

City of Elk Run Heights  
Regular Council Meeting  
July 14, 2020 - 6:00 p.m.

**AMENDED**

Mayor Lundy called the meeting to order at 6:00 pm. All present recited the Pledge of Allegiance. Roll call of Council Members: Present –Sallis, Smock, Ratchford, Wilson, and Bass. Quorum present.

Ratchford/Bass motion to approve the July 14, 2020 Agenda. Ayes-Five. Motion carried.

Ratchford/Wilson to approve the following items on the July 14, 2020 consent agenda a. Approve the June 9, 2020 regular meeting minutes and June 30, 2020 special meeting minutes b. City Clerk's Reports as of June 30, 2020: Budget Report, Treasurer's Report, Fund Report, Revenue and Expenditure Reports c. Approval of Building Inspection, Library, Police and Sewer Department reports. Roll call vote: Five.

Smock/Ratchford to approve request from PeopleService to purchase a natural gas generator for Plaza Drive in an amount of \$25,485.00. Jordan Cooper with PeopleService, reminded Council this was previously approved last fiscal year. Cooper pointed out the seller is not positive a natural gas generator will work due to the load but guaranteed he would trade it for a diesel generator if it does not. Councilor Ratchford asked if there would be issues with start-up in the frigid cold. Cooper said he did not believe so. Councilor Bass pointed out at the last sewer plant committee meeting it was mentioned the current generator at the Wastewater Treatment Plant will not work for the new plant, but it is only a few years old. Bass asked if it may be possible to use that generator at the Plaza Drive lift station. Cooper will investigate. It was agreed to sell or trade in the generator if it cannot be used at any of the lift stations. Cooper pointed out the property lines need to be defined before they can start setting up for the new generator. City Engineer, Mike Dryden, said he would obtain an estimate to have this done. Ayes: Five. Motion carried.

Cooper with PeopleService updated the Council about the meeting with MSA Engineering. Cooper explained they were going over some of the final details for the new plant, such as hydrant, spicket and light locations. They are still deciding where to put things such as the samplers but think they should be inside to extend the life. They are hoping to have the design completed for the next sewer meeting. They should also be presenting the committee with an overflow option for the EQ basin. MSA will be contacting the City Clerk to set up a meeting with the sewer committee.

Cooper continued his update stating he had Bob Moen with Visu-sewer stop out while doing manhole inspections and there are multiple areas where the concrete has severe erosion. They believe this is due to the acids that pass through and because there is such a long way between the lift stations and the plant it is going septic before it gets there. Cooper recommends acting now while some parts can still be saved, preventing the City from replacing entire structure(s). Cooper also recommends adding ventilation to help avoid damage in the future. Cooper informed Council during his valve checks he has encountered five valves that are not operating correctly and still has a few to exercise. Councilor Ratchford asked where they are located. Cooper said the valve at the end of Lafayette is important to the loop system. Ratchford stated he would like to be proactive with this rather than reactive. Cooper will get pricing.

Ratchford/Smock to approve request from PeopleService to sign into a service agreement for FY21 to perform annual pump service for lift stations. Cooper with PeopleService, recommends accepting the bid from Electric Pump. City Clerk Eastman added, she and Cooper had received an email from Iowa Pump Works this morning and they had lowered their bid to less than the competitors. Eastman stated she emailed back and said the City is unable to accept a bid the day of the meeting and that we cannot accept a bid lower than a competitor's after they saw the

competitors bid, this is not a good way to do business. Councilor Ratchford stated he agreed completely. Ayes: Five. Motion carried.

Ratchford/Wilson to approve resolution 3023 approving the payment of bills and transfer. Roll call vote-Five.

Ratchford/Bass to approve set the date of public hearing for August 11, 2020 for the City to enter into a lease agreement for the land located to the west of the Wastewater Treatment Plant. Ayes-Five. Motion carried.

Smock/Ratchford to approve resolution 3024 approving the Mayor to sign Memorandum of Understanding for INRCOG to prepare a Resource Enhancement and Protection (REAP) Grant application for the City of Elk Run Heights for the Mayor's Park Shelter and Restroom. Councilor Smock explained the Land and Water Conservation application was originally denied, but they are reexamining all applicates due to COVID. The City could potentially get approved for both grants, but there is an overlap in the due dates for each. In order to maximize the opportunity to receive grant funds we are applying for both. Councilor Ratchford asked if there is room in the budget in case one or the other does not get approved. Smock answered yes, we budgeted for the cap. Roll call vote-Five.

Ratchford/Wilson to approve Mayor to sign agreement with Wapsie Valley Archeology for archeological testing at Mayor's Park in an amount not to exceed \$6,334.79. Councilor Bass asked if this is covered under the DOT grant. Councilor Smock answered yes, the City pays for it upfront, but the DOT pays the City back for the approved bills. Ayes: Five. Motion carried.

Ratchford/Wilson to approve Mayor to purchase mixed salt for FY21 from Skyline Construction in an amount not to exceed \$2,659.00. Ayes: Five. Motion carried.

Ratchford/Smock to approve Mayor to enter into agreement on behalf of the City with Black Hawk County Conservation to provide storm water education classes through 2023 in an amount of \$288.44 per fiscal year. Mayor Lundy explained education classes is part of our NPDES requirements with the DNR. Councilor Ratchford asked who attends the classes and if it is required. City Engineer Dryden responded anyone can go, they are open to the public, and it is not required to attend. Lundy indicated they have classes for kids as well. A representative from Black Hawk County Conservation stated they have had classes through the Evansdale Public Library, a fishing derby and have also done some things online providing virtual tours. Ayes: Five. Motion carried.

Ratchford/Wilson to approve City Clerk to sign an annual agreement with Computer Troubleshooters in the amount of \$6,240.00 for IT services and for back-up services for City Hall and council for FY21. Ayes: Five. Motion carried.

Discussion: 100 Toneff Dr. Mayor Lundy reminded Council about the email from the City Attorney stating no decisions can be made regarding this property for sixty days, but we were awarded the property by the courts. Discussion began regarding the camper on the property, it was agreed to send a certified letter to the previous owner to have it removed within 14 days. It was also decided to change the locks and secure the windows.

Discussion/Possible Action: Recycling options for residents. Mayor Lundy presented Council with a letter from Waste Management offering residents an option for curbside recycling for \$5.59 per month and removing the bin from City Hall. Councilor Smock said the cardboard bin would remain, which would allow the City to continue to receive the rebate from Black Hawk County Solid Waste Commission. By doing this, the cost for the recycling bins would be covered by the grant funds. Lundy stated the grant is \$4,468.00 and we expended around \$6,200.00 for recycling alone. Councilor Wilson asked if this would be required for each homeowner. City Clerk Eastman responded no. Eastman mentioned she was unclear if there would be a new charge

on the quarterly bill or if the homeowners would be billed separately through Waste Management. Ratchford and Bass stated they are not for this option if residents are forced to do recycling. Eastman said she believed this would be optional. Lundy stated she sees people there every day dropping off and she knows they appreciate it. Due to the issues with garbage in yards and the time spent sorting the garbage out of the recycling, Smock suggested removing the recycle bins and offering curbside. Lundy responded it is a free service offered to the residents and there are only issues on windy days. After continued discussion it was decided not to make any changes.

Discussion: Options for lot one of Elk Run Second Addition. Emily O'Connell with Remax spoke on behalf of lot two of the Elk Run Second Addition. She stated there are twenty-six lots for sale between Evansdale, Elk Run, Gilbertville and Raymond. She said in 2018 there were only two lots sold and six in 2019. O'Connell stated the listings in town are selling immediately, but new construction is coming to a halt. After some discussion it was agreed to leave the listing as is.

Discussion/Possible Action: Having two Council Meeting per month temporarily. Councilor Smock stated things have not been moving as quick as they should in the codification process. It would be beneficial to do a second meeting or workshop a month to get through the first set of ordinances. City Clerk Eastman felt COVID has played a role in this because the zoom meetings have made it difficult for long discussions. Smock said she believed this was a two-year contract. Eastman added it has already been a year and we have not gotten through the basic questions from Simmering Cory. Council still needs to go through each chapter and topic one by one after the basics have been answered. Councilor Wilson asked if there are going to be several layout changes and if we will be able to use a large amount of the current contents. Eastman said they are changing the layout, and there is a lot of outdated references to Iowa Code. Councilor Bass added no one saw COVID coming and it has affected a lot however, if it needs to be done within a period then we should do the additional meetings. Smock stated having a designated meeting to focus on the code should help. Councilor Ratchford suggested having everyone stay an hour after each meeting to work on the codification in an effort to save taxpayers money. Smock did not feel that would get the best results; everyone should have fresh brains when going into the workshop. Wilson interjected and said this is only going to be an additional four or five meetings and it will get things done. Mayor Lundy stated she would like to see everyone better prepared for these meetings and she would prefer to have the workshop after the council meetings. Smock replied she feels that after the thousands of dollars spent on this process, we owe it to the citizens to read every single word of every ordinance. Councilor Sallis said she feels there should be time scheduled to review the ordinances. Lundy stated she would prefer to keep the meetings as a workshop and avoid doing City business at the extra meetings. Smock/Wilson to approve holding two Council Meeting per month temporarily. Ayes: Five. Motion carried.

Discussion/Possible Action: ATV and Golf Cart Ordinance. Councilor Ratchford explained the City of Evansdale will honor the registration tags for Elk Run and Raymond. The only thing they are asking is we match the renewal fee at \$20.00 per year. Councilor Wilson asked why it would matter what our rates are. Ratchford said there is concern people would not be honest about their address. Councilor Smock stated \$20.00 seems reasonable. Ratchford/Sallis to approve updating the ATV and Golf Cart Ordinance by raising the renewal fee to \$20.00. Ayes: Five. Motion carried.

Discussion: Public Works position possibility. Councilor Wilson mentioned the City needs to be aware that the Public Works Director, Thomas James, may be retiring in the upcoming years. He said the City should consider hiring a part time employee to shadow Tom. Wilson added, the City currently employs a public works, building inspector, and a part time maintenance position(s) and suggested combining the Public Works and Building Inspection positions in the future. Councilor Ratchford stated he feels the City should hire soon so the new hire will have on the job training by Tom. City Clerk Eastman suggested it might be hard to find a fit if the new position is only part time. Councilor Smock asked if it would be full or part time. Council agreed it would have to be full time. Discussion continued regarding incorporating the two positions.

Smock stated she felt there should be a committee to review some of the options. Councilor Sallis and Wilson volunteered to be on the committee. Council continued to discuss what some of the qualifications would be and asked Eastman to inquire/provide qualifications for this new position to the committee. Councilor Bass stated the City is not paying for the building inspector position because the wages come directly from the profits of the permits. Lundy agreed. It was acknowledged this is not a position that will need to be filled in the near future and the committee will look at the information the Clerk provides.

Smock/Ratchford to table discussion: Ordinance 266 amending the paving driveway code in the Driveway chapter. Ayes: Five. Motion carried.

Smock/Ratchford to table discussion: Discussion: Ordinance 267 amending Chapter 10.04 parking in grass code. Ayes: Five. Motion carried.

Public discussion: There were residents at the meeting who wanted to express their excitement and anticipation for improvement to 100 Toneff Dr. Council agreed it has been an eye sore and hopefully be cleaned up soon.

Mayors/Council/Engineer Reports. Councilor Wilson said he had talked to City Clerk Eastman, regarding the playground equipment being power washed. Eastman stated she will talk to Tom and let him know Council wants all park equipment power washed top to bottom. Councilor Smock feels the City has spent too much money to have the parks to not be powered washed yearly. City Engineer, Mike Dryden, provided Council with a drawing for the potential remedy for the Elk Run Addition drainage issues. Mayor Lundy asked Councilor Sallis if she had shared the information with her neighbors. Sallis said the visuals from this meeting will help in explanation to the affected residents. She anticipates this will benefit in getting them to attend a meeting for additional explanation of the \$105,000 projected solution. Sallis will keep Eastman updated so it can be added to the agenda. Dryden emphasized everyone would need to understand their fences and structures will need to be removed to complete this project. Sallis stated people would like to use their yards and she feels everyone will be open to it.

Wilson/Ratchford motion to adjourn at 7:33 p.m. Ayes-Five. Motion carried.

Attest:

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Kristi Lundy, Mayor

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Julie Eastman, City Clerk