

PROCEEDINGS OF LOWDEN CITY COUNCIL –REGULAR MEETING  
MONDAY, OCTOBER 3, 2016 5:30PM CITY HALL MEETING ROOM

The regular meeting of the Lowden City Council was called to order by Mayor Ashley Hansen.

Pledge of Allegiance was recited.

Council members present on roll call: Stewart, Hamdorf, Dewell, Jones, Conrad

Visitors: Sue Hall, Chuck Gipp, Rex McCreight, Patti Finnegan

M/S, Hamdorf, Dewell to approve Consent agenda including minutes, bills and financial reports  
Ayes: All.

Mayor Hansen began with welcoming everyone to the meeting. The meeting opened with the reading of Resolution 16-10 – City of Lowden Credit Card Policy. This policy and procedure document details who currently has access and can use the cities credit card and charge plans. M/S Hamdorf, Dewell to approve Resolution 16-10 – City of Lowden, Credit Card/Charge Account usage. Ayes: All. A copy of this document is available at City Hall. City Clerk Carlson said we had received a request from Steve Bowstead, potential new rural customer to use trash services within Lowden. A brief discussion took place on the request. M/S Stewart, Jones to approve new rural customer for trash services. Ayes: All.

City Clerk Carlson said she would like approval from council to put ads in the newspaper, F&B and the cities website for 2016-2017 winter snow removal for streets, City Hall, Fire, Library and Little Home Daycare and requested that council discuss when the bids would need to close. A discussion occurred on this action item and October 31<sup>st</sup> @ 12 noon was approved. Bids will be reviewed by council at the next scheduled meeting in November.

Mayor Hansen discussed the next agenda item - Christmas Wreaths, City Clerk Carlson reported that she and Aaron Horman had briefly discussed that the older wreath decorations would be sold if possible. Kirk Steinke reported that the town's new snowflake decorations would go up around November 12<sup>th</sup>.

Mayor Hansen indicated that Bret & Barbara Cottrell had asked to be added to the agenda regarding a Windstream issue. They did not show up to discuss – No further action required.

City Clerk Carlson said the USDA had been onsite and provided her with a new requirement document – Compliance with Limited English Proficiency (LEP) Requirements. Executive Order 13166 – Improving access to services for persons with limited English proficiency. It requires recipients of USDA loans to provide and implement a language translation service. The city will need to write a policy and provide this service. Several options are available for the city to be in compliance. The City Clerk will investigate those options and write the policy. Council discussed the new requirement and informed the clerk to proceed.

Mayor Hansen said she was in receipt of a notice from the Lowden Commercial Club – the highlights of the letter were that Lowden Commercial Club had been dissolved on September 20<sup>th</sup>, 2016. Councilman Stewart added that the group will become a booster club and will be open to everyone, not just business owners and they will continue to raise money for community projects and extended an invitation to all residents to consider joining the group.

Nuisances – Kirk Steinke, Public Works discussed golf cart permits with council – currently we are aware of 6 people without permits. He asked council how we are going to enforce compliance and that it is not fair to those that have paid the permit fee. He added that insurance is required to be on the road and minors cannot operate the golf carts on city streets. Council discussed and Councilman Hamdorf said perhaps we do not need permits if the police department are not coming in to town for this type of call out. The police department will act if they are in town and can stop drivers of the cart to check for Insurance and compliance but the fine is low for the city currently at \$25.00. Councilman Conrad asked what we can legally charge. As we are updating ordinances – council will review the current fines and make changes to the ordinances. Future discussions are needed as the ordinances are updated.

Mayor Hansen asked for any visitor questions at this time – None received.

Public Works, Kirk Steinke reported on a possible sidewalk permit – a resident had contacted him about possibly needing to replace only a few broken slabs but was unsure which way he wanted to proceed. Council instructed him to work with the homeowner and to look at the area to see if a permit will be required. Steinke reported a water main break on Jefferson – it took approximately 2 hours to fix. He added that the road area may require further attention and repair. Steinke reminded council that leaf pick up will begin the week of October 10<sup>th</sup> through mid-November. Steinke also reported on the removal of the baseball bleachers at the park and that the new sign/stone had been installed at the park on 9/29/16. The new sign/stone at the park will require some additional landscaping in due course. Steinke also reported that he had sand and salt in stock in preparation for winter storms. Steinke asked councils approval for the city staff to switch the Veterans Day Holiday, November 11<sup>th</sup> as in prior years to November 25<sup>th</sup>. Council approved this change. Steinke also reported that he and Dale Axline will be at the water conference in November for 2 days November 15<sup>th</sup> & 16<sup>th</sup> and a change in garbage and recycling dates would need to occur. Council approved the change in date to Monday, November 14<sup>th</sup> for recycling and Friday, November 18<sup>th</sup> for garbage collection. Steinke said the 1 ton plow needed a new edge, Councilman Hamdorf said he has one that might work and to work with him on this item before purchasing. Councilman Dewell said Wynn Biddle, Biddle Welding Co. might be able to assist the city on a repair or replacement as well. Councilman Hamdorf asked about water filter replacements – Public Works Steinke said he will review and report back. Steinke said he also had 10 bags of blacktop remaining and said he would like to order more. ½ pallet is \$472.50. Councilman Dewell and Hamdorf said he should order a full pallet.

Other miscellaneous needs were discussed with council and council instructed Steinke to bring all the information to the next meeting in November. A complaint had been received from the Lowden Post Office regarding the duplex behind them. Downspouts had been installed and will exit water to the rear door and parking lot of the post office. The Post Master is concerned that ice build-up will occur and cause problems and flooding. Council discussed and the property owner must contact the Post Master to resolve the issue. Steinke will communicate this information. Steinke said he wanted to discuss the tree issue from the previous month. Steinke was not present at the last meeting due to vacation. He wanted to clarify that he had 2 tree companies come out and review the trees that are in the right of way – many of the trees are older trees and will require attention in the future. He asked council if they would consider budgeting so much per year for tree trimming and tree removal. He asked council if he needed permission from the tree committee to trim trees that hang too low. He said problems with low branches hitting the new garbage truck had been occurring. Council discussed and Councilman Conrad and Hamdorf said you can trim the trees without the tree committee being involved. Mayor Hansen added that she had received a communication from Jan Olsen regarding the trees on people’s properties that had occurred in the October meeting. Jan Olsen had asked the Mayor to clarify she did not mean the trees on people’s properties needed to be reviewed by the Lowden Tree Committee and that this is not what was said, however Mayor Hansen and members of council said this is what they heard and understood her to mean. To clarify Jan Olsen’s update to the Mayor and to end any confusion – Jan had meant the sidewalk area.

City Clerk Carlson asked council if she could get approval to go to training with the Iowa League of Cities on the budget workshop in November in Cedar Rapids. It is a 1 day workshop for city clerks and leaders to prepare for new changes for the annual budget. The cost is \$40.00. Council approved. In addition, the clerk informed council that public works will require 2 rooms for the wastewater conference in November – council approved.

M/S Dewell, Hamdorf to move to closed session hearing – discuss imminent litigation with attorney under Iowa code section 21.5 (1) (c). Ayes: All.

M/S Dewell, Hamdorf to adjourn regular meeting at 6:23pm. Ayes: All.

Next regular Council meeting will be Monday, November 7, 2016 at 5:30pm at City Hall.

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Sarah Carlson, City Clerk

Mayor \_\_\_\_\_  
Ashley Hansen