

CITY OF BRITT – BRITT IOWA – NOVEMBER 6<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 16<sup>th</sup> day of October 2018. The meeting was called to order by Mayor Arndorfer, and the following Council members were:

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

ABSENT: None

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

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 10/06/2018 Council Meeting
- b. Claim list in the amount of \$94,758.35

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.

Assistant City Attorney Frances Schiro was present to discuss the new Free Lot program. All lots located in the Sunset Ridge. Lots can be used for residential purposes and construction of the home needs to be completed with 12-months of approval of Free Lots Housing Application. Any expense incurred for legal fees, land surveys, abstract updated or deed filings will be the responsibility of the party receiving the free lot. A quit claim deed will be provided to the new owner once construction of the home is completed. It was moved by Luecht and seconded by Swenson to approve the Free Lot Program as presented. Motion carried by unanimous vote. Copies of the Housing Covenants Agreement and Free Lot Application can be picked up at City Hall.

The bids to perform yearly tree trimming were reviewed. We received a total of 2 bids. One from K&C Tree Service and one from Malek Lawn & Tree Service. K&C Tree Service has done work for us at the park this season and you never even knew they were there. They do not leave any waste behind and are very careful not to destroy any other part of the jobsite. We have not been that fortunate in the past. It was moved by Luecht and seconded by Leerar to award the contract for tree trimming/removal to K&C Tree Service for FY2018/2019 in the amount of \$16,300. Motion carried by unanimous vote.

Officer Anderson presented new policies for the police department to the City Council. Those areas presented include: Release of property form, New Hire Policy, Update Reporting of all Critical Incidents/ Section 7 Subsection M, and K-9 & Handler Policy. The policies were reviewed by the Assistant City Attorney. It was moved by Swenson and seconded by Verbrugge to adopt the new policies presented by Officer Anderson. Motion carried by unanimous vote.

Resolution 32-2018 setting the public hearing to request a change to zoning classification for Derek Engh was presented. It was moved by Verbrugge and seconded by Luecht to approve Resolution 32-2018 setting the public hearing for November 20<sup>th</sup>, 2018 at 7:00 p.m. A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Verbrugge, Leerar and Luecht

Nays: None

The motion carried.

The Mayor announced this was the time (7:13p.m.), date, and place for the public hearing regarding the matter of the sale of property to Richard A. Freeseemann and Steve D. Earles. The Mayor asked the City Administrator/Clerk whether any petition had been filed in the Clerk's Office, as contemplated in Section 362.4 of the Code of Iowa, and the Administrator/Clerk reported that no such petition had been filed, requesting that the question of issuing the Bonds be submitted to the qualified electors of the City.

The Mayor then asked the Administrator/Clerk whether any written objections had been filed by any resident or property owner of the City to the sale of property to Richard A. Freeseemann and Steve D. Earles. The Administrator/Clerk advised the Mayor and the Council that no written objections had been filed. The Mayor then called for oral objections to the issuance of the sale of property to Richard A. Freeseemann and Steve D. Earles. Whereupon, the Mayor declared the time for receiving oral and written objections to be closed.

Whereupon, the Mayor declared the hearing on the sale of property to Richard A. Freeseemann and Steve D. Earles was closed at 7:14 p.m.

Resolution 33-2018 Approving the sale of property to Richard A. Freeseeman and Steve D. Earles was presented. It was moved by Gast and seconded by Verbrugge to approve Resolution 33-2018 Approving the sale of property to Richard A. Freeseeman and Steve D. Earles. A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Verbrugge, Leerar and Luecht

Nays: None

The motion carried.

Department head reports were presented.

Mayor Arndorfer presented his report. He started with his recommendation for the new Police Chief. They had a tough decision to make but ultimately decided to go with Officer Mark Anderson. Anderson has been a valued member of the City's force for over a year. He came to us with experience serving as a member of the military police. Anderson has shown great initiative by writing policy for the department since he began, and we feel will serve us well as the new Chief of Police. It was moved by Verbrugge and seconded by Gast to approve the Mayor's recommendation to appoint Mark Anderson as the new Chief of Police with a starting salary of \$54,000/year. Motion carried by unanimous vote.

Next, the Mayor presented his recommendation of Jordan Williams as the new police officer. It was moved by Gast and seconded by Verbrugge to approve the recommendation to hire Jordan Williams as the new police officer. His starting salary will be \$19.55 an hour. Motion carried by unanimous vote. A formal job offer will be extended to Mr. William.

Next, Mayor Arndorfer reviewed the council appointments to committees. His recommendation is to place Dwight Leerar on the same committees that were assigned to Bryan Aitchison which include: Public Works and Cable Vision/PEG Channel committees. In addition, assign him the duty of Safety Co-Ordinator. It was moved by Luecht and seconded by Verbrugge to approve the placement of Dwight Leerar on the Public Works and Cable Vision/PEG Channel committees. In addition, assign him the duty of Safety Co-Ordinator. Motion carried by unanimous vote.

Arndorfer stated he went back and reviewed his notes on the request from the City of Ventura for assistance in the costs associated with the Meals on Wheels program. As mentioned before the City of Britt has the most amount of meals being provided, and the amount of support requested is \$200 month. The change is there are only 3 towns who utilize the program out of Ventura. Those communities include Ventura, Britt and Kanawha. The topic was discussed, and it was moved by Luecht and seconded by Verbrugge to approve a budget of \$100 a month to assist in the costs incurred by the City of Ventura, in regards to the Meals on Wheels program. Review of the payment arrangement will be re-evaluated in one year. Motion carried by unanimous vote. Mayor Arndorfer will contact the City of Ventura to advise them the decision.

The Mayor provided a bowling alley paving update. We received two bids to finish installing the concrete from the edge of the bowling alleys sidewalk. It is being recommended that the city split the cost with the Bauer's due the extended period endured because the project ran over the projected completion date. The Council was informed, by Bauer, they were unable to rent their property due to no access to the property as the road was torn up. The net result was a loss of income due to the timeframe it took to get the road completed. The first quote was provided by V&K in the amount of \$3,650. This quote did not run the length of the building. The quote from Grimm Construction, Inc. was for \$3,880 and did include the entire length of the building. It was the recommendation of the Mayor to approve the bid from Grimm Construction, Inc. in the amount of \$3,880. It was moved by Gast and seconded by Luecht to approve the quote from Grimm Construction, Inc. in the amount of \$3,880 which will include concrete from approach to the building, 6' with rebar on center and concrete to the east end of the building and south to the curb 6" with rebar 2' on center. Motion carried by unanimous vote.

Finally, Arndorfer presented some costs for a proposed light industrial project. Maggie Burger from Speer Financial was present via telephone to answer any questions the council may have. She presented several options for funding the project. She did encourage the city to procure a minimum assessment agreement to assist in paying the bond payments. Arndorfer stated the company in question is looking for confirmation from the City that we can provide service per their request prior to them making an offer on the property in question. Due to the timing of this project, which would benefit the city as the new facility will operate with a staff of approximately 70 employees, the planned rebuild of 1<sup>st</sup> Street will need to be put off until a later date. However, Arndorfer is looking for the support of the Council to agree to at least a mill and overlay of 1<sup>st</sup> Street. It was moved by Swenson and seconded by Verbrugge to move forward with the proposed light industrial project. This will include providing a hard surface road, water & sewer per the requirements set forth by the entity and the approval of a minimum assessment agreement for no less than \$6M. Additionally, we commit to a street overlay of 1<sup>st</sup> street by 2020. Motion carried by unanimous vote.

City Administrator Sawyer presented her report. It was reported street lights have not been scheduled to be installed at the Burgardt Commercial Park at this time. When she spoke to Alliant Energy, they informed her that transformers have not even been installed out there. Normally, she said, street lights are not installed until

buildings are built and the owner of said buildings decides they want a light. At that time, they will dictate where they would like the light installed and normally those costs are absorbed by the new property owner. The contact from Alliant Energy stated that if we needed to have lights installed there might be a way to utilize the overhead lines that exist out there now. Next, Sawyer reported that insurance coverage for the new K-9 unit is in place and the fee for the remainder of this year's policy has been waived. The renewal in April will include the addition of this policy and will cost the City about \$352. Sawyer reported she has made a few calls to Hancock County to see what needs to be completed, if any, regarding the 1<sup>st</sup> St NW assessment issue. Finally, she reported the stumps at the diner have been completely ground down. She also informed the council that we continue to have some issues with the computers. The server we have in place is too small to handle our accounting program plus all the other software products we use on a daily basis. Allied ENS is putting together a quote for us.

With no further business 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 Clerk and are subject to Council approval at the next regular meeting.”

