

REGULAR COUNCIL MEETING – Monday, April 4, 2022

The Cambridge City Council met in regular session on Monday, April 4, 2022, at 7:00 p.m. at the Cambridge Community Center with the following council members present: Michael Macki, Barb McBreen, Mayor Robert Chubbic, Taylor Bassett, Whitney Baxter, Riley Harper. Absent: None. Visitors: David Knight, Dana Accola, Andrew Collings, Mark Benson, David Hilgenberg, Nathan Hovland, Janis Hovland, Nathan Albaugh.

The meeting was called to order by Mayor Chubbic at 7:00 p.m. He led the council and audience in the Pledge of Allegiance. Mayor Chubbic acknowledged the donation of the US flag and stand for the community center by David Hilgenberg.

Mayor Chubbic asked if there were any additions or corrections to the agenda for this meeting, or the minutes of the March 7th and 28th meetings. McBreen asked that the following items be added to the agenda: a discussion of community center rates under old business, and a request to waive the rental fee for the community center for a fundraiser for a firefighter. A motion by McBreen, seconded by Macki, to approve the agenda as amended and accept the minutes as written. Roll Call: All Ayes.

Comments from the audience were asked for with Andrew Collings, Program Administrator, Story County Housing Trust, addressing the council. He discussed the creation of the trust and the economic development district for Central Iowa. He indicated that central Iowa had been missing out on state and federal housing funding, primarily related to major disasters, because we didn't have an economic development district. The Mid-Iowa district was officially designated in January 2022. The Story County Housing Trust was established in 2017 and has two types of programs: rental assistance and owner occupied housing repair. He discussed the programs and the funding process for them, and answered questions. He also informed the council of the creation of a new organization, Mid-Iowa Planning Alliance, that has been formed to assist communities with economic development activities.

Following is a summary of receipts for March: General Fund, \$8,989.22; TIF/Special Revenues Fund, \$29,097.15; Road Use Tax, \$5,164.85; Debt Service, \$1,021.54; Library Fund, \$200.98; Garbage Utility, \$7,040.03; Water Utility, \$12,303.44; Sewer Utility, \$14,412.91. Total Receipts: \$78,230.12.

Following is a summary of disbursements for March: General Fund, \$23,946.68; TIF/Special Revenues Fund, \$63,552.21; Road Use Tax, \$3,038.34; C.U.T. Fire Fund, \$626.54; Library Fund, \$757.16; Garbage Utility, \$6,729.13; Water Utility, \$1,742.12; Sewer Utility, \$1,763.41. Total Disbursements: \$102,155.59.

The following list of claims was presented to the council for April:

AG SOURCE	Analysis	675.00
AMES OUTDOOR SUPPLY	Sweeper, Parts	687.42
ALLIANT ENERGY	Monthly Service	5,999.42

ANKENY SANITATION	Service-March	6,621.74
ARNOLD MOTOR SUPPLY	Filters	15.27
BAKER & TAYLOR	Books, DVD's	191.91
BALLARD DOLLARS FOR SCHOLARS	Scholarship	400.00
BROWN SUPPLY CO.	Water Main Supplies	1,039.16
CAMPBELL, SUE	Overpayment & Utility Deposit Refund	33.24
CHINERY, COLIN	BLS Certification	750.00
COWMAN, DONA	Reimb. for Easter Candy	50.88
DUBBERKE, WENDY	Reimb. for Easter Candy	51.26
EFTPS	Fed. & FICA W/H	3,109.60
FEH DESIGN	Fees – Opera House	2,782.50
FOX STRAND	Fees	651.75
HACH	Testing Supplies	143.91
HAWKINS, INC.	Water Treatment	2,427.16
HAZEL, LAURIE	Reimb. for Expenses	151.39
HENNICK, DALE	Overtime (2019)	2,849.87
HUXLEY COMMUNICATIONS	Monthly Service	412.69
INTERSTATE BATTERIES OF UPPER IOWA	Battery	44.96
IOWA LEAGUE OF CITIES I P E R S	Mayors Assn. Dues Retirement	30.00 2,045.51
IOWA PUMP WORKS	Service Pump	726.88
JOHN DEERE FINANCIAL	Supplies	13.52
KEMPKER'S TRUE VALUE	Supplies	90.80
LEWIS LAW FIRM	Legal Services	1,203.66
MACKI, NATHAN	Utility Deposit Refund	100.00
MAIN STREET DESIGNS, INC.	Shipping Fees	213.33
MARCO	Copier Rental, Supplies	161.72
MENARDS	Supplies	765.73
MOLLY MAID OF ANKENY	Cleaning Services	750.00
OMNISITE	Wireless Service	213.99
STATE LIBRARY	Conference Fee	150.00
U.S. CELLULAR	Monthly Service	91.75
U.S. POSTMASTER	Billing Postage	120.00
WAGES	Net Wages	9,828.90
WELLMARK BC/BS	Health Premium	3,957.70
THOMPSON, DEBRA	Reimb. for Zoom Fees	500.13
MUNICIPAL SUPPLY	Water Main Supplies	845.50
PRECISION UNDERGROUND UTILITIES, LLC	Hydrant, Water Main Repairs	1,742.86
KING KNUTSON CONSTRUCTION CO.	Pay Request #11- Opera House Project	<u>37,832.38</u>

