

UNIVERSITY HEIGHTS CITY COUNCIL

TUESDAY – AUGUST 8, 2000

7:00 P.M.

AT

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

AGENDA

Call to Order.

Minutes of July.

Other Business: Discussion of Treasurer Position

U of I Proposed Plan for Basketball Traffic

Consideration of Draft Amendment to Zoning Ordinance Concerning
Height of Structures

Discussion of Newsletter

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: September 12, 2000

Gloria Jacobson, Mayor

Telephone: 338-3489

University Heights, Iowa

1004 Melrose Avenue

August 8, 2000

Mayor Jacobson called to order a regular meeting of the Council at 7:08 p.m.

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

Others Present: Steve Kuehl, Greenwood & Crim; Sharyn Reitz; John Beck.

Absent: Council Members Gay, Schoenmaker.

ALL VOTES UNANIMOUS UNLESS OTHERWISE STATED.

MOTION by Martin, second by Jones, to approve the minutes of the regular meeting in July.

Carried.

OTHER BUSINESS: Due to the resignation of Treasurer Lane, Council discussed filling this position. Sharyn Reitz was present to indicate that she was interested in the appointment. She said that she had experience working as a treasurer for non-profit corporations and would need to know the special rules that applied to cities. She said that she would need to know which reports would be needed, the arrangement with the City's accountant and who was responsible for each task, and that she would like to do the books using the QuickBooks accounting program. She would also like to use computer-printed checks. She would like to see an administrative manual developed in the future. Filing space is needed at the office. She would like \$15 per hour while converting the information to QuickBooks, and expects to have this done in a few weeks. The automatic payment of certain bills was also discussed and this will be discussed again after investigation.

Motion by From, second by Jones, to appoint Sharyn Reitz to the position of Treasurer of the City of University Heights at a start-up wage of \$15 per hour until the data is converted to QuickBooks.

Carried.

Motion by From, second by Jones, to give the Treasurer a budget of \$400 to purchase a computer program, filing cabinet, and other items needed.

Mayor Jacobson and Treasurer Reitz will fill out new signature cards at the banks.

John Beck was present to discuss re-painting house numbers on the curbs in the City with reflective paint. This was first done in 1997. He proposed charging \$7.50 per address for a total of \$2677. This would be done at the beginning of September.

Motion by Jones, second by Martin, to enter into a contract with John Beck to re-paint house number markings at a cost of \$2677.

Carried.

No response was received from the University of Iowa clarifying the issue of liability over to their proposed plan concerning basketball traffic. Attorney Ballard will ask again.

Attorney Ballard distributed a draft amendment to the Zoning Ordinance regarding height of structures in University Heights. The amendment would clarify that radio or tv towers, spires, steeples and chimneys can be attached to buildings so long as they serve only that building. Since the Zoning Commission will be meeting soon, he suggested that it be brought before them.

Mayor Jacobson will appoint a new member to the Zoning Commission to replace Sharyn Reitz.

Corrections to the City Newsletter were discussed. Attorney Ballard provided paragraphs concerning the rental housing ordinance and the prohibition of parking on lawns on non-football game days. Other corrections and changes were discussed.

TREASURER'S REPORT: No report was given for the month. Mayor Jacobson read the bills.

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

Carried.

