

**CITY OF SIGOURNEY, IOWA**  
**MINUTES OF REGULAR CITY COUNCIL MEETING OF**  
**WEDNESDAY, JUNE 1, 2016**

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, June 1, 2016 with Mayor Glandon presiding and the following Council members answering roll call: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Others present were: Tim Oswald, Piper Jaffray; Darren Diethelm; CJ Eilers, The News Review; Danette Meyer and Sherry Fisher, Copper Lantern; Aaron Kephart, Assistant Police Chief and Angie Alderson, City Clerk.

The meeting was called to order at 6:01 p.m. Council member Conrad moved, seconded by Council member McLaughlin, to approve the tentative agenda with an amendment to item 4-3 to discussion of ordinance 3-3-28. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

Council member Conrad moved, seconded by Council member Schultz, to approve the following items on the consent agenda: minutes from the May 18, 2016 regular Council meeting; Council accounts payable claims totaling \$16,953.01; liquor license application for Kiwanis Club of Sigourney, Iowa, 115 West Marion Street for Class B Beer (BB) (includes Wine coolers), Outdoor Service and Sunday Sales; liquor license application for City of Sigourney, 211 East Elm Street (Town Square Park) for Class B Beer (BB) (includes Wine Coolers) and Outdoor Service contingent upon appropriate insurance certificate; and the credit card report. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

**Other City Business:** Tim Oswald, Piper Jaffray, reviewed the possible payment options for the upcoming street projects general obligation bond. Options include 10, 20 and 30 year payment schedules based on the overall tax rates. The process will start with resolutions setting the date and time for a public hearing with the bonds being sold at the end of July and the money would be to the City in August. As it is too late to levy a tax for the general obligation bond payment, the interest payments due during the next fiscal year will be added to the bond (capitalizing the interest cost). The amount of the bond will be \$415,000.00 to allow the City \$400,000.00, \$10,000.00 for interest in the first year and the balance to cover fees estimated for the transaction costs for selling the bond issue. There will also be a refinancing of four (4) prior bonds that are pre payable without any penalty. The interest rates are in the high 3% to mid 4% range. The current market schedule would put those ranges in the high 2%. Calculations show that after fees the refinancing would lower the City's debt payments by approximately \$167,000.00. Everything will be combined into one general obligation bond issue. The Finance Committee is recommending a ten (10) year payment schedule for the new G.O. Bond issue. The refinanced bonds will keep the same payment schedule. Council member Bender moved, seconded by Council member Landgrebe, to approve a payment schedule of ten (10) years for the street projects G.O. Bond. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

Council member Landgrebe moved, seconded by Council member Morlan, to approve the engagement letter with Piper Jaffray. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

Darren Diethelm was present to offer some alternative suggestions to the 3-3-28 ordinance regarding sweeping the streets around the square and one block off the square each Monday morning. He does understand that the Council is trying to keep the streets clean. Mr. Diethelm asked about whether the gutters were being cleaned or the actual street. Mayor Glandon explained how the street sweeper operated. Mr. Diethelm asked if this was going to be done consistently every Monday morning, whether the streets are dirty or not. He thought this was the first time the streets were being swept around the square. Mayor Glandon explained the streets are cleaned early in the morning. The square is done each Monday and the west half of the City is done one Monday and the east half of the City is done the next Monday. Council member Schultz talked about all the debris going to the storm sewers and the street sweeping to help keep the debris out of the storm sewers. It is costly to have the storm sewers cleaned. Mr. Diethelm asked why this had to be done every week. Council member Conrad explained that if we do around the square each week then everyone can adjust to a schedule and a pattern has been established. Mr. Diethelm asked about how this was dealt with throughout the rest of the City. Mayor Glandon stated that this just applies to the square and one block off and that the rest of the City is just swept around. Mayor Glandon asked Assistant Police Chief Kephart to explain the different ways enforcement could be handled. Currently tickets are being filed as civil penalties and payable at the City Clerk's office. Other charges could be filed that would be more

expensive due to court costs. If these fines are not paid they could be assessed against a person's driver's license and a person could lose their driver's license. Right now this is a civil penalty and is not reflected on a person's driver's license. Mayor Glandon stated a third option would be to have the vehicle towed away. There was discussion on the snow removal and snow plow equipment. Mr. Diethelm felt the City was over eager to remove snow by stating that two inches (2") or more and the square and one block off must move their vehicles. Council member Schultz stated around the City most people are parking on private property, but the square and one block off are public parking and the City is responsible for these areas. Mr. Diethelm stated that one suggestion would be that the City Clerk's office sends out letters to remind everyone to move their vehicle when the streets are going to be cleaned. He also suggested that for no more dirt that is seen, he felt that someone could go around the entire square with a broom and clean it in less than two (2) hours. He feels this is a small problem and the City is going overboard to fix it. Mr. Diethelm is worried about forgetting and having to pay a \$25.00 parking ticket. Council member Morlan asked Mr. Diethelm if maybe the streets are always clean because they are swept each week. Mr. Diethelm thought we had just started the cleaning around the square. Mayor Glandon explained the history and the issues that we have if vehicles are left on the square during sweeping and snow removal. Council member Landgrebe stated that he thought the street sweeping around the square was going well and Mr. Diethelm is the only one who has shown up with concerns. Council member Schultz stated that the City has followed the correct procedures to set a policy in place and there has not been an alternative offered to cause the City to change this.

Mayor Glandon asked the Council to visit each of the nuisance properties that have received letters with an abatement date of June 1<sup>st</sup> and to bring their assessment back to the next Council meeting.

City Clerk Alderson asked if Sherry Fisher and Danette Meyer from the Copper Lantern could explain the street closing they are requesting. Sherry Fisher stated that ABATE (motorcycle club) does rides each year and voted to stop in Sigourney this year. There should be between 100 and 150 bikes that will come to this. They show up in the late afternoon and will be gone fairly early. They will be here on Saturday, July 16<sup>th</sup> from approximately 2:00 p.m. to 9:00 p.m. They would like to provide music and games for the bikers to play on their motorcycles. They would like to close North Jefferson from the alley by Powell Funeral Home south through Washington Street to the alley south of Moore Hair Designs on South Jefferson Street. They would also like to fence off an area out front to allow people to take their drinks outside to watch the games. The Lewis Memorial Fountain Committee will be selling food in front of the fountain for the group. Mayor Glandon requested that they speak with Powell Funeral Home to inform him of their event. Sherry Fisher stated that they have an outdoor liquor license and would fence in the area. The public would not be roaming around the streets with alcohol, but would remain in the designated outdoor area. They would follow the same rules as any other event regarding the alcohol. Assistant Police Chief Kephart asked about the liability if we close down the street and allow the motorcyclists to participate in the games if they have been consuming alcohol. It was stated that some of the riders do not consume alcohol and not all the riders participate in the games. For the most part the riders like to start early with their activities and are not around once the evening gets busy. Council member Conrad asked that Sherry Fisher and Danette Meyer check with what other cities have done regarding law enforcement and the concerns Assistant Police Chief Kephart raised.

Council member Landgrebe updated the Council on RAGBRAI. The core committee has met. On June 10<sup>th</sup> there will be a group of approximately 50 bikers riding through Sigourney. They are going to stop at points of interest throughout the City and take pictures. The Sigourney Fire Department will be feeding the group. The group will take pictures of our highlights to promote on their web site. Danette Meyer stated that the Copper Lantern and other businesses in Sigourney have done some recent promotional videos and were wondering if these could be attached to our RAGBRAI web site.

Council member Bender moved, seconded by Council member Conrad, to approve the second reading of Ordinance Title III – Community Protection, Chapter 6A – RAGBRAI Ordinance. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

Council member Schultz moved, seconded by Council member Landgrebe, to waive the third and final reading of Ordinance Title III – Community Protection, Chapter 6A – RAGBRAI Ordinance. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

**Park and Recreation:** Council member McLaughlin stated that Janice Brown has asked about setting a bench at Town Square Park in memory of her brother. There was discussion regarding making sure everyone involved

should be aware of what was going on. Council member Landgrebe was going to talk with the Town Square Park Committee. There was discussion about setting some parameters regarding this. There needs to be some continuity and consideration of what else is being planned. Also discussed what happens when the donated items start to deteriorate and who will be responsible for replacement. It was also suggested that it could go to Legion Park as well. Council member Landgrebe will make some contacts and get back to the City Council.

**Finance:** Mayor Glandon and City Clerk Alderson explained a Positive Pay Service Agreement with MidWestOne Bank. This is a service that will watch for fraud with the City's account. The bank is offering this service for free for six months to see if the City utilizes it. They are also going to monitor our accounts to make sure we are getting the best services. The cost for the agreement after six (6) months would be \$25.00 per account. There is also one for ACH payments (payroll). Council member Landgrebe moved, seconded by Council member Bender, to approve the Positive Pay Service Agreement with MidWestOne Bank. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

City Clerk Alderson stated two (2) bids were received for the City's annual audit for the years ending June 30, 2016; June 30, 2017 and June 30, 2018. Bids were received from both the State of Iowa Auditor's Office and Anderson Larkin & Associates. Council member Conrad moved, seconded by Council member McLaughlin, to approve the Auditor's Office, State of Iowa, for the annual audit for the years ending June 30, 2016; June 30, 2017 and June 30, 2018. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

**Human Resources:** City Clerk Alderson explained she has made a few changes to the job description for the office assistant position in the City Clerk's office. Council member McLaughlin moved, seconded by Council member Conrad, to approve the job description for the office assistant position. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

City Clerk Alderson stated there have been some items that needed to be updated (such as titles, etc.) and the addition of all benefits (sick leave, vacation and personal days) to be considered hours worked. There was discussion regarding the benefits being considered hours worked and not everyone agreed. Council member Bender moved, seconded by Council member Schultz, to approve resolution no. 2016-06-01 re: revised employee handbook with the following addition: under item 4.5 On Call and Call Out Pay (All Other Call Outs) ". . . they shall be compensated for a *minimum of two (2) hours of overtime . . .*". Upon the roll being called, the following voted Ayes: Bender, Conrad, Schultz, Morlan and Landgrebe. Nays: McLaughlin. Motion approved.

**City Clerk:** Council member Landgrebe moved, seconded by Council member Morlan, to approve the hiring of Amy Hammes for the part time office assistant position in the City Clerk's office at \$10.69 per hour and after a successful sixty (60) day probationary period an increase to \$11.19 per hour and that any cost of living adjustments or other wage increases approved by the City Council during that period of time are to be appropriately added to the outlined per hour rates. Upon the roll being called, the following voted Ayes: Bender, Conrad, McLaughlin, Schultz, Morlan and Landgrebe. Nays: None. Motion approved.

The June 15<sup>th</sup>, 2016 regular Council meeting will be held at City Hall at 6:00 p.m.

**Public Input:** There was no public input.

The meeting was adjourned by acclamation at 7:27 p.m.

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Douglas L. Glandon, Mayor

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