

City of Hills

Council Members

Bruce Endris
Steve Harris
Merle Hill
Thom Kirkpatrick
Cathy Knebel

201 N 1st St P O Box 345
Hills, Iowa 52235-0345
Phone 319-679-3197
Fax 319-679-3097
www.hills-ia.org

Mayor

Tim Kemp
Clerk
Bonnie Hansen
Deputy Clerk
Leanne Sommers

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Regular Meeting

Hills Fire Department Meeting Room @ 7:00 PM
January 27, 2014

- **Consent Agenda:**
 - Minutes from meetings January 13
 - Minutes from Work Session January 20
 - Bills from January 10 – January 24
- **Public Discussion**
- **New Business**
 - Second Reading of an ordinance amending the code of ordinances establishing the duties of a water superintendent
 - Discussion with Stutsman, Inc regarding water utility easements
 - Discussion of citizen request for a water retention garden
 - Discussion with Hills Resource Center and Budget request for FY15
- **Previous Business**
 - Discussion and possible action on Water utility
 - Resolution approving plans and specifications, bid documents, and form of contract for construction of Hills Water System
 - Discussion of payment for water utility and possible action
 - Discussion of 5 year pro forma with finance advisor and possible action
 - Discussion of billing software and possible action
- **Council Action List, Comments, Concerns, Reports**
 - Mayor
 - Attorney
 - Maintenance
 - Fire Department
 - Sewer
 - Clerk
- **Adjournment**

Hills City Council
Meeting
January 13, 2014
7:00 PM
Hills Fire Station Meeting Room

The regular Hills City Council meeting was called to order at 7:00 PM on Monday, January 13, 2014 at the Hills Fire Station Meeting Room.

Mayor Tim Kemp called the meeting to order at 7:00 PM. Council members present were: Bruce Endris, Steve Harris, Merle Hill, Thom Kirkpatrick and Cathy Knebel.

Public Discussion:

A motion was made by Knebel and seconded by Endris approve the consent agenda of the minutes and bills. Ayes: 4 with correction on the price of the generators from \$200 each to \$100 each. Motion passed.

Council Meeting:

New Business:

The public hearing for regarding the specs, bidding and contract form for the Hills Water Utility was opened. Discussion was held with Fox Engineering and Shive and Hattery Engineering explaining various aspects of the bidding, specs and what would be happening next.

Public hearing closed.

The public hearing regarding the ordinance update for water superintendent duties was opened. Discussion was held.

Public hearing closed.

The first reading of the ordinance update regarding water superintendent duties was held. A motion was made by Kirkpatrick and seconded by Endris to accept this ordinance update. Roll call was held. Ayes: 5 First reading passed.

Old Business:

Update on the water utility was held. City Attorney Erek Sittig and City Engineer Kevin Trom met with Roger Stutsman and Roger Slaughter last week to discuss some concerns Stutsman's had regarding water utility easements. It was decided to invite Stutsman's, Inc representatives to the January 27 meeting to discuss these concerns.

Discussion was held regarding change orders, if there would be a project manager, and how the construction would proceed once the bids were opened.

Council Comments/Action List:

Budget work sessions were set up for January 20 and February 3 at 6:00 at the City Hall Offices to work on the budget to discuss project manager position.

A request regarding the addition to St Joseph Church from Tim Ruth was considered. The Council would like to hear from the Parish Council regarding this request. The Clerk will contact the Church on this.

A request was made by a citizen for a retention basin. The citizen will be invited to a future council meeting.

The Mayor thanked former fire chief Jim Malmberg for his years of service as fire chief.

Reports:

Attorney: No report

Fire Chief: Fire Chief Jason Van Nevel reported that so far in January, 2014, there had been one fire and four EMS calls in the City. The townships had one fire call, seven EMS calls and one car accident. As of January 13, there had been a total of two fire calls, 11 EMS calls, and one accident.

Maintenance: Absent due to illness

Sewer: Bruce has ordered pump parts and in the spring need to look at replacement and set up schedule for NPDES permit.

Mayor: No report.

Clerk: - The clerk reminded the council that there would be a pre bid meeting at 1:30 on January 23 at the Hills Community Center for contractors and engineers. The ad for water superintendent ran last week in the Gazette and applications were due on January 23. These applications would be discussed at the January 27 meeting.

