

# "BITS and PIECES"



FROM YOUR CITY HALL  
325 Wisconsin Street  
LeClaire, Iowa 52753-9525

**JANUARY 2019**

[www.leclaireiowa.gov](http://www.leclaireiowa.gov)

**MAYOR**

**Ray Allen** [12/31/19] 289-4242 Ext. 1111

**E-mail:** [rallen@leclaireiowa.gov](mailto:rallen@leclaireiowa.gov) Please feel free to call City Hall and leave a message for either myself or the particular council member that you wish to speak to. Your call will be returned as soon as possible.

**COUNCIL MEMBERS**

**Amy Blair** [12/31/21] 289-4242 Ext. 1151

**E-mail:** [ablair@leclaireiowa.gov](mailto:ablair@leclaireiowa.gov) Duties: Park and Rec Commission Liaison (includes Levee), Library Board of Trustee Liaison.

**Barry Long** [12/31/21] 289-4242 Ext. 1152

**E-mail:** [blong@leclaireiowa.gov](mailto:blong@leclaireiowa.gov) Duties: Liaison to the Tourism Board & Civic Groups & Downtown Businesses.

**Dennis Gerard** [12/31/19] 289-4242 Ext. 1153

**E-mail:** [dgerard@leclaireiowa.gov](mailto:dgerard@leclaireiowa.gov) Duties: Finance and Economic Development, Strategic Plans, I.T., and Chamber.

**Jason Wentland** [12/31/19] 289-4242 Ext. 1154

**E-mail:** [jwentland@leclaireiowa.gov](mailto:jwentland@leclaireiowa.gov) Duties: MAYOR PRO-TEM, Public Safety Liaison, and Pleasant Valley School Liaison.

**John Smith** [12/31/21] 289-4242 Ext. 1155

**E-mail:** [jsmith@leclaireiowa.gov](mailto:jsmith@leclaireiowa.gov) Duties: Planning & Zoning & Board of Adjustment Liaison, Ordinances and Policies; Utilities (Sewer and Garbage), Streets, and Public Works Liaison.



## NEW UTILITY BILL PAYMENT OPTIONS

We are excited to announce you can now pay your utility bill on-line. Go to our website [www.leclaireiowa.gov](http://www.leclaireiowa.gov) and click on the "Bill Pay" button. Pay by credit card or with e-check. We accept VISA, MasterCard, Discover and American Express. If paying with a credit card the fee is 2.50% of the payment amount or a minimum of \$1.95. The fee for an e-check is \$1.75. To register your account you will need a previous bill to refer to so you can enter your account number and the address. The address has to be entered exactly how it reads under the "Property Location" section of your bill. Once registered, you will also be able to see your past history and

consumption. We are also now accepting credit cards at City Hall. The same fee applies as stated previously.

## AUTOMATIC WITHDRAW & E-BILLING PROGRAM FOR UTILITY BILLING

Sign up for automatic withdraw of your utility bill and/or e-billing all on the same form. If you sign up for both you will receive \$10.00. The form can be found on the City Hall website ([leclaireiowa.gov](http://leclaireiowa.gov)) or can be picked up at City Hall. To find it on the website click on City Hall, then Document Center, then the City Hall folder and then Customer Authorization for Payment Form. If only participating in the e-bill program fill out the bottom section of the form and return by mail, to City Hall or by email ([bills@leclaireiowa.gov](mailto:bills@leclaireiowa.gov)). If participating in the automatic withdraw, fill out the form and return it by mail, to City Hall or by email ([bills@leclaireiowa.gov](mailto:bills@leclaireiowa.gov)) along with a voided check or voided savings deposit slip. There are many benefits gained by participating in these programs:

- » **Convenience** Saves you valuable time because you don't have to worry about writing a check each month or running to the post office at the last minute to ensure a payment is made on time.
- » **Safety Auto** Withdraw is extremely safe. Customers must authorize, in writing or electronically, all payments to their accounts.
- » **Reliability Auto** Withdraw guarantees your payment will be received on time, even if you are out of town or on vacation. This ensures your good credit rating will be maintained.
- » **Privacy Fewer** people are involved in processing your payment. As a result, confidentiality of account information increases.
- » **Cost Savings Auto** Withdraw allows you to eliminate postage costs, reduce check costs, and possibly eliminate late fees. Saves the City money on postage, paper, ink, wear and tear on our printers, processing of paper checks, etc., thereby keeping sewer and garbage charges down.
- » **Control** Auto Withdraw provides you with a record of payment on your bank statements in addition to a monthly bill. You will also have the ability to request a stop payment or cancel your Auto Withdraw request at any time.

We are very excited to offer this service to our residents and feel it makes it much more convenient for you to receive and pay your utility bill. We look forward to your participation. If you have any questions please email Jo at [jphares@leclaireiowa.gov](mailto:jphares@leclaireiowa.gov) or call her at 289-4242 Ext. 1101.

## LECLAIRE OFFICE OF TOURISM

Find details on LeClaire events at: [www.visitleclaire.com](http://www.visitleclaire.com)  
**LECLAIRE INFORMATION CENTER VOLUNTEERS NEEDED:** Please share your knowledge and love of LeClaire with our visitors! Contact Cindy Bruhn at [info@visitleclaire.com](mailto:info@visitleclaire.com) or 563-650-7963 to volunteer. The LeClaire Information Center is at 117 South Cody Road.

## GARBAGE & RECYCLING PICKUP SCHEDULE JANUARY 2019

Recycling and Garbage days for January (in yellow) are January 3<sup>rd</sup> & 4<sup>th</sup>, and January 16<sup>th</sup> & 17<sup>th</sup>, and January 30<sup>th</sup> & 31<sup>st</sup>. Garbage only days in January (in blue) are January 9<sup>th</sup> & 10<sup>th</sup>, and January 23<sup>rd</sup> & 24<sup>th</sup>.

JANAURY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Please put your toters at least three feet apart to allow the Republic drivers to maneuver their truck's mechanical arm to raise and lower your garbage toters. And please do not overfill the toters. **Christmas Trees will be picked up December 27<sup>th</sup> & 28<sup>th</sup>, and January 9<sup>th</sup> & 10<sup>th</sup>.** Trees must be free of Christmas decorations and not in any type of bag. **You are allowed disposal of one large item curbside on January 9<sup>th</sup> if Wednesday garbage pickup or January 10<sup>th</sup> if Thursday garbage pickup.**

## LECLAIRE CIVIC CLUB NEWS

The Civic Club is hosting a Trivia Fundraiser for the Glendale Cemetery on January 19th. Call Debbie, 563-349-4403, or email [smith5grand@gmail.com](mailto:smith5grand@gmail.com) to book a table. Annual membership renewal is \$8. Please renew your membership for 2019 by sending payment to LeClaire Civic Club, PO Box 562, LeClaire, Iowa 52753. If you are interested in joining or learning more about the club, contact a member of the board or learn more at [www.leclairecivicclub.org](http://www.leclairecivicclub.org). This will be another exciting year. Reserve the civic center for events. Rental cost is \$75 for 6 hours and \$125 for whole day. Call or email Debbie to reserve the center. We are painting interior and replacing ceiling lights to start off 2019. Officers and Directors were elected at the November General Membership meeting. The officers are as follows: President - Connie Allen, Vice President - Sandy Ainslie, Treasurer -

Janet Willman, Secretary - Ellen Miller, Building Maintenance - Tom Morrell/Jeff Dugan, Membership - Ron Leiby, Building Management - Debbie Smith, Kitchen Manager - Joyce Kuehl, and Community Relations - Wes Kuehl. We have many volunteers working on various sub-committees throughout the year.

## STORM WATER MANAGEMENT INFORMATION & CONTACT HELP LINE!!

(563)-289-4242 (Ext. 1502)

"BE A PART OF THE SOLUTION ...  
BY PREVENTING WATER POLLUTION!"



## PUBLIC WORKS DEPARTMENT "EMERGENCY CONTACT"

We want to remind everyone that the city's PWD can be reached 24/7/365 by dialing **289-4242** and pressing **3 & 1500**. This will put you directly into the PWD emergency contact voice mail box where you can leave a message which will be automatically relayed to City personnel.

