

City of Agency, Iowa  
Council Meeting  
December 11, 2025

The regular meeting of the Agency City Council was called to order at 7:00 pm by Mayor Jake Johnson at City Hall. Council members in attendance were Sara Jane Douglas, Steve O'Brien, Lane Morrison, Jacoby Campbell and Samantha Ulin. Also present were City Clerk Angel Schafer, Randy Knaak, Deb Knaak, Miranda Bailey, Jeffrey Hamann, Deanna Knaak, Micah Sheheen, Matthew Sheheen, and Jason Knaak

**APPROVE OR AMEND AGENDA:**

**Mrs. Ulin motioned to approve the Agenda.** Second by Mrs. Campbell. **All Ayes. Motion passed.**

**CONSENT AGENDA**

**Mrs. Campbell motioned to approve the Consent Agenda.** Second by Ms. Douglas. **All Ayes. Motion passed.**

**COMMITTEE REPORTS**

**FINANCE COMMITTEE** – no update. Mrs. Campbell will reach out to Ms. Douglas to turn over the finances.

**STREETS, ALLEY, WATER & SEWER COMMITTEE** – no update

**HEALTH & SANITATION** – no update

**BUILDING & GROUNDS & PARKS** – no update

**Library Board** – no update

**Fire Board** – Jason Knaak advised that one council member and one at large member are needed for the fire board.

**MAYOR/COUNCIL COMMENTS:** Mayor Johnson thanked Mrs. Campbell and Mrs. Ulin for the time they served on City Council. Mr. O'Brien made a request that past meeting minutes be presented at the city council meeting.

**OLD BUSINESS**

**CITY OF AGENCY PROPERTY IMPROVEMENT**

The city received one bid for the improvement to the city shop. This estimate did not include a separator or a grease pit. It did include spray foam but no heat. Mayor Johnson estimated a grease pit cost at \$15,000 installed however he advised that Mr. Clubb would be able to install the grease pit. The city already has electric installed in the city shop. Mr. O'Brien advised that a permit would be required to do it properly. Mr. O'Brien asked if there was space in the current city shop to install it. Mayor Johnson advised there is not room with the other vehicles parked inside. Mr. O'Brien asked if footings were necessary. Inspector Hamann advised they were not. Inspector Hamann advised that he had just built a similar building for a cost of \$19,000. Mr. Morrison asked if City Council could view all of the city buildings. Mayor Johnson advised that this could be scheduled with Mr. Clubb.

**Mrs. Campbell motioned to table the vote.** Second by Ms. Douglas. **Roll call vote.**

**Ayes: O'Brien, Morrison, Douglas, Campbell, Ulin**

**Nays: None.**

**Absent: None.**

**City of Agency Property Improvement Tabled**

12/11/2025

## **NEW BUSINESS**

### **DEPUTY CLERK RESIGNATION**

Mayor Johnson advised the city had received a letter of resignation from Deputy City Clerk Pam Muntz effective December 31, 2025.

**Ms. Douglas motioned to approve the resignation of Deputy City Clerk Pam Muntz. Second by Mr. Morrison. Roll call vote.**

**Ayes: Ulin, Campbell, O'Brien, Morrison, Douglas**

**Nays: None.**

**Absent: None.**

**Resignation of Deputy City Clerk Pam Muntz accepted.**

### **DEPUTY CLERK POSITION**

**Mr. Morrison motioned to not replace the Deputy Clerk Position and to make the City Clerk position full time. Second by Mrs. Campbell. Roll call vote.**

**Ayes: O'Brien, Douglas, Campbell, Ulin, Morrison**

**Nays: None.**

**Absent: None.**

**Resignation of Deputy City Clerk Pam Muntz accepted.**

### **RESOLUTION 2025-12 SETTING FULL TIME MAINTENANCE PAY, BENEFITS & HOLIDAYS**

Mr. O'Brien advised that he has issues with Mr. Clubb taking home the city truck. He advised that he is concerned about insurance covering an accident and the extra cost of fuel and wear and tear on the truck. Mrs. Campbell advised the vote on this resolution would need to be tabled to further discuss the issue. Mrs. Campbell advised that Mr. Clubb has previously trained City Council on how to complete the checks that he completes on the weekend. Mr. Morrison advised that it would be a good idea to learn all of the things that Mr. Clubb does.

**Mr. O'Brien motioned to table resolution 2025-12. Second by Mr. Morrison. Roll call vote.**

**Ayes: Ulin, Douglas, O'Brien, Morrison**

**Nays: Campbell.**

**Absent: None.**

**Resolution 2025-12 tabled.**

### **RESOLUTION 2025-13 SETTING MAINTENANCE CONTRACT WAGE**

**Ms. Douglas motioned to approve Resolution 2025-13. Second by Mrs. Campbell. Roll call vote.**

**Ayes: Morrison, O'Brien, Douglas, Ulin, Campbell**

**Nays: None.**

**Absent: None.**

**Resolution 2025-13 passed**

### **RESOLUTION 2025-14 SETTING PART TIME CITY CLERK PAY, BENEFITS AND HOLIDAYS**

**Mrs. Campbell motioned to table Resolution 2025-14. Second by Mrs. Ulin. Roll call vote.**

**Ayes: Morrison, Douglas, Campbell, Ulin, O'Brien**

**Nays: None.**

**Absent: None.**

**Resolution 2025-14 tabled**

**RESOLUTION 2025-15 SETTING PART TIME DEPUTY CITY CLERK PAY, BENEFITS AND HOLIDAYS**

**Ms. Douglas motioned to approve Resolution 2025-15. Second by Mr. Morrison. Roll call vote.**

**Ayes: O'Brien, Morrison, Campbell, Douglas, Ulin**

**Nays: None.**

**Absent: None.**

**Resolution 2025-15 passed**

**RESOLUTION 2025-16 SETTING PART TIME LIBRARY DIRECTOR PAY, BENEFITS AND HOLIDAYS**

**Mrs. Campbell motioned to approve Resolution 2025-16. Second by Ms. Douglas. Roll call vote.**

**Ayes: Morrison, O'Brien, Campbell, Ulin, Douglas**

**Nays: None.**

**Absent: None.**

**Resolution 2025-16 passed**

**RESOLUTION 2025-17 ANNUAL FINANCIAL STREET REPORT**

**Ms. Douglas motioned to approve Resolution 2025-17. Second by Mr. O'Brien. Roll call vote.**

**Ayes: O'Brien, Ulin, Morrison, Douglas, Campbell**

**Nays: None.**

**Absent: None.**

**Resolution 2025-17 passed**

**302 W MAIN STREET**

Mayor Johnson advised there had been a fire in a rental property. Per the Agency Fire Department and City Inspector the rental property needed to be inspected. The inspector noted there had been a small fire in the basement. The electric was in bad shape and the house was in unsanitary condition. The house appears to be structurally sound. The inspector advised that he likes to air on the side of safety and has placarded the house until the problems have been taken care of. Only Jason Knaak and his crew are allowed to be in the house at this time per the owners. The inspector advised that the Wapello County Sheriff's Office would like to trespass anyone else on the property who enters without the owner's permission. Jason Knaak advised that he has already changed some of the locks on the house and has posted no trespassing signs. Mr. Sheheen introduced himself as the owner of 302 W Main Street and ready aloud a prepared statement.

**PUBLIC FORUM:**

Deanna Knaak advised that she had spoken with Mr. Clubb regarding an alley and wanted to know what policy enforcement was being done.

**ADJOURNMENT- Mrs. Ulin motioned to adjourn. Second by Mrs. Campbell. All Ayes. Meeting adjourned at 8:53 PM**

---

**Jake Johnson, Mayor**

---

**Attest: Angel Schafer, City Clerk**

12/11/2025