

March 2, 2022

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

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

Public comment on agenda items: None.

Sheriff's Report: 26.0 hours; 4 calls for service.

Hall made motion to accept the minutes from the 2/2 regular meeting and 2/17 Public Hearing/Special Meeting. MSB Price. Motion approved by unanimous vote.

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

Warrant No	Payee	Purpose	Amount
0369	Alliant Energy/IPL	City Hall electricity	56.13
0370	Alliant Energy/IPL	Streetlights	516.82
0371	Alliant Energy/IPL	City Park Electricity	19.07
0372	Alliant Energy/IPL	High Point Electricity	19.07
0373	Verizon Wireless	Phone/Internet	87.78
0374	Woodward Community Media	Publication Fees	247.37
0375	IPERS	Retirement Benefits	129.62
0376	Sheldon King	Payroll	22.37
0377	Douglas Kula	Payroll	548.20
0378	Cal Vaughn	Payroll	306.58
0379	Margy Wilson	Payroll	1,246.72
0380	Steven Carpenter	Payroll	230.87
0381	Louise Hall	Payroll	184.70
0382	John Klimek	Payroll	184.70
0383	Christopher Price	Payroll	184.70
0384	James Unzeitig	Payroll	230.87
0385	Lisa Berry	Payroll	1,097.26
0386	Office of Auditor of State	Periodic exam fee	800.00
0387	Johnson County Auditor	Contribution to Lower Cedar WMA	200.00
0388	Linn County Treasurer	Bridge load rating & inspection	630.00
0389	Fehr Graham Engineering & Environmental	City utility review	2,250.00
0390	Fehr Graham Engineering & Environmental	ADA transition plan	375.00
0391	Iowa Association of Municipal Utilities	Member dues-insurance	626.00
0392	IMFOA	Annual dues for city clerk	50.00
0393	Margy Wilson	Reimbursement: office supplies; mats for city park; drop box	265.57
0394	Casey's Business Mastercard	Fuel for City equipment	96.01
0395	VISA	Office supplies, software	356.26
		Total Bills for Operating Account	10,961.67
W0091	Alliant Energy/IPL	Pump house electricity	250.47
W0092	Jared Vogeler	Operations	300.00
W0093	Keystone Laboratories, Inc	Water Testing	14.25
W0094	Linn Co-Op Oil Co	LP tank switch/fill at pump house	29.51
W0095	Margy Wilson	Reimbursement: Keys for pump house	4.99
		Total Bills for Water Account	599.22
		Total Bills for March	11,560.89

Price made motion to accept the Treasurer's Report for the month ended 2/28/2022. MSB Hall. Motion approved by unanimous vote.

	Beg Fund Balance	Deposits	Disbursements	End Fund Balance	Investments	Total Fund Balance
General	179,059.47	126.69	6,030.36	173,155.80	300,198.92	473,354.72
Road Use Tax	169,168.54	2,959.73	1,091.95	171,036.32		171,036.32
LOST	161,691.10	0.00	0.00	161,691.10		161,691.10
Building Fund	17,812.22	0.00	0.00	17,812.22		17,812.22
Park Renovation	5,100.00	100.00	0.00	5,200.00		5,200.00
ARP Fund	21,680.83	0.00	0.00	21,680.83		21,680.83
Water	7,640.75	0.00	571.22	7,069.53		7,069.53
Total Clerk's Balance	562,152.91	3,186.42	7,693.53	557,645.80	300,198.92	857,844.72
Total Outstanding				(3,390.30)		
Total Bank Balance				561,036.10		

Price made motion to approve a fund transfer request for \$9,984.07 from General Fund to the Water Utility account for insurance proceeds to repair derecho damage to the pumphouse. MSB Hall. Motion approved by unanimous vote.

Price made motion to approve resolution calling for use of internet banking and approval by the mayor for internet transactions. MSB Klimek. **Resolution R-04-2022** approved by unanimous vote. Resolution reads as follows: WHEREAS, the City of Bertram, Iowa has elected a new Mayor, Margy Wilson, who is responsible for ensuring the integrity of the finances for the City of Bertram and protecting its employees by establishing practical and sound accounting practices; NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bertram, Iowa, as follows:

- The City Clerk or Treasurer will use internet banking to pay the City's bills whenever possible; and
- The City's bank, Hills Bank, will require the additional authorization of the mayor for internet transactions; and

-All checks written by the Clerk or Treasurer will be signed by the mayor other than checks made out the mayor herself. Checks written to the mayor will be signed by the Clerk or Treasurer.

Old playground equipment will be sold as-is and buyer is responsible for removal. Anyone interested should submit bids to Mayor or any council member by 3/15/22.

Discussion on franchise fees tabled until April meeting. Price was not able to connect with utility reps prior to meeting.

Justin Wasson was introduced to the Council and attending residents as a potential candidate for the open state senate seat.

City to review and establish a city fee schedule to address requirements of city codes.

Council reviewing web hosting options, especially with codification finalization approaching and the need to make available online. We need flexibility and mobile-friendly support. Current web hosting services are \$240/year (as of April 2021). A proposal for new hosting service has an initial cost of \$500-750 to redesign the website and would then cost \$400/year. Council to consider all options and review with web host to understand current website capabilities. Public hearing for FY23 budget and codification review scheduled for 3/7/2022 at 6:00pm, City Hall.

Mayor Wilson, Hall have been reorganizing the office at City Hall and have accumulated numerous papers that will require shredding. Shredding service will be utilized once everything is collected.

Big Creek Road Bridge Update: Road does not need to be straightened for new bridge installation. The new bridge will be 32 feet wide, so City will need to acquire a small amount of land from adjoining property owners, whereas straightening the road out would require a much larger acquisition of land and would cost more. State funds will not cover ROW acquisitions. Unzeitig suggests we move forward with RFP for engineering services, which are also not covered by state funds.

City Clerk Berry announced her desire to step down as City Clerk as she does not feel she has the ability to meet the city's growing needs. She is willing to step into the Treasurer role to allow segregation of duties, which would also take some pressure off of the Council. Council to review job descriptions and move forward with a plan for replacement.

Correspondence:

Fehr Graham has asked for a list of residents that have been experiencing water issues on their property. They will investigate to determine if there are things residents can do to mitigate the issue, or if they will be resolved by mitigation efforts made by the city. Hall is interviewing all residents to gather this information.

City received a memorial donation for planting trees in the park.

City received a letter regarding culvert/ditch issues at 1214 2nd Street. Concerns were forwarded Fehr Graham.

Annexation of property across railroad tracks off Blaine's Crossing has been approved by State Auditor. City to hold public hearing on 3/24/2022 at 6:30pm. If there are no objections, city will proceed with first reading of ordinance for annexation.

Open to Floor:

None

Hall made motion to adjourn. MSB Klimek. Motion approved by unanimous vote. Meeting adjourned at 8:10PM.

Lisa Berry, Clerk