

## Woodward Council Minutes

Apr 13, 2020

Mayor Folkerts called the Apr 13, 2020 Council meeting to order at 7:00pm. The meeting will be held electronically per the Governor's Emergency Public Health declaration in response to the current COVID-19 situation. Roll Call: Present; Kirts, Gough, Bustad, Stone, Patel.

Motion Bustad, approve the agenda remove item 4. Open Forum, 2nd Gough, MCU.

Motion Bustad, approve the Minutes of the Mar 9, 2020 Council Meeting, 2<sup>nd</sup> Gough, MCU.

Dept Reports: Parks, Bustad; there is talk of a Community Garden, if this is happening it will be at the Trailhead. Working on painting the Shelter house bathrooms. Water, Kirts; they had a meeting the end of Feb. Public Works, Newland; Sewer Woodruff is finishing up the lagoon project. Finish grading and seeding. They are working on the diffusers on the Lagoon. Water, the City will be installing relief valves in the Hass addition for flushing of water lines. Storm Sewer; maybe an extension from Cherry Street to the creek. Police Chief Cox; escorting the Easter Bunny Parade was a success on Apr 12<sup>th</sup>. Stone; City Wide Cleanup is scheduled for May 30<sup>th</sup>, he has lined up the Academy to help, and waiting on the approval from Boone County Landfill.

Mayor Report: Codification is coming along they suggested adding the Zoning Ordinances and bringing them up to date, Chapter 269 and 271. The price is not to exceed \$600. This would be all included in the Codification Book. All of the Council approved including the Zoning Chapters into the Codification.

The Lagoon is closed to public access permanently, the gate is locked.

They will be cancelling Friends and Neighbors Day it may possibly happen this Fall. Mayor has negotiated with MD7, representing T-Mobile and Sprint for the Water Tower Lease a contract will be forthcoming. Rent will increase to \$500 for ten years and then a 10% increase with a 5-year escalator.

Mayor received a drawing from V&K for the ballfield, he will be talking to Dr Adams, W-G School for the relocation. With the new Keystone housing development, it was significant to relocate the ballfield. The Developer asked the City to provide a Sewer lift Station for the area. The deadline is Jun 1, 2020 to have all of this in place for the project to begin. P&Z will be working on a new Zoning Ordinance, the City will be having a Special Session to get this approved.

Patel, asked about the Alliant energy light poles when are the old ones coming down? Newland mentioned the old one will remain for Media Com until they can be buried. For the Record Patel new ones stay old poles will come out.

Motion Gough, approve Resolution 2020-07, 2<sup>nd</sup> Stone, appoint Paul Thompson as the CIRHA Board Representative and Mary Bustad, Alternate for a three-year-term. Discussion Mayor Folkerts, was approached by Thompson who wishes to continue on the CIRHA Board as Treasurer, Bustad is willing to serve. Roll Call: Ayes; Gough, Bustad, Kirts, Stone, Patel.

Motion Patel, discuss Schlichter plat, 2<sup>nd</sup> Kirts. Folkerts, the property is south of town some is inside the city limits some is ag land. If houses will be built this will have to come back to the Council for approval.

Motion Bustad, waive the subdivision rights on the Schlichter Plat of Survey Parcel 19-137, 19-138, 19-139, 2<sup>nd</sup> Stone. Roll call: Stone, Bustad, Gough, Patel, Kirts.

Motion Stone, discuss upgrading the City web site design, 2<sup>nd</sup> Bustad. Mayor, we currently use Gov Office to maintain our website. Mayor the City pays a minimum fee, this locks down on what the City can publish. Gov web Site keeps us from getting into a possible law suit. Upgrade promote the City, Parks and Events. Hoyt, 3 year break down. Currently, we pay \$600 a year with limited access. Hoyts, suggests the \$4,500 contract for 3 years. Gov Office will help set everything up.

Motion Kirts, contact GOV Office proceed with securing an upgrade with the price of \$1500 a year for the next three-years, 2<sup>nd</sup> Patel, Roll Call: Ayes; Stone, Bustad, Kirts, Stone, Patel.

Motion Kirts, discuss LED lights on Main Street, 2<sup>nd</sup> Stone MCU. Folkerts, replace the old bulbs and put in new LED lights. The amount could be less if Blaser can work in the air saving on the labor.

Motion Bustad, accept Blaser Electrical Service bid of \$8000.00 to upgrade and retrofit the Main Street Lighting to LED, 2<sup>nd</sup> Gough. Roll Call: Ayes; Gough, Kirts, Bustad, Patel, Stone.

Motion Kirts, discuss water sewer utilities waive all turn off fees and penalties during COVID-19, 2<sup>nd</sup> Stone MCU. Mayor Folkerts, no water accounts turned off, waive only the penalties and reconnect fees. Kirts around 8 would be turned off this month. Cannot turn off the water right now. Citizens are still responsible for the water that they used. Look at the time frame, payment should be made by the 15<sup>th</sup>, some bills are from last month. On the 27<sup>th</sup> door tags, turn off on the 28<sup>th</sup>. Letters will be sent out on the 28<sup>th</sup>, citizens need to contact city hall for payment arrangements, we will work with you, if you decline to contact city hall the penalties will be assessed to your account when COVID is over. Kirts, the City needs to send letters out on the 28<sup>th</sup>. Item for discussion, at the Jun meeting. Citizens still owe the bill, we are just waiving the penalties.

Motion Gough, waive the penalties and late fees for the month of Mar, Apr, May, Utility Bills, 2<sup>nd</sup> Stone. Roll Call: Stone, Kirts, Patel, Gough, Bustad.

Motion Kirts, discuss the SCADA System Sewer Technology Communication, 2<sup>nd</sup> Stone. Folkerts has talked to everyone about the computer at the water plant which needs to be replaced it is 8 years old. They will load all of the information from the water plant computer and everything for the Sewer System on one computer. Kirts questioned why this was not included in the original plans of the sewer plant. Newland the old system does not include the information like the new SCADA system the computer will call him in a rain event. The lagoon cannot go over 22 hundred gal a minute. Now he gets an alarm, he has to go out physically and look at what is going on. DNR wants this documented.

Motion Kirts, approve Purchasing the SCADA System Sewer Technology Communication from JETCO amount not to exceed \$13,590.00, 2<sup>nd</sup> Bustad, paid for by LOSST Capitol Fund. Roll call: Ayes; Bustad, Kirts, Patel, Stone, Gough.

Motion Kirts discuss the Vacuum Excavator, 2<sup>nd</sup> Gough MCU. Newland, 2 issues, the inner cell control manhole and all of the Utilities are in the right-of-way. This causes, a lot of work around when something needs to be repaired. Mayor Folkerts, if we purchase this equipment, he does not want to tack it on the loan. Kirts is concerned about spending money and the urgency of doing it. Gough suggests, that it is possible to monitor the amount of money spent hiring Accujet, track maintenance for one year.

Motion Bustad, table the purchase of the Vacuum Excavator, 2<sup>nd</sup> Patel MCU.

Motion Gough, discuss Bice Lawn Care Bid, 2<sup>nd</sup> Patel. There was much discussion about herbicide, and insurance.

Motion Kirts accept Bice Lawn Care Bid Spring and Fall not to exceed \$1265.00, 2<sup>nd</sup> Bustad, need copies of his certificate of Insurance and Operator License. Roll Call: Ayes; Bustad, Kirts, Stone, Patel, Gough.

Motion Bustad, approve the bills 2<sup>nd</sup> Patel. Ayes; Kirts, Patel, Gough, Stone, Bustad.

|                              |              |           |
|------------------------------|--------------|-----------|
| ACCESS SYSTEMS               | EQUIP        | 121.98    |
| ACCO                         | SUPL         | 261.40    |
| ACCU JET SEWER & DRAIN       | MAINT        | 600.24    |
| AFLAC                        | AFLAC        | 784.10    |
| AGSOURCE LABORATORIES        | TEST         | 819.50    |
| ALLIANT ENERGY               | UTIL         | 6,299.66  |
| AMAZON                       | BOOKS        | 142.00    |
| AVESIS VISION PLAN           | INS          | 11.54     |
| BAKER & TAYLOR               | BOOKS        | 153.92    |
| BLACK HILLS ENERGY           | UTIL         | 560.72    |
| BLUE FLAME FUELS             | FUEL         | 936.61    |
| SHANE BUCK                   | EQUIP        | 201.00    |
| CAPITAL CITY EQUIPMENT CO    | MAINT        | 182.94    |
| CARGILL INC-SALT DIVISION    | SALT         | 5,130.03  |
| CENGAGE LEARNING INC/GALE    | BOOKS        | 77.82     |
| CITY OF PERRY                | MAINT        | 300.00    |
| CARDMEMBER SERVICE           | SUPL         | 713.54    |
| DALLAS CO HOSPITAL           | TEST         | 55.00     |
| DEMCO                        | SUPL         | 104.04    |
| DIAM PEST CONTROL            | MAINT        | 115.00    |
| EFTPS                        | FED/FICA TAX | 6,892.48  |
| FINNESETH DALEN & POWELL PLC | LEGALS       | 210.00    |
| GATEHOUSE-DB IOWA HOLDINGS   | LEGALS       | 387.64    |
| GUTHRIE CO REC               | UTIL         | 30.49     |
| HACH COMPANY                 | SUPL         | 4,191.95  |
| HARLAND ACE HARDWARE         | SUPL         | 95.14     |
| IAMU                         | DUES         | 464.73    |
| ICAP                         | INS          | 22,051.29 |
| IPERS                        | IPERS        | 4,605.90  |
| J&D COMPUTERS                | LAPTOP       | 1,644.90  |
| K-GUARD IOWA                 | MAINT        | 100.00    |
| KLEENER IMAGE                | SUPL         | 332.80    |
| KUEHL BROTHERS               | MAINT        | 409.00    |
| LIBERTY NATIONAL LIFE        | LIBERTY      | 120.60    |
| MENARDS GRIMES               | SUPL         | 582.20    |
| MINBURN TELECOM              | DROP FEE     | 1,576.65  |
| MOMAR                        | SUPL         | 3,865.95  |
| MUNICIPAL SUPPLY             | SUPL         | 1,948.05  |
| MYRNA GRIFFITH               | MILEAGE      | 21.60     |
| O'REILLY AUTO PARTS          | MAINT        | 87.35     |
| CHRISTINA PERKINS            | MILEAGE      | 26.68     |

|                          |                |                   |
|--------------------------|----------------|-------------------|
| QUILL CORPORATION        | SUPL           | 291.84            |
| SCHOLASTIC LIBRARY       | BOOKS          | 23.29             |
| SPRAYER SPECIALTIES      | SUPL           | 34.51             |
| STIVERS FORD             | MAINT          | 40.48             |
| TITAN MACHINERY          | MAINT          | 238.25            |
| TREASURER EXCISE TAX     | EXCISE TAX     | 767.00            |
| TREASURER STATE OF IOWA  | STATE TAX      | 1,186.00          |
| TREASURER STATE OF IOWA  | SALES TAX      | 998.00            |
| VEENSTRA & KIMM          | PERMITS        | 150.00            |
| VERIZON WIRELESS         | PHONE          | 87.67             |
| WALTERS SANITARY         | GARBAGE        | 5,846.57          |
| WELLMARK BLUE CROSS      | INS            | 3,511.79          |
| WOODWARD CEMETERY        | MAINT          | 1,200.00          |
| WOODWARD POST OFFICE     | POSTAGE        | 252.50            |
| CITY OF WOODWARD         | POSTAGE        | 122.96            |
| WOODWARD RESOURCE CENTER | WATER          | 1,431.43          |
| WATER                    | DEPOSIT REFUND | 78.07             |
| PAYROLL                  |                | 22,069.40         |
| TOTAL EXPENSES           |                | 105,546.20        |
| GENERAL                  |                | 45,171.92         |
| ROAD USE TAX             |                | 8,418.52          |
| EMPLOYEE BENEFITS        |                | 2,609.54          |
| WATER                    |                | 27,350.49         |
| SEWER                    |                | 19,995.70         |
| STORM SEWER              |                | 2,000.03          |
| TOTAL FUNDS              |                | 105,546.20        |
| GENERAL                  |                | 14,861.08         |
| ROAD USE TAX             |                | 7,431.18          |
| EMPLOYEE BENEFITS        |                | 3,694.28          |
| EMERGENCY                |                | 228.58            |
| LOCAL OPTION TAX         |                | 20,524.05         |
| DEBT SERVICE             |                | 3,901.63          |
| WATER                    |                | 25,941.45         |
| SEWER                    |                | 36,678.76         |
| STORM SEWER              |                | 3,419.09          |
| <b>TOTAL REVENUE</b>     |                | <b>116,680.10</b> |

Mayor Council Comments: Bustad, reminder people are burning. Open burning is allowed the last two weekends in April. It makes it hard for people to breathe and sit outside. Mayor feel free to give feedback and opinions using the electronic meeting and the items discussed tonight.

Motion Stone, adjourn the meeting at 9:00pm, 2<sup>nd</sup> Gough MCU. The next regular Council meeting will be May 11, 2020 at 7:00pm.

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Christina Perkins, City Clerk Finance Officer

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Attest: Todd Folkerts, Mayor