

**THE REGULAR MEETING
OF THE BLUE GRASS CITY COUNCIL
BLUE GRASS, IOWA JANUARY 16, 2018**

The Blue Grass City Council met in regular session at 7:00 p.m. on the 16th day of January 2018, in the City Council Chambers of City Hall, 114 N. Mississippi Street, pursuant to law, with Mayor Larry Guy presiding, with the Pledge of Allegiance and a moment of reflection. The following Council members were present: Bonnie Strong, Brad Schutte, Lisa Smith and Donna Kinzer. Absent was Council member Emilyne Slagle.

APPROVAL OF AGENDA: Council member Smith moved to approve the agenda as presented, seconded by Council member Strong. A roll call vote was taken: Smith-aye, Strong-aye, Kinzer-aye and Schutte-aye. Motion carried.

EDUCATIONAL/TRAINING AWARD: Officer Bob Guinn and Officer Sullivan presented Sergeant Jahns an “Educational/Training Award” recognizing Sergeant Jahns for successfully acquiring an Associate’s Degree in Liberal Arts with an emphasis on Criminal Justice from Scott Community College. Mayor and Council congratulated Sergeant Jahns on his accomplishment.

MAYORAL COMMENTS: Mayor Guy 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. 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.

MAYORAL COMMITTEE APPOINTMENTS: Mayor Guy appointed the following Committee appointments noting that there would be no assigned Chairpersons: Finance/Employee Relations/Union Negotiations: Bonnie Strong and Donna Kinzer; Public Safety/Ordinance/Nuisance: Lisa Smith and Bonnie Strong; Sewer/Sanitation: Bonnie Strong and Brad Schutte; Streets/Sidewalks/City Buildings: Brad Schutte and Donna Kinzer and Economic Development/Land Use: Lisa Smith and Emilyne Slagle.

PLANNING & ZONING APPOINTMENT: Mayor Guy reported that due to a passing of a member, the City has a vacancy on the Planning & Zoning Commission reporting that he has a potential candidate interested in filling the vacancy; however, he has not yet made contact; therefore, he was hopeful he would have an appointment at the next meeting.

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

- 1. Motion to approve the minutes of the January 2, 2018 Council meeting**
- 2. Payment of claims**

A roll call was taken: Strong-aye, Smith-aye, Kinzer-aye and Schutte-nay. Motion carried.

FIRE DEPARTMENT:

- 3. Clarification of Fire Township Annual Meeting:** The Clerk confirmed the meeting date of February 15, 2018 at 7:00 p.m. at the Public Safety Building. Council member Schutte asked that all members of the Township Trustees be contacted via telephone of the meeting date and time due to the fact that their Township Contracts are up for renewal.

PARK BOARD: Park Board Chair Mike Hermann gave the Park Board report as follows:

- 4. Park Board Report:** Chair Hermann referred to the January 4, 2018 meeting minutes reporting that the Board had reviewed their FY ’18-’19 Budget proposing to increase the YMCA contribution reminding

the Council that those contributions are taken from the Board's fundraising monies. He said that due to the extreme cold weather, the Board has been delayed in performing their annual review of City Parks to see what improvements could be made.

POLICE DEPARTMENT: Police Sergeant Garrett Jahns gave the Police Department report as follows:

5. Police Department Report: The December 2017 Report consisted of the following: 50 traffic contacts with 35 warnings and 14 citations written; Blue Grass Officers responded to a total of 150 calls for service during the month with 2 arrests. Jahns added that the new laptops had arrived and that he was in the process of having the necessary software installed in order to make them operational for both squads and that Officers had qualified with both their duty and secondary weapons and performed training on their stop sticks.

ORDINANCE COMMITTEE RECOMMENDATIONS:

6. Rescheduling of Ordinance Committee meeting: Due to inclement weather, the Ordinance Committee had to cancel their meeting; therefore, a meeting date of January 23, 2018 at 6:30 p.m. was set. Committee members requested that the Stop Sign Ordinance be added to the Agenda to include the new subdivision's placement of stop signs and that the City Clerk/Financial Officer, Assistant City Clerk/Financial Officer and part-time Clerical job descriptions be added to the Agenda.

ORDINANCE(S)/RESOLUTION(S):

7. Resolution 2018-05 ref: setting date for a public hearing on Amending the Blue Grass Urban Renewal Area: The Clerk gave a brief explanation of the purpose of adopting Resolution 2018-05 in order to amend the Blue Grass Urban Renewal Area. It was the consensus of the Council to set the consultation session with the Scott County Board of Supervisors, Muscatine County Board of Supervisors and the Superintendent of the Davenport Community School District for Monday, February 5, 2018 at their regularly scheduled Council meeting. Council member Schutte introduced Resolution 2018-05. Council member Schutte moved to adopt Resolution 2018-05, seconded by Council member Strong. A roll call vote was taken: Schutte-aye, Strong-aye, Smith-aye and Kinzer-aye. Motion carried.

NUISANCE ABATEMENT(S):

8. Nuisance Abatement(s): Council member Smith referred to the "Concerned Citizens Log Book" reporting that there were no new logs; however, reported that the School Bus Stop Ahead sign on North Mississippi Street was apparently hit by a motorists.

POLICY & ADMINISTRATION:

9. Changing locks @ City Hall: Council had previously inquired about when the locks at City Hall had been changed at which time City staff was unaware of when they were last changed; therefore, it was the consensus of the Council was to obtain a quote on changing the locks.

Mayor Guy read aloud a quote that Public Works Director Lonnie Robertson had obtained from American Industrial Door Company totaling \$1,215.47 to change out all the locks at City Hall. Council reviewed the quote. Council member Smith moved to accept American Industrial Door Company's quote in the amount of \$1,215.47, seconded by Council member Strong. A roll call vote was taken: Smith-aye, Strong-aye, Kinzer-aye and Schutte-aye. Motion carried.

10. Status of Office Space for Lease: Mayor Guy reported that he did in fact make contact with an associate from Hy-Vee Drug Town and that they were still interested in leasing the office space; however, due to the new tax laws and year-end, they were unable to commit at this time; therefore, he asked that they keep him apprised of any new development. The Clerk reported that there was some interest from a gentleman that apparently had a client looking for office space to lease and that he would stop at City Hall to view the office space to see if it would fit their needs. Council member Smith expressed her disappointment that after a year and a half that Hy-Vee Drug Town has not yet made a decision knowing that the space could potentially get leased before they make their decision although

she feels a pharmacy would be very beneficial to Blue Grass. Mayor Guy agreed, that a pharmacy would most definitely be an asset to Blue Grass.

POLICY & ADMINISTRATION: City Clerk/Financial Officer Ann Schmidt reported the following:

11. Clerk's Report: The January 2018 report consisted of the following: 124 accounts were assessed a \$5.00 late fee penalty; 10 delinquent letters were sent out totaling \$1,326.03 that were due January 2, 2018 reporting that all were paid within the time prescribed with the exception of 4 accounts that were charged the \$25.00 fee, if they remain unpaid after 30 days, a lien will be placed, reminding the Council that during the winter months starting November 1 through April 30 there will be no shut offs; billing period of 11/24/17 to 12/23/17 billed a total of \$28,129.26 and a total of \$7,046.51 in the arrears; 690 bills produced; 180 ACH residents enrolled; reviewed the list of outstanding Street Assessments, Sidewalk Assessments, Snow Removal Liens and Utility Liens; job descriptions are being updated as time allows for the following positions: City Clerk, Assistant City Clerk and Part-Time Clerical at the request of the Employee Relation Committee; met with Developer Dan Dolan and the City Attorney in regards to Mr. Dolan supplying the City with new debt; telephone conference with the City Attorney and the City's Bonding Attorney John Danos in regards to discussing the preliminary steps on drafting a Development Agreement with Sawgrass Partners, LLC in regards to the Prairie Woods Estates 3rd Addition housing project; prepared the 2017 Calendar year-end printing the City's W-2's, issuing 1099's and filing the City's W-2's with both the SSA and the State of Iowa as required; prepared FY '18-'19 budget worksheets for the various Department Heads and will continue to gather data and once all the numbers have been given the Clerk will set up a meeting with the Finance Committee to review; coordinated with the Park Board Chair and prepared and sent a thank you letter to the Blue Grass Savings Bank for donating \$200.00 to the Park Board to go toward park improvements; had previously reported that Iowa American Water Company (IAWC) was successful in converting the galaxy read system over; however, the reads are still being manually inputted as IAWC's system is having security issues with the City accessing the read file; held orientation sessions and performed the Oath of Office with the newly elected Officials and gave them copies of the Codebook, Iowa League of Cities Book and other pertinent information along with employment forms; sent out invoices to Pleasant Valley Redi-Mix, Dan Dolan, Sawgrass Partners, LLC and Dale Grunwald for the additional expenses associated with their ZBA and/or P & Z meetings; received notification from the All Town Replacement Sign Program Grant as the City was awarded a grant to replace various signs and posts and completed both the November and December 2017 Utility Billing reconciliation reports. The Clerk added that unfortunately, the office had a computer go down after the recent power outage; therefore, it will either be repaired or replaced.

