

CITY OF BRITT – BRITT IOWA – AUGUST 21st, 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 21st day of August 2018. The meeting was called to order by Mayor Arndorfer, and the following Council members were:

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

ABSENT: Bryan Aitchison

The Mayor presented the agenda. It was moved by Luecht and seconded by Verbrugge to approve the agenda. Motion carried by unanimous vote.

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. Approve Minutes of the 08/07/2018 Council Meeting
- b. Claim list in the amount of \$383,963.95
- c. Renewal – Class C Liquor License (LC) (Commercial) w/Outdoor Service for Sharks (Ryan Carlson)

A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Verbrugge and Luecht

Nays: None

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

The Mayor announced that this is the date, time (7:02 p.m.), and place for the public hearing to approve the proposed Amendment No. 1 to the Urban Renewal Plan for the Commercial Park Development Urban Renewal Area.

The Mayor first asked for the report from the City Administrator/Clerk, with respect to the consultation held with the affected taxing entities to discuss the proposed Amendment. The Council was informed that the consultation was duly held as ordered by the Council, and that no written recommendations were received from affected taxing entities. The report of the City Administrator, with respect to the consultation was placed on file for consideration by the Council.

The Mayor then asked the City Administrator/Clerk whether any written objections had been filed with respect to the proposed Amendment, in which she reported that no written objections thereto had been filed. The Mayor then called for any oral objections to the adoption of the Amendment No. 1 to the Urban Renewal Plan for the Commercial Park Development Urban Renewal Area and none were made. The public hearing was then closed at 7:03 p.m.

Councilperson Luecht introduced Resolution 19-2018 determining an area of the City to be an economic development area, and that the rehabilitation, conservation, redevelopment, development or a combination

thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Amendment No. 1 to the Urban Renewal Plan for the Commercial Park Development Urban Renewal Area. Councilperson Swenson seconded the motion to adopt. A roll call vote was had which was unanimous in favor of the motion and the resolution was duly adopted.

Councilperson Luecht introduced Resolution No. 20-2018 fixing date of September 4th, 2018 for a meeting on the proposition of the issuance of not to exceed \$800,000 General Obligation Urban Renewal Bonds of the City of Britt, State of Iowa (for essential corporate purposes), and providing for a publication of notice thereof and moved that the same be adopted. Councilperson Verbrugge seconded the motion to adopt. A roll call vote was had which was unanimous in favor of the motion and the resolution was duly adopted.

Councilperson Verbrugge introduced Resolution 21-2018 rescinding all previous policies and approving an updated Social Media Policy. Councilperson Luecht seconded the motion to adopt. The purpose of this policy will be to set forth guidelines for the establishment and use by the City of Britt of social media sites as a means of conveying City of Britt information to the public. The intended purpose behind the use of City of Britt social media sites is the disseminate information from the City, about the City, to the public in a civil and unbiased manner.

The City of Britt has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on City social media sites. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitations, city’s website, blogs, wikis, content hosting sites such as Flickr and YouTube, and social networking sites such as Facebook, LinkedIn, and Twitter. This policy is in addition to and complements any existing or future City of Britt policies regarding the use of technology, computers, smart phones, e-mail and the internet. A roll call vote was had which was unanimous in favor of the motion and the resolution was duly adopted.

City Administrator Sawyer presented an update surrounding a CD we currently have with Farmers Trust & Savings Bank. Today was the bonds maturity date. It currently has a balance of \$80,000. Sawyer checked in with the bank to see what type of CD specials they were having, and the following choices were given: 15 mo. CD with a 2.1% rate or 27 mo. CD with a 2.35% rate. It is the recommendation of the Personnel & Finance Committee to go with 27 mo. CD with the current rate of 2.35%. It was moved by Gast and seconded by Verbrugge to approve leaving the \$80,000 we have with Farmers Trust & Savings Bank and invest it in the 27 mo. CD with a rate of 2.35%. Motion carried by unanimous vote.

City Administrator Sawyer presented her report. We have received an engagement letter from Ahlers & Cooney to act in the capacity of bond counsel in connection to the issuance of not to exceed \$800,000 in General Obligation Urban Renewal bonds. It was moved by Verbrugge and seconded by Gast to approve the execution of Ahlers & Cooney engagement letter to act in the capacity of bond counsel in connection to the issuance of not to exceed \$800,000 in General Obligation Urban Renewal bonds. Motion carried by unanimous vote.

Next, the project certificate was discussed. This has been completed before in Resolution 12-2018 as part of the new bond issuance and will be completed again to satisfy the current needs. It was moved by Luecht and seconded by Gast to approve the project certificate. Motion carried by unanimous vote.

Sawyer requested the approval of the Debt Certificate which lists all outstanding debt the city currently possesses, such as warrants, urban renewal revenue bonds, or U.R. development agreements, etc. It was moved by Luecht and seconded by Verbrugge to approve the Debt Certificate. Motion carried by unanimous vote.

Sawyer presented the Council with an issue. A resident does not agree with how an individual is reimbursed when completing a sidewalk project. He disagrees with how the Public Works Director calculated the amount he would be paid for his project. At this time, the city will reimburse the homeowner based on the actual amount it takes to do the finished project. The citizen in question feels he should be paid for the total amount of concrete he had ordered even if he didn't use all the concrete, noting there is always excess product when doing any project. The Council agreed we will stay with our current policy which states we will reimburse 50% of the concrete used to put in the sidewalk. The Public Works Director will carefully measure the project and calculate the amount of concrete that was used in the finished product. Once that figure is calculated the paperwork is turned into the City Hall for payment.

The topic of recommendations for the Deputy City Clerk position was discussed. It was moved by Gast and seconded by Luecht to go into closed session at this time, as per Iowa Code 21.5 (i) to discuss the applicants and recommendation of hire. A roll call vote was had which was unanimous in favor of the motion and the motion carried. The Mayor, City Council, and City Administrator entered closed session at 7:25 p.m.

It was moved by Gast and seconded by Verbrugge to return to regular session at 7:32 p.m. A roll call vote was had which was unanimous in favor of the motion and the motion carried

It is the recommendation of the City Administrator to offer the position of Deputy City Clerk to Staci Ball. She feels she will be an excellent addition to the City of Britt. It was moved by Verbrugge and seconded by Gast to approve the recommendation to hire Staci Ball as the new Deputy City Clerk, starting at \$15 per hour. Her official start date will be September 4th, 2018. A roll call vote was had which was as follows:

Ayes: Swenson, Gast, and Verbrugge

Nays: None

Abstain: Luecht

The motion carried with Luecht abstaining from voting.

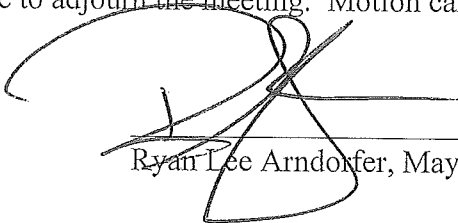
Mayor Arndorfer presented his report. He presented the final bill from V&K in regards the Wastewater Treatment Plant Upgrade. V&K was dismissed from the project on June 22nd, 2018 and Bolton & Menk was hired as their replacement. There were two bills presented to us, one was for services provided June 17th to July 21st, 2018 in conjunction to the Nutrient Reduction Strategy and the second bill covered the time period of June 17th to June 25th, 2018 in conjunction of Bidding and Design Services. Since both these bills exceed the termination date of June 25th, 2018 we are going to ask for a line item breakout, so we can see what services where was performed prior to the termination date. We will wait until the back up is provided to make a determination on payment.

The Mayor also notified the Council the tree abatement letters went out today. Lastly, the Mayor suggested we readdress the prices on the lots the City currently owns throughout town. He gave the example of how some towns offer the lot for free just as a long as a house is built on it within a year. He is going to do some research and see what types of incentives other cities offer their residents regarding the sale of lots owned by the City. It

is the City's intent to have those lots filled with new forever homes. He will report his findings back to the City Council at a later date.

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

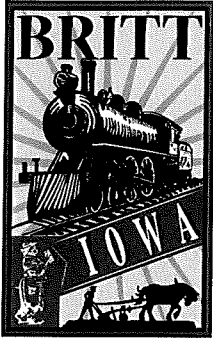

 Debra R. Sawyer, City Administrator/ Clerk


 Ryan Lee Arndorfer, Mayor

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

VENDOR	DESCRIPTION	AMOUNT
AGSOURCE LABORATORIES		\$10.36
ALLIANT ENERGY	POOL	\$12,753.59
ARAMARK	SERVICES	\$221.03
BOOK LOOK	IF BOOKS	\$312.79
BRIAN MOORE	DAMAGE TO GARAGE BY PW	\$167.39
BRITT FOOD CENTER	SUPPLIES	\$56.72
BRODART	BOOKS	\$503.93
BROWN SUPPLY INC	BOLT ON LOADER EDGE	\$1,196.40
CARD SERVICES	MISC	\$2,119.38
CENGAGE LEARNING	LP BOOKS	\$94.46
CENTER POINT LARGE PRINT	LP BOOKS	\$24.47
DOLLAR GENERAL-CHARGED SA	MISC SUPPLIES	\$12.50
DON'S WELDING & REPAIR	SIGN POSTS	\$39.20
EFTPS	FED/FICA TAX	\$5,724.96
FLEX COURT INTERNATIONAL	OUTDOOR GAME COURT	\$20,374.19
GLOBE GAZETTE CIRC DEPT	SUBSCRIPTION	\$45.00
HANCOCK CO CLERK OF COURT	GARNISHMENT	\$219.50
HANCOCK COUNTY MEMORIAL		
H	FLU SHOTS FIRE	\$186.50
HISCOCKS EXCAVATING	LIONS PARK BACK HOE ETC	\$10,231.50
HYDRITE CHEMICAL COMPANY	POOL CHEMICALS	\$1,023.75
ICAP	LIONS PARK EQUIPMENT	\$85.43
IMOGENE BURGARDT	SIDEWALK REIMBURSEMENT	\$72.00
IMWCA	DEPOSIT WORK COMP	\$6,161.00
KELLY LEERAR	PRIVATE SWIM LESSON	\$35.00
KELTEK	LAPTOP EXPENSE	\$497.50
LIBERTY SCHOOL MUSEUM	BOOK- PRAIRIE QUEST	\$55.00
MAXYIELD COOPERATIVE	GAS	\$108.36
MCKINNES EXCAVATING	PAY ESTIMATE 6	\$280,533.60
MCNEESE TIRE	SERVICE CALL / USED TIRE	\$111.67
MICRO MARKETING	AUDIO	\$256.66
MONA JONES	DEPOSIT REFUND - JADA	\$100.00
NAGLE SIGNS, INC.	PARK SIGNS	\$3,240.41
NATIONWIDE RETIREMENT	DEFERRED COMP	\$45.00
NORTHERN LIGHTS	POOL CONCESSIONS	\$1,499.43

OUTDOOR RECREATION PROD	SAFETY FIBER LIONS PARK	\$10,044.00
PAYROLL CHECKS	PAYROLL CHECKS ON 08/15/2018	\$20,705.00
PETTY CASH	PETTY CASH LIBRARY	\$86.97
PSI	BINDERS/PAPER/ENVELOPES/MISC	\$170.98
SEBCO BOOKS	NF BOOKS	\$36.44
STATE FARM	FIDELITY BOND	\$334.00
TOM PUEGGEL	CONCRETE REIMBURSEMENT	\$647.13
WEST HANCOCK BOOSTER CLUB	SUMMER REC SUPPLIES	\$95.00
YOHN COMPANY INC	LIONS PARK	\$3,725.75
	CLAIMS TOTAL	\$383,963.95



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AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, AUGUST 21st, 2018, 7:00 P.M.

1) OPENING BUSINESS

- a. Call meeting to order
- b. Roll call
- c. Pledge of Allegiance
- d. Conflict of Interest (state if applicable)

2) CONSENT AGENDA

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- b. Claim list in the amount of \$383,963.95
- c. Renewal – Class C Liquor License (LC) (Commercial) w/Outdoor Service for Sharks (Ryan Carlson)

3) OTHER BUSINESS

- a. Public Hearing on the proposed Amendment No. 1 to the Urban Renewal Plan for the Commercial Park Development Urban Renewal Area
- b. Resolution No. 19-2018 determining an area of the City to be an economic development area, and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Amendment No. 1 to the Urban Renewal Plan for the Commercial Park Development Urban Renewal Area
- c. Resolution No. 20-2018 fixing date for a meeting on the proposition of the issuance of not to exceed \$800,000 General Obligation Urban Renewal Bonds of the City of Britt
- d. Resolution No. 21-2018 Approving Social Media Policy
- e. Discuss renewal of City CD with Farmers' Trust and Savings Bank

4) OTHER REPORTS

- a. City Administrator's Report
 - i. Approval of Engagement Letter from Ahlers & Cooney, P.C. to act in the capacity as Bond Counsel in connection to the issuance of not to exceed \$800,000 General Obligation Urban Renewal Bonds
 - ii. Approval of the Project Certificate
 - iii. Approval of the Debt Certificate
 - iv. Review of payment for sidewalk
 - v. Discuss recommendation of new Deputy City Clerk (Closed Session)
- b. Mayor's Report
 - i. Review invoice from V&K

5) PUBLIC COMMENT

6) ADJOURN