

## MINUTES OF THE REGULAR CITY COMMISSION MEETING HELD MAY 16, 2012

The governing body met in regular session on May 16, 2012, at 5:30 p.m. in the City Commission Room at City Hall, with the following members being present: Commissioners Wentz, Pounds, Parker, and Fraser.

Absent: Commissioner Johnson.

Other Officers: City Manager Uri, Finance Director Farha and City Clerk Crum.

Mayor Pounds declared that a quorum was present and called the meeting to order.

Visitors: Jessica LeDuc, Toby Nosker, Lowell Thoman, Linda Houser, Melinda Lambert, Nick Moseley, Tina Barnett, Carol Torkelson, Tammy Britt. Staff present: Chad Buckley, Director of Public Utilities; Larry Eubanks, Fire Chief; Bruno Rehbein, Building Inspector; Ron Copple, Director of Public Works, and Chris Edin, Police Chief.

Pastor Tina Barnett gave the invocation, followed by the reciting of the Pledge of Allegiance.

### APPROVAL OF MINUTES

APPROVED

Commissioner Wentz moved to approve the minutes of the May 2, 2012, meeting. Commissioner Fraser seconded. Motion carried unanimously.

### APPROPRIATION ORDINANCE #9

APPROVED

Commissioner Fraser questioned the lifeguard training in Beloit. City Manager Uri said training out of town was cheaper than filling the pool early. Commissioner Fraser asked if the Brown Grand payment included engineering costs. City Manager Uri said the money was allocated from the City in 2011 but not used, and it was possible they were paying engineering costs from that money.

Commissioner Wentz asked about the laptop purchase. Chad Buckley said the wastewater treatment plant can use it in the office or on the camera trailer. Commissioner Wentz asked about concrete from PR Diamond Products. Mr. Buckley said it was a concrete blade that was purchased. The Solar light purchased was for the flagpole at the fire department.

Commissioner Parker inquired about the mattress purchased. Larry Eubanks said it was for the new firefighter. Commissioner Parker asked about the training program. Mr. Eubanks said it will track training for ISO purposes, and gives EMS credit hours. Training will be able to be done.

Commissioner Parker moved to approve appropriation ordinance #9. Commissioner Wentz seconded. Motion carried unanimously.

### PUBLIC COMMENTS

Lowell Thoman spoke on behalf of the Optimist Club and the club's project of Rasure Field. The field is essentially done. Mr. Thoman said approximately \$20,000 had been expended to complete the project.

### PROCLAMATIONS:

#### MENTAL HEALTH MONTH

Mayor Pounds read the proclamation, and declared May Mental Health Month.

### APPOINTMENTS:

#### BOARD OF BUILDING TRADES

Bruno Rehbein said Randy Greenwood's and Bruce Brown's terms expire on May 31, and they have expressed interest in reappointment. The positions were advertised with no other interest.

Commissioner Fraser moved to reappoint Randy Greenwood and Bruce Brown to the board of building trades. Commissioner Parker seconded. Motion carried unanimously.

### OLD BUSINESS:

#### DEMO PROGRAM – 304 E. 16<sup>TH</sup>

APPROVED

Bruno Rehbein said the house, owned by Carroll Sleffel, had been condemned in December. Two bids were received, with the low bid being \$7335.00 from Snavely Excavating. The City will pay costs up to \$4000 for demo projects.

Commissioner Wentz moved to accept Carroll Sleffel into the demo program. Commissioner Parker seconded. Motion carried unanimously.

**NEW BUSINESS:**

**DEMO PROGRAM – 422 W. 8<sup>TH</sup>**

**APPROVED**

The low demo bid was \$8150.00 from Waite Excavating, and the City will pay the maximum of \$4000.

Commissioner Parker moved to accept 422 W. 8<sup>th</sup> into the demo program. Commissioner Fraser seconded. Motion carried unanimously.

**RESOLUTIONS:**

**2012-1928 REHABILITATION GRANT HOUSING AND DEMO PLANS**

**PASSED**

Thereupon, there was presented to the City Commission a Resolution entitled:

**WHEREAS, THE HOUSING REHABILITATION AND CITIZENS ADVISORY BOARD CREATED BY CITY OF CONCORDIA ORDINANCE NO. 2012-3030 HAS REVIEWED A HOUSING PLAN FOR CDBG GRANT #12-HR-002 AND HAS RECOMMENDED APPROVAL OF THAT PLAN BY THE GOVERNING BODY;**

Carol Torkelson spoke on behalf of North Central Regional Planning Commission. The resolution is the final paperwork step before beginning the process of accepting applications for funds. She said City funds can be used in conjunction with grant funds to remove more blight through the demo program. Grant funds must be used by February 2014.

The Resolution was considered and discussed; and thereupon on motion of Commissioner Wentz, seconded by Commissioner Fraser, the Resolution was adopted by the following roll call vote:

Aye: Commissioners Pounds, Wentz, Parker, and Fraser.

Nay: None.

Thereupon, the Mayor declared said Resolution duly passed and the Resolution was then duly numbered Resolution No. 2012-1928 was signed and approved by the Mayor and attested by the Clerk.

**MANAGER'S REPORT**

City Manager Uri received a request from the American Legion for \$500 for fireworks. The funds were budgeted.

A downtown beautification committee has begun a project of planters and trees. Forty-eight planters have been purchased. The City will provide delivery to the permanent locations, and water the plants throughout the season. The trees will be purchased and planted next spring.

**MAYOR/COMMISSIONER COMMENTS AND REPORTS**

Commissioner Fraser voiced interest in touring the wastewater treatment plant. It was decided all commissioners would likely take the tour next Thursday at 2:00 p.m.

Commissioner Parker asked about the open house for the animal shelter, as all repairs and remodeling are completed. He also suggested recognizing the Optimist Club for their hard work. A photo op with the commissioners included will be arranged.

Commissioner Wentz thanked the Optimist Club for the project. She also asked Tammy Britt and Linda Houser, in attendance, if they would like to comment on the downtown committee. Tammy Britt said the goal was to make the downtown a warm and welcoming spot for visitors.

Mayor Pounds asked for a report of internal fraud controls in the front office. City Clerk Crum listed several steps taken to assure that fraud is not present. Those included requiring all cash handlers to take a mandatory week off each year, balancing the drawer daily, checking the utility report of all adjustments made, the court clerk does not ring up court payments, the payables are double checked by the city clerk and the finance director, the city manager signs off on all journal entries, two signatures are required on all checks, and the finance director matches up the runs in the ambulance software with the runs recorded by the fire department

**STAFF COMMENTS**

Ron Copple thanked the Optimist Club, stating the project would not have started yet. He also thanked the First United Methodist Church for painting park structures at several parks around town.

Chad Buckley presented a spreadsheet showing water and sewer revenues ahead for the year.

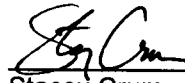
Finance Director Farha talked about the 2012 budget, saying discussions needed to be scheduled for July.

**ADJOURN**

Mayor Pounds announced there would be a study session following the adjournment of the meeting.

There being no further business, Commissioner Fraser moved to adjourn the meeting. Commissioner Parker seconded. Motion carried unanimously. The meeting adjourned at 6:30 p.m.

(Seal)

  
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Stacey Crum  
City Clerk