

UNIVERSITY HEIGHTS CITY COUNCIL

TUESDAY APRIL 8, 2003

AT

**CITY OF UNIVERSITY HEIGHTS CITY OFFICE
1004 MELROSE AVENUE**

AGENDA

Call to Order.

Minutes of March.

Public Input.

Other Business: Appointment to Fill Council Vacancy.
Discussion of Budget Amendment

Treasurer's Report. Payment of Bills.

Mayor's Report.

Clerk's Report.

Legal Report.

Engineer's Report.

Police Report.

Committee Reports: Finance
E-Government
Building, Zoning and Sanitation
Community Protection
Street and Sidewalks
JCCOG

Next Meeting: May 13, 2003

Gloria Jacobson, Mayor

Telephone: 338-3489

April 8, 2003

Mayor Jacobson called to order a regular meeting of the Council at 7:06 p.m.

Present: Mayor Jacobson; Council Members From, Giese, Wood; Attorney Ballard; Chad Lambi, Shive-Hattery Engineers & Architects; Police Chief Shimon; Treasurer Reitz; Clerk Birk.

Others Present: Stan Laverman; Bennnan McGrath; Bill Gay.

Absent: Council Member Schoenmaker.

ALL VOTES UNANIMOUS UNLESS OTHERWISE STATED.

MOTION by Wood, second by Giese, to approve the minutes of the regular meeting in March as amended.
Carried.

PUBLIC INPUT: A resident asked for an explanation of the library reimbursement policy.

OTHER BUSINESS: Due to the resignation of Bill Gay, Council published notice of their intent to appoint a Council Member. Stan Laverman was present to indicate his interest in the appointment.

MOTION by From, second by Wood, to appoint Stan Laverman to fill the vacancy on the City Council.
Carried.

Attorney Ballard noted that the appointment would be effective in fourteen days. Mayor Jacobson administered the oath of office to Mr. Laverman.

It is projected that the City will spend more than was budgeted for FY03, so a budget amendment is necessary. There is currently a shortfall of \$18,000, but expected income of over \$9000 for rental housing permits reduces this to under \$9000. There were spending increases for police equipment at \$18,000, vehicle cost increases at \$4000, and police academy training at \$2000, but the total community protection area is less than \$11,000 over budget. A leaf vacuuming was added, which cost \$4400 and street improvements projects that were omitted from the published budget cost \$27,000. There were smaller increase in some areas, and decreased spending in other areas. Reductions were made to the police payroll, snow removal, and tree maintenance funds, and also to publication and accounting fees, office equipment and supplies. These cuts resulted in a total spending increase of about \$2600 above the published FY03 budget. Treasurer Reitz will deliver the amendment to Steve Kuhl. It will be published and posted with final approval set for May 13.

MOTION by Wood, second by From, to adopt the budget amendment as proposed.
Carried.

Council Member Wood asked about purchasing policy, specifically the rule that amounts over \$100 require Council approval. Mayor Jacobson said that it was her understanding that this applied only to items that had not been previously discussed, not to items that were pre-approved as part of the budget. Bill Gay said that technically the rule still existed but it had fallen by the wayside as the budgeting process and pre-approving of purchases evolved. Chief Shimon said that he should be able to make spending decisions as long as he stayed within budget as this is how police departments operate in Iowa City and Coralville. Council Member From said that she discussed this with Bill Gay and Chief Shimon. She said they agreed that items in the uniform and car maintenance categories could be purchased without approval, even if the cost exceeded \$100. She said that the policy needed to be made more clear. She noted the recent order of a second computer for the police cars, a \$6000 item. She wanted to be notified in advance and then ask for Council approval for the purchase, rather than having the Police Chief seek approval by phoning Council Members as this was not an emergency purchase. Chief Shimon said that to him this purchase was an emergency as it was a state requirement that each radio have a separate identifier. He said that he had planned to spend

money from the police wages budget for the computer because this fund was always overbudgeted to absorb extra spending. Bill Gay said that this was a non-budgeted item for which prior approval was needed. He said that Raycom was used to how City governments operated and that Chief Shimon should have told them that the deal depended on Council approval.

Council Member Wood asked if there should be a policy that prior Council approval was not needed for purchases if there were adequate funds in the line item of the current budget, but that if there were not adequate funds, then Council approval would be needed. Council Member From said that she was just appointed as chair of the community protection committee and was not ready to do this at this time. It was agreed that there needs to be more discussion about these matters, and that policy clarification is needed.

TREASURER'S REPORT: Treasurer Reitz distributed the report for March. If the City wishes to maintain only social security for elected councilpersons, Option 2 must be selected on the IPERS survey; then councilpersons are allowed to opt out of IPERS. A referendum in the form of a resolution will be needed.

MOTION by Wood, second by From, for payment of all the bills.

Carried.

WARRANTS - MARCH

Num	Name	Memo	Amount
EFT	Paul J. Moore, Melrose Avenue Building	Gen:P&A-City Office-Rent	650.00
EFT	City of Iowa City	Gen:P&A:City hall water/sewer	20.66
EFT	Electronic Engineering	Gen:CP:Police pager	61.75
13857	Reitz, Sharyn H.	Gen:P&A:Computer software-Intuit payroll 2003	199.00
13832	Collection Services Center	484066	182.00
13836	Jennifer Noser	Gen:HD:Library Card-Cville	75.00
13837	Kevin Watkins	Gen:HD:Library Card	75.00
13838	Copyworks	Gen:P&A:Treasurer Printing	27.51
13839	Fesler's Inc.	Gen:CP:police uniform-badge changeovers	105.00
13840	Johnson County Treasurer	Gen:CP:Sheriff/Radio contract	3,499.00
13841	OMB Police Supply	Gen:CP:Police uniforms-leaf/eagles for uniforms	17.98
13842	Genuine Parts Co. (NAPA)	Gen:CP:Police Vehicle Equipment:parts	81.49
13843	Galls Incorporated	Gen:CP:Police uniforms-CCard wallet/fprint	207.89
13844	Taser International	Gen:CP:PoliceWeapons-Res training-taser cart	426.34
13845	CMI, Inc.	Gen:CP:Police Equipment-equip for breath testers	297.77
13846	MPH Industries, Inc.	Gen:CP:Equipment-radar integration to computer	184.63
13847	City of Iowa City	Gen:HCE-Bus Service/CP:Vehicle Fuel	2,565.11
13848	Iowa Law Enforcement Academy	Gen:CP:Police:MMPI eval for Kempnich	95.00
13849	Grandview Court Apartments	Gen:CP:Garage Rental 01-02,July-June 03	1,400.00
13850	Johnson County Refuse, Inc.	Gen:HCE:Trash/Recycling	1,365.00
13851	Shive Hattery	SR:HCE:Engineering Fees	5,772.96
13852	Racom Corporation	Gen:CP:Police-Car computer data access	61.80
13853	Latta Harris Hanon & Penningroth LLP	Gen:P&A:Acctng Support	310.00
13854	Paul J. Moore, Melrose Avenue Bldg	Gen:P&A-City Office-Rent	64.30
13855	O'Reilly Auto Parts	Gen:CP:Vehicle car computer maint-parts	39.22
13856	Staples	Gen:CP:Police equip/shipping-drug forf. funds	254.71
13858	SEATS	Gen:HCE:Seats Service	615.16
13859	O'Reilly Auto Parts	Gen:CP:Police veh-computer parts	22.71
13860	Lori Enlow/Jim Trepka	Gen:HD:Library Card	75.00
13861	VISA	Gen:CP:Police shipping/equip/thermostat	84.20
13862	Westport Touchless Autowash	Gen:CP:Police Vehicle wash/maint	10.00

13863	Giese, David	Gen:P&A:copying snow flier	10.50
13864	Leff, Hauptert, Traw & Willman, L.L.P.	Gen:P&A:Legal Fees	8,163.83
13865	Iowa Association of Municipal Utilities	Gen:P&A:Water Utility Dues&Assessmant	363.64
13866	Johnson County Refuse, Inc.	Gen:HCE:Snow Removal	5,100.00
13867	Galls Incorporated	Gen:CP:Police and reserve equip/uniforms	576.33
13828	Egli, Jon-Thomas P	Gen:CP:Police Wages	880.72
13833	Kempnich, Brian P	Gen:CP:Police Wages	275.81
13830	Sedivec, John A	Gen:CP:Police Wages	582.61
13831	Shimon, Brian S.	Gen:CP:Police Wages	840.47
EFT	McLeod USA	Gen:P&A:Phone	118.99
EFT	MidAmerican Energy	Gen/SR:P&A G&E,CP-Traffic/Street lights	846.26
13881	Collection Services Center	484066	182.00
13882	IPERS		1,473.27
13883	IOWA STATE BANK & TRUST CO	42-1109342	2,137.28
13884	IOWA WORKFORCE DEVELOPMENT	107319-6	29.52
13885	TREASURER STATE OF IOWA	42-1109342-001	1,021.00
13893	Wellmark BC/BS	Gen:CP:Police Health Insurance-EGLI	444.75
13894	Wellmark BC/BS	Gen:CP:Police Health Insurance-SHIMON	2,037.30
13895	Wellmark BC/BS	Gen:CP:Police Health Insurance-SEDIVEC	690.72
13868	Birk, Patricia A	Gen:P&A:Clerk Salary	378.25
13869	Egli, Jon-Thomas P	Gen:CP:Police Salary	847.57
13870	From, Louise A.	Gen:P&A:Council Salary	184.70
13871	Gay, William W.	Gen:P&A:Council Salary	184.70
13872	Giese, David	Gen:P&A:Council Salary	184.70
13873	Jacobson, Gloria N.	Gen:P&A:Mayoral Salary	454.13
13874	Kempnich, Brian P	Gen:P&A:Police Wages	441.68
13875	Reitz, Sharyn H.	Gen:P&A:Treasurer Salary	303.83
13876	Schoenmaker, Adrian	Gen:P&A:Council Salary	184.70
13877	Scott, Charles A	Gen:CP:Reserve Salary	1.85
13878	Sedivec, John A	Gen:CP:Police Salary	582.61
13879	Shimon, Brian S.	Gen:CP:Police Salary	840.48
13880	Wood, David G	Gen:P&A:Council Salary	184.70
13905	IPERS	Gen:P&A:Debit memo #607281	10.00
	TOTAL		49,405.09

<u>INCOME</u>	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
TOTAL INCOME	18,693.61	911.33	15,316.43	34,921.37

MAYOR'S REPORT: Mayor Jacobson has contacted seven people in regard to the clerk appointment, but hasn't found a candidate yet. She asked Council Members to submit names of candidates, and a posting on the website, distribution of a flier, and newspaper advertisement were discussed.

