

**CITY OF ELKHART BUSINESS MEETING MINUTES, JULY 17, 2023 – 6:00 P.M. ELKHART  
COMMUNITY CENTER**

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**1. Call to Order**

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

**2. Pledge of Allegiance**

Mayor Campbell led the room in the Pledge of Allegiance

**3. Roll Call**

Council Members Present: Nathan Gillmore, Brad Fordyce, Angie Schaffer and Brian Shipley arrived at 6:10 PM

**4. Approval of Agenda**

Motioned by Fordyce, seconded by Schaffer to approve the Agenda with striking #17, #18 & #19 until next month, motion carried

**5. Citizen Hearing and Other Communications**

**a. Polk County Sheriff Report**

Submitted a report

**b. Public Comments**

No Public Comments

**6. Public Hearing**

**a. Well Protection Ordinance Update**

Motioned by Schaffer, seconded by Gillmore to open Public Hearing at 6:02 PM, no public comments, motioned by Fordyce, seconded by Schaffer to close Public Hearing at 6:03 PM, motions carried

**b. Fence Ordinance Update**

Motioned by Fordyce, seconded by Gillmore to open Public Hearing at 6:04 PM, no public comments, motioned by Fordyce, seconded by Schaffer to close Public Hearing at 6:06 PM, motions carried

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

Drey, Fire Chief: Absent

Hysell, City Clerk: Submitted a report in Council Packets and was available for questions and concerns during the Agenda items

Sands, City Administrator: submitted a report in Council packets was available for any questions or concerns

**8. Consent Agenda Resolution 2023-93**

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

**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 2023-94**

Motioned by Fordyce, seconded by Shipley to approve Connection Fee District Contract with V&K, Forest was available for questions and concerns, motion carried

**10. Ordinance 2023-1**

Motioned by Shipley, seconded by Gillmore to Adopt the 3<sup>rd</sup> and Final Reading of Ordinance 2023-1-Water Rate Increase for FY2024 effective August 1, 2023, motioned by Gillmore, seconded by Shipley to Adopt Ordinance 2023-1, motions carried

**11. Ordinance 2023-2**

Motioned by Fordyce, seconded by Schaffer to Adopt the 3<sup>rd</sup> and Final Reading of Ordinance 2023-2-Sewer Rate Increase for FY2024 effective August 1, 2023, motioned by Fordyce, seconded by Shipley to Adopt Ordinance 2023-2, motions carried

**12. Ordinance 2023-3**

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Motioned by Shipley, seconded by Schaffer to Adopt the 3<sup>rd</sup> and Final Reading of Ordinance 2023-3-Stormwater Rate Increase for FY2024 effective August 1, 2023, motioned by Shipley, seconded by Schaffer to Adopt Ordinance 2023-3, motions carried

**13. Ordinance 2023-4**

Motioned by Shipley, seconded by Fordyce to Adopt 1<sup>st</sup> Reading of Ordinance 2023-4-Well Protection Ordinance Update, motioned by Shipley, seconded by Schaffer to waive 2<sup>nd</sup> and 3<sup>rd</sup> Readings and Adopt Ordinance 2023-4-Well Protection Ordinance Update, motions carried

**14. Ordinance 2023-5**

Motioned by Fordyce, seconded by Schaffer to Adopt 1<sup>st</sup> Reading of Ordinance 2023-5-Fence Ordinance Update, motioned by Fordyce, seconded by Schaffer to waive 2<sup>nd</sup> and 3<sup>rd</sup> Readings and Adopt Ordinance 2023-5-Fence Ordinance Update, motions carried

**15. Resolution 2023-95**

Motioned by Shipley, seconded by Fordyce to approve the Main Street Plan as submitted, motion carried

**16. Resolution 2023-96**

Motioned by Gillmore, seconded by Schaffer to approve Central Iowa Watershed Management Agreement as submitted, motion carried

**17. Tabled to next month**

**18. Tabled to next month**

**19. Tabled to next month**

**20. Motioned by Fordyce, seconded by Gillmore to Appoint Colin White to Planning and Zoning Commission to fulfill current term and serve 5 years after that, motion carried**

**21. Motioned by Shipley, seconded by Schaffer to Appoint John Johnson to Board of Adjustments, motion carried**

**22. Resolution 2023-97**

Motioned by Fordyce, seconded by Shipley to enter a Contract with Groneweld, Bell & Kynn for Annual Examination of Financials for FY2023, motion carried

**23. Temporary Water Meter Regulations was tabled to next month to gather more information**

**24. Resolution 2023-98**

Motioned by Shipley, seconded by Gillmore to Approve Membership of the National Flood Insurance Program as submitted, motion carried

**25. Resolution 2023-103**

Motioned by Fordyce, seconded by Shipley to approve Row work done by Erik Satre at corner of his property, and notified him that in the future he will need to get approval first for any work done in the Cities Right of Way, motion carried

**26. Resolution 2023-99**

Motioned by Shipley, seconded by Schaffer to approve Increase in Wages to Marissa Butler, Deputy Clerk, from \$20.50 to \$21.00 per/hr. motion carried

**27. Resolution 2023-100**

Motioned by Fordyce, seconded by Schaffer to approve a Transfer from Water to Water Sinking of \$506.03 for Service Fees on Loan 2022A, motion carried

**28. Resolution 2023-101**

Motioned by Schaffer, seconded by Gillmore to Approve a Transfer from TIF to Capitol Projects of \$7,000.00 for Services by PFM Financials

**29. Resolution 2023-102**

Motioned by Fordyce, seconded by Shipley to approve a 6-month extension to Public Works Employees for un-used Vacation to March of 2024, motion carried

**30. Adjourn**

Motioned by Fordyce, seconded by Shipley to adjourn the Council Meeting at 6:52 PM

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CLAIMS REPORT

VENDOR	INVOICE DESCRIPTION	AMOUNT
ANKENY SANITATION	GARBAGE SVC AND CLEAN UP DAY	\$1,390.06
BRENDA HYSELL	PHONE REIMBURSEMENT	\$75.00
	PHONE REIMBURSEMENT AND	
CHAD SANDS	TRAVEL	\$219.58
CHEM-SULT, INC	WATER TREATMENT CHEMS	\$754.82
CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$104.98
DAVID GARLAND	MAIN STREET GRANT	\$14,300.00
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$314.17
DONER SERVICES INC	MAIN STREET RESTRIPIING OF	\$1,870.00
ED LEEDOM	CODE ENFORCEMENT	\$411.58
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$3,871.84
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$4,426.00
FIDELITY SECURITY LIFE	VISION INSURANCE	\$40.01
FIDELITY SECURITY LIFE	VISION	\$5.02
FIDELITY SECURITY LIFE	VISION	\$5.02
FIRE SERVICE TRAINING BUREAU	FIRE SVC TRAINING BUREAU	\$100.00
GOODWIN TUCKER GROUP	ICE MACHINE REPAIR	\$427.50
HEIMAN INC FIRE EQUIPMENT	FIRE EQUIPMENT	\$108.58
HUXLEY COMMUNICATIONS	CHALL/FIRE/SHOP INTERNET	\$172.00
IA FINANCE AUTHORITY-SRF	2021 SERIES WA MAIN EXTENSION	
TREASURER STATE OF IOWA	STATE TAXES	\$19.54
TREASURER STATE OF IOWA	STATE TAXES	\$606.19
TREASURER STATE OF IOWA	STATE TAX	\$627.43
INTERSTATE ALL BATTERY CTR	FIRE BATTERIES	\$71.70
IOWA DEPT OF NATURAL RESOURCES	WATER SUPPLY PERMIT-7730012	\$97.05
IOWA LEAGUE OF CITIES	MAYOR ASSOCIATION DUES	\$30.00
IOWA ONE CALL	EMAIL LOCATES	\$89.20
IOWA PLAINS SIGNING INC	RENTAL OF ROAD CLOSED SIGNS	\$50.00
IPERS	IPERS	
IPERS	IPERS	
IPERS	IPERS	\$2,285.06
IPERS	IPERS	\$2,371.17
ITRON, INC.	MVRS MAINTENANCE AGREEMNT	\$2,943.60
JC CROSS CO.	REPLACE ELEMENT AT SW LAGOON	\$294.84
WASTE SOUTIONS OF IOWA	PORTABLE RESTROOMS	\$31.80
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LEMNA ENVIRONMENTAL TECH	INSULATE MODULAR GLOATING	\$575.00
MARCO TECHNOLOGIES LLC	COPIER/PRINTER	\$151.70
MARISSA BUTLER	PHONE AND TRAVEL EXPENSE	\$100.74
MENARDS - ANKENY	MISC SUPPLIES FOR PARKS AND	\$216.60
MENARDS - ANKENY	MISC SUPPLIES FOR CITY SHOP,	\$108.15

