

Hills City Council Meeting  
September 11, 2016  
8:00 PM  
Hills Fire Station Meeting Room

The Special Hills City Council meeting was called to order by Mayor Tim Kemp at 8:00 p.m. on Sunday, September 11, 2016 at the Hills Fire Station Meeting Room.

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

**Consent Agenda:** A Motion was made by Knebel and seconded by Endris to approve the consent agenda approving Agenda items, minutes from the Meeting of August 22, 2016, Scheduled list of claims, receipts from August 20, 2016 thru September 9, 2016 and Treasurer's Report. Ayes:4. Motion carried.

**Public Comment:** None.

**Business:**

Resolution 2016-18 was presented authorizing the Mayor to execute Change Order No. 19 to the Contract with Dave Schmitt Construction Co. Inc., for Hills Municipal Water System- Division 1. This Change Order sets the final contract completion date at August 30, 2016. A Motion was made by Hill and seconded by Endris to approve Resolution 2016-18. A roll call vote was taken. Ayes: 4. Absent: Kirkpatrick. Resolution 2016-18 passed.

Resolution 2016-19 was presented authorizing the Mayor to execute the Engineer's Statement of Completion to the Contract with Dave Schmitt Construction Co. Inc., for Hills Municipal Water System – Division 1. The statement shows the work has been completed and itemizes the contract amount for a total of \$4,406,599.47. A Motion was made by Knebel and seconded by Harris to approve Resolution 2016-19. A roll call vote was taken. Ayes: 4. Absent: Kirkpatrick. Resolution 2016-19 passed.

Resolution 2016-20 was presented approving and authorizing the Mayor to sign Contractor's Application for Payment No. 20 to the Contract with Dave Schmitt Construction Co. Inc., for Hills Municipal Water System – Division 1. The request for the remaining balance of the retainer in the amount of \$27,755.74 has been reviewed by Fox Engineering and recommended for approval with payment of \$7,425.77 paid after acceptance of the construction and the remaining balance of \$20,329.97 held as retainage and paid no sooner than thirty days following acceptance of the construction. A Motion was made Endris and seconded by Hill to approve Resolution 2016-20. A roll call vote was taken. Ayes: 4 Absent: Kirkpatrick. Resolution 2016-20 passed.

Resolution 2016-21 was presented of Acceptance of Public Improvements. This provides for acceptance of the Public Improvements subject to warranties and Maintenance Bond provisions provided under the agreement. A Motion was made by Harris and seconded by Knebel to approve Resolution 2016-21. A roll call vote was taken. Ayes: 4. Absent: Kirkpatrick. Resolution 2016-21 passed.

Resolution 2016-22 was presented adopting the Record Retention Manual for Iowa Cities as a guideline for the management of records for the City of Hills, Iowa. The Retention Manual sets the period of time records must be retained in order to fulfill routine fiscal, administrative and historical needs for said records. A Motion was made by Endris and seconded by Harris to accept Resolution 2016-22. A roll call vote was taken. Ayes: 4. Absent: Kirkpatrick. Resolution 2016-22 passed.

A motion was made by Knebel and seconded by Endris to enter into Closed Session pursuant to Iowa Code Section 21.5(1)(j) to discuss the acquisition of wastewater easements. A roll call vote was held. Ayes:4 Absent: Kirkpatrick. Motion carried. The Council entered into a Closed Session at 8:14 p.m.

A motion was made by Hill and seconded by Endris to return to open session. A roll call vote was taken. Ayes:4. Absent: Kirkpatrick. Motion carried. The Council returned to open session at 8:31 p.m.

**Reports:**

Attorney: No report.

Fire Chief: Matt reported that the new hose has been received. The Dept. will have anhydrous training with Stutsmans at its next meeting. They will host the County meeting on September 20, 2016

Maintenance: No report.

Sewer: Bruce reported that a cell at the lagoon has died and turned white. He has notified DNR and they have tested it. It appears to be coming back so no action will be taken at this time. He will wait to hear from DNR to determine what if any action should be taken.

Administrator: Cathy reported that the banners are in but waiting on the enhancers. Once enhancers are received Ron will wait until the winter scene to put up the banners/enhancers. Also, the SRF Sponsored Project initial meeting is set for Sept. 21<sup>st</sup>.

Mayor: No report.

A Motion was made by Harris and seconded by Hill to adjourn the meeting at 8:33 p.m. Ayes:4. Motion carried.