

**CITY OF HAWARDEN
REGULAR CITY COUNCIL MEETING AGENDA
Hawarden City Hall – Council Chambers Room
Wednesday, April 25, 2018 at 5:30 p.m.**

Standard Agenda Items

- 1a. Approval of April 11, 2018 Council Meeting Minutes.**
- 1b. Approval of April 25, 2018 Claims for Payment**
- 1c. Open business from the Community (limited to a maximum of 5 minutes per item).**
- 2a. Mayor's Report**
- 2b. Council Comments**
- 2c. Staff Reports/Discussion**

Other Agenda Items

- 3. a. Public hearing – Housing Fund Grant**
 - b. Resolution 2018-14 A Resolution of the Mayor and City Council of the City of Hawarden, Iowa Authorizing Application to the Housing Fund Grant Program, Committing Local Match to the Project and Designating Persons Authorized to Execute Said Application. (RC Vote)**
- 4. Resolution 2018-15 of the City of Hawarden to Adopt the Administrative Plan for the CDGB Owner-Occupied Housing Rehabilitation Grant from the Iowa Economic Development Authority.**
- 5. Consent Agenda:**
 - a. Request from Quick Corner, Inc. for Renewal of Class C Liquor License for off premise sales of Beer (BC) and Sunday Sales.**
 - b. Request from Rafaela Ruby Camacho, dba La Perla Tapatia (formerly Paradise Bar), for a new 12-month Class C Liquor License with Sunday Sales, effective May 1, 2018.**
- 6. Adjournment**

Next regular council meeting May 9, 2018

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, April 11, 2018 at 5:30 p.m.**

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

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

Absent: Olson

Staff Present: Mike De Bruin, City Administrator/City Clerk; Tom Kane, Public Works Director; Pam Wakeman, Finance Officer; Corey Utech, Chief of Police; Jim Pickner, City Attorney

Absent: None

Standard Agenda Items

1a. Approval of March 28, 2018 Regular Council Meeting Minutes.

Moved by Feldhacker/Bergsma to approve March 28, 2018 Regular Council Meeting Minutes.

Motion carried 4-0.

1b. Approval of Claims for Payment.

Moved by Bergsma/Kurth to approve the April 11, 2018 Claims for Payment.

Motion carried 4-0.

1c. No Open Business from the Community was held.

2a. Mayor's Report was given.

2b. No Council Comments were given.

2c. Staff Reports were given.

Agenda Items

Item 3. FY17 Audit Presentation.

Graham Forbes, from Williams & Co., presented the FY17 audit results.

Item 4. Third Reading of Ordinance 702 Amending the Code of Ordinances of the City of Hawarden, Iowa by making it unlawful to host an event when the host knows or reasonably should know underage persons have consumed, or possessed with intent to consume, a controlled substance or an alcoholic beverage and establishing exceptions and penalties.

Moved by Feldhacker/Bergsma to approve.

Aye: Feldhacker, Kurth, Klocke, Bergsma Nay: None Motion carried 4-0.

Item 5. Public Hearing regarding the Final Disposition of Public Real Property (1020 Ave D).

No public comments or input was given.

a. Resolution 2018-12 Authorizing the Final Disposition of Real Estate.

Moved by Klocke/Kurth to approve.

Aye: Bergsma, Feldhacker, Kurth, Klocke Nay: None Motion carried 4-0.

Item 6. Resolution 2018-13 Proposing to Vacate Alley and thereafter Sell the Vacated Alley to Jon Coyle, Directing Publication of Notice and Setting Date of Hearing on Proposal.

Moved by Feldhacker/Bergsma to approve.

Aye: Kurth, Bergsma, Klocke, Feldhacker Nay: None Motion carried 4-0.

Item 7. Fiscal Sponsorship for Hawarden Senior Center Grant.

Council voted 4-0 to approve.

Item 8. Adjournment.

The next regular City Council Meeting will be Wednesday, April 25, 2018.

Moved by Kurth/Feldhacker to adjourn the meeting. Motion carried 4-0.

Meeting adjourned at 6:13 p.m.

Ricard R. Porter, Mayor

ATTEST:

Michael De Bruin, City Administrator/City Clerk

**CITY OF HAWARDEN
COUNCIL MEETING
APRIL 25, 2018**

DATE	CHECK NO	VENDOR NAME	REFERENCE	TOTAL
4/20/2018	ACH	CITY OF HAWARDEN	PAYROLL	\$ 70,955.07
4/20/2018	11140726	IPERS	IPERS - CITY	\$ 14,538.85
4/20/2018	11140727	WELLMARK	GROUP 125 - FAM	\$ 29,443.58
4/20/2018	11140728	AFLAC	SUPP INSURANCE	\$ 678.54
4/20/2018	11140729	EFTPS	FED/FICA TAX	\$ 10,846.89
4/20/2018	11140730	IOWA DEPT OF REVENUE	STATE TAXES	\$ 4,005.00
4/25/2018	11140731	CLAYTON ENERGY CORPORATION	GAS PURCHASE	\$ 38,898.95
4/25/2018	11140732	MISSOURI RIVER ENERGY SVCS	ELECTRIC PURCHASE	\$ 66,392.95
4/25/2018	11140733	TREASURER STATE OF IOWA	USE TAX	\$ 4,961.00
4/25/2018	11140734	TREASURER STATE OF IOWA	SALES TAX	\$ 2,432.00
4/25/2018	11140735	TREASURER STATE OF IOWA	SALES TAX	\$ 10,754.00
4/20/2018	51539	CITY OF HAWARDEN	PAYROLL	\$ -
4/20/2018	thru 51541	CITY OF HAWARDEN	PAYROLL	\$ -
4/20/2018	51542	ICMA-RC	457- ICMA	\$ 1,475.00
4/20/2018	51543	FLEX PLAN	URM/FLEX PLAN	\$ 1,479.44
4/20/2018	51544	WADDELL & REED	457- W&R	\$ 700.00
4/20/2018	51545	CHILD SUPPORT PAYMENT CTR	GARNISHMENTS	\$ 398.28
4/20/2018	51546	AFSCME/IOWA COUNCIL 61	UNION DUES	\$ 376.60
4/20/2018	51547	VOID	VOID	\$ -
4/20/2018	51548	SIOUX COUNTY SHERIFF	GARNISHMENTS	\$ 276.94
4/25/2018	51549	AIRGAS USA LLC	OXYGEN	\$ 50.27
4/25/2018	51550	ARTISAN PRESS	UTIL BILLING FORMS	\$ 575.00
4/25/2018	51551	AUREON NETWORK SERVICES	CALEA	\$ 113.85
4/25/2018	51552	B & H PHOTO-VIDEO	PRINTER & TONER	\$ 395.99
4/25/2018	51553	BOOTH PHARMACY INC	GREETING CARDS	\$ 17.15
4/25/2018	51554	BORDER STATES ELEC SUPPLY	METER TESTING	\$ 622.70
4/25/2018	51555	BOYER MACHINE INC	SUPPLIES	\$ 308.12
4/25/2018	51556	BROWN SUPPLY CO	SUPPLIES	\$ 1,980.06
4/25/2018	51557	CATALYST SOLUTIONS INC	TECH SERVICES	\$ 507.50
4/25/2018	51558	CITY OF HAWARDEN	CABLE/INT REFUND	\$ 216.21
4/25/2018	51559	CLARITUS	INK CARTRIDGE	\$ 167.90
4/25/2018	51560	DGR ENGINEERING	FACILITY PLANNING	\$ 1,281.00
4/25/2018	51561	ENVIRONMENTAL RESOURCE	LAB FEES	\$ 142.64
4/25/2018	51562	ERICSON OIL LC	FUEL	\$ 1,139.55
4/25/2018	51563	FELD FIRE	BOOTS	\$ 332.00
4/25/2018	51564	FLOWERS BY JAN	PLANT	\$ 50.00
4/25/2018	51565	GRAINGER INC	TONER	\$ 411.25
4/25/2018	51566	HAWARDEN AMBULANCE ASSN	FEES	\$ 6,190.00
4/25/2018	51567	HAWARDEN GOLF CLUB INC	EQUIPMENT REPLACEMENT	\$ 12,300.00
4/25/2018	51568	HAWARDEN REGIONAL HEALTHCARE	LABS	\$ 500.15
4/25/2018	51569	HAWKEYE ADJUSTMENT	COLLECTION	\$ 136.51
4/25/2018	51570	BRAD HOFLAND	CC CLEANING	\$ 175.00

