

CITY OF SIGOURNEY, IOWA
MINUTES OF REGULAR CITY COUNCIL MEETING OF
WEDNESDAY, DECEMBER 6, 2023

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, December 6, 2023, with Mayor Morlan presiding and the following Council members answering roll call: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Others present were: Randy Schultz; Steve Shettler; Casey Jarmes, Sigourney News Review; Jerry Wohler; Rich Fortney; Don Northup, Director of Public Works I; Kris Metcalf, Police Chief; Beckie Applegate, Office Assistant; and Angie Alderson, City Clerk.

The meeting was called to order at 6:00 p.m. Council member McLaughlin moved, seconded by Council member Lentz, to approve the tentative agenda with the deletion of items 4-11 and 4-12. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

There was an error on one of the claims increasing the Council claims by approximately \$67.00. Council member Iosbaker moved, seconded by Council member Clark, to approve the following items on the Consent Agenda: Minutes of the Regular Council Meeting of November 15, 2023; Council Accounts Payable Claims in the amount of \$33,285.66; Library Accounts Payable Claims in the amount of \$5,444.09; City Clerk Reports for July 2023; payroll expenses, miscellaneous expenses, ACH and monthly transfers for July 2023; Tax Exemption Application for Ronald L. and Linda Greeson at 515 South Stone Street (Resolution No. 2023-12-01); Liquor License Application for Cobb Oil Co., Inc. (DBA: Sigourney BP) at 805 East Jackson Street, Sigourney, Iowa for Class B Retail Alcohol License; Resolution No. 2023-12-02 re: Temporary Closing of Downtown Streets during the Annual Christmas Festival activities; Resolution No. 2023-12-03 re: Appointment of a City Representative and Alternate to the Keokuk County Community Endowment Foundation; Community Betterment Projects: \$500.00 for plants in the planters around the square and \$2,000.00 for light changes, projector and installation; credit card report; and the time and place for the December 20, 2023 regular Council meeting is 6:00 p.m. at City Hall. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Additional City Business: Mayor Morlan reviewed the property at Legion Park that was given to the City by the American Legion in the 1920s. Mayor Morlan has met with the American Legion and explained the circumstances and the American Legion was good with everything. Mayor Morlan stated that Cody and Chelsea Branstad were interested in this property to square up their property. Council member Iosbaker moved, seconded by Council member Conrad, to approve disposal of the lot legally described as "That part of Lot one of the North One-half of the Southwest Quarter of the Northwest Quarter 2-75-12 described as: Beginning at the Northwest Corner of the Southeast Quarter of the Northwest Quarter of Section 2, Township Seventy-five North, Range Twelve West of the Fifth P.M., thence South 00°34'00" E 33.00 feet, thence South 89°59'40" W 385.59 feet measured (374.22 feet recorded as 5.67 chains) to the Northwest Corner of Lot Two of the North one-half of the Southwest Quarter of the Northwest Quarter, thence North 00°04'00"W 33 feet to the south line of Lot 1B of Lot Two of said Northwest Quarter of the Northwest Quarter, thence East along the south line of Lot 1B of Lot Two and Lot One of the Northwest Quarter of the Northwest Quarter 2-75-12 to the place of beginning.". Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson explained the Letters of Engagement for the two TIF projects. The Prairie View TIF (Sigourney Urban Renewal Plan) needs to be terminated as well as repealing the ordinance. Council member Lentz moved, seconded by Council member Conrad, to approve the Engagement Letter with Ahlers Cooney Attorneys for the termination of the Sigourney Urban Renewal Plan (*Prairie View TIF*). Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson reviewed a resolution to terminate the Sigourney Urban Renewal Plan (*Prairie View TIF*). Council member McLaughlin moved, seconded by Council member Iosbaker, to approve Resolution No. 2023-12-04 Terminating the Sigourney Urban Renewal Plan for the Sigourney Urban Renewal Plan Area and Ending the Sigourney Urban Renewal Area. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson stated this ordinance is to repeal the ordinance in place that allows the (*Prairie View*) TIF district. This project has sunset and the ordinance needs to be repealed so it is no longer in effect. Council member Lentz moved, seconded by Council member Conrad, to approve the first reading of Ordinance 7-7A Repealing Ordinance No. 7-6-0 Providing for the Division of Taxes Levied on Taxable Property in the Sigourney Urban Renewal Plan Area, in the City of Sigourney, Iowa, Pursuant to Section 403-19 of the Code of Iowa. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Lentz, to waive the second reading and the third reading of the Ordinance Repealing Ordinance No. 7-6-0. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson explained the letter of engagement for the Northeast Urban Renewal Plan (*Belva Deer TIF*). This is setting the process in motion to later terminate the plan and repeal the ordinance. There is a little bit of money left and the City needs to decide what to do with this. Once it is spent the process can continue forward. Council member Iosbaker moved, seconded by Council member Lentz, to approve the Engagement Letter with Ahlers Cooney Attorneys for Amendment No. 1 to the Northeast Urban Renewal Plan and Termination of the Northeast Urban Renewal Plan (*Belva Deer TIF*). Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

The Council discussed the snow removal bid from Brady Clark. The bid was for \$45.00 per location each time snow is removed. These properties include Memorial Hall (north and east sides and the stairs), City Hall (east and south sides), East Walnut Street Shop (west and south sides) and Town Square Park (west and north sides). Council member McLaughlin moved, seconded by Council member Iosbaker, to approve awarding the snow removal bid to Brady Clark for \$45.00 at each location. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Abstain: Clark. Motion approved. (*Council member Clark abstained as Brady Clark is his son.*)

