



City of Stanhope
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City Council Proceedings January 11, 2024

ROLL CALL

Mayor Kelly Wirtz, at the Community Center located at 600 Main Street, called the regular meeting of the Stanhope City Council to order at 7:00 P.M. on January 11, 2024 and led the Pledge of Allegiance. Meeting was started by Members answering roll call were: **Vickie Anderson, Jill Haman, Terry Painton, Shaunna Zanker. Council member Beau Jensen was absent.** Members of the public present: Bob McNally, Keith Bockover, Erma Bockoven, Shirley Nelson, Brandi Dilley, Officer Kaleb Morton, Rick Young, Dan Ostrem, Robert Johnson, Brad Anderson and Tim Dally. **Clerk Neuberger** acted in the position of Secretary.

CONSENT AGENDA

Motion by Shaunna Zanker, seconded by Jill Haman, to approve the consent agenda consisting of the following: B-1. Approval of the agenda for 1/11/2024, notice of which was published as prescribed by 1-4 .0105 (2) of the Stanhope Code of Ordinances, 2008 on 1/05/2024, B-2. City Council Minutes of 12/06/2023 and B-3. Approval of the payment of claims in the amount of \$64,398.96, B-4 Approval of the financial reports for the periods of 11/01/2023 through 11/30/2023 and 12/01/2023 through 12/31/2023. Shaunna Zanker-aye, Terry Painton-aye, Jill Haman-aye, Vickie Anderson-aye. Motion carried.

Mayor Wirtz wanted to make council aware of the options for the loan on the CD that was used to pay for the new pick-up. The CD is due in February and if we renew the loan, it will be at the new CD rate, which will be around 8%. She has been in contact with First State Bank about the options and the best option is to cash out the amount of the loan and reinvest the remainder into a new CD. She has also spoken with Zach Chizek and the Fire/EMS departments about the current checking accounts for the Fire and EMS departments. Mayor Wirtz was informed that those accounts can no longer be private accounts and the city needs to be the financial fiduciary for those funds. The funds will be entered into the budgets for Fire/EMS and will probably be earmarked for a capital project and to keep it in the budget for Fire/EMS to expend. Anything purchased for Fire/EMS will be done through the city. Shaunna asked if it will stay 3 separate accounts and Jill asked if the checks will be written separate depending on who buys it. The funds will go into the general funds account but will be separated into each department's separate budgets. When items are purchased, it will be taken from the appropriate line item in the appropriate department budget.

PETITIONS, COMMUNICATIONS, REQUESTS

Non-Agenda Item #1

Brandi Dilley spoke about snow removal in the alley behind the shop. She was wondering if the alley could be made wider so they can get trucks in and if the snow pile is going to remain there. Dan said they normally clean it all out but because of the amount of snow it is taking some time to get it all done.

MAXIMUM LEVY RATE HEARING

Motion by Vickie Anderson, seconded by Shaunna Zanker, to approve to set date for public hearing to set the maximum tax dollars that may be levied (Maximum Levy Rate) for 2024-2025 Budget on proposed 2024-2025 City Property Tax Levy Senate File 634 for February 13, 2024 at 6:00 pm. Shaunna Zanker-aye, Jill Haman-aye, Vickie Anderson-aye, Terry Painton-aye. Motion carried.

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CLASS B RETAIL ALCOHOL LICENSE RENEWAL

Motion by *Shaunna Zanker*, seconded by *Terry Painton*, to approve the Class B Retail Alcohol license permit renewal for Al's Corner Oil, Inc, d/b/a Sparky's One Stop for the period of 1/16/2024 to 01/15/2025. **Terry Painton-aye, Jill Haman-aye, Vickie Anderson-aye, Shaunna Zanker-aye.**
Motion carried.

