

**THE REGULAR MEETING  
OF THE BLUE GRASS CITY COUNCIL  
BLUE GRASS, IOWA                      FEBRUARY 3, 2020**

The Blue Grass City Council met in regular session at 7:00 p.m. on the 3<sup>rd</sup> day of February 2020, in the City Council Chambers of City Hall, 114 N. Mississippi Street, pursuant to law, with Mayor Pro Tem Donna Kinzer presiding, with a Pledge of Allegiance and a moment of reflection. Council present: Kinzer, Jepsen, Sampson and Brus. Member Slagle later arrived at 9:05 p.m.

**APPROVAL OF AGENDA:** Kinzer moved to approve the Agenda with the deletion of Item #26, seconded by Jepsen. Roll call: Kinzer-aye, Jepsen-aye, Sampson-aye and Brus-aye. Motion carried.

Mayor Pro Tem Kinzer read aloud the Mayoral Comments.

**PUBLIC FORUM:** Grunwald Land Development owner Dale Grunwald asked if there was any new development since the last meeting as he had presented a proposal asking that the Council consider granting him an “Economic Development Grant” in order for him to financially proceed with the 2<sup>nd</sup> Addition to the Black Bear Crossing Subdivision. A Committee of the Whole meeting was set for February 10, 2020 at 6:30 p.m. to further discuss Mr. Grunwald’s proposal.

**CONSENT AGENDA:** Kinzer moved to adopt the Consent Agenda as presented, seconded by Sampson.

1. **January 21, 2020 meeting minutes**
2. **Resolution 2020-08 ref: authorizing an expenditure from the accumulated Tax Increment Financing Reserve**
3. **Claims**

Roll call: Kinzer-aye, Sampson-aye, Jepsen-aye and Brus-aye. Motion carried.

**BUILDING COMMISSIONER:**

4. **Report:** Building Commissioner Jim Meyrer presented the January 2020 Building Commissioner Report.
5. **Site Plan Agreement:** City Attorney McCullough reported that he has spoken with Cornerstone Construction Group’s owner Mr. Mattson and he has agreed to chip seal the remainder of his parking lot by June 1, 2020, weather permitting. Discussion was held on Cornerstone’s original Agreement as it stated that the parking lot would be of concrete; therefore, Council agreed to allow the chip seal as that would meet the hard surface requirement. It was the consensus of the Council to inspect the parking lot once completed.

**HOME OCCUPATION:**

6. **Home Occupation:** Meyrer reported that Tammy Stoffers had reapplied for her Home Occupation Permit to run a Polished Nail Salon from her residence and after inspecting the property, she meets all the requirements defined in Section 17.67.050 of the Code. Kinzer moved to approve Ms. Tammy Stoffer’s Home Occupation Permit for a period of 1-year, seconded by Jepsen. Roll call: Kinzer-aye Jepsen-aye, Brus-aye and Sampson-aye. Motion carried.

**ENGINEER REPORT:**

7. **Report:** City Engineer Mike Janecek presented the January 2020 Engineer’s Report.
8. **North Mississippi Street Rehabilitation Project:** Janecek reported that IMEG and Langman Construction were estimating that all the paperwork would be finalized late February for final payment. Brad Schutte asked that the Engineer review the striping as it has deteriorated already. Discussion was held on the warranty.

- 9. NPDES Permit:** Janecek reported that, at the request of the City that the Design Phase has been temporarily put on hold.
- 10. SUDAS:** Janecek reported that at the request of the Ordinance Committee, he had drafted the supplemental specifications implementing the 2020 SUDAS along with a City supplement. Brus briefed the Council on the recommended changes to the SUDAS. Further discussion was held as it was the consensus to have the SUDAS prepared as an Ordinance Amendment and review prior to adoption.
- 11. Final Plat:** Janecek previously presented the Council with the Final Plat of the Prairie Woods Recreational Trail consisting of 19 lots explaining that if the Council had no other changes that it was ready to present to the Planning & Zoning Commission. The Clerk reported that the Final Plat was scheduled to be reviewed by the Planning & Zoning Commission on February 10, 2020 at 6:00 p.m.
- 12. Proposal:** Janecek presented a proposal for the professional services to survey the two lots that were originally platted on the City's recreational trail. Jepsen suggested that the City seek other bids to compare numbers; therefore, motioning to seek bids on the surveying of the two lots. Jepsen then withdrew his motion. Council strategized on how the City could reduce the surveying costs; therefore, it was the consensus of the Council to have Public Works assist the Engineer in the locating of the pins. Sampson moved to accept Martin & Whitacre Surveys & Engineers, Inc. quote in the amount of \$4,750.00 to survey the two lots off of the City's recreational trail, seconded by Jepsen. Roll call: Sampson-aye, Jepsen-aye, Kinzer-aye and Brus-aye. Motion carried.

#### **PUBLIC WORKS:**

- 13. Report:** Public Works Director Lonnie Robertson presented the January 2020 Public Works Department Report. Robertson presented a quote from Ragan Mechanical listing two options for the plumbing repairs needed the Public Safety Building as he wanted the Council's opinion on which option he should approve. It was the consensus of the Council to select option #1 to furnish and install a new Leonard high low mixing valve in the amount of \$3,775.98 due to the fact that it was a safety issue.
- 14. 2020 Striping of City Streets:** Robertson reported that several streets were in need of striping estimating at approximately 4.5 miles. Jepsen moved to participate in Scott County's street striping project for 2020, seconded by Brus. Roll call: Jepsen-aye, Brus-aye, Sampson-aye and Kinzer-aye. Motion carried.

#### **NUISANCE ABATEMENT(S):**

- 15. Nuisance Abatement(s):** There were no nuisance abatements to report.

#### **POLICE DEPARTMENT:**

- 16. Police Vehicle Replacement:** Previously, the Council asked that Chief Jahns explore options on purchasing a used squad.

Chief Jahns presented several used police rated vehicles for the Council to consider. Council questioned what the funds availability were to purchase another vehicle and whether the Department needed 3 police squads. Chief Jahns proposed selling the Impala and using those monies to help offset the costs to purchase another vehicle. A rather lengthy discussion was held. It was the consensus of the Council to sell the Impala and put those monies into a reserve to allow additional time for the Council to make their decision.

#### **LICENSING & RENEWAL(S):**

- 17. American Legion Post #711:** Kinzer moved to approve American Legion Post #711 liquor license, seconded by Sampson. Roll call: Kinzer-aye, Sampson-aye, Brus-aye and Jepsen-aye. Motion carried.

#### **STREETS/SIDEWALKS:**

- 18. Sealed bids:** Mayor Pro Tem opened the following sealed bids for the construction of a 4 foot sidewalk on the property adjacent to the Post Office that the City currently owns to allow residents a safe passage

to the recreational trail: McDermott Concrete \$5,325.00; Little Dickens, Inc. \$5,760.00 and Reitz Construction \$4,253.00. The Clerk informed the Council that the City budgets \$7,000.00 a year to convert a list of sidewalks that do not meet ADA requirements that could be utilized. Council reviewed the bids comparing prices and descriptions of the job.

- 19. Acceptance of project bids:** Sampson moved to accept Reitz Construction's quote in the amount of \$4,253.00 for the construction of a 4 foot sidewalk, seconded by Jepsen. Roll call: Sampson-aye, Jepsen-aye, Brus-aye and Kinzer-aye. Motion carried.

**FINANCE COMMITTEE:**

- 20. Insurance Policy Renewal:** The Clerk reported that a Finance Committee meeting was held on January 29, 2020 at which meeting the Committee recommended staying with Porter Insurance Company based on their longevity and service. It was the consensus of the Council to remain with Porter Insurance Company.

- 21. City Budget FY '20-'21:** The Clerk reported that at the January 29, 2020 Committee meeting the Committee reviewed the FY '20-'21 budget. She reported that the 2020 Maximum Property Tax dollars public hearing was set for February 18, 2020 with a public hearing date for adopting the City budget would be set for March 16, 2020.

**POLICY & ADMINISTRATION:**

- 22. Sealed Bid(s):** The Clerk presented three sealed bids. Council expressed concerns that additional costs to survey the two lots were incurred; therefore, recommended that the City not open the bids at this time until all costs have been evaluated.

Member Slagle arrived at 9:05 p.m.

