

(Subject to Approval)
CITY OF SWISHER, IOWA
CITY COUNCIL MEETING MINUTES
JUNE 8, 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 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 June 8, 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, Kim Grier, Regenia Bailey of Bailey Leadership Initiative.

Consent Agenda: After review, Gudenkauf moved, seconded by Neuendorf to approve the Consent Agenda consisting of: Agenda; May 11, 2020 Minutes; updated List of Claims; May 2020 Clerk/Treasurer and Utility Billing Audit Reports; Cigarette Permit Renewal-Shelton's Grocery; Resolution No. 2020-26—Transfer of Funds from EMA Levy to General Fund; notice of open board position of Parks & Recreation. Roll call vote was taken. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Motion carried.

Citizen Comments: None presented.

Reports:

Sheriff: None. Kakacek did note that she has been sending the sheriff the agenda so he can log in if wanted.

Library: Library Director Hoover reported the following: carpet is installed, ready to open with limiting to 5 patrons in the building at a time; food pantry is going slow and steady; virtual summer reading program is on the library website; will be hiring summer help as will lose Kirkwood student; have re-opening plan with different phases for the library. Attached were the April 27, 2020 Library Board Minutes for review.

Engineer: Cutsforth reported the following: reviewed couple of right-of-way permits; Alliant Energy contractor broke water line at resident's house when digging to move electrical lines; another change order for Division Street Project will be presented at next meeting. Stagg asked if Alliant was going to talk to the residents along Division Street about where their water lines were located.

Mayor: Mayor Taylor noted he met with Johnson County Sustainability Working Group and will attend a meeting next month with Johnson County Emergency Management Agency.

Council: Gudenkauf noted that she and Kakacek met with Cedar Rapids Planning to work on fringe area agreement and map and gave copy of draft agreement done by Cedar Rapids to Stagg to review as well. There was concern of the areas on the map where city may not have control. Kakacek did note this was a draft only. This was directed to be on the next regular council meeting agenda. Neuendorf announced that DanceMor received Historic Preservation Award. Mayor, Council and Staff congratulated Neuendorf and DanceMor.

Employees: Superintendent of Public Works Spoerl reported the following: Chad from ION is resubmitting our wastewater plant renewal permit; now mows the unimproved 1st Street between Jefferson and Howard Avenues; people are dumping mulch and stump grounds in the brush pile causing the burn pile to smolder and start fire. The brush pile is for brush only not mulch, etc. He asked Council to consider hiring someone clean the park restrooms twice a day if there are federal funds to pay during the COVID. Stagg asked if there are flyers around town about the brush pile. Kakacek will check into it. Kakacek noted the following: receiving a lot of calls regarding traffic due to the street project; organized the minutes and agendas by year on the website; ordered countertop sneeze guards for the office; Larry Maresh called stating the cars are coming down fast on Swisher View Drive and he recommended city installing a 4- way stop sign on Swisher View and 3rd Street; city was awarded \$40,000 grant for the Castek Trail. Thank you to Hoover for writing the grant and Cutsforth for doing the plans. Hoover noted the grant went well due to having the plans done before the application was submitted.

Miscellaneous Reports: None.

BUSINESS:

Progress Payment for Alley Project: Cutsforth noted they haven't received all the lien waivers back from the contractor so only do a progress payment. Motion by Gudenkauf, seconded by Rowe to approve progress payment to Eastern Iowa Excavating of \$54,746.60. Roll call vote was taken. All ayes. Motion carried.

Payment to Johnson County Roads-120th/Division Street Project: Per engineer recommendation, Stagg moved, seconded by Rowe, to approve payment of \$149,576.79 to Johnson County Secondary Roads for 120th/Division Street Project. Roll call vote was taken. All ayes. Motion carried.

Change Order-Division Street Project: Cutsforth noted the bottom of the trench became very soft and it had to be stabilized for the storm sewer. After discussion, Gudenkauf moved, seconded by Neuendorf, to approve change order of \$2,014.11 for stabilization of storm sewer for Division Street Project. Roll call vote was taken. All ayes.

Resolution No. 2020-27-Remove Street Lights: Kakacek said this will be for removing the lights on Division Street and will submit later another resolution to add new streetlights. After review and discussion, Rowe moved, seconded by Stagg to approve Resolution No. 2020-27 entitled "STREET LIGHTING RESOLUTION" to remove 8 overhead wooden poles on Division Street. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2020-27 passed.

Resolution No. 2020-28-Award Quote-Street Pavement Rehabilitation: City received quotes from the following: Shamrock Construction Co. LLC of \$25,124.95, Prairie Road Builders, Inc. of \$26,436.10, and L.L. Pelling Co. of \$30,019.50. Cutsforth noted since the bids came in lower than the budgeted \$30,000, he recommended to add Hill Court estimating \$7,000-\$8,000 for repair as is in very bad shape and they will be working on nearby road. Kakacek noted the funds are available in Road Use and General Funds for the additional \$3,000.00 After review and discussion, Hightshoe moved, seconded by Stagg to approve Resolution No. 2020-28 entitled "A RESOLUTION AWARDED BID FOR 2020-21 PAVEMENT REHABILITATION" to Shamrock Construction Co. LLC up to \$33,000.00 including Hill Court repair. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2020-28 passed.

Shovel Ready Projects: Cutsforth presented opinion of cost for sidewalks of \$120,344.00 on Division Street if federal funding bill gets approved for shovel ready projects. He recommended the council consider adding 3rd Street Bridge as a shovel ready project as needs replacement in few years. Council directed Cutsforth to draft opinion of cost for this. These would only go forward if federal grant money is available. Gudenkauf and Neuendorf thought it would be good to have signs "Tax Dollars at Work" installed during the project as soon as possible. Mayor noted this is in conjunction with the communication plan Council could have at Fun Days before it was canceled. Cutsforth recommended City buy general signs that can be used for

variety of projects, with more permanent signs for Division Street. Council directed Cutsforth to get signs purchased and installed for the project.

Resolution No. 2020-29-Road Embargo-Division/120th Street: It was noted the previous road embargo ended last year. After review and discussion, Stagg moved, seconded by Rowe to approve Resolution No. 2020-29 entitled “A RESOLUTION AUTHORIZING THE MAYOR TO PLACE AN EMBARGO ON VEHICLES WITH GROSS WEIGHT GREATER THAN TEN (10) TONS” from June 8, 2020 thru December 31, 2020. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2020-29 passed. This will be for Division/120th Street from Marak Road to Summit Avenue; Division/120th Street from Greencastle Avenue NW to Swisher View Drive; and Division/120th Street from Summit to Swisher View Drive.

Hire Consultant help with Swisher Visioning/Planning: Council reviewed options from ISU Extension and Outreach Community and Economic Development of \$1,200 to \$3,000; apply for grant with Iowa’s Living Roadways Community Visioning with city commitment of \$2,000 and application due by September 1st, and Bailey Leadership from \$1,500 with survey and \$2,000 with survey. Council noted they needed a clear vision for the community and professional help to get there. After discussion and review of options, Gudenkauf moved, seconded by Hightshoe, to hire Bailey Leadership for strategic planning and visioning process with community survey at cost of \$2,000 and authorize the Mayor to sign contract. Roll call vote was taken. All ayes. Motion carried.

Visioning Committee: Council decided not to have Visioning Committee at this time as it will be the Council and Mayor, and can get input from the community.

Request to Purchase City Property: Mayor and Council reviewed request from Jeff Freiling to purchase part of city’s property of 338 3rd Street SW adjoining to his property to put shed and possibly garden on the property. Stagg and Rowe would like to hold off request for now as the City has not decided what to do with the shop building and land yet but reconsider in the future. Council gave consensus to have request to purchase this property be brought back to Council on or before June 2021.

Resolution No. 2020-30-Transfer of Funds to Reserve Funds: Kakacek noted Council could do transfer for 2018-19 that was not done but would have to cash a certificate of deposit (cd) to have funds available for transfer. Mayor noted usually he is all for saving for reserves but with the way economy is now, would recommend not to do transfers for 2018-19 only current year budgeted transfers. This would leave funds more accessible for emergencies. Kakacek concurred. After review and discussion, Hightshoe moved, seconded by Gudenkauf, to approve Resolution No. 2020-30 entitled “A RESOLUTION AUTHORIZING THE CITY CLERK TO TRANSFER FUNDS” from General, Sewer, and Road Use Funds to Reserve Funds for Capital Equipment/Improvements. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2020-30 passed.

Resolution No. 2020-31-Set Salaries for 2020-21: Mayor and Council noted they felt very fortunate to have the current city staff. After review and discussion, Stagg moved, seconded by Rowe, to approve Resolution No. 2020-31 entitled “A RESOLUTION SETTING THE SALARIES FOR CITY OF SWISHER EMPLOYEES FOR FISCAL YEAR 2020-2021”. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2020-31 passed. Gudenkauf noted she would like to have Library Director salary get to fair market value in the future.

Correspondence: Council reviewed the following: updated Mayor Proclamation of Emergency; letter sent regarding operating off-road utility vehicle on city streets; Johnson County Sheriff’s Reports for May 2020; Right-of-Way Permits for 318 Swisher View Drive and 107 Rose Avenue.

Adjournment: Motion by Neuendorf, seconded by Rowe to adjourn. Call for vote. All ayes. Motion carried. Meeting adjourned at 8:32 p.m.

Tawnia Kakacek, City Clerk/ Finance Officer

Christopher Taylor, Mayor