

REGULAR MEETING

The Fairbank City Council met in regular session on Monday, June 27, 2022. Mayor Harter called the meeting to order at 6:00 PM with the Pledge of Allegiance. Members present: R. Woods, Williams, Erickson, T. Woods, and Coffin. Absent: None. Also, present at City Hall: Heather Prendergast, Attorney; Brian Delagardelle, Wastewater Operator; Brittany Fuller, City Clerk; and Michelle Laube, Deputy Clerk.

Motion by R. Woods, second by Williams to approve the agenda. Roll call vote- Ayes: Coffin, T. Woods, Erickson, Williams, and R. Woods. Nays: None.

There were no public comments during the public comment section.

Motion by Coffin, second by Erickson to approve the minutes of the June 13th Regular Meeting. Roll call vote- Ayes: Williams, R. Woods, T. Woods, Erickson, and Coffin. Nays: None.

Motion by Erickson, second by T. Woods to approve the Treasurer's Report. Roll call vote- Ayes: Williams, R. Woods, Coffin, T. Woods, and Erickson. Nays: None. Receipts for the month of May were: General, \$27,366.82; Special Revenue, \$20,358.12; TIF, \$925.59; Capital Projects, \$15.26, Permanent Funds, \$9.07; Proprietary, \$200,461.60; and Transfers In, \$26,270.00. Disbursements for the month of May were: General, \$68,189.10; Special Revenue, \$4,627.10; Proprietary, \$184,587.21; Capital, \$22,355.00; and Transfers Out, \$26,270.00. Balance on hand at close of business on May 31, 2022, was \$5,287,047.80.

Brad Gordon, the Fire Chief, was present along with Kim Gray. Kim's membership was approved by the fire department that last week and they were seeking approval from the city council. Motion by Williams, second by Coffin to approve the Fairbank Fire Department's new member, Kim Gray. Roll call vote- Ayes: R. Woods, Erickson, T. Woods, Coffin, and Williams. Nays: None.

Lisa Kremer was present from the Buchanan County Economic Development Commission to present the council with an update on what they have been doing and future events. She also introduced them to Mollie Hocken who is the new communications manager and Rob Heilmann who is the new tourism director.

Jason Kastli was present to ask the council about getting utility connections to his property which is located outside of the city limits. Attorney Prendergast stated that under Iowa code the city could provide utilities outside of the city limits but would be rare for only one dwelling due to the costs. Councilman R. Woods mentioned that there was a property in town that was not connected to the city sewer system years ago due to it not being in the city limits. Jason Kastli said he had never thought about the possibility of annexing into the city limits. Prendergast said that he needed to make a formal application explaining the plan and then it needed to be readdressed at a future council meeting. The first 100 feet of gas service would be paid for by the city and the costs for that were still not known at that time. The rest of the gas service and the full connection to the water and sewer would be the responsibility of the landowner. The water connection was a concern due to the long service line needed to connect to the closest main.

Letters were mailed and posted door to door along Grove Street between First and Second Streets to the homeowners regarding the sidewalk along their properties. The letters asked for them to attend the council meeting and stated the estimated costs share for their portion of the sidewalk. No one was present at the meeting. The council thought it would be a good idea for the council to talk with them in person. Motion by Erickson, second by Williams to have the sidewalk committee talk with the individuals about signing an agreement or having the costs assessed to their properties. Roll call vote- Ayes: T. Woods, Coffin, R. Woods, Williams, and Erickson. Nays: None.

Two bids were received from the request for proposals on auditor services for FY 2022. Attorney Prendergast opened them during the meeting. Keith Oltroggee out of Denver, Iowa for \$2,900.00 and Hogan and Hansen out of Waterloo, Iowa for \$5,000.00.

Motion by Williams, second by T. Woods to approve Keith Oltroggee to do the services for the FY 2022 required city annual exam. Roll call vote- Ayes: R. Woods, Coffin, Erickson, T. Woods, and Williams. Nays: None.

Councilman Coffin reached out to our insurance provider representative, Adam Kerns, and he agreed that the damage to the gazebo roof should have been refunded at replacement costs meaning that the wooden shakes should be replaced instead of having a more affordable options applied like steel. They are still looking into that. Councilman T. Woods told them that Mitch Coffin with Legacy Roofing would like to volunteer their labor when the council decides what they want to install.

The personnel manual needed amended due to the city acquiring cameras at the aquatic center. The system will be kept in a keyed lock box in the office at the aquatic center and the key would be available if needed

to review footage from the City Clerk or the Mayor at City Hall. Motion by T. Woods, second by Erickson to approve **Resolution 2022-21 – A Resolution to Amend the Personnel Policy Manual**. Roll call vote- Ayes: Coffin, R. Woods, Williams, Erickson, and T. Woods. Nays: None.

The Big Iron Auctions agreement was discussed to approve through resolution to sell some of the extra truck boxes and equipment that the city was storing. Motion by Williams, second by Coffin to approve **Resolution 2022-22 – Resolution Authorizing the Mayor to Enter into Big Iron Auctions Online Auction Listing & Marketing Agreement**. Roll call vote- Ayes: R. Woods, Erickson, T. Woods, Coffin, and Williams. Nays: None.

A listing of end of the year transfers was presented in the form of a resolution. Motion by R. Woods, second by Williams to approve **Resolution 2022-23 – Resolution Authorizing Transfer of Funds**. Roll call vote- Ayes: Coffin, T. Woods, Erickson, Williams, and R. Woods. Nays: None.

