

CITY OF ELKHART BUSINESS MEETING MINUTES APRIL 16th, 2018 - 7:00 p.m. City Hall

1. Call to Order

Mayor Snyder called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Mayor Snyder led the room in the Pledge of Allegiance.

3. Roll Call

Council members present: Michael Just, Steve Nolte, Kevin Smith, Colten Fors. Councilman Brian Shipley arrived at 7:05.

Staff present: City Clerk Kyle Michel, Planning and Zoning Chairman Mike Kappos and City Engineer Forrest Aldrich, Fire Chief Alan Mathis, Assistant Fire Chief Chris Mathis, firefighters Jason Lemke, Jenn Drey and Alan Summers, City Financial Advisor Matt Stoffel.

4. Approval of the Agenda

Motioned by Nolte, Seconded by Smith, motion carried, Councilman Shipley was not present to vote.

5. Citizen Hearing and Other Communications:

a. Polk County Sheriff Report

- i. Report delivered by Lieutenant Brandon Bracelin, no service calls required further discussion or explanation

b. Mean Machine Cycle Parts

- i. Robert Boggs of Mean Machine Cycle Parts was present to voice concerns regarding the Fire Department training burn scheduled to be conducted on April 21st, 2018. Members of the Fire Department were present to address specific concerns and provide further information regarding the nature of the training and safety precautions that would be taken.

6. Consent Agenda

City Clerk gave a review of the items on the Consent Agenda.

Motioned by Just, Seconded by Shipley, motion to approve the consent agenda carried unanimously.

- a. Minutes of the March 12th, 2018 Council meeting
- b. Minutes of the March 29th, 2018 Council meeting
- c. March 2018 Financial Reports
- d. April Bills Submitted
- e. Resolution to authorize road closures in support of the Mean Machine Cycle Parts Spring Smokeout event
- f. Resolution to authorize debt service payments for Series 2015A and 2015B bonds associated with the Industrial Park infrastructure

CLAIMS REPORT

VENDOR	INVOICE DESCRIPTION	AMOUNT
ALAN SUMMERS	FIRE INVESTIGATION CLASS REIM	\$300.00
ANKENY HARDWARE	CONCRETE SUPPLIES	\$36.42
ANKENY HARDWARE	TRASH BAGS	\$16.99
ANKENY SANITATION	GARBAGE SVC	\$53.49
CEDAR RAPIDS B&T CREDIT	DCI BACKGROUND CHECK HEN HOUSE	\$247.15
CHEM-SULT, INC	WATER TREATMENT CHEMS	\$686.05

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CITY OF CAMBRIDGE IA-LIBRARY	ELKHART AGREEMENT-ANNUAL	\$1,900.00
CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$157.80
THE COPY SHOP	COPIES	\$14.00
CRUISER ELECTRIC LLC	ELECTRIC REPAIR	\$550.00
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$400.06
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$982.12
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$759.01
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$865.70
ESO SOLUTIONS INC	FIREHOUSE SOFTWARE	\$480.00
FIRE SERVICE TRAINING BUREAU	FIRE SVC TRAINING BUREAU	\$25.00
FIRE SERVICE TRAINING BUREAU	FIRE SVC TRAINING BUREAU	\$155.00
HUXLEY COMMUNICATIONS	CHALL & FIRE PHONE/INTERNET	\$94.94
TREASURER, STATE OF IOWA	MONTHLY SALES TAX	\$1,466.00
TREASURER STATE OF IOWA	STATE TAXES	\$100.00
TREASURER STATE OF IOWA	STATE TAX	\$116.00
IOWA DEPT NATURAL RESOURES	WASTEWATER WATER CONS PERMIT	\$271.30
IOWA ONE CALL	EMAIL LOCATES	\$29.80
IOWA PC SOLUTIONS	MONTHLY HOSTING	\$40.00
IOWA PRISON INDUSTRIES	ALBAUGH BENCH	\$419.10
IPERS	IPERS	\$130.68
IPERS	IPERS	\$414.96
IPERS	IPERS	\$468.83
JETSURGE	JETTING LINCOLN TO WALNUT 725'	\$725.00
KEYSTONE LABORATORIES INC	SAMPLE ANALYSIS	\$83.60
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$172.36
MENARDS - ANKENY	POTHOLE PATCH, MAIN STREET	\$59.50
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$651.70
MID AMERICAN ENERGY	ELECTRIC/GAS 03670-63009	\$2,333.95
NATHAN GILLMORE	FURNANCE REPAIR	\$209.50
POLK CO TREASURER	ANIMAL CONTROL	\$200.62
POLK COUNTY ELECTION OFFICE	ELECTION EXPENSES	\$225.15
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$986.00
RACOM CORPORATION	28RADIO ACCESS EDACS	\$658.00
SAM'S CLUB	SUPPLIES	\$408.00
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$41.27
THORPE WATER DEVELOPMENT	MONTHLY WATER OP, CCR, SAMPLES	\$1,931.57
TOMPKINS INDUSTRIES	HYDRAULIC HOSES	\$186.40
VEENSTRA & KIMM INC	ENGINEERING	\$216.00
VEENSTRA & KIMM INC	ENGINEERING	\$40,808.75
VEENSTRA & KIMM INC	ENGINEERING	\$346.50
VEENSTRA & KIMM INC	ENGINEERING	\$718.46
VERIZON WIRELESS	FIRE VEHICLES MIFIBROADBAND	\$80.02
WD DOOR	PLOW GARAGE DOOR OPENERS	\$2,050.00

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WD DOOR	GARAGE DOOR REMOTES	\$91.00
WEX BANK	FUEL	\$181.76
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TREASURER STATE OF IOWA	STATE TAXES	\$137.00
IPERS	IPERS	\$527.11
PAYROLL CHECKS ON 3/13/2018		\$1,605.43
PAYROLL CHECKS ON 3/15/2018		\$2,258.53
PAYROLL CHECKS ON 3/30/2018		\$2,436.88
PAYROLL CHECKS ON 4/13/2018		\$2,599.90
**** PAID TOTAL ****		\$17,719.76
**** SCHED TOTAL ****		\$55,985.44
**** OPEN TOTAL ****		\$664.11
***** REPORT TOTAL *****		\$74,369.31

7. Public Hearing on proposed plans, specifications, form of contract and estimate of cost for the Wastewater Treatment Facility Improvements Project

Motioned by Just to open the Public Hearing, Seconded by Nolte, motion carried unanimously. Mayor Snyder declared the Public Hearing open at 7:21 p.m. and opened the floor to public comment. No comments received. City Engineer Forrest Aldrich was present to discuss bid letting process and estimate of cost. Discussion ensued regarding future expansion and cost estimates. Motioned by Just to close the Public Hearing, Seconded by Shipley, motion carried unanimously. Mayor Snyder declared the Public Hearing closed at 7:27 p.m.

a. Resolution 2018-41

A Resolution finally approving and confirming plans, specifications, form of contract and estimate of cost for the Wastewater Treatment Facility Improvements Project
Motioned by Just, Seconded by Fors, motion carried unanimously.

b. Resolution 2018-49

A Resolution to ratify postponement of bid letting for the Wastewater Treatment Facility Improvements Project
Motioned by Just, Seconded by Shipley, motion carried unanimously.

8. Wastewater Treatment Facility Update

Financial Advisor Matt Stoffel of Public Financial Management was present to provide Council with an updated funding scenario for the Wastewater Treatment Facility Improvements Project. Discussion ensued regarding funding mechanisms and benefits associated with each mechanism. Information was provided regarding anticipated Local Option Sales and Service Tax revenue that could be used to defray some of the costs associated with this project. These revenues would meet the 50% tax relief requirement of the ballot language approved by Elkhart citizens at the special tax election in March.

a. Resolution 2018-42

A Resolution to fix a date for a public hearing on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$1,350,000.
Motioned by Fors, Seconded by Shipley, motion carried unanimously.

