

**THE REGULAR MEETING
OF THE BLUE GRASS CITY COUNCIL
BLUE GRASS, IOWA AUGUST 20, 2018**

The Blue Grass City Council met in regular session at 7:00 p.m. on the 20th day of August 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, Emilyne Slagle and Donna Kinzer.

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, Slagle-aye and Schutte-nay. 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”.

PUBLIC FORUM: Resident Mark Wakefield inquired about the rock piled up onto the City Street in the Scott County West Business Park expressing concerns that the rock would eventually wash down into the City’s storm sewer. Mayor Guy reported that he would have Public Works look into it.

Council member Slagle reported that she had witnessed seeing about 10 people riding on a fire truck this past Sunday asking what that was about. Mayor Guy reported that it was the Fire Department’s annual family picnic where the Fire Department was giving kids rides.

CONSENT AGENDA: Council member Strong requested that the minutes of the August 6, 2018 meeting Item #25 be rewritten as she felt the sentence pertaining to Ragbrai was written incorrectly. She suggested that the last sentence be rewritten to read: “It was the consensus of the Council to take the remaining expenditures from the Policy and Administration Budget”. Council member Smith made a motion to approve the consent agenda with the requested correction to the August 6, 2018 meeting minutes, seconded by Council member Slagle:

- 1. Motion to approve the minutes of the August 6, 2018 City Council meeting**
- 2. Motion to adopt Resolution 2018-46 ref: authorizing an additional principal payment from the Fire Township Fund in reference to the 2016 Freightliner M2 106 Tanker Truck financing at the Blue Grass Savings Bank**
- 3. Payment of claims**

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

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

- 4. Park Board Report:** Chair Hermann referred to the Board’s August 2, 2018 meeting minutes reporting that the Board was busy trying to coordinate plans to start constructing the shelter at Laurretta Park asking that the Council view the two proposed sites and give the Board their recommendations by Wednesday. He said that the Board was also planning on planting trees from MidAmerican Energy’s Trees Please Grant in September. Council member Smith asked if the street light issue at the Laurretta Street cul-de-sac was resolved and asked why there are no park hours posted at Laurretta Park. Hermann reported that it was his recollection that there were no park hours set that the Council was going to revert to the City’s curfew hours and as far as the street light issue, he had contacted the City’s MidAmerican Energy liaison Mr. Doug Haiston who is researching the issue and has not gotten back to him as of yet. Chief Jahns agreed that the street light needed to highlight the cul-de-sac more. Mayor Guy suggested that the street light head be rotated more toward the cul-de-sac if possible. Discussion was held on

installing water fountains at which time Hermann reported that he had not as of yet followed up with Public Works.

POLICE DEPARTMENT: Chief Jahns reported the following:

5. **Police Department Report:** The July 2018 Police Department Report consisted of the following: 97 traffic contacts with 62 warnings and 35 citations written; Blue Grass Officers responded to a total of 216 incident calls for service during the month and 6 in-custody arrests and 1 non-custodial arrest. Chief Jahns further expounded on the arrests and continued to report the following: Ragbrai event went very well; Officer Sullivan had attended a training on mental health response; the Department had received a donation of five boxes of narcan nasal spray from Walgreens adding that all Officers have been properly training to administer the narcan spray; experienced some electrical issues with the 2014 Tahoe reporting that it is now operational. Council expressed safety concerns on the Officer's safety during the duration of the repairs. Mayor Guy asked if Chief Jahns had certificates for each Officer showing proof of the training and if so, are they filed in each Officer's personnel folder. Chief Jahns replied that he had received a certificate for each Officer and that they have been properly filed in their personnel folders. Discussion was held in regards to issues with the Public Safety Building's key cards. Chief Jahns reported that the Crossing Guard situation has been resolved. Resident Mark Wakefield asked if the golf cart issue has been discussed. Chief Jahns reported that a meeting with the Ordinance Committee is yet to be set.
6. **Set Trick-or-Treat date/time:** Council member Strong asked why the City would set trick-or-treat this early was her opinion, it was way too early. The Clerk reported that for the last 20 plus years the Council has always set the date and time on the second meeting in August so that the City could post the date in the Bugle as City Hall gets bombarded with telephone calls on what the date and time is for trick-or-treat. Council member Strong replied that she realizes that but felt that the City should see what other cities are doing and what the Elementary school schedule is. Chief Jahns reported that he had all that information to report. Council member Strong moved to table setting the trick-or-treat date and time and place on the September 4, 2018 meeting Agenda, seconded by Council member Smith. A roll call vote was taken: Strong-aye, Smith-aye, Schutte-nay, Kinzer-aye and Slagle-aye. Motion carried.

