

**CITY OF HAWARDEN
REGULAR CITY COUNCIL MEETING AGENDA
Hawarden City Hall – Council Chambers Room
Wednesday, December 12, 2018 at 5:30 p.m.**

Standard Agenda Items

- 1a. Approval of November 28, 2018 Council Meeting Minutes.
- 1b. Approval of December 12, 2018 Claims for Payment
- 1c. Open business from the Community (limited to a maximum of 5 minutes per item).
- 2a. Mayor's Report
- 2b. Staff Reports/Discussion
- 2c. Council Comments

Other Agenda Items

- 3. Approval to add Jacob Stoner and remove Pam Wakeman as Finance Director for the City of Hawarden on the City of Hawarden Bank Accounts for People's Bank and Rivers Edge.
- 4. Approval to add Jacob Stoner and remove Pam Wakeman as Finance Director for the City of Hawarden on all City of Hawarden 457 Waddell and Reed Accounts.
- 5. Appointment of Travis Waterman to represent the City of Hawarden Gas Utility at PEFA, (Public Energy Facilities Authority) Member Meetings.
- 6. Review of Programs that are Supported by the General Fund
- 7. Review of the FY 2020 Budget Schedule

Next Hawarden City Council meeting January 09, 2019

Reminder: Due to the Christmas and New Years Holiday we will only have one meeting in December.

City of Hawarden

Public Meeting Procedures

These Procedural rules are to provide for the orderly conduct of City business by the City Council, with the objective of providing for full, open and comprehensive debate of issues brought before the body for action in a forum open to the public, and which encourages citizens' awareness of City Council activities. These procedures do not increase or diminish the existing powers or authority of the Mayor or City Council members, but is intended merely to serve as a general set of guidelines to assist the governmental body in conducting City business.

House Rules:

- No food or drink other than bottled water may be brought into the Council Chambers.
- Cell phones and pagers should be silenced in the Council Chambers.
- Signs and placards are not permitted in the Council Chambers.

Citizens' Right To Be Heard:

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to City Council on matters of concern. Accordingly, City Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing.
- Speakers must stand at the dais and speak into the microphone, unless unable to do so, and state your name and address for the record.
- Any citizen requesting to speak shall limit himself or herself to matters of fact regarding the issue of concern.
- Comments should be limited to five (5) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- Personal attacks made publicly toward any citizen or city employee are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command in accordance with the City's Personnel policies.
- Any member of the public interrupting City Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing the City Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the Council Chambers by Police Department personnel or other agent designated by the City Council or City Administrator.

**UNAPPROVED MINUTES REGULAR CITY COUNCIL MEETING
HAWARDEN CITY HALL – COUNCIL CHAMBERS
Wednesday, November 28, 2018 at 5:30 p.m.**

The Council Meeting was called to order at 5:30 p.m.

Present: Mayor Porter; Council Members: Klocke, Bergsma, Feldhacker, Olson, Kurth

Absent: None

Staff Present: Mike DeBruin, City Administrator/City Clerk; Travis Waterman, Public Works

Director; Pam Wakeman, Finance Officer; Corey Utech, Chief of Police; Jim Pickner, City Attorney

Absent: None

Moved by Bergsma/Olson to amend the agenda to include item #5 below. Motion carried 5-0.

Standard Agenda Items

1a. Approval of November 14, 2018 Regular Council Meeting Minutes.

Moved by Feldhacker/Bergsma to approve the November 14, 2018 Regular Council Meeting Minutes.

Motion carried 5-0.

1b. Approval of Claims for Payment.

Moved by Kurth/Feldhacker to approve the November 28, 2018 Claims for Payment.

Motion carried 5-0.

1c. Open Business from the Community was held.

2a. Mayor's Report was given.

2b. Staff Reports were given.

2c. Council Comments were given.

Agenda Items

Item 3. a. Public Hearing for FY2018-2019 Budget Amendment.

b. Resolution 2018-37 Approval of FY2018-2019 Budget Amendment.

Moved by Olson/Bergsma to approve.

Aye: Kurth, Klocke, Bergsma, Feldhacker, Olson Nay: None Motion carried 5-0.

Item 4. Authorizing the Release of Mortgage from In-Weave Inc., 823 Central Avenue.

Moved by Olson/Feldhacker to approve. Motion carried 5-0.

Item 5. Approval of the FY2018 Annual Urban Renewal Report.

Moved by Kurth/Bergsma to approve. Motion carried 5-0.

Item 6. Adjournment.

The next regular City Council Meeting will be Wednesday, December 12, 2018 @ 5:30 p.m. & will be the only meeting in December.

Moved by Bergsma/Olson to adjourn the meeting. Motion carried 5-0.

Meeting adjourned at 6:04 p.m.

Ricard R. Porter, Mayor

ATTEST:

Michael DeBruin, City Administrator/City Clerk

**CITY OF HAWARDEN
COUNCIL MEETING
DECEMBER 12, 2018**

DATE	CHECK NO	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	TOTAL
12/12/2018	52944	ADAMS CABLE EQUIPMENT INC	INT SUPPLIES		\$ 473.50
11/30/2018	11140891	AFLAC	SUPP.INSURANCE	\$ 318.31	
11/30/2018	11140891	AFLAC	SUPP.INSURANCE	\$ 318.31	
11/30/2018	11140891	AFLAC	SUPP.INSURANCE	\$ 318.31	\$ 954.93
11/30/2018	52941	AFSCME/IOWA COUNCIL 61	UNION DUES	\$ 150.64	
11/30/2018	52941	AFSCME/IOWA COUNCIL 61	UNION DUES	\$ 150.64	
11/30/2018	52941	AFSCME/IOWA COUNCIL 61	UNION DUES	\$ 150.64	\$ 451.92
12/12/2018	52945	AGENCY ONE SERVICES	GEN INS & WKMS COMP INS		\$ 128.78
12/12/2018	52946	AIRGAS USA LLC	OXYGEN		\$ 72.09
12/12/2018	52947	ANCERLY HOSTING	WEB HOSTING		\$ 100.00
12/12/2018	52948	BTN	TV PROGRAMMING COST		\$ 1,330.30
12/12/2018	52949	BOMGAARS	AMB SUPPLIES		\$ 3,067.39
12/12/2018	52950	BORDER STATES ELEC SUPPLY	EL SUPPLIES	\$ 117.05	
12/12/2018	52950	BORDER STATES ELEC SUPPLY	EL SUPPLIES	\$ 83.37	
12/12/2018	52950	BORDER STATES ELEC SUPPLY	EL SUPPLIES	\$ 443.86	\$ 644.28
12/12/2018	52951	ERNEST BOWMAN	REBATE GAS FURNACE		\$ 1,100.00
12/12/2018	52952	CASEYS GENERAL STORE INC	FUEL		\$ 2,938.44
12/12/2018	52953	CATALYST SOLUTIONS INC	TECH SERVICES		\$ 1,864.10
12/12/2018	52954	CENTRAL PARTS & SUPPLY	AMB AEROVANTAGE	\$ 13.36	
12/12/2018	52954	CENTRAL PARTS & SUPPLY	WSTWA OIL	\$ 174.13	
12/12/2018	52954	CENTRAL PARTS & SUPPLY	WSTWA BRAKE CLEANER	\$ 40.56	\$ 228.05
12/12/2018	52955	CENTURY BUSINESS PRODUCTS INC	GENADM SVC AGREEMENT		\$ 137.46
11/30/2018	52939	STATE OF SOUTH DAKOTA	REIMBURSEMENT		\$ 398.28
12/12/2018	11140895	CLAYTON ENERGY CORPORATION	GAS PURCHASE		\$ 12,679.02
12/12/2018	52956	CULLIGAN WATER CONDITIONING	SERVICE		\$ 37.00
12/12/2018	52957	DATA TECHNOLOGIES INC	GENADM CONSULTING/TRAINING	\$ 2,149.90	
12/12/2018	52957	DATA TECHNOLOGIES INC	GENADM CONSULTING/TRAINING	\$ 1,342.14	\$ 3,492.04
12/12/2018	52958	DIGI-KEY ELECTRONICS	CBL SUPPLIES		\$ 89.96
12/12/2018	52959	DUANE'S AUTOMOTIVE REPAIR	AMB REPAIRS		\$ 90.85
11/30/2018	11140892	EFTPS	FED/FICA TAX		\$ 11,187.17
12/12/2018	52960	ERICSON AUTO BODY	ST VEHICLE MAINTENANCE	\$ 92.74	
12/12/2018	52960	ERICSON AUTO BODY	ST VEHICLE MAINTENANCE	\$ 24.00	

DATE	CHECK NO	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	TOTAL
12/12/2018	52960	ERICSON AUTO BODY	WA VEHICLE MAINTENANCE	\$ 319.90	\$ 436.64
12/12/2018	52961	FELD FIRE	EQUIPMENT	\$ 2,290.94	
12/12/2018	52961	FELD FIRE	EQUIPMENT	\$ 6.00	\$ 2,296.94
11/30/2018	52938	FLEX PLAN	URM/FLEX PLAN	\$ 898.56	
11/30/2018	52938	FLEX PLAN	URM/FLEX PLAN	\$ 898.56	
11/30/2018	52938	FLEX PLAN	URM/FLEX PLAN	\$ 898.56	\$ 2,695.68
12/12/2018	52962	GRAYBAR	INT SUPPLIES	\$ 2,355.97	
12/12/2018	52962	GRAYBAR	INT SUPPLIES	\$ 366.44	\$ 2,722.41
12/12/2018	52963	GROEBNER	SUPPLIES	\$ 1,357.77	
12/12/2018	52963	GROEBNER	SUPPLIES	\$ 3,378.15	
12/12/2018	52963	GROEBNER	SUPPLIES	\$ 6,853.08	\$ 11,589.00
11/29/2018	52928	HAWARDEN FIRE & RESCUE	FIRE CREW RUN FEES		\$ 13,870.00
12/12/2018	52964	HAWARDEN REGIONAL HEALTHCARE	LOST OCT 2018		\$ 26,073.39
12/12/2018	52965	HAWARDEN SENIOR CITIZEN CENTER	RENT		\$ 250.00
12/12/2018	52966	TODD OR LEAH HERPST	REBATE GAS FURNACE		\$ 550.00
12/12/2018	52967	HITEC	GENADM PHONE SVC		\$ 854.96
12/12/2018	52968	BRAD HOFLAND	CC CLEAN 12/0918 FB BANQUET		\$ 100.00
11/30/2018	52935	ICMA-RC	457- ICMA	\$ 25.00	
11/30/2018	52935	ICMA-RC	457- ICMA	\$ 25.00	
11/30/2018	52935	ICMA-RC	457- ICMA	\$ 25.00	\$ 75.00
12/12/2018	52969	INTERSTATE ALL BATTERY CENTER	GUA BATTERIES		\$ 22.00
11/30/2018	11140893	IOWA DEPT OF REVENUE	STATE TAXES	\$ 1,966.00	
11/30/2018	11140893	IOWA DEPT OF REVENUE	STATE TAXES	\$ 2,058.00	
11/30/2018	11140893	IOWA DEPT OF REVENUE	STATE TAX	\$ 2,062.00	\$ 6,086.00
11/30/2018	11140889	IPERS	IPERS - CITY	\$ 7,283.53	
11/30/2018	11140889	IPERS	IPERS - CITY	\$ 7,417.72	
11/30/2018	11140889	IPERS	IPERS - CITY	\$ 7,799.70	\$ 22,500.95
12/12/2018	52970	JACKS UNIFORMS & EQUIPMENT	UNIFORM/SUPPLIES	\$ 1,196.29	
12/12/2018	52970	JACKS UNIFORMS & EQUIPMENT	UNIFORM/SUPPLIES	\$ 157.85	
12/12/2018	52970	JACKS UNIFORMS & EQUIPMENT	UNIFORM/SUPPLIES	\$ 239.90	
12/12/2018	52970	JACKS UNIFORMS & EQUIPMENT	UNIFORM/SUPPLIES	\$ 159.95	\$ 1,753.99
12/12/2018	52971	JEFFS RADIATOR & REPAIRS	PD OIL CHG	\$ 42.95	
12/12/2018	52971	JEFFS RADIATOR & REPAIRS	PARK MOWER MAINTENANCE	\$ 220.99	\$ 263.94
12/12/2018	52972	JOHNSON CONTROLS	GENADM HEAT UNITS REPAIR		\$ 1,650.92
12/12/2018	52973	L.G. EVERIST INC	SNOW SAND		\$ 397.32
12/12/2018	52974	LONG LINES	SWITCH & CARRIER ACCESS		\$ 15,107.76