TOTAL CLAIMS

\$91,473.49

After discussion, a motion by Baxter, seconded by Harper, to accept the receipts and approve all claims for payment. Roll Call: All Ayes.

The treasurer's report, budget balances report, bank reconciliation and list of outstanding checks, and police report were presented and accepted by the council.

Reports from standing committees were asked for with Assistant Public Works Director David Knight submitting an estimate to repair the water pump from Iowa Pump Works in the amount of \$1,760.67 plus a service call to re-install the pump. After discussion, a motion by Baxter, seconded by McBreen, to approve the repair. Roll Call: All Ayes. The council continued the discussion of the nuisance abatement process. Mayor Chubbic indicated that he and the clerk would be meeting with the acting city attorney this week to discuss it. Knight reported that he and Public Works Director Dale Hennick had talked with the applicants for mowing and trimming of the cemetery, and had selected Gered Burkhardt for the position. After discussion, a motion by Macki, seconded by Harper, to hire Gered Burkhardt to mow and trim the cemetery for the 2022 season at a rate of \$12.00/hr. Roll Call: All Ayes. Macki reported that the library Easter egg hunt would be held this year on Saturday, April 9th. He also discussed bridge repairs and pond improvement project for the JC park, and filling the Library and Park Boards membership vacancies. Bassett discussed the city's credit card application. McBreen reported that she was pursuing the Story County Technical Assistance Grant, and that the notification of the IEDA grant should come in mid-April. Baxter reported that she was continuing to look at audio and video recording equipment options for the council.

The first item under old business concerned the wastewater treatment system improvements project. Assistant Public Works Director Knight reported that the UV lights have been installed. Training for the system will begin this month. The system will be in operation from April 1 through October 31 each year. The council also discussed the operation of the flow meters, and utility usage.

The next item concerned the Cambridge House project. Pay Request #11 to King Knutson Construction Co. in the amount of \$37,832.38 was submitted to the council. A motion by McBreen, seconded by Baxter, to approve the pay request and add it to this month's list of claims. Roll Call: All Ayes. ASI #5 Updated Plans was presented to the council. After reviewing the items to be added to the architect design plans, the council tabled action on this item until the next regular council meeting. Mayor Chubbic reported that the next progress meeting will be held in the morning at 9 a.m. The council also discussed roof repairs and the water leak in the basement that had occurred.

The next item under old business concerned the American Rescue Plan Act funding. Polk County will be allocating a portion of their funding to their Housing Trust Fund. Leanne Harter will be handling the administration of the Story County ARPA grant applications.

Page 4 – Monday, April 4, 2022

The next item concerned the budget for the city for FY2022/23. The council discussed the law enforcement contract for FY2023, and the amendment of the current city budget.

The next item concerned the appointment of the city attorney for 2022. Mayor Chubbic indicated that he and Bassett would be meeting with a candidate for the position tomorrow.

The next item under old business concerned city staffing. McBreen reported that 14 inquiries had been submitted for the city clerk opening. The council discussed the interview process they would be using.

The next item concerned the FY2021 annual exam being conducted by the State Auditor's office. The clerk reported that the deadline for completion of the audit report has been extended to the end of June.

The next item was the request to waive the rental fee for their play submitted by the Nazareth Lutheran Church at the previous council meeting. A motion by McBreen, seconded by Harper, to approve waiving the rental fee. Roll Call: All Ayes.

The last item under old business concerned updating rental fees for the Community Center. The council reviewed the proposed rates that McBreen had suggested. The clerk suggested that holidays that occur during the week be charged at the weekend rate. The council agreed. A motion by Macki, seconded by Bassett, to approve the new rates for community center rentals. Roll Call: All Ayes.

Other items discussed under old business but with no action taken or new information provided included the update of the city code and the 2020 Derecho.