- 23. Appointment of "Low-to-Moderate Committee":** The Clerk questioned whether a Committee was needed based on the fact that there is already in place an established policy on the application process and inspection. Brus reported that he is very familiar with these types of programs and feels he could work with the Building Commissioner on putting together an inspection checkoff list. Kinzer stated that she did not have a problem with continuing with the City's policy; however, felt that residents should be able to select their own contractors. It was the consensus of the Council to allow member Brus to work with the Building Commissioner and not appoint a Committee at this time.

- 24. Mayoral Appointments:** The Clerk reported that she had contacted the Iowa League of Cities in regards to whether the new Mayor has the authority to reappoint the previous Mayor's appointments and according to the Iowa League of Cities and the Blue Grass Municipal Code, Section 2.08.030 the Mayor's appointments remain for a period of two years. She said that the Iowa League of Cities recommended that she inform the Council and the public prior to the Council appointing a new Mayor.

- 25. Utility Bill Update:** The Clerk reported that, unfortunately IAWC is still unable to transmit reads due to equipment failure; therefore, she recommended that the City proceed with sending out utility bills; however, extend the due date to February 29, 2020 and bill a minimum of 2,500 gallons and then when the City receives the reads February 22<sup>nd</sup> then each account will be billed to their current read. It was the consensus of the Council to extend the due date to February 29, 2020 and bill a minimum of 2,500 gallons.

**COMMENTS AND FUTURE AGENDA ITEMS:** The Clerk reminded the Council that in observance of Presidents' Day Holiday, the regular Council meeting will be held on Tuesday, February 18, 2020. She also reminded the Council that the City had committed to donating \$2,500.00 towards the Homecoming Days Fireworks and also in the FY '21 budget.

**POLICY & ADMINISTRATION (Cont'd):**

**26. Personnel Evaluation:** Previously deleted from the Agenda.

**UTILITIES:**

**27. Utility Proprietary:** Slagle moved to close the regular meeting and go into closed session, seconded by Brus. Roll call: Slagle-aye, Brus-aye, Jepsen-aye, Sampson-aye and Kinzer-aye. Motion carried.  
Kinzer moved to reopen the regular meeting, seconded by Brus. Roll call: Kinzer-aye, Brus-aye, Jepsen-aye, Slagle-aye and Sampson-aye. Motion carried.

**ADJOURNMENT:** Kinzer made a motion to adjourn, seconded by Slagle. Roll call: Kinzer-aye, Slagle-aye, Jepsen-aye, Brus-aye and Sampson-aye. Motion carried. The meeting adjourned at 9:47 p.m.

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Mayor Pro Tem Donna Kinzer

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

**CLAIMS REPORT**

A-1 SIGN	BLDG & GRNDS MAINT	1,344.50
ASPEN EQUIPMENT	EQUIP OPER	30.20
BP	VEH OPER	691.84
CASEY'S	VEH OPER	830.63
CENTRAL STATES H & W FUND	HEALTH INSURANCE	10,435.20
CENTURYLINK	TELEPHONE/FAX	228.68
HEARTLAND FIRE & SECURITY	BLDG & GRNDS MAINT	568.50
IOWA ONE CALL	PROF FEES	19.80
KOESTNER MCGIVERN & ASSOC.	PROF FEES	350.00
MARTIN & WHITACRE SURVEYORS	ENGINEERING	9,642.50
MCCULLOUGH, WILLIAM	LEGAL SERVICES	3,000.00
MIDAMERICAN ENERGY	UTILITIES	4,751.99
MIDWEST WHEEL COS.	EQUIP OPER	117.06
NAPA	EQUIP OPER	210.32
OFFICE MACHINE CONSULT	EQUIP OPER	88.95
QUAD CITY TIMES	ADVERTISING & PUBLICATIONS	225.16
RACOM CORP.	RADIO EQUIPMENT	40.00
SCHMIDT, ANN	TRAVEL	15.53
VERIZON	TELEPHONE/FAX/INTERNET	813.27
WITMER PUBLIC SAFETY GROUP	EQUIP OPER	260.56
<b>TOTAL:</b>		<b>33,664.69</b>

**FUND TOTALS:**

GENERAL	20,159.21
ROAD USE	357.58
EMPLOYEE BENEFITS	9,130.80
TAX INCREMENT FINANCING	125.00
SEWER	3,892.10
<b>TOTAL FUNDS</b>	<b>33,664.69</b>