

**REGULAR MEETING  
MARCH 6, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on March 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, Wooldridge, Zehren (via telecom). Absent: West.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the FY 2018 Budget. 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 7:01 p.m.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the transfer of property located at 836 West M Street. 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.

Under Public Forum, Pastor Doug Farrell of Calvary Baptist Church requested the Council's consideration to be taken off peak demand. Per Farrell, the church had been put on peak demand due to high usage during Bible School four years ago, and they have remained on demand since. They had been told that once you are put on peak demand, you will always be on it. Their current bill is \$300 higher than it was before peak demand billing. Electric Department Manager Duane Kuhn and City Administrator Clerk Barb Smith will meet with the church this week to discuss their billing. No further action was taken on this issue.

Kathy Rollefson presented her Chamber of Commerce report for the Mayor and Council. The Chamber is currently working on organizing Puckerbrush Days and the Community Guide has been sent to print. The Mayor and Council thanked Ms. Rollefson for the information presented. No action was taken on this report.

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

Mayor Ruitter welcomed the Boy Scouts in attendance, who are working on their Citizenship in Community requirements for Scouting. In addition, he welcomed a NIACC student in attendance, who was present for his government class.

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

- 1) Council Minutes (2/20/17)
- 2) Board & Committee minutes from the Historic Preservation Commission (2/21/17) and Airport Commission (2/21/17)
- 3) List of claims
- 4) Ownership change and Class C Beer/Class B Native Wine license for Casey's #3476, and Class B Native Wine license for Sum Hing Chinese (pending dram shop)

Motion carried unanimously.

Rex Taylor was present at the meeting to request the Council's consideration in negating the charge for the large water/sewer bill for his rental. Due to burst pipes, 216,000 gallons of water went through his meter and resulted in an \$1800 charge. He said that other cities have negated charges in similar circumstances. Per City Administrator Clerk Barb Smith, the City still had to pay to process this water, and a precedent has already been set to bill as used. No action was taken on this issue.

Mark Helgeson of Bear Creek Golf Course was present at the meeting and asked the Council's consideration to have the City purchase two fairway mowers for the course. By having the City purchase the mowers, they will save \$5000 in sales tax. City Administrator/Clerk Barb Smith and City Attorney Bakke recommended the City purchase the mowers and lease purchase back to Bear Creek to save the golf course sales tax and accrue interest on behalf of the City. Bear Creek would make six payments per year for five years. After discussion, the Council took the following action:

Moved by Buffington, seconded by Wooldridge, to approve the City's purchase of two fairway mowers in the amount of \$56,500 to be lease purchased back to Bear Creek Golf Course for a period of five years. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to pass a Resolution approving the FY 2018 budget for the City of Forest City. After discussion, the Council took the following action:

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

Resolution No. 16-17-30, a Resolution found in Resolution Book 16-17. A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR JULY 1, 2017 - JUNE 30, 2018 AND CERTIFYING TAX LEVIES TO WINNEBAGO AND HANCOCK COUNTY AUDITORS.

Moved by Davis, seconded by Zehren, to approve the appointments of Bethanie Farus and Brittany Puhmann to the Historic Preservation Commission. Motion carried unanimously. The Mayor and Council thanked the new appointees for their willingness to serve.

City Administrator/Clerk Barb Smith led the discussion regarding Cyber Protection Insurance Coverage and recommended the \$100,000 policy with a \$10,000 deductible at a cost of \$347 per year. As we have a large amount of data storage and online credit cards, this coverage is needed mainly for notification and monitoring due to unforeseen cyber-attacks or issues. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Zehren, to approve the addition of Cyber Protection Insurance Coverage to our policies. Motion carried unanimously.

Water/Wastewater Superintendent Kevin Reicks asked the Council to approve Pay Estimate No. 2 in the amount of \$24,051.15 to Winona Mechanical Inc., Winona, Minnesota, for work on the RBC Aeration Project. After discussion, the Council took the following action:

Moved by Zehren, seconded by Wooldridge, to approve Pay Estimate No. 2 in the amount of \$24,051.15 to Winona Mechanical, Winona, Iowa, for work on the RBC Aeration Project. Motion carried unanimously.

City Attorney Bakke asked the Council's approval of quit claim deeds for property at 836 West M Street, which is owned by Doug and Jean Yeager. Copies of both quit claim deeds were presented for the Council's review. After discussion, the Council took the following action:

Moved by Holland, seconded by Buffington, to approve the quit claim deeds for Doug and Jean Yeager at 836 West M Street. Motion carried unanimously.

During staff reports, Water/Wastewater Superintendent Kevin Reicks noted the water and wastewater plants both passed DNR inspection. They have repaired the control panel at the sewer plant, replaced the pump at the water plant, and are working on the security system panel. City Administrator/Clerk Barb Smith noted she is working on a multi-hazard emergency plan with City supervisors and is working to form a housing committee. She provided budget by line reports and presented a Planning & Zoning

Workshop brochure for a workshop to be held in Fort Dodge on May 10<sup>th</sup>. The P & Z Board will be notified of this workshop.

