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| Shambaugh City Council Meeting Minutes March 4, 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, Sam Woodruff, Kevin Johnson, Karen Miller, Patty Johnson, Joe Dow, Lyle Palmer and Sandra Bilokonsky. Jodi Hilsabeck from Midwest Assistance Program was in attendance as guest speaker. Quorum was present.

Joe Dow was sworn in as new city council member by city clerk, Sandra Bilokonsky.

Approval of minutes

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

Reading of Agenda

Motion Karen Miller Second Kevin Johnson All in favor: yes Motion carried

Reports

On February 20th was dispatched to 702 Main for a male, unable to wake up. Assisted on getting male to ambulance. Male was transported to Clarinda Regional Hospital. Hours: 15.4 hours Sherry stated thank you for their help.

Unfinished business

Attorney Mahlon stated not much going on. He does have the Gary Kent project that Sandra has been very helpful on. Gary owns East half, he just needs the 20 feet of W Lot 2 Block 1. He stated that city council had discuss about doing it, however council had not passed a resolution in the matter. He wanted to make sure he had the details correct. West 20 feet in between, city is not charging him for property. Gary will pay for the cost of preparation of getting the property in his name.

Motion set city to transfer West Lot 2 Block 1 (known as Gary Kent alley way) to Gary Kent at no cost, Gary Kent to pay cost of preparation attorney fees.

Motion Karen Miller Second Kevin Johnson All in favor: yes Motion carried

Motion to Bills and Unpaid Bills

Motion Karen Miller Second Kevin Johnson All in favor: yes Motion carried

Kevin mention the anti-virus software. Sandra stated yes, she found the cheapest one online at a 90% discount. She discussed some issues in regards to why the computer was in need of the anti-virus software. She mention to council she suggested in the future to the office needs to invest in a small external hard drive as the computer itself is insured however the contents are not. Council agreed that needs to be a future purchase.

Business

Water/Sewer: Sandra asked for verification on the spring cleaning that needs to be done at the lift station since Jodi was present. Sam stated pumps pulled for the sewer and have cleaned and inspected. Cost factor will be approx. $1500-$2000. He states his concern has been more on the sewer side on the rates, even though not saying we need on the water side. But sewer side we don’t have anything in reserve and there will be some expenses in the near future. On the water side, if something breaks or a huge leak that is our major concern on money reserves. Mayor asked Jodi asked to place her input. Jodi stated hopefully everyone understand the reasoning of why the city needs a rate increase, there are general expenses that are unavoidable that will need to take place in the near future and the more you can build up your reserves the better and then they do not become emergency issues. The city has been lucky with no major break issues. In the future reserves can also help the city comply with new regulations as well Jodi stated. Mayor stated from the landfill that DNR is working on a new program called EMS (environmental management system) which can be full of surprises. Jodi stated that in the future yes, we never know what this can bring as technology changes cities will have to change with the new regulations. This means there could be new systems, so it’s better to be prepared financially. Sandra stated to the council, in their packs they have a rate code report, for the current 79 accounts. She did state there are a few accounts off for winter, once those accounts are on city will be at 82 accounts. She stated that council can see water usage and water charges, she also stated while preparing for this meeting she stated the last water rate ordinance was in 2013. That ordinance did not set up for success in her opinion since there was not a percentage increase. Sandra is in agreement with Jodi statement in regards to the future on preparing financially. She discussed her opinions on the expense side if the city had major expenses such as a pump or break happen in the city. The city would be unprepared, even with the USDA money. She stated she is looking at from the city clerk side of the house, even though she was not here in 2013 she feels we did not set ourselves up for success in 2013 with that ordinance. She stated even as a citizen she doesn’t want here water rates to go up either, however she does want the city to be successful. Sandra demonstrated a perspective on the possible rate increase, a person will get mad about the rate increase, yet will go down a spend $1 or $2 on a bottle of water. You are spending more money on that bottle of water. Glass of water cost a nickel. Sandra stated these are her opinions and she is not a voting member of city council. She stated she want to see the success of the town in the future. Sherry asked then what as a council do they did to do. Sandra stated that is where Jodi can help the council, since Jodi has done a rate study. Jody stated we have done the sewer side, which the conclusion as was stated in other meetings that in fact, per Jodi’s recommendations the sewer rate was in need to be raised. Jodi stated she has not looked into the water side, however that is something that she can do for the city and then make a recommendation. Mayor stated the sewer really needs to build up first, the water right now is at break even. Jodi stated although you don’t foresee any major expenses, you necessary don’t want to be unprepared if it happens. She stated if Southwest Regional does increase their rates, then that rate increase will have to go down to your customers. Sandra stated, yes we are locked in at our current rate contract, however if you look at what we are paying for water and what we are charging for water, there is not much profit for the city. Jodi also stated we have to look at the future of our current employers, she stated we have one person doing sewer/water as a city we are lucky to have that, but say Sam retires 10 years down the road, that is an additional expense that will fall on the city. People service or contracted service maybe a route the city may have to go in the future, which in turn will cost the city more money in the long run. Mayor asked would the increase be on water and sewer at the same time to council. Kevin suggested do the sewer and ease up the water a little bit. Karen suggested to prorate it out for several years, this year be a certain amount, next year be a certain amount. Sandra asked so a percentage amount up- Jodi interjected that they do recommend that cities place in their ordinance a yearly percentage July 1 base rate for water and sewer to go up 2.5%. She stated that way people are not lined up at your door with a $10 increase, most people don’t see that $1/$2 increase in their bill, it’s written in the ordinance nobody has to think about it except for Sandra. Jodi stated people see it as they have just use a little bit more water, Sandra stated it becomes an afterthought. Sandra stated her suggestion as the city clerk is to place the percentage in, so it would be an ease for the community. Mayor asked if we raised it on the percent will that always be on the base, Jodi confirmed. Sam recommendation was to set up a subcommittee with Sandra, Mayor, few council members and himself to review Jodi figures. Then come back to the council with recommendations and justifications for the council to make the decisions. Mayor agreed. Council Agreed. Jodi stated she would be willing to work with the subcommittee as well. Sandra agreed. Jodi stated will do a comparison breakdown with some information from Dee (the accountant) in regards to OPM. Patty stated that yes, she wanted to see the operation breakdown comparison. Jodi stated that we need to prepare for the future so to keep that in mind. Council stated it to see things on the visual side, will be helpful. More discussion it was decided to have a subcommittee after Jodi works on some numbers.

Streets: Sam stated pot holes are coming, will need to order some patch material. Been trying to keep the streets clear. Council thanked Sam and Joe for their efforts on keeping the streets cleared.

Mayor: Mayor asked Sandra if all the postings and formality for the budget was done, Sandra stated yes, Sandra stated we just need a motion to approve final budget. Motion was set forth

Motion to approve final FY2020 budget

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

Clerk: Sandra stated that Page County Board of Supervisors have decided to pay for library services for FY2020, she stated she got a letter from Page County Library. She stated the town of Shambaugh can enjoy library services. She stated that the Laubers do have a disconnect notice out, for March 15, Cash only. Patty stated since March 15 is a Friday, that we are not opening the office on a Saturday. Sandra stated if they are not in office by 2pm, it is a no go, she will not go in afterhours like last time.

Council: None

Public: None

Adjournment

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