

City of Elk Run Heights  
Regular Council Meeting  
December 9, 2025 – 5:00 p.m.  
Located at Eddis Winstead Council Chambers

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 to each member thereof, in the Council Chambers of City Hall of Elk Run Heights, Iowa at 5:00 p.m. on the above date. Council members present in order or roll call: Bass, Sallis, Wilson, Rodden, and Galbraith. Quorum present.

Bass/Wilson to approve the December 9, 2025 agenda. Ayes-Five. Motion carried.

Sallis/Wilson to approve of the Consent Agenda: Approve the November 11, 2025 regular meeting minutes and the November 20, 2025 special meeting minutes. b. Approval of Department reports: Building Inspection, Library (NONE), PeopleService, and Police c. Approval of FY 2027 TIF Certification and Approval of the Annual Appropriation of the WB Agreement for an estimated \$10,000 TIF rebate in FY 2027. Roll call vote: Ayes- Five. Motion carried.

Sallis/Wilson to approve of the Resolution Calendar: a. Resolution 4280 a resolution of the City Council of the City of Elk Run Heights, Iowa, authorizing payment #10 to Owen Contracting, Inc.; in the amount of \$449,442.50 for the Gilbertville/Lafayette Road Reconstruction Project b. Resolution 4281 authorizing the payment of bills. Roll call vote: Ayes- Five. Motion carried.

Public discussion: Tim Ratchford of 315 Gilbertville Road had a suggestion for a sign that says “cross traffic does not stop” at Marie and Gilbertville Rd. Ratchford asked about returning the flashing stop signs there also. Ratchford expressed concern about the depth of the sidewalk in front of his shop on Lafayette Road. He stated that the sidewalk is only 4 inches deep but should be 6 inches. Mayor Smock stated that the contractor has said that it is 6 inches deep. Ratchford stated that he does not want to be responsible if it is not up to code and gets damaged. Jon Tienda from Willet Hoffmann stated that in between the grass island, the sidewalk should be 4 inches and anywhere that a vehicle would drive should be 6 inches. Ratchford wants it on record that he thinks it is 4 inches. Tienda stated that DOT core testing will take place on roadways in the spring and could potentially be done on the sidewalk. Galbraith asked if the contractor was pushed to get the job done. Tienda stated that the contractor is still well within working days at 142.5 out of 165.

Sallis/Wilson to approve the mayor signing PeopleService annual CPI increase agreement. Ayes: Five. Motion carried.

Rodden/Sallis to approve Resolution 4282 setting employee wage. City attorney Prendergast suggested changing the wording of the resolution to consultant instead of employee. Ayes: Four. Nays: One- Galbraith

Discussion of parking ordinance change- Mayor Smock explained that there has been some complaints from a resident about parking in an alley at 303 Gilbertville Road. Mayor Smock stated that Bob Hertges has lived there for 44 years and has maintained the alley however, lately, there has been a few complaints about where he parks his vehicles/boat because it sometimes prevents their neighbor from backing their camper into their yard. Mayor Smock stated that the code company that the city uses suggested lifting the parking rule of ordinance for just alleys as the city only has 1 alley. Mayor Smock suggested changing 24-hour parking rule and stating on the ordinance that driveways cannot be impeded. Sallis suggested lifting the 24-hour rule only for residents adjacent to the alley. Pam Ratchford stated that Bob has a driveway that he can use on Gilbertville Road. Bob Hertges explained that he has lived here for 44 years and never had an issue and that he has always moved whenever asked. Galbraith stated that he wouldn't change anything about the ordinance. Sallis stated that it is not fair for the other residents to have to ask to have clearance for their camper. Rodden stated that the city needs to do something to fix this as the city allowed Bob to build a garage off of the alley many years ago. Bob stated that he does not want to be a pain to anyone. Bass expressed that neighbors should get along, and Galbraith said to keep the alley open. Rodden again expressed that something needed done or Bob would be in violation of the current

ordinance almost every day. City attorney Prendergast stated that this issue could be tabled until next council meeting to allow the council time to decide.

Rodden/Sallis motion to table -Ordinance 305, an ordinance amending the code of ordinances of the city of Elk Run Heights, Iowa, by amending provisions pertaining to parking for certain purposes illegal, first reading. Ayes- Five. Motion carried.

Setting date for budget workshop- Council decided on January 6<sup>th</sup> and 4:00pm.

Discussion of listing clerk position- Mayor Smock let council know that the clerk has given notice that she will be giving notice of resignation. Smock stated that residents could be nicer and the new software has been difficult. She also let council know that the city will have to hire a new full-time clerk as well as a deputy clerk because it's next to impossible to learn this job without someone in the office to take the phone calls, utility bills, and rentals. Galbraith stated that maybe the city will not have to hire a deputy if the next clerk picks up on things faster. Rodden suggested only hiring a part time deputy if the clerk is not experienced. Galbraith suggested a public works employee could take water bills. Bass, Sallis, Rodden and Wilson all expressed appreciation for the current clerk.

Rodden/Wilson to approve extension of gworks software. Discussion/possible action: GWORKS extension- Mayor Smock informed council the city will have to extend the contract with gworks in order to still view data and that the new software company, Edmunds, will need access to pull permitting data past the city's contract expiration date of 12/31/25. Council agreed to extend the contract for a read only version. Ayes- Five. Motion carried.

Public Works and PeopleService updates/reports- Mayor Smock stated that the guys have been busy with snow. The city is almost out of the first bin of salt.

Engineer Reports- Jon Tienda let council know that the signage for Gilbertville Road was placed on December 5<sup>th</sup>. The remaining work will be done in the spring once frost is gone and temps go above freezing.

Attorney points of discussion- None.

Council points of discussion- None.

Swearing in of newly elected officials

Mayor points of discussion- Mayor Smock let council know that the city could not put up Christmas lights on the light poles this year due to the city's insurance umbrella not being high enough for Mid-American energy, the city will up the policy for next year. Mayor Smock asked the council how they would like to proceed with the lots between Gray St and Lafayette. She stated that she talked with a realtor who recommended listing the lots for \$12,500 to prevent them from sitting on the market for an extended period of time. Rodden stated that selling the lots quickly would benefit the city with property tax revenue more than having them sit on the market. Mayor Smock informed council that city hall will be closed December 10<sup>th</sup> while the clerk helps at a partner in education event. Smock also asked if the council would be willing to help reach out to residents who have not gotten switched over to the new autopay system as it has been difficult for the clerk to reach everyone individually. Council and the Mayor will reach out to the remaining residents.

Wilson/Galbraith to adjourn at 6:38pm. Ayes-Five. Motion carried.

Attest:

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Lisa Smock, Mayor

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Cheyenne Plummer, City Clerk