The following invoices were approved for payment:

**CLAIMS REPORT**

VENDOR	REFERENCE	AMOUNT
ABM EQUIPMENT	MISC PARTS	536.26
ADVANCED SYSTEMS	MAINTENANCE	37.18
AIRGAS	TANK EXCHANGE	58.59
BLACK HILLS ENERGY	GAS FOR HEAT	2,461.07
BOMGAARS	MISC SUPPLIES	505.11
BORDER STATES ELECTRIC	ELECTRICAL SUPPLIES	471.34
BREITSPRECHER/LEXIE	METER DEP REFUND	150.00
DUSTIN BUCK	REIMBURSEMENT	36.63
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	205.80
CERTIFIED LABS	MISC SUPPLIES	709.87
CHRYSLER OF FOREST CITY	PARTS	54.83
COAST TO COAST COMPUTER	TONER	439.98
COMPUTER SYSTEMS UNLIMITED	PARTS/SERVICE	612.40
CRESCENT ELECTRIC	LIGHT BULBS	212.86
CRYSTEEL	PARTS	22.55
DATA TECHNOLOGIES, INC.	SUMMIT SOFTWARE	12,456.50
	INSTALL	
DGR ENGINEERING	ENGINEERING SERVICES	1,188.00
JOSH DOUGLAS	REIMBURSEMENT	8.22
F C MUN UTILITIES	UTILITIES	16,441.96
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	367.87
FOREST CITY FOODS	MISC SUPPLIES	79.71
GIFTS SEW SWEET	EMBROIDERY	47.70
GRAINGER	MISC SUPPLIES	60.32
HACH CHEMICAL CO	CHEMICALS	188.47
STEVE HAUGEN	UNIFORM ALLOWANCE	16.71
HERMEL WHOLESAL	WATER	53.91
INTERSTATE MOTOR TRUCKS	PARTS/SERVICE	613.88
IOWA LEAGUE OF CITIES	REG/SMITH & MONSON	200.00
IOWA ONE CALL	SERVICES	3.70
IOWA WATER MANAGEMENT	CHEMICALS	177.64
IRBY	MISC SUPPLIES	339.70
J & K DRAPERIES	BLINDS	2,427.00
MASON CITY RECYCLING	RECYCLING	3,814.80
MASTER FLOORS CARPET ONE	CARPET INSTALL	3,777.25
MCMASTER CARR	MISC SUPPLIES	42.26
VAL MONSON	MISC TOOLS	42.97
MUNICIPAL SUPPLY	METERS/SUPPLIES	2,576.00
NORTH CENTRAL SALES & SERVICE	PARTS/SERVICE	1,593.40
POWER PROCESS EQUIPMENT, INC.	MISC SUPPLIES	226.18
PATC - HOOVER ST OFF BUILDING	10% FORFEITURE FUNDS	607.00
QUILL CORPORATION	OFFICE SUPPLIES	945.90
ROBERT SNITZER	REIMBURSEMENT	9.62
TEST AMERICA LABORATORIES	TESTING	582.75
TITAN MACHINERY	PARTS	822.41
TRANS IOWA EQUIPMENT	MISC SUPPLIES	148.78
TRUCK EQUIPMENT, INC.	MISC SUPPLIES	13.77
TYCO	SERVICES	278.00
U P S	UPS CHARGES	77.80
U.S. BANK	CREDIT CARD CHARGES	1,375.99
WADE THOMPSON TRUCK & REPAIR	PARTS/SERVICE	1,811.68
WCTA	SERVICES	1,525.30
WINNEBAGO CO ATTORNEY	10% FORFEITURE FUNDS	607.00

GENERAL FUND	35,778.38
DRUG FORFEITURE	1,214.00
WATER	6,104.50
SEWER	28,922.95
ELECTRIC	13,917.97
STORM SEWER	177.97

<u>DECEMBER RECEIPTS</u>		<u>JANUARY RECEIPTS</u>	
General Fund	128,502.31	General Fund	99,606.30
Road Use Fund	38,382.98	Road Use Fund	46,321.68
Employee Benefit Fund	20,860.68	Employee Benefit Fund	3,188.15
Local Option Sales Tax	30,257.69	Local Option Sales Tax	30,257.69
Hotel/Motel Tax Fund	17,947.93	Hotel/Motel Tax Fund	
TIF Fund	37,081.49	TIF Fund	11,777.40
Park Improvement Fund		Park Improvement Fund	
Street Imp Project Fund		Street Imp Project Fund	
Debt Service Fund	41,426.07	Debt Service Fund	7,678.81
CDBG Fund		CDBG Fund	
Library Trust Fund		Library Trust Fund	
Cemetery Perp Care Fund	50.00	Cemetery Perp Care Fund	
Water Fund	37,102.79	Water Fund	34,679.55
Sewer Rental Fund	57,375.17	Sewer Rental Fund	52,299.41
Electric Fund	467,057.29	Electric Fund	480,525.82
Storm Water Utility Fund	11,557.11	Storm Water Utility Fund	11,374.93
Payroll Clearing Fund	962.28	Payroll Clearing Fund	1,164.62
<b>TOTALS</b>	<b>888,563.79</b>	<b>TOTALS</b>	<b>778,874.36</b>
<u>JANUARY NET SALARIES</u>	<b>120,682.17</b>		
<u>FEBRUARY NET SALARIES</u>	<b>122,051.76</b>		

Moved by Wooldridge, seconded by Buffington, to adjourn the meeting at 7:50 p.m. Motion carried unanimously.

ATTEST:

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Barb Smith, City Administrator/Clerk

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Byron Ruitter, Mayor