

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

Mayor Pro-Tem Hegarty led the Pledge of Allegiance.

Simmons made a motion to approve the agenda with removing item #1 from new business. McKee seconded, motion carried unanimously.

Mayor Pro-Tem Hegarty announced that it was the time and place for the public forum. Alan Lubkeman was present to voice concerns and questions over the transition of operations since the departure of the Library Director. Penny McCaslin, President of the Library was present to update the council on the timeline for hiring a new library director, give an update to things going on

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

Simmons made a motion to remove the bill to the Computer Guy for the purchase of a new computer until it can be discussed and approve the rest of the bill listing, McCaslin seconded the motion and it carried unanimously.

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

#### In Old Business:

- McKee made a motion to appoint Rollie Harper to the Library Board to fulfill a 1-year term. McCaslin seconded the motion and it carried unanimously.
- The City Clerk provided numbers and an update regarding the possibility of a Flag Sponsorship program to decorate the downtown district and Gilman Street. The Sponsorship will be a cost of \$50 per year and that will cover the costs of all materials and maintenance to the flag. Mulford motioned to have the City Clerk advertise the program and begin once a minimum of 6 sponsors have been obtained. McCaslin seconded the motion and it passed unanimously.
- A rough bid for painting a dash center line from the Lincoln Street Bridge to Casey's was requested before making a decision regarding painting the street. McKee motioned to table until the information is received, Mulford seconded the motion and was approved unanimously.

#### In New Business:

- Tim Christenson from Jaspersen Insurance was present to discuss liability insurance for events where city property is used and also city sponsored activities and events. He stated that ICAP (the cities insurance) wants to know what events are going on and they will evaluate a risk. McCaslin thinks that any group using the park for public events should have liability insurance and provide a certificate to the city. Mulford would like to consider insuring for events and activities and find out the cost. Tim will collect the information and provide to the city.
- McKee made a motion to set Trick or Treating for Monday October 31<sup>st</sup> from 5-7PM as well as closing Maple Street from South 3<sup>rd</sup> Street to Lincoln Street. Simmons seconded the motion and it passed unanimously.
- McKee motioned to appoint Mike Nuehring to the Library Board fulfilling a 3-year term. Simmons seconded and it passed unanimously
- McCaslin motioned to set up Internet service for the Fire Station through Frontier. Cost will be \$90 per month for phone and internet for two years (before taxes and surcharges). Mulford seconded the motion and it passed unanimously.

- Shannon Latham has requested the rental of 2-3 picnic tables for 6-7 weeks to use at Enchanted Acres. McKee motioned to deny the request due to duration and not having a written policy. McCaslin seconded the motion and it passed unanimously.
- Pat Nuehring explained to the council that heavy rains like we've experienced lately flushes sewer lines and the lift station pumps will suck things up and ruin them. He was recommended hiring Vision to clean out the lift stations at a cost of about \$1300. Mulford motioned to approve the cleaning, Simmons seconded and it passed unanimously.
- The City Clerk presented options for an existing CD dedicated to the sewer fund that has come to maturity. Simmons motioned to roll it into a 30-month CD. Mulford seconded the motion and it passed unanimously.
- There have been many complaints about the nuisance property at 236 S 4<sup>th</sup> Street. The City Clerk explained that it is up for public auction on the 21<sup>st</sup>. Either a person or the bank will buy the property and then sell it.
- The City Clerk brought forth the meter billing for the West Fork Wellness Center. Currently all school property is non-taxable as it is non-profit. However, the wellness center will be a commercial property of sorts. The question of if it is taxable or not was raised. Simmons motioned to table any decision until the Clerk has spoken with the county and been advised. Until then, it will be not taxed. McCaslin seconded the motion and it passed unanimously.
- Simmons motioned to approve a resolution (AUTHORIZING THE TRANSFER OF FUNDS AND CLOSURE OF POLICE RESERVES ACCOUNT). McKee seconded the motion and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Simmons, & Mulford. Mayor Pro-Tem Hegarty declared the resolution approved, adopted, and numbered 17-13.
- Mulford motioned to hire Janssen Construction to help pour cement in 10 road patches around town. McKee seconded the motion and it passed unanimously.
- McCaslin motioned to approve the FY2016 Urban Renewal Report, Mulford seconded, and it passed unanimously.
- Mulford motioned to approve a resolution (APPROVING THE FY2016 ANNUAL FINANCIAL REPORT). McKee seconded and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Simmons, Mulford. Mayor Pro-Tem Hegarty declared the resolution approved, adopted, and numbered 17-14.
- Mulford motioned to approve a resolution (APPROVING THE FY2016 STREET FINANCE REPORT). Simmons seconded and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Simmons, Mulford. Mayor Pro-Tem Hegarty declared the resolution approved, adopted, and numbered 17-12.
- The owners of the apartment complex at 463 N 3<sup>rd</sup> Street have requested for permission to convert the property to condominiums. Nothing was found in the City Ordinance for or against. It would be zoned residential either way. It was recommended to contact the County Assessor before moving forward.
- Mulford motioned to approve the purchase of chemical pumps, a Tommy Gate, & a crack fill machine as well as repairing well #5 and installing a valve at 1<sup>st</sup> and Gilman. He also motioned to table the repairs to the pump house until all councilmen can look at the structure to make a better decision. McCaslin seconded the motion and vote was, Ayes: Hegarty, McCaslin, McKee, & Mulford; Nays: Simmons
- Pat Nuehring proposed trimming and removing trees at the cemetery due to damage and dying trees. A quote from Nuehring Lawn & Tree Service was obtained. McCaslin motioned to table the decision until another quote can be obtained. Mulford seconded and it passed unanimously.
- The City Clerk gave an explanation to the Council about how TIF works and the fiscal impact it would have had on the general budget if we had used TIF funds to repay the loan taken for the Gilman Culvert and C13 bridge project.
- A proposal from The Computer Guy was presented to purchase a new computer for City Hall. Then, the Clerks computer would be transferred to the Police Dept. This is necessary as their current computer software is not compatible with the Body Camera software. They need an update. The cost will be split between City Hall and the Police Dept. Mulford moved to approve the proposal, McKee seconded the motion and it approved unanimously.
- Discussion regarding the city park bathrooms (cleaning, closing, plaque for grants,etc). Mulford motioned to ask Val Borseth if she would be willing to clean the park bathrooms, Pat Nuehring will close the bathroom at his

discretion for the season depending on frost, etc and the City Clerk will get a plaque recognizing the grant committees. McCaslin seconded the motion and it passed unanimously.

- Hunting permit applications were presented. Some of the applicants had not filled out the city's application form. McKee motioned to allow the Police Chief to approve all hunting permits as he recommends once they are complete with the application and permission by landowner. Mulford seconded and it passed unanimously.
- An RFP (Request for Proposal) was presented to send to three different grant administrators to select one for the CDBG Grant administration. Using NIACOG was the consensus and the City Clerk will find out a timeline from them.
- Information regarding taking stray dogs to Patriots for Pets instead of the Hampton Vet Center was presented as Hegarty requested taking dogs to a no-kill shelter. Hegarty motioned to switch to Patriots for Pets for stray animals. Mulford seconded and vote was as follows, Ayes: Hegarty & Mulford; Nays: McCaslin, McKee, Simmons
- McKee motioned to approve a resolution (RELATING TO THE WAGES FOR THE CITY CLERK), Mulford seconded the motion and roll call vote was as follows, Ayes: Hegarty, McCaslin, McKee, Simmons, Mulford. Mayor Pro-Tem declared the resolution approved, adopted, and numbered 17-15.

Mayor/Council Comments – Chief Cain approached the council about getting a dog catch pole and kennel for use when they get calls about at-large dogs. The council agreed as long as it was under \$500.

McKee motioned to adjourn the meeting, Mulford seconded the motion and it passed unanimously. Adjournment at 9:05PM.

---

Katy Flint, City Clerk

---

Jim Hegarty, Mayor Pro-Tem