

WORK SESSION AVOCA CITY COUNCIL July 21, 2009

Mayor James Johnson called the meeting to order at 6:30 PM. Robert McCarthy, Fred Miller III, David McCain, Jennie Maassen and Carol Kyle were present. Motion by McCain, second by McCarthy to approve the agenda with the exception of striking the financial reports until the next meeting due to computer glitch. Motion carried.

When asked if there was a any public comment, Tamera Ploen brought in a Quit Claim Deed to be signed by the City for the far most eastern part of her property at 316 E Thomas St. Mr. Fichter states he would look at it and take it to the City Attorney.

Motion by McCain, second by Miller to approve consent agenda consisting of: Claims and Payroll and July 7, 2009 minutes, striking the financial reports. Motion carried 5 – 0.

Motion by McCarthy, second by Maassen to approve resolution 09-0721-01: FINAL APPROVAL OF DOWNTOWN GRANT PROJECT FOR 131 N ELM STREET. On a roll call: AYES: 5, NAYS: 0. Wait to cut check until we get Certificate of completion.

Motion by McCarthy, second by Maassen to approve resolution 09-0721-02: FINAL APPROVAL OF DOWNTOWN GRANT PROJECT FOR 107-111 N ELM STREET. On a roll call: AYES: 5, NAYS: 0. Wait to cut check until get Certificate of completion.

Motion by Maassen, second by McCain approving the second reading of Ordinance : Amending Title I, Chapter 6 “Rates, Charges, and Fees”, waiving the third reading. On a roll call: AYES: 4, NAYS: 1 (Fred Miller).

Motion by Maassen, second by Kyle approving the second reading of Ordinance: Creating Title IV, Chapter 8 “Stormwater Management Utility”, waiving the third reading. On a roll call: AYES: 4, NAYS: 1 (Fred Miller).

Discussion on Police Chief employment contract. Motion by McCain, second by Miller to have the City Manager drawn up contract with the items discussed and have the mayor execute the contract. On a roll call: AYES: 5, NAYS: 0.

Discussion on seasonal wages. Seasonal wages will be reevaluated during next budget process.

Mr. Fichter did a presentation on the following items: staff teambuilding effort and goals, Staff recommendation for surplus equipment sale proceeds, update on 2009 Action Plan and Financial subjects.

Motion by Miller, second by McCain to adjourn at 8:19 PM. Motion carried 5-0.

---

James Johnson, Mayor

ATTEST:

