

**Minutes
City of Griswold
Regular Council Meeting, City Hall
April 11, 2011
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, Bergstrom, Carlisle and Wyman. Absent: Adams

Motion by Bergstrom to approve the agenda. Seconded by Rink. Approved 4-0.

Motion by Wyman to approve the following items under the Consent Agenda

- a. Minutes of March 7th regular meeting
- b. Minutes of March 22 & 31 special meetings
- c. Claims
- d. Treasurer's Report – Statement ending March 31, 2011
- e. Street Closure – Farmers Market (Starting June 9th from 4-7 p.m.)

Seconded by Bergstrom. Approved 4-0.

PUBLIC COMMENTS

Jerry Kline wanted to make sure Mobile Munchies is zoned correctly for their business to be in the lot it is. Also, a letter from Sturm Investments was given to each Council member, and Council agrees the gravel roads need paved in town. For the time being, they will be maintained until a plan can be made for paving. City Manager Jessica Kinser is to respond to the letter.

DEPARTMENTAL REPORTS

- a. Written report submitted for **Public Works**. Carlisle mentioned Jonathan is doing a great job and Kinser stated that the Jon Martens says he is doing excellent with the implementation of a new routine.
- b. Robin Drake, **Library** Board President informed council that the asbestos removal for the building next to the library is scheduled for the 20th – 29th.
- c. Written report submitted for the **Community Building**.

COMMITTEE REPORTS

No reports given.

ORDINANCES

- a. Motion by Wyman to approve the **Third and Final Reading of Ordinance 1-2011-Outside Metered Water Service**. Seconded by Bergstrom. Roll call ayes: Rink, Bergstrom, Wyman and Carlisle. Nays: none. Motion carried.
- b. Motion by Wyman to adopt Ordinance 1-2011 – Outside Metered Water Service. Seconded by Rink. Roll call ayes: Carlisle, Rink, Bergstrom and Wyman. Nays: none. Motion carried.
- c. Motion by Wyman to approve the **Third and Final Reading of Ordinance 2-2011-Outside Metered Water Rates and Exemption from Sewer Charges**. Seconded by Rink. Roll call ayes: Wyman, Carlisle, Rink and Bergstrom. Nays: none. Motion carried.
- d. Motion by Wyman to adopt Ordinance 2-2011 – Outside Metered Water Rates and Exemption from Sewer Charges. Seconded by Rink. Roll call ayes: Bergstrom, Wyman, Carlisle and Rink. Nays: none. Motion carried.

OLD BUSINESS

- a. There was no response to the request for bids for **the Commercial Refrigerator**. Motion by Carlisle to advertise the sealed bid for the refrigerator again with the 3 local radio 'sale' shows and, upon approval from the City Attorney, on Craig's List with a minimum bid still being \$300. Seconded by Wyman. Approved 4-0
- b. Kinser has been directed by Council to proceed with the selling of the **803 Main Street (Chuckwagon) Property**, and will be put on the next agenda for further instruction.

NEW BUSINESS

- a. Alan Duhn came to the Council to dispute the **water bill for the funeral home**. The Council tabled a decision on Duhn's bill until an accuracy test can be performed on the meter by Dakota Supply (Badger), with the City to pay for the accuracy test.

