

CITY OF BRITT – BRITT IOWA – NOVEMBER 17, 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 17th day of November 2020 via Zoom. 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:

The Mayor presented the agenda for approval with the removal of item 3(b) - Resolution 28-2020. This resolution will be presented at the December 1st meeting. It was moved by Luecht and seconded by Verbrugge to approve the agenda as amended. 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 10/06/2020 Council Meeting
- b. Approve Minutes of the 10/20/2020 Council Meeting
- c. Approve Minutes of the 10/07/2020 Special Council Meeting
- d. Claim list in the amount of \$308,058.18

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.

The Mayor announced this was the time, date, and place for the public hearing on the authorization of the use of State Revolving Funds Environmental Clearance for the Iowa DNR Project Number: W2020-0262- Water Treatment Plant/Elevated Water Storage Tank, to include alternate strategies, environmental impacts, and institutional arrangements including user charge estimates. The public hearing opened at 7:02 p.m. Arndorfer introduced Wes Brown and Katie Sterk of Bolton & Menk, who are the engineers on the project.

Brown presented the Environmental review for the Water Treatment Plant Improvements and the Water Tower Project. This public hearing will discuss “alternative strategies, environmental impacts, and institutional arrangements including user charge estimates”.

- **Water Treatment Plant Improvements Project Summary:** Construct a new water treatment facility with a gravity filtration process followed by a reverse osmosis process to provide high quality softened water to the City’s customers. New treatment facility to be constructed on the site east of the existing WTF location. Alternative Strategies: Other options considered included rehabilitating the existing treatment

facility, constructing a new facility with gravity filtration alone, and constructing a new facility with space for future RO expansion. Rehabilitation was eliminated due to the age and condition of the existing treatment facility, as well as the building requirements for the new process equipment. The selected alternative was chosen because it provides higher quality water by not only treating the water for arsenic as required by National Primary Drinking Water Rules and iron and manganese as recommended by Secondary Standards, but also softening the water. Central softening, through the RO process, will allow most customers to reduce or discontinue use of point-of-use softeners at their homes or businesses. Point-of-use softening systems often use an ion exchange process, which discharges chlorides to the wastewater treatment facility, which are a parameter of concern in wastewater facility effluent. Eliminating water softeners will also save residents on salt and electrical usage costs.

- **Water Tower Project Summary:** Construct a 150,000-gallon single-pedestal water tower just north of the existing 100,000-gallon multi-legged tower. Demolish the existing tower. **Alternative Strategies:** Other options considered included rehabilitating the existing tower and constructing a new 100,000-gallon tower. Rehabilitation was excluded as a viable option because of the existing tower's age and condition. The larger size tower was selected to allow the City to improve fire flow protection throughout the community.
- **Overall Environmental Impacts:** Both projects are to be constructed on the 400 block of Center Street W. The tower will be constructed north of the existing tower. The new WTF will be constructed on the site to the east, which has been used for residential property in the past and has been vacant for at least a decade. Because the two sites have been previously developed, the environmental impacts of the project are expected to be minimal. Both sites will be designed to allow for appropriate runoff of stormwater and measures will be put into place during construction to prevent pollution of the air, ground, or water.
- **Institutional Arrangements:** Water user fees will need to be adjusted in order to pay for the improvements. Currently, the City's ordinance has the water and sewer rates tied to each other, i.e. sewer rates are defined as a percentage of water rates. To pay for the capital and ongoing Operations & Management costs of the recommended improvements, the water system user charges will need to increase. However, it is not necessary at this time for the sewer rates to increase as significantly. Therefore, the City intends to pass a new ordinance which describes how water and sewer rates will be adjusted independently as required to pay for the costs associated with the individual utilities.
- Currently, water and sewer charges are charged based on usage only (with a minimum monthly fee that includes usage). The new structure will include a set monthly service fee to cover fixed water utility costs and a user rate per 1,000 gallons to cover variable water utility costs. Sewer rates will likely be structured similarly. It is recommended that the new rate structure also include a separate rate for commercial users.
- The new water and sewer rates have not yet been finalized but we can give an estimate of what they might look like.
 - Existing water rate: \$4.96/1000 gallons for the first 20,000 gallons, \$4.25 above that
 - 4,000 gallon/month: \$19.84
 - Anticipated rate by October 2021: Service charge of \$20/month and usage charge of \$11/1000 gallons
 - 4,000 gallon/month: \$64
 - Rates will be increased incrementally, rather than all at once over the next year.

