

City of Menlo  
Regular City Council Meeting  
April 1, 2020 – 7:00 PM  
Clerk's Office

The Menlo City Council held a regular meeting on Wednesday, April 1, 2020, via teleconference due to COVID-19 according to Governor Reynolds recommendations. Mayor Griswold called the meeting to order at 7:00 pm with Korradi, Jacobson, O'Brien, Jones and Miller present. Attorney David Grapentine absent. Korradi moved to approve the agenda and Jones seconded the motion. Ayes - Korradi, Jacobson, O'Brien, Jones and Miller.

Mayor Griswold heard of a dog complaint and personally talked to that person. Miller stated, need to follow dog complaint procedures. Mayor contacted the Sheriff's department and they are willing to help us with nuisance vehicles. Mayor also talked to Jim Nelson, Coon Valley Coop and he is interested in the school football field property. Troy Miller stated Partlow is also interested in this property. Mayor contacted a couple Council members about a hole that caved in on 2<sup>nd</sup> St. and Adair and directed Jake to put a culvert in. Mayor stated the door for public access to take shelter needs looked at so that it is always accessible.

Jake Faust reported that there are a couple culverts needing replaced at 1<sup>st</sup> St. and McPherson and at Sherman and North St. Council requested Faust contact an Engineer regarding the replacement on Sherman and North St. Clerk stated that if the damage at Sherman and North St. is from water can get FEMA funding up to 80% to help with repair costs. Faust also stated the foundation has been dug up where old well house was, and he has been patching roads with cold patch and rock. Need to add mulch to the playground area to stay within our insurance purposes. Clerk stated we received a bid from Mart Mulch in Waukee and grant approved for playground mulch for \$1,000.00 last year and to apply for 2020 grant to cover remaining cost. Faust also reported that Casey, Redfield and possibly Dexter would like to work together in case the Covid19 effects any of the surrounding city maintenance. Korradi motioned for the City of Menlo to work with surrounding cities in case the Covid19 effects any city maintenance. Korradi rescinded the motion due to not being on the April Agenda.

Clerk Allsup reported that regarding the budget amendment Karla Janning from Region XII stated there will be two more draws on the remaining projects for the CDBG Grant. The projects were budgeted into last year's budget and so we are adjusting this year's budget for a total of \$104,000.00.

Motion by Jacobson, seconded by Korradi to approve Resolution #2020-10 – Adopting Specifications into Existing Resolution 2019-04. Roll Call Vote: O'Brien–Aye, Korradi–Aye, Jones–Aye, Jacobson–Aye, and Miller Aye. Motion passed.

Motion by O'Brien, seconded by Jones to approve Resolution #2020-11 – Setting Date of Public Hearing for Budget Amendment for Fiscal Year 2020. Roll Call Vote: O'Brien – Aye, Korradi–Aye, Jones–Aye, Jacobson–Aye, and Miller–Aye. Motion passed.

Jason Flaherty Production Director from Housing 360 recommended that given the size of the homes and the lots if City replats to take the three lots to four or five lots. Motion by Korradi to amend Resolution 2020-10 to change the 3 parcels of real property to 4 parcels equally divided seconded by Jacobson. All Ayes. Jason Flaherty stated the value on these homes will be based off the current market. The garage can either be included or not included into the floor plan. Housing 360 will start marketing to Rose Acres, the Ethanol Plant and Cardinal Glass. Clerk clarified that the City owns the lots until they have an approved buyer, then the City will deed it to Housing 360 and Housing 360 will then deed it to the Buyer at closing.

Clerk stated that Rolling Hills State Bank has an interest rate of .75% of 12-month CD that matures on April 14, 2020. Motion by Korradi seconded by Miller to enter a 12-month CD with Rolling Hills Bank & Trust. All ayes. Clerk stated City of Casey would like to partner with City of Menlo to cover general financial work if one of the Clerk's became sick and in this type of situation, the Mayor and Mayor Pro Term can sign for financial documents. Motion by Korradi seconded by Jones for the City of Casey and Menlo to partner to cover general financial work. All ayes.

Motion by Jacobson seconded by Miller to postpone Citywide Cleanup & Garage Sale. All ayes. Motion by Korradi seconded by Jones to advertise for Summer Help at \$10.00 an hour, 30 hours a week up to 14 weeks in the Stuart Herald, Adair News and 5x80 for two weeks. All ayes.

Nuisance properties were reviewed. O'Brien and Jacobson took photos of nuisance properties for council review. Clerk Allsup stated that the City Attorney would like to assess the property in person at 604 2<sup>nd</sup> Street before sending a letter. O'Brien stated if that property is going to be addressed then the other properties need

addressed as well. Motion by Jones seconded by Jacobson to postpone nuisance properties until next month. Korradi, Jones, Jacobson and Miller Ayes. O'Brien Opposed. Motion carries.

Motion by Korradi, seconded by Jones to open public forum. All Ayes. Jenna Clarke asked the Council if she can set up an event for kids to come up town and decorate the sidewalks with chalk. The Council is not in favor of this event at this time and suggested to bring it up next month.

Motion by Jones, seconded by Korradi to close public forum. All Ayes.

Motion by Korradi, seconded by Miller to approve the consent agenda, minutes of regular meeting of 3/4/20 and minutes of special meeting of 03/11/20, bills submitted for approval, and clerk reports. Ayes - Korradi, Jacobson, O'Brien, Jones and Miller.

Motion by Jones, seconded by Korradi to adjourn the meeting. Ayes - Korradi, Jacobson, O'Brien, Jones and Miller.

Mayor Griswold declared the meeting adjourned at 8:30 PM.

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Lyle Griswold, Mayor

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Attest: Amberly Allsup, City Clerk

**March BILLS SUBMITTED FOR APPROVAL**

Salaries		\$ 5,549.80
IPERS		\$ 1,157.59
EFTPS - US Treasury	Fed Withholding	\$ 1,668.13
State of Iowa	State Withholding	\$ 241.00
	<b>Total Payroll</b>	<b>\$ 8,616.52</b>
Adair Co. Landfill	Landfill Sales Tax	\$ 1,235.50
Agri Drain	Street Maint	\$ 487.56
Alliant	Utilities	\$ 1,752.56
American Legion	Flags	\$ 50.00
Atlantic News Telegraph	Refund	\$ 82.00
Central IA Publishing	Clerk Ad	\$ 28.50
Coon Valley Coop Telephone	Phone	\$ 73.32
Creston Publishing	Clerk Ad	\$ 27.00
Gworks	Reg Fees	\$ 99.00
IMFOA	Membership	\$ 50.00
IMFOA	Reg Fees	\$ 175.00
Office Depot	Supplies	\$ 9.99
Stuart True Value Hardware	Supplies	\$ 8.35
The Adair News	Clerk Ad	\$ 34.13
The Stuart Herald	Publications	\$ 255.30
US Post Office	Postage	\$ 125.00
Xenia Rural Water	Utilities	\$ 97.80
	<b>Fund 001 Total</b>	<b>\$ 4,591.01</b>
Visa	Books/Equip	\$ 175.94
	<b>Fund 002 Total</b>	<b>\$ 175.94</b>
Alliant	Utilities	\$ 215.83
Coon Valley Coop Telephone	Phone	\$ 36.64
Visa	Fuel	\$ 37.86
Wallace Auto Supply	Shop Supplies	\$ 44.30
	<b>Fund 110 Total</b>	<b>\$ 334.63</b>
United Healthcare	Health Ins.	\$ 570.85
	<b>Fund 112 Total</b>	<b>\$ 570.85</b>
Region XII COG	CDBG Draw #14	\$ 25,965.00
	<b>Fund 301 Total</b>	<b>\$ 25,965.00</b>
Alliant	Utilities	\$ 62.39
Baird, Cory	Refund	\$ 250.00
Coon Valley Coop Telephone	Phone	\$ 36.66
Farmers Electric Coop	Utilities	\$ 46.85
Kinzie Service	Tire Rpr	\$ 45.00
United Healthcare	Hlth Ins.	\$ 294.07
Verizon	Cell Phone	\$ 72.12
Xenia Rural Water	Utilities	\$ .72
	<b>Fund 610 Total</b>	<b>\$ 807.81</b>
	<b>TOTAL EXPENSES</b>	<b>\$ 41,061.76</b>

**January Income**

General Fund	\$ 4,250.44
Library	\$ 62.16
Road Use	\$ 1,587.19
Employee Benefits	\$ 921.00
Emergency	\$ 67.81
LOST	\$ 1,920.86
Centennial Committee	\$ .34

Capital Projects	\$	25,965.00
Sewer	\$	5.76
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>34,780.56</b>