconded by Adams. Approved 5-0
- f. Motion by Carlisle to go with Loan Option 1: to borrow money from a bank for the **Lighting Baseball Field**. Seconded by Wyman. Approved 5-0. Motion by Wyman to go with Rolling Hills Bank and Trust for the loan and pay it off in three years. Seconded by Rink. Approved 4-1 with Adams dissenting because she would prefer a different bank.
- g. Motion by Wyman to **Dispose of the Old Water Meters** through a recycling center. The City Manager is to check recycling prices and accept the highest amount. Seconded by Carlisle. Approved 5-0
- h. The Council reviewed the **Recommendations to update the Personnel Handbook**. A few minor changes will be made then will be given to the City Attorney for legal approval and brought back to the Council for the December meeting for final approval.
- i. Council reviewed the **FY2010 Annual Financial Report**.
- j. Motion by Rink approving **Resolution 17-2011 Setting Responsibilities of the Finance Committee**. Seconded by Bergstrom. Roll call ayes: Carlisle, Bergstrom and Rink Nays: none. Abstained: Adams and Wyman. Motion carried.
- k. Kinser presented a timeline to the Council for the fiscal year 2012 budget process.
- l. Motion by Wyman approving **Resolution 18-2011 Resolution Providing for the Reduction of Interest Rate for \$750,000.00 Sewer Revenue Bond, Series 2000**. Seconded by Adams. Roll Call ayes: Bergstrom, Rink, Wyman, Adams and Carlisle. Nays: none. Motion carried.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

Council asked how close the city is to being able to burn at the yard waste site. Kinser stated that we are waiting for a burn waiver from the neighboring owners.

Motion by Wyman to adjourn; seconded by Rink. Approved 5-0 7:58 p.m.

Jerry Putnam  
Mayor

Marylynne Dickinson  
City Clerk

<b>CLAIMS 10/12/10 - 11/9/10</b>		
ACCO	TUBING FOR WELL HOUSE	\$132.26
AGRILAND FS, INC	PROPANE LIFT STATION	\$453.20
AMERICAN FIRE PROTECTION	EXTINGUISHER INSPECTION	\$36.00
ATLANTIC NEWS-TELEGRAPH	PT JOB OPENING AD	\$86.64
AUSTIN VINER	STREET REPAIR	\$2,800.00
AVENET, LLC	WEB HOSTING SERVICE	\$396.00
BAKER & TAYLOR	BOOKS	\$274.82
BARCO MUNICIPAL PRODUCTS, INC.	STREET SIGNS	\$94.22
BASE	TPA FEES	\$62.50
BI-STATE ELECTRONICS	PAGER CLIP	\$15.20
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	\$877.72
CAPPEL'S	BOLTS/LIFT STATION	\$524.04
CARROT-TOP INDUSTRIES, INC.	US FLAGS	\$135.92
CASS CO. PUBLIC SAFETY COMM.	1.5% OF MONTHLY EXPENSES	\$841.93
CASS COUNTY ABSTRACT CO., INC.	LEIN SEARCH	\$310.00

