

CITY OF SIGOURNEY, IOWA
MINUTES OF REGULAR CITY COUNCIL MEETING OF
WEDNESDAY, SEPTEMBER 19, 2018

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, September 19, 2018 with Mayor Glandon presiding and the following Council members answering roll call: McLaughlin, Morlan, Landgrebe and Bender. Others present were: Richard Huffman and five boy scouts; Dan Glandon; Don Northup, Director of Public Works I; Derek Albert, Patrol Officer; Aaron Kephart, Police Chief; and Angie Alderson, City Clerk.

Mayor Glandon announced that Council member McLaughlin would need to leave the Council meeting around 6:30 p.m. to attend another meeting. The agenda would be changed around to discuss and possibly approve all items needing a vote and the discussion items would be held at the end of the Council meeting.

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

Council member Morlan moved, seconded by Council member McLaughlin, to approve the following items on the consent agenda: minutes from the regular Council meeting of September 5, 2018; Council accounts payable claims in the amount of \$26,541.46; resolution no. 2018-09-02 re: temporary street closing for the Sigourney Community Schools Homecoming Parade and Pep Rally on Friday, September 28th, 2018; resignation of Reserve Police Officer Brent A. Jennings; liquor license application for Casey's Marketing Company (DBA: Casey's General Store #3396) at 100 East Jackson Street for Class B Native Wine Permit, Class C Beer Permit (BC) and Sunday Sales; Douglas A. Glandon to attend the Iowa Association of Housing Officials Annual Conference in Cedar Falls, Iowa on October 3-5, 2018 at a total cost of \$300.00 and use the credit card for hotel and meals; Don Northup to attend the 24th Annual Water and Wastewater Operators Training Workshop in Des Moines, Iowa on November 13-15, 2018 at a total cost of \$240.00 and use credit card for hotel and meals; resolution no. 2018-09-03 temporary closing of downtown streets for the Car Show on Saturday, October 6th; Mayor's Proclamation 2018-09-04 designation of Halloween Trick or Treat Night; and the credit card report. Upon the roll being called, the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

Other City Business: Director of Public Works I Northup explained the City has a contract with Cloudburst9 for their antennas that are placed on the water tower. This contract is reviewed every five (5) years. Cloudburst9 has put a bigger dish on the tower and in return they are compensating the City an additional \$50.00 per month and adding an additional IP address being used at the water plant. Council member Morlan moved, seconded by Council member Bender, to approve the Real Property and Tower Site Lease By and Between the City of Sigourney and Cloudburst9 LLC. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

Council member McLaughlin stated the Park and Recreation Committee has met and would like to proceed with the building of a concession stand at the Sports Park. Council member McLaughlin would like to apply to the Washington County Riverboat Foundation for some monies and one of the stipulations is to have a resolution from the City. Council member McLaughlin moved, seconded by Council member Landgrebe, to approve resolution no. 2018-09-05 approving application for the purpose of receiving benefits from the Washington County Riverboat Foundation. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

Public Safety: Police Chief Kephart stated that Richard Fortney has successfully completed his probationary period and as of September 27th his rate of pay would increase to \$21.75 per hour. Council member Landgrebe moved, seconded by Council member McLaughlin, to approve the successful completion of Richard Fortney's probationary period and to increase his rate of pay to \$21.75 per hour as of September 27th, 2018. Upon the roll being called, the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

Mayor Glandon explained the City has been looking at the installation of surveillance cameras around the square and within City Hall. An agreement has been written between the Keokuk County Board of Supervisors and the City of Sigourney. This would allow for the placement of poles and to install cameras which could monitor the

courtyard and streets. There will be one camera on the City Hall building, one each on the northeast corner, southeast corner and southwest corner of the square in the courtyard. Mayor Glandon has met with the Board of Supervisors and the Board of Supervisors have tentatively agreed to pay for one half of the costs of installation and one half of the poles up to \$2,500.00 each. The Board of Supervisors have not officially approved this agreement at any of their meetings yet. Mayor Glandon would like to enter into this agreement with the understanding that if the Board of Supervisors do not approve this agreement and to pay one half of the costs involved, that the City will proceed on their own without the County's finances. The quote for the cameras around the square is estimated at \$24,000.00 and \$2,500.00 each to place the three poles around the square. Council member McLaughlin moved, seconded by Council member Landgrebe, to approve the Surveillance Camera Agreement with the Keokuk County Board of Supervisors and with the understanding that if the Board of Supervisors chooses not to participate the City will proceed with the project. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

Mayor Glandon explained the proposal with J & S Electronics which will include four cameras that each have four lenses that will give 360-degree coverage depending on how the lenses are arranged. This also includes the hard drive to record all the information that will be stored at City Hall. The County would have full access to any information they may need if they partner with the City. There is a five-year warranty on the cameras. The City will be covering the electricity and insurance costs. Council member Morlan moved, seconded by Council member Bender, to approve the proposal with J & S Electronic Business Systems, Inc. for an outside security camera system. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

