

**REGULAR MEETING
NOVEMBER 21, 2016**

The City Council of the City of Forest City, Iowa, met in regular session on November 21, 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, Wooldridge, Zehren. Absent: West.

No one spoke under Public Forum.

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. No action was taken on this report.

Beth Bilyeu, Norma Hertzler and City Administrator/Clerk Barb Smith recently attended the Iowa Summit in Jefferson, Iowa, and noted the Forest City community had been recognized for having great answers and for having offerings that improve quality of life and encourage younger generations to stay here.

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

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

- 1) Council Minutes for the meeting of 11/7/16
- 2) Minutes from the Library Board (10/19/16), Airport Commission (11/8/16), Historic Preservation Commission (11/15/16) and Park Board (11/17/16)
- 3) Invoices as presented
- 4) TIF Rebate – Prairie View Subdivision (\$28,354.11)
- 5) Ken Kaiser Restoration – City Hall Repairs (\$12,500.00)
- 6) Grant from Kinney-Lindstrom Foundation in the amount of \$1,500 for airsoft guns

Motion carried unanimously.

Councilmember Buffington made comment to the Park Board minutes, regarding blocking motorized traffic at the ends of new trails. Per Street Superintendent Mike O'Rourke, they are working on this issue and City Attorney Bakke is checking into Disability Act regulations.

City Administrator/Clerk Barb Smith led the discussion regarding the final stages of a development agreement for Westown Place, LLC. Smith asked the Council to pass a resolution setting a hearing date for December 5, 2016, regarding the Westown Place, LLC development agreement and annual appropriation tax increment payments. After discussion, the Council took the following action:

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

Resolution No. 16-17-13, a Resolution found in Resolution Book 16-17. A RESOLUTION SETTING A DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE A DEVELOPMENT AGREEMENT WITH WESTOWN PLACE, LLC, INCLUDING ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS.

The Mayor and Council discussed approval of an engineering contract for an inspector for the City portion of Westown Place Apartments. City Administrator/Clerk Smith noted she had contacted Veenstra & Kimm regarding this issue, in addition to Bolton & Menk. Both engineering firms had submitted similar estimates for this service. After discussion, the Council took the following action:

Moved by Holland, seconded by Buffington, to authorize Mayor Ruitter to hire the Bolton & Menk engineering firm as the inspector for the City portion of Westown Place Apartments in the amount of \$6,900. Motion carried unanimously.

Airport Manager Dick Trimble led the discussion regarding their Five-Year Capital Improvement Program (CIP), which includes the following:

- 2018 – Runway 15-33 lighting replacement, replacing rotating beacon, terminal building concept
- 2019 – Terminal building upgrade
- 2020 – Jet A fueling facility
- 2021 – Partial parallel taxiway (design phase)
- 2022 – Not yet determined

After discussion, City Administrator/Clerk Smith noted this item should be added to budget negotiations. The Council requested the Airport CIP plan be added to budget discussion. No further action was taken regarding this issue.

The Mayor and Council discussed the second reading of Ordinance No. 759, which establishes trail regulations. After discussion, the Council took the following action:

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

Ordinance No. 759 was then read by the Clerk, after which it was discussed. This represents the second reading of Ordinance No. 759.

Councilmember Zehren moved that the rule requiring said Ordinance to be read on three different days be dispensed with. Councilmember Mikes seconded the motion. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Wooldridge, Zehren. NAYS: None. ABSENT: West. Whereupon the Mayor declared the motion carried.

Councilmember Mikes moved that Ordinance No. 759 now be adopted. Councilmember Wooldridge seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Wooldridge, Zehren. NAYS: None. ABSENT: West. Whereupon the Mayor declared the Ordinance adopted as follows:

Ordinance No. 759, an Ordinance found on page _____ of Ordinance Book No. _____, AN ORDINANCE ESTABLISHING TRAIL REGULATIONS FOR THE CITY OF FOREST CITY, TO ENHANCE SAFE PASSAGE AND ENJOYMENT ON TRAILS BE IT BY FOOT, BICYCLE OR OTHER NON-MOTORIZED MEANS OF TRANSPORTATION, TO ACKNOWLEDGE THAT THE MAINTENANCE, REPAIR, REPLACEMENT OR

RECONSTRUCTION OF TRAILS AS BEING THE RESPONSIBILITY OF THE CITY, AND TO MINIMIZE THE LIABILITY OF THE CITY.

City Administrator/Clerk Smith led the discussion regarding a City credit card. Per Smith, TSB doesn't offer credit cards, MBT has a \$20 annual fee and only 25 days grace, and US Bank has a community card with no annual fee or interest. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, authorizing City Administrator/Clerk Smith to order a City credit card from US Bank, with a limit of \$5,000, cashback option, and for use by the City Administrator only. Motion carried unanimously.

Councilmember West entered the meeting at 7:37 p.m.

Electric Department Manager Duane Kuhn led the discussion regarding a high pressure regulator that needs repairs at the Light Plant. Per Kuhn, Wheeler World will repair the existing regulator for \$4,800. After discussion, the Council took the following action:

Moved by Holland, seconded by Wooldridge, to authorize a rebuilt high pressure regulator in the amount of \$4,800 by Wheeler World for the Light Plant. Motion carried unanimously.

Councilmember Mikes of the Personnel Committee led the discussion regarding the Personnel Committees' recommendation to hire two employees for the Light Plant, to allow a sufficient training period. They also recommended changing the Light Plant wage matrix to be more competitive. Mayor Ruitter added the Light Plant was now implementing documented training. After discussion, the Council took the following action:

Moved by Mikes, seconded by Zehren, to revise the wage matrix for the Light Plant as requested. Motion carried unanimously.

Moved by Davis, seconded by Holland, to hire two employees for the Light Plant, to allow for sufficient training. Motion carried unanimously.

Mayor Ruitter noted in the minutes the following wage increases:

- Increase to Step 2 of the new wage matrix (\$20.4817) for Light Plant Operator Trent Anderson
- Longevity increases for Police Officer Robert Snitzer Jr. & Water/Wastewater Supt. Kevin Reicks
- Police Officer Ross Eiden to Step 4 (\$22.61), per the Union contract

The Mayor and Council commended Police Reserve Dustin Buck for his continued efforts in securing grants and low-cost equipment for the Police Department.

The Local Option Sales Tax for the Hancock County portion of Forest City was passed at the recent election and shall go into effect on July 1, 2017.

The following invoices were approved for payment:

BLACK HILLS ENERGY	GAS FOR HEAT	637.62
BUCK/DUSTIN	REIMBURSEMENT	69.45
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	2,883.20
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	210,056.13
EIDEN/ROSS	REIMBURSEMENT	23.70

FARMER'S CO-OP ASSOC	FUEL	4,425.22
GJENDEM/BECKY	REIMB/PRES IA SUMMIT	1,062.42
HAUGEN/STEVE	UNIFORM ALLOWANCE	183.29
I WIRELESS	SERVICES	178.18
MONSEN/DEE ANN	REIMB/ANTI VIRUS	19.97
NEW YORK LIFE	DEDUCTION	360.12
REICKS/KEVIN J	UNIFORM ALLOWANCE	14.88
SHOPKO STORES OPERATING CO	MISC SUPPLIES	422.43
TRIMBLE/DICK	SERVICES	3,395.07
WCTA	SERVICES	2,216.35
ADVANCED SYSTEMS	MAINTENANCE	81.50
AFSCME - IOWA COUNCIL 61	DEDUCTION	424.79
AMAZON.COM	MISC SUPPLIES	75.89
ARAMARK	LAUNDRY SERVICE	92.15
BAKER & TAYLOR COMPANY	BOOKS	1,401.49
BEAR CREEK GOLF COURSE	DEDUCTION	133.48
BLACK HILLS ENERGY	GAS FOR HEAT	34.81
COSGRIFF/CHRISTA	REIMBURSEMENT	47.41
DEMCO	OFFICE SUPPLIES	96.40
EDDY'S GLASS & DOOR	SERVICES	90.00
F C CHAMBER OF COMMERCE	REBATE/T JOHNSON	120.00
F C EMPLOYEE ASSN	DEDUCTION	41.42
IOWA DEPT OF NATURAL RESOURCES	PERMIT FEE	100.00
IOWA HISTORY JOURNAL	SUBSCRIPTION	18.95
KEGLER/SONI	REIMBURSEMENT	64.00
KUHN/DUANE	REIMB/BATTERY	36.99
LOVE OF QUILTING	SUBSCRIPTION	20.97
LYLE'S SALES & SERVICE	PARTS	52.05
MASON CITY ROOFING	SERVICES	550.00
MIDWEST LIVING	SUBSCRIPTION	19.97
MPLS-ST PAUL	SUBSCRIPTION	23.95
NO IA MEDIA GROUP	SUBSCRIPTION	47.99
PRESTO-X	SERVICES	39.39
QUILTMAKER	SUBSCRIPTION	22.97
RAYHONS/DALE	UNIFORM ALLOWANCE	89.99
REAL SIMPLE	SUBSCRIPTION	24.00
SMITH/BARB	MILEAGE	29.16
TOLEDO PHYSICAL ED SUPPLY	REC SUPPLIES	255.70
TORKELSON PLUMBING	SERVICES	60.00
VALIC	DEDUCTION	765.00
WALDORF MEN'S SOCCER	REC MISC	300.00
WALDORF WOMEN'S SOCCER	REC MISC	300.00
WI SCTF	DEDUCTION	168.97
Y M C A	DEDUCTION	333.00
AIRGAS	CYLINDER RENTAL	26.90
ALLIED INSURANCE	SURETY BOND	100.00
BARCO MUNICIPAL SUPPLY	MISC SUPPLIES	65.28
BILL'S FAMILY FOODS	MISC SUPPLIES	50.53
BROWN SUPPLY	PARTS	72.69
CONSOLIDATED ENERGY	OIL	92.00
CONTINENTAL RESEARCH	MISC SUPPLIES	160.89
CREATIVE PRODUCT SOURCING	DARE SUPPLIES	60.50
EDDY'S GLASS & DOOR	SERVICES	60.00
ELECTRONIC ENGINEERING	SERVICE	865.90
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,708.25
FOREST CITY FORD	PARTS/SERV	41.45
FOREST CITY VET CLINIC	CANINE CUPPLIES	45.30
GRAINGER	MISC SUPPLIES	187.02
HOLLAND CONTRACTING	SERVICE/TOWER	175.00

HYGIENIC LAB ACCTS RECEIVABLE	TESTING	82.00
IRBY	ELECTRICAL SUPPLIES	488.49
K I O W	ADVERTISING	369.60
KEN KAISER RESTORATION CO.	SERVICES	12,500.00
LANDFILL OF NORTH IOWA	LANDFILL COSTS	4,802.21
MENARDS	MISC SUPPLIES	148.02
MINNESOTA VALLEY TESTING LAB	TESTING	116.60
MUNICIPAL SUPPLY	TOUCH PAD GUN REPAIR	13.18
N I A C O G	TICKETS	1,066.32
NO IA MEDIA GROUP	ADVERTISING	2,438.83
OFFICE DEPOT	OFFICE SUPPLIES	189.37
PITNEY BOWES	RENTAL/EQUIP	39.98
PRAIRIE ENERGY CO-OP	UTILITIES	113.86
PRAIRIE VIEW LAND DEVELOP	TIF REBATE	28,354.11
PRINTING SERVICES INC	OFFICE SUPPLIES	222.00
QUILL CORPORATION	OFFICE SUPPLIES	451.10
TITAN MACHINERY	PARTS	35.25
TYCO	SERVICES	2,494.38
U S PLASTIC CORPORATION	MISC SUPPLIES	114.98

FUND RECAP:				
	INVOICE SET			TOTAL FUND
FUND DESCRIPTION	1	2	3	DISBURSEMENTS
GENERAL FUND	12,873.54	3,838.74	21,331.99	38,044.27
CAP IMPROVEMENT RESERVE				-
CDBG FUND				-
DEBT SERVICE FUND				-
LIBRARY TRUST FUND				-
CEMETERY PERP CARE FUND				-
HOTEL/MOTEL TAX FUND				-
TIF FUND			28,354.11	28,354.11
STREET IMPRO PROJECT FUND				-
PARK IMPROVEMENT FUND				-
AQUATIC CENTER				-
ROAD USE FUND				-
EMPLOYEE BENEFIT FUND				-
LOCAL OPTION SALES TAX				-
WATER FUND	277.43	100.00	1,009.54	1,386.97
SEWER RENTAL FUND	572.80		3,081.31	3,654.11
ELECTRIC FUND	211,553.12	156.99	3,975.04	215,685.15
STORM WATER UTILITY FUND	311.02			311.02
CLEARING FUND				-
PAYROLL CLEARING FUND	360.12	1,866.66		2,226.78
TOTALS	225,948.03	5,962.39	57,751.99	289,662.41

SEPTEMBER RECEIPTS	
General Fund	107,132.53
Road Use Fund	53,533.27
Employee Benefit Fund	20,218.76
Local Option Sales Tax	29,372.28
Hotel/Motel Tax Fund	
TIF Fund	24,766.58
Park Improvement Fund	
Debt Service Fund	38,558.77
CDBG Fund	
Library Trust Fund	
Cemetery Perp Care Fund	100.00
Water Fund	39,546.59
Sewer Rental Fund	57,416.01
Electric Fund	608,346.39
Storm Water Utility Fund	10,781.00
Payroll Clearing Fund	962.28
TOTALS	990,734.46
OCTOBER RECEIPTS	
General Fund	416,573.82
Road Use Fund	41,266.45
Employee Benefit Fund	139,916.01
Local Option Sales Tax	29,372.28
Hotel/Motel Tax Fund	
TIF Fund	222,296.18
Park Improvement Fund	
Street Imp Project Fund	16,895.68
Debt Service Fund	273,544.46
CDBG Fund	
Library Trust Fund	236.15
Cemetery Perp Care Fund	100.00
Water Fund	38,701.52
Sewer Rental Fund	60,130.72
Electric Fund	549,716.87
Storm Water Utility Fund	12,062.50
Payroll Clearing Fund	1,388.82
TOTALS	1,802,201.46
OCTOBER NET SALARIES	\$ 116,876.53

Moved by Davis, seconded by Zehren, to adjourn the meeting at 8:18 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruiters, Mayor