

January 16, 2017

The Ely City Council met in regular session on 01/16/17 in Council Chambers. Officials present were Council Members Teri Billick, Kay Hale, Stephanie Mehmen, Elizabeth Rohner and Judy Wery. Several residents were also in attendance. Mayor Eldy Miller introduced new City Administrator Denise Hoy and then called the meeting to order at 7:00 pm and opened with the Pledge of Allegiance.

Marv Peters recognized Ely Area Veteran Jim Miller. A biography listing Jim Miller's many contributions to his Country, Community, and Family was read. Mayor, council members and residents responded with a standing ovation. Thank you Mr. Miller for the impact you have made to this community in your lifetime!

Council member Hale moved, second by Mehmen, to approve the following consent items: 01/16/17 Agenda as posted; Minutes from the 12-12-16 council meetings; December 2016 financial reports; Payment of claims totaling \$110,334.69; Resolution #2017-01.001 approving signatures at Solon State Bank; Liquor License renewal for Odies. Ayes: 4. Abstaining: Elizabeth Rohner owner of Odies.

The following claims include expenses for the City, Park Board, and Library:

Allegra, newsletter	382.26	Mid-American, utilities	314.14
Alliant, utilities	5724.20	Midwest Patch, street patch	556.50
Altorfer Rents, rental	414.00	Neal's Water Cond., bldg maint	19.50
Amazon, books	348.74	Office Express, supply	306.46
Baker & Taylor, promotions	361.52	Plumb Supply, skimmers	155.16
BDH, hosting	60.00	Principal, life insurance	46.75
Brecke, repairs	18,000.00	Roto-Rooter, sewer jetting	4,392.02
Brown Well Pump, repair	2,185.00	Sarah Sellon, reimburse	453.68
Cargill, deicer salt	1,923.60	Schimberg, repairs	3,071.21
Casey's, fuel	110.67	Schumacher, elevator maint	167.04
Centurion Tech, library exp	50.00	Sesac, licensing	397.00
Chemsearch, supply	141.31	City Attorney, services	2,017.30
Tracy Clair, reimbursement	305.24	Solon Economist, publications	212.00
Cleppe's, supply	20.00	Solon Bank, Fees	133.86
Color Web, print mail processing	410.46	Solon Bank, petty cash	58.98
Custom Hose, equipment repair	38.30	Southslope, telecommunications	617.85
Ely Postmaster, postage	405.00	SPS, copier contract buyout	1,938.81
FICA/Medicare, payroll taxes	6,806.65	State Hygienic, lab	982.00
Gazette, publications	458.87	State of Iowa, payroll withholding	3,474.35
Hawkins, minor equipment	540.46	Strategic Print Solutions, equip	276.83
Denise Hoy, contract labor	843.41	T & W Services, repair	1,824.53
IMWCA, work comp	1,384.00	Terminix, pest control	82.25
Iowa Express, shipping	200.00	Theisens, PW boots	184.99
IPERS	4,145.42	Tony Tabaka, contractor	1,219.75
Keystone, lab	38.00	UPS, shipping	50.37
Kiracofe Oil, LP gas	476.00	Verizon, cell phone	80.80
Linn County Planning, inspections	288.20	Vessco, repair & maint	3,195.00
Linn County REC, utilities	288.77	Waste Management, services	11,087.89
LINS HVAC, winter check	475.00	Wellmark, health insurance	3,692.48
Masterbuilt Concrete, curb repair	900.00	Payroll, 12-13 to 01-16	21,091.11
Bill Meskimen, reimburse	477.00		
Micromarketing, library media	32.00	Totals Claims	\$110,334.69

December 2016 expenses per fund: General \$54,054; Road Use Tax \$9,986, Debt Service \$24,414; Water \$7,668; Reserve \$11,085; Sewer \$11,902; Sewer Sinking \$19,360, Landfill/Garbage \$12,930. Total \$151,399.

December 2016 receipts per fund: General \$18,024; TIF \$2,324; Water \$20,207; Sewer \$28,081; Landfill/Garbage \$11,855; Storm Water Management \$142. Total \$80,633.

Under Correspondence council received monthly reports from Linn County Sheriff's Office, Ron Stark for Public Works, and Sarah Sellon for the Library. Andrew Shifflett from True North addressed Council concerning the city's liability insurance. True North currently carries the city's work comp insurance but not the liability. Andrew will contact the City Administrator to schedule an appointment to visit about the city's needs.

Council discussed and declined a suggestion to consider a formal policy to allow citizens to address the council.

