

NOTE: All public comments will generally be limited to a maximum of three (3) minutes per person and shall fall under Agenda Item 5: Citizen Hearing and Other Communications. Under Iowa law, the City Council is prohibited from discussing or taking any action on an item not appearing on its posted agenda. Any issue raised by public comment under the Citizen Hearing will be referred to staff for a decision on whether or not it should be placed on a future agenda. All comments from the public, Council, and Staff shall address the presiding officer, and upon recognition by the presiding officer, shall be confined to the question under debate.

Business Meeting Agenda:

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Citizen Hearing and Other Communications:**
 - a. Polk County Sheriff Report
 - b. Scott Drey-Fire Chief
 - c. Public Comments on items not on the Agenda- **3-minute limit**
- 6. Public Hearing**
 - a. Well Protection Ordinance Update
 - b. Fence Ordinance Update
- 7. Reports of Elected Officials, City Staff and Standing Committees**
- 8. Consent Agenda:**
 - a. June Cash Report
 - b. June Treasurer's Report
 - c. June Budget Report
 - d. July Bills submitted
 - e. June Minutes of Council Meeting
- 9. Resolution to Approve** Connection Fee District Contract with V&K
- 10. Ordinance 2023-1-Increase in Water Rates for FY2024-3rd and Final Reading and Adopt Ordinance 2023-1-Increase in Water Rates for FY2024**
- 11. Ordinance 2023-2-Increase in Sewer Rates for FY2024-3rd and Final Reading and Adopt Ordinance 2023-2-Increase in Sewer Rates for FY2024**
- 12. Ordinance 2023-3-Increase in Stormwater Rates for FY2024-3rd and Final Reading and Adopt Ordinance 2023-3-Increase in Stormwater Rates for FY2024**
- 13. Ordinance 2023-4-1st Reading-Well Protection Ordinance Update**
- 14. Ordinance 2023-5-1st Reading-Fence Ordinance Update**
- 15. Resolution to Approve** Main Street Plan
- 16. Resolution to Approve** Central Iowa Watershed Management Agreement
- 17. Resolution to Approve** Deleting Property from the Elkhart Urban Renewal Area
- 18. Ordinance 2023-6-1st Reading of Deleting Property from the Tax Increment Financing District for the Elkhart Urban Renewal Area of the City of Elkhart, Iowa, Pursuant to Section 403.19 of the Code of Iowa**
- 19. Resolution to Set Date for Public Hearing** on Designation of the Expanded Elkhart Urban Renewal Area and on Urban Renewal Plan Amendment
- 20. Discussion and Possible Action** on Appointment of Planning and Zoning Commission Members
- 21. Discussion and Possible Action** on Appointment of Board of Adjustment Members
- 22. Resolution to Approve** Annual Exam for FY2023 Financials
- 23. Discussion and Possible Action** on Temporary Water Meter Regulations
- 24. Resolution of Approval** of National Flood Insurance Program
- 25. Discussion and Possible Action** on Erik Satre Row Work
- 26. Resolution to Approve** Increase in Wages to Marissa Butler, Deputy Clerk
- 27. Resolution to Approve** a Transfer from Water to Water Sinking of \$506.03 for Loan Payment 2022A
- 28. Resolution to Approve** a Transfer from TIF to Capitol Projects of \$7,000.00 for PFM Financials Annual Fee
- 29. Resolution to Approve** a 6-month extension to Public Works for vacation
- 30. Adjourn**

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Consent Agenda and Staff Reports

Council Action:

You will be asked to approve the consent agenda. The staff reports are for informational purposes only.

Clerk's Report

*Clean Up Day June 3rd-Last year this Cost the City \$1,469.00 with \$730.00 fees paid back.

This year Cost to the City \$1,314.75 with \$480 fees paid back.

So bottom line Actual Cost to the City last year, 2022, was \$739.00

And this year Actual Cost to the City, 2023, was \$834.75

**Note just want to make sure Council is still on board with having Clean-up Day each year, or maybe prefer to go every other year?? I feel this is a well worth expended cause, due to the fact it encourages and provides a way for residents to get rid of unwanted junk and keep the City looking nice and presentable for all travelers or people wanting to move in. Costs them a small fee and the City the rest.

- We are required to have an Annual Exam of our Financials with Groneweld, Bell & Kynn due to expenses for FY2023 being over 2 million, so will need approval for that Contract.
- Temporary Water Meters- I know we have discussed it before, but just found out that you CAN purchase a meter to be installed to your outside spickets that would not require the purchase of a Backflow System. Irrigation Systems are the only outside usage that requires a Backflow System. So just would like Council approval for the option to install temporary meters to outside spickets, this will still be a radio read meter.
- Approval for NFIP (National Flood Insurance Program), this is required by the DNR in order to still be eligible for State and Federal Funding. So just an application filled out and Approval from Council to except being a Member of the National Flood Insurance Program.
- Marissa, Deputy Clerk is up for 6 month Increase in Wages. She is doing very well in the position, and learning and moving forward with Utility Billing Software, Front Desk, Website, Cemetery. My plan is to be in the newly fixed up back-room office by the end of August and will be comfortable with letting her take over the front office of taking care of residents with billing and payments, dog tags, Community Center Rentals, and incoming phone calls, with my assistance as needed. While at the same time giving me the opportunity to specialize in Payroll, Accounts Payable, Council Agenda & Packets, Minutes and Resolutions, Bank Rec, All State Reports-Street Report, Budgets, Annual Financial, Ipers, Sales Tax, EFT payments, Unemployment, Wage Reporting. Alcohol Permits, Medical and Vision Insurance, ICAP and Worker's Comp Insurance, HR Management, etc. etc. My multiple hats are still very plentiful, but I cannot stress enough how much I appreciate the Mayor and Council allowing me to bring a Deputy Clerk to better serve the residents of Elkhart, and at the same time bring a more professional office into existence. I am requesting you to give her .50 increase to her hourly wage of \$20.50, making it \$21.00 per/hr. Then in January she will be up for another raise that will fit in our planned Budgeted amount.

- The Transfer of \$506.03 is some service fees on Loan 2022A that I inadvertently forgot in last month's transfers.
- A Transfer of \$7,000.00 from TIF to pay for Services from PFM, our Financial Advisors is allowable to come from TIF funds, due to that they are a huge part of knowledge and information and for us setting up TIF for our many projects needed in our City.
- Lastly, I am requesting the Mayor and Council to give Public Works, Ron and Rick an extension on the use of their vacation time earned. They have been so dedicated to the City in being here and getting the work done, that they have not been able to take their vacation time and use it up before their Anniversary Dates in September. So, if they could have another 6-month extension, in order to use their much deserved and earned vacation time. This is still even after they have carried one week over and paid out 1 week according to the new employee handbook. By September of next year, 2024, they will be on track and due notified that they will lose any vacation not used.

General Report on Current Projects:

1) Major Ongoing City Projects

- **Water treatment project.** We approved the contract for the WTP project at the February Council meeting. Construction will start in August and will last through May 2025. This project will be paid for by a low interest SRF loan and paid back by water revenue cash. We approved the contract for the new well as part of this project at the June Council meeting. We will hold a public hearing for the Well Protection ordinance which is required by the state to protect the area around a public water supply. You will be asked to hold the first reading and potentially waive the 2nd and 3rd readings to approve the updated well protection ordinance. The updated ordinance language is included in your packet.
- **Phase 1 of the storm water project.** This project has been completed. We held a final walk through to go over the punch list in June and once those minor issues have been addressed, we will pay out the final retainage. This project is being paid for by the 2022A GO Bond and grant funds.
- **Prairie Pointe Park expansion.** This project is part of the stormwater project. We approved the contract for the phase 1 portion of the project at the June Council meeting. The first phase of the project will include the paved trails, trail lighting, landscaping and access road and parking lot. Construction will start this month and should be completed by November (except for seeding and tree planting, that will be done in the spring). The next phase of the park project will include additional trails, walking bridge, stage/amphitheater, public restrooms and shelter, fishing pier, toddler playground, and educational signage. That phase will be completed in FY2025 pending additional grant funding.
- **Lift Station #1 upgrades.** The lift station near the old lagoons needs a capacity upgrade after the 1st phase of Kimberley Woods is complete. Bill Kimberley will be installing a new lift station as well to meet the needs of the northern part of the development. This project is in our CIP and is being paid for by the 2022A GO bond. We approved the contract for the new well as part of this project at the June Council meeting. Construction will start this fall and should be complete by the end of the year.
- **NE Elm Street I&I sanitary sewer line grouting project.** Visu-Sewer has started grouting the sanitary sewer line along Elm Street and various manholes. They should be done prior to the Council meeting. This is a budgeted expense in our FY23 Budget.

2) Code enforcement update

- Last month's code violation notices are included in your council packet for your information. The violations listed are still outstanding. Overall, 372 properties have been sent notices so far - 344 have completely mitigated their violations (92.5% of the overall total which is up from last month). Of the 28 notices not mitigated, that includes 13 new last month and several that have received extensions.

3) Planning and Zoning update

- The P&Z did not meet in July.

4) Park Board update

- The Park Board did not meet in July.

5) Board of Adjustment update

- A variance request was submitted in early June and the board met on June 29th to consider the request from 221 NE Maple Street to extend their privacy fence into their side yard on their corner lot. The P&Z has recommended changing the ordinance to allow this and we will be holding a public hearing and first reading of the ordinance change at the council meeting. However, since the ordinance still does not allow a fence of this nature in the side yard of a corner lot, a variance was needed to approve the request. The board approved the variance.
- You will be asked to hold the public hearing, take the first reading and potentially waive the 2nd and 3rd readings to approve the updated fence ordinance. The updated ordinance language is included in your packet.

6) Number of building permits since last council meeting

- 7 new permits for this month (0 new construction or remodel; 2 fence; 0 shed, 1 deck; 1 basement finish; 0 demo; 0 sign; 0 driveway; 2 trade; 1 solar; 0 misc.)
- 60 total permits for 2023 (12 new construction or remodel; 16 fence; 0 shed, 3 deck; 6 basement finish; 0 demo; 1 sign; 1 driveway; 20 trade; 1 solar; 0 misc.)
- Total of 84 permits for 2022 (23 new construction or remodel, 2 basement finish, 25 fence, 4 shed, 3 deck, 15 trade, 0 demo, 2 sign, 4 driveway, 3 solar, 3 misc.)
- Total of 110 permits in 2021. 78 permits in 2020. 38 in 2019.

Report on Additional Agenda Items that Require Action:

1) Hold two public hearings

- One hearing will be for the Well Protection ordinance update (see item under Water Treatment Plant for description of the ordinance update)
- The 2nd hearing will be for the fence ordinance update (see item under the Board of Adjustment Update for description of this ordinance update)

2) Discussion and possible action on Connection Fee District contract with V&K

- Forrest from V&K will be here to discuss the creation of a connection fee district for future growth in Elkhart. Right now, the city charges a connection fee of \$450 per house during the building permit fee stage. For example, in Waukee, they charge \$5,230 per acre which is roughly \$1,750 per house with an ability to charge more if the development is in an area which would require additional infrastructure improvements by the city. It would be another way to help pay for the major capital projects that are necessary to accommodate the growth. We had a preliminary discussion last month.

3) 3rd and final readings of the utility ordinance updates and adoption

- You will be asked to have the 3rd and final readings of the utility rate ordinance updates. You held the 2nd readings last month. After the reading vote you will be asked to adopt the ordinance updates. The ordinances are included in your packet.

4) Discussion and possible action on approving Main Street Plan

- The Planning and Zoning Commission had previously recommended to the council the Main Street Plan in June. This plan will be to guide future decisions about Main Street growth and development. I have since sent you a copy of the plan for your review in June and a copy of the plan is included in your packet.

5) Discussion and possible action on approving the Central Iowa Watershed Management Agreement

- Two years ago, we (and the other communities of Polk County) entered into an agreement with Polk County to create a Watershed Management Coordinator position as part of the Central Iowa Watershed Management Authority. Our initial investment was \$175 annually. That cost has increased now to \$250 annually. This position provides important technical assistance to member communities regarding the watershed as well as provide grant writing assistance for urban stormwater management.
- You will be asked to approve the annual cost to be part of the Central Iowa Watershed Authority. The resolution has been included in your packet.

6) Discussion and possible action on Urban Renewal Area updates

- This is part of the TIF rebate incentive that the council approved for the gas station in June. Exactly like we did with the daycare project, we will be eliminating the proposed gas station property from the original Elkhart TIF district and creating its own TIF district. Dorsey and Whitney is providing the proceedings and they are included in your packet. You will be asked to adopt a resolution to delete the property from the original urban renewal area, set a date for a public hearing at the August council meeting to provide for a new TIF district and have the 1st reading of the ordinance which would authorize the changing urban renewal areas.

7) Discussion and possible action on appointing P&Z members

- To date, there has been no letter of interest submitted to city hall. We will re-post online to generate interest. In the interim, if you know of anyone that would serve, please let them know to get a letter of interest into City Hall.

8) Discussion and possible action on appointing Board of Adjustment members

- To date, we have one letter of interest submitted to the city for serving on the Board of Adjustment. John Johnson, who serves on the P&Z, has expressed interest to serve on the Board. You will be asked to appoint John – his letter is included in your packet.
- After John's appointment, there would still be one vacancy on the Board. We will re-post online to generate interest. In the interim, if you know of anyone that would serve, please let them know to get a letter of interest into City Hall.

9) Discussion and possible action on approving Annual Exam for FY23 financials

- Every year, we have an annual exam to go over the previous fiscal year's financials. An exam is one step below an audit. Due to the city's budget size, we are only required to do an exam – which is more affordable than an audit, of course.
- You will be asked to approve funding for the FY23 Exam. A copy of the proposal is included in your packet.

10) Discussion and possible action on Temporary Water Meter regulations

- Brenda will have a report on this agenda item.

11) Discussion and possible action on approval of National Flood Insurance Program

- Brenda will have a report on this agenda item.

12) Discussion and possible action on resident ROW work

- A resident should be present to discuss work he has done in the city's ROW to help with drainage prior to the 3rd phase of the storm water project in a few years – although I have not been able to reach him. You will be asked to approve his work. He understands that his work will be likely disturbed when the 3rd phase of the storm water project comes through in a few years. City staff recommends approval.

13) Discussion and possible action on approval of wage increase for Deputy Clerk

- Brenda will have a report on this agenda item.

14) Discussion and possible action on approval of a transfer from Water to Water Sinking Account

- Brenda will have a report on this agenda item.

CITY OF ELKHART, IOWA

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Mayor and Council,

Bank Cash Report & Treasurer's Report

The TIF and Debt Service Accounts are off due to a Correction made by GWORKS that I will resolve with them next week. You will see that updated on next month's Cash Report & Treasurer's Report. The difference Warning at the bottom of the page is due to FrontDesk, and will also be resolved next week. other than that, these reports are for the end of FY2023

Budget Worksheet Report

On the Budget Worksheet you will see that we went over in the parks, this was due to expenses that were not Budgeted for and it was too late to put them into Budget Amendment that was needed to be submitted by the end of June and was not foreseen. Also, the Water and Sewer was over Budget and also too late to Submit a Budget Amendment. In June we ended up with way more expenses in these 2 Departments and Chad and I have already better fit the Budget for next year. Never the less, we more than likely will get a Red Flag with Auditor's Exam coming up, just so Mayor and Council have been duly informed.



Brenda Hysell
City Clerk

**BANK CASH REPORT
2023**

BANK NAME FUND GL NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
COMM STATE BANK - OPERAT BK#1						

BANK COMM STATE BANK - OPERAT BK#1						1,771,800.47
001 CHECKING - GENERAL	76,070.68	59,352.31	60,117.57	75,305.42	40,967.07	
002 CHECKING	50,926.62	0.00	20,663.39	30,263.23	14,300.00	
110 CHECKING - RUT	75,700.34	13,616.22	4,489.62	84,826.94	4,787.09	
111 CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112 CHECKING - EMPLOYEE BENEFITS	43,246.47	230.00	43,246.47	230.00		
119 CHECKING - EMERGENCY	9,874.41	52.77	9,874.41	52.77		
121 CHECKING - LOCAL OPTION	215,717.78	14,747.21	38,745.60	191,719.39		
125 CHECKING - TIF	828,662.95	1,324.88	98,624.25	731,363.58		
165 CHECKING - RESTRICTED CULTURE	0.00	0.00	0.00	0.00		
167 CHECKING - ELKHART MEMRL PARK	1,432.00	0.00	0.00	1,432.00		
200 CHECKING - DEBT SERVICE	150,246.08-	459,287.07	611,873.60	302,832.61-		
301 CHECKING - CAPITAL PROJECT	0.50	0.00	0.00	0.50		
302 CHECKING - URBAN RENEWAL	0.00	0.00	0.00	0.00		
306 CHECKING- SEWER LAGOON FACILIT	155,670.55-	25,000.00	0.00	130,670.55-		
307 CHECKIN - SEWER IND PARK	0.00	0.00	0.00	0.00		
308 CHECKING- WATER INDUSTR PARK	0.00	0.00	0.00	0.00		
309 CHECKING	0.00	0.00	0.00	0.00		
311 CHECKING-COMP PLAN	0.00	0.00	0.00	0.00		
312 CHECKING-MAIN STREET	116,163.72	0.00	875.00	115,288.72		
313 CHECKING-PRAIRIE POINT	362,669.46	0.00	3,343.85	359,325.61		
314 CHECKING-WA TREATMENT EXT	126,046.30-	0.00	0.00	126,046.30-		
315 CHECKING-MAINTENANCE SHOP	9,703.33	0.00	0.00	9,703.33		
316 CHECKING-STORM WATER	115,902.34	0.00	0.00	115,902.34		
317 CHECKING-LIFT STATION	395,581.01	0.00	19,818.15	375,762.86		
600 CHECKING - WATER	174,767.61	23,006.25	56,407.68	141,366.18	12,987.39	
601 CHECKING - WATER SINKING	3,450.00	19,758.75	19,252.72	3,956.03		
610 CHECKING - SEWER	128,212.14	19,384.67	126,534.64	21,062.17	11,255.96	
611 CHECKING-SRF-2020B	6,070.00-	83,140.00	77,070.00	0.00		
612 CHECKING-NO LONGER USING-2018A	0.00	0.00	0.00	0.00		
613 CHECKING-SRB 2018B	0.00	0.00	0.00	0.00		
740 CHECKING - STORMWATER	75,208.38	3,025.78	20,989.92	57,244.24	1,345.08	
PENDING CREDIT-CARD DEPOSITS					1,083.33	
DEPOSITS					69,100.89	
WITHDRAWALS					961.98	

COMM STATE BANK - OPERAT TOTAL	2,245,256.81	721,925.91	1,211,926.87	1,755,255.85	16,420.35	1,771,676.20

WARNING - BANK TOTALS DO NOT EQUAL THE GENERAL LEDGER ACCOUNT TOTALS DIFFERENCE --> 124.27-

COMM STATE BANK - CAP PRJ BK#2

BANK COMM STATE BANK - CAP PRJ BK#2						7,426.97
001 CHECKING - GEN BANK2 CAP PROJT	7,426.23	1.04	0.00	7,427.27		
DEPOSITS					0.30	

COMM STATE BANK - CAP PRJ BK#2	7,426.23	1.04	0.00	7,427.27	0.30-	7,426.97

BANK CASH REPORT
2023

BANK NAME FUND GL NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
COMM STATE BANK - LND EQP BK#3						
BANK 001	15,252.58	9.17	0.00	15,261.75	4.66	15,257.09
COMM STATE BANK - LND EQP BK#3	15,252.58	9.17	0.00	15,261.75	4.66-	15,257.09
COMM STATE BANK - MEMPARK BK#4						
BANK 167	0.00	0.00	0.00	0.00		
COMM STATE BANK - MEMPARK BK#4	0.00	0.00	0.00	0.00	0.00	0.00
COMMY ST BANK - CEMASSC BK#5						
BANK 168	1,285.12	0.00	0.00	1,285.12		1,415.58
COMMY ST BANK - CEMASSC TOTALS	1,285.12	0.00	0.00	1,285.12	0.00	1,285.12
WARNING - BANK TOTALS DO NOT EQUAL THE GENERAL LEDGER ACCOUNT TOTALS						DIFFERENCE --> 130.46-
Bankers Trust DM BK#6						
BANK 169	0.00	0.00	0.00	0.00		
Bankers Trust DM TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
VERIDIAN CREDIT UNION BK#7						
BANK 169	0.00	0.00	0.00	0.00		
VERIDIAN CREDIT UNION TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
COMM ST BK-FIRE RESTRICT BK#8						
BANK 166	686.89-	0.00	0.00	686.89-		365,796.06
BANK 166	366,290.45	222.35	0.00	366,512.80	29.85	
COMM ST BK-FIRE RESTRICT BK#8	365,603.56	222.35	0.00	365,825.91	29.85-	365,796.06
TOTAL OF ALL BANKS						
	2,634,824.30	722,158.47	1,211,926.87	2,145,055.90	16,385.54	2,161,441.44

TREASURER'S REPORT
CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	98,949.49	59,362.52	60,117.58	.01	98,194.44
002 ARPA	50,926.62	.00	6,363.39	14,300.00-	30,263.23
110 ROAD USE TAX	75,700.34	13,616.22	4,489.62	.00	84,826.94
111 I-JOBS	.00	.00	.00	.00	.00
112 EMPLOYEE BENEFITS	43,246.47	230.00	43,246.47	.00	230.00
119 EMERGENCY FUND	9,874.41	52.77	9,874.41	.00	52.77
121 LOCAL OPTION SALES TAX	215,717.78	14,747.21	38,745.60	.00	191,719.39
125 TAX INCREMENT FINANCING	828,662.95	1,324.88	98,624.25	.00	731,363.58
165 RESTRICTED CULTURE & RE	.00	.00	.00	.00	.00
166 FIRE DEPT RESTRICTED	365,603.56	222.35	.00	.00	365,825.91
167 ELKHART MEMORIAL PARK F	1,432.00	.00	.00	.00	1,432.00
168 CEMETERY ASSOCIATION FU	1,285.12	.00	.00	.00	1,285.12
169 COMMUNITY BETTERMENT FU	.00	.00	.00	.00	.00
200 DEBT SERVICE	150,246.08-	140.97	152,727.50	.00	302,832.61-
301 CAPITAL PROJECT FUND	.50	.00	.00	.00	.50
302 CAPITAL PROJ URBAN RENE	.00	.00	.00	.00	.00
306 SEWER LAGOON FACILITY	155,670.55-	25,000.00	.00	.00	130,670.55-
307 SEWER INDUSTRIAL PARK	.00	.00	.00	.00	.00
308 WATER INDUSTRIAL PARK	.00	.00	.00	.00	.00
309 CHECKING-CAP IMPROVE PL	.00	.00	.00	.00	.00
311 CHECKING-COMP PLAN	.00	.00	.00	.00	.00
312 CHECKING-MAIN STREET	116,163.72	.00	875.00	.00	115,288.72
313 PRAIRIE POINT PARK-2022	362,669.46	.00	3,343.85	.00	359,325.61
314 WA TRTMENT EXT-2022A	126,046.30-	.00	.00	.00	126,046.30-
315 MAINTENANCE SHOP-2022A	9,703.33	.00	.00	.00	9,703.33
316 STORM WATER-PHASE1-2022	115,902.34	.00	.00	.00	115,902.34
317 LIFTSTATION PROJ-2022A	395,581.01	.00	19,818.15	.00	375,762.86
600 WATER	174,767.61	20,991.97	54,393.41	.01	141,366.18
601 WATER SINKING	3,450.00	.00	506.03-	.00	3,956.03
610 SEWER	128,212.14	19,384.67	126,534.62	.02-	21,062.17
611 SRF LOAN-2020B	6,070.00-	.00	6,070.00-	.00	.00
612 NO LONGER USING 2018A	.00	.00	.00	.00	.00
613 CHECKING-SRB 2018B	.00	.00	.00	.00	.00
740 STORM WATER	75,208.38	2,808.06	20,772.20	.00	57,244.24
Report Total	2,635,024.30	157,881.62	633,350.02	14,300.00-	2,145,255.90

BUDGET WORKSHEET
CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
POLICE TOTAL	17,390.83	33,850.09	35,649.00	35,666.92	35,649.00
EMERGENCY MANAGEMEN	1,045.91	5,554.43	138,611.00	33,506.95	138,611.00
FIRE TOTAL	52,874.85	48,887.47	70,340.00	47,341.92	70,340.00
FIRE DEPT RESTRICTE	.00	.00	.00	.00	.00
AMBULANCE TOTAL	5,953.99	6,959.05	11,450.00	9,663.98	11,450.00
BUILDING INSPECTION	71,991.86	87,183.03	80,000.00	47,792.33	80,000.00
ANIMAL CONTROL TOTA	102.43	.00	.00	.00	.00
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PUBLIC SAFETY TOTAL	149,359.87	182,434.07	336,050.00	173,972.10	336,050.00
ROADS, BRIDGES, SID	119,537.99	84,067.73	117,540.00	51,967.42	117,540.00
STREET LIGHTING TOT	9,667.45	10,006.79	12,000.00	10,719.51	12,000.00
TRAFFIC CONTROL & SA	2,697.96	2,094.27	3,000.00	1,470.38	3,000.00
SNOW REMOVAL TOTAL	11,320.01	17,123.69	14,699.00	15,932.48	14,699.00
GARBAGE TOTAL	1,672.56	2,280.32	1,500.00	903.72	1,500.00
RECYCLING TOTAL	13,338.59	16,465.36	17,000.00	17,165.52	17,000.00
GARAGE OTHER PUB WO	31,506.12	48,859.14	95,376.00	60,814.80	95,376.00
STORM SEWER TOTAL	.00	.00	.00	.00	.00
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PUBLIC WORKS TOTAL	189,740.68	180,897.30	261,115.00	158,973.83	261,115.00
HEALTH REGULATION/I	.00	.00	.00	.00	.00
WATER,AIR,MOSQUITO	1,551.18	1,146.36	3,000.00	1,593.51	3,000.00
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HEALTH & SOCIAL SER	1,551.18	1,146.36	3,000.00	1,593.51	3,000.00
LIBRARY TOTAL	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00
PARKS TOTAL	87,983.91	33,512.49	36,443.00	41,775.71	36,443.00
RECREATION TOTAL	3,711.34	2,520.54	4,200.00	1,855.55	4,200.00
RACBRAI TOTAL	.00	.00	.00	.00	.00
CEMETERY TOTAL	7,605.19	11,957.84	11,506.00	12,460.13	11,506.00
COMMUNITY CTR/ZOO/M	9,353.12	11,849.76	13,452.00	13,369.82	13,452.00
OTHER CULTURE/RECRE	.00	.00	.00	.00	.00
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CULTURE & RECREATIO	110,553.56	61,740.63	67,501.00	71,361.21	67,501.00
COMMUNITY BEAUTIFIC	2,188.15	.00	.00	.00	.00
PLANNING & ZONING T	129,503.62	46,150.18	40,500.00	38,754.78	30,500.00
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COMMUNITY & ECONOMI	131,691.77	46,150.18	40,500.00	38,754.78	30,500.00
MAYOR/COUNCIL/CITY	6,893.82	5,739.89	6,535.00	5,261.97	6,535.00
CLERK/TREASURER/ADM	69,388.52	59,958.07	73,055.00	64,805.91	73,055.00
ELECTIONS TOTAL	.00	436.51	500.00	1,920.75	500.00
LEGAL SERVICES/ATTO	882.14	920.00	1,500.00	739.66	1,500.00
CITY HALL/GENERAL B	66,734.30	76,205.74	112,852.00	124,137.91	112,852.00
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BUDGET WORKSHEET
CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
GENERAL GOVERNMENT	143,898.78	143,260.21	194,442.00	196,866.20	194,442.00
DEBT SERVICE-2020GO	.00	.00	30,266.00	19,415.00	30,266.00
DEBT SERVICE-STREET	.00	.00	.00	58,128.00-	.00
MAIN STREET TOTAL	3,510.00	61,504.00	62,256.00	.00	62,256.00
DEBT SERVICE-WATER	.00	.00	.00	.00	.00
DEBT SERV-2020A-LAG	398,636.35	297,173.10	297,492.00	345,993.78	297,492.00
DEBT SERV-2015A-IND	.00	.00	.00	.00	.00
SRF-2020B LAGOON TO	.00	.00	.00	.00	.00
2022A TOTAL	.00	.00	.00	39,896.74	.00
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DEBT SERVICE TOTAL	402,146.35	358,677.10	390,014.00	347,177.52	390,014.00
PARKS TOTAL	.00	24,377.24	300,000.00	93,754.03	300,000.00
COMMUNITY BEAUTIFIC	1,190,840.30	811,057.74	4,330,000.00	1,282,925.85	4,330,000.00
OTHER COMM & ECO DE	.00	.00	.00	.00	.00
WATER MAIN PROJECT	.00	.00	.00	.00	.00
WATER TOWER PROJECT	.00	.00	.00	.00	.00
URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
SEWER LAGOON FACILI	18,000.00	.00	.00	.00	.00
SEWER INDUSTRIAL PA	.00	.00	.00	.00	.00
WATER INDUSTRIAL PA	.00	.00	.00	.00	.00
CIP TOTAL	.00	.00	.00	.00	.00
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CAPITAL PROJECTS TO	1,208,840.30	835,434.98	4,630,000.00	1,376,679.88	4,630,000.00
WATER TOTAL	219,280.70	235,739.06	186,702.00	196,712.63	186,702.00
SEWER/SEWAGE DISPOS	139,757.94	157,640.03	134,657.00	159,976.31	134,657.00
SRF-2020B LAGOON TO	81,977.52	82,577.50	.00	.00	.00
STORM WATER TOTAL	17,514.49	22,811.29	5,997.00	6,921.93	5,997.00
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ENTERPRISE FUNDS TO	458,530.65	498,767.88	327,356.00	363,610.87	327,356.00
TRANSFERS IN/OUT TO	655,629.24	733,643.36	538,562.00	539,439.94	538,562.00
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TRANSFER OUT TOTAL	655,629.24	733,643.36	538,562.00	539,439.94	538,562.00
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TOTAL EXPENSES	3,451,942.38	3,042,152.07	6,788,540.00	3,268,429.84	6,778,540.00
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INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
JULU 2023	ANKENY SANITATION	GARBAGE SVC AND CLEAN UP DAY		1,390.06
JUNE 2023	BRENDA HYSELL	PHONE REIMBURSEMENT		75.00
JUNE 2023	CHAD SANDS	PHONE REIMBURSEMENT AND TRAVEL		219.58
JULY 2023	CHEM-SULT, INC	WATER TREATMENT CHEMS		754.82
ARPA	DAVID GARLAND	MAIN STREET GRANT		14,300.00
JULY 2023	DES MOINES REGISTER MEDIA	PUBLISH LEGALS		314.17
23-0054	DONER SERVICES INC	MAIN STREET RESTRIPIING OF		1,870.00
JULY 2023	ED LEEDOM	CODE ENFORCEMENT		411.58
PR20230630	EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	3,871.84	
PR20230715	EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	4,426.00	8,297.84
JULY 2023	FIDELITY SECURITY LIFE	VISION INSURANCE	40.01	
PR20230630	FIDELITY SECURITY LIFE	VISION	5.02	
PR20230715	FIDELITY SECURITY LIFE	VISION	5.02	50.05
240018	FIRE SERVICE TRAINING BUREAU	FIRE SVC TRAINING BUREAU		100.00
1310624	GOODWIN TUCKER GROUP	ICE MACHINE REPAIR		427.50
JUNE 2023	HEIMAN INC FIRE EQUIPMENT	FIRE EQUIPMENT		108.58
JULY 2023	HUXLEY COMMUNICATIONS	CHALL/FIRE/SHOP INTERNET		172.00
2021 WA MAIN EXT	IA FINANCE AUTHORITY-SRF	2021 SERIES WA MAIN EXTENSION		
PR20230531	TREASURER STATE OF IOWA	STATE TAXES	19.54	
PR20230615	TREASURER STATE OF IOWA	STATE TAXES	606.19	
PR20230630	TREASURER STATE OF IOWA	STATE TAX	627.43	1,253.16
JULY 2023	INTERSTATE ALL BATTERY CTR	FIRE BATTERIES		71.70
JULY 2023	IOWA DEPT OF NATURAL RESOURCES	WATER SUPPLY PERMIT-7730012		97.05
MAYOR DUES	IOWA LEAGUE OF CITIES	MAYOR ASSOCIATION DUES		30.00
JULY 2023	IOWA ONE CALL	EMAIL LOCATES		89.20
56574	IOWA PLAINS SIGNING INC	RENTAL OF ROAD CLOSED SIGNS		50.00
PR20170331	IPERS	IPERS		
PR20200330	IPERS	IPERS		
PR20230615	IPERS	IPERS	2,285.06	
PR20230630	IPERS	IPERS	2,371.17	4,656.23
JULY 2023	ITRON, INC.	MVRS MAINTENANCE AGREEMNT		2,943.60
69414	JC CROSS CO.	REPLACE ELEMENT AT SW LAGOON		294.84
40019	WASTE SOUTIONS OF IOWA	PORTABLE RESTROOMS	31.80	
9172018	WASTE SOUTIONS OF IOWA	PORTABLE RESTROOMS	31.80	63.60
JULY 2023	LEMNA ENVIRONMENTAL TECH	INSULATE MODULAR GLOATING		575.00
JULY 2023	MARCO TECHNOLOGIES LLC	COPIER/PRINTER		151.70
JUNE 2023	MARISSA BUTLER	PHONE AND TRAVEL EXPENSE		100.74
88006	MENARDS - ANKENY	MISC SUPPLIES FOR PARKS AND	216.60	
88107	MENARDS - ANKENY	MISC SUPPLIES FOR CITY SHOP,	108.15	
88449	MENARDS - ANKENY	MISC. SUPPLIES FOR CITY SHOP	113.87	438.62
JULY 2023	METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE		1,594.08
JULY 2023	MICROBAC LABORATORIES INC	WASTEWATER		74.50
JULY 2023	MID AMERICAN ENERGY	ELECTRIC/GAS		4,142.05
JULY 2023	MIDIOWA PLANNING ALLIANCE	MIPA MEMBERSHIP DUES		133.00
125747	PFM FINANCIAL ADVISORS	FINANCIAL ADVISORS		7,000.00
JULY 2023	RACOM CORPORATION	28RADIO ACCESS EDACS		719.10
JUNE 2023	RICK HUEBNER	PHONE REIMBURSEMENT		75.00
ALLOWANCE-2023	RON CORNWELL	REIMBURSED CLOTHING ALLOWANCE	285.43	
ALLOWANCE-2023-1	RON CORNWELL	REIMBURSE CLOTHING ALLOWANCE	38.08	
JUNE 2023	RON CORNWELL	PHONE REIMBURSEMENT	75.00	398.51
JULY 2023	THORPE WATER DEVELOPMENT	SERVICE CONTRACT		1,855.50
JULY 2023	VAN WALL EQUIPMENT INC	OIL CHANGE AND BLADES MOWER		99.82
1801-045-2	VEENSTRA & KIMM INC	ELKHART INDUSTRIAL SITE PLAN	160.00	
18056-90	VEENSTRA & KIMM INC	BUILDING PERMITS	1,157.25	

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
18082-5	VEENSTRA & KIMM INC	MAIN LIFT STATION IMPROVEMENTS	11,299.73	
18084-2	VEENSTRA & KIMM INC	PPARK AMENITIES PHASE 1	861.04	13,478.02
JULY 2023	VERIZON WIRELESS	CHALL/FIRE PHONES		168.12
JULY 2023	VISA	CSB CREDIT CARD		878.34
64089/64096	WASTE SOLUTIONS OF IOWA	PORTABLE RESTROOMS		341.00
JULY 2023	WELLMARK	GROUP INSURANCE	2,106.58	
PR20230630	WELLMARK	INSURANCE- A T	236.86	
PR20230715	WELLMARK	INSURANCE- A T	236.86	2,580.30
				=====
Accounts Payable Total				72,843.96
Invoices: Paid				29,998.40
Invoices: Scheduled				42,845.56
Payroll Checks				

				=====
Report Total				72,843.96
				=====

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	21,021.03
002	ARPA	14,300.00
110	ROAD USE TAX	1,021.21
169	COMMUNITY BETTERMENT FUND	63.60
312	CHECKING-MAIN STREET	1,870.00
313	PRAIRIE POINT PARK-2022A	2,611.04
314	WA TRTMENT EXT-2022A	1,750.00
315	MAINTENANCE SHOP-2022A	1,750.00
317	LIFTSTATION PROJ-2022A	13,049.73
600	WATER	7,149.69
601	WATER SINKING	
610	SEWER	7,981.57
740	STORM WATER	276.09

	TOTAL FUNDS	72,843.96

**CITY OF ELKHART BUSINESS MEETING MINUTES, June 20, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER**

1. Call to Order

Mayor Pro-Tem called the meeting to order at 6:00 PM

2. Pledge of Allegiance

Mayor Pro-Tem 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 Fordyce, seconded by Schaffer 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

Many concerned citizens of the prospect of a New Gas Station were present. Concerns were Lighting, Fuel Fumes, water drainage issues, health concerns, house values, kids in the neighborhood. Mayor Pro-Tem Shipley addressed the concerned Citizens with answers and past history of Mayor and Councils desires to move forward on bringing a gas station to town, the need for a gas station in Elkhart has been expressed to many Mayor and Councils in the past, we will do our best to address all of your concerns at the time of planning and reviewing the site plan, it is Mayor and Council's desire to move forward with an incentives plan. Councilman Fordyce also addressed the Public with his review and some statistics of a gas station and why and where this may be the best place available to place it.

6. Public Hearing

a. Public hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement

Motioned by Fordyce, seconded by Schaffer to open Public Hearing at 6:37 PM, explanation of this Public Hearing addressed by Sands, City Administrator, no public comments, motioned by Fordyce, seconded by Schaffer to close Public Hearing at 6:40 PM, motions carried

b. Lift Station Project

Motioned by Fordyce, seconded by Schaffer to open Public Hearing at 6:40 PM, no Public Comments, motioned by Fordyce, seconded by Schaffer to close Public Hearing at 6:41 PM, motions carried

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

Drey, Fire Chief: Calls-11 Medical, 2 Rescue, 1 Hazmat and 3 Fire-they are preparing to Staff the City Festival Tractor Pull on Saturday June 24

Sands, City Administrator: Submitted a report in Council Packets, no questions or concerns from Mayor or Council-Betterment Committee is requesting verbal approval from Council to have Fireworks display at City Festival, consensus was YES

Kappos, Planning and Zoning: P&Z reviewed and recommended

a. Main Street Master Plan

b. Well #4 Project

c. Amend Requirements of Fence Setbacks on Corner lots

**CITY OF ELKHART BUSINESS MEETING MINUTES, June 20, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER**

8. Consent Agenda Resolution 2023-70

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

- a. May Cash Report
- b. May Treasurer's Report
- c. May Budget Report
- d. June Bills submitted
- e. May Minutes of Council Meeting
- f. Alcohol Permit for The Hen House Pub n Grub for City Festival
- g. Tax Abatements for 1311 NW Laurel St-Marcus Pitts-Units 101,102,103,104, 106,107,108,109,110,111,112,113,118,119,120,121,122, 123,124,125,127,128, 129,130-Elkhart Industrial Park
- h. Tax Abatements for 1410 W Walnut St-Schuessler Enterprises, Inc. Units- 201,202,203,204,213,214,215,216
- i. Tax Abatements for 1410 W Walnut St-Bill Gardner-Units- 205,206,207,208,209,210,211,212
- j. Tax Abatement for Built Right Homes at addresses 106 NE Adams Ave-318 NE Adams Ave-322 NE Adams Ave-326 NE Adams Ave

9. Resolution 2023-71

Motioned by Allen, seconded by Gillmore for Approval for taking additional action on proposal to enter into a Water Revenue Loan and Disbursement Agreement, motion carried

10. Resolution 2023-72

Motioned by Fordyce, seconded by Allen to Set a Public Hearing Date for Ordinance Update-Well Protection Ordinance of July 17, 6 PM Elkhart Community Center, motion carried

11. Resolution 2023-73

Motioned by Schaffer, seconded by Fordyce to Set a Public Hearing Date for Ordinance Update-Fence, Walls and Vision Clearance of July 17, 6 PM at Elkhart Community Center, motion carried

12. Resident did not come to Council Meeting for a Hearing on Citizen Row Work- this was tabled to next month

13. Resolution 2023-74

Motioned by Allen, seconded by Shipley to Award Contract and Specs for Lift Station Project to On-Track Construction for \$555,555.00, motion carried

14. Resolution 2023-75

Motioned by Allen, seconded by Shipley to Award Contract and Specs for Well #4 project to Gingerich Well & Pump Service LLC for \$404,225.00, Forrest with V&K was present with information and recommendation of Well #4 Project Bidding, motion carried

15. Resolution 2023-76

Motioned by Shipley, seconded by Schaffer to Award Contract and Specs for Prairie Point Park Project to Concrete Connection, LLC for Alternate #1- \$605,000.00, Forrest with V&K was present with information and recommendation of Prairie Pointe Park Project Bidding, motion carried

16. Discussion and Approval to start the process for Developer Connection Fees, Forrest with V&K was present with information on Developer Connection Fees, Consensus by Mayor and Council was to move forward with a plan.

17. Resolution 2023-78

Motioned by Fordyce, seconded by Allen Adopting 2nd Reading of Ordinance 2023-1-Water Rate Increase for FY2024, motion carried

**CITY OF ELKHART BUSINESS MEETING MINUTES, June 20, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER**

18. Resolution 2023-79

Motioned by Fordyce, seconded by Schaffer Adopting 2nd Reading of Ordinance 2023-2-Sewer Rate Increase for FY2024, motion carried

19. Resolution 2023-80

Motioned by Schaffer, seconded by Shipley Adopting 2nd Reading of Ordinance 2023-3-Stormwater Increase for FY2024, motion carried

20. Resolution 2023-81

Motioned by Shipley, seconded by Fordyce Approving moving forward with Gas Station Incentives, motion carried

21. Resolution 2023-82

Motioned by Shipley, seconded by Schaffer, Approval of Employee Salary Increases for FY2024 as of July 1, 2023 as follows: Chad Sands (City Administrator) from \$90,000.00 to \$97,000.00 per/yr-Brenda Hysell (City Clerk) from \$65,000.00 to 70,000.00 per/yr-Ron Cornwell (Public Works Director) from \$31.25 to \$34.00 per/hr- Rick Huebner (Public Works) from \$31.00 to \$31.96 per/hr and Scott Drey from \$2000.00 to \$5,000.00 per/yr, Gillmore-Nay, Allen-Aye, Shipley-Aye, Fordyce-Aye, and Schaffer-Aye, motion carried

22. Resolution 2023-83

Motioned by Fordyce, seconded by Schaffer Approval for Elkhart Christian Church of Schedule Submitted to hold Summer Events at Prairie Pointe Park, motion carried

23. Resolution 2023-84

Motioned by Fordyce, seconded by Allen Approval for Transfers from TIF to Debt Service for \$270,000.00 and LOST to Debt Service of \$13,745.60 to pay 2020A Loan Payment/Interest, motion carried

24. Resolution 2023-85

Motioned by Allen, seconded by Schaffer Approval for a Transfer from TIF to Debt Service of \$58,128.00 to make Loan Payment/Interest for 2020C, motion carried

25. Resolution 2023-86

Motioned by Schaffer, seconded by Allen Approval for a Transfer from Water to Water Sinking for Loan Payment/Interest of \$19,252.72 for 2021 Series, motion carried

26. Resolution 2023-87

Motioned by Allen, seconded by Schaffer Approval for a Transfer from Sewer to Sewer Sinking of \$77,070.00 for 2020B Loan Payment/Interest, motion carried

27. Resolution 2023-88

Motioned by Shipley, seconded by Schaffer Approval for a Transfer from Sewer to Sewer Sinking of \$6,070.00 for 2020B Loan Interest, motion carried

28. Resolution 2023-89

Motioned by Fordyce, seconded by Schaffer Approval for Transfer from Water-\$22,900.00, Sewer-\$33,787.50, TIF-\$40,496.25, Stormwater-\$20,088.75, all to Debt Service for Loan Payment/Interest 2022A, motion carried

29. Resolution 2023-90

Motioned by Allen, seconded by Gillmore Approval for a Transfer from LOST to Sewer Lagoon Debt Pay Back-\$25,000.00, motion carried

30. Resolution 2023-91

Motioned by Fordyce, seconded Schaffer Approval for Annual Transfer from Emergency Fund-\$9,874.41 and Employee Benefits-\$43,246.47 to General Fund, motion carried

31. Resolution 2023-92

**CITY OF ELKHART BUSINESS MEETING MINUTES, June 20, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER**

Motioned by Shipley, seconded by Schaffer Approval of Appointment of Mayor as Mayor Interim to Brad Campbell to serve final months of Term to December 31, 2023. Gillmore-Nay, Allen-Nay, Shipley-Aye, Fordyce-Aye and Schaffer-Aye, motion carried

32. Presentation of Appointment of Mayor Interim, Brad Campbell, was sworn into office

33. Adjourn

Motioned by Shipley, seconded by Fordyce to adjourn the Council Meeting at 7:25PM

CLAIMS REPORT

VENDOR	INVOICE DESCRIPTION	AMOUNT
ALLENDER BUTZKE ENGINEERS	WATER TREATMENT PLANT EXT.	\$3,550.00
ANKENY SANITATION	GARBAGE SVC	\$75.31
BRENDA HYSELL	PHONE REIBURSEMENT	\$75.00
CEDAR RAPIDS BANK & TRUST	BOND PAYMENTS-2020C	\$58,128.00
CHAD SANDS	TRAVEL EXPENSE FOR MEETINGS	\$116.30
CHEM-SULT, INC	WATER TREATMENT CHEMS	\$777.02
CHEM-SULT, INC	WATER TREATMENT CHEMS	\$594.71
CITY OF ANKENY	EMS CONTRACT	\$3,652.36
CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$115.91
CRUISER ENTERPRISES	MAIN STREET INCENTIVE PROGRAM	\$6,363.39
DEREK CARNEY	FLOWERS FOR CEMETERY FOR	\$54.39
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$723.28
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$25.09
ED LEEDOM	CODE ENFORCEMENT	\$361.58
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$3,787.24
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$3,947.98
	SEWER LAGOON	
FASTENAL	AERATORS&DIFFUSER	\$687.55
FIDELITY SECURITY LIFE	VISION INSURANCE	\$40.01
FIDELITY SECURITY LIFE	VISION	\$5.02
FIDELITY SECURITY LIFE	VISION	\$5.02
HUXLEY COMMUNICATIONS	CHALL/FIRE/SHOP INTERNET	\$162.00
IA FINANCE AUTHORITY-SRF	2021 SERIES WA MAIN EXTENSION	
TREASURER, STATE OF IOWA	MONTHLY WET TAX SALES	\$888.62
TREASURER, STATE OF IOWA	MONTHLY WET TAX SALES FEE	\$5.70
TREASURER STATE OF IOWA	STATE TAXES	\$584.18
TREASURER STATE OF IOWA	STATE TAX	\$611.86
IOWA ONE CALL	EMAIL LOCATES	\$92.70
IOWA PLAINS SIGNING INC	SIGNS	\$336.00
IPERS	IPERS	
IPERS	IPERS	
IPERS	IPERS	\$2,162.52
IPERS	IPERS	\$2,318.24
ITRON, INC.	MVRS MAINTENANCE AGREEMNT	\$90.00

**CITY OF ELKHART BUSINESS MEETING MINUTES, June 20, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER**

JASON JUNGST	CREDIT ON ACCOUNT	\$180.32
WASTE SOUTIONS OF IOWA	PORTABLE RESTROOMS	\$31.80
WASTE SOUTIONS OF IOWA	PORTABLE RESTROOMS	\$31.80
LEMNA ENVIRONMENTAL TECH	SEWER LAGOON PARTS	\$245.00
MARCO TECHNOLOGIES LLC	COPIER/PRINTER	\$156.64
MARISSA BUTLER	PHONE REIBURSEMENT	\$75.00
MENARDS - ANKENY	CITY HALL PANELING IN NEW	\$134.95
MENARDS - ANKENY	CITY HALL AND SHOP SUPPLIES	\$106.40
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$1,594.08
MID AMERICAN ENERGY	ELECTRIC/GAS	\$2,868.76
MUNICIPAL SUPPLY INC	METER SUPPLIES	\$292.50
POLK COUNTY	28E AGREEMENT-SURFACE MAINTEN	\$1,664.20
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$2,620.75
RACOM CORPORATION	28RADIO ACCESS EDACS	\$719.10
RICK HUEBNER	PHONE REIBURSEMENT	\$75.00
RON CORNWELL	PHONE REIBURSEMENT	\$75.00
SAM'S CLUB	SUPPLIES FOR BALL FIELDS AND	\$139.86
THORPE WATER DEVELOPMENT	SERVICE CONTRACT	\$1,855.50
VAN WALL EQUIPMENT INC	NEW JD MOWER	\$10,292.84
VEENSTRA & KIMM INC	ELKHART INDUSTRIAL SITE PLAN	\$1,386.00
VEENSTRA & KIMM INC	BUILDING PERMITS	\$7,706.25
VEENSTRA & KIMM INC	MAIN STREET MASTER PLAN	\$875.00
VEENSTRA & KIMM INC	KIMBERLY WOODS PLAT 1&2	\$4,284.53
VEENSTRA & KIMM INC	MAIN LIFT STATION IMPROVEMENTS	\$19,818.15
VEENSTRA & KIMM INC	PRAIRIE POINTE PARK AMENITIES	\$3,343.85
VERIZON WIRELESS	CHALL/FIRE PHONES	\$167.96
VISA	CSB CREDIT CARD	\$1,426.63
WALDINGER CORPORATION	SIREN MAINTENANCE	\$224.00
WASTE SOLUTIONS OF IOWA	PORTABLE RESTROOMS	\$196.00
WELLMARK	GROUP INSURANCE	\$2,106.58
WELLMARK	INSURANCE- A T	\$236.86
WELLMARK	INSURANCE- A T	\$236.86
WEX BANK	FUEL	\$659.55
Accounts Payable Total		\$156,164.70
Invoices: Paid		\$83,775.00
Invoices: Scheduled		\$72,389.70
Total Paid On: 5/25/23		\$10,945.20
Total Paid On: 6/13/23		\$11,042.91
Total Payroll Paid		\$21,988.11
***** REPORT TOTAL *****		\$178,152.81
GENERAL		\$59,499.47
ARPA		\$6,363.39
ROAD USE TAX		\$4,469.31


**CITY OF ELKHART BUSINESS MEETING MINUTES, June 20, 2023 – 6:00 P.M. ELKHART
COMMUNITY CENTER**

COMMUNITY BETTERMENT FUND	\$63.60
DEBT SERVICE	\$58,128.00
CHECKING-MAIN STREET	\$875.00
PRAIRIE POINT PARK-2022A	\$3,343.85
WA TRTMENT EXT-2022A	\$3,550.00
LIFTSTATION PROJ-2022A	\$19,818.15
WATER	\$11,648.66
WATER SINKING	
SEWER	\$9,717.96
STORM WATER	\$675.42
TOTAL FUNDS	\$178,152.81

Attest:



Brenda Hysell, City Clerk



Brian Shipley, Mayor Pro-Tem

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Connection Fee District Contract

Council Action:

You will be asked to consider approving a contract with V&K to establish a connection fee district to recoup future costs of development. Forrest will be at the meeting to further discuss this project. V&K's proposal has been included in your packet.



VEENSTRA & KIMM INC.

3000 Westown Parkway
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

July 14, 2023

Chad Sands
City of Elkhart
260 NW Main Street
P.O. Box 77
Elkhart, Iowa 50073-0077

ELKHART, IOWA
CONNECTION FEE DISTRICTS
PROPOSAL FOR PROFESSIONAL SERVICES

This letter is to set forth Veenstra & Kimm, Inc.'s proposal to develop drinking water and sanitary sewer connection fee districts for the City of Elkhart. Veenstra & Kimm, Inc. has worked extensively with our client communities on the development of both water and sewer connection fee districts. While communities utilize differing procedures, almost all cities can benefit from well defined and appropriate connection fee districts.

Veenstra & Kimm, Inc. utilizes a four step process for the development of connection fee districts. Within the standard four step process Veenstra & Kimm, Inc. incorporates appropriate adaptations as required for each project.

A description of Veenstra & Kimm, Inc.'s four step process used for the development of connection fee districts is set forth in the following paragraphs:

Step 1. The first step in the process involves an evaluation and assessment of future drinking water and sanitary sewer capital needs. The assessment is undertaken by Veenstra & Kimm, Inc.'s staff working in conjunction with the City staff. The goal of this first step of the capital improvement planning is to identify a wish list of capital improvements along with initial estimates of cost. These needs can include major trunk sewers, regional lift stations, treatment facility expansions, and major water distribution mains.

Step 2. The second step is to define the benefitted area of each of the identified capital needs. Sometimes the capital needs can be combined into a common benefitted area and sometimes the capital needs are specific to a certain geographical area. Costs per acre for each benefitted area are calculated based on the capital needs cost within each area. Connection fee districts are established based on the benefitted areas established.

Step 3. The third step is public outreach. It is important that property owners and developers are aware of the connection fee districts, the purpose of the districts, and the impact this has on property development costs. Typically, this step includes a public hearing or a workshop with the Council and property owners. It also should include one on one meetings with developers, City staff and Veenstra & Kimm, Inc.

Step 4. The final step is implementation. This is Council action formally adopting the connection fee districts and notification to property owners and developers of the new connection fee districts.

Veenstra & Kimm, Inc. understands connection fee districts are a dynamic tool that must be updated on an ongoing basis to remain relevant and viable. Veenstra & Kimm, Inc. prepares connection fee districts understanding they will require updating every couple years.

Veenstra & Kimm, Inc. would propose to undertake the development of the connection fee district on an hourly fee basis with a maximum not to exceed fee. Veenstra & Kimm, Inc. would propose to undertake the capital improvement program on an hourly fee basis with a maximum not to exceed **\$9,700**.

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000.

This letter may be made an agreement by affixing the proper date and signature in the spaces below and returning one copy to this office.

VEENSTRA & KIMM, INC.



Forrest S. Aldrich

FSA:rsb
180

Accepted this _ day of _____, 2023.

CITY OF ELKHART, IOWA

ATTEST:

By _____

By _____

City of Elkhart
City Council Packet

July 17th – 6:00 pm

Community Center

Third and Final Reading of Ordinance Changes to Increase
Utility Rates

Council Action:

You will be asked to hold the third and final reading for each of the utility rate ordinance changes. The first ordinance is for the Water Utility. The second is for the Sanitary Sewer Utility Ordinance and the third is for the Storm Sewer Utility Ordinance. On average, the total increase to each monthly utility bill will be approximately \$6.59/month. You will also be asked to approve the ordinance updates. The draft ordinances have been included in your packet.

ORDINANCE #2023-1

AN ORDINANCE AMENDING THE ELKHART CODE OF ORDINANCES CHAPTER 92 TO PROVIDE FOR NEW WATER RATES

BE IN ENACTED BY THE CITY COUNCIL OF THE CITY OF ELKHART, IOWA

SECTION 1. Purpose. The purpose of this Ordinance is to amend the Elkhart Code of Ordinances Chapter 92 to provide for new water rates from July 1, 2023 to June 30, 2026.

SECTION 2. Amendment. Elkhart Code of Ordinances Chapter 92 is amended by replacing current Section 92.02 with the following:

92.02 RATES FOR SERVICE. Water service shall be furnished at the following monthly rates within the City:

1 .

Water Rates	7/1/2023 to 6/30/2024	7/1/2024 to 6/30/2025	7/1/2025 to 6/30/2026	7/1/2026 to 6/30/27
Monthly Service Access Charge				
5/8 x 3/4-inch water meter	\$17.39	\$19.48	\$21.82	\$23.78
1-inch water meter	\$20.88	\$23.38	\$26.19	\$28.55
1 1/2-inch water meter	\$24.35	\$27.27	\$30.54	\$33.29
2-inch water meter	\$31.32	\$35.07	\$39.28	\$42.82
3-inch water meter	\$41.75	\$46.76	\$52.38	\$57.09
4-inch water meter	\$52.19	\$58.46	\$65.47	\$71.36
All Usage Per 1,000 Gallons	\$5.66	\$6.33	\$7.09	\$7.73
Minimum Monthly Bill				
1. (includes the first 3,000 gallons)	\$34.37	\$38.50	\$43.12	\$47.00

2. The annual rate shall increase by 12.0% per year and will take effect on July 1st of each year until 7/1/2026 when rates will increase at 9.0% annually. As a result of the annual review of rates, as detailed in Section 92.09 of this Ordinance, the Council may choose to adjust the monthly unit rate as necessary. Such rate adjustments shall be approved by ordinance of the City Council.
3. Bulk Rates. A bulk usage charge for water shall include a \$75.00 fee and \$10.00 for each 1,000 gallons used.

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of these ordinances are hereby repealed.

SECTION 4. Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. Effective Date. This ordinance shall be in effect on July 1, 2020, after final passage and publication as provided by law.

Passed by the City Council, of the City of Elkhart, on the ____ day of _____, 2023, and approved this _____ day of _____, 2023.

ATTEST:

CITY OF ELKHART, IOWA

Brenda Hysell, City Clerk

Brad Campbell, Mayor

ORDINANCE #2023-2

AN ORDINANCE AMENDING THE ELKHART CODE OF ORDINANCES CHAPTER 99 TO PROVIDE FOR NEW SEWER USER RATES

BE IN ENACTED BY THE CITY COUNCIL OF THE CITY OF ELKHART, IOWA

SECTION 1. Purpose. The purpose of this Ordinance is to amend the Elkhart Code of Ordinances Chapter 99 to provide for new water rates from July 1, 2023 to June 30, 2026.

SECTION 2. Amendment. Elkhart Code of Ordinances Chapter 99 is amended by replacing current Section 99.07(1) with the following:

99.07 SEWER USER CHARGE. Sewer service shall be furnished at the following monthly rates within the City:

1.

	7/1/2023 to 6/30/2024	7/1/2024 to 6/30/2025	7/1/2025 to 6/30/2026
Monthly Service Access Charge	\$12.17	\$12.78	\$13.42
All Usage per 1000 Gallons Water	\$4.25	\$4.47	\$4.69
Minimum Monthly Bill	\$12.17	\$12.78	\$13.42
Infrastructure Improvement Additional Monthly Fee Schedule:	\$20.00	\$19.00	\$18.00

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of these ordinances are hereby repealed.

SECTION 4. Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect on July 1, 2020, after final passage and publication as provided by law.

Passed by the City Council, of the City of Elkhart, on the ____ day of _____, 2023, and approved this _____ day of _____, 2023.

