

AGENDA

CITY COUNCIL COUNCIL CHAMBERS CITY HALL JANUARY 7, 2019 7:00 P.M.

The City Council of the City of New Hampton met in regular session in the Council Chambers at City Hall on Monday, January 7, 2019, at 7:00 p.m.

Mayor Debra Larsen called the meeting to order. Council members present were Carey, Denner, Diiro, Kuhn, McDonald, and Perkins.

Absent _____.

City Attorney Kevin Kennedy

_____ were also present.

Mayor's Comments:

Agenda:

Moved by _____, seconded by _____; That the agenda be approved as presented (amended).

Ayes-_____. Nays-_____.

Absent-_____. Motion _____.

Minutes:

(A copy of the minutes of the regular Council meeting of December 17, 2018 is enclosed for your review.)

Discussion:

Moved by _____, seconded by _____; That the minutes of the December 17, 2018 regular Council meeting be approved.

Ayes-_____. Nays-_____.

Absent-_____. Motion _____.

Claims:

(A list of claims in the amount of \$155,529.11 is in your packet.)

Discussion:

Moved by _____, seconded by _____; That claims in the amount of \$ _____ be approved.

Ayes-_____. Nays-_____.

Absent-_____. Motion _____.

A. 2019 Organizational items

Resolution setting guidelines for Council meetings

Discussion:

Moved by _____, seconded by _____; That Resolution No. _____ A
RESOLUTION SETTING GUIDELINES FOR COUNCIL MEETINGS (as follows), be approved:

All regular Council meetings shall be held on the first and third Mondays of each month at 7:00 p.m. as set by City Code, and if such day shall fall on a legal holiday, identified as Christmas Day, New Year's Day, Memorial Day, Independence Day or Labor Day, the meeting shall be held on the next succeeding day at the same time unless a different day or time is determined by the council. The conduct of all regular and special meetings of the Council shall be governed by Robert's Rules of Order. Special meetings of the City Council may be called by the Mayor of the City at any time, as stated in the City Code, with notice in compliance with the open meetings law, and said special meeting shall take up, consider, and act upon any such business as the Mayor shall place on the agenda subject to Council approval. Any business to be transacted at any regular Council meeting shall be in the hands of the City Clerk by 5:00 p.m. on the Thursday prior to the Council meeting. The Mayor sets up the agenda for the City Clerk to prepare and deliver to the Mayor, Council, City Attorney, Wastewater Superintendent, Chief of Police, Economic Development Director, and Street Superintendent on the Friday prior to the meeting. The said agenda shall be published the Friday prior to the Council meeting. Emergency items shall be in the hands of the City Clerk by Friday at 10:00 a.m.

The roll call resulted as follows:

Ayes- Carey, Denner, Diiro, Kuhn, McDonald and Perkins

Nays- _____ Absent- _____

Resolution _____

Setting order for roll call

Moved by _____, seconded by _____; That the order for roll call vote shall be as follows: the first month shall be alphabetical and thereafter each month the roll call vote shall be rotated so that the first vote becomes the last and the rest remain alphabetical.

Ayes- _____ Nays- _____

Absent- _____ Motion _____

Voting procedures and abstaining votes

City Attorney Kennedy

Appointment of Mayor Pro-tem

Mayor appointed Bruce Diiro as Mayor Pro-tem and asked for council approval.

Moved by _____, seconded by _____; That Mayor Larsen's appointment of Bruce Diiro as Mayor Pro-tem be approved.

Ayes-_____ Nays-_____

Absent-_____ Motion _____

Appointment of Standing Committees

Mayor Larsen appointed the following Standing Committees and asked for Council approval:

<u>Committee</u>	<u>Chair</u>	<u>Committee Members</u>
Finance	Perkins	McDonald Carey
Street and Sanitation	McDonald	Diirro Denner
Water	Carey	Perkins Kuhn
Wastewater	Diirro	McDonald Kuhn
Heavy Equipment	Denner	Carey Mai
Safety	Kuhn	Angell, Nosbisch, Clemens, Mai

Moved by _____, seconded by _____; That the Mayor's appointments to the Standing Committees be approved.

Ayes-_____ Nays-_____

Absent-_____ Motion _____

Designating Signatures for Community Development Block Grants and Economic Development Grants

Moved by _____, seconded by _____; That Resolution No. ____ A RESOLUTION AUTHORIZING SIGNATURES FOR COMMUNITY DEVELOPMENT BLOCK GRANTS AND ECONOMIC DEVELOPMENT ADMINISTRATION GRANTS (Debra Larsen, Mayor, and in her absence, Diirro, Mayor Pro-tem), be approved.

The roll call resulted as follows:

Ayes- Carey, Denner, Diirro, Kuhn, McDonald and Perkins

Nays-_____ Absent-_____

Resolution _____

Mayor's appointments – Department heads

Mayor Larsen made the following appointments and asked for Council approval:

City Clerk – Karen Clemens

Deputy City Clerk – Courtney Lechtenberg

Chief of Police – Zachary Nosbisch

Wastewater Superintendent – Timothy Angell

Economic Development Director – Tammy Robinson

City Attorney – Kevin Kennedy

Fire Chief – Steve Geerts

City Health Physician – New Hampton Clinic staff

Zoning Administrators – Karen Clemens and Donald Mai

Street Superintendent – Donald Mai

Moved by _____, seconded by _____; That the Mayor’s appointments be approved.

Ayes-_____

Nays-_____

Absent-_____

Motion _____

Mayor’s appointments to Community Boards

Mayor Larsen made the following appointments and asked for Council approval:

Floyd-Mitchell-Chickasaw Solid Waste Agency – Mayor Larsen, Diiro alternate

Economic Development Advisory Board – Mayor Larsen, Perkins, Clemens Alternate

Communication Commission – Mayor Larsen, Police Chief Nosbisch

E-911 Board – Mayor Larsen, Police Chief Nosbisch

Emergency Management Board – Mayor Larsen, Diiro alternate

Chickasaw Ambulance Council –Mayor Larsen, Diiro alternate

INRCOG Voting Officials:

Advisory Board – Mayor Larsen

Regional Transit Commission – Mayor Larsen

Regional Transit Authority Technical Board – Mayor Larsen

Regional Transit Authority Policy Board – Mayor Larsen

Housing Council – Mayor Larsen

Industrial Wastewater Treatment Advisory Board – Mayor Larsen, Angell

Moved by _____, seconded by _____; that the Mayor's appointments be approved.

Ayes-_____

Nays-_____

Absent-_____

Motion _____

Appointment of official newspaper

Moved by _____, seconded by _____; That the New Hampton Tribune be named the official newspaper for the publication of Council proceedings and notices.

Ayes-_____

Nays-_____

Absent-_____

Motion _____

Appointment of City Engineer

Moved by _____, seconded by _____; To appoint SEH Engineering as the engineering firm for City Subdivision review and storm water management review and all other City engineering business will be done on a project by project basis.

Ayes-_____

Nays-_____

Absent-_____

Motion _____

B. 2nd Reading: An Ordinance Extending the Time in Which to Pay Fines for Parking Violations

(Included in your packet is the draft of the ordinance change.)

Discussion:

Moved by _____, seconded by _____; AN ORDINANCE EXTENDING THE TIME IN WHICH TO PAY FINES FOR PARKING VIOLATIONS, receive its second consideration.

The role call resulted as follows:

Ayes- Carey, Denner, Diiro, Kuhn, McDonald, and Perkins.

Nays-_____. Absent-_____.

Mayor Larsen ordered the ordinance request be placed on the agenda of the next regular Council meeting for its third and final consideration.

C. 2017/208 Fiscal Year Audit

(Representatives from Hacker Nelson & Co will advise the council on their findings during the audit of FY 17/18. Each of you should have a copy of the audit report.)

Discussion:

Moved by _____, seconded by _____; That the 2017/2018 Fiscal Year Audit be approved and filed with the State Auditor.

Ayes-_____ Nays-_____

Absent-_____ Motion _____

D. Collective Bargaining Unit Agreement

(Included in your packet is the tentative agreement between the City and PPME Local 2003. The agreement was negotiated by Mayor Larsen, Scott Perkins and Kevin Kennedy. It is a five year agreement and includes several changes.)

Discussion:

Moved by _____, seconded by _____; That Resolution No. _____ A RESOLUTION APPROVING A FIVE-YEAR AGREEMENT WITH THE CITY'S COLLECTIVE BARGAINING UNIT, EFFECTIVE JULY 1, 2019, be approved.

