

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

The Blue Grass City Council met in regular session at 7:00 p.m. on the 16th day of July 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: Emilyne Slagle, Bonnie Strong, Brad Schutte, Lisa Smith and Donna Kinzer.

APPROVAL OF AGENDA: Mayor Guy requested that Item #7 be removed from the Agenda. Council member Smith moved to approve the agenda removing Item #7, seconded by Council member Strong. A roll call vote was taken: Smith-aye, Strong-aye, Slagle-aye, Kinzer-aye and Schutte-aye. Motion carried.

EDUCATION/TRAINING AWARDS: Officer Douglas Adams was not able to attend; therefore, Chief Jahns read aloud his Education/Training Award recognizing Officer Adams for his personal and professional achievements and for successfully acquiring a Bachelor's Degree in Law Enforcement Justice Administration with a minor in Psychology from Western Illinois University. Chief Jahns then presented Officer Andrew Weingart an Educational/Training Award recognizing him for his personal and professional achievements and for successfully acquiring a Bachelor's Degree in Law Enforcement Justice Administration with a double minor in Psychology and Sociology from Western Illinois University. Mayor and Council congratulated Officer's Weingart and Adams on their accomplishments.

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".

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

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 July 2, 2018 City Council meeting**
2. **Motion to adopt Resolution 2018-41 ref: authorizing payment from the Tax Increment Low-to-Moderate Reserve**
3. **Motion to approve the May 2018 Clerk's Report, additional bills paid and revenue received**
4. **Motion to approve the June 2018 Clerk's Report, additional bills paid and revenue received**
5. **Payment of claims**

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

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

6. **Park Board Report:** Chair Hermann referred to the Board's June 26, 2018 meeting minutes reporting that the Board had set a special meeting date of July 17, 2018 at 7:00 p.m. to finalize their plans for the upcoming Ragbrai event July 28, 2018 and set December 2, 2108 as the Christmas Tree Lighting Ceremony date. Hermann reviewed the Board's participation in coordinating community involvement selling beverages during the Ragbrai event.

POLICE DEPARTMENT: Chief Jahns reported the following:

7. **Part-Time Officer Training:** Deleted from the Agenda.

8. **Police Department Report:** The June 2018 Police Department Report consisted of the following: 125 traffic contacts with 87 warnings and 73 citations written; Blue Grass Officers responded to a total of

231 incident calls for service during the month and 5 arrests. Chief Jahns further expounded on his monthly report adding that he was in the process of equipping the new squad.

9. Police Department Policy & Guidelines: Chief Jahns reported that the City Attorney had given him the Policy & Guidelines manual; therefore, he had made his requested changes and is awaiting the City Attorney to view his changes and was hoping that the manual would be on a future meeting Agenda in August so that the Council could adopt.

10. Noise Ordinance: Chief Jahns referred to the Code of Iowa, 723.4 Disorderly Conduct reporting that Section 2 refers to loud and raucous noise in the vicinity of any residence or public building which causes unreasonable distress to the occupants thereof. Discussion was held on the initial complaint that was received as it pertained to the car wash's new system as it was reported that the blowers and buzzers continuously go off during all hours of the day and night; therefore, disturbing the residing residents. Council member Strong suggested setting certain hours such as 10:00 p.m. weekdays and 11:00 p.m. weekends. It was the consensus of the Council to discuss the initial complaint with the resident that filed the complaint before proceeding. The Clerk reported that the resident that initiated the complaint will be in attendance at the August 6, 2018 meeting as they are requesting to secure a Variance; therefore, their Variance request would be on that particular Agenda.

LICENSING & RENEWAL(S):

11. Liquor License Renewal ref: Casey's General Store #3288: The Clerk reported that the Alcoholic Beverage Division confirmed that Casey's General Store #3288 had successfully completed their liquor license renewal application; therefore, had submitted 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 Casey's General Store #3288 liquor license renewal, seconded by Council member Strong. A roll call vote was taken: Schutte-aye, Strong-aye, Smith-aye, Kinzer-aye and Slagle-aye. Motion carried.

ORDINANCE(S)/RESOLUTION(S):

12. Third reading/Adoption of Ordinance Amendment 2018-03 ref: Chapter 12 Streets and Sidewalks: Council member Strong introduced the third reading of Ordinance Amendment 2018-03 and moved to accept the third reading of Ordinance Amendment 2018-03, seconded by Council member Smith. A roll call vote was taken: Strong-aye, Smith-aye, Kinzer-aye, Schutte-aye and Slagle-aye. Motion carried. Council member Strong moved to adopt Ordinance Amendment 2018-03, seconded by Council member Smith. A roll call vote was taken: Strong-aye, Smith-aye, Kinzer-aye, Schutte-aye and Slagle-aye. Motion carried.

ORDINANCE COMMITTEE:

13. Set meeting date ref: job description revisions: An Ordinance Committee meeting was tentatively set for July 24, 2018 at 7:00 p.m. It was the consensus of the Council to have the Ordinance Committee review and forward their recommendations onto the Employee Relation Committee for final review.

PLANNING & ZONING COMMISSION:

14. John Wulf's First Addition – Preliminary & Final Plat: Previously, the City Council held a public hearing at the request from Mr. John Wulf on May 21, 2018 to subdivide approximately 13 acres zoned A-2 Agricultural District into 2 lots; however, due to the fact that Mr. Wulf had not submitted all the required legal documents, the City Council tabled John Wulf's First Addition Preliminary and Final Plat until he had met those requirements.

The Clerk reported that according to the City Attorney, the City has only received two of the eight items that are required; therefore, recommended that the Council take no action at this time.

RAGBRAI:

15. Ragbrai Update: Chief Jahns reviewed the final route that was approved by the Iowa Department of Transportation reporting that exit 107 EB US 61 would be closed during the Ragbrai event from 6:00 a.m. to 6:00 p.m. Saturday, July 28, 2018 with 1 lane closure with a reduced speed of 55 m.p.h. Council expressed several safety concerns on the route and the safety of the Ragbrai participants. Mayor Guy replied that it was his opinion that the City did everything they could to reroute the bikers off of Highway 61 for their safety asking that everyone say a prayer for all the participants and emergency medical services and Officers that are to assist with the event. Discussion was held on the expenses associated with Ragbrai such as t-shirts, bucking bronco, etc. The Clerk reported that it was a City sponsored event; therefore, those expenditures would be the City's responsibility and would be taken from the profits of the Park Board and vendor fees.

16. Chapter 10.70 Golf Cart ref: special exemption during the Ragbrai Event: Council member Schutte reported that he had attended a Ragbrai meeting; whereas, the Ragbrai Committee had asked that the City allow Ragbrai vendors, emergency medical services and Police to drive golf carts and off-road vehicles on Mayne Street specifically for the event. Discussion was held on temporarily allowing the use of golf carts and off-road vehicles to commute on Mayne Street as the Ordinance currently allows a special exemption during the Homecoming Days event. Council members Schutte and Kinzer both expressed their concerns on the golf cart users not abiding by the Ordinance. Mayor Guy agreed to follow up with Chief Jahns on enforcing the Ordinance. Council member Strong said that by allowing this temporary exemption that it would alleviate any parking issues as there will be limited parking during the Ragbrai event. Council member Strong moved to temporarily allow golf carts and off-road vehicles to commute on Mayne Street solely for the Ragbrai event July 28, 2018 from 6:00 a.m. to 6:00 p.m., seconded by Council member Schutte. A roll call vote was taken: Strong-aye, Schutte-aye, Slagle-aye, Smith-aye and Kinzer-aye. Motion carried.

17. Waive Sewer Usage ref: Drive-In Theater – Ragbrai Event: Council member Schutte also reported that during the Ragbrai meeting, the Committee asked that the Council waive the sewer usage for the Drive-In Theater on July 28, 2018 as the Committee will be using his restroom facilities and water. Council member Smith moved to waive the sewer usage on the Drive-In Theater during the hours of 6:00 a.m. to 6:00 p.m. July 28, 2018, seconded by Council member Schutte. A roll call vote was taken: Smith-aye, Schutte-aye, Kinzer-aye, Slagle-aye and Strong-aye. Motion carried.

NUISANCE ABATEMENT(S):

18. Nuisance Abatement(s): There were none reported.

19. Proper Procedures for following Nuisance Abatements – Chapter 8.04: Council member Schutte reported that apparently there were some miscommunications in regards to the 4 nuisance abatement letters that were sent as he, acting as Mayor Pro Tem did not authorize the letters to be sent out. He said based on the conversation at the July 2, 2018 Council meeting the City Attorney advised that the City send a letter each time before abating a nuisance. Council member Strong expressed concerns on the fact that one of the residents had abated the nuisance over the weekend and the nuisance abatement letter was sent out on Tuesday as she felt that the City owes this resident an apology. Council member Schutte said that, unfortunately the Chief was on vacation and the Officer in charge was not familiar with the nuisance abatement procedures and asked that the notices be sent out when the Chief was back from vacation. Council member Smith questioned the protocol on nuisance abatements as the letters were not ordered by the City Council. Council reviewed Chapter 8.04, Section 8.04.030 Notice to Abate-Service: Whenever the Mayor, or such other Officer as provided by law, finds that a nuisance exists, he shall cause to be served upon the owner, agent, or occupant of the property on which the nuisance is located, or upon the person causing or maintaining the nuisance, a written notice to abate or to request a hearing as provided in §8.04.070. Mayor Guy said that he authorized the nuisance abatement letters to be sent out based on the discussion as the last

Council meeting as those were the 4 addresses given as it was his understanding the Council wanted letters to be sent out. Council agreed that an apology letter be sent to the resident that had abated their nuisance prior to the City sending the notice to abate and agreed that no nuisance abatement letters be sent to the resident that is terminally ill questioning whether the City could utilize the Low-to-Moderate set aside funds to assist in the cleanup of the property. The Clerk said she would confer with the City Attorney to see if it was feasible. Mayor Guy reiterated that in the future, if a nuisance exists that either he or the Police Chief shall order the notice to abate and that prior to the notice being mailed, the Police Department shall view the property. Council agreed.

POLICY & ADMINISTRATION:

20. Clerk's Report: City Clerk Ann Schmidt reported the following for the month of June 2018 as follows: 111 accounts were assessed a \$5.00 late fee penalty; 8 delinquent letters were sent out totaling \$952.98 that were due July 2, 2018 reporting that all were paid within the time prescribed with the exception of 4 accounts reporting that liens are scheduled to be placed after 30 days delinquent; billing period of 05/24/18 to 06/23/18 billed a total of \$33,639.35 and a total of \$5,877.49 in the arrears; 704 bills produced; 191 ACH residents enrolled; reviewed the list of outstanding Street Assessments, Sidewalk Assessments, Snow Removal Liens and Utility Liens; reported that she has had several conversations with the Ragbrai Committee as the Committee has been making progress and has held several meetings with vendors; started receiving vendor fees and created a FB Page "Blue Grass, Iowa – Saturday at the Drive-In 2018" with myself, the Mayor and Ms. Becky Guy as the Administrators for the posting; in regards to the North Mississippi Street Rehabilitation Construction Project: continuously receiving emails from the doc.express from both the IDOT and IMEG; prepared a Resolution approving Pay Request #4; submitted the City's first pay requests to the IDOT with IMEG's assistance; after the Council denied extending the hours for the firework vendor to sell fireworks, she had contacted the owner who was not very happy with the Council's decision and the phone call ended abruptly then the owner came to City Hall with a copy of his Iowa State Fire Marshall's permit to sell fireworks, informing her that he was going to sell fireworks regardless and informed her to send the Police over if I wanted to stop him; therefore, after conferring with the Mayor, Chief Jahns was contacted and handled the situation; filed the City's 2nd Quarter 2018 quarterly payroll reports accordingly; prepared end of the fiscal year Resolutions and the vacating of the Trail Moratorium; worked in conjunction with the Police Chief on drafting 4 nuisance abatement letters at the Council's request; assisted the Building Commissioner on the drafting of a letter and notice in regards to the vacated home at 915 S. Oak Lane; prepared a Variance meeting on the request of Mr. Rick Porter as he was requesting to secure a Variance to construct a 32 foot by 72 foot detached accessory building; coordinated a ZBA meeting set for July 18, 2018 at 6:00 p.m.; sent certified letters to residents within 300 feet; this Variance request will be on the August 6, 2018 Council agenda; received a Peddler's application from 2 individuals representing DishOne Satellite; had the Police Department perform the background checks and the individuals paid their fees; however, had not yet received the Bond; therefore, the application was denied until the City received the Bond; the following Monday received the Bond certificate, have not heard back from either of the 2 individuals; submitted the City's Debt Report for the year ending June 30, 2018 to the Department of Treasurer of State which is required every year and submitted the City's General Obligation Debt as of June 30, 2018 to the Scott County Treasurer which is also required every year; previously reported that the Bi-State Regional Commission had completed a feasibility study on what gap resources and support were needed within the rural communities and their study concluded that IT Services and joint purchasing equipment to maximize buying power was the 2 items most needed in support of; therefore, the Bi-State Regional Commission formed a task force and prepared a grant to aid in funding of the project. The Bi-State Regional Commission was successful in seeking funding from the Riverboat Development Authority; therefore, sent out RFP's (request for proposals) and RK Dixon was awarded the contract to do a Technology Assessment on each rural community; therefore, the Clerk has had several meetings with a

representative from RK Dixon on assessing Blue Grass. The final assessment is near complete – there is one final meeting scheduled for July 19th to conclude their study; in the process of completing the City’s 2020 census LUCA (local update census address) data as time allows; still awaiting the required final plat documents from Mr. John Wulf for his Preliminary and Final Plat; drafted a Resolution approving payment to the contractor for the 90% of the total costs as approved by the Council in regards to Ms. Marlow’s funding and finalized Mr. Loerzel’s paperwork as he signed an Affidavit affirming that his only source of income was what he provided on the application and agreeing to pay the 10%; drafted a Resolution approving payment to the contractor for the 90% of the total costs as approved by the Council; still unable to access the reads; therefore, IAWC is sending a file with all the reads and they are being manually entered; prepared the following Resolutions for the new FY ’18-’19 year such as setting employees’ wages; selecting a financial institution; authorizing monthly transfers; authorizing regular monthly/incidental expenses to be paid; authorizing a Freightliner payment and Policy for investment; process of entering the new FY budget numbers for both revenue and expenditures on the computer; prepared the May and June 2018 Clerk’s Reports, additional bills paid and revenue received and presented the May 2018 Utility Billing reconciliation report.

COMMENTS AND FUTURE AGENDA ITEMS: Council member Smith asked if the property on South Oak Lane was secured. Mayor Guy reported that the property was properly secured. Council member Smith said that she had approached Chief Jahns on researching a grant for a splash pad and he had found one that may be of interest. She said that she felt the City should offer more amenities. It was the consensus of the Council to gather more information and present to the Park Board. Council member Strong suggested that Council member Smith contact Walcott as they are in the process of constructing a splash pad in their park.

Council member Strong requested that a card, signed by the Council be sent to the two Officers congratulating them on their success. She suggested that prior to opening the North Mississippi Street corridor that the City plan on having an all town street party. Mayor Guy said that he was going to suggest having a ribbon cutting ceremony prior to opening the street.

Council member Schutte apologized to the Council for not notifying them of Mayor Guy’s recent illness as he felt, as Mayor Pro Tem that Mayor Guy did not need to be bothered and needed his rest. Mayor Guy commented that Mayor Pro Tem Schutte did an amazing job during his absence.

ADJOURNMENT: Council member Schutte made a motion to adjourn, seconded by Council member Smith. A roll call vote was taken: Schutte-aye, Smith-aye, Slagle-aye, Kinzer-aye and Strong-aye. Motion carried. The meeting adjourned at 8:13 p.m.

Mayor Larry Guy

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

CLAIMS REPORT

BABE'S TERMITE & PEST CONTROL	BLDG & GROUNDS MAINTENANCE	65.00
BI-STATE REGIONAL COMM.	PROFESSIONAL FEES	275.50
CASEY'S GENERAL STORES INC.	VEHICLE OPERATIONS	1,157.87
DICK-N-SONS LUMBER INC.	BLDG & GROUNDS MAINTENANCE	11.49
EASTERN IA LIGHT & POWER	UTILITIES	1,578.23
FULLER HOME IMPROVEMENT	LMI ASST FUNDING-PROF FEES	1,080.00
JOHNSON DISTRIBUTING INC.	BLDG & GROUNDS MAINTENANCE	21.00

MED-TECH RESOURCE INC.	EQUIPMENT OPERATIONS	339.03
MEDIACOM LLC	INTERNET	468.29
MENARDS - MUSCATINE	BLDG & GROUNDS MAINTENANCE	172.97
NAPA AUTO PARTS	EQUIPMENT OPERATIONS	272.85
OTERO DOOR WORKS	BLDG & GROUNDS MAINTENANCE	414.00
PETTY CASH	RAGBRAI FUNDRAISING	400.00
QC ANALYTICAL SERVICES LLC	TESTING	2,044.38
RACOM CORPORATION	EQUIPMENT OPERATIONS (GRANT)	300.00
REPUBLIC SERVICES #400	GARBAGE/RECYCLING	8,481.85
SCOTT COUNTY SHERIFF	JAIL EXPENSE	137.50
SYNCHRONY BANK	EQUIPMENT OPERATIONS	55.36
***** REPORT TOTAL *****		17,275.32

FUND TOTALS

GENERAL FUND	6,159.54
RESERVES: PARK IMPROV FUND	400.00
SEWER FUND	2,233.93
SANITATION FUND	8,481.85
FUND TOTALS:	17,275.32

CLAIMS REPORT

ADDITIONAL BILLS PAID – MAY 2018

PAYROLL	38,148.33
B.G. SAVINGS (FEDERAL/FICA/MEDICARE W/H)	11,644.79
TREASURER, STATE OF IOWA (STATE W/H)	2,208.00
IPERS (PENSION W/H)	8,051.98
AMERICO (457 PLAN W/H)	300.00
TEAMSTERS-UNION DUES	150.24
CENTRAL STATES INSURANCE-EMPLOYEE CONTR	660.00
COLLECTION SERVICES (EMPLOYEE W/H)	300.00
BLUE GRASS POSTMASTER-POSTAGE	290.92
TREASURER, STATE OF IOWA-SEWER SALES TAX	168.00
HOSTWAY-OFFICE OPERATIONS	5.95
TOTAL:	61,928.21

FUND TOTALS

GENERAL	50,728.89
ROAD USE	4,155.60
SEWER FUND	6,945.16
SANITATION FUND	98.56
FUND TOTALS:	61,928.21

REVENUES RECEIVED – MAY 2018

GENERAL FUND	35,733.24
FIRE TOWNSHIP FUND	4.88
RESERVES: PARK IMPROV FUND	25.00
RESERVES: POLICE DEPT.	1,150.00
ROAD USE FUND	17,440.68
LOCAL OPTION SALES TAX FUND	17,906.31

EMPLOYEE BENEFITS FUND	8,485.42
TAX INCREMENT FINANCING	44,432.34
MONEY MARKET RESERVE	1,252.78
SEWER FUND	19,854.68
SANITATION FUND	7,493.98
TOTAL:	153,779.31

ADDITIONAL BILLS PAID – JUNE 2018

PAYROLL	28,883.80
B.G. SAVINGS (FEDERAL/FICA/MEDICARE W/H)	8,967.95
TREASURER, STATE OF IOWA (STATE W/H)	1,716.00
IPERS (PENSION W/H)	6,088.01
AMERICO (457 PLAN W/H)	200.00
TEAMSTERS-UNION DUES	150.24
CENTRAL STATES INSURANCE-EMPLOYEE CONTR	440.00
COLLECTION SERVICES (EMPLOYEE W/H)	300.00
BLUE GRASS POSTMASTER-POSTAGE	199.64
TREASURER, STATE OF IOWA-SEWER SALES TAX	147.00
HOSTWAY-OFFICE OPERATIONS	5.95
RED WING SHOE STORE-SAFETY EQUIPMENT	199.99
DOUG ADAMS-UNIFORM ALLOWANCE	160.00
IA WORKFORCE DEV-UNEMPLOYMENT	117.49
PETTY CASH-BLDG & GRNDS/OFFICE OPER	68.40
SCOTT COUNTY RECORDER-OFFICER OPERATIONS	14.00
BOB GUINN-UNIFORM ALLOWANCE	269.43
PALMFLEX-EQUIPMENT OPERATIONS	195.98
TOTAL:	48,123.88

FUND TOTALS

GENERAL	38,324.04
ROAD USE	3,698.94
SEWER FUND	5,904.35
SANITATION FUND	99.82
EMPLOYEE BENEFITS	96.73
FUND TOTALS:	48,123.88

REVENUES RECEIVED – JUNE 2018

GENERAL FUND	28,168.36
FIRE TOWNSHIP FUND	33,165.31
RESERVES: PARK IMPROV FUND	125.00
RESERVES: POLICE DEPT.	1,702.00
ROAD USE FUND	14,268.93
LOCAL OPTION SALES TAX FUND	17,906.31
EMPLOYEE BENEFITS FUND	2,426.97
TAX INCREMENT FINANCING	6,496.33
MONEY MARKET RESERVE	1,038.34
SEWER FUND	18,503.97
SANITATION FUND	7,277.97
TOTAL:	131,079.49

