

## February 18, 2020

The Keota City Council met on February 18, 2020, at the Keota City Hall. The meeting was called to order at 7:00 p.m. by Mayor Pro-Tem Keith Conrad.

Council members answering roll call were: Curt Burroughs, Mike Bender, and Rod Hill. Matt Greiner and Mayor Anthony Cansler arrived at 7:01 p.m. City Employees present were: Doug Conrad, Toni Greiner and Tomisha Hammes. Also in attendance was Mary Pat Redlinger, Trenton Redlinger, Victoria Smith, Tom Ruggles, Nick Mahan, Heath McDonald and Dan Flynn.

Motion was made by Councilman Burroughs to approve the consent agenda including minutes from the February 4 and February 12, 2020 meetings, bills for payment and month end financials for January 2020. Councilman Bender seconded the motion. Motion passed with a majority vote.

**CITY OF KEOTA  
FEBRUARY 18, 2020 COUNCIL MEETING  
FOR PERIOD FEBRUARY 5 - FEBRUARY 18, 2020**

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
CONRAD, DOUGLAS L.	\$1,803.00	Payroll
GREINER, ASHLEY	\$78.82	Payroll
GREINER, TONIA	\$745.97	Payroll
HAMMES, TOMISHA	\$1,037.03	Payroll
MILLER, KEVIN	\$1,207.77	Payroll
SLAUBAUGH, KEVIN L.	\$1,458.56	Payroll
EFTPS	\$1,858.85	Employee Withholdings
JEFF GARMAN	\$1,875.00	Cemetery - Mowing Contract
AREA 15 REGIONAL PLANNING COMMISSION	\$494.41	Association Fee
IOWA ASSN. OF MUNICIPAL UTILITIES	\$661.00	Association Fee
KEOKUK COUNTY ABSTRACT CO.	\$400.00	WML Continuation of Abstract
US CELLULAR	\$369.76	All Dept. Cell Phones
FARMERS COOP ASSN.	\$816.23	All Dept. Veh. O & M
COX SANITATION	\$3,508.50	Garbage Pick Up/Bags
ION ENVIRONMENTAL SOLUTIONS	\$1,626.40	Water/Sewer - Testing
COUNTY LINE MART	\$261.41	Police - Veh. O & M
MISC. ON MAIN	\$39.99	Police - Screen Protector
UNITED STATES POSTAL SERVICE	\$110.00	All Dept. - 2 Rolls Stamps
DIGITAL ALLEY	\$40.00	Police - Battery Pack
BLUE CROSS AND BLUE SHIELD	<u>\$9,864.14</u>	All Dept. Employee Health Benefits
<b>TOTAL</b>	<b>\$28,256.84</b>	

### January 2020 Month End Financials

FUND	BEGINNING BALANCE	RECEIPTS	EXPENDITURES	END BALANCE
LIBRARY CD 1	\$39,086.53			\$39,086.53
LIBRARY CD 2	\$30,727.41			\$30,727.41
SEWER CD	\$144,309.30		\$323.81	\$144,633.11
SEWER VEH CD	\$20,267.94			\$20,267.94
WATER CD	\$68,389.15			\$68,389.15
WATER VEH CD	\$420.79			\$420.79
DARE	\$777.62			\$777.62
POLICE FORFEITURE	\$572.49			\$572.49
GEN FD INV	\$1,447.60		\$0.37	\$1,447.97
GEN FD LIBR INV	\$4,974.44		\$1.27	\$4,975.71

LIB BUILDING	\$1,303.55	\$0.33		\$1,303.88
LIB MEMORIALS	\$305.62			\$305.62
PERPETUAL CARE FUND	\$7,504.97	\$1.91		\$7,506.88
POLICE VEHICLE INV	\$22,282.08	\$5.68		\$22,287.76
PARK & CEM VEH	\$8,599.65	\$2.19		\$8,601.84
CITY HALL BLDG RPR	\$19,191.76	\$4.89		\$19,196.65
CIVIL DEFENSE FU	\$3,170.83	\$0.81		\$3,171.64
KEOTA DAYCARE	\$1,188.61	\$0.30		\$1,188.91
WILSON MEMORIAL LIB	\$17,550.96	\$4.47		\$17,555.43
T&A METER INV	\$23,640.92	\$6.02		\$23,646.94
SIDEWALK SAVINGS	\$14,507.55			\$14,507.55
WTR VEH SAVINGS	\$24,438.96			\$24,438.96
WTR TWR MAIN SAVINGS	\$9,633.31			\$9,633.31
SEWER VEH SAVINGS	\$8,110.62			\$8,110.62
SNOW EQUIPMENT SAVINGS	\$5,065.78			\$5,065.78
CHECKING	\$432,259.21	\$82,162.96	\$58,186.48	\$456,235.69
GENERAL		\$7,226.85	\$23,812.81	
GENERAL - LOCAL				
OPTION		\$6,058.02		
DARE				
ROAD USE		\$13,718.49	\$7,672.10	
EMPLOYEE BENEFITS		\$4,517.94	\$8,381.65	
DEBT SERVICE		\$227.65		
CAPITAL IMPROV RESER		\$245.18		
LIBRARY		\$4,132.39	\$3,495.12	
LIBRARY MUSEUM				
WATER		\$26,733.18	\$10,301.33	
CP. WTR. TRTMNT. PLANT				
CP. WTR. TOWER				
CP. WTR. MAIN DAVIS ST				
CP. WTR MAIN				
BROAD/DAVIS				
UTILITY DEPOSITS		\$211.44		
SEWER		\$18,948.59	\$8,620.46	
SEWER EXT-BROADWAY				
SEWER PLANT UPGRADE				
TOTAL				\$934,056.18

Citizen Comments: Nick Mahan asked the Council if the green space at the park on the corner of Washington Avenue and Davis Street could possibly be extended south of where the equipment is if a daycare is put in. The Council stated that the City owns a portion of green space south of where the current equipment is located, so yes it could be extended. Victoria Smith wanted to know what the City does about inspections for rent to own homes in Keota. She stated that she is concerned with the condition of a property near her due to the amount of trash being removed from the property and knowing that a child was living there. Councilman Burroughs explained that the Council is reviewing this specific Ordinance later in the meeting. The Council plans to do away with bi-annual rental inspections, but instead do inspections on a complaint based timeline, when properties are sold, or being transferred. Councilman Conrad stated that if there is a neighbor sees something that they are concerned with that they should contact city hall or the police officer to let them know. The City Council and employees do drive arounds to check properties, but that doesn't always show underlying problems or issues at a property. It goes back to the if you see something, then say something, because the Council doesn't always hear or see everything, so they appreciate it when the community lets them know of issues or concerns.

Motion was made by Councilman Bender to table the Public Works Report due to Kevin Slaubaugh being at the Iowa Rural Water Association Conference in Des Moines. Councilman Greiner seconded the motion. Motion passed with a unanimous vote.

Officer Doug Conrad gave his Police Report. For the reporting period of February 1 through February 15<sup>th</sup> there were sixteen (16) service calls/complaints and seven (7) citations issued. Service Calls/Complaints: two controlled substance, one family and children, one trespass, three mental, five assist and serve, one civil dispute, one misc. complaint, two domestic abuse. Citations: domestic abuse with bodily injury, child endangerment, and five speed/alternative enforcement. Motion was made by Councilman Burroughs to approve the Police Report without time sheets. Councilman Conrad seconded the motion. Motion passed with a unanimous vote.

Nick Mahan, Wilson Memorial Library Board President, gave the Library Report. There will be a Library Board Meeting on Monday, February 26 at the library. The early out day activity on Wednesday, February 26 will be with the virtual reality equipment that was recently purchased through a tech grant. There will be a Princess Party on Saturday, March 14 at the library. Please call ahead and let the library know if you are interested in attending the Princess Party. The wooden book stand in honor of Roger Richardson is on display at the library. Motion was made by Councilman Conrad to approve the Library Report. Councilman Bender seconded the motion. Motion passed with a unanimous vote.

The city clerk did the first reading of Ordinance 270: AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KEOTA, IOWA, 2017, BY AMENDING PROVISIONS PERTAINING TO THE RENTAL INSPECTIONS AS OF JULY 1, 2020.

**BE IT ENACTED** by the City Council of the City of Keota, Iowa:

**SECTION 1.** Title VII, Chapter 4, Section 1 of the Keota Municipal Code, 2017, is hereby repealed and the following adopted in lieu thereof:

**ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE 2018.**

That a certain document, one (1) copy of which is on file in the office of the City Clerk of the City of Keota, being marked and designated as "International Property Maintenance Code, 2018" as published by the International Code Council, Inc., be and is hereby adopted as the Property Maintenance Code of the City of Keota, in the State of Iowa; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said International Property Maintenance Code, 2018, are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Title VII, Chapter 4, Section 2 of the Keota Municipal Code, 2017, SECTION 302.4 – Insert - \$45.00 every two (2) years is hereby repealed.

Title VII, Chapter 4, Section 3 of the Keota Municipal Code, 2017, is hereby repealed and the following adopted in lieu thereof: Residential Rental Ordinance.

Title VII, Chapter 4, Section 4, 6-25-903 of the Keota Municipal Code, 2017, is hereby repealed and the following adopted in lieu thereof: The owner or operator of any residential rental real estate shall file an application for a rental permit with the City Clerk. The application must include the following.

1. Name and contact information of the owner; 2. Legal description and address of the subject property; 3. The name and contact information of any mortgagee or holder of any other lien or encumbrance of record, any contract buyer, and the tenant; 4. Any additional information as required by the building official. 5. Rental Permit Fee of \$50.00 due in September. Rental Permits are valid for one calendar year from issuance.

Title VII, Chapter 4, Section 4, 6-25-904 of the Keota Municipal Code, 2017, is hereby repealed and the following adopted in lieu thereof: If the building official determines that all applicable provisions of this chapter have been complied with, or a variance or modification allowed, a rental permit shall be issued to an owner or operator upon payment of the required fees.

Title VII, Chapter 4, Section 4, 6-25-905 of the Keota Municipal Code, 2017, is hereby repealed.

Title VII, Chapter 4, Section 4, 6-25-910 of the Keota Municipal Code, 2017, is hereby repealed.

Title VII, Chapter 4, Section 6, of the Keota Municipal Code, 2017, is hereby repealed and the following adopted in lieu thereof: EFFECT ON EXISTING PROCEEDINGS. Nothing in this ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance. Any property not having established its compliance and issuance of a rental permit thereby under the repealed ordinance shall be subject to the appropriate provisions of the newly adopted ordinance herein upon adoption. Any rental permit issued under the repealed ordinance shall serve to establish compliance under the ordinance adopted herein until the expiration of the rental permit issued in relation thereto.

Motion was made by Councilman Greiner to waive the second and third reading of Ordinance 270. Councilman Burroughs seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Bender, Hill; Nays – None; Abstain – None Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Conrad to Approve Ordinance 270. Councilman Bender seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Bender, Hill; Nays – None; Abstain – None Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Burroughs to approve Resolution 2020-12: Approving the Salary for FY21 for Kevin Miller at \$38,000 with earning potential of \$1500 per water certification, earning potential of \$1500 per sewer certification, and earning potential of \$1500 per water distribution certification. Councilman Greiner seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Bender, Hill; Nays – None; Abstain – None Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Greiner to approve Resolution 2020-13: Approving the Salary for

FY21 for Kevin Slaubaugh at \$51,619.49. Councilman Conrad seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Bender, Hill; Nays – None; Abstain – None Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Burroughs to approve Resolution 2020-14: Approving the Salary for FY21 for Doug Conrad at \$56,630.38. Councilman Bender seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Bender, Hill; Nays – None; Abstain – None Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Bender to approve the job description of city clerk/administrator effective immediately. Councilman Conrad seconded the motion. Motion passed with a unanimous vote. Councilman Burroughs stated that there is a change in the job description and title for the city clerk because the main duties of a city clerk are setting the agenda, public records and the election. The clerk's responsibilities have changed and the Councilmen have decided to give her more authority in her position.

Motion was made by Councilman Burroughs to approve Resolution 2020-15: Approving the Salary for FY21 for Tomisha Hammes at \$42,000. Councilman Bender seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Bender, Hill; Nays – None; Abstain – None Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Bender to set the Public Hearing to Approve the FY21 City of Keota Budget for Monday, March 16 at 7:00 p.m. Councilman Burroughs seconded the motion. Motion passed with a unanimous vote.

Motion was made by Councilman Bender to approve the City of Keota Mission Statement: *The City of Keota, Iowa is a progressive, rural community that has a proud history and a vision for the future. The City of Keota strives to serve its residents with efficiency, leadership, and maximizing opportunities for economic growth.* Councilman Hill seconded the motion. Motion passed with a unanimous vote.

Motion was made by Councilman Conrad to approve all City of Keota Committee Heads to be media spokesmen for publicity, Councilman Greiner seconded the motion. Motion passed with a unanimous vote.

Clerk/Council/Mayor Comments: There will be a Daycare Committee Meeting on Wednesday, February 19 at 12 noon. Dan Levi, from Levi Architecture, recently called the city clerk to ask if the Council would like him to do a free walk-through of the library to talk about the potential and he also gave a list of resources to contact to find out more information about Community Daycares. Councilman Burroughs requested that a Daycare Update be put on the agenda for the next Council meeting. He also discussed putting in a quarterly update in the newspaper to let the public know what the Council has been doing and what they are working on. He also asked Dan Flynn if the Museum Board would like to be added to the agenda to give updates on events and projects that they are working on. Flynn stated that he would talk to the Museum Board about it. Councilman Hill stated that DARE has started for the 6<sup>th</sup> graders and he thanked Mayor Cansler for the recent donation from the Riverside Casino in honor of Mayor Cansler for his volunteer hours.

Motion was made by Councilman Burroughs to adjourn at 7:59 p.m. Councilman Greiner seconded the motion. Motion passed with a unanimous vote. The City Council will next meet on Monday, March 2, 2020 with work session starting at 6:00 p.m. and the regular meeting to start at 7:00 p.m.

---

MAYOR ANTHONY CANSLER

ATTEST:

---

CITY CLERK TOMISHA HAMMES

\*These are not official minutes. These minutes will be approve at the next council meeting. All documents mentioned in these minutes can be viewed during business hours at the Keota City Hall.