

**City of Nashua  
CITY COUNCIL MINUTES  
City Council Chambers, City Hall**

The Nashua City Council met in regular session on June 1, 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 7:02PM with Mayor Betsinger presiding. Council members present were Scott Cerwinski, Thomas Johnson, and Harold Kelleher III. Alex Anthofer and Charles Shelby both participated remotely. City employee(s) City Clerk John Ott, Deputy Clerk Beth Henningsen, and Police Chief Jeremy Iriarte were present. Chickasaw County Sheriff Martin Hemann was present and 2 guests participated remotely.

Mayor Betsinger asked for consideration approving the agenda. Cerwinski Motioned. Johnson Seconded. Motion Carried.

Mayor Betsinger asked if there were any public comments. Lorraine inquired on if it were OK for her to spray for weeds again this year if the city provided the chemicals. It was decided that if she wanted to volunteer to do that again this year it was OK with the city. Val Johnson from the Community Foundation/Big 4 Chamber inquired on if the council were interested in looking at putting together a 5/10 year plan for the city and review the visioning project from 2015 and see if the city wanted to plan for any of the projects/ideas that were discussed during the visioning project. The council agreed that it would be a good idea to start a 5/10 year plan and it is scheduled to be on the agenda July 6<sup>th</sup> to discuss it.

Mayor Betsinger called for a motion to open a public hearing to discuss the CDBG Covid-19 Response Grant. Kelleher Motioned. Shelby Seconded. The public hearing was open at 7:09PM. At the meeting City Clerk Ott and the council discussed the 9 requirements needed for the public hearing. 1) The need for the grant - The City of Nashua is a small community with a high percentage of low/moderate income families as well as a lot of elderly households that are on a fixed income who would benefit from food assistance. 2) Description of Project - The City is working with our local restaurant Shelby's Southern Smokehouse in order to help provide food for the citizens of Nashua. Shelby's has been helping the community and during his last give away they were able to help 110 families that needed assistance and he stated that there is a need for more. 3) Amount of Award - \$5,000. 4) Estimated amount of assistance that will benefit low/moderate income families. The estimated amount of assistance that will benefit low/moderate households is 60-80%. 5) Location of project - The location of the project will be on Main St. in front of Shelby's Southern Smokehouse restaurant. We would also like to expand the project to help those families that are in need and are unable to get to the location by providing delivery service. Shelby stated at the meeting that he has had some people in the past volunteer to deliver meals if necessary, so he will check with those individuals and see if they are still willing to do that. 6) There will be no relocation that will have to take place due to this project, but it needs to be noted. 7) City Clerk Ott explained that anyone who has concerns or complaints regarding the project can contact City Hall 402 Main St. Box 38, email [nashuacityclerk@gmail.com](mailto:nashuacityclerk@gmail.com), or call City Hall 641-435-4156. 8) The city asked for public input about community development and housing needs of low/moderate persons in the city and any planned or potential activities to address those needs. There were no public comments. 9) The city inquired about other community development and housing needs and any planned or potential activities to address those needs. City Clerk explained that the city is already working with the CDBG on a housing rehabilitation program. There were no public comments. After discussion the Mayor asked for a motion to close the public hearing. Cerwinski Motioned. Kelleher Seconded. The public hearing was closed at 7:16PM.

Mayor Betsinger asked for a motion to open a public hearing for the 206 Jay St. Lease to Butler-Bremer Communications. Johnson Motioned. Kelleher Seconded. The public hearing was opened at 7:17PM. The council discussed the Butler-Bremer Communications lease contract. One of the talking points was the verbiage of the fees and service provided. Council member Anthofer was concerned because he felt that how the contract reads Butler-Bremer could change the name of their service and instead of having a fiber optic internet service the city could be downgraded because the contract states a name of service instead of stating "highest speed available" for example. The Mayor said that if it doesn't pass tonight it will not pass at all as it was our final chance. Anthofer stated that his other concerns is that it is a 15 year lease with 2 extensions of 15 years each which locks the city in for a potential 45 years and that Butler Bremer can choose to not extend the lease; however the city doesn't have the same option unless Butler-Bremer Communications defaults on the contract. Both City Attorney Skilton and Butler-Bremer Communications Attorney have been working on the contract and making revisions for the past several months. City Clerk Ott stated that the last time the council met and reviewed the lease terms, the changes that were discussed were all agreed to and changed by Butler-Bremer Communications. After the discussion Mayor Betsinger asked the council if anyone would like to motion to close the public hearing. Cerwinski Motioned. Johnson Seconded. The public hearing was closed at 7:27PM.