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MENARDS - ANKENY	MISC. SUPPLIES FOR CITY SHOP	\$113.87
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$1,594.08
MICROBAC LABORATORIES INC	WASTEWATER	\$74.50
MID AMERICAN ENERGY	ELECTRIC/GAS	\$4,142.05
MIDIOWA PLANNING ALLIANCE	MIPA MEMBERSHIP DUES	\$133.00
PFM FINANCIAL ADVISORS	FINANCIAL ADVISORS	\$7,000.00
RACOM CORPORATION	28RADIO ACCESS EDACS	\$719.10
RICK HUEBNER	PHONE REIMBURSEMENT	\$75.00
RON CORNWELL	REIMBURSED CLOTHING ALLOWANCE	\$285.43
RON CORNWELL	REIMBURSE CLOTHING ALLOWANCE	\$38.08
RON CORNWELL	PHONE REIMBURSEMENT	\$75.00
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$151.77
THORPE WATER DEVELOPMENT	SERVICE CONTRACT	\$1,855.50
VAN WALL EQUIPMENT INC	OIL CHANGE AND BLADES MOWER	\$99.82
VEENSTRA & KIMM INC	ELKHART INDUSTRIAL SITE PLAN	\$160.00
VEENSTRA & KIMM INC	BUILDING PERMITS	\$1,157.25
VEENSTRA & KIMM INC	MAIN LIFT STATION IMPROVEMENTS	\$11,299.73
VEENSTRA & KIMM INC	PPARK AMENITIES PHASE 1	\$861.04
VERIZON WIRELESS	CHALL/FIRE PHONES	\$168.12
VISA	CSB CREDIT CARD	\$878.34
WASTE SOLUTIONS OF IOWA	PORTABLE RESTROOMS	\$341.00
WELLMARK	GROUP INSURANCE	\$2,106.58
WELLMARK	INSURANCE- A T	\$236.86
WELLMARK	INSURANCE- A T	\$236.86
WEX BANK	FUEL	\$450.44
Accounts Payable Total		\$73,551.15
Invoices: Paid		\$29,998.40
Invoices: Scheduled		\$43,552.75
Total Paid On: 6/29/23		\$10,875.04
Total Paid On: 7/13/23		\$13,338.87
Total Payroll Paid		\$24,213.91
***** REPORT TOTAL *****		\$97,765.06
GENERAL		\$35,932.50
ARPA		\$14,300.00
ROAD USE TAX		\$2,564.18
COMMUNITY BETTERMENT FUND		\$63.60
CHECKING-MAIN STREET		\$1,870.00
PRAIRIE POINT PARK-2022A		\$2,611.04
WA TRTMENT EXT-2022A		\$1,750.00
MAINTENANCE SHOP-2022A		\$1,750.00
LIFTSTATION PROJ-2022A		\$13,049.73
WATER		\$11,463.21
WATER SINKING		

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SEWER	\$11,727.48
STORM WATER	\$683.32
TOTAL FUNDS	\$97,765.06