

**THE REGULAR MEETING  
OF THE BLUE GRASS CITY COUNCIL  
BLUE GRASS, IOWA                      MARCH 19, 2018**

The Blue Grass City Council met in regular session at 7:00 p.m. on the 19<sup>th</sup> day of March 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: Brad Schutte, Lisa Smith, Emilyne Slagle and Donna Kinzer. Absent was Council member Bonnie Strong.

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

**MAYORAL COMMENTS:** Mayor Guy announced the following: “We would like to welcome all of you to your 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. 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”.

**ADMINISTERING THE OATH OF OFFICE:** Mayor Guy administered the Oath of Office to new Police Officer Andrew Weingart. Mayor and Council welcomed Police Officer Andrew Weingart.

**PUBLIC FORUM:** Mayor Guy welcomed Troop #26 members: Evan Bedeian, Ethan Bedeian, Roman Marquardt, Landon Migawa, Thomas Britton, Leland Berger, Troop Leaders: Lynn Berger, Laurie Hendley and Travis Bedeian. Troop #26 was in attendance as they were earning their “Community” and “Citizens in the Community” badges.

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

- 1. Motion to approve the minutes of the March 5, 2018 City Council meeting**
- 2. Payment of claims**

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

**UTILITY:**

- 3. Uncle Harley’s ref: Utility bill dispute:** Uncle Harley’s representative Denny Etzel asked that the Council estimate his recent utility bill as he had a leak that he was unaware of until he received his sewer bill that consisted of 425,830 gallons totaling \$1,978.90. Council expressed their disappointment in Iowa American Water Company (IAWC) as they had previously indicated that they would continue the City’s policy on calling residents and/or businesses if and when there was a leak and in Mr. Etzel’s case, the Assistant City Clerk was the only notification he received. Council requested that a representative from IAWC attend a future meeting to discuss reinstating the leak detection policy. Mayor Guy agreed to personally contact IAWC. The Clerk reported that Uncle Harley’s average consumption is estimated at 12,267 gallons. Council member Kinzer moved to reduce Uncle Harley’s utility bill to 12,267 gallons, seconded by Council member Smith. A roll call vote was taken: Kinzer-aye, Smith-aye, Slagle-aye and Schutte-aye. Motion carried. Council member Smith commended the Assistant City Clerk on taking the initiative and making the appropriate contacts in regards Mr. Etzel’s leak.

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

- 4. Park Board Report:** Chair Hermann referred to the March 1, 2018 meeting minutes reporting that the Board was in the process of putting together the information needed to apply for a grant in regards to constructing a shelter at Lauretta Park. He also reported that the Board was in the process of finalizing

the details for the upcoming the YMCA summer youth program and that a soccer team would be practicing at Black Bear Park's soccer field. Discussion was held on the roles and responsibilities of both the City and the Little League at Gless Field.

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

- 5. Police Department Report:** The February 2018 Police Department Report consisted of the following: 74 traffic contacts with 57 warnings and 29 citations written; Blue Grass Officers responded to a total of 219 incident calls for service during the month and no arrests. Chief Jahns reported that Officer Sullivan had attended a training on defensive tactics, tourniquet application, combat dressings and Officer safety during Officer involved shootings. He said that Officers Sullivan and Roberts will be attending an advanced training session on indicators to look for during a traffic stop. Discussion was held on the temporary stop sign placement at the intersection of Harrison and North Genessee Street and the temporary schedule adjustment to assist with the crossing of children due to the construction of Mississippi Street. Council member Schutte asked that Chief Jahns get the squad cars cleaned and asked that the Police Department concentrate more on securing the safety at the construction zones. Chief Jahns added that now that the weather was permitting, the speed trailer would be placed on Genessee Street.
- 6. Police Department Policy & Guidelines:** Chief Jahns presented the Police Department Policy & Guidelines that was originally rewritten in 2013 and given to the City Attorney to review. He said that the Attorney cross referenced the State, Federal and Local laws including the City's Municipal Code and resubmitted in late 2014 at which time Mayor Brandenburg reviewed and reconstructed the Policy & Guidelines in half to what he saw fit. Chief Jahns asked that the Council review and adopt the revised Police Department Policy & Guidelines. Discussion was held. It was the consensus of the Council to have the City Attorney review the Policy & Guidelines book one more time for any new updates since 2014 before approving.

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

- 7. Resolution 2018-12 ref: approving a Development Agreement with Sawgrass Partners, LLC:** Council member Schutte introduced a synopsis of Resolution 2018-12, commenting that the Resolution was on file at City Hall for review. Council member Schutte moved to adopt Resolution 2018-12, seconded by Council member Smith. A roll call vote was taken: Schutte-aye, Smith-aye, Kinzer-aye and Slagle-nay. Motion carried.
- 8. Resolution 2018-14 ref: authorizing the issuance of a warrant in conjunction with the construction of the North Mississippi Street Rehabilitation Construction Project: Payment #1 to Langman Construction, Inc.:** Council member Schutte introduced Resolution 2018-14. Council member Schutte moved to adopt Resolution 2018-14, seconded by Council member Smith. A roll call vote was taken: Schutte-aye, Smith-aye, Kinzer-aye and Slagle-aye. Motion carried.

