**City of Nashua**

**CITY COUNCIL MINUTES**

**City Council Chambers, City Hall**

##

## The Nashua City Council met in regular session on January 17, 2022 in Council Chambers at City Hall. The meeting was called to order at 7:00PM with Mayor Anthofer presiding. Council members present were Rhonda Dean, Samantha Johnson, Hal Kelleher, and Ernie Willsher, and there was one vacant seat until Tim Malven was sworn in. City employee(s) John Ott City Clerk, Nick Henningsen Water/Waste Water Superintendent and Karmen Mehmen Welcome Center Board Member were present along with 3 guests.

## Mayor Anthofer asked for consideration approving the amended agenda moving Val Johnson’s presentation for Health Insurance Plan options for FY’23 until after Department Reports. Willsher/M, Dean/S, M/C. Roll Call: 4 Ayes and one vacant seat.

## Mayor Anthofer called for public comments. There were none.

## Mayor Anthofer asked for a motion to approve the following resolutions: 22-07 Resolution Approving FMC Board Representative, 22-08 Resolution Approving Appointment of Bremer, Chickasaw, and Floyd County E911 Boards and Representative to the Bremer, Chickasaw, and Floyd County EMC, 22-09 Resolution Approving the Appointment for Chickasaw County Ambulance Council Representative, and 22-10 Resolution Approving Appointment of Park Board Member. Willsher motioned to pass the above resolutions. Johnson seconded. M/C. Roll Call: 4 Ayes and one vacant seat.

## Mayor Anthofer called for a motion to open the hearing to fill the vacant council seat by appointment. Dean/M, Kelleher/S, M/C. The hearing was opened at 7:02PM. There were two attendees Ginnie Olsen and Tim Malven who were both interested in filling the vacant council seat. They shared a little about themselves and how they felt they would be able to help the community. After some council discussion, Anthofer asked for a motion to close the hearing. Dean/M, Kelleher/S, M/C. The hearing was closed at 7:07PM.

## Kelleher motioned to approve Timothy Malven to the vacant council seat. Dean seconded. M/C. Roll Call: 4 Ayes and one vacant seat.

## Mayor Anthofer called for a motion to approve 22-11 Resolution to Appoint City Council Member. Kelleher/M, Dean/S, M/C. Roll Call: 4 Ayes

Tim Malven was sworn in by City Clerk Ott.

Mayor Anthofer called for a motion to approve the minutes from the regular meeting on January 10th and the special meeting on January 12th. Council Member Dean motioned to approve the minutes with one amendment to the January 10th minutes. The correction was the minutes stated “Welcome Board Member Karmen Mehmen” and it should have said “Welcome Center Board Member Karmen Mehmen”. Willsher seconded with the requested changes being made. Roll Call: 5 Ayes.

## Mayor Anthofer asked for a motion to approve the consent calendar payment of claims. Total Claims to be Paid for December 23, 2021 - January 17, 2022 $58,666.210 + $15,628.24 (Wages)

## General Fund: $35,353.82

## Lake/Dam: $60.71

## Urban Revit (LOST): $13,390.28

## Road Use: $11,038.63

## Employee Benefit: $1,599.22

## Water: $7,317.78

## Sewer: $5,533.90

## Total Funds: $74,294.34

## Dean/M, Kelleher/S, M/C. Roll Call: 5 Ayes.

## Mayor Anthofer asked for a motion to approve the following building permits: 328 Chickasaw, 423 Madison, and 213 Panama. Kelleher/M, Johnson/S, M/C.

## Business of the Mayor:

## Mayor Anthofer made the following appointments for city departments as a lead resource when he isn’t available. Streets – Malven, Buildings and Parks – Kelleher, Water/Sewer – Dean, Finance – Johnson, and Welcome Center – Willsher. He also stated that he would like to start having a preliminary agenda emailed to him and the council by Wednesday prior to the council meeting, so that they can have more time to review and make amendments.

## Department Reports:

City Clerk Ott reviewed the December financial reports and asked the council what reports they would like presented monthly. He stated that the State of Iowa uses the “Functions” report for expenses and “Source Grouping” report for revenues and at a minimum should at least get a copy of those reports along with a Fund report for expenses and revenues. He informed the council that the December bank reconciliation has been completed and is ready to review. He reminded the council that there is a public hearing for the Max Tax Levy February 7th and it is important that we have a super majority of council members present to pass the resolution or we will have to start the budget process over. He asked for approval to attend the Winter IMFOA Association training February 9-11, 2022. Kelleher/M, Willsher/S, Roll Call: 5 Ayes. City Clerk Ott also wanted to remind the public that the City of Nashua is having a 1st Annual Winterfest scheduled for February 5th and it will host a lot of different events enjoyable for all ages. Some of the activities are sledding, curling, open skating, ice bike racing, broom ball snowshoeing, and evening fireworks to cap the event. City Clerk Ott presented a draft Law Enforcement Contract for ‘22/23 to review and consider approval at the next regular council meeting February 7th.

## Council Members

## Kelleher wanted to thank the city workers for their help with Winterfest. He also wanted to thank the sponsors for their support. Willsher stated that he attended the Bremer E911 meeting. Dean wanted to thank the Water Department for the quick water main fix. Malven wanted to thank the Streets Department for getting the streets cleaned after the last snowfall.

## Nick Henningsen Water/Waste Water Superintendent presented his monthly report. He wanted to inform the council that he has been communicating with the EPA about some repair issues that the city is going to need to get resolved. The EPA has not presented the list of required things that will need to be addressed, but he wanted the council to be aware that there will be something coming. He also talked about replacing the end points that is a requirement due to the Sprint/T-Mobile merger. He said that they will more than likely use the in kind hours to replace them and when he is there he will also check sump pumps.

## Heather Hackman Library Director gave her monthly report to the council to review.

## Val Johnson Insurance city provider for Health Insurance reviewed the current health insurance plan with the council and showed the new options that will be available for the March renewal. After reviewing the plans the council did not make a decision, but will discuss the plan options further at the special budget meeting January 26th.

## Discussion/Action:

## Val Johnson also asked the council for consideration to support the Catalyst Grant this year. Dean motioned to approve $20,000 of city funds to support her project if it is approved for the Catalyst grant. Malven seconded. M/C. Roll Call: 5 Ayes. Mayor Anthofer made a personal pledge of a portion of his Mayor’s salary to show his support for the project as well. He is pledging $1,200 ($50/month for 24 months) in addition to the city’s contribution if the project is approved.

## Val Johnson also asked for the council’s approval to apply for the Downtown Housing Grant. The city is not required to contribute to the grant; however the city does have to be the applicant for the grant. She stated that the city could contribute, but it isn’t a requirement unlike the Catalyst Grant. Kelleher motioned to approve the city applying for the grant. Dean seconded. M/C. Roll Call: 5 Ayes. The council did not approve of contributing any funds.

## The council discussed whether or not to hire a cleaning person for City Hall and the Welcome Center as an employee or contract labor. Dean motioned to hire Leigh Roberts as contract labor and the rate of pay will be discussed at the next council meeting. Kelleher seconded. M/C. Roll Call: 5 Ayes.

## Mayor Anthofer asked the council to consider approval for a Department Head Purchase Request Form. This form is so that with City Clerk or Mayor approval, along with 3 council members, that a Department Head would be able to make purchases that exceed their department limit. Kelleher/M, Johnson/S, M/C. Roll Call: All Ayes.

## The council considered utilizing time tracking logs for city workers. Kelleher motioned to table the discussion until more information has been collected. Johnson seconded. M/C. Roll Call: 5 Ayes.

