City of Menlo

Regular City Council Meeting

September 6, 2017 – 7:00 PM

Clerk’s Office

Mayor Clarke called the meeting to order at 7:00 pm with Korradi, Behnken, and Jacobson present. Culver and Miller were absent. City Attorney Stewart was also present. Behnken moved to approve the agenda with the amendment to remove item #16 and change date to 8/2/17 on item #21. Korradi seconded the motion. All Ayes.

Jake Faust reported that the tile line on Sheridan St. is fixed, road work is complete, and seat covers and running boards are on pickup. He will get a lift to trim trees while the summer help is here. Faust will be gone to training in Okoboji, Sept. 12th – 13th. Faust plans to start sweeping streets and checking septic tanks. He will order a pallet of cold patch to have on hand. Faust reported that his cell phone is not working properly. Motion by Jacobson, seconded by Korradi to purchase a new cell phone with City paying for ½ the cost with a maximum of $100.00. All ayes.

Clerk Blass reported on issues State Auditors would like the City to address. Several resolutions were done this month to address some of the issues. Blass informed the council that Xenia Rural Water would not run a delinquent list when the State Auditors requested one. Korradi felt we need to address the issue of delinquent utility customers that continue to use the sewer once water is shut off. Blass inquired whether the council would like to apply for the ICAP Risk Management Grant. Blass requested to attend the Data Technology user group training October 18th in Des Moines. Motioned by Korradi, seconded by Behnken to approve Blass to attend Data Technology meeting. All ayes. Blass reported that the budget amendment is needed to be done.

Clarke explained that Intent to Sell will only be for the lot north of Short’s place due to survey issue. Council will do the 10’ strip of land at another time.

Motion by Jacobson, seconded by Korradi to approve Resolution 2017-11 Intent to Sell Lot and set public hearing. Roll Call vote: Behnken – Aye, Jacobson – Aye, Korradi – Aye, Miller and Culver absent. Motion passed. Public hearing was set for October 4th at 7:30 pm.

Motion by Behnken, seconded by Korradi to approve Resolution 2017-12 Hire City Clerk, Gwen Blass. Roll Call vote: Behnken – Aye, Jacobson – Aye, Korradi – Aye, Miller and Culver absent. Motion passed.

Motion by Korradi, seconded by Behnken to approve Resolution 2017-13 Wage increase for Lawrence Faust. Roll Call vote: Behnken – Aye, Jacobson – Aye, Korradi – Aye, Miller and Culver absent. Motion passed.

Motion by Behnken, seconded by Jacobson to approve Resolution 2017-14 Hire part-time summer help. Roll Call vote: Behnken – Aye, Jacobson – Aye, Korradi – Aye, Miller and Culver absent. Motion passed.

Motion by Korradi, seconded by Jacobson to approve Resolution 2017-15 Establish petty cash balance. Roll Call vote: Behnken – Aye, Jacobson – Aye, Korradi – Aye, Miller and Culver absent. Motion passed.

Motion by Jacobson, seconded by Korradi to approve Resolution 2017-16 City Street Financial Report. Roll Call vote: Behnken – Aye, Jacobson – Aye, Korradi – Aye, Miller and Culver absent. Motion passed.

Motion by Behnken, seconded by Korradi to approve Resolution 2017-17 Naming Depository. Roll Call vote: Behnken – Aye, Jacobson – Aye, Korradi – Aye, Miller and Culver absent. Motion passed.

David Jacobson presented the final report from the Planning and Zoning Board to change Ordinance #121.15 – Zoning/Building Permits Required as follows: Zoning/Building permits shall expire 18 months after date of issuance. Motion by Korradi, seconded by Behnken to accept the final Planning/Zoning Board report. All Ayes.

Motion by Behnken, seconded by Korradi to approve Resolution 2017-18 Set Public Hearing to amend zoning Ordinance #121.15. Roll Call vote: Behnken – Aye, Jacobson – Aye, Korradi – Aye, Miller and Culver absent. Motion passed.

Discussion on ICAP insurance adding the Library Foundation as an endorsement to the City’s liability insurance was held. There will be no cost to the City for this coverage. Motion by Korradi, seconded by Behnken to approve adding the Library foundation endorsement to the City of Menlo’s ICAP insurance. All Ayes.

Push Inc. would like to rent the property West of Sheridan St. for $400.00 per month to park their equipment while working in Menlo. The rental contract states that the property will be returned to original state when the equipment is removed. Motion by Jacobson, seconded by Korradi to approve the rental agreement between Push Inc. and the City of Menlo. All Ayes.

Mayor Clarke contacted John Kimmel regarding building a website for the City of Menlo. Approximate cost for the yearly subscription will be $216 from Squarespace. Since the original website is not accessible Menlo will have to set up a new domain and website. Kimmel’s cost will range from $500 - $1000 depending on content. Council suggested looking at other sites to decide what to include on Menlo’s website. Council felt the price was reasonable and asked what all that included. Clarke stated that Kimmel would build the site and do occasional updates with the City doing most of the maintenance. Clarke will get examples of the websites that Kimmel has built in the past.