**INSURANCE RENEWAL(S):**

- 9. Insurance Renewal Quotes:** The Clerk reported that the City's insurance policy was up for renewal April 1, 2018; therefore, both Porter Insurance and Nelson Brothers Agency were in attendance to present their quotes. Porter Insurance Agency Seth Porter presented the City with a quote from Employers Mutual Casualty Company. Nelson Brothers Commercial Insurance/Hospitality Insurance Specialist Geoffrey Nelson asked that the Council table the insurance renewal and set a special meeting to allow him additional time as he has been working diligently to put together a competitive quote. Council member Slagle said that she would be in favor of setting a special meeting as she would like to compare both quotes. Council member Schutte expressed his concerns on both Insurance Companies knowing that they had to have their quotes at tonight's Council meeting, knowing that the City's insurance renewal date was April 1, 2018; therefore, it was his opinion that the Council move forward

with the quote presented before them from Porter Insurance Company. Council member Smith asked the Mr. Nelson try to get his quote together for next year's renewal.

- 10. Insurance Renewal ref: April 1, 2018 through April 1, 2019:** Council member Smith moved to approve Porter Insurance Agency's quote for the City's insurance policy beginning April 1, 2018 through April 1, 2019, seconded by Council member Schutte. A roll call vote was taken: Smith-aye, Schutte-aye, Slagle-aye and Kinzer-aye. Motion carried.

**PROCLAMATION:**

- 11. Proclamation ref: proclaiming official recognition of April 5, 2018 as "Junior Achievement Day":** Mayor Guy introduced the Proclamation proclaiming April 5, 2018 as "Junior Achievement Day".

**LICENSING & RENEWAL(S):**

- 12. Liquor License Renewal ref: Blue Grass Community Club:** The Clerk reported that the Alcoholic Beverage Division confirmed that the Blue Grass Community Club had successfully completed their liquor license renewal application; therefore, were submitting the liquor license to the City for local jurisdiction approval. Chief Jahns reported no issues with the license renewal. Council member Schutte moved to approve the Blue Grass Community Club's liquor license renewal, seconded by Council member Kinzer. A roll call vote was taken: Schutte-aye, Kinzer-aye, Smith-aye and Slagle-aye. Motion carried.

**NUISANCE ABATEMENT(S):**

- 13. Nuisance Abatement(s):** Council member Smith referred to the "Concerned Citizens Log Book" reporting that there were no new logs. The Clerk reported that a citizen had taken a complaint form in regards to a noise complaint but never turned it in.

**SANITATION:**

- 14. Spring Cleanup – 28E Agreement Waste Commission of Scott County:** The Clerk reported that the Scott County Solid Waste Commission had set the "Free Spring Cleanup Day" for Friday, May 4, 2018 from 7:00 a.m. to 4:00 p.m. and Saturday, May 5, 2018 from 8:00 a.m. to noon reminding the Council that this cleanup was part of a grant offered by the Waste Commission. Council member Schutte asked that when the Clerk advertises for the cleanup day that she remind residents that items must be taken to the Scott Area Landfill.

**POLICY & ADMINISTRATION:**

- 15. Employee Cell Phone Agreement:** Previously, Mayor Guy expressed concerns on the City not reimbursing all Department Heads for their cell phones; therefore, asked that the Agreement either be discontinued or start reimbursing all Department Heads at which time Council member Schutte questioned why the City even reimburses employees for their cell phones as every Council member on the Council carries a cell phone and they are not reimbursed; therefore, it was his opinion that the reimbursement agreement be discontinued. Mayor Guy asked that the Clerk do a price comparison on the City providing a cell phone to all the Department Heads and two Public Works employees versus the City's current employee cell phone reimbursement agreement.

Mayor Guy read aloud a cost comparison that the Clerk had prepared. He said that if the City were to go with Verizon and supply the City employees with a cell phone to include the Fire Chief the costs would be \$196.00 a month versus the City's current employee cell phone reimbursement agreement and there would be an increase of \$91.00 per month. Council member Schutte said that it was his opinion to discontinue reimbursing employees for their cell phones as the Council carries their own cell phones and are not reimbursed. He also referenced the Police Department, as they had all agreed to carry their own personnel cell phones and not be reimbursed; therefore, he felt that the reimbursement be ceased immediately. Discussion was held on other alternatives for communication. Council member Schutte moved to cease the cell phone reimbursement agreement immediately and encourage all City employees

to be available after hours, seconded by Council member Smith. A roll call vote was taken: Schutte-aye, Smith-aye, Slagle-aye and Kinzer-aye. Motion carried.

