

CITY OF ELKHART BUSINESS MEETING MINUTES
December 18th, 2017 - 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, Brain Shipley and Colten Fors.

Staff present: City Clerk Kyle Michel, Planning and Zoning Chairman Mike Kappos, City Attorney Tom Henderson, Fire Chief Chip Mathis, and Management Intern Miranda Wehde.

4. Approval of the Agenda

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

5. Citizen Hearing and Other Communications:

a. Polk County Sheriff Report

Captain Russo reiterated that Elkhart residents should begin to notice increased coverage starting January 1, 2018 due to the Sheriff Department changing patrol boundaries. There will now be a patrol car in the new "Northern Territory" 24-hours a day.

6. Consent Agenda

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

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

a. Minutes of the November 20th, 2017 Council meeting

b. November 2017 Financial Reports

c. December Bills Submitted

d. Resolution approving RACOM service agreement for the Elkhart Volunteer Fire Department radios

e. Resolution accepting Sam Erdahl's resignation from the Planning and Zoning Commission

f. Resolution approving Tax Abatement application for 113 NE Allison Ave

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CLAIMS REPORT		
VENDOR	INVOICE DESCRIPTION	AMOUNT
AMERICAN HOME SERVICES	FURNACE MAINTENANCE	\$65.00
ANKENY SANITATION	GARBAGE SVC	\$53.01
ARNOLD MOTOR SUPPLY	CUSTEL995	\$12.99
BASCOM TRUCK & AUTOMOTIVE INC	AUTO PARTS FIRE	\$802.72
BATTERIES PLUS	BATTERY	\$19.75
CARUS CORPORATION	CHEMICALS	\$781.18
CEDAR RAPIDS B&T CREDIT	MUNICIPAL LDR ACDMY JUST/FORS	\$986.30
CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$108.14
CTI READY MIX LLC	CONCRETE	\$1,060.88
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$501.62
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$860.05
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$827.07
EMERGENCY MEDICAL PRODUCTS INC	FIRE DEPT SUPPLIES	\$342.99
EMERGENCY MEDICAL PRODUCTS INC	FIRE DEPT SUPPLIES	\$29.85
HUXLEY COMMUNICATIONS	CHALL & FIRE PHONE/INTERNET	\$106.20
TREASURER STATE OF IOWA	STATE TAXES	\$104.00
TREASURER STATE OF IOWA	STATE TAX	\$97.00
ICAP	BOND RENEWAL FOR 2018	\$97.00
INTERSTATE ALL BATTERY CTR	FIRE BATTERIES	\$486.90
IOWA CODIFICATION, INC	CODIFY ORDINANCES	\$171.00
IOWA DEPT OF TRANSPORTATION	ST SIGN	\$158.12
IOWA DEPT OF TRANSPORTATION	ST SIGN	\$83.60
IOWA DEPT OF TRANSPORTATION	ST SIGN	\$168.22
IOWA FIREFIGHTERS ASSOCIATION	FIRE MEMBER DUES	\$208.00
IOWA ONE CALL	EMAIL LOCATES	\$48.60
IOWA PC SOLUTIONS	DECEMBER HOSTING	\$40.00
IPERS	IPERS	\$130.68
IPERS	IPERS	\$482.68
IPERS	IPERS	\$467.38
KEYSTONE LABORATORIES INC	SAMPLE ANALYSIS	\$83.60
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$75.04
MENARDS - ANKENY	HOIST SYSTEM PLOW TAILGATE	\$179.79
MENARDS - ANKENY	BITS AND BOLTS	\$46.61
MENARDS - ANKENY	SNOW SHOVELS AND ICE MELT	\$59.06
MENARDS - ANKENY	SHOP LIGHTING AND ORGANIZATION	\$24.75
MENARDS - ANKENY	SHOP LIGHTING	\$126.18
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$649.04
MID AMERICAN ENERGY	ELECTRIC/GAS 03670-63009	\$1,687.04

