

Minutes
City of Griswold
Regular Council Meeting
Council Chambers, December 13, 2010 6:00 p.m.

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

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

Motion by Adams to approve the following items under the Consent Agenda with the correction of a claim to Griswold American for the amount of \$226.76, it should be \$266.76:

- a. Minutes of November 8th regular meeting
- b. Claims
- c. Treasurer's Report

Seconded by Wyman. Approved 5-0.

PUBLIC COMMENTS

There were no public comments.

DEPARTMENTAL REPORTS

- a. Written report submitted for the **Public Works Monthly Report**. Rink congratulated Landon, Jonathan and Bob Patterson for doing a good job getting ready for the DNR compliance check on the Water Supply System. Carlisle stated that Landon, Jonathan and Pete did a good job clearing the streets after the snow.
- b. * Mayor Putnam entered the meeting.
Robin Drake, Library Board President let the Council know 1) they are done with evaluations, 2) the 'Gadget Zoo' went well on Souper Saturday, and 3) the contract with MSA has not been signed yet.
- c. Written report submitted for the **Community Building**.

COMMITTEE REPORTS

Councilwoman Adams gave an oral report of her attendance of the Public Safety Commission.

ORDINANCES

- a. Motion by Carlisle approving the **Third Reading of Ordinance 7-2010-Amending Water Rates**. Seconded by Rink. Approved 5-0
- b. Motion by Rink adopting **Ordinance 7-2010-Amending Water Rates**. Seconded by Wyman. Roll Call ayes: Carlisle, Bergstrom, Adams, Rink and Wyman. Nays: none. Ordinance adopted
- c. Motion by Wyman approving the **Third Reading of Ordinance 8-2010-Amending Sewer Rates**. Seconded by Rink. Approved 5-0
- d. Motion by Wyman adopting **Ordinance 8-2010-Amending Sewer Rates**. Seconded by Adams. Roll Call ayes: Rink, Carlisle, Wyman, Bergstrom and Adams. Nays: none. Ordinance adopted.

OLD BUSINESS

- a. Matter of **Demolishing 503 Main** was tabled.
- b. Motion by Wyman to go with Option 3 for the **Community Building Management** which is hiring a part-time employee for building access, to lock and unlock the doors for Community Building events. Seconded by Carlisle. Approved 4-0 with Adams dissenting because she feels a new manager should be hired to continue good customer service.

NEW BUSINESS

- a. Motion by Carlisle for the City to assume ownership of all **Christmas Decorations** with the Chamber's assistance in maintaining and hanging and removing them every year. Seconded by Adams. Approved 5-0
Motion by Carlisle to **reimburse the Chamber for the Christmas Lights** in the amount of \$128.40. Seconded by Bergstrom. Approved 5-0
- b. Motion by Carlisle to forgive the water usage charge in the amount of \$54.75 plus tax on account #1001. Seconded by Bergstrom. Approved 5-0
- c. Motion by Wyman approving **Resolution 19-2011-Set Public Hearing for \$51,000 Loan Agreement for Baseball Field Lighting**. Hearing set for January 10th 2011 at 6:00 p.m. at City Hall. Seconded by Adams. Roll call ayes: Adams, Wyman, Bergstrom, Carlisle and Rink. Nays: none. Resolution adopted.

