

The Sheffield City Council Regular Session was called to order at Sheffield City Hall by Mayor Scott Sanders, at 7:00PM on Monday September 10<sup>th</sup>, 2018. Council Members in attendance were Jim Hegarty, Nick Wilson, Dave Smit, Brad Mulford, and 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.

Hegarty 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. Karen Mitchell from Franklin County Development Association was present to give the council an update on the last year in FCDA. Noreen Schwierjohann was present to voice her concern over the new road on McKinley. She noted there was a considerable drop from the street to the ground and it was dangerous. Nuehring will get dirt in place. She also inquired about mowing, tree trimming, and filling graves at the cemetery. Shirley Brady was present to express her concern about all the zoning variances being given out by the Board of Adjustments. She stated that the city has code of ordinances and they need to be followed and enforced. She also verbally gave her resignation to the Mayor. She also inquired if the city was going to clean out the drainage ditch in town.

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

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

Smit made a motion to approve the clerk's monthly finance report. Mulford 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 also reported that the police truck was back in the shop for repairs that are under warranty. He was hoping to have it back by the end of this week.

Public Works Director Nuehring gave his report to the council. He wanted to thank all the volunteers that came out after the storm and noted how so many people helping made his job a lot easier. He reported that they had a few problems at the care center lift station, but were able to get those resolved. He and his assistant have been working to get everything ready for winter. Main street lines will be painted when the contractor has the time. He has taken possession of his new truck and were hoping to obtain the mixer for the water tower soon.

Mayor Sanders opened the Public Hearing on proposal to enter into a General Obligation Vehicle Loan at 7:40PM. There was no public comment. Robbins motioned to close the hearing at 7:43PM, Hegarty seconded the motion, and it passed unanimously.

Mayor Sanders opened the public hearing on FY2019 Budget Amendment #1 at 7:43PM. There was no public comment. Wilson motioned to closed the hearing at 7:45PM, Mulford seconded the motion and it passed unanimously.

### Old Business

- List of job duties and job descriptions were presented by the three department heads for their positions. Hegarty requested that they work on all positions within their departments and bring them back to the next meeting. Smit suggested working with a select few to transform the job duties into formal job descriptions. It was requested of the clerk to email the lifeguard, head lifeguard, & swimming pool manager job descriptions out to the council. Hegarty motioned to table this topic until a later date. Robbins seconded the motion and it passed unanimously.
- There was brief discussion continued about apartment resident parking on Gilman Street. The council agrees that they do not want to see parking allowed overnight on Gilman. For now, they are choosing to not take any action on this item.
- One quote (from Iowa Drainage) was obtained for fixing the standing water in the ditch at Crescent & Gilman. A verbal bid from Lambertsen Excavating was obtained, but a firm written bid was needed. The council discussed the solution with the homeowners and asked if they were willing to split the cost. The homeowners will discuss.

Robbins motioned to table the topic until more bids could be obtained. Hopefully, by the October meeting. Hegarty seconded the motion and it was approved unanimously.

## New Business

- Dan & Jamie Stanbrough, who are building a new home on the East Brickyard Road and were requesting exemption from city water and sewer service. Hegarty motioned to approve the exemption, Mulford seconded the motion, and it passed unanimously.
- Julie Peltier of 321 North 3<sup>rd</sup> Street asked the council for an extension on her past due water bill. Wilson motioned to extend her deadline until September 14<sup>th</sup> at which point if she hasn't paid, shut her off. Mulford seconded the motion and it passed unanimously.
- Chase from WHKS was present to give the council an update on the water main replacement project as well as present pay estimate #6 to the council. Mulford motioned to approve the pay estimate, Wilson seconded the motion, and it passed unanimously.
- The city clerk presented an idea to hold a Breakfast with Badges event including the Police Department, Fire Department, & EMT's. The event will be October 20<sup>th</sup> from 9-11AM at Block 10. The clerk will work with each department, Block 10, and businesses in town to put together and sponsor the event. Mulford motioned to approve the clerk to move forward with the planning, Smit seconded the motion and it passed unanimously.
- There was brief discussion about the street repair at 516 Park Street. Nuehring reported that it's been filled and packed with gravel. Mulford then motioned to table the repair until spring. Hegarty seconded the motion and it passed unanimously.
- Hegarty motioned to approve the appointment of Michelle Jurgens to the Library Board. Robbins seconded the motion and it passed unanimously.
- Wilson motioned to approve the clerk proceed with advertising/promoting the city's website sponsorship program. Smit seconded the motion and it passed unanimously.
- Mulford motioned to approve the hunting permits based on the recommendation of the Police Chief. Hegarty seconded and it passed unanimously. The clerk then asked for clarification as to how future permits returned should be handled. She was told that the chief should review and make a recommendation to the council at the next meeting.
- There was brief discussion regarding painting the swimming pool. This will be pursued further at a later date.
- Smith motioned to approve the purchase of two new truck tires for the public works F550 from Graham tire. Mulford seconded the motion and it was approved unanimously.
- Smit motioned to approve the purchase of two tires for the road grader from Graham Tire. Mulford seconded the motion and it was approved unanimously.
- Wilson made a motion to approve the city clerk moving forward with sending letters and promoting the city's main street flag program. Smit seconded the motion and it was approved unanimously.
- The mayor presented information from the city attorney regarding the building at 112 Gilman. As of September 24<sup>th</sup>, the attorney can move forward with a lien & judgement search and send the appropriate paperwork to release those interests on the lot. This would ultimately lead to the city acquiring the property. Mulford motioned to have the attorney proceed as such. Robbins seconded the motion and it passed unanimously.
- There was brief discussion regarding the proposed city ordinance changes. Hegarty was concerned about the items marked "legislative changes" but did not reference the actual state code. Wilson was concerned about the building and plumbing codes as our city population is below 15,000. The city clerk will take the noted questions back to Iowa Codification for clarification and bring to the next meeting.
- Hegarty motioned to approve a resolution approving the FY2018 Street Finance Report. Smit 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 19-8.
- Robbins motioned to approve a resolution approving FY2019 Budget Amendment #1. Smit 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 19-11.
- Robbins motioned to approve a resolution approving the transfer of funds from the general account to the perpetual care savings for the time period of 1/1/2017-12/31/2017. Smit 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 19-9.
- Mulford motioned to approve the FY18 Urban Renewal Report as presented by the clerk. Robbins seconded the motion and it passed unanimously.

- Smit motioned to approve a resolution authorizing and approving a Loan Agreement, providing for the issuance of a \$29,000 General Obligation Vehicle Acquisition Note and providing for the levy of taxes to pay the same. Mulford seconded the motion and roll call vote was as follows, Aye: Hegarty, Wilson, Smit, Mulford, Robbins. Mayor Sanders declared the resolution approved, adopted, and numbered 19-10.
- A bid for the electrical service for a SafeT home to be placed at the campgrounds as a rental unit was presented to the council. The cost of the home itself was covered through grants and donations, the concrete for the pad was also donated. Hegarty stated that he did not agree with moving forward with the project. He indicated that the council was under the impression that the SafeT home was to be a storm shelter for those staying at the campgrounds. He also expressed that the project moved fast and without council approval (even though approval to apply for a grant for the project had occurred at the last council meeting) and felt that the city's resources and attention is better directed at housing development and cleaning up nuisance properties. Mayor Sanders explained that there had been meetings regarding both of these items, this opportunity for economic stimulus was the first thing that came to fruition. Wilson also expressed his disapproval of the program stating that the next area of focus should be a new fire station. There was also concerns regarding the current status of the campground including the lack of cleaning, patrolling, etc. Robbins felt that this needed to be addressed before bringing more people to town and in the campgrounds. Robbins also expressed concern about the SafeT home being broke into. There was also question as to whether people would actually rent the structure to stay in or not. Smit & Mulford expressed their opinion which was that the SafeT home was a great opportunity and the previously mentioned issues and the SafeT home were two different discussions and not related. Mulford then made a motion to approve the electrical service bid and move forward with the project, Smit seconded it and roll call vote was as follows, Ayes: Smit Mulford; Nays: Hegarty, Wilson, Robbins. Motion failed.
- Due to the previous agenda item, there was no need to discuss the bid for concrete for the SafeT Home at Galvin's park.
- Wilson motioned to approve Internment Rights example A as recommended by the city attorney for use from now on. Robbins seconded the motion and it was approved unanimously.
- A resolution was presented with a 2% raise for the city clerk. The clerk then asked for a 3% raise and listed several reasons why she felt she deserved said raise. Wilson was against the 3% stating that the clerk had already been given a raise for the reasons mentioned. Smit stated that the council chose to give a merit raise last month to the Police Deputy and now the standard was set. Wilson disagreed. Smit then motioned to approve the resolution for the city clerk's raise of 3%, Mulford seconded the motion. Roll call vote was as follows, Ayes: Hegarty, Smit, Mulford; Nays: Wilson & Robbins. Mayor Sanders declared the resolution approved, adopted, and numbered 19-12.
- Mayor Sanders presented the idea of starting city council meetings earlier due to the length recently. Hegarty & Robbins both stated that starting earlier would mostly likely result in them being late. Conversation died.

Mayor/Council Comments – Mayor Sanders expressed his disappointment in the council decision to not move forward with the SafeT Home at Galvin's park.

Mulford motioned to adjourn the meeting, Smit seconded the motion and it passed unanimously. Adjournment at 9:30PM.

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Katy Flint, City Clerk

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Scott Sanders, Mayor