

The Conrad City Council met in a special session on 01-28-21. Officials present were Council Members, Peg Brown, John Dinsmore, Todd Schnathorst and Lindsay Kuhl.. Diane Miller came in at 6:15. Also in attendance were Lori Stansberry, City Administrator/Clerk, Krista Grant (Bcerts), Grant Benson (Fire) and Susan Blythe & Shane Jacobson (Library). Mayor Martin called the meeting to order at 6:00 pm and opened with the Pledge of Allegiance. The agenda was approved by Schnathorst and seconded by Dinsmore.

Council member Brown made a motion to approve the consent agenda which was seconded by Dinsmore. The consent agenda consisted of a claims listing totaling \$15,011.28. Motion approved 4-0.

The following claims include expenses for the City, Park Board, Library, Museum, Fire Department and B-CERT.

Advantage Admin, benefits	372.50	KB Underground, service	665.00
Airgas, tank rental	128.33	New Century FS, fuel	60.72
Bound Tree Medical, supplies	385.07		
Fire Text Response, service	500.00	Payroll, 01/15to 01/28/21	4,968.24
Internal Revenue Service, taxes	1,940.83		
IA Dept of Revenue, taxes	2,856.00	Totals Claims	\$ 15,011.28
IPERS, retirement	3,134.59		

Grant updated the Council in regards to their budget request and number of calls they had during 2020. They have tried to get grant for a carbon monoxide detector the last two years. They still have it as a capital item and will use their money from their pancake breakfast to purchase it. In addition, they would like to get a Lucas Device that would do CPR but currently those cost \$25,000 to \$30,000. They had to increase their vehicle maintenance cost due to the age of their ambulance and the State now inspects it four times a year.

Benson updated the Council in regards to the fire department budget. There was not an increase in their budget other than a request for getting a SBA compressor. They are also looking at putting their SBA tanks on a rotating basis. He noted there were 25-26 guys on the crew with most of them taking the firefighter one class.

Jacobson gave an update in regards to the library and that their budget reflects the fiscal year 2020 budget. Schnathorst asked what their current hours are. Blythe explained they are open Monday through Saturday for five hours a day. They do not use their hall and if you want into the library you need to use the emergency exit door. They can have up to 10 people when two staff members present. Schnathorst commented about trying to get the meeting room open since that is where he is getting questions.

Stansberry gave an overview of both the museum and park departments since their representatives could not be there. She explained that no changes in the museum. With the pool system they are starting to encounter repairs and one was the heater system and they got a bid for a computerized chemical system. Council would like a complete list of what is needed for the pool since it is getting to be 25 years old.

Stansberry gave an overview of the three policies that were on the agenda to get approved. Since we are getting federal money for COVID reimbursement, the City must have these policies on file. Stansberry explained there wasn't a current purchasing policy and that it would be expanded on at a later date. Miller made a motion to approve and Brown seconded the motion to approve Resolution 2021-04 which is the City of Conrad Purchasing Policy & Procedures. Resolution approved 5-0.

Brown made a motion and Miller seconded the motion to approve Resolution 2021-05 Personally Identifiable Information (PII) Policy. Resolution approved 5-0.

Schnathorst made a motion with Dinsmore seconding to approve the third policy. Resolution 2021-06 is the Fraud Reporting Policy. Resolution approved 5-0.

The Council went through the entire CIP/Equipment portion of the meeting. She explained that currently departments get to put their entire unused budget in a reserve savings account. Their savings keep increasing and not matching up to their five year capital plan. In addition, the "reserved" accounts were starting to equal the "unreserved". She explained that most cities in the State of Iowa budget's end at June 30th and the unused money stay in the general fund. Stansberry explained council had approved the emergency levy which she was going to use for a new fund. Another idea was to put the state credit for Industrial/Commercial backfill into the fund. Schnathorst mentioned why there is just not a pool of money of which Stansberry noted this is how it is done a lot. Guidance for the budget was given with no action being done at this time.

Schnathorst made a motion and was seconded by Brown to adjourn the meeting. The meeting was adjourned at 8:13 pm.

Jeff Martin, Mayor

Lori Stansberry, Administrator/Clerk