DATE	CHECK NO	VENDOR NAME	REFERENCE	TOTAL
4/25/2018	51571	MARY HULLEMAN	BENEFITS	\$ 488.68
4/25/2018	51572	IOWA INFORMATION INC	ADVERTISING	\$ 539.90
4/25/2018	51573	IOWA STATE UNIVERSITY	TRAINING	\$ 170.00
4/25/2018	51574	JOHN R. ANDERSON TRUCKING	SNOW REMOVAL	\$ 1,743.04
4/25/2018	51575	ANGIE JOY	CABLE/INT REFUND	\$ 74.43
4/25/2018	51576	LIFESTYLE LANDSCAPE	MAINTENANCE CONTRACT	\$ 80.10
4/25/2018	51577	LONG LINES	LONG DISTANCE	\$ 15,699.61
4/25/2018	51578	MAILFINANCE	POSTAGE MACHINE LEASE	\$ 1,446.00
4/25/2018	51579	MANGOLD ENVIRONMENTAL	LAB FEES	\$ 640.00
4/25/2018	51580	MOW & GLOW LAWN & FLOOR CARE	CC CLEANING	\$ 175.00
4/25/2018	51581	MUNICIPAL UTILITIES	VOID	\$ -
4/25/2018	51582	MUNICIPAL UTILITIES	UTILS	\$ 8,513.35
4/25/2018	51583	NENA	RENEWAL	\$ 255.00
4/25/2018	51584	NEXSTAR BROADCASTING INC	RETRANSMISSION	\$ 4,341.75
4/25/2018	51585	NORTHERN SAFETY CO INC	SUPPLIES	\$ 210.24
4/25/2018	51586	NORTHWEST IOWA AREA SOLID	HHM TRAILER	\$ 103.00
4/25/2018	51587	OLSONS PEST TECHNICIANS	PEST CONTROL	\$ 218.33
4/25/2018	51588	PHYSICIANS CLAIMS COMPANY	AMB BILLING	\$ 999.16
4/25/2018	51589	PHYSIO-CONTROL INC	AMB DEFIB	\$ 25,562.40
4/25/2018	51590	SHELL	FUEL	\$ 648.24
4/25/2018	51591	LAWRENCE SCHIEFEN	LIGHTS	\$ 8.00
4/25/2018	51592	SCOTTS ELECTRIC PLUMBING	SEWER CLEANING	\$ 72.50
4/25/2018	51593	SIOUX COUNTY CONSERVATION	NATURE CENTER	\$ 50,000.00
4/25/2018	51594	SIOUXLAND DISTRICT HEALTH DEPT	LAB FEES	\$ 63.00
4/25/2018	51595	SIOUXLAND GRASS & FORAGE, LLC	SUPPLIES	\$ 375.00
4/25/2018	51596	SIOUXLAND OUTDOOR POWER CO	BLADES	\$ 624.00
4/25/2018	51597	SUBSCRIBER TECHNOLOGIES INC	TV PROGRAMMING COST	\$ 225.00
4/25/2018	51598	TRUESDELL OIL INC	FUEL	\$ 1,068.75
4/25/2018	51599	UNITED PARCEL SERVICE	SHIPPING	\$ 11.65
4/25/2018	51600	USA BLUEBOOK	DEODORIZING	\$ 126.19
4/25/2018	51601	UTILITY EQUIPMENT COMPANY	CLAMPS	\$ 732.54
4/25/2018	51602	WELLS FARGO VENDOR FIN SER LLC	COPIER LEASE	\$ 233.86
			***** REPORT TOTAL *****	\$ 401,674.66

RESOLUTION NO. 2018-14

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAWARDEN, IOWA, AUTHORIZING APPLICATION TO THE HOUSING FUND GRANT PROGRAM, COMMITTING LOCAL MATCH TO THE PROJECT, AND DESIGNATING PERSONS AUTHORIZED TO EXECUTE SAID APPLICATION.

WHEREAS; the City of Hawarden has identified and targeted a need for an Owner Occupied Housing Rehabilitation project; and,

WHEREAS; the City does not possess the financial resources to conduct this project without financial assistance; and,

WHEREAS; the City has the ability to apply for Community Development Block Grant financial assistance through the Iowa Economic Development Authority, and wishes to apply for assistance with the Owner Occupied Housing Rehabilitation project; and,

WHEREAS; the City of Hawarden is pledging to commit up to \$12,000 in local funding to support this Owner Occupied Housing Rehabilitation project.

NOW THEREFORE BE IT RESOLVED by the City of Hawarden, Iowa, that an application to the Iowa Community Development Block Grant Program is hereby authorized, and the Mayor and City Administrator are authorized to sign and execute said application and all related correspondence; and

BE IT FURTHER RESOLVED that Northwest Iowa Planning and Development Commission is hereby authorized to assist the City of Hawarden in the preparation and submittal of a CDBG grant application and will hereby retain the services of the Commission, a regional Council of Governments, to administer such federal CDBG grant if it is awarded to the City.

PASSED AND APPROVED THIS 25th DAY OF APRIL, 2018.

Ricard R. Porter, Mayor

ATTEST:

Michael DeBruin, City Administrator

RESOLUTION NO. 2018-15

A RESOLUTION OF THE CITY OF HAWARDEN, TO ADOPT THE ADMINISTRATIVE PLAN FOR THE CDBG OWNER-OCCUPIED HOUSING REHABILITATION GRANT FROM THE IOWA ECONOMIC DEVELOPMENT AUTHORITY.

WHEREAS, it has been determined that the maintenance of the City's housing stock is of public concern, and

WHEREAS, it has been determined through planning and generally accepted research that there exists a need to improve the quality of the housing stock within our community, and

WHEREAS, the City is applying for a CDBG Owner-occupied Housing Rehabilitation Grant through the Iowa Economic Development Authority to rehabilitate six (6) homes; therefore, the City's is adopting the State's Model "Administrative Plan" which outline the policies and procedures for the administration and management of said grant program.

FURTHERMORE, the City shall contract with and assign to the Northwest Iowa Planning and Development Commission the general implementation of this Administrative Plan.

PASSED AND APPROVED THIS _____ DAY OF _____, 2018.

Ricard R. Porter, Mayor

ATTEST:

Michael DeBruin, City Administrator