

Minutes
City of Griswold
Regular Council Meeting, City Council Chambers
November 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: Preston, Askeland, Cook, Sorensen, Adams. Absent: none. Motion by Sorensen to approve the agenda. Seconded by Cook. Approved 5-0. Motion by Sorensen to approve the following items under the Consent Agenda.

CONSENT AGENDA

- a. Minutes of the October 14, 2019 Regular Council Meeting
 - b. Minutes of the October 16, 2019 Special Council Meeting
 - c. Claims
 - d. Treasurers Report – October 31, 2019
 - e. Clerks Report
 - f. Resolution 16-2020: Adopting a Conflict of Interest Policy for Officers, Employees, and Agents
 - g. Resolution 17-2020: Adopting a Fraud Reporting Policy for Officers, Employees, and Agents
 - h. Resolution 18-2020: Adopting a Procurement Policy for Officers, Employees, and Agents
 - i. Resolution 19-2020: Adopting a Safeguarding of Personally Identifiable Information Policy for Officers, Employees, and Agents
 - j. Resolution 20-2020: Adopting a Segregation of Duties Policy for Officers, Employees, and Agents
- Seconded by Adams. Roll call ayes: Sorensen, Askeland, Cook, Adams, Preston. Nays: none. Motion carried.

PUBLIC HEARING

- a. Mayor Rhine opened the public hearing on Resolution 10-2020: Resolution approving of the Conveyance of City-Owned Real Property, to-wit, 805 6th Street, Griswold, Iowa 51535. There being no written or oral comments the hearing was closed at 6:02 p.m.

PUBLIC COMMENTS

Susan Barnett spoke on New Business item a) 411 5th Street Tree Removal. As the tree is within the City's right-of-way, she requested that council consider paying additional bills related to the large limb that fell.

DEPARTMENTAL REPORTS

- a. Public Works – written report submitted.
- b. Library – written report submitted. Adams sought clarification on the revenue received from Cass County. Rhine complimented library staff on the positive feedback from the recent state evaluation.
- c. Community Building – written report submitted.
- d. Cass County Sheriff – written report submitted.
- e. Fire and Rescue – Mayor Rhine reported the Fire department has fully prepared the new UTV for wildland fires.

COMMITTEE REPORTS

- a. CADCO – written report submitted.
- b. Cass County Environmental Control – written report submitted.
- c. Little League – verbal report given by Sorensen. There has not been a recent meeting but the board has winterized the fields for the season.
- d. Cass County Emergency Management – written report submitted.

NEW BUSINESS

- a. Motion by Askeland to approve the tree removal in the City Street Right-of-way at **411 5th Street**. Seconded by Adams. Approved 5-0. Discussion held about the property owner's responsibility to maintain the tree until a certified arborist declares a tree dead or diseased. No additional bills were approved.
- b. Motion by Sorensen to approve **Resolution 10-2020: Resolution approving of the Conveyance of City-Owned Real Property, to-wit, 805 6th Street, Griswold, Iowa 51535**. Seconded by Cook. Roll call ayes: Cook, Adams, Sorensen, Preston, Askeland. Nays: none. Motion carried.
- c. Motion by Adams to **approve FY19 Annual Urban Renewal Report**. Seconded by Sorensen. Approved 5-0.
- d. Motion by Askeland to approve **Resolution 14-2020: Authorizing Internal Advance for Funding of Urban Renewal Project Costs**. Seconded by Sorensen. Roll call ayes: Adams, Preston, Cook, Askeland, Sorensen. Nays: none. Motion carried.
- e. Motion by Adams to **approve TIF Certification to County Auditor**. Seconded by Cook. Approved 5-0.

- f. Motion by Cook to approve **Resolution 15-2020: Set Rental Rates and Deposits for the Griswold Community Building**. Seconded by Sorensen. Roll call ayes: Askeland, Adams, Preston, Sorensen, Cook. Nays: none. Motion carried.
- g. Motion by Askeland to purchase Truck Equipment Inc.'s Western Wide-out XL **Snow Plow Blade** in an amount not to exceed \$8,579.40. Seconded by Cook. Approved 5-0.
- h. Discussion held about the City's interest in submitting a grant application with the **Water Quality Initiative** program. Potential project locations include the City Park and the west side of the School. Council would like to wait and see how interested the School Board is in participating before pursuing further-no formal action.
- i. Discussion about applying for **CDBG Community Facilities** funding for Stormwater Improvements-no formal action.
- j. Motion by Askeland to set the public hearing for **Ordinance 1-2019: An Ordinance Amending Title III Community Protection, Chapter 3 Traffic Code, Subsections 3-3-56 Snowmobiles through 3-3-69 Golf Carts** for December 9th, 2019 at 6 p.m. in City Council Chambers. Seconded by Sorensen. Approved 5-0.

REMARKS FROM THE CITY MANAGER

None.

MESSAGES AND PAPERS FROM THE MAYOR

Mayor Rhine reminded citizens to keep sidewalks clear of snow accumulations this winter and to clear a path to fire hydrants. He also requested an additional newsletter from ISG for the paving project, thanked council members for their service and welcomed new council members.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

Adams thanked Cook and Askeland for their service on council. Askeland asked for an update on Union Street and would like to encourage property owners near the school to take advantage of the City's Sidewalk Reimbursement program. Motion by Askeland to adjourn. Seconded by Cook. Approved 5-0. 6:59 p.m.

OCTOBER 2019 TREASURERS REPORT

<u>REVENUE BY FUND</u>		<u>EXPENSE BY FUND</u>	
GENERAL	\$83,022.16	GENERAL	\$39,792.49
ROAD USE TAX	\$12,995.21	ROAD USE TAX	\$11,480.74
EMPLOYEE BENEFITS	\$20,412.51	EMPLOYEE BENEFITS	\$4,423.02
EMERGENCY FUND	\$2,022.51	COMMUNITY BLDG	\$1,730.87
LOCAL OPTION SALES TAX	\$10,787.24	RESCUE FUND	\$2,325.41
TAX INCREMENT FINANCING	\$4,629.01	RURAL FIRE	\$8,920.00
COMMUNITY BLDG	\$366.25	SOURCE WATER PROTECTION	\$5,200.00
RESCUE FUND	\$7,584.24	2019 ST IMPROVEMENTS	\$42,245.69
RURAL FIRE	\$103.86	WATER	\$17,230.63
FLOOD CONTROL	\$187.50	SEWER	\$14,195.09
CAPITAL IMPROVEMENT FUND	\$5,056.09	STORM WATER	\$830.00
CAPITAL PROJECT FUND	\$209.18	TOTAL EXPENSES BY FUND	\$148,373.94
PW VEHICLE REPLACEMENT	\$46.89		
CAPITAL PROJ RESERVE	\$2.05		
SOURCE WATER PROTECTION	\$33.36		
FIRE STATION FUND	\$27.36		
CEMETERY	\$31.03		
WATER	\$15,927.09		
SEWER	\$24,819.17		
TOTAL REVENUE BY FUND	\$188,262.71		

