

CITY OF BRITT – BRITT IOWA –APRIL 10, 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 10th day of April 2018. The meeting was called to order by Mayor Ryan Arndorfer, and the following Council members were:

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

ABSENT: Stacy Swenson

The City Administrator/Clerk presented the agenda. It was moved by Luecht and seconded by Gast to approve the agenda with the following changes: 6B & 6C be moved to the follow the consent agenda. 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 Gast 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 03/20/2018 Council meeting.
- b. Minutes of the 03/22/2018 Special Joint Council meeting.
- c. Claim list in the amount of \$101,932.63
- d. Resolution 8-2018 – 28 E Agreement Fire Protection Agreement between the City of Britt and the Britt Rural Fire Department
- e. Recommendation to appoint Steve Lansing as the Summer Recreation Director.
- f. Renewal liquor license for Britt Food Center -Class E (Wine/ Beer /Sunday Sales)
- g. Resolution 9-2018 – To Direct Conveyance of Real Estate Pursuant to 28E Agreement

A roll call vote was had which was as follows:

Ayes: Aitchison, Gast, Verbrugge and Luecht

Nays: None

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

Pam Aitchison was present to provide an update on the Park/Playground Equipment Project. She stated they may be looking at multi-stage installation for this project. They currently are \$20,000 short for a volunteer install and \$50,000 for a company install. They have decided to do

a volunteer install and continue their fund-raising efforts to cover the additional funds they need. To fund this project, they will use donation money in addition to the \$65,000 of grant money for this project. The remaining bond money earmarked for Parks in the amount of \$85,000 will be used throughout the park system in Britt.

Connie Burgardt was present to discuss the public access on Hwy 18. Mr. Burgardt requested the Council agree to allow additional commercial access to the property he still owns off of Hwy 18. The proposed access would be directly north of the existing 60-foot strip and will allow for future commercial expansion. Council saw no issue with this as they do not own the property and would not incur any costs related to the expansion. They did suggest Mr. Burgardt check with Iowa DOT as the proposed additional access is right off Hwy 18. It was moved by Verbrugge and seconded by Aitchison to approve the request for expansion to the commercial access directly north of the existing 60-foot access strip as long as Iowa DOT approves it. Motion carried by unanimous vote.

Department Heads presented their monthly report to the Council.

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 Gast to approve the minutes from the March 22nd, 2018 Planning and Zoning Commission meeting. Motion carried by unanimous vote.

Hill noted our Zoning ordinance reflects the need for a Plats Officer and recommended the Mayor and Council name Mike Boomgarden as the new Plats Officer since he currently performs the duty of Zoning Administrator. A Plats Officer is responsible to administer the Subdivision Ordinance. The duties would include working alongside the Engineer making sure the plat remains in compliance with Section 409A.8 of the Code of Iowa and the ordinances and standards of the City of Britt. Council approved the recommendation and the Mayor will appoint Boomgarden as the new Plats Officer.

Regarding the Burgardt Commercial Park, City Attorney Earl Hill reported to the Council the outcome of the Planning & Zoning meeting held on March 22nd, 2018. The Committee felt the existing plat was deficient, we had originally neglected to provide a list of all entities within 200 feet of the proposed project site and the need for an alley was unnecessary as the utility easement satisfied this need – all of which will be remedied as we go through this process again.

Regarding the mandatory alley clause, City Attorney Earl Hill suggested the City amend the current Zoning ordinance to change the alley clause from mandatory to permissive. With this change the Council can determine whether an alley is necessary based on a particular project. In the instance of Britt's Commercial Park, as mentioned previously, the Planning & Zoning committee feels the utility easement is sufficient and an alley is not necessary. The other option is to leave the ordinance intact and grant a variance for this project. Council agreed to grant a variance and leave the ordinance intact. As the City is the Council of the Sub-divider, it was

moved by Luecht and seconded by Verbrugge to grant the variance, allowing the Commercial Park Project to forego the mandatory requirement for an alley. Motion carried by unanimous vote.

City Administrator Sawyer informed the Council the Iowa League of Cities was sponsoring Small City Workshops throughout the State and there is one scheduled here in Britt on June 5th, 2018. Since the workshop is being held in Britt, Sawyer feels it would be appropriate to have a showing from the City of Britt officials. The workshop is designed to provide a host of information geared specifically towards small cities. However, the 5th is also the night of the Council meeting. Sawyer suggested we move the Council meeting to Monday, June 4th, 2018 at 7p.m. so the Mayor and Council members can attend the workshop. It was moved by Verbrugge and seconded by Aitchison to change the first meeting in the month of June from June 5th to June 4th, 2018. Motion carried by unanimous vote.

Discussion was had regarding a city-wide cleanup day. Costs in the past years were as follows: 2015: \$14,265.72, 2016: \$4,237.80 and in 2017: \$2,513.13. It was decided to plan for a City-wide cleanup day and dates were considered. Since May has graduation, Mother's Day and Memorial Day, Council decided to tentatively plan for the beginning of June if Waste Management has availability for that time. Sawyer will report back to the Council.

Sawyer provided the Council with a Nuisance Ordinance example and stated she recommends the City update their current ordinance with a new, more detailed ordinance for dealing with property nuisances. This was an example from a neighboring City who has been having some success dealing with their city's nuisance properties. Properties left unkept can provide an unsafe environment for people within the city as well as affected the neighboring homes value. This proposal provides numerous chances to correct the violation before the City steps in and takes care of the issue. Sawyer was directed to work with Police Chief Cummings to update our current nuisance ordinance.

As the first meeting of the month was cancelled and rescheduled to today it was requested that the second council meeting of April 2018 be combined with this meeting. It was moved by Gast and seconded by Verbrugge to make this meeting the only meeting in April 2018. Motion carried by unanimous vote.

Mayor Arndorfer presented his report. He noted the current City Administrator/Clerk needs to be added to the list of people who may send out nuisance letters to our residents. A letter has been signed by the Mayor stating that until the ordinance is amended the current City Administrator/Clerk has his permission to represent the City of Britt in connection with nuisance letters going out to those who are in violation of the City Code. It was moved by Luecht and seconded by Verbrugge to begin the amendment of the nuisance ordinance and to approve the City Administrator/Clerk as a signee. Motion carried by unanimous vote.

The Mayor also reviewed the current committee appointments and made the following changes: Mayor Pro-Tem – Curt Gast; Police Chief – Dan Cummings; Personnel & Finance – Ryan Arndorfer, Curt Gast, Paul Verbrugge, & Debra Sawyer; Public Works – Bryan Aitchison, Paul Verbrugge, Vance Hagen & Debra Sawyer; Nuisance Abatement: Chad Luecht, Dan Cummings & Debra Sawyer; Parks & Recreation – Stacy Swenson; Chamber Representative – Chad Luecht & Debra Sawyer; Trees/Trees Forever – Chad Luecht; NIACOG/Community Housing: Stacy Swenson & Debra Sawyer; Safety Co-Ordinator – Bryan Aitchison; Cable Vision/Peg Channel - Bryan Aitchison; Hancock County Economic Development – Ryan Arndorfer; Disaster/911/Emergency Management: Ryan Arndorfer & Debra Sawyer; Fire Advisory Board: Ryan Arndorfer, Paul Verbrugge & Debra Sawyer; and Library Board – Linda Friedow.

Jerry Christensen spoke about the Remembering Our Fallen Tribute, which will be held on April 26-29th, 2018. This is the first time this event has been held in Iowa and Britt was chosen to host the event. Christensen asked permission from the Council to close Main Avenue between 2nd Street to Center Street from April 26th, 2018 to April 29th, 2018. There will something going on each day and food vendors will be available. Friday has been designated as Kids Days. A special ceremony will be held at 11am on Saturday and Sunday will be a quiet day to enjoy the tribute. The display area will close at 6p.m. on Sunday, April 29th, 2018. Towers will be set up by state with approximately 180 names with pictures. Rockie Lynn will perform on Saturday night. It was moved by Gast and seconded by Aitchisen to approve the closure of Main Avenue between 2nd Street to Center Street for April 26-29, 2018 for the Remembering Our Fallen Tribute Towers. Motion carried by unanimous vote.

It was moved by Gast 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.”

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

March 2018
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VENDOR NAME	REFERENCE		
INTER. STATE MOTOR TRUCKS	SANDER TRUCK		51.99
IOWA LAW ENFORCEMENT ACAD	MMPI HILLYER		150.00
IOWA LIBRARY ASSOCIATION	DUES		65.00
IOWA OUTDOORS	RENEWAL SUB		15.00
IOWA PARK & REC ASSN	AQUATIC CEU REG-VANCE CURT		290.00
IPERS	POLICE IPERS		8,518.17
KIOW	KIOW BRITT CAMP		108.34
KYLE MICHEL	MILEAGE REIMBURSEMENT		128.40
LIBRARIAN BOOK EXPRESS	NF BOOKS		304.85
MAXYIELD COOPERATIVE	GAS		2,922.56
MICRO MARKETING	AUDIO		142.38
NATIONWIDE RETIREMENT	DEFERRED COMP	45.00	
NATIONWIDE RETIREMENT	DEFERRED COMP	45.00	90.00
NEXT GENERATION TECH INC	SUPPORT		20.38
NORTH IOWA LIBRARIES	BARCODES		85.00
NORTH IOWA MEDIA GROUP	ADVERTISING		401.38
NORTHWEST COMMUNICATIONS	WEB HOST		27.95
POMPS TIRE SERVICE, INC	TIRES		1,392.00
PRESTO-X-COMPANY	PEST CONTROL		43.00
PRITCHARD AUTO	14 FORD EXPLORER	111.38	
PRITCHARD AUTO	RENTAL VAN	76.61	187.99
PSI	SUPPLIES	56.89	
PSI	STAMP PD	45.15	102.04
RENNER & BIRCHEM	AUDIT FY 16-17		3,600.00
TREASURER, STATE OF IOWA			2,077.40
SANDRY FIRE SUPPLY	BATTERY PACS	566.47	
SANDRY FIRE SUPPLY	4 SECTIONS READY RACK	1,108.31	1,674.78
STAPLES CREDIT PLAN	OFFICE SUPPLIES		46.01
STATE TREASURER	STATE TAXES		2,641.00
STREICHER'S	CLOTHING		13.99
SWENSON'S HARDWARE	SUPPLIES	23.13	
SWENSON'S HARDWARE	SUPPLIES	595.96	619.09
TRULSON AUTO	SUPPLIES/ SERVICES		268.78
U S POSTMASTER	UB POSTAGE	266.21	
U S POSTMASTER	STAMPS	150.00	416.21
UNITED HEALTH CARE	FAMILY-PRE-TAX	302.02	
UNITED HEALTH CARE		3,349.94	3,651.96
VEENSTRA & KIMM	SERVICES		8,048.54
VERIZON	PHONE PD		329.15
VESSCO, INC	POPPET/DIAPHRAGM		183.40
WASTE MANAGEMENT	WASTE SERVICES		11,127.34
WEBWISE SOLUTIONS	HOSTING		240.00
WORLD TRADE PRESS	DATABASE		210.00
**** PAID	TOTAL ****		104,600.04
**** SCHED	TOTAL ****		2,360.49
***** REPORT TOTAL *****			106,960.53

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

March 2018

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VENDOR NAME REFERENCE

ACCOUNTS PAYABLE CLAIMS

AFLAC	AFLAC-PRE-TAX		156.12
ALCOPRO	DRY GAS/ MOUTHPIECE FST		261.00
ALLIANT ENERGY	STREET LIGHTS MAIN AVE		9,984.27
ALLIED ENS LLC	MONITORING/MGMT		285.25
AMAZON	DVDS/BOOKS		288.03
AMERICAN LEGION POST 315	TRAVELING NAT MEMORIAL		5,000.00
AMERICAN PATCHWORK	RENEWAL		24.97
ARAMARK	SERVICES		145.60
BASE	CAF MONTHLY	30.00	
BASE	MEDICAL REIMB	290.02	320.02
BOOK LOOK	BOOKS		286.82
BRITT COUNTRY CLUB	WINDOWS		2,500.00
BRITT FOOD CENTER	P & R FUNDRAISER	28.85	
BRITT FOOD CENTER	P & R FUNDRAISING	88.51	117.36
NORTH IOWA LUMBER & DESIGN	SUPPLIES		34.25
BRODART	BOOKS		527.53
BROWN SUPPLY INC	HYDRANT REPAIR KIT		419.00
C J COOPER	RANDOM - MARK ANDERSON		70.00
CALLAHAN MUNICIPAL CONSULTANTS	CITY ADMIN SEARCH		5,960.00
CARD SERVICES	SUPPLIES/MISC	183.76	
CARD SERVICES	CC TRAINING	220.28	
CARD SERVICES	COMPUTER SUPPLIES	125.98	530.02
CASADY BROS. IMPL. INC	GLASS		424.50
CENGAGE LEARNING	LP BOOKS		58.48
CINDY KENDALL	ROOM REIMBURSEMNT 2/6-2/22	548.80	
CINDY KENDALL	TEMP HELP	4,817.64	5,366.44
COAST TO COAST	MAGNETS		234.57
COBBLER SHOPPE	KNEE BOOTS		19.99
COMM 1	PHONE / INTERNET		492.02
COUNSEL OFFICE & DOC.	CONTRACT/LEASE		158.08
DELTA DENTAL OF IOWA	DENTAL-PRE-TAX		225.38
DEMCO	SUPPLIES		302.40
ELECTRONIC ENGINEERING	SUPER LED BLUE		105.00
FIRST STATE BANK	FED/FICA TAX	2,360.49	
FIRST STATE BANK	FED/FICA TAX	4,864.74	
FIRST STATE BANK	FED/FICA TAX	980.06	
FIRST STATE BANK	FED/FICA TAX	4,508.99	12,714.28
GLASS SOLUTIONS	GLASS AND INSTALLATION		230.00
H C SECONDARY ROADS	SAND		1,339.50
HANCOCK CO CLERK OF COURT	GARNISHMENT	359.50	
HANCOCK CO CLERK OF COURT	GARNISHMENT	359.50	719.00
HANCOCK COUNTY ECON DEVEL	ANNUAL INVESTMENT		5,175.50
HCHS	FIRE PHYSICALS	840.00	
HCHS	L WEILAND DRUG SCRNP/PCP	247.00	
HCHS	L WEILAND SPIROMETRY	35.00	1,122.00
HUBER SUPPLY CO., INC.	FLUSH NOZZLE/PLIERS		52.76
HUNTS ELECTRIC	REPAIR - FIRE DEPT TRUCK BAY ¹		90.95
HYDRITE CHEMICAL COMPANY	CHEMICALS		909.36
HYGIENIC LABORATORY	ANALYSIS		46.00
IA DEPT OF PUBLIC HEALTH	POOL REGISTRATION		70.00