

UNIVERSITY HEIGHTS CITY COUNCIL

TUESDAY JUNE 12, 2001

7:00 P.M.

AT

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

AGENDA

Call to Order.

Minutes of May.

Other Business: Consideration of Liquor License Renewal for Moveable Feast.
 Consideration of Cigarette Permit for Moveable Feast.

Public Input.

Treasurer's Report. Payment of Bills.

Mayor's Report.

Clerk's Report.

Legal Report.

Engineer's Report.

Police Report.

Committee Reports: Finance
 Building, Zoning and Sanitation
 Fire and Police
 Street and Sidewalks
 JCCOG

Next Meeting: July 10, 2001

Gloria Jacobson, Mayor

Telephone: 338-3489

(The May financial report will be distributed at the meeting as there is still new data being entered for the amended budget.)

June 12, 2001

Mayor Jacobson called to order a regular meeting of the Council at 7:02 p.m.

Present: Mayor Jacobson; Council Members From, Gay, Jones, Martin, Schoenmaker; Chad Lambi, Shive-Hattery Engineers & Architects; Police Chief McDonald; Treasurer Reitz; Clerk Birk.

Others Present: Mark Danielson, Leff, Hauptert, Traw and Willman (representing Attorney Ballard); Paul Moore.

Absent: Attorney Ballard

ALL VOTES UNANIMOUS UNLESS OTHERWISE STATED.

MOTION by Martin, second by From, to approve the minutes of the regular meeting in May and the Public Hearing on May 30.

Carried.

PUBLIC INPUT: Paul Moore said that he had not received occupancy permits for his rental property. Mayor Jacobson will contact the Coralville Housing Inspector with an inquiry. He also asked if Coralville is doing all the building inspection work. Mr. Moore has been doing the electrical inspections. He said that he would discontinue doing electrical inspections so that the entire inspection process could be handled by Coralville. He also noted that the shrubbery in the triangle park needed to be trimmed and cleaned out. The person who mows for him would do the work. Treasurer Reitz said there were funds available in the park budget for this. Mayor Jacobson instructed Mr. Moore to have the work done. He said that a water shut-off in the sidewalk along the park is higher than the sidewalk and this needs to be fixed.

OTHER BUSINESS: An application for renewal of cigarette permit was received from the Moveable Feast.

MOTION by From, second by Jones, to approve the application for a cigarette permit for the Moveable Feast.

Carried.

A letter from the attorney for the Moveable Feast was received requesting that their application for renewal of wine and beer permits be deferred.

MOTION by From, second by Martin, to defer the application for beer and wine permits for the Moveable Feast indefinitely per request of the applicant.

Carried.

A property owner requested that he be allowed to pay his sidewalk assessment directly to the City. He wishes to refinance the property and cannot because of this lien. As the County has not compiled taxes yet, he cannot pay them. He gave the Clerk a check for the amount of the assessment and she will send a letter to the Auditor's Office stating that the assessment has been paid.

TREASURER'S REPORT: Treasurer Reitz distributed the report for May.

MOTION by Martin, second by Jones, for payment of all the bills.

Carried.

WARRANTS - MAY

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12565	Paul J. Moore, Melrose Avenue Building	Gen:P&A-Rent	650.00
12598	SEATS	Gen:HD:Seats Service	591.50
12578	Noel's Tree & Crane Service, Inc.	Gen:HCE:Tree Removal	2,712.50
12579	Johnson County Refuse	Gen:HCE-Trash/Recycling/	1,365.00
12580	Karen Friedman	Gen:HD:Library Card	75.00
12581	Kondora Plumbing and Heating	Gen:HD:Park Maintenance	365.96
12582	VISA	Gen:P&A:equip/supplies-soap dispenser,soap	33.32
12583	McCune, Garry W.	Gen:CP:Unif Allow-McCune-trousers	48.00
12584	Westport Touchless Autowash	Gen:CP:Vehicle Wash	28.00
12585	U.S. Cellular	Gen:CP-cell phone	141.63
12586	Johnson County Treasurer	Gen:CP:Sheriff/Radio contract	1,666.25
12587	MidAmerican Energy	Gen:Office Electric/SR:Street and Stoplights	844.16
12589	City of Iowa City	Gen:P&A:Water/Sewer	30.06
12590	City of Iowa City	Gen:HD:Bus, CP:Vehicle gas	2,452.88
12591	Shive Hattery	Gen:HCE:Engineering Fees	607.90
12592	Duncan Stewart	Gen:HD:Library Card	75.00
12595	Genuine Parts Co. (NAPA)	Gen:CP:Vehicle:wiper blades	19.05
12596	McLeod USA	Gen:P&A:Phone	105.04
12597	Welt-Ambrisco Insurance	Gen:CP/P&A insurance	9,488.00
12599	Omer Letts	Gen:P&A:Bldg. Inspect. Fees	195.00
12602	Louise From	Gen:P&A:Recognition-Omer Letts Clock	37.09
12609	Stacia Robles	Gen:HD:Park flowers	116.14
12601	Grandview Court Apartments	Gen:CP:Garage Rentals 6 mosx105less135disc.(no elect)	495.00
12605	McCune, Garry W.	May Paycheck	1,684.72
12606	McDonald, Robert F.	May paycheck	1,869.58
12607	Sharp, Shawn P.	May Paycheck	461.97
12608	Shimon, Brian S.	May Paycheck	1,233.31
12610	Stange, Steven R.	May Paycheck	155.61
12603	Birk, Patricia	May Paycheck	210.71
12604	Reitz, Sharyn H.	May Paycheck	211.71
12614	IOWA STATE BANK & TRUST CO	DS:HCE:Principal&Interest due 6/1/01	40,666.25
12612	IPERS	IPERS May Payment	1,184.59
12613	IOWA STATE BANK & TRUST CO	42-1109342 941 Payment	1,901.98
12615	TREASURER STATE OF IOWA	42-1109342-001 IA Withholding	268.00
TOTAL			<u>71,990.91</u>

<u>INCOME</u>	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
	21,500.37	3,408.83	8,980.71	33,889.91

Treasurer Reitz made changes to the financial report to reflect the amended budget. She also said that the accountant made adjustments to categories during the year and she was not notified. She would like to have the flow of information go both ways. Mayor Jacobson said that the current budget should be reviewed every year in March or April so if an amended budget is needed it could be done in a timely manner. The Treasurer and Clerk will be putting together a manual that outlines administrative duties.

MAYOR'S REPORT: Mayor Jacobson received the official Census report for the City. The 2000 population is 987.

Mayor Jacobson asked Engineer Lambi if the City needed to put up a street sign for the Athletic Club subdivision. The City has not yet accepted the street.

The Mayor talked about the right of way on Emerald Street. A resident planned to put a fence near the curb. Mayor Jacobson told her that the fence should be put in line with other fences on the street, at least 2 feet within the right of way.

CLERK'S REPORT: The paid certificate for the general obligation capital loan note was received. A notice of a rate increase was received from Mid-American.

Craig Welt would like to meet with City officials and/or staff to go over the City's insurance policy. Mayor Jacobson and Clerk Birk will attend.

A letter was received from Greenwood and Crim estimating the fee for preparation of the City Annual Report and Iowa DOT Road Use Tax Report for FY2000 at between \$625 and \$725. Treasurer Reitz asked that a note should be included that the accountant's records and the City's records must be identical.

MOTION by Martin, second by From, to approve the agreement with Greenwood and Crim to provide reporting services.

Carried.

In the past, City staff were paid \$50 for each extra meeting attended. Since there is no record that this policy was canceled, it will continue.

City election worksheets were received from Johnson County. The City will not have any public measures on the ballot and will not change the time that the polls are open.

Treasurer Reitz submitted a bill of \$335 for the extra time she spent on the amended budget.

MOTION by From, second by Jones, to pay Treasurer Reitz \$335 for time spent on the amended budget.

Carried.

LEGAL REPORT: A letter of notification was received that cable television rates would increase.

ENGINEER'S REPORT: Engineer Lambi showed the plans for the 2000 street improvements. The last date to accept bids has been set for July 10. A public hearing needs to be held before the regular meeting in July to approve the plans and specifications. Bids will be awarded at the regular meeting. The clerk will publish notice of the public hearing and the advertisement for bids.

JCCOG approved the changes in the street project to add a scramble phase to the traffic signal at Melrose and Sunset. Changing the phases on Sunset has not been set. Due to the geometry of the intersection, Council desires to have split phases for northbound

and southbound traffic at Melrose and Sunset. Council Member Jones will ask JCCOG to look at the intersection and see what their recommendation would be.

POLICE REPORT: Chief McDonald gave the police report for the month. The light bar on the marked police car was replaced. It was under warranty. An individual is interested in doing maintenance work for the City, trimming branches from around traffic signs, replacing traffic signs and similar types of work, which would be a cost savings over using workers from Shive-Hattery. If this person is an employee, the City would need liability insurance coverage for him. IPERS would also need to be paid. No decision on hiring was made at this time.

Officer Shimon attended a TASER training session in Las Vegas, and reported on the this. He is now qualified as a Master TASER Instructor. He had previously indicated to Council that when he held instruction classes he would do so as a City employee, then give the instruction fee to the City. At the training session TASER International suggested that instruction should be given on personal time so that their company's liability insurance, and not the City's, would be in effect.

COMMITTEE REPORTS:

BUILDING, ZONING & SANITATION: New recycling bins have been delivered. At some residences it seems that the bins are always left at the curb. In the Fall newsletter it will be stressed that the bins are the property of the City and that residents will be billed for replacement.

A letter was received from Horn School thanking the City and Johnson County Refuse for helping with their recycling program. Johnson County Refuse picks up the recycled paper at the school at no charge to the City. This year 2,738 pounds was picked up.

FIRE AND POLICE: Staffing for the police force for next year should remain the same as this year. Chief McDonald will look into better rates for the cell phones; he requested a copy of each month's cell phone bill. Chief McDonald will look into the administration of bicycle registration for the City.

Council discussed Officer Shimon's TASER Instructor training and decided that a written understanding is needed. Council Member Gay will talk to Officer Shimon and report next month.

STREET AND SIDEWALKS: A resident on the graveled portion of George Street said that there are potholes in the street. Engineer Lambi said that rock will be needed for the street improvements and that some can be put on George Street at that time.

A resident wishes to make a curb cut for a sump pump drain. Many cities do not allow sump pumps to drain into the street because it creates wet spots and drains into the sewer. Engineer Lambi recommended that the sump be discharged into the yard.

JCCOG: JCCOG approved the change requested by the City for the use of surface transportation money. The recycling center at the landfill is operational and accepting household hazardous material, including dry cell batteries and paint. An appointment is necessary. A waste tire collection day for homeowners is planned.

Upon motion the Council adjourned at 9:42 p.m.

Approved _____
Gloria N. Jacobson, Mayor

Attest _____
Patricia Birk, Clerk

NOTE: Minutes subject to approval and corrections.