

(Subject to Approval)
CITY OF SWISHER, IOWA
CITY COUNCIL MEETING MINUTES
OCTOBER 8, 2018

REGULAR CITY COUNCIL MEETING

Call To Order: Mayor Christopher Taylor called the Swisher Council Meeting to order at 7 p.m. at Swisher City Hall, Swisher, Iowa on October 8, 2018.

Council Present: Mary Gudenkauf, Jerry Hightshoe, Rebekah Neuendorf, James Rowe, Mike Stagg.

Also Present: City Clerk/Finance Officer Tawnia Kakacek, Public Works Superintendent Rodney McNeal, Library Director Laura Hoover, City Engineer Tim Cutsforth and Assistant Kurt Mester -HR Green, Johnson County Sheriff Lieutenant Brian Adolph, Gene Beard, Cera Wilkins, Chris Umscheid-NOJOCO Paper.

Consent Agenda: Kakacek noted the 9-10-18 Council Minutes needed to be amended showing that Library Director Laura Hoover was present and DanceMor stills needs dram shop and notary form signed. After review and discussion, Stagg moved, seconded by Rowe, to approve the Consent Agenda consisting of: Agenda; 9-10-18 Meeting Minutes with adding Library Director Laura Hoover as present; 10-1-18 Meeting Minutes; updated List of Claims; September 2018 Clerk/Treasurer Report; DanceMor Special Class C Liquor License, Class B Native Wine Permit pending dram shop and notary form signed; Resolution No. 2018-37-Approve Sidewalks Release for Lots 2, 5, Outlot B of Fisher's 5th Addition; and Halloween Trick/Treat Night for Wednesday, October 31, 2018 from 5:30 p.m. to 8:00 p.m.. Roll call vote was taken. Ayes: Gudenkauf, Hightshoe, Rowe, Stagg. Nays: None. Abstain: Neuendorf (spouse to owner of DanceMor). Motion carried.

Citizen Comments: Gene Beard gave overview of the city's siren history and concern of not running daily siren to make sure it is working. He asked the council to reconsider keeping the 6 p.m. daily siren. Cera Wilkins asked the city council if they should look into updating the siren equipment since it is not running daily. Rowe noted that is in the proposed capital improvement plan.

Reports:

Sheriff: Johnson County Sheriff Lieutenant Adolf noted they have been monitoring the speeding on Swisher View. Hightshoe inquired if the electronic speed sign on west end of town has helped lower the speeding. Adolf thought it has helped and noted it was more cars speeding than semis.

Library: Librarian Hoover reported the following: attended 2 library conferences; met with Dan Swick from South Slope about adding outlets to outside the building, replacing the carpet and approval to have a mural painted on the front of the building by students. Swick stated they will do the outlets, agreed on the mural and asked for estimates on the carpet replacement; Katie Haight was speaking at coffee group tomorrow about her Haiti Mission trip; Linda Hay will speak at library Wednesday night at 7 p.m. on Swisher History; she introduced new book "All in One Room" that is about one room schools in Johnson County.

Engineer: Engineer Cutsforth reported the following: reviewed sidewalks release; the seeding may need to be done in Spring for Rose Avenue Storm Sewer Project due to all the rain; he introduced Kurt Mester as new assistant for HR Green.

Mayor: Mayor Taylor noted he and City Clerk attended the Iowa League of Cities Conference and most of the conference handouts are in Drop-box for review. Next Monday is the Joint Entities Meeting with cities, schools and county. The council can let him know of any questions to ask at meeting.

Council: No report.

Employees: McNeal reported the following: finished building shop office; installed message board; takes his Grade 1 test on October 18th. Kakacek reported the following: Planning & Zoning Commission meet October 22nd; received the new copier and works great; attended IPERS software meeting; city insurance company met with McNeal and did building evaluations at the sewer plant; working on the capital improvement plan; will be attending DATA Tech workshop and IMFOA Conference next Wednesday thru Friday; this Thursday is last Swisher Farmer's Market for the season, group is cooking and giving away free hotdogs as an appreciation to the vendors and patrons; she updated reservation and complaint forms, new computer should be coming on Thursday; old copier sold for \$250 on govdeals.com; asked few of the council to bring in their code books for updates.

Reports: Council reviewed Planning & Zoning September 24, 2018 Minutes and Library Board August 13, 2018 Minutes.

BUSINESS:

Set Public Hearing Date to Adopt Protection of Drainage Swales: Engineer Cutsforth recommended the city also put this in the SUDAS Manual. Kakacek noted the city attorney recommended to put this as new Section 135.12 of the Swisher Code Book. Neuendorf moved, seconded by Gudenkauf to set public hearing date of November 12, 2018 at 7 p.m. at Swisher City Hall to consider adoption of drainage swales protection in city code and SUDAS. Call for vote. All ayes. Motion carried.

Prairie Road Builders: City Engineer Cutsforth recommended to accept the Swisher Pavement Rehabilitation 2018 Project and final payment to Prairie Road Builders, Inc. Rowe inquired about the \$750 traffic control fee which he did not see any traffic control when the improvements were being done. Cutsforth will contact them on this. Neuendorf noted there was no signage of road closed, etc. After discussion, Rowe moved, seconded by Hightshoe not to pay Prairie Road Builders until City Engineer finds out more about the \$750 charge for traffic control. Call for vote. All ayes. Motion carried.

Payment to Triple B Construction: After review of city engineer's recommendation to accept Rose Avenue Drainage Project and final payment, Gudenkauf moved, seconded by Stagg, to approve final payment to Triple B Construction of \$7,958.00 for Rose Avenue Drainage Project. Roll call vote was taken. All ayes. Motion carried.

Division/120th Street: Engineer Cutsforth noted he would need authorization from the council to start work on detailed plans for Division Street Project to add to Johnson County road bid for next year. He stated he could start working on it now from the current city contract but would present contract for rest of work at next meeting. Cutsforth stated the most recent plans from the county were to do minimum maintenance and a cost-sharing agreement from the county protects the city if Swisher wants to make bigger improvements. Mayor noted he spoke with county supervisors and attorney about the 28E Agreement but they haven't acted on it. After discussion, Stagg moved, seconded by Rowe, to authorize the city engineer to start working on the Division/120th Street detail plans for the Segment 1-Swisher View to Greencastle and Segment 3-Summit to Marak Road under the current city contract. Roll call vote was taken. All ayes. Motion carried.

Resolution No. 2018-38-Invest General Fund: Kakacek recommended the Council open 12-month certificate of deposit of \$100,000 at 2.9% at Swisher Trust & Savings Bank. After review of various banks rates, Stagg moved, seconded by Neuendorf to approve Resolution No. 2018-38 entitled "A RESOLUTION APPROVING THE TRANSFER OF CITY FUNDS FROM CHECKING ACCOUNT INTO A CERTIFICATE OF DEPOSIT" at Swisher Trust & Savings of \$100,000 at 2.9% for 12 months. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2018-38 passed.

Resolution No. 2018-39-Approve General Safety Manual: Kakacek noted this was recommended per the Iowa Municipalities Workers Compensation Association (IMWCA) audit. After review, Neuendorf moved, seconded by Rowe to approve Resolution No. 2018-39 entitled "A RESOLUTION ADOPTING A GENERAL SAFETY MANUAL FOR THE CITY OF SWISHER, IA". Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2018-39 passed.

Resolution No. 2018-40-Approve Blood Borne Pathogens Policy: Kakacek noted this was recommended per the IMWCA audit. She stated this policy was attached to the old HR Manual but not in the new HR Manual. After review, Stagg moved, seconded by Rowe to approve Resolution No. 2018-40 entitled “A RESOLUTION ADOPTING A BLOOD BORNE PATHOGENS POLICY FOR THE CITY OF SWISHER, IA”. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2018-40 passed.

Resolution No. 2018-41-Approve Lockout/Tagout Program: Kakacek noted this was recommended per the IMWCA audit. After review, Rowe moved, seconded by Neuendorf to approve Resolution No. 2018-41 entitled “A RESOLUTION ADOPTING LOCKOUT/TAGOUT PROGRAM FOR THE CITY OF SWISHER, IA”. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2018-41 passed.

Advertise for Another Temporary Snow Removal Position: Mayor noted the permanent part-time public works employee has said he will not plow snow this year. Council noted that person is to do the job or resign, as it is part of their job description. It was noted the city needs two regular snow removal staff and another one on call. After discussion, Rowe moved, seconded by Hightshoe, no action to advertise for another temporary snow removal position until they know the permanent part-time public works position is vacated. Hightshoe amended the motion to have the city advertise for permanent part-time public works position if the city receives a resignation, seconded by Stagg. Roll call vote on Amended Motion of advertising city position. Ayes: Hightshoe, Gudenkauf. Nays: Rowe, Neuendorf, Stagg. Motion failed. Roll call vote for original motion of no action to advertise for another temporary snow removal position until city knows the permanent part-time public works position is vacated. Roll call vote was taken. All ayes. Motion carried.

Resolution No. 2018-42-Hire Temporary Snow Removal Position: After review of applicants and McNeal’s recommendation, Gudenkauf moved, seconded by Neuendorf to approve Resolution No. 2018-42 entitled “A RESOLUTION AWARDING POSITION AND SETTING THE SALARY FOR TEMPORARY SNOW REMOVAL POSITION FOR THE CITY OF SWISHER” to Glen Heims at \$14.70 per hour. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2018-42 passed.

Correspondence: Council reviewed the following: complaint of road condition of Swisher View Drive; new safety forms for Swisher. Rowe noted that Swisher View Drive is still not fixed due to the housing construction. McNeal stated he talked to the owner and they will be fixing it when the major construction is done. September 2018 Sheriff’s Report and information on 2018 Rural Community Survey Results from Midwest Assistance Program were on the council table for review.

Adjournment: Motion by Stagg, seconded by Rowe to adjourn. Call for vote. All ayes. Motion carried. Meeting adjourned at 8:24 p.m.

Tawnia Kakacek, City Clerk/ Finance Officer

Christopher Taylor, Mayor