

CITY OF SIGOURNEY, IOWA
MINUTES OF REGULAR CITY COUNCIL MEETING OF
WEDNESDAY, FEBRUARY 2, 2022

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, February 2, 2022, with Mayor Morlan presiding and the following Council members answering roll call: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Others present were: Kevin Hatfield, Sigourney Community School District; Jerry Wohler and Stuart Grossman, Representatives for Sigourney Kiwanis; Meredith Holm; Mark Caster; Don Northup, Director of Public Works I; Richard Fortney, Police Officer; 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: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Council member Conrad moved, seconded by Council member McLaughlin, to approve the following items on the Consent Agenda: minutes of January 19, 2022 Council meeting; Council accounts payable claims in the amount of \$50,933.72; Community Betterment Project for laptops, software and accessories in the amount of \$17,000.00; credit card report; and the time and place for the February 16, 2022 regular Council meeting will be at 6:00 p.m. at City Hall. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Tish, to approve Resolution No. 2022-02-01 re: Tax Exemption Application for Casey and Amber Thompson at 300 Williamson Street. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Public Hearing(s):

Mayor Morlan stated it was the time for the public hearing on the proposed property tax levy for fiscal year ending June 30, 2023. Council member Conrad moved, seconded by Council member Clark, to open the public hearing on the proposed property tax levy for fiscal year July 1, 2022 – June 30, 2023. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved and the public hearing opened at 6:03 p.m.

Mayor Morlan stated the proposed maximum tax levy for fiscal year ending June 30, 2023 budget was published according to law on January 19, 2022. Mayor Morlan asked if the City Clerk had received any written objections. City Clerk Alderson stated she had not.

Council member Conrad clarified the proposed maximum tax levy is not the total tax asking. The State of Iowa requires that before the budgets are approved the City must show the taxing base what will be done for certain areas. The proposed maximum tax levy includes everything but Memorial Hall and Debt Service. If the rates are set lower, that is the maximum you can set when you adopt the budget. It has been the City's practice to say we are going to tax at the maximum as that is close to what the City has been doing as a forewarning, but Council member Conrad wanted to make sure that when the proposed maximum tax levy says 10.42 that is not what the rate is going to be. It will be closer to 15 or 16 or somewhere in there. These numbers will be revisited when the budget is done, and the City can do anything up to the maximum.

Mayor Morlan asked if there was any input from the public and as there was none, he asked for a motion to close the public hearing.

Council member McLaughlin moved, seconded by Council member Iosbaker, to close the public hearing on the proposed maximum tax levy for fiscal year ending June 30, 2023. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved and the public hearing was closed at 6:06 p.m.

Council member Conrad moved, seconded by Council member Tish, to approve Resolution No. 2022-02-02 to adopt proposed maximum tax levy for fiscal year July 1, 2022 – June 30, 2023. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Council member Conrad moved, seconded by Council member McLaughlin, to set the date and time for the notice of public hearing on the city budget estimate for fiscal year July 1, 2022 through June 30, 2023 as March 2, 2022 at 6:00 p.m. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Council member Conrad moved, seconded by Council member McLaughlin to open the public hearing on the Proposed Sigourney Downtown Urban Renewal Plan. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved and the public hearing was opened at 6:09 p.m.

Mayor Morlan stated this is the time and place fixed for a public hearing on the matter of the adoption of the proposed Sigourney Downtown Urban Renewal Plan. Mayor Morlan asked for the report of the City Clerk with respect to the consultation held with the affected taxing entities to discuss the proposed Plan. The consultation was duly held as ordered by the Council, and that no written recommendations were received from affected taxing entities. The report of the City Clerk, with respect to the consultation was placed on file for consideration by the Council.

Mayor Morlan further stated the proposed Plan had been approved by the Planning and Zoning Commission as being in conformity with the general plan for development of the City as a whole, as set forth in the minutes of the Commission. The Commission's minutes were placed on file for consideration by the Council.

The Mayor asked the City Clerk whether any written comments had been filed with respect to the proposed Plan, and the City Clerk reported that no written comments thereto had been filed. The Mayor then called for any oral comments to the adoption of the Sigourney Downtown Urban Renewal Plan, and none were made.

Council member Conrad moved, seconded by Council member Clark, to close the public hearing on the Proposed Sigourney Downtown Urban Renewal Plan. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved and the public hearing was closed at 6:12 p.m.

City Clerk Alderson reviewed the area being discussed as a possible urban renewal area. She also explained the TIF dollars would be used to reimburse the City's share of the Façade project which will be approximately twenty-five percent (25%) of project. The second project the TIF dollars would be used for is to reimburse the City for cleanup and possibly build back at the 121 East Marion Street property. The City is currently working on an emergency Catalyst grant to help with these costs as well.

Council member Iosbaker moved, seconded by Council member McLaughlin, to approve Resolution No. 2022-02-03 determining an area of the City to be an economic development and blighted area, and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Sigourney Downtown Urban Renewal Plan. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Mayor Morlan introduced the Title VII Special Ordinances – Chapter 10 – Urban Renewal Ordinance for consideration. This is for the division of revenues under Section 403.19, Code of Iowa, for the Sigourney Downtown Urban Renewal Plan.

City Clerk Alderson explained the Ordinance was for the Sigourney Downtown Urban Renewal Plan and would set the entire area as the TIF District the City would levy taxes from. Council member Conrad

explained the taxes from the improvements on the properties in the TIF District would be what is used to reimburse the City, not the entire taxes. The base for each property would be frozen as for January 1, 2022. The TIF dollars are then placed into the TIF Fund and used to pay debt service. There is not a sunset on this TIF District. Council member Conrad stated that if a new project is approved to make improvements with the TIF District, TIF dollars could be used for this as well. All new projects would have to be approved by the Council. Council member Conrad moved, seconded by Council member Tish, to proceed with the Downtown Urban Renewal Plan Ordinance and to approve this as the first reading of the Ordinance. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Additional City Business: Kevin Hatfield, Sigourney Community School District, introduced himself as the Superintendent shared between Sigourney and Pekin schools. Mr. Hatfield is present to talk about a potential 28E Agreement. His real focus is more with the County Supervisors, but he wanted to make sure the City was aware as well. His past experience included a City's backing with a School Resource Officer. School Resource Officers are highly trained. They have a separate set of curriculum they use with students that dove tails nicely into all kinds of curriculum and guidance for at risk students and in many other areas where a School Resource Officer can be utilized including safety. A School Resource Officer can be a police officer or sheriff's deputy and has highly qualified training and provides a level of support to staff and students. It is important to make sure things in the schools are safe and that the resources are available. The biggest roles of the School Resource Officers are the relationships with the students. The School Resources Officers do not have access to student records, they are there to provide safety and security support. They are often part of curriculum and guidance teams. They provide drug awareness in schools. Mr. Hatfield presented a draft of a typical 28E Agreement between government agencies, and he reviewed the document with the City Council. Mr. Hatfield answered questions from the City Council. He discussed the improvements the school district has made to the security cameras at the schools. The School Resource Officer would divide their time between the high school and the elementary school. Mayor Morlan asked about the sharing of the School Resource Officer with other school districts in the county which could include a 28E Agreement between all entities. Mr. Hatfield explained the funds to pay for the School Resource Officer in part would be by percentage from the counties involved as well as the school. There is special training for a School Resource Officer, and it would be beneficial to have someone hired that is specifically trained to do all the duties in addition to the small portion that is law enforcement. Mayor Morlan thanked Mr. Hatfield for his presentation.

