

**REGULAR CITY COUNCIL MEETING IN
BRITT MUNICIPAL ROOM ON TUESDAY, JUNE 6TH, 2023, 7:00 P.M.**

1) OPENING BUSINESS

- a. Call meeting to order.
Minutes: The meeting was called to order by Mayor Pro Tem Curt Gast.
- b. Roll call.
Minutes: Present were Swenson, Wallen, Weiss, Post, and Gast
- c. Pledge of Allegiance
- d. Conflict of Interest (state if applicable)
Minutes: On the agenda 4g and 5d were removed.

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 05/02/2023 & 05/18/2023 Council Meetings**
- b. **Claim list in the amount of \$612,369.00.**
- c. **Approve Cigarette, Tobacco, Nicotine, Vapor Application for Britt Food Center**
- d. **Approve Cigarette, Tobacco, Nicotine, Vapor Application for Dollar General Store #4565**
- e. **Approve Class B Retail Native Wine license for Gift Sew Sweet**
Minutes: It was motioned by Wallen and seconded by Swenson to approve the consent agenda. A roll call vote was held which was as follows: Ayes: Swenson, Wallen, Weiss, Post, and Gast

3) PRESENT TO BE HEARD

- a. **Mike Birchem-FY 21-22 Audit**
Minutes: Birchem was called via phone to give FY 21-22 audit. He gave the council and residents a brief overview of the financials and suggestions for the clerk and council for the future.
- b. **Wes Brown- 2nd St SW Improvements: Task Order Agreement for Professional Services**
Minutes: Brown with Bolton and Menk presented the Professional Service Agreement for 2nd ST SW Improvements. Improvements include relaying of 2nd ST SW and some storm sewer work. The total cost for the engineering is estimated at \$18,000. It was motioned by Weiss and second by Swenson to approve Bolton and Menk's Agreement for Professional Services. Motion carried unanimously.

4) DEPARTMENT HEAD REPORTS

- a. Library Report – Linda Friedow
- b. Public Works – Vance Hagen
- c. Police Report – Mark Anderson
- d. Fire Department – Jon Swenson
- e. Zoning - Mike Boomgarden
- f. Park and Rec-Jen Weiland
- g. Golf Course
- ~~h. Golf Course Lease~~

5) CLERK'S REPORT

- a. Approve Pay Application 12 to Henkel Construction for \$570,826.88
Minutes: It was motioned by Wallen and seconded by Post to approve Pay Application #12 to Henkel for \$570,826.88. Motion carried unanimously.
- b. Resolution 18-2023 Ordinance 514 Ordinance Amending the Code of Ordinances of the City of Britt, IA, 2020, by Deleting Section 6-5-8 and substituting a new section 6-5-8- 2nd reading. The ordinance includes a 3% yearly increase to water rates.

Minutes: The Resolution was offered by Wallen and second by Swenson. A roll call vote was held which was as follows: Ayes: Swenson, Wallen, Weiss, Post, and Gast. When passing an ordinance, the Council has an option to waive the 3rd reading. It was motioned by Wallen and seconded by Weiss to bypass the third reading. A roll call vote was held which was as follows. Ayes: Swenson, Wallen, Weiss, Post, and Gast. The Ordinance was adopted and will be published in the newspaper.

c. Update on Pool

Minutes: Ibarra informed the council that the pool opened yesterday. We have hired Brenda Smith as the pool manager. Candace Smith, Rachel Leerar, and Nancy Anderson are assistant managers. Ibarra wanted to thank Public Works for all their help in getting the pool set up, and Marcy Mayland, Deputy Clerk, for helping get the pool house ready to go.

~~d. Planning and Zoning Committee Appointment~~

e. Ahlers and Cooney- Engagement Letter for Development Agreement

Minutes: The Engagement Letter is setting a scope of work for creating a 10-year tax abatement under new urban revitalization plan and setting fees with Ahlers and Cooney. This abatement will help get our Development agreement going with Crown Point. It was motioned by Swenson and seconded by Weiss to approve the Engagement Letter with Ahlers and Cooney for the Development Agreement. Motion carried unanimously.

f. Resolution 19-2023 Sunset Ridge Lots

Minutes: Resolution 19-2023 entails setting the lots at Sunset Ridge to sell for \$1.00 each and buyer pays for abstract of lots. Resolution 19-2023 was offered by Wallen and seconded by Weiss. A roll call vote was held which was as follows. Ayes: Swenson, Wallen, Weiss, and Post. Resolution 19-2023 was passed and adopted.

g. Resolution 20-2023 FY 23-24 Wage Increases

Minutes: Gast and Mayor Arndorfer had a meeting over wage increases. They agreed that a 5% increase for all full-time employees was fair due to inflation. The council all agreed with that increase. Resolution 20-2023 was offered by Wallen and seconded by Weiss. A roll call vote was held which was as follows. Ayes: Swenson, Wallen, Weiss, and Post. The resolution will go into effect July 1st, 2023.

h. Dangerous Building: 106 3rd ST SE (Fencing Quotes):

Minutes: Ibarra informed the council that Earl Hill believes we need to declare this building dangerous or uninhabitable. Vance and Earl believe a Fence needs to be put up to keep children and residents from the property. We received two quotes, one from River City Fence Company (Mason City) for \$2,752 for one year and an additional cost of .50/per ft per month after. We received a second quote from Strait Fence (Fort Dodge) for \$4,597.65. It was motioned by Swenson and second by Post to approve the quote of \$2,752 and .50/per ft per month after from River City Fence Company. Motion carried Unanimously.

6) **MAYOR'S REPORT**

a. WTP Update

Minutes: Henkel graded the filter room floor, started monument modifications, and removed and backfilled 90-100% of the old water tower foundations. Elwood Concrete poured the blend tank pad. Dulas Excavating graded the driveways. Jim and Dude's plumbing installed plumbing in the restroom. O'Connor Electric finished underground installations in the filter room. Toftee Masonry Finished the restroom walls. The Caulkers started caulking in the lower roof area.

7) **PUBLIC COMMENT**

Minutes: Vance Hagen informed the council the sweeper will be here at 6:15pm before the next council meeting if they want to look at it. Kane Goodhue asked if Mayor Arndorfer is still Mayor. He was notified that Mayor Arndorfer is still the Mayor just had another commitment tonight. Goodhue wanted to know what was happening with the lawsuit. Mayor Pro-tem Gast responded that the City does not comment on pending litigation.

8) **ADJOURN**

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

Elizabeth Ibarra, City Clerk

Curt Gast, Mayor Pro Tem

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
A P CLEANING SERVICES	MUNICIPAL AND FIRE CLEANING	\$ 650.00
ABSOLUTE WASTE REMOVAL	SANITATION	\$ 28,754.88
ACCO UNLIMITED CORP	POOL	\$ 3,325.70
ADVANCED DOOR SYSTEMS	CITY SHOP DOOR	\$ 180.00
AGSOURCE	MISC SUPPLIES	\$ 1,060.40
ALLIANT ENERGY	ELECTRIC	\$ 10,442.49
ALLIED ENS LLC	MISC	\$ 1,110.23
AMERICAN LEGION POST 315	16 US FLAGS MAIN AVE	\$ 512.00
BADGER METER	SERVICES	\$ 57.60
BASE	CLAIM REIMBURSEMENT	\$ 681.22
BMC AGGREGATES L.C.	1' CLEAN ROADSTONE	\$ 103.75
BOLTON & MENK	WTF IMPROVE	\$ 21,460.00
BRITT FOOD CENTER	LIBRARY-SUPPLIES	\$ 92.14
CARD SERVICES	CARD SERVICES	\$ 1,449.92
CARLSON DRAINAGE	JET MANHOLE	\$ 250.00
CHOSEN VALLEY TESTING	TESTING	\$ 202.50
COLLECTION SERVICE CENTER	GARNISHMENT	\$ 327.86
COLOFF DIGITAL	WEBSITE SUPPORT	\$ 169.00
COMM 1	TELEPHONE	\$ 555.96
DAKOTA SUPPLY GROUP	REPAIRS	\$ 187.44
DELTA DENTAL OF IOWA	DNTL/VISN-PRETX	\$ 793.26
DEMCO	LIBRARY SUPPLIES	\$ 311.00
EAST WEST BOOKS	LIBRARY-JNF BOOKS	\$ 221.91
EFTPS	FED/FICA TAX	\$ 16,634.81
FORT & SCHLEGEL	AUDIT FY 21-22	\$ 5,840.00
GLOBE GAZETTE	LIBRARY-1 YR SUBS	\$ 108.99
GREAT AMERICA FINANCIAL SVCS	COPIER LEASE	\$ 204.61
HANCOCK CO SECONDARY RDS	SAND	\$ 1,043.10
HANCOCK CO TREASURER	585 6TH AVE SE	\$ 211.00
HENKEL CONSTRUCTION COMPANY	PAY APP #11 WTP	\$ 228,302.10
INGRAM LIBRARY SERVICES	LIBRARY- BOOKS	\$ 919.26
IOWA DEPT. OF REVENUE	WATER EXCISE	\$ 3,792.82
IOWA DNR	HAGEN AND LEERAR RENEWALS	\$ 181.50
IOWA HISTORY JOURNAL	LIBRARY-2 YR SUBS	\$ 35.95
IOWA ONE CALL	IOWA ONE CALL	\$ 43.20
IPERS	IPERS	\$ 19,917.84
JOHN HEJLIK	MISC GOLF COURSE	\$ 150.00
JONATHAN MAY	LIBRARY-PROGRAM MAGICIAN	\$ 350.00
JORDAN WILLIAMS	AXEL STAY AT PRETTY PAWS	\$ 45.00
KIOW	BRITT CAMPAIGN	\$ 118.00
LOOKOUT BOOKS	LIBRARY JNF BOOKS	\$ 123.70
MARCY MAYLAND	MISC OFFICE SUPPLIES REIMBURSE	\$ 145.00

MICRO MARKETING	LIBRARY-AUDIO	\$	124.97
MID-AMERICA PUBLISHING	LEGLAS- 05.2.23	\$	325.28
MIDAMERICA BOOKS	LIBRARY-BOOKS	\$	227.60
MIDWEST BREATHING AIR SYS	PARTS	\$	158.73
MIDWEST PANO, LLC	LIBRARY -TECH PANORAMIC PHOTO	\$	388.90
MIDWEST TAPE	LIBRARY DVD	\$	350.60
NEW COOPERATIVE	MISC	\$	2,335.40
NEXT GENERATION TECH INC	MICROSOFT OFFICE 365	\$	60.00
NORTH CENTRAL INTERNATIONAL	2003 INTERNATIONAL REPAIR	\$	8,051.70
NORTH IOWA LUMBER & DESIGN INC	CAMP PARK BRIDGE REPAIR	\$	21.87
PAYROLL	MAY	\$	55,399.49
PRESTO-X-COMPANY	PEST CONTROL MAINT	\$	63.39
PRITCHARD AUTO	2021 FOR EXPLORER REPAIR	\$	50.79
PSI	ENVELOPES	\$	617.79
RICHARD HUDSON	LIBRARY-DR SEUS & GEORGE BURNS	\$	500.00
SANDRY FIRE SUPPLY	MISC FIRE	\$	139.50
SMITH HARDWARE HEATING & PLUM	MISC	\$	85.00
SRF-IA FINANCE AUTHORITY	WATER TOWER	\$	85,934.05
STATE AUDITOR	STATE AUDIT FILING	\$	250.00
STATE HYGIENIC LABORATORY	TESTING	\$	27.00
STATE TREASURER	STATE TAXES	\$	2,407.16
SWENSON'S HARDWARE	MISC	\$	5,882.53
THE IOWAN MAGAZINE	LIBRARY-1 YR SUBS	\$	24.00
TIME USA LLC	LIBRARY-1 YR SUBS	\$	58.80
TRULSON AUTO	TIRE PATCH MOWER	\$	94.08
U S POSTMASTER	UTILITY BILL POSTAGE	\$	406.93
UNITED HEALTH CARE	HEALTH INSURANCE	\$	10,427.16
UMB BANK NA	2018 GO BOND	\$	84,905.00
VERIZON	PD PHONES	\$	403.89
WEBWISE SOLUTIONS	LIBRARY-WEBSITE DOWN PAYMENT	\$	715.00
WESTRUM LEAK DETECTION	LEAK DETECTION SERVICES	\$	866.25
Accounts Payable Total		\$	612,369.00

GENERAL	\$	98,392.91
LIBRARY FUND	\$	16,324.09
FIRE DEPARTMENT	\$	871.40
GOLF	\$	317.18
ROAD USE	\$	21,927.19
EMPLOYEE BENEFITS	\$	3,650.21
LOCAL OPTION TAX	\$	211.00
DEBT SERVICE	\$	84,905.00
CAPITAL PROJ-WTP PROJECT	\$	249,964.60
WATER	\$	25,974.54
WATER SINKING FUND	\$	85,934.05
SEWER	\$	23,616.32
STORM WATER	\$	280.51
TOTAL FUNDS	\$	612,369.00