

**CITY OF ELKHART BUSINESS MEETING MINUTES**  
**January 15th, 2018 - 7:00 p.m. City Hall**

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**1. Call to Order**

Mayor Snyder called the meeting to order at 7:05 p.m.

**2. Pledge of Allegiance**

Mayor Snyder led the room in the Pledge of Allegiance.

**3. Roll Call**

Council members present: Michael Just, Steve Nolte, Kevin Smith, Brain Shipley and Colten Fors.

Staff present: City Clerk Kyle Michel, Planning and Zoning Chairman Mike Kappos, Fire Chief Chip Mathis, and Management Intern Miranda Wehde.

**4. Approval of the Agenda**

Motioned by Just, Seconded by Nolte, motion carried unanimously.

**5. Citizen Hearing and Other Communications:**

**a. Polk County Sheriff Report**

Report was delivered before the start of the meeting.

**6. Consent Agenda**

City Clerk gave a review of the items on the Consent Agenda.

Motioned by Shipley, Seconded by Just, motion to approve the consent agenda carried unanimously.

- a. Minutes of the December 18<sup>th</sup>, 2017 Council meeting
- b. Minutes of the January 13<sup>th</sup>, 2018 Budget Workshop
- c. December 2017 Financial Reports
- d. January Bills Submitted
- e. Employee Wage Reports for Publication

EMPLOYEE NAME	GROSS WAGES
MICHAEL A BASCOM	\$100.00
CHAD L BENTZINGER	\$190.00
RON P CORNWELL	\$21,844.00
TERRY J CURTIS	\$380.00
JENNIFER L DREY	\$230.00
BRYON M DUTTON	\$250.00
COLTEN C FORS	\$400.00
RICK W HUEBNER	\$7,028.50

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MICHAEL P JUST	\$850.00
MICHAEL J KAPPOS	\$770.00
BARBARA J KENDIG	\$750.00
KEITH L KENDIG	\$750.00
JASON W LEMKE	\$370.00
ALAN E MATHIS	\$1,740.00
CHRIS A MATHIS	\$640.00
KYLE J MICHEL	\$39,692.42
PENELOPE A MOBERLY	\$350.00
STEVE NOLTE	\$1,040.00
DAVID L RISVOLD	\$220.00
CHAD A RUMBAUGH	\$100.00
BRIAN T SHIPLEY	\$700.00
KIMBERLEE M SINNER	\$220.00
KEVIN SMITH	\$800.00
BRANDON R SNYDER	\$1,700.00
SYDNEY R STOUT	\$100.00
MICHAEL J STREICHER	\$270.00
ALAN C SUMMERS	\$330.00
MIRANDA L WEHDE	\$2,227.61
TOTALS	\$84,042.53

- f. 310 NE Cedar Lane Tax Abatement Application
- g. 220 NE Megan Avenue Tax Abatement Application
- h. 2018 Council Meeting Schedule
- i. ECBC 2018 Meeting Dates and Community Center Usage
- j. EVFA 2018 Event Dates and Facility Usage
- k. MWA 2018 Board Appointments
- l. 2018 Mayor Appointments
- m. Planning and Zoning Commission Appointments
- n. Board of Adjustments Appointments

**CLAIMS REPORT**

VENDOR	INVOICE DESCRIPTION	AMOUNT
ANKENY HARDWARE	TRASH BAGS	\$26.48
ANKENY SANITATION	GARBAGE SVC	\$53.01
ARNOLD MOTOR SUPPLY	CUSTEL995	\$109.43
BATTERIES PLUS	FIRE BATTERIES	\$41.90
CARUS CORPORATION	CHEMICALS	\$421.00
CEDAR RAPIDS B&T CREDIT	SCALE FEES FOR SAND/SALT	\$13.00

