

**REGULAR MEETING
FEBRUARY 6, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on February 6, 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.

Kathy Rollefson presented her Chamber of Commerce report for the Mayor and Council. Kathy said the Chamber is working on the annual meeting for February 21st, the community guide, and this summer's events. 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 (1/16/17)
- 2) Board & Committee minutes from the Library Board (12/21/16) and Historic Preservation Commission (1/17/17)
- 3) List of claims
- 4) Class C liquor license for Bear Creek Golf Course and a tobacco permit for Phoenix Marketing

Motion carried unanimously.

John Roisen was present at the meeting and updated the Mayor and Council on Bear Creek Golf Course. Per Roisen, the 2016 golf season was a good year for use; however, it was financially challenging due to weather, flooding, management changes/training, higher food costs, and green fees down due to coupon use. Improvements were also made at the course, including course maintenance, irrigation, and refinishing the deck. The deck was paid for with fundraising dollars. Total revenue at the course was up by 7%, and expenses by 11.7%. Membership will be increasing by 9% for 2017 to help offset these costs. The annual meeting of Bear Creek Golf Course will be Wednesday, February 8th.

Mr. Roisen discussed the need for new mowers and asked the Council's consideration for the City to lease the equipment to save approximately \$4,000 in sales tax, as the City is tax exempt. Bear Creek would then make payments to the City for the equipment lease. This item will be placed on the next regular Council agenda for further discussion.

Finally, Bear Creek is requesting the sixth annual city payment to satisfy the original \$100,000 payable note. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Buffington, to approve the Bear Creek Golf Course annual city payment in the amount of \$10,000. Motion carried unanimously.

The Mayor and Council discussed the KIOU marketing contract, which is for 400 advertising spots throughout the year at \$8.80 per spot. This is a total of \$3,520, which is the same contract price as last year. After discussion, the Council took the following action:

Moved by Zehren, seconded by Davis, to approve the KIOU Marketing contract for 2017. Motion carried, with Wooldridge abstaining.

The Mayor and Council discussed urban revitalization applications for Wayne & Gloria Johnson (416 N Hwy 69), Douglas & Shelley Turner (18552 Highway 9), and HS&S LLC (716 & 726 South 6th St). With the addition of these three applications, our total is \$1,461,774 in urban revitalization applications for 2017. After discussion, the Council took the following action:

Moved by Holland, seconded by Mikes, to approve the urban revitalization applications for Wayne & Gloria Johnson, Douglas & Shelley Turner, and HS&S LLC. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding Ordinance No. 762, which amends Section 69.20(A) of the Code of Ordinances of Forest City, Iowa, by adding additional areas to the residential permit parking area within the City of Forest City, Iowa. The area to be added to the "J" Street Residential Parking Permit Area includes: the area from 7th Street West to 11th Street, from "J" Street North to "L" Street, and 11th Street from "J" Street South to "G" Street. It will be required to show proof you live in that area to get a permit. After discussion, the Council took the following action:

Councilmember Buffington motioned to adopt Ordinance No. 762. Councilmember Zehren 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 motion carried. This represents the first reading of Ordinance No. 762. The second reading of Ordinance No. 762 will be at the February 20, 2017, Council meeting. Ordinance No. 762 is AN ORDINANCE AMENDING SECTION 69.20(A) OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, BY ADDING ADDITIONAL AREAS TO THE RESIDENTIAL PERMIT PARKING AREA WITHIN THE CITY OF FOREST CITY, IOWA.

The Mayor and Council discussed rescinding Resolution 16-17-24, which is a resolution approving an incentive for 6-month written retirement notice. After discussion, the Council took the following action:

Councilmember Wooldridge moved that Resolution 16-17-24 now be rescinded. Councilmember Holland seconded the motion. A roll call vote was requested and the vote was AYES: Buffington, Davis, Holland, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared the Resolution duly rescinded.

City Administrator/Clerk Barb Smith asked the Council to pass an amended Resolution to offer a one-time pay increase (included with their final payroll but on a separate paycheck) to any full-time city employee who is of Social Security or IPERS retirement age that notifies the City Administrator or their Department Superintendent in writing of their intent to retire six months prior to the retirement date and successfully completes said six-month period. 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. 16-17-24 (Amended), a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING AN INCENTIVE FOR SIX-MONTH WRITTEN RETIREMENT NOTICE.

City Administrator/Clerk Barb Smith asked the Council's approval of a resolution offering a certification incentive, which would amount to \$.25 per certification up to facility grade level for the Water/Wastewater Department, as well as a \$25 increase upon completing certification as Finance Clerk and Deputy Clerk. After discussion, the Council took the following action:

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

Resolution No. 16-17-26, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING AN INCENTIVE FOR CERTIFICATIONS.

City Administrator/Clerk Barb Smith asked the Council to approve the addition of the Deputy Clerk position to the wage matrix. After discussion, the Council took the following action:

Moved by Mikes, seconded by Wooldridge, to add the position of Deputy Clerk to the pay matrix, currently \$.25 an hour above the position of Personnel Coordinator. Motion carried unanimously.

The Mayor and Council discussed the FY 2018 proposed budget and rate increases. After discussion, the Council took the following action:

Moved by Holland, seconded by Buffington, to proceed with the budget and proposed rate increases, reducing the CIP increases by half of the proposed rate. A roll call vote was requested and the vote was AYES: Buffington, Davis, Holland, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to pass a resolution setting the date for a Public Hearing for the FY 2018 Budget. After discussion, the Council took the following action:

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

Resolution No. 16-17-27, a Resolution found in Resolution Book 16-17. A RESOLUTION SETTING DATE OF A PUBLIC HEARING FOR THE CITY OF FOREST CITY'S BUDGET FOR FISCAL YEAR 2018. The Hearing will be held at 7:00 p.m. on March 6, 2017, in the Council Chambers of City Hall, Forest City, Iowa.

The Mayor and Council discussed the Wastewater Lease Agreement in the amount of \$3,058 between the City of Forest City and Todd Lewis. This amount is the same as last year. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to approve the Wastewater Lease Agreement in the amount of \$3,058 between the City of Forest City and Todd Lewis for 2017. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to pass a resolution accepting the CAT grant. After discussion, the Council took the following action:

Councilmember Mikes 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. 16-17-28, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING THE ACCEPTANCE OF THE COMMUNITY & TOURISM GRANT IN THE AMOUNT OF \$624,501 FOR CONSTRUCTION OF THE HANSON FINE ARTS CENTER.

City Attorney Bakke asked the Council to pass a resolution setting the date for a Public Hearing on the transfer of property located at 836 West M Street to Doug & Jean Yeager. This is due to the discovery of an error in the description of the previous proceeding regarding vacation of "M" Street and the 33' piece of property that should have been included in the transfer. After discussion, the Council took the following action:

Councilmember Zehren 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. 16-17-29, a Resolution found in Resolution Book 16-17. A RESOLUTION SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON THE TRANSFER OF PROPERTY LOCATED AT 836 WEST "M" STREET, FOREST CITY, IOWA, FOR FEBRUARY 20, 2017, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF CITY HALL, FOREST CITY, IOWA.

The Mayor and Council discussed the date for the next regular Council meeting on February 20th, as it is President's Day and a paid City holiday. No action was taken on this discussion, and the meeting will remain on the 20th.

City Administrator/Clerk Barb Smith led the discussion regarding Low to Moderate TIF Set Aside Programs. Economic Development currently has a housing committee, but they do not fall under the City of Forest City. Barb would like to create a housing commission made up of representatives from both banks, Winnebago Industries, 3M, Beth Bilyeu of Economic development, City Attorney Bakke, herself and possibly advisory realtors. The Commission would meet to discuss programs to be funded with the LMI funds. Some program suggestions made by the Council included: Habitat for Humanity, flipping houses, new low to moderate income houses, CDBG projects, and down payment assistance. The committee would also set objectives for this program. This item will be on a forthcoming Council Agenda for the Council to select the members for this committee. No further action was taken on this issue.

City Administrator/Clerk Barb Smith asked the Council for approval for her and Valerie Monson to attend the Iowa Employment Conference on April 5th & 6th at Prairie Meadows. Per Barb, this is a very informative conference and provides excellent information regarding human resources, discipline, labor law, discrimination, insurance, etc. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, approving Barb Smith and Valerie Monson to attend the Iowa Employment Conference. This motion included a request for a written or verbal report following the conference. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council's approval to change council packet distribution from Thursday to Friday at noon before a Council meeting. This change will hopefully eliminate the need for amended agendas. After discussion, the Council took the following action:

Moved by Davis, seconded by Zehren, to move Council Agendas to a Friday noon deadline. Motion carried unanimously.

City Supervisors provided the following staff reports:

- Police – Preparations for Treetown are going well. The Forest City Community Schools are now online and viewed by the FCPD. Dustin Buck will be attending the next regular meeting to provide information regarding the 1033 program and benefits received by the FCPD from it, which recently included a new laptop for the Police Chief.
- Street & Sanitation – Superintendent O’Rourke commended his staff for their excellent efforts in snow removal and keeping Forest City streets in great shape. Due to the large amounts of snow this winter, including 11” between January 24th & 25th, necessary equipment repairs are needed. The Mayor commended the Street Department for doing a great job.
- The Water/Wastewater Department is working to eliminate sanitary sewer overflow and stay within DNR guidelines. The City will not have to complete another study for five years.
- The Electric Department has been working on underground faults on Hillhaven Drive. The need for a Thaw Dog (\$3,000) was discussed.
- City Administrator/Clerk Barb Smith listed projects that will be worked on soon, which include: emergency plan, handbook, downtown zoning, and a property maintenance code.

