

Minutes
City of Griswold
Regular Council Meeting, City Council Chambers
October 9, 2017
6:00 PM

The Griswold City Council met in regular session at Griswold City Council Chambers. Mayor Jeb Peck called the meeting to order. Council present: Askeland, Cook, Moore, Sorensen, Wyman. Absent: none. Motion by Askeland to approve the agenda. Seconded by Sorensen. Approved 5-0. Motion by Sorensen to approve the following items under the Consent Agenda.

- a. Minutes of the September 11, 2017 Regular Council Meeting
- b. Claims
- c. Treasurers Report – ending September 30, 2017
- d. September Clerks Report

Seconded by Cook. Approved 5-0.

PUBLIC COMMENTS

Julie Adams expressed concerns of allowing Goose Hunting at the Cocklin Fish Farm. She hopes council takes the proximity to the highway along with campers' safety into consideration, and if council chooses to approve the Goose Hunting make sure it is properly announced to the public.

Carol Preston reiterated Adams concerns.

DEPARTMENTAL REPORTS

- a. Public Works – written report submitted. Public Works Director, Jeff Metheny, announced the inside of the water tower will be cleaned October 10th. Askeland asked about the vulture problem affecting the water tower. Moore requested the lot next to the Public Works shed be cleaned up to deter kids from playing on the equipment and rock pile.
- b. Library – verbal report given by Library Director, Lisa Metheny. She stated the Library will start focusing more on advertising the products and services they offer.
- c. Community Building – written report submitted. Askeland suggested adding a section to the rental contract who specifies who is cleaning the building to ensure everything is being completed up to standards.
- d. Cass County Sheriff – written report submitted. Moore is still disappointed with the lack of information given in the Sheriff's report; he would like the report to have an actual description of incidents. Sorensen commented that she would like to see them monitoring the parks more frequently, particularly in the evenings.

COMMITTEE REPORTS

- a. CADCO – written report submitted.
- b. Cass County Environmental Control – no meeting held in October, September minutes were provided.

NEW BUSINESS

- a. Motion by Wyman to approve **Resolution 10-2018: Approve Goose Hunting at Cocklin Fish Farm**. Seconded by Sorensen. Roll call ayes: Askeland, Cook, Moore, Sorensen, Wyman. Nays: none. Those interested in participating must fill out appropriate paperwork at city hall. Motion carried.
- b. Mayor Peck **set Halloween Hours** from 5 p.m. to 8 p.m. on October 31st, 2017.
- c. Motion by Askeland to **lift the Burn Ban** on October 28th-29th and November 4th-5th during daylight hours. Seconded by Sorensen. Approved 5-0. Wyman would like to remind the public that it must be done on private property, not on public property such as streets or alleys.
- d. Motion by Askeland to **set Public Hearing for Ordinance 3-2017**: An Ordinance amending the Code of Ordinances Griswold, Iowa, 2010, by amending section 2-4-1 and 2-4-2 pertaining to the Salaries of Municipal Officers for October 23rd, 2017 at 6 p.m. at City Council Chambers. Seconded by Cook. Approved 5-0.
- e. Motion by Askeland to purchase the **ACH Summit Software** for Utility Billing and Payroll. Seconded by Cook. Approved 5-0.
- f. Motion by Wyman to purchase the **Hustler Super Z 37 HP Vanguard** in the amount of \$14,778.33. Seconded by Askeland. Approved 5-0.
- g. Motion by Askeland to approve **Sidewalk Reimbursement** for 201 Harrison Street in the amount of \$768.75. Seconded by Sorensen. Approved 5-0.
- h. Motion by Wyman to go into closed session at the employee's request pursuant to Iowa Code, Chapter 21.5, Paragraph 1, Subparagraph I to discuss employee performance. Seconded by Cook. Approved 5-0. 6:40 p.m. Motion by Askeland to return to open session. Seconded by Cook. Approved 5-0. 6:48 p.m. Motion by Askeland to approve **Resolution 11-2018: Approve Performance Increase for Jeff Metheny** with the increase being

\$0.75 per hour retroactive to his start date. Seconded by Wyman. Roll call ayes: Askeland, Cook, Moore, Sorensen, Wyman. Nays: none. Motion carried.

- i. Motion by Askeland to go into closed session at the employee’s request pursuant to Iowa Code, Chapter 21.5, Paragraph 1, Subparagraph I to discuss employee performance. Seconded by Sorensen. Approved 5-0. 6:49 p.m. Motion by Askeland to return to open session. Seconded by Cook. Approved 5-0. 6:56 p.m. Motion by Askeland to approve **Resolution 12-2018: Approve Performance Increase for Hannah Bierbaum** with the increase being \$0.55 per hour retroactive to her start date. Seconded by Moore. Roll call ayes: Askeland, Cook, Moore, Sorensen, Wyman. Nays: none. Motion carried.
- j. Motion by Askeland to go into closed session at the employee’s request pursuant to Iowa Code, Chapter 21.5, Paragraph 1, Subparagraph I to discuss employee performance. Seconded by Sorensen. Approved 5-0. 6:57 p.m. Motion by Askeland to return to open session. Seconded by Sorensen. Approved 5-0. 7:05 p.m. Motion by Askeland to approve a year extension of the current contract to include an annual salary of \$45,500 for Laura Hansen, City Manager. Seconded by Moore. Roll call ayes: Askeland, Cook, Moore, Sorensen, Wyman. Nays: none. Motion carried.

MESSAGES AND PAPERS FROM THE MAYOR

None.

MESSAGES AND PAPERS FROM THE CITY MANAGER

Hansen informed Council that she and Bierbaum would be attending the Iowa League of Cities Budget Workshop in Atlantic on November 14th.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

Wyman asked if we were still planning to get bids to switch Main Street lights to LED. Moore gave an update regarding the bench made in memory of Roger Rhoads.

Motion by Askeland to adjourn. Seconded by Wyman. Approved 5-0. 7:11 p.m.

SEPTEMBER CLAIMS

VENDOR NAME	REFERENCE	TOTAL
ADVANTAGE COMPANIES	NEWSPAPER DIGITIZATION	\$ 10,675.00
AKIN BUILDING CENTERS	TOOLS	\$ 123.46
ATLANTIC PEST CONTROL LLC	RESCUE PEST CONTROL	\$ 25.00
BASE	HRA MONTHLY	\$ 30.00
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	\$ 164.01
BRAD AMOS	TABLET	\$ 339.00
CAPPEL'S	WATER CHEMICALS/SUPPLIES	\$ 100.94
CARD SERVICES	LIGHT BULBS	\$ 206.36
CASS COUNTY MEMORIAL HOSPITAL	MEDICAL SUPPLIES	\$ 10.04
CASS COUNTY SHERIFF'S DEPT.	28E AGREEMENT-SEPTEMBER	\$ 5,463.64
CENTRAL IOWA DISTRIBUTING INC.	CLEANING SUPPLIES	\$ 115.00
CITY OF GRISWOLD	UTILITY BILL	\$ 178.11
CITY OF RED OAK AMBULANCE SERV	MUTUAL AID	\$ 110.00
CLIA LABORATORY PROGRAM	FEES WAIVER	\$ 150.00
COUNSEL OFFICE & DOCUMENT	COPIER LEASE	\$ 232.67
DATA TECHNOLOGIES, INC	COMPUTER FEES	\$ 95.00
DEMCO, INC	BAGS	\$ 86.49
DXE MEDICAL INC	DEFIBRILLATOR	\$ 20,500.00
ECHCO CONCRETE L.L.C.	CONCRETE FOR MADISON/MAIN	\$ 636.00
ECHCO CONCRETE L.L.C.	CONCRETE FOR MADISON/MAIN	\$ 320.00
EFTPS	FED/FICA TAX	\$ 3,981.22
GIS BENEFITS	GROUP BENEFITS	\$ 182.44
GREATAMERICA FINANCIAL SVCS	COPIER LEASE	\$ 68.48
GRISWOLD AMERICAN	COUNCIL MEETING MINUTES	\$ 109.48
GRISWOLD COMMUNICATIONS	TELEPHONE	\$ 914.44

GRISWOLD COMMUNITY SCHOOL	MAGAZINE SUBSCRIPTIONS	\$ 65.00
GRISWOLD LIBRARY	POSTAGE/STAMPS	\$ 61.53
HD SUPPLY WATERWORKS, LTD	WATER METER SUPPLIES	\$ 1,644.13
HOA SOLUTIONS, INC	VFD/TRANSDUCER INSTALLATION	\$ 6,539.82
I+S GROUP	STORM SEWER IMP PLAN	\$ 6,000.00
IOWA ONE CALL	NOTIFICATIONS	\$ 14.60
IPERS	IPERS	\$ 2,591.18
KATIE CARLTON	DAMAGE DEPOSIT REFUND	\$ 100.00
LAURA HANSEN	CELL PHONE REIMBURSEMENT	\$ 40.00
LISA METHENY	MILEAGE	\$ 70.72
MATHESON TRI-GAS INC	CHEMICALS	\$ 94.97
MENARDS	LIGHT BULBS/CORD	\$ 1,110.88
MICRO MARKETING LLC	AUDIOBOOK/CASES	\$ 53.94
MIDAMERICAN ENERGY	UTILITIES	\$ 4,047.32
MIDWEST DATA	MONTHLY SERVICE	\$ 82.00
NISHNABOTNA VALLEY REC	CEMETARY - ELEC/GAS	\$ 35.00
OTTO,LORENCE & WIEDERSTEIN	LEGAL FEES	\$ 1,000.00
PHYSICIAN'S CLAIMS COMPANY	DAY SHEETS	\$ 682.72
PRECISION CONCRETE SERVICES	ALLEYWAY RETAINAGE RES.4-2018	\$ 14,317.87
QUILL CORPORATION	COPY PAPER	\$ 252.75
R.L. CRAFT CO., INC	ROOF REPAIRS	\$ 1,381.00
REGION IV IAWEA	WASTEWATER TRAINING	\$ 64.00
ROBINSON TRUE VALUE	POSTAGE	\$ 71.03
SANDBOTHE FIRESTONE	MAINTENACE & SUPPLIES	\$ 19.00
SCHILDBERG CONSTRUCTION CO.	GRAVEL/ROCK	\$ 212.71
SHAWN ASKELAND	SUMMER PAYMENT	\$ 1,200.00
SOUTHWEST IOWA TILING	MAIN/4TH VALVE BOX	\$ 200.00
STEINBECK & SONS INC.	RYE APPLICATION	\$ 8,280.00
SYNCB/AMAZON	BOOKS	\$ 905.32
TAMMY STEINBECK	DAMAGE DEPOSIT REFUND	\$ 100.00
THE DES MOINES REGISTER	SUBSCRIPTION SERVICE	\$ 240.02
THE ODB COMPANY	WATER PUMP FOR STREET SWEEPER	\$ 512.45
TOWN & COUNTRY SANITATION	MONTHLY SERVICE	\$ 342.00
TREASURER, STATE OF IOWA	STATE TAXES	\$ 740.00
TREEMENDUS TREE SERVICE	MOWING CONTRACT	\$ 1,480.00
ULTIMATE LAWN & POWER LLC	MOWER PARTS	\$ 45.33
UNITED STATES POSTAL SERVICE	POSTAGE	\$ 146.98
USA BLUEBOOK	WATER SUPPLIES	\$ 211.47
VERIZON WIRELESS	MONTHLY SERVICE	\$ 465.34
VIRGINIA ASKELAND	CLEANING	\$ 150.00
WELLMARK	PREMIUMS	\$ 4,141.24
WYMAN BODYWORX INC.	WINDSHIELD REPLACEMENT	\$ 314.62
WYMANS CARQUEST	HYDRAULIC HOSE	\$ 109.50

TOTAL: \$ 104,953.22

001	GENERAL	\$ 29,957.69
110	ROAD USE TAX	\$ 3,831.85
112	EMPLOYEE BENEFITS	\$ 1,810.14
140	COMMUNITY BLDG	\$ 1,063.88

141	RESCUE FUND	\$ 22,763.39
306	SOURCE WATER PROTECTION	\$ 8,280.00
307	ROADS-PROJECTS	\$ 14,317.87
600	WATER	\$ 12,827.21
610	SEWER	\$ 4,090.21
740	STORM WATER	\$ 6,010.98

TOTAL BY FUND: \$ 104,953.22

SEPTEMBER 2017 TREASURERS REPORT

REVENUE BY FUND

EXPENSE BY FUND

GENERAL TOTAL	\$43,358.23
ROAD USE TAX TOTAL	\$13,544.86
EMPLOYEE BENEFITS TOTAL	\$9,012.49
EMERGENCY FUND TOTAL	\$1,085.63
LOCAL OPTION SALES TAX TOTAL	\$9,790.11
COMMUNITY BLDG TOTAL	\$747.44
RESCUE FUND TOTAL	\$5,259.95
FLOOD CONTROL TOTAL	\$2.10
CAPITAL IMPROVEMENT FUND	\$2,714.50
CAPITAL PROJECT FUND TOTA	\$72.54
PW VEHICLE REPLACEMENT TO	\$9.34
CAPITAL PROJ RESERVE TOTAL	\$0.81
SOURCE WATER PROTECTION	\$2.64
PERPETUAL CARE TOTAL	\$12.24
WATER TOTAL	\$22,753.76
SEWER TOTAL	\$24,542.99

GENERAL TOTAL	\$33,215.78
ROAD USE TAX TOTAL	\$5,332.68
EMPLOYEE BENEFITS TOTAL	\$3,169.29
COMMUNITY BLDG TOTAL	\$1,063.88
RESCUE FUND TOTAL	\$22,763.39
SOURCE WATER PROTECTION	\$8,280.00
ROADS-PROJECTS TOTAL	\$14,317.87
WATER TOTAL	\$16,153.12
SEWER TOTAL	\$7,381.17
STORM WATER TOTAL	\$6,010.98

TOTAL EXPENSES BY FUND \$117,688.16

TOTAL REVENUE BY FUND \$132,909.63