

CITY OF ELKHART BUSINESS MEETING MINUTES MARCH 12th, 2018 - 7:00 p.m. City Hall

1. Call to Order

Mayor Snyder called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Mayor Snyder led the room in the Pledge of Allegiance.

3. Roll Call

Council members present: Michael Just, Steve Nolte, Kevin Smith, Brian Shipley and Colten Fors

Staff present: City Clerk Kyle Michel, Planning and Zoning Chairman Mike Kappos and City Engineer Forrest Aldrich

4. Approval of the Agenda

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

5. Citizen Hearing and Other Communications:

a. Polk County Sheriff Report

- i. Report delivered by Lieutenant Brandon Bracelin, no service calls required further discussion or explanation

b. Metro Waste Authority

- i. Michael McCoy, Executive Director, was present to provide a presentation to the City Council in regards to the services provided by MWA both in Elkhart and the other member communities, presentation focused on goals for expanding facilities and services as well as educational outreach opportunities for both Elkhart and the North Polk School District

6. Consent Agenda

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

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

- a. Minutes of the February 18th, 2018 Council meeting
- b. February 2018 Financial Reports
- c. March Bills Submitted

CLAIMS REPORT

VENDOR	INVOICE DESCRIPTION	AMOUNT
ANKENY SANITATION	GARBAGE SVC	\$53.49
ASPEN EQUIPMENT COMPANY INC	SNOW PLOW REPAIRS	\$450.99
BUSINESS FURNITURE WAREHOUSE	DESK AND CONFERENCE CHAIRS	\$2,638.00
CEDAR RAPIDS B&T CREDIT	DEWALT SPOTLIGHT/BATTERIES	\$966.65
CHANNING BETE COMPANY, INC	BLS TRAINER RENEWAL	\$90.95
CHEM-SULT, INC	WATER TREATMENT CHEMS	\$509.35
CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$166.17
DEPT OF INSPECTIONS & APPEALS	LICENSE	\$67.50
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$360.68
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$698.43
EMERGENCY MEDICAL PRODUCTS INC	FIRE DEPT SUPPLIES	\$152.11
FELD FIRE	FIRE BOOTS - TERRY CURTIS	\$345.95

CITY OF ELKHART BUSINESS MEETING MINUTES MARCH 12th, 2018 - 7:00 p.m. City Hall

HUXLEY COMMUNICATIONS	CHALL & FIRE PHONE/INTERNET	\$93.62
TREASURER STATE OF IOWA	STATE TAXES	\$113.00
TREASURER STATE OF IOWA	STATE TAX	\$96.00
IOWA DEPT NATURAL RESOURCES	NPDES PERMIT ID 7730001	\$100.00
IOWA DEPT OF TRANSPORTATION	SAND, SALT, GRAVEL	\$228.90
IOWA PC SOLUTIONS	MONTHLY HOSTING	\$40.00
IPERS	IPERS	\$501.90
IPERS	IPERS	\$406.92
KEYSTONE LABORATORIES INC	SAMPLE ANALYSIS	\$83.60
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$99.62
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$20.90
MENARDS - ANKENY	TOILET REPAIR	\$59.35
MENARDS - ANKENY	FD TOTES AND STORAGE	\$256.52
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$651.70
POLK CO EMERGENCY MGMT AGENCY	28E AGREEMENT:\$.25 X 683	\$341.50
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$986.00
RACOM CORPORATION	28RADIO ACCESS EDACS	\$658.00
REUTER & ZENOR CO.	NEW HOLLAND	\$43.20
THORPE WATER DEVELOPMENT	MONTHLY SERVICE	\$1,800.00
UNPLUGGED WIRELESS	SWISSPHONE BELT CLIP	\$40.00
VEENSTRA & KIMM INC	ENGINEERING	\$51,371.55
VEENSTRA & KIMM INC	ENGINEERING	\$553.00
VEENSTRA & KIMM INC	ENGINEERING	\$158.00
VEENSTRA & KIMM INC	ENGINEERING	\$330.25
VEENSTRA & KIMM INC	ENGINEERING	\$535.50
VERIZON WIRELESS	FIRE VEHICLES MIFIBROADBAND	\$80.02
WEX BANK	FUEL	\$314.16
PAYROLL CHECKS ON 2/28/2018		\$2,363.53
**** PAID TOTAL ****		\$68,827.01
**** REPORT TOTAL ****		\$68,827.01

7. Public Hearing on Proposed Fiscal Year 2019 Budget

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

Mayor Snyder declared the Public Hearing open at 7:26 p.m. and opened the floor to public comment. No comments received. City Clerk gave a review of the budget and need for amendments in the future due to Local Option Sales Tax passing.

Motioned by Shipley to close the Public Hearing, Seconded by Nolte, motion carried unanimously.

