

CITY COUNCIL PROCEEDINGS

November 1, 2012

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

Guests in attendance: Tim Teig, Izetta Dierking, and Bob Martens.

City staff in attendance: Jim Blum and Terri Abel.

Motion by Shepherd, seconded by Frahm to approve the agenda. Ayes: Bierbaum, Shepherd, Humann, True, Frahm. Carried.

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

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

Tim Teig, of Snyder & Associates, Inc., was present at the Council meeting to provide an update concerning a possible Streetscape Enhancement Project. Teig reported that the topographic survey was completed some time ago, and he has completed an initial concept plan which he feels is ready for committee review. He requested that the City form a formal committee; the function of the committee would be to meet and decide upon the possible improvements that will be encompassed in the full-blown project. Tim also noted that he had photographed several of the downtown storefronts. The committee would be responsible for choosing two of the storefronts for renderings as examples of a storefront project. After a brief discussion, the following individuals were chosen to serve on the committee: Cheryl True, Gene Larsen, Betty Roberts, Trace Frahm, Margo Matthies, Lois Brix, and Tim Branan. Teig stated that he would like to meet with the committee within the next two weeks. Abel was instructed to contact the committee members and talk to Tim Teig to determine the best time to schedule a committee meeting.

The Council members discussed the condition of the City-owned billboard that is located adjacent to I-80 between Avoca and Walnut. Abel reported that workmen from Rose City Canopy & Sign repaired the billboard; however, the vinyl facing is again sagging. According to Wendy Deal, of Rose City, the vinyl billboard poster has reached its life expectancy, and the vinyl covering needs to be replaced. Deal had provided the City with a quote in the amount of \$3,160.56 for a 52' x 20' billboard recover. The quote would include removing the existing vinyl from the sign and installing a new vinyl billboard poster on the existing signage using the current artwork. The quote also included furnishing and installing ratchet straps and hem poles as needed and re-stretching the billboard vinyl one time thirty days from the original date of installation, if needed.

Motion by Shepherd, seconded by True to approve the quote in the amount of \$3,160.56 submitted by Rose City Canopy & Sign to reface the billboard that is located adjacent to Interstate 80. Ayes: Frahm, Humann, True, Bierbaum, Shepherd. Carried.

There was no Fire Department discussion.

Jeff Nielsen and Danny Calabro had requested the City's financial participation in the replacement of residential sidewalk. The Council members had previously approved the continuation of a Residential Sidewalk Program, not to exceed a cost of \$5,000.00 per fiscal year. The program is on a first-come first-served basis. After the completed sidewalk has been inspected by the City Superintendent, the City will reimburse property owners for sidewalk replacement at \$5.00 per running foot. Jeff Nielsen's sidewalk replacement at 605 Antique City Drive measures approximately 108 feet; Danny Calabro's sidewalk replacement at 601 Antique City Drive measures approximately 20 feet. Blum reported that both property owners are planning to wait until spring to replace their sidewalk.

Motion by Humann, seconded by Shepherd to approve the City's financial participation in replacing residential sidewalk at property owned by Jeff Nielsen at 605 Antique City Drive and at property owned by Dan Calabro at 601 Antique City Drive. Ayes: Bierbaum, True, Frahm, Shepherd, Humann. Carried.

Relative to the Walnut Housing Rehabilitation Program, the Council members were provided with a pay request for rehabilitation work that has been completed at 408 Walnut Street, the residence of Lorraine Howell.

Motion by Shepherd, seconded by Frahm to approve Pay Request #1 in the amount of \$4,232.00 in favor of Lindale Construction, LLC for rehabilitation of 408 Walnut Street. Ayes: Humann, Frahm, Shepherd, Bierbaum, True. Carried.

The acquisition of 308 Atlantic Street has progressed to the point that the City has taken possession of the property. The City now has the authority to remove the house from the property. Blum reported that the Fire Department is planning to use the house for practice for smoke training before the house is totally burned. Jim commented that the Fire Department will probably also burn the small shed that is located behind the house. Blum also reported that he had made arrangements to hire a contractor to level the house, at a cost of \$500.00. He stated that there is a grant available that would financially assist the City in demolishing the house and clearing the site. The grant money would not be available until spring, however. Abel indicated that she had already completed the paperwork for the grant should the Council decide to take advantage of the grant funding. The grant money would help to cover the cost to remove any debris left after the house is burnt. It would also pay for a contractor to remove the concrete from the basement and to fill the remaining hole. Blum was concerned that there would be a timing issue should the Council wait until spring for the grant money to clear the site. He thought that the Fire Department would probably burn the house this fall, and he questioned the advisability of leaving the rubble until spring. The pros and cons of waiting until spring to burn the house were discussed. After a brief discussion, it appeared that the Council members were in favor of burning the house this fall. Jim stated that he would surround the burn site with snow fence after the fact. There was no decision regarding the possible use of grant funding to clear the site for future construction.

Relative to the annual evaluation of the City employees, the Council members were provided with a breakdown of the wages of the full-time City employees as well as Shannon Wood, who works part-time in City Hall. They were also provided with completed pre-performance worksheets and blank performance appraisal report forms for the same employees. The Council members discussed various scenarios for evaluating the employees. Mayor Larsen requested that Blum complete an evaluation of Wayne Rush and that Abel complete an evaluation of Shannon Wood. Larsen stated that he would complete evaluations for Blum and Abel. The Mayor said that the City Council members should feel free to evaluate the employees. Should any of the Council members want their comments included in the evaluations, their comments should be delivered to City Hall by the Friday immediately preceding the December Council meeting, which is Friday, November 30, 2012. The evaluation of the employees and salary discussion will be held at the end of the December meeting.

The following three resolutions transferring funds were detailed in the budget for FY 12-13. The first resolution would transfer funds to save for the eventual acquisition of fire equipment. The second resolution would transfer funds to save for the eventual acquisition of a replacement ambulance. The third resolution would transfer funds for the acquisition of City equipment.

Motion by Humann, seconded by Shepherd to adopt Resolution 12-11-01, A RESOLUTION TRANSFERRING \$2,500.00 FROM THE CITY'S GENERAL FUND INTO THE FIRE DEPARTMENT FIRE EQUIPMENT TRUST FUND. Ayes: Frahm, Humann, Shepherd, Bierbaum, True. Carried.

Motion by Frahm, seconded by Shepherd to adopt Resolution 12-11-02, A RESOLUTION TRANSFERRING \$10,000.00 FROM THE CITY'S GENERAL FUND INTO THE FIRE DEPARTMENT AMBULANCE TRUST FUND. Ayes: Humann, Bierbaum, True, Shepherd, Frahm. Carried.

Motion by Shepherd, seconded by Humann to adopt Resolution 12-11-03, A RESOLUTION TRANSFERRING \$10,000.00 FROM THE CITY'S GENERAL FUND INTO THE CITY EQUIPMENT FUND. Ayes: Frahm, Shepherd, True, Bierbaum, Humann. Carried.

The transfer for the next resolution represents the retail cost of the water that was used to operate the splash pad during the summer of 2012.

Motion by Shepherd, seconded by True to adopt Resolution 12-11-04, A RESOLUTION TRANSFERRING \$11,185.00 FROM THE LOCAL OPTION CAPITAL IMPROVEMENTS FUND INTO THE WATER FUND. Ayes: Shepherd, Humann, True, Frahm, Bierbaum. Carried.

The City is in the process of codifying the City's Code of Ordinances. Accordingly, the process requires that the Clerk publish notice of a public hearing, which will be held during the next regular City Council meeting. The process also requires the

adoption of the following resolution directing the clerk to publish notice of hearing on the adoption of the proposed Code of Ordinances of the City of Walnut, Iowa.

Motion by Frahm, seconded by Humann to adopt Resolution 12-11-05, A RESOLUTION DIRECTING THE CLERK TO PUBLISH NOTICE OF HEARING ON THE ADOPTION OF THE PROPOSED CODE OF ORDINANCES OF THE CITY OF WALNUT, IOWA. Ayes: True, Humann, Frahm, Shepherd, Bierbaum. Carried.

Abel requested that the Council members and the Mayor bring their Code books to City Hall for revision.

New Urban Renewal Area reporting requirements went into effect beginning July 1, 2012 requiring that all cities with active Urban Renewal Areas provide specified information concerning active Urban Renewal Areas and any associated Tax Increment Financing Districts. The initial report from the local governments is due December 1, 2012, with annual reports due each December 1 thereafter.

Motion by Humann, seconded by True to approve the annual Urban Renewal Report for FY 11-12. Ayes: Shepherd, Frahm, Bierbaum, True, Humann. Carried.

Relative to discussion of City maintenance, Blum reported that the Library has experienced a leak in its ceiling causing some of the tin to deteriorate and fall, resulting in an 8" hole. There is also an area along the south ceiling farther west in the front room that appears to be near the same condition; the tin has rusted and is deteriorating. The leak appears to be coming from the south wall. Jim stated that McDermott & Son Roofing Co. repaired a few small spots on the Library's roof; however, the company representative did not feel that any of the spots were causing the leaks in the ceiling along the south side of the front room of the Library.

The Council members were provided with a note from Rob Clausen of McDermott & Son Roofing Co. of Atlantic. According to the note, Clausen believed that most of the leaks are coming from the south wall. There is a coating put on the bricks that is failing and letting water enter under the Library's roof. This would be the neighbor's responsibility to repair in order to keep the Library dry. Jim reported that the neighboring building is owned by Sheldon Stout. Blum explained that the wall between the two buildings is covered with vinyl on the Library's side. However, the wall on Stout's building has deteriorated, allowing water to enter the Library. Jim stated that he would visit with Sheldon about the problem.

According to Rob Clausen, a new Library roof will be needed in two to three years. If the wall on Stout's building were to be repaired, at an estimated cost of \$1,500.00, the repair work would have to be torn off and replaced when the City replaces the Library roof because the wall has to be incorporated into the new roof. Jim stated that he would like to discuss the matter with Sheldon Stout in order to formulate a plan to alleviate the water from leaking into the Library. Mayor Larsen stated that it might become necessary for him to approve an expenditure to temporarily fix the wall in order to alleviate any further damage to the Library. Jim stated that he would be on the roof next week when he is putting up Christmas lights and he would look closely at Stout's roof and wall. Larsen volunteered to accompany Blum to personally look at the situation.

Blum reported that the City men are getting ready for winter including putting new tires and a newer sander on the plow truck. The men have also completed some needed repairs on the truck.

Jim stated that the men are planning to continue to work on the installation of old-fashioned street lights in Fireman's Park.

Regarding Mayor items and announcements, Mayor Larsen urged residents to be considerate of their neighbors when burning, considering wind conditions and burning only leaves that are dry. He also encouraged residents to forego burning and haul leaves and yard waste to the City's yard waste site for disposal. He reported that he had noticed trash that had been dumped at the yard waste site. He reminded the public that if anyone witnesses someone dumping trash at the City's site, they should immediately report the activity to City Hall. Larsen stated that fines are in place for people who dump illegally. The Mayor urged citizens to follow and respect the City's rules if they want the City to maintain a yard waste site. Larsen also reminded the public that leaves and brush are to be dumped in separate places at the site, with leaves on one side and brush on the other side.

The Council members were provided with a newspaper article concerning an ordinance that was adopted by the City of Atlantic pertaining to minimum property maintenance. A resident of Walnut had provided City Hall with the article along with photographs of construction debris that remains on property owned by Robert Sieck,

which is located at 505 Walnut Street. The resident had suggested that the City Council consider the adoption of a similar ordinance for Walnut. Mayor Larsen stated that he would talk to a member of the Atlantic City Council to determine if there have been any challenges in enforcing Atlantic's minimum maintenance ordinance. The Mayor commented that Atlantic has a full-time police department and several more City employees than Walnut, and he questioned whether it would be more difficult for Walnut to enforce a similar ordinance. In any event, he requested that the Council members review the information. He also urged the public to contact a City Council member, the Mayor, or City Hall if they would be in favor of the adoption of a minimum maintenance ordinance.

Humann questioned whether the City has any ordinances that govern whether or not rental properties are inhabitable. Shepherd stated that she has an Omaha World-Herald article concerning Nebraska communities that adopted ordinances governing landlords and rental properties, including a fine schedule. Shepherd indicated that she would provide Humann with a copy of the article.

Relative to Council items or announcements, Mayor Larsen announced that residential garbage collection during the week of Thanksgiving will occur on Wednesday, November 21, 2012 for the entire community. There will be no residential trash collection on Thursday or Friday during the week of Thanksgiving. All recyclables will be collected on Tuesday, November 20, 2012 for the entire community.

Humann reported that she had recently completed a quarterly inspection of City property. She stated that she felt that all of the City appeared to be well-maintained, and she provided no recommendation for improvements. During Humann's report, Jim mentioned that there is a stop sign that needs to be reinstalled. The City men are planning to erect the sign in the near future.

There were no public items or announcements.

