

CITY COUNCIL PROCEEDINGS

December 1, 2011

The City Council met at 5:00 p.m. in regular session with Mayor Larsen presiding. Council present: Humann, True, Zimmerman, Tooley, Shepherd.

Guests in attendance: Clint Sloss and Grant Anderson of MAPA, Jeff Theulen of Pottawattamie County Emergency Management, Izetta Dierking, Lynn Driver, Linda Booth, Marye Bierbaum, Bob Martens, Justen Tooley.

City staff in attendance: Jim Blum, Wayne Rush, Shannon Wood, and Terri Abel.

Motion by Humann, seconded by Zimmerman to approve the agenda. Ayes: Zimmerman, True, Humann, Tooley, Shepherd. Carried.

Motion by Zimmerman, seconded by True to approve the preceding month's minutes and Library minutes. Ayes: Tooley, Zimmerman, True, Humann, Shepherd. Carried.

There were no Treasurer's or Clerk's reports available at the time of the Council meeting.

Mayor Larsen presented Councilman Tony Zimmerman with an appreciation plaque for his service on the City Council; Tony was just completing his first term on the City Council.

Lynn Driver was present at the Council meeting to request possible business incentives; Driver had recently purchased the Villager Restaurant property. He reported that he plans to convert the building into a restaurant with a lounge. Driver had originally considered leasing out a portion of the building; however, he now plans to occupy the entire building, which will include a conference and meeting room. Driver noted that he is quite excited about the prospect of opening a business in Walnut. He has completed some feasibility studies, including traffic counts, and he feels that the traffic count on Interstate 80 is conducive to opening a restaurant.

Mayor Larsen explained that Lynn Driver had recently met with a City committee consisting of the Mayor, Sue Shepherd, and Darren Tooley to discuss Driver's plans and possible incentives from the City. In the meantime, City Attorney Richard Schenck had provided a performance agreement that was used by the City of Harlan; the agreement was provided as a possible example for the City to follow. The Mayor did not feel that the City Council would take any immediate action on Driver's request, especially since three of the Council members were not privy to what had taken place in the committee meeting, and the citizens of Walnut had also not been given the opportunity to provide their input on possible business incentives.

Driver explained that the development of a restaurant on the Villager property will be a major undertaking. There was a water leak in the building, which resulted in a mold problem. An extensive mold remediation process has been completed and favorably inspected. During the remediation process, a great deal of the dry wall and insulation was removed from the building; most of the equipment has also been removed. Lynn noted that he is basically starting with the shell of the building. Driver felt that his investment will be beneficial to the community in providing meeting space and a quality family restaurant. He plans to employ three full-time employees, with possibly ten to fifteen total employees during the summer months. He would like to open the restaurant as soon as possible, concentrating his initial efforts on the east room. He would like to eventually offer steaks and buffet dining; however, the first phase of the restaurant will most probably consist of a lounge with soups, salads, sandwiches, and pizza.

The Council members were provided with a list of possible business incentives that were determined as a result of the recent committee meeting that was held with Lynn Driver. Possible incentives included consideration of discounted utility charges for the first year of business; the possible financial participation in the extension of water service lines, with the City's maximum investment of \$2,500.00; the possible financial participation in the extension of sewer service lines, with the City's maximum investment of \$2,500.00; and benefits from the City's Tax Increment Finance District. Mayor Larsen reviewed the list of possible business incentives for the benefit of those in attendance. Driver noted that the incentive concerning the extension of sewer service lines would not apply because the sewer service lines are already in place.

Shepherd reported some of the discussion that had occurred at the recent committee meeting. The City could possibly require that Driver provide at least three

full-time jobs that would pay a minimum wage equal to the county-wide average wage of \$13.02 for Pottawattamie County in order to receive any incentives from the City. The group had proposed that the City provide an incentive of \$50,000.00 payable over a five-year period, with the first payment to occur on March 1, 2012. Mayor Larsen stated that the Council and the citizens of Walnut need to make certain that the project would warrant such a large incentive from the City. The Mayor also commented that if nothing develops on the Villager property, the tax revenue that the property will generate will decrease dramatically. According to the Mayor, the property is presently assessed at a figure in excess of \$300,000.00. Shepherd reminded the Council members that the new restaurant would also generate local option sales tax revenues, which would benefit the community.

Shepherd further explained that the City's investment of up to \$2,500.00 in the extension of water service lines would be in addition to the \$50,000.00 incentive that was initially proposed. The committee had discussed participating in 50% of the actual costs involved in extending the water service liens. Driver reported that he would prefer to connect to Regional Water rather than to maintain the two wells on the property. He is planning to make the connection to Regional Water, which will cost approximately \$1,500.00. Representatives of Regional Water had determined that its water main is large enough to service the water needs of the new restaurant.

Shepherd reported that the committee had also considered providing discounted utility charges to Driver for the first year of business. In this case, the only applicable utility would be sewer, with the City's financial responsibility projected to amount to less than \$500.00 for the first year.

Tooley clarified that the first two payments of \$10,000.00 each, would most probably be payable from the City's allocation for economic development. The remaining payments would be payable through revenue generated from the TIF District.

Mayor Larsen suggested that a Council committee once again meet with Driver to draft a proposed agreement, which would be reviewed by the full City Council at the next regular meeting. The Mayor stated that the services of the City Attorney will be enlisted to draft the agreement. He asked that the Council members reach a consensus on the amount of the agreement to give the committee a figure to work from. The Mayor also wanted to make certain that the public was aware of the City's plans relative to the possible business incentives that are being considered. The City's attorney and Driver's attorney would best be able to prepare the document, based on the guidelines that are determined as a result of future committee meetings. The Council committee is again to consist of Shepherd, Tooley, and Mayor Larsen, with Driver invited to attend the meetings. Possible public participation in the committee meeting would also be allowable.

Mayor Larsen stated that he did not recall the City ever providing monetary incentives to any other businesses that have located in the community in the past. He questioned how the Council's current actions could impact any other new businesses that have opened in the past few years or might open in the future. Larsen felt that it would be advantageous for the City to implement an incentive policy for any new storefront businesses. Larsen noted that Driver's request is significant. Shepherd pointed out that the City includes an annual advertising allocation in its budget for advertising the community. The City also owns and pays for billboard advertising on behalf of the antique businesses. The City makes an annual contribution for the operation of the Welcome Center and the Christmas Walk. Shepherd stated that all of those City allocations and contributions directly benefit the businesses in the community. Tooley felt that the City Council should be open to requests for business incentives; however, he did not feel that the City should have a standard across-the-board policy for all businesses. Tooley felt that each request should be individually considered by the members of the City Council, and he said that it is essential for the City Council to participate in keeping the Interstate exit viable.

The Council committee will plan to meet with Lynn Driver during the month of December. Mayor Larsen suggested that the City Attorney and Driver's attorney also be invited to attend the second half of the meeting. Bob Martens also volunteered to attend.

Mayor Larsen completed the discussion by stating that it is the goal to have a draft agreement at the table ready for review and possible adoption at the next regular City Council meeting.

Jeff Theulen, of the Pottawattamie County Emergency Management Agency, and Clint Sloss and Grant Anderson, of MAPA, were present at the Council meeting to

discuss the preparation of the Multi-Jurisdictional Pre-Disaster Mitigation Plan. Anderson and Sloss explained that in the past, MAPA and Pottawattamie County worked together to prepare Pre-Disaster Mitigation Plans to identify and prioritize potential natural and man-made disasters within every jurisdiction. The plans also set up goals and objectives and an action strategy to mitigate the potential hazards that might occur. The plans were also used as a mechanism to acquire hazard mitigation grant program funds from FEMA to acquire safe rooms, warning sirens, and power generators, among other things. Presently FEMA and Iowa Homeland Security are encouraging jurisdictions to move from individual plans to a comprehensive County-wide plan. MAPA and the County are trying to incorporate all of the unique characteristics from all of the Pottawattamie County communities into one plan.

Excerpts from the City's last approved Pre-Disaster Mitigation Plan were distributed to the City Council members for their review and comment. Included with the documents was a critical facilities map, a list of current pre-disaster mitigation activities, a list of hazard mitigation goals, objectives and activities/strategies, and a list of potential future projects. Jeff Theulen reviewed the documents with the members of the City Council. Theulen stated that he wanted to include any potential vulnerability in the plan before a disaster occurs. He also requested the City's feedback should a potential or possible vulnerability be excluded from the plan.

Theulen stated that only a very small part of Walnut is within a special flood hazard area. Presently, there are no structures or critical facilities in Walnut located in the 100-year floodplain. Walnut Community Schools, the Fire Station, City Hall, and the Library were identified as critical facilities. It was noted that Walnut's Fire Station is permanently wired with a generator. Transportation systems include State Highway 83 and Interstate 80. Theulen stated that Walnut's critical vulnerability is Interstate 80, which is a major corridor of nuclear and hazardous material. Sewer and water, including the water tower, were identified as critical infrastructure for the community. Other vulnerable population centers included the park, apartments, Peace Haven, and the area churches.

Theulen reviewed a synopsis of the significant pre-disaster mitigation accomplishments and ongoing activities in Walnut and in Pottawattamie County. During the course of the discussion, Theulen reported the recent completed installation of a 1000-watt NOAA weather radio transmitter between Oakland and Atlantic, Iowa. As a result, every residence and business in Pottawattamie County should now be able to receive NOAA weather radio news and warning direct in their home or place of business. As part of a severe summer weather hazard mitigation project, the County Emergency Management Agency, in coordination with the Director of Communications and thirteen small cities in the County, is considering an integrated outdoor warning system. The 911 Communications Center would be able to remotely activate the outdoor sirens in each of the small cities, when necessary. Each of the sirens in each community would provide a daily status report to the 911 Center. The Pottawattamie County Board of Supervisors will financially make certain that one siren in each of the Pottawattamie County communities is able to communicate daily with the Communications Center. Theulen explained that the goal is to allow a unified warning system within the County.

Theulen stated that it is important for the members of the City Council and the Mayor to complete NIMS training: ICS100 training can be accomplished online at fema.gov. Pottawattamie County Emergency Management would also be willing to provide the training in a classroom setting if requested. The training would give the Council members an insight of what is expected during a disaster situation.

Jeff stated that outdoor warning systems are only designed to warn individuals when they are outside. He recommended that everyone sign up for Code Red on the Pottawattamie County website, which will provide individualized calls during emergency situations.

Theulen stated that Pottawattamie County financially supports the Council Bluffs Fire Department's Hazardous Material Response Team to respond to hazardous material responses in the smaller Pottawattamie County communities.

The final portion of Theulen's presentation involved mitigation strategy and evaluation. Walnut's project feasibility for all areas was ranked as good, except for the installation of storm sewers in older parts of the community; the improvement of security at HAZMAT locations; and the maintenance and updating of firefighting equipment.

In closing, Theulen stated that Pottawattamie County has a dynamic County Fire Association that is working to develop protocols. There is a good chance in the County

to receive a paramedic response within 5 to 10 minutes of a call; that chance will grow within the next month when eight new paramedics graduate. All in all, the Pottawattamie County fire departments have increased their ability to respond.

Once the draft plan has been completed, Pottawattamie County and MAPA will distribute the draft Multi-Jurisdictional Pre-Disaster Mitigation Plan to the City for review.

The meeting was recessed at this time for a short break.

It was reported that Tim Lockard of Russell, Iowa, the coordinator of the Walnut Antique Fall Festival, is hoping to expand the event in 2012. He has requested permission to close the parking on both sides of Pearl Street from Antique City Drive east to the alley, the same as for the 2011 show. He has also requested permission to close the parking on the east side of Antique City Drive from Pearl Street to Highland Street and the south side of Highland Street from Antique City Drive east to the alley. He requested that the afore-mentioned parking be closed from 2:00 p.m. on Friday, September 14, 2012 until 6:00 p.m. on Sunday, September 16, 2012.

True reported that she had discussed the request with Tim Lockard in an attempt to come up with a better solution for the location of the vendors during the show. True felt that it would be too dangerous to close the parking area on the east side of Antique City Drive with traffic allowed to continue to drive on the street. She had suggested that the City close one block of Antique City Drive from Highland Street to Pearl Street, lining the vendors back-to-back down the middle of the street. With that arrangement, visitors would have easy access to the various vendors, the storefronts, and the inside show at the American Legion building; none of the vendors would be located along Pearl Street. True stated that Lockard was open to her suggestion; however, both Blum and Larsen questioned the availability of electricity to the vendors arranged in the middle of the street.

Both Mayor Larsen and Shepherd commented that heavy traffic would have to be detoured from Antique City Drive at North Street should the downtown block be closed to vehicular traffic for three days. Larsen noted that the side streets are not designed to handle the heavy traffic, and he questioned whether the local residents should be inconvenienced with detours twice a year.

True and Tooley both felt that the community and the local merchants need as many special events as possible to bring visitors to the community. Cheryl also commented that it might be possible for a local organization to make extra money by sponsoring a food stand during the fall event.

During the course of the discussion, Shepherd suggested that Highland Street be utilized instead of Antique City Drive, leaving the intersection of Highland and Antique City Drive open to traffic. In other words, Highland Street would only be closed east of the main intersection to the alley east of Antique City Drive and west of the main intersection to the alley west of Antique City Drive. Antique City Drive would then remain open to traffic throughout the event, and Lockard would still be given the use of the equivalent of one block. He could also use the parking area on both sides of Pearl Street from Antique City Drive east to the alley, the same as for the 2011 event. Visitors would funnel between Pearl Street and Highland Street, causing them to walk in front of the local shops.

True indicated that she would be willing to discuss the matter with Tim Lockard. Mayor Larsen also requested that Lockard telephone him to discuss possible scenarios for the show.

Permission to close parking in conjunction with the Walnut Antique Fall Festival is to appear on the agenda for the next regular City Council meeting.

The Council members were provided with a list of nine overdue utility accounts. The accounts ranged in amounts from \$21.89 to \$1,134.92. A list of the overdue accounts is on file at City Hall. Abel requested permission to either send the accounts to a collection agency or to place a lien on the property where applicable. She also stated that if the City has the pertinent information for any of the individuals, their names and social security numbers will be turned over to the State's Income Offset Program. Abel noted that it has been several years since the City has purged any accounts from the system and either turned them over to collection or placed a lien on any property for non-payment of utility accounts.

Shepherd questioned the large amounts on two of the accounts. The largest amount, \$1,134.92 was owed by AAA Walnut Hospitality, which is a commercial

business with large water usage that changed hands. The next highest, \$309.64 owed by Jake Wood, resulted from a water line break after the water meter.

Motion by Tooley, seconded by Zimmerman to purge nine accounts from the utility billing system, either turning the accounts over to a collection agency or putting a lien on the property, at the discretion of the City Clerk. Ayes: True, Shepherd, Zimmerman, Tooley, Humann. Carried.

The Council members were provided with a copy of an email and a letter from Mark Shoemaker, of the Pottawattamie County Conservation Board. According to the information, Shoemaker is looking for community members from each Pottawattamie County community who are interested in forming a committee to look at a trail plan for Pottawattamie County. It has been his vision for all of the towns in Pottawattamie County to have identified trails including connections between the towns and pre-existing larger trails. Shoemaker requested a volunteer from Walnut to participate in the committee. Tooley stated that he has already participated in the recreational study for Pottawattamie County, and he volunteered to participate in the trail committee. Abel was instructed to submit Darren's name as Walnut's representative.

Mayor Larsen provided a report concerning signage and no parking on Antique City Drive in front of Walnut Community School. Larsen reported that he and Blum had discussed the matter with the principal of the school, and they concluded that there is really no need for a three-way stop. The school will continue to use its portable stop sign during the appropriate times. The City expanded and appropriately marked the no parking area, which will be enforced. The school can contact the Pottawattamie County deputies for enforcement if someone is parked in the no parking area. Abel was instructed to review the City's ordinance relative to the no parking area in front of the school to make certain that the deputies can issue citations for violations. Tooley commented that there are three teachers who routinely park north of the no parking area, which leaves no place for parents picking up or dropping off their children. According to Tooley, the school was going to talk with staff about the appropriate place to park their vehicles.

Relative to Fire Department discussion, Darren Tooley reported that Santa Claus will be making a visit to the Walnut Fire Station on Sunday, December 11th at 2:00 p.m.

Vern Booth, Richard Hare, Michael Jones, and Bob Martens had volunteered to replace Jim Tooley as Zoning Administrator; Tooley recently resigned from the position. Mayor Larsen commented that Martens had made the effort to attend the Council meeting, and he recommended Bob Martens as Tooley's replacement.

Motion by Humann, seconded by Zimmerman to appoint Bob Martens as Zoning Administrator; Martens will fill the position that was vacated by the resignation of Jim Tooley. Ayes: Tooley, Shepherd, Humann, True, Zimmerman. Carried.

Abel reported that two open houses are scheduled within the upcoming month in conjunction with the Housing Rehabilitation Program. General contractors are invited to attend the open houses if they are interested in bidding on the remodeling jobs. Bid letting for the two houses will be held on January 3, 2012.

The acquisition of 308 Atlantic Street is now in the hands of the City Attorney.

There was a brief discussion concerning the disposal of solid waste. Mayor Larsen reported that he had discussed the issue with Herb Wood, of Walnut Sanitation. According to the Mayor, Wood definitely does not want to take the City's trash to the landfill near Malvern; Wood would prefer to continue to dispose of the trash at the Hancock Transfer Station for the last six months of his contract. Larsen stated that Wood has not yet determined the additional cost that he would charge to transport the garbage to Malvern. The Mayor stated that Wood mentioned that the biggest problem with the Malvern facility is that it is so muddy during wet weather that equipment has to be pulled both in and out of the landfill. Larsen reiterated that Herb is really not interested in traveling to Malvern to dispose of the City's garbage.

Mayor Larsen indicated that Pottawattamie County is going to hold a meeting sometime in January to determine the future plans for the transfer station. Larsen doubted that the County is considering reducing the cost at the transfer station. The Mayor stated that he would like to attend the meeting if possible. If he is unable to attend the meeting, he would like a Council person to attend on the City's behalf.

Abel reported that LaVonne Wood had indicated that she would like to attend the next City Council meeting to discuss solid waste. Discussion of solid waste disposal is to appear on the agenda for the next regular City Council meeting.

Discussion followed regarding the FY 2012-2013 budget with the Council giving its input regarding desired budgetary items.

The decision was made to continue to allocate \$5,000.00 in the upcoming budget for a residential sidewalk replacement program, as has been customary for the past few years.

Abel was instructed to include the customary allocation for economic development purposes. Zimmerman suggested that the City consider the purchase of banners, which would be payable through the allocation for economic development. The proposed incentive payment to Lynn Driver for FY 2012-2013 is to be included in the economic development portion of the budget. If the five-year incentive payment materializes, the remaining payments will be paid through revenues from the TIF District.

There was a brief discussion concerning the new Christmas decorations that have been installed on the north end of Antique City Drive. Tooley questioned whether there were any plans to purchase similar decorations for the south end of the street. The new decorations are not suitable for the shorter street light poles, so there are no current plans to purchase any additional Christmas decorations. Tooley commented that he would prefer that all of the decorations were more uniform in appearance, and he did not like the transition from the new decorations to the older lighted wreaths that are featured on the south end of Antique City Drive. Humann suggested that perhaps it would look better if the old and new decorations were staggered the entire length of Antique City Drive. This could only happen, however, if the new decorations can be hung on the shorter street light poles. True commented that she felt that the new decorations would look better with garland wrapped around the poles. No decision was made to include an allocation in the upcoming budget for the purchase of additional Christmas decorations.

Abel was instructed to include an allocation in the budget for the eventual demolition of 308 Atlantic Street. Blum reported that the Fire Department is willing to burn the house; however, it would like to use the house for training purposes before it is actually burnt. Jim stated that it will probably be necessary to demolish the house before it is burnt because the house sits too close to the neighboring property. Even if the City receives permission to burn the dwelling, there will be costs associated with asbestos testing and legal expenses to procure the house. Fire Chief Justen Tooley surmised that there could possibly be asbestos in the shingles and the glazing in the glass.

The Fire Chief stated that the Fire Department is considering the purchase of a new Quick Attack during the upcoming fiscal year. He estimated the cost of the vehicle at \$130,000.00, with the City's financial responsibility amounting to 25%. Abel will incorporate the possible purchase into the budget.

The Council members discussed the notion of beginning to think about the eventual development of a community center; however, they felt that it is too early in the planning stages to include an allocation in the upcoming budget.

Abel requested that the Council members continue to consider any additional budget allocations, which will again be discussed at the regular January Council meeting.

The proposed budget for FY 2012-2013 will be approved for publication at the February City Council meeting. The final budget, without changes from the published amount, will be approved at the March 2012 meeting.

Relative to discussion of City maintenance, Blum reported that he has not made any immediate plans to acquire a snow plow blade from the County, mainly because the County's used plows are really no better than the City's plow. He hoped to make it through this winter season with the current snow plow, and he will attempt to purchase a replacement plow before next winter.

Regarding Mayor items or announcements, Mayor Larsen reported that a citizen complaint had been filed concerning burning, especially on Thanksgiving day. Humann also commented about one night when the smoke was so bad that she could smell it in her house with her windows closed. The Mayor urged residents to be considerate of their neighbors when burning. He also encouraged residents to forego burning and haul leaves and yard waste to the City's yard waste site for disposal. Larsen indicated that the City has the power to ban burning if residents continue to burn without regard of their neighbors. The Mayor reported that he has been approached by at least one resident who has requested that the City ban all burning in the City limits. Larsen noted that any such decisions would be up to the discretion of the City Council.

Relative to Council items or announcements, Tooley responded to a recent letter to the editor concerning the school; the letter was published in the Walnut Bureau. Tooley stated that a decision has been made, and he supports the School Board. Whether

he personally likes the decision or not, he felt that as City officials, it is the role of the City Council and the Mayor to support the School Board. Darren noted that communities can continue to thrive, even with the consolidation of their schools, and he urged Walnut residents to support a sharing agreement.

The Council members were provided with information concerning the Municipal Leadership Academy. The three-part series will be held at various locations throughout the State from December, 2011 through April, 2012. Bierbaum, Humann, and True are planning to attend the academy.

During public items or announcements, the Council members were provided with a copy of a citizen complaint that had been filed relative to speeding and a manhole that is in need of repair. Regarding the manhole portion of the complaint, Blum reported that the manhole has been repaired. Relative to speeding, the Mayor commented that he often sees deputies in the community; it was also noted that the speed trailer had been recently situated near Peace Haven. Abel reported that a memo was sent by the Chief Deputy to Pottawattamie County deputies informing them to actively enforce and cite speed violators in Walnut. Humann stated that she witnessed three dump trucks, all traveling on Antique City Drive in excess of the speed limit. Shepherd urged Humann to call the owner of the trucks to report the problem.

Shepherd reported that there is a spot along the edge of the street near McDonalds that is in need of gravel. True and Humann reported that they recently witnessed a truck that was stuck in the hole along the shoulder of the street. Blum stated that as additional gravel is installed along the shoulder, the wider the trucks cut the corner. Jim indicated that the area in question is actually the ditch of the road; however, he stated that he would take a look at the situation to determine whether additional gravel is needed. Antique City Drive is a City street, and the shoulder is actually the responsibility of the City to maintain.

Marye Bierbaum reported that she and Amanda Lebeck had recently received a \$1,000.00 grant through Promise Partners to fund a 5th Quarter activity, which will give area youth a place to congregate following Friday night basketball games. Bierbaum requested that the City fund the materials that are needed for the activities; the City will be reimbursed through the proceeds of the grant. It was the consensus of the Council to fund the activity as requested.

Motion by Zimmerman, seconded by True to pay the following bills and issue warrants for the same. Ayes: Humann, Zimmerman, Tooley, True, Shepherd. Carried.

Both Zimmerman and Tooley left the meeting at this time.

The remainder of the meeting was spent performing an evaluation of the City employees and discussing their wages. Mayor Larsen prefaced the discussion by informing the Council members that he had requested that Blum perform an evaluation of Wayne Rush and that Abel perform an evaluation of Shannon Wood. Both of the completed evaluations were provided to the Council members for their information. Mayor Larsen had completed evaluation forms for Blum and Abel; the completed forms were provided to the Council members for their review.

During the course of the discussion, varying recommendations for pay increases were made by the Council members and the Mayor including discussion concerning freezing wages because of the state of the economy. A suggestion was also made to increase wages according to the CPI. Mayor Larsen recommended the following increases in wages: Blum, \$.40 per hour, or 2.25%; Rush, \$.35 per hour, or 2.6%; Abel, \$.50 per hour, or 2.65%; and Wood, \$.25 per hour, or 2.27%. Mayor Larsen stated that his recommendation was, in reality, a recommendation for a cost of living increase in wages.

The Mayor commended all of the City employees for their work ethic and performance in conjunction with the many projects that have been undertaken during the past year. He noted that Wayne still needs to take the required testing to obtain the appropriate water and wastewater licenses. Larsen recommended that Rush schedule the testing and take two full days from his work time to study for each test. Rush questioned whether he would be re-evaluated for a possible wage increase once his testing has been successfully completed and he receives his licenses. Mayor Larsen stated that his recommendation was strictly a cost-of-living raise across the board for the full-time City employees and Shannon. Larsen stated that it would be his intention to recommend a higher wage for Rush once he has obtained the proper licenses.

Humann stated that she agreed with the Mayor's recommendation; however, she did qualify that she felt that the recommendation was only a minimal increase in wages.

The Mayor provided his thoughts regarding possible future increase in wages for Rush. Larsen noted that he would be in favor of a significant increase in wages for Rush once all three tests have been successfully passed; however, the Mayor did not feel that any re-evaluation would take place until the normal salary evaluation time at the end of the year.

There was some discussion about Rush's testing requirements. Wayne noted that most neighboring cities give immediate pay increases following the successful completion of each test. Both Blum and Shepherd noted that Rush was supposed to have already successfully completed the licensing requirements. Wayne stated that when he was hired, he was only required to obtain a Grade 1 Water License and a Grade 1 Lagoon License. Blum clarified that the City's water plant is a Grade 2 plant; therefore, Rush is required to obtain a Grade 2 Water License. Blum also reported that he has been told by the Department of Natural Resources that Rush needs to obtain the proper licensing to operate the water plant. Jim clarified that if something should happen to him, the City would be forced to hire someone to complete the required testing at the water plant because Rush is not qualified.

It was clarified that the Council has the ability whether or not to grant increases in wages at its discretion at any time. Mayor Larsen noted that prior Council's have set a precedent to evaluate City employees and consider wage increases once a year. Every employer has different criteria for evaluating employees.

Shepherd did not feel that the Council should grant an increase in wages to Rush until he successfully completes the required testing. She further recommended that after Rush has completed the three tests, consideration of a wage increase for Rush should be included on the next meeting's agenda.

Rush stated that he intends to immediately begin studying for the tests; he would like to receive the proper licensing to operate the water plant.

Mayor Larsen reiterated that he recommended an across-the-board cost-of-living increase in wages as previously detailed. Larsen stated that he was also prepared to recommend a significant increase in wages for Rush once he has completed the requirements. Both Humann and True expressed their opinion that Rush should be re-evaluated after the successful completion of his testing, and they also both felt that Rush should be considered for a cost-of-living increase. Shepherd was hesitant to approve an increase in wages for Wayne until he receives his licenses. Blum and Larsen both made comments that Rush deserves a cost-of-living increase in his wages.

Motion by Shepherd, seconded by True to increase the hourly wage for Terri Abel, Shannon Wood, Jim Blum, and Wayne Rush by 2%. Ayes: True, Shepherd, Humann. Carried.

All wage increases are typically effective on January 1 following December approval.

Current employee wages, after the increase in pay, are as follows: Terri Abel, \$39,998.40 yr., (\$19.23 hr.); Jim Blum, \$37,876.80 yr., (\$18.21 hr.); Wayne Rush, \$28,641.60 yr., (13.77 hr.); and Shannon Wood, \$11.22 per hour.

On a final note, True requested that, in the future, the City hire a professional to trim the trees in the sidewalks of the Business District.

#17967 Terri Abel, wages	1,113.68
#17968 James Blum, wages	1,086.19
#17969 Wayne Rush, wages	862.49
#17970 Shannon Wood, wages	443.71
#17971 James Blum, reimbursement for Christmas lights	525.00
#17972 Cardmember Service, EDR supplies; splash pad bricks; supplies	3,510.97
#17973 Culture House, down payment for Earl Caddock book	1,500.00
#17974 Farm Service Cooperative, computers	2,198.00
#17975 Herb Wood, hauling; recycling fees; rent of dumpsters	3,010.00
#17976 Wellmark Blue Cross Blue Shield, employee insurance	5,415.23
#17977 Terri Abel, wages	1,113.68
#17978 James Blum, wages	1,086.19
#17979 Wayne Rush, wages	862.49
#17980 Shannon Wood, wages	375.04
#17981 U.S. Postmaster, billing postage	114.26
#17982 Terri Abel, wages	243.75
#17983 James Blum, wages	142.50
#17984 Sherry Jacobsen, wages	71.18

#17985	Margo Matthies, wages	1,027.78
#17986	Wayne Rush, wages	284.89
#17987	Judy Schrecengost, wages	493.67
#17988	Michelle Tooley, wages	94.53
#17989	Akin Building Centers, traffic paint; tape	88.26
#17990	American Water Works Association, membership fees	82.00
#17991	Atlantic Pest Control, spray fire station	50.00
#17992	Avoca Building Material Center, adhesive; paint; thinner; blades	26.76
#17993	Barco Municipal Products, no parking signs	116.41
#17994	Walnut Boy Scouts, November park mowing; leaf removal	125.00
#17995	Cappel's, drill bit; starter fluid	30.03
#17996	Carley Drug Co., ship water samples; ship brochures	66.45
#17997	Cass County EMS, EMT continuing education	40.00
#17998	Center Point Large Print, books	41.34
#17999	City of Atlantic, sewer testing	300.00
#18000	City of Walnut, water deposits to accounts	150.00
#18001	Counsel Office & Document, copier maintenance	101.42
#18002	Dona Grooms, Treasurer fee	100.00
#18003	Wayne Rush, 2011 medical reimbursement	1,981.97
#18004	Gale, books	87.43
#18005	GE Betz, Inc., EDR service visit	1,365.00
#18006	Hallett Materials, ice control sand	366.89
#18007	Hawkins, Inc., water chemicals	746.53
#18008	Iowa One Call, One Call locates	20.80
#18009	Iowa Rural Water Association, membership fees	200.00
#18010	IPERS, withholdings	1,599.60
#18011	James Blum, 2011 medical reimbursement; building permit fee	2,010.00
#18012	Jennie Edmundson Hospital Pharmacy, ambulance supplies	7.08
#18013	Jessica Newcomb, cleaning City Hall	50.00
#18014	Kasperbauer Cleaners, Inc., cleaning floor mats	47.03
#18015	Kum & Go, fuel	480.96
#18016	Margo Matthies, Library supplies; headphones; DVD's; mileage	391.64
#18017	Medivac-Harlan, ambulance mutual aid	140.00
#18018	Mellen & Associates, Inc., EDR repair	328.18
#18019	MidAmerican Energy Co., gas & electricity	3,055.97
#18020	Orschelns, heater for water tower; windshield washer fluid; antifreeze	43.94
#18021	Pottawattamie County Auditor, election expenses	1,693.14
#18022	VOID	
#18023	Quill Corporation, supplies	59.97
#18024	Quilt, 2 year magazine subscription	34.94
#18025	Ransom Development, interest due – development agreement	6,849.87
#18026	Sam's Club, membership fees	105.00
#18027	Snyder & Associates, Inc., engineering services	1,749.49
#18028	Terri Abel, 2011 medical reimbursement	2,000.00
#18029	The Iowan, 2 year magazine subscription	30.00
#18030	Titan Machinery, back blade for tractor; bushings	3,618.18
#18031	U.S. Postmaster, postage	88.00
#18032	USA Blue Book, Water Plant chemical line repair	150.53
#18033	Verizon Wireless, cell phones	132.83
#18034	Walnut Bureau, publication	118.57
#18035	Walnut Telephone Co., phone; fax; Internet	229.98
#18036	Wayne Manufacturing, Christmas decorations	2,130.32
#18037	Pottawattamie County Treasurer, 30.48 tons landfill	1,524.00
#18038	Pottawattamie County Treasurer, transfer tax certificate	10.00
#18039	Kathy Humann, Council meeting fees	141.52
#18040	Gene Larsen, Council meeting fees; Mayor fee	1,838.74
#18041	Susan Shepherd, Council meeting fees	183.98
#18042	Darren Tooley, Council meeting fees	127.37
#18043	Cheryl True, Council meeting fees	183.98
#18044	James Zimmerman, Council meeting fees	155.68
#120E	Internal Revenue Service, Federal withholdings	865.58
#121E	Internal Revenue Service, Social Security withholdings	1,262.94

#122E	Internal Revenue Service, Medicare withholdings	352.18
#123E	Employee Benefit Systems, insurance handling fee	77.49
#124E	Employee Benefit Systems, partial self funding employee insurance	1,474.62
#125E	EMS Billing Services, Inc., ambulance billing service	104.07
#126E	Rolling Hills Bank & Trust, ACH fee	10.00

Summary of Receipts: General, 30,598.58; Mun. Ent., 536.38; Road Use Tax, 6,441.93; Trust & Agency, 10,307.19; Water, 10,547.56; Sewer, 3,972.38; Customer Water Deposit, 100.00; Water Revenue Bond Sinking Fund, 1,650.00; Splash Pad Project Fund, 100.00; TIF Fund, 14,940.49; Local Option Capital Improvements Fund, 7,496.90; Eagle Monument Project Fund, 125.00; Street Improvements Capital Project Fund, 67,104.92; IPAIT Fire Account, .29; IPAIT Library Account, .69; TOTAL: 153,922.31.

Meeting adjourned, 7:30 p.m.

Gene Larsen
Mayor

Terri L. Abel
City Clerk