

**UNAPPROVED MINUTES**  
**Earlham City Council Meeting**  
**September 12, 2022**

The Earlham City Council met in regular session on Monday, September 12, 2022, 7:00 p.m. at Earlham City Hall. Mayor Lilly called the meeting to order at 7:00 p.m. and the following answered roll: Baskin, Fredericksen, Mudge, Nelsen, Swalla. Also present: Clerk Hibbs, Police Chief Stringham, Public Works Supervisor Coffman.

1. Approval of Agenda

**Motion by Baslom, second by Nelsen, to approve agenda.**

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

2. Public Forum - none

3. Consent Agenda:

a. Council meeting minutes for 8-8-22

b. Treasurer's Report for 9-12-22

c. Claims and Receipts Report for 9-12-22

d. Consider approval of Urban Renewal Report for FY20-22.

**Motion by Baskin, second by Mudge, to approve consent agenda.**

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

4. Department Reports

a. Public Works - Gary Coffman, Public Works Supervisor

Normal spraying & mowing. Pool has been drained. New pump and motor for the lagoon – now all blowers and motors have been replaced. Replaced several meters. Plow truck repaired. Door repairs at Library and Community Building. Only have 5 city ash trees to remove. Need to send out letter to residents regarding their dead trees, but he wants to get city trees done first. Received bid for correcting water tower lights, and waiting for second bid. Baskin asked if we have heard anything from Verizon regarding the tower. Gary said they are waiting for the construction crew. Swalla asked if they spray the trail at Gendler Park. Coffman said yes, it could stand to be done again with maybe more rock. Street line painters should be coming this week. Fredericksen mentioned trains have been blocking intersection again, for sometimes 20-30 minutes.

b. Police Department – Chief Matt Stringham

The 2021 Explorer went to Stivers for a re-call. Also, he is experiencing engine hesitation on that car, but Ford does not know what is causing it. He has the high school door readers up to date so he along with Madison and Dallas counties, now have 24/7 access. School map is now updated. Went to training by Madison County Emergency Management on what to look for during traffic stops for bomb making supplies. Updated CAD system so now compatible with Madison County. Working with Madison County Attorney's office on using DropBox to send evidence instead of manually driving it to Winterset. Has received 12 applications for new officer position.

5. Board, Commission, Committee Reports

a. Comprehensive Plan Update Committee

Russell Dobbins reported that on August 15, 2022 the Committee had a meeting with Tami Wilcox from Shive Hattery and Christopher Spires with Confluence. After listening to his presentation, Committee agreed to recommend the \$40,000 proposal to Council. However, Clerk Hibbs has since spoke with SICO, who said they could do it much cheaper. She will talk with Jeremy Rounds and get more information.

6. UNFINISHED BUSINESS

a. Consider approval of the recommendation from Comprehensive Plan Update Committee to accept plan and scope of work from Confluence for an Updated Comprehensive Plan, and therefore, approve Resolution No. 22-33 Approving Contract with Confluence for Preparing the Comprehensive Plan Update.

**Motion by Mudge, second by Nelson, to table Resolution No. 22-33 and all discussion.**

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

- b. Continue discussion on swimming pool renovation and new public works building funding. Coffman said pool people want concrete done before they start. He hasn't contacted concrete for actual bids until council makes a definite decision on whether or not to move forward with renovations. He stated he checked the attendance logs. Guards did not keep track of numbers every day, but what he did see showed average of 20 kids a day. Lesson attendance was 120. Swalla said pool is never going to make money. It is a public service provided for our citizens. Earlham is not going to attract people and the school is not going to thrive without it. Coffman explained about patching repair. Hibbs stated we have received approximately \$45,000 in grant, and if council approves, we can use some of the ARPA money we received. Following discussion, Council agreed to move ahead with this project. Pool company said they can do project this fall or next spring. Coffman will get a second quote on concrete.

Public works building. Coffman stated the new Heartland Coop might be interested in buying our property, but then we need somewhere to build new building. Coffman will check around and make some phone calls.

## 7. NEW BUSINESS

- a. Consider approval of first reading of Ordinance No. 433 An Ordinance Amending the Code of Ordinances of the City of Earlham, Iowa, 2017, Chapter 92 Water Rates; and waive second and third readings.  
**Motion by Fredericksen, second by Swalla, to approve first reading of Ordinance No. 433 An Ordinance Amending the Code of Ordinances of the City of Earlham, Iowa, 2017, Chapter 92 Water Rates.**  
**Roll: Ayes – unanimous. Motion passes**  
**Motion by Nelsen, second by Baskin, to waive the Second and Third Readings of Ordinance 433.**  
**Roll: Ayes – unanimous. Motion passes**
- b. Consider approval of first reading of Ordinance No. 434 Amending the Earlham Code of Ordinances Chapter 75 Golf Carts, ATVs, UTVs, And Snowmobiles; and waive second and third readings.  
**Motion by Mudge, second by Baskin, to approve first reading of Ordinance No. 434 Amending the Earlham Code of Ordinances Chapter 75 Golf Carts, ATVs, UTVs, And Snowmobiles.**  
**Roll: Ayes – unanimous. Motion passes.**  
**Motion by Baskin, second by Mudge, to waive the Second and Third Readings of Ordinance 434.**  
**Roll: Ayes – unanimous. Motion passes.**
- c. Consider approval of first reading of Ordinance No. 435 Amending Code of Ordinances of the City of Earlham, Iowa, 2017, Chapter 22 Planning & Zoning Commission; and waive second and third readings.  
**Motion by Fredericksen, second by Baskin, to approve first reading of Ordinance No. 435 Amending Code of Ordinances of the City of Earlham, Iowa, 2017, Chapter 22 Planning & Zoning Commission.**  
**Roll: Ayes – unanimous. Motion passes**  
**Motion by Baskin, second by Nelsen, to waive the Second and Third Readings of Ordinance 435.**  
**Roll: Ayes – unanimous. Motion passes.**
- d. Consider approval of first reading of Ordinance No. 436 Amending Code of Ordinances of the City of Earlham, Iowa, 2017, Chapter 165.20 Board of Adjustment Created; and waive second and third readings.  
**Motion by Nelsen, second by Mudge, to approve first reading of Ordinance No. 436 Amending Code of Ordinances of the City of Earlham, Iowa, 2017, Chapter 165.20 Board of Adjustment Created.**  
**Roll: Ayes – unanimous. Motion passes**  
**Motion by Baskin, second by Swalla, to waive the Second and Third Readings of Ordinance 436.**  
**Roll: Ayes – unanimous. Motion passes.**

- e. Consider approval of first reading of Ordinance No. 437 Amending the Code of Ordinances of the City of Earlham, Iowa, by Amending Provisions Pertaining to Alcoholic Beverage Control; and waive second and third readings.  
**Motion by Frederickson, second by Baskin, to approve first reading of Ordinance No. 437 Amending the Code of Ordinances of the City of Earlham, Iowa, by Amending Provisions Pertaining to Alcoholic Beverage Control.**  
**Roll: Ayes – unanimous. Motion passes**  
**Motion by Nelsen, second by Swalla, to waive the Second and Third Readings of Ordinance 436.**  
**Roll: Ayes – unanimous. Motion passes.**
- f. Consider approval of Resolution No 22-32 Approving the FY21-22 Street Finance Report.  
**Motion by Swalla, second by Mudge, to approve Resolution No 22-32 Approving the FY21-22 Street Finance Report.**  
**Roll: Ayes – unanimous. Motion passes**
- g. Consider approval of Professional Services Agreement with Shive Hattery for the SRF Sponsored Project  
**Motion by Baskin, second by Nelsen, to approve Professional Services Agreement with Shive Hattery for the SRF Sponsored Project**  
**Roll: Ayes – unanimous. Motion passes**
- h. Consider approval of SRF Construction Loan Application for Sewer Lagoon Project.  
**Motion by Frederickson, second by Mudge, to approve SRF Construction Loan Application for Sewer Lagoon Project.**  
**Roll: Ayes – unanimous. Motion passes**
- i. Consider approval of proposal for the pre-design phase for a new Fire Rescue Building.  
Nelsen explained this is just to give the Fire Department approval on pre-design phase.  
**Motion by Mudge, second by Swalla, to approve proposal for the pre-design phase for a new Fire Rescue Building.**  
**Roll: Ayes – unanimous. Motion passes**
- j. Consider approval of request for street closures from Bricker Price Block:  
  - September 17th - Tailgate + Trivia Night (on 1st Street from Chestnut to the end of our building)
  - October 2nd - Harvest Gathering Farm-to-Table Dinner (Chestnut Avenue from 1st Street to City Hall)Hibbs stated the request for the September 17<sup>th</sup> closing has been removed by Bricker Price Block.  
**Motion by Frederickson, second by Baskin, to approve request for the October 2, 2022 street closure.**  
**Roll: Ayes – unanimous. Motion passes.**
- k. Discussion and possible action on website design update – Don Mudge.  
Don Mudge presented a proposal for an updated website. He explained all of the improvements would give us a better web presence. More access for using cell phone. His proposal included planning, development, revisions, training and support. Following discussion, council agreed it was time for an update, as this is the first impression many people have of the City of Earlham.  
**Motion by Nelsen, second by Frederickson, to accept proposal by Don Mudge and JDM Solutions for development of a new website, contingent upon whether or not there is a contract with our current web master.**  
**Roll: Baskin-aye; Frederickson-ayes; Mudge-abstains; Nelsen-aye; Swalla-aye. Motion passes**

1. Discussion and possible action on Police Department staffing per request from Public Safety Committee chair, Mudge.  
Mudge turned over the discussion to Baskin. Several points were made as to why a third full-time officer is needed in Earlham. After discussion, Mayor said council should give Chief Stringham a few months to get a feel for the department, as Chief, and then this can be discussed further at budget time. Council agreed.
- m. Set date and time for Trick or Treat.  
Following opinions from the Council, Mayor Lillie set Monday, October 31, 2022, from 6:00 pm to 8:00 pm, as the date and time for Trick or Treat night in Earlham.
8. Mayor's Report  
Has been busy with County committee meetings.
9. Clerk's Report  
Nothing, except, with the help of Tami Wilcox at Shive Hattery, trying to keep Sewer Lagoon Project on track. Has been in conversations with Financial Advisor Travis Squires.
10. Council comments/discussion - none
11. Adjourn  
**Motion by Baskin, second by Mudge, adjourn.**  
**Roll: Ayes – unanimous. Motion passes**

Being there was no further business, meeting was adjourned at 8:15 p.m.

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Jeff Lillie, Mayor

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