

Minutes City of Mechanicsville  
REGULAR COUNCIL MEETING  
May 11, 2020

The Mechanicsville City Council met in regular session on Monday, May 11, 2020 at 6:30 as an electronic zoom meeting due to Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation makes it "impossible and impractical" to meet in one location. Public participation will be conducted electronically with the public able to hear and participate in the Council meeting by joining the zoom meeting or calling the phone number. Mayor pro-tem Andrew Oberbreckling called the meeting to order at 6:30 p.m. Council members present for roll call were Dee Taylor, Amy Bishop, Andrew Oberbreckling, Adam Paidar and Jennifer Lester. Others present included Lonni Koch, Jake Koch, and others who were dialed in but not identified.

**CONSENT AGENDA:**

Amy Bishop motioned, Adam Paidar seconded to approve the consent agenda including the agenda, the minutes from 4/13/20; finance reports, claims, and renewal Casey's Cigarette permit. Roll call vote: Ayes: Oberbreckling, Taylor, Bishop, Paidar and Lester. Nays: None. Motion carried.

The claims approved were as follows:

ACCO	CHEMICALS	\$236.90
ACE HARDWARE	OPERATING SUPPLIES	\$185.97
AIRGAS NORTH CENTRAL	OTHER CONTRACTUAL SERVICE	\$6.02
ALLIANT ENERGY	ELECTRIC/GAS EXPENSE	\$6,546.90
AMAZON.COM	LIBRARY MATERIALS	\$930.08
BANKERS BANK	OPERATING SUPPLIES	\$829.21
BAUER, TYLER	TELECOMMUNICATIONS	\$30.00
BRIDGE COMMUNITY BANK	LOAN PAYMENT	\$72,175.00
CASEYS GENERAL STORE	VEHICLE OPERATIONS	\$517.65
CEDAR COUNTY RECORDER	COURT & RECORDING FEES	\$7.00
CEDAR COUNTY SHERIFFS RESERVES	OTHER PROF SERV EXP	\$1,000.00
CEDAR COUNTY SOLID WASTE	PAYMENTS TO OTHER AGENCIES	\$1,188.00
CHASE CARD SERVICES	OPERATING & POSTAGE SUPPLIES	\$1,105.95
COPPESS, LINDA	TELECOMMUNICATIONS	\$30.00
CROW, DARRIN	OTHER PROF SERV EXP	\$225.00
DANKO EMERGENCY EQUIPMENT	MINOR EQUIPMENT	\$134.25
DEB VANTER	REFUND	\$9.75
ELLIOTT EQUIPMENT	VEHICLE REPAIR	\$6,307.05
HI LINE INC	OTHER SUPPLIES	\$100.00
HOME DEPOT CREDIT SERVICES	MINOR EQUIPMENT	\$1,176.41
IOWA DEPT OF INSPECTION AND AP	OTHER PROF SERV EXP	\$150.00
IOWA LAW ENFORCEMENT ACADEMY	OTHER PROF SERV EXP	\$150.00
JOHN DEER FINANCIAL	MINOR EQUIPMENT	\$487.95
JUNIOR LIBRARY GUILD	LIBRARY MATERIALS	\$423.80
KNUTH LAW OFFICE	LEGAL EXPENSE	\$686.00
KOCHS SERVICE & SUPPLY LLC	BLDG MAINT & REPAIR	\$89.50
MATT PARROTT & SONS CO	OFFICE SUPPLIES	\$316.08

MECHANICSVILLE TELEPHONE CO	TELECOMMUNICATIONS	\$429.45
METERING & TECHNOLOGY SOLUTION	UTILITY SYSTEMS & STRUCTURES	\$5,900.82
MID IOWA SOLID WASTE	VEHICLE REPAIR	\$79.19
ODD JOBS INC	OTHER PROF SERV EXP	\$450.00
OVESON REFUSE & RECYCLING LLC	OTHER PROF SERV EXP	\$3,150.00
QUILL	OFFICE SUPPLIES	\$135.23
ROTO-ROOTER	OTHER PROF SERV EXP	\$2,547.50
SCHEER, STEVE	OTHER PROF SERV EXP	\$1,200.00
SITEONE LANDSCAPE SUPPLY	GROUNDS MAINTENANCE & REPAIR	\$14.29
STATE HYGIENIC LABORATORY	OTHER PROF SERV EXP	\$488.50
TIPTON CONSERVATIVE & ADVERTIS	PRINTING & PUBLISHING EXP	\$243.95
UNITY POINT HEALTH	OPERATING SUPPLIES	\$766.65
US CELLULAR	TELECOMMUNICATIONS	\$96.93
USA BLUEBOOK	OPERATING SUPPLIES	\$26.76
VEENSTRA & KIMM	ENGINEERING EXPENSE	\$26,910.00
WELLMARK BC BS	INSURANCE	\$4,674.25
WENDLING QUARRIES INC	STREET MAINT EXP	\$634.08
WIENEKE, DIRK	TELECOMMUNICATIONS	\$30.00
PAYROLL	WAGES	\$12,578.48

**Total Receipts and Disbursements for month of April by fund**

Fund	Receipts	Disbursements
General	140,388.02	17,335.58
Road Use Tax	13,346.46	3,937.12
Employee Benefit	27,794.58	
Local Option Sales Tax	7,305.50	
Library Trust Fund	26.58	
Ambulance Trust	4,026.04	3,308.97
Debt Service	18,821.90	
Water Utility	8,536.59	5,597.26
Sewer Utility	12,050.34	42,170.92
Solid Waste	9,138.86	4,953.32
Storm Water Utility	865.55	
Water Deposit	150.00	

**Receive visitors/public comment.** None.

**REPORTS:**

**Ambulance Report:** Lonni Koch reported that the ambulance had 34 calls for the month of April. Electronic education and training is being utilized. Correspondence from Clarence ambulance regarding staffing struggles.

**Fire Report:** Jake Koch reported that Fire had 10 calls for April including a mutual aid with Tipton Fire.

**Police Report:** No report.

**Public Works Report:** No report.

IDNR: Notice of Violation Monitoring dated 4/15/2020 stating that Mechanicsville Water Depart has incurred a monitor violation per 567 Iowa Administrative Code 41 for failure to collect and/or report the annual Nitrate sampling for period ending 3/31/20.

**Administration report:** Clerk report included information about the concession stand not being operated this year due to Covid-19; information from attorney regarding the extension of East Cedar Street and the deed being prepared for the south 60 feet so that resolution can then be passed and dedicated as a street; ECIA had information about the Iowa Great Places Grant; variety of complaints received this month about 4 wheelers, storm catch basins not being cleaned, streets not being swept, large item pickup day, yard waste day, cemetery not being cleaned off, garbage not being picked up usually due to a parked car in the way; 2 workman comp claims filed, mailboxes on E south Street moved to south side, and residents request for a refund as listed on the claim sheet. Jennifer motioned, Adam seconded to modify the claim refund to be 3 months at \$3.25. Ayes all. Motion carried. Vacation request for 5/18-5/22 approved with motion from Amy Bishop, second Adam Paidar. Ayes all. Motion carried.

**Old business discussion and possible action on:**

**Second reading for Ordinance 312 pertaining to no parking on south side of E South Street east of Walnut Street.** Dee Taylor motioned, Jennifer Lester seconded to approve the second reading of the ordinance pertaining to no parking on the south side of E South Street east of Walnut Street. Ayes all. Motion carried.

Dee Taylor motioned, Adam Paidar seconded, to waive the third reading of the ordinance. Ayes: Adam Paidar, Dee Taylor, Andrew Oberbreckling, Jennifer Lester. Nays: Amy Bishop. Motion carried.

Dee Taylor motioned, Adam Paidar seconded to adopt the ordinance. Be it enacted by the City Council for the City of Mechanicsville, Iowa:

Section 1. Section Modified. Sections 69.09 of the code of Ordinances of the City of Mechanicsville, Iowa, 2014, is repealed and the following adopted in lieu thereof:

**69.08 NO PARKING ZONES.** No one shall stop, stand or park a vehicle in any of the following specifically designated no parking zones except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal.

1. Crestview Drive on the south side to the end of street;
2. Crestview Drive on the north side from Pioneer Terrace Entry Drive to Walnut Street;
3. Elm Street on both sides from First Street North to City limits;
4. Elm Street on both sides from First Street to Cedar Street;
5. Madison Street on the west side from Highway 30 to First Street;

6. Reeder Street on the north side from Madison Street to Jefferson Street;
7. The first 25 feet on East First Street on the south side from Cherry Street east;
8. Washington Street on the west side from West First Street to City limits;
9. The first 25 feet on East First Street on the south side from Elm Street west;
10. Cherry Street on both sides from East First Street to Highway 30;
11. East First Street on both sides from Jackson Street to Cherry Street, between 3:00 a.m. and 7:00 a.m., from November 15 of each year until April 15 the following year;
12. Country View Drive on the north side from Elm Street to its east end;
13. 125<sup>th</sup> Street on both sides from Elm Street East to the City limits;
14. E Cedar Street on south side from Elm Street to the east end.
15. E South Street on the south side from Walnut Street to the east end of street

Roll Call: Adam Paidar, Dee Taylor, Andrew Oberbreckling, Jennifer Lester. Nays: Amy Bishop. Ordinance adopted.

**Second reading Ordinance to amend parking during snow Emergency**

**declaration:** Discussion about an email that was sent to council members expressing desire to keep the existing ordinance. Amy thanked citizen for supplying information. Concerns with people not adhering to rules. The No parking eliminates the confusion with everything off the street, although can be extreme. If alleys were plowed may alleviate street parking. Public works committee of Adam and Dee will do additional research on possible compromise, before proceeding with second reading.

**Reconsider salary offer for Police Chief & additional application received 5/1:**

Andrew Oberbreckling shared that he has spoken with the candidate concerning the \$23.00 offer and candidate wants \$27.00 in order to accept the position. Also, reviewed surrounding area police salaries. Council has reviewed several applications and city wants to be competitive with benefits and salary. Some concern about some things being taken advantage of due to not having officer and not wanting to go another 6 months without an officer. Asked if a counter offer and explanation of budget restrictions discussed with candidate, which Andrew confirmed. Good recommendation for current applicant. Jennifer Lester motioned, Adam Paidar seconded to not increase the pay offer to the \$27 at this time and to proceed with setting up an interview with additional candidate. Andrew Oberbreckling will contact the candidate to let him know council declined to increase offer at this time. Clerk will set up interview meeting. Ayes: Adam Paidar, Jennifer Lester, Andrew Oberbreckling, and Dee Taylor. Nays: Amy Bishop. Motion carried.

**Set new date for spring cleanup for large item pick up:** Jennifer Lester motioned, Adam Paidar seconded to set the date for June 9<sup>th</sup>. Ayes all. Motion carried.

**Publication of request for proposals/bids for E Cedar Street Extension:** Dee Taylor motioned, Jennifer Lester seconded to publish the request for proposals for leveling the dirt and hauling in and leveling of rock for the street. Ayes all. Motion carried.

**New business discussion and possible action on:**

**Proposals for soil borings and report from Terracon & Braun Intertech:** Upon review of the proposals received from V&K, Dee Taylor motioned, Adam Paidar seconded to authorize Mayor pro-tem to sign the proposed contract from Terracon for \$3250. Ayes all. Motion carried.

**Appointment /special election (July 7) to fill vacancy:** Dee Taylor motioned, Amy Bishop seconded to publish the notice of the councils intent to fill the vacancy by appointment. Ayes all. Motion carried.

**Proposal from LL Pelling:** Council reviewed the proposal from LL Pelling with no action taken.

**Consider postponing fireworks show till next year:** Fire department needs to give a 30 day notice to postpone or not. County fairs are being canceled. Tipton is postponing until September, will others flock to us? The fireworks company will hold show until next year. Table until the interview meeting.

**Request to change lock on “medical center” front door:** Adam Paidar motioned, Jennifer Lester seconded to approve the lock being changed on condition that the city be supplied a key and with the understanding that the lock will not be changed out every time an employee leaves. Ayes all. Motion carried.

**Time card policy:** Discussion about all employees using electronic recording device; clock has ability to have web punches with the purchase of additional licenses. Dee Taylor motioned, Adam Paidar seconded to research cost. Ayes all. Motion carried.

**City Facebook page:** Jennifer stated need for the city to have one; settings can be set not to receive any feedback from public so that communication is only sent out, not received back; can be set up so that it does not accept comments; questions on who will answer comments, policy on who will maintain it, how will it be administered, who has access to post on it, what type of items would be posted, bring written policy samples to next meeting.

**Policy for employees and fire/ambulance calls:** Andrew explained that the current process is that when an employee leaves during working hours for a call they are not on the clock. Requested that this be put in writing and added to the employee handbook.

**City employee cell phone:** Jennifer Lester stated that Tyler and Dirk are not ok with using their personal phones for city business. Clerk was asked to inquire on cost to add up to 3 lines and the cheapest phone available with no internet.

**City policy on council person's request of information and subsequent cost:**

Jennifer Lester stated she emailed the League of Cities regarding cost of copies for council members. Andrew stated that a request for 5 years of records on a Wednesday afternoon and wanting them by end of day Friday under the Open Records Law involved considerable time and effort to retrieve and as Mayor Pro tem directed the clerk to charge the \$23.00 for the copies requested. Government bodies are allowed to charge "reasonable" fees for fulfilling records request.

**Policy on gravel request in alley between South Linn and South Cherry:** Jennifer asked what the policy was for getting rock in the alley; with Andrew Oberbreckling stating that the policy is that the property owners purchase the rock and the city will haul it.

**Section x, pay and compensation:** Jennifer Lester stated this referenced the old employee handbook and was questioning when employees are paid, which is the 15<sup>th</sup> and the last day of the month unless that days falls on the weekend. All regular hours are paid current at 86.67 hours per pay period. Further questions she could stop by city hall.

**Draft employee handbook:** The cell phone issue mentioned previously and responding to a fire/ambulance call during normal working hours will be considered for addition.

**Correspondence:** None.

**Committee Reports:** None.

**Set next meeting date:** 6/8/20 6:30 p.m. with the addition of a special meeting being scheduled prior for the purpose of interviewing a police candidate.

**ADJOURN:** There being no further business to come before the Council at this time, council member Dee Taylor motioned, Amy Bishop seconded to adjourn the meeting at 8:17 p.m. Ayes all. Meeting adjourned.

ATTEST:

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Linda K. Coppess, MMC

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Andrew Oberbreckling, Mayor Pro-Tem