

The Sheffield City Council Regular Session was called to order at Sheffield City Hall by Mayor Scott Sanders, at 7:00PM on Monday January 14<sup>th</sup>, 2019. Council Members in attendance were Nick Wilson, Dave Smit, Brad Mulford, and James Robbins. Also, in attendance was Sam Cain, Police Chief; Pat Nuehring and Public Works Director.

Mayor Sanders led the Pledge of Allegiance.

Wilson made a motion to approve the agenda with the removal of "Delinquent Utility Bill – Julie Peltier-321 N 3<sup>rd</sup> St" and "City Slogan Suggestions". Mulford seconded the motion and it passed unanimously.

The council was presented with one application for interest in the city council vacancy. Smit then made a motion to appoint Jill Peterson to the vacant city council position. Mulford seconded the motion and it passed unanimously.

Mayor Sanders announced that it was the time and place for the public comment time. Jessica Foreshoe, Sheffield Library Director, was present to update the council on the programming at the library during 2018.

Wilson made a motion to accept the minutes from the December regular session. Robbins seconded, motion carried unanimously.

Robbins made a motion to approve the bill listing. Mulford seconded the motion and it carried unanimously.

Smit made a motion to approve the clerk's monthly finance report. Peterson seconded the motion and it passed unanimously.

Police Chief Cain gave the council an update on the happenings in the department during the past month. He also reported that one of the applications for the police officer position has accepted a position elsewhere.

Public Works Director Nuehring gave his report to the council. He reported that it had been a typical month. They also worked on Galvin's park tree trimming and removal.

City Clerk Katy Flint gave her report to the council. She reported that she completed the state audit back in December and they were waiting for the final report, but there was nothing out of the ordinary or concerning on the preliminary report. She also reported that the city had their workman's comp audit and everything was good.

Mayor Sanders reported that the month of December had been quiet. He said that he is still working with Ray Fish and Sukups regarding the drainage on Crescent Drive.

### **New Business**

- Kevin Graves from WHKS was present to discuss the update of the silver issue in our lagoon discharge! WHKS will update the DNR on the results of all the testing. They will also be requesting the DNR to change the silver limits accepted by the city. Robbins motioned to approve working with WHKS on the update letter and new request. Mulford seconded the motion and it passed unanimously.
- One sealed bid for snow removal at Rick's Park and the Community Club lot. Sheri Bogue asked the council several questions regarding this topic. The council and mayor explained that the city currently dumps snow from main street in the empty Community Club lot to save the city money instead of hauling it away. They also explained that due to the snow dumping, the city has agreed to move the snow on the sidewalks. The sealed bid was then opened.
- Mulford then made a motion to approve the resolution awarding Nuehring's Lawn & Tree care the snow removal bid. Wilson seconded the motion and roll call vote was as follows, Ayes: Peterson, Wilson, Smit, Smit, Mulford, Robbins. Mayor Sanders declared the resolution approved, adopted, and numbered 19-29.
- The library board was present to request a Capital Improvement Fund be established to be funded by grants and donations. Smit motioned to approve the resolution establishing said fund. Robbins seconded the motion and roll call vote was as follows, Ayes: Peterson, Wilson, Smit, Mulford, Robbins. Mayor Sanders declared the resolution approved, adopted, and numbered 19-28.
- Robbins motioned to approve the amendment to city code 20.02 per the results of the public measure from the November 2018 ballot. Peterson seconded the motion and it passed unanimously. Smit then motioned to

remove Mike Nuehring & Shenna English from the library board to accommodate the new seven-member boards with the change being immediate. Mulford seconded the motion and it passed unanimously.

- Mulford motioned to approve a resolution approving the mayor and council appointments. Robbins seconded the motion and roll call vote was as follows, Ayes: Peterson, Wilson, Smit, Mulford, Robbins. Mayor Sanders declared the resolution approved, adopted, and numbered 19-30.
- The mayor and police chief gave the council an update on the hiring of a police officer. They interviewed a third candidate. They are currently waiting for a test to arrive for him to take. After further discussion, Robbins motioned to hire the candidate at \$17 per hour pending his passing of the written test. Smit seconded the motion and vote was as follows, Ayes: Peterson, Wilson, Smit, Robbins; Nays: Mulford. Motion passed, but Mulford noted that he felt the starting wage should have been higher.
- Mulford motioned to approve the purchase/building of 3 structures to cover the sewer blowers at a cost of \$2200 per cover. Robbins seconded the motion and it passed unanimously.
- The city clerk updated the council that she had spoken with John Colombo regarding the repairs/updates to the lighting at the Veterans Memorial. He had not gotten back to her. Colombo did give Councilman Wilson a rough verbal estimate of \$4200. It was then requested by the council to send out an RFP to several area electricians. The clerk will do this.
- The Mayor then brought up the topic of requesting time off by employees. Currently there is no formal policy or procedure to do so, however it is stated in the employee handbook that the Mayor needs to approve time off prior. The mayor stated that he would like one standard procedure to do so. Mulford then motioned to approve a procedure of the employees emailing their time off requests to the mayor, when/if the mayor approves the request, he will include the city clerk and she will place that time off on the online calendar. Smit seconded the motion and it passed unanimously. The city clerk will prepare this procedure amendment for adoption to the employee handbook for next month.
- Mulford motioned to approve the ABD License for Deb's Wild Horse Saloon. Robbins seconded the motion, and it passed unanimously.
- The mayor and city clerk then shared with the city council that Sukup's has asked for permission to apply for a Casey's Charitable Giving grant for a walk path from town to Dollar General After discussion, Mulford motioned to approve the grant application process by Sukup's, Peterson seconded the motion, and it passed unanimously. It was also noted that the council would like to be involved in deciding on the details of the path.
- Robbins motioned to set the public hearing for February 11<sup>th</sup> at 7PM for the FY2019 Budget Amendment 2. Smit seconded the motion and roll call was as follows, Ayes: Peterson, Wilson, Smit, Mulford, Robbins. Mayor Sanders declared the resolution approved, adopted, and numbered 19-31.
- There was discussion regarding the city hall hours. Robbins mentioned that he had heard a couple complaints about City Hall not staying open until 5PM. The city clerk mentioned that if anyone has business to take care of after 4:30, she is willing to stay late as long as someone reaches out and lets her know. Robbins also recommended having the office hours and details permanently put on the front door. The clerk will reach out to someone and get this taken care of. There was also discussion regarding the Assistant City Clerk. She currently has a second job which causes problems when the city clerk needs to be gone resulting in City Hall having to be closed. There was discussion and ultimately it was decided that the Mayor will talk to the assistant city clerk and then the council will go from there.

Mayor/Council Comments – Wilson asked what could be done about the potholes on 255<sup>th</sup> Street. The city clerk informed them that the public works director had mentioned fixing them with cold patch for now. She will double check with him. Mayor Sanders reminded everyone that there will be a special session on Monday the 21<sup>st</sup> at 6PM for budget work and a few other items.

Mulford motioned to adjourn the meeting. Smit seconded the motion and it passed unanimously. Adjournment at 9:15PM