City of Menlo

Regular City Council Meeting

July 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. Behnken moved to approve the agenda. Jacobson seconded the motion. All Ayes.

Jake Faust reported that he will order the oil and rock for road repair on Monday. Faust updated the council on several tile issues that have been fixed and on a sink hole at 7th and Adair Street. Will start repairs on the sink hole Thursday. The new pump was installed at the lift station. The other pump is approximately 30 years old. Faust received a quote from Electric Pump Co. to replace it for $4,667.94. Discussion on what council wanted done with old pumps. Miller thought they could be rebuilt inexpensively, Faust stated that the new guide rails would not be compatible. Alliant Energy will be installing a new pole for 480-volt service. Questioned if 480-volt service is still needed. Miller thought it was still used for the siren. Faust will find out. Faust reported that bids for running boards for the new pickup were between $149.00 to $340.00 depending on the brand and style. Jacobson stated that DeeZee were a good brand. Faust said bid from DeeZee was $385.00 for boards and mounting bracket. Council requested Faust get a bid from Karl Chevrolet before deciding. Council also wants bids for seat covers. Faust asked about having signs and bed liner for the new pickup. Estimated $80.00 for stickers from Kingery and $400.00 for spray in bed liner from Tanner. Motion by Miller, seconded by Culver to purchase pickup stickers from Kingery. All Ayes. Motion by Behnken, seconded by Jacobson to purchase pickup bed liner from Tanner. All Ayes.

Clerk Blass reported on information from the Nuisance Property meeting in Anita and dates for the IPERS and DOT meeting. Clerks also informed the Council of a chair mat that she purchased. Blass reported that Menlo was awarded the CDBG grant and that there is a workshop available on July 13th. Motion by Behnken, seconded by Korradi to approve Blass to attend July 13th Grant Workshop. All Ayes.

Ordinance 2017-02 to amend Title IV, Chapter 1 Animal Control was reviewed. Motion by Culver, seconded by Miller to suspend the 1st and 2nd readings of Ordinance 2017-02 and to place Ordinance 2017-02 on its final reading. Roll Call vote: Behnken – Aye, Culver – Aye, Jacobson – Aye, Korradi – Aye, Miller – Aye. Motion passed. Motion by Miller, seconded by Jacobson to approve Ordinance 2017-02. Roll Call vote: Behnken – Aye, Culver – Aye, Jacobson – Aye, Korradi – Aye, Miller – Aye. Motion passed.

Cindy Partlow and Mandi Sargent presented information regarding the Menlo Library Foundation fundraising plans. Council had no questions or concerns regarding the plans. Mayor Clarke advised them that they would need to fill out a rental agreement form and would let them know if they would need to give a deposit.

Discussion was held regarding sale of old pickup. Council decided to place notice on Craigslist and Facebook accepting cash or wire transfer. Motion by Behnken, seconded by Jacobson to put 1994 pickup up for sealed bids to be opened at August meeting. All Ayes.

Council tabled discussion of West Cardinal Subdivision packet until school lot discussion on agenda.

Clarke reported that research on hosting server was not feasible for Menlo, it would be more beneficial to go to a 3rd party and pay a monthly fee for a website. He will get pricing.

Motion by Culver, seconded by Behnken to approve the building permit change to 18-month project completion. All Ayes. Attorney Stewart informed council that the zoning ordinance states 24 months, and that they would need to amend the zoning ordinance. Stewart also expressed concerns of how Menlo would enforce the permit. Culver suggested having the permit holder fill out a new form and pay fees again if completion deadline was not met.

Motion by Korradi, seconded by Miller to approve new wording for Holidays in the employee handbook. All Ayes. Culver express concern regarding wording on vacation for part time employees. Stewart will revise vacation wording.

Community Building rental agreement and deposit policy was discussed. Jacobson felt everyone using the facility should pay a deposit and fill out a rental agreement. Stating that, if building is clean they will get the deposit back. Korradi suggested getting contact information from those on exempt list. If facility is not clean, clerk would contact that person to clean. If they do not, they will have to fill out form and pay deposit for future use. Clarke suggested a different rental agreement for exempt people with contact information included. Those that use the facility multiple times throughout the year could fill out agreement once at the beginning of the year. Clarke will draft a new agreement form for next month meeting.

The future of the school lots was discussed. Stewart stated that the Code of Iowa has a section that authorizes small cities to have restriction ordinances for new development areas, (Restricted Residence Districts). She felt this would be better for Menlo versus the building restriction document because Menlo could enforce them through the ordinances. Cities have limitations on managing the esthetics of a development area unlike homeowner’s associations. Stewart suggested having Region 12 come to a meeting to assist in housing development and available grants. A developer might be a good way to go to sell lots.

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.

Public Forum: No discussion.

Behnken moved to approve the consent agenda, minutes of regular meeting 06-7-17, bills submitted for approval, and clerk reports. Korradi seconded the motion. All Ayes.

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

Mayor Clarke declared the meeting adjourned at 8:25 PM.

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Michael Clarke, Mayor

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Attest: Gwen Blass, City Clerk

**Bills Submitted for Approval**

Salaries 6,153.14

IPERS 963.87

EFTPS (Federal Withholding) 1,835.53

State Withholding 284.00

Advanced Computer Graphic (Computer Rpr) 405.50

Alliant (gas & electricity) 1,251.70

Blass, Gwen (Mileage) 24.72

Comstock, Michael (Mileage) 18.03

Farmers Electric Cooperative 31.00

Fox Welding (Spray Boom Rpr) 806.96

Guthrie Family Med. Center (Physical) 107.00

Guthrie County Hospital (Drug Test) 99.50

IA League of Cities (Reg. Fees) 120.00

IA League of Cities (Dues) 364.00

ICAP (Insurance) 8,668.01

IMWCA (Workers Comp) 3,588.00

Rolling Hills Bank & Trust (Petty Cash) 110.01

Southwest IA Pest Control (Exterm. Srv) 75.00

Verizon (cell phone) 56.27

Wallace Auto Supply (parts & supplies) 9.08

Wellmark (health Ins.) 1,202.56

Yellowblue LED 2,283.07

TOTAL 28,446.94

**May Income**

General Fund 1,143.70

Road Use 3,245.22

Employee Benefits 1,295.68

Emergency 27.62

LOST 1,850.50

TIF 0.82

Debt Service 258.06

Sewer 250.00

TOTAL 8,071.60