

# CITY OF SIGOURNEY, IOWA

## MINUTES OF REGULAR CITY COUNCIL MEETING OF

### WEDNESDAY, MAY 17, 2023

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, May 17, 2023, with Mayor Morlan presiding and the following Council members answering roll call: Iosbaker, Lentz, Tish (*via speakerphone*), Clark, Conrad and McLaughlin. Others present were: Chris Bowers, Area XV Regional Planning Commission; Casey Jarmes, Sigourney News Review; Doug Glandon, Code Enforcement Officer; Don Northup, Director of Public Works I; Beckie Appleget, Office Assistant; and Angie Alderson, City Clerk.

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

Council member McLaughlin moved, seconded by Council member Iosbaker, to approve the following items on the Consent Agenda: Minutes of the Regular Council Meeting of May 3, 2023; Council Accounts Payable Claims in the amount of \$38,859.32; City Clerk Financial Reports for March 2023; payroll expenses, miscellaneous expenses, ACH and monthly transfers for March 2023; Liquor License Application for Casey's Marketing Company (DBA: Casey's General Store #3396) at 100 East Jackson Street, Sigourney, Iowa for Class E Retail Alcohol License; Annual Principal and Interest Payments for G.O. Bonds and Revenue Bonds; Resolution No. 2023-05-01 re: Temporary Closing for Manor House Event; Community Betterment Project(s); credit card report; and the time and place for the June 7, 2023 regular Council meeting will be at 6:00 p.m. at City Hall. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

**Public Hearing:** Council member Conrad moved, seconded by Council member McLaughlin, to open the public hearing re: Status of Community Development Block Grant (CDBG) Funded Activities for the Sigourney Upper-Story Housing Project – 20-CVN-009. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved and the public hearing was opened at 6:03 p.m.

Mayor Morlan introduced Chris Bowers with Area 15 Regional Planning Commission.

A public hearing was held on May 17, 2023, at 6:00 PM at City Hall in Sigourney, Iowa, for the purpose of updating the public on the status of the Upper-Story Housing Project at 103 S. Jefferson St., funded, in part, by the Community Development Block Grant (CDBG) program.

Chris Bowers, the grant administrator from Area 15 Regional Planning Commission, reported that in November 2021, the Iowa Economic Development Authority (IEDA) awarded a federal Community Development Block Grant to the City of Sigourney from the non-entitlement COVID-19 pandemic response fund. The project is to convert the vacant second story at 103 S. Jefferson St. into a new 2-bedroom apartment. This project qualified for CDBG funds based on the HUD National Objective of "low- to moderate income benefit". To meet this criterion, once completed, the unit will be rented to an LMI tenant for the first three years.

The scope of work involved rehabilitation of the vacant second-story space into one 2-bedroom apartment. The City applied for and was awarded \$225,000 in CDBG-CV funds. The estimated cost of the project was \$304,540 with the City providing matching funds of \$5,000 from its local option sales and services tax fund and property owner Larry Deitrich providing the rest of the match with \$74,540. The current project budget is just over \$302,000 including construction; grant administration; architectural and other fees such as radon and asbestos testing, recording, and public notices.

RG Construction submitted the low bid on the project and was selected as general contractor for construction. The owner entered into a development agreement with the City in September 2022 upon the project's environmental clearance. Construction began in September 2022, and as of the April 30 pay application, construction was approximately 85.65% complete. The project was scheduled to finish by May 1, 2023 but additional time has been necessary to complete the work. A walk-thru is scheduled for tomorrow May 18 at 9:30 a.m.

The CDBG contract end date is May 31, 2023. A 90-day time extension is being requested to allow time to complete all construction, monitoring, and administration activities.

Open for comments, concerns, and questions.

Council member McLaughlin asked if the time extension request put the City in default. Mr. Bowers responded no, that originally with the COVID response money goal was to get the money and there was going to be a hard deadline of May 31<sup>st</sup>. Recently, across the nation, there were so many issues with supply chain and with difficulty finding labor and

the timing of the construction projects, it was realized by HUD that it was just kind of an impossibility to get all of this done by May 31<sup>st</sup>. The State has been a lot more lenient on requesting these extensions, so it should not be a problem at all.

Approximately 13 people were in attendance.

Mayor Morlan asked if there had been any written requests or complaints. City Clerk Alderson stated she had not received any. Mayor Morlan thanked Mr. Bowers for his time and report.

Council member McLaughlin moved, seconded by Council member Lentz, to close the public hearing re: Status of Community Development Block Grant (CDBG) Funded Activities for Façade Improvements Project – 20-DTR-005. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved and the public hearing closed at 6:08 p.m.

Council member Tish moved, seconded by Council member Lentz, to open the public hearing re: Amendment of Current City Budget for Fiscal Year 2023. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved and the public hearing was opened at 6:09 p.m.

Mayor Morlan stated the proposed City budget amendment for fiscal year ending June 30, 2023 was published according to law on May 3<sup>rd</sup>. Mayor Morlan asked the City Clerk if she had received any objections to the proposed City budget and she stated she had not.

City Clerk Alderson stated she amended public safety, public works and the proprietary funds. Public Safety was amended to include the new Code Enforcement position. Public Works was amended through the Local Options Sales and Services Tax to allow for additional funding for street projects. In the Sewer Project Fund, the costs for the project were reduced by \$500,000.00. These amendments reduced the budget by approximately \$80,000.00.

Council member Conrad reiterated that at the beginning of the year a budget is set and seldom do we have the exact income and expenditures throughout the year to actually follow our budget. At the end of the year, we need to amend it to get closer to the correct numbers. This is more of an actual what we have done with the budget as to what was set a year ago.

Council member Conrad moved, seconded by Council member Iosbaker, to close the public hearing re: Amendment of Current City Budget for Fiscal Year 2023. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved and the public hearing closed at 6:12 p.m.

Council member Iosbaker moved, seconded by Council member Clark, to approve Resolution No. 2023-05-02 for Proposed Budget Amendment for Fiscal Year Ending June 30, 2023. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

**Additional City Business:** Council member McLaughlin moved, seconded by Council member Conrad, to approve the third and final reading of Ordinance Title VII – Special Ordinance, Chapter 10 – Electric Transmission Franchise and Granting to ITC Midwest LLC, a Wholly Owned Subsidiary of ITC Holdings Corp., Its Successors and Assigns (the “Company”), the Right and Franchise to Acquire, Construct, Reconstruct, Erect, Maintain, Operate and Remove in the City of Sigourney, Keokuk County, Iowa, a Transmission System for Electric Power and the Right to Erect and Maintain the Necessary Poles, Lines, Wires, Conduits and Other Appliances, Equipment and Substations for the Transmission of Electric Current and Telecommunications Along, Under and Upon the Streets, Avenues, Alleys and Public Places in the City of Sigourney, Keokuk County, Iowa; Granting the Right to Erect and Maintain Upon the Streets, Avenues, Alleys and Public Places, Transmission Lines Through the City of Sigourney, Keokuk County, Iowa, for the Period of Twenty-five (25) Years; and Granting the Right of Eminent Domain. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

City Clerk Alderson explained that sometimes we have to call the credit card company if we have problems with our bill. Beckie called over an issue with our last bill and they did talk to her, but usually they ask for authorization. Currently I am probably the only still here with authorization. Although they talked with Beckie, they asked that we send an updated letter stating who the credit card company can talk to on the phone. The letter includes the office staff and the Mayor. Council member Iosbaker moved, seconded by Council member Clark, to approve sending the letter defining the authorized officers. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

City Clerk Alderson stated that a group of accounts was last cleaned up in 2018. Some were put into a bad debt account within our City software, so these do not show up in every report. We print a report with just the bad debt listed at the

end of the year. This allows us to still try to get the money owed to the City should they move back to town and want water in their name. Sometimes the debt has to be written off as the owner/tenant is deceased and the property has sold right away. Council member Clark moved, seconded by Council member Conrad, to approve Resolution No. 2023-05-03 re: Bad Debt Accounts. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

Mr. Aller was not present to report on the grant projects being worked on. Mayor Morlan stated that they will be going through the Upper Story apartment on Jefferson Street with their check list.

Council member Clark moved, seconded by Council member Conrad, to approve the letter for a contract time extension for the Sigourney Façade Improvements Project (20-DTR-005). Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Iosbaker moved, seconded by Council member McLaughlin, to approve the letter for a contract time extension for the Sigourney Upper Story Project (20-CVN-009). Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

Mayor Morlan stated he thought things were looking good at the Upper Story Project. Council member Clark asked if all the work for the pay estimate was complete, and Mayor Morlan stated it was. Council member Clark moved, seconded by Council member Conrad, to approve the Application and Certificate for Payment No. 8 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: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Iosbaker reported for Keokuk County Economic Development. Planning is proceeding on Farmers Market as well as on the Car Show. They are laying the foundation for a plan for the Child Care Initiative. It is about half complete. They have met with Indian Hills Community College and are looking for ways to work cooperatively with them for work-based learning and to extend that project. The website has been through a soft launch and received some very good feedback.

**Park and Recreation:** Council member McLaughlin stated the City did receive another lifeguard application. The applicant does need to be certified and she will be going through the City to receive this training. Council member McLaughlin moved, seconded by Council member Clark, to approve hiring Taylor Conrad as an additional lifeguard for the 2023 pool season. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

Council member McLaughlin moved, seconded by Council member Clark, to approve Resolution No. 2023-05-04 re: approving pool personnel for the 2023 swimming season. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

**Street and Sanitation:** Council member Iosbaker stated the Street and Sanitation Committee met last week and reviewed the current rates and it was determined during the discussion that there was no real motivation this year to increase the rates beyond the standard three percent (3%). Council member Iosbaker moved, seconded by Council member Clark, to approve leaving the increase to sanitation rates set at the three percent (3%) as stated. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

**Water and Wastewater:** Council member Lentz moved, seconded by Council member Conrad, to approve leaving the increase to water rates set at three percent (3%) as stated. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Tish stated the Sewer Committee has met as well on sewer rate options and they also recommend leaving the normal three percent (3%) increase. However, they would like to propose an increase to the sewer surcharge flat rate of \$3.00 to \$3.25. As the sewer project is finishing up this may be money needed to help cover the bond. It is not a lot, but it is a start. Council member Tish moved, seconded by Council member Lentz, to approve leaving the increase to sewer rates set at three percent (3%) as stated and to increase the Sewer Surcharge rate from the flat rate of \$3.00 to \$3.25. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

City Clerk Alderson stated the Sewer Surcharge flat rate for in-town is \$3.00 per utility bill and it is \$4.50 for anyone outside of the City limits. The Sewer Committee is recommending this being changed to \$3.25 for in-town billing and \$4.88 for out-of-town billing. Council member Clark moved, seconded by Council member Conrad, to approve the first reading for Ordinance Amending Title VI – Physical Environment – Chapter 5 Utilities – Billing Charges (Sewer). Upon

the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

**Public Safety:** Doug Glandon, Code Enforcement Officer, reviewed his report to the Council. He has totals of all the issues he has dealt with or is dealing with.

**Human Resources:** Council member Conrad stated the City has established rates that if someone wanted to apply for a job there is a chart stating what the base rate would be and what the capped rate would be. These are increased each year by the cost of living. Council member Conrad moved, seconded by Council member Iosbaker, to approve Resolution No. 2023-05-05 re: Employee Position Wage Caps. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

Council member Conrad stated the budget established earlier provided for up to a 4% increase. It was Human Resources' opinion that since inflation is higher, they would recommend the full four percent (4%). Each one of the wages got bumped up accordingly. Beckie Appleget is different as she is going from her start pay to her after probationary pay. Council member Conrad moved, seconded by Council member McLaughlin, to approve Resolution No. 2023-05-06 re: Salaries Incorporated into the Adopted 2023-2024 City Budget as Commencing July 1, 2023. Upon the roll being called, the following voted Ayes: Iosbaker, Lentz, Tish, Clark, Conrad and McLaughlin. Nays: None. Motion approved.

**Public Input:** There was no public input.

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

The meeting was adjourned at 6:40 p.m.

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Jimmy Morlan, Mayor

ATTEST: \_\_\_\_\_  
Angela K. Alderson, City Clerk