A motion was made by Hill and seconded by Endris to adjourn the meeting at 8:00 PM. Ayes: 5 Motion passed.

Tim Kemp, Mayor

Bonnie Hansen, Clerk

Hills City Council
Meeting
January 20, 2014
7:00 PM
Hills City Hall Meeting Room

A work session of the Hills City Council was called to order at 6:00 PM on Monday, January 20, 2013 at the Hills City Hall Meeting Room.

Mayor Tim Kemp called the meeting to order at 6:00 PM. Council members present were: Bruce Endris, Merle Hill, Thom Kirkpatrick and Cathy Knebel. Absent: Steve Harris

This work session was held to discuss line by line items of the FY15 City of Hills city budget.

Discussion was also held on if the water utility needed a project manager and what this would consist of.

The work session ended at 8:05 PM.

Tim Kemp, Mayor

Bonnie Hansen, Clerk

Hills City Council
Water Utility Pre Bid
Meeting
With prospective contractors
January 23, 2014
1:30 PM
Hills Community Center

A pre bid meeting was held at the Hills Community Center on Thursday, January 23, 2014 at 1:30 PM
Attending were Mayor Tim Kemp, Council members Bruce Endris, Steve Harris and Cathy Knebel
Engineers attending were Steve Troyer, Fox Engineering, Kevin Trom, Eric Munchel, and Ryan Bowers of Shive
Hattery.

This meeting was held for discussion of the bidding requirements for the Hills Water Utility. Approximately 20
people attended representing different firms. The bid was reviewed and questions were asked by the prospective bidders.
The sealed bids will be opened at the Hills City Clerk office on Thursday, February 6 at 2:30 PM.
The meeting ended at 2:05 PM.

Tim Kemp, Mayor

Bonnie Hansen, Clerk

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
HILLS BANK & TRUST GENERAL													
1136 AERO RENTAL													
68443	1 I	1/27/2014	1/27/2014	LIFT RENTAL	425.55		425.55		425.55	001			1
				** VENDOR TOTALS *	425.55		425.55		425.55				
1139 ALLIANT UTILITIES													
JAN14	1 I	1/27/2014	1/27/2014	4916014001001 STREET LI	874.66		874.66		874.66	001			1
	2 I			4916015907001 SIREN	54.05		54.05		54.05	001			1
	6 I			4916015865001 MAINT BUI	332.97		332.97		332.97	001			1
	7 I			4916015019501 STREET SI	22.75		22.75		22.75	001			1
	8 I			4916014882201 BALL PARK	143.16		143.16		143.16	001			1
	9 I			4916015906002 1/2 FIRE	97.42		97.42		97.42	001			1
	10 I			4916015906002 1/2 FIRE	97.42		97.42		97.42	001			1
				* INVOICE TOTALS	1622.43		1622.43		1622.43				
				** VENDOR TOTALS *	1622.43		1622.43		1622.43				
1296 APRIA HEALTHCARE INC													
189R	1 I	1/27/2014	1/27/2014	EXAM GLOVES	90.00		90.00		90.00	001			1
				** VENDOR TOTALS *	90.00		90.00		90.00				
1269 NEUZIL, SANDERSON & SIGAFOOSE, P													
13301	1 I	1/27/2014	1/27/2014	CITY FEES	356.50		356.50		356.50	001			1
				** VENDOR TOTALS *	356.50		356.50		356.50				
1046 GAZETTE COMMUNICATIONS													
2494157	1 I	1/27/2014	1/27/2014	PUBLICATIONS	7.22		7.22		7.22	001			1
2494590	1 I	1/27/2014	1/27/2014	WATER SUPERINTENDENT AD	520.95		520.95		520.95	001			1
2495033	1 I	1/27/2014	1/27/2014	PUBLICATIONS	32.75		32.75		32.75	001			1
				** VENDOR TOTALS *	560.92		560.92		560.92				
1068 I WIRELESS													
FEB14	1 I	1/27/2014	1/27/2014	CELL PHONE	63.59		63.59		63.59	001			1
				** VENDOR TOTALS *	63.59		63.59		63.59				
1281 IMAGETEK													
374820	1 I	1/15/2014	1/15/2014	IMAGE STORAGE	350.00		350.00		350.00	001			1
				** VENDOR TOTALS *	350.00		350.00		350.00				
1083 IOWA FIRE CHIEFS ASSOCIATION													
JAN14	1 I	1/27/2014	1/27/2014	DUES	25.00		25.00		25.00	001			1
				** VENDOR TOTALS *	25.00		25.00		25.00				
1088 IOWA ONE CALL													
158139	1 I	1/27/2014	1/27/2014	FAXES	27.00		27.00		27.00	001			1
				** VENDOR TOTALS *	27.00		27.00		27.00				
1130 MID AMERICAN ENERGY													
JAN14	1 I	1/27/2014	1/27/2014	779078018 FD GAS	276.02		276.02		276.02	001			1
	2 I			779078018 FD GAS	276.01		276.01		276.01	001			1
	3 I			7715078014	360.33		360.33		360.33	001			1
				* INVOICE TOTALS	912.36		912.36		912.36				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ
** VENDOR TOTALS *					912.36		912.36		912.36				
1198 STAPLES													
JAN14	1 I	1/27/2014	1/27/2014	WITEOUT, BATTERIES, ERASE	95.52		95.52		95.52	001			1
** VENDOR TOTALS *					95.52		95.52		95.52				
1203 STUTSMAN INC													
152257	1 I	1/27/2014	1/27/2014	DEC13 FD NO LEAD GAS	106.38		106.38		106.38	001			1
	2 I			DEC13 FD DIESEL FUEL	216.29		216.29		216.29	001			1
* INVOICE TOTALS					322.67		322.67		322.67				
** VENDOR TOTALS *					322.67		322.67		322.67				
GENERAL					4851.54		4851.54		4851.54				
ROAD USE TAX													
1203 STUTSMAN INC													
152258	1 I	1/27/2014	1/27/2014	DEC13 CITY DIESEL	33.95		33.95		33.95	110			1
** VENDOR TOTALS *					33.95		33.95		33.95				
ROAD USE TAX					33.95		33.95		33.95				
WATER													
1269 NEUZIL, SANDERSON & SIGAFOOSE, P													
13301	2 I	1/27/2014	1/27/2014	WATER FEES	1483.50		1483.50		1483.50	600			1
** VENDOR TOTALS *					1483.50		1483.50		1483.50				
WATER					1483.50		1483.50		1483.50				
SEWER													
1139 ALLIANT UTILITIES													
JAN14	3 I	1/27/2014	1/27/2014	4916016300702 OH LIFT S	58.28		58.28		58.28	610			1
	4 I			4916015217001 WASH LIFT	391.91		391.91		391.91	610			1
	5 I			4916014431501 LAGOON	936.57		936.57		936.57	610			1
* INVOICE TOTALS					1386.76		1386.76		1386.76				
** VENDOR TOTALS *					1386.76		1386.76		1386.76				
1097 JOHNSON COUNTY EMERGENCY MANG													
JAN14	1 I	1/27/2014	1/27/2014	GENERATORS	200.00		200.00		200.00	610			1
** VENDOR TOTALS *					200.00		200.00		200.00				
1287 KEYSTONE LABORATORIES													
00149	1 I	1/27/2014	1/27/2014	TESTS	41.68		41.68		41.68	610			1
376	1 I	1/27/2014	1/27/2014	TESTS	61.38		61.38		61.38	610			1
** VENDOR TOTALS *					103.06		103.06		103.06				
SEWER					1689.82		1689.82		1689.82				
BANK TOTALS					8058.81		8058.81		8058.81				

INVOICE#/LN	TY	DUE DATE	INV DATE	REFERENCE	GROSS	DISCOUNT	NET	DISCOUNT TAKEN	PAYMENT AMOUNT	DIST	MAN	CHCK	CK SQ

				TOTAL MANUAL CHECKS					.00				
				TOTAL E-PAYMENTS					.00				
				TOTAL PURCH CARDS					.00				
				TOTAL OPEN PAYMENTS					8058.81				
				GRAND TOTALS	8058.81		8058.81		8058.81				

Date	Item	Person	Details
1/27/14	Review of Emergency Plan	Tim	Update from Dave Wilson
1/27/14	Rental Ordinance	Update	Will try to set meeting
1/27/14	Water Testing From Dec 2012		Continuation
1/27/14	Recodification		update
1/27/14	Community Center Front Office	Bonnie	Discussion regarding this and use of it