ATTEST:

CITY OF ELKHART, IOWA

Brenda Hysell, City Clerk

Brad Campbell, Mayor

ORDINANCE #2023-3

**AN ORDINANCE AMENDING THE ELKHART CODE OF ORDINANCES
CHAPTER 100 TO INCREASE STORM WATER SERVICE CHARGES**

BE IN ENACTED BY THE CITY COUNCIL OF THE CITY OF ELKHART, IOWA

SECTION 1. Purpose. The purpose of this Ordinance is to amend the Elkhart Code of Ordinances Section 100.11 to provide for an increase in storm water service charges.

SECTION 2. Amendment. Elkhart Code of Ordinances Sections 100.11(1) and (2) is amended by striking certain numbers and by adding the underlined:

1. Except as hereinafter noted, each customer whose property lies within the corporate limits of the City shall pay to the City, as a part of the customer's combined water, sewer, recycling, and storm water service account with the City, monthly utility billings, at the same time payment for other City utilities are made, the following charges per unit associated with the customer's property:
 - A. Undeveloped properties. A flat storm sewer availability charge at the rate of \$0.00 per month.
 - B. Single-family dwelling, one residential unit: \$6.00 per month.
 - C. Duplex dwelling, one residential unit: \$6.00 per month.
 - D. Townhome dwelling, one residential unit: \$6.00 per month.
 - E. Mobile home dwelling, one residential unit: \$6.00 per month.
 - F. Apartment dwelling, one residential unit: \$6.00 per month.
 - G. Nonresidential properties: one nonresidential unit: \$12.00 per month.
2. The yearly rate shall increase by 50 cents per year through 2026 for properties in Section 2, (1) B-F. The yearly rate shall increase by \$1 per year through 2026 for properties in Section 2, (1) G. As a result of the annual review of rates, as detailed in Section 100.15 of this chapter, the Council may choose to adjust the monthly unit rate as necessary. Such rate adjustments shall be approved by resolution of the City Council.

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of these ordinances are hereby repealed.

SECTION 4. Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the

ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the Elkhart City Council on this _____ day of _____ and approved on this _____ day of _____, 2023.

ATTEST:

CITY OF ELKHART, IOWA

Brenda Hysell, City Clerk

Brad Campbell, Mayor

City of Elkhart
City Council Packet

July 17th – 6:00 pm

Community Center

First Reading of Ordinance Changes to Well Protection
Ordinance Update and Fence Ordinance Update

Council Action:

You will be asked to hold the first reading for the Well Protection Ordinance and the Fence Ordinance updates. The Well Protection Ordinance is required by the state to protect the area around a public water supply. The Fence Ordinance has been recommended by the P&Z to allow 6-foot privacy fences in certain side yards of corner lots. You may consider to waive the 2nd and 3rd readings, if you choose, and to adopt the ordinances at the council meeting. The draft ordinances have been included in your packet.

ORDINANCE NO. _____

AN ORDINANCE ENACTING CHAPTER 165, ELKHART MUNICIPAL CODE, REGARDING PUBLIC WATER SUPPLY WELLS

WHEREAS, the City has established a water utility which generates and distributes quality potable water to the community and its residents; and

WHEREAS, the City is continually reviewing the water demands of this rapidly growing community and planning and undertaking improvements to assure adequate pressure, storage and treatment of the water supply and capabilities of water distribution to assure quality and safe water supply capable of meeting the City's needs, now and in the future; and

WHEREAS, the water system draws and stores its water supply using different mechanisms including, but not limited to, water towers, wells; and

WHEREAS, it is necessary to assure that the risk of contamination of the City's water supply is eliminated, to the extent possible, by limiting activities in proximity to City water infrastructure that poses an increase the risk of potential contamination to the City water supply; and

WHEREAS, the City of Elkhart has determined it is in the best interests of its residents to enact an ordinance to protect the City's water supply.

BE IT THEREFORE ORDAINED by the City Council of the City of Elkhart:

Section 1: Chapter 165, Elkhart Municipal Code is hereby amended by adding new subparagraph 165.24 as follows:

§ 165.24 – PUBLIC WATER SUPPLY WELLS.

1. DEFINITIONS. For use in this chapter, the following terms are defined.

- A. "Aquifer" means a rock formation, group of rock formations or part of a rock formation that contains enough saturated permeable materials to yield significant quantities of water.
- B. "Deep public well" means a public well located and constructed in such a manner that there is a continuous layer of low permeable soil or rock at least five (5) feet thick located at least twenty-five (25) feet below the normal ground surface and above the aquifer from which the water is drawn.
- C. "Shallow public well" means a public well located and constructed in such a manner that there is NOT a continuous layer of low permeable soil or rock at least five (5) feet thick which is located at least twenty-five (25) feet below the normal ground surface and above the aquifer from which the water is drawn.
- D. "Well" means a pit or hole sunk into the earth to reach a resource supply such as water.

2. DESIGNATION OF WELLS. Each well or Aquifer owned and operated by the City at this time shall be designated as a “deep public well” for the purposes of this chapter.

3. WELL PROTECTION. All land uses, and the construction of all structures or facilities, must meet the separation distances from all City wells as required in the Iowa Administrative Code 567-Environmental Protection, Chapter 43 Water Supplies - Design and Operation.

Table A from the current Iowa Administrative Code is included for reference.

Table A: Separation Distances

SOURCE OF CONTAMINATION	REQUIRED MINIMUM DISTANCE FROM WELL, IN FEET	
	Deep Well ¹	Shallow Well ¹
WASTEWATER STRUCTURES:		
Point of Discharge to Ground Surface		
Sanitary & Industrial Discharges	400	400
Water Treatment Plant Wastes	50	50
Well House Floor Drains	5	5
Sewers & Drains²		
Sanitary & Storm Sewers, Drains	0-25 feet: prohibited 25-75 feet if water main pipe 75-200 feet if sanitary sewer pipe	0-25 feet: prohibited 25-75 feet if water main pipe 75-200 feet if sanitary sewer main pipe
Sewer Force Mains	0-75 feet: prohibited 75-400 feet if water main pipe 400-1000 feet if water main or sanitary sewer pipe	0-75 feet: prohibited 75-400 feet if water main pipe 400-1000 feet if water main or sanitary sewer pipe
Water Plant Treatment Process Wastes that are Treated Onsite	0-5 feet: prohibited 5-50 feet if sanitary sewer pipe	0-5 feet: prohibited 5-50 feet if sanitary sewer main pipe
Water Plant Wastes to Sanitary Sewer	0-25 feet: prohibited 25-75 feet if water main pipe 75-200 feet if sanitary sewer pipe	0-25 feet: prohibited 25-75 feet if water main pipe 75-200 feet if sanitary sewer main pipe
Well House Floor Drains to Sewers	0-25 feet: prohibited 25-75 feet if water main pipe 75-200 feet if sanitary sewer pipe	0-25 feet: prohibited 25-75 feet if water main pipe 75-200 feet if sanitary sewer pipe
Well House Floor Drains to Surface	0-5 feet: prohibited 0-50 feet if sanitary sewer pipe	0-5 feet: prohibited 0-50 feet if sanitary sewer main pipe
Land Disposal of Treated Wastes		
Irrigation of Wastewater	200	400
Land Application of Solid Wastes ³	200	400
Other		
Cesspools & Earth Pit Privies	200	400

Concrete Vaults & Septic Tanks	100	200
Lagoons	400	1000
Mechanical Wastewater Treatment Plants	200	400
Soil Absorption Fields	200	400
CHEMICALS:		
Chemical Application to Ground Surface	100	200
Chemical & Mineral Storage above Ground	100	200
Chemical & Mineral Storage on or Under Ground	200	400
Transmission Pipelines (such as fertilizer, liquid petroleum or anhydrous ammonia)	200	400
ANIMALS:		
Animal Pasturage	50	50
Animal enclosure	200	400
Earthen Silage Storage Trench or Pit	100	200
Animal Wastes		
Land Application of Liquid or Slurry	200	400
Land Application of Solids	200	400
Solids Stockpile	400	400
Storage Basin or Lagoon	400	1000
Storage Tank	200	400
MISCELLANEOUS:		
Basements, Pits, Sumps	10	10
Cemeteries	200	200
Cisterns	50	100
Flowing Streams or Other Surface Water Bodies	50	50
Railroads	100	200
Private Wells	200	400
Solid Waste Landfills and Disposal Sites ⁴	1000	1000

¹ Refer to Section 229.01 for definition.

² The separation distances are dependent upon two factors: the type of piping that is in the existing sewer or drain, as noted in the table, and that the piping was properly installed in accordance with the standards.

³ Solid wastes are those derived from the treatment of water or wastewater. Certain types of solid wastes from water treatment processes may be land-applied within the separation distance on an individual, case-by-case basis.

⁴ Solid waste means garbage, refuse, rubbish and other similar discarded solid or semisolid materials, including but not limited to such materials resulting from industrial, commercial, agricultural and domestic activities.

Section 2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provisions or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council the _____ day of _____ 2023, and approved this _____ day of _____ 2023.

Brad Campbell, Mayor

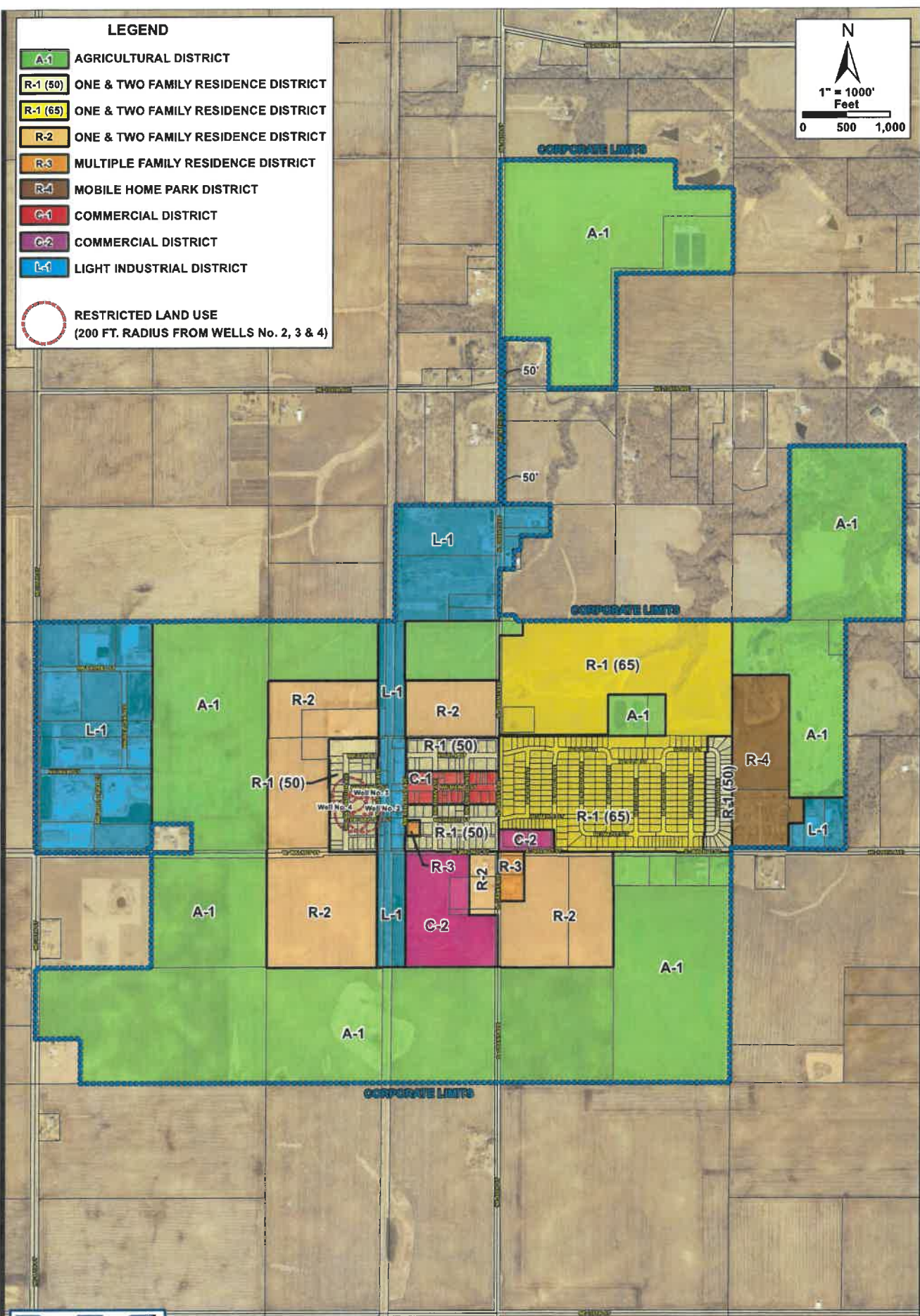
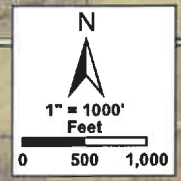
Attest:

Brenda Hysell, City Clerk/Treasurer

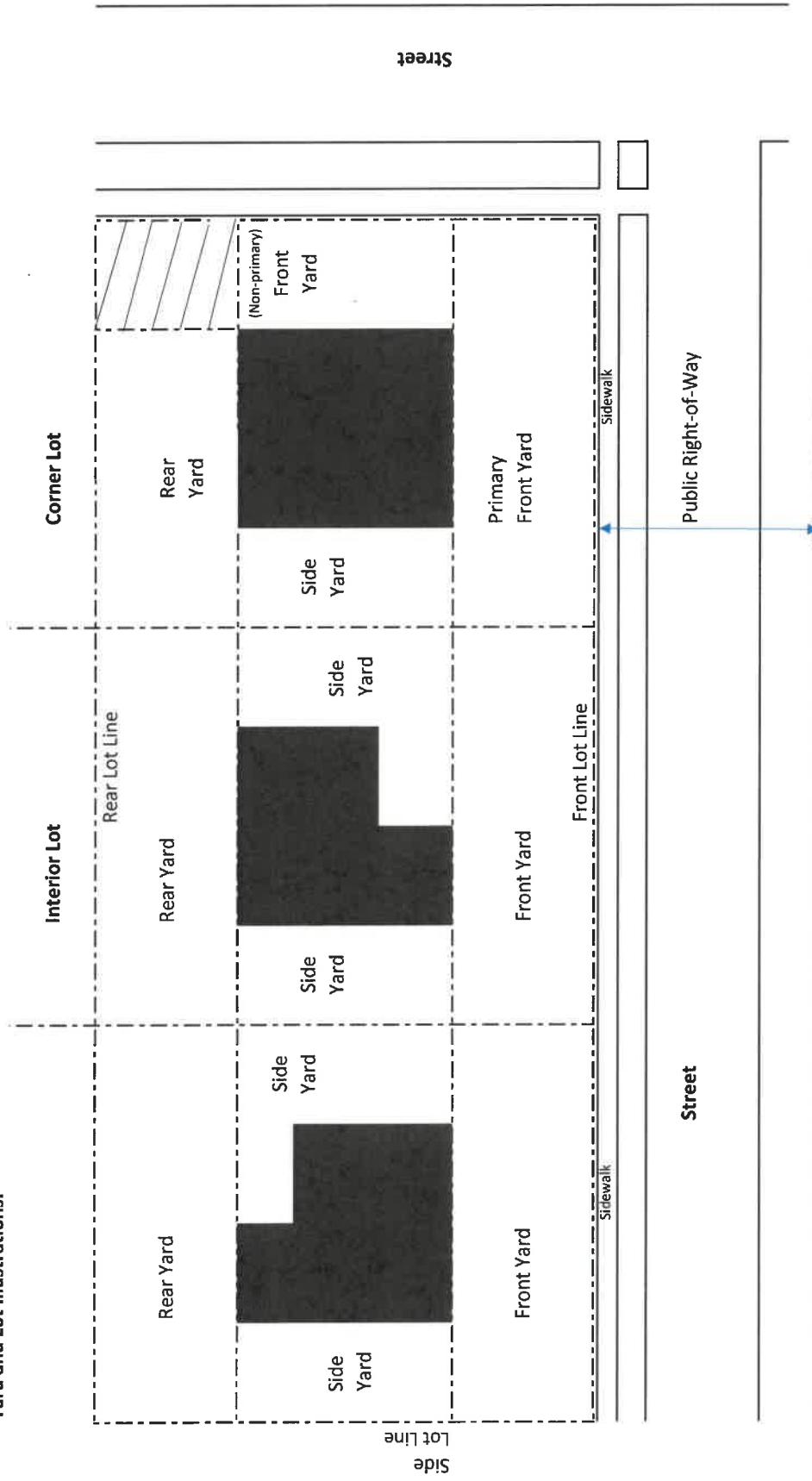
LEGEND

- A-1** AGRICULTURAL DISTRICT
- R-1 (50)** ONE & TWO FAMILY RESIDENCE DISTRICT
- R-1 (65)** ONE & TWO FAMILY RESIDENCE DISTRICT
- R-2** ONE & TWO FAMILY RESIDENCE DISTRICT
- R-3** MULTIPLE FAMILY RESIDENCE DISTRICT
- R-4** MOBILE HOME PARK DISTRICT
- C-1** COMMERCIAL DISTRICT
- C-2** COMMERCIAL DISTRICT
- L-1** LIGHT INDUSTRIAL DISTRICT

- RESTRICTED LAND USE**
(200 FT. RADIUS FROM WELLS No. 2, 3 & 4)



Yard and Lot Illustrations:



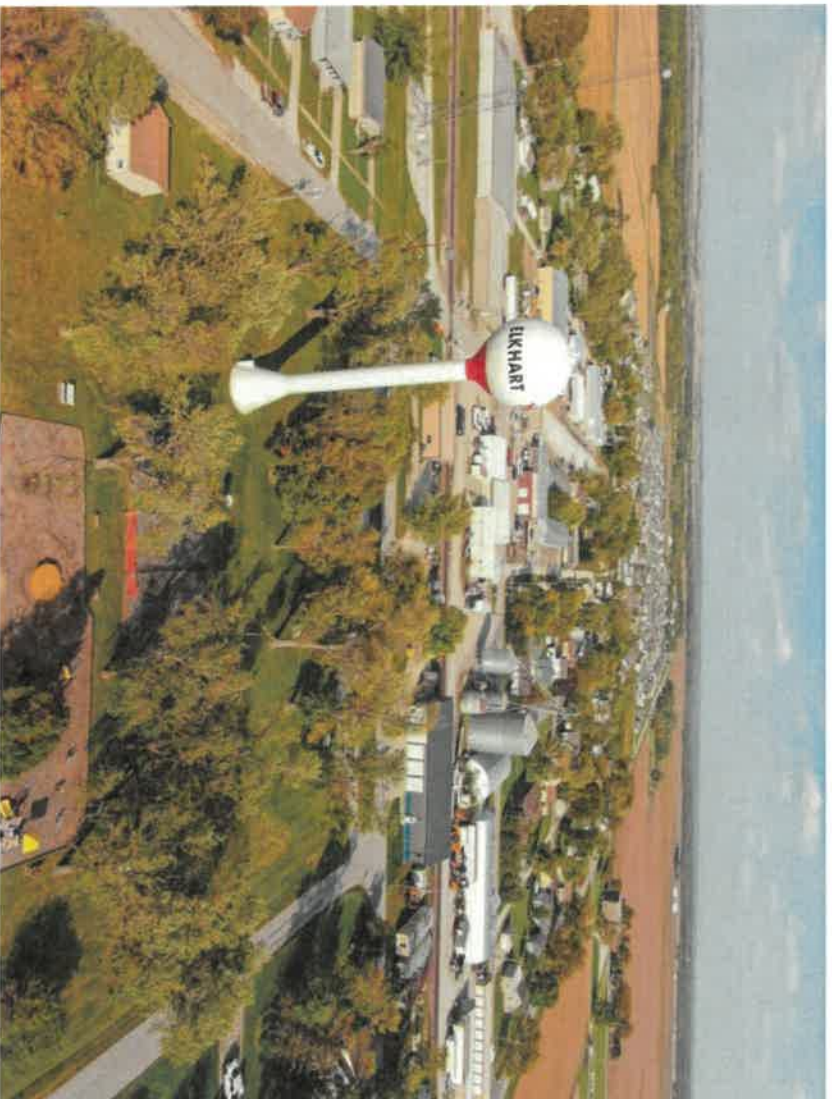
City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Main Street Master Plan

Council Action:

You will be asked to approve the Main Street Master Plan. The plan is to guide future decisions about Main Street growth and development. The P&Z had recommended the plan for your approval in June. The draft plan has been included in your packet.



EST. 1904



MAIN STREET MASTER PLAN

City of Elkhart, Iowa
July 2023

TABLE OF CONTENTS

4	Master Plan: Overview
6	Existing Conditions
7	Future Goals
	// Policy
11	Parking
12	Relocation + Redevelopment of Industrial Uses
	// Capital
14	Facade Improvements
16	Signage
19	Connection to City Park / Town Square
20	Trail // Park Connections
23	Drainage Outlet East of Main Street
24	Economic Development + Further Study
25	Action Items

Elkhart was inhabited by a few Native Americans in 1846 who hunted the abundant wild game of the area. In October, 1846 Isaac Walker Cory arrived with his family and settled in an area that came to be known as Cory Grove. Isaac wrote his father and brothers back in Elkhart, Indiana urging them to join him. Elkhart was laid out in 1853 by J.W. Cory and named for Elkhart, Indiana. Elkhart was incorporated July 27, 1904.

OVERVIEW

MASTER PLAN: OVERVIEW

The City of Elkhart determined the need to create a Main Street Master Plan, outlining their vision for the future of the downtown area. The City's goal is to transform Main Street into a more traditional downtown environment. The purpose of the study is to create and identify placemaking strategies for Main Street as Elkhart continues to grow and adjacent communities intersect with the City.

The plan provides an understanding of existing conditions and direction for improvements within the Main Street corridor in order to update infrastructure, promote economic development/redevelopment, and inspire greater connections throughout the community to Main Street. The goals contained herein helps to establish priorities and phasing for public improvements while promoting direction for potential private-sector development.

The City selected Veenstra & Kimm, Inc. to assist with the planning process.

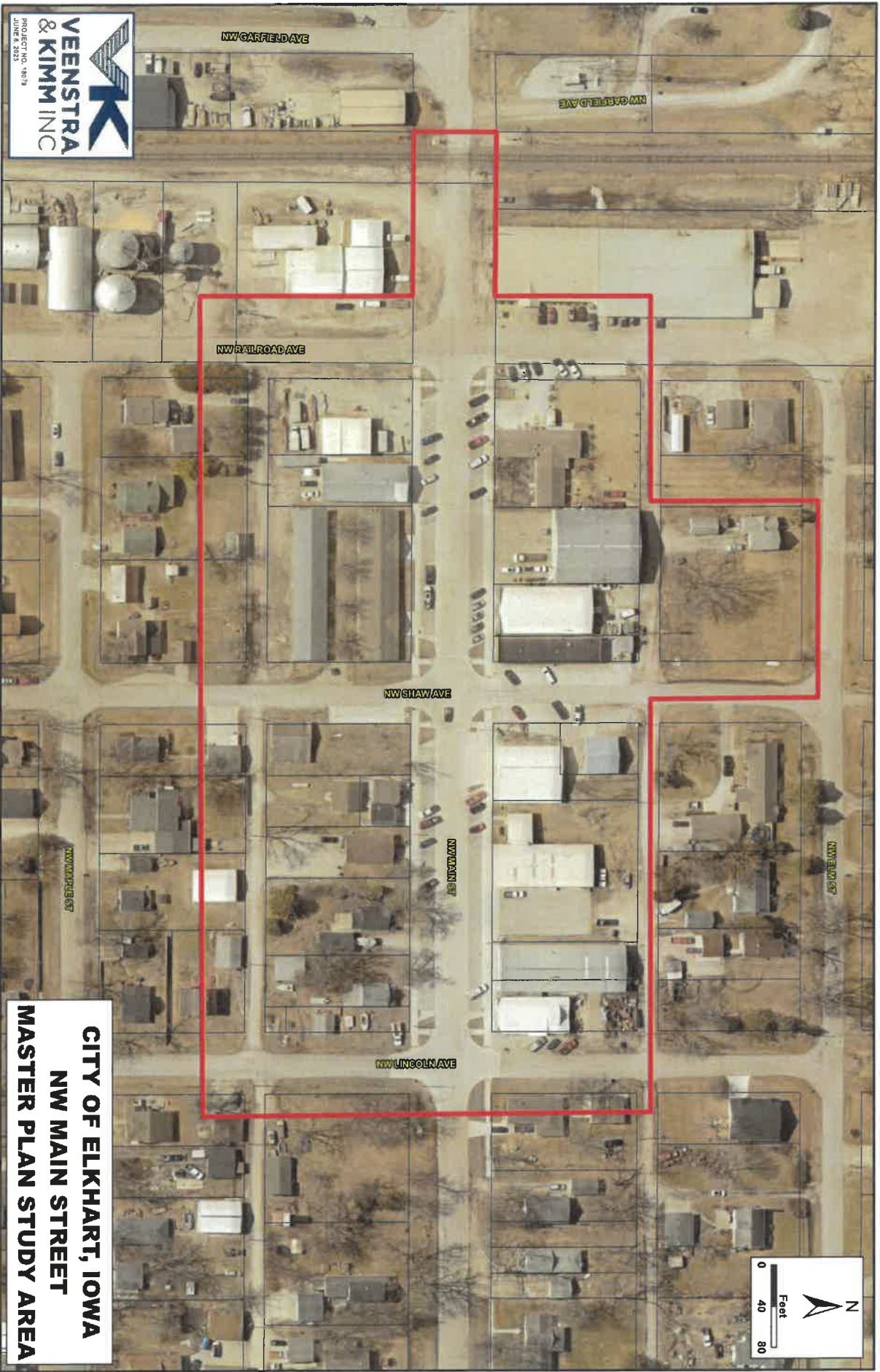
The first item of the planning process included a review of current land uses, parking stalls, and crosswalks within the central business district (CBD). The review was performed with the City Administrator.

A charrette was then held with a committee including members of the City Council, Planning and Zoning Commission, the City Administrator, and CBD business owners to discuss existing land uses, desired business types, parking, and potential zoning modifications.

Following the charrette, internal discussions were held reviewing the charrette decisions, potential land use or zoning changes, and possible incentives to existing businesses for relocation as opportunities come up or to generate openings to draw new businesses.

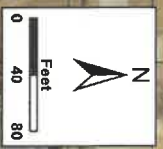
Parking stalls (both used and open) were counted at multiple times throughout a normal week to assist in determining the potential need for additional parking.

Following review of the plan by Council, any proposed zoning changes will be presented for Council consideration and future land use maps will be created to depict the changes.

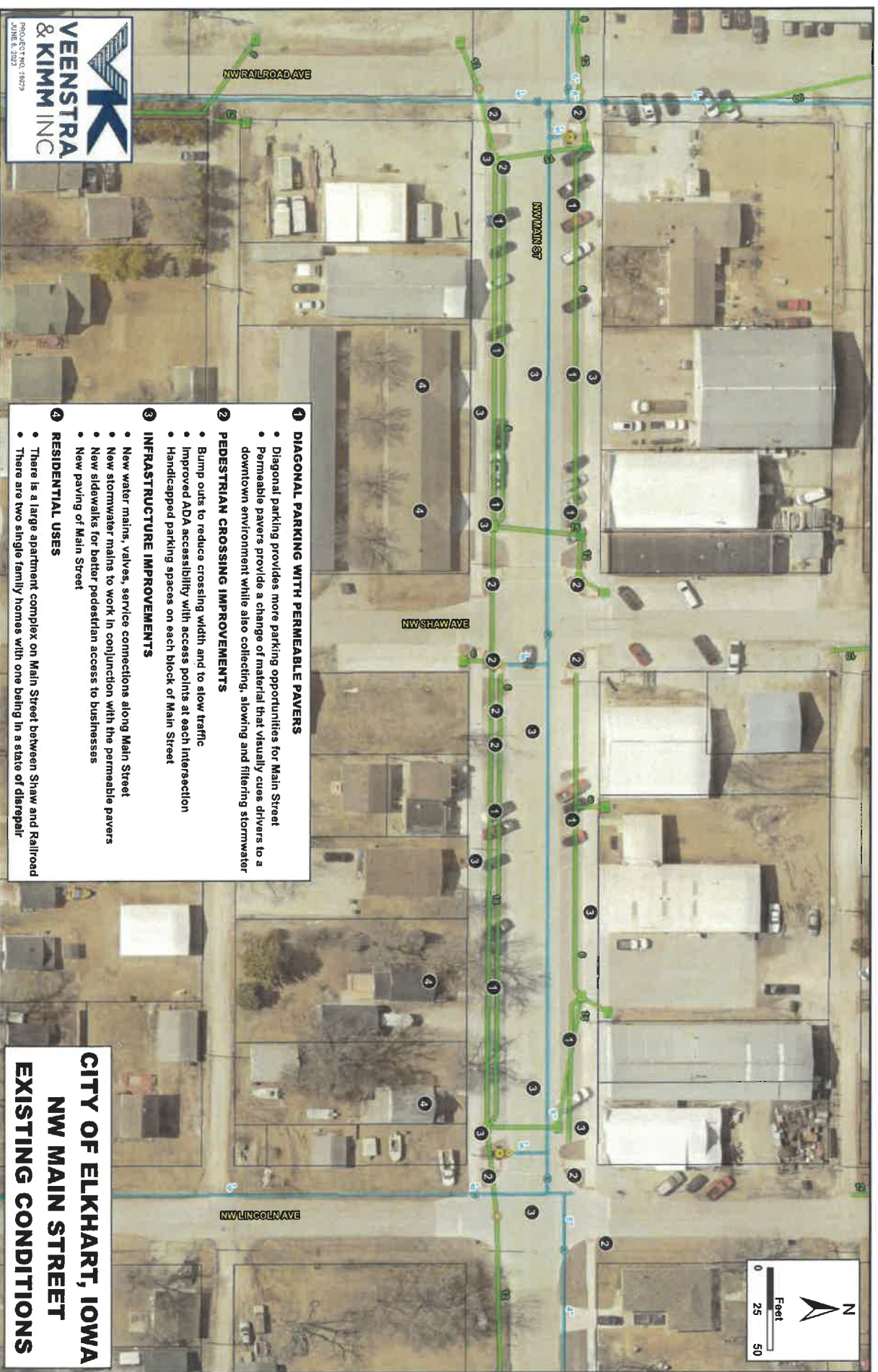


VEENSTRA & KIMM INC
 PROJECT NO. 1813
 DATE: 05/2018

**CITY OF ELKHART, IOWA
 NW MAIN STREET
 MASTER PLAN STUDY AREA**



EXISTING CONDITIONS

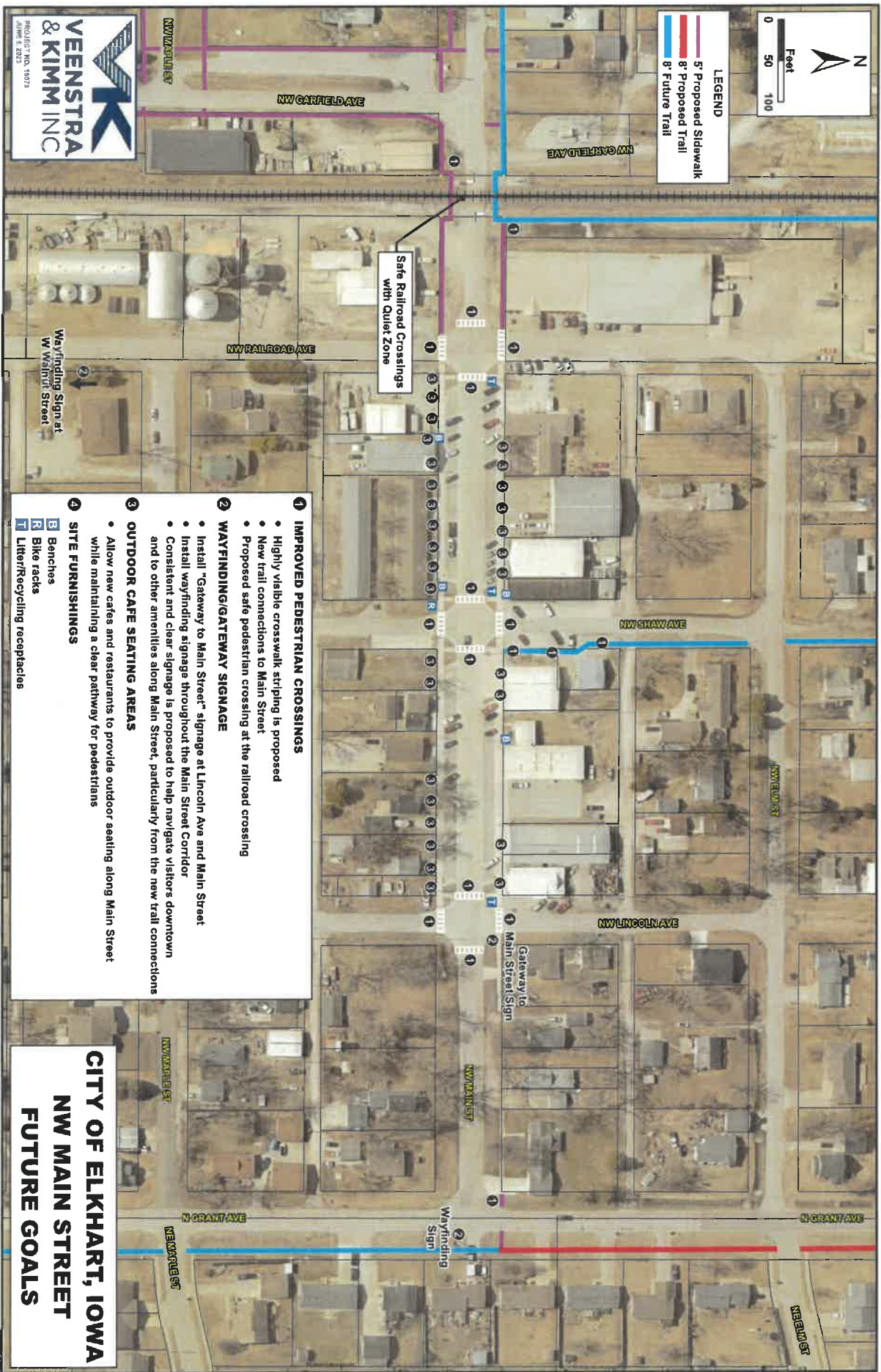


- 1 DIAGONAL PARKING WITH PERMEABLE PAVERS**
 - Diagonal parking provides more parking opportunities for Main Street
 - Permeable pavers provide a change of material that visually cues drivers to a downtown environment while also collecting, slowing and filtering stormwater
- 2 PEDESTRIAN CROSSING IMPROVEMENTS**
 - Bump outs to reduce crossing width and to slow traffic
 - Improved ADA accessibility with access points at each intersection
 - Handicapped parking spaces on each block of Main Street
- 3 INFRASTRUCTURE IMPROVEMENTS**
 - New water mains, valves, service connections along Main Street
 - New stormwater mains to work in conjunction with the permeable pavers
 - New sidewalks for better pedestrian access to businesses
 - New paving of Main Street
- 4 RESIDENTIAL USES**
 - There is a large apartment complex on Main Street between Shaw and Railroad
 - There are two single family homes with one being in a state of disrepair

**CITY OF ELKHART, IOWA
NW MAIN STREET
EXISTING CONDITIONS**



FUTURE GOALS



LEGEND

- 5' Proposed Sidewalk
- 8' Proposed Trail
- 8' Future Trail

Feet

0 50 100

- 1 IMPROVED PEDESTRIAN CROSSINGS**
 - Highly visible crosswalk striping is proposed
 - New trail connections to Main Street
 - Proposed safe pedestrian crossing at the railroad crossing
- 2 WAYFINDING/GATEWAY SIGNAGE**
 - Install "Gateway to Main Street" signage at Lincoln Ave and Main Street
 - Install wayfinding signage throughout the Main Street Corridor
 - Consistent and clear signage is proposed to help navigate visitors downtown and to other amenities along Main Street, particularly from the new trail connections
- 3 OUTDOOR CAFE SEATING AREAS**
 - Allow new cafes and restaurants to provide outdoor seating along Main Street while maintaining a clear pathway for pedestrians
- 4 SITE FURNISHINGS**
 - B** Benches
 - R** Bike racks
 - T** Litter/Recycling receptacles

Safe Railroad Crossings
With Quiet Zone

Wayfinding Sign at
W Walnut Street

Gateway to
Main Street Sign

Wayfinding
Sign

**CITY OF ELKHART, IOWA
NW MAIN STREET
FUTURE GOALS**

VEENSTRA & KIM INC
PROJECT NO. 19173
APRIL 9, 2023

POLICY

Parking availability

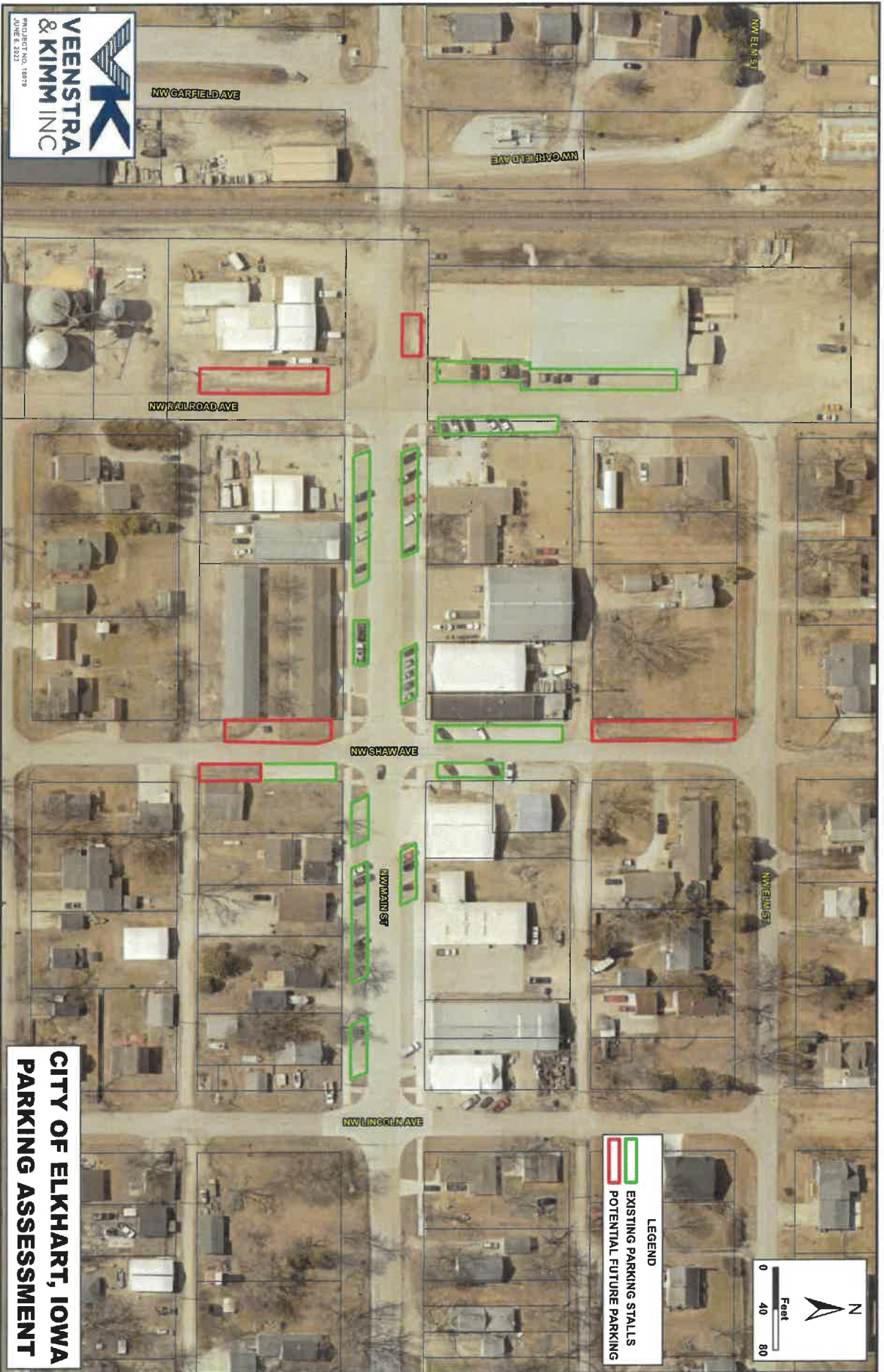
Relocation and redevelopment of industrial uses

