

CITY OF BRITT – BRITT IOWA – NOVEMBER 20TH, 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 November 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 Gast to approve the agenda with the changes made by the Mayor. Motion carried by unanimous vote.

It was moved by Gast 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 11/02/2018 Council Meeting with correction to roll call on the City paying ½ of the concrete bid for the bowling alley – Verbrugge voted nay and the remainder of the council voted aye.
- b. Claim list in the amount of \$145,300.02

A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Verbrugge, Leerar, and Luecht

Nays: None

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

It was suggested by a councilperson that we approach the State to request that rumble bars or something be installed at the 4-way stop on State Hwy 18 and Main Ave in Britt. We have an issue with trucks blocking the stop sign heading eastbound on Hwy 18 at the Main Ave intersection and there have been instances where people run the stop sign, not knowing it is there. It was suggested we talk to the state and see if some sort of rumble bars can be installed or a turn only lane/one lane only heading eastbound or blinking stop signs that will signal a stop sign ahead. The City Administrator was instructed to contact Iowa Department of Transportation (IDOT) to discuss options available to us.

Boris Kiss and Jim Walhholz of Allied ENS were present to discuss the quotes they prepared for the City's hardware needs. As of late we have had several instances where our existing hardware has failed. The server in City Hall has crashed twice and it is apparent we need to replace the existing hardware. When the server, currently in place, was purchased our accounting software was not held as a database as it is now. Since it is now a large database, we will need a server that will be able to hold that software and any/all other documents we have. Included in the quotes are upgrade options for the workstations in City Hall, new server replacement costs with and with a disaster recovery plan, wireless hardware and finally an option for them to manage our updates/upgrades on our equipment. It was moved by Swenson and seconded by Luecht to approve the quote number QTE-000068 in the amount of \$6,683.82 to purchase two new computers for the Staci and Debra's office. Their two existing computers will be upgraded and will replace the older computers being used the Public Works GIS program and the computer down at the wastewater treatment plant (WWTP). Motion carried by unanimous vote. It was moved by Luecht and seconded by Swenson to approve quote # QTE-

000063 in the amount of \$1,306 which will upgrade the wireless hardware (this includes a new router/firewall, switch that can power the cloud-key and access point). Motion carried by unanimous vote. It was moved by Swenson and seconded by Leerar to approve quote # QTE-000071 in the amount of \$8,838.24 to replace the current NAS for a more powerful server solution. This quote does include a server back-up with an offsite replication solution for Disaster Recovery. Motion carried by unanimous vote. It was moved by Gast and seconded by Verbrugge to approve quote # QTE-000072 in the amount of \$316.25 to be paid twice a year to manage the new Unfi equipment. Motion carried by unanimous vote.

As we were discussing all IT related needs, we moved the additional access to our GIS program to our engineers to this time. Mayor Arndorfer noted that while speaking with the Public Works Director we would find a benefit if we can offer an option to our engineers to use our GIS program. The only option we have to do this is for the company in which we get our GIS software creates a website for them to log in to view the data they need. There is a cost associated with this. It is typically a one-time charge of \$995 for setup and hosting it on their server. It was moved by Gast and seconded by Verbrugge to move forward with setting up an access point for our engineers. Motion carried by unanimous vote.

The Mayor announced this was the time (7:48 p.m.), date, and place for the public hearing regarding the approval of a change in zoning classification for property owned by Derek Engh. 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 a change in zoning classification for property owned by Derek Engh.

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 change in zoning classification for property owned by Derek Engh. 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 change in zoning classification for property owned by Derek Engh. Rita Carlson was present. She requested the property not be rezoned as she feels it will reduce her property value, cause traffic on her street and cause issues in her otherwise quiet neighborhood. With no other oral objections, the Mayor declared the time for receiving oral and written objections to be closed.

Whereupon, the Mayor declared the hearing on the change in zoning classification for property owned by Derek Engh was closed at 7:49 p.m.

Resolution 35-2018 approving the change to zoning classification to the property owned by Derek Engh presented to the council failed to pass as it was not supported by any member of the City Council.

Since Resolution 35-2018 did not pass Ordinance No. 503 was not necessary as it would have officially changed the zoning of the official zoning map.

City Administrator Sawyer noted earlier this year the Council had decided to remove the option of the insurance stipend in lieu of taking the City's sponsored health insurance. As this was passed with a resolution so will it be amended by resolution. Sawyer presented Resolution 36-2018 an amendment to Section 6, Subsection 530 Insurance benefits. This will amend the section/subsection that discusses the insurance stipend. As of January 1st, 2019, all members currently utilizing the insurance option stipend will then be reverted back to city sponsored insurance. It was moved by Gast and seconded by Swenson to approve Resolution 36-2018 the amendment of Section 6, Subsection 530 Insurance Benefits to reflect the discontinuation of the insurance stipend option. Motion carried by unanimous vote.

Sawyer discussed the letter received from Alliant Energy which stated a gas line for one of our city properties may need to be insulated to protect against leakage. Sawyer sent out requests and as of this date it is reported that each meter will run approximately \$35-40 to spray insulate said meters. It was suggested by one plumber that we wait until spring to do this type of project. Next, we had a discussion at the last council meeting regarding the reconnection fee charged to individuals whose water had been disconnected. The information printed on the back of our bills states we charge \$125 but we have been collecting \$100 from the citizens if their water is disconnected. Sawyer reported that our city ordinance notes we are to collect \$100 not \$125 to reconnect their services. This is the amount we are currently collecting so no changes need to be made. Regarding the 1st Street Assessment issue, the City is choosing not to move forward with forgiving the assessment until work has is performed to the house as promised.

Sawyer attended a budget workshop, sponsored by the League of Cities last week. This workshop was very informative. One issue coming out of this session was the need to have an immigration enforcement policy in effect prior to January 1st, 2019. When checking with the Chief Anderson we currently do not have an official policy in place. We have been following the policy set forth by the State. Anderson has drafted said policy based on state and federal laws. City Council requested the new policy be reviewed by one of the City attorneys. Once reviewed it will be put on the agenda for final approval.

Sawyer reported we had our annual workers' compensation audit. The audit went quite well with the representative from IMWCA praising us on our low incident rate. He did provide a few suggestions and we will be working to implement those ideas. We noted the fire department gained a new drone but would need to purchase an iPad to operate it. We were reminded a grant offered by ICAP would cover such an expense and Sawyer has applied for it. As an informational item, we had a visit from the group who operates Destination Small Town (DST). Those who volunteer has made it their mission to provide a fun and entertaining video library about the businesses and points of interest located in the small towns of the Midwest. To date DST has featured over 4,000 businesses located in over 1,000 towns in nine states. There are currently several businesses in Britt who are sponsoring this effort, so others may be featured on the DST website.

Finally, Sawyer submitted the FY2017/2018 Annual Finance Report (AFR) to the Council. It was moved by Verbrugge and seconded by Gast to approve the AFR as presented by Sawyer. Motion carried by unanimous vote.

Mayor Arndorfer presented his report. We recently had Cindy Kendall in the office. The City Administrator and Kendall identified areas in which duplication of work has historically been happening, particularly in the way the city handles their deposits in the software. This type of duplication can be stopped with the use of the cash receipting module that Data Technologies (city's account software) offers. Receipts can be provided instantly to residents and those deposits will be captured at that time the money is received. It was highly recommended that we purchase the Receipt Management module to correct areas of duplication. It was moved by Verbrugge and seconded by Swenson to purchase the Receipt Management module from Data Technologies. Motion carried by unanimous vote.

With no further business it was moved by Verbrugge and seconded by Gast 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.”