Discussion was held on the employee wages for FY 2023. Numbers were calculated for a 3% increase in salaries for the public works, office staff, and police department.

A resolution was written for the approval of the salaries for FY 2023, starting July 1st. Motion by R. Woods, second by Williams to approve **Resolution 2022-24 – Resolution Establishing Employee Salaries**. Roll call vote- Ayes: Coffin, T. Woods, Erickson, Williams, and R. Woods. Nays: None.

Motion by Williams, second by R. Woods to approve the bills as presented. Roll call vote- Ayes: Erickson, T. Woods, Coffin, R. Woods, and Williams. Nays: None.

SYNCB/AMAZON, Supplies/Membership	\$ 298.63
ARNOLD MOTOR SUPPLY, Supplies	\$ 102.79
ATLANTIC BOTTLING CO., Concessions	\$ 52.20
AXON ENTERPRISE, INC., Equipment	\$ 2,932.06
BROWN SUPPLY CO., INC., Supplies	\$ 1,560.00
CARRICO AQUATIC PRODUCTS, Equipment	\$ 5,111.58
CLAYTON ENERGY CORPORATION, Natural Gas	\$ 4,631.82
D & D TIRE INC., Services	\$ 45.00
DON'S TRUCK SALES, Services	\$ 2,360.92
FAIRBANK FOOD CENTER, Concessions/Supplies	\$ 58.33
CITY OF FAIRBANK, Electric & Gas	\$ 5,351.54
FEHR GRAHAM, Engineering Fees	\$ 1,491.25
GRAINGER, INC., Supplies	\$ 227.80
IOWA PRISON INDUSTRIES, Supplies	\$ 57.70
IOWA UTILITIES BOARD, Direct Assess Charges	\$ 136.05
IPERS, Benefits	\$ 5,265.04
JOHN DEERE FINANCIAL, Supplies	\$ 194.27
LITTLE WAPSIE COMMUNICATIONS, Static IP Addresses	\$ 20.00
LIZZIE MATTHIAS, Swimming Lesson Refund	\$ 35.00
MARC, Supplies	\$ 194.08
MARTIN BROS. DIST. CO., Concessions	\$ 163.23
MAURER TREE SRVICE, Services	\$ 2,700.00
MIDWEST BREATHING AIR, Supplies	\$ 1,218.15
NSB/H S A - H S A Contributions	\$ 500.00
NSB/ H S A - Payroll Deductions	\$ 135.00
OELWEIN PUBLISHING, Publishings	\$ 143.50
TREASURER-STATE OF IOWA, State Taxes	\$ 3,436.00
PRATT'S PEST CONTROL, Monthly Pest Control	\$ 140.00
QUICK MED CLAIMS, Ambulance Billing	\$ 227.69
SAM'S CLUB MC/SYNCB, Concessions	\$ 336.70
SECTOR, LLC, Services	\$ 3,755.71
NE SECURITY BANK, Payroll Processing Fee 6/1/22	\$ 10.00
NE SECURITY BANK, Payroll Processing Fee 6/15/22	\$ 10.00
STOREY KENWORTHY/MATT PARROTT, Supplies	\$ 23.49
TRUGREEN PAYMENT PROCESSING, Services	\$ 3,584.00
U. S. TREASURY, 941 Taxes	\$ 5,092.27

WATERLOO TENT & TARP CO., Supplies	\$ 180.00
WELLMARK, July Premium	\$ 2,665.54
ROXANNE WENNER, Services	\$ 60.00
The Library Board Approved the Following Bills on June 23, 2022:	
SYNCB/AMAZON, Supplies/Membership	\$ 306.11
ANGELA BERG, Supplies Reimbursement	\$ 22.00
BAKER & TAYLOR INC., Books	\$ 1,119.96
BIBLIONEX, FY 23 Subscription	\$ 800.00
KANE KLEANING SERVICES, Services	\$ 450.00
MILLER FENCE & FLAG CO., Supplies	\$ 31.00
OVERDRIVE, INC., EBooks	\$ 1,000.00
PRATT'S PEST CONTROL, Monthly Pest Control	\$ 45.00
PREMIER TECHNOLOGY, Equipment/Services	\$ 545.00
STEWARTSCAPE, INC., Services	\$ 1,986.68
STOREY KENWORTHY/MATT PARROTT, Supplies	\$ 23.50
ROXANNE WENNER, Services	\$ 80.00

Chief Drish told the council that overall Fairbank Days went ok. There were a few schedule changes, but they got it worked out. He also explained that the police cell phone was not on the officer on duty anymore and that the Buchanan County non-emergency number was the best way to get ahold of the police department. Brian Delagardelle stated that Mauer Tree Services was in town that past week and that he was working on estimates to get the stumps removed. There was a bench broken at Riverside Park that they were working on fixing. Councilwoman Erickson asked if a bike rack could be taken or gotten for the aquatic center since there were three bikes stolen over that past week. The cameras at the pool are scheduled to go in on Thursday. Mayor Harter congratulated the Fairbank Community Club and the Fairbank Economic Development for all their hard work to make another Fairbank Days successful.

Motion by Williams, second by Coffin to adjourn at 8:05 PM. Roll call vote- Ayes: R. Woods, Erickson, T. Woods, Coffin, and Williams. Nays: None.

Mike Harter, Mayor

Brittany Fuller, City Clerk