

**UNAPPROVED MINUTES**  
**Earlham City Council Meeting**  
**November 13, 2017**

The Earlham City Council met in regular session on Monday, November 13, 2017, 7:00 p.m. at Earlham City Hall. Mayor Jeff Lillie called the meeting to order at 7:00 p.m. and the following answered roll: Fredericksen, Griswold, Petersen, Swalla. Also present: Clerk Hibbs, Police Chief Heimdal, Public Works Supervisor Gary Coffman.

1. Approval of Agenda  
**Motion by Griswold, second by Petersen, to approve agenda.**  
**Roll: Ayes – unanimous. Motion passes.**
  
2. Consider approval of appointment to fill council vacancy and swearing in of new council member.  
Public notice was published regarding the vacancy. No one expressed interest in filling the vacancy until January 1, 2018. Brant Payne won the November 7, 2017 election and will serve out the remainder of the vacancy until January 1<sup>st</sup>,  
**Motion by Griswold, second by Petersen, to name Brant Payne to fill the council vacancy left by the resignation of Jaime Royster.**  
**Roll: Ayes – unanimous. Motion passes.**
  
3. Public Forum – None
  
4. Consent Agenda:
  - a. Minutes of October 9, 2017 Council meeting
  - b. November 13, 2017 Treasurer's report
  - c. November 13, 2017 Claim & Receipts report
  - d. 2017 Annual Urban Renewal Report
  - e. West Side Bar & Grille Liquor License # LC0042163 with Sunday Sales and Outdoor Service
  - f. Resolution No. 17-23 Setting Wage For Lynn Boyle, Public Works Employee #3 Effective Feb 6, 2017
  - g. Resolution No. 17-24 Setting Wages For Earlham Public Library Employees Effective July 1, 2017.
  - h. Resolution No. 17-26 Naming Official DepositoriesHibbs explained items f, g, & h were items were found to be missing during the recent annual examination.  
**Motion by Petersen, second by Fredericksen, to approve agenda consent agenda.**  
**Roll: Ayes – unanimous. Motion passes.**
  
5. Boards, Commission, Committee Reports - none
  
6. Department Reports
  - a. Public Works - Gary Coffman, Public Works Supervisor  
Street work completed on 4<sup>th</sup> Street. Crack sealing completed in downtown area. New Gendler Park lease to Pettiecott Inc for \$15,600 per year for five years. Community Building parking lot striped. Hydrants flushed. Cell No. 3 at the lagoon was drained due to excess algae. Parks closed. Trees from MidAmerican Trees Please grant were planted.
  
  - b. Police - Police Chief Jason Heimdal  
Chief it was a quiet Halloween. Handed out stickers to trick or treaters. There were a few vehicle issues. The front suspension on the Charger had to be rebuilt.
  
7. OLD BUSINESS
  - a. Consider approval of First Reading of Ordinance No. 394, An Ordinance Amending the Code of Ordinances of the City of Earlham, Iowa, Chapter 41.14 Fireworks.  
Hibbs stated at their last meeting Council had asked about the definitions of several of items mentioned in ordinance. She provided this information in their packets.  
**Motion by Petersen, second by Swalla, to approve First Reading of Ordinance No. 394, An Ordinance Amending the Code of Ordinances of the City of Earlham, Iowa, Chapter 41.14 Fireworks.**  
**Roll: Ayes – unanimous. Motion passes.**

- b. Consider approval of First Reading of Ordinance No. 396, An Ordinance Amending the Code of Ordinances of the City of Earlham, Iowa, Chapter 165 Increasing Fee for Appeal to Board of Adjustment and Clarifying Residency Requirements for Board Members.  
**Motion by Swalla, second by Griswold, to approve First Reading of Ordinance No. 396, An Ordinance Amending the Code of Ordinances of the City of Earlham, Iowa, Chapter 165 Increasing Fee for Appeal to Board of Adjustment and Clarifying Residency Requirements for Board Members**  
**Roll: Ayes – unanimous. Motion passes.**

**Motion by Petersen, second by Swalla, to waive Second/Third Readings of Ordinance No. 396**  
**Roll: Ayes – unanimous.**

- c. Mike Anthony, Shive Hattery – water tower report  
Mike introduced Shane Oyler, also of Shive Hattery, who gave status report on water storage situation. He will be working with Gary on final recommendations. Will be able to use data collected for the Waste water masterplan on this project as well. Co-ordinated with Warren Water to develop water model. They are developing options for water storage. Next step is working with Gary to finalize recommendation. Updating cost estimates and how it works with next year's budget. Also will see what projects need to be addressed, e.g. 4" mains that can be rolled into CDBG funding. Site options, as well as tank size, will be included in final recommendations. Mayor asked Mike about Simmering Cory on blight investigation/tax abatement. He stated they should have a draft next week.

8. NEW BUSINESS

- a. Consider approval of Resolution No. 17-25 Amending the Earlham Personnel Policy By Adding Article X.I Bereavement Leave  
**Motion by Swalla, second by Griswold, to approve Resolution No. 17-25 Amending the Earlham Personnel Policy By Adding Article X.I Bereavement Leave**  
**Roll: Ayes – unanimous. Motion passes.**
- b. Consider recommendation by Earlham Planning & Zoning Commission to approve Arnburg Estates Final Plat.  
Andrew Arnburg stated he needed a new legal opinion for his plat. His counsel has been out of town and will be out of town this week, but said he will be able to get this completed by November 22<sup>nd</sup>. Mr Arnburg requested a special council meeting on November 22, 2017 at 6:00 p.m. to approve his final plat. Consensus of council was to table this item until a special meeting on November 22, 2017 at 6:00 p.m. Mr. Arnburg added he wished to cover any extra expense incurred by the city due to this.
- c. Consider approval of request from Justin Appenzeller, 740 NE 5<sup>th</sup> Street, for sewer credit due to lawn watering. Mr. Appenzeller not able to attend. Council reviewed the note from the utility billing clerk. After discussion, consensus of council was to approve the sewer credit for 740 NE 5<sup>th</sup> Street in the amount of \$121.56.
- d. Brenda Hollingsworth, Madison County Historical Society – Community Heart & Soul  
Brenda Hollingsworth introduced the "Community Heart & Soul" program. The idea is to allow residents in small towns to determine what they value most about the town and then encourage them to actively participate in steering change that strengthens the cultural, social and economic vibrancy of the place. Council will approach several citizens to serve on this new committee.
- e. Discussion on SICOG Annual CEDS survey.  
Mayor Lillie asked Brant Payne to complete the survey. Payne agreed.
- f. Mike Golightly - storm water issue.  
Mr. Golightly not in attendance.

g. Amy Willem – Christmas Tree at intersection of Chestnut Avenue and First Street.  
Amy Willem asked for permission from the Council to place a Christmas tree at the intersection of 1<sup>st</sup> Street & Chestnut Avenue for the Christmas season. Coffman expressed concerns over plowing around the tree. She stated “Chicks with Checks” will volunteer to put up the tree, decorate it, and take it down. Consensus of Council to try this for one year to see how it works. Mayor Lillie stated perhaps this could be put up in conjunction with a possible Bricker-Price Christmas function and/or for the Christmas Craft Bazaar.

9. Mayor’s Report.

We have received notice that Stencil’s have dropped their appeal on their container business, as they have sold that business. Mayor presented his list of Council committee membership for the coming year. They are as follows: Mayor Pro Tem Swalla;

Human Resources Committee: Swalla, Petersen, Payne  
Street Committee: Petersen, Fredericksen, Swalla  
Public Safety Committee: Payne, Griswold, Swalla  
Finance Committee: Griswold, Petersen, Fredericksen  
Municipal Enterprises Committee: Fredericksen, Griswold, Payne

10. Clerk’s Report

Hibbs stated the Annual Financial Report is not completed. There might be a need for a special meeting to approve that. She also explained the reports from Piper Jaffray.

11. Council comments/discussion – none.

12. Adjourn

Motion by Fredericksen, second by Swalla, to adjourn.

Being there was no further business, the meeting was adjourned at 8:13 p.m.

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Jeff Lillie, Mayor

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