- b. Resolution 2018-43**
A Resolution to fix a date for a public hearing on proposal to enter into a General Obligation Sewer Improvement Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$3,500,000.
Motioned by Fors, Seconded by Just, motion carried unanimously.

- 9. Resolution 2018-44 A Resolution to fix a date for a public hearing on proposed budget amendment #1 to the Fiscal Year 2018 Budget.**
City Clerk gave review of the amendment, posting requirements, and date to set for the Public Hearing being May 21st.
Motioned by Just, Seconded by Nolte, motion carried unanimously.

- 10. Resolution 2018-45 A Resolution affirming the Mayor's Proclamation marking the 50th Anniversary of Home Rule in Iowa**
City Clerk provided an explanation of Home Rule in Iowa as well as its importance. The Mayor read his proclamation aloud.
Motioned by Nolte, Seconded by Shipley, motion carried unanimously.

- 11. Resolution 2018-46 A Resolution to authorize the purchase of an underground pipe locator for the Public Works Department**
No action was taken and the Resolution was tabled pending more research into the locators that were quoted. Public Works employee Ron Cornwell requested further time to schedule demos with select vendors to ensure the correct locator was purchased.

- 12. Report of the Planning and Zoning Commission**
Planning and Zoning Chairman Mike Kappos gave a review of the meeting held on April 5th to discuss a site plan submitted for Huber Grading's parking lot expansion and the Final Plat submitted for Elk Run Plat 2. Erin Ollendike of Civil Design Advantage was present to answer any questions regarding either project.

 - a. Resolution 2018-47**
A Resolution accepting the Site Plan for Huber Grading Parking Expansion as submitted by Erin Ollendike of Civil Design Advantage.
Motioned by Smith, Seconded by Just, motion carried unanimously.

 - b. Resolution 2018-48**
A Resolution accepting the Final Plat for Elk Run Plat 2 as submitted by Erin Ollendike of Civil Design Advantage.
Motioned by Shipley, Seconded by Fors, motion carried unanimously.

- 13. Reports of elected officials, City staff and standing committees.**
Nolte: Informed Council of the sewer main jetting that occurred on Lincoln Avenue between Maple and Walnut.

Smith: Informed Council of the status of crack sealing of streets in Prairie Pointe and select streets in Elkhart.

City Clerk: Informed Council of the receipt of the Metro Waste Authority Mini Grant in order for the City to continue making progress on their paper reduction strategies. The grant will be used to purchase tablets for elected officials and City staff to use during meetings. The City has reduced printing by 66% through current reduction strategies and hopes to reduce printing by another 10% through the use of tablets. The Council and those present were also reminded to turn in their grocery bags to City Hall as part of the Metro Waste Authority collection contest.

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Fire Department: Gave review of report submitted to Council and expressed an interest in pursuing a grant so the Fire Department can replace SCBA cylinders.

Planning and Zoning: Informed Council that a meeting would be scheduled in the beginning of May to commence the review of the City's Comprehensive Plan.

Cemetery Association: Informed Council that a bench had been purchased and was scheduled for installation before the Memorial Day service.

14. Discussion – Elkhart Memorial Park Board

Ron Adams of the Elkhart Memorial Park Board was present to provide information to the City Council in regards to the Board's desire to form an association. The intent of the association would be to manage baseball operations conducted at Memorial Park and work with local donors to make improvements to available facilities. Ron asked that the City work with the Board towards this goal over the next few months.

15. New and Miscellaneous Business – None

16. Adjourn

Motioned by Nolte, Seconded by Shipley, motion carried unanimously.
Mayor Snyder adjourned the meeting at 8:27 p.m.



Brandon Snyder, Mayor

ATTEST:



Kyle J. Michel, City Clerk