

Minutes

KEOTA CITY COUNCIL

225 E. BROADWAY AVE.

October 16th, 2023

Meeting was called to order at 7:00 pm by Mayor Cansler.

Roll call: Mayor Cansler, Councilmen Bender, Conrad, Burroughs, and McDonald was present. City employees present were Horras and Librarian Griener. Public present at the meeting Karen Sypherd, Nick Mahan and Casey Jarmes from Sigourney New-Review.

Consent Agenda: Motion was made by Clerk Horras to amend the agenda and add 3 items to the end of the New Business. Conrad accepted the Motion, 2nd was made by Burroughs, McDonald & Bender in favor, and Greiner was absent. Motion was made to approve Consent Agenda by Conrad, including Agenda, previous meeting minutes from October 2nd Council Meeting - Budget review and payment of Bills. Burroughs 2nd the motion, Bender & McDonald were in favor, and Greiner was absent.

Bills Paid October 3rd thru October 16th, 2023

Checks

BADGER METER	60.00	382085	10/16/23		
FARMERS CO OP ASSN	777.37	382086	10/16/23		
FRENCH RENEKER ASSOCIATES INC	490.00	382087	10/16/23		
HESLINGA, DIXON & HITE	180.00	382088	10/16/23	GREINER, ASHLEY	88.00
ION ENVIRONMENTAL SOLUTIONS	3,625.00	382089	10/16/23	GREINER, TONIA	1,296.75
QUILL	115.66	382090	10/16/23	HARMSSEN, MICAH	2,233.33
USCELLULAR	143.66	382091	10/16/23	HORRAS, AUYCIA A	1,875.00
US FIRST	77.14	382092	10/16/23	SLAUBAUGH, KEVIN L.	2,487.50
VISION AG LLC	375.50	382093	10/16/23		
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	5,844.33				\$7980.58

Public Forum: Nick Mahan asked for a follow up on the new trash cans for the smaller park, an update on the water project and possibly looking at contracting with WRWA or enhancing/building up our water plant and the possibility of posting the agenda on Friday before our Council meetings rather than Sunday. Horras shared the update with trash cans and looking to purchase 2 of them with the KCEF grant if we are awarded it. Mayor Cansler states that more will be shared about the Water project later and Horras explains the reason on posting the minutes only within 24 hours before the scheduled meeting.

Department Reports:

Public Works – Clerk Horras shared Harmsen’s notes in his absence. Harmsen shared the letter from Wapello Rural Water that was received this week with an initial cost to connect to their services and for a 20yr. contract. We forwarded that letter to matt walker and he is now in the process of getting with Chad to work on getting pricing for the water plant upgrades. Once all the information has been gathered, we will be meeting with Matt to go over our options and how they best fit the city. Harmsen and Slaubaugh were able to get the pool site seeded last week before it rained. Splash was here last Thursday working on their checklist items. We are still waiting on a date for the winterization process. We have been busy with other winterization around town. We did get done finalizing the tree height list and the City Clerk now has the list. Those will be sent out this week. City wide clean up went well. We did not have the normal high usage, so we may look at the possibility of just doing a Spring one next year. Slaubaugh is gone Sept 16 – 18 for his CCU training by the IA Rural Water Association. Harmsen is going to start getting some bids together for a possible trade in of our main lawn mower and will have that info gathered before budget time. Water Plant -We have the caustic soda lined up and ready to go the softener disinfection that I spoke of in the last report. We’ll probably shoot for something yet this month. I’ll have the details wrapped up for what we need to send out for the lead service line inventory in the next few weeks. We replaced the motor on the air compressor in the water plant, but it has been tripping the overload on the motor. It is new enough that it should be covered by warranty so we’re looking into that. Lagoons -We will be putting Cell 3 back into service this week and bypassing SAGR 1 for the next 30 days. These are a part of the valve rotations that I spoke of in the last report. This is standard yearly maintenance. October is the last E. coli period for the year.

Library – Greiner shared that 7 Board members and herself attended the County wide board meeting last week. Washing County Conservation will be at the Library Oct, 18th for the early out program. The next Library Board meeting is Oct. 23rd at 6pm. The library will be serving hot dogs and drinks, while handing out goody bags for Halloween the 31st from 4 to 5pm.

Museum – Sypherd reported the museum had a tour last weekend with 12 people in the tour that used to live in the Keota area. They will have a Museum Board meeting on Wednesday evening, the 18th.

Clerk – There were 3 new residents added. Horras shared that she had MPI training again and completed 16 more hours towards the Financial Officer Certification. The IMFOA Annual Conference is this week and she will be attending, which will result in City Hall being closed October 18th – 20th. The Trick or Treat letters and signs were sent out to all the business and everything should be set to have community, business and library trick or treating on October 31st. Horras met with 2 gentlemen from Origin Design that she had spoken to at the IA League of Cities Conference. Horras shared 2 more small Grant/Funding requests that she completed last week to help support the continued Recreation Park area. There was a bench purchased by the West Chester Heritage group in memory of Frank Morris. After sending some examples of other benches in town, they chose a design and the Clerk ordered that item for them. It will be put together and placed along Broadway Ave. 2 budget workshops are to be held in November that Horras will attend to ensure compliance with the new budget/levy regulation changes that were made this year. The report from the Structural Inspection that was performed on the Hinkle Bldg. has been completed and was shared along with a letter to both owners, requesting a meeting with both owners, Building Official Conrad

and the Clerk Horras to discuss the inspection and any remediation that needs to be done as a collective group.

Resolutions and Ordinances:

ORDINANCE 2023-299 Creation of the City Administrator Position – First Reading was performed. Motion to skip the 2nd and 3rd Readings made by Bender, a 2nd by Burroughs, McDonald & Conrad were in favor and Greiner was absent. Motion to approve Ordinance 2023-299 was made by Bender, a 2nd by Burroughs, McDonald & Conrad were in favor and Greiner was absent.

RESOLUTION 2023-84 Approving the Wage Compensation and Position for Alycia Horras- Motion to approve by Bender, 2nd by McDonald, Conrad & Burroughs were in favor and Greiner was absent.

RESOLUTION 2023-85 Approving the Wage Compensation for Kevin Slaubaugh- Motion to approve by Bender, 2nd by McDonald, Conrad & Burroughs were in favor and Greiner was absent.

RESOLUTION 2023-86 Approving the Wage Compensation for Micah Harmsen- Motion to approve by Burroughs, 2nd by McDonald, Conrad & Bender in favor and Greiner was absent.

RESOLUTION 2023-87 Approving the change of the Monthly Recycle Fee for Billing Statements- Motion to approve by Burroughs, 2nd by McDonald, Conrad & Bender in favor and Greiner was absent.

New Business:

Discussion/Possible Action – Beginning negotiations on the property/structures that are on 509 S Green St. – Motion made to allow the City Clerk and Public Works the authority to begin the following 4 actions:

1. Motion to allow City Clerk the authority to begin negotiations on the property/structures at 509 S Green St, for further approval from the Council and removal of structures following closing of purchase of said property.
 2. Motion to give the authority to Public Works and/or City Clerk to determine if the 1966 Mfd home is deemed to be sold as is or scrapped for removal and to further scrap the property if deemed so.
 3. Motion to allow City Clerk to start negotiation of the sale of sheds and garage listed on the property at 509 S Green St.
 4. Motion to allow City Clerk to start the process of setting up a potential bid for both the 1988 Bellavista Mfd home
- Motion by Bender, 2nd by Conrad, Burroughs & McDonald in favor and Greiner was absent.

Discussion/Possible Action – Handicap parking on downtown district- Motion made to have this moved to the Zoning Board for discussion with the businesses on Broadway Ave. to discover potential needs. Motion by Burroughs, 2nd by Bender 2nd, McDonald & Conrad were in favor and Greiner was absent.

Discussion/Possible Action – Approval of September timesheets for City employees. Motion to approve by Burroughs, 2nd by Bender, McDonald & Conrad in favor and Greiner was absent.

Discussion/Possible Action Approval for movie/activity at City Hall on December 2nd for Christmas in Keota. Motion by Bender, 2nd by McDonald, Conrad and Burroughs in favor and Greiner was absent.

Discussion/Possible Action – Pool Pass Rate Discussion, Senior Pass addition and Water Aerobics attendance. – Motion to approve adding a Senior Season Pass for the Aquatic Center, to be able to advertise and sell passes for the Holiday season and to allow non pass holders to attend Water Aerobics classes at a rate of \$5.00 a class; made by Conrad, 2nd by Bender, Burroughs & McDonald in favor and Greiner absent.

Discussion/Possible Action – Spraying for weeds in the Cemetery through Tom Woltering – Motion to approve working with Tom W. to again spray for weeds through the cemetery area yet this Fall, made by Burroughs, 2nd by McDonald, Conrad & Bender in favor and Greiner was absent.

Discussion Possible Action – Cameras to be installed with signs in both City Parks – Motion made to allow the City Clerk to research best options and to move forward with purchase and installation of security cameras in both parks, not to exceed \$1000.00 for project. Motion by Bender, 2nd by Burroughs, Conrad & McDonald in favor and Greiner was absent.

Discussion/Possible Action – Council meetings in January falling on New Year and a caucus. – Motion to move both January meetings to Tuesday, January 2, 2024 & January 16, 2024, made by Conrad, 2nd by McDonald, Burroughs & Bender in favor and Greiner absent.

Mayor Comments: Mayor Cansler thanked Councilmen Bender and Greiner for aiding in getting employee evaluations completed early this year to help with budgeting. Cansler also thanked the city employees for all of their hard work daily & working to get evaluation meetings complete. Cansler thanked Councilman Burroughs for all of his work and prework in completing the new Administrator Position and Ordinance completed in time for evaluations. Mayor Cansler then shared that he had been in communication with Police Chief Conrad about the firearms, evidence and files that are being stored at City Hall. They discussed PC Conrad, moving forward with the destruction of said items that are no longer needed to be held and that all items that need to be maintained per law, would need to fit in the filing cabinet that was moved into City Hall, locked and the cabinet stored in the basement of City Hall for required time. PC Conrad would have the key to this cabinet and would need to make arrangements or come in during regular business hours to access the cabinet when needed.

Adjournment: Motion made to adjourn meeting by Burroughs, 2nd by Bender with Conrad and McDonald in favor. Time 8:44pm.

Next regular meeting, November 6th, 2023 at 7:00 pm.

Attest:

Mayor Anthony Cansler

City Clerk Alycia A Horras