

CITY OF SIGOURNEY, IOWA

MINUTES OF REGULAR CITY COUNCIL MEETING OF WEDNESDAY, APRIL 5, 2023

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, April 5, 2023, with Mayor Morlan presiding and the following Council members answering roll call: McLaughlin, Iosbaker, Tish, Clark and Conrad. Others present were: Jerry Wohler; Rodger Aller; Casey Jarmes, Sigourney News Review; Rebecca Applegate; Don Northup, Director of Public Works I; and Angie Alderson, City Clerk.

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

Council member Clark moved, seconded by Council member Tish, to approve the following items on the Consent Agenda: minutes of the regular Council meeting of March 15, 2023; Council Accounts Payable Claims in the amount of \$33,686.57; Library Accounts Payable Claims in the amount of \$4,247.55; City Clerk reports for February 2023; payroll expenses, miscellaneous expenses, ACH and monthly transfers for February 2023; Douglas A. Glandon to attend the Nuisance Abatement Conference sponsored by the Iowa League of Cities on Wednesday, May 10, 2023 in Newton at a cost of \$75.00; Mayor Proclamation for Sexual Assault Awareness Month; community betterment projects; credit card report; and the time and place for the April 19, 2023 regular Council meeting will be at 6:00 p.m. at City Hall. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

Public Hearings: Mayor Morlan stated it was the time and place for the public hearing on the proposed budget estimate for Fiscal Year July 1, 2023 – June 30, 2024. Council member McLaughlin moved, seconded by Council member Iosbaker, to open the public hearing on the proposed budget estimate for Fiscal Year July 1, 2023 – June 30, 2024. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved and the public hearing was opened at 6:03 p.m.

Mayor Morlan stated the proposed tax asking is \$16.80661 per \$1,000 of taxable valuation on regular property. The agricultural tax asking would remain the same at \$3.00375 per \$1,000.00 taxable valuation of Ag Land property. Mayor Morlan asked if anyone had any questions. He then asked the City Clerk if she had received any comments or objections and City Clerk Alderson replied no. Mayor Morlan stated the proposed city budget for fiscal year ending June 30, 2024 was published according to law on March 22, 2023. Mayor Morlan asked again if anyone had any questions or comments and hearing none asked for a motion to close the public hearing.

Council member Conrad moved, seconded by Council member Clark, to close the public hearing on the proposed budget estimate for Fiscal Year July 1, 2023 – June 30, 2024. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved and the public hearing was closed at 6:05 p.m.

Council member Conrad moved, seconded by Council member Tish, to approve Resolution No. 2023-04-01 to adopt the City Budget for Fiscal Year July 1, 2023 – June 30, 2024. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

Additional City Business: Council member Clark moved, seconded by Council member McLaughlin, to approve the probationary completion for Douglas A. Glandon. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

Council member Conrad moved, seconded by Council member Clark, to hold at public hearing on the proposed adoption of an ordinance granting to ITC Midwest LLC, a wholly owned subsidiary of ITC Holdings Corp., a 25-year non-exclusive electric transmission franchise on April 19th, 2023 at 6:00 p.m. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

City Clerk Alderson stated she had given the Council a list of tentative activities from a meeting held the previous Wednesday evening. The July 4th Committee is looking for a DJ for Saturday evening to play for the kids' activities. There is band being considered for Monday, July 3rd, but have not received any current information. The meeting was very successful.

Rodger Aller reported a meeting had been held regarding the Façade project last week. This included the architect, contractor and building owners. They reviewed the punch list, went up on the roof and looked at things. Mr. Aller believes that a lot of things were narrowed down to a positive punch list and as soon as the contractor finished those items, he believes we can consider it being completed. The handrail has been polished out. It just needs a little touch

up. At the Upper Story (103 South Jefferson Street) project the cabinets are being set. A couple windows have been installed. There are seventeen working days left. The service for the electricity or gas is not done. The contractor has not tied into the water meter yet as far as Mr. Aller is aware of. Mayor Morlan stated he has a list from the walk through on March 23rd pointing out things that are not finished yet and things the contractor needs to do or touch up. He will be sending this off to the architect and the general contractor. At the bottom of the notes Mr. Morlan added that it is very important to get this done as there are building owners that want to finish their upper-level apartments and they cannot do this until the Façade project is finished. There is a commercial space that is waiting to be renovated once the Façade project is completed. Mayor Morlan stated there are not any difficult things left to do, just a lot of little touch up things. Mr. Aller stated that he thinks they are done with the windows at 101 East Marion Street on the inside except for the one that has to be removed and reinstalled. Mr. Aller has not been able to get into the apartments to check this.

