

CITY OF SIGOURNEY, IOWA
MINUTES OF REGULAR CITY COUNCIL MEETING OF
WEDNESDAY, DECEMBER 7, 2022

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, December 7, 2022, with Mayor Morlan presiding and the following Council members answering roll call: Clark, McLaughlin, Iosbaker, Lentz and Tish. Conrad arrived at 6:04 p.m. Others present were: Richard Fortney; Rodger Aller; Casey James, Sigourney News Review; Brent Gilliland, Director of Public Works II; 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. Upon the roll being called, the following voted Ayes: Clark, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Iosbaker, to approve the following items on the Consent Agenda: minutes from the regular Council meeting of November 16, 2022; Council accounts payable claims in the amount of \$31,937.46; Library accounts payable claims in the amount of \$5,867.90; Resolution No. 2022-12-01 re: Temporary Closing of Downtown Streets during the Annual Christmas Festival Activities; dispensing to SADC the Christmas funds from the Restricted Gifts Fund; blood drive dates as provided by Impact Life; credit card report; and the time and place for the December 21, 2022 regular Council meeting will be at 6:00 p.m. at City Hall. Upon the roll being called, the following voted Ayes: Clark, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Council member Conrad arrived at 6:04 p.m.

Additional City Business: City Clerk Alderson stated the City has advertised for snow removal bids twice and there have been no responses. Council member Clark had said his son, Brady, could do this if needed. Council member Clark has purchased all the necessary insurance. City Clerk Alderson talked with City Attorney, John Wehr, regarding the City having a contract with a sixteen-year-old. Mr. Wehr stated as this is a contract with a sixteen-year-old, should he decide to quit, there is nothing the City can do to hold him to the contract because of his age. Council member Lentz moved, seconded by Council member Tish, to award a snow removal contract to Brady Clark per his bid. 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 reminded the Council that at the last Council meeting more information was requested before the gWorks invoice was paid. City Clerk Alderson contacted gWorks and there were two conclusions as to what may have happened. The total bill does line up with charges. When the sales representative was asked what the total invoice for next year (*calendar year 2023*) would be, knowing there will be an increase, but to include all the current modules and the new modules, there are concerns that it was not accurate. The second thought is when the costs were figured the City had also purchased the new payroll module (*HR Hub*) and there is the thought that the current module may be more expensive than the new module. *(The new payroll module is now scheduled for release next spring.)* There are other companies that offer financial software, but it would not be possible to have this in place by January 1st and that is when our gWorks accounts will be locked. Council member Iosbaker stated that it will still be financially favorable once everything is up and going and we do not have to send out every bill each month. City Clerk Alderson reviewed the quotes and what the current charges are, and they do line up. Council member Tish asked about the possibility of looking at other companies during the next year. Council member Iosbaker suggested that asking for concessions on future business since the quote is possibly inaccurate and that is what the decisions were based on, would not be out of line. Council member Tish moved, seconded by Council member Conrad, to approve the gWorks annual invoice. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson stated the Council asked for more information on the products and services contract with gWorks regarding changing to gWorks as the payment processor. City Clerk Alderson reviewed the fees that gWorks would charge versus what the City is currently paying to Forte. gWorks was offering a \$500.00 credit to the City for signing up by December 2nd and they have extended that offer until December 9th. We did ask if the City had to switch to gWorks as the payment processor and were told that yes, this would happen sometime within the next six months to one year. Council member Iosbaker moved, seconded by Council member Conrad, to approve the gWorks Payment and Products and Services Contract. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Rodger Aller reported on the status of the Façade Project. Mr. Aller stated that nothing has been done on this project since November 3rd, other than the sign for Misty White's building that was delivered to City Hall. Mayor Morlan stated that they did some caulking on one of the windows on the 101 East Marion Street building (*Main Street side*). The architect has the punch list and has passed it on to the contractor. There are still a couple items that need to be finalized. There are some issues on the roof and a couple of other things that were put as an addendum to the punch list.

Mr. Aller stated for the Upper Story Project at 103 South Jefferson Street the demolition is about ninety-five percent completed. There are some closets and stuff that have to be stripped and cleaned up. The framing is probably around ninety percent done. There are still some issues that need to be brought up. There were supposed to be mechanical people there for the last two weeks plus this week and there has not been anyone there. So that puts them about three weeks behind schedule. There is a small leak in the stairwell, but he believes Larry (*Dietrich*) has touched that up but will not know for sure until it rains again. They are supposed to be insulating Monday, but there is not any wiring done, so insulating cannot be done. Mayor Morlan stated that there are some holes that need to be filled as well. Mr. Aller understands the furnace person was there measuring. The Council discussed the end date for the project and what happens if the project is not finished.

The Council discussed the pay estimate. It is for the guard rail, which we do not think has been installed. Council member Isobaker asked about the payment schedule and whether this could be tabled until the next Council meeting. Council member Isobaker moved, seconded by Council member Clark, to table the Application and Certificate for Payment No. 12 to R.G. Construction for Sigourney CDBG Façade Improvement Phase I Project until the next Council meeting. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Isobaker, Lentz and Tish. Nays: None. Motion approved.

Mr. Aller stated that one of the employees worked over the weekend to have things ready for the electrician. Council member Isobaker moved, seconded by Council member Conrad, to approve Application and Certificate for Payment No. 3 to R.G. Construction for Sigourney CDBG Upper-Level Apartment at 103 South Jefferson Street. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Isobaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson stated that there had been concerns regarding the Agreement for Architectural Services with Curtis Architecture & Design P.C. for the Upper Story Grant at 103 South Jefferson Street. City Clerk Alderson stated one of the items of concern was by the City hiring their own observer that absolves the architect of that responsibility. After talking with John Wehr, it is understood that this is standard language. There was discussion of how often the architect would be here before he approves pay requests and if something goes wrong does this remove any protections the City might need? Council member Isobaker is not comfortable with this, but what are the options. Council member Isobaker is asking if the City is prepared to do our own review before the pay requests are approved. Rod Curtis, Curtis Architectural & Design P.C., has asked if the City would be comfortable with, he and Rodger Aller conversing about the project. The Council was good with this. The Council reviewed the rest of John Wehr's letter. Council member Isobaker moved, seconded by Council member Conrad, to approve the contract with Curtis Architecture & Design P.C. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Isobaker, Lentz and Tish. Nays: None. Motion approved.

Council member Isobaker reported for SADC the final planning is underway for the Christmas lighting ceremony, which is this Saturday. The briefing for the childcare market in Keokuk County is done and they are expecting a report next week. The progress on the website is moving forward quite well and the student has an administrative interface up and working. They are entering data into the website. The yearend work is underway. They are changing their bookkeeping software and are preparing to make those changes. SADC has been successful with memberships this year.

Park and Recreation: There was one letter of interest for the soccer director position. Council member McLaughlin moved, seconded by Council member Conrad, to approve awarding the contract for a joint Soccer Director position to Christie Isobaker and Tim Schneider. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Lentz and Tish. Nays: None. Abstain: Isobaker. Motion approved. (*Council member Isobaker abstained as Christie Isobaker is his wife.*)

The Park and Recreation Committee discussed meeting after the first of the year to discuss helping pay for the lifeguard certifications. Council member McLaughlin moved, seconded by Council member Conrad, to approve

the display ad for pool personnel for the summer of 2023. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Street and Sanitation: Council member Iosbaker stated there are five applications for the Street and Sanitation position and interviews will need to be set up. Another topic that will need to be discussed is if the candidate does not have a CDL it could cost up to \$1,200.00 for a two-day class for someone to attain this plus travel expenses. It will need to be decided whether the City is willing to pay none, some or all of that. If the City does decide to pay this, would the new employee need to sign a contract that states they will stay with the City for a certain amount of time, so the City is ensured to get the cost back. The ad stated the employee would need to obtain their CDL within ninety days. Council member McLaughlin stated she thought it was always a good idea to have a contract if the employer has an investment. The Council discussed the options for the schooling. City Clerk Alderson stated there is a grant available, but there are some stipulations that may eliminate the City. The Council discussed the contract would state they had to repay all or a portion of the costs depending on when they left the City. The only changes made to the job description were the date and to whom the employee would report. Council member Iosbaker moved, seconded by Council member Tish, to approve the Street and Sanitation Employee – II job description. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Council member Tish stated she was in favor of a two-year contract. It was more of a commitment and hopefully there would be less turnover.

Street and Sanitation Committee meetings were set for Wednesday, December 14th and Thursday, December 15th. The interviews would be 4:00 p.m. and 4:45 p.m. on the 14th and 6:00 p.m., 6:45 p.m. and 7:30 p.m. on the 15th.

Public Safety: Council member Clark stated that Pie with Keokuk County Conservation came to City Hall last week and inquired about what the City was going to do with 2016 Police vehicle sitting in storage. Council member Clark called Pie and was told that he is trying to move toward getting computers in their patrol vehicles out at the park. They currently have two vehicles and are looking at purchasing a third vehicle. Council member Clark went to Helmuth Ford and spoke with a salesperson and the value of the vehicle is at \$19,900.00. There is approximately 60,000.00 miles on it. The Public Safety Committee was intending to strip all the equipment out of it and then have the Code Enforcer use it for their daily duties. That would cost the City to have someone strip all the equipment out of it and then we have equipment sitting around. He suspects that every few years the design of the vehicles is changed, and the old equipment does not fit into the new vehicles. There is good chance that the City will have equipment we cannot utilize. Pie is interested in the vehicle with everything in it. To Council member Clark's knowledge everything works. Council member Clark is not sure how old the equipment is. Pie inquired about a price and Council member Clark stated \$25,000.00 with Council approval. The Police Department was in a rotation of purchasing a new vehicle every three to four years and this vehicle is six years old. When the Police Department is up and running again, a new vehicle will most likely be purchased. That would make the 2019 Police vehicle the backup. There is approximately \$68,000.00 set aside in the Replacement Fund for a police vehicle. Council member Clark stated the vehicle has a good value on it now and the City would probably not get a trade-in value of \$20,000.00 when the time came to trade the vehicle in. He thinks it would be a good decision to sell the vehicle and then use some of the money to purchase another vehicle for the Code Enforcement vehicle and if any is left put that back into the Replacement Fund for a Police vehicle. Having a different vehicle for the Code Enforcement would be more economical. Council member Clark moved, seconded by Council member Iosbaker, to approve proceeding with selling the 2016 Police vehicle as is. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker and Lentz. Nays: Tish. Motion approved.

City Clerk: City Clerk Alderson explained how the credentials/security worked for each of the office staff at MidWestOne Bank. As we are in the process of training Ashley Fry in payroll, City Clerk Alderson would like to increase Ashley's credentials to allow her to process the payroll through the bank. Council member McLaughlin moved, seconded by Council member Lentz, to approve to change Ashley Fry's credentials to the same level as Sherrie Casper's. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Public Input: Mayor Morlan stated that he is the Commander of the American Legion which meets at the same time as two of the Area 15 RPC committees. Mayor Morlan explained how the two committees worked and when they met, and he is looking for a volunteer to take his place. As the meetings are in Ottumwa, Council member Conrad volunteered to do this if no one else wanted to.

Mayor Morlan asked for a motion to close the Council meeting. 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 7:13 p.m.

Jimmy Morlan, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk