

Minutes

KEOTA CITY COUNCIL

225 E. BROADWAY AVE.

August 7<sup>th</sup>, 2023

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

Amend Agenda – Motion made by City Clerk Horras, with the addition of Resolution 2023-75, two items under new business and removing the new business item listed as City Legal Council. Motion to approve was made by Burroughs, 2<sup>nd</sup> by Bender and all in favor.

**Roll call:** Mayor Cansler, Councilmen Bender, Conrad, Burroughs, Greiner, and McDonald were present. City employees present were City Clerk Horras, and Billing Clerk Minard. Public present at the meeting Karen Sypherd, Cindy Detweiler, Ron Northup, Nick Mahan, Rich Klein, Tim Minard, Jorie Altenhofen, Jon Dinnel (N&N Sanitation), and Casey Jarmes from Sigourney New-Review.

**Consent Agenda:** Motion was made by Burroughs to approve Consent Agenda, including Agenda, previous meeting minutes from July 3<sup>rd</sup> Council Meeting - Budget review and payment of Bills. Conrad 2<sup>nd</sup> the motion and All in favor.

**Bills Paid June 30<sup>th</sup> August 7<sup>th</sup>, 2023**

**Checks**

ALL AM. TERMITE & PEST CONT.	7/31/2023	\$35.00	FARMERS CO-OP ASSN.	8/7/2023	\$429.65			
CENGAGE LEARNING	7/31/2023	\$128.78	FIRST NATIONAL BANK OMAHA	8/7/2023	\$230.00			
CENTER POINT LARGE PRINT	7/31/2023	\$329.92	FIRST NATIONAL BANK OMAHA	8/7/2023	\$344.98			
COMPANION CORPORATION	7/31/2023	\$1,400.00	FIRST NATIONAL BANK OMAHA	8/7/2023	\$292.55			
FIRST NATIONAL BANK OMAHA	7/31/2023	\$160.89	FIRST NATIONAL BANK OMAHA	8/7/2023	\$12.83			
INFOMAX OFFICE SYSTEMS INC.	7/31/2023	\$151.51	H & M FARM & HOME SUPPLY	8/7/2023	\$22.16			
OVERDRIVE, INC	7/31/2023	\$488.37	IA DEPT OF NAT. RESOURCES	8/7/2023	\$85.00	ALTENHOFEN, CHERYL	7/31/2023	\$113.61
WINDSTREAM	7/31/2023	\$143.04	IMPRESSIONS COMPUTERS, INC	8/7/2023	\$835.00	CONRAD, DOUGLAS L.	7/31/2023	\$2,116.30
ALLIANT ENERGY	8/7/2023	\$309.59	ION ENVIRONMENTAL SOLUTIONS	8/7/2023	\$4,068.19	GREINER, ASHLEY	7/31/2023	\$37.86
ALLIANT ENERGY	8/7/2023	\$30.95	IOWA ONE CALL	8/7/2023	\$17.10	GREINER, TONIA	7/31/2023	\$1,173.64
ALLIANT ENERGY	8/7/2023	\$3,992.03	JOAN BREES	8/7/2023	\$100.00	HARMSSEN, MICAH	7/31/2023	\$1,628.46
ALLIANT ENERGY	8/7/2023	\$19.73	MALLE Y HARDWARE & APPL.	8/7/2023	\$236.17	Horras, Alycia A	7/31/2023	\$1,423.82
ALLIANT ENERGY	8/7/2023	\$33.53	OLLINGER ELECTRIC	8/7/2023	\$310.00	Kurth-Minard, Dawn M	7/31/2023	\$740.41
ALLIANT ENERGY	8/7/2023	\$2,587.71	U S CELLULAR	8/7/2023	\$156.05	SLAUBAUGH, KEVIN L.	7/31/2023	\$1,737.23
ALYCIA HORRAS	8/7/2023	\$410.03	US FIRST	8/7/2023	\$74.86			\$8,971.33
BADGER METER	8/7/2023	\$60.00	VERIZON	8/7/2023	\$40.01			
COMM REC SPECIALIST, INC	8/7/2023	\$8,004.50	VISION AG	8/7/2023	\$500.65			
COUNTY LINE MART	8/7/2023	\$253.96	WATER SOLUTIONS UNLIMITED	8/7/2023	\$705.03			
COX SANITATION	8/7/2023	\$4,086.55	WHITE LAW OFFICE	8/7/2023	\$803.70			

**Public Forum:** Rich Klein stated that with the loss of our Police Chief, did we know that Sigourney went to not having a Police Department and utilizing the Keokuk County Sherrif's department and are now looking to go back to having a PD. Mayor Cansler acknowledged his concern and let him know that the Safety Management Team is looking into the option of both the Washington and Keokuk County offices, along with any other option to allow for the best decision for Keota.

**Department Reports:**

**Public Works** – In Harmsen's absence, Horras shared that Harmsen, Slaubaugh and Horras will have a conference call with matt Walker from French Reineker and Wapello Rural Water Association on 8/8 to go through water options. Progress has been made at the pool site and water has been turned on. Filling the pool will start as early as Wednesday this week. Harmsen has also been in contact with Carrico Aquatics and they plan on being at the site the end of the week to start regulating the water and chemicals as long as the circulation pump is in order. Alliant has 3 faze wires run to the transformer and just needs the overhead hooked up to have electricity. They are also planning to run the gas line this week. Tremmel has been in town for a few projects. Water and Sewer have been run to the new residence on N Fulton. Working with the City Clerk, Public Works has tentatively set Oct. 6<sup>th</sup> and 7<sup>th</sup> for our Fall clean up days. Harmsen will be changing his hours to 6:30 to 3:30 starting 8/21 through the end of football season.

**Library** – Greiner is on vacation from August 7<sup>th</sup> – 19<sup>th</sup>.

**Museum** – Sypherd reported that Museum board will meet in a couple of weeks to get ready for the Fall.

**Pool** – Councilman Burroughs shared that there was a meeting with the Pool Advocate team last Tuesday to view the progress of the pool and talk about a Large Donor appreciation dinner. The Council and City employees will be invited as well, along with some of the grant personnel and business owners and citizens that have made a big impact in the fundraising of the funds to build the Aquatic Center and Splash Pad.

**Clerk** – Horras shared that there have been 2 new residents for Keota. Computer Install/Upgrade went great and we are up and running. We started with some initial download of the gWorks system and ware working to load files, along with some training that will happen this Thursday to start imputing our Vendors. The City received the Rural Housing Grant funds with the use of this program, as our project. We received the \$10,000.00 Grant on Friday and this significantly reduces the purchase price of this system, but covering approximately 40% of the cost. We had 2 claims for the IA Great Treasure Hunt, that Horras is working on. One has been received for the city in the amount of \$150.00 and there is another one that is approx. \$100.00. The IEDA Downtown Conference went extremely well. Lots of opportunities, connections and resources made. Was able to win 2 drawings with one including a resource on marketing 3-4-5 for our sue and a free website with a year of service from Locable. She also worked with the Mainstreet Washington team and we would really like to work together to link our websites and build off of each town's sites to attract more traffic and interest.

**Resolutions and Ordinances:**

**Resolution 2023-69** Approval of funds in the amount of \$1500.00 given to the Pool Advocates for donor appreciation dinner food/supplies. Motion by Conrad, 2<sup>nd</sup> by Bender, and All in favor.

**Resolution 2023-70** Approval of Destruction of Certain City Documents for up to FY18 - Motion by Burroughs, 2<sup>nd</sup> by Bender, and All in favor

**Resolution 2023-71** Approval of Purchase of Camera/Security System for Aquatic Center, with amendment of range to state \$200.00 to \$1000.00 final purchase amount - Motion by Bender, 2<sup>nd</sup> by Burroughs, and All in favor

**Resolution 2023-72** Approval of City Clerk applying for the IED Boost Grant. Motion by Bender, 2<sup>nd</sup> by McDonald, and All in favor.

**Resolution 2023-73** Approval of General Account withdrawal for Pool start up funds. Motion by Bender, 2<sup>nd</sup> by McDonald, and All in favor.

**Resolution 2023-74** Approval of Free General Admission for the Aquatic Center for the 2023 Season. Motion by Burroughs, 2<sup>nd</sup> by Bender and All in favor.

**Resolution 2023-75** Reinstatement of Utility Billing Clerk Position and Wage for FY2024. Motion to table this item and have further discussion with the Employee Review Committee along with both Clerks & then come back before the council, was made by Burroughs, 2<sup>nd</sup> by McDonald and All were in favor.

**New Business:**

**Discussion/Presentation** – John with N&N Sanitation was present to discuss the packet of information and a bid offer for services to the City of Keota. He

talked about their automated system and each council member was given 2 minutes to ask questions and further discuss. Bender- "Is this the same rate for each town?" N&N replied that they have been trying to get business from Keota for some time, so they have an exclusive offer with a 5-year contract. Conrad- "Who do they currently provide service for?" N&N stated that they currently provide service to rural areas and HOAs in the IC area and areas such as Solon and Sutliff. Burroughs- "The tags that are \$2.00, what does that cover?" N&N stated that the monthly fee covers whatever fits in the carts and this would be for additional that didn't fit. A 65gal tote would hold 4 -6, 13gal bags. Greiner and McDonald had no further questions. Mayor- Solid waste is \$14.00/mth. and recycle is &6-20/mth. Correct? And what is the terms for paying for a cart exchange? N&N stated that a cart exchange fee is only assessed when a cart is damaged clearly by the resident, such as running it over and such. Currently they cannot accept glass, but that will be added by the time the contract would go into place. A request for references was made and a motion was made to table for further discussion and questions by the council, by Burroughs. 2nd by Conrad, and All were in favor.

**Discussion/Introduction** Jorre Altenhofen was present to introduce herself to the city as the Keokuk County Emergency Management Coordinator. This is a part time position and she also works part time with the Keokuk County Public Health team as well. Emergency Management is located in the Court House along with Public Health. Altenhofen is working on a multi-Jurisdictional plan and asked the Council to look over the handout that she had with data from Keota in 2018. She requested that they bring any changes to Clerk, Horras to communicate to Altenhofen for a new update, that is required every 5 years. Opening for debate was made and each Council member declined.

**Discussion/Possible Action** Approval of comp time for all City employees. Burroughs did remind us that there is a cap on comp time of 360 hours. Motion was made for approval of all comp time for employees with the completion of final calculation of benefit time for Doug Conrad to be done by Mayor Cansler and another Councilman, by Conrad. 2<sup>nd</sup> made by McDonald and All were in favor.

**Discussion/Possible Action** City Clerk to look at a possible website change and asked for approval to explore the Locable, Inc. option. Motion was made to approve exploration of Locable, by Bender, 2<sup>nd</sup> by Burroughs and All were in favor.

**Discussion/Possible Action** Approval for City Clerk to communicate to and engage in further action with any residents that were over 3 months delinquent on their utility bill. Burroughs stated that this was something that was already in the Clerk's power and only needed to come to the council for further approval if there were any fees associated with the process.

**Discussion/Possible Action** Approval of Fall Clean up dates being October 6<sup>th</sup> and 7<sup>th</sup>. Motion to approve by Burroughs, 2<sup>nd</sup> by Greiner and All in favor.

**Discussion/Possible Action Clerk** Horras presented another grant opportunity from Gametime. This would allow us to purchase a new fitness/park playground structure with the potential of up to 50% grant matching funds. The structures are more fitness and hand eye coordination, focus rather than just the typical playground structures and would be a great addition to be added to the park opposite of the library to revive that area. A motion was made to allow the City Clerk to look into this option and bring the final details to the council meeting for discussion and/or approval to move forward. Motion by Burroughs, 2<sup>nd</sup> by Greiner and All in favor.

**Discussion/Possible Action** Clerk Horras stated that with the short length of time that the aquatic center would be open, she would like to pare down the concession stand options to ensure that there is not a lot of leftover inventory. Motion was made by council member Burroughs to allow the Clerk to use her discretion in this area. A 2<sup>nd</sup> was made by Bender and All were in favor.

**Discussion/Possible Action** Clerk Horras verified with the Council that there were no Public Measures to be added to the ballot this November and all Councilmembers responded that we do not have any at this time.

**Mayor Comments:** Cansler requested that there be an agenda item next meeting, to discuss the Police Office and equipment, truck, equipment in the truck, firearms, etc. Cansler also stated that Officer Conrad currently has the keys to the Police Office and that that would change with the move of the things from the office to City Hall, Keokuk County Sheriff Dept, etc. Cansler stated that the employee review committee will meet with and discuss the Clerk positions and will begin to get things ready for employee reviews to be scheduled. Thank you to all the work that has been done by the Council Members and City employees.

**Adjournment:** Motion made to adjourn meeting by Burroughs, 2<sup>nd</sup> by Bender, with All in favor. Time 8:34pm.

**Next regular meeting, August 21<sup>st</sup>, 2023 at 7:00 pm.**

Attest:

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Mayor Anthony Cansler

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City Clerk Alycia A Horras