

Casey City Council
1-6-2020 Regular Meeting Minutes

The Casey City Council met in regular session on Monday, January 6, 2020, at the Casey Community Building. Mayor Nicholas Lindberg, Public Works Director Jon Welker, and Councilmembers Rick Richter, Stacy Wagner, Larry Chmelar, and Leland Acker were present. Attorney Clint Fichter arrived at 8:15 PM. Acting City Clerk Janon Douglas and Councilmember Bret Wedemeyer were absent.

Mayor Lindberg called the meeting to order at 7:00 PM. All rose to say the Pledge of Allegiance.

Motion by Richter and second by Chmelar to approve the agenda. All ayes, carried (4-0).

Motion by Chmelar and second by Richter to approve the consent agenda excluding the minutes from the regular meeting on December 10, 2019, which were accidentally left out of the council packet. All ayes, carried (4-0). Consent items included the following bills:

IOWA CHILD SUPPORT	CHILD SUPPORT	\$276.92
EHRMAN CONTRACTING	ROOF REPAIR	\$2,160.00
FICHTER MUNICIPAL SERVICE	DECEMBER 2019 INVOICE	\$2,275.25
AMAZON.COM	LIBRARY SUPPLIES	\$667.33
STUART TRUE VALUE	CHRISTMAS DECORATIONS	\$323.65
GUTHRIE CO REC	DECEMBER UTILITIES	\$534.50
JANON DOUGLAS	OFFICE SUPPLIES	\$211.16
V&K	ENGINEERING FEES	\$324.00
DIANE MERICAL	CLEANING	\$345.00
GUTHRIE WELDING & REPAIR	PIPE, LABOR, & SHOP SUPPLIES	\$61.55
MARILYN LUDWIG	DEPOSIT REFUND	\$50.00
CHRISTOPHER DANIELS	DEPOSIT REFUND	\$50.00
STEVEN WOLFE	DEPOSIT REFUND	\$50.00
LINDA BILLHEIMER	DEPOSIT REFUND	\$200.00
IOWA BARNS	BOOK	\$29.95
MOE'S MART	SEPTEMBER FUEL	\$313.92
PEOPLE COMPANY	DEPOSIT REFUND	\$200.00
STOREY KENWORTHY	UTILITY BILLS	\$407.71
JOHN IRLBECK JR	AUTO REPAIR	\$121.52
RANDA WALL	REFUND OVERPAYMENT	\$78.10

CLAIMS TOTAL \$63,346.57

	EXPENSES	REVENUE
GENERAL FUND	\$19,338.84	\$17,179.51
LIBRARY FUND	\$1,525.02	\$44.55
ROAD USE FUND	\$5,634.75	\$2,904.93

EMPLOYEE BENEFIT FUND	\$3,069.72	\$2,420.93
EMERGENCY		\$151.46
LOCAL OPTION SALES TAX		\$5,497.36
DEBT SERVICE		\$1,913.05
WATER/SEWER STUDY FUND	\$324.00	
WATER FUND	\$6,995.60	\$9,604.83
SEWER FUND	\$26,458.64	\$9,354.81

Mayor Lindberg stated that three additional bills had arrived from various newspapers for publishing the City's help wanted ads for a new City Clerk. These were not included in the original bill list. The following bills were also approved with the consent agenda:

ATLANTIC NEWS TELEGRAPH	HELP WANTED AD	\$188.00
CENTRAL IOWA PUBLISHING	HELP WANTED AD	\$123.50
STUART HERALD & FOUR CO BULLETIN	HELP WANTED AD	\$46.50

Public Works Director Jon Welker presented his Public Works Report. He informed that the new sewer plant alarm system was fully hooked up. The old one was incompatible with a new piece of equipment. Additionally, he and Public Works Assistant Tim Knapp have been attempting to repair a major leak on the northwest side of town. The plastic line was originally installed long ago without a locating wire, so they are still attempting to locate the leak. Welker stated that the cast main water lines seem to still be in good shape, and most of the city's water leaks are caused by early-era plastic lines installed without locating wires. All water line maps were lost in the city all fire, but someone from out of town provided a very basic map of the general locations of the lines to use as a reference.

Welker requested permission to attend a three-day training at the Veterans Auditorium along with permission to spend a night or two at a hotel or motel. This opportunity will count towards his required CEU credits, and he hopes to stay at the same hotel or motel as several other Public Works directors from other towns. Motion by Richter and second by Chmelar to permit Welker to attend the training as well as pay for one night at a hotel or motel, priced at \$109.65 per night. All ayes, carried (4-0). Welker agreed to personally pay for a second night of lodging.

Welker submitted a bill estimate from Sheldahl Plumbing Heating & Electric for the amount of \$900.63 to repair a furnace that went out in the Visitors Center. Motion by Wagner and second by Chmelar to pay the amount. All ayes, carried (4-0).

Mayor Lindberg gave his Mayor's Report. He informed the Council that he represents the City on the Adair and Guthrie County Emergency Management Commission, the Guthrie County Conference Board, and the Casey-Walnut-Thompson Fireman's Association. He provided an update on the AGCEMC's current and upcoming budget.

Lindberg informed that the City needed to approve secondary and tertiary alternates to attend the ACGEMC's monthly meeting if he was unable to. Motion by Richter and second by Acker to appoint

Bret Wedemeyer as the secondary alternate and Larry Chmelar as the tertiary alternate. All ayes, carried (4-0).

Lindberg informed the Council that a new Mayor Pro Tem had to be chosen. This official had to be easily reachable because both the Mayor and Mayor Pro Tem will need to jointly sign all checks until a permanent City Clerk can be hired. Lindberg stated that he had contacted Wedemeyer about the position, and Wedemeyer said he wouldn't mind doing it again as he had already served as Mayor Pro Tem for the past four years. Tabled until later in the meeting.

Lindberg informed the Council that they would need to be NIMS certified by the end of the year. He will provide specific information on which courses to take and their deadline at the next meeting.

Lindberg updated the Council on the Casey-Walnut-Thompson Fireman's Association. The state auditor's office finally authorized the transfer of the City's contribution to the CWT. The payment was frozen due to it being considered a donation to a nonprofit organization. Lindberg informed the Council that after Acting Clerk Douglas explained that the Thompson and Walnut townships, along with the City, provide yearly contributions to the CWT Association to help fund firefighting services provided to the City and neighboring area, the auditors determined it was acceptable; however, starting next year, the CWT Association will need to send the City an invoice billing the City for an amount equal to our yearly contribution. Furthermore, Lindberg informed the Council that the CWT Association was considering the purchase of a new water tanker. This idea is still preliminary and subject to change.

Lindberg also informed the Council that he will be taking a more active role in overseeing City employees and operations to better coordinate activities and keep things moving at a reasonable pace. He and Public Works Director Welker plan to do what they can to refurbish the equipment in the water plant, and they told the Council that the latest water plant inspection required the City to rebuild part of a dried creek bank near the wells to keep it at a safe distance.

Lindberg informed the Council that the City had stockpiled three 18-ton truck loads of road salt this year compared to just two 12-ton truck loads last year. This was in response to last year's massive snowfall. Furthermore, Lindberg encouraged the Council to start considering a road project to either implement significant patches, repaving, or seal coating the streets.

Lindberg provided an update on the applications he has received so far for the City Clerk vacancy. He has received 13 applications from individuals with varying degrees of experience and firmly believes the City has a good pool of candidates to choose from. A special meeting to review the applications will be held on Tuesday, January 14th at 6:30 PM at the Casey Community Building. To keep the applicants confidential, Lindberg will implement a numbering system to use instead of the applicant's names. He also passed on a message from Faye, the City's part-time City Clerk, stating that once the City had hired a new Clerk, she will be permanently retiring from helping the City. The Council appreciates her assistance.

Lindberg informed the Council that there were two vacancies on both the Board of Adjustments and Planning and Zoning Committee. He will try to fill them as soon as practicable. Furthermore, the City needs to appoint a new representative to the Adair County Landfill and Recycling Board. Attorney Clint Fichter stated the Mayor could serve as the representative. Motion by Wagner and second by Acker to appoint Mayor Nicholas Lindberg as the City's representative. All ayes, carried (4-0).

Lindberg concluded by stating he and Welker met with two representatives, one from FEMA and the other from the State of Iowa, regarding FEMA funding to repair West Thomas, a road that was severely damaged by last year's floods. The City will be receiving \$43,356.54 in assistance to repair the road with the opportunity to receive \$5,549.42 in administrative cost refunds. Lindberg informed everyone that previous City Clerk Michelle Sargent played an instrumental role in securing these funds. Finally, Lindberg stated he will be attending all future Library Board meetings to show the City has a vested interest in the Library's success.

Sarah Gomez gave an update on the Midwest Partnership, an organization that the City is a member of. The Partnership will be hosting their 2020 Annual Dinner at our Community Building on Thursday, January 23 with a social reception at 5:45 PM, a dinner at 6:30 PM, and a business session soon after. Attendance is \$27 per plate / \$160 for a table of 6. RSVP is requested. A motion by Acker and second by Richter to pay the City's annual \$500 membership dues for FY20-21. All ayes, carried (4-0).

Lindberg stated there was confusion on which local organizations were allowed to use the Community Building free of charge. Motion by Chmelar and second by Richter to permit the Casey Service Club, Casey Telephone Company, Rolling Hills Bank, Adair & Guthrie County Election Board, Community Blood Bank, and the Casey Alumni Tea to use the Community Building free of charge. All ayes, carried (4-0).

Lindberg provided an update on the Water & Sewer Planning & Design Loan Application. It was recommended that the City include engineering fees in our request, which would raise the amount from approximately \$12,000 to \$40,000. Tabled until Lindberg could clarify what had already been completed and what needed to be done with the water and sewer studies.

Lindberg informed the Council that one of the City's employees inquired if holiday pay should be added to a 2-hour minimum call-out payment. The Council declined to make any changes to the current policy citing that the employees already received holiday pay.

Lindberg asked Attorney Fichter to provide an update on the Simmons property rezoning request. Fichter stated that the process was done incorrectly and needed to be done again, this time with a public hearing and an ordinance instead of a resolution. Fichter was present during the previous process.

Lindberg asked Fichter to provide an update on the property transfer of 204 West 3rd. Lindberg stated that Acting Clerk Douglas informed him that the deed had not been sent despite the City being

in possession of the new owner's check paying for the property. Fichter informed that he had already sent the deed and that all the City needed to do was cash the check.

Lindberg informed the Council that Tom Fagan had submitted a sketch of the part of 400 Kelsey that he'd like to purchase from the City. This sketch also included a possible expansion that would include one of the access points to the City's burn pile. Public Works Director Welker informed the Council that he didn't want the City to transfer ownership of the alley because supply trucks need to use it to access our stockpiles. Lindberg will get in touch with Fagan to get a sealed bid and written agreement from Fagan agreeing to pay all or part of the legal and / or survey costs to parcel the portion being sold.

Lindberg advised the Council that they should consider hiring Gwen Blass, Menlo's City Clerk, to help with accounts payable and payroll until a permanent City Clerk can be hired. Blass currently assists Dexter for \$20.00/hour. Motion by Chmelar and second by Richter to offer Gwen Blass \$20.00/hour to help the city with payroll and accounts payable until a permanent City Clerk can be hired. All ayes, carried (4-0).

The City will be holding an FY21-22 budget workshop tentatively set for the evening of January 27th. Attorney Fichter would like to be involved in the process. Lindberg informed the Council that Blass should be able to help with the budget. Lindberg will contact Blass to see if the tentative date works for her.

Motion by Richter and second by Chmelar to approve Resolution 2020-01, which establishes who has signing power for checks, drafts, notes, or orders on City of Casey bank accounts, with an amendment to the resolution correcting Acker's name. Nicholas Lindberg and Bret Wedemeyer will have these powers. Roll call vote: Richter, aye; Chmelar, aye; Wagner, aye; Acker, aye. All ayes, carried with Wedemeyer absent (4-0-1). This process will need to be repeated after a new City Clerk is hired.

Lindberg and Fichter explained that a new state law requires cities to publicly declare maximum property tax dollars at a public hearing. Most experts are advising cities to 'aim high' to give plenty of room to finish the budget process, and after which, the actual numbers can be lowered. The declared maximum cannot be raised after it is published. Motion by Chmelar and second by Acker to set a public hearing for maximum tax dollars, Resolution 2020-02, for Monday, February 3rd at 7:15 PM at the Casey Community Building. All ayes, carried (4-0). Lindberg and Fichter will get a notice to the newspaper on or by January 13th so it can run for the required minimum of 10 days. Lindberg will post the notice on the City website as well.

The Council discussed doing something in honor of previous City Clerk Michelle Sargent, who passed away at the end of last year. Lindberg informed the Council that Michelle's family will be donating two pictures and her golden shovel used to break ground at the Community Center site to the City in her honor. Motion by Chmelar and second by Wagner to purchase a tree in honor of Michelle with a location to be determined at a later date. Ayes: Chmelar, Wagner, and Acker. Nays: none. Abstain: Richter. Absent: Wedemeyer. Motion carries (3-0-1-1).

There was brief discussion about nuisance properties and how the City will review them. Lindberg volunteered to serve as the compliance officer until the Council could review the process at the next meeting.

In accordance with Iowa law, we are publishing the following wages were paid in the 2019 calendar year.

	\$
MICHELLE D SARGENT	42,411.53
	\$
CLAIR R RICHTER	540.00
BARRY L CHALFANT	\$ 2,400.00
	\$
NICHOLAS J LINDBERG	510.00
	\$
TRAVIS A PETERSON	390.00
	\$
BRET M WEDEMEYER	680.00
	\$
STACY A MAAS-WAGNER	480.00
	\$
TIMOTHY L KNAPP	25,916.17
	\$
JON A WELKER	42,640.00
CHARLSIE D DOUGHERTY	\$ 7,027.50
BEVERLY F WATSON	\$ 3,446.46
	\$
BETH J WILLRICH	561.19
JANON DOUGLAS	\$ 2,646.56
	\$
TOTAL EMPLOYEE WAGES	129,649.41

Motion by Acker and second by Chmelar to adjourn at 9:00 PM. All ayes, carried (4-0).

Mayor, Nicholas Lindberg

ATTEST:

Larry Chmelar, Council Member