

Minutes
City of Griswold
Regular Council Meeting, City Council Chambers
August 12, 2019
6:00 PM

The Griswold City Council met in regular session at Griswold City Council Chambers. Mayor Brad Rhine called the meeting to order at 6:00 p.m. Council present: Cook, Askeland, Adams, Sorensen, Preston. Absent: none. Motion by Askeland to approve the agenda. Seconded by Cook. Approved 5-0. Motion by Adams to approve the following items under the Consent Agenda.

- a. Minutes of the July 8, 2019 Regular Council Meeting
- b. Claims
- c. Treasurers Report –July 31, 2019
- d. Clerks Report
- e. Liquor License Renewal – The Tee Box # BB0038002
- f. Liquor License Renewal – Tiger Mart # LE0002950

Seconded by Sorensen. Approved 5-0.

PUBLIC HEARING

- a. Mayor Rhine opened the public hearing on **Resolution 7-2020: A Resolution Approving the Disposal of City Owned Real Property, to-wit, 805 6th Street, Griswold, Iowa** at 6:01 p.m., there being no written or oral comments the hearing was closed at 6:02 p.m.

PUBLIC COMMENTS

Sandy Tye expressed concerns with the Union Street survey. She would like council to move the street further East, have more dust control, place a yield sign at the Whitney and Union intersection and place speed bumps on the road. Jeff Metheny voiced similar concerns as the current survey cuts into his back yard. He suggested council get another survey to move Union Street further east and have the city properly maintain the roadway.

DEPARTMENTAL REPORTS

- a. Public Works – written report submitted. Brief verbal report given by J. Metheny. He plans to patch concrete from winter water leaks and gathered quotes from contractors to replace the curbs on Main Street. A variety of other subjects were discussed by council including: the daily nitrate samples, the city park drinking fountain, how a power outage affects the water tower, and installing an emergency generator in a city building.
- b. Library – written report submitted.
- c. Community Building – written report submitted. Sorensen mentioned the personnel committee discussed hiring an individual to manage the community building.
- d. Cass County Sheriff – written report submitted. Council agreed they preferred the new format of the Sheriff's report prepared by Hansen.
- e. Fire and Rescue – written reports submitted. Sorensen thanked the Fire Chief and Rescue Captain for their annual reports and for all the time they spend volunteering to keep Griswold and the surrounding area safe.

COMMITTEE REPORTS

- a. CADCO – written report submitted.
- b. Cass County Environmental Control – written report submitted.
- c. Little League – verbal report given by Sorensen.
- d. Cass County Emergency Management – written report submitted.

OLD BUSINESS

- a. Motion by Askeland to approve **Resolution 7-2020: A Resolution Approving the Disposal of City Owned Real Property, to-wit, 805 6th Street, Griswold, Iowa** to Karl Lantz for \$500. Seconded by Adams. Roll call ayes: Sorensen, Askeland, Cook, Preston, Adams. Nays: none. Motion carried.
- b. **Youth Sports Field Resurfacing Financing Discussion** – no formal action taken. The finance committee recommended that the city contribute \$11,000 to the field resurfacing project at the Little League Fields.
- c. **Union Street Survey** – tabled.

NEW BUSINESS

- a. Motion by Askeland to purchase the **Trimble Ranger and Beacon Software Purchase** for \$14,800. Seconded by Cook. Approved 5-0.

- b. Motion by Askeland to purchase the **Chevy pick-up** from Deter's in an amount not to exceed \$33,402.80 and not to do the trade of the old pick-up. Seconded by Adams. Hansen mentioned that she would like the pick-up to have a backup camera. Approved 5-0.
- c. **301 4th St Utility Bill Adjustment** – council discussed the utility billing adjustment policy; this request did not fit within the policy and therefore no action was taken.
- d. Motion by Cook to approve **Resolution 4-2020: Approve Street Finance Report**. Seconded by Sorensen. Roll call ayes: Preston, Adams, Sorensen, Cook, Askeland. Nays: none. Motion carried.
- e. Motion by Cook to approve Resolution 5-2020: Approve Performance Increase for Jeff Metheny a 4% increase of \$0.95 per hour. Cook amended her original motion to approve **Resolution 5-2020 Approve Performance Increase for Jeff Metheny**, from \$23.75 to \$24.70, an increase of \$0.95 per hour retroactive to his anniversary date. Seconded by Preston. Roll call ayes: Cook, Askeland, Adams, Preston, Sorensen. Nays: none. Motion carried.
- f. Motion by Askeland to approve **Resolution 6-2020: Approve Performance Increase for Hannah Bierbaum** from \$16.00 to \$16.65 per hour, an increase of \$0.65 retroactive to her anniversary date. Seconded by Cook. Roll call ayes: Adams, Sorensen, Preston, Askeland, Cook. Nays: none. Motion carried.
- g. **City Manager Evaluation and Contract Review Discussion** Motion by Askeland to go into closed session pursuant to Iowa Code, Chapter 21.5, Paragraph 1, Subparagraph I to discuss employee performance. Seconded by Sorensen. Roll call ayes: Cook, Preston, Adams, Askeland, Sorensen. Nays: none. Motion carried, 7:09 p.m. Motion by Askeland to return to open session. Seconded by Sorensen. Roll call ayes: Adams, Sorensen, Preston, Cook, Askeland. Nays: none. Motion carried, 7:43 p.m. **No formal action taken.**

REMARKS FROM THE CITY MANAGER

None.