The roll call resulted as follows Ayes- Carey, Denner, Diiro, Kuhn, McDonald and Perkins

Nays-_____ Absent-_____

Resolution _____

E. Minutes

(Copies are in your packets.)

Moved by _____, seconded by _____; That the following be accepted and placed on file:

- 1) Department Head Minutes of December 18, 2018
- 2) Airport Commission Minutes of September 10, 2018

3) Library Minutes of December 4, 2018

Ayes-_____. Nays-_____. Absent-_____.

Motion _____.

F. **Old Business**

Discussion:

G. **New Business**

Discussion:

H. **Adjourn**

Moved by _____, seconded by _____; That the meeting adjourn
at _____ p.m.

Ayes-_____ Nays-_____

Absent-_____ Motion _____

ATTEST: _____
KAREN CLEMENS, CMC, City Clerk DEBRA LARSEN, Mayor

The City Council of the City of New Hampton met in regular session in the Council Chambers on Monday, December 17, 2018, at 7:00 p.m.

The meeting was called to order by Mayor Larsen at 7:00 p.m. Council members present were Denner, Diiro, Kuhn, McDonald and Perkins. Carey was absent. City Attorney Kevin Kennedy, Tim Angell, Tammy Robinson, Jr Mai, Jeff Bernatz, Rick Kramer, Brian Tenge of Henkle Construction, Steve Troyer of Fox Engineering, several high school students and Mira Schmitt-Cash were also present.

Moved by Perkins, seconded by Kuhn; That the agenda be approved as presented. Ayes-Five. Nays-None. Absent – Carey. Motion carried.

Moved by McDonald, seconded by Diiro; That the minutes of the December 3, 2018 regular Council meeting be approved. Ayes-Five. Nays-None. Absent – Carey. Motion carried.

Moved by Perkins, seconded by Kuhn; That claims in the amount of \$291,696.15 be approved. Ayes-Five. Nays-None. Absent – Carey. Motion carried.

Mayor Larsen announced now is the time and place fixed for the purpose of conducting a public hearing between the City and New Hampton Transfer, in connection with the construction of additional warehouse space, which provides for certain property tax incentives in the form of annual appropriation incremental property tax payments in a total amount not exceeding \$346,000, as authorized by Section 403.9 of the Code of Iowa. The Council investigated and found that the notice of hearing had been published according to law and as directed by the Council on the 3rd day of December, 2018 in New Hampton in the County of Chickasaw. Mayor Larsen asked for oral comments, there were none. Mayor Larsen asked for written comments, there were none. Mayor Larsen declared the hearing closed.

Moved by Diiro, seconded by Kuhn; That Resolution No.6375 A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT WITH NEW HAMPTON TRANSFER, AUTHORIZING ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS AND PLEDGING CERTAIN TAX INCREMENT REVENUES TO THE PAYMENT OF THE AGREEMENT, be approved. The role call resulted as follows: Ayes- Denner, Diiro, Kuhn and McDonald. Abstain – Perkins. Nays-None. Absent – Carey. Resolution adopted.

Mayor Larsen announced now is the time and place fixed for the purpose of conducting a public hearing to amend the New Hampton Urban Revitalization Plan. This 2018 Amendment to the Plan for the New Hampton Urban Revitalization Area contain amendments to two sections of that plan, related to extending the period during which benefits will be available and to revising the definition of residential and multi-residential benefits. The Council investigated and found that the notice of hearing had been published according to law and as directed by the Council on the 3rd day of December, 2018 in New Hampton in the County of Chickasaw. Mayor Larsen asked for oral Comments, there were none. Mayor Larsen asked for written comments, there were none. Mayor Larsen declared the hearing closed.

Moved by McDonald, seconded by Perkins; That Resolution No. 6376 RESOLUTION ADOPTING 2018 AMENDMENT TO THE PLAN FOR THE NEW HAMPTON URBAN REVITALIZATION AREA, be approved. The role call resulted as follows: Ayes- Denner, Diiro, Kuhn, McDonald and Perkins. Nays-None. Absent – Carey. Resolution adopted.

Mayor Larsen announced now is the time and place fixed for the purpose of conducting a public hearing to adopt a multi-jurisdictional hazard mitigation plan for Chickasaw County. The Multi-Jurisdictional Hazard Mitigation Planning Committee of Chickasaw County has participated in the formulation of said Plan and has recommended the adoption of said Multi-Jurisdictional Hazard Mitigation Plan. The Council investigated and found that the notice of hearing had been published according to law and as directed by the Council on the 3rd day of December, 2018 in New Hampton in the County of Chickasaw.

