

(Subject to Approval)
CITY OF SWISHER, IOWA
CITY COUNCIL MEETING MINUTES
FEBRUARY 8, 2021

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. 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 7:02 p.m. in Swisher, Iowa on February 8, 2021 via conference call.

Council Present: Via conference call were Mary Gudenkauf, Jerry Hightshoe, Rebekah Neuendorf, Michael Stagg. James Rowe arrived at 7:04 p.m.

Also Present: Via conference call were City Clerk/Finance Officer Tawnia Kakacek, Library Director Laura Hoover, HR Green Representative Tim Cutsforth, Johnson County Sheriff Representative Lieutenant Chris Wisman, Kim Grier.

Consent Agenda: Stagg noted Club 671 Inc has incorrect person down for treasurer. After review, Stagg moved, seconded by Rowe to approve the Consent Agenda consisting of: Agenda; January 11th, 19th, 26th, 2021 Minutes; updated List of Claims; January 2021 Clerk/Treasurer's Report; renewal Club 671 Inc Class C Liquor License, Outdoor Service, Sunday Sales pending correction of treasurer name; Certificate of Appreciation to Tracy Guenther for her term on Parks & Recreation Committee. Roll call vote was taken. All ayes. Motion carried.

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

Reports:

Sheriff: Johnson County Sheriff Representative Lieutenant Chris Wisman noted they have been doing extra patrol on Division Street as requested. Stagg noted snowmobilers have been traveling on Division Street which is not allowed and asked Wisman to tell them not to go on Division Street. Hoover noted the snowmobilers were crossing Division Street into their yard. Stagg thought the snowmobile signage route was gone and should be checked into. The December 2020 Activity Sheriff report for Swisher was submitted.

Librarian: Library Director Hoover noted the library is open with regular hours of Monday-Thursday 1-7:30 p.m., Friday 1-5 p.m., Saturday 10 a.m. to noon with limited number of people in the building and no indoor programs. She also noted the summer reading program will be outdoors.

Engineer: No report.

Mayor: Mayor Taylor reported the following: passed budget at Johnson County Emergency Management meeting; will attend County Assessor Board Meeting and approve the budget; passed budget at Johnson County Metropolitan Planning Organization (MPOJC) and Solon will be the small city representative on ECICOG Board; he is Vice-President again on MPOJC Rural Policy Board. Mayor also noted that Swisher still needs to follow Johnson County regulations regarding COVID-19 and private businesses can add more regulations if they want.

Council: Gudenkauf noted the Water Exploratory Committee would like to meet with council at next regular council meeting regarding progress and future engineer costs. Stagg received email list of work to be done

on Division Street Project and will review. Hightshoe inquired of procedure to fill in a councilperson's term. Mayor will check into the auditor's requirements for this. Hightshoe noted he will be moving this year.

Employees: Kakacek read Public Works report as follows: the brush pile has been ground and would like to keep the brush pile closed until spring so the ash pile can be hauled to landfill; he now has the contact information for College Community School Transportation department for future street closures; contracted Rob Brown to help move snow last week and would like to rent skid steer with snow bucket to get snow moved all over town. The city's John Deere skid loader has 3-point blade that doesn't work well with the depth of the snow and can't handle much snow. Council was fine with renting skid steer. It was noted that there have been some people in town with equipment assisting the city with snow removal on their own accord and it is greatly appreciated; working with ION on the issues at the wastewater plant as the clarifier distributors were causing the problem. Kakacek reported the following: renter at 310 Aaron Ct has contacted the City and asked the Mayor to call him; continuing with FEMA meetings regarding storm; completed W2s and 1099s; IPERS audit review went well; had part-time staff help in the office; need council code books to insert updates; will be working on request for proposals for garbage/recycling and if any council member wants to work her on this, let her know; will need another audit review for this budget year and asked if okay to use the same person before as she was the lowest rate before. Council agreed to using the same person for audit review.

BUSINESS:

Public Hearing-Maximum Tax Dollars for 2021-22 Budget: Motion by Gudenkauf, seconded by Hightshoe to open public hearing for maximum tax dollars for 2021-22 Budget. Call for vote. All ayes. Hearing opened at 7:29 p.m. No verbal or written comments were received. Mayor closed the public hearing at 7:30 p.m.

Resolution No. 2021-04-Approve Maximum Tax Dollars for 2021-22 Budget: After review and discussion, Stagg moved, seconded by Hightshoe to approve Resolution No. 2021-04 entitled "A RESOLUTION APPROVING THE MAXIMUM PROPERTY TAX DOLLARS FOR BUDGET YEAR JULY 1, 2021 TO JUNE 30, 2022". Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2021-04 passed.

Public Hearing-Amend Chapter 155.05(2)(1)-Building Code: Motion by Neuendorf, seconded by Gudenkauf to open public hearing to delete Chapter 155.05(2)(1)-Amendments to Building Code-105.2 Work Exempt from a Permit. Call for vote. All ayes. Hearing opened at 7:31 p.m. This will remove being exempt from a permit for one-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 200 square feet. No verbal or written comments were received. Mayor closed the public hearing at 7:32 p.m.

1st Reading of Ordinance #277-Amend Chapter 155.05(2)(1)-Building Code: After review, Gudenkauf moved, seconded by Rowe, to introduce Ordinance #277 by title only entitled "AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF SWISHER, IOWA, BY AMENDING CHAPTER 155 BUILDING CODE AND DELETING SECTION PERTAINING TO STRUCTURES EXEMPT FROM REQUIRING A PERMIT" and be given its first reading. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Motion carried. Ordinance #277 was given its first reading. Ordinance will be given its second reading at March 8th council meeting.

Pay Estimate for Division Street Project: After engineer recommendation to pay, Neuendorf moved, seconded by Stagg, to approve payment of \$305,818.39 to Tschiggfrie Excavating for Division Street Project Phase 2. Roll call vote was taken. All ayes. Motion carried.

Resolution No. 2021-05-Approve Changing Reference Locations for SUDAS: After review and discussion, Stagg moved, seconded by Hightshoe to approve Resolution No. 2021-05 entitled "RESOLUTION AMENDING IOWA STATEWIDE URBAN DESIGN STANDARDS(SUDAS) AND SUPPLEMENTAL SPECIFICATIONS REGARDING REFERENCE LOCATIONS FOR CITY OF

SWISHER, IOWA". Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2021-05 passed.

Award for Division Street Project: HR Green Representative Tim Cutsforth presented Smoothness Award from Asphalt Paving Association of Iowa for the 120th Street NW Pavement Rehabilitation Street Project to the City of Swisher, HR Green and LL Pelling. This award recognizes quality paving done in Iowa. Neuendorf recommended posting picture of plaque and put on the website. She will do the writeup of it for the website.

Discuss Hiring a Firm for Capital Improvement Plan (CIP): Mayor and Council reviewed few samples of CIPs that HR Green submitted per Kakacek request. Cutsforth noted these are living documents and guide for the City. Hightshoe noted he was in favor of this as it provides direction for the City. Hightshoe left at 7:51 p.m.

Kakacek asked Council if they wanted her to draft request for proposal (RFP) to get quotes for CIP. Cutsforth noted they would be glad to do CIP for Swisher. Gudenkauf noted whomever they hired if not the engineer, they would have to work with our engineer to get estimates on projects for the plan. Council directed Kakacek to draft RFP for them to review before sending out.

MPOJC Work Projects: Mayor and Council reviewed email from Metropolitan Planning Organization of Johnson County (MPOJC) soliciting projects to do for Swisher. Previously they have done traffic count studies for Swisher. Mayor recommended traffic count study on Division Street, review the nontraffic signs in Swisher. He will contact MPOJC of these items and if council have any other suggestions, let him know.

Dissemination Agreement: Kakacek noted this will allow Northland Securities to post annual updates to keep bond investors updated on the City's financials in connection with the 2020 Bond Loan as required. After discussion, Stagg moved, seconded by Neuendorf, to approve Dissemination Agreement with Northland Securities at a cost of \$435.00. Roll call vote was taken. All ayes. Absent: Hightshoe. Motion carried.

Set Public Hearing Date for 2021-22 Budget: After review, Gudenkauf moved, seconded by Stagg, to set public hearing for March 8, 2021 for 7 p.m. for 2021-22 Budget. Call for vote. All ayes. Hightshoe absent. Motion carried.

Set Work Session Dates and Topics: Kakacek asked council if they wanted to set up work session meetings and she presented past topics the council had brought up in the past. Council discussed variety of topics to be at the work sessions and to have quarterly work sessions. Kim Grier asked if it could be considered to have the library at the location of the 3rd Street shop building. Council noted that was a consideration. After discussion, Council set the first work session for March 1, 2021 at 6 p.m. with topics as follows: rules to run work session, community outreach/engagement, and 3rd Street shop building.

Correspondence: Council reviewed the following: letter sent to renter/owner of 310 Aaron Court regarding vehicles in public right-of-way; notice of violation from IDNR; letter from City of Cedar Rapids notifying proposed annexation; email from Johnson County Health requesting video clip; IPERS Audit Review; Chicken Permits for 109 3rd Street SW, 224 Jefferson Avenue, 124 Division Street NE; Building Permit for 320 Amy Street; updated list of Swisher officials and committee members; notice of ISU Planning & Zoning Workshops; utility rate survey from Iowa League of Cities; Alliant Energy's 2021 Community Programs. Mayor noted the area of annexation into Cedar Rapids.

Adjournment: Motion by Neuendorf, seconded by Gudenkauf to adjourn. Call for vote. All ayes. Absent: Hightshoe. Motion carried. Meeting adjourned at 8:44 p.m.

Tawnia Kakacek, City Clerk/ Finance Officer

Christopher Taylor, Mayor