

**REGULAR MEETING  
SEPTEMBER 6, 2016**

The City Council of the City of Forest City, Iowa, met in regular session on September 6, 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, West, Zehren. Absent: Wooldridge.

Kathy Rollefson presented her Chamber of Commerce report to the Mayor and Council. The Mayor and Council thanked Ms. Rollefson for the information presented. No action was taken on this report.

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

Moved by Davis, seconded by West, to approve the following consent agenda items:

- 1) Council Minutes for the meetings of 8/15/16, 8/27/16 & 8/30/16
- 2) Minutes from the Historic Preservation Commission (8/16/16), Oakland Cemetery (8/16/16) & Park Board (8/10/16 & 8/22/16)
- 3) Invoices as presented
- 4) Class C beer permit & outdoor service for Paddler's Tap
- 5) Receipt & disbursement of a check in the amount of \$200 from the John K. & Luise V. Hanson Foundation for Pickle Ball Court equipment

Motion carried unanimously.

Andy Buffington of Paddler's Tap was present at the meeting to discuss the possibility of an Oktober Fest event to be held October 1, 2016, from noon to 10 p.m. Buffington is requesting the streets to be barricaded in the downtown area and to waive the open container law in this area for the event. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to barricade the downtown streets and waive the open container law in the barricaded area for an Oktober Fest event to be held October 1, 2016, from noon to 10 p.m. Motion carried unanimously.

Drew Sweers of Veenstra & Kimm was present at the meeting to update the Council on the 2016 Street Improvement Project and request payment of Pay Estimate #1 in the amount of \$105,738.67 for work on this project. After discussion, the Council took the following action:

Moved by Holland, seconded by Mikes, to approve Pay Estimate #1 for the 2016 Street Improvement Project, but to withhold a 5% retainage fee in the amount of \$5,286.93 from the estimate total. Motion carried unanimously.

The Mayor and Council discussed the IDPH \$10,000 Healthy Iowan's Grant. The Council would like to have Norma Hertzler serve as chairperson for the local Healthy Iowan's Program for Forest City, in addition to establishing a steering committee of local citizens to determine how the awarded funds will be spent. After discussion, the Council took the following action:

Moved by Mikes, seconded by Zehren, to put Norma Hertzler in as chairperson for the local Healthy Iowan's Program for Forest City, and to form a steering committee of local citizens to determine how the IDPH \$10,000 Healthy Iowan's Grant will be spent. Motion carried unanimously.

Mayor Ruitter updated the Council on the selection of Barb Smith as the new City Administrator/Clerk for the City of Forest City. Barb will begin her duties in October of this year.

Councilmember Holland led the discussion regarding a bid in the amount of \$12,500 from Ken Kaiser Restoration to replace the roof beam block at City Hall. After discussion, the Council took the following action:

Moved by Holland, seconded by Zehren, to accept the estimate from Ken Kaiser Restoration in an amount of not to exceed \$12,500 for replacing the roof beam block at City Hall. Motion carried unanimously.

Cemetery Sexton Denny Hagen led the discussion regarding a request to trade in a 172 John Deere for a 2014 John Deere 540 for Oakland Municipal Cemetery. Ernie Williams in Buffalo Center will trade mowers for an additional \$3,350. After discussion, the Council took the following action:

Moved by Buffington, seconded by Mikes, to trade in the 172 mower for a JD 540, contingent upon a lease purchase. Motion carried unanimously.

Water/Wastewater Superintendent Kevin Reicks led the discussion regarding RBC Aeration at the Wastewater Treatment Plant. Reicks presented a bid from Winona Mechanical of Winona, Minnesota in the amount of \$136,057 for the work. After discussion, the Council took the following action:

Moved by Mikes, seconded by West, to accept the bid from Winona Mechanical of Winona, Minnesota, in the amount of \$136,057 and to award the construction contract to Winona Mechanical. Motion carried unanimously.

The Mayor and Council discussed the loan agreement and promissory note between Iowa Finance Authority and the City of Forest City for funding on the Westtown Place Housing Project. After discussion, the Council took the following action:

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

Resolution No. 16-17-05, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING THE LOAN AGREEMENT BETWEEN IOWA FINANCE AUTHORITY AND THE CITY OF FOREST CITY, IA FOR THE LOAN AGREEMENT AND PROMISSORY NOTE FOR FUNDING ON THE WESTTOWN PLACE HOUSING PROJECT.

The Mayor and Council also discussed taking action on Bob Johnson Drive, regarding the Westtown Place Housing Project. Timberland Leasing Company, LLC will deed 33 feet of property to the City of Forest City for the purpose of constructing a street right-of-way at the proposed site of the Westtown Apartment Complex. After discussion, the Council took the following action:

Moved by Zehren, seconded by Davis, to accept the 33' of property from Timberland Leasing Company, LLC for the purpose of constructing a street right-of-way at the proposed site of the Westtown Apartment Complex. Motion carried unanimously.

