

ALBURNETT CITY COUNCIL

MINUTES OF THE APRIL 11TH, 2019 REGULAR MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Thursday, April 11th, 2019**, at 7:00 pm in City Hall with Mayor C. Charles McClintock presiding. Mayor 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 Norman from Linn County Sheriff's office present to give report. Required hours of 43, 102.5 actual hours; 36 calls for service. No comments/questions from council.

Following the Pledge of Allegiance, roll call was taken with the following council members present: Bethany Sarazin, Brian Mensen, Chester Schantz, and Joe Trumm. Absent was Councilor Henriksen. Also present were Joe Horaney from Linn County Solid Waste Agency, Nancy Fuller, Mary Grant, Public Works Director Guy Trimble, and Fire Chief Steve Graham. Mayor noted that Public Works Director will be acting as Interim City Clerk for the meeting as the clerk is not in attendance.

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

Mayor's Report: Thank you to those who helped with our open house last month; thank you to the clerk and those involved on recent audit. Also, thank you to the Public Works department for their work on road maintenance.

Council Reports:

- Councilor Trumm: Nothing to report.
- Councilor Schantz: We had a good debrief meeting with the auditors. Everything lined up and we didn't have any major issues; they suggested more procedures be put in place. Also, it was suggested that transfers be done in a timely manner. Mayor addressed that policy manual will be updated and procedures will be addressed and mentioned that the auditors were very helpful.
- Councilor Sarazin: Nothing to add.
- Councilor Mensen: Great job on the fire grill and raising funds for the new fire station.

Citizen Comments - Agenda items: None

Citizen Comments - Non-Agenda items: None

Written Reports:

- **Fire Department:** Chief Graham noted the Easter Egg hunt being held Saturday at the Martin Complex at 1:00 pm.
- **Public Works:** Nothing to add to report.
- **City Clerk:** Public Works Director noted that clerk wished to let council know that nuisance abatement letters are in process and close to being sent out. The attorney is reviewing some of the letters for dangerous buildings. Letters will be sent in hopes to allowing timeline to correspond to May council meeting if property owners request a hearing. Mayor noted that beautification is important to the city and that it is important to enforce the ordinances, but he would like to see it handled with time and consideration in regard to allowing property owners to getting the nuisances abated.

Consent Agenda: Bills added to: \$25.00 for ISU Treasurer for training taken by Fire Chief, Heiman invoice for \$1,648.40 for new bunker gear (helmets), invoice for Heiman for \$2,144.05 for new bunker gear (boots), invoice for MSA for \$3,212.00 for engineering costs relating to current projects, invoice from Webcare for \$220.00 for install and setup of

new PC and hard drive case. Motion to approve consent agenda as amended moved by Sarazin, seconded by Trumm. All voted aye, motion carried.

New Business:

- **Special Event Permit Application – The Clinic:** Mary Grant was present to discuss application regarding The Clinic's Special Event Permit Application for a benefit to be held on July 13th. Mayor requested details on security. Council requested The Clinic contact the Linn County Sheriff Dept. to let them know about street closure. Public Works Director mentioned that someone will need to take on ownership of the event and then get corresponding insurance information to the city for review. Tabling approval pending insurance information.
- **Special Event Permit Application – Fuller's:** Nancy Fuller was present on behalf of Fuller's. Discussed Boys and Girls Club bike ride benefit on May 18th; requesting to block off parking first and block off street with barricades, only if needed. May 4th is a benefit ride coming through town; just wanted to advise the council of event – nothing needed from City. Additional applications for Special Event Permit for events on 6/1, 6/8 and 6/29. Looking for partial or full street closure (if necessary); looking for full street closure on 6/22 for Diamond Club event. Public Works Director requested that Fuller's contact Linn County Sheriff's office to let them know about events and potential street closure. No issues seen by council. Insurance was provided to City for events. Motion to approve Special Event Permit Applications hosted by Fuller's for 5/18, 6/1, 6/8, 6/22 and 6/29 events moved by Sarazin, seconded by Schantz. All voted aye; motion carried.
- **Linn County Solid Waste Agency Presentation:** Communications Director, Joe Horaney, gave annual update on services and programs. Informative discussion followed. City to post presentation on website with meeting minutes. Thanked City for being member of Solid Waste Agency.
- **City Sign, City Logo:** Discussion on updating city sign and city logo. Tabled for further discussion at next meeting.
- **Water Meters:** Discussion regarding purchase of additional water meters needed to for new homes and for meters needing replacement. Council requested purchasing two boxes of meters. Motion to approve purchase of two boxes of water meters for a cost of \$2,940.00 moved by Schantz, seconded by Trumm. All voted aye. Motion carried.
- **Dual Water Meters:** Discussion regarding citizen request for additional water meters for irrigation system or other water needs to avoid paying for sewer and storm sewer rates on water not running into sewer system. Motion by Sarazin to allow dual water meter if additional meter is paid for by the property owner; seconded by Mensen. All voted aye; motion carried.
- **Seal Coat Proposals:** Discussion regarding seal coating and repairs needed. Motion by Trumm to engage Handley Dirt Work for re-rock road to lagoons for \$3,656.00; seconded by Sarazin. All voted aye; motion carried. Discussion took place regarding two seal cost proposals from LL Pelling and Prairie Road Builders. Motion to approve proposal by LL Pelling for \$16,021.05 for seal coating of North 3rd, Railside Drive and alley along railroad tracks moved by Mensen; seconded by Trumm. All voted aye; motion carried.
- **Resolution #04-2019-01:** Motion moved by Schantz to approve Resolution # 04-2019-01 to set public hearing for FY2019 Budget amendments for Thursday, May 9th at 7:00 pm; seconded by Sarazin. Roll call taken; all voted aye. Resolution passed.

Old Business:

- **Cascade System Purchase for Fire Dept:** Discussion regarding purchase of Cascade system for Fire Department. Grant funds have been received from FEMA to cover all but \$756.00 of the expense. Motion by Sarazin to approve cost of Cascade system, to be offset by grant funds as submitted; seconded by Trumm. Roll call vote – all voted aye. Motion carried by unanimous approval.
- **Part-Time Public Works Replacement:** Discussion of process to fill part-time Public Works position. Motion to authorize hiring of part-time employee for Public Works with maximum hours not to exceed 30 per week, at a pay rate of \$15.10, grade 6, step 1 moved by Sarazin; seconded by Trumm. All voted aye; motion carried.
- **Update on Roosevelt Culvert Replacement Project:** Discussion of project; Public Works Director noted that there were issues with initial quote as engineer left out many items including seeding, sidewalk, length of culvert was wrong, erosion stone type not available in this area. Recommend accepting lowest quote from Handley Dirt

Work to replace culvert with full road closure at a cost of \$40,916.00 moved by Sarazin, seconded by Trumm. Roll call vote was taken; all voted aye. Motion carried.

- **Update on Naylor Sanitary Sewer Extension:** Discussion of project. No issues seen in quote; low bid from Handley Dirt Work. Motion to approve contract with Handley Dirt Work for \$27,676.00 for sanitary sewer extension on Naylor Drive moved by Schantz; seconded by Mensen. Roll call vote taken; all voted aye. Motion carried.
- **Update on New Fire Station:** Discussion regarding updates on New First Station Project. Mayor noted that contract has been signed with MGA for architectural design and with MSA for engineering portion of project. Some funding is to be received from Township and Fire Association, but the majority of funding will be from donations. The project is moving forward, and we are looking to begin work in the next 90 days. This will be an 18-month project. Councilor Mensen asked about initial cost. Mayor noted that while the initial estimate was \$650,000.00 for the building portion, there won't be an actual cost available until after bids are received.
- **Update on Planning & Zoning, Board of Adjustments:** Tabled to next month.
- **Final Comments:** Clerk to reach out to Speer Financial to inquire about professional fund-raising opportunities
- **Motion to Adjourn:** Motion to adjourn moved by Trumm; seconded by Mensen. All voted aye; motion carried. Meeting adjourned at 8:54 pm.

Guy Trimble – Interim City Clerk

Charles C. McClintock, Mayor

CITY OF ALBURNETT

CLAIMS REPORT: 03/15/2019 - 4/11/2019

ALLIANT ENGERY	UTILITIES	\$ 2,772.03	10057629	4/11/2019
ALLIANT ENGERY	UTILITIES	\$ 2,690.59	10057630	4/11/2019
CEDAR RAPIDS PUBLIC LIBRARY	LIBRARY CONTRACT SERVICE	\$ 1,378.08	17276	4/9/2019
CITY OF ROBINS	BLDG INSPECTION FEES	\$ 205.34	17277	4/9/2019
DATA TECHNOLOGIES, INC	USER GROUP REG FEE (FALL 2018)	\$ 95.00	17278	4/9/2019
DEPARTMENT OF TREASURY	FED/FICA TAX	\$ 1,992.60	10057623	4/1/2019
GARY HOLSINGER	APRIL RENT	\$ 725.00	17275	4/1/2019
GARY HOLSINGER	CITY PORTION FOR HANDICAP RAMP	\$ 300.00	17279	4/9/2019
HANDLEY DIRT WORK	SNOW REMOVAL-EXCAVATOR USAGE	\$ 315.00	17280	4/9/2019
HEIMAN FIRE EQUIPMENT	BUNKER GEAR - HELMETS	\$ 1,648.40		
HEIMAN FIRE EQUIPMENT	BUNKER GEAR - BOOTS	\$ 2,144.05		
HIAWATHA PUBLIC LIBRARY	LIBRARY CONTRACT SERVICE	\$ 760.32	17281	4/9/2019
IAMU	SPRING CCR CONFERENCE - 1 REG	\$ 75.00	17293	4/9/2019
IOWA DEPARTMENT OF REVENUE	FEBRUARY SALES TAX	\$ 28.00	10057625	3/19/2019
IOWA DEPARTMENT OF REVENUE	FEBRUARY WATER EXCISE TAX	\$ 735.00	10057626	3/19/2019
IPERS	IPERS	\$ 1,474.54	10057620	4/1/2019
ISU TREASURER	TRAINING - FIRE CHIEF	\$ 25.00		
KEYSTONE LABS, INC	WATER/WASTEWATER TESTING	\$ 12.50	17282	4/9/2019
KOCH BROTHERS	COPIER CONTRACT	\$ 103.98	17283	4/9/2019
LEAF	COPIER LEASE - MAR	\$ 22.50	10057627	4/11/2019
LINN NEWS LETTER	PUBLICATIONS	\$ 195.19	17284	4/9/2019
MARION PUBLIC LIBRARY	LIBRARY CONTRACT SERVICE	\$ 2,613.60	17285	4/9/2019
MSA PROFESSIONAL SERVICES INC	ROOSEVELT CULVERT;NAYLOR SEWER	\$ 3,732.70	17286	4/9/2019
MSA PROFESSIONAL SERVICES INC	ROOSEVELT CULVERT;NAYLOR SEWER	\$3,212.00		
PLM CORPORATION	56 X 50 LB BAGS POTHOLE PATCH	\$ 420.00	17287	4/9/2019
SIMMONS PERRINE MOYER BER	CITY ATTY FEES - GENERAL	\$ 333.00	17288	4/9/2019
T & W GRINDING	GRIND BRUSH PILE	\$ 2,700.00	17289	4/9/2019
TREASURER - STATE OF IOWA	STATE TAX	\$ 315.00	10057621	4/1/2019
US CELLULAR	MAINTENANCE CELL PHONE	\$ 236.00	17290	4/9/2019
USA COMMUNICATIONS	TELECOMMUNICATIONS	\$ 202.94	17291	4/9/2019
VISA	VISA EXP - MARCH - DANIELLE	\$ 741.98	10057631	4/11/2019
VISA	FREIGHT-POTHOLE PATCH	\$ 678.98	10057632	4/11/2019
WEBCARE	NEW PC SETUP/INSTALL	\$ 220.00		
WELLMARK BC/BS OF IOWA	HEALTH INS	\$ 1,844.88	10057622	4/1/2019
WEX BANK	WEX EXP - MARCH 2019	\$ 378.49	10057628	4/11/2019
PAYROLL CHECKS ON 4/01/2019		\$ 6,489.23		

TOTAL: \$ 41,816.92

CITY OF ALBURNETT

TREASURER'S REPORT

CALENDAR: 3/2019; FISCAL: 9/2019

FUND	TITLE	LAST MONTH ON HAND	REVENUES	EXPENSES	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	\$ 206,299.98	\$ 7,835.63	\$ 13,845.22	\$ -	\$ 200,290.39
005	FIRE DEPARTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
110	ROAD USE	\$ 142,521.56	\$ 5,926.98	\$ 3,511.66	\$ -	\$ 144,936.88
111	I-JOBS	\$ -	\$ -	\$ -	\$ -	\$ -
112	EMPLOYEE BENEFITS	\$ (4,798.13)	\$ 341.51	\$ 1,420.88	\$ -	\$ (5,877.50)
119	EMERGENCY FUND	\$ 11,736.86	\$ 181.97	\$ -	\$ -	\$ 11,918.83
121	LOCAL OPTION	\$ 223,905.89	\$ 6,509.16	\$ -	\$ -	\$ 230,415.05
125	TIF	\$ 104,239.87	\$ 760.47	\$ -	\$ -	\$ 105,000.34
200	DEBT SERVICE	\$ 49,507.71	\$ 1,262.88	\$ -	\$ -	\$ 50,770.59
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	\$ 230,125.29	\$ 13,464.08	\$ 8,876.20	\$ -	\$ 234,713.17
610	SEWER	\$ 134,735.09	\$ 6,560.89	\$ 5,492.29	\$ -	\$ 135,803.69
740	STORM WATER	\$ 51,039.36	\$ 649.45	\$ 1,377.57	\$ -	\$ 50,311.24
REPORT TOTAL		\$ 1,672,327.71	\$ 43,493.02	\$ 34,523.82	\$ -	\$ 1,681,296.91