

City of Elk Run Heights
Eddis Winstead Council Chambers
Elk Run Heights City Hall
June 12, 2018 – 7:00 p.m.

Mayor Tim Swope called the meeting to order at 7:00 pm. All present recited the pledge of Allegiance. Roll call of Council Members: Present – Schellhorn, Smock, Ratchford, Bass and Wilson. Quorum present. Wilson/Ratchford motion to approve the June 12, 2018 Agenda. Ayes – 5. Motion carried.

Ratchford/Smock motion to accept the Consent Agenda, approving the May 8, 2018 regular meeting minutes, the May 21, 2018 special meeting minutes, accept the City Clerk's Report, Budget Report, Treasurer's Report, Fund Report, Investment Report, Revenue and Expenditure Reports as of May 31, 2018, approve Resolution 2900 approving and authorizing the payment of City bills, approve Resolution 2901 approving the Yard Waste contract with the City of Evansdale for Fiscal Year July 1, 2018 to June 30, 2019 at a cost of \$2,400.00 with a additional 20% in the event of storms, approve Resolution 2902, a Resolution updating Section 10. Selection of Depository Agents in the Investment Policy, increasing the maximum balances: First Security State Bank, Evansdale - \$5,000,000.00/Farmer's State Bank, Waterloo - \$900,000.00, Iowa Public Agency Investment Trust, West Des Moines - \$500,000.00, approve Resolution 2903 a Resolution setting the wages for the City employees for the Fiscal Year effective July 1, 2018 to June 30, 2019, approve the Road Ranger cigarette permit renewal, approve the May 2018 Building Inspector's Report. Roll call: Ayes – 5. Motion carried.

During Public Input Ratchford complimented the Mayor and council on cleaning up the City, noting lawns and landscaping are being improved. Mayor Swope agreed adding residents are helping by reporting areas in need of improvement.

City Engineer Mike Dryden reported he and Mayor Swope had met with Road Ranger regarding the Gilbertville Water Main Project and they had stated their payment would be a maximum of \$20,000.00. Mike will try to fine tune the Project Estimate. Mike added Road Ranger could have this done by a private contractor for less but did not want to do this as is public property. Mike commented assessments have to provide all utilities. City clerk Lundy asked if council wanted it done now. Ratchford stated not in the budget this year. Mike thought maybe next spring if the City has the intent to do it alone. Bass questioned the length of assessment. Mike replied twenty years. Mike explained the assessment process. Mayor Swope added Jamie Mether would be part of the project. Mayor Swope asked if the City needed to annex property first. Mike replied no. Schellhorn thought water should have been there already. Mike stated Road Ranger sees this as no benefit to them. Mike explained the letter he received from Hartman Reserve which provides an educational program and the City has participated in for several years. Mike stated the cost this year would be \$586.05, adding still a bargain. Mike briefly mentioned acceptance of the Plaza Drive Reconstruction Project final Resolution.

City clerk Kristi Lundy stated that the city received two proposals for the city audit. One was from Hogan Hansen whom prepared the audit last year one was from Rachelle K. Thompson, CPA. Council reviewed both proposals. Schellhorn suggested going with Hogan/Hansen as the City had previously used them. Smock/Ratchford motion to approve Resolution 2904 approving said proposal in conjunction with conducting the City's Fiscal Year-End June 30, 2018 annual examination pursuant to the Code of Iowa Section 11.6, approving the proposal submitted by Hogan/Hansen not to exceed \$3,650.00 and allowing the mayor to sign the agreement. Roll call: Ayes – 5. Motion carried.

Wilson/Ratchford motion to approve Resolution 2905 a Resolution of the City of Elk Run Heights, Iowa agreeing to become a member of the Fiscal Year 2019 INRCOG Safety Program at a cost of \$1,925.00. Roll call: Ayes - 5. Motion carried.

Smock/Ratchford motion to approve Resolution 2906 a Resolution amending the Personnel Policy D.5 Employee Appearance – the Maintenance Department and the Waste Water Treatment Plant Supervisor are allowed a three hundred dollar allowance for clothing replacement each fiscal year. This consists of uniform shirts, belts, jeans, steel toe boots and safety clothing. These purchases must be approved by the Mayor prior to expenditures. Five new shirts must be purchased yearly. Roll Call: Ayes – 5. Motion carried. Schellhorn questioned the reason for the stated five shirts. City clerk Lundy replied to keep employees looking professional and maintain a dress code. Adding employees must wear City shirts with their name shown. City clerk Lundy stated pants can be jeans and boots/safety clothing should be purchased as needed – possibly every other year. Mayor Swope stated these employees publicly represent the City.

Ratchford/Schellhorn motion to approve Resolution 2907 accepting construction of the Plaza Drive Reconstruction Project (Iowa Department of Transportation Project Number STP-U-2312(603) -70.7) in the City of Elk Run Heights, Iowa. The construction of the Plaza Drive Reconstruction Project: Croell and Subsidiary is generally in accordance with the previously approved plans and specifications for the Project and that the requirements of the IADOT's Post-Construction Project Audits have been met. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict. Roll call: Ayes – 5. Motion carried.

Ratchford/Schellhorn motion to approve Resolution 2908 a Resolution awarding the 2018 Road Project to Aspro Inc. in the amount \$110,820.00: Amber Lane – from Gilbertville Road to Shirley Avenue/Gilbertville Road – Amber Lane to Lafayette Road/remove and repair three manholes boxes (Sunrise & Sunset Lanes). Roll call: Ayes – 5. Motion carried. Schellhorn questioned the manhole repair. City clerk Lundy replied there are three manholes on Sunrise Lane and Sunset Lane that need repair. Ratchford stated Aspro, Inc. has indicated to him they hope to start Gilbertville Road this month.

Ratchford/Smock motion to approve Resolution 2909 a Resolution approving re-locating the Elk Ridge Estates lift station control panel on Lot #1 by Eccentric Electric, L.L.C. at a cost of \$5,000.00. Roll call: Ayes – Smock, Ratchford, Schellhorn, Wilson. Nays – Bass. Motion carried. Bass questioned if the home owner was paying for this. Mayor Swope responded no the city is. Smock stated she never thought the placement was permanent and was happy it was moved. Ratchford thought the builder should have moved the lift station control panel but this was not in writing. Bass noted the lot was sold cheaper because of having the lift station on their property. Ratchford commented the City will get money back in taxes.

Ratchford/Smock motion to approve the 2nd reading of Ordinance 254 – Section 6.04.015 an Ordinance amending Chapter 6.04 Animal Control Regulations of the Code of Ordinances of the City of Elk Run Heights, Iowa by limiting the number of pets that can be kept under the same premises that being five, young produced maintained for a period of no longer than 10 weeks, and Section 6.04.220 amended by no other animals or fowl in any residential district within the City. Ayes - 5. Motion carried.

Ratchford/Schellhorn motion to suspend requiring the 3rd reading and place on file final adoption of Ordinance 254. Ayes – 5. Motion carried.

Wilson/Bass motion to adopt Ordinance 254. Ayes – 5. Motion carried.

Bass/Ratchford motion to post Ordinance 254 instead of Publish as allowed per Chapter Bass 1.16.020; Public posting in lieu of publication. Ayes – 5. Motion carried.

Ratchford/Smock motion to approve the 1st reading of Ordinance 255 amending Chapter 10.04.440 surface by removing “similar surfaces” and replacing it with “reclaimed asphalt”. Ayes – 5. Motion carried. Smock questioned if the City wanted a dust free surface. City clerk Lundy ask council for clarity on surfaces. Smock thought rock driveways/parking areas were to be eliminated. Ratchford suggested only asphalt, cement or pavers. Smock ask Mike if there were other

possibilities for a driveway surface. Mike replied there was something called grass paving and described this. City clerk Lundy ask that the surface description be specific in the Ordinance. Council agreed to table the 2nd/3rd reading, adoption and posting until next month's meeting. Mayor Swope ask Mike about pavers. Mike replied usually brick or concrete blocks. Smock asked what happens if rock is done going forward. City clerk Lundy stated the building inspector would inform the resident and it would have to be taken out. Bass noted new houses have covenants for this. Bass questioned if parking areas different from driveways. Smock stated any redo on parking surfaces unless already there cannot be done in gravel. Bass thought the idea was not to have concrete front yards and this would be in the building code. City clerk Lundy will prepare an updated ordinance for the next meeting.

Mayor Swope gave his monthly report stating he would like cameras put behind the building and on the front office. City clerk Lundy mentioned there may be a grant for this. Mayor Swope mentioned the twice broken toilets in the park within the past two weeks. Chief Jensen gave the City a camera for use in the park. Mayor Swope noted how busy the park is right now. Chief Jensen thinks placement is best by the entrance of the park. Smock ask Mayor Swope to check on camera cost. Mayor Swope is already checking this. Schellhorn ask if Mayor's Park parking areas could be resurfaced, a dust free surface possibly reclaimed asphalt. City clerk Lundy stated this was added to the REAP grant the city will apply for in August. Mike commented this would allow more parking. Ratchford agreed. Mayor Swope will look into this. Bass suggested blacktop.

During New Business Smock questioned if the letter the council received from Bunger was requesting bus transportation in Elk Run Heights. City clerk Lundy thought it would go to the MET Board. Wilson noted there was no contact person listed on the letter. Bass and Ratchford questioned why building permits were needed for home maintenance, since this was not the case in the past. City clerk Lundy replied this is noted on the property tax rolls. Mayor Swope stated so maintenance was done correctly. City clerk Lundy mentioned all surrounding cities have this in place. Smock stated permits ensure things are being done properly. Mayor Swope added this is also for insurance purposes.

Wilson/Ratchford motion to adjourn at 8:10 p.m. Ayes – 5. Motion Carried.

Tim Swope, Sr., Mayor

ATTEST:

Kristi Lundy, CMC, City Clerk