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

#18733 U.S. Postmaster, ship brochures	72.15
#18734 Terri Abel, wages	1,131.67
#18735 James Blum, wages	1,103.34
#18736 Wayne Rush, wages	875.84
#18737 Shannon Wood, wages	402.08
#18738 Cardmember Service, street lights; chemical line repair; EDR maintenance; training	1,256.22
#18739 Peace Haven, donation	100.00
#18740 Troy Suhr, City participation in commercial sidewalk replacement	264.52
#18741 Pottawattamie County Recorder, recording fees	71.00
#18742 Visiting Nurse Association, employee flu shots	100.00
#18743 Herb Wood, hauling; recycling fees; rent of dumpsters; general pickup	3,510.00
#18744 Wellmark Blue Cross Blue Shield, employee insurance	5,876.06
#18745 Terri Abel, wages	1,131.67
#18746 James Blum, wages	1,103.34
#18747 Wayne Rush, wages	875.84
#18748 Shannon Wood, wages	294.31
#18749 U.S. Postmaster, billing postage	126.72
#18750 Terri Abel, wages	198.19
#18751 James Blum, wages	239.16
#18752 Sherry Jacobsen, wages	99.21
#18753 Margo Matthies, wages	1,025.11
#18754 Wayne Rush, wages	182.98
#18755 Judy Schrecengost, wages	440.13
#18756 Akin Building Centers, traffic paint	26.99
#18757 American Patchwork & Quilting, 2 year subscription	32.07
#18758 Atlantic Motor Supply, plow truck repair; floor dry	279.08
#18759 Banyon Data Systems, Inc., backup storage; utilities software support	899.00
#18760 Barco Municipal Products, barricade reflective tape	240.84
#18761 Bob Martens, building permit fees	32.00
#18762 Cappel's, repairs	42.02
#18763 Carley Drug Co., ship water and sewer samples	73.84
#18764 City of Atlantic, sewer testing	70.00
#18765 City of Walnut, water deposit applied to account	50.00

#18766	Counsel Office & Document, copier maintenance	107.03
#18767	Dona Grooms, Treasurer fee	100.00
#18768	Fastenal Company, dump truck repair	46.94
#18769	Follett Software Company, alliance online renewal	289.00
#18770	Greg Macdonald, refund of water deposit	50.00
#18771	Henningsen Construction, cold patch	545.00
#18772	Ingram Library Services, books	38.46
#18773	Iowa Codification, Inc., preparation of Code update	1,400.00
#18774	Iowa Outdoors, magazine renewal	30.00
#18775	IPERS, IPERS withholdings	1,667.87
#18776	Jennie Edmundson Hospital Pharmacy, ambulance supplies	10.20
#18777	Jessica Newcomb, cleaning City Hall	50.00
#18778	Kasperbauer Cleaners, Inc., cleaning floor mats	50.03
#18779	Kum & Go, fuel	311.18
#18780	Lindale Construction, Pay Request #1 – 408 Walnut Street	4,232.00
#18781	Margo Matthies, Library expenses	296.19
#18782	McAtee Tire Service, tire repair – plow truck	29.95
#18783	McDermott & Son Roofing Co., repair of Library roof	85.00
#18784	Medivac, ambulance mutual aid	300.00
#18785	MidAmerican Energy Co., gas & electricity	3,204.38
#18786	Movie Licensing USA, movie licensing	125.00
#18787	Municipal Supply, Inc., water meters	943.88
#18788	Orschelns, antifreeze	17.94
#18789	Quill Corporation, supplies	273.21
#18790	Snyder & Associates, Inc., engineering fees, Streetscape Enhancement	2,244.00
#18791	U.S. Postmaster, postage	90.00
#18792	United Electric Supply Co., street light globes; Christmas bulbs	67.50
#18793	Verizon Wireless, cell phones	138.56
#18794	Walnut Bureau, publication	128.80
#18795	Walnut Telephone Co., phone; fax; Internet	242.85
#200E	Internal Revenue Service, Federal withholdings	820.67
#201E	Internal Revenue Service, Social Security withholdings	1,255.24
#202E	Internal Revenue Service, Medicare withholdings	350.06
#203E	Employee Benefit Systems, insurance handling fee	77.49
#204E	Employee Benefit Systems, insurance self-funding	1,474.62
#205E	EMS Billing Services, Inc., ambulance billing	69.70

Summary of Receipts: General, 47,187.51; Mun. Ent., 26,500.00; Road Use Tax, 6,064.24; Trust & Agency, 36,163.52; Water, 12,016.23; Sewer, 3,925.25; Water Revenue Bond Sinking Fund, 1,650.00; Customer Water Deposit, 200.00; Splash Pad Project Fund, 21.20; Local Option Capital Improvements Fund, 7,434.17; TIF Fund, 25,872.65; Ransom Subfund, 5,425.84; IPAIT Fire Account, .58; IPAIT Library Account, .34; EBS Account, 1,474.62; TOTAL: 173,936.15.

Meeting adjourned, 6:55 p.m.

Gene Larsen
Mayor

Terri L. Abel
City Clerk