

**MINUTES OF THE PROCEEDINGS OF THE
CITY COUNCIL OF WHITTEMORE, IOWA**
Tuesday, April 8, 2008 – 5:30 P.M.

The Council of the City of Whittemore, Iowa, met in regular session on Tuesday, April 8, 2008 at 5:30 P.M. in the Chambers of City Hall with Mayor Elbert presiding. Members present included Simonson, Fraser, Setzer and Brownell. Absent: Muller. Others in attendance for all or a portion of the meeting included Richard Hopper, Tom Simmering, Laurie Dahlhauser, Sue Frideres and Mike Elbert.

Representing Jacobson-Westergard & Associates, a firm from Estherville, Iowa that has been designing specs for the new water plant, engineer Richard Hopper presented an updated design of the project, which included changes requested by Council during the March 3, 2008 regular meeting and also going more specifically with the initial design presented by Vessco, Inc. The Council again reviewed the proposal and requested the spec windows on the north and east sides of the new building be eliminated and that the overhead double doors planned for the structure be high quality, commercial grade stainless steel if available.

Tom Simmering of Simmering-Cory, Inc. was in attendance to direct proceedings related to the awarding of contracts for Community Development Block Grant engineering and administrative services. Motion was made by Simonson and seconded by Setzer to approve and accept the "Agreement for Engineering Services", as presented by Jacobson-Westergard & Associates, Inc. of Estherville, and the "Agreement for Administrative Services", as presented by Simmering-Cory, Inc. of Clear Lake. Roll was called and vote was as follows: AYES: Simonson, Fraser, Setzer and Brownell. NAYS: none. ABSENT: Muller. Motion carried.

Per Tom Simmering and considered part of Administrative Services, motion was then made by Fraser and seconded by Brownell to approve in advance the Mayor's signature being applied in a timely manner to all financial documents related to the Community Development Block Grant and the State Revolving (loan) Fund with regard to the water treatment plant project. Vote was all AYES; motion carried.

The Mayor and Council, the project engineer and the project administrator all noted that the project is proceeding as quickly and efficiently as possible.

Applications for employment were reviewed. The following individuals submitted applications for part-time employment as lifeguards at the Whittemore Swimming Pool in 2008: Megan Meyer, Amanda Sidles and Patrick Elbert. The Council accepted said applications.

Laurie Dahlhauser was present to speak with the Mayor and Council about routine operation of the Whittemore Swimming Pool for the summer of 2008. She stated no other older adults have submitted applications to co-manage the facility. The Council then considered the applications for the position of Manager and Co-Manager. Upon motions by Simonson and Fraser and by unanimous vote of the Council, Laurie Dahlhauser was named Manager and Logan Wood was named Assistant Manager of the Whittemore Swimming Pool for the upcoming swim season. Full-time lifeguards were named as follows: Logan Wood, Spense Simonson and Alex Lenz. Substitute lifeguards will be Megan Meyer, Nathan Dahlhauser, Madison Dahlhauser, Amanda Sidles and Patrick Elbert. Perry Green of Pool Tech will be in Whittemore in the near future to instruct the employees on how to properly clean the water in the pool.

Wages paid to swimming pool employees was the next item of discussion. Upon review of a survey of wages paid to employees of swimming pools in area communities, motion was made by Simonson and seconded by Setzer to pay the Whittemore Swimming Pool employees the following wages in 2008: Manager \$8.00 per hour; Assistant Manager \$7.50 per hour; Returning Lifeguards \$7.00 per hour; and New Lifeguards \$6.40 per hour. Vote was all AYES; motion carried.

Motion was then made by Setzer and seconded by Fraser to set the 2008 Whittemore Swimming Pool Ticket and Daily Admission prices as follows:

Family Season Ticket: \$70.00 plus tax
Individual/Single Season Ticket: \$42.00 plus tax
Daily Admission (all ages, all day): \$4.00 per person
Vacation Ticket (7-day pass): \$25.00 per person

Roll was called and vote was as follows, AYES: Simonson, Fraser, Setzer and Brownell. NAYS: none.
ABSENT: Muller. Motion carried.

The Council thanked Laurie Dahlhauser for attending the meeting and for getting the pool employees and facility organized for the upcoming swim season.

Sue Frideres of Farm & Home Insurance Services attended to discuss with the Council the upcoming renewal of employee health and dental insurance. Cost of renewing the employee's current premium will decrease 2.69%. The Council will discuss with full-time employees options that might be available and the issue will again be an agenda item in May, 2008.

There being no corrections or additions, the minutes of the March 3, 2008 regular Council meeting were approved as published in the March 13, 2008 edition of the *Whittemore Independent*.

The Clerk-Treasurer's Financial Reports for the month of March, 2008 were reviewed. Following are the Receipts and Transfers for the month: General \$4517.11; Electric \$32335.44; Gas \$93276.96; Water \$6386.16; Sewer Rental \$3390.68; Solid Waste \$4412.83; Payroll \$13979.59; Equipment \$1860.58; Special Account \$45.54; Trees Savings Account \$0.37; Playground Fund \$0.13; Project Share \$5.00; Community Center Savings Account \$330.00; Road Use Tax \$4515.81; Customer Deposit \$250.00; Special Assessment \$none; Library Improvement Savings \$none; Library Renovations Savings \$4.08; Library Regular \$51.50; Library Renovations Checking \$none; Community Enhancement \$200.00. Motion was made by Fraser and seconded by Brownell to accept the March, 2008 Clerk-Treasurer's Financial Reports. Vote was all AYES; motion carried.

The following claims were presented for payment:

Clayton Energy Corp., reservation charges, service fee and natural gas purchased - \$82138.91
Total (all) Employee Wages - 8043.18
Total 1st Quarter 2008 Mayor and Council Wages - 729.96
Total (all) Contract Labor - 98.00
A T & T, long distance calling - 104.56
Treasurer, State of Iowa, sales taxes - 2625.00
Advanta, CPO continuing education and IAMU Spring Conference registration - 314.61
Sandy Long, reimbursement for craft supplies purchased for Library - 15.15
Janan Gillis, cleaning at Library - 80.00
Randy Mueller, (February) snow removal - 63.00
Gaylord Bros., Inc., supplies - 60.60
Fantastic Floor Cleaners, clean carpet in Children's Room - 267.90
Crafts n'Things, 12 issue subscription renewal - 36.97
Center Point Large Print, books - 38.94
Thomas Bouregy & Co., Inc., books - 138.50
Baker & Taylor, books - 451.90
Stundahl's Cleaning Service, March cleaning at Community Center - 100.00
Iowa Department of Ag & Land Stewardship, pesticide applicator license (B. Meyer) - 15.00
Algona Machine & Supply Inc., repair blade mount for skipper plow - 120.00
L & G Inc., remove ice build-up in alley; remove ice jams from storm sewers - 135.00
Iowa Lakes Community College, EMT continuing education - 294.00
Northwest Communications, monthly website hosting fee - 25.00
ATC Cablevision Co., monthly Internet service at City Hall - 39.95
NIACOG, (9th) monthly installment for Housing Rehab grant - 385.00

