



NOTICE OF PUBLIC MEETING

City Council Meeting Minutes Thursday Aug 11th, 2022 @ 7:00 PM City Hall - 103 E 1st St

The City Council of the City of Alburnett, Iowa met in regular session, Thursday, Aug 11th, 2022, at 7:00 pm at City Hall with Mayor Bethany Sarazin presiding. Sarazin called the meeting to order at 7:00 pm.

Following the Pledge of Allegiance, roll call was taken with the following council members present Joe Trumm, Dave Boesenberg, Chester Schantz, TJ West. Council member Chris Meyers was not present.

Approval of Agenda: Mayor Sarazin called for a motion to approve the agenda. Moved by Schantz second by Trumm. Motion Approved. All Ayes. West not present. (4) Motion Carried.

SHERIFF'S REPORT: No deputy present to give report. Sarazin noted required hours met of 43 hours and 23 calls for service.

MAYOR'S REPORT: Mayor Sarazin gave report, noting the following items: (A.) New water rates go into effect as of Sept 1, 2022. We will post on social media and website. Mayor thanked staff for all they had accomplished.

Council comments: Nothing from West, Boesenberg, or Trumm. Schantz thanked all the maintenance crew for all the cleanup completed on the public works shop.

CITIZENS COMMENTS – Agenda related: None Non-Agenda related: None

WRITTEN REPORTS: Fire Department – Chief Graham present. We no longer have any cadets.

Public Works Department: Guy Trimble not present. Nothing to add.

Clerks Report: Nothing to add.

CONSENT AGENDA: Approved minutes from previous agenda, list of bills, Claims Report



CITY OF ALBURNETT

CLAIMS REPORT: 7/14/2022 - 08/14/2022

VENDOR	REFERENCE	AMOUNT
ABC	GARBAGE	\$ 65.78
ALLIANT ENGERY	UTILITIES	\$ 2,649.37
AVESIS VISION INSURANCE	EE VISION INSURANCE	\$ 21.08
BLUEGRASS	GRASS SEED	\$ 248.22
CHRIS SHELBY	MILEAGE REIMBURSEMENT	\$ 169.23
CINTAS	FIRE DEPT - MEDICAL SUPPLIES	\$ 142.35
CONNIE HELMS	CLERK SERVICES	\$ 330.00
Culver's Lawn and Landscape	LANDSCAPING FD	\$ 3,752.77
DAVES AUTO SERVICE	LAWN MOWER REPAIR	\$ 230.25
DEPARTMENT OF TREASURY	PAYROLL: FED/FICA TAX/EFTPS	\$ 3,156.68
DNR	ANNUAL WATER DUES	\$ 210.00
ESRI	YEARLY DUES	\$ 850.00
GARY HOLSINGER	CITY HALL RENT	\$ 785.00
HANDLEY DIRT WORK PLUS	STORM SEWER EXTENSION PROJECT	\$ 1,170.63
HAWKEYE ELECTRIC	ANNUAL GENERATOR DUES	\$ 825.00
HAWKINS	CLORINE CYLINDER FOR WATER	\$ 60.00
HEAVY EQUIPMENT	MAINTENANCE SUPPLIES	\$ 360.53
HR GREEN	GIS MANAGEMENT STUDY	\$ 9,717.25
IDR	SEWER SALES TAX	\$ 33.38
IMWCA	WORK COMP	\$ 1,184.00
IOWA ONE CALL	LOCATE	\$ 44.10
IPERS	PAYROLL: IPERS	\$ 1,744.09
JC TOWING	TOWING FIRE TRUCK	\$ 350.00
KEYSTONE LABS, INC	WATER/WASTEWATER TESTING	\$ 549.25
KOCH	PRINTER LEASE	\$ 182.30
LINN CO SHERIFF'S OFFICE	POLICE PROTECTION FEE	\$ 5,031.00
MARION IRON CO.	STEEL PLATE	\$ 22.20
MENARDS	PAINT AND SUPPLIES	\$ 131.25
MIDWAY SUPPLY CO	OIL AND SPARK PLUG	\$ 46.67
NEIGHBOR INSURANCE	INSURANCE RENEWAL	\$ 18,078.00
OFFICE EXPRESS	CITY HALL / SUPPLIES	\$ 243.32
PAYROLL	PAYROLL	\$ 11,376.06
SCHIMBERG CO.	ORANGE MARKER PAINT (REPAIR)	\$ 92.88
SHERWIN-WILLIMAS	PRIMER AND PAINT	\$ 147.68
SIMMONS PERRINE MOYER BERGMAN	LEGAL SERVICES	\$ 1,498.50
SPRAY-LAND USA	PAINT SUPPLYS	\$ 28.40
TOWNCLOUD, INC	AGENDA SOFTWARE	\$ 50.00
TREASURER - STATE OF IOWA	STATE TAX	\$ 406.00
US CELLULAR	MAINTENANCE CELL PHONE	\$216.46
USA COMMUNICATIONS	PHONE/INTERNET	\$ 12.32
VISA - CC	CLERK EXPENSES/POSTAGE	\$ 590.61
VISA - PW	PW EXPENSES	\$ 3,350.15
WELLMARK BC/BS OF IOWA	HEALTH INS	\$ 894.21
WET	WATER EXCISE TAX	\$ 825.36
WEX BANK	FUEL CARD MONTHLY	\$ 520.90
WOODWARD COMMUNITY MEDIA	PUBLICATIONS	\$ 171.56
Accounts Payable Total		\$ 72,564.79
PAYROLL: 8/1/2022 (July Wages)		\$11,376.06
***** REPORT TOTAL *****		\$ 72,564.79
GENERAL		\$ 322,417.13
ROAD USE		\$ 67,849.25
EMPLOYEE BENEFITS		\$ (232.36)
WATER		\$ 205,354.52
SEWER		\$ 158,488.80
TOTAL FUNDS		\$ 753,877.34

**all invoices and expense breakdowns are available for review upon request at City Hall (cityclerk@alburnettia.org or 319-842-2692)

Mayor Sarazin called for a motion to approve the consent agenda. Moved by Boesenberg second by West. Motion Approved. All Ayes. West not present. (4) Motion Carried. List of bills and claims.



NEW BUSINESS:

- a.) Special Event Requests ACDC: Leslie H. : Sept. 18th softball and farmer's market at the ACDC diamond. Wants to expand from a one day to a two-day tournament for 17th and 18th. Permit will be for event only with no alcohol and concession run by the Diamond Club.
Moved by Schantz second by Boesenberg. Motion Approved. All Ayes. West not present. (4) Motion Carried.

(a.2) Second request by ACDC : Special event request for Oct. 1 movie event. This date was selected due to the postpone event that occurred on benefit day. Two options presented. (Option 1): Permit will be for movie showing event only with no alcohol and concession run by the Diamond Club. (Option 2): If weather conditions prevent event from happening, the movie event will be moved to the new firehouse. Community room free to nonprofit but still need to put down a deposit to hold.

Moved by Trumm second by West. Motion Approved. All Ayes. West not present. (4) Motion Carried.

- b.) Steve G. - Discuss FD request to have Jackson and Steve take classes at CITA fire school at Kirkwood in September. Steve stated he would not take the lessons but Jackson does want to take. Cost: \$55 per class. 2 day event.

Moved by Trumm second by Boesenberg. Motion Approved. All Ayes. West not present. (4) Motion Carried.

- c.) City Clerk - Discuss moving from Gworks to ClerkBooks. Discussed at length in July's meeting. Yearly saving and overall functionality improved with better efficiencies with a robust and intuitive program. Request to approve the purchase of Clerkbooks with a September implementation with fee of 13540.00 accepting annual fee of \$1216.00 and additional training support.

Moved by Schantz second by Trumm. Motion Approved. All Ayes. West not present. (4) Motion Carried.

- d.) Discuss bank reconciliation process and potential Gworks Project. Request to have Gworks project team come in and balance out the bank reco and accounts in preparation for Clerkbooks handoff.

Moved by Trumm second by West. Motion Approved. All Ayes. West not present. (4) Motion Carried.



- e.) City Hall Renovation Project: Martin Garnder Architecture Contract. Request for local contractor Tom to submit invoice for his time. Request to have engineer team provide support for bids, engineering and specs for renovation. Lease up in Jan.

Moved by Trumm second by Schantz. Motion Approved. All Ayes. West not present. (4) Motion Carried.

- f.) Discuss quote to televise sewer lines. Found some clay sewers and suspect of sewers leaking. Request to approve quote to have sewer lines televised.

Moved by Schantz second by Boesenberg. Motion Approved. All Ayes. West not present. (4) Motion Carried.

- g.) Discuss website hosting and support. Current website is hosted but vendor would like to move away from web hosting. GoDaddy and NameCheap. Both companies will help migrate. Council discussed needing to know who uses NameCheap and recommendations before moving forward.

- h.) Discuss acquiring on license for Adobe Acrobat Pro. At \$261 a year. Worth the price: less paper production, email and digital signatures included, and eventual move to council meetings available on Chrome books.

Moved by Trumm second by West. Motion Approved. All Ayes. West not present. (4) Motion Carried.

OLD BUSINESS:

- a.) Discuss contract with Linn Building Department for rental inspections and property maintenance inspections.

Discussion was had to determine if safety was in place. Request for Luke to come back and see if checklist was finalized or not. Council requested to get a finalized list from Linn County before moving forward. Clerk will reach out to Luke. Moved to Sept.

- b.) Discuss Fire Department swimming pool filling policy. \$250 for the initial fill and \$250 for additional loads. Request to put policy in place for residence to use to fill swimming pools using Fire Department truck water. Forms will be available at city hall to complete.

Moved by Boesenberg second by Schantz. Motion Approved. All Ayes. West not present. (4) Motion Carried.

- c.) Discuss Donation Agreement with Fire Association and Otter Creek Township
Waiting to talk to the association and leave on old business.



- d.) 229 N. Main Ave. Property Maintenance and Ordinance Violation (Junk Vehicles): council is requesting building permit by Linn-County get 30 days to complete the work. Needs to be completed prior to Sept. 8th Motion to approve extending timeline to complete work to Sept. 8th Work must be completed and junk rectified per ordinance as the property is on final warning.

Moved by West second by Trumm. Motion Approved. All Ayes. West not present. (4) Motion Carried.

FINAL COMMENTS/DISCUSSION: Dave Boesenberg, TJ West, Chester Schantz, Joe Trumm all saying nothing to add. Council member Chris Myers was not present.

Schantz asking Chief Steve if we can create an agreement between Alburnett and Central City for FD cooperation to cover cost of Alburnett going over to Central City.

Trumm – Do we need to follow up with the grant for sidewalk? Clerk will research.

West – Might be out next two meetings.

Steve Chief – Working to obtain grant. If grant is awarded, they would like to spend the funds on a pumper tank.

MOTION TO ADJOURN:

Moved by Trumm second by Boesenberg. Motion Approved. All Ayes. West not present. (4) Motion Carried.

_____ City Clerk Signature

_____ Mayor Signature