

CITY OF ELKHART BUSINESS MEETING MINUTES, JANUARY 16, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER

1. Call to Order

Mayor Fors called the meeting to order at 6:00 PM

2. Pledge of Allegiance

Mayor Fors led the room in the Pledge of Allegiance

3. Roll Call

Council Members Present: Nathan Gillmore, Steve Allen, Brad Fordyce, Brian Shipley and Angie Schaffer

4. Approval of Agenda

Motioned by Shipley, seconded by Allen to approve the Agenda as published, motion carried

5. Citizen Hearing and Other Communications

a. Polk County Sheriff Report

Submitted a report

b. Public Comments

Ron Adams came to Mayor and Council with 2 questions

6. Reports of the Elected Officials, City Staff and Standing Committees

Drey, Fire Chief: 150 calls for year 2022, Submitted a Financial Report to Mayor and Council for charging of calls, addressed any questions or concerns.

Cornwell, Public Works Advisor: Addressed Mayor and Council with a report of Kimberly Woods, Stormwater Project, New Daycare, New Maintenance Shop, Infiltration issues, Seasonal only employees, End loader verses new truck. Cornwell Addressed all questions and concerns.

Kappos, Planning and Zoning: Request of appointing a New Member to the Planning and Zoning, Review and Approval of the Main Street Master Plan, addressed a question from the Mayor about how many members can be on Planning and Zoning.

Hysell, City Clerk: Introduced the New Deputy/Utility Billing Clerk to the Mayor and Council and let her tell a little bit about herself, Hysell recommended the hiring of Marissa Butler to Elkhart Staff.

Sands, City Administrator: Submitted a Report and Reviewed it with Mayor and Council, addressing any questions or concerns.

7. Consent Agenda Resolution 2023-1

Motioned by Shipley, seconded by Fordyce to approve the Consent Agenda, motion carried

a. December 2022 Cash Report

b. December 2022 Treasurer's Report

c. December 2022 Budget Report

CITY OF ELKHART BUSINESS MEETING MINUTES, JANUARY 16, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER

- d. January 2023 Bills submitted
 - e. December 2022 Minutes of Council Meeting
8. Resolution 2023-2
- Motioned by Shipley, seconded by Allen to approve the New Deputy/Utility Billing Clerk @\$20.50 per/hr. Fulltime hours, starting January 26,2023, Marissa Butler, motion carried
9. Discussion and review with Jordan Kappos/V&K Engineering of the Phase 1 at Prairie Point and Soil Samples at New Water Treatment Plant location, questions and concerns from the Mayor and Council were addressed by Kappos.
10. Resolution 2023-3
- Motioned by Fordyce, seconded by Shipley to Set a Public Hearing Date of February 21, 2023, for Max Levy FY2024, motion carried
11. Resolution 2023-4
- Motioned by Shipley, seconded by Allen approving Pay Request #4-Stormwater Project to On Track Construction not to exceed \$32,321.37, motion carried
12. Resolution 2023-5
- Motioned by Allen, seconded by Schaffer to Waive our Right to Review Boundary line Adjustment at 3743 NE 142nd Ave, motion carried
13. Resolution 2023-6
- Motioned by Allen, seconded by Shipley to approve low bid for Stormwater intake repair on Railroad Ave to Troy Parsons, not to exceed \$4,500.00, motion carried
14. Resolution 2023-7
- Motioned by Shipley, seconded by Schaffer to appoint a New Planning and Zoning Member, Brad Campbell to fulfill the 1 Year remaining term open position, and 5-year term, motion carried
15. Discussion of appointing Council Member to oversee various departments is to stay the same with adding Angie Schaffer to fill Cemetery/Technology opening
16. Resolution 2023-8
- Motioned by Fordyce, seconded by Shipley to approve the hiring of 2 Seasonal Employees at \$16.00 per/hr., Brad Campbell and Javier Franco, motion carried
17. Resolution 2023-9
- Motioned by Shipley, seconded by Fordyce to approve the billing for Fire Calls as stated in Financial Report from Chief Drey, motion carried

CITY OF ELKHART BUSINESS MEETING MINUTES, JANUARY 16, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER

18. Resolution 2023-10

Motioned by Shipley, seconded by Allen to approve adding MLK Day to approved Holidays for Employees, motion carried

19. Resolution 2023-11

Motioned by Shipley, seconded by Fordyce to add a Floating Holiday to approved Holidays for Employees, Nay-Gillmore, Nay-Allen, Yea-Shipley, Yea-Fordyce, Yea-Schaffer, 3-2 vote, motion carried

20. Adjourn

Motioned by Shipley, seconded by Allen to adjourn the Council Meeting at 7:04PM

CLAIMS REPORT

VENDOR	INVOICE DESCRIPTION	AMOUNT
ANKENY SANITATION	GARBAGE SVC	\$75.31
BOLTON & MENK	QUIET ZONE STUDY	\$1,828.00
BRENDA HYSELL	PHONE REIMBURSEMENT	\$75.00
CERTIFIED POWER, INC.	HYDRALIC PUMP FOR SNOWPLOW	\$615.00
CHAD SANDS	PHONE REIMBURSEMENT	\$75.00
CHAD SANDS	DECEMBER TRAVEL/MEETING EXPENS	\$59.25
CHEM-SULT, INC	WATER TREATMENT CHEMS	\$777.02
COMPUTER RESOURCE SPECIAL	RECOVERY OF GOOGLE DOCS AND	\$202.50
D & R ENTERPRISES,LLC	MAIN STREET INCENTIVE PROGRAM	\$20,000.00
DES MOINES REGISTER MEDIA	DECEMBER MEETING MINUTES	\$221.19
ED LEEDOM	CODE ENFORCEMENT	\$355.00
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$4,601.54
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$3,268.97
FIDELITY SECURITY LIFE	VISION	\$40.01
FIDELITY SECURITY LIFE	VISION	\$5.02
FIDELITY SECURITY LIFE	VISION	\$5.02
HEARTLAND COOP	FUEL	\$3,239.47
HUXLEY COMMUNICATIONS	CHALL/FIRE/CITY SHOP INTERNET	\$172.00
IA FINANCE AUTHORITY-SRF	2021 SERIES WA MAIN EXTENSION	
TREASURER STATE OF IOWA	STATE TAXES	\$28.00

CITY OF ELKHART BUSINESS MEETING MINUTES, JANUARY 16, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER

TREASURER STATE OF IOWA	STATE TAXES	\$566.00
TREASURER STATE OF IOWA	STATE TAX	\$809.00
IOWA ONE CALL	EMAIL LOCATES	\$125.20
IPERS	IPERS	
IPERS	IPERS	
IPERS	IPERS	\$1,899.71
IPERS	IPERS	\$2,641.81
JETCO, INC	SERVICE CALL AND LABOR	\$1,125.00
WASTE SOUTIONS OF IOWA	PORTABLE RESTROOMS	\$31.80
WASTE SOUTIONS OF IOWA	PORTABLE RESTROOMS	\$31.80
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$183.46
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$1,676.16
MICROBAC LABORATORIES INC	KEYSTONE IS NOW MICROBAC	\$68.25
MID AMERICAN ENERGY	ELECTRIC/GAS 03670-63009	\$42.89
MID AMERICAN ENERGY	ELECTRIC/GAS 03670-63009	\$3,417.29
MIKE KAPPOS	REIMB CARTRIDGES FOR COPIER	\$69.96
OMNISITE CELLULAR MONITOR	ANNUAL WIRELESS SVC	\$1,160.00
ON-TRACK CONSTRUCTION,LLC	PAY REQUEST #3-STORMWATER	\$43,328.08
P&P CONCRETE&CONSTRUCTION	CEMENT WORK AT NW GARFIELD AND	\$999.00
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$2,620.75
PRAIRIE EVENT SUPPLY	NEW FOLDING CHAIRS AT CC	\$486.00
RACOM CORPORATION	28RADIO ACCESS EDACS	\$719.10
RICK HUEBNER	PHONE REIMBURSEMENT	\$75.00
RON CORNWELL	PHONE REIMBURSEMENT	\$75.00
REUTER & ZENOR CO.	SKIDSTEER	\$110.68
T&C REPAIR LLC	PLOW TRUCK HYDRALIC PUMP	\$1,228.99
THORPE WATER DEVELOPMENT		\$1,822.00
VAN WERT INC	METERS AND CONNECTIONS	\$1,836.56
VEENSTRA & KIMM INC	BUILDING PERMITS	\$591.00
VEENSTRA & KIMM INC	WATER TREATMENT PLANT	\$18,221.88
VEENSTRA & KIMM INC	EAST STORM TRUNK SEWER	\$630.00

CITY OF ELKHART BUSINESS MEETING MINUTES, JANUARY 16, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER

VEENSTRA & KIMM INC	EAST STORM TRUNK SEWER	\$4,906.62
VEENSTRA & KIMM INC	PRAIRIE POINT PARK AMENITIES	\$4,883.13
VERIZON WIRELESS	FIRE/CITY HALL PHONES	\$269.69
VISA	CSB CREDIT CARD	\$916.49
WASTE SOLUTIONS OF IOWA	PORTABLE RESTROOMS	\$319.00
WELLMARK	GROUP INSURANCE	\$1,512.68
WELLMARK	INSURANCE- A T	\$189.10
WELLMARK	INSURANCE- A T	\$189.10
WHITFIELD&EDDY,PLC TRUST ACCNT	ANNEXATION	\$52.50
Accounts Payable Total		\$135,473.98
Invoices: Paid		\$78,003.45
Invoices: Scheduled		\$57,470.53
Total Paid On: 12/28/22		\$11,743.90
Total Paid On: 1/12/23		\$9,868.01
Total Payroll Paid		\$21,611.91
***** REPORT TOTAL *****		\$157,085.89
GENERAL		\$37,006.86
ARPA		\$20,000.00
ROAD USE TAX		\$5,017.85
COMMUNITY BETTERMENT FUND		\$63.60
CHECKING-MAIN STREET		\$1,828.00
PRAIRIE POINT PARK-2022A		\$4,883.13
WA TRTMENT EXT-2022A		\$18,221.88
STORM WATER-PHASE1-2022A		\$48,864.70
WATER		\$10,607.22
WATER SINKING		
SEWER		\$10,109.70
STORM WATER		\$482.95
TOTAL FUNDS		\$157,085.89

CITY OF ELKHART BUSINESS MEETING MINUTES, JANUARY 16, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER
