**City of Grand Mound**

**Minutes of the Regular City Council Meeting**

**615 Sunnyside St. Grand Mound, IA 52751**

**December 12th, 2016**

Mayor Crosthwaite, called the City Council meeting to order at 7:00 p.m. Council members present were; Warren, Figley, C. Beuthien, Guy, M. Beuthien.

Motion by Guy, Second by C. Beuthien, to accept and approve the Consent Agenda, and following Detail resolution, including Liquor license #LCV69445 for the GM Vol. Fire Dept. Ayes: All.

**VENDOR DESCRIPTION AMOUNT**

Alliant Energy Utilities $2,483.24

Aflac Employee Paid Insurance $288.84

Card Center Idrive, software, Postage $860.97

Clinton Co. Sheriff Police Contract $1,311.40

Compass Minerals Road Salt $1,807.55

CCSWA Landfill Assessment $5,136.00

Dewitt Office Center Notebooks, paper towels, supplies $47.56

Display Sales Holiday Light bulbs $133.00

Data Technologies Summit Software License $3,915.54

Deluxe Business 5 boxes of Accounting Checks $735.65

Darrell Warren Major’s Meeting Mileage $6.75

EFTPS Federal Tax Withholding $1,419.13

First Trust & Savings Bank Deposit Booklets: Deluxe $49.16

GMCCC Fax/Phone/Internet $194.54

GIS Benefits Employee paid Life Insurance $11.77

Gary Hintz Nov. Seasonal part-time wages $49.50

Gary Hintz Safety Clothing Reimbursement $62.56

Hawkins Water Chemicals $346.58

HD Equipment Snow removal equipment $203.93

IAMU Dec-Feb Billing Dues $236.51

IPERS November IPERS $977.04

IA Rural Water Assoc. Dues $225.00

JD Financial Grass Seed/Batteries $14.97

Kenny Geffers, Jr. Nov. Part-Time Wages $1,055.00

Kurt Crosthwaite Nov. -Mayor Wages $400.00

Marv’s Remodeling Sidewalk repairs $502.00

Melissa Conner November Full-Time Wages $2,241.60

Melissa Conner 11/17/2016 Training Mileage $63.72

Matthew Paulsen UB Deposit Refund $69.95

Manatts Sidewalk repairs $261.00

Observer Publications $187.76

Odd Jobs Grave Digging $630.00

Pillers & Richmond Legal Services $228.00

Pat Schultz Cemetery Services $40.00

Steve Kilburg November Full Time Wages $2,869.37

SRF: IA Finance Authority Bond Interest payments $6,241.25

Technology Solutions PW Laptop service $45.00

US Cellular Public Works Cell Phone $50.03

Wellmark BCBS Health Insurance $1,988.94

WGML Garbage/Recycling Charges $2,100.00

**Account Revenue Expense**

General $13,943.13 $16,810.13

Road Use $7,162.03 $3,547.31

Employee Benefits $848.80 $2,231.19

Emergency $115.67 $0.00

Capital Improvement $0.00 $0.00

08 Citizen Project $933.70 $0.00

Water $6,969.25 $1,824.48

Sewer $5,135.24 $1,622.71

Garbage $4,526.00 $8,331.80

Storm Water $755.72 $3,884.89

**Total $40,389.54 $38,252.51**

No Citizen Inquiries were presented.

The Clinton County Sheriff’s report was read and showed The Clinton County Sheriff’s Office spent 64.22 hours in the City of Grand Mound from October 26th, 2016 – November 25th, 2016. During this time, Deputies handled 1 incident and answered 7 calls in the City of Grand Mound.

City Attorney’s Report: Pillers reported on a letter regarding the SW Warranty claim; and he is working on a response.

The 11/08/2016 Election showed Dan Figley won the Vacant Council Seat. Council member Figley took the Oath of Office.

Motion by Warren, Second by C. Beuthien to authorize pro-rating the remaining amount due on the Adams Housing Rehab Forgivable Loan Document No. 2013-01023 (808 Fulton Street). The home is being sold within the last 6 months of the Forgivable loan agreement. Mayor Crosthwaite is authorized to sign the Release of the Forgivable loan document No. 2013-01023; with payment being due from Adams; payable to the City of Grand Mound in the amount of $2,499.90 (6 months of the remaining balance due of $4,999.80). Ayes: Warren, Figley, C. Beuthien, Guy. Nays: M. Beuthien.

Motion by Figley, Second by Guy; to deny a request to rescind the requirement to fix the SW Lateral at 905 Fulton Street; based upon the recommendation of the City Attorney & City Engineer. The home owner will be given a 6 month extension (06/12/2017) to bring the lateral up to code. Ayes: All.

A representative from American Mutual informed the City Council of their intent to stay local, and build a new office building at 903 Dewitt Street. Additional sump pump drainage concerns were addressed for the current American Mutual property. Council advised tying the sump pump directly into the storm sewer to alleviate ponding/freezing conditions in front of the office building on Clinton Street.

Motion by M. Beuthien, Second by Guy to approve a payment extension to Parcel ID# 4602490000 for the remaining balance of $105.48, for sidewalk repairs; to be due by February 1st, 2017. Ayes; All.