DATE	CHECK NO	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	TOTAL
12/12/2018	52975	MIDWEST ALARM COMPANY INC	PH FIRE & SECURITY ALARM		\$ 93.00
12/12/2018	52977	MOW & GLOW LAWN & FLOOR CARE	CC CLEAN 12/09/18 FB BANQUET		\$ 100.00
12/12/2018	52976	MILLIMAN	LEGADM ACTUARY REPORT PD RTMT		\$ 600.00
12/12/2018	52978	MUELLER CO	GAS SUPPLIES		\$ 28.33
12/12/2018	52979	NATIONAL CABLE TELEVISION	TV PROGRAMMING COST		\$ 26,327.30
12/12/2018	52980	NORTH WEST REC	WA POWER FOR WELLS		\$ 26.00
11/29/2018	52929	NWIPDC	GENADM ZONING MAP UPDATE		\$ 66.76
12/12/2018	52981	ONE OFFICE SOLUTION	SUPPLIES	\$ 5.10	
12/12/2018	52981	ONE OFFICE SOLUTION	SUPPLIES	\$ 43.50	
12/12/2018	52981	ONE OFFICE SOLUTION	SUPPLIES	\$ 24.95	\$ 73.55
12/12/2018	11140897	PEOPLES BANK	GENADM BILLING CHGS & FEES		\$ 40.00
12/12/2018	52982	PICKNER LAW OFFICE PC	LEGAL FEES		\$ 722.00
12/12/2018	52983	PREMIER COMMUNICATIONS	PH T1 SERVICE	\$ 372.62	
12/12/2018	52983	PREMIER COMMUNICATIONS	PH FAX LINE	\$ 51.01	\$ 423.63
12/12/2018	52984	DAVID PUSEY	REBATE GAS WEATHERIZATION		\$ 141.75
12/12/2018	52985	RENT-ALL INC	PARK SUPPLIES		\$ 130.00
11/29/2018	52942	RIVERS EDGE BANK	TIF A/IND PARK PRIN #46086		\$ 68,398.50
12/12/2018	52986	ROVI GUIDES INC	TV PROGRAMMING COST		\$ 591.06
12/12/2018	52987	SAFETY MADE SIMPLE	ST LO/TO TRAINING		\$ 339.50
12/12/2018	52988	SCHOENEMAN BROS CO	FIRE SUPPLIES		\$ 143.63
12/12/2018	52989	SIOUXLAND DISTRICT HEALTH DEPT	WA LAB FEES		\$ 52.00
12/12/2018	52990	SPORTS CONSULTANTS	PARK BASKETBALL RIM		\$ 340.00
12/12/2018	52991	SRC OVERHEAD DOORS	EL REPAIR GARAGE DOOR		\$ 1,415.00
12/12/2018	52992	RICARDO TOPETE	REBATE GAS WEATHERIZATION		\$ 1,077.60
12/12/2018	52993	TOWER DISTRIBUTION COMPANY	TV PROGRAMMING COST MONTHLY		\$ 179.72
12/12/2018	52994	USA BLUEBOOK	WSTWA SUPPLIES	\$ 125.74	
12/12/2018	52994	USA BLUEBOOK	WA GLASS FIBER	\$ 156.95	\$ 282.69
12/12/2018	11140896	USAC	USAC FEES		\$ 1,498.99
12/12/2018	52995	UTILITY EQUIPMENT COMPANY	WA SUPPLIES		\$ 95.48
12/12/2018	52996	PAUL VAN NOORT	REBATE GAS WEATHERIZATION		\$ 720.72
11/29/2018	52943	VISA	LIB GIFT MONEY		\$ 1,566.05
11/30/2018	11140888	WADDELL & REED	457- W&R	\$ 400.00	
11/30/2018	11140888	WADDELL & REED	457- W&R	\$ 400.00	
11/30/2018	11140888	WADDELL & REED	457- W&R	\$ 400.00	\$ 1,200.00
11/30/2018	11140890	WELLMARK	GROUP 125 - FAM	\$ 13,813.07	
11/30/2018	11140890	WELLMARK	GROUP 125 - FAM	\$ 16,357.49	\$ 30,170.56

