

The Sheffield City Council Regular Session was called to order at Sheffield City Hall by Mayor Scott Sanders, at 7:00PM on Monday October 8th, 2018. Council Members in attendance were Jim Hegarty, Nick Wilson, Dave Smit, and James Robbins. Brad Mulford joined at 7:45PM. 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 approved the agenda. Smit seconded the motion and it passed unanimously.

Mayor Sanders announced that it was the time and place for the public comment time. Larry Olk from Sheffield was present to address the council. He stated that he was disappointed in the councilmen that said “why would anyone want to come to Sheffield” at the last council meeting. He felt that if that was the way the person felt, then they shouldn’t be on the council. He also wanted to voice his support to continue a 2-person police force here in Sheffield. Dennis DeBettignies of Sheffield was also present to voice his support for a 2-person police force and hoped that the council would not consider reducing it.

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

Smit made a motion to approve the bill listing. Hegarty seconded the motion and it carried unanimously.

Robbins made a motion to approve the clerk’s monthly finance report. Smit 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 reported that the truck is running well, they had 47 calls for service with social media harassment cases and vaping at the high school at the top of the list. He also reported that a nuisance property in town will be going to court next week.

Public Works Director Nuehring gave his report to the council. His department has the pool winterized, the main city park winterized, they are getting equipment ready for snow. They also got the pole for the camera at the burn site up.

Old Business

- Mayor Sanders recommended that one or two councilmen take the job listings and descriptions and create the new job descriptions to bring back to the council for approval. Councilman Smit volunteered to work on the job descriptions if there was priority given by the council. Hegarty recommended Police, City Hall, Public Works, Pool in that order as a priority. Smit agreed to work on the 2 police department job description for next months meeting.
- Discussion occurred regarding the ditch at the corner of Gilman & Crescent. The council reviewed two bids, one from Dan Petersen and one from Iowa Drainage. Robbins asked if the ditch is filled in, would it cause snow drifts on Gilman. Mayor Sanders reported that he spoke with the county engineer and the county will not be a part of this project. The homeowners were not present. Robbins said that he feels that if the city foots 100% of the bill, the city is setting the expectation for the future. Robbins then made a motion to have the Mayor take the lowest bid to the homeowner and offer to split the bill 50/50. Wilson seconded the motion and it was passed unanimously.
- The city clerk explained that the city is ready to move forward with the next step. After brief discussion, Smit motioned to move forward, Wilson seconded the motion, and it passed unanimously.

New Business

- Sheriff Aaron Dodd was present at the meeting to discuss the possibilities of the county helping to cover law enforcement within the city limits. The county is already stretched to their limits, so the possibility is very small except for 911 response when needed. He also encouraged the council to continue with a 2-man department as that allows local control of officers. He stated that he would be happy to answer any questions that the council may have.

- Mulford motioned to approve pay estimate #7 for the water main replacement project. Robbins seconded the motion and it passed unanimously.
- Kevin Graves from WHKS was present to explain change order #4. Currently, the water main project is under budget. This means the city has not expended all of the CDBG funds. It is the recommendation of WHKS & Chris Diggins from NIACOG that we complete one of the alternates to maximize the funding opportunity. Graves explained the two different options for the council to choose from. He also noted that they didn't have to select a specific project at this point, but did need to approve doing the change as to secure prices from the contractor. After further discussion, Robbins motioned to move forward and approve the change order, Mulford seconded the motion, and the passed unanimously.
- Robbins motioned to approve an alcohol & beverage license for Forever Yours – Flowers & Gifts. Hegarty seconded and it passed unanimously.
- After brief discussion, Mulford motioned to approve the hunting permits, Hegarty seconded, and it passed unanimously. The council asked the clerk and police chief to work on a map of the city limits to clearly outline which areas are allowed for which hunting. They will bring it back to next months meeting.
- Mulford motioned to approve the purchase of 65 radio read water meters as budgeted. Smit seconded the motion and it passed unanimously.
- Sanders presented three options regarding the police deputy vacancy: hire a full-time deputy, don't hire anyone at all, partner with the county for coverage. Hegarty recommended a fourth option: hiring two part-time officers. Hegarty expressed that he thought this would help from one person not getting burnt out working nights only. Smit worried about getting quality applicants. Mulford expressed that he doesn't think the public will be happy with county coverage. Smit thinks the influx of population due to Sukups and the high school warrant a second full-time officer. Robbins & Smit expressed that they didn't feel working with the sheriff was the answer. Chief Cain stated that his preference would be one full-time officer, he was worried about the dependability of two part-time officers. Smit said 2 part-time wages will offset the savings of employee benefits from a full-time deputy. The idea of an independent contractor was mentioned; however, it was then noted that a contractor would be harder to control and may be harder to manage. Mulford stated that everyone in the public he speaks with wants two full-time officers. Robbins recommended putting an ad out for a full-time deputy and see what sticks. Wilson & Robbins would both like to avoid incurring the costs of sending a deputy to the academy. Smit motioned to advertise in the Sheffield Press, on Facebook and free websites for a full-time deputy, including in the ad that it will entail nights & weekends. Robbins seconded the motion and it passed with Hegarty, Smit, Mulford, & Robbins voting Aye and Wilson voting Nay.
- Ty Sanders from the Sheffield Economic Development was present to give an update about potential projects including housing at the hay field, improving the walking trail, improving Galvin's Park Campgrounds, and more.
- Mulford motioned to approve the change to cemetery lot purchase fees to be as follows, Perpetual Care \$125, Cemetery Lots \$500. Smit seconded the motion and it passed unanimously.
- Robbins motioned to set Trick or Treating for 2018 as October 31st from 5-7PM. Hegarty seconded the motion and it was approved unanimously.
- Smit motioned to approve a resolution establishing a Flag Program Fund. Hegarty seconded and roll call vote was as follows, Ayes: Hegarty, Wilson, Smit, Mulford, Robbins. Mayor Sanders declared the resolution approved, adopted, and numbered 19-13.
- Smit motioned to approve a resolution approving the FY2018 Annual Financial Report. Mulford seconded the motion and roll call vote was as follows, Ayes: Hegarty, Wilson, Smit, Mulford, Robbins. Mayor Sanders declared the resolution approved, adopted, and numbered 19-14.
- The Mayor asked for volunteers to complete Chief Cain's annual review which comes due on October 16th. Mulford and Smit will meet with the mayor and Cain.

Mayor/Council Comments – The City Clerk brought an idea for signage on Highway 65 directing traffic into town for our amenities. She stated that she knew there were rules that had to be followed, but wanted the councils blessing before she put a lot of time and energy into finding rules and cost out. Mulford mentioned the slogan “Just a Good Start” for town and based off conversation previously in the meeting, he would like it to be on the agenda for the next meeting. The clerk also noted that the November regular session will occur on Tuesday, November 13th due to Monday the 12th being a holiday. Mayor Sanders mentioned that the Beautification Committee is coming back together to help identify areas of need in the community. Sanders also reported that the camera for the burn site came in and he'll be getting with John Colombo to get it installed in the near future. Mayor Sanders also mentioned that he met with the Hartmans regarding Galvin's Park and they are willing to take care of the campgrounds next year. They identified a few things that need address including fallen

limbs, graveling the camping pads, posts for camp site, etc. Wilson would like to change the employee handbook for raises. He would like it to be an annual raise that is decided in January for all employees and is the same for everyone across the board.

Robbins motioned to adjourn the meeting. Smit seconded the motion and it passed unanimously. Adjournment at 9:55PM.

Katy Flint, City Clerk

Scott Sanders, Mayor