EMPLOYEE RELATION:

7. **Set meeting for discussions ref: P/T Police Employees and Employee Evaluations:** Chief Jahns reported that he had an employee issue that he needed to discuss with the Employee Relation Committee. Council member Schutte expressed concerns on the way the Agenda item was worded explaining to Chief Jahns that if there is an employee issue such as a personnel matter or disciplinary action that needs to be taken, then it is to be brought to the entire Council's attention in a closed session. Mayor Guy agreed with Council member Schutte that the wording of the item was entirely written incorrectly and that it be rewritten correctly on the meeting Agenda when discussed again. Chief Jahns apologized for wording the item incorrectly; however, requested that a closed session be held at the next meeting. He then asked to schedule an Employee Relation Committee meeting to review some of the part-time Police Officer applications. A tentative date of September 5, 2018 was set at 4:30 p.m. to review both part-time Police Officer applications and the remaining job description revisions.

POLICY & ADMINISTRATION:

8. **Grunwald Land Development ref: Economic Development Grant:** Grunwald Land Development Developer Dale Grunwald previously approached the Council on awarding him an Economic Development Grant in the amount of \$455,000.00 with annual payments of \$35,000.00 a year for a period of 13 years to help offset the infrastructure costs to construct both the sanitary and storm sewer in order for him to construct 28 lots in Black Bear Crossing's 2nd Addition as the total infrastructure costs totaled approximately \$1,798,565.00. It was the consensus of the Council to have the Clerk prepare a financial study on property tax revenues since this was a long term investment to see if this investment was even feasible for the City to pursue prior to making any decisions.

Council reviewed a financial report prepared by the Clerk showing that once the City's Urban Renewal Area has expired that the City would receive approximately \$473,730.00 in additional property tax revenues along with a memo from both the Clerk and Building Commissioner Jim Meyrer in regards to future development. Council also reviewed a memo prepared by the City Attorney that referred to the Clerk's financial report reminding the Council of the City's General Obligation Debt payment of approximately \$170,000 a year commenting that if the Council were to provide Mr. Grunwald the grant that there would be an additional \$268,000.00 per year of additional property tax revenues but also cautioned them that any decision regarding the economic grant should carefully weigh the cost to the City versus the potential benefit from the future economic development grant and to be aware that future developers will have prior knowledge that the City approved this assistance and may also request a grant. Mr. McCullough also recommended that any agreement with Mr. Grunwald contain conditions that must be met before any payment is provided such as requiring a certain number of houses to be built per year and that prior to entering into any agreement with Mr. Grunwald that the City should have proof that Grunwald Land Development LC is in good standings with the Iowa Secretary of State. Council member Strong moved to table Grunwald Land Development, LC Economic Development Grant until they are in compliance with the Iowa Secretary of State referring to the City Attorney's recommendation defined in his memo dated August 20, 2018, seconded by Council member Slagle. A roll call vote was taken: Strong-aye, Slagle-aye, Kinzer-aye, Schutte-aye and Smith-aye. Motion carried. Mr. Grunwald presented Grunwald Land Development LC paperwork showing proof that he was in compliance. Mayor Guy reported that, unfortunately for Mr. Grunwald, the item was tabled and would be placed on the September 4, 2018 meeting agenda.

ORDINANCE COMMITTEE:

- 9. Rescheduling of Ordinance Committee meeting:** Ordinance Committee member Strong reported that the Committee, at the July 24, 2018 meeting reviewed both the Public Works and Crossing Guard job description revisions and prepared a packet containing the City Clerk's Administration and Police Department Administration's job description revisions for the rest of the Council to review. She said that it was the consensus of the Council to discuss at a Committee of the Whole meeting. Committee member Smith reported that, unfortunately the August 16, 2018 meeting was canceled; therefore, a meeting date would be set at a later time to discuss the golf cart, bicycle, ATV and snow mobile Ordinances.

ORDINANCE(S)/RESOLUTION(S):

- 10. Second reading (consideration of waiving the 3rd reading/adoption) of Ordinance Amendment 2018-04 ref: amending Chapter 17.24 R-1 Single Family Residence District:** Council member Schutte introduced a synopsis of the second reading of Ordinance Amendment 2018-04 commenting that the Amendment was on file at City Hall for review. Council member Smith moved to accept the second reading and waive the third reading of Ordinance Amendment 2018-04, seconded by Council member Strong. A roll call vote was taken: Smith-aye, Strong-aye, Kinzer-nay, Schutte-nay and Slagle-nay. Motion denied. Council member Schutte moved to accept the second reading of Ordinance Amendment 2018-04, seconded by Council member Smith. A roll call vote was taken: Schutte-aye, Smith-aye, Strong-aye, Slagle-aye and Kinzer-aye. Motion carried.
- 11. First reading of Ordinance Amendment 2018-05 ref: amending Chapter 2.50 Public Works Director and Chapter 2.52 Public Works Employee job descriptions:** Council member Schutte introduced a synopsis of the first reading of Ordinance Amendment 2018-05 commenting that the Amendment was on file at City Hall for review. Council member Schutte moved to accept the first reading of Ordinance Amendment 2018-05, seconded by Council member Smith. A roll call vote was taken: Schutte-aye, Smith-aye, Strong-aye, Slagle-aye and Kinzer-aye. Motion carried.
- 12. First reading of Ordinance Amendment 2018-06 ref: amending Chapter 10.48 School Crossing and Crossing Guards job descriptions:** Council member Strong introduced a synopsis of the first

reading of Ordinance Amendment 2018-06 commenting that the Amendment was on file at City Hall for review. Council member Smith moved to accept the first reading of Ordinance Amendment 2018-06, seconded by Council member Strong. A roll call vote was taken: Smith-aye, Strong-aye, Schutte-nay, Slagle-aye and Kinzer-aye. Motion carried.

PLANNING & ZONING COMMISSION:

13. 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.

Mayor Guy referred to the City Attorney’s memo reporting that he had spoken with John Wulf’s Attorney Ben Yeggy who is in the process of obtaining the requirement signatures for John Wulf’s First Addition Subdivision.

RAGBRAI:

14. Ragbrai Revised Worksheet: The Clerk reported that on the request of Ragbrai Committee member Wayne Beck, she had revised the previous financial worksheet separating the Park Board from the Ragbrai Committee. Council reviewed the revised financial worksheet.

NUISANCE ABATEMENT(S):

15. Nuisance Abatement(s): The Clerk reported that she had sent 5 nuisance abatement letters out at the request of Chief Jahns. Further discussion was held.

POLICY & ADMINISTRATION:

16. Fall Cleanup Day: The Clerk reported a “free” Fall Cleanup date of October 1, 2018 as Republic Services will pick up items curbside by 6:00 a.m. Discussion was held on the items accepted and not accepted.

17. Fall “free” yard waste pickup: The Clerk reported the following “free” Fall yard waste pickup: October 29, 2018; November 5, 2018; November 12, 2018 and November 19, 2018 reporting that the last day for yard waste will be November 19, 2018 until April of 2019.

