

The Sheffield City Council Regular Session was called to order at Sheffield City Hall by Mayor, Nick Wilson, at 7:00PM on Monday December 12th 2016. Council Members in attendance were Jim Hegarty, JC McCaslin, Mike McKee, & Brad Mulford. Also in attendance were Pat Nuehring, Public Works Director; Police Chief, Sam Cain; and Police Deputy, Colten Kensett.

Mayor Wilson led the Pledge of Allegiance.

McKee made a motion to approve the agenda. Hegarty seconded, motion carried unanimously.

Mayor Wilson announced that it was the time and place for the public forum. Nothing was presented.

McKee made a motion to approve the minutes from the regular November session. McCaslin seconded, motion carried unanimously.

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

Hegarty made a motion to approve the clerk's monthly finance report and McKee seconded the motion, it carried unanimously.

In New Business:

- Kevin from WHKS was present to present preliminary plans for the water main replacement project to the council. McKee motioned to accept the preliminary plans and proceed with final design, Mulford seconded the motion, and it passed unanimously.
- Hegarty motioned to approve an ABD License for Timeless Treasure, Mulford seconded, and it passed unanimously.
- Two quotes for new copier lease agreements were presented to the council. After a brief discussion, the council decided to not take any action and finish out the existing lease.
- Mayor Wilson informed the council that it has been brought to his attention that now that the city has an employee handbook, benefits offered to part-time employees must be the same as those offered at the library and vice-versa. Currently, library part-time employees receive vacation time and holiday pay for Christmas. The library director also receives sick time. As the employee handbook reads, to be eligible for any kind of benefits, you must work a minimum of 40 hours per week. After discussion, Hegarty motioned to have the library policies align with the city employee handbook starting January 1st, 2017. McCaslin seconded the motion and it passed unanimously. McCaslin did say that he would like to explore the idea of paying all part-time employees for the Christmas holiday. It will be placed on the agenda for the January regular session.
- City Clerk, Katy Flint, reported that she had received a \$12,000 grant on behalf of the city from the Foster & Evelyn Barkema Trust Foundation to go towards replacing a shelter house in City Park. Mayor Wilson asked the council if they would like this project included on the project list and budget for FY2018. They all agreed.
- Mayor Wilson presented Larry Meints to be appointed to the library board. He also informed the council that they will be following the City Ordinance for appointments from this point forward. Hegarty made a motion to appoint Larry Meints to the Library Board. McKee seconded the motion and it passed unanimously.
- McCaslin made a motion to approve a resolution awarding a 2-year snow removal contract to Sheffield Tire and Auto. McKee seconded the motion and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Mulford; Absent: Simmons. Mayor Wilson declared the resolution approved, adopted, and numbered 17-28.
- The council reviewed the ICAP insurance coverage for the next year. McCaslin motioned to approve the policy as is, McKee seconded the motion, and it passed unanimously.
- A municipal infraction citation form was presented to the council by Chief Cain. This came about regarding the property at 112 Gilman had not complied with the nuisance abatement sent to them earlier this year. The city has no way of citing a resident or property owner on a municipal level. Hegarty motioned to approve the use of the form moving forward for municipal infractions. Mulford seconded the motion and it approved unanimously.

- Mulford made a motion to approve a resolution awarding a 3-year mosquito control contract to Landgraphics-Lawn & Landscape Service. Hegarty seconded and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Mulford; Absent – Simmons. Mayor Wilson declared the resolution approved, adopted, and numbered 17-27.
- The city clerk presented figures to the council regarding the payoff of the backhoe loan. McCaslin motioned to pay off the loan early, Mulford seconded the motion, and it passed unanimously.

Mayor/Council Comments – Mayor Wilson told the council that Kevin from WHKS suggested that the City Clerk start the process for the planning and design loan. Chief Cain approached the council to request reviewing the parking fine in town along with a municipal citation form. Hegarty brought up the topic of parking in the city right of way on residential properties. Both of these items will be discussed with the city attorney and then brought back to the council. McKee suggested to the council that the Police Department Gator be offered to other departments and organizations like the EMS to use when needed instead of sitting in a shed. McKee also asked the council to consider hiring a part-time person for the Public Works department. It will be on the agenda at the next regular session meeting.

McKee motioned to adjourn the meeting, Mulford seconded the motion and it passed unanimously. Adjournment at 8:25PM.

Katy Flint, City Clerk

Nick Wilson, Mayor