

**SPECIAL MEETING
OF THE BLUE GRASS CITY COUNCIL
BLUE GRASS, IOWA FEBRUARY 22, 2018**

The Blue Grass City Council met in special session at 7:00 p.m. on the 22nd day of February, 2018 in the City Council Chambers of City Hall, 114 N. Mississippi Street, pursuant to law, with Mayor Pro Tem Brad Schutte presiding, with the Pledge of Allegiance and a moment of reflection. The following Council members were present: Brad Schutte, Lisa Smith, Emilyne Slagle and Donna Kinzer. Council member Bonnie Strong and Mayor Larry Guy resumed at 7:18 p.m. as they were in attendance at an Employee Relation Committee meeting. City Attorney William McCullough and Randy and Terri Yuska representing The GTI Group were also in attendance.

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

MAYORAL COMMENTS: Mayor Pro Tem Schutte announced the following: “We would like to welcome all of you to your Special Blue Grass City Council meeting. We hope the meeting will be informative and beneficial. We do ask that you silence your cell phones and/or pagers. We want to hear from you but we ask that you wait to be recognized. Please state your name and address and make your comments brief so we can keep the meeting on task. In an effort to keep the meeting on task, please limit your comments or concerns to several minutes. Please allow the person speaking to finish uninterrupted. Thank you”.

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

POLICY & ADMINISTRATION:

- 1. Office Space for Lease: ref: letter of intent:** The City Clerk presented a letter of intent on leasing the office space from The GTI Group. The GTI Group Branch Area Manager Mr. Randy Yuska explained that the The GTI Group was a branch office which consists of a transportation dispatch center that would start with 5 employees and possibly build up to 15 employees with office hours ranging from 6:00 a.m. to 5:00-5:30 p.m. and no weekends. He said that The GTI Group has requested a 4 year lease agreement with the stipulation that if either party wishes to exit the lease that there was a 90 day allowance. Council reviewed and discussed the proposed items listed in the letter of intent. Council member Slagle excused herself due to an illness at 7:20 p.m. Council discussed the proposal as The GTI Group requested that the City install an office door to the separate office area and put locks on the rear outside door as that would be their main entrance from the parking lot. The Clerk reported that according to the Public Works Director and the Building Commissioner, the office door placement was estimated at \$141.00 with employees doing the majority of the work and that minor changes would be needed for the rear door to make it accessible from both sides. City Attorney William McCullough explained that after the Council reviews and agrees to certain terms that the City would need a formal lease agreement written agreeable to both parties and that a security deposit be required. He said that after the lease agreement is drafted he would then forward it to The GTI Group for their approval and then present to the City Council for final approval at the March 5, 2018 Council meeting. Mayor Pro Tem Schutte asked for further comments or concerns. It was the consensus of the Council to proceed with the lease agreement with the terms written in the letter of intent requiring a \$1,500.00 security deposit and that an insurance certificate adding the City as additionally insured be required also.
- 2. Lease Agreement:** Council member Kinzer moved to have the City Attorney draft a lease agreement with the terms written in the “letter of intent” requiring a \$1,500.00 security deposit and that an insurance certificate adding the City as additionally insured be required and place on the March 5, 2018 Council Agenda for approval, seconded by Council member Strong. A roll call vote was taken: Kinzer-aye, Strong-aye, Smith-aye and Schutte-aye. Motion carried.

COMMENTS AND FUTURE AGENDA ITEMS: The Clerk reported that the City had received a letter from Ragbrai Director T.J. Juskiewicz informing Blue Grass that Ragbrai XLVI will be coming through Blue Grass on July 28, 2018. She said that the route is set; whereas, Ragbrai will be coming up Zachary Avenue then travel East on West Mayne Street and head North on North Oak Lane and then East on West Lauretta Street traveling to Y-40 to Locust Street. Mayor Pro Tem Schutte reminded the Council that it was imperative that the City communicate with Police, Fire and EMS when discussing Ragbrai to get their input.

Mayor Guy asked that employee cellular phone agreement be placed on the March 5, 2018 Council Agenda.

ADJOURNMENT: Council member Kinzer made a motion to adjourn, seconded by Council member Strong. A roll call vote was taken: Kinzer-aye, Strong-aye, Schutte-aye and Smith-aye. Motion carried. The meeting adjourned at 7:42 p.m.

Mayor Pro Tem Brad Schutte

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