

UNAPPROVED MINUTES
Earlham City Council Meeting
April 11, 2022

The Earlham City Council met in regular session on Monday, April 11, 2022, 7:00 p.m. at Earlham City Hall. Mayor Lillie called the meeting to order at 7:01 p.m., and the following answered roll: Baskin, Frederickson, Mudge, Nelsen, Swalla. Also present: Clerk Hibbs, Police Chief Heimdal, Public Works Supervisor Coffman.

1. Approval of Agenda

Motion by Baskin, second by Nelsen, to approve agenda.

Roll: Ayes – unanimous. Motion passes.

2. Public Hearing

a. Budget Amendment #1 for City of Earlham Budget FY 2021-2022

Mayor Lillie declared the public hearing open at 7:03 p.m. Clerk Hibbs explained what items were included in the budget amendment. She stated there were no written or oral comments received at City Hall. No one was present for the issue.

Motion by Frederickson, second by Mudge, to close public hearing.

Roll: Ayes – unanimous. Motion passes. Public hearing closed at 7:04 p.m.

3. Public Forum

Dan Wertz with the Midwest Pullers Association asked council about a pulling event they want to hold at Gendler Park on July 5, 2022. He stated they will do the necessary dirt work, and when finished will return the land to the way it was, including planting grass. Coffman said he was okay with this since they will return it to original state. Mayor said he thought this was a good event immediately following Freedom Fest. Mr. Wertz was informed this will be placed on the May 9, 2022, agenda for approval. In the meantime, Hibbs will check with EMC regarding insurance.

4. Consent Agenda:

a. Council meeting minutes for 3-14-22

b. Treasurer's Report for 04-11-22

c. Claims and Receipts Report for 04-11-22

d. Consider approval of Dan Werts to serve as a member on the Earlham Planning & Zoning Commission

e. Consider approval of Lance Ridgely, Charlie Lenze, Craig Furstenau, Jason Hammen to serve as members of the Earlham Park & Recreation Board.

f. Consider approval of two (2) Class C Liquor Licenses (LC) (5-day licenses) 4-19-22 and 10-5-22 for Bricker Price Block Foundation.

Motion by Swalla, second by Baskin, to approve consent agenda.

Roll: Ayes – unanimous. Motion passes.

5. Department Reports

a. Public Works - Gary Coffman, Public Works Supervisor

City workers have cut down 45 ash trees and Adel Tree has been coming a couple days a week working on the rest. He stated there are approximately 45 trees left to remove, and city crew will be able to do 10 of those. Stump grindings have been cleaned up on the trees the city did. The Rec Park is open. With lows to be in the 20's this week, he might put off opening up the city park. The lights and poles have been ordered from the wind damage. A new contract for lease of Gender Park land with J..Petticort Inc has been signed. They agreed to increase the amount of the lease to \$10,000. Have been working on fixing tractor and street sweeper. Hoping to get dirt filled in around new concrete at restrooms. Said people are driving over that new concrete. Gary sent emails to baseball and softball regarding not driving over the concrete. Swalla stated he received a complaint/concern about bench pulled out at the entrance, and can we get rid of that or get a new bench.

b. Police Department – Chief Jason Heimdal

Issue with camera on stage. It was a breaker problem. Complaints on noise at Co-op. Fan was running trying to keep corn cool. Reported on progress on house at 235 NE 2nd Street. Water line broke and needs repair, so waiting on that. Mayor said to just keep pressure on. Owner said the

improvements would be done the 1st of year and still not done. Swalla received complaints about property at 3rd & Walnut.

