

**AGENDA
KEOTA CITY COUNCIL
KEOTA CITY HALL
225 E. BROADWAY AVE.
FEBRUARY 16, 2021
6:00 P.M.**

- 1. Roll Call**
- 2. Public Hearing for FY22 Max Levy for Public Comment**
- 3. Motion to Close FY22 Max Levy Public Hearing**
 - a. Approve Resolution 2021:04 - FY22 Max Levy
- 4. Public Hearing for Proposition to authorize a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligations of the City not to Exceed \$300,000 Sewer Revenue Capital Loan Notes (State of Iowa Revolving Fund Sponsored Project) Public Comment**
- 5. Motion to Close Public Hearing for SRF Loan Sponsored Project Public Hearing**
 - a. Approve Resolution 2021:05 - SRF Loan Sponsored Project
- 6. *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 February 1, 2021 meeting
 - b. Bills for payment
 - c. January 2021 month end financials
- 7. Department Reports**
 - a. Public Works
 - b. Police
 - c. Library
 - d. Museum
- 8. Business**
 - a. Review FY22 Budget
 - b. Approve Resolution 2021:06 - Salary for Doug Conrad
 - c. Approve Resolution 2021:07 - Salary for Kevin Slaubaugh
 - d. Approve Resolution 2021:08 - Salary for Kevin Miller
 - e. Approve Resolution 2021:09 - Salary for Library Employees
 - f. Approve Resolution 2021:10 - Salary for Tomisha Hammes
 - g. Approve Public Hearing for FY22 Budget Approval as March 15, 2021 at 7:00 p.m.
 - h. Approve Recycling Charge for all Non-Commercial Residents
 - i. Approve Resolution 2021:11 - Wellmark Foundation Large Match Grant for Pool Advocates
 - j. Pool Advocates – Discussion on grants and updates
 - k. Discussion/Approval of Keota Fire Department 28-E Agreement
 - l. Discussion on Snow Ordinance
 - m. Discussion/Approval of Employee Health Insurance Renewal
 - n. Discussion on EMC Insurance Recommendations for Improvement
- 9. Clerk/Council/Mayor Comments**
- 10. *Adjournment**

*Mayor Anthony Cansler*Councilman Matt Greiner*Councilman Rod Hill
*Councilman Keith Conrad*Councilman Mike Bender*Councilman Heath McDonald

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

February 1, 2021

The Keota City Council met on February 1, 2021, at the Keota City Hall. The meeting was called to order at 7:00 p.m. by Mayor Anthony Cansler.

Council members answering roll call were: Mike Bender, Keith Conrad, Rod Hill, Matt Greiner, and Heath McDonald. City Employees present were Kevin Slaubaugh, Toni Greiner, and Tomisha Hammes. Also in attendance was Dan Flynn, Rich Klein, Sheila Horras, Nick Beinhart, and Karen Sypherd.

Motion was made by Councilman Conrad to approve the consent agenda including the minutes from the January 18, 2021 meeting and payment of bills. Councilman Bender seconded the motion. Motion passed with a 5-0 vote.

**CITY OF KEOTA
FEBRUARY 1, 2021 COUNCIL MEETING
FOR PERIOD JANUARY 19 - FEBRUARY 1, 2021**

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
CONRAD, DOUGLAS L.	\$1,858.03	Payroll
GREINER, ASHLEY	\$55.66	Payroll
GREINER, TONIA	\$807.38	Payroll
HAMMES, TOMISHA	\$1,326.85	Payroll
MILLER, KEVIN	\$1,217.47	Payroll
SLAUBAUGH, KEVIN L.	\$1,502.70	Payroll
EFTPS	\$1,973.99	Employee Withholdings
IPERS	\$2,842.00	Employee Benefits
UNITED STATES POSTAL SERVICE	\$130.20	Water/Sewer - Monthly Bills
CENTER POINT LARGE PRINT	\$44.34	Library - 2 LG Print Books
INFOMAX	\$143.59	Library - Copier Lease
MALLEY HARDWARE	\$7.49	Library - Office Supplies
WINDSTREAM	\$147.41	Library - Phone/Fax
KEOTA PTO	\$1,000.00	Daycare Donation Refund
KAREN SYPHERD	\$35.00	Museum - Mannequins
SORRELL GLASS	\$1,050.36	Museum - Tempered glass shelving
WATER SOLUTIONS UNLIMITED	\$275.03	Water - Hypochloride
WINDSTREAM	\$230.09	All Dept. Phone/Fax
TREMMEL BACKHOE SERVICE	\$450.00	Water - 2 Curbstops
OLLINGER ELECTRIC	\$1,151.51	City Sign Electrical Repair
USA BLUE BOOK	\$91.63	Water - Water Chart
WELLMARK BLUE CROSS BLUE SHIELD	\$9,079.55	Employee Health Benefits
AREA 15 PLANNING	\$1,750.00	WWTP - Administrative Costs for SRF Loan
KEOTA HIGH SCHOOL	\$100.00	Keota Yearbook Ad
IOWA MUNICIPAL FINANCE ASSOCIATION	\$50.00	Clerk - IMFOA Dues
FIRST NATIONAL BANK	\$264.42	Library - Books/Programs
FIRST NATIONAL BANK	\$76.72	All Dept. - Meetings
FIRST NATIONAL BANK	\$139.50	Police - Veh. O & M
JIM TINNES TRUCKING	\$483.49	Snow - Sand
MALLEY HARDWARE	\$65.74	All Dept. Supplies
VERIZON WIRELESS	\$40.01	Police - Hot Spot
MIKE'S PARTS & SERVICE	\$127.32	Snow - Snow Plow Repair
ALLIANT ENERGY	\$7,172.94	All Dept. Gas & Electric
TOTAL	\$35,690.42	

Department Reports:

-Public Works Department: After the last snow fall there was a fender bender with a resident and a piece of city equipment. The Council will have the claim sent into their insurance agent as it will be at no cost to the City to turn it in. Slaubaugh presented a pipe showing the Council how a small hole can cause a great deal of water to flow through it as a leak. It was a pipe from the most recent leak that was found in the City. He called around to the garbage places that the clerk has been trying to get ahold of and wasn't able to get any return phone calls from them. He talked to SEMCO Landfill to see what their recommendation would be moving forward. They stated to stay with Cox Sanitation. The Keota QRS rig – Slaubaugh wants to know where the City is at with moving it out of the City Shop. He is limited on where he can move things out of his office to prepare for the Police Department remodel if the rig is located in the shop area. Councilman Hill stated that once the contract with the fire department is finalized it should be moved out. There was an inspection done by the DNR at the water plant and it was reviewed with the Council.

-Police Department – A written report was submitted. Reporting period of January 1 through 29, 2021, there were twenty-eight (28) service calls/complaints and five (5) citations issued. Service Calls/Complaints: one theft, one controlled substance, one family and children, one trespass, two other criminal violations, three accidents (traffic), six assist and serve, one attempt to locate, two misc. complaint, two dog/cat/misc. animal, two traffic violations, one parking, two domestic abuse, one harassment, and two scam. Citations: Two speed/alternative enforcement, one domestic abuse causing bodily injury, one failure to provide proof of liability/accident related, one failure to obey stop sign.

-Wilson Memorial Library – Summer Reading Program is being scheduled. The ISU Extension Insect Zoo coming this summer. Toni asked for permission to use the pavilion at the park and the Council said that would be fine.

-Keota Historical Museum – Two open houses planned - Saturday, February 6 from 10:00 a.m. to 2:00 p.m. and Sunday, February 21 from 10:00 a.m. to 2:00 p.m. They are planning on getting repairs done on the buffalo head. They would like to get a mini grant for it to be repaired, but are unsure if they will be able to get an estimate in time for the grant deadline.

Pool Advocates – The Wellmark Foundation Large Match Grant is going to be submitted for this grant cycle due February 17, 2021. The rough copy was presented to the Council to review with any edits or changes that they would like to see be made. A resolution accepting the grant to be submitted will be on the February 16, 2021, agenda. The Pool Advocates are going to match their own funds for the grant.

Fire Department Contract - The Keota Fire Department returned the contract to the Council with their changes for the Council to review. The Council reviewed and discussed the contract, but ultimately decided that more questions need to be answered before accepting the contract. Motion to table was made by Councilman Bender. Councilman Hill seconded the motion. Motion passed with a 5-0 vote.

Motion was made by Councilman Conrad to approve Resolution 2021-03: Setting the Date of February 16, 2021 at 6:00 p.m. for a Public Hearing regarding the authorization of loan and disbursement agreement and the issuance of not to exceed \$300,000 sewer revenue capital loan notes of the City of Keota and providing publication of notice thereof. Councilman Bender seconded the motion. Roll Call Vote: Ayes –Bender, Conrad, Hill, Greiner, McDonald; Nays- None; Absent -None; Abstain - None. Motion passed with a 5-0 vote. This is in regards to the Water Resource Restoration Sponsored Project Loan that was for the Northwest Drainage Project that was made possible through the SRF Loan that was received for the Wastewater Treatment Plant Project.

Motion was made by Councilman Bender to approve the SRF Water Resource Restoration

Sponsored Project Loan Amendment Application. Councilman McDonald seconded the motion. Motion passed with a 5-0 vote.

Clerk/Council/Mayor Comments: Councilman Conrad will be attending the Washington County Assessor's meeting on February 3, 2021 to go over their budget. A possible snow ordinance was discussed. This was due to some of the roads being narrowed due to cars not being moved off street during snow season. The Council will review some options at the next meeting.

Motion was made by Councilman Greiner to adjourn the meeting at 8:39 p.m. Councilman Bender seconded the motion. Motion passed with a 5-0 vote. The Keota City Council will meet on Tuesday, February 16, 2020 starting at 6:00 p.m.

MAYOR ANTHONY CANSLER

ATTEST:

CITY CLERK TOMISHA HAMMES

*These are not the official minutes. These minutes will be approved at the next Keota City Council meeting.

CITY OF KEOTA
 FEBRUARY 16, 2021 COUNCIL MEETING
 FOR PERIOD FEBRUARY 2 - FEBRUARY 16, 2021

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
CONRAD, DOUGLAS L.	\$1,858.03	Payroll
GREINER, ASHLEY	\$55.66	Payroll
GREINER, TONIA	\$859.36	Payroll
HAMMES, TOMISHA	\$1,326.85	Payroll
MILLER, KEVIN	\$1,217.47	Payroll
SLAUBAUGH, KEVIN L.	\$1,502.70	Payroll
EFTPS	\$1,991.70	Employee Withholdings
HART FREDERICK CONSULTANTS	\$2,003.00	Streets - Alley Survey - May 2019
COX SANITATION	\$3,786.75	Garbage Pick-Up/Bags
ION ENVIRONMENTAL SOLUTIONS	\$1,641.60	Water/Sewer - February Operations/Permit Labs
WHITE LAW OFFICE	\$795.55	Legal - Easement/302 E. Broadway Ave./Police Dept.
JEFFREY GARMAN	\$1,875.00	Cemetery - Mowing Contract
KEVIN WALLERICH	\$322.00	Library - January Snow Removal
US CELLULAR	\$196.84	All Dept. Cell Phones
MID-AMERICAN PUBLISHING	\$154.73	All Dept. Publishing
COUNTY LINE MART	\$52.91	Snow - Veh. O & M
FARMERS COOPERATIVE ASSN.	\$572.98	All Dept. Veh. O & M

TOTAL \$20,213.13

KEOTA

Consolidated Reconciliation
For Month of

Jan-21

A	Petty Cash - Library	\$25.00
	Petty Cash - City Hall	\$50.00
	Cash Drawer - City Hall	\$100.00

B Investments

C	Type	Account Name	Account #	
	CD	LIBRARY CD 1	1155	\$39,438.53
	CD	LIBRARY CD 2	1156	\$30,977.13
	CD	SEWER CD	1173	\$145,609.13
	CD	SEWER VEH CD	1175	\$20,604.66
	CD	WATER CD	1163	\$69,525.34
	CD	WATER VEH CD	1164	\$424.38
	CHECKING	DARE	1115	\$977.62
	CHECKING	POLICE FORFEITURE	1116	\$572.49
	SAVING	GEN FD INV	1141	\$1,449.53
	SAVING	GEN FD LIBR INV	1142	\$4,981.08
	SAVING	LIB BUILDING	1143	\$1,305.30
	SAVING	LIB MEMORIALS	1140	\$305.00
	SAVING	PERPETUAL CARE FUND	1144	\$7,715.02
	SAVING	POLICE VEHICLE INV	1145	\$27,161.55
	SAVING	PARK & CEM VEH	1146	\$606.37
	SAVING	CITY HALL BLDG RPR	1147	\$19,217.39
	SAVING	CIVIL DEFENSE FU	1148	\$3,175.05
	SAVING	KEOTA DAYCARE	1154	\$1,190.20
	SAVING	WILSON MEMORIAL LIB	1149	\$17,574.37
	SAVING	T&A METER INV	1152	\$23,672.45
	SAVING	SIDEWALK SAVINGS	1176	\$14,526.57
	SAVING	WTR VEH SAVINGS	1177	\$29,311.46
	SAVING	WTR TWR MAIN SAVINGS	1178	\$9,645.93
	SAVING	SEWER VEH SAVINGS	1179	\$9,121.76
	SAVING	SNOW EQUIPMENT SAVINGS	1182	\$5,072.41
	CHECKING	CHECKING	1110	\$832,385.31
		TOTAL BANK STATEMENTS:		\$1,316,547.03

D	Less Outstanding	General Fund- Pool	
		General Fund	\$4,173.48
		General Fund- Library	\$398.49
		General Fund- Park	
		General Fund- Clerk	
		General Fund-Police	\$1,858.03
		General Fund-Mayor/Council	
		General Fund- Cem	
		Roads	1,843.75
		Water	\$117.78
		Sewer	
		Total Outstanding:	8,391.53

E	Add deposits in transit	
	General Fund	

F **GRAND TOTAL** \$1,316,722.03

G **Total fund balance per Treasurer's Report** \$1,316,722.03

H Variance \$ -

I Reconciliation performed by: Tomisha Hammes 2/9/2021

J Reviewed by: *[Signature]* 2-10-21

FUND	Jan-21 BEGINNING BALANCE	RECEIPTS	EXPENDITURES	END BALANCE
LIBRARY CD 1	\$39,438.53			\$39,438.53
LIBRARY CD 2	\$30,977.13			\$30,977.13
SEWER CD	\$145,355.45	\$253.68		\$145,609.13
SEWER VEH CD	\$20,604.66			\$20,604.66
WATER CD	\$69,525.34			\$69,525.34
WATER VEH CD	\$424.38			\$424.38
DARE	\$977.62			\$977.62
POLICE FORFEITURE	\$572.49			\$572.49
GEN FD INV	\$1,449.47	\$0.06		\$1,449.53
GEN FD LIBR INV	\$4,980.87	\$0.21		\$4,981.08
LIB BUILDING	\$1,305.24	\$0.06		\$1,305.30
LIB MEMORIALS	\$306.00			\$306.00
PERPETUAL CARE FUND	\$7,514.69	\$200.33		\$7,715.02
POLICE VEHICLE INV	\$27,159.24	\$2.31		\$27,161.55
PARK & CEM VEH	\$606.35	\$0.02		\$606.37
CITY HALL BLDG RPR	\$19,216.57	\$0.82		\$19,217.39
CIVIL DEFENSE FU	\$3,174.92	\$0.13		\$3,175.05
KEOTA DAYCARE	\$1,190.15	\$0.05		\$1,190.20
WILSON MEMORIAL LIB	\$17,573.62	\$0.75		\$17,574.37
T&A METER INV	\$23,671.45	\$1.00		\$23,672.45
SIDEWALK SAVINGS	\$14,526.57			\$14,526.57
WTR VEH SAVINGS	\$29,311.46			\$29,311.46
WTR TWR MAIN SAVINGS	\$9,645.93			\$9,645.93
SEWER VEH SAVINGS	\$9,121.76			\$9,121.76
SNOW EQUIPMENT SAVINGS	\$5,072.41			\$5,072.41
CHECKING	\$623,501.68	\$275,214.45	\$66,330.82	\$832,385.31
GENERAL		\$6,211.79	\$15,303.98	
GENERAL - LOCAL OPTION		\$7,525.27		
CITY HALL PETTY CASH	\$50.00			\$50.00
CITY HALL CASH DRAWER	\$100.00			\$100.00
DARE				
ROAD USE		\$11,672.68	\$8,431.42	
EMPLOYEE BENEFIT		\$884.05	\$1,842.53	
CAPITAL IMPROV RESER		\$898.89		
LIBRARY		\$75.80	\$2,918.34	
LIBRARY PETTY CASH	\$25.00			\$25.00
LIBRARY MUSEUM				
WATER		\$25,309.47	\$16,956.35	
CP. WTR. TRTMNT. PLANT				
CP. WTR. TOWER				
CP. WTR. MAIN DAVIS ST				
CP. WTR MAIN BROAD/DAVIS				
UTILITY DEPOSITS		\$600.00	\$81.29	
SEWER		\$21,086.24	\$10,208.31	
SEWER EXT-BROADWAY				
SEWER PLANT UPGRADE		\$201,249.57		
TOTAL				\$1,316,722.03