

**Lake City Council Proceedings**  
**Monday, May 20, 2024**

The City Council of Lake City, Iowa met in regular session at 6:00pm with Mayor Schleisman presiding. The following Council members were present: Vogt, Gorden (arrived at 6:27pm), Daniel, Wilson. Bruns attended via telephone. CA Matthews, Chief of Police Schaffer, City Attorney Lauver, Lana Hucka, and Virginia Sheffield with the Community Building Advisory Board also were in attendance.

**Consent Agenda:** Wilson motioned to approve the consent agenda consisting of the following:

- a. Agenda
- b. Minutes: From the May 20, 2024 Regular Meeting
- c. Summary List of Claims
- d. Casey's Cigarette Permit
- e. Sparky's Cigarette Permit

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

**Public Hearing:** None.

**Citizens to Address the Council:** Jeff Sievers addressed Council concerning Jake Breaks. Virginia Sheffield addressed Council concerning the Advisory Board's proposal to ensure the VFW and Legion have voice in the Community Building through membership on the Friends of the Community Building Board and Council indicated support for their plan. Virginia indicated this was the preference of the VFW and Legion.

**Council Agenda:**

**a. Plagman Building Permit**

With everything being in order with the building permit, Daniel made a motion to approve it. Seconded by Vogt. All Ayes. Gorden Absent. Nays-None. MC.

**b. Morenz Building Permit**

With everything being in order with the building permit, Daniel made a motion to approve it. Seconded by Bruns. All Ayes. Gorden Absent. Nays-None. MC.

**c. Case Building Permit**

With everything being in order with the building permit, Daniel made a motion to approve it. Seconded by Bruns. All Ayes. Gorden Absent. Nays-None. MC.

**d. Review: ISG May 2024 Engineering Report**

Council reviewed the Engineering Report. CA Matthews indicated they were waiting on the CDBG paperwork before they could proceed with the Bid Letting process.

**e. City Attorney Job Description**

Council reviewed the job description. Daniel motioned to approve the job description. Seconded by Wilson. All Ayes. Gorden Absent. Nays-None. MC.

**f. Authorize CA Matthews to advertise for a City Attorney Position**

Vogt motioned to approve CA Matthews to advertise for the City Attorney Position. Seconded by Bruns. All Ayes. Gorden Absent. Nays-None. MC.

**g. Resolution 2024-33: Resolution To Approve The Hiring Committee's Recommendation For The Position Of Community Building Manager**

Vogt indicated the importance of ensuring the hours worked at the Community Building are for the Community Building. Virginia Sheffield noted that nonprofits using the building are not entitled to set up or take down work by the CBM. CA Matthews also noted a timesheet is required for all employees and that only hours worked for the CB needed to be on it. Vogt requested the financial status (revenues and expenses) of the building be reviewed after 6 months. Without further discussion, Bruns motioned to approve the Hiring Committee's Recommendation of Hannah Streeter-Halvorsen as the next CBM. Seconded by Daniel. Roll Call Vote. Ayes; Vogt, Bruns, Daniel, Wilson. Gorden absent. Nays-None. MC.

**h. Advisory Board's Recommendation to Council to Approve the On-Call Bartender Job Description.**

It was noted this job description was reviewed and recommended by the Advisory Board. Vogt motioned to approve the Advisory Board's Recommendation to Council to Approve the On-Call Bartender Job Description. Seconded by Wilson. All Ayes. Gorden Absent. Nays-None. MC.

**i. Authorize CA Matthews to advertise for On-Call Bartenders.**

Daniel motioned to approve CA Matthews to advertise for On-Call Bartenders. Seconded by Bruns. All Ayes. Gorden absent. Nays-None. MC.

**j. Resolution 2024-31: Resolution To Appoint An Engineering Firm To Serve As City Engineer**

Bruns noted this had been discussed at last Council meeting. Bruns motioned to approve the Resolution. Seconded by Vogt. Roll Call Vote. Ayes: Vogt, Bruns, Daniel, Wilson. Gorden Absent. All Ayes. Nays-None. MC.

**k. Pool Manager Job Description**

Daniel motioned to approve the job description. Seconded by Vogt. Gorden absent. All Ayes. Nays-None. MC.

**l. Assistant Pool Manager Job Description**

Daniel motioned to approve the job description. Seconded by Wilson. Gorden absent. All Ayes. Nays-None. MC.

**m. Lifeguard Job Description**

Vogt motioned to approve the job description. Seconded by Wilson. Gorden absent. All Ayes. Nays-None. MC.

**n. Discussion: Family Pool Passes for City Employees and the Governing Body**

Bruns motioned to approve this. Seconded by Daniel. All Ayes. Gorden absent. Nays-None. MC.

**o. Resolution 2024-34: Resolution To Approve The Iowa Economic Development Authority Community Development Block Grant (CDBG) Program Contract 24-WS-014**

Mayor Schleisman explained the rest of the resolutions and adopted statements to be voted on are required for the CDBG grant funding for our well project. Vogt noted it was pretty cut and dry standard CDBG material. With no further comments from Council or the public, Vogt motioned to approve the Resolution. Seconded by Bruns. Roll Call Vote. Ayes: Bruns, Vogt, Wilson, Daniel. Gorden Absent. Nays-None. MC.

**p. Resolution 2024-35: Resolution To Approve The Midas Service Agreement For CDBG Grant Administration**

Daniel motioned to approve the Resolution. Seconded by Vogt. Roll Call Vote. Ayes: Vogt, Bruns, Wilson, Daniel. Gorden absent. All Ayes. Nays-None. MC.

**q. Adopt the Alternate Signators Form**

Stacy Lentsch from MIDAS proceeded to explain all of the CDBG Resolutions and other forms to Council. Vogt motioned to approve this form. Seconded by Daniel. Gorden absent. All Ayes. Nays-None. MC.

**r. Adopt the Certification of Procurement Compliance**

Daniel motioned to approve this certification. Wilson seconded. Gorden absent. All Ayes. Nays-None. MC.

**s. Resolution 2024-36: Resolution To Approve Procurement Policies And Procedures For The City Of Lake City CDBG Program**

Motion by Wilson to approve the Resolution. Seconded by Daniel. Roll Call Vote. Ayes: Daniel, Wilson, Bruns, Vogt. Gorden absent. Nays-None. MC.

**t. Resolution 2024-37: Resolution To Approve The Code Of Conduct For The City Of Lake City CDBG Program**

Daniel motioned to approve Resolution. Seconded by Vogt. Roll Call Vote. Ayes: Vogt, Bruns, Daniel, Wilson. Gorden absent. Nays-None. MC.

**u. Adopt the Equal Opportunity Policy Statement**

Vogt motioned to approve the statement. Bruns seconded. All Ayes. Gorden absent. Nays-None. MC.

**v. Resolution 2024-38: Resolution To Adopt The Policy On The Prohibition Of The Use Of Excessive Force**

Daniel motioned to approve the Resolution. Seconded by Wilson. Roll Call Vote: Vogt, Bruns, Wilson, Daniel. Gorden absent. Nays-None. MC.

**w. Resolution 2024-39: Resolution To Designate MIDAS As The Labor Standards Compliance Officer For The City Of Lake City CDBG Program**

Vogt motioned to approve the Resolution. Seconded by Daniel. Roll Call Vote: Vogt, Bruns, Wilson, Daniel. Gorden absent. Nays-None. MC.

**x. Resolution 2024-40: Resolution To Adopt An Affirmative Fair Housing Policy For The City Of Lake City CDBG Program**

Wilson motioned to approve the Resolution. Seconded by Daniel. Roll Call Vote: Vogt, Bruns, Wilson, Daniel. Gorden absent. Nays-None. MC.

**y. Authorize an Affirmative Fair Housing Policy Public Notice**

Vogt motioned to approve the public notice. Bruns seconded. All Ayes. Gorden absent. Nays-None. MC.

**z. Resolution 2024-41: Resolution To Adopt A Residential Anti-Displacement And Relocation Assistance Plan For The City Of Lake City CDBG Program**

Gorden motioned to approve the Resolution. Seconded by Daniel. Roll Call Vote: Vogt, Bruns, Wilson, Daniel, Gorden. Nays-None. MC.

**City Administrator Discussion/Action Items:**

**a. CA Matthews Extended Leave Reminder**

CA Matthews reminded everyone that he will be out of the office for an extended leave.

**b. Citywide Cleanup: Set for the 4<sup>th</sup> Saturday in July (July 27)**

CA Matthews reminded everyone there will be a citywide clean up on the 4<sup>th</sup> Saturday of July, which is July 27<sup>th</sup>.

**c. Kudos to Public Works from One More Wheel**

CA Matthews shared praise from the One More Wheel Restaurant about the Public Works Department.

**Mayor Discussion/Action Items:**

Mayor Schleisman asked if anyone had anything else to discuss. Vogt noted she had three matters she wanted to discuss. The first matter was concerning the March and April Treasurer's Reports. CA Matthews indicated they are in-between systems right now and when he returns from extended leave they will be able to generate the March, April, and May Treasurer's Reports. He noted he was able to complete bank reconciliation in the new system for March.

The second matter was concerning whether a Resolution was needed for the Advisory Board's solution to ensure the VFW and Legion were given better voice in the Community Building. Virginia Sheffield spoke briefly and afterwards it was decided by Council a Resolution was not needed.

The third matter was concerning the Jake Breaks issue brought up by Mr. Sievers. After a brief discussion concerning Jake Breaks and on the speed limits coming into and leaving town, Council directed Chief of Police Schaffer to report back to Council with recommendations concerning the two issues.

**Adjourn:** With no further business, Daniel motioned to adjourn the meeting. Seconded by Vogt. All Ayes. Nays-None. MC. The meeting adjourned at 6:42pm. The next scheduled regular meeting of Council will be Monday June 3, 2024 at 6pm.

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Mike Schleisman, Mayor

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Jacob Matthews, City Administrator/Clerk

<b>Report Title</b>	<b>Claims Report</b>
<b>Period</b>	<b>05/07/2024 To 05/20/2024</b>

<b>Vendor Name</b>	<b>References</b>	<b>Amount</b>	<b>Vendor Total</b>
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GARRET ORTNER	2024 MOWING	\$ 1,520.00	
GARRET ORTNER	2024 MOWING	\$ 380.00	1,900.00
TREASURER STATE OF IOWA	04/24 Payroll WH	\$ 252.97	
TREASURER STATE OF IOWA	04/24 Payroll WH	\$ 134.11	
TREASURER STATE OF IOWA	04/24 Payroll WH	\$ 794.69	
TREASURER STATE OF IOWA	04/24 Payroll WH	\$ 86.62	
TREASURER STATE OF IOWA	04/24 Payroll WH	\$ 15.62	1,284.01
MSA PROFESSIONAL SERVICES	FLOW MONITORING	\$ 1,637.00	
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SNYDER & ASSOCIATES	GOINS PARK COMP PLAN	\$ 1,770.00	\$1,770.00
ACCO UNLIMITED CORP	CHEMICALS	\$ 1,365.60	
ACCO UNLIMITED CORP	POOL CHEMICALS	\$ 257.13	\$1,622.73
KRUDICO, INC.	PARK REPAIR	\$ 27.80	\$27.80
TAMELA GREEN	REIMBURSE C.B. LIGHT BULBS	\$ 114.98	\$114.98
PEPSI	PRODUCT FOR MACHINE	\$ 252.48	\$252.48
LAKE CITY HARDWARE, INC.	MONTHLY EXPENSES	\$ 120.91	
LAKE CITY HARDWARE, INC.	MONTHLY EXPENSES	\$ 9.99	
LAKE CITY HARDWARE, INC.	MONTHLY EXPENSES	\$ 79.96	
LAKE CITY HARDWARE, INC.	MONTHLY EXPENSES	\$ 81.87	
LAKE CITY HARDWARE, INC.	MONTHLY EXPENSES	\$ 287.19	\$579.92
BLUE VALLEY PUBLIC SAFETY, INC	SIREN REPAIR	\$ 825.26	\$825.26
ADVANCED COMMUNICATION SERVICE	TECH SERVICES	\$ 61.67	
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ADVANCED COMMUNICATION SERVICE	TECH SERVICES	\$ 61.67	\$370.00
DREES CO.	LIBRARY MAINTENANCE	\$ 434.00	\$434.00
BAKER & TAYLOR	LIBRARY MATERIALS	\$ 783.98	\$783.98
H. W. WILSON	LIBRARY MATERIALS	\$ 240.00	\$240.00
DEFENSE TECHNOLOGY, LLC	POLICE TRAINING	\$ 395.00	\$395.00
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 1,796.50	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 130.11	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 23.74	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 116.95	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 24.69	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 236.29	

MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 330.57	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 10.00	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 624.72	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 2,118.91	
MIDAMERICAN ENERGY COMPANY	MONTHLY EXPENSES	\$ 595.00	\$6,007.48
CALHOUN CO. REMINDER	SUMMER SPORTS CALENDAR	\$ 100.00	\$100.00
CENTER POINT LARGE PRINT	LIBRARY MATERIALS	\$ 49.14	\$49.14
STATE HYGIENIC LABORATORY	WATER TEST	\$ 236.00	\$236.00
LAKE CITY FOOD CENTER	PICKLEBALL SANDWICHES	\$ 2,297.37	\$2,297.37
REDENIUS CHIROPRACTIC PLC	24 HR FITNESS	\$ 356.40	\$356.40
WEBSTER-CALHOUN COOP	LIBRARY PHONE & INTERNET	\$ 17.56	\$17.56
AMAZON CAPITAL SERVICES, INC.	LIBRARY MATERIALS	\$ 443.50	\$443.50
COMMUNITY OIL FLEET PROGRAM	FUEL	\$ 1,138.54	
COMMUNITY OIL FLEET PROGRAM	FUEL	\$ 831.75	\$1,970.29
IOWA DNR	WA2 TEST-ZJ	\$ 30.00	\$30.00
PAYROLL			20,707.23
EFTPS			4,411.81
STATE TAX			590.00
IPERS			3,452.82
<b>Total</b>			<b>54,543.76</b>