The Mayor and Council discussed the F.Y.E. 2016 Road Use Tax Report. After discussion, the Council took the following action:

Councilmember Mikes 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, West, Zehren. NAYS: None. ABSENT: Wooldridge. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-06, a Resolution found in Resolution Book 16-17. A RESOLUTION TO APPROVE AND ADOPT THE ANNUAL CITY STREET FINANCIAL REPORT FROM JULY 1, 2015, TO JUNE 30, 2016, FOR THE CITY OF FOREST CITY.

The following invoices were approved for payment:

BEVERS/JOSH	METER DEP REFUND	150.00
BLACK HILLS ENERGY	GAS FOR HEAT	34.17
CORONA/AMEDEO	METER DEPOSIT REFUND	87.72
F C CHAMBER OF COMMERCE	REBATE/F VAZQUEZ	100.00
F C MUN UTILITIES	UTILITIES	18,723.73
FARLAND/PARKER	METER DEPOSIT REFUND	93.69
FOSSELMAN/CARA	METER DEPOSIT REFUND	104.73
HOLLISTER/ISAIAHRETTA	METER DEPOSIT REFUND	9.10
HUFFMAN/DAISY	SERV/MILEAGE	57.74
JENSEN/RILEY	METER DEPOSIT REFUND	67.56
JENSON/DOUG	REIMBURSEMENT	177.06
NEAL/DYLAN	METER DEPOSIT REFUND	86.84
OFFICE DEPOT	OFFICE SUPPLIES	241.64
REICKS/KEVIN J	UNIFORM ALLOWANCE	12.83
RHODES/KISTA	METER DEPOSIT REFUND	47.42
RUITER/BYRON	REIMBURSEMENT	55.41
UNION SECURITY	DEDUCTION	1,487.34
WINDSTREAM	ACCESS CIRCUIT	16.20
YEAGER/JEAN	REIMBURSEMENT	89.10
YOUNG/LORY	MILEAGE REIMB/INTERVIEW	240.30
ADVANCED SYSTEMS	MAINTENANCE	37.18
AHLERS & COONEY PC	SERVICES	701.83
AMERICAN TEST CENTER	TESTING	1,720.00
ARAMARK	LAUNDRY SERVICE	860.70
AUTOMATIC SYSTEMS CO.	PARTS/SERV	891.75
BARCO MUNICIPAL SUPPLY	MISC SUPPLIES	153.55
BMC AGGREGATES LC	CONCRETE SAND	2,495.60
BOMGAARS	MISC SUPPLIES	1,025.83
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	232.80
CENTRAL SALT	BULK SALT	1,874.67
DGR ENGINEERING	ENGINEERING SERVICES	1,170.00
DITCH-WITCH OF MINN & IOWA	MISC SUPPLIES	173.57
ERNIE WILLIAMS LTD	PARTS/SERV	595.62
F C CHAMBER OF COMMERCE	HOTEL/MOTEL	10,464.88
F C ECON DEVEL CORP	HOTEL/MOTEL	3,488.30
FARM & CITY INSURANCE	INSURANCE	431.00
FEDERAL FIRE EQUIPMENT	SERVICES	103.73
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,333.97
FOREST CITY AUTO CENTER	PARTS/SERV	31.95
FOREST CITY FORD	PARTS/SERV	82.03
GALL'S	MISC SUPPLIES	71.23
GRAINGER	MISC SUPPLIES	192.89
GROVES CONTRACTING	SERVICES	1,036.00

HACH CHEMICAL CO	CHEMICALS	215.10
HANCOCK CO TREASURER	TAXES	1,599.00
HANCOCK COUNTY	WOOD SIGN POST	29.75
HAWKINS INC	CHEMICALS	1,452.55
IA DEPT OF PUBLIC SAFETY	TERM BILLING/2ND HALF	600.00
IA DIVISION OF LABOR SERVICES	BOILER FEE	40.00
IOWA ONE CALL	SERVICES	280.80
IOWA UTILITIES BOARD	ASSESSMENT	5,772.00
IRBY	ELECTRICAL SUPPLIES	73.32
KAISER AUTO REPAIR	PARTS/SERV	30.95
KAY/LINDA	REIMB/PICKLEBALL	200.00
KEN KAISER RESTORATION CO.	SERVICES	20,000.00
LAHARV CONST	SERVICES	372.50
LEWIS/TODD	LEASE	1,529.00
MASON CITY RECYCLING	RECYCLE	3,814.80
MCMASTER CARR	MISC SUPPLIES	221.43
N I A C O G	TICKETS	2,875.70
NELSON PLUMBING & HEAT	PARTS/SERV	598.71
NEXT GENERATION	SYSTEM SUPPORT	504.81
NO IA MEDIA GROUP	ADVERTISING	31.50
NORSK EXCAVATION	SERVICES	200.00
POSITIVE PROMOTIONS	HALLOWEEN SUPPLIES	113.85
PRINTING SERVICES INC	OFFICE SUPPLIES	313.16
QUILL CORPORATION	OFFICE SUPPLIES	158.87
RED SHED LANDSCAPING	SERVICES	180.00
RESCO	ELECTRICAL SUPPLIES	587.78
ROTHSTEIN UNDERGROUND	SERVICES	1,812.50
STREICHER'S	MISC SUPPLIES	54.99
TEST AMERICA LABORATORIES	TESTING	582.75
TWEETEN STUMP REMOVAL	SERVICES	45.00
ULTRAMAX	AMMUNITION	343.00
USA BLUE BOOK	MISC SUPPLIES	526.43
VAN METER COMPANY	MISC SUPPLIES	64.17
VEENSTRA & KIMM	PAY EST #1	114,143.60
VERIZON	SERVICES	548.85
WAGNER TIRE	PARTS/SERV	70.00
WALLACE,HOLLAND,KASTLER	SERVICES	1,143.36
WHEELER WORLD	MISC SUPPLIES	250.59
WINNEBAGO COUNTY TREASURER	TAXES	992.73
A & P FOOD SERVICE	CONCESSION SUPPLIES	69.55
AFSCME - IOWA COUNCIL 61	DEDUCTION	452.20
AMERICAN FAMILY LIFE	INSURANCE	1,517.93
BEAR CREEK GOLF COURSE	DEDUCTION	133.48
COSGRIFF/CHRISTA	REIMBURSEMENT	62.89
D & D SALES	UNIFORM ALLOWANCE	101.30
DEARBORN NATIONAL	DEDUCTION	611.13
F C CHAMBER OF COMMERCE	REBATE/A GRAY	200.00
F C EMPLOYEE ASSN	DEDUCTION	41.42
G & H MOTOR PARTS	PARTS	29.47
LAKE MILLS LUMBER COMPANY	PARTS	156.00
OFFICE DEPOT	OFFICE SUPPLIES	45.97
THEISS SHIRTS, INC	SHIRTS	261.96
UPS	UPS CHARGES	79.20
VALIC	DEDUCTION	765.00
WI SCTF	DEDUCTION	168.97
Y M C A	DEDUCTION	333.00
ADVANCED SYSTEMS	MAINTENANCE	244.50
ARAMARK	LAUNDRY SERVICE	83.26
BAKER & TAYLOR COMPANY	BOOKS	561.04

BAUDVILLE	MISC SUPPLIES	113.10
BIRDS AND BLOOMS	SUBSCRIPTION	14.98
BLUE CROSS-BLUE SHIELD	INSURANCE	36,746.63
COMPUTER SYSTEMS UNLIMITED	SERVICES	110.00
COUNTRY	SUBSCRIPTION	14.98
DEERE CREDIT, INC.	NEW MOWER	7,265.90
DEMCO	OFFICE SUPPLIES	258.85
EDDY'S GLASS & DOOR	PARTS/SERV	496.00
F C CHAMBER OF COMMERCE	REBATE/W JOHNS	100.00
FIDELITY SECURITY LIFE	INSURANCE	138.65
IA DIVISION OF LABOR SERVICES	BOILER FEE	40.00
NEUTRON	CHEMICALS	185.26
OFFICE DEPOT	OFFICE SUPPLIES	129.99
OVERDRIVE	BRIDGES E-BOOK SUB	615.59
PETERSEN/STAN	REIMBURSEMENT	525.00
QUILL CORPORATION	OFFICE SUPPLIES	125.32
STATE LIBRARY OF IOWA	BRIDGES E-BOOK SUB	58.00
THEISS SHIRTS, INC	SHIRTS	398.79
WOMAN'S DAY	SUBSCRIPTION	26.72

FUND RECAP:					
FUND DESCRIPTION	INVOICE SET				TOTAL FUND
	1	2	3	4	DISBURSEMENTS
GENERAL FUND	8,315.70	36,243.09	680.34	11,267.28	56,506.41
CAP IMPROVEMENT RESERVE					-
CDBG FUND					-
DEBT SERVICE FUND					-
LIBRARY TRUST FUND					-
CEMETERY PERP CARE FUND					-
HOTEL/MOTEL TAX FUND		13,953.18			13,953.18
TIF FUND		1,291.83			1,291.83
STREET IMPRO PROJECT FUND		71,703.10			71,703.10
PARK IMPROVEMENT FUND					-
AQUATIC CENTER					-
ROAD USE FUND					-
EMPLOYEE BENEFIT FUND					-
LOCAL OPTION SALES TAX					-
WATER FUND	1,719.95	44,963.10	66.36		46,749.41
SEWER RENTAL FUND	2,884.51	5,298.87	59.64		8,243.02
ELECTRIC FUND	7,475.08	14,627.98	200.00	100.00	22,403.06
STORM WATER UTILITY FUND		3,461.48			3,461.48
CLEARING FUND					-
PAYROLL CLEARING FUND	1,487.34		4,023.13	36,885.28	42,395.75
<b>TOTALS</b>	<b>21,882.58</b>	<b>191,542.63</b>	<b>5,029.47</b>	<b>48,252.56</b>	<b>266,707.24</b>

Moved by Davis, seconded by Zehren, to adjourn the meeting at 8:20 p.m. Motion carried unanimously.

ATTEST:

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Valerie Monson, Interim City Clerk

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Byron Ruitter, Mayor