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CONSUMERS ENERGY	IND PARK STREET LIGHTS	\$158.35
DATA TECHNOLOGIES INC	SOFTWARE	\$142.97
DES MOINES REGISTER MEDIA	PUBLISH LEGALS	\$295.12
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$1,318.44
EFTPS PAYROLL FEDERAL TAXES	FED/FICA TAX	\$961.78
ETHAN WARD	2017 HOLIDAY LIGHTS	\$100.00
FAITH CHRISTIAN FELLOWSHIP	2017 HOLIDAY LIGHTS	\$100.00
FREEDOM LAWN AND SNOW INC	VIRING VBLADE FOR SKIDLOADER	\$3,200.00
HUXLEY COMMUNICATIONS	CHALL & FIRE PHONE/INTERNET	\$82.42
TREASURER, STATE OF IOWA	MONTHLY SALES TAX	\$1,477.00
TREASURER STATE OF IOWA	STATE TAXES	\$105.00
TREASURER STATE OF IOWA	STATE TAX	\$119.00
IOWA PC SOLUTIONS	MONTHLY WEB HOSTING	\$40.00
IPERS	IPERS	\$130.68
IPERS	IPERS	\$491.20
IPERS	IPERS	\$540.53
KEVIN STEELE	2017 HOLIDAY LIGHTS	\$50.00
KEYSTONE LABORATORIES INC	SAMPLE ANALYSIS	\$375.60
MARCO TECHNOLOGIES LLC	9444-01CONTRACT	\$82.24
MENARDS - ANKENY	SCREWS	\$13.62
MENARDS - ANKENY	SCREWDRIVER	\$5.96
MENARDS - ANKENY	WRENCH, TAPEMEASURE, SCREWS	\$37.24
MENARDS - ANKENY	LAG BOLTS, NUTS, WASHERS	\$14.22
MENARDS - ANKENY	BELT SANDER AND SAND PADS	\$140.94
METRO WASTE AUTHORITY	CURB IT RECYCLING EXPENSE	\$649.04
MUNICIPAL EMERGENCY SERVICES	FIREFIGHTING HOOD/FACECAP	\$137.87
OMNISITE CELLULAR MONITOR	ANNUAL WIRELESS SVC	\$828.00
POLK COUNTY TREASURER	SHERIFF CONTRACT	\$986.00
RACOM CORPORATION	28RADIO ACCESS EDACS	\$658.00
THORPE WATER DEVELOPMENT	MONTHLY SERVICE CONTRACT	\$1,820.00
VEENSTRA & KIMM INC	ENGINEERING	\$1,491.00
VEENSTRA & KIMM INC	ENGINEERING	\$4,895.97
VEENSTRA & KIMM INC	ENGINEERING	\$5,113.37
VEENSTRA & KIMM INC	ENGINEERING	\$369.00
VEENSTRA & KIMM INC	ENGINEERING	\$1,680.35
VERIZON WIRELESS	FIRE VEHICLES MIFIBROADBAND	\$80.02
WHITFIELD&EDDY,PLC TRUST ACCNT	LEGAL SERVICES THROUGH 12/2017	\$1,207.50
WHITFIELD&EDDY,PLC TRUST ACCNT	MILLER ANNEXATION	\$1,433.60
TREASURER STATE OF IOWA	STATE TAXES	\$125.00
IPERS	IPERS	\$545.72

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PAYROLL CHECKS ON 12/29/2017	\$4,980.46
PAYROLL CHECKS ON 1/11/2018	\$2,642.92
**** PAID TOTAL ****	\$39,489.55
**** SCHED TOTAL ****	\$130.68
**** OPEN TOTAL ****	\$670.72
***** REPORT TOTAL *****	\$40,290.95

**7. 2017 Annual Report of the Elkhart Cemetery Committee**

Clerk gave the report to the City Council.

- a. A Resolution accepting the 2017 Annual Report

Motioned by Shipley, Seconded by Just, motion carried unanimously.

**8. Resolution Setting Date for a Public Hearing on Designation of the Expanded Elkhart Urban Renewal Area and on Urban Renewal Plan Amendment**

Motioned by Shipley, Seconded by Smith, motion carried unanimously.

**9. Resolution 2017-123 a resolution authorizing a committee to be formed in support of the source water protection planning process in conjunction with the Iowa Rural Water Association.**

Motioned by Shipley, Seconded by Fors, motion to approve Resolution 2017-123 carried unanimously.

**10. Reports**

Just:

Update on DART commission meeting.

Nolte:

Provided an update on parking issues as it relates to snow removal and long-term parking.

Fire Department:

Discussed personnel policies as they relate to department roster size. Gave an update on the ELITE software package utilized by the department.

Planning and Zoning:

Will schedule a meeting in February ahead of the Council meeting on the 19<sup>th</sup> to discuss duties and responsibilities with new commission member, Brad Fordyce.

**11. New and Miscellaneous Business**

Discussion ensued regarding the future of the Parks and Recreation Board. City Clerk suggested having a work session in conjunction with the next budget workshop to discuss priorities and application process for new volunteers.

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**12. Adjourn**

Motioned by Just, Seconded by Shipley, motion carried unanimously.  
Mayor Snyder adjourned the meeting at 7:54 p.m.



Brandon Snyder, Mayor

ATTEST:



Kyle J. Michel, City Clerk