Safe pedestrian crossing of railroad tracks

Creation of open space – to be provided in City Park/Square west of railroad

Create placemaking opportunities to make Main Street a more attractive, enjoyable and visible destination

Clean up or redevelop nuisance properties



PARKING

Existing Capacity	101 Total	50 stalls on Main Street 21 stalls on Shaw Avenue 30 Stalls on Railroad Avenue <i>*Accounts for marked stalls, both sides</i>
Weekday Observed Use	Main Street 20 - 25 Shaw Avenue 3 to 5 Railroad Avenue 5 to 10	Observed at.. 9:30 am Monday, May 23, 2022 8:00 am Tuesday, May 24, 2022 12:20 pm Tuesday, May 24, 2022 5:00 pm Thursday, May 26, 2022
Weekend Observed Use	44 on Main Street Only 25 on Main Street Only	Observed at 6:00pm Friday, April 14, 2023 Observed at 5:00pm Saturday, April 15, 2023

- ✓ Sufficient parking is available for current needs
- ✓ As properties along Main Street are redeveloped to visitor/customer heavy uses, additional parking will be necessary
- ✓ Additional parking can be provided along side streets and in parking lots in future
- ✓ When Main Street is blocked off for events, parking is drastically affected. Further study may be necessary to address this as future development occurs



RELOCATION + REDEVELOPMENT OF INDUSTRIAL USES

A meeting was held with representatives of City Municipal Advisor PFM and City Bond Counsel Dorsey & Whitney to discuss incentive programs to relocate non-conforming Main Street businesses and residential areas in accordance with the City's Zoning and Future Land Use maps and to incentivize desirable businesses. Conforming businesses include coffee shop, hair salon, retail, office, pizza restaurant and café. Non-traditional Main Street businesses could be defined as businesses not typically located along a traditional Main Street, such as first floor residential and industrial type uses. These uses are much better suited in other areas of the community where land use, traffic patterns and other utilities are more compatible with the respective use.

The following items were identified as programs to consider for incentives:

- ✓ Tax Increment Financing (TIF) and Urban Renewal Plan
- ✓ General Obligation (GO) Debt
- ✓ Tax Abatements
- ✓ Local Option Sales Tax (LOST)

CAPITAL

Facade Improvements

Signage

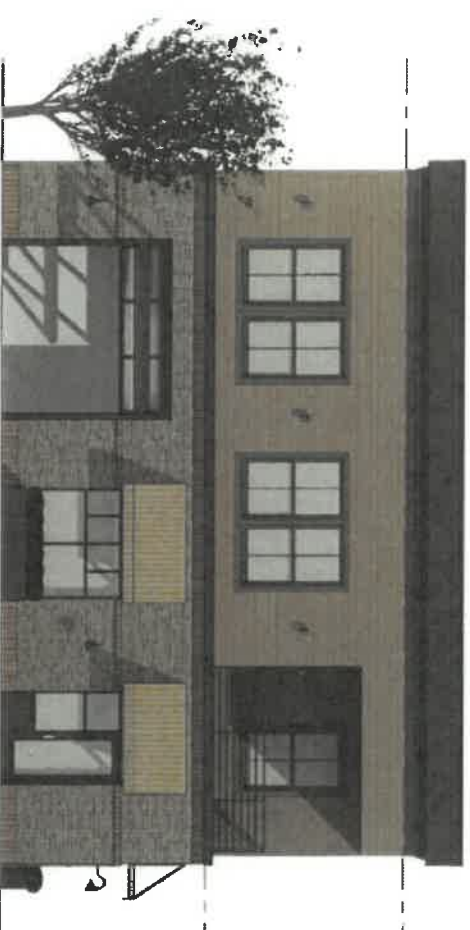
Connection to City Park/Town Square

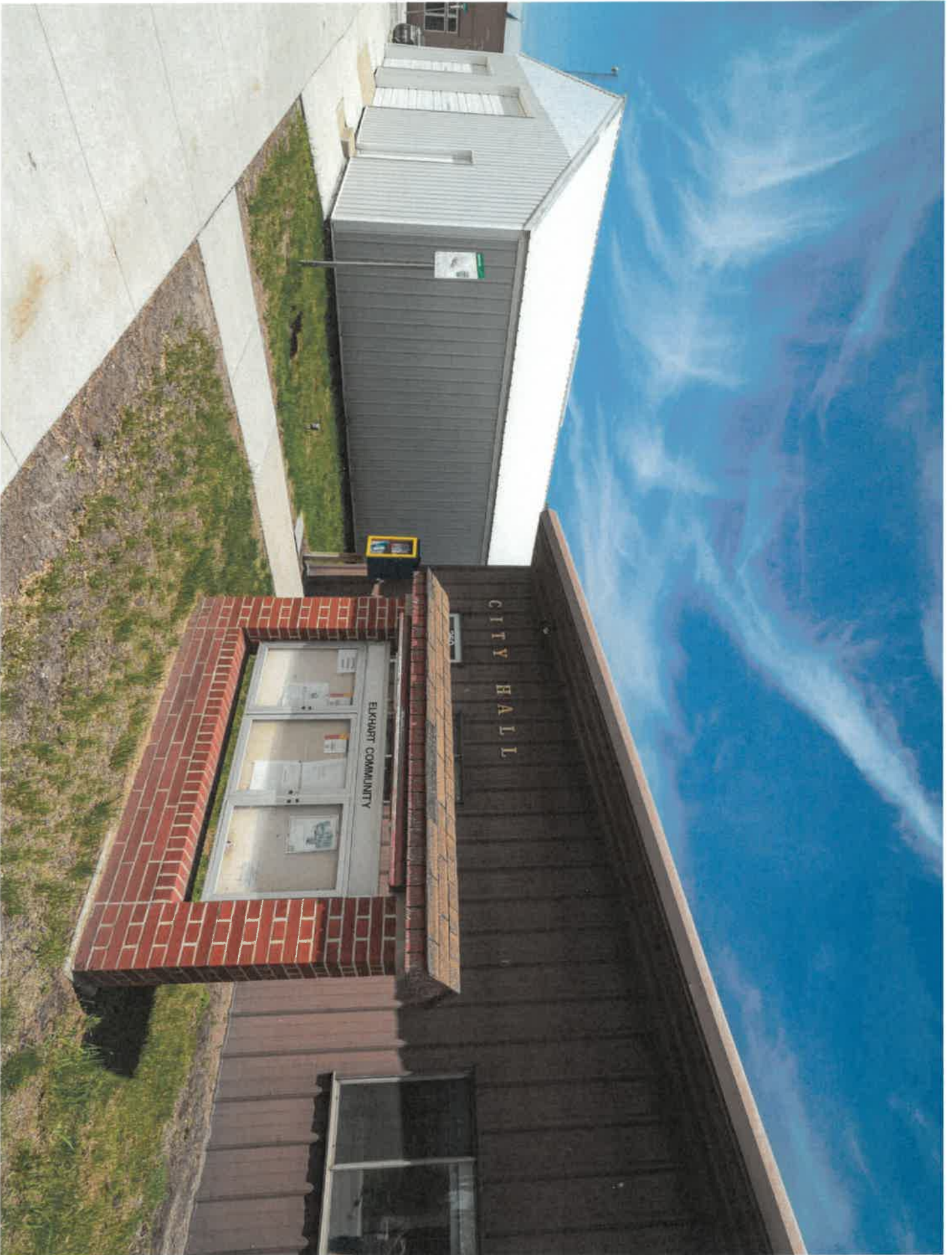
Trail/Park Connections

Drainage Outlet East of Main Street

FAÇADE IMPROVEMENTS

The City has obtained American Rescue Plan Act funding in the amount of \$167,000 to assist in Main Street façade improvements. Several businesses in the CBD have opted in to the façade improvement program. The City will continue to seek additional funding for façade improvements.



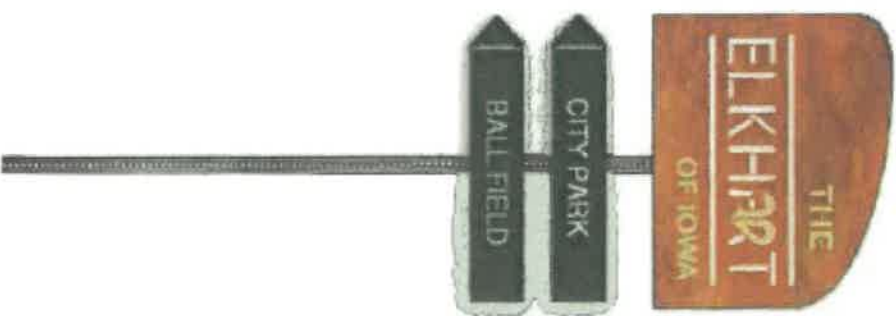


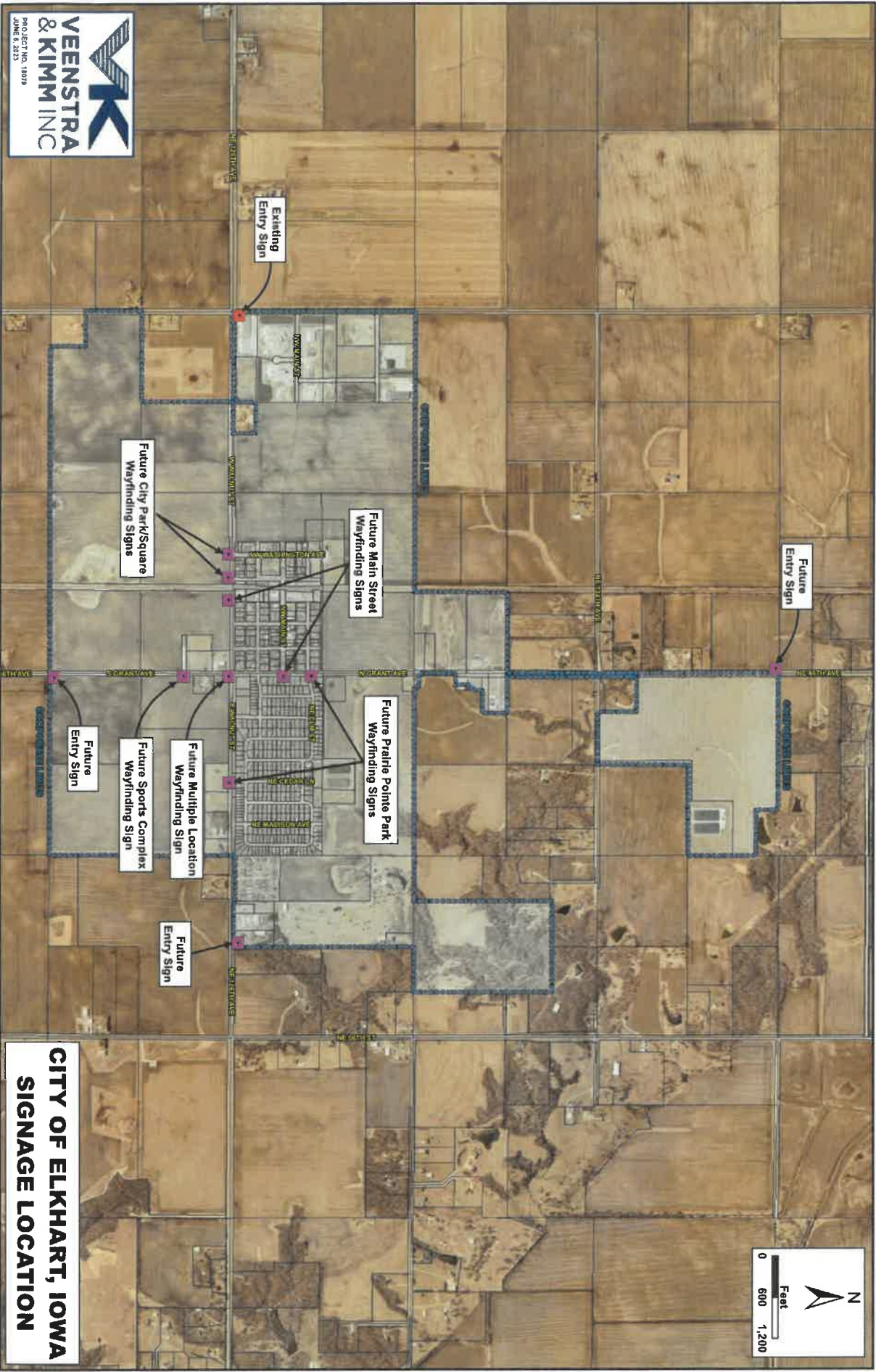
SIGNAGE

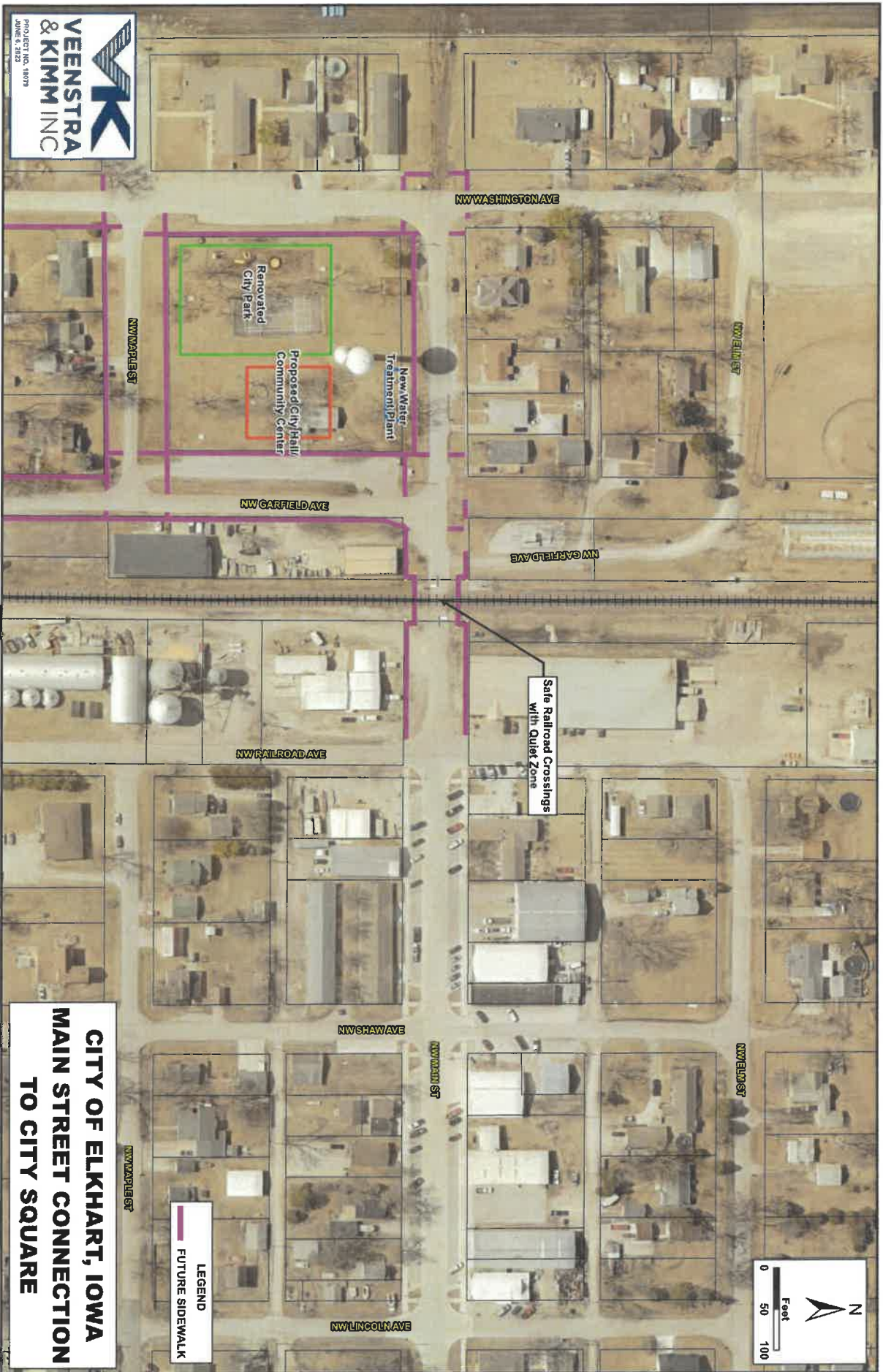
Both entry and way finding signage were explored for this plan. The City currently has a limited number of way finding signs along main corridors into the community, although they have no consistency in their branding. The city did recently install a new entry sign (pictured) at the west city limits. However, increasing signage types and their visibility would benefit the City and visitors. This is also an opportunity to enhance City branding and place making.

