

**UNAPPROVED MINUTES**  
**Earlham City Council Meeting**  
**May 13, 2024**

The Earlham City Council met in regular session on Monday, May 13, 2024, at Earlham City Hall. Mayor Lillie called the meeting to order at 7:00 p.m. and the following answered roll: Fredericksen, Miller, Mudge, Nelsen, Visser. Also present: Police Chief Stringham, Public Works Supervisor Coffman, Fire Chief Boyle, Clerk Hibbs.

1. APPROVAL OF AGENDA

**Motion by Mudge, second by Visser, to approve agenda.**

**Roll: Ayes – unanimous. Motion passes.**

2. Public Hearings

a. FY24 Budget Amending #2

Mayor Lillie declared the public hearing open at 7:01 p.m. Clerk Hibbs stated no oral or written comments were received at City Hall. No one present to address the issue.

**Motion by Visser, second by Nelsen, to close the public hearing.**

**Roll: Ayes – unanimous. Motion passes. Public hearing closed at 7:02 p.m.**

3. PUBLIC FORUM – None

4. CONSENT AGENDA:

- a. Council meeting minutes for 04-08-24; Municipal Enterprise Committee, City Council Special Session, and Public Safety Minutes 4-29-24
- b. Treasurer's Report for 5-13-24
- c. Claims and Receipts Report for 05-13-24
- d. Consider approval of amendment to West Side Bar & Grille Alcohol License LC0042163- Premises Update
- e. Consider approval of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vaper for Hometown Market of Earlham.
- f. Consider approval of Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for Casey's General Store #2644.
- g. Consider approval of for Special Class B Retail Native Wine License (WBN) for Stuart Flowers & Gifts, LLC, DBA Flourish Mercantile & Florals.

**Motion by Fredericksen, second by Mudge, to approve consent agenda.**

**Roll: Ayes – unanimous. Motion passes.**

5. DEPARTMENT REPORTS

a. Public Works - Gary Coffman, Public Works Supervisor

Mowing, trimming, spraying, pool is full and running. Parks open. Tree stumps have been removed and re-seeded. Tree fell down at entrance to cemetery. Street sweeper fixed. Lagoon equipment still having issues. After rain, will continue mowing. When dries, will fill pot holes. He will decide on the street bids for re-surfacing soon.

b. Police Department – Chief Matt Stringham

Taking applications until May 27<sup>th</sup> for officer to replace Donovan. Both he and Officer Rasmussen have been working overtime. He has hired two more trained reserve officers. They have been riding with Rhea to see how we do things. Department has been awarded another GTSB grant for \$5000 to purchase a handheld lidar (radar). The second squad car is back from Stivers, but they did not fix the windshield, so it is going back.

c. Fire Department – Chief Shawn Boyle

Department has had 44 calls YTD. Not helping DeSoto as much. Now has online application for firefighters. He has received two applications. Cleaned out Griller building to get ready for renovation for new truck. Reminder - we have to pay for the chassis 30 days after delivery. No longer sending out fire trucks for storm watches. Members will respond to fire department, wait to be called out, and follow Dallas County lead. Daytime help – After July 1<sup>st</sup>, four departments will be paged and will respond to all structure fires in Dallas County. Madison County is not doing this automatic response yet.

6. BOARD, COMMISSION, COMMITTEE REPORTS

- a. Public Safety Committee - Residential Swimming Pool Fence; Wages  
Chairperson Visser gave report on last two meetings. Residential pool fences were discussed. It was decided to have an ordinance based off the ICC – Barriers should be not less than 48 inches in height. If a pool is 48 inches tall, that in itself serves as the 48-inch barrier. Retractable, removed ladders were also discussed. Ordinance will have definition of what is a pool.  
Police department wages were discussed at 4-25-24 meeting. Beginning salary will be raised in order to attract, and maintain, certified officers. This will result wage increases for existing officer and Chief. Also discussed changing the employment contract to state the hiree must pay back 100% of training expenses if they leave employment voluntarily, or are terminated, within 5 years of employment. Consensus of Committee is to recommend to Council to approve wage increases and the contract change.
- b. Municipal Enterprise Committee  
The City usually receives a rate increase from Warren Water in April, but has not received one yet. Committee discussed either a 3% or 4% water rate increase, to help cover increasing expenses. Also discussed evaluating our leak detection process. After talking with surrounding towns, committee decided Earlham was more proactive than others. Consensus of committee to approve a 3% water rate increase.

7. UNFINISHED BUSINESS

- a. Residential Swimming Pool Fence Regulations  
Already discussed above. Directed clerk to come back next month with an ordinance on this.
- b. Consider approval of Second Reading of Ordinance No 452 Amending the Code of Ordinances of the City of Earlham, Iowa, by Amending the Natural Gas Franchise Fee.  
**Motion by Fredericksen, second by Mudge, to approve Second Reading of Ordinance No 452 Amending the Code of Ordinances of the City of Earlham, Iowa, by Amending the Natural Gas Franchise Fee.**  
**Roll: Ayes – unanimous. Motion passes.**
- c. Consider approval of Waiving the Third Reading of Ordinance No 452.  
**Motion by Mudge, second by Visser, to approve Waiving the Third Reading Ordinance No 452.**  
**Roll: Ayes - unanimous Motion passes and Ordinance No. 452 is approved.**
- d. Consider approval of Second Reading of Ordinance No 453 Amending the Code of Ordinances of the City of Earlham Iowa, by Amending the Electric Franchise Fee.  
**Motion by Miller, second by Nelsen, to approval of Second Reading of Ordinance No 453 Amending the Code of Ordinances of the City of Earlham Iowa, by Amending the Electric Franchise Fee.**  
**Roll: Ayes – unanimous. Motion passes.**
- e. Consider approval of Waiving the Third Reading of Ordinance No 453.  
**Motion by Visser, second by Mudge, to approve Waiving the Third Reading Ordinance No 453.**  
**Roll: Ayes - unanimous Motion passes an Ordinance No. 453 is approved.**

8. NEW BUSINESS

- a. Discussion on Freedom Fest plans - street closures, garbage, port-a-potties, wi-fi  
Tracy Griffin and Nikki Scar reported on plans for the festival. Requested street closures for Sycamore Ave and 2<sup>nd</sup> Street for the carnival. Carnival will set up Wednesday, be open Thursday, and tear down on Friday. Carnival workers will again camp at the swimming pool parking lot. Mayor stated he is working on additional wi-fi for the park. Street dance will be Friday night. Requested First Responders to be located near park on Thursday. They are working to get donations to help pay for event, fireworks. Clerk stated city will contact Ankeny Sanitation regarding solid waste, Committee will contact the port-a-potty company. Consensus of council approved the plans, including street closures.

- b. Friends of Earlham Public Library request for street closure for Summer Reading Program kick-off. Hibbs stated Library is having Summer Reading Program Kick-Off on Thursday, May 30, 2024 from 5-8 p.m. and is requesting to close 1<sup>st</sup> Street from Sycamore to Maple.  
**Motion by Fredericksen, second by Mudge, to approve closure of 1<sup>st</sup> Street, Sycamore to Maple.**  
**Roll: Ayes – unanimous. Motion passes.**
  - c. Consider approval of First Reading of Ordinance No. 255 Amending Code of Ordinances of City of Earlham, Iowa, 2017, Chapter 92 Water Rates.  
**Motion by Fredericksen, second by Visser, to approval of the First Reading of Ordinance No 455 Amending the Code of Ordinances of the City of Earlham Iowa, 2017, Chapter 92 Water Rates.**  
**Roll: Ayes – unanimous. Motion passes.**
  - d. Consider approval of motion to waive Second and Third Readings of Ordinance No. 255.  
**Motion by Mudge, second by Nelsen, to waive the Second and Third Readings of Ordinance No 455.**  
**Roll: Ayes - unanimous. Motion passes and Ordinance No 255 approved.**
  - e. Consider approval of Resolution No. 24-09 Approving Budget Amendment No. 2 for FY24  
**Motion by Miller, second by Mudge, to approval Resolution No. 24-09 Approving Budget Amendment No. 2 for FY24.**  
**Roll: Ayes – unanimous. Motion passes.**
  - f. Consider Resolution No. 24-13 Setting Wages for Earlham Police Department.  
**Motion by Visser, second by Nelsen, to approve Resolution No 24-13 Setting Wages for Earlham Police Department.**  
**Roll: Ayes – unanimous. Motion passes.**
  - g. Consider Resolution No. 24-14 Setting Wages for the 2024 Seasonal Part-Time Employees of the City of Earlham, Iowa, Effective April 1, 2024.  
**Motion by Mudge, second by Fredericksen, to approve Resolution No 24-14 Setting Wages for the 2024 Seasonal Part-Time Employees of the City of Earlham, Iowa, Effective April 1, 2024.**  
**Roll: Ayes – unanimous. Motion passes.**
  - h. Discussion, and possible action, on updating Earlham Personnel Manual.  
Clerk stated she will send rough draft she has to council for their review before sending it to attorney.
  - i. Set date and time for Public Hearing on FY24 Budget Amendment No. 3 for June 10, 2024, 7:00 p.m.  
**Motion by Mudge, second by Miller, to set June 10, 2024, 7:00 p.m. as the date and time for Public Hearing on FY24 Budget Amendment No. 3.**  
**Roll: Ayes – unanimous. Motion passes.**
9. MAYOR’S REPORT - none
10. CLERK’S REPORT  
Clerk stated she has been conversation with Colleen Petersen who is working on project to identify veterans in the Earlham Cemetery. She has identified 217 veterans. She will be placing U.S. Veteran Gravemarker Decals on the back of their headstone to identify them as such, in order to make it easier for flag placement on Memorial Day.
11. COUNCIL COMMENTS/DISCUSSION  
Miller will be going to Madison County Development Group meeting and asked council if anyone had anything they wanted him to take to the meeting.

12. ADJOURN

**Motion by Fredericksen, second by Miller, to adjourn.**

**Roll: Ayes – unanimous. Motion passes.**

Being there was no further business, meeting was adjourned at 7:50 p.m.

---

Jeff Lillie, Mayor

Attest: \_\_\_\_\_  
Mary Sue Hibbs, Clerk