



## NOTICE OF PUBLIC MEETING

City Council Meeting Minutes for Thursday, September 12, 2024 at 7:00 pm at City Hall, 120 North Main Avenue, Alburnett, Iowa 52202.

The City Council of the City of Alburnett met in regular session, Thursday, September 12, 2024 at 7:00 pm at City Hall with Mayor Sarazin presiding. Sarazin called the meeting to order at 7:00 pm.

Following the Pledge of Allegiance, roll call was taken.

Joe Trumm, Dave Boesenberg, Grant Soukup, and Chris Myers were present. TJ West was absent.

**APPROVAL OF AGENDA:** Mayor Sarazin called for a motion to approve the agenda. Moved by Myers, second by Trumm. All Ayes (4). Motion carried.

**SHERIFF'S REPORT:** Sheriff was present. 29 calls for service. 43 hours met. Mayor Sarazin thanked Sheriff for support during temporary detour on Roosevelt St during school dismissal.

### CITIZEN COMMENTS:

- a. Agenda Items:  
None
- b. Non-Agenda Items:  
Molly Donahue addressed Council regarding her campaign for Linn County Supervisor.

**MAYOR'S REPORT:** Mayor Sarazin thanked Eileen Chostner for her service as temporary City Hall staff, provided updates on nuisance violations, generator project, complaints regarding horse manure on streets.

### COUNCIL COMMENTS:

Trumm – No comment

Boesenberg – Thanked Eileen for all of her hard work and provided information regarding a project with the Lion's Club to install a city-wide speaker system.

Soukup – No comment

West - Absent

Myers – No comment



**WRITTEN REPORTS:**

- a. Fire Department: EMS Captain Kuehl was present. Continuing to work on Cadet Program and Non-emergency Driving policy. Mayor Sarazin to follow-up regarding recurring service contracts.
- b. Public Works – Mack Kleitsch present. Report reviewed.
- c. City Clerk – Report reviewed.
- d. Treasury – Budget reports reviewed with note of amendment needed to Fire Department due to unpaid invoice from FY24. Reviewed Outstanding Debt Obligation Report.

**CONSENT AGENDA:**

- a. Minutes from August 8<sup>th</sup> Council Meeting
- b. Minutes from August 27<sup>th</sup> Special Council Meeting
- c. Claims

**CITY OF ALBURNETT**

*CLAIMS REPORT: 8/9/24 - 9/12/24*

<i>VENDOR</i>	<i>REFERENCE</i>	<i>AMOUNT</i>
ABC	CITY GARBAGE	\$ 178.25
ALLIANT ENERGY	UTILITIES	\$ 2,303.39
CEDAR RAPIDS MUNICIPAL UTILITIES	3 BACTERIA TESTS - JULY 2024	\$ 37.50
CENTER POINT LIBRARY	QTRLY CONTRACT PYMT	\$ 2,625.00
CINTAS	AED CONTRACT	\$ 404.46
CLERKBOOKS, INC.	ANNUAL RENEWAL	\$ 200.00
CLIA LABORATORY	CERTIFICATE OF WAIVER FEE	\$ 248.00
DAKOTA SUPPLY GROUP (DSG)	WELL 3 GAUGE_HOWARD HYDRANT SETUP	\$ 5,642.00
DAN SHERMAN ENTERPRISES	LAGOON TREE REMOVAL (2/13/24)/CURB WORK	\$ 7,220.00
DEPARTMENT OF TREASURY	PAYROLL: FED/FICA TAX/EFTPS	\$ 1,791.18
FIRE SERVICE TRAINING BUREAU	HMA FOR JOHN LEACH	\$ 50.00
GAZETTE	8/21/24 Legal Notice - Aug Minutes	\$ 263.36
GORDON FLESCH	PRINTER LEASE 7/15-8/14/24 _ IMAGES OVER BASE	\$ 135.11
HAWKINS	CHEMICALS/EJECTOR	\$ 1,090.00
HR GREEN	ANNUAL RENEWAL FOR GIS SERVICES	\$ 250.00
IOWA DNR	WASTEWATER ANNUAL PERMIT + SERVICE FEE	\$ 211.50
IOWA DOR	WATER EXCISE TAX - JULY/AUG_WH BALANCE	\$ 1,081.79
IPERS	JULY WAGES	\$ 1,175.94
KENE SHOOP	AFFIDAVIT OPERATOR	\$ 2,000.00
LEC	WELL HOUSE COMMUNICATIONS/MTHLY PLAN	\$ 13,827.63
LYNCH DALLAS, P.C.	OPEN RECORD REQUEST	\$ 3,220.00
MACQUEEN	ANNUAL SCBA TESTING	\$ 1,063.20
MENARDS	SHOP SUPPLIES	\$ 494.43
MHC	ENGINE #136 REPAIRS	\$ 4,698.06



MICROBAC	WATER TESTING	\$ 3,051.56
ROTO-ROOTER	LAGOON LINE CLEANOUT	\$ 1,001.25
SIMMONS PERRINE MOYER BERGMAN	ATTORNEYS PROCESS SERVICE 6/13/2024	\$ 425.50
T&W GRINDING & COMPOST SVC	BRUSH PILE GRINDING	\$ 1,625.00
TRI-CITY ELECTRIC COMPANY	LIFT STATION UPGRADES	\$ 1,925.00
US TREASURY	1Q22 FORM 941 PYMT	\$ 171.43
USA BLUEBOOK	CHLORINE REAGENT	\$ 86.67
US CELLULAR	CELLPHONES/PAD	\$ 227.17
USA COMMUNICATIONS	TELECOMMUNICATIONS/INTERNET	\$ 93.66
VIKKI KULA	MILEAGE REIMBURSEMENT	\$ 119.13
VISA	TECH/MEMBERSHIP DUES/FIRE BATTERY BACKUP	\$ 547.85
WELLMARK BC/BS OF IOWA	HEALTH INS	\$ 1,692.53
WENDLING QUARRIES	ROCK FOR CITY COMPOST AREA	\$ 61.20
WEX BANK	FUEL CARD MONTHLY	\$ 535.41

Total Paid on 09/12/2024

<b>Accounts Payable Total</b>	<b>\$ 61,774.16</b>
Total Payroll Paid	\$7,326.06

<b>***** REPORT TOTAL *****</b>		<b>\$ 69,100.22</b>
GENERAL	\$14,459.53	
ROAD USE	\$5,149.25	
FIRE/COMMUNITY GF	\$6,898.44	
WATER	\$27,127.03	
SEWER	\$8,139.91	
STORM WATER	\$0.00	
DEBT SERVICE	\$0.00	
TIFF/LMI	\$0.00	
<b>*****FUNDS TOTAL*****</b>		<b>\$69,100.22</b>

Motion to approve consent agenda. Moved by Soukup, second by Boesenberg. All Ayes (4).  
Motion carried.

**NEW BUSINESS:**

- a. Review Deductible Buy-Back Quote – Kris Matus, Neighbor Insurance

Discussion occurred regarding the Deductible Buy-Back Quote presented by Kris Matus. Not action was taken.

- b. Resolution 2024-32: Adopting Job Description for City Administrator and Authorize Use in Recruitment



Motion to approve Resolution 2024-32 adopting the job description for City Administrator and authorizing its use in recruitment. Moved by Myers, second by Trumm. All Ayes (4). Motion carried.

c. Resolution 2024-33: Establishing a Purchase Authority for Certain Expenditures without Prior Council Approval

Motion to approve Resolution 2024-33 establishing purchase authority for certain expenditures without prior Council approval as presented. Moved by Boesenberg, second by Soukup. Roll call votes of Aye were Boesenberg, Trumm, Soukup, and Myers. There were no Nay votes. Motion carried.

d. Resolution 2024-34: Establishing Restricted Reserve Funds and Approve FY25 Budgeted Transfers

Motion to approve Resolution 2024-34 establishing restricted reserve funds and approving FY25 budgeted transfers. Moved by Myers, second by Trumm. Roll call votes of Aye were Trumm, Boesenberg, Soukup, and Myers. There were no Nay votes. Motion carried.

e. Resolution 2024-35: Approving Fund Transfer to Close out Emergency Fund

Motion to approve Resolution 2024-35 approving fund transfer to close out Emergency Fund. Moved by Soukup, second by Trumm. Roll call votes of Aye were Trumm, Boesenberg, Soukup, and Myers. There were no Nay votes. Motion carried.

f. Discuss Trick or Treat Date/Time

Motion to approve Trick or Treating on October 31, 2024, from 5-7 PM. Moved by Trumm, second by Myers. All Ayes (4). Motion carried.

OLD BUSINESS:

a. Final Reading of Ordinance 2024-3: Amending the City of Alburnett Zoning Map

Motion to approve the final reading of Ordinance 2024-3 amending the City of Alburnett Zoning Map. Moved by Myers, second by Trumm. Roll call votes of Aye were Trumm, Boesenberg, Soukup, and Myers. There were no Nay votes. Motion carried.

b. Discussion and possible action regarding water drainage issue on Longworth Avenue



Motion to approve having Roto Rooter camera the drain pipe on Longworth Avenue. Moved by Trumm, second by Myers. Ayes (3). Soukup abstained. Motion carried.

FINAL COMMENTS/DISCUSSION:

Trumm – We got a lot done tonight.

Boesenberg – No comment.

Soukup – Thanked Eileen for stepping in and all she did.

Myers – Thanked Eileen for all the help.

The next regular City Council Meeting will be held on October 10, 2024 at 7:00 PM.

Motion to adjourn. Moved by Myers, second by Boesenberg. All Ayes (4). Motion carried.

Meeting adjourned at 8:23 PM.

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