Mayor Larsen asked for oral comments, there were none. Mayor Larsen asked for written comments, there were none. Mayor Larsen declared the hearing closed.

Moved by Kuhn, seconded by Denner; That Resolution No. 6377 A RESOLUTION OF THE CITY COUNCIL OF NEW HAMPTON IOWA, ADOPTING A MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN FOR CHICKASAW COUNTY, be approved. The role call resulted as follows: Ayes- Denner, Diiro, Kuhn, McDonald and Perkins. Nays-None. Absent – Carey. Resolution adopted.

Steve Troyer of Fox Engineering presented a \$500.00 to the City of New Hampton that City Clerk Karen Clemens won at the Iowa League of Cities annual conference. Moved by Perkins, seconded by Denner; That \$500.00 from Fox Engineering be a contribution to the TRIBE Trail Fund, be approved. Ayes–Five. Nays–None. Absent – Carey. Motion carried.

Moved by Kuhn, seconded by McDonald; That an ordinance entitled “AN ORDINANCE EXTENDING THE TIME IN WHICH TO PAY FINES FOR PARKING VIOLATIONS”, receive its first consideration. The role call resulted as follows: Ayes- Denner, Diiro, Kuhn, McDonald and Perkins. Absent-Carey. Nays-None. Mayor Larsen ordered the ordinance request be placed on the agenda of the next regular Council meeting for its second consideration.

Mayor Larsen asked for council direction regarding the timeline that residents have to follow for removing snow from sidewalks. The city code currently requires residents to clear their sidewalks in a ‘reasonable’ time frame. No action was taken.

Moved by Kuhn, seconded by Perkins; That Resolution No. 6378 APPROVE FINAL PAYMENT TO HENKEL CONSTRUCTION, IN THE AMOUNT OF \$21,462.20 FOR THE NEW HAMPTON SWIMMING POOL PROJECT, be approved. The role call resulted as follows: Ayes- Denner, Diiro, Kuhn, McDonald and Perkins. Nays-None. Absent – Carey. Resolution adopted.

Moved by Kuhn, seconded by Diiro; That Resolution No. 6379 APPROVE PAYMENT TO MECHANICAL, INC., IN THE AMOUNT OF \$5,177.00 FOR THE NEW HAMPTON SWIMMING POOL PROJECT, be approved. The role call resulted as follows: Ayes- Denner, Diiro, Kuhn, McDonald and Perkins. Nays-None. Absent – Carey. Resolution adopted.

Wastewater Superintendent Tim Angell informed the council on the extension of the NPDES Permit another year, due to the extension of copper testing Biotic Ligand Model.

Moved by Perkins, seconded by Denner; That the Finance Reports for November 2018 be approved.

FUND	RECEIVED	DISBURSED
GENERAL	\$60,406.96	\$105,854.74
ROAD USE TAX	\$40,036.71	\$35,106.10
SPECIAL REV/EMPLOYEE BEN	\$10,726.46	\$19,780.58
LOCAL OPTION TAX	\$62,304.30	\$0.00
HOTEL/ MOTEL TAX	\$14,040.02	\$0.00
HOTEL/ MOTEL TAX CAP RES	\$4,680.01	\$0.00
TIF- INDUSTRIAL & COMMERCIAL	\$12,417.78	\$0.00
DEBT SERVICE	\$6,218.69	\$25,524.50
LIBRARY SPECIAL PROJECTS	\$570.00	\$0.00
SWIMMING POOL RENOVATION	\$19,297.78	\$19,297.78
CAPITAL PROJECTS	\$5,127.65	\$7,089.00
WATER UTILITY	\$16,703.65	\$18,991.21
SEWER UTILITY	\$38,942.96	\$41,346.69
SOLID WASTE	\$7,089.50	\$9,923.57
CUSTOMER DEPOSITS	\$2,194.00	\$1,436.00

TOTAL

\$300,756.47 \$284,350.17

Ayes-Five. Nays-None. Absent – Carey. Motion carried.

Moved by McDonald, seconded by Diiro; That the following be approved and placed on file:

- 1) Fire Department Minutes of 12-4-2018
- 2) Park & Rec Minutes of 12-5-2018
- 3) Library Minutes of 12-4-2018

Ayes-Five. Nays-None. Absent – Carey. Motion carried.

Moved by Denner, seconded by Kuhn ; That the meeting adjourn at 7:30 p.m. Ayes-Five. Nays-None. Absent – Carey. Motion carried.

DEBRA LARSEN, Mayor

ATTEST: _____
KAREN CLEMENS, CMC, City Clerk

CITY - WRITTEN SINCE DECEMBER 17, 2018--

49801	Black Hills Energy - Natural Gas (PD WA Clerk Cust Carnegie ST SR Fire)	4,163.56	Gen WA RUT SR
49802	Consolidated Energy - Diesel Fuel (Street)	731.15	RUT
49803	MiEnergy - Lift Station Electricity (Sewer)	60.36	SR
49805	Vern Laures Auto Center- 2018 Dodge Durango (Police)	25,525.00	CapProj
49806	Windstream- Phone & Internet (PD Fire Clerk Econ St WA SR Carnegie)	1,473.46	Gen WA RUT SR
49804	USPS - Postage for Utility Bills	61.56	WA
49810	John Deere Financial - Degreaser, Pipe (St) Car Cleaning Supplies (Police)	77.42	Gen RUT
49816	Melrose East - TIF Rebate	2,142.25	TIF
49819	Payroll Account - Salaries	67,904.01	EmpB Gen RUT WA SR
49821	Carnegie Cultural Center - Oct, Nov, Dec 2018 Levy	16,845.65	Gen
49822	USPS - Postage for Utility Bills	56.50	WA
49826	Jendro Sanitation - Recycling Service (1428 @ 4.96)	7,082.88	SW
49828	Rapid Printers - Prestamped Windowless Envelopes	967.50	WA SR
	Total Written	127,091.30	

CITY - TO BE WRITTEN--

20/20 FX - Remote Desktop (Police) Repairs (Clerk) Wireless (Econ)	289.91	Gen
Backflow Prevention - Annual Backflow Test (Sewer)	500.00	SR
Bodensteiner - Snow Blower Repairs (St SR WA) Repairs, Supplies (ST)	374.32	RUT WA SR
City Laundering - Uniforms (SR WA ST) Mat, Air Dispenser (Sewer)	391.49	RUT WA SR
Core & Main - Clamps (Water)	1,036.49	WA
Culligan - DI Equip Rental, Carbon Filter (Sewer) Salt (Custodial)	403.97	Gen SR
Douglas, Ken - Mileage (128 x .39)	49.92	WA
Fletcher Reinhardt - Traffic Lamps (Traffic Safety)	87.09	Gen
Hach - Sensor Caps (Sewer)	284.59	SR
Iowa Firefighters Assoc - Dues (Fire)	338.00	Gen
Iowa Law Enforcement Academy - Defensive Tactics Recert (Police)	150.00	Gen
Jendro Sanitation - Refuse Pickup (Fire SR PD Clerk Cust)	243.04	Gen SR
Kennedy/Kevin - Regular Salary	2,806.00	RUT
L&R Manufacturing - Shop Supplies (Street)	107.06	RUT
Larsen, Deb - Mileage to INRCOG 12/20/18 (90 x .39)	35.10	Gen
Leisure Time Golf Cars - USP Shipping (Water, Sewer)	25.62	WA SR
Lessin Supply - Pump for Lift Station (Sewer)	379.78	SR
Mick Gage - Boiler Repairs (Sewer)	274.00	SR
Mid-American Research - Ice Melt (Sewer) Lab Supplies (Sewer)	701.36	SR
Mid-States Organized Crime - 2019 Annual Membership Dues (Police)	100.00	Gen
MITKO - Pump Repairs (Sewer)	47.50	SR
Mohawk - Motor Repairs (Sewer)	113.06	SR
New Hampton Rotary - Rotary Dues (Clerk)	111.00	Gen
NAPA - Supplies (Street Sewer Fire Police)	1,259.34	RUT SR Gen
Newman Signs - No Parking After Snowfall Sign (Street)	820.07	RUT
New Hampton Auto Body - New Door Handle Assembly (Sewer)	223.00	SR
New Hampton Tribune - Minutes & Claims (Clerk) Ads (PD TIF SR SolWas)	444.60	Gen SolWas TIF SR
Office World - Desk Calendars (Police) Towels (Sewer) Calendars (Water)	142.22	Gen SR
Omega Machine - Pump Repairs (Sewer)	333.00	SR
Petty Cash - Postage (Clerk, Police) Record Trail Easement	24.97	Gen CapProj
Racom - Program Car Radios (Police)	95.00	Gen
Rapid Printers - Time Cards, W2s, 1099s (Clerk)	277.00	Gen
Riley's - Copy Fee (Clerk, SR, Econ, Police)	202.64	Gen SR
Schueth Ace Hardware - Janitorial Supplies (Custodial)	13.46	SR
Schumacher Elevator - Elevator Maintenance (Carnegie)	605.64	Gen
Short Elliott Hendrickson - TRIBE Trail, Water Main Extension (WA)	8,031.48	WA CapProj
Stanton Electric - Replace Ballast Upstairs (Comm Ctr)	342.57	ComCtr
Team Lab - Grease Buster (Sewer)	549.50	SR
Test America - December Testing Fees (Sewer)	4,794.83	SR

USA BlueBook - AC Voltage Meter (Sewer)	263.87	SR
Utility Equipment - Markers for water and sewer lines (Water Sewer)	197.93	WA SR
Vern Laures - Vehicle Maintenance (Police)	74.54	Gen
Wayne's Trucking Equipment - Vehicle Repairs, 4 Tires (Police)	892.85	Gen
Total	<u>28,437.81</u>	
Plus City Written	127,091.30	
TOTAL TO BE APPROVED	<u><u>155,529.11</u></u>	

PAYROLL--WRITTEN SINCE DECEMBER 17, 2018

EFT	EFTPS - FICA & Federal Tax	9,388.67
EFT	Iowa Dept of Rev - State Withholding Tax	4790.05
EFT	Mass Mutual Financial - Deferred Comp	410.00
EFT	Treasurer, State of Iowa - IPERS	<u>14,328.70</u>
		28,917.42

AIRPORT--TO BE WRITTEN

Tenge, Rich - Reimburse for Supplies	24.59
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PARK & REC--TO BE WRITTEN

Petty Cash - Photo Albums for P&R Pictures	8.00
Riley's - Copies	<u>40.00</u>
	48.00

LIBRARY--TO BE WRITTEN

Schueth Ace Hardware - Wood Stain	10.79
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AIRPORT--WRITTEN SINCE DECEMBER 17, 2018

49803	MiEnergy - Electricity	95.38
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PARK & REC--WRITTEN SINCE DECEMBER 17, 2018

49806	Windstream - Telephone Service	106.10
49813	Visit Bluff Country - Ad	442.00
49818	Windstream - Telephone Service	<u>58.80</u>
		606.90

AN ORDINANCE EXTENDING THE TIME IN WHICH TO PAY FINES FOR PARKING VIOLATIONS

SECTION 1: EXTENSION OF TIME. Subsections (a) and (b) of Section 37.18 of the City Code are hereby deleted, and the following is substituted in lieu thereof:

(a). If such fine is paid within five days after the date shown on the notice of fine, the fine shall be \$10.00.

(b). If such fine is paid within five days after the date shown on the notice of fine for a snow removal violation, the fine shall be \$25.00.

SECTION 2: INTEGRATION WITH CODE. Each section, provision or part of this ordinance which is followed by a section number set off by parentheses shall be inserted in the New Hampton Municipal Code as indicated by said section number and hereafter shall be cited by reference to said section number.

SECTION 3: REPEALER. All ordinances and resolutions, parts thereof or amendments thereto in conflict with this ordinance are hereby repealed.

SECTION 4: SEVERABILITY OF REPEALER. All ordinances and resolutions, parts thereof or amendments thereto not directly affected by this ordinance, shall remain in full force and effect.

SECTION 5: SEVERABILITY. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such section, provision or part shall be severable from the rest of the ordinance, and such adjudication shall not affect the validity of the ordinance as a whole, or any section, provision or part not adjudged invalid or unconstitutional.

SECTION 6: EFFECTIVE DATE. This ordinance shall be in full force and effect after its final passage and publication as provided by law.

PASSED AND ADOPTED this ____ day of _____, 2019.

BY: _____
DEBRA K. LARSEN, MAYOR

ATTEST: _____
KAREN CLEMENS, CITY CLERK

CITY OF NEW HAMPTON

"The City of Expanding Horizons"

112 East Spring Street
New Hampton, IA 50659

Phone (641)394-5906
Fax (641)394-2070
E-mail - cityhall@ci.new-hampton.ia.us

Tentative Agreement Between The City of New Hampton and PPME Local 2003

1. **Term** - Five year contract
2. **Wages** - Annual increases during the term of the contract of 3%, 2½%, 3%, 2½%, and 3%.
3. **Health Insurance Premium** - In each year that there is a 3% wage increase, the employee contribution to the health insurance premium will increase by 1%.
4. **Scheduling** -
 - A. Police Officers will be allowed to switch shifts and days off during any one-week period within the two-week pay period as long as the switch does not create added overtime.
 - B. In the Police Department, a tentative work schedule is posted by December 1. Between December 1 and December 15, time off requests will be based on seniority. After December 15 time-off requests will be based on first come, first serve. The request shall be given prior to the work schedule being posted. Any other request shall be at the discretion of the Chief of Police.
 - C. Overtime shall be offered first to an officer who has a scheduled day off. If more than one officer has a scheduled day off, overtime will be offered first to the more senior officer. If no one wants to work the overtime, the shifts will be split into 12 hour shifts if applicable. If the officers who are scheduled to work 12 hour shifts each agree that they would rather work 8 hours on the day in question, the Chief of Police has discretion in assigning the coverage of the shift.
5. **Holiday** - No Police Officer shall be granted time off when only three officers are scheduled to work on a holiday.
6. **Sick Leave** - Family sick leaves will be increased from 4 to 5 days.
7. **Casual Days** - Four casual days annually. Casual days may be taken consecutively.

8. **Holidays** - One additional unidentified paid holiday will be deleted (essentially a trade off for the increased casual day). For holidays that fall on a regularly scheduled day off, the employee shall receive an additional day off that will be taken within six months from the day earned.

9. **Vacation** - Two officers can be on vacation at the same time with the Chief of Police's consent.

10. **Funeral Leave** - The word "may" shall be changed to "shall"

11. **Financial Fringe Benefits** - The night premium rate will be \$.50 per hour. The weekend premium will be \$.40 per hour. Longevity pay will increase by \$100.00 per classification.

12. **Vests** - The City shall provide Level 3A bullet proof vests.

13. **Sargent** - The position of Sargent will return to the Bargaining Unit, and the Sargent's pay will be \$2.00 per hour more than the next highest paid Police Officer in the Bargaining Unit. The City will retain the right to determine if, and when, an employee is designated as Sargent.

City of New Hampton

Department Head Meeting

December 18, 2018 8:30 am

Mayor Deb Larsen, Carrie Becker, Zachary Nosbisch, Steve Geerts, Brian Quirk, Rick Kramer, Tammy Robinson, Jr Mai, Tim Angell and Karen Clemens.

Zachary Nosbisch– Police:

- Preparing to install computers in vehicles
- Shieldware is up and running, entire county is on same system
- Track System allows all reports to be filed online.
- Officers are ringing the bell for the local Salvation Army fund drive.
- Planning on applying for a Community Foundation Grant for Flir Cameras.
- Keltek, Inc. meeting –discussed options for maintenance of equipment in vehicles and possibility of starting contract with Keltek, Inc.

Carrie Becker – Library

- Parking Lot – planning on repairing in the spring of 2109
- Updated Library policy
- Budget is prepared
- Activities are planned for kids on non-school days
- Sinks will be replaced in the restrooms

Steve Geerts – Fire Department

- Payroll for the Fire Department is complete
- Looking for fire-proof safe for archiving materials
- Working on budget & will contact City officials to attend the budget meeting with the townships

Brian Quirk – NH Light Plant

- Telecommunications Project is moving forward. Engineers are currently working on the mapping.
- Conference call is Thursday, December 20th to map the final 25% of community
- Staff is working on equipment, doing safety checking and testing
- Waiting for engineering estimates to bond for telecommunications project.

Rick Kramer – Park & Rec:

- Current activities are basketball and sporty shorties
- TRIBE Trail is still in need of \$150,000 for Phase II
- Steak Fry Fundraiser on March 24, 2018, currently have 11 businesses donating \$2,000 each.
- A portion of the trail will be on South Locust Ave and will require updating existing bridge, which means more engineering and associated expenses.

