**City of Nashua**

**CITY COUNCIL MINUTES**

**City Council Chambers, City Hall**

The Nashua City Council met in regular session on May 4, 2020 in Council Chambers at City Hall. Pursuant to Iowa Code 21.8 the meeting was also held electronically due to concerns of Covid-19 and social distancing guidelines put in place by Governor Kim Reynolds. The meeting was called to order at 7:00PM with Mayor Betsinger presiding. Council members present were Scott Cerwinske, Thomas Johnson, and Harold Kelleher III. Charles Shelby and Alex Anthofer both participated remotely. City employee(s) City Clerk John Ott was present and Library Director Heather Hackman participated remotely . Sheriff Martin Hemann was present and there were 6 guests that participated remotely.

Mayor Betsinger asked for consideration approving the revised agenda adding a building permit for Madison St. Anthofer Motioned. Kelleher Seconded. Motion Carried.

Mayor Betsinger asked if there were any public comments. There were none.

Richard McBurney from the Iowa DOT. explained that there would be approximately 6 homes along Hwy 346 that would have small pillars placed in the Right of Way for the Fiber Optic cabling. Richard explained that they would also work with the landowners in order to avoid any conflicts. The council didn’t have any questions or objections to the placing of the pillars. Mayor Betsinger signed the application and agreement for use of highway right-of-way for utilities accommodation.

Mayor Betsinger called for a motion to open the Public Hearing for approving the FY 19-20 Budget Amendment. Johnson Motioned. Cerwinske Seconded. Motion Carried. The Public Hearing was opened at 7:06PM. The Mayor asked the council if they had any questions about the budget amendment. There were no questions. The Mayor asked for a motion to close the Public Hearing. Johnson Motioned. Kelleher Seconded. The Public Hearing was closed at 7:08PM. Mayor Betsinger asked if there was a motion to pass Resolution 20-23 Resolution Approving FY 19-20 Budget Amendment. Cerwinske Motioned. Johnson Seconded. Roll Call All Ayes.

Mayor Betsinger called for a motion to set a Public Hearing for Sale/Lease of City Property located at 206 Jay St. Parcel 19-13-18-4-76-074. Shelby Motioned. Anthofer Seconded. Motion Carried.

Mayor Betsinger asked for a motion to approve Resolution 20-24 Approving Transfers for FY 20-21. Johnson Motioned. Cerwinske Seconded. Motion Carried. Roll Call All Ayes.

Mayor Betsinger called for a motion to approve Resolution 20-25 Approving Publication for the Sale/Lease of 206 Jay St. Cerwinske Motioned. Johnson Seconded. Motion Carried. Roll Call All Ayes.

Mayor Betsinger asked the council about discussing implementing a policy requiring the citizens and employees to wear masks. The council unanimously agreed that it would be too difficult to enforce and they didn’t feel comfortable requiring masks.

Mayor Betsinger called for a motion to approve the minutes from the Council Meeting from April 20, 2020. Shelby Motioned. Cerwinske Seconded. . Motion Carried.

 Mayor Betsinger asked for a motion to approve the consent calendar payment of claims.

 Payment of Claims (see claims report): Total claims to be paid: $45,102.19.

1. General Fund: $12,760.21
2. Road Use: $3,305.30
3. Employee Benefit: - $3,765.68
4. Water - $9,265.56
5. Sewer: $16,005.44
6. Total Funds: $45,102.19

Anthofer inquired about the water heater that was installed at the Fire Department. Mayor Betsinger stated that the water heater was purchased from him and installed by the Fire Department. Anthofer inquired on whether it needed to be installed by a licensed contractor. Mayor Betsinger didn’t have an answer. Anthofer had a follow up question of why the water heater came out of the City Hall budget and not the Fire Department. City Clerk Ott stated that he thought that is what the Mayor had told him to do; however there was a misunderstanding and City Clerk Ott will correct the coding to have it come out of the Fire Department budget. There were no other questions. Kelleher Motioned to approve the consent calendar with the changes to the coding of the water heater invoice. Cerwinske Seconded. Motion Carried.

Building Permits

Mayor Betsinger asked the council for a motion to approve the following building permits: 14 Merrill St., 202 Sunset Circle, 324 Douglas, 303 Main St., 51 Bayou Dr., Madison St. Parcel 19-13-18-4-76-175. 206 Jay St. was removed. Johnson Motioned. Kelleher Seconded. Motion Carried. All building permits were approved with the exception of 206 Jay St.

Mayor Betsinger called for a motion to approve the Alcohol license for Shelby’s. Cerwinske Motioned. Johnson Seconded. Motion Carried. Mayor Betsinger also asked for a motion to approve the Cigarette/Tobacco license for Casey’s. Cerwinske Motioned. Shelby Seconded. Motion Carried.

Business of the Mayor:

The Mayor discussed Butler/Bremer Contract of leasing vs. selling 206 Jay St and the advantages and disadvantages of each. Butler-Bremer is open to either idea and is willing to work with the city. The City of Nashua and Butler Bremer are trying to work out a solution that is fair to both parties. Butler-Bremer said they would be willing to provide fiber optic internet services to city properties for free with either a lease or a purchase agreement. There will be a public hearing scheduled on May 18th for further discussion on selling or leasing the property.

Department Reports

City Clerk Ott asked the council to approve renewing Deputy Clerk Henningsen’s Notary. Kelleher Motioned. Cerwinske Seconded. Motion Carried. City Clerk Ott stated there was no new information about the March Treasurer’s report as he has not received anything back from the Treasurer. He stated that he has a listing of the mandates by Governor Reynolds if anyone has any questions about the opening of the state for what has been released so far. City Clerk Ott asked the council if they had any questions about the April Financial Reports. He also stated that the city has received the results back from the FY18-19 Annual Exam and there is a copy in City Hall for review. He also stated that most of the issues were recurring issues from past year(s). He also stated that some of the same issues will more than likely appear on the FY’19-20 exam as well, because the review didn’t happen until 7 months into the FY and he wasn’t aware of the issues until after the exam. City Clerk Ott also brought up the take one/give one food box that they would like to place outside city hall for residents to take something if they need something or they can donate something to help out. This will mostly be non-perishable items and will be in addition to the local Food Pantry, which has limited availability for regular hours, but will open by appointment. You can contact them at (641)435-4595. Mayor Betsinger asked for a motion to approve the city ordering a give one/take one food box which will be no cost to the city. Shelby Motioned. Kelleher Seconded. Motion Carried.

Council Members:

Johnson inquired about the Fire Department filling pools again this year. The council approved the Fire Department filling pools this year. There were no prices set for pool sizes. Anthofer inquired about the water loss issue the city has been having and asked the council if it would be worth looking into. His estimation was that if the lost water were billed instead of lost it would equate to about $14,000-28,000 per month. The concern is the city is not sure where the water loss is coming from whether it is a leak underground or if there are potentially citizens who have water service that they are not being billed for or not being billed correctly. The city has been looking into different things on what could be causing the great water loss and Nick Henningsen the Water/Waste Water Superintendent has previously mentioned bringing in a company to test for leaks. The City had previously done this before and they didn’t find anything. Nick was going to check with another company to hopefully figure out the issue ; however with Covid-19 it has caused a delay in getting this looked into. The issue was also raised about the new water meters being installed to replace old water meters that haven’t been changed out yet. The Mayor explained that the company that Nick works for does not want them going into people’s homes currently due to Covid-19 and we will get them replaced when we are able to. Kelleher mentioned that the Park Board had a work group and discussed many projects that they would like to work on including electrical work at the campground, fixing some shelters including a joint effort with the school to fix the lower shelter, they talked about putting the docks in and getting the swimming platform fixed. He also mentioned that due to Covid-19 a lot of the park activities are still in limbo. He also discussed having a camp host this year. The same host as last year is interested, but he doesn’t want anything to do with collecting camping fees. He basically just wants to be a greeter. He would like to have free camping for the summer as well in exchange for being a greeter for the guests and available if they have any questions or concerns. The last thing he mentioned was putting in a community garden on the city property located by the Post Office. This was discussed an approved before; however the location of the garden was not determined. Cerwinske asked about a plan to re-open City Hall to the public, no decision had been made; however council member Shelby mentioned that it should open when the capital and other government facilities are opened back up.

Sheriff Hemann reviewed his monthly report and stated that they were in Nashua a total of 180.5 hours last month which is more than the contracted 160 hours required. There was nothing to report on the Welcome Center because it has been closed due to Covid 19.

Discussion/Action Items

The council discussed the storm water utility fee and whether or not they needed to take another look at it. The council decided that they would take another look at it at the next council meeting on May 18th. The council reviewed the contract with the Mosquito Control of Iowa for FY’20/21. Mayor Betsinger asked if there was a motion to approve the contract. Cerwinske Motioned. Kelleher Seconded. Motion Carried.

The council discussed the hiring committee and whether they wanted to continue to do the hiring process the way they have been doing it by selecting a hiring committee for the pre-selection/interview process and approved by the council or if they wanted to change the way they have done the hiring process. City Clerk Ott stated that if there are more than 3 council members present at the interview it would constitute a meeting and would be subject to open- meeting laws posting an agenda as well as taking minutes.

Mayor Betsinger signed the Mental Health proclamation declaring the month of May Mental Health Month. City Clerk Ott asked the council if they would approve putting a link to a survey on what residents would like to see done on downtown Main St. when the city starts working on getting the issues addressed with the dilapidated buildings. Cerwinske Motioned. Kelleher Seconded. Motion carried. The survey link may have to wait until the water bills are reformatted in order to make everything fit correctly.

There was no other business. Cerwinske Motioned to adjourn. Kelleher Seconded. The meeting was adjourned at 8:30PM.

 Pending Approval by City Council

 John Ott

 City Clerk

|  |  |
| --- | --- |
| CLAIMS REPORT (April 21-May 4, 2020) |  |
| VENDOR | REFERENCE  | AMOUNT |
| AVESIS  | VISION INSURANCE - MAY 2020  | 52.36 |
| GIS BENEFITS  | DISABILITY/LIFE-MAY 2020  | 67.22 |
| PEOPLESERVICE INC.  | water waste water contract  | 18,718.00 |
| BLUE CROSS WELLMARK  | HELATH INS - MAY 2020  | 6,138.91 |
| 20 20 FX LLC  | SEWER-MODEM SEWER PLANT  | 158.6 |
| BOCKHAUS PLUMBING & HEATING  | WATER - WELL #5 PARTS  | 56.73 |
| CALHOUN-BURNS & ASSOC.  | STREETS - BRIDGE INSPECTION  | 500 |
| CENTURYLINK  |   | 68.59 |
| CITY OF NASHUA  | CH/POLICE-POSTAGE  | 37.3 |
| LEROY'S REPAIR  | PARKS-OPERATING EXPENSE  | 63.15 |
| MALLOY ELECTRIC  | WATER-COUPLING CLARIFIER  | 34.28 |
| U.S. POST OFFICE  | CH/WATER/SEWER- POSTAGE  | 180 |
| 20 20 FX LLC  | CH-NETWORK MAP  | 52.5 |
| BRUENING ROCK PRODUCTS INC  | STREETS - ROAD ROCK  | 270.48 |
| JENDRO SANITATION SERVICE  | REFUSE/RECYCLING  | 10,721.58 |
| MALLOY ELECTRIC  | SEWER-MOTOR/GEARBOX  | 1,774.78 |
| MIDAMERICAN ENERGY  | GAS/ELEC EXP MARCH 2020  | 5,660.38 |
| NASHUA PLUMBING & HEATING  | CD-WATER HEATER FOR FD  | 547.33 |
| Accounts Payable Total  |   | 45,102.19 |
| Payroll Checks  |   |   |
| \*\*\*\*\* REPORT TOTAL \*\*\*\*\*  |   | 45,102.19 |
| GENERAL FUND  |   | 12,760.21 |
| ROAD USE  |   | 3,305.30 |
| EMPLOYEE BENEFIT  |   | 3,765.68 |
| WATER  |   | 9,265.56 |
| SEWER  |   | 16,005.44 |
| TOTAL FUNDS  |   | 45,102.19 |
| Revenue by Fund (April, 2020) |  |  |  |  |  |
| NAME | NET BUDGET | MTD BALANCE | YTD BALANCE | % COLLECTED | YTD UNCOLLECTED |
| GENERAL FUND TOTAL | 927,438.00 | 160,781.42 | 684,858.04 | 73.84 | 242,579.96 |
| LAKE/DAM (LOST TAX ONLY) TOTA | 38,269.00 | 0 | 33,987.99 | 88.81 | 4,281.01 |
| URBAN REVITAL (LOST ONLY) TOTA | 38,269.00 | 0 | 33,957.65 | 88.73 | 4,311.35 |
| ROAD USE TOTAL | 200,000.00 | 19,367.50 | 188,108.75 | 94.05 | 11,891.25 |
| EMPLOYEE BENEFIT TOTAL | 115,148.00 | 36,191.65 | 100,878.57 | 87.61 | 14,269.43 |
| EMRGNY FUND (TRAN TO GF) TOTA | 14,789.00 | 4,186.80 | 11,224.89 | 75.9 | 3,564.11 |
| LOCAL OPTION TAX TOTAL | 153,076.00 | 11,976.60 | 144,272.28 | 94.25 | 8,803.72 |
| SPECIAL REVENUES-LAKE/DAM TOTA | 0 | 0 | 0 | 0 | 0 |
| TIF FUNDS TOTAL | 44,800.00 | 5,684.76 | 19,855.58 | 44.32 | 24,944.42 |
| SPECIAL REVENUES-URBAN RE TOTA | 0 | 0 | 0 | 0 | 0 |
| ASSET FORFEITURE TOTAL | 0 | 0 | 0 | 0 | 0 |
| DEBT SERVICE TOTAL | 149,089.00 | 21,884.81 | 126,183.05 | 84.64 | 22,905.95 |
| FEMA FUND #301 LAKE/DAM TOTAL | 0 | 0 | 2,414.77 | 0 | -2,414.77 |
| PERM FUNDS-LIB WATSON TOTAL | 2,500.00 | 0 | 2,082.50 | 83.3 | 417.5 |
| PERM FUNDS-CITY WATSON TOTAL | 16,837.00 | 2,119.30 | 13,609.31 | 80.83 | 3,227.69 |
| PERM FUNDS-LIBRARY-BERRIE TOTA | 400 | 0 | 385.49 | 96.37 | 14.51 |
| WATER TOTAL | 245,000.00 | 21,444.57 | 211,272.78 | 86.23 | 33,727.22 |
| UTILITY DEPOSITS TOTAL | 2,000.00 | 150 | 1,800.00 | 90 | 200 |
| SEWER TOTAL | 300,000.00 | 28,387.65 | 324,519.47 | 108.17 | -24,519.47 |
| SEWER SINKING TOTAL | 142,820.00 | 11,901.67 | 119,016.70 | 83.33 | 23,803.30 |
| STORM WATER UTILITY TOTAL | 0 | 4,045.86 | 4,045.86 | 0 | -4,045.86 |
| TOTAL REVENUE BY FUND | 2,390,435.00 | 328,122.59 | 2,022,473.68 | 84.61 | 367,961.32 |