The Mayor asked the City 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 Clerk reported that no such petition had been filed. The Mayor

then asked the Clerk whether any written objections had been filed by any resident or property owner of the City regarding the authorization of the use of State Revolving Funds Environmental Clearance for the Iowa DNR Project Number: W2020-0262-Water Treatment Plant/Elevated Water Storage Tank, to include alternate strategies, environmental impacts, and institutional arrangements including user charge estimates. The Clerk advised the Mayor and the Council that no written objections had been filed. The Mayor then called for oral objections regarding authorization of the use of State Revolving Funds Environmental Clearance for the Iowa DNR Project Number: W2020-0262-Water Treatment Plant/Elevated Water Storage Tank, to include alternate strategies, environmental impacts, and institutional arrangements including user charge estimates. Whereupon the Mayor declared the time for receiving oral and written objections to be closed at 7:011 p.m.

Department head reports were given. Linda Friedow, Library Director, reported the State Library had a Zoom training in which they reviewed the current pandemic practices, new state programs and webinars. The county digitization project is nearly complete. The Kanawha Reporter is the last to complete the conversion. Friedow attended the Iowa Library Association (ILA) conference online and reported virtual programming was highlighted. She also completed her ILA re-certification. She also attended by the American Library Association "Pre-Application for Libraries Transforming Communities" and she will be applying for a grant. The library received a \$2,000 grant from the ALA for Census Promotion & Voter Registration. Due to the rising numbers of COVID related cases and a positive test of one of the employees the library will be closed until November 30, 2020. There will be an employee in the library each day to answer the phones, receive packages and prepare patron pick-up of materials. Vance Hagen, Public Works Director, presented his report. We have hired Jade Johnson to fill the open position in our public works department. In October they completed flushing hydrants and received training for the new water meter reader. The 2020 tree trimming program has begun, the new generator has been installed at city hall and is up and running. The old generator from city hall has been moved to the sewer plant and is up and running. They have serviced the snow equipment and put the plows on the trucks. They did the meter readings with the new handheld reader, and one call locates were done. Mark Anderson, Chief of Police, presented his report. The new vehicle wraps have been completed on all of our police vehicles. Everyone is pleased with the results. All the officers were recertified with the taser thanks to Office Douglas from the Forest City PD. All abatements have been updated and since the last meeting they have had 126 calls. Anderson stated the interviews have been completed for the new officer and he is pleased to recommend Josh Trulson for the open position. Trulson is a local Britt resident and comes to us with a strong military police background. He recommends we start Trulson at \$20.15 per hour with a 3% increase after he graduates from the academy. It was moved by Gast and seconded by Swenson to approve the recommendation to offer the position to Josh Trulson starting at \$20.15 per hour and 3% after the completion of the academy. A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Wallen, Verbrugge & Luecht

Nays: None

The motion carried. Anderson will work with Sawyer to put together an offer letter for Trulson.

Jon Swenson, Fire Chief, presented his report. They had 8 calls in the month of October 2020. Five (5) of those calls were ice related on wires, two (2) were aid to Woden and Crystal Lake and one (1) wildland fire in Eagle Lake. They had TIC training. Theses are infrared cameras used for fire and rescue. Feld Fire was also here in October providing more training for the new pumper truck. They have winterized the trucks for cold weather. Mike Boomgarden, Zoning Administrator, issued 7 building permits in October and discussed zoning with 6 individuals.

The City Administrator presented her report. Sawyer introduced the renewal for the city’s Health, Life and Disability Insurance to the city council. The health insurance premium had a slight increase of only 3.9%. With other cities reporting much higher increases, Sawyer feels we are lucky to have such a small increase. Our current monthly payment is \$9,865.62 and the new monthly fee will be \$10,253.84. This is an overall increase of \$388.22, which will be an approximate increase each month of \$32.35. We did not have any increase with the current Life insurance and Disability Insurance for 2021. Sawyer then presented the renewal for the city’s Dental and Vision Insurance. The dental premium went down from the current rate. The vision plan, which is paid for by the employee, stayed the same. It was moved by Gast and seconded by Luecht to approve the renewal of the city’s Health, Life and Disability with United Healthcare and Dental and Vision Insurance with Delta Dental. A roll call vote was had which was as follows:

Ayes: Swenson, Gast, Wallen, Verbrugge & Luecht

Nays: None

The motion carried

Mayor Arndorfer presented his report. As we have discussed in meetings prior to this one, the rates for water will need to be increased to assist in paying for our new water tower and water treatment plant. We want to have a town hall meeting, where our residents can ask questions or voice any concerns they may have regarding the new plant, the water tower or increase in rates. We intend on this to be a virtual meeting, due to the current pandemic, and would like to have it in early December. The Mayor suggested we have the town hall December 15th, 2020 at 7:00 p.m. and council agreed. A notice will be included with the December water bills. The town hall will include a slide show walking us through the changes that are going to be made. It will happen during the first city council meeting in December.

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	DESCRIPTION	AMOUNT
A P CLEANING SERVICES	CLEANING FOR FIRE AND CITY HAL	\$700.00
ABSOLUTE WASTE REMOVAL	TRASH SERVICE	\$18,602.60
AFLAC	AFLAC-PRE-TAX	\$85.52
AGSOURCE LABORATORIES	AMONIA NITROGEN	\$897.00
ALLIANT ENERGY	ELECTRIC BILL	\$8,895.09
ALLIED ENS LLC	LIBRARY-OUTSIDE ROUTER INSTALL	\$1,465.31
AMAZON	LIBRARY-DVD/SUPPLY/BUILD/TECH	\$690.60
ARAMARK	MOPS CITY HALL	\$401.39
BADGER METER	TRAINING	\$56.64
BASE	MEDICAL REIMB	\$71.68
BOLTON & MENK	DIAGONAL STREET WATERMAIN	\$22,772.50

BOOK LOOK	LIBRARY-IF BOOKS	\$342.79
BRITT LUMBER LLC	SIGN	\$110.43
BROWN SUPPLY INC	WRENCH/TONGS	\$429.97
CARD SERVICES	LIBRARY	\$253.55
CENGAGE LEARNING	LIBRARY-LP BOOKS	\$54.39
COBBLER SHOPPE	RUBBER BOOTS	\$21.39
COLLECTION SERVICE CENTER	GARNISHMENT	\$327.86
COLOF DIGITAL	WEBSITE SUPPORT	\$169.00
COMM 1	INTERNET BILL	\$491.70
DELTA DENTAL OF IOWA	DNTL/VISN-PRETX	\$442.44
DES MOINES REGISTER	LIBRARY- 1 YEAR	\$336.03
DON'S WELDING & REPAIR	TREE DUMP-TUBING	\$214.00
EARL HILL	REIMB CITY ATTORNEY/TRAINNG	\$165.00
EFTPS	FED/FICA TAX	\$9,987.27
GLOBE GAZETTE CIRC DEPT	LIBRARY-1 YEAR	\$49.99
GRAHAM	POLICE VEHICLE	\$584.00
GREAT AMERICA FINANCIAL	COPY RELEASE	\$243.71
GWORKS	LISCENSE FEE/SUPPORT	\$5,833.14
HACH	PILOT PROGRAM	\$358.65
HANCOCK CO HEALTH SYSTEM	DRUG SCREEN	\$25.00
HANCOCK CO TREASURER	28 4th Ave SW Final Tax Bill	\$110.00
HANCOCK COUNTY SHERIFF	GARNISHMENT 2	\$561.35
HEARTLAND ASPHALT	MILL HEADERS/OVERLAY/MANHOLE	\$163,619.79
HISCOCKS EXCAVATING	SERVICE CALL/BACK HOE/LABOR	\$220.00
HUNTS ELECTRIC	MISCELLANEOUS EQUIPMENT	\$2,831.73
IMWCA	INSTALLMENT WORK COMP	\$1,088.00
INGRAM	LIBRARY-BOOKS	\$957.98
IOWA FIRE CONTROL	FIRE SUPRESSION INSPECTIONS	\$1,302.00
IOWA ONE CALL	IOWA ONE CALL	\$100.80
IOWA OUTDOORS	LIBRARY- 1 YEAR	\$15.00
IOWA PLAINS SIGNING, INC	PAINTED PAVEMENT MARKING	\$1,326.00
IOWA RURAL WATER ASSOC	DUES	\$275.00
IPERS	POLICE IPERS	\$6,748.59
JOHN DEERE FINANCIAL	ISOLATOR/ RADIATOR	\$419.77
KIOW	ADVERTISEMENT	\$111.59
LAMPE CUSTOM WELDING	FABRICATION/MATERIAL/LABOR	\$2,236.65
MAXYIELD COOPERATIVE	GAS	\$1,690.38
METERING & TECH SOLUTIONS	RUT SHOP EXPENSE	\$1,058.02
MICRO MARKETING	LIBRARY- AUDIO	\$337.76
MIDAMERICA BOOKS	JNF BOOKS	\$182.55
MIDWEST TAPE	LIBRARY- DVD	\$75.23
NATIONWIDE RETIREMENT	DEFERRED COMP	\$40.00
NORTH IOWA MEDIA GROUP	PUBLISHING	\$121.45
PAYROLL CHECKS	PAYROLL CHECKS ON 10/21/2020	\$14,836.07

PAYROLL CHECKS	PAYROLL CHECKS ON 10/30/2020	\$1,130.62
PAYROLL CHECKS	PAYROLL CHECKS ON 11/04/2020	\$14,620.76
PEAK SOFTWARE	PEAK SOFTWARE	\$1,280.00
PEOPLE	LIBRARY- 80 ISSUES	\$96.00
PRESTO-X-COMPANY	PEST CONTROL	\$49.00
PRO HYDRO-TESTING	STORAGE CYLINDERS	\$364.00
PSI	ENVELOPES	\$605.84
RICK BIRKENHOLTZ	LIBRARY- BOOKS	\$25.00
STATE HYGIENIC LABORATORY	ANALYSIS	\$500.00
STATE TREASURER	STATE TAXES	\$1,596.00
STERLING COMPUTER PRODUCT	LIBRARY- TONERS (COPIES/PRINTR	\$275.39
STOREY KENWORTHY	BILLS	\$605.00
SWENSON'S HARDWARE	MISCELLANEOUS SUPPLIES	\$392.16
TRULSON AUTO	FIRE	\$2,195.78
U S POSTMASTER	UTILITY BILLS POSTAGE	\$367.61
UHC	HEALTH-PRE-TAX	\$8,287.12
VERIZON	POLICE PHONE BILL	\$323.55
	CLAIMS TOTAL	\$308,058.18

GENERAL FUND	\$65,722.37
LIBRARY FUND	\$8,836.30
FIRE DEPARTMENT FUND	\$2,093.17
ROAD USE FUND	\$184,350.05
EMPLOYEE BENEFITS FUND	\$1,088.00
LOCAL OPTION TAX FUND	\$110.00
LOST-ECO DEV/MISC REV FUND	\$169.00
CAPITAL PROJECTS - POLICE FUND	\$18,550.52
CAPITAL PROJ-WTP PROJECT FUND	\$4,011.28
WATER FUND	\$17,225.55
SEWER FUND	\$5,901.94