

April 19, 2023  
Regular Session

The Bellevue City Council met on Wednesday, April 19, 2023 in Regular Session at 6:30 P.M. in the Council Chambers with Mayor Roger Michels presiding. The Pledge of Allegiance was recited by all present. The roll was called as follows:

**PRESENT:** Councilmembers Nic Kueter, Lyn Medinger, Tim Roth, Tom Roth and Jayden Scheckel. Also present were City Administrator/Clerk Abbey Skrivseth, Kelley Brown, Jo Fifield, Elizabeth Kelsey, Mark Mueller and Teresa Weinschenk.

**ABSENT:** None.

**APPROVAL OF AGENDA:**

Mayor Roger Michels reviewed the Agenda and declared it approved.

**CONSENT AGENDA**

Tom Roth moved with a second by Kueter to approve the Consent Agenda. Motion carried unanimously.

- A. Approve Minutes of April 3, 2023 Regular Session, April 10, 2023 and April 11, 2023 Work Sessions
- B. Approve February Financial Reports
- C. Approve Library Bills and Claims as Authorized
- D. Approve Paid Bills and Claims as Authorized
- E. Approve New Vendors

**VISITORS**

**KELLEY BROWN – JCEA**

Jackson County Economic Alliance (JCEA) Director Kelley Brown was present as the alliance is starting their new five-year capital campaign. Brown thanked the Council for the City's historical financial support and requested the Council consider continuing the investment and support of JCEA.

Skrivseth informed the Council that the City's contribution is from Hotel Motel Tax revenue as it falls in the economic and tourism requirements. The City committed \$15,000 annually the first five years and then \$20,000 annually the past five years.

The Council appeared to be in agreement to continue the support for JCEA as the alliance has been beneficial to the City and Bellevue community. The Council requested Skrivseth provide an update on the Hotel Motel Tax revenue which has seen an increase due to Off Shore's new ownership group. The Council asked Skrivseth to determine if the City could afford additional funding to help with JCEA's cost increases. Skrivseth will look to draft a resolution for the Council's next regular session.

**MARK MUELLER – POOL ENGINEERING AGREEMENTS**

Mark Mueller came to the Council with an update on the pool progress. Mueller said he looked into the Council's request to incorporate a splash pad or future splash pad option with the new pool site and plan. Mueller said the State of Iowa does allow splash pads to connect to a pool and a circulated filtration option is possible.

Mueller received two bids from two Wisconsin engineers on the proposed new pool. Mueller provided both engineers with the same spec requests and the conceptual pool design. One bid was from a small one-person firm, Patrick Eagan of One Design Engineering with a cost of \$86,440. The second bid was from a larger firm and the company that Off Shore Resort used, Ramaker with a cost of \$278,000. Both proposals are split into phases.

Mueller said that the Friends of the Pool group voted and made a recommendation to the Council to approve the agreement with Eagan of One Design Engineering. Mueller said the determining factor was not only the cost but Dave Peters also provided a recommendation of Eagan. Peters is very educated in pools in Iowa, is certified to teach CPO classes and is also the City's pool consultant. The goal is to have the engineer also provide a professional conceptual drawing of the pool to display this summer and for the capital campaign process.

Discussion followed on Eagan's bid being substantially lower than Ramaker. It was questioned if Eagan's bid was missing items or if change orders would arise. It was acknowledged that some of the cost saving would be from Eagan not having the overhead and large staff that Ramaker has. When the Council questioned if references were called to ask about Eagan's work and credibility, Mueller responded no.

The Council questioned how the engineering fees would be paid for. Dream Bellevue committed \$6,000 for the design phase and the Friends have roughly \$4,800, which almost covers the Concept Development phase of \$12,102. Mueller said that the Friends planned to cover all of the engineering costs and their capital campaign process somewhat started last week when the Foundation of Greater Dubuque presented to the Friends the Foundation's role in helping facilitate the capital campaign.

Skrivseth clarified that since this is a Municipal Pool located on City property, the Council will need to approve the engineering agreement. All expenses should flow through the City for appropriate record keeping and the Friends would reimburse the City for such costs. Skrivseth said that essentially if the Friends were short on revenue to cover the engineering costs, then the City would be obligated to cover the engineering costs per the signed agreement. Also, if a bond referendum does not pass, then the engineer's Construction Administration phase would not begin and there would be no charge.

The Council all appeared to be in agreement to move forward with the engineering process and agreement. However, the Council requested that Mueller ask Eagan for references and then calls be made to the referenced pools so the City has feedback on Eagan's actual work. Mueller will come back to the next Council meeting with an update.

