

ALBURNETT CITY COUNCIL

MINUTES OF THE OCTOBER 11th, 2018 REGULAR MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Thursday, October 11th, 2018**, at 7:00 pm in City Hall with Mayor Pro-Tem, Bethany Sarazin, presiding. Following the Pledge of Allegiance, roll call was taken with the following council members present: Bethany Sarazin (Mayor Pro-Tem), Brian Mensen, Chester Schantz, Joe Trumm and Josh Henriksen. Absent was Mayor McClintock. Also present were Public Works Director Guy Trimble, Fire Chief Steve Graham, City Clerk/Treasurer Danielle Brecht, Joe Elsinger and Ryan Hosch from MSA Engineering, and Darain Heather.

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

Sheriff's Report: Report was delivered by Linn County Sheriff Officer Tindal. Service log shows required hours of 43.00, actual hours of 80.10 with 31 calls for service. No questions or concerns.

Mayor Pro-Tem's Report: Mayor Pro-Tem reported that Councilor Schantz, the City Clerk, the Public Works director and herself attended a meeting organized by ECICOG regarding Hazard Mitigation and that city's action item is to develop a plan for post-disaster debris removal. The full report will be available through ECICOG in the spring.

Council Report:

- Councilor Mensen: No report
- Councilor Schantz: The city took an inventory of the bank lock box and found that there are abstracts missing. If anyone knows where the abstracts may be located, please let the council know.
- Councilor Trumm: No Report
- Councilor Henriksen: Expressed appreciation for the recent prompt service for the Fire Department.

Citizen Comments - Agenda items: NONE

Citizen Comments - Non-Agenda items: NONE

Written Reports:

- **Public Works:** The Foundation and Lion's Club are looking into putting in an electric sign to replace the current sign by the Fire Station. They are wondering if the city would be willing to partner to pay for the utilities (lights, electric). The issue of dual water meters on one property is in the process of being fixed. Ferguson was in to discuss our water meters which are getting old and will eventually need replacement and what our options are for replacing. Councilor Schantz asked about the progress of the ice-skating rink. The Public Works Director replied that the weather and the new property purchased caused a delay in getting the dirt work started and that he did not want to spend the money on the rink now just to store it for the winter. He also mentioned that he and the City Clerk attended an event put on by Alburnett High School students involved in a Pirate Collaborative, looking to partner with area businesses to see how they could help with projects. The city asked the students to gather input and feedback on what the people of Alburnett would want to see at the park that is being developed next to the new Fire Station.
- **City Clerk:** Noted that training has been scheduled and attended, with continued training scheduled and that this has been beneficial. The Mayor Pro-Tem discussed that she and the clerk are looking at new PC options for fire station to replace old machine currently being used and that we are waiting until Black Friday/Cyber Monday deals to make the best purchase.

- **Fire Department:** Reported that the Fire Department is following up on their grant funding. The golf event fundraiser took place and they raised roughly \$4,800.00. Public Works Director addressed city Christmas tree as it was mentioned in the Fire Chief's report. The council agreed that they are not against putting up a tree and that the Public Works Director will follow-up on finding a tree for the city. Councilor Schantz thanks Fire Chief for turning in fuel receipts as they are important for fuel tax refund and audit purposes.

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

New Business:

- **ACDC Club:** Darain Heather was present on behalf of the ACDC and expressed interest in the old playground equipment behind the City Shop if the city has no use for this equipment. City Council approved the playground equipment (with no current value to the city) to be given to the ACDC (no motion needed as property has no real value and city may otherwise have disposed to such equipment). The ACDC received grant funding for bathroom facilities and there is currently no sewer connection at the diamond. Mayor Pro-Tem Sarazin expressed the opinion that this is a city service and that the city should make the service available. Motion moved by Councilor Mensen to have MSA draw up an estimate to extend the sewer line to the end of Naylor Drive; motion seconded by Henriksen. All voted aye, motion carried.
- **Trick-or-treating hours for Halloween:** Motion to set trick-or-treating hours for Wednesday, October 31, 2018 from 5:00 pm – 7:00 pm moved by Henriksen, seconded by Mensen. All voted aye, motion carried.

Old Business:

- **MSA – Culvert Replacement: Roosevelt Street** - Joe Elsinger and Ryan Hosch from MSA Engineering were present to advise on culvert assessment and replacement project on Roosevelt Street and to provide an estimate for engineering service costs. Motion moved by Councilor Trumm to have MSA begin the project; seconded by Schantz. All voted aye, motion carried.
- **Resolution # 10-2018-01 (City Employee Wage Resolution):** Motion moved by Henriksen to approve revised job descriptions as provided with one change to the Public Works Director for timeline of Required Special Qualifications to be extended from 18 months to 36 months; seconded by Mensen. All voted aye, motion carried. Motion to approve Resolution # 10-2018-01 Setting Employee Salaries for the City of Alburnett for FY 2018-2019 moved by Trumm, seconded by Schantz. Roll call taken, all voted aye. Resolution passed.
- **Update on skid loader sale:** New skid loader delivery pushed back to December but rental unit to be provided to the city at no cost until delivery date. Per City Clerk's research, the city can proceed with sale of current skid loader with no restrictions on the sale other than that the city makes best effort to get fair market value. Motion moved by Henriksen to allow Public Works Director to advertise skid loader for sale on free advertising venues at a price of \$28,000.00 with the understanding that he is to contact the council with any offer/bid lower than this price; seconded by Mensen. All voted aye, motion carried.
- **Update to Street Sign Replacement:** Quote for \$1,038.50 received from Iowa Prison Industries (IPI) to replace the street signs in the city that are in poor shape. Motion moved by Trumm to proceed with purchase as quoted; seconded by Henriksen. All voted aye, motion carried.

Motion to adjourn at 8:22 pm moved by Mensen, seconded by Trumm. All voted aye, motion carried.

CITY OF ALBURNETT

CLAIMS REPORT: 9/13/2018 - 10/11/2018

IOWA ONE CALL	LOCATES	\$ 18.00
USA COMMUNICATIONS	TELECOMMUNICATIONS	\$ 201.11
FARMERS STATE BANK	PROPERTY PURCH-WIRE XFER FEE	\$ 15.00
ALLIANT ENGERY	UTILITIES-TEMP METER BENEFIT DAYS	\$ 41.56
IPERS	IPERS - PAYROLL	\$ 1,524.72
TREASURER - STATE OF IOWA	STATE TAX - PAYROLL	\$ 354.00
MIDWAY OUTDOOR EQUIPMENT	SYN FUEL - FIRE DEPT	\$ 200.00
LINN CO SHERIFF'S OFFICE	POLICE PROTECTION FEE	\$ 4,550.00
US CELLULAR	CITY CELL PHONES / LIFT STA TRANSM	\$ 216.77
DAVE'S SERVICE	VEHICLE MAINT-CITY TRUCK	\$ 80.50
IOWA RURAL WATER ASSOCIAT	RURAL WATER - FALL CONF REG	\$ 150.00
DATA TECHNOLOGIES, INC	CUSTOMER SUPPORT - UB BILLING	\$ 47.50
GAZETTE COMMUNICATIONS	9/13 MEETING MINUTES & CLAIMS	\$ 205.67
STAR EQUIPMENT LTD	TRASH PUMP RENTAL - FLOODING	\$ 221.00
DALE HORAK	TREE REMOVAL - ON CITY PROP	\$ 250.00
LINN CO TREASURER	PROP TAX: 062612900800000	\$ 522.00
VISA	PARTIAL CITY HALL UPDATES	\$ 413.24
GARY HOLSINGER	OCTOBER RENT	\$ 700.00
CITY OF ROBINS	BUILDING INSPECTION FEES	\$ 212.94
WELLMARK BC/BS OF IOWA	OCTOBER HEALTH/DENTAL INS	\$ 1,827.86
IOWA DEPARTMENT OF REVENUE	SALES, WET TAX	\$ 4,591.92
EFTPS	FED/FICA TAX - PAYROLL	\$ 2,294.77
OFFICE EXPRESS	CITY HALL SUPPLIES	\$ 23.95
IA DEPT NATURAL RESOURCES	ANNUAL WATER USE FEE PERMIT	\$ 134.00
JUNGE CENTER POINT	VEHICLE REPAIR/OP-CITY DUMP TK	\$ 366.38
SUMMIT COMPANIES	ANNUAL FIRE EXT SERVICE	\$ 136.50
CITY OF MARION	AUGUST INSPECTIONS	\$ 155.00
SIMMONS PERRINE MOYER BER	PROP PURCH, CITIZEN REQUEST	\$ 55,901.04
LEAF	COPIER LEASE - SEPT	\$ 22.50
WEX BANK	WEX FUEL CHG - CITY/FIRE	\$ 758.27
HAYEK, MORELAND,SMITH &	ATTY FEES - PROP PURCHASE	\$ 1,588.05
TRI-CITY ELECTRIC	SERVICE CALL - WELL #3	\$ 920.00
ISU TREASURER'S OFFICE	NFA CLASS - FIRE CHIEF	\$ 25.00
PAYROLL CHECKS	PAYROLL CHECKS ON 10/01/2018	\$ 6,458.48
CLAIMS TOTAL		\$ 85,127.73
GENERAL FUND		\$ 12,787.70
ROAD USE FUND		\$ 1,786.56
FIRE/COMMUNITY CENTER FUND		\$ 57,135.09
WATER FUND		\$ 8,872.09
SEWER FUND		\$ 4,531.29
STORM WATER FUND		\$ 15.00

CITY OF ALBURNETT

TREASURER'S REPORT

CALENDAR: 9/2018; FISCAL: 3/2019

FUND	TITLE	LAST MONTH ON HAND	REVENUES	EXPENSES	CHANGE IN LIABILITY
001	GENERAL	\$ 184,113.30	\$ 7,502.78	\$ 9,621.83	\$ (379.77)
005	FIRE DEPARTMENT	\$ -	\$ -	\$ -	\$ -
110	ROAD USE	\$ 124,677.27	\$ 9,763.98	\$ 6,026.92	\$ (99.37)
111	I-JOBS	\$ -	\$ -	\$ -	\$ -
112	EMPLOYEE BENEFITS	\$ (6,329.14)	\$ 354.06	\$ 1,155.43	\$ -
119	EMERGENCY FUND	\$ 8,212.78	\$ 188.79	\$ -	\$ -
121	LOCAL OPTION	\$ 178,583.55	\$ 6,731.33	\$ -	\$ -
125	TIF	\$ 87,076.94	\$ 466.68	\$ -	\$ -
200	DEBT SERVICE	\$ 41,952.30	\$ 1,287.00	\$ -	\$ -
301	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -
302	FIRE/COMMUNITY CENTER	\$ 186,469.73	\$ -	\$ 60,364.54	\$ -
303	SOUTH SEWER PROJECT	\$ -	\$ -	\$ -	\$ -
304	STREET PROJECT	\$ -	\$ -	\$ -	\$ -
306	2010 I-JOBS GRANT	\$ (0.06)	\$ -	\$ -	\$ -
308	SEWER LINING	\$ -	\$ -	\$ -	\$ -
310	EQUIPMENT RESERVE	\$ 399,910.00	\$ -	\$ -	\$ -
600	WATER	\$ 202,387.58	\$ 14,516.27	\$ 10,636.83	\$ (379.77)
610	SEWER	\$ 135,575.11	\$ 6,819.48	\$ 4,655.89	\$ (388.27)
740	STORM WATER	\$ 48,370.03	\$ 703.60	\$ 15.00	\$ -
REPORT TOTAL		\$ 1,590,999.39	\$ 48,333.97	\$ 92,476.44	\$ (1,247.18)

ENDING BALANCE	
\$	181,614.48
\$	-
\$	128,314.96
\$	-
\$	(7,130.51)
\$	8,401.57
\$	185,314.88
\$	87,543.62
\$	43,239.30
\$	-
\$	126,105.19
\$	-
\$	-
\$	(0.06)
\$	-
\$	399,910.00
\$	205,887.25
\$	137,350.43
\$	49,058.63
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\$	1,545,609.74