

EMERSON CITY COUNCIL MINUTES  
Regular Meeting of the Emerson City Council  
Monday August 3, 2015, at 6:00 p.m. Emerson City Hall, 410 Manchester St. Emerson, IA

Mayor Rob Erickson called the regular meeting of the Emerson City Council to order on Monday August 3, 2015 at 6:00 pm. at City Hall. This meeting is being recorded.

Roll Call: Ronald Stephens, Judy Magers, Max Austin, Herb Petereit, and Mayor Rob Erickson. Absent: Dave Galley. Kimberly Nelson, City Clerk, William Kendall, Townsman, Carl Newsome, Treasurer and 5 visitors.

Petereit moved to approve agenda, 2<sup>nd</sup> by Magers Motion carried 4-0.

Petereit moved to approve the July 6, 2015 regular meeting minutes, 2<sup>nd</sup> by Stephens Motion carried 4-0.

Austin moved to approve July 2015 Warrants, 2<sup>nd</sup> by Stephens Motion carried 4-0.

Petereit moved to approve August 3rd, 2015 claims to be paid with the addition of Interstate Communication's and The Malvern Leader, 2<sup>nd</sup> by Magers Motion carried 4-0.

Treasurer Carl Newsome presented Treasurer's report.

Residents Opportunity to speak: Marlin Gage inquired about resurfacing of streets. Discussion took place.

Robert Escritt concerned about the upkeep of Evans Park and volunteered to mow.

Moved ahead to item 15, Zennith Wilber Treasurer of the Volunteer Fire and Rescue agreed to the amounts to be approved for RESOLUTION #2015-49. Requested bank verification of the transfer.

**RESOLUTION #2015-49 TRANSFER APPROPRIATE BANK ACCOUNT TRANSFERS OF SUMS FROM VOLUNTEER FIRE CHECKING TO CITY GENERAL CHECKING IN THE AMOUNT OF \$10,562.42**

Roll Call Vote: Magers, Austin, Petereit and Stephens. Action passed 4-0.

Moved ahead to #23 on Agenda. Fire Report: Zennith Wilber Treasurer – Treasurer Report not completed, received \$ 550.00 from Western Iowa Mutual Ins. Assn. annual golf benefit donation. Paul's Body Shop T-shirt fundraiser \$ 125.00. Purchased an additional helmet expense is beyond grant funds received.

Perfectly Rusted Junk Fest and Freedom Rock Brick Fundraiser: Sara Skidmore was not present for discussion.

Freedom Rock Status – Judy Magers moving along well, have raised almost \$ 10,000 (actual account balance \$ 8,386.04). Should be here to start painting next week, need to ask Fire Dept. to wash the Rock, need to have access to water while rock is painted, Harley Davidson is going to have a fundraiser for benches, need to set up a tent over the rock, and City Clerk will contact Paulsen Electric to see if we can access to water set up.

5 year Ordinance Codification: No discussion.

**Nuisance Properties: we have 3 vacant properties that need to be mowed again. The City, the Council and City Employees need to lead by example to the community if we are going to expect residents to comply with their properties.**

Electronic Speed Signs on King-still planning on trying to get a grant.

Library Damage-Joe Elert from the insurance company will be here to take final pictures of repairs. Need to sign off on the claim to receive final payment. Belfor will be eligible for final payment. Need to work on getting camera's running again.

Petereit moved approval of Employee Policy Manual, will make correction's page 19 amount of life insurance, 2<sup>nd</sup> by Stephens, Motion Carried 4-0.

Community Club – Marlin Gage: He would like to see Evans Park mowing the Thursday or Friday prior to Emerson Days, also the mowing of other City properties leading by example, discussed the plan for street closures during and after the parade, there will be water fights at 3:30, request to complete needed repairs to routed streets to prevent any possible accidents, townsman will need to set up road blocks, tee shirts will be patriotic cost will be \$10.00 each and will be on the September 9<sup>th</sup> Meeting Agenda.

Stephens move to open Public Hearing Budget Amendment Fiscal Year 2015/2016 2<sup>nd</sup> by Austin as this was the time and place for the Public Hearing, the notice having been published in The Malvern Leader on July 23<sup>rd</sup>, 2015; Mayor Erickson asked if there were any written or oral comments. From the Audience Robert Escritt inquired about the amount of the agenda and reasons for it. Stephens moved Closing Public Hearing, 2<sup>nd</sup> Austin Motion Carried 4-0.

Austin moved approval **RESOLUTION #2015-50 AMENDING CURRENT BUDGET FISCAL YEAR ENDING JUNE 30, 2016** 2<sup>nd</sup> Stevens Motion Carried 4-0.

Part-Time Mowing Position Discussion: Each property mowed will be clocked in and out on, maximum of 20 hours a week as needed and weather permitting, employment to expire by October 1<sup>st</sup>, the Council and the Mayor will be able to add to list of items needing attention, Magers and Petereit will go over applicants and present choice to the Council for approval.

Stevens moved approval posting for Part-Time Mowing Position 2<sup>nd</sup> by Petereit Motion Carried 4-0.

Purchase Orders and Purchase Policy Discussion for City employees to make requests for expenses prior to purchases to help the City Clerk to match requests to invoices and statements. The City Clerk has had issues with the collection of invoices and supporting documentation prior to vendor statements, bank reconciliation, and treasurer reports. Cash has been withdrawn without proper documentation for these transactions. Implementation of these policies would help avoid duplicate purchases and with making more cost effective purchases with City funds. The Council will be working on a policy for expenditures. Tabled until September meeting.

Public Works Report – Intersection at James Street work to start on Wednesday will be working on getting some streets seal coated.

City Clerk Report – no report is prepared to present.

Mayor's Report- Robert Erickson: Emerson Days and Freedom Rock coming together we have to keep things cleaned up. Would like Council to contact Townsman or Mayor with anything they notice needing done.

Additional Items: 1<sup>st</sup> Monday of the month falls on Labor Day, moved by Stephens to approve changing the September Regular to Wednesday September 9<sup>th</sup>. 2<sup>nd</sup>, Motion Carried 4-0. Discussion to set up and approve monthly transfer of revenue to sinking funds for water and sewer improvements. Austin suggests 20%. City Clerk will prepare a Resolution for the September meeting. Councilperson Max Austin turned in his resignation from the Council, Mayor asked Austin if it could be tabled until next meeting for him to reconsider. Austin agreed.

Wednesday September 9<sup>th</sup>, 2015 meeting Agenda:

Magers moved to adjourn. 2<sup>nd</sup> by Stephens All Ayes Motion carried Mayor Erickson declared the meeting adjourned at 7:48 p.m.

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Robert Erickson, Mayor

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ATTEST: Kimberly Nelson, City Clerk