

City of Elk Run Heights
Regular Council Meeting
Eddis Winstead Council Chambers
July 9, 2019 – 7:00 p.m.

Mayor Swope, Sr. called the meeting to order at 7:00 pm. All present recited the pledge of Allegiance. Roll call of Council Members Present – Ratchford, Wilson, Bass. Absent – Schellhorn and Smock. Quorum present.

Ratchford/Wilson motion to approve the June 9, 2019 agenda. Ayes–Three. Motion carried.

Ratchford/Wilson motion to approve the following items on the Consent Agenda: a. Approve the May 20, 2019 special meeting minutes, approve after amendment-June 11, 2019 regular meeting minutes and June 13, 2019 Special meeting minutes. b. City Clerk’s Reports, Budget Report, Treasurer’s Report, Fund Report, Revenue and Expenditure Reports as of June 30, 2019. c. Approval of Building Inspection, Library and Police Department reports. Roll call vote: Ayes-Three.

Public Input: Police Chief Jeff Jenson, introduced Officer Michael Dean as his replacement Chief of Police upon his retirement. Teresa Hertges, 303 Gilbertville Rd., asked when the drainage problems on Gilbertville Road will be handled. Mayor Swope responded he has been over there recently and is going to investigate a new strategy.

Ratchford/Wilson motion to approve Resolution 2952 authorizing the payment of bills and transfers. Roll call vote: Ayes-Three.

Ratchford/Bass motion to approve Resolution 2953 authorizing the Mayor to enter into a contract with The City of Evansdale for the use of yard waste facilities in the amount of \$2,400.00 for FY20. Roll call vote: Ayes-Three.

Bass/Ratchford motion to approve Resolution 2954 approving annual budgeted transfers. Roll call vote: Ayes-Three.

Ratchford/Bass motion to approve Resolution 2955 to fix a date for a public hearing on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$352,000. Councilor Bass asked if this is going to be Elk Run Heights portion or if the total will be split with Raymond. Councilor Ratchford stated he believed it was just the Elk Run Heights portion. Mayor Swope added that this will be discussed at the upcoming sewer meeting. Roll call vote: Ayes-Three

Ratchford/Bass motion to approve Resolution 2956 approving signatories at Farmers State Bank. Councilor Ratchford asked if the City switched banks. City Clerk, Julie Eastman explained that there are only CD’s at this bank. Councilor Bass asked if there will be more than two signatories on the accounts in the event something happened to the current persons with authorization. Eastman responded that on this account there will not be any need for that, it is an investment account and there is not a checking or savings account affiliated at this time. Roll call vote: Ayes-Three.

Ratchford/Wilson motion to approve Resolution 2957 approving compensation for FY20 as budgeted. Roll call vote: Ayes-Three.

Ratchford/Wilson motion to approve request from the Mayor to add an Umbrella policy raising our liability limits from \$1,000,000.00 to \$2,000,000.00; raising the contribution from \$1,416.00 to \$3,024.00. Councilor Bass queried if we were exceeding our limits at this time. City Clerk, Julie Eastman explained our liability limits were too low and we weren't at a responsible amount of coverage. Councilor Ratchford asked about the pay scale for each additional million dollars of coverage. The City Clerk stated at 3 million it would be \$4,500.00, 4 million \$5,942.00 and the contribution amount goes up with each additional million. Ayes-Three. Motion carried.

Ratchford/Wilson motion to approve a request from City Clerk to purchase Laserfische software from Advanced Systems, in an amount not to exceed \$4,720.00; or to enter into a contract for Laserfische cloud option for \$60.00 per month, per user. City Clerk, Julie Eastman stated there is a correction to the amount per month from \$60.00 to \$65.00. Lane LeBahn with Advanced Systems spoke to council explaining how Laserfische would benefit the City by scanning all minutes, resolutions, and ordinances along with all reports from the accounting software. LeBahn recommended the cloud option would be best for the City at this time and offered to allow the City to use a large capacity scanner to get everything scanned in right away. The City would need to purchase a compatible scanner for \$850.00. Ayes-Three. Motion carried.

