

CITY OF SIGOURNEY, IOWA

MINUTES OF REGULAR CITY COUNCIL MEETING OF WEDNESDAY, APRIL 1, 2020

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, April 1, 2020 with Mayor Glandon presiding and the following Council members answering roll call: Conrad, McLaughlin, Schultz (*via phone*), Morlan and Schröder. Others present were: Larry Alderson; Don Northup, Director of Public Works I; Matt Walker, French-Reneker-Associates; Alan Sellers, Soccer Director; Aaron Kephart, Police Chief; and Angie Alderson, City Clerk. (*Larry Alderson and Police Chief Kephart did not attend the meeting but were in the building.*)

Due to the restriction of the number of people at a public gathering, Police Chief Kephart monitored the people during the Council meeting and kept additional people in another part of the building during the meeting. It was decided that if anyone arrived at the meeting and wished to meet with the City Council members, one of the City employees would exit the meeting to allow anyone from the public the opportunity to speak before the Council. No one other than the people listed throughout these minutes attended the Council meeting.

The meeting was called to order at 6:00 p.m. Council member Conrad moved, seconded by Council member McLaughlin, to approve the tentative agenda. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Council member Schröder moved, seconded by Council member Morlan, to approve the following items on the consent agenda: Minutes of regular Council meeting of March 18, 2020; Council accounts payable claims in the amount of \$27,115.24; Tax Exemption Application for BC Investments LLC at 216 West Elm Street, Sigourney, Iowa (Resolution 2020-04-01); and the credit card report. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Additional City Business: Director of Public Works I Northup explained the right-of-way area Windstream is requesting access to. Council member Conrad moved, seconded by Council member Morlan, to approve the Windstream Iowa Communications LLC Application and Agreement for Use of Highway Right-of-Way for Utilities Accommodation with the Iowa Department of Transportation. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Mayor Glandon reminded the Council they had committed \$10,000.00 to the Catalyst Grant preapplication. One of the things the City can do to help is pay for an architect to design the layout. The cost could vary from \$3,500.00 to \$5,000.00 and whether this would be part of the \$10,000.00 commitment or additional. This would not necessarily be final drawings, but usable for the grant application. City Clerk Alderson stated that Brad Grefe is filling out the actual grant. The Council discussed that if the project is not funded, the City would just be out these fees. Council member Morlan moved, seconded by Council member Conrad, to approve paying for architectural design fees up to and not exceeding \$5,000.00 for the Catalyst Grant Application. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

There was not a SADC report.

Park and Recreation: Director of Public Works I Northup stated that several communities are starting to close their parks, playground equipment, basketball courts, etc. They are roping things off. There are a lot of people at our park shooting hoops, etc. Council member Schröder moved, seconded by Council member Morlan, to approve posting signage stating the City's parks are closed due to the COVID 19 virus. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Alan Sellers, Soccer Director, was present to talk with the Council regarding the soccer program. Even if everything is opened and school resumes by May 1st, that would only leave three Saturdays for games and no practice time. Council member Conrad moved, seconded by Council member Morlan, to cancel soccer and refund the fees and selling the shirt if parents want them. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Street and Sanitation: Mayor Glandon stated they would like to order 200 tons of rock salt. Council member Morlan moved, seconded by Council member Conrad, to approve the rock salt order. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Water and Wastewater: Director of Public Works I Northup reviewed the 2019 Water Quality Report and explained the test results. There are not any violations. Manganese testing is something that will probably be required in the future. Council member Schultz moved, seconded by Council member Conrad, to approve the 2019 Water Quality Report. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Mayor Glandon stated there are utility accounts that need to be shut off every month as the bills are not paid. The Iowa Utilities Board is asking that water not be shut off. Due to the COVID 19 virus, people are encouraged to use personal hygiene and therefore need their water. There was discussion that once this is over the customer will be sent a letter outlining the past due and a possible payment plan. If they do not pay in full or discuss and commit to a payment plan, then they will be shut off. The Mayor has also asked the employees to not go into citizen's homes to work on meters, etc. Council member Schröder moved, seconded by Council member Conrad, to forego shutting off water for unpaid utility bills until further notice or further decision by the Council and conditional on the customers being made aware they will be responsible for and have a payment plan. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Matt Walker, French-Reneker-Associates, reviewed the Water Main Improvement plans with the City Council. This project will be replacing 7,700 feet of 4" to 12" water main and will start just north of the Keokuk County Health Center and go along Main Street up to Sigourney Fire Station (Spring Street) and then jump to the north side of the square and continue from Washington Street to south of Casey's (Highway 92 and Main Street intersection) and then from south of the water tower on Highway 92 to the water tower and then cut northwest up to and through the golf course. The construction permits from the IDNR (Iowa Department of Natural Resources) and IDOT (Iowa Department of Transportation) have been received. The cost estimate is at \$972,000 and there is a \$500,000.00 CDBG (Community Development Block Grant) to pay for approximately half of the project. Mr. Walker reviewed some of the deadlines and the closures of the some of the side streets during the project. Director of Public Works I Northup stated that all the work along Highway 149 will be completed and placed on-line before the water tower is drained to continue the project. The water tower will not be drained until the pool is closed or approximately September 15th. Mr. Walker stated there will be vibration monitoring on one block to satisfy the permit. Council member Conrad moved, seconded by Council member Morlan, to set the date and time of Wednesday, April 15th at 6:00 p.m. for a public hearing to place plans and specifications on file and bid letting for the Water Main Improvements. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Matt Walker, French-Reneker-Associates, Inc. stated the original agreement included all work up to the IDNR construction permit. The amendment is to put together the specifications and assist with all the bidding and letting. Council member Conrad moved, seconded by Council member McLaughlin, to approve Amendment No. 1 to Engineering Services Agreement with French-Reneker-Associates, Inc. for Project No. 18-113 Water Main Improvements. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Public Safety: Mayor Glandon explained the process to have the Police Department inspect the golf carts and UTVs. After talking with the City Attorney once the fees have been paid and the insurance information supplied, the sticker will be mailed to the applicant for them to apply. There will be a note included with where to place the sticker. By consensus the Council agreed this would be the temporary process.

Finance: Mayor Glandon reviewed the decertification of levy for property located at 802 North Main Street. The City has recently acquired this property. Council member Schultz moved, seconded by Council member Schröder, to approve the Decertification of Levy for 802 North Main Street. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Council member Schroeder moved, seconded by Council member Conrad, to approve Resolution 2020-04-02 re: Utility Account Write-Offs. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Mayor Glandon explained he has a bid of \$13,000.00 to remove all buildings, concrete and trees from the 802 North Main Street property. There are a few trees close to power lines that are tall and it will cost approximately \$1,000.00 to top those trees. This will bring the property to the point it can be mowed. Council member Schultz moved, seconded by Council member Conrad, to proceed with property cleanup at 802 North Main Street. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Human Resources: Mayor Glandon discussed the Infectious Disease Action Plan for COVID-19 Pandemic. Council member McLaughlin had concerns regarding the payout from the City to employees who are not working. Mayor Glandon stated that the City is essential services and there are not any plans to cut any hours at this time. This plan was discussed as well as the fact that payroll wages are already budgeted for. There have been a couple employees that have said they have ample benefits that need to be used and they would use those first. Council member McLaughlin would rather see the employees use their benefits and then fall back on the FFCRA. Mayor Glandon stated this is only 80 hours through the end of year. Council member Schröder stated doing the action plan is the right thing to do for employees that you value and that are doing a good job and conscientious and would not be expected to abuse or take advantage of it. Mayor Glandon stated that if the employees have to go to revised work schedules, they will work out a schedule that would give everyone 40 hours a week. Council member Schultz agreed that the wages are budgeted for and that should not be a hardship for the City but did not want to put the employees in a hardship either. Council member Schultz stated that Ahlers and Cooney put these guidelines out as a template to follow and he believes it would be in the City's best interest to follow these guidelines as other cities are from the feedback he has received. Most cities are following these guidelines or something very similar. Mayor Glandon stated that if someone chooses to take time off that would be on their individual benefits. Director of Public Works I Northup asked about donating some of his sick leave to another employee if necessary.

Council member Schröder moved, seconded by Council member Conrad, to approve payout to employee wages due to revised work schedules. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

Council member Schroeder moved, seconded by Council member Conrad, to approve the Infectious Disease Action Plan for COVID-19 Pandemic. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

City Clerk: Mayor Glandon explained some of the problems with the lights at City Hall. There are two quotes to either put LED lights in or to replace the fixtures for both upstairs and downstairs. Director of Public Works I Northup stated he has changed the fixtures at the Water Plant over time and he has not had any trouble since. Council member Conrad moved, seconded by Council member Morlan, to approve the lowest bid to replace the fixtures and bulbs at City Hall upstairs and downstairs. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Schultz, Morlan and Schröder. Nays: None. Motion approved.

The April 15, 2020 Council meeting will be held at 6:00 p.m. at City Hall.

Public Input: Alan Sellers, Soccer Director, asked what he should tell the coaches regarding soccer.

Council member McLaughlin asked if the compost was opened.

The meeting was adjourned by acclamation at 7:03 p.m.

Douglas L. Glandon, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk