



City Council Special Meeting Minutes December 18, 2020

CALL TO ORDER

Mayor Walsh called the special meeting to order at 8:00 a.m. on Friday December 18, 2020 virtually via zoom.

Council Members present: Joe Disalvo, Chad Hannan, Melissa Head, Roger Sandau and Mike Wolf.

Staff Present: Matt Mardesen, Richard Wade and Jodi Quakenbush.

To participate in the meeting please join our zoom meeting. You can join via phone, computer or both. You MUST enter your first and last name to be admitted into the meeting

<https://zoom.us/j/6588922517>

Meeting ID: 658 892 2517

888 475 4499 US Toll-free or 877 853 5257 US Toll-free

CONSENT AGENDA

Approval of Agenda and tape recordings of these proceedings to be incorporated into the official minutes.

Reading, correction and approval of the December 14, 2020 City Council Meeting Minutes.

Chad Hannan and Melissa Head moved and seconded approval of Consent Agenda. Unanimous, 5-0 vote.

MAYORS PROCLAMATIONS

PUBLIC HEARINGS

RESOLUTIONS

Resolution 20-301

Resolution approving SilverStone Group as the professional services provider for the City of Council Bluffs' Insurance Broker.

Roger Sandau and Chad Hannan moved and seconded approval of Motion to Amend Resolution 20-301 appointing Smith Davis as the broker for a

one year. Failed, 2-2 vote.

(Nays: Head, Wolf)

(Abstain: Disalvo)

Mike Wolf and Melissa Head moved and seconded approval of Motion to Approve Resolution 20-301 for a one year term. Failed, 2-2 vote.

(Nays: Hannan, Sandau)

(Abstain: Disalvo)

APPLICATIONS FOR PERMITS AND CANCELLATIONS

CITIZENS REQUEST TO BE HEARD

OTHER BUSINESS

ADJOURNMENT

Mike Wolf and Roger Sandau moved and seconded approval of Motion to Adjourn at 9:34 am. Unanimous, 5-0 vote.

The tape recording of this proceeding, though not transcribed, is part of the record of each respective action of the City Council. The tape recording of this proceeding is incorporated into these official minutes of this Council meeting as if they were transcribed herein.

Matthew J. Walsh, Mayor

Attest: Jodi Quakenbush, City Clerk

Council Communication

Department: City Clerk
Case/Project No.:
Submitted by:

To participate in the meeting please join our
zoom meeting. You can join via phone,
computer or both. You MUST enter your first
and last name to be admitted into the meeting
ITEM 2.A.

Council Action: 12/18/2020

Description

<https://zoom.us/j/6588922517>
Meeting ID: 658 892 2517
888 475 4499 US Toll-free or 877 853 5257 US Toll-free

Background/Discussion

Recommendation

Council Communication

Department: City Clerk
Case/Project No.:
Submitted by: Jodi Quakenbush

Approval of Agenda and tape recordings of
these proceedings to be incorporated into the
official minutes.
ITEM 3.A.

Council Action: 12/18/2020

Description
Background/Discussion
Recommendation

Council Communication

Department: City Clerk
Case/Project No.:
Submitted by: Jodi Quakenbush

Reading, correction and approval of the
December 14, 2020 City Council Meeting
Minutes.
ITEM 3.B.

Council Action: 12/18/2020

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description
[12-14-20 M](#)

Type
Other

Upload Date
12/15/2020



City Council Meeting Minutes December 14, 2020

CALL TO ORDER

Meeting was held electronically with Zoom meetings pursuant to administrative action taken by City Council on March 23, 2020 regarding the Covid-19 pandemic.

Mayor Matthew Walsh called the meeting to order at 7:00 p.m. on Monday December 14, 2020.

Council Members present: Joe Disalvo, Chad Hannan, Melissa Head, Roger Sandau and Mike Wolf.

Staff Present: Matthew Mardesen, Richard Wade and Jodi Quakenbush

To participate in the meeting please join our zoom meeting. You can join via phone, computer or both. You MUST enter your first and last name to be admitted into the meeting

<https://zoom.us/j/6588922517>

Meeting ID: 658 892 2517

888 475 4499 US Toll-free or 877 853 5257 US Toll-free

CONSENT AGENDA

Approval of Agenda and tape recordings of these proceedings to be incorporated into the official minutes.

Reading, correction and approval of the November 23, 2020 City Council Meeting Minutes.