CASS COUNTY EMS ASSOCIATION	EMS ANNUAL DUES	\$75.00
CASS COUNTY MEMORIAL HOSPITAL	MEDICAL SUPPLIES	\$58.53
CASS COUNTY SHERIFF'S DEPT.	28E AGREEMENT	\$4,583.34
CASS COUNTY TREASURER	516 MAIN PROPERTY TAXES	\$274.00
CENTRAL IOWA DISTRIBUTING INC.	BUILDING SUPPLIES	\$182.45
CINDY MILLER	BOOKS	\$108.55
CITY OF ATLANTIC	LAB TESTING	\$70.00
CITY OF GRISWOLD	POSTAGE	\$51.46
CITY OF RED OAK AMBULANCE SERV	MUTUAL AID	\$110.00
CORY FELTNER	MILEAGE REIMBURSEMENT	\$61.65
CREIGHTON UNIV. MED. CENTER	TAULBORG/TRAUMA TRAINING	\$85.00
DAKOTA SUPPLY GROUP	METERS	\$82,908.20
DAVID RIFFEY	FLOOR CLEANING	\$270.00
DEMCO, INC	SUPPLIES	\$65.79
DORSEY & WHITNEY LLP	LEGAL COSTS	\$2,795.00
ECKLE'S GROCERY STORE	SUPPLIES	\$17.58
GREATAMERICA LEASING CORP.	COPIER LEASE	\$82.00
GRISWOLD AMERICAN	MINUTES/CLAIMS	\$604.45
GRISWOLD AMOCO FUEL-O-MATIC	FUEL	\$1,826.86
GRISWOLD COOP TELEPHONE CO.	TELEPHONE	\$711.63
GRISWOLD FIRE DEPT.	SITE REIMBURSEMENT	\$600.00
GRISWOLD LIBRARY	PETTY CASH	\$25.73
GRISWOLD LUMBER	MATERIALS & SUPPLIES	\$2,073.64
HACH COMPANY	CHEMICALS/SUPPLIES	\$458.76
HAWKINS WATER TREATMENT	CHEMICALS	\$380.11
HD SUPPLY WATERWORKS	WATER METER SUPPLIES	\$796.75
HEIMAN FIRE EQUIPMENT	FITTINGS/ADAPTORS	\$778.05
HELEN LONGSTRETH	LEASE PAYMENT	\$1,988.30
HSBC BUSINESS SOLUTIONS	TOOLS	\$1,408.66
IKON FINANCIAL SERVICES	COPIER LEASE	\$130.73
IOWA DEPT OF NATURAL RESOURCES	ANNUAL WATER USE FEE	\$135.00
IOWA LEAGUE OF CITIES	WORKSHOP	\$100.00
IOWA ONE CALL	NOTIFICATIONS	\$24.30
IOWA RURAL WATER ASSOCIATION	DUES/TRAINING	\$250.00
IOWA WESTERN COMMUNITY COLLEGE	TRAINING	\$15.00
IPERS	IPERS	\$1,327.68
J Q OFFICE EQUIPMENT	COPIER CONTRACT	\$54.00
J.D. WYMAN SERVICE	ANTIQUE TRUCK REPAIR	\$2,571.38
JESSICA KINSER	TRAVEL TO DNR OFFICE	\$199.20
JOYCE BROS. AUTO SUPPLY	TOOLS	\$1,426.90
KEMP WELDING & REPAIR	REPAIRS	\$317.00
KEYSTONE LABORATORIES, INC.	LAB TESTING	\$194.90
LANDON PRESTON	TRAVEL/METER PICK UP	\$100.00
LAWSON PRODUCTS, INC.	DIAMOND BLADE	\$447.24
LINWELD	CHEMICALS	\$195.10
MARYLYNNE DICKINSON	TRAVEL/PARTS FOR LIFT STATION	\$16.50
MASKER PLUMBING, INC	METER INSTALLATION	\$18,444.00
MC SALES, INC	DOOR MOTOR/ LIFT STATION	\$5,817.98

MED ALLIANCE GROUP, INC.	MEDICAL SUPPLIES	\$1,351.77
MEDIVAC-ATLANTIC	MUTUAL AID	\$600.00
MIDAMERICAN ENERGY	UTILITIES	\$4,186.33
MSA PROFESSIONAL SERVICES INC	SEWER COLLECTION SYS DESIGN	\$147,690.00
NISHNABOTNA VALLEY REC	CEMETARY - ELEC/GAS	\$50.00
OLSEN'S OUTDOOR POWER	LAWN MOWER PARTS	\$272.29
OTTO,LAWRENCE & WIEDERSTEIN	NOVEMBER RETAINER	\$600.00
PEEBLES PLUMBING	AC - CITY HALL	\$4,180.50
PHYSICIAN'S CLAIMS COMPANY	DAY SHEETS	\$1,567.75
POSTMASTER	POSTAGE	\$131.64
PSG	KOLBE STUDY	\$982.70
QUILL CORPORATION	TONER	\$746.26
RETURNED CHECKS	RETURNED 10-2010	\$357.16
ROLLING HILLS BANK & TRUST	FED/FICA TAXES	\$3,179.99
SECRETARY OF STATE	NOTARY COMMISSION	\$30.00
SOUTHWEST IA PLANNING COUNCIL	CODE OF ORDINANCES	\$1,500.00
SOUTHWEST IOWA TILING	BACKHOE WORK	\$390.00
SOUTHWESTERN COMMUNITY COLLEGE	RESCUE CLASSES	\$120.00
TOWN & COUNTRY SANITATION	MONTHLY SERVICE	\$162.00
TREASURER, STATE OF IOWA	STATE TAXES	\$641.00
TREASURER, STATE OF IOWA	SALES TAX	\$4,199.00
TRUE NORTH COMPANIES, LC	AD&D RENEWAL	\$667.02
VERIZON WIRELESS	MONTHLY SERVICE	\$45.50
WHITE POLE RD CELLULAR LLC	SERVICE CALL/KEYS	\$58.50
ZEE MEDICAL SERVICE CO.	MEDICAL CABINET	<u>\$150.00</u>
	<b>TOTAL CLAIMS</b>	<b>\$316,118.26</b>

PAYROLL CHECKS

1	GENERAL	\$1,600.35
110	ROAD USE TAX	\$1,197.25
140	COMMUNITY BLDG	\$335.41
600	WATER	\$2,415.94
610	SEWER	<u>\$1,659.49</u>
	PAYROLL CHECKS ON 10/14/2010	<b>\$7,208.44</b>

1	GENERAL	\$1,568.22
110	ROAD USE TAX	\$440.80
140	COMMUNITY BLDG	\$165.38
600	WATER	\$1,192.55
610	SEWER	<u>\$903.04</u>
	PAYROLL CHECKS ON 10/28/2010	<b>\$4,269.99</b>

**TOTAL PAYROLL FOR OCTOBER** \$11,478.43

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**REPORT TOTAL** \$327,596.69