Mayor Jacobson named Louise From as chair of the community protection committee. She named Stan Laverman as chair of the building, zoning and sanitation committee and as co-chair of community protection.

CLERK'S REPORT: A insurance binder for the City's liability insurance was received. The policy will be sent as soon as the insurance company has it prepared. The filing cabinet used by the clerk and treasurer could not be unlocked and the locking mechanism had to be destroyed in order to open it. A lockable cabinet is needed. The clerk will look around to purchase a used file.

A renewal liquor license application was delivered to the University Athletic Club, and this will be on the agenda next month. Burn days were set, then postponed due to dry conditions. Notice of the burning ban was posted in the office window and on the City's website.

Four renewal and one new rental permits were received. One building permit was received. There have been instances where the fee charged for a building permit was less than the cost of the inspections. Attorney Ballard will talk to Jim Kessler concerning this.

A large map of the City is needed for reference. The clerk will purchase an air photo of the City through the Auditor's Office.

The clerk discussed the annual cost of installing the water meter for the fountain with the plumbing company and they think the fee can be reduced. Council Member Laverman will handle this.

LEGAL REPORT: Attorney Ballard received a letter from the owners of Grandview Court; they are considering razing the current structures and building condominiums for senior housing.

The Mayor said that a resident reported possible zoning violations on Koser. Attorney Ballard will investigate.

ENGINEER'S REPORT: Engineer Lambi reported that the MS4 permit was received. Street sweeping will begin in the next few weeks. New weight limit signs were ordered and should be received next week. The City should adopt updated municipal design standards. Engineer Lambi will work on this over the next few months.

POLICE REPORT: A participation certificate was received from the Governor's Traffic Safety Bureau. A flier was distributed to residents notifying them of the change in police communication service that will begin on July 1. School zone speed limit signs were posted. A \$25 credit was received from ILEA because Chief Shimon assisted with taser training there.

COMMITTEE REPORTS:

FINANCE: Council Member Wood will draft a document outlining Council's policy on the approval of expenditures and it will be discussed at the next meeting. The use of credit cards will also be discussed.

Three years ago the City had a reserve fund of almost \$200,000; the amount is now \$113,000. Council Member Wood said that the City should look at ways to rebuild the reserve fund. A worksheet outlining how funds are categorized under the new chart of account was distributed. Council Member Wood will work on a policy manual for financial administration and responsibilities. The Mayor said that there is a need for guidelines, but that they needed to be broad rather than restrictive.

Council Member Wood reported that City resident Rachael Stewart has agreed to take over the webmaster position; she is the webmaster at the U of I College of Business.

MOTION by Wood, second by From, to appoint Rachael Stewart to serve, without compensation, as webmaster.

Carried.

BUILDING, ZONING & SANITATION: Council Member From communicated to Steve Smith that a new Council Member would be appointed who would likely become chair of building, zoning and sanitation.

COMMUNITY PROTECTION: Council Member From asked Council to approve the purchase of the second computer for the police cars. Chief Shimon will still try to see if payment can be delayed until after July 1.

MOTION by From, second by Giese, to spend \$6000 to purchase a second computer for the police.

She thanked Bill Gay for continuing to help with the police committee in order to facilitate a smooth transition. She will work on purchasing policies for the police.

STREET AND SIDEWALKS: Pothole repair will be done when weather permits.

JCCOG: Mayor Jacobson reported for Council Member Schoenmaker. The 2004 Transportation Planning and Transit program was approved.

The new Finkbine exit onto Melrose will be constructed. Engineer Lambi said that he does not expect this to increase traffic in the City.

If non-farm owned pick-up trucks paid their share of road use taxes, this would add \$70 million a year to the state road use fund.

Application packets for surface transportation funds will be sent out this summer.

Council Member Schoenmaker also attended the JCCOG Urbanized Area Policy Board meeting and items discussed were noted: bike trails, landfill policy, cell towers, and the aquifer study. Human services were discussed; some think that Coralville should pay a larger share. There is opposition to locating a garbage transfer station near Kalona.

Items discussed at the Johnson County Emergency meeting were also noted. A master plan for emergency and disaster response is being developed.

Upon motion Council was adjourned at 9:50 p.m.

Approved _____
Gloria N. Jacobson, Mayor

Attest _____
Patricia Birk, Clerk

NOTE: Minutes subject to approval and corrections.