WARRANTS - JULY

11770	Iowa State Bank – June withholding	GenP&A	2,420.85
11171	Treasurer State of Iowa – June withholding	GenP&A	353.00
11772	IPERS – Police June	GenP&A	1,129.44
11772	IPERS – clerk/treas June	GenP&A	43.83
11773	Iowa Workforce – 2 nd qtr	GenP&A	23.30
11774	Brian Shimon – ammo	GenP&A	36.27
11775	Nate Moore – rent	GenP&A	650.00
11776	Johnson Co Refuse – June	GenP&A	1,350.00
11778	City of Iowa City – water and sewer	GenP&A	10.19
11780	Mid-American – office electricity	GenP&A	50.12
11780	Mid-American – electric detail	GenP&A	119.71
11780	Mid-American – electric detail	GenP&A	120.30
11782	Welt Ambrisco – insurance audit addl	GenP&A	261.00
11787	Leff, Hauptert – Oaknoll	GenP&A	420.00
11790	McLeod – phone bill	GenP&A	147.92
11793	Catherine Lane – treas expense	GenP&A	59.81
11802	Pat Birk – office supplies	Gen-P&A	33.40
11804	Garry McCune – July	Gen-P&A	1,463.80
11805	Brian Shimon – July	Gen-P&A	1,157.26
11806	Steve Stange – July	Gen-P&A	501.69
11807	Pat Birk – July	Gen-P&A	212.09
11809	Johnson Co – July	Gen-P&A	1,666.25
11814	Farm Bureau Ins – Shimon health ins	Gen-P&A	1,242.60
11815	Robert McDonald – July	Gen-P&A	2,026.69
11778	City of Iowa City – signal lamps	Gen-CP	86.88
11778	City of Iowa City – bus	Gen-CP	2,337.50
11778	City of Iowa City – gas	Gen-CP	203.90
11778	City of Iowa City – administration	Gen-CP	20.00
11780	Mid-American – street lights	Gen-CP	591.50
11781	US Cellular – phone	Gen-CP	132.38
11783	Johnson Co Emer Mgt – Hazmat	Gen-CP	696.75
11784	City of Coralville – fire protection	Gen-CP	14,859.00
11785	Laerdal – defib case	Gen-CP	266.00

11786	Gall's – Shimon uniform	Gen-CP	89.96
11786	Gall's – strobe	Gen-CP	602.95
11786	Gall's – power pack	Gen-CP	299.99
11786	Gall's – lens	Gen-CP	11.98
11788	Phillips 66 – car wash	Gen-CP	29.14
11792	Winebrenner Ford – mirror repair	Gen-CP	177.74
11794	Westport Touchless – car wash	Gen-CP	20.00
11795	Bob McDonald – ammo allowance	Gen-CP	4.00
11796	Brian Shimon – ammo allowance	Gen-CP	20.88
11819	Steve Stange – ammo allowance	Gen-CP	150.00
11816	Radio Shack - radio	Gen-CP	149.99
11779	SEATS – June	Gen-HCE	591.50
11789	Bill Lason – till flower bed	Gen-HCE	42.00
11798	Margie Hood – library	Gen-HCE	75.00
11799	Margaret Cox – library	Gen-HCE	75.00
11800	Luella Parhman – library	Gen-HCE	75.00
11801	Davie Belgum – library	Gen-HCE	75.00

MAYOR'S REPORT: Mayor Jacobson read a letter that she had written to Catherine Lane thanking her for serving as Treasurer for 11½ years. Council Members and staff also signed. She attended a Johnson Co Housing Task Force meeting in July and reported on this. A letter was received from Barker Apartments on Emerald Street complaining that some yards in University Heights that border Emerald Street are not maintained. Attorney Ballard will write letters to the property owners.

CLERK'S REPORT: One building permit was received this month. A pot luck picnic for residents will not be held this fall, but one will be held next year. Steve Kuehl of Greenwood & Crim recommended several companies to contact in regard to the administration of health insurance benefits, and information will be requested from them.

LEGAL REPORT: Attorney Ballard is working with Ken Schweitzer of the Coralville Housing Department to set a deadline for applications for rental housing permits. A Zoning Commission meeting will be convened if The Moveable Feast requests a zoning change in order to have more seating and on-site consumption of beer and wine. A memo was distributed outlining the duties of the Mayor, which had been requested by Mayor Jacobson.

ENGINEER'S REPORT: The signed contracts have been received from the contractors hired to do the street improvements. Several parties have expressed interest in bidding on the snow removal contract. The Mayor received a call from a resident on north Sunset Street who thinks that a dead tree on a property could fall and take out utility lines. Attorney Ballard will contact the property owner about this. A shrub on George Street needs to be removed because it interferes with the sight distance from the stop sign at the corner. Attorney Ballard will write a letter to the property owner.

POLICE REPORT: Chief McDonald gave the police report for the month. Several traffic control signs need to have branches trimmed back that obscure them. Chief McDonald will provide a list to Engineer Lambi. Six cars were entered on August 6. Loose change and compact disks were taken. A car was also stolen.

COMMITTEE REPORTS:

BUILDING, ZONING & SANITATION: Council decided to have Fall leaf pick-up on November 18.

JCCOG: The south arterial roadway was approved as an addition to the area plan.

Upon motion the Council adjourned at 9:40 p.m.

Approved

Gloria N. Jacobson, Mayor

Attest

Patricia Birk, Clerk

NOTE: Minutes subject to approval and corrections.