Proposed signage improvements are as follows:

- ✓ Additional entry signs to be installed at north, south, and east City limits
- ✓ Way finding signs to be installed directing to Main Street, City Park, Prairie Pointe Park, and Sports Complex



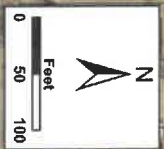




VEENSTRA & KIM INC
 PROJECT NO. 18073
 JUNE 5, 2023

**CITY OF ELKHART, IOWA
 MAIN STREET CONNECTION
 TO CITY SQUARE**

LEGEND
 FUTURE SIDEWALK



CONNECTION TO CITY PARK + TOWN SQUARE

A Main Street connection to City Park west of the railroad tracks accomplishes a number of objectives:

- ✓ Provides a safe pedestrian crossing of the railroad tracks along with a quiet zone benefiting City Park and Main Street
- ✓ Provides a connection to open space
- ✓ Provides a location to relocate City Hall from Main Street

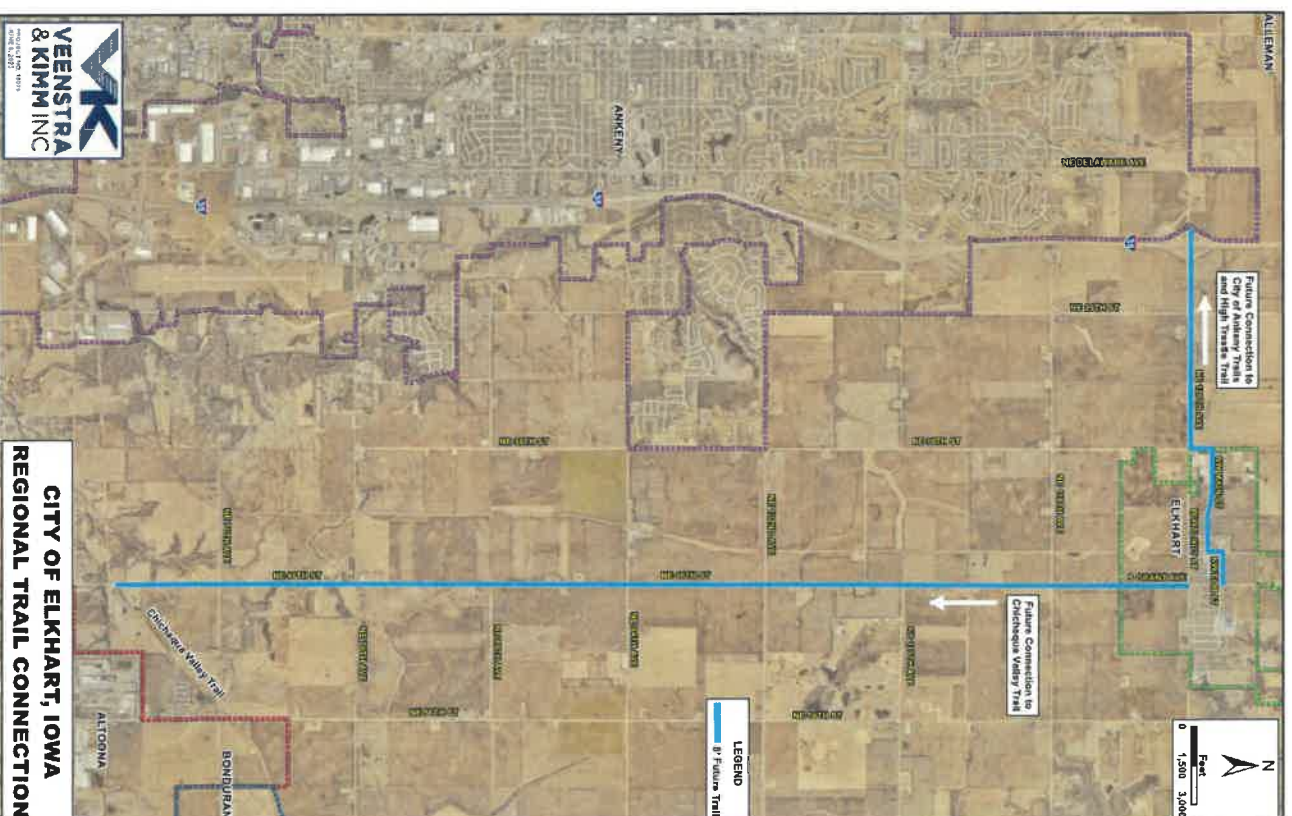
It is envisioned that City Park could be converted into a pedestrian friendly City Square including a renovated park and new Community Center/City Hall along with the new water treatment plant currently being constructed.



TRAIL // PARK CONNECTIONS

Connections to trails and parks were identified as important elements of the study. These would connect Elkhart's central business district to heavily frequented trails and surrounding areas in the metro, creating a destination point for users within City limits.

A trail is currently being constructed with the Kimberley Woods development that will connect the expanded Prairie Pointe Park to Grant Avenue. The City will extend this trail to connect to Main Street along with the Grant Avenue storm sewer to be constructed over the next several years. Future trail connections are also planned to the west to connect to trails in the City of Ankeny and the High Trestle Trail and to the south to connect to the Chichagua Valley Trail.





**CITY OF ELKHART, IOWA
STORM SEWER IMPROVEMENTS**

VEENSTRA & KIMM INC
PROJECT NO. 18879
JUNE 8, 2023

DRAINAGE OUTLET EAST OF MAIN STREET

Elkhart's growth has traditionally outpaced its infrastructure. The City recently invested in storm water improvements and will continue to invest in them to meet future demand. Storm water collected from the recently constructed permeable pavement and storm sewer system along Main Street will outlet to the new Prairie Pointe Park detention basins. This trunk sewer connection will be constructed over the next several years.



ECONOMIC DEVELOPMENT + FURTHER STUDY

The following components were identified as items that can be addressed by incentivizing economic development:

- ✓ Potential businesses to attract
- ✓ Coffee shop, hair salon, retail, office, pizza restaurant, café, mixed-use
- ✓ Move residential rentals out of street level
- ✓ As previously discussed in the Policy section, programs to explore to attract desirable businesses and incentivize relocation of residential areas include TIF and Urban Renewal Plan, GO Debt, Tax Abatements, and LOST.

The following components were identified as items that can be addressed with further study:

- ✓ Residential Space Downtown
- ✓ May be located above commercial businesses
- ✓ Special Census in 2024
- ✓ More funding available if population is determined to be above 1,000
- ✓ Parking as redevelopment of downtown businesses occurs



ACTION ITEMS

SHORT TERM 1-2 YEARS

- ✓ Contact railroad to start planning safe pedestrian crossings on Main Street
- ✓ Construct storm sewer outlet for drainage east of downtown and trail connection to Prairie Pointe Park
- ✓ Install entry and way finding signage
- ✓ Explore funding programs for business incentives
- ✓ Address nuisance properties on Main Street

LONG TERM 5+ YEARS

- ✓ Set aside funds to relocate industrial or residential uses
- ✓ Proposed relocation of City Hall with new Community Center and creation of City Square at City Park
- ✓ Secure trail connection funding
- ✓ Implement funding programs for business incentives
- ✓ Reconsider implementing railroad quiet zone through Elkhart

Prepared by:



3000 Westown Parkway
West Des Moines, Iowa 50266
515-225-8000
www.v-k.ket

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Central Iowa Watershed Management Agreement

Council Action:

You will be asked to consider approval of the updated Central Iowa Watershed Management Agreement. The other communities in Polk County have entered into a 28E agreement with the county to provide watershed management technical assistance/grantwriting assistance. The cost to Elkhart is \$250/annually. The agreement has been included in your packet.

**AMENDMENT TO THE AGREEMENT FOR
COOPERATIVE PUBLIC SERVICE
BETWEEN POLK COUNTY, IOWA AND
THE CENTRAL IOWA WATERSHED
MANAGEMENT AUTHORITIES FOR THE
FUNDING OF A WATERSHED
COORDINATOR POSITION**

THIS AMENDMENT affects the Agreement approved by the various members of the Central Iowa Watershed Management Authority between September 22, 2020 and January 26, 2021, with an effective date of October 16, 2020, said Agreement is attached hereto as Exhibit 1 (“the Agreement”). The purpose of this Amendment is two-fold. The first purpose is to update the Duties of the County in Attachment B of the Agreement. The second purpose is to update and replace the cost sharing model contained in Attachment D of the Agreement for cost share year 2022 and beyond until further amendment or termination of the Agreement. Therefore, in exchange for the consideration outlined below, the Agreement is amended as follows:

Amendment 1:

In exchange for the Parties amending the Cost Sharing Model below, the Duties of the County contained in Attachment B of the Agreement are amended as follows:

- 5) The County shall employ a Watershed Outreach Coordinator whose duties will comprise of the following:
- a. Develops and conducts water quality education for a variety of social groups; organizes educational workshops, school programs, and volunteer events.
 - b. Designs education materials such as flyers, social media posts, and targeted outreach materials; manages websites and social media campaigns for local watershed efforts.
 - c. Provides assistance to the Water Resources Planner in administrative duties for local watershed management authority groups, including assisting with membership, agendas, work sessions, and other general administrative duties.
 - d. Provides assistance in grant writing and management to fundraise for local educational efforts and the implementation of urban stormwater management practices in Polk County.

Amendment 2:

In exchange for the County amending the Duties of the County above, the Cost Sharing Model contained in Attachment D of the Agreement is replaced for cost share year 2022 and beyond until further amendment or termination with the following:

		2022 and beyond
<u>Jurisdiction</u>		<u>Amount</u>
Alleman		\$ 250.00
Altoona		\$ 6,600.00
Ankeny		\$ 15,800.00
Bondurant		\$ 3,300.00
Clive		\$ 6,000.00
Des Moines		\$ 47,000.00
Elkhart		\$ 250.00
Grimes		\$ 4,500.00
Johnston		\$ 6,600.00
Mitchellville		\$ 250.00
Pleasant Hill		\$ 4,700.00
Runnells		\$ 150.00
Sheldahl		\$ 150.00
Slater		\$ 250.00
Story County		\$ 175.00
Urbandale		\$ 16,000.00
Waukee		\$ 5,700.00
West Des Moines		\$ 13,500.00
Windsor Heights		\$ 1,300.00
Polk County		\$ 98,595.00
Total		\$ 231,070.00

This Amendment shall take effect immediately upon signature of all Parties.

All the other provisions of the Agreement remain in full force and effect through and until further amendment or termination.

**AMENDMENT TO THE AGREEMENT FOR COOPERATIVE PUBLIC SERVICE BETWEEN
POLK COUNTY, IOWA AND THE CENTRAL IOWA WATERSHED MANAGEMENT
AUTHORITIES FOR THE FUNDING OF A WATERSHED COORDINATOR POSITION**

Whereas, the members of the Fourmile Creek Watershed Management Authority, the Mud, Camp, and Spring Creek Watershed Management Authority and the Walnut Creek Watershed Management Authority are collectively referred to as the Central Iowa Watershed Management Authorities hereinafter referred to as “CIWMA”; and

Whereas, various members of the CIWMA approved an “Agreement for Cooperative Public Service Between Polk County, Iowa and the Central Iowa Watershed Management Authorities for the Funding of a Watershed Coordinator Position” between September 22, 2020 and January 26, 2021 with an effective date of October 16, 2020 hereinafter referred to as “the Agreement”; and

Whereas, the Parties to the Agreement desire to amend the Cost Sharing Model to fund a Watershed Outreach Coordinator.

NOW THEREFORE BE IT RESOLVED THAT the City of Elkhart approves and adopts the attached Amendment to the Agreement.

BE IT FURTHER RESOLVED THAT the City of Elkhart has caused this Amendment to be executed on the day, month and year indicated below.

ADOPTED this _____ day of _____, 2021.

CITY OF ELKHART

IN WITNESS WHEREOF, the City of Elkhart has caused this Amendment to be executed by its duly authorized officers on the day and year indicated below.

By:

Attest:

Mayor

City Clerk

Date: _____

Date: _____

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Urban Renewal Updates

Council Action:

As part of the gas station incentive program that you have approved in principle (TIF Rebate Incentive), we will need to update our Urban Renewal Plan by eliminating the proposed gas station property from the original Elkhart TIF district and creating its own TIF district. Dorsey and Whitney is providing the proceedings and they are included in your packet. You will be asked to adopt a resolution to delete the property from the original urban renewal area, set a date for a public hearing at the August council meeting to provide for a new TIF district and have the 1st reading of the ordinance which would authorize the changing urban renewal areas.

As of the printing of the council packets, we did not get the proceedings from Dorsey and Whitney. We expect them to be in before the meeting and will make them available to you at the meeting.

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Appointment to the Planning and Zoning Commission
and the Board of Adjustment

Council Action:

You will be asked to appoint a new member of the Board of Adjustment. We have one individual that has submitted a letter of interest in the BoA position, John Johnson. John's letter has been included in your packet. At this time there were no letters of interest submitted for the P&Z or the other vacancy for the BoA.

I JOHN JOHNSON AM VOLUNTEERING
TO SERVE ON THE CITY OF ELKHART IOWA'S
BOARD OF ADJUSTMENTS.

6-28-2023

John E. Johnson

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Annual Exam for FY2023 Financials

Council Action:

You will be asked to consider approval for our annual exam of our FY2023 financials. Due to the city's budget size, we are only required to do an exam and not a full audit. The exam is more affordable. A proposal for the exam by the same team we always use is included in your packet.

Gronewold, Bell, Kyhnn & Co. P.C.

CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS AND FINANCIAL CONSULTANTS

1910 EAST 7th STREET BOX 369
ATLANTIC, IOWA 50022-0369
(712) 243-1800
FAX (712) 243-1265
CPA@GBKCO.COM

KENNETH P. TEGELS
CHRISTOPHER J. NELSON
DAVID A. GINTHER
DUSTIN T. VEENSTRA

June 27, 2023

City of Elkhart
P.O. Box 77
260 NW Main Street
Elkhart, Iowa 50073

To the Honorable Mayor, Members of
the City Council and City Clerk

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide the City of Elkhart for the period July 1, 2022 through June 30, 2023. We will perform certain procedures agreed to by the City of Elkhart, for the period identified.

Agreed-upon Procedures Objective

The objective of our agreed-upon procedures is to perform an examination pursuant to Chapter 11.6 of the Code of Iowa. The examination is designed to focus on the financial processes of the City and compliance with certain Code of Iowa requirements to help ensure accountability and compliance and minimize the opportunity for fraud. We will review selected City records for propriety and determine whether adequate records are maintained by the City. By signing this engagement letter, you agree to the procedures as included in the City Examination Agreed-Upon Procedures Program Guide located on the State Auditor's website at <https://auditor.iowa.gov/other-resources/audit-practice-aids> and acknowledge the procedures to be performed are appropriate for the intended purpose of the engagement as described above. Our engagement to apply agreed-upon procedures will be conducted in accordance with the attestation standards for agreed-upon procedures engagements issued by the American Institute of Certified Public Accountants, the standards for attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the agreed-upon procedures program guide prepared by the Office of the Auditor of State. Those standards require we obtain your written agreement to the procedures to be applied and your acknowledgment those procedures are appropriate for the intended purpose of the engagement, as described in this letter. The agreement and acknowledgment are contained with this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue a written report upon completion of our engagement which lists the procedures performed and on our findings, if any. Our report will be addressed to the City. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our report. The report, which will not include opinions on financial statements, will include a statement the purpose of the report is to report, in accordance with Chapter 11.6 of the Code of Iowa, certain agreed-upon procedures and the resulting recommendations pertaining to selected accounting records and related information of the City, including the City's compliance with certain Code of Iowa requirements, and the report is not suitable for any other purpose. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. If we become aware the City of Elkhart is subject to an audit requirement not encompassed in the terms of this engagement letter, we will communicate to appropriate City officials the procedures we performed may not satisfy the relevant legal, regulatory or contractual requirements the City is subject to.

There may exist circumstances that, in our professional judgment, will require we withdraw from this engagement. If circumstances occur relating to the condition of your records, the availability of evidence, or the existence of significant risk of material misstatement of the subject matter caused by error or fraud, which in our professional judgment prevent us from completing the engagement or reporting findings, we retain the right to take any course of action permitted by professional standards, including declining to report findings or issue a report, or withdrawing from this engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representation, or we conclude there is sufficient doubt about the competence, integrity, ethical values or diligence of those providing the written representations, or we conclude the written representation provided are otherwise not reliable.
- We determine the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine restriction on the performance of procedures are not appropriate.

Agreed-upon Procedures - General

This agreed-upon procedures engagement includes applying certain procedures to City records and transactions for propriety. Therefore, our procedures will involve judgment about the number of transactions to be examined and the areas to be reviewed.

Because of the inherent limitations of the engagement, combined with the inherent limitations of internal control and because we will not perform a detailed examination of all transactions, there is an unavoidable risk material misstatements may exist and not be detected by us, even though the engagement is properly planned and performed in accordance with the attestation standards for agreed-upon procedures engagements issued by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets which come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as independent accountants is limited to the period covered by our procedures and does not extend to any later periods for which we are not engaged.

Agreed-upon Procedures - Internal Control

Our procedures will include obtaining an understanding of the City of Elkhart and its environment, including internal control. Our procedures, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed.

Our procedures are not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, we will communicate to management and those charged with governance any matters involving internal control and its operation required to be communicated under the attestation standards for agreed-upon procedures engagements issued by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards.

Agreed-upon Procedures - Compliance

As part of our procedures, we will observe the City of Elkhart's compliance with certain Code of Iowa requirements. An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention which contradict the procedures, we will communicate such matters to you. We will inform you of any violations of laws or governmental regulations that come to our attention during our procedures, unless clearly inconsequential. However, the objective of our procedures is not to provide an opinion on overall compliance and we will not express such an opinion in our report.

Management Responsibilities

You agree to the procedures to be performed and acknowledge they are appropriate for the intended purpose of the engagement.

Management is responsible for designing, implementing, establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure appropriate goals and objectives are met, following laws and regulations and ensuring management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contract and grant agreements. You are also responsible for the selection and application of accounting principles.

Management is also responsible for maintaining adequate financial records, making all financial records and related information available to us and for the accuracy and completeness of the information. You are also responsible for providing us with access to all information of which you are aware is relevant to the engagement, including identification of all related parties and all related-party relationships and transactions, additional information we may request from the appropriate party for the purpose of performing the agreed-upon procedures and providing us with unrestricted access to persons within the City from whom we determine it is necessary to obtain evidence, information and/or documentation relating to performing those procedures.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting the City involving (a) management, (b) employees who have significant roles in internal control and (c) others where the fraud could have a material effect on the financial data. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring the City complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements we may report.

Management is responsible for establishing and maintaining a process for tracking the status of findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, previous agreed-upon procedures, previous performance audits or other engagements or studies related to the objectives discussed in the Agreed-upon Procedures Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, agreed-upon procedures, performance audits or other engagements or studies.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from you about your responsibilities.

Engagement Administration, Fees and Other

Chris Nelson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We will provide copies of our report to the City, however, management is responsible for distribution of the report. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The documentation for the examination will be retained for a minimum of six years after the report release date or for any additional period requested by regulators. If we are aware a federal awarding agency or entity is contesting a finding, we will contact the party(ies) contesting the findings for guidance prior to destroying the documentation.

Government Auditing Standards require we make available a copy of our most recent external peer review report and any letter of comment, as well as any subsequent peer review reports and letters of comment received while we are performing procedures for the City. Our peer review report and letter for comment are available upon request.

Our fee to perform the annual examination of the City of Elkhart is based on the time necessary to perform the annual examination at hourly rates for individual staff levels, in addition to necessary travel expenses at rates governed by State regulations. The time necessary to perform the procedures at the City depends significantly on the activities conducted by the City, the internal controls the City establishes over its activities, the condition of the City's records, timely responses to our inquiries and timely completion and delivery of client assistance requests. As long as the City's activities and its internal controls do not change significantly, and we do not encounter unexpected circumstances which impact the time necessary to conduct the annual examination (i.e. unreconciled book and bank balances, unreconciled TIF obligations, records not maintained in current condition, etc.), we would expect the cost to perform the requested annual examination to be similar to the prior year after considering the effects of inflation. If our anticipated costs are expected to increase significantly from the prior year, we will discuss the reasons for the anticipated increases with you.

You may request we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to the City of Elkhart and believe this letter accurately summarizes the significant terms of our engagement to perform the City's agreed-upon procedures. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

GRONEWOLD, BELL, KYHNN & CO. P.C.


Dustin T. Veenstra, CPA

DTV:js

RESPONSE:

This letter correctly sets forth the understanding of the City of Elkhart.

By: _____

Title: _____

Date: _____

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Temporary Water Meter Regulations

Council Action:

You will be asked to consider approval for temporary water meter regulations. Brenda will provide a report on this agenda item.

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

National Flood Insurance Program

Council Action:

You will be asked to consider approval for the National Flood Insurance Program. Brenda will provide a report on this agenda item.

RESOLUTION NUMBER: _____

WHEREAS, certain areas of the city of Elkhart are subject to periodic flooding causing damages to properties within these areas; and

WHEREAS, relief is available in the form of Federally subsidized flood insurance as authorized by the National Flood Insurance Act of 1968; and

WHEREAS, it is the intent of this Council, to require the recognition and evaluation of flood hazards in all official actions relating to land use in areas having these hazards; and

WHEREAS, this body has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Chapter 364, Code of Iowa.

