

City of Camanche

May 3, 2016

The City Council of the City of Camanche, Iowa met in regular session May 3, 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 Thomas Roth, City Attorneys John Frey and Randy Current, department heads Houzenga, Schutte and City Clerk/Treasurer Jindrich.

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

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

**Consent Agenda** – Wruck questioned the item on the consent agenda where it talked about attendance of city employees at the League of Cities meeting. He was wondering what city employees usually attend. Jindrich stated she would be going. Roth commented that he won't be going but maybe the new city administrator would want to go. Metzger stated she will be going.

Moved by Saxon, second by Varner to approve the consent agenda which covered the following items: approve the minutes from council meeting held April 19, 2016; approve Abstract No. 655 which includes the following:

ALLIANT ENERGY	GAS SERVICE	3,119.45
BOSS INC	COPY PAPER/CORRECTION TAPE	97.56
CAMANCHE VOL FIRE DEPT	MONTHLY MAINTENANCE	515.00
CARQUEST AUTO PARTS	BATTERY,LUBE	136.61
CLINTON NATIONAL BANK	FED/FICA TAX	9,914.65
COLLECTION SERVICES CTR	GARNISHMENT	323.08
CULLIGAN	DISPENSER RENTAL	10.00
CORY DETERMANN	REIMBURSE FOR PHYSICAL	222.00
DOMESTIC PLUMBING COMPANY	BACKFLOW TEST WELL 5 & 6	200.00
EASTERN IOWA TIRE INC	TIRES FOR MOWERS	653.70
GATEWAY SUPPLY LTD	TOWELS/AIR FRESHNER/SCENTS	62.71
GATEWAY UNITED WAY	UNITED WAY	20.00
ROBERT HOUZENGA	DEDUCTIBLE/COPAYMENTS	248.00
ING	DEFERRED COMP	500.00
IPERS	IPERS	6,373.22
MAR-GEE PLASTICS & TROPHI	PLAQUES FOR FIRE DEPT	99.00
MEDIACOM	INTERNET	450.00
MERCY MEDICAL CENTER-CLIN	PHARMACEUTICALS FOR MARCH	94.00
MEREMA BROTHERS INC	SHEAVE/BELT	73.22
MIDAMERICAN ENERGY CO	ELECTRIC SERVICE	3,481.36
MIDWEST BUSINESS PRODUCTS	COPIES	105.96
MISSISSIPPI VALLEY PUMP	INSTALL 9TH ST LIFT STATION	244.00
JEFFREY MOORE	WELLNESS,DEDUCTIBLE/COPAYMENT	257.40
MUNICIPAL FIRE & POLICE	MUNICIPAL PENSN	10,190.90
PRAXAIR DISTRIBUTION INC	MEDICAL OXYGEN,CYLINDER RENT	386.97
PRESTO-X-COMPANY	INSECT EXT SERVICE/PEST SERV	189.00
LIFE INSURANCE	LIFE INSURANCE PREMIUMS	885.83
QC ANALYTICAL SERVICES	SAMPLE	92.00
QUALITY CONCRETE	CONCRETE-FITNESS EQUIP	140.00
SANDRY FIRE SUPPLY LLC	OPERATING EXP FIRE	67.55
RICHARD SCHMITZ JR	WELLNESS	69.58

SHIVE-HATTERY ENGINEERS	ENG SERV-21ST ST,BOX CULVERT	7,850.00
KELLI SMITH	BOOTS	200.00
TEAM TWO INC	BILLING FEES FOR MARCH 2016	1,159.97
TREASURER STATE OF IOWA	STATE TAXES	4,262.00
VERIZON WIRELESS	CELL PHONES	264.18
MICHAEL YACKSHAW	CHEST WADERS	128.38
DARYL YODER	WELLNESS	250.00
1ST GATEWAY CREDIT UNION	1ST GATEWAY CU	934.00
EDENS CONSTRUCTION	DRAW #1-COMM CTR/FIRE STORAGE	45,430.90
WINDSTREAM	PHONE/LONG DISTANCE	310.84
BWC EXCAVATING	VAC 7TH AVE MANHOLE	385.38
CENTURYLINK	TELEPHONE EXPENSE	446.53
INSURANCE FUND	BASE	809.22
DATAPATH CARD SERVICES	REPLENISH MYSOURCECARD	240.00
BLUE CROSS BLUE SHIELD	HEALTH CARE PREMIUMS	24,950.36
JETCO INC.	WELL COMMUNICATIONS FAILURE	728.10
AFLAC	AFLAC - PRETAX	543.12
AMAZON	DVDS	180.88
TREVOR WILLIS	MILEAGE REIMBURSE FOR MARCH	58.54
SPARLING INSTRUMENTS	SCADA	2,074.25
EVERSON CONSTRUCTION	INSTALL BOOK DROP	335.00
AMERICAN BOOK RETURNS	STEEL BOOK RETURN-LIBRARY	3,128.00
DEPOSIT REFUNDS	REFUND DATE 04/25/2016	239.51
PAYROLL CHECKS	PAYROLL CHECKS ON 04/18/2016	2,783.88
PAYROLL CHECKS	PAYROLL CHECKS ON 04/22/2016	30,959.36
ACCOUNTS PAYABLE	CLAIMS TOTAL	167,875.15
	GENERAL FUND	75,849.16
	LIBRARY FUND	8,538.64
	PARKS FUND	3,055.55
	CEMETERY FUND	1,981.57
	ROAD USE FUND	6,523.34
	ANAMOSA ROAD/21ST ST FUND	6,100.32
	COMM CTR/STORAGE BLDG FUND	45,430.90
	21ST STREET CULVERT FUND	1,749.68
	WATER UTILITY FUND	10,312.06
	SEWER UTILITY FUND	8,333.93

Receive, accept and place on file minutes from Park and Rec. meeting held April 4, 2016, and Rose Hill Cemetery Board meeting held April 11, 2016; approve attendance for city employees/officials to attend Iowa League of Cities Conference in Des Moines – September 14-16, 2016; approve a Resolution Setting the Time and Place for a Public Hearing on a Proposal to Amend the FYE 2016 Budget; approve an Application for Tax Abatement for 1401 23<sup>rd</sup> Avenue as submitted by Franklin Greve; approve Draw #2 to Edens Construction in the amount of \$118,062.00. On roll call – all ayes.

**Community Center** – Tom stated Randy was looking at the ordinances and it states that Park and Recreation “to have charge, control and supervision of Garner Hall, its appurtenances, all city parks, all city-owned boat ramps, city recreation equipment, and all existing and future buildings.” This means that according to the ordinance, Park and Rec. would have supervision of the new community center. Judy Dell would like to transfer control of the new community center to the city. It was the consensus of the council to clean up the ordinance. Sandy Gruver was wondering if the city is going to have the renters have insurance if they have alcohol. Some facilities require a waiver. John and Randy will check to see what needs to be done as far as a waiver and the liability on the city.

Moved by Lind, second by Varner to approve a Resolution Adjusting Building Permit Fees for the City of Camanche. On roll call – all ayes.

Moved by Saxon, second by Varner to send out Requests for Proposals for Auditors to be returned by 4:00 P.M., May 31, 2016. On roll call – all ayes.

**Complaint Policy** – Roth said it's hard. Some complaints are third person, some are in person, some by telephone, some want to sign the complaint and some don't. What he had written is the 1<sup>st</sup> run at how city would handle complaints. It is hard to cover all the bases. Some are easy – depends of the nature of the complaint. Varner thought it was a good start. The council thinks it should be reviewed yearly. Jindrich stated she could email each of the council members a copy of the complaint form for them to pass out to residents who would like to make a complaint. She will also put the complaint form on the website. Current informed the council that somebody has to be a complaining witness, whether it is the city administrator, police chief or the person making the complaint – somebody would need to be available if the matter went to court. Willis asked the council if they wanted a written policy. Saxon stated that what they were given is more on how complaints would be handled. He would like to see something detailed on formal complaints – structured. He would like to see it structured in a resolution.

**Garbage/Recycling** – Metzger stated she has had tons of complaints. She said that she sent an email to Tom who in turn sent a letter to the company. She would like to have someone from the company come to the next meeting. Willis commented that Jorge is not opposed to coming to a meeting. Metzger would like him to come to the next meeting. Evidently there are some new recycling guidelines. The council would like those new guidelines put on the website and in the newsletter. Bob Edens said some of the recycling problems are the containers people are using. Some people aren't using common sense. Ray Meyerman said some people use garbage cans for recycling and the company goes past because they think its garbage. Gerry Wiebers said if people would crush the milk jugs, they won't blow as easy. Also if people would put a brick on the newspapers, that would help. The council would like to see new guidelines put on the web site or the next newsletter – don't put broken glass in recycling; crush milk jugs.

**Parking at City Parks** – Metzger brought up this issue. She stated there is limited parking, especially along 1<sup>st</sup> Street. Wruck was wondering what the issues were – are people putting their own personal vehicles there. Metzger said they were. There are 2-3 vehicles parked at Central Park all of the time. Mike Yackshaw stated it is hard to mow or weed eat the mini parks because vehicles are always there. Houzenga commented that parks close at midnight and open again at 5:00. Willis was wondering if "No Overnight Parking" signs could be placed there. Wruck questioned whether this is a Park and Rec. decision. Chris Langfitt said that a local establishment had an event and overflow cars were using the triangle piece of ground. They were parking on the grass. Houzenga said that the police department would talk to the owners of the vehicles in question. Metzger stated there is a brown van at Chicago Park and then the vehicles on the 6<sup>th</sup> Avenue side of Central Park. Gary Tucker said there should be signs saying that the parks are closed from midnight to 5:00 am.

**Employee Parking at City Hall** – Metzger stated that an elderly lady that was going to Dr. Low's office couldn't find a parking spot. She wanted to bring it to everyone's attention. She would like the employees to be courteous and not park all in front of city hall. Wruck was wondering if she wanted the employees to park on the side street. Metzger stated "Yes". Gary Tucker said the city should investigate parking along the side of the building.

John Frey said he is still working on notices to be given to the employees in regards to the changes to the insurance.

Roth stated Dale Junk is looking into pricing for new metal on the Public Works cold storage building. The roof is really bad. There would be savings to do it when the crew is still here working on the community center. He said that the city was misinformed about the derelict building grant. The city scored high enough to get the grant but the building had not been vacant for 6 months. They could try again.

Willis stated he attended the installation banquet for the fire department. It is nice to see the volunteers being recognized. He read a letter from the Les Shadle family – requesting donations for their Relay for Life team. He also read a Thank You letter from Living Land and Waters for our donation.

Metzger asked the Clinton Herald representative where the police reports were. John stated he had picked them up from the Police Department. She also was wondering where we were at with the retirement home. Roth informed the council that Julie Lonergan said she wanted to proceed with a Special Use Permit – she would need to complete the application form for the May Board of Adjustment meeting. She questioned the pricing on the corner stone for the community center – she was informed that Tom Powell is working on that. She also stated that there was a note in their packets from someone stating that the council needs to work together. She feels they are working together, whether they vote together or not, they are working for the residents and employees of the city. She wanted it to be clear that all the council members voted no to close the 5<sup>th</sup> Avenue railroad crossing. She stated that Tom had put something in the newsletter that the taxes would be going down from \$11.89 to \$11.87.

Metzger would like to see a sign-in sheet at city hall. Since Roth will be leaving, the council doesn't know who comes in to see him. Roth commented that he doesn't think it's necessary. He also stated the council can do the search for a new city administrator on their own or they can use a job search company, use ECIA or put it on the League of Cities website. As far as job shadowing, that would depend on the candidate's experience. Wruck thought the ordinance needs to change. Roth stated the ordinance gives the city administrator tons of power. That power comes from the mayor and council. Willis asked the council when do they want to start the process. They would like to have his resignation letter first. Jindrich will put a copy of the prior ad in their packet.

Varner stated there will be another employee retiring. Houzenga stated he has not decided when that will be. Tucker thinks the city should hire from within. Houzenga said, since the Police Department is Civil Service, you have to advertise and all candidates will have to do the testing.

Lind stated other people in the community are asking about the sign in sheet.

Wruck questioned whether we can have signs pointing to Lum Park. Judy Dell would also like to have signs put at all of the parks. Jindrich stated that if they wanted metal directional signs to contact Public Works. Wruck would also like to see city hall's phone number put on the water bills.

Michael Yackshaw stated Public Works is addressing the sidewalks on 13<sup>th</sup> Avenue and 5<sup>th</sup> Street. The buoys and the ramps are out. 8<sup>th</sup> Avenue has been resurfaced and 7<sup>th</sup> Avenue is next.

Roth said the old boat ramp at 8<sup>th</sup> Avenue is up for sale and he has put it on Craig's List.

Schutte said the computer problems are still ongoing and it is a long frustrating problem. He would like to thank Willis, Houzenga and Jindrich for attending the installation banquet.

Bob Edens suggested that a bulletin board, or something equivalent, be placed on the wall at the new Community Center for people to hang banners, etc.

Tucker said the railroad have core drilled but have not fixed the approaches. Todd Powers stated the railroad has not contacted them about doing the approaches yet. They said they have more work to do.

Larry Halweg stated he was instrumental in helping the Cities of Clinton and Camanche get city administrators. He would recommend going through an agency.

Tom Klahn was wondering what the purpose of a sign in sheet is. Yvonne Henn said there should be one for emergency purposes. Metzger said they aren't clear of what Tom does on a day to day basis. They need to know this if they are hiring a new one.

At 8:02 PM, motion by Metzger, second by Lind to go into closed session to discuss collective bargaining matters.

The council reconvened into open session whereupon Varner moved, second by Saxon to adjourn the regular meeting at 8:47 P.M.

Trevor Willis, Mayor

Sheryl L. Jindrich  
City Clerk/Treasurer