

**AGENDA
KEOTA CITY COUNCIL
KEOTA CITY HALL
225 E. BROADWAY AVE.
August 17, 2020
7:00 P.M.**

1. Roll Call

2. *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 August 3, 2020 meeting
- b. Bills for payment
- c. July 2020 month end financials

3. Department/Committee Reports

4. Business

- a. *Approve Appointment of Councilman to Fill Vacancy
- b. Potential Oath of Office
- c. *Discussion/Approval of location of Keota Historic Museum
- d. *Discussion/Approval of location of Police Department
- e. *Approve Cemetery Spraying
- f. *Approve Liquor License for Keota Eagle Foods
- g. Review of Fireworks Ordinance
- h. Discussion on Insurance for Fundraisers

5. 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.

6. Clerk/Council Comments

7. *Adjournment

*Mayor Anthony Cansler*Councilman Matt Greiner
*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

August 3, 2020

The Keota City Council met on August 3, 2020, at the Keota City Hall. The work session was called to order at 6:02 p.m. by Mayor Anthony Cansler.

Council Members answering roll call were: Mike Bender, Keith Conrad, and Rod Hill. Employees present were Kevin Slaubaugh and Tomisha Hammes. Also in attendance was Karen Sypherd, Sheila Horras, and Dan Flynn.

Discussion was held on the following items:

Keith Conrad met with the Pool Advocates at their meeting on Wednesday, July 29, 2020. He then met with Tom Hahn, Pool Advocates member, and the City's insurance carrier to see what coverage the Pool Advocates can have to cover them for their fundraising events. The clerk will look into whether or not the Pool Advocates can be a Committee under the City due to their finances filtering through another organization.

Discussion was held on different options for where the Museum and the Police Department could be located.

The Daycare Facility was discussed with a review of the walk-thru of Wilson Memorial Library by an architect as a potential daycare. The cost was higher than what was feasible for the City. There was then discussion on the previous Daycare plans with a new building and the possibility of a before and after school program at the library in the basement if the Museum were to move.

No decisions were made.

Motion was made by Councilman Bender to adjourn the work session at 6:56 p.m. Councilman Conrad seconded the motion. Motion passed with a 3-0 vote.

The Keota City Council Meeting was called to order at 7:00 p.m. by Mayor Anthony Cansler.

Council members answering roll call were: Mike Bender, Keith Conrad and Rod Hill. Matt Greiner arrived at 7:03 p.m. City employees present were Kevin Slaubaugh, Toni Greiner, and Tomisha Hammes. Also present were Dan Flynn, Karen Sypherd, Sheila Horras, Jeri Klein, Heath McDonald, Jim Tinnes, and Dustin MacDonald.

Motion was made by Councilman Conrad to approve the consent agenda including minutes from the July 20, 2020 meeting and payment of bills. Councilman Bender seconded the motion. Motion passed with a 3-0 vote.

CITY OF KEOTA
AUGUST 3, 2020 COUNCIL MEETING
FOR PERIOD JULY 21 - AUGUST 3, 2020

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
CONRAD, DOUGLAS L.	\$1,851.08	Payroll
GREINER, ASHLEY	\$55.66	Payroll
GREINER, TONIA	\$972.11	Payroll
HAMMES, TOMISHA	\$1,330.46	Payroll
MILLER, KEVIN	\$1,207.77	Payroll
SLAUBAUGH, KEVIN L.	\$1,496.86	Payroll
EFTPS	\$2,039.89	Employee Withholdings

US POST OFFICE	\$131.95	Water/Sewer - Water Bill Postage
ALL AMERICAN PEST CONTROL	\$30.00	Library - Pest Control
CENGAGE LEARNING	\$26.59	Library - Book
INFOMAX OFFICE SYSTEMS	\$166.17	Library - Copier Lease Fee
IOWA DIVISION OF LABOR	\$40.00	Library - Boiler Inspection
KEOTA EAGLE FOODS	\$21.44	Library - Janitorial Supplies
TONIA GREINER	\$89.64	Library - 5 Books
WINDSTREAM	\$145.84	Library - Phone/Fax
JAMES WATERHOUSE CONSTRUCTION	\$9,275.00	Economic Development - House Demo 108 N. Ellis St.
MILLER AUTO BODY	\$999.50	City Hall - Shelving Units Transit/Breakdown
BANYON DATA SYSTEMS	\$169.00	All Dept. - Off Site Vault Server Back-Up
ACE ELECTRIC	\$298.97	Water - Generator at Water Plant
TREMMEL BACKHOE SERVICE	\$495.00	Sewer - Locate line for 407 E. Park Ave.
TREMMEL BACKHOE SERVICE	\$165.00	Water/Sewer - Disconnect for House Demo 108 N. Ellis St.
TREMMEL BACKHOE SERVICE	\$197.20	Water/Sewer - Remove Water Meter/Plug Sewer Pit 407 E. P
TREMMEL BACKHOE SERVICE	\$1,414.70	Water - Install Service Line in Street 407 E. Park Ave.
MUELLER SYSTEMS	\$1,008.00	Water/Sewer - Annual Maintenance Renewal for Readers
LL PELLING CO.	\$300.00	Streets - Milling of Streets
DIGITAL-ALLY	\$515.00	Police - Microphone Upgrade
IOWA DEPT. NATURAL RESOURCES	\$210.00	Sewer - NPDES Annual Fee
WATER SOLUTIONS UNLIMITED	\$600.00	Water - Hypochloride Solution
FIRST NATIONAL BANK	\$351.04	All Dept. - International Code Book/Door Ding System/Janitor
FIRST NATIONAL BANK	\$315.70	Police - Veh. O & M
FIRST NATIONAL BANK	\$265.00	Library - Books/Programs
FIRST NATIONAL BANK	\$96.10	All Dept. - Office Supplies
MALLEY HARDWARE	\$190.54	All Dept. - Supplies
CASEY THOMPSON	\$35.00	Police - CPR Certification
IOWA MUNICIPAL FINANCE OFFICER'S ASSN.	\$175.00	City Hall - Clerk's Certification
ALLIANT ENERGY	\$8,065.61	All Dept. - Gas/Electric
VERIZON	\$40.01	Police - Hot Spot
ACTION SERVICES	\$95.00	Park - Porta Potty
ION ENVIRONMENTAL SOLUTIONS	\$1,935.80	Water/Sewer - Operations/Labs

Citizen Comments: There were no comments.

Department Reports:

-Public Works Department Supervisor Kevin Slaubaugh stated the carpet was measured for minor replacement in the lobby area of the new city hall. The house at 108 N. Ellis Street was torn and the grass will be seeded. There is a water leak on Carpenter Street that will be fixed this week. There will be about 14 trees taken down in the railroad right away that are dead or dying.

-Officer Doug Conrad submitted a written report. For the reporting period of July 18 through July 31, 2020, there were twelve (12) service calls/complaints and four (4) citations issued. Service Calls/Complaints: three simple assaults, one OWI, one disorderly conduct, one suspicion, three assist and serve, two misc. complaints, one domestic abuse. Citations: three speed/alternative enforcement, one domestic abuse causing bodily injury.

-Wilson Memorial Library hosted the Raptor Center with 30 participants on July 28 at the park across from the library. The Summer Reading Program concluded on July 31, 2020. The grab and go bags were requested to do during the school early out days for an activity.

Dustin McDonald, executive director of Sigourney Area Development Corporation, talked about what

SADC does and what their role is in Keokuk County. They have a revolving loan fund that is a five year term and low interest rates for potential business owners. This can be for a new business or to expand an existing business within Keokuk County.

Motion was made by Councilman Conrad to approve the change of date of the September 7, 2020 to September 2, 2020 due to Labor Day. Councilman Bender seconded the motion. Motion passed with a 4-0 vote.

Motion was made by Councilman Bender to approve Resolution 2020-35: Application of REAP Grant. Councilman Greiner seconded the motion. Roll call vote: Ayes – Bender, Conrad, Hill, Greiner; Nays – None; Abstain – None; Absent – None. Motion passed with a 4-0 vote.

Motion was made by Councilman Bender to approve Resolution 2020-36: Hiring Library Assistant. Councilman Hill seconded the motion. Roll call vote: Ayes – Bender, Conrad, Hill, Greiner; Nays – None; Abstain – None; Absent – None. Motion passed with a 4-0 vote.

Discussion was held on the location of Wilson Memorial Library, Keota Historical Museum, and Police Department. The Museum Board will have a meeting to discuss if they want to be located at the new city building along with city hall and the Police Department. The Wilson Memorial Library will stay where it is currently located. Councilman Greiner stated that he would like to have a sit down with two Council members, the Mayor, Officer Conrad, two members of the Museum Board and the city clerk to discuss locations of all three departments. A meeting was tentatively set up.

Discussion on Fireworks Ordinance – four options were presented to the Council to discuss. Options included a seven day window of allowing fireworks around July 4, three day window of allowing fireworks around July 4, only on the 4th of July, or leaving it the way it is with the ban kept in place. The tentative decision was to have an ordinance that would allow fireworks July 1-7. The clerk will have a draft for the Council at the next meeting to review.

Discussion on Golf Cart Ordinance – Discussion was held on removing some of the restrictions for golf carts, ATVs and UTVs. The Council will bring discussion back to the table in the next few months.

Discussion on Council vacancy procedures – the Intent to Fill City Council Vacancy by Appointment will be in the newspaper on August 5, 2020. Anyone wishing to be considered would need to submit a request in writing to the city clerk by 3:00 p.m. on Thursday, August 13, 2020. The Council will then make the appointment on Monday, August 17 at their regular meeting. The appointment would be until the November election of 2021 as city elections take place in odd years. The citizens are able to petition for a special election within 14 days after publication or 14 days after appointment. The petition would require 200 signatures or at least the number of signatures equal to 15% of the voters who voted for candidates at the previous election which this office was on the ballot. Whichever number is fewer.

Clerk/Council/Mayor Comments: Councilman Bender will take over the position on Keokuk County Community Endowment Foundation. Councilman Hill stated that he will get with Jim Henrich, Keota Schools' Superintendent, to get a meeting set up to talk about a Daycare Facility. Councilman Hill and the clerk will start going through the code book and make recommendations to the Council on any updates. Councilman Greiner attended the library board meeting to let the Board know that no major cuts to their budget have been agreed on by the Council.

Motion was made by Councilman Conrad to adjourn at 8:21 p.m. Councilman Bender seconded the

motion. Motion passed with a 4-0 vote. The Keota City Council will next meet on Monday, August 17, 2020, starting at 7:00 p.m.

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 Monday, August 10, 2020 at Keota City Hall 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 July 14, 2020 were read and approved.

Treasurer Report – \$5,500.00. Jill presented a bill to Staples in the amount of \$29.65. Motion made by Wanda, second by Dan to pay this bill. Motion passed.

Old Business – There has been no communication from Bovard Studio for the stained glass window from the Methodist Church. Karen will attempt to make communication with them.

A motion was made by Dan, second by Wanda to purchase from the Pool Advocates a church pew previously from the Methodist Church in the amount of \$50.00. Motion passed.

Discussion was then turned toward the potential move to City Hall. The Museum Board was asked by Mayor Cansler to present any objections to relocating Police Chief Conrad in the basement of the New City Hall if we were to move to the main level of City Hall.

The following issues were discussed:

At the July 20th Work Session it was mentioned about needing to add bullet proof glass or putting a bullet proof film on the old bank building windows to keep possible stray bullets hitting Police Chief Conrad or anyone else in the building. City Clerk, Tomisha Sprouse, would have windows totally surrounding her during her 40 hour work week. Officer Conrad would spend his 10 hours of office work located in the basement with no window exposer. If we were talking about your daughter or wife would you be so eager to expose her to the risk caused by relocating Police Chief Conrad to the City Hall basement? The main people using our City Museum would be young kids exploring the past history of Keota, and older citizens checking to see if we got it right.

Public Works director, Kevin Slaubaugh, stated at the August 3rd work session that he has in the past had upset and agitated people walk into his shop when they could not locate Police Chief Conrad at his office. If as stated above that there is only someone in the Police Department 10 hours a week, including weekends, what is going to stop these same people walking around to the front entry way and confronting the City Clerk about their complaints? The Council has sent Police Chief Conrad to Louisville, Kentucky and Las Vegas in the past to keep updated on the latest police self-defense tactics. City Clerk Sprouse has had no self-defense training.

Councilman Hill stated at the July 20th Council meeting that the City would better utilize the space in the basement of City Hall by putting Police Chief Conrad in the basement. Has anyone even considered renting out office space or display space to potential new businesses wanting to move to Keota? It was also mentioned that part of the basement would be used to store evidence in criminal cases. Would this include drugs, fire arms, or explosive material that would be an additional risk to people using the building?

The Museum Board agreed on the following concerns about moving Police Chief Conrad to the basement of City Hall if we were relocated to the main floor to present to the Mayor:

1. City Clerk Sprouse's safety and wellbeing.
2. Safety and security of museum artifacts.
3. The safety of patrons/guests and visitors to the Museum.
4. Safety of community volunteers assisting at the Museum.
5. With an access to the Police Department from the east entrance, it will encourage people not being able to locate the Police Chief to just walk around the building to the main entrance.
6. The two Museum city board residents attending the meeting are very concerned for the City Clerk's safety and peace of mind of her family as are the three country members attending. Larry Sanders was at a golf tournament and did not attend the meeting or voice his opinion on the move. John Greiner was unable to attend the meeting but was asked by the Museum Board President his thoughts on this. He stated in an email that he thought Office Conrad should stay where he is or move to the old city hall. We would not want concerns for City Clerk Sprouse's safety to lead to a future resignation of a very valuable city employee.

We believe that keeping the Police Chief at the Old City Hall adjacent to the Fire Department allows easy access to Police Department, better visibility with signage, direct access to his office, and keeps police presence directly on Main Street, and plus is a block away from busier traffic and pedestrians.

After listing our concerns about moving to new City Hall, a discussion of what to do if the City issued the Board of two choices:

1. Move to City Hall with Doug in the building
2. Stay in the basement of the library

The Museum Board members present were in 100% agreement that as curators of the history of Keota that we would all vote to keep the Museum in the basement of the library. John Greiner, even though not officially present at the meeting has expressed his support of this decision.

There being no other business to discuss at this time, the next board meeting will be held on Wednesday, September 16, 2020 at 6:30 p.m.

Meeting adjourned.

Respectfully submitted,

/s/ Jill Baetsle, Secretary

CITY OF KEOTA
AUGUST 17, 2020 COUNCIL MEETING
FOR PERIOD AUGUST 4 - AUGUST 17, 2020

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
ALTENHOFEN, CHERYL	\$28.38	Payroll
CONRAD, DOUGLAS L.	\$1,851.08	Payroll
GREINER, ASHLEY	\$83.49	Payroll
GREINER, TONIA	\$797.23	Payroll
HAMMES, TOMISHA	\$1,330.46	Payroll
MILLER, KEVIN	\$1,207.77	Payroll
SLAUBAUGH, KEVIN L.	\$1,496.86	Payroll
EFTPS	\$1,990.20	Employee Withholdings
IPERS	\$2,854.21	Employee Benefits
STAPLES -	\$29.65	Museum Supplies
LYLE INSURANCE AGENCY	\$1,020.00	Insurance - Premium for New Building
VISION AG	\$313.75	Streets/Park - Liberty Chemical
US CELLULAR	\$197.30	All Dept. - Cell Phones
SEMCO	\$3,748.05	Economic Development - 108 N. Ellis St. House Demo
FARMERS COOPERATIVE ASSN.	\$487.48	All Dept. Veh O & M
RAY-MAN	\$30.00	City Hall - Forklift/Manbasket Rental for City Sign
MID-AMERICA PUBLISHING CORP.	\$404.93	All Dept. Printing/Publishing
KEOTA POOL ADVOCATES	\$50.00	Museum - Church Pew
MARK & TOBI ANDERSON	\$30.89	Water - Finalized Bill Refund
JEFF GARMAN	\$1,875.00	Cemetery - Mowing Contract

TOTAL \$19,798.35

Jul-20

FUND	BEGINNING BALANCE	RECEIPTS	EXPENDITURES	END BALANCE
LIBRARY CD 1	\$39,262.13			\$39,262.13
LIBRARY CD 2	\$30,865.46			\$30,865.46
SEWER CD	\$144,957.64	\$198.77		\$145,156.41
SEWER VEH CD	\$20,436.52			\$20,436.52
WATER CD	\$68,958.00			\$68,958.00
WATER VEH CD	\$422.89			\$420.79
DARE	\$977.62			\$977.62
POLICE FORFEITURE	\$572.49			\$572.49
GEN FD INV	\$1,448.85	\$0.12		\$1,448.97
GEN FD LIBR INV	\$4,978.72	\$0.42		\$4,979.14
LIB BUILDING	\$1,304.67	\$0.11		\$1,304.78
LIB MEMORIALS	\$305.88			\$305.88
PERPETUAL CARE FUND	\$7,511.43	\$0.64		\$7,512.07
POLICE VEHICLE INV	\$27,140.63	\$3.46		\$27,144.09
PARK & CEM VEH	\$606.10	\$0.05		\$606.15
CITY HALL BLDG RPR	\$19,208.25	\$1.63		\$19,209.88
CIVIL DEFENSE FU	\$3,173.55	\$0.27		\$3,173.82
KEOTA DAYCARE	\$1,189.64	\$0.10		\$1,189.74
WILSON MEMORIAL LIB	\$17,566.02	\$1.49		\$17,567.51
T&A METER INV	\$23,661.22	\$2.01		\$23,663.23
SIDEWALK SAVINGS	\$14,520.28			\$14,520.28
WTR VEH SAVINGS	\$29,298.77			\$29,298.77
WTR TWR MAIN SAVINGS	\$9,641.76			\$9,641.76
SEWER VEH SAVINGS	\$9,117.81			\$9,117.81
SNOW EQUIPMENT SAVINGS	\$5,070.22			\$5,070.22
CHECKING	\$483,167.85	\$104,490.33	\$153,882.35	\$433,775.83
GENERAL		\$23,775.82	\$97,399.95	
GENERAL - LOCAL OPTION		\$6,014.64		
DARE				
ROAD USE		\$16,964.17	\$3,268.86	
EMPLOYEE BENEFITS		\$5,508.41	\$14,092.66	
DEBT SERVICE		\$277.56		
CAPITAL IMPROV RESER		\$298.93		
LIBRARY		\$677.50	\$3,229.20	
LIBRARY MUSEUM				
WATER		\$31,231.40	\$19,644.58	
CP. WTR. TRTMNT. PLANT				
CP. WTR. TOWER				
CP. WTR. MAIN DAVIS ST				
CP. WTR MAIN BROAD/DAVIS				
UTILITY DEPOSITS		\$200.00	\$1,200.00	
SEWER		\$19,434.21	\$15,636.02	
SEWER EXT-BROADWAY				
SEWER PLANT UPGRADE				
TOTAL				\$916,179.35

Ordinance No. 2020-286

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KEOTA, IOWA, 2017, BY AMENDING PROVISIONS PERTAINING TO THE COMMUNITY PROTECTION; FIREWORKS.

BE IT ENACTED by the City Council of the City of Keota, Iowa:

SECTION 1. Title III, Chapter 1, Section 5(8)(f) of the Keota Municipal Code, 2017, is hereby repealed and the following adopted in lieu thereof:

3-5-8-f: FIREWORKS. The use or exploding of fireworks within the City of Keota is subject to the following:

Fireworks – Discharging General Requirements.

A. No person under the age of 18 shall discharge a DOT 1.4 class consumer firework without parental supervision.

B. A person shall only discharge a consumer fireworks device on real property he or she owns or on property where consent has been given. Novelties, including snakes, sparklers, or caps, may be discharged on a public place so long as all trash, wrappers, and wires are properly disposed of.

C. Consumer fireworks shall not be discharged by persons showing visible signs of, or determined to be, intoxicated or under the influence of a drug or narcotic.

D. Any person discharging a consumer fireworks device assumes all responsibility for its operation and the consequences thereof. No person shall discharge a consumer fireworks device in a reckless manner or manner likely to cause death, injury, fire, or property damage.

E. No person shall discharge a consumer fireworks device outside the following dates and hours:

(1) July 1 through July 7 from the hours of 9:00 a.m. until 11:00 p.m.

F. It is unlawful to alter, remove, or discharge components of a consumer fireworks device from its intended method of discharging.

G. Sky lantern open flame devices are not permitted to be released within the City limits, except if tethered by a retrievable rope so long as the person discharging has control over the sky lantern.

Violations. All violations of any provisions of this section are hereby declared simple misdemeanors and/or municipal infractions. Violations may be prosecuted as either a misdemeanor criminal offense or a municipal infraction at the sole discretion of the Police Officer. Violations of this chapter shall be reported to the State Fire Marshal.

Exceptions. This section does not prohibit the sale by a resident, dealer, manufacturer, or jobber of fireworks that are not prohibited; or the sale of any kind of fireworks if they are to be shipped out of State; or the sale or use of blank cartridges for a show or theater, or for signal purposes in athletic sports or trucks for signal purposes, or by a recognized military organization. This section does not apply to any substance or composition prepared and sold for medicinal or fumigation purposes.

SECTION 2. REPEALER. That all other ordinances or parts of ordinances in conflict herewith are repealed.

SECTION 3. SEVERABILITY CLAUSE. That if any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Keota, Iowa, hereby declares that it would have passed this ordinance, and each section, subsection, clause or

phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 4. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

ANTHONY CANSLER, MAYOR

ATTEST:

TOMISHA HAMMES, CITY CLERK

ORDINANCE APPROVAL

MOTION MADE BY: _____ 2ND BY: _____

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