The following invoices were approved for payment:

VENDOR NAME	DESCRIPTION	AMOUNT
Advanced Systems	Maintenance	\$ 37.18
AFLAC	Insurance	\$ 1,707.60
AFSCME/Iowa Council 61	Deduction	\$ 424.79
Amer Water Works Assoc	Membership/Reicks	\$ 360.00
Barb Smith	Mileage	\$ 32.42
Black Hills Energy	Gas For Heat	\$ 2,945.63
BMC Aggregates	Concrete Sand	\$ 571.41
Bomgaars	Misc Supplies	\$ 535.37
Canon Financial Service	Lease Payment	\$ 148.66
Central Salt	Bulk Salt	\$ 7,451.57
Computer Systems Unlimited	Parts/Service	\$ 6,736.50
Continental Research	Misc Supplies	\$ 579.15
Craig Aukes	Reimb Cemetery Plot	\$ 200.00
Creative Product Sourcing	Dare Supplies	\$ 12.25
Dearborn National	Deduction	\$ 640.53
DGR Engineering	Engineering Services	\$ 4,357.20
Duane Kuhn	Reimbursement	\$ 188.16
Dustin Buck	Reimbursement	\$ 523.15
Eddy's Glass & Door	Services	\$ 142.00
Ernie Williams Ltd.	Parts	\$ 172.57
Farmer's Co-op Assn.	Fuel	\$ 5,319.81
FC Chamber of Commerce	Rebate/N Boyd	\$ 25.00
FC Municipal Emp Assn	Deduction	\$ 40.92
FCMU	Utilities	\$ 17,391.59
Fidelity Security	Insurance	\$ 88.69
Fletcher-Reinhardt	Electrical Supplies	\$ 911.71
Forest City Ford	Parts/Service	\$ 35.45
Full Circle Plows	Parts/Service	\$ 178.75
Grainger	Boot Ice Chains	\$ 515.44
Hawkins	Chemicals	\$ 1,387.03
Hotsy Equipment	Misc Supplies	\$ 24.00
I Wireless	Services	
Interstate All Battery Center	Batteries	\$ 70.41
Iowa Insurance Division	State Filing Fee	\$ 46.00
Iowa One Call	Services	\$ 14.50
Iowa Utilities Board	Assessment	\$ 3,918.00
Irby	Electrical Supplies	\$ 278.72
Landfill of North Iowa	Membership Dues	\$ 5,603.85
Larson/Nathan	Compliance Check	\$ 100.00
Mason City Recycling	Recycle	\$ 3,814.80
Menards	Keypad Locks	\$ 445.00
Mercy Clinics	Drug Screen	\$ 23.00
MOCIC	Membership	\$ 100.00
Municipal Supply, Inc.	Touch Pad Gun Repair	\$ 448.00
Nelson Plumbing & Heating	Parts/Service	\$ 429.50
NIACOG	Tickets	\$ 2,253.70
NICAO	Meter Deposit Refund	\$ 175.00
NICAO	Energy Asst Refund	\$ 206.69
North Central Labs	Chemicals	\$ 111.03
Northern Safety	Misc Supplies	\$ 99.69
Pedersen/Mike	Services	\$ 350.00
Pitney Bowes	Maintenance	\$ 73.74
Pollard Water	Misc Supplies	\$ 523.44

Quill	Office Supplies	\$	202.44
Reinig/Logan	Meter Deposit Refund	\$	67.37
Richard Caldwell	Services	\$	300.00
Scoopy Doo's	Gift Cards	\$	100.00
Sensus Technologies	Support Renewal	\$	1,665.98
Subway	Gift Cards	\$	100.00
Sun Life Financial	Deduction	\$	1,600.24
TASC	Admin & Renewal Fees	\$	2,146.44
Taser International	Taser Cartridges	\$	288.72
Test America Laboratories	Testing	\$	777.00
Tom Montgomery	Reimbursement	\$	111.20
U S Plastics Corporation	Misc Supplies	\$	92.42
U.S. Bank	Credit Card Charges	\$	430.25
Uline	Misc Supplies	\$	343.99
Ultramax	Ammunition	\$	237.80
UMMEG	Membership Dues	\$	500.00
Unity Point Clinic	Membership Dues	\$	100.00
UPS	UPS Charges	\$	71.46
USA Blue Book	Misc Supplies	\$	268.48
Valic	Deduction	\$	840.00
Verizon	Services	\$	548.51
Walrod/Annette	Meter Deposit Refund	\$	175.00
WCTA	Services	\$	1,524.16
WebWise Solutions Inc.	Domain/Host Fees	\$	390.00
Wellmark BC/BS	Insurance	\$	43,152.22
WHKS	Services	\$	650.00
WI SCTF	Deduction	\$	168.97
Windstream	Services	\$	16.20
Winnebago Co. Auditor	Meter Deposit Refund	\$	33.52
Winnebago Co. Auditor	Communication Costs	\$	45,390.97
YMCA	Deduction	\$	386.00
Ziegler, Inc.	Ice Blades	\$	506.46
TOTAL		\$	175,955.40

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 9:30 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruitter, Mayor