

(Subject to Approval)  
**CITY OF SWISHER, IOWA**  
**CITY COUNCIL MEETING MINUTES**  
**JULY 12, 2021**

This meeting was also held electronically. Chapter 21.8 of the Iowa Code permits electronic meetings where members participate remotely when in-person meeting is impossible or impractical. Anyone could attend in person, 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. at Swisher Library, Swisher, Iowa on July 12, 2021. Mayor noted the City won't respond to chats on the Zoom meeting for they need to speak out to address the council.

**Council Present:** Rebekah Neuendorf, Kody Pudil, James Rowe, Michael Stagg. Attending electronically was Mary Gudenkauf.

**Also Present:** City Clerk/Finance Officer Tawnia Kakacek, Chad McCleary of ION Environmental. Librarian Laura Hoover, HR Green City Engineer Representative Tim Cutsforth, Johnson County Sheriff Representative Lieutenant Chris Wisman, Cindy Shelangoski, J. Scott Ritter of Hart-Frederick Consultants, Bill Menner of The Bill Menner Group. Via conference call were Kim Grier, Gene Beard, Elizabeth Grier, Jill McDermmot, Sonya LaGrange, Jerry Hightshoe.

**Consent Agenda:** Kakacek noted there was an additional bill to add on the Claims List. Cutsforth noted Item 4b. Pay Estimate for Division Street Project was not ready for approval. After review, Neuendorf moved, seconded by Rowe to approve the Consent Agenda consisting of: Agenda with removing Item 4b; June 14<sup>th</sup> and 21<sup>st</sup>, 2021 Council Minutes; updated List of Claims; June 2021 Clerk/Treasurer's Report and Utility Balance Report; Black Squirrel Tap Class C Liquor License, Outdoor Service and Sunday Sales; Kava House & Café Class B Beer Permit, Class C Native Wine Permit and Outdoor Service; notice of vacancy for Board of Adjustments. Roll call vote. Ayes: Gudenkauf, Neuendorf, Pudil, Rowe, Stagg. Nays: none. Motion carried.

**Citizen Comments:** Kakacek noted Jane Carson came in before the meeting and wanted to know what was being done with the letter the neighboring residents sent last year regarding their neighbor parking camper, vehicles in the public right-of-way and within a required front yard. Cindy Shelangoski expressed concern of new crosswalk signage and safety for kids. She noted drivers cannot see the lights on the signs during the day and cars are speeding and don't slow down. Cindy noted residents aren't aware of the lighted signs. Cutsforth noted there are certain warrants required to have a stop sign there and this doesn't meet the warrants for a 4-way stop.

**Reports:**

**Sheriff:** Johnson County Sheriff Representative Lieutenant Chris Wisman had no report. The Swisher June 2021 Activity Sheriff report was submitted.

**Librarian:** Library Director Hoover reported the following: programming on Wednesdays at 7 p.m. on the Swisher American Legion Lawn; added a new router and 2 computers; received grant for digital/technology and bought OWL System, Hot Spots that can be checked out starting in August, Streaming Service Kanopy, Tumble Books, e-books for teens and children; gave update of patronage usage. Library Board Minutes of May 23<sup>rd</sup> and June 27<sup>th</sup> were submitted.

**Engineer:** Cutsforth noted the following: working on Division Street Project punch lists for both phases; reviewed plat; worked on shop building plan; alley review; FEMA alley project starts in late July; the approved streets rehabilitation project needs to rebid as an item quantity was much higher than projected, and could rebid with the 3<sup>rd</sup> Street bridge approach included.

**Mayor:** Mayor Taylor noted the following: he will be attending the IA Mayor Association meeting this Thursday; attending the Joint Entities meeting in a week; if Council have any thoughts for the meeting, let him know. He attended the Iowa League of Cities Executive Board meeting and noted cities didn't do well with the Legislation session. The Iowa League of Cities annual conference is in Coralville this year and recommend councilmembers attend if able.

**Council:** Neuendorf noted she toured the fire station with Fire Chief Heims and Cera Wilkins and look forward to her role as Fire Department Liaison for Swisher. She also contacted Kirkwood College and waiting for callback to have intern help with Communication position. Gudenkauf inquired about the annexation agreement with Cedar Rapids. Kakacek noted she has contacted them several times to get the proposed agreement to present to Swisher Planning & Zoning and not received anything yet.

**Employees:** Kakacek gave Spoerl's update as follows: Select Signing will move the business signs once location is decided; four more blocks will be coming for hoop shed base then the hoop shed will be installed. McCleary gave the following sewer report: the influent screen is not working correctly and will obtain quote; flow meters need to be calibrated and will obtain quote; need to have the sludge removed in fall; need to pump down into the basins and clean out; need to rent trash pump for plant and will obtain quote, may want to consider budgeting \$2000 next year to purchase trash pump or borrow another city's pump; need to spray pesticide on the rocks around the lagoon. Neuendorf would like to have a maintenance schedule for the sewer plant. McCleary noted he will be doing a maintenance schedule. Gudenkauf thanked McCleary for doing comprehensive look of sewer plant and looking at what the City can do for shared cost savings. Kakacek reported the following: need council code books to update, received \$1109.87 from ICAP from their reserve trust; received quote of \$9,713.24 from CEC to install monitor and video in city hall for meetings; working on several reports for yearend; will be attending continuing education July 28-30.

**Miscellaneous Reports:** Council reviewed Planning & Zoning June 28<sup>th</sup> Minutes and Parks & Recreation June 16<sup>th</sup> Minutes.

#### **Business:**

**Johnson County Economic Development:** Bill Menner of The Bill Menner Group noted he was contracted by Johnson County Board of Supervisors to help develop an economic development plan for the unincorporated areas but the supervisors recognize the importance of small municipalities and their input. He noted this is to help non metro towns connect to resources, opportunities, etc. Menner also noted the Iowa Rural Summit is at the Kirkwood Hotel in August where rural leaders around the state meet and recommend the city mayor, council, staff attend. Mayor asked if this was an opportunity for adjustments in the county's land use plans.

**Resolution No. 2021-28-Preliminary & Final Plat-Krug First Addition:** Swisher Planning & Zoning and city engineer recommended approval. After review and discussion, Rowe moved, seconded by Neuendorf to approve Resolution No. 2021-28 entitled "APPLICATION OF KEVIN KRUG REQUESTING PRELIMINARY & FINAL PLAT APPROVAL OF KRUG FIRST ADDITION (Within the 2-mile fringe area agreement)". Roll call vote. Ayes: Gudenkauf, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2021-28 passed.

**Alley:** Cutsforth presented estimates with and without tiling for alley rehabilitation between 2<sup>nd</sup> & 3<sup>rd</sup> Streets from Rose to Jefferson Avenues. Kakacek noted this would need to be spent out of general fund. After discussion, Stagg moved, seconded by Pudil to have Cutsforth obtain quotes with tiling for alley rehabilitation. Call for vote. All ayes. Motion carried.

**Shop Buildings Plans:** Cutsforth presented schematic site and floor plans of proposed shop building to host all city equipment as requested by council. He noted the building size would be 5,250 square feet and would only fit on the city owned property on 3<sup>rd</sup> Street with a ballpark figure of \$700,000 to \$900,000 to build. Neuendorf noted there were some residents that didn't want the proposed city building on 3<sup>rd</sup> Street as it is in

the middle of residential area. Gudenkauf thought the visioning of the area was bypassed and urged council to do assessment and potential of property and shop buildings. Rowe recommended to eliminate all other shop buildings downtown which would increase city parking and have one building. He noted 3<sup>rd</sup> Street needs a lot of work and should be a priority. No action done at this time.

**Crosswalk on Division Street and Relocation of Downtown Business Sign:** Council reviewed complaint form from Cindy Shelangoski regarding drivers not slowing down when the lighted crosswalk sign is on and concern for safety of children. Council reviewed email from Gene Beard regarding the crosswalk sign and the westbound stop sign on Division Street being obscured by trees and feel this is a safety hazard. Cutsforth noted the newly installed crosswalk light was to enhance awareness. He also passed out information on site distances regarding Beard's email. Stagg recommended a notice of crosswalk up ahead sign be installed further out east of town. Council also decided to add Item 4g-relocation of downtown business sign in this discussion. Gudenkauf asked about doing a Downtown Business Sign instead of the businesses listed. Spoerl had recommended relocating the eastbound Downtown Business sign to west of Rose Avenue and a separate sign directing eastbound traffic to Castek Park to be placed west of Summit Avenue. Council agreed and Select Signage will move the signs. Rowe noted the traffic study done on Division Street showed speeding but after discussion, there needed to be more clarification on this study. After discussion, council agreed to have extra police patrol by Division Street crosswalk, put on social media of new crossing sign and area, and install advanced notice sign of crosswalk coming up.

**Donation of Tree Request:** Jill McDermott and friend Tim requested to donate a tree to be planted in memory of Kristen Green who passed away in a plane crash. Kristen's parents reside in Swisher. Council agreed with having an oak tree planted and recommended they meet with Swisher Parks & Recreation to decide location to plant tree. Petitioners will also purchase the plaque for the tree.

**Close Street and Allow Open Alcohol Containers on Closed Street:** After review of request from Black Squirrel Tap, Stagg moved, seconded by Pudil to approve street closure and open alcohol containers on the closed street for 2<sup>nd</sup> Street on August 7, 2021 from 2 p.m. to midnight for Prairie Football Bags Tournament. Call for vote. All ayes. Motion carried. Rowe noted Black Squirrel may have to put out the barriers as the city is short staffed.

**Certificate of Appreciation-Swisher Men's Club:** It was noted Swisher Men's Club donated \$7,600.00 towards shade cover for Downtown Park. Gudenkauf moved, seconded by Neuendorf, to approve issue of certificate of appreciation and plaque to be installed noting their donation and historical summary of this park. Council questioned size, location, verbiage on plaque. After this discussion, vote on motion was all nays. Stagg left room at 9:34 p.m. Pudil moved, seconded by Gudenkauf, to have Mayor issue Certificate of Appreciation and bring options of plaques when shades are installed to get better idea of location, size, etc. Stagg returned to room at 9:37 p.m. Call for vote. All ayes. Motion carried.

**Purchase Blower:** After review of quote and recommended approval by Spoerl, Rowe moved, seconded by Pudil to approve purchase backup blower for sewer plant from Delta Industries of \$8,293.00 plus shipping of old and new blower. Roll call vote was taken. All ayes. Motion carried.

**Resolution No. 2021-29-Set Salary for Temporary Public Works:** It was noted the Carl Spoerl had graciously offer to help the city until the middle of July. Kakacek inquired if Council wanted to pay him the budgeted rate or what he was paid before. After discussion, Neuendorf moved, seconded by Rowe to approve Resolution No. 2021-29 entitled "A RESOLUTION SETTING THE SALARY FOR TEMPORARY PUBLIC WORKS POSITION FOR THE CITY OF SWISHER" backdated to July 1,2021 at \$20.22 per hour. Roll call vote. Ayes: Gudenkauf, Neuendorf, Pudil, Rowe, Stagg. Nays: None. Resolution No. 2021-29 passed. Council asked how many applications were received and city has received only one completed application. Council directed Kakacek to send the one application to them and if 3 councilmembers agree to have interview with the applicant, she will set up meeting for interview.

**Approve to Contract for Park Shade Installation:** Kakacek noted the shades/poles are here but don't have staff to install and needs a building permit to install. She asked Swisher Men's Club if they would like to help install but they don't meet until next Monday and the City would still need someone to be in charge of installation. Spoerl was getting estimates from companies to install but not heard back yet. Council directed the specs of project to be emailed to them and email the Men's Club the estimates once received.

**Communication Position:** As stated earlier Neuendorf is waiting to hear back from Kirkwood College. Mayor Taylor talked with Coralville Councilperson Meghann Foster and noted a job description needs to be done first. She recommended contacting journalism department at the University of Iowa for an intern. Gudenkauf will check into this with her work and recommend each council person think of what a resident would want to know living in Swisher. It was recommended this be put on the work session agenda.

**Resolution No. 2021-30-Approve Policy for Requesting Customer Records:** Mayor Taylor noted there was an earlier request on customer records and this policy would give clear guidance for requests. After review, Gudenkauf moved, seconded by Rowe to approve Resolution No. 2021-30 entitled "RESOLUTION APPROVING POLICY FOR REQUESTING CUSTOMER RECORDS AND ADD TO THE CITY OF SWISHER POLICY AND PROCEDURES MANUAL FOR CITY OF SWISHER". Roll call vote. Ayes: Gudenkauf, Neuendorf, Pudil, Rowe, Stagg. Nays: None. Resolution No. 2021-30 passed.

**Resolution No. 2021-31-Create New Fund for American Rescue Plan Act:** Kakacek noted the city should be receiving \$142,019.55 and has until 2024 to designate the funds. After discussion, Gudenkauf moved, seconded by Pudil to approve Resolution No. 2021-31 entitled "A RESOLUTION ESTABLISHING FUND FOR AMERICAN RESCUE PLAN ACT". Roll call vote. Ayes: Gudenkauf, Neuendorf, Pudil, Rowe, Stagg. Nays: None. Resolution No. 2021-31 passed.

**Set Work Session Date:** After discussion, council set work session date for Wednesday, August 11, 2021 from 6 p.m. to 8 p.m. with shop building and communication position as topics for discussion.

**Correspondence:** Council reviewed the following correspondence: traffic study from MPOJC and letter received on dog attack. On table for review were ISU Community Matters Now June issue, ICAP program overview and 2020 annual report, building permit was issued for 76 Howard Avenue SW.

**Adjournment:** Motion by Neuendorf, seconded by Rowe to adjourn. Call for vote. All ayes. Motion carried. Meeting adjourned at 10:10 p.m.

---

Tawnia Kakacek, City Clerk/ Finance Officer

---

Christopher Taylor, Mayor