

EMERSON CITY COUNCIL MINUTES  
Special Meeting/Workshop of the Emerson City Council  
Thursday July 14, 2016, 6:00 p.m.  
Emerson City Hall, 410 Manchester St.

Mayor Herb Petereit called the Special Meeting/Workshop of the Emerson City Council to order on Thursday July 14th, 2016 at 6:00 p.m. at Emerson City Hall. This meeting is being recorded.

Roll Call: Jennifer Shaw, Heidi Pullen, Karen Morris, Ronald Stephens Jr, Phil Kudron, and Mayor Herb Petereit, Visitors 13, City Clerk Nelson and Townsman Kendall.

City Attorney Matt Woods went over the responsibilities of Mayor, Council and City Clerk, suggested more policies or committees to help delegate and divide duties to help lighten the load and define responsibilities of employees. It was suggested that the Council and Mayor become familiar with the Employee Handbook. Volunteer forms should be filled out and their expectations to follow. Mayor is the supervisor of day to day operations of employees and the Council is the authority. Mayor reports to the Council and the Council determines and gives Mayor Directions for discipline, warnings or removal of the employees. The Mayor has no authority over the Council members except where Iowa Law Permits. If employees have a complaint the Mayor or the employee can bring it to the Council for review. The Mayor at any time or three written requests from Council members can call a Special Meeting. Ordinances that are passed need to be codified to be part of the Cities Code of Ordinances.

City Attorney Matt Woods and Townsman Kendall exit meeting at 7:00 p.m.

T.E. Smith Quote to replace the SW corner of Morton Ave. and King St. Storm Sewer Inlet - Tabled  
Shaw moved approve T.E. Smith Quote to replace N side of Morton Ave. and King St. curb and gutter with inclusion of manhole cover with cap expense of \$3,400 2<sup>nd</sup> Stephens Roll Call: Shaw, Pullen, Morris, Kudron, and Stephens Motion Carried

Requested a bid from T.E. Smith to add a concrete approach to the tanker bay at the Fire Station.

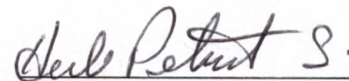
Stephens moved to approve Committee to consist of Phil Kudron and Heidi Pullen to oversee seal coat project with Sta-Bilt Construction that will report any discrepancies or changes in the quote to the Council 2<sup>nd</sup> Morris 5-0 Motion Carried

Kudron moved approve Sta-Bilt Construction \$23,000 Seal Coat Quote 2<sup>nd</sup> Stephens 5-0 Motion Carried.

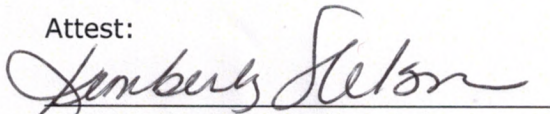
Bass Park clean up on Saturday, Pullen appreciated changes for the four way stop, Nelson stated she spoke with Olk Masonry about tuck pointing of Library, Ryan Ernst can supply IT services but would have to work in evenings and weekends, cannot add mail slot to new door for City Hall, still need list of street signs to verify with current Ordinance listing, I would like to have meter readings as soon as possible to get bills out before 5:00 p.m., and received a bill from The Green Tree Company for the removal of a tree that was not the responsibility of the City to remove, and a work week is defined as 168 or 7 consecutive days and the days do not have to coincide with the calendar week.

Stephens moved approve agenda, 2<sup>nd</sup> Shaw 5-0 Motion Carried

Shaw moved adjourn meeting, 2<sup>nd</sup> Pullen 5-0 - Motion carried Mayor Petereit declared the meeting adjourned at 7:22 p.m.

  
\_\_\_\_\_  
Herb Petereit Sr, Mayor

Attest:

  
\_\_\_\_\_  
Kimberly Nelson, City Clerk