

## ALBURNETT CITY COUNCIL

### MINUTES OF THE DECEMBER 10TH, 2019 REGULAR CITY COUNCIL MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Tuesday, December 10th, 2019**, at 5:30 pm in City Hall with Mayor McClintock presiding. McClintock called the meeting to order, noting the change in date and time from the regularly scheduled council meetings due to a schedule conflict and further noted the proper notice was posted. McClintock waived the Pledge of Allegiance. Roll call was taken with the following council members present: Brian Mensen, Bethany Sarazin, Chester Schantz, Joe Trumm, and Josh Henriksen. Also present was Steve Graham (Fire Chief), Guy Trimble (Public Works Director), and Danielle Brecht (City Clerk).

**Sheriff's Report:** No report given (no deputy present).

**Approval of Agenda:** No changes. **MOTION** to approve the agenda was moved by Sarazin, seconded by Mensen. All voted aye (5), nays (0); motion carried.

**Mayor's Report:** Mayor McClintock thanked everyone who helped setup for Christmas and Santa Day in the City of Alburnett. Wished all citizens, council and staff a Merry Christmas and a safe holiday. Thanked council for serving and recognized council member Josh Henriksen for his time serving on Council.

**Council Reports:** Mensen – agreed with Mayor's items; Sarazin – no report. Schantz – thanked clerk for work on special projects; Trumm – no report; Henriksen – thanked council and mayor for their time and effort on council and noted appreciation for the leadership they provide to the community.

**Citizen Comments - Agenda items:** None

**Citizen Comments - Non-Agenda items:** None

#### Written Reports:

- **Fire Department:** Chief Graham noted that maintenance request function added to website is working.
- **Public Works:** Director Trimble noted that part-time employee Kent Wright is unavailable for a time due to staffing issues at personal business. Noted that Wright will be available to cover while Trimble is out of town at the end of the month.
- **City Clerk:** Clerk mentioned demo for TownCloud agenda app and is looking for feedback. Mayor noted several items on clerk's report that include upcoming potential changes which may lead to future action items.

**Consent Agenda:** Minutes from 11/14 council meeting, list of claims, Financials/Treasurer's Reports. Bills added were Woodward Community Media for \$183.81 relating to publications; Quality Flow Systems for \$6,620.00 for lift station pump; Keystone for \$159.50 for water/wastewater testing; payroll item to correct oversight of annual payment to Public Works Director \$250.00 for certificate for a total of \$750.00 (as stated in Employee Handbook). **MOTION** to approve consent agenda including bills added moved by Schantz, seconded by Trumm. All voted aye (5), nays (0). Motion carried.

#### New Business:

- **Fire Dept: Request for purchase – reflective jackets, medical bags:** Discussion of request by Fire Chief to purchase 20 reflective jackets with lettering for fire department and public works director. Chief noted he is waiting to request medical bags. **MOTION** by Sarazin to approve purchase request for a total of \$2,328.00 with the potential addition of a coat for the Public Works Director at \$104.95. Seconded by Henriksen. All voted aye (5), nays (0). Motion carried.
- **Budget Workshop Schedule-January:** Discussion to tentatively hold budget workshop on Tuesday, January 14<sup>th</sup> at 6:00 pm.
- **City Hall Workstation Extension & Organization Project:** Discussion of request to purchase countertop, filing cabinets to expand and create more usable workspace at city hall. All items to be install property owned and

removable by the City. **MOTION** to approve purchase of up to \$1,000.00 for city hall workstation extension and organization project moved by Sarazin, seconded by Trumm. All voted aye (5), nays (0). Motion carried.

**Old Business:**

- None listed; Council Mensen inquired about previous request by Lion's Club for digital sign; Trimble stated that Lion's Club is waiting for additional quotes.
- **Motion to adjourn: MOTION** to adjourn moved by Mensen, seconded by Trumm. All voted aye (5), nays (0). Motion carried. Meeting adjourned at 5:55 pm.

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Danielle Brecht, City Clerk

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C. Charles McClintock, Mayor