



CITY OF FOREST CITY

305 NORTH CLARK STREET ■ P.O. BOX 346 ■ FOREST CITY, IA 50436
(641) 585-3574 ■ FAX (641) 585-4502

COUNCIL AGENDA

CITY HALL COUNCIL CHAMBERS, 305 NORTH CLARK STREET, FOREST CITY, IA
FEBRUARY 20, 2017 – 7:00 P.M.

CALL TO ORDER:

ROLL CALL:

PUBLIC FORUM: This is a time set aside for comments from the public on topics of City business other than those listed on this agenda. Please understand that the Council will not take any action on your comments at this meeting due to requirements of the Open Meetings Law, but may do so at a future meeting. The Mayor and City Council welcome comments from the public; however, at no time is it appropriate to use profane, obscene, or slanderous language. The Mayor may limit each speaker to five minutes.

COMMUNITY REPORTS:

- 1) Forest City Economic Development
- 2) Grow Forest City

APPROVAL OF AGENDA:

APPROVAL OF THE CONSENT AGENDA:

- 3) Council Minutes – February 6, 2017
- 4) Board & Committee Minutes
 - a. Park Board (2/13/17)
 - b. Library Board (1/18/17)
- 5) List of Claims
- 6) Licenses & Permits
 - a. Road to Treetown liquor license

BUSINESS:

- a. Water/Sewer Bill – Rex Taylor
- b. Dustin Buck, Forest City Police Department, 10-33 Program
- c. Ordinance No. 762 – Parking Permit Amendment, Second Reading
- d. Ordinance No. 762 – Parking Permit Amendment, Waiving of Third Reading
- e. Payroll Change Notice – Matt Gerdes (Step 2 - \$21.62)

STAFF REPORTS:

ADJOURNMENT:

Agenda Overview

February 20, 2017

- Item #7 Rex Taylor has requested to talk with the council in-reference to his water/sewer bill. He stated that he had a renter move out and they apparently turned the heat off. A pipe broke sometime during the week of Christmas. He is asking for water and sewer forgiveness over what he normally pays at this address. I explained to him that the council has never done this in the past, but he wanted to plead his case. ***Reminder---if you do this, you will be setting a precedence for others to get these credits.
- Item #8 Dustin Buck will be in attendance to report to the council the items that are on loan or “purchased” through the 10-33 program for police departments.
- Item #9 This is the second reading of the parking permit ordinance amendment.
- Item #10 If we have 6 or more council members present, we can motion to waive the third reading of the parking permit ordinance. If there are less than 6 members present (including call in members), we cannot waive the third reading.
- Item #11 Matt Gerdes is due to receive a step increase to \$21.62. Matt works in the Police Department.



Grow Forest City – Activity Jan 18 - Feb 16, 2017 Report

Norma Hertzler, Marketing Director

1. Website: forestcityia.com
 - News page updates: AnDa Union Community Concert
 - AnDa Union event and link added to Homepage
 - Assisted as needed in transferring site to new host Coloff Digital
- 2.. Advertising & Media:
 - Placed 3 Summer tourism ads in regional guides.
 - AnDa Union banner and Summit interview
3. Events -
 - Forest City Christmas - photography & social media
 - Forest City event calendar updates
 - Chamber Winter Promotion social media and website posts
 - Medallion Hunt social media and website posts
4. Parks and Recreation-
 1. Winnebago Outdoor Adventure Race - placed advertising.
 2. Coordinated website move to a new host.
 3. Purchased new plug in for online sign ups.
 4. Assisted in setting up payment system
 5. Assisted in creating new forms for Summer Programming
5. Forest City Community Guide - working with the Chamber to produce the 2017 guide.
Completed graphic design work, edits and ads for the guide.
6. Forest City Bike Share - coordinating purchase of bikes and bike racks, branding.
7. Forest City Welcome Signs: Working with Eastvold Landscaping on plans for plantings around both signs.
8. Forest City Trails: Coordinating RFPs for a professional trail plan.
9. Coordinated new host and updates for City of Forest City website.
10. Updated Forest City listing on IA Tourism website.
11. Social Media: Facebook (50 posts), Twitter(34 posts)
Messages: Jobs in Forest City, Pinewood Durby, Mug and Muffins, AnDa Union community Concert, FC Library Dr. Seus event, Waldorf Winter Choir, Dancing with the Stars, Road to Tree Town, MOPS Galentines party, Donuts at Bills, Archery range, FC Theatre, Super Bolt Sale at Quilted Forest, Valentines Dance at FC Parks and Rec., Golf Packages.

