

Monday, July 9th, 2018 7:00PM

The Sheffield City Council Regular Session was called to order at Sheffield City Hall by Mayor Scott Sanders, at 7:00PM on Monday July 9th, 2018. Council Members in attendance were Jim Hegarty, Nick Wilson, Dave Smit, Brad Mulford, & James Robbins. Also, in attendance was Sam Cain, Police Chief; Pat Nuehring, Public Works Director, & Colten Kensett, Police Deputy.

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. Paula Lubkeman, who is the city's representative on the board with the Landfill of North Iowa gave a brief overview of the Hazardous Material pick-up day. They collected over 1 ton of materials and it was free to residents.

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

Smit 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 Robbins seconded the motion, it carried unanimously.

Police Chief Cain gave the council an update on the happenings in the department during the past month. He did a brief summary of calls and informed the council they were running low on storage for body camera videos. He will be deleting stuff that is appropriate via the body camera policy.

Public Works Director Nuehring gave his report to the council: tree work has happened at the cemetery as well as hauling rock onto the roads. He is finalizing locating the leak at the pool, the water main replacement project is on schedule.

Mayor Sanders opened the Public Hearing of the Status of Funded Activity for the CDBG Watermain Project at 7:30PM.

ACCOMPLISHMENTS TO DATE:

Engineering 80% Complete
Construction 60% Complete

SUMMARY OF ALL EXPENDITURE TO DATE: (As of the 7/9/2018 Draw #5)

	Budget	Spent So Far	Remaining
CDBG Money	\$ 480,000	\$ 299,783	\$ 180,217
ADMIN	\$ 20,000	\$ 15,653	\$ 4,347
Local	<u>\$ 877,000</u>	<u>\$ 547,064</u>	<u>\$ 329,936</u>
	\$ 1,377,000	\$ 862,500	\$ 514,500

GENERAL DESCRIPTION OF REMAINING WORK:

Complete installation of water main, services and restoration.

DESCRIPTIONS OF BUDGET CHANGES:

Additional for American Iron and Steel Requirements \$20,540
Hydrants, Valves Revetment Stone \$14,003

Total Change Orders \$34,543 +/-

PERFORMANCE TARGETS:

Slightly behind schedule overall, but on schedule since construction has started. Remaining work listed above. Project is expected to be completed in in late Fall 2018.

ACTIVITY SCHEDULES

Complete remaining work as listed above. Do Punch list. Complete punch list items. Release Retainage.

PROJECT SCOPE:

Replace and Install 6" and 8" water main; storm sewer; water main Connections and Services; Pavement Restoration; site work and Miscellaneous. 6272 L.F. water main (6" & 8"); 1,500 L.F. storm sewer; 14 Connections/106 Services; 4,500 S.Y. Pavement Restoration; site work and Miscellaneous.

LOCATION:

Throughout the community including portions on 1st Street North, 3rd Street, 4th Street, 6th Street, Gilman Street, Thompson Street and Borst Street in the City of Sheffield in Franklin County, Iowa.

OBJECTIVES/BENEFICIARIES:

All residents of the City of Sheffield, Iowa, including LMI persons and families.

Mayor Sanders closed the public hearing at 7:40PM

New Business

- Robbins motioned to approve the ABD License for the West Fork Wharf, Hegarty seconded the motion and it passed unanimously.
- Robbins motioned to approve a Cigarette & Tobacco License for Dollar General. Smit seconded and it passed unanimously.
- Fajr Shaw of 112 Oakwood approached the council to ask for an extension on her water bill explaining that she would be able to pay in full on Friday July 20th. Hegarty approved the extension with July 20th as the pay day, in full. Robbins seconded the motion and it passed unanimously.
- Wilson motioned to approve Nathan Pralle to the Library Board. Smit seconded the motion and it was approved unanimously.
- Paula Lubkeman of the Planning & Zoning Board addressed the council and gave the boards recommendation for approval of the zoning change request by Floyd Edgington at 205 Gilman. Hegarty motioned to approve the zoning change, Robbins seconded the motion and it passed unanimously.
- Dayle Colombo of the Library Board addressed the council regarding the size of the board. Currently they have 9 members and are asking the councils approval to place a public measure vote on the next ballot to reduce the size of the board to 5-7 members due to lack of volunteers. Smit motioned to approve, Mulford seconded and it passed unanimously.
- Chase from WHKS was present to discuss the Pay Estimate #4 for the water main project. Robbins motioned to approve the pay estimate, Hegarty seconded the motion and it passed unanimously.
- Chase from WHKS was present to present change order #2 to the council. After discussion, Mulford motioned to approve the change order, Wilson seconded the motion and it was passed unanimously.
- Lori Sanders, director of the Apple Daycare was present to request a 4-way stop sign at the corner of North 7th Street & Thompson Street for the safety of the children. Smit & Mulford both spoke in support of the change citing the safety of the kids is most important. Wilson spoke against the stop sign saying he didn't want the town to be full of stop signs. Mulford motioned to approve a 4-Way Stop Sign at the corner of North 7th Street & Thompson Street. Smit seconded the motion, Ayes: Hegarty, Smit, Mulford, Robbins; Nays – Wilson. Motion passed.
- Robbins motioned to approve a Proclamation of National Farmers Market Week to be August 5th – August 11th. Smit seconded and it was approved unanimously.
- The council opened three bids for the cleaning of City Hall. Wilson motioned to approve a bid from Jamie Robbins for \$20/hour. Mulford seconded the motion and it passed unanimously with Robbins abstaining due to conflict of interest.
- Smit motioned to approve a resolution approving the destruction of public records. Hegarty seconded the motion and roll call vote was as follows, Ayes: Hegarty, Wilson, Smit, Mulford, Robbins; Nays – None. Mayor Sanders declared the resolution approved, adopted, and numbered 19-1.
- Bids from three companies were reviewed by the council for a new copier lease. The city clerk expressed her interest in staying with the existing company (Access) and a similar machine. Hegarty then motioned to approve a copier lease with Counsell. Smit seconded the motion, and it was approved unanimously.
- Hegarty motioned to approve a resolution to fix a date for a public hearing on proposal to enter into a General Obligation Copier Lease Agreement with lease payments thereunder in a principal amount not to exceed \$5,000. Wilson seconded the motion and roll call vote was as follows, Ayes: Hegarty, Wilson, Smit, Mulford, Robbins; Nays: None. Mayor Sanders declared the resolution approved, adopted, and numbered 19-4
- The public works director presented a bid for a new snowplow to the council for the Ford 550. After brief discussion, Wilson motioned to approve the purchase of the new plow and withdrawing the council's approval for purchase of backhoe attachments to make up the different in expenditures. Robbins seconded the motion and it was approved unanimously.
- The council then reviewed the changes to the code of ordinances for codification. Mulford motioned to approve the list as presented with the changes noted, Robbins seconded the motion and it passed unanimously.
- The public works director presented the council with several options for the purchase of a new public works truck to replace the one that was totaled last year. Wilson asked Nuehring if there was a way to reduce the size of his fleet if a new truck was

purchased, Nuehring stated “no” based off the use of each truck. After more discussion, Mulford motion to approve a Chevrolet 1500 truck from Karl Chevrolet.

- Robbins motioned to approve the purchase a new magnetic locator for the public works department. Mulford seconded the motion and it was approved unanimously.
- Two bids were presented to the council for road work: patches around town and resurfacing of McKinley Street. After brief discussion, Robbins made a motion to approve both bids and to use \$10,000 from the water fund to repair McKinley street. Mulford seconded the motion and it passed unanimously.
- The mayor and city clerk presented the council with a proposal to begin using the texting notification to alert residents of different situations. It will be free to the city and can be used for a variety of notifications from water main breaks to cancellations, hydrant flushing, etc. It will be an opt in situation so no information will be given to City Hall. Mulford motioned to approve, Smit seconded and it passed unanimously.
- The mayor presented a couple different options for security cameras to be used out at the burn site. After brief discussion, Mulford motioned to approve the purchase of one for \$300 with a \$20/month service fee. Hegarty seconded and it passed unanimously.
- The City Clerk explained the need for the city to proceed with some steps to finalize the cemetery’s perpetual care status with the state. Mulford stated that he believed we needed to remain a perpetual care cemetery and do the proper steps to become one officially. Mulford motioned to have the clerk move forward with the process, Robbins seconded the motion, vote was approved by Hegarty, Smit, Mulford, & Robbins. Wilson voted nay.
- Zoning Administrator John Colombo approached the council and asked them to reconsider the ordinance 165.13.2.C to include accepted structures of gazebo, pergola, & covered decks. Robbins approve the change, Mulford seconded the motion, and it was approved unanimously.
- The city clerk explained a few minor repairs that need to be made to the outside of city clerk. Two quotes were presented and then Robbins motioned to approve the quote from Chris Janssen. Smit seconded the motion and it was approved unanimously.
- Mayor Sanders expressed his interest in mandating that all city department heads to attend the City Council meetings. Smit agreed and added that once a quarter the fire chief and library director should attend as well. After a bit more discussion, Wilson motioned to require PW, PD, & CH department heads to attend each meeting of the council and require the FD & Library heads to attend once a quarter as well as all department heads to receive the monthly finance report. Mulford seconded the motion and it passed unanimously.
- Mulford motioned to approve a resolution awarding an annual raise to the assistant city clerk. Wilson seconded the motion and roll call vote was as followed, Ayes: Hegarty, Wilson, Smit, Mulford, Robbins; Nays: None. Mayor Sanders declared the resolution approved adopted and numbered 10-75.
- Deputy Kensett approached the council to ask for a closed session. After brief discussion, it was discussed that the council would prefer to not enter a closed session. A resolution had been presented granting a 2% annual raise, Kensett asked the council to consider more. After discussion, Mulford made a motion to table Kensett’s raise until after a performance evaluation could be completed by the Mayor, Chief Cain, and a couple councilmembers. Robbins seconded the motion and it approved with Hegarty, Smit, Mulford, Robbins voting aye. Wilson voted nay.

Mayor/Council Comments – Mayor Sanders said he would like to see a chain of command formed where he and the council are kept in the loop about situations going on with public works, the police department, and city hall. Wilson asked for a review of the fireworks ordinance on next month’s agenda. The mayor stated that he would like to start reviewing job descriptions and start with the Public Works Director position. This would go hand in hand with job performance reviews.

Robbins motioned to adjourn the meeting, Hegarty seconded the motion and it passed unanimously. Adjournment at 10:45PM.

Katy Flint, City Clerk

Scott Sanders, Mayor