

**CITY OF NASHUA
CITY COUNCIL MEETING
February 6, 2017**

Republishing minutes due to changes made by the City Council to the following items: Lake & Dam – removed Ryan; Water Superintendent Smith: well 5 is down he is working with Northway Well to fix the well, during this time the residents will not be affected.

The Nashua City Council met in regular session February 6, 2017 at the Nashua City Hall Council Chambers at 7:00pm with Mayor Angelina Dietz presiding and Council Members Rolland Cagley, Ryan Jung, Kyle Lane and Brenda Roberts present: Tom Johnson absent.

The following department heads and employees were in attendance: City Attorney David Skilton, City Clerk Tabatha Caswell, Police Sergeant Travis Marvin, Water Superintendent Jeff Smith and Utility Clerk Beth Henningsen; along with 19 visitors.

Motion Cagley, seconded by Roberts to approve the agenda. Motion carried unanimously.

Motion Cagley, seconded by Lane to approve the minutes of January 12 & 17, 2017 meetings and bills for February 6, 2017. Motion carried unanimously.

Richard Kittelson, Consulting Arborist spoke regarding a forest management plan for the City of Nashua. The study was done on publicly owned trees only. The key findings regarding the 849 trees inventoried include: provide \$165,837 of benefits annually (average of \$195 a tree); over 45 species of trees; top three genera-Maple 53%, Ash 14% and Spruce 5.8%; 51% of the trees are in need of some type of management; 104(78 Ash) trees are recommended for removal. Kittelson also shared information regarding the EAB infection and possible treatments. The complete study is available at City Hall.

Motion Lane, seconded by Roberts to open the public hearing at 7:22pm regarding the condemnation of 306 Main St. Motion carried unanimously.

City Attorney Skilton spoke regarding the condemnation of 306 Main St. City Attorney Skilton explained the notifications which have been given to the building owners David and Shanna Litterer: notice #1 was mailed certified mail January 16th regarding the first hearing-this certified piece of mail was never picked by the recipient; an original inspection report was given to building owner David Litterer; a new notice was sent certified mail with the new hearing date of February 6th; a new inspection report was faxed to the legal counsel of David and Shanna Litterer on February 2nd from the second inspection done February 1st. He also explained this was the second public hearing due to the request for a continuance from the building owner's legal counsel. The continuance was granted by the City Council at the January 23rd council meeting. The owners of the building David and Shanna Litterer and their legal counsel were not present at the meeting during the public hearing. The recommendation is to condemn the property. City Attorney Skilton indicated the Police Department needs to inform the tenants and will also give a copy of the most recent inspection to the tenants and information indicating the council deems the building to be dangerous.

Motion Lane, seconded by Cagley to close the public hearing at 7:35pm regarding condemnation of 306 Main St. Motion carried unanimously.

Motion Jung, seconded by Roberts to condemn 306 Main St the same as 304 & 308 Main St. Motion carried unanimously.

Department Reports:

City Clerk: received quote for Data Tech software for approximately \$27,000.

Lake & Dam: per Jung the committee is working on setting up a meeting.

Police Sergeant Marvin: January stats were given to the council; Officer Johnson is in Des Moines this week and will be again in two weeks for training the K-9; the K-9 vehicle will be here the end of the month; new decals have been put on the sedan and the SUV will be decaled in the same logo.

Water Superintendent Smith: well 5 is down he is working with Northway Well to fix the well, during this time the residents will not be affected; needs to look into new computer as it is not compatible with the mapping system.

Council: Jung wondering about backlog on private property snow removal-end of Main St, Main St bridge and routes to school; asked the decals to be removed from the two trucks sold.

Discussion was held regarding the water meter project. Utility Clerk Henningsen gave the council updated numbers on number of meters installed, setup in the system and problem meters. Diane Reuscher asked about the meters being installed at the mobile home park. Water Superintendent Smith explained the different options available: one meter for the whole park or possibly all mobile homes having their individual meter put inside the mobile home. Council Member Roberts would like Smith to get quotes on installing the meters inside the mobile homes.

Discussion was held regarding City Ordinance Water Rates Chapter 92. Smith would like to see some changes on the red tags process, increased late penalty, deposits and payment agreements. The council would like more research done before a decision is made.

Discussion was held regarding the extension of use of vacation and personal time for the City Clerk. This request was made due to the current work load, deadlines approaching in the next couple of months, time out of the office for a conference and no back up to complete the City Clerks work (a few items mentioned-payroll and tax reporting) while she is gone. Council Member Roberts indicated this had been done for another employee earlier in the year and she would be OK with rolling over 5 days.

