

AGENDA
KEOTA CITY COUNCIL
225 E. BROADWAY AVE.
July 5, 2022
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 June 20, 2022 meeting
- b. Bills for payment

3. Department Reports

- a. Public Works
- b. Police
- c. Library
- d. Museum

4. Business

- a. Approve change in Council Meeting date from July 18, 2022 to July 25, 2022
- b. Approve Resolution 2022-28: Destroy certain records of the City of Keota, Iowa in accordance with section 372.13(5) of the Iowa Code
- c. Approve Resolution 2022-29: Wilson Memorial Library Board Members
- d. Approve Resolution 2022-30: Transfer Budgeted Funds for Police Truck
- e. Approve Moving Forward with Spectra Build to the next phase of Value Engineering per Patrick Eagan's recommendation for the Keota Pool Project
- f. Discussion/Approval of B & B Builders Roof Proposal for Wilson Memorial Library
- g. Discussion - Keota Ball Association Request to Donate Lights from Little Field at Wilson Park to the Keota School District for the Softball Field

5. Citizen Comments

6. Clerk/Council/Mayor Comments

7. *Adjournment

*Mayor Anthony Cansler*Councilman Matt Greiner*Councilwoman Danielle Imhoff
*Councilman Keith Conrad*Councilman Mike Bender*Councilman Heath McDonald

*Public Works Director Kevin Slaubaugh*Public Works Employee Micah Harmsen*Police Chief Doug Conrad
*City Clerk/Administrator Tomisha Hammes

JUNE 20, 2022

The Keota City Council met on June 20, 2022 at the Keota City Hall. The meeting was called to order at 7:00 p.m. by Mayor Pro-Tem Keith Conrad.

Council members answering roll call were: Danielle Imhoff, Matt Greiner, and Heath McDonald. Mike Bender and Anthony Cansler were unable to attend. City Employees present were Micah Harmsen, Toni Greiner and Tomisha Hammes. Also in attendance was Rich Klein, Dan Flynn, Lori Hammes, Chad McCleary, Karen Sypherd, and Jim Tinnes.

Motion was made by Councilwoman Imhoff to approve the consent agenda including minutes from the June 6, 2022 meeting, May month end financials, and payment of bills. Councilman McDonald seconded the motion. Motion passed with a 4-0 vote.

CITY OF KEOTA
JUNE 20, 2022 COUNCIL MEETING
FOR PERIOD JUNE 7 - JUNE 20, 2022

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
ALTENHOFEN, CHERYL	\$109.49	Payroll
CONRAD, DOUGLAS L.	\$1,913.07	Payroll
GREINER, ASHLEY	\$31.31	Payroll
GREINER, TONIA	\$904.11	Payroll
HAMMES, TOMISHA	\$1,393.50	Payroll
HARMSEN, MICAH	\$1,371.15	Payroll
SLAUBAUGH, KEVIN L.	\$1,581.49	Payroll
EFTPS	\$2,205.24	Employee Withholdings
WELLMARK BLUE CROSS BLUE SHIELD	\$9,428.57	Employee Health Benefits
JILL BAETSLE	\$41.39	Museum - Supplies/Certificate of Organization
HUPP ELECTRIC MOTORS	\$1,876.02	Water - High Service Pump Repair
MISC ON MAIN	\$99.98	Sewer - Supplies
WINDSTREAM	\$231.50	All Dept. Phone/Fax
THE GAZETTE	\$19.60	Pool - Project Bid Advertisement
HARRIS BOYZ HEATING AND AIR	\$455.00	City Hall - Two New Thermostats and Installator
US CELLULAR	\$160.60	All Dept. Cell Phones
SCOTT WESTENDORF	\$3,833.33	Cemetery - Mowing Contract
UNITED STATES POST OFFICE	\$155.20	Water/Sewer - Water Bills
USA BLUE BOOK	\$698.76	Water/Sewer - Marking Paint/Marking Flags
US FIRST	\$322.00	Parks - Porta Restrooms
COUNTY LINE MART	\$141.53	Police - Veh O & M
COX SANITATION	\$6,430.55	Garbage - Pick-Up/Bags
MENARDS	\$369.00	Shop - Water Heater
OLLINGER ELECTRIC	\$80.00	Park - Electrical Disconnection on Small Pavilion
MID-AMERICA PUBLISHING	\$526.68	All Dept. - Publications
WATER SOLUTIONS UNLIMITED	\$535.03	Water - Chemicals
ALL AMERICAN PEST CONTROL	\$70.00	All Dept. - Pest Control
MUNICIPAL SUPPLY INC.	\$452.85	Sewer - Repair Clamp
TREMMEL BACK HOE SERVICE	\$3,525.00	Water - Watermain Break Repairs
CARGILL	\$2,875.38	Water - Salt
IOWA LEAGUE OF CITIES	\$841.00	All Dept. Annual Membership Dues
PRESSURE WASHER DIRECT	\$2,351.02	Streets - Street Painter
TOTAL	\$44,919.86	