Meetings

Forest City Trails Meeting
Legislative Forum
Zach Manheimer meeting -
Waldorf Marketing - Anda Union
Parks and Rec - Set up new forms for summer programming
Chamber Board Meeting
FCED Board Meeting
Waldorf - State Track meeting
Meeting with local resident regarding a possible new event
City Council Meetings
Forest City Bike Share Meeting

MINUTES

PARKS & RECREATION BOARD

REGULAR MONTHLY MEETING

Monday, February 13, 2017

PARKS & REC OFFICE 5:30PM

CALL TO ORDER

Called to order by Jason Bruckhoff; Board Members present: Missy Reynolds, Mike Johnson, Mary Beth Barnes and Jason Bruckhoff. Also present were: Director Sue Edmondson; Park Supt. Tuff Anderson; Treasurer Barb Smith. Absent: Chad Reece.

ADDITIONS OR CORRECTIONS TO AGENDA

- Copy Machine
- Rotary Grant

APPROVAL OF MINUTES FROM LAST MEETING

Motion by Missy Reynolds, Second by Mike Johnson, Motion carried

APPROVAL OF INVOICES

Motion by Missy Reynolds, Second by Mike Johnson, Motion carried

NEW BUSINESS

Brickstreet Theatre

- Sue met with Stacy LaMoore to talk about the musical "Suessical" to be performed as the Parks & Rec "Brickstreet Theatre" play this summer
- All practices will be in June and the play will be the end of June
- Park and Rec pays for all the rights and printing
- Park and Rec gets half of the proceeds
- Discussion about fees
 - \$25 last year to get program off the ground
 - \$40 this year

Kiosk at Campground

- Randy Vaughan called Sue about an Eagle Scout project
 - Sue suggested a kiosk at the entrance of the campground for his project – he will talk to Jim Brockhohn and they will meet again in a month

Adventure Race

- Norma wants to get busy with it this month if possible

- Would like to have a meeting before the end of February
- Chad was asking Sam Jefson to be race director
 - Potential for him to be paid if he requests it

Other

- Office Copy Machine
 - Not dark enough, double imaging, and yellow lines on copies
 - Marco service agreement
 - Discussion of getting bids from other places too
- Rotary Grant
 - Sue got an email from Scott Meinders about a \$10,000 Rotary grant and looking for suggestions on how to use it. Sue will get back to him with a few questions from the Park Board.
 - Discussion of entrance sign at pool
 - Sue contacting Mark Jenkins to see if anything can be done about the bricks separating under the Aquatic Center entrance sign.
 - Discussion of gazebo and picnic tables at the pool
 - Questions about how money comes
 - Build with Bags Grant
 - Due next month
 - Tell Barb what is wanted and she will write the grant
 - Need a letter from Bill's about being accredited, supportive of the project, stating they recycle bags....Sue will talk to Korths
 - Barb also mentioned a paint grant
 - She will write the grant if paint is needed

OLD BUSINESS

Rec Report, Sue

- Letter sent out to lifeguards for a March 11th meeting
 - Filling out tax forms , getting suit, t-shirt and sweatshirt sizes
- 4-6 grade basketball league ends this week
- 7-8 grade basketball league starting March 6
- Valentine Dance, 70 kids in attendance
- March Baseball/Softball Rec Report out next week to schools and also on facebook
- Working on Summer Brochure now
- Alumni info is out to teams and officials
 - Tournament Dates: March 31-April 2
 - Will have a "3 Point Shootout" & "Spotshot Contest" to highlight the "30th" year
- Sunday night basketball league still going well
- Still working on website for registration
- Kevin Reicks is going to become CPO certified

Park Report, Tuff Anderson

- New trail needs to be seeded
- Needs to call Lakeside to smooth out the outfield at new diamonds and reseed
- Entrance at south side of bridge and two other areas at Pammel Park are rough and need some work done, Tuff looking into what can be done
- Sounds like summer help will be returning and bringing another person, so possibly have 4 employees
 - Discussion of what pay should be for summer help
 - Work May-mid August, 40 hrs per week
 - Barb will run some numbers to see what can be done
- Discussion of snow being piled in campground
 - Per Barb there is no place to go with it and if it is not cleaned up in the Spring she wants to know
 - Barb suggested that her, Mike and Tuff sit down together to discuss workable places for snow

Work Orders

- None

ESPN Fund

- \$35,747.24 currently in fund
- Discussion of safety surface and additional picnic tables

Other

- None

ADJOURN

Motion made by Mary Beth Barnes, Second by Mike Johnson, Motion carried.

Forest City Public Library
Board of Trustees Meeting
January 18, 2017

The Forest City Library Board of Trustees met in a regular session on Wednesday, January 18, 2017, in the public library. Members present included Marge Fitzgerald, Tracy Broesder, Beth Tjarks, and Gail McCarthy. Absent were John Lund, Sue Pannkuk, Shandra SarasioMeyer, Joyce Kasper, and Patty Bolinger. Tracy called the meeting to order at 5:00 pm. Minutes were approved. Since a quorum was not present an email will go out for board members to approve the invoices.

Old Business:

1. Winnie the Pooh party is January 21 from 11 am to 1230 pm for ages 3--8. 8 kids have signed up.

New Business:

1. Cat in the Hat party will be held on March 4
2. Budget workshop for supervisors is January 30
3. Handouts on starting a Friends of the Library organization were handed out. Next month bring names of potential core group members
4. Board Training was on organizing a friends group

Director's report:

1. A 2/12 year girl fell out front of the library Friday and cut her chin open. Paramedics were called and family took her to the Britt clinic.
2. Front door handicapped button did not work Saturday and put a sign up stating out of order. Eddy's came on Monday and fixed it. This is just one of the times the doors have issues.
3. Furnace is having issues starting in the mornings. The switch has to be turned off and on a few time to get the furnace on. When the temperature is set on 70 degrees the furnace goes to 80 degrees. When the furnace is set to 68 degrees the temperature drops below 68.
4. Adult coloring will begin January 26 on every Thursday afternoon.

Barb Smith, City Administrator/Clerk, attended the meeting.

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

Item 5

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				
ADVANCED SYSTEMS	MAINTENANCE	81.50	90169	2/20/17
AFSCME - IOWA COUNCIL 61	DEDUCTION	424.79	90189	2/20/17
AGVANTAGE FS	BULK OIL	812.79	90183	2/20/17
AHLERS & COONEY PC	LEGAL SERVICES	38.00	90132	2/20/17
AIRGAS	CYLINDER RENTAL	26.90	90133	2/20/17
AMERICAN CASTING & MFG	PARTS	454.20	90196	2/20/17
BETH ASCHENBRENNER	BLS RENEWAL	104.00	90162	2/20/17
BATTERY JUNCTION	FLASHLIGHT/BATTERIES	40.33	90192	2/20/17
BILL'S FAMILY FOODS	MISC SUPPLIES-141495	132.31	90135	2/20/17
BLUE CROSS-BLUE SHIELD	INSURANCE	41,333.18	90136	2/20/17
BMC AGGREGATES LC	CONCRETE SAND	376.72	90134	2/20/17
BORDER STATES ELECTRIC	ELECTRICAL SUPPLIES	428.54	90157	2/20/17
BROWN SUPPLY	PARTS	1,135.08	90138	2/20/17
CINTAS FIRST AID	MISC SUPPLIES	71.42	90137	2/20/17
COMPUTER SYSTEMS UNLIMITED	SERVICES	1,115.00	90190	2/20/17
D & D SALES	HI VIS CLOTHING	652.75	90186	2/20/17
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	126,455.18	90140	2/20/17
DES MOINES STAMP MFG	INK PAD	29.00	90141	2/20/17
DXP ENTERPRISES, INC.	PARTS	254.65	90197	2/20/17
ELECTRONIC SPECIALTIES	ANTENNA	27.00	90143	2/20/17
ELITE K-9	CANINE SUPPLIES	63.45	90181	2/20/17
ENCORE ENERGY	SERVICES	3,472.34	90172	2/20/17
F C CHAMBER OF COMMERCE	REBATE/M ERDMAN	50.00	90139	2/20/17
FARMER'S CO-OP ASSOC	FUEL	341.29	90145	2/20/17
FIRE RESCUE SPECIALTY	PARTS/SERV	67.00	90202	2/20/17
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	587.43	90185	2/20/17
FOREST CITY VET CLINIC	CANINE SUPPLIES	15.00	90144	2/20/17
G & H MOTOR PARTS	PARTS	1,406.12	90148	2/20/17
G C DISTRIBUTING	BAGS	2,961.64	90188	2/20/17
GALL'S	MISC SUPPLIES	92.91	90191	2/20/17
GRAINGER	MISC SUPPLIES	52.40	90180	2/20/17
HAWKEYE TRUCK EQUIP	PARTS	182.18	90198	2/20/17
HERMEL WHOLESALE	WATER	23.96	90166	2/20/17
HMR SUPPLIES	MISC SUPPLIES	293.42	90179	2/20/17
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	101.50	90159	2/20/17
IA ASSN OF MUN UTIL	MEMBER DUES	7,133.00	90142	2/20/17
IOWA LEAGUE OF CITIES	MEMBERSHIP-BURRESS	100.00	90152	2/20/17
IRBY	ELECTRICAL SUPPLIES	113.40	90167	2/20/17
K I O W	ADVERTISING	281.60	90150	2/20/17
KAISER AUTO REPAIR	PARTS/SERV	986.80	90151	2/20/17
LANDFILL OF NORTH IOWA	LANDFILL COSTS	4,039.92	90173	2/20/17
LAW ENFORCEMENT TARGETS, INC	TRAINING TARGETS	47.00	90203	2/20/17
MCMASTER CARR	MISC SUPPLIES	221.53	90184	2/20/17
MERCY CLINICS	SERVICES	87.00	90194	2/20/17
MIDWEST WHEEL COMPANIES	PARTS	114.56	90161	2/20/17
VAL MONSON	HUMAN RES SOFTWARE	164.95	90193	2/20/17
N I A C O G	TICKETS	1,910.81	90154	2/20/17
NELSON PLUMBING & HEAT	WATER DEPT	574.99	90168	2/20/17
NEW YORK LIFE	DEDUCTION	360.12	90153	2/20/17
NEXT GENERATION	SYSTEM SUPPORT	185.13	90170	2/20/17
NO IA MEDIA GROUP	ADVERTISING	1,497.74	90158	2/20/17

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**ACCOUNTS PAYABLE ACTIVITY
 CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
OFFICE DEPOT	OFFICE SUPPLIES	325.76	90171	2/20/17
ON SITE HEAT-ROCHESTER	THAW BOX	305.30	90199	2/20/17
PITNEY BOWES	TAPE STRIPS	39.09	90155	2/20/17
POLLARD WATER	MISC SUPPLIES	195.87	90174	2/20/17
PRAIRIE ENERGY CO-OP	UTILITIES-AIRPORT	145.27	90149	2/20/17
PRO PARTS OF IOWA	PARTS	179.00	90200	2/20/17
QUILL CORPORATION	PRINTER	199.99	90165	2/20/17
SCHNEBLY'S "66"	FUEL	353.96	90156	2/20/17
TASER INTERNATIONAL	BATTERY/CARTRIDGE	366.28	90187	2/20/17
TITAN MACHINERY	PARTS	616.91	90164	2/20/17
TRANS IOWA EQUIPMENT	PARTS	336.49	90163	2/20/17
ULTRAMAX	AMMUNITION	552.00	90182	2/20/17
UMMEG	STS COSTS	68,920.24	90178	2/20/17
UMMEG-RUGBY	RUGBY FARM	18,521.03	90177	2/20/17
UNITY POINT CLINIC	SERVICES	111.00	90160	2/20/17
VALIC	DEDUCTION	840.00	90195	2/20/17
WHEELER WORLD	PARTS	1,612.14	90175	2/20/17
WI SCTF	DEDUCTION	168.97	90176	2/20/17
WM. W. NUGENT & CO.	PARTS	549.88	90201	2/20/17
**** PAID TOTAL ****		295,861.71		
***** REPORT TOTAL *****		295,861.71		

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ACCOUNTS PAYABLE ACTIVITY
CLAIMS FUND SUMMARY

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	18,920.69		
600	WATER	2,127.15		
610	SEWER	477.01		
630	ELECTRIC	230,873.31		
740	STORM WATER	336.49		
811	PAYROLL CLEARING FUND	43,127.06		

Item 7

Forest City City Council
Forest City, IA

2/6/17

Rex Taylor
3516 Wheelerwood Rd.
Hanlontown, IA 50444

To whom it may concern:

I am owner of a residence located at 505 North 11th St. which has been used as a rental property ever since my wife and I acquired it many years ago. In Nov. our renter moved out and we are not sure if he turned the heat down upon leaving or not, as it turned out a water pipe evidently froze during the sub-zero temperatures at Christmas time. Everything seemed normal upon checking the house at Christmas time, evidently when it warmed upon in early January the pipe thawed and leaked approximately 206,000 gallons of city water.

I respectfully request the city reduce the existing utility bill since it was clean water that all went down the floor drain and nothing went through the septic system.

Respectfully yours,

Rex and Connie Taylor

CITY OF FOREST CITY

P.O. BOX 346
FOREST CITY, IOWA 50436
PHONE 585-3574

SERVICE AT 505 NO 11TH ST DATE 1/27/2017

ADDRESS
SERVICE
REQUESTED

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE
PERMIT NO. 2

CHARGES	PREVIOUS METER READING	PRESENT	USAGE	AMOUNT
PREV BAL				43.59
PYMT				43.59-
GB				4.12
RC				2.41
C	48435	48436	1	.11
CUST CHG				9.05
WA	1789500	2005700	216200	517.99
SR				1,356.19
SS				5.00
TAX				36.90

AMOUNT DUE NOW
\$ 1,931.77

ACCOUNT NUMBER
008-3499-00-04

Thank You

AFTER 2/20/2017
PAYS 1,960.75

PLEASE RETURN THIS STUB WITH YOUR PAYMENT

AFTER 2/20/2017 PAYS 1,960.75 **AMOUNT DUE NOW**
\$ 1,931.77

REX TAYLOR
3516 WHEELERWOOD RD
HANLONTOWN IA 50444-7512

SERVICE DATES
PREVIOUS 12/20/2016
PRESENT 1/20/2017

008-3499-00-04

ACCOUNT NUMBER



ORDINANCE NO. 762

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.

BE IT ORDAINED by the City Council of the City of Forest City, Iowa, that:

SECTION I. That Chapter 69.20(A) is hereby amended by adding additional areas to the residential permit parking area, amended section 69.20(A) to read as follows:

69.20 J Street Residential Parking Permit

A. Establishment. The "J" Street Residential Parking Permit Area shall be as follows; an 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**. Any street within the above described area or any street which acts as a boundary shall include both sides of the street.

SECTION II. That all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION III. If any section, provision, or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole, or any section thereof, or part thereof, not adjudged invalid or unconstitutional.

SECTION IV. This ordinance shall be in full force and effect upon its final passage, approval and publication as required by law.

SECTION V. This ordinance shall be in full force and effect for one year after its passage at which time it shall be null and void and no longer enforceable.

Passed by the Council this ____ day of February, 2017.

[] Approved this ____ day of February, 2017.

____ Veto

Byron Ruiter, Mayor

ATTEST: _____
Barbara Smith, City Clerk

Item 11

PAYROLL CHANGE NOTICE

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGES(S) IN YOUR RECORDS TO TAKE

EFFECT 2/14/2017

EMPLOYEE Matt Gerdes

EMPLOYEE NUMBER 111011034

THE CHANGE(S)

CHECK ALL APPLICABLE BOXES		FROM	TO
DEPARTMENT	BASE PAY	21.1300	21.6200
JOB	LONGEVITY PAY		
SHIFT			
RATE	TOTAL PAY	21.13	21.62
	ANNUAL RATE		

REASON FOR THE CHANGE(S)

- HIRED
 - RE-HIRED
 - PROMOTION
 - DEMOTION
 - TRANSFER
 - LONGEVITY INCREASE
 - UNION SCALE
 - PROBATIONARY PERIOD COMPLETED
 - LENGTH OF SERVICE INCREASE
 - RE-EVALUATION OF EXISTING JOB
 - RESIGNATION
 - RETIREMENT
 - LAYOFF
 - DISCHARGE
- LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

OTHER: (EXPLAIN)

STEP 2

Per the union contract, Matt will move up a step on his anniversary date.

CHANGE AUTHORIZED BY *[Signature]* DATE _____
CHANGE AUTHORIZED BY _____ DATE _____