Motion Cagley, extend use of 10 days of vacation and 2 personal days for the City Clerk to use by the end of July 2017-motion died for lack of a second.

No further discussion was held.

Discussion was held regarding the change of the Utility Clerk position from part time to full time. Utility Clerk Henningsen spoke to the council regarding the need for the additional hours to help with her work load and due to the additional tasks which she has been assigned as well as the need to cross train with the City Clerk to cover her tasks when she is out of the office or to even take over some of her tasks. Utility Clerk Henningsen pointed out a survey was completed which showed the number of walk-in customers and telephone calls are fairly equal from the morning to afternoon. She pointed out the City Clerk handles everything in the morning including: all walk-ins, phone calls, utility payments, Police Department calls and her own work as well during this time. She indicated there are additional projects she would like to start to create efficiencies and cleaning of file cabinets to know exactly what is where. She also reminded the council she had never had a chance to go to trainings to expand her knowledge of her position. Council Member Jung asked Mayor Dietz her thoughts. Mayor Dietz indicated she was not comfortable with full time right now. Council Member Lane asked why water accounts were not setup last week and why there is a need to keep track of the garbage and recycling tote serial numbers. Council Member Jung suggested not managing the totes and to let Jendro do it. Mayor Dietz indicated the water meter project will go away and she will make sure the office has new software. Mayor Dietz also stated, "We need to look at everything." City Clerk Caswell reminded the council she has never had a separate meeting to discuss City Halls current and futures needs as all other departments have had.

Motion Jung, seconded by Lane to go back to what the Utility Clerk hours were before and for a performance discussion to be on the next agenda for the Utility Clerk and City Clerk. Ayes: Jung, Lane, Roberts. Nays: none. Abstain: Cagley. Absent: Johnson. Motion carried.

Discussion was held with Martin Hemann, Chickasaw County Sheriff regarding the communications bill. He explained the bill goes back to 1975 when updates were being made for the communications. In the 1990's things changed to the E911 Board. Sheriff Hemann indicated the communications portion is from the Sheriff Department's budget and the dispatch portion comes from the E911 Board. Sheriff Hemann also indicated if the bill was based on usage Nashua would be paying \$60,000. He explained the NCIC system and how it is used by the departments and how the system cost is based on usage. Council Member Roberts asked how Nashua can be charged the same as New Hampton. Mayor Dietz inquired on the possible double taxation. City Attorney Skilton asked where the money goes if Nashua was to pay the \$20,000. Sheriff Hemann indicated it would go into the overall general budget. Sheriff Hemann did indicate there is no current 28E agreement. Sergeant Marvin indicated he is waiting for a response from the Charles City Police Department and the Bremer County Sheriff on their charges for the services. Council Member Jung asked what percentage of county taxes go to the Sheriff's office. Per Ken Rasing it is 3.14%. Jung then asked what the 3.14% pays for. Sheriff Hemann indicated it pays for: deputy, inmate's food, medical expenses and more. Council Member Jung asked, "What happens if we don't pay?". Sheriff Hemann indicated it would be a decision made by the County Attorney and Board of Supervisors. Sergeant Marvin cautions on a long term agreement until he is able to speak with the parties he has contacted. City Attorney Skilton recommended designating a negotiator for the City.

Motion Jung, seconded by Roberts to table the communications bill and to have Council Member Roberts and Mayor Dietz negotiate with the Supervisors. Ayes: Cagley, Jung, Roberts. Nays: Lane. Absent: Johnson. Motion carried.

Mayor Dietz would like to have the communications bill discussions finalized by the end of February.

Sergeant Marvin spoke to the council regarding a new student ride along program. There would be a waiver form for the parents to sign and the student would get credit through the school.

Motion Lane, seconded by Roberts to approve the Police Department Student Ride Along Program and Release and Covenant Not to Sue Document. Motion carried unanimously.

Discussion was held regarding the MidAmerican Franchise Fee. There were two ordinances for the council to review-one was for electric and one for gas. City Attorney Skilton asked if there were any incentives and if the specialty attorney had been contacted. Mayor Dietz indicated there were not incentives. The council would like to compare the ordinances to the operating agreement for the dam and would like them to coincide. No action was taken.

