

ALBURNETT CITY COUNCIL

MINUTES OF THE DECEMBER 13TH, 2018 REGULAR MEETING

The City Council of the City of Alburnett, Iowa met in regular session, **Thursday, December 13th, 2018**, at 7:00 pm in City Hall with Mayor McClintock, presiding. Mayor McClintock called the meeting to order and made a change to the agenda, moving the Sheriff Report to the top.

Sherriff's Report: Deputy Tindal from Linn County Sheriff's office present to give report. Required hours of 43, hours through October 104.6; 33 calls for service. Mayor asked deputy about how hours are accounted for in regard to billable hours. Discussion followed.

Following the Pledge of Allegiance, roll call was taken with the following council members present: Brian Mensen, Bethany Sarazin, Joe Trumm, and Josh Henriksen. Absent was Councilor Schantz. Others present were Public Works Director Guy Trimble, Fire Chief Steve Graham, City Clerk/Treasurer Danielle Brecht, and Barb Hand.

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: Year-end review – thanked council members, city staff, fire chief for a productive year; discussed accomplishments from the year. Would like to get a newsletter out again for the open house. Commitment for next year is to get fire station built, update policy manual for city, then in years 3 and 4 following up on park project for city. Possible ordinance and code updates. Public Works director review is complete and will be

Council Report:

- Councilor Mensen: No report
- Sarazin: Would like to put note on water bill to direct residents to website and sign-up for newsletter; will work to cross-train clerk on website once clerk is back full-time.
- Councilor Trumm: Enjoy seeing Christmas lights up, glad pot holes have been filled.
- Councilor Henriksen: No Report

Citizen Comments - Agenda items: Barb Hand, 311 Howard Street – asked what 11/28 Council Meeting was concerning. Mayor addressed citizen question by informing citizen that the meeting was a special meeting called to approve a plat split.

Citizen Comments - Non-Agenda items: NONE

Written Reports:

- **Fire Department:** Chief asked about computer for fire station. Councilor Sarazin addressed this that computers were sold out on Black Friday but after city credit card is paid off if approved at this meeting, will purchase computer tomorrow (12/9).
- **Public Works:** Street signs are in and will be put up as weather allows. Skid loader sale fell through. Still working to advertise and get sold. New skid loader will be here within days. Sidewalk out front of City Hall is now handicap accessible. Looking to put a doorbell outside of City Hall to assist with handicap accessibility.
- **City Clerk:** Discussed utility bill post cards and possible issue with mailing and postage rate increase.

Consent Agenda: Clerk discussed bills added to agenda - Wex statement for \$345.85, Visa statements for \$4,799.12 and \$763.49, Alliant invoice for \$2,515.09, Microsoft invoice for \$297.00. Accounts receivable items have not yet been entered for amounts received. Motion to approve consent agenda, as amended, moved by Trumm, seconded by Henriksen. All voted aye; motion carried.

New Business:

- **Home Rule Proclamation:** presented and read by Mayor McClintock
- **Building Inspection:** Public Works Director attempting to contact City of Marion to see about having Marion handle all building inspections as they already handle electrical inspections
- **City Hall Open House:** Planned for one-hour prior to January Council Meeting
- **Budget Workshop Schedule:** Proposed date/time to be Tuesday, January 8th at 7:00 pm at City Hall
- **Modify Ordinance for Utility Connection Fee:** Ordinance # 2018 – 2: Ordinance Amending Chapter 56 of the Alburnett Municipal Code Relating to the Water System. Motion moved to suspend the two considerations of Ordinance # 2018-2 before final passage requirement under Iowa Code section 380.3 by Henriksen; seconded by Trumm. Roll call vote was taken. All councilors present voted aye; motion carried. Moved to reading of the ordinance. *WHEREAS, this matter comes before the Council for final passage, the Council having waived the two-consideration requirement under Iowa Code section 380.3 by a vote of 4 Council Members. NOW THEREFORE: BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALBURNETT, IOWA, that the following section be deleted and replaced with the following: SECTION 6-56-34 CONNECTION FEE. There shall be required for every customer of the premises served a one hundred-dollar (\$100.00) connection fee.* Motion moved to pass Ordinance # 2018-2 Amending Chapter 56 of the Alburnett Municipal Code Relating to the Water System by Mensen, seconded by Sarazin. Roll call vote taken; all councilors present voted aye. Motion carried to pass ordinance amendment.
- **Acumen - EE Insurance Benefit review/approval and possible motion:** City employee health/dental insurance rates for 2019 reviewed. Motion moved by Trumm to continue insurance policy through Acumen; seconded by Mensen. All voted aye; motion carried.
- **Linn Co Sheriff contract review/approval and possible motion:** Mayor discussed contract and rate increase. Discussion ensued regarding contract and possibly decreasing hours. Motion moved by Sarazin to approve Linn County Sheriff contract as presented. Seconded by Trumm. All voted aye; motion carried.
- **LL Pelling Seal Coat Proposal Review and possible motion:** Public Works Director discussed that proposal only locks in price for year, does not force city into contractual obligation; no price increase from previous year. Motion by Sarazin to accept proposal; seconded by Mensen. All voted aye; motion carried.
- **Information/Record Request form/process and possible motion:** Review of form for record requests to help track and facilitate requests made. Consistent with other city forms. Fee schedule lower than fees allowed. To be implemented January 1, 2019. Record Type section change to under "Office Use". Motion to approve Record Request form, with discussed changes, moved by Sarazin, seconded by Henriksen. All voted aye, motion carried.
- **Boards and Committees – review and possible motion:** Discussion on Planning and Zoning and Board of Adjustments boards; city staff to follow-up with current board members and formalize list. Council to review and approve at future meeting.
- **Main Street Project and possible motion:** Mayor discussed his request that the city aggressively seek main street improvement opportunities regarding property, property improvement, city improvement. Would like to continue discussion at future council meeting.
- **10 Year CIP review and possible motion:** Mayor discussed making sure plan for future is in place to review vehicle replacement, infrastructure, etc. Would like to put together plan and make available on website for citizens to view and know city budget and future plans. Would like to discuss at future council meeting.
- **Barb Hand – Discuss city financials:** Asked about Visa item for conference and training fees of \$604.15 and Visa item of \$413.24. Clerk to review and provide details. Brought up complaint from another citizen regarding paying utility billing payment after business hours on the due date and being assessed a late fee. Mayor and council advised that citizen who received fee can come before council if they would like to have it waived and council will review. Current payment due date procedures to remain in place.

Old Business:

- **MSA - Update on culvert replacement and possible sewer extension:** MSA has had surveyors on-site looking at Roosevelt for culvert replacement and looking at sewer extension. More to follow.
- **Update on Nuisance Abatement process and possible motion:** Clerk in contact with attorney regarding proper procedures for moving forward with abatement process.
- **Address motion made at November 8th Council Meeting for purchase of city laptop; possible motion to correct said action:** Per Mayor, Item motioned was below city employee spending threshold, therefore no action is needed on this item.

Motion to adjourn at 8:06 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: 11/09/2018 - 12/13/2018

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
ALLIANT ENGERY	UTITLIIES-TEMP MTR FINAL BILL	\$ 4.02		
ALLIANT ENGERY	UTITLIIES	\$ 2,314.87	10057569	12/13/2018
CITY OF MARION	OCTOBER INSPECTIONS	\$ 325.00	17145	12/10/2018
CITY OF ROBINS	MILEAGE FOR CLERK INTERIM ASST	\$ 130.80	17146	12/10/2018
CJ COOPER & ASSOCIATES INC	ANNUAL ADMIN FEE	\$ 55.00	17147	12/10/2018
CR/LC SOLIOD WASTE AGENCY	GARBAGE FEES	\$ 30.80	17167	12/11/2018
DAN SHERMAN	STREET REPAIR, STORM DRAIN	\$ 6,474.00	17148	12/10/2018
DANIELLE BRECHT	MILEAGE REIMBURSEMENT	\$ 207.10	17149	12/10/2018
DATA TECHNOLOGIES, INC	ANNUAL LICENSE & SUPPORT FEE	\$ 4,161.28	17150	12/10/2018
DEPARTMENT OF TREASURY	FED/FICA TAX	\$ 2,051.48	10057568	12/1/2018
FERGUSON WATERWORKS #2516	WATER METER COUPLINGS	\$ 323.66	17151	12/10/2018
GARY HOLSINGER	DECEMBER RENT	\$ 700.00	17152	12/10/2018
GUY TRIMBLE	REIMBURSEMENT-CITY PURCHASES	\$ 869.41	17153	12/10/2018
HAWKEYE FIRE AND SAFETY	FIRE DEPARTMENT/RECHARGE	\$ 92.00	17154	12/10/2018
HAWKINS, INC	150 LB CHLORINE CYLINDER	\$ 25.00	17155	12/10/2018
IOWA ONE CALL	LOCATES	\$ 8.20	17156	12/10/2018
IOWA RURAL WATER ASSOCIATION	2019 MEMBERSHIP DUES	\$ 225.00	17157	12/10/2018
IPERS	IPERS	\$ 1,368.37	10057566	12/1/2018
KEYSTONE LABS, INC	WATER/WASTEWATER TESTING	\$ 146.00	17158	12/10/2018
KEYSTONE LABS, INC	WATER/WASTEWATER TESTING	\$ 146.00	17168	12/11/2018
LEAF	COPIER LEASE - NOV	\$ 22.50	17159	12/10/2018
LINN CO SHERIFF'S OFFICE	POLICE PROTECTION FEE	\$ 4,550.00	17169	12/11/2018
LINN NEWS LETTER	PUBLICATIONS	\$ 379.30	17160	12/10/2018
NORTHWAY WELL AND PUMP COMPANY	WELL #3 REPAIR	\$ 8,167.52	17161	12/10/2018
P & K MIDWEST	SKID LOADER MAINT/REPAID	\$ 24.00	17162	12/10/2018
SIMMONS PERRINE MOYER BER	LEGAL FEES	\$ 3,163.50	17163	12/10/2018
STEVE GRAHAM	REIMB:MILE,HOTEL FOR TRAINING	\$ 462.09	17164	12/10/2018
TREASURER - STATE OF IOWA	STATE TAX	\$ 305.00	10057567	12/1/2018
US CELLULAR	MAINTENANCE CELL PHONE	\$ 217.04	17165	12/10/2018
USA COMMUNICATIONS	TELECOMMUNICATIONS	\$ 201.01	17166	12/10/2018
WELLMARK BC/BS OF IOWA	DECEMBER HEALTH/DENTAL INS	\$ 1,838.14	10057570	12/13/2018
WEX BANK	FIRE DEPT FUEL	\$ 167.30	10057550	11/9/2018
PAYROLL CHECKS ON 12/01/2018		\$ 5,828.11		
CLAIMS TOTAL		\$ 44,983.50		

CITY OF ALBURNETT
TREASURER'S REPORT
 CALENDAR: 11/2018; FISCAL: 5/2019

FUND	TITLE	LAST MONTH ON HAND	REVENUES	EXPENSES	CHANGE IN LIABILITY	ENDING BALANCE
001	GENERAL	\$ 248,557.28	\$ -	\$ 28,710.67	\$ (1,970.77)	\$ 221,817.38
005	FIRE DEPARTMENT	\$ -	\$ -	\$ -	\$ -	\$ -
110	ROAD USE	\$ 132,016.82	\$ -	\$ 3,588.11	\$ (899.96)	\$ 129,328.67
111	I-JOBS	\$ -	\$ -	\$ -	\$ -	\$ -
112	EMPLOYEE BENEFITS	\$ (3,629.62)	\$ -	\$ 1,140.91	\$ -	\$ (4,770.53)
119	EMERGENCY FUND	\$ 10,820.04	\$ -	\$ -	\$ -	\$ 10,820.04
121	LOCAL OPTION	\$ 192,046.23	\$ -	\$ -	\$ -	\$ 192,046.23
125	TIF	\$ 102,469.76	\$ -	\$ -	\$ -	\$ 102,469.76
200	DEBT SERVICE	\$ 60,335.44	\$ -	\$ 17,042.50	\$ -	\$ 43,292.94
301	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
302	FIRE/COMMUNITY CENTER	\$ 123,887.14	\$ -	\$ 782.85	\$ -	\$ 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	\$ 215,005.04	\$ 14,877.42	\$ 7,019.23	\$ (1,529.93)	\$ 224,393.16
610	SEWER	\$ 138,730.37	\$ 6,774.31	\$ 5,862.46	\$ (460.60)	\$ 140,102.82
740	STORM WATER	\$ 49,666.37	\$ 658.42	\$ 3.00	\$ (3.00)	\$ 50,324.79
REPORT TOTAL		\$ 1,669,814.81	\$ 22,310.15	\$ 64,149.73	\$ (4,864.26)	\$ 1,632,839.49