18. Office Machine Consultants ref: Maintenance Agreements: The Clerk presented two Maintenance Agreement proposals from Office Machine Consultants in regards to two office copiers at City Hall reporting that the Kyocera 250CI copier machine will need to be replaced the next fiscal year as the parts are becoming obsolete. She reported that an estimated 3,966 black and white copies and 202 color copies are made monthly on the Kyocera 250ci copier and estimated approximately 101 copies per month on the Kyocera 4000. Discussion was held on going paperless with Council packets as that has been discussed over the years. The Clerk asked if the Council wanted her to do more research on purchasing laptops as her last research was to purchase Chrome Notebooks. It was the consensus of the Council to have the Clerk proceed on researching laptops or notebooks for the Council. Mayor Guy referred to the City Attorney’s memo as he had reviewed both Maintenance Agreements reporting that they appear in order. Council member Smith moved to approve the Maintenance Agreements from Office Machine Consultants for both the Kyocera 250CI and the Kyocera 4000, seconded by Council member Slagle. A roll call vote was taken: Smith-aye, Slagle-aye, Strong-aye, Schutte-aye and Kinzer-aye. Motion carried.

19. Clerk’s Report: The City Clerk reported the following for the month of July 2018 as follows: reviewed the list of outstanding Street Assessments, Sidewalk Assessments, Snow Removal Liens and Utility Liens; reported a total of 129 accounts that were assessed a \$5.00 late fee penalty; total of 11 delinquent letters sent out totaling \$2,090.63 that were due July 31, 2018 reporting that all paid within the time prescribed with the exception of 6 accounts and 1 promissory note, liens are scheduled to be

placed after 30 days; Utility Billing: 06/24/18-07/23/18 - Due August 15, 2018: totaling \$31,569.05 – total arrears: \$7,799.70 with a total of 704 bills processed with 191 ACH enrollments; Ragbrai: prior to the Ragbrai event, met with both Ragbrai Committee members Wayne Beck and Becky Guy twice to finalize what expenditures had to be paid prior to the event and immediately following the event, presented both Mr. Beck's worksheet and the City's worksheet to the City Council at the August 6, 2018 meeting and immediately following the next day had a confrontation with Mr. Beck as he apparently was upset that I had not separated the Park Board from the Ragbrai Committee; therefore, Mr. Beck asked that I revise the worksheet separating the Park Board and the Ragbrai Committee along with a few corrections as the Committee had an error on their worksheet and there were two invoices that Public Works had charged but were never used so the items were returned; revised the worksheet and presented to the Council at the August 20, 2018 meeting; at the request of the Council, prepared a Bugle Article thanking and recognizing all the volunteers and/or organizations for their assistance during the Ragbrai event and will put a letter together to send to all on the list; Grunwald Economic Development Grant: at the Council's request, contacted both the Scott and Muscatine County Auditor's Office to assist in configuring what the City's property tax revenues would be when the TIF expires on or about 2021/2022; drafted a financial worksheet and presented at the August 20, 2018 Council meeting; also put together a financial statement so that the Council could compare when considering Mr. Grunwald's request along with a memo with all the facts to be considered; AFLAC: was contacted by the Plan Administrator from AFLAC as they had met their quota on the number of employees enrolled to participate in the AFLAC plan; therefore, prepared a Resolution for Council approval at the August 6, 2018 meeting to accept the Plan; after Council approval, met with the Plan Administrator on setting up the AFLAC Plan and deductions that will begin the first payroll in September; IDOT: in regards to the North Mississippi Street Rehabilitation Construction Project: continuously receiving emails from the doc.express from both the IDOT and McClure Engineering; prepared a Resolution approving Pay Request #5 to Langman Construction; received the City's first pay request reimbursement from the IDOT that was deposited into the City's General Fund; therefore, prepared a Resolution to transfer the funds back into the Money Market Account for future payments; Nuisance Abatement Letters: worked in conjunction with the Police Chief on drafting 5 nuisance abatement letters; sent letters to residents that have unpaid Municipal Infractions in regards to the garbage/recycle tote violations allowing them an additional 10 days to pay, reporting that one lien was placed and the other 2 residents paid their citations; still waiting for the City Attorney to advise her on how to proceed with the unpaid parking tickets that go back to January and February, still have not received direction as of yet; Ordinance Committee: at the Committee's request, prepared documents for the Committee's July 24, 2018 meeting on job revisions and a request to increase the accessory size limit; immediately following, made the requested revisions and prepared both DRAFT Ordinance Amendments 2018-05 and 2018-06 and prepared Ordinance Amendment 2018-04 for its first reading and presented to the Council at the August 6, 2018 meeting; prepared documents for the Committee's tentative meeting set for August 16, 2018 that was later canceled; Sanitation: met with Municipal Services Manager Matt Pivet from Republic Services as Republic Services as they are requesting to add an addendum to the City's current contract to add a Recycling Processing Charge and take out the Fuel Surcharge language at which time she requested that Republic Services also add in an extension of rates so that there was a benefit to Blue Grass when adding the Addendum, informed the Council at the August 6, 2018 meeting and it was the consensus of the Council to have Mr. Pivet attend a regular Council meeting to discuss rather than set a Special meeting, Mr. Pivet will be attending the September 6, 2018 meeting; Variance: prepared a Variance on the request of Mr. Rick Porter requesting to secure a Variance to construct a 32 foot by 72 foot detached accessory building, the ZBA conducted a public hearing on July 18, 2018 and the Variance was approved; therefore, placed the Variance on the August 6, 2018 Council meeting agenda as the Council has 30 days to remand the Board's decision for further study; LUCA: in the process of completing the City's 2020 census LUCA (local update census address) data as time allows; Preliminary & Final Plat: still awaiting the required final plat documents from Mr. John Wulf; Grants: Sent out email reminders to the Police, Fire, Parks and Public Works Department asking that they submit a grant

