

Committee of the Whole

June 23, 2015

Present: Mayor Mark S. Vulich, Council Members McGraw, Rowland, Gassman, Determann, Wilke and O'Neill, City Administrator, City Attorney (by telephone), City Clerk, Press and interested citizens. Councilmember Allesee – absent.

1. Bid process for WPC Digester Cleaning and Demolition – Jessica Kinser/Bob Milroy

City Administrator Jessica Kinser advised the Council that a bid had come forth on previous agendas; however, had been rejected. She stated that this is a continuing liability that must be dealt with. She continued in stating that she was proposing three different options for bidders: Option 1: Bid on just the cleaning of the Digesters and land application of the sludge, Option 2: Bid on the demolition of the Digesters only and Option 3: Bid on the cleaning and the land application and the demolition. Have the cleaning and the land application as one bid item, the demolition as another. This will open it up to a larger number of bidders and determine the best contract for the City. Councilmember O'Neill inquired regarding whether a bid for Option 3 could be broken into two entities. City Administrator Kinser stated that it cannot, they must meet both processes.

Councilmember Rowland inquired regarding whether the City has a Confined Space Entry Program. Water Pollution Control Superintendent Bob Milroy stated that a Confined Space Entry Program was implemented 10 years ago. This will be a totally confined space.

Councilmember Wilke inquired regarding whether the City still deals with sludge. Superintendent Milroy stated that the City sends the "cake" to the landfill; however, there are issues with the landfill so he is looking into farms for application. The digesters have liquid sludge and the City no longer has the equipment or the manpower to perform this job.

M/S, Gassman-Rowland moved to direct staff to move forward with the bid process for the WPC Digester Cleaning and Demolition. On roll call, carried unanimously.

2. Referral from the Finance Committee:

Negotiation Authority for Sewer/Solid Waste Accounts – Anita Dalton

Finance Director Anita Dalton advised the Council that this would give her the authority to waive the penalties if someone settled their overdue sewer and solid waste bill. Councilmember Rowland stated that he does not know how big the accounts are. He continued in stating that he does not have a problem with small accounts; however, there should be a cap. Councilmember O'Neill stated that the Council diligently took the process to where we were going to do something and then came penalty relief, collection agency and water shut off. We have given everyone every opportunity to pay and they haven't. The negotiating power you have is to shut off the water. We cannot reward someone by saying they can come in at the last minute to pay.

Councilmember Wilke stated that the City has a lot of tools to collect money. There should be a policy for the Finance Director to follow to get more money than what we get from a collection agency. Finance Director Dalton stated that the City is giving up less money by being able to negotiate at the office. Councilmember Rowland inquired regarding the outstanding balance.

Director Dalton stated that there is \$3.2 Million including penalties. The penalties make up 18%. Councilmember Rowland stated that there should be a cap to start with. Finance Director Dalton stated that she could present the Council with an analysis regarding the amount of penalties and options for a cap.

3. Technology Audit – Jessica Kinser

City Administrator Kinser stated that according to the Police Staffing Study the City has technology issues that are creating inefficiencies. It was recommended that a technology audit be completed. She continued in stating that she received fee of \$15,000; however, wanted it to be less. She further stated that the City has a staff person who can complete the project. He could begin the project around July 15th and complete it in a couple of months within the hours he is being paid for. Councilmember Rowland inquired regarding whether he has the background to write recommendations. City Administrator Kinser stated that he has started on a smaller scale. She continued in stating that she feels comfortable working with him. Every building has its own server and the City does not have a network to connect locations.

Councilmember O'Neill suggested waiting until after a new Police Chief has been selected and that person can help with the audit. City Administrator Kinser stated that this is City wide problem and every department will have input. He will always respond to emergencies and she has never had complaints.

Mayor Vulich inquired regarding why the RFP process was not being used. City Administrator Kinser stated that the process was not used because this company came highly recommended. Mayor Vulich stated that he would like to see credentials from both. He continued in stating that there may be a firm closer to the City which could perform the audit. He further stated that the company performs technology audits for Police Departments and we need it for the entire City.

Councilmember O'Neill stated that the city is getting away from the process of bidding. He continued in stating that he would like to see this go out for bid.

M/S, O'Neill-Determann moved to direct the City Administrator to develop an RFP and a scope of work. On roll call, carried unanimously.

4. Railroad Crossing Blockage Issues– Tom Determann

Councilmember Determann advised the Council that he has received calls regarding problems at the riverfront. City Administrator Kinser stated that there is a meeting planned for the next day with representatives from Canadian Pacific Railroad and Union Pacific Railroad representatives to discuss the issues and potentially come up with a solution. Councilmember Determann stated that he would like to attend. City Administrator Kinser stated that three Council Members could attend the meeting. Councilmember Determann suggested that a report be brought to the next Committee of the Whole. He further suggested that a business entity should be present. City Administrator Kinser stated that this is a safety issue first and an economic issue second.

5. Mayor & Council Member Updates

Councilmember Rowland stated that the Historic Preservation Commission is having trouble sending someone to Winterset. City Administrator Kinser stated that the Chair of the Commission would be attending.

M/S, Gassman-Determann moved to adjourn. All in favor.

Respectfully Submitted,

Past Van Loo
City Clerk