Terry's Welding, weld cap on water pipes at Light Plant - 154.00
 Resale Power Group of Iowa, power purchased - 21,359.31
 Border States Electric, gas high pressure regulator - 922.95
 Hach Chemical Co., chemicals at Water Plant - 359.60
 Mangold Environmental Testing, wastewater testing - 43.00
 Knoer Industrial Supply, lift station cleaner - 793.00
 Share Corp., citra-sol (deodorizer at Sewer Plant) - 861.60
 Horizons Unlimited, recyclables processing fee - 64.20
 Shamrock Recycling Inc., recycling fees - 655.20
 City of Spencer, landfill fees - 609.02
 Arnold Motor Supply, air filters (loader and street sweeper) - 129.97
 CNH Capital/Mid-Land Equipment, cutting edge for bucket on Case loader - 1,116.66
 Johnston Auto Stores, windshield solvent/parts cleaner, black shrink tubing - 23.42
 Elbert Chevrolet Inc., brake fluid for dump truck - 8.50
 MaxYield Cooperative, March statement - 1,300.10
 K-Mart, videos, supplies and batteries for tester in Water Plant - 234.63
 Mid-American Research Chemical, weed killer for ballpark and light plant - 312.29
 Bomgaars, door locks - 21.98
 Printing Services Inc., office supplies at City Hall - 155.88
 Whittemore Independent, March and semi-annual publications - 310.85
 Bro Business, counted copies at City Hall and Library - 80.04
 Schmitt Hardware, March statement - 49.97
 Iowa Association of Municipal Utilities, Gas Qualification testing, Spring Conference meeting registration for B. Meyer (\$185.00); Gas Utility dues (\$928.00) and Electric Utility dues (\$949.00) - 2,122.00
 Aramark Uniform Services, March rugs, mops and uniforms - 278.38
 Supplies N'More, printing of envelopes and time cards - 423.57
 Qwest, telephone bills - 210.28
 City of Whittemore, utilities - 3,563.64
 City of Whittemore, \$260.28 total petty cash expenses as: \$6.20 CPO continuing ed meals (B. Meyer); \$6.21 IDED CDBG awards meeting meal (B. Meyer); \$22.11 IAMU Spring Conference meals (B. Meyer); \$20.94 KCEDC quarterly meeting meals (L. Farrell and A. Thompson); \$11.90 KCEDC meeting mileage reimbursement; \$10.00 wash jobs for city vehicles; \$67.62 Library postage; \$1.48 postage for ME-1 and MG-1 annual reports to Iowa Utilities Board; \$5.82 water samples postage; \$108.00 stamps.

Motion was made by Simonson and seconded by Setzer to approve the above-listed claims for payment. Vote was all AYES; motion carried.

The following applications for "Builder's Permits" were submitted for Council consideration:

Bill & Jan Allen: Install a 6' chain link fence to replace existing wooden fence. All work to be completed at 116 Kossuth Street.

Dennis Demory: Reshingle roof of garage on property at 510 First Street.

Bill Newhouse: Remove existing structure and construct a 32x60 steel building on property at 711 Broad Street.

James Olsen: Apply vinyl siding to garage on property at 202 Palo Alto Street.

Superintendent Elbert explained the utilities situation at 711 Broad Street where Bill Newhouse plans to construct a new 32x60 steel building. Electric and natural gas exist at the site and water and sewer utilities can be extended to the location from existing services near the intersection of Seventh and Broad Streets. Council wants to investigate costs to extend the services before any decision to waive tap-on or connection fees is made. Motion was then made by Fraser and seconded by Setzer to approve the applications as shown above. Vote was all AYES; motion carried.

The delinquent accounts were reviewed. City employees were ordered to change the location of the water shut-off at 602 Fourth Street, making it accessible for authorized personnel to use when necessary.

There followed a discussion regarding unkempt properties and other nuisances. The Mayor and Council have been approached by a property owner inquiring if the City would monetarily assist with the tear down of an abandoned house. It was the Council's unanimous decision to deny monetary assist for any such request. Supt. Elbert was asked to canvas the community and note any abandoned and/or junked vehicles that need to be removed from properties located within the city limits.

Consideration was then given to hosting a third annual "E-Waste & Brown Goods Collection and Recycling Day" in Whittemore on May 16, 2008. According to Mike Flannegan of Shamrock Recycling in Emmetsburg, the 2007 collection day was a success and he encourages the Council to operate again in the same manner. Cost of disposing said goods will be 90 cents per pound; microwaves are a flat-fee of \$12.00. Cash only/no checks. Cost to the City of Whittemore remains at \$175.00. Site would be near the recycling bin at Seventh and Kossuth. Motion was made by Simonson and seconded by Setzer to host the third annual "E-Waste & Brown Goods Collection and Recycling Day" in Whittemore on Friday, May 16. Vote was all AYES; motion carried. This event is open to the public (business and residential) and everyone is encouraged to take advantage of this once-a-year cleaning opportunity.

Supt. Elbert was asked to contact John Wagner of Blacktop Service Co. to investigate the need for patch work on streets within the community. The budget allows for \$5,000 to be spent for said repairs.

Upon motions by Setzer and Fraser and a unanimous vote of the Council, the following reappointments were made to city commissions: Tony Grandgenett and Steve Kollasch reappointed to serve five year terms on the Planning & Zoning Commission, effective April 2, 2008; Rebecca Lancaster reappointed to serve a five year term on the Board of Adjustment, effective April 2, 2008; and Michael D. Elbert reappointed to a five year term, serving as Zoning Administrator.

The next regular meeting was scheduled to be held on Tuesday, May 6, 2008 beginning at 5:30 P.M. in the Chambers of City Hall.

Councilperson Fraser presented the new "Our Iowa" publication, noting that there are plans to submit several Whittemore photographs to the magazine editors. Councilperson Simonson reported the new street lamp fixtures have arrived and they will be installed when weather and time permit. He also stated that the Cityscape project submitted to Kossuth Community Foundation was awarded a \$1,000.00 grant for continued downtown improvement and also that the Community Center was awarded \$1,000.00 in casino monies for the handicap sidewalk and doorway entrance replacement project. Councilperson Brownell noted that the Whittemore Ambulance Service was also fortunate to receive a \$1,000.00 grant and that the funds will be used to assist in purchasing a different cot for the ambulance.

In anticipation of better weather and due to high gas prices (currently \$3.23 per gallon ethanol and \$4.09 per gallon diesel) Kossuth County Deputy Sheriff Steve Kollasch presented to the Mayor for Council review, a copy of the rules and regulations regarding golf cart operation on city streets. The Council accepts the idea of operating a golf cart on streets inside the city limits as long as drivers of said carts abide by the laws of the State of Iowa and the Department of Transportation. If the public has any questions regarding this matter, a copy of Section 321.247 of the State Code is available for review at City Hall.

Supt. Elbert spoke of the following:

- City employee Mark Lenz has passed his Water Distribution and Water Treatment, Grade II, tests and now holds said operator's licenses.
- Quality Pump Control estimates indicate the cost of repairing the three lift pumps at the Sewer Plant is \$3,950.00 per pump. The City has budgeted \$15,000.00 in the 2008-09 budget for said repairs. The Council instructed Supt. Elbert to proceed, in a timely manner, with repairs of at least one or two of the pumps, with the work to be billed after July 1, 2008.

- Past Iowa Utility Board inspections have indicated the electrical service to the west silos at MaxYield Cooperative needs to be updated. Supt. Elbert has talked with Algona Municipal Utilities about possibly doing the work, but at this time they do not have a complete estimate of cost. Any action on this project was tabled until such a time when complete estimates are available or other avenues of repair/replacement have been thoroughly investigated.
- The garbage truck has not been used for Tuesday collection for the past six to eight weeks. The garbage sacks are being picked up by employees driving around with the two city pickups. The work is being accomplished in half the time it takes to collect with the truck, and the savings in fuel cost has amounted to over \$200.00 per month.

The Clerk informed the Council of a DOT program known as "Small Town Sign Replacement Program". In an effort to improve safety the DOT has initiated a program to replace deficient signs and posts in cities with populations of 5,000 or less. Supt. Elbert was asked to assess the community's signage and, if necessary, complete the paperwork to obtain new signs as offered through said program.

The Council reviewed a quote in the amount of \$4,250.00 from Midwest Concrete Cutting Inc. to cut and jackhammer out the (two) concrete foundations of the old generators at the Light Plant. No action was taken and the issue was tabled until a later date.

As the new water treatment plant will be located east of the water tower at the north end of Third Street, the yard waste disposal site needs to be relocated. Supt. Elbert was asked to investigate possible sites to be used as a replacement for the existing drop-off spot.

The upcoming meetings schedule was reviewed. Councilman Simonson noted the Whitemore Community Club will soon begin meeting on a quarterly basis, and that there will not be a meeting in April. The next meeting date has been scheduled for Thursday, May 22, beginning at 6:00 P.M. in the American Legion Hall.

There being no further business to come before the Council, Mayor Elbert declared the April 8, 2008 regular meeting adjourned at approximately 7:50 P.M.

/s/ **Linda K. Farrell**
City Clerk

