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| Shambaugh City Council Meeting Minutes December 2 2019 |

# Call to order

A meeting of Shambaugh City Council Meeting was held at Shambaugh City Hall on March, 2019. Attendees included Ron Peterman, Mahlon Sorensen, Sherry Stuvick, Joe Dow, Kevin Johnson, Karen Miller, Patty Johnson, Sam Woodruff, Lyle Palmer and Sandra Bilokonsky. Jim Chambers and his sons were present. Quorum was present.

# Approval of minutes

Motion Karen Miller Second Sherry Stuvick All in favor: yes Motion carried

# Reading of Agenda

Motion Sherry Stuvick Second Joe DowAll in favor: yes Motion carried

Change of the agenda Oath of Office swearing in will be January for new term.

# Reports

On November 28 was called to 101 Main St for a DOA. Time: 21.7

# Unfinished business

Mahlon gave the council the inspector notes for 213 4th Street. The inspector (David Riedemann) notes deemed the building to be unsafe. Mahlon stated this inspection shows the real picture over what Cheryl had stated to council over the past months. Sandra stated Cheryl turned off the water due to “replacement of pipes” however Cheryl had stated she was in need to fix the furnace first. Sandra stated she turned off the water the day the documents were placed on her door. Mahlon stated that Cheryl was present during the inspection. He stated that David is good at letting people know the real picture during inspections. Mahlon stated the court will be setting a hearing, and he will speak to her and the court in regards to house. Council asked what he thinks she will do. Mahlon stated he thinks she will give in, due to the findings of the report. He can use the report in court. Patty stated the council needs to proceed forward to finish the property issue. Council agreed.

Mahlon spoke about the Lauber’s trash issue in the matter of the pile of trash in yard and those, placing personal trash in city clean up bins over the summer, which cost the city more money. City of Shambaugh lawsuit against the Lauber pretrial was today, they did not appear for court Dec 2, therefore a bench warrant has been issued for them to appear for court. He stated that Ron, Sandra and Sam did appear in the morning. Patty asked on a bench warrant do they go and get personally handed to them. Mahlon stated they place it out that they have warrant, he did state that if they are not busy they will go out and arrest. He stated it is set again for next Monday. Sandra asked for the record, that she believes the house is abandoned due to the water usage. And she is asking about the current trash pile that is now that is piled up. Sandra asked what we do as a city to proceed with that trash that is currently there. Mahlon stated they should decide Monday. Mahlon stated he will have the judge decide that and the concern is what they have when they leave as well. Ron stated, if the judge states the city to remove it, we will remove the outside pile. Council discussed.

Sandra stated she conducted an inspection on 202 4th St. she stated the house does have some cosmetic issues that still need to be done, such as installing cabinets, flooring and the wrapping on the outside, however she did do a checklist of items. She stated it contains new hot water heater, new electrical, new piping (PVC, PEEK), propane/electric heating, GFCI outlets, new windows, new sinks, stool, and shower. She stated she was warm when she was in the dwelling. The dwelling was well insulated. She stated to council she took video and photos for review. Patty and Ron had reviewed the images prior to meeting. Sandra stated that yes, there is some work that still needs to be done on the outside, which she discussed with Mr. Chambers, this included finishing the roof and outside wrap, which has been ordered. Other materials he has, just not on property. Electric company did come inspect and electric cable was buried at time electric company hooked up service. Sandra stated that Dillion is living in dwelling and there is plenty of room. Sandra from her check list of items, has determined the property livable and has passed inspection. Patty asked Jim if the property will be Dillon’s or Jim’s. Jim stated Dillion. Dillion replied his. Sandra stated that Dillion did turn on the water in his name. Council discussed placing the deed in Dillion’s name and the procedure to do. Mahlon will work on issue.

# Motion to Bills and Unpaid Bills

Motion Sherry Stuvick Second Kevin JohnsonAll in favor: yes Motion carried

Sandra added corrections to upcoming bills due. A refund to Sharon Rose from New Market for hall rental, November 30 no show. Sharon contacted Sandra and explained that her family that her family never showed up, therefore had to cancel. Sharon had paid via money order. Southwest Regional Water District $1641.90 Sandra explained to reaffirmed to council when she gives upcoming bills, if she doesn’t receive the bill on time before her report is written, that she uses previous amounts, to give a general amount. Bills paid are the final amounts. Attorney bill was the following $835 retainer $125 attorney fee $625 expenses $85, Sandra read the breakdown of the Attorney’s bill to council.

# Business

Water/Sewer: DNR inspection report came back, Sam stated the city was dinged on a few items. Cells were a high on the freeboards. PH meter, which Sandra did purchase so the city is now in compliance and signatures on electronic signed reports. Sandra stated she was there during the meeting and stated that the hand signature is a new item according to the inspector. Sam stated he will have to go back the past 5 years of his reports and hand sign his reports. The DNR permit is done and has been submitted. Drawdowns are completed.

Streets: No snow!

Mayor: Dump trailer sold for $5k and tractor purchase has been completed. First payment was made ($6889.72). Tractor will need to go back to have a block heater and head value. A back up beeper will need to be installed per insurance.

Ron stated Sandra and himself and went to the bank to get Sandra as second signature as council had discussed previously adding Sandra, Sandra has now been employed a year. Council needs to set a motion to add Sandra as second signature on banking, documents have been filed. Bank needs a motion.

Motion to approve Sandra La Nelle Bilokonsky as secondary check signature on PCSB for the purpose of city business.

Motion Sherry Stuvick Second Karen MillerAll in favor: yes Motion carried

Clerk: Sandra stated if anyone read the College Springs state auditor report, they would understand ICAPs recommendation, during her inspection. Sandra developed a simple cybersecurity plan. Sandra addressed to the council that the city is lucky that the city doesn’t retain SSN or bank information of community members. Only information retained on the water software is address and phone number, however that is information. Sandra explained to the council that there is guidelines that are established by federal and state regulations, which she does training on. If an actual breach happens she will follow the guidelines. She stated the council has a copy of the recovery plan for their records. She noted to be aware of the coordinator and account information. Sandra read the plan to council. Sandra requested a motion.

Motion to approve Resolution 2019-8 Cybersecurity Disaster Recovery Plan

Motion Sherry Stuvick Second Patty JohnsonAll in favor: yes Motion carried

Sandra stated to the council to please update their W-4 and turn in by next meeting. She stated that there was 133 register voters in the city of Shambaugh, however the turn out rate was less than 30. She stated it will be nice if next election we could get more voters to vote. She did share her voting on Facebook to encourage those online to vote.

Council: none

Public: none

Adjournment

Motion Sherry Stuvick Second Joe Dow All in favor: yes Motion carried

Motion to Reopen Meeting due to Lyle Palmer being late

Motion Sherry Stuvick Second Karen Miller All in favor: yes Motion carried

Lyle gave report. Sandra stated that she would like to add to the record that there is two disconnect notices. Lauber and Davis. She stated due to water usage the Lauber’s are most likely not living on the property. It was stated that Davis has moved out of Shambaugh. Sandra stated neither of them have settle the bill with the city or turned off their water. Council discussed both issues. It was concluded as determined by the proper notification then turn off water. A second motion was placed for Adjournment

Motion Sherry Stuvick Second Karen Miller All in favor: yes Motion carried