

(Subject to Approval)
CITY OF SWISHER, IOWA
CITY COUNCIL MEETING MINUTES
NOVEMBER 9, 2020

In order to help stop the spread of the COVID-19 virus, this meeting was held electronically. Chapter 21.8 of the Iowa Code permits electronic meetings where all members participate remotely when in-person meeting is impossible or impractical, which is true during this crisis. Therefore, only City Clerk/Financial Officer Tawnia Kakacek and Councilperson Mary Gudenkauf were present at the Swisher City Hall at 66 2nd Street SW, Swisher, IA. Anyone could dial in or connect electronically to hear the actual meeting.

REGULAR CITY COUNCIL MEETING

Call To Order: Mayor Christopher Taylor called the Swisher Council Meeting to order at 7 p.m. in Swisher, Iowa on November 9, 2020 via conference call. Mayor noted state of the COVID-19 is back to where it was 6 months ago, therefore council meetings will be by Zoom. He requested citizens to keep social distancing, go out as little as possible, stay home, get your flu shot, and wear mask to help prevent spread of COVID-19.

Council Present: Mary Gudenkauf. Via conference call were Jerry Hightshoe, Rebekah Neuendorf, James Rowe, Michael Stagg.

Also Present: City Clerk/Finance Officer Tawnia Kakacek. Via conference call were Library Director Laura Hoover, HR Green Engineer Aaron Granquist, Sergeant Chris Wisman of Johnson County Sheriff's Department, Wendy Shelton.

Consent Agenda: After review, Rowe moved, seconded by Stagg to approve the Consent Agenda consisting of: Agenda; October 12, 19, and 29, 2020 Regular and Work Session Minutes; updated List of Claims; October 2020 Clerk/Treasurer's Report and Utility Balance Report; Resolution No. 2020-46 transferring Sewer, TIF, and LOST funds to Debt Service Fund for bonds' interest payments; Parade Permit for "A Very Merry Christmas in Swisher" on December 12, 2020; notice of open board position of Parks & Recreation and Planning & Zoning. Roll call vote was taken. All ayes. Motion carried.

Citizen Comments: No citizens comments were presented either verbally or written.

Reports:

Sheriff: Sergeant Wisman had no report at this time. Mayor noted that Lieutenant Brian Adolph will be retiring and the City wishes him the best. Wisman will be the police representative for Swisher.

Library: Library Director Hoover reported the following: had one Kirkwood student working for library out with COVID-19 for two weeks and now the other student is waiting for test results; Library Board is fine with the library open with 5 people at a time in the building; circulation number have been good; working with the new employee Leonard Riker; applying for \$3,000 ALA Grant for unified and systematic communications system; food pantry will only take dry items at this time not canned items due to the cold weather, and they do need cereal, pasta, gloves and mittens.

Engineer: Engineer Granquist read Cutsforth report as follows: gave rehab estimate for alley east of Summit and part of 1st Street, received quote for asphalt curb replacement near library all for FEMA damages; did bridge inspections and noted the bridge that was previously estimated to have 2 years life expectancy but it has 10 year life expectancy; doing punch list for Division Street Project Phase 1; Division Street Phase 2 project has completed temporary mulching, temporary street light installed at Summit intersection by Alliant, and changed staging to allow for paving last segment of mainline paving. Granquist noted he rearranged the detour signs himself. Hightshoe noted the culverts needed to be reviewed where the detours were as some have caved in. Council directed City Superintendent to review. Stagg stated the drainage on northwest corner of Swisher View Drive on Division Street needs to be reviewed. Gudenkauf asked what the blueprint of

signage reinstallation was. She noted she had counted 37 signs between Summit and Post Office. Granquist noted they were putting the original signage back up in two weeks per Cutsforth. Neuendorf gave update on food business signage requirements with IDOT. Mayor recommended putting up the existing business sign and decide later of what to change on the business signage. Council agreed and directed to discuss business signage at next regular council meeting.

Mayor: Mayor Taylor noted the City Clerk recommended he report how many hours a month he does city business which was 25 hours this last month. Much of that was for meetings about COVID and to keep small cities on the Rural Policy Board of the Metro Planning Organization. He thanked county Supervisors Lisa Green-Douglas and Pat Heiden for their support on this. Gudenkauf thanked Mayor for his work.

Council: Gudenkauf noted the Water Exploratory Committee is meeting and continues to gather questions of what information they need and tasks to do. Hightshoe noted there were not enough people to hold Johnson County Juvenile Justice Board meeting; Neuendorf, on behalf of the entire council, recognized Swisher Men's Club and Tracy Griffin for the work done on recognizing area Veterans on the banners.

Employees: Kakacek read Superintendent of Public Works Spoerl report as follows: has only one big pile of brush to pickup by the railroad tracks along Division Street and waiting until it is all stacked up so only have to detour traffic once; Palas worked on potholes in alley by Kava House; snow fence will be put up except not across from the fire station as owner won't allow city to put snow fence there; TFR should be here in a week or two to grind brush pile; did minor patching repairs to county shed from storm; got materials to put flags back up and will take down flags when put up Christmas lights; will ask Joe from Alliant to help with putting tree lights and some decorations around town, if Joe can't the city may have to rent a lift for a few hours; sent email out to other cities for the Water Exploratory Committee and have only heard back from Williamsburg.

Kakacek noted the following: been training new employee Riker how to do accounts payable, payroll, and utility payments, etc.; having weekly meetings with FEMA; will be receiving grant for COVID-19 Relief of \$22,594.54 that she applied for; has IPERS Compliance review this month; will have to add another tree to be taken down from the storm which is on city right-of-way of Norm Neal's property; sent out budget requests to departments for 2021-22 budget; asked Council to bring up their code books to be updated.

BUSINESS:

Payment to Johnson County Roads-120th/Division Street Project: City had not received request for payment so no action at this time.

Approve Pay Estimate-Division Street Project: After recommendation of approval from city engineer, Hightshoe moved, seconded by Rowe to approve Pay Estimate No. 5 of \$319,412.38 to Tschiggfrie Excavating for Division Street Project Phase 2. Roll call vote was taken. All ayes. Motion carried.

Division Street Project—Shelton Property: Granquist explained Wendy Shelton's concern of the slope of her property in the right-of-way. He presented drawing of current slope and 2 proposed options to fix slope. After discussion of drainage, future sidewalk and slope for that area council agreed to wait until Spring to give time-frame of when the sidewalks may be done and address the slope issue then. Wendy Shelton was fine with this decision.

Temporary Light for Division Street Project: Granquist noted Alliant installed the temporary street light due to the timing schedule for corner concrete being poured on Division and Summit Streets and had to remove the light pole that was in the way of project and proceeded with the temporary light as Alliant hadn't heard any different from him. Council received the estimate and will wait to receive invoice to approve payment. Mayor reiterated city projects should not start until Council approves them, and Granquist agreed.

No Parking Signs at Dead End of Amy Street: Council reviewed letter sent to tenant and owner regarding not to park in the city right-of-way and on the gravel that is at the dead end of Amy Street as that is designated for vehicles' turning around. Motion by Gudenkauf, seconded by Neuendorf to approve

resolution to install no parking signs at the dead end of Amy Street. Hightshoe thinks the real issue is the parking on gravel and should try to find solution for the turnaround area. It was noted part of this property was Outlot C which was to be deeded to the city and wondered if was replatted wrong by the auditor. Council feels more research should be done on Outlot C before approving the installation of no parking signs. Motion was withdrawn by unanimous consent from the council pending future study of this area.

Temporary Snow Removal Position: Kakacek noted the city has not received any applications at this time.

Set Public Hearing Date for 2020-21 Budget Amendment: Kakacek presented budget amendment that needs to be done due to derecho storm and storm water expenses. Motion by Neuendorf, seconded by Stagg, to set public hearing for proposed 2020-21 Budget Amendment for December 14, 2020 at 7 p.m. at Swisher City Hall. Roll call vote. All ayes. Motion carried.

Set Work Session Date-Planning/Visioning for Swisher Community: Motion by Stagg, seconded by Rowe, to set Work Session date for December 7 at 6 p.m. to do Swisher planning/visioning with Regenia Baily of Bailey Leadership. Call for vote. All ayes. Motion carried.

Audit Report: Mayor and Council reviewed audit report. Kakacek noted the only finding was segregation of duties is not in compliance but that is due to not enough staff. This is common finding for small towns.

Close Oak Avenue During Tree Grinding: Kakacek read Superintendent of Public Works Spoerl request to close the lower part of Oak Avenue to thru traffic when TFR comes to grind trees at brush pile which should take only a day. After discussion, Gudenkauf moved, seconded by Stagg to approve closure of Oak Avenue when TFR comes to grind trees. Roll call vote. All ayes. Motion carried. Council noted they want road closed sign on Oak Avenue with detour and post notice of date of street closure ahead of time on Facebook and website.

Correspondence: Council reviewed the following: Swisher Bridge Inspection Reports; letter sent to residents that have right-of-way trees notifying them work will be started the 3rd to 4th week of November by Hynek Landscaping; delinquent utility letter; Johnson County Sheriff's Report for September 2020; Building Permit for 76 Howard Avenue; Transient Merchants Permit; State of IA letter approving grant reimbursement for COVID-19 expenses.

Adjournment: Motion by Neuendorf, seconded by Rowe to adjourn. Call for vote. All ayes. Motion carried. Meeting adjourned at 9:16 p.m.

Tawnia Kakacek, City Clerk/ Finance Officer

Christopher Taylor, Mayor