Wilson/Ratchford motion to approved request from City Clerk to have the Iowa State Auditor's Office perform a full audit. Councilor Bass asked when the last time an audit was performed. City Clerk, Julie Eastman replied it had been many years; there is an annual exam that is required for a city of this size. This is normally suggested when there is a change of City Clerks. Councilor Ratchford asked to see some possible figures for the pricing but would like to have as thorough as possible audit performed. The City Clerk explained that a routine audit would normally be 3-4 days and possibly cost around \$13,000.00. Ayes-Three. Motion carried.

Ratchford/Bass motion to approve request from City Clerk to sign an annual agreement with Computer Troubleshooters in the amount of \$2,880.00 per person for IT services for City Hall, or \$5,280.00 for 3 full time & 5 council for FY20. Ayes-Three. Motion carried.

Bass/Wilson motion to approved request to enter into agreement with Black Hawk County Conservation to provide storm water education classes throughout the 2020 year in an amount of \$286.05, and for Mike Dryden with Ament to sign said agreement on behalf of the City of Elk Run Heights. Ayes-Three. Motion carried.

Wilson/Bass motion to approve the 1st reading of Ordinance 260 amending Chapter 13.24 Sanitary Disposal of Garbage and Refuse Section 160 Garbage Rates and Charges. Roll call vote: Ayes-Three.

Ratchford/Bass motion to approve the suspension of the rules requiring the 2nd and 3rd reading and place on file final adoption of Ordinance 260. Roll call vote: Ayes-Three.

Ratchford/Wilson motion to approve Ordinance 260 amending Chapter 13.24 Sanitary Disposal of Garbage and Refuse Section 160 Garbage Rates and Charges. Roll call vote: Ayes-Three.

Wilson/Ratchford motion to approve posting Ordinance 260 instead of publishing as allowed per Chapter 1.16.020; Public posting in lieu of publication. Roll call vote: Ayes-Three.

Discussion/Possible Action: Hiring a Deputy Clerk. Ayes-Three. Motion carried.

Discussion/Possible action: Owner at 2700 Gilbertville Road is requesting the assistance of the City to pay for the water line going to newly constructed storage units. Mayor Swope explained the business owner wants to tap into the line and run the line to the property. City Engineer, Mike Dryden stated the

owner would like two 2" services. It has worked out with his contractor where they would be located, and Mike told the owner it would be between them and the contractor what it would cost; it isn't a part of the City project and the City isn't going to pay for it. Council members all agreed to not pay for this water line. Ayes-Three. Motion carried.

Mayor's Report: Mayor Swope stated he has been on Gilbertville Road the last few days looking at the issues with the drainage and it is turning into a huge mess. Swope stated he would like to put a culvert through that section of yards from the hill and down to Marie Avenue; resulting in all of the yards being flat. Councilor Bass asked how the water will get into the culvert. City Engineer, Mike Dryden explained they would use ADS plastic pipe which would make the water successfully drain without washing gravel and dirt into yards. Bass stated one of the homeowners would be happy if it was graded, seeded and able to be mowed. Councilor Ratchford pointed out that would not solve the issue for all the homeowners. Swope stated there will be a pipe bored under the road for the new restrooms in the park, which should be starting any day now. He has been in contact with Aspro regarding Lafayette Road., they should be ready to grind out spots in 2 to 3 weeks, and another week after that to resurface. Ratchford asked the Mayor if that included Douglas Road, and the Mayor said yes. Swope continued to say that Aspro recommended not doing a shoulder at this time due to the fact it will be tore up in a few years. Ron Pint, 441 Amber Lane, asked why Amber Lane is being cut and put tar in. Councilor Bass stated they are sealing the cracks.

Old Business: City Engineer, Mike Dryden stated he told the contractor he would like them to plan on coming in and working on the water project all at one time, not here and there; and we will have to do a change order due to the fact the contract ends July 31st. Merlyn Schmidt, 216 Marie asked what the balance is on the extra \$50.00 per water bill over the last few years. It was agreed that this and a balance report will be included in the treasures reports at the monthly meetings.

Ratchford/Wilson motion to adjourn at 7:53 p.m. Ayes-Three. Motion carried.

Attest:

Tim Swope, Sr., Mayor

Julie Eastman, City Clerk