

**CITY COUNCIL MINUTES  
TUESDAY, NOVEMBER 13, 2018, 7:00 P.M.  
CHEROKEE CITY HALL**

A regular meeting was called to order on this date by Mayor Schmidt. Roll call: Present: Councilpersons Agnitsch, Brown, Miller, Johnson, City Administrator Kooiker, and City Clerk-Treasurer Cargin. Absent was Councilperson Pingel and City Attorney Herbold.

**Approve Agenda**

Motion by Brown, seconded by Miller to approve the agenda with the following addition: 5.04 City Administrator Recruitment Contract. Roll call was: AYES: All. NAYES: None.

**Presentation of Annual Audit**

Arvin Druvinga with Winther-Stave & Co. presented the final audit report for FY18. The audit indicated that the city is in solid financial position. Several irregularities were noted which include the lack of segregation of duties in the Clerk's office due to a small staff (always noted), disbursements made which were over budget in the cultural/recreational fund, sewer rates budgeted for FY19 do not appear able to produce net revenues required by bond resolutions and a shortage in the water reserve account requiring a transfer to comply with bond resolution reserve account requirements. No other deficiencies and no instances of non-compliance were noted.

**Chamber of Commerce Annual Report**

Julie Hering-Kent, executive director of the Cherokee Chamber of Commerce gave an annual report of that organization's activities during the past fiscal year. Julie stated that the annual \$5,000 earmarked from hotel/motel tax for Chamber activities was put to good use, with part of it being leveraged as a match for a successful grant application from the Iowa Tourism Office, as well as purchasing new welcome bags, redeveloping the website and new community photography. Other office activities include distributing maps, business directories and other outreach activities. Shawn Simonsen thanked the council for allowing the Hotel/Motel Tax Advisory Board to have input on the use of hotel/motel revenue dollars and noted that funds this year were used for the purchase of new Christmas decorations.

**Status of Property at 123 E. Main**

The owner of the property at 123 E. Main Street, Tammy Pointon, has provided the City with a letter of intent to donate the property to the City. Motion by Miller, seconded by Brown, to acknowledge the letter of intent. Roll call was: AYES: All. NAYES: None.

**Resolution 2018-81 Setting Public Hearing on Alliant Gas Franchise**

Motion by Miller, seconded by Johnson, adopted Resolution 2018-81, a Resolution Setting Public Hearing on Proposed Ordinance Repealing Current Natural Gas Franchise, Granting a New Franchise to Interstate Power and Light Company and Continuing the Franchise fee for November 27, 2018, at 7:00 p.m. Roll call was: AYES: All. NAYES: None.

## Consent Agenda

Miller made a motion to amend the minutes of the October 23, 2018, council meeting with an insertion of comments made by Rich Cook favorable to Kooiker. Brown stated that he does not feel this is an appropriate reason for amending minutes and is not in favor of changing minutes in order to insert comments to make yourself look better. Kooiker replied that Cook's comments were heartfelt, sincere and unplanned and he thinks it is reasonable that they be included. He has spoken to Cook about the inclusion and Cook has no problem with it. The Mayor wondered if there had been negative comments made, would there be a similar request for inclusion. Brown made a motion to approve the October 23, 2018, minutes as written. Brown's motion died for lack of a second. Motion made by Miller, seconded by Johnson, to approve the October 23, 2018, city council minutes with and an amendment to include the following statement: Rich Cook commended Sam for his time with the City and wished him well in his new position. Roll call was: AYES: Miller, Johnson, Agnitsch. NAYES: Brown.

On a motion by Agnitsch seconded by Johnson, the following was approved under Consent Agenda. Roll call was: AYES: All. NAYES: None.

City Council Minutes of October 22, 2018.

Hotel/Motel Tax Advisory Board minutes of October 18, 2018.

Parks & Rec Advisory Board minutes of November 5, 2018.

Urban Revitalization Tax Abatements for 204 & 206 W. Main St.

Authorize Tinsel & Tidings 5k for Saturday, December 8, 2018.

October Police Report.

Class C Liquor License for Loft 101.

October Treasurer's Report and Receipts as follows: General \$512,596.79; Police Forfeiture \$170.41; County Library \$1.55; Road Use \$47,085.03; Employee Benefits \$204,285.58; Emergency \$12,106.15; Other Street Monies/Local Option Sales Tax \$46,442.02; Hotel/Motel Tax \$21.61; Wilson School Reserve \$0; Revolving Loan \$.53; Library Memorial \$173.52; Park & Rec Capital Improvement \$2.49; Cemetery Special Care \$0; Debt Service \$106,400.90; Road Use Equipment \$7,371.11; CDBG Storefront Project \$0; 2016 Capital Projects \$0; Emergency Set-Aside \$7.72; Oak Hill Perpetual Care \$75.00; Water Utility \$75,960.35; Water Utility – Industrial \$25.59; Water Treatment Fac. Project \$0; Water Main Project Bond & Interest \$5,365.00; Water System Maintenance \$10,079.40; Sewer Utility \$109,535.18; Sewer Utility – Industrial \$23.84; Sewer Facility Bond & Interest \$31,241.50; Sewer System Maintenance \$9,475.55; Aviation Authority \$6,725.50; Solid Waste \$29,083.16; Landfill \$31,091.96; Storm Sewer Utility - \$7,174.75; Self-Insurance \$27.67; Police Dept. Special Acct. \$.00

Bills totaling \$362,625.02

360 CUSTOM DESIGNS	T-SHIRTS & SWEATSHIRTS	\$117.00
AHLERS & COONEY P.C.	CHEROKEE REVITALIZATION AREA	\$29.50
AHLERS & COONEY P.C.	URBAN RENEWAL	\$118.00
AHLERS & COONEY P.C.	FOUNDATION ANALYTICAL URA & DA	\$866.04
ALLIANT ENERGY	NATURAL GAS	\$1,271.67
ALYSSA A. HERBOLD PLC.	10/18 LEGAL SERVICE	\$3,464.50
ARAMARK UNIFORM SERVICES	CLEAN RAGS, RUGS, MOPS	\$84.68
ARCHITECTURAL DIGEST	SUBSCRIPTION RENEWAL	\$34.95
ARMOND RIDER	11/18 CELL PHONE REIMBURSEMENT	\$50.00
ATIRA CREDIT MASTERCARD	MISC. CHARGES	\$1,916.04

AURELIA LUMBER COMPANY	LUMBER	\$320.59
AUTOMATIC BUILDING CONTROL	ANNUAL FIRE ALARM CONTRACT	\$1,180.00
BECK ENGINEERING, INC.	S. 5TH ST. ENGINEERING	\$7,590.00
BENSON CONSTRUCTION	CEMETERY BUILDING	\$21,224.40
BLACKTOP SERVICE CO.	SALT PAD, 2018 STREET IMPROVMENTS	\$36,560.36
BLAINE'S WATER CONDITIONING	COOLER RENT, SALT, WATER	\$172.70
BOLTON & MENK, INC.	SLEEZER RD, 1ST ST. SANITARY SEWER	\$6,304.50
BOMGAARS	OPERATING SUPPLIES	\$6,252.94
BRAD'S TIRE SERVICE	TIRE REPAIR	\$37.75
BROWN SUPPLY CO.	OPERATING SUPPLIES	\$20,883.25
BUGH WELDING	BOAT REPAIRS, OXYGEN REFILL	\$66.23
BUILDERS SHARP. & SERVICE	REPLACE BRISTLES ON BROOM	\$1,445.71
C-M-L TELEPHONE	TELEPHONE & INTERNET	\$628.90
CHAMPION ELECTRIC, INC.	CEMETERY BUILDING, TRAFFIC CONTROL REPAIRS	\$3,089.61
CHEM-SULT, INC.	POTASSIUM PERMANGANATE	\$2,124.90
CHEROKEE CO. SOLID WASTE	10/18 ASSESSMENT	\$29,688.51
CHEROKEE COUNTY EXTENSION	TURFGRASS APPLICATOR CLASS	\$55.00
CHEROKEE COUNTY RECORDER	RECORD LEGAL DOCUMENTS	\$322.00
CHEROKEE LITTLE LEAGUE	UTILITY BILL REFUND	\$2,313.83
CHEROKEE NAPA	OPERATING SUPPLIES	\$612.24
CHEROKEE REGIONAL MED. CENTER	DRUG SCREENINGS, IMMUNIZATIONS	\$309.00
CHRONICLE TIMES	SUBSCRIPTION RENEWAL	\$94.00
CINTAS	FIRST AID SUPPLIES	\$33.77
CONNECTIONS INC. EAP	7/18-9/18 CONSULTATIONS	\$1,638.00
CONTROL SYSTEM SPECIALISTS	CHECK BOILERS	\$913.57
COUNSEL	COPY CONTRACT & OVERAGE	\$399.30
COUNTRY TIRE & SERVICE	VEHICLE REPAIRS	\$356.25
CRAIG SCHMIDT	MILEAGE SIMPCO MEETING	\$59.95
CREATIVE PRODUCT SOURCE, INC	BOOKMARKS	\$193.79
DEMCO, INC.	OFFICE SUPPLIES	\$67.27
DUANE MUMMERT	11/18 CELL PHONE REIMBURSEMENT	\$35.00
ELECTRIC PUMP	THRUSH VERTICAL PUMPS	\$3,886.99
EMERGENCY APPARATUS MAINT.	FIRE SUPPLIES	\$1,402.89
FAREWAY STORES, INC.	WATER & LIBRARY SUPPLIES	\$130.24
FIRST COOPERATIVE ASSOC.	FINANCE CHARGE	\$1.67
FOUNDATION ANALYTICAL LAB	WATER & WASTEWATER SAMPLES	\$1,029.75
GCC ALLIANCE CONCRETE INC.	CEMETERY BUILDING	\$1,962.00
GEORGE SCHMIDT	11/18 CELL PHONE REIMBURSEMENT	\$35.00
GREG EATON, FIRE CHIEF	FIREMAN PAYROLL	\$740.00
GREGG COMPUTER SERVICE	HARD DRIVE	\$275.00
GRUNDMAN-HICKS L.L.C.	WATER TREATMENT IMPROVMENTS	\$61,132.51
HALLETT MATERIALS	GRAVEL	\$4,464.24
HILLYARD	SUPPLIES	\$77.12
HINKHOUSE HEARING	SCREENING	\$25.00
HOEFLING'S PUMPKIN PATCH	MINI PUMPKINS	\$150.00

HOFFMAN MEDIA	SUBSCRIPTION RENEWAL	\$22.98
HOLZHAUER MOTORS, LTD.	WIPER REPAIRS	\$701.53
IOWA D.O.T.	TIRE CHAIN CROSS	\$95.28
IOWA PRISON INDUSTRIES	PERMIT STICKERS, SIGNS	\$398.22
JACK'S UNIFORMS & EQUIPMENT	UNIFORM	\$614.43
JAKE DYSLIN	MILEAGE TO AIRPORT	\$198.12
JAMIE HODGDON	11/18 CELL PHONE REIMBURSEMENT	\$35.00
JANITOR'S CLOSET, LTD.	JANITOR SUPPLIES	\$240.80
JUDY GRIENKE-MILLER	MILEAGE, HOTEL, BOOK	\$539.62
K-MART #9222	GUM FOR SOCCER REFS	\$52.35
KOENIG PORTABLE TOILETS	SPOT A POT RENT	\$110.00
LETSCHKE BIKE/RADIO SHACK	WIRELESS MOUSE	\$13.19
MARCUS LUMBER COMPANY	SPONGES	\$14.96
MEDIACOM LLC	INTERNET	\$316.90
MENARDS-SPENCER	GLOVES, HOSE, HEADLAMP	\$103.37
MID AMERICAN ENERGY	ELECTRICITY	\$22,186.93
MID-AMERICAN BENEFITS, INC	11/18 ADMIN & FLEX FEES, CLAIMS	\$2,596.32
MODERN HEATING & COOLING	SEWER PLANT REPAIRS	\$298.35
MOTOR PARTS SALES	VEHICLE PARTS	\$405.33
MUNICIPAL SUPPLY, INC.	WATER SUPPLIES	\$4,652.81
NATE JAMES	11/18 CELL PHONE REIMBURSEMENT	\$50.00
NATE RENKEN	POOL PASS REIMBURSEMENT	\$70.00
NOGGIN WATER	COOLER RENT & WATER	\$26.25
NORTHWEST IOWA LEAGUE OF CITIES	STORM LAKE MEETING	\$15.00
O'HALLORAN INTERNATIONAL	FIRE TRUCK REPAIRS	\$176.29
OFFICE ELEMENTS	OFFICE SUPPLIES	\$23.94
OMAHA WORLD-HERALD	SUBSCRIPTION RENEWAL	\$311.48
ONE OFFICE SOLUTION	OFFICE SUPPLIES	\$975.76
PETTY CASH	DISH CLOTHS, OFFICE SUPPLIES	\$29.26
PETTY CASH - LIBRARY	NEWSPAPERS & POSTAGE	\$118.93
PLASTICARDS, INC.	LIBRARY CARDS	\$1,070.00
POPULAR MECHANICS	SUBSCRIPTION RENEWAL	\$24.00
POWERPLAN	JD PARTS	\$989.02
REHAB SYSTEMS, INC.	JET VAC SEWER LINES	\$16,670.20
REINERT MACHINE SHOP	STREET SWEEPER & MOWER REPAIRS	\$215.00
SAM KOOIKER	11/18 CELL PHONE REIMBURSEMENT	\$50.00
SANITARY SERVICES	10/18 GARBAGE PICK UP	\$25,178.10
SCE, LLC	DIG GRAVES, SEWER REPAIRS, CURB STOP	\$20,254.39
SCHOON CONSTRUCTION CO.	PLASTIC TOTES	\$125.00
SECRETARY OF STATE	NOTARY RENEWAL	\$30.00
SHARE CORPORATION	CLEANING SUPPLIES	\$137.43
SHOPKO STORES OPERATING CO	SPOOKTACULAR SUPPLIES	\$43.73
SIMMERING-CORY, INC.	SANITARY SEWER SIMPCO CDBG PROJECT	\$4,000.00
SJE RHOMBUS	PLC REPLACEMENT	\$9,984.00
STEVE'S WINDOW SERVICE	CLEAN LIBRARY WINDOWS	\$90.00

SYNCHRONY BANK/AMAZON	BOOKS	\$111.23
THE BOOK VINE	BOOKS	\$152.30
TODD LARSEN	11/18 CELL PHONE REIMBURSEMENT	\$35.00
TODD MILLER	11/18 CELL PHONE REIMBURSEMENT	\$35.00
TRUCK EQUIPMENT INC.	SWEEPER BROOMS	\$1,151.55
TYLER HAHN	SUPPLIES, MILEAGE	\$249.93
U.S. BANK EQUIPMENT FINANCE	COPY CONTRACT	\$89.94
UNITYPOINT CLINIC-OCC. MED	DRUG TEST	\$84.00
USPS	UTILITY BILL POSTAGE	\$312.13
UTILITY EQUIPMENT COMPANY	COUPLINGS, PIPE INSERT	\$23.82
VALLEY VETERINARY CENTER	BOARD LARGE DOG	\$254.00
VERIZON WIRELESS	HOT SPOTS, CELL PHONES	\$397.87
WALDNER'S LAWN SERVICE	WINTERIZED SPRINKLER SYSTEM	\$50.00
WESTERN IOWA LANDSCAPING	SEEDER RENTAL	\$300.00
WEX BANK	FUEL	\$3,758.11
WIESE OIL & SUPPLY CO., LT	FUEL	\$2,723.59
WINDSTREAM	TELEPHONE	\$566.76
WOODALL ELECTRIC	TYSON SWITCHGEAR	\$8,750.00
YOUR FLEETCARD PROGRAM	PARK FUEL	\$160.75
YOUR GENEALOGY TODAY	SUBSCRIPTION RENEWAL	\$60.00
ZACH FREKING-SMITH	FOAM HEADS, MILEAGE, TV	\$866.66

**Mortgage Subordination Agreement – 501 Park Ave.**

Motion by Brown, seconded by Miller approved a new mortgage subordination agreement with Joy Westcott, owner of 501 Park Ave. Roll call was: AYES: All. NAYES: None.

**Re-roofing of Industrial Wastewater Plant.**

Three quotes were received for re-roofing the Cherokee Industrial Wastewater Plant as follows: JR Roofing - \$10,440.00; Rob Kannegieter - \$19,530.00; Benson Construction - \$17,542.50. Motion by Brown, seconded by Miller to award the low bid of JR Roofing. Roll call was: AYES: All. NAYES: None.

**Compensation/Vacation Accrual – Mike McGee**

Sgt. Brett Gannon on behalf of the Cherokee Police Assn. is requesting a \$1.00 per hour increase in pay along with 180 hrs. of accrued vacation time for recently hired police officer, Mike McGee. Mike was previously employed for seven years as a police officer with the city. Gannon reported that McGee has been one of the easiest officers to train since he is already certified. The Assn. would like to compensate him for the expertise he already has. The Police Dept. wants to take measures to retain officers. McGee is not currently a member of the Police Assn. as he needs to be past his probationary period in order to join. All of the members of the Assn. have been consulted and support this request. Brown feels that these terms should have been negotiated pre-employment and suggested a wage authorization be drawn up as McGee is non-union. He does not have a problem with the \$1.00/hr. increase in pay, but thinks the vacation time needs to be further negotiated. Motion by Brown, seconded by Agnitsch to increase McGee's wage by \$1.00 per hour and consider the vacation request at a later date. Roll call was: AYES: All. NAYES: None.

### **City Administrator Recruitment Contract**

Former City Administrator, Don Eikmeier, has submitted a proposal for recruitment services to fill the City Administrator position vacancy. The proposal includes conducting individual interviews with employees and others in the community to identify the City's priorities regarding the position as well as determining desired characteristics and strengths, preparing materials and advertising for potential candidates, review of applications as well as being involved with the selection committee. He will not be involved in recommending the finalists. For these services Eikmeier will charge a flat fee of \$7,000. If this process does not result in the hiring of a City Administrator, the final payment of \$3,000 shall be subject to reduction or cancellation, subject to negotiations between the City Council and Eikmeier. Motion by Brown, seconded by Miller, to ratify the proposal from former City Administrator Don Eikmeier for services he will provide in the recruitment of a new City Administrator. Roll call was: AYES: All. NAYES: None. The City Attorney will draw up a contract between Eikmeier and the city for his services.

Motion by Brown, seconded by Miller, to approve the City Administrator Profile. Roll call was: AYES: All. NAYES: None.

Motion by Agnitsch, seconded by Miller, to authorize advertising for the City Administrator position. Roll call was: AYES: All. NAYES: None.

### **Adjournment**

On a motion by Brown, seconded by Miller, the meeting was adjourned at 7:55 p.m.

Media Present: None.

Craig Schmidt  
Mayor

ATTEST:

Diane Cargin  
City Clerk Treasurer