**City of Nashua**

**CITY COUNCIL MINUTES**

**City Council Chambers, City Hall**

The Nashua City Council met in regular session on March 16, 2020 in Council Chambers at City Hall. The meeting was called to order at 7:00PM with Mayor Betsinger presiding. Council members present were Alex Anthofer, Scott Cerwinske, Thomas Johnson, and Harold Kelleher III. Charles Shelby was absent. City employee(s) City Clerk John Ott was present as well as Water/Wastewater Superintendent Nick Henningsen. Jon Lutz and John Berns from IIW Engineering were present as well as one guest.

Mayor Betsinger asked for consideration approving the amended agenda adding an Emergency Preparedness Plan. Anthofer Motioned Cerwinske Seconded. Motion Carried.

Mayor Betsinger asked if anyone had public comments. There were none

IIW Engineering was there to review Amendment #2 Proposal for Professional Services Storm Water Study and Concept Plan Preliminary Plans. Amendment #2 is necessary to assist the City of Nashua in preparing preliminary construction plans and cost estimate for the Greeley St. Reconstruction from Panama Street to Water Street (bridge). It will include utility improvements for storm sewer, sanitary sewer, and water main. The cost estimate for the preliminary design will be $97,400. The Mayor asked the council for a motion to approve Amendment #2 presented by IIW Engineers. Cerwinske Motioned. Kelleher Seconded. Motion Carried.

Mayor Betsinger called for a motion to approve the minutes from the Council Meeting on March 2, 2020 as well as the Special Meeting on March 9, 2020. Anthofer Motioned. Cerwinske Seconded. Motion Carried.

Mayor Betsinger called for a motion to open the 2nd reading of a Public Hearing for Setting a Storm Water Utility Fee. Motioned by Anthofer.. Seconded by Johnson. Motion Carried. The public hearing was opened at 7:21PM. The Mayor explained the reason for implementing the Storm Water Utility Fee and asked the attendees if anyone had any questions. No one had any questions, so Mayor Betsinger asked if there was a motion to close the public hearing. Cerwinske Motioned. Anthofer Seconded. Motion Carried. The 2nd reading of a public hearing was closed at 7:22PM. The Mayor asked if there was a motion to pass the Ordinance for Adding a Storm Water Utility. Anthofer Motioned. Cerwinske Seconded. Motion Carried. Roll Call All Ayes, Shelby was absent. Mayor Betsinger asked the council if they would like to forego the 3rd and final reading. Cerwinske Motioned. Anthofer Seconded. Motion Carried. Roll Call – All Ayes, Shelby absent. Ordinance #330 Establishing a Storm Water Utility Fee was passed.

Mayor Betsinger called for a motion to open the Public Hearing Setting City Collection Rates for Garbage (Solid Waste) and Recycling. Cerwinske Motioned. Anthofer Seconded. Motion Carried. The Public Hearing was opened at 7:23PM. The Mayor explained that Jendro Sanitiation raised the rates the city is charged so we need to raise ours as well. He asked the attendees if they had any questions. No one had any questions, so the Mayor asked for a motion to close the Public Hearing. Anthofer Motioned. Kelleher Seconded. Motion Carried. The Public Hearing was closed at 7:24PM. Mayor Betsinger asked if there was a motion to approve Ordinance 331. Cerwinske Motioned. Anthofer Seconded. Motion Carried. Roll Call All Ayes, Shelby was absent. Cerwinske made a motion to forego the 2nd and 3rd reading and go to final passage. Kelleher Seconded. Motion Carried. Roll Call All Ayes, Shelby was absent. Ordinance #331 Setting City Collection Rates for Garbage (Solid Waste) and Recycling was passed.

Mayor Betsinger called for a motion to open the Public Hearing Setting Sewer Rates. Anthofer Motioned. Cerwinske Seconded. Motion Carried. The Public Hearing was opened at 7:25PM. The Mayor reviewed the new rates and asked if there were any questions. No one had any questions, so the Mayor asked for a motion to close the Public Hearing. Alex Motioned. Cerwinske Seconded. Motion Carried. The Public Hearing was closed at 7:26PM. Mayor Betsinger asked if there was a motion to approve Ordinance #332 Setting Sewer Rates. Anthofer Motioned. Cerwinske Seconded. Motion Carried. Roll Call All Ayes, Shelby was absent. Mayor Betsinger asked the council if they would like to wave the 2nd and 3rd reading. Anthofer Motioned. Cerwinske Seconded. Motion Carried. Roll Call All Ayes, Shelby was absent. Ordinance #332 Setting Sewer Rates was passed.

Mayor Betsinger called for a motion to open the Public Hearing Setting Water Rates. The Public Hearing was opened at 7:27PM. The Mayor reviewed the proposed water rates and asked if anyone had any questions. Nick stated he would like the calculation to be in gallons and he was informed that there are calculations for both gallons and cubic feet. After discussion, the Mayor called for a motion to close the Public Hearing. Cerwinske Motioned. Johnson Seconded. Motion Carried. The Public Hearing was closed at 7:28PM. Mayor Betsinger called for a motion to approve Ordinance #333 Setting Water Rates. Johnson Motioned. Kelleher Seconded. Motion Carried. Roll Call All Ayes, Shelby was absent. Mayor Betsinger asked the council if they would like to forego the 2nd and 3rd reading. Kelleher Motioned. Johnson Seconded. Motion Carried. . Roll Call All Ayes, Shelby was absent. Ordinance #333 Setting Water Rates was passed.

Mayor Betsinger called for a motion to open the Public Hearing Adopting the FY’21 Budget. Cerwinske Motioned. Anthofer Seconded. Motion Carried. The Public Hearing was opened at 7:28PM. City Clerk Ott reviewed the budget numbers and asked the council and attendees if there were any questions. There were no questions, so Mayor Betsinger asked for a motion to close the Public Hearing. Anthofer Motioned. Johnson Seconded. Motion Carried. The Public Hearing was closed at 7:35PM. Mayor Betsinger asked if there was a motion to pass Resolution 20-15 Adopting the FY’21 Budget. Kelleher Motioned. Johnson Seconded. Motion Carried.

Roll Call: Anthofer – Aye, Cerwinske – Aye, Johnson – Aye, Kelleher – Aye, Shelby – Absent

Resolution 20-16 Abating Special Assessments/Other Taxes and Authorizing the County Auditor and County Officials to Recognize Abatement of Taxes. Kelleher Motioned. Anthofer Seconded. Motion Carried.

Roll Call: Anthofer – Aye, Cerwinske – Aye, Johnson – Aye, Kelleher – Aye, Shelby – Absent

Mayor Betsinger asked for a motion to approve the consent calendar payment of claims.

Payment of Claims (see claims report): Total claims to be paid: $16,212.17+$7,303.69 (Wages)

1. General Fund: $16,742.52
2. Road Use: $2,150.89
3. Permanent Funds – Lib Watson - $260.53
4. Permanent Funds – Lib Berrier - $79.98
5. Water - $2,515.89
6. Sewer: $1,766.05
7. Total Funds: $23,515.86

Councilman Johnson pointed out a check that was written out for $5,094 instead of $50.94, which City Clerk Ott stated he would void the original check and issue a new check. City Clerk Ott thanked council member Johnson for catching the error. After the amendment to the claims, Mayor Betsinger called for a motion to approve the payment of claims.

Johnson Motioned. Cerwinske Seconded. Motion Carried.

Building Permits

Mayor Betsinger asked the council for a motion to approve the amended plans for (Casey’s) 100 Amherst Blvd. Anthofer Motioned. Kelleher Seconded. Motion Carried.

Special Permits

None

Business of the Mayor:

Mayor Betsinger stated that in his FMC Landfill meeting he found out that the landfill has grants that can assist in the tearing down of the buildings on Main St. He also recommended to the council that the City of Nashua close City Hall per the recommendation by the Iowa Board of Health. The council agreed unanimously. City Hall will be closed for 4 weeks or until the Iowa Board of Health makes a different recommendation. City Hall will still be in operation, but will not be open to the public.

Department Reports

City Clerk Ott asked the council for approval to allow Deputy Clerk Beth Henningsen to attend the G’Works Software Usergroup meeting in Waverly on April 30th (If it isn’t cancelled, which it most likely will be). The cost for the Usergroup meeting is $99 and the City Hall would have to be closed for the day because City Clerk Ott will be attending as well if the meeting is not cancelled. The council approved Deputy Clerk Beth Henningsen attending the meeting. He informed the council that we have now received enough of the surveys back and the preliminary results of the surveys indicate that the City of Nashua will be eligible to apply for the CDBG grant which will help with funding for the Greeley St. project. He presented the February bank statements, Cash Report, and Treasurer’s Report to the council. He also presented an Emergency Preparedness Plan to the council for the Covid-19 outbreak.

Council Members:

Councilman Kelleher wanted to commend the Community for helping during this time of crisis. Johnson and the rest of the council wanted to commend the Community as well. Johnson also inquired about the drop in interest rates and whether or not there is anything that we could take advantage of in order to help the city save some money. City Clerk Ott stated that he would look into the city obligations and see if there are any opportunities that we could take advantage of. He also stated that the drop in rates will not help us with our returns on our city investments. Anthofer inquired on if there were any updates on the purchase policy because he was absent at the last meeting. The council said that anything that can be purchased locally should be purchased locally unless the purchase is above $2,500, than we need to get price quotes and if it is more cost effective to go outside of Nashua than we need to go with the least expensive option. Anthofer also brought up the deteriorating properties on Main St. and inquired on what actions are being taken to alleviate the problem. He stated that they are not only a nuisance, but they are dangerous and unsafe. He stated that the Mayor is responsible for sending letters to the owners of the property owners and giving them a timeframe to get things fixed. The Mayor agreed, but stated that after we send letters we have no recourse except for taking possessions of the buildings and then we are the ones that are responsible and have to pay to have them taken care and stated that he knows it’s a problem, but expressed concerns about where the funding would come from. The other council members agreed that this was a problem, but so was the funding once we took possession of the buildings. Councilman Cerwinske stated that we are already in that situation on the West Side of Main St. as the city had gotten an estimate for demolition of the 3 buildings the city owns and it is over $600,000. Councilman Johnson stated we could send a letter to each of the property owners and let them know about their building deficiency and give them a time frame in which to get their properties fixed. The council agreed that that would be a good starting point. The City of Nashua will be sending letters to the owners of the properties on Main St. that have structural deficiencies.

Water/Wastewater Superintendent Nick Henningsen presented his monthly report and reviewed the Wastewater Treatment Facility Inspection from the DNR and addressed some of the violations and what steps are being taken to address those issues. He stated that the City of Nashua will need to invest some funds into getting some repair issues fixed as they are long standing problems. On another note, he wanted to stress the importance of not flushing anything down the toilet with the exception of water, human waste, and toilet paper (do not flush “flushable” wipes or paper towels down the toilet either as they do not disintegrate and will cause problems over time he stated). He understands that with the panic of Covid 19 that there is a shortage of toilet paper. He knows citizens may have to resort to ulterior items, but he wants to stress that if you do use something else for cleaning yourself to discard it in the trash and not in the toilet. Even though the item may go down the toilet and not be visible, does not mean that it did/will not cause problems. The items don’t deteriorate and then they can plug the sewer lines. This can cause a huge mess in your house along with unnecessary and costly repairs.

Police Chief Iriarte was not present.

Other Business:

The council reviewed the monthly library report.

The council set a closed session meeting for April 1st to meet with Attorney in regards to a legal matter.

The council reviewed the applications for the open Park’s Department position. They have formed an interview committee which is comprised of Council Members Kelleher and Cerwinske, Maintenance Supervisor Zwanzinger, and Mayor Betsinger. They will set a meeting to set-up interviews.

City Clerk Ott presented the new rules through the Federal Motor Carrier Safety Administration in which the city has to purchase queries and annually review each CDL driving record. The FMCSA recommends purchasing at least one query for every CDL driver currently employed. The council decided to get two queries.

There was no other business:

Cerwinske motioned to adjourn. Johnson Seconded. Motion Carried.

The meeting adjourned at 8:35PM.

Pending Approval by City Council

John Ott

City Clerk

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| CLAIMS REPORT (March 3-16, 2020) |  |  |
| VENDOR | REFERENCE | AMOUNT |
| U.S. POST OFFICE | POSTAGE - WATER/SEW/GAR/REC | $198.19 |
| JENISON, KIM | WC-VENDOR COMM FROM 1-6-2020 | $22.50 |
| AXON ENTERPRISES, INC. | PD-5 YEAR CONTRACT | $1,080.00 |
| BUTLER-BREMER COMMUNICATIONS | WELL INTERNET - FEB | $44.95 |
| JAN CLEMENT | WC-FEB CRAFTER COMMISSION | $111.75 |
| NANCY DEMRO | WC-FEB CRAFTER COMMISSION | $52.88 |
| SHEILA DEVEREAUX | WC-FEB CRAFTER COMMISSION | $31.88 |
| SHERYL DORMAN | WC-FEB CRAFTER COMMISSION | $98.21 |
| FIVE STAR COOPERATIVE | DAM-POWERWASHER TO CLEAR DAM | $39.90 |
| SHARON LEERHOFF | WC-FEB CRAFTER COMMISSION | $56.10 |
| MAAS, ROBERTA C. | WC-FEB CRAFTER COMMISSION | $233.78 |
| NEW HAMPTON TRIBUNE NASHUA | CH - LEGALS | $380.69 |
| RILEY'S INC. | CH- COPY FEES | $328.40 |
| ROEDER POWDER COAT & MACHINE | WC-FEB CRAFTER COMMISSION | $158.25 |
| NANCY SCHERER | WC-FEB CRAFTER COMMISSION | $46.16 |
| SENNER, ANN L | WC-FEB CRAFTER COMMISSION | $31.88 |
| SHIRLEY STEVENSON | WC-CRAFTER COMMISSION | $70.50 |
| THE COUNTRY COTTAGE | WC-FEB CRAFTER COMMISSION | $163.50 |
| WEX BANK | CITY FUEL EXPENSES | $605.56 |
| CENTURYLINK | PHONE EXPENSES FEB 2020 | $544.60 |
| E H ELECTRIC LLC | FD - VEHICLE MAINTENANCE | $438.64 |
| GWORKS | CH-REMOTE ACCT BALANCING TO | $1,093.75 |
| POWERPLAN | STREETS - OPERATING SUPPLIES | $420.91 |
| T & K TRACTOR REPAIR | FD - RURAL FD VEHICLE REPAIR | $5,094.00 |
| VERIZON | PD - PHONE EXPENSE | $94.14 |
| WAVERLY HEALTH CENTER | FD - CHADD NELSON PHYSICAL | $80.00 |
| BAKER & TAYLOR | LIB-DVD'S | $112.25 |
| BIRDS & BLOOMS | LIB-SUBCRIPTION | $21.37 |
| CENTER POINT LARGE PRINT | LIB-BOOKS WATSON | $44.24 |
| CENTURYLINK | LIB-PHNONE EXPENSES FEB 2020 | $66.25 |
| COUNTRY WOMAN | LIB-SUBSCRIPTION | $16.03 |
| DISNEY MOVIE CLUB | LIB-BOOKS | $30.97 |
| FREDERICK BLANCH | LIB-DVD'S | $28.95 |
| HEATHER M. HACKMAN | LIB-MILEAGE/TRAINING | $63.51 |
| HGTV MAGAZINE | LIB-SUBSCRIPTION | $39.97 |
| HUMANITIES IOWA | LIB - FEES | $50.00 |
| INGRAM | LIB-BOOKS/DVD'S | $205.74 |
| MOTION INDUSTRIES, INC. | DAM - HOSES | $263.12 |
| NASHUA PUBLIC LIBRARY | LIB-PETTY CASH | $26.59 |
| NATIONAL GEOGRAPHIC KIDS | LIB-SUBSCRIPTION | $30.00 |
| NEW HAMPTON TRIBUNE NASHUA | LIB - HIRING HIRING AD | $26.10 |
| THREADS | LIB-SUBSCRIPITONS | $32.95 |
| WAUKEE PUBLIC LIBRARY | LIB- READING PROGRAM | $5.16 |
| IOWA DEPARTMENT OF REVENUE | SALES TAX - FEB 2020 | $207.00 |
| IOWA DEPARTMENT OF REVENUE | WET TAX - FEB 2020 | $963.00 |
| IRS - USA TAX PAYMENT | FED/FICA TAX | $2,086.85 |
| TREASURER STATE OF IOWA | STATE TAX | $371.00 |
| Accounts Payable Total |  | $16,212.17 |
| Payroll Checks |  | $7,303.69 |
| \*\*\*\*\* REPORT TOTAL \*\*\*\*\* |  | $23,515.86 |
| GENERAL FUND |  | $16,742.52 |
| ROAD USE |  | $2,150.89 |
| PERM FUNDS-LIB WATSON |  | $260.53 |
| PERM FUNDS-LIBRARY-BERRIE |  | $79.98 |
| WATER |  | $2,515.89 |
| SEWER |  | $1,766.05 |
| TOTAL FUNDS |  | $23,515.86 |