

Committee of the Whole
March 24, 2015

Present: Mayor Vulich, Council Members McGraw, Rowland, Gassman, Determann, Wilke, O'Neill, Allesee, City Administrator, City Attorney, City Clerk, Press and interested citizens.

1. Planning Commission Referral –

a. School 2nd Subdivision Plat

Mr. Jerry Van Scoy advised the Council that he was seeking advance approval to allow the trade school program to continue. He stated that this program has been going for 40 to 50 years giving students hands-on experience in the building trades. He continued in stating that this program began in the Harding School area and is now in the 18th Street area. He further stated that the proposal is to extend the area for six more homes. He proceeded to state that all City requirements have been met and this project is approved by the City Engineer. He advised the Council that since the School District has filed the final plat and is performing the project there are different bond requirements. The School District's contractor will be required to provide a Chapter 573 bond in the amount of 100% of the contractual price to assure faithful performance.

M/S, Gassman-Wilke moved to forward the School Districts 2nd Subdivision Plat and single bonding to the next City Council meeting. On roll call, carried unanimously.

2. Declare Old Airport Terminal Surplus Property – Mike Nass

Airport Manager Mike Nass advised the Council that now that the new terminal at the Airport is in use he would like to get rid of the old terminal building. He stated that the City must approve declaring the old terminal as surplus property. Councilmember Rowland inquired regarding the type of construction of the old terminal. Airport Manager Nass stated that it is concrete block. Councilmember O'Neill inquired regarding why it should be torn down. Nass stated that tearing the terminal building down would allow for expansion of the parking lot.

M/S, Determann-Allesee moved to forward declaring the old Airport terminal surplus property to the next City Council meeting agenda. On roll call, carried unanimously.

3. Proposed Building Permit Fees – Anita Dalton/Mike Brown

City Finance Director Anita Dalton advised the Council that during the budget discussion was held regarding looking for additional revenues for the General Fund and making BNS self-sufficient. She stated that she had included rate schedules from comparable cities. Mayor Vulich stated that a few years ago the City priced themselves out of business. He continued in stating that the City needs to have competitive pricing.

Councilmember Rowland stated that he did not mind the fee issue; however, the City has been trying to get the sewer and solid waste turned around and that has never been changed. He stated that there is still a deficit on the books and no equipment replacement fund. He continued in stating that the solid waste issue is more important. Director Dalton stated that information regarding solid waste will be forthcoming. City Administrator Kinser stated that solid waste will be on the April 7th Committee of the Whole agenda.

Mayor Vulich inquired regarding where the current fixed rates for a roof, remodel, etc. are. Director Dalton stated that some roof replacements are different. Mayor Vulich stated that the fees could be cost prohibitive for residents living in older homes. Director Dalton stated that they could reinstate the fixed fee schedule. Fire Chief Mike Brown stated that they were trying to be relevant per dollar in trying to decide on whether to use a value based fee schedule or fixed fees. He continued in stating that either way we will see a raise in revenues.

Councilmember O'Neill stated that Battalion Chief Jeff Chapman put a lot of time into the Building Permit Fees. He continued in stating that he was challenging department heads to come up with a way of solving the sewer and solid waste deficit issue. He commended Jeff for coming up with user-based fees. He further stated that if the City's fees are a lot higher for a certain project an exception could be made by the Council. Mayor Vulich stated that in 2008 when the Casino was built we were the highest in the state. We then lowered our fees. Director Dalton stated that having a cap was discussed; however, she wanted to get feedback from the Council. Mayor Vulich suggested providing the Council with a scale of differently priced projects from comparable cities. Chief Brown stated that when they looked at fees from comparable cities some have separate fees for electrical, plumbing, etc. He continued in stating that they wanted to keep it simple. Mayor Vulich stated that he did not want to see Clinton having the highest fees.

This item will be brought back on the April 7, 2015 Committee of the Whole agenda.

4. Proposed Animal Ordinance Amendment – Anita Dalton

Finance Director Anita Dalton advised the Council that she is proposing changing the charges for animal licenses. Currently there is a \$5 charge for altered animals and a \$10 charge for non-altered animals. She continued in stating that there is also a late fee. She further stated that she is proposing a \$10 flat fee with no late charge. Owners of animals running at large would receive a fine. She proceeded to state that the City would see an increase of \$3,000 plus this would alleviate a lot of work in the Finance Office.

M/S, Gassman-Determann moved to forward the Animal Ordinance amendment to the next City Council agenda. On roll call, carried unanimously.

5. Multi-Year Audit Contract with McGladrey – Anita Dalton

Finance Director Anita Dalton advised the Council that since the audit was just approved this is a good time to discuss whether they would want to proceed with McGladrey for a second year or have the State perform the audit. She stated that McGladrey would not need to spend as much time learning our procedures. She continued in stating that she had contacted the State and the City can still be placed on their list. Councilmember Allesee inquired regarding whether the State gave an indication of how long it would be to obtain an audit. Director Dalton stated that the State said their list was not filled. They perform audits for large cities such as Council Bluffs and Newton. Mayor Vulich inquired regarding the cost. Director Dalton stated that the audit for Council Bluffs would cost between \$95,000 and \$100,000. She continued in stating it would cost approximately \$41,000 plus travel and lodging for Clinton.

M/S, Determann-O'Neill moved to request a State audit. Motion and second withdrawn.

City Administrator Kinser stated that anything costing \$40,000 and above requires an RFP or RFQ. Councilmember O'Neill stated that the State would not need an RFP. City Administrator Kinser stated that the criteria is the same for the State and McGladrey. The City must look at qualifications, price and timeline. She further stated that a State audit will be no different than a private audit.

M/S, Determann-O'Neill moved to direct City staff to obtain the cost for the State and McGladrey to perform an audit. On roll call, Rowland, Gassman, Determann, O'Neill, Allesee – Yes; McGraw, Wilke – No. Motion carried.

6. Police Chief Hiring Process Update – Jessica Kinser

City Administrator Kinser advised the Council that she had issued an RFP and received three responses: GovHR USA, Moulder & Associates, and Springsted, Inc. She stated that as she looked at the criteria she set out for the job, Moulder & Associates is the forerunner. They were the lowest bid and have the best qualifications. They have experience working with law enforcement and Civil Service.

Councilmember Determann inquired regarding which cities they have worked for. City Administrator Kinser stated that they have worked with Pella, Cedar Rapids, Spencer, and Clear Lake. Councilmember Rowland inquired regarding the largest police force they hired for. City Administrator Kinser stated Johnston. City Attorney Patrick O'Connell stated that he had been told by a police chief that they do an excellent and thorough job. City Administrator Kinser stated that they have a list of clients dating back to 2003. Councilmember Rowland inquired regarding the assessment phase. City Administrator Kinser stated that she has information she will email to the Council. They use a private vendor. Councilmember Rowland inquired regarding whether there is a state assessment process since assessments are expensive. City Administrator Kinser stated that she was not aware of a state assessment process. City Attorney O'Connell stated that there are various processes adopted at the chief level. City Administrator Kinser stated that Moulder & Associates have a list of references which she will contact. She further stated that she would be happy to distribute everything to the Council. Councilmember Rowland stated that he is not happy about going to the outside. We must have confidence that we have the right people here. City Administrator Kinser stated that candidates must be able to stand against everyone competing for the job. Councilmember Rowland stated that when people try to work their way up it is deflating when someone from the outside is hired.

M/S, Gassman-Wilke moved to forward an agreement with Moulder & Associates on the next Council agenda. On roll call, McGraw, Gassman, Wilke, O'Neill, Allesee – Yes; Rowland, Determann – No. Motion carried.

7. Mayor & Council Member Updates

Mayor Vulich requested that a report on the outcome of the Sewer Amnesty Program and a recap regarding the volunteer who helped out. He advised that he is scheduling a short Council meeting on April 9, 2015 prior to the Council work session for approval of a resolution of support for the Highway 30 Coalition. He stated that he just spent 3 ½ days in Washington DC at the Mississippi River Cities and Towns Initiative Mayor's meeting. He continued in stating that they talked about barges, TIGER Grants, consent decrees, storm water separation and unfunded mandates.

Councilmember Rowland stated that he had attended the Lean Training in Dubuque on March 18th and would be in Cedar Falls on March 26th with the Downtown Business Association for Main Street information.

Councilmember Allesee congratulated the City and City Administrator Kinser for being chosen for the Augustana program — the Sustainable Working Landscapes Initiative.

Councilmember Determann advised that he had represented the City at US 30 Day in Des Moines. He stated that with the new gas tax plans to finish the project are being brought to the forefront. He further stated that he had attended a ribbon cutting at the Historical Society and handed out brochures for persons interested in membership.

Councilmember O'Neill advised that he and his wife became grandparents of twins. He thanked the other Councilmembers on how meetings are conducted.

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

Respectfully Submitted,

Pat Van Loo
City Clerk