## LECLAIRE COMMUNITY LIBRARY

**Library Closing Dates:** The Library will be closed December 24<sup>th</sup> & 25<sup>th</sup>. We will also be closed January 1<sup>st</sup> for New Year's Day. **Adult Services: How Pin-teresting! Led by Jenn Voss** - This DIY craft class for adults is offered at 6:30pm on the third Thursday of the month. Are you stuck with the kids? Bring them to the library. We will have crafts for them to do in our children's area while you are doing your own thing. Thursday, January 17<sup>th</sup> at 6:30pm. **Adult Book Club:** This month we'll be reading *A Prayer for Owen Meany* by John Irving. Books are available at the library's circulation counter free of cost AND are now available as an eBook through our RiverShare Digital Library Catalog. Wednesday, January 23<sup>rd</sup> at 6:30pm. **Drop-In Tech Help:** Bring in any device and we will give it a shot! Please arrive with passwords needed to access your device or accounts. Friday, January 25<sup>th</sup> at 2pm. **Youth Services: Family Storytime** - Join us for stories, rhymes, & crafts! Activities are best for ages 3-6, but all are welcome. Tuesdays January 8<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> at 6:30pm. **Toddle Time** - This program focuses on finger plays, songs, and stories. Activities are best for birth-2 years old, but all are welcome. Wednesdays January 2<sup>nd</sup>, 9<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup> at 10:30am. **Junior Explorers** - Explore a new science theme

through hands-on exploratory stations each month—January's theme is the moon! This program is best for children aged 3-7 but all are welcome, Tuesday, January 15<sup>th</sup> at 6:30pm. **Mini Makers** - Sensory play encourages toddlers to explore and get to know the world around them. January's theme is Sea Jellies! This program is best for ages 10 months to 3 years but all are welcome, Wednesday, January 16<sup>th</sup> at 10:30am.

### **WINTER-TIME WEATHER REMINDERS & ORDINANCE/PROCEDURES IN EFFECT**

As the winter months are on us, everyone is reminded of the several ordinances that became effective on November 1. These ordinances deal with such things as snowmobile use and routes, snow emergencies and snow-route parking restrictions, snow removal from sidewalks, etc. Some of the more important, notable ones are: shoveling of sidewalks is required; dumping snow from private property, driveways, and sidewalks onto the traveled public right-of-way is unlawful; snow route and alternative parking on city streets; and Cody Road snow clean-up procedures, etc. Also, don't forget that, if necessary, a winter emergency can be declared by the Mayor in the case of unusually bad conditions. If anyone has any questions about these ordinances or regulations, please feel free to call the Police Department at any time at 289-4242. We also urge everyone to be extra careful driving during this time of year. Don't forget that it is the property owner's responsibility to keep the sidewalks cleared of any snow and ice and to keep the snow shoveled out from in front of the mail boxes on the street. In order to give the City crews a fair chance to "clean-up" the streets after a snowfall or ice storm, please do not call in complaints to City Hall until at least 24 hours after the storm has ended. If we missed an area or have failed to do the job within this time period then we would like to hear from you. Thank you for your patience and cooperation in these times!!!!

### **BUDGET PREPARATION SCHEDULE**

#### **FISCAL YEAR 2019-2020**

**NOVEMBER 28, 2018** - City Administrator distributes proposed budget preparation schedule and request for budgets **and re-estimations for F.Y. '19-'20 budgets.** **ALL MATERIALS DUE BY 5:00 ON MONDAY, JANUARY 4, 2019.**

**DECEMBER 3, 2018** - City Administrator presents budget preparation schedule for formal Council approval and adoption at this regularly scheduled City Council meeting.(7:00 p.m.)

**DECEMBER 2018:** Department Heads/Supervisors to meet with Council Liaisons & Finance Committee as needed to determine, review, discuss, fine-tune, and **FINALIZE** current & proposed budgets **PRIOR** to presentation review and discussion by entire Council.

**JANUARY 7, 2019** - Regularly scheduled Council meeting. (7:00 p.m.)

**JANUARY 7, 2019** - Committee-of-the-Whole meeting. (Immediately following Regular Meeting) (Council begins review and discussion of budget narratives, concepts, and priority items).

**JANUARY 21, 2019** - Regularly scheduled Council meeting. (7:00 p.m.)

**JANUARY 21, 2019** - Committee-of-the-Whole meeting. (Immediately following Regular Meeting) (Council continues to review and discuss budget narratives, concepts, and priority items along with available preliminary budget information, figures, policies, etc., and other items).

**JANUARY 28, 2019** – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (7:00 p.m.)

**FEBRUARY 4, 2019** - Regularly scheduled Council meeting. (7:00 p.m.)

**FEBRUARY 4, 2019** – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

**FEBRUARY 9, 2019** – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

**FEBRUARY 11, 2019** – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (7:00 p.m.)

**FEBRUARY 14, 2019** – City Administrator submits F.Y. '18-'19 Budget Amendment (re-estimation) public hearing notice to Q.C. Times for publication on February 21, 2019 for hearing/adoption on March 4, 2019.

**FEBRUARY 16, 2019** – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

**FEBRUARY 18, 2019** - Regularly scheduled City Council meeting. (7:00 p.m.)

**FEBRUARY 18, 2019** – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

**FEBRUARY 21, 2019** – City Administrator submits F.Y. '19-'20 budget adoption public hearing notice to Q.C. Times for publication on February 28, 2019 for hearing/adoption on March 11, 2019.

**FEBRUARY 23, 2019** – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

**MARCH 4, 2019** – F.Y. '18-'19 Budget Amendment (Re-estimation) P.H. & Regularly scheduled Council meeting. (7:00 p.m.)

**MARCH 4, 2019** – Committee-of-the-Whole meeting (Immediately following Regular Meeting) used exclusively as a budget workshop session.

**MARCH 9, 2019** – **POTENTIAL** Special Committee-of-the-Whole meeting to be used exclusively as a budget workshop session. (8:00 a.m. to noon - **SATURDAY**)

**MARCH 11, 2019** - City Council conducts official public hearing on finalized budget and considers adoption of formal budget resolution for certification. Committee-of-the-Whole meeting (if needed) to follow. (7:00 p.m.)

**MARCH 15, 2019** - City Administrator certifies formal budget to County Auditor by 5:00 p.m. on this date.

**MARCH 16, 2019 TO JULY 1, 2019** - City Administrator collects and organizes all budget preparation information to be processed and bound into official copies of the F.Y. '19 - '20 City Budget Packet.



### **LECLAIRE FULLTIME PUBLIC WORKS TECHNICIAN**

The City of LeClaire, Iowa, is now accepting applications for a **FULL-TIME PUBLIC WORKS TECHNICIAN – GRADE III** position. Wage scale will be commensurate with experience and qualifications. Eligible for wage increases after six months if applicable. Performs a variety of semi-skilled and unskilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City sewer, street, storm drainage, parks, and other public facilities, systems, equipment, and structures. This position also performs a variety of routine clerical and semi-skilled utility work in the reading of utility meters and unskilled tasks in the custodial care and maintenance of various City buildings and grounds. Valid driver's license required. Post-offer, pre-employment physicals, including drug and alcohol testing, will be required. Excellent benefit package. Consideration preference will be given to qualified City residents. For more information, to acquire an application packet, or to request assistance in making reasonable accommodations to allow an individual to participate in the application and employment process, please feel free to stop in at or write to: LeClaire City Hall at 325 Wisconsin Street, LeClaire, Iowa 52753 or call (563)-289-4242. Applications will be accepted until position is filled. The City of LeClaire is an Equal Opportunity Employer.

### **CITY HALL INFORMATION**

City Hall will be closed on Tuesday, December 25<sup>th</sup> in observance of Christmas, and Tuesday, January 1<sup>st</sup>, 2019 in observance of New Year's. Bits & Pieces articles are due by Wednesday, January 16, 2019. They can be sent via email to [Bits@leclaireiowa.gov](mailto:Bits@leclaireiowa.gov), or by fax to (563) 289-6010, by U.S. mail, or hand delivered.



LECLAIRE EMERGENCY  
POLICE 911/FIRE 911  
AMBULANCE 911  
POLICE NON-EMERGENCY REQUEST FOR SERVICE 388-3904  
POLICE NON-EMERGENCY ADMINISTRATIVE 289-4242