Motion Jung, seconded by Cagley to approve Resolution 17-01: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NASHUA, IOWA APPROVING THE RESIGNATION OF AN EMPLOYEE EFFECTIVE JANUARY 31, 2017. Roll Call Vote. Ayes: Cagley, Jung, Lane, Roberts. Nays: None. Absent: Johnson. Motion carried unanimously.

The Council Members were assigned to the following County Boards: Bremer County E911-Roberts; Chickasaw County E911-Lane; Floyd County E911-Johnson; Floyd, Mitchell, Chickasaw County Landfill-Cagley; Upper Cedar Watershed Management Improvement Authority-Jung.

Motion Lane, seconded by Cagley to approve the consent agenda regarding the following building permits:

- a. 221 & 301 Livingston St – build a 50 x 100 pole building

Ayes: Roberts, Cagley, Lane. Nays: Jung. Absent: Johnson. Motion carried.

Motion Roberts, seconded by Jung to adjourn the meeting at 9:44pm. Motion carried unanimously.

Expenses for FEBRUARY 6, 2017

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ARNOLD MOTOR SUPPLY	truck parts	\$ 123.83
BARLOW TRUCKING	haul snow	\$ 560.00
BROWN SUPPLY CO	storm sewer couplers/barricades/flas	\$ 860.10
CASWELL, TABATHA	W-2's/1099's/envelopes	\$ 85.57
CENTURYLINK	WC phone	\$ 60.88
CHICKASAW COUNTY TREASURER	salt	\$ 1,978.27
CITY LAUNDERING CO	maint contract for mat cleaning/supp	\$ 297.44
CITY OF NASHUA	petty cash-postage	\$ 95.16
CRONIN, SKILTON & SKILTON	legal services	\$ 221.00
DON'S TRUCK SALE	light for truck	\$ 31.74
ELITE K-9 INC	K-9 leads	\$ 121.06
FASTENAL	shop supplies/sidewalk salt	\$ 694.22
FIVE STAR	salt/washer fluid/oil	\$ 607.60
GIS BENEFITS	ad&d/std/life Feb & March premium	\$ 338.82
IMFOA	2017/2018 Membership Dues	\$ 50.00
IOWA ONE CALL	locates	\$ 18.00
JENDRO SANITATION	sanitation services	\$ 10,890.37
JOHN DEERE FINANCIAL	dog kennel/parts for salt spreader	\$ 969.11
LYNCH DALLAS PC	legal services	\$ 313.50
MIDWEST K-9	purchase of K-9	\$ 5,000.00
MARY MOSIMAN, AUDITOR OF STATE	FY2015 annual examination	\$ 5,441.88
MIDAMERICAN ENERGY	utilities	\$ 8,026.07
MIKES C&O TIRE	6 snow tires-2 sedan/4 SUV	\$ 826.80
NASHUA PLUMBING & HEATING	bolts/anti-freeze	\$ 47.60
NEW HAMPTON ELECTRIC	fix heaters	\$ 250.60
NEW HAMPTON RED POWER	broom/grapple/forks	\$ 5,678.00
NEW HAMPTON TRIBUNE	publications/ads	\$ 627.97
POPCORN HEAVEN	vending	\$ 116.00
SIGNS BY TOMORROW	graphics replacement-sedan	\$ 423.50
T & K REPAIR	truck repair	\$ 6.31
TIFCO INDUSTRIES	bit set for water meters	\$ 39.27
TOUGH SEATS	seat for loader	\$ 691.29
ULTRAMAX AMMUNITION	training ammo	\$ 600.00
UNITY POINT CLINIC-OCC MED	MUCCA membership dues 2017	\$ 30.00
USPS	February utility bill postage	\$ 209.61

WALMART	office supplies	\$ 97.65
WC VENDORS	WC January Sales	\$ 2,796.81
LINCOLN SAVINGS BANK	HSA contributions	\$ 2,700.00
DELTA DENTAL	premium	\$ 156.42
WELLMARK BCBS	premium	\$ 8,170.22
EMPLOYEES	wages	\$ 10,546.37
IOWA DEPARTMENT OF REVENUE	4th quarter sales tax	\$ 3,093.00
ICSRU	garnishment	\$ 627.69
IRS	federal tax w/holdings	\$ 3,665.82
IPERS	January contributions	\$ 5,548.68
STATE OF IOWA	January tax w/holdings	\$ 1,543.00

TOTAL EXPENSES FOR FEBRUARY 6, 2017:

\$ 85,277.23

Angelina Dietz
Mayor

Attest: Tabatha Caswell
City Clerk

Transcribed by the City Clerk subject to Council approval.