VENDOR	DESCRIPTION	AMOUNT
MAXYIELD COOPERATIVE	GAS	\$2,148.68
DATA TECHNOLOGIES, INC	SOFTWARE	\$4,871.11
EARL HILL	LEGAL EXPENSE	\$100.00
HUNTS ELECTRIC	ELECTRICAL WORK	\$254.80
U S POSTMASTER	BILL POSTAGE	\$414.90
IOWA LEAGUE OF CITIES	BUDGET WORKSHOPS	\$45.00
PRITCHARD AUTO	SERVICE SALES	\$35.55
PSI	OFFICE SUPPLIES	\$238.77
IOWA RURAL WATER ASSOC	MEMBERSHIP DUES	\$275.00
TRULSON AUTO	STREETS/PARTS	\$579.16
WASTE MANAGEMENT	GARBAGE SERVICE	\$11,494.59
NATIONWIDE RETIREMENT	DEFERRED COMP	\$40.00
BRITT FOOD CENTER	SUPPLIES	\$62.56
PETTY CASH	PETTY CASH/LIBRARY	\$85.22
NORTH IOWA MEDIA GROUP	PUBLIC NOTICES	\$915.60
SWENSON'S HARDWARE	SUPPLIES	\$690.31
STATE AUDITOR	JUNE 2017 FILING FEE	\$250.00
IMWCA	AUDIT PREMIUM	\$3,591.00
GIFTS SEW SWEET	SEW ON PATCHES	\$12.00
HANCOCK CO CLERK OF COURT	PAYMENT	\$439.00
KIOW	ADVERTISING EXPENSE	\$111.59
ALGONA PUBLISHING	6 MONTH RENEWAL	\$46.00
IOWA LAW ENFORCEMENT ACAD	EVALUATION FOR HOLBROOK	\$150.00
HEARTLAND ASPHALT	2018 ALLEY PAVING	\$69,359.60
MUNICIPAL PIPE & TOOL	SUPPLIES/WWTP	\$1,037.70
HOTSY EQUIP CO	SHOP	\$163.23
NEXT GENERATION TECH INC	FIRE DEPARTMENT	\$350.99
PRESTO-X-COMPANY	PEST CONTROL	\$45.00
CENTER POINT LARGE PRINT	LIBRARY BOOKS	\$113.55
AHLERS & COONEY, P.C.	LEGAL EXPENSE	\$6,448.10
CARD SERVICES	TRAINING/SUPPLIES	\$1,551.27
DEMCO	BOOKS	\$274.93
BOOK LOOK	BOOKS	\$340.78
BARCO MUNICIPAL PRODUCTS	SUPPLIES	\$456.53
HISCOCKS EXCAVATING	SEEDING	\$2,733.30
MICRO MARKETING	LIBRARY EXPENSE	\$184.58

MIDWEST PIPE SUPPLY	SEWER COVER	\$310.00
BRODART	BOOKS	\$249.87
ALLIANT ENERGY	ELECTRIC WORK	\$8,249.37
BRITT LUMBER LLC	SUPPLIES	\$63.87
VEENSTRA & KIMM	WWTP PROJECT-FINAL PYMT	\$1,462.14
ALLIED ENS LLC	COMPUTER WORK/SERVER CRASH	\$1,698.89
BROAD REACH BOOKS	BOOKS	\$134.79
NORTH IOWA LIBRARIES	MEMBERSHIP DUES	\$165.00
GARNER PUBLIC LIBRARY	LIBRARY EXPENSE	\$100.80
AGSOURCE LABORATORIES	TESTING	\$172.00
ERA	TESTING	\$192.40
MARTIN'S FLAG COMPANY	U.S FLAGS	\$528.33
COMM 1	COMMUNICATIONS EXPENSE	\$480.68
COOKS COUNTRY	RENEWAL	\$29.95
CENGAGE LEARNING	LIBRARY	\$256.08
ARAMARK	CLEANING/MATS	\$251.28
STOREY KENWORTHY	BRITT RECEIPT BOOKS	\$191.70
BADGER METER	READCTR ANALYTICS	\$834.60
UNPLUGGED WIRELESS	PAGER REPAIR	\$147.00
WEBWISE SOLUTIONS	ADDED 7 MON OF AGENDAS AND MIN	\$97.50
DAN CUMMINGS	SALVAGE TITLE INSPECTIONS	\$880.00
BASE	INSURANCE	\$30.00
MID-AMERICA PUBLISHING	PAPER	\$50.00
STANARD & ASSOCIATES, INC	TESTING	\$31.00
IOWA FIRE CONTROL	TESTING	\$724.00
IOWA PUMP WORKS	WWTP	\$2,895.43
WORLD TRADE PRESS	LIBRARY	\$220.50
VERIZON	CELL PHONES	\$329.19
DEBRA SAWYER	MILEAGE/DATATECH TRAINING	\$103.66
EFTPS	FED/FICA TAX	\$10,844.31
A P CLEANING SERVICES	OFFICE CLEANING	\$370.00
RACHAEL RAY EVERYDAY	MAG SUBSCRIPTION	\$13.00
BOLTON & MENK	WW TREATMENT FACILITY PLAN	\$900.00
HANCOCK CO HEALTH SYSTEM	TESTING	\$731.00
STATE HYGIENIC LABORATORY	TESTING	\$26.00
DAYTON POLICE DEPARTMENT	TYLER'S POLICE VEST	\$250.00
BMC AGGREGATES L.C.	SUPPLIES	\$299.33
TERRY'S WELDING	WELDING @ W.W. TREATMENT	\$880.00
BRIMAR INDUSTRIES	SIGNS	\$156.04
RYAN ARNDORFER	MILEAGE/SUPPLY P/U	\$39.91
	CLAIMS TOTAL	\$145,300.02