

**AGENDA
KEOTA CITY COUNCIL
225 E. BROADWAY AVE.
OCTOBER 17, 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 October 3, 2022 and October 11, 2022 meetings
- b. Bills for payment
- c. September month end financials

3. Department Reports

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

4. Business

- a. Approve Agreement for Advisory Clerk Services
- b. Approve Building Permit for 308 N. Fulton St. – Fence
- c. Approve Resolution 2022-41: KCCEF Grant for Wilson Memorial Library
- d. Approve Resolution 2022-42: Temporary Review and Interview Committee for Utility Billing Clerk Position
- e. Discussion of property at 345 E. Broadway Avenue

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

OCTOBER 3, 2022

The Keota City Council met on October 3, 2022 at the Keota City Hall. The regular meeting was called to order at 7:00 p.m. by Mayor Anthony Cansler.

Council members answering roll call were Mike Bender, Keith Conrad, Danielle Imhoff, and Heath McDonald. City Employees present were Toni Greiner and Tomisha Hammes. Also in attendance was Rich Klein, Kathy Davis, Jess Amos, Sue McDonald, Cindy Detweiler, Casey Jarmes, Karen Sypherd, and Dan Flynn.

Motion was made by Councilman Conrad approve the consent agenda including minutes from the September 19 meeting and bills for payment. Councilwoman Imhoff seconded the motion. Motion passed with a 4-0 vote.

CITY OF KEOTA
OCTOBER 3, 2022 COUNCIL MEETING
FOR PERIOD SEPTEMBER 20 - OCTOBER 3, 2022

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
CONRAD, DOUGLAS L.	\$1,997.87	Payroll
GREINER, ASHLEY	\$34.79	Payroll
GREINER, TONIA	\$849.74	Payroll
HAMMES, TOMISHA	\$1,507.15	Payroll
HARMSSEN, MICAH	\$1,400.30	Payroll
SLAUBAUGH, KEVIN L.	\$1,650.66	Payroll
EFTPS	\$2,294.90	Employee Withholdings
IPERS	\$3,143.28	Employee Benefits
ALL AMERICAN PEST CONTROL	\$35.53	Library - Pest Control
CENGAGE LEARNING	\$44.24	Library - Books
CENTER POINT LARGE PRINT	\$46.74	Library - Books
INFOMAX	\$148.91	Library - Copier Lease
WINDSTREAM	\$148.00	Library - Phone/Fax
QUILL	\$125.33	All Dept. Office Supplies
IOWA DNR	\$115.00	Water - Annual Water Use Fee for 2023
MALLEY HARDWARE	\$32.12	All Dept. Supplies
CREATIVE PRODUCTS	\$696.19	DARE - Supplies
H & M FARM AND HOME SUPPLIES	\$138.46	Sewer - Uniform Allowance
TREMMEL BACK HOE SERVICE	\$2,900.00	Water/Sewer - Leak Detection, Broken Water M
HICKENBOTTOM INC.	\$413.54	Water - Water Main Break Repairs
DEARBORN GROUP	\$85.41	Employees Life Insurance Benefits
GALLS	\$1,081.29	Police - Supplies
WESTRUM LEAK DETECTION	\$1,200.00	Water - Water Main Leak Detection
KEOKUK COUNTY EXTENSION OFFICE	\$35.00	Parks - Ornamental and Turf Grass Pest Contr
SIGOURNEY LUMBER	\$72.72	Streets - Sign Repairs
FIRST NATIONAL BANK	\$75.00	Police - Veh. O & M
FIRST NATIONAL BANK	\$122.10	Water/Sewer - Postage
FIRST NATIONAL BANK	\$532.05	Library - Books and Supplies
KEOTA EAGLE FOODS	\$30.75	All Dept. Supplies
BANYON DATA SYSTEMS	\$395.00	Water/Sewer - Software Support
SOUTHEAST IOWA UNION	\$83.18	City Hall - City Clerk/Utility Billing Clerk Job Ads
VERIZON	\$40.01	Police - Hot Spot
IOWA PRISON INDUSTRIES	\$260.74	Streets - Sign Replacements
TOTAL	\$21,736.00	

Department Reports:

-Public Works Department – A written report was submitted. The fire hydrant out in front of the city hall was hit by a truck last week. The valve to it has been turned off and the hydrant will be down approximately two weeks until the parts come in. Once the parts are in, Tremmel Back Hoe Service will come in town to fix it. The street painter is in. Chad McCleary state that the chlorine levels in the water are high, but the water is still safe to drink and use. The crew to replace the city hall roof will start tomorrow with scrapping off the rock and starting to install the new roof.

-Police Department – No report submitted.

-Wilson Memorial Library – Last Wednesday the State Library of Iowa visited. The library showed a movie for the adults on September 28 with good attendance. They plan on doing this event again. The library will be closed on Monday, October 10 for Columbus Day. The library will host their annual Halloween Party on Monday, October 31 from 4:00 to 5:00 p.m.

-Keota Historical Museum – Romanian students visited the museum today with their sponsors.

Motion was made by Councilman Conrad to approve the Draft Agreement with the YMCA for Keota Municipal Pool Management. Councilman McDonald seconded the motion. Motion passed with a 4-0 vote.

Motion was made by Councilman Conrad to approve the Builder's Risk Insurance Policy with a \$2500 deductible for the Keota Municipal Pool Project. Councilman Bender seconded the motion. Motion passed with a 4-0 vote.

Motion was made by Councilman Bender to approve the Water Utility Vendor Agreement for Low-Housing Water Assistance Program. Councilman McDonald seconded the motion. Motion passed with a 4-0 vote.

Motion was made by Councilman Conrad to approve Resolution 2022-36: Keota Historical Museum – Stair Lift – Keokuk County Community Endowment Foundation Grant. Councilman Bender seconded the motion. Roll call vote: Ayes –Bender, Conrad, Imhoff, McDonald; Nays - None; Absent - Greiner. Motion passed with a 4-0 vote.

Motion was made by Councilman Conrad to approve Resolution 2022-37: Keota Unlimited – Wayfinding Signs – Keokuk County Community Endowment Foundation Grant. Councilwoman Imhoff seconded the motion. Roll call vote: Ayes –Bender, Conrad, Imhoff, McDonald; Nays - None; Absent - Greiner. Motion passed with a 4-0 vote.

Motion was made by Councilman Conrad to approve Resolution 2022-38: Establishing a Review and Interview Committee for the City Clerk Positions – first round interviews Mayor Cansler, Bender, Imhoff; second round interviews – Conrad, McDonald. Councilman McDonald seconded the motion. Roll call vote: Ayes –Bender, Conrad, Imhoff, McDonald; Nays - None; Absent - Greiner. Motion passed with a 4-0 vote.

Motion was made by Councilman Conrad to approve Resolution 2022-39: Establishing a Keota Municipal Pool Construction Project Committee – Anthony Cansler, Heath McDonald, Keith Conrad, Nick Beinhart, and Dan Flynn. Councilman McDonald seconded the motion. Roll call vote: Ayes – Bender, Conrad, Imhoff, McDonald; Nays - None; Absent - Greiner. Motion passed with a 4-0 vote.

First Reading of Ordinance 2022-296 – Lawn Furniture.

Motion was made by Councilman Conrad to waive the second and third reading of Ordinance 2022-296 – Lawn Furniture. Councilwoman Imhoff seconded the motion. Roll call vote: Ayes –Bender, Conrad, Imhoff, McDonald; Nays - None; Absent - Greiner. Motion passed with a 4-0 vote.

Ordinance No. 2022-296; AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KEOTA, IOWA, 2017, BY AMENDING PROVISIONS PERTAINING TO NUISANCES – LAWN FURNITURE.

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

SECTION 1. Title III, Chapter 2, Section 1-q is added and adopted:

3-2-1-q Lawn Furniture. No person shall use or cause to be used any indoor or automotive couches, sofas, chairs or furniture on porches, decks, gazebos, or in any lawn. All furniture to be used in these areas must be exterior or lawn furniture.

Motion was made by Councilman Bender to approve Ordinance 2022-296 – Lawn Furniture. Councilwoman Imhoff seconded the motion. Roll call vote: Ayes –Bender, Conrad, Imhoff, McDonald; Nays - None; Absent - Greiner. Motion passed with a 4-0 vote.

Motion was made by Councilman Bender to approve the vendor's permit for Kountry Korner Catering & Mobile Kitchen. Councilman Conrad seconded the motion. Motion passed with a 4-0 vote.

Motion was made by Councilman Conrad to approve the Building Permit for 211 N. Baker St. – Fence. Councilman Bender seconded the motion. Motion passed with a 4-0 vote.

Motion was made by Councilman Conrad to approve the Building Permit for 503 W. Keokuk Ave. – Fence. Councilman Bender seconded the motion. Motion passed with a 4-0 vote.

Motion was made by Councilman Conrad Building Permit for 403 N. Ellis St. – Solar Panels. Councilman McDonald seconded the motion. Motion passed with a 4-0 vote.

Citizen comments: Jess Amos – stated that he has looked into the USDA Grant for Cities to apply for police equipment, fire department equipment and projects for water and sewer systems along with city hall. He would be happy to help the City with this grant process. Kathy Davis – Keokuk County Endowment Foundation form E will need to be filled out for grant extension. She also stated that there are quite a few stray cats around town and it would be nice to see something done about it.

Clerk/Council/Mayor Comments –

City Clerk – All city departments will be closed on Monday, October 10 for Columbus Day. She stated that she has reached out to Theresa Greenfield about the USDA grants and Theresa will be submitting the information to our local representatives. There will need to be meetings set up for the Rural Housing Committee, Zoning Board, and Board of Adjustments once the new clerk is hired to get familiar with how those meetings are run. After Prom will host a breakfast at Lagos Acres on Sunday, October 9 from 9:00 a.m. to 12:00 noon; Keota Sesquicentennial Fundraiser Chicken and Biscuit Meal at the United Church of Faith on Thursday, October 13 from 4:30 to 7:00 p.m.; City Wide Clean-Up Dumpsters Only will take place on October 14 and 15 with dumpsters located by the water tower; Glow Run at the KeWash Trailhead will be on Saturday, October 15 starting at 7:00 p.m.; City of Keota Trick-or-Treat Night will be on Monday, October 31 – Business District from after school until 5:00 p.m.; Residential District from 5:00 to 7:00 p.m. She went on to list off ten different projects that the city is currently working on that will need to continue with the new city clerk.

Bender – Discussed the junk ordinance in reference to cars on Broadway Avenue. There is a city ordinance already in place and the Council is ready to put the steps into motion based on what the ordinance states. He will talk to Officer Conrad to start the process.

Imhoff – She will contact Paws and More to see if they can help the City with their current cat problems. She will also reach out to her City of Washington contact to see how they worked with the YMCA.

Mayor – The Mayor, Mike Bender, and Danielle Imhoff will review the applicants on Tuesday, October 4 and set up interviews. He met last Wednesday with Nick, Dan, Heath, Keith, Micah, and Kevin to go over the pool project plans at the project site.

Motion was made by Councilwoman Imhoff to adjourn at 8:04 p.m. Councilman Conrad seconded the motion. Motion passed with a 4-0 vote. The City Council will next meet on Monday, October 17, 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.

OCTOBER 11, 2022

The Keota City Council met on October 11, 2022 at the Keota City Hall. The regular meeting was called to order at 5:32 p.m. by Mayor Anthony Cansler.

Council members answering roll call were Keith Conrad, Danielle Imhoff, and Heath McDonald. City Employee present was Tomisha Hammes.

Motion was made by Councilman Conrad approve the consent agenda. Councilwoman Imhoff seconded the motion. Motion passed with a 3-0 vote.

Motion was made by Councilman Conrad to Resolution 2022-40: Hiring New City Clerk – Paul Dickerson at \$48,000 per year with start date of October 18, 2022. Councilwoman Imhoff seconded the motion. Roll call vote: Ayes - Conrad, Imhoff, McDonald; Nays - None; Absent: Bender, Greiner. Motion passed with a 3-0 vote.

Discussion on utility billing clerk position. The Council requested ads be places for a part-time utility billing clerk with a wage of \$15-\$20 per hour depending on qualifications and deadline for applications as November 4, 2022. Part-time basis hours will be determined.

Clerk/Council/Mayor Comments –

Conrad – Discussed options for the property at 345 E. Broadway Avenue. The Council discussed options that the property owner clean it up, fence up, or sell it. Conrad, Mayor Cansler, and Officer Conrad will meet with the property owner to discuss the options.

