

COUNCIL PROCEEDINGS

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- Regular City Council Meeting: Monday, May 4, 2020 (5:00 p.m.)
- Mayor/Council Present: Mayor J. May presiding; G. Haukoos, D. Seylar--2; via Zoom: J. Clark, A. Goebel, R. Gage, G. Heckard, B. Carlin--5
- Council Absent: None--0
- Staff Present: via Zoom: J. Finn, G. VanLangen, L. Hevern--3; E. Burton, P. Clayton, B. Shatto--3
- Media Present: via Zoom: E. Funston (KILR), A. Petersen (EN)--2
- Others Present: via Zoom: Lexie Ruter, Nancy Anderson\*--2

Minutes

Moved by Seylar, seconded by Goebel to approve the minutes of the Apr. 6 & Apr. 20, 2020 council sessions. VOTE: ayes--7

Standing Committee Reports

- a. Civil Service Comm. Minutes - Apr. 8

Petitions and Communications

- a. Mental Health Proclamation  
b. Economic Development Report

Reports

Moved by Haukoos, seconded by Goebel to approve the Financial Statements for the month of Mar., 2020. VOTE: ayes--7

Bills

Moved by Haukoos, seconded by Clark to approve the bills for the month of Apr., 2020. VOTE: ayes--7

A & B Business Solutions, Inc.	Maint.	\$	128.78
ABM Equipment & Supply, LLC	Supp.		52.94
Access Systems	Maint.		1,676.40
Ace Hardware, Inc.	Supp.		91.52
AFLAC Benefit Services	Ins.		1,306.91
AFSCME/Iowa Council 61	With.		434.50
Airport Parallel Taxiway	Transfer		1,753.47
Alibris, Inc.	Books		107.79
Alpha Wireless Communication	Svcs.		330.00
Ameripride Linen & Uniform	Svcs.		40.00
Amsterdam Printing	Supp.		435.63
AT & T Mobility	Acct.		61.23
August Enterprises, LLC	Svcs.		8,275.00
Avera Holy Family Health	Svcs.		357.00
Background Solutions, LP	Svcs.		195.00

Baker & Taylor Books	Books	\$ 1,729.83
Bank Plus	With.	22,625.00
Black Hills Energy	Acct.	3,165.88
Bolton & Menk, Inc.	Svcs.	6,593.70
Bomgaars Supply	Supp.	113.57
CenturyLink	Acct.	554.35
Clayton, Penelope A.	Reimb.	140.62
Cody, Adam	Ref.	84.43
Cogran Systems	Registration	222.50
Collection Services Center	Svcs.	811.92
Computer Central, LLC	Supp.	39.00
Constellation NewEnergy	Power	3,900.17
Corn Belt Power Coop.	Power	1,035.08
Crossroads Mobile Maintenance	Svcs.	4,088.66
Danner, Nick	Reimb.	45.22
Debt Service Fund	Transfer	110,589.83
Delta Dental of Iowa	Ins.	3,975.96
Display Sales Company	Supp.	366.00
EAGP	Grant	43,782.58
ECCOG	Svcs.	25,241.73
Economic Development Fund	Transfer	43,782.58
Electric Emergency Fund	Transfer	74,376.73
Electric Fund	Transfer	7,833.33
Electric Pump, Inc.	Part	6,288.46
Emmet County Auditor	Pay.	6,939.47
Emmet County Public Health	Svcs.	130.00
Environmental Resource Assoc.	Supp.	664.52
Equipment Rev.-Enterprise	Transfer	13,632.93
Equipment Rev.-General	Transfer	22,039.16
Estherville Aviation, Inc.	Fees	2,796.00
Estherville, City of	Acct./Ins.	136,136.97
Estherville Housing	Rent	100.00
Estherville Iron & Metal	Svcs.	290.50
Estherville Printing Co.	Supp.	35.43
Estherville Veterinary	Svcs.	24.60
Eveleth, Mitchel	Reimb.	50.00
Expertpay	Svcs.	358.14
Fastenal	Supp.	1,567.14
Feld, Ed M. Equip. Co., Inc.	Svcs.	1,839.42
Foundation Analytical Laboratories	Svcs.	2,256.05
Francotyp-Postalia, Inc.	Postage	115.26
Galls, LLC	Supp.	487.42
Garage Fund	Transfer	33,367.85
General Fund	Transfer	129,576.70
Griffith Decorative Concrete	Svcs.	1,700.00

Harrison Truck Centers	Part	\$	950.62
Hash, Roger	Reimb.		232.62
Hawkins, Inc.	Supp.		8,690.47
HCC Life Insurance Company	Ins.		1,023.85
Heartland Team Solutions	Svcs.		500.00
Heiman Fire Equipment	Supp.		422.28
Hernandez, Garcia	Ref.		217.29
Hevern, Lyle	Reimb.		50.00
Howrey Construction	Svcs.		183,826.27
Huntsinger, Marcia	Reimb.		6.40
Idexx Distribution, Inc.	Supp.		425.77
IGL Corridor Appraisal	Svcs.		400.00
Inman Electric Co., Inc.	Trailer Rent/Supp.		636.11
Iowa Lakes Comm. College	Power		16,639.34
Iowa Lakes Electric Coop.	Power		209,519.00
Iowa One Call, Inc.	Svcs.		50.80
Iowa Prison Industries	Parking Signs		250.69
Iowa Public Employees	With.		30,539.27
IPI - ILEA Uniform Website	Svcs.		225.00
iWorQ	Software		8,300.00
J & J Trailer Sales & Weld	Supp.		22.00
J & K Snowmobile	Supp.		263.99
Jack's Uniforms & Equipment	Supp.		497.73
JCL Solutions-Spencer	Supp.		214.84
Johnston Autostores	Supp.		1,010.06
Keltek, Inc.	Parts		8,580.78
Kendall Pals	Svcs.		50.00
Knopik Sand & Gravel, Inc.	Gravel		201.71
Kossuth Co. Emergency Mgt.	Supp.		200.00
MacQueen Equipment	Supp.		140.30
Madison National Life Insurance	Ins.		1,981.74
Mangold Environ. Testing, Inc.	Svcs.		91.00
Mediacom Business	Acct.		1,213.64
Menards - Spencer	Supp.		169.00
Menendez, Ronald	Svcs.		400.00
Mid-Iowa Solid Waste Equipment	Supp.		5,470.68
Midwest Fence & Gate Company	Fencing		2,075.27
Motor Inn of Spirit Lake	Parts		155.11
Municipal Fire & Police Retirement	With.		17,021.97
Municipal Supply, Inc.	Supp.		832.66
Napa Auto Parts	Parts		105.14
Nationwide Retirement Solutions	With.		3,070.00
North Central Laboratories	Supp.		671.75
NorthStar Bank	Bonds		245,200.95
Nuway - K&H Cooperative	Supp.		272.50

O'Reilly Automotive, Inc.	Parts	\$ 173.59
Pelzer Law Firm, LLC	Svcs.	675.00
Petty Cash	Postage	31.29
Pit Pros, Inc.	Svcs.	17,938.83
Pomp's Tire Service	Svcs.	586.67
Pro Cooperative Cardtrol	Gas/Fuel	12,764.21
Productivity Plus Account	Parts	1,725.52
R & D Industries, Inc.	Svcs.	4,833.75
Regional Wellness Center	With.	72.00
S & R Auto & Tire, Inc.	Svcs.	515.64
Schmitz, Ian	Reimb.	120.20
Shatto, Brent	Reimb.	50.24
Slaughter, Paul	Reimb.	35.00
Spee Dee Delivery Service	Shipping	121.99
Spencer Municipal Hospital	Supp.	182.00
Spoo, Paula	Reimb.	4.42
Stalls Farm & Home Dist., Inc.	Supp.	205.91
Standard, The	Ins.	250.48
Staples Credit Plan	Supp.	302.41
State Hygienic Lab-Univ. of	Svcs.	479.00
Step Saver, Inc.	Salt	36,025.00
Street Cop Training	Svcs.	249.00
Subdivision Development	Transfer	93.00
Swift Air Corp.	Svcs.	1,208.74
TIF#1 - Industrial Park	Transfer	1,064.61
Treasurer, State of Iowa	Taxes	48,966.21
Tyler Technologies, Inc.	Svcs.	1,528.35
UMB Bank, N.A.	Bonds	225,802.50
United States Postal Service	Postage	721.42
Upper Des Moines Opportunity	Ref./Svcs.	225.49
USA Bluebook	Supp.	67.96
Utility Equipment Co.	Svc. Chg.	1.42
Van Wert, Inc.	Supp.	2,327.76
VanLangen, Greg	Reimb.	50.00
Verizon Wireless	Acct.	252.70
Wages/Salaries	Wages/Salaries	172,905.35
Wastewater Admin.	Transfer	11,281.25
Wastewater Fund	Transfer	7,500.00
Wellmark Blue Cross/Blue Shield	Ins.	54,000.00
Werts Janitorial	Svcs.	30.00
Western Area Power Admin.	Power	99,609.45
Woodworkers Shop, The	Svcs.	1,715.00
Ziemer, Kasey	Ref.	73.76
		<u>\$ 2,190,326.58</u>

### Disbursements by Fund

Airport \$5,590.24; Airport Parallel Taxiway \$3,131.20; Debt Svc. \$421,498.75; Econ. Dev. Rev. \$43,782.58; Elect. Fund \$492,373.59; Elect. Emerg. \$43,782.58; Equip. Rev. - Gen. \$6,392.77; FICA & IPERS \$17,351.96; Garage Fund \$28,018.55; General Fund \$166,823.36; Group Ins. \$83,890.62; Ind. Park \$73,694.63; L.O.S.T. Fund \$12,658.96; L.O.S.T. Rev. Fund \$8,675.00; Oakridge \$1,746.71; Parks & Rec Constr. \$188,988.77; Police Misc. \$24.60; Police Ret. \$12,289.48; Self-Funded Ins. \$55,023.85; WWT Fund \$121,680.17; WWT Sinking \$106,887.50; Water Fund \$123,476.89; TOTAL \$2,017,782.76

### Receipts

Airport \$1,793.99; Debt Svc. \$117,147.47; Econ. Dev. \$50,000.00; Elect. \$569,509.76; Elect. Aerial Svc. \$59.92; Emerg. Levy \$14,473.97; FICA & IPERS \$76,364.60; General \$620,889.73; Group Ins. \$125,872.44; Ind. Park TIF \$72,630.02; Oakridge \$1,746.71; Police Misc. \$950.00; Police Ret. \$60,344.45; Self-Funded Ind. \$61,555.35; WWT Fund \$186,668.09; Water Fund \$148,246.02; TOTAL \$2,108,252.52

### Approval of Liquor License

Moved by Goebel, seconded by Seylar to approve a Class E Liquor License for Casey's General Store #1329 at 8 Central Ave.; a Class B Beer Permit and Outdoor Service Area for the Emmet County Agricultural Show in the fairgrounds at 1686 3<sup>rd</sup> Ave. So. pending dram.  
VOTE: ayes--7

### Resolution No. 2231

#### Airport Parallel Taxiway

Information regarding the proposed construction of a airport improvements project consisting of a partial parallel taxiway at the Estherville Municipal Airport was presented.

Mayor May opened the public hearing on approving plans and specifications and estimated cost for the construction of a partial parallel taxiway project. No written or oral objections were heard, and the public hearing was closed.

Seylar introduced Resolution No. 2231 entitled "RESOLUTION APPROVING PLANS AND SPECIFICATIONS, FORM OF CONTRACT FOR THE ESTHERVILLE MUNICIPAL AIRPORT IMPROVEMENTS – PARTIAL PARALLEL TAXIWAY – FAA AIP PROJECT #3-19-0032-013 IN THE CITY OF ESTHERVILLE, IOWA" and moved its adoption which was seconded by Gage. VOTE: ayes: Seylar, Carlin, Haukoos, Clark, Goebel, Gage, Heckard--7

### Resolution No. 2232

#### Airport Improvements

City Clerk Burton summarized the bid tabulation for the partial parallel taxiway project. Two (2) bids were received with Wicks Construction, Inc. of Decorah, Iowa submitting the low bid of \$509,474.61.

Seylar introduced Resolution No. 2232 entitled "RESOLUTION PROVIDING FOR AWARD OF CONTRACT FOR THE ESTHERVILLE MUNICIPAL AIRPORT PARALLEL TAXIWAY PROJECT – FAA AIP PROJECT #3-19-0032-013 IN THE CITY OF ESTHERVILLE, IOWA" and moved its adoption, which was seconded by Carlin. VOTE: Seylar, Carlin, Haukoos, Clark, Goebel, Gage, Heckard--7

Resolution No. 2233  
FY 2019-20 Budget

Mayor May opened the public hearing on amending the FY 2019-20 Budget. City Clerk Burton reviewed the changes to the budget. No written or oral objections were heard, and the public hearing was closed.

Gage introduced Resolution No. 2233 entitled “A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2020” and moved its adoption, which was seconded by Goebel. VOTE: ayes: Gage, Heckard, Seylar, Carlin, Haukoos, Clark, Goebel--7

\*Nancy Anderson joined in via Zoom.

Resolution No. 2234  
Budget Transfers

City Clerk Burton presented a proposed resolution authorizing the City Clerk to make the appropriate fund transfers for the 2019-20 City Budget.

Seylar introduced Resolution No. 2234 entitled “A RESOLUTION AUTHORIZING THE CITY CLERK TO MAKE THE APPROPRIATE INTERFUND TRANSFERS OF SUMS AND RECORD THE SAME IN THE APPROPRIATE MANNER FOR FY 2020 FOR THE CITY OF ESTHERVILLE, IOWA” and moved its adoption, which was seconded by Carlin. VOTE: ayes: Haukoos, Clark, Goebel, Gage, Heckard, Seylar, Carlin--7

Resolution No. 2235  
Approving Submittal of  
State Funding Application

The Airport Commission proposes to submit a grant application to the Iowa Department of Transportation for the Estherville Airport Apron. The proposed resolution authorizes the submission of a grant application and certifies the local match is available.

Haukoos introduced Resolution No. 2235 entitled “A RESOLUTION OF THE CITY OF ESTHERVILLE APPROVING THE SUBMITTAL OF AN AIRPORT STATE FUNDING GRANT APPLICATION” and moved its adoption, which was seconded by Clark. VOTE: ayes: Haukoos, Clark, Goebel, Gage, Heckard, Seylar, Carlin--7

Resolution No. 2236  
Airport Engineering  
Professional Service Agreement

City Clerk Burton presented a professional service agreement with Bolton & Menk, Inc. which includes Construction & Grant Administration subject to the FAA concurrence on the award and contingent upon receiving federal funding assistance on the partial parallel taxiway project.

Seylar introduced Resolution No. 2236 entitled “RESOLUTION PROVIDING FOR AWARD OF CONTRACT FOR THE ESTHERVILLE MUNICIPAL AIRPORT PROFESSIONAL SERVICES FOR CONSTRUCTION AND GRANT ADMINISTRATION - FAA AIP PROJECT #3-19-0032-013 IN THE CITY OF ESTHERVILLE, IOWA” and moved its adoption, which was seconded by Goebel. VOTE: ayes: Seylar, Carlin, Haukoos, Clark, Goebel, Gage, Heckard--7

### Accounts Receivable Write-Offs

City Clerk Burton presented a list of accounts receivables that have not been paid from 2011 and asked for approval to write them off the books.

Moved by Carlin, seconded by Heckard to write the unpaid accounts receivables from 2011 off the books. VOTE: ayes--7

### Street Parking Closure

Administrator Clayton presented a request from the Emmet County Auditor's Office to close the parking spaces on the north side of 1<sup>st</sup> Ave. No. between 6<sup>th</sup> & 7<sup>th</sup> Sts. from May 5, 2020 through June 2, 2020 for drive thru curbside voting.

Moved by Clark, seconded by Goebel to close the parking spaces on the north side of 1<sup>st</sup> Ave. No. between 6<sup>th</sup> & 7<sup>th</sup> Sts. from May 5, 2020 through June 2, 2020 for drive thru curbside voting. VOTE: ayes--7

### Resolution No. 2237 2020 Street Improvements

A proposed resolution related to street resurfacing was presented. The proposed bid opening date is May 27, 2020 at 10:00 a.m. with a public hearing on June 1, 2020 at 5:00 p.m.

Seylar introduced Resolution No. 2237 entitled "RESOLUTION TO PROVIDE FOR NOTICE OF HEARING ON PROPOSED PLANS AND SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATED COST FOR THE 2020 STREET IMPROVEMENTS PROJECT FOR THE CITY OF ESTHERVILLE, IOWA, AND FOR THE TAKING OF BIDS FOR SAID IMPROVEMENT" and moved its adoption, which was seconded by Heckard. (This resolution sets May 27, 2020 at 10:00 a.m. for the bid opening and June 1, 2020 at 5:00 p.m. in the Council Chambers as the time and place for a public hearing on the proposed plans and specifications, form of contract and estimated cost.) VOTE: ayes: Seylar, Carlin, Haukoos, Clark, Goebel, Gage, Heckard--7

### Resolution No. 2238 Nuisance Assessments

A list of unpaid nuisance assessments and other services totaling \$3,565.79 was presented. If adopted the list would be certified to the Emmet County Treasurer for collection with property tax.

Seylar introduced Resolution No. 2238 entitled "RESOLUTION ADOPTING ASSESSMENT SCHEDULE FOR THE COLLECTION OF UNPAID INVOICES FOR THE ABATEMENT OF NUISANCES AND OTHER SERVICES IN THE CITY OF ESTHERVILLE, IOWA" and moved its adoption, which was seconded by Heckard. VOTE: ayes: Seylar, Carlin, Haukoos, Clark, Goebel, Gage, Heckard--7

### 2020 PCC Trail Improvements Project

Pay Estimate #2 for the amount of \$183,826.27 from Howrey Construction for the PCC Trail Improvements Project TAP-U-2417(607)--8I-32 was presented for approval.

Moved by Seylar, seconded by Goebel to approve Pay Estimate #2 in the amount of \$183,826.27 to Howrey Construction. VOTE: ayes--7

Small Business COVID-19  
Financial Assistance Program

Administrator Clayton presented a Small Business Financial Assistance Program application. The proposed program would assist our local small businesses impacted by the COVID-19 virus. The program consists of a total of \$50,000 of Local Option Sales tax funds and businesses that are eligible would receive a maximum of \$1,000. Grant amounts may vary and will be determined by the loss in sales revenue, employees being laid off, and/or the financial needs of the business that are a direct result of the COVID-19 virus. The goal is to assist as many businesses as possible with the limited amount of funds available.

Moved by Haukoos, seconded by Seylar to approve the Small Business Financial Assistance Program. VOTE: ayes--7

Updates

- a. Central Ave. Bridge Project.
- b. Trails.
- c. River Trail.

Adjournment

Moved by Seylar, seconded by Goebel to adjourn the meeting at 5:42 p.m. VOTE: ayes--7

Joseph M. May, Mayor

ATTEST:

Elizabeth Burton, City Clerk