

1.Call to Order

A regular meeting of the Elkhart, Iowa City Council was called to order by Mayor John Kaczmarczyk on Monday, November 17, 2025, at 6:00 p.m. at the Elkhart Community Center.

2. Pledge of Allegiance-Mayor Johnny Kaczmarczyk led the Pledge of Allegiance.

3. Roll Call-Council Members Present: Rob Fouraker, Angie Schaffer, Jill Edler, Brad Fordce. Absent: Brad Campbell.

4. Approval of Agenda-Council Member Fordyce moved, Schaffer seconded, to approve the November 17, 2025, agenda without amendment. Ayes: Fouraker, Edler, Schaffer, Fordyce. Absent: Campbell.

5. Administer Oath of Office to Council Member Angela Schaffer

6. Citizen Hearing and Other Communications

Polk County Sheriff-absent

Fire Chief-reported the department responded to 22 calls in October.

Public Comments- Tony Hess recommended the city have an Audit in addition to the Annual Exam.

7. Public Hearing Regarding Code Violation Notice for Property Owner of 252 NW Main Street-Mayor opened public hearing at 6:20 p.m. Ron Adams requested his property be grandfathered in with respect to code violations and shared photos of city property in violation of the code. Tony Hess commented on code requirement when commercial property is adjacent to residential property. Council discussed. Public hearing closed at 6:47 p.m.

a. Action Regarding Code Violation Notice for 252 NW Main Street- Fordyce motioned to table until January 2026, seconded by Schaffer. Ayes: Fouraker, Edler, Schaffer. Fordyce, Absent: Campbell.

8. Presentation: Caleb Walter - Iowa Public Agency Investment Trust (IPAIT)

Caleb Walter shared information on IPAIT and services they provide.

9.Consent Agenda-Council Member Edler made a motion to approve the consent agenda.

Second Fouraker. Ayes: Fouraker, Edler, Schaffer, Fordyce. Absent: Campbell.

a. Approval of City Council Meeting Minutes of October 21, 2025

b. Approval of October and November Claims Submitted

c. Receive and File - October 2025 Balance Sheet

- d. Receive and File - October 2025 Revenue & Expense Report
- e. Resolution #2025-61; A Resolution Approving the Annual Urban Renewal Report for Fiscal Year 2025
- f. Resolution #2025-62; A Resolution Directing the Filing of Tax Increment Financing (TIF) Certification under Iowa Code Section 403.19 for the 2025 End of Year Certification of Urban Renewal Projects
- g. Resolution #2025-63; A Resolution Setting a Public Hearing Date for December 15, 2025, at 6:00PM for a Hearing Request Submitted by the Property Owner of 268 NW Main Street, Elkhart, IA, Related to Elkhart Municipal Code Section 51.02 and 165.27(5)

10. Business Items

- a. Resolution #2025-64; A Resolution Approving a Service Agreement Between the City of Elkhart, Iowa and the Iowa Department of Administrative Services for the Provision of Employee Participation in a Deferred Compensation Plan
Council Member Fordyce made a motion to approve Resolution #2025-64, seconded by Edler. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.
- b. First Reading of Ordinance No. 2025-13 Amending the Code of Ordinances of the City of Elkhart, Iowa, by Amending Section 63.04 to Provide for Special Speed Zone on East Walnut Street
(optional) Waive the second and third readings
Council Member Schaffer, made a motion to approve first reading of Ordinance No. 2025-13, seconded by Fouraker. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.
Council Member Schaffer, made a motion to waive second and third reading of Ordinance No. 2025-13, seconded by Edler. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.
Council Member Schaffer, made a motion to adopt Ordinance No. 2025-13, seconded by Fouraker. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.
Council Member Edler made a motion to Approve Memorial Tree in the outside perimeter of Elkhart Cemetery and requiring Public Works select the species. Seconded Schaffer. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.

11. Discussion Items

- a. City Council Meeting Date & Time
Council requested a resolution to change regular Council meeting times to 6:30 January thru March 2026 to be prepared for December 2025 meeting.
- b. Wilson provided Council an outline of steps for code enforcement.

12. Reports of Elected Officials, City Staff and Standing Committees

Fouraker shared Polk County Emergency Management is working on their budget. Edler shared Metro Waste Authority did not meet this month and the Cemetery Committee meets this week. Schaffer shared the fishing pier is finished. Kaczmarczyk shared he met with Harrison, Fordyce and Wilson to discuss code enforcement. Fordyce shared government shut down delayed construction of gas station groundbreaking until spring. Kappos shared P&Z will have one opening in January and a second person whose term expires. Wilson provided updates from her memo to Council. Nabity shared status update on conversion to new accounting software.

13. Closed Session - Pursuant to Iowa Code Ch. 21.5(c); To discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the government.

Council Member Fordyce made a motion to open closed session at 7:54 p.m. Second Edler. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.

A motion to close closed session was made at 8:08 p.m. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.

14. Closed Session - Pursuant to Iowa Code Ch. 21.5(c); To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered, and when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Council Member Fordyce made a motion to open closed session at 8:11 p.m. Second by Fouraker. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.

Council Member Fordyce made a motion to close closed session at 8:54 p.m. Second Fouraker. Ayes: Fouraker, Edler, Schaffer. Fordyce. Absent: Campbell.

15. Council Member Schaffer motioned to adjourn at 8:54 p.m., Fordyce seconded. Ayes: Fouraker, Edler, Schaffer, Fordyce. Absent: Campbell.

John Kaczmarczyk, Mayor

Attest: _____

Debra J. Nabity, City Clerk