

(Subject to Approval)  
**CITY OF SWISHER, IOWA**  
**CITY COUNCIL MEETING MINUTES**  
**MAY 11, 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/Treasurer Kakacek and Public Works Superintendent Carl Spoerl were present at the Swisher City Hall at 66 2<sup>nd</sup> 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 May 11, 2020 via conference call.

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

**Also Present:** City Clerk/Finance Officer Tawnia Kakacek and Public Works Superintendent Carl Spoerl. Via conference call were Library Director Laura Hoover, HR Green Representative Tim Cutsforth, Wendy Shelton, Kim Grier.

**Consent Agenda:** Mayor noted Agenda Item 4i. Plant Flowers on Undeveloped 1<sup>st</sup> Street is to be removed and agenda item 4m. moved after item 4c. Council also discussed whom to be alternate Fire Department Representative requested by Gene Beard. Motion by Hightshoe, seconded by Rowe, to have Michael Stagg as alternate for Fire Department Representative. Call for vote. All ayes. Motion carried. After review and discussion, Neuendorf moved, seconded by Stagg to approve the Consent Agenda consisting of: Amended Agenda with removing item 4i. and moving item 4m. as stated above; April 13, 2020 Minutes; updated List of Claims; April 2020 Clerk/Treasurer and Utility Billing Audit Reports; Resolution No. 2020-19—Assess Delinquent Utility Accounts to Property Taxes; Resolution No. 2020-20—Transfer of Funds for Sewer Bond Payment; Resolution No. 2020-21—Transfer of Funds for Division Street Bond; Resolution 2020-22—Appointing Alternate Fire Department Representative; and notice of open board position of Parks & Recreation. Roll call vote was taken. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Motion carried.

**Citizen Comments:** Spoerl noted people have been interested in using the ball diamond but per the Mayor's Proclamation it will be closed through May 31<sup>st</sup>. Hoover noted the utility contractors working on Division Street Project need traffic control as their parking of vehicles on Summit could cause accidents. Cutsforth noted he has been talking to them on this. Mayor noted the City received complaint from non-resident of City of Swisher regarding Gable Road and wanting it to be oiled due to the dust and traveling vehicles. Mayor noted the entire western half of road is the county's, and city's right-of-way is only ¼ mile of the easterly right-of-way. Also, maintenance agreement with the county is for them to maintain the whole road. Stagg recommended to ask the county to do this.

**Reports:**

**Sheriff:** None.

**Library:** Library Director Hoover reported the following: starting a six step reopening plan that goes slowly to help protect workers and patrons; still doing curbside pickup and will continue until May 31<sup>st</sup>; Kirkwood students will be back next week to work; will start doing next week some test proctoring and computer use by appointment only and staff will clean between appointments; Southslope installed new library parking lot to make ADA compliant; new carpet will be installed with thanks to the Men's Club, Wilos Women's Auxiliary and private donor for the donations; the board approved to use some of the programming money to

complete the carpet cost; still evaluating summer reading programming online as all in person has been cancelled. Attached were the February 24, 2020 Library Board Minutes for review.

**Engineer:** Cutsforth reported the following: sent out for quote for 2021 Pavement Rehabilitation that is due by May 22<sup>nd</sup> at city hall at 11 am; worked on Orchard Street Drainage Opinion of Cost; reviewed several right-of-way permits. He noted Phase 1 Division Street Project from Alan to Swisher View Drive should be done by May 25<sup>th</sup>; Phase 2 detour starts this Wednesday; Tschiggfrie Excavating proposed different plan of Division Street of starting from Rose Avenue to Swisher View Drive and have it done this year instead of closing from 1<sup>st</sup> Street to Rose Avenue and the City went with suggested plan; he is working with the contractor to fix regarding the parking area by the Vault on the alley project.

**Mayor:** Mayor Taylor noted he has been meeting with Johnson County Emergency Management Agency regarding COVID-19 three times each week. League of Cities also had some phone calls with federal legislators and the Governor.

**Council:** No reports.

**Employees:** Superintendent of Public Works Spoerl reported the following: did phone interview with applicant for mowing; working on the burn pile; may need to contract dump truck to remove the ashes from the burn pile; removing loose gravel on 1<sup>st</sup> Street. Kakacek noted the following: city is on list for salt state bid of 25 tons; Johnson County EMA delivered 1000 face masks and 6 gallons of bleach for the COVID-19; gave fire department, library, and shop some of the masks; required audit review is scheduled for August 11<sup>th</sup>; have Aflac meeting May 26<sup>th</sup>; working on cleaning up the minutes/agendas on the city website; received bond money and reviewing investment rates to get the best rate.

**Miscellaneous Reports:** None.

#### **BUSINESS:**

**Public Hearing-Budget Amendment for Year 2019-20:** Motion by Stagg seconded by Neuendorf to open public hearing for proposed 2019-20 Budget Amendment. Call for votes. All ayes. Motion carried and public hearing opened at 7:28 p.m. No verbal or written comments were received. Mayor Taylor closed public hearing at 7:29 p.m.

**Resolution No. 2020-23-Approve 2020-21 Budget:** After discussion and review, Stagg moved, seconded by Rowe, to approve Resolution No. 2020-23 entitled "CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION – FY2020-AMENDMENT #1". Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2020-23 passed.

**Resolution No. 2020-24-Development for Outdoor Recreation at Castek Park:** Hoover noted this resolution needs to be approved for the trail grant application the city submitted. The city made it thru Phase 1 of the 2 phases to be considered for grant. After review, Gudenkauf moved, seconded by Hightshoe, to approve Resolution No. 2020-24 entitled "RESOLUTION ON ACQUISITION OR DEVELOPMENT FOR OUTDOOR RECREATION". Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2020-24 passed.

**Approve Payment to Johnson County Secondary Roads:** Per engineer recommendation, Gudenkauf moved, seconded by Neuendorf, to approve payment of \$1,425.00 to Johnson County Secondary Roads for 120<sup>th</sup>/Division Street Project. Roll call vote was taken. All ayes. Motion carried.

**Alley Project Payment:** Cutsforth noted project not completed yet so defer to next month agenda.

**Orchard Street Drainage:** Cutsforth presented updated Opinion of Probable Construction Cost for the Orchard Street drainage issue. Kakacek noted this was included in the budget amendment. Spoerl noted there was a lot of water buildup this winter on Orchard. Cutsforth noted this is for part of the drainage problem and

should be budgeted for next few years to fix the all the drainage issues on Orchard. After discussion, Stagg moved, seconded y Rowe, to have city engineer send out for bids on Orchard Street Drainage Project. Roll call vote was taken. All ayes. Motion carried.

**Payment to Zevis Railway:** After review and discussion, Gudenkauf moved, seconded by Rowe, to approve payment to Zevis Railway Signaling of \$12,500.00 for relocating the railroad flashing signals for Division Street Project. Roll call vote was taken. All ayes. Motion carried.

**Shovel Ready Projects:** Cutsforth noted the federal funding bill has not come out yet for shovel ready projects but thinks it will be leaning towards transportation and water/sewer projects. Mayor and Council reviewed list of projects and agreed to have sidewalk on Division Street as the shovel ready project. They directed Cutsforth to put draft opinion of cost for this. This would only go forward if federal grant money is available.

**Request to Purchase City Property:** Mayor and Council reviewed request from Jeff Freilinger to purchase part of city's property of 338 3<sup>rd</sup> Street SW adjoining to his property. Kakacek reported she has not received email from him of what his plans for the property. Stagg noted council has not discussed ideas of what to do with this property and not in favor of selling until the city has vision for this property. Rowe noted if sold, could get property tax monies but would like to hear from the applicant first. No action taken on this as council wants to hear more detail from the applicant.

**Remove Tree from Castek Park:** Mayor asked if there were any comments regarding this tree to be removed. The city office has not received any comments to date from when posted notice last year. Spoerl noted the tree branches are going onto the concession stand, miniature crab apples come off it and left on ground, grass and flowers don't grown there because of the tree. Spoerl noted he and Gary can cut the tree down and Leaf Hopper will remove the tree stump for \$150.00 when he has other jobs in town. After discussion, council agreed with Spoerl's recommendation to remove tree and have Leaf Hopper remove the stump.

**Resolution No. 2020-25-Hire Mower:** Spoerl noted the city received only 1 application. He interviewed applicant and recommended to hire. After review and discussion, Hightshoe moved, seconded by Gudenkauf, to approve Resolution No. 2020-25 entitled "A RESOLUTION AWARDED POSITION AND SETTING THE SALARY FOR BACKUP SEASONAL MOWING POSITION FOR THE CITY OF SWISHER" to Spencer Kiekhaefer at \$15.00 per hour with maximum 20 hours per week. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2020-25 passed.

**Visioning Committee:** Gudenkauf noted the Water Exploration Committee realized they need community input in terms of Swisher's Vision to be able to guide their work and requested the City create a visioning committee. Gudenkauf suggested each councilperson research other cities of what they have done for visioning like Fairfax and Ely. Discussed the following: visioning committee have different representation from Water Exploration Committee; have a booth at Fun Days where few council members present and show projects that have been done and get ideas of what the citizens want for Swisher future; work session for questionnaire to be sent out of Swisher's vision. Grier asked if out-of- town Swisher residents could be on the Visioning Committee which council thought was a good idea. Mayor noted him and Neuendorf have talked about communicating unified messaging for the City, for example on social media. Mayor noted the City Week is the 2<sup>nd</sup> full week in October and if council asked questions at Fun Days, city could have information put together by then. Council also suggested a newsletter/questionnaire to include what the city has been doing (highlights); have a college intern do the virtual communication and development of Visioning Committee. Also suggested to have annual city report of what Swisher has done. It was directed to have work session at 6 p.m. on June 8<sup>th</sup> to discuss job development for intern specific for development of visioning committee.

**Correspondence:** Council reviewed the following: Mayor Proclamation of Emergency; letter waiving review for special exception within 2 mile fringe area regarding home occupation; information on Social

Media Coaching Program the city clerk is attending; Johnson County Sheriff's Reports for March and April 2020; Building Permits for 200 Maple Street, 110 Summit Avenue, 141 Orchard Street; Right-of-Way Permits for 221 Alan Avenue, 110 Summit Avenue and 72 2<sup>nd</sup> Street SW.

**Adjournment:** Motion by Neuendorf, seconded by Stagg to adjourn. Call for vote. All ayes. Motion carried. Meeting adjourned at 8:539 p.m.

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Tawnia Kakacek, City Clerk/ Finance Officer

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Christopher Taylor, Mayor