**CONSIDERATION AND APPROVAL OF THE SECOND READING OF ORDINANCE NO. 478 AMENDING TITLE III COMMUNITY PROTECTION CHAPTER 3 TRAFFIC**

**CODE SECTION 3-3-19 PARKING REGULATIONS 4. NO PARKING OR RESTRICTED PARKING ZONES AND 13. PERSONS WITH DISABILITES PARKING 3-3-24 PLACEMENT OF STOP SIGNS; AND 3-3-26 PLACEMENT OF PEDESTRIAN CROSSING SIGNS**

Tim Roth moved with a second by Scheckel to approve the second reading of Ordinance No. 478. Roll call vote:

AYES: Medinger, Kueter, Tim Roth and Scheckel

NAYES: Tom Roth

Motion passed 4-1.

Tim Roth then moved with a second by Tom Roth to suspend the statutory rule requiring Ordinance No. 478 be considered and voted on for passage at one additional Council meeting and to be passed now and be put in its final consideration and adoption upon publication. Roll call vote:

AYES: Medinger, Kueter, Tim Roth and Scheckel

NAYES: Tom Roth

Motion passed 4-1.

**ORDINANCE NO. 478**

**AN ORDINANCE AMENDING TITLE III COMMUNITY PROTECTION CHAPTER 3 TRAFFIC CODE SECTION 3-3-19 PARKING REGULATIONS 4. NO PARKING OR RESTRICTED PARKING ZONES AND 13. PERSONS WITH DISABILITIES PARKING; 3-3-24 PLACEMENT OF STOP SIGNS; AND 3-3-26 PLACEMENT OF PEDESTRIAN CROSSING SIGNS**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELLEVUE, IOWA, AS FOLLOWS:**

SECTION 1. *Purpose:* The purpose of this ordinance is to amend Title III Community Projection, Chapter 3 Traffic Code by adding no parking areas, stop signs, and pedestrian crossings and moving one handicap parking space due to restricted visibility and safety concerns.

SECTION 2. *Amendment & Replacement:* Title III Community Projection, Chapter 3 Traffic Code, section definitions defined below are hereby amended to add the following along with one replacement:

3-3-19(4) Parking Regulations- No Parking or Restricted Parking Zones

“NO ANYTIME”

North Sixth Street 80 feet of intersection with Franklin Street

Traffic Bound

South

“NO PARKING HERE TO CORNER”  
Spring Street within 84 feet of intersection with  
North Sixth Street

Traffic Bound  
East

North Sixth Street within 115 feet of intersection  
with Spring Street

South

3-3-19(13) Parking Regulations- Persons with Disabilities Parking  
~~(2) Sixth Street near the intersection with Franklin southbound.~~  
(2) Franklin near the intersection with Sixth Street westbound

3-3-24 Placement of Stop Signs  
Intersection  
Sixth & Franklin  
Sixth & Park

Traffic Bound  
North, South & West  
North, South, East & West

3-3-26 Placement of Pedestrian Crossing Signs  
“PEDESTRIAN CROSSING”  
State Street at Sixth  
State Street at Eighth  
N. Riverview & Oak  
N. 6<sup>th</sup> Street & Franklin

Traffic Bound  
East & West  
East & West  
North & South  
North & South

SECTION 3. *Repealer.* All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4. *Severability.* If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5. *Effective Date.* This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this 19th day of April, 2023.

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Roger L. Michels, Mayor

ATTEST

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Abbey J. Skrivseth, City Administrator/Clerk

**CONSIDERATION AND APPROVAL OF THE SECOND READING OF ORDINANCE  
NO. 479 AMENDING TITLE VI PHYSICAL ENVIRONMENT CHAPTER 8**

**EXACATION REGULATION SECTIONS 6-8-5 EXAVATION PERMIT FEES AND 6-8-6 CASH DEPOSIT.**

Kueter moved with a second by Medinger to approve the second reading of Ordinance No. 479. Roll call vote carried unanimously.

Tom Roth then moved with a second by Kueter to suspend the statutory rule requiring Ordinance No. 479 be considered and voted on for passage at one additional Council meeting and to be passed now and be put in its final consideration and adoption upon publication. Roll call vote carried unanimously.

**ORDINANCE NO. 479**

**AN ORDINANCE AMENDING TITLE VI PHYSICAL ENVIRONMENT CHAPTER 8 EXCAVATION REGULATION 6-8-5 EXCAVATION PERMIT FEES AND 6-8-6 CASH DEPOSIT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELLEVUE, IOWA, AS FOLLOWS:**

SECTION 1. *Purpose:* The purpose of this ordinance is to amend Title VI Physical Environment, Chapter 8 Excavation Regulation by amending the permit fee and cash deposit due to the fee and deposit being very minimal when multiple blocks are applied for as one large project on an application; along with an increase in costs should the City ever need to restore the street and right-of-way after a project.

SECTION 2. *Amendment & Replacement:* Title VI Physical Environment, Chapter 8 Excavation Regulation, section definitions defined below are hereby amended and replaced with the following:

**6-8-5 EXCAVATION PERMIT FEES**

A permit fee shall be charged by the City for the issuance of an excavation permit which shall be in addition to all other fees for permits or charges relative to any proposed construction work. The excavation permit fee shall be in the amount of \$ 100.00 per block.

**6-8-6 CASH DEPOSIT**

The application for an excavation permit to perform excavation work under this Ordinance shall be accompanied with a \$250.00 deposit per block made to the Assistant Clerk-Treasurer for deposit in the City's account. The deposit shall be cash or a certified check. No deposit shall be required from a contractor that has filed a bond with the City in the amount of at least ~~\$1,000.00~~ \$10,000.00 to work on the City streets.

Any deposit made hereunder shall serve as security for the repair and performance of work necessary to restore the street to as good a condition as that existing prior to the excavation. Upon the permittee's completion of work covered by such permit in conformity with this Ordinance and applicable City standards as determined by the Director of Public Works, the City shall refund the deposit. Should the City find the repairs unacceptable, the City will use the deposit to make the necessary repairs. In the event the \$250 per block deposit is not sufficient to cover the repair costs,

the City will bill the permittee for any additional costs incurred and reserves the right to pursue collection using any legal means.

If requested by the permittee, the City will provide services to saw cut concrete curb or street surfaces, or to replace street surfaces damaged or removed during excavation. Charges for such service will be determined on a time and materials basis and paid by the permittee.

SECTION 3. *Repealer.* All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4. *Severability.* If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5. *Effective Date.* This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed and approved this 19th day of April, 2023.

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Roger L. Michels, Mayor

ATTEST

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Abbey J. Skrivseth, City Administrator/Clerk

**APPROVE HIRING NEW CITY ADMINISTRATOR/CLERK/TREASURER**

Skrivseth said seven applicants applied for the City Administrator/Clerk/Treasurer position and all seven applicants were interviewed. The hiring committee consisted of the Council, Mayor, Utility Board Representative, Skrivseth, Department Heads, Clerks Office staff and JCEA Director. After conducting the interviews, the committee unanimously picked Teresa Weinschenk as the first choice. Weinschenk provides prior City Administrator and Clerk experience with the City of Preston and City of West Union and already resides in the community of Bellevue.

The Council agreed to offer Weinschenk, a starting salary of \$80,000, after 6 months be increased to \$82,000, after 12 months increased to \$84,000. Normal employee raises at the beginning of each fiscal year and starting with two-weeks (10 days) of vacation time plus earning the regular one week the first year of employment. Weinschenk would begin employment in FYE 2023 on June 1, 2023; FYE 2024 would begin on July 1, 2023.

Skrivseth expressed her concern with the Council's prior decision to base Weinschenk's salary on Skrivseth's FYE 2023 salary when Weinschenk will begin 30 days shy of FYE 2024. Skrivseth recommended the Council reconsider Weinschenk's salary at the already budgeted FYE 2024 wages for Skrivseth. Skrivseth pointed out that normally all employees and past department heads began their wages by the tier of year one at 90% of their 100% wage, year two

at 95% of their 100% wage and year three at 100% along with all regular employee FYE raises. This was the wage scale that the prior Councilmembers verbally set. Skrivseth pointed out that starting Weinschenk at the FYE 2023 scale would mean she would begin with a wage that is less than the Police Chief's wage and the City Administrator is the Chief's superior. Starting at the FYE 2023 scale would also shrink the pay scale range that was in place for all other department heads and employees under the City Administrator and essentially put back the City Administrator salary by a full fiscal year.

After detailed discussion on the various scenarios, the Council appeared to all be in agreement to have Weinschenk follow the already budgeted and in place City Administrator FYE 2024 wage scale for a year one employee.

Tom Roth moved with a second by Tim Roth to approve the hiring of Teresa Weinschenk as the New City Administrator/Clerk/Treasurer with a starting wage of \$81,284.27 with no employee increase at the July 1, 2023 fiscal year. Weinschenk's year two wage would then be 95% of the City Administrator's 100% wage and year three wage would be at 100% of the City Administrator's wage plus each regular employee fiscal year raise. Weinschenk will also start with 10 vacation days plus earn the normal first year employee one-week vacation. Weinschenk's first day with the City will be June 1st. Motion carried unanimously.

**UPCOMING MEETING DATES**

The Council will meet next in regular sessions at 6:30 pm on May 1st, May 17th and June 5th.

**RECEIPTS AND DISBURSEMENTS**

The following amounts were received or expended in the month of March:

<b>FUNDS</b>	<b>RECEIPTS</b>	<b>DISBURSED</b>
<b>GENERAL:</b>		
Basic General Fund	70,026.90	202,772.99
Franchise-Prop Tx	6,470.39	
Franchise Streets	6,470.38	
Museum		1,144.00
Lib Gift Fund	20.00	1,833.60
Police Gift Fund		10,000.00
L.O.T. Prop Tax Red	10,932.27	
<b>SPECIAL REVENUE:</b>		
L.O.T. Street Dept	11,182.27	4,729.25
Amer Res Plan Act		2,297.60
Fire Dept Cap Fund	300.00	
Employee Benefit	10,071.06	
Road Use Tax	15,676.08	25,320.46
TIF Fund	83,251.01	74,636.30
Debt Service	8,007.24	
<b>CAPITAL PROJECTS:</b>		

**PROPRIETARY FUNDS:**

Ambulance	28,468.69	23,987.06
Telecommunication	133,611.63	116,166.14
Sanitation	40,693.94	37,784.50
Water	41,745.42	38,690.71
Electric	248,362.45	231,013.93
Electric Cap Fund	2,242.40	
Customer Deposit	1,775.00	
Storm Water Fund	6,223.97	328.47
Sewer	39,366.09	57,297.74
Sewer Cap. Improvement	6,022.67	
<b>TOTALS</b>	<b>770,919.86</b>	<b>828,002.75</b>

**LIBRARY BILLS AND CLAMS**

Access Systems	Copier Exp	154.70
Baker & Taylor	Oper Supp	770.08
Big River	Periodicals	40.00
Chicago Distribution Ct	Oper Supp	84.50
Demco	Oper Supp	198.22
Family Handyman	Periodicals	15.00
Kueter True Value	Oper Supp	106.19
Library Ideas LLC	Oper Supp	323.55
Oriental Trading	Summer Reading	179.88
Petty Cash	Oper Supp	32.14
The Herald Leader	Oper Supp	38.00
Windstream	Telephone	11.85

**BILLS AND CLAIMS**

IA Dept of Public Health	Pool Const Permit Application	250.00
Auditor of State	FYE 2022 Filing Fee	425.00
Black Hills Energy	City Gas Purch	3122.69
Card Service Center	City Purch	2263.69
City of Bellevue	Trsf Museum Ins	1144.00
J&M Displays Inc	Heritage Days Fireworks	12000.00
J&M Displays Inc	Chamber Christmas Parade Fireworks	735.00
Medical Assoc Health	City Health Ins	34279.55
O'Conner Brooks & Co PC	FYE 2022 Auditing Fees	18500.00
Productivity Plus	Parks Equip Maint	579.92
Sun Life Financial	City Life Ins	184.08



Treas State of IA	Mar Sales Tax	4436.67
Tri State Porta Potty	Mun Parking Lot Rental	140.00
Bormann's Neighborhood Pitstop	Cable Fuel Exp	85.38
C&D Car Wash	Cable Fuel Exp	89.28
IA Assn of Municipal Util	Mar 23- Feb 24 Member Dues	956.00
Mastercard	Cable Purch	2480.30
Roeder Bros	Cable Oper Supp	146.30
The Herald Leader	City Publication	2115.98
Verizon Wireless	City Phone Exp	482.42
Access Systems	FD Copier Exp	49.48
American Funds	Payroll W/H	900.00
Banner Fire Equipment Inc	FD Bunker Gear	790.38
Bellevue Lumber	FD Minor Equip	238.62
Bellevue Municipal Utilities	City Util Exp	4496.07
Bellevue Sand & Gravel	Roadway Stone	22.97
Bellevue State Bank	Mo Cable Pmt	13000.00
Benders Foods	City Supplies	27.16
Big Ten Network	Mar Prog Charges	1360.42
Bob's Marine	FD Equip Maint	1837.18
Bormann's Neighborhood Pitstop	City Fuel Exp	627.80
C&D Car Wash	City Fuel Exp	1067.34
Card Service Center	FD Purch	1153.78
Card Service Center	FD Purch	3257.01
Casey's General Store	City Fuel Exp	130.69
Cedar Falls Util	Mar Transport & Rental Fee	1192.78
Cintas	City Supp	36.24
City of Bellevue	LOT Funds to DS	4729.25
City of Bellevue	Office Trsf	10664.50
CLIA Laboratory Program	Sept 2023-Sept 2025 Certificate Fee	180.00
Clint's Computer Repair Services	FD Computer Antivirus	60.99
Dennis Gerardy	City Hall/Comm Center Window Cleaning	165.00
Dennis Schroeder	Gas Reimbursement	73.00
Diamond Vogel	Rdwy Supplies	975.25
Dittmer Recycling	Mar Recycling Tipping Fees	700.50
Dubuque Net Serv	Mo Office 365 Maint	1158.66
Emergency Medical Products	Amb Oper Supp	819.98
Envision	Amb New Hire Clothing	102.00
Fidelity Bank & Trust	Mo Cable Pmt	13000.00
Hartig Drug Co	FD Medical Call	187.00
Heming Pest Control	Mo Pest Control	240.90
IA Assn of Municipal Util	2q2023 Qrtly Safety Training	608.00

Innovative Systems	Mo Maint/Stmt	7750.96
Iowa Medicaid Enterprise	April & May 2023 GEMT Pmt	770.12
IPERS	Retirement	15840.54
IRS	SS/Fed WH/Medicare	11137.02
ISPN Internet Service	Internet & Video Support	2375.00
Kueter True Value	City Supplies	959.58
Marquee Sports Network	March Prog Charges	2610.72
Medical Assoc Clinic	P. Jess Drug Screen	26.00
Medline Industries	Amb Oper Supp	75.99
Mighty Miss Designs	A. Schmidt Clothing Allow	123.50
Mi-T-M Equipment Sales	FD Bldg Maint	105.29
National Content & Technology Coop	March Prog Chrg	37502.17
NBC Sports Chicago	March Prog Charges	2238.92
Nexstar Broadcasting	March Prog Charges	3711.06
NICC Business Comm Solutions	Amb Cont Ed	105.00
Office Depot	City Oper Supp	133.99
Off Shore Enterprises LLC	Development TIF	1852.60
Racom Corp	Security Cameras Pmt 2 of 2	6540.00
Racom Corp	FD Radio	1247.10
River Valley Energy	City Fuel Exp	2600.18
Roeder Bros	City Supp	2185.78
S2 Construction	1Q2023 Compost Grinding	3750.00
Scripps Media	March Prog Charges	88.96
Showtime Network	March Prog Charges	84.06
Sons of The American Legion	Parks New Flags	504.00
Stoney Kenworthy	City Office Supp	531.95
Superior Welding	Amb Oper Supp	262.24
The Spotted Phoenix, LLC	Downtown Incent-Façade & Comm Interior	9464.00
Technology Reflections	Amb Website Domain Renewal	1384.00
Treas State of IA	Withholding	3140.21
Tri-State Porta Potty Inc	Felderman Park/Muni Ramp Rentals	405.00
Tri-State Tree Farm	Parks (4) Trees	1400.00
Trio Community Meals	March Congregate Meals	332.00
Truck Country	Sanit Equip Maint	189.66
Uniform Den	R. Kloft Clothing Allow	137.01
Unity Point Clinic-Occup Medicine	P. Jess Lab	42.00
Universal Electric Supply	Comm Center Flood Light	883.29
Washington National Ins Co	Cancer & Accident Ins	695.40
Waste Auth of Jack Co	March Tipping Fees	5422.25
Waste Auth of Jack Co	2Q2023 Landfill Assessment	7786.09
Water Street Partners LP	Development TIF	727.79

Weber Paper Co	City Supplies	270.81
White Cap L.P.	Rdwy Storm Sewer Maint	174.97
WIN, LLC	Internet & Video Support	11000.00
Windstream	City Phone Exp	782.08

**ADJOURNMENT**

As there were no other matters on the agenda for discussion, Mayor Roger Michels adjourned the meeting at 7:34 P.M.

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City Administrator/Clerk

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Mayor