

**THE REGULAR MEETING  
OF THE BLUE GRASS CITY COUNCIL  
BLUE GRASS, IOWA                      JANUARY 17, 2017**

The Blue Grass City Council met in regular session at 7:00 p.m. on the 17<sup>th</sup> day of January 2017, in the City Council Chambers of City Hall, 114 N. Mississippi Street, pursuant to law, with Mayor Pro Tem James Goodin presiding, with the Pledge of Allegiance and a moment of reflection. Mayor Timothy Brandenburg was absent. The following Council members were present: Chuck Barton, Brad Schutte, Bonnie Strong, Lisa Smith and James Goodin.

**APPROVAL OF AGENDA:** Council member Strong moved to approve the Agenda as presented, seconded by Council member Smith. All ayes, motion carried.

**MAYORAL COMMENTS:** Mayor Pro Tem Goodin announced the following: “Welcome to your Blue Grass City Council meeting. If you are not a member of the Fire, Ambulance, or Police Department, please turn off or silence your cell phones, pagers, etc. It is your right to be heard; however, please ask to be recognized by the Mayor Pro Tem. After being recognized, please stand and state your name and address. In an effort to keep the meeting on task, please limit your comments or concerns to several minutes. Please have the courtesy to allow the person speaking to finish uninterrupted. Thank you”.

**PUBLIC FORUM:** From those in attendance, there were none.

**CONSENT AGENDA:** Council member Barton made a motion to approve the consent agenda as presented, seconded by Council member Smith:

**1. Motion to approve the minutes of the January 3, 2017 City Council meeting**

**2. Payment of claims**

Council members Strong and Schutte asked for further clarification on claims listed on the payables. A roll call was taken: Barton-aye, Smith-aye, Strong-aye, Goodin-aye and Schutte-nay. Motion carried.

**NUISANCE ABATEMENT(S):**

**3. Snow Removal Invoice Dispute ref: William & Kelly House:** Mr. and Mrs. William House, 562 Danielle Court, asked that the Council reconsider and waive their \$75.00 snow removal invoice as Mrs. House had cleared their sidewalk on December 18, 2016 prior to Public Works clearing on December 20, 2016. Mr. House stated that he recalls the winds being recorded at 35 M.P.H. which may have caused the snow to drift his sidewalk and then referred to the pictures taken by Public Works of the House’s sidewalk prior to the clearing of snow as the pictures show his driveway being completely clear of snow which was also cleaned on December 18, 2016. Mayor Pro Tem Goodin asked the Clerk if the City had ever waived a snow removal charge from Mr. and Mrs. House and the Clerk replied no. Sidewalk Committee Chair Schutte reported that he had spoken with Public Works Director prior to the meeting and according to Public Works Director, the snow had stopped falling on December 18, 2016 and Public Works had not cleared sidewalks until December 20, 2016. He said that according to Public Works, the House’s sidewalk was not cleared of snow; therefore, they cleared the sidewalk. Mr. House said that in order to alleviate this from happening in the future, he will approach Mr. Dolan to see if he could put up a snow fence in this particular area to keep the snow from drifting onto his sidewalk. Council member Strong added that while she realizes that the snow had been cleared at one point and according to Mr. House the snow apparently blew back onto their sidewalk while they were at work; therefore, based on those circumstances she moved to waive William and Kelly House \$75.00 snow removal invoice, seconded by Council member Barton. All ayes, with Council member Schutte voting nay. Motion carried. Mr. House thanked the Council for their consideration.

**4. Snow Removal Invoice Dispute ref: Joan Chohan:** Council Smith reported that it was brought to her attention that Ms. Chohan had also received a \$75.00 snow removal invoice and apparently has cancer and was unable to clear her sidewalk. She said that according to Ms. Chohan, her son usually cleans the

sidewalk for her but was unable to do so at the time; therefore, she felt that due to Ms. Chohan's health, she had the item put on the agenda. Smith said that she would like to see the Ordinance Committee meet and discuss the snow removal Ordinance as it was her opinion that if someone is unable to do something, the City should at least knock on their door or call them as a courtesy as Ms. Chohan was home at the time Public Works cleared her sidewalk. Mayor Pro Tem Goodin said that he has worked with Public Works in the past and he does know for a fact, that Public Works does make every attempt possible to contact residents prior to cleaning their sidewalks. The Clerk reported that Ms. Chohan had commented at the time she paid her invoice that her son was unable to clean her sidewalk within the time prescribed and did not dispute the invoice. Council member Schutte reported that while he sympathizes with anyone that has health issues that may prevent them from cleaning their own sidewalk; however, the fact remains that it is still the resident's responsibility to clear their sidewalks and if they cannot, then unfortunately, it is their responsibility to make the appropriate arrangements. He said that according to Public Works, residents had approximately three full days from the time the snow had stopped falling to clear their sidewalks and that according to Public Works, neither of these two sidewalks listed on the agenda were ever cleaned. Council member Strong said that when she had first complained that the sidewalks had not been cleared of snow, she meant the main traveled sidewalks that the children use to commute to/from school. Further discussion was held in regards to revising the Ordinance to reflect mainly traveled sidewalks. Council member Smith moved to refund Ms. Chohan \$75.00 based on her circumstances and that a cover letter be included to explain the Council's decision, seconded by Council member Strong. Further discussion was held on the other sidewalks that were cleared of snow by Public Works. All ayes, with Council member Schutte voting nay. Motion carried.

