

ALBURNETT CITY COUNCIL

MINUTES OF THE JANUARY 9TH, 2020 REGULAR CITY COUNCIL MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Thursday, January 9th, 2020**, at 7:00 pm in City Hall with Mayor McClintock presiding. McClintock called the meeting to order and made a change in the order of the agenda to recognize the Linn County Sheriff for the Sheriff's report. Following the report, the Pledge of Allegiance was given, followed by roll call. The following council member were present: Brian Mensen, Bethany Sarazin, Chester Schantz, and Dave Boesenberg. Also present was Steve Graham (Fire Chief), Guy Trimble (Public Works Director), and Danielle Brecht (City Clerk).

Sheriff's Report: Deputy Schmid delivered report – Required hours of 43, actual hours of 109.1 with 28 calls for service. Mayor McClintock recognized and thanked officers for service on Law Enforcement Appreciation Day.

Approval of Agenda: Mayor noted a change to agenda to add item (11-H) for appointment of the clerk. McClintock requested motion to approve agenda as amended. **MOTION** to approve the agenda as amended moved by Schantz, seconded by Mensen. All voted aye (4), motion carried.

Mayor's Report: Employee mid-year reviews were completed in December for clerk and public works director and are available for council review upon request. Reminder of budget workshop on January 14th. Meeting with MGA for fire station on January 22nd at 5:00 pm. Personnel policy manual is nearing completion and will need review by council. Thanked public works director for taking down Christmas tree. Mayor expressed his appreciation of council, staff and has heard many comments on how smoothly things are going in the city.

Council Reports: Mensen – to citizens, with pending snowstorm, please get sidewalks shoveled; please do not throw snow back into the street. Sarazin – *Mayor thanked Councilor Sarazin for her work on several boards on behalf of the city. Sarazin noted budget meeting was held for county commission and E911 budget meeting to be held in March. Sarazin also thanked staff for modifying verbiage on water payment box to provide better clarity. Schantz – no report; Boesenberg – no report.

Citizen Comments - Agenda items: None

Citizen Comments - Non-Agenda items: None

Written Reports:

- **Fire Department:** Chief Graham requested approval for firefighter to attend firefighter school in Ames. **MOTION** by Schantz to approve Nate Graham to attend firefighting school in Ames at a cost of \$125 for two days plus expenses; seconded by Sarazin. All voted aye (4), motion carried.
- **Public Works:** No add'l comments/questions.
- **City Clerk:** No add'l comments/questions.

Consent Agenda: Minutes from 12/10 council meeting, list of claims, Financials/Treasurer's Reports. Bills added were Woodward Community Media in the amount of \$183.81 for publications; City of Robins in the amount of \$212.94 for building inspections; Batteries & Bulbs/Batteries Plus in the amount of \$28.80 for fire department pager batteries.

MOTION to approve consent agenda including bills added moved by Sarazin, seconded by Mensen. All voted aye (4), motion carried.

New Business:

- **Fire Dept: Request for purchase – medical bags:** Chief Graham discussed request to purchase 4 new medical bags for trucks 139 & 136 for a total of \$1,041.78; **MOTION** by Boesenberg to approve purchase request as submitted; seconded by Sarazin. All voted aye (4), motion carried.

- **Discuss transfer from Reserve to Capital Project Fund - Fire Station:** RESOLUTION #01-2020-3: Resolution to Transfer; Discussion to transfer \$100,000.00 from reserve fund to fire station capital project fund for the purchase of the new station. **MOTION** by Schantz to approve \$100,000.00 transfer from reserves into the fire station project fund; seconded by Sarazin; *Roll call vote:* Mensen (aye); Sarazin (aye); Schantz (aye); Boesenberg (aye). Motion carried.
- **RESOLUTION #01-2020-1: Resolution Naming Official Publication;** Discussion relating to administrative process of naming official paper for publication; **MOTION** by Sarazin to approve Resolution #01-2020-1; seconded by Mensen. *Roll call vote:* Mensen (aye); Sarazin (aye); Schantz (aye); Boesenberg (aye). Motion carried.
- **RESOLUTION #01-2020-2: Resolution Naming Depositories;** Discussion relating to administrative process of approving financial institution and not-to-exceed maximum; **MOTION** by Mensen to approve Resolution #01-2020-2; seconded by Boesenberg. *Roll call vote:* Mensen (aye); Sarazin (aye); Schantz (aye); Boesenberg (aye). Motion carried.
- **Motion to set date for Public Hearing: City of Alburnett FY21 Maximum Property Tax Levy:** Discussion relating to Maximum Property Tax Levy and requirement for public hearing; **MOTION** by Schantz to set public hearing for FY21 Maximum Property Tax Levy on February 13th, 2020 at 7:00 pm; seconded by Mensen. All voted aye (4), motion carried.
- **Linn County Sheriff contract review:** Discussion of FY21 contract with increase of \$1/required hour, with current contracted hours of 43/month for a FY21 total of \$19,092. **MOTION** by Mensen to approve contract as presented with increase; seconded by Schantz; All voted aye (4), motion carried.
- **Discuss TownCloud agenda software/app:** Discussion to approve TownCloud service for agenda/minutes app at a cost of \$50/month. **MOTION** by Sarazin to approve TownCloud service; seconded by Mensen. All voted aye (4), motion carried.
- **Appointment of City Clerk:** (amendment to agenda) Discussion relating to administrative process to appoint City Clerk for two-year term per section 2-9-10. **MOTION** by Schantz to appoint Danielle Brecht as City Clerk for two years; seconded by Boesenberg. *Roll call vote:* Mensen (aye); Sarazin (aye); Schantz (aye); Boesenberg (aye). Motion carried.

Old Business:

- **Board of Adjustments, Planning & Zoning:** Discussion of appointment to update committees. Mayor stated nominees for each committee prior to discussion/approval of appointment. Board of Adjustments: Cam Ford, 3-year appointment; Kristina Smith, 3-year appointment; Todd Wagner, 3-year appointment; Nate Soukup, 2-year appointment; TJ West, 2-year appointment. **MOTION** by Sarazin to approve those names as submitted for the Board of Adjustment; seconded by Boesenberg. All voted aye (4), motion carried. Planning & Zoning: Brent Williams, 3-year appointment; Josh Henriksen, 3-year appointment; Jim Carver, 3-year appointment; Greg Larimer, 2-year appointment; Brad Coats, 2-year appointment. **MOTION** by Schantz to approve those names as submitted for the Planning & Zoning; seconded by Mensen. All voted aye (4), motion carried.
- **Ordinance change review: Chapter: 46 – Animals:** Discussion relating to updating current city ordinance relating to animals. *Tabled pending clarification.*
- **Building Permit: Contract with Linn County:** Discussion followed regarding public hearing required to amend ordinance and update building code to refer to Linn County's building code and possible administrative fee to be included on permits. **MOTION** by Sarazin to set public hearing on February 13th at 7:00 pm for Chapter 28-Building Code Ordinance Amendment; seconded by Mensen. All voted aye (4), motion carried.
- **Otter Creek Township: 28-E Agreement Review:** Discussion followed regarding updated 28-E Agreement between City and Otter Creek Township for Fire Protection Service.

- **Fire Station Update:** We have received about \$100,000 in fundraising. Bids should go out soon and we are looking to break ground in April.
- **Motion to adjourn: MOTION** to adjourn moved by Mensen, seconded by Boesenberg. All voted aye (4), motion carried. Meeting adjourned at 7:51 pm.

Danielle Brecht, City Clerk

C. Charles McClintock, Mayor