

City of Durant
City Council Meeting Minutes
07/09/2018

Mayor Scott Spengler called meeting to order at 6 p.m. with roll call of members present: Utter, Quiram, Sterner, Mundt, and Schulz. City staff: City Opr. Ofr./Clerk Deana Cavin, Treas. Mitch Richman, PW Dir. Jared Semsch, and Police Chief Orville Randolph. MSA Engineer Kevin Bailey, and Consultant Mark Brockway were present.

Consent agenda: Clerk provided a revised agenda with two additional engineering pay applications to council. Member Sterner motioned, seconded by Member Quiram, to approve the agenda, city bills and minutes for 06/25/2018 council meeting. Ayes: Schulz, Mundt, Sterner, Quiram, Utter Nays: None Motion carried.

Public Input: Short informational presentation about proposed School improvements and proposed bond referendum: Mitch Richman, Ben Skriloff, and Jeremy Davis, members of the Champion Committee for the proposed school bond referendum were present to brief council and the public on the proposed improvements. They provided handouts for council and public of the proposed designs, and costs. Mitch explained in the fall of 2016, a sub committee was formed; Busch Construction was hired to assess related costs and develop a comprehensive plan; Ben explained there is an eleven step process for the bond referendum and currently at step three. The needs of the security and improvements were identified through the comprehensive plan. The proposed improvements include security improvements by moving the high school administrative offices (replacing the commons area), and band room; providing a one main entrance, and an enclosed handicap accessible ramp; public would only enter at the offices. The current band room would move to the existing small gym area so that all the art, and music classes would be housed in that area of the school; S.T.E.M classes that are offered now are meeting in storage closets and hallways because there is no other rooms for the classes; with the proposed improvement plan, the current high school offices would become the S.T.E.M. class rooms. Jeremy Davis explained, the unattached athletic complex would provide practice gyms whereby multiple sports could practice at the same time for high school, allowing for practices to be over early in the evening and students would get home sooner. The current wrestling room would provide a recess and a P.E. space for the preschool students who currently use a hallway. Member Mundt added only high school students would have use of the new gym. The Junior High an Elementary students would use the existing high school gym. The new gym would also alleviate the scheduling problems for physical education classes for high school students. The group reiterated the ball clubs that are not a school sporting team did not have any bearing on the need for the gym. The need was identified by the school. Athletic Dir. Straube will have a published interview concerning this in the near future. Member Mundt stated currently, to fit the required P.E. class into a student's schedule, they have to give up another class they want to take. There is also a plan to expand the auditorium stage and provide additional seating so graduations, concerts, and performances can return to the auditorium. Currently, there are no replacement parts for the seating, or stage curtains, due to the age of the facilities. The auditorium also need to be brought up to A.D.A. compliance. There is a public forum July 24, 2018, in the high school commons at 6:30p.m. and the school's bond counsel would be available to discuss the debt levy. The Champions Committee is hosting a Trivia Night fundraiser on July 27 at the community center. Several questions were asked from the public and council. Mayor Spengler thanked the committee members for their presentation.

Discuss/Consider renewal of Alcohol License for Idle Hour Lanes: Member Sterner motioned, seconded by Member Mundt to approve the renewal of the alcohol license for Idle Hour Lanes. Ayes: Utter, Quiram, Sterner, Mundt, Schulz Nays: None Motion carried.

Discuss/Consider approval of preliminary plat for Sunset Farms Sub Division: Clerk informed council that the minutes from the Planning and Zoning meeting recommending approval of the preliminary plat were in their packets; Mark Brockway explained Mike Ingleby changed from the smaller unattached patio homes to the larger traditional lots; the street pavement will be thirty seven feet on 9th Street with parking on both sides; there will be storm water retention and detention. Once the preliminary plat is approved, the first phase will be eight lots along 14th Avenue. MSA Engineer Kevin Bailey explained that none of

the storm water detention is needed for the first phase, and MSA concurred with the calculations at this time. Before the final plat can be approved and the expansion of the sub division, the storm water retention and detention basins designs will need to be recalculated, and drainage easements to the east will need to be in place. Kevin explained the fire code for sub divisions requires two exits and entrances when there are thirty lots developed. Therefore as the sub division expands, 6th Street will need to be expanded, and possibly an entrance to the south. Member Sterner stated lot twenty five shows the detention basin will be privately owned, the city will not be responsible for any maintenance or upkeep of storm water retention or detention basins. Member Mundt motioned, seconded by Member Utter, to approve the preliminary plat for Sunset Farms. Ayes: Quiram, Sterner, Mundt, Utter, Schulz Nays: None Motion carried.

Mark Brockway: Downtown cleanup day will be Saturday, July 28th starting at 9:00 a.m.; meet at Pythian Sisters Park; Liberty Trust and Savings Bank has offered to cover the costs of the picnic lunch; each volunteer will receive a T-Shirt. Mark and clerk inquired if anyone was against the idea of the task force painting the decorative light poles a gloss black at Pythian sisters Park that day. General consensus was to allow the poles to be painted. Mark updated council on the housing program; currently the participants are seeking bids and turning in their information.

Engineer Report: Discuss/Consider quotes for televising sewer and man holes on 5th Street and part of 4th Street: Clerk requested the quotes as part of the process for future planning of reconstruction of 5th Street and televising would provide the staff with the conditions of the underground infrastructure to better assist with planning. Hydro Klean bid for 19 manholes, and 5,500 ft. \$8,899; Visu-Sewer for same quantity \$17,935. Clerk reported the request included a portion of for 4th Street due to consideration of possibly phasing in 4th Street up to 5th Avenue with the future street project. Member Schulz inquired if this was included in the budget. Clerk explained it would come out of road use tax, and forty thousand dollars was budgeted to start the planning for this project. This can also be split with sewer utility fund. Member Sterner motioned, seconded by Member Quiram, to approve Hydro Klean at \$8,899 to televise 5th Street and portion of 4th Street.

Ayes: Utter, Schulz, Mundt, Sterner, Quiram Nays: None Motion carried.

Discuss/Consider Acceptance of completion of Pavers Project: Kevin Bailey reported the project has been completed, and statement of completion is included for council review. All lien waivers and warranty information has been received, MSA recommends acceptance of completion. Member Quiram motioned, seconded by Member Utter, to accept the completion of the Pavers project. Ayes: Sterner, Mundt, Quiram, Utter, Schulz Nays: None Motion carried.

Discuss/consider Approval for Pay application #3 for Pavers Project: Kevin Bailey explained this would be the final pay application for the pavers and would release retainage, for a total amount of \$10,937.34. Member Mundt motioned, seconded by Member Schulz, to approve pay application #3 in the amount of \$10,937.34. Ayes: Schulz, Mundt, Sterner, Quiram, Utter Nays: None Motion carried.

Discuss/Consider Acceptance of completion of Bio Swale Project: Kevin Bailey recommended acceptance of the Bio Swale project; all lien waivers have been provided, and DNR has accepted as completed. Member Mundt motioned, seconded by Member Utter, to approve and accept final completion of the Bio Swale project. Ayes: Utter, Quiram, Sterner, Mundt, Schulz Nays: None Motion carried.

Discuss/Consider Approval of Pay application # 11 for Water Tower project: Kevin Bailey reported the water tower is being filled this week and seeded. He recommends approval of pay application. Member Quiram motioned, seconded by Member Mundt, to approve pay application # 11 in the amount of \$180,975.00. Ayes: Quiram, Schulz, Sterner, Mundt, Utter Nays: None Motion carried.

Discuss/Consider Approval of pay application # 3 for Ag Land Conversion project: (item added to agenda): Kevin explained with the two change orders approved at the prior council meeting for the low water crossings, pay application is for the work completed to the first low water crossing. Amy Bouska, IDNR was on site today and inspected the second low water crossing which still needs to be competed. Member Sterner motioned, seconded by Member Schulz, to approve the pay application #3 for \$1,562.27. Ayes: Utter, Quiram, Sterne, Mundt, Schulz Nays: None Motion carried.

Discuss/Consider approval of preliminary surveying for 5th Street and 4th Street partial: (item added to agenda). Clerk explained she requested this surveying as another planning tool for the 5th Street reconstruction project, and to gain information for the Downtown Revitalization plans. This surveying would need to be done in the future, and Kevin explained it would provide information for funding agencies and the county engineer. Costs as follows: 5th Street from Yankee Ave to 10th Ave \$23,550; 5th Street from 10th Ave to 14th Ave. \$7,200; 4th Street from west end to 5th Ave. \$5,000. The surveying would identify what can or cannot be done to facades, side streets and A.D.A. concerns for corner and crosswalks. Member Mundt questioned if this was identified in the budget and could be covered by the budget. Clerk explained this would come out of the road use tax fund, and could be split with out with the Downtown revitalization funding that was set aside in the budget, as well. Clerk explained council could choose to only do partial or all of the surveying as listed. After discussion, Member Mundt motioned, seconded by Member Sterner, to approve surveying costs of 5th Street and Partial of 4th Street by MSA Engineering. Ayes: Quiram, Schulz, Mundt, Sterner, Utter Nays: None Motion carried.

Public Works Dept.: Discuss/Consider estimate/approval for mud jacking around West Park sidewalks and community center: PW Works Dir. Jared Semsch explained three spots around the community center and one spot on 8th Street cul-de-sac that needed attention. He had reviewed the areas with a concrete contractor who suggested mud jacking the full sections, not replacing; Total cost for all four spots would be \$2,200. Member Schulz motioned, seconded by Member Utter, to approve the quote for the mud jacking. Ayes: Quiram, Sterner, Mundt, Schulz, Utter Nays: None Motion carried.

Clerk inquired if council had any objections to allow campers at Jaycee Park during the music fest in September. General consensus was no hook ups are available, but restrooms would be accessible, and as long as the ground was dry. The cost would be \$15.00 per night.

Community Center: Dir. Dawn Smith reported they are moving forward with the improvements partially funded by the two grants; she is taking on many bookings for next year; clerk reported the rental income and bar income for the year end met or exceeded the budget.

Police Dept.: Discuss/Consider hiring process for full time officer upon receipt of D. Tucker resignation: Chief Randolph announced Officer Tucker will be joining University Heights as a police sergeant; he served the City of Durant very well, and it is with regret he accepted his resignation. Member Sterner motioned, seconded by Member Utter, to accept Darryl Tucker's resignation. Ayes: Schulz, Mundt, Sterner, Quiram, Utter Nays: None Motion carried.

Discuss/Consider Res. 2018- 37 hiring of part time officer to fill shifts due to full time resignation Chief Randolph recommended Robert Smith as a part time officer who is available to fill in shifts right away with Tucker's resignation. He recommended council allow promotion from within the department of any part time officers interested in the full time position. Member Sterner agreed stating he felt part time officers should get first consideration for the full time position, and that would save on advertising costs. Member Sterner motioned, seconded by Member Utter, to approve Res. 2018-37 hiring Robert Smith, as part time officer for the Durant Police Department. Ayes: Utter, Quiram, Sterner, Mundt, Schulz Nays: None Motion carried. Oath was performed after council meeting by Mayor Spengler.

Discuss/Consider approval of monthly police report: Chief Randolph clarified there had been some discussion about a school resource officer, but that is not part of the bond referendum for security. There are grants programs available where the school pays seventy five percent and the city pays twenty five percent for a school resource officer to be on site. Since both the city and school have budgets set, this would be a future item for both to consider in the next budget cycle. Member Sterner motioned, seconded by Member Quiram, to approve monthly police report. Ayes: Schulz, Utter, Quiram, Sterner, Mundt Nays: None Motion carried.

Clerk Report: Discuss/Consider Res. 2018-36 A Resolution authorizing A transfer of Funds for Year End 2018: Member Mundt motioned, seconded by Member Sterner, to approve Res. 2018-36 for year transfers-1.) Transfer in the month of June 2018 \$2,664.00 from the TIF (125) to the General Fund (001) for the reimbursement for TIF project expenses (Railroad crossing utilities); 2.) Transfer in the month of June 2018 \$83,642.20 from the General Fund (001) for reimbursement of employee benefit payroll

expenses to Special Levy (Employee) (112); 3.) Transfer in the month of June 2018 \$227.50 from Sewer Utility (610) to Storm Water Fund (740); 4.) Transfer in the month of June 2018 from General Fund IT Expenses to Water Util. fund for reimburse water for IT wage expenses: From Police \$3,035.07; from Comm. Ctr. \$1,024.43; from City Hall \$2,828.65; from sewer \$955.63; to Water Fund \$7,843.78.

Ayes: Quiram, Utter, Schulz, Mundt, Sterner Nays: None Motion carried.

Discuss/Consider HKP services for Human Resources: review of new handbook: Clerk provided information to council concerning human resource services offered through Honkamp Krueger (HKP). Clerk explained it is getting harder for employers to stay up to date with employment laws and rights. The services included review of personnel handbook, job descriptions, health insurance plan review and comparisons; contract negotiations, and assistance with hiring/advertising for city positions. Clerk asked for council to review the information and pricing. The services of most importance was the handbook review, job descriptions review, and the cost comparison and benefits review process for health insurance plans. HKP has former insurance brokers that do not sell any insurance but are very familiar with the pros and cons of healthcare plans, and health care savings accounts. Clerk stated this would be a good resource for the city and employees if different insurance options become available- HKP as a third party can review the plans and explain what would be a good fit for employees and explain the tax saving benefits. Member Schulz and Member Mundt both suggested this was a good option for human resources reference. Clerk will bring more information to next council meeting.

Mayor/Council Report: Mitch Richman, representing the Champion Committee inquired if council would waive the rental fee for the trivia night; general consensus was to leave the rate at the nonprofit rate which is the normal procedure for nonprofit rentals.

With no other business, meeting was adjourned at 7:40p.m.

Scott Spengler, Mayor

ATTEST:

Deana Cavin, City Operations Officer/Clerk

CITY OF DURANT		CLAIMS LIST 7-09-2018	
VENDOR NAME			
ADVOCATE NEWS	CH PUBLISHING		361.00
ALLIANT ENERGY	SCOTT CO ELECTRIC -LIFT STATION & WA TOWER		189.19
BLAESING, MORGAN	CC DEPOSIT REFUND		250.00
BROCKWAY LAND PLANNING ASSOC	CONSULTING FEES		1183.75
CEDAR COUNTY AUDITOR	SOLID WASTE ASSESS 18-19 & DISASTER SERVICES 18-19		17692.16
CENTRAL STATE H & W FUNDS	HEALTH & LIFE INSURANCE		15028.00
CITY OF DURANT	WATER		1285.12
CULLIGAN	DISTILLED WATER		17.95
DPS EQUIPMENT SERVICES INC	RPLC ALUM SKIMMER & RELEVEL, RESEAL WEIR PLATES		10250.00
DURANT CHAMBER OF COMMERCE	FIREWORKS DONATION		500.00

DURANT MUNICIPAL ELECTRIC	ELECTRIC	5504.37
ECIA	FY 19 MEMBERSHIP	1209.12
EFTPS	FED/FICA TAX	8085.55
GENESIS OCCUPATIONAL HEALTH	DRUG TESTING	20.00
IMAGES IN INK	IRON REMOVAL BOOK & BUSINESS CARDS	35.00
IOWA DEPT OF NATURAL		
RESOURCES	ANNUAL WA SUPPLY FEE FY19	210.41
IOWA DEPT OF PUBLIC SAFETY	NCIC ASSESS JUL 17-JUN 18	1200.00
IPERS	IPERS	3297.83
JEFF'S MARKET	CC BAR SUPPLIES & BEER	237.18
LIBERTY TRUST & SAVINGS BANK	ACH FEES	52.88
LL PELLING CO INC	COLD MIX (15.92 TONS)	160.00
MAGUIRE IRON INC	NEW WA TOWER PYMT 10	25297.65
MEDIACOM	POLICE STATIC IP	14.91
MENARDS	SUPPLIES	196.88
MIDAMERICAN ENERGY	NATURAL GAS	90.09
MUSCATINE HUMANE SOCIETY	DOG TO HUMANE SOCIETY	75.00
OVESON REFUSE & RECYCLE	JULY GB SERVICE & STICKERS	11990.00
POSTMASTER	WA BILLING POSTAGE	220.92
PRICE OIL CO INC	FUEL	135.98
SHIELD TECHNOLOGY		
CORPORATION	POL-ANNUAL SOFTWARE SUPPORT	1860.00
SINCLAIR TRACTOR	FIRE-GALLON OF OIL	15.99
STAPLES	OFFICE SUPPLIES	551.63
TEAMSTERS LOCAL UNION 238	UNION DUES	167.50
TOWN & COUNTRY TIRES	TIRE REPAIR & STEM	21.00
TREASURER OF IOWA-IA-WH	STATE TAX	898.00
TREASURER STATE OF IOWA	SALES TAX	1969.00
USA BLUEBOOK	MARKING PAINT	137.28
VERIZON	TELEPHONES, INTERNET,CELLPHONE,HOTSPOT,GIS	733.91
WEX	FUEL	1224.51
WINDSTREAM	CH-TELEPHONE	69.52
PAYROLL		14693.16

TOTAL		127,132.44
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FUND TOTALS

GENERAL	67,610.33
ROAD USE TAX	5,103.64
FIRE DEPARTMENT	762.07
WATER	31,521.74
SEWER	22,134.76
TOTAL	127,132.54

JUNE 2018 REVENUES

GENERAL	38453.50
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FIRE MEMORIAL	20.00
COMMUNITY CENTER MEMORIAL	50.00
ROAD USE TAX	18003.23
DURANT LOSST (75% SHARE)	9400.53
SPECIAL LEVY (EMP INS)	762.01
URBAN RENEWAL FUND (TIF)	715.66
FIRE FUND	79549.00
DEBT SERVICE	4533.01
WATER UTILITY	24780.43
WATER REV BOND SINKING FUND	6765.53
SEWER UTILITY	132704.77
SEWER REV BOND SINKING FUND	30738.58
AGENCY FUND-OVESON WASTE	38.41
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