

Minutes
KEOTA CITY COUNCIL
225 E. BROADWAY AVE.
May 1, 2023

Meeting was called to order at 7:02 pm by Mayor Cansler.

Roll call: of those in attendance were Bender, Conrad, Burroughs, Greiner and McDonald. City employees present were City Clerk Horras, Billing Clerk Minard and Public Works-Harmsen, Police Chief Conrad, and Librarian Greiner. Public present at the meeting Karen Sypherd, Dan Flynn, Cindy Detwiler, Ron Northup, Tim Minard, Nick Beinhart, Janie Westendorf, Steve Klein, Reverend Tinnes, Patrick Eagan, Angela Conrad, Avery Conrad, Jim Tinnes and Casey Jarmes from Sigourney New-Review.

Consent Agenda: Motion was made by Burrough to approve Consent Agenda, including Agenda, previous meeting minutes from May 1st Council Meeting and payment of Bills. Greiner 2nd the motion. All in favor.

Bills Paid April 18th to May 1st, 2023

Checks

CONRAD, DOUGLAS L.	\$2,551.91
SLAUBAUGH, KEVIN L.	\$2,376.92
GREINER, TONIA	\$1,207.00
HARMSSEN, MICAH	\$1,916.67
Kurth-Minard, Dawn M	\$920.00
Horras, Alycia A	\$1,875.00
ALTENHOFEN, CHERYL	\$25.00
CANSLER, ANTHONY	\$437.50
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	\$11,310.00

ALLIANT ENERGY	5/1/2023	\$1,532.25
ALLIANT ENERGY	5/1/2023	\$1,532.11
ALLIANT ENERGY	5/1/2023	\$1,958.75
ALLIANT ENERGY	5/1/2023	\$26.02
ALYCIA HORRAS	5/1/2023	\$336.53
ANDY ROMOSE R	5/1/2023	\$255.00
Dakota Supply Group	5/1/2023	\$900.00
FIRST NATIONAL BANK OMAHA	5/1/2023	\$39.00
FIRST NATIONAL BANK OMAHA	5/1/2023	\$9.00
FIRST NATIONAL BANK OMAHA	5/1/2023	\$1,345.64
KEVIN S SALES AND SERVICE	5/1/2023	\$140.00
LYLE INSURANCE AGENCY	5/1/2023	\$2,113.44
MALLEY HARDWARE & APPL.	5/1/2023	\$1,008.00
MID-AMERICA PUBLISHING CORP.	5/1/2023	\$245.53
NATE TRIER	5/1/2023	\$90.00
QUILL	5/1/2023	\$295.28
SCOTT WESTENDORF	5/1/2023	\$3,833.33
TREMME L BACKHOE SERVICE	5/1/2023	\$7,835.00
WINDSTREAM	5/1/2023	\$99.62
AUDITOR, STATE OF IOWA	5/1/2023	\$175.00
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		\$23,769.50

Public Forum: Mayor Cansler reported that in response to the public question on employee hours at the last meeting, there was an official schedule produced for all City Employees. Cansler also stated that there has been some work done by himself and members of the Council to look at all employees' hours, comp time, vacation, sick time and personal time to determine accuracy. Each employee's benefit has been verified and is accurate to date.

Department Reports:

Public Works – Harmsen reported that Tremmel has been in town for numerous projects the past 2 weeks. A sewer replacement, a fire hydrant replaced, and water to the new pool is completed and is functional. There are still 5 small projects that we will need Tremmel to work with the next 2 weeks. Slaubaugh has been staying on top of hauling dirt and spraying and mowing. City wide clean up was a success. Eight and half dumpsters were filled Friday and Saturday. Thanks to Kevin Walrich and Councilman McDonald for the extra hand and getting rid of the metal. Still waiting on Trent Greiner for help on taking out the big cedar tree in the cemetery. The street paint has been ordered and should arrive in 7 to 10 days. The Pool Project is moving along. Harmsen met with the pool committee, Blaine and Patrick to determine where would be a good place to tap into the new pool with fiber. There will be a need for internet there for Concession Stand and Admissions. There will also have to be a land line installed for Emergency Response. Harmsen was able to complete his certified pool operator license last week in CR. Harmsen and Slaubaugh are working out what to do with the shelter house. Would like to eventually add steel to the whole structure, but for now painting it will suffice. They will try to work that in, within the next month or could possibly pay some of the pool staff to get it done if the pool opening is delayed. Harmsen stated that it is a very hectic month leading up to fun days and they do appreciate all the suggestions of items that need to be addressed. It was said that they need to prioritize things and they will work with the smaller items as time permits. Ollinger Electric did finish up the electric bank behind City Hall, so it is ready for Fun Days.

Police Report- Police Chief Conrad reported he had been working on looking into any property/nuisance issues and working with the home owners. He is currently reaching out to area businesses for donations to the DARE program again, to help with the cost of Adventureland. Conrad reported for the time of 4-15-23 – 4-30-23 there were 23 Complaints and/or Service Calls and 0 Citations issued. He also requested that rather than just attending both Council Meetings each month that he attends one and work with the Public Safety Council for the other. Councilmen Burroughs stated that the mayor can call up a Public Safety Committee at anytime and Mayor Cansler will be looking into this request.

Library –Greiner stated that the Library Board wanted to Thank the Burroughs family for the yard pick up that they did at the library. She is finalizing her plans for the Summer Reading Program and was very pleased with the current donated items and funds for the program.

Museum – Sypherd reported that they had a working meeting on Saturday and did some cleaning to get ready for the Washington County Y's Men and Women's Org. to come tour on Tuesday the 2nd. Sypherd stated that they were looking to more to and change up some of the items that are currently displayed and will be adding a false wall for more display room, along with adding a display in the basement with the addition of the Chair Lift to allow all access to it.

Pool – Burroughs had Patrick Eagan share the information on the retaining wall that had to be adjusted, still leaving the overall square footage of the pool at a respectable amount and not far off from what was originally planned. Discussion about purchasing and using the Square technology to allow debit and credit cards to be used was discussed, as it was approved by the Pool Board. The fridge and freezer have been purchased from Malley's for the concession stand and Pepsi will be bringing the Cooler for the Pop when we are ready. The decision to go with a metal roof vs a shingled was shared to keep out birds and for durability.

Clerk – Horras shared some information on the computer equipment, printer and computer programming in the Clerk's office. She stated that she had been doing some research on all of these items to work on bringing everything up to date and increase efficiency in the Clerk's office. Currently everything is completely manual and the current programming required a number of different programs that were to be used for one area of the clerk's role and then to be able to transfer that information out of the current application and import it into the Fund Accounting program. Currently it was hit or miss if the information would actually import and most batches, revenues and expenditures were all having to be typed in manually and/or being retyped to get all systems in balance. Horras shared the advantages of working with Gordon Flesch Co for our printer and servicing, as the current printer is 8 years old and considered too old to continue to have a service agreement on after July 1st, 2023. This would allow for a new leased printer and more economical service plan with a response time of less than 4 hours when it was needed. Horras also shared an option of replacing the PC that is located on Clerk Minard's desk, along with looking at and bringing Horras's PC up to date as well, to ensure stability and to be able to hold the new programming, meter programing when switched to the Badger meters and to have better "communication" between the 2 PCs to ensure accuracy and less duplication. Finally, Horras shared information about the gWorks system that the city is looking at purchasing and working with. This system would allow for a 1 dashboard, all inclusive system that would add Cemetery Management to the line up of the current Utility Billing, Fund Accounting, and Payroll, used today. This system would allow for online payments that would not go through a separate program, such as All Paid and would flow directly into the Front Desk system under gWorks. This will cut out the manual entry of these payments as they are today. The ability to "clock in and clock out" would also be enabled with this programming, so that timesheets and benefits can be computed with our rate tables put in place before implementation to reduce human error.

The final topic of discussion was that within the accounts that were discussed to be consolidated at the April 17th meeting, there are 3 Library accounts and we would be looking at approving the consolidation of these accounts into one Restricted Gifts Funding Account for the Library so that these funds continue to be earmarked for various Library, Program, Improvement and/or Memorial expenses.

Resolutions and Ordinances:

Resolution 2023-31 Approval of Building Permit for Josh and Alison Pappas- Motion made by Conrad, 2nd by Burroughs, and all in favor.

Resolution 2023-32 Building plan approval for Thomas Bear- Motion made Conrad, 2nd by Burroughs, and all in favor.

Resolution 2023-33 Approval of Liquor License Renewal for Lagos Acres- Motion made by Conrad, 2nd by Greiner, and all in favor.

Resolution 2023-34 Approval Reimbursement to Pool Employees for required training – Motion made by Burroughs, 2nd by McDonald. Aye – Conrad and Bender and Greiner Abstain.

Resolution 2023-35 Approval to change the roofing of the Pool Bath House- Point of order by Conrad, that the steel roof with the humidity from the pool would save the City a few shingled roofs in the future. Point of order by Bender, asking what the true difference would be and would the chemicals react to and effect the metal roof? Debate by Conrad, stated the benefit would be that if there was an effected area, we could pull one piece of metal and replace rather than a full roof. Motion to approve by Burroughs, 2nd by McDonald, and all in favor.

New Business:

Discussion/Possible Action on employee schedules for Police Department, Public Works and Clerk's Office- Burroughs shared the set schedule that was prepared by the council for each employee with the Council Members. Point of Order, asked if all employees had looked at and agreed upon the schedule and the mayor responded with Yes. Motion to approve the schedule made by Burroughs, 2nd by Conrad and all in favor.

Discussion/Possible Action on Service Call Back Policy- Burroughs shared the verbiage of the Call Back Policy that had been discussed by the council members: (Approved service call back time shall include all emergency incidents. An emergency shall be defined when; emergency assistance is imperative for the life and safety of the public, or situations where the immediate investigation and gathering of evidence is necessary to the preservation of such evidence. Approved service call back time shall also include such situations where the county dispatch initiates a service call back. Unapproved service call back time shall include all incidents where no known emergency (as defined above) exists or where an investigation can be postponed until regular working hours.) Point of order was made by Bender for clarification on what was considered an approved emergency situation for call back time. Mayor Cansler stated that if Chief Conrad had any questions on this, he will message the mayor and inquire. Motion to approve this policy was made by Burroughs, 2nd by Greiner and all in favor.

Discussion/Possible Action on public employee timesheets and dual initials for approval- Burroughs made the motion to require all employees to use the new timesheets; Mayor must calculate all employee benefits; mayor and one Councilman must initial all timesheets prior to approval; and all timesheets must be presented to the City Council prior to approval.. A 2nd was made by Conrad and all in favor.

Discussion/Possible Action on painting the park shelter and benches/picnic tables in preparation for Keota Fun Days- Burroughs made a motion to authorize Harmsen to purchase items and move forward with this. A 2nd was made by Conrad and all in favor.

Discussion/Possible Action Approving the creation and use of free admission passes to the new pool for prizes during the SRP at the Library and for businesses to be able to purchase and give as gifts/prizes- McDonald stated that he had talked to Dan Flynn and Clerk Horras to get some of these printed up and have on hand for purchase, as well as donating a set number of passes to the library. Conrad made a motion to approve this, a second was made by Bender and all in favor.

Discussion/Possible Action Approving the City Clerk to move forward with contracting gWorks for our accounting, utility, payroll, etc. software- Motion was made by Burroughs, 2nd by Conrad, and all in favor.

Discussion/Possible Action Approving the City Clerk to move forward with a new lease agreement and service contract with the Gordon Flesch Co.- Point of order by Greiner to inquire about the value of the current printer that we own. Horras stated that it could be used to make a simple copy of items and would look into donating it somewhere or possibly move to the Pool House to be used by staff for this purpose. Motion was made by Conrad, 2nd by Burroughs, and all in favor.

Discussion/Possible Action Approving the City Clerk to move forward with Impression Computers on the software/computer upgrades and replacement- Horras clarified the equipment that was being looked at for replacement was one tower, upgrade and additional memory to 2nd tower, corresponding equipment, one hard drive for back up and labor/set up. A motion was made by Conrad, 2nd by Bender, and all in favor.

Discussion/Possible Action Approving set up of a museum account with one of the current inactive accounts for their discretionary use – Motion made by Burroughs, 2nd by Bender and all in favor.

Discussion/Possible Action Approving moving the Museum funds from the Cities General Fund to this new account once set up- Burroughs mad a motion to approve this transfer so that those funds can be saved for larger purchases when needed, rather than a use or lose it at the end of the FY. 2nd by Greiner, and all in favor.

Discussion/Possible Action Approving the move forward with the city purchasing a lift chair for the basement steps at City Hall- Burroughs stated that there was some Keokuk County Endowment money that was applied for by the Museum board for this purchase to be able to make it accessible to residents and to make this usable space for displaying more of the Museum items. Due to lack of documentation sent in by the previous Clerk and/or Mayor, this application was rejected. Also pointed out was that the equipment would be a permanent fixture to the City Hall and would not be removed if the Museum was moved down the road. 2nd by Conrad, and all in favor.

Motion to approve the City Clerk to reach out to Attorney Misty White concerning City Department matters was made by Burroughs, 2nd by McDonald and all in favor.

Discussion- Good Neighbor Fellowship- Conrad shared that Steve Klein and Reverend Tennes were inquiring about purchasing some land owned by the city at the old city park. In turn the Good Neighbor Fellowship would support a park improvement project for the city. Conrad requested a Debate for collection or each Councilmen's input. Bender agrees with the idea and stated that in conjunction with this we could use the upgrade to the park as payment for the property. Conrad stated that we needed to be clear that the park improvement would be done at Wilson Park with a small amount of equipment, as we should focus on one park to make it an asset to the community. Conrad yielded the floor to Klein and Tennes to give input on their request. Klein stated that as a group they were open to working with the city in any way. If in the plan, there was improvement made to Wilson Park and not City Park, their group would still put some work into City Park as well for their benefit. The floor was then given to Burroughs who would be open to having 2 Councilmen work with Klein and Tennes on the outline of this project. The floor was then passed back to Conrad, by Burroughs, who agreed with Councilmen Bender that the improvements being used as payment is a benefit to the city. The floor was passed to Greiner and he inquired that when the property was acquired from the previous church, was there any stipulations to object to this transaction? Floor back to Conrad, who stated that this information would be looked at to ensure there was not. The floor was then passed to McDonald who stated he was in favor of the recommendation. Conrad made a point of information stating that he would like to continue to work with Klein and Tennes on this project. Burroughs made a motion to appoint Conrad and Bender to stay in contact with the Good Neighbor Fellowship team to work through this request. 2nd was made by Greiner, Aye by McDonald and Conrad and Bender abstain.

Closed Session Iowa Code 21.5, Sub Section J- Possible Acquisition of Real Estate, was then called to order at 8:19pm by Mayor Cansler. Motion to adjourn closed session by Conrad, 2nd by McDonald, and all in favor.

Public Meeting was called back to order at 8:37pm by Mayor Cansler, and Councilman Greiner left the meeting.

Clerk/Council/Mayor Comments: Mayor Cansler shared a Thank You to Harmsen and Congratulations on his Pool Operators Certification. Thank you to Horras and Kurth-Minard for all the hard and research on equipment and programming. Thank you to all of the Council Members, especially Burroughs and Conrad for all the additional work being done with projects, boards, verification of payroll, etc.

Adjournment: Motion made to adjourn meeting by Conrad, 2nd by McDonald, approved by all. Time 8:42pm.

Next regular meeting, May 15th, 2023 at 7:00 pm.

Attest:

Mayor Anthony Cansler

City Clerk Alycia A Horras