

April 22, 2019  
Tipton Fire Station  
301 Lynn Street  
Tipton, Iowa

The City Council of the City of Tipton, Cedar County, Iowa, met in regular session at 5:30 p.m. Mayor Carney called the meeting to order. Upon roll being called the following named council members were present: Leeper, McNeill, Spear and Anderson. Also present: Wagner, Armstrong, Lenz, Nash, Spangler, Penrod, Taber, Ratliff, Beck, other visitors and the press.

**Agenda:**

Motion by Spear, second by McNeill to approve the agenda with a correction under the consent agenda. Approval for the Development Director's Report should be April 2019, not February 2019. And, an amendment to Resolution No. 042219B (Item No. 17, under New Business). Following the roll call vote the motion passed unanimously.

**Consent Agenda:**

Motion by Anderson, second by Leeper to approve the consent agenda which includes the April 1<sup>st</sup> Work Session Minutes, April 1<sup>st</sup> Council Meeting Minutes, April 10<sup>th</sup> Special Meeting Minutes, March 2019 Treasurer's and Investment Report, April 2019 Development Director's Report, April 10<sup>th</sup> Airport Minutes, and the following Claims List. Following the roll call vote the motion passed unanimously.

ACTION SERVICES INC	PORT A POTTIE SERVICES	383.75
ACTION SEWER & SEPTIC SERV	TELEVISIONING SEWER LINE	668.60
ALBAUGH PHC INC	SERVICE PLUMBING	67.50
ALTEC INDUSTRIES INC	DIELECTRIC TEST #6	1422.20
AREA AMBULANCE SERVICE	PARAMEDIC INTERCEPT	150.00
AUCA CHICAGO LOCKBOX	MATS	102.15
BARRON MOTOR SUPPLY	FAN CLUTCH #13	51.60
BARTON SOLVENTS INC	CHEMICALS	1215.20
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	213.59
BUSINESS RADIO SALES AND S	12 AMP POWER SUPPLY	948.58
CEDAR COUNTY CO-OP	FUEL DISCOUNT	2723.38
CEDAR COUNTY ENGINEER	46.10 GL DSL	1984.75
CEDAR COUNTY HISTORICAL SO	MEMBERSHIP DUES	75.00
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	3272.00
CENTRAL IOWA DISTRIBUTING	OPERATING SUPPLIES	183.00
CENTRAL PETROLEUM EQUIPMEN	REPAIRS AT AIRPORT	1265.58
CINTAS LOC	UNIFORMS	1144.34
CULVER COMPANY	OFFICE SUPPLIES	360.60
CUSTOM BUILDERS INC	UPS CHARGES	214.93
D & R PEST CONTROL	PEST CONTROL	165.99
DECKER SPORTING GOODS	13 DOZEN BASEBALLS	468.00
EASTERN IOWA LIGHT & POWER	EAST LAGOON	1442.19
ECIA	HARDACRE GRANT WRITING	680.00
ELECTRICAL ENGINEERING & E	OPERATING SUPPLIES	164.75
FAMILY FOODS	MISC SUPPLIES	11.38
FINANCIAL ADJUSTMENT BUREA	COLLECTION EXPENSE	355.01
FRIENDS OF THE ANIMALS	1 DOG	75.00

GRAYBILL COMMUNICATIONS	PARTS #54	443.00
GROEBNER & ASSOCIATES	PIPE & COUPLINGS	272.49
H.D. CLINE COMPANY	FILTERS #18	737.20
HAWKINS INC	CHEMICALS	877.70
HEYING COMPANY	PARTS FOR BALL DIAMOND DRAG	558.00
INTEGRATED TECHNOLOGY PART	TECH SERVICES	4971.20
IOWA COUNTY ATTORNEYS ASSO	TRAINING	70.00
IOWA DEPARTMENT OF TRANSPO	280 GL ASPHALT EMULSION	674.80
IOWA DEPT OF AGRICULTURE	FUEL METER LICENSE RENEWAL	4.50
IOWA ONE CALL	LOCATES	36.90
IOWA PRISON INDUSTRIES	MEDICAL SUPPLIES	1250.00
JAB INK DESIGN	12 TRUCK DOOR LOGOS	281.00
JOHNSON COUNTY AMBULANCE S	ALS INTERCEPT	200.00
LATHAM & ASSOCIATES INC	CONSULTING SERVICES	2875.00
LAWSON PRODUCTS INC	REPAIR PARTS #145	5.30
MASTER MEDICAL EQUIPMENT	OPERATING SUPPLIES	539.00
MIDWEST BREATHING AIR LLC	NFPA QUARTERLY AIR TEST	185.50
MITCHELL 1	WEB BASED SUBSCRIPTIONS	253.05
NEOFUNDS	POSTAGE FOR METER	2000.00
NESPER SIGN ADVERTISING IN	SIGN MAINT THEATER	250.00
O'ROURKE MOTORS INC	REPAIR PART #66	5.85
OFFICE EXPRESS	OFFICE SUPPLIES	325.25
PCM/TIGERDIRECT	COMPUTER EXPENSE	553.00
PIONEER ATHLETICS	12 CASES WHITE PAINT FOLDING MACHINE SRVC	717.00
PITNEY BOWES INC	AGRMNT	421.50
PRAXAIR DISTRIBUTION INC	OXYGEN	43.34
PROGRESSIVE CINEMA SOLUTIO	CONSULTING FEE FOR THEATER	6500.00
RDJ SPECIALTIES INC	BADGE STICKERS FOR DARE	394.50
REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES	1097.57
S J SMITH CO INC	PLASMA CUTTER PARTS	64.70
SANDRY FIRE SUPPLY LLC	VELCRO NAME PATCH	57.30
SHOTTENKIRK	PANEL #3	331.20
SKARSHAUG TESTING LAB	GLOVE CLEAN/TEST/SEAL	54.42
SPINUTECH INC	APRIL EMAIL MARKETING	25.00
STATE HYGIENIC LABORATORY	WATER & POOL TESTING EQUIPMENT MAINT/RPR	52.00
STUART C IRBY CO	SUPPLIES	943.14
SUMMIT COMPANIES	ANNUAL SERVICE	1289.02
SUPPLYWORKS	OPERATING SUPPLIES	804.58
T & M CLOTHING CO.	4 SAFETY VEST	702.00
THE GAZETTE	ANNUAL SUBSCRIPTION	256.82
THOMPSON TRUCK & TRAILER	REPAIR PARTS #30	49.89

TIPTON CONSERVATIVE	BID, MINUTES, VINYL STICKERS	966.48
TIPTON ELECTRIC MOTORS	TOWER LIGHT	190.80
TIPTON PHARMACY	PHARMACEUTICALS	976.29
TITAN MACHINERY INC	REPAIR PARTS #18	300.62
TYLER TECHNOLOGIES INC	UB NOTIFICATIONS	28.60
USA BLUE BOOK	CARTRIDGES, THERMOMETER	185.81
WENDLING QUARRIES INC	9.23 TN WASHED CHIPS	362.78
** TOTAL **		53993.17

FUND TOTALS

001 GENERAL GOVERNMENT		14451.10
160 ECONOMIC/INDUSTRIAL DEVEL		7430.00
600 WATER OPERATING		1485.53
610 WASTEWATER/AKA SEWER REVE		2341.15
630 ELECTRIC OPERATING		7101.09
640 GAS OPERATING		725.49
660 AIRPORT OPERATING		1386.32
670 GARBAGE COLLECTION		4778.57
810 CENTRAL GARAGE		9675.15
835 ADMINISTRATIVE SERVICES		4618.77
GRAND TOTAL		53993.17

**City Credit Card Statement**

Card Ttl **7,482.47**

**Ambulance**

Misc Supplies - Paypal, Lenocho & Cilek	52.49
Training & Training Supplies - Kirkwood, Paypal, Best Buy, Unitypoint	832.42
Office Supplies - Paypal	28.50
Misc Supplies (Xmas party) - Tbecks	306.50

**Total Charges**

**1,219.91**

**City Check Out Card**

Travel Training (police) - Jethros, Draught House, Culvers, Manhattan Deli, Stoney Creek	365.27
Repair Parts - Charles Gabus Ford, Rick's Towing	313.27
Fuel - Caseys	23.01
Computer Supplies - Amazon	53.46
Misc Supplies - DQ, Monty's, Mi Tierra, Subway, Family Foods, Hardee's, Casey's, Tiffany's, T-Beck's, Pizza Hut, D'Alicias, Family Restaurant	528.60

**Total Charges**

**1,283.61**

**Development Director**

Misc Supplies - Displays2go	119.85
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**Total Charges**

**119.85**

**Electric**

Operating Supplies - New Pig	943.84
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Misc Supplies - Casey's, Walmart	48.18	
Bldg Maint Supplies - Menards	402.86	
<b>Total Charges</b>		<b>1,394.88</b>
<b>Finance Director</b>		
Misc Supplies - Walmart, Casey's, Tiffany's, Amazon	137.21	
<b>Total Charges</b>		<b>137.21</b>
Bldg Maint Supplies - Amazon	29.98	
Office Equipment - Menards	239.90	
<b>Total Charges</b>		<b>269.88</b>
<b>Gas</b>		
Boots - Paypal	184.99	
<b>Total Charges</b>		<b>184.99</b>
<b>Aquatic Center</b>		
Operating Supplies - Walmart, Swim Outlet	497.34	
Bldg Maint Supplies - Global Industrial	223.35	
Dues - Iowa Park & Recreation	60.00	
Training - ISU, Iowa Park & Recreation	270.00	
<b>Total Charges</b>		<b>1,050.69</b>
<b>Library</b>		
Postage/Shipping - USPS	128.71	
Materials - Amazon	716.09	
Program Supplies - Family Foods, Demco	317.26	
Office Supplies - Better Containers	141.86	
Misc Supplies - Walmart	3.94	
Training - Iowa Library Association	40.00	
<b>Total Charges</b>		<b>1,347.86</b>
<b>Police</b>		
Postage/Shipping - USPS	18.20	
Misc Supplies - McDonald's, Family Restaurant	61.31	
Fuel - Pilot	32.75	
<b>Total Charges</b>		<b>112.26</b>
<b>Public Works</b>		
Small Tools - Harbor Freight Tools	62.97	
Operating Supplies - Iowa Prison Industries	103.50	
Operating Supplies - Harbor Freight Tools	59.86	
Training - Kirkwood	135.00	
<b>Total Charges</b>		<b>361.33</b>
<b>Statement Total</b>		<b>7,482.47</b>

**Public Hearing:**

1. Public hearing for the purpose of soliciting written and oral comments on the City's Community Development Block Grant application to provide rehabilitation assistance to homeowners within a targeted area of the City Motion by Boots, second by McNeill to open the public hearing to solicit comments on the City's proposed application for a Community Development Block Grant Housing Sustainability grant to the Iowa Economic Development Authority at 5:34 PM. Following the roll call vote the motion passed unanimously. The Council discussed the need for additional rehabilitation assistance in the City. The application will be submitted to IEDA no later than May 4, 2019. The proposed 2018 rehabilitation program will be in the amount of \$251,000 including rehabilitation work and administrative fees. The City will offer its Home Loan Program to owners should additional rehabilitation funding be required. The total amount of CDBG Funds requested will be \$251,000. 100% percent of the funds will benefit low-to-moderate income persons residing within the target area in the City of Tipton. By design, no displacement will occur. If displacement is necessary, the City will comply fully with the Uniform Relocation Act and Section 104(d). It was noted that temporary relocation would be required where lead-based paint is present and the budget includes funds to pay for temporary relocation. Motion by Spear, second by Leeper to close the public hearing at 5:49 PM with no negative comments from citizens present and no objections on file. Following the roll call vote the motion passed unanimously.

CITY OF TIPTON – APRIL 22, 2019 CDBG APPLICATION PUBLIC HEARING NOTES

1. HOW THE NEEDS FOR THE PROPOSED ACTIVITIES WERE IDENTIFIED:  
The need for the proposed project was identified by City staff based on their knowledge of the City and a windshield survey that was conducted. Based on US Census data, the proposed target area has the highest LMI population. The combination of these factors document the need for additional rehabilitation assistance in the City.
2. HOW THE PROPOSED ACTIVITIES WILL BE FUNDED AND SOURCES OF FUNDS:  
The proposed program would total \$251,000 including the rehabilitation work and administrative fees. The City proposes to use \$251,000 in CDBG funds to fund the activities identified in the CDBG application. The City will offer homeowners the use of the Tipton Home Loan Fund of up to \$10,000 per property for eligible improvements should additional funding be necessary on individual properties.
3. DATE APPLICATION WILL BE SUBMITTED:  
The application will be submitted to meet the May 4, 2019 deadline.
4. REQUESTED AMOUNT OF CDBG FUNDS:  
The City is requesting \$251,000 in CDBG funds.
5. ESTIMATED PORTION OF THE CDBG FUNDS REQUESTED THAT WILL BENEFIT PERSONS OF LOW AND MODERATE INCOME:  
All funds will benefit low- and moderate-income households that will be income verified earning less than 80% of the Cedar County Median Household income as established by HUD based on household size. Therefore 100% of those benefiting from the project will be of low and moderate income.
6. WHERE THE PROPOSED ACTIVITIES WILL BE CONDUCTED:  
The proposed activities will be conducted within an identified target area in the City. The target area is US Census Tract 4503, Block Group 2; which is bound by the City limits on the north and west; the east boundary is Cedar Street from the north City limits to East 13<sup>th</sup> Street, east on East 13<sup>th</sup> Street to North Avenue, south on North Avenue to East 10<sup>th</sup> Street, east on East 10<sup>th</sup> Street to Meridian Street, and south on Meridian Street to East 7<sup>th</sup> Street, then west on East 7<sup>th</sup> Street and West 7<sup>th</sup> Street to the west City limits.
7. PLANS TO MINIMIZE DISPLACEMENT OF PERSONS AND BUSINESSES AS A RESULT OF FUNDED ACTIVITIES:  
By the design of the application and project there will be no displacement of households or businesses. There will be temporary relocation required in homes where lead-based paint is identified or presumed to be present. The budget contains funds to pay for the temporary relocation when required.
8. PLANS TO ASSIST PERSONS ACTUALLY DISPLACED:  
The City anticipates no displacement; however, the city will fully comply with the Uniform Relocation Act and/or Section 104(d) of the Housing and Community Development Act, as amended if there is any displacement.

9. THE NATURE OF THE PROPOSED ACTIVITIES:

The project consists of providing rehabilitation assistance to LMI households within the selected target areas in the City of Tipton.

**Mayoral Proclamation:**

1. Mayor Carney read a proclamation recognizing Arbor Day as Friday, April 26, 2019.

**New Business:**

1. Challis Lawn Care Bid for Spraying in the Park

Motion by Spear, second by Leeper to approve the bid from Challis Lawn Care for spraying in the park, in the amount of \$5,075. Following the roll call vote the motion passed unanimously.

2. Park's Zero-turn Mower for FY 19-20

Motion by Leeper, second by Spear to approve the purchase of a zero-turn mower for the park from P & K Midwest, in the amount of \$10,882.41. Following the roll call vote the motion passed unanimously.

3. Resolution No. 042219A: Resolution Approving Community Development Block Grant (CDBG) Housing Sustainability Application and Pledging Local Match

Motion by McNeill, second by Anderson to adopt Resolution No. 042219A, the resolution confirming the City's desire to apply for CDBG funds, approving the Community Development and Housing Needs Assessment, and granting authority to Mayor to sign application and related documents for the CDBG funds. Following the roll call vote the motion passed unanimously.

4. Ordinance No. 569: Ordinance Amending Chapter 92 Water Utility Rates, Section 92.02, of the City Code of Ordinances (First Reading)

Motion by McNeill, second by Leeper to pass the first reading of Ordinance No. 569, the ordinance amending the water utility rates. Following the roll call vote the motion passed unanimously.

Motion by Anderson, second by Leeper to suspend the rules. Following the roll call vote the motion passed unanimously.

Motion by Leeper, second by McNeill to pass the 2<sup>nd</sup> reading of Ordinance No. 569. Following the roll call vote the motion passed unanimously.

Motion by Spear, second by Leeper to pass the 3<sup>rd</sup> and final reading of Ordinance No. 569. Following the roll call vote the motion passed unanimously.

Motion by Spear, second by Leeper to reinstate. Following the roll call vote the motion passed unanimously.

5. Ordinance No. 570: Ordinance Amending Chapter 110 Gas Utility Rates, Section 110.7, of the City Code of Ordinances (First Reading)

Motion by Leeper, second by Anderson to pass the first reading of Ordinance No. 570, the ordinance amending the gas utility rates. Following the roll call vote the motion passed unanimously.

Motion by Leeper, second by McNeill to suspend the rules. Following the roll call vote the motion passed unanimously.

Motion by Anderson, second by McNeill to pass the 2<sup>nd</sup> reading of Ordinance No. 570. Following the roll call vote the motion passed unanimously.

Motion by Leeper, second by McNeill to pass the 3<sup>rd</sup> and final reading of Ordinance No. 570. Following the roll call vote the motion passed unanimously.

Motion by McNeill, second by Leeper to reinstate. Following the roll call vote the motion passed unanimously.

6. Ordinance No. 571: Ordinance Amending Chapter 106, Collection of Solid Waste; Section 106.08, Collection Fees; Subsection 1, "Schedule of Fees" (First Reading)

Motion by Spear, second by McNeill to pass the first reading of Ordinance No. 571, the ordinance amending solid waste collection fees. Each residential and commercial non-dumpster premises with a City of Tipton garbage tote will increase \$3.50. Following the roll call vote the motion passed unanimously.

7. Farm Lease Agreement for Bradley Steven Crock

Motion by Anderson, second by Leeper to approve the Farm Lease Agreement with Bradley Steven Crock. Following the roll call vote the motion passed unanimously.

8. Increasing Employee Health Insurance Contribution

Motion by Spear, second by Leeper to approve the recommendation from the Insurance Committee to raise the single plan from \$50 to \$55 per month per employee, and to raise the family plan from \$150 to \$155 per month per employee, beginning May 1<sup>st</sup>. Following the roll call vote the motion passed unanimously.

9. Request for Proposals for City Audit Services

Motion by Anderson, second by Leeper to approve to go through the request for proposal (RFP) process for City audit services. Following the roll call vote the motion passed unanimously.

10. Adopting a Revised Gas Operator Qualifications Plan

Motion by Leeper, second by Spear to approve adopting a revised Gas Operator Qualifications Plan. Following the roll call vote the motion passed unanimously.

11. Adopting a Revised Gas Operations and Maintenance Plan

Motion by Leeper, second by Anderson to approve adopting a revised Gas Operations and Maintenance Plan. Following the roll call vote the motion passed unanimously.

12. Ventilator Maintenance Agreement with Zoll Medical Corporation

Motion by Anderson, second by Spear to approve a single year ventilator maintenance agreement with Zoll Medical Corporation in the amount of \$1,590 for the ambulance services two ventilator machines. Following the roll call vote the motion passed unanimously.

13. \$5,000 per year for Medical Director Insurance

Motion by Spear, second by Leeper to approve up to \$5,000 per year for Medical Director Insurance. Following the roll call vote the motion passed unanimously.

14. Purchase of Secondary Transformer for Cedar County Coop

Motion by Leeper, second by McNeill to approve the purchase of a secondary transformer for Cedar County Coop from Jerry's Electric in the amount of \$5,239.95. Cedar County Coop will reimburse the City for the cost of the transformer. Following the roll call vote the motion passed unanimously.

15. New Electric Utility Rebate Program

Motion by Leeper, second by McNeill to approve the new electric utility rebate program, which will go into effect on July 1, 2019. Following the roll call vote the motion passed unanimously.

16. One Time Water and Sewer Bill Exemption, 422 West 7<sup>th</sup> Street

Motion by Spear, second by Leeper to approve a one time water and sewer bill exemption for Freddy Toro at 422 West 7<sup>th</sup> Street. It will reduce their bill by \$500, which is the maximum exemption. Following the roll call vote the motion passed unanimously.

17. Resolution No. 042219B: Resolution Opposing HF773 and SSB1260 a Property Tax Reform Bill Under Consideration in the Iowa Legislature

Motion by McNeill, second by Spear to adopt Resolution No. 042219B, the resolution opposing HF773 and SSB1260 a property tax reform bill under consideration in the Iowa legislature. Following the roll call vote the motion passed unanimously.

18. Acknowledging Leanne Boots' resignation from the City Council, plus consideration of how to fill the vacancy.

Motion by Spear, second by McNeill to accept Leanne Boot's resignation letter from the City Council. Following the roll call vote the motion passed unanimously.

Motion by Spear, second by Anderson their intention to appoint Leanne's replacement and direct the staff to solicit letters of interest. Following the roll call vote the motion passed unanimously.

**Reports of Mayor/Council/Manager/Department Heads**

Mayor Carney thanked Leanne Boots for all her expertise and help on the City council.

**Adjourn:**

With no further business to come before the council a motion to adjourn was made by Anderson, second by Spear.

Following the roll call vote the motion passed unanimously.

Meeting adjourned at 6:39 p.m.

Mayor\_\_\_\_\_

Attest:\_\_\_\_\_

City Clerk