

(Subject to Approval)  
**CITY OF SWISHER, IOWA**  
**CITY COUNCIL MEETING MINUTES**  
**AUGUST 13, 2018**

**REGULAR CITY COUNCIL MEETING**

**Call To Order:** Mayor Christopher Taylor called the Swisher Council Meeting to order at 7 p.m. at Swisher City Hall, Swisher, Iowa on August 13, 2018.

**Council Present:** Mary Gudenkauf, Jerry Hightshoe, Rebekah Neuendorf, James Rowe, Mike Stagg.

**Also Present:** City Clerk/Finance Officer Tawnia Kakacek, Public Works Superintendent Rodney McNeal, City Engineer Tim Cutsforth-HR Green, Sergeant Jeff Gingerich-Johnson County Sheriff Department.

**Consent Agenda:** Mayor Taylor would like to remove from the agenda item 4f-Legislative Changes as the attorney has not had chance to review and make recommendation. After review and discussion, Gudenkauf moved, seconded by Neuendorf, to approve the Consent Agenda consisting of: Agenda with removing item 4f-Legislative Changes; July 9, 2018 Meeting Minutes; updated List of Claims; June and July 2018 Clerk/Treasurer Reports and Utility Balance Reports, Resolution No. 2018-32-Approve the 2017-18 Street Finance Report. Roll call vote was taken. All ayes. Motion carried.

**Citizen Comments:** None.

**Reports:**

**Library:** City Clerk Kakacek read Librarian Hoover's report as follows: done with the summer program and it went well; July they had over 1000 people in the library; children can still pickup summer reading prizes. Swisher Library Board June 25, 2018 Minutes were presented.

**Engineer:** Engineer Cutsforth reported the following: reviewed preliminary parking by Kava House; chose Triple B Construction at quote of \$7,958 for the Rose Avenue Intake and will start in September. Residents of that area were fine with it starting in September. He presented written memo from Halverson regarding Division Street funding and went over the different types of grants. Council appreciated the update on Division Street funding and inquired when the county was going to do street improvements adjoining Swisher. Mayor Taylor noted he asked to be on the Johnson County Board of Supervisors agenda to request the county engineer to work the city engineer on 120<sup>th</sup>/Division Street. Stagg questioned if city can start Division Street Project with the available monies and what area to do. Council will review options between September and December 2018 as what areas they would like to do, if county will not participate.

**Council:** Hightshoe gave report of Fire Department meeting. Gudenkauf thanked the organizers of Swisher Fun Days. Neuendorf noted she is transitioning out of Fun Days and the committee is always looking for volunteers.

**Employees:** McNeal reported the following: added rock on Division Street on both sides of road from Marak Road to Greencastle Road; will be painting the bridges; stated it has been very helpful to hire the extra person in the summer; will be digging down the ditches on Rose Avenue; will be installing new message board and putting part of the old one up at Castek Park. He asked Council how they would like the concrete pad design for the new message board. Council stated it was up to him how to design it. Kakacek reported the following: Planning & Zoning Commission meet August 27<sup>th</sup>; listened to Nixle Mass Notification webinar and will forward to council and mayor; will be working on TIF reports for the next few months; asked council to bring in their code books for updates.

**Miscellaneous:** Council reviewed Library Board June 25, 2018 Minutes.

**BUSINESS:**

**Resolution No. 2018-33-Award 2018-19 Street Project:** Engineer Custforth presented bids from LL Pelling of \$39,024.50 and Prairie Road Builders of \$33,807.10. He presented options to keep at the budgeted amount of \$28,000.00 but would have to do another seal coat next year if did this option. Kakacek noted there is budgeted item for incidentals during the year for drainage issues and street issues the difference could be taken from there. After review and discussion, Hightshoe moved, seconded by Stagg, to approve Resolution No. 2018-33 entitled “A RESOLUTION AWARDDING BID FOR 2018-19 PAVEMENT REHABILITATION” to Prairie Road Builders at \$33,807.10. Roll call vote. Ayes: Gudenkauf, Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2018-33 passed.

**Vault Street Market Fall Edition Requests:** After review, Gudenkauf moved, seconded by Stagg, to approve Vault Street Market Fall Edition street closure on 2<sup>nd</sup> Street between Jefferson Avenue to Central Avenue from 6 a.m. to 3 p.m. on September 29, 2018 with waiving vendor permit requirement, using city barricades for street closure, and approving open alcohol containers on closed streets during the Vault Street Market. Roll call vote was taken. All ayes. Motion carried.

**Resolution No. 2018-34-Purchase Copier:** Kakacek presented purchase and lease bids from Access Systems, Cedar Rapids Photo Copy, Koch Office Group, Erb’s Technology Solutions, and Copy Systems Inc. It was noted the current maintenance agreement has to be given 120 days notice for termination. After discussion, Neuendorf moved, seconded by Rowe to approve Resolution No. 2018-34 entitled “A RESOLUTION AUTHORIZING THE CLERK TO PURCHASE OFFICE COPIER FOR THE CITY OF SWISHER AND ENTER INTO MAINTENACE AGREEMENT” with Access Systems Inc. at cost of \$3,535.00 to begin January 1, 2019 due to the required 120 termination notice for current copier maintenance agreement. Roll call vote. Ayes: Gudenkauf Hightshoe, Neuendorf, Rowe, Stagg. Nays: None. Resolution No. 2018-34 passed.

**Purchase Chairs:** Kakacek presented request to purchase chairs for council room. After review and discussion, Gudenkauf moved, seconded by Rowe to approve purchase of 20 chairs plus shipping at cost of \$686.73 from BixChair.com. Roll call vote was taken. All ayes. Motion carried. These chairs are same type as the library.

**Purchase Holiday Lights:** McNeal presented request to purchase holidays lights. After discussion, Stagg moved, seconded by Rowe, to approve purchase of holiday lights of \$1,898.00 from Display Sales. Roll call vote was taken. All ayes. Motion carried.

**Engineering Agreement:** Hightshoe stated he would like to have information gathering of different engineers as being representative of the city it is good practice to compare engineers every so often. Stagg noted last time they hired engineer, they did extensive research that took several months. Engineer Cutsforth gave overview of their current services with City of Swisher. After discussion, Gudenkauf moved, seconded by Stagg, stating Council reviewed and discussed the current engineer agreement and will not take any action to send out engineer request for proposals. Hightshoe amended motion to say Council reviewed and discussed current engineer agreement and have active vote of confidence with HR Green Engineering and not send out engineer request for proposals, Gudenkauf agreed. Roll call vote was taken. All ayes. Motion carried.

**Annual Financial Report:** Kakacek noted this will be published in the paper and sent to the state. Mayor and Council reviewed the 2017-18 Annual Financial Report.

**Correspondence:** Council reviewed the following: invitation to Floodplain Workshop; letters sent as required to school and county entities regarding no tax abatement; letters sent for trimming trees/bushes and dog complaint; letter thanking council for allowing city clerk to attend clerk academy. Mayor read letter to IDOT regarding I-380 widening project; Building Permit and Right of Way Permit for 1019 Swisher View; June and July 2018 Sheriff’s Report; Mediacom Update; ICAP Annual Report; Clerk Academy handouts were on the council table for review. McNeal asked if he could put up the banners with American Flag on it

instead of the existing American flags on Main Street as the poles keep breaking. Rowe will ask the Legion Auxiliary to see if they can get involved and switch out every other year with banners or just have banners plus help pay for costs of the broken poles. Rowe asked if the complaint form can include question “have you talked to your neighbor or please try to work with your neighbor. McNeal asked when city is going to get water as feels the city won’t grow without city water. Council directed Kakacek to put on the next agenda to set work session date to discuss this and other issues. Neuendorf asked if there could be a sign on the park about the 6 p.m. town whistle as it scares the children. Kakacek will review past minutes to see when the noon whistle was stopped and the process.

**Adjournment:** Motion by Rowe, seconded by Stagg to adjourn. Call for vote. All ayes. Motion carried. Meeting adjourned at 9:12 p.m.

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Tawnia Kakacek, City Clerk/ Finance Officer

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Christopher Taylor, Mayor