

EMERSON CITY COUNCIL MINUTES
Regular Meeting of the Emerson City Council
Monday January 5th, 2015, at Emerson City Hall.

Mayor Rob Erickson called the regular meeting of the Emerson City Council to order on Monday January 5th, 2015 at 6:00 pm. at City Hall in Emerson. This meeting is being recorded.

Roll Call: Max Austin, Dave Galley, Kathy Lunn (electronic communication), Carl Newsome, and Mayor Rob Erickson.

Absent: Judy Magers

Others present: Karen Morris, Maxine Wilkinson, Herb Petereit, Brian Hanson, Phil & Vicki Kudron, Dennis Oliver, Dale & Bonnie Gage, Marlin Gage, Cheryl Hembry, Larry and Charla Johnson, Arnold Johnson, Don Jones, and Kimberly Nelson-City Clerk.

Moved by Newsome, 2nd by Austin to approve the Agenda. All Ayes Motion carried.

Business Award Presented to Larry Johnson of Houghton State Bank. They have been part of the community since 1947 and will continue.

Moved by Newsome, 2nd by Austin to approve the consent Agenda to include Minutes from the March 24, 2014 Special Meeting, Minutes from the April 7, 2014 Regular Meeting, Minutes from the December 9, 2014 Regular Meeting, Minutes from the December 22, 2014 Special Meeting/Workshop, Minutes from the January 2nd, 2015 Special Meeting, December 2014 Warrants and January 2015 Claims Paid. All Ayes Motion Carried

Residents Opportunity to Speak: Herb Petereit to speak on item #37. Phil Kudron questioned why Warrants aren't being published with the Minutes on the City Website. Councilperson Austin will add Warrants to the City Website.

Moved by Austin, seconded by Galley to approve January 5th, 2015 claims to be paid in the amount of \$23,253.64. All Ayes Motion carried

Moved by Councilperson Austin, seconded by Galley to approve Treasurers Report. All Ayes Motion carried

Discussion took place on fully understanding what the wording of proposed Resolution #2015-1 actually meant. Will discuss again at January 19, 2015 Meeting/Workshop.

Moved by Newsome, seconded by Austin to approve **Resolution #2015-1 AUTHORIZING THE MAYOR AND CITY CLERK TO MAKE CERTAIN PAYMENTS PRIOR TO COUNCIL APPROVAL**

Roll Call: Ayes – Austin & Newsome Nays – Galley & Lunn. Motion failed

Moved by Galley, 2nd by Lunn to disapprove **Resolution #2015-2 ADOPTING GENERAL POLICIES AND PROCEDURE - PUBLIC RECORDS REQUESTS**

Roll Call: Ayes – Galley Nays – Austin, Newsome and Lunn. Motion failed

Moved by Austin 2nd by Newsome to approve **Resolution #2015-2 ADOPTING GENERAL POLICIES AND PROCEDURE - PUBLIC RECORDS REQUESTS**

Roll Call: Ayes – Austin, Newsome, and Lunn Nays – Galley Motion carried

Moved by Austin 2nd by Galley to approve **Resolution #2015-3 ADOPTING UTILITY BILLING POLICY AND PROCEDURE – REMOVAL OF PENALTIES**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Austin 2nd by Newsome to approve **Resolution #2015-4 ADOPTING UTILITY BILLING POLICY AND PROCEDURES FOR CREDIT BALANCES**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Newsome 2nd by Austin to approve **Resolution #2015-5 ADOPTING GENERAL POLICIES AND PROCEDURE - CODE OF ETHICS**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Austin 2nd by Newsome to approve **Resolution #2015-6 ADOPTING GENERAL POLICIES AND PROCEDURE - CONFLICTS OF INTEREST**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Lunn 2nd by Galley to approve **Resolution #2015-7 DESIGNATION OF HOUGHTON STATE BANK AND GREAT WESTERN BANK AS A DEPOSITORY OF FUNDS FOR THE CITY OF EMERSON, IOWA**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Newsome 2nd by Galley to approve **Resolution #2015-8 DESIGNATION OF THE MALVERN LEADER AS THE LEGAL PUBLICATION SOURCE FOR THE CITY OF EMERSON, IOWA FOR 2015**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Austin 2nd by Galley to approve **Resolution #2015-9 DESIGNATION OF MATT WOODS, WOODS & WYATT, P.L.L.C. AS THE OFFICIAL CITY ATTORNEY FOR THE CITY OF EMERSON, IOWA FOR 2015 & 2016**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Newsome 2nd by Austin to approve **Resolution #2015-10 APPOINTING KIMBERLY NELSON AS THE CITY CLERK FOR 2015**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Galley 2nd by Lunn to approve **Resolution #2015-11 APPOINTING CARL NEWSOME AS THE CITY TREASURER FOR THE CITY OF EMERSON, IOWA FOR 2015 & 2016**

Roll Call: Ayes – Austin, Galley, and Lunn Abstain: Newsome Motion carried

Moved by Galley 2nd by Newsome to approve **Resolution #2015-12 APPOINTING MAX AUSTIN MAYOR PRO-TEM FOR THE CITY OF EMERSON, IOWA FOR 2015**

Roll Call: Ayes –Newsome, Galley, and Lunn Abstain: Austin Motion carried

Moved by Galley 2nd by Newsome to approve **Resolution #2015-13 DESIGNATED SIGNERS ON BEHALF OF THE CITY OF EMERSON, IOWA FOR HOUGHTON STATE BANK ACCOUNTS**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Galley 2nd by Lunn to approve **Resolution # 2015-14 DESIGNATED SIGNERS ON BEHALF OF THE CITY OF EMERSON, IOWA FOR GREAT WESTERN BANK ACCOUNTS**

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Moved by Austin 2nd by Galley to approve **Resolution #2015-15 ACCESS OF CITY ACCOUNT BALANCES AND HISTORY ON ALL DEPOSIT AND LOAN ACCOUNTS FOR THE CITY OF EMERSON, IOWA.** With the Addition of Carl Newsome, Treasurer.