FIRE FIGHTER ACCIDENT INSURANCE POLICY

Motion by *Terry Painton*, seconded by *Vickie Anderson*, to approve the renewal of the Fire Fighter Accident Insurance Policy at the same rate as last year. Vickie asked if the policy goes by the number of people. Toni said it goes by number of people and equipment. Vickie said the people listed should probably be gone through and Toni said she did that before sending in the information to the insurance company. Toni said she thought the premium was based on a range not per person so removing 1 person will not bring the premium rate down. **Jill Haman-aye, Vickie Anderson-aye, Shaunna Zanker-aye, Terry Painton-aye. Motion Carried.**

APPROVAL OF NEW FIRE DEPT MEMBER

Vickie expressed a concern that the new member is still in high school and she thinks she should wait until after she graduates from high school before she applies and get approved. Kelly expressed the same concern and said she can re-apply after graduation. There was also concern of her getting out of school to attend a fire call. Approval denied due to lack of motion.

APPROVAL OF SMOKE/HYDRO TEST BY SUMMIT FIRE

Motion by *Shaunna Zanker*, seconded by *Jill Haman*, to approve the smoke/hydro test by Summit Fire for the hood in the community center kitchen. Toni explained that it is a test for the hood in the community center kitchen that has to be done every 5 years. During the last inspection it was noted that it has been longer than 5 years, making it out of compliance. Jill asked if the hood gets cleaned, Toni said they inspect them but not sure if they clean them. It passed the recent inspection, except for this test. Kelly said at the Jewell golf course was told they could possibly contact the local fire department and see if they had someone that could do it. Toni let council know that we have a contract with Summit to do all the inspections. Shaunna said maybe we should look at the contract and see if there might be another company we could go with in the future. **Terry Painton-aye, Shaunna Zanker-aye, Vickie Anderson-aye, Jill Haman-aye. Motion Carried.**

HAMILTON COUNTY YSS DONATION

Motion by *Terry Painton*, seconded by *Vickie Anerson*, to approve a \$750 donation to Hamilton County YSS, which is a non-profit. Shirley Nelson and Karen Aquino with YSS spoke to the council requesting a donation to help with their services in the community. YSS served 6 Stanhope clients and they currently have 32 clients in the South Hamilton Comm School district. YSS offers many surfaces including psychiatric consultation, behavioral health intervention, integrated health services, substance use counseling, and mental health therapy. They are having an event at a South Hamilton basketball game on February 6th called Slam the Stigma. They will have multiple mental health groups there with information for the community. **Jill Haman-aye, Shaunna Zanker-aye, Terry Painton-aye, Vickie Anderson-aye. Motion carried.**

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POSTCARD UTILITY BILLING

Motion by Terry Painton, seconded by Shaunna Zanker, to approve switching back to postcard utility bills and go through Compass in Story City. Toni informed the council that she has received 3 quotes for postcards. Riteway (previously ordered) \$620.32, Compass \$552.53 & Storey-Kentworthy \$514.96. All quotes were for a qty of 4000. Kelly visited with the library to find ways to get their calendar/newsletter out if we switch to postcard. Toni informed council that she prints approx. 260 statements a month and with cost of envelopes, stamps, paper and the time it takes to put the statements in envelopes, it would save the town money to go back to postcard billing. **Jill Haman-aye, Vickie Anderson-aye, Shaunna Zanker-aye, Terry Painton-aye. Motion carried.**

AUTOMATIC WATER & ELECTRIC METERS

Kelly informed the council that she asked Dan to get an updated quote for automatic water and electric from Van Wert, which is the company that we currently purchase meters from. Dan explained that most of the current meters in homes are old and probably not as accurate as they should be. New meters would be digital and would be radio read so the city would no longer have to rely on homeowners reading their own meters. All water and electric meters in town would be changed out for new meters, the installation is included in the quote and would be done by the company. The meters that Dan and Tim have been replacing the last few months would not need to be replaced. They can just change the head off the meter and put a new one on that allows for the radio read. This is something that will need to get done in the next few years so now is a good time to look at it. Kelly asked if it could be done in phases and maybe do water first and electric later. Dan said it probably could be it would be a higher quote because you would have 2 trip fees for installation instead of doing it all in 1 visit. Jill asked if we will be getting more quotes. Kelly said that this is the company we currently get our meters so the cost savings would be from the meters already installed could be retrofitted instead of installing a new one. Toni said that part of the quote is them providing support for a few months until we are up and running with no hiccups. The company will do the first few readings for us. Vickie asked how long the quote is good for. Kelly said 60 days. Shaunna asked what it will look like if a home has been estimated for so long and will not get a reading and the homeowner could have a very large bill. Kelly said the city would work with the homeowner on a payment plan. Toni said one issue is knowing when the last actual meter reading was done and if the current homeowner was in that house when it was read. A question was asked how they city will address getting the meters changed. Homeowners will be notified of the need to make the appointment for replacement and the company will be making the appointments and doing the install. Kelly said automatic meters need to be looked at when working on the budget and try to plan for the future.

DANGEROUS BUILDINGS

Motion by Vickie Anderson, seconded by Jill Haman, to approve Stanhope city attorney Zach Chizek to draft dangerous building letters to 400 & 410 Parker and 500 Kepler. **Terry Painton-aye, Shaunna Zanker-aye, Vickie Anderson-aye, Jill Haman-aye. Motion carried.**

RESOLUTION 2022-2023-02

Motion by Terry Painton, seconded by Vickie Anderson, a Resolution approving the year 2024 official Newspaper, Official Depository of all funds, Personnel, Committee Assignments, Appointments, Designations, including the designation of Mayor-Pro-Tempore and Supported Organizations, Facility rental rates and Authorization for the payment of certain claims by the Clerk prior to the City Council Meeting dates of the City of Stanhope, Hamilton County, Iowa. During the roll call vote Shaunna asked why she was no longer on the Police Board. Kelly said she just went off the resolution from 2023 and Vickie was appointed in 2023. **Vickie Anderson-aye, Shaunna Zanker-aye, Terry Painton-aye, Jill Haman-aye. Motion carried.**

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RESOLUTION 2022-2023-03

Motion by Vickie Anderson, seconded by Jill Haman, a Resolution authorizing the continued participation and cooperation in the National Flood Insurance Program. Shaunna Zanker-aye, Vickie Anderson-aye, Terry Painton-aye, Jill Haman-aye. Motion carried.

PUBLIC WORKS UPDATE

Snow. Kelly informed the council and Dan confirmed that the big plow is not currently operational. They have been working on getting it fixed and have not been able to keep it started. Dan said they will be moving snow when they can but there will be a point that they will have to stop and come back in the morning. They will do the best they can with the amount of snow coming. Vickie asked if the fire station can be the first thing cleaned out. Dan said that as long as the fire trucks can get through, they will address it when they can. If they don't think the trucks can get out, they will make sure to clean it out.

BOARDS & COMMITTEE REPORTS

No reports from the boards & committees tonight. Kelly stated that she has attended the Fire, Library, Envision boards. She will be going to the EMS board meeting and is going to get approval for the county EMS to pay for the 2nd phone line in the fire station. Kelly said she has been working on getting to all of the different meetings and meet with all the council members. She has applied for a grant from the phone company to get tablets for the council members to use during the meetings to look at reports and the council packet. There are a few other grants out there as well that she has been checking into. A few of the grants are for derelict buildings and another one for electrical maintenance and efficiency. Kelly talked to the city attorney at the police board meeting and we had a few issues thrown out from court because we do not have a fee structure for infraction build into our current ordinance, that is something that will be looked at during our current ordinance review with MIDAS. She worked with someone with the housing initiative and there is a possibility that there is a lot available for a possible new house in town. The community center is having heating issues. Winger has been to the community center a few times to try and figure out the issue. Kelly wants to set up a budget workshop with the council. She would like each committee to meet before the budget workshop to hopefully make the workshop go faster. Toni will send out some dates to see what works for everyone.

ADJOURNMENT

Motion by Terry Painton, seconded by Jill Haman to adjourn the meeting. Vickie Anderson-aye, Beau Jensen-aye, Terry Painton-aye, and Shaunna Zanker-aye. Motion carried. Time: 8:07 P.M.

ATTESTATION

***Toni Neuberger, City Clerk
Kelly Wirtz, Mayor***

ATTEST:

Toni Neuberger, City Clerk

Kelly Wirtz, Mayor