

UNAPPROVED MINUTES
Earlham City Council Meeting
July 14, 2021

The Earlham City Council met in a re-scheduled, regular session on Monday, July 14, 2021, at Earlham City Hall. Mayor Lillie called the meeting to order at 7:00 p.m. and the following answered roll: Baskin, Fredericksen, Payne, Petersen, Swalla. Also present: Chief Heimdal, Public Works Supervisor Coffman, Clerk Hibbs.

1. Approval of Agenda

Motion by Fredericksen, second by Swalla, to approve agenda.

Roll: Ayes – unanimous. Motion passes.

2. Public Forum

Jason Hammen, Elementary Principal at the Earlham Community School District, presented information about a new drop-off/pick-up plan for the school. He stated they will ask for no-parking signage on 4th Street, as that is where busses will park. He will let Mayor/Council know when future planning meeting will be held. He said he will ask to be on the August council agenda.

3. Consent Agenda:

a. Council meeting minutes for June 14, 2021 & June 23, 2021

b. Treasurer's Report for July 14, 2021

c. Claims and Receipts Report for July 14, 2021

d. Consider approval of re-appointment of Doty Faux and Jon Goff to the Earlham Community Center Board, terms ending June 30, 2026.

Motion by Petersen, second by Payne, to approve consent agenda.

Roll: Ayes - unanimous. Motion passes.

4. Boards, Commission, Committee Report

Fredericksen gave a brief summary of the Municipal Enterprise meeting Committee held on June 23, 2021, where Coffman gave an overview of the Sewer Lagoon Project. They also discussed the building permit issue at 565 NW 2nd Street.

5. Department Reports

a. Public Works - Gary Coffman, Public Works Supervisor

Regular mowing, trimming, pool, street sweeping, 4th of July preparations. July 4th Cleanup appeared to go well. Purchased grass carp and placed in Gendler ponds. Had the Gendler pond water tested and it is safe for dogs to swim. DNR has okayed the lagoon project in two phases. We will be able to collect data for a year before starting phase 2. DNR did a water sanitary survey this week. Coffman has ordered no-swimming signs for Gendler. He also stated the land west of Gendler was sold and may be subdivided for 3 homes. This is within 2-mile radius of Earlham so will need council approval. Mayor asked if we need an easement to get to the dam. Coffman will talk to owner about that. Coffman also talked about removing the dead/diseased ash trees. There are approximately 80-90 trees needing removal in the street parking and in the city park. Public Works can take care of maybe 10%. He guesses the cost at around \$1000/tree. Mayor suggested a Street Committee meeting to discuss this further. This will be Monday, June 28th at 7:00. Mayor said they should also discuss sidewalk inspection project.

b. Police Department – Chief Jason Heimdal

Chief said Officer Stringham's car has been into Stivers Ford several times because it has been shifting hard. This is warranty work. New street cameras will tentatively be placed on the Library, outside the Post Office, and three in the city park. Chief stated they served a search warrant in Des Moines for theft. He mentioned Officer Stringham has found a place to live in Dexter and will be moving from Des Moines August 1st. This is within the 10-minute requirement.

6. OLD BUSINESS

- a) Consider approval of First Reading of Ordinance No. 428 Amending Code of Ordinances of the City of Earlham, Iowa, Chapter 55.05 Livestock
Motion by Swalla, second by Baskin, to approve First Reading of Ordinance No. 428 Amending Code of Ordinances of the City of Earlham, Iowa, Chapter 55.05 Livestock
Mayor reminded Council this was to delete the portion regarding grandfathering.
Roll: Ayes – unanimous. Motion passes.
- b) Consider approval of motion to waive the Second and Third Reading of Ordinance No. 428.
Motion by Fredericksen, second by Baskin, to waive the Second and Third Readings of Ordinance No. 428.
Roll: Ayes – unanimous. Motion passes.
- c) Consider approval of First Reading of Ordinance No. 429 Amending the Code of Ordinances of the City of Earlham, Iowa, Chapter 92.10 Temporary Vacancy.
Motion by Petersen, second by Baskin, to approve First Reading of Ordinance No. 429 Amending the Code of Ordinances of the City of Earlham, Iowa, Chapter 92.10 Temporary Vacancy.
Roll: Yes - unanimous. Motion passes.
- d) Consider approval of motion to waive the Second and Third Reading of Ordinance No. 429
Motion by Baskin, second by Payne, to waive Second and Third Readings of Ordinance No. 429.
Roll: Baskin-yea, Fredericksen-yea, Payne-yea, Petersen-Nay, Swalla-yea. Motion passes.
- e) Consider approval of First Reading of Ordinance No. 430 Amending Code of Ordinance of the City of Earlham, Iowa, 2017, Chapter 15.04 Mayor Compensation
Motion by Fredericksen, second by Swalla, to approve First Reading of Ordinance No. 430 Amending the Code of Ordinances of the City of Earlham, Iowa, 2017 Chapter 15.04 Mayor Compensation.
Hibbs explained this is to make Mayor salary comparable to Fire Chief and Rescue Captain. New salary will not be in affect until after the next election.
Roll: Yes - unanimous. Motion passes
- f) Consider approval of motion to waive Second and Third Readings of Ordinance No. 430
Motion by Petersen, second by Baskin, to waive Second and Third Readings Ordinance No. 430
Roll: Ayes - unanimous. Motion passes
- g) Consider approval of Resolution No 21-32 Directing the Building Official to Issue a Notice of Violation Related to the Revoked Building Permit for the Property Located at 565 NW 2nd Street, and Authorizing Actions by Building Official and City Clerk.
Hibbs explained this is the same notice that was posted at the property on June
Motion by Payne, second by Fredericksen, to approve of Resolution No. 21-32 Directing the Building Official to Issue a Notice of Violation Related to the Revoked Building Permit for the Property Located at 565 NW 2nd Street, and Authorizing Actions by Building Official and City Clerk.
Roll: Ayes – unanimous. Motion passes

7. NEW BUSINESS

- a) Consider approval of Resolution No. 21-29 Setting Wages for part-Time Library Worker.
Motion by Frederickson, second by Baskin, to approve Resolution No. 21-29 Setting Wages for part-Time Library Worker.
Roll: Ayes – unanimous. Motion passes

- b) Consider approval of Resolution No. 21-30 Approving Placement of No-Parking Signs on the North Side of NE 3rd Street.
Chief Heimdal stated that, especially during events at the Park, people park on both sides of the street, making it very difficult for other vehicles, especially emergency vehicles, to get through. Discussion on whether all of NE 3rd Street should have no-parking signs. Council decided to look at other streets needing no-parking designations at a later time.

Motion by Swalla, second by Baskin, to approve Resolution No. 21-30 Approving Placement of No-Parking Signs on the North Side of NE 3rd Street.

Roll: Ayes – unanimous. Motion passes

- c) Consider approval of Resolution No. 21-31 Appointing Members to the City's Board of Appeal Pursuant to the Building Code.
Mayor explained the City does not have a Board of Appeals and would need one if an appeal was made regarding the zoning ordinance. The members of the Board of Adjustment will act as the Board of Appeals.
Motion by Swalla, second by Payne, to approve Resolution No. 21-31 Appointing Members to the City's Board of Appeal Pursuant to the Building Code.
Roll: Ayes – unanimous. Motion passes

8. Mayor's Report

Mayor would like to see protocols set in place for the Rec Park concessions next year: handling of money and food; cell phone policy; no closing early. Would also like to see Park & Recreation Board functioning again. He feels Council should have a special meeting to sit down and discuss getting people to fill the empty seats on various boards and commission. Clerk said she would send out complete list of boards and commission to council members, including member gender and residency requirements.

9. Clerk's Report

Stated we need a Human Resources Committee meeting to discuss updated personnel manual. Chairperson Swall asked rough draft be sent to him for review. Clerk attended a virtual Small City workshop 6-22-21 where the topic was Financing & Funding for City Projects. Utility Billing Clerk Amsden will be attending the Iowa Professional Institute next week in Ames.

10. Council comments/discussion = none.

11. Adjourn

Motion by Fredericksen, second by Petersen, to adjourn.

Roll: Ayes – unanimous. Motion passes.

Being there was no further business, meeting was adjourned at 8:26 p.m.

Jeff Lillie, Mayor

Attest: _____
Mary Sue Hibbs, Clerk/Treasurer