- b. Victoria Jones came to the Council asking if it would be possible to use City property for a **Community Garden**. Kinser is to check with the City Attorney for any liability issues. The Council sees no problem with this and would like have a group oversee the effort.
- c. Motion by Rink approving **Ryan Askeland to host a Street Dance for Reunion** weekend. Seconded by Carlisle. Approved 3-0 Wyman abstained – he is involved with the planning of the dance.
- d. Motion by Wyman approving **Resolution 35-2011 – Borrow \$51,000 from Rolling Hills for Baseball Field Lighting**. Seconded by Rink. Roll call ayes: Rink, Bergstrom, Wyman and Carlisle. Nays: none. Motion carried.
- e. Motion by Wyman to **Set the Public Hearing for FY2011 Budget Amendment** for May 9th at 6:00 p.m. Seconded by Carlisle. Approved 4-0
- f. Motion by Bergstrom approving **Resolution 36-2011 – Set Pay for Full Time Public Works Assistant**. Seconded by Wyman. Roll call ayes: Rink, Bergstrom, Wyman and Carlisle. Nays: none. Motion carried.
- g. Motion by Wyman to advertise for the position of **Public Works Superintendent** with a starting salary of \$38,000 - \$43,000 annually, applicant must have ability to obtain certifications within six (6) months of hire, and City will advertise through the League, IAMU, the Water Works Association, the Griswold American and the 53 direct mailing contacts within Region 4. Seconded by Rink. Approved 4-0
- h. Motion by Rink to **hire a Seasonal/Temporary Employee** at \$8.00 an hour. Seconded by Carlisle. Approved 4-0
- i. Amended motion by Wyman accepting the bid from Southwest Iowa Tiling in the amount of \$1,600 for the **Sewer Modification on Mills St. South of Main**, upon completion it is to be televised by USG at the City's expense. Seconded by Rink. Approved 4-0
- j. Motion by Rink approving the **Rescue Department's purchase of Med Media Software** at a cost \$1,200 and annual maintenance fee of \$650. Seconded by Bergstrom. Approved 4-0
- k. Motion by Bergstrom approving the **Rescue Department's purchase of a combination pack of a defibulator and an Auto Pulse** in the amount of \$34,626. This cost includes a \$5000 trade in allowance. Seconded by Wyman. Approved 4-0
- l. Motion by Bergstrom appointing Kinser as **Building Permits Official**. Seconded by Carlisle. Approved 4-0
- m. Motion by Rink for the City to pay for Kinser's **membership in ICMA** to assist with a scholarship application to attend the national conference. Seconded by Bergstrom. Approved 4-0
- n. Motion by Wyman to execute a contract with **Utility Service Partners, a Service Line Warranty Program**. Seconded by Rink. Approved 4-0
- o. Motion by Rink approving the **Cigarette Application for MJ's Grocery**. Seconded by Bergstrom. Approved 4-0
- p. Council directed Kinser to send a letter to each organization having a sign on the "Welcome to Griswold" sign stating the Council would like the organizations to form a committee for maintaining the signs.
- q. **SWIPCO Proposal for Zoning Ordinance Re-codification Proposal**- tabled to the next meeting.

MESSAGES AND PAPERS FROM THE MAYOR/MANAGER

Mayor Putnam expressed his thanks to Drue Kirchhoff for the many hours he has donated his time to help the City.

Kinser added that four Planning and Zoning Commission and Zoning Board of Adjustment members will be attending training and shows the interest they have in their position.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

Carlisle questioned how much the City charges for a building permit. Kinser stated that this is done on a sliding scale but the prices have not been updated in a very long time. An update will occur with modifications to the City's Zoning Ordinances.

Rink asked when a bid for the maintenance of streets and alleys would be awarded and when dangerous tree removal would be addressed. Both bids have yet to be distributed, but the street and alley bid will come before the Council in May for award and the dangerous tree removal in June.

Motion by Wyman to adjourn; seconded by Carlisle. Approved 4-0. 7:28 p.m.

Jerry Putnam
Mayor

Marylynn Dickinson
City Clerk

CLAIMS REPORT

ANSWERS	AUTOMATION SYSTEM	\$2,751.00
ARDENT LIGHTING GROUP L.L.C.	33% OF CONTRACT	\$26,400.00
AUSTIN VINER	CONCRETE WORK - STREETS	\$1,560.00
BARCO MUNICIPAL PRODUCTS, INC.	SURVEY FLAGS	\$52.80
BASE	FSA FEES	\$556.25
BOB'S MOWING	MOWING CONTRACT	\$1,540.00
BONNIE STARLIN	RETURN DEPOSIT/DATE CANCELED	\$50.00
BRUCE BRUNK	DAMAGE DEPOSIT RETURN	\$50.00
CAPPEL'S	SUPPLIES	\$915.30
CASS CO. PUBLIC SAFETY COMM.	1.5% OF MONTHLY EXPENSES	\$369.15
CASS COUNTY LANDFILL	DISPOSAL-803 MAIN	\$2,661.00
CASS COUNTY SHERIFF'S DEPT.	28E AGREEMENT-APRIL	\$4,583.34
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	\$206.04
CENTRAL IOWA LIBRARY	WILBOR AUDIO/EBOOKS	\$710.10
CITY OF GRISWOLD	POSTAGE	\$11.66
DAKOTA SUPPLY GROUP	WATER METERS	\$1,078.16
DEB MISNER	RETURN DAMAGE DEPOSIT	\$150.00
EFTPS	FED/FICA TAXES	\$3,690.10
GADE INSURANCE	POLICY PREMIUM	\$21,356.00
GREATAMERICA LEASING CORP.	COPIER LEASE	\$82.00
GRISWOLD AMERICAN	CLAIMS/MINUTES/ADS/DIRECTORY	\$188.89
GRISWOLD AMOCO FUEL-O-MATIC	FUEL	\$811.66
GRISWOLD LIBRARY	PETTY CASH	\$40.64
HD SUPPLY WATERWORKS	WATER METER SUPPLIES	\$1,272.46
ICMA	MEMBERSHIP	\$380.00
INSTITUTE FOR TRANSPORTATION	WORK ZONE FLAGGER TRAINING	\$150.00
IPERS	IPERS	\$2,037.53
ISU EXTENSION	PLANNING & ZONING TRAINING	\$220.00
J Q OFFICE EQUIPMENT	COPIER CONTRACT	\$27.00
J.D. WYMAN SERVICE	REPAIR CITY TRUCK	\$348.61
JD ENTERPRISES	DAMAGE DEPOSIT REFUND	\$175.00
JESSICA KINSER	LODGING/MILEAGE	\$670.27
KEYSTONE LABORATORIES, INC.	LAB TESTING	\$250.70
MATHESON TRI-GAS INC	CHEMICALS	\$68.60

