

City of Elk Run Heights
Regular Council Meeting
September 13, 2022 - 6:00 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 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: Wurtz, Galbraith, McChane, Bass, and Sallis. Quorum present.

Sallis/Galbraith to approval of the September 13, 2022 Agenda. Ayes-Five. Motion Carried

Sallis/McChane to approval of Consent Agenda – *a.* Approve the August 9, 2022 regular meeting minutes *b.* City Clerk’s Reports as of August 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

Sallis/Galbraith to approval of the Resolution Calendar – *a.* Resolution 4074 authorizing the payment of bills and transfers *b.* Resolution 4075 a resolution of the City Council of the City of Elk Run Heights, Iowa, authorizing payment #14 to WRH, Inc.; in the amount of \$266,047.50 for the Wastewater Treatment Plant Project *c.* Resolution 4076 approving pay request #3 to Lodge Construction, Inc. of Clarksville, Iowa in an amount not to exceed \$76,768.09 *d.* Resolution 4077 approving transfers

Engineer Reports: Engineer Mike Dryden said the work at Mayor’s Park is nearly complete. The only work left is seeding. There will be a final inspection in the next couple of weeks. There is a buckle on Dubuque Road in the new overlay. The buckle was caused by heat not by Aspro who did the overlay therefore, it is the city’s financial responsibility. He will contact B&B who did the work on Gilbertville Road for a quote.

Discussion: Building Inspection Services. City Clerk Julie Eastman provided council with what the city has brought in the last couple of years as well as what it would cost to have a current employee test for the position. Mayor Lisa Smock informed council that there is a contract written up to provide Steve Santomauro the position. She let Council know that he is highly recommended from the surrounding towns, there will be no rate increase and he will complete outstanding permits. Councilor Dennis Bass asked what his background looked like. Eastman stated he has been in construction near 30 years and has done inspections for the last 15 years or so. It was clarified that this will be a month-to-month contract and Steve is aware of this agreement.

Bass/Wurtz to approve Resolution 4077 approving Mayor to sign into employment contract on behalf of the City of Elk Run Heights with Steve Santomauro for building inspector duties with amendment to the name in the resolution. Roll call vote. Ayes-five.

Sallis/Galbraith to approve request from City Clerk to purchase the Permits Module from Gworks in an amount not to exceed \$2,525.00 with an annual fee of \$990.00. City Clerk Eastman explained this module will take place of the excel spreadsheet that is intended to track permits and income which is not the best method. Purchasing this module will clean up past permits and keep better track of permits going forward. It will keep better track of income and run specific reports instead of creating them from the excel sheets. It will shift the work that needs to be done with the permits from the clerks to the inspector creating checks & balances. It will help tremendously with payroll; the inspector will not be paid until the permit is finalized through the module. Most permits will be granted at the time the application is submitted instead of waiting for the inspector. This is a module Steve works with. Councilors Sallis and Bass inquired about the costs. Eastman explained the annual cost includes Gworks support team and is typical with any software purchased. Mayor Smock said this is why she wanted Council to see previous years income. Even at the lowest year of income provide, at the 35% there is still plenty to cover the costs. As anticipated, the City’s income should increase due to changes with the hire of the new inspector. Ayes-Five. Motion carried.

Galbraith/Bass to approve Ordinance 278 amending the code of ordinances of the City of Elk Run Heights, Iowa, by amending provisions pertaining to the Capital Project fee, second reading. Roll call vote. Ayes-four. Nay-Wurtz. Motion carried.

Sallis/Galbraith to motion to waive 3rd reading and adopt Ordinance 278 amending the code of ordinances of the City of Elk Run Heights, Iowa, by amending provisions pertaining to the Capital Project fee. Roll call vote. Ayes-four. Nay-Wurtz. Motion carried.

Mayor Lisa Smock informed Council before moving on that the next four line items have been budgeted for.

Bass/McChane to approve request from People Service of replacement of 2 broken valves on the intersection of Sutton Ave. and Marie Ave. Total Cost to not exceed \$7,600. Ayes-Five. Motion carried.

Sallis/Bass to approve request from People Service to replace broken fire hydrant near intersection of Gray St and Johns St. Total cost to not exceed \$2,500. Jordan Cooper with PeopleService indicated that this cost is only for Frickson to do the work as the hydrant is already purchased. Ayes-Five. Motion carried.

Bass/McChane to approve request from People Service to add an additional water valve near the intersection of Gilbertville Rd and Elk Run St. Total cost to not exceed \$3,400. Jordan explained that if there was a watermain break, this will limit the number of residents that will be shut off. Mike Dryden agreed. Five. Motion carried.

Galbraith/Bass to approve request from Street Department to purchase 15 ton of treated salt from Skyline Salt Solutions in an amount not to exceed \$2,090.70. Ayes-Five. Motion carried

Sallis/McChane to approve setting the date for Trick or Treating for Monday October 31st, 2022 from 5:00 – 8:00 P.M. Councilors Sallis and McChane feel 5 pm is an appropriate time especially for the younger kids. Councilor Wurtz feels 6 pm is more appropriate for the parents who work until 5. He feels parents are already rushed to meet the 6 pm time. Ayes-Four. Nays-Wurtz. Motion carried.

Discussion: Moving towards holding two meetings a month. Mayor Smock asked Council to consider moving to two meetings a month considering all the things coming up, at least through February. Especially because of the continued situation with Elk Run School and potential outcomes. We need grants and figuring out how to do so. She said she would like an extra meeting for what would be considered a 5 year plan. Councilor Wurtz expressed concern regarding the pay for Council with a second meeting felt that it was not necessary. Councilor Sallis suggested volunteering the time. The rest of the Council felt it should be on a as needed basis. It was agreed to have a second meeting this month to discuss the school and the property.

Mayors Reports. Mayor Smock told Council that Black Hawk County Supervisors Meeting has yet to decide on the additional funds for the Wastewater Treatment Plant.

Council Reports. Councilor Sallis asked Officer Dean about the break-ins in town. He indicated that there was only one and it has been handled. She asked if we could make a courtesy post about making sure all property is locked up.

McChane/Sallis to adjourn at 7:16. Ayes-five. Motion carried.

Attest:

Lisa Smock, Mayor

Julie Eastman, City Clerk