

**City of Hills**

**Council Members**

Bruce Endris  
Steve Harris  
Merle Hill  
Thom Kirkpatrick  
Cathy Knebel

201 N 1<sup>st</sup> St P O Box 345  
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**Mayor**

Tim Kemp  
**City Administrator**  
Cathy Fitzmaurice-Hill  
**Deputy Clerk**  
Donna Hicks

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Joint Meeting  
Hills City Council  
Fire Department  
Township Trustees  
Hills Fire Department Meeting Room @ 6:30 PM  
June 27, 2016

Annual Meeting with Township Trustees to update on Fire Protection

Hills City Council  
Regular Meeting  
Hills Fire Department Meeting Room @ 7:00 PM  
June 27, 2016

**1. Consent Agenda:**

- a. Agenda
- b. Minutes: June 13, 2016
- c. Scheduled list of Claims
- d. Receipts from June 13, 2016 thru June 27, 2016

**2. Public Comments**

**3. Business:**

- a. Resolution 2016-15 Authorizing the transfer of funds for Fiscal Year 2015-2016
- b. Resolution 2016-16 of Acceptance of Public Improvements for Hills Commercial Park.
- c. Possible Closed Session pursuant to Iowa Code Section 21.5 (1)(j) to discuss potential real estate acquisition.

**4. Reports:**

- a. Mayor
- b. Attorney
- c. City Administrator
- d. Maintenance
- e. Fire Department
- f. Sewer
- g. Water

**5. Adjournment**

Hills City Council Meeting  
June 13, 2016  
7:00 PM  
Hills Fire Station Meeting Room

The regular Hills City Council meeting was called to order by Mayor Tim Kemp at 7:00 p.m. on Monday, June 13, 2016 at the Hills Fire Station Meeting Room.

Council members present were: Bruce Endris, Steve Harris, Merle Hill, Thom Kirkpatrick and Cathy Knebel.

Absent: None. Also present: Cathy Fitzmaurice-Hill, City Administrator and Erek Sittig, City Attorney.

**Consent Agenda:** A Motion was made by Knebel and seconded by Kirkpatrick to approve the consent agenda approving Agenda items, minutes from the Meeting of May 23, 2016, Scheduled list of claims, receipts from May 23, 2016 thru June 13, 2016 and appointments to the Community Center Board. Ayes:5. Motion carried.

**Public Comment:** None.

**Business:**

Deputy Brandon Richmond and Deputy Cody O'Hare from the Johnson County Sheriff's office provided a presentation to the Council on Crisis Intervention Training. The department has sent numerous individuals to San Antonio to receive CIT. The training is intended to better serve those individuals in crisis, to attempt to de-escalate a situation rather than jail time or a trip to the emergency room. The goal in Johnson County is to build a restoration center. The County will begin offering its own training next year with its officers and eventually hopes to include local paramedics, first responders and firefighters.

Resolution 2016-12 was presented setting salaries or wages for employees for fiscal year 2016-17 beginning July 1, 2016. A motion was made by Endris and seconded by Hill to approve Resolution 2016-12. A roll call vote was taken. Ayes: 5. Resolution 2016-12 approved.

Resolution 2016-13 was presented adopting an Information Systems Disaster Prevention and Recovery Plan for the City of Hills, Iowa. The plan provides for the protection of all information technology systems and recovery of same in the event of an emergency. A motion was made by Kirkpatrick and seconded by Endris to approve Resolution 2016-13. A roll call vote was taken. Ayes:5. Resolution 2016-13 approved.

Resolution 2016-14 was presented adopting an Investment Policy for the City of Hills, Iowa. The investment policy was previously included in the City Code. It was removed from the Code with the recent re-codification. A motion was made by Knebel and seconded by Harris to approve Resolution 2016-14. A roll call vote was taken. Ayes:5. Resolution 2016-14 approved.

**Reports:**

Attorney: The City has a hearing date of July 28, 2016 scheduled for the Branson property.

Fire Chief: No report.

Maintenance: No report.

Sewer: Bruce reported that an aerator failed. He will get repaired.

Administrator: Cathy shared a letter of thanks from Shelia McCarville-Jennerjohn for the donation to the Sudan Well project for the Hills Elementary Students. They met their goal and were able to donate \$5000 for a well which will allow for naming rights on the well. Cathy also noted that the State Auditor will return on June 28<sup>th</sup> to review the City progress on the previous recommendations.

Mayor: Mayor Kemp discussed the 4<sup>th</sup> of July celebration will be held on the 4<sup>th</sup> with the exception of the Kiddie tractor pull which will be on the 3<sup>rd</sup>. The Music in the Park concert series kicked off with a nice crowd. The bands scheduled will play a variety of music.

A Motion was made by Hill and seconded by Harris to adjourn the meeting at 8:00 p.m. Ayes:5. Motion carried.

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Tim Kemp, Mayor

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Cathy Fitzmaurice-Hill, City Administrator

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
HILLS BANK & TRUST GENERAL								
JUNE16	1	6/27/16	6/27/16	1413 ACOUSTIC MAYHEM MUSIC IN THE PARK	350.00	001	001-499-6440	1
				INVOICE TOTAL	350.00			
				VENDOR TOTAL	350.00			
1139 ALLIANT UTILITIES								
JUNE16	1	6/27/16	6/27/16	6329341000 1/2 FIRE STAT	78.93	1115	001-150-6371	1
	2			7476601000 STREET LIGHTS	866.26	001	001-230-6371	1
	3			632934100 1/2 FIRE STATI	78.93	001	001-650-6371	1
	8			0100611000 SIREN	29.85	001	001-650-6371	1
	9			0854541000 MAINT BLDG	169.85	001	001-650-6371	1
	10			0071821000 SIGN LIGHT	18.35	001	001-650-6371	1
	11			7980511000 BALL PARK	396.26	001	001-650-6371	1
				INVOICE TOTAL	1,638.43			
				VENDOR TOTAL	1,638.43			
1415 CASSIE PETERSON								
JUNE 16	1	6/27/16	6/27/16	MUSIC IN THE PARK BAND	400.00	001	001-499-6440	1
				INVOICE TOTAL	400.00			
				VENDOR TOTAL	400.00			
1026 DAVE SEYDEL AUTO & TRUCK								
JUNE16	1	6/27/16	6/27/16	DUMP TRUCK OIL CHANGE	74.10	001	001-650-6332	1
				INVOICE TOTAL	74.10			
1046 GAZETTE COMMUNICATIONS								
JUNE16	1	6/27/16	6/27/16	TRUCK OIL CHANGE	44.05	001	001-650-6332	1
				INVOICE TOTAL	44.05			
				VENDOR TOTAL	118.15			
1068 I WIRELESS								
062116	1	6/27/16	6/27/16	6-13 MIN	51.73	001	001-650-6414	1
				INVOICE TOTAL	51.73			
				VENDOR TOTAL	51.73			
1101 JOHNSON COUNTY SHERIFF								
JUNE16	1	6/27/16	6/27/16	CELL PHONE	49.23	001	001-650-6373	1
				INVOICE TOTAL	49.23			
				VENDOR TOTAL	49.23			
1101 JOHNSON COUNTY SHERIFF								
JUNE16	1	6/27/16	6/27/16	POLICE PROTECTION	2,278.92	001	001-110-6420	1
				INVOICE TOTAL	2,278.92			
				VENDOR TOTAL	2,278.92			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
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1130 MID AMERICAN ENERGY								
JUNE16	1	6/27/16	6/27/16	7799078018 1/2 FIRE STAT	10.17	1115	001-150-6371	1
	2			7799078018 1/2 FIRE STAT	10.17	001	001-650-6371	1
	3			7715078014 CLERK	18.35	001	001-650-6371	1
				INVOICE TOTAL	38.69			
				VENDOR TOTAL	38.69			
1414 SAMANTHA KEMP DESIGNS								
JUNE16	1	6/27/16	6/27/16	MUSIC IN THE PARK POSTER	150.00	001	001-499-6440	1
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	150.00			
1198 STAPLES								
JUNE16	1	6/27/16	6/27/16	OFFICE SUPPLIES	139.62	001	001-650-6506	1
				INVOICE TOTAL	139.62			
				VENDOR TOTAL	139.62			
1336 STREB & STREB PARTNERSHIP								
JUNE16	1	6/27/16	6/27/16	ESCROW REFUND	78,100.00	001	001-699-6498	1
				INVOICE TOTAL	78,100.00			
				VENDOR TOTAL	78,100.00			
				GENERAL	83,314.77			
WATER								
1139 ALLIANT UTILITIES								
JUNE16	5	6/27/16	6/27/16	0111390000 WELL	27.52	600	600-810-6371	1
	12			6651001000 WELL	326.61	600	600-810-6371	1
	13			6311341000 TREATMENT PLA	797.30	600	600-810-6371	1
				INVOICE TOTAL	1,151.43			
				VENDOR TOTAL	1,151.43			
1130 MID AMERICAN ENERGY								
JUNE16	4	6/27/16	6/27/16	1613096017 TREATMENT PLA	11.39	600	600-810-6371	1
	5			0882108014 WELL	10.39	600	600-810-6371	1
				INVOICE TOTAL	21.78			
				VENDOR TOTAL	21.78			
				WATER	1,173.21			
SEWER								
1139 ALLIANT UTILITIES								
JUNE16	4	6/27/16	6/27/16	2997301000 4TH LIFT STAT	207.64	610	610-815-6371	1
	6			2683821000 LAGOON	780.71	610	610-815-6371	1
	7			1674001000 OAK LIFT STAT	45.92	610	610-815-6371	1
				INVOICE TOTAL	1,034.27			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
VENDOR TOTAL					1,034.27		
1287 KEYSTONE LABORATORIES							
1204766	1	6/27/16	6/27/16	SEWER TESTS	58.68	610 610-815-6380	1
INVOICE TOTAL					58.68		
1204907	1	6/27/16	6/27/16	SEWER TESTS	89.38	610 610-815-6380	1
INVOICE TOTAL					89.38		
VENDOR TOTAL					148.06		
1218 VAN METER INDUSTRIAL INC							
9281211	1	6/27/16	6/27/16	BATTERY'S SEWER	53.33	610 610-815-6350	1
INVOICE TOTAL					53.33		
VENDOR TOTAL					53.33		
SEWER					1,235.66		
HILLS BANK & TRUST TOTAL					85,723.64		
TOTAL MANUAL CHECKS					.00		
TOTAL E-PAYMENTS					.00		
TOTAL PURCH CARDS					.00		
TOTAL ACH PAYMENTS					.00		
TOTAL OPEN PAYMENTS					85,723.64		
GRAND TOTALS					85,723.64		

