

**UNAPPROVED MINUTES**  
**Earlham City Council Meeting**  
**June 13, 2022**

The Earlham City Council met in regular session on Monday, June 13, 2022, at Earlham City Hall. Mayor Lillie called the meeting to order at 7:00 p.m., and the following answered roll: Baskin, Fredericksen, Mudge, Nelsen, Swalla. Also present: Public Works Supervisor Coffman, Police Chief Heimdahl, Fire Chief Boyle, and Clerk Hibbs.

1. Approval of Agenda  
**Motion by Baskin, second by Mudge, to approve agenda.**  
**Roll: Ayes – unanimous. Motion passes.**
2. Public Forum – None
3. Consent Agenda:
  - a. Council meeting minutes for 5-9-22, 5-23-22
  - b. Treasurer’s Report for 6-13-22
  - c. Claims and Receipts Report for 6-13-22
  - d. Consider approval of Special Class C Liquor Licenses BW0096936 for Beans & Beignets LLC effective 6-1-22.
  - e. Consider approval of Class C liquor License LC0042163 for West Side Bar & Grille (pending dram)  
**Motion by Fredericksen, second by Baskin, to approve consent agenda.**  
**Roll: Ayes - unanimous. Motion passes.**
4. Department Reports
  - a. Public Works - Gary Coffman, Public Works Supervisor  
Regular mowing, trimming, Street sweeping, spraying. Pool is up and running. Did cleanup work in the Library backyard. More ash tree removal. Stump grinding cleanup going slowing because of rain. Cemetery fence is gone, and neither he nor Chief have noticed any trespassing. Cleaned up flowers at cemetery today. Sewer Project is out for bids. Two companies showed up for pre-bid meeting, the same two that bid originally. Baskin mentioned street light north side of park which is buzzing. Hibbs will contact MidAmerican Energy. Mayor asked Coffman to have Adam write a letter to the new owners of the trailer park regarding the dead trees that need to come down. Coffman said he will be getting in patch this week so he can fill potholes.
  - b. Police Department – Chief Jason Heimdahl  
Helped Public Works Department with grass notifications. Sent abatement notices for nuisances. Met with the Freedom Fest Committee to bet prepared. Had a couple of ride-a-longs from school.
  - c. Fire Department – Chief Shawn Boyle  
Department has busy. Number of calls so far this year equals last year total. Fire alarms, grass fires, gas smells, changed out batteries in smoke detectors at Madison Manor. In March/April hosted a driver operator class. Seven members took the class and passed. Had service calls for trucks - pump and flat tires. Pumps on two big trucks have been certified. Helped out with tornado in Winterset, and were recognized at a ceremony and present award for heroism. Continuing training. Participated in 3-day active shooter class at the high school. On track for record number of calls this year.
5. Board, Commission, Committee Reports
  - a. Planning & Zoning Commission  
Hibbs reported they met on May 11, 2022. Sue Ramsey elected president. Two names were suggested to fill vacancy = Andrew Gettler and Jim Johnson. Council will appoint one at their June 13<sup>th</sup> meeting. Members were asked to volunteer for Comprehensive Plan Update Committee. Ramsey, Hayes, Dobbins, and Werts said they would join committee.
  - b. Human Resources Committee  
Nelsen reported on the May 23, 2022 meeting. They discussed FY23 raises. Agreed on 6% overall, except for Amsden and Stringham 7%.

- c. Comprehensive Plan Committee  
Hibbs reported she, Coffman, Ramsey & Dobbins (from P&Z) met with Tami Wilcox & Luke Monat from Shive Hattery who presented a proposal from Confluence on the process for preparing an updated Comprehensive Plan.
6. Unfinished Business
  - a. Comprehensive Plan revision.  
After discussion on the proposal, Mayor and council asked Hibbs to reach out to Wilcox regarding the scope of work, and cost, of the proposal from Confluence.
7. NEW BUSINESS
  - a. Consider approval of Resolution No. 22-23 A Resolution Setting Wages for Full-Time, Part-Time Employees, and Fire Chief and Rescue Captain, of The City of Earlham, Iowa, Effective July 1, 2021  
**Motion by Baskin, second by Swalla, to approve Resolution No. 22-23 Setting Wages for Full-Time, Part-Time Employees, and Fire Chief and Rescue Captain, of The City of Earlham, Iowa, Effective July 1, 2021**  
**Roll: Ayes – unanimous. Motion passes.**
  - b. Consider approval of Resolution No. 22-24 a Resolution Setting Wages for the 2022 Seasonal Part-Time Employees of the City of Earlham, Iowa. Effective April 1, 2022.  
**Motion by Nelsen, second by Fredericksen, to approve Resolution No. 22-24 a Resolution Setting Wages for the 2022 Seasonal Part-Time Employees of the City of Earlham, Iowa. Effective April 1, 2022.**  
**Roll: Ayes – unanimous. Motion passes.**
  - c. Consider approval of Resolution No. 22-25 Authorizing Transfer of Funds for FY22.  
**Motion by Swalla, second by Mudge, to approve Resolution No. 22-25 Authorizing Transfer of Funds for FY22.**  
**Roll: Ayes – unanimous. Motion passes.**
  - d. Consider appointment of either Andrew Gettler or Jim Johnson to the Earlham Planning & Zoning Commission.  
**Motion by Swalla, second by Baskin, to appoint Andrew Gettler to fill the vacancy on the Earlham Planning & Zoning Commission, term ending June 30, 2026.**  
**Roll: Ayes – unanimous. Motion passes.**
  - e. Discussion and possible action on request from Nina Easley, Beans & Beignets, for possible live music in the street (Fri & Sat nights, Jun-Aug)  
Easley was not present. Nelsen explained what she was proposing. Noise ordinance as discussed, time limit is 10:00 p.m.  
**Motion by Nelsen, second by Mudge, to approve request by Nina Easley for live music as long as it is within the noise ordinance and other public laws.**  
**Roll: Ayes – unanimous. Motion passes.**
  - f. Discussion and possible action on request from Lynn Boyle for livestock in city limits (SE Maple) per Earlham City Code Chapter 55.05  
Boyle presented a proposal to graze cattle, without calves, on pasture behind Fern Douglas and next to Jerry Cairn, where previously there were horses. He will be leasing property from Jim Lemon. It is currently weeds and he explained how he will return it back to grassy pasture. He discussed responsible management, standard ag practices, weed management, and pasture rotation. He suggested Council grant a provisional consent for 2 months, and they can inspect the progress on the property at that time. He addressed Chapter 55.05 of the Earlham Code, stating livestock in city limits requires written consent from council. Discussion on previous grandfather status of property and zoning.

**Motion by Nelsen, second by Baskin, to present, by way of the meeting minutes, a written consent to Lynn Boyle to allow livestock within city limits, for the property we discussed, with the understanding that most of it is agricultural, subject to re-approval on an annual basis, and a review 3 months from today.**

**Roll: Ayes – unanimous. Motion passes.**

- g. Discussion and possible action on request from Gentry Smith for possible Rec Park improvements (restrooms, concession stand, nets)  
Smith presented history. Chicks With Checks applied for a GMCCF grant last year for Rec Park updates: Restrooms, concession stand, and foul ball nets. Did not get grant. Is suggesting a collaborative effort between ECAB, City, Chicks With Checks, and Little League Baseball, (possible Soccer) for a vision for space instead of band-aide. Presented information on restroom ideas; net design pros and cons. Start a committee with representation from all those groups. Parks & Rec Committee suggested as a route to go, because it has people of the groups mentioned, except Chick With Checks and ECAB. Mayor stated with various funding options and donations, it could be a multi-year project. Hibbs gave the names of Park & Rec members. There is one vacancy. Mayor asked Smith to check with her husband, Adam who would represent Little League Football, if he would like to fill that vacancy. Hibbs will call members and set up P&R meeting.
  - h. Discussion and possible action on GMCCF grant award.  
City was awarded \$25,365.79 for new concrete deck for pool project. We are waiting to hear from Prairie Meadows. After Hibbs reached out to Prairie Meadow, she was told decisions would not be made until the end of June or possibly July 1<sup>st</sup>.
  - i. Discussion and possible action on proposal from Shive Hattery/Confluence for Comprehensive Plan Update. See item 6a.
  - j. Discussion and possible action on use of golf carts at Rec Park for handicapped during ball games.  
Discussion on request from residents for this. Discussion on handicapped permit from City for this issue; where will they be allowed to park? Who will manage? Police department. Hibbs stated this will need an ordinance amendment to Chapter 75.06. Can possibly use handicapped placard from car. Can possibly throw this to Public Safety Committee for more discussion. Not able to do ordinance amendment until July meeting, at which time baseball season is over, so need to rush into this.
  - k. Set time and date for Public Hearing on FY22 Budget Amendment #2 for Monday June 27, 6:00 p.m. at Earlham City Hall  
**Motion by Fredericksen, second by Baskin, to set June 27, 2022, 6:00 p.m. at Earlham City Hall as the time and place for the Public Hearing for the FY22 Budget Amendment #2.**  
**Roll: Ayes – unanimous. Motion passes.**
  - l. Set time and date for Public Hearing on the proposed plans, specifications, form of contract, and estimated costs for the Sewer Lagoon Upgrade project for July 11, 2022, 7:00 p.m., Earlham City Hall.  
**Motion by Swalla, second by Baskin, to set July 11, 2022, 7:00 p.m., Earlham City Hall, as the time and place for the Public Hearing on the proposed plans, specifications, form of contract, and estimated costs for the Sewer Lagoon Upgrade project**  
**Roll: Ayes – unanimous. Motion passes.**
8. Mayor's Report - None
9. Clerk's Report  
Noted complaints about people feeding ferrel cats.  
HR 2130 passed and waiting for Governor's signature. Cities can register ATV & UTV but not charge a fee

10. Council comments/discussion - none

11. Adjourn

**Motion by Baskin, second by Fredericksen, to adjourn.**

**Roll: Ayes – unanimous. Motion passes.**

Being there was no further business, meeting was adjourned at 8:46 p.m.

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Jeff Lillie, Mayor

Attest: \_\_\_\_\_  
Mary Sue Hibbs, Clerk/Treasurer