COMMENTS AND FUTURE AGENDA ITEMS: Council reviewed the proposal letter from Scott County's GIS Coordinator Ray Weiser asking if Blue Grass wanted to participate in the County's regional aerial flight scheduled for Spring 2019. The Clerk noted that the City had participated back in 2015 at which time it was then discovered that the City does not have the proper software to run the program. Discussion was held on the implementation of a Welcome Packet for new residents. Mayor Guy agreed as he would like to meet sometime in the near future with the Economic Development Committee to discuss future development and start utilizing the services offered by the Bi-State Regional Commission.

Council member Smith inquired with Mayor Guy on proper protocol in regards to contacting a Department Head if and when a Council member has a question that relates to that specific Department. Mayor Guy said that he had no issues with Council members calling Department Heads and asking questions; however, as long as the Council member is not insisting that the Department Head do a specific job.

Council member Strong inquired about the three letters the City received from the Quad-City Times, Muscatine Journal and the North Scott Press requesting to be the City's designated official publication for legal notices. The Clerk said that according to the Municipal Code, the Quad-City Times is designated as the City's official newspaper of general circulation; however, if the Council wanted to change that they

certainly had that option. She noted that the State sets the publication rates for such legal notices each year; therefore, the rates are regulated.

Council member Smith inquired about the letter the City received from MidAmerican Energy’s Trees Please Grant awarding the Park Board \$1,000.00 asking where the trees were being planted. Park Board Chair Mike Hermann said that the Board’s application stated that the trees would be planted at Laretta Park.

Mayor Guy reported that he was able to make contact with a MidAmerican Energy representative in regards to the last power outage. Council member Strong commended Mayor Guy for updating the residents by posting the power outage notice on Facebook.

ADJOURNMENT: Council member Smith made a motion to adjourn, seconded by Council member Strong. A roll call vote was taken: Smith-aye, Strong-aye, Schutte-aye and Kinzer-aye. Motion carried. The meeting adjourned at 7:52 p.m.

Mayor Larry Guy

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

CLAIMS REPORT

BI-STATE REGIONAL COMM.	PROFESSIONAL FEES	275.50
BT GROCERY	OPERATING SUPPLIES	4.67
CASEY'S GENERAL STORES INC.	VEHICLE OPERATIONS	987.44
DICK-N-SONS LUMBER INC.	OFFICE OPERATIONS	104.83
JOHNSON DISTRIBUTING INC.	BLDG & GROUNDS MAINTENANCE	21.00
L-TRON CORPORATION	EQUIPMENT OPERATIONS	162.00
LORENZ, JOYCE	TRAINING/TRAVEL/SAFETY	23.98
MEDIACOM LLC	TELEPHONE/FAX/INTERNET	431.29
MIDAMERICAN ENERGY	UTILITIES	10.00
NAPA AUTO PARTS	EQUIPMENT OPERATIONS	90.93
OFFICE MACHINE CONSULT	EQUIPMENT OPERATIONS	627.00
QUAD CITY TIMES	ADVERTISING & PUBLICATIONS	293.29
RAGAN MECHANICAL	BLDG & GROUNDS MAINTENANCE	239.69
SANDRY FIRE SUPPLY L.L.C.	EQUIPMENT OPERATIONS	8.41
SCOTT COUNTY SHERIFF	JAIL EXPENSE	50.00
UNITYPOINT HEALTH	TRAINING/TRAVEL/SAFETY	264.00
***** REPORT TOTAL *****		3,594.03

FUND TOTALS

GENERAL FUND	3,467.24
SEWER FUND	126.79
FUND TOTALS:	3,594.03