

Earlham City Council Meeting
May 9, 2022

The Earlham City Council met in regular session on Monday, May 9, 2022, 7:00 p.m. 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. Absent: Swalla. Also present: Clerk Hibbs, Police Chief Heimdal.

1. Approval of Agenda

Motion by Baskin, second by Nelsen, to approve agendas.

Mudge wanted to clarify the date of the truck pull at Gendler Park was July 5th, as she thought it was to be on July 4th. Hibbs stated she checked meeting minutes as well as recording, and stated they both said July 5th. Council agreed. *(Clerk spoke with Dan Werts later. Date of event is July 2nd)*

Roll: Ayes – unanimous. Motion Passes

2. Public Hearing

- a. To review application for State Revolving Fund loan, environmental information document and City project plan.

Mayor Lillie declared the meeting open at 7:01 p.m. Linda Smith, Chairperson of the Madison County Historical Preservation Commission said they were contacted by the Iowa SRF and asked to comment on the proposed project to better assess the potential impact to the environment. She responded back to them there were none. Clerk Hibbs stated there were no written or oral comments received at City Hall. No other comments were offered during public hearing.

Motion by Nelsen, second by Mudge, 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. Council meeting minutes for 4-11-22 and 4-13-22 special session
- b. Treasurer's Report for 5-9-22
- c. Claims and Receipts Report for 5-9-22
- d. Consider approval of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Hometown Market of Earlham for FY22-23
- e. Consider approval of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Casey's marketing Company/DBS Casey's #2644 for FY22-23

Motion by Nelsen, second by Baskin, to approve consent agendas.

Roll: Ayes – unanimous. Motion Passes

5. Department Reports

- a. Public Works - Gary Coffman, Public Works Supervisor

Hibbs read report for Coffman: Started mowing and trimming. Removed more ash trees, ground stumps, and reseeded. Hauled lime for ballfields. Talked to Blacktop Services about water backups in the street and this year's project. Had new blower and motor installed at the lagoon. Opened both parks for the summer. Cleaned pool to have repairs done. Hopefully fill next week. Talked with Verizon antenna.. No timetable other than this summer. Still working on water tower lights. Getting ready to rebid the lagoon project. Sweeper is fixed and should be running it soon.

- b. Police Department – Chief Jason Heimdal

Officer Stringham had 4 ride-a-longs with elementary students. Chief had a complaint on people not stopping at stop sign on Walnut, so they will be keeping an eye on that. Was at the entrance of the After Prom to make sure nothing was brought in that shouldn't be. Stated the prom was quiet and there were no problems.

6. UNFINISHED BUSINESS

- a. Consider approval of motion on request by Midwest Pullers Association for use of Gendler Park for event on July 5, 2022.

Motion by Nelsen, second by Fredericksen, to approve request by Midwest Pullers Association for use of Gendler Park for event on July 2, 2022.

Baskin asked when they would be preparing ground. Brock said probably the week before. Chief Heimdal asked if there was anything he should do for this. Mayor said we will check as event gets closer.

Roll: Ayes - unanimous. Motion Passes

- b. 565 NW 2nd Street - update on progress
Hibbs stated Jason from Veenstra & Kimm has been in conversation with homeowner. There are a few things left to complete and then Jason will be able to issue a certificate of occupancy.
- c. Discussion and possible action on Council policies – Nelsen
Nelsen said he read the policy and nothing seemed to be outdated. It does need an electronic communications page. He will get together with Hibbs to work on this.
- d. Trailer Park/mobile home information
Hibbs stated Earlham does not have a trailer park/mobile home zoning designation. Earlham Code of Ordinances Chapter 165.34 addresses mobile homes outside of trailer parks. It does not put restrictions on placing a mobile home in residential district. Jason from V&K recommends we establish a trailer park zone to prevent mobile homes being scattered around town. This will be addressed with the revised Comprehensive Plan.
- e. Dollar General update
Hibbs shared the recent emails between Russ from Shive Hattery and Rusty with Overland Engineering for Dollar General. Mayor Lillie addressed question from public on update of project. He stated our engineer has been talking with their engineer, trying to resolve set back issues, fitting in with current Comprehensive Plan, creating a buffer zone next to residential, storm water drainage, to name a few. Hibbs mentioned there was discussion at the 4-20-22 Planning & Zoning training session about if rezoning in the city should happen until our 2004 Comprehensive Plan is revised. (See item 7c under New Business.)
- f. 235 SE 2nd Street - progress update
Hibbs reported Jason from Veenstra & Kimm is having conversations with homeowner regarding remodel, so he is keeping on top of it.

7. NEW BUSINESS

- a. Approve motion to direct Mayor to sign Iowa SRF Environmental Information Document.
Motion by Fredericksen, second by Baskin, to approve motion to direct Mayor to sign Iowa SRF Environmental Information Document.
Roll: Ayes – unanimous. Motion Passes
- b. Consider approval of Resolution No 22-21 Approving the Application for Tax Abatement for 290 Oak Avenue, Earlham, Iowa
Motion by Mudge, second by Nelsen, to approve Resolution No 22-21 Approving the Application for Tax Abatement for 290 NE Oak Avenue, Earlham, Iowa
Roll: Ayes - unanimous. Motion Passes
- c. Consider approval of motion to place a moratorium on rezoning within the City of Earlham until Comprehensive Plan is revised.
Hibbs stated Tami from Shive Hattery is meeting with Des Moines team to prepare a proposal for the Comprehensive Plan revision. Also, Planning & Zoning Committee is meeting this Wednesday to pick members for the Comprehensive Plan Committee. Hibbs said the idea of a moratorium on re-zoning

came as a result of conversations at the Planning & Zoning training session held April 20th. Earlham's Comprehensive Master Plan is 18 years old. She read an email from Mickey Shields at the Iowa League of Cities which was a response to her question regarding the possibility of the council placing a moratorium on rezoning until after revised Comprehensive Plan.

Motion by Mudge, second by Baskin, to place a moratorium on any re-zoning within the city limits of the City of Earlham, until the 2004 Comprehensive Plan is revised.

Roll: Ayes – unanimous. Motion passes.

- d. Appoint 2 council members to serve on committee with Planning & Zoning to work on revising the 2004 Earlham Comprehensive Master Plan.
Mayor appointed Mudge and Nelsen to serve on the Comprehensive Plan Committee. They will serve with 4 members from the Planning & Zoning Commission. Linda Smith with the Madison County Historical Preservation Commission asked if there will be any public input on the new Comprehensive Plan. Mayor explained there would be a public hearing.
 - e. Presentation by Colleen Petersen – efforts to have Downtown Earlham on National Historic Register. Colleen Petersen from the Madison County Historical Preservation Commission was present to address the council on creating the Earlham Commercial Historic District. She explained the benefits of establishing a local historic district; property owner involvement and rights; and the steps of creating a historic district in Earlham. It was the consensus of the council that they supported this worthwhile project.
 - f. Set date and time for Human Relations Committee meeting to discuss FY22-23 FT & PT wages
Committee consists of Fredericksen, Mudge, and Nelsen. Meeting is set for Monday, May 23, 2022 at 6:00 p.m.
8. Mayor's Report
Mayor Lillie said he had nothing to report. He did want to make sure we keep on the Comprehensive Plan and get it done, and asked Hibbs to include it on the June agenda.
 9. Clerk's Report
Hibbs reported that both the 2012B General Obligation Refunding bond for \$1,135,000, as well as the GO Loan from ESB for \$189,000, will be paid off this June. We received our first payment on the Planning and Design Loan from State Revolving Fund for \$273,315. She mentioned we still need 2 members for the Park & Rec Committee, one for Board of Adjustment, and one for Planning & Zoning Commission. She also said we will need to visit revising the Personnel Manual.
 10. Council comments/discussion - none
 11. Adjourn
Motion by Baskin, second by Mudge, to adjourn.
Roll: Ayes – unanimous. Motion passes.

Being there was no further business, meeting was adjourned at 8:02 p.m.

Jeff Lillie, Mayor

Attest: _____
Mary Sue Hibbs, Clerk/Treasurer