ACCOUNT NUMBER	ACCOUNT NAME	DATE	JOURNAL	RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
001-950-4120	BUILDING/CONTRUCT PERMIT	6/17/16	GL1510	HANSEN BROTHERS INVESTMENT LLC	BUILDING PERMIT	2,000.00
	ACCOUNT TOTAL					2,000.00
001-950-4186	GOLF CART PERMIT	6/17/16	GL1510	MARK DULL	GOLF PERMIT	20.00
		6/17/16	GL1510	STEVE JENN	GOLF PERMIT	20.00
	ACCOUNT TOTAL					40.00
001-950-4300	INTEREST	6/17/16	GL1510	HILLS BANK AND TRUST	CD INT - GEN CD 10217883	1,304.76
		6/17/16	GL1510	HILLS BANK AND TRUST	CD INT - GEN CD 10180420	247.01
	ACCOUNT TOTAL					1,551.77
001-950-4799	MISC REVENUE	6/17/16	GL1510	HILLS T&C	DONATIONS OLD 218-MUSIC IN THE PARK	300.00
		6/17/16	GL1510	STUTSMAN	DONATIONS MUSIC IN THE PARK	800.00
		6/24/16	GL1513	HILLS BANK AND TRUST	DONATIONS MUSIC IN THE PARK	800.00
	ACCOUNT TOTAL					1,900.00
110-210-4300	INTEREST	6/24/16	GL1513	HILLS BANK	CD INT - ROADS CD 10096063	44.11
	ACCOUNT TOTAL					44.11
110-210-4430	ROAD USE TAX	6/21/16	GL1512	TREASURER, STATE OF IOWA	ROAD USE TAX	7,789.06
	ACCOUNT TOTAL					7,789.06
600-810-4500	CHARGES/FEEES FOR SERVICES	6/13/16	UB3331	SA CASH POSTING		127.70
		6/13/16	UB3331	WA CASH POSTING		584.61
		6/13/16	UB3331	WA CASH POSTING		5.00
		6/15/16	UB3337	SA CASH POSTING		189.90
		6/15/16	UB3337	WA CASH POSTING		993.26
		6/15/16	UB3337	WA CASH POSTING		148.89
		6/16/16	UB3339	SA CASH POSTING		50.00
		6/16/16	UB3339	SA CASH POSTING		1,070.00
		6/16/16	UB3339	WA CASH POSTING		552.20
		6/16/16	UB3339	WA CASH POSTING		5,305.08
		6/17/16	UB3341	SA CASH POSTING		30.00
		6/17/16	UB3341	SA CASH POSTING		280.00
		6/17/16	UB3341	WA CASH POSTING		133.32

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID		
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600-810-4500	CHARGES/FEEES FOR SERVICES		
6/17/16	UB3341 WA	CASH POSTING	1,341.21
6/17/16	UB3341 WA	CASH POSTING	190.00
6/17/16	UB3343 SA	CASH POSTING	70.00
6/17/16	UB3343 WA	CASH POSTING	272.11
6/17/16	UB3343 WA	CASH POSTING	11.75
6/20/16	UB3345 SA	CASH POSTING	280.00
6/20/16	UB3345 WA	CASH POSTING	1,303.39
6/20/16	UB3345 WA	CASH POSTING	4.70
6/20/16	UB3347 SA	CASH POSTING	90.00
6/20/16	UB3347 SA	CASH POSTING	140.00
6/20/16	UB3347 WA	CASH POSTING	694.96
6/20/16	UB3347 WA	CASH POSTING	642.16
6/21/16	UB3354 SA	CASH POSTING	230.58
6/21/16	UB3354 WA	CASH POSTING	999.98
6/21/16	UB3354 WA	CASH POSTING	7.40
6/21/16	UB3354 WA	CASH POSTING	.25-
6/21/16	UB3355 SA	PENALTY CALC	10.00
6/21/16	UB3355 WA	PENALTY CALC	652.21-
6/21/16	UB3355 WA	PENALTY CALC	513.69
6/24/16	UB3360 SA	CASH POSTING	82.26
6/24/16	UB3360 WA	CASH POSTING	537.44
6/24/16	UB3360 WA	CASH POSTING	1.70
ACCOUNT TOTAL			16,240.83
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600-810-4550	MISC CHARGE FOR SERVICES		
6/21/16	UB3355 WA	PENALTY CALC	40.00
ACCOUNT TOTAL			40.00
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600-810-4560	SALES TAXES COLLECTED		
6/13/16	UB3331 WA	CASH POSTING	46.59
6/15/16	UB3337 WA	CASH POSTING	70.53
6/16/16	UB3339 WA	CASH POSTING	38.65
6/16/16	UB3339 WA	CASH POSTING	371.27
6/17/16	UB3341 WA	CASH POSTING	6.22
6/17/16	UB3341 WA	CASH POSTING	91.64
6/17/16	UB3343 WA	CASH POSTING	19.86
6/20/16	UB3345 WA	CASH POSTING	92.78
6/20/16	UB3347 WA	CASH POSTING	48.64
6/20/16	UB3347 WA	CASH POSTING	44.94
6/21/16	UB3354 WA	CASH POSTING	70.52
6/21/16	UB3355 WA	PENALTY CALC	4.11
6/24/16	UB3360 WA	CASH POSTING	35.01
ACCOUNT TOTAL			940.76
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600-810-4730	DEPOSITS		
6/20/16	UB3351 WA	CASH POSTING	400.00
ACCOUNT TOTAL			400.00
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610-815-4500	CHARGES/FEEES		

ACCOUNT NUMBER	ACCOUNT NAME	DATE	JOURNAL	RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
6/13/16	UB3331 SW CASH POSTING					455.00
6/15/16	UB3337 SW CASH POSTING					634.35
6/15/16	UB3337 SW CASH POSTING					27.55
6/16/16	UB3339 SW CASH POSTING					250.00
6/16/16	UB3339 SW CASH POSTING					4,090.00
6/17/16	UB3341 SW CASH POSTING					150.00
6/17/16	UB3341 SW CASH POSTING					90.00
6/17/16	UB3341 SW CASH POSTING					1,015.00
6/17/16	UB3343 SW CASH POSTING					215.65
6/20/16	UB3345 SW CASH POSTING					954.03
6/20/16	UB3347 SW CASH POSTING					450.00
6/20/16	UB3347 SW CASH POSTING					490.00
6/21/16	UB3354 SW CASH POSTING					805.00
6/21/16	UB3355 SW PENALTY CALC					79.66
6/24/16	UB3360 SW CASH POSTING					387.32
6/24/16	UB3360 SW CASH POSTING					80.00
ACCOUNT TOTAL						10,173.56
610-815-4560	SALES TAX COLLECTED					
6/16/16	UB3339 SW CASH POSTING					17.50
6/17/16	UB3341 SW CASH POSTING					10.50
6/20/16	UB3347 SW CASH POSTING					31.50
ACCOUNT TOTAL						59.50
670-840-4501	GARBAGE FEES					
6/13/16	UB3331 GB CASH POSTING					47.50
6/15/16	UB3337 GB CASH POSTING					42.75
6/16/16	UB3339 GB CASH POSTING					465.50
6/17/16	UB3341 GB CASH POSTING					114.55
6/17/16	UB3341 GB CASH POSTING					40.00
6/17/16	UB3343 GB CASH POSTING					23.75
6/17/16	UB3343 GB CASH POSTING					20.00
6/17/16	UB3343 GB CASH POSTING					10.00
6/20/16	UB3345 GB CASH POSTING					112.16
6/20/16	UB3347 GB CASH POSTING					42.75
6/21/16	UB3354 GB CASH POSTING					52.25
6/21/16	UB3355 GB PENALTY CALC					4.75
6/24/16	UB3360 GB CASH POSTING					33.25
6/24/16	UB3360 GB CASH POSTING					140.00
ACCOUNT TOTAL						1,149.21
670-840-4502	GARBAGE BAGES					
6/13/16	UB3331 UNIQUE MC GL DIST PMT: GBTAG					25.00
6/16/16	UB3339 UNIQUE MC GL DIST PMT: GBTAG					25.00
6/17/16	GL1510 ZEMAN				GARBAGE TAGS	10.00
6/17/16	GL1510 REARVIEW MIRROR				GARBAGE TAGS	25.00
6/17/16	GL1510 RESIDENT				GARBAGE TAGS	10.00
6/17/16	GL1510 MELLECKER				GARBAGE TAGS	25.00
6/17/16	GL1510 STEVE JENN				GARBAGE TAGS	130.00
					2- YEARLY	
6/17/16	UB3341 UNIQUE MC GL DIST PMT: GBTAG					25.00

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO	REF/DESCRIPTION	AMOUNT
670-840-4502	GARBAGE BAGES			
6/20/16	UB3347 UNIQUE MC GL DIST PMT: GBTAG			12.50
6/24/16	GL1513 RESIDENT		GARBAGE TAGS	5.00
	ACCOUNT TOTAL			292.50
			REPORT TOTAL	=====
				42,621.30

**RESOLUTION NO. 2016-15**

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FOR THE  
FISCAL YEAR 2015-2016**

**WHEREAS**, pursuant to the provisions of the Budget for Fiscal Year 2015-2016 certain transfers of monies between funds are necessary to complete the budget; and

**WHEREAS**, the City Council finds that the following transfers should be completed:

1. Transfer \$69,724.00 from the Water Fund to the Debt Service Fund to pay towards the Water Revenue Bond.
2. Transfer \$32,101.96 from the Local Option Sales Tax Fund to the Debt Service Fund to pay towards the General Obligation Bond.

**BE IT THEREFORE RESOLVED**, that the City Council directs the City Administrator to make the above stated transfers.

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Resolution 2016-15.

YES:

NO:

ABSTAIN:

ABSENT:

**RESOLUTION 2016-15 PASSED AND APPROVED** this 27rd day of June 2016.

\_\_\_\_\_  
Tim Kemp, Mayor

ATTEST:

\_\_\_\_\_  
Cathy Fitzmaurice-Hill, City Administrator

**RESOLUTION NO. 2016-16**

**RESOLUTION OF ACCEPTANCE OF PUBLIC IMPROVEMENTS**

**WHEREAS**, CITY OF HILLS, Iowa has entered into a City-Subdivider's Agreement with Streb & Streb Partnership, ("Streb") as owner/developer of Hills Commercial Park which requires the developer construct all public improvements for said property, and;

**WHEREAS**, in order to assist Streb in the immediate sale and conveyance of certain lots in the Subdivision, the City entered an Escrow Agreement with Streb in order to assure the timely completion of work which agreement provided for escrow funds to the City in the amount of Seventy-Eight Thousand One Hundred and no/100 Dollars (\$78,100.00); and

**WHEREAS**, all of the public improvements for said property have now been completed in general compliance with the terms, conditions, and stipulations of said Escrow Agreement and City-Subdivider's Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hills, Iowa, hereby accepts the public improvements installed in Hills Commercial Park, subject to Warranties and Maintenance Bond provisions provided under the Agreement between the City and Subdivider.

**BE IT FURTHER RESOLVED** that City Staff is hereby directed to return to Subdivider the amount of Seventy-Eight Thousand One Hundred and no/100 Dollars (\$78,100.00), which is currently held in escrow, as such escrowed funds are no longer necessary.

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Resolution 2016-16.

YES:

NO:

ABSTAIN:

ABSENT:

Resolution 2016-16 Passed and Approved this 27th day of June, 2016.

\_\_\_\_\_  
Tim Kemp, Mayor

ATTEST:

\_\_\_\_\_  
Cathy Fitzmaurice-Hill, City Administrator