May-22

FUND	BEGINNING BALANCE	RECEIPTS	EXPENDITURES	END BALANCE
LIBRARY CD 1	\$39,566.53		\$24.66	\$39,591

LIBRARY CD 2	\$31,077.66	\$19.37		\$31,097
SEWER CD	\$146,245.51			\$146,245
SEWER VEH CD	\$20,947.46			\$20,947
WATER CD	\$70,682.00			\$70,682
WATER VEH CD	\$426.40	\$0.95		\$427
DARE	\$1,025.86	\$925.00		\$1,950
POLICE FORFEITURE	\$572.49			\$572
GEN FD INV	\$1,450.12	\$0.04		\$1,450
GEN FD LIBR INV	\$4,982.97	\$0.13		\$4,983
LIB BUILDING	\$1,305.76	\$0.03		\$1,305
LIB MEMORIALS	\$306.15			\$306
PERPETUAL CARE FUND	\$10,318.56	\$200.27		\$10,518
POLICE VEHICLE INV	\$27,178.84	\$1.15		\$27,179
PARK & CEM VEH	\$606.66	\$0.02		\$606
CITY HALL BLDG RPR	\$19,224.66	\$0.49		\$19,225
CIVIL DEFENSE FU	\$3,176.25	\$0.08		\$3,176
KEOTA DAYCARE	\$1,190.65	\$0.03		\$1,190
WILSON MEMORIAL LIB	\$17,581.03	\$0.45		\$17,581
T&A METER INV	\$23,681.44	\$0.60		\$23,682
SIDEWALK SAVINGS	\$14,532.31			\$14,532
WTR VEH SAVINGS	\$29,323.11			\$29,323
WTR TWR MAIN SAVINGS	\$9,649.75			\$9,649
SEWER VEH SAVINGS	\$9,125.39			\$9,125
SNOW EQUIPMENT SAVINGS	\$5,074.44			\$5,074
CHECKING	\$1,509,834.97	\$133,871.59	\$155,365.08	\$1,488,341
GENERAL		\$57,250.04	\$62,100.48	
GENERAL - LOCAL				
OPTION		\$9,133.17		
CITY HALL PETTY CASH	\$50.00			\$50
CITY HALL CASH DRAWER	\$100.00			\$100
DARE		\$925.00		
ROAD USE		\$5,151.35	\$4,597.13	
EMPLOYEE BENEFIT		\$4,670.65	\$1,910.17	
DEBT SERVICE		\$638.16		
CAPITAL IMPROVEMENT		\$4,785.58		
LIBRARY		\$3,541.63	\$5,388.95	
LIBRARY PETTY CASH	\$25.00			\$25
LIBRARY MUSEUM				
WATER		\$24,670.41	\$14,937.10	
CP. WTR. TRTMNT. PLANT				
CP. WTR. TOWER				
CP. WTR. MAIN DAVIS ST				
CP. WTR MAIN				
BROAD/DAVIS				
UTILITY DEPOSITS		\$200.60		
SEWER		\$24,078.27	\$7,931.24	
SEWER EXT-BROADWAY				
SEWER PLANT UPGRADE				
	TOTAL			\$1,978,941

Department Reports:

-Public Works Department – Tremmel Back Hoe Service was in town – one sewer fix, one water service repair, and two water main breaks. Central Cable is about 75-80% done with the main fiber lines. The subcontractor company that is doing the service to the houses, is a bit behind them. The

outfield ballfield lights are not working at Wilson Park. Atwood Electric assessed the issue. They think that it is a bad connection out in the field. Once the ball season has ended, they may have to dig up the ball field to do the repair. The street paint sprayer has been ordered.

Chad McCleary – thanked Kevin and Micah for taking care of the major water main break the previous week. The de-humidifier and air conditioner for the pump house was purchased. The water tower project is on hold until the fiber to the home is done and Vision Ag is done spraying so the water usage can go back down. The new motor for the high service pump has been ordered. E.coli testing was done for the month of May. The levels were very low, so they will continue to not use the UV system. Issues logging into the flow meter software on the computer. They don't want to call in someone to just fix that one thing, so they will just read it off the daily flow reader.

-Police Department – No report was submitted.

-Wilson Memorial Library – Toni is getting a bid for the roof – she is awaiting the written estimate. Good turnout for recent programs and coffee. There are a lot of different events coming up – watch their Facebook page for upcoming events.

-Keota Historical Museum – There were 177 people signed in for the Keota Fun Days Open House. They had a private tour for the Flander family on Sunday, June 12 that was well attended.

Third Reading of Ordinance 2022-294: Prohibited Discharges - Solid waste, litter, animal waste and landscape waste, including significant quantities of leaves and grass clippings deposited or placed along sidewalks, street right of ways, streets, or other public property subject to runoff or otherwise discharged to the storm water system. Discussion – Councilwoman Imhoff stated that her understanding was that the purpose of the ordinance was due to grass being blown out in the street and causing issues with the storm drains. She contacted Slaubaugh asking if this has been an issue. He told her that the storm drains are routinely cleaned due to build-up of other items than grass. She feels that this ordinance is to fix a problem that the City doesn't currently have. If the ordinance is passed, then our local law enforcement is to enforce it. She feels that this would be an added burden to local law enforcement.

Motion was made by Councilwoman Imhoff to approve Ordinance 2022-294: Prohibited Discharge. Councilman Greiner seconded the motion. Roll Call Vote: Ayes – None; Nays –McDonald, Greiner, Imhoff, Conrad; Absent – Bender. Motion failed with a 0-4 vote.

Discussion/Approval of YMCA Proposal for Keota Municipal Pool Management. Councilman Conrad and Dan Flynn met with Amy Schulte, YMCA, to discuss the Keota Municipal Pool Management Agreement. The City needs to come up with a starting point of what they would pay the YMCA to manage the Keota Municipal Pool. Councilman Conrad stated that he would recommend \$6,000 as their start point to talk with the YMCA. The City of Keota will give full management authority to the YMCA to run the Keota Municipal Pool. Motion was made by Councilman Greiner to approve the \$6,000 proposed amount to present to the YMCA for the management of the Keota Municipal Pool. Councilwoman Imhoff seconded the motion. Motion passed with a 4-0 vote.

Discussion of Utility Hook-Ups for Keota Municipal Pool. On the Keota Municipal Pool project bid letting, all the utility hook-ups are included within the project plans. The Council stated that it was their understanding that the City would be paying for the utility hook-ups for the new pool.

Motion was made by Councilman Greiner to approve Resolution 2022-26: Library Wages. Councilman McDonald seconded the motion. Roll Call Vote: Ayes – McDonald, Greiner, Imhoff, Conrad; Nays – None; Absent – Bender. Motion passed with a 4-0 vote.

Motion was made by Councilman Imhoff to approve Resolution 2022-27: Library Hours starting the week of July 4, 2022: Mondays 10:00 am to 6:00 p.m.; Tuesdays 10:00 a.m. to 4:00 p.m.; Wednesdays and Thursdays 10:00 a.m. to 5:00 p.m.; Closed Fridays; Saturdays 8:00 a.m. to 12:00

p.m. Councilman McDonald seconded the motion. Roll Call Vote: Ayes – McDonald, Greiner, Imhoff, Conrad; Nays – None; Absent – Bender. Motion passed with a 4-0 vote.

Motion was made by Councilman Greiner to approve the Tobacco License for Keota Eagle Foods. Councilwoman Imhoff seconded the motion. Motion passed 4-0.

Motion was made by Councilman Greiner to approve change in Council Meeting date from July 4, 2022 to July 5, 2022. Councilman McDonald seconded the motion. Motion passed 4-0.

Citizen Comments: Karen Sypherd stated that she wanted to commend the Keota City Employees for their hard work for the Keota Fun Days. Jim Tinnes stated that the people that are working on the fiber to the home are doing an excellent job. Dan Flynn wanted to thank Keith Conrad for participating in the dunk tank. There was a good turn-out for the Keota Pool Advocate's food stand on Sunday, June 12 during the tractor show/parade.