request for Council approval at the September 4, 2018 meeting; Low-to-Moderate Assistance Monies: at the Council's request, inquired with the City Attorney in regards to using the LMI Assistance monies to help maintain the vacated property on Moselle Street as the resident is currently in hospice care at which time the Attorney said that without proof of income, that the monies could not lawfully be used; IAWC Billing: still unable to access the reads; therefore, IAWC is sending a file with all the reads and they are being manually entered; reported that both her and the Mayor are in the process of contacting both IAWC and Data Tech (software provider) to get this issue resolved; Utility Billing Reconciliation: provided the June 2018 Utility Billing reconciliation report; reminded the Council that in observance of the Labor Day Holiday, the next City Council meeting will be held on Tuesday, September 4, 2018.

20. Security Cameras as City Hall: Mayor Guy reported that the Council has discussed numerous times before about installing security cameras at City Hall; however, it was his recommendation that a Policy be written prior to installing the cameras. He said that he had also enacted a Policy where all business must be conducted behind the other side of the glass at the counter and that the door remained closed at all times and that it only be accessible to employees only. Council member Smith said that she has been very proactive on installing cameras at City Hall's counter and the parking lot; therefore, she has asked Chief Jahns to research security cameras that would best fit the City's needs. Discussion was held on several types of cameras that would be sufficient for City Hall and the price range. It was the consensus to budget between \$300.00 and \$400.00 and that the City Attorney draft a Policy. Council member Schutte agreed with Mayor Guy that the City needs to adopt a Policy and appoint two individuals that can administer the cameras and post signs so that people know that they are being videotaped.

COMMENTS AND FUTURE AGENDA ITEMS: Chief Jahns commended Council member Schutte for volunteering his time to mechanically assist the Police Department when their squad was experiencing electrical issues. Resident Mark Wakefield questioned whether the City needed another squad car as a backup. Mayor Guy reported that the Department currently has two squads; however, he is not in favor of the Department using the unmarked squad unless there was a situation and both squads were unavailable or inoperable, then use the unmarked squad.

