

Agenda
City of Elk Run Heights
Regular Council Meeting
May 24, 2021 - 6:00 p.m.
Located at Eddis Winstead Council Chambers

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of the May 24, 2021 Agenda
5. Motion to hire Wade Jacobs as the Public Works/Code Enforcement/Building Inspector
6. Resolution 3077 fixing compensation and hiring of The Public Works/Code Enforcement/Building Inspector position for the City of Elk Run Heights, Iowa
7. Resolution 3078 approving the destruction of documents according to State of Iowa Code 372.13(5)
8. Adjournment

RESOLUTION 3077

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA FIXING COMPENSATION AND HIRING THE PUBLIC WORKS/CODE ENFORCEMENT/BUILDING INSPECTOR OF THE CITY OF ELK RUN HEIGHTS, IOWA

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA:

That the following person and position named shall be paid the salaries or wages indicated and the clerk is authorized to issue warrants/checks, less legally required or authorized deductions from the amount set out below and make such contributions to I.P.E.R.S., Social Security or other purposes as required by law or authorization of the council. By this resolution the person named below is hired as an employee of the City of Elk Run Heights, Iowa and not subject to Iowa Code 372.15.

| <u>Employee</u> | <u>Department/Job Title</u> | <u>Proposed Wage</u> | <u>Reason</u> | <u>Effective</u> |
|------------------------|--|-----------------------------|----------------------|-------------------------|
| Wade Jacobs | Public Works/Code Enforcement/Building Inspector | \$21.00/hour | New hire | 07/01/2021 |

BE IT FURTHER RESOLVED by the City Council of the City of Elk Run Heights, Iowa, that the salary and compensation set for the above listed employee shall be in effect beginning July 1, 2021.

PASSED AND APPROVED THIS 24TH DAY OF MAY 2021

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk

RESOLUTION 3078

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK RUN HEIGHTS, IOWA, AUTHORIZING DESTRUCTION OF CITY RECORDS THAT ARE NO LONGER REQUIRED FOR RETENTION PURSUANT TO IOWA CODE 372.13(5).

WHEREAS, the Retention Record Manual published by the Iowa League of Cities and Iowa Code 372.13(5) dictates specifications for the destruction of certain records without duplication, and

WHEREAS, the City Clerk's office would like to schedule records to be destroyed after they have fulfilled normal, legal and administrative value, and

WHEREAS, the retention period of the items listed below has expired:

- Payroll Reports – FY05, FY08, FY09, FY10, FY11, FY12, FY13, FY14, and FY15
- Payroll Timesheets – FY09, FY10, FY11, FY12, FY13, FY14, and FY15
- Utility Billing Quarterly Billing – Calendar Year 2004, January 2005, Calendar Year 2007, Calendar Year 2008, Calendar Year 2009, January 2010, and March 2010
- Utility Billing Payment Reports – 10/04-08/05, 04/08-12/09, 1/11-6/11, 1/10-12/10, 1/12-12/12, 1/14-12/14, and 1/15-12/15
- Utility Billing Final Bills – 11/13-06/14
- Utility Billing Deposit Listing – 5/14-6/14
- Utility Billing Payment Stubs – Calendar Year 2005, 2006, 2008, 2009, 2010, 2011, and 2012
- Utility Billing – Optional Payment Agreements – 2014 and older
- Accounts Payable Invoices Paid – 2010-2013
- Check Stubs – FY07, FY08, FY09, FY10, and FY15
- Outstanding Warrant Report – FY04, FY05, FY08, FY09, FY11, FY12, and FY13
- Cash Disbursement Report – FY04, FY05, FY08, FY09, FY10, and FY11
- Monthly Reports – FY05, FY08, FY09, FY10, and 1/11-6/11
- Year End Reports – FY05, FY06, FY09, FY10, and FY11
- Accounts Payable Scheduled Payments Reports – 6/13-12/13, and Calendar Year 2014
- Bank Statements – 07/08-05/09
- Bank Deposit Slip Book – 2014 and 2015
- Bank Reconciliations – 2013-2014, and FY15
- Bank CD and Interest Statements – FY08, FY09, and FY15
- General Ledger Deposit Reports – FY14, and 1/15-6/15
- Receipt Books – 2009 and older, 10/09-12/10, 1/11-3/12, and 2012 through 2015
- 1995 Community Builder Plan binder
- Daily calendars and schedules 2011 – 2015

- Library 28E Contracts – FY91-FY09
- Waterloo Fire Department 28E Contracts – FY90-FY09
- Solid Waste 28E Contracts and Documents – 1986-2006
- Biosolids Contracts – 1983-2000
- Recycling Grants – 2001-2009
- Outdated training guides for accounting software

NOW THEREFORE, BE IT RESOLVED, by the Elk Run Heights City Council of the City of Elk Run Heights, Iowa, hereby authorizing the destruction of records specified above.

PASSED AND APPROVED THIS 24TH DAY OF MAY 2021

ATTEST:

Kristi Lundy, Mayor

Julie Eastman, City Clerk