City of Menlo

Regular City Council Meeting

April 5, 2017 – 7:00 PM

Clerk’s Office

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

Mayor Clarke advanced the Evidentiary Hearing to 7:02 as all other previous business was completed and neither Mr. Shelley nor his attorney would be present. The Mayor opened the Evidentiary Hearing regarding assessment of fees and charges for vehicles taken into custody and reminded the public this was not a public hearing. The Council appointed Behnken to receive evidence, take notes and write the Council’s decision. Although Mr. Shelley and his attorney were not present, they submitted written testimony labeled exhibit #5. The Mayor offered exhibits into evidence and Behnken received them. After duly considering the evidence presented, Culver made a motion and Korradi seconded the motion to deny Mr. Shelley’s request for $800 for storage and denied his request to waive the bill for $270 for abatement costs. The Council approved the motion. Behnken will draft notice and have City Attorney review before the City sends to Mr. Shelley. The Evidentiary hearing closed at 7:14.

Jake Faust reported that a lot of residents have changed their phone numbers and we need to update our contact list. He presented pictures of a septic tank that had settled and pulled away and the joints were coming apart. He has repaired a few and there will probably be a lot more that need repairs. He will be taking tests on lagoon starting April 15th and will order Jetter heads next week.

Clerk reported that she received $40 last month and $40 today from the Guthrie Co. Clerk of Court for B. Simmons restitution. A building permit was issued to S. Renslow for a garage and last month to T. Miller for house addition. She met with Brocker, Karns and Karns to go over the annual insurance renewal. They would like to attend a meeting in June or July. The Clerk has been trying to update all notices with the new ordinance numbers, reviewed the employee handbook, and finished the Multi-Hazard Emergency Operations Plan which needs to be approved next month.

Yolandi Carrick, Yellowblue LED Lighting Specialist, presented the council with estimates to replace all the fluorescent lights with LED lights. Replacing all lights could be a 50% load reduction. The council approved them putting up a demo replacement to look at.

Mayor Clarke explained that the City did not lie in a flood plain, but the application for participation in the National Flood Insurance Program would allow all home buyers to purchase flood insurance. Behnken moved, seconded by Jacobson, to approve Resolution 2017-08 Applying for Flood Insurance by Cities Using Home Rule. All Ayes.

Attorney Stewart explained that the purpose of Ordinance 2017-01 was to correct error in the City Code in Title III, Chapter 8. Culver moved, seconded by Miller to waive and suspend the 2nd and 3rd readings of Ordinance 2017-01 to Amend the Code of Ordinances. All Ayes. Culver moved, seconded by Jacobson to approve and adopt Ordinance 2017-01 to Amend the Code of Ordinances in Title III, Chapter 8. All Ayes.

The Clerk had noticed several discrepancies in the pet ordinance and suggested that it be amended. The City Attorney will review Title IV, Chapter 1, and draft an Ordinance to amend with updates.

The Investment Policy was reviewed. The Clerk then presented options for investing and current rates available. Korradi moved, seconded by Behnken, to combine the two general fund money market accounts into one account, providing that Rolling Hills match 1st State rates. All Ayes. Korradi moved, seconded by Behnken to transfer Backhoe savings of $18,776.98 and $50,000 from Reimbursement savings and add to the CD that matures April 16th for 12 months, providing that Rolling Hills match 1st State rates. All Ayes.

Behnken moved, seconded by Jacobson to approve the addition of a $25 Impound Fee to the Equipment and Labor Charges. All Ayes.

Mayor Clarke discussed the Coon Valley Fiber Project. He said that it will be installed late summer to fall down alleys with directional bores. Councilperson Korradi asked if it will be installed for the lots on the old school property and that we should move on getting these sold for new tax base and not having to mow them. Mayor Clarke said that the fiber will be run down the back side of the lots and that sale or the lots will be put on the agenda next month.

The Library has had water running down the interior walls and window after the heavy rains and needs repaired. Council will get pricing for the repairs and Clerk will contact the insurance company.

The Clerk submitted her resignation, citing that the job was not what she expected. She said she would stay on until the end of May to help train a new City Clerk. Motion was made by Culver, seconded by Behnken to advertise job opening in four local papers. All Ayes.

Clerk suggested that the posting for Summer Help be posted now also. Motion was made by Culver seconded by Behnken, to advertise for Summer Help in The Stuart Herald. All Ayes.

The City received a letter from the insurance company and they determined that the City is not liable for injuries for the slip and fall accident on December 17, 2016. The City does have a Medical Expense Excess Provision that would cover any out of pocket medical expenses related to the accident that are over and above any health insurance of benefits that the claimant may have. No Council action was required.

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

Public Forum: Jess Jones had concerns about the community building being cleaned after events and deposits and rental fees. This issue, rental fees and deposits will be discussed next month.

Pastor Hill reported that he will have a church group here the 2nd or 3rd week of June and that they want to volunteer to clean up yards in the community. He suggested having a sign-up sheet with description of what was to be done prepared before they arrive. The Clerk will post a sign-up sheet in the Post Office or contact the office to be placed on the list.

City Clean-up Day was discussed and the Mayor declared May 13 City Clean-up day.

Jackie Combs presented a request for a street light at the corner of Seventh and Adair Streets. Previously, the council had asked that she pay for the installation cost and the City would pay the monthly charge. She is asking them to reconsider, as she has a Day Care and the school bus picks up several children at that corner. The council will put this item on the agenda to discuss next month.

Behnken moved to approve the consent agenda, minutes of regular meeting 03-01-17, bills submitted for approval, and clerk reports, with Miller seconding the motion. All Ayes.

Behnken moved to adjourn the meeting with Culver seconding the motion. All Ayes

Mayor Clarke declared the meeting adjourned at 9:30 PM.

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Michael Clarke, Mayor

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Attest: Shelly Quam, City Clerk

Bills Submitted for Approval

Salaries $3,629.59

IPERS 827.13

EFTPS (federal withholding) 1,457.95

State Withholding 218.00

ACGS (fix computer problem) 118.50

Alliant (electric & gas) 1,364.50

Card Center (fuel & supplies) 209.55

Card Center (fuel & supplies) 192.98

Central Iowa Distributing (supplies) 35.88

Coon Valley Telephone 202.30

Coon Valley Telephone 202.43

First State Bank (backhoe payment) 1,442.85

Guthrie Co. Environ. (yearly permits) 40.00

Guthrie Co. Sheriff (notice service) 47.10

Iowa DOT (hydraulic hose) 274.00

Library (salary) 797.41

Miller Plumbing & Heating (PVC) 15.40

Office Depot (supplies) 43.99

Shelly Quam (mileage) 31.80

Rolling Hills Bank (Safe Dep. Box Rent) 10.00

Stewart Law (March. legal services) 1,253.00

Storey Kenworthy (checks) 415.95

Stuart Flowers (E. Powell) 53.80

Stuart Herald (Publications) 273.93

Stuart Herald (Publications) 85.14

Stuart True Value (supplies & maint) 126.61

Verizon (cell phone) 55.52

Wallace Auto (parts & supplies) 158.52

Wallace Auto (parts & supplies) 21.98

Wellmark (health ins) 1,202.56

Wild, Baxter & Sand (legal services) 39.00

Xenia (water) 99.95

 Total $14,947.32

Income – March 2017

General Fund $1,865.83

Road Use $3,086.01

Employee Benefits $ 640.24

Emergency $ 44.99

LOST $1,836.71

TIF $ .93

Debt Service $ 420.27

Sewer $ 1.31

 Total $ 7,896.29