

**Minutes
City of Griswold
Regular City Council Meeting
July 13, 2020
6:00 PM**

Community Building Small Room

Mayor Brad Rhine called the meeting to order at 6:00 p.m. Council present: Stapleton, Sorensen, Adams, Preston. Absent: Askeland. Motion by Sorensen to approve the agenda. Seconded by Preston. Approved 4-0. Motion by Sorensen to approve the following items under the consent agenda amending the June 8, 2020 Regular Council Meeting Minutes to remove New Business item c. "Motion by Sorensen to **set the Public Hearing for FY21 Budget** for March 9th, 2020 at 6 p.m. in Griswold City Council Chambers. Seconded by Adams. Approved 5-0."

- a. Minutes of the June 8, 2020 Regular Council Meeting
- b. Minutes of the June 12, 2020 Special Council Meeting
- c. Minutes of the June 25, 2020 Special Council Meeting
- d. Claims
- e. Treasurers Report –June 30, 2020
- f. Clerks Report
- g. The Tee Box Liquor License #BB0038002 Renewal
- h. The Bus Stop Liquor License #LC0045859 Renewal

PUBLIC COMMENTS

None

DEPARTMENTAL REPORTS

- a. Public Works-written report submitted by Jeff Metheny, Public Works Director. Lenny Larson from ISG updated council on the 2019 Street Project. Larson assured Council that the project will be completed by the next regular council meeting on August 10, 2020. Larson stated waiting on Mid-American Energy to move the utilities slowed down the progress of the project and caused the contractor to not meet the original completion date. Larson said the contractors are requesting at least a 45-day extension from the original completion date of June 20, 2020. Sorensen asked to get a new completion date and have Council approve the change order date. Stapleton inquired as to who owns the waterway between 712 Fitness and Houghton State Bank because it is overgrown and needs to be tended to.
- b. Library-written report submitted by Lisa Metheny, Library Director. Mayor Rhine said he is still trying to find a male to be part of the library board. Sorensen said the library set officers for next year at their last meeting, the summer reading program is completed, and the summer employees will be done soon at the library.
- c. Community Building-verbal report given by Barbara Teaney, City Clerk.
- d. Cass County Sheriff -no report received this month.
- e. Fire and Rescue-verbal report given by Rescue Captain, Brad Amos.

COMMITTEE REPORTS

- a. CADCO-cancelled their monthly meeting due to COVID-19 exposure. Sorensen volunteered to attend while the City Manager position is vacant. Adams volunteered to attend if Sorensen cannot attend.
- b. Cass County Environmental Control-no meeting this month due to receiving bids to transport trash to other landfills in preparation for the Cass County Landfill closure.
- c. Little League-no meeting this month.

OLD BUSINESS

- a. Preston made a motion to hire City Manager without a headhunter. No second on the motion. Adams motioned the hiring of Midwest Municipal Consulting to pursue hiring City Manager at \$7,500-Seconded by Stapleton. Roll Call Ayes: Adams, Sorensen, Stapleton Nays: Preston. Motion carried.

NEW BUSINESS

- a. Motion by Sorensen to approve Resolution 1-2021: To provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the FEMA Creek Bank Repairs Project, and the taking of bids therefore. Seconded by Adams. Roll call ayes: Adams, Preston, Sorensen, Stapleton. Nays: None. Motion carried. Lenny Larson from ISG updated council the FEMA projects for Cass Street and City Lagoons.
- b. Dustin Wyman, President, of Pieces and Dreams car show presented the plan for the 09/12/2020 car show. Stapleton suggested getting a signed document from businesses on Main St. Council liked that it will promote businesses in the City and not just the car show. Council asked Wyman to present more information August council meeting.
- c. Motion by Sorensen to approve Indigo and Sage Liquor License. Seconded by Stapleton. Approved 4-0.

- d. Motion by Sorensen to approve **Reinstatement of Utility Bills Late Fees and Shut Offs**. Seconded by Adams. Approved 4-0 Motion carried. Preston wanted to let residents know that the City has a list of resources that may offer some relief if they are struggling to pay their utility bill.
- e. Motion by Sorensen to enforce ordinance 6-13-1 Section 2 Fence and Hedge Regulations. Seconded by Adams. Approved 4-0. Motion carried. Adams will contact City attorney regarding the enforcement of this ordinance and civil penalties. Council discussed 30 days being a reasonable time frame to abide by the ordinance.
- f. Motion by Sorensen to approve **closing City Hall on July 20-29 for City Clerk Training**. Seconded by Stapleton. Approved 4-0. Motion carried.

MESSAGES AND PAPERS FROM THE MAYOR

Mayor Rhine thanked Hannah Bierbaum for helping out while the City Manager position is vacant. Thanked residents for abiding by fireworks regulations. Thanked City Council for stepping up and helping with a plan to find a new City Manager.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

Preston said the Cass County Museum is open and requested the City make a plan to demolish the house the City owns on Adair St and that it be added to the August agenda. Sorensen thanked the community for obeying the fireworks ordinance and cleaning up after shooting them off. Stapleton said he would like for the City to do a Community Satisfaction Survey, so council could hear all of the citizen's concerns. He said this would also give residents who are not comfortable bringing their concerns to council in person a voice. Motion by Sorensen to adjourn. Seconded by Adams. Approved 4-0 Meeting adjourned at 7:51 P.M.

CLAIMS APPROVED AT MEETING

VENDOR NAME	REFERENCE	TOTAL
TIGER MART	FUEL	811.36
IIMC	ANNUAL MEMBERSHIP	170.00
CAPPEL'S	SUPPLIES	942.94
CITY OF ATLANTIC	LAB TESTING	90.00
MIDAMERICAN ENERGY	UTILITIES	3,824.41
GRISWOLD COMMUNICATIONS	TELEPHONE/INTERNET	976.36
TOWN & COUNTRY SANITATION	TRASH REMOVAL	344.00
GRISWOLD LIBRARY	PETTY CASH	8.44
NISHNABOTNA VALLEY REC	CEMETARY - ELEC/GAS	24.42
VERIZON WIRELESS	MONTHLY SERVICE	225.28
UNITED STATES POSTAL SERV	POSTAGE	147.15
IPERS	IPERS	2,344.53
SALES TAX	SALES TAX	3,784.00
TREASURER, STATE OF IOWA	STATE TAXES	601.00
SOUTHWEST IA PLANNING COU	DUES, MEMBERSHIPS	673.00
GRISWOLD AMERICAN	6/08/20 MEETING AND CLAIMS	741.01
IOWA ONE CALL	NOTIFICATIONS	75.60
BOB'S MOWING	LITTLE LEAGUE MOWING	1,320.00
ARMOUR INSURANCE	AUDIT	320.00
CASS COUNTY MEMORIAL HOSP	MEDICAL SUPPLIES	3.50
QUILL CORPORATION	OFFICE SUPPLIES	241.24
CARD SERVICES	ZOOM/AMAZON/SAMS/FB LIVE	223.54
DNR-WATER USE FEE	ANNUAL FEE	143.32
CITY OF GRISWOLD	UTILITY BILL	114.74
EMERGENCY APPARATUS	VEHICLE REPAIRS	2,452.90
CASS COUNTY SHERIFF'S DEP	Jul-20	5,796.50
WYMAN, JC	COMM BLDG COVID-19 DEP RET	50.00

AUDITOR OF STATE	AUDIT FY 2019	6,524.88
CITY OF RED OAK AMBULANCE	MUTUAL AID	220.00
OTTO, LORENCE, WIEDERSTEIN	JULY RETAINER	1,000.00
BASE	HRA/CAFETERIA MONTHLY	60.00
AKIN BUILDING CENTERS	SUPPLIES	30.56
EFTPS	FED/FICA TAX	5,167.23
MENARDS	SUPPLIES	757.57
STATE HYGIENIC LABORATORY	WATER LAB FEES	78.00
AMAZON	BOOKS	1,892.62
HAWARDEN PUBLIC LIBRARY	BOOKS	15.00
WELLMARK	PREMIUMS	4,025.39
MAYNARD CUSTOM SOLUTIONS	REPLACE FAULTY HARD DRIVE	199.04
I+S GROUP	2019 STREET IMPROVEMENTS	6,131.24
ECHCO		475.00
MIDWEST DATA	FIREWALL SERVICES	50.00
TREEMENDUS TREE SERVICE	MOWING CONTRACT	7,800.00
TEXT CASTER	ANNUAL SERVICE FEE	1,000.00
PRECISION CONCRETE SERV	PAY APP #3-2019 ST IMPROVEMENT	12,023.35
AETNA	EMPLOYEE ASSISTANCE PROGRAM	21.00
SUNNY COMMUNICATIONS	RADIO BATTERY	145.00
THOMSEN, KIM	COMMUNITY BUILDING CLEANING	250.00
WATER SALES TAX	WATER SALES TAX	870.00
COMPLETE WIRELESS TECHNO	RADIO REPAIRS	968.45
ACCESS SYSTEMS	COPIER LEASE	1,339.78
ADVANTAGE PRESERVATION	ONLINE SEARCH-GRIS AM	250.00
MEGAN SCHRODER	DEPOSIT REFUND COVID-19	50.00
BRANDIE MAJOR	DEPOSIT REFUND COVID-19	50.00
MARK STEFFEN	DAMAGE DEPOSIT RETURN 6/21/20	100.00
SCOTT HANSEN	RESERVATION REFUND COVID-19	50.00
WAUKEE PUBLIC LIBRARY	DOLL CLOTHING & ACCESSORIES	5.16
	CLAIMS TOTAL	77,998.51
	GENERAL FUND	37,317.30
	ROAD USE TAX FUND	4,103.75
	EMPLOYEE BENEFITS FUND	1,834.53
	COMMUNITY BLDG FUND	1,096.94
	RESCUE FUND	577.87
	2019 ST IMPROVEMENTS FUND	17,814.59
	WATER FUND	8,611.26
	SEWER FUND	6,642.27
	TOTAL BY FUND:	77,998.51

JUNE 2020 TREASURERS REPORT

<u>REVENUE BY FUND</u>		<u>EXPENSE BY FUND</u>	
GENERAL	\$14,342.05	GENERAL	\$49,673.22

ROAD USE TAX	\$6,201.15
EMPLOYEE BENEFITS	\$421.03
EMERGENCY FUND	\$41.70
LOCAL OPTION SALES TAX	\$10,955.56
TAX INCREMENT FINANCING	\$0.00
COMMUNITY BLDG	\$606.38
RESCUE FUND	\$12,666.29
RURAL FIRE	\$1.34
FLOOD CONTROL	\$2.43
LITTLE LEAGUE	\$0.00
DEBT SERVICE	\$0.00
CAPITAL IMPROVEMENT FUND	\$104.29
CAPITAL PROJECT FUND	\$22.02
PW VEHICLE REPLACEMENT	\$0.00
CAPITAL PROJ RESERVE	\$0.03
SOURCE WATER PROTECTION	\$0.02
FIRE STATION FUND	\$35,604.46
2019 ST IMPROVEMENTS	\$56,994.35
CEMETERY	\$68.53
WATER	\$16,803.79
SEWER	\$23,978.18
STORM WATER	\$0.00
FEMA STORM WATER	\$0.00

TOTAL REVENUE BY FUND \$178,813.60

ROAD USE TAX	\$6,833.69
EMPLOYEE BENEFITS	\$6,634.53
EMERGENCY FUND	\$0.00
LOCAL OPTION SALES TAX	\$0.00
TAX INCREMENT FINANCING	\$0.00
COMMUNITY BLDG	\$1,014.59
RESCUE FUND	\$1,707.60
RURAL FIRE	\$0.00
FLOOD CONTROL	\$42,905.60
LITTLE LEAGUE	\$0.00
DEBT SERVICE	\$31,525.00
CAPITAL IMPROVEMENT FUND	\$35,604.10
CAPITAL PROJECT FUND	\$0.00
PW VEHICLE REPLACEMENT	\$0.00
CAPITAL PROJ RESERVE	\$0.00
SOURCE WATER PROTECTION	\$0.00
FIRE STATION FUND	\$30.00
2019 ST IMPROVEMENTS	\$25,861.84
CEMETERY	\$0.00
WATER	\$18,513.80
SEWER	\$100,423.06
STORM WATER	\$0.00
FEMA STORM WATER	\$1,080.00

TOTAL EXPENSES BY FUND \$321,807.03



**Brad Rhine
Mayor**



**Barbara Teaney
City Clerk**