

City of Kinross

City Council Meeting Minutes

June 9, 2026 – 7:00 P.M.

Call to Order:

The City Council meeting was called to order by Mayor B. Mast at 7:00 P.M.

Roll Call:

Council Members Present: C. Gehman, L. Mast, C. Sanderfeld, L. Gillispie

Council Members Absent: M. Lingard

Also Present: Mayor B. Mast, Interim Clerk, J. Stutzman

Motions and Approvals

Agenda and Minutes:

A motion was made by L. Gillispie to approve the meeting agenda, seconded by C. Gehman. All council members voted in favor. **Motion carried unanimously.**

A motion was made by C. Gehman to approve the previous meeting minutes, seconded by L. Gillispie. All council members voted in favor. **Motion carried unanimously.**

Mayor's Report

Mayor B. Mast reported that Teresa from The League of Cities visited City Hall to consult on the status and cleanup of city records. Mayor Mast also noted that an audit record from 2021 was discovered containing twelve violations, including segregation of duties, chart of accounts, disbursements, garbage rate utility, City Council meetings and minutes, payroll ordinance, and electronic check retention.

Public Comment

(Limited to 5 minutes) – No public comments were made.

Public Hearing Action Items

None.

Pay Bills

A motion was made by C. Gehman to approve payment of bills, seconded by C. Sanderfeld. All council members voted in favor. **Motion carried unanimously.**

Old Business

1. **Nuisance Property update:** Discussion held; Mayor Mast reported that action has been taken.
2. **Update from Code Enforcer:** C. Sanderfeld assisted with yard cleanup and will check on size of in-ground city septic tanks.
3. **Bank Statements:** Signed.
4. **City Financials:** L. Mast reported a successful meeting with Teresa from the League of Cities. City P&L and Budget overview reports are forthcoming and another meeting will be scheduled.
5. **Fall Gathering:** Discussion held on downsizing the event to focus on organizing city records and clarifying financials before committing significant funds.

6. **Road Signs (Broadway St.):** Mayor Mast reported that signs have arrived and posts have been installed.
7. **Ordinance Book Update:** Mayor Mast reported that the update is in progress and expected to be available in approximately 7-8 months.
8. **House Numbers** C. Gehman reported two available sizes, (6x18 and 6x12) priced at \$14.70 each (6x12), plus \$12.10 for a 6-foot post. Iowa Prisons Industries would produce the signs. The City already has an account and can order online. Estimated production time is three weeks. Mayor Mast will check into possible funding assistance from Area 15 for the signs.
9. **Ordinance to Reduce Council from Five to Three members:** In an effort to maintain a five-member Council, C.Gehman contacted several potential candidates-Katrina Beachy and Peter Keller-who both responded favorably.
10. **City Clerk Listing:** Interim City Clerk J. Stutzman reported that the position listing has been published on the City website, City Facebook page, and in local newspapers. The newspaper cost is \$100 for four weeks, beginning June 2, 2026.
11. **Payroll:** W-4 information has not yet been located; item tabled.

New Business:

1. **Fire Department Disbursement Paper:** Discussion held. The City has been paying \$600. Item tabled.
2. **Free Library:** Motion made by C. Sanderfeld to approve purchase of the library and seconded by L. Mast. All Council members voted in favor. **Motion carried unanimously.** Discussion held regarding placement. Item tabled.
3. **MLA Conference:** Conference dates are September 23-25, 2026, in Bettendorf, Iowa. Registration is open; the fee is \$275 until August 1, then increases to \$325. Motion made by C. Sanderfeld to approve use of city funds for Council member and mayor attendance, seconded by L. Mast. All Council members voted in favor. **Motion carried unanimously.** Registration forms will be available at the July meeting for those who wish to attend. The City will issue checks for registration at that time.
4. **Budget Finance Classes:** Classes will be available at the MLA Conference.
5. **Flagpole:** Item tabled.
6. **Noel vs. SE Iowa Insurance:** Mayor Mast spoke with a representative from SE Iowa who agreed to attend a future Council meeting closer to the time of policy renewal. To be revisited in January 2027.
7. **CPA for City of Kinross:** Item tabled.
8. **Clerk's Report and File Cleanup:** Interim City Clerk, J. Stutzman provided a 30-day summary report outlining the status of City records and services provided to date. A professional estimate of a minimum of 20 hours will be required to complete filing cabinet cleanup and bring all records current.
9. **Plumbing – Water Line Repair (City Hall):** Mayor Mast recommended R&S Plumbing for the repair. Motion to contact R&S Plumbing made by C. Sanderfeld and seconded by C. Gehman. All Council members voted in favor. **Motion carried unanimously.**
10. **Council Communications:** Discussion held regarding scheduling a work session to assist with records cleanup. Motion made by C. Gehman to set a date for the work session, seconded by C. Sanderfeld. All Council members voted in favor. **Motion carried unanimously.** The work session was scheduled for June 22, 2026.
11. **Adjournment:** A motion to adjourn was made by L. Mast and seconded by C. Gehman.
Meeting adjourned at 8:44 P.M.

FOR PERIOD May 13th, 2026 – June 9th, 2026

<u>Amount</u>	<u>Payee</u>	<u>Amount</u>	<u>Payee</u>
\$ 29.84	Alliant Energy-City Hall	\$ 33.25	WRWA
\$ 313.74	Alliant Energy-Street Lights	\$ 813.25	Cox Sanitation
\$ 868.32	Russ	\$ 200.00	Savings Transfer

\$ 1725.00	Lynch Dallas Legal	\$ 10.00	US Cellular
\$ 530.88	Iowa Prison Industries	\$ 400.00	OCT Solutions

Total \$ 4,724.28

Next Meeting:

The council will meet next for their regularly scheduled meeting on **July 14, 2026, at 7:00 P.M.** in City Hall.

Mayor Ben Mast

J. Stutzman, Interim Clerk