- d. Motion by Carlisle approving **Resolution 20-2011-Approve Public Works Director Job Description**. Seconded by Wyman. Roll call ayes: Wyman, Rink, Carlisle, Bergstrom and Adams. Nays: none. Resolution adopted.
- e. Motion by Rink approving **Resolution 21-2011-Set Pay for Public Works Director**. Seconded by Adams. Roll call ayes: Bergstrom, Adams, Rink, Wyman and Carlisle. Nays: none. Resolution adopted.
- f. Motion by Wyman approving **Resolution 22-2011-Adopt City of Griswold Personnel Handbook**. Seconded by Adams. Roll call ayes: Carlisle, Bergstrom, Adams, Rink and Wyman. Nays: none. Resolution adopted.
- g. Motion by Carlisle not to accept any of the **RFQ bids for Mowing of City Properties** until we can find out how much money it will take to fix the City-owned mower. Seconded by Rink. Approved 5-0
- h. Motion by Adams to accept the **RFQ 10-5- Cleaning of City Building** bid from Tiffany Beebe. Seconded by Carlisle. Approved 5-0
- i. Motion by Carlisle for a request for quotes to multiple contractors for the removal of the building at **803 Main Street (Chuckwagon)** with the disposal to be the responsibility of the City. Seconded by Wyman. Approved 5-0
- j. Motion by Carlisle approving **Resolution 23-2011-Destruction of Documents**. Seconded by Adams. Roll call ayes: Adams, Wyman, Bergstrom, Carlisle and Rink. Nays: none. Resolution approved.
- k. Motion by Wyman to approve all **Proposed Committees** and option 2 for the Library which designates the Mayor and City Manager to be the point of contact with the Library Board. Seconded by Carlisle. Approved 5-0
- l. Motion by Carlisle to put the **Snow Blower** out for sealed bids with a minimum bid of \$200. Seconded by Wyman. Approved 5-0
- m. Motion by Adams to designate 4 parking spaces in front of the City Hall as reserved for City Business, 15 minute parking, 7 a.m. to 4 p.m., Monday – Friday. Seconded by Carlisle. Approved 5-0

MESSAGES AND PAPERS FROM THE MAYOR

Mayor Putnam thanked Landon, Jonathan, Pete Euans and Lee Peebles for all of the time and help they have given the City the past couple of weeks. Mayor Putnam also wanted to thank Shane Harrison for volunteer work done in September.

Motion by Wyman to adjourn; seconded by Carlisle. Approved 5-0. 7:37 p.m.

Jerry Putnam
Mayor

Marylynne Dickinson
City Clerk

CLAIMS REPORT

AKIN BUILDING CENTERS	WELL HOUSE REPAIR	\$287.48
AMERICAN FIRE PROTECTION	EXTINGUISHER INSPECTION	\$13.00
ANSWERS	COMPUTER FEES	\$102.92
ATLANTIC MOTOR SUPPLY	ANTENNA	\$43.57
AUDITOR OF STATE	AUDIT SERVICES	\$13,100.00
BADGER BODY & TRUCK EQUIPMENT	SNOW PLOW REPAIR	\$143.28
BAKER & TAYLOR	BOOKS	\$342.49
BARCO MUNICIPAL PRODUCTS, INC.	BARRICADE	\$781.47
BASE	TPA FEES	\$1,636.93
BILL GILLELAND	REIMBURSEMENT	\$838.76
BOB'S MOWING	CONTRACT/ FERTILIZER	\$2,225.00
BROWN ELECTRIC CO.	LIFT STATION REPAIR	\$252.67
CAPPEL'S	TOW ROPE	\$123.98
CASS CO. PUBLIC SAFETY COMM.	1.5% OF MONTHLY EXPENSES	\$319.88
CASS COUNTY LANDFILL	TIPPING FEES	\$25.60
CASS COUNTY SHERIFF'S DEPT.	28E AGREEMENT	\$4,583.34
CASS COUNTY TREASURER	2008-145 TAX CERTIFICATE	\$2,489.00
CENTRAL IOWA DISTRIBUTING INC.	COMM BLDG SUPPLIES	\$859.28
CINDY MILLER	BOOKS REIMBURSEMENT	\$254.41
CITY OF ATLANTIC	LAB TESTING	\$35.00
CITY OF GRISWOLD	POSTAGE	\$24.84
CLARENCE WADDELL	REIMBURSEMENT CONFERENCE	\$220.00
CORNHUSKER INTERNATIONAL TRUCK	CHASSIS FOR FIRE DEPT-USDAGRAN	\$18,750.00
CORY FELTNER	MILEAGE REIMBURSEMENT	\$99.48
DAKOTA SUPPLY GROUP	METERS	\$5,155.27
DANELL SMITH	MILEAGE REIMBURSEMENT	\$213.60
DATA TECHNOLOGIES	COMPUTER FEES	\$3,665.07
DAVID RIFFEY	FLOOR MAINTENANCE	\$200.00
DORSEY & WHITNEY LLP	LEGAL COSTS	\$5,711.15
ECKLE'S GROCERY STORE	SUPPLIES	\$36.23
EDDY-WALKER EQUIPMENT CO.	STREET SWEEPER EQUIP.	\$2,890.01
FASTENAL COMPANY	LIME VESTS	\$130.94
GREATAMERICA LEASING CORP.	COPIER LEASE	\$164.00
GRISWOLD AMERICAN	MINUTES	\$415.11
GRISWOLD AMOCO FUEL-O-MATIC	FUEL	\$758.09
GRISWOLD CHAMBER OF COMMERCE	CHRISTMAS LIGHTS	\$128.40
GRISWOLD COOP TELEPHONE CO.	TELEPHONE	\$697.67
GRISWOLD LIBRARY	PETTY CASH	\$53.26
GRISWOLD LUMBER	MATERIALS & SUPPLIES	\$555.63
HAWKINS WATER TREATMENT	CHEMICALS	\$1,120.64
HD SUPPLY WATERWORKS	WATER METER SUPPLIES	\$1,925.08
IKON FINANCIAL SERVICES	COPIER LEASE	\$136.29
IOWA POETRY ASSOCIATION	BOOKS	\$9.00
IOWA WESTERN COMMUNITY COLLEGE	EXCEL CLASS	\$49.00
IPERS	IPERS	\$1,348.23
J Q OFFICE EQUIPMENT	COPIER CONTRACT	\$27.00
J.D. WYMAN SERVICE	SERVICE ON F-350	\$245.90

JONATHAN PILGREEN	CLOTHING ALLOWANCE-JONATHAN	\$63.79
JOYCE BROS. AUTO SUPPLY	TOOL BOXES	\$91.81
KEYSTONE LABORATORIES, INC.	LAB TESTING	\$34.80
MARYLYNNE DICKINSON	MILEAGE REIBURSEMENT	\$43.30
MASKER PLUMBING, INC	METER INSTALLATION	\$4,118.00
MATHESON/LINWELD INC	CHEMICALS	\$66.50
MEDIVAC-ATLANTIC	MUTUAL AID	\$150.00
MIDAMERICAN ENERGY	UTILITIES	\$2,844.40
MORTENSEN INFROMATION	TECH SUPPORT	\$286.87
MOVIE LICENSING USA	ANNUAL COPYRIGHT	\$175.00
MSA PROFESSIONAL SERVICES INC	SEWER COLLECTION SYS DESIGN	\$1,350.00
NISHNABOTNA VALLEY REC	CEMETARY - ELEC/GAS	\$25.00
OTTO,LAWRENCE & WIEDERSTEIN	DECEMBER RETAINER	\$600.00
PEEBLES PLUMBING	SUMP PUMP REPAIR	\$1,942.38
PHYSICIAN'S CLAIMS COMPANY	DAY SHEETS	\$157.10
POSTMASTER	POSTAGE	\$304.56
QUILL CORPORATION	OFFICE SUPPLIES	\$149.18
ROBINSON TRUE VALUE	WELL HOUSE SUPPLIES	\$179.99
ROLLING HILLS BANK & TRUST	FED/FICA TAXES	\$2,530.64
SOUTHWEST IOWA TILING	REPAIR - STEINS	\$1,850.00
THE RED OAK EXPRESS	PUBLIC WORKS AD	\$87.60
TOWN & COUNTRY SANITATION	MONTHLY SERVICE	\$81.00
TREASURER, STATE OF IOWA	STATE TAXES	\$498.00
TRUE NORTH COMPANIES, LC	MONTHLY PREMIUMS	\$216.84
TURNER SERVICE	VALVE EXERCISE	\$2,664.00
<u>VERIZON WIRELESS</u>	<u>MONTHLY SERVICE</u>	<u>\$45.50</u>
	TOTAL CLAIMS	\$93,744.21

PAYROLL CHECKS

1	GENERAL	\$1,601.00
110	ROAD USE TAX	\$440.80
140	COMMUNITY BLDG	\$897.31
600	WATER	\$1,171.46
<u>610</u>	<u>SEWER</u>	<u>\$903.04</u>
	PAYROLL CHECKS ON 11/10/2010	\$5,013.61

1	GENERAL	\$1,541.02
110	ROAD USE TAX	\$502.53
140	COMMUNITY BLDG	\$36.95
600	WATER	\$1,347.91
<u>610</u>	<u>SEWER</u>	<u>\$992.85</u>
	PAYROLL CHECKS ON 11/24/2010	\$4,421.26

TOTAL \$9,434.87

PAID TOTAL \$103,179.08