

October 6, 2021

The regular meeting of the City of Bertram was held on the above date at 7:00pm at City Hall and via Zoom. Mayor Dave Hunt presided at the meeting. Council members present were Steve Carpenter, Bill Mulholland, Chris Price, Margy Wilson, and Jim Unzeitig (late).

Wilson made motion to approve the agenda. MSB Price. Ayes: Carpenter, Mulholland, Price, Wilson. Nays: Unzeitig. Agenda approved.

Public comment on agenda items: None

Wilson made motion to open public hearing to review and gather input from residents regarding the 2021-2041 proposed Comprehensive Plan. MSB Price. Ayes: Carpenter, Mulholland, Price, Wilson. Nays: Unzeitig. Public hearing opened at 7:02pm. ECICOG representatives summarized as follows: goals from previous plan were carried over. In addition, the plan allows for a more proactive approach to utilities and making sure zoning is aligned with the community's desire for more starter and moderately priced single-family housing. Comments from public included the desire to keep a two-acre minimum for development of new housing despite the desire for starter and moderately priced housing. Two-acre minimum lot sizes are part of the city's zoning ordinance and adoption of this plan will not make any changes to that ordinance automatically. Carpenter made motion to close the public hearing. MSB Wilson. Ayes: Carpenter, Mulholland, Price, Wilson. Nays: Unzeitig. Public hearing closed at 7:09pm.

Sheriff's Report: 26.0 hours; 9 calls for service.

Wilson made motion to accept the minutes from the 9/1 and 9/13 meetings. MSB Carpenter. Ayes: Carpenter, Mulholland, Price, Wilson. Nays: Unzeitig. Motion approved.

Price made motion to accept and pay the following bills for October. MSB Carpenter. Ayes: Carpenter, Mulholland, Price, Wilson. Nays: Unzeitig. Motion approved.

| Warrant No | Payee | Purpose | Amount |
|------------|-----------------------------|------------------------------------------|------------------|
| 0281 | Alliant Energy/IPL | City Hall electricity | 87.06 |
| 0282 | Alliant Energy/IPL | Street Lights | 569.69 |
| 0283 | Alliant Energy/IPL | City Park Electricity | 21.11 |
| 0284 | Alliant Energy/IPS | High Point Electricity | 21.11 |
| 0285 | Verizon Wireless | Phone/Internet | 88.02 |
| 0286 | Woodward Community Media | Publication Fees | 130.19 |
| 0287 | IPERS | Retirement Benefits | 380.42 |
| 0288 | Douglas Kula | Payroll | 108.43 |
| 0289 | Anthony Vislisel | Payroll | 207.76 |
| 0290 | Bradley Vislisel | Payroll | 69.26 |
| 0291 | United States Treasury | Federal Payroll Taxes, Q3 | 594.14 |
| 0292 | Linn County Sheriff | Police Services | 2,964.00 |
| 0293 | Iowa League of Cities | Annual dues | 347.00 |
| 0294 | ECICOG | Comprehensive Plan Administration | 2,151.00 |
| 0295 | Steven Carpenter | Reimbursement: Street sign | 87.99 |
| 0296 | VISA | Shop supplies | 68.83 |
| 0297 | Gazette Communications, Inc | Publication Fees | 11.47 |
| 0298 | Country Landscapes, Inc | Tree work ROW in Rustic Ridge | 3,010.00 |
| | | Total Bills for Operating Account | 10,917.48 |
| W0068 | Alliant Energy/IPL | Pump house electricity | 129.64 |
| W0069 | Jared Vogeler | Operations | 380.00 |
| W0070 | Keystone Laboratories, Inc | Water Testing | 12.80 |
| W0071 | Treasurer, State of Iowa | WET tax remit, Q3 | 169.00 |
| | | Total Bills for Water Account | 691.44 |
| | | Total Bills for October | 11,608.92 |

Price made motion to accept the Treasurer's Report for the month ended Sept. 30, 2021. MSB Wilson. Ayes: Carpenter, Mulholland, Price, Wilson. Nays: Unzeitig. Motion approved.

| | Beg Fund Balance | Deposits | Disbursements | End Fund Balance | Investments | Total Fund Balance |
|------------------------------|-------------------|------------------|------------------|-------------------|-------------|--------------------|
| General | 475,597.36 | 2,133.68 | 14,836.95 | 462,894.09 | 0.00 | 462,894.09 |
| Road Use Tax | 156,263.07 | 4,475.75 | 0.00 | 160,738.82 | | 160,738.82 |
| LOST | 133,173.72 | 3,166.88 | 0.00 | 136,340.60 | | 136,340.60 |
| Building Fund | 17,812.22 | 0.00 | 0.00 | 17,812.22 | | 17,812.22 |
| Park Renovation | 5,100.00 | 0.00 | 0.00 | 5,100.00 | | 5,100.00 |
| ARP Fund | 21,608.43 | 0.00 | 0.00 | 21,608.43 | | 21,608.43 |
| Water | 15,618.63 | 2,468.19 | 624.50 | 17,462.32 | | 17,462.32 |
| Total Clerk's Balance | 825,173.43 | 12,244.50 | 15,461.45 | 821,956.48 | 0.00 | 821,956.48 |
| Total Outstanding | | | | 2,035.67 | | |
| Total Bank Balance | | | | 823,992.15 | | |

Wilson made motion to adopt the proposed 2021-2041 Comprehensive Plan with no changes or correction from version available for public hearing. MSB Price. Roll Call Vote: Carpenter-Aye, Wilson-Aye, Mulholland-Aye, Price-Aye, Unzeitig-Nay. **Resolution R-11-2021** adopted. WHEREAS, the City of Bertram Planning & Zoning Commission has prepared this plan with assistance from the East Central Iowa Council of Governments (ECICOG); and WHEREAS, the plan was written to consider the State of Iowa Smart Planning Principles and Elements, including: population trends and projections, housing analysis, economic development, infrastructure, parks and recreation, annexation policies, existing and future land use, and city goals and policies; and WHEREAS, the City of Bertram Planning & Zoning Commission has duly recommended that the plan is adopted by the City Council of Bertram, Iowa. NOW, THEREFORE IT IS HEREBY RESOLVED by the City Council of Bertram, Iowa, after duly holding a public hearing, to adopt said plan as the official future planning document of Bertram, Iowa. BE IT FURTHER RESOLVED that said plan shall be placed on file in appropriate places and provided to appropriate officials for reference purposes for the deliberation of land use issues and enforcement of land use ordinances as hereafter may be adopted by Bertram, Iowa.

Carpenter made motion to adopt the Annual Financial Report for the fiscal year ended June 30, 2021. MSB Price. Roll Call Vote: Carpenter-Aye, Wilson-Aye, Mulholland-Aye, Price-Aye, Unzeitig-Nay. Total Revenues: \$395,019, Total Expenditures \$436,751 for net loss of \$41,732. Beginning Fund Balance \$891,760, Ending Fund Balance \$850,028. **Resolution R-12-2021** adopted.

Wilson made motion to adopt the Street Financial Report for the fiscal year ended June 30, 2021. Beginning Balance was \$110,357. Expenses were \$317,123 from GF, \$5,425 from RUT; Total Exp \$322,548. Revenues were \$312,514 Property taxes, \$44,001 (RUT), \$4,609 (IDOT Grant); Total Revenues \$361,124. Ending Balance \$148,933. MSB Price. Roll Call Vote: Carpenter-Aye, Wilson-Aye, Mulholland-Aye, Price-Aye, Unzeitig-Aye. **Resolution R-13-2021** adopted.

Mulholland made motion to adopt revised Road Maintenance and Snow & Ice Control Agreement with Linn County Secondary Road Department. MSB Price. Roll Call Vote: Carpenter-Aye, Wilson-Aye, Mulholland-Aye, Price-Aye, Unzeitig-Aye. The revised agreement is for Linn County to provide snow & ice control and road maintenance on Knapp Road from East Bertram Road to Corporate Limits and Big Creek Road from truss bridge to Corporate Limits while the City will be responsible for Lake Terrace Road from Bertram Street to end of maintenance and Blaines Crossing Road from Corporate Limits to end of maintenance. Total County responsibility 2096 lane feet; total City responsibility 2191 lane feet. **Resolution R-14-2021** adopted.

Wilson made motion to enter into agreement with Iowa Department of Transportation for City Bridge Federal-Aid Swap Funding for the Big Creek Road bridge over Big Creek. MSB Price. Roll Call Vote: Carpenter-Aye, Wilson-Aye, Mulholland-Aye, Price-Aye, Unzeitig-Aye. This agreement provides 100% reimbursement of eligible construction costs NTE \$1,000,000 (doesn't include ROW, utility, engineering costs). Project must be let to contract within 3 years of the date the agreement is signed by IDOT. **Resolution R-15-2021** adopted.

Caraways have requested that the City bring the sections of what they describe as city streets in front of lots 6 and 16 of Rustic Ridge up to the same condition as the other streets in Rustic Ridge. The City's concern is that there is not an adequate cul-de-sac for emergency and city vehicle turn around, which may cause issues in acquiring building permits. The Caraways claim bringing the streets up to current zoning requirements is up to the City, but the City claims they are not responsible for developing the roads in the development, it is the responsibility of the developer. Council is not planning to change how these roads are currently maintained.

Three quotes were received to remove trees within fence around the pump house: Frank's Tree Service \$5,617.50; Country Arborist \$4,421.78; Madsen Construction \$9,095.00. The Frank's Tree Service and Country Arborist quotes are with the fencing removed. Wilson made motion to accept the Country Arborist quote for \$4,421.78. MSB Carpenter. Ayes: Carpenter, Price, Wilson, Unzeitig. Nays: Mulholland. Motion approved.

There were two quotes received to replace the fencing around the pump house: Central Fencing \$20,961.56; Life Time Fence \$14,625.00. D&N Fence chose not to quote the project. Insurance has issued payment for replacement in the amount of \$8,854.00, but the linear feet do not seem to align with the quotes. Price made motion to table quote approval pending additional information. MSB Carpenter. Ayes: Carpenter, Mulholland, Price, Wilson, Unzeitig. Motion carried. Mulholland to get measurements of fence.

Street repairs are needed on Bertram Street in front of 1374 Bertram Street and at Lake Terrace Road. Wilson made motion to delay further discussion of this agenda item pending further information. MSB Carpenter. Ayes: Carpenter, Mulholland, Price, Wilson, Unzeitig. Motion carried.

Wilson made motion to amend the Depository resolution to add financial institutions and to add Mayor Pro Tem as an authorized signatory for investing city funds. MSB Price. Carpenter-Aye, Wilson-Aye, Mulholland-Aye, Price-Aye, Unzeitig-Aye. **Resolution R-16-2021** adopted. WHEREAS, Iowa Code §12C requires that a City pass a resolution naming official depositories of City funds, AND WHEREAS, The City of Bertram is desirous to name Hills Bank & Trust Company, NXT Bank, Cedar Rapids Bank & Trust, Farmers State Bank, Linn Area Credit Union, Citizens Savings Bank (Anamosa), First Federal Credit Union and Mount Vernon Bank & Trust Company as depositories of public funds, NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Bertram, Iowa, that the City of Bertram will utilize the services of Hills Bank & Trust Company, NXT Bank, Cedar Rapids Bank & Trust, Farmers State Bank, Linn Area Credit Union, Citizens Savings Bank (Anamosa), First Federal Credit Union and/or Mount Vernon Bank & Trust Company, pursuant to the duly executed agreements to receive and repay deposits of public funds. The maximum amount which may thus be deposited in each of the above-named Depositories without further approval of the City Council is \$750,000. BE IT FURTHER RESOLVED that the Mayor, Mayor Pro-Tem and City Clerk are hereby authorized and directed to execute and deliver signature authorization cards to the Depositories and execute all drafts, checks, and other documents and correspondence regarding any accounts of the City of Bertram at Depository. BE IT FURTHER RESOLVED, that the City Clerk is directed to forward a certified copy of the Resolution to the above-named Depositories, together with a certificate attesting to the names and signatures of the present incumbents of the offices described above and the City Clerk is further directed to certify to Depositories from time to time the signatures of any successors in office of any of the present incumbents.

Unzeitig has reached out to an engineering firm to review the City for any ADA non-compliances. They are working on a proposal.

Park Updates:

Barrier around pavilion can be removed – repairs are mostly complete, contractor is just waiting for metal to finish the roof. City to check to see if Madsen Construction will haul away scrap metal by sand shed with other debris removal. Wilson has quote for 6-foot benches at \$485 with lead time of 3-6 weeks. Council to take no action at this time. The park approach still needs to be completed by Kluesner.

Mulholland made motion to rehire Brad Vislisel as seasonal help through December 2022. MSB Carpenter. Ayes: Carpenter, Mulholland, Price, Wilson, Unzeitig. Motion carried.

Wilson made motion to accept quote from Asphalt Restoration Solutions for \$1250.00 to repair Bertram Street at Lake Terrace Road. Green Street repair is complete, but there is still an animal den/run underneath the street that needs to be removed/filled in.

Codification Review: Chapter 92 needs to be updated with new water rates. Chapter 93 – Is the clause on water structures in accordance with County/DNR specs? Need to review to see if City has restrictions on putting mobile home on a lot. Chapter 105.05 Yard Waste Disposal: Does burning have to be by permit only?

Correspondence:

Wilson updated short and long term goals of the City and organized them. She will hang up at City Hall for visibility.

Lower Cedar WMA may visit the city on October 8th to review options for water study.

Water repair was shut off 9/24 for about 20 minutes due to cracked PVC elbow. City needs to get copies of the map of shutoff valves to keep at the pump house and City Hall.

There are currently no used 1000-gallon LP tanks available to replace the one at the pump house. A new tank costs \$4300.00 with lead time estimated at end of October.

Open to Floor:

Tony Vislisel asked if Council wished for him to get sand for the sand shed – they do. He also asked if we could get a contract with Wendling Quarries just across Highway 13 since it's closer.

Zach Vislisel may be interested in helping with snow removal. Clerk to send him job application.

Need height for the threshold to the main entrance to City Hall, both inside and out.

Mulholland made motion to adjourn. MSB Price. Ayes: Carpenter, Mulholland, Price, Wilson, Unzeitig. Meeting adjourned at 9:11 PM.

Lisa Berry, Clerk