6. OLD BUSINESS - none

7. NEW BUSINESS

- a. Consider approval of Resolution No 22-17 Approving Budget Amendment #1 for the City of Earlham Budget FY 22
Motion by Baskin, second by Mudge, to approve Resolution No 22-17 Approving Budget Amendment #1 for the City of Earlham Budget FY 22
Roll: Ayes - unanimous. Motion passes.
- b. Consider approval of Resolution No 22-18 Approving Business/Commercial Tax Abatement for 170 S Chestnut Street.
Motion by Fredericksen, second by Nelsen, to approve Resolution No 22-18 Approving Business/Commercial Tax Abatement for 170 S Chestnut Street.
Roll: Ayes – unanimous. Motion passes.
- c. Consider approval of Resolution No 22-19 Resolution Approving the Designation of SLFRF Funds Hibbs explained this is the State, Local, Federal Rescue Funds (ARPA American Rescue Plan Act). The Final Rule states that if city declare the funds be used for lost revenue, the money can be spent on any lawful purpose.
Motion by Swalla, second by Baskin, to approve Resolution No 22-19 Resolution Approving the Designation of SLFRF Funds
Roll: Ayes – unanimous. Motion passes.
- d. Consider approval of Resolution No 22-20, setting time and date for Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City’s project plan for May 9, 2022, 7:00 p.m. at Earlham City Hall.
Motion by Fredericksen, second by Mudge, to approve Resolution No 22-20, setting time and date for Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City’s project plan for May 9, 2022, 7:00 p.m. at Earlham City Hall.
Roll: Ayes – unanimous. Motion passes.
- e. Discussion and possible action on Freedom Fest plan proposal – Traci Griffith
Traci Griffith explained there will be activities on both Sunday the 3rd of July, including the street dance, and Monday the 4th of July. Explained changes from last years event. Requested street closures as well as no parking on several streets.
Motion by Baskin, second by Swalla, to approve 2022 Freedom Fest plans.
Roll: Ayes – unanimous. Motion passes.
- f. Discussion and possible motion on Rec Park Concession Stand Manager pay to Amsden for FY21-22. Hibbs stated, in the past, the compensation for the Manager (\$1000) was split between the Manager (UB Billing Clerk Willem) and the head concession stand worker. However, for Summer 2021, all of the workers were new, as was Manager (UB Billing Clerk) Amsden. Besides fixing some equipment on her own, Amsden was at Rec Park many nights doing problem solving and helping out. She did not keep track of these hours and was not paid.
Motion by Baskin, second by Swalla, to pay Amsden the full \$1000 for Summer of 2021 as the Rec Park Manager.
Roll: Ayes - unanimous. Motion passes.

- g. Discussion and possible action on designation of Community Building Fund from Enterprise Fund to Special Revenue Fund.
Hibbs reported on conversation she had with our auditor regarding the Community Building and whether or not it should be an Enterprise Fund. It does not make enough money to take care of the expenses. (City usually budgets a transfer of funds to get them out of the red each year.) Per the Secretary of State website, the Community Building was established as a non-profit in 1996. Auditor said it would be best to keep as Enterprise Fund just for public perception. Council agreed.
- h. Discussion and possible action on tax abatement for 565 NW 2nd St.
Hibbs stated the tax abatement for this property is effective September 2023, and she felt this should not happened if house is not completed. Discussion on items that still need to be completed from the list sent to owner May of 2021. Veenstra & Kim will be contacted regarding these items and possible final inspection.
- i. Discussion on trailer park zoning (residential vs. mobile home park district) non-conforming.
Hibbs stated she had a conversation with Jason from Veenstra & Kim regarding a possible sale of the trailer park. He suggested we look into zoning as the park is in residential district. Hibbs will do some more checking in the Earlham Code regarding trailer parks. This will also be addressed when we do Planning & Zoning Commission training.

8. Mayor's Report - Nothing to report

9. Clerk's Report

- a. \$410,000 Planning & Design Loan was approved for the Lagoon Project. The first draw was for \$273,315, which was for the initial engineering expenses.
- b. P&Z training. Hibbs spoke with Maria Brownell from Ahlers Law Firm regarding P&Z training and received an estimate of \$1,250 to \$2,500. She also spoke with Marquita Oliver with Theia Management Consulting (recommended by Jason/Veenstra & Kim) with a bid of \$750 for training and up to \$300 expenses. Council consensus to go with Theia Management.
- c. Dollar General. Hibbs spoke with Russ Schroeder with ShiveHattery. He said Dollar General is progressing in the right direction. Several issues: DG has not done calculations on the detention system yet; who will own the detention pond when it is done; there might be an issue on the set backs on the front, back, and next to Casey's. He will send us a letter in the next several days describing this.
- d. Council policies. Hibbs presented a copy of Council policies written in 2013. Nelsen took the copy to review and will report back to council.

10. Council comments/discussion

Nelsen said he looked into obtaining Google Workspace to use for Council email. It is \$6/month per person. Gives everyone access to shared calendar, google drive etc. Council said to go forward with this.

11. Adjourn

Motion by Baskin, second by Fredericksen, to adjourn.

Roll: Ayes – unanimous. Motion passes.

Being there was no further business, meeting was adjourned at 8:40 p.m.

Jeff Lillie, Mayor

Attest: _____
Mary Sue Hibbs, Clerk/Treasurer