

**CITY OF ELKHART BUSINESS MEETING MINUTES, August 21, 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, Steve Allen, Brad Fordyce, and Angie Schaffer.

**4. Approval of Agenda**

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

**5. Citizen Hearing and Other Communications**

**a. Polk County Sheriff Report**

Submitted a report

**b. Public Comments**

2 Citizens approached Mayor and Council in concern of knowledge to citizens of recent issues at City Hall

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

Drey, Fire Chief: submitted a written report to Mayor and Council due to his absence

Hysell, City Clerk: Ask the Mayor and Council of date for Halloween Trick or Treat night, it will be presented for approval at September Meeting

Kappos, P&Z: Is aware of need to set a special meeting for approval of Kimberly Woods, Plat 1&2, will follow up with a date and time for meeting

**7. Consent Agenda Resolution 2023-103-1**

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

**a. July Cash Report**

**b. July Treasurer's Report**

**c. July Budget Report**

**d. August Bills submitted**

**e. July Minutes of Council Meeting**

**f. Hen House Pub n' Grub Alcohol Permit**

**8. Resolution 2023-104**

Motioned by Allen, seconded by Schaffer to approve Alcohol Permit for Betterment Committee September 16, Fall Festival, pending dramshop approval from Iowa ABD, motion carried

**9. Motioned by Fordyce, seconded by Allen to approve Street Closings for Betterment Committee Fall**

Festival from 2PM to 11PM September 16, on Main Street from Railroad Ave to Shaw Ave, motion carried

**10. Andrew Cory with Elkhart Betterment Committee was present with a donation check presented to Jill Edler-Parks Committee President, to be used on the Fencing going around the Basketball Hoops at Prairie Pointe Park**

**11. Resolution 2023-105**

Motioned by Allen, seconded by Gillmore to approve Pay Estimate #1-2023 Prairie Pointe Park Improvements Project to Concrete Connection for \$105,418.36

**12. Resolution 2023-106**

Motioned by Fordyce, seconded by Schaffer to approve Pay Estimate #1-Water Treatment Plant Project to WRH for \$95,427.50, motion carried

**13. Resolution 2023-107**

Motioned by Allen, seconded by Gillmore to approve Certification of Completion-East Storm Trunk Sewer and Lagoon Modifications Project, motion carried

**14. Resolution 2023-108**

Motioned by Schaffer, seconded by Fordyce to approve Pay Estimate #1-2023 Prairie Pointe Park Pond Seeding Project to Emmons and Olivier Resources for \$18,342.84, motion carried

**15. Motioned by Fordyce, seconded by Schaffer to approve the Appointment of New Elkhart Fire/Ambulance Crew-Josh Simeons, motion carried**

**16. Resolution 2023-109**

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Motioned by Fordyce, seconded by Schaffer to Set a Public Hearing Date of September 18, 2023, 6PM at Elkhart Community Center for Wenthold Annexation Request, motion carried

17. Discussion of the Elkhart Christian Church request of Parking Lot was tabled to next month in order to explore other options for them, a Review from Tony Hess was performed and is available to the public at City Hall

**18. Resolution 2023-110**

Motioned by Fordyce, seconded by Schaffer to approve the Development Agreement between City of Elkhart and Robert and Deborah Terrell, motion carried. Fordyce explained to the Public the Background of the process and what Mr. and Mrs. Terrell want accomplished with the donation of this property to the City

**19. Resolution 2023-111**

Motioned by Gillmore, seconded by Allen to approve the Deleting of Property from Elkhart Urban Renewal Area, motion carried

**20. Ordinance 2023-6-Deleting Property from the Tax Increment Financing District**

Motioned by Fordyce, seconded by Schaffer to Adopt the -1<sup>st</sup> Reading-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. Motioned by Fordyce, seconded by Allen to Waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings due to the timeline of this Project. Motioned by Schaffer, seconded by Allen to Adopt Ordinance 2023-6- 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, motions carried

**21. Resolution 2023-112**

Motioned by Fordyce, seconded by Schaffer to Set a Public Hearing Date of September 18, 2023, 6PM, Elkhart Community Center for Designation of the Expanded Elkhart Urban Renewal Area and on Urban Renewal Plan Amendment, motion carried

**22. Resolution 2023-113**

Motioned by Fordyce, seconded by Gillmore to Set a Consultation Date of September 1, 2PM, at City Hall for Elkhart Urban Renewal Plan Amendment, motion carried

23. Motioned by Gillmore, seconded by Schaffer to approve Street Closings for Mean Machine Event September 16, 2023, 11AM to 6PM on NW Garfield Ave from W Walnut Street to NW Main St, motion carried

24. Discussion of the Neighborhood Party Road Closings was tabled to find out Policies in place, notifications, and legal advice for allowance of this kind of event, no approval.

