

City of Fontanelle

April 18, 2023

The Fontanelle City Council met in regular session at 6:00 p.m. at the Community Center, with Mayor Protem Brown calling the meeting to order. Council members present were Brown, Goetz, Barrett and Sickles. Mayor Sturdy-Martin and Council member Ellis were absent. All motions are carried unanimously, unless otherwise noted. City employees present: Sam McIntire. Also present: Jessica Foster, Mary Dodson, Justin Hockenberry, Betty Weinheimer, Claudia Stutzman, Caleb Nelson, Julie Christensen, Ashley Thompson and Kaye Bax.

Motion by Goetz to approve the Agenda and Consent Agenda. Second by Sickles. Approved

Motion by Sickles seconded by Barrett to open the Public Hearing for Fiscal Year 2024 City Budget at 6:07 p.m. Roll Call Vote: Brown: aye, Barrett: aye, Goetz: aye, Sickles: aye. Approved.

There being no public comment, motion by Sickles, seconded by Goetz to close the Public Hearing for Fiscal Year 2024 City Budget at 6:08 p.m. Roll Call Vote: Brown: aye, Barrett: aye, Goetz: aye, Sickles: aye. Approved.

Foster briefly reviewed the official budget document. Motion by Barrett seconded by Sickles to approve Resolution 2023.7 - Fiscal Year 2024 City Budget. Approved.

Motion by Sickles seconded by Goetz to table discussion on ordering electric transformers until a priority list is created by the crew and brought back for review. Approved.

Goetz had a citizen ask several fire department questions of her that she brought to the meeting for answers from Council Member Sickles. The Fire Department can't charge an official fee for a CRP burn as they are not certified for wild land burning. All CRP burns are on a donation basis. It currently costs about \$5,000 per member for new equipment which is good for 10 years. The cost of new equipment is budgeted for between city funds and 501©3 foundation funds and is replaced on a rotating schedule. There are currently 17 members on the roster.

After much review and discussion, the full time City employee vacation, comp and sick policy was updated to reflect that employees earn 8 hours of sick leave per month starting their second month, can earn comp time at time and a half up to a 50 hour max, and earn 5.5 hours of vacation each month of their first two years of service beginning their second month, their third through eighth year they receive 104 hours of vacation, ninth through fourteenth year they receive 144 hours of vacation and their fifteenth year and beyond they earn 200 hours of vacation. Employees may not earn comp time or overtime in the same week that they take vacation or comp time. The taken time is returned to the employees bank and they will be paid straight time for their hours up to the standard forty. Motion by Brown seconded by Goetz to approve the new policy for Full Time 40 hour City employees. Approved.

Motion by Goetz seconded by Barrett to table discussion on the water line replacement project until more information is brought to the next meeting. Approved.

Motion by Barrett seconded by Goetz to work towards stopping all ACH payments to vendors being taken from the City's accounts to provide more oversight into the expenses. Approved.

Motion by Barrett seconded by Sickles to table discussion on an RFP for Legal Services at this time. Approved.

Motion by Sickles seconded by Barrett to approved building permits for 401 Jefferson St, 519 4th St, 1101 Jefferson St, and 623 1st St pending Iowa One Call locates and final approval by City employees. Approved.

Council received a printed copy of the police report.

Sam McIntire reported that he has completed a 30 hour wastewater class and is working towards taking his certification exam. The City Crew has been cleaning storm drains and will need to do maintenance to some. Park bathrooms have been opened and will be cleaned several times per week. The tree pile has been fenced with hog panels rather than snow fence. Fire hydrants will be flushed in town the week of April 24th. Discussion was held on the insurance policy and Council would like an FNB Insurance representative to attend the next meeting for more information and decisions.

Motion by Barrett seconded by Goetz to change the Water Treatment Plant insurance to Actual Cash Value. Approved.

Motion by Brown seconded by Goetz to set office hours to 7 a.m. to 3:30 p.m. Monday through Friday when the new City Clerk starts on May 8th. Approved.

The following items were identified for the next agenda: transformer order, water and/or electric rates, water line replacement, property & liability insurance, and a new building code ordinance.

Motion by Ellis seconded by Barrett for adjournment at 7:34 p.m.

BILLS for April

| | | |
|----------------------------|------------------------------|-------------|
| 21st Century Coop | Fuel | \$378.80 |
| Adair County Mem | | |
| Hospital | Testing | \$216.00 |
| Agriland FS | Propane | \$602.78 |
| Alliant Energy | Gas Bills | \$386.13 |
| Alliant Energy | Gas Bills | \$636.01 |
| Alliant Energy | Gas Bills | \$509.39 |
| Alliant Energy | Gas Bills | \$283.32 |
| Border States | Electric Supplies | \$233.25 |
| City of Atlantic | Sewer Affidavit | \$1,100.00 |
| Colors | Funeral Flowers | \$58.00 |
| Creston Publishing | Publication | \$463.88 |
| Cyber Solutions | Website | \$75.00 |
| Dept of Energy | Power Purchased | \$12,950.37 |
| ECHO | Community Center Lights | \$550.00 |
| Ernst, Hunter | Mileage | \$98.25 |
| Farmers Electric | Utility Bill | \$448.12 |
| Farmers Lumber | Ice Melt | \$25.47 |
| Fastenal | Employee Clothing | \$345.93 |
| FNB | Card Processing Fees | \$27.31 |
| FNB Insurance | Property/Liability Insurance | \$66,155.00 |
| Forward Fontanelle | Power Purchased | \$1,922.78 |
| GMU | Water/City Clerk Coverage | \$12,627.71 |
| Grantham Sanitation | Garbage | \$240.00 |
| Greenfield Lumber | Keys | \$3.00 |
| IAMU | SWISS 2Q23 | \$297.78 |
| Iowa Dept of Revenue | Payroll Taxes 3/20/23 | \$2,266.80 |
| Iowa Dept of Revenue | Water Excise Tax | \$811.55 |
| Iowa Dept of Revenue | Sales Tax | \$851.24 |
| Iowa Workforce Development | Unemployment | \$65.20 |

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|-----------------------------|--------------------------|---------------------|
| IPERS | Contribution | \$2,488.97 |
| IRS | Payroll Taxes 4Q22 | \$2,083.81 |
| IRS | Payroll Taxes 3/20/23 | \$1,784.93 |
| IRS | Payroll Taxes 4/3/23 | \$1,882.60 |
| IRS | Payroll Taxes 4Q22 | \$78.58 |
| Library | 2Q23 Contribution | \$12,000.00 |
| Matheson | Oxygen | \$135.55 |
| McIntire, Sam | Mileage | \$179.47 |
| Mobotrex | Flashing Beacon | \$125.00 |
| Municipal Utilities | Utilities/Deposit Refund | \$2,556.80 |
| Neonlink | Card Processing Fees | \$67.60 |
| Quad City Safety | Employee Clothing | \$261.54 |
| Ramirez, Norma | Deposit Refund | \$139.47 |
| S&T Property Solutions | Rolloff Rental | \$500.00 |
| Schildberg Construction | Rock | \$664.08 |
| SIMECA | Power Purchased | \$7,991.36 |
| Southwest Iowa Pest Control | Pest Control | \$214.00 |
| State Hygenic Lab | Water Testing | \$13.50 |
| True Value | Supplies | \$7.98 |
| United Healthcare | Emp Insurance | \$7,952.07 |
| Verizon | Cell Phone/Data | \$106.05 |
| VISA | WW Class/Postage | \$751.50 |
| Wallace Auto Supplies | Supplies | \$267.59 |
| Windstream | Telephone/Internet | \$436.43 |
| Totals | | \$147,317.95 |

| Revenues | | Expenditures | |
|------------------------|---------------------|------------------------|---------------------|
| General Fund | \$4,032.72 | General Fund | \$10,389.43 |
| Road Use Tax | \$4,791.16 | Road Use Tax | \$4,510.01 |
| Employee Benefit | \$649.01 | Employee Benefit | \$470.75 |
| Urban Renewal | \$35,019.00 | Urban Renewal | \$34,775.00 |
| Local Option Sales Tax | \$17,170.27 | Local Option Sales Tax | \$0.00 |
| Meter Deposits | \$0.00 | Meter Deposits | \$0.00 |
| Debt Service | \$0.00 | Debt Service | \$0.00 |
| Water Fund | \$15,195.11 | Water Fund | \$9,343.75 |
| Water Sinking | \$0.00 | Water Sinking | \$0.00 |
| Sewer Fund | \$17,107.90 | Sewer Fund | \$5,371.69 |
| Sewer Sinking | \$0.00 | Sewer Sinking | \$0.00 |
| Electric Fund | \$58,826.64 | Electric Fund | \$45,610.58 |
| Landfill Fund | \$795.83 | Landfill Fund | \$2,535.00 |
| Totals | \$153,587.64 | Totals | \$113,006.21 |

Attest: Jessica Foster, Interim Secretary