

UNAPPROVED MINUTES
Earlham City Council Meeting
February 12, 2018

The Earlham City Council met in regular session on Monday, February 12, 7:00 p.m., at Earlham City Hall. Mayor Lillie called the meeting to order and the following answered roll: Fredericksen, Griswold, Payne, Petersen, Swalla. Also present: Clerk Hibbs, Police Chief Heimdel, Utility Billing Clerk Willem.

1. Approval of Agenda

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

Roll: Ayes – unanimous. Motion passes.

2. Public Hearings

a. Status of Funded Activities on the Earlham Housing Sustainability Project

Mayor declared the public hearing open. Becky Nardy from SICOG reported on the background, current status, remaining work, changes to project scope and other information on the Community Development Block Grant (CDBG), contract number 16-HSG-019. There were no written or oral comments received either at SICOG or City Hall. No comments from public during hearing.

Motion by Petersen, second by Payne, to close public hearing.

Roll: Ayes – unanimous. Motion passes.

3. Public Forum – none.

4. Consent Agenda:

a. Minutes of January 8, 2018, and January 25, 2018 Council meetings

b. February 12, 2018 Treasurer's report

c. February 12, 2018 Claim & Receipts report

d. Consider approval of Resolution No. 18-04, A Resolution to participate in Planning and Development Programs of the Southern Iowa Council of Governments.

e. Consider approval of Resolution No. 18-05, A Resolution to Appoint a Representative to the Madison County Emergency Management Commission.

Motion by Swalla, second by Griswold, to approve consent agenda.

Roll: Ayes – unanimous. Motion passes.

5. Boards, Commission, Committee Reports

a. Public Safety Committee

Hibbs read the minutes of the January 10, 2018, Public Safety Committee meeting, which stated the committee consensus was to recommend purchasing 150 S Chestnut Avenue as a site for future fire/rescue facility addition. Mayor will contact Jim Cress to proceed with an offer from the City. Lost funds will be used to pay off the debt. A budget amendment will be required.

b. Finance Committee

Chairperson Griswold stated Committee has been working on 2019 budget. It appears the levy will go up approximately \$0.09 over last year. A Budget Workshop is set for Thursday, March 15th 6:30 p.m.

6. Department Reports

a. Public Works - Gary Coffman, Public Works Supervisor

Coffman was not able to attend meeting. He reported to the Mayor earlier that their main focus for the past couple of weeks has been snow removal.

b. Police - Police Chief Jason Heimdal

Chief reported active shooter training with teachers and staff was held at the school. Replacement squad car was purchased from Kansas State Patrol and the Chief travelled to Kansas to pick the car up. It is scheduled to have equipment loaded on March 12th. Chief Heimdel also reported that Madison County Sheriff's Office will not be updating their radio system in the next fiscal year, so the \$20,000 requested for new radios for 2019 can be removed from Budget.

7. OLD BUSINESS

- a. Urban Revitalization Plan/Tax Abatement update – Clerk Hibbs
The blight assessment has been reviewed by Ahler’s Law Firm, and the updated urban revitalization plan is being drawn up by Simmering-Cory. Hibbs said hopefully we should hear something within the month.
- b. Update on possible purchase of 150 S Chestnut Avenue
Discussed under item 5a

8. NEW BUSINESS

- a. Becky Nardy, SICOG - CDBG Housing Sustainability Project
 - i. Consider approval of Resolution No. 18-06, a Resolution to Accept Bid for Housing Rehabilitation Project #1
Nardy noted there was a correction in the third paragraph. The word “four” should be “three”.
Motion by Petersen, second by Swalla, to approve Resolution No. 18-06, a Resolution to Accept Bid for Housing Rehabilitation Project #1, as amended.
Roll: Ayes - unanimous. Motion passes.
 - ii. Consider approval of motion to accept Drawdown #2, CDBG Housing Contract No. 16-HSG-019
Motion by Fredericksen, second by Griswold, to accept Drawdown #2, CDBG Housing Contract No. 16-HSG-019
Roll: Ayes – unanimous. Motion passes.
- b. Lauren Volz – insurance renewal presentation
Mr. Volz went over the changes in the property, liability, automobile, and workers compensation insurance renewal. He also explained Contractor Insurance Requirements. Premiums for 2018-2019 will increase 3.99%. The City did receive an IAMU Safety Group dividend in the amount of \$4,406.50.
- c. Discussion and possible action on request for reduction of utility bill for 250 SW 2nd Street.
Vicki Gilbert was present to ask for a reduction of her utility bill, which was high due to the water meter freezing and water running for several days. Mayor suggested delaying the discussion so that he, Coffman and Gilbert could look at the basement to determine possible sewer usage and/or volume of water.
- d. Discussion on proposed utility late payment procedure – Utility Billing Clerk Willem
Willem explained the current procedures for collecting delinquent utility payments. The proposed procedure would be as follows: bills go out on 15th and are due on the 5th of the next month; on the 6th of the month, penalties will be assessed and delinquent notices sent out; shut-off tags will be hung on the 14th with a charge of \$25.00; water will be shut off on the 15th with a fee of \$75.00. Payment arrangements must be made prior to tag being hung. If customer request city employee to turn water on after hours or on weekend, the fee will be \$150.00. Consensus of Council agreed to this procedure and directed Hibbs to draw up an ordinance for this.
- e. Set date for Finance Committee Meeting to finalize FY 2019 Budget – See item 5b.
- f. Consider approval of Resolution No. 18-07, Setting Time & Place of Public Hearing for the Purpose of Soliciting, Written and Oral Comments on the City’s Proposed Fiscal Year 2018-2019 Budget
Motion by Petersen, second by Payne, to approve Resolution No. 18-07, setting March 12, 2018, 7:00 p.m., as the Time & Place of Public Hearing for the Purpose of Soliciting, Written and Oral Comments on the City’s Proposed Fiscal Year 2018-2019 Budget
Roll: Ayes – unanimous. Motion passes.

- g. Set date for possible Human Resource and/or Municipal Enterprise Committee Meetings
Lauren Volz stated EMC Insurance provides 90 minutes free attorney services per quarter. Sam Braland has spoken Bradford Law Firm who works with EMC. Hibbs will check with parties involved to set up a date and time for Human Resource Committee meeting.

Municipal Enterprise Committee will meet Thursday, February 15, 2018, 6:30 p.m., prior to Budget Workshop, to discuss rate increase from Warren Water and, as a result, possible increase in city water rates.

9. Mayor's Report
Mayor mentioned the ribbon cutting and open house at the Bricker Price Block this past weekend. There was coverage of the event in the Des Moines Register, on Channel 13 News. It was a great media relations boost for Earlham.
The Mayor asked Ken Sidey, Director of Bricker Price Block, to be the city representative to the Community Heart & Soul initiative and Mr. Side agreed.
10. Clerk's Report
Accountant's Report for FY2017 Examination
11. Council comments/discussion
12. Adjourn
Motion by Payne, second by Griswold, to adjourn meeting
Roll: Ayes – unanimous. Motion passes.

Being there was no further business, the meeting was adjourned at 8:25 p.m.

Jeff Lillie, Mayor

ATTEST: _____
Mary Sue Hibbs, Clerk/Treasurer