

CITY HALL
ELK RUN HEIGHTS, IOWA, JUNE 14, 2022
REGULAR CITY COUNCIL
LISA SMOCK, MAYOR, PRESIDING

The City Council of the City of Elk Run Heights, Iowa met in regular session, according to law, the rules of said Council and prior notice given each member thereof, in the Council Chambers of City Hall of Elk Run Heights, Iowa at 6: 00 p.m. on the above date. Council members present in order or roll call: Galbraith, McChane, Bass, and Sallis, Wurtz. Quorum present.

Bass/McChane to approval of the June 14, 2022 agenda. Ayes-Five. Motion Carried

Galbraith/Bass to approval of consent agenda – *a.* Approve the May 10, 2022 regular meeting minutes. *b.* City Clerk’s Reports as of May 31, 2022: Budget Report, Treasurer’s Report, and Revenue and Expenditure Reports and Investment Report. *c.* Approval of Building Inspection, Library, PeopleService Sewer/Water, and Police reports. Ayes-Five. Motion carried.

Sallis/McChane to approval of the Resolution Calendar but pulling resolution 4060 for further discussion – *a.* Resolution 4052 authorizing the payment of bills and transfers. *b.* Resolution 4053 a resolution of the City Council of the City of Elk Run Heights, Iowa, authorizing payment #11 to WRH, Inc.; in the amount of \$322,726.43 for the Wastewater Treatment Plant Project. *c.* Resolution 4054 authorizing Change Order #4, adding a cleanout, including but not limited to pipe, valve box, valve, fittings, and hardware to the Sludge Force Main line, in an amount not to exceed \$6,683.68. *d.* Resolution 4055 authorizing transfers. *e.* Resolution 4056 approving the 3-year 28E Agreement with the City of Evansdale for Law Enforcement Services. *f.* Resolution 4057 approving the 28E Agreement with the City of Waterloo for Fire Rescue Services. *g.* Resolution 4058 allowing Mayor Smock to sign a Memorandum of Understanding with INRCOG for grant writing services for the upcoming REAP application for Mayor’s Park shelters and plantings. *h.* Resolution 4059 approving employee compensation. *i.* Pulled and approved individually. *j.* Resolution 4061 authorizing Change order #5 modifying sludge lagoon draw off mechanism. *k.* Resolution 4062 approving the 28E Agreement with the City of Evansdale for Yard waste Services. Roll call vote. Ayes-three. Nay-Wurtz/Bass.

Sallis/Bass to approve Resolution 4060 authorizing Mayor to enter into agreement regarding the transfer of property located at 5303 Lafayette Road back to the City for the amount of \$7,500.00 subject to a second lean report being pulled and verified. Roll call vote. Ayes-five.

Sallis/Galbraith approve to open Public Hearing at 6:04 p.m. for the Fiscal Year 2023 Budget Amendment. Ayes-five. Motion carried. Proof of publication on file with no public comments received. Sallis/McChane approve to close Public Hearing at 6:05 p.m. Ayes-five. Motion carried.

Galbraith/Sallis to approve Resolution 4063 approving the Fiscal Year 2022 Budget Amendment. Roll call vote. Ayes-five.

Review of FY21 exam by the Office of Auditor of State. Mayor Lisa Smock reassured Council that over the next year the number of marks on the exam will decrease as specified procedures have already been implemented. Mayor Smock stated that during the closing interview, the State Auditor highly praised City Clerk Julie Eastman on her determination to rectify the marks and recommendations provided.

Bass/Wilson to approve RFPs submitted from banks. City Clerk Eastman reviewed the responses that were received. Eastman highly recommended staying with First Security. Ayes-five. Motion carried.

Sallis/Wurtz to approve first reading of Ordinance 274 amending the code of ordinances of the City of Elk Run Heights, Iowa, by amending provisions pertaining to garbage and yard waste service charges. Roll call vote. Ayes-five.

Sallis/Galbraith to approve first reading of Ordinance 275 amending the code of ordinances of the City of Elk Run Heights, Iowa, by amending provisions pertaining to water service charges. Ron Ratchford of 404 Everette Street asked for clarification of the rate increases; expressing concern for larger households. Mayor Smock stated that every household will ultimately pay for what they use which is only fair. City Attorney Heather Prendergast mentioned that the water survey identified how the City disproportionately bills consumption and that the new rates/consumption are

based off the survey. After discussion Council agreed to review next year at budget time where things will be clearer. Roll call vote. Ayes-five

Sallis/Galbraith to approve first reading of Ordinance 276 amending the code of ordinances of the City of Elk Run Heights, Iowa, by amending provisions pertaining to sewer service charges. Jordan Cooper with PeopleService explained upcoming expenses that will require use of the reserve such as infrastructure, manholes, collapsing clay lines, roots etc. Again, this will be reviewed at next year's budget meetings. Roll call vote. Ayes-five.

Sallis/Bass to approve request from PeopleService to have Frickson Bros. Excavating of Evansdale Iowa dig trenches on parcel # 881204402001 to add tracer wire over plastic water main in an amount not to exceed \$4,800.00. Jordan Cooper with PeopleService explained there is a watermain by the cement factory with a meter pit that is plastic therefore there is no way of tracing it. Ayes-five. Motion carried.

Sallis/McChane to approve request from Mayor Smock to purchase drinking fountains from Most Dependable Fountains in an amount not to exceed \$18,665.00. These are grant funds already received. There will be three at Mayor's Park and one at James St. Ayes-five. Motion carried.

Sallis/Galbraith to approve request from Mayor Smock to purchase tables and benches from Kurby Built in an amount not to exceed \$4,839.26. Again, these are grant funds already received. Ayes-five. Motion carried.

Sallis/McChane to approve request from Mayor Smock to schedule a special meeting June 28th 2022 to approve any final FY22 bills and documents. Ayes-five. Motion carried.

Galbraith/Wurtz to approve request from Mayor to pay Goldline CDL Training of Delhi, Iowa \$1,600.00 for Courtney Knebel to take his class B CDL class and sign an employee repayment agreement. Ayes-five. Motion carried.

Discussion: Vandalism at Mayor's Park and putting in a camera system. Mayor Smock explained that lime from the baseball fields was put in the machinery's tanks causing substantial damage. This is why work on the trail has not yet begun. The materials for the project have also been disturbed. Signs have been taken down and stolen, the shelter lights broken, and the storage build was lit on fire. Police Chief Dean has been working with the City to minimize the vandalism. The Clerk has done research on camera companies and believe she has found a suitable company that will provide some very valuable options in helping control the vandalism. Discussion will continue at the next meeting on June 28th 2022.

Public discussion: Resident Ron Ratchford inquired about who is responsible for code enforcement. Some issues from around the town was discussed and it was decided that the new employee can be brought up to speed in fulfilling the role.

Mayor Smock moved the discussion to how the money is handled in the office. City Clerk Eastman and Mayor Smock both agreed they would like to see better efficiency and accountability within the office in regard to payments. City Clerk Eastman recommended a module called Receipt Management that can be purchased to act as a register. All payments entering the building will immediately be entered into the system giving a dated/timed receipt. Typically, payments are brought in, a receipt is written, money is put in a money box then later the payments are entered and deposited. This module will decrease the amount of times payments are handled, preparing bulk deposits creating good check & balance in the office. It is required to use the Front Desk module which allows residents to create accounts and access to their utility account. Within this account they can see their past/present usage, pay their bills/see previous payments, request extensions, and move out forms. Additionally, they can request and pay for: pet tags, community room/park reservations, and much more. Council asked for detailed pricing and agreed to discuss in the near future.

Engineer Reports: Mike Dryden with Willet Hoffman stated there was a preconstruction meeting on 06/14/2022 for Dubuque Road. Aspro intends to do the work on 06/24/2022. The entire project will be done in one day.

Bass/McChane to adjourn at 7.23 p.m. Ayes-five. Motion carried.

Attest:

Lisa Smock, Mayor

Julie Eastman, City Clerk