<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
A P CLEANING SERVICES	OFFICE CLEANING	\$370.00
AFLAC	AFLAC-PRE-TAX	\$85.52
AHLERS & COONEY, P.C.		\$6,448.10
ALLIANT ENERGY	ALLIANT	\$7,653.91
ALLIED ENS LLC	COMPUTER UPDATES	\$288.89
ARAMARK	SUPPLIES	\$637.59
BADGER METER	READCTR ANALYTICS	\$834.60
BANKERS TRUST CO	INITAL FEE/PAY AGENT 2018BOND	\$300.00
BARCO MUNICIPAL PRODUCTS		\$456.53
BASE	MEDICAL REIMB	\$280.02
BMC AGGREGATES L.C.		\$299.33
BRIMAR INDUSTRIES	SIGNS	\$156.04
BRITT FOOD CENTER	SUPPLIES	\$26.65
BRITT LUMBER LLC		\$63.87
BRODART	BOOKS	\$599.53
CAPITAL ONE BANK	ARSL CONFERENCE EXPENSES	\$685.20
CARD SERVICES	LIBRARY EXPENSES	\$338.91
CENTER POINT LARGE PRINT	LP BOOKS	\$26.57
COMM 1		\$480.68
COUNSEL OFFICE & DOC		\$855.50
DAN CUMMINGS	SALVAGE TITLE INSPECTIONS	\$880.00
DAYTON POLICE DEPARTMENT	TYLER'S POLICE VEST	\$250.00
DEBRA SAWYER	MILAGE IMFOA MEETING	\$154.78
DELTA DENTAL OF IOWA	DNTL/VISN-PRETX	\$338.02

DES MOINES REGISTER	1 YR	\$312.03
EARL HILL		\$100.00
EFTPS	FED/FICA TAX	\$4,336.12
HANCOCK CO CLERK OF COURT	GARNISHMENT	\$219.50
HANCOCK CO HEALTH SYSTEM		\$455.00
HANCOCK CO TREASURER	SUNSET RIDGE PROPERTY TAXES	\$6,262.00
HANCOCK COUNTY RECORDER	Recording fee UR Amendment #1	\$82.00
HISCOCKS EXCAVATING	SEEDING	\$2,733.30
HUNTS ELECTRIC		\$254.80
IMWCA	AUDIT PREMIUM	\$3,591.00
IOWA FIRE CONTROL		\$724.00
IOWA PUMP WORKS		\$1,950.43
IPERS	POLICE IPERS	\$6,491.15
KIOW		\$111.59
LINDA FRIEDOW	MILAGE (CLARION2X, FT DODGE2X)	\$205.20
MARTIN'S FLAG COMPANY	U.S FLAGS	\$528.33
MAXYIELD COOPERATIVE	GAS	\$2,148.68
MCKINNES EXCAVATING	Pay Estimate #8 Comm Park	\$23,300.23
MICRO MARKETING	AUDIO	\$216.45
MID AMERICA BOOKS	JF NF BOOKS	\$75.80
MID-AMERICA PUBLISHING	PAPER	\$50.00
MIDWEST PIPE SUPPLY	SEWER COVER	\$310.00
NATIONWIDE RETIREMENT	DEFERRED COMP	\$20.00
PETTY CASH	LIBRARY PETTY CASH	\$87.13
PRESTO-X-COMPANY	PEST CONTROL	\$45.00
PRIME EQUIPMENT CO	HIGH PESSURE HOSE	\$148.69
PRITCHARD AUTO	SERVICE SALES	\$35.55
PSI	SUPPLIES	\$69.15
SPORTS ILLUSTRATED	1 YR	\$66.64
STANARD & ASSOCIATES, INC	OFFICER TESTING	\$31.00
STATE AUDITOR	JUNE 2017 FILING FEE	\$250.00
STATE TREASURER	STATE TAXES	\$1,774.00
STOREY KENWORTHY	BRITT RECEIPT BOOKS	\$191.70
SWENSON'S HARDWARE		\$952.44
TERRY'S WELDING	WELDING @ W.W. TREATMENT	\$880.00
TIME	1 YR	\$39.95
TRULSON AUTO	STREETS	\$579.16
UHC	HEALTH-PRE-TAX	\$1,028.00
WASTE MANAGEMENT		\$11,494.59
WEBWISE SOLUTIONS	ADDED 7 MON OF AGENDAS AND MIN	\$97.50
	<b>CLAIMS TOTAL</b>	<b>\$94,758.35</b>