

**UNAPPROVED MINUTES**  
**Earlham City Council Meeting**  
**May 14, 2018**

The Earlham City Council met in regular session on Monday, May 14, 2018, at Earlham City Hall. Mayor Jeff Lillie called the meeting to order at 7:00 p.m. and the following answered roll: Fredericksen, Griswold, Payne, Petersen, Swalla.

1. Approval of Agenda  
**Motion by Petersen, second by Payne, to approve agenda.**  
**Roll: Ayes – unanimous. Motion passes.**
  
2. Public Hearing
  - a) Earlham City Budget Amendment for FY 2018  
Mayor Lillie declared the public hearing open at 7:01 p.m. No public present to speak to this issue. Clerk Hibbs stated there were not written or oral comments received at City Hall. Hibbs briefly explained the items on the amendment.  
**Motion by Fredericksen, second by Griswold, to close public hearing.**  
**Roll: Ayes – unanimous. Motion passes. Public Hearing closed at 7:04 p.m.**
  
3. Public Forum – None
  
4. Consent Agenda:
  - a. Minutes of April 9, 2018 Council meeting
  - b. May 14, 2018 Treasurer’s report
  - c. May 14, 2018 Claim & Receipts report
  - d. Approval of Cigarette/Tobacco/Nicotine/Vaper Permit for Casey’s General Store #2644**Motion by Payne, second by Petersen, to approve consent agenda.**  
**Roll: Ayes – unanimous. Motion passes.**
  
5. Boards, Commission, Committee Reports - None
  
6. Department Reports
  - a. Public Works - Gary Coffman, Public Works Supervisor  
Parks and restrooms are open. Banners were changed downtown. New sander has been ordered. After receiving specs and advertising, we did not receive any bids for repair of hail damage on community building and public works building. Coffman will contact contractors. Pool is cleaned and is in need of some repair work. Flow meters in sewer manholes will be moved this week to new locations. Gary and Shive-Hattery will download data.
  
  - b. Police - Police Chief Jason Heimdal  
Radars have been re-calibrated. Chief hosted several high school students for job shadowing. Assisted with reunification drill recently held at school which went well.
  
7. OLD BUSINESS
  - a. Consider approval of Third Reading of Ordinance No. 397, Amending Chapter 92 of the Earlham Code of Ordinances, Water Rates  
**Motion by Griswold, second by Fredericksen, to approve Third Reading of Ordinance No. 397, Amending Chapter 92 of the Earlham Code of Ordinances, Water Rates**  
**Roll: Ayes – unanimous. Motion passes. Ordinance No. 397 is approved.**

- b. Consider approval of Second Reading Ordinance No. 398, Amending Chapter 99 of the Earlham Code of Ordinances, Sewer Service Charges.

**Motion by Petersen, second by Payne, to approve Second Reading Ordinance No. 398, Amending Chapter 99 of the Earlham Code of Ordinances, Sewer Service Charges.**

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

**Motion by Petersen, seconded by Swalla, to waive the Third Reading of Ordinance No. 398.**

**Roll: Ayes – unanimous. Motion passes. Ordinance No. 398 is approved.**

8. NEW BUSINESS

- a. Consider approval of Resolution No. 18-14 City Budget Amendment and Certification Resolution FY 2018 – Amendment #1.

**Motion by Petersen, second by Griswold, to approve Resolution No. 18-14 City Budget Amendment and Certification Resolution FY 2018 – Amendment #1.**

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

- b. Consider approval of Resolution No. 18-15 Approving Mayor’s Appointment of Representative, and Alternate, to Central Iowa Regional Housing Authority.

**Motion by Griswold, second by Fredericksen, to approve Resolution No. 18-15 Approving Mayor’s Appointment of Scott Petersen as Representative, and Brant Payne as Alternate, to Central Iowa Regional Housing Authority.**

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

- c. Consider approval of Drawdown #2 for CDBG Housing Contract No. 16-HSG-019 in the amount of \$47,711.00.

**Motion by Griswold, second by Payne, to approve Drawdown #2 for CDBG Housing Contract No. 16-HSG-019 in the amount of \$47,711.00.**

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

- d. Discussion on possible amendment to Zoning Code regarding Townhouse regulations – Andrew Arnburg

Mr. Arnburg stated he would like to see an updated zoning regulations for townhouses. He would like this issue sent to the Planning & Zoning Commission for their review and recommendation to Council. Mayor directed this be sent to the Planning & Zoning Commission.

9. Mayor’s Report

Once we receive the schedule from Simmering-Cory, the Mayor would like to see the new Urban Revitalization Plan moved through quickly since this has been in the works for almost 2 years. He also mentioned the Bricker Price Block has a tenant for the first floor restaurant.

10. Clerk’s Report

- a. Small City Workshop June 19
- b. Update on Urban Revitalization Plan – Simmering-Cory has received this back from the attorneys and we should be hearing from them soon as to how to proceed next.
- c. Personnel Policy Manual update
- d. CD/investment interest – does council want earned interest on investments to be re-invested or put in the appropriate fund (e.g. general, rut, water, etc.)
- e. LOST information per bond attorney – Auditors stated we could not use LOST funds to pay off old debt, such as we are doing with Debt Service and Sewer Fund. However, they said to check with out attorney. Hibbs asked bond attorney Kristen Cooper with Ahlers Law Firm who said we were following the intent of Resolution 03-09 establishing and disbursing the LOST revenue.
- f. Hibbs also asked if Council wished to continue with the Audit/Examination schedule, which is alternating every other year. She will check into regulations for this and report back to council.

11. Council comments/discussion

Petersen inquired about the amount of money left from the city hall renovation (council chambers) and could that money be used for the Fire Department office, to take out window and put in air-conditioning unit. Hibbs stated there is enough money left for that.

Consensus of Council was to fore go the scheduled recess, and subsequent re-convening, as no business will be discussed or decision made regarding pool maintenance at this time.

12. Adjourn

Motion by Swalla, second by Petersen, to adjourn.

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

Being there was no further business, meeting adjourned at 7:58 p.m.

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Jeff Lillie, Mayor

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