

REGULAR CALLED CITY COUNCIL MEETING
Tuesday, October 3, 2023 – 5:00 P.M.
Council Chambers – Denison, Iowa

The regular council meeting 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, Granzen, Logan, and Miller.

PLEDGE OF ALLEGIANCE	Mayor Soseman led the pledge of allegiance.
AGENDA APPROVED TABLED #19 & #21	Motion by Miller, seconded by Logan, to approve the agenda and table item #19, motion to approve the AIA Document A201-2017 General Conditions of the Contract for Construction and AIA Document A133-2019 Standard Form of Agreement Between the City of Denison and Jensen Builders and item #21, Resolution Adopting an Updated Employee Handbook. Motion carried unanimously.
PUBLIC HEARING SALE & TRANSFER OF PUBLIC PROPERTY	5:00 p.m. Public Hearing was held on the Sale and Transfer of Public Property. There were no oral or written objections. Mayor Soseman declared the public hearing closed.
JENNIFER ZUPP-SMITH APPOINTED TO THE COUNCILPERSON AT- LARGE POSITION	Discussion was held on the appointment for Councilperson at-large vacancy. Flaherty stated three citizens submitted a request in writing, Gordon Hough, David Frazier, and Jennifer Zupp-Smith. Council agreed that since Jennifer Zupp-Smith is running for Council, attends Council meetings, and is actively involved in the community, that she should be appointed to the at-large vacancy.
RESOLUTION #2023-60 TO APPOINT TO CITY COUNCIL	Resolution #2023-60 was introduced to Appoint to City Council. Motion by Miller, seconded by Logan, to adopt Resolution #2023-60. Motion carried unanimously.
JENNIFER ZUPP-SMITH SWORN IN AS COUNCIL	Mayor Soseman swore in newly appointed Council Member Jennifer Zupp-Smith.
CONSENT AGENDA ITEM APPROVED	Motion by Curnyn, seconded by Logan, to approve the following items on the consent agenda: a) approve and waive the reading of the minutes for 09/19/2023 Regular Council meeting and 09/22/2023 Special Council meeting; b) approve the bills as presented; c) approve payment #2 to Ten Point Construction in the amount of \$295,336.14 for the Safe Routes to School Trail project; d) approve Final Pay Estimate #11 to Bedrock Gravel, Inc in the amount of \$142,863.61 for the Denison Airport Crosswind Runway Grading Project; and e) approve Change Order #2 in the amount of (\$269,145.42) for the Denison Airport Crosswind Runway Grading Project. Motion carried unanimously.
NO CITIZEN INPUT	There was no Citizen Input.

SAFE ROUTES TO SCHOOL
TRAIL UPDATE

Terry Crawford, Sundquist Engineering, gave the Safe Routes to School Trail Update. He reviewed the changes within the project and will bring a change order to the next meeting. He discussed the water issues, what repairs were completed, and the cost increase of approximately \$60,000.00. Garcia stated that she is working with DMU to figure out if it is a water leak or a natural spring. Council wants all issues and approvals to go through the City Manager.

DEPARTMENT HEAD
REPORTS

Cardenas, Captain, gave the Police Department update. He stated numbers are continually increasing. The department is looking at hiring 3 to 4 candidates.

Walley, Library Director, stated she was on the radio. The department sent out an RFP for a server. She reviewed past and upcoming events and statistics. The Library will be closed on Monday for staff development, the carpet will be cleaned in the Carnegie room, and windows leaked during the last storm. She is working on her state report and has hired a new staff member.

Vogt, Street Commissioner, stated the Public Works Department has been working on banners, mowing, tree removal, alleys, and winterizing equipment. He stated that warranty work has been completed on vehicles, the rented durapatcher was used for 1 week, and the new durapatcher is ready.

Logan would like to see an alley maintenance program. Garcia stated that she will work with Vogt to create one.

Vogt stated that 1st Avenue South may be completed by the end of the week. Garcia stated there would be a cost increase due to pavement thickness, bonded concrete, and sub-base issues. Ten Point Construction will submit a change order.

Zupp-Smith inquired if Public Works could clean up the excess pebbles after using the durapatcher.

Ellis, Interim Parks and Recreation Director, stated that Fall sports have started, and the numbers have increased. There were two Washington Park fundraisers, Movie in the Park raised \$540.00 and ID Apparel golf tournament raised approximately \$1,100.00. The department received eight Request For Proposals (RFP) for the Washington Park Playground Equipment and the Parks & Recreation Board has narrowed the selection to three firms. The presentations will be held on October 30, 2023.

Snowgren, Fire Chief, stated the department had training with the Kiron Fire Department and himself and the Building Department met with the new owners of Sunset Village Mobile Home Park. Snowgren report there will be a Boots & Badges fundraiser and all proceeds will go to Washington Park playground, a portion of the Fire Department physicals were completed and, Fire Prevention week is next week.

ARBOR DAY
PROCLAMATION

Soseman read the Arbor Day Proclamation.

INTERIM CITY MANAGER
WAGES

Discussion was held on Interim City Manager wages. Garcia stated that Snowgren and Flaherty are still working directly with Garcia. Council would like to continue to pay Snowgren and Flaherty the interim City Manager wages through October and re-evaluate at the November 7, 2023 meeting.

MARKET TAX CREDIT
CLOSING PROCESS

Discussion was held on the New Market Tax Credit Closing Process. Steadfast stated that a 501.3c must be created, a legal firm must be hired, and an accounting firm must be hired. Garcia stated that all of fees are built into the tax credit. Zupp-Smith stated that the process needs to be started immediately. Garica will work on the RFP and will see if a new 501.3c needs to be created.

CITY MANAGER TO SIGN
STATEMENT OF
COMPLETION, PHASE 2,
STAGE 2 OF GRADING &
DRAINAGE PROJECT

Motion by Logan, seconded by Curnyn, to allow the City Manager to sign the Statement of Completion for the Phase 2, Stage 2 (Grading & Drainage) project. Motion carried unanimously.

MAYOR TO SIGN
UNDERWRITING
ENGAGEMENT LETTER
WITH DA DAVIDSON

Motion by Granzen, seconded by Curnyn, to allow the Mayor to sign the Underwriting Engagement Letter with DA Davidson. Motion carried unanimously.

MAYOR TO SIGN
AMENDMENT TO
COVENANTS AND
RESTRICTIONS TO OAK
RIDGE HEIGHTS PLAT 1

Motion by Curnyn, seconded by Zupp-Smith, to allow the Mayor to sign the Amendment to Covenants and Restrictions to Oak Ridge Heights Plat 1. Motion carried unanimously.

RESOLUTION TO EXECUTE
& DELIVER QUIT CLAIM
DEED TO DMU FOR OLD
POWER PLANT TABLED

Motion by Miller, seconded by Curnyn, to table Resolution to Execute and Deliver the Quit Claim Deed to Denison Municipal Utilities for the Old Power Plant. Motion carried unanimously.

MAYOR REPORT

Soseman congratulated the Kiwanis Club on their 100th year of dedication to children. Soseman stated that Halloween would be held on October 31, 2023, from 6 p.m. to 8 p.m. She attended a meeting with the DNR to see if the Senior Center would qualify for the Brownfield grant, and she stated that it does not qualify. The Community Visioning Boards were at the Movie in the Park event. They are working on costs for each project and will present the final boards on November 2, 2023, in Ames. She met with Shattered Glass Development, last week and today. They can help connect City's with developers and complete a housing market study. They will send a proposal for their services.

CITY MANAGER REPORT

Garcia stated she has been attending meetings with Soseman. She reported that the Building ISO rating is a “5” and the state average is a “6.” Garcia stated that Department Directors will attend a Monday morning standup meeting and inquired about the Department reports. Council would like a written report in dropbox and a full report given at the regular Council meeting. Garcia stated that she would like to attend a grant writing class and recommends additional Department Directors attend. Council would like to see the costs for all Department Directors to attend. She stated that the Parks & Recreation Board narrowed the RFP selection to three firms. The firms are inquiring about an amount for equipment. Consensus was to start with \$500,000. She contacted the school and daycare in case they wanted to use the “piggyback” clause within the RFP. She has received all department policies and is reviewing them. The Building Department will receive training from Region XII for rental property inspections. Garcia stated that she will be attending a Region XII meeting, Capital Planning training, a CAT grant presentation, and financing training. She reminded Council that Homecoming is Friday.

There being no other business, the meeting adjourned at 6:41 p.m.

Pamela Soseman, Mayor

ATTEST:

Jodie Flaherty, City Clerk