Clerk/Council/Mayor Comments:

City Clerk – Presented the Council with a listing of letters that have been sent to residents in 2020, 2021, and 2022. She will compile a list of repeat people on the list to present to the Council at the next meeting. Lindsay Henderson with the Rural Housing Grant gave a pricing for a senior housing action plan that would be paid for by the RHRA Grant the City of Keota received. The bid deadline for the Keota Municipal Pool project is Wednesday, June 29 by 2:00 p.m. The Sesquicentennial Celebration will take place on June 8-11, 2023.

Councilman McDonald – He and Councilman Conrad will be at the pool bid opening on Wednesday, June 29.

Councilman Greiner –He requested to move the second meeting in July to July 25 due to the Washington County Fair. The west end of town at the corner of 330th Avenue and Washington Avenue is starting to grow back up. He requested to have the public works go through and clear it back out.

Councilwoman Imhoff –She stated that the lot next to the Keota Fire Station needs to be addressed before the Sesquicentennial. There are a lot of positives going on in Keota, so she would like to see this continue with the clean up throughout town. Councilman McDonald will talk with the property owner about the lot.

Councilman Conrad –The Governor was in town on Wednesday, June 15 to see Scott Flynn's building. Flynn was one of the first recipients that received the Community Catalyst Grant.

The Council and all the city employees thank everyone that helped with the 2022 Keota Fun Days.

Motion was made by Councilwoman Imhoff to adjourn at 8:03 p.m. Councilman Greiner seconded the motion. Motion passed with a 4-0 vote. The City Council will next meet on Tuesday, July 5 2022 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.

CITY OF KEOTA
 JULY 5, 2022 COUNCIL MEETING
 FOR PERIOD JUNE 21 - JULY 5, 2022

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
ALTENHOFEN, CHERYL	\$109.49	Payroll
CONRAD, DOUGLAS L.	\$1,913.07	Payroll
GREINER, ASHLEY	\$31.31	Payroll
GREINER, TONIA	\$904.11	Payroll
HAMMES, TOMISHA	\$1,393.50	Payroll
HARMSSEN, MICAH	\$1,371.15	Payroll
SLAUBAUGH, KEVIN L.	\$1,581.49	Payroll
EFTPS	\$2,251.21	Employee Withholdings
IPERS	\$3,047.59	Employee Benefits
ALL AMERICAN PEST CONTROL	\$35.00	Library - Pest Control
BLANK PARK ZOO	\$168.80	Library - Program
CENGAGE LEARNING	\$718.19	Library - Books
CENTER POINT LARGE PRINT	\$1,042.43	Library - Books
DIVISION OF LABOR - ELEVATOR SAFETY	\$165.00	Library - Elevator Inspection
GARY YOUNG	\$95.00	Library - Yard Work
INFOMAX OFFICE SYSTEMS	\$147.36	Library - Copier Lease
MARGARET BRINNING	\$17.16	Library - Programs
NATIONAL GEOGRAPHIC	\$49.00	Library - Periodicals
QUILL CORP.	\$750.62	Library - Supplies
TONI GREINER	\$52.65	Library - Mileage
WINDSTREAM	\$144.73	Library - Phone/Fax
IOWA DEPT. OF REVENUE	\$2,152.12	2nd Quarter Employee Iowa Tax Withholdings
IOWA DEPT. OF REVENUE	\$5,980.94	2nd Quarter Sales Tax
IOWA DEPT. OF REVENUE	\$7,000.62	2nd Quarter Water Excise Tax
MALLEY HARDWARE	\$85.40	All Dept. Supplies
KEOTA EAGLE FOODS	\$70.00	All Dept. Janitorial Supplies
STEW HANSEN DODGE CITY	\$34,678.00	Police - New Police Truck
ION ENVIRONMENTAL SOLUTIONS	\$4,742.87	Water/Sewer - Contracted Services for July/Air Conditioners
IOWA ONE CALL	\$160.20	Water/Sewer - Locates
KEOTA FIRE DEPARTMENT	\$18,007.76	Fire Department - Fire Protection/Agreement City Contribution
USA BLUEBOOK	\$127.90	Water/Sewer - Marking Paint
ALLIANT ENERGY	\$9,447.27	All Dept. Gas/Electric
HARRIS BOYZ HEATING AND AIR	\$135.00	City Hall - Air Conditioner Repair
LL PELLING	\$53,791.20	Streets - Seal Coat
HICKENBOTTOM INC.	\$246.82	Water - PVC Pipe/Couplings
DEARBORN GROUP	\$93.60	Employee Life Insurance
DAN'S OVERHEAD DOORS	\$990.40	Shop - Door Repairs
FIRST NATIONAL BANK	\$312.51	Streets/Postage/City Hall - Mobile Paint Marker/Postage/Funeral Flowers
FIRST NATIONAL BANK	\$368.84	Library - Books/Supplies/Programs
KEOTA UNLIMITED	\$10,000.00	KeWash Trailhead Concrete Reimbursement
ANDY ROMOSER	\$398.06	Police - Station Door Installation Labor/Supplies
NATE TRIER	\$105.00	Police - Station Door Installation Labor

TOTAL \$164,773.88

RESOLUTION NO. 2022-28

RESOLUTION AUTHORIZING THE CITY CLERK TO DESTROY CERTAIN RECORDS OF THE CITY OF KEOTA, IOWA IN ACCORDANCE WITH SECTION 372.13 (5) OF THE IOWA CODE

WHEREAS, Section 372.13 (5) of the 2009 Iowa Code provides that the "Council shall determine its own rules and maintain records of its proceedings. City records and documents, or accurate reproductions, shall be kept for at least five years, except that ordinances, resolutions, Council proceedings, and records and documents relating to real property transactions and payroll shall be maintained permanently"; and

WHEREAS, the City Clerk reviewed the records and documents of the City of Keota for the possible destruction of unnecessary items; and

WHEREAS, said City Clerk having so reviewed the records and documents in the light of the provisions of Section 372.13 (5) of the 2009 Iowa Code recommended to the City Council that the records and documents set forth in the "Records Retention Schedule" be destroyed; and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOTA, IOWA:

That the City Clerk be and is hereby authorized to view said destruction and to certify that the records and documents referred to in the "Records Retention Schedule" were destroyed, when they were destroyed, and who authorized the destruction. Such certificate shall be in writing and shall be presented to the City Council at a regular meeting of the City Council and that such certificate shall be retained by the City of Keota in perpetuity.

PASSED AND APPROVED THIS 5TH DAY OF JULY, 2022.

By: _____
Anthony Cansler, Mayor

ATTEST:

Tomisha Hammes, City Clerk

Documents Allowed to be Destroyed according to State of Iowa Law prior to and through July 2016-June 2017:

1. Bank Statements
2. Invoices
3. Receipts for Utility Billing
4. Check Stubs
5. Deposit Entry Registers
6. Agendas
7. Proof of Publication
8. Correspondence
9. Permits

RESOLUTION 2022-29

A RESOLUTION APPOINTING THE FOLLOWING NAMED PERSON(S) AS MEMBERS OF THE LIBRARY BOARD FOR THE CITY OF KEOTA, IOWA.

BE IT RESOLVED by the City Council of the City of Keota, Iowa, that their approval is now given for the appointment of the following named person(s) to serve on the Library Board for the terms hereafter set out:

- Mary Vittetoe - Four Year Term (06/30/2026)
- Norma Richardson - Four Year Term (06/30/2026)
- Joy Lyle - Four Year Term (06/30/2026)

WHEREUPON, Resolution 2022-29 is passed and approved this 5th Day of July, 2022.

MAYOR ANTHONY CANSLER

ATTEST:

CITY CLERK TOMISHA HAMMES

ROLL CALL VOTE				
COUNCIL MEMBER NAME	AYES	NAYS	ABSTAIN	ABSENT
MIKE BENDER				
KEITH CONRAD				
DANIELLE IMHOFF				
MATT GREINER				
HEATH MCDONALD				

RESOLUTION 2022-30

A RESOLUTION APPROVING THE FOLLOWING FY23 BUDGETED FUND TRANSFER FOR THE CITY OF KEOTA, IOWA.

BE IT RESOLVED by the City Council of the City of Keota, Iowa, that their approval is now given for the following FY23 Budgeted Fund Transfer:

Water Vehicle Savings Account to Police Vehicle Account - \$18,000
Police Vehicle Savings Account to Police Vehicle Account - \$16,678

WHEREUPON, Resolution 2022-30 is passed and approved this 5th Day of July, 2022.

MAYOR ANTHONY CANSLER

ATTEST:

CITY CLERK TOMISHA HAMMES

MOTION: _____ SECOND: _____

ROLL CALL VOTE				
COUNCIL MEMBER NAME	AYES	NAYS	ABSTAIN	ABSENT
MIKE BENDER				
KEITH CONRAD				
DANIELLE IMHOFF				
MATT GREINER				
HEATH MCDONALD				