

**CITY OF MISSOURI VALLEY
CITY COUNCIL MEETING
MISSOURI VALLEY PUBLIC LIBRARY
TUESDAY, NOVEMBER 5, 2019
6:00 P.M.**

Mayor Kelly presided over the meeting and called it to order at 6:00 P.M. with the following Council members present: Gunderson, Pfouts, Struble, Stueve, and Tiffey. Also present: Rob Lange, Connie McLaughlin, Linda Coddington, Milinda Coddington, Mary Jo Buckley, Jonathan McDonald, Caleb Wohlers, Paul Davis, Bonnie Davis, Cliff Reiderlins, Julie Vandeman, Jeannie Wortman, Sally Salter, Justin Mills, Noah Clausen, Morghan Herman, Beau Clausen, Clint Sargent, Leonard Ratliff.

The Pledge of Allegiance was recited.

Kelly asked Council for any comments or additions-Gunderson and Pfouts requested and will be 21a and 21b.

Motion by Pfouts, seconded by Struble to approve the agenda for the November 5, 2019 meeting. Motion carried on a 5-0 vote.

Motion by Struble, seconded by Stueve to approve the following items on the consent agenda: a) Minutes from 10/15/2019 City Council Meeting and 10/23/2019 Special Council Meeting b) Claims list c) Water and Park Board Reports. Motion carried on a 5-0 vote.

Dave Scott is not happy with the rock put in his alley. He believes it was put on too thick and he had to buy extra rock for his driveway. He will submit a bill to City Hall. Public Works will look at the issue.

Kevin Taylor would like the City to put in an additional street light by his home on 1st Street. Council will look at the area.

Katie Preston reported that the pool received an \$11,000.00 grant.

The FFA program at the School would like to start Chickens on Campus Project. They stated City Ordinance allows 3 chickens in City Limits and they would like to have 12. Council was supportive of the project. Flaherty will contact the City Attorney to see if it is possible.

Jim Olmsted gave an update on projects. They are still working on FEMA projects. They have sent the bid specs for publication and the public hearing and bid opening will be November 19th. These will be for the Lagoons, 2 ditch clean outs, and the central part of town that was damaged by Union Pacific. The Union Pacific project has been taken out of the FEMA damages as the City was given enough money from Union Pacific to repair the damages. The City is still waiting for the Willow Park area to be approved. There are some discrepancies with the site inspections. Olmsted believes that the Willow Park area, including drainage, will be a \$1.3 million dollar project. He is also working on the 5 year street and sidewalk plans.

Motion by Pfouts, seconded by Tiffey to approve the Infrastructure Flood Recovery Task Orders 2, 3, and 4. Motion carried on a 5-0 vote.

Motion by Pfouts, seconded by Stueve to approve quote from Terracon for Cone Penetrometer Test at the Library in the amount of \$2,090.00. Motion carried on a 5-0 vote.

Bruce Kocher, Library Director, stated that Senator Warren will be at the Library and local author, Nick Bertleson is having a book launch.

Chief Wohlers, Fire Chief, updated the Council on October events. He stated 7 members completed a driver operator course. He has been looking for funding for the Fire Department. He has 3 equipment grants out. The Department received a grant from Casey's.

The Parks Department was unavailable but gave a written report stating they completed the flag poles at the Library, boarded up property the City acquired, winterized the pool, working on picnic tables, helping Street Department haul tree limbs. They would also like a computer at the shop.

Chief Murray, Police Chief, reported that the new patrol car has been ordered but does not know the delivery date. He went over monthly statistics and stated he has been working with the newspaper on a series of articles.

Bob Riesland, Street Superintendent, stated they added to the tube on Granite Street, been cutting low hanging limbs, taking down trees in the ROW, purchased No Parking Signs, and the plow blade has come in. They will be working on the bridge inspection issues and one snow plow is ready for winter.

Jonathan McDonald, People Service, stated the hydrants and flows were tested and they are still discharging the lagoons.

Jeannie Wortman with the Chamber gave an update on past and future events.

Discussion was held on parking in the ROW on 1st Street. Council does not want to allow parking in the ROW.

Motion by Pfouts, seconded by Stueve to waive the Park Fees for the Eagle's Club on 06/14/2020 for a Car Show. Motion carried on a 5-0 vote.

Motion by Pfouts, seconded by Stueve to approve the bid from Wolf Tree Service, Tree Bids for Dog Park, in the amount of \$3,600.00. Motion carried on a 5-0 vote.

Motion by Gunderson, seconded by Stueve to approve the invoice from Harrison County Engineer for the culvert and band extension on Granite. Motion carried on a 5-0 vote.

Motion by Tiffey, seconded by Gunderson to approve the proposal from MMC Contractors for the Boiler Replacement in the amount of \$29,874.00. Motion carried on a 5-0 vote.

Motion by Tiffey, seconded by Pfouts to authorize the Mayor to sign the Professional Services Agreement for the Diving Board Platform with Burbach Aquatics. Motion carried on a 5-0 vote.

Resolution #19-33 was introduced Approving the Hiring Process Policy. Motion by Pfouts, seconded by Stueve. Motion carried on a 5-0 vote.

Resolution #19-34 was introduced Setting Wage-Non Certified Police Officer. Motion by Struble, seconded by Tiffey. Motion carried on a 5-0 vote.

Resolution #19-35 was introduced Approving the Transfer of Funds from LOST to General. Motion by Pfouts, seconded by Stueve. Motion carried on a 5-0 vote.

Gunderson congratulated American Family Insurance on their upgrades, stated the Verizon building looks nice, and he is going to take down the flags after Veterans Day and put up weather flags.

Pfouts inquired about the school banners and if they would prevent Christmas lights from being hung. Riesland stated the lights are hung on a different side of the pole.

There were no City Clerk comments.

There were no Mayor comments.

Motion by Pfouts, seconded by Stueve to adjourn at 7:00 p.m. Motion carried on a 5-0 vote.

Shawn Kelly, Mayor

Attest: Jodie Flaherty, City Clerk

RESOLUTION 19-33

A RESOLUTION TO APPROVE THE HIRING PROCESS POLICY

WHEREAS, the City of Missouri Valley, Iowa desires to have a hiring process policy;
and

WHEREAS, the City of Missouri Valley, Iowa, has drafted the following hiring process policy:

1. All federal and state laws concerning the hiring process shall be followed.
2. The Missouri Valley City Council shall authorize staff to begin the hiring process as soon as possible after learning of an employee's resignation or retirement, if the position is to be filled, to allow for training and/or to keep staff shortages to a minimum.

3. The Missouri Valley City Council shall authorize staff to begin the hiring process when necessary to add staffing positions.
4. Open positions shall be posted for a minimum of 10 days according to the Iowa Veteran's Preference Law.
5. The Missouri Valley City Council shall set the dates for advertising the open position, the deadline to receive completed applications, and if/where the City of Missouri Valley shall advertise for the open position in addition to the three legal posting locations in the City of Missouri Valley and the City's website. When timing allows, an advertisement shall be placed in the newspaper.
6. The Mayor shall establish a hiring committee for this open position. The Committee shall consist of the Mayor, at least one, but not more than two, councilmembers, and any appropriate staff.
7. The City Clerk and the position's supervisor shall review and update the job description as needed, before advertising for the position.
8. The City Clerk and the position's supervisor shall write the advertisement for the open position.
9. The City Clerk and the position's supervisor shall write an informational sheet about the position.
10. The City Clerk shall place the advertisement and other documents after they are finalized and as instructed.
11. Staff shall make packets of documents for distribution to interested persons and the hiring committee members, both on paper and electronically.
12. Staff shall provide information requested to help the hiring committee. This may include, but not be limited to: budget information for the position, comparable wages from area communities or businesses, historical salary information about current or former employees, legal requirements about the hiring process, certification information, and other information.
13. To be eligible, a candidate must submit a completed City of Missouri Valley Application for Employment. That and any supporting paperwork may be submitted to Missouri Valley City Hall via email, U.S. mail, in the night drop box, or in person and must be received by the deadline stated in the advertisement.
14. Upon receiving a completed City of Missouri Valley Application for Employment, staff shall mark the date and time received on the front.
15. After the deadline for submission, staff shall make a list of all of the eligible candidates. This list and the completed applications shall be available to the hiring committee members.
16. At all times the candidate must be informed that the Missouri Valley City Council makes all final hiring decisions.
17. The hiring committee shall meet as soon as possible to discuss the applications and choose which eligible candidates (if any) they wish to interview, the schedule for the interviews, and other specifics.
18. If the hiring committee determines there is a candidate they wish to hire, they shall draft a conditional employment offer to discuss with the candidate.

19. In accordance with federal law, this conditional employment offer must include pre-employment drug screening and on-going participation in a drug screening program if this position requires a Commercial Driver's License.
20. Information will be made available to the candidate about benefits and any employee costs for such benefits.
21. The hiring committee shall report to the Missouri Valley City Council about their process and, if a candidate is found, make a recommendation for the employment offer. If a candidate is not found, the committee shall make a recommendation of what to do next.
22. The Missouri Valley City Council shall make a motion to fill any position, being specific about name, position, start date, status, and rate of pay.
23. Once a motion is passed to fill a position, staff will contact the candidate and make the formal employment offer, pending a criminal background check and pre-employment physical. If accepted by the candidate, staff will work to get any necessary tests and forms completed and arrange for the official start date.
24. The candidate will attend the first Council Meeting after accepting the employment offer to formally meet Council and answer any questions Council may have.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Missouri Valley, Missouri Valley, Iowa, that they adopt a hiring process policy; and

BE IT FURTHER RESOLVED, by the Missouri Valley City Council of the City of Missouri Valley, Iowa, that the Mayor and City Clerk are hereby directed to certify this resolution of approval.

Passed and approved this 5th day of November, 2019.

Shawn Kelly, Mayor

ATTEST:

Jodie Flaherty City Clerk

RESOLUTION 19-34

RESOLUTION SETTING WAGE

WHEREAS, the City Council has approved the following pay schedule for employees as follows:

The following employee shall be paid the wage and salary indicated and the City Clerk is authorized to issue checks, less legally required or authorized deductions from the amount set out

below, bi-weekly, and to make such contributions to IPERS and social security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council:

<u>Position</u>	<u>Name</u>	<u>Hourly Wage</u>
Non Certified Police Officer	James Reynolds	\$ 19.74

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF MISSOURI VALLEY, IOWA:

That the employees shall be paid the wage as indicated above effective November 5, 2019.

Passed and approve this 5th of November, 2019.

Shawn Kelly, Mayor

ATTEST:

Jodie Flaherty, City Clerk

RESOLUTION 19-35

RESOLUTION APPROVING THE TRANSFER OF FUNDS FROM LOST TO GENERAL

Be It Resolved by the City Council of the City of Missouri Valley, Iowa:

That the City Clerk is hereby authorized to transfer funds from FY 19/20 in the amount of \$179,924.40 from the Local Option Sales Tax Fund to the General Fund to reimburse expenses incurred from the Section 205 Study.

Passed and approved this 5th day of November, 2019.

Shawn Kelly, Mayor

ATTEST:

Jodie Flaherty, City Clerk