## A citizen made a request to put horses at 324 Ford St. which would require council approval and a special variance permit. The council supported the decision with the provisions that the 2 horses are on a 1 year probationary period, there is a chain link fence around the electric fence along with signs warning of the electric fence. The resident stated that the manure would be picked up twice daily. An owner of a former barn that the resident managed spoke on their behalf and stated that her barns were cleaner than most people’s homes. She also had several neighbors that wrote letters of support as she has shown her plans with the surrounding neighbors. Johnson motioned to allow her to have her horses for a probationary 1 year period and that she puts the electric fence inside a chain link fence and posts warning signs stating there is an electric fence. Malven seconded. M/C. Roll Call 5 Ayes. This will still have to go through a public hearing process because it requires a special permit.

## There was no other business. Kelleher motioned to adjourn. Dean seconded. M/C. Roll Call: All Ayes

##  Meeting adjourned at 8:42PM.

##  Pending Approval by City Council

##  John Ott – City Clerk

|  |  |  |
| --- | --- | --- |
| NAME | Dec Rev. | July-Dec Rev |
| GENERAL FUND TOTAL | 59,624.81 | 459,323.06 |
| WODD DAYS FUND TOTAL | 0 | 15,213.36 |
| LAKE/DAM TOTAL | 21,084.11 | 34,304.39 |
| URBAN REVITAL (LOST ONLY) TOTA | 21,102.96 | 91,644.99 |
| ROAD USE TOTAL | 15,444.48 | 113,557.37 |
| EMPLOYEE BENEFIT TOTAL | 7,593.75 | 75,350.85 |
| EMRGNY FUND (TRAN TO GF) TOTA | 732.7 | 7,291.95 |
| LOCAL OPTION TAX TOTAL | 17,796.53 | 134,444.20 |
| SPECIAL REVENUES-LAKE/DAM TOTA | 0 | 0 |
| TIF FUNDS TOTAL | 807.36 | 27,893.02 |
| SPECIAL REVENUES-URBAN RE TOTA | 0 | 0 |
| ASSET FORFEITURE TOTAL | 0 | 0 |
| DEBT SERVICE TOTAL | 54,687.41 | 194,188.09 |
| FEMA FUND #301 LAKE/DAM TOTAL | 0 | 0 |
| FIRE TRUCK 2020 (DODGE) TOTAL | 0 | 0 |
| ARPA Funds Covid 19 TOTAL | 0 | 123,795.98 |
| PERM FUNDS-LIB WATSON TOTAL | 389.43 | -269.9 |
| PERM FUNDS-CITY WATSON TOTAL | 109.82 | 4,553.55 |
| PERM FUNDS-LIBRARY-BERRIE TOTA | 0 | 132.46 |
| GRANDY ESTATE - LIBRARY TOTAL | 0 | 0 |
| WATER TOTAL | 22,223.09 | 136,936.65 |
| UTILITY DEPOSITS TOTAL | 150 | 1,650.00 |
| SEWER TOTAL | 54,429.09 | 247,786.84 |
| SEWER SINKING TOTAL | 13,302.67 | 79,816.02 |
| STORM WATER UTILITY TOTAL | 4,443.15 | 26,771.07 |
| TOTAL REVENUE BY FUND | 293,921.36 | 1,774,383.95 |

|  |  |
| --- | --- |
| CLAIMS REPORT (December 23, 2021-Jan. 17, 2022) |  |
| VENDOR | REFERENCE  | AMOUNT |
| LINCOLN SAVINGS BANK  | HSA  | $1,700.00 |
| U.S. POST OFFICE  | WTR/SWR/GAR- DEC '21 POSTAGE  | $217.58 |
| ZIEGLER CAT  | STREETS - BATTERIES  | $655.36 |
| GLIDEWELL CONTRACTING  | URB REV GRANT - 217 MILL FINAL  | $8,750.00 |
| BADGER METER  | WTR-METER SVC CONTRACT JAN '21  | $589.18 |
| BUTLER-BREMER COMMUNICATIONS  | PHONE EXP - DEC '21  | $311.68 |
| CHICKASAW COUNTY SHERIFF OFFIC | PD-COUNTY CONTRCT DEC '21  | $4,544.80 |
| DOLLAR GENERAL  | LIB - SUPPLIES  | $25.90 |
| FIVE STAR COOPERATIVE  | STREETS - JD BLADE  | $163.63 |
| HENNINGS ELECTRIC LLC  | URB REVIT GRANT FEES  | $3,881.70 |
| INRCOG  | URB REVIT GRANT FEES  | $2,329.42 |
| IOWA MUNICIPALITIES WORKERS  | WORKER'S COMPENSATION PREMIUM  | $1,617.00 |
| JOHN DEERE FINANCIAL  | PARKS - SUPPLIES  | $14.48 |
| MIDAMERICAN ENERGY  | GAS/ELEC EXP - DEC '21  | $7,251.67 |
| NEW HAMPTON TRIBUNE NASHUA  | CH - LEGAL PUBLICATIONS  | $395.88 |
| OTT, JOHN  | CH-REIMBURSE WIX WEBSITE  | $218.28 |
| RILEY'S INC.  | CH-COPPY FEES DEC '21  | $136.48 |
| S & T COLLISION  | STREETS-SKID LOADER TIRE  | $16.05 |
| SANDRY FIRE SUPPLY, L.L.C  | FD-CITY/RURAL CLOTHING  | $7,216.34 |
| SENNER, ANN L  | WC - SUPPLIES  | $222.69 |
| WEX BANK  | CITY FUEL EXPENSES  | $1,176.83 |
| BAKER & TAYLOR  | LIB-BOOKS  | $33.63 |
| BETTER HOMES & GARDENS  | LIB-BOOKS  | $35.87 |
| BUTLER-BREMER COMMUNICATIONS  | LIB-PHONE EXP DEC '21  | $40.71 |
| CENTER POINT LARGE PRINT  | LIB-BOOKS  | $329.68 |
| COUNTRY WOMAN  | LIB-SUBCRIPTION  | $18.17 |
| DEMCO  | LIB-SUPPLIES AND MATERIALS  | $324.98 |
| DISNEY MOVIE CLUB  | LIB-OTHER MATERIALS  | $16.03 |
| GORDON FLESCH COMPANY INC GFC  | LIB-OFFICE SUPPLIES  | $324.00 |
| INGRAM  | LIB-BOOKS/DVD'S  | $547.17 |
| LINCOLN SAVINGS BANK  | LIB - OTHER SUPPLIES  | $15.00 |
| MARY JANES FARM MAGAZINE  | LIB-SUBCRIPTION  | $19.95 |
| NASHUA PUBLIC LIBRARY  | LIB - PETTY CASH  | $23.78 |
| RAPID PRINTERS  | LIB-SUPPLIES  | $105.49 |
| THE FAMILY HANDYMAN  | LIB-SUBCRIPTION  | $18.19 |
| DON BOSS  | WC-CRAFTER COMMISION DEC '21  | $18.00 |
| BUCKNELL, SHERRY  | WC-CRAFTER COMMISION DEC '21  | $10.13 |
| CALICO MEADOW SOAP LLC  | WC-CRAFTER COMMISION DEC '21  | $63.00 |
| JAN CLEMENT  | WC-CRAFTER COMMISION DEC '21  | $489.38 |
| D & B CRAFTS  | WC-CRAFTER COMMISION DEC '21  | $18.75 |
| DEUTH, BRENDA  | WC-CRAFTER COMMISION DEC '21  | $114.53 |
| SHERYL DORMAN  | WC-CRAFTER COMMISION DEC '21  | $709.70 |
| FAMILY FARMS CHARITIES  | WC-CRAFTER COMMISION DEC '21  | $18.75 |
| FRISKY FOX VINEYARD LLP  | WC-CRAFTER COMMISION DEC '21  | $399.41 |
| ROGER GIGLER  | WC-CRAFTER COMMISION DEC '21  | $22.50 |
| KATHLEEN HENRY  | WC-CRAFTER COMMISION DEC '21  | $18.75 |
| TERRY HINRICHS  | WC-CRAFTER COMMISION DEC '21  | $37.50 |
| HOMESPUN TREASURER  | WC-CRAFTER COMMISION DEC '21  | $311.44 |
| JENISON, KIM  | WC-CRAFTER COMMISION DEC '21  | $42.75 |
| ANDREA KING  | WC-CRAFTER COMMISION DEC '21  | $86.25 |
| SHARON LEERHOFF  | WC-CRAFTER COMMISION DEC '21  | $537.89 |
| LINDA LENZ  | WC-CRAFTER COMMISION DEC '21  | $152.25 |
| MAAS, ROBERTA C.  | WC-CRAFTER COMMISION DEC '21  | $573.68 |
| TIM MALVEN  | WC-CRAFTER COMMISION DEC '21  | $5.25 |
| MARYLEE MEHMEN  | WC-CRAFTER COMMISION DEC '21  | $31.88 |
| NANCY'S TRUFFLES  | WC-CRAFTER COMMISION DEC '21  | $653.63 |
| JANET PETEFISH  | WC-CRAFTER COMMISION DEC '21  | $28.50 |
| DARLENE RICKART  | WC-CRAFTER COMMISION DEC '21  | $136.50 |
| ROEDER POWDER COAT & MACHINE  | WC-CRAFTER COMMISION DEC '21  | $189.00 |
| DANIELLE SCHELL  | WC-CRAFTER COMMISION DEC '21  | $85.50 |
| NANCY SCHERER  | WC-CRAFTER COMMISION DEC '21  | $145.18 |
| SANDY'S STICHES  | WC-CRAFTER COMMISION DEC '21  | $147.75 |
| KEN SCHWICKERATH  | WC-CRAFTER COMMISION DEC '21  | $37.50 |
| SENNER, ANN L  | WC-CRAFTER COMMISION DEC '21  | $393.98 |
| TERESA STAUDT  | WC-CRAFTER COMMISION DEC '21  | $128.25 |
| SHIRLEY STEVENSON  | WC-CRAFTER COMMISION DEC '21  | $98.25 |
| THE COUNTRY COTTAGE  | WC-CRAFTER COMMISION DEC '21  | $117.38 |
| GLADICE TIDEMANSON  | WC-CRAFTER COMMISION DEC '21  | $100.50 |
| ZWEIBOHMER SHELLEY  | WC-CRAFTER COMMISION DEC '21  | $17.95 |
| WEINBERG, THERESA  | WC-CRAFTER COMMISION DEC '21  | $139.50 |
| IPERS  | REGULAR IPERS  | $2,888.04 |
| IRS - USA TAX PAYMENT  | FED/FICA TAX  | $2,331.71 |
| TREASURER STATE OF IOWA  | STATE TAX  | $331.00 |
| IOWA DEPARTMENT OF REVENUE  | SEWER-DEC 2021 SALES TAX  | $262.63 |
| IOWA DEPARTMENT OF REVENUE  | WATER - DEC '21 WET TAX  | $1,146.62 |
| IRS - USA TAX PAYMENT  | FED/FICA TAX  | $2,015.34 |
| TREASURER STATE OF IOWA  | STATE TAX  | $322.00 |
| Accounts Payable Total  |   | $58,666.10 |
| Payroll Checks  |   | $15,628.24 |
| \*\*\*\*\* REPORT TOTAL \*\*\*\*\*  |   | $74,294.34 |
| GENERAL FUND  |   | $35,353.82 |
| LAKE/DAM  |   | $60.71 |
| URBAN REVITAL (LOST ONLY)  |   | $13,390.28 |
| ROAD USE  |   | $11,038.63 |
| EMPLOYEE BENEFIT  |   | $1,599.22 |
| WATER  |   | $7,317.78 |
| SEWER  |   | $5,533.90 |
| TOTAL FUNDS  |   | $74,294.34 |