---

Teresa M Hoepner, City Clerk

06-01-09 THRU 06-30-09		CLAIMS REPORT	TOTAL
VENDOR NAME	REFERENCE		
ACCO	CHEMICALS		\$3,803.65
ACTION PEST SERVICES	PEST CONTROL		\$50.00
AFLAC	VOL. INSURANCE		\$378.24
AGRILAND FS INC	FUEL		\$4,321.94
AQUATIC RESOURCE MANAGEMENT	CHEMICALS		\$489.39
AVOCA GOLF & COUNTRY CLUB	TOP DRESSING		\$48.01
AVOCA MUNICIPAL UTILITIES	WATER BILL		\$17.36
AVOCA RED-E-MIX, INC	SIDEWALK GRANT		\$2,234.38
AV SEED & CHEMICAL	SEED		\$173.18
AVOCA SUPER FOODS	SAFETY MTG		\$790.03
AVESIS THRID PARTY ADMIN, INC.	VISION PLAN		\$133.06
BADGER METER, INC.	1 YR SVC AGREEMENT		\$1,744.00
BANKER'S TRUST	MOTEL FINAL PYMT		\$295,702.50
ROGER BENSON	PERMITS # 7 - 10-2009		\$300.00
BLUFFS PAVING & UTILITY INC	STREETScape PYMT 2		\$34,230.85
BOTCHER LAWN SERVICE	MAY MOWING - 5 MOWS		\$400.00
BOUND TREE MEDICAL LLC	PEDIATRIC ELECTRODES		\$115.73
KRIS BRAMMAN	WATER CONTRACT		\$200.00
ROBERT BROWN	LABOR AT PARK		\$90.00
CAMPBELL'S WELDING & REPAIR	WELD FOR POOL		\$215.78
CARLEY DRUG CO	DRY CLEANING/FILM/BTRY		\$94.99
CAS MEDICAL SYSTEMS, INC	BATTERY		\$116.69
COUNCIL BLUFFS WATER WORKS	WATER TEST		\$15.00
CINDY SORLIEN	CUSTOMER REFUND		\$140.50
COLLECTION SERVICES CENTER	CHILD SUPPORT		\$424.60
CONCERNED, INC.	QTRLY NEWSLETTER		\$230.17
CUTTING EDGE	DRAIN GREENS		\$900.00
DAVES STUMP REMOVAL	REMOVE TREE STUMPS		\$195.00
DEB'S DELI & MORE	SANDWICHES		\$33.00
DEMCO	OFFICE SUPPLIES		\$196.90
DOLLAR GENERAL - CHARGED SALES	LIB SMR PRJM/SUPPLIES		\$324.56
DORSEY & WHITNEY LLP	2009 BOND SERIES LEGAL FEES		\$11,342.08
REX EICHELBERGER	CEM MOW/TRIANGLE MOW		\$5,350.00
ELECTRIC PUMP	SVC LIFT STATIONS		\$783.09
ELECTRONIC ENGINEERING	RMVL OF EQUIPMENT FROM 2005		\$437.45
FIRE SERVICE TRAINING BUREAU	FIRE CLASS		\$80.00
FORT DEARBORN LIFE	VOLUNTARY DENTAL		\$252.77
FULLERTON BUILDING CENTER	LIME FOR BASEBALL FIELDS		\$90.84
LEROY & NORMA GLISSMAN	RESOLUTION 09-0616-01		\$7,500.00
GRAMCO LLC	16 QTY 18" X 20' TUBES		\$2,720.00
JEFF GRANDMONT	MILEAGE FOR EMS CLASS		\$245.85
HACH COMPANY	TESTING SUPPLIES		\$91.91
HANSON, SULHOFF, & LARSON	CONF WITH LARSON		\$187.50
HARBOR FREIGHT TOOLS	CUT OFF SAW		\$502.88
KELSI HERBST	RED CROSS		\$151.56
HOBBY LOBBY	SUMMER READING PROGRAM		\$127.05
HOLTZ SERVICE & SMALL ENGINE	SVC FAN/POLE SAW		\$663.57
MJ HOPE ENTERPRISES	NUISANCE MOW		\$800.00

HORIZON EQUIPMENT	OIL FOR MOWERS/BLADE	\$733.22
HTM SALES INC.	GUIDE RAIL BASE	\$400.00
I P E R S	IPERS	\$2,919.96
INTERNAL REVENUE SERVICE	FED/FICA TAX	\$5,973.17
IOWA ASSN OF MUNI UTILITIES	CONFINED SPACE CEUS	\$20.00
IOWA FINANCE AUTHORITY	SRF BOND PYMT	\$14,666.50
IOWA LEAGUE OF CITIES	09-10 DUES	\$771.00
TREASURER-STATE OF IOWA	MAY SALES TAX	\$1,574.00
IOWA WESTERN COMMUNITY COLLEGE	CPR FOR EMTS	\$11.00
IACMA	YRLY MEMBERSHIP	\$120.00
INGRAM BOOK CO	BOOKS	\$1,273.75
IOWA PRISON INDUSTRIES	REFINISH CHAIRS	\$690.90
MELISSA JACOBSEN	MILEAGE TO TAKE TRUCK FOR RP	\$182.51
JANICE DARCEE	YOGA CLASS AT LIBRARY	\$35.00
JOHN KLOEWER PUMPING SERVICE	PUMP SEPTIC TANK	\$100.00
JOURNAL-HERALD	ADV.	\$764.96
KEVIN JACOBSEN	RES 09-0602-04	\$50,000.00
KOCH BROTHERS	RECEIPT BOOKS	\$53.16
JOY KROHN	LABLES	\$14.29
KIM KROHN	HELPED WITH RED CROSS	\$93.50
CAROL KYLE	SIDEWALK REPLACEMENT	\$1,046.06
LINCOLN NATIONAL LIFE INS CO	LIF/LONG TERM DIS INS	\$368.71
JENNIE MAASSEN	REIMBURSE FOR PPR PRODUCTS	\$22.46
MARK PETERSEN	SIDEWALK GRANT	\$1,187.70
MATT AND JANAE STERNBERG	RES 09-0602-03	\$7,500.00
McCARTHY TRENCHING	OPEN/CLOSE/FIX LEAKS	\$1,448.54
MENARD'S	FREEZER	\$493.20
MIDAMERICAN ENERGY CO	UTILITY BILL	\$4,852.88
MIDSTATES BANK	FIRE TRUCK INT. PYMT	\$2,980.82
MIDWEST LABORATORIES INC	TESING	\$33.35
MIDWEST RADAR & EQUIPMENT	RADAR CERT.	\$60.00
MIDWEST REPAIR	TOW GOLF CART	\$100.00
MIDWEST TURF & IRRIGATION	BEARING ROLLER/PIN ROL/LAP COM	\$165.79
MVTL LABORATORIES, INC	TESTING	\$90.00
NATIONAL ASSOC OF CHIEFS	3 YR MEMBERSHIP	\$125.00
NEBRASKA FURNITURE MART	WARRANTY ON LAPTOP	\$1,860.92
NELSEN'S MINI MART INC	ICE	\$13.50
BEN NEVINS	MILEAGE FOR EMS CLASS	\$143.00
WENDY NEVINS	EMT I CLASS	\$58.30
OMB'S EXPRESS POLICE SUPPLY	BATTERY	\$27.98
ORKIN	PEST CONTROL	\$17.13
LYNN PAULSEN	CLEAN LIBRARY - 19 HRS	\$301.98
PEPSI-COLA CO	POP FOR RESALE	\$549.94
PER MAR SECURTIY SERVICES	SVC ON ALARM SYSTEM	\$638.25
MIKE PETERSEN	CLOCK/BATTERIES	\$10.17
PETTY CASH	EMS BILLING SVC	\$64.16
POSITIVE PROMOTIONS, INC	PROMO ITEMS	\$496.97
POTT CO SHERIFF'S OFFICE	JAN 09 PYMT / CONTRACT	\$4,693.14
R & J TIRE & OIL	TIRE REPAIR - DUMP TRUCK	\$65.50

R & S WASTE SYSTEMS INC	TRASH/COLLECTION	\$7,007.00
REGIONAL WATER ASSN	MAY WATER USAGE/LOAN	\$10,433.60
CAROL ROSENBAUM	OFFICE HELP	\$127.50
ROYAL PUBLISHING	ADV IN STATE TRACK FLYER	\$145.00
SALLY SHAVER	CLOWN FOR SUMMER PROGRAM	\$290.30
SAM'S CLUB	CLEANING/OTHER SUPPLIES	\$1,278.58
SCHEMMER	AV CORE BUILDINGS	\$7,527.40
SCHOLASTIC BOOK FAIRS	BOOKS	\$304.48
SERENA RIESGAARD	WALL POPS/MILEAGE	\$473.00
SHELBY COUNTY EMERGENCY SVCS	2009 GEO COMM DUES	\$210.00
SHELBY CO SOLID WASTE AGENCY	TRASH	\$6.00
SMART APPLE MEDIA	BOOKS	\$267.20
SNYDER & ASSOCIATES INC	ENGINNEERING FEES	\$26,718.40
SOLUTION ONE	MONTHLY HP PRINTER SVC	\$334.33
SOUTHWEST IA MENTAL HEALH	EVALUATION	\$350.00
SPORTWIDE	BODY RESTRAINT STRAPS	\$62.99
SOUTHWEST IA PLANNING COUNCIL	FY 2010 DUES	\$628.00
T-C AUTO PARTS INC	GOJO	\$243.56
TITAN MACHINERY	MOWER BLADES/HOSES	\$232.68
TOM NILAND	BUY BACK 2 CEM SPACES	\$500.00
TREASURER OF STATE	STATE TAXES	\$799.00
TRIBUNE NEWSPAPERS, INC.	VOLLEYBALL LEAGUE ADV	\$50.00
TRIPLE C	MILL/REPAIR STREETS	\$9,868.00
U S POST OFFICE	JULY 1 UTILITY BILLS	\$192.57
UPSTART	SUMMER PROGRAM	\$56.27
UPTOWN SPORTING GOODS	WHISTLES/LANYARDS	\$90.00
	BRACELETS/SUMMER READING	
US BANK	PRO	\$3,371.03
VERIZON WIRELESS	CELL PHONE	\$320.08
VOYAGER FLEET SYSTEMS INC	FUEL	\$816.15
WESTERN IOWA DEVELOPMENT		
ASSN	ANNUAL DUES 2009-2010	\$3,280.00
WALNUT COMMUNICATIONS	PHONE/FAX/INTERNET	
WALNUT COMMUNICATIONS	4 GB MEMORY CARD	\$446.69
WELLMARK BLUE CROSS BLUE SHIEL	GROUP 47879-0000	\$6,340.46
WERNER PAINT	PAINT FOR POOL	\$544.07
WESTERN IOWA INSURANCE INC	COPY PAPER	\$42.99
WINNELSON	MANHOLE COVERS	\$1,856.43
ZIMCO SUPPLY CO	SEED	\$4,038.94
DWIGHT ZIMMERMAN	TOP DRESSING 8HRS	\$58.00
FARRELL ZIMMERMAN	STATE FEE	\$175.20
	TOTAL ACCOUNTS PAYABLE	
	CHECK	\$581,713.33
PAYROLL CHECKS		
	PAYROLL CHECKS ON 6/03/2009	\$11,033.65
	PAYROLL CHECKS ON 6/05/2009	\$575.54
	PAYROLL CHECKS ON 6/17/2009	\$17,553.85
	TOTAL PAYROLL CHECKS	\$29,163.04

\*\*\*\*\* REPORT TOTAL \*\*\*\*\*

\$610,876.37

06-01-09 THRU 06-30-09	REVENUE
GENERAL TOTAL	\$99,504.68
GOLF COURSE TOTAL	\$10,859.80
AQUATIC CENTER TOTAL	\$34,225.60
HOTEL/MOTEL TAX TOTAL	\$8,285.69
ROAD USE TAX TOTAL	\$10,718.65
EMPLOYEE BENEFITS TOTAL	\$1,844.02
LOCAL OPTION TAX TOTAL	\$15,686.81
TIF - URBAN RENEWAL #1 TOTAL	\$3,297.16
LIBRARY TRUST -PERPETUAL TOTA	\$663.33
WATER TOTAL	\$25,791.71
SEWER TOTAL	\$8,431.67
TOTAL REVENUE	\$219,309.12

## **AGENDA STATEMENT**

**MEETING:** August 4, 2009

**AGENDA ITEM NUMBER(S):** 5

**AGENDA ITEM TITLE(S):** Temporary Water Agreement with the Avoca Nursing & Rehab/Avoca Lodge

### **SUMMARY EXPLANATION:**

The City of Avoca and the Avoca Nursing & Rehab/Avoca Lodge have had an agreement for the City to provide non-potable water in the event of a temporary loss of water supply. The agreement has expired and needs to be renewed.

The non-potable water would be transported by the Fire Department. Estimated gallons per day that would need to be delivered at not expected to exceed 80, or approximately 1 gallon per resident per day.

City staff has received a copy of the agreement from the Avoca Nursing & Rehab/Avoca Lodge. A copy is attached to this agenda statement. The agreement stipulates no charge for the service being provided by the City. The City will need to charge for the service.

Staff suggests that the standard vehicle charge for the Fire Department be applied and that water be sold at a rate determined by the Water Board.

The Water Board will also need to sign off on the contract.

**TYPE OF ACTION(S):** Resolution

**FUNDING SOURCE(S):** None

**STAFF RECOMMENDATION:** Authorize the Mayor to sign an agreement based upon the revisions as stipulated above.



# Avoca Nursing and Rehab

*Devoted care for Older Iowans*

## Temporary Water Agreement

This agreement is entered into between Avoca Nursing & Rehab/Avoca Lodge and the City of Avoca for the purpose of providing non-potable water for sanitation purposes for the residents of Avoca Nursing & Rehab/Avoca Lodge in the event of a temporary water system outage.

