

CITY OF ELKHART BUSINESS MEETING MINUTES  
November 20th, 2017 - 7:00 p.m. City Hall

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**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 Engineer Bob Veenstra, Fire Chief Chip Mathis, Fire Captain Chris Mathis, and Management Intern Miranda Wehde.

**4. Approval of the Agenda**

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

**5. Citizen Hearing and Other Communications:**

**a. Polk County Sheriff Report**

Elkhart residents should begin to notice increased coverage starting January 1, 2018 due to the Sheriff Department changing patrol boundaries. Patrol cars will be going through the city more frequently than the current boundary allows.

**6. Consent Agenda**

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

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

**a. Minutes of the October 16<sup>th</sup>, 2017 Council meeting**

**b. Minutes of the October 26<sup>th</sup>, 2017 Council meeting**

**c. Minutes of the November 6<sup>th</sup>, 2017 Council meeting**

**d. October 2017 Financial Reports**

**e. November Bills Submitted**

**f. Resolution authorizing the Elkhart Volunteer Fire Association to utilize the Elkhart Fire Department.**

VENDOR	INVOICE DESCRIPTION	AMOUNT
ALAN E MATHIS	CHIP HOTEL FIRE CHIEF CONF	\$221.76
ANKENY HARDWARE	MOP	\$16.99
ANKENY HARDWARE	RUBBER PLUGS	\$9.98
ANKENY SANITATION	GARBAGE SVC	\$53.01

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ARNOLD MOTOR SUPPLY	CUSTEL995	\$12.99
CEDAR RAPIDS B&T CREDIT	HYDRANT FLUSH NOTICE FALL 2017	\$281.30
CEDAR RAPIDS BANK & TRUST	BOND PAYMENTS	\$9,617.00
CITY OF ANKENY	EMS CONTRACT	\$1,805.53
CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$119.43
THE COPY SHOP	COPIES	\$22.00
DATA TECHNOLOGIES INC	SOFTWARE	\$3,453.93
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$620.91
DES MOINES AREA COMM COLLEGE	FIRE DEPT CLASSES	\$150.00
DORSEY & WHITNEY LLP	TIF CONSULT	\$4,107.50
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$876.90
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$878.42
ELKHART VOLUNTEER FIRE ASSOC	REIMBURSE	\$1,050.00
GENERAL FIRE & SAFETY CO	ANNUAL FIRE EXTINGUISHER	\$338.00
HUXLEY COMMUNICATIONS	CHALL & FIRE PHONE/INTERNET	\$86.57
TREASURER STATE OF IOWA	STATE TAXES	\$112.00
TREASURER STATE OF IOWA	STATE TAX	\$104.00
INTERSTATE ALL BATTERY CTR	BATTERIES	\$135.65
INTERSTATE ALL BATTERY CTR	FIRE BATTERIES	\$58.10
IOWA CODIFICATION, INC	CODIFY ORDINANCES	\$2,500.00
IOWA CODIFICATION, INC	CODIFY ORDINANCES	\$1,000.00
IOWA LEAGUE OF CITIES	2017 BUDGET WORKSHOP	\$60.00
IOWA PC SOLUTIONS	NOVEMBER HOSTING	\$40.00
IOWA RURAL WATER ASSOCIATION	MEMBERSHIP DUES	\$225.00
IPERS	IPERS	\$130.68
IPERS	IPERS	\$474.25
IPERS	IPERS	\$471.89
JIM'S JOHNS INC	PORTABLE RESTROOMS	\$35.00
KEYSTONE LABORATORIES INC	SAMPLE ANALYSIS	\$120.50
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$46.28
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$55.58
MENARDS - ANKENY	OVERHEAD LIGHTS	\$49.92
MENARDS - ANKENY	LUMBER FOR CONCRETE PAD	\$106.59
MENARDS - ANKENY	SIDEWALK ICE MELT	\$107.83
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$649.04
MID AMERICAN ENERGY	ELECTRIC/GAS 03670-63009	\$1,460.80
MUNICIPAL EMERGENCY SERVICES	KOCHEK ADAPTERS	\$69.93
POLK COUNTY	HAUL ROCK	\$238.80
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$986.00
RACOM CORPORATION	28RADIO ACCESS EDACS	\$658.00
REUTER & ZENOR CO.	NEW HOLLAND	\$174.00
THORPE WATER DEVELOPMENT	OCT OPERATION	\$2,665.50

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US POSTAL SERVICE	STAMPS	\$1,680.00
VEENSTRA & KIMM INC	ENGINEERING	\$162.80
VEENSTRA & KIMM INC	ENGINEERING	\$4,320.00
VEENSTRA & KIMM INC	ENGINEERING	\$2,309.40
VEENSTRA & KIMM INC	ENGINEERING	\$980.00
VEENSTRA & KIMM INC	ENGINEERING	\$2,289.41
VEENSTRA & KIMM INC	ENGINEERING	\$1,228.13
VEENSTRA & KIMM INC	ENGINEERING	\$1,888.93
VERIZON WIRELESS	FIRE VEHICLES MIFIBROADBAND	\$80.02
WEX BANK	FUEL	\$570.03
WHITFIELD&EDDY,PLC TRUST ACCNT	LEGAL SERVICES THROUGH SEP	\$1,757.50
WHITFIELD&EDDY,PLC TRUST ACCNT	ANNEXATION LEGAL FEES	\$2,653.67
TREASURER STATE OF IOWA	STATE TAXES	\$104.00
IPERS	IPERS	\$482.68
PAYROLL CHECKS ON 10/31/2017		\$2,664.15
PAYROLL CHECKS ON 11/15/2017		\$2,736.39
**** PAID TOTAL ****		\$8,378.00
**** SCHED TOTAL ****		\$53,399.99
**** OPEN TOTAL ****		\$586.68
***** REPORT TOTAL *****		\$62,364.67

**7. Public Hearing on the first reading of Ordinance 2017-11: An Ordinance adopting the “Code of Ordinances of the City of Elkhart, Iowa”.**

Motioned by Just to open the hearing, Seconded by Fors, motion carried unanimously. The Mayor declared the hearing open at 7:06 p.m.

Motioned by Nolte to close the hearing, Seconded by Shipley, motion carried unanimously. The Mayor declared the hearing closed at 7:06 p.m.

**8. Public Hearing to review an application for a State Revolving Fund (SRF) loan from the Iowa Department of Resources.**

Motioned by Nolte to open the hearing, Seconded by Smith, motion carried unanimously. The Mayor declared the hearing open at 7:07 p.m.

City Engineer Bob Veenstra spoke before Council about the SRF loan and made himself available for any citizen questions during the hearing. Council discussed the capabilities of the new lagoon.

Motioned by Shipley to close the hearing, Seconded by Nolte, motion carried unanimously. The Mayor declared the hearing closed at 7:24.

- a. **Discussion and possible action regarding the Environmental Information Documents from the Iowa Department of Natural Resources.**
  - i. **Resolution 2017-122 a resolution to approve the environmental information document as provided by the Iowa Department of Natural Resources**  
Motioned by Fors, Seconded by Shipley, motion carried unanimously.

**9. Resolution 2017-123 a resolution authorizing a committee to be formed in support of the source water protection planning process in conjunction with the Iowa Rural Water Association.**

Motioned by Shipley, Seconded by Fors, motion to approve Resolution 2017-123 carried unanimously.

**10. Discussion and possible action regarding the 2017 Elkhart Holiday Lights Contest**

Council discussed the Elkhart Betterment Committee funding the prizes for the Holiday Lights Contest rather than the prize money coming from the General Fund.

- a. **Resolution 2017-121 a resolution to award the prizes for the annual outdoor lights contest.**

Motion by Nolte, Seconded by Fors, motion carried unanimously

**11. Resolution 2017-120 a resolution authorizing debt service payments due December 1<sup>st</sup>, 2017.**

City Clerk provided an overview of payments due on December 1, 2017.

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

**12. Discussion regarding 2018 Council meeting schedule and Fiscal Year 2019 budget workshops.**

**13. Ordinances:**

- a. **First reading of 2017-11: An Ordinance adopting the “Code of Ordinances of the City of Elkhart, Iowa.”**

Motioned by Shipley to make this the first and final reading of 2017-11,  
Seconded by Fors, motion carried unanimously.

**14. Reports**

Just:

Provided Council with copies of the Transit Impact Report published by DART and discussed the impact of the City’s decision to withdraw from DART.

City Clerk:

City Clerk notified the Council of reported illegal dumping into the stormwater intakes in Elkhart that has been referred to the Polk County Sherriff for follow-up action.

Fire Department:

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

Cemetery Association:

Provided a recap of their meeting that reviewed the possible use of GIS mapping to improve management of cemetery records and retention.

**15. New and Miscellaneous Business**

**a. Update regarding speed zones in the City of Elkhart**

City Clerk is working with Polk County to address speed limit concerns along Walnut, east of Grant. Coordination is required with Polk County due to Farm-to-Market status of some of the streets within Elkhart.

**b. Timeline for requesting applicants for new Parks and Recreation Committee**

City Clerk suggested that Council review the requirements for the Parks and Recreation Committee and establish direction for the committee prior to taking applications and making appointments during the regular business meeting of the City Council in January, 2018.

**c. Planning and Zoning Vacancy**

A member of the Planning and Zoning Committee will be submitting their resignation in December and Council will need to fill the vacancy. City Clerk suggested taking applications and making an appointment to this board in January, 2018 at the regularly scheduled business meeting of the City Council.

**d. All-Terrain Vehicles within city limits**

City Clerk notified Council of complaints about all-terrain vehicles driving within city limits. If vehicles are seen operating on City streets, residents should call Polk County Sherriff and notify City Hall.

**e. Water Quality**

The City Clerk received several complaints on Sunday, November 19<sup>th</sup> and Monday, November 20<sup>th</sup> about the water quality during the Fire Department training burn. Council discussed ways to more clearly communicate with the Fire Department, City Staff and the public during future training burns in order to allow for timely notification to residents.

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**16. Adjourn**

Motioned by Smith, Seconded by Shipley, motion carried unanimously.  
Mayor Snyder adjourned the meeting at 7:51 p.m.



Brandon Snyder, Mayor

ATTEST:



Kyle J. Michel, City Clerk