

June 6, 2018

The regular meeting of the City of Bertram was held on the above date at 7:00 PM at City Hall. Mayor James Drahos was present and presided at the meeting. Council members present were Dave Hunt, Robert Malone (by phone), Nancy McBurney, and William Mulholland. Council member absent was Steven Carpenter.

The Linn County Sheriff was unable to attend.

Hunt made motion to approve the minutes from the May 2nd, May 3rd, May 9th and May 24th meetings, MSB McBurney. None opposed, motion carried.

McBurney made motion to accept and pay the following bills for June. MSB Mulholland. None opposed, motion carried.

Warrant No	Payee	Purpose	Amount
194	Alliant Energy	City Hall Electricity	49.88
195	Alliant Energy	Street Lights	480.38
196	Alliant Energy	City Park Electricity	19.46
197	Alliant Energy	High Point Park Electricity	19.03
198	Verizon Wireless	Phone/Internet	95.14
199	Mount Vernon-Lisbon Sun	Publication Fees for May	235.38
200	IPERS	Payroll Benefits for May	104.46
201	Jason Houghtaling	Payroll for May	867.35
202	Lisa Berry	Payroll Mar-Jun	907.19
203	James Drahos	Payroll Mar-Jun	646.45
204	Steven Carpenter	Payroll Mar-Jun	277.05
205	David Hunt	Payroll Mar-Jun	320.46
206	Robert Malone	Payroll Mar-Jun	277.05
207	Nancy McBurney	Payroll Mar-Jun	323.22
208	William Mulholland	Payroll Mar-Jun	277.05
209	Casey's General Stores, Inc	Fuel for city eqpt	144.61
210	Kluesner Construction	Street Cleaning	1,900.00
211	D&D Tree Service	Tree Trimming	825.00
212	Linn County Fire District #1	Fire Protection	2,341.50
213	Eastern Iowa Excavating & Concrete	Pavement repair, Ely St bridge	1,764.62
		Total Bills for Operating Account	11,875.28
W044	Alliant Energy	City Well Electricity	121.57
W045	Jared Vogeler	Operations for May	300.00
W046	Keystone Laboratories, Inc	Water Testing May	12.50
W047	Keystone Laboratories, Inc	Water Testing May	745.40
W048	Jason Houghtaling	Payroll for May	18.00
		Total Bills for Water Account	1,197.47
		Total Bills for May	13,072.75

Malone made motion to approve Fund Transfer Requests #4, #5, and #6. MSB McBurney. None opposed, motion carried.

Hunt made motion to approve the Treasurer's Report for the period ending May 31, 2018. MSB Mulholland. None opposed, motion carried.

	Beg Fund Balance	Deposits	Disbursements	End Fund Balance	Investments	Total Fund Balance
General	541,505.90	1,253.42	349,519.47	193,239.85	189,540.60	382,780.45
Road Use Tax	63,181.41	3,531.38	424.90	66,287.89		66,287.89
LOST	55,596.07	3,062.40	0.00	58,658.47		58,658.47
Building Fund	16,681.22	0.00	0.00	16,681.22		16,681.22
Capital Projects	(173,883.93)	13,859.03	17,012.53	(177,037.43)		(177,037.43)
Water	14,424.07	0.00	447.73	13,976.34		13,976.34
Total Clerk's Balance	517,504.74	21,706.23	367,404.63	171,806.34	189,540.60	361,346.94
Total Outstanding				959.00		
Total Bank Balance				172,765.34		

Jason Houghtaling requested a second quote for snow removal equipment for the new truck from a company in Des Moines. Quote was very competitive with quote he had obtained last month. Since Houghtaling was unable to attend the meeting, approval has been tabled until the July meeting.

Discussion was had about acquiring accounting software to eliminate some of the findings the City continues to receive from the state audit examinations. Dave Hunt made motion to authorize purchase of Quickbooks Pro 2018 box version. MSB Malone. None opposed, motion carried.

Hunt made motion to approve a position for temporary help in Public Works to assist with mowing at a rate of \$12.50/hour, not to exceed 20 hours of work each week. MSB Mulholland. None opposed, motion carried.

McBurney made motion to pass resolution R-4-2018 setting wages/salaries for appointed officers and hourly employees of the City of Bertram, Iowa for the fiscal year beginning July 1, 2018. MSB Hunt. None opposed, motion carried. Resolution reads as follows and includes the addition of temporary summer help to assist with mowing: 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 6th day of June, 2018, that the salaries/wages for appointed officers and hourly employees of the City shall be paid to the following

persons named below and the Treasurer 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, Clerk, \$350.00 per month; TBD, Treasurer, \$75.00 per month; Jason Houghtaling & Sheldon King, Public Works, \$18.00/hr for general labor, \$35.00/hr for skilled labor; Temporary Employee, Public Works, \$12.50/hr.

The City of Bertram, in order to enter into an agreement with Linn County to have them take over building permit issuance and inspections, will need to provide additional information to the County and draft a 28E agreement for County approval. Hunt made motion to work toward such an agreement with Linn County for the July meeting. MSB Malone. None opposed, motion carried. Malone to reach out to Linn County to determine what additional information the County needs from us.

The temporary injunction placed on 200 Angle Street was confirmed by the Courts on 25 May 2018. The homeowner must patch the hole in the roof by 3 June 2018, cannot bring any more construction materials onto the premises, and must have the yard light off between the hours of 10:00 pm and 5:00 am while this injunction remains in place. Before the City can issue any kind of permit to allow repairs to the roof, a structural engineer needs to be obtained to inspect and certify the structural integrity of the house. Malone, Hunt, and Drahos to contact Engineering firms to find a suitable structural engineer.

Clerk has not had time to work with Bonnie Pospisil for the open Treasurer's position, and is hesitant to begin until appropriate processes are better documented.

Since the first Wednesday in July is the 4th, McBurney made motion to move the July council meeting to Thursday, July 5, 2018 at 7:00 pm. MSB Malone. None opposed, motion carried. Lisa Berry reminded Council she would not be able to attend the July meeting.

Mulholland solicited several estimates from Kluesner Construction for street repairs/maintenance throughout town. He will solicit bids from two additional contractors for the July meeting.

Linn County will begin accepting grant applications for water projects. Hunt to get additional details.

Lisa Berry attended a DOR webinar about the new Water Service Excise Tax (WET) for water billings that goes into effect July 1, 2018. This tax replaces sales and local option tax on piped water services at a rate of 6%. The City will need to file an application for a WET permit.

The new EMA coordinator wants to meet with Drahos and one or two council member in the next couple of weeks. Since Malone is the EMA alternate, he should be one of the council members to attend.

McBurney has ordered some playground equipment catalogues and has been scoping out alternate locations at City Park closer to the pavilion and restrooms for relocation of equipment. She also wants to meet with the individual that worked on Chad Dummermuth's pollinator plot for assistance with High Point. He should be able to help determine the best location for the plot and, once we kill off the vegetation, will come in and plant the seeds. We can check with DNR about cost sharing on the seeds. McBurney will also check with her daughter about the grant-writing process and how much it costs for assistance.

Website needs to be updated with current information (Clerk). Planning and Zoning minutes need to be updated and turned into City Clerk for record-keeping purposes. Kevin Shea to address this issue at the next P&Z meeting (not yet scheduled).

There are several brush piles at 33 Ely Street ready to burn. The pile of metal needs to be mashed down. Dummermuth plans to mow in July. City will need to decide what to do with trees still growing in the fence line by fall.

Mulholland made motion to adjourn. MSB Hunt. None opposed, meeting adjourned at 8:21 PM.

Lisa Berry
Clerk