

ALBURNETT CITY COUNCIL

MINUTES OF THE AUGUST 9TH, 2018 REGULAR MEETING

Mayor McClintock called the meeting to order at 7:00 pm in the Alburnett City Hall on **Thursday, August 9th, 2018**. After the Pledge of Allegiance to the Flag, roll call was taken with Councilors Brian Mensen, Bethany Sarazin, Chester Schantz, Joe Trumm and Josh Henricksen present. Also present were Public Works/Interim Clerk Guy Trimble, City Maintenance employee John Airy, Fire Chief Steve Graham, City Attorney Brian Fagan, Janet Sargent, Aprill Graham, Matt White, Kierra Frimml, Ryan Young, Darain Heather, Josh Langhoff, Barb Hand, and Danielle Brecht.

Motion to approve the agenda as presented was moved by Trumm, seconded by Sarazin. All voted aye; motion carried.

Discussion of Resolution # 08-2018-03 relating to the appointment of the new City Clerk/Treasurer. Mayor noted that hiring of new City Clerk/Treasurer was done in-between council meetings to fill the vacancy of previous clerk. Motion to approve resolution to appoint new City Clerk/Treasurer moved by Schantz, seconded by Mensen. Roll call was taken. All voted aye; motion carried. Resolution passed.

RESOLUTION # 08-2018-03

RESOLUTION APPOINTING CITY CLERK/TREASURER

WHEREAS, the Alburnett City code 2-9-10 gives the City Council the authority to appoint a City Clerk/Treasurer and;

WHEREAS, the City Council has interviewed and selected a candidate to fulfill the duties of City Clerk/Treasurer and;

WHEREAS, the City Clerk/Treasurer is hereby appointed to fill the vacancy of the previous City Clerk/Treasurer and;

WHEREAS, the appointed City Clerk/Treasurer's hiring date was July 16, 2018.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL that Danielle Brecht is appointed as City Clerk/Treasurer effective August 9th, 2018.

Passed and approved this 9th day of August, 2018.

Oath of Office for new City Clerk/Treasurer was taken by Danielle Brecht.

Sheriff's Report: Service log showing required hours of 43.00, actual hours of 89.40 with 25 calls for service. Councilor Sarazin mentioned having heard concerns with people speeding when coming in to town from the north; inquired about getting portable speed signs; Deputy noted that he will put in request. Mayor notified deputy of resolution regarding portable stop sign to be placed near school intersection.

Mayor's Report: Mayor thanked Diamond Club and other businesses that came out to participate in Benefit Days; commented that it went very well. Thanked fire station, Chief Graham and the rest of the fire department for the Pancake Breakfast. Noted that planning for the new fire station is going well and

RFP is being completed and hopes to be sent out in coming weeks. Mentioned Councilor Sarazin's work on the new website.

Council Report:

- Councilor Mensen: Grant process for parks and rec is a slow process on which work and research is still being conducted; mentioned that the fire department did a great job on the Pancake Breakfast; thanked Councilor Sarazin for work on website. Reminder of golf outing for fire department on September 8th.
- Councilor Sarazin: Thanked Public Works Director, Guy Trimble, for his work as Interim Clerk during the transition time and additional work to help train the new clerk.
- Councilor Schantz: Thanked Public Works Director for his extra work; thanked citizens for showing up and invited all to come back next month.
- Councilor Trumm: New doors on City Maintenance Shop look great
- Councilor Henriksen: Benefit Days was great; also noted that he received compliments on the City's new website

Citizen Comments - Agenda items: NONE

Citizen Comments - Non-Agenda items:

- Aprill Graham, 200 Naylor Drive: Curious if anything has been discussed about street signs and getting new ones that are readable. Mayor noted that this issue came up previously. Prison Industries makes the signs for \$30 +/- per intersection. There are two options – doing a full replacement or just replacing signs that are no longer functional. It's a budgetary issue as well as a safety issue. Public Works Director mentioned that cost will depend on each street name length. Councilor Mensen to check with the Marion Public Works on possibly partnering with their purchase to lower cost. Public Works Director to get quote from Prison Industries to compare.

Written Reports:

- **Public Works:** Preparing equipment to paint parking lines in town; asking Marion to do line-painting on highway portion as they have a line-painting truck that is safer and more efficient. Councilor Mensen is going to check with City of Marion on getting line-painting done.
- **Fire Department:** Chief Graham reported the Pancake Breakfast went well; raised money for the new fire station. Golf tournament coming up. Mayor addressed Go Fund Me page for new fire station. Councilor Sarazin requested Go Fund Me link once complete to be added to city website. Chief to send links to fire station website to be added to city website. Chief addressed concern regarding someone parking trailer in front of the fire station door. Council concurred that it's on private property, so not much we can do. Opportunity to discuss with property owners. Councilor Schantz requested Chief to get bill submitted for reimbursement needed for hotel expense regarding training out-of-town.

Consent Agenda: Motion to approve the consent agenda, as submitted, moved by Sarazin, seconded by Trumm. All voted aye. Motion carried.

Old Business:

- Update on property purchase; waiting on attorney to get document needed for signatures to release city from development covenant
- Discussion of improvement to City Hall; list of improvement items submitted and is just under \$10,000.00. Majority of items are able not install-property and will be movable if City Hall location were to change in the future. Mayor discussed multi-year lease with landlord and received confirmation of renewing lease for 36-months. Landlord also agreed to pay for 50% of the cost of paint for interior improvement of City Hall. Councilor Trumm moved to table item until next month. Councilor Sarazin suggested piecemealing smaller project items. Council in agreement. Motion moved by Trumm to move forward with small improvements to City Hall to include LCD display, refrigerator, two-line phones, camera, necessary electrical upgrades, paint and wall removal. Motion seconded by Sarazin. All voted aye; motion carried.
- Update on City Hall lease: Mayor spoke to landlord about multi-year lease with escalator clause of \$25 year 1, \$30 year 2 and \$30 year 3. Mayor to get lease put together and sent out for administrative review/getting lease put together and sent out for admin item for review; noted that current lease is not up until March.
- Discuss Resolution #08-2018-02 relating to city employee salaries: Council discussed and reviewed pay scale for pay grade/step to set annual salary for fiscal year. New Clerk at Grade 9, Step 2 - \$21.20/hr. Will be left as-is. Public Works Director currently making base wage of \$21.01 for regular position; had been paid \$23.10/hr with increase while performing Interim City Clerk responsibilities. Council agreed to pay Public Works Director position at Grade 10, Step 2 - \$23.35/hr. City part-time Maintenance employee John Airy's current pay rate is \$16/hr. Council agreed to increase to \$16.50/hr. Motion moved by Sarazin to approve Resolution #08-2018-02; seconded by Trumm. Roll call taken; all voted aye. Motion carried, resolution passed.

RESOLUTION # 08-2018-02

RESOLUTION SETTING EMPLOYEE SALARIES

FOR THE CITY OF ALBURNETT

FOR FY 2018-2019

BE IT RESOLVED BY THE CITY COUNCIL OF ALBURNETT:

Section 1: The following named employees shall be paid the salaries or wages indicated effective **July 1, 2018**, unless otherwise noted.

Position

Name

Wage Base

Pay Period

Basic Hours

Other Compensation

City Clerk/Treasurer

Danielle Brecht

\$ 21.20/hour

monthly

full time

Public Works

Guy Trimble	\$ 23.35/hour	monthly	full time
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Maintenance Worker

John Airy	\$ 16.50/hour	monthly	part-time
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Section 2: The City of Alburnett and all employees shall be bound by the provisions currently listed in The City of Alburnett Employee Manual or as revised during the year.

Resolution passed and approved this 9th day of August, 2018 by the following vote:

	AYE	NAY	ABSENT
Henriksen	X	_____	_____
Mensen	X	_____	_____
Sarazin	X	_____	_____
Schantz	X	_____	_____
Trumm	X	_____	_____

- Discuss Ordinance #2018 – 1: Ordinance amending Chapter 42 of the Alburnett Municipal Code Relating to Traffic Control Devices; motion to suspend the two considerations of Ordinance #2018-1 before final passage requirement under Iowa Code section 380.3 moved by Henriksen; seconded by Trumm. Roll call taken. All voted aye; motion carried. Motion moved to pass Ordinance # 2018 – 1 (Amending Chapter 43 of the Alburnett Municipal Code Relating to Traffic Control Devices) by Sarazin, seconded by Schantz. Roll call taken; all voted aye; motion carried. Ordinance passed.

Ordinance # 2018 - 1**Ordinance Amending Chapter 43
of the Alburnett Municipal Code
Relating to Traffic Control Devices**

WHEREAS, this matter comes before the Council for final passage, the Council having waived the two consideration requirement under Iowa Code section 380.3 by a vote of five council members.

NOW THEREFORE:

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALBURNETT, IOWA, that the following section be deleted and replaced with the following:

SECTION 3-34-22 AUTHORITY TO INSTALL TRAFFIC-CONTROL DEVICES. The City Council shall cause to be placed and maintained traffic control devices when and as required under this chapter or other Ordinance of this City to make effective their provisions and may so cause to be placed and maintained such additional emergency or temporary traffic control devices for the duration of an emergency or temporary condition as traffic conditions may require, to regulate traffic under Ordinances of this City or under State law or to guide or warn traffic. The City Council shall keep a record of all traffic control devices. (Code of Iowa, Sec. 321.255)

Passed and approved on this 9th day of August, 2018.

- Discuss Resolution # 08-2018-01: Allowing Alburnett Community School the authority to move portable traffic control device located at Roosevelt Street and 2nd. Motion moved by Mensen; seconded by Trumm. Roll call taken; all voted aye; motion carried. Resolution passed.

RESOLUTION # 08-2018-01

RESOLUTION ALLOWING

THE ALBURNETT COMMUNITY SCHOOL

TO MAINTAIN TRAFFIC CONTROL DEVICE

WHEREAS, the Alburnett City Council deems it necessary to have a portable traffic-control device at Roosevelt Street and 2nd Avenue; and

WHEREAS, it is within the powers of the City Council to install such apparatus to promote the safety and well-being of its citizens.

NOW THEREFORE, BE IT RESOLVED, that the City Council gives the authority to the Alburnett Community School to maintain this designated traffic control device.

Passed and approved this 9th day of August, 2018.

- **New Business:**
 - Transparency and Accountable – Barb Hand, 311 Howard Street: Question on website as no e-mail addresses are listed for mayor and council members. Councilor Sarazin noted that she is working on profile info for all for officials and this will be updated on the website. Ms. Hand inquired as to why the financials are not listed on the new website. Councilor Sarazin noted that she is still working on posting documents, including past agendas and minutes, and that all will be added, as well as City Ordinances. Ms. Hand questioned why all council members are using a personal e-mail address except for one council member who is using a school e-mail address as she believes council members should not cross school e-mail with city e-mail. Mayor addressed this by noting that new website will allow each council member to have an individual e-mail address through the city. Council Henriksen also said he is happy to provide his personal e-mail to be used going forward and will provide to the city to begin using as soon as possible. Ms.

Hand inquired as to a council member voting on school-related issues when they are an employee of the school as she considers this a conflict of interest. Councilor Henriksen spoke to this in regards to being comfortable voting unless it's something that he personally brought up or that the school brought up as a potential conflict and that if it's relating to the community he feels comfortable voting on the issue. Councilor Schantz feels that as long as there is no financial bearing it should be of no conflict. The City Attorney was in agreement that unless there is a financial aspect, there should be no conflict and that he has not seen anything to this point that would be a conflict. Ms. Hand questioned if there has been an audit of the city financials with the former clerk leaving and a new clerk being hired. This was addressed and it was noted that no official audit has been conducted. Due to the city's population, an audit would not occur unless there was due cause and the council decided that they wanted to conduct an audit. When council inquired with the state, they were told it would be a 2 year waiting period due to the state's audit backlog.

- Alburnett Diamond Club – Discuss 2019 Benefit Days: Inquired as to proceeding with plans to have tractor pull put in place for future Benefit Days. Club was advised to complete a Special Event Permit Application that the council could review for approval at the next council meeting to allow Club to proceed with their plans to put this event in place.
- Discussion of repairs to Well #3: Well stopped working; Northway was on-site and will need to pull pump to assess issue. They can tell that the electrical is fine, but they believe there may be a broken shaft in the pump. Motion to fix pump with maximum expense of \$10,000.00 moved by Schantz; seconded by Trumm. All voted aye; motion carried. Public Works Director and Councilor Trumm to oversee repair and expense.
- Discuss nuisance letters: City Clerk and Public Works Director went around and looked at each home in town and reviewed for possible ordinance violations. Thirteen properties were cited, and letters have been prepared and will be sent as an initial courtesy notice. No action needed by council at this time. Will review and provide update at future meeting.
- Discuss insurance policy endorsements: Betterments and improvements endorsement as well as Fraud endorsements to be added to policy. Removing vehicle from policy as no longer owned by the city. Motion moved by Sarazin to edit current policy to add endorsements and remove vehicle; seconded by Mensen. All voted aye; motion carried.
- Discuss updated to bank account information: Records need amended to remove former city employee and former mayor. Motion moved by Sarazin, seconded by Henriksen. All voted aye, motion carried.
- Discuss \$100 utility connection fee per Ordinance 6-56-34: Utility connection fee has not been enforced recently; will try to implement into Data Tech Building Permit module; city administration will proceed with enforcing connection fee unless waived per council approval.
- Motion to adjourn at 8:35 pm moved by Mensen, seconded by Trumm. All voted aye, motion carried.

Danielle Brecht – City Clerk/Treasurer

C. Charles McClintock - Mayor

ACCOUNT:	BALANCE 7/1/18	JULY RECEIPTS	JULY EXPENDITURES	BALANCE 7/31/18	PROPOSED BILLS	ANTICIPATED BALANCE
GENERAL FUND	\$235,716.84	\$10,719.73	\$26,065.40	\$220,371.17	\$5,272.46	\$215,098.71
ROAD USE	\$162,710.73	\$6,418.26	\$5,525.54	\$163,603.45	\$19,965.25	\$143,638.20
EMPLOYEE BENEFITS	-\$4,598.91	\$60.37	\$788.59	-\$5,327.13	\$0.00	-\$5,327.13
EMERGENCY FUND	\$8,181.99	\$30.79	\$0.00	\$8,212.78	\$0.00	\$8,212.78
LOCAL OPTION TAX	\$184,775.08	\$7,077.14	\$0.00	\$191,852.22	\$0.00	\$191,852.22
TIF	\$120,439.44	\$624.49	\$0.00	\$121,063.93	\$0.00	\$121,063.93
DEBT SERVICE	-\$64,651.35	\$222.65	\$0.00	-\$64,428.70	\$0.00	-\$64,428.70
FIRE/COMMUNITY BLD	\$186,469.73	\$0.00	\$0.00	\$186,469.73	\$0.00	\$186,469.73
EQUIPMENT RESERVE	\$399,910.00	\$0.00	\$0.00	\$399,910.00	\$0.00	\$399,910.00
WATER UTILITY	\$191,837.56	\$16,177.88	\$8,883.47	\$199,131.97	\$351.97	\$198,780.00
SEWER UTILITY	\$149,916.22	\$7,611.00	\$12,152.27	\$145,374.95	\$1,063.62	\$144,311.33
STORM SEWER	\$35,584.94	\$703.24	\$0.00	\$36,288.18	\$0.00	\$36,288.18
TOTALS	\$1,606,292.27	\$49,645.55	\$53,415.27	\$1,602,522.55	\$26,653.30	\$1,575,869.25

July Receipts

Township Fire	4,395.84
Property Taxes	924.22
Property Taxes - Insurance	60.39
Franchise Fees	700.23
Beer Liquor Permits	0.00
LOST	7,077.14
Building Permits	414.00
Bank Interest	1,049.76
Misc. Revenue	3,175.29
Refunds/Reimbursements	0.00
Road Use Receipts	6,418.26
Employee Benefits	60.37
Emergency Fund	30.79
Commercial Property Tax Replacement	0.00
TIF Receipts	624.49
Debt Service	222.65
Water Sales	14,782.89
Penalties	537.93
Sales Tax Revenue	857.06
Sewer Sales	7,584.21
Sewer Sales Tax	26.79
Storm Water Charges	700.00
Storm Water Taxes	3.24
Total Receipts	\$49,645.55

Cash and Investment Account Balance as of July 31, 2018

[illegible]