

CITY COUNCIL PLANNING SESSION
Tuesday, September 1, 2020 – 6:00 P.M.
Council Chambers – Denison, Iowa

A planning session of the City of Denison, Iowa was held pursuant to law on the above date and hour. Mayor Soseman called the meeting to order with the following members present: CURNYN, GARCIA, GRANZEN, LOESCHEN, MILLER

DISCUSSED CONTRACTING MANAGEMENT OF BOULDERS CONFERENCE CENTER	Discussed contracting the management of Boulders Conference Center. Curnyn reported that the contracted had been drafted and the committee is in agreement. Garcia doesn't think Lechtenberg needs to be present at committee meetings going forward. Discussed whether to interview applicants for employment. Consensus of council was if committee was confident we can get the contract in place before Lechtenberg is gone, interviews weren't necessary. Discussed contracting with Matthews for 21 months at \$11,250/month. The committee meets again tomorrow night.
TABLED DISCUSSION ON PERSONNEL ISSUES	Tabled discussion on personnel issues.
DISCUSSION ON CAMERAS	Now that we are open to the public again, Crawford will check into cameras covering front counter/front door area from behind counter plus possibly for council chambers to stream council meetings. No action taken.
DISCUSSED WELLNESS CENTER	Discussed a wellness center. Crawford contacted Woodbine to see how they did theirs. Miller said we need to check with FEMA also because they may fund a portion if we put in a storm shelter. No action taken.
DISCUSSED PROBLEMS WITH MAJESTIC HILLS	Discussed problems with Majestic Hills. Curnyn will try to set up a meeting with the conference center board and members from the Majestic Hills board. No action taken.
DISCUSSED REVIEWING CITY HANDBOOK	Discussed reviewing the city handbook. Everything was put on hold due to COVID-19 but Granzen still plans to go through it with administration since he is the liaison to city hall. No action taken.
DISCUSSED DEPARTMENT HEAD POSITIONS REGARDING REORGANIZING/SUCCESSION	Discussed department head positions including reorganizing and having a succession plan. Also need to make sure we have job descriptions for each position. No action taken.
DISCUSSED LEAN EVALUATIONS	Pastor Loeschon discussed LEAN evaluations. The City can hire a consultant to look at services and staff to evaluate operations and make sure we are doing things the most efficient way. Walley suggested that council let dept. heads do their own evaluations, like the library is currently, and get it done for no cost to the taxpayers. In the past dept.

hands have been tied, but feels that is changing. Loeschen will check on the cost of a consultant. There was no action taken.

DISCUSSED TRAFFIC SIGNS AND MONITORING

Discussed traffic signs and monitoring. Crawford will evaluate with Chief Schaffer. No action taken.

DISCUSSED PROCUREMENT POLICY

Discussed the procurement policy. Consensus of the council was to bring proposed changes to the council allowing exceptions for "specialty" items. No action taken.

DISCUSSED IT AND ADMINISTRATIVE PASSWORD

Discussed IT & an administrative password. Koch explained to council that we currently do not have the administrative password at City Hall only the IT contractor has access to it. Koch further explained that it is an unnecessary expense to pay the IT contractor to do updates to current software that could be done by staff and that it is often an inconvenience to staff to wait for the IT contractor. Koch asked council to consider allowing one person to have the administrative password to do updates to software. Koch explained that allowing someone to have the password would allow software to be downloaded, if that person put in the password, but that we have a policy that states we cannot download any unauthorized software. Consensus of council was to allow one person, City Clerk, to have the administrative password at City Hall. Koch will proceed to obtain the administrative password from the IT contractor. No action taken.

DISCUSSED CHANGING FEE STRUCTURE FOR BUILDING PERMITS

Discussed changing the fee structure for building permits. This item will go on the next council agenda to discuss an ordinance amendment. No action taken.

DISCUSSED FEE SCHEDULE FOR CODE ENFORCEMENT ISSUES

Discussed a fee schedule for code enforcement issues. Currently we bill the property owner the hourly rate of the code enforcement officer for things he has to abate. Koch asked council if they would like to make the fee schedule consistent with the fees for mowing, snow removal, etc. Consensus was to put this on the next council agenda for a possible ordinance amendment. No action taken.

There being no other business, the meeting adjourned at 7:56 p.m.

Pamela Soseman, Mayor

ATTEST:

Lisa K. Koch, City Clerk