

CITY OF SIGOURNEY, IOWA
MINUTES OF REGULAR CITY COUNCIL MEETING OF
WEDNESDAY, NOVEMBER 16, 2022

The Sigourney City Council met in regular session in the Council Chambers at City Hall on Wednesday, November 16, 2022, with Mayor Morlan presiding and the following Council members answering roll call: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Others present were: Dan House; Richard Fortney; Rodger Aller; Larry Chmelar; Casey Jarmes, Sigourney News Review; Don Northup, Director of Public Works I; 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 Tish, to approve the tentative agenda. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson explained she had questions regarding the billing from gWorks for the annual licensing and support fees. She would like to compare this information to what the City was told when they purchased FrontDesk. Council member Clark moved, seconded by Council member Iosbaker, to approve the following items on the Consent Agenda: minutes from the regular Council meeting of November 2, 2022; City Clerk's Financial Reports for October 2022; payroll expenses, miscellaneous expenses, ACH and monthly transfers for October 2022; annual interest payments for General Obligation Bonds and Revenue Bonds; credit card report; and the time and place for the December 7, 2022 regular Council meeting will be at 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.

Council member Iosbaker moved, seconded by Council member Tish, to approve the remaining item on the consent agenda: Council claims in the amount of \$41,657.31 with the exception of the gWorks payment (making the amount \$31,383.31). Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Additional City Business: Dan House was present to talk with the City Council regarding volunteering. He feels it can be hard to match volunteers with people that need volunteers. He is interested in knowing if the City could be used as a contact point. Disabled and/or elderly citizens could contact the City and state they would like to have their sidewalk(s) shoveled or their leaves raked, etc. Mr. House feels this could be a win-win for the community if we could match up people that want to help with people that need help. There are always things that can get in the way of that, but he is asking if the City could be used as a contact point. Mr. House is new to this. and he doesn't know all the issues behind it, but it seems there are a lot of things that cause people to not get together. He understands this can be difficult to figure, but he would like help in getting answers and try to make it easier on the community to volunteer and to get help if you need help. Mayor Morlan stated this could go to the Public Safety Committee. Mayor Morlan also asked Mr. House if he had talked to the newspaper about possibly putting in something. Mr. House stated he didn't have a problem with that, it is more if there is a point of contact (and he doesn't want to be the point of contact). This has got to be about a community that believes in helping one another and fulfilling these things. He is willing to try whatever, and he is glad to tell a group of people and maybe someone will have an idea. Council member Clark asked if he had talked to Ministerial Alliance. That would be a place to put in your name as they provide services to the community. If they are contacted that someone needs something done, they could help make the connection. Mr. House is still concerned that there are legal and other things that can get in the way, and he strongly feels that if the community gets a hold of this and tries the community would see that this could be a win-win. Council member Tish stated that she did not know why something could not be founded here at the City. She doesn't know why we wouldn't especially with this being volunteerism. If people are volunteering their time versus getting paid. This was discussed last winter of having a list prepared of students that could go out and shovel for people that cannot get it done. If there are issues with properties that are not able to take care of their snow (or whatever it may be), having a list of volunteers. Nothing ever happened with this, but she doesn't see why the City could not be a point of contact. Council member Tish feels this is customer service – the City working for the community. That is what the City is here for – the community. Mr. House stated that if there is someone that cannot shovel their walk and he can, it is a win-win. If the sidewalk does not get shoveled, then the whole City has to deal with that. This seems like common sense. Council member Iosbaker (also the Director of SADC) stated that he would like to look at this closer and is not making a commitment but invited Mr. House to bring the request to the SADC office and talk to them. SADC could investigate whether or not there are legal or liability implications. SADC would listen and see if they could help with this.

Council member Clark stated there were five applicants for the Code Enforcement Officer job. Interviews were conducted and there were a lot of good, qualified candidates. It was a tough decision. Council member Clark moved, seconded by Council member Conrad, that the Public Safety Committee would like to recommend hiring Douglas A. Glandon as a full-time Code Enforcement Officer pending his acceptance of the job offer. The starting probationary wage of \$21.50 per hour and after a three-month probationary period the wage would increase to \$22.00 per hour. (Council member Clark explained that ideally the Public Safety Committee would like to allow time for the Street and Sanitation Department to put an ad out and get someone hired. After this then Doug could be transitioned over, hopefully around January 1st.) Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Mayor Morlan explained there were not any bids when the original ad was placed and now there are two individuals that are interested in snow removal. Council member Iosbaker moved, seconded by Council member McLaughlin, to approve the display ad for snow removal. Upon the roll being called, the following voted Ayes: Clark, Conrad, McLaughlin, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson stated that City moved the City's software to the FrontDesk (*the cloud*) and have finally set up things with the credit card company that is associated with gWorks. This allows for accounts to be updated automatically when payments are made, etc. gWorks has contacted the City and they are in the process of transitioning everything through them. gWorks would be responsible for credit card transactions and ACH. There are several questions that need to be answered. There is an incentive of \$500.00 toward subscription fees if the City decides to do this by December 2nd. The City can sign up anytime. Council member Iosbaker asked if gWorks was dropping Forte (the credit card company) and City Clerk Alderson stated that was not said in her conversations. Council member Tish asked if there would be a penalty for breaking a contract. City Clerk Alderson stated that we have to give a thirty-day notice. We used Forte to pull all the ACH accounts this month and it went well. City Clerk Alderson has a lot of questions and would like to have more answers before the Council moves forward with this. Council member Iosbaker moved, seconded by Council member Tish to table approval of a gWorks contract until December 7th. 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 no one has been working on the south side since the walk through. He thinks they are waiting on a punch list. In the process Mr. Aller has received a couple calls regarding items not on the punch list. One was for 101 East Marion Street. There are questions about the trim on the inside of windows in his apartments. Mr. Claywell thinks these should be finished. Mr. Aller went through the plans and found some documentation that stated if you remove something you are supposed to put something back similar or close to it. He needs clarification on that. The second item is the door to the upstairs on 117 East Marion Street. It specifically stated to remove and replace that door. Unless that was changed somewhere along the line, that he is not aware of, it states on the plans that door will be changed and replaced. As Mr. Aller was going through the plans, he ran across a couple issues. The gutters and downspouts are supposed to be aluminum and they are not. It says in several places there will be aluminum spouting and downspouts or steel. On the parapet walls the plans stated there will be no bringing the membrane up and fastening it with plastic strips. There are several places that are like that. They are all supposed to be capped over the top of the parapet walls. In doing that it could take care of some of the 109 East Marion Street roof issues as it would go up over the metal 1885 thing. Mayor Morlan stated the contractor indicated that if they did put it over the top because if you had an adjacent roof put their roof over the top it would negate the warranty. That is why they are attached on the top. Mr. Aller stated the plans say it is supposed to be taken up two inches and over and then the metal is to be brought down over. It is supposed to be up and over on the front side of the building where it could be seen. Council member Iosbaker asked Mr. Aller if he was referring exclusively to the north wall and Mr. Aller stated yes. Mr. Aller stated there are several places it was ran up the wall and fastened with plastic (or metal) strip. According to the plans this is absolutely not acceptable. Mr. Aller stated for the Upper Story Project at 103 South Jefferson Street the sign needs to be put up. (*This sign acknowledges this is a CDBG project.*) Mr. Aller told R.G. Construction's employees he would try to find out where it should be. The demolition is completed, but it is not all cleaned up. They are starting to build walls. Larry Dietrich has the roof fixed. There are still a couple leaks in the stairway, but Mr. Aller did not detect any roof leaks in the apartment after the last hard rain. Mr. Aller does have some concerns regarding the safety issues on the construction site. There is usually someone here working in the afternoons. Council member Iosbaker asked how the work done compares to the schedule. Mr. Aller stated they are about two weeks behind. This week is a blank week, so they will catch up a little bit with the walls. The following week there is supposed to be mechanical installed. They are currently working only three or four hours a day.

Council member McLaughlin left the meeting at 6:27 p.m. as she had a Keokuk County Community Endowment Foundation meeting, and she is one of the City's representatives.

Council member Iosbaker stated the pay estimate shows demolition is complete. Mr. Aller stated that demolition is complete now with the exception of some ongoing cleaning. Mayor Morlan asked Mr. Aller about some loose bricks. Mr. Aller stated that is in his notes. There is a mason coming. This does have to be repaired, it does not have to look good as it will be covered, but it does have to be repaired. There is a wall that is supposed to be insulated, but Mr. Aller is not sure how that is going to work. Council member Tish moved, seconded by Council member Conrad, to approve Application and Certificate for Payment No. 2 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, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

City Clerk Alderson sent a contract from Curtis Architecture & Design for \$1,500.00 plus copies, etc. for Council approval for the Upper-Lever Apartment at 103 South Jefferson Street. This was given to City Attorney John Wehr to review. Council member Iosbaker moved, seconded by Council member Clark, to table the contract with Curtis Architecture & Design PC until December 7th, 2022. Upon the roll being called, the following voted Ayes: Clark, Conrad, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Council member Iosbaker stated the SADC (Sigourney Area Development Corporation) raffle and Christmas Party concluded last Friday evening and it went well. Ladies Night Out went well and they are getting positive feedback. SADC is now getting ready for year-end and starting new software. They are starting to work more closely with the school system on some of their learning programs.

Park and Recreation: Council member Clark moved, seconded by Council member Conrad, to approve the display ad for the Soccer Director position. Upon the roll being called, the following voted Ayes: Clark, Conrad, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Street and Sanitation: Council member Clark moved, seconded by Council member Conrad, to approve the display ad for a Street and Sanitation employee. Upon the roll being called, the following voted Ayes: Clark, Conrad, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Water and Wastewater: Council member Conrad moved, seconded by Council member Clark, to approve Pay Estimate No. 20 for 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: Clark, Conrad, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

Director of Public Works I Northup reminded the Council they approved retrofitting Wells 1 and 2 to pitless adaptors. Everything is underground and the wells can now be run during the winter without freezing. Well 1 is done and back online. It passed all the bacteria tests, is pumping and everything is working. They are currently working on Well 2.

Public Safety: Council member Clark stated the Public Safety Committee met and conducted interviews for the Code Enforcement Officer position.

Finance: Council member Conrad stated the Finance Committee met and has started the budgeting process. They reviewed expenditures and will meet again once the revenue numbers are in.

City Clerk: City Clerk Alderson reviewed the Annual Financial Report for Fiscal Year 2022. City Clerk Alderson stated this is the last of the annual reports due by December 1st. She briefly reviewed the breakdowns and how the report works. It should match the computer system and City Clerk year-end spreadsheets and it does.

Public Input: There was no public input.

Mayor Morlan asked for a motion to close the Council meeting. Council member Conrad moved, seconded by Council member Clark, to adjourn the meeting. Upon the roll being called, the following voted Ayes: Clark, Conrad, Iosbaker, Lentz and Tish. Nays: None. Motion approved.

The meeting was adjourned at 6:41 p.m.

Jimmy Morlan, Mayor

ATTEST: _____
Angela K. Alderson, City Clerk