

**REGULAR MEETING
AUGUST 15, 2016**

The City Council of the City of Forest City, Iowa, met in regular session on August 15, 2016, at 7:00 p.m. in the Council Chambers of City Hall, Forest City, Iowa.

Mayor Byron Ruitter called the meeting to order at 7:00 p.m. Councilmembers present at roll call were: Buffington, Davis, Holland, Mikes, Zehren. Absent: West, Wooldridge.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the proposition of the change of purpose for use of part of the note proceeds from the General Obligation Capital Loan Notes, Series 2015C. The Mayor and Council will be redirecting these proceeds for City Hall repairs and roof, in addition to a computer system update at City Hall. Since there were no written objections filed, nor were there any oral objectors present at the meeting, the Council took the following action:

Moved by Holland, seconded by Zehren, to close the Public Hearing at 7:02 p.m. Motion carried unanimously.

Councilmember Mikes introduced the following Resolution and moved its adoption. Councilmember Buffington seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Zehren. NAYS: None. ABSENT: West, Wooldridge. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-03, a Resolution found in Resolution Book 16-17. A RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE CHANGE IN USE OF A NOT TO EXCEED \$150,000 PORTION OF THE GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2015C.

Under Public Forum, Mayor Ruitter announced that, pursuant to City Ordinance, the next regular Council meeting will be held Tuesday, September 6th, due to the Labor Day Holiday.

Beth Bilyeu presented her Forest City Economic Development report to the Mayor and Council. The Mayor and Council thanked Ms. Bilyeu for the information presented. No action was taken on this report.

Norma Hertzler presented her Grow Forest City report to the Mayor and Council. The Mayor and Council thanked Ms. Hertzler for the information presented. Brad Buffington commented that he liked the post of 11 things to do in Forest City. No action was taken on this report.

Moved by Davis, seconded by Zehren, to approve the agenda as presented. Motion carried unanimously.

Moved by Holland, seconded by Mikes, to approve the following consent agenda items:

- 1) Council Minutes for the meetings of 8/1/16, 8/3/16 & 8/10/16
- 2) Minutes from the Finance Committee (7/28/16), Heritage Park (8/2/16) & Airport Commission (8/9/16)
- 3) Invoices as presented
- 4) Outstanding Obligation Report

Motion carried unanimously.

Teresa Nicholson, Executive Director of Winn-Worth Betco was present at the meeting and reported that the Winn-Worth Betco Executive Board has been discussing changing the structure of Winn-Worth Betco from a 28E Agreement entity to a 501C3 non-profit. Per Nicholson, the Executive Board has discussed a couple of ways to restructure the organization:

1. Leave the current structure in place as a 28E entity and create a separate non-profit to take options on property, own buildings and land, and write and receive grants.
2. Change the structure entirely to a non-profit, which could mean membership fees would be derived from the counties, communities, businesses, and individuals at rates yet to be determined. Rate structures can be on a per capita basis or a flat fee structure.

The Executive Board has asked the Mayor and Council for feedback on the two options presented. After Ms. Nicholson has met with all the other entities, she will report back to the City. The Mayor and Council thanked Ms. Nicholson for her report.

Representatives of the I & S Group were present at the meeting and updated the Mayor and Council on the progress of the proposed Fine Arts Center. The Mayor and council thanked the I & S Group for their report.

Robert Snitzer Jr. was present at the meeting to answer any questions the Mayor and Council had on his request to remove the walnut tree in the City easement at his property at 836 West J Street. Since the tree is a healthy tree, the cost of the removal would normally be the homeowner's responsibility; however, this tree is damaging to the new police car and other vehicles at this property. After discussion, the Council took the following action:

Moved by Zehren, seconded by Davis, to remove the Snitzer's tree at the City's expense, and the homeowner will be responsible for replacing this tree with a new one. Motion carried, with Holland voting nay.

The Mayor and Council discussed taking action on the issue of Local Option Sales Tax for the Hancock County portion of Forest City. After discussion, the Council took the following action:

Councilmember Holland introduced the following Resolution and moved its adoption. Councilmember Davis seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Zehren. NAYS: None. ABSENT: West, Wooldridge. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-04, a Resolution found in Resolution Book 16-17. A RESOLUTION DESIGNATING BALLOT LANGUAGE FOR THE PROPOSITION OF IMPOSING A LOCAL OPTION SALES AND SERVICE TAX.

Street Superintendent Mike O'Rourke led the discussion regarding fuel bids. Per O'Rourke, only one bid was received. After discussion, the Council took the following action:

Moved by Buffington, seconded by Mikes, to accept the fuel bid that was received. Motion carried unanimously.

Councilmember Tony Mikes updated the Mayor and Council on the current hardware and software systems currently used at City Hall, and the need to upgrade both. Per Mikes, once a contract is signed with Data Tech, a 50% down payment would be required. Funds would come out of the redirected bond proceeds for the computer updates. After discussion, the Council took the following action:

Moved by Buffington, seconded by Zehren, to approve the contract with Data Tech in the amount of 41,135.00 for software system updates. Motion carried unanimously.

Street Superintendent Mike O'Rourke led the discussion regarding the 2016 Intake Repair & Street Maintenance Project. All of these repairs are in the Street Department Budget. O'Rourke recommended that the Council accept the bid of \$28,246.83 submitted by Groves' Contracting & Sales for this project. After discussion, the Council took the following action:

Moved by Buffington, seconded by Zehren, to accept the bid of \$28,246.83 submitted by Grove' Contracting & Sales for the 2016 Intake Repair & Street Maintenance Project. Motion carried unanimously.

Councilmember Wooldridge entered the meeting at 7:59 p.m.

Electric Department Supervisor Duane Kuhn led the discussion regarding the Light Plant fuel tanks. Kuhn explained to the Mayor and Council the proposal submitted by A & B Welding in the amount of \$9,050.00 and the evaluation and recommendation submitted by WHKS for the Light Plant east fuel tank painting. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to move the fuel tank painting project to next budget year to be combined with the water tower painting. Motion carried unanimously.

Councilmember Holland addressed the Mayor and Council about the September 16th consignment sale of equipment that will be held at Heritage Park. Several items owned by the City could be taken to the sale, saving the City advertising & transportation costs to sell these items elsewhere. After discussion, the Council took the following action:

Moved by Davis, seconded by Wooldridge, to consign City equipment to the September 16th Heritage Park sale. Motion carried, with Holland abstaining from the vote.

The Mayor and Council discussed the city administrator/clerk position. Councilmember Mikes excused himself from the Council chambers during this discussion. Mayor Ruitter updated the Council on the next step in filling this position. No action was taken on this report.

Councilmember Mikes re-joined the meeting at 8:30 p.m.

Moved by Wooldridge, seconded by Zehren, to enter into closed session per Code Section 21.5(1)(a). Motion carried unanimously.

The Council entered into closed session at 8:33 p.m.

Moved by Wooldridge, seconded by Davis, to end the closed session. Motion carried unanimously.

The meeting re-opened at 8:43 p.m., and the Mayor and Council announced their acceptance of the report given by Electric Department Supervisor Duane Kuhn.

The Mayor and Council thanked Forest City Summit Reporter Rae Yost for her service to the Forest City Summit and the community of Forest City, as she has accepted a position at another newspaper.

The following invoices were approved for payment:

BLACK HILLS ENERGY	GAS FOR HEAT	2,098.25
CALLAHAN MUN CONSULTANTS	SERVICES	6,960.00
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	291,912.96
EDMONDSON/SUE	REIMBURSEMENT	138.43
FOREST CITY FOODS	MISC SUPPLIES	237.10
HAWKINS INC	CHEMICALS	781.24
LECKRONE/LEVI	REIMBURSEMENT	177.00
NEW YORK LIFE	DEDUCTION	360.12
OFFICE DEPOT	OFFICE SUPPLIES	154.73
PEDERSON-MOORE/REE	SERVICES	100.00
PRESTO-X	SERVICES	39.39
STEFFENSEN/DENNIS	PARTS/SERV	648.00
TRIMBLE/DICK	SERVICES	3,361.84
U S POST OFFICE	STAMPS	188.00
UNITY POINT CLINIC	SERVICES	74.00
VALIC	DEDUCTION	765.00
WI SCTF	DEDUCTION	168.97
AIRGAS	CYLINDER RENTAL	26.90
ALLEN FILTERS, INC.	MISC SUPPLIES	6,192.36
BAKKE/STEVEN	LEGAL SERVICES	14,087.61
BMC AGGREGATES LC	CONCRETE SAND	110.97
BROWN SUPPLY	PARTS	568.40
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	230.73
COAST TO COAST COMPUTER	TONER	249.99
COMPUTER SYSTEMS UNLIMITED	SERVICES	82.50
DENNY'S LAWN CARE	SERVICES	45.00
DORSEY & WHITNEY LLP	SERVICES	4,000.00
ELECTRONIC SPECIALTIES	MISC SUPPLIES	86.48
FARM & CITY INSURANCE	INSURANCE	39,702.00
FARMER'S CO-OP ASSOC	FUEL	4,633.38
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	448.60
FORD PI MODS	KEYLESS ENTRY KIT	67.20
FOREST CITY VET CLINIC	CANINE SUPPLIES	45.30
G & H MOTOR PARTS	PARTS	269.43
GRAHAM TIRE	TIRES	469.68
GROVES CONTRACTING	SERVICES	432.00
H & S AUTO PARTS	PARTS	10.99
HAUGEN CONTRACTING	SERVICES	7,688.00
HERMEL WHOLESALE	WATER	51.96
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	554.00
IA DEPT OF PUBLIC SAFETY	TERMINAL BILLING	600.00
IA DEPT OF TRANSPORTATIO	PROFIT OF ABAND CAR	43.26
IA LAW ENFORCEMENT ACADEMY	SERVICES/SNITZER	150.00
IOWA CODIFICATION	SERVICES	169.00
IOWA DEPT OF NATURAL RESOURCES	PERMIT FEE	1,275.00
IOWA WATER MANAGEMENT	SERVICES	159.00
K I O W	ADVERTISING	458.80
KEN KAISER RESTORATION CO.	SERVICES	17,000.00
LANDFILL OF NORTH IOWA	LANDFILL COSTS	4,755.40
LAW ENFORCEMENT SYSTEMS	OFFICE SUPPLIES	100.00
MATT PARROTT & SONS	OFFICE SUPPLIES	1,072.86
N I A C O G	TICKETS	1,845.70
NELSON PLUMBING & HEAT	PARTS/SERV	78.02
NO IA MEDIA GROUP	ADVERTISING	1,467.03
NORTH CENTRAL LABS	CHEMICALS	227.72
PRAIRIE ENERGY CO-OP	UTILITIES	107.75
RESCO	ELECTRICAL SUPPLIES	294.96
SCOTT MERRIMAN INC	TICKETS BOOKS	482.00
SHERWIN-WILLIAMS	PAINT	80.19
SHOPKO STORES OPERATING CO	MISC SUPPLIES	111.32

SINNWELL/ANDY
 STEFFENSEN/DENNIS
 TEST AMERICA LABORATORIES
 UTILITIES PLUS ENERGY SERVICES
 WAGNER TIRE
 WALLACE,HOLLAND,KASTLER

SERVICES
 PARTS/LABOR PAMMEL PARK
 TESTING
 SERVICES
 PARTS/REPAIR
 SERVICES

37.45
 4,805.72
 1,186.50
 8,335.30
 176.00
 1,725.00

FUND RECAP:				
	INVOICE SET			TOTAL FUND
FUND DESCRIPTION	1	2	3	DISBURSEMENTS
GENERAL FUND	13,716.43	38,691.20		52,407.63
CAP IMPROVEMENT RESERVE				-
CDBG FUND				-
DEBT SERVICE FUND				-
LIBRARY TRUST FUND				-
CEMETERY PERP CARE FUND				-
HOTEL/MOTEL TAX FUND				-
TIF FUND		10,497.50		10,497.50
STREET IMPRO PROJECT FUND		210.00		210.00
PARK IMPROVEMENT FUND		11,405.72		11,405.72
AQUATIC CENTER				-
ROAD USE FUND				-
EMPLOYEE BENEFIT FUND				-
LOCAL OPTION SALES TAX				-
WATER FUND		4,317.33		4,317.33
SEWER RENTAL FUND	37.00	4,497.46		4,534.46
ELECTRIC FUND	293,117.51	57,038.14		350,155.65
STORM WATER UTILITY FUND		140.11		140.11
CLEARING FUND				-
PAYROLL CLEARING FUND	1,746.29			1,746.29
TOTALS	308,617.23	126,797.46	-	435,414.69

JUNE RECEIPTS	
General Fund	148,776.65
Road Use Fund	45,992.03
Employee Benefit Fund	4,043.66
Local Option Sales Tax	14,349.27
Hotel/Motel Tax Fund	8,856.82
TIF Fund	2,759.64
Park Improvement Fund	
Debt Service Fund	6,298.64
CDBG Fund	
Library Trust Fund	
Cemetery Perp Care Fund	150.00
Water Fund	35,311.68
Sewer Rental Fund	53,326.13
Electric Fund	462,480.71
Storm Water Utility Fund	11,259.83
Payroll Clearing Fund	1,388.82
TOTALS	794,993.88

JULY RECEIPTS	
General Fund	194,432.74
Road Use Fund	38,631.66
Employee Benefit Fund	1,622.80
Local Option Sales Tax	14,349.27
Hotel/Motel Tax Fund	
TIF Fund	1,088.56
Park Improvement Fund	397.01
Debt Service Fund	3,108.42
CDBG Fund	
Library Trust Fund	
Cemetery Perp Care Fund	
Water Fund	42,765.92
Sewer Rental Fund	66,247.00
Electric Fund	505,429.51
Storm Water Utility Fund	11,116.30
Payroll Clearing Fund	1,388.82
TOTALS	880,578.01

JULY NET SALARIES	214,124.58
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Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 9:00 p.m. Motion carried unanimously.

ATTEST:

Valerie Monson, Interim City Clerk

Byron Ruitter, Mayor