

STATEMENT OF COUNCIL PROCEEDINGS

April 2, 2018 6:00 p.m.

The City Council of Boone, Iowa, met in regular session in the City Hall Council Chambers on April 2, 2018, at 6:00 p.m. with Mayor Slight presiding. The following Council Members were present: Byrd, McGinn, Stines, Hicks, Piklapp, Stecker, and Ray. Absent: none.

Piklapp requested to add item 4(D)(2) request for Hotel/Motel funds for Boone County Fair. Hicks moved; Piklapp seconded to approve the amended agenda. Ayes: McGinn, Stines, Hicks, Piklapp, Stecker, Ray, and Byrd. Nays: none.

Travis Stevenson, General Manager of the Boone and Scenic Valley Railroad, presented interesting facts and information regarding the Railroad and their patrons.

Kris Blocker, Co-Chair for the 2018 RAGBRAI Committee, presented several maps showing the RAGBRAI routes for the riders and support vehicles, area for vendors, and a list of streets they would like to close. The "Hub" for vendors would be located between Hancock and Hawkeye Drive. Skare added that Mamie and McPherson would also be closed in addition to those listed. Skare advised that the resolution within the Consent Agenda needs to be changed from 4th Street to 5th Street. Kris informed the Council that they do have a vendor application and local vendors will take priority.

Ray moved; Piklapp seconded to set a public hearing for April 16, 2018 at 6:00 p.m. for the proposed plans, specifications, form of contract, and estimates of cost on the 2018 Francis Mason Drive Resurfacing Project. Ayes: Stines, Hicks, Piklapp, Stecker, Ray, Byrd and McGinn. Nays: none.

Mayor Slight announced that this is the time and place for a public hearing concerning the consideration of the proposed Fiscal Year 2018 Budget Amendments. Mayor Slight asked if there were any written comments; no written comments were presented. Mayor Slight asked if there were any public comments; no comments were made. Whereupon, the Mayor declared the hearing closed.

Piklapp stated that the Boone Community Theater has requested a formal proposal from the City; the Economic Development Committee met prior to the Council Meeting to discuss the proposal. We were informed at the Economic Development meeting that the Theater has retained legal counsel, therefore, any further discussion will be done through the attorneys. Skare stated that staff has had a few meetings with the Theater Group in regards to the issues with their current building structure. Skare stated that the Theater Group is a very important part of the City of Boone and some of the discussions that have taken place were about how the City could support them. Skare advised that the proposal includes paying them \$10,000.00 per year from the Hotel/Motel fund for five (5) years beginning July 1, 2018. Skare believes that part of the Boards contention is the timing of when they would release the building to the city; the timing would need to be reasonable and agreeable. Piklapp stated that they have been in contact with the VFW regarding the Vietnam Memorial on the property and they will take care of it. Skare advised that Higgins has done an inspection on the outside of the building and staff would like to do an inspection on the interior, however, we have not reached an agreement with the Theater Group at this point. Normally we would send out a letter starting a thirty (30) day time frame but in an effort to work with the Theater Group, we have not sent out that letter; however they have been given a copy of the letter. Skare confirmed that if the City took possession of the building we would be responsible for tearing it down. Council discussed concerns and the need to do an interior inspection to determine what a reasonable amount of time is.

Stines moved to amend the proposal to the Boone Community Theater by requesting that a lump sum payment of \$50,000.00 be made to the Theater Group. (There was no second and the motion died).

Stines moved to table the proposal to the Boone Community Theater and direct staff to look into funding options to pay the full \$50,000.00 in one payment; seconded by Stecker. Ayes: Stecker, Stines. Nays: Hicks, Piklapp, Ray, Byrd, McGinn. (Motion denied).

Piklapp moved to direct staff to move forward with a formal proposal to the Boone Community Theater Group in the amount of \$10,000.00 for five (5) years out of the

Hotel/Motel fund, contingent upon the funding request made by Councilmember Stines. Ayes: Piklapp, Ray, Byrd, McGinn, Hicks. Nays: Stecker and Stines.

Stecker requested staff to look further into the demolition numbers for the building. Skare explained that the cost to the City will depend on the grants the City can obtain from the Department of Natural Resources and the expense depends on the amount of asbestos that is in the building. Skare provided an example of a building that was located at 10th and Story Street that the total cost was approximately \$65,000.00, of that the asbestos removal was about \$25,000.00. Council discussed the Fiscal Year 2019 demolition budget and Skare stated that he is confident that we have the funds to complete the demolition.

