

Lawton City Council Minutes

May 3, 2011

The Lawton City Council met in Regular session on Tuesday, May 3, 2011, at the Lawton City Hall. Meeting called to order at 5:00 pm by Mayor Jeff Nitzschke. Council members answering roll: Perry Ludwig, Rick Schorg, Don Grigg and Terry Masching. Reed Burson was absent. Others attending included Public Works representative Mark Vault, City Clerk Patricia Washburn, Attorney Glenn Metcalf, Engineer Jerry Steffen, Movable Record Editor Kent Baker, Movable Trinity Lutheran Church Pastor Barb Spaulding, Jason Braunschweig, Paul Pirrie and Chuck Hoelker.

Mayor Nitzschke welcomed all in attendance. Clerk Washburn added Iowa DNR Lawton Water Supply Sanitary Survey to the agenda.

Motion by Grigg, second by Schorg to approve agenda. Motion carried on roll 4-0.

Pastor Barb Spaulding spoke to Council regarding the Community Basket Food Pantry that is geared toward helping Woodbury and Plymouth County residents. Donations and volunteers are needed. City will continue advertising Pantry and will consider financial assistance.

After considerable discussion on City mowing Banner Township Cemetery, it was decided City would mow to prepare cemetery for Memorial Day. Council will then decide whether to continue mowing or turn it back over to Banner Township. Currently City and Township equally divide cost of estimated mowing.

Mayor Nitzschke stated he hoped to start installing new radio read water meters on Skyview West and Skyview East within 7-10 days. Regarding residents' request to install own meter, Council stated that should not happen. Meters are to be installed by licensed plumber. Regarding non-working curb stops, it will be the residents' responsibility to replace them. Streets in that area are owned by abutting neighbors. Easements may be needed for City to gain access to individual water supplies.

Jerry Steffen has been in contact with Smith Concrete Service regarding East Maple St. Smith plans to seal east end of Maple Street at Tara Way intersection as well as grind down the curb at 424 E Maple since north end of driveway has settled below curb.

Attorney Metcalf is drafting ordinance to make City compliant with FEMA Floodplain requirements. Clerk has sent current ordinance to DNR, but has not heard back with necessary changes.

Clerk will discuss agreement for maintenance and repair of primary roads with Iowa DOT to see which roads were referenced in Agreement. No action at this time.

Upon motion by Ludwig, second by Grigg, Council approved Employee Handbook provided by HR-OneSource with several minor changes by **Resolution # 2011-07**. Motion carried on roll 4-0. Complete text of Resolution and Employee Handbook are on file at City Hall.

Upon recommendation of the City Clerk, motion by Grigg, second by Masching to approve Records Retention Manual provided by Iowa League of Cities, State Historical Society of Iowa's State Archives and Records Bureau and Iowa Municipal Finance Officers Association by **Resolution # 2011-08**. Motion carried on roll 4-0. Complete text of Resolution and Records Retention manual are on file at City Hall.

Mayor Nitzschke informed Council of meeting with Movable City Council regarding police protection to keep City in compliance with State requirements. Council directed Mayor to make offer to Movable Council to see if agreement could be reached. Requested services would be covering emergencies and random patrolling.

Council reviewed General Provisions section of Lawton City Code book. No changes were made.

Lawton Water Supply Sanitary Survey from Iowa DNR was distributed to Council. Several items need to be addressed. Mark Vault stated he will get help with plans if need be, but plans will be submitted to DNR on timely basis as required.

Vault stated about 60 radio-read water meters are now installed. The fire hydrant at Tara Way Park was damaged night of L-B Prom. It has been repaired and new posts will be set to protect it at sites suggested by Fire Chief. The current lift station has not called with alerts for about two weeks. Last "fix" seems to be working. City is working on repairing water leak in 300 block of E Main St. Hopefully those repairs will be finished within 10 days. Several lights are not working in City Shed. These will be replaced in near future. Maguire Iron was supposed to clean water tower May 2, but postponed until May 9. Jodi Stender is new full-time employee. Seems to be working out very well.

Clerk stated she had been contacted regarding new nets on basketball rims at basketball court on East Maple St. Will need to see if chains can be used or if nets have to be used. Citizen Complaint Form regarding possible parking violations with residents at 122 West Creek Dr. was submitted by Jamie and Sarah Schoenherr and signed by several other neighbors. After careful review, Attorney recommended

letter be sent to residents regarding parking limitations and proximity to sidewalks. Attorney reminded Council streets are public streets and can therefore be parked on as long as other ordinances are not being violated. Attorney also stated area from sidewalk to curb is public right-of-way. Letter will be drafted and sent to all residents involved in dispute. Council directed Clerk to put reminder in newsletter regarding parking of boats, trailers, campers, etc. These are not allowed on streets except to load or unload.

Clerk reported verbal complaint had come in regarding dogs barking and defecating on personal property in 300 block of East Main St. Council also reviewed electronic complaint of vehicle parked on street at 503 E Oak St.

Council discussed early warning alerts. After lengthy discussion, general consensus of the Council was that an in-home weather alert would be a better solution than an outside siren. It was also stated most people with cellular phones are able to get alerts on their cells. As some residents may not realize the city does not have an outside alert, Council directed Clerk to notify residents in next newsletter.

Part-time assistant Mary Lou Guthridge has submitted resignation.

Motion by Grigg, second by Ludwig, to approve Consent Agenda consisting of April 5 minutes and April disbursements of \$21,354.28. Motion carried 4-0.

With no further business to come before the meeting, meeting adjourned at 8:00 pm.

REVENUES BY FUND

DISBURSEMENTS BY FUND

| | | | |
|------------------------|-------------------|----------------------------|------------------|
| Interest Earned | 2,693.78 | TIF-West Creek | - |
| TIF | 29,205.26 | General | 5,458.69 |
| General | 67,234.60 | Road Use Tax | 1,400.47 |
| Road Use Tax | 5,901.30 | Local Option Sales Tax | - |
| Local Option Sales Tax | 5,758.98 | Water | 6,678.39 |
| Water | 10,815.79 | Sewer | 2,284.55 |
| Sewer | 3,076.55 | Garbage | 3,444.37 |
| Garbage | 6,819.17 | Fire Disbursements | 2,087.81 |
| Fire Revenue | 451.33 | | |
| TOTAL REVENUE | 131,956.76 | APRIL DISBURSEMENTS | 21,354.28 |

WARRANTS APPROVED

| | |
|---|-----------------|
| Staples, office supplies | 32.61 |
| US Postal Service, postage | 49.65 |
| Intuit, monthly backup | 4.95 |
| Lawton Pronto, fuel | 467.89 |
| JPCooke Co, pet tags | 57.37 |
| Moville Record, publications | 587.95 |
| Siouxland Humane Society | 37.00 |
| Toyne, hosebed divider | 450.00 |
| Tri-State Electronic Service, software assist | 80.00 |
| Patricia Washburn, 1st Qtr Exp. Reim | 371.52 |
| WITCC, training | 225.00 |
| Western IA Telephone | 296.11 |
| Woodbury CO. Landfill, clean-up by shop | 46.50 |
| Virgil Bremer, reim. FF physical | 33.56 |
| HR-OneSource, emp. Handbook template | 450.00 |
| Perkins, Des Moines IMFOA | 13.00 |
| Avanquest, WebEasy 8 update | 14.00 |
| City of Lawton, utilities | 43.00 |
| Dakota Supply Group, meters, misc | 3445.83 |
| Electronic Engineering, pager chargers | 89.00 |
| MidAmerican Energy, April | 1792.59 |
| Utility Equipment Co., water tubing | 386.92 |
| Wigman Company, floats | 77.34 |
| USPS, 2,000 envelopes | 1065.50 |
| Staples, office supplies, file cabinet | 250.82 |
| Holiday Inn Airport, Spring IMFOA Conf | 97.65 |
| Rehan's Stores, Inc., shirts | 698.16 |
| Robertson Imp., Co., mower parts | 120.91 |
| WITCC, training | 65.00 |
| Wages | 4484.97 |
| EFTPS, Fed, Med., SS | 1447.62 |
| Aflac, employee contrib | 32.30 |
| IPERS | 641.69 |
| APRIL DISBURSEMENTS | 21354.28 |

SIGNED BY: _____
 Patricia L Washburn, City Clerk