

**CITY OF SIGOURNEY, IOWA
MINUTES OF REGULAR CITY COUNCIL MEETING OF
WEDNESDAY, NOVEMBER 7, 2018**

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, November 7, 2018 with Mayor Glandon presiding and the following Council members answering roll call: Schultz, Morlan, Landgrebe, Bender, Conrad and McLaughlin. Others present were: Don Northup, Director of Public Works I; Brent Gilliland, Director of Public Works II; Richard Fortney, Police Officer; Aaron Kephart, Police Chief; and Angie Alderson, City Clerk.

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: Schultz, Morlan, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Landgrebe moved, seconded by Council member Bender, to approve the following items on the consent agenda: Minutes from the regular Council meeting of October 17, 2018; Council accounts payable claims in the amount of \$149,580.19; resolution 2018-11-01 approving 2018 Tax Increment Financing for Sigourney Prairie View Subdivision Urban Renewal . 54001 . Section 403.19 Certification; liquor license application for Cobb Oil Co., Inc. (DBA: Sigourney BP) at 805 East Jackson Street, Sigourney, Iowa for Class B Native Wine Permit, Class C Beer Permit (BC) and Sunday Sales; and the credit card report. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

Water and Wastewater: Public Works Director I Northup stated that MB Construction (*water meter installers*) are finished and there are approximately 15 to 20 meters left to install. Meter Technologies has been here to train the office staff on how to use the new system. There have been some high usages that have been identified already.

Public Safety: Mayor Glandon stated there will need to be some changes in the employee handbook regarding residency requirements. Currently there is a percentage used for police reserves that must be within a one-minute response time versus living within Keokuk County. This will need to be addressed and changed if the Police Chief's recommendations for hiring of police reserves are approved. Police Chief stated the Police Department already meets the 60% / 40% ratio for living within a one-minute response time versus living within Keokuk County. Police Chief Kephart would like to recommend hiring three (3) reserves and two (2) of those candidates do not reside in Sigourney. All the full-time officers are willing to take call for the reserve officers that do not reside within the one-minute response time required. Police Chief Kephart received four (4) applications, has interviewed all applicants and would like to hire three (3) of these. There are currently five (5) reserves but the department relies on one (1) to two (2) to cover the shifts. Hopefully this will allow the Police Department to be fully staffed and eliminate having to rely on full-time officers to fill the additional hours. Council member Schultz moved, seconded by Council member Conrad, to approve the Public Safety Committee recommendation to hire Stratton Bond as a reserve police officer conditionally upon him passing the medical tests at \$15.96 per hour. The Public Safety Committee also recommends hiring Kevin Weber and Steven Clubb as reserve police officers conditionally upon them passing the medical tests and with a probationary wage of \$14.68 per hour until their training modules are successfully passed and the Police Chief makes recommendation. Once all the modules have been successfully completed and the reserve is certified, the wage would increase to the current prevailing rate. The offer will also be contingent upon an agreement reimbursing the City for training expenses being signed. Upon the roll being called, the following voted Ayes: Schultz, Morlan, Landgrebe, Bender, Conrad and McLaughlin. Nays: None. Motion approved.

The Council discussed the possibility of implementing an ordinance for Utility Trail Vehicles (UTVs). The City Clerk reviewed changes made since the Public Safety Committee met. Council member Schultz led the discussion regarding allowing UTVs to be used within the city limits. The rules would be similar to the Golf Cart ordinance. There have been several inquires to use UTVs within the city limits. The Council discussed whether owners living outside the city limits could register their UTVs for use within the city limits. This will be put on the next agenda for the first reading.

The Council reviewed the Golf Cart ordinance and discussed implementing changes. The insurance requirements will be reworded to make sure the proper insurance is purchased. The Police Department will no longer be checking brakes on the golf carts due to possible liability issues.

Mayor Glandon asked Police Chief Kephart if the connection between the police vehicles and the schools was working. On October 8th Police Chief Kephart e-mailed the school that the connection was not working. A few days later the school replied they were having a DVOS problem. When the school opened the portal to give law enforcement access to the cameras, this resulted in a virus to the school. New equipment had to be ordered and is now operational and on Friday the Police Department should be reconnected.

Finance Committee: Council member Conrad reviewed the CD investments. The Finance Committee is reviewing the Local Options Sales Tax Fund and discussing readjusting the allocations and the some of the balances. The budget process has been started. Council member Conrad discussed RAGBRAI and the leftover funds that were intended to be distributed to non-profits. This may become an issue at the time of the City's audit.

Human Resources: Mayor Glandon reviewed possible amendments to compensation time allowed and the vacation carry over allowed in the employee handbook. Currently an employee can accrue up to 120 hours comp time. This is a huge liability and needs to be cut back. Anyone with accrued hours will be paid for these hours. The budget is set to pay for 52 weeks and there is a possibility of an employee having 56 to 57 weeks of compensation. The overall liability is approaching over \$70,000.00 that is not budgeted for. The current considerations for the handbook are to change the 120 hours of compensation time to 40 hours of accrual. Vacation time will be reworded to say employee(s) may not at any time (without prior approval) have more than their annual accrual of vacation. The Human Resources Committee will need to meet to discuss how employees will be compensated for the overage of compensation hours and/or vacation hours.

City Clerk: The November 21, 2018 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 6:37 p.m.

Douglas L. Glandon, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk