

Minutes
KEOTA CITY COUNCIL
225 E. BROADWAY AVE.
April 17, 2023

Meeting was called to order at 7:04 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, Public Works-Harmsen and Library Employee Toni Greiner. Public present at the meeting Karen Sypherd, Dan Flynn, Cindy Detwiler, Nick Beinhart, and Casey Jarmes from Sigourney New-Review.

Motion to amend the agenda was made by Burroughs. 2nd by Bender. All in favor.

The following was added to the agenda under New Business:

- 1) Motion to amend Resolution 2023-28 to add Noah Fisher as a Concession Stand new hire and to amend Resolution 2023-29 to remove Noah Fisher as a Life Guard new hire.
- 2) Motion that all letters of violation be issued by the Police Department and must include the specific code violated as well as what specific issue is in violation of the sited code; and inquires must be directed to the Mayor or Police Chief.
- 3) Motion that all letters of violation be addressed and sent from the Police Department and not from the Department of the City Clerk.

Motion to Amend the Closed Session- Sub Section J- Real Estate listed under New Business – No action to be taken and it was clarified that it is actually Iowa Code 21.5-Sub section J, per Conrad. 2nd by Bender. All in favor.

Invocation was given by Council Member Burroughs

Mayor Cansler opened the Public Hearing for the FY24 Budget. There were no resident comments or questions made in person or through call, text or email to the City Hall.

Motion to Adjourn Public Hearing made by Burroughs. 2nd by Bender. All in favor.

Consent Agenda: Motion was made by Burrough to approve Consent Agenda, including Agenda, previous meeting minutes from April 3rd Council Meeting - Budget review and payment of Bills, with the amendment of current position on Comp Time, Call In Time, Time off, Sick Time, to be addressed at the May 1st Council Meeting. McDonald 2nd the motion. All in favor.

Bills Paid April 4th to April 17th, 2023

Checks					
ABC FIRE EXTINGUISHER SALES	4/17/2023	\$60.40			
ALLIANT ENERGY	4/17/2023	\$4,593.11	#8380150778		
BLUE CROSS & BLUE SHIELD	4/17/2023	\$2,874.53	Kevin - Wellmark 5/1/23-		
COUNTY LINE MART	4/17/2023	\$311.91			
COX SANITATION	4/17/2023	\$4,558.55	Cemetery Trash P/U		
Dakota Supply Group	4/17/2023	\$822.00	Inv#S102509660.001 Bli		
FARMERS CO-OP ASSN.	4/17/2023	\$588.58	Kevin Gas 03/2023		
FRENCH-RENEKER-ASSC.	4/17/2023	\$3,375.00	Keota Water Plant Upgrz		
IMFOA	4/17/2023	\$50.00	Alycia IMFOA Memberst		
IMPRESSIONS COMPUTERS, INC	4/17/2023	\$330.00	Invoice#988819 Comput		
ION ENVIRONMENTAL SOLUTIONS	4/17/2023	\$3,625.00	April 2023 Operations ar		
LYLE INSURANCE AGENCY	4/17/2023	\$61,295.00	Lyle Insurance - KEOTA		
MALLEY HARDWARE & APPL.	4/17/2023	\$53.48	5 receipts for supplies	Conrad, Douglas L.	\$2551.91 Payroll
MID-AMERICA PUBLISHING CORP.	4/17/2023	\$396.99	#0329231731	Greiner, Ashley	\$80.00 Payroll
SECRETARY OF STATE	4/17/2023	\$30.00	Alycia Horras - Notary C	Greiner, Tonia	\$1054.00 Payroll
U S CELLULAR	4/17/2023	\$146.96	Doug Cell phone #4760C	Harmsen, Micah	\$1916.67 Payroll
UNITED STATES POST OFFICE	4/17/2023	\$326.00	Monthly Billing	Horras, Alycia A	\$1875.00 Payroll
VERIZON	4/17/2023	\$40.01	Inv# 9930909788	Kurth-Minard, Dawn M	\$690.00 Payroll
WHITE LAW OFFICE	4/17/2023	\$937.00	Various Legal items Invo	Slaubaugh, Kevin L	\$2376.92 Payroll
WINDSTREAM	4/17/2023	\$287.11	City Hall Acct 09126059-		
		\$233,628.96			\$10,544.50

Public Forum: Dan Flynn asked if there was any follow up on the items that he requested at the meeting on April 3rd pertaining to Doug Conrad's payroll and comp. time. Mayor Cansler stated that there was work being done to recalculate the items through FY23 and that there is a new timesheet system and procedure to calculate benefit items such as Comp Time, Vacation, Sick Time and Personal Time. This will now be calculated and signed off by both the Mayor and an additional Council member each pay period for consistency. This process is to begin on May 1st, 2023

The question was made as to why Chief Conrad was not required to be present at each council meeting like the rest of the department heads by Heath McDonald. Mayor Cansler stated that he had not made it mandatory at this time. Council Member Burroughs stated that a Point of Order could be made that Chief Conrad be required to attend all Council Meetings and with 3 or more Council in favor votes, it would be approved and added to his requirements.

McDonald stated that he would like to make a Point of Order to require Chief Conrad to be present at all Council Meetings. 2nd by Bender. All were in favor.

Department Reports:

Public Works – Harmsen reported that Tremmel was in town April 5, 6, and 7th. There was a sewer backed up on NW Baker after lots of trouble shooting the found that Central Cable had bored through our 8” sewer main causing the blockage. They repaired it and will send corresponding bills to KCTC. April 6th, Atwood Electric located numerous breaks in the underground electric to the outfield ballfield lights. Then ended up having Tremmel bore in 300 ft. of new underground cable to get the lights back in working order. There have been numerous sewer issues that Tremmel needs to come back to finish project work with. Harmsen is planning on replacing fire hydrant and boring new 2” water line to pool hopefully as early as this week. Slaubaugh has been working on getting the old pool filled in. He has the majority of the old pile at the sewer plant cleaned up and hauled away. Blaine contacted Harmsen about needing more fill dirt for the pool. That has been located and will be trucked into town hopefully next week. Harmsen met with Patrick and Blaine last Friday as there has to be a few small changes to the pool to meet inspection. Things are ready to go for City Wide Clean up Friday and Saturday. Times are Friday 12pm-4pm and Saturday, 8am – 12pm. Harmsen reported that they have noticed many residents in town making an effort to get things cleaned up for Spring. It is appreciated. New barricades, fence and tape have been ordered for the Sesquicentennial Celebration. Harmsen is in the process of ordering street paint to start on that next month. Harmsen is looking to get the street sweeper out this week.

Police Report- Police Chief Conrad reported for the time of 4-3-23 – 4-14-23 there were 12 Complaints and/or Service Calls and 0 Citations issued.

Library –Greiner reported that there have been nice prizes and donations submitted for the Summer Reading Program. Monday there were 11 kids that showed up for the program with no school going on. Sunday, April 23rd will be the adult movie selection at the library and they will be showing Elvis at 1:30.

Museum – Sypherd reported that the monthly meeting is this Wednesday, April 19th at 6:30.

Pool – Burroughs shared information that is on the following Resolutions as to who had been selected and accepted the positions of Pool Manager, Assistant Pool Manager, Concession Stand Workers, and Life Guards. It was also shared that for the Life Guards, this year the wage would start at \$10.00 for each person and if the return next year it will go up to \$11.00, with it increasing to \$12.00 for season 2025 if they return again. There will be a Free Swim scheduled for June 10th. There will be a max on the number of swimmers per life guard on duty to ensure safety for this event. The vendors are up for Council approval in Resolution 2023-30, and agreements will be set up following by the City Clerk.

Clerk – Horras shared that there was nothing new to report for this meeting.

Resolutions and Ordinances:

Resolution 2023-18 Approval of FY24 Budget- Motion was made by Burroughs, 2nd by Conrad. All in favor.

Resolution 2023-25 Set Public Hearing to Amend FY23 Budget - Motion was made by Burroughs, 2nd by Greiner. All in favor.

Resolution 2023-26 Hiring and Compensation of Pool Manager- Carmen Sieren - Motion was made by Conrad, 2nd by Greiner. All in favor.

Resolution 2023-27 Hiring and Compensation of Assist. Pool Manager- Caden Sprouse - Motion was made by Conrad, 2nd by McDonald. Bender & Burroughs – AYE. Greiner - Abstain

Resolution 2023-28 Hiring and Compensation of Concession Stand Workers with the addition of Noah Fisher to the Resolution- Motion was made by Burroughs, 2nd by Griener. All in favor.

Resolution 2023-29 Hiring and Compensation of Life Guards with the removal of Noah Fisher to the Resolution- Motion was made by Burroughs, 2nd by Conrad, McDonald and Bender- AYE, Griener – Abstain

Resolution 2023-30 Approval of Pool Board Free Swim Day and Vendors - Motion was made by Burroughs, 2nd by McDonald. All in favor.

Business:

- a. Council member Conrad discussed the process of adding/discussing. Iowa Code 21.5, Sub Section J. This will be added to the agenda for a Closed Session for the May 1st Council Meeting.
- b. Discussion/Possible Action City Clerk Horras discussed the possibility of consolidating the Inactive accounts that are currently held at the bank, into the General Account and balancing/reconciling through General Ledger for efficiency and accuracy. Motion was made to accept this consolidation by Burroughs, 2nd by Bender. All in favor.
- c. Discuss /Possible Action on the Junk/Junk Vehicle Ordinance letters that were sent out. Mayor stated that the letters were sent out without incomplete information. Council Member Burroughs made a motion that all letters are to be handled solely by the Police Department and/or Mayor and that each letter will contain specific information on what the issue is and what code was violated for each address. Motion was made to pass these changes by Burroughs and 2nd by Greiner. All in favor.
- d. A Point of Order was made by Conrad that all inquiries are to be directed to the Police Department or the Mayor and not to the City Hall and/or City Clerk. Motion to accept this Point of Order was made by Burroughs and 2nd by Conrad. All were in favor.

Clerk/Council/Mayor Comments: Mayor Cansler shared a Thank You to Horras and Kurth-Minard for all the hard work with the budget, audits, etc that has been due in the past few weeks. He also shared a Thank you to Slaubaugh and Harmsen for all of there work with clean up, the pool tasks, Spring items, etc.

Adjournment: Motion made to adjourn meeting by Burroughs, 2nd by Conrad, approved by all. Time 7:52pm.

Next regular meeting, May 1st, 2023 at 7:00 pm.

Attest:
