

City of Hills

Council Members

Bruce Endris
Steve Harris
Merle Hill
Thom Kirkpatrick
Cathy Knebel

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Mayor

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

Hills City Council
Regular Meeting
Hills Fire Department Meeting Room @ 7:00 PM
September 28, 2015

- **Consent Agenda:**
 - Minutes from meeting September 14, 2015
 - Bills and receipts from September 14 thru September 28, 2015
- **Public Discussion**
- **New Business**
 - Mary Blount, Executive Director, Iowa Humane Alliance - Presentation "Trap/Neuter/Release - A Solution for Community Cat Management".
 - Resolution 2015-45 authorizing the Transfer of Funds.
- **Previous Business**
 - Discussion and possible action on Water Utility.
 - Discussion and possible action on Wastewater Treatment Plant.
- **Council Action List, Comments, Concerns, Reports**
 - Mayor
 - Attorney
 - City Administrator
 - Maintenance
 - Fire Department
 - Sewer
- **Adjournment**

Hills City Council Meeting
September 14, 2015
Hills Fire Station Meeting Room

The regular Hills City Council meeting was called to order by Mayor Tim Kemp at 7:00 PM on Monday, September 14, 2015 at the Hills Fire Station Meeting Room.

Council members present were: Bruce Endris, Steve Harris, Merle Hill and Thom Kirkpatrick. Absent: Cathy Knebel. Also present: Cathy Fitzmaurice-Hill, City Administrator, Ron Wolfe, Public Works, Jim Wolfe, Project Manager, Jason Van Nevel, Fire Chief and Erek Sittig, City Attorney.

A motion was made by Hill and seconded by Kirkpatrick to approve the consent agenda approving minutes from August 24, 2015 and bills/receipts from August 24, 2015 thru September 14, 2015. Ayes: 4. Motion carried.

Public Discussion: None.

New Business:

Mayor Tim Kemp proclaimed September, 2015 as National Preparedness Month and encouraged all citizens to take notice of this occasion, and to give appropriate attention to their necessary actions by preparing themselves for any emergency or disaster. Dave Wilson, Director, Johnson County Homeland Security and Emergency Management Agency was present to receive this proclamation.

Resolution 2015-39 was presented approving the 2015 Road Use Report showing Road Use Tax received of \$73,100, interest of \$1,457 and expenses of \$37,774. A motion was made by Kirkpatrick and seconded by Endris to approve Resolution 2015-39. A roll call vote was taken. Ayes-4. Absent-Knebel. Resolution 2015-39 passed.

Resolution 2015-40 was presented approving and authorizing the Mayor to sign Contractor's Pay Application for Payment No. 14 to the Contract with Dave Schmitt Construction Co Inc for Hills Municipal Water System –Division 1. The request is for \$230,111.18 which has been reviewed and recommended for approval by Fox Engineering. A motion was made by Kirkpatrick and seconded by Hill to approve Resolution 2015-40. A roll call vote was taken. Ayes-4. Absent-Knebel. Resolution 2015-40 passed.

Resolution 2015-41 was presented approving and authorizing the Mayor to sign Contractor's Pay Application for Payment No. 11 to the Contract with Maguire Iron Inc for Hills Municipal Water System – Division 2. The request is for the remaining contract balance of \$45,047.25 which has been reviewed and recommended for approval by Fox Engineering. A motion was made by Endris and seconded by Harris to approve Resolution 2015-41. A roll call vote was taken. Ayes-4. Absent-Knebel. Resolution 2015-41 passed.

Resolution 2015-42 was presented of Acceptance of Public Improvements with Maguire Iron Inc for Hills Municipal Water System – Division 2. Fox Engineering has stated that the Project has been completed in general compliance with the terms, conditions, and stipulations of the Contract. A motion was made by Harris and seconded by Kirkpatrick to approve Resolution 2015-42. A roll call vote was taken. Ayes-4. Absent-Knebel. Resolution 2015-42 passed.

Resolution 2015-36 was presented authorizing the Mayor to execute Change Order No. 10 to the Contract with Dave Schmitt Construction Co Inc. for Hills Municipal Water system – Division 1. This Change Order provides for the condensate drains that were added to the Water Treatment Plant and previously approved under a Work Directive. The Order, which increases the contract amount by \$718.20, has been reviewed and recommended for approval by Fox Engineering. A motion was made by Kirkpatrick and seconded by Harris to approve Resolution 2015-36. A roll call vote was taken. Ayes-4. Absent-Knebel. Resolution 2015-36 passed.

Resolution 2015-43 was presented authorizing the Mayor to execute Change Order No. 11 to the Contract with Dave Schmitt Construction Co Inc for Hills Municipal Water System – Division 1. This Change Order provides for directional drilling for relocation of 6" water main and fire hydrant at Stutsmans due to conflicts with existing telephone and gas service lines not previously located. The Order, which increases the contract amount by \$3650.00, has been reviewed and recommended for approval by Fox Engineering. A motion was made by Endris and seconded by Hill to approve Resolution 2015-43. A roll call vote was taken. Ayes-4. Absent-4. Resolution 2015-43 passed.

Resolution 2015-44 authorizing the Mayor to execute Change Order No. 12 to the Contract with Dave Schmitt Construction Co Inc for Hills Municipal Water System – Division 1. This Change Order provides for a fire wall appliance at the Water Treatment Plant to allow a secure remote connection to the controls. The Order, which increases the contract amount by \$1,695.38, has been reviewed and recommended for approval by Fox Engineering. A Motion was made by Hill and seconded by Kirkpatrick to approve Resolution 2015-44. A roll call vote was taken. Ayes-4. Absent-Knebel. Resolution 2015-44 passed.

The Council received two estimates from D&N Fence Co. to construct fencing along the south side of the Water Treatment Plant and around the Stutsman Well. The well would be 154 feet and have both a 10 foot drive through gate and a 4 foot walk through gate at a cost of \$5,925. The Plant fence would be 300 feet along the south side of the property at a cost of \$4,800. The Council discussed the placement of the property pins and discovered that the property line is approximately at the electric pole line. Current property owners have been using and maintaining some of this property. The Council felt the fence should be placed about 4 feet off the line. Current property owners will be notified of the City property line. A motion was made by Kirkpatrick and seconded by Hill to accept the estimates with D&N Fence Co. Ayes-4. Motion carried.

Previous Business:

Water Utility Update: Jim Wolfe reported that all of Oak Crest Hills Estates and about 60 homes/business' have been hooked up to water. Ackerman Plumbing is able to complete about 5-7 houses per day. He shared with the Council that some homes have boilers that use water and may need valves to prevent backflow into the City system. After discussion a motion was made by Kirkpatrick and seconded by Hill to authorize up to \$10,000 to be used for materials and labor to prevent cross contamination to the City system on houses with boilers.

Wastewater Treatment Plant Update: Erek continues to work on easements for the project and requested the Council consider changing the route to the northside of the creek. He has spoken with Fox Engineering and they felt this could be considered. The Council agreed to direct Fox Engineering to consider this route change.

Attorney: Erek received a Subdividers Agreement from Hills Commercial Park. He will review with City Administrator.

Fire Chief: Jason shared with the Council that he has taken a position at Mercy Hospital which will prevent him from regularly attending meetings. The Council asked that he have another officer attend meetings when he is unable.

Maintenance: No report.

Sewer: Bruce reported soft start has been installed at Oak Crest Hill lift station. He also has spoken with Gingerich and they will take the pressure tank from the well at no charge.

Administrator: Cathy reported P&Z met in regard to the Stockman annexation request. The commission had no recommendation for the Council due to a split vote. As a result Jim Stockman has withdrawn his application for annexation at this time. P&Z will meet to review the comprehensive plan and look at a possible amendment to include the areas north of Hills.

Mayor: Tim reported a good turnout at the Water Treatment Plant Ribbon cutting. He thanked all involved for the help.

A Motion was made by Hill and seconded by Harris to adjourn the meeting at 8:29 P.M . Ayes: 4 Motion carried.

Tim Kemp, Mayor

Cathy Fitzmaurice-Hill, Administrator

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

HILLS BANK & TRUST GENERAL								
SEPT15	1	9/28/15	9/28/15	1139 ALLIANT UTILITIES 4916015906002 1/2 FIRE S	109.13	001	001-150-6371	1
	2			4916014001001 STREET LIG	879.32	001	001-230-6371	1
	3			4916015906002 1/2 FIRE S	109.12	001	001-650-6371	1
	8			4916015907001 SIREN	32.37	001	001-650-6371	1
	9			4916015865001 MAINT BLDG	204.48	001	001-650-6371	1
	10			4916015019501 SIGN LIGHT	20.41	001	001-650-6371	1
	11			4916014882201 BALL PARK	276.31	001	001-650-6371	1
				INVOICE TOTAL	1,631.14			
				VENDOR TOTAL	1,631.14			
024645	1	9/28/15	9/28/15	1263 FELD FIRE AIR PAKS	600.00	001	001-150-6350	1
				INVOICE TOTAL	600.00			
				VENDOR TOTAL	600.00			
2602174	1	9/28/15	9/28/15	1046 GAZETTE COMMUNICATIONS MIN/EXP/REV PUBLICATION	165.36	001	001-650-6414	1
				INVOICE TOTAL	165.36			
				VENDOR TOTAL	165.36			
SEPT1515	1	9/28/15	9/28/15	1068 I WIRELESS CELL PHONE	73.82	001	001-650-6373	1
				INVOICE TOTAL	73.82			
				VENDOR TOTAL	73.82			
sept15	1	9/28/15	9/28/15	1081 IOWA CODIFICATION RECODIFICATION	2,200.00	001	001-640-6411	1
				INVOICE TOTAL	2,200.00			
				VENDOR TOTAL	2,200.00			
20086	1	9/28/15	9/28/15	1057 K.D. ENGINEERING LAPTOP REPAIR	24.95	001	001-650-6419	1
				INVOICE TOTAL	24.95			
				VENDOR TOTAL	24.95			
16587	1	9/28/15	9/28/15	1394 KUENSTER PLUMBING, HEATING COM CNTR WATER LEAK REPA	507.99	001	001-460-6310	1
				INVOICE TOTAL	507.99			
				VENDOR TOTAL	507.99			
439651	1	9/28/15	9/28/15	1111 LINDER TIRE TIRE REPLACEMENT/2011 CH	592.12	001	001-650-6332	1
				INVOICE TOTAL	592.12			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
VENDOR TOTAL					592.12		
325481	1	9/28/15	9/28/15	1349 IOWA OFFICE SUPPLY INC COPIES	51.96	001 001-650-6414	1
INVOICE TOTAL					51.96		
VENDOR TOTAL					51.96		
25781	1	9/28/15	9/28/15	1202 SEYDEL AUTO SERVICE TRUCK REPAIRS	168.89	001 001-650-6332	1
INVOICE TOTAL					168.89		
VENDOR TOTAL					168.89		
199273	1	9/28/15	9/28/15	1203 STUTSMAN INC FUEL	191.41	001 001-150-6331	1
INVOICE TOTAL					191.41		
199274	1	9/28/15	9/28/15	FUEL	62.77	001 001-650-6331	1
INVOICE TOTAL					62.77		
VENDOR TOTAL					254.18		
GENERAL					6,270.41		
WATER							
SEPT15	5	9/28/15	9/28/15	1139 ALLIANT UTILITIES 4916016300502 WELL	105.52	600 600-810-6371	1
	12			4916016532501 WELL	617.26	600 600-810-6371	1
	13			4916014549002 TREATMENT	1,418.96	600 600-810-6371	1
INVOICE TOTAL					2,141.74		
VENDOR TOTAL					2,141.74		
SEPT15	1	9/28/15	9/28/15	1354 MAGUIRE IRON PAY APP 11	6,650.00	600 600-810-6490	1
INVOICE TOTAL					6,650.00		
VENDOR TOTAL					6,650.00		
WATER					8,791.74		
SEWER							
SEPT15	4	9/28/15	9/28/15	1139 ALLIANT UTILITIES 4916015217001 4TH LIFT S	328.05	610 610-815-6371	1
	6			4916014431501 LAGOON	1,038.73	610 610-815-6371	1
	7			4916016300702 OAK LIFT S	63.36	610 610-815-6371	1
INVOICE TOTAL					1,430.14		
VENDOR TOTAL					1,430.14		
1032 ELECTRIC PUMP							

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
0865152	1	9/28/15	9/28/15	1032 ELECTRIC PUMP SEWER	4,568.39 4,568.39	610	610-815-6350	1
				INVOICE TOTAL	4,568.39			
				VENDOR TOTAL	4,568.39			
SEPT15	1	9/28/15	9/28/15	1088 IOWA ONE CALL LOCATES	87.30 87.30	610	610-815-6380	1
				INVOICE TOTAL	87.30			
				VENDOR TOTAL	87.30			
1Y07507	1	9/28/15	9/28/15	1287 KEYSTONE LABORATORIES SEWER TESTS	103.58 103.58	610	610-815-6380	1
				INVOICE TOTAL	103.58			
1Y07672	1	9/28/15	9/28/15	SEWER TESTS	78.38 78.38	610	610-815-6380	1
				INVOICE TOTAL	78.38			
				VENDOR TOTAL	181.96			
				SEWER	6,267.79			
				HILLS BANK & TRUST TOTAL	21,329.94			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	21,329.94			
				GRAND TOTALS	21,329.94			