Piklapp introduced Ashley Fitzgerald, Boone County Fairgrounds Manager, and presented their request for Hotel/Motel funds to support community attraction programs. Piklapp advised that the Economic Development Committee recommends supporting the following three (3) programs: Swifty Swine, face painting and balloon art, and an art demonstration, totaling \$5,000.00. Another possible funding option would be through the Human Service Grant and those applications are due April 15th. The Fair has until early May and is open to either funding source and/or a pledge so the funding could come out after July 1st so that it does not affect our current budget. The Economic Development Committee recommends going to the Human Services Committee with support and recommendation from the City Council to fund their request. Fitzgerald addressed the Council stating that the goal of the fairgrounds is to get the City of Boone involved in sponsoring free family fun entertainment at the fair in July; they will also be reaching out to other communities within Boone County for sponsorship as well. McGinn moved to send the request to Human Services and if it is not funded through them to bring it back as a formal proposal to the Council; seconded by Stines. Ayes: Stecker, Ray, Byrd, McGinn, Stines, Hicks, and Piklapp. Nays: none.

Skare advised that the resolution to vacate a portion of the alley located at 517 9th Street, Boone, Iowa is in the Consent Agenda and that the public hearing for this vacation was done over a year ago.

Rouse presented an amendment to the 28E Agreement with Boone County regarding joint public service street maintenance. The original agreement dates back to 1995 and the amendment specifies that the City will maintain Quartz Avenue once it is paved and the County will maintain Montana Street.

Scott advised that for future development at the Industrial Park site, in the northeast part of town, it will require the City to extend the water and sewer lines to the boundaries of the site; this allows for the site to qualify as a certified site. Staff believes that the sewer line can be done at a later date; but with the paving of Quartz Avenue we need to get the water line moved from under the street so that we do not have to go back in after it has been paved. Scott presented a low bid in the amount of \$19,115.00 for the expansion of the water line. Scott requested permission to move forward with getting the work done and stated that the cost will be included in the Quartz Avenue Paving Project. Ray moved, Piklapp seconded to approve moving forward with the water line expansion in the amount of \$19,115.00. Ayes: Ray, Byrd, McGinn, Stines, Hicks, Piklapp and Stecker. Nays: none.

Adams requested permission to start the process of hiring the additional full-time firefighter that was approved in Fiscal Year 2019 Budget and to bring them on closer to May 1st. Adams stated that there are a lot of vacations coming up that he will need to cover and someone is still in paramedic school causing some gaps in coverage; no additional funds will be needed. Stecker moved to approve starting the process of hiring the additional full-time firefighter; seconded by Byrd. Ayes: Byrd, McGinn, Stines, Hicks, Piklapp, Stecker and Ray. Nays: none.

Skare requested permission to move a current part-time position in the Central Business Office to a full-time position. Skare explained that due to the audit and through his observations since he has been the City Administrator, changes have been made in the Central Business Office over the last few months to make it more efficient. Skare stated that we need to create a sense of people staying in this office, and with that we would like to move the person that has been with us for over six (6) months to full-time; we have had the time to evaluate and believe she will make a good full-time employee. Skare stressed the need for consistency in this department and noted that we are trying to fill

another part-time position in this office and received only five (5) applications. Skare advised that the full-time employee is Ondrea's assistant so this will relieve some of her workload which we need to do; no additional funding would be required as we have it within our budget. Skare clarified that this does not open up another part-time position as it will eliminate one of the two part-time positions in that office and we will continue to try and fill it. Ray moved; Piklapp seconded to approve the full-time position in the Central Business Office. Ayes: McGinn, Stines, Hicks, Piklapp, Stecker, Ray and Byrd. Nays: none.

Skare informed the Council that the City currently does not have any Cyber Security Insurance; he has spoken with the City's IT Consultant, Andy McGill, and he has recommended having at least \$100,000.00 worth of coverage. Skare explained there are two (2) types of coverage available: one is if someone got a hold of our information and we were subject to litigation, the other is for data compromise and trying to get back the data that we lost. Hans Boehm, owner of Boehm Insurance, explained the risks and importance of the coverage and recommended a minimum of \$100,000.00 worth of coverage. Skare advised that the annual cost for \$500,000.00 worth of coverage under the Cyber Security is \$790.00 and \$250,000.00 worth of coverage under the Data Recovery Insurance is \$1,719.00 annually. Council discussed that they fear \$100,000.00 would not be enough and they would go through it rather quickly. Boehm confirmed that the insurance covers the cost of replacing lost software and retrieving lost data. Elmquist confirmed that there were funds within the liability insurance fund to cover the cost. Ray moved; Stines seconded to approve moving forward with purchasing \$500,000.00 in Cyber Security Insurance and \$250,000.00 in Data Recovery Insurance. Ayes: Stines, Hicks, Piklapp, Stecker, Ray, Byrd and McGinn. Nays: none.

Skare reminded Council that the ITC Midwest's open house is tomorrow from 4:30 p.m. to 6:30 p.m. at the Boone County Chamber of Commerce.

Skare updated the Council that we have received a bid in the amount of \$2,936.00 for a camera and a microphone in the Council Chambers. We are still working on the audio for the auditorium, and hoping to get something that will work with the system in the Council Chambers. Skare stated that the auditorium will be more extensive than the chambers, but we will continue to work on getting it done.

Mayor Slight asked if there were any questions or items to be removed from the Consent Agenda; no comments were made.

Piklapp moved, McGinn seconded to approve the following items on the Consent Agenda: 1) Minutes of previous meetings. 2) Bills payable. 3) Alcohol License renewals for: Wilson's Tap and Casey's General Store #2. 4) Resolution 2594 approving hiring Kim Majors full-time Administrative Assistant for the Central Business Office at an hourly wage of \$13.75. 5) Resolution 2595 adopting the 2018 Budget Amendment. 6) Resolution 2596 approving the vacation and conveyance of a portion of public right-of-way at 517 9th Street, Boone, Iowa. 7) Resolution 2597 authorizing a payment of \$343,111.00 for Liability and Worker's Compensation Insurance to Boehm Insurance. 8) Resolution 2598 authorizing the execution of a 28E Agreement with Boone County for joint public service street maintenance. 9) Resolution 2599 authorizing the RAGBRAI Committee control and supervision of everything south of 5th Street, Boone, Iowa during the 2018 RAGBRAI celebration on July 24, 2018. Ayes: Hicks, Piklapp, Stecker, Ray, Byrd, McGinn and Stines. Nays: none.

Access Systems Leasing	Copier Contract	261.83
AFLAC	Payroll	15.75
Alex Air Apparatus	Parts	261.00
Alliant Energy	Utilities	3,639.38
Alliant Energy	Utilities	1,493.64
Alliant Energy	Utilities	13,565.24
Allstate Benefit Group	Payroll	380.71
Amazon.Com	Library Materials	527.51
Annette Westberg	Reimbursements	25.86
Arnold Motor Supply	Parts	1,173.68
Avesis	Insurance Premium	27.11

Avesis	Payroll	550.85
AWWA-Iowa Section	Conference Registration	160.00
BARCO Municipal Products	Parts	699.07
Boehm Insurance Agency	Insurance Premium	343,111.00
Boone Ace Hardware	Supplies	26.63
Boone Area Humane Society	Contract Services	12,451.66
Boone Bank And Trust	Payroll	458.33
Boone County Landfill	Assessment	5,275.41
Boone Day Breakers Kiwanis	Dues	85.00
Boone Hardware	Library Supplies	11.99
Brown Supply	Repairs	2,815.40
CJ Cooper And Associates	Services	140.00
Praetorian Group	Training	149.00
Gale/Cengage Learning	Library Materials	62.38
Center Point Publishing	Library Materials	649.17
Central Iowa Distributing	Supplies	176.60
Centurylink	Phone Line	44.96
Change	Library Postage	183.50
Chase	Library Supplies	463.96
Cintas Corporation	Supplies	38.89
City Of Boone	Utilities	20.07
City Of Boone	Utilities	329.61
Collection Services Center	Payroll	563.68
Cutting Edge	Supplies	35.50
Daniel Scott	Car Allowance	250.00
Darwin Backous	Services	1,365.00
Demco	Library Supplies	89.53
DNR Operator Certification	Fees	195.00
E5 Group	Library Services	163.50
Edward Higgins	Car Allowance	250.00
EGov Strategies	Services	7,714.00
Electronic Engineering	Equipment	28,773.50
Two Rivers Insurance	Insurance Premium	86,003.40
EMS Professionals	Supplies	990.00
Farnham Aviation Services	Services	2,747.45
Galls	Clothing Allowance	922.86
Goldstar Products	Supplies	1,177.36
Govconnection	Equipment	17,231.89
Graymont Western Lime	Chemicals	4,073.84
Grimes Asphalt And Paving	Materials	613.20
Hawkins Water Treatment Group	Chemicals	3,422.56
Hy-Vee Food Store	Supplies	179.00
Iowa Insurance Division	Services	106.00
Iowa Law Enforcement Academy	Services	150.00
Iowa One Call	Locates	16.30
ICMA Retirement Trust 457	Payroll	818.15
Ingram Book Company	Library Materials	1,780.66
IPERS	Payroll	13,607.19
Jamie Williams	Reimbursements	15.80
Jim Robbins	Services	5,900.00
John Rouse	Car Allowance	250.00
John Slight	Car Allowance	150.00
John Wiebold	Reimbursements	126.49
Kabel Business Services	Payroll	585.85
Kabel Business Services	Services	35.55
Kabel Business Services	Payroll	585.85
Kathy J Wilson	Library Programs	120.00

Keystone Laboratories	Testing	221.60
Kruck Plumbing And Heating	Library Service Contract	1,489.28
Andrew Lynn McGill	Services	300.00
Andrew Lynn McGill	Computer Contract	1,000.00
Medtrak Services	411 Prescriptions	1,546.77
Members 1st Community Credit Union	Payroll	160.00
Mercy Physician Billing Office	Services	824.00
Mettler Toledo	Services	27.12
Mid-States Organized Crime	Dues	112.50
Mid-States Steel Corporation	Supplies	180.00
Midland Power Cooperative	Utilities	31.53
Midwest Quality Wholesale	Library Supplies	88.46
Moeller Electric	Repairs	1,622.59
Municipal Fire And Police	Payroll	21,819.37
Mutual Of Omaha	Payroll	273.85
Mutual Of Omaha	Insurance Premium	260.19
O'Halloran International	Parts	15.33
OCLC Online Computer Library	Library Materials	617.33
Opencom	Internet Service	222.85
Card Member Services	Library Materials	139.74
Schaffer Publications	Library Subscription	20.64
Premier Office Equipment	Library Printer Contract	505.09
Pritchard Bros Plumbing	Library Repairs	238.83
Quality One	Library Custodial Service	1,573.27
Quill Corporation	Library Supplies	193.91
Recorded Books	Library Materials	337.46
Richard O Grove	Medical Reimbursement	19.77
Roseland Mackey Harris Architects	Services	1,845.07
Roy Martin	Contract Services	800.00
Secretary Of State	Notary Renewal	60.00
Seneca Tank	Parts	303.81
Short Elliott Hendrickson	Services	506.25
Staples Advantage	Supplies	117.28
State Hygienic Laboratory	Testing	1,116.00
State Of Iowa	Payroll	7,501.00
Transamerica	Payroll	100.00
Treasurer State Of Iowa	Sales Tax	15,451.00
Verizon Wireless Services	Wireless Service	1,363.96
Vessco	Parts	142.36
Vision Bank	Payroll	19.18
Vision Bank	Payroll	31,740.28
Wal Mart	Supplies	366.71
Walters Sanitary Service	Services	59.62
William Skare	Car Allowance	300.00
Windstream	Services	1,986.02
Winning Solutions	Services	522.00
YMCA Of Greater Des Moines	Payroll	356.37
Paid Total		668,782.69

FUND	DISBURSEMENTS
General	253,434.53
Special	14,240.41
Hotel/Motel	0.00
Road Use Tax	41,343.99
Debt Service	0.00
Water Utility	95,661.57
Sewer Utility	84,612.78

Family Resource Center	6,152.67
Capital Project	1,845.07
Storm Water Utility	1,638.99
Expendable Trust	806.23
Agency Account	169,046.45

Ray moved, Piklapp seconded to approve the first reading of Ordinance 2246 amending Chapter 56 by adding Section 56.12 as follows: no pet shop or pet dealer shall display, sell, deliver, offer for sale, barter, auction, giveaway, broker or otherwise transfer or otherwise dispose of a dog or cat except for a dog or cat obtained from an animal shelter or private non-profit humane society or non-profit animal rescue organization. Ayes: Piklapp, Stecker, Ray, Byrd, McGinn, Stines and Hicks. Nays: none.

Ray moved, Byrd seconded to approve the second reading of Ordinance 2245 revising Chapter 55 Animal Control and Care to allow the City of Boone to change the animal control regulations to not apply to cats, and allowing the retention of cats up to the Animal Control Officer. Ayes: Stecker, Ray, Byrd, McGinn, Stines, Hicks and Piklapp. Nays: none.

There being no further business to come before the Council the meeting was adjourned at 6:58 p.m.

ATTEST:

Ondrea Elmquist Clerk/Finance Officer

John Slight, Mayor