

Minutes
City of Griswold
Regular Council Meeting, City Hall
October 10, 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: Adams, Rink, Bergstrom, Wyman and Carlisle.

Motion by Adams to approve the agenda removing item F-Treasurer's Report ending August 31, 2011 and item G-Treasurer's Report ending September 30, 2011 under Consent Agenda. Seconded by Rink. Approved 5-0.

Motion by Wyman to approve the following items under the Consent Agenda with the addition of a \$10.00 claim to Cass County Regional Collection for poison removal.

- a. Minutes of the September 12, 2011 regular meeting
- b. Minutes of the September 15, 2011 special meeting
- c. Minutes of the September 20, 2011 special meeting
- d. Claims
- e. Treasurer's Report – Statement ending July 31, 2011
- f. Removed
- g. Removed

Seconded by Adams. Approved 5-0.

PUBLIC HEARING

Mayor Putnam opened the Public Hearing for **Ordinance 4-2011 – Amending the Code of Ordinance of the City of Griswold, Iowa, 2010, By Amending Section 6-5-8 pertaining to Water Rates**. There being no written or oral comments the Public Hearing was closed.

PUBLIC COMMENTS

There were no public comments.

DEPARTMENTAL REPORTS

- a. Written report submitted for **Public Works**. Rink stated that he appreciates the reports being submitted in the council packet. Wyman asked how the flushing of the hydrants went and also asked if the flashing light at the edge of town will be replaced. Public Works Supervisor, Jeff Metheny stated there were no major problems with the hydrants and the light is not required by DOT and will not be replaced.
- b. **Library** Board President, Robin Drake informed the council they are just waiting for MSA and USDA to get the contract in place before any bids can be let and the Friends of the Library are working on several fundraiser ideas.
- c. Written report submitted for the **Community Building**.

COMMITTEE REPORTS

- a. **Public Safety Commission** – Adams gave a verbal report.
- b. The **Planning and Zoning Commission** – Kinser stated the Planning and Zoning Commission tabled the decision to approve the Zoning Ordinance; there will be another meeting to discuss changes, but no additional public hearing on the issue at the Commission level.

ORDINANCES

Motion by Wyman to approve the first reading of **Ordinance 4-2011-Amending the Code of Ordinance of the City of Griswold, Iowa, 2010, By Amending Section 6-5-8 pertaining to Water Rates**. Seconded by Bergstrom. Roll call ayes: Adams, Rink, Bergstrom, Wyman and Carlisle. Nays: none. Motion carried.

NEW BUSINESS

- a. Motion by Rink to add Chelsea Fulton as a signer for the City's bank account and to remove Jessica Kinser. Seconded by Bergstrom. Approved 5-0
- b. Motion by Rink approving **Resolution 7-2012 - Adopt General Policies & Procedures and Amended Policies**. Seconded by Adams. Roll call ayes: Rink, Bergstrom, Wyman, Carlisle and Adams. Nays: none. Motion carried.
- c. Motion by Adams approving **Resolution 8-2012 – Amend Community Building Rates and Fees**. Seconded by Bergstrom. Roll call ayes: Bergstrom, Wyman, Carlisle, Adams and Rink. Nays: none. Motion carried.

- d. Council discussed the **Personnel Policy for DNR Water and Wastewater Certifications**. Council would like the raises set to \$.50 cents per required certification, \$.25 per the non-required certification. The policy will come before the Council as a Resolution at the next Council Meeting.
- e. **Resolution 9-2012 – Approve Pay Increase for Jonathan Pilgreen for Wastewater I Certification** – tabled to next meeting.
- f. Motion by Wyman approving **Resolution 10-2012 – Approve Performance Increase for Marylynne Dickinson**. Seconded by Adams. Roll call ayes: Carlisle, Wyman, Adams, Rink and Bergstrom. Nays: none. Motion carried.
- g. Motion by Carlisle appointing Diane Anderson to the Zoning Board of Adjustment. Seconded by Wyman. Approved 5-0
- h. City Manager, Jessica Kinser discussed with the Council, the **Building Permit Fees** and would like the council to look into different fees separate for sidewalks and fences.

MESSAGES AND PAPERS FROM THE MAYOR/CITY MANAGER

Mayor Putnam introduced and welcomed Chelsea Fulton to Griswold as the new City Administrator and also congratulates Jessica on her next step to Clinton, Iowa.

Mayor Putnam also announced there is a county burn ban issued by the Emergency Management and State Fire Marshall.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

Carlisle asked about the sheriff's reports and also if anyone would object to the school helping with the lights for the Christmas ornaments.

Wyman wanted to remind everyone that the City does not have possession of the Fish Farm until January 1, 2012, and nothing is to be done there until then.

Bergstrom thanked Jessica for a job well done for the City.

Adams also thanked Jessica for a job well done for the City.

Rink stated he was opposed to the city manager position in the beginning but has come to realize how very important is for the City and also thanks Jessica for a job well done.

Motion by Rink to adjourn. Seconded by Adams. Approved 5-0 6:42 p.m.

Jerry Putnam
Mayor

Marylynne Dickinson
City Clerk

CLAIMS

AGRI DRAIN	FLAP GATE	\$226.38
AGRILAND FS, INC	ROUND UP	\$394.14
AKIN BUILDING CENTERS	SUPPLIES	\$258.67
ALLEN MCCULLEY	TRAVEL REIMBURSEMENT	\$274.00
ANTHONY DYER	DAMAGE DEPOSIT REFUND	\$150.00
ATLANTIC MUNICIPAL UTILITIES	CONTRACT AGREEMENT	\$1,600.00
VINER CONSTRUCTION	CURB REPAIRS - MAIN ST	\$1,640.00
BACKYARD PLAYWORLD	RUBBER MULCH	\$799.93
BAKER & TAYLOR	BOOKS	\$473.83
BARCO MUNICIPAL PRODUCTS, INC.	POSTS	\$453.10
BASE	HRA/CAFETERIA	\$122.50
BECKY JENNUM	EVENT CANCELLED-REIMBURSEMENT	\$50.00
BI-STATE ELECTRONICS	REPAIR EQUIPMENT ONSITE	\$576.00
BRIDGET NIEDERMYER	DAMAGE DEPOSIT REFUND	\$125.00
BROWN ELECTRIC CO.	REPAIR	\$101.45
CAPPEL'S	CONCRETE	\$231.10

CASS CO. PUBLIC SAFETY COMM.	1.5% OF MONTHLY EXPENSES	\$714.81
CASS CO.REGIONAL COLLECTION	POISON DISPOSAL	\$10.00
CASS COUNTY SHERIFF'S DEPT.	28E AGREEMENT-OCTOBER	\$4,583.34
CENTRAL IOWA DISTRIBUTING INC.	OPERATING SUPPLIES	\$322.16
CINDY MILLER	REIMBURSEMENT-BOOKS	\$233.57
CITY OF ATLANTIC	LAB TESTING	\$70.00
CLIA LABORATORY PROGRAM	CERTIFICATION WAIVER	\$150.00
COLONIAL RESEARCH	BIO-PAKS	\$350.49
DAKOTA SUPPLY GROUP	WATER METER	\$154.26
DANKO EMERGENCY EQUIPMENT	FENDER CITY PUMPER	\$137.90
DEMCO, INC	SUPPLIES	\$70.57
DEVORE FENCING	FENCING BY LAGOON	\$183.47
IOWA DEPT OF NATURAL RESOURCES	ANNUAL FEE	\$95.00
DONNA LAVERTY	DAMAGE DEPOSIT REFUND	\$150.00
EFTPS	FED/FICA TAXES	\$4,400.36
GREATAMERICA LEASING CORP.	LEASE AGREEMENT	\$164.00
GRISWOLD AMERICAN	CLAIMS/MINUTES/ADS/NOTICES	\$812.43
GRISWOLD AMOCO FUEL-O-MATIC	FUEL	\$2,307.60
GRISWOLD ANIMAL HEALTH CENTER	GLOVES	\$25.00
GRISWOLD COMMUNITY SCHOOL	MAGAZINE ORDERS	\$405.00
GRISWOLD COOP TELEPHONE CO.	TELEPHONE	\$1,417.16
GRISWOLD LIBRARY	PETTY CASH	\$68.75
HAWKINS WATER TREATMENT	CHEMICALS	\$567.12
HD SUPPLY WATERWORKS	WATER METER SUPPLIES	\$2,060.80
HEARTLAND ENVIRONMENTAL	CHEMICALS	\$655.12
HEIMAN FIRE EQUIPMENT	ADAPTER	\$208.23
IKON FINANCIAL SERVICES	COPIER LEASE	\$135.08
IOWA DNR	WASTEWATER CERTIFICATION-JONATHAN	\$80.00
IOWA ONE CALL	NOTIFICATIONS	\$55.10
IOWA WESTERN COMMUNITY COLLEGE	CLASSES	\$75.00
IPERS	IPERS	\$2,518.46
J Q OFFICE EQUIPMENT	COPIER CONTRACT	\$28.00
J.D. WYMAN SERVICE	BATTERY	\$381.96
JD ENTERPRISES	EVENT CANCELLED-REIMBURSEMENT	\$50.00
JERRY PUTNAM	MEAL/MILEAGE/LODGING-CONFERENCE	\$468.51
JESSICA KINSER	COUNCIL CHAIRS	\$414.01
JULIE KLINE	OFFICE SUPPLIES	\$21.42
KELLY MCGANN	DAMAGE DEPOSIT REFUND	\$150.00
KIRKWOOD COMMUNITY COLLEGE	WATER TRAINING CLASSES	\$2,125.00
MATHESON TRI-GAS INC	CHEMICALS	\$235.80
MEDMEDIA INC.	LICENSE/AGREEMENT	\$1,850.00
MENARDS	MULCH	\$44.40
MIDAMERICAN ENERGY	UTILITIES	\$3,229.28
MIDWEST AG SERVICES, INC	DAMAGE DEPOSIT REFUND	\$100.00
MJ'S GROCERY	SUPPLIES	\$64.26
MSA PROFESSIONAL SERVICES INC	ENGINEERING FEES	\$3,940.00
NELS CHRISTENSEN	LODGING/MILEAGE	\$209.62
NISHNABOTNA VALLEY REC	CEMETARY - ELEC/GAS	\$25.00
OTTO,LORENCE & WIEDERSTEIN	OCTOBER RETAINER	\$600.00

PEEBLES PLUMBING	PUMPING @ HIGH SCHOOL	\$552.60
PHYSICIAN'S CLAIMS COMPANY	DAY SHEETS	\$307.89
POSTMASTER	POSTAGE	\$137.73
PSG	CANDIDATE REPORT	\$976.00
QUILL CORPORATION	OFFICE SUPPLIES	\$627.31
RETURNED CHECKS	ACCT #367000	\$53.39
RIVER CITY BARRICAIDE CO.	SIGNS	\$264.00
ROBINSON TRUE VALUE	POSTAGE	\$33.41
RYAN WIESEN	TRAVEL REIMBURSEMENT	\$411.50
SANDBOTHE FIRESTONE	MAINTENACE & SUPPLIES	\$376.02
SOUTHWEST IOWA TILING	HIGH SCHOOL METER	\$6,307.88
SOUTHWESTERN COMMUNITY COLLEGE	JAMBOREE-POPE	\$45.00
SPECIALIZED TRANSPORTATION INC	COPIER RETURN	\$360.00
STATE HYGIENIC LABORATORY	WATER LAB FEES	\$294.00
THE DES MOINES REGISTER	SUBSCRIPTION RENEWAL	\$187.84
THE ISLE CASINO & HOTEL	HOTEL	\$448.00
TIFFANY BEEBE	CLEANING	\$630.00
TITAN MACHINERY	BACK HOE PARTS	\$144.23
TOTAL BACKFLOW RESOURCES	TESTING @ FIRESTAION	\$125.00
TOWN & COUNTRY SANITATION	MONTHLY SERVICE	\$162.00
TREASURER, STATE OF IOWA	STATE TAXES	\$767.00
TREASURER, STATE OF IOWA	SALES TAX	\$4,450.00
TRUE NORTH COMPANIES, LC	MONTHLY PREMIUMS	\$692.94
UNITED HEALTH CARE PLAN	GROUP INSURANCE PREMIUMS	\$3,071.16
VERIZON WIRELESS	MONTHLY SERVICE	\$105.56
VIDACARE CORPORATION	MEDICAL SUPPLIES	\$503.25
WYMANS CARQUEST	ROPE FOR PUMPS	<u>\$92.98</u>
	TOTAL	\$66,720.83

GENERAL	\$18,100.98
ROAD USE TAX	\$6,006.84
EMPLOYEE BENEFITS	\$1,728.27
COMMUNITY BLDG	\$2,127.91
RESCUE FUND	\$5,088.16
RAGBRAI 2011	\$309.85
CAPITAL IMPROVEMENT RESV	\$3,940.00
WATER	\$21,265.75
SEWER	<u>\$8,153.07</u>
TOTAL	\$66,720.83