

State Center City Council
Regular Meeting Minutes
June 16, 2020

State Center City Council met in regular session on Tuesday, June 16, 2020 at the City Hall and via Zoom. Mayor Sodders called the meeting to order at 6:30 p.m. and dispensed with the Pledge of Allegiance. Those attending by zoom: Mayor Sodders, Councilors Quick & Wilkinson. Others present by Zoom: Zach Faught (for about 20 minutes), Buffi Honeck and Chris Davis. Those present in council chambers: Councilors Darrow, Nichols and Shaffer, Kevin O'Hare, Jeff Robinson, Jon Thomas, Dain Winterton, Mike Kielly, Kristi Yates, Brad Pfantz and Nick Frederickson.

- There was not a public hearing held; this item was incorrectly placed on agenda.
- Motion by Wilkinson to approve consent agenda. 2nd by Darrow, motion passes 5-0.
- Mike Kielly reviewed a tentative plan to apply for an USDA grant thru Iowa Rural Development for fund to construct the proposed Fire/EMS building and the expected steps. Both Kielly and Brad Pfantz have been communicating with Brandon Shaw of IRD. The council is in favor of scheduling a council work session with Shaw. This will be scheduled for July 14th, 7 p.m. if it works for Shaw.
- There was brief discussion regarding proposed storm sewer work to be done on the west edge of the Figgins development. The public works committee is considering a re-shaping of the waterway with riprap "dikes". CGA is gathering information from the abutting property owners for the final recommendation.
- Nick Frederickson with ISG reviewed the progress of the Wastewater Treatment Facility upgrades. The proposed facility plan was submitted on June 1. He discussed that the disadvantage community matrix seems to indicate that State Center may be eligible for CDBG funds when it was earlier thought that the community would not be eligible. We will likely need to conduct a household survey for the grant application, Nick also spoke of the State Revolving Fund Planning & Design loan application needing completion. This P & D loan is money that can be used at zero interest thru design stage and then rolled into the final construction loan. Darrow moved to adopt Res. 20-40 approving an ISG Wastewater Treatment Improvements Engineering Agreement that will provide for engineering services thru construction/put into operation of the facility. Wilkinson 2nd; Res. 20-40 is adopted 5-0 roll call. Motion by Darrow, 2nd by Shaffar to complete and submit the SRF P&D loan application. Motion passes 5-0.
- ISG will be putting together a decision matrix similar to the one council did for the Wastewater for ranking preference of drinking water treatment options. This will be worked with at the meeting on the 14th.
- The future of State Center's brush dump was discussed. The City cannot risk the area catching on fire again, so it currently remains closed to the public. The City also cannot afford up to an annual cost of \$25,000.00 to have the brush & downed trees hauled away by another company. It is consensus of the council to pursue purchasing approximately 3 acres within 3 miles of town for a new burnable area that can be secured with fencing and cameras. A "tub" grinder as an option was also discussed.
- It is consensus of the council that the clerk on a draft ordinance combining the Parc/Rec board with the Rose Garden board.
- Buffi reviewed the YMCA plans for COVID-19 safety procedures during swim lessons. Buffi has contacted 7 guards recommended by the YMCA for swim lessons but has not

received any commitments yet. Motion by Wilkinson, 2nd by Darrow that Buffi hire from this pool this as she receives commitment. Motion passes 5-0. Motion by Darrow, 2nd by Wilkinson to keep lifeguard wage at \$10.50. Motion passes 5-0.

- Motion by Wilkinson, 2nd by Shaffar that because of COVID-19 employees with upcoming employment anniversary dates be allowed to carry-over Personal Leave hours (24 hours awarded annually) but that the carry-over must be used within 3 months. Motion passes 5-0.
- The clerk discussed that she plans to work with police, general government, park & rec and streets to operate with a goal of reducing the respective FY21 expense budgets by 10%, council concurred and suggested that these department have an additional 5% reduction planned if needed. These are budgets most effected by anticipated reductions in LOST and Road Use tax revenue.
- Shaffar moved to adopt Res. 20-38 approving the monthly transfers. Nichols 2nd; Res. 20-38 is adopted 5-0 roll call.
- It is consensus of the council that the clerk can move forward with having Iowa Codification prepare the recodification for passage.
- Shaffar moved to adopt Res. 20-39 approving of FY21 wage increases for full-time employees. These amounts represent a 2% increase and were used in the FY21 budget. Darrow 2nd; Res. 20-39 passes 5-0.
- Motion by Quick, 2nd by Shaffar that claims arriving after consent list was compiled and totaling \$4106.83 be paid. Motion passes 5-0.
- The need for a social media policy was discussed. Concerns that we do not tread on 1st Amendment rights were noted. The clerk will search other city policies for samples and bring back to council.
- As requested by Mara Edler, librarian, Mayor Sodders recommended the re-appointment of Don Goodman, Buffi Honeck and Todd Meyer to their library board seats as all three are agreeable. These terms are 6 years. Motion by Darrow, 2nd by Quick to approve these reappointments. Motion passes 5-0.
- The P & Z commission has two open seats. The clerk will publish notice and set timeline to have the seats filled at the July regular meeting. The clerk stated that one individual has notified her of interest.
- The clerk received permission from council to form a committee of department heads and Shaffar of the personnel committee to start work on a revision of the employee handbook.
- Robinson updated the council on the recent electric utility upgrade. The process went well, and power was out for approximately 45 minutes.
- Chief Thomas and Buffi Honeck reviewed a very **TENTATIVE** list of **POSSIBLE** events for a proposed “mini” Rose Festival Sept. 19 & 20. Motion by Quick, 2nd by Wilkinson to tentatively approve these dates with further consideration later. A point was made that State Center businesses should be conferred with to get their opinions on the proposed event. The SCDA has interest in using the block building next to the PD for storage. The council is agreeable if an agreement is drawn up and signed waiving liability for the City. The SCDA may foot the cost of a roof for the building.
- Motion by Wilkinson, 2nd by Quick to amend Winterton’s employment agreement to allow his residency in Ames. There was discussion that this is being allowed strictly because of good performance, it is not meant to mean another candidate would be allowed this privilege. Motion passes 5-0 roll call. Winterton is nearly successfully completing his training and will soon be patrolling on his own. Motion by Wilkinson, 2nd by Darrow approving of purchase of a 2006 Crown Vic with 34,000 miles and installed

equipment from New Vienna to replace our Crown Vic with 99,000 for \$4,600.00. Our Crown Vic will be advertised for sale. Motion passes 5-0 roll call. Chief Thomas is proposing an addition to Chapter 82 of the code. It will provide for an UTV exception that utility vehicles with specified manufacture safety features be exempt from dawn to dusk rule and slow-moving vehicle signage. Motion by Shaffar, 2nd by Darrow to have the amendment prepared. Motion passes 5-0.

- The Road Hog has requested that it be allowed to host a street dance/wedding reception for a wedding to be held in August. After much discussion, motion by Wilkinson, 2nd by Shaffar that the event be approved pending Chief's communication with the Road Hog regarding requirements for security and safety including a signed agreement to be drafted by the city attorney and that there be no cost to the City including the cost of drafting the agreement. Also, that this would be an exception due to COVID-19 and that it will not become common practice. Motion passes 5-0 roll call.
- There was brief discussion about the recent re-opening of public buildings, property, and continuing employee safety.
- There being no further business, motion by Wilkinson, 2nd by Shaffar to adjourn at 8:33 p.m. Motion passes 5-0.

CLAIMS APPROVED 05.19.2020

VENDER	DESCRIPTION	AMOUNT
AIRGAS USA LLC	TANK RENTALS	138.33
ALLIANT ENERGY	NATURAL GAS	1,123.24
ARNOLD MOTOR SUPPLY	VEHICLE MAINT/SUPPLY	158.12
ASHI	FIRE.EMS TRAINING MATERIAL	228.21
ASTRA SECURITY	DEPT. UPGRADES & SERVICING	1,218.00
BDH TECHNOLOGY	WEBSITE HOSTING	30.00
BITUMINOUS MATERIALS	STREET MAINTENANCE	944.21
BORDER STATE ELECTRIC	DISTRIBUTION OUTLAY	320.45
BROWN SUPPLY	STORM SEWER MAINTENANCE	510.00
CENTRAL STATE BANK - VISA	PD/CLERK OFFICE SUPPLY	839.51
CENTRAL STATE BANK	SOLAR LOAN PAYMENT	127,736.97
CESSFORD	ELECTRIC DEPT ROCK	217.96
CONCRETE INC	ELECTRIC DISTRIB REPAIR	283.50
DAN'S AUTO	PD VEHICLE MAINTENANCE	882.16
DITCH WITCH	ELEC DISTRIBUTION OUTLAY	498.58
EGGERS, A.	CENTRAL AIR REBATE	200.00
FARO TECH	FIRE.EMS SOFTWARE	765.73
FASTENAL	ELEC DEPT SALES TAX	2.94
FLETCHER-REINHARDT	EFFICIENCY PRODUCTS	875.31
GALLS	PD UNIFORMS	1,111.20
HAWKINS	CHEMICAL CYLINDERS	5.00
HEIMAN FIRE	FIRE GEAR	6,648.45
HILLEMANN, M & J	CENTRAL AIR REBATE	200.00
HOMETOWN FOODS	SUPPLIES	25.96
ISG	PROJECT SERVICES	795.00
IOWA ONE CALL	LOCATES	26.10
IOWA PUMP WORKS	PUMP SERVICE	2,920.59
IOWA UTILITIES BOARD	ASSESSMENTS	197.50
IRBY	ELEC DISTRIBUTION OUTLAY	1,125.00
IRON MOUNTAIN	SHREDDING	90.02
JOHN DEERE	BOOM TRUCK MAINTENANCE	21.99

JOHNSON, BROCK	SIDEWALK REMOVAL/REPAIR	692.70
JUST SEW	PD UNIFORMS	40.00
KEYSTONE LAB	UTILITY TESTING	84.75
KIESLER PD SUPPLY	AMMUNITION	890.70
MARSHALL CO ENGINEER	ROAD SALT	1,458.54
MARSHALLTOWN, CITY OF	TESTING	238.00
MARTIN MARIETTA	STREET REPAIR SUPPLY	268.16
MCATEE TIRE	PD VEHICLE MAINTENANCE	86.21
MCMASTER-CARR	ELECTRIC SUPPLY	36.35
MID IOWA ENTERPRISE	PUBLICATIONS	318.27
MIKE WALTON	JANITORIAL SERVICES	50.00
NEW CENTURY FS INC	FUEL CHARGES	884.57
PARTNER COMMUNICATIONS	INTERNET/PHONE SERVICES	962.86
POSTMASTER	BILLING POSTAGE	825.00
RACOM	CABLE	115.00
RANDYS' PEST CONTROL	PEST CONTROL	185.00
RANGE MASTERS	AMMUNITION	3,167.96
REGION 6 PLANNING	FY20 DUES	660.60
RESCO	ELEC DISTRIBUTION OUTLAY	3,300.00
RIESE, D	CENTRAL AIR REBATE	200.00
SEI	CITY HALL MONITORING	546.96
STAPLES	CITY OFFICE SUPPLY	113.61
STAR EQUIPMENT	EQUIPMENT RENTAL	2,400.00
SCDA	MAIN ST SUPPORT	1,000.00
STONE SANITATION	GARBAGE SERVICE	308.97
US CELLULAR	CELL PHONE CHARGES	339.22
WALMART	CITY OFFICE SUPPLY	9.98
WESCO	ELECTRIC OUTLAY	23,172.72
WITMER	PUBLIC SAFETY SUPPLY	167.77
CITY SUB-TOTAL		192,663.93
QUILL	LIBRARY SUPPLY	47.13
EPSON	LIBRARY EQUIPMENT	1,199.00
READER SERVICE	BOOKS	21.96
MIDWEST ALARM	ALARM SERVICE	710.76
XEROX	LIBRARY COPIER	44.50
PREMIER	OFFICE SUPPLY	21.23
ICN	TELECOMMUNICATION	9.73
AMAZON	EQUIPMENT SUPPLY	152.76
BEST BUY	EQUIPMENT SUPPLY	468.99
M EDLER	OFFICE SUPPLY	16.04
OVERDRIVE	EBOOKS	250.00
SCHENDEL PEST	PEST CONTROL	32.50
LIBRARY SUBTOTAL		2,974.60
CITY PAYROLL	05.01.20	35,539.78
CITY PAYROLL	05.15.20	26,899.96
RPGI	PURCHASED POWER	44,686.74
PSN	MONTHLY CHARGE	49.95
CASEY'S FUEL CARD	MONTHLY CHARGES	371.97
IA DEPT REVENUE	SALES/WET TAX	5,734.00
S ADAMS	SOLAR REBATE	7.96
ADVANTAGE ADMIN	MONTHLY CHARGE	53.90
A FIERROS	JANITORIAL SERVICES	250.00
MID-CYCLE CLAIMS PAID		113,594.26

TOTAL APPROVED BY COUNCIL

309,232.79

APPROVED BY FUND

GENERAL FUND	40,356.45
ROAD USE	12,137.61
WATER UTILITY	9,107.29
SEWER UTILITY	8,704.59
ELECTRIC UTILITY	237,914.70
STORM WATER	1,012.15
TOTAL	309,232.79

APRIL REVENUE BY FUND

GENERAL FUND	129,581.18
ROAD USE	17,571.51
LOST	12,456.85
E'EE BENEFIT	36,344.91
EMERGENCY LEVY	3,458.53
TIF	2,081.59
DEBT SERVICE LEVY	14,286.00
WATER UTILITY	34,906.93
WATER IMPRV	2,282.35
SEWER UTILITY	15,524.74
SEWER IMPRV	8,589.43
ELECTRIC UTILITY	176,984.77
STORM WATER UTILITY	5,451.68
TOTAL	459,520.47



Lee Wilkinson, Mayor Pro tem

Attest:



Lori Bearden, City Clerk