

**REGULAR MEETING**  
**MARCH 20, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on March 20, 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, Mikes, West, Wooldridge, Zehren (via telecom). Absent: Holland.

No one spoke under public forum.

Beth Bilyeu presented her Forest City Economic Development report for the Mayor and Council. Construction is on schedule for Westown Place, and lease applications are being accepted. Coloff Digital has purchased the FC Innovation Center, and they will keep all members in the facility. FCED is working on their Industrial Marketing Plan and USDA loans for the Hanson Family Fine Arts Center. 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. Norma is working with Parks & Rec on their summer programs and payment system, in addition to website updates, advertising and media. The Mayor and Council thanked Ms. Hertzler for the information presented. No action was taken on this report.

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

- 1) Agenda (3/20/17)
- 2) Council Minutes (3/06/17)
- 3) Board & Committee minutes from Heritage Park (3/7/17), Airport Commission (3/14/17), Library Board (2/15/17) and Park Board (3/13/17)
- 4) List of claims
- 5) Puckerbrush Beer Garden Liquor License and Class B Wine Permit from Bill's Family Foods

Motion carried unanimously.

Drew Sweers of Veenstra & Kimm was presented at the meeting and presented information on storm sewer issues at Prairie View. V & K is proposing a 30" sewer to eliminate storm water runoff and ground water running through the back yards at Prairie View, in addition to a bigger drain by the Pilot Knob Road and an apron in the ditch. Estimated cost for this project is \$154,600. Per Barb there is \$259,000 in the Storm Water Utility Fund, which also receives \$3,000-4,000 in revenue each month. City Attorney Bakke indicated we could use the street assessment policy and access these costs to affected property owners. After discussion, the Council took the following action:

Moved by Davis, seconded by Wooldridge, to refer the Prairie View Storm Water issue to the Street Committee. Motion carried unanimously.

Andy Koob, PE, and Ryan Kleinjan, EI, of DGR Engineering were present at the meeting to provide information on the Electric System Study. The engineers identified the deficiencies with the City's electrical system and determined goals to fix those deficiencies. The probable cost for all projects within the proposed 10-year Capital Improvement Plan total \$7,717,500 and a total cost of \$14,900,200. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to proceed with the electrical analysis and request a detailed explanation from DGR as to exactly what is needed and why. Motion carried, with Zehren abstaining.

City Administrator/Clerk Barb Smith led the discussion regarding a contract for consulting services to assist the Historic Preservation Commission, which is at no cost to the City. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to approve the contract for consulting services to assist the Historic Preservation Commission. Motion carried unanimously.

City Attorney Bakke asked the Council to pass a resolution approving the transfer of property located at 836 West M Street. After discussion, the Council took the following action:

Councilmember Zehren introduced the following Resolution and moved its adoption. Councilmember Buffington seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: Holland. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-31, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING THE TRANSFER OF PROPERTY LOCATED AT 836 WEST "M" STREET, FOREST CITY, IOWA, LOCATED WITHIN THE CITY LIMITS TO DOUGLAS AND JEAN YEAGER.

Airport Manager Dick Trimble led the discussion on the Rehabilitate Runway 15-33 Project for the Forest City Municipal Airport. The total cost for this project is \$257,000, which is 90% federally funded. The City's share of the cost is estimated to be \$8,600. After discussion, the Council took the following action:

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

Resolution No. 16-17-32, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING PLANS, SPECIFICATIONS AND FORM OF CONTRACT AND NOTICE TO BIDDERS, FIXING AMOUNT OF BID SECURITY, AND ORDERING CLERK TO PUBLISH NOTICE AND FIXING A DATE FOR RECEIVING SAME, AND FOR A PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE REHABILITATE RUNWAY 15-33 PROJECT. The Hearing will be held April 3, 2017, in the Council Chambers of City Hall, 305 North Clark Street, Forest City, Iowa, with the contract to be awarded at the April 17, 2017, Council meeting.

City Administrator/Clerk Barb Smith led the discussion regarding the Hanson Fine Arts Center. The Forest City Community School has hired Kingland Construction of Forest City for this project, with a bid of \$10.3 million. Although the bids came in higher than projected, the City is not expected to pledge additional funds to cover the deficit. Waldorf University and the Forest City Community School will split the deficit costs. After discussion, the Council took the following action:

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

Resolution No. 16-17-33, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE FOREST CITY PERFORMING ARTS CENTER, FOREST CITY, IOWA.

The Mayor and Council discussed the first reading of Ordinance No. 763, which would amend the Forest City Code of Ordinances Chapter 106.09(1) to increase the city's sanitation and recycling rates. Per City Administrator/Clerk Barb Smith, the new rates will go into effect on the first billing in July. Per City Attorney Bakke, Section 4 should be effective June 21<sup>st</sup>. After discussion, the Council took the following action:

Councilmember Wooldridge motioned to adopt Ordinance No. 763. Councilmember Davis seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: Holland. Whereupon the Mayor declared the motion carried. This represents the first reading of Ordinance No. 763. The second reading of Ordinance No. 763 will be at the April 3, 2017, Council meeting. Ordinance No. 763 is AN ORDINANCE AMENDING FOREST CITY CODE OF ORDINANCES CHAPTER 106.09(1) TO INCREASE THE RATES FOR SANITATION AND RECYCLING.

The Mayor and Council discussed the first reading of Ordinance No. 764, which would amend Chapter 92.02 and Chapter 99.02 of the Code of Ordinances, Forest City, Iowa, to update the rates for the use of water and sewer system service. After discussion, the Council took the following action:

Councilmember Zehren motioned to adopt Ordinance No. 764. Councilmember Wooldridge seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: Holland. Whereupon the Mayor declared the motion carried. This represents the first reading of Ordinance No. 764. The second reading of Ordinance No. 764 will be at the April 3, 2017, Council meeting. Ordinance No. 764 is AN ORDINANCE AMENDING CHAPTER 92.02 AND CHAPTER 99.02 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, TO UPDATE THE RATES FOR THE USE OF WATER AND SEWER SYSTEM SERVICE.

Steve Hanson of Cover 2 was present at the meeting to request a tower lease for three antennas to be installed on the City's water tower, in addition to a shelter tied into the fence line for the control panel. Cover 2 is proposing a seven-year lease at \$8,400 per year, with five-year renewal terms. They would also like to include an option for three additional antennas. They are currently at Phase II of their project and would like to complete this project by June 30<sup>th</sup>. City Attorney Bakke asked that the language of the contract be revised, as well as Council consideration of the lease rate. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Davis, to table action on the tower lease for Cover 2 until the April 3, 2017, Council meeting. Motion carried unanimously.

Water/Wastewater Superintendent Kevin Reicks led the discussion regarding bids received for painting the water tower and east diesel tank located at the Light Plant. Seven bids were received, with the low bid of \$79,200 received from K & W Coatings, LLC, Elkader, Iowa. The initial cost opinion was \$130,000 for these projects. After discussion, the Council took the following action:

Moved by Zehren, seconded by Davis, to award both the I Street water tower and Light Plant east diesel tank painting quotes to K & W Coatings, LLC, Elkader, Iowa, for a total bid of \$79,200. The water tower will be painted blue and the diesel tank green. Motion carried unanimously.

City Administrator/Clerk Barb Smith requested community reports to be presented at the Council meetings one time each quarter, with written reports still provided for monthly by the Forest City Chamber of Commerce, Forest City Economic Development and Grow Forest City. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by West, to change verbal community reports to one time per quarter, with the Chamber, Economic Development and Grow Forest City each reporting one month of the quarter. Paper reports will still be provided monthly for the Council packets. Motion carried unanimously.

Water/Wastewater Superintendent Kevin Reicks led the discussion regarding the security system at the Water & Wastewater Plants. The cost to replace this 13-yr-old system is \$1105.00 for the Wastewater Facility and \$1113.00 for the Water Facility. After discussion, the Council took the following action:

Moved by Buffington, seconded by Zehren, to accept the proposals from River City Communications, Inc., Mason City, Iowa, for new security systems for the Water & Wastewater Facilities. The total cost will be \$2,218.00 for both systems. Motion carried unanimously.

City Administrator/Clerk Barb Smith reported the Emergency Plan is almost complete and will be sent to Andy Buffington for review.

The following invoices were approved for payment:

## CLAIMS REPORT

| VENDOR                        | REFERENCE             | AMOUNT     |
|-------------------------------|-----------------------|------------|
| AFSCME - IOWA COUNCIL 61      | UNION DUES            | 397.32     |
| AGVANTAGE FS                  | OIL                   | 319.20     |
| AIRGAS                        | CYLINDER RENTAL       | 27.04      |
| W.D. LARSON COMPANIES LTD     | PARTS/SERVICE         | 90.01      |
| AMER WATER WORKS ASSN         | REGISTRATION/SCHMIDT  | 190.00     |
| ARAMARK                       | SERVICES              | 94.15      |
| AUTOMATIC SYSTEMS CO.         | PARTS/SERVICE         | 2,355.25   |
| B & R MOVING INC.             | MOVING EXP DEPOSIT    | 750.00     |
| BILL'S FAMILY FOODS           | MISC SUPPLIES         | 84.77      |
| BLACK HILLS ENERGY            | GAS FOR HEAT          | 1,375.59   |
| BLACK HILLS ENERGY            | GAS FOR HEAT          | 864.31     |
| BLACKHAWK SPRINKLERS          | SERVICES              | 625.05     |
| BOMGAARS                      | MISC SUPPLIES         | 64.02      |
| BROWN SUPPLY                  | POSTS                 | 495.00     |
| DUSTIN BUCK                   | REIMBURSEMENT         | 36.64      |
| CANON FINANCIAL SERVICES      | LEASE PAYMENT         | 148.66     |
| CARROT-TOP INDUSTRIES INC.    | FLAGS                 | 127.11     |
| CENTRAL IA DISTRIBUTING       | MISC SUPPLIES         | 198.00     |
| CENTRAL IA DISTRIBUTING       | MISC SUPPLIES         | 43.50      |
| CINTAS FIRST AID              | MISC SUPPLIES         | 49.12      |
| CLAPSADDLE GARBER ASSOCIATES  | ENGINEERING SERVICES  | 5,845.05   |
| COAST TO COAST COMPUTER       | TONER                 | 309.68     |
| COLLECTION SERVICE CENTER     | MISC - OTHER          | 254.30     |
| CONSOLIDATED ENERGY           | DRUM DEPOSIT          | 2,195.90   |
| CONTINENTAL RESEARCH          | MISC SUPPLIES         | 170.97     |
| D & D SALES                   | EMBROIDERY            | 55.50      |
| DAIRYLAND POWER CO-OP         | PURCHASED ENERGY      | 91,513