Under business council member Mehmen moved, second by Billick, to approve the purchase of a stand-n-spin for Ely City Park at the quoted price of \$1,255 as recommended by the Park Board. Ayes: 5.

Jeff Hilleman, Park Board Chair, informed council that the Board was meeting on 1/17/17 and would be developing a policy to present to council regarding recreation at the pond located at Ely City Park as well as their FY17/18 budget request.

After discussion and recommendation from the personnel committee, council member Rohner moved, second by Mehmen, to hire Casey Grover and Joshua Brown to work in the public works department. Grover will be expected to obtain his water distribution permit and wastewater operators permit at the city's expense as soon as possible. Grover will be asked to enter into an employment agreement to protect the city's investment. Ayes: 5.

Engineer Scott Pottorff informed council that all of the requirements he made in a letter dated 12/16/16 for construction plans on Deer Valley 3rd Addition had been met. He recommended that council approve the construction plans for this addition. Council member Mehmen moved, second by Rohner, to approve the construction plans for Deer Valley 3rd Addition. Ayes: 5.

Council member Mehmen moved, second by Wery, to refer a zoning request change for Deer Valley 3rd Addition from R1 to R2 on certain lots to the Planning and Zoning Board. Ayes: 5.

The Ely welcome sign on the south entrance to town was tabled until more information could be obtained on the bids.

Council member Hale moved, second by Rohner, to renew the agreement with the Linn County Sheriff for contract law enforcement services for FY17/18. Ely will contract for 108 hours per month at the cost of \$34.00 per hour. Ayes: 5.

Ordinance No. 251 reducing the speed zone on State Street between Traer Street and Rock Island Drive to 30 MPH was reviewed. Council member Mehmen moved to accept the first reading, second by Wery. Roll Call – Ayes: Rohner, Wery, Hale, Mehmen, Billick. Council member Mehmen moved to waive the 2nd & 3rd readings, second by Rohner. Roll Call- Ayes: Rohner, Wery, Hale, Mehmen, Billick. Council member Mehmen moved to adopt Ordinance No. 251 Reducing the Speed Zone on State Street, and to make effective upon publication and sign posting, second by Wery. Roll Call- Ayes: Rohner, Wery, Hale, Mehmen, Billick.

Council reviewed a comparison on city software submitted by Administrator Hoy. Hoy explained her concern with the current software system that it is not integrated, nor does the Administrator have access except for using the deputy clerk's computer. After discussion council member Billick moved, second by Mehmen, to enter into an agreement with Data Technologies to purchase Summit Software including Utility Billing, Payroll, General Ledger, Receipts Management, ACH modules, and Online bill pay. Ayes: 5.

Council member Hale moved, second by Billick, to approve office staff to re-arrange city offices and to purchase new office furniture to accommodate the office areas and meeting conference room. An additional conference table and chairs will be purchased for the council chambers. The expenses will be spent out to the furniture line item under general government already approved in the budget. Ayes: 5.

City Administrator Hoy presented council with a quote to codify the city of Ely's ordinances; which has not been codified since 1992. The approximate cost for the process is \$8,500, plus an estimated cost of \$1,150 to use a third party vendor for a online searchable product. Mayor Miller reminded council that the codification process had already been approved previously but asked council to consider the online code to enhance resident's availability to the Code. Council member Hale moved, second by Wery, to approve the online process and agreed to begin work on the codification. Ayes: 5.

Council member Mehmen informed council that she has been visiting with surrounding communities regarding economic development, and plans to meet with the City of Hiawatha to discuss how they have put their team together. She stressed the importance of supporting downtown and commercial business in Ely. Mehmen also introduced the idea of attending a workshop regarding information on becoming a Main Street Community through the Iowa Economic Development Authority. She encouraged council members, business owners and volunteers who are interested, to attend this meeting in Mt. Vernon on February 22 from 9:30 am to 3:00 pm.

Because of the new Administrator just being hired the budget process will be on an expedited timeline. Council agreed to meet on Tuesday 1/24 at 6 pm to hear budget requests from the Library, Park and Receptions Board, and City Maintenance. They will meet again at 6 pm on 2/8 to review a preliminary budget before setting the public hearing at the 2/13 council meeting.

Council member Billick moved, second by Mehmen, to allow the City Administrator to obtain a city issued credit card. A policy outlining the rules and setting a credit limit will be developed for consideration at the next council meeting.

With no further business evident, meeting was adjourned by council member Hale, second by Rohner, at 8:55 PM. Ayes: 5.

Eldrew Miller, Mayor

Denise L. Hoy, Clerk/Administrator