



## NOTICE OF PUBLIC MEETING

City Council Meeting Minutes Thursday March 9th, 2023 @ 7:00 PM City Hall - 103 E 1st St

The City Council of the City of Alburnett, Iowa met in regular session, Thursday, March 9th, 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. All in Attendance.

**Approval of Agenda:** Mayor Sarazin called for a motion to approve the agenda with amendment to agenda section 14. Added 14a to Consent Agenda to approve minutes from Special Council Meeting 2/13/2023.

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

**SHERIFF'S REPORT:** 43 hours met. 24 Total calls. Deputy present gave report.

Public hearing for the FY24 Budget and Certification of Taxes:

Mayor Declared public hearing open.

Proof of publication. No comments no questions from public to the Clerk. No further comments or discussion. Mayor declared public hearing closed.

**FIRE CHIEF REPORT:** Acting Chief Ron Present. Full report provided. 3 calls in Feb.

**MAYOR'S REPORT:** Mayor Sarazin gave report. Recognized Public Works Director Guy for dedication both to job and community. Will be greatly missed.

Recodification complete. Public hearing in April 13<sup>th</sup> at 7 pm at City Hall.

City Hall update: New City Hall Project on track.

### **COUNCIL COMMENTS:**

Trumm- Nothing to report.

Boesenberg – Nothing to report.

Schantz – Public Works Director Guy will be missed and has been a huge asset to the community.

Myers – Thanked Public Works Director for a great job and his family will be missed.



West – Nothing to report.

**CITIZENS COMMENTS** – Agenda related: No comments.

- None Non-Agenda related: No comments.

**WRITTEN REPORTS:**

Fire Department – Acting Chief Hoover present. No additions to report. Needs budget amounts.

Public Works Department: Guy Trimble present. Update the pumps and panel at the pumps.  
Quote for April meeting transfer switch \$31,100.00 Plus \$2600 + electrician cost.

Clerks Report: Chris Shelby present. Nothing to add to report.

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

**CONSENT AGENDA:**

Previous minutes from 2/9/23 in packet.

List of Bills

Claims



**CITY OF ALBURNETT**

*CLAIMS REPORT: 2/10/2023- 3/9/23*

<i>VENDOR</i>	<i>REFERENCE</i>	<i>AMOUNT</i>
ABC	GARBAGE	\$ 65.78
ALLIANT ENGERY	UTILITIES	\$ 3,538.53
ARNOLD MOTOR	HYDRO FLUID/SOLENOID	\$ 169.01
AUDITOR OF STATE	EXAMINATION FEE/AUDIT	\$ 1,500.00
CHRIS SHELBY	MILEAGE	\$ 221.39
CINTAS	AED MONTHLY/ READY RIP 2IN	\$ 452.17
CLERK BOOKS	NEW CHECKS	\$ 167.04
DAKOTA SUPPLY GROUP	SNOW GUARD/BLADES	\$ 1,061.50
DEPARTMENT OF TREASURY	PAYROLL: FED/FICA TAX/EFTPS	\$ 3,340.08
FERGUSON WATERWORKS	METER REPLACEMENT	\$ 1,152.44
FUTURELINE	BOSS POUND VIBRATOR/ SNOW	\$ 244.02
GARY HOLSINGER	CITY HALL RENT	\$ 805.00
GUY TRIMBLE	MILEAGE	\$ 170.30
HAWKINS INC.	CLORINE	\$ 1,544.50
IMWCA	WORKMANS COMP (PAID OUT UNTIL 6/23)	\$ -
IPERS	PAYROLL: IPERS	\$ 1,981.28
IRS	YEAR END TAX ADJUSTMENT	\$ 437.70
KIRKWOOD	BILL VALKA - BLS CLASS	\$ 9.00
LIBRARY	3RD INSTALLMENT	\$ 2,000.00
MARION IRON WORKS	METAL TUBE SHOP	\$ 316.14
MENARDS	NEW SHOP BENCH	527.19
MGA	CITY HALL RELOCATION PROJECT	\$15,856.41
PAYROLL	PAYROLL	\$13,412.22
RADAR SIGN	RADAR SIGNS	\$ 6,830.00
SIMMERING-CORY&IOWA CODIFICATION	RECODIFICATION	\$ 1,250.00
SOLID WASTE	GARBAGE	\$ 20.84
US CELLULAR	PHONES/TABLET	\$ 415.60
USA COMMUNICATIONS	LANDLINE/INTERNET FD/CH	\$ 87.39
US POSTAL OFFICE	YEARLY PERMIT ACCOUNT FEE	\$ 1,800.00
VISA - CC	CLERK EXPENSES/POSTAGE	\$ 1,496.05
VISA - PW	PW EXPENSES	\$ 1,203.62
WELLMARK BC/BS OF IOWA	HEALTH INS (CURRENT CR 724.46)	\$ 646.42
WENDLING	SAND	\$ 73.28
WET	WET (CURRENT CR 110.36)	\$ 924.26
WEX BANK	FUEL CARD MONTHLY	\$ 667.53
WOODWARD COMMUNITY MEDIA	PUBLICATIONS	\$ 218.73
ZIPPYS	SALT FOR ROADS	\$ 614.64
<b>Accounts Payable Total</b>		<b>\$65,220.06</b>
PAYROLL: 11/1/2022 (Nov Wages)	\$13,215.10	
<b>***** REPORT TOTAL *****</b>		<b>\$65,220.06</b>



## Amended minutes for Special Council Meeting held 2/13/2023

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

### New Business:

- a. Special Event Permit Car Show – Tom Wagner  
Fire Department and Lions Club will run the Car Show. Map of Special Event Permit in Alburnett provided, IA Fire Association is trying to recruit people to help out with car show. Date to hold car show is June 17<sup>th</sup> 2023. Rain out day is 18<sup>th</sup>. Permit approval tabled by council until insurance is provided.
- b. Discuss Affidavit Operator – Kene Shoop was selected as Affidavit Operator for the City of Alburnett water and wastewater systems interim until further notice.

**Moved** by Schantz second by Myers . Motion to hire Kene Shoop Approved. All Ayes. (5) Motion Carried.

- c. Medical Response vehicle Purchase details – Ron Hoover  
Need a medical response vehicle – SUV. Discussed cost – Fire Fighter Association and Otter Creek Township have agreed to contribute up to 80,000 dollars to be placed in care of The City of Alburnett for the purchase of the medical response vehicle. Treasurer Chris Shelby stated 20,000 from the cities equipment reserve fund can be used to purchase apparatus title, taxes, insurance, ownership, lights to outfit the new vehicle. City will need a deposit to proceed and reimbursement from Fire Fighters Association and Otter Creek Township. 80,000 limit was set on the vehicle purchase.

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

- d. Fire Department New Member Applications – Ron Recommended all three new members to be approved. Motion to approve new fire department members.

**Moved** by Trumm second by Myers . Motion Approved. All Ayes no Nays. (5) Motion Carried.

- e. Change Order #1 for City Hall Relocation Project. Change order to cover the building permit fees. 1291.00.

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

- f. Discuss new City Hall Sewer Service Line Replacement. Floor was removed to reveal Orangeburg and will need replacing. A stem wall with a railing separation between two buildings to eliminate any trip falls was proposed. Approval up to the total \$10,808 – the



railing as a change order Approving Change #2 with amended sentence to have council approval look and materials of step wall and railing, with railing mounted into concrete, prior to construction of step and rail.

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

- g. Resolution 2023-4 Bank Authorization Changes – Update to reflect Mayor, Clerk, MayorPro Tem bank authorizations and to remove Guy Trimble and Chester Schantz designations from bank authorizations.

#### **RESOLUTION # 2023-4 : RESOLUTION ESTABLISHING CORPORATE BANK AUTORIZATION**

**WHEREAS**, the City Council of the City of Alburnett, Iowa acknowledges the following bank changes; **WHEREAS**, Farmers State Bank shall change authorization to reflect changes noted within; **WHEREAS**, The following individuals are authorized to sign warrants (checks) and documents on behalf of the City of Alburnett: The Mayor and Mayor Pro Tem; **WHEREAS**, The following individuals are authorized to make changes to credit cards on behalf of the City of Alburnett: The Mayor and Mayor Pro Tem; **WHEREAS**, The following individuals are authorized to have access to the City of Alburnett Safe deposit box: The Mayor, Mayor Pro Tem and the City Clerk; **NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALBURNETT, IOWA**, that the changes to the Farmers State Bank account, safety deposit box, check signing, and credit cards be in effect upon the adoption of this resolution.  
Motion to adopt.

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

- h. Discuss opening a CD investment. Motion by Trumm and second by Myers requested 50,000 to be placed in a CD for a term no longer than 1 year term and use the interest to offset current debt to open end of FY. Amended motion to include implementation of cd to end of fiscal year. Amended motion. TJ second amended, Boesenberg has approved amendment.

Motion Approved. All Ayes. (5) Motion Carried. All Ayes

- i. Discuss applying for CDBG-DR Grant. Request to pursue grant for generators Well house fire station, natural gas, covering two critical areas. Promising grant. Motion to approve for fire station and well house three.

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



## Old Business

- a. FY24 Budget and Certification of City Taxes – Motion to approve.

## Roll Call

Trumm - Aye

Boesenberg - Aye

Schantz - Aye

West- Aye

Myers - Aye

Motion Approved. All Ayes. (5) Motion Carried. All Ayes

PARK COMMITTEE – Discussed the formation of the park committee to facilitate the build of the new City Park. Council West will assist.

- b. City Personnel Committee update. Discussed parameters of new job descriptions. Personnel handbook revamp and future of the City of Alburnett.

Final Comments/Discussion – Nothing.

Boesenberg – Thanked Guy for leaving Alburnett in better shape than when he arrived.

Trumm – Guy thanked Guy for everything he has done for the city.

Guy – Final comment – Thanked the City of Alburnett for the opportunity to serve all these years.

Motion to Adjourn -

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

Mayor

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Bethany Sarazin, Mayor

Attest:

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Chris Shelby, City Clerk/Treasurer

