

UNAPPROVED MINUTES
Earlham City Council Meeting
June 13, 2018

The Earlham City Council met in a rescheduled, regular session on Wednesday, June 13, 2018, 7:00 p.m. at Earlham City Hall. Mayor Pro Tem Chris Swalla called the meeting to order at 7:00 p.m. and the following answered roll: Fredericksen, Griswold, Payne, Petersen. Absent: Fredericksen. Also present: Clerk Hibbs, Public Works Supervisor Coffman, Police Chief Heimdal.

1. Approval of Agenda

Motion by Griswold, second by Petersen, to approve agenda.

Roll: Ayes – unanimous. Motion passes.

2. Public Forum - None

3. Consent Agenda:

- a. Minutes of May 14, 2018 Council meeting
- b. June 11, 2018 Treasurer's report
- c. June 11, 2018 Claim & Receipts report
- d. Approval of Cigarette/Tobacco/Nicotine/Vaper Permit for Hometown Market for FY19
- e. Approval of Liquor License for West Side Bar & Grille for Outdoor Service for Freedom Fest
- f. Consider approval of Resolution No. 18-19, Authorizing the Re-investment of Interest, Dividends, and Other Incomes.
- g. Consider approval of Resolution No. 18-20, Increasing the Limit for The City of Earlham Credit Card to \$2,500.00.

Motion by Petersen, second by Payne, to remove item c) from the consent agenda and then to approve consent agenda.

Roll: Ayes – unanimous. Motion passes.

Hibbs asked for clarification on payment for fire department expenses for wall removal/replacement and window air-conditioner. Council consensus was to pay for this item from the City Hall renovation project fund.

Motion by Petersen, second by Payne, to approve item c) on the consent agenda.

Roll: Ayes – unanimous. Motion passes.

4. Boards, Commission, Committee Reports

a. Board of Adjustment

Hibbs stated at this meeting the BOA approved a variance requested by Monty and Christy Smith for a non-compliant building to be built on their property, due to the larger size of their lot.

5. Department Reports

a. Public Works - Gary Coffman, Public Works Supervisor

Coffman reported on the following: regular mowing and trimming; pool open and cracks on decking have been caulked; Chestnut Ave cracks sealed from 2nd to 6th streets, and may do more later in the summer; street sweeping; repaired water main break on 1st Street; storm water flow meters have been moved and will be moved again; water tower inspected inside and was told it looked very good; has been looking at a new paint product for outside of tower – states Municipal Enterprises Committee should meet to discuss painting.

b. Police - Police Chief Jason Heimdal

Participated in Baby Sitting Clinic explaining about 911. Had new program installed on in-car computers and had training. Updated council on horse situation, stating we are boarding 9 horses at the ARL at a cost of \$35/horse per day. Will hopefully be reimbursed by owner. City Attorney Braland is working on this. Griswold asked Chief to place a No Parking sign on the curve on 7th Street during Freedom Fest to accommodate heavy traffic during fireworks.

6. OLD BUSINESS

7. NEW BUSINESS

- a. Consider approval of Ordinance No. 400, Repealing Those Ordinances Designating The 1989 Earlham Urban Revitalization Plan Area, Designating The 2001 Earlham Urban Revitalization Plan Area, And Repealing All Prior Amending Ordinances To Said Urban Revitalization Plans
Motion by Griswold, second by Payne, to approve the First Reading of Ordinance No. 400, Repealing Those Ordinances Designating The 1989 Earlham Urban Revitalization Plan Area, Designating The 2001 Earlham Urban Revitalization Plan Area, And Repealing All Prior Amending Ordinances To Said Urban Revitalization Plans
Roll: Ayes – unanimous. Motion passes.

Motion by Payne, second by Griswold, to waive 2nd & 3rd Readings of Ordinance No. 400.
Roll: Ayes – unanimous. Motion passes and Ordinance No. 400 is approved.
- b. Consider approval of Resolution No. 18-22, A Resolution Determining The Necessity And Fixing A Date For A Public Hearing On The Matter Of The Adoption Of A Proposed Earlham Urban Revitalization Plan.
Motion by Payne, second by Petersen, to approve Resolution No. 18-22, A Resolution Determining The Necessity And Fixing July 9, 2018, 7:00 p.m. As The Date and Time For A Public Hearing On The Matter Of The Adoption Of A Proposed Earlham Urban Revitalization Plan.
Roll: Ayes – unanimous. Motion passes.
- c. Consider approval of Resolution No 18-16, Setting Wages for Full-Time Employees of the City of Earlham, Iowa, Effective July 1, 2018.
Motion by Griswold, second by Petersen, to approve Resolution No. 18-16, Setting Wages for Full-Time Employees of the City of Earlham, Iowa, Effective July 1, 2018.
Roll: Ayes – unanimous. Motion passes.
- d. Consider approval of Resolution No 18-17, Setting Wages for the 2018 Seasonal Part-Time Employees of the City of Earlham, Iowa.
Motion by Griswold, second by Payne, to approve Resolution No. 18-17, Setting Wages for 2018 Seasonal Part-Time Employees of the City of Earlham, Iowa.
Roll: Ayes – unanimous. Motion passes.
- e. Consider approval of Resolution No. 18-18, Authorizing Transfer of Funds for FY 2018.
Motion by Petersen, second by Griswold, to approve Resolution No. 18-18, Authorizing Transfer of Funds for FY 2018.
Roll: Ayes – unanimous. Motion passes.
- f. Consider approval of Resolution No. 18-21 Resolution Setting Schedule For Annual Examinations. Hibbs stated according to Chapter 11.6 of the Code of Iowa, a city with our population and budget size only needs to have an examination every year and not an audit. Current we alternate having an examination and audit every other year. An examination typically cost \$4,000, and an audit it \$8,000.
Motion by Petersen, second by Swalla, to approve Resolution No. 18-21, Setting Schedule For Annual Examinations
Roll: Ayes – unanimous. Motion passes.
- g. Consider approval of Freedom Fest 2018 request. Hibbs stated Nikki Lilly said all of the plans are the same as last year.
Motion by Griswold, second by Payne, to approve Freedom Fest 2018 requests.
Roll: Ayes – unanimous. Motion passes.

- h. Consider approval of request from Mindy Harskamp and Nathan Liston to apply for grant from Wellmark for tennis court renovation.

Motion by Petersen, second by Swalla, to approve request to apply for grant from Wellmark for tennis court renovation.

Roll: Ayes – unanimous. Motion passes.

8. Mayor's Report - None

9. Clerk's Report

Hibbs asked and Council stated police officer who is off-duty should not be called to help with keys locked in a car. Reported on CDBG housing project – 3 houses are completed with 2 underway. Water Excise Tax begins July 1st. Hibbs checked with Attorney Braland about sale of “Old Fire Station” and we do not have to go out for bids. Council just needs to follow the procedures set in Iowa Code 364.7. Hibbs also mentioned a situation with Adams Township and their fire protection payments.

10. Council comments/discussion

Griswold mentioned a new business who is interested in coming to Earlham and is trying to find somewhere to build.

11. Adjourn

Motion by Griswold, second by Petersen, to Adjourn.

Roll: Ayes – unanimous. Motion passes.

Being there was no further business, the meeting was adjourned at 8:05p.m.

Chris Swalla, Mayor Pro Tem

Attest: _____
Mary Sue Hibbs, Clerk/Treasurer