- 5. Nuisance Abatement(s):** Nuisance Chair Barton referred to the "Concerned Citizens Log Book" reporting that there were no new logs. Council member Schutte inquired with Sergeant Jahns about an ongoing issue that he had previously brought to the Sergeant's attention in regards to a white truck. Sergeant Jahns reported that he had spoken with this certain individual who agreed to comply and that in the future if he does have to pursue this individual, he will need to have a witness come forward for their testimony. Further discussion was held. Resident Mark Wakefield commented that he experiences this type of activity on West Laurretta Street all the time. Sergeant Jahns reminded Mr. Wakefield that the Department does, on a routine basis patrol West Laurretta but has the entire City to patrol also.

**PARK BOARD:** No one was present from the Park Board.

- 6. Board Report:** Mayor Pro Tem Goodin referred to the January 5, 2017 meeting minutes of the Park Board reporting that the Board was mainly focusing on performing their annual review of all City Parks.

**POLICE DEPARTMENT:** Sergeant Jahns reported the following:

- 7. Police Department Report:** The December 2016 report consisted of the following: 28 traffic contacts with 9 citations written and 23 warning citations issued with a total of 152 calls for service during the month and one arrest reporting a total of 3,438 year-to-date calls for service for 2016. Sergeant Jahns further expounded on other activities such as the Shop with a Cop Program as all Officers were able to participate including past Police Chief John Jensen, as the Department was able to take six children shopping; all Officers attended the Park Board's 2<sup>nd</sup> Annual Christmas Tree Lighting Ceremony; reported that all Officers are scheduled to attend a CPR/AED, tourniquets, compression bandages, self-aid, buddy aid, crowd control tactics, handcuffing and straight batons and ASP training during the month of January; gave special recognition to the Community Club and the City Council for their support in the Shop with a Cop Program; reported that Officer Roberts was on his third week of field training and doing very well; presented his grades for the semester; presented a booklet that the Council had approved for "safe choices" that will be given to all the elementary children that includes a DVD encouraging parents to teach their children in making safe choices and presented a year at a glance report that contains all calls for service broken down by Officer for the Council to review.

**LICENSING & RENEWAL(S):**

**8. Liquor License renewal ref: Dollar General Store #12897:** The Clerk reported that the Alcoholic Beverage Division confirmed that the Dollar General Store #12897 had successfully completed their liquor license renewal application; therefore, were submitting the liquor license to the City for local jurisdiction approval. Sergeant Jahns reported that there was one issue that was resolved; therefore, the Department had no issues with the license renewal. Council member Schutte moved to approve the Dollar General Store #12897 liquor license renewal, seconded by Council member Smith. All ayes, motion carried.

**RESOLUTION(S)/ORDINANCE(S):**

**9. First reading of Ordinance Amendment 2017-01 ref: an Amendment to Chapter 15.50 Housing Code, Section 15.50.090 Requirement for Rental Property:** Council member Schutte gave a synopsis of the first reading of Ordinance Amendment 2017-01 commenting that the Amendment was on file at City Hall for review. Council member Schutte moved to accept the first reading of Ordinance Amendment 2017-01, seconded by Council member Barton. A roll call vote was taken: Schutte-aye, Barton-aye, Strong-aye, Goodin-aye and Smith-aye. Motion carried.

**10. DRAFT ref: Chapter 2.04 Municipal Officers Generally 2.04.050 (B) Compensation – Mayor:** Mayor Brandenburg had previously requested to increase the Mayor’s compensation to \$3,600.00 as the Mayor’s salary has not been raised since 2001 and reported that he had put in over 80 hours in the Police Department last month doing investigations, reports, etc. Council member Schutte expressed concerns that a full Council was not present; therefore, the draft was tabled until a full Council was present.

