

## **Lake City Council Proceedings**

### **Monday, December 2, 2024**

These minutes are as recorded by the City Administrator/Clerk and are subject to Council approval at the next regular Council meeting.

The City Council of Lake City, Iowa met in regular session at 5:00pm with Mayor Pro Tempore Goren presiding. Mayor Schleisman was absent. The following Council members were present: Wilson, Daniel (remotely), Gorden, Vogt (remotely), and Bruns. Also in attendance were City Administrator (CA) Matthews, Public Works Director Janssen, Community Building Manager Streeter-Halvorsen, and Acting Chief of Police Hale. City Attorney Lauver was absent. Members from the Tree Board, Community Advisory Board, and Park Board were also present.

Mayor Pro Tempore Gorden called the meeting to order, initiating the scheduled budget workshop. No formal action was taken. Key priorities discussed by the Council included:

Councilperson Bruns noted the city needs to:

1. Prioritize removing diseased trees.
2. Prioritize Road Use Funds exclusively for major road projects.
3. Meet with the county to solidify costs for the Woodlawn project in the coming years.
4. Acquire essential Public Works equipment, such as a potholer.
5. Develop a residential and commercial sidewalk program.
6. Restore the Bandstand in fall 2025 with a budget of \$50,000 as recommended by Snyder Engineering.
7. Establish a Planning and Fundraising Committee for a Four-Season Shelter House with a target completion by 2030 or sooner.

Councilperson Vogt noted the city needs to:

1. Maintain a status quo budget until the city can better assess its limited bonding capacity for upcoming major infrastructure projects.
2. Budget for Clerk School training for Abby Wilson to enhance cross-training.
3. Minimize overtime in Public Works, limiting it to emergencies and snow removal by flexing regular weekend hours.
4. Allocate \$50,000 for the Bandstand renovation.

Councilperson Daniel noted the city needs to

1. Finalize plans with Snyder Engineering for the Goins Park revitalization, enabling fund allocation for significant projects.

After Council made note of priorities various Boards and Committees addressed the Council.

The Advisory Committee requested \$82,900 for various repairs and upgrades in the Community Building and noted they believed they could acquire grant funding for \$35,000, so the net ask would be the difference between the two.

The Tree Board asked for \$2,000 for new trees. Council indicated support for this.

The Park Board requested \$5,000 to finish the Pickleball Court Complex. Council indicated support for this.

After the various Boards and Committees made their proposals, Department Heads and City Administrator Matthews proposed potential priorities.

Police Department: Requested \$6,000 to replace the 10-year-old pistols they are using. Acting Chief of Police Hale noted the current pistols are chambered in 40 millimeter and that the federal agency that caused this round to be created that even they have stopped using it. He noted that the 40-millimeter ammo is becoming increasingly hard to find and is increasingly more expensive. He proposed the Department switch to a 9-millimeter round as that round is adopted by many other agencies and is significantly cheaper than what is currently being used. These savings would allow the Police Department to afford to spend more training time which has a real benefit due critical incident. He also noted that they could probably receive about \$2,000 in value for their old firearms and ammo on hand so the net ask would be \$4,000. He noted the expense to put a new officer into the Police Academy has come down significantly and we should expect to need to spend \$10,000 per officer that needs to be certified in that budget. Hale also proposed a wage step program to help with retention of highly qualified officers. He proposed that uncertified officers receive \$25 per hour and \$27 per hour when certified. The first year after certification \$28 per hour, the second year \$29 and the third year \$30. He noted the city needs to start paying for on-call time and proposed \$12 per hour starting in January 2025. Council indicated support for these proposals.

A Councilperson recommended the police department budget for leadership training for Acting Chief of Police Hale. It was also recommended that \$10,000 be budgeted for the moving stipend that Council authorized.

Fire Department: Councilperson Bruns representing the Fire Department requested \$25,000 for five new suits that cost \$5,000 each.

Public Works Director Janssen asked for the possibility of updating Christmas signs, but it was determined they could be used for a few more years before considering this again. He also requested a potholer and mini excavator that could be leased to own and would cost approximately \$6,000 per month for 1 year and then \$72,000 the second year to finish purchasing. He explained the necessity of this equipment to Council. Upon hearing the intended purpose and need Council was satisfied and indicated support for the new equipment.

Library Director Hardiman requested \$6,000 for new chairs and desktop computers for employees. Council indicated support for this.

After Department Heads reported their budget requests, CA Matthews made a request for \$8,000 for a new phone system to replace the 14 old year system. The new system could support voicemail straight to email inbox's and auto attendant functionality. Council did not indicate support at this time.

The pledge of allegiance was said at 6pm and the regular session of Council commenced.

**Consent Agenda:** Vogt motioned to approve everything on the consent agenda, consisting of the following:

- a. Agenda
- b. Minutes: From the November 18, 2024 Regular Meeting
- c. Minutes From the November 26, 2024 Special Meeting
- d. Minutes: From the November 18, 2024 Closed Session
- e. Summary List of Claims

Seconded by Wilson. All Ayes. Nays-None. MC.

**Public Hearing:**

None Scheduled.

**Citizens to Address the Council:** The Magnani family addressed Council concerning a stop sign. Council discussed it and Acting Chief of Police Hale provided insight into the location. Council requested him to bring formal data to the December 16, 2024 Council meeting so they can make a more informed decision.

**Guest Business:** There was no guest business.

**Council Agenda:**

**a. Review: ISG Engineering Report**

Council reviewed the report. CA Matthews indicated they are still incorporating the BABA language as required by the CDBG grant for the well project. Councilperson Bruns motioned to accept the ISG Report. Seconded by Wilson. All Ayes. Nays-None. MC.

**b. Discussion: Branding, Colors, Logo Design, Letterhead, Agenda**

CA Matthews explained that since banners have been a major discussion point that he proposed this was an ideal time for the city to consider branding for itself. He explained that at present our Public Works Vehicles, Letterhead, Envelopes and other things that could be branded are not. He explained he had asked our Community Building Manager to develop a color palette and logo for Council to consider. Her work was presented to Council. Councilperson Vogt expressed concern about potential hidden costs with this project and indicated she would bring information to the next Council meeting about this. Council reviewed the color palettes and potential logos and asked for the CBM to use color palettes 2 and 6 and ask her to use the logo with the Bandstand silhouette (without the artistic teardrop rendering) and present letterhead, press release, and other samples based on those colors and logo. The new samples will be reviewed at the December 16, 2024 meeting.

**c. Discussion: Lake City Citizen Award**

Council asked the CBM to incorporate the proposed logo and colors into this and bring it back to Council for further discussion.

**City Administrator Discussion/Action Items:**

- a. CA Matthews mentioned that City Hall would be closed on Tuesday December 24, 2024 and Wednesday December 25, 2024 in Observance of the Christmas Holiday. He noted City Hall would also be closed on Tuesday December 31, 2024 and Wednesday January 1, 2025 in Observance of the New Years Day Holiday. He noted he would be attending a virtual training which is offered by the League of Cities each year to go over any updates or changes to the budgeting process. He indicated he would be mostly unavailable on Thursday December 5, 2024 for this training. He proposed that a mini budget workshop at the next at the January 6 Council meeting. Council indicated support for this.

**Department Head Council Updates:** The Police Department provided an update on the cameras being deployed and indicated installation work has been completed at several locations in the city and that a few additional locations remain.

**Mayor Discussion/Action Items:**

Councilperson Bruns asked about whether there was a need to start advertising for a permanent Chief of Police position. CA Matthews recommended waiting until about early July 2025 so we could aim to have the position permanently filled by August/September timeframe. Council indicated support for this.

Mayor Pro Tempore Gorden asked if there were any further updates and none were indicated.

**Adjourn:** With no further business, Bruns motioned to adjourn the meeting. Seconded by Vogt. All Ayes. Nays-None. MC. The meeting adjourned at 7:23pm. The next scheduled regular meeting of Council will be Monday December 16, 2024 at 6pm.

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Mike Schleisman, Mayor

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Jacob Matthews, City Administrator/Clerk

Report Title	Claims Report	
Period	11/15/2024 To 11/27/2024	
Vendor Name	References	Vendor Total
WELLMARK	HEALTH INSURANCE	\$20,388.02
gWorks	TAX FORMS	\$136.22
LAKE CITY FOOD CENTER	CMB SUPPLIES	\$81.28
KYLE BELLINGHAUSEN	CELL PHONE REIMB	\$150.00
INFINITY TRUST	VISION INSURANCE	\$444.16
PEPSI	CMB SUPPLIES	\$492.76
BOMGAARS SUPPLY	UNIFORM ALLOWANCE	\$192.91
ACCO UNLIMITED CORP	LIQUID CHLORINATION	\$495.80
JACOB MATTHEWS	CELL PHONE REIMB	\$150.00

STEPHEN HALE	CELL PHONE REIMB	\$150.00
JACK'S UNIFORMS & EQUIPMENT	POLICE UNIFORM-ASIA	\$1,711.94
ZACH JANSSEN	CELL PHONE REIMB	\$150.00
DUSTIN SMITH	CELL PHONE REIMB	\$150.00
FINLEY, NEAL	YARD WASTE	\$650.00
VISA	MONTHLY EXPENSES	\$3,389.03
DANNETTE ELLIS	CMB CLEANING	\$990.00
ABBY WILSON	CELL PHONE REIMB	\$150.00
JACKIE SCHRAD	CITY TREASURER	\$125.00
MICHELLE JOHNSON	CLEANING SERVICES	\$75.00
SNYDER & ASSOCIATES	WASTEWATER PLAN	\$2,350.00
ADVANCED COMMUNICATION SERVICE	TECH SERVICES	\$485.50
U.S. POSTAL SERVICE	UTILITY BILLS	\$279.71
IPI - ILEA UNIFORM	POLICE UNIFORM-ASIA	\$250.50
IA DEPT OF PUBLIC SAFETY	POLICE TRAINING	\$300.00
M&S DAISY HAULING	GARBAGE	\$10,914.00
THE OFFICE STOP	SUPPLIES	\$28.37
MUNICIPAL SUPPLY	WATER SUPPLIES	\$1,140.00
AUEN DISTRIBUTING CO	CMB SUPPLIES	\$294.50
JASON GRAY	CELL PHONE REIMB	\$150.00
ASIA NACHAMPASSAK	CELL PHONE REIMB	\$150.00
MID IOWA INSURANCE	ICAP PAYMENT	\$8,990.00
CRAMPTON, AUSTIN	CELL PHONE REIMB	\$150.00
ABDO	LIBRARY MATERIALS	\$419.10
CARDWELL'S CLEANING SPECIALIST	LIBRARY CARPET CLEANING	\$396.41
FELD FIRE	LIBRARY SERVICE	\$437.50
CENTER POINT LARGE PRINT	LIBRARY MATERIALS	\$129.20
ACCESS SYSTEMS LEASING	LIBRARY COPIER LEASE	\$257.48
HARDIMAN, ALEXIS	REIMBURSEMENT	\$148.36
PAYROLL		\$21,478.25
EFTPS		\$5,538.12
IPERS		\$2,463.76
STATE TAX		\$763.53
<b>Total</b>		<b>\$87,586.41</b>