

CITY OF BRITT – BRITT IOWA – JUNE 19<sup>TH</sup>, 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 19<sup>th</sup> day of June 2018. The meeting was called to order by Mayor Arndorfer, and the following Council members were:

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

ABSENT: Curt Gast

The Clerk presented the agenda. It was moved by Verbrugge and seconded by Luecht to approve the agenda with an emergency addition from Hancock County 911. 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 Swenson 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. Approve Minutes of the 06/04//2018 Council Meeting
- b. Approve Minutes of the 06/12/2018 Joint Public Works & Trees Committee Meeting
- c. Approve Minutes of the 05/09/2018 Park & Rec Meeting
- d. Claim list in the amount of \$46,656.45
- e. Approve Cigarette Permit for Britt Food Center for FY2018/2019

A roll call vote was had which was as follows:

Ayes: Swenson, Aitchison, Verbrugge and Luecht

Nays: None

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

Maggie Burger of Speer Financial, Inc. was present to discuss a future bond issuance needed to complete the construction of the Burgradt Commercial Park. Burger handed out two scenarios for the bond issuance. The first scenario set the repayment up using a 12-year level repayment plan. This option allows for no principal payments and small interest payments to be paid in the first 2-years. After that the payments substantially but remain level throughout the life of the loan. The second option is a 12-year wrap around. What this means is this issuance will wrap around the existing debt we have. There still is no principal payment and low interest payments the first 2-years but the payments will increase more gradually. This sounds like a good option, but she warned we must also remember that it is wrapping around our existing debt and when payments are made in lower increments we don't pay off the debt as fast as you do in a level repayment plan. When the Mayor asked which option, she would recommend to us, knowing we have Street projects coming up, she said the level repayment plan would suit our needs better and quicker. Burger also noted that because we plan on using TIF dollars to repay the bond debt, we need to amend the Urban Renewal Plan we passed last year. The amendment would be very simple as nothing has changed in the scope of the project. Debra Sawyer, City Administrator, noted she has already contacted NIACOG to see if they could help with the amendment so we didn't need to go back to the bonding attorney. The bonding attorney will have to ok the paperwork for the amendment, but we could save some money using

the COG to create the amendment. Our contact at NIACOG said it would only cost around a few hundred dollars. Burger reviewed the timeline, stressing we need to follow the timelines they will provide closely so we can have funding by October 2018.

Randy Hiscock's was present to discuss the Hancock County Fair. This year the fair board wants to become a Blue-Ribbon Fair. Part of the criteria for that designation is how welcome the local community is. He acknowledges that the City has always supported the County's efforts but asks if we could just give a little more. Discussion was had on what could be done. The fair board is bringing in new entertainment as well as some favorites from past years. The City Council stated they would do all they can to show their support.

Discussion regarding the alley behind Gary Olsen's property on Main Avenue. Throughout the years we have worked with the alley's by leveling them and adding gravel when it was warranted. Unfortunately, it has now become an issue with standing water in some of the Main Avenue alleys, with the possibility of the water entering the buildings. Vance Hagen met with a contractor who does work with the City and he provided a rough estimate of \$25,000 for one city block to level the alley and cover it with asphalt. This will offer a more permanent solution than using gravel. It was moved by Verbrugge and seconded by Swenson to approve laying asphalt in 2 city blocks each year for 3-years not to exceed \$50,000. If the estimate exceeds \$50,000 for 2 city blocks we would need to bring it back to City Council for approval. Motion carried by unanimous vote.

Chad Luecht presented information surrounding trees in the City. He provided a list of trees that need to come down. Some of the trees are dead and will need to be taken down. Letter will be going out to all residents who have nuisance trees. The City will work with the owners on a case by case basis. Additional trees will be removed at the cost of the City. Sawyer is looking into alternative funding sources such as grants and no/low interest loans.

In December of 2016, the Council chose to amend the Employee Handbook to include a stipend to those employees who wished to opt out of our health insurance and receive 75% of the actual cost of covering them under the City of Britt's health insurance. This act was to satisfy a need at the time and has become an issue as we are not permitted to pay for these stipends out of the general levy used for insurance. The Council was not aware this would have a negative effect on the general fund. It was moved by Aitchison and seconded by Luecht to revert to the original medical insurance package provided by the City. Motion carried by unanimous vote.

It has been requested by a member of the Public Works department to have the stipend refunded to him for the months that he was eligible for insurance with the City as he is covered under his family's plan. This refund is in the amount of \$236.16. It was moved by Luecht and seconded by Verbrugge to approve the refund in the amount of \$236.16. Motion carried by unanimous vote.

The payment and accrual of comp-time was discussed. Sawyer read the employee handbooks entry on accruing comp-time which states "compensatory time is figured at one and one-half times all hours worked beyond the established 40 hours per work week". "The established work period is forty (40) hours within a five (5) day work week (non-law enforcement employees). All Council members present agreed with this policy.

Hours of City Hall were discussed. Sawyer requested they remain with the current schedule, including closing the office at noon on Tuesday and Thursday each week until August 31<sup>st</sup>, 2018. This will allow the Clerk's office to work on the fiscal year ending in June and prepare for the annual audit. Being Tuesday, September 4<sup>th</sup> the new City Hall hours will be 7:30 a.m. to 4:30 p.m. It was moved Luecht and seconded by Verbrugge to keep the current hours at City Hall and begin new hours of 7:30 a.m. to 4:30 p.m. on September 4<sup>th</sup>, 2018 (first business day in September). Motion – Ayes: 3 Nays: 1. Motion carried.

City Administrator Sawyer provided examples of a storm water drainage utility system districts. One was a longer more robust sample and the other is in place in a neighboring city. In addition, the council was provided with samples of some storm water utility ordinances. Council preferred the existing storm water drainage utility system district from the neighboring city and instructed Sawyer to provide the first draft to City Council at the first council meeting on July 3<sup>rd</sup>. She was also instructed to prepare the draft of the new utility storm sewer utility ordinance to be presented at said meeting.

The Mayor let the Council know the signs for the parks will be ordered this week. They were part of the budget for this fiscal year. They are fashioned after the new sign off of Hwy 18 and will be placed in each park throughout the city.

The Mayor introduced an idea for a Sump Pump Program offered by WHKS. The program offers the city a hands-off process of ordering sump pump inspections and following through to make sure the changes are made if needed. It will provide public notices and informational literature of the importance of how and where their sump pump drains to. This program is on-line and can be done from the comforts of their own home. If the resident does not have internet a number will be provided for an alternative registration route. The Council, knowing how important this change is going to be for our WWTP, is very interested in moving forward. Sawyer said she would review the 2018/2019 budget to see if there are funds available for this program and will report back to the Council. Once this is completed the City would look at doing smoke testing if issues in the infrastructure still exist.

Additionally, the Mayor discussed the future wastewater treatment facility upgrade. We know must upgrade our facility to follow the mandates being handed down by the Iowa Department of Natural Resources (IDNR) by the year 2020. The Mayor listed some reasons why he is hesitant to move forward with the engineering firm that is currently in place to do the upgrade, based not only from recent issues with our current project we are doing with them but by other issues pointed out during a recent interview with several new engineers. Independently they all found the same flaws in the design we received from said engineer. For these reasons, it is the Mayor recommendations to terminate our agreement with Veenstra & Kimm and select Bolton & Menk to handle the WWTP Upgrade. They provided a comprehensive approach to keeping up with changes currently being introduced by the IDNR. It was moved by Verbrugge and seconded by Aitchison to terminate our agreement with V&K for the WWTP upgrade and hire Bolton & Menk. Motion carried by unanimous vote. The Mayor also noted that our water treatment plant should have been upgraded 60 years ago. It was originally built in the 1930's. With this said, this will be the next major project to be performed in the future.

Finally, Jon Swenson of the Britt Fire Department was present on behalf of Andy Buffington - Hancock County 911 to discuss an emergency which is currently at hand with the 96-foot radio tower that is used to broadcast to emergency personnel. The tower is currently installed at the co-op but keeps falling. Each time it falls it breaks. Hancock County 911 has asked if they could attach the tower to the City of Britt's Fire Station, replacing the current tower standing there. The county would pay for all expenses to relocate the tower and maintain it's position. It was moved by Swenson and seconded by Aitchison to relocate Hancock County 911 tower to the City of Britt's Fire Station, replacing the existing tower currently in place with the understanding that all costs will be paid by Hancock County 911. Motion carried by unanimous vote.

It was moved by Verbrugge and seconded by Luecht 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."

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
MAXYIELD COOPERATIVE	GAS	\$2,366.68
HUNTS ELECTRIC	HOOK ELEC TO GARAGE	\$2,767.48
U S POSTMASTER	UBILL POSTAGE	\$493.80
IOWA ONE CALL	IOWA ONE CALL	\$47.70
IOWA LEAGUE OF CITIES	MBSP DUES 2018-19	\$1,389.00
PRITCHARD AUTO	SERVICES	\$103.94
PSI	MISC OFFICE SUPPLIES	\$219.87
YOHN COMPANY INC	CENTENNIAL PARK	\$375.00
TRULSON AUTO	TRUCK TIRE REPAIR	\$21.00
WASTE MANAGEMENT	WASTE SERVICES CITY	\$11,192.75
BRITT FOOD CENTER	SUPPLIES	\$415.34
HYGIENIC LABORATORY	ANALYSIS	\$26.00
SWENSON'S HARDWARE	POOL	\$963.39
GIFTS SEW SWEET	SHIRTS	\$3,708.75
MILLER & SONS GOLF CARTS	IGNITION COIL	\$171.85
KIOW	BROADCASTING	\$108.34
SANDRY FIRE SUPPLY	PERSONAL GEAR REPLACEMENTS	\$1,836.42
HANCOCK COUNTY MEMORIAL H	DRUG SCREEN - RANDOM	\$125.00
HEARTLAND ASPHALT	UPM COLD MIX	\$876.30
DOLLAR GENERAL-CHARGED SA	FOLDERS	\$2.73
NEXT GENERATION TECH INC	SYSTEM SUPPORT	\$242.90
CARD SERVICES	POOL	\$2,911.58
BARCO MUNICIPAL PRODUCTS	PAINT / STRIPING / FLAGS	\$313.36
ALLIANT ENERGY	STREET LIGHTS	\$8,183.59
C J COOPER	RANDOM SELECT FEE	\$35.00
COUNSEL OFFICE & DOC	LEASE CONTRACT	\$612.24
PEAK SOFTWARE	MBSP CARDS	\$126.41
ACCO	CHLORINATING SOLUTION	\$906.75
BMG AGGREGATES, L.C.	ROADSTONE	\$98.44
AGSOURCE LABORATORIES	ANALYSIS	\$3,290.50
JOHN DEERE FINANCIAL	WHEEL KIT/ BRACKET	\$160.10
SPEER FINANCIAL	BONDS/NOTES SERVICES	\$375.00
COMM 1	PHONE SERVICE	\$523.13
BASE	CAFETERIA PLAN	\$30.00
K & C TREE SERVICE	TREE TRIMMING	\$700.00
BILL DEIBLER EXCAVATING	LABOR/BACKHOE REPLACE SHUTOFF	\$145.00
VERIZON	PHONE SERVICES -POLICE	\$328.83
WATERLOO TENT & TARP CO	PERMABRELLA CABLES	\$90.00
KOREY ENGBRETSON	WATER DEPO REFUND	\$60.18
KAREN PETERSON	HALL RENT REFUND	\$100.00
BOBBI BRUGGEMANN	SUMMER REC REFUND	\$20.00
CHAD LUECHT	SIDEWALK CONCRETE	\$46.50
ADAMARI BARRANCA	ARTS AND CRAFTS SUPPLIES	\$57.46
RYLEIGH HUDSPETH	ARTS AND CRAFTS SUPPLIES	\$88.14
	<b>CLAIMS TOTAL</b>	<b>\$46,656.45</b>

