

**REGULAR MEETING – AMENDED MINUTES**  
**DECEMBER 19, 2016**

The City Council of the City of Forest City, Iowa, met in regular session on December 19, 2016, at 7:00 p.m. in the Council Chambers of City Hall, Forest City, Iowa.

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

No one spoke under Public Forum.

Beth Bilyeu presented her Forest City Economic Development report to the Mayor and Council. She highlighted that she, Mayor Ruiter and City Administrator/Clerk Barb Smith had made a trip to Des Moines earlier that day, where the City of Forest City was recognized for their Industrial Site Certification. 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. She highlighted the well-received holiday open house and tree lighting, Parks & Rec signage updating, FC logo for the City Hall entry, and the NIACOG \$10,000 grant to be used for a bike rental and farmer's market projects. The Mayor and Council thanked Ms. Hertzler for the information presented. No action was taken on this report.

Moved by Holland, seconded by Mikes, to approve the agenda as presented, with the removal of Item # 17. Motion carried unanimously.

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

- 1) Council Minutes for the meeting of 12/5/16
- 2) Minutes from the Historic Preservation Commission (12/6/16) and Airport Commission (12/13/16)
- 3) Invoices as presented
- 4) Class C liquor license for the VIP Lounge

Motion carried unanimously.

Angie Kolz, PE, of WHKS was present at the meeting and led the discussion regarding a Nutrient Reduction Study at the Wastewater Facility. Per Kolz, the City dictates the reasonableness of what and when to do. She said that the City could get an NRS loan for improvements at the Wastewater Facility. Others present at the meeting also commented on this project, as follows:

- CPA Larry Pump noted a single audit will be triggered if a NRS loan exceeds \$750,000.
- Water Wastewater Superintendent Kevin Reicks recommended postponing any major upgrade for ten years.
- City Administrator Clerk Barb Smith recommended postponing a major upgrade at this time but to start replacing equipment through the City's Capital Improvement Plan.

Ms. Kolz noted the IDNR report was due January 1<sup>st</sup> to the DNR and asked the Council's permission to submit this report. After discussion, the Council took the following action:

Moved by Davis, seconded by Mikes, to approve the submission of the NRS report to the IDNR, as required in the NPDES permit, and to delay any major upgrade for ten years. Motion carried unanimously.

CPA Larry Pump was present at the meeting and presented the City of Forest City's FY 2015-2016 audit. Per Pump, there is no financial misconduct at all within the City, and we are right where we need to be regarding our fund balance. After discussion, the Council took the following action:

Moved by Mikes, seconded by Davis, to approve the FY 2015-2016 audit from Larry Pump, CPA. Motion carried unanimously.

The next item on the agenda was a request from Jason Sturgal for consideration of alternate parking during snow removal. Mr. Sturgal was not present at the meeting, but it was noted that alternate parking would be difficult for Forest City. The Mayor noted a sticker can be purchased for the downtown City parking lots. No action was taken on this discussion.

Jim Oulman was present at the meeting to discuss the 2017 Winnebago Historical Society budget. Per Oulman, their budget is dependent on the City's, as they are non-profit. Their request is for \$7,000 again this year, \$2000 for the Mansion and \$5,000 for Heritage Park. This issue will be discussed further during budget preparation. No action was taken on this discussion.

Airport Manager Dick Trimble was present at the meeting and led the discussion regarding Rehabilitate Runway 9-17 Lighting & Vault Improvements. Mr. Trimble asked the Council to approve Change Order #2 in the amount of \$957.70 for this project. After discussion, the Council took, the following action:

Moved by Davis, seconded by Buffington to approve Change Order #2 in the amount of \$957.70 for the Rehabilitate Runway 9-27 Lighting & Vault Improvements. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding the CLG Grant Project, which is an educational grant and is the first step toward identifying historical districts. After discussion, the Council took the following action:

Moved by Davis, seconded by Holland, to approve the CLG Grant Project. Motion carried unanimously.

City Administrator/Clerk Barb Smith presented the Planning & Zoning Commission's letter of recommendation for moving forward with the 2016 Westtown Place Urban Renewal Area. No action was taken on this report.

The Mayor and Council discussed the second reading of Ordinance No. 760, which is an Ordinance providing for the division of taxes levied on taxable property in the 2016 Westtown Place Urban Renewal Area, pursuant to Section 403.19 of the Code of Iowa.

Councilmember Zehren 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, Zehren. NAYS: None. ABSENT: West, Wooldridge. Whereupon the Mayor declared the motion carried.

Ordinance No. 760 was then read by the Clerk, after which it was discussed. This represents the second reading of Ordinance No. 760. The third reading of Ordinance No. 760 will be at the January 3<sup>rd</sup> regular Council meeting. Ordinance No. 760 is AN ORDINANCE PROVIDING FOR THE DIVISION OF TAXES LEVIED ON TAXABLE PROPERTY IN THE 2016 WESTTOWN PLACE URBAN RENEWAL AREA, PURSUANT TO SECTION 403.19 OF THE CODE OF IOWA.

The Mayor and Council discussed the second reading of Ordinance No. 761, which is an Ordinance deleting property from the Tax Increment Financing District for the Forest City Urban Renewal Area of the City of Forest City, Iowa, pursuant to Section 403.19 of the Code of Iowa. After discussion, the Council took the following action:

Councilmember Mikes introduced the following Ordinance and moved its adoption. Councilmember Zehren 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 motion carried.

Ordinance No. 761 was then read by the Clerk, after which it was discussed. This represents the second reading of Ordinance No. 761. The third reading of Ordinance No. 761 will be at the January 3<sup>rd</sup> regular Council meeting. Ordinance No. 761 is AN ORDINANCE DELETING PROPERTY FROM THE TAX INCREMENT FINANCING DISTRICT FOR THE FOREST CITY URBAN RENEWAL AREA OF THE CITY OF FOREST CITY, IOWA, PURSUANT TO SECTION 403.19 OF THE CODE OF IOWA.

City Administrator/Clerk Barb Smith led the discussion regarding setting a Resolution to set the reimbursement rate for payment of mileage when a City employee uses their personal vehicle for City business. The IRS rate for 2017 is 53.5 cents per mile. 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. 16-17-21, a Resolution found in Resolution Book 16-17. A RESOLUTION SETTING THE REIMBURSEMENT RATE FOR PAYMENT OF MILEAGE WHEN A CITY EMPLOYEE USES PERSONAL VEHICLE FOR CITY BUSINESS.

City Attorney Steve Bakke asked the Council to pass a resolution approving the engineer's statement of completion for the Rehabilitate Runway 9-27 Lighting & Vault Improvements at the Airport. After discussion, the Council took the following action:

Councilmember Holland introduced the following Resolution and moved its adoption. Councilmember Zehren 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. 16-17-22, a Resolution found in Resolution Book 16-17. A RESOLUTION ACCEPTING AND FINALIZING THE 2015 RUNWAY 9-27 LIGHTING AND VAULT IMPROVEMENT PROJECT FOR THE CITY OF FOREST CITY, IOWA.

The Mayor and Council discussed a security platform for the City Hall computer system. City Administrator/Clerk stated that WCTA's new email platform has resulted in several spam emails, which created a virus in both a City Hall computer and the Water/Wastewater computer. She requested the Council's permission to purchase of a Sonic Wall TZ 300 Wireless Security Appliance in the amount of \$1125 from Computer Systems Unlimited. Ms. Smith also stated that City Hall needs a business router with antivirus in addition to the security system. The Council requested a second quote be requested

from Brad Lackore of NGT. This item will be placed on the January 3, 2017, Council Agenda for further discussion.

City Administrator/Clerk Barb Smith presented a tax abatement application from Lichtsinn Motors, Inc. and noted they were within guidelines for tax abatement. After discussion, the Council took the following action:

Moved by Zehren, seconded by Mikes, to approve a tax abatement application for Lichtsinn Motors, Inc. Motion carried unanimously.

Moved by Davis, seconded by Zehren, to approve the following City Appointments:

- Airport Zoning Commission – Erik Hertzler
- Historic Preservation Commission – Kay Sorensen
- Fine Arts Commission – Tony Mikes & Brad Buffington (Representatives) and Barb Smith (Alternate)
- Winnebago County Commissions (E911) – Douglas Jenson (Representative) and Tom Montgomery (Alternate)

Motion carried unanimously.

Mayor Ruitter asked that the following personnel matters be noted in the minutes:

- Hiring of Jesse Groves as Light Plant Operator (\$18.95/hr.)
- Hiring of Jason Weiss as Light Plant Operator (\$18.95/hr.)
- Longevity increase in the amount of \$300 for Police Officer Bobby Snitzer

City Administrator/Clerk Barb Smith also led the discussion regarding the following issues:

- It was suggested to move up the Council meeting times; however, this issue was thrown out due to Councilmembers not being able to attend earlier meetings.
- Carpeting for City Hall was discussed. This issue will be placed on the January 3, 2017, Council meeting for further discussion.
- City Hall staff wages and insurance will be divided in the next fiscal year, with 20% each budgeted from the general, electric, water, sewer, and garbage funds. A balanced budget will be presented to the Council at the first regular Council meeting in February 2017, with a hearing to follow at the first meeting of March 2017. Barb will address the Council if budget cuts are necessary.
- The Industrial Site Certification was an honor to the City of Forest City. It was noted there were previously only 11 certified sites, and now there are 16.

The following invoices were approved for payment:

AMERICAN FAMILY LIFE	INSURANCE	1,555.50
ASCHENBRENNER/BETH	UNIFORM ALLOWANCE	41.80
BLUE CROSS-BLUE SHIELD	INSURANCE	41,679.15
BUCK/DUSTIN	REIMBURSEMENT	199.94
COPPE/BARRY	UNIFORM ALLOWANCE	68.47
F C CHAMBER OF COMMERCE	REBATE/K ROLLEFSON	200.00
GERDES/MATT	REIMBURSEMENT	17.68
IA DEPT OF AGRICULTURE	APPLICATION/AUKES	15.00
NELSON PLUMBING & HEAT	PARTS/SERV	9,868.42
PETTY CASH	REIMBURSE PETTY CASH	59.77
SMITH/BARB	MILEAGE	128.52

BILL'S FAMILY FOODS	MISC SUPPLIES	202.33
BLACK HILLS ENERGY	GAS FOR HEAT	1,665.80
COSGRIFF/CHRISTA	REIMB/BOOK PUR	192.76
ENCORE ENERGY	SERVICES	2,320.06
FARMER'S CO-OP ASSOC	FUEL	4,722.23
IA ASSN OF MUN UTIL	REGISTRATION/MONSON	99.00
KEGLER/SONI	REIMBURSEMENT	90.54
KNAPPER OIL CO	FUEL	25.05
PRICE/DOUG	UNIFORM ALLOWANCE	96.20
SCHNEBLY'S "66"	OIL/FUEL	65.70
SHOPKO STORES OPERATING CO	MISC SUPPLIES	259.82
UMMEG	STS COSTS	64,436.84
UMMEG-RUGBY	RUGBY FARM	27,561.39
UNION SECURITY	DEDUCTION	1,496.07
UNITY POINT CLINIC	SERVICES	37.00
WCTA	SERVICES	1,476.04
WINNEBAGO INDUSTRIES	PERMIT STICKERS	28.12
ADVANCED SYSTEMS	MAINTENANCE	103.54
AFSCME - IOWA COUNCIL 61	DEDUCTION	424.79
ARAMARK	LAUNDRY SERVICE	92.15
CHARTERHOUSE PUBLISHING	FORMS	110.64
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	6,430.53
COCA COLA ENTERPRISES	CONCESSION SUPPLIES	177.38
CONRAD/JEN	SERVICES/REF	150.00
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	195,600.99
ERNIE WILLIAMS LTD	PARTS/SERV	116.98
GEELAN/BRETT	SERVICES/REF	675.00
I WIRELESS	SERVICES	169.68
IA ST TREASURER	SALES TAX	494.95
LARSON/NANCY	REIMBURSEMENT	10.00
MANUFACTURER'S INSURANCE AGY	INSURANCE	1,995.00
MERCY CLINICS	SERVICES	46.00
MIDWEST FENCE AND GATE	PARTS	14.73
MILLER/RON	SERVICES/REF	700.00
NEW YORK LIFE	DEDUCTION	360.12
OFFICE DEPOT	MISC SUPPLIES	61.56
PRESTO-X	SERVICES	39.39
SCHMIDT/BRANDON	UNIFORM ALLOWANCE	171.19
TRIMBLE/DICK	SERVICES	3,468.64
U S POST OFFICE	P.O. BOX RENT	48.00
VALIC	DEDUCTION	765.00
VRIEZE/AMY	SERVICES/REF	300.00
WI SCTF	DEDUCTION	168.97
WINNEBAGO COUNTY SECONDARY	SERVICES	352.50
YEAGER/JEAN	REIMBURSEMENT	95.92
A & B WELDING, LLC	SERVICES	9,683.50
AIRGAS	CYLINDER RENTAL	26.20
ALLEN FILTERS, INC.	MISC SUPPLIES	8,333.60
BATTERY JUNCTION	BATTERY STICK	19.50
C & D OIL SERVICES	FILTERS	40.00
CINTAS FIRST AID	MISC SUPPLIES	807.27
D.A.R.E. IOWA	MEMBERSHIP DUES	50.00
DORSEY & WHITNEY, LLP	SERVICES	1,808.50
EDDY'S GLASS & DOOR	PARTS/SERV	59.95
EIR TESTING	PARTS/SERV	884.54
ELECTRICAL MATERIALS	PARTS	61.64
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	3,756.61
FOREST CITY FORD	PARTS/SERV	46.58
G & H MOTOR PARTS	PARTS	564.81

GROVES CONTRACTING	SERVICES	2,935.00
HACH CHEMICAL CO	CHEMICALS	633.53
HAWKINS INC	CHEMICALS	3,248.27
HERMEL WHOLESale	WATER	47.92
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	279.50
IA ASSN OF MUN UTIL	NCISA	1,383.19
INTERSTATE MOTOR TRUCKS	PARTS/SERV	156.83
IOWA ONE CALL	SERVICES	45.50
IRBY	ELECTRICAL SUPPLIES	481.77
K I O W	ADVERTISING	105.60
LANDFILL OF NORTH IOWA	LANDFILL COSTS	4,688.13
LAW ENFORCEMENT SUPPLY	MISC SUPP/UNIFORMS	272.57
MATT PARROTT & SONS	OFFICE SUPPLIES	297.56
MIDWEST WHEEL COMPANIES	PARTS	768.00
MOSQUITO CONTROL OF IOWA	MOSQUITO CONTROL	16,500.00
NEXT GENERATION	SYSTEM SUPPORT	179.79
NO IA MEDIA GROUP	ADVERTISING	920.21
NORTH CENTRAL SALES & SERVICE	PARTS/SERV	227.04
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	91.97
OFFICE DEPOT	OFFICE SUPPLIES	119.22
PRAIRIE ENERGY CO-OP	UTILITIES	128.40
QUILL CORPORATION	OFFICE SUPPLIES	424.58
RIVER CITY FENCE	PARTS	66.00
SCOTT MERRIMAN INC	POLICE CITATIONS	477.15
SHOPKO STORES OPERATING CO	MISC SUPPLIES	239.59
UTILITY EQUIP CO	MISC SUPPLIES	764.04
VERMEER SALES & SERVICE INC.	PARTS	366.00
WAGNER TIRE	TIRES	1,323.00

FUND RECAP:					
FUND DESCRIPTION	INVOICE SET				TOTAL FUND
	1	2	3	4	DISBURSEMENTS
GENERAL FUND	2,381.41	6,370.55	15,134.64	29,142.50	53,029.10
CAP IMPROVEMENT RESERVE					-
CDBG FUND					-
DEBT SERVICE FUND					-
LIBRARY TRUST FUND					-
CEMETERY PERP CARE FUND					-
HOTEL/MOTEL TAX FUND					-
TIF FUND				1,936.28	1,936.28
STREET IMPRO PROJECT FUND					-
PARK IMPROVEMENT FUND	8,018.19				8,018.19
AQUATIC CENTER					-
ROAD USE FUND					-
EMPLOYEE BENEFIT FUND					-
LOCAL OPTION SALES TAX					-
WATER FUND		437.24		5,465.23	5,902.47
SEWER RENTAL FUND		419.90	171.19	841.63	1,432.72
ELECTRIC FUND	200.00	95,775.82	196,118.94	25,927.42	318,022.18
STORM WATER UTILITY FUND		275.37			275.37
CLEARING FUND					-
PAYROLL CLEARING FUND		1,496.07	1,718.88		3,214.95
<b>TOTALS</b>	<b>10,599.60</b>	<b>104,774.95</b>	<b>213,143.65</b>	<b>63,313.06</b>	<b>391,831.26</b>

Moved by Davis, seconded by Zehren, to adjourn the meeting at 8:30 p.m. Motion carried unanimously.

ATTEST:

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Barbara Smith, City Administrator/Clerk

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Byron Ruitter, Mayor