

City of Camanche, Iowa

June 7, 2016

The City Council of the City of Camanche, Iowa met in regular session June 7, 2016 at 6:00 P.M. at Camanche City Hall. Present on roll call: Mayor Willis, presiding, and the following named council members: Metzger, Saxon, Lind, Varner, and Wruck. Also present were City Administrator Roth, City Attorney Randy Current, City Engineer Dan Solchenberger, department heads Hilgendorf, Houzenga, Schutte and City Clerk/Treasurer Jindrich.

A moment of silent prayer was observed. Mayor Willis led the Pledge of Allegiance.

Willis stated there is no need for a closed session. Randy Current stated that the bargaining unit approved the side letter. The resolution under Closed Session will be moved to New Business.

Moved by Varner, second by Lind to approve the agenda as amended. On roll call – all ayes.

The Mayor opened a public hearing at 6:04 P.M. on the Proposed Plans and Spec and form of contract for 21st Street from Hwy 67 to 7th Avenue. This street will be reconstructed and they will deal with the drainage issues on the west side with French drains. After hearing no comments from the public or having no written comments for or against, the Mayor closed the public hearing at 6:05 P.M.

Consent Agenda – Metzger asked if employees are to turn in receipts for clothing allowance. Jindrich stated “Yes” they are. Metzger stated that Jindrich did not have a written receipt from the seller of clothing that Jindrich purchased off of the garage sale site. A written receipt needs to be obtained for online purchases. She was also wondering where the 4 porta-potties were. Hilgendorf stated there is one at Central Park, one at 13th Avenue and two at Platt Park. She also had a question on the receipts for boys’ baseball and girls’ softball. Are these shirts being used for just city leagues or are they being used for travel leagues. Roth stated the council can ask these leagues for financial statements before they get their money next year. Judy Dell stated Park and Rec. will address this at their next meeting.

Moved by Lind, second by Varner to approve the consent agenda which covered the following items: approve the minutes from the council meeting held May 17, 2016 and the special meeting held May 31, 2016; approve Abstract No. 657 which includes the following:

ALLIANT ENERGY	GAS SERVICE	671.10
ROBERT ALM	DEDCUTIBLES/COPAYMENTS	10.00
BANKERS TRUST	BONDS,INTEREST-GO BONDS	421,092.50
BLAIN'S FARM & FLEET	DIESEL CAN,PIPE WRENCH	89.97
CAMANCHE VOL FIRE DEPT	MONTHLY MAINTENANCE	500.00
CAMANCHE FOOD PRIDE	CLEANING SUPPLIES	103.90
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	118.15
CITY OF CLINTON	28E SEWER	5,411.26
CLINTON NATIONAL BANK	FED/FICA TAX	18,886.93
COLLECTION SERVICES CTR	GARNISHMENT	646.16
CORE-SENS & COMPANY	WORK COMP,LIABILITY AUDIT	8,726.00
CULLIGAN	BOTTLED WATER-CITY HALL	34.95
DATA TECHNOLOGIES INC	SPRING USERS MANUAL	25.00
ECONOMY PLBG/HEATING INC	SERVICE CALL-PLATT PRK BATH	70.00
EMER MEDICAL PRODUCTS INC	TEST STRIPS,GLOVES,LAMPS	571.12
GALE	BOOKS	196.73
GATEWAY UNITED WAY	UNITED WAY	20.00

ROBERT HOUZENGA	DEDUCTIBLES/COPAYMENTS	23.47
INGRAM BOOK COMPANY	BOOKS	598.14
ING	DEFERRED COMP	500.00
INTERSTATE INDUS INSTR	SENSORS	176.32
IPERS	IPERS	7,006.55
J & C ENTERPRISES	JUNE COLLECTION	154.00
SHERYL L JINDRICH	CLOTHING ALLOW,DEDUCTIBLES	162.72
LIBRARY PETTY CASH	POSTAGE,MAILING TAPE,STOCK PA	195.22
WILLIAM LODGE	WELLNESS PROGRAM	205.00
TOM MCMANUS BACKHOE	TRANSPORT DOCK,DIG GRAVES	800.00
MEDIACOM	INTERNET	450.00
MIDAMERICAN ENERGY CO	ELECTRIC SERVICE	3,155.82
MIDWEST BUSINESS		
PRODUCTS	COPIES-CITY HALL	270.17
JEFFREY MOORE	DEDUCTIBLES/COPAYMENTS	32.90
NATALIE MORSE	DEDUCTIBLES/COINSURANCE	518.22
MUNICIPAL FIRE & POLICE	MUNICIPAL PENSN	17,402.18
DALE NISSEN	DEDUCTIBLES/COINSURANCE	5.00
PAULS DISCOUNT	FLAG KITS,GRASS SEED,PAINT	218.01
LIFE INSURANCE	LIFE INSURANCE PREMIUMS	885.83
QC ANALYTICAL SERVICES	SAMPLE ANALYSIS	70.00
QUALITY CONCRETE	CONCRETE FOR SIDEWALKS	190.00
RIVER CITY DISPOSAL LLC	SOLID WASTE/RECYCLING	27,191.00
THOMAS ROTH	DEDUCTIBLES/COINSURANCE	101.59
RICHARD SCHMITZ JR	GLASSES	81.00
DAVE SCHUTTE	SAFETY GLASSES,DEDUCTIBLE	205.00
SHIVE-HATTERY ENGINEERS	ENG-CULVERT,21ST ST,COMM CTR	5,764.86
KELLI SMITH	WELLNESS,GLASSES,PHYSICAL	572.00
BETH THILMANY-BLUMER	DEDUCTIBLES/COINSURANCE	5.00
TREASURER STATE OF IOWA	STATE TAXES	4,765.45
PAUL VARNER	DEDUCTIBLES/COINSURANCE	50.00
VERIZON WIRELESS	CELL PHONES	263.68
	95 GALLONS SODIUM	
VERTEX CHEMICAL COMPANY	HYPOCHLORITE	140.60
WATCH GUARD	REPAIRS TO COMP-POLICE CARS	343.00
WATCON INC	2-55 GAL SODIUM PHOSPHATE	3,283.75
WENDLING QUARRIES INC	DUMP CONCRETE,ROAD STONE	155.99
WITT'S SMALL ENGINE	PARTS-CEMETERY WEEDEATER	55.90
DARYL YODER	CLOTHING ALLOWANCE,SHOES	400.00
1ST GATEWAY CREDIT UNION	1ST GATEWAY CU	1,868.00
WINDSTREAM	PHONE/LONG DISTANCE	306.28
CHRISTY LEU	WELLNESS PROGRAM	100.00
PETERSEN SANITARY INC	PORTABLE TOILETS FOR MAY	520.00
PREMIER PARTS INC	ADAPTER-PW TRUCKS	17.94
CENTURYLINK	TELEPHONE EXPENSE	541.53
RJ EDENS RENTAL PROPERT	3RD ST TIF	5,439.79
JAMES SOWLE	SAFETY GLASSES	34.45
CL CO AREA SOLID WASTE01	DISPOSAL	437.82
VOSS BROTHERS PLBG	PARTS-PLATT PRK BATHROOMS	66.00
CLIN CO EMERGENCY	ANNUAL MEMBERSHIP DUES	15.00
SHANE NIXON	WELLNESS,SHOES,GLASSES,DED	873.85
INSURANCE FUND	BASE	809.22
DATAPATH CARD SERVICES	REPLENISH MYSOURCECARD	225.00
BLUE CROSS BLUE SHIELD	HEALTH CARE PREMIUMS	21,357.04
AFLAC	AFLAC - PRETAX	543.12
PLATINUM SMART INC.	REPLACEMENT BATTERY	19.30
AMAZON	DVDS	121.56
TROY ALDERMAN	SAFETY GLASSES,CLOTHING	250.00

POPULAR SUBSCRIPTION	MAGAZINE SUBSCRIPTIONS	1,766.05
FREY, HAUFE & CURRENT PLC	LEGAL SERVICES FOR APRIL 2016	3,782.95
CAMANCHE JUNIOR BASEBALL	T-SHIRTS,CAPS-JR BASEBALL	2,000.00
PAMELA RICKERTSEN	DEDUCTIBLES/COINSURANCE	10.00
ASPHALT PAVING ASSOC IA	APAI EVENT	55.00
PAYROLL CHECKS	PAYROLL CHECKS ON 05/20/2016	32,098.78
PAYROLL CHECKS	PAYROLL CHECKS ON 06/03/2016	31,379.13
ACCOUNTS PAYABLE	CLAIMS TOTAL	574,982.04
	GENERAL FUND	123,797.96
	LIBRARY FUND	10,607.91
	PARKS FUND	6,545.40
	CEMETERY FUND	5,338.66
	ROAD USE FUND	7,295.59
	EDENS - TIF FUND	5,439.79
	DEBT SERVICE FUND	421,092.50
	ANAMOSA ROAD/21ST ST FUND	2,536.18
	COMM CTR/STORAGE BLDG FUND	663.68
	21ST STREET CULVERT FUND	2,565.00
	WATER UTILITY FUND	11,091.99
	SEWER UTILITY FUND	13,606.47
	LANDFILL/GARBAGE FUND	27,628.82

Receive, accept and place on file the April monthly Fire and Police Department reports; approve renewal of Cigarette/Tobacco/Nicotine/Vapor Permits, effective July 1, 2016 as submitted by Casey's, Kwik Trip, Dev Supermart and Dollar General; approve Application for Tax Abatement for 3501 9th Street as submitted by Shane Bark, 1325 23rd Avenue as submitted by Donald and Sheila McKinley; approve reappointments effective July 1, 2016: Ruth Evans and Evan Weller to Historical Board, Judy Dell and Chris Langfitt to Park and Recreation Commission; and receive, accept and place on file the minutes from Board of Adjustment of May 24, 2016. On roll call – all ayes.

Moved by Metzger, second by Varner to approve a Resolution Establishing Community Center Guidelines and Policies. On roll call – all ayes.

Complaint Policy – Metzger feels the city should keep doing it like we have been. She would like the complaints forwarded to Tom and would like him to follow up with an email.

21st Street – Hwy 67 to 7th Avenue – Solchenberger stated one bid was received from Determann Asphalt – in the amount of \$260,599.50. He would recommend awarding the contract to Determann Asphalt. Willis commented that it was in the ballpark of the engineer's estimate. It will include widening and French drains.

Moved by Lind, second by Varner to approve the bid submitted from Determann Asphalt in the amount of \$260,599.50 for the 21st Street – Hwy 67 to 7th Avenue project. On roll call – all ayes.

21st Street Culvert – Solchenberger stated the advertisement for bids will be this week or next week. Bids will be due June 30 with council consideration July 5. The culvert won't be here for 8-12 weeks and it will be precast. When Clinton does the road, the contractor will stop short of the culvert project so the contractor can stack dirt. They will pour concrete and then asphalt over it. They will need to get a couple of easements from ACC/GCC.

The City of Clinton has moved the schedule way up for Anamosa Road/21st Street. It will be cold in place with a 3 inch overlay. Wruck was wondering if the city can use those concrete pillars that are out there. Mark said they can put them at WWTP.

Replacing City Administrator – Willis stated he had wanted this put on the agenda. He would like someone to shadow Tom for a month. The City needs to get this job posted. He was wondering where they wanted to post it – League of Cities, etc. Wruck stated, personally, he was not in a hurry to fill the position. They had been without one before Roth was hired. Willis commented that the council had agreed to hire a city administrator. Wruck was wondering about a part-time city administrator. Roth reminded the council that you can't run the city office with just 2 people. Donna Current said that when she was on the council there was no city administrator. But with all the new laws, you just can't hire someone off the street. Wruck said there are other options. Larry Halweg said he was the instigator of getting a city administrator for Camanche. He has done one hell of a job. The council would be doing a wrong thing but not hiring another one. The city administrator knows the laws. Wruck was wondering who does the interviews. The last time it was the council and people from the community. Also department heads ranked the applications. Varner would like to see a full time position and Lind stated he would like to see full time. Roth commented that if you have the position part time the individual would probably be retired and a local person. Someone isn't going to want to move for a part time position. Metzger would like to see a list of all the job duties for the city administrator, city clerk/treasurer and utility billing clerk. Willis said he would give the council a couple of weeks to think about this.

Sidewalks - Roth stated that he gave the council a sample letter. There should be council approval of the letters because the ordinance says the council handles the sidewalk complaints. Roth stated they should be prepared to have the home owners request a hearing. Metzger was wondering what the guidelines were. Roth said these were complaint driven. Lind would like the city to go forward – safety issue. The city could be sued. Roth said it puts the city between a rock and a hard place. After 45 days, Roth will go to see if they are done. If not, the city hires a contractor. The home owner will either pay or the city will assess it against the property. The council wishes Roth to go forward with sending out the letters certified.

Moved by Varner, second by Lind to authorize the city administrator to send out certified letters to the homeowners where complaints have been received regarding the condition on their sidewalks. On roll call – all ayes.

Side Letter to Police and Fire Bargaining Unit Contract – Current stated that the bargaining unit has agreed to the side letter. Willis wanted to thank the council for their work and questions. Roth said it was a good step for the city.

Moved by Metzger, second by Saxon to approve a Resolution Approving Side Letter to the Police and Fire Bargaining Unit Contract for City Employees of the Police and Fire Departments of the City of Camanche, Iowa for the Contract Ending July 1, 2017. On roll call – all ayes.

Close Funds – Jindrich stated this is to clean up some funds before the end of the fiscal year.

Moved by Saxon, second by Lind to approve a Resolution Authorizing the Closure of Two Capital Project Funds and Directing the Transfer of Funds. On roll call – all ayes.

28E Agreement for the Purchase and Maintenance of a Computer Aided Dispatch and Records Management Software System - Wruck was wondering if this is an agreement we've always had. Houzenga said it is the same type of agreement just a new company. The costs are up. There are no hardware issues and it does include training.

Moved by Metzger, second by Varner to approve a 28E Agreement for the Purchase and Maintenance of a Computer Aided Dispatch and Records Management Software System. On roll call – all ayes.

Hiring Auditing Firm for Audit for FYE 2017 – there was only one proposal received and that was from Winkel, Parker and Foster to provide auditing services for FYE 2017. Wruck stated there was good breakdown on the proposal.

Moved by Lind, second by Metzger to approve the hiring of Winkel, Parker & Foster to provide auditing services for FYE 2017. On roll call – all ayes.

Financial Assistance for Bond Sale – this bond sale is to fix the roads on these large projects. We will be working with Mike Maloney of DA Davidson. You cannot do it without a firm. Saxon was wondering how this will affect our bonding capacity. Roth said we have a \$13,000,000.00 bonding capacity. The increase in road use tax will be used to make the bond payments.

Moved by Lind, second by Varner to approve the Underwriting Engagement Letter with DA Davidson to provide financial assistance with the upcoming bond sale. On roll call – all ayes.

The city will be using Bob Josten as our bonding attorney.

Moved by Metzger, second by Varner to approve a Resolution to Fix a Date for a Public Hearing on a Loan Agreement in a Principal Amount Not to Exceed \$1,000,000. On roll call – all ayes.

Police Station Roof – the roof is original from 1995. It took quite a beating from the hail and it is now leaking. Houzenga was wondering how the council wanted to proceed. He has a bid of \$17,000 which is for shingles and new under layment. Roth stated we will get plenty of money from insurance company to cover the cost. Willis asked Houzenga to also get a bid on a metal roof.

Floodplain Management Ordinance – Roth stated FEMA has done a new evaluation and there are new rate maps. Therefore, we need to adjust the ordinance to reflect the new rate maps. If we want to participate so residents can buy flood insurance, we have to adopt the ordinance. The new maps are digital and they are online. The digital ones carry more weight. The council would like to have something put in the community newsletter about this.

Moved by Lind, second by Saxon to approve the first reading by title only of an Ordinance Amending the Camanche Municipal Code by Deleting Title 6, Chapter 13, Flood Plain Management and Inserting New Chapter in Lieu Thereof. On roll call – ayes – Lind, Varner, Wruck, Metzger, and Saxon.

Moved by Lind, second by Varner to waive the 2nd and 3rd readings of an Ordinance Amending the Camanche Municipal Code by Deleting Title 6, Chapter 13, Flood Plain Management and Inserting New Chapter in Lieu Thereof. On roll call – ayes – Varner, Wruck, Metzger, Saxon, and Lind.

Moved by Lind, second by Metzger to adopt Ordinance No. 740 – an Ordinance Amending the Camanche Municipal Code by Deleting Title 6, Chapter 13, Flood Plain Management and Inserting New Chapter in Lieu Thereof. On roll call – ayes – Wruck, Metzger, Saxon, Lind, and Varner.

Roth said the Masonic Lodge will pay for the cornerstone at the new community center. He said we could have the ceremony and an open house at the same time in the fall. He asked the council to think about a time capsule.

Willis read a "Thank You" card from the George Andresen family. He also read a letter from Ed Sbertoli thanking the police department for their assistance in a drug case back in March.

Metzger would like to see phone numbers of council members on the website. Lind said to use his cell phone.

Saxon was wondering if anything had been decided on the 9th Street ditch. Mark said it was dug out 3 years ago. Saxon said all of the water has eroded the foundation of a shed and is going under the skirting on the trailer. Ryan Kinkaid stated if there is enough rain it will go up to the trailers. It's so flat. Solchenberger said the city could take it across Null's field to drain. Roth said the city could hire someone to dig it out again. Kinkaid said it will only then just hold a little more water. Roth said there are no STP funds available until 2020 to work on 9th Street. The short term fix would be to cut out the center of the street and repatch it.

Wruck was wondering how we are going to proceed with taking down Garner Hall. Roth said we can go back and apply for the demolition grant next year or dig into our savings. Roth did say they are going to apply for a gaming grant again and they will include the demolition cost in the grant.

Wruck also wondered how we are coming with water meters for the churches and the city buildings. Hilgendorf said that 2 churches are done along with the historical building and the police department. The library will be done after July 4th. Wruck would like the city to get someone to come in and clean the windows at city hall inside and out. Metzger will send Jindrich a link as to who does the windows at Verdi Eye Clinic.

Schutte and Houzenga read the fire and police department monthly reports for April.

Houzenga said the police department is blessed to have talented personnel. Nixon opens up his school to train the officers in defensive tactics.

Schutte said they will be starting hydrant flushing.

Gary Hill asked why the picture of the old city hall is still on the website. Jindrich will look into taking it off. He also had concerns about the new community center. Why aren't there specs for heating? Solchenberger said these specs are performance specs. The plans are generic. He said there was an addendum sent out. Hill said there wasn't an addendum to his plans and specs. Solchenberger informed him that he didn't get them from City Blue then. Hill said there wasn't a spec book. Again Solchenberger said Hill did not get the plans from City Blue then because he would have gotten a spec book. Hill said with the plans that were provided you could have gotten junk. Solchenberger said it would have to meet the performance specs.

Russ Snider said there is still a river running down 9th Avenue. They milled it but it never solved the issue. He is also concerned with the assisted living project going in his backyard. Roth said that the details have not been worked out. The city hasn't seen any drawings yet. They will need a special use permit to operate an assisted living facility. A public hearing will have to be held so residents can voice their concerns.

Metzger was wondering the status of the employee handbook. Roth said that ECIA is getting started on it.

Donna Current asked "You haven't decided whether to replace him?" Meaning the city administrator.

Houzenga stated his department are dedicated professionals.

At 7:55 PM, the Mayor declared the meeting adjourned until June 21, 2016.

Trevor Willis, Mayor

Sheryl L. Jindrich
City Clerk/Treasurer