

**June 1, 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 (by phone) and Jim Unzeitig (by phone).

Public comment on agenda items:

Jim Womack commented on Agenda Item 10 Right of Way Ordinance: He commented that 90% of residents were unaware of the ordinance and that the council should not waive the 3<sup>rd</sup> reading. Price responded that this ordinance was nearly identical to the County's ordinance and that Bertram is one of few cities without such ordinance. The public hearing was posted and the biggest reason for enactment is to address storm water runoff. Womack also commented that the Council needs to address concerns about open meetings and communication. Klimek to take action on a message center.

Mary Campbell commented the most obvious method of communication would be to utilize the website. Council responded that website has been upgraded and will be updated with more content. Price suggested a real estate info box be placed at City Hall with copies of important documents, at least temporarily.

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

Carpenter made motion to approve the Consent Agenda as submitted. MSB Klimek. Motion approved by unanimous vote.

Minutes from 5/4 & 5/16 meetings

June bills – Payroll payment to James Unzeitig was mistakenly omitted from original warrant listing but was added prior to approval

Treasurer's Report for month ended 5/31/22

Sherriff's Report – 5 calls for service

Bins for Park – Lids/bags have arrived, bins should arrive soon. Need chains to secure bins to posts.

Update on Street Sweeping – Sweeping is complete

<b>Warrant No</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
0429	Alliant Energy/IPL	City Hall electricity	46.70
0430	Alliant Energy/IPL	Streetlights	530.17
0431	Alliant Energy/IPL	City Park Electricity	20.72
0432	Alliant Energy/IPL	High Point Electricity	19.07
0433	Verizon Wireless	Phone/Internet	87.74
0434	Woodward Community Media	Publication Fees	152.56
0435	IPERS	Retirement Benefits	28.63
0436	Sheldon King	Payroll	167.81
0437	Anthony Vislisel	Payroll	560.49
0438	Margy Wilson	Payroll	1,841.00
0439	Steven Carpenter	Payroll	323.22
0440	Louise Hall	Payroll	323.22
0441	John Klimek	Payroll	323.22
0442	Christopher Price	Payroll	277.05
0443	Lisa Bery	Payroll	1,097.26
0444	Gutter Guardians	Gutters for City Hall/Shop	1,279.00
0445	Iowa Prison Industries	911 Signs for City Structures	98.00
0446	DataWeb Dynamics, Inc	Website hosting	1,200.00
0447	Fehr Graham Engineering & Environmental	City utility review	9,000.00
0448	Fehr Graham Engineering & Environmental	ADA Transition Plan	375.00
0449	Neighbor Insurance	Changes to Commercial Crime Coverage	23.00
0450	Nazette, Marner, Nathanson & Shea LLP	Attorney fees-Lnenicka annexation	1,169.25
0451	Nazette, Marner, Nathanson & Shea LLP	Attorney fees-Misc	1,100.00
0452	Margy Wilson	Reimbursement: Hdwe for sign boards, weather stripping for drop box	38.68
0453	Casey's Business Mastercard	Fuel for City Eqpt	280.48
0454	VISA	Parts for Mower	282.33
0455	VISA	Recycle bins/lids/bags; white board for P/W; printer toner	442.28
0456	Void		0.00
0457	Margy Wilson	Reimbursement: Shop supplies; hdwe/materials for signs	168.57
0458	James Unzeitig	Payroll	323.22
		<b>Total Bills for Operating Account</b>	<b>21,578.67</b>
W0106	Alliant Energy/IPL	Pump house electricity	141.12
W0107	Jared Vogeler	Operations	300.00
W0108	Keystone Laboratories, Inc	Water Testing	14.25
W0109	Keystone Laboratories, Inc	Water Testing	14.25
W0110	Douglas Kula	Payroll	55.94
W0111	Douglas Kula	Reimbursement: Parts for light replmt	24.90
		<b>Total Bills for Water Account</b>	<b>550.46</b>
		<b>Total Bills for June</b>	<b>22,129.13</b>

Treasurer's Report 5/31	Beg Fund Balance	Deposits	Disbursements	End Fund Balance	Investments	Total Fund Balance
General	193,905.61	7,026.92	6,366.52	194,566.01	300,480.40	495,046.41
Road Use Tax	175,140.66	1,544.83	78.00	176,607.49		176,607.49
LOST	170,859.55	3,595.32	0.00	174,454.87		174,454.87
Building Fund	17,812.22	0.00	0.00	17,812.22		17,812.22
Park Renovation	5,500.00	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	35,388.23	1.95	15,166.58	20,223.60		20,223.60
<b>Total Clerk's Balance</b>	<b>620,287.10</b>	<b>12,169.02</b>	<b>21,611.10</b>	<b>610,845.02</b>	<b>300,480.40</b>	<b>911,325.42</b>

Total Outstanding				433.56		
<b>Total Bank Balance</b>				<b>611,278.58</b>		

**Fehr Graham Water Extension Plan:**

Estimate for extension to City Park is \$258,300 which includes a \$30,000 contingency that may not be needed. Initial plan is to run line from pumphouse across upper park and down hill along existing staircase to park well. As long as park well is repairable, we can add to city water system to add redundancy. Repairing stairs and making ADA compliant will add engineering costs. Price asked if we could run a line from existing generator to park well. Fehr Graham to check on generator capabilities and cost to add fencing around park well.

Klimek made motion to approve the second reading of Access Over Right of Way Ordinance. MSB Hall. Klimek-Aye; Hall-Aye; Carpenter-Aye; Price-Aye; Unzeitig-Aye. Second reading of ordinance approved.

Klimek made motion to waive the third reading of Access Over Right of Way Ordinance. MSB Hall. Klimek-Aye; Hall-Aye; Carpenter-Aye; Price-Aye; Unzeitig-Aye. Third reading of ordinance waived. **Ordinance O-1-2022** will become effective once published in the MV-Lisbon Sun. Here is a summary of the ordinance: The purpose of this ordinance is to outline requirements and procedures for access to and economical maintenance of the City's public roads, alleys and right of ways in order to promote public safety and applies to requests from residents for access to roads under City of Bertram jurisdiction. Access permits will be required for each access location to ensure the work meets or exceeds City standards to safeguard the interests of the City, the travelling public, existing and any future property owners. Construction and maintenance of accesses are the responsibility of the property owner. Any accesses built or paved without obtaining the required permit often have a negative impact on drainage, maintenance of the road surface and safety of travelling public and, as such, may be subject to modification or removal by the City with proper notification to property owners. Access permits will be required for new access requests (including private land or private road access to public road) as well as for modifications to existing accesses that change the width, surface, slope or culvert within the City right of way or to relocate an access. The City will review each completed access permit and determine whether or not to allow construction. If denied, property owners will be provided with an explanation and recommendations for changes to comply with the Ordinance. A permit application fee will be assessed, payable upon completion of the permit, and is non-refundable. Approved permits are valid for one year from approval date. Once construction is complete, the City will inspect to ensure compliance. The City will review all existing accesses over time to ensure that all accesses are permitted (existing accesses deemed compliant will be permitted at no cost to property owners). Any accesses deemed to be a safety risk will be given top priority and remedied as soon as possible to eliminate the risk at the property owner's expense. Other non-compliances will be addressed as time permits. One access is allowed per parcel. A second access may be permitted but will require written justification of need. However, for any residential lot two acres or less in size shall be restricted to one access unless (1) the lot is located at the intersection of two internal subdivision streets with a minimum of 300 feet of total frontage or (2) the residential lot is two acres or more and justified need is provided. All accesses will be surfaced with aggregate. Property owners may choose to hard surface or pave their access, but at their own cost and it must comply with these requirements: (1) Minimum of 6 inches thick; (2) cannot be attached to public road or shoulder; (3) must be paved the full width of the public road shoulder and cannot stop short of the public road; (4) sloped to drain to the ditch not the public road; (5) on rock surfaced roads, pavement must stop a minimum of 15 feet from centerline of the public road. If accesses need to be replaced or adjusted as part of a maintenance or street construction project, the City will replace any access surface with rock with a maximum final access slope ratio of 10:1 (Horizontal:Vertical or 10%) if existing slope is 10:1 or less; or will provide enough rock so resulting slope is no steeper than existing. Access design standards: (1) Access width at ROW line are 16-24 feet for residential, 16-30 feet for field/commercial access, or 30 feet for joint access; (2) Maximum access opening width at roadway for all accesses is 50 feet; (3) Side slopes ratio (Horizontal:Vertical) are 6:1 for paved roads, 4:1 for seal coat or subdivision, or 3:1 for rock road; (4) culvert diameter and length are determined by City of Bertram in accordance with 2022 Storm Water Survey provided by Fehr Graham Engineering & Environmental based on ditch depth, requested top width, and required slope. Obstructions are not allowed within the ROW. A complete copy of the ordinance is available from the City Clerk who may be reached at berryalisa49@yahoo.com and on the city's website: <https://www.bertramia.com>.

FEMA is requesting a denial letter from our insurance company for the right of way and street cleanup costs post-derecho. Without this letter, they are threatening to close the project without further reimbursement. Mayor Wilson is working with insurance company to get this letter.

ARPA Grant update: County wants to talk to Fehr Graham to discuss plan for use of funds and to define what the money can be used for and what it cannot.

A letter was sent to one property owner concerning a dangerous building, but no response has been received. Abatement process will now be followed per ordinance. Council wishes for Mayor to move forward with getting communication out to other property owners with dangerous buildings, but would like to review each one before proceeding into abatement. Klimek asked if we had a template for the letters being sent out and Mayor Wilson confirmed that we do.

Council does not need to be included on hiring decisions for seasonal public works help. However, as with any other appointment, they will need to approve appointment of a new clerk.

Initial discussion on contracting cleaning service to address City Hall on a monthly basis. Consensus from council is to pay estimated \$50-\$75 per occurrence. Unzeitig to reach out to his contractor for estimate.

Carpenter noticed Edward Jones has CD rate specials for 1-year CDs at 2% and 6-month at 1.1%. Will need to confirm this will meet state requirements for municipality investments and, if so, depository resolution will need to be updated prior to investment.

**Correspondence:**

Linn County Solid Waste Agency tipping fees to increase July 1. Details are on their website.

Klimek & Mayor Wilson to discuss potential use of old Big Creek Road bridge on interurban bike trail with Linn County Conservation.

Installation of new restrooms at City Park is delayed until May 2023 with a price increase (though it is still the most reasonably priced option).

**Open to Floor:**

Jim Womack asked about the large culverts at park and whether or not they would be partially buried to create tunnels for children to run through. Mayor Wilson responded that was the intent. He also recommended a marked crosswalk between City Park and Disc Golf Course.

Nancy McBurney asked about mention of orchard & pollinator gardens from last month's meeting. Just an idea at this time, but Council is looking at fruit tree options.

Mary Campbell was concerned about the City's plans to expand water to Skylark. Clerk & Council reiterated that water expansion to anywhere other than City Park is for future planning purposes only and, with exception of the water tower plan, there was no mention of expanding to Skylark.

Carpenter made motion to adjourn. MSB Klimek. Motion approved by unanimous vote. Meeting adjourned at 8:54pm.

Lisa Berry, Clerk