City Clerk Alderson reviewed the information for disposing of the properties at 309 West Elm Street and 308 South East Street. A five hundred (\$500.00) minimum bid has been included in the resolution and public hearing notice. There is an opportunity after the sealed bids are open for the bidders to increase their bids until the Council accepts or rejects the bids. Council member Clark stated there are costs incurred by the City to obtain a property including attorney fees, taxes, etc. This is different for each property. The intent is to get the property back on the tax base. The Public Safety Committee did not think just giving the property away was right, but the City is not out to make money on the property. The Council discussed whether the maximum bid should be higher. The consensus was these are not undeveloped lots, and the bidder will have costs involved to clean up the property. The Council discussed allowing six (6) months to clean the property up. The Council also discussed if disclosing the number of bids that have been turned in is public information. The Council discussed the different ways the information can be posted. Council member McLaughlin moved, seconded by Council member Atwood, to approve Resolution No. 2022-02-04 setting the date and time as March 2nd, 2022 at 6:00 p.m. for the required public hearing purchase to Iowa Code 364.7 re: Possible Disposal of Properties located at 309 West Elm Street and 308 South East Street. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Council member Iosbaker moved, seconded by Council member Tish, to approve the terms as outlined in the Public Notice for sale of properties located at 309 West Elm Street and 308 South East Street allowing six months to meet the contract requirements. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Council member Atwood moved, seconded by Council member Conrad, to approve a display ad for the Sigourney News Review regarding the disposal of properties located at 309 West Elm Street and 308 South East Street and to be placed for three weeks. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Iosbaker, to approve Application and Certificate for Payment No. 3 to R.G. Construction for the Sigourney CDBG Façade Improvement Phase 1 Project. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Jerry Wohler and Stuart Grossman were present to discuss the pavilion the Kiwanis are working on. Mayor Morlan stated that he did not like the first location of the pavilion as he thought it took away too much of the beauty of the courthouse. The second location he does like, but that is up to the Council. Mayor Morlan reminded everyone that this would need to be approved by the Keokuk County Board of Supervisors as well. Stuart Grossman, representing Sigourney Kiwanis, stated in his last progress report he had proposed two (2) possible locations for the pavilion. Both locations are in the southeast quadrant of the square which was in the agreement. The process was to first locate a spot that did not require anything to be moved (benches, etc.) and no trees to be trimmed or taken down. The best spot that met this criterion was in position one. This is along the walkway that goes from the south end of the courthouse. Alternative 2 does require moving the Steinhart memorial bench and there are some concerns around whether the footings in that spot might impact the roots of the trees. As there are mature trees in this area so that was not initially the first choice. Kiwanis do think it would be a good spot as far as how it relates to the street. The easiest spot without moving anything was the first location. Mr. Grossman stated that he feels location one is easier, but that location two is doable. The Steinhart family thought moving the bench would be acceptable. The only remaining question is how much room is left in the tree space without cutting away too many branches. How would that impact the size of the pavilion as Kiwanis thinks this would have to be smaller as there is less room. The same diameter that is the current bandstand would fit in location one. Location two would require something smaller and would require relocating a bench. If the whole Council believes that is a better location, Kiwanis will be happy to explore that further. Mayor Morlan stated there might be a lot of utilities at location one that would have to be moved. Public Works Director 1 Northup stated there is a gas main that runs to the Courthouse where location one is. Mr. Grossman stated the County told Kiwanis they did not know what utilities were out in the southeast quadrant of the square. Kiwanis asked Lonnie Bell to put in an Iowa One Call and Mr. Grossman believes there is a gas line that runs right along the walkway and a telecommunication and everything else run along the other walkway.

Council member Tish asked if Mr. Grossman would explain the project to her as she is new to the Council and is not aware of the project. Mr. Grossman reviewed the process. The Kiwanis came to the Council and County proposing they raise money to build a pavilion. A covered structure on the square to use as a center piece for the events that are on the square, bringing bands in to create more community stuff, Fourth of July, the farmers market entertainment. The County said they are okay with it being built if the City agrees to maintain it once it is built. There was an agreement with the County, City and Kiwanis that the Kiwanis would build it with the County and City approval of what is put up. They wanted something that is maintainable. Each month Kiwanis moves through the design process. In the December progress report there was a look for a pavilion and the design they were considering. Council member Tish asked about the current bandstand. Mr. Grossman stated the Kiwanis asked about the other side of the square expressly because they do not believe the location of the existing structure is conducive to its function. The current bandstand is right on the state highway and with all the remaining streets around the square being closed for events, the Kiwanis did not think this was a good spot especially with kids running around. If that were in a good spot, they would be happy to redo it. They have learned that the condition of the structure cannot be fixed anymore. It would not support a roof, but potentially something could be put around it to put a roof over it. If put in the southeast quadrant, they would be looking at what could be done to maintain that structure, but they did not feel the current bandstand was worth investing in. Council member Conrad stated that when the discussions were held there was a portion of the population that has some attachment to the existing bandstand and do not want it changed or removed. Mr. Grossman stated there was some talk among the citizens regarding the bandstand sharing memories, so they did not include that in their proposals. The Kiwanis believe the southeast quadrant is a better part of the square to put a structure on, so that is what

they are pursuing and that is the agreement that was agreed upon with the County and City. The location of the pavilion had not been determined at the time the agreement was signed. Mr. Grossman reviewed the process Kiwanis went through for a location. The existing bandstand is twenty-eight (28) feet in diameter and that is what they are trying to reproduce. At location two the pavilion would be a little bit narrower (twenty-four (24) feet) so they will not get into the trees too much. They are thinking they can still go twenty-eight (28) feet north and south. They do not want to go a lot smaller than that so there is room for a band, etc. to set up. There needs to be enough space to hold events. This would be a centralized location that everyone knows to go to. The City will own the pavilion once it is complete. Mr. Grossman stated that he believes either location will meet their need and desire. Location one is the simplest one as nothing needs to be moved and it would be bigger. Location two has a better relationship to the street. Mayor Morlan stated he had paced off location two. If you go by the umbrella of the top of the tree, it is said the root system is that diameter. It would not affect either the north or south tree. Using twenty-four (24) feet it should be fairly good going to the west. Mr. Wohler stated he had checked on this as well and felt that was as big as they could go, but a lot smaller than that would not benefit all the projects. Council member Clark stated that he liked location 1 as people could stand in the courtyard and not the street. Council member Tish stated there is a business in town that host a lot of events, and this would be close to her. Council member Iosbaker thought it would be used more if it were in location one. Council member Clark moved, seconded by Council member Iosbaker, to approve location one for the placement of the pavilion and location two if preferred by the Keokuk County Board of Supervisors. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Iosbaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Mr. Grossman reviewed the materials that could be used to make sure everything is as maintenance free as possible. Mr. Wohler stated Kiwanis are using as many local contractors as possible. It will take time to get through all the details.

Street and Sanitation: Director of Public Works I Northup stated that the employees in the Public Works Department are required to have a minimum Class B with Air Brake Endorsement with their Driver's License to be employed at the City. The rules are changing as of February 7th of this year. The Federal Motor Carrier of Safety Association has decided all the states have to be on the same page. There is a new program called Entry Level Driver Training. It is a four (4) week course that has to be taken and passed before a person can go to the courthouse to take the written test. There is a walk around and then go to another facility to drive. Northup has been told this course could cost between \$3,000 to \$7,000. This would allow employees to drive the garbage truck, the 550 loaded and one (1) of the dump trucks to load snow. The current employees are grandfathered in. This would pertain to someone that does not have this already. There are still some unknowns as to where training centers will be. If the City would hire someone that needed the training, the Council could consider doing a contract with the new employee as the Council currently does with the Police Department.

Water and Wastewater: Director of Public Works I Northup stated there is still work being done at the lagoons. They are laying some pipe and a lift station has been tied into the manhole. They will be draining cell one to do some piping hopefully next week if the weather cooperates.

City Clerk Alderson stated there is a duplex that only has one line going to the apartments with one shut off. One tenant paid their bill timely every month, the other tenant did not. Alderson is requesting a deduction in the penalties for the landlord as he was fine with the shutting the tenant's water off, but the City could not without shutting off the other tenant. The City had discussions with the landlord regarding putting in a second shut off. There are new meters out that can be shut off from City Hall. The landlord agreed to put in the new meters and before this could be done, the tenant moved out. With penalties the bill is a little over \$1,000 with not quite \$200 being left from the monthly bills. The Council expressed concerns about other landlords expecting this. Director of Public Works I Northup stated the City currently has six (6) of these meters and are looking into getting more for situations like this and landlords are in favor of this. Council member Clark moved, seconded by Council member Tish, to not forgive any of the penalties on the utility bill at 316 North Stuart Street. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Tish and Clark. Nays: Iosbaker and Atwood. Motion approved.

Public Safety: Council member Clark reported the Public Safety Committee had met and discussed the expired 28E Agreement with the Sheriff's Office. The Sheriff's Department is asking for an increase from \$40.00 per hour to \$55.00 per hour. The Public Safety Committee is asking to see on paper what money is going into the increase. This will lower the number of hours that can be covered per year.

Finance: Council member Conrad explained the City has a policy for making people pay in cash if they had two (2) dishonored checks in a twelve (12) month period. The Finance Committee discussed allowing citizens to be taken off the cash only policy after they had paid their utility bills on time for a year. Council member Conrad stated if the patron put the account in someone else's name for a year, they would still have to meet the criteria outlined before they could put the account (or any account) back in their name. Council member Isobaker moved, seconded by Council member McLaughlin, to approve Resolution No. 2022-02-05 re: Criteria for Cash Only Patrons on Returned Checks for Insufficient Funds and Closed Accounts with the provision to change the language to timely payments. Upon the roll being called, the following voted Ayes: Conrad, McLaughlin, Isobaker, Atwood, Tish and Clark. Nays: None. Motion approved.

Public Input: Council member Tish asked what the plan is for the police department.

The meeting was adjourned by acclamation at 7:45 p.m.

Connie McLaughlin, Mayor Pro tem

ATTEST: _____
Angela K. Alderson, City Clerk