

**May 4, 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 (late arrival), John Klimek, Chris Price and Jim Unzeitig.

Price made motion to amend the posted agenda to add Open to the Floor to the end of the meeting and to then approve the amended agenda. MSB Unzeitig. Ayes: Carpenter, Klimek, Price, Unzeitig; Opposed: Hall. Agenda amended.

Public comment on agenda items:

Paul Bryant was concerned about the rules of the meeting posted that limited public comment to designated times within the meeting to make the meeting run more efficiently. Public was reminded that no ordinances could ever be passed without a public hearing where residents would have opportunity for input.

Heath Cronbaugh wanted to know what was considered dangerous and/or eyesores. Council stated that dangerous was considered any structure that has the appearance of near collapse. Eyesores, or nuisances, are typically addressed as complaints come in from other residents.

Sheriff's Report: 26.0 hours; 5 calls for service.

Clerk reported the following corrections to the minutes from the 4/6 meeting: Neighbor Insurance was paid an additional \$514.00 in premium adjustments with Mayor approval. Checks for the warrants to Treasurer, State of Iowa were actually paid to the order of Iowa Department of Revenue per new remittance requirements. In addition, the payment for WET tax remitted to the State was for only \$162.65, instead of the \$163.00 requested at the April meeting. Carpenter made motion to accept the minutes from the 4/6 regular meeting with corrections and the 4/25 workshop. MSB Hall. Motion approved by unanimous vote.

Price made motion to accept and pay the following bills for May. MSB Hall. Motion approved by unanimous vote.

Warrant No	Payee	Purpose	Amount
0416	Alliant Energy/IPL	City Hall electricity	35.16
0417	Alliant Energy/IPL	Streetlights	520.47
0418	Alliant Energy/IPL	City Park Electricity	0.38
0419	Alliant Energy/IPL	High Point Electricity	0.38
0420	Verizon Wireless	Phone/Internet	87.74
0421	Woodward Community Media	Publication Fees	163.57
0422	IPERS	Retirement Benefits	6.13
0423	Anthony Visliser	Payroll	156.63
0424	Linn County Sheriff	Police Protection	2,964.00
0425	Fehr Graham Engineering & Environmental	City utility review	2,250.00
0426	Allied Glass	Plexiglass for new signboards	175.00
0427	Margy Wilson	Reimbursement: Magnetic sign holders	47.92
0428	Louise Hall	Reimbursement: Keys for city park locks	11.77
		<b>Total Bills for Operating Account</b>	<b>6,419.15</b>
W0102	Alliant Energy/IPL	Pump house electricity	227.83
W0103	Jared Vogeler	Operations	300.00
W0104	Keystone Laboratories, Inc	Water Testing	13.75
W0105	Life Time Fence Co	Replace fence at pumphouse-derecho	14,625.00
		<b>Total Bills for Water Account</b>	<b>15,166.58</b>
		<b>Total Bills for May</b>	<b>21,585.73</b>

Klimek made motion to accept the Treasurer's Report for the month ended 4/30/2022. MSB Hall. Motion approved by unanimous vote.

	Beg Fund Balance	Deposits	Disbursements	End Fund Balance	Investments	Total Fund Balance
General	155,081.70	65,876.03	27,052.12	193,905.61	300,385.46	494,291.07
Road Use Tax	171,601.04	4,023.53	483.91	175,140.66		175,140.66
LOST	167,803.40	3,056.15	0.00	170,859.55		170,859.55
Building Fund	17,812.22	0.00	0.00	17,812.22		17,812.22
Park Renovation	5,250.00	250.00	0.00	5,500.00		5,500.00
ARP Fund	21,680.83	0.00	0.00	21,680.83		21,680.83
Water	18,987.86	25,708.37	9,308.00	35,388.23		35,388.23
<b>Total Clerk's Balance</b>	<b>558,217.05</b>	<b>98,914.08</b>	<b>36,844.03</b>	<b>620,287.10</b>	<b>300,385.46</b>	<b>920,672.56</b>
Total Outstanding				698.26		
<b>Total Bank Balance</b>				<b>620,985.36</b>		

Fehr Graham initial report of findings of city utility review:

City streets, in the short-term, are in good condition. Long-term, an overlay will be necessary. 1500 feet of overlay has an estimated cost of \$300,000 today. Sidewalks should be removed and replaced.

Culverts are filled with debris and settlement and are, in some cases, not large enough to handle the volume of water in a heavy rain event. Options are to (1) do nothing; (2) clean up ditches and culverts and replace smaller culverts with 18-inch pipe, estimated cost is \$350/linear foot; (3) upsize culverts under railroad and redefine ditches/waterways.

Water system upgrade/improvement. The current system is 20 years old and has no redundancy. If something happens in the line, the entire system needs to be shut down until repairs are complete. Also, the existing lines are not sufficient to support a hydrant. Repairing the well at City Park and tying it into the City water supply would add redundancy. Existing pump at City Park could be utilized. To add ~20 users from Rustic Ridge to City water supply would cost an estimated \$700,000; it would require a pump to lift water and reducer station to reduce pressure for existing lines. Rustic Ridge has two existing wells that could be added to the system, but they are already 50 years old. To add Four Oaks to City water supply would cost an estimated \$450,000; it would not require a lifting pump or reducing station, and their well is much newer than Rustic Ridge so it could be added to the system to provide redundancy. A third option is to add a water tower; the best location would be to install out at the corner of Bertram St and Berry Road as this is a high spot in the area but is currently outside City limits. This system would also allow for looping. Estimated cost is \$3,500,000. There are low-interest loans available for this type of project, and the USDA has forgivable low-interest loan, though Fehr-Graham reps did not think this would be the best option. Fehr Graham is providing an analysis of existing conditions and recommendations for improvement/expansion of city utilities. This report is to assist the Council in making short- and long-term plans for improvements and for ensuring funds are available. The final report will include financing options.

Price made motion to accept the mayor's appointment of Ellen Hillebrand to the Planning & Zoning Committee. MSB Klimek. Motion approved by unanimous vote.

Price made motion to divide the roles of City Clerk and Treasurer. MSB Carpenter. **Resolution R-09-2022** approved by unanimous vote as follows: Hall-Aye; Carpenter-Aye; Unzeitig-Aye; Price-Aye; Klimek-Aye. Resolution reads as follows: *WHEREAS, the City of Bertram, Iowa has employed Lisa Berry as both City Clerk and Treasurer in the past and, WHEREAS, the demands on the Clerk's time have increased and Lisa is no longer able to do both jobs due to time constraints and, WHEREAS, the City wants to continue to employ Lisa Berry as City Treasurer and Lisa would like to continue in that role. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bertram, Iowa, as follows: -The City Clerk and Treasurer will now be two separate positions with the job descriptions following the usual duties assigned to each position. -The Mayor will advertise for the hiring of a City Clerk. -Lisa Berry will continue as City Treasurer. - Both positions will be paid hourly.*

Carpenter made motion to establish pay ranges for City Clerk (\$20 - \$26/hour) and Treasurer (\$20 - \$27/ hour). MSB Hall. **Resolution R-10-2022** approved by unanimous vote as follows: Klimek-Aye; Price-Aye; Unzeitig-Aye; Carpenter-Aye; Hall-Aye. Resolution reads as follows: *WHEREAS, the City of Bertram, Iowa has employed a City Clerk and Treasurer as one in the past and, WHEREAS, the current Clerk/Treasurer is no longer able to perform both positions due to time constraints and, WHEREAS, the City wants to continue to employ Lisa Berry as City Treasurer solely in that role, which will require the hiring of a City Clerk to fulfill the needs of the city, THEREFORE, The City will need to establish pay scales for both positions. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bertram, Iowa, as follows: -The City Clerk position will be paid in a range of \$20.00 to 26.00 per hour. -Treasurer will be paid in a range of \$20.00 to 27.00 per hour. -The mayor will advertise for the hiring of a City Clerk. -Lisa Berry will continue as City Treasurer.*

Current public works employees are struggling with enough available time to meet City's needs for mowing/maintenance. Price made motion to move forward with finding additional help. MSB Klimek. Motion approved by unanimous vote.

