

December 08, 2016

The Conrad City Council met in regular session on 12/08/16 in Council Chambers. Officials present were Council Members Peg Brown, Ryan Callaway, Diane Miller, Brad Murty, and Todd Schnathorst. Also in attendance: Denise Hoy - City Administrator/Clerk, Derek Johnson- ISG, Nick Kitman – Public Works, and a member of the press. Mayor Jeff Martin called the meeting to order at 7:00 pm and opened with the Pledge of Allegiance. The agenda was approved as amended to include an emergency item concerning sewer line issue.

Council member Murty moved, second by Schnathorst, to approve the following consent items: Minutes from the 11-10-16 & 11-30-16 council meetings; November 2016 clerk's financial reports; Payment of claims totaling \$89,418.45. Ayes: 5.

The following claims include expenses for the City, Park Board, Library, Museum, Fire Department and B-CERT.

Advantage Admin, benefits	1,000.76	IA Museum Association, dues	40.00
Alliant, utilities	8,032.17	IA Rural Water Association, dues	275.00
Arnold Motor, tool	143.91	IPERS	2,732.74
Bank of America, fuel	292.69	Ledford Tree Service, service	250.00
Bergman Lawn Service, services	2,332.00	Library Petty Cash	194.01
Bruce Marble, clothing allowance	100.00	Menard's, supply	36.37
CIWA, water	9,327.40	Mid-America, publishing	115.78
Conrad Auto, supply	4.00	Mike Walton, window clean	75.00
Conrad Chamber Main Street	14,500.00	Moler Sanitation, services	172.50
Conrad Hardware, supply	119.24	Monkeytown, office supply	61.98
Crop Production, fuel	142.32	Municipal Supply, supply	240.00
Data Tech, license & support	3,151.71	Nick Kitman, clothing allowance	100.00
Dave Blackburn, mowing	75.00	Premier Office, contract	82.56
Dave Juchems, mileage	16.74	Real Simple, periodical	12.00
Denise Hoy, clothing allowance	100.00	Sebco Books, periodical	28.13
First National Bank, library supply	511.20	State of Iowa, sales tax	3,580.00
Food Magazine, periodical	34.97	Susan Blythe, mileage	70.31
Grundy Co. Sheriff, contract	5,956.67	Test America, lab	766.71
HDC, forms	100.00	US Bank, copier lease	299.40
Heart of Iowa, phone/internet	451.51	Verizon, cell phone	117.21
Heather Ward, reimbursement	51.00	Wolf Creek Childcare, LOST	12,489.41
I+S Group, engineering services	2,677.50	Payroll, 11/11 to 12/08, 2016	13,157.41
Ingram, books & supply	268.47	Utility Deposit refund	24.20
IRS, taxes	5,108.47	Totals Claims	\$89,418.45

November 2016 expenses per fund: General \$28,899; Road Use Tax \$5,831, Employee Benefit \$2,555; LOSST \$6,213; TIF \$64,604; Debt Service \$12,450; Fire & Rescue Building \$127,531; Water \$14,975; Sewer \$32,351; Sewer Sinking \$2,608. Total \$298,017.

November 2016 receipts per fund: General \$15,558; RUT \$12,360; Employee Benefits \$756; Local Option \$14,473; TIF \$1,657; Debt Service \$325; Fire & Rescue Building \$128,000; Water \$33,806; Sewer \$31,529; Sewer Sinking \$16,894; Storm Water Utility \$4,000. Total \$259,358.

Under new fire station discussion:

- a. Derek Johnson updated council on progress being made at the fire station. Johnson felt that Brycon may be a week or so behind projections but felt if they increased their crew they would be able to meet the new completion dates. Weekly inspections will be done until completed.

- b. Council member Schnathorst moved, second by Callaway, to approve pay request #7 to Brycon in the amount of \$114,731.36. Ayes: 5.

Council member Schnathorst moved, second by Callaway to make the following appointments for 2017. Ayes: 5.

- a. The Grundy Register as the official newspaper for legal publications.
- b. Todd Geer as the city attorney and set annual retainer fee at \$1,500 for 12 hours of legal work with excess to be billed at \$175 per hour.
- c. Planning & Zoning: Jerry Miller and Dirk Borgman – expiring 12/31/19
- d. Board of Adjustments: Jan Juchems – expiring 12/31/21
- e. Park Board: Pete Busch, Kristi Myers, Angie Paxson – 12/31/19
- f. Museum Board: Dian Engle & Robert Coulter – expiring 12/31/19

It was also noted that there is still one position open on the Planning & Zoning and one open on the Board of Adjustments. Anyone interested in filling these positions should contact city hall.

The Finance Committee reported that they had met on 12/05/16 and hear budget requests from various departments. Requests received to date are: Fire Department \$29,376; B-CERT \$9,105; Library \$132,260; Park Board \$105,741; Museum \$4,063; Wolf Creek Child Care \$70,000; Main Street \$29,000. Request will be taken into consideration as the budget is put together.

The Personnel Committee reported that they had conducted reviews on city employees Bruce Marble, Nick Kitzman and Betty Haker. Council member Schnathorst recommended that both Marble and Kitzman receive a 4% increase in wages and the insurance allowance and Haker receive an 8% increase in her hourly wage, all effective July 1, 2017. Ayes: Miller, Schnathorst, Brown, Callaway. Nays: Murty.

The Personnel Committee also reported on the process to fill the city administrator position. There were 17 applications received and interviews will be scheduled for the week of December 12, 2016. After initial interviews candidates will be narrowed down to 2 or 3 and interviews will be set up for the entire council.

City Clerk/Administrator Hoy asked for a special exception to the one week vacation pay-out policy so that she could invest her time in working through the end of the month rather than trying to use all of her vacation instead of losing it. Council member Murty moved, second by Brown, to allow a one-time exception to the vacation payout and allow Hoy to cash out any unused vacation as of 12/30/2016. Ayes: 5.

Nick Kitzman shared with council that there was a second sewer line to the Methodist Church that had not been cut out 5 years ago when doing the slip lining. The church has two restrooms that go to this line that was presumably abandoned. The church incurred \$1,180.35 in expenses to try and “unplug” the line before knowing that the service had not been cut. Council member Schnathorst moved, second by Murty, to reimburse the Methodist Church for the expenses incurred plus \$3,000 for them to install a new line rather than try and cut the old service in. Ayes: 5.

With no further business evident, meeting was adjourned at 7:46 PM.