

EMERSON CITY COUNCIL MINUTES
Regular Meeting of the Emerson City Council
Monday June 6, 2016, at 6:00 p.m. Emerson City Hall, 410 Manchester St. Emerson, IA

Mayor Herb Petereit called the regular meeting of the Emerson City Council to order on Monday June 6, 2016 6:00 pm. at City Hall. This meeting is being recorded.

Roll Call: Jennifer Shaw, Heidi Pullen, Karen Morris, Phil Kudron Ronald Stephens and Herb Petereit. Also Present: City Clerk Nelson, 5 visitors.

Shaw moved, approve Agenda 2nd Stephens 5-0 Motion carried

Morris moved, approve April 25, 2016 Special Meeting. 2nd Shaw 5-0 Motion carried

Shaw moved, approve May 2, 2016 Regular Meeting. 2nd Pullen 5-0 Motion carried

Kudron moved, approve May 12, 2016 Special Meeting. 2nd Morris 5-0 Motion carried

Shaw moved, approve May 2016 Warrants. 2nd Pullen 5-0 Motion carried

Shaw moved, approve June 6, 2016 claims to be paid, June 2016 claims paid to date 2nd Pullen 5-0 Motion carried

Treasurer Report: Discussed status of accounts and balances. Will build additional salary accounts within different general accounts to be able to track and budget accordingly.

Resident's opportunity to speak: none

OLD BUSINESS

Freedom Rock Update: The balance of the Freedom Rock account is \$2,852.05. Additional expenses are on hold until the beginning of the next fiscal year. The purchasing of flowers, pots, flags and a flag pole are planned and approved.

Ordinance Codification: Need to work on verifying and updating street signs within City and no parking zone descriptions. No changes for Chapters regarding compensation of the Council & Mayor and the Treasurer description. Agreed upon changes to Park Regulations 47.06. 92.05(4) Service Disconnections fees increase.

Moved ahead to item # 26 on the Agenda

Stephens moved approve **RESOLUTION #2016-36 ADOPTING WATER SHUT OFF POLICY** with updates as discussed 2nd Kudron Roll Call: Pullen, Kudron, Morris, Stephens, and Shaw Motion Carried

Need to have Blake at JEO prepare an agreement to sludge judge the lagoons.

Levee Update and Corp of Engineers: work continuous to move forward; taking steps towards clean up

ICAP Loss Control Visit & Recommendation: discussed progress

NEW BUSINESS

JEO WWTP Lagoon Sludge removal and Land Application Agreement for Engineering Services: will not be moving forward at this time.

Kudron moved approve **RESOLUTION 2016-32 SETTING SALARIES OR WAGES FOR CITY CLERK at \$15.16 per hour** 2nd Morris Roll Call: Pullen, Kudron, Morris, Stephens and Shaw Motion Carried

Kudron moved approve **RESOLUTION 2016-33 SETTING SALARIES OR WAGES FOR TOWNSMAN at \$16.70 per hour** 2nd Morris Roll Call: Pullen, Kudron, Morris, Stephens and Shaw Motion Carried

Shaw moved approve **RESOLUTION 2016-34 INSUFFICIENT FUNDS FEES AND CASH PAYMENT POLICY** 2nd Stephens Roll Call: Pullen, Kudron, Morris, Stephens and Shaw Motion Carried

Stephens moved approve **RESOLUTION 2016-35 ADOPTING COMPLAINT POLICY** 2nd Kudon Roll Call: Pullen, Kudron, Morris, Stephens and Shaw Motion Carried

Kudron moved approve **RESOLUTION 2016-37 28E AGREEMENT FIRE & EMS SERVICES WITH MILLS COUNTY IOWA** 2nd Shaw Roll Call: Pullen, Kudron, Morris, Stephens and Shaw Motion Carried

Pullen moved approve **RESOLUTION 2016-38 28E AGREEMENT MAINTENANCE & REPAIR OF PRIMARY ROADS IN MUNICIPALITIES** 2nd Kudron Roll Call: Pullen, Kudron, Morris, Stephens and Shaw Motion Carried

Stephens moved approve City Attorney moving forward with the next steps necessary to abate nuisances for properties located at 502 King St., 400 Lowell Ave, 406 Manchester St., 407 Manchester St., 408 Manchester St., 605 Manchester St., 701 Manchester St., and 408 Wilson St. 2nd Shaw 5-0 Motion Carried

City Hall Door Estimates: Tabled to obtain additional quotes for replacement

Kudron moved approve purchase of a new 4 drawer Fire King Fire Proof File Cabinet and to purchase with the City credit card if necessary 2nd Stephens 5-0 Motion Carried

Nelson will check on and register Petereit, Shaw and Pullen if there are still openings to attend the June 8 City Finance 101 workshops in Atlantic. Kendall, Petereit and Morris will attend the June 14, Regulations and Resources for Small City Water Infrastructure in Stanton

Moved up and followed Ordinance Codification item #11 on the Agenda.

Meter Change Outs – Call in meter reading accounts: no action

300 Bradford additional meters, Bulk Water sales, filling Swimming Pools, gardens and etc. Council discussed preparing polices that state there will be no discounts/savings/adjustments to utility bills when consumption is for gardening and such unless at the owners expense they purchase and install a deduction meter. For sewer consumption discounts when filling pools City Hall must be contacted to schedule meter reading's before and after the filling of the pool. Prior to bulk water purchases City Hall must be contacted to verify billing information. Each trip to fill and the gallons consumed for each fill is to be documented and turned in for each day's bulk water sales.

Pullen moved approve waiving NSF fee of \$30.00 for Paul Jording utility account, 2nd Stephens 5-0 Motion Carried

The 1st Monday of July falls on a Holiday. The Council mutually agreed to hold the next **Regular City Council Meeting on Tuesday July 12, 2016** at 6:00 p.m. at Emerson City Hall.

Salary lines have been added to the Recycling budget it was also agreed to add salary lines to the Westenburg lots and the Nuisance accounts.

Complaints were filed due to the need of nuisance abatements of overgrowth of vegetation, dogs at large, and the removal of a dead tree in the City Right of Way. The clerk was instructed to prepare and send notice to properties in need of abatement. We will contact the Green Tree Co. and Austin Hemphill to get bids for tree removal.

Fire and Rescue meeting minutes were discussed. They are looking into different types of extrication tools prior to purchasing. Will need to get with the Fire Chief to check on the status of the electrical work.

Sarah Escritt reported to the Council on behalf of the Library Board. June 1st started the Summer Reading Program. Babe Proctor and Sarah will be holding a 3rd through 6th grade group reading program. Each participant will have their own book for the program. They have received donations to go towards the summer reading program expenses. For the release of the new Harry Potter book a party is planned to be held.

Public Works Report: Kendall absent

City Clerk Report: Have been having issues with the cameras not staying up and running, this has used up hours of time. Morris will get contact information for the owner to discuss these issues. An AgendaFree application was utilized today that may be helpful with saving time and paper when preparing for Council Meetings. It has the ability to for attaching documents to each item as needed on the Agenda so they can be referenced easily. A link can also be added to our website for all to be able to access which help with transparency within the City. Rick Lunn and Matt Urban have not turned in their volunteer forms.

Mayor Report: Took a tour of the East Mills Schools, mowed 3 nuisance properties, and tore down the old pump building. Morris, Pullen, Stephens, both Phil and Vicki Kudron, Herb & Sheila Petereit, and Matt and Caleb Urban help clean up Bass Park prior to mowing. Kudron and Rick Lunn have been keeping up with the mowing at the City lots, parks and the water tower. Sharpened mower blades, and received a check for \$93.47 from recycling aluminum from Clean up Days.

Additional items: Treasurer Publication deadlines, seal coating streets and purchasing chips, and request for Kendall to trim edges along streets. Volunteers scheduling with Kendall to mow.

Items for July 2016 Regular Meeting: Westenburg Lots sales and Treasurer Applications

Stephens moved Adjournment 2nd Shaw 5-0 Motion carried Petereit declared the meeting adjourned at 9:46 p.m.

Herb Petereit Sr., Mayor

ATTEST:

Kimberly Nelson, City Clerk