Mayor Betsinger called for a motion to approve Resolution 20-28 Approving Lease Agreement with Butler-Bremer Communications. Johnson Motioned Cerwinski Seconded. Motion Carried. Roll Call Anthofer - Nay, Cerwinski - Aye, Johnson - Aye, Kelleher - Aye, Shelby - Aye. The motion passed 4-1.

Mayor Betsinger called for a motion to approve the minutes from the Regular Council Meeting on May 18, 2020 and the Special Council Meeting on May 21, 2020.

Kelleher Motioned Cerwinski 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: \$139,235.49 +\$8,049.29 (Wages)

- a. General Fund: \$97,869.95
- b. Road Use: \$4,178.33
- c. Employee Benefits: \$10,310.37
- d. TIF Funds: \$5,409.24
- e. FEMA Fund #301 Lake Dam: \$163.14
- f. Water: \$12,837.68
- g. Sewer: \$15,275.67
- h. Storm Water Utility Fund: \$1,240.40
- i. Total Funds: \$147,284.78

Cerwinski Motioned. Johnson Seconded. Motion Carried.

Demolition/Excavation Permits

Building Permits

Mayor Betsinger asked the council for a motion to approve the following building permits: 206 Jay St. and 622 Woodbridge St. Anthofer Motioned. Shelby Seconded.

Motion Carried. All building permits were approved.

Business of the Mayor:

The Mayor stated that he informed Minnowa Construction that they could work on the dam 24-7 when the weather permits in order to get the project completed by the deadline, so if anyone inquires about them asking permission to work 24-7 they did ask and the Mayor did give them permission because they are on a deadline and they need to work when the weather permits.

Department Reports

City Clerk Ott discussed the May financial reports and addressed a couple of items that were incorrect. He also talked about the sewer revenues and how the city is ahead of budgeted expenses; however the Sewer Revenue Bond states that the city must charge sewer fees in excess of all operating costs plus 110% of the Sewer Revenue Bond principal, interest and fees to maintain the required reserves and depending on how the month of June ends up the city could fall short of the requirement. He asked the council if they had any other questions about May financials. Council member Anthofer inquired why Peopleservices were not evenly split between water and waste water. City Clerk Ott explained that they don't charge the same fee for water and waste water services. There were no other questions about May financials. City Clerk Ott stated that if anyone needs any more information on Governor Reynold's proclamation for reopening the state and the guidelines that they are available at city hall.

Council Members:

Johnson wanted to remind everyone that the Fire Department will be doing pool fills until June 14<sup>th</sup>. He also asked the council if they would look into expanding the allowable number of Fire Department volunteers beyond 30 as they have 28 volunteer fire fighters currently and they have a few other people who are interested in joining. He said that there may be some expenses incurred by doing so including training, physicals, equipment, etc. but he thought the long term benefit outweighed the costs. The council acknowledged the ordinance may have to be changed depending on how it is worded. There will be further discussion on if the council wants to expand the fire department at the next meeting to be held June 15<sup>th</sup>. He also talked about the Watson Fund that was left to the Fire Department and he was wondering if there is any way that it can be officially noted so that the money can't be spent for anything but its intended purpose. He recommended the city to "gift" the money to the Fire Department as a best method if that were possible or if we can have something set up at the bank that no money can be disbursed from the account without the Fire Chief, Mayor, and City Clerk signature. He is just concerned that the money could get spent in a manner that it wasn't appropriated as this may have happened with other funds in the past. He just wanted to ensure that the money stays with the Fire Department as it was intended when it was donated to the city. Kelleher mentioned that they will be setting up the swim buoys this week, the park board has been moving ahead with the electrical work at the campground. He also stated that Brian Stillions is the camp host and has been camping at the campground and taking care of everything with the exception of handling the money.

Department Reports

Police Chief Iriarte talked about people’s differing viewpoints on Covid-19 and just wanted to remind each other to be courteous and respectful of others even though they may have a different viewpoint. He reviewed some of his calls and activities from his monthly report and stated that he has his inventory assessment completed that was requested by City Clerk Ott. He also inquired on how the city would like to proceed with the nuisance properties as he has sent out approximately 10 notices. The council decided they would like to call Edgar back to mow only those properties that have received a nuisance letter and have not been mowed. The city will than bill the property owner for the services. Chickasaw County Sheriff Martin Hemann presented his monthly report and reviewed some of the activities that have been going on in Nashua. He stated that the County had put in 182.5 hours in Nashua. The contract is for 160 hours, but the city doesn’t have to pay for any hours in excess of the contracted hours.

Action/Discussion

The council discussed revising the service charge for the storm sewer fee and a public hearing was set for June 15<sup>th</sup> to discuss the service fee changes. The council also discussed water shut offs as they made the decision with Covid-19 to not turn off services for delinquent bills; however now that everything is opening back up the council has decided that they will start turning off services for those residence who have been delinquent for 2 months or longer and to contact Beth at City Hall to set up a payment agreement. The city will send letters to those properties that are delinquent requesting that they contact City Hall to set up a payment agreement prior to being shut off.

City Clerk Ott and Val Johnson from the Community Foundation/Big 4 Chamber talked about the Catalyst Grant and Val had inquired if the council was interested in the city applying for the grant on behalf of a business. The council stated that they have not been approached by any business interested in the grant. Val said that if the council was interested in providing a matching fund which could include in-kind services that she would contact the business owners on Main St and encourage anyone interested to submit their application and then based on the criteria set forth by the Iowa Economic Development Authority the applications could be scored and the highest score could be selected to apply for the grant. The requirement of the grant is that it has to be applied for by the city on behalf of a business. The grant can be up to \$100,000 and the match can be any amount the city chooses to match and can include in-kind donations/services; however the higher the match% the better chance of being awarded the grant. In extreme circumstances the money can be used to tear down a building. The council agreed to find out if anyone is interested in applying for the grant. The council decided to pay for the security camera equipment from 20/20FX so he can get the equipment ordered as he requires equipment payment purchases up front. The council also stated that they would like to add a monitor as the estimate for the equipment did not include a monitor. The council also reviewed and approved the bid from Roeder Powdercoat and Machine for the partitions at City Hall

Other Business

Beth wanted to know if since the area that was approved for a community garden were not suitable for a community garden because it was too sandy if the council would be OK with making it a pumpkin patch run by volunteers. She also wanted final approval for the Farmer’s Market. The council approved both the pumpkin patch and the Farmer’s Market.

City Clerk Ott stated that he received the report from the Treasurer for the bank reconciliations for February and March, however; he didn’t receive it until Friday and so it was not included in the packet. He stated that the Treasurer said everything looked good. He will bring the report to the next meeting. He also talked about the possibility of having a company come in and do a utilities audit based on a contingency fee, so no upfront costs; however he stated that he will have to gather more information. Beth asked about the utilities audit that was completed a few years ago and none of the council or the Mayor remembered it. She said she thought it was part of some organization that the city belonged to like Iowa Rural Water Association, but she wasn’t for sure. She asked council member Shelby if he would ask Rhonda (previous city clerk) if she remembers because she was here when it was completed.

There was no other business. Cerwinske Motioned to adjourn. Kelleher Seconded. The meeting was adjourned at 9:23PM.

Pending Approval by City Council  
John Ott  
City Clerk

May 2020 Revenue by Fund

NAME	NET BUDGET	MTD BALANCE	YTD BALANCE	% Collected	YTD Uncollected
GENERAL FUND TOTAL	\$927,438.00	\$40,719.82	\$725,674.78	78.25	\$201,763.22
LAKE/DAM (LOST TAX ONLY) TOTA	\$38,269.00	\$0.00	\$34,060.29	89	\$4,208.71
URBAN REVITAL (LOST ONLY) TOTA	\$38,269.00	\$0.00	\$34,027.55	88.92	\$4,241.45
ROAD USE TOTAL	\$200,000.00	\$15,697.93	\$203,806.68	101.9	-\$3,806.68
EMPLOYEE BENEFIT TOTAL	\$115,148.00	\$5,927.72	\$106,806.29	92.76	\$8,341.71
EMRGNY FUND (TRAN TO GF) TOTA	\$14,789.00	\$685.75	\$11,910.64	80.54	\$2,878.36
LOCAL OPTION TAX TOTAL	\$153,076.00	\$14,068.78	\$158,341.06	103.44	-\$5,265.06
SPECIAL REVENUES-LAKE/DAM TOTA	\$0.00	\$0.00	\$0.00	0	\$0.00
TIF FUNDS TOTAL	\$44,800.00	\$1,878.02	\$21,782.11	48.62	\$23,017.89
SPECIAL REVENUES-URBAN RE TOTA	\$0.00	\$0.00	\$0.00	0	\$0.00
ASSET FORFEITURE TOTAL	\$0.00	\$0.00	\$0.00	0	\$0.00
DEBT SERVICE TOTAL	\$149,089.00	\$3,630.50	\$129,813.55	87.07	\$19,275.45
FEMA FUND #301 LAKE/DAM TOTAL	\$0.00	\$0.00	\$2,414.77	0	-\$2,414.77
PERM FUNDS-LIB WATSON TOTAL	\$2,500.00	\$0.00	\$2,082.50	83.3	\$417.50
PERM FUNDS-CITY WATSON TOTAL	\$16,837.00	\$813.70	\$14,423.01	85.66	\$2,413.99
PERM FUNDS-LIBRARY-BERRIE TOTA	\$400.00	\$0.00	\$385.49	96.37	\$14.51
WATER TOTAL	\$245,000.00	\$18,177.13	\$229,410.47	93.64	\$15,589.53
UTILITY DEPOSITS TOTAL	\$2,000.00	\$0.00	\$1,800.00	90	\$200.00
SEWER TOTAL	\$300,000.00	\$27,809.98	\$352,335.51	117.45	-\$52,335.51
SEWER SINKING TOTAL	\$142,820.00	\$11,901.67	\$130,918.37	91.67	\$11,901.63
STORM WATER UTILITY TOTAL	\$0.00	\$3,863.24	\$7,909.10	0	-\$7,909.10
TOTAL REVENUE BY FUND	\$2,390,435.00	\$145,174.24	\$2,167,902.17	90.69	\$222,532.83

