

May 27, 2009
Council Chambers
City Hall
Tipton, Iowa

The City Council of the City of Tipton, Cedar County, Iowa, met in Special Meeting/Work Session at 5:00 p.m. Mayor Kepford called the meeting to order. Upon roll call the following named council members present: Fry, Anderson, McGlaughlin, Johnson, Klemme. Also present Boldt, Foley, City Department Heads, City Staff, and Stu Clark.

AGENDA: Motion by Klemme, seconded by Anderson to approve the agenda as presented. Upon roll call the vote was:

Aye: Anderson, McGlaughlin, Johnson, Klemme, Fry
Nay: None

DEPARTMENT HEAD SALARY ADJUSTMENT PROCESS: The following items were discussed:

1. Have the Police Department salaries approved at the same time as other city employees.
2. Flat dollar amount in place of a percentage increase.
3. Most not in favor of a merit raise.
4. Stay in line with cost of living index, maybe a percent higher.
5. Salaries need to be competitive to keep current staff on board.
6. Treating everyone equally is not successful, base on performance, experience, education.
7. Use the most recent Iowa League of Cities Annual Survey to compare with other cities of similar population.

CITY WIDE CLEAN UP: Following suggestions were made:

1. Garbage trucks placed at high school and middle school. Allow each resident one pickup load to drop off.
2. Raise garbage rates to cover the cost of city wide pickup.
3. Continue using Adam to pickup and dispose of appliances for \$10.00.
4. Allow each resident including commercial business one extra pickup a year. They would be responsible to take one pickup load to the transfer station. If unable to do so, city would assist. This option might be workable in 2010.

POTENTIAL SIDEWALK INCENTIVE PROGRAM: Council Member Fry presented the following information he ran across from another city that has a sidewalk replacement program:

City sets aside funds each fiscal year to help residents repair or replace sidewalks. If the project is approved by the council, each resident can qualify for up to \$500 for the cost of the concrete. Following are some suggestions made relating to this program:

1. Funds for concrete only, no labor.
2. Permit issued based on approval of specifications.
3. Work must be done by the resident or hired out to a contractor.
4. Completed work inspected by the city.
5. Present the program for two years and then evaluated by the council.

SEGREGATION OF DUTIES PER CITY AUDIT: City Manager Boldt and Finance Officer Fletcher presented the following as a means of eliminating some of the gap of segregation of duties that the auditors report annually in their audit of the city:

1. Adding City Manager Boldt's signature to the personnel list of who can sign accounts payable and payroll checks.
2. Whoever writes the checks cannot sign them.
3. Formalize sick and vacation time. All leave time goes to the city manager and then to the clerks office for recording.
4. Two people review payroll.
5. New hires, direct deposit only.

DRAINAGE ISSUE ON WEST END OF CITY: In his report to the council, city manager Boldt said the city and Garden & Associates have come up with a temporary fix for the drainage issue on the west end of the city. Boldt said after looking at several options with Garden & Associates, the NRCS office, Corps of Engineers and the DNR, that he would like to propose cutting a new ditch through Ray Vitense's field. Public Works Director Nash said this would drop the water level three feet at 7th Street. Boldt said the new ditch would be east of the current drainage. The estimated cost of doing this project should run between \$25,000 and \$40,000 depending on whether or not the city can or have to haul away the waste. He also said the city would have to receive approval from the NRCS prior to proceeding with the project. Nash presented a few more details to council/staff regarding the proposed project.

CAPITAL IMPROVEMENTS PLAN SURVEY: City Manager Boldt provided the council a list of proposed capital improvements that they agreed on at the Goal-Setting Session and asked the council to rank the projects in order of importance. After a brief discussion, council came up with the following capital improvements that they felt were most important:

1. Continue with Downtown Sidewalk/Streetscape Project.
2. Continue Street Improvement Program.
3. Installation of sidewalk where needed (repair/replace) (sidewalk program)
4. Maintain Public Works equipment replacement schedule.
5. Complete 2nd Phase of west side gas main project.

ADDITIONAL GENERATION PROJECT AND ELECTRIC ASSISTANT/LEAD LINE PERSON POSITION: City Manager Boldt said that they will be sending out bids for the demolition of the old Meyer house for the expansion of the additional generation project. In the meantime the fire department will be using it for fire training. Boldt said Carol Schlemmer has been working on the plans for constructing a generation and control building which will house two 1.5 generators.

Mayor Kepford brought up the subject again about hiring an Electrical Assistant to backup Electric Superintendent Packwood. This subject had been addressed sometime ago. She said this person needs to be pro-active and would like to hire this person either within or go outside and advertise. All council members agreed that a backup is necessary and would first like to see the position filled with a current city employee. City Manager Boldt said this topic will be discussed when Packwood returns to work.

ADJOURN: With no further business to come before the council, motion to adjourn was made by Fry and seconded by Klemme. Motion carried by the following vote:

Aye: Anderson, McGlaughlin, Johnson, Klemme, Fry
Nay: None

Mayor

ATTEST: _____
City Clerk