**16. Clerk's Report:** The February 2018 report consisted of the following: 85 accounts were assessed a \$5.00 late fee penalty; 7 delinquent letters were sent out totaling \$958.48 that were due March 5, 2018 reporting that all were paid within the time prescribed with the exception of 3 accounts which were charged the \$25.00 delinquent fee and that liens are scheduled to be placed at 30 days, reminding the Council that during the winter months starting November 1 through April 30 there will be no shut offs; billing period of 01/24/18 to 02/23/18 billed a total of \$30,305.40 and a total of \$5,747.55 in the arrears; 696 bills produced; 180 ACH residents enrolled; reviewed the list of outstanding Street Assessments, Sidewalk Assessments, Snow Removal Liens and Utility Liens; reported that the State Audit was still ongoing via email and telephone reporting that March 15, 2018 she had received notification that the Audit was complete and would be released very soon; prepared correspondence as directed by the City's Bonding Attorney John Danos; prepared Resolutions accordingly and drafted the Development Agreement; held several telephone conference calls with Dorsey & Whitney and the City Attorney in regards to the reimbursement defined in the Development Agreement and Sawgrass Partners; spoke with Tom Bracey on completing Schedule C of the Development Agreement requesting that they put together a timeline of their construction; coordinated and contacted all Departments requesting that they submit their grant requests to present to the Council for approval as the grants are due April 1<sup>st</sup>; after the Council selected the grants at the March 5, 2018 meeting; therefore, made contact with the Bi-State Regional Commission on completing the grant applications and coordinated with both Chief Jahns and Park Board Chair Mike Hermann on obtaining quotes and to assist in the grant writing; met with The GTI Group manager Randy Yuska several times on putting together a lease agreement and discuss options on the requested improvements by The GTI Group; contacted the City Attorney on the drafting of the lease agreement and after Council approval, obtained the required signatures; met with Nelson Brothers Insurance representatives as they were trying to put together a competitive quote for the March 19, 2018 meeting; gathered requested correspondence from the Employers Mutual to assist them in putting their quote together; also spoke with Porter Insurance Agency on the upcoming insurance renewal April 1<sup>st</sup>; received correspondence from Ragbrai and presented to the City Council; volunteers Tina Kress, Becky Guy and Wayne Beck requested to be appointed to the Ragbrai Committee; therefore, registered them for the upcoming Ragbrai workshop in Ames, Iowa; obtained both the Mayor and Fire Chief's signatures on the three Fire Township Agreements and mailed to the Township Trustees requesting their signature; once complete, the Clerk would give the Fire Chief a copy for his files; received signed correspondence and an official bond from Langman Construction and forwarded copies to the Iowa Department of Transportation (IDOT) as outlined in the Agreement; once the IDOT approves, they will sign and mail the City a copy for their files; registered both herself and Public Works Director Lonnie Robertson a doc.express account as requested by the IDOT as this account will be used for all correspondence relating to the North Mississippi Street Rehabilitation Construction Project; received a payment request to Langman Construction from the IDOT; prepared a Resolution for Council approval; prepared financial correspondence for the Council to review at the March 5, 2018 budget public hearing; after Council approval, certified the City's FY '18-'19 budget to the Iowa Department of Management and both the Muscatine and Scott County Auditors as the deadline was March 15, 2018; contacted the USDA Rural Development and the Community Development Block Grant (CDBG) in regards to funding and/or grants for the wastewater facility project and reported that unfortunately, the City does not meet the low-to-moderate income requirements; therefore, the City does not qualify for any funding and/or grants; met with President Wayne Beck at the Blue Grass Savings Bank in regards to funding for the project; contacted the Bi-State Regional Commission requesting their assistance in the matter and they are doing some research; currently researching the State Revolving Fund as those monies may be available; also asked for assistance from the Iowa League of Cities, Iowa Economic Development Authority, Iowa Grants Authority and Iowa Association of Municipalities and the only reply she got back was from the Iowa Development Authority asking why the City did not foresee this project coming and increase rates

accordingly; reported that part-time Clerk Joyce Lorenz had attended a local update census address workshop as the 2020 U.S. Census was fast approaching as this will be a major task; after having all the locks changed at City Hall, revised the Key Policy Form and updated the key box as it had not been done since 1995; reported that the City was still having security issues with accessing the read files through Iowa American Water Company's system; therefore, the reads are still being manually entered and attached both the January and February 2018 Utility Billing reconciliation reports. The Clerk also reported that City Hall had received a Variance application and that a Zoning Board of Adjustment meeting date has tentatively been set for of April 4, 2018 and that the Assistant City Clerk reported that the City had received their first payment notification from Iowa's Offset Program. Council member Schutte commended the Clerk on her report as he found it very informative.