Discussion of sample fireworks ordinance was held. Council would like to update the Sioux City Fireworks Ordinance to reflect the needs of the City of Menlo. Korradi requested that the date be changed from June 1st to July 1st. Council suggested removing the portion regarding the Fire Chief and to follow the State of Iowa’s rules regarding sales of fireworks. Clarke asked the Clerk to prepare the ordinance for the October Council meeting.

The Mayor and Attorney Stewart gave updates on nuisance properties. Clarke will ask what Earl Jacobson’s plan is for the grain truck that is still at 110 Adair St. Scott Hays is making progress on clean up, Luckinbill is planning on tearing down the garage. Clarke will contact John Wadsworth regarding cleaning up at 204 McPherson St.

Public Forum: Judy Skellenger voiced her concern regarding young children driving, minibikes, atvs, 4wheelers and golf carts recklessly around town on City streets. Clarke said he could talk to the parents. Korradi mentioned sending a copy of the ordinances and a follow-up letter. Evelyn Jacobson would like to organize the purchase of an electronic sign for Menlo. She would like to work with the City Clerk to collect information from Redfield and pursue fund raisers and grants to raise money. Council liked that the sign would have wireless access and felt it would be utilized by many people. Clarke suggested using the Guthrie Community Foundation Grant. Council agrees to pursue and have Clerk assist in the project.

Korradi moved to approve the consent agenda, minutes of regular meeting 08-02-17, bills submitted for approval, and clerk reports. Behnken seconded the motion. All Ayes.

Jacobson moved to adjourn the meeting, Behnken seconded the motion. All Ayes

Mayor Clarke declared the meeting adjourned at 8:38 PM.

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Michael Clarke, Mayor Attest: Gwen Blass, City Clerk

**Bills Submitted for Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Salaries |  | 4,986.46 |  |
| IPERS |  | 825.51 |  |
| US Treasury | Federal Withholding | 1,517.66 |  |
| State of Iowa | State Withholding | 258.00 |  |
| **Total Payroll** |  | **7,587.63** |  |
| **Fund 001** |  |  |  |
| Adair Co. Landfill | Landfill Use | 1,235.50 |  |
| Alliant | Utilities | 1,029.36 |  |
| Card Center | Gas | 153.00 |  |
| Central IA Distributing | Garbage Bags | 97.60 |  |
| Coon Valley Coop Telephone | Phone | 125.09 |  |
| Jim's Johns Inc | Kybo Rent | 170.00 |  |
| Lehman, Tanner | Bedliner | 400.00 |  |
| Lemke Construction, Ed | Library Wall Repair | 4,200.00 |  |
| Menlo Public Library | Librarian Salary | 684.00 |  |
| Office Depot | Supplies | 145.65 |  |
| Personnel Concepts | Labor Poster | 10.90 |  |
| Schildberg Construction | Road Rock | 1,882.38 |  |
| Stewart Law & Mediation | Atty Fees | 1,020.00 |  |
| Stuart True Value Hardware | Light Repair | 38.20 |  |
| Southwest IA Pest Control | Extermination Srv | 75.00 |  |
| The Stuart Herald | Publications | 181.03 |  |
| Wallace Auto Supply | Pickup Supplies | 503.80 |  |
| Xenia Rural Water | Utilities | 97.80 |  |
| Yellowblue LED | Lights | 2,283.06 |  |
|  | **Total Fund 001** | **14,332.37** |  |
| Alliant | Utilities | 152.69 |  |
| Card Center | Gas | 123.18 |  |
| Coon Valley Coop Telephone | Phone | 44.45 |  |
| Horizon Equipment | Tractor Parts | 144.95 |  |
| Pelgas | Oiler LP | 135.50 |  |
| Schildberg Construction | Road Rock | 1,882.38 |  |
| Stuart True Value Hardware | Road Supplies | 64.95 |  |
|  | **Total Fund 110** | **2,548.10** |  |
| Employee Benefit Systems | Health Ins | 800.00 |  |
| Menlo Public Library | Librarian Salary | 113.41 |  |
| Wellmark | Health Ins | 396.84 |  |
|  | **Total Fund 112** | **1,310.25** |  |
| First State Bank | Backhoe Payment | 2,885.70 |  |
| **Fund 610** | **Total Fund 200** | **2,885.70** |  |
| Alliant | Utilities | 44.51 |  |
| Card Center | Gas | 205.86 |  |
| Coon Valley Coop Telephone | Phone | 44.45 |  |
| Farmers Electric Coop | Lagoon Utilities | 31.00 |  |
| Miller Plumbing & Heating | Tile Coupling | 7.47 |  |
| Pelgas | Brush Pile LP | 7.50 |  |
| Stuart True Value Hardware | Septic Repair | 39.46 |  |
| Verizon | Cell Phone | 56.30 |  |
| Wellmark | Health Ins | 204.44 |  |
| Xenia Rural Water | Utilities | 3.58 |  |
|  | **Total Fund 610** | **644.57** |  |
| **Total Payables** |  | **29,308.62** |  |
| **August Income** |  |  |  |
| General Fund (001) |  | 3,638.99 |  |
| Road Use (110) |  | 4,192.57 |  |
| Employee Benefits (112) |  | 0.40 |  |
| Emergency (119) |  | 0.04 |  |
| LOST (121) |  | 1,995.80 |  |
| Sewer (610) |  | 255.24 |  |
| **Total Income** |  | **10,083.04** |  |
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