

UNAPPROVED MINUTES
Earlham City Council Meeting
October 10, 2022

The Earlham City Council met in regular session on Monday, October 10, 2022, 7:00 p.m. at Earlham City Hall. Mayor Lillie called the meeting to order at 7:00 p.m., and the following answered roll: Fredericksen, Mudge, Nelsen, Swalla. Absent: Baskin. Also present: Clerk Hibbs, Police Chief Stringham, Fire Chief Boyle, Public Works Superintendent Coffman.

1. Approval of Agenda

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

Roll: Ayes – unanimous. Motion passes.

2. Public Forum – none.

3. Consent Agenda:

a. Council meeting minutes for 9-12-22

b. Treasurer's Report for 10-10-22

c. Claims and Receipts Report for 9-12-22

d. Consider approval of renewal of Liquor License #LC0042163 for West Side Bar & Grille Inc.

e. Consider approval of the following to the Earlham Center Board: Michelle McDaniel to finish the position vacated by Katie DeGroff, term ending 6-30-25; and Eva Helps to finish the position vacated by Joanie Bond, term ending 6-30-24.

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

Roll: Ayes - unanimous . Motion passes.

4. Department Reports

a. Public Works - Gary Coffman, Public Works Supervisor

Normal Spraying and mowing. Asphalt work done and should help drainage. Alley potholes filled. Adel Tree has cut down more trees, and there are only four of ours left to take down. Trailer court is working on their trees. Adam sent letters to Pioneer Place and Madison Manor. Street lines have been painted. Pool heaters are winterized. Street sweeper broke and has been fixed. Old plow truck is listed for sale. No bids received yet. Lagoon project has started.

b. Police Department – Chief Matt Stringham

Took unit 6131 to get cleaned and detailed. Spent \$1800 on front end work for that car. Met with Madison County Sheriff to hash out details and make sure on same page. Has received 7 certified and 12 uncertified applicants for the officer position. Has contacted certified. Oct. 29th is the physical test. Went to Homecoming parade, game and dance – there were no issues. Attended two-day class with Emergency Management and Homeland Security here in Earlham. Learned about bomb making materials and home-made bombs. Stated school would like to request a stop-signs on Locust at 3rd Street. He will request it be placed on the next month's agenda for approval.

c. Fire Department – Chief Shawn Boyle

Department has responded to 72 calls so far this year, including helping around Madison County, car accidents, hazardous cleanups, storm watching.. No emergencies on the 4th of July. Has a member in FF1 class. Membership has been sitting at 20. 24 is their capacity. Surrounding towns have been having trouble getting members. We are lucky to have several people muster for daytime calls. We may have to do more mutual aid. Dallas County Fire Chief Assn. has started back up. They will page 3 departments anytime there is a structure fire. Madison County requires you request mutual aid. Had a successful house burn.at 6th & Chestnut for training. Oct 13th meeting with Shive Hattery regarding new building

5. Board, Commission, Committee Reports - none

6. UNFINISHED BUSINESS

a. Swimming pool renovation and new public works building
Coffman is waiting for second bid on concrete for pool

- b. Consider approval of proposal by Don Mudge and JDM Solutions for development of a new website Hibbs stated council approved this last month contingent upon there not being a contract with current web master. We have no contract and Mudge requested Council give him the go ahead.
Motion by Fredericksen, second by Nelson to move forward with new website provided by JDM Solutions.

Roll: Fredericksen-Aye, Nelsen-Aye, Swalla-Aye; Mudge-abstains. Motion passes.

- c. Comprehensive Plan Update

Hibbs stated she has been in contact with SICOG regarding their participation in the Comprehensive Plan Update process. She distributed an RFP they prepared showing the scope of the work.

Motion by Swalla, second by Mudge, to approve using SICOG services for the Comprehensive Plan Update.

Roll: Ayes – unanimous. Motion passes.

7. NEW BUSINESS

- a. Consider approval of First Reading of Ordinance No 438 Amending Chapter 15.04 Compensation, to Reflect Increase in Mayor Compensation.
Hibbs explained Council approved the raise in compensation several months ago but she did not do an ordinance amending the code. Mayor also pointed out this will not take effect until after the next election.