McDonald – There was complaints about the property at 109 N. Green Street having cars coming in and out – are they being sold or what is going on with the cars. Mayor Cansler will contact Officer Conrad about the cars. He talked to Larry Cox and Cox stated that there are upcoming issues with recycling because they are going to get charged for certain items due to places not taking certain recycled items anymore. Imhoff will contact Johnson County Refuse to see if they can come to a meeting to discuss the City's options in garbage pick-up and recycling.

Motion was made by Councilwoman Imhoff to adjourn at 6:35 p.m. Councilman Conrad seconded the motion. Motion passed with a 3-0 vote. The City Council will next meet on Monday, October 17, 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
 OCTOBER 17, 2022 COUNCIL MEETING
 FOR PERIOD OCTOBER 4 - OCTOBER 17, 2022

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMENT</u>
CANSLER, ANTHONY	\$404.04	Payroll
CONRAD, DOUGLAS L.	\$1,997.87	Payroll
GREINER, ASHLEY	\$69.58	Payroll
GREINER, TONIA	\$828.12	Payroll
HAMMES, TOMISHA	\$1,507.15	Payroll
HARMSSEN, MICAH	\$1,400.30	Payroll
SLAUBAUGH, KEVIN L.	\$1,650.66	Payroll
EFTPS	\$2,360.56	Employee Withholdings
H & M FARM AND HOME	\$339.50	Streets - Snow Fence Posts
MID-AMERICA PUBLISHING	\$305.42	All Dept. Publications
MIKE'S PARTS AND SERVICE	\$14,450.00	Streets/Snow - Salt Spreader
VISION AG	\$237.50	Streets - Weed Control
ION ENVIRONMENTAL SOLUTIONS	\$3,765.00	Water/Sewer - Contracted Services for October
COX SANITATION	\$4,178.80	Garbage Pick-Up/Bags/Tags
WASHINGTON LUMBER	\$48.92	Streets - Sign Posts Repairs
US CELLULAR	\$156.33	All Dept. Cell Phones
COUNTY LINE MART	\$388.79	Police - Veh. O & M
SIGOURNEY LUMBER	\$72.72	Streets - Sign Posts Repairs
US FIRST	\$190.00	Parks - Portable Restrooms
WMPF GROUP LLC	\$227.10	All Dept. - City Clerk Ads in Southeast Union/Shopper
IOWA ONE CALL	\$29.70	Water/Sewer - Locates
FARMERS COOPERATIVE	\$677.69	All Dept. Veh O & M
HARRIS BOYZ	\$340.00	City Hall Bldg - Disconnect Air Conditioners for Roof Replacement
ALLIANT ENERGY	\$8,789.23	All Dept. Gas/Electric

TOTAL \$44,010.94

Sep-22

FUND	BEGINNING BALANCE	RECEIPTS	EXPENDITURES	END BALANCE
LIBRARY CD 1	\$39,615.87			\$39,615.87
LIBRARY CD 2	\$31,116.41			\$31,116.41
SEWER CD	\$146,336.66			\$146,336.66
SEWER VEH CD	\$20,947.46			\$20,947.46
WATER CD	\$70,682.00			\$70,682.00
WATER VEH CD	\$427.35			\$427.35
DARE	\$250.86			\$250.86
POLICE FORFEITURE	\$572.49			\$572.49
GEN FD INV	\$1,450.57	\$0.25		\$1,450.82
GEN FD LIBR INV	\$4,984.53	\$0.85		\$4,985.38
LIB BUILDING	\$1,306.17	\$0.22		\$1,306.39
LIB MEMORIALS	\$306.18	\$0.13		\$306.31
PERPETUAL CARE FUND	\$10,921.95	\$1.87		\$10,923.82
POLICE VEHICLE INV	\$10,517.49	\$1.80		\$10,519.29
PARK & CEM VEH	\$606.85	\$0.10		\$606.95
CITY HALL BLDG RPR	\$19,230.66	\$3.29		\$19,233.95
CIVIL DEFENSE FU	\$3,177.24	\$0.54		\$3,177.78
KEOTA DAYCARE	\$1,191.01	\$0.20		\$1,191.21
WILSON MEMORIAL LIB	\$17,586.52	\$3.01		\$17,589.53
T&A METER INV	\$23,688.83	\$4.06		\$23,692.89
SIDEWALK SAVINGS	\$14,533.46	\$6.23		\$14,539.37
WTR VEH SAVINGS	\$11,325.43	\$5.94		\$11,331.37
WTR TWR MAIN SAVINGS	\$9,650.51	\$4.14		\$9,654.65
SEWER VEH SAVINGS	\$9,126.11	\$3.91		\$9,130.02
SNOW EQUIPMENT SAVINGS	\$5,074.84	\$2.18		\$5,077.02
CHECKING	\$1,048,058.93	\$351,844.09	\$262,562.26	\$1,137,340.76
GENERAL		\$230,349.55	\$221,925.07	
GENERAL - LOCAL OPTION		\$7,221.97		
CITY HALL PETTY CASH	\$50.00			\$50.00
CITY HALL CASH DRAWER	\$100.00			\$100.00
DARE				
ROAD USE		\$14,069.66	\$2,986.32	
EMPLOYEE BENEFIT		\$17,501.06	\$12,242.95	
DEBT SERVICE		\$2,295.73		
CAPITAL IMPROVEMENT		\$15,617.70		
LIBRARY		\$314.39	\$2,944.59	
LIBRARY PETTY CASH	\$25.00			\$25.00
LIBRARY MUSEUM				
WATER		\$29,055.54	\$18,244.74	
CP. WTR. TRTMNT. PLANT				
CP. WTR. TOWER				
CP. WTR. MAIN DAVIS ST				
CP. WTR MAIN BROAD/DAVIS				
UTILITY DEPOSITS		\$404.06		
SEWER		\$35,053.15	\$10,061.74	
SEWER EXT-BROADWAY				
SEWER PLANT UPGRADE				
TOTAL				\$1,592,181.61

The Keota Historical Museum met on Wednesday, September 23, 2022. The meeting was called to order by president, Karen Sypherd at 6:30 p.m. Members present: John Greiner, Brett Romoser, Jeri Klein, Karen Sypherd. Absent: Jill Baetsle and Dan Flynn.

There was no secretaries report.

John Greiner, treasurer, told the board that the city council had allocated \$5,500.00 for the current fiscal year. A complete treasurers report will be available at the next meeting.

There were no bills to present.

Old business:

Basement room-the city council has approved the use of the large room at the bottom of the steps for the museum's use. Brett indicated that the walls would all need to be washed and sealed before paint could be applied. He is also looking at changing the lighting down there.

New business:

Jeri moved that we table the discussion on a new member until everyone could be present. Brett seconded.

A tentative work meeting is scheduled for Saturday, October 8 at 9:00.

Discussion was held on the soup supper that will be held on December 3 at Lagos and the consensus was that the museum should be open that evening like we did last year.

The next meeting will be October 19, 2022 at 6:30 pm.

Respectfully submitted,

Karen Sypherd

RESOLUTION 2022-41

A RESOLUTION APPROVING INTENT TO APPLY FOR THE APPLICATION FOR THE PURPOSE OF RECEIVING BENEFITS FROM THE KEOKUK COUNTY COMMUNITY ENDOWMENT FOUNDATION.

WHEREAS, the Keokuk County Community Endowment Foundation promotes endowment building, organizational collaboration and public leadership, and

WHEREAS, the City of Keota is supportive of these targets for improvement to the Community and County, and

NOW THEREFORE BE IT RESOLVED by the Keota City Council authorizes the following intent to apply for the grant application to be submitted to the Keokuk County Community Endowment Foundation:

1. Wilson Memorial Library

WHEREUPON, Resolution 2022-41 is passed and approved this 17th Day of October, 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 NO. 2022-42

A RESOLUTION APPOINTING THE FOLLOWING NAMED PEOPLE AS MEMBERS OF THE TEMPORARY COMMITTEE FOR REVIEWING APPLICANTS AS WELL AS INTERVIEWING FOR UTILITY BILLING CLERK POSITION 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 people to serve on the temporary review interviewing committee for the utility billing clerk position applicants:

Passed and adopted this 17th day of October, 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				