City Clerk Alderson stated that the Visitor's Guide will now be every year. Last year the City placed a full-page ad in the guide costing \$650.00. The Council discussed changing the verbiage and the pictures. City Clerk Alderson explained the Council would get to view the ad once it is set up. Council member Tish stated that in her opinion that with the price increasing and going annual, that maybe the size should be changed. Council member Clark moved, seconded by Council member McLaughlin, to approve placing an ad in the 2024 Keokuk County Visitor's Guide in a half page slot. Upon the roll being called, the following voted Ayes: Clark, McLaughlin, Iosbaker, Lentz and Tish. Nays: Conrad. Motion approved. (*Council member Conrad stated he voted no as he would like to continue with the full page ad.*)

Mayor Morlan stated there is not a Grant Observer report.

Mayor Morlan stated Change Order 117 #19A is for the door between 117 and 119 East Marion Street. There were some questions about the door as what is there now does not meet fire codes. The two owners have approved this and R.G. Construction has approved. There will not be any costs to change this door. Council member Conrad moved, seconded by Council member Iosbaker, to approve Change Order 117 #19A for 117 East Marion Street for the Sigourney Façade Phase I project. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Mayor Morlan reminded the Council they had discussed substantial completion at the last meeting. Mayor Morlan stated that he has looked over the documents and actually substantial completion does not mean totally complete. It means that all items are in and that is when the one-year warranty starts. Mayor Morlan stated on almost all of this the February date is correct. Mayor Morlan has talked with the architect and requested two items be an addendum to be dated September 5, 2023. Those two items are the roof, gutters and downspouts on the back of buildings 109, 113 and 117. They had to be rearranged as they were not working well and were causing leaks into the building. The contractor redid the eaves and downspouts on those. Mayor Morlan stated that he requested the change to September 5th due to the lack of rain and we don't know if the leakage problem is solved. The other item is in 101, there is one window askew and the contractors could not get it square. They removed the window and did some trimming and reinstalled the window. Mayor Morlan requested a September 5th date to make sure there are not any issues. The work that has been done, he believes is complete and that was part of the manufacturer warranty. Council member Iosbaker reiterated that other than these two items the warranty on everything else than what was mentioned will expire in February. Mayor Morlan stated he went back through his notes and all the other items were in place with some adjustments being made, but nothing major. Mayor Morlan stated this is something we need to approve so we can move on with this project. In his estimation, with the two addendum items this should take care of it. Council member Tish asked if R.G. Construction has agreed to this and if the City has the paperwork. Mayor Morlan stated yes to both. Council member Iosbaker asked that if the Council approves this, could hard completion dates be put on the remaining items. Mayor Morlan stated that yes, but the two items he requested the addendum for have been completed, but he wanted a one-year warranty from the time they did it – not from February. Council member Lentz moved, seconded by Council member Tish, to approve the Certificate of Substantial Completion for the Sigourney Façade Phase I Project with the added addendums. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Council member Iosbaker, Keokuk County Economic Development, stated this is a quiet it time. The Christmas festivities are being worked on as well as year end processing. The membership drive will be coming up soon. Work continues on the Child-Care Initiative, they are still very open to working with the City on combining efforts if there is a Community Center that is created. In the interim a building has been identified in Sigourney that could be used between now and then. They are trying to get a full financial model put together.

Park and Recreation: Council member McLaughlin stated there was one application received for the soccer director position from Lara Davis. She has been working with last year's soccer director, Christie Iosbaker. Council member McLaughlin moved, seconded by Council member Iosbaker, to approve Lara Davis for the soccer director for the 2024 season. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

A Park and Recreation Committee meeting was set for Thursday, December 14th at 4:30 p.m.

Street and Sanitation: Council member McLaughlin moved, seconded by Council member Conrad, to approve Resolution No. 2023-12-05 re: Resolution to Authorize Final Acceptance of Street Improvements – HMA Resurfacing – Sigourney, Iowa (21-144). Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Council member Conrad moved, seconded by Council member Clark, to approve Pay Estimate No. 6 – Final Quantities for Proposed Street Improvements – HMA Resurfacing – Sigourney, Iowa (21-144). Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Conrad, to approve Pay Estimate No. 7 – Retainage for Proposed Street Improvements – HMA Resurfacing – Sigourney, Iowa (21-144). Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

A Street and Sanitation Committee meeting was set for Wednesday, December 13th at 5:30 p.m.

Public Safety: A Public Safety Committee meeting was set for Monday, December 11th at 5:00 p.m.

City Clerk: City Clerk Alderson presented the Annual Financial Report for Fiscal Year 2023. She stated the report was due December 1st. It has been timely submitted and printed in the newspaper as required. All the City's money has to be accounted for and put into this report including debt, etc. City Clerk Alderson reviewed the report and answered any questions. Council member Conrad reviewed some of the numbers as well and talked about borrowing money and the effect that has.

Public Input: Council member Tish asked if there was an update on Public Safety Committee and police applications. Chief Police Metcalf answered that three certified officers have applied as well as two non-certified.

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

The meeting was adjourned at 6:42 p.m.

Jimmy Morlan, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk