

The Sheffield City Council Regular Session was called to order at Sheffield City Hall by Mayor Scott Sanders, at 7:00PM on Monday March 11<sup>th</sup>, 2019. Council Members in attendance were Jill Peterson, Nick Wilson, Dave Smit. James Robbins joined the meeting at 7:07PM. Brad Mulford was absent. Also, in attendance was Pat Nuehring, Public Works Director; Brad Gardner, Police Chief; and Cody Brunstein, Police Officer.

Mayor Sanders led the Pledge of Allegiance.

Wilson made a motion to approve the agenda as posted. Peterson seconded the motion and it passed unanimously.

Mayor Sanders announced that it was the time and place for the public comment time. There was none.

Smit motioned to approve the minutes from the regular March session, Peterson seconded the motion and it passed unanimously.

Peterson motioned to approve the bills as presented, Smit seconded and the motion passed unanimously.

Smit motioned to approve the finance report as presented, Wilson seconded and the motion passed unanimously.

Police Chief Gardner gave an update to the council on the calls the department has handled. He has budget questions for the council and clerk. Robbins asked if he was going to continue to have Officer Brunstein work ever weekend. He stated "yes" and that if Brunstein needed a weekend off to give him 2 weeks' notice and he would rearrange schedules. Wilson then asked Gardner about possibly going to salary. Gardner is in favor and there was discussion regarding hours worked and on-call pay. The council directed the clerk to bring some amendments to the employee handbook to the May meeting.

Public Works Director Nuehring gave an update to the council. They have been hauling lots of rock to keep the gravel in roads in as best shape as possible. The sheds over the fans at the lagoon have been completed. Nuehring attended CPO (Certified Pool Operator) class that day, Emhoff will be attending the next two days. The painting company is hoping to pain the pool the third week of April. He also reported that Payton Plagge has been working hard cleaning up the parks and cemetery to prep for mowing season and that they look great.

City Clerk Flint reported that for the most part, it's been month to month work as normal. She has been keeping a close eye on HSB 165 in the state legislature. She then explained the property tax impact on the city if this bill continues to move forward. She will be providing a letter that each councilman and the mayor can send to Linda Upmeyer and Amanda Ragan.

Mayor Sanders gave a brief update to the council about the progress of the economic development group. He also reported that John Colombo will be setting the new security camera at the burn site sometime this week.

#### **New Business**

- Chase Holien from WHKS was present to discuss with the council the options for the final portion of the water main replacement project. There was extensive discussion regarding the four options. After said discussion, Robbins motioned to complete the portion on S 6<sup>th</sup> Street. Smit seconded the motion and it passed with aye votes from Peterson, Smit & Robbins and Wilson voting Nay.
- Jon Schmitt, owner of 202 E Gilman, was present to ask for clarification regarding a new water line being placed in the area of his property. A new curb stop will be installed. He will be responsible from his building to the curb stop and the rest of the line will become a main that is the responsibility of the city. The council also explained that the ordinance has changed regarding what part of the lines the city is responsible vs. the property owner and that the city has taken on more responsibility.
- Wilson motioned to approve the purchase of tires for the public works tractor. Robbins seconded the motion and it passed unanimously.
- Wilson motioned to approve the quote from Chris Janssen for a couple road patched in town. Peterson seconded the motion. The public works department will dig out the spots, Janssen will frame them up, and pour the concrete. The city will be responsible for purchasing the concrete.

- Robins motioned to approve the purchase of two new computers for the police department. Smit seconded the motion. It passed unanimously. The city clerk requested that the old PD computer be moved to the PW department.
- There was brief discussion regarding some investments earmarked for the sewer department. The monies will stay in a savings account for now.
- Smit motioned to approved a resolution hiring and setting the wage for the swimming pool assistant manager. Robbins seconded the motion and roll call vote was as follows, Ayes: Peterson, Wilson, Smit, Robbins; Absent: Mulford. Mayor Sanders declared the resolution approved, adopted, and numbered 19-43.
- Robbins motioned to approve the ABD License for Dollar General. Wilson seconded the motion and it passed unanimously.
- Wilson motioned to approve a resolution hiring a part-time parks maintenance employee. Robbins seconded the motion roll call vote was as follows, Ayes: Peterson, Wilson, Smit, Robbins; Absent: Mulford. Mayor Sanders declared the resolution approved, adopted, and numbered 19-44.
- Robbins motioned to approve a resolution for the mayor and city clerk to sign a 5 year contract with Mediacom service for City Hall phone & internet. Peterson seconded the motion and roll call vote was as follows, Ayes: Peterson, Wilson, Smit, Robbins; Absent: Mulford. Mayor Sanders declared the resolution approved, adopted, and numbered 19-47.
- The city clerk gave an update to the council regarding the campgrounds. She received notice that the city had received a \$7000 grant from the Franklin County Community Foundation for upgrades to the campground. The entire project cost \$17,000, so she had worked with Iowa Drainage to determine a phase 1 of the project. That estimate is \$10,277.50. She then spoke with a representative from the Sheffield Betterment Foundation regarding their help with the project. She was requesting \$1000-\$1500 with the city coming up with the remaining funds. She was happy to report that the Betterment donated the remaining \$3200 needed to complete the project. She also reported that she has sent an email to the shop teacher about the industrial ag classes helping with new site markers. Robbins then motioned to approve the project. Peterson seconded the motion and it was approved unanimously.
- Wilson then motioned to advertise for bids for installation of the new playground equipment. Smit seconded the motion and it was approved unanimously.
- There was discussion regarding a promotional pricing period for season passes for the swimming pool along with offering punch cards. Robbins then motioned to offer the season passes at 10% off from May 1<sup>st</sup> – May 31<sup>st</sup> along with offering punch chards of 11 punches for \$20 throughout the season. Smit seconded the motion and it passed unanimously.
- Wilson motioned to work with Dennis Swieter to offer an appliance pick-up day with appliances costing \$10 and TV's \$25 and must be pre-paid in City Hall prior to the event. Robbins seconded the motion and it passed unanimously.
- Smit motioned to approve a resolution hiring lifeguards for the 2019 season. Peterson seconded the motion and roll call vote was as follows, Ayes; Peterson, Wilson, Smit, Robbins; Absent: Mulford. Mayor Sanders declared the resolution approved, adopted, and numbered 19-45.
- The city clerk and mayor then provided an update regarding 112 Gilman. The city is now the owner of the building and can proceed with the process to tear it down. The clerk informed the council that the biggest next step is having an asbestos survey and report done. Robbins then motioned to move forward with the asbestos survey. Wilson seconded the motion and it was approved unanimously.
- There was discussion regarding the current building permit process. Zoning Administrator John Colombo was asking for clarification about what needed a permit and what did not. After further discussion, Robbins motioned to have the code change to read "remodification with the exception of siding, windows, and roofs". Wilson seconded the motion and it passed unanimously.
- The clerk presented information to the council regarding delinquent utility billing. City Hall and the Public Works department is spending lots of extra time trying to collect payments for water service from residents. After brief discussion, it was agreed to bring this topic back in May for further discussion.
- Robbins motioned to approve a resolution setting a public hearing for FY2019 Budget Amendment 3. Peterson seconded the motion and roll call was as follows, Ayes: Peterson, Wilson, Smit, Robbins; Absent: Mulford. Mayor Sanders declared the resolution approved, adopted, and numbered 19-46.

- Wilson then made a motion to accept the state funding to replace the Olive Ave bridge. Robbins seconded the motion and it passed unanimously. Franklin County will handle everything from this point forward.
- The clerk presented a resolution that would rename a portion of McKinley Street and Brickyard Road per the county GIS office. This will avoid issues with 911 and google searches. Peterson motioned to approve the resolution, Smit seconded the motion and roll call vote was as follows, Ayes: Peterson, Wilson, Smit, Robbins; Absent: Mulford. Mayor Sanders declared the resolution approved, adopted, and numbered 19-47. The clerk will send residents on those portions of the street's letters informing them of the change.

Mayor/Council Comments – None

Smit motioned to adjourn the meeting. Peterson seconded the motion and it passed unanimously. Adjournment at 9:40PM

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Katy Flint, City Clerk

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Scott Sanders, Mayor