

ALBURNETT CITY COUNCIL

MINUTES OF THE NOVEMBER 8TH, 2018 REGULAR MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Thursday, November 8th, 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, Brian Mensen, Chester Schantz, and Joe Trumm. Absent was Councilor Henriksen. Also present were Public Works Director Guy Trimble, Fire Chief Steve Graham, City Clerk/Treasurer Danielle Brecht, Ryan Hosch from MSA Engineering, Elaine and Gordon Gunn, and Mike and Carson Givens.

Mayor McClintock expressed the appreciation of the city, himself, and the council for all Veteran's who have served our country. He addressed the list of those Veteran's from the Alburnett area whose names and information had been submitted. A Veteran's Day Proclamation by the Mayor was read by Councilor Sarazin and received by Veteran Mike Givens. Also present to receive this proclamation were Elaine Gunn and Gordon Gunn as well as the Mayor himself, a Veteran.

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

Sherriff's Report: Report was delivered by Linn County Sheriff Officer Tindal. Service log shows required hours of 43.00, actual hours of 110.43 with 31 calls for service. No questions or concerns by Mayor or council.

Mayor's Report: Mayor reported on City Hall improvements, including facility and technology improvements. Thanked council for their support for these improvements. Mayor would like to have an Open House in City Hall once improvements have been completed. Clerk is preparing for leave and mayor would like to discuss as old business the purchase of a city laptop for the clerk to utilize for remote work during leave.

Council Report:

- Councilor Mensen: Thank you to Mayor and Councilor Trumm for coming to paint City Hall.
- Sarazin: Also thanked Councilors, Mayor for painting. Website up and running. Would like to work with clerk after leave on newsletter on website.
- Councilor Schantz: Thanked members who painted. Mentioned that himself and clerk met with Speer Financials to review current and potential financial bonding. Provided details on such.
- Councilor Trumm: No Report

Citizen Comments - Agenda items: NONE

Citizen Comments - Non-Agenda items: NONE

Written Reports:

- **Fire Department:** Third part of class signed up for December signed up for \$25. Had a call about a citizen in wheelchair who fell due to sidewalk on Roosevelt where it's heaved. Public Works director responded that he is waiting on concrete contractor. Cable TV – not an option; city getting antenna for station
- **Public Works:** Busy working on City Hall improvements; have had two interested parties in skid loader; pre-prep for taking over during clerk leave; City of Robins staff have heads up; rental skid loader until ours arrives; Marion line painting follow-up; no Christmas tree yet - Fire Chief will check with Doug Kuehl's wife.
- **City Clerk:** Thanked Council Members, Mayor and Public Works director for work on City Hall improvements. Thanked Councilor Sarazin for assistance with stray dog issue.

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

New Business:

- **Review/approve RFP to be submitted for New Fire Station:** Mayor previously sent out RFP for review to fire department, city employees and council. Motion sought to approve the release of RFP which would allow the city to receive professional services regarding the architectural, engineering and construction management of the fire station project. Councilor Sarazin noted that the dates need to be updated; Councilor Schantz noted that the city may seek additional bonding to finance project, if needed. Motion moved by Trumm to approve release of updated RFP, seconded by Mensen. All voted aye; motion carried.
- **Resolution # 11-2018-01 to approve TIF (Tax Increment Financing) Certification:** Motion moved by Sarazin to approve, seconded by Trumm. Roll call was taken, all voted aye. Motion carried, and resolution approved.
- **Review/approve Annual Urban Renewal Report:** Motion moved by Mensen to approve report as submitted, seconded by Trumm. All voted aye; motion carried and report approved.

Old Business:

- **Mayor Addressed previous Old Business:**
 - **City Hall Improvements:** Mayor requested approval of funding for continuation of City Hall improvements for a cost of up to \$5,000.00. Motion moved by Sarazin to approve rest of project, seconded by Trumm; all voted aye, motion carried.
 - **City Purchase of Laptop for Clerk Use (included by mayor as emergency action item due to timing constraints):** To be used during upcoming leave; Councilor Sarazin mentioned that laptop is also necessary for future conferences and training. Motion moved by Trumm to approve purchase of city laptop according to specs for processor and hard drive provided and not to exceed \$1,200; second by Schantz. All voted aye; motion carried.
- **MSA – Review/discuss Culvert Replacement on Roosevelt and Sewer Extension for ACDC Field:** Culvert replacement project is signed, survey is scheduled for November; Sanitary Sewer Extension: cost estimates provided for two options. Discussion on sewer extension ensued. Approval sought for \$5,800.00 amendment to MSA contract to allow MSA to proceed with sewer extension project. Motion moved by Sarazin to approve contract amendment, seconded by Trumm. All voted aye; motion carried.
- **Nuisance Abatement:** Councilor Schantz addressed status of nuisance abatement process; City is waiting on attorney for guidance on proceeding.

Motion to adjourn at 7:56 pm moved by Mensen, seconded by Trumm. All voted aye, motion carried.

Danielle Brecht – City Clerk/Treasurer

Charles C. McClintock, Mayor

CITY OF ALBURNETT

CLAIMS REPORT: 10/12/2018 - 11/08/2018

ALLIANT ENGERY	UTILIIES	\$ 1,984.01	
BANKERS TRUST	GO BOND INTEREST & FEE PYMTS	\$ 17,042.50	
BATTERIES PLUS	AA BATTERIES FOR FIRE DEPT	\$ 28.80	
CITY OF MARION	SEPT INSPECTIONS	\$ 155.00	
DATA TECHNOLOGIES, INC	NEW CLERK: ON-SITE TRAINING	\$ 2,368.95	
DEPARTMENT OF TREASURY	FED/FICA PAYROLL TAXES	\$ 2,280.35	
FERGUSON ENT INC	2-1/2 FLUSHPRO PLUS HOSE	\$ 471.22	
FUTURE LINE HYDRAULICS	EDGE BLADES FOR SNOW PLOW	\$ 972.19	
GARY HOLSINGER	NOVEMBER RENT	\$ 700.00	
HAWKINS, INC	150 LB CHLORINE CYL	\$ 25.00	
IOWA ONE CALL	LOCATES	\$ 10.90	
IPERS	IPERS - PAYROLL	\$ 1,534.20	
KEYSTONE LABS, INC	WATER/WASTE WATER TESTING	\$ 440.00	
KOCH BROTHERS	COPIER CONTRACT FEES	\$ 127.77	
LEAF	COPIER LEASE - OCTOBER	\$ 22.50	
LINN COUNTY TREASURER	PROP TAX INTEREST PYMT	\$ 4.00	
LINN NEWSLETTER	ANNUAL SUBSCRIPTION	\$ 26.00	
SANDRY FIRE SUPPLY, LLC	3 SCBA AIR PACKS	\$ 19,539.00	*approved 10/11/18
SIMMONS PERRINE	PROP PURCH - LEGAL FEES	\$ 957.63	
TREASURER - STATE OF IOWA	STATE TAX - PAYROLL	\$ 357.00	
VISA	CITY HALL UPDATES	\$ 1,358.94	
VISA	CONFERENCE/TRAINING FEES	\$ 604.15	
WELLMARK BC/BS OF IOWA	NOVEMBER HEALTH/DENTAL INS	\$ 1,827.86	
PAYROLL CHECKS	PAYROLL CHECKS ON 11/01/2018	\$ 6,551.20	
	CLAIMS TOTAL	\$ 59,389.17	

Bills added, for approval to be paid:

ALLIANT ENGERY	UTILIIES - Temp Meter (*shut off date)	\$ 4.02
ALTORFER	GENERATOR ANNUAL SRV AGMENT	\$ 1,539.00
HAWKINS, INC	150 LB CHLORINE CYL	\$ 25.00
HAYEK, MORELAND, SMITH & BERGUS, LLP	PROP PURCH - SHIPPING EXP	\$ 28.72
IOWA PRISON INDUSTRIES	STREET SIGNS	\$ 1,036.65
LINN CO FIREFIGHTERS ASSOC	TRAINING MATERIALS (2 BOOKS)	\$ 174.00
LINN NEWSLETTER	10/11/2018 MINUTES & BILLS	\$ 202.40
P&K MIDWEST	OIL - SKID LOADER	\$ 19.53
TRI-CITY ELECTRIC	SERVICE CALLS - WATER/SEWER ALERTS	\$ 230.00
US CELLULAR	CITY CELL PHONES / LIFT STA TRANSM	\$ 217.04
USA COMMUNICATIONS	PHONE/INTERNET SERVICE	\$ 199.74
WEX	CITY FUEL CARD ACCOUNT	\$ 167.30
		\$ 3,843.40

CITY OF ALBURNETT
TREASURER'S REPORT
 CALENDAR: 10/2018; FISCAL: 4/2019

FUND	TITLE	LAST MONTH ON HAND	REVENUES	EXPENSES	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	\$ 181,614.48	\$ 80,160.89	\$ 11,247.32	\$ (1,970.77)	\$ 248,557.28
005	FIRE DEPARTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
110	ROAD USE	\$ 128,314.96	\$ 6,032.41	\$ 1,430.59	\$ (899.96)	\$ 132,016.82
111	I-JOBS	\$ -	\$ -	\$ -	\$ -	\$ -
112	EMPLOYEE BENEFITS	\$ (7,130.51)	\$ 4,535.28	\$ 1,034.39	\$ -	\$ (3,629.62)
119	EMERGENCY FUND	\$ 8,401.57	\$ 2,418.47	\$ -	\$ -	\$ 10,820.04
121	LOCAL OPTION	\$ 185,314.88	\$ 6,731.35	\$ -	\$ -	\$ 192,046.23
125	TIF	\$ 87,543.62	\$ 14,926.14	\$ -	\$ -	\$ 102,469.76
200	DEBT SERVICE	\$ 43,239.30	\$ 17,096.14	\$ -	\$ -	\$ 60,335.44
301	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
302	FIRE/COMMUNITY CENTER	\$ 126,105.19	\$ -	\$ 2,218.05	\$ -	\$ 123,887.14
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	\$ 205,887.25	\$ 15,054.89	\$ 4,407.17	\$ (1,529.93)	\$ 215,005.04
610	SEWER	\$ 137,350.43	\$ 6,214.92	\$ 4,374.38	\$ (460.60)	\$ 138,730.37
740	STORM WATER	\$ 49,058.63	\$ 610.74	\$ -	\$ (3.00)	\$ 49,666.37
REPORT TOTAL		\$ 1,545,609.74	\$ 153,781.23	\$ 24,711.90	\$ (4,864.26)	\$ 1,669,814.81