

Minutes City of Mechanicsville  
REGULAR COUNCIL MEETING  
June 8, 2020

The Mechanicsville City Council met in regular session on Monday, June 8, 2020 at 6:30 p.m. 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, Tyler Bauer and others who were dialed in but not identified.

**CONSENT AGENDA:**

Andrew Oberbreckling motioned, Adam Paidar seconded to approve the consent agenda including the agenda with the removal of item 7m, the minutes from 5/11/20 and 5/14/20; finance reports, and claims except to hold water main break claim for clarification. Roll call vote: Ayes: Oberbreckling, Taylor, Bishop, Paidar and Lester. Nays: None. Motion carried.

The claims approved were as follows:

ACE HARDWARE	OPERATING SUPPLIES	\$35.52
AIRGAS NORTH CENTRAL	OTHER CONTRACTUAL SERVICE	\$82.26
ALLIANT ENERGY	ELECTRIC/GAS EXPENSE	\$5,654.89
ALTORFER INC.	BLDG MAINT & REPAIR	\$57.65
AMAZON.COM	OPERATING SUPPLIES	\$1,608.33
BANKERS BANK	LIBRARY CAPITAL	\$1,055.59
BANYON DATA SYSTEMS INC	OTHER CONTRACTUAL SERVICE	\$1,985.00
BAUER, TYLER	TELECOMMUNICATIONS	\$30.00
CASEYS GENERAL STORE	VEHICLE OPERATIONS	\$308.96
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	POSTAGE/SHIPPING	\$166.25
COMPASS MINERALS	OPERATING SUPPLIES	\$1,817.43
COPPESS, LINDA	TELECOMMUNICATIONS	\$30.00
DES MOINES STAMP MFG CO	OFFICE SUPPLIES	\$53.95
ENTWISLE, ANGIE	JANITORIAL EXPENSE	\$190.00
GRAINGER	MINOR EQUIPMENT	\$35.75
LL PELLING CO	STREET MAINT EXP	\$280.00
MARKET STREET	OTHER PROF SERV EXP	\$150.00
MECHANICSVILLE TELEPHONE CO	TELECOMMUNICATIONS	\$420.72
METERING & TECHNOLOGY SOLUTION	UTILITY SYSTEMS & STRUCTURES	\$10,890.00
ODD JOBS INC	OTHER PROF SERV EXP	\$450.00
OVESON REFUSE & RECYCLING LLC	OTHER PROF SERV EXP	\$3,150.00
P & K MIDWEST	OPERATING SUPPLIES	\$33.90
PAPAS TRUCK AND TRAILER REPAIR	VEHICLE REPAIR	\$735.90

ROTO-ROOTER	OTHER PROF SERV EXP	\$390.00
SCHEER, STEVE	OTHER PROF SERV EXP	\$3,600.00
SHIELD TECHNOLOGY CORPORATION	OTHER PROF SERV EXP	\$397.50
STATE HYGIENIC LABORATORY	OTHER PROF SERV EXP	\$643.00
TIPTON CONSERVATIVE & ADVERTIS	PRINTING & PUBLISHING EXP	\$302.50
US CELLULAR	TELECOMMUNICATIONS	\$96.93
VEENSTRA & KIMM	ENGINEERING EXPENSE	\$11,960.00
WIENEKE, DIRK	TELECOMMUNICATIONS	\$30.00
PAYROLL	WAGES	\$11,411.24

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

Fund	Receipts	Disbursements
General	14,818.22	15,814.01
Road Use Tax	10,817.69	10,976.51
Employee Benefit	2,735.65	2,680.68
Local Option Sales Tax	8,581.69	
Library Trust Fund	1.64	
Ambulance Trust	2,444.37	1,835.13
Ballpark Fund		150.00
Debt Service	1,854.15	72,175.00
Water Utility	8,457.30	7,756.16
Sewer Utility	12,949.10	32,599.27
Solid Waste	9,872.63	4,682.89
Storm Water Utility	968.82	
Water Deposit	150.00	

**Receive visitors/public comment.** Deb Vanter requested to re-address council concerning refund amount. Amy Bishop motioned, Andrew Oberbreckling seconded to refund the full amount from last month. Ayes all. Motion carried. Jim Meyer voiced concern regarding catch basins not being cleaned and a flooding problem in the area behind the house as multiple lines meet up and a small 6 inch line needs to be larger in order to handle the volume. Will Wagner addressed council regarding the letter he sent expressing continued interest in the police position if the council had any questions for him. Denice Dochterman inquired about the installation of the No Parking signs in the area of East South Street whereby the inventory will be checked and signs installed.

**REPORTS:**

**Ambulance Report:** Lonni Koch reported that the ambulance had 99 calls year to date. Electronic education and training is being utilized.

**Fire Report:** Jake Koch reported that Fire had 8 calls for the month including a mutual aid with Lisbon Fire. Polaris Side by Side delivery is expected in June. Fire is working on plan to replace fire gear, thermal imager, SCBA and compressor.

**Police Report:** Sheriff's office reported 17 traffic stops, 11 speeding; 3 equipment, 3 stop sign, 2 car unlocks, business checks, 4 parking complaints including trailer in roadway; 2 welfare checks, and complaints about ATV's & go carts driving around town.

**Public Works Report:** PWD Tyler Bauer recommended that the probationary status for employee be eliminated without further enforcement due to classes and testing being cancelled/delayed as a result of COVID-19. The city paid \$480 for waste water training and this class has been rescheduled for June 18. Amy Bishop motioned, Andrew Oberbreckling seconded, to extend the probation to the end of November 2020 which can be reviewed subject to testing availability. Ayes: Paidar, Taylor, Bishop, and Oberbreckling Nays: Lester. Motion carried.

Bauer proposed contracting with a 3<sup>rd</sup> party service provider for garbage collection with options from Waste Management and Wapsi Waste. The topic was assigned to the public works committee for further review before coming back to the agenda with consideration being given to whether or not 2 FT employees could be afforded if give up the revenue by outsourcing.

Information about the cost of building permits being included in the code and whether there was a written policy on the gravel being put in the alleys. PW Committee will work on formalizing the gravel/alley policy, permits are already in the code.

Director pay scale for increase certification levels was requested at \$1/hour for each level 2 certification (total of \$3), which the city has not requested or required the certification. The Grade 2 certification will be needed when construction is completed with the upcoming waste water improvements on the current compliance schedule for April 2021, however this schedule is expected to be delayed. Dee Taylor motioned, Adam Paidar seconded that there not be a pay increase for the grade levels until required by the DNR. Ayes: Adam Paidar, Amy Bishop, Dee Taylor, Andrew Oberbreckling. Nays: Jennifer Lester. Motion carried.

The annual consumer confidence report was completed and available. June 1 the parks opened back up, the garbage truck serpentine belt was repaired. Amy Bishop inquired if 2 proposals regarding the inspection of the mold at the Memorial Building be provided and if some attention could be given to the over grown weeds in the sand areas of the park could be removed.

**Administration report:** Coppess reported a building permit denied, but is requesting variance from Board of Adjustments and 2 fence permits issued. Calls from residents included concerns over cement being left in yard after a water main break, catch basins needing cleaned, pot hole at end of East Oak Street/Walnut; long grass notices mailed out on 5/27 & 5/29; no parking signs in front of Zippy's and E South Street needing installed, the ballfield not being mowed/trimmed prior week; registering for cleanup day, camera work between N Cherry and N Elm needing to be scheduled with other items listed on the agenda.

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

**Second reading Ordinance to amend parking during snow Emergency declaration:** No discussion or action as redraft not finished.

**Proposals/bids for E Cedar Street Extension proposal with clarification of preliminary cost options and the RFPs for option 3:** V&K further explained that the 3<sup>rd</sup> option on the proposal was an option if the city wanted to redo the portion of Cedar Street that was already seal coated. Concern that the cost may go over the \$50,000 threshold that requires formal design plans and specifications with an 18" base and 6" stone overlay which would provide a better cost estimate for design. Property owner has not taken possession yet. Council decided not to open the bids and return to bidders and continue to work with V&K for more specific design plans and specifications.

**Time card/clock policy:** Discussion regarding cost to add web punches to time clock would be \$99, however, also requires a static IP address. Amy Bishop motioned, Adam Paidar seconded for all city employees to use a paper time sheet. Ayes all. Motion carried.

**Facebook page policy:** Jennifer Lester reported that she emailed the League and that social media policy has to be posted on the social media page and they sent her two samples policies. She will forward to all council members.

**Employee cell phones US Cellular proposal:** Amy Bishop motioned, Jennifer Lester seconded to approve purchasing phones to use for work. Further discussion on the policy being employee option to have a city issued phone or use own phone with \$30 stipend. Question on what happens if damaged or lost phone if city purchases as current policy is being that the city has no responsibility in replacing a lost or damaged phone. The vote was taken Ayes: None. Nays: Taylor, Bishop, Paidar, Lester, and Oberbreckling. Motion failed. General government committee of Dee Taylor and Andrew Oberbreckling will work on phone policy.

**Hiring of Police Chief and Correspondence from interviewed candidate:** Andrew Oberbreckling summarized that the city has 1 candidate who declined an offer, another requested higher salary than what city had budgeted for, and one candidate needs to attend the academy. Amy Bishop added that it's been almost a year without an officer, does not want to repost; possibly consider lower pay while attending academy. Adam Paidar motioned to offer the position to Will Wagner contingent upon background check, MMPI, fingerprinting, and contract for retaining employment for a number of years for paying for training. Jennifer Lester seconded. Ayes all. Motion carried. Andrew will contact Will and let him know about what steps are needed.

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

**Resignation from park board:** Amy Bishop motioned, Adam Paidar seconded to post a notice of vacancy due to Glen Weber's resignation from the Park Board. Ayes all. Motion carried.

**Resolution 2020-12 setting salaries for FY21:** Amy Bishop motioned, Dee Taylor seconded to approve the resolution setting salaries for FY 21 reflecting a 3% increase. Ayes: Dee Taylor, Amy Bishop, Andrew Oberbreckling, Adam Paidar and Jennifer Lester. Nays: None. Resolution adopted.

**Acceptance of CFCC grant funds and proceed with the 2 project areas in Cruse Park:** Adam Paidar motioned, Jennifer Lester seconded to accept the grant and to proceed with completing the grant project that replaces the sand in the area east and west of the enclosed pavilion with the shredded rubber. Ayes all. Motion carried.

**Set employee holiday for July 4:** Dee Taylor motioned, Jennifer Lester seconded to set the holiday for Friday so as not to interfere with garbage pickup. Ayes all. Motion carried.

**CDBG Grant application \$500,000 for sewer improvements (authorized ECIA to complete by 7/1/20):** Amy Bishop motioned, Jennifer Lester seconded to apply for the grant and accept the proposed contract from ECIA for a cost not to exceed \$3000. Ayes all. Motion carried. Dee Taylor motioned, Jennifer Lester seconded to approve setting the date for public hearing on the use of CDBG funds for Monday 6/22 at 6:30 p.m. Ayes all. Motion carried. City was not previously eligible for the grant without doing an income survey; however, became eligible for up to \$500,000 for grant with application due July 1. It will take 3 months for the grant to be rewarded. Current compliance schedule date is April 2021, which an extension will be request to the schedule as it cannot be bid out until we know if we have the grant. City will apply and contact DNR to ask for extension while still moves forward as quickly as we can. Adam Paidar motioned, Dee Taylor second to authorize submittal for the disbursement request from SRF Planning and Design Loan request form. Ayes all. Motion carried.

**Accept or reject State bid for Rock salt winter resupply:** Amy Bishop motioned, Jennifer Lester seconded to approve the low state bid of \$2,029. Aye all. Motion carried.

**Tree stumps:** Amy Bishop requested PW to find out cost to rent stump grinder for daily/weekly charge, how much time it will take per stump and council will develop policy regarding removal taking into consideration those that already paid.

**City website (separate tab for agendas):** Discussion on potentially adding a tab for the Agenda so that information or directions on where to find the council agenda within the calendar on the date of the meeting and a spelling correction on the scrolling Mechanicsville.

**Change city employees pay to every other week:** Motion made by Lester to change the payroll to every other week. Motion dies for lack of a second.

**Process to replace city attorney:** Discussion that City replaced in 2014 and the appointment is reviewed each January. The last time the city sent out RFPs. The general government committee will research.

**City Audit:** Jennifer Lester motioned that the city request a State audit that could cost between \$10,000 and \$20,000. The city is part of the pool based on our population and budget size that can be randomly selected at any time for an examination at least once during the 8 year cycles or if there are two consecutive years where the total budget is over 1 million dollars then the city will be required to be examined. FY20 and FY 21 budgets were both over 1 million. Examination will be required at the close of FY21. Amy Bishop seconded the motion if the city had the funds to pay for it. Ayes: Lester and Bishop. Nays: Taylor, Oberbreckling, and Paidar. Motion failed.

**Ordinance book:** Jennifer stated topic was previously addressed under the PW report.

**Appointment/Special Election to fill Mayor Vacancy:** Two letters of interest were received one from council member Oberbreckling and the other from Bryan Rubner. Amy Bishop motioned, Dee Taylor seconded to appoint Andrew Oberbreckling to fill the Mayor vacancy. Ayes: Amy Bishop, Dee Taylor, and Adam Paidar. Nays: Jennifer Lester. Abstain: Andrew Oberbreckling. Motion approved.

**Correspondence:** Two letters from the IPIB reflecting that the complaints filed against the city were both dismissed.

**Set next meeting date:** 6/11/20 6:00 p.m. will be a closed session and a public hearing held on June 22 at 6:30 p.m. will be via zoom.

**ADJOURN:** There being no further business to come before the Council at this time, council member Dee Taylor motioned, Adam Paidar seconded to adjourn the meeting at 9:05 p.m. Ayes all. Meeting adjourned.

ATTEST:

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Linda K. Coppess, MMC

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Andrew Oberbreckling, Mayor