

AMENDED MINUTES
REGULAR MEETING
JANUARY 16, 2017

The City Council of the City of Forest City, Iowa, met in regular session on January 16, 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.

No one spoke under Public Forum.

Beth Bilyeu presented her Forest City Economic Development report to the Mayor and Council. FCED's primary activity has been their Industrial Marketing Plan. 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 for the Mayor and Council. Per Hertzler, the bikes have been ordered from the NIACOG grant funds, and the remaining funds will be used for the Farmer's Market. The Mayor and Council thanked Ms. Hertzler for the information presented. No action was taken on this report.

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

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

- 1) Council Minutes (1/3/17)
- 2) Board & Committee minutes from the Library Board (11/16/16), Park Board (1/9/17), Historic Preservation Commission (12/20/16), Heritage Park (1/3/17), and Airport Commission (1/10/17)
- 3) Invoices as presented
- 4) Class B Native Wine permit for Wild Prairie Primitives

Motion carried, with Wooldridge abstaining from the vote.

The Mayor and Council discussed a gambling license for the Fire Department. The Fire Department needs a gambling license for raffles that will be used as fundraisers leading up to and during the Fire Convention. Per Kathy Rollefson of the Chamber of Commerce, the cost for a license is \$150, and annual reports are required. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to move forward with a two-year gambling license. Motion carried unanimously.

Personnel Committee Chairman Tony Mikes led the discussion regarding the minutes from the 1/10/17 Personnel Committee meeting. He stated the Committee is in support of the payroll changes suggested by City Administrator/Clerk Barb Smith. After discussion, the Council took the following action:

Moved by Zehren, seconded by Wooldridge, to accept the Personnel Committee minutes from 1/10/17. Motion carried unanimously.

City Administrator/Clerk Barb Smith introduced the proposed wage matrix, which takes out the current entry step and Step 1, making the current Step 2 the entry (hiring) rate. The employee would then move up to the new Steps 1, 2 and 3 at their one, three, and five-year anniversaries. The matrix replaces the title of 'assistant superintendent' with 'foreman', and the title of 'Sanitation Foreman' to 'Sanitation Lead'. The matrix also includes a \$3.50 per hour wage increase for newly-appointment foremen, and an increase for current foremen to \$3.50 above the operator/laborer base rate for their department. In addition, the matrix includes a \$2.00 bump in pay for Program Director Amy Vrieze, as this position requires both education and certifications. After discussion, the Council took the following action:

Moved by Mikes, seconded by Davis, to approve the proposed wage matrix, effective 7/1/17. Motion carried unanimously.

The Mayor and Council discussed approving a Street & Sanitation Foreman position. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by West, to approve the position of Street & Sanitation Foreman, and to promote Andrew Faber to this position with a \$3.50 per hour wage increase. Motion carried unanimously.

City Administrator/Clerk Barb Smith presented a Deputy Clerk job description for the Council's approval. After discussion, the Council took the following action:

Moved by Zehren, seconded by Mikes, to approve the Deputy Clerk job description. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to pass a Resolution offering an incentive to current retirement-eligible full-time employees to give six months' advanced notice to the City Administrator or their Department Superintendent in writing of their intent to retire. The employee would be required to successfully complete their remaining six months to be entitled to this \$500 incentive, which they will receive with their final paycheck. After discussion, the Council took the following action:

Councilmember Holland introduced the following Resolution and moved its adoption. Councilmember Mikes 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. 16-17-24, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING AN INCENTIVE FOR FULL-TIME EMPLOYEES PROVIDING A SIX-MONTH WRITTEN RETIREMENT NOTICE.

City Administrator/Clerk Barb Smith led the discussion regarding City appointments, and noted that the position of Deputy Clerk had been added to the list. Barb would like to promote Valerie Monson to Deputy Clerk with a \$.25 increase now, and an additional \$.25 upon certification. She would also like to have Betty Burress become a Certified Finance Clerk. 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, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-25, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING CITY APPOINTMENTS FOR 2017.

Water/Wastewater Superintendent Kevin Reicks asked the Council to approve Pay Request No. 1 in the amount of \$91,323.50 from WHKS for Wastewater Treatment Plant RBC aeration. Per Reicks, the project is almost complete and will be finished this week. After discussion, the Council took the following action:

Moved by Holland, seconded by West, to approve Pay Request No. 1 in the amount of \$91,323.50 to WHKS for the Wastewater Treatment Plant RBC aeration. Motion carried unanimously.

