

**City of Guttenberg
Regular City Council Meeting
February 13, 2023**

The Guttenberg, Iowa City Council met in regular session Monday, February 13, 2023, at 6:00 P.M. in the Municipal Building City Council Chambers. Mayor Fred Schaub presided with Jane Parker, Austin Greve, Michelle Geuder, Mandy Ludovissy, Steve Bahls present.

Guests: Tom Siegert, Dave Bahls, Brandie Tomkins, Diana Johnson, Derek Chambers and Dan Pierce.

Greve made a motion approve the agenda. Parker seconded. Ayes: Bahls, Greve, Parker, Geuder and Ludovissy. Nays: 0. Motion carried.

Parker made a motion to approve the Consent Agenda and table the Finance Committee appointment. Bahls seconded. Ayes: Bahls, Greve, Ludovissy, Parker and Geuder. Nays: 0. Motion carried.

Approved by Consent Agenda vote:

- a) Approve Minutes of Regular Meeting – 01/09/2023
- b) Bills & Claims.

VENDOR	REFERENCE	AMOUNT	CHECK #
ACCESS SYSTEMS	LIBRARY COPIES	39.33	55461
ACCESS SYSTEMS	COPIES 3276B/4344C	496.54	55479
AFLAC	EMPL SUPLMTL INS	85.42	55477
AIRGAS USA LLC	CYLINDER RENTAL	72.01	55462
AIRGAS USA LLC	CYLINDER RENTAL	357.06	55480
ALPINE COMMUNICATIONS	PHONE SERVICE	1,523.47	55463
ALPINE COMMUNICATIONS	PHONE SERVICE	78.90	55470
SYNCB/AMAZON	BOOKS	43.70	55481
AMERICAN UNITED LIFE INS CO	EMPL LIFE INS BENEFIT	376.00	55467
AUTOTEK SERVICE CENTER, INC	HYDRAULIC HOSE/FITTING	79.86	55482
BAKER & TAYLOR	BOOKS	895.42	55483
BLACK HILLS ENERGY	GAS UTILITIES	8,723.59	55471
BROWN'S SALES & LEASING	OIL CHG/TIRE ROTATION-17 CHEVY	101.13	55484
BRUENING ROCK PRODUCTS, INC.	WASHED CONCRETE SAND	469.36	55485
CASEY'S BUSINESS MASTERCARD	FUEL	400.02	55464
CLAYTON CNTY RECORDER	RECORDING FEES - KLAES ENT.	17.00	55468
CRANK'S TREE SERVICE	TREE TRIMMING	3,420.00	55486
CULLIGAN	BOTTLED WATER SHOP	77.00	55487
DELTA DENTAL OF IOWA	VISION/DENTAL INS FEB 23	305.04	ACH
DOLLAR GENERAL	OPERATING SUPPLIES	24.35	55488
EMPLOYEE BENEFIT SYSTEMS	HRA FEES - 01/13/23	10,433.97	ACH
EDGEWOOD AUTO & TIRE	VEHICLE MAINT - 00 IH	227.50	55489
EFTPS	FED/FICA TAX	20,193.80	ACH
EMC INSURANCE COMPANIES	ADD'L INSURANCE - 09 ALTEC	222.00	55490
FLETCHER REINHART CO	CLAMP/LINE SPLICE/COVER	794.23	55491
FORTE	ACH FEES - FRONTDESK PAYMENTS	104.45	ACH

GUTTENBERG CHAMBER OF COMMERCE	BUDGETED MONTHLY DONATION	1,250.00	55492
GUTTENBERG MUNICIPAL HOSPITA	CDBG GRANT - FOOD ASSISTANCE	88.00	55493
GUTTENBERG PRESS, INC	PUBLICATIONS/NOTICES	520.50	55494
GUTTENBERG RETAILERS	EMPL SAFETY INCENTIVE - JAN 23	290.00	55465
GUTTENBERG RETAILERS	EMPL SAFETY INCENTIVE - FEB 23	290.00	55495
GUTTENBERG CITY UTILITY ACCTS	METER DEPOSITS APPLIED	150.00	55496
HAWKINS, INC	CHEMICALS - WTR	1,135.20	55497
HEFEL PORTABLE SERVICES, LLC	PORTABLE RESTROOMS	700.00	55498
KARI HOYHEIM	CAFE PLAN FY23	594.63	55472
IA CODIFICATION INC	JAN 23 SUPPLEMENT	189.00	55499
IA DEPT PUBLIC SAFETY	TERMINAL BILLING - OND 2022	300.00	55500
IA DEPT REVENUE & FINANCE	SALES/L OPT/USE/WET TAX DEC 22	8,125.39	ACH
IA DEPT REVENUE & FINANCE	SALES/L OPT/USE/WET TAX JAN 23	7,788.98	ACH
IA DIV OF LABOR SERVICES	BOILER INSPECTION - MUNI BLDG	40.00	55501
IA MUN FINANCE OFFICERS ASSOC	ANNUAL DUES	100.00	55502
IA PARK & REC ASSOCIATION	CPO WORKSHOPS-DP&BS/CLASS-KZ	680.00	55503
IPERS	IPERS - REGULAR	13,309.44	ACH
RYAN JASTER	UTILITY DEPOSIT REFUND	290.00	55504
KIESLER'S POLICE SUPPLY	SABRE RED CROSSFIRE 1.5OZ GEL	97.86	55505
KLUESNER SANITATION, LLC	SOLID WASTE REMOVAL	11,680.87	55506
KUEMPEL HARDWARE INC	OPERATING SUPPLIES	446.76	55507
KWIK TRIP INC. - CREDIT DEPT.	FUEL - DEC 22	2,210.63	55466
KWIK TRIP INC. - CREDIT DEPT.	FUEL - JAN 23	120.55	55508
LYNCH DALLAS, P. C.	LEGAL FEES	3,064.50	55509
MA'S DAYCARE	GAX #4 20-CVN-067	1,840.00	55510
NANCY MCCLELLAN	INSTALL PRINTER-PD NETWORK	67.50	55511
MEUSER LUMBER CO	OPERATING SUPPLIES	79.88	55512
MEYER COLLISION & SERVICE CNTR	OIL CHANGE 21 TAHOE	67.61	55513
MICROBAC LABORATORIES, INC.	TESTING - WATER	249.50	55514
MORTON SALT, INC.	BULK SALT - SNOW REMOVAL	2,387.06	55515
MUNICIPAL MANAGEMENT CORP	WATER SYSTEM LEAK SURVEY	2,000.00	55516
MUNICIPAL SUPPLY INC	FLEXNET ANNUAL SUPPORT	4,024.88	55517
NAPA AUTO PARTS	OPERATING SUPPLIES	61.56	55518
NORTHWOOD PUBLIC LIBRARY	DAMAGED BOOK-INTER LIB LOAN	10.00	55519
PEERLESS WELL & PUMP, INC.	PUMP REPAIRS/BACK-UP PUMP	40,585.00	55520
POLK CO SHERIFF'S OFFICE	CASE # SCSC019613	250.00	55475
QUALITY FLOW IOWA, INC	SVC CHECK 3 LIFTSTATIONS	750.00	55521
GUTTENBERG PLUMBING & HEATING	SOUTH SOCCER FIELD	6,777.00	55522
REGION 1 AWWA	WATER OPERATORS' MTG - 2	50.00	55523
RESALE POWER GROUP OF IOWA	WHOLESALE POWER	135,907.95	55478
DENISE SCHNEIDER	REIMBURSE CAFE PLAN FY23	480.00	55476
DENISE SCHNEIDER	REIMB MILEAGE-ELK/INDEP	116.59	55524
SCHUSTER & MICK LAW OFFICE	LEGAL FEES	2,673.50	55525
SEILER INSTRUMENT & MFG INC	WATER MINOR EQUIPMENT	727.72	55526
SJ ELECTRO SYSTEMS INC.	ICONTRON SUBSCRIPTION JFM 2023	321.00	55527

STATE OF IA-INSURANCE DIVISION	CEMETERY ANNUAL REPORT - 2022	91.00	ACH
STATE WITHHOLDING	STATE TAX	3,094.02	ACH
STOREY KENWORTHY	JANITORIAL SUPPLIES	97.42	55473
T&R ELECTRIC, INC.	50 KVA SINGLE PHASE TRANSFORME	1,476.07	55528
TERRY DURIN CO	BOX PAD/PHOTOCONTROLS (12)	971.90	55529
UNIVERSAL ELECTRIC SUPPLY	LED LIGHTS - LIBRARY	358.07	55530
UPPER EXPL REG PLANNING COMM	GRANT ADMIN FEES	4,686.51	55531
USA BLUE BOOK	NITRILE GLOVES	352.98	55474
USA BLUE BOOK	POCKET PRO+ PH TEMP TESTER	315.72	55532
UTILITIES	CITY UTILITIES	10,006.50	55533
VEENSTRA & KIMM, INC.	ENGINEERING FEES	6,600.00	55534
VERIZON WIRELESS	CELLPHONES/TABLETS/HOT SPOTS	418.95	55535
WASHINGTON NAT'L INS CO.	EMPL SUPL INS	268.70	55536
WELLMARK BC/BS OF IOWA	MEDICAL INSURANCE	19,376.60	55469
WELLS FARGO	OPERATING SUPPLIES	6,293.13	55537
GARY WESTHOFF	BURIALS - 3	2,025.00	55538
WINEGAR WORKS, INC	WINCH 600 LB	26.99	55539

- c) Financial Reports for January 2023.
- d) Department Reports.
- e) Resolution No. to Approve Official Appointments: Kids Kampus: Brenda Schaub, Fire Chief: Joe Zittergruen, Assistant Fire Chiefs: Jim Cunningham and Josh Roth, Personnel Committee: Steve Bahls & Jane Parker.
- f) Simplified Application for Class B Retail Alcohol License for Dolgencorp, LLC d/b/a Dollar General #9693
- g) Simplified Renewal for Special Class B Retail Alcohol License with Outdoor Service for Flatheads LC/ Fish Shack pending Dram Shop Insurance.
- h) Simplified Application Amendment for Ownership Updates for Kwik Trip Inc. d/b/a Kwik Star #145.

HEARING OF DELEGATIONS: None.

Public Hearing regarding Proposed Property Tax Levy for Fiscal Year July 1, 2023- June 30, 2024 was open and closed with no public comments. Greve made a motion to approve Resolution No. 3363-23, A Resolution Approving FY 2023-2024 Property Tax Dollars and set the public hearing for FY 2023-2024 Budget for March 13, 2023 at 6pm. Parker seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Public Hearing regarding status of funding activities for the City of Guttenberg Daycare Assistance Project was open and closed with no comments. Diana with UERPC spoke to council and read the following 4 points: **(a) a general description of accomplishments to date:** The total project is approximately 57% complete. Several outside and inside daycare items were approved as part of the grant and have been purchased. It is hoped that these items will help the daycare with increased business activity. Grant dollars have also been approved and used to assist with the salary of one low to moderate income employee. **(b) a summary of expenditures to date:** The latest pay estimate is current through December 31, 2022, and indicates that Community Development Block Grant CV (CDBG-CV) reimbursable expenditures to date are at \$47,297.34 in terms of total project completed. This includes the expenditures of the daycare needs of \$43,978.61 and administrative expenditures of \$3,318.73. The total CDBG-CV expenditures requested-to-date is at 57%. Of the

