

**April 6, 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.

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

Public comment on agenda items: None.

Sheriff's Report: Sheriff not present, report not provided prior to meeting.

Price made motion to accept the minutes from the 3/2 regular meeting, 3/7 public hearing/workshop and 3/24 public hearing/workshop. MSB Klimek. Motion approved by unanimous vote.

Price made motion to accept and pay the following bills for April (Chris Newitt web hosting invoice conditionally approved pending outcome of Agenda item 17- "Website – Switch Company". MSB Klimek. Motion approved by unanimous vote.

Warrant No	Payee	Purpose	Amount
0396	Alliant Energy/IPL	City Hall electricity	53.88
0397	Alliant Energy/IPL	Streetlights	522.34
0398	Alliant Energy/IPL	City Park Electricity	19.73
0399	Alliant Energy/IPL	High Point Electricity	19.73
0400	Verizon Wireless	Phone/Internet	82.78
0401	Woodward Community Media	Publication Fees	106.84
0402	IPERS	Retirement Benefits	360.89
0403	Anthony Vislisel	Payroll	33.56
0404	United States Treasury	Q1 2022 Federal Tax Payments	1,039.54
0405	Treasurer, State of Iowa	Q1 2022 State Withholding	3.00
0406	Neighbor Insurance	Insurance Premiums	11,943.00
0407	Neighbor Insurance	Credit for insurance policy updates	(178.00)
0408	City of Marion	Deicer salt for snow removal	483.91
0409	Fehr Graham Engineering & Environmental	City utility review	1,125.00
0410	Nathan Unruh Construction	Install mail drop box at City Hall	200.00
0411	Overhead Door Co	Seal repair of overhead doors at city shop	647.89
0412	Country Landscapes, Inc	Removal of trees outside pumphouse fence	5,940.00
0413	Frontline Warning Systems	Emergency siren maintenance	400.00
0414	Chris Newitt	Website hosting	239.40
0415	Iowa League of Cities	MLA Part III for mayor	80.00
		<b>Total Bills for Operating Account</b>	<b>23,123.49</b>
W0096	Alliant Energy/IPL	Pump house electricity	243.60
W0097	Jared Vogeler	Operations	380.00
W0098	Keystone Laboratories, Inc	Water Testing	14.25
W0099	Treasurer, State of Iowa	Q1 2022 WET tax payment	163.00
W0100	Linn Co-Op Oil Co	New LP tank at pumphouse	4,375.00
W0101	Country Landscapes, Inc	Removal of trees inside pumphouse fence	4,132.50
		<b>Total Bills for Water Account</b>	<b>9,308.35</b>
		<b>Total Bills for April</b>	<b>32,431.84</b>

Carpenter made motion to accept the Treasurer's Report for the month ended 3/31/2022 and to approve a fund transfer request for \$4,132.50 from General Fund to the Water Utility account for insurance proceeds to remove trees within the pumphouse fence. MSB Hall. Motion approved by unanimous vote.

	Beg Fund Balance	Deposits	Disbursements	End Fund Balance	Investments	Total Fund Balance
General	173,155.80	2,263.66	20,337.76	155,081.70	300,287.41	455,369.11
Road Use Tax	171,036.32	1,679.98	1,115.26	171,601.04		171,601.04
LOST	161,691.10	6,112.30	0.00	167,803.40		167,803.40
Building Fund	17,812.22	0.00	0.00	17,812.22		17,812.22
Park Renovation	5,200.00	50.00	0.00	5,250.00		5,250.00
ARP Fund	21,680.83	0.00	0.00	21,680.83		21,680.83
Water	7,069.53	12,517.55	599.22	18,987.86		18,987.86
<b>Total Clerk's Balance</b>	<b>557,645.80</b>	<b>22,623.49</b>	<b>22,052.24</b>	<b>558,217.05</b>	<b>300,287.41</b>	<b>858,504.46</b>
Total Outstanding				1,497.47		
<b>Total Bank Balance</b>				<b>559,714.52</b>		

Price made motion to approve resolution to allow the City Council to act as the Board of Appeals. MSB Carpenter. **Resolution R-07-2022** 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 is a small town in the State of Iowa and bound by its laws; AND, WHEREAS, the City of Bertram has limited number of people available to volunteer for board positions, the City Council has decided to act as the Board of Appeals to comply with state laws. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bertram, Iowa, as follows: The City Council will act as the Board of Appeals and will perform all functions and tasks of the Board as outlined in Chapter 151.01 of the proposed ordinances of the City of Bertram.

Hall is looking into replacement of lights at City Park with LED. There is concern of significant cost difference and whether or not we own the poles.

Klimek and Hall working on park pavilion reservation process. Signs will be placed at the pavilion to indicate when it is reserved. Also looking into adding a link to the website and a calendar noting when it is reserved.

Clerk and Mayor are in process of separating job descriptions for clerk and treasurer duties.

Old playground equipment sale:

Slide/Firetruck sold for \$250  
Swing set sold for \$50  
Zipline is still available

Price made motion to approve final plat of Cedar Valley Humane Society first addition to Linn County. MSB Klimek. **Resolution R-08-2022** approved by unanimous vote as follows: Klimek-Aye; Price-Aye; Unzeitig-Aye; Carpenter-Aye; Hall-Aye. Resolution reads as follows: WHEREAS, CEDAR VALLEY HUMANE SOCIETY FIRST ADDITION TO LINN COUNTY, IOWA containing one (1) lot, numbered Lot 1, all inclusive, has been filed with the City Clerk and after consideration of the same is found to be correct and in accordance with the provisions of the laws of the State of Iowa, and the ordinances of the City of Bertram, in relation to Plats and Additional to Cities, NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BERTRAM, IOWA, that said Cedar Valley Humane Society First Addition to Linn County, Iowa is hereby acknowledged and approved on the part of the City of Bertram, Iowa and the Mayor and the City Clerk are hereby directed to certify this resolution of approval and affix the same to said plat as by law provided.

Replat of Lnenicka property cannot be approved by P&Z or the City Council because, until annexation is finalized, the lot on which they wish to build is less than two acres, a violation of existing ordinances. City Attorney has provided additional color maps to the City Development Board per their request. This annexation request is on the agenda for their May 11<sup>th</sup> meeting. P&Z to review to see if plat can be conditionally approved.

Mediacom is starting project on Skylark to install underground high-speed internet cable. Need to review with Fehr Graham about the depth the cable needs to be buried, and we need a contact number for Mediacom to handle calls from residents regarding any issues as a result of this work.

Unzeitig to customize RFP for engineer to replace Big Creek Road bridge. RFP may be placed with Iowa League of Cities, on City website.

Klimek has received two quotes for extending water service to the park and then beyond to Blaines Crossing: Dave Schmidt and Rathje Construction. He needs two separate reports from Fehr Graham for each water extension. He will then solicit separate bids from well to park and then from park to Blaines Crossing.

City webhost owns rights to our website, not the city, and is not willing to turn ownership over to the City. In addition, the capabilities are not enough to support the flexibility the city is going to need moving forward. Price made motion to move forward with Greg Thompson as new webhost and to investigate options for either keeping existing URL or obtaining a new one. MSB Hall. Motion approved by unanimous vote.

City needs a fifth non-elected member for the P&Z Committee. Mayor Wilson has nominated Ellen Hillebrand.

Carpenter applied for more tree sapling from the DNR. The city will be receiving 75 trees for planting within city limits. Estimated arrival is May 5<sup>th</sup> or 6<sup>th</sup>. Tree options are Bur Oak, Shagbark Hickory, and Serviceberry.

Hall interviewed many residents and found around 20 that have experienced water issues during rain events. She will meet with Fehr Graham to report her findings.

Correspondence:

The PATCH program is available for people that still have derecho damage and is income-based.

New basketball nets need to be installed at City Park.

Mayor Wilson to meet with public works employees to review city needs.

Price to get estimates for street cleaning, and to check on crack sealing/patching of city streets.

Floor tiles at City hall are lifting. This issue was discussed for FY23 budget planning.

City is looking for someone to do cleaning 1-2 hours per month.

Open to Floor:

Bill Mulholland notified council of broken barrier at Big Creek Road bridge.

Price made motion to adjourn the regular meeting. MSB Klimek. Motion approved by unanimous vote. Regular meeting adjourned at 8:14PM.

Open ordinance workshop:

City needs to establish a fee schedule, which should be referenced throughout code of ordinances.

Ch. 2: Terms of council need to update to reflect results of Nov 2021 vote to stagger terms.

Ch. 3: Bonding. We need to clarify that bonding is covered with existing insurance policies.

Ch. 7: City to consider resolution to allow Clerk to make immediate payment if it will save the city money.

Ch. 15: What authorization does Mayor need to enter into agreements on behalf of City? Does it require council approval?

Ch. 17: 17.01: Council elected to staggered terms. Clerk appointed to 2-year terms based on fiscal year.

17.03.1: Make sure existing Purchasing Policy meets requirement.

17.04.1: Is it required by law the regular meeting date/time be part of the ordinance or can we set date/time by resolution?

17.05: Appointments are recommended by Mayor but approved by Council.

Ch. 18: 18.04: Recording measures. Do minutes need to include how Mayor votes (signs or vetoes)?

18.05: Ely Street and Knapp Road are misspelled.

Ch. 20: City Attorney. Does this clause apply to our situation? Is it for employee or contractor?

Ch. 35: Fire protection 28E – we are working with MV Fire on this.

Next workshop date set for April 25 at 6:30pm.

Adjournment of workshop 9:15pm.

Lisa Berry, Clerk