CLAIMS APPROVED AT MEETING

VENDOR NAME	REFERENCE	TOTAL
ACCESS SYSTEMS	COPIER/SERVER/COMPUTER LEASE	\$ 194.95
ADAMS, JULIE	HORSE & BUGGY DECOR	\$ 51.36
AGRILAND FS, INC	ENGINE GUARD/GREASE FOR PICK UPS	\$ 981.82
AKIN BUILDING CENTERS	PARK SUPPLIES	\$ 68.22
ALPHA PHI OMEGA-CREIGHTON	DAMAGE DEPOSIT REFUND	\$ 100.00
AMAZON	BOOKS/DVD STORAGE/PRIVACY SCREEN	\$ 481.31
ATLANTIC NEWS-TELEGRAPH	ANNUAL SUBSCRIPTION	\$ 120.00
ATLANTIC PEST CONTROL LLC	PEST CONTROL AT LIBRARY	\$ 52.50
BASE	HRA/CAFETERIA MONTHLY	\$ 60.00
BIERBAUM, HANNAH	MILEAGE REIMBURSEMENT	\$ 120.64
CAMBLIN MECHANICAL, INC	WATER HEATER INSPECTION	\$ 291.30
CAPPEL'S	MISC SUPPLIES	\$ 410.02
CARD SERVICES	AUDIBLE BOOKS/LARGE PRINT BOOKS	\$ 193.50
CASS COUNTY SHERIFF'S DEP	NOVEMBER 28E AGREEMENT	\$ 5,796.50
CENTRAL IOWA DISTRIBUTING	ICE MELT	\$ 569.50
CITY OF ATLANTIC	LAB TESTING	\$ 90.00
CITY OF GRISWOLD	UTILITY BILL	\$ 163.47
CONRY, RICK	CROP DAMAGES	\$ 475.30
DORSEY & WHITNEY LLP	LEGAL FEES FOR GO BOND	\$ 6,366.50
EFTPS	FED/FICA TAX	\$ 3,733.17
EMERGENCY SAFETY SUPPLY	LIGHTS FOR FIRE TRUCKS	\$ 443.72
GIS BENEFITS	GROUP BENEFITS	\$ 175.69
GRISWOLD AMERICAN	MINUTES/CLAIMS	\$ 415.13
GRISWOLD COMMUNICATIONS	TELEPHONE	\$ 951.21
GRISWOLD LIBRARY	POSTAGE	\$ 15.97
GWORKS	ANNUAL LICENSE FEE	\$ 5,006.32
HANSEN, LAURA	REIMBURSEMENT	\$ 119.29
HELEN LONGSTRETH	LEASE PAYMENT	\$ 1,452.47
I+S GROUP	CONSTRUCTION ADMIN/STAKING	\$ 4,745.48
IOWA ONE CALL	NOTIFICATIONS	\$ 25.30
IPERS	IPERS	\$ 4,055.89
JUELSGARRD FIRE INDUST	AUDIO SYSTEM INSTALLATION	\$ 1,189.00
LYMAN VETERINARY CLINIC	ANIMAL CONTROL FEES	\$ 27.02
METERING & TECHNOLOGY SOL	TRIMBLE/BEACON SOFTWARE	\$ 14,828.94
METHENY, LISA	MILEAGE REIMBURSEMENT	\$ 38.17
MIDAMERICAN ENERGY	UTILITIES	\$ 3,129.43
MIDWEST DATA	MONTHLY SERVICE	\$ 50.00
NATIONAL RECOVERIES, INC	GARNISHMENT	\$ 170.77
OTTO, LORENCE & WIEDERSTEIN	NOVEMBER RETAINER	\$ 1,000.00
PETERSEN, SUSAN	MILEAGE REIMBURSEMENT	\$ 42.00
QUILL CORPORATION	COPY PAPER	\$ 113.05
ROGERS PLUMBING & HEATING	WATER HEATER REPLACEMENT	\$ 1,334.05
SANDBOTHE FIRESTONE	'03 PICK UP TIRES	\$ 585.76
SCHILDBERG CONSTRUCTION C	GRAVEL FOR STREETS	\$ 809.48
THOMSEN, KIM	COMM BLDG/LIBRARY CLEANING	\$ 430.00
TIGER MART	FUEL	\$ 972.23

TOWN & COUNTRY SANITATION	MONTHLY SERVICE	\$ 309.00
TREASURER, STATE OF IOWA	STATE TAXES	\$ 991.00
TREEMENDUS TREE SERVICE	MOWING CONTRACT	\$ 2,100.00
UNITED STATES POSTAL SERV	POSTAGE	\$ 171.50
UTILITIES SERVICE GROUP	LIFT STATION/CITY SHED MAINT	\$ 1,250.00
VERIZON WIRELESS	MONTHLY SERVICE	\$ 151.94
WATER SALES TAX	WATER SALES TAX	\$ 809.00
WYMAN LAWN SERVICES	CEMETERY SPRAYING	\$ 1,462.00
WYMANS CARQUEST	FIRE VEHICLE PARTS	\$ 83.51
	TOTAL:	\$ 69,774.38
	GENERAL FUND	\$ 22,235.80
	ROAD USE TAX FUND	\$ 5,737.08
	EMPLOYEE BENEFITS FUND	\$ 102.33
	COMMUNITY BLDG FUND	\$ 774.63
	RESCUE FUND	\$ 567.73
	2019 ST IMPROVEMENTS FUND	\$ 11,587.28
	WATER FUND	\$ 7,499.29
	SEWER FUND	\$ 21,270.24
	TOTAL BY FUND:	\$ 69,774.38