Mayor Glandon explained the security system within City Hall. Once this is set up the Mayor would like for Police Chief Kephart to monitor all the cameras and for the City Clerk and possibly the Deputy Clerk to be able to monitor some of the cameras to allow them to see who is entering the building. These cameras will utilize the same hard drive. Council member Bender moved, seconded by Council member Landgrebe, to approve the proposal with J & S Electronic Business Systems, Inc. for a City Hall security camera system. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

Finance: City Clerk Alderson reviewed the Community Betterment Projects. Council member Landgrebe moved, seconded by Council member McLaughlin, to approve the following community betterment projects: \$900.00 for Library employees to attend the 2018 Iowa Library Association Annual Conference in Cedar Rapids; \$10,000.00 to develop plans for a concession stand at the Sports Park; and \$75.00 to Sigourney Area Development Corporation to purchase posters to post at businesses with the Sigourney Schools positive behavior traits outlined. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

City Clerk: City Clerk Alderson stated at the end of June she had processed a transaction through the computer system, but only did half of the transaction which put the cash out of balance in the computer system by \$9,500.00. Therefore, a corrected financial statement will be printed in the Sigourney News Review for June. The July information was correct except for the beginning fund balances. Council member McLaughlin moved, seconded by Council member Morlan, to approve the June 2018 and July 2018 financial reports. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

City Clerk Alderson reviewed the Fiscal Year 2018 Iowa Department of Transportation Street Finance Report. This report is due by September 30th each year or the City could lose their Road Use monies. Council member Landgrebe moved, seconded by Council member Morlan, to approve the Fiscal Year 2018 Iowa Department of Transportation Street Finance Report and the related resolution 2018-09-06. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

City Clerk Alderson reviewed the Annual Urban Renewal Report for Fiscal Year 2017-2018. This report is regarding the Tax Incremental Finances (TIF) which is due by December 1st each year. This is a requirement from the Department of Management. Council member McLaughlin moved, seconded by Council member Bender, to approve the Annual Urban Renewal Report for Fiscal Year 2017-2018. Upon the roll being called the following voted Ayes: McLaughlin, Morlan, Landgrebe and Bender. Nays: None. Motion approved.

The October 3, 2018 regular Council meeting will be held at City Hall at 6:00 p.m.

Other City Business (continued): Mayor Glandon reviewed a meeting held with Access Systems. Access Systems monitors all the City's computers and server. The City's server warranty is out of date and the Mayor signed for a one-year extension at an approximate cost of \$500.00. The City has been looking at improvements to the computer/server system. All the computers in the City Clerk's office and all but one in the Police Department are out of warranty. There is also an issue that in January of 2020 the Windows 7 operating system will no longer be supported by Microsoft. Access Systems is recommending replacing the current computers using Windows 10 Professional. Access Systems is also recommending an additional security software program called ISE that would put in place for additional hacking safeguards, etc. The cost for this program is \$5.00 per computer per month.

Park and Recreation: Council member McLaughlin plans to proceed with the grant application for the concession stand at the Sports Park using estimated figures for the budget. If the application is not funded for this reason, she will try again in the spring.

Street and Sanitation: Public Works Director I Northup reminded the Council of the watermain break in the 1200 block of South Main Street. This created some ripples in the highway in the new asphalt. Public Works Director I Northup; Public Works Director II Gilliland; Council member Bender; Council member Schultz; Mayor Glandon and Matt Walker with French-Reneker-Associates met with Steve Leonard, Vice President with Norris Asphalt; an inspector with the Iowa Department of Transportation and a Resident Engineer with the Iowa Department of Transportation in Mt. Pleasant. They identified the parts of the road that are bad, and they are going to get some prices together involving milling and resurfacing versus tearing out everything. The pricing and information will be e-mailed by the end of next week. There will be more meetings once this information is provided.

Northup stated that the City is looking to replace the watermain from the 1200 block of South Main Street north to the Sigourney Fire Station. This is a project that has been on a list to get done but will now be moved to a higher priority. There are a couple of ways to do this. City Clerk Alderson reminded the Council that in 2016 an LMI survey was done throughout the City to be eligible to apply for Community Development Block Grants. The City barely qualified. Conducting the survey is a lot of work and next time we may not qualify to apply for funds. The 2016 survey was done to qualify for a grant to help offset the costs of the sewer upgrades. It has been suggested that the City apply for another grant for water to help finance this watermain project and other projects while we are still eligible. All the projects will need to be done eventually. If the money is borrowed, the project can be done at one time, otherwise the City will use the water surcharge funds and do the project over a couple years.

Water and Wastewater: Public Works Director I Northup stated the installers for the new water meters started on Monday. They should have installed around 230 to 250 meters by the end of this week. So far this is going smoothly.

Public Input: City Clerk Alderson stated the Christmas Committee has been meeting. They are a larger group and Staci White is managing the group. They have approximately \$2,500.00 in their fund and would like to purchase a candy cane arch to put some place on the square for this season at a cost of \$400.00.

Richard Huffman stated the Boy Scouts were present to earn a merit badge. The scouts each introduced themselves.

The meeting was adjourned by acclamation at 6:34 p.m.

Douglas L. Glandon, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk