

CITY OF BRITT – BRITT IOWA – AUGUST 18th, 2020

The City Council of the City of Britt, Iowa met in pursuant to law and the rules of said Council in regular session at 7:00 o'clock P.M. the 18th day of August 2020. The meeting was called to order by Mayor Arndorfer, and the following Council members were:

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

ABSENT: None

The Mayor presented the amended agenda for approval. Item 4 (a)(1) was removed as it is not needed. It was moved by Swenson and seconded by Luecht to approve the agenda as presented. A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Wallen, Verbrugge, & Luecht

Nays: None

The motion carried.

It was moved by Luecht and seconded by Wallen 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 08/04/2020 Special Council Meeting
- b. Approve Minutes of the 08/04/2020 Council Meeting
- c. Approve Minutes of the 08/12/2020 Council Meeting
- d. Claim list in the amount of \$573,473.20
- e. Approve extension of a Class C Liquor License (LC) (Commercial) to include outside service extension for El Tequila from Wednesday, August 19th, 2020 & September 16th, 2020 from 4 p.m. to 12 a.m.
- f. Approve extension of a Class C Liquor License (LC) (Commercial) to include outside service extension for the Captain's Quarters Hob Nob from Wednesday, August 19th, 2020 & September 16th, 2020 from 4 p.m. to 12 a.m.
- g. Approve extension of a Class C Liquor License (LC) (Commercial) to include outside service extension for Britt Bar & Grill from Wednesday, August 19th, 2020 & September 16th, 2020 from 4 p.m. to 12 a.m.

A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Wallen, Verbrugge & Luecht

Nays: None

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

Present to be heard was Mark Anderson, Police Chief, to discuss the possibility of hiring an uncertified officer. Anderson reported we have received over 30 applicants but no certified officers that fit what we are looking for. There are some non-certified officers that exceed the expectations set for a new officer and some of those individuals would be considered local. As we have taken in some monies from the sale of the patrol car, Anderson asked if those funds could be put towards sponsoring a non-certified officer through the academy. To hold on to officers, City Administrator Sawyer suggested we change the contract. Currently, our law enforcement contracts require the new officer, who we put through academy to stay for 4 years. If they leave prior to those 4 years, the total cost to attend the academy is pro-rated. This means if they leave within one year but not two they owe us 75% of their contract, if it is two years but less than three they owe us 50% of the contract amount, and finally if they are here three years but less than four they owe us 25% of their contract. We also allow those officers to pay us back in monthly payments. Sawyer suggested we stop doing a pro-rated reimbursement and make the officer pay back the full amount if they choose to leave before the allotted period. It was moved by Swenson and seconded by Verbrugge to approve the hiring of a non-certified officer with the change to the

current contract. The new contract will state if the officer decides to leave before 5-years and 1-day they will have 30 days to reimburse the city the entire amount of their contract. Motion carried by unanimous vote.

The City Administrator presented her report. Sawyer stated she had spoken to Kelly Sweers of K&C Tree Service, who has done work for the city in the past. He stated they are now certified to inject trees for Emerald Ash Borer. The presence of the beetle was confirmed in Mason City last month. He stated if we or any of our residents would like pricing to give him a call. The council asked if Sawyer to contact Sweers and ask if the process can be done in a preventative manner or is the trees only treated after they are infected.

Next, Sawyer presented a revised Change Order #1 for the Diagonal Street Watermain Improvement project. We had approved the installation of a 36" tall hydrant extension for one of the hydrants located along Diagonal Street during the July 7th council meeting. But upon further review, it was determined that a 24" extension would fit better. This is for the 24" extension, instead of the 36" extension. It was moved by Verbrugge and seconded by Luecht to approve the amended Change Order #1 for the Diagonal Street Watermain Improvement project. Motion carried by unanimous vote.

Mayor Arndorfer presented his report. He informed council we had another counter offer back after our original counter for a lot in the Burgardt Commercial Park. He requested the council move to go into closed session to discuss possible negotiation and purchase of land. It was moved by Verbrugge and seconded by Luecht to go into closed session to discuss possible negotiation/purchase of land pursuant to Iowa Code Section 21.5 (j). A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Wallen, Verbrugge and Luecht

Nays: None

The motion carried.

Let the record show, City Council went into closed session at 7:36 p.m.

It was moved by Gast and seconded by Verbrugge to return to open session at 7:50 p.m.

A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Wallen, Verbrugge and Luecht

Nays: None

The motion carried.

It was moved by Gast and seconded by Verbrugge to resubmit the counter offer as discussed in closed session for the purchase of property in the Burgardt Commercial Park. Motion carried by unanimous vote.

Next, Mayor Arndorfer discussed the employees' vacation usage policy. We have a request from one of our employees to cash out his vacation hours in one lump sum. Earl Hill, City Attorney, has provided the council with a sample policy written by the firm that updated our employee handbook last time. This change allows for up to 2 weeks (80 hours) of unused vacation to be cashed out in a lump sum for those employees suffering from some sort of extenuating circumstances. Council agreed the approval for these requests will be made by the Personnel & Finance committee. It was moved by Luecht and seconded by Swenson to approve the new policy language as presented. This information will be added to the city's Employee Handbook. Motion as follows: Ayes: Swenson, Wallen and Luecht Nays: Gast and Verbrugge. Motion carried. Sawyer was instructed to work with Earl Hill to get our employee handbook updated.

Finally, Arndorfer discussed the city-wide clean-up. He informed the council that he has reached out to Absolute Waste regarding curb side pick-up for our annual city wide clean up. They have said they will do this

for an estimated cost of \$5,700. From earlier conversations with Absolute, it looks like the clean-up will happen over a two-weekend process. This is because the landfill we have to use in in Lake Mills and closes at 12 noon on Saturday. Also, we may have to plan to have large items like mattresses, box springs, couches, and love seats picked up a day earlier due to space constraints. We will be able to provide more information to the public once we get the dates scheduled. It was moved by Gast and seconded by Luecht to schedule a curb-side city-wide clean-up with Absolute Waste. Motion carried by unanimous vote. Sawyer was instructed to touch base with Absolute Waste and get it scheduled. We will also be providing information to our residents via Facebook, our website, the newspaper, and a flyer in the mail with the September’s water bill.

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 L. Arndorfer, Mayor

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

VENDOR	DESCRIPTON	AMOUNT
A P CLEANING SERVICES	CLEANING SERVICE	\$650.00
ABSOLUTE WASTE REMOVAL	TRASH AND RECYCLING SERVICES	\$13,408.40
ACCO	CHEMICALS/POOL	\$2,598.25
AFLAC	AFLAC-PRE-TAX	\$85.52
AGSOURCE LABORATORIES	TESTING SERVICES	\$1,979.50
ALLIANT ENERGY	ELECTRIC/GAS	\$12,846.77
ALLIED ENS LLC	SERVER MONITORING	\$474.90
AMANDA DAHL	SUMMER REC REFUND	\$30.00
ARAMARK	MISC SHOP ITEMS	\$368.64
BASE	MEDICAL REIMB	\$292.52
BOLTON & MENK	ENGINEERING FEES/DIAGONAL ST	\$41,124.00
BONNIE BOOTHROYD	SUMMER REC REFUND	\$5.00
BRANDY LUEDTKE	SUMMER REC REFUND	\$20.00
BRENDA HARMS	SUMMER REC REFUND	\$5.00
BRENT HALVERSON	RCOOK-3rd Street SW	\$1,072.50
BRITT FOOD CENTER	GROCERY	\$372.47
BROWN SUPPLY INC	SHOP MISC	\$49.50
CARD SERVICES	MAY/JUNE EXPENSES-POLICE	\$559.77
CHA	GEOTECHNICAL	\$3,250.00
CHOSEN VALLEY TESTING	DRILLING/SAMPL/ENG FEE/DIAGNL	\$3,500.00
CHRIS SQUIER	SUMMER REC REFUND	\$15.00
COLLECTION SERVICE CENTER	GARNISHMENT	\$327.86
COLOF DIGITAL	WEBSITE SUPPORT	\$169.00
COMM 1	TELEPHONE/FAX/INTERNET	\$671.13
DALLAS JOHNSON	SUMMER REC REFUND	\$5.00
DAVID FOX	SUMMER REC REFUND	\$5.00
DAWN SCHLICHTING	SUMMER REC REFUND	\$5.00

DEBRA SAWYER	TRAINING	\$32.20
DELTA DENTAL OF IOWA	DNTL/VISN-PRETX	\$476.98
DNR/WATER SUPPLY OPERATIO	ANNUAL FEE	\$1,275.00
DON ANDERSON	SUMMER REC REFUND	\$5.00
DOUG WEILAND	SUMMER REC REFUND	\$15.00
EARL HILL	COUNTRY CLUB	\$5,832.40
EFTPS	FED/FICA TAX	\$12,868.78
FIRST STATE BANK	MISC FEE	\$1.75
GLOBE GAZETTE CIRC DEPT	NEWSPAPER	\$49.99
GREAT AMERICA FINANCIAL	COPIER LEASE	\$154.59
GRIMM CONSTRUCTION	WATER LINE REPAIR	\$750.00
GWORKS	UTILITIES	\$500.00
HANCOCK CO PUBLIC HEALTH	POOL/SLIDE INSPECTION	\$418.00
HANCOCK COUNTY HEALTH SY	CHRIS GOBELI PHYSICAL	\$72.00
HANNAH MUTH	SUMMER REC REFUND	\$5.00
HAUGLAND REPAIR	1/2 MOWER REPLACEMENT	\$5,430.20
HEARTLAND ASPHALT	ALLEY OVERLAY PROJECT	\$72,494.06
HOLLY BERGMAN	SUMMER REC REFUND	\$40.00
HUNTS ELECTRIC	VOLT MOTOR CAPACITOR	\$24.95
IA DEPT OF NAT'L RESOURCE	NPDES STORM SEWER PERMIT	\$350.00
IMWCA	INSURANCE #2 INSTALLMENT	\$1,088.00
IPERS	POLICE IPERS	\$10,271.54
JEREMY PURVIS	SUMMER REC REFUND	\$5.00
JOHN SWEERS	STUMP GRINDING	\$275.00
JOSHUA SCHMID	SUMMER REC REFUND	\$5.00
KAM LINE HIGHWAY MARKINGS	ROAD LINES	\$1,007.59
KIOW	BRITT CAMPAIGN	\$111.59
KYLE FREESEMAN	SUMMER REC REFUND	\$20.00
LAURIE HADACEK	SUMMER REC REFUND	\$5.00
MAIN STREET SPECIALTIES	NEW TRUCK	\$15,345.25
MARCUS BRUNS	SUMMER REC REFUND	\$5.00
MARK OR JOANNE EARLES	LAND PURCHASE NEW WTP	\$26,818.00
MARSHAL ANDERSON	SUMMER REC REFUND	\$10.00
MAXYIELD COOPERATIVE	GAS	\$1,616.57
MCKINNES EXCAVATING	SWR SVC/WTR REROUTE 3RDST/3RDA	\$49,757.70
METERING & TECH SOLUTIONS	MISC SUPPLIES	\$504.82
MICHAEL HORSTMAN	SUMMER REC REFUND	\$5.00
MIDWEST ROOFING	FIRE DEPT ROOF REPAIR	\$747.35
NANCY ANDERSON	SUMMER REC REFUND	\$5.00
NATIONWIDE RETIREMENT	DEFERRED COMP	\$40.00
NEXT GENERATION TECH INC	SYSTEM SUPPORT	\$17.80
NORTH IOWA MEDIA GROUP	MEDIA-PUBLISHING	\$622.32
NORTHERN LIGHTS	POOL CONCESSIONS	\$1,816.83
PAYROLL CHECKS	PAYROLL CHECKS ON 07/29/2020	\$22,738.38

PAYROLL CHECKS	PAYROLL CHECKS ON 07/31/2020	\$1,015.27
PAYROLL CHECKS	PAYROLL CHECKS ON 08/12/2020	\$21,208.13
PETER BIXEL	SUMMER REC REFUND	\$10.00
PRESTO-X-COMPANY	PEST CONTROL	\$49.00
PRITCHARD AUTO	2014 EXPLORER MAINTENANCE	\$1,039.33
PSI	PAPER/NAME PLATE	\$109.55
REBECCA DONAGHY	REFUND FOR SUMMER REC	\$20.00
RIEKENS PLUMBING & HEATIN	A/C REPAIR POLICE	\$106.15
ROBERT WHITE	SUMMER REC REFUND	\$20.00
RYAN EEKHOFF	SUMMER REC REFUND	\$10.00
RYAN JOHNSON	SUMMER REC REFUND	\$55.00
SONNY BRUNS	SUMMER REC REFUND	\$50.00
SPARTAN FIRE	NEW SPARTAN PUMPR/CITY PORTION	\$215,092.50
STACEY KING	SUMMER REC REFUND	\$5.00
STATE HYGIENIC LABORATORY	TESTING	\$26.00
STATE TREASURER	STATE TAXES	\$2,687.00
SWENSON'S HARDWARE	MISC SUPPLIES	\$534.47
THEODORE SMITH	SUMMER REC REFUND	\$5.00
THOMAS BUNS	SUMMER REC REFUND	\$5.00
TODD STEFFEN	SUMMER REC REFUND	\$5.00
TRULSON AUTO	MISC. ITEMS	\$68.32
TYLER HARMON	EDUCATION REFUND	\$272.40
U S POSTMASTER	POSTAGE FOR WATER BILLS	\$368.01
UHC	HEALTH-PRE-TAX	\$7,513.91
VERIZON	PHONE,INTERNET, ETC.	\$333.03
WATCHGUARD VIDEO	WARRANTY	\$1,740.00
WBC MECHANICAL	MISCELLANEOUS	\$3,599.76
	CLAIMS TOTAL	\$573,473.20

GENERAL FUND	\$108,111.07
LIBRARY FUND FUND	\$7,103.21
FIRE DEPARTMENT FUND	\$215,299.42
ROAD USE FUND	\$89,197.67
EMPLOYEE BENEFITS FUND	\$1,088.00
LOCAL OPTION TAX FUND	\$5,430.20
LOST-ECO DEV/MISC REV FUND	\$169.00
CAP PROJECT - LAND ACQUIS FUND	\$6,750.00
WATER FUND	\$40,563.79
SEWER FUND	\$95,808.26
STORM WATER FUND	\$3,952.58