



## NOTICE OF PUBLIC MEETING

City Council Meeting Minutes Thursday Jan 12th, 2023 @ 7:00 PM City Hall - 103 E 1st St

The City Council of the City of Alburnett, Iowa met in regular session, Thursday, Jan 12th, 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, TJ West, Chester Schantz, Chris Myers, and Dave Boesenberg.

**Approval of Agenda:** Mayor Sarazin called for a motion to approve the agenda.

Moved by Myers second by West. Motion Approved. All Ayes. (5) Motion Carried.

**SHERIFF'S REPORT:** 43 hours met. 29 Total calls.

**FIRE CHIEF REPORT: Acting Chief not present. Full report provided. 12 calls.**

**MAYOR'S REPORT:** Mayor Sarazin gave report. Turnover in the fire department. Two new officers. Ron Hoover acting chief, Craig Titler assistant.

### COUNCIL COMMENTS:

Trumm- Nothing to report.

Boesenberg – Nothing to report.

Schantz – Nothing to report.

Myers – Nothing to report

West – Nothing to report

### CITIZENS COMMENTS – Agenda related:

Agenda related items:

- None Non-Agenda related: Jeanie Neighbor, representing Lions Club. Trail and sign funds left over. Lions club would like to give extra funds to the city to be used on the area around digital sign or the trails. Wants specifically to be used for green space or trail and no other use.

### WRITTEN REPORTS:

Fire Department – Acting Chief Hoover is not present. Written report, training, logs, and minutes in packet. Need replacement AUD's.

Public Works Department: Guy Trimble present. Couple additions to add. Transformer – welder generator purchased, hook up to the lift station, need new one that has the right voltage. Found a



company that will make a transformer but \$2665 cost. Dans recommendation to purchase due to we can't back up this lift station without generator. Possible to replace the pumps.

Guy – discussed moving and leaving the city. Flexible.

Clerks Report: Chris Shelby present. **International Institute of Municipal Clerks (IIMC)** also has a certification

Treasurer's Report: Chris Shelby present nothing to add.

**CONSENT AGENDA:**

Previous minutes from 12/9/22 in packet.

City of Alburnett Claims Report

**CITY OF ALBURNETT**  
*CLAIMS REPORT: 12/11/2022- 1/10/22*

<i>VENDOR</i>	<i>REFERENCE</i>	<i>AMOUNT</i>
ABC	GARBAGE	\$ 65.78
ALLIANT ENGERY	UTILITIES	\$ 3,972.97
ARNOLD MOTOR SUPPLY	SNOW REMOVAL/REPLACEMENT	\$ 153.29
CINTAS	FD SUPPLIES	\$ 97.11
CUSTOM HOSE	SNOW REMOVAL HOSE REPLACEMENT	\$ 9.30
DIANE KENT 31902	REFUND FOR UNUSED SERVICES	\$ 1,000.00
DEPARTMENT OF TREASURY	PAYROLL: FED/FICA TAX/EFTPS	\$ 152.40
GUY TRIMBLE	BONUS	\$ 750.00
GARY HOLSINGER	CITY HALL RENT	\$ 785.00
BATTERIES PLUS	FD BATTERIES	\$ 33.85
HAWKINS INC.	CLORINE	\$ 60.00
MICROBAC	WATER ANAYLISIS	\$ 352.75
IMWCA	WORK COMP	\$ 1,184.00
IPERS	PAYROLL: IPERS	\$ 2,530.83
KEYSTONE LABS, INC	WATER/WASTEWATER TESTING	\$ 95.50
UECO	FIRE HYDRANTS	\$ 8,312.82
MARTIN GARNDER ARCHITCTURE	ENGINEERING	\$ 13,288.37
NORTHERN LIGHTS DISPLAY	HOLIDAY LIGHTS	\$ 8,465.88
THE POWDER SHOP	POWDER COATING	\$ 200.00
MENARDS	MAINT SUPPLIES	\$ 203.10
OFFICE EXPRESS	FD SUPPLIES TOLIET/KITCHEN	\$ 266.72
PAYROLL	PAYROLL	\$ 16,357.60
ROTO ROOTER	CAMERA CRAWLER	\$ 472.50
RACOM CORPORATION	FD CAMERA SERVICED	\$ 500.00



SPMB LAWYER	LAWYER FEES	\$ 388.50
STATE CHEMICAL	CHEMICALS FOR FD	\$ 210.77
APARATUS TESTING	ANNUAL FIRE PUMP CERT TEST	\$ 646.25
NEIGHBOR INSURANCE	INSURANCE ADDED TO SIGN	\$ 29.00
US CELLULAR	MAINTENANCE CELL PHONE	\$ 243.62
USA COMMUNICATIONS	PHONE/INTERNET	\$ 93.12
VISA - CC	CLERK EXPENSES/POSTAGE	\$ 639.14
VISA - PW	PW EXPENSES	\$ 86.33
WELLMARK BC/BS OF IOWA	HEALTH INS	\$ 1,630.04
WENDLING QUARRIES	GRAVEL/SAND	\$ 321.77
WET	WET	\$ -
WEX BANK	FUEL CARD MONTHLY	\$ 854.93
WOODWARD COMMUNITY MEDIA	PUBLICATIONS	\$ 351.78

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<b>Accounts Payable Total</b>		<b>\$ 64,805.02</b>
PAYROLL: 11/1/2022 (Nov Wages)	\$16,357.60	
<b>***** REPORT TOTAL *****</b>		<b>\$ 64,805.02</b>

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APPROVAL OF CONSENT AGENDA:

List of Bills

Claims

**Moved** by Schantz second by Trumm. Motion Approved. All Ayes. (5) Motion Carried.

New Business:

a. Presentation on plans and budget for the City Hall Relocation project and approval to release for public bid.

Brian Stark from MGA – presenting. 240 – 264,000 10% contingency. \$5000 allowance. Minor unforeseen come up. Change order remainder amount will go back to the city if not used. Approximate 4-5 months for construction time frame. Grant received. Tues Jan 31<sup>st</sup>. Feb 6<sup>th</sup> bid opening. Will present bids on the 9<sup>th</sup>.

b. **Set a public hearing on the plans**, specifications, and budget for the City Hall Relocation Project at the February council meeting. 9<sup>th</sup>. 7pm at City Hall.

**Moved** by Schantz second by Myers. Motion Approved. All Ayes. (5) Motion Carried.



c. Discuss right of way east second St.

Issue with landowners in house next to the new build on Main. Property owner of new build has requested needs access to the building to build and unload trucks. The residence on the north have been parking vehicles on the right of way. PW has requested that they move their vehicles. Suggestion: make a 24 ft wide gravel through the center of the right of way. Could seal coat in future.

PW will get some quotes.

d. Discuss interest earned/investments dispositioning.

Council recommendation: Short and renew. No longer than 12 months. CD interest to go to fund to future development.

e. Discuss purchase of two new radar signs. Need permission to purchase. 2 radar signs

**Moved** Boesenberg by second by Trumm. Motion Approved. All Ayes. (5) Motion Carried.

f. Discuss the fee charge for accepting a credit card as a payment for utilities.

i. Current charge is 3.8% from QuickBooks.

ii. Option 2: Flat fee \$4.00

Council recommended can continue to take payments with credit card at current 3.8% until online website functionality is built.

**Moved** Myers by second by Boesenberg. Motion Approved. All Ayes. (5) Motion Carried.

g. Discuss forming City Personnel Committee

Evaluate current job descriptions, pay scales, future of city and what structure looks like.

Two volunteers. February and March. Myers and Trumm volunteered.

h. Discuss Hiawatha fire truck purchase.

Mutual aid township vehicle. No action tonight. Meet with township to discuss.

i. Discuss continuation of Linn County Sheriff contract – accepted increase one dollar. 10 hours a week instead of 11 hours a week.

**Moved** Shantz by second by Trumm. Motion Approved. All Ayes. (5) Motion Carried.

j. Discuss cutting the ash tree down. Hire Randy tree service. Quote provided.

**Moved** Trumm by second by Myers. Motion Approved. All Ayes. (5) Motion Carried.

1.) Discuss green space proposal – Loop in the park committee.

k. Discuss Appointment of Clerk/Treasurer - (Currently Chris Shelby) –

**Moved** Trumm by second by Myers. Motion Approved. All Ayes. (5) Motion Carried.

m. Discuss Appointment of City Attorney – Agreed to Continue to use Simmons Perrine Moyer Bergman PLC – Brian Fagan

**Moved** Myers by second by Trumm. Motion Approved. All Ayes. (5) Motion Carried.

n. Designate Place for Official Publications - (Currently Linn News, FSB, City Hall, Post



Office) Keep current designation.

**Moved** Boesenberg by second by West . Motion Approved. All Ayes. (5) Motion Carried.

o. Designate Official Depositories (Currently FSB) Keep current designation.

**Moved** Shantz by second by Trumm. Motion Approved. All Ayes. (5) Motion Carried.

p. Discuss Appointments - Planning and Zoning (Currently Brent Wiliams, Jim Carver, Josh Henriksen.) Keep current appointments.

**Moved** Shantz by second by Myers. Motion Approved. All Ayes. (5) Motion Carried.

q. Discuss Appointments - Board of Adjustments (Currently Cam Ford, Kristina Smith, Todd Wagner) Keep current appointments.

**Moved** West by second by Trumm. Motion Approved. All Ayes. (5) Motion Carried.

r. Set FY24 Max Property Tax Levy public hearing. February 9<sup>th</sup> at 7pm at City Hall.

**Moved** Trumm by second by Myers. Motion Approved. All Ayes. (5) Motion Carried.

s. Set date/time for FY24 Budget Workshop(s)

- 1.) Budget workshops. Thursday Jan 19<sup>th</sup> City Hall. 7pm
- 2.) Second meeting 30<sup>th</sup> 7pm

a. 16. Old Business: No old business to discuss.

Final Comments/Discussion – None

Motion to Adjourn - **Moved** Boesenberg by second by West. Motion Approved. All Ayes. (5) Motion Carried.