

REGULAR CITY COUNCIL MEETING MINUTES IN
BRITT MUNICIPAL ROOM ON TUESDAY, JANUARY 2ND, 2024, 7:00 P.M.

1) OPENING BUSINESS

- a. Call meeting to order.

Minutes: The meeting was called to order by Mayor Jim Nelson.

- b. Roll call.

Minutes: Present were Curt Gast, Ashley Weiss, Todd Hildman, Angela Nelson, and Jefry Moore

- c. Pledge of Allegiance

- d. Conflict of Interest (state if applicable)

- e. Approval of Agenda

Minutes: It was motioned by Gast and second by A. Nelson to approve the agenda as set. Motion carried unanimously

2) CONSENT AGENDA

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 12/05/2023 and 12/11/23 Council Meeting Minutes

- b. Claim list in the amount of \$467,124.97

- c. Approve Renewal for Class B Retail Alcohol License for Dollar General

- d. Approve Class B Retail Alcohol License for Family Dollar

Minutes: A roll call vote was held which was as follows: Ayes: Gast, Weiss, Hildman, A. Nelson, and Moore.

3) PUBLIC HEARING FOR FY 23-24 BUDGET AMENDMENT #1

Minutes: The hearing was opened at 7:04pm. No written or verbal comments were made. It closed at 7:05pm.

4) DEPARTMENT HEAD REPORTS

- a. Library Report – Linda Friedow

- b. Public Works – Vance Hagen

- i. GIS System

Minutes: Eric Cowles with Bolton and Menk informed council the GIS system would be beneficial to the city and the importance of documentation of our water, sewer, and infrastructure. A GIS representative will be at our budget workshop to give a presentation on the system.

- j. Sweeper and Dump Truck

Minutes: The council discussed putting the sweeper and dump truck up for bid. It was decided to hold off on the sweeper for more information until the next meeting. It was motioned by Gast and seconded by Weiss to approve putting out for bid our 1981 dump truck. Bids must be turned in by February 1st, 2024.

- c. Police Report – Tyler Harmon

- i. Police Car

Minutes: Ibarra informed there are issues with the 2014 police vehicle. We are exploring the purchase of a new police vehicle.

- d. Fire Department – Jon Swenson

- e. Zoning - Mike Boomgarden

5) CLERK'S REPORT

- a. Approve Pay Application 19 to Henkel Construction for \$TBD

Minutes: Pay Application 19 was not submitted to council for approval.

- b. Resolution 01-2024 Providing Wages for FY 2024

Minutes: It was motioned by Weiss and seconded by A. Nelson to approve the Resolution. A roll call vote was held which was as follows: Ayes: Gast, Weiss, Hildman, A. Nelson, and Moore. Nays: None

- c. Resolution 02-2024 Naming Official Publication

Minutes: It was motioned by A. Nelson and seconded by Gast to approve Resolution 02-2024 naming The Leader as the official publication of record. A roll call vote was held which was as follows: Ayes: Gast, Weiss, Hildman, A. Nelson, and Moore. Nays: None

d. Resolution 03-2024 Naming Official Check Signatures

Minutes: It was motioned by Weiss and seconded by Hildman to approve Resolution 03-2024 Naming James Nelson, Curt Gast, and Elizabeth Ibarra as official check signatories. A roll call vote was held which was as follows: Ayes: Gast, Weiss, Hildman, A. Nelson, and Moore. Nays: None

e. Resolution 04-2024 Naming Official Depositories

Minutes: It was motioned by Gast and seconded by Weiss to approve Resolution 04-2024 naming First State Bank and Farmers Trust and Savings Bank as official depositories with funds not to exceed \$2,500,000. A roll call vote was held which was as follows: Ayes: Gast, Weiss, Hildman, A. Nelson, and Moore. Nays: None

f. Resolution 05-2024 FY 23-24 Budget Amendment #1

Minutes: It was motioned by Hildman and seconded by Weiss to approve Resolution 05-2024 Amending FY 24 Budget. A roll call vote was held which was as follows: Ayes: Gast, Weiss, Hildman, A. Nelson, and Moore. Nays: None

g. Resolution 06-2024 Street Light Resolution

Minutes: It was motioned by Gast and seconded by A. Nelson to approve Resolution 06-2024 Street Light Resolution. A roll call vote was held which was as follows: Ayes: Gast, Weiss, Hildman, A. Nelson, and Moore. Nays: None

h. Set Special Meeting for Budget Workshop

Minutes: Meeting was set for Wednesday, January 17th at 5:30pm

i. Ad for Pool Manager

Minutes: It was motioned by Weiss and seconded by Hildman to approve the posting for the pool manager position. Motion carried unanimously.

j. 2024 General Engineering Contract with Bolton and Menk

Minutes: It was motioned by Weiss and seconded by Hildman to approve the 2024 general engineering contract with Bolton and Menk. Motion carried unanimously.

6) MAYOR'S REPORT

a. Resolution 07-2024 Ordinance 516 Amending the Official Zoning Map (3rd Reading)

Minutes: Council decided to table Resolution. New council members need more information to make an informed decision.

b. Mayoral Appointments and Council Appointments

Minutes: Mayor Nelson stated his Mayoral appointments:

Personnel and Finance: J. Nelson, Gast, Weiss, and Ibarra

Public Works: Hildman, Gast, Hagen, and Ibarra

Police Dept. and Nuisance: J. Nelson

Park and Rec: A. Nelson

Chamber Rep: Ibarra

Trees: Moore

NIACOG: Weiss

Safety Coordinator: Ibarra

Cable/Vision: Mayland

Hancock Co. Economic Development: J. Nelson

Disaster/911/Emergency: J. Nelson and Ibarra

Fire Advisory: J. Nelson, A. Nelson, and Ibarra

Golf Course Board: Hildman and Weiss

Library Board: Linda Friedow

Council Appointments:

City Administrator: Elizabeth Ibarra

City Treasurer: Jane Swenson

Public Works Director: Vance Hagen

Zoning Administrator: Mike Boomgarden

Fire Chief: Jon Swenson

City Attorney: Earl Hill

Assistant Attorney: Tom Reavely

7) PUBLIC COMMENT

Minutes: Gary Kerns made a comment that an accessible AED at City Hall would be smart due to hall rentals. Ibarra will look for available grants and go from there. Kerns sked if Habitat for Humanity could grab anything useful from the old church before it gets torn down. Currently we do not own the church and it would need to be safe to enter. Council Member Angie Nelson asked if we could investigate video streaming and getting microphones for our council meetings. Ibarra would look into the microphones and video streaming could be put on our next regular city council meeting agenda to discuss. A. Nelson also stated that Damon Baker, Titanium lunchbox owner, informed of an issue with ice in the parking lot behind the lunchbox. We will investigate the issue.

8) ADJOURN

Minutes: It was motioned by Weiss and seconded by Nelson to adjourn the meeting. Motion carried unanimously.

Elizabeth Ibarra, City Clerk

Jim Nelson, Mayor

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ABSOLUTE WASTE REMOVAL	SANITATION	\$ 28,056.98
ADVANCED DOOR SYSTEMS	CITY SHOP OVERHEAD DOORS	\$ 15,562.00
AGSOURCE	ANALYSIS	\$ 1,173.25
AHLERS & COONEY, P.C.	URBAN RENEWAL REPORT HELP	\$ 210.00
ALLIANT ENERGY	ELECTRIC	\$ 11,317.92
ALLIED ENS LLC	PROFESSIONAL SERVICES	\$ 698.23
AMAZON CAPITAL SERVICES	LIBRARY-KIDS BOOKS/SUPPLIES	\$ 286.33
ARAMARK	CITY HALL	\$ 248.04
BADGER METER	ADMIN	\$ 67.34
BASE	RENEWAL AND CAFETERIA PLAN	\$ 781.16
BMC AGGREGATES L.C.	WATER MAIN REPAIR	\$ 300.99
BOLTON & MENK	WTP ENGINEERING SERVICES	\$ 20,817.50
BRITT FIRE ASSOCIATION	DELL LAPTOP FOR FIRE	\$ 1,021.68
BRITT FOOD CENTER	MISC SUPPLIES	\$ 172.51
CARD SERVICES	CARD SERVICES	\$ 1,136.85
CENGAGE LEARNING	LIBRARY BOOKS LP	\$ 61.18
CENTER POINT LARGE PRINT	LP BOOKS-LIBRARY	\$ 49.00
CENTRAL LOCK AND KEY INC	REKEY POLICE	\$ 300.00

CHOSEN VALLEY TESTING	WTP TESTING	\$ 717.50
COLOFF DIGITAL	WEBSITE SUPPORT	\$ 169.00
COMM 1	INTERNET/PHONE	\$ 774.52
CONVERSIGHT	MY LIBRO- LIBRARY	\$ 1,315.00
DELTA DENTAL OF IOWA	DNTL/VISN-PRETX	\$ 742.26
DEMCO	LIBRARY SHELVING/SUPPLY	\$ 1,426.56
DES MOINES REGISTER	YEARLY SUBS-LIBRARY	\$ 341.03
EAST WEST BOOKS	LIBRARY JNF BOOKS	\$ 221.15
EFTPS	FED/FICA TAX	\$ 11,122.65
FIRST STATE BANK	DEC 2023 STREET/WATER BONDS	\$ 33,063.82
GREAT AMERICA FINANCIAL SVCS	COPIER LEASE	\$ 245.69
HACH	BUFFER SOLUTION	\$ 50.89
HANCOCK CO TREASURER	106 3RD ST SE (OLD CHURCH TAX	\$ 484.00
HANCOCK COUNTY AUDITOR	CITY OF BRITT ELECTIONS COST	\$ 1,465.11
HANCOCK COUNTY SHERIFF	GARNISHMENT 2	\$ 119.78
HAWKINS INC.	CHLORINE	\$ 10.00
HEARTLAND ASPHALT	PAY APP 3 (FINAL) 2ND ST SW IM	\$ 17,146.05
HENKEL CONSTRUCTION COMPANY	PAY APP 18 WTP	\$ 167,627.50
HORSTMAN FARMS	SLUDGE HAULING	\$ 6,224.84
IMWCA	INSTALLMENT 6 WORK COMP	\$ 1,169.00
INGRAM LIBRARY SERVICES	LIBRARY BOOKS	\$ 1,674.91
INTOXIMETERS	REPAIRS	\$ 318.75
IOWA DEPT. OF REVENUE	SALES TAX	\$ 4,063.67
IOWA FINANCE AUTHORITY	WTP INTEREST/SERVICE FEE	\$ 44,707.23
IOWA LAW ENFORCEMENT ACAD	MMPI EVALUATION HARMON	\$ 160.00
IOWA ONE CALL	IOWA ONE CALL	\$ 47.70
IPERS	IPERS	\$ 16,396.57
JACK'S OK TIRE SERVICE	TIRES	\$ 677.95
JADE JOHNSON	DNR OPERATOR CERT FEE REIMBURS	\$ 32.29
JIM NELSON	MILEAGE REIMBURSEMENT FOR MPA	\$ 149.21
JOHNSTON HY-VEE	HILARY ACADEMY MEAL PLAN	\$ 2,596.84
KATELAND STEHR	CITY HALL FIRE CLEANING	\$ 400.00
KIOW	BRITT CAMPAIGN	\$ 118.00
LINDA FRIEDOW	MILEAGE REIMBURSEMENT	\$ 87.84
MID-AMERICAN RESEARCH CHEMICAL	SNOWPLOW MISC	\$ 841.24
MCPEAK TRENCHING INC	WATER SERVICE	\$ 2,500.00
MICRO MARKETING	AUDIO AND BOOKS	\$ 516.71
MID-AMERICA PUBLISHING	SPECIAL COUNCIL MEETING MIN	\$ 280.72
MIDWEST TAPE	KIDS DVDS	\$ 218.93
MIKE DEHART	COUCH REPAIR-LIBRARY	\$ 31.05
NEW COOPERATIVE	FUEL CHARGES	\$ 1,931.94
NEXT GENERATION TECH INC	SOFTWARE	\$ 444.00
NORTH IOWA LUMBER & DESIGN INC	ROADS	\$ 27.96
PAYROLL PAID		\$ 35,866.09

PRESTO-X-COMPANY	PEST CONTROL	\$ 126.78
PRITCHARD AUTO	2014 FORD EXP REPIARS	\$ 5,293.11
REAL SIMPLE	LIBRARY SUBS	\$ 24.00
SMITH HARDWARE HEATING & PLUM	SEWER PLANT MISC	\$ 159.94
STATE HYGIENIC LABORATORY	WATER ANALYSIS	\$ 29.00
STATE TREASURER	WITHOLDING	\$ 3,521.69
STREICHER'S	POLICE CLOTHING	\$ 2,126.00
SWENSON'S HARDWARE	ALL DEPT MISC	\$ 424.70
TRULSON AUTO	MISC VEH	\$ 838.50
TSI	CLEAN AND CALIBRATE PERONNEL	\$ 1,170.00
U S POSTMASTER	WATER BILL POSTAGE	\$ 530.67
UNITED HEALTH CARE	HEALTH INSURANCE	\$ 10,738.76
UMB BANK NA	BOND ADMIN FEE	\$ 300.00
VERIZON	POLICE PHONES	\$ 404.41
WORLD TRADE PRESS	LIBRARY DATABASE	\$ 250.00
YOHNCO	WATER MAIN BREAK REPAIR	\$ 400.50
Accounts Payable Total		\$ 467,124.97

GENERAL	\$ 85,356.84
LIBRARY FUND	\$ 14,869.50
FIRE DEPARTMENT	\$ 2,420.63
ROAD USE	\$ 33,563.45
EMPLOYEE BENEFITS	\$ 1,169.00
LOCAL OPTION TAX	\$ 484.00
DEBT SERVICE	\$ 30,369.96
CAPITAL PROJ-WTP PROJECT	\$ 183,648.00
WATER	\$ 35,167.80
WATER SINKING FUND	\$ 44,707.23
SEWER	\$ 25,207.81
STORM WATER	\$ 10,160.75
TOTAL FUNDS	\$ 467,124.97