The Clerk reported that at the request of Mayor Brandenburg, due to his absence he asked that the Council table the draft until he was present. Council member Schutte asked if the Ordinance Committee had discussed the draft Ordinance Amendment prior to the Council discussing. Ordinance Committee Chair Barton reported that the Mayor had contacted him in regards to increasing his salary but it was his opinion that the entire Council discuss; therefore, he requested that the draft be placed on the agenda; however, it was his opinion that he would rather see the monies be put towards the hiring of a third full-time Officer. Resident Mark Wakefield expressed concerns on the Mayor’s request as Mayor Brandenburg knew when he first took the position that his annual salary was set at \$2,400.00; therefore, he felt that that salary was sufficient for the Mayor’s position. He added that he even recalls when Mayor Brandenburg was running for Office that if he won, he would cut costs and now he is wanting to increase his wages. Council member Strong commented that she would rather see the monies be put toward other projects. Council member Schutte informed the Council that he had tabled the draft at the last meeting due to the fact that he felt there should be a full Council present to discuss and now that there is a full Council present, he was not going to table the draft again. Council member Strong added that the City has several Boards and Commissions that do not receive compensation and are strictly volunteers such as the Park Board, Zoning Board of Adjustment, Planning and Zoning Commission and Fire Department; therefore, she see no reason to table the discussions any farther. Council member Smith commented that Mayor Brandenburg had reported that he had put in over 80 hours last month doing investigations, reports, etc. but were his hours ever documented and what type of investigations was he involved in. Council member Strong said that it was her recollection that the Police Department has a volunteer Clerk that files all of the Police Department’s report; therefore, was curious as to what type of files the Mayor was filing. Mayor Pro Tem Goodin reminded the Council that the item was listed as a draft and asked the Council if they wish to proceed with the draft. It was the consensus of the Council to not move forward and that the draft be omitted.

**POLICY & ADMINISTRATION:**

**11. Clerk’s Report:** The December 2016 report consisted of the following: a total of 103 accounts that were accessed a \$5.00 late fee and 18 accounts that used their “free” penalty status; 11 delinquent letters were sent out totaling \$1,600.81 that were due December 29, 2016 reporting that all were paid within the time prescribed with the exception of 4 accounts that were charged a \$25.00 late fee and liens were

scheduled to be placed on 3 of the accounts January 29, 2017 if not paid by then; 10/24/16 to 11/23/16 billing period totaling \$49,518.44 and a total of \$10,385.71 in the arrears; reviewed the list of outstanding Street Assessments, Sidewalk Assessments, Snow Removal Liens and Utility Liens; reported that she had attended a Laserfiche demo in regards to going paperless and was very impressed with their software and that she was going to propose to purchase in the FY '17-'18 budget; coordinated with the Park Board Chair and prepared and sent a letter to the Blue Grass Savings Bank thanking them for their \$200.00 Park donation; was contacted by the State Auditor's Office in regards to performing the City's Annual Examination Audit for FY '15-'16; however, due to the State having an employee shortage and employee turnover, the State is requesting that the City file for an extension as they will be unable to complete the audit within the time prescribed and that the State is anticipating that the audit will be performed in March 2017; assisted Public Works on preparing a letter in reference to the sump pump violators and mailed out accordingly; assisted the City Attorney and Police Sergeant in conducting two nuisance abatement letters to Jason Ahrens; began preparations for the 2016 year-end; filed the City's W-2's with both the State of Iowa and the Social Security Administration and filed the City's 1099's and prepared the employees' W-2's; process of preparing the City's FY '17-'18 budget as she will begin preparing data and once she has completed the first draft she will coordinate a meeting with the Finance Committee; coordinating with Office Machine Consultants on install dates in regards to the equipment ordered to secure the City's server and combine the Police Department's data to the City's server and is still not set up to reconcile the City's Utility Billing Reconciliation Report as of yet due to the software conversion. Council member Schutte expressed concerns on the Clerk assisting other departments with various projects whether it be composing letters, etc. as she has her own duties and if it is a case that the other departments are not capable of doing their own duties then the Council needs to reevaluate that individual. The Clerk reminded the Council that when she gives her Clerk's Report that it includes the entire staff in the Clerk's Office.

**COMMENTS AND FUTURE AGENDA ITEMS:** Council member Smith said that it was brought to her attention that there is a Department Head meeting with the Mayor every Monday and asked why the meeting could not be held on a monthly basis as she was told that they run anywhere from one to two hours each time. Mayor Pro Tem Goodin reported that he has sat in on several Department Head meetings and that they are usually less than an hour. Council member Smith added that it was her opinion that by having a meeting once a month would allow the Department Heads to work extra at their jobs.

Council member Strong inquired about the Fire Township meeting date. The Clerk reported that she was unable to confirm the meeting date and would email the Council once the date is confirmed.

The Clerk reminded the Council that in February of 2016, the Council adopted a Resolution to extend the 3-year moratorium that expires in February 2017 in regards to delaying the construction of the recreational trail in the Scott County West Business Park and that Resolution. She said that her concern is that the Street Committee has begun discussing the rehabilitation of the West Mayne Street corridor which will infringe on the trail construction and asked the Council if they wish to extend the moratorium for another 1-year period. Street Committee Chair Schutte informed the Council that the Street Committee had met to discuss the rehabilitating of the West Mayne Street corridor and it was his recommendation that the moratorium be extended for another 1-year period. Council agreed. The Clerk reported that she would draft a Resolution for adoption at the next meeting to extend the moratorium for another 1-year period.

A brief discussion was held on the sewer lining project of Lamphere and Terrace. The Clerk reported that it was her recollection that a portion of the sewer lining project was included in the current fiscal budget; therefore, she would do some further research and relay that information to the Council at the next meeting.

**ADJOURNMENT:** Council member Barton made a motion to adjourn, seconded by Council member Schutte. All ayes, motion carried. The meeting adjourned at 8:08 p.m.

---

Mayor Pro Tem, James Goodin

---

Attest: Ann M. Schmidt, CMC, City Clerk/Financial Officer

**CLAIMS REPORT**

BADGER METER	EQUIPMENT OPERATIONS	54.00
BI-STATE REGIONAL COMM.	PROFESSIONAL FEES	275.50
CASEY'S	VEHICLE OPERATIONS	597.56
CENTURYLINK	TELEPHONE/FAX	79.18
DICK-N-SONS LUMBER	OFFICE OPERATIONS	113.33
EASTERN IA LIGHT & POWER	UTILITIES	1,744.83
GENESIS OCCUP'L HEALTH	MEDICAL	65.00
IA WORKFORCE DEV.	UNEMPLOYMENT	21.67
ILLOWA CHAPTER OF ICC	TRAINING/TRAVEL/SAFETY	25.00
INSIGHT PUBLIC SECTOR	EQUIPMENT OPERATIONS	971.04
JOHNSON DISTRIBUTING	BLDG & GROUNDS MAINT	21.00
LORENZ, JOYCE	TRAVEL	23.54
MEDIACOM	INTERNET	344.29
MIDAMERICAN ENERGY	UTILITIES	87.85
NAPA AUTO PARTS	EQUIPMENT OPERATIONS	750.79
PERREAULT, ROBERTA	OFFICE OPERATIONS	42.65
QUAD CITY TIMES	ADVERTISING & PUBLICATIONS	542.01
RAGAN MECHANICAL	BLDG & GROUNDS MAINT	903.95
REPUBLIC SERVICES	GARBAGE/RECYCLING	7,724.12
SCOTT CO. SHERIFF	JAIL EXPENSE	50.00
SIMMERS CRANE	EQUIPMENT OPERATIONS	615.35
TASER INTERNATIONAL	EQUIPMENT OPERATIONS	330.68
TC AUTO	VEHICLE OPERATIONS	139.42
<b>***** REPORT TOTAL *****</b>		<b>15,522.76</b>

**FUND TOTALS**

GENERAL FUND	6,191.34
EMPLOYEE BENEFITS FUND	21.14
ROAD USE FUND	355.51
WATER FUND	613.94
SEWER FUND	616.71
SANITATION FUND	7,724.12
<b>****</b>	<b>15,522.76</b>

**2016 GROSS WAGES:**

BARTON, CHARLES	740.00
BLACKBURN, KURT	2,903.13
BRANDENBURG, TIMOTHY	2,400.00
BUJALSKI, JOSHUA	2,117.60
DAUFELDT, RAY	19,629.96
DOWNING, ROBERT	36,572.39
ENO, STEVEN	5,943.17
GOODIN, JAMES	740.00
GRIES, ALEX	1,098.08
GUINN, ROBERT	24,672.65
HENNING, KEVIN	38,648.66
HERMANN, NATALIE	4,634.19
HICKS, RAY	434.69
JAHNS, GARRETT	54,659.91
JENSEN, JOHN	56,909.93
KLINDT, SALVACION	3,875.52
LORENZ, JOYCE	9,127.66
PERREAULT, ROBERTA	41,513.01
ROBERTS, ANDREW	280.00
ROBERTSON, LONNIE	56,075.23
SCHMIDT, ANN	58,443.87
SCHUTTE, BRADLEY	680.00
SMITH, LISA	640.00
STRONG, BONITA	860.00
<b>TOTAL GROSS WAGES PAID 2016:</b>	<b>\$423,599.65</b>