**25. Resolution 2023-114**

Motioned by Fordyce, seconded by Schaffer for approval of Elkhart's Participation in Polk County's CDBG Program, motion carried

**26. Resolution 2023-115**

Motioned by Allen, seconded by Gillmore to approve the Updated Engagement Letter submitted by Matt Stoffel with PFM Financial Advisors, motion carried

**27. Resolution 2023-116**

Motioned by Gillmore, seconded by Schaffer to approve the quote for Mulch to be replaced at the City Park for the New Playground Equipment installed to Wright Outdoor Solutions for \$3,326.24, motion carried

**28. Resolution 2023-120**

Motioned by Fordyce, seconded by Schaffer to approve the quote for Fencing around the Basketball Hoops in Prairie Pointe Park to Midwest Fencing and Construction for \$19,400.00, motion carried

29. Discussions of the Cemetery Space and requests of the Cemetery Board-it was consensus of the Council to move forward on moving some plots in order to open up some more spaces for Cremate Burials Only, Council also approved to open up a Plot that was put on HOLD status, it was reviewed by the Board and Public Works Director, the Council does not want to move forward with the request to review possible Plots up to the intake on the East Side of the Cemetery in the open space, they will entertain that request at a later date.

**30. Resolution 2023-118**

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Motioned by Allen, seconded by Fordyce to accept the Resignation of Chad Sands, City Administrator as of August 18, 2023, motion carried

**31. Resolution 2023-119**

Motioned by Fordyce, seconded by Allen to accept the Resignation of Brian Shipley, Councilman as of August 14, 2023, motion carried

**32. Adjourn**

Motioned by Schaffer, seconded by Fordyce to adjourn the Council Meeting at 7:05PM

**CLAIMS REPORT**

VENDOR	INVOICE DESCRIPTION	AMOUNT
ALLIED SYSTEMS, INC	FIELD LABOR AND SERVICE	\$1,594.05
ANKENY SANITATION	GARBAGE SVC	\$75.31
BASCOM TRUCK & AUTOMOTIVE INC	OIL FILTER CHANGE AND REPAIRS	\$1,513.48
BOLAND RECREATION	INSTALLATION OF PLAYGROUND	\$21,150.00
BRENDA HYSELL	PHONE REIBURSEMENT	\$75.00
CHAD SANDS	MEETINGS AND TRAVEL EXP	\$103.70
CHAD SANDS	PHONE REIBURSEMENT	\$75.00
CHEM-SULT, INC	WATER TREATMENT CHEMS	\$1,554.04
COMPASS BUSINESS SOLUTIONS	PRINTING OF LOGO ON CLOTHING	\$131.66
CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$103.18
CRUISER ENTERPRISES	ELECTRICAL IN NEW OFFICE AT	\$1,400.00
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$236.47
ED LEEDOM	CODE ENFORCEMENT	\$543.02
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$3,791.66
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$3,952.45
FIDELITY SECURITY LIFE	VISION GROUP 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	STATE TAXES	\$23.40
TREASURER STATE OF IOWA	STATE TAXES	\$622.88
TREASURER STATE OF IOWA	STATE TAX	\$625.72
IEMSA	MEMBERSHIP LEVEL 2	\$100.00
INTERSTATE ALL BATTERY CTR	EMS REPAIR	\$71.70
IOWA DEPT NATURAL RESOURCES	CONSTRUCTION PERMIT FEE FOR	\$600.00
IOWA DEPT OF NATURAL RESOURCES	ANNUAL NPDES RENEWAL	\$210.00
IOWA LEAGUE OF CITIES	MEMBER DUES	\$900.00
IOWA ONE CALL	EMAIL LOCATES	\$45.00
IPERS	IPERS	
IPERS	IPERS	
IPERS	IPERS	\$2,240.91
IPERS	IPERS	\$2,295.45

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WASTE SOUTIONS OF IOWA	PORTABLE RESTROOMS	\$31.80
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KIM HYSELL	RE-SEWING CITY BANNERS	\$50.00
LAIN WILSON	CUSTOM DESK FOR NEW CLERKS	\$1,100.00
MARCO TECHNOLOGIES LLC	COPIER/PRINTER	\$166.25
MARISSA BUTLER	PHONE REIBURSEMENT	\$75.00
MENARDS - ANKENY	MISC SUPPLIES	\$422.96
MENARDS - ANKENY	NEW OFFICE MISC.SUPPLIES FOR	\$236.64
MENARDS - ANKENY	CITY HALL NEW OFFICE MISC.	\$69.70
MENARDS - ANKENY	PAINT,SHOVEL,REFRIDGE	\$662.47
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$1,654.56
MICROBAC LABORATORIES INC	TESTINGS	\$356.25
MID AMERICAN ENERGY	ELECTRIC/GAS	\$3,951.44
MUNICIPAL EMERGENCY SERVICES	RAISE A MANHOLE	\$547.10
PETTY CASH	MISCELLANEOUS MAILINGS	\$10.41
POLK COUNTY	WATERSHED	\$250.00
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$2,694.67
RACOM CORPORATION	28RADIO ACCESS EDACS	\$719.10
RICK HUEBNER	RICK'S CLOTHING ALLOWANCE	\$57.74
RICK HUEBNER	PHONE REIBURSEMENT	\$75.00
RON CORNWELL	PHONE REIBURSEMENT	\$75.00
SAM'S CLUB	MISC CLEANING SUPPLIES	\$53.88
THORPE WATER DEVELOPMENT	SERVICE CONTRACT	\$1,855.50
TRACTOR SUPPLY CREDIT PLAN	SPRAYER PART	\$3.99
VAN WALL EQUIPMENT INC	MOWE OIL AND SERVICE	\$271.60
VAN WALL EQUIPMENT INC	MOWER BLADE	\$61.86
VEENSTRA & KIMM INC	BUILDING PERMITS	\$591.76
	MAIN LIFT STATION	
VEENSTRA & KIMM INC	IMPROVEMENTS	\$528.76
VEENSTRA & KIMM INC	PPARK AMENITIES PHASE 1	\$9,342.46
VERIZON WIRELESS	CHALL/FIRE PHONES	\$168.12
VISA	CSB CREDIT CARD	\$867.95
	SEALING SANITARY SEWER	
VISU-SEWER,INC	LATERAL	\$29,502.00
WASTE SOLUTIONS OF IOWA	PORTABLE RESTROOMS	\$391.00
WASTE SOLUTIONS OF IOWA	PORTABLE RESTROOMS	\$391.00
WELLMARK	GROUP INSURANCE	\$2,106.58
WELLMARK	INSURANCE- A T	\$236.86
WELLMARK	INSURANCE- A T	\$236.86
WEX BANK	FUEL	\$783.94
WHITFIELD&EDDY,PLC TRUST ACCNT	LEGAL SERVICES	\$920.00
Accounts Payable Total		\$105,798.14
Invoices: Paid		\$15,629.38
Invoices: Scheduled		\$90,168.76

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Total Paid On: 7/20/23	\$10,581.71
Total Paid On: 8/14/23	\$10,983.35
Total Payroll Paid	\$21,565.06
***** REPORT TOTAL *****	\$127,363.20
GENERAL	\$60,430.92
ROAD USE TAX	\$2,920.50
COMMUNITY BETTERMENT FUND	\$63.60
PRAIRIE POINT PARK-2022A	\$9,342.46
WA TRTMENT EXT-2022A	\$600.00
LIFTSTATION PROJ-2022A	\$528.76
WATER	\$27,240.50
WATER SINKING	
SEWER	\$25,538.72
STORM WATER	\$697.74
TOTAL FUNDS	\$127,363.20

Attest:

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Brenda Hysell, City Clerk

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Brad Campbell, Mayor