

ALBURNETT CITY COUNCIL

MINUTES OF THE SEPTEMBER 13TH, 2018 REGULAR MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Thursday, September 13th, 2018**, at 7:00 pm in City Hall with Mayor McClintock presiding. Following the Pledge of Allegiance, roll call was taken with the following council members present: Bethany Sarazin, Chester Schantz, and Josh Henriksen. Absent were Councilors Brian Mensen and Joe Trumm. Also present were Public Works Director Guy Trimble, Fire Chief Steve Graham, City Clerk/Treas. Danielle Brecht, Barb Hand, Julie Carson, Mark Carson, Justine Obert, Shawn Obert, Brian Kristiansen, Todd Wager, Annette Comried, Rod Comried, Maurice Anderson, Jeremy Handley, Darin Wickman, Brent Williams, John Cull, Cindy Scott, Melissa Larimer, Brian Scott, Greg Larimer, Darain Heather, Kierra Frimml, Troy Riggs, and Ryan Young.

Approval of Agenda: Motion to approve the agenda as presented was moved by Sarazin, seconded by Henriksen. All voted aye; motion carried.

Sheriff's Report: Service log showing required hours of 43.00, actual hours of 95.2 with 39 calls for service. Councilor Sarazin thanked the sheriff for their extra presence with school starting.

Mayor's Report: Provided update on new fire station, noting that an RFP (request for proposal) is being reviewed and that the RFP will request professional services for the architectural/engineering portion of the project. The Mayor noted that funding is going well. He thanked the Fire Chief for the department's work in securing an E911 grant for install property for the new fire station. The Mayor noted that there has been a change in the date for the fire department golf outing. He also mentioned that he is impressed with the efforts of the council, citizens, fire chief and department for their work in how quickly progress is being made for the new fire station. The Mayor expressed appreciation for the Public Works and Maintenance employees for their work on repainting street lines. He also mentioned the side-surfacing of shoulder rock organized by the Public Works Director by Linn County Secondary Roads. The Mayor addressed those in attendance to remind them of the process for speaking and being recognized to speak during a council meeting.

Council Report:

- Councilor Sarazin: Recognized that there is still work to be done on the website; mentioned that historical agenda and meeting minutes have been posted for the past four years, events have been added to the website calendar. Councilor Sarazin mentioned that the city is working to get e-mail addresses created but are waiting on technical support.
- Councilor Schantz: Thanked citizens for showing up and invited all to come back next month.
- Councilor Henriksen: No report

Citizen Comments - Agenda items: NONE

Citizen Comments - Non-Agenda items: NONE

Written Reports:

- **Public Works:** Guy Trimble reported that the city will be preparing to advertise our old skid loader for sale and should have plan in place by next council meeting; the new skid loader will be ready in November.
- **Fire Department:** Chief Graham reported that the fire department received a \$5,000.00 E911 grant to move radio equipment and purchase new equipment for the new fire station. He also mentioned that the fire department was approved for a \$40,000.00 FEMA grant for the Cascade system. Chief Graham noted that the golf tournament has been moved to Sunday, October 7th due to weather and that there are still four spots open for teams to sign up. The Mayor thanked the chief for the fire department having been present at recent school

events. A citizen requested timeline details on the new fire station progress to which the fire chief replied that the RFP is in the review process and that the hope is to begin building next spring. The citizen also asked if the recent water drainage issues on Roosevelt will affect the new station. The Mayor addressed this by noting the water drainage issue will be addressed later in the meeting per the agenda and that the engineering survey of the land prior to building will report any potential water drainage issues. Councilor Sarazin asked the Fire Chief about report item stating there are computer issues with the fire station's desktop. The City Clerk will work on a quote for a new system and have Mike Givens look at computer in the meantime. Fire Chief asked Councilor Sarazin about fire department website link on website. Councilor Sarazin responded that the Fire Department Facebook page has been uploaded; working to get website uploaded. Councilor Sarazin asked about the Go Fund Me page the fire department is putting together. Chief Graham responded that they recorded a video and are still working to get the page complete.

Consent Agenda: Motion to approve consent agenda, as shown below, moved by Schantz, seconded by Sarazin. All voted aye; motion carried.

- Motion to approve the minutes of 8/9/2018 Council Meetings
- Motion to approve list of bills submitted and added to
- Motion to approve Treasurer's Report/Financials

New Business:

- **Naylor Estates: Water Drainage Issues:** Open discussion and dialog commenced regarding the water drainage issues in the Naylor Estates developments. There were many citizens present who had comments, questions and concerns. Motion moved by Schantz for approval of Public Works Director's time, effort and for city equipment use to help facilitate investigation and possible strategy to fix water drainage issue (not at the expense of the city other than the resources being provided in assistance to the property owners); motion seconded by Sarazin. All voted aye; motion carried.
- **ACDC Club: Special Event Permit Application:** Application was submitted for the 2019 Benefit Days regarding the tractor pull. The permit was vague so that changes can be made, if necessary. Club met with neighbors in the area who would be affected and received no pushback. ACDC received grant to put bathrooms in from county. Water and sewer access to be reviewed for connection. Motion to approve special event permit application for next year's tractor pull as written with knowledge that there may be changes moved by Sarazin, seconded by Henriksen. All voted aye; motion carried.
- **Edit to Agenda – move up agenda item: Discuss Culvert on Roosevelt and possible motion**
 - Public Works Director addressed issue of culvert on Roosevelt not draining quickly enough and backing up; new addition putting extra load on storm sewer. The tube going under Roosevelt is half the size of the tube coming from new addition; need to upsize culvert (FY 2019 project). Motion to seek engineering quote and get plan in place for culvert improvement on Roosevelt moved by Sarazin, second by Henriksen. All vote aye; motion carried.
- **Tobacco Permit Applications:** Motion to approve tobacco permits submitted moved by Schantz, seconded by Sarazin. All voted aye; motion carried.
- **Resolution 09-2018-01, Annual SFR (Street Financial Report):** Administrative report to the state to show how funding has been spent on streets. Motion to approve Resolution 09-2018-01 moved by Sarazin. Roll call taken, all counselors voted aye; resolution approved.
- **Resolution 09-2018-03: Maier's Third Addition Farmstead Split:** Farmstead split outside of city limits but within 2-mile radius. Motion to approve Resolution 09-2018-03 moved by Schantz, second by Henriksen. Roll call taken, all counselors voted aye; resolution approved.
- **Resolution 09-2018-02: Budget Transfers:** Transfer funds per 2018 budgeted transfers that had not yet been made; motion to approve 09-2018-02 moved by Sarazin, second by Schantz. Roll call taken, all counselors voted aye; resolution approved.

- **Linn County Shoulder Rock:** Motion to approve expenditure made for replacing shoulder rock by Linn County Secondary Road moved by Sarazin, second by Schantz. All voted aye; motion carried.
- **Update on Job Description for Public Works:** Salary approvals done last month but job descriptions are now complete; review and next month modify resolution to add Maintenance position to pay scale.

Old Business:

- **Update on Property Purchase:** Complete, waiting on closing date.
- **Update on City Hall Improvements:** LCD screen purchased and set up for council meetings; paint has been purchased, new 2-line phones installed (waiting on USA Communications to install second line), camera purchased but needs returned as it won't function as needed, waiting on landlord to remove trim and doors to take down wall.
- **Update on Portable Stop Sign:** Sign is working well and slowing down traffic.
- **Update to Street Sign Replacement:** List of signs has been noted; City Clerk and Public Works Director to review list and compare with physical addresses to ensure accuracy and submit quote.

Motion to adjourn at 8:27 pm moved by Henriksen, seconded by Sarazin. All voted aye, motion carried.

Danielle Brecht – City Clerk/Treasurer

C. Charles McClintock - Mayor

ACCOUNT:	BALANCE 8/1/18	AUGUST RECEIPTS	AUGUST EXPENDITURES	BALANCE 8/31/18
GENERAL FUND	\$200,368.12	\$1,667.37	\$18,302.06	\$183,733.43
ROAD USE	\$136,219.40	\$10,175.90	\$21,817.40	\$124,577.90
EMPLOYEE BENEFITS	-\$5,327.13	\$0.00	\$1,002.01	-\$6,329.14
EMERGENCY FUND	\$8,212.78	\$0.00	\$0.00	\$8,212.78
LOCAL OPTION TAX	\$171,852.22	\$6,731.33	\$0.00	\$178,583.55
TIF	\$87,063.93	\$13.01	\$0.00	\$87,076.94
DEBT SERVICE	\$41,952.30	\$0.00	\$0.00	\$41,952.30
FIRE/COMMUNITY BLD	\$186,469.73	\$0.00	\$0.00	\$186,469.73
EQUIPMENT RESERVE	\$399,910.00	\$0.00	\$0.00	\$399,910.00
WATER UTILITY	\$194,128.92	\$15,371.44	\$7,492.59	\$202,007.77
SEWER UTILITY	\$133,991.89	\$7,921.46	\$6,726.43	\$135,186.92
STORM SEWER	\$47,668.18	\$701.85	\$0.00	\$48,370.03
TOTALS	\$1,602,510.34	\$42,582.36	\$55,340.49	\$1,589,752.21

AUGUST RECEIPTS:		
Property Taxes		\$39.04
Liquor/Tobacco Permits		\$465.00
LOST		\$6,731.33
Building Permits		\$40.00
Misc. Revenue		\$1,123.33
Road Use Receipts		\$10,175.90
TIF Receipts		\$13.01
Water Sales		\$15,371.44
Sewer Sales		\$7,896.10
Sewer Sales Tax		\$25.36
Storm Water Charges		\$698.50
Storm Water Taxes		\$3.35
<i>Total Receipts:</i>		\$42,582.36

CLAIMS LIST: September 13, 2018

Vendor/Payee	Purpose/Description	Amount
A-1 Rental, Inc.	Trash Pump Rental - Rainwater/flooding pump overhaul	\$ 225.67
Alliant Energy	Utility - Electric, Gas, Light: July	\$ 2,493.28
Alliant Energy	Utility - Electric, Gas, Light: August	\$ 2,499.49
Cedar Rapids Public Library	FY 2018 - 2019 Contract; Quarterly Payment 1 of 4	\$ 1,378.08
City of Marion	Inspections	\$ 180.00
CLIA Laboratory	Certificate Fee	\$ 150.00
Data Tech	Support Calls: MR/UB	\$ 47.50
Des Moines Stamp Mfg. Co.	Notary Stamp - City Clerk/Treas.	\$ 32.40
Gary Holsinger	Rent: September 2018	\$ 700.00
Gazette Communications, Inc.	Publications	\$ 16.88
Gazette Communications, Inc.	Publications	\$ 319.75
Hawkins	Water Testing	\$ 25.00
Hayek, Moreland, Smith & Bergus, LLP	Legal Fees regarding Land Purchase	\$ 2,392.00
Hiawatha Public Library	FY 2018 - 2019 Contract; Quarterly Payment 1 of 4	\$ 760.32
Jeannie Neighbor	Reimb: Summer Flowers (City Beautification)	\$ 152.00
John's Lock & Key	Locksmith Service at City Shop	\$ 100.00
Keystone Laboratories, Inc.	Water Testing	\$ 12.50
Keystone Laboratories, Inc.	Water Testing	\$ 1,490.80
Keystone Laboratories, Inc.	Water Testing	\$ 110.00
Leaf	Copier Lease: August 2018	\$ 20.25
Linn County Firefighter's Association	Annual Dues: 2018	\$ 25.00
Linn County Secondary Road Dept	Shoulder Rock	\$ 3,766.00
Marion Iron, Co.	Portable Stop Sign	\$ 31.50
Marion Public Library	FY 2018 - 2019 Contract; Quarterly Payment 1 of 4	\$ 2,864.22
Midway Outdoor Equipment	Equipment Repair	\$ 60.50
Office Express	Supplies: City Hall, Fire Dept.	\$ 153.76
Sandry Fire Supply	SCBA Flow Testing	\$ 740.25
Steve Graham	Reimb: Mileage, Hotel for Travel to Training	\$ 438.40
US Cellular	Cell Phones, Well Pump Communication	\$ 216.77
USA Communications	Landline/Internet Service	\$ 197.90
VISA (Farmer's State Bank)	See statement for breakdown	\$ 413.24
Wellmark BCBS	Health/Dental Insurance: September and August Retro	\$ 2,567.41
Wex	Fuel (see statement for breakdown)	\$ 393.58
TOTAL:		\$ 24,974.45