A citizen requested a Flashing light/solar speed limit sign to be placed near the intersection of Prairie Lane & Washington Street, to help reduce the number of speeding cars. The City is going to look for lower priced solar flashing light kits, in addition to requesting increased police presence near that intersection; and a request to have the speed trailer set there to gather data to determine the need for a Flashing speed limit sign. This information will be reviewed at the January 9th, 2017 Council Meeting.

Motion by Guy, Second by Figley to have a concrete memorial planter created by Marv Flammang, with a cast bronze plate inset into the planter; to be placed near Dan Behr’s Memorial Bench, in memory of Marilyn Galloway, the former City Clerk. Ayes: All.

Motion by Warren, Second by C. Beuthien to select Soenkson Construction to complete the City Park Handicap Accessible restroom. Interior construction to begin this winter; with exterior work to be completed in the spring of 2017. Ayes: All.

Dewitt Bank & Trust Offer (624 Clinton St) will not be pursued by the City. The Fire Department will be handling any future interest in development of the property with Dewitt Bank & Trust.

Motion by C. Beuthien, Second by Warren authorizing the Mayor to sign the marking agreement with Service Line Warranties of America. The City is to accept no royalties from the program; and SLWA will purchase their own mailing information. Ayes: All.

Mayor Crosthwaite scheduled a Capital Improvement/Storm Water Improvement workshop with ISG Engineering on 12/29/2016 @ 6:00 p.m. Agenda items: ISG Updates on storm sewer projects/inquiries & ISG: Pavement management/ Water CIP Plan Quote will be discussed at this time.

Motion by Warren, Second by Figley to update the Employee Handbook effective immediately; Paid Holidays that fall on a Saturday, will be observed by the City on Friday; and paid Holidays that fall on a Sunday will be observed on Monday; including Christmas Eve & New Year’s Eve. Ayes: All.

Motion by Guy, Second by M. Beuthien to provide an Employee year-end bonus in the amount of $150.00 for full-time employees, and $100.00 for part-time employees. Ayes: All.

Mayor Crosthwaite set the Budget Workshop for Thursday, January 5th, 2017 at 6:00 p.m. at City Hall.

City Code 92.04.04 Service Discontinued: Re-Connect Fees; was discussed. A revised Ordinance will be presented at the January 9th, 2017 Council Meeting. Changes discussed include a $30.00 administrative disconnect fee, in addition to a $30.00 re-connect fee. Service re-connects will also only occur during regular business hours.

Resolution No. 16-21 “A Resolution Approving the Transfer of Funds” was introduced with a motion from Guy and a second from Warren. Roll Call: Warren- Aye, Figley- Aye, C. Beuthien- Aye, Guy-Aye, M. Beuthien- Aye. Resolution No. 16-21 passed, and was signed by Mayor Crosthwaite.

Resolution No. 16-22 “A Resolution to Adopt the Record Retention Manual for Iowa Cities” was introduced with a motion from Warren and a second from C. Beuthien. Roll Call: Warren- Aye, Figley- Aye, C. Beuthien- Aye, Guy-Aye, M. Beuthien- Aye. Resolution No. 16-22 passed, and was signed by Mayor Crosthwaite.

City Employee’s Report: Public Works Superintendent, Kilburg reported he is working on purchasing tires; Council member Figley noted Bridgestone or Firestone are preferred and to check with Moore Tires. Kilburg reported the road salt supply arrived, and confirmed with Attorney Pillers a car may be towed without contacting a deputy if they are in violation of the City Code’s snow/snow emergency ordinance. Mayor Crosthwaite requested the streets to be plowed as wide and early as possible. Council Member C. Beuthien noted yellow water; Kilburg will review this.

City Clerk’s Report: City Clerk, Conner, reported a change in Outhouse Vendors to Total Septic, which will save $9.00/month, and the outhouse at the ball park will be Handicap Accessible. Total Septic will also be the Outhouse vendor for the 4th of July, with a savings of $309.00. The City investments are receiving steady competitive rates, and the checking interest rate was increased significantly. The CCSWA Assessment fee will see a savings this year of $1,240.00 and a savings of $36.00/month was obtained on the phone/internet utility bill.

Mayor’s Report: Mayor Crosthwaite reminded the City Council of the upcoming Budget Meeting and to be thinking of items that may need to be addressed. Mayor Crosthwaite also set the Employee Review Committee meeting for Thursday, December 15th, at 6:00 p.m. at City Hall.

Chairperson Warren: Warren reported on the Keep Iowa Beautiful program, and noted he and Steve discussed a pro-active plan to avoid any issues with the Water Tower and potential freezing.

Chairperson C. Beuthien: No report.

Chairperson Guy: No report.

Chairperson M. Beuthien: No report.

Chairperson Figley: No report.

Motion by Warren, Second by Guy to adjourn at 9:00 p.m. Ayes: All.

The next Regular City Council meeting will be held at 7:00 p.m. on Monday January 9th, 2016 at the Grand Mound City Hall located at 615 Sunnyside St. in Grand Mound, IA 52751.

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Kurt Crosthwaite, Mayor

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Melissa Conner, City Clerk

“These minutes are not official minutes until approved by the City Council.”