

# City of Fertile

## City Council Meeting Minutes

September 17, 2013 - 7:00 PM, City Hall

### Call to Order & Roll Call

Present were: Mayor Joyce Russell; Council Members: Jeff Berg, Julie Jessen, Penny Miller and Pat Renchin; Absent was Council Member Tad Miller, City Clerk, Cindy Peters & Maintenance Manager Steve Roberts. Eddie May filled in for Cindy Peters.

- **Penny motioned, Julie 2nd to approve the August minutes.** Unanimous
- **Penny motioned, Pat 2nd to accept agenda.** Unanimous.
- Agendas are posted at City Hall, at the Library, and at the Post Office, 24 hours in advance of each Council Meeting. If you wish to be on the Agenda, please contact City Hall two days before the meeting.

### City Maintenance Report

- Steve prepared a written report for Joyce to present.
- Removed weeds on the dirt piles up at the ball fields and behind the old school.
- Added dirt and seeded under the water tower
- Weed wacking the river banks
- Repaired a leak at the water plant
- Installed plexiglass windows on utility cart in prep for winter
- Flushed water plant filters and hydrants to remove rust
- Had the pick-up tuned up at Frank's Repair
- Brought the sheep back into the sewer lagoons to control grass
- Jeff suggested that Steve clean out some weeds and fallen trees between Charlie Nye's and Amundson's to help snow removal
- **Pat moved, Penny 2nd to approve the maintenance report.** Unanimous.

### Mayor's Report

- 3 Council Member's seats and the Mayor's seat are up for election in November. Nomination papers can be picked up at City Hall. Papers must be submitted back to City Hall by 4:00 pm on 9/19/13.
- On 8/15, the DNR inspected the sewer lagoon system and gave Fertile 6 citations (all have been fixed, except for one)
  1. Calibrate pumps (done in July)
  2. Replace leaky valve (in process)
  3. Report discharge monitoring (Warren re-submitted report)
  4. Take action to avoid bypass of run-off (bypass was due to spring flooding – DNR accepted explanation)
  5. Calibrate PH meter (obtained a PH meter from Clear Lake utilities and are now reporting PH balances)
  6. Reduce grass height around lagoon (sheep brought back in)
- **Pat moved, Jeff 2nd to approve the purchase of a replacement valve for \$1,198. Labor to install will be approved next month.** Unanimous
- On 8/23 the City purchased a utility cart for Steve to use around town in place of the City truck. This will save on the gas bill. The cart comes with both studded and knobby tires and rims for both summer and winter use. The cart cost \$2,350 and has been added to insurance
- Cindy has been in and out of the hospital this last month. The City has sent her flowers and wishes for a speedy recovery. Advantage Business Solutions has been filling in for Cindy as needed.
- On 8/28 Cindy picked up the check from the WCDA for the water tower painting and repair. The WCDA gave the city \$79,670.00 for this project. There was an additional cost of \$3,491 to reinstall the red flashing light and 911 emergency responder's repeaters.
- On 8/29 Joyce helped raise \$140 for Muscular Dystrophy research. She thanks everyone who helped her "get out of jail".

- On 8/30 we submitted a grant for \$204,000 for the remodeling and expansion of the Library. We will know 11/14 if we get the grant.
- On 9/3, our City Attorney, John Greve, was featured in the Globe Gazette for 50 years of service in Northwood. Thank You John for helping Fertile!
- The Library's property lines on the County's GIS website are being updated to reflect the actual lines.
- The City is switching to a non-perforated utility billing card. The perforations have been getting stuck in the mailing machines.
- Joyce sent letters to residents identified by Steve as having bushes too close to the water meters. Please keep bushes trimmed to help us out
- Steve is working with Larsen's to replace no-read meters
- Iowa One Call will now be emailing the city, rather than faxing
- On 9/10 – 3 people voted at City Hall for a school election
- On 9/12 Joyce filled out a survey from Waste Management
- Joyce has been researching a couple of houses that have been foreclosed on. She is working with the banks and the county to find out who is responsible for the bill.
- Since Cindy has been sick, Joyce has been signing all checks without a second signature. Joyce asked for a Council Member who would be able to be able to sign on the bank account. Jeff was nominated and agreed. **Julie moved, Pat 2nd to approve the Jeff as signatory for all City bank accounts.** Unanimous.
- Advantage Business Solutions presented a quote for a projection system for the community center. Renters have been asking for that capability. It was suggested that the City write a grant for the system and then add a \$50 rental fee for those who use the projector to cover the cost of bulb replacement. A grant will be written first.
- Advantage Business Solutions is now offering a Full Payroll Service option to all ClerkBooks cities. The service will create paychecks, pay taxes and file all payroll reports. The cost of the service is \$79 per month plus \$2 per employee per month. **Jeff moved, Pat 2nd to approve the Full Payroll Service option.** Unanimous
- **NOTICE:** In any city wide emergency situation (flood, tornado, etc.) if you are ok, please tie a white piece of cloth to the street side of your house. If a white cloth is not visible, emergency workers will investigate.
- **Pat moved, Jeff 2nd to approve the mayor's report.** Unanimous

### City Clerk's Report

- Eddie presented the August Financials. A complete set of financials are available at City Hall upon request. The following is a summary of the year-to-date income, expenses & fund balances.

7/1 – 8/31	General	WCDA	Roads	Utilities	Total
Income	22,755.72	79,670.00	6,157.04	25,645.19	134,227.95
Expense	40,060.17	79,670.00	17,065.67	34,322.08	171,117.92
<b>Total</b>	<b>-17,304.45</b>	<b>0.00</b>	<b>-10,908.63</b>	<b>-8,676.89</b>	<b>-36,889.97</b>
<b>Fund Balance</b>	<b>34,953.94</b>	<b>0.00</b>	<b>38,415.85</b>	<b>87,816.56</b>	<b>161,186.35</b>

- Eddie presented reports on the Little League and Fertile Days. Little League had a net income of \$1,566.50. Their fund balance is now at \$1,796.78. The surplus will be used to purchase equipment and to prepare for next season. Fertile days fund balance is at \$1,511.36. This surplus will be saved to prepare for next year's events.
- Eddie advised that overall spending has to be curbed in order to give the system time to recover from the year-to-date deficit. The deficit has been caused by un-foreseen expenses relating to roads, and storm water, as well as general overspending across the board, and delayed property tax income.
- **Pat motioned, Julie 2nd to approve Financial Report.** Unanimous

- *Pat motioned, Jeff 2nd to approve August Bills.* Unanimous

### Additional Topics

- Julie asked that building permits be brought to the Council meeting for review.
- The Council wants to remind everyone about the dog leash ordinance. All dogs must be on a leash while outside.
- Please be careful as several break-ins have been reported this last month. Please be sure to keep everything locked up.

### Upcoming Meetings

- The Library Capital Campaign Committee will meet on 9/18 at 7:00 at the Library to begin plans for funding the content (shelving, furniture, new technology, etc) and landscaping for the new building.
- The Fertile City Council will meet in regular session at 7:00 PM, Tuesday, October 15<sup>th</sup>, 2013, at Fertile City Hall.
- *Julie moved and Pat 2<sup>nd</sup> to adjourn the meeting.* Unanimous

### City of Fertile Bills Paid As of August 31, 2013

Type	Date	Num	Name	Memo	Accrual Basis Amount
<b>Operating Accounts</b>					
Bill Pmt -Check	08/01/2013	6586	Lonnie Knudson	Community Center Cleaning	-10.00
Bill Pmt -Check	08/01/2013	ATM	Walmart	Bottled Water/Boil Alert! - Debit card	-250.00
Deposit	08/03/2013			Casino Funds Deposit	3,371.80
Bill Pmt -Check	08/05/2013	6587	US Post Office	Three rolls of postcard stamps	-99.00
Deposit	08/05/2013			Utility Deposit	895.94
Liability Check	08/05/2013	IQue	IPERS		-1,022.45
Deposit	08/05/2013			Local Option Sales Tax	2,161.99
Bill Pmt -Check	08/06/2013	6588	Brian Nettleton -b	Borderline Band for Fertile Days	-800.00
Bill Pmt -Check	08/06/2013	6589	Downtown Cafe' V	Fertile Days Community Meal - Final payment	-600.00
Bill Pmt -Check	08/06/2013	6590	Karen Usher	Balloon animals for Fertile Days	-25.00
Paycheck	08/07/2013	6593	Russell, Joyce		-1,197.99
Paycheck	08/07/2013	6591	Bruns, Warren		-300.79
Paycheck	08/07/2013	6592	Russell, Grant		-144.94
Bill Pmt -Check	08/07/2013	6594	AgSource Laboratories	Water & Wastewater Testing	-56.00
Bill Pmt -Check	08/07/2013	6595	Bill's Family Foods	Food for concession stand for Little League	-28.78
Bill Pmt -Check	08/07/2013	6596	Cindy Peters	Fertile Days: lamntd signs, candy for parade	-78.00
Bill Pmt -Check	08/07/2013	6597	Clear Lake Sanitary District	water sample lab testing	-175.00
Bill Pmt -Check	08/07/2013	6598	Green Canopy, Inc.	3 Portable Restrooms May - June	-215.00
Bill Pmt -Check	08/07/2013	6599	Hare Electric	outlets-park vandalism/water plt genrtr/water plt-pump/pull west pump-sewer/v	-1,515.48
Bill Pmt -Check	08/07/2013	6600	Hawkins, Inc.	Chlorine	-10.00
Bill Pmt -Check	08/07/2013	6601	KIOW	Payment to Broadcast Water Boil Alert on the radio	-80.00
Bill Pmt -Check	08/07/2013	6602	Kramer Ace Hardware	wasp spray for library building	-4.49
Bill Pmt -Check	08/07/2013	6603	Lake Auto Parts	grease & grease gun for shop mower/oil for pickup	-31.27
Bill Pmt -Check	08/07/2013	6604	Lake Mills Graphic	Fertile Days Advertising	-50.00
Bill Pmt -Check	08/07/2013	6605	Larsen Plumbing & Heating	replace water heater for community center/parts and labor for water plant	-741.34
Bill Pmt -Check	08/07/2013	6606	Menards	cleaning supplies for community center	-67.81
Bill Pmt -Check	08/07/2013	6607	Northwood Anchor, Inc.	Annual subscription to newspaper Aug 2013-Aug 2014	-36.00
Bill Pmt -Check	08/07/2013	6608	Penny Miller-v	Supplies for games for Fertile Days	-97.39
Bill Pmt -Check	08/07/2013	6609	Pronto	gas for trk gas for mower	-392.91
Bill Pmt -Check	08/07/2013	6611	Waste Management	Landfill/Garbage	-1,690.37
Bill Pmt -Check	08/07/2013	6612	WCTA	Telephone/Internet	-162.12
Bill Pmt -Check	08/12/2013	6613	Randy Bratrud	Fertile Days Rental Golf Carts / Mtnc golf cart test-drive	-325.00
Deposit	08/13/2013			Fertile Days/CC Center Rental/Utility Deposit	605.51
Deposit	08/13/2013			Utility Deposit	3,401.92
Check	08/13/2013	PayPal		PayPal withdrew to Confirm Bank Account	-1.95
Paycheck	08/14/2013	6614	Roberts, Stephen J		-891.90
Paycheck	08/14/2013	6615	Peters, Cynthia		-304.39
Bill Pmt -Check	08/14/2013	6616	Aukes Lawn & Pest LC	Mosquito Spray - Aug 8th and 9th	-900.00
Bill Pmt -Check	08/14/2013	6617	Brian Nettleton Excavating, Inc.	Labor/Mtls to replace existing 10" concrete tile	-5,262.00
Bill Pmt -Check	08/14/2013	6618	Haugen Lawn Service	broadleaf contro/fertilizer for community center /weedeater blades	-141.00
Bill Pmt -Check	08/14/2013	6619	Iowa Department of Natural Resources	Annual National Pollutant Discharge Elimination Systems Permit	-210.00
Bill Pmt -Check	08/14/2013	6620	Mason City Rentals	Fertile Days-tents, chairs, tables, inflatables, cotton candy, delivery-setup-teard	-1,391.31
Bill Pmt -Check	08/14/2013	6621	Menards	cleaning supplies for community center	-14.00
Bill Pmt -Check	08/14/2013	6622	Verizon Wireless	Cell Phone	-43.26
Bill Pmt -Check	08/14/2013	Debit	Standard Bearings	Debit/ATM parts for pump at water plant	-77.66
Bill Pmt -Check	08/14/2013	Debit card	Standard Bearings	Debit/ATM parts for pump at water plant	-13.21
Liability Check	08/15/2013	EFTPS	United States Treasury		-1,419.44
Deposit	08/15/2013			Property Taxes	522.36
Deposit	08/15/2013			Road Use Tax	1,900.47
Deposit	08/16/2013			PayPal Utility Deposit	360.05
Deposit	08/16/2013			PayPal Refunded to Account from 8/13 Transaction	1.95
Check	08/22/2013	6623	Bratrud Golf	Void Check	0.00
Deposit	08/22/2013			Utility Payment Deposit	4,297.71
Deposit	08/22/2013			RUTF/City Hall Rental/Little League/ABS Rental/Fertile Days Deposit	2,151.35
Check	08/22/2013	Debit	Baker Floral	Flowers for Cindy	-30.00
Bill Pmt -Check	08/23/2013	6624	Bratrud Golf	1999 Utility Cart plus 4 extra tires	-2,350.00
Paycheck	08/28/2013	6625	Peters, Cynthia		-112.32
Paycheck	08/28/2013	6626	Roberts, Stephen J		-904.33
Bill Pmt -Check	08/28/2013	6627	Advantage Business Solutions, Inc.	Professional Accounting Services June - August and Pre-pay for future 20 hr c	-1,200.00
Bill Pmt -Check	08/28/2013	6628	Alliant Energy	Electric Bill	-1,898.64
Bill Pmt -Check	08/28/2013	6629	Black Hills Energy	Natural Gas	-117.33
Bill Pmt -Check	08/28/2013	6630	Hawkins, Inc.	chlorine, parts for water plant	-1,857.02
Bill Pmt -Check	08/28/2013	6631	Lonnie Knudson	Community Center Cleaning	-110.00
Bill Pmt -Check	08/28/2013	6632	Menards	slow moving sign	-19.98
Bill Pmt -Check	08/28/2013	6633	North Iowa Media Group	Library Bid notice	-54.86
Bill Pmt -Check	08/28/2013	6634	Staples	legal pads, tape, post-it notes, envelopes, Canon copier toner	-214.18
Bill Pmt -Check	08/28/2013	6635	Steve Roberts-v	safety flag for mtn golf cart	-11.76
Bill Pmt -Check	08/28/2013	6636	Titan Pro SCI Inc.	Chemical Round Up	-71.58
Deposit	08/28/2013			Fertile Days Deposit	100.00
Deposit	08/28/2013			Utility Deposit	1,771.72
Deposit	08/28/2013			Utility Deposit	10.00
Deposit	08/28/2013			WCDA Grant Deposit	79,670.00
Deposit	08/31/2013			Interest	3.15
Paycheck	08/31/2013		Peters, Cynthia	Distribute City Clerk Hours to Proper Fund Accounts for period 7/1-9/12/13	0.00
<b>Total Operating Accounts</b>					<b>71,396.67</b>
<b>Roads Revenue Accounts</b>					
Check	08/01/2013			TO FIX QB TO MATCH AFR	-9.18
Deposit	08/31/2013			Interest	9.19
<b>Total Roads Revenue Accounts</b>					<b>0.01</b>
<b>Water Revenue Accounts</b>					
Deposit	08/31/2013			Interest	2.86
<b>Total Water Revenue Accounts</b>					<b>2.86</b>
<b>Sewer Revenue Accounts</b>					
Deposit	08/31/2013			Interest	2.50
<b>Total Sewer Revenue Accounts</b>					<b>2.50</b>
<b>TOTAL</b>					<b>71,402.04</b>