**CITY OF NASHUA**

**CITY COUNCIL MEETING**

**November 7, 2016**

The Nashua City Council met in regular session November 7, 2016 at City Hall at 7:00pm with Mayor Angelina Dietz presiding and Council Members Rolland Cagley, Tom Johnson, Ryan Jung, Kyle Lane and Brenda Roberts present.

The following department heads were in attendance: City Clerk Tabatha Caswell, Police Chief Paul Becthold, Water Superintendent Jeff Smith and Welcome Center Director Jenifer Hauser; along with 9 visitors.

Motion Jung, seconded by Lane to approve the amended agenda: remove items 9-quote received for water tower lighting, item 10-quote received for water tower gate and item 13-quote received for street line painting on 4 blocks of Main St and move item 14-City Manager to be after item 19-Utility Clerk performance. Motion carried unanimously.

 Motion Jung, seconded by Roberts to approve the October 5th meeting minutes. Motion carried unanimously.

 Motion Jung, seconded by Lane to approve the November 7, 2016 bills. Motion carried unanimously.

 Heather Allen with Unggoy Broadband presented a draft of the new City website. City Employee’s are still working on items to be added to the site before it will be ready to be released.

Department Reports:

 City Clerk Caswell: will be attending the annual Budget Workshop November 17th; looking into options with the current credit cards the City has due to missing receipts; will talk to Mike Hannemann about doors and issues with them.

 Police Department Chief Becthold: working on residents being compliant with nuisance ordinance; has met with City Attorney Skilton regarding a trailer in the trailer park that is falling off the foundation; suggested denying the permit for 522 Panama St due to no property lines being marked on the drawing.

 Water Superintendent Smith: the fence around well sites is tentatively scheduled to be installed in December; DNR will be coming to do a normal sanitary survey; spoke about the water meter project; Fehr Graham is looking into the sink hole on Lakeshore.

 Welcome Center Director Hauser: October 1st was the fall event; annual open house will be November 19th and vendors will be present; concerned with the length of time individuals are staying at the Welcome Center some even spend the night in the lobby or bathroom; looking at getting a sign regarding semi’s and overnight trailer parking not being allowed; looking into bids for a snack machine and lighting.

 Mayor Dietz: two inspections have been done-Main St buildings and 621 Cedar St; an extension may be requested for the needed dam repairs; expressed condolences to the Police Officers in Des Moines; author Tim Malven will be at the Library and the Welcome Center will be having a craft sale on November 19th.

 Council Members: Lane-wondering why the street lights have not been put up in the industrial park; Jung-concerned flags are not being lowered and raised appropriately and suggested having one person do all flags, wondering if Edgar is still working, asked if a trailer for the snow blower is still needed, wondering why the Council had not approved the Jendro Sanitation contract with a resolution, would like sidewalk ordinance complete before the sidewalks get slick, Park Board will be having an event with holiday lights and will be asking businesses to participate-will be held in the camp ground and would like it to be plowed if it snows before the event and also the electricity turned back on, inquired on giving the City lot on the corner of Merrill and Madison to the school for the students to build a house; Johnson-has received comments that the City Hall flag looks rough and inquired on getting sandbags removed from residences; Roberts-would like Cedar View Park plowed in the winter; Cagley-met with Angie and Travis regarding sidewalks and also met with Kathy McGregor about grants she may be able to locate for all who would be involved.

 Discussion was held regarding the water meter project. The Council would like to have the spreadsheet with the details completed on a weekly basis. The Council was also wondering if the interface was any closer to being ready. City Clerk Caswell and Utility Clerk Henningsen have talked to Tyler Tech several times and have been told it will be the end of the year before the interface will be ready. Discussion was held regarding the new water meter reads being estimated instead of actual reads being used. Utility Clerk Henningsen explained the process of setting up the accounts and getting the meter reads for billing purposes.

 Motion Jung, seconded by Lane to use Beck Financial as the insurance agent and to offer the 3 options for health insurance with no employee cost for the HSA and to maintain the $50 and $100 cost to employees for the HMO and the PPO plans. Motion carried unanimously.

 Discussion was held regarding the sealed bid process for the equipment for sale. City Attorney Skilton indicated all bids need to be opened at the City Council meeting and suggest redoing the process. The items will be advertised again and those who made a bid will be contacted.

 Motion Jung, seconded by Lane to redo the bid process using sealed bid and asking folks to put sealed bid with equipment name on the envelope. Motion carried unanimously.

 Motion Roberts, seconded by Jung to split between the two offers for snow hauling if River Bend will change offer to $80. Motion carried unanimously.

Discussion was held regarding a safety manual for the City Employees. Council Member Lane suggests having all items before employees sign acknowledgement of the manual. Council Members were also wondering who the designated safety person was and what training would that person need. There were also a few changes needed in the document before the Council wanted to approve. This item as tabled until the next meeting.

City Attorney Skilton questioned item 19 and wanted to know if this was an employment review. He indicated the clerk should be made aware and then is allowed by statute to request a private hearing. He also indicated compliance must be met by the notice provision indicating the statute if a performance review and providing the clerk the ability to elect a closed hearing and all has to be on the agenda. The statute must be listed on the agenda. This item was tabled until the next meeting.

Discussion was held regarding a City Manager. Many council members indicated they felt a City Manager would save the City money. Council Member Johnson asked if everyone was comfortable with the budget and was wondering how the City Manager salary would be paid. Council Member Roberts felt it would be beneficial to the Council Members as they work fulltime and don’t always have time to work on items. Mayor Dietz indicated they were elected to do things for the City. Council Member Jung indicated the citizens are shareholders and customers to the City. A committee was formed to further discuss. The committee includes Kyle Lane and Rolland Cagley.

Motion Lane, seconded by Cagley to reject the permit for 522 Panama St, reimburse 323 Woodbridge for 1 permit and approve the following building permits:

* 1. 323 Woodbridge – shingle house & garage
	2. 316 Douglas – tear out 51” of sidewalk and bring it to grade, replace with new sidewalk (51’ x 4’ x 4”)
	3. 17 Monroe – new windows
	4. 302 Madison St – roof replacement and exterior of house painted

Motion carried unanimously.

 Motion Lane, seconded by Roberts to adjourn the meeting at 9:19pm. Motion carried unanimously.

**EXPENSES FOR NOVEMBER 7, 2016**

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| **VENDOR NAME** | **DESCRIPTION** |  **AMOUNT**  |
| ARNOLD MOTOR SUPPLY | truck repair |  $ 43.80  |
| BECTHOLD PLUMBING | toilet repairs |  $ 145.26  |
| BOCKHAUS PLUMBING | camera sewer |  $ 160.00  |
| BRP INC | rock |  $ 314.41  |
| CASWELL, TABATHA | crash plan 1 year subscription |  $ 149.99  |
| CENTURYLINK | phone |  $ 61.00  |
| CITY OF NASHUA | petty cash-PD postage/bleach |  $ 77.18  |
| COCA-COLA REFRESHMENTS | vending |  $ 190.80  |
| CRONIN, SKILTON & SKILTON PLLC | legal services |  $ 911.47  |
| CUMMINS CENTRAL POWER | generator service/maintenance |  $ 2,584.41  |
| DANKO EMERGENCY EQUIPMENT | equipment |  $ 273.24  |
| DOLLAR GENERAL | toilet paper/flash lights/batteries |  $ 380.60  |
| ESRI | GIS mapping software |  $ 1,500.00  |
| FIRE EQUIPMENT SPECIALITIES INC | coat & pants |  $ 2,328.72  |
| FIRST STATE BANK | ach fees |  $ 56.00  |
| G.T. MURPHY, ABSTRACTER | abstract prep-Lots 8 & 9 Brooklyn Ind |  $ 300.00  |
| HAUSER, JENIFER | mileage/clothes rack/bookshelf/tree |  $ 340.86  |
| HAWKEYE FIRE & SAFETY | fire extinguisher service |  $ 386.10  |
| HAWKINS | chlorine |  $ 25.00  |
| IOWA ONE CALL | locates |  $ 9.90  |
| JENDRO SANITATION | sanitation/recycling services |  $ 2,176.62  |
| LEROY'S | chain/supplies |  $ 44.99  |
| LESSIN SUPPLY CO | shop supplies |  $ 41.12  |
| MARTIN'S FLAG COMPANY | shipping charges |  $ 64.00  |
| MIDAMERICAN ENERGY | utilities |  $ 4,990.43  |
| MIDWEST K-9 DETECT & CONSULTING | down payment for K-9 |  $ 500.00  |
| MPH INDUSTRIES INC | radar repair |  $ 204.84  |
| NASHUA PLUMBING & HEATING | rv antifreeze/tape/thermometer/suppl |  $ 94.17  |
| NEW HAMPTON TRIBUNE/NASHUA REP | advertising/publications |  $ 535.41  |
| POPCORN HEAVEN | vending |  $ 119.20  |
| RILEY'S | October copy fee's |  $ 110.18  |
| S&T COLLISION CENTER | fuses/oil change/tire rotation/batterie |  $ 515.89  |
| SANDRY FIRE SUPPLY LLC | air paks/face piece/air fill station/su |  $ 2,270.11  |
| SANDY'S SIGN SHOP | vehicle decals |  $ 573.00  |
| STILLIONS, BRIAN | camp host 10.9-10.15.16 |  $ 64.00  |
| USPS | November utility billing postage |  $ 210.86  |
| WALMART | vending/supplies |  $ 225.16  |
| ZIP'S TRUCK EQUIPMENT | light bar |  $ 23.25  |
| WC VENDORS | October WC Sales |  $ 3,258.42  |
| EMPLOYEES | wages |  $22,276.36  |
| ICSRU | garnishment |  $ 1,558.14  |
| IRS | federal tax w/holdings |  $ 7,658.94  |
| IPERS | August contributions |  $ 5,390.23  |
| STATE OF IOWA | Oct tax w/holdings & Qtrly Sales Tax |  $ 4,717.00  |
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| **TOTAL EXPENSES FOR NOVEMBER 7, 2016:** |  $67,861.06  |

Angelina Dietz

 Mayor

Attest: Tabatha Caswell

 City Clerk

Transcribed by the City Clerk subject to Council approval.