Council member Iosbaker moved, seconded by Council member Conrad, to approve the Application and Certificate for Payment No. 6 to R.G. Construction for the Upper Story Project at 103 South Jefferson Street, Sigourney, Iowa. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

Council member Iosbaker reported for SADC (Sigourney Area Development Corporation) is now starting to operate under Keokuk County Economic Development (KCED), so their influence and ability is expanded to work with organizations throughout Keokuk County. The first business mixer was held last week and was well attended by between 15 to 20 people there at one time. There are a couple of new members. Businesses volunteered to host the next three mixers. They are working on a plan based on the work that was previously done on the Child Care Initiative. There is some activity at the Industrial Park as they are getting ready to close a deal. The contractors were given permission to stake out the property and lay out the foundation. We should be able to welcome a new business into the community soon.

Park and Recreation: There was an additional lifeguard added and one lifeguard decided not to work for the City this summer. Council member McLaughlin moved, seconded by Council member Clark, to approve Resolution No. 2023-04-02 re: Pool Personnel for the 2023 Swimming Season. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

There was one application for the Flag Football Director position. Council member McLaughlin moved, seconded by Council member Tish, to approve hiring Alan Sellers as the Flag Football Director for the 2023 Flag Football season. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Iosbaker, to approve the pool handbook for the 2023 pool season. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

Street and Sanitation: Don Northup, Director of Public Works I, stated that Jonathan Utterback passed his CDL the first time. He is doing well and catches on quickly. Council member Clark moved, seconded by Council member Tish, to approve the probationary completion for Jonathan Utterback. Upon the roll being called, the following voted Ayes: Iosbaker, Tish, Clark and Conrad. Nays: None. Abstain: McLaughlin. Motion approved. *(Council member McLaughlin abstained as she is related to Jonathan Utterback.)*

Don Northup, Director of Public Works I, stated the subcontractor hired to do the street patches is finished. Norris moved in this Monday, and they have done ninety-nine percent of all the milling in three days. They have some work to do around manholes. Tomorrow Norris will start asphaltting around the elementary school as school will be out for a few days. They were talking four to six weeks for the entire project, but they are working twelve hours days in the rain. The asphaltting is a little slower process. When the asphalt is laid, they have to broom the street, take an air compressor to clean everything up and lay a "tack" layer (a tar / adhesive). They can only do half the street at a time, then they can go back and lay the final inch and a half on top. There are 60 to 70 handicap sidewalks that will need to be done as well. Mayor Morlan stated Norris was good to work with to get the work around the school done without interfering with the traffic there.

Don Northup, Director of Public Works I, explained that on East and Marion Streets there is a storm sewer intake in the radius where Norris was going to mill and relay. The storm sewer box had collapsed, but the problem was the road and the storm sewer box had been poured as one time back in 1979 when the roads were done. Norris would have had to bust the road up and left, then the City would have had to get one of the local contractors to go in and fix the box, then Norris would have had to come back to finish. What they charged to do this was not out of line. Everything was done right, and the storm sewer box is now separate from the street. Council member McLaughlin moved, seconded by Council member Clark, to approve Change Order No. 2 with Norris Asphalt Paving Co., LC for Proposed Street

Improvements – HMA Surfacing – Sigourney, IA (21-144). Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

TK, the subcontractor, has completed the patches for the street project. Council member Clark moved, seconded by Council member Conrad, to approve Pay Estimate No. 1 for Norris Asphalt Paving Co., LC for the Proposed Street Improvements – HMA Surfacing – Sigourney, IA (21-144). Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

Water and Wastewater: Don Northup, Director of Public Works I, stated that every year the City has to do a Consumer Confidence Report (water quality). It is from the Department of Natural Resources and encompasses an entire year of testing and all the monitoring that is done. The report lists any violations, etc. The City does not have any violations and is under our limits. Council member McLaughlin moved, seconded by Council member Conrad, to approve the 2022 Water Quality Report (Consumer Confidence Report). Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

There is an issue with Davis Bacon wages on the Sewer project. It is recommended that the City wait to pay out any of the retainage until this is resolved. This should be done soon. City Clerk Alderson reminded the Council a couple of months ago, the Council had discussed paying out approximately half of the retainage, but a pay estimate did not arrive at that time. There is still a list of items to be done. Council member Iosbaker moved, seconded by Council member McLaughlin, to not approve Pay Estimate No. 22 to Boomerang Corp. for Proposed Wastewater Treatment Plant Improvements – CDBG #19-WS-009 – Sigourney, IA – SRF #CS192087001. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

City Clerk: Mayor Morlan asked Beckie Appleget to stand up. He introduced Rebecca Appleget to the Council stating the Human Resources Committee has approved her to be hired as the Office Assistant / being educated toward and being moved up to City Clerk. Council member Conrad stated there were some really good candidates for this Assistant Clerk position and some people were maybe overqualified for this position. The wage range for the Assistant is \$12.00 to \$18.11 and other than not knowing what she is going to be asked to do every day, Beckie has the skills to do the work. The Human Resources Committee came up with the \$17.00 when she is hired and going to whatever the cap is when she completes her probation. If the probation is completed after July 1st, it will be whatever the adjusted July 1st rate will be. Council member Conrad stated that Beckie is eager to start and is willing to take a cut in pay and benefits. Beckie has asked for a week of vacation which the City does not offer and because she is qualified the Committee breached the signing bonus and would like to offer one week of pay that she can take now, and this would be in exchange for having a week later. This was rounded to \$725.00. Council member Conrad stated that Beckie is aware that she is being hired as Assistant only because there is nothing else that can be done at this time. When Angie retires this becomes another process. The City Clerk position would have to be opened up to everyone posted and a decision would be made at that point in time. In the meantime, Beckie will get an opportunity to get a lot of training and experience to see if this is something she is going to want to do. Council member McLaughlin stated that she and Council member Conrad totally agree that Beckie is their first choice for this position, but they do have a difference on the sign on bonus only because it is not in the City's handbook. She thought the Council should weigh in on this decision as this is not something the City has ever offered before and whether a precedent is being set for down the road. A sign-on bonus is currently being offered in the advertising for the Police Chief position. Council member McLaughlin stated that is being done so the City can be competitive in hiring a Police Chief. Council member McLaughlin reminded the Council that the City just hired another employee, and this was not offered. Mayor Morlan stated that the Human Resources Committee really liked Beckie and she is overqualified. She is also taking a cut in pay to take this position, but she is excited about being City Clerk in approximately one year – potentially. Council member Clark stated that he is not against the sign on bonus even though that is something that the City has not done in the past. If it is taken case by case to get good candidates in the City, he does not think this is out of line. Council member Iosbaker stated he thinks this being done for key positions is worthwhile. He agrees that this is not something that should be adopted as policy. Council member Tish stated she thinks every position is a key position and she really appreciates having every single employee and none of them should be taken lightly. Mayor Morlan asked about a one-year contract that was discussed. Council member Conrad explained that the contract would state that if the employee left before one year, the sign on bonus would have to be paid back. Council member Tish asked Beckie if she was going to take a week of vacation. Beckie stated that she is giving up four weeks of vacation and yes, she does plan to take a vacation. Council member Iosbaker moved, seconded by Council member Conrad, to approve hiring Beckie Appleget as the Office Assistant at \$17.00 per hour for a sixty-day probationary period and after successful completion she will be at the top rate pay for the Assistant Clerk and a sign on bonus of \$725.00. Upon the roll being called the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

Public Input: Jerry Wohler stated that he had a check from Kiwanis to go toward the July 4th festivities in whatever way the Council deems necessary. This comes out of Kiwanis funds that are raised for the community and has nothing to do with the Pavilion project as that is completely separate.

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A Public Safety Committee was tentatively set for Thursday, April 6, 2023 at 4:00 p.m.

Council member McLaughlin moved, seconded by Council member Iosbaker, to adjourn the meeting. Upon the roll being called, the following voted Ayes: McLaughlin, Iosbaker, Tish, Clark and Conrad. Nays: None. Motion approved.

The meeting was adjourned at 6:51 p.m.

Jimmy Morlan, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk