

CITY OF BRITT – BRITT IOWA – MARCH 20, 2018

The City Council of the City of Britt, Iowa met in pursuant to law and the rules of said Council in regular session in the Council Chambers in City Hall at 7:00 o'clock P.M. the 20th day of March 2018. The meeting was called to order by Mayor Ryan Arndorfer, and the following Council members were:

PRESENT: Stacy Swenson, Bryan Aitchison, Curt Gast, Paul Verbrugge, and Chad Luecht

ABSENT: NONE

The City Administrator/Clerk presented the agenda. She asked that items 7,8, &9 be moved to her updates under number 11. It was moved by Luecht and seconded by Verbrugge to approve the agenda as amended. Motion carried by unanimous vote.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

It was moved by Luecht and seconded by Verbrugge that the following items contained in the Consent Agenda be approved and adopted:

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- a. Minutes of the 03/13/2018 Council meeting.
- b. Claim list in the amount of \$58,842.15
- c. Resolution 07-2018 – Naming official check signatures

A roll call vote was had which was as follows:

Ayes: Swenson, Aitchison, Gast, Verbrugge and Luecht

Nays: None

The motion carried, and the Consent Agenda items were approved and adopted.

City Attorney Earl Hill was present to discuss the Burgardt Commercial Park. Planning and Zoning minutes were provided to the Council to review in which Hill made some recommendations on steps that need to be taken. It was moved by Verbrugge and seconded by Luecht to approve the minutes from the March 8th, 2018 Planning and Zoning Commission meeting. Motion carried by unanimous vote.

Regarding the Burgardt Commercial Park it was recommended by City Attorney Earl Hill that the City start over to make sure the minutes for each step is clearly recorded and all documents are filed as in accordance to the law. Hill stated the meeting minutes were not as clear and

precise as he recommended they should be. City Administrator/Clerk Sawyer will set up a follow up Planning & Zoning meeting with the Commissioners, so the City may proceed with the process. Hill noted he does not anticipate there to be any issues and the process should move along quickly.

It was decided that Council Person Swenson, Council Person Gast and Mayor Arndorfer will form a sub-committee, with assistance from City Attorney Hill, to put together covenants for the Burgardt Commercial Park.

City Attorney Hill also provided a zoning update on the Engh and Freeseemann properties. At this time the Planning and Zoning board has met and has approved the vacation of the public alley and public street. The Commissioners agreed there would be no need for this portion of the alley in the future, and no land would be landlocked by such vacation. All publications for this process have been completed as required by law.

Discussion regarding the adoption of a Storm Water Drainage Utility System District/Utility Fee. The Council recognizes the possible need for a Storm Water Drainage Utility System District/Utility Fee as usage has and will continue to increase as the City grows. Mayor Arndorfer asked City Administrator/Clerk Sawyer to provide the Council Members with examples from neighboring communities. Mayor Arndorfer provided some examples that have been adopted in Forest City, IA. Addition examples will be provided which have been used throughout the State.

Discussion regarding a Rental Housing Inspection Program. A meeting was held with NIACOG, local area Administrators, Clerks and Mayors where they discussed working together to establish a Rental Housing Inspection Program, and potentially partner with NIACOG to provide an inspector for the program. NIACOG would hire said inspector, the participating cities would pay their salary based on how many rentals each City has, an initial inspection would be completed and each year thereafter. Those who attended the meeting liked the code Mason City has adopted. The starting date for this program wouldn't be until next year.

Discussion regarding the 28E Fire Protection Agreement between the City of Britt and the Britt Rural Fire Department. The final draft was accepted by both parties. The resolution to formally adopt the 28E Fire Protection Agreement between the City of Britt and the Britt Rural Fire Department will be on the next City Council meeting for 4/3/2018.

City Administrator Sawyer reported that things were going well. In April, she and the Deputy Clerk will be attending Data Technologies Spring User Group Meeting. This will review modules on Accounts Payable, General Ledger, Bank Reconciliation, Payroll & Utility Billing. The Council reviewed the costs for pool passes. Sawyer provided examples of fees from the surrounding area and found that Britt was comparable. The Council decided to keep the fees the same as last year. Individual passes will cost \$85, family passes \$130, senior citizens will be offered 10% of an individual pass, punch pass \$35 and the daily rate of \$4. It was moved by Gast

and seconded by Aitchison to remove the option of a couple pass, the verbiage of “romantically involved” from the definition of who is eligible for a family pass, and the fees staying the same as last year. Motion carried by unanimous vote.

We received interest from the individual that managed the pool last year. She noted she would be sharing the duties with her sister. The Park and Board will review the applications and decide at their next meeting.

Discussion regarding hiring an outside source to clean the municipal building. With graduation coming up it will become busy and we might not always have someone available to clean the room after use. City Administrator Sawyer was asked to gather some quotes on cleaning the municipal room and possibly deep cleaning of City Hall as needed. Sawyer will report her findings at the next City Council meeting.

Finally, Sawyer informed the council there is a Nuisance Abatement class being offered by the Iowa League of Cities and she highly recommended that some of the City Council attend as well as any of the other courses offered. They are highly informative and provide a great way to learn about city government as well as a great way to network with other communities.

It was moved by Verbrugge and seconded by Aitchison to adjourn the meeting. Motion carried by unanimous vote.

Debra R. Sawyer, City Administrator/Clerk

Ryan Lee Arndorfer, Mayor

“These minutes are as recorded by the Deputy Clerk and are subject to Council approval at the next regular meeting.”

