

Minutes
City of Griswold
Regular Council Meeting, City Council Chambers
October 10, 2016
6:00 PM

The Griswold City Council met in regular session at the Griswold City Council Chambers. Mayor *Pro tempore* Jared Wyman called the meeting to order. Council present: Askeland, Moore and Sorensen, Wyman. Absent: Cook and Mayor Jeb Peck.

Motion by Askeland to approve the agenda. Seconded by Sorenson Approved 4-0.

Motion by Askeland to approve the following items under the Consent Agenda.

- a. Minutes of the September 12, 2016 Regular Council Meeting
- b. Minutes of the September 26, 2016 Special Council Meeting
- c. Claims
- d. Treasurers Report – ending September 30, 2016
- e. September Clerks Report

Seconded by Wyman. Approved 4-0.

PUBLIC COMMENTS

None.

DEPARTMENTAL REPORTS

- a. **Public Works** – Written report submitted. Public Works Supervisor, Jeff Metheny mentioned the new air conditioner and furnace have been ordered for the community building. Metheny also reminded council that the Cocklin Fish Farm will be winterized on the last day of November.
- b. **Library** – Written report submitted. Library Board Director, Lisa Metheny noted that their five year plan is the library's big focus right now.
- c. **Community Building** – Written report submitted.
- d. **Cass County Sheriff** – Written report submitted.

COMMITTEE REPORTS

CADCO – No meeting attended.

Cass County Environmental Control – No meeting attended.

OLD BUSINESS

- a. Derek Johnson updated the council on the **Alleyway Project**. Backfilling will begin this week and contractor is targeting the completion of backfilling the week of October 10th on NW, SW, and NE alleyways. Once backfill is complete, alleys can be opened to traffic. There will be reconstruction at the alley of 614 Main Street. Johnson provides three options and will pick the best long term economical solution as per council's recommendation. Alleyway project is still targeting completion by 10/31/16.
- b. Motion by Askeland to **forgive 304 4th Street's Sewer Bill** in the amount of \$66.02 (half the cost of the sewer usage from the month the leak was discovered.) Seconded by Sorenson. Approved 4-0. Motion carried.
- c. Hansen gives update on **Casey's Alleyway Easement**. Casey's will be sending an Easement to include the entire alley and they will construct and pave the approach from Madison Street.

NEW BUSINESS

- d. In response to the **Excessive Barking Complaints**, regarding the dog at 704 North Street, the City Manager, Laura Hansen followed Griswold's code of Ordinances (2010) by mailing a certified letter to abate the nuisance (Ordinance 4-1-5 states an animal shall be considered a nuisance if it causes a disturbance by excessive barking ...) within a reasonable time after notice. (Code of Iowa, Sec. 364.12(3)(h))
- e. Hansen drafted a **Water Leak Adjustment Resolution**. Council is waiting on City's lawyer to review the Resolution before making a decision. Wyman suggests to draft as an Ordinance instead of a Resolution.
- f. Council supports the on-site **Data Tech Training** for City Manager and Clerk on October 13th and 14th. City Hall's hours will be limited on both days.

- g. City Manager and Clerk will attend a **Budget Workshop Training** on Tuesday, November 15th, 2016. In their absence, there will be part-time help to fill in.
- h. Motion by Askeland to go into closed session at the employees request pursuant to Iowa Code, Chapter 21.5, Paragraph 1, Subparagraph I to discuss employee performance. Seconded by Sorenson. Approved 4-0, Motion carried. 6:52 p.m.
 Motion by Askeland to return to open session. Seconded by Sorenson. Approved 4-0. Motion carried. 7:04 p.m.
 Motion by Askeland to approve **Resolution 5-2017: Approve Pay Increase for Jeff Metheny** with the increase being \$0.84 per hour retroactive to his start date. Seconded by Sorenson. Roll call ayes: Askeland, Moore, Wyman, Sorenson. Motion carried.

MESSAGES AND PAPERS FROM THE MAYOR

Griswold’s Junior Class wants to do a car wash/detail during the Betterment’s Holiday Expo on November 4-5. Mayor Jeb Peck and the Betterment will jointly make the final decision.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

None.

