

The Palo City Council met in regular session at Palo City Hall November 19, 2012. Mayor Tom Sanders called the meeting to order at 6:30 p.m. Council Members present: Trent Miller, Doug Hanover, Scott Packingham and Josh Frank. Absent: Brian Beaty.

Mayor Sanders informed all present agenda item #12; **Construction Contract Amendment(s)** will be removed from the agenda. Hanover moved approval of the **agenda** as revised, Miller second. Motion carried. 4-0

Hanover moved approval of the **consent agenda**: bill approval, treasurer's reports, DAR, regular Council meeting minutes from October 15, 2012, and setting public hearings for December 17, 2012 at 6:30 p.m. for the following proposed ordinances: Ordinance 586-2012 An Ordinance Granting to Interstate Power and Light Company (Alliant Energy) a 25 Year Non-Exclusive Electric Franchise, Ordinance 587-2012 An Ordinance Granting to Interstate Power and Light Company (Alliant Energy) a 25 Year Non-Exclusive Natural Gas Franchise, Ordinance 588-2012 An Ordinance Amending the Code of Ordinances of the City of Palo, IA, 2008, by Amending Provisions Pertaining to Prohibited Sales and Acts, Proposed Adoption of Ordinance 589-2012 An Ordinance Amending the Code of Ordinances of the City of Palo, IA, 2008, by Amending Provisions Pertaining to All-Terrain Vehicles, Ordinance 590-2012 An Ordinance Amending the Code of Ordinances of the City of Palo, IA, 2008, by Amending Provisions Pertaining to Installment Payment of Cost of Abatement, and Ordinance 591-2012 An Ordinance Amending the Code of Ordinances of the City of Palo, IA, 2008, by Amending Provisions Pertaining to Service Discontinued and Adding Lien Exemption Language, Miller second. Motion carried. 4-0 Keith Sherman, Franchise and Community Relations Manager, and Perry Martin, Senior Field Engineering Specialist, for Alliant Energy were in attendance to answer questions if needed.

The **Linn County Sheriff** provided the service call log; 54.1 hours worked; 87 hours required. He encouraged everyone to watch for deer, as they have responded to several deer/vehicle accidents.

A **Lion's Club representative** was not available.

Audience Comments-Agenda Items: None.

Department Reports: were provided to Council: **Maintenance Dept., Fire Dept.:** August, September, and October minutes for 2012, **Committee/Organization Meeting Minutes:** November, 2012 Park and Recreation minutes.

Terry Meyer, President, Palo Savings Bank presented a \$2000 check to the City of Palo. This is a donation to the City from the Palo Savings Bank Board of Directors for the purchase of volleyball equipment for the community center gym. The Mayor and Council expressed their appreciation for this generous donation on behalf of the City of Palo and the citizens of Palo.

Tracey Achenback, Housing Trust Fund Executive Director for Linn County, and John Harris, Board Member, presented information on funding opportunities through the Housing Fund of Linn County including the Revolving Loan Fund and Federal Housing Loan Bank (FHLB) funds. The City has previously been awarded funds to help residents install water service lines to their residences. Funds are distributed to individuals through organizations, businesses, and non-profit organizations. Applications for residents to apply for minor home repairs through the East Central Council of Governments (ECICOG) or the Linn County Housing Trust Fund should be available in about a month. Posters will be posted on the program when available. Ms. Achenback was impressed with the Deputy City Clerk's work on the service line grant and information provided to Palo Senior Housing informing them of funding opportunities.

Clerk explained the **Resolutions and Policies Required for Funding through the Community Development Block Grant Program for the City's Water Improvement Project.** Miller motion to approve **Resolution 11-19-12A Code of Conduct**, Hanover second. Roll call. Motion carried. 4-0 Miller motion to approve **Resolution 11-19-12B Procurement Policy**, Packingham second. Roll call. Motion carried. 4-0

Hanover motion to approve **Resolution 11-19-12E HR Green, Inc. Profession Services Contract Amendment 4**, Miller second. Roll call. Motion carried. 4-0

Matt Wildman, HR Green, Inc. Project Manager presented a Water Project update. Mr. Wildman presented Council and the Maintenance Superintendent with copies of the Water Treatment Facility plans 60% complete. Suggestions and/or recommendations need to be submitted to him by November 30, 2012. He projected the final plans will be completed for the December Council meeting. HR Green will survey the water treatment plant and water tower area by the end of next week (11/30/12) at no additional charge to the City. Water meters are required at the wells. A water meter will be added to well #1. A meter will not be located at the water treatment plant. Flow will be monitored out of the wells. There will be gravel around the water treatment plant site. This is necessary because of the generator. Grass will cover the rest of the site. Scheduling dates were reviewed. The phase 1 water main, the water tower, and the Alliant conduit all must be completed in a specific order. If one activity is delayed, it will impact the target

completion dates for the other projects. The City may receive extension request change orders from the contractors at the next Council meeting. The fiber optics lines have slowed the progress on the water main installation. The well at the fire station will connect directly to the water tower. There will be a bypass at the water tower. The connection at well #2 is a priority so Alliant can supply power to the well. The water tower should be online in 2-3 weeks. Mr. Wildman will contact Ricklefs' project manager to make sure the well is a priority. The water is chlorinated. It will continue to be chlorinated at the base of the water tower until the water treatment facility is completed. Drainage issues on Minors Drive will be handled on a case by case basis.

Miller motion to open the public hearing for **Ordinance 585-2012 An Ordinance Amending the Code of Ordinances of the City of Palo, Iowa, 2012, by Repealing and Replacing Section 90.41 Related to Private Wells** at 8:28 p.m., Packingham second. Motion carried. 4-0 Clerk did not receive written comments. No audience comments. Hanover motion to close public hearing for Ordinance 585-2012 An Ordinance Amending the Code of Ordinances of the City of Palo, Iowa, 2012, by Repealing and Replacing Section 90.41 Related to Private Wells at 8:29 p.m., Frank second. Motion carried. 4-0 No Council discussion. Miller motion to approve First Reading Ordinance 585-2012 An Ordinance Amending the Code of Ordinances of the City of Palo, Iowa, 2012, by Repealing and Replacing Section 90.41 Related to Private Wells, Packingham second. Roll call. Motion carried. 4-0 **Water Service Charges (Estimates vs. Actual)** were not discussed.

The Council discussed **Private Service Lines Voluntary Special Assessment** at great length including the process, State Code, bookkeeping, City's financial standing, number of resident inquiries, other alternatives for funding, grant opportunities available, low to moderate income (LMI) opportunities, home equity loan options, water committee input, the City's State Revolving Fund (SRF) loan, interest rates, contractor choice by residents, City Attorney input, and the general Council consensus that the Council does not endorse such a program at this time. If this comes before the Council again Councilor Miller would like water committee representative, Dave Schoettmer, and the City Attorney to be present for the discussion. Kevin Matt, water committee representative, was present and offered information from previous water committee discussions on this issue.

Councilor Hanover inquired why retainage is scheduled to be paid with **Ricklefs' Pay Request 8 (Final) Water Main Distribution System Phase 1 including Retainage**. Mr. Wildman explained the City has a bond to protect the City against warranty and repair issues. The warranty is 2 years and the City has the option of contacting the bonding company to ask them to keep the performance bond open if necessary. HR Green, Inc. is comfortable with issues considering what they are. HR Green representatives and City staff compiled a spreadsheet of issues that have been addressed and issues that need to be addressed in the spring. Other Council questions included the pavement replacement materials. The material used to date has been limestone chip seal, rather than pea gravel chip seal. Mr. Wildman informed Council the products are comparable. The limestone material is more readily available and less costly, however, more rock has been put down than Cedar Rapids' specifications require. The heavier rock base should make the longevity the same; it is not an inferior product. Mayor informed Council the limestone chip seal material had been used in the past; the most recent supplier preferred the pea gravel chip seal because of the cost and availability the company had to procure the material. Miller motion to approve Ricklefs' Pay Request 8 (Final) Water Main Distribution System Phase 1 including Retainage for \$49,224.95, Hanover second. Motion carried. 4-0

Mayor and Council questions on **Ricklefs' Pay Request 7 Water Main Distribution System Phase 2** included reviewing the items that had been taken out of the bid and how these items were noted on the change orders.

Quantities and methods of measurement were reviewed as well. Miller motion to approve Ricklefs' Pay Request 7 Water Main Distribution System Phase 2 for \$300,127.32, Frank second. Motion carried. 4-0

Mayor Sanders and Mr. Wildman explained the activities associated with **Ricklefs' Change Order 7 Water Main Distribution System Phase 2**. This is a natural waterway. It is more economical and safer to bore the 6' raw water line under the drainage ditch on Main Street. This was an oversight on HR Green, Inc.'s part. Mr. Wildman thinks the City will have a change order deduct at the completion of Phase 2 as the City had at the completion of Phase 1. Frank motion to approve Ricklefs' Change Order 7 Water Main Distribution System Phase 2 for \$1,280, Hanover second, Motion carried. 4-0

Miller motion to approve **Caldwell Tanks, Inc.'s Pay Application 4, 200,000 Gallon Elevated Storage Tank** for \$32,062.50, Hanover second. Motion carried. 4-0

The Mayor granted a recess at 8:10 p.m. The Mayor reconvened the meeting at 8:16 p.m.

Council discussed the **Community Center Service Agreements** including the **Fire Alarm Service Proposals for City Hall** and the service solutions available. The other companies that toured the building and evaluated the systems did not submit bids. The systems are somewhat proprietary. The cost difference of \$140 between service solution 1 which includes fire alarm testing, inspections, and parts and labor for the panel and peripherals appears to be a better

value than service solution 2 which only includes fire alarm testing and inspections and the panel labor only. Based on the costs presented at the previous Council meeting, parts could easily be in excess of \$140. Miller motion to approve SimplexGrinnell service solution 1 for \$827, Hanover second. Motion carried. 4-0 Hawkeye Fire and Safety services the City's fire extinguishers and this service has been completed for the current year. Clerk instructed to contact Hawkeye Fire and Safety to check on the inspections for the fire extinguishers on the tanker. All other inspections are complete. SimplexGrinnell has deducted the cost of the **Life Safety Systems Proposal for City Hall** by \$40 since the fire extinguishers have been inspected. Miller motion to approve the SimplexGrinnell service solution for Life Safety Systems for \$952, Frank second. Motion carried. 4-0 Clerk instructed to notify Maintenance Staff (and copy the Mayor) to keep track of all inspections and the maintenance of these systems. Council would like them to use the maintenance tracking system previously installed.

The SimplexGrinnell service solution options and Tri City Electric Company service options were evaluated for the **CCTV Security & Access Control System Service Extended Warrantee Proposal for City Hall**. Representatives from both companies toured the City Hall facility and evaluated the system. The other companies that evaluated the system declined to bid. The Tri-City Electric Company representative was able to correct some of the issues City staff was experiencing. This service will be on an "as-needed" basis for time and material. Packingham motion to approve Tri-City Electric Company for service on the CCTV and access system including 8 hours of onsite time to review the system, program other computers for use and inspection, and provide staff training as needed, Hanover second.

Motion carried. 4-0

Miller motion to approve **Resolution 11-19-12C the City's Annual Financial Report**, Hanover second. Roll call.

Motion carried. 4-0

Mayor informed Council of Record Retention Manual origination. Miller motion to approve **Resolution 11-19-12D Record Retention Manual**, Frank second. Roll call. Motion carried. 4-0

Audience Comments-Non-Agenda Items: None

Old Business: Mayor informed Council of parts needed to repair the Case tractor. Parts alone are \$4000-\$6000 and maintenance already has 12-15 hours of labor expenses associated with diagnosis and repair. Councilor Hanover will call around for pricing on used and salvage replacement parts. The blue tank may be traded for the white tank. The white plastic fence does match other fence in the area and could be used for replacement fencing. The office desks are the ones office staff had before the move to the current City Hall. The maintenance staff will take photographs of the items for sale and write an item description. The pictures and item descriptions will be posted on the City website and in the City Newsletter in the Atom Burst. The Council will review the sealed bids in December.

New Business: 2 light bulbs are burnt out above the Council area in Council Chambers and the clock needs to be reset. The maintenance staff is addressing the bulb that is out in the hallway. Council would like to see funds set aside to resurface 1st Street, Clinton Street, and other streets in the downtown area. Clinton Street is the first priority. They would like a schedule set up to address different sections of town as funds become available starting in the spring, if feasible.

Hanover motion to **adjourn** at 9:20 p.m., Miller second. Motion carried. 4-0

Michelle Nejd

City Clerk