The first item under new business was a discussion of the Iowa DNR webinar "Community Revitalization Through Brownfields Redevelopment". Mayor Chubbic and several council members indicated that they had viewed the webinar, and discussed its use for economic development of city owned/acquired properties.

The last item under new business was a request from Michelle Doddema to waive the rental fee for the community center to hold a fundraiser for the family of Nevada Firefighter Brad Tindahl. A motion by Macki, seconded by Riley, to approve waiving the rental fee for the event. Roll Call: All Ayes.

Mayor/Council comments were asked for with Mayor Chubbic reminding the council of the progress meeting for the Opera House project on Tuesday at 9 a.m.

Page 5 – Monday, April 4, 2022

A motion by McBreen, seconded by Macki, to adjourn the meeting. Roll Call: All Ayes. The meeting was adjourned at 8:17 p.m.

Debra L. Thompson, City Clerk

Robert D. Chubbic, Mayor

LIST OF CLAIMS – FOR THE MONTH OF MAY, 2022

1.	AgSource	Analysis	13.50	600-810-6499
			<u>516.00</u>	610-815-6499
			529.50	
2.	Ames Outdoor Supply	Belts, Weedeater Service	169.21	001-430-6320
			<u>169.21</u>	001-450-6320
			338.42	
3.	Alliant Energy	Monthly Service	520.29	001-150-6371
			1,314.24	001-230-6371
			255.38	001-410-6371
			1.04	001-430-6371
			673.75	001-650-6371
			321.34	110-210-6371
			510.77	121-599-6399
			1,303.20	600-810-6371
			<u>1,240.55</u>	610-815-6371
			6,140.56	
4.	Ankeny Sanitation	Service-April	6,621.74	670-840-6499
5.	Arnold Motor Supply	Parts	55.98	001-210-6331
6.	Baker & Taylor	Books, DVD's	92.76	031-410-6499
7.	Behle Inc.	Jet Sewer Main	900.00	610-815-6350
8.	Brammer, Rick	Storytime Materials	118.74	031-410-6499
9.	Capital City Equipment	Parts	130.79	110-210-6417
10.	Computer Express	Service	138.00	031-410-6499
11.	C.U.T. Fire Fund	Matching Funds	6,250.00	121-199-6499
12.	Dubberke, Wendy	Reimb. for Supplies	56.20	031-410-6499
13.	EFTPS	Fed. & FICA W/H	1,602.59	110-270-6199
			943.32	001-620-6199
			<u>336.55</u>	001-410-6199
			2,882.46	
14.	Fidelity Bank	Returned Check & Fee	207.49	600-810-6497

15.	Fox Strand	Fees	3,675.60	610-815-6799
16.	GateHouse Media Iowa	Publishing	851.60	001-610-6414
17.	Hazel, Laurie	Reimb. for Expenses	124.60	031-410-6499
18.	Heartland Co-op	Fuel	877.20	014-150-6331
			438.60	001-210-6331
			<u>438.60</u>	110-210-6331
			1,754.40	
19.	Hennick, Dale	Overtime (2020)	109.64	001-350-6501
			767.45	001-210-6417
			191.86	110-270-6010
			1,014.14	110-250-6507
			548.18	600-810-6010
			<u>109.64</u>	610-815-6010
			2,740.91	
20.	Hokel Machine Supply	Supplies	23.76	600-810-6310
21.	Hutchins, Paul	Utility Deposit Refund	50.00	600-810-6418
			<u>50.00</u>	610-815-6418
			100.00	
22.	Huxley Communications	Monthly Service	44.47	001-410-6373
			116.47	001-650-6373
			75.66	014-150-6373
			74.12	121-599-6399
			<u>101.97</u>	600-810-6373
			412.69	
23.	Interstate Batteries of Upper Iowa	Battery	58.46	001-350-6350
24.	Iowa D O T	Rivets	330.00	110-210-6417
25.	Iowa One Call	Service	25.60	600-810-6350
26.	I P E R S	Retirement	1,004.02	110-270-6199
			591.49	001-620-6199
			<u>281.24</u>	001-410-6199
			1,876.75	
27.	Iowa Pump Works	Repair Pump, Install	2,508.68	600-810-6310
28.	John Deere Financial	Supplies	45.99	014-150-6331
			27.96	110-210-6310
			<u>32.97</u>	600-810-6310
			106.92	

29.	Kempker's True Value	Supplies	31.77	001-430-6320
			11.98	001-650-6310
			33.26	110-210-6310
			35.04	600-810-6310
			<u>73.22</u>	610-815-6350
			185.27	
30.	MARC	Chemical	424.00	610-815-6501
31.	Marco	Copier Rental, Supplies	161.72	031-410-6499
32.	Menards	Generator, Supplies	32.94	001-210-6331
			68.57	001-650-6310
			<u>549.00</u>	110-210-6417
			650.51	
33.	Molly Maid of Ankeny	Cleaning Services	125.00	001-410-6310
			125.00	001-650-6310
			<u>250.00</u>	121-599-6399
			500.00	
34.	Moore, Mathew	Roof Repairs-Final	2,500.00	001-430-6320
			<u>2,500.00</u>	001-650-6310
			5,000.00	
35.	Potter, Jonathan	Utility Deposit Refund	50.00	600-810-6498
			<u>50.00</u>	610-815-6498
			100.00	
36.	State Treasurer	1 st Qtr. State W/H	740.06	110-270-6199
			426.83	001-620-6199
			<u>197.43</u>	001-410-6199
			1,364.32	
37.	State Treasurer	1 st Qtr. Water Excise Tax	1,748.61	600-810-6418
38.	State Treasurer	1 st Qtr. Sales Tax	107.24	610-815-6418
			<u>53.62</u>	670-840-6418
			160.86	
39.	Story County Animal Control	Rescue Services	179.00	001-190-6399
40.	Thompson, Debra	Reimb. for Supplies	57.77	001-610-6507
41.	U.S. Cellular	Monthly Service	91.69	600-810-6373
42.	U.S. Postmaster	Billing Postage	80.00	600-810-6507
			<u>80.00</u>	610-815-6507
			160.00	

43. Wages	Net Wages	4,921.00	110-270-6010
		2,734.20	001-620-6010
		<u>2,017.27</u>	001-410-6010
		9,672.47	
44. Wellmark BC/BS	Health Premium	2,916.91	110-270-6199
		<u>1,040.79</u>	121-699-6199
		3,957.70	
Subtotal General		26,831.83	
Subtotal Water		6,820.69	
Subtotal Sewer		7,226.25	
Subtotal Road Use		14,221.53	
Subtotal Garbage		6,675.36	
TOTAL GENERAL ACCOUNT		61,775.66	
TOTAL FIRE FUND		998.85	
TOTAL LIBRARY FUND		692.02	
TOTAL CLAIMS		\$63,466.53	

PRODUCT	PRODUCT DESCRIPTION	AMAZON	B&H
Video conferencing platform			
Zoom Pro account		-	-
Video camera			
Meeting Owl Pro	360-degree video conference camera with built in microphone and speaker	\$999	\$805
PC laptops			
	15.6" screen		
	8GB memory		
ASUS - Zenbook	256GB SSD	-	-
	15.6" screen		
ASUS - Zenbook Pro 15	256GB SSD + 1TB HDD	-	\$1,204.20
	16GB memory		
Dell - Inspiron 7000 17"	512GB SSE + 32GB Optane	-	-
Mac laptops			
	13.3" screen		
	8GB memory		
MacBook Air	256GB SSD (storage)	-	-
	13.3" screen		
<i>(same as model as above, just larger storage size)</i>	8GB memory		
	512GB SSD (storage)	-	-
	13.3" screen		
	8GB memory		
MacBook Pro	256GB SSD (storage)	-	-
	13.3" screen		
<i>(same as model as above, just larger storage size)</i>	8GB memory		
	512GB SSD (storage)	-	-
	13.3" screen		
	16GB memory		
MacBook Pro	512GB SSD (storage)	-	\$1,679.00
	14.2" screen		
	16GB memory		
MacBook Pro	512GB SSD (storage)	-	\$1,979.00
Other things to consider:			

BEST BUY	ZOOM	NOTES
-	\$150/year	Account associated with general city email: cambridgeiowazoom@gmail.com
-	-	
\$869.99	-	Lowest level laptop that would still allow for video editing
-	-	
\$1,379.99	-	Has a touch screen, which contributes to higher price
\$999	-	
\$1,249.99	-	
\$1,149.99	-	Main difference between MacBook Air and MacBook Pro is the Pro has an Apple Touchbar (where the F-function keys normally would be) and an Intel graphics processing unit (rather than Air's Apple)
\$1,299.00	-	
-	-	
-	-	Currently out of stock, but more coming, supposedly

Device/virus protection, especially for PC

Macs come with iMovie, video editing program

PCs equipped with Windows offer low-level video editing program via Photos app, otherwise we'd need to find free video editing program online or purchase video editing software

Closed captioning for meeting recordings to make them accessible for those with hearing limitations - YouTube will automatically add captions to videos, though some cleaning up may need to be done to correct spelling errors