NOW, THEREFORE, BE IT RESOLVED, that this Council hereby:

1. Assures the Federal Insurance Administration that it will enact as necessary, and maintain in force in those areas having flood hazards, adequate land use and control measures with effective enforcement provisions consistent with the Criteria set forth in Section 60 of the National Flood Insurance Program Regulations,
2. Vests the Mayor of City of Elkhart with the responsibility, authority, and means to:
 - a. Assist the Federal Insurance Administrator, at his request, in his delineation of the limits of the area having special flood hazards.
 - b. Provide such information as the Administrator may request concerning present uses and occupancy of the flood plain areas.
 - c. Cooperate with Federal, State, and local agencies and private firms which undertake to study, survey, map, and identify flood plain areas, and cooperate with neighboring communities and the county with respect to management of adjoining flood plain areas in order to prevent aggravation of existing hazards.
 - d. When received from the Administrator, complete and submit those reports which advise the Administrator on the progress made within the community in the development and implementation of flood plain management measures.
 - e. Upon occurrence, notify the Administrator in writing whenever the boundaries of the community have been modified by annexation or loss of authority to adopt and enforce flood plain management regulations for a particular area. Included in such notification will be a map of the community, suitable for reproduction, which clearly delineates the new or deleted areas.
3. Appoints the Mayor of City of Elkhart to maintain for public inspection and to furnish upon request, for the determination of applicable flood insurance risk premium rates any certificates of flood-proofing and information on the elevation (in relation to North American Vertical Datum 1988) of the level of the lowest floor (including basement) of all new or substantially improved structures, and
4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the program.

ADOPTED AND PASSED by the City Council of the City of Elkhart this _____ day of _____, 2023.

Seal of City

Mayor Interim

Attest:

City Clerk

Federal Emergency Management Agency

APPLICATION FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to submit to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20472, and Paperwork Reduction Project (1660-0004). **NOTE: Do not send your completed form to this address.**

APPLICANT COMMUNITY NAME (City, town, etc.) City of Elkhart	DATE 6-28-2023
--	-------------------

COUNTY, STATE Polk, Iowa

COMMUNITY OFFICIAL - CHIEF EXECUTIVE OFFICER (CEO) Brad Campbell, Mayor	E-MAIL ADDRESS elkhartcityclerk@cityofelkhart.com	TELEPHONE # (Include area code) 515-367-4735
--	--	---

ADDRESS (Street or box no. city, state, zip code) P.O. Box 77, 260 NW Main Street, Elkhart, Iowa 50073

PROGRAM COORDINATOR (Official, if different from above, with overall responsibility for implementing program) Brenda Hysell, City Clerk	E-MAIL ADDRESS elkhartcityclerk@cityofelkhart.com	TELEPHONE # (Include area code) 515-367-4735
--	--	---

ADDRESS (Street or box #., city, state, zip code)

LOCATION OF COMMUNITY REPOSITORY FOR PUBLIC INSPECTION OF NFIP MAPS City Hall
--

ADDRESS P.O. Box 77, 260 NW Main Street, Elkhart, Iowa 50073

ESTIMATES FOR THOSE AREAS PRONE TO FLOOD AND/OR MUDSLIDE AS OF THE DATE OF THIS APPLICATION

AREA IN ACRES	POPULATION	NUMBER OF 1-4 FAMILY STRUCTURES	NUMBER OF ALL OTHER STRUCTURES
0	0	0	0

ESTIMATES OF TOTALS IN ENTIRE COMMUNITY

POPULATION	NUMBER OF 1-4 FAMILY STRUCTURES	NUMBER OF ALL OTHER STRUCTURES
969	403	411

FOR FEMA REGIONAL USE ONLY

FEMA REGIONAL OFFICE	NAME OF CONTACT	TELEPHONE NUMBER
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LEVEL OF 44 CFR 60.3 REGULATION ADOPTED (Check one) <input type="checkbox"/> 60.3 <input type="checkbox"/> 60.3(b) <input type="checkbox"/> 60.3(c) <input type="checkbox"/> 60.3(d) <input type="checkbox"/> 60.3(e)	CHECK APPROPRIATE BOX: <input type="checkbox"/> EMERGENCY PHASE <input type="checkbox"/> REGULAR PHASE
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IF REGULAR PROGRAM, SPECIFY FIRM INDEX DATE. IF USING ANOTHER COMMUNITY'S FIRM, GIVE COMMUNITY NAME, CID, FIRM INDEX DATE AND MAP PANEL NUMBER DEPICTING COMMUNITY

Brenda Hysell

From: Ricehill, Adrienne <adrienne.ricehill@dnr.iowa.gov> on behalf of Ricehill, Adrienne
Sent: Wednesday, June 28, 2023 12:14 PM
To: elkhartcityclerk@cityofelkhart.com
Subject: City of Elkhart - NFIP Application
Attachments: City of Elkhart Application Form.pdf; City of Elkhart Resolution of Intent.docx

Hi Brenda,

Thank you for reaching out! Even though your community does not have a Special Flood Hazard Area mapped within your City limits, you would still need to be enrolled in the National Flood Insurance Program to receive the 10% State match (if a disaster has been declared in your community). Good news is that since you do not have a SFHA it makes the enrollment process extremely easy to complete!

I have filled out most of the NFIP application form for you. The only part that you will need to input is the estimated number of family structures and other structures. You can find this information either by using the information from the county assessor's website or by looking at the number of houses that the city is sending billing for water, electric or garbage pickup services. I also used the 2022 census for the total population of your community.

Regarding the language within the Resolution of Intent...

#2d just means that you will cooperate with FEMA if they ever ask you for information about floodplain management in the community.

#3 means that you will keep records of any floodplain documents so you can provide them if/when someone needs that information for insurance purposes. If for any reason you were needing the elevation of the lowest floor we would be able to provide that for you.

Since your community is a No SFHA these activities would be minimal to non-existent.

Please review the attached application form and let me know if any changes need to be made.

Thank you!

Adrienne

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iowadnr.gov

Adrienne Ricehill | NFIP Specialist
Land Quality Bureau/Floodplain Management Section
Iowa Department of Natural Resources
P: 515-725-8342
502 E. 9th Street, Des Moines, IA 50319





June 16, 2022

MAYOR
CITY OF ELKHART
260 NW MAIN ST
PO BOX 77
ELKHART IA 50073-0077

Subject: Sanctions and Participation in the National Flood Insurance Program

To Whom It May Concern:

Your community has been identified by the Federal Emergency Management Agency (FEMA) as having areas that are subject to inundation by water during the 1-percent-chance annual flood event (also known as the 100-year flood). However, our records indicate that your community is not currently participating in the National Flood Insurance Program (NFIP).

The Iowa Department of Natural Resources (DNR) would like to inform you of the sanctions associated with non-participation in the NFIP that may affect your community. Federal and state laws tie your community's eligibility for financial assistance and post-disaster funding to its participation in the NFIP.

Non-participation in the NFIP exposes your community to sanctions that can affect projects within the mapped floodplains as well as post-disaster recovery efforts. One year after the effective date of the first Flood Insurance Rate Map (FIRM) identifying flood-prone areas in the community, federal financial assistance for acquisition or construction purposes in mapped floodplains is prohibited. Similarly, federal disaster assistance is limited in non-participating communities. Additionally, two years after the effective date of the community's first FIRM, the State of Iowa will no longer provide its cost match to federal funding following a presidentially declared disaster.

Upon successful enrollment in the program, the sanctions will no longer apply to your community and it will again be eligible to receive the withheld financial assistance. To join the NFIP, communities are required to complete a one-page application form, adopt a resolution of intent, and adopt and enforce a floodplain management ordinance. The DNR has developed a model ordinance that satisfy the minimum requirements for participation in the NFIP in Iowa. The DNR can provide these model documents, assist with enrollment, and provide any technical assistance that may be needed.

The NFIP provides many benefits to communities and their residents. The most evident is the availability of subsidized flood insurance to all citizens of your community. Included with this letter is a FAQ sheet that details the benefits of participating in the NFIP and dispels some myths surrounding the program.

Please feel free to contact me at adrienne.ricehill@dnr.iowa.gov or by phone at (515) 725-8342 if you have any questions or if you would like copies of any documents mentioned above.

Sincerely,

Benefits of Participating in the National Flood Insurance Program Frequently Asked Questions

Q: Are there any State of Iowa sanctions on a community for not participating in the National Flood Insurance Program (NFIP)?

A: Yes. Iowa Legislative Code 455B.262A requires that all communities with FEMA identified Special Flood Hazard Areas (SFHA) within their political boundaries must participate in the NFIP. Communities that fail to join the NFIP by June 30, 2011 or two years after their first effective Flood Insurance Rate Map (FIRM) will be ineligible to receive financial assistance for future flood-related disasters. This also applies to communities applying for mitigation grants.

Q: What does a community need to do in order to participate in the NFIP? Is there much work involved in administrating the program?

A: Communities are required to enforce a flood plain management ordinance and appoint a local official to administer the ordinance. The ordinance requires communities to minimize losses caused by flooding. The appointed local official is required to issue permits for development within the SFHA to ensure life and property are reasonably safe from flooding. From time to time, local officials must inspect the flood plain to ensure no new development is being built in violation of the ordinance.

Q: What happens if a community does not enforce its flood plain management ordinance?

A: FEMA can sanction communities by placing them on probation or suspending them from the NFIP. Probation is the first step towards suspension and gives communities time to bring violations into compliance with the ordinance. During probation policyholders will see a \$50 surcharge on their flood insurance premiums when a policy is renewed or issued. If communities neglect to address violations during probation, FEMA will place them on suspension. When communities are suspended policies will not be renewed or issued. Property owners located within the SFHA will not receive federal disaster assistance or federally insured loans or financing.

Q: How much does it cost a community to join the NFIP?

A: Nothing. Fees are not required for a community to join the NFIP. All that is required for a community to join is that it adopt and enforce a flood plain management ordinance regulating development within the SFHA as identified on the community FIRM.

Q: Other than flood insurance, what other benefits come with participating in the NFIP?

A: Federal grants and loans from federal agencies such as the Environmental Protection Agency, Housing and Urban Development, and the Small Business Administration can be granted to properties located in identified SFHA. Financial assistance from Federal agencies such as the Federal Housing Authority, Veteran's Assistance, Farmer's Home Administration, Small Business Administration, Fannie Mae and Freddie Mac is made available for properties located in the SFHA.

Q: If a community joins the NFIP, are the property owners forced to buy flood insurance?

A: No. There is no general requirement or mandate that requires citizens to purchase flood insurance. However, if a loan (like a mortgage) is taken out on a structure located in the flood plain then it is up to the discretion of the lending institution whether or not to require flood insurance. But joining the NFIP does not alert banks to the fact that flood insurance can now be required. The community FIRMs are already in use by the banks and they may require flood insurance even if the community is not participating.

Q: Won't the regulations of the NFIP hamper my ability to improve my property?

A: Employing wise flood plain management can protect future development against the devastating financial loss resulting from flood disasters. Careful local management of development in the flood plains results in construction practices that can reduce flood losses and the high costs associated with flood disasters to all levels of government.

Q: Won't federal disaster assistance pay for flood damages to my home?

A: Before a community is eligible for disaster assistance, it must be declared a federal disaster area by the President. Federal declarations are issued in fewer than 50% of all flood events. If a community is declared a disaster area,

most assistance is provided in the form of a loan that must be repaid with interest. Plus, you may be required to purchase a flood insurance policy as a condition of receiving federal disaster assistance. Because flood insurance is not available in a non-participating community, properties located in the SFHA are not eligible for many disaster assistance programs.

Property owners in your community may want to consider the benefits offered by flood insurance. Flood insurance claims are paid even if a disaster is not declared by the President. The policies are continuous and cannot be cancelled for repeat losses.

Q: Can a community protect citizens from mandatory purchase clauses simply by not participating in the NFIP?

A: It used to be that when a mortgage was issued by a local bank and held in-house for the duration of that loan, the issuing bank could waive its right to mandate flood insurance coverage if the community was not participating in the NFIP. However, banking practices have changed in recent years and most banks now sell their loan portfolios on the secondary market. The buyers on the secondary market can and do enforce mandatory purchase of flood insurance, regardless if the community is participating in the NFIP or not.

Q: Can I buy flood insurance if I live in a high flood risk area?

A: Yes, federally-backed flood insurance is made available to all property owners living in a community that participates in the NFIP.

Q: Won't my homeowners insurance cover damages caused by floods?

A: No, most homeowners' policies do not cover damages caused by flooding. However, homeowners can purchase up to \$250,000 of coverage for their structure and \$100,000 for their personal contents through the NFIP. Businesses can purchase up to \$500,000 for their building and \$500,000 in contents. Content coverage is also available to those living in condominiums and apartments.

Q: I don't live in a high risk flood area, why do I need flood insurance?

A: About 25% of all flood insurance claims are paid out for losses located in low to moderate risk flood hazard areas.

Q: Where can I purchase flood insurance?

A: There are over 30 private insurance companies in Iowa that have an agreement with FEMA to sell and service flood insurance. (Visit www.FloodSmart.gov to find a list of agents in your area.)

Q: How much does flood insurance cost?

A: Depending on your proximity to the SFHA, the cost will vary. The average policy can cost about \$1200/year though several mitigating factors can reduce that cost. Flood insurance premiums can typically be escrowed into monthly mortgage payments.

Q: Are basements covered under flood insurance policies?

A: Yes. The NFIP defines a basement as any area of a building with a floor that is below ground level on all sides. While flood insurance does not cover basement improvements, such as finished walls, floors or ceilings, or personal belongings that may be kept in a basement, such as furniture and other contents, it does cover structural elements, and essential equipment.

For additional questions about the National Flood Insurance Program contact the Iowa DNR's Adrienne Ricehill at (515)725-8342 or adrienne.ricehill@dnr.iowa.gov, or Ken Bouma at (515)725-8352 or ken.bouma@dnr.iowa.gov.

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Deputy Clerk Wage Increase

Council Action:

You will be asked to consider a wage increase for the Deputy Clerk. Brenda will provide a report on this agenda item.

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Approving a Variety of Transfers

Council Action:

You will be asked to approve a variety of transfers from project accounts to service their respective project loans and PFM's annual fee.

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Public Work's Vacation Extension

Council Action:

You will be asked to consider an extension for vacation time for the public works employees. Brenda will provide a report on this agenda item.

City of Elkhart
City Council Packet

July 17th – 6:00 pm
Community Center

Code Enforcement

Council Action:

The Code Enforcement Report is for informational purposes only.

JUNE 2023 CODE ENFORCEMENT REPORT

ELKHART

CASE #	ADDRESS	VIOLATION	DATE OF VIOLATION	REINSPECT DATE	COMMENTS	COMPLIED
2020-03	352 N. Grant	Junk&Vehicle&Parking	4/2/2020	4/17/2020 6/16/20 7/24/20 10/2/20	Advisory- 6/1/20 2nd Advisory 7/6/20 Certified-9/1/20 FINAL Extension given by Chad	
2020-04	255 NW Main	Junk&Vehicle&Parking	4/2/2020	4/17/2020 6/16/20 7/15/20 4/22/21 5/21/21	Advisory- 6/1/20 2nd Advisory Certified- 4/6/21 Certified- 5/4/21 FINAL-6/15/21 Refer to City	
2020-06	216 NE Elm	Junk&Vehicle&Parking	4/2/2020	4/17/2020 6/16/20 *	Advisory- 6/1/20 2nd Advisory	
2020-08	252 NW Main	Junk	4/7/2020	4/17/2020 6/16/20 *	Advisory- 6/1/20 2nd Advisory	
START 2021						
2021-063	368 NW Maple	Vehicle	7/14/2021	7/27/2021 8/12/21 9/10/21 11/5/21	M- 7/28/21 Advisory- 8/24/21 Certified- 10/19/21 FINAL- 2/8/22 Referred to City	
START 2022						
2022-065	Lot 43	Junk	7/5/2022	7/22/2022 8/18/22 9/16/22 5/1/23	Advisory- 8/2/22 Certified- 8/30/22 FINAL- 10/26/22 Sent to City 1/24/23 Extend to 5/1/23 Per Brenda	
2022-092	Lot 25	Vehicle	9/13/2022	10/12/2022 11/11/22 12/9/23	Advisory- 10/26/22 Certified- 11/22/22 FINAL- 1/17/23 Refer to City	
2022-100	Lot 46	Junk	9/30/2022	11/11/2022 12/6/22 2/2/23	Advisory- 12/6/22 Certified- 1/17/23 FINAL- 3/28/23 Sent to City	
2022-101	Lot 31	Junk & Vehicle	9/30/2022	10/16/2022 11/11/22 12/9/22 1/19/23	M- 10/26/22 Advisory- 11/22/22 Certified- 1/3/23 FINAL- 2/13/23 Refer to City	
2022-114	361 NW Washington	Vehicle	11/8/2022	11/24/2022 1/3/23 4/18/23 4/28/23 6/8/23	Advisory- 12-19-22 Certified Extnded to April per Brenda 4/11/23 Certified- 5/22/23 FINAL	
START 2023						
2023-009	421 NE Maple	Parking	1/31/2023	2/14/2023	M	
2023-010	418 NE Elm	Parking	1/31/2023	2/14/2023	M	
2023-028	410 NE Elm	Vehicle	3/14/2023	3/28/2023	M	
2023-029	Lot 33	Vehicle	3/14/2023	3/30/2023 4/28/23	Advisory- 4/11/23 Certified- Refer to city 5/22/23	
2023-031	220 W. Mandy	Junk	3/28/2023	4/11/2023 5/24/23	M-5/2/23 Advisory	6/5/2023
2023-036	Lot 41	Vehicle & Parking	3/28/2023	4/11/2023 6/8/23	M- 5/22/23 Advisory	
2023-040	Lot 27	Junk	4/11/2023	4/25/2023	M	
2023-043	309 Grant	Parking	4/24/2023	5/8/2023 5/28/23	M-5/8/23 Advisory	6/18/2023
2023-047	Lot 29	Junk	4/24/2023	5/8/2023 7/6/23	M-6/19/23 Advisory	
2023-048	268 W. Walnut	Grass	5/8/2023	5/22/2022	Advisory	6/5/2023
2023-050	301 NE Mandy	Junk	5/8/2023	5/22/2022	M	
2023-052	Lot 11	Junk	5/8/2023	5/22/2022 7/6/23	M- 6/19/23 Advisory	
2023-053	264 NW Washington	Junk	5/22/2023	6/5/2023	M	6/5/2023
2023-054	221 N. Grant	Parking	5/22/2023	6/8/2023	Advisory	6/5/2023
2023-055	224 NE Mandy	Grass	5/22/2023	5/29/2023	Advisory	
2023-056	212 NE Allison	Grass	5/22/2023	5/29/2023	Advisory	6/19/2023
2023-057	204 NE Morgan	Grass	5/22/2023	5/29/2023	Advisory	6/5/2023
2023-058	319 NE Monroe	Grass	5/22/2023	5/29/2023	Advisory	6/5/2023
2023-059	323 NE Maple	Grass	5/22/2023	5/29/2023	Advisory	6/5/2023
2023-060	Lot 37	Grass	5/22/2023	5/29/2023	Advisory	6/5/2023
2023-061	104 NE Elm	Junk	6/5/2023	6/19/2023 7/6/23	M-6/19/23 Advisory	6/19/2023
2023-062	208 W. Walnut	Junk	6/5/2023	6/19/2023	M	
2023-063	104 NE Maple	Parking	6/5/2023	6/19/2023 7/6/23	M-6/19/23 Advisory	
2023-064	317 N. Allison	Parking	6/5/2023	6/19/2023	M	6/19/2023
2023-065	Lot 12	Junk	6/5/2023	6/21/2023	Advisory	6/19/2023
2023-066	Lot 14	Junk & Vehicle	6/5/2023	6/21/2023	Advisory	
2023-067	221 Grant	Junk	6/19/2023	7/3/2023	M	
2023-068	268 W. Walnut	Grass	6/19/2023	6/26/2023	Advisory	
2023-069	319 NE Monroe	Parking	6/19/2023	7/3/2023	M	
2023-070	Lot 35	Junk	6/19/2023	7/3/2023	M	
2023-071	Lot 37	Grass	6/19/2023	6/26/2023	Advisory	
2023-072	Lot 5	Grass	6/19/2023	6/26/2023	Advisory	
2023-073						