MESSAGES AND PAPERS FROM THE MAYOR

Mayor Rhine would like to create a formal outline for employee evaluations, he relayed a citizen concern about their inability to get grant funding based on industrial zoning issues and thanked the Fire and Rescue Departments for their annual reports and volunteer time.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

Preston would like council to think about annexing Dollar General. Discussion held about the Traffic Safety Improvement Program funding requirements and lowering the speed limit in front of the school. Motion by Askeland to adjourn. Seconded by Cook. Approved 5-0. 7:57 p.m.

JULY 2019 TREASURERS REPORT

<u>REVENUE BY FUND</u>		<u>EXPENSE BY FUND</u>	
GENERAL	\$24,998.07	GENERAL	\$32,909.19
ROAD USE TAX	\$10,837.29	ROAD USE TAX	\$4,978.66
EMPLOYEE BENEFITS	\$1,610.61	EMPLOYEE BENEFITS	\$3,952.27
EMERGENCY FUND	\$165.20	COMMUNITY BLDG	\$1,424.39
LOCAL OPTION SALES TAX	\$11,144.41	RESCUE FUND	\$1,484.40
COMMUNITY BLDG	\$1,425.13	2019 ST IMPROVEMENTS	\$9,956.25
RESCUE FUND	\$4,605.96	WATER	\$12,692.16
RURAL FIRE	\$103.40	SEWER	\$8,785.21
FLOOD CONTROL	\$173.45	STORM WATER	\$280.00
DEBT SERVICE	\$126.82	TOTAL EXPENSES BY FUND	\$76,462.53
CAPITAL IMPROVEMENT FUND	\$413.11		
CAPITAL PROJECT FUND	\$194.08		
PW VEHICLE REPLACEMENT	\$56.89		
CAPITAL PROJ RESERVE	\$2.49		
SOURCE WATER PROTECTION	\$34.72		
FIRE STATION FUND	\$3.28		
CEMETERY	\$37.65		
WATER	\$16,499.88		

SEWER \$25,495.95

TOTAL REVENUE BY FUND \$97,928.39

CLAIMS APPROVED AT MEETING

VENDOR NAME	REFERENCE	TOTAL
ACCESS SYSTEMS	SERVER/COMPUTER/COPIER LEASE	\$ 837.39
AETNA	EMPLOYEE ASSISTANCE PROGRAM	\$ 21.00
AGRILAND FS, INC	ROUND UP	\$ 856.80
AKIN BUILDING CENTERS	WATER PARTS	\$ 169.88
AMAZON	PROGRAM SUPPLIES	\$ 356.56
AMAZON CITY	DESK ORGANIZER	\$ 38.95
ARROW INTERNATIONAL, INC	MEDICAL SUPPLIES	\$ 937.50
AUDITOR OF STATE	FY18 ANNUAL AUDIT EXAM	\$ 5,538.10
BARBARA BAIER	DAMAGE DEPOSIT REFUND	\$ 100.00
BASE	HRA/CAFETERIA MONTHLY	\$ 60.00
BIERBAUM, HANNAH	MILEAGE/MEAL REIMBURSEMENT	\$ 516.24
BOB'S MOWING	MOWING CONTRACT	\$ 720.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	\$ 570.77
CAMBLIN MECHANICAL, INC	AC REPAIRS	\$ 92.38
CAPPEL'S	WATER PARTS/POSTAGE/PARK FENCE	\$ 214.74
CARD SERVICES	IMPI HOTEL/POSTAGE/MEMBERSHIPS	\$ 632.12
CASS COUNTY ENVIRO CONTR	LANDFILL FEE	\$ 3,108.00
CASS COUNTY FARM BUREAU	DAMAGE DEPOSIT REFUND	\$ 100.00
CASS COUNTY MEMORIAL HOSP	MEDICAL SUPPLIES	\$ 12.00
CASS COUNTY SHERIFF'S DEP	AUGUST 28E AGREEMENT	\$ 5,796.50
CENTRAL IOWA DISTRIBUTING	FF TOILET PAPER	\$ 104.00
CITY OF ATLANTIC	LAB TESTING	\$ 45.00
CITY OF GRISWOLD	UTILITY BILL	\$ 162.00
CITY OF RED OAK AMBULANCE	MUTUAL AID	\$ 220.00
DATA TECHNOLOGIES	COMPUTER FEES	\$ 852.50
DAWN HALE	DAMAGE DEPOSIT REFUND	\$ 100.00
DEMCO, INC	PROGRAM SUPPLIES	\$ 343.51
DES MOINES STAMP	HANSEN NOTARY STAMP	\$ 28.30
DYLAN DOLCH	DAMAGE DEPOSIT REFUND	\$ 100.00
EFTPS	FED/FICA TAX/720 QTR EXCISE TAX	\$ 6,372.71
ELEVATE ROOFING	FIRE STATION ROOF REPAIRS	\$ 1,112.00
GIS BENEFITS	GROUP BENEFITS	\$ 175.69
GRISWOLD AMERICAN	MINUTES/CLAIMS	\$ 280.46
GRISWOLD COMMUNICATIONS	TELEPHONE	\$ 984.18
GRISWOLD LIBRARY	PETTY CASH	\$ 25.45
HANSEN, LAURA	CELL PHONE REIMBURSEMENT	\$ 40.00
HAWKEYE ENVIRONMENTAL	621 MAIN-ASBESTOS INSPECTION	\$ 1,197.00
I+S GROUP	BIDDING/CONSTRUCTION ADMIN/SURVEY/STORM SEWER	\$ 12,476.82
IDNR-NPDES PERMIT	NPDES ANNUAL PERMIT FEE	\$ 210.00
IOWA LIBRARY ASSOCIATION	ILA CONFERENCE REGISTRATION	\$ 215.00
IOWA ONE CALL	NOTIFICATIONS	\$ 11.70
IOWA WESTERN COMMUNITY CO	SUMMER READING CORPS MEMBER	\$ 280.00
IPERS	IPERS	\$ 3,087.59

