

**September 7, 2022**

The regular meeting of the City of Bertram was held on the above date at 7:00pm at City Hall. Mayor Margy Wilson presided at the meeting. Council members present were Steve Carpenter, Louise Hall, John Klimek, Chris Price and Jim Unzeitig.

Klimek made motion to approve the agenda as posted. MSB Price. Agenda approved by unanimous vote.

Public comment on agenda items: R12 Rustic Ridge-Caraway & Multiple Lots removed due to pending issues left to resolve. R11 Street Financial Report tabled until October meeting. No other public comments.

Price made motion to approve the Consent Agenda as submitted. MSB Hall. Motion approved by unanimous vote.

- Sheriff's Report: 7 calls for service, required hours met. Residents Malone, Bys, Berry have volunteered their driveways for the deputies to sit to catch speeders.
- Minutes from 8/3 meeting, no corrections.
- September bills.
- Treasurer's Report for month ended 8/31/22.
- ARPA Grant Application: No update on most recent application. City did receive another \$21,680.83 in ARPA funds.
- FEMA Grant Closeout: FEMA has requested additional report verification. Final reimbursement check has been issued.
- Well inspection is complete; initial feedback is a bigger pump is needed. Fehr Graham to provide cost estimate of replacement.

<b>Warrant No</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
0495	Alliant Energy/IPL	City Hall Electricity	\$54.96
0496	Alliant Energy/IPL	Street Lights	\$535.52
0497	Alliant Energy/IPL	City Park Electricity	\$24.40
0498	Alliant Energy/IPL	High Point Electricity	\$20.22
0499	Verizon Wireless	Phone/Internet	\$88.04
0500	Woodward Community Media	Publication Fees	\$70.56
0501	IPERS	Retirement benefits	\$139.80
0502	Douglas Kula	Payroll	\$223.76
0503	Anthony Vislisel	Payroll	\$642.15
0504	Charles Watson	Payroll	\$84.97
0505	Zachary Zuzich	Payroll	\$263.56
0506	Lisa Berry	Payroll	\$1,020.13
0507	Margy Wilson	Payroll	\$1,108.20
0508	Steven Carpenter	Payroll	\$277.05
0509	Louise Hall	Payroll	\$230.87
0510	John Klimek	Payroll	\$230.87
0511	Christopher Price	Payroll	\$138.52
0512	James Unzeitig	Payroll	\$230.87
0513	Casey's Business Mastercard	Fuel for City equipment	\$266.10
0514	VISA (Wilson)	Paint for shop doors; clerk handbook; time clock; Zip Recruiter fees	\$418.40
0515	Raven Kuehl	Payroll	\$123.92
		<b>Total Bills for Operating Account</b>	<b>6,192.87</b>
W0123	Alliant Energy/IPL	Pump house electricity	110.62
W0124	Jared Vogeler	Operations	400.00
W0125	Keystone Laboratories, Inc	Water Testing	14.25
W0126	Fehr Graham Engineering & Environmental	Water to park expansion project: survey, engr design, bidding	3,250.00
		<b>Total Bills for Water Account</b>	<b>3,774.87</b>
		<b>Total Bills for September</b>	<b>9,967.74</b>

Treasurer's Report 8/31	Beg Fund Balance	Deposits	Disbursements	End Fund Balance	Investments	Total Fund Balance
General	164,623.33	260.93	7,497.68	157,386.58	301,339.82	458,726.40
Road Use Tax	184,145.09	2,744.48	0.00	186,889.57		186,889.57
LOST	181,645.51	3,173.74	0.00	184,819.25		184,819.25
Building Fund	17,812.22	0.00	0.00	17,812.22		17,812.22
Park Renovation	5,500.00	0.00	0.00	5,500.00		5,500.00
ARPA Fund	21,680.83	21,680.83	0.00	43,361.66		43,361.66
Water	21,750.42	4.22	5,107.16	16,647.48		16,647.48
<b>Total Clerk's Balance</b>	<b>597,157.40</b>	<b>27,864.20</b>	<b>12,604.84</b>	<b>612,416.76</b>	<b>301,339.82</b>	<b>913,756.58</b>
Total Outstanding				3,581.87		
<b>Total Bank Balance</b>				<b>615,998.63</b>		

Price made motion to approve Mayor Wilson's appointment of Raven Kuehl as City Clerk. MSB Carpenter. Motion approved by unanimous vote. Oath of Office administered by Berry to swear in the new clerk.

Carpenter has reviewed CD rates at approved depositories and recommends investing another \$250,000 of excess cash, which falls within limits established in the 2021 Depository Resolution. City to invest additional funds as follows: \$100,000 at Linn Area Credit Union in 13-month CDs at rate special of 2.45%; \$100,000 at First Federal Credit Union in 15-month CDs at rate special of 2.75%; \$50,000 at First Federal Credit Union in 33-month CDs at rate special of 3.00%. Berry and Carpenter to investigate early withdrawal of lower yielding CDs and reinvestment at higher rates.

Carpenter made motion to approve resolution to revise wages/salaries for appointed officers and hourly employees effective 8/1/22. MSB Price. Roll Call Vote: Carpenter-Aye, Klimek-Aye, Price-Aye, Unzeitig-Aye, Hall-Aye. **Resolution R-15-2022** passed as follows: WHEREAS, the City of Bertram, Iowa sets forth the wages of all employees. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bertram, Iowa, meeting in regular session

on the 7th day of September 2022, that the salaries/wages for appointed officers and hourly employees of the City shall be paid to the following persons named below and the Clerk is authorized to issue checks, less legally required or authorized deductions from the amounts set out below on a quarterly basis for appointed officers and monthly for hourly employees and make such contributions to IPERS, FICA, and/or other purposes as required by law or authorized by the City Council, all of which shall be subject to audit and review by the City Council: Lisa Berry Treasurer \$27.00/hr; Sheldon King General Public Works \$26.00/hr; Doug Kula General Public Works \$26.00/hr; Raven Kuehl \$24.00/hr; Cal Vaughn General Public Works \$25.00/hr; Tony Vislisel General Public Works \$26.00/hr; Zach Vislisel \$25.00/hr; Zach Zuzich General Public Works \$25.00; Charles Watson Seasonal Public Works \$16.00/hr.

Berry presented a list of revenue sources to council. Most revenue comes from property taxes, local option sales tax, and road use tax. Other sources include grants, interest/dividends, permits & fines, utility franchise taxes, donations. Included additional discussion on utility franchise fees on electricity and natural gas. Price to summarize data to present at future meeting.

Cleanup clock has been reset on two of three nuisance abatements due to delays caused by City. Hall to contact third property owner about status of removing vehicles from right of way.

City to proceed with deep clean of City Hall for \$350 through a third party, then hire Stephanie Vislisel to clean on a monthly basis.

City will keep a pile of salt in sand shed, separate from sand, for use on problematic streets/intersections after winter storm events. Clerk to add newest employees to Wendling Quarries account.

Price made motion to authorize fill of LP tank at pump house. MSB Carpenter. Motion approved by unanimous vote.

County will provide no assistance with Big Creek Road bridge replacement project. Federal funding is available for up to \$1M of construction costs only. Any amount above \$1M, engineering costs (quoted for \$212,000), and right of way costs are all the responsibility of the City. There are no city residents on the east side of the bridge, and no county residents want to be annexed into City. Mayor Wilson and Klimek will meet with Linn County Conservation representative to discuss options of using this bridge as part of the Interurban bike trail project. At this time, the City is leaning toward removal of the bridge if there is no interest in using it as part of the bike trail.

Price made motion to approve purchase and installation of Clerk Books accounting software for two users, including payroll and utility billing modules, at estimated initial cost of \$7,741.00 and annual renewal costs of \$1,200.00 plus \$5.00 per employee. MSB Klimek. Motion approved by unanimous vote. Implementation cannot begin before November 2022.

Mayor Wilson purchased a time clock for consistent reporting of hours by public works employees. All hourly personnel, including Clerk and Treasurer, will be paid monthly.

Mayor Wilson received a quote from Country Arborists for tree removal, trimming, and stump removal in several areas of town for \$29,394.00. Locations to be addressed: ROW Blackberry Lane, Woodland Drive Lane, ash tree removal at park, removal of trees and dead oak around steps at park, Rustic Lane – trim up limbs above equipment height, Rustic Lane ROW, removal of saplings surrounding Ely Street bridge, peninsula removal of trees between upper park and pumphouse, clear trees around pumphouse fence, Ridgeview Court ROW, Skyline Drive ROW, removal of 7 stumps, Woodland Court ROW. Klimek made motion to approve Country Arborist quote. MSB Hall. Motion approved by unanimous vote.

Correspondence:

Council to review areas for ROW cleanup by public works employees for winter project.  
Rustic Ridge Assn meeting scheduled for 10/3/22.

Open to Floor:

Culvert under 2<sup>nd</sup> Street just east of Ely Street intersection is much higher than street. Since this culvert runs under the street, city is responsible to maintain. Additional analysis by engineering team is necessary to determine long-term solution, but short-term, City to see if street can be ramped up on either side.

Mayor Wilson is putting together a wish list of items to seek grant funding sources. Ideas included: sewer system, water expansion to the north, natural gas pipeline to rest of city, fiber optics, building upgrades.

Klimek made motion to adjourn. MSB Hall. Motion approved by unanimous vote. Meeting adjourned at 9:00pm.

Lisa Berry, Treasurer