CALL TO ORDER: Mayor Christopher Taylor called the council meeting to order at 7 p.m. at Swisher City Hall, Swisher, Iowa on January 11, 2016. Mayor welcomed back Gudenkauf and Stagg for another term and Neuendorf on her first term.

Council Present: Mary Gudenkauf, Angie Hinrichs, Rebekah Neuendorf, Mike Stagg, Larry Svec.

Also present: City Clerk Tawnia Kakacek, City Engineer Tim Cutsforth and Arielle Gebhart, Robin Kolosik, Gene Beard.

Consent Agenda: After review and discussion, Stagg moved, seconded by Svec, to approve the Consent Agenda consisting of: Agenda, December 14, 2015 Minutes, updated List of Claims, December 2015 Clerk/Treasurer Reports and Utility Audit Reports. Roll call vote was taken. All ayes. Motion carried.

Citizens’ Comments: Robin Kolosik inquired the progress regarding Chalupsky lot on Central Avenue. Mayor noted the attorney and he are meeting on Friday to review property and the attorney will send letter to owner of violations. It was noted that 3 ½ trailers are sitting in the city right-of-way. Mayor recommended council to drive by and review the property.

Reports:
Library Report: Mayor reported the Library Director Laura Hoover and he attended the Johnson County Board of Supervisors Budget Meeting asking for library budget increase.

Engineer’s Report: City Engineer Cutsforth noted they completed the plans on Orchard Street Storm Sewer Project, surveyed Chalupsky lot, and introduced HR Green Associate Arielle Gebhart.

Mayor Report: Mayor Taylor reappointed Angie Hinrichs as Mayor Pro-Tem. He noted the city term on the ECICOG Board ended in December and will not have another city representative on board for another seven years per their bylaws. Mayor requested volunteers from the council to attend the quarterly Joint Entities Meeting and monthly EMA Commission meeting in January as he is unable to attend. He will attend the Johnson County Metropolitan Planning Organization meeting at end of month. No volunteers at this time. He noted there are three elections coming up: January 19th for Johnson County Board of Supervisors, February 1st for Caucuses, and February 2nd for school bond vote.

Council Report: None.

Employees’ Reports: Kakacek noted the following: requested council to drop off code books for updates, working on city policy handbook with the Mayor, and inquired if council wanted to obtain other bids for refuse/recycling as the current contract ends 6-30-16. Council didn’t want to get other bids as satisfied with current contractor.

BUSINESS:
Public Hearing—Approve Specs, Plans and Opinion of Cost for Orchard Street Culvert Improvements: Motion by Gudenkauf, seconded by Stagg, to open public hearing for specs, plans and opinion of cost for Orchard Street Storm Sewer Project. Call for vote. All ayes. Motion carried. Public hearing opened at 7:24 p.m. No verbal or written comments were received. Motion by Stagg, seconded by Hinrichs, to close public hearing. Call for vote. All ayes. Motion carried. Public hearing closed at 7:25 p.m.

Approve Specs, Plans and Opinion of Costs for Orchard Street Culvert Improvements: Kakacek noted the budget would need to be amended and be paid out of Road Use Fund. Engineer Cutsforth noted the following: would be sent out for bids tomorrow and due by February 1st; temporary easements will need to be obtained, and will take approximately 20 working days to complete. After review of final plans, specs, and cost, Gudenkauf moved, seconded by Svec, to approve specs, plans, and opinion of cost for Orchard Street Storm Sewer Project. Roll call vote was taken. All ayes. Motion carried.
**Request to Waive Sewer Charges:** After reviewing letter of request from Brett Shelton, council directed city clerk to contact Shelton and have him attend the February 8th Council Meeting as there are more questions than answers to his request.

**Review Snow Policy:** Gene Beard expressed concern of snow removal on city streets from the last snow storm was not removed in timely fashion and made it hard to respond for emergency calls. He feels there is not a plan for snow removal. Hinrichs inquired why the snow fences were not installed. Mayor noted there is a snow removal plan and council in the past was okay with snow removal not done until it stopped snowing. He also noted the third person city hired for snow removal was to be used only when one of the other two city personnel couldn’t remove snow. Hinrichs would like to have snow emergency notice put on television as other cities. Kakacek noted it is on the facebook page. Mayor noted per the Swisher Code a snow emergency automatically goes into effect when snow accumulation reaches two inches and the Mayor can declare a snow emergency as well. Beard also felt the city should have a backup sander. Council requested to have Vondracek submit them the city’s backup plan if current sander breaks down. Beard questioned the illegal parking on the 2nd Street as the sign posted doesn’t allow parking from November thru May of times of 2a.m. to 6 a.m. It was noted the City can make landlord aware that his tenants are parking illegally and contact police to ticket them. It was also suggested that if Vondracek can’t get away from the sewer plant testing, have Glen Heims remove snow. Council recommended the snow emergency reminder be put in the NoJoCo paper and contact City of Shueyville to see who they hire for snow removal.

**Review 2015 Council Goals:** Council decided to schedule later for work session in March to review these goals. Mayor noted these were not the only issues facing the city, but they were the priorities chosen by Council. Stagg asked Neuendorf to review these goals and see if she has any other suggestions.

**Review Investment Policy:** Kakacek noted council should review this annually. After review, Stagg moved, seconded by Svec, to approve current City of Swisher Investment Policy. Roll call vote was taken. All ayes. Motion carried.

**Refer to Rezoning Request to Planning and Zoning:** Motion by Svec, seconded by Hinrichs, to refer Mark and Samantha Ironside request to rezone Myra Serbousek Subdivision, Lot 1 from agriculture to residential to Swisher Planning and Zoning Commission for recommendation.


**Resolution No. 2016-02—Assess Delinquent Bills to Property Taxes:** After discussion, Stagg moved, seconded by Hinrichs, to approve Resolution No. 2016-02 entitled “A RESOLUTION AUTHORIZING THE CITY CLERK TO CERTIFY TO THE COUNTY AUDITOR FOR COLLECTION ON THE UNPAID SEWER AND GARbage FEES”. Roll call vote. Ayes: Gudenkauf, Hinrichs, Neuendorf, Stagg, Svec. Nays: None. Resolution No. 2016-02 passed.

**Resolution No. 2016-03—Appoint to Library Board:** Kakacek noted Andy Johnson from the county gave verbal approval for Chadima to be on the library board. Motion by Hinrichs, seconded by Svec, to approve Resolution No. 2016-03 entitled “A RESOLUTION APPOINTING TO LIBRARY BOARD FOR TERM EXPIRING 12/31/2021 FOR THE CITY OF SWISHER” of Jodie Chadima as Johnson County Representative. Roll call vote. Ayes: Gudenkauf, Hinrichs, Neuendorf, Stagg, Svec. Nays: None. Resolution No. 2016-03 passed.


**Request to Update City Clerk Title:** City Clerk Kakacek requested to add “Finance Officer” to her title of City Clerk. She noted that she does the work required as the Swisher Code states the city clerk is the finance and accounting officer of City and is responsible for the administration of fiscal management. Mayor recommended approval but future City Clerks should not automatically get “Finance Officer” title without Council approval. After discussion, Svec moved, seconded by Neuendorf, to add title of “Finance Officer” to City Clerk Tawnia Kakacek only. Call for vote. All ayes. Motion carried.

**Correspondence:** Council reviewed the following correspondence: donation from MidAmerican for outdoor city message board and Mediacom letter regarding rate increase.

**Adjournment:** Motion by Stagg, seconded by Neuendorf to adjourn. Call for vote. All ayes. Motion carried. Meeting adjourned at 9:08 p.m.

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Tawnia Kakacek, City Clerk

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Christopher Taylor, Mayor