

The Sheffield City Council Regular Session was called to order at Sheffield City Hall by Mayor Scott Sanders, at 7:05PM on Monday, September 14th, 2020. Council Members in attendance were Nick Wilson, Dave Smit (via telephone), Brad Mulford, and James Robbins. Also, in attendance was Pat Nuehring, Public Works Director. Brad Gardner, Police Chief joined at 7:20PM.

Mayor Sanders led the Pledge of Allegiance.

Robbins made a motion to approve the agenda and Mulford seconded the motion and it passed unanimously.

Mayor Sanders announced that it was the time and place for the public comment time. Officer Cody Brunstein was in attendance via Zoom and asked the council if there would be any sort of compensation for the hours he worked while Chief Gardner was on COVID quarantine again. Mayor Sanders stated that he was salary and he could have taken call on those days. Brunstein stated that he was called out so much, it only made sense to patrol. Sanders stated that due to the policy, no extra compensation could or would be granted. Councilman Wilson recommended that Mayor Sanders, Chief Gardner, & Officer Brunstein get together and work out some days for Brunstein to have off to help make up the extra days and hours worked.

Mulford motioned to approve the consent agenda, Smit seconded the motion, and it was approved. Those items approved in the consent agenda were: 8/10/20 minutes, September 2020 bills, August 2020 finance report.

Mayor Sanders asked the department heads to give brief updates to the council. PW Director Nuehring let the council know that the Waste Water Permit was updated and finalized with a reduction in testing. He also let them know that they had their Water survey and finishing finalizing that. He and Assistant Emhoff have almost finished the updates to the sand shed. He also let the council know that Payton Plagge has offered to donate materials and time to put a new roof on the shed at the cemetery. Nuehring would like to take the money budgeted for that improvement and finish new trim on the building so it's completely finished and secure. The council asked him to bring quotes to finish the building to the next meeting. Chief Gardner let the council know that he and Officer Brunstein completed their annual qualification with hand guns, but still need to do their night shoot. The City Clerk informed the council that she would be having the FY20 Annual Exam this week, she had been working on completing the FY20 Annual Financial Report and other annual reports. Phone Service at the swimming pool needs to be discussed. After that discussion, the clerk will bring a contract for new Mediacom service to the October meeting. The Mayor & Clerk gave an update to the council regarding a redesign of the website as well as the need to have a discussion regarding the process of fees, late fees, and consequences for unpaid Municipal Infractions.

New Business

- There was no representative from Central Park Dentistry on the call to discuss their request regarding a USDA grant application. Mary Amsbaugh was present and was able to provide a little information. Smit said that he was still confused as to what was being asked, what the grant was for, etc and couldn't make a decision without more info. Mayor Sanders told Amsbaugh to have Dr. Jay Lala call him this week for further discussions.
- 3 sealed bids were received for concrete replacement on Brickyard Rd along with 1 asphalt bid. After opening the bids, there was brief discussion. There was also asphalt bids received to replace 2 blocks of North 1st Street and 2 blocks of 255th street. Robbins said that 255th Street really needed to be concrete and that says the majority of the wear and tear on that road was from 2 companies, those companies needed to be approached before any decisions were made. After further discussion, Robbins made a motion to accept a bid from Schrock Concrete for Brickyard Road and a bid from Heartland Asphalt for North 1st Street. Mulford seconded the motion and it was approved unanimously.
- Mayor Sanders stated that he wanted to have a discussion regarding moving the Public Works office from City Hall to the Public Works shop to make room for an expansion of the police departments office. Nuehring stated that he did have a few construction jobs to finish up first. They will need internet, a computer, and printer. Robbins asked to find out costs and bring it back to the October meeting.

- Smit motioned to allow Chief Gardner to approve hunting permits as long as they fall in line with the established parameters. Robbins seconded the motion and it was approved unanimously.
- Robbins motioned to approve the installation quote for the police department's Toughbook. Robbins seconded the motion and it was approved unanimously.
- Robbins motioned to approve a resolution for the transfer of funds from Police Seizure Fund to the General Police Fund. Mulford seconded the motion and roll call vote was as follows, Ayes: Wilson, Smit, Mulford, Robbins; Absent: Peterson. Mayor Sanders declared the resolution approved, adopted, and numbered 21-11.
- Mayor Sanders announced that something needs to be done with 112 Gilman, but the city can't do it alone. There needs to be a community project to raise money and use it in conjunction with the Derelict Grant. Matt at NIACOG needs to be involved to know where things are in the process of applying for the grant.
- Robbins made a motion to set Trick or Treating for Saturday October 31st from 5-7PM. Wilson seconded the motion and it was approved unanimously.
- Mayor Sanders announced that there is one vacancy on the Planning & Zoning Commission and two vacancies on the Board of Adjustments. He will talk to some people about filling them. Smit recommended putting it on Facebook.
- There was discussion regarding the potential city clerk vacancy. After discussion, Robbins motioned to approve a hiring committee of Mayor Sanders, Councilman Smit, & Councilman Peterson along with authorizing them to interview and offer the position to someone with a salary range of \$15-\$19 per hour based on experience and qualifications along with adopting a new job description for the position. Mulford seconded the motion and it passed unanimously.
- Mulford motioned to approve the City Clerk to send out letters regarding the Main Street Flag Sponsor Program and for Website Advertisers. Smit seconded the motion and it passed unanimously.
- Robbins motioned to approve a resolution approving a transfer of funds from General Streets to RUT. Mulford seconded the motion and roll call vote was as follows, Ayes: Wilson, Smit, Mulford, Robbins; Absent: Peterson. Mayor Sanders declared the resolution approved, adopted, and numbered 21-9.
- Wilson motioned to approve a resolution approving the FY2020 Street Finance Report. Robbins seconded the motion and roll call vote was as follows, Ayes: Wilson, Smit, Mulford, Robbins; Absent: Peterson. Mayor Sanders declared the resolution approved, adopted, & numbered 21-10.

Council Comments – Councilman Mulford asked about the gas & water in the police shop. The gas is off and water will need to be turned off prior to freezing.

Mulford motioned to adjourn, Robbins seconded the motion and it passed unanimously. Adjournment at 8:30PM.

Katy Flint, City Clerk

Scott Sanders, Mayor