ACCOUNT NUMBER	ACCOUNT NAME	DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
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001-950-4120	BUILDING/CONTRUCT PERMIT				
9/16/15	GL1367 HOME REPAIR TEAM			BUILDING PERMIT	500.00
9/23/15	GL1370 FEDERSPIEL PROPERTIES			BUILDING PERMIT	35.00
9/23/15	GL1370 NOVAK CONST			BUILDING PERMIT	700.00
9/23/15	GL1370 NOVAK CONST			BUILDING PERMIT	700.00
9/23/15	GL1370 MMS CONSULTANTS			BUILDING PERMIT	75.00
				RE-ZONE REQUEST	
	ACCOUNT TOTAL				2,010.00
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001-950-4300	INTEREST				
9/16/15	GL1367 HILLS BANK AND TRUST			CD INT - GEN 10151405	124.76
9/16/15	GL1367 HILLS BANK AND TRUST			CD INT - GEN 10180420	419.92
	ACCOUNT TOTAL				544.68
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110-210-4300	INTEREST				
9/23/15	GL1370 HILLS BANK AND TRUST			CD INT - ROADS	44.11
	ACCOUNT TOTAL				44.11
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110-210-4430	ROAD USE TAX				
9/16/15	GL1369 TREASURER STATE OF IOWA			ROAD USE TAX	8,636.98
	ACCOUNT TOTAL				8,636.98
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600-810-4500	CHARGES/FEEES FOR SERVICES				
9/14/15	UB2705 WA CASH POSTING				311.62
9/14/15	UB2705 WA CASH POSTING				4.25
9/14/15	UB2705 WA CASH POSTING				3.75-
9/16/15	UB2713 WA CASH POSTING				315.00
9/18/15	UB2719 WA CASH POSTING				514.99
9/18/15	UB2719 WA CASH POSTING				.25
9/18/15	UB2721 WA CASH POSTING				105.00
9/18/15	UB2721 WA CASH POSTING				.75
9/18/15	UB2721 WA CASH POSTING				.50-
9/18/15	UB2723 WA CASH POSTING				455.00
9/21/15	UB2726 WA CASH POSTING				380.49
9/21/15	UB2726 WA CASH POSTING				3.25
9/21/15	UB2726 WA CASH POSTING				23.93-
9/22/15	UB2729 WA CASH POSTING				10.00
9/22/15	UB2730 WA PENALTY CALC				20.00-
9/22/15	UB2730 WA PENALTY CALC				524.20-
9/22/15	UB2730 WA PENALTY CALC				404.95
9/23/15	UB2733 WA CASH POSTING				70.00-
9/25/15	UB2736 WA CASH POSTING				315.00
	ACCOUNT TOTAL				2,178.17
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600-810-4530	PENALTIES				
9/14/15	UB2705 WA CASH POSTING				5.00
9/16/15	UB2713 WA CASH POSTING				5.00

ACCOUNT NUMBER	ACCOUNT NAME	DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
500-810-4530	PENALTIES				
		9/18/15	UB2719	WA CASH POSTING	5.00
		9/23/15	UB2733	WA CASH POSTING	10.00-
		9/25/15	UB2736	WA CASH POSTING	45.00
	ACCOUNT TOTAL				50.00
500-810-4550	MISC CHARGE FOR SERVICES				
		9/23/15	UB2733	WA CASH POSTING	34.68-
	ACCOUNT TOTAL				34.68-
500-810-4730	DEPOSITS				
		9/16/15	UB2711	WA CASH POSTING	75.00
		9/16/15	UB2715	WA CASH POSTING	40.00
		9/25/15	UB2738	WA CASH POSTING	35.00
	ACCOUNT TOTAL				150.00
10-815-4500	CHARGES/FEES				
		9/14/15	UB2705	SW CASH POSTING	100.00
		9/14/15	UB2705	SW CASH POSTING	5.00
		9/14/15	UB2705	SW CASH POSTING	681.62
		9/14/15	UB2705	SW CASH POSTING	10.00
		9/16/15	UB2713	SW CASH POSTING	490.00
		9/16/15	UB2713	SW CASH POSTING	10.00
		9/18/15	UB2719	SW CASH POSTING	100.00
		9/18/15	UB2719	SW CASH POSTING	945.00
		9/18/15	UB2719	SW CASH POSTING	5.00
		9/18/15	UB2721	SW CASH POSTING	50.00
		9/18/15	UB2721	SW CASH POSTING	525.00
		9/18/15	UB2723	SW CASH POSTING	200.00
		9/18/15	UB2723	SW CASH POSTING	3,705.00
		9/21/15	UB2726	SW CASH POSTING	350.00
		9/21/15	UB2726	SW CASH POSTING	990.74
		9/21/15	UB2726	SW CASH POSTING	5.00
		9/22/15	UB2729	SW CASH POSTING	140.00
		9/22/15	UB2730	SW PENALTY CALC	20.00
		9/22/15	UB2730	SW PENALTY CALC	105.00
		9/23/15	UB2733	SW CASH POSTING	65.00-
		9/23/15	UB2733	SW CASH POSTING	10.00-
		9/25/15	UB2736	SW CASH POSTING	582.89
		9/25/15	UB2736	SW CASH POSTING	87.25
	ACCOUNT TOTAL				9,032.50
10-815-4550	MISC CHARGES				
		9/25/15	UB2736	SW CASH POSTING	25.00
	ACCOUNT TOTAL				25.00
10-815-4560	SALES TAX COLLECTED				
		9/14/15	UB2705	SW CASH POSTING	7.00
		9/18/15	UB2719	SW CASH POSTING	7.00

ACCOUNT NUMBER	ACCOUNT NAME	DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
610-815-4560	SALES TAX COLLECTED				
		9/18/15	UB2721	SW CASH POSTING	3.50
		9/18/15	UB2723	SW CASH POSTING	10.50
		9/21/15	UB2726	SW CASH POSTING	24.50
	ACCOUNT TOTAL				52.50
670-840-4501	GARBAGE FEES				
		9/14/15	UB2705	GB CASH POSTING	70.80
		9/14/15	UB2705	GB CASH POSTING	5.00
		9/16/15	UB2713	GB CASH POSTING	74.61
		9/16/15	UB2713	GB CASH POSTING	8.64
		9/18/15	UB2719	GB CASH POSTING	99.75
		9/18/15	UB2719	GB CASH POSTING	25.00
		9/18/15	UB2721	GB CASH POSTING	57.00
		9/18/15	UB2721	GB CASH POSTING	115.00
		9/18/15	UB2723	GB CASH POSTING	413.25
		9/18/15	UB2723	GB CASH POSTING	62.50
		9/21/15	UB2726	GB CASH POSTING	48.89
		9/21/15	UB2726	GB CASH POSTING	1.36
		9/21/15	UB2726	GB CASH POSTING	12.50
		9/22/15	UB2729	GB CASH POSTING	19.00
		9/22/15	UB2729	GB CASH POSTING	25.00
		9/22/15	UB2730	GB PENALTY CALC	14.25
		9/25/15	UB2736	GB CASH POSTING	84.11
		9/25/15	UB2736	GB CASH POSTING	70.00
		9/25/15	UB2736	GB CASH POSTING	15.00
	ACCOUNT TOTAL				1,221.66
670-840-4502	GARBAGE BAGES				
		9/16/15	GL1367	RESIDENT GARBAGE BAGS	10.00
		9/16/15	GL1367	MICHELLE GARBAGE BAGS	6.25
		9/16/15	GL1367	JEAN MELLECKER GARBAGE BAGS	25.00
		9/16/15	GL1367	BIENHOFF GARBAGE BAGS	25.00
		9/23/15	GL1370	RESIDENT GARBAGE BAGS	12.50
		9/23/15	GL1370	REARVIEW MIRROR GARBAGE BAGS	25.00
	ACCOUNT TOTAL				103.75
	REPORT TOTAL				24,014.67

RESOLUTION NO. 2015-45

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

WHEREAS, the Hills City Council wishes to transfer funds from the Local Option Sales Tax (LOST) CD #10206076 to the LOST Fund to cover the final payment to Johnson County for Oak Crest Hill Road improvements; and

WHEREAS, The following amounts and activities are recommended,

Transfer \$35,221.21 from the LOST CD to the LOST Fund

Total funds transfer: \$35,221.21

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Hills, Iowa hereby approves aforementioned transfer amounts from the investment fund to the Local Option Sales Tax Fund.

Motion made by _____ and seconded by _____
to approve Resolution 2015-45.

YES:

NO:

ABSTAIN:

ABSENT:

Resolution 2015-45 Passed and Approved on September 28, 2015

Tim Kemp, Mayor

ATTEST:

Cathy Fitzmaurice-Hill, City Administrator