

ALBURNETT CITY COUNCIL

MINUTES OF THE FEBRUARY 14TH, 2019 REGULAR MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Thursday, February 14th, 2019**, at 7:00 pm in City Hall with Mayor C. Charles McClintock presiding. McClintock called the meeting to order and made a change to the agenda, moving the Sheriff's Report to the top.

Sherriff's Report: Deputy Tindal from Linn County Sheriff's office present to give report. Required hours of 43, 121.2 actual hours; 30 calls for service. No questions from council.

Following the Pledge of Allegiance, roll call was taken with the following council members present: Bethany Sarazin, Brian Mensen, Chester Schantz, Joe Trumm, Josh Henriksen. Also present were Brian Stark and Kyle Martin from from MGA, Public Works Director Guy Trimble, Fire Chief Steve Graham, and City Clerk Danielle Brecht.

Approval of Agenda: Motion to approve the agenda as presented was moved by Schantz, seconded by Trumm. All voted aye; motion carried.

Mayor's Report: Thanked everyone for the birthday wishes on February 2nd, also Groundhog's Day. We now have a City of Alburnett Facebook page; hoping to use to keep citizens informed of current city happenings. Appreciates work by city staff and council for the many updates to City Hall and the professional council chambers; working with landlord to renew lease. Anticipating City Hall open house.

Council Report:

- Councilor Mensen: Thanked Guy and John for snow removal; thanked clerk for work on budget. City Hall improvements look great.
- Councilor Schantz: Appreciates snow removal, work on city hall improvements.
- Councilor Trumm: Nothing to add
- Councilor Henriksen: Nothing to add

Citizen Comments - Agenda items: None

Citizen Comments - Non-Agenda items: None

Written Reports:

- **Fire Department:** April 6th is Fire Grill fundraiser from 4-7 pm at the fire station; assisting Fuller's with upcoming car show. Need city credit card for annual Fire Department appreciation dinner on Saturday, February 16th.
- **Public Works:** Having trouble getting salt from Marion; would like to consider salt/sand shed. Received call requesting city to sand Lafayette cemetery for burial of Morris Neighbor. Lafayette is willing to pay for service. Council agreed that city should provide service at no cost.
- **City Clerk:** Meeting with clerk from Ely on Saturday to review budget to ensure accuracy of numbers in appropriate places; will need one additional review meeting and need to set date for public hearing.

Consent Agenda: Clerk added bills of 2 visa invoices not on claims list for \$1,437.21 and \$692.83. Motion to approve consent agenda moved by Trumm, seconded by Sarazin. All voted aye; motion carried.

New Business:

- **Fire Chief – Bunker Gear Request:** Mayor recognized fire chief to discuss purchasing 5 sets of bunker gear to replace current gear at cost of \$14,475. Motion moved by Henriksen to approve purchase; seconded by Sarazin. Roll call vote; all council members voted aye. Motion carried.
- **City Hall Lease:** Discussion of current lease which expires in March. Mayor suggested signing 3-year lease with \$25 / \$20 / \$20 monthly increase by year. Motion moved by Trumm to sign 3-year lease for City Hall, seconded by Schantz. Roll call vote taken; all council members voted aye. Motion carried.
- **FY20 Budget:** Mayor recognized clerk to address need to schedule public hearing for FY20 Budget. Motion to set public hearing on March 14, 2019 moved by Sarazin, seconded by Trumm. All voted aye; motion carried.

Old Business:

- **MSA – Update on current projects:** Discussion of project extending sanitary sewer on Naylor Drive to end of street to allow Diamond Club access to connect to sewer; estimated construction cost of \$25,350.00. Motion moved by Sarazin to approve sanitary sewer extension from Naylor drive for approximately \$25,350.00 plus additional engineering costs; seconded by Trumm. Roll call taken; all voted aye. Motion carried. Discussion of culvert replacement on Roosevelt with estimated cost of \$31,190.00. Motion moved by Schantz to approve culvert replacement project and applicable permits for approximately \$31,190.00 plus additional engineering and permit fees; seconded by Mensen. Roll call vote taken. All council members voted aye, motion carried.
- **Board of Adjustments, Planning & Zoning:** Discussion regarding to administrative policy allowing the city to establish Board or Adjustments. Motion moved by Sarazin to accept what will be Chapter 54 as policy until codified. Seconded by Henriksen. All voted aye; motion carried.
- **Building Inspections:** Discussion ensued regarding building inspection contract. Discussion tabled until March council meeting.
- **Fire Station:** No decision has been reached regarding selecting engineering firm. Further discussion is needed.
- **City Hall Open House:** Open house to be held March 14th one hour prior to monthly council meeting.

Motion to adjourn at 7:54 pm moved by Mensen, seconded by Trumm. All voted aye; motion carried.

Danielle Brecht – City Clerk/Treasurer

Charles C. McClintock, Mayor

CITY OF ALBURNETT*CLAIMS REPORT: 1/11/2019 - 2/14/2019*

AIRGAS USA, LLC	CHLORINE CALIBRATION CYLINDER	\$ 316.57	17215	2/14/2019
AIRY, JOHN	MILEAGE REIMB - WATER TEST	\$ 59.62	17216	2/14/2019
ALLIANT ENGERY	UTILITIES	\$ 3,470.88	ACH	2/14/2019
AUDITOR OF STATE	ANNUAL PERIODIC EXAM FEE	\$ 1,200.00	17217	2/14/2019
CITY OF MARION	DECEMBER INSPECTIONS	\$ 95.00	17218	2/14/2019
DEPARTMENT OF TREASURY	FED/FICA TAX	\$ 2,251.51	ACH	2/1/2019
GARY HOLSINGER	FEBRUARY RENT	\$ 700.00	17219	2/14/2019
HANDLEY DIRT WORK	SNOW REMOVAL (HAULING)	\$ 320.00	17220	2/14/2019
HAWKINS, INC	150 LB CHLORINE CYLINDER	\$ 25.00	17221	2/14/2019
HOUSBY HEAVY EQUIPMENT	SNOW REMOVAL (RENTAL)	\$ 850.00	17222	2/14/2019
IMFOA	MEMBERSHIP DUES: 4/1/19-4/1/20	\$ 50.00	17223	2/14/2019
IOWA DEPARTMENT OF REVENUE	DECEMBER SALES TAX	\$ 26.00	ACH	1/22/2019
IOWA DEPARTMENT OF REVENUE	DECEMBER WATER EXCISE TAX	\$ 677.00	ACH	1/22/2019
IPERS	IPERS	\$ 1,576.78	ACH	2/1/2019
KEYSTONE LABS, INC	WATER TESTING	\$ 54.50	17224	2/14/2019
LEAF	COPIER LEASE - JAN	\$ 22.50	ACH	2/14/2019
LINN CO SHERIFF'S OFFICE	POLICE PROTECTION FEE	\$ 4,550.00	17225	2/14/2019
LINN NEWS LETTER	PUBLICATIONS	\$ 177.51	17226	2/14/2019
OFFICE EXPRESS	SUPPLIES - FIRE DEPT	\$ 132.51	17227	2/14/2019
QUALITY FLOW SYSTEMS, INC	LIFT STATION/SEWER PUMP	\$ 7,620.00	17228	2/14/2019
SIMMONS PERRINE MOYER BER	LEGALS FEES - CITY ATTORNEY	\$ 740.00	17229	2/14/2019
TREASURER - STATE OF IOWA	STATE TAX	\$ 343.00	ACH	2/1/2019
US CELLULAR	CELL PHONE SERVICE	\$ 217.94	17230	2/14/2019
USA COMMUNICATIONS	PHONE/INTERNET	\$ 212.18	17231	2/14/2019
VISA - PUBLIC WORKS	CITY HALL UPDATES, FLAGS	\$ 1,437.21	ACH	2/14/2019
VISA - CITY CLERK	POSTAGE, FIRE STATION COMPUTER	\$ 692.83	ACH	2/14/2019
WELLMARK BC/BS OF IOWA	EE HEALTH INS	\$ 1,844.88	ACH	2/1/2019
WENDLING QUARRIES, INC	SAND-16.15 TON @ \$12.75/TON	\$ 295.91	17232	2/14/2019
WEX BANK	FUEL CARD CHARGES	\$ 195.70	ACH	2/14/2019
PAYROLL CHECKS ON 2/01/2019	PAYROLL CKS	\$ 6,979.38	ACH	2/14/2019

TOTAL: \$ 37,134.41

CITY OF ALBURNETT

TREASURER'S REPORT

CALENDAR: 1/2019; FISCAL: 7/2019

FUND	TITLE	LAST MONTH ON HAND	REVENUES	EXPENSES	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	\$ 239,627.55	\$ 32,154.97	\$ 53,799.13	\$ 53.01	\$ 218,036.40
005	FIRE DEPARTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
110	ROAD USE	\$ 133,950.19	\$ 7,342.90	\$ 2,077.38	\$ 7.14	\$ 139,222.85
111	I-JOBS	\$ -	\$ -	\$ -	\$ -	\$ -
112	EMPLOYEE BENEFITS	\$ (2,852.23)	\$ 77.63	\$ 876.57	\$ -	\$ (3,651.17)
119	EMERGENCY FUND	\$ 11,690.10	\$ 41.37	\$ -	\$ -	\$ 11,731.47
121	LOCAL OPTION	\$ 210,464.86	\$ 6,931.87	\$ -	\$ -	\$ 217,396.73
125	TIF	\$ 104,231.11	\$ 8.76	\$ -	\$ -	\$ 104,239.87
200	DEBT SERVICE	\$ 49,196.31	\$ 275.57	\$ -	\$ -	\$ 49,471.88
301	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
302	FIRE/COMMUNITY CENTER	\$ 123,104.29	\$ -	\$ -	\$ -	\$ 123,104.29
303	SOUTH SEWER PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -
304	STREET PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -
306	2010 I-JOBS GRANT	\$ (0.06)	\$ -	\$ -	\$ -	\$ (0.06)
308	SEWER LINING	\$ -	\$ -	\$ -	\$ -	\$ -
310	EQUIPMENT RESERVE	\$ 399,910.00	\$ -	\$ -	\$ -	\$ 399,910.00
600	WATER	\$ 213,645.07	\$ 14,318.82	\$ 5,033.46	\$ 4.75	\$ 222,935.18
610	SEWER	\$ 141,071.23	\$ 6,172.70	\$ 6,775.20	\$ 4.60	\$ 140,473.33
740	STORM WATER	\$ 49,782.35	\$ 620.60	\$ 5.00	\$ -	\$ 50,397.95
	REPORT TOTAL	\$ 1,673,820.77	\$ 67,945.19	\$ 68,566.74	\$ 69.50	\$ 1,673,268.72

ALBURNETT CITY COUNCIL

MINUTES OF THE FEBRUARY 18TH, 2019 BUDGET PLANNING WORKSHOP

The City Council of the City of Alburnett, Iowa met on **Monday, February 18th, 2019**, at 7:00 pm in City Hall. Present were council members Bethany Sarazin, Chester Schantz, Joe Trumm and Josh Henriksen. Also present was City Clerk, Danielle Brecht. The purpose of the workshop was to continue review of the FY 2020 budget. The attendees reviewed the proposed budget to discuss moving forward with items as listed. All those in attendance were comfortable moving forward with the budget as presented. The meeting ended at 8:20 pm.

Danielle Brecht – City Clerk/Treasurer