This agreement shall be effective from the date of approval by both parties and shall continue in effect indefinitely. Either party may withdraw or amend the agreement by giving 30 days notice in writing to the other party or within such time as is acceptable to both parties.

The approximate daily need for Avoca Nursing & Rehab/Avoca Lodge for non-potable purposes will be one gallon per day per resident. The maximum non-potable water would be 46-50 gallons daily for the nursing home and 30 gallons for Avoca Lodge.

The water shall be delivered and stored pursuant to the terms of Care Initiatives' Loss of Water Supply Procedure. A copy of this procedure will be made available to the provider.

\_\_\_\_\_  
Mayor of Avoca

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Department Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager of Avoca

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrator, Avoca NRC

6/30/09  
Date

## AGENDA STATEMENT

**MEETING:** August 4, 2009

**AGENDA ITEM NUMBER(S):** 6

**AGENDA ITEM TITLE(S):** Cemetery Management Software and Services

**SUMMARY EXPLANATION:**

The FY 2010 Budget included \$10,000 for the procurement of cemetery management software and services. In addition, the 2009 Action Plan instructed the City Manager and staff to develop ways to better integrate technology into service delivery.

The records of Graceland Cemetery are in appalling shape. Over the last twenty years, there have been identified instances of plots being sold to more than one party, people being buried in the wrong graves, grave plots being paved over, and other unacceptable conditions. The general lack of organization and incompleteness of the records makes administering the cemetery's functions very difficult.

The City Manager and City Clerk solicited proposals from qualified firms to develop a package for services related to rectifying the problems with the Graceland Cemetery records. Specifically the firms were asked to provide record management software that included geo-referencing and document management aspects. The firms that responded were the following:

- Snyder and Associates
- NewCom Technologies
- Midland GIS

At the time of writing, staff is still negotiating a final service package with Snyder and Associates. Staff has chosen to work with Snyder and Associates for the following reasons:

- Capability to provide a full survey of the cemetery and produce a new base map from which to start from.
- Capability to provide a searchable database that can be embedded in the City's website.
- Cost of service is less than was budgeted for the service.
- Established working relationship with Snyder and Associates.

Staff will make a complete presentation on the service at the meeting.

**TYPE OF ACTION(S):** Discussion and Resolution

**FUNDING SOURCE(S):** General revenues

**STAFF RECOMMENDATION:** Approve service agreement as recommended by staff.

## **AGENDA STATEMENT**

**MEETING:** August 4, 2009

**AGENDA ITEM NUMBER(S):** 7

**AGENDA ITEM TITLE(S):** Downtown Grant

### **SUMMARY EXPLANATION:**

Dean Hansen of Hansen Construction has indicated he will submit one or two projects to the Downtown Grant Program for consideration at the meeting.

The buildings subject to the application would be 123 and/or 101 N Elm Street.

At this time staff has not received the information, but will present the application(s) if received by the morning of the meeting.

**TYPE OF ACTION(S):** Discussion and Resolution

**FUNDING SOURCE(S):** Grant and TIF

**STAFF RECOMMENDATION:** Approve grant as recommended by staff.

## **AGENDA STATEMENT**

**MEETING:** August 4, 2009

**AGENDA ITEM NUMBER(S):** 8 & 9

**AGENDA ITEM TITLE(S):**

8. Closed session pursuant to Iowa Code Chapter 21.5(i)

9. Possible action on employment agreement

**SUMMARY EXPLANATION:**

At the last meeting, the Council and Mayor discussed the annual review of the City Manager. Review sheets were emailed to the governing body and should be returned to the Mayor or Councilmember McCain.

The City Manager will request a closed session to be evaluated.

The City Council may authorize development of a new contract at the meeting.

**TYPE OF ACTION(S):** Employee review

**FUNDING SOURCE(S):** None

**STAFF RECOMMENDATION:** None