

City of Durant City Council Minutes
11/26/18

Mayor Scott Spengler called regular session of Durant City Council to order at 6:00p.m.

Roll Call of members present: Sterner, Quiram, Schulz and Mundt. Member Utter was absent. City Staff: PW Dir. Jared Semsch, Police Chief Orville Randolph, Treas. Mitch Richman, and City Operations Officer/Clerk Deana Cavin.

Consent agenda: Approval of Agenda, City Bills and minutes for 11/12/2018 council meeting. Clerk stated a revised agenda was provided with one additional resolution for longevity pay. Member Sterner motioned, seconded by Member Quiram, to approve the revised agenda, bills and minutes. Ayes: Schulz, Mundt, Sterner, Quiram Nays: None Motion carried.

Public Input: None

Consider renewal of liquor license for Jeff's Market: With no objections from Chief Randolph, Member Sterner motioned, seconded by Member Mundt to approve the renewal of the liquor license. Ayes: Quiram, Sterner, Mundt, Schulz Nays: None Motion carried.

Consider renewal of liquor license for the City of Durant, Durant Community Center: Member Mundt motioned, seconded by Member Schulz, to approve the renewal of the liquor license for the Community Center. Ayes: Sterner, Quiram, Mundt, Schulz Nays: None Motion carried.

Consider resident request for UTVS/ATVS allowed for snow plowing Dec. 1 through April 1: Kurt Paulsen reiterated his request from the last meeting for allowing the use of ATVs and UTVs for snow removal. Member Sterner stated he had no problem with the request to allow it. Members Mundt and Schulz concurred. Member Quiram commended Kurt for a good job of initializing the request with ideas for safety. Mayor Spengler stated people have been using these for snow removal for years without enforcement. PW Dir. Semsch stated he saw a number of them out while plowing and they getting the snow moved, and not tearing around. Paulsen suggested a beacon light, and slow moving flag and triangle. Clerk reported the ordinance will need to be amended and it takes three readings. The earliest council can expect the final reading is a January meeting, dependent upon legal review. It was general consensus of council in the meantime that the machines can be utilized without receiving a ticket. This will be in effect until April 1, 2019. Clerk stated she receive two different opinions whether to require a permit or not. The machines have to be registered with the County and operator has to have a valid driver's license. Clerk will inquire of legal counsel whether or not permitting by the city is required. Member Sterner motioned, seconded by Member Quiram, to proceed with the ordinance amendment to allow for ATVs, and UTVs for snowplowing. Ayes: Schulz, Mundt, Sterner, Quiram Nays: None Motion carried.

Public Works: Approve purchase of Tractor Cab: Member Sterner motioned, seconded by Member Mundt, to approve the hardtop cab enclosure for \$1,450 for the tractor. Ayes: Quiram, Schulz, Mundt, Sterner Nays: None Motion carried.

Police Dept.: Consider Life Insurance policy for full time officer: Member Quiram motioned, seconded by Member Mundt, to approve a forty thousand dollar life insurance policy for the full time officer. Ayes: Sterner, Schulz, Mundt, Quiram Nays: None Motion carried.

Chief Randolph reported the snow emergency went fairly well. It helped getting the word out on social media. Last year thirty four citations were given out, this year there were only six. He reported the department received three thousand five hundred dollars, from the Scott County Regional Authority for body camera project. Fire Chief Semsch reported the fire department also received a matching forty thousand dollars for the SCBA's.

Clerk Report: Discuss/Consider October Financial Statements: Member Sterner motioned, seconded by Member Quiram, to approve the October Financial statements. Ayes: Schulz, Mundt, Sterner, Quiram Nays: None Motion carried.

Discuss/Consider Res. 2018-56 authorizing a transfer of funds; from Clearing account to checking account and GL.: Clerk explained the clearing account was set up to carry only current credit card payments. Due to a flaw with the software system set up, transfers have not been made. She discussed the matter with the auditors and was able to have the software company work with her to make it right.

Therefore she will transfer the funds into the correct general ledger accounts, and make the transfer between the clearing and general checking as advised by the auditors. Member Mundt motioned, seconded by Member Sterner, to approve the Resolution 2018-56 authorizing the transfers as follows \$7,183.26 as of 11/01/2018 from Clearing Account at the bank to the Checking Account at the bank. Transfer the following on the GL Module: From Clearing Account Cash to Cash Accounts for General Fund, Water Fund and Sewer Fund: \$2,770.00 to GL #001-000-1110 Cash General Fund \$1,985.97 to WA #600-000-1110 Cash Water fund \$2,427.29 to SW #610-000-1110 Cash Sewer Fund \$7,183.26 Total Ayes: Quiram, Schulz, Sterner, Mundt Nays: None Motion carried.

Consider Adoption of revised personnel handbook: (tabled from last meeting) Clerk provided four sections of the new handbook that council needed to weigh in on. First section concerned seniority if a person is allowed to “bump” someone out of a position in the case the position is cut. Clerk stated this is typically used in manufacturing companies. Member Sterner stated he understood the concept but the city staff was too small to have this in place. The general consensus not to include this section. The second section concerned holidays; currently the following holidays are *Full time employees shall be entitled to the following paid holidays: *New Year’s Day (Jan. 1) *Veteran’s Day (November*) *President’s Day (February*) *Thanksgiving Day (November*) Friday after Thanksgiving (November*) Columbus Day (October)*Memorial Day (May*) *Independence Day (July 4) * Christmas Eve Day (Dec. 24th) *Labor Day (September*) * Christmas Day (Dec. 25th) *Floating holiday Holidays from 2008 to 2018 * indicated by the asterisks (11 days). Holiday added in Union Negotiations 2014 to current was Columbus Day for PW and PD only. (12 days).* Member Quiram was not supportive of Columbus Day, stating she felt the City was very generous with benefits. General consensus was to remove Columbus Day from the handbook. Clerk clarified that has no effect on the current union contract that includes that day for police and public works. The next session concerned uniform or clothing allowance. It was brought to the Clerk’s attention that the public works had a cap on this expense per person but police department did not. Member Sterner stated he thought both departments should be treated the same. Clerk clarified this is a clothing allowance, and not equipment such as belts, or holsters. Discussion followed concerning how to provide the allowance whether by check or reimbursement. General Consensus was to raise the allowance from \$300 to \$400 for full time employees in the police department and public works department. The last section was approved, concerning the personal use of cell phones during work hours. After discussion, Member Mundt motioned, seconded by Member Schulz, to approve the revised personnel handbook with the above changes, effective January 1, 2019. Ayes: Quiram, Sterner, Mundt, Schulz Nays: None Motion carried.

Consider approval of Honkamp and Krueger (HKP) for benefits package analysis: (tabled from last meeting): Clerk inquired if council had interest in HKP comparing insurance options and plans; Members Mundt and Sterner thought it was worth the time and money to see what is available for the employees. Member Quiram agreed. Member Sterner motioned, seconded by Member Quiram, to approve five hours at \$185 for HKP to provide benefits analysis for health insurance. Ayes: Mundt, Quiram, Schulz, Sterner Nays: None Motion carried.

Consider Resolution 2018-57 authorizing longevity pay for all employees employed as of December 1, 2018 as per city of Durant Personnel Policy Handbook. Member Quiram asked how many other employers grant longevity pay. Clerk stated many cities utilize this because they cannot give bonuses to thank long term employees. Member Sterner motioned, seconded by Member Mundt, to approve the longevity pay for a total of \$1,976.93 for thirteen employees. Ayes: Schulz, Quiram, Sterner, Mundt Nays: None Motion carried.

With no other business before council, meeting was adjourned at 6:45p.m.

Scott Spengler, Mayor

ATTEST: _____
Deana Cavin, City Operations Officer/Clerk

CITY OF DURANT		CLAIMS LIST 11-26-2018	
VENDOR NAME			
ADVANCED BUSINESS SYSTEMS	COPIER MAINT & COPIES 3 MTHS		460.93
AIRGAS USA LLC	CC BAR RENT CO2 CYLINDERS		28.45
ALLIANT ENERGY	SCOTT CO ELECTRIC-LIGHTS,WATER TWR,& LIFT STATION		231.74
BROCKWAY LAND PLANNING ASSOC	CONSULTING FEES		1157.07
CENTRAL CITY ELECTRIC	CH SOFFIT LIGHTS REPLACE W/LED		196.00
CENTRAL STATES H & W FUNDS	HEALTH & LIFE INSURANCE		10544.80
DATA TECHNOLOGIES	SUMMIT 2019 LICENSE & SUPPORT		4130.66
DORSEY & WHITNEY LLP	LEGAL FEES-7TH ST WA MAIN		1750.00
EFTPS	FED/FICA TAX		8150.72
ENGINE REBUILDERS INC	ROADS-LEAF MACHINE DRIVE SHAFT		233.63
FOOD & CONSUMER SAFETY BUREAU	CC BAR FOOD LICENSE		150.00
GRAINGER INC	FIRE SUPPLIES		89.67
HAWKINS INC	WATER CHEMICALS		172.71
HYDRO KLEAN	SEWER TELEWISE 4TH ST & 5TH ST		3577.26
IMAGES IN INK	BUSINESS CARDS-KYLE		40.00
IOWA INTERSTATE RR LTD	NORFOLK DR SIGN/MAINT/ELEC & RR ANNUAL PYMT		229.14
IOWA ONE CALL	SEPT-OCT ONE CALLS		42.40
IOWA RURAL WATER ASSOCIATION	2019 WATER MEMBERSHIP		275.00
IPERS	IPERS		1200.15
JEFF'S MARKET	CC BAR LIQUOR & SUPPLIES		823.90
LIBERTY INSURANCE AGENCY INC	CC BAR INSURANCE		1624.08
MAREN, MICHELLE	CC DEPOSIT REFUND		250.00
MSA PROFESSIONAL SERVICES INC	ENG FEES 9/16/18 TO 11/3/18		16528.50
PRICE OIL CO INC	FUEL		387.22
PRODUCTIVITY PLUS ACCOUNT	BACKHOE-INSTALL FUEL INJECTION PUMP		580.63
SANDRY FIRE SUPPLY LLC	FIRE-HALLIGAN TOOL		201.96
STAMP MAN SPECIALITIES	CC SUPPLIES-CITY PENS		438.85
STANDARD BEARINGS	LEAF MACHINE BEARINGS (2)		68.44
STAPLES	OFFICE SUPPLIES		631.11
SUPERB SERVICE & SUPPLY	LIFT STATION DEGREASER		2012.31
SYNCB/AMAZON	WIFI DIGITAL CAMERA, SCREEN PROTECTORS & CASES		359.18
TEAMSTERS LOCAL UNION 238	UNION DUES		145.00
THE AMERICAN BOTTLING COMPANY	CC BAR POP		314.24
TOYNE INC	FIRE-SERVICE TRUCKS (4)		2956.60
UNITY HEALTHCARE-TRINITY MUSC	DRUG/ALCOHOL TEST K. OLDEROG		57.00
USA BLUEBOOK	WA CHEMICALS & GLOVES		192.89
US POSTAL SERVICE	STAMPED ENVELOPES REG & WIN		579.50
VAN METER	CC-TRANSFER SWITCH		1271.05
PAYROLL			14760.16
TOTAL			76,842.95
FUND TOTALS			
GENERAL		40,606.78	

ROAD USE TAX	15,827.42
FIRE DEPARTMENT	3,468.33
CAPITAL PROJECT FUND	945.00
WATER	6,347.64
SEWER	9,647.78
TOTAL	76,842.95