

# CITY OF SIGOURNEY, IOWA

## MINUTES OF REGULAR CITY COUNCIL MEETING OF WEDNESDAY, FEBRUARY 15, 2012

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, February 15, 2012 with Mayor Pro tem Schultz presiding and the following Council members answering roll call: Hornback, Ballensky, Johnson, Conrad and McLaughlin. Others present were: Mike Podliska, Auditor with Anderson, Larkin & Co. P.C.; Don Northup, Water / Wastewater / Pool Supervisor; Brent Gilliland, Director of City Services and Building Inspector; Allan Glandon, Police Chief; Larry Alderson, Police Officer; and Angie Alderson, City Clerk.

Mayor Pro tem Schultz called the meeting to order at 6:00 p.m. Council member Hornback moved, seconded by Council member Conrad, to approve the tentative agenda. Upon the roll being called, the following voted Ayes: Schultz, Hornback, Ballensky, Johnson, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Ballensky moved, seconded by Council member McLaughlin, to approve the following items on the consent agenda: minutes from the February 1, 2012 regular Council meeting; accounts payable claims totaling \$25,925.18; Library accounts payable claims totaling \$3,167.93; Memorial Hall Commission accounts payable claims totaling \$24.65; Resolution No. 2012-02-02 Appointment of Brent Gilliland as Code Official; liquor license application from K & L Foods, 118 South Main for Class C Beer Permit (BC) and Sunday Sales; liquor license application from Dollar General Store #2244, 315 North Main for Class B Wine Permit (Carryout Wine), Class C Beer Permit (BC) and Sunday Sales; liquor license application from Copper Lantern, 101 North Jefferson for Class C Liquor License (LC) (Commercial) and Sunday Sales; revised square footage for selling beer, wine and alcohol for the Copper Lantern, 101 North Jefferson; Don Northup to attend Certified Pool Operator school on March 20-21, 2012 in Iowa City at a cost of \$210.00 and to use the City's credit card for meals; Brent Gilliland to attend the Iowa Association of Housing Officials Spring Conference on March 28-29, 2012 in Waterloo, Iowa at a cost of \$250.00 and to use the City's credit card for hotel accommodations and meals. Upon the roll being called, the following voted Ayes: Schultz, Hornback, Ballensky, Johnson, Conrad and McLaughlin. Nays: None. Motion approved.

**Other City Business:** Mike Podliska with Anderson Larkin & Co. P.C. reviewed the City's fiscal year 2011 audit. There were not any significant auditing findings or staff dealings. Mr. Podliska explained that the audit is not to determine profit or loss, but to confirm that what is presented throughout the fiscal year is accurate.

There was an increase in receipts for the general funds from fiscal year 2010 to 2011 of \$1.3 million due to an increase in debt service of \$1.4 million. There was an increase of \$600,000 in expenses from fiscal year 2010 to 2011 due to a debt service increase of \$1.3 million and capital projects decreasing approximately \$500,000. At the end of the fiscal year cash was up for the general funds about \$532,000.00 from fiscal year 2010. The enterprise funds increased \$221,000 from the previous fiscal year due largely to the sewer lining grant. The expenses were increased approximately \$200,000 from the previous year due to water and sewer. Overall cash in the enterprise funds increased about \$20,000.00.

Mr. Podliska discussed the segregation of duties for optimal internal control. Due to the size of the office staff, there are not enough employees to comply with all the segregation of duties. Mr. Podliska also talked about the refunding debt that occurred. This transaction was not processed through the City, but paid directly. Therefore the debt service budget was not amended for this amount. The audit would include this information and shows the debt service fund as being over budget due to extenuating circumstances. The last issue discussed was City issued checks, over two (2) years old that have never been cashed. These are currently being dealt with. Mr. Podliska encouraged the Council to call him or the City Clerk if they had any questions.

**Park and Recreation:** Council member Conrad reviewed the process the Park and Recreation Committee has implemented for the recommendation of the pool employees. Council member Hornback moved, seconded by Council member McLaughlin, to approve resolution 2012-02-03 approving pool personnel and wages for the 2012 swimming season. Upon the roll being called, the following voted Ayes: Schultz, Hornback, Ballensky, Johnson, Conrad and McLaughlin. Nays: None. Motion approved.

**Water and Wastewater:** Don Northup, Water Supervisor, updated the Council on the water project currently being planned and to use the water surcharge collections to pay for these expenses. This year he would like to put in new water line on West Jackson from the Greene Oil Station west to approximately the Keswick Road. This is due to this being a low flow area. This is a dead end line and there have been complaints from some of the residents. Supervisor Northup explained all the issues encountered and he is working with French-Reneker-Associates to get an estimated cost to do this project. He does not want to completely deplete the water project fund in case an emergency situation would arise. Because this is a state highway the Department of Transportation will need approve the plans as well as the Department of Natural Resources. The DNR will also need to provide the City with permits.

**Public Safety:** The Council reviewed the contract with Area 15 regarding a contract for grant application assistance. Clerk Alderson explained the financial terms of the contract. Council member Johnson moved, seconded by Council member Ballensky to approve the contract for grant application assistance with Area 15 Regional Planning Commission through the Hazard Mitigation Grant Program for a comprehensive warning siren system. Upon the roll being called, the following voted Ayes: Schultz, Hornback, Ballensky, Johnson, Conrad and McLaughlin. Nays: None. Motion approved.

Mayor Pro tem Schultz opened the bids submitted from Wagler Motors and Karl Chevrolet for a police patrol SUV. The Wagler Motors bid was \$27,880 for a Ford police utility. The Karl Chevrolet was \$29,360 for a Chevrolet police package. After discussion the Council decided to review these bids before the next Council meeting and then consider approving the purchase of an SUV for the police and to possibly award the bid.

The Council reviewed the rental inspections report which consisted of inspections that have been completed by Seth Van Steenwyk. Council member Hornback has received a complaint from a landlord regarding the inspections.

Clerk Alderson explained that Seth Van Steenwyk has accepted a full time position and will not be available during the day to do inspections. He was willing to help out on evenings and weekends, but the original terms of the position were to do the majority of the inspections during the day. This position will be discussed at a Public Safety Committee meeting.

The Public Safety Committee will meet on Monday, February 27<sup>th</sup> at 6:00 p.m.

Brent Gilliland, City Services Director, talked about getting Alliant Energy and other contractors in to start working on the sports fields at the North Main Street location. The Finance Committee had discussed at their last meeting to create the phases and costs of improvements.

**Finance:** Council member Hornback moved, seconded by Council member Conrad, to approve Wednesday, March 7, 2012 at 6:00 p.m. as the time and date for the public hearing regarding the city budget estimate for fiscal year July 1, 2012 through June 30, 2013. Upon the roll being called, the following voted Ayes: Schultz, Hornback, Ballensky, Johnson, Conrad and McLaughlin. Nays: None. Motion approved.

The Finance Committee report will be discussed at the next regular Council meeting.

There were two (2) projects requesting community betterment funds. Council member Johnson stated the Finance Committee was not comfortable recommending either of these at this time. One request involved funds requested to help start the cleanup process for the sports fields on North Main Street. The Committee would like to see the costs involved and to have this broken down into phases. The second request was from a for profit business and the consensus was that maybe the business should request the retail grant funds that are applied through the Sigourney Area Development Corp. each year.

**City Clerk:** The March 7, 2012 regular Council meeting will be held at City Hall at 6:00 p.m.

**Public Input:** Police Chief Glandon was not able to attend the Finance Committee meeting regarding a Save A Life Tour. He and Casey Thompson, Ambulance Service Director, would like to bring this program to the high school. It is an anti-drinking and anti-drunk driving program for underage students. There is a multimedia presentation. They would like to request funding from the community betterment funds for \$2,500 to help secure a date for this presentation. There is other funding being requested, but they are asking if the Council feels they would have any objections to this request as they need to move forward. Police Chief Glandon understands that he would have to go through the Finance Committee and then the Council in March for final approval.

The meeting was adjourned by acclamation at 7:15 p.m.

---

Randall Schultz, Mayor Pro tem, City of Sigourney

ATTEST: \_\_\_\_\_  
Angela K. Alderson, Sigourney City Clerk