Street Superintendent Mike O'Rourke led the discussion regarding parking on South 11th Street on the gravel road from J to I Streets and the additional block from I to G Streets. Several cars have been parking in this area, which is a hazard to traffic. O'Rourke requested permission to put up 'no parking' signs in this area.

The Mayor and Council discussed the 11th Street parking issue and suggested amending the current ordinance to add this area as 'parking by permit only' on both sides for the entire two-block area and to put up appropriate signage. The first reading for Ordinance No. 762 will be on the February 6, 2017, Council agenda.

Electric Department Manager Duane Kuhn led the discussion regarding quotes for fire and alarm monitoring system panels for the Light Plant. The Light Plant currently has a hard line from the Light Plant to the current LEC's panel, which will not be moved to the new LEC. The cost for a burglar/monitoring system is \$1511 from River City

Communications of Mason City. The cost of a fire system would be \$2198. Kuhn is suggesting only the monitoring system at this time, which will have an annual monitoring fee of approximately \$300. After discussion, the Council took the following action:

Moved by Buffington, seconded by Wooldridge, to approve the purchase of a burglar/monitoring system in the amount of \$1500 from River City Communications, Mason City, Iowa, for the Light Plant. Motion carried unanimously.

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

- The budget is almost complete, and a report will be prepared for the January 30th workshop.
- Bound council books have always been used for Council minutes, which cost approximately \$262 per book. Barb would like to go to 3-ring binders to save this expense and to make it easier to copy excerpts. The Council was in support of this change.
- The new server will be installed January 17th at City Hall, and the Sonic Wall was installed last week.
- Due to discontinued support, City Hall will have to move our website host, which will cost an additional \$200 per year.
- There will be resolutions at the next Council meeting to include an immediate \$.25 increase for the Deputy Clerk position, in addition to \$.25 increases for every water/wastewater certification achieved over Grade I and up to Facility Grade Level.
- City Hall will be installing key pads on the lower level doors to reduce public entry to restricted areas.

The following invoices were approved for payment:

ACS	REPLACEMENT BATTERY	248.34
ADVANCED SYSTEMS	MAINTENANCE	81.50
AFSCME - IOWA COUNCIL 61	DEDUCTION	424.79
AHEELA	SWIM SEASON DUES	100.00
AHLERS & COONEY PC	SERVICES	118.00
AIRGAS	CYLINDER RENTAL	26.90
AMERICAN RED CROSS	FACILITY FEE	300.00
ARAMARK	LAUNDRY SERVICE	94.15
BAKKE/STEVEN	SERVICES	10,066.89
BATTERY JUNCTION	BATTERIES	26.30
BILL'S FAMILY FOODS	MISC SUPPLIES	14.32
BMC AGGREGATES LC	CONCRETE SAND	55.98
BUCK/DUSTIN	REIMBURSEMENT	385.64
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	370.70
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	3,259.30
CONSOLIDATED ENERGY	OIL	150.00
CONTINENTAL RESEARCH	MISC SUPPLIES	282.57
CRYSTEEL	PARTS	22.00
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	209,610.49
DANCO SYSTEMS, INC.	MISC SUPPLIES	61.68
DITCH-WITCH OF MINN & IOWA	PARTS	103.57
DYNO OIL COMPANY, INC.	GENERATOR OIL	2,210.28
ENCORE ENERGY	SERVICES	3,311.95
ERNIE WILLIAMS LTD	PARTS/SERV	907.43
F C CHAMBER OF COMMERCE	HOTEL/MOTEL	10,768.76
F C ECON DEVEL CORP	HOTEL/MOTEL	3,589.58
F C FIRE DEPT	REIMURSEMENT	8,037.19
F C MUN UTILITIES	UTILITIES	16,577.95
FARMER'S CO-OP ASSOC	FUEL	6,850.70
FISHER SCIENTIFIC	MISC SUPPLIES	235.12
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	622.69
FOREST CITY FORD	PARTS/SERV	2,095.65
FOREST CITY VET CLINIC	CANINE SUPPLIES	90.60
GIFTS SEW SWEET	SERVICES/GROVES	95.40
GLOBE GAZETTE	SUBSCRIPTION	45.00
GRAHAM TIRE	TIRES	1,181.50
GROVES/JESSE	COLD WEATHER GEAR/GROVES	665.16
HANCOCK COUNTY AUDITOR	LOSST ELECTION	48.67
HEARTLAND ASPHALT	RETENTION	20,927.51
HERMEL WHOLESale	WATER	23.96

HYGIENIC LAB ACCTS RECEIVABLE	TESTING	82.00
I WIRELESS	SERVICES	136.20
INTERSTATE MOTOR TRUCKS	PARTS/SERV	993.72
IOWA LEAGUE OF CITIES	REGISTRATION/SMITH	15.00
JENSON/DOUG	REIMBURSEMENT	55.60
K I O W	ADVERTISING	465.40
KEGLER/SONI	REIMBURSEMENT	29.75
KIESLER'S POLICE SUPPLY	PISTOLS	6,915.12
KNAPPER OIL CO	FUEL	112.32
LANDFILL OF NORTH IOWA	LANDFILL COSTS	5,282.09
LARSON/NANCY	REIMBURSEMENT	14.92
LYLE'S SALES & SERVICE	SERVICES	89.09
MCMASTER CARR	MISC SUPPLIES	25.51
MONTGOMERY/TOM	UNIFORM ALLOWANCE	153.97
N I A C O G	TICKETS	1,899.40
NELSON PLUMBING & HEAT	PARTS/SERV	231.98
NEW YORK LIFE	DEDUCTION	360.12
NEXT GENERATION	SYSTEM SUPPORT	53.56
NO IA MEDIA GROUP	ADVERTISING	848.31
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	15.60
OFFICE DEPOT	OFFICE SUPPLIES	108.99
OLSON/BRANDON	METER DEP REFUND	150.00
OTIS ELEVATOR	SERVICES	642.50
PETTY CASH	REIMBURSE PETTY CASH	61.13
PRAIRIE ENERGY CO-OP	UTILITIES	144.54
PRINTING SERVICES INC	OFFICE SUPPLIES	183.98
QUILL CORPORATION	OFFICE SUPPLIES	119.27
RAYHONS SNOW SERVICE	SNOW REMOVAL	30.00
RAYHONS/DALE	EMT OFFICE SUPPLIES	173.54
RJ INDUSTRIES	DUMPSTER LINERS	510.00
SCHNEBLY'S "66"	OIL	912.10
SHOPKO STORES OPERATING CO	MISC SUPPLIES	105.55
TASER INTERNATIONAL	REPLACE TASER	999.52
TRIMBLE/DICK	SERVICES	3,445.44
UMMEG	STS COSTS	67,761.43
UMMEG-RUGBY	RUGBY FARM	26,945.45
UNITY POINT CLINIC	SERVICES/LIGHT	111.00
VALIC	DEDUCTION	765.00
VERIZON	SERVICES	548.65
WAGNER TIRE	TIRES/SERV	517.00
WATCHGUARD VIDEO	SQUAD CAR VIDEO	5,020.00
WCTA	SERVICES	1,609.71
WEISS/JASON	INITIAL ISSUE/WEISS	375.68
WESTOWN PLACE, LLC	GRANT	300,000.00
WI SCTF	DEDUCTION	168.97
WINDSTREAM	SERVICES	16.20
WINONA MECHANICAL, INC.	PAY REQUEST #1	91,323.50
BANKER'S TRUST	INTEREST	82,513.75
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	2,008.40
COLLECTION SERVICE CENTER	DEDUCTION	762.90
HERTZER/NORMA	SERVICES	2,500.00
IA ST TREASURER	SALES TAX	16,689.00
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT TAX	69.45
IPERS	IPERS	41,101.69
MID-WEST ROOFING	PARTS/SERV	27,204.76
MONSON/VAL	MILEAGE	125.28
PETTY CASH	PETTY CASH/START UP	278.78
TASC	DEDUCTION	2,916.24
TITONKA SAVINGS BANK	FEDERAL WITHHOLDING	67,008.07
TREAS, ST OF IOWA	STATE WITHHOLDING	11,216.26
U S POST OFFICE	POSTAGE/UTILITY BILLS	500.00
VOLTMER	PAY EST #7	4,422.13
WORLD PAY	WORLD PAY CHARGES	234.53

FUND RECAP:			
	INVOICE SET		TOTAL FUND
FUND DESCRIPTION	1	2	DISBURSEMENTS
GENERAL FUND	59,149.16	36,634.45	95,783.61
CAP IMPROVEMENT RESERVE			-
CDBG FUND			-
DEBT SERVICE FUND		52,250.00	52,250.00
LIBRARY TRUST FUND			-
CEMETERY PERP CARE FUND			-
HOTEL/MOTEL TAX FUND	14,358.34		14,358.34
TIF FUND	304,927.44		304,927.44
STREET IMPRO PROJECT FUND	20,965.01		20,965.01
PARK IMPROVEMENT FUND			-
AQUATIC CENTER			-
ROAD USE FUND			-
EMPLOYEE BENEFIT FUND			-
LOCAL OPTION SALES TAX			-
WATER FUND	3,190.17	108.14	3,298.31
SEWER RENTAL FUND	95,075.92	8,968.33	104,044.25
ELECTRIC FUND	325,380.77	38,752.49	364,133.26
STORM WATER UTILITY FUND			-
CLEARING FUND			-
PAYROLL CLEARING FUND	1,718.88	122,837.83	124,556.71
TOTALS	824,765.69	259,551.24	1,084,316.93

NOVEMBER RECEIPTS	
General Fund	190,393.71
Road Use Fund	46,307.77
Employee Benefit Fund	54,305.37
Local Option Sales Tax	67,161.56
Hotel/Motel Tax Fund	
TIF Fund	52,506.74
Park Improvement Fund	
Street Imp Project Fund	
Debt Service Fund	101,265.84
CDBG Fund	
Library Trust Fund	
Cemetery Perp Care Fund	
Water Fund	36,312.92
Sewer Rental Fund	206,911.54
Electric Fund	491,856.01
Storm Water Utility Fund	11,301.69
Payroll Clearing Fund	962.28
TOTALS	1,259,285.43
NOVEMBER NET SALARIES	147,607.48
DECEMBER NET SALARIES	180,174.92

The following gross salaries were reported as being paid for calendar year 2016:

EMPLOYEE NAME	YTD AMT
AKKERMANN/HELEN A	6,549.62
AKKERMANN/JUERN W	14,964.14
AMUNDSON/ERIC C	807.50
ANDERSON/HANNAH M	1,014.00
ANDERSON/RODNEY G	39,283.20
ANDERSON/TRENT	1,700.00
ANDERSON/TRENT J	33,760.88
ASCHENBRENNER/ELIZABETH	49,313.51
AUKES/MARK A	49,934.36
BAKER/JERICO J	1,417.05
BARTLESON/MITCHEL T	55,474.19
BENITEZ/ALEXENDER	287.50
BINA/CHAD R	59,196.05
BLOCKER/CALEB M	725.63
BOOK/ALLAN L	6,025.50
BOYER/MATTHEW W	1,340.00
BROWN/KYLE A	1,405.25
BUCK/DUSTIN R	979.88
BUFFINGTON/BRADLEY L	1,200.00
BURRESS/BETTY D	31,696.92
CARLSON/DANIEL E	50,275.20

CLARK/CODY L	627.00
COPPES/BARRY L	48,395.20
COPPES/TERESA A	1,645.62
COSGRIFF/CHRISTA M	51,676.00
DAVIS/DANIEL N	1,200.00
DILLAVOU/BREA K	1,216.80
DILLAVOU/JOSILIN T	1,176.61
DOUGLAS/JOSHUA M	52,783.12
EDEN/ADAM G	3,422.25
EDMONDSON/SUSAN M	58,175.20
EIDEN/ROSS W	50,237.39
FABER/ANDREW	1,160.00
FABER/ANDREW D	50,737.26
FLEMING/ALEX J	4,181.25
GEELAN/BRETT R	1,618.00
GERDES/CHAD	1,240.00
GERDES/CHAD M	53,116.58
GERDES/MATTHEW J	51,733.25
GUNDERSON/JOSEPHINE A	17,641.14
GUST/DOUGLAS P	1,030.00
HAGEN/DAWN R	3,274.07
HAGEN/DENNIS R	19,607.80
HALL/STEVE	1,808.02
HALLETT/THRESEA A	3,299.54
HANNA/STEVEN R	62,506.40
HAPPEL/SARRI A	1,848.39
HARMON/TYLER J	360.00
HARRINGA/KATHLEEN J	13,476.28
HAUGEN/STEPHEN C	60,185.56
HELLER/STEVEN D	46,023.20
HICKMAN/ADAM F	700.00
HOLKESVIK/ZACHARY L	58,856.00
HOLLAND/RONALD E	1,200.00
HOVENGA/CALEB R	2,676.86
HOVENGA/GRADY I	2,219.10
HUGHES/CHARLOTTE L	611.25
HULING/DENNIS D	600.00
JENSEN/MARCUS D	1,630.00
JENSON/DOUGLAS W	65,644.80
JOHNSON/MARK T	2,180.00
KEGLER/SONIA M	14,452.76
KEPHART/NANCY L	48,099.88
KINGLAND/MAKAYLA M	1,202.50
KLEIN/ANDREW R	243.00
KLEIN/ELIZABETH A	1,070.00
KLEVELAND/MADISON J	957.01
KNEBEL/KEVIN D	1,421.00
KNUDTSON/KALIN C	913.90
KORTHALS/MADISON M	236.80
KREIN/CHUCK L	374.45
KUHN/ANDREW V	906.50
KUHN/DUANE R	71,388.00
LACKORE/BRIAN J	57,295.59
LAGE/KELLI J	714.96
LAMBERT/MICAH L	810.30
LAMPING/BRADLEY S	1,710.00
LANGFALD/JOSEPH S	35,728.80
LARSON/NANCY L	5,004.74
LARSON/SPENCER A	241.25
LARSON/SPENSER JR	1,389.20
LECKRONE/LEVI D	50,390.68
LEVAD/JUDY L	21,182.34
LILLQUIST/STEVEN T	1,810.00
LUNNING/MARANDA S	1,457.80