CLAIMS REPORT (May 19-June 1, 2020)

VENDOR	REFERENCE	AMOUNT
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CHICKASAW COUNTY SHERIFF OFFIC	PD-COUNTY CONTRACT	\$63,510.98
DELTA DENTAL OF IOWA	PARKS - DENTAL (MAKE UP PMT)	\$47.08
DES MOINES STAMP MFG. CO.	CH-NOTARY STAMP BETH HENNINGSE	\$28.30
INRCOG	URB REV-REHAB GRANT FEES	\$28.49
JACOBS DOZER SERVICE	STORM SEWER-MAIN, WOODBRIDGE,	\$1,180.00
PEOPLESERVICE INC.	water waste water contract	\$18,718.00
RAPIDS REPRODUCTIONS	DAM-ENGINEERING FEES FEMA APRO	\$163.14
BLUE CROSS WELLMARK	HEALTH INS - JUNE 2020	\$9,009.75
ZARNOTH BRUSH WORKS, INC.	STREETS-SWEEPER BRUSHER	\$273.00
AVESIS	VISION INSURANCE - JUNE 2020	\$52.36
BRUENING ROCK PRODUCTS INC	STREETS-ROAD ROCK	\$184.93
DOLLAR GENERAL	LIB-OFFICE SUPPLIES	\$61.45
FASTENAL COMPANY	STREETS - SHOP SUPPLIES	\$6.39
GIS BENEFITS	DISABILITY/LIFE-JUNE 2020	\$249.88
JENDRO SANITATION SERVICE	REFUSE/RECYCLING-MAY 2020	\$11,547.59
RAPID PRINTERS	PARKS - CAMP ENVELOPES	\$188.00
CEDAR HILL DEVELOPMENT	CEDAR HILL - TIF PMT JUNE 2020	\$5,409.24
DORSEY & WHITNEY LLP	AMBULANCE - LEGAL FEES	\$11,174.50
GALLS, LLC	PD-SUPPLIES	\$69.96
IOWA MUNICIPALITIES WORKERS	WORKER'S COMPENSATION PREMIUM	\$3,555.00
MURPHY, COE, AND SMITH	CH-TREASURER INVOICE	\$300.00
OTT, JOHN	PARKS - REIMB FOR SWIM BUOYS	\$704.96
S & T COLLISION	PD-VEHICLE REPAIR	\$30.00
SHIELD TECHNOLOGY CORPORATION		\$195.00
DELTA DENTAL OF IOWA	DENTAL INS	\$275.54
LINCOLN SAVINGS BANK	HSA	\$2,100.00
CHRISTIE DOOR COMPANY	SEWER-GARAGE DOOR REPAIR	\$171.25
IOWA ONE CALL	LOCATES	\$27.90
JACOBS DOZER SERVICE	WATER-DIG BY BASEBALL FIELD	\$640.00
SHAWVER WELL CO.	WATER-LINE REPAIR MATERIALS	\$96.30
NASHUA PLUMBING & HEATING	PARKS - SUPPLIES	\$371.65
IPERS	REGULAR IPERS	\$4,865.31
IRS - USA TAX PAYMENT	FED/FICA TAX	\$2,273.54
TREASURER STATE OF IOWA	STATE TAX	\$385.00
IOWA DEPARTMENT OF REVENUE	SALES TAX-MAY 2020	\$244.00
IOWA DEPARTMENT OF REVENUE	WET TAX - MAY 2020	\$1,097.00
Accounts Payable Total		\$139,235.49
Payroll Checks		\$8,049.29
***** REPORT TOTAL *****		\$147,284.78
GENERAL FUND		\$97,869.95
ROAD USE		\$4,178.33
EMPLOYEE BENEFIT		\$10,310.37
TIF FUNDS		\$5,409.24
FEMA FUND #301 LAKE/DAM		\$163.14
WATER		\$12,837.68
SEWER		\$15,275.67
STORM WATER UTILITY		\$1,240.40
TOTAL FUNDS		\$147,284.78