Mayor Snyder declared the Public Hearing closed at 7:28 p.m.

a. Resolution 2018-28

A Resolution to Adopt the Fiscal Year 2019 Budget as prepared and certify tax levies to the Polk County Auditor

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

- 8. Resolution 2018-29 A Resolution to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Wastewater Treatment Facility Improvements Project, and the taking of bids therefor.**

Forrest Aldrich, Veenstra & Kimm, was present to fill in for City Engineer Bob Veenstra. Forrest provided preliminary plans for Council review and comment. Discussion ensued regarding layout, water infrastructure at the site, size of blower and mechanical facility, expected capacity and expansion plans, and overall project cost.

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

- 9. Presentation of the Source Water Protection Plan – Lisa Walters, Iowa Rural Water Association**

Lisa Walters was present to provide a brief presentation on the Source Water Protection Plan that City Staff completed over the last few months. Lisa pointed out potential project opportunities for the City to pursue in the future in order to ensure continual protection of City water sources. The plan will be maintained in City Hall for future use with projects, grants, and budget preparation. Lisa will submit the plan to the Iowa Department of Natural Resources for comment.

- 10. Resolution 2018-30 A Resolution to execute the Polk County Emergency Management Commission 28E Agreement for Funding of Emergency Management Administration**

City Clerk provided a review the per capita rate structure for funding Emergency Management Administration and noted there was no change and will be no change until after the next census.

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

- 11. Resolution 2018-31 A Resolution to order crack sealing in Prairie Pointe and approve payment for renting of equipment**

Councilmen Nolte and Smith gave a review of rental costs and availability as well as tentative scheduling for crack sealing.

Motioned by Shipley, Seconded by Fors, motion carried unanimously.

- 12. Resolution 2018-32 A Resolution making appointments to the Parks and Recreation Board**

Mayor Snyder gave a review of the 6 applications received by City Hall to fill the 5 vacancies on the City's Parks and Recreation Board. Mayor Snyder presented the following names to Council for approval and appointment:

Alan Summers

Andrew Cory

Elsbeth Gast Just

Jill Edler

Julia Dale

Motioned by Just, Seconded by Shipley, Just passed, motion carried.

- 13. Discussion and Possible Action Regarding GIS Mapping Services**

Matt Ferrier, Bolton & Menk, was present to discuss the scope of services in more detail with the Council. Questions regarding extent of services, ownership of GIS information upon project completion, hosting fees and implementation timeline.

Resolution 2018-33 A Resolution authorizing the Mayor to execute an agreement for GIS Mapping Services with Bolton & Menk and authorizing the City Clerk to make payment for services rendered.

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

14. Discussion – Elkhart Memorial Park Board

Ron Adams of the Elkhart Memorial Park Board was present to provide information to the City Council in regards to the Board's desire to form an association. The intent of the association would be to manage baseball operations conducted at Memorial Park and work with local donors to make improvements to available facilities. Ron asked that the City work with the Board towards this goal over the next few months.

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

Just: Informed Council that the Elkhart's withdrawal from DART would be final on July 1st, 2018.

Nolte: Gave Council an update on the status of the water leak in town.

Shipley: Requested that the Clerk inform the new Park Board of their appointments and schedule the first meeting for in March.

Smith: Gave Council an update on the garage door openers for the Public Works garage.

Fors: Gave Council a review of the recent Cemetery Association meeting.

City Clerk: Informed Council of the Iowa Municipal Managers Institute on March 14th through 16th. Informed Council of the submission process of the City budget and the need for proof of publication to arrive from the Des Moines Register still. Informed Council that the SRF Sponsored Project Application has been well received by the reviewing committee so far. Informed Council that he is still waiting on legal opinion from the City Attorney as it relates to the Elkhart Community Betterment Committee's desire to form a nonprofit separate from the City.

Fire Department: Captain Jenn Drey gave the Fire Report on behalf of Chief Mathis. She provided an overview of her work with the ImageTrend software and provided examples of what those reports will look like in the future.

Cemetery Association: Clerk provided a status of available plots in the cemetery and the potential future need for additional plots in the City parcel adjacent to the existing cemetery. This will require water mitigation efforts to occur as they relate to the tile lines running through that parcel. Also informed Council that an additional bench has been ordered per the request made by the Cemetery Association.

Planning and Zoning: Informed Council that a date has not been set for the next meeting in which the Commission will begin reviewing the Comprehensive Plan and Zoning Ordinance with comments and recommendations to Council to follow.

16. New and Miscellaneous Business

a. Report on Animal Control Call 19276

- i. City Clerk gave a review of the call and action taken by the City to enforce Code violations and recover costs associated with the animal control call

b. Fee Structure

- i. Councilman Nolte informed Council that a workshop should be scheduled in the near future to review City fee structures for scheduled Code violations. Specifically as they relate to animal control and snow ordinance parking violations.

CITY OF ELKHART BUSINESS MEETING MINUTES MARCH 12th, 2018 - 7:00 p.m. City Hall

17. Adjourn

Motioned by Shipley, Seconded by Just, motion carried unanimously.
Mayor Snyder adjourned the meeting at 9:07 p.m.



Brandon Snyder, Mayor

ATTEST:



Kyle J. Michel, City Clerk