J.D. WYMAN SERVICE	ANTIQUE TRUCK OIL CHANGE	\$ 150.40
JOE RUSH	DAMAGE DEPOSIT REFUND	\$ 100.00
JULIANN TOPOLEWSKI	DAMAGE DEPOSIT REFUND	\$ 100.00
KEMP WELDING & REPAIR	WELLHOUSE VALVE REPAIR	\$ 216.00
MAYNARD CUSTOM SOLUTIONS	TROUBLESHOOT/INSTALLATION UPS	\$ 184.00
MCDERMOTT & SON ROOFING C	ROOF INSPECTION	\$ 75.00
MENARDS	MISC SUPPLIES	\$ 1,418.89
METHENY, LISA	CCLA/SUPPLIES REIMBURSEMENT	\$ 71.93
MIDAMERICAN ENERGY	UTILITIES	\$ 4,333.95
MIDWEST DATA	MONTHLY SERVICE	\$ 100.00
MUNICIPAL SUPPLY, INC.	WATER SYSTEM REPAIR SUPPLIES	\$ 2,929.65
NISHNABOTNA VALLEY REC	CEMETERY - ELEC/GAS	\$ 70.00
OTTO,LAWRENCE & WIEDERSTEIN	AUGUST RETAINER	\$ 1,000.00
PHYSICIAN'S CLAIMS COMPAN	APRIL/MAY/JULY BILLING	\$ 2,703.02
QUILL CORPORATION	OFFICE SUPPLIES	\$ 250.66
RICHARD HUDSON	AUDIE MURPHY PERFORMANCE-7/13	\$ 450.00
SCHILDBERG CONSTRUCTION C	ROCK/GRAVEL	\$ 343.94
SCIENCE CENTER OF IOWA	OUTERSPACE PROGRAM-7/17	\$ 150.00
STATE HYGIENIC LABORATORY	WATER LAB FEES	\$ 307.00
TEI LANDMARK AUDIO	AUDIOBOOKS ANNUAL SUBSCRIPTION	\$ 1,051.00
THOMSEN, KIM	COMMUNITY BUILDING/LIBRARY CLEANING	\$ 700.00
TIGER MART	FUEL	\$ 361.82
TOWN & COUNTRY SANITATION	MONTHLY SERVICE	\$ 344.00
TREASURER, STATE OF IOW02	STATE TAX	\$ 746.00
TREEMENDUS TREE SERVICE	MOWING CONTRACT	\$ 6,300.00
ULTIMATE LAWN & POWER LLC	MOWER FILTERS	\$ 157.43
UNITED STATES POSTAL SERV	UTILITY BILL POSTAGE	\$ 144.62
USA BLUEBOOK	HOSE/WATER PARTS	\$ 645.33
WATER SALES TAX	WATER SALES TAX	\$ 919.00
WELLMARK 1	PREMIUMS	\$ 5,275.06
WYMAN'S CARQUEST	SIREN REPAIRS/BATTERY CABLE/MOWER PARTS	\$ 785.84
	TOTAL:	\$ 81,487.38
	GENERAL FUND	\$ 38,992.93
	ROAD USE TAX FUND	\$ 5,579.43
	EMPLOYEE BENEFITS FUND	\$ 2,285.17
	COMMUNITY BLDG FUND	\$ 2,336.31
	RESCUE FUND	\$ 4,946.42
	FIRE STATION FUND	\$ 1,112.00
	2019 ST IMPROVEMENTS FUND	\$ 8,136.50
	WATER FUND	\$ 11,191.28
	SEWER FUND	\$ 6,567.02
	STORM WATER FUND	\$ 340.32
	TOTAL BY FUND:	\$ 81,487.38