MC SALES, INC	LIFT PUMP	\$1,951.57
MEDIVAC-ATLANTIC	MUTUAL AID	\$1,050.00
MIDAMERICAN ENERGY	UTILITIES	\$1,281.76
NISHNABOTNA VALLEY REC	CEMETARY - ELEC/GAS	\$25.00
NPDES/IDNR	APPLICATION FEE	\$85.00
OTTO,LORRENCE & WIEDERSTEIN	APRIL RETAINER	\$600.00
PEEBLES PLUMBING	OPERATOR AGREEMENT/ REPAIRS	\$4,078.02
PHYSICIAN'S CLAIMS COMPANY	DAY SHEETS	\$448.14
POSTMASTER	POSTAGE	\$244.35
QUILL CORPORATION	OFFICE SUPPLIES	\$214.06
ROBINSON TRUE VALUE	LIGHT	\$23.88
RUSH ELECTRIC	INSTALLATION/WIRING	\$4,972.03
SCHILDBERG CONSTRUCTION CO.	FILL SAND/GRAVEL	\$1,098.81
IOWA WORKFORCE DEVELOPMENT	OSHA SAFETY TRAINING	\$40.00
TERRI LOU DUGGAN	DAMAGE DEPOSIT RETURN	\$150.00
TIFFANY BEEBE	CLEANING	\$300.00
TOWN & COUNTRY SANITATION	MONTHLY SERVICE	\$81.00
TREASURER, STATE OF IOWA	STATE TAXES	\$659.00
TREASURER, STATE OF IOWA	SALES TAX	\$3,144.00
TRUE NORTH COMPANIES, LC	MONTHLY PREMIUMS	\$108.42
UTILITIES SERVICE GROUP	CLEAN STORM SEWERS	\$1,462.50
VERIZON WIRELESS	MONTHLY SERVICE	\$91.52
WYMANS CARQUEST	TOOLS	<u>\$315.94</u>
	TOTAL	\$97,839.26

PAYROLL CHECKS

110	ROAD USE TAX	\$171.40
600	WATER	\$166.36
610	SEWER	<u>\$166.37</u>
	PAYROLL CHECKS ON 3/02/2011	\$504.13

1	GENERAL	\$1,729.02
110	ROAD USE TAX	\$555.10
600	WATER	\$1,188.98
610	SEWER	<u>\$1,188.98</u>
	PAYROLL CHECKS ON 3/03/2011	\$4,662.08

1	GENERAL	\$1,788.07
110	ROAD USE TAX	\$523.82
140	COMMUNITY BLDG	\$56.61
600	WATER	\$1,227.74
610	SEWER	<u>\$1,227.70</u>
	PAYROLL CHECKS ON 3/15/2011	\$4,823.94

1	GENERAL	\$1,699.58
110	ROAD USE TAX	\$442.26
600	WATER	\$1,157.89
610	SEWER	<u>\$1,157.88</u>

PAYROLL CHECKS ON 3/29/2011 **\$4,457.61**

TOTAL \$14,447.76

REPORT TOTAL \$112,287.02

FUND NAME	
GENERAL	\$33,738.50
ROAD USE TAX	\$6,605.51
I-JOBS	\$785.27
EMPLOYEE BENEFITS	\$3,305.78
COMMUNITY BLDG	\$3,367.18
RESCUE FUND	\$4,158.33
CAPITAL IMPROVEMENT RESV	\$29,151.00
WATER	\$19,105.42
SEWER	\$11,545.03
RISK MANAGEMENT/SELF-INS	<u>\$525.00</u>
REPORT TOTAL	\$112,287.02