Price made motion to approve authorization of early bill payment in certain circumstances to avoid late fees or risk of service interruption. MSB Klimek. **Resolution R-11-2022** approved by unanimous vote as follows: Klimek-Aye; Price-Aye; Unzeitig-Aye; Carpenter-Aye; Hall-Aye. Resolution reads as follows: *WHEREAS, the City of Bertram usually meets on the first Wednesday of every month, and, WHEREAS, from time-to-time bills may arrive and become due before the next meeting, and, WHEREAS, the City doesn't want to incur late charges and risk cancellation of policies or services. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bertram, Iowa, as follows: When there are bills that could incur late fees if not paid before the next City Council meeting or policies or services that could be terminated, the City Clerk or Treasurer may with the approval of the Mayor pay such bills before getting full City Council approval.*

Price made motion to adopt Anti-Discrimination and Equal Employment Opportunity Policy. MSB Klimek. Motion approved by unanimous vote.

Klimek made motion to adopt Conflict of Interest and Ethics Policy for Elected and Appointed Officials. MSB Hall. Motion approved by unanimous vote.

As Mayor Wilson was working with Hills Bank to establish online bill payment capabilities, it was brought to attention that not all accounts were set up for interest bearing option. Hills Bank remedied this issue and deposited back interest payments in the amount of \$95.23 in the Water Utility Account and \$1,120.30 in the FEMA account.

City to upload Nuisance and Dangerous Buildings ordinances to website so residents have accessibility to them.

Carpenter made motion to accept Gutter Guardians quote for \$1,200.00 to install gutters and downspouts at City Hall/Shop to avoid erosion and foundation undermining. MSB Klimek. Motion approved by unanimous vote.

City to review options for upgrading water meters to allow easier collection of usage amounts. A couple of options are a model that allows for reading of meter from the street as well as an internet-based meter that uploads automatically. Mayor Wilson is gathering more information.

Mayor Wilson is assessing the need for and cost to have a financial advisor for the City.

A complaint was brought forward of a resident in the downtown area that is running bright lights and loud equipment at night. Timing is before 10:00pm but lasts a couple of hours at a stretch. The appearance is there is commercial work going on, but zoning ordinance does not allow for this. The noise and lights would fall under nuisance ordinance. City to investigate further and, if necessary, issue nuisance abatement request to resident.

Correspondence:

Price: Poles were saved from the pumphouse to fix fencing at City Park so cable can be reattached. Gates from pumphouse were saved for High Point drive. Fencing was also saved for use or recycle.

Klimek: Waiting for specs to schedule excavation for restrooms at City Park.

Open to Floor:

Sadie Ferris: Commented on meeting rules that perhaps City could allow for public comment later in the meeting for specific agenda items. She also requested to know who would be representing the City at the City Development Board meeting on 5/11. It will be Price or Mayor Wilson.

Paul Bryant: Made note that City already has electric meters, but currently reader needs to be close to meter. Questioned whether anyone from the City has talked to the people with dangerous buildings. Mayor has made some attempts, but resident(s) do not answer the door. Commented that some nuisances are unavoidable. Also commented that businesses cause increased traffic even if they are not "official" businesses. Commented that meeting rules need to apply to everyone throughout the meeting.

Special meeting date set for 5/16 at 6:30pm to discuss remaining items from agenda that had to be tabled: Website update; Right of Way Ordinance; Warning Siren; Alliant Energy Cost of Lights; Purchases for Public Works/Update from Staff Meeting; City Clean Up Day; Locking Dumpster for Park; Trash & Recycle Bins for Parks; Goal Review.

Price made motion to adjourn. MSB Hall. Motion approved by unanimous vote. Meeting adjourned at 9:05PM.

Lisa Berry, Clerk