Minutes
City of Griswold
Regular City Council Meeting
Zoom Conference Call with communication originating from the Griswold Community Building Small Room
May 11, 2020
6:00 PM

The Griswold City Council met in person in regular session in the Griswold Community Building Small Room with public participation available via zoom conference call on May 11, 2020. Allowing public participation in person was impractical due to the COVID-19 crisis and per the Disaster Emergency Proclamation set forth by Iowa Governor Kim Reynolds. Members of the public were able to participate by dialing +1(312)-626-6799 and entering the following access code: 813 0281 5375. (Code of Iowa Section 21.8)

Mayor Brad Rhine called the meeting to order at 6:00 p.m. Council present: Askeland, Stapleton, Sorensen, Adams, Preston. Absent: none. Motion by Adams to approve the agenda. Seconded by Sorensen. Approved 5-0. Motion by Sorensen to approve the following items under the consent agenda**.**

a. Minutes of the March 17, 2020 Special Council Meeting
b. Minutes of the April 13, 2020 Regular Council Meeting
c. Minutes of the April 18, 2020 Special Council Meeting
d. Claims
e. Treasurers Report – April 30, 2020
f. Clerks Report
g. Tiger Mart Liquor License Renewal #BC0030512
h. Casey's Cigarette Permit Renewal
i. Resolution 31-2020: Approve Fiscal Year 2020 Local Option Sales Tax Transfers
j. Resolution 39-2020: Authorize Transfer of Matured Certificate of Deposit
k. Resolution 40-2020: Approve Corrective Transfer

Seconded by Askeland. Roll call ayes: Sorensen, Preston, Askeland, Adams, Stapleton. Nays: none. Motion carried.

PUBLIC HEARING

a. Mayor Rhine opened the public hearing on Resolution 37-2020: Approve FY2020 Budget Amendment #1 at 6:01 p.m. There being no written or oral comments the hearing was closed.

PUBLIC COMMENTS

None.

DEPARTMENTAL REPORTS

a. Public Works – written report submitted. Jeff Metheny, Public Works Director, updated council on the status of the Street Improvement project. MidAmerican has finished all necessary wiring. The next step is installation of the storm sewer.
b. Library – Verbal report given by Lisa Metheny, Library Director. The Library Board will meet later in the week to discuss reopening.
c. Community Building – written report submitted. Discussion held about cancellation and rescheduling events due to COVID until the Iowa Governor has given the ok to hold social gatherings of more than 10 people.
d. Cass County Sheriff – written report submitted.
e. Fire and Rescue – written report submitted. Sorensen thanked Rescue Captain, Brad Amos, for submitting a report and wanted to ensure that the department has enough Personal Protective Equipment (PPE) to respond to Rescue calls.

COMMITTEE REPORTS

a. CADCO – written report submitted. Askeland verified meeting date and time to ensure the new city manager will attend. Discussion about who would represent Griswold during the city manager vacancy.
b. Cass County Environmental Control – written report submitted.
c. Little League –Sorensen reported that they will hold a meeting this week to discuss whether or not to hang batting cage nets, if they will allow practicing at the field, and what field improvement projects they will complete this spring.

ORDINANCES

a. Motion by Askeland to approve the second reading of **Ordinance 1-2020: An Ordinance Amending the Code of Ordinances of the City of Griswold, Iowa, by Adding a New Chapter 15 Utilities – Storm**

Water Management, Under Title VI Physical Environment. Seconded by Sorensen. Roll call ayes: Preston, Stapleton, Adams, Askeland, Sorensen. Nays: none. Motion carried.

b. Motion by Sorensen to approve the second reading of **Ordinance 2-2020: An Ordinance Amending the Code of Ordinance of the City of Griswold, Iowa, by Amending Section 6-5-1 Pertaining to Water Rates, Amending Section 6-5-9 Pertaining to Sewer Rent, and Adding Section 6-5-12 Storm Water Drainage Management Rate and Manner of Payment.** Seconded by Adams. Roll call ayes: Stapleton, Sorensen, Askeland, Preston, Adams. Nays: none. Motion carried.

NEW BUSINESS

a. Discussion held about implementing a **social media policy for all City Departments**, specifically the Fire and Rescue Department. Council was in agreeance that a policy should be drafted and implemented for all employees, elected officers, appointed board positions, and volunteers of the city. The policy will outline professional conduct that should be followed by all city officials along with disciplinary action if the individual is found in violation of the policy. Hansen will have the City's attorney draft a policy to be reviewed by the personnel committee prior to council approval - no formal action.
b. Lenny Larson, the City's Engineer, provided an update on the **culvert at 802 Cass St.** The project design should be completed by the July council meeting, at which point council will need to solicit bids for the project with the intent of having the project completed by early fall - no formal action.
c. Motion by Sorensen to approve **Resolution 41-2020: Approve Pay Request #2 for the 2019 Street Improvement Project according to the I+S Group Payment Schedule**. Seconded by Adams. Roll call ayes: Askeland, Sorensen, Adams, Stapleton, Preston. Nays: none. Motion carried.
d. Motion by Askeland to approve **Resolution 37-2020: Approve FY2020 Budget Amendment #1.** Seconded by Sorensen. Roll call ayes: Adams, Askeland, Preston, Stapleton, Sorensen. Nays: none. Motion carried.
e. Discussion held about the **deactivation of the Emergency Response Policy**. Council agreed they would not lift restrictions at this time, but will continue to revisit at each council meeting until the policy is lifted - no formal action.
f. Motion by Askeland to follow the Iowa governor's guidelines for opening **City-owned Parks and Recreation Facilities** for tomorrow (Tuesday May 12th, 2020) at 8 a.m. Seconded by Sorensen. Roll call ayes: Askeland, Stapleton, Adams, Sorensen, Preston. Nays: none. Motion carried.
g. Motion by Askeland to **deny the chicken request at 200 Fremont St**. Seconded by Sorensen. Askeland wants to maintain consistency in council decisions, since an earlier chicken request was denied he feels all should be handled accordingly. Roll call ayes: Stapleton, Adams, Preston, Askeland. Nays: Sorensen. Motion carried.
h. Council discussed the necessity of a **City Manager position**. Council agreed they would like to fill the position and plan to hire a Municipal Consultant to assist in the application process – no formal action.
i. Motion by Askeland to approve **Resolution 38-2020: Authorize Signers on City Bank Accounts.** Seconded by Sorensen. Roll call ayes: Preston, Adams, Stapleton, Askeland, Sorensen. Nays: none. Motion carried.
j. Motion by Askeland to remove and waive all **special assessments and associated penalties and interest from at 201 Mills Street**. Seconded by Adams. Roll call ayes: Askeland, Stapleton, Adams, Sorensen, Preston. Nays: none. Motion carried.

REMARKS FROM THE CITY MANAGER

Hansen thanked Bierbaum for her hard work and wished her well at her new position along with welcoming the new clerk, Barb Teaney. She continued to thank council for allowing her to serve as City Manager for the past four years.

MESSAGES AND PAPERS FROM THE MAYOR

Mayor Rhine thanked Hansen and Bierbaum for responsiveness in his requests and wished both of them the best in their respective positions. He also reminded citizens to mow their yards and to clean up any grass clippings that are blown into the street to help keep the City's storm sewer system clean. Lastly, he asked citizens to ensure they have filled out their census, as it effects City funding.

PROPOSITIONS AND REMARKS FROM COUNCIL MEMBERS

Council thanked Hansen and Bierbaum for their work for the City. Sorensen asked Hansen to prepare a plan for removal of chickens/livestock at other properties around town that have not sought council approval. Askeland recommended that the Griswold American Legion involve the Cass County Emergency Management Director in the decision of whether or not to cancel Griswold Old Soldier's Reunion due to COVID. Motion by Askeland to adjourn. Seconded by Stapleton. Roll call ayes: Askeland, Sorensen, Stapleton, Adams, Preston. Nays: none. Motion carried at 7:36 p.m.

APRIL 2020 TREASURERS REPORT

REVENUE BY FUND

GENERAL	$115,214.66
ROAD USE TAX	$12,104.89
EMPLOYEE BENEFITS	$19,851.76
EMERGENCY FUND	$1,966.95
LOCAL OPTION SALES TAX	$9,326.37
TAX INCREMENT FINANCING	$7,022.36
COMMUNITY BLDG	$7,149.35
RESCUE FUND	$10,352.62
RURAL FIRE	$34.83
FLOOD CONTROL	$5,794.89
DEBT SERVICE	$64,815.00
CAPITAL IMPROVEMENT FUND	$4,917.21
CAPITAL PROJECT FUND	$25,096.81
PW VEHICLE REPLACEMENT	$15.73
CAPITAL PROJ RESERVE	$0.69
SOURCE WATER PROTECTION	$29.84
FIRE STATION FUND	$30,009.18
CEMETERY	$10.41
WATER	$16,686.32
SEWER	$25,245.76
STORM WATER	$16,000.00
TOTAL REVENUE BY FUND	**$371,645.63**

EXPENSE BY FUND

GENERAL	$70,019.86
ROAD USE TAX	$59,349.58
EMPLOYEE BENEFITS	$4,227.51
EMERGENCY FUND	$6,293.00
TAX INCREMENT FINANCING	$28,515.00
COMMUNITY BLDG	$706.64
RESCUE FUND	$26,168.15
CAPITAL IMPROVEMENT FUND	$5,732.00
CEMETERY	$673.50
WATER	$10,893.63
SEWER	$10,771.61
TOTAL EXPENSES BY FUND	**$223,350.48**

CLAIMS APPROVED AT MEETING

VENDOR NAME	REFERENCE		TOTAL
ACCESS SYSTEMS	COPIER/SERVER/COMPUTER LEASE/BACK UP SERVICES	$	659.34
AETNA	EMPLOYEE ASSISTANCE PROGRAM	$	21.00
ARMOUR INSURANCE	PROPERTY INSURANCE	$	34,118.00
ASKELAND, SHAWN	FISH FARM CONTRACT	$	1,000.00
AUDIE RAINEY	UTILITY BILL CREDIT REFUND	$	53.37
BADGER METER	UTILITY BILLING SOFTWARE	$	31.44
BASE	HRA CAFETERIA MONTHLY	$	60.00
BIERBAUM, HANNAH	CELL PHONE REIMBURSEMENT-COVID	$	32.90
CAPPEL'S	VEHICLE REPAIRS/SOAP/POSTAGE	$	144.41
CARD SERVICES	CERTIFIED LETTER/ZOOM-COVID	$	24.24
CARDIO PARTNERS	AED-CASS COUNTY GRANT	$	802.00
CASS COUNTY MEMORIAL HOSP	MEDICAL SUPPLIES	$	12.46
CASS COUNTY RECORDER	28D FILING	$	17.00
CASS COUNTY SHERIFF'S DEP	MAY 28E AGREEMENT	$	5,796.50
CITY OF ATLANTIC	LAB TESTING	$	90.00
CITY OF GRISWOLD	UTILITY BILL	$	157.54
EFTPS	FED/FICA TAX	$	3,826.91
FELD FIRE	PUMP FOR FIRE TRUCK	$	3,165.00
GIS BENEFITS	GROUP BENEFITS	$	175.69
GRISWOLD AMERICAN	MINUTES/CLAIMS	$	513.78
GRISWOLD COMMUNICATIONS	TELEPHONE/INTERNET	$	1,022.15
GRISWOLD SCHOOLS-FFA	FLOWERS-CITY HALL/FIRE STATION	$	50.00
GWORKS	W2/1099 FORMS	$	57.90
HANSEN, LAURA	CELL PHONE REIMBURSE/POSTAGE	$	48.88
IMFOA	ANNUAL DUES	$	50.00
IOWA GEMT PROGRAM	GEMT PROGRAM	$	191.52
IOWA ONE CALL	NOTIFICATIONS	$	20.70
IPERS	IPERS	$	4,017.04
J.D. WYMAN SERVICE	FIRE TRUCK AIR FILTERS/MOWER REPAIR	$	80.83
KEMP WELDING & REPAIR	SNOW PLOW REPAIRS	$	160.00
KINSER, NICK	CLOTHING REIMBURSEMENT	$	350.21
MEDICO	REFUND OF OVERPAYMENT	$	117.21
MEDIVAC-ATLANTIC	MUTUAL AID	$	225.00
METHENY, JEFF	CLOTHING REIMBURSEMENT	$	346.16
MIDAMERICAN ENERGY	UTILITIES	$	3,545.95
MIDWEST DATA	FIREWALL SERVICES	$	50.00
NISHNABOTNA VALLEY REC	CEMETERY - ELEC/GAS	$	35.00
OLSEN'S OUTDOOR POWER	UTV EXHAUST REPAIR	$	23.99
OTTO,LORENCE,WIEDERSTEIN	MAY RETAINER	$	1,000.00
PHYSICIAN'S CLAIMS COMPANY	RESCUE BILLING CONTRACT	$	814.10
QUILL CORPORATION	OFFICE SUPPLIES	$	92.26
SANDBOTHE FIRESTONE	MOWER BATTERY	$	60.95
SCHILDBERG CONSTRUCTION	ROCK, GRAVEL,SAND	$	672.33
STATE HYGIENIC LABORATORY	WATER LAB FEES	$	78.00
TIGER MART	FUEL	$	609.46

TOWN & COUNTRY SANITATION	TRASH REMOVAL	$	274.00
TREASURER, STATE OF IOWA	STATE TAXES	$	927.00
TREASURER, STATE OF IOWA	WATER SALES TAX	$	832.00
TREEMENDUS TREE SERVICE	MOWING CONTRACT	$	2,800.00
UNITED STATES POSTAL SERVICE	POSTAGE	$	145.50
VERIZON WIRELESS	MONTHLY SERVICE	$	151.45
WELLMARK	PREMIUMS	$	5,235.06
WYMAN, JC	LIGHT BARS FOR FIRE TRUCK	$	530.00
WYMANS CARQUEST	FUEL FILTERS/TRUCK REPAIRS	$	347.00
	TOTAL:	**$**	**75,663.23**
	GENERAL FUND	$	34,716.44
	ROAD USE TAX FUND	$	5,098.70
	EMPLOYEE BENEFITS FUND	$	8,904.94
	COMMUNITY BLDG FUND	$	2,602.29
	RESCUE FUND	$	4,180.31
	WATER FUND	$	11,856.79
	SEWER FUND	$	8,303.76
	TOTAL BY FUND:	**$**	**75,663.23**

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Brad Rhine
Mayor

Hannah Bierbaum
City Clerk