Tammy Robinson – Economic Development

- Foundation Grants are due 12-31-2018
- Prospective business is still considering New Hampton, waiting to hear on any developments

Jr. Mai – Street Department

- Salt & sand is mixed in shed on NHHS property (old DOT shed)
- Purchased new lawn/snow tractor with water and sewer departments
- Discussed streets needing complete reconstruction: possibilities include North Maple, Logan, South Broadway and Cleveland
- Jr will contact street committee members

Tim Angell – Wastewater Treatment Plant

- Biotic Ligand Model – extending another year of the NPDES permit for data collection
- Waiting to haul bio-solids
- Might have to thicken sludge
- Discussed possible needed upgrades to facility
- Hail damage – inspections being done on buildings and generator
- Water flows are high on the west side of town, possible water leak

Karen Clemens – City Clerk

- Working on budget
- Suggested requesting bids for equipment when we have several local options to purchase from.
- Thanked co-workers for their support on her dad's death.

Mayor Larsen

- Thanked all staff for all they do and appreciates the continued cooperation and communications between departments.

Next meeting tentatively scheduled for Tuesday January 8, 2019 at 8:30 am

Karen Clemens

New Hampton Airport Commission Meeting

The New Hampton airport commission held its regular meeting September 10th 2018 @5:30 in the mayors office. Commissioners present were Rich Grote and Dave Gorman.

Reviewed minutes from the last meeting.

Reviewed FY 2018-2019 budget which is \$10,225.91 left from \$16,500.00 as of 8/31/2108.

Tractor Pull was held at the Airport on July 13th and 14th 2018 . Went well with no issues.

Seal Coating has been done to the Airport Entry Road. Cost of the project was \$5,875.00. This was paid for out of the FY budget for this year.

Airport Liability Insurance thru Community Ins of Iowa Is \$1,750.00.

Morris Landscape has done some improvements to the entry at the airport. Cost for this was \$280.00.

Adam Zeien is renting the Hay Ground at the airport.

Discussed the city sewage treatment plant has spread sludge on some of the airport property this has been done in the past with no issues.

No Flight Breakfast at the airport this year.

Rich Tenge will be checking tile lines at the airport this fall.

The beacon at the Airport is raising the electric bill so for the time being we will keep it shut off.

Next meeting will be October 8th 2018 in the mayors office.

Minutes

December 4, 2018

New Hampton Public Library Board of Trustees

The New Hampton Public Library Board of Trustees met on Tuesday, Dec. 4, 2018 at 5:30 p.m. in the library proper. President Kendall Rosauer called the meeting to order. Present were Trustees Patty O'Hollearn, Paula Gorres, Virgil Pickar, Donna Rosonke, Jeff Leach, and Director Becker. D. Rosonke moved and V. Pickar seconded that the minutes of the Nov. 6, 2018 meeting be approved as presented. Motion carried.

Becker distributed the city budget summary and the monthly bills. The budget is on target for the year. Leach moved and O'Hollearn seconded that the bills be approved as presented. Motion carried.

Becker presented the monthly activity report.

The meeting room was used 25 times in October. There were fifteen programs offered this month with 237 people attending.

November programs included a second computer class, along with a "paint and pour" Christmas ornament program, an author speaking, and several storytimes.

December programs will include 2 adult painting classes and open crafting for kids during Christmas break along with book discussion and storytimes.

Old Business:

Mudjacking the parking lot will have to wait until spring.

New Business:

Two new employees, Michelle Krieg and Cindy Moore, have been hired contingent on board approval. They will be paid \$8.50/hour. Gorres moved and Rosonke seconded the motion to hire. Motion carried.

Three new faucets are needed in the public restrooms. A bid was presented from Geerts Plumbing. The board asked for more bids. Becker will gather these.

Budget proposal for 2019-2020 was presented by the budget committee to the entire board of trustees. There was discussion on wages.

New wages will be:

Becker	\$42,612.34
Knoll	\$15.08
Kellogg	\$13.22
Knight	\$10.16
Krieg	\$8.50
Moore	\$8.50

Pickar moved and Rosonke seconded that the budget be approved as presented. Motion carried.

The next regular meeting will be Tuesday, January 8, 2018 at 5:30 p.m. Leach moved and O'Hollearn seconded that the meeting adjourn. Motion carried. The meeting adjourned at 6:00 p.m.