

**AGENDA
KEOTA CITY COUNCIL
KEOTA CITY HALL
225 E. Broadway Ave.
July 20, 2020
6:00 P.M.**

- 1. Roll Call**
- 2. Work Session – Discussion on Police Department Location**
- 3. *Adjournment**

***Mayor Anthony Cansler*Councilman Matt Greiner*Councilman Curt Burroughs
*Councilman Keith Conrad*Councilman Mike Bender*Councilman Rod Hill**

***Public Works Director Kevin Slaubaugh*Public Works Employee Kevin Miller*Police Chief Doug Conrad
*City Clerk Tomisha Hammes**

**AGENDA
KEOTA CITY COUNCIL
KEOTA CITY HALL
225 E. BROADWAY AVE.
JULY 20, 2020
7:00 P.M.**

1. Roll Call

2. Invocation by Councilman Burroughs

3. *Approve Consent Agenda

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council member requests an item be removed for separate consideration.

- a. Minutes of July 6, 2020 meeting
- b. Bills for payment
- c. Month end financials – June 2020

4. Citizen Comments

While Citizen's Comments are not required by law, the Mayor and City Council welcome comments from the public. An opportunity to speak is not guaranteed, and is allowed at the discretion of the Chair. You are asked to state your name and address for the record and to limit your remarks to 3 minutes in order that others may be given the opportunity to speak.

The following requirements will be enforced by the Mayor and City Council;

- *All comments must be directed at the Council*
- *Only the citizen given the chair to speak is allowed to speak. Anyone else speaking will be removed from the meeting.*
- *You may ask questions to the Council; however, your questions will not be answered during Citizens comments and will be considered, though no answer guaranteed, during the Council's debate.*
- *Once Citizens comments are complete there is to be no talking or comments from the gallery. Any citizen speaking once Citizen's comments are complete will be removed from the meeting.*

Please remember, Robert's Rules of Order requires that all debate be conducted by the Council without interruption from the gallery and is enforceable by law. Likewise, the Council is not to enter into debate with the public during the meeting. If a Councilman asks a question of a Citizen, the Citizen will be allowed to answer the question only.

Robert's Rules of Order also states that the Order of Business is at the discretion of the Chair who is the Mayor.

5. Department/Committee Reports

6. Business

- a. *Appoint Comprehensive Committee
- b. Pool Advocates Updates
- c. *Approve Decertification of 105 N. Davis St. Property Taxes
- d. *Approve Resolution 2020-33: Transfer Bank Accounts for Consolidation
- e. *Approve Resolution 2020-34: Accept Deed for 506 N. Ellis St.
- f. *Approve Building Permit 404 N. Davis Street – Fence

7. Clerk/Council Comments

8. *Adjournment

*Mayor Anthony Cansler*Councilman Matt Greiner*Councilman Curt Burroughs
*Councilman Keith Conrad*Councilman Mike Bender*Councilman Rod Hill

*Public Works Director Kevin Slaubaugh*Public Works Employee Kevin Miller*Police Chief Doug Conrad
*City Clerk Tomisha Hammes

July 6, 2020

The Keota City Council met on July 6, 2020, at the Keota City Hall. The Keota City Council Meeting was called to order at 7:01 p.m. by Mayor Anthony Cansler.

Council members answering roll call were: Curt Burroughs, Keith Conrad, Rod Hill, Mike Bender, and Matt Greiner. City Employees present were Kevin Slaubaugh and Tomisha Hammes. Also in attendance was Zach Rozmus, Nick Mahan, Dan Flynn, Kathy Davis, Rich Klein, and Karen Sypherd.

Councilman Burroughs gave the Invocation.

Motion was made by Councilman Burroughs to approve the consent agenda including minutes from the June 15, 2020 meeting and payment of bills. Councilman Hill seconded the motion. Motion passed with a unanimous vote.

CITY OF KEOTA
JULY 6, 2020 COUNCIL MEETING
FOR PERIOD JUNE 16 - JULY 6, 2020

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
BURROUGHS, ESTHER	\$27.44	Payroll
CONRAD, DOUGLAS L.	\$1,803.00	Payroll
GREINER, ASHLEY	\$27.44	Payroll
GREINER, TONIA	\$931.06	Payroll
HAMMES, TOMISHA	\$1,037.03	Payroll
MILLER, KEVIN	\$1,207.77	Payroll
SLAUBAUGH, KEVIN L.	\$1,458.56	Payroll
EFTPS	\$1,827.65	Employee Withholdings
IPERS	\$2,649.80	Employee Benefits
UNITED STATES POST OFFICE	\$129.85	Water/Sewer - Water Bill Postage
ALL AMERICAN PEST CONTROL	\$30.00	Library - Pest Control
ANDY CONRAD	\$400.00	Library - Computer Maintenance
BUDGET BLINDS	\$2,007.00	Library - Blinds
CENGAGE LEARNING	\$320.73	Library - Memorial Books
CENTERPOINT LARGE PRINT BOOKS	\$44.34	Library - 2 LG Print Books
COUNTY LINE MART LLC	\$150.00	Library - Gift Certificates for Summer Reading Program
GARY YOUNG	\$130.00	Library - Labor
INFOMAX OFFICE SYSTEMS	\$280.34	Library - Copier Lease
JAMES FAMILY GREENHOUSE	\$125.00	Library - Mulch
NATIONAL GEOGRAPHIC	\$49.00	Library - Magazine Subscription
PIONEER WOMAN	\$12.00	Library - Magazine Subscription
PROFESSIONAL BINDING PRODUCTS	\$249.00	Library - Laminator
THE RARE GROUP	\$175.00	Library - Summer Reading Program
TONI GREINER	\$6.69	Library - Program Supplies
WINDSTREAM	\$142.82	Library - Phone/Fax
SDF PROPERTIES LLC	\$60,000.00	Economic Development - Community Catalyst Grant from IED.
DEWITT PUBLIC LIBRARY	\$1,934.00	Building Repair/Maintenance - Library Shelving Units
H & M FARM & HOME	\$184.99	Streets - Carpenter Street Alley Gate
COX SANITATION	\$3,243.00	Garbage - Pick Up/Bags
WINDSTREAM	\$187.61	All Dept. Phone/Fax
WELLMARK BLUE CROSS/BLUE SHIELD	\$9,079.55	Employee Health Benefits
IOWA ONE CALL	\$19.80	Water/Sewer - Locates
TREMMEL BACKHOE SERVICE	\$1,130.00	Water/Sewer - Repairs
SINCLAIR TRACTOR	\$1,087.85	All Dept. - Skid Loader Window/Brush
GPM	\$412.00	Water - Service Call to Calibrate Meter

ALLISON PAPPAS	\$100.00	Water - One Year Non-Delinquent Deposit Refund
JESSE CHLOUPEK	\$100.00	Water - One Year Non-Delinquent Deposit Refund
SHAR GREINER	\$100.00	Water - One Year Non-Delinquent Deposit Refund
PATTY TINNES	\$100.00	Water - One Year Non-Delinquent Deposit Refund
ALICIA SIEREN	\$100.00	Water - One Year Non-Delinquent Deposit Refund
ROBERTA BUSH	\$100.00	Water - One Year Non-Delinquent Deposit Refund
ANNA DAVILA	\$100.00	Water - One Year Non-Delinquent Deposit Refund
LAUREN HERRON	\$100.00	Water - One Year Non-Delinquent Deposit Refund
ASHLEY REYNOLDS	\$100.00	Water - One Year Non-Delinquent Deposit Refund
CALVIN RAY TWEEDY	\$100.00	Water - One Year Non-Delinquent Deposit Refund
JOE WEBER	\$100.00	Water - One Year Non-Delinquent Deposit Refund
JORDAN COTTRELL	\$100.00	Water - One Year Non-Delinquent Deposit Refund
KEOTA VOLUNTEER FIRE DEPT.	\$14,104.16	Fire Protection
BANYON SOFTWARE	\$2,385.00	All Dept. Software
FIRST NATIONAL BANK	\$339.02	Library - Books/Programs
FIRST NATIONAL BANK	\$102.38	Building Repair/Maintenance - Supplies
FIRST NATIONAL BANK	\$222.75	Police - Badge/Veh. O & M
ALLIANT ENERGY	\$7,870.83	All Dept. Electric/Gas
MALLEY HARDWARE	\$190.91	All Dept. Supplies
KEOTA EAGLE FOODS	\$57.64	All Dept. Supplies
ACTION SERVICES INC.	\$95.00	Park - Porta Potty
ION ENVIRONMENTAL SOLUTIONS	\$1,810.80	Water/Sewer July Operations and Labs
VERIZON WIRELESS	\$40.01	Police - Hot Spot
PRINTERS WORKSHOP	\$265.50	All Dept. Numbered City Receipts
MID-AMERICA PUBLISHING	\$636.43	All Dept. - Printing/Publishing
MUNICIPAL SUPPLY INC.	\$20.70	Water - Swivel Washer
MERLYN DETWEILER	\$15.00	Park - Mower Blade Sharpening

TOTAL \$121,829.01

Citizen Comments: Karen Sypherd wanted to know with the move if the Keota Historical Museum will be moving to the new city hall building and to keep them in mind when they are decided on what to do with the new building. Kathy Davis stated that she felt chastised by the Council at the previous meeting by the Council stating that as a resident you are supposed to say something if you see something. The Mayor stated that he just requests that you do what you feel comfortable doing if you see someone doing something that they are not supposed to be doing. Do not take the law into your own hands.

Department Reports:

-Public Works Department Supervisor Kevin Slaubaugh stated that the gate has been installed at the end of the Carpenter Street alley, so that project is officially done. There will be a house moving to town in the next week. There are numerous garages that have been taken down or that are being fixed up from the letters that the City had sent. Libertyville Savings Bank has purchased the house north of the new bank. Jamey Waterhouse turned in an estimate for the demolition of the house which will be split with the bank and the City.

-Officer Doug Conrad submitted a written report. For the reporting period of June 15 through June 30, 2020 there were twenty-seven (27) service calls/complaints and no citations issued. Service Calls/Complaints: two theft, two simple assault, two controlled substance, one disorderly conduct, two trespass, two mental, one suicide/statements, two assist and serve, one attempt to locate, one death and bodies found, three misc. complaints, one lost and found, one dog/cat/misc. animal, three traffic violations, one vehicle (abandoned), two domestic abuse.

Zach Rozmus, Washington County Conservation, presented the 28-E Agreement between the City of

Keota and Washington County Conservation for the KeWash Trail. He stated that trail usage was up 200%. They are working on paving the trail over by Washington. If funding is found to pave the City's portion of the trail, then the contract could be renewed differently. He told the Council to call anytime with issues on the trail.

Motion was made by Councilman Bender to approve the 28-E Agreement between the City of Keota and Washington County Conservation for the KeWash Trail. Councilman Burroughs seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Hill, and Bender; Nays – None; Abstain – None; Absent – None. Motion passed with a unanimous vote.

Dan Flynn from the Keota Pool Advocates gave an update. They raised \$3,509.00 from the Garage Sale Fundraiser. Items are still being sold from fundraiser at Fiddle Dee Dee and online. They are tentatively planning on having a VolleyBowl Tournament at the Athletic Bowl on August 15, 2020 as a fundraiser. They are asking the City for use of trash cans and garbage cans. The clerk will contact the City's insurance provider to see if the City would need to cover the event or if the Organization running it will need their own insurance.

Motion was made by Councilman Bender to appoint Esther Burroughs to the Board of Adjustments. Councilman Greiner seconded the motion. Motion passed with a majority vote. Councilman Burroughs abstained due to conflict of interest.

Motion was made by Councilman Bender to approve Resolution 2020-29: Museum Board Members Karen Sypherd, Jill Baetsle, Dan Flynn, and Wanda Baumert for a term ending in 2024. Councilman Burroughs seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Hill, and Bender; Nays – None; Abstain – None; Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Conrad to approve Resolution 2020-30: Destroying Records pursuant to Iowa Code Section 372.13 (5). Councilman Bender seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Hill, and Bender; Nays – None; Abstain – None; Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Bender to approve Resolution 2020-31: Library Board Member Jim Tinnes for a four year term. Councilman Burroughs seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Hill, and Bender; Nays – None; Abstain – None; Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Conrad to approve Resolution 2020-32: Warranty Deed for the donation of 225 E. Broadway Avenue from Libertyville Savings Bank to the City of Keota. Councilman Greiner seconded the motion. Roll call vote: Ayes – Greiner, Burroughs, Conrad, Hill, and Bender; Nays – None; Abstain – None; Absent – None. Motion passed with a unanimous vote.

Motion was made by Councilman Conrad to approve the liquor license for Keota Eagle Foods. Councilman Bender seconded the motion. Motion passed with a unanimous vote.

Motion was made by Councilman Conrad to approve the Letter of Support for SDF Properties, LLC. for the extension of the Community Catalyst Grant. Councilman Bender seconded the motion. Motion passed with a unanimous vote.

Motion was made by Councilman Conrad to approve the Letter from the City Attorney for the June 29, 2020 incident. Councilman Bender seconded the motion. Motion passed with a unanimous vote.

Clerk/Council/Mayor Comments:

The city clerk stated that she will be having a meeting at Libertyville Savings Bank to consolidate some of the city's bank accounts per the auditor's request. She also presented two options for Keota City Hall signage at the new building to go on the clock. Discussion with the Council was held of the possibility of moving the police department to the old city hall office for Officer Conrad to have his own secure space. That way all emergency departments would be housed in one building. The Council all agreed to move the police department to the old city hall office. The Council also discussed properties that weeds aren't getting taken care of. If a resident receives a letter in regards to their yard and/or weeds and don't have the proper equipment to take care of the issues the Council recommended calling city hall to talk to the clerk about it. There was a request to have Officer Conrad sit on Broadway Avenue and educate those driving ATV/UTV and golf carts on what the new laws are regarding their use in town.

Motion was made by Councilman Burroughs to adjourn at 9:01 p.m. Councilman Conrad seconded the motion. Motion passed with a unanimous vote. The City Council will next meet on Monday, July 20, 2020, starting at 7:00 p.m. at their new location of 225 E. Broadway Avenue in the Community Room. The entrance will be at the rear of the building – the front doors of the building will be locked.

MAYOR ANTHONY CANSLER

ATTEST:

CITY CLERK TOMISHA HAMMES

These are not official minutes. These minutes will be approved at the next council meeting.

Keota Museum Board met on Tuesday, July 14, 2020 at Wilson Memorial Library for its monthly meeting. The meeting was called to order by President Karen Sypherd. Those present were: Karen Sypherd, Jill Baetsle, Wanda Baumert, Jeri Klein, and Dan Flynn. Absent were John Greiner and Larry Sanders.

The minutes of the previous meeting on June 17, 2020 were read and approved.

Treasurer Report – \$5,500.00. There were no bills presented.

Old Business – Discussion was held about the bid for the Methodist Church stained glass window. We have received no communication from Bovard Studio.

New Business – We received three tablets of Beer Permits dating back to 1953. The Board thanks Kevin Slaubaugh for this!

The next board meeting will be held on Wednesday, August 19, 2020 at 6:30 p.m.

The meeting adjourned and the board members met up at the new City offices to view the basement of the building. Larry Sanders was present for this. Also present was City Board Liaison Matt Greiner. The board discussed what would be needed and desired if the Museum moved to this location. The Board would like to view the upstairs of the City building as well in case we have the option of locating upstairs.

Respectfully submitted,

/s/ Jill Baetsle, Secretary

CITY OF KEOTA
 JULY 20, 2020 COUNCIL MEETING
 FOR PERIOD JULY 7 - JULY 20, 2020

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
BURROUGHS, ESTHER	\$50.44	Payroll
CANSLER, ANTHONY	\$404.04	Payroll
CONRAD, DOUGLAS L.	\$1,851.08	Payroll
GREINER, ASHLEY	\$27.84	Payroll
GREINER, TONIA	\$787.79	Payroll
HAMMES, TOMISHA	\$1,330.46	Payroll
MILLER, KEVIN	\$1,207.77	Payroll
SLAUBAUGH, KEVIN L.	\$1,496.86	Payroll
EFTPS	\$2,047.99	Employee Withholdings
TREASURER, STATE OF IOWA	\$3,589.00	Quarterly WET Tax Return
TREASURER, STATE OF IOWA	\$3,431.00	Quarterly Sales Tax Return
TREASURER, STATE OF IOWA	\$1,623.00	Quarterly Withholding Return
JEFF GARMAN	\$1,875.00	Cemetery Mowing Contract
MISC. ON MAIN	\$40.00	City Hall - Sign
COX SANITATION	\$3,508.50	Garbage Pick Up/Bags
ARNOLD MOTOR SUPPLY	\$87.39	All Dept. Hitch
US CELLULAR	\$189.56	All Dept. Cell Phones
VISION AG	\$185.20	Streets - Round Up
WATER SOLUTIONS UNLIMITED	\$862.50	Water - Hypochloride
IOWA DEPT. OF NATURAL RESOURCES	\$115.23	Water - Annual Water Supply Fee FY21
RIVER PRODUCTS COMPANY, INC.	\$31.49	Water - Water Main Repair
FARMERS COOPERATIVE ASSN.	\$582.19	All Dept. Veh. O & M
QUILL	\$79.98	All Dept. Office Supplies
COUNTY LINE MART	\$9.98	Library Building Maintenance
MUNICIPAL SUPPLY INC.	\$190.20	Water - Repair Clamp

TOTAL \$25,150.01

RESOLUTION 2020-33

A RESOLUTION APPROVING THE TRANSFER OF ACCOUNTS FOR CONSOLIDATION.

1. Daycare Account and Park/Cemetery Vehicle Account to General Improvements Fund
2. City Hall Building and General Fund Investment to City Hall Building
3. Library Memorial, Wilson Memorial Library, General Fund Library Investment, and Library Building to Library Fund
4. Police Vehicle, Police Forfeiture, and Civil Defense to Police Fund
5. Water Tower, Water Vehicle, T & A Meters to Water Fund
6. Snow Removal and Sidewalks to Streets Fund

BE IT RESOLVED by the City Council of the City of Keota, Iowa, that their approval is now given to transfer the stated above accounts for consolidation.

WHEREUPON, Resolution 2020-33 is passed and approved this 20th Day of July, 2020.

MAYOR ANTHONY CANSLER

ATTEST:

CITY CLERK TOMISHA HAMMES

ROLL CALL VOTE				
COUNCIL MEMBER NAME	AYES	NAYS	ABSTAIN	ABSENT
MIKE BENDER				
KEITH CONRAD				
MATT GREINER				
ROD HILL				
CURT BURROUGHS				

RESOLUTION 2020-34

A RESOLUTION ACCEPTING THE WARRANTY DEEDS FOR THE FOLLOWING PARCEL: KOCOK-015900 – 506 N. Ellis Street.

BE IT RESOLVED by the City Council of the City of Keota, Iowa, that their approval is now given to accept the Warranty Deed for Parcel KOCOK-015900 – 506 N. Ellis Street. .

WHEREUPON, Resolution 2020-34 is passed and approved this 20th Day of July, 2020.

MAYOR ANTHONY CANSLER

ATTEST:

CITY CLERK TOMISHA HAMMES

ROLL CALL VOTE				
COUNCIL MEMBER NAME	AYES	NAYS	ABSTAIN	ABSENT
MIKE BENDER				
KEITH CONRAD				
MATT GREINER				
ROD HILL				
CURT BURROUGHS				