

Hills City Council Meeting
April 24, 2017
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, April 24, 2017 at the Hills Fire Station Meeting Room.

Council members present were: Bruce Endris, Steve Harris, Merle Hill, Thom Kirkpatrick and Cathy Knebel. Also present: Cathy Fitzmaurice-Hill, City Administrator, Ron Wolfe, City Maintenance, Erek Sittig, City Attorney and Matt Pantel, Asst. Fire Chief.

Consent Agenda: A Motion was made by Knebel and seconded by Endris to approve the consent agenda approving agenda, minutes from April 10, 2017 meeting, scheduled list of claims, and receipts from April 8, 2017 thru April 21, 2017. Ayes:5. Motion carried.

Public Discussion: None.

New Business:

Mayor Kemp opened the public hearing on a proposal to enter into a Sewer Revenue Loan and Disbursement Agreement at 7:01 p.m. The Mayor asked for comments on the proposal, hearing none the public hearing was closed at 7:02 p.m.

Resolution 2017-09 was presented taking additional action on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder in an amount not to exceed \$2,500,000. These funds will be under a SRF loan. A Motion was made by Knebel and seconded by Endris to approve Resolution 2017-09. Roll call: Ayes: Knebel, Endris, Kirkpatrick, Hill, Harris. Resolution 2017-09 approved.

The Council reviewed the Employee Handbook for adoption. The Handbook has been updated to offer a reimbursement for eligible medical care to regular full time employees under a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA). The City is not required to provide health insurance under the ACA but a reimbursement to two or more employees must be offered consistently to all eligible employees. The Council will decide the amount to offer annually. Kirkpatrick requested that we confirm certain safety regulations and drug testing requirements are provided for the public works employees. Cathy indicated that the safety manual includes regulations but she will review to determine if it needs to be updated. Resolution 2017-10 was presented adopting an Employee Handbook for the City of Hills, Iowa. A Motion was made by Hill and seconded by Kirkpatrick to approve Resolution 2017-10. Roll call: Ayes: Hill, Kirkpatrick, Endris, Harris, Knebel.

Resolution 2017-11 setting insurance reimbursement amounts for regular full time employees was tabled to allow for further review.

Mayor Kemp updated the Council on the hiring process for the new public works employee. The City received 8 applications for the position. Cathy reviewed each applicant based on stated experience in the application matched with required skills for the position as provided in the job description. The top 4 applicants showing experience with a majority of required skills were interviewed. After interviews, the City has offered the position to the top applicant, Matt Pantel. A Motion was made by Kirkpatrick and seconded by Hill to confirm the hiring of Matt Pantel as public works employee. Ayes: 5. Motion carried.

Resolution 2017-12 setting salaries and wages for Public Works Employee for Fiscal Year 2016-17 was presented. The compensation offered is \$732/week which will be increased to \$750/week upon successfully obtaining a Wastewater 1 certification. A Motion was made by Kirkpatrick and seconded by Hill to approve Resolution 2017-12. Roll call: Ayes: Kirkpatrick, Hill, Harris, Knebel, Endris. Resolution 2017-12 approved.

A Budget Amendment will be needed due to additional expenses for building improvements and road signs. A Motion was made by Knebel and seconded by Harris to set the public hearing for FY17 Budget Amendment for May 22, 2017. Ayes: 5. Motion carried.

Ron provided the Council with information on the storm water drainage issue at the Hills Post Office. Kevin Trom recommended the installation of a drain that would run west to the drain at Hills Bank. Ron has contacted Lynch Excavating and they would be able to complete this project for this fiscal year. They have not yet provided an estimate. The Council felt that the budget would allow for the project. A Motion was made by Kirkpatrick and seconded by Harris to approve up to \$6000 for the work with a review by Ron to make sure the estimate is reasonable. Ayes: 5. Motion carried.

The Council reviewed the Improvements Plan that was prepared at the December Work Session. The next projects within the next year are the SRF Sponsored Project and the work to Main Street. Shive-Hattery has provided an updated plan for the SRF project which includes permeable pavers on the north side of the downtown block and in front of the Hills Bank. The plan would replace the sidewalk on the north side and also replace the light poles. The total cost of the project is estimated to be about \$295,000 of which \$230,000 is eligible for SRF funding. The City has \$69,000 available from the previous LOST funds that could be used towards this project. The Council will also move forward with milling of Main Street in conjunction with the SRF project. The City previously received an estimated cost for that project of \$205,000. The Council felt that they would like to see a paved shoulder along the road for bikes. They also confirmed

that parking will be limited to the downtown area only. The City currently has \$316,000 LOST funds available for this project. Both projects will need to be bid.

Reports:

Attorney: No report.

Fire Chief: Will need to set a Township Trustee Meeting for June to sign the new contract.

Maintenance: Pelling is completing road work and Ron reported that he will have Pelling complete a section that was not on the original estimate.

Sewer: No report

Administrator: Cathy reported the she received a notice of resignation from Donna, Utility Clerk, with no end date listed. She will begin the process of finding a replacement. She also explained that the State will now allow fireworks during July 4th dates and the New Year. Cities have the right to individually ban them if they choose.

Mayor: No report.

A Motion was made by Kirkpatrick and seconded by Knebel to adjourn the meeting at 8:02 p.m. Ayes:5. Motion carried.

Tim Kemp, Mayor

Cathy Fitzmaurice-Hill, City Administrator