

TEMPLETON CITY COUNCIL
APRIL 4, 2016
7:00 P.M. – TEMPLETON CITY HALL

The Templeton City Council met on this fourth day of April 2016 at 7:00 o'clock p.m. at City Hall, Templeton, Iowa. The meeting was called to order by Mayor Behrens, and the roll was called showing the following named Council Members present and absent:

Present: Doyle Engelen, Dave Ramsey, Joe Irlbeck, & Mark Bauer
Absent: Alex Schoeppner

Others in attendance: Mayor Ken Behrens, City Clerk Rhonda Schwaller, Public Works Director Dale Prebeck, Monica Flathers, Duane Irlbeck, Jim Bruggeman, & Sara Kappos

Approval of Agenda: A motion was made by Bauer and seconded by Irlbeck to approve the agenda. All present voted in favor of the motion and the motion was carried.

Council discussed submitting insurance claim to EMC Insurance for the Templeton Community Fire Department for an accident the Department responded to on August 25, 2015 involving C.R. England Company and Farner Bocken Company trucking companies. Council directed Mayor Behrens to contact Todd Stadlander at Manning Insurance to proceed with claim.

A motion was made by Bauer to donate \$100.00 to the Highway 141 Garage Sales, seconded by Engelen. All present voted in favor of the motion and the motion was carried.

Sara Kappos from Veenstra & Kimm updated the council regarding wastewater project.

Mayor Behrens requested any comments or corrections to be made to the Consent Agenda. A motion was made by Ramsey and seconded by Bauer to approve the Consent Agenda. All present voted in favor of the motion and the motion was carried.

1. Approve Minutes from March 7, 2016.
2. Internal Review of city's financial records & assets for the months of February & March 2016.
3. Budget vs Actual as of February 29, 2016.
4. Templeton Center's Board minutes from February 22, 2016.
5. Approve Claims for March 2016.
6. Approve February 2016 Treasurer's Report
 - \$ 38,240.16 revenue
 - \$ 28,283.55 expenditures
 - \$484,581.87 total cash & investments

FUND	RECEIPTS	DISBURSEMENTS
General	\$ 3,026.92	\$ 12,771.01
Templeton Center	\$ 19,059.45	\$ 10,116.34
City Park – Checking	\$ 0.00	\$ 0.00
City Park – Savings	\$ 0.00	\$ 0.00
Historical Society	\$ 0.00	\$ 0.00
Road Use Tax	\$ 2,993.31	\$ 385.11
Employee Benefits	\$ 0.00	\$ 0.00
Local Option Tax	\$ 4,023.11	\$ 0.00
TIF	\$ 889.94	\$ 0.00
Debt Service	\$ 18.09	\$ 0.00
Debt Service – Comm. Ctr. Pledge	\$ 1,270.67	\$ 0.00
Capital Proj. – Community Center	\$ 0.00	\$ 0.00
Water	\$ 5,045.40	\$ 4,507.98
Sewer	\$ 1,913.27	\$ 503.11
Fire Truck Fund	\$ 0.00	\$ 0.00
Totals	\$ 38,240.16	\$ 28,283.55

Approval of the Claims for March 2016 as listed:

15129	Aspinwall Cooperative	198.44	gas
15130	Carroll Refuse Service, LLC	1,576.24	garbage collection
15131	Mid American Energy	819.73	utilities
15132	Raccoon Valley Electric Coop.	45.63	sewer lagoon
15133	Templeton Telephone Company	25.50	TC - telephone

15134	Templeton Telephone Company		telephone & internet service
15135	Safeguard Business Systems	79.29	window envelopes
15136	BlueSpace Creative	31.25	website business park map update
15137	Iowa Municipal Finance Officers	50.00	dues
15138	Dale Prebeck	1,606.90	payroll & 1/2 insurance allowance
15139	Manning Municipal Gas	581.41	TC - utilities
15140	Manning Municipal Gas	287.79	utilities
15141	De Lage Landen Financial Serv.	138.80	January 2016 copier/printer lease
15142	Engelen Computer Service	749.90	Lenovo Notebook & security
15143	Manning Insurance Agency	26,337.00	insurance premium
15144	Ken F. Behrens	554.10	1st qtr. 2016 payroll
15145	Dale Prebeck	1,606.90	payroll & 1/2 insurance allowance
15146	Lisa Kerkhoff	189.63	TC – payroll
15147	Maria Muhlbauer	188.26	TC – payroll
15148	Chase Prebeck	189.63	TC – payroll
15149	Kim Stork-Irlbeck	50.00	cell phone stipend
15150	Kim Stork-Irlbeck	831.34	TC – payroll
15151	Lindsey Irlbeck	644.55	TC – payroll
15152	Jo Ann Thomas	106.67	TC – payroll
15153	Postmaster	59.50	Postage
15154	West Central Iowa Rural Water	4,362.50	1,310,000 gallons used
15155	Rhonda Schwaller	1,937.42	payroll
15156	IPERS	1,368.71	Retirement
EFT	Templeton Savings Bank	2,687.74	March 2016 941 tax pymt.
EFT	Elavon	76.96	TC - P.O.S. fees
15157	Stone Printing	30.98	Supplies
15158	Treasurer - State of Iowa	1,182.00	1st qtr. 2016 state w/h
15159	Storey Kenworthy/Matt Parrott	389.03	minute book & receipt books
15160	U.S. Cellular	57.11	cell phone
15161	Iowa Municipal Finance Officers	125.00	R. Schwaller IMFOA conference
15162	John Deere Financial	5.74	tractor part
15163	Brown Supply Co.	155.42	vertical water meter resetters
15164	Iowa Assn. of Municipal Utilities	259.84	WCISA April - June dues
15165	Mid American Energy	350.49	TC – utilities
15166	Pepsi	144.01	TC - concessions for resale
15167	Crawford Ice Company	75.00	TC – ice
15168	Capital Sanitary Supply	34.54	TC - cleaning supplies
15169	Karen Prebeck	780.00	TC - 6 pub tables
15170	Dave Bueltel	1,200.00	TC - snow removal
15171	Rye Supply, Inc.	11.70	UPS charge
15172	Cardmember Services	18.86	TC – grasshopper
15173	Cardmember Services	31.28	TC – batteries
15174	HD Supply Waterworks	34,922.17	water meters & supplies
15175	Herald Publishing Company	179.00	TC – advertising
15176	Carroll County Auditor	1,296.86	contract law, 1st qtr. 2016
15177	Engelen Computer Service	97.50	computer repairs
15178	Highway 141 Garage Sales	100.00	Donation

Citizen Forum: None

Council discussed budget amendment for fiscal year 2016. A motion was made by Irlbeck to set public hearing date for Monday, May 2, 2016 at 7:00 p.m. at Templeton City Hall, seconded by Bauer. All present voted in favor of the motion and the motion was carried.

Council discussed recommendation from the Templeton Park Board from March 21, 2016 to consider applying an epoxy coating to the Shelter House concrete floor and replace the toilets. The Templeton Park Board received confirmation from the Templeton Community Betterment Association to contribute \$4,000 to the project. A motion was made by Engelen to accept Zach Kathol's epoxy coating quote in the amount of \$5,000 and install 2 new ADA hi-rise toilets, seconded by Ramsey. All present voted in favor of the motion and the motion was carried.

Council Member Irlbeck presented two quotes for a John Deere Z950R Commercial ZTrak lawn mower from Horizon Equipment and Van-Wall Equipment. A motion was made by Engelen to accept bid from Van-Wall Equipment for the purchase of a John Deere Z950R Commercial ZTrak lawn mower in the amount of \$10,700 less \$749.00 for Michelin Tweel tires and opting for regular turf tires with payment to be made after July 1, 2016, seconded by Bauer. All present voted in favor of the motion and the motion was carried.