DATE	CHECK NO	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	TOTAL
12/12/2018	52997	WESCO RECEIVABLES CORP	EL VINYL ELECTRIC TAPE	\$ 180.50	
12/12/2018	52997	WESCO RECEIVABLES CORP	EL CONDUIT	\$ 110.00	
12/12/2018	52997	WESCO RECEIVABLES CORP	EL SUPPLIES	\$ 7.00	\$ 297.50
12/12/2018	52998	WILLIAMS & COMPANY PC	LEGADM AFR FILING		\$ 1,575.00
					=====
TOTAL ACCOUNTS PAYABLE					\$ 289,478.78
PAYROLL CHECKS					\$ 33,184.75
					=====
***** REPORT TOTAL *****					\$ 322,663.53
					=====
GENERAL FUND					\$ 84,379.00
ROAD USE TAX FUND					\$ 7,883.04
LOCAL OPTION SALES TAX					\$ 26,073.39
DEBT SERVICE FUND					\$ 68,398.50
LIBRARY GIFTS/DONATIONS					\$ 421.62
GENERAL UTILITY ADMIN.					\$ 13,314.21
WATER UTILITY FUND					\$ 7,529.16
WASTE WATER UTILITY FUND					\$ 4,841.53
ELECTRIC UTILITY FUND					\$ 11,167.83
GAS UTILITY FUND					\$ 34,555.33
TELECOMMUNICATIONS ADMIN					\$ 7,056.85
CABLE/INTERNET UTILITY					\$ 44,656.72
TELEPHONE UTILITY FUND					\$ 10,632.36
TRUST & AGENCY PROJECTS					\$ 1,753.99

Budget Review
Social Programs Contributed to by the General Fund

Storm Spotters		\$ 1,900.00
Big Sioux River Historical Society		\$11,550.00
Hawarden Area Arts Council Donation		\$ 500.00
Senior Citizens	Donation	\$ 3,000.00
	Utilities	\$ 2,500.00
	Rides	\$ 8,000.00
Golf Course: City purchases all equipment		\$40-50,000
	Donation	\$ 10,000.00
Helipad	Insurance	\$ 1,846.00
Hospital Auxiliary ((Would be about double if billed at the regular rate)		
	North Building	\$ 1,062.82
	South Building	\$ 1,790.15
Chamber		\$ 30,000.00
(Chamber does pay \$125.00 a month for utilities and \$1.00 a year lease for the office space)		

Utilities Billed at an Intergovernmental Rate – Electric is the only intergovernmental rate we have.

All City owned buildings, utility cabinets, City owned recreational facilities, cemetery, Street lights.

Hawarden Public Library (Utilities at Intergovernmental Rate = \$2298.60. If billed at the regular rate = \$4982.40, savings of \$2683.80)

Golf Course (Utilities at Intergovernmental Rate = \$2040.34. If billed at the regular rate = \$4444.64, savings of \$2404.30)

Calliope Village

Chamber lot 10th and Central Avenue

Events Complex

Fire Station

Old City Hall

Hospital Auxiliary, North and South Buildings

Senior Citizen's Center

Historical House

Softball Complex

FY2020 BUDGET REVIEW SCHEDULE

Jan. 9th – Distribute Utility Budget Information for preliminary Review.

Jan. 23rd – Discuss Utilities portion of Budget and distribute General Fund Budget items for preliminary Review.

Feb. 13th – Discuss Remaining Budget items, Finalize Budget and Set March 13th as date of Public Hearing and final adoption of FY2020 Budget

Feb. 27th – Further Discussion (if needed), Publish Budget and Set Public Hearing for March 13th

March 13th – Public Hearing and adoption of FY2020 Budget

Mar. 15th – Certify Budget with County Auditor