total spent, grant funds received include \$44,126.25 and local match expenditures from Ma's Daycare include \$3,171.09. There are still \$38,192.48 in grant funds available to draw down and administration of \$2,681.27. **(c) a general description of remaining work:** Ma's Daycare still has approximately five months of salary to be completed and drawn down along with the approved purchase of a few inside daycare items. In addition, the Iowa Economic Development Authority (IEDA) monitor visit has yet to be scheduled and completed. **(d) a general description of changes made to the project budget, performance targets, activity schedules, project scope, location, objectives or beneficiaries:** Since the CDBG end date is set for May 31, 2023, the project is currently at 57% completed, and there is no extension of the timeline of these COVID-19 funds, the City anticipates finalizing this project as intended. The city does not expect any changes in project scope, location, objections, or beneficiaries and assumes all funds depleted and used before the CDBG-CV deadline. For more information on this project, feel free to contact Diana Johnson, Upper Explorerland Regional Planning Commission, 563-419-6104.

Discussed Ron & Sue Hoefler request to purchase City property. Parker made a motion to approve Resolution No. 3364-23, A Resolution Revoking Resolution #3360-23. Greve seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried. Greve made a motion to approve the First Reading of Ordinance No. 701-23, An Ordinance Providing for the Vacation of A Portion of the Alley in Block 145 and a Portion of Van Buren Street in the City of Guttenberg, Clayton County, Iowa. Parker seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried. Greve made a motion to waive the second reading of Ordinance No. 701-23. Bahls seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried. Greve made a motion to approve the Final reading and passage of Ordinance No. 701-23. Parker seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried. Ludovissy made a motion to approve Resolution No. 3365-23, A Resolution Authorizing Disposal of an Interest in Real Property to Ronald F. Hoefler and Sue Ann Hoefler, Husband and Wife (Lot 10 in Block 145 in the City of Guttenberg, Clayton County, Iowa). Geuder seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Dave Bahls spoke to the Council regarding the River Park Cruisers Event/Street Closure request. Greve made a motion to approve event/street closure request for September 16, 2023, closing River Park Drive from Main St. to Schiller and the River Park Drive alleys on Pearl, Prince, Goethe and Herder Street. Bahls seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Tom Siegert with the Combat Veterans spoke to Council regarding issues with a business in town. Discussed that the Combat Vets will not be holding an event in Guttenberg this year due to issues with one of the host businesses; they will look at coming to Guttenberg in 2024.

Brandie Tomkins, Chamber/Community Vitality Director spoke to Council regarding event requests. Discussed the parade route for July 1, 2023 for Stars and Stripes, discussed parade winner donation of 5 pool punch cards like in the past. Request to have fireworks on July 1, 2023 and closure and use of 100-200 blocks of River Park Drive near Ingleside Park on July 1st for the Stars and Stripes celebration. Discussed GermanFest: Close 500-600 Blocks of River Park Drive from Friday September 22, 2023 to Sunday, September 24, 2023. Asked for permission to use the 400 block of South River Park Drive for the Farmer's Market on Saturday mornings from May 13th through October 21st, discussed closing street parking in front of the Farmer's Market. Bahls made a motion to approve event requests. Parker seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried. Brandie spoke regarding Dog Park, advised that an update will be given following next Community Vitality meeting. Discussed the DEV2023 Conference. Bahls made a motion to approve Brandie's attendance at conference. Parker seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Denise provided an update on City Projects. Discussed having Family Resource Center/GEIDC come to Council meetings to update Council on their community building project.

Discussed Natural Gas Franchise Fee. Parker made a motion to approve Resolution No. 3366-22, A Resolution Approving and Adopting a Revenue Purpose Statement for the Use of Revenues from Natural Gas Franchise Fees. Bahls seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried. Greve made a motion to approve Resolution No. 3367-22, A Resolution Setting a Public Hearing on an Ordinance Establishing A Franchise Fee on Natural Gas Energy Providers Operating within the City of Guttenberg, Iowa. Public Hearing set for March 13, 2023 at 6pm. Geuder seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Discussion was held on nuisance properties and city attorney filing Ian Rodenberg paperwork.

Greve made a motion to approve the First Reading of Ordinance No. 702-23, An Ordinance Amending the Code of Ordinances of the City of Guttenberg, Iowa, Pertaining to Disposal of City Real Property. Parker seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried. Greve made a motion to waive the second reading of Ordinance No. 702-23. Bahls seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried. Greve made a motion to approve the Final Reading and Passage of Ordinance No. 702-23. Parker seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Discussed the Police Department Policy and Procedure Manual. Parker made a motion to approve Resolution No. 3368-23, A Resolution Authorizing the Execution of the City of Guttenberg, Iowa Police Department Policy & Procedure Manual. Bahls seconded. Roll Call Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Discussed Fuel Bids. Ludovissy made a motion to approve Kwik Star bid. Parker seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Dan Pierce spoke to Council regarding WW/Flood duties/compensation. Parker made a motion to approve a \$1.50/hour wage increase for the Wastewater Superintendent position in relation to additional flood control duties; and contingent upon approval from the union. Bahls seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Discussed Marina and Janitorial positions. Bahls made a motion to approve advertising positions with a wage rate of \$17.00/hour. Geuder seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Discussed Land Lease Renewals. Parker made a motion to approve land lease renewals terms per Mike Schuster's recommendation letter from 02/03/2023. Bahls seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Discussed Assistant City Attorney Contract for Legal Services. Greve made a motion to approve Assistant Attorney Contract for Legal Services. Bahls seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Police Chief Derek Chambers spoke to Council regarding the Clayton County Police CERT team. Parker made a motion to approve joining 28E agreement for the CERT Team and \$2,500.00 membership. Geuder seconded. Vote: Ayes: Parker, Geuder, Ludovissy, Bahls and Greve. Nays: 0. Motion carried.

Reports:

- Fire Chief. Written report submitted.
- Chief of Police: Written report submitted.
- Chamber of Commerce/Community Vitality: Written report submitted.
- Mayor Report: NIMS Training, Sarah with Emergency Management will attend April Meeting.
- Council Report: None.

Bahls made a motion to adjourn the meeting at 8:02 pm. Greve seconded. Council Vote: Ayes: Bahls, Greve, Parker, and Geuder. Nays: 0. Motion Carried.

Fred Schaub, Mayor

ATTEST:

Denise Schneider, City Manager

REVENUE

Jan-23

GENERAL	\$	(25,722.51)
AMBULANCE	\$	446.50
ROAD USE	\$	18,645.74
TRUST & AGENCY	\$	1,289.20
EMERGENCY	\$	97.96
LOCAL OPTION	\$	22,919.13
TIF 2008	\$	824.36
TIF R	\$	2,268.90
TIF 2003	\$	3,740.92
REVOLVING LOAN	\$	100.75
ENERGY	\$	15.00
LIBRARY TRUST	\$	30.38
DEBT SERVICE	\$	1,325.35
CAP PROJECT-HS POND	\$	75,000.00
CEMETERY PERPETUAL CARE	\$	107.15
WATER	\$	40,817.22
SEWER	\$	46,070.00
ELECTRIC	\$	193,042.89
METER DEPOSIT	\$	1,250.00
EQUIPMENT	\$	71.50
STORM SEWER	\$	5,398.86
TOTAL	\$	387,739.30

EXPENDITURES

13-Feb-23

GENERAL FUND	\$	50,481.38
ROAD USE FUND	\$	7,842.34
TRUST AND AGENCY FUND	\$	10,433.97
CAP PROJECT-FLOOD CONTROL FUND	\$	750.00
CAPITAL PROJECT - PARK FUND	\$	3,750.00
CDBG WATER FUND	\$	1,545.89
SEWER IMPR PROJECT FUND	\$	375.00
STORM SEWER IMPR PROJ FUND	\$	750.00
WATER FUND	\$	55,902.01
SEWER FUND	\$	8,039.09
ELECTRIC FUND	\$	160,132.55
UTILITY METER DEPOSITS FUND	\$	440.00
STORM SEWER FUND	\$	191.52
PAYROLL FUND	\$	79,797.90
TOTAL	\$	380,431.65