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PFM FINANCIAL ADVISORS	FINANCIAL ADVISORS	\$7,060.99
POLK CO TREASURER	ANIMAL CONTROL	\$352.62
POLK COUNTY ELECTION OFFICE	ELECTION EXPENSES	\$993.69
POLK COUNTY FIRE CHIEFS ASSOCI	FIRE CHIEF DUES	\$25.00
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$986.00
RACOM CORPORATION	28RADIO ACCESS EDACS	\$1,163.76
RACOM CORPORATION	28RADIO ACCESS EDACS	\$658.00
SAM'S CLUB	SUPPLIES	\$153.76
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$315.33
THORPE WATER DEVELOPMENT	NOVEMBER OPERATION	\$1,820.00
VEENSTRA & KIMM INC	ENGINEERING	\$2,692.88
VEENSTRA & KIMM INC	ENGINEERING	\$23,918.83
VEENSTRA & KIMM INC	ENGINEERING	\$101.16
VEENSTRA & KIMM INC	ENGINEERING	\$1,906.23
VEENSTRA & KIMM INC	ENGINEERING	\$936.99
VERIZON WIRELESS	FIRE VEHICLES MIFIBROADBAND	\$80.02
WEX BANK	FUEL	\$220.78
WHITFIELD&EDDY,PLC TRUST ACCNT	LEGAL SERVICES THROUGH 11/30	\$787.50
WHITFIELD&EDDY,PLC TRUST ACCNT	STOKKA,GASS,MILLER ANNEXATIONS	\$280.00
WHITFIELD&EDDY,PLC TRUST ACCNT	CLOSING COSTS MILLER	\$227,181.09
TREASURER STATE OF IOWA	STATE TAXES	\$105.00
IPERS	IPERS	\$491.20
PAYROLL CHECKS ON 11/30/2017		\$2,721.64
PAYROLL CHECKS ON 12/15/2017		\$2,425.13
**** PAID TOTAL ****		\$235,630.41
**** SCHED TOTAL ****		\$53,383.03
**** OPEN TOTAL ****		\$596.20
***** REPORT TOTAL *****		\$289,609.64

7. Discussion regarding Animal Control in the City of Elkhart

a. Update on the agreement with Polk County – Tom Henderson

Polk County Assistant Attorney has contacted City Attorney Tom Henderson about the City's current code regarding animal control and our contract with the Polk County Sheriff. In an effort to have better animal control in Elkhart it is recommended that the City rewrites portions of Chapters 55, 56, and 57 in the Code of Ordinances and address animal control in the 28E Agreement with Polk County for Law Enforcement Services.

8. A resolution awarding prizes for the 2017 Elkhart Community Betterment Committee Holiday Lights Contest Winners.

Motioned by Just to award Ethan Ward 1st place residential, Kaleb and Elizabeth Steele 2nd place residential, and Faith Christian Fellowship 1st place commercial, Seconded by Nolte, motion carried unanimously.

9. Discussion and possible action regarding ballot language for the Sales Tax Special Election to be held on March 6th, 2018.

Council discussed the benefits of LOSST revenue for the City and history of LOSST in Polk County.

a. A Resolution Providing Notice to the Polk County, Iowa Commission of Elections to Submit the Question of Imposition and Allocation of a Local Options Sales and Services Tax to Registered Voters of the City of Elkhart, Polk County, Iowa.

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

10. Reports

Mayor:

Discussed resident interest in the City investing in Christmas lights next year for decorating Main Street. Requested that City staff continue to research and address the ownership of Railroad Avenue.

Just:

Provided Council with an update on DART, the Ankeny 2040 Plan and the Municipal Leadership Academy Workshop on December 9th, 2017.

Nolte:

Notified Council that closing on the property for the City's new wastewater treatment facility had concluded.

City Clerk:

City Clerk notified the Council of work being done by Bolton & Mink and City Staff to submit a SRF Sponsored Project proposal to the Iowa DNR for funding in association with our SRF Loan for the City's wastewater treatment facility improvement project. The City Clerk also notified City Council that he has been working with the Greater Des Moines Partnership and Peak Development Corporation in order to list the available properties in the industrial park on the Partnership's LOIS system.

Fire Department:

Chief Mathis provided Council with a report from the Fire Department.

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Planning and Zoning Commission:

Chairman Kappos noted that Sam Erdahl's resignation would mean Council will need to appoint a new member in January. He also recommended that the Future Land Use Plan be updated as to reflect the new annexations of the city and plan for future land acquisition. The Planning and Zoning Commission would meet in 2018 to make and submit recommendations to the City Council on changes that need to be made to the Future Land Use Plan as well as the City's Comprehensive Plan.

Cemetery Association:

A flag was stolen from one of the plots in the cemetery and the Association plans to replace it.

11. New and Miscellaneous Business

- a. None

12. Employee Performance Reviews

City Clerk provided a recommendation to Council regarding improvements to the review process for employee performance so that a procedure is in place as the City continues to hire additional staff. Additionally, as part of the appointment of Tom Henderson as City Attorney and Miranda Wehde as Management Intern, reviews needed to be conducted so that reappointments could be made in January at the first regularly scheduled Council meeting.

- a. Miranda Wehde – Management Intern
- b. Tom Henderson – City Attorney
- c. Kyle Michel – City Clerk

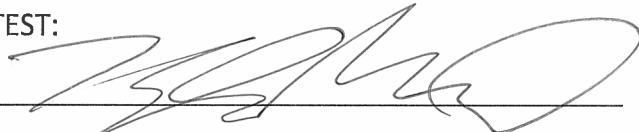
13. Adjourn

Motioned by Shipley, Seconded by Just, motion carried unanimously.
Mayor Snyder adjourned the meeting at 8:38 p.m.



Brandon Snyder, Mayor

ATTEST:



Kyle J. Michel, City Clerk