Council member Strong expressed several safety concerns on all the golf carts, bicycles, etc. going up and down the North Mississippi Street corridor riding in and around all the construction equipment that she believes it is a safety concern and, unfortunately she has heard that residents are not being very kind to the construction workers. Mayor Guy said that if it continues the City may have to close off North Mississippi Street again. Chief Jahns reported that the Police Department has continuously been monitoring the North Mississippi Street corridor and that he has been coordinating with Public Works on the construction progress. He said that he would relay the Council's concerns to the Police Department to make them aware of the situation. Council member Schutte reported seeing two cars race up and down the North Mississippi Street corridor. Crossing Guard Natalie Hermann reported that she has heard the Public Works Director talk to the parents in the past about safety concerns around the construction zones.

Council member Kinzer informed the Council that she had reported to Chief Jahns as she had witnessed five kids riding golf carts all over town. Chief Jahns asked that if anyone sees someone violating the rules to telephone "911" or personally call his cell phone. Mayor Guy reported that he had followed two kids home that were riding a golf cart and then personally spoke with their parents about the rules and regulations. Council member Schutte reminded the Council that there are adults that are also violating the rules and regulations as he, too, has witnessed adults operating a golf cart while drinking and/or have no valid driver's license. Discussion was held on the City of Walcott's golf cart policy that requires residents to obtain a permit through the City annually so that if there is someone violating the rules that their permit number could then be reported. The Clerk reported that several residents have expressed concerns that the City is going to do away with the golf cart policy as many have went out and purchased one within the past year. Ordinance Committee member Strong reported that the Committee was going to review Walcott's

Policy along with the City’s golf cart policy, bicycle and snow mobile Ordinance and bring their recommendations back to the Council and review at a Committee of the Whole meeting.

Council member Schutte referred to a notice the City received in regards to a rate adjustment from Mediacom asking that the City Attorney review for advice. He also informed the Council that he is no longer accepting emails as he has removed his email address as he does not appreciate negativity or his name being run down and not just from one particular individual but several and if anyone needs to get a hold of him, they will just have to call his cell phone.

ADJOURNMENT: Council member Schutte made a motion to adjourn, seconded by Council member Kinzer. A roll call vote was taken: Schutte-aye, Kinzer-aye, Smith-aye, Slagle-aye and Strong-aye. Motion carried. The meeting adjourned at 8:22 p.m.

Mayor Larry Guy

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

CLAIMS REPORT

BLUE GRASS SAVINGS	FIRE TRUCK PYMT (ADD'L PRINC)	33,000.00
CASEY'S GENERAL STORES INC.	VEHICLE OPERATIONS	1,331.98
EASTERN IA LIGHT & POWER	UTILITIES	1,892.29
ECONO SIGNS LLC	STREET SIGNS	78.56
LOGO PRO LLC	SAFETY EQUIPMENT-XGUARD GRANT	209.10
MEDIACOM LLC	INTERNET	468.29
MIDAMERICAN ENERGY	SEWER PLANT-UTILITIES	3,742.88
PANTHER UNIFORMS INC.	UNIFORM ALLOWANCE (GUINN)	844.94
PEPSI COLA OF DAVENPORT	RAGBRAI-FUNDRAISING EXPENSES	1,473.40
QC ANALYTICAL SERVICES LLC	TESTING	2,469.54
QUAD CITY TIMES	ADVERTISING & PUBLICATION	225.83
REPUBLIC SERVICES #400	GARBAGE/RECYCLING	8,189.58
REXCO EQUIPMENT INC.	EQUIPMENT OPERATIONS	117.65
ROBERTS, ANDREW	VEHICLE OPERATIONS-REIMB FUEL	59.01
SCOTT COUNTY SHERIFF	JAIL EXPENSE	125.00
TC AUTO INC.	VEHICLE OPERATIONS	357.97
UTILITY EQUIPMENT CO.	STORM SEWER-REPLAC/REPAIRS	17.10
***** REPORT TOTAL *****		54,603.12

FUND TOTALS

GENERAL FUND	8,861.14
FIRE TOWNSHIP FUND	33,000.00
ROAD USE FUND	117.65
SEWER FUND	4,434.75
SANITATION FUND	8,189.58
FUND TOTALS:	54,603.12