ADJOURNMENT

Motion by Sorenson to adjourn. Seconded by Moore. Approved 4-0. 7:07 p.m.

SEPTEMBER CLAIMS

AGRILAND FS, INC	GLYPHOSATE 5 GALLONS	\$135.00
AKIN BUILDING CENTERS	STOP SIGNS	\$129.83
GECRB/AMAZON	BOOKS	\$316.43
AMOS REPOWER	BACKHOE PARTS	\$4,572.84
ATLANTIC PEST CONTROL LLC	LIBRARY ON 8/31/16	\$50.00
BADGER METER	SERVICE RENEWAL	\$1,050.00
BASE	HRA+MONTHLY	\$60.00
BP	FUEL	\$1,474.34
BROWN ELECTRIC CO.	TRANSDUCER AND WELL CONTROLS	\$1,831.18
CAMBLIN MECHANICAL, INC	COMMUNITY BLDG REPAIRS	\$5,556.76
CARD SERVICES	SUPPLIES	\$90.22
CASS COUNTY MEMORIAL HOSPITAL	MEDICAL SUPPLIES	\$48.99
CITY OF GRISWOLD	UTLITY BILL-LIBRARY	\$118.09
COUNSEL OFFICE & DOCUMENT	COPIER LEASE	\$208.75
DORSEY & WHITNEY LLP	LEGAL COSTS	\$4,500.00
EFTPS	FED/FICA TAX	\$4,807.05
GIS BENEFITS	GROUP BENEFITS	\$632.72
GREATAMERICA FINANCIAL SVCS	COPIER CONTRACT	\$136.96
GRISWOLD AMERICAN	MAY 18 ISSUE-LIBRARY SUMMER	\$242.00
GRISWOLD COMMUNICATIONS	TELEPHONE	\$860.05
GRISWOLD LIBRARY	PETTY CASH	\$47.62
HD SUPPLY WATERWORKS, LTD	WATER METER SUPPLIES	\$439.96
HUELIFE, LLC	ADVERTISING FOR JOB POSTING	\$4,735.54
I+S GROUP	ENGINEERING SERVICES	\$5,591.00
IOWA DEPT OF NATURAL RESOURCES	NPDES APPLICATION	\$85.00
IOWA LIBRARY ASSOCIATION	ILA CONFERENCE REGISTRATION FOR LISA	\$226.00
IOWA ONE CALL	NOTIFICATIONS	\$47.90
IOWA WESTERN COMMUNITY COLLEGE	FIRE & RESCUE TRAINING	\$15.00
IPERS	IPERS	\$3,214.46

J Q OFFICE EQUIPMENT	COPIER CONTRACT	\$34.00
JACQUELINE GRAYSON	DAMAGE DEPOSIT REFUND 9/1/16	\$100.00
JENSEN SURVEYING	SURVEY OF HANSEN PROPERTY	\$937.00
JULIE KLINE	CPR CARD REIMBURSEMENT	\$90.00
LAURA HANSEN	POSTAGE REIMBURSEMENT	\$151.20
LISA METHENY	MILEAGE REIMBURSEMENT	\$8.86
MATHESON TRI-GAS INC	CHEMICALS	\$84.12
MENARDS	RESCUE REPAIRS SUPPLIES	\$94.99
MIDAMERICAN ENERGY	UTILITIES	\$4,305.87
MIDWEST DATA	MONTHLY SERVICE	\$82.00
NISHNABOTNA VALLEY REC	CEMETARY - ELEC/GAS	\$25.00
OTTO,LORENCE & WIEDERSTEIN	LEGAL COSTS	\$297.00
PRECISION CONCRETE SERVICES	PAY APP #1 -ALLEYWAY PROJECT	\$150,390.94
PUBLIC SAFETY CENTER	FIRE EQUIPMENT	\$775.68
QUILL CORPORATION	CITY HALL SUPPLIES	\$177.06
REGION IV IWEA	WORKSHOP FALL MEETING-JEFF	\$64.00
RICH MORTENSEN	TECHNICAL SUPPORT	\$49.50
ROBINSON TRUE VALUE	POSTAGE	\$60.87
ROLLING HILLS BANK & TRUST	DAMAGE DEPOSIT REFUND 9/21/16	\$100.00
SHELBY AMOS	DAMAGE DEPOSIT REFUND 9/10/16	\$100.00
SHELLIE STEFFENS	DAMAGE DEPOSIT REFUND 9/24/16	\$100.00
SOUTHWEST IA PLANNING COUNCIL	DUES, MEMBERSHIPS	\$1,550.90
SOUTHWEST IOWA TILING	BACKHOE/LABOR	\$875.00
STATE HYGIENIC LABORATORY	WATER LAB FEES	\$57.00
STEFFEN FUEL SUPPLY	FUEL	\$85.50
THE DES MOINES REGISTER	SUBSCRIPTION RENEWAL	\$240.02
TINA SINDT	DAMAGE DEPOSIT REFUND 9/16/2016	\$100.00
TOWN & COUNTRY SANITATION	MONTHLY SERVICE	\$241.00
TREASURER, STATE OF IOWA	STATE TAX	\$840.00
TREEMENDUS TREE SERVICE	MOWING CONTRACT	\$1,440.00
VERIZON WIRELESS	MONTHLY SERVICE	\$186.14
VIRGINIA ASKELAND	CLEANING	\$120.00
WELLMARK	PREMIUMS	\$5,282.07
WYMANS CARQUEST	WIPER BLADE/FIRE DEPT MAINT	\$24.95
ZIEGLER INC.	BACKHOE PARTS	\$440.88

TOTAL: \$210,735.24

1	GENERAL	16,301.42
110	ROAD USE TAX	5,128.56
112	EMPLOYEE BENEFITS	2,268.55
140	COMMUNITY BLDG	6,801.24
141	RESCUE FUND	869.08
307	ROADS-PROJECTS	157,686.44
600	WATER	13,384.19
610	SEWER	8,295.76

TOTAL BY FUND 210,735.24

SEPTEMBER 2016 CLERKS REPORT

REVENUE BY FUND

GENERAL TOTAL	\$28,513.68
ROAD USE TAX TOTAL	\$13,360.75
EMPLOYEE BENEFITS TOTAL	\$7,190.48
EMERGENCY FUND TOTAL	\$756.33
LOCAL OPTION SALES TAX TO	\$10,157.71
TAX INCREMENT FINANCING	\$0.00
COMMUNITY BLDG TOTAL	\$1,425.00
RESCUE FUND TOTAL	\$567.88
FLOOD CONTROL TOTAL	\$0.00
LITTLE LEAGUE FIELD TOTAL	\$0.00
DEBT SERVICE TOTAL	\$0.00
CAPITAL IMPROVEMENT FUND	\$1,890.84
CAPITAL PROJECT FUND TOTA	\$0.00
PW VEHICLE REPLACEMENT TO	\$0.00
CAPITAL PROJ RESERVE TOTA	\$0.00
SOURCE WATER PROTECTION T	\$0.00
ROADS-PROJECTS TOTAL	\$0.00
PERPETUAL CARE TOTAL	\$0.00
WATER TOTAL	\$15,781.19
SEWER TOTAL	\$26,221.93
STORM WATER TOTAL	\$0.00
TOTAL REVENUE BY FUND	\$105,865.79

EXPENSE BY FUND

GENERAL TOTAL	\$22,889.64
ROAD USE TAX TOTAL	\$4,592.32
EMPLOYEE BENEFITS TOTAL	\$2,861.63
EMERGENCY FUND TOTAL	\$0.00
LOCAL OPTION SALES TAX	\$0.00
TAX INCREMENT FINANCING	\$0.00
COMMUNITY BLDG TOTAL	\$6,696.24
RESCUE FUND TOTAL	\$554.47
DEBT SERVICE TOTAL	\$0.00
ROADS-PROJECTS TOTAL	\$2,795.50
WATER TOTAL	\$15,225.96
SEWER TOTAL	\$10,117.43
TOTAL EXPENSES BY FUND	\$65,733.19