**COMMENTS AND FUTURE AGENDA ITEMS:** Council member Smith inquired about the cleaning of City Hall asking if that was one of the budgetary items that could be eliminated. The Clerk reported that the cleaning person puts in approximately 4 to 5 hours per month. Mayor Guy added that it was his opinion that City Hall continue to be cleaned and presentable and that it was his opinion that that was not a big ticket item on the budget. Council member Schutte reminded the Council that the funds for the cleaning person comes out of the Clerk's Policy and Administration budget which is always on task; therefore, he, too felt that it was not a major item to cut. Council member Slagle agreed that City Hall should continue to be cleaned.

Chief Jahns inquired about utilizing some of his sick time with his upcoming addition to his family. Mayor Guy commented that the City will have to abide by the Contract.

Resident Mark Wakefield inquired about the status of the emergency route to the Elementary School that was previously discussed. Discussion was held. The Clerk reminded the Council that the City had previously applied for grant monies to put in a multi-use trail that would serve as a dual purpose and allow emergency vehicles to have access to the School. She suggested that the City apply for a REAP Grant but explained that the grant was very detailed and that the City would incur engineering fees in the drafting of the plans as that was a grant requirement. It was the consensus of the Council to have the Clerk contact the Bi-State Regional Commission to research grant funding and proceed.

Economic Development Committee member Smith reported that the Economic Development Committee had met on March 8, 2018 at which meeting the Committee discussed many items with one in particular being putting together a welcome packet. Mayor Guy replied that he has been putting feelers out there to several businesses and waiting for a response.

**ADJOURNMENT:** Council member Schutte made a motion to adjourn, seconded by Council member Slagle. A roll call vote was taken: Schutte-aye, Slagle-aye, Kinzer-aye and Smith-aye. Motion carried. The meeting adjourned at 8:05 p.m.

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Mayor Larry Guy

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

**CLAIMS REPORT**

BABE'S TERMITE & PEST CONTROL	BLDG & GROUNDS MAINTENANCE	79.00
BT GROCERY	BLDG & GROUNDS MAINTENANCE	7.14
CASEY'S GENERAL STORES INC.	VEHICLE OPERATIONS	696.41
CCP INDUSTRIES INC.	BLDG & GROUNDS MAINTENANCE	166.86
DOWNING, C.J.	TRAINING/TRAVEL/SAFETY	143.50
EASTERN IA LIGHT & POWER	UTILITIES	1,278.55
ECONO SIGNS LLC	STREET SIGNS/POSTS (GRANT)	1,927.24
GENESIS OCCUPATIONAL HEALTH	MEDICAL	1,595.00
HOPKINS & HUEBNER P.C.	LEGAL SERVICES (MEDIACOM)	5,970.00
LORENZ, JOYCE	TRAINING/TRAVEL/SAFETY	16.90
MEDIACOM LLC	INTERNET	431.29
MENARDS - MUSCATINE	BLDG & GROUNDS MAINTENANCE	69.31
MIDAMERICAN ENERGY	UTILITIES (CUB LANE)	10.00
PORTER INSURANCE AGENCY INC.	ADD'L INSURANCE	135.00
QUAD CITY TIMES	ADVERTISING & PUBLICATION	303.82
RAGAN MECHANICAL	BLDG & GROUNDS MAINTENANCE	860.50
SANDRY FIRE SUPPLY L.L.C.	EQUIPMENT OPERATIONS	678.40
SYNCHRONY BANK	EQUIPMENT OPERATIONS	54.99
TALL GRASS BUSINESS RESOURCES	BLDG & GROUNDS MAINTENANCE	81.31
TRI STATE FIRE CONTROL	EQUIPMENT OPERATIONS	109.00
ASPEN EQUIPMENT	EQUIPMENT OPERATIONS	684.44
TRUCK COUNTRY OF IOWA	EQUIPMENT OPERATION	549.75
LANGMAN CONSTRUCTION INC.	N MISS STR RECONSTR PRJ PYMT 1	19,400.00
EASTERN IA LIGHT & POWER	UTILITIES	91.10
IA ASSO OF MUNI UTILITIE	PROFESSIONAL FEES	400.67
IOWA ONE CALL	PROFESSIONAL FEES	62.20
QC ANALYTICAL SERVICES LLC	TESTING	2,048.96
REPUBLIC SERVICES #400	GARBAGE/RECYCLING	7,956.85
<b>***** REPORT TOTAL *****</b>		<b>45,808.19</b>

**FUND TOTALS**

GENERAL	14,614.22
ROAD USE	1,234.19
CAP IMPROV PROJECT FUND	19,400.00
SEWER FUND	2,602.93
SANITATION FUND	7,956.85
<b>FUND TOTALS:</b>	<b>45,808.19</b>