

CITY OF BRITT – BRITT IOWA – OCTOBER 6TH, 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 6th day of October 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 agenda for approval. It was moved by Luecht and seconded by Gast 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 09/01/2020 Council Meeting
- b. Approve Minutes of the 09/15/2020 Council Meeting
- c. Approve Minutes of the 09/21/2020 Special Council Meeting
- d. Claim list in the amount of \$74,508.12

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.

Department head reports were given. Linda Friedow, Library Director, announced the city's library will be open on Saturdays beginning October 10th, 2020. There will be no change to the current schedule Monday – Thursdays. Only two computers will continue to be available to maintain the 6-ft. social distancing requirements. Friedow asked if the mask requirement is applicable to all city buildings. Arndorfer stated he would leave that decision up to the supervisor of each department but since the library has public foot traffic, he felt the masks would be warranted. Members of council also felt the same way. Friedow reported the digitization of all Hancock County newspapers are available to search by next Wednesday, October 14th at <http://hancock.advantage-preservation.com>. The Wi-Fi router booster has been installed and is working well. It covers all the City Park and operates 24/7. The annual report on the library for the State of Iowa has been completed and filed. Finally, as one of our long-time employees has moved out of the area a new employee has been hired. We welcome Carol Couch as our new Children's Librarian. She has been hired to replaced Shannon Nielson, who had been with us for 13 years. She will be greatly missed.

Next, Vance Hagen, Director of Public Works reported Heartland Asphalt finished the overlay project on 2nd Street NW. as well as patching a few areas on Diagonal Street from the Watermain Extension Project. The new watermain has passed the pressure and bacteria testing and is now in service. The temporary water and sewer service has been set up for the Pilot Study for the Water Treatment Plant. The new generator at the Golfview lift station has been installed and in service since 9/1//2020. He reported that Chosen Valley Testing has taken bore samples at the Water Treatment Plant for the new plant and tower. They repaired an intake and winterized the pool. His department cleaned up some large branches that have fallen off trees in the city. They added gravel along the shoulder on 2nd St NW and lastly, he reported they had finally gotten all the concrete that people have dumped at the tree dump only to have a new load dumped off sometime during that same night. We are continuing to look into getting cameras installed out there to catch whoever it is that is dumping out there illegally.

The quotes we received for the 2020 Tree Program were discussed. There were a total of four that submitted quotes to the city. Those four included: Barkema Tree Service, LLC of Belmond, IA \$11,200, K&C Tree Service of Clear Lake, IA \$15,750, Jim's Tree Service of Ventura, IA \$23,000 and Malek's of Garner, IA \$23,450. It was moved by Luecht and seconded by Verbrugge to award the contract for the 2020 Tree Program to Barkema Tree Service, LLC of Belmond, IA in the amount of \$11,200. Motion carried by unanimous vote.

Next, the invoice from Erpelding Excavating Enterprise Corp was presented for final payment. The did the work on the Golfview Storm Sewer Replacement. The amount of the invoice is for \$27,164.00. It was moved by Gast and seconded by Verbrugge to approve the final payment to Erpelding Excavating Enterprise Corp in the amount of \$27,164. Motion carried by unanimous vote.

Police Chief Mark Anderson was unable to attend due to police business. The department had 128 calls for service since the last month. They attended quarterly training in Garner last week on updated case law and de-escalation and use of force. Sergeant Harmon has narrowed down the list of interviewees and will be scheduling interviews soon. All abatements have been processed. Fire Chief Jon Swenson was at a training during city council. His department had 2 calls for service. The department has checked over equipment, deep cleaned the inside of the trucks and their gear. The pump on 728 was tested and passed and the air packs have been checked for the year by Sandry Fire. From Mike Boomgarden, Zoning Administrator there were 9 building permits issued and he answered questions from 8 citizens.

The City Administrator presented her report. Discussion surrounding the request from the West Hancock Ambulance Service (WHAS) continued. The council was provided information on how the City of Forest City and the Forest City Ambulance Service has their process set up. Present to answer questions were Laura Burgardt of Woden Insurance and Earl Hill, City Attorney. Hill is unsure how city employees can work for a 501(3) c. He asked if Sawyer could get a copy of the agreement/contract the City of Forest City has with Forest City Ambulance Service. Burgardt discussed what our property/liability company & our workers' compensation company will need before we can progress. Sawyer was instructed to reach out to Forest City, and we will continue the conversation at the next meeting.

Next, Sawyer presented Resolution No. 26-2020 Requesting Reimbursement from the Iowa COVID-19 Government Relief Fund. It was moved by Luecht and seconded by Wallen to approve Resolution No. 26-2020 Requesting Reimbursement from the Iowa COVID-19 Government Relief Fund.

A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Wallen, Verbrugge & Luecht

Nays: None

The motion carried, and the Resolution was approved and adopted. Sawyer was instructed to reach out to each department and make sure we include any expenses they may have incurred during the set period.

Sawyer presented an engagement letter from Maggie Burger of Speer Financial for services related to the State Revolving Fund for the Water Treatment Plant in the amount of \$4,000. It was moved by Swenson and seconded by Luecht to approve the engagement letter from Maggie Burger of Speer Financial for services related to the State Revolving Fund (SRF) for the Water Treatment Plant in the amount of \$4,000 Motion carried by unanimous vote.

Next, we discussed the size of the new water tower that is being replaced. The current one in place holds 100,000-gallons. After reviewing the design life of the City's infrastructure the engineers have determined a 150,000-gallon tower may be necessary during the design period as the City works on replacing undersized watermains throughout town. Because the DNR has only approved funding for the 100,000-gallon tower, the City will have to cover the additional cost for the difference between the 100,000 and the 150,000-gallon tower. The other option is building the 100,000-gallon tower now and then adding on another 50,000-gallon reservoir later on down the road when/if it is needed. The cost difference between the 100,000-gallon tower and the 150,000-gallon tower will be approximately \$50,000 to \$100,000. Wes Brown was present to discuss the issue and clarify why the change has occurred. It was moved by Luecht and seconded by Verbrugge to approve the change to a 150,000-gallon water tower. The city understands the cost between the two towers will not be covered under the SRF loan. Motion carried by unanimous vote.

Lastly, Sawyer presented the agreement for professional services in relation to the West Elevated Storage Tank from Wes Brown of Bolton & Menk in the amount of \$75,000. Brown was present to discuss this. The agreement will include the preliminary design, the final design and submittal to DNR and completion of the bid process for the project. Any additional services vary depending on the project condition and will be billed at a lump sum based on an hourly rate. It was moved by Verbrugge and seconded by Luecht to approve the agreement for professional services in relation to the West Elevated Storage Tank from Wes Brown of Bolton & Menk in the amount of \$75,000. This will include the preliminary design, the final design and submittal to DNR and completion of the bid process for the project. Any additional services vary depending on the project condition and will be billed at a lump sum based on an hourly rate as set forth in the agreement. Motion carried by unanimous vote. Brown did encourage the council to decide on the shape and color we want to paint the tower relatively soon. Orders will need to be made.

Mayor Arndorfer presented his report. Updates to the water/sewer rates were discussed. At this time Maggie Burger of Speer Financial is reviewing the information provided to her from our engineer at Bolton and Menk. In addition, the clerks' office is sending over additional information as needed. More news will follow at the next meeting. We will be setting up a town hall so the residents have a chance to any questions.

Finally, Arndorfer discussed the use of the Municipal room. Since city hall employees have already been exposed to COVID-19 once and had to self-isolate for two weeks, leaving city hall closed to the public, the Mayor feels it is a good idea to keep the municipal hall closed to the public at this time. City Hal now requires everyone entering to wear a face mask. If you do not have one, there will be some available for public use right when you enter into the building. Council agreed with this decision.

With no further business it was moved by Gast and seconded by Verbrugge 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	DESCRIPTION	AMOUNT
ADVANTAGE PRESERVATION	MICRO-FILM DIGITALIZATION	\$4,500.00
AFLAC	AFLAC-PRE-TAX	\$85.52
AMAZON	DVDS/LIBRARY	\$181.93
AMERICAN LIBRARY ASSOCIAT	DUES	\$225.00
BASE	MEDICAL REIMB	\$152.10
BRITT FOOD CENTER	SUPPLIES	\$16.22
BROAD REACH BOOKS	NF/JNF BOOKS/LIBRARY	\$75.80
CENGAGE LEARNING	LP BOOKS	\$250.08
COLLECTION SERVICE CENTER	GARNISHMENT	\$163.93
DEMCO	SUPPLIES	\$311.46
ED M FELD EQUIP CO INC	HOSES /FIRE	\$690.00
EFTPS	FED/FICA TAX	\$5,240.55
FAMILY DOG	2yr subscription/LIBRARY	\$18.95
HANCOCK COUNTY SHERIFF	GARNISHMENT	\$279.25
HISCOCKS EXCAVATING	BACK HOE WORK	\$195.00
INGRAM	BOOKS/LIBRARY	\$397.73
IOWA OUTDOORS	1 YR SUBSCRIPTION/LIBRARY	\$15.00
IPERS	POLICE IPERS	\$7,133.54
KNOWBUDDY RESOURCES	NF/JNF BOOKS/LIBRARY	\$79.80
LAMPE CUSTOM WELDING	50% DEPOSIT/SNOW PUSHER	\$2,573.35
LOOKOUT BOOKS	NF/JNF BOOKS/LIBRARY	\$237.53
MICRO MARKETING	AUDIO/LIBRARY	\$206.36
NATIONAL GEOGRAPHIC SOCIE	1 YR SUBSCRIPTON/LIBRARY	\$20.00
NATIONWIDE RETIREMENT	DEFERRED COMP	\$20.00
PAYROLL CHECKS	PAYROLL CHECKS ON 09/23/2020	\$14,331.91

PAYROLL CHECKS	PAYROLL CHECKS ON 09/30/2020	\$1,107.57
STATE LIBRARY OF IOWA	DATABASE GALE/CREDO/TRANS	\$149.14
STATE TREASURER	STATE TAXES	\$1,691.00
THE LEADER	1 YEAR SUBSCRIPTION/LIBRARY	\$52.00
U S POSTMASTER	WATER BILLS POSTAGE	\$369.90
UHC	HEALTH-PRE-TAX	\$8,737.50
WILSON'S, LLC	REVOLVING LOAN PYMT	\$25,000.00
	CLAIMS TOTAL	\$74,508.12

GENERAL FUND	\$23,909.09
LIBRARY FUND FUND	\$9,390.49
FIRE DEPARTMENT FUND	\$690.00
ROAD USE FUND	\$6,629.89
WATER FUND	\$7,611.96
SEWER FUND	\$1,081.69
STORM WATER FUND	\$195.00
REVOLVING LOAN FUND	\$25,000.00