After due consideration and discussion, Council Member Ramsey introduced the following resolution and moved its adoption, seconded by Council Member Engelen. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: Bauer, Engelen, Irlbeck & Ramsey

Nays: None

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

Resolution #1141-16

A RESOLUTION TO CHANGE AND APPROVE INTERNAL FINANCIAL CONTROL POLICY FOR THE CITY OF TEMPLETON, IOWA.

WHEREAS, the City of Templeton's elected officials occupy positions of trust and must ensure that the City's funds and other assets are used solely for the benefit of the City and its citizens.

WHEREAS, the Templeton City Council periodically reviews the Internal Financial Control Policy and may recommend changes to the operating procedures to ensure City funds are being properly handled and adequately safeguarded.

WHEREAS, the system of internal financial controls can provide only reasonable, not absolute, assurance that public funds are safeguarded, that transactions are authorized and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

NOW THEREFORE, BE IT RESOLVED, the Templeton City Council approves and implements the attached Internal Financial Controls Policy with changes.

PASSED AND APPROVED ON THIS 4th day of April, 2016.

CITY OF TEMPLETON

Ken F. Behrens, Mayor

ATTEST:

Rhonda Schwaller, City Clerk

Internal Financial Controls Policy

The City of Templeton's elected officials occupy positions of trust and must ensure that the city's funds and other assets are used solely for the benefit of the city and its citizens.

To prevent the misuse or embezzlement of city's funds, the City of Templeton will implement internal controls over the handling of its finances. The following internal controls will be implemented by the City of Templeton:

- The Templeton City Council will appoint an independent individual to review the city's financial records and assets for any discrepancies or misuse of city funds. This person shall not have the authority to sign checks or disburse actual cash.
- A copy of the bank statements or account printouts shall be mailed or delivered to the appointed independent individual directly from the bank, unopened, and should remain in his or her sole control until the review has been completed.
- The appointed independent individual shall have access to all documentation (bills, sales invoices, credit card statements, etc.) that are maintained for all city expenditures.
- The appointed independent individual will provide a monthly written report of their findings by mail or hand delivered to the Mayor or a member of the Council to be placed on the agenda for review at its next regularly scheduled council meeting.
- All deposits shall be verified and initialed by two individuals (Employees, Mayor or a member of the Council). Deposits shall be made daily or the next business day at council designated financial institution.
- Bank reconciliations shall be reconciled monthly by the City Clerk and reviewed and initialed by the Mayor or a member of the City Council.
- The Mayor or a member of the City Council shall review and initial all bills, sales invoices, credit card statements, etc. that is maintained for all city expenditures on a monthly basis.
- The Mayor or a member of the City Council will periodically compare payroll checks to salary and benefit resolutions, payroll registers and time sheets to ensure the amounts disbursed are appropriate and properly supported.
- The Templeton City Council will review established internal controls periodically and change operating procedures as necessary to ensure city's funds are being properly handled and adequately safeguarded.

PASSED AND APPROVED ON 4th day of April, 2016.

CITY OF TEMPLETON

Ken F. Behrens, Mayor

ATTEST:

Rhonda Schwaller, City Clerk

Maintenance Report:

- Majority of new commercial & residential water meters replaced.
- Received quarterly surcharge check from Manning Municipal Gas Department.

Mayor's Report:

- CADC trip to Washington DC scheduled for June 22, 2016.
- Templeton Area Development Corporation update.

Council Member Engelen updated council regarding Justin Stoltenberg's property renovations.

At 8:30 o'clock p.m. and with no further business before the council at that time, they agreed to adjourn. Bauer moved to adjourn and Ramsey seconded the motion. All voted aye, motion carried.

Ken F. Behrens, Mayor

Rhonda Schwaller, City Clerk