

**CITY OF SIGOURNEY, IOWA
MINUTES OF REGULAR CITY COUNCIL MEETING OF
WEDNESDAY, FEBRAURY 5, 2020**

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, February 5, 2020 with Mayor Glandon presiding and the following Council members answering roll call: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Others present were: Larry Alderson; Dave Harper, Sigourney Schools Superintendent; Dustin MacDonald, Sigourney Area Development Corporation (SADC) Representative; Don Northup, Director of Public Works I; Derek Albert, Police Officer; Aaron Kephart, Police Chief; and Angie Alderson, City Clerk.

Mayor Glandon stated SADC is planning to send a representative to each Council meeting and introduced Dustin MacDonald.

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

Council member Bender moved, seconded by Council member Conrad, to approve the following items on the consent agenda: Council accounts payable claims in the amount of \$63,720.22 (as amended); Library accounts payable claims in the amount of \$5,968.66; resignation from Craig Downing from the Memorial Hall Commission; Resolution No. 2020-02-01 re: Memorial Hall Commission Appointment; and the credit card report. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

Council member Bender moved, seconded by Council member Morlan, to approve the remaining item on the consent agenda: Minutes of Regular Council meeting of January 15, 2020. Upon the roll being called, the following voted Ayes: Morlan, Bender, Conrad, McLaughlin and Schultz. Nays: None. Abstain: Schröder. Motion approved. *(Council member Schröder abstained as he was unable to attend the regular Council meeting on January 15, 2020.)*

Public Hearing(s): Council member McLaughlin moved, seconded by Council member Conrad, to open the public hearing regarding the proposed maximum property tax levy for fiscal year July 1, 2020 through June 30, 2021. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved, and the public hearing was opened at 6:05 p.m.

Mayor Glandon stated the proposed maximum property tax levy was published as required on January 22nd, 2020 and posted to the City's web site and social media accounts.

Mayor Glandon asked the City Clerk if she had received any written objections. City Clerk Alderson stated she had not.

Council member Conrad explained a new requirement to proclaim a maximum tax levy. There are certain items included that could be reduced once the entire budget process is done. This information is to show the maximum amount that could be taxed. This must be published and approved.

Mayor Glandon asked the Council and public if they had any comments. There were none.

Council member Schultz moved, seconded by Council member Morlan, to close the public hearing. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved, and the public hearing was closed to 6:09 p.m.

Council member Schultz moved, seconded by Council member Bender, to approve Resolution No. 2020-02-02 to adopt the proposed maximum tax levy for Fiscal Year July 1, 2020 – June 30, 2021. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Conrad, to set the date and time for Notice of Public Hearing on City Budget Estimate for Fiscal Year July 1, 2020 through June 30, 2021 as Wednesday, March 4, 2020 at 6:00 p.m. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

Additional City Business: Mayor Glandon moved the discussion for a possible solution to congested traffic issues at the Sigourney Elementary School further in the meeting as Dave Harper, School Superintendent, will be at the meeting a little later.

Mayor Glandon explained that the building at 121 East Marion Street needs to be cleaned up as the roof has collapsed and is going to need to be cleaned up. If the City can get possession of this property, there are some grants that could be applied for to help minimize the total overall expense. The City's Attorney, John Wehr, has researched liens against the property and the City would be pursuing this as an abandoned property. Council member McLaughlin moved, seconded by Council member Conrad, to authorize the City's attorney to proceed with obtaining title to 121 East Marion Street, Sigourney, Iowa. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

As Dave Harper, School Superintendent, arrived and explained the school's traffic situation on Jefferson and Shuffleton Streets. Shuffleton Street is the car rider side with parents lining up south on Shuffleton Street. On Jefferson Street there is a bus lane going north toward Pleasant Valley Street. There have not been any accidents at this point, but there has been congestion there as well as frustration. The school is considering adding a sidewalk on the west side of Shuffleton Street to help the car riders getting out on the hill. Mr. Harper stated that any signage that would be needed the school would pay for. The Public Safety Committee has met, but today Don Northup, Director of Public Works I, talked with Matt Walker with French-Reneker about what Mount Pleasant and Fairfield have done. Northup stated he has talked with Joe Clawson with the IDOT and Matt Walker. Northup stated Mr. Walker felt that having the streets one way all year round was not a good idea and that most schools did not do that unless they are at the edge of town and not connected to other streets. Mr. Walker sent pictures of signage that folds up and down with times for one way listed on it. He shared a lot of good ideas and some things to think about. Mr. Harper was thinking that a half hour before and after school would be the times they would like these streets to be one way. There are currently crossing guards at Shuffleton and Pleasant Valley, Jefferson and Pleasant Valley and Main and Pleasant Valley intersections. Mr. Harper did offer to go around to each of the neighbors and explain what is being considered. This will be put back on the agenda for the Wednesday, March 4th Council meeting.

Park and Recreation: Council member McLaughlin moved, seconded by Council member Conrad, to approve Resolution No. 2020-02-03 approving Pool Personnel for the 2020 Swimming Season. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

Water and Wastewater: Northup stated the Department of Natural Resources has the construction permit for the wastewater project and we are waiting for their approval.

City Clerk Alderson stated she is expecting public hearing information that must be in the newspaper for thirty days for the water project. She reviewed the timeline following this thirty-day publication.

Public Safety: Police Chief Kephart stated he would like to hire Jeff Runnells, a certified police officer with the Keokuk County Sheriff's Department, to work as a reserve officer for the City temporarily until Officer Fortney returns. There would be expenses such as a uniform and a medical physical to be completed and approval from the Iowa Law Enforcement Academy. Council member Conrad moved, seconded by Council member Schultz, to hire Jeff Runnells as a temporary reserve police officer. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

Council member Conrad moved, seconded by Council member Morlan, to authorize the new reserve police officer to carry weapons, striking instruments, chemical agents and tasers after completion of training and any required Iowa Law Enforcement Academy approval. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

City Clerk Alderson stated the City's employee handbook says the Police Department will work forty hours per week. Police Chief Kephart has created a schedule that includes twelve hour shifts instead of ten-hour shifts and the two officers will be working eighty-four hours per pay period. Council member Schultz thanked Police Chief Kephart and Officer Albert for adjusting their schedules to work through this time period. Council member Schultz moved, seconded by Council member Conrad, to temporarily change the police working hours stated in the City's employee handbook through August 2020. Upon the roll being called, the following voted Ayes: Morlan, Schroeder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

Finance: City Clerk Alderson stated the owners of 216 West Elm Street did not pay the utility and mowing invoices sent and these were placed as a lien against the property. After this was done the utility invoices were put into the City's checking account without any prior notice or authorization. Therefore, the City needs to decertify a portion of the amount placed as a lien against the property. Council member McLaughlin moved, seconded by Council member Morlan, to approve the Decertification of Levy for 216 West Elm Street. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

City Clerk Alderson stated a resolution regarding nonsufficient funds has been approved before on a "calendar year" basis and the office staff would like to change this to a "twelve-month period". Council member Schröder explained a suggested change he proposed. Council member Conrad suggested the words "the previous" to replace "a" in the last full paragraph. Council member Conrad moved, seconded by Council member Schröder to approve Resolution No. 2020-02-04 re: Set Criteria for Cash Only Patrons on Returned Checks for Insufficient Funds and Closed Accounts as discussed. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

Human Resources: Mayor Glandon stated that Ahlers & Cooney Law Firm was contacted to make sure the City was correctly handling the military section of the handbook and our handbook is not up to date. In 2017 Ahlers & Cooney Law Firm had quoted the City a price to update the employee handbook. They will honor the price of \$2,500.00 if the Council approves this. Council member Conrad moved, seconded by Council member Schröder, to approve Ahlers & Cooney Law Firm to review the City's employee handbook and change/update it and up to \$2,500.00 for this service. Upon the roll being called, the following voted Ayes: Morlan, Schröder, Bender, Conrad, McLaughlin and Schultz. Nays: None. Motion approved.

City Clerk: The regular Council meeting for February 19, 2020 will be at City Hall at 6:00 p.m.

Public Input: Dustin MacDonald asked if the Council was aware that the links at bottom of the web page to the meeting minutes, agendas and ordinances is not working right now. City Clerk Alderson stated the new website was recently launched and not all these items have been completed.

Mayor Glandon stated that we would like to invite Debi Durham, Director of Iowa Economic Development Authority, to speak at a luncheon. This would include information on available grants and a possible walk around the square. The City would be responsible for half of the costs for a catered luncheon upon Council approval.

Council member Bender asked about asbestos in the property at 121 East Marion.

The meeting was adjourned by acclamation at 6:48 p.m.

Douglas L. Glandon, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk