City of Menlo

Regular City Council Meeting

June 7, 2017 – 7:00 PM

Clerk’s Office

Mayor Clarke called the meeting to order at 7:00 pm with Korradi, Culver, Miller, and Jacobson present. Behnken was absent. City Attorney Stewart was also present. Korradi moved to approve the agenda. Culver seconded the motion. All Ayes.

Clerk Blass reported that FEMA has approved the City of Menlo to participate in the National Flood Insurance Program. A new accounts payable report format was presented to the council for approval. Clerk also presented several upcoming meetings to attend, IPERS, IA DOT, and IA League of Cities. Korradi moved to allow Clerk to attend the IPERS and IA DOT meetings, with pay and mileage. Miller seconded the motion. All Ayes.

Jake Faust reported that he is ready to spray the roads. Prices for oil is $17/ton with 4076 gallons ordered. Rock price is $16/ton down from $22/ton. Price for cold patch is $146/ton, ordered 17 ton. Any extra will be used to fill in as needed. Also reported several tile issues. Will need to dig up line at 6th & Sheridan, Church tile has root problem, and Lagoon tile is coming out in field and flooding the area. There is an electrical problem at Lift Station. Sporadic power is not getting enough power to the pumps, problem is with the power line. Might need to get a backup generator for the lift station. One pump went out and needs rebuilt or replace, another is in bad shape. Mayor Clarke asked if new pump was ordered, Jake confirmed. Miller requested to get pricing to rebuild failing pump, Jacobson asked for price of new pump. New pump cost approximately $6400 per Jake. Jake will also get a lift from Greenfield to trim trees by water park. Discussion on Library wall leaking repairs, Sargent wants to be here when it is leaking before bidding to fix. Jake also informed the board that the video computer has an issue. Clerk reported that she contacted Chris Eggers. Jake rented a quickie saw to fix two septic tank issues, thought we might need to purchase one for future issues.

Summer help applicant was discussed. Miller motioned, seconded by Jacobson to hire Michael Comstock with drug screening. All Ayes.

Motion by Jacobson, seconded by Culver to pay $10 per hour for 30 hours per week. All Ayes.

Employee review was discussed. Moved by Miller, seconded by Korradi to give Jake a 2% increase, Clerk 0% since she just started. Jacobson, Korradi, and Miller Ayes. Culver Nay. Motion passed.

Motion by Culver, seconded by Miller to allow Clerk to get paid holidays that fall on the days she is scheduled to work. Holiday schedule will be the same as Jake has. Paid time will correspond to the regular hours normally worked on that day. All Ayes

Motion by Jacobson, seconded by Korradi to give Clerk 10 hours of vacation now and 20 hours on January 1, 2018. All Ayes.

Motion by Korradi, seconded by Culver to issue Chicken permit to M. Trotter. All Ayes.

Ordinance 2017-02 to amend Title IV, Chapter 1 Animal Control was reviewed. The final version will be approved in July.

Miller moved to approve Gwen Blass, Clerk to be added to Bank Checking and Saving accounts and be authorized to sign checks. Resolution 2017-10. Korradi seconded the motion. Roll Call vote: Miller – Aye, Korradi – Aye, Culver – Aye, Jacobson – Aye, Behnken – Absent. Motion passed.

Pickup truck, tool box, ladder rack and snow plow bids were discussed. Karl Chevrolet bid 2017 Silverado 3500 - $28200 or $28,266 for a Silverado 2500. Bids for equipment were, $8560 from Total Truck and $8300 from Hawkeye without the tool box. Motion by Miller, seconded by Jacobson to purchase 2017 Silverado 2500 with leveling kit. Order plow, ladder rack and tool box from Hawkeye Truck with Hawkeye matching Total Truck price on tool box. All Ayes.

Motion by Korradi, seconded by Culver to have Mayor Clarke, Blass and Jacobson attend a Nuisance Property Meeting in Anita June 15th. All Ayes.

Motion by Miller, seconded by Culver to approve a Liquor License for Short’s Place. All Ayes.

Council reviewed the light replacement bids from Energyficient and Yellowblue LED. Both bids included basement lights. Yolandi Carrick was present from Yellowblue LED. Discussed need for a budget amendment to complete both light replacement and wall repair. Yolandi offered to split payment to allow for half paid in June and half paid in July with no interest on unpaid balance. Motion by Korradi, seconded by Miller to purchase lights from Yellowblue LED with split payments. All Ayes.

Community Building rental and deposit policy was discussed. Council reviewed a list of area community building rental fees, list of exempt organizations and proposed new agreements. Motion by Korradi, seconded by Jacobson to keep rental agreement as is with addition of Hold Harmless/Indemnification Agreement and adding Coon Valley Telephone and Methodist Church to list of exempt from fees list. All Ayes.

A bid from Ed Lemke Construction for $4200 to repair the east wall and windows of the library was presented. Miller moved that Mayor Clarke talk to Ed Lemke and go ahead with project if brick wall is structurally sound to cover with steel, otherwise get a new bid. Culver seconded the motion. All Ayes.

The future of the school lots was discussed. Mayor Clarke presented several documents from Stuart’s Wambold addition for ideas. Discussed TIF, abatement, and incentive package benefits. City Attorney, Stewart recommended the City sell the lots on contract with conditions established by the Council. Stewart suggested a special meeting be set to review the sample documents and determine conditions for contract sales. Mayor Clarke called a special meeting to be set for June 13th at 7:00 pm.

Stewart reported that Menlo will be required to pay the $5000 subrogation claim to ICAP Insurance as soon as claim is made whole. Miller motioned, seconded by Korradi to have Stewart negotiate the claim. All Ayes.

The Mayor and Attorney Stewart gave updates on nuisance properties. Several letters and notices will be sent to residents about cleaning up yards and junk vehicles.

Clerk will do a news release and the final Grant form for the Guthrie County Community Foundation Grant. Chairs and tables were received. Auxiliary is revising chair racks for better storage.

Region 12 Housing Grant is pending approval.

Public Forum: Jesse Jones informed the council that the Library hired a new Director and she is currently entering all the books into the new system. Also wanted to make sure that the council knew that the Library Board and the Library Foundation are to separate entities. Korradi put notice under Menlo News in the Stuart Herald regarding the new Librarian.

Korradi moved to approve the consent agenda, minutes of regular meeting 05-03-17, bills submitted for approval, and clerk reports. Culver seconded the motion. All Ayes.

Miller moved to adjourn the meeting, Culver seconded the motion. All Ayes

Mayor Clarke declared the meeting adjourned at 10:00 PM.

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Michael Clarke, Mayor

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Attest: Gwen Blass, City Clerk

**Bills Submitted for Approval**

Salaries 3,657.50

IPERS 753.69

EFTPS(Federal Withholding) 1,296.63

State Withholding 197.00

Adair Co. Landfill (City Cleanup Fees) 536.40

Alliant (gas & electricity) 1,291.99

Blass, Gwen (June Health Ins.) 400.00

Card Center (credit card-supplies) 811.25

Coon Valley Telephone 210.69

DNR (Operator Cert. Renewal) 60.00

Employee Benefits System (July Health Ins) 400.00

Farmers Electric Cooperative 11.14

Ferrellgas (tank rent) 18.00

First State Bank (backhoe payment) 1,442.85

General Fire & Safety (Annual Insp) 73.50

Guthrie County Abstract (Title Search) 150.00

Guthrie County Hospital (Drug Test) 99.50

IDALS (Kennel License) 75.00

Jim's Johns Inc. (Portable Kybo) 170.00

Keystone Lab (Lab Tests) 173.00

Library (salary) 797.41

Quam, Shelly (Mileage) 21.77

Office Depot (supplies) 238.45

Stewart Law (May legal services) 1,000.00

Stuart Herald (Publications) 132.86

Stuart True Value (supplies & maint) 90.19

Verizon (cell phone) 56.27

Wallace Auto Supply (parts & supplies) 372.32

Wellmark (health Ins.) 1,202.56

Xenia (water) 202.04

TOTAL 15,942.01

**May Income**

General Fund 7,249.09

Road Use 2,462.11

Employee Benefits 785.47

Emergency 55.18

LOST 1,836.73

TIF 0.85

Debt Service 515.57

Sewer 12,791.30

TOTAL 25,696.30