

City of Carter Lake
City Hall – 950 Locust St.
Proceedings: Special City Council Meeting
Friday, January 29, 2016 – 1:30 PM

The meeting was called to order by Mayor Jerry Waltrip at 1:30 PM.

Roll Call: Present – Mayor Waltrip and Council members Corcoran, Cumberledge, Melonis, Paterson, and Schomer.

Also present – Attorney Mike O’Bradovich and Deputy Clerk Lisa Ruehle.

Absent – None.

1. The Mayor stated the he and council member Cumberledge went to Atlantic to talk to representatives at SWIPCO for advice on the transition of the City Clerk’s position. The Mayor had talked to Marilyn Drake the county Auditor and she recommended SWIPCO. They have services to help cities in these circumstances and do a good job. A contract was presented to the council members showing what they talked to SWIPCO about. The Mayor then introduced Barb Barrick of SWIPCO who would be working for us in the transition. The contract calls for her to work two days a week for up to two months and to help us get on track for hiring a new City Clerk. Barb gave a brief history of her qualifications and stated she is here to do whatever needs to be done with her main focus right now being on the budget to get it done on time. Council member Melonis asked about the dues of about \$2500 and wanted to know if that is annual dues? They are annual dues. Carter Lake has never paid dues to SWIPCO and we are not required to but if we want to use their services we would and then we can decide from year to year whether we continue that. Council member Melonis asked about the scope of services that is outlined in the contract (items A through H) is mostly accounting procedures. Are there other services over and above these specific items? Barb stated that it included all City Clerk duties. Council member Melonis asked about the commute time and it would be back and forth two days per week. Council member Cumberledge also stated that they could help us to compare staff and pay with other communities our size. Council member Corcoran asked about the number of budgets Barb has done and what size communities and also how many cities in Pottawattamie County do not pay the dues. The biggest City budget she has worked on was Harlan which has a population of about 5000 and she is not sure and would have to check on who pays dues. Attorney O’Bradovich verified that as an employee of SWIPCO she would be covered under their worker’s compensation and not ours. Also the contract does not specifically state doing the budget through adoption but Barb has indicated it would be included. If at some future date when the books are audited that include the time period she is here would she be available to answer any questions the auditors may have. Barb clarified all of these items and said they could be added into the contract for clarification. It was also indicated that the contract can be extended if it needs to be. Council member Cumberledge stated that SWIPCO can also help with some training of a new Clerk if it is needed. Barb clarified that any training done by phone or email is free but if they need to send a person it would be an extra charge. Moved by council member Cumberledge seconded by council member Corcoran to approve the contract. Attorney O’Bradovich stated that he would like the contract to include the additional items we talked about: Budget preparation and adoption; future response to auditors; and other City Clerk duties to be determined. Council member Cumberledge amended his motion to include those

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items. Council member Corcoran amended his second to include the items. Ayes:
Unanimous.

Barb will work with Lisa on what two days each week to be here.

The meeting was adjourned at 1:45 PM.

Lisa Ruehle, Deputy City Clerk

Gerald Waltrip, Mayor