

**ALTON CITY COUNCIL MEETING**  
**Minutes of Regular Session**  
**Tuesday, November14, 2017**

Mayor Pro Tem Bengard called the meeting to order at 6:00 P.M. with Council members Bengard, Jorgensen, Kleinhesselink and Zenor Present. Mayor Schutt and Council member Vande Griend were absent. Also present was Travis Plathe, Dale Oltmans and Laurie Tentinger.

Motion by Jorgensen and second by Zenor to approve the agenda. Ayes 4

Motion by Kleinhesselink and second by Jorgensen to approve the consent agenda, including minutes from the October 26, 2017 meeting. Ayes 4

**NOVEMBER 2017 ACCOUNTS PAYABLE**

<b>VENDOR NAME</b>	<b>PRODUCT/SERVICE</b>	<b>AMOUNT</b>
A & M LAUNDRY INC	LAUNDRY SERVICE	\$40.39
AALBERS EXCAVATING/TRUCKING	ROCK	\$761.94
AFLAC	AFLAC-PRE-TAX	\$497.33
AG PARTNERS	FUEL	\$1,578.18
AMERICAN STATE BANK	GAS LOAN PRINCIPAL & INTEREST	\$30,306.75
AMERICAN STATE BANK	FED/FICA TAX	\$8,599.41
ANALYTICAL & CONSULTING	COMPLIANCE TESTING	\$466.76
ARNOLD MOTOR SUPPLY	OIL	\$55.47
BANKERS TRUST	2016 BOND INTEREST	\$16,395.00
BANKERS TRUST	2009A BOND INTEREST	\$5,171.25
BANKERS TRUST	2013A BOND INTEREST	\$1,750.00
BANKERS TRUST	2015 BOND INTEREST	\$6,262.50
BANKERS TRUST	2013B BOND INTEREST	\$3,162.50
BAHRKE JULIE	UTILITY DEPOSIT REFUND	\$100.00
BORDER STATES INDUSTRIES, INC	DECALS, UTILITY MARKERS, TAP TEE, END CAP	\$693.04
CARDINAL HEALTH	SUPPLIES	\$280.66
CARRION JAMIE	UTILITY DEPOSIT REFUND	\$30.26
CITY OF ORANGE CITY	MUTUAL AID	\$530.00
CLAYTON ENERGY CORPORATION	GAS COMMODITY	\$32,797.54
CLAYTON ENERGY CORPORATION	GAS RESERVATION	\$4,488.62
COMMUNITY INS	INSURANCE 2017 FORD	\$672.00
DANS TREE SERVICE LLC	NUISANCE TREE TRIMMING	\$1,700.00
DATA TECHNOLOGIES, INC.	LICENSE & SUPPORT FEE	\$4,149.63
DEWILD GRANT RECKERT & ASSOC	5TH AVE PAVING	\$7,252.28
DITCH WITCH	REPAIR	\$615.61
ECHO GROUP INC	REEL	\$684.75
EDWARDS HARRI	UTILITY DEPOSIT REFUND	\$175.00
FASTENAL	SUPPLIES	\$5.84
FP MAILING SOLUTIONS	INK CARTRIDGE	\$132.81
GRAINGER	STOP BLOCKS	\$196.29
GREENWORLD	SPRINKLER SYSTEM WINTERIZATION	\$75.00
GROEBNER & ASSOCIATES INC	PIPE, COUPLING, CUTTER, ELBOW	\$660.54
HABITAT FOR HUMANITY	UTILITY DEPOSIT REFUND	\$139.04
HARRISON BILL	UTILITY DEPOSIT REFUND	\$350.00
HENRY JUSTIN	UTILITY DEPOSIT REFUND	\$87.17

HOLIDAY INN	IMFOA CONFERENCE	\$393.35
HUBERS WICK	UTILITY DEPOSIT REFUND	\$225.00
IOWA ASSN. OF MUNICIPAL UTIL	BIENNIAL REPORT	\$90.00
IOWA FINANCE AUTHORITY	SRF INTEREST	\$393.75
IOWA ONE CALL	LOCATES	\$36.90
IOWA RURAL WATER ASSN.	DUES	\$275.00
IOWA STATE TREASURER	STATE TAX	\$1,431.00
IPERS COLLECTIONS	IPERS	\$5,228.12
JASPER JESSE	UTILITY DEPOSIT REFUND	\$225.00
KLAY,VELDHUIZEN,BINDNER,DEJONG	LEGAL FEES	\$502.00
KOPETSKYS ACE	FASTENERS	\$4.19
KRIZ-DAVIS CO.	SECONDARY WIRE, COMPRSLLEEVE, CUTTER	\$1,558.74
L & M ENTERPRISES	VECTOR SAFETY SHIRTS	\$6.00
MASQUAT KENNETH & TONYA	UTILITY DEPOSIT REFUND	\$330.00
METERING & TECHNOLOGY SOL	METER, GASKETS	\$1,929.97
MID SIOUX OPPORTUNITY	PROJECT SHARE	\$20.00
MIDAMERICAN ENERGY	STREET LIGHTS	\$220.67
MIDWEST FIRE & REPAIR	ANNUAL PUMP SERVICE	\$1,229.80
MIKES WELDING & REPAIR	SUPPLIES	\$72.10
MISSOURI RIVER ENERGY SERVICES	ELECTRIC	\$52,779.76
MOORE JOSH	UTILITY DEPOSIT REFUND	\$250.00
MUNICIPAL UTIL-BILLS	UTILITIES	\$1,130.57
NAPA ORANGE CITY	HOSE	\$201.72
NEAL CHASE LUMBER CO	SUPPLIES	\$303.86
NESSA JACOB	UTILITY DEPOSIT REFUND	\$150.00
NOTEBOOM ELECTRIC	LAMP	\$164.22
ORANGE CITY MUNICIPAL UTILITIES	BULK WATER	\$6,206.16
OLDENKAMP KENNELS	KENNELING	\$120.00
ONE OFFICE SOLUTION	OFFICE SUPPLIES	\$333.31
ORANGE CITY HEALTH SYSTEM	PARAMEDIC ASSIST, DRUG TEST	\$159.50
ORANGE CITY SANITATION	GARBAGE HAULING	\$6,638.30
PAYROLL	PAYROLL CHECKS 10/31/2017	\$25,138.63
PETTY CASH	POSTAGE	\$23.88
PLUIM PUBLISHING CO., INC	FIRE AD	\$463.30
REHAB SYSTEMS INC.	MANHOLE REHAB	\$4,375.00
RICE SIGNS	STREET SIGNS & MOUNTS	\$2,506.50
SIOUXLAND PRESS	PUBLICATIONS	\$205.94
SKARSHAUG TESTING LAB.	SAFETY TESTING	\$50.44
SOLSMA ANGELA	UTILITY DEPOSIT REFUND	\$325.00
SPALDING CATHOLIC SCHOOL	ELECTRIC REBATE	\$302.70
LAURIE TENTINGER	MILEAGE	\$288.36
TREASURER - STATE OF IOWA	SALES TAX	\$2,960.00
TRITECH EMERGENCY SYSTEMS	RESCUE BILLING	\$137.50
BILLIE TYLER	UTILITY CONNECTION REBATE	\$700.00
U. S. POSTMASTER	POSTAGE	\$500.00
UNITYPOINT CLINIC-OCC MED	DRUG TEST	\$37.00
USA BLUE BOOK	BUFFER POUCHES	\$90.53
UTILITY EQUIPMENT CO.	CURB BOX	\$57.24
UTILITY SALES & SERVICE	SE LOOPING	\$316.14
VAN HOLLAND LAWN SERVICE	5TH AVE PROJECT	\$3,439.20

VANROEKEL HOLLY	UTILITY DEPOSIT REFUND	\$200.00
VANWYK JOSHUA	UTILITY DEPOSIT REFUND	\$200.00
VANDER POL EXCAVATING	SE WATER MAIN LOOP	\$31,976.73
VERIZON	CELL PHONES	\$279.91
VISA	TRAVEL & TRAINING	\$571.22
WATERBURY DONNA	UTILITY DEPOSIT REFUND	\$365.00
WELLMARK BLUE CROSS/BLUE	GROUP INSURANCE	\$6,752.60
WESCO DISTRIBUTION, INC.	SECONDARY CONNECTORS	\$449.40
WEST IOWA TELEPHONE	TELEPHONE, INTERNET, FAX	\$560.53
WILLIAMS & CO	AUDIT	\$500.00
ZEILENGA DONALD	UTILITY DEPOSIT REFUND	\$200.00
	TOTAL ACCOUNTS PAYABLE CHECKS	<u>\$297,445.30</u>

**AUDIT REPORT:** Justin Jacobsma from Williams and Company reviewed the June 30, 2017 Audit Report with the Council. In the Auditors opinion, the financial statements present fairly, and Justin stated the City Staff has done a thorough job reporting the finances as well as maintaining the City's financial position.

Jacobsma left at 6:10.

**UTILITIES:**

**RESOLUTION 17-37 “RESOLUTION APPROVING THE FACILITY PLAN FOR THE WASTEWATER FACILITY IMPROVEMENT PROJECT”** was introduced and moved for adoption by Council Member Bengard. Kleinhesselink seconded the motion to adopt.

Upon roll call vote, the following was recorded:  
 Ayes: Bengard, Jorgensen, Kleinhesselink, Zenor  
 Nays: None  
 Absent: Vande Griend

Whereupon the Mayor Pro Tem declared the Resolution duly adopted.

Ordinance 844 was introduced by Council Member Kleinhesselink.

**ORDINANCE 844 “AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ALTON, IOWA 2002 BY AMENDING PROVISIONS PERTAINING TO THE MUNICIPAL WATER UTILITY RATES”**

Motion by Council Member Zenor that the reading just had to be the first and the Council dispense with the statutory provision that this Ordinance be fully and distinctly read on three different days as provided by section 380.3 of the Code of Iowa.

Motion was duly seconded by Council Member Jorgensen.

On roll call vote:  
 Ayes: Bengard, Jorgensen, Kleinhesselink, Zenor  
 Nays: None  
 Absent: Vande Griend

And the Mayor Pro Tem declares the motion duly carried.

Motion by Kleinhesselink that title of said bill for Ordinance be approved as set out and said bill for Ordinance 844 be adopted and placed on its final passage. Council Member Bengard seconded the foregoing motion.

On roll call vote:

Ayes: Bengard, Jorgensen, Kleinhesselink, Zenor

Nays: None

Absent: Vande Griend

The Mayor Pro Tem declares the motion duly carried and will forthwith sign he said Ordinance and the Clerk will add his attestation thereto, said Ordinance being adopted.

Ordinance 845 was introduced by Council Member Bengard.

**ORDINANCE 845 “AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ALTON, IOWA 2002 BY AMENDING PROVISIONS PERTAINING TO THE MUNICIPAL SANITARY SEWER UTILITY RATES”**

Motion by Council Member Bengard that the reading just had to be the first and the Council dispense with the statutory provision that this Ordinance be fully and distinctly read on three different days as provided by section 380.3 of the Code of Iowa.

Motion was duly seconded by Council Member Zenor.

On roll call vote:

Ayes: Bengard, Jorgensen, Kleinhesselink, Zenor

Nays: None

Absent: Vande Griend

And the Mayor Pro Tem declares the motion duly carried.

Motion by Kleinhesselink that title of said bill for Ordinance be approved as set out and said bill for Ordinance 845 be adopted and placed on its final passage. Council Member Jorgensen seconded the foregoing motion.

On roll call vote:

Ayes: Bengard, Jorgensen, Kleinhesselink, Zenor

Nays: None

Absent: Vande Griend

The Mayor Pro Tem declares the motion duly carried and will forthwith sign he said Ordinance and the Clerk will add his attestation thereto, said Ordinance being adopted.

Oltmans informed the Council it was the recommendation of the Engineer to accept the work as complete for the SE Water Loop Improvements done by Vander Pol Excavating, LLC.

**RESOLUTION 17-38 “A RESOLUTION OF THE CITY COUNCIL OF ALTON, IOWA ACCEPTING WORK”** was introduced and moved for adoption by Council Member Jorgensen. Zenor seconded the motion to adopt.

Upon roll call vote, the following was recorded:  
Ayes: Bengard, Jorgensen, Kleinhesselink, Zenor  
Nays: None  
Absent: Vande Griend

Whereupon the Mayor Pro Tem declared the Resolution duly adopted.

**LIQUOR LICENSE:** The Double D Bar submitted a request for renewal of their liquor license with outdoor service and Sunday sales.

Motion by Zenor and second by Kleinhesselink to approve the liquor license with outdoor service and Sunday sales for Double D, pending submission of Dram Shop. Ayes 4

Dennis Ellis arrived at 6:25 PM and Monte Tilgner arrived at 6:30 PM.

**NUISANCE:** Dennis Ellis expressed his dissatisfaction with the City for trimming his trees and sending him a bill for the work done. Ellis indicated he had hired a tree service to do the work but they hadn't been able to get to his house yet. The Council verified that Ellis had received notices in September and November of 2016 and a certified letter in June 2017, notifying Ellis that he was not in compliance with the City's tree ordinance and had 14 days to comply with the ordinance. The Council also asked Ellis if he had communicated with the City that he had contracted with the tree service to do the work, Ellis indicated he had not made an attempt to contact the City.

It was the consensus of the Council to deny Ellis' request for forgiveness of the bill.

Ellis left at 6:40 PM.

Monte Tilgner spoke to the Council about the work he had done to comply with the requirements of the tree ordinance and that he was under the understanding he was in compliance. He indicated he had contacted the City Office and asked for someone to let him know if he was not in compliance. Tilgner also said he believes that the tree service hired by the City cut more branches than were necessary. He felt that the amount of his bill was more than what he should have been charged if only branches that did not comply were trimmed. Tilgner also commented that the process used by the City should be evaluated. He recommended that another notice should have been made.

Tilgner left at 6:55 PM.

Oltmans informed the Council that the City Ordinances have a specific process that the City followed. Staff also followed direction from the City Attorney to make sure the process they used was legal. The City had contracted with a third party to inspect all properties in town and on November 4, 2016 nuisance letters were sent to the property owners whose property was identified as being non-compliant. They were given until May 1 of 2017 to bring the property into compliance. The third party again inspected properties May 22 and 25, 2017 and provided a list of properties still not in compliance. On June 14, 2017 a return receipt certified letter was sent to the property owners notifying them that their property was not in compliance and that they had 14 days to comply. Many property owners worked on trimming in that time period, however the tree services could not get all of the work completed and several property owners as well as the tree services contacted the City to give them more time. In the beginning of October after giving property owners an additional four

months and with Fall approaching and the City staff inspected properties that were notified by certified letter and compiled a list of those who still remained non-compliant. The City then had the trees trimmed to bring the properties into compliance.

Motion by Zenor and second by Bengard to approve Tilgner's request for a bill reduction to the contractors minimum charge due to the fact that an attempt at communication was made and that more work had been done than was necessary to comply with the ordinance. Ayes 4

**CITY ATTORNEY:** Oltmans presented the Council with a contract from the City Attorney for 2018. There were no changes from the 2017 contract.

Motion by Jorgensen and second by Kleinhesselink to approve the 2018 Contract for City Attorney. Ayes 4

**ZONING:** Oltmans presented the Council with a contract from Quintin Van Es, Independent Contractor for 2018. There were no changes from the 2017 contract.

Motion by Kleinhesselink and second by Jorgensen to approve the 2018 Contract for Independent Contractor. Ayes 4

**EQUIPMENT STORAGE:** Oltmans presented the Council with a contract for the Van Es Building Lease for 2018. There were no changes from the 2017 contract.

Motion by Bengard and second by Kleinhesselink to approve the 2018 Contract for City Attorney. Ayes 4

**PERSONNEL: EMPLOYEE BENEFITS PACKAGE:** Oltmans presented the Council with the employee benefits package for the coming year from Willett Insurance.

Motion by Kleinhesselink and second by Zenor to approve the employee benefits package prepared by Willett Insurance. Ayes 4

**EMPLOYEE RECOGNITION DINNER POLICY:** Motion by Jorgensen and second by Kleinhesselink that in recognition of efforts of employees of the City of Alton, the Council would like to hold an annual employee recognition dinner in December and to give a gift of appreciation. Ayes 4

#### **OTHER BUSINESS:**

Oltmans updated the Council on the electric and gas efficiency goals the City is required to have. Oltmans informed the Council on what the goals are City's current percentage of the goal. He also updated the Council on the work Leonard Pottebaum does to attain the goals.

Oltmans informed the Council he was approached by Wes Van Ommeren about the City's interest in buying the Van Ommeren Carpentry building next to the City Office. The Council expressed interest and instructed Oltmans to gather more information on price, taxes, and utilities for the building.

Zenor asked Oltmans to clarify how the contract with Sioux Golf & Country Club was set up. The City and Club have different fiscal years there was some confusion on what timeframe money is available to the Club. Bengard indicated the Club will probably be short more than what is left from this fiscal year's budget and wants the difference from what was allotted in last year's budget and what was actually distributed to SGCC available to the Club this year. Kleinhesselink expressed concern about going into a prior fiscal year for funds. It was his understanding the contract was written for the funds to be only disbursed if the Club was in a deficit which it wasn't during last fiscal year. Oltmans will gather information on the contract and any payments made to SGCC and add discussion to the December Council meeting.

Motion by Kleinhesselink and second by Zenor to adjourn the meeting at 7:38 PM. Ayes 4

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Mayor Pro Tem,  
Blake Bengard

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City Clerk/Administrator  
Dale Oltmans

**October Revenue**

General Fund	\$208,291.82	Capital Equipment Fund	\$39.39
RUT Fund	\$10,452.32	LMI Housing	\$33.14
Employee Benefits Fund	\$15,243.35	Capital Parks & Trails	\$15.80
Local Option Fund	\$12,554.56	Water Fund	\$22,805.46
TIF - Industrial Park	\$181,809.89	Sewer Fund	\$17,192.07
TIF – FVM2 Fund	\$19,137.66	Electric Fund	\$70,354.61
Debt Service Fund	\$103,537.40	Gas Fund	\$12,458.16
		Storm Water Fund	\$2,653.96
		<b>Total Receipts</b>	<b>\$676,579.59</b>