Motion by Fredericksen, second by Mudge, to approve First Reading of Ordinance No 438 Amending Chapter 15.04 Compensation, to Reflect Increase in Mayor Compensation.

Roll: Ayes – unanimous. Motion passes.

Motion by Fredericksen, second by Swalla, to waive the Second and Third Readings of Ordinance No 438.

Roll: Ayes – unanimous. Motion passes.

- b. Consider approval of First Reading of Ordinance No 440 Amending Chapter 24.03 of the Earlham Code of Ordinances, Community Center Board.
Hibbs explained she was reviewing the Code chapters on Boards and Commission. She noticed Chapter 24.03 stated the Community Center Board shall elect Chairperson, Secretary, and Treasurer, but does not say how long the terms were. Following discussion, it was decided that the term of office should be two years.

Motion by Swalla, second by Nelsen, to approve First Reading of Ordinance No 440 Amending Chapter 24.03 of the Earlham Code of Ordinances, Community Center Board.

Roll: Ayes - unanimous. Motion passes.

Motion by Nelsen, second by Mudge, to waive the Second and Third Readings of Ordinance No 440.

Roll: Ayes – unanimous. Motion passes.

- c. Consider approval of Resolution No 22-33 A Resolution Setting Wage for Police Chief for FY22/23 Effective August 29, 2022.
Motion by Fredericksen, second by Mudge, to approve Resolution No 22-33 A Resolution Setting Wage for Police Chief for FY22/23 Effective August 29, 2022.

Roll: Ayes – unanimous. Motion passes.

- d. Consider approval of Resolution No 22-34 A Resolution Establishing a Fraud Reporting Policy for the City of Earlham.

Hibbs stated this was requested by Iowa Department of Homeland Security & Emergency Management for the storm siren grant we applied for.

Motion by Mudge, second by Fredericksen, to approve Resolution No 22-34 A Resolution Establishing a Fraud Reporting Policy for the City of Earlham

Roll: Ayes – unanimous. Motion passes.

- e. Consider approval of Resolution No 22-35 A Resolution Establishing a Purchasing Policy for the City of Earlham
Hibbs explained again this was requested by Iowa Department of Homeland Security & Emergency Management for the storm siren grant we applied for.
Motion by Mudge, second by Swalla, to approve Resolution No 22-35 A Resolution Establishing a Purchasing Policy for the City of Earlham.
Roll: Ayes – unanimous. Motion passes.
 - f. Consider approval of Pay Application #1 for the Lagoon Upgrade Project
Motion by Fredericksen, second by Swalla, to approve Pay Application #1 for the Lagoon Upgrade Project
Roll: Ayes - unanimous. Motion passes.
 - g. Report from Madison County Emergency Management Director Dio Aiello.
He was not able to attend. Will report to Council at December meeting.
 - h. Consider approval of request from Judy Marshall for use of parking space on West 1st Street for event on October 15, 2022.
Fredericksen stated he felt we should come up with some type of policy for this type of event for future requests.
Motion by Fredericksen, second by Mudge, to approve request from Judy Marshall for use of parking space on West 1st Street for event on October 15, 2022.
Roll: Ayes – unanimous. Motion passes.
 - i. Set date and time for a Special Session Council meeting for Thursday, October 13, 2022, at 7:15 p.m. Meeting will be with Travis Squires, Piper Sandler, to discuss Lagoon Project funding and amending sewer rates.
Motion by Swalla, second by Nelsen, to set Thursday, October, 2022, 7:00 p.m. as the date and time for a Special Session Council meeting.
Roll: Ayes - unanimous. Motion passes
8. Mayor's Report – no report
 9. Clerk's Report – no report
 10. Council comments/discussion. Nelsen said it seems to him there are a large number of dogs loose. Maybe we should put something on Facebook to remind owners it is against Code to let dogs run loose.
 11. Adjourn
Motion by Fredericksen, second by Mudge, to adjourn.
Roll: Ayes – unanimous. Motion passes.

Being there was no further business, meeting adjourned at 7:51 p.m.

Jeff Lillie, Mayor

ATTEST: _____
Mary Sue Hibbs, Clerk/Treasurer