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 September 10, 2018.

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

Also Present: City Clerk/Finance Officer Tawnia Kakacek, Public Works Superintendent Rodney McNeal, City Engineer Tim Cutsforth-HR Green, Norm Neal, Deputy from Johnson County Sheriff’s Department.


Citizen Comments: None.

Reports:
Library: Librarian Hoover reported the following: changed library hours thru end of December, Mondays thru Thursdays will be open from 1 p.m to 7:30 p.m., Fridays 1 p.m. to 5 p.m. and Saturdays 10 a.m. to noon; sent overdue book letters; attending conference this week; will be attending Iowa Library Association Conference on October 3rd.

Engineer: Engineer Cutsforth reported the following: street project should be starting end of this week or beginning of next week; reviewed sidewalk release; contacted Greg Parker of Johnson County Secondary Roads regarding Division Street and he would add Division Street as they are planning to do project in 2019; Rose Avenue intake project is starting today and should take a week.

Mayor: Mayor Taylor noted he and City Clerk will be attending the Iowa League of Cities Conference in September. He noted if the council wanted him or the city clerk to attend certain sessions, let them know.

Council: No report.

Employees: McNeal reported the following: he is building a shop office; clearing alot of trees; stated it has been very helpful to hire the extra person in the summer for mowing; washed the walls on the wastewater treatment plant. Rowe noted the downtown flags will be discussed at the American Legion meeting. Kakacek reported the following: city attorney reviewed and recommended not to change city code from the legislative updates; Planning & Zoning Commission meet September 24th; will be attending the Iowa League of Cities and put session handouts on city Dropbox for council to review; new copier will be delivered next week; will be attending the I-QUE IPERS training next Wednesday; working on policies that IMWCA requires; Johnson County is doing an overlay zoning map on the GIS map for Swisher at no cost; asked council to bring in their code books for updates.

BUSINESS:
Resolution No. 2018-36-Approve Engineer Agreement: Engineer Cutsforth presented engineer renewal agreement with no hourly increase. After review and discussion, Neuendorf moved, seconded by Gudenkauf, to approve Resolution No. 2018-36 entitled “A RESOLUTION APPROVING AGREEMENT BY AND

**Refer to P & Z-Drainage Swales:** Engineer Cutsforth recommended the city pass an ordinance protecting drainage swales (ditches) within the city’s right-of-way and easements. Rowe suggested to have a flyer/pamphlet done explaining storm drainage fee, drainage swales, etc. Gudenkauf moved, seconded by Hightshoe to refer to Planning and Zoning Commission recommendation of drainage swales. Call for vote. All ayes unless otherwise noted. Absent: Stagg. Motion carried. Kakacek will send to city attorney to review verbiage and location it should be in the code.

**Issues of Castek Park Usage and Trespassing:** Council reviewed complaint from Kevin and Barb Krug of ongoing problem with people using the park trespassing onto their farmland with the latest incident of scouts shooting off model rockets at park and one rocket landing in their crops. Kakacek noted she was not aware they were going to shoot off rockets. After discussion, council directed the park reservation form be changed to include type of activity the park is reserved for, no fireworks/rockets, reminder not to trespass onto adjoining property and respect the boundaries of the Park. Public Works Superintendent said the boundary is clearly marked. Council noted they are willing to hear any suggestions from the Krug’s to correct these issues.

**Downtown Siren:** Council reviewed past minutes showing discussion of removing 6 p.m. siren from years ago. Kakacek noted that Johnson County EMA doesn’t need the 6 p.m. siren for testing. Neuendorf noted concern of scaring children at the Downtown Park when the 6 p.m. siren goes off. After discussion, Hightshoe moved, seconded by Rowe, to remove the 6 p.m. siren by October 1, 2018. Call for vote. All ayes unless otherwise noted. Absent: Stagg. Motion carried.

**Approve Bid on Tree Removal:** McNeal presented bid to remove 2 dead trees in the city right-of-way on property on the northeast corner of 3rd Street and Howard Avenue. After review and discussion of bid, Rowe moved, seconded by Neuendorf, to remove the 2 dead trees in the city right-of-way on the northeast corner of 3rd Street and Howard Avenue at cost of $1,350.00 from Tree Police. Roll call vote. Ayes: Hightshoe, Neuendorf, Rowe. Nays: None. Abstain: Gudendkauf (trees on their property). Absent: Stagg. Motion carried. Council recommended McNeal review trees in the right-of-way at 309 Jefferson Avenue SW.

**Purchase City Hall Computer:** Kakacek noted her computer has been running very slow and the last one was purchased in 2011 with adding memory in 2017. She presented bids from Access of $1,493.70 and Erb’s Technology of $1,346.00 for computer and transfer data from old computer to new computer. Gudenkauf would like Kakacek to ask Access to charge us $150 less since the city has just purchased copier and maintenance agreement from them. Council agreed. Mayor recommended they also save old computer hard drive as backup drive. After discussion, Gudenkauf moved, seconded by Rowe, to authorize city clerk to purchase new computer not to exceed $1,500.00. Roll call vote was all ayes unless otherwise noted. Absent: Stagg. Motion carried.

**Temporary Snow Removal Position:** After review of notice, Hightshoe moved, seconded by Gudenkauf, to advertise for a temporary snow removal position. Call for vote. All ayes unless otherwise noted. Absent: Stagg. Motion carried.

**Nixle Mass Notification System:** Kakacek presented information from Nixle Mass Notification System that Ely and some other surrounding cities may join with costs based on population and how many cities join. This system could alert residents of emergencies, city news, trash pickup, etc. on their cell phone, land lines, tv stations, radio, etc. Currently the city notifies residents of emergencies by tv stations, and other information on city website, Facebook page, emails, and notice posted around town. Mayor and Gudenkauf wondered if it would be used that often. Rowe suggested this item be shelved and call the manufacturer to
show demo of their software of notification. Council agreed. Neuendorf also recommended to check other individual companies that do this as well. Council would like to see what other cities put on their mass notifications.

**Revolving Loan Fund Transfer for 2017-18:** Kakacek noted the proposed transfer of $30,000 from General Fund to Revolving Loan Fund for 2017-18 was to be considered in September 2018 due to certificate of deposit was maturing in September to cover for this proposed transfer. Gudenkauf and Neuendorf noted they would like to revisit this Revolving Loan Fund as no businesses have applied for this program. Council also questioned the interest rate at the local bank and consider shopping around at other banks for better interest rate for CDs. Kakacek will cash CD and put in checking account at this time. Council took no action on transferring funds to Revolving Loan Fund.

**Capital Improvement Plan:** Kakacek recommended the city have a Capital Improvement Plan for future projects and equipment replacement for five years and after and include where the revenue would come from to fund these projects and equipment. She inquired council if they wanted to hire professionals or city staff try to do on their own. She presented worksheets that could be sent to departments to complete for future projects and equipment replacement. Kakacek noted the city would need to have engineer quotes on some of the proposed projects to be able to plan correctly. Council agreed to have city staff work on this plan, send out worksheets to departments and council review at work session.

**Set Work Session Dates:** After discussion, council set work session dates for first Monday of each month for the next 3 months at 6 p.m. Dates will be October 1, November 5, and December 3, 2018.

**Correspondence:** Council reviewed the following: IMWCA audit and responses, ILOC invitation to students to enroll in contest “If I were Mayor” for scholarship; letters sent for trimming trees/bushes/cleanup property; invoice for trimming brush; complaint of grass blocking view on 120th and Greencastle. Council directed Kakacek to notify complainant that the property on corner of 120th and Greencastle is not in the city limit. City does have maintenance agreement for the roads with Johnson County, but hard to implement regulations as it is the county’s regulations. Building Permits for 1019 Swisher View, 309 Jefferson, and 66 2nd Street SW; August 2018 Sheriff’s Report were on the council table for review.

**Adjournment:** Motion by Neuendorf, seconded by Rowe to adjourn. Call for vote. All ayes. Motion carried. Meeting adjourned at 8:56 p.m.

Tawnia Kakacek, City Clerk/ Finance Officer

Christopher Taylor, Mayor