MATHIASEN/MAGGIE T	1,796.71
MCOMBER/DIRK W	381.25
MEIER/JEFFREY J	1,070.00
MEINECKE/AMY M	1,500.25
MEINECKE/KIYA M	1,364.83
MERCY/KYLE F	2,280.00
MIKES/ANTHONY J	1,200.00
MILLER/ROSS M	929.16
MONSEN/DEE ANN	40,104.00
MONSON/VALERIE B	44,745.60
MONTAG/PHILLIP J	1,000.00
MONTGOMERY/ANDREW K	1,336.25
MONTGOMERY/KATHY E	51.00
MONTGOMERY/THOMAS O	68,644.86
MUENCH/NANCY K	1,366.63
MUENCH/SHANNON N	3,137.76
NELSON/NATHANIEL J	1,480.55
NOLTON/THOMAS J	2,010.00
NORDSKOG/BENJAMIN S	12,290.00
OLSON/ASHLEY M	935.25
OROURKE/MICHAEL J	66,703.20
OUDEKERK/DANA R	1,380.00
PETERSEN/MATTHEW T	1,324.60
PLATH/BRIAN D	1,693.00
PRICE/DOUGLAS A	51,373.60
RAYHONS/DALE V	60,428.28
REECE/ELLIE K	1,250.60
REICKS/KEVIN J	68,283.20
ROLLEFSON JR/ROGER A	67,646.82
ROSSMILLER/MATTHEW L	773.30
ROSSMILLER/WILLIAM J	3,118.50
RUITER/BYRON D	2,999.88
SAHR/RICHARD W	748.75
SCHAUMBERG/EMILY L	310.00
SCHAUMBERG/JAMES A	1,090.00
SCHAUMBERG/MATTHEW A	1,560.00
SCHMIDT/BRANDON	1,300.00
SCHMIDT/BRANDON L	42,366.09
SCHNEBLY/JARED RYAN	1,410.00
SEGERSTROM/EMMA K	984.20
SLATER/MADELINE D	584.60
SMITH/BARBARA A	15,384.60
SNITZER JR/ROBERT G	53,734.77
SNYDER/SAMUEL F	913.56
SORENSEN/KAITLYN N	1,234.43
SPOONER/TODD J	500.00
STEFFENSEN/WYATT J	1,665.30
STEVENS/TOM N	1,160.00
STOVER/SYDNEY M	1,098.90
STURGAL/JASON L	47,596.87
SWANSON/KEVIN R	68,974.61
THEEL/NATHAN E	1,605.45
THEEL/RYAN M	755.01
THOMPSON/ANGELA M	6,804.83
THOMPSON/REBECCA L	42,943.20
THORSON/SETH M	503.88
TILBERG/MALCOLM L	30,520.96
TWEETEN/LUKE T	2,129.12
TWEETEN/TRAVIS B	41,468.00
UMBAUGH/JACOB ROBERT	1,100.00
VAUGHAN/HANNAH L	2,484.54
VAUGHAN/PAULA K	938.90
VAUGHAN/RANDY J	895.40
VAUGHAN/STEVEN E	4,835.13

VOGT/MAKAYLA M	714.13
VRIEZE/AMY M	40,811.79
WEAVER/ANNA G	1,228.40
WELTON/JACOB C	1,109.86
WEST/JON E	1,200.00
WESTERBERG/JAY S	1,120.00
WOOLDRIDGE/KARL E	1,200.00
WUBBEN/MARK A	49,517.11
YEAGER/BRADLEY D	490.00
YEAGER/JEAN L	13,583.39
YI/STUART F	1,393.38
ZEHREN/DENNIS P	600.00
TOTAL 2016 GROSS WAGES	2,535,240.02

Moved by Wooldridge, seconded by Buffington, to adjourn the meeting at 8:24 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruiters, Mayor