

## ALBURNETT CITY COUNCIL

### MINUTES OF THE JUNE 13TH, 2019 REGULAR MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Thursday, June 13th, 2019**, at 7:00 pm in City Hall with Mayor McClintock presiding. McClintock called the meeting to order. Following the Pledge of Allegiance, roll call was taken with the following council members present: Brian Mensen, Chester Schantz, Joe Trumm and Josh Henriksen. Absent was Council Member Bethany Sarazin. Also present was Nancy Fuller, Fire Chief Steve Graham, Public Works Director Guy Trimble and City Clerk Danielle Brecht.

**Approval of Agenda:** Item added to agenda under New Business for resolution regarding bond trustee bank change. Motion to approve the agenda as amended was moved by Schantz, seconded by Mensen. All voted aye; motion carried.

**\*Sheriff's Report** (*to be given promptly upon arrival of deputy*): report was given at 7:46 pm by Deputy Lemens. Required hours of 43, actual hours of 78.6 with 28 calls for service from May 9<sup>th</sup> through June 12<sup>th</sup>. Councilor Trumm asked if they were seeing more mischief and break-ins with the warmer weather. Deputy Lemens stated that in general this has picked up some but not specifically in Alburnett.

**Mayor's Report:** Mayor McClintock noted nuisance abatement hearings and notifications have been taking place and the process has been going well. He stated that the majority of those who received an order did abate the nuisance. There has been one round of hearings which have gone well. The mayor thanked city staff and council for their time and work on this endeavor. The mayor also conveyed that the citizens have been good to work with. The Public Works Director noted that the process has been going better than expected. The clerk noted there will be a second round of hearings on Tuesday, June 18<sup>th</sup> at City Hall. The Mayor wanted to let everyone know about the town garage sales happening this weekend (June 14-15<sup>th</sup>) and noted that there will be food served at the Historical Society.

**Council Reports:** Mensen – no report; Schantz: Commended maintenance crew for their work at cleaning up the shop. Also wanted to remind residents to clean up after your pets. Trumm – no report. Henriksen – no report.

**Citizen Comments - Agenda items:** None

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

#### **Written Reports:**

- **Public Works:** Work on culverts on North Street is mostly complete, with seeding needed to finish. North 3<sup>rd</sup> will be seal coated when LL Pelling is back in the area, hopefully in July or August.
- **City Clerk:** Noted that she will be out for some upcoming training events.
- **Fire Department:** Request to purchase 24 pair of fire gloves at a price of \$64.95 each for a total of \$1,558.80. This will be an FY20 budgetary expense. The bill for the bunker gear was just received. The air conditioning is frozen at the station. Truck 136 – blower motor knob is broken; 139 to have new tires put on. On June 23<sup>rd</sup> and 24<sup>th</sup>, the fire department will be cutting up and burning cars at behind the city shop for fire training. Councilor Schantz asked if the maintenance previously requested for the trucks has been lined up? Public Works Director Trimble responded that it has been, and trucks will be serviced one at a time.

**Consent Agenda:** Four bills added: Iowa League of Cities in the amount of \$900.00 for Municipal Academy in Ames; MSA in the amount of \$1,722.50 for Culvert Replacement Project and MSA in the amount of \$5,880.00 for 30% completion of the Fire Station Site Design; Heiman Fire for bunker gear in the amount of \$11,440.00. Motion to approve consent agenda as amended moved by Schantz, seconded by Trumm. All voted aye. Motion carried.

## New Business:

- **Nancy Fuller: Event information/request, possible motion:** Nancy let council know that the Alburnett Children's Benefit Day will not be at the ball diamond but will be uptown again this year. She will submit application and any other necessary paperwork. There is a car show next Saturday, the 22nd. Fire Department is cooking lunch and Historical Society will have breakfast. Unsure how many cars; will do their best to accommodate but may have to close the road up to the church. There's a benefit in town this Saturday. Seeking permission not to block the streets but just the parking so the riders can flow in and out in an organized manner. Councilor Trumm asked if there will be a tractor pull at Benefit Days. Fuller stated there will not. Motion to allow Fuller's to block off parking on Saturday for benefit run moved by Henriksen, seconded by Schantz. All voted aye.
- **Fire Chief: Equipment purchase request, possible motion-**Fire chief discussed request to purchase 3 air packs, a spare air bottle and 3 masks for a total of \$15,199.41. We need 12 air packs and have purchased 7. This will leave 2 left to be purchased. This will be an FY20 fire department expense. Motion to approve purchase for \$15,199.41 for air packs, masks and a spare tank moved by Trumm, seconded by Henriksen. Roll call vote was taken with all council members present voting aye. Motion carried.
- **City Maintenance:** Vehicle purchase request, possible motion-Public Works Director would like an extra vehicle for the city so that employees don't have to drive their own vehicles around town when the city truck is not available. Discussion followed regarding what is needed and purpose. Council requested additional time be spent to research and discuss purchase. Mayor stated city will do a comprehensive fleet management review within the next 90 days and be ready to discuss in the fall for budget planning.
- **Resolution 06-2019-01 setting employee wages, possible motion:** Clerk noted that this is the annual resolution to set city employee wages. Discussion followed regarding current employee wages, review process and pay grading structure. \*Linn County Sheriff arrived at this time; moved to Sheriff's Report. \* Meeting continued following Sheriff's report. Motion moved by to approve Resolution 06-2019-01 Setting Employee Salaries for the City of Alburnett for FY 2019-2020 with City Clerk hourly rate increased to \$21.89, Public Works Director hourly rate increased to \$24.10 and leaving part-time maintenance employees at \$15.10 due to length of employment moved by Trumm, seconded by Mensen. Roll call voted was taken with all present council members voting aye. Motion carried.
- **Resolution 06-2019-02 for FY19 budget transfers, possible motion:** Clerk noted these transfer relate to the FY19 budget and that provided transfers are to comply with adopted FY19 budget: \$20,000.00 from General Fund to Debt Service Fund for GO Bond payment; \$24,000.00 from Road Use Fund to Debt Service Fund for GO Bond payment; \$6,206.00 from Emergency Fund to General Fund from Emergency Tax Levy; \$20,000.00 from Local Option Sales Tax Fund to Debt Service Fund for GO Bond payment; \$34,000.00 from Tax Increment Financing Fund to Debt Service – Tax Increment Financing Fund for GO Bond payment; \$5,000.00 from Water Fund to Debt Service for GO Bond payment; \$5,000.00 from Water Fund to Water Fund-Reserves. Motion to approve Resolution 06-2019-02 approving Transfers for FY19 Budget moved by Henriksen, seconded by Trumm. Roll call vote taken. All present council members voted aye; motion carried.
- **Amended agenda item: Resolution 06-2019-03:** Resolution consenting to assignment of trustee agent agreements; escrow agent agreements; and/or paying agent and registrar and transfer agent agreements. Clerk noted that this is to effectively consent to give final authorization to the change in Registrar and Paying Agent Services from Bankers Trust Company to UMB Bank, n.a. (per bonding attorney instructions). Motion to approve Resolution 06-2019-03 moved by Schantz, seconded by Mensen. Roll call vote taken with all present council members voting aye. Motion carried.
- **Permit Renewals:** Two permit renewal applications for The Clinic – alcohol and tobacco permits. Clerk noted that tobacco permit still needs to be signed by legal owner of business. Council will table tobacco permit until special council meeting to be held on June 18<sup>th</sup>, 2019. Motion to approve Alcohol Permit for The Clinic moved by Trumm, seconded by Mensen. All voted aye; motion carried.

#### Old Business:

- **Alliant franchise fees, possible motion:** Continued discussion regarding option of implementation Alliant Energy franchise fee in lieu of Local Option Sales Tax on Alliant Energy bills within the City of Alburnett. Council requested clerk to invite Alburnett Community School Superintendent and Alliant Energy representative to next council meeting for further discussion and possible decision.
- **Wellmark grant funds, possible motion:** Continued discussion regarding usage of grant funds received from Wellmark. Mayor noted that grant funds were initially intended for a portable ice-skating rink, which is not currently feasible due to location, current fire station project and impending timeline for expending funds. Mayor further noted that putting in a walking trail as a multi-phase project to be extended following completion of the new fire station will meet the requirements for the grant. Motion moved by Mensen to notify Wellmark of the change in purpose of grant funds from portable ice-skating rink to a walking trail. Seconded by Trumm. Ayes – Councilor Trumm, Councilor Mensen, Councilor Schantz. Nays – none. Councilor Henriksen abstained from voting as the property owner adjacent to where walking trail is to be place.
- **City logo review, possible motion:** Mayor and council reviewed options for new city logo. Discussion followed. Council would like to see a few more changes and options at the following council meeting.
- **Update-Naylor Sewer Ext, Roosevelt Culvert:** Public Works Director noted that there has not been any movement due to weather.
- **Fire Station-Reserve transfer, possible motion:** Mayor discussed current balance in Fire Station Community Center Capital Project Fund is \$120,350.79 and stated that a large amount of this balance will be used to pay for the contract signed with the engineering and architectural firms which was roughly \$70,000.00 total. Mayor stated that once bid process begins, the city anticipates the bids to come in around \$600-650K with additional unknown variances and that it will be up to the city at that time to come up with the funding for the project. The Mayor notes that the city will look to the fire department for fundraising and hopes that this will continue, but that the city needs to be fiscally ready to support costs. Mayor thinks it would be a good idea to transfer \$100,000.00 from reserves for FY19. Councilor Schantz stated that he and the city employees had a call with the bonding attorney and that the city can't move forward with bonding until we have an estimated cost from the engineer. Motion to approve Resolution 06-2019-04 approving transfer of \$100,000.00 from city reserve funds to Fire Station Community Center Capital Project fund moved by Schantz; seconded by Trumm. Roll call vote was taken with all present council members voting aye. Motion carried.

Motion to adjourn moved by Mensen, seconded by Trumm. All voted aye; motion carried. Meeting adjourned at 8:46 pm.

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Danielle Brecht, City Clerk

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C. Charles McClintock, Mayor

**CITY OF ALBURNETT**

*CLAIMS REPORT: 05/10/2019 - 6/13/2019*

A-1 RENTAL WEST	LASER LEVEL RENTAL	\$ 265.14	17337	6/13/2019
ALLIANT ENGERY	UTILITIES	\$ 2,401.68	10057654	6/13/2019
ARNOLD MOTOR SUPPLY	BACK UP GENERATOR SUPPLY	\$ 8.61	17338	6/13/2019
BANKERS TRUST	GO BOND 2011:PRIN, INT, FEE	\$ 69,492.50	10057661	6/3/2019
BANKERS TRUST	GO BOND 2017:PRIN, INT, FEE	\$ 57,650.00	10057662	6/3/2019
BATTERIES PLUS	BATTERIES - FIRE DEPT	\$ 28.80	17339	6/13/2019
BROWN SUPPLY CO	SIGNS FOR CITY STREETS-DETOUR	\$ 279.25	17340	6/13/2019
CEDAR RAPIDS PUBLIC LIBRARY	LIBRARY CONTRACT SERVICE	\$ 1,378.08	17341	6/13/2019
CITY OF MARION	INSPECTIONS; SALT (33.03 X \$72.58)	\$ 2,467.32	17342	6/13/2019
CJ COOPER & ASSOCIATES INC	PRE-EMPLOYMENT DRUG SCREEN (QTY 2)	\$ 70.00	17343	6/13/2019
CR/LC SOLIOD WASTE AGENCY	GARBAGE FEES	\$ 138.26	17344	6/13/2019
DANIELLE BRECHT	MILEAGE REIMB:LINN CO AUDITOR	\$ 20.65	17373	6/13/2019
DON HENLE	DUMP TRUCK-STRAIGHTEN/WELD BOX	\$ 180.00	17346	6/13/2019
DEPARTMENT OF TREASURY	FED/FICA TAX (PAYROLL)	\$ 2,839.43	10057650	5/31/2019
FERGUSON WATERWORKS #2516	2019 SERVICE CONTRACT	\$ 1,550.00	17347	6/13/2019
GARY HOLSINGER	JUNE RENT	\$ 725.00	17336	6/5/2019
GUY TRIMBLE	MILEAGE REIMB:KEYSTONE LABS	\$ 63.80	17374	6/13/2019
GWORKS	BLDG PERMITS MOD-SETUP,TRAININ	\$ 1,040.00	17348	6/13/2019
HANDLEY DIRT WORK	TRANSPORTATION OF WHEEL LOADER	\$ 250.00	17324	5/21/2019
HAYEK,MORELAND,SMITH & BERGUS	ROOSEVELT CULVERT: EASEMENT	\$ 1,047.50	17349	6/13/2019
HIAWATHA PUBLIC LIBRARY	LIBRARY CONTRACT SERVICE	\$ 760.32	17350	6/13/2019
IMWCA	WORKERS COMP INS	\$ 4,425.00	17351	6/13/2019
IOWA DEPARTMENT OF REVENUE	MAY SALES TAX	\$ 29.00	10057658	6/13/2019
IOWA DEPARTMENT OF REVENUE	MAY WATER EXCISE TAX	\$ 744.00	10057659	6/13/2019
IOWA LEAGUE OF CITIES	MEMBERSHIP DUES:7/1/19-6/30/20	\$ 687.00	17352	6/13/2019
IOWA ONE CALL	LOCATES	\$ 18.10	17353	6/13/2019
IOWA PRISON INDUSTRIES	SIGNS	\$ 59.15	17354	6/13/2019
IOWA WORK FORCE DEVELOPMENT	FILING FEE	\$ 56.10	10057652	5/31/2019
IPERS	IPERS (PAYROLL)	\$ 1,984.54	10057647	5/31/2019
JEANNIE NEIGHBOR	REIMB FOR FLOWERS	\$ 153.89	17355	6/13/2019
KEYSTONE LABS, INC	WATER/WASTEWATER TESTING	\$ 86.00	17356	6/13/2019
KOCH OFFICE GROUP	CONTRACT PRINTING SERVICES	\$ 110.03	17357	6/13/2019
L.L. PELLING CO., INC.	SEAL COAT:1ST ST, STRONG DR	\$ 15,195.56	17358	6/13/2019
LEAF	COPIER LEASE-MAY	\$ 22.50	10057653	6/13/2019
LINN NEWS LETTER	PUBLICATIONS-5/9/19; BUD AMEND	\$ 321.64	17359	6/13/2019
MARION IRON WORKS	3/16 PLATE 8 X 14 BENT	\$ 15.00	17360	6/13/2019
MARION PUBLIC LIBRARY	LIBRARY CONTRACT SERVICE	\$ 2,613.60	17361	6/13/2019
MARTIN GARDNER ARCHITECTURE	I1829.01 FIRE STATION;TASK 200	\$ 1,995.00	17362	6/13/2019
MED COMPASS	HAZMAT PHYSICAL,FIT TEST	\$ 2,150.00	17363	6/13/2019
MIDWAY OUTDOOR EQUIPMENT	FUEL - FIRE DEPT	\$ 87.28	17364	6/13/2019
OFFICE EXPRESS	OFFICE SUPPLIES-CITY HALL	\$ 148.31	17365	6/13/2019
REXCO EQUIPMENT INC	EQUIPMENT RENTAL-NORTH ST CULV	\$ 975.00	17366	6/13/2019
SIMMONS PERRINE MOYER BER	LEGAL COUNSEL FOR CITY	\$ 1,352.00	17367	6/13/2019
TITAN MACHINERY	BLADES FOR MOWER	\$ 273.83	17368	6/13/2019
TREASURER - STATE OF IOWA	STATE TAX WITHHOLDING (PAYROLL)	\$ 427.00	10057648	5/31/2019
US CELLULAR	MAINTENANCE CELL PHONE	\$ 271.00	17369	6/13/2019
USA BLUEBOOK	CHLORINE DISPENSER REFILLS	\$ 79.81	17370	6/13/2019
USA COMMUNICATIONS	TELECOMMUNICATIONS	\$ 208.75	17371	6/13/2019
VISA	VISA EXP - MAY - DANIELLE	\$ 347.97	10057656	6/13/2019
VISA	VISA EXP - MAY - GUY	\$ 251.57	10057657	6/13/2019
WELLMARK BC/BS OF IOWA	HEALTH INS (PAYROLL)	\$ 1,844.88	10057649	5/31/2019
WENDLING QUARRIES, INC	STREETS/SNOW REMOVAL	\$ 274.30	17372	6/13/2019
WEX BANK	WEX EXP - MAY 2019	\$ 335.78	10057655	6/13/2019
PAYROLL CHECKS ON 5/31/2019		\$ 8,923.00		
**** PAID TOTAL ****		\$ 189,122.93		
**** SCHED TOTAL ****				
**** REPORT TOTAL ****		\$ 189,122.93		

\*\*Discussed and reviewed at 05/09/2019 Council Meeting

**CITY OF ALBURNETT**  
**TREASURER'S REPORT**  
 CALENDAR: 5/2019; FISCAL: 11/2019

FUND	TITLE	LAST MONTH ON HAND	REVENUES	EXPENSES	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	\$ 262,758.12	\$ 12,790.21	\$ 11,084.49	\$ -	\$ 264,463.84
005	FIRE DEPARTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
110	ROAD USE	\$ 146,380.05	\$ 8,113.50	\$ 5,767.59	\$ -	\$ 148,725.96
111	I-JOBS	\$ -	\$ -	\$ -	\$ -	\$ -
112	EMPLOYEE BENEFITS	\$ (2,463.10)	\$ 577.12	\$ 2,341.87	\$ -	\$ (4,227.85)
119	EMERGENCY FUND	\$ 14,316.59	\$ 307.64	\$ -	\$ -	\$ 14,624.23
121	LOCAL OPTION	\$ 234,077.81	\$ 6,628.17	\$ -	\$ -	\$ 240,705.98
125	TIF	\$ 120,661.85	\$ 487.35	\$ -	\$ -	\$ 121,149.20
200	DEBT SERVICE	\$ 67,788.80	\$ 2,078.53	\$ -	\$ -	\$ 69,867.33
301	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
302	FIRE/COMMUNITY CENTER	\$ 123,104.29	\$ -	\$ 758.50	\$ -	\$ 122,345.79
303	SOUTH SEWER PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -
304	STREET PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -
306	2010 I-JOBS GRANT	\$ (0.06)	\$ -	\$ -	\$ -	\$ (0.06)
308	SEWER LINING	\$ -	\$ -	\$ -	\$ -	\$ -
310	EQUIPMENT RESERVE	\$ 399,910.00	\$ -	\$ -	\$ -	\$ 399,910.00
600	WATER	\$ 241,635.44	\$ 14,169.43	\$ 12,847.46	\$ -	\$ 242,957.41
610	SEWER	\$ 136,588.90	\$ 6,302.34	\$ 13,343.36	\$ -	\$ 129,547.88
740	STORM WATER	\$ 49,599.28	\$ 664.41	\$ 453.00	\$ -	\$ 49,810.69
<b>REPORT TOTAL</b>		<b>\$ 1,794,357.97</b>	<b>\$ 52,118.70</b>	<b>\$ 46,596.27</b>	<b>\$ -</b>	<b>\$ 1,799,880.40</b>