

## CITY OF VALLEY FALLS

### Open Meeting

July 17, 2019

### Open Meeting

The meeting was called to order by Mayor Lucy Thomas. Council members present were Judy Rider, Mike Glissman, and Gary McKnight. Betsy Doughramaji and Salih Doughramaji were absent. Others present were Connie Fridley, Kathy Young, and Clarke Davis.

The minutes from the July 3, 2019 meeting were presented. Judy moved to approve. Gary seconded the motion. Motion carried. 3-0

### **Petitions, Proclamations, Request, Complaints, Visitors, Etc.:**

#### **Public Comments:**

#### **Committee Reports:**

**Administrative:** Written report was presented. Joe touched on the new financial reports that he will be presenting to the Council. He presented a copy of the general fund that he has completed. This report includes graphs as visuals to monitor the financial status. Joe will continue to complete reports for the rest of the funds. The Council asked to have the monthly sales tax included as one of the reports as well.

\*Lucy and Joe will be attending a workshop on USDA rural development.

\*Tomorrow morning Joe has a meeting with Keith Jeffers at JF County Emergency Management on the disaster recovery funding. He will give guidance on the application process.

\*Tomorrow Lucy and Joe have a meeting with Watson Development at 2:00pm at the lot site.

**Water/Sewer:** Paul and crew are going to stop pumping by the end of the week.

**Streets/Alleys:** Paul reports that he has finally received the manhole parts to complete the repairs to the man hole on Linn St.

\*Paul is hoping to open up Sycamore Street by the end of next week.

\*Paul has a few days of vacation pay that he doesn't want to lose but has been so busy and hasn't been able to use it. The current policy states that you are allowed to carry over no more than 40 hours per allocation period. Gary moves to allow Paul to carry over the extra hours this allocation period in 2019. Mike seconds the motion. Motion carried 3-0.

**Parks/Pool:** Paul and crew have set poles for the new shade structure at the pool. He would like to allow some time for the concrete to set before attaching the shade structure.

\*Paul plans to spray for mosquitos before the fair starts.

**Fire board:** Mike reports the board is finishing the budget for publication.

**Police:** Marcus is working on another active shooter presentation at the Christian Church.

\*He is wrapping up details for the upcoming 4H fair and the table he will be setting up. He plans to ride a horse in the parade along with part time officer Paul Juedes.

\*The Jeep is back in the shop for more repairs. More details to come later.

\*Bob Hamilton from KSDOT stopped in and donated some equipment to the department. He provided a breath test device at no cost to the City. This device is a \$550 item.

**Health Code:** The Freeborn property at 501 Mulberry St. will be on the tax sell July 30<sup>th</sup>. Details were posted in the Oskaloosa Independent.

#### **VFEDC:**

**Swimming Pool:** Kathy reports 8 attended the parent tot swimming class. There were 16 that attended the pre-school swimming class.

\*There will be 4 kids taking a life guard training this weekend July 19th-21<sup>st</sup>.

- \*Reid Bunde helped a few hours with lessons to keep his WSI certification continued.
- \*The private lessons are wrapping up.
- \*One individual completed the training for the adult swim class.
- \*The staff is having issues with the pool visa card and it getting declined while trying to make supply purchases. There is a timing issue with the due date and trying to meet council meetings for voucher verification. After discussion Gary moves to increase the swimming pool visa card to \$2,000. Mike seconds the motion. Motion carried 3-0.

**Old Business: Governmental Assistance Services/CDBG/LMI Survey:** Topic tabled.

**Cell Phone Reimbursment Poicy Revision:** The City currently provides cell phones to the department heads. Paul Burghart and Marcus Koch choose to carry the second phone. The previous administrator chose not to utilize the city phone and use her personal phone for calls. Joe completed some research on cell phone reimbursement and reached out to a few other cities that have this policy (see attached report). He presented a couple options for reimbursement to cover full time staff.

City Administrator, Full-Time: \$20-\$30 = \$240-\$360 annual

City Clerk, Full-Time: \$20-\$30 = \$240-\$360 annual

Police Chief, Full-Time: \$20-\$30 = \$240-\$360 annual

Public Works Director, Full-Time: \$20-\$30 = \$240-\$360 annual

Public Works Staff x2, Full-Time: \$15-\$20 = \$360-\$480 annual

Pool Managers x2, Seasonal: \$15 (five months) = \$150 (five months)

After discussion Gary moves to adopt the new cell phone policy with the higher reimbursement amount for full time staff members for a monthly reimbursement plan. Mike seconds the motion. Motion carried 3-0. This would be for the full time staff members that are not already provided a City Cell phone. Paul would also like to look into a smart phone to replace the current City provided flip phone with the idea being staff could monitor the water plant from the City provided phone. There was no objection from the Council. The effective date for this new policy is September 1<sup>st</sup> so that Joe can put all the details together and make sure he is covering all of the administrative requirements.

**New Business:**

### **EXECUTIVE SESSION**

Mike moves to enter into executive session at 7:25pm for approx. 10minutes to discuss matters of non-elected personnel in the police department to include Mayor, Council, Police Chief, and Administrator. Judy seconds the motion. Motion carried 3-0.

The Council returned to open session at 7:35pm with no action taken.

### **VOUCHERS**

The Vouchers were presented. Mike moved to approve. Judy seconded the motion. Motion carried 3-0.

### **ADJOURNMENT**

Gary moved to adjourn the meeting. Mike seconds the motion. Motion carried 3-0.

APPROVED: \_\_\_\_\_  
LUCILLE THOMAS, MAYOR

ATTEST: \_\_\_\_\_  
APRIL HERBSTER, CITY CLERK