Roll Call: Ayes – Austin, Newsome, Galley, and Lunn Nays – none Motion carried

Charles Lakin land for City of Emerson Signage – Community Club: The Lakin property cannot be leased for this type of encumbrance. It can only be leased out for farming because it is an estate farm. Will keep working on finding a viable place for a new City of Emerson Sign.

Grant Applications due February 1st, 2015 to Community Foundations of Southwest Iowa: Discussed looking into applying for new playground equipment and/or updated restrooms for Evans. Councilperson Galley would like to be involved in this project. The Freedom Rock will be generating more traffic to the park and feel this would be a great improvement. The clerk also mentioned the need and applying for newer updated Christmas decorations for Main Street.

All Town Sign Replacement Program – Grant: This is a grant program provided by the Iowa DOT. Herb Petereit volunteered to help with the inspection and review of the signage in town to find eligible signs for utilization of the program.

Old Plow Motor & Cylinders: Will contact Pruitt's in Omaha to get estimates to repair to have spare equipment
Water Building Alarm: Lunn and Galley receive calls along with townsman when an alarm goes off at the lift station.

Data Technologies Operating System Support Agreement: discussed last meeting, no action needed

Viner's Mutual Lease Agreement: Sale between family members. We just need to have contract updated and signed.
Contact Matt Woods to have document sent in Word format.

Moved by Newsome, 2nd by Galley to approve Barbara from SWIPCO assisting the City Clerk with Budget 2015/2016 and our Budget Amendment for up to two days. All Ayes Motion carried.

Moved by Galley, 2nd by Austin to approve Tuesday January 20th to hold a Budget Workshop and Monday February 16th, 2015 to receive and adopt final proposed budget and order notice of hearing. All Ayes Motion carried.

Employee Life Insurance Coverage: discussed a quotes Austin had received from Arnold Johnson of Heartland Insurance for long term/term policies. Will discuss again, tabled

Employee Policy Manual: Memo from City Attorney was shared with the Council. The City Clerk has not gone over the memo yet and has also contacted Jack Lipovac with HR-OneSource, they specialize in human resource needs and speak at Iowa League of Cities Conferences and Workshops. Discussed having each Councilmember make any notes or changes to their copy, submit changes or ideas to the City Clerk to combine notes to share with the Council so they can think about the different options or suggestions without discussion between members outside of an Open Meeting. We may have to have a Special Council Meeting to finish discussion on the handbook.

Cell Phone Boosters: A booster would facilitate cell phone calls inside of the City building. The Clerk has been unable to contact Kendall when he is inside of City Hall. At the last Council meeting the use of a phone could have been utilized when the City phone was tied up with a 3-way call. The Clerk will keep working on finding a booster that would work best at City Hall.

Moved by Galley, 2nd by Austin to approve **Resolution #2014-23 Jon Petereit, 502 Manchester St. 12" drainage pipe in City Right of Way.** All Ayes Motion carried.

Discussion took place on approved reimbursement of out of pocket insurance costs through the ZaneHealth plan. Reimbursement has not been made nor has the ZaneHealth program been utilized by Kendall or Nelson. Newsome learned that is may not be a good program to use. When Kendall was hired the Council agreed to pay for his insurance out of pocket expenses. Galley does not feel the City can afford to reimburse Kendall as agreed upon. Discussion switched from Insurance reimbursement to a discussion on overtime and salaries. Lunn feels Kendall's gross wages are enough reimbursement. Austin shared an email he received from Lunn that gave a breakdown of Kendall's wages over 13 weeks. Lunn feels that with the City Clerk's income the City is paying too much in wages for a small town. Galley feels Kendall didn't exercise the ZaneHealth plan so it is gone. ZaneHealth plan was cancelled December 11th, 2014 retroactively to 05/02/2014. We will look for a different ways to legally reimburse him.

Moved by Galley, seconded by Lunn to not pay any insurance reimbursement for any past premiums to Townsman Kendall. All Ayes Motion carried.

Fire Report: Discussed at the December 9th, 2014 Regular Council Meeting

Library Report: Waiting on new blinds to arrive from Home Depot. Handicapped assessable button still needs to be put in. Applying for a Mills County Endowment Grant for new chairs at the Library.

Public Works Report: none

City Clerk Report: Received information from JEO for our Sewer and Water Rate Structure Examples also information from the smoke test that was performed on the sewer lines. Will go over reports more and compare with report comparisons we ran recently.

Mayor's Report: none

Additional Items: Will hopefully have SWIPCO's assistance prior to our Budget Workshop on the 19th.

Discuss Items for the January 20th, 2015 agenda: Accounts Payable Policy. Resolution 2015-1, January 20th Volunteer Fire and Rescue Sweetheart Dance

Items from the February 2nd, 2015 Agenda: Overtime and part time help

Moved by Austin, seconded by Galley to adjourn the meeting. All Ayes Motion carried

Rob Erickson Mayor

Attest: _____
Kimberly Nelson City Clerk