

**REGULAR MEETING
JANUARY 3, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on January 3, 2017, 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 (via telecom), Holland, Mikes, West, Wooldridge, Zehren (via telecom). Absent: None.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the proposal to enter into a General Obligation Loan Agreement for the Westown Place Urban Renewal Area. Since there were no written objections filed, nor were there any oral objectors present at the meeting, the Mayor declared the Hearing to be closed at 7:02 p.m.

No one spoke under Public Forum.

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 Wooldridge, 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 (12/19/16)
- 2) Park Board Minutes (12/12/16)
- 3) Invoices as presented
- 4) Liquor Licenses for Winnebago Industries (Class B Native Wine) and Dollar General (Class C Beer)

Motion carried unanimously.

Phil Seifert of Computer Systems Unlimited was present at the meeting to discuss an internet appliance called Sonic Wall, which detects spyware and malware, provides virus and intrusion protection, and will constantly update to secure City Hall computers. Per City Administrator/Clerk Barb Smith, a second bid was requested but not received for this service. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to purchase the Sonic Wall TZ-300 Wireless Security Appliance (\$1,125) and Netgear ProSafe 24-Port Gigabit Ethernet Switch (\$293) from Computer Systems Unlimited for the City Hall computers. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding carpeting and window treatments for City Hall. Carpeting bids were received from Christianson Interiors and Flooring America, in addition to the low bid of \$3,777.25 received from Master Floors. The window treatment bid was received from J & K Drapery (\$2,427.25) for window blinds. After discussion, the Council took the following action:

Moved by Holland, seconded by Davis, to approve only the carpeting bid from Master Floors in the amount of \$3,777.25 for City Hall flooring. Motion carried, with Zehren voting Nay.

Moved by Zehren, seconded by Wooldridge, to proceed with both carpeting (\$3,777.25) from Master Floors and window treatments (\$2,427.25) from J & K Drapery. Motion carried, with Holland voting Nay.

City Administrator/Clerk Barb Smith asked the Council to pass a Resolution taking additional action on the proposal to enter into a General Obligation Urban Renewal loan agreement. After discussion, the Council took the following action:

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

Resolution No. 16-17-23, a Resolution found in Resolution Book 16-17. A RESOLUTION TAKING ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO A GENERAL OBLIGATION URBAN RENEWAL LOAN AGREEMENT.

The Mayor and Council discussed the third reading of Ordinance No. 760, 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. Per City Administrator/Clerk Barb Smith, this Ordinance carves out Westtown Place as its own TIF district. After discussion, the Council took the following action:

Councilmember Mikes moved that Ordinance No. 760 now be adopted. Councilmember Davis seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared Ordinance No. 760 duly adopted as follows:

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 third reading of Ordinance No. 761, 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. Per City Administrator/Clerk Barb Smith, this Ordinance removes Westtown Place from our current TIF district. After discussion, the Council took the following action:

Councilmember Zehren moved that Ordinance No. 761 now be adopted. Councilmember Wooldridge seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared Ordinance No. 760 duly adopted as follows:

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 the City of Forest City's CAT Agreement (17-CAT-001) in the amount of \$624,501 for the Hanson Family Fine Arts Center. Per Barb, Forest City School Superintendent Darwin Lehmann had also reviewed the agreement and given his approval. After discussion, the Council took the following action:

Moved by Mikes, seconded by Buffington to approve the City of Forest City's CAT Agreement in the amount of \$624,501 for the Hanson Family Fine Arts Center. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding changing the City's credit card system from World Pay to Clearent, due to lower fees. Per Barb, MasterCard offers free service and Visa charges a one-time fee of \$1,000 to accept VISA credit cards. There will no longer be a fee to the customer. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Zehren, to approve a one-time fee of \$1,000 to Visa and to participate in the Clearent Credit Card System. Motion carried unanimously.

Moved by Holland, seconded by West, to approve the following tax abatements:

- Ron Aukes (\$10,000) – siding and insulation
- Matt Harriman (\$50,000) – addition

Motion carried unanimously.

City Administrator/Clerk also led the discussion regarding the following:

- The \$5,000 City credit card was received January 3rd
- There will be a Personnel Committee meeting at 6:30 p.m. on Tuesday, January 10th, to discuss the employee wage matrix
- There will be a budget workshop at 6:00 p.m. on Monday, January 30th
- A request was made for funds for Council coffee
- The budget is close to completion for Council review.

The following invoices were approved for payment:

AMAZON.COM	BOOKS	511.05
AMERICAN FAMILY LIFE	INSURANCE	1,707.60
BAKER & TAYLOR COMPANY	BOOKS	377.50
BLACK HILLS ENERGY	GAS FOR HEAT	423.85
BLUE CROSS-BLUE SHIELD	INSURANCE	39,094.41
D & D SALES	SERVICES	168.00
DES MOINES REGISTER	SUBSCRIPTION	448.04
F C CHAMBER OF COMMERCE	REBATE/M FARNDALE	100.00
FARDAL/DEB	SERVICES	100.00
FIDELITY SECURITY LIFE	INSURANCE	295.31
ICMA MEMBERSHIP RENEWALS	MEMBERSHIP/SMITH	640.00
IOWA DEPT OF NATURAL RESOURCES	CERTIFICATION APPL	400.00
MADRID/CHARLOTTE	METER DEP REFUND	48.01
MEINEKE/AMY	SERVICE	75.00
MERCY CLINICS	SERVICES	269.00
NATIONAL GEOGRAPHIC	SUBSCRIPTION	39.00
OFFICE DEPOT	OFFICE SUPPLIES	287.14
PEDERSEN/MIKE	SERVICES	375.00
POPULAR MECHANICS	SUBSCRIPTION	36.38
PRICE/DOUG	UNIFORM ALLOWANCE	80.09
PURCHASE/DAN	METER DEP REFUND	41.60
QUILL CORPORATION	OFFICE SUPPLIES	150.89
RAYHONS/DALE	UNIFORM ALLOWANCE	107.97
RHODE ISLAND NOVELTY	REC SUPPLIES	281.48
THE LIBRARY STORE	MISC SUPPLIES	22.04

VAZQUEZ/DAVID	METER DEP REFUND	31.49
ADVANCED SYSTEMS	SERVICES	168.17
BATTERY JUNCTION	FLASHLIGHT	19.50
BEAR CREEK GOLF COURSE	DEDUCTION	200.22
BOLTON & MENK, INC.	SERVICES	3,187.50
BOMGAARS	MISC SUPPLIES	733.78
BRAHM/NICOLE	METER DEP REFUND	150.00
C & D OIL SERVICES	FILTERS	40.00
CHRYSLER OF FOREST CITY	PARTS/SERV	34.18
CINTAS FIRST AID	MISC SUPPLIES	507.70
COAST TO COAST COMPUTER	RIBBON	173.94
COMPUTER SYSTEMS UNLIMITED	SERVICES	622.50
CONTINENTAL RESEARCH	MISC SUPPLIES	226.26
D & D SALES	SAFETY EQUIP/ZACH	175.50
DEARBORN NATIONAL	DEDUCTION	621.23
ELECTRICAL MATERIALS	PARTS	38.80
F C EMPLOYEE ASSN	DEDUCTION	61.13
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	992.45
FOREST CITY FORD	PARTS/SERV	115.40
GRAINGER	MISC SUPPLIES	94.89
H & S AUTO PARTS	PARTS	30.89
HD SUPPLY WATERWORKS	MISC SUPPLIES	139.36
HEARTLAND ASPHALT	SERVICES/BOMAN PARK	56,568.71
HERMEL WHOLESALE	WATER	23.96
I M F O A	CERTIFICATION/SMITH	75.00
INVENSYS	MISC SUPPLIES	323.09
IOWA CODIFICATION	SERVICES	301.00
IOWA PRISON IND	SIGNS	81.40
IOWA WATER MANAGEMENT	MISC SUPPLIES	1,091.75
KAISER AUTO REPAIR	PARTS/SERV	453.23
LACKORE/BRIAN	CLOTHING ALLOWANCE	161.46
LARSON CONTRACTING CENTRAL	OVERHEAD DOOR REPAIR	1,415.00
MASON CITY RECYCLING	RECYCLE	3,814.80
MC2, INC.	MISC SUPPLIES	7,885.08
MERCY CLINICS	SERVICES	269.00
MID AMERICAN RESEARCH CHEMICAL	MISC SUPPLIES	70.69
MINE SAFETY APPLIANCES CO.	PARTS	4,688.44
MONCRIEF/DEKENDRICK	METER DEP REFUND	40.10
NORTH CENTRAL LABS	CHEMICALS	72.44
PITNEY BOWES	METER RENTAL	126.00
PUMP/LARRY	AUDIT SERVICES	11,200.00
RICOH USA	MAINTENANCE	1,184.40
SUN LIFE FINANCIAL	DEDUCTION	1,542.44
SWANSON/KEVIN	REIMBURSEMENT	50.00
TEST AMERICA LABORATORIES	TESTING	971.25
TYCO	SERVICES	219.21
UPS	UPS CHARGES	61.72
USA BLUE BOOK	MISC SUPPLIES	136.73
WHEELER WORLD	PARTS/SERV	10,534.09
WI SCTF	DEDUCTION	168.97
WILKEN AUTO SALVAGE	PARTS	475.00
Y M C A	DEDUCTION	366.00

FUND RECAP:			
	INVOICE SET		TOTAL FUND
FUND DESCRIPTION	1	2	DISBURSEMENTS
GENERAL FUND	3,816.11	18,411.63	22,227.74
CAP IMPROVEMENT RESERVE			-
CDBG FUND			-
DEBT SERVICE FUND			-
LIBRARY TRUST FUND			-
CEMETERY PERP CARE FUND			-
HOTEL/MOTEL TAX FUND			-
TIF FUND		3,187.50	3,187.50
STREET IMPRO PROJECT FUND			-
PARK IMPROVEMENT FUND		56,568.71	56,568.71
AQUATIC CENTER			-
ROAD USE FUND			-
EMPLOYEE BENEFIT FUND			-
LOCAL OPTION SALES TAX			-
WATER FUND		827.75	827.75
SEWER RENTAL FUND	400.00	15,279.89	15,679.89
ELECTRIC FUND	797.42	15,468.89	16,266.31
STORM WATER UTILITY FUND			-
CLEARING FUND			-
PAYROLL CLEARING FUND	41,097.32	2,959.99	44,057.31
TOTALS	46,110.85	112,704.36	158,815.21

Moved by Zehren, seconded by Wooldridge, to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruiter, Mayor