

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
Brain Shipley and Colten Fors were absent.

Staff present: City Clerk Kyle Michel, Planning and Zoning Chairman Mike Kappos and
Fire Chief Chip Mathis

4. Approval of the Agenda

Motioned by Just, Seconded by Nolte, motion carried unanimously.

5. Citizen Hearing and Other Communications:

a. Polk County Sheriff Report

- i. Delivered reports and discussed the success seen from reassigning patrol cars in order to provide for a dedicate patrol car in northern Polk County

b. Mean Machine Cycle Parts

- i. Provided Council with information regarding upcoming events with the intent of having a street event on May 19th, 2018

6. Consent Agenda

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

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

- a. Minutes of the January 15th, 2018 Council meeting
- b. January 2018 Financial Reports
- c. February Bills Submitted
- d. Liquor License Renewal – Elkhart Pub
- e. 513 NE Maple Street Tax Abatement Application
- f. 208 NE Cedar Lane Tax Abatement Application

CLAIMS REPORT

VENDOR	INVOICE DESCRIPTION	AMOUNT
ANKENY HARDWARE	MOP HEAD	\$37.96
ANKENY SANITATION	GARBAGE SVC	\$53.49
ARNOLD MOTOR SUPPLY	CUSTEL995	\$28.50

CITY OF ELKHART BUSINESS MEETING MINUTES February 19th, 2018 - 7:00 p.m. City Hall

OFFICE OF AUDITOR OF STATE	PERIODIC EXAM FEE	\$1,200.00
BASCOM TRUCK & AUTOMOTIVE INC	AUTO PARTS FIRE	\$529.01
BATTERIES PLUS	CAR 359 BATTERY	\$122.95
CEDAR RAPIDS B&T CREDIT	LOST FLYER PRINTING	\$480.16
CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$164.93
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$184.58
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$867.98
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$784.62
FIRE SERVICE TRAINING BUREAU	FIRE SVC TRAINING BUREAU	\$25.00
HENDERSON PRODUCTS INC	SNOW PLOW BLADE REPAIR	\$240.00
HENDERSON PRODUCTS INC	SNOW PLOW BLADE REPAIR	\$285.57
HUXLEY COMMUNICATIONS	CHALL & FIRE PHONE/INTERNET	\$82.58
TREASURER STATE OF IOWA	STATE TAXES	\$125.00
TREASURER STATE OF IOWA	STATE TAX	\$116.00
IMFOA	MBR DUES < 2,000 POPULAT	\$50.00
IOWA DEPT OF TRANSPORTATION	ST SIGN	\$271.60
IOWA ONE CALL	EMAIL LOCATES	\$12.60
IOWA PC SOLUTIONS	MONTHLY HOSTING FEE	\$40.00
IPERS	IPERS	\$130.68
IPERS	IPERS	\$545.72
IPERS	IPERS	\$514.30
JENN DREY	BLS CARD REIMBURSEMENT	\$43.75
KEYSTONE LABORATORIES INC	SAMPLE ANALYSIS	\$169.10
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$83.04
MENARDS - ANKENY	TOILET REPLACEMENT/REPAIR	\$203.62
MENARDS - ANKENY	ORGANIZING SUPPLIES	\$8.34
METHODIST OCCUP HEALTH	TB TESTS FIRE DEPT	\$966.00
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$651.70
MID AMERICAN ENERGY	ELECTRIC/GAS 03670-63009	\$1,983.20
MID AMERICAN ENERGY	ELECTRIC/GAS 03670-63009	\$2,343.02
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$986.00
PRAETORIAN DIGITAL	FIREEMS ACADEMY ANNUAL SUBS	\$1,050.00
RACOM CORPORATION	28RADIO ACCESS EDACS	\$658.00
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$56.87
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$30.93
THORPE WATER DEVELOPMENT	MONTHLY OPERATION	\$1,820.00
VEENSTRA & KIMM INC	ENGINEERING	\$2,625.75
VEENSTRA & KIMM INC	ENGINEERING	\$3,606.40
VEENSTRA & KIMM INC	ENGINEERING	\$1,675.47
VEENSTRA & KIMM INC	ENGINEERING	\$906.31
VERIZON WIRELESS	FIRE VEHICLES MIFIBROADBAND	\$80.02

WEX BANK	FUEL	\$168.69
TREASURER STATE OF IOWA	STATE TAXES	\$113.00
IPERS	IPERS	\$501.90
PAYROLL CHECKS ON 1/26/2018		\$1,738.86
PAYROLL CHECKS ON 1/29/2018		\$1,233.74
PAYROLL CHECKS ON 2/15/2018		\$2,575.70
**** PAID TOTAL ****		\$32,427.06
**** SCHED TOTAL ****		\$130.68
**** OPEN TOTAL ****		\$614.90
***** REPORT TOTAL *****		\$33,172.64

7. Public Hearing on Proposed Amendment to the Elkhart Urban Renewal Area

Motioned by Just to open the Public Hearing, Seconded by Nolte, motion carried unanimously.

Mayor Snyder declared the Public Hearing open at 7:09 p.m. and opened the floor to public comment. No comments received. City Clerk gave a review of the amendment. Planning and Zoning Commissioner gave a review of action taken by the Planning and Zoning Commission on February 8th, 2018 to recommend to Council the adoption of the proposed amendment.

Motioned by Just to close the Public Hearing, Seconded by Smith, motion carried unanimously.

Mayor Snyder declared the Public Hearing closed at 7:12 p.m.

a. Resolution 2018-17

A Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Elkhart Urban Renewal Area.

Motioned by Nolte, Seconded by Just, motion carried unanimously.

8. Discussion and Possible Action Regarding Water Tower Maintenance Proposal from Maguire Iron.

Jake Dugger of Maguire Iron was present to brief Council on the status of the City's water tower, constructed by Maguire Iron in 2008. Maguire was on site in February to examine the tower and perform a visual inspection. A proposal was presented to Council for consideration to establish a 5 year maintenance program with the option for yearly renewal after the first 5 years. City Clerk explained the City's need for a maintenance schedule and the history of water tower maintenance in the City. Clerk also gave a review of the City's budget and how the maintenance agreement would fit within current budget projections for Fiscal Year 19.

Resolution 2018-18

A Resolution to Accept the Water Tower Maintenance Proposal from Maguire Iron

Motioned by Nolte, Seconded by Smith, motion carried unanimously.

9. Discussion and Possible Action Regarding Water Resource Restoration Sponsored Project Application

Ryan Benjegerdes, Bolton & Menk, presented to Council on the Sponsored Project Application process and status and was available for any questions from the City Council and those in attendance. Ryan explained what funds were available and what match would be required of the City. He outlined the two potential projects being presented to the DNR for consideration. City Clerk gave review of the process that the City has undertaken so far and how the Sponsored Project Application fits into the City's schedule for Wastewater Treatment Facility Application.

Resolution 2018-19 a Resolution Authorizing the Submittal of a Clean Water SRF Water Resource Restoration Sponsored Project Application

Motioned by Smith, Seconded by Nolte, motion carried unanimously.

10. Update on the Wastewater Treatment Facility Improvement Project.

City Clerk provided a review of the current project timeline as submitted by City Engineer Bob Veenstra.

11. Resolution 2018-20 Setting Date for Public Hearing on Proposed Budget for Fiscal Year 2019.

Motioned by Just, Seconded by Smith, motion carried unanimously.

12. Discussion and Possible Action Regarding 2018 Spring Cleanup Dates

City Clerk presented Council with three potential dates for the 2018 Mayor's Spring Cleanup Day. Council selected April 28th as the ideal date for the spring cleanup day.

Resolution 2018-21 Setting Date for 2018 Spring Cleanup Day

Motioned by Nolte, Seconded by Just, motion carried unanimously.

13. Resolution 2018-22 Waiving the City's Right to Review Plat of Survey for Parcel 2018-20.

Motioned by Just, Seconded by Smith, motion carried unanimously.

14. Resolution 2018-23 Accepting Project Improvements for Elkhart Industrial Park Plat 2.

Motioned by Smith, Seconded by Just, motion carried unanimously.

15. Resolution 2018-24 Approving Quote for Garage Door Openers for the Public Works Garage

Motioned by Nolte, Seconded by Smith, motion carried unanimously.

16. Resolution 2018-25 Approving Quote for City Hall Office Furniture.

Motioned by Just, Seconded by Nolte, motion carried unanimously.

17. Discussion and Possible Action Regarding City Hall Printing Services

City Clerk gave review of the current printing services contract with Marco and presented Council with proposals for new printers and printing services.

Resolution 2018-26 Accepting Printing Service Proposal from Marco.

Motioned by Just, Seconded by Smith, motion carried unanimously.

18. Update on Parks and Recreation Board

City Clerk gave review of the applications that have been received for the vacancies on the Parks and Recreation Board. Clerk would like to receive a few more applications and potentially put the applications before the Mayor and Council for appointment and approval at the March 12th meeting in order to allow for a quarterly meeting of the board to occur in the first quarter.

19. Reports of elected officials, City staff and standing committees

Just: Gave a review of the most recent DART Commission meetings and the status of Elkhart's withdrawal.

City Clerk: Gave the Council an update on the animal control ordinance being prepared by the City Attorney

Fire Department: Chief Mathis gave a review of his monthly report as submitted to Council. Informed Council that two volunteers would be going to training over the weekend of February 24th.

Cemetery Association: Gave review of most recent meeting and the intent to purchase a bench for the cemetery using a donation.

Planning and Zoning: Gave review of most recent meeting and a tentative agenda for the meeting in March where the commission will begin to review the City's Comprehensive Plan with the intent of working through recommendations for Council approval.

20. New and Miscellaneous Business

None

21. Adjourn

Motioned by Smith, Seconded by Just, motion carried unanimously.
Mayor Snyder adjourned the meeting at 8:40 p.m.



Brandon Snyder, Mayor

ATTEST:



Kyle J. Michel, City Clerk