

**Casey City Council  
Casey Library  
January 4, 2016  
Regular Meeting**

The regular meeting of the Casey City Council was held Monday January 4, 2016 at 7:00 p.m. with Mayor Barry Chalfant calling the meeting to order. Council members Robb Sneller, Marilyn Harden, Travis Peterson, Bret Wedemeyer and Nick Lindberg were present. Also present was City Clerk, Michelle King and Public Works Director Ben Stouffer.

Mayor Chalfant called the meeting into order.

A Motion to approve the agenda as posted and presented with the Peterson and second by Wedemeyer. All ayes. Carried.

A motion to approve the consent agenda, which included the minutes from the December 7, 2015 regular meeting and bill listing was made by Sneller and seconded by Lindberg. All ayes. Carried.

List of bills presented are as follows:

<b>BILLS NEEDING APPROVAL FOR JANUARY 4, 2016 COUNCIL MEETING</b>		
<b>VENDOR</b>	<b>FOR</b>	<b>AMOUNT</b>
ADAIR CO LANDFILL	LANDFILL	\$ 131.20
ADAIR NEWS	PUBLICATIONS	\$ 666.46
ADAIR AUTO PARTS	EQUIPMENT	\$ 43.86
ADAIR LUMBER	GROUND MAINT	\$ 902.00
ACCO	EQUIPMENT	\$ 713.78
AGSOURCE	TESTING	\$ 442.05
ALLIANT ENERGY	UTILITIES - ELECTRIC	\$ 3,002.20
CASEY LIBRARY	INSURANCE	\$ 518.73
CASEY POST OFFICE	POSTAGE	\$ 298.20
FICA	FICA	\$ 2,432.49
GUTHRIE CO REC	UTILITIES - ELECTRIC	\$ 386.81
IPERS	IPERS	\$ 1,356.94
IOWA WORKFORCE	UNEMPLOYMENT	\$ 199.23
IOWA DOT	GROUND MAINT	\$ 566.20

IOWA RURAL WATER ASSOC	YEARLY DUES	\$ 225.00
JACOBSENS	EQUIPMENT REPAIR	\$ 268.81
JEFF SMITH	LABOR	\$ 137.75
JIM'S LAWN CARE	GROUND MAINT	\$ 1,385.87
MARK DEVINE	BUILDING MAINT	\$ 150.00
MIDWEST OFFICE TECHNOLOGY	OFFICE SUPPLIES	\$ 134.20
MUNICIPAL SUPPLY INC	EQUIPMENT SUPPLIES	\$ 3,252.62
IOWA ONE CALL	GROUND MAINT	\$ 4.50
PAYROLL	PAYROLL	\$ 15,337.39
RICK HAYS	SEWER TESTING	\$ 400.00
REX PETERSON	REFUND	\$ 240.00
STAR EQUIPMENT	EQUIPMENT	\$ 863.00
STUART APPLIANCE	BUILDING MAINT	\$ 27.42
TREASURER	WITHHOLDING	\$ 384.00
TREASURER	SALES	\$ 3,776.00
VAIS PUMP SERVICE	GROUND MAINT	\$ 214.00
VISA-UMB	OFFICE SUPPLIES	\$ 1,189.37
WELLMARK	INSURANCE	\$ 2,357.66

**\$ 42,007.74**

Stouffer provided and update for public works. Cornerstone will be removing the trees at the park at W Grant and McPherson this week. Continue to work on getting meters installed on all services, such as City properties. Stouffer continues to work on and repairing water leaks. Stouffer is getting bids for the filters at the water plant so that it can be determined the cost and extent of what needs to be done for maintenance.

Clean up of City Properties continues. There is a box truck that the City is working with the Guthrie County Sheriff's office to declare a junk vehicle so that it can be removed from City property. The City has notified the owner and requested it be removed, with no response.

Continues to look for a new City Truck. Taking some time to find a truck that will fit our needs and for the price we want to spend. Stouffer has contacted the DOT for possible trucks. Stouffer will give and update at the February regular meeting.

Rick Hays was present and provided the most current Sewer inspection report, dated March 2013, and reviewed it with the Council. Some of the recommendations from the DNR were, Budget planning to replace the waste water plant; routine pump maintenance, Routine collection system, install a flow

meter. Hays and Stouffer are working on installing the collection system, expect to start that in the spring. They are also reviewing and collecting pricing for installing a flow meter.

King provided a clerks report on paper. King will be in training on the 20<sup>th</sup>.

King advised while reviewing the City's outstanding loans it was noticed that the Street Project loan with Exchange State Bank is scheduled to be paid in full in April 2016. Also the copy of the loan papers King received after the City Hall fire stated the loan payments were to be semiyearly/annually in the amount of \$14,911.78. The City has been paying only \$10,000.00 semiannually. That leaving a balloon payment of approximately \$68,000.00 due in April. King contacted Exchange State Bank and after additional research there was a modification to the loan done in December 2009 to lower the payments to the \$10,000. council will need to approve this. The extension would be extending the loan out for 8 more payments. Seven full payments of the \$10,000.00 and the eighth payment of the balance of approximately \$4,000.00. King will place this on the February agenda for approval, as there was not enough time to get it on the January agenda once the issue was found and researched.

King was asked at the December meeting to research what would need to be done to transfer City property over to two different land owners. Janet Cose is asking to have the alley between her two properties, on Russell, to be deeded over to her. And Judy Jepsen and Dave Kuster are requesting that the piece of property that used to have the old water tower on it be deeded over to them, which would square off their property on Wallace. King advised that when transferring City property, Iowa Code 364.7 says that a City cannot give/gift property, except to other Government entities. The City would need to sell the property. First the alley would need to be vacated and the City would need to follow the process to do so. Then the property could be sold and transferred. It would need to be a council decision to move forward. King will place on February's agenda for discussion of future action.

Mayor Chalfant gave his report and stated he is glad to see the public attend. And hopes to work together to make improvements with in the City.

Lon Sinclair was not present, he had previously provided a Design and Construction Document Revisions for the New City Hall and Community building to be reviewed and considered. After additional discussion a motion to have a special meeting for January 11<sup>th</sup>, 12<sup>th</sup> or 14<sup>th</sup> at 7pm, as long as Lon Sinclair is available to attend to review and make decisions to move forward, was made by Wedemeyer and second by Lindberg. All ayes. Carried.

King will contact Sinclair to confirm which date will work best for a special meeting and will pass that on the Council.

Charlsie Dougherty, Casey Public Library Librarian addressed the Council and requested that an increase in the yearly amount the City contributes for the Library be changed to \$11,500.00 from the current amount of \$6,000.00. Dougherty also provided some additional information on programs the library currently offers and will be offering. The request will be put into consideration while the City works through their budget process.

Dougherty asked the council for a Library liaison, to attend the Library meetings. Councilmember Wedemeyer will represent the City Council and be the liaison.

Discussion was held on the three nuisance properties that have previously been given 30 day extensions, 105 E 3<sup>rd</sup>, 1103 Wallace and 311 E Grant Street, as work appears to be getting done. A motion by Sneller and second by Wedemeyer to give 105 E 3<sup>rd</sup>, 1103 Wallace and 311 E Grant Street a written notice of a 30 day extension, request the owners attend the February meeting to provide a time line and plan of completion of cleaning up the nuisance, as well as providing a written plan to the council; letter is to be sent by City Attorney. All ayes. Carried.

A motion by Lindberg and second by Wedemeyer for a work session to be held Thursday January 14<sup>th</sup> to planning and review of the upcoming budget session. All ayes. Carried.

King as requested the Mayor and Council complete and return the planning worksheets King provided previously as soon as possible to that they can be used during the work session.

A special meeting is scheduled for Monday January 18<sup>th</sup> or Tuesday January 19<sup>th</sup> at 6pm, to review the current draft of the code book provide by Region XII. King will contact Chris Whitaker to schedule the meeting and will pass the information on the Mayor and Council.

A motion by Harden and Second by Wedemeyer to approve Resolution 2016-.01 that will list Robb Sneller as Mayor ProTem as well as list Mayor Barry Chalfant, Mayor ProTem Robb Sneller an City Clerk, Michelle King as signatories on City accounts at Rolling Hills Bank and Exchange State Bank. All ayes. Carried.

King addressed the Council that with the recent snow storm, it was realized that the City storm shelter was listed as the Community Building in an agreement with Guthrie County Emergency Management. King requested the Council explore

options of a temporary location until the new building is completed. Discussion will be held at a later date while additional research can be done.

Discussion was held on an employee time clock system. Mayor Chalfant will check get information on what his employer uses. King will check into additional software programs and report back to the council.

Discussion on employee compensation for 2016 was held. After additional discussion, Councilmembers Harden and Sneller will perform employee reviews with Clerk King and meter reader Jeff Smith. King will research employee review forms and questions and provide them to Harden and Sneller. Item tabled.

At 9:30 p.m. a motion by Sneller and second by Peterson to adjourn. All ayes. Carried.

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Barry Chalfant-Mayor

ATTEST:

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Michelle King- City Clerk

**DECEMBER 2015 BALANCE  
SUMMARIES**

<b>FUND</b>	<b>MONTH TO DATE EXPENSES</b>	<b>YEAR TO DATE EXPENSES</b>
GENERAL	18,678.84	149,438.09
ROAD USE	4,947.57	38,142.23

EMPLOYEE BENEFIT	1,590.92	10,205.03
EMERGENCY	0.00	0.00
LOCAL OPTION SALES	0.00	0.00
TAX		
DEBT SERVICE	0.00	10,000.00
2015 CITY HALL	4,672.15	123,821.65
WATER	10,483.14	53,601.98
SEWER	11,493.10	49,417.12
<b>TOTAL</b>	<b>51,865.72</b>	<b>434,626.10</b>

#### REVENUES

<b>FUND</b>	<b>MONTH TO DATE REVENUES</b>	<b>YEAR TO DATE REVENUES</b>
GENERAL	85,600.32	196,341.86
ROAD USE	3,954.70	24,665.13
EMPLOYEE BENEFIT	2,777.60	24,805.04
EMERGENCY	145.80	1,384.96
LOCAL OPTION SALES	2,555.78	16,617.16
TAX		
DEBT SERVICE	1,274.71	11,419.36
2015 CITY HALL	0.00	0.00
WATER	10,260.80	55,875.43
SEWER	8,385.71	46,915.58
<b>TOTAL</b>	<b>114,955.42</b>	<b>378,024.52</b>