Resolution 20-284

Resolution setting a public hearing for January 11, 2021 at 7:00 p.m., on the plans, specifications, form of contract, and cost estimate for the Central Fire Station - Fire Sprinkler System Installation. Project #BM21-03

Resolution 20-285

Resolution of intent to dispose of and setting a Public Hearing for January 11, 2021 at 7:00 p.m. for City property described as Lot 4, Block 11, Hyatt's Subdivision. Location: 716 S 7th St. OTB-20-017

Resolution 20-286

Resolution of intent to dispose of and setting a Public Hearing for January 11, 2021 at 7:00 p.m. for City property described as Lot 4, Block 11, Hyatt's Subdivision. Location: 716 S 7th St. OTB-20-018

Resolution 20-287

Resolution of intent to dispose of and setting a Public Hearing for January 11, 2021 at 7:00 p.m. for City property described as the Northerly 50 feet of Lot 4, Block 3, Hall's Addition. Location: 517 North 8th Street. OTB-20-019

Resolution 20-288

Resolution setting a public hearing for 7:00 p.m. on January 11, 2021, for Levee Certification Project, Geotechnical MR_3 and MR_4. Project # PW21-06C

Resolution 20-300

Resolution setting a Public Hearing for January 11, 2020 at 7:00 p.m. on the final plans and specs in connection with the 1st Avenue Multi-Use Trail.

Annual Financial Report, Water Works Adopted Budget (R&F) and Claims

Roger Sandau and Melissa Head moved and seconded approval of Consent Agenda. Unanimous, 5-0 vote.

PUBLIC HEARINGS

Ordinance 6433

Ordinance to amend the zoning map as adopted by reference in section 15.02.070 by designating the property legally described as Lots J, K, L and M, Auditor's Subdivision, of Block 6, Mynster's Addition, and Block 2, Bayliss 1st Addition as a local historic landmark. Location: 530 West Broadway. HP-20-005

Heard from: Patricia Murphy, 333 Willow Avenue, Sheryl Garst, 128 S. Main Street, Ken Freudenburg, 510 Oakland Avenue.

Chad Hannan and Joe Disalvo moved and seconded approval of Second Consideration of Ordinance 6433. Unanimous, 5-0 vote.

Chad Hannan and Roger Sandau moved and seconded approval of Motion to waive Third Consideration of Ordinance 6433. Ordinance passes to law. Unanimous, 5-0 vote.

Ordinance 6434

Ordinance to amend Chapter 15.26 "Nonconformities" of the Zoning Ordinance by amending Section 15.26.030 "Nonconforming Uses." ZT-20-005

Roger Sandau and Melissa Head moved and seconded approval of Second Consideration of Ordinance 6434. Unanimous, 5-0 vote.

Roger Sandau and Melissa Head moved and seconded approval of Motion to waive Third Consideration of Ordinance 6433. Ordinance passes to law. Unanimous, 5-0 vote.

Ordinance 6435

Ordinance to amend the zoning map as adopted by reference in Section 15.02.070 by rezoning property legally described as Lots 6 through 11, Baughn's Subdivision of Lot 8, Original Plat of Council Bluffs, except East Kanesville Boulevard right-of-way, from R-3/Low Density Multifamily Residential District to A-P/Administrative-Professional District as defined in Chapter 15.13. Location: West of 235 Harmony Street. ZC-20-012

Received letters from Debbie Foote and Mary Lou McGinn.

Heard from: (For Items 4C, & 4D) Dick Miller, 1611 Madison Avenue, Debra Danielson, 332 Willow Avenue, Susan Seamands, 360 Oakland Avenue, Amanda Scott, 228 Harmony Street, Lynda Emge, 244 Harmony Street, Chris Tointon, 235 Harmony Street, Steve Wild, 705 North 16th Street, Bob Hedrick, 1308 Jackson Street, Omaha, Anthony Beraldi, 238 Harmony Street, Leo McIntosh, 235 Harmony Street, Deb Peterson, 215 S. Main Street, Ken Freudenburg, 510 Oakland Avenue, Patricia Murphy, 333 Willow Avenue, Phil Taylor, 1313 Berwick Drive.

Roger Sandau and Joe Disalvo moved and seconded approval of Second Consideration of Ordinance 6435. Voice Vote, 1-3 vote.

(Nays: Hannan, Sandau, Wolf)

(Abstain: Head)

Resolutions 20-289 and 20-290

Resolution 20-289 to amend the *Bluffs Tomorrow: 2030 Plan (Comprehensive Plan)*, specifically by reclassifying properties legally described as Lots 6 through 11, Baughn's Subdivision of Lot 8, Original Plat of Council Bluffs, except East Kanesville Boulevard right-of-way, from Low Density Residential to Local Commercial. Location: West of 235 Harmony Street. CP-20-002

Chad Hannan and Mike Wolf moved and seconded approval of Motion to Deny Resolution 20-289. Voice Vote, 4-0 vote. (Abstain: Head)

Resolution 20-290 to vacate and dispose of Baughn Street right-of-way lying between Harmony Street and East Kanesville Boulevard. Location: West of 235 Harmony Street. SAV-20-004

Mike Wolf and Chad Hannan moved and seconded approval of Motion to Deny Resolution 20-290. Voice Vote, 4-0 vote. (Abstain: Head)

Resolution 20-291

Resolution approving the plans and specifications for the West
Broadway Reconstruction, Segment 5. Project # PW21-20

Roger Sandau and Chad Hannan moved and seconded approval of
Resolution 20-291. Unanimous, 5-0 vote.

ORDINANCES ON 2ND READING

Ordinance 6436

Ordinance adopting the 2020 Municipal Code of Council Bluffs, Iowa.

Melissa Head and Roger Sandau moved and seconded approval of
Second Consideration of Ordinance 6436. Unanimous, 5-0 vote.

Roger Sandau and Chad Hannan moved and seconded approval of Motion
to waive Third Consideration of Ordinance 6436. Ordinance passes to law.
Unanimous, 5-0 vote.

Ordinance 6437

Ordinance to amend Chapter 4.20 "Animal Control" of the Municipal
Code, by amending Section 4.20.020 "Definitions-Animal Control."

Melissa Head and Roger Sandau moved and seconded approval of
Second Consideration of Ordinance 6437. Unanimous, 5-0 vote.

Roger Sandau and Chad Hannan moved and seconded approval of Motion
to waive Third Consideration of Ordinance 6437. Ordinance passes to law.
Unanimous, 5-0 vote.

RESOLUTIONS

Resolution 20-292

Resolution accepting the bid of Rife Construction Inc. (Lassek) in
the amount of \$63,945.00 for the Central Fire Station ADA
Improvement Project. Project #BM21-04

Melissa Head and Chad Hannan moved and seconded approval of
Resolution 20-292. Unanimous, 5-0 vote.

Resolution 20-293

Resolution authorizing the Mayor to execute Amendment Number 1 to
Iowa Department of Natural Resources Contract No.
20CRDLWBMBALM-0008 in connection with Lake
Manawa Dredging.

Melissa Head and Mike Wolf moved and seconded approval of Resolution
20-293. Unanimous, 5-0 vote.

Resolution 20-294

Resolution authorizing the mayor to execute an agreement with Ehrhart Griffin & Associates for engineering services in connection with the East Manawa Sewer Rehab, Phase X. Project # PW22-09

Chad Hannan and Roger Sandau moved and seconded approval of Resolution 20-294. Unanimous, 5-0 vote.

Resolution 20-295

Resolution authorizing the mayor to execute an agreement with Snyder & Associates, Inc. for engineering services in connection with the South 1st Street Neighborhood Rehab, Phase XII. Project # PW22-12

Melissa Head and Mike Wolf moved and seconded approval of Resolution 20-295. Unanimous, 5-0 vote.

Resolution 20-296

Resolution authorizing the use of eminent domain in connection with West Broadway Reconstruction, Segment 5. Project #PW21-20

Chad Hannan and Mike Wolf moved and seconded approval of Resolution 20-296. Unanimous, 5-0 vote.

Resolution 20-297

Resolution amended Chapter 2.08 "Schedule of Fees" of the Municipal Code of the City of Council Bluffs, by amended the Council Bluffs Parks and Recreation Fees.

Melissa Head and Joe Disalvo moved and seconded approval of Resolution 20-297. Unanimous, 5-0 vote.

Resolution 20-298

Resolution authorizing the Mayor to accept and execute a contract with Impact 7G for consultant services for the U.S. Environmental Protection Agency Brownfields Hazardous Substance Assessment Grant for the South Expressway corridor area.

Roger Sandau and Chad Hannan moved and seconded approval of Resolution 20-298. Unanimous, 5-0 vote.

Resolution 20-299

Resolution abolishing one Records Technician II position and adding one Records Technician I position in the Police Department.

Chad Hannan and Joe Disalvo moved and seconded approval of Resolution 20-299. Unanimous, 5-0 vote.

Resolution 20-301

Resolution approving SilverStone Group as the professional services provider for the City of Council Bluffs' Insurance Broker.

Heard from: John Marshall, 9926 Fieldcrest, Omaha, Kirk Madsen, 2616 Avenue J, Jeff Brehmer, 25 Scarlet Oaks Rd, Kasi Koehler, 11520 NW Beaver Drive, Granger, IA

Melissa Head and Mike Wolf moved and seconded approval of Resolution 20-301, as amended for 1 year. Failed, 2-2 vote.

(Nays: Hannan, Sandau)

(Abstain: Disalvo)

Roger Sandau and Chad Hannan moved and seconded approval of Motion to appoint Smith Davis as the City's Insurance Broker for one year. Failed, 2-2 vote.

(Nays: Head, Wolf)

(Abstain: Disalvo)

Roger Sandau and Chad Hannan moved and seconded approval of Motion to Postpone to Friday December 18, 2020 at 8:00 a.m. via zoom. Voice Vote, 4-0 vote.

(Abstain: Disalvo)

Resolution 20-302

Resolution confirming the appointment of Stacie Jensen as Director of Human Resources.

Melissa Head and Joe Disalvo moved and seconded approval of Resolution 20-302. Unanimous, 5-0 vote.

APPLICATIONS FOR PERMITS AND CANCELLATIONS

Liquor Licenses: 1) Bucky's Express #16, 15 N 16th Street (New), 2) Bucky's Express #17, 1759 Madison Ave (New), 3) Bucky's Express #22, 3434 Nebraska Ave (New), 4) Bucky's Express #27, 2711 S 24th Street (New), 5) Bucky's Express #34, 3501 W Broadway (New), 6) Speedy Gas N Shop, 430 S 35th Street, Ste 1, 7) Tobacco Hut #18, 429 Veterans Memorial Hwy, 8) Wal-Mart #3150, 1800 N 16th Street, 9) Woods Sporting Goods, 531 Veterans Memorial Hwy

Roger Sandau and Chad Hannan moved and seconded approval of Applications for permits and cancellations, Items 7A 1-9. Unanimous, 5-0 vote.

OTHER BUSINESS

Mike Wolf and Chad Hannan moved and seconded approval of Motion to put a resolution on the January 11, 2020 meeting, requesting that the Historic Preservation Commission seek designation for the former St. Patrick's Catholic Church located at 132 Baughn Street to be a local Landmark and to be placed on the National Register of Historic Places and Authorizing funds for an Architectural Historian to assist within the nomination process. Voice Vote, 4-0 vote. (Abstain: Head)

ADJOURNMENT

The tape recording of this proceeding, though not transcribed, is part of the record of each respective action of the City Council. The tape recording of this proceeding is incorporated into these official minutes of this Council meeting as if they were transcribed herein.

Matthew J. Walsh, Mayor

Attest: Jodi Quakenbush, City Clerk

Council Communication

Department: City Clerk
Case/Project No.:
Submitted by: Jesse Oswald, Risk Manager

Resolution 20-301
ITEM 4.A.

Council Action: 12/18/2020

Description

Resolution approving SilverStone Group as the professional services provider for the City of Council Bluffs' Insurance Broker.

Background/Discussion

Introduction

The City of Council Bluffs Insurance Broker has been the same company since at least the 1980's. Additionally, a Request for Proposals (RFP) for the City's Insurance Broker had not been done for at least the last 30+ years. The City determined that it would be in the best interest of taxpayers and the City to do an RFP for our Insurance Broker to ensure that the City is receiving the best value for this service. In October of 2020, the City of Council Bluffs advertised a Request for Proposals for an Insurance Broker.

An insurance broker for a municipality provides a wide arrange of services above securing insurance policies for the municipality. These services include but are not limited to: Offering advice to Risk Management and Legal on interpretations of policy coverage, hazard identification, actuarial support, assessment of risk probability, property valuations, risk mitigation services.

Three Insurance Broker's responded to the RFP under the professional services process criteria: Gallagher, SilverStone Group, and Smith Davis Insurance. However, Gallagher's RFP was deemed incomplete as they did not provide the requested cost component.

Firm Overview and Key Personnel

1) SilverStone Group

SilverStone Group was founded in Council Bluffs, Iowa in 1945 and currently have a local office located at 300 West Broadway, Suite 200, Council Bluffs, Iowa. SilverStone has grown to become one of the top 100 largest brokers in the United States.

In December of 2019 SilverStone Group merged with HUB International, the fifth largest insurance broker in the world. This allowed SilverStone to add technical resources, complex analytic platforms, benchmarking and access to virtually all insurers and reinsurers.

Additionally, SilverStone continues to have associates at the local level that include:

- Account Executive- Kirk Madsen,
- Account Manager- Dawn Hanson,
- Director of Risk Management- Nancy Edelman,
- Senior Claims Representative- Susan Duncan,
- Claims Manager- Mark McLaughlin,
- Safety Engineering Manager- Joe Freeman,
- Advisor/Cyber- Jenny Jacobsen, and
- Principal- John Marshall.

SilverStone offers comparable risk management programs to over 475 municipalities and counties nationwide and over 2,500 Public Sector clients, including employee benefits and actuarial services to over 150 government entities in Iowa.

2) Smith Davis Insurance

Smith Davis Insurance is a locally owned independent insurance agency with roots in the community dating back to 1931 and is currently located at 532 First Avenue, Council Bluffs, Iowa. Smith Davis Insurance is headquartered in Council Bluffs, Iowa, with satellite offices in Papillion, Nebraska, and Logan, Iowa.

Smith David Insurance consists of 10 producers and 10 account managers with the following combined work experience of over 100 years:

- Jeff Brehmer- *President*: 20+ years
- James Malone- *Consultant*: 40+ years
- Mark Warner- *Consultant*: 40+ years
- Kim Arfman- *Account Manager*: 25+ years

Smith Davis Insurance currently insures municipalities such as: Pottawattamie County, Harrison County, SW Iowa Juvenile, Pottawattamie County Emergency Management, Southwest Iowa MHDS, Lewis Township Fire Department, LOMA School system, Town of Logan, Town of Mondamin, Harrison County Landfill, Town of Pisgah.

Schedule of Fees

1) SilverStone Group

Total Premium: \$1,551,912*

* All coverage except Workers' Compensation: \$1,324,746

* Workers' Compensation Coverage: \$227,166 -includes both Chapter 85 and 411 employees.

Flat Fee: \$87,500

Total Cost: \$1,639,412

*Total premium does not include the 1% Iowa Surplus Lines Tax that would apply to any non-admitted carriers.

2) Smith Davis Insurance

Total Premium: \$1,475,891

* All Coverage Except Excess Workers' Compensation: \$912,732

* Workers' Compensation Coverage:

* Chapter 85 (non-sworn employees): \$140,810

* Chapter 411 (police and fire): \$422,349

Commission Total: \$112,583.66- included in Total Premium

Total Cost: \$1,475,891

RFP proposals available at the Clerk's Office.

Recommendation

Committee Information and Recommendation

A committee of three City Personnel from three different City Departments and two industry experts evaluated the proposals- only the three City Personnel submitted scoring sheets. The purpose of the two industry experts was to ensure the committee was evaluating equivalent policies and explaining differences in the proposed policies.

The committee's goal was to choose the best insurance broker based on the following criteria: Relevant Experience and Firm Qualifications, Relevant Experience and Qualifications of Key Personnel, Satisfactorily Completed Similar Services, and Cost.

Based on all of the reviewed information and weighing all the above factors the consensus of the three member *committee determined that the best insurance brokerage for the City of Council Bluffs' Insurance Broker would be SilverStone Group* based on SilverStone Group's superior Relevant Experience and Firm Qualifications, Relevant Experience and Qualifications of Key Personnel, and Satisfactorily Completed Similar Services.

ATTACHMENTS:

Description

[Resolution 20-301](#)

Type

Resolution

Upload Date

12/8/2020

RESOLUTION
NO 20-301

**RESOLUTION APPROVING SILVERSTONE GROUP
AS THE PROFESSIONAL SERVICES PROVIDER
FOR THE CITY OF COUNCIL BLUFFS' INSURANCE BROKER**

WHEREAS, the City of Council Bluffs advertised a Request for Proposals (RFP) for an Insurance Broker in October of 2020; and

WHEREAS, three Insurance Broker's responded to the RFP; and

WHEREAS, a committee of three City employees from three different departments evaluated the proposals. The committee's goal was to choose the best Insurance Broker based on the following criteria: Relevant Experience and Firm Qualifications, Relevant Experience and Qualifications of Key Personnel, Satisfactory Completed Similar Services and Cost; and

WHEREAS, after careful consideration of the committee, it was determined that the best provider for the City of Council Bluffs' Insurance Broker was Silverstone Group.

NOW, THEREFORE, BE IT RESOLVED
BY THE CITY COUNCIL
OF THE
CITY OF COUNCIL BLUFFS, IOWA

Approving SilverStone Group as the Insurance Broker for the City of Council Bluffs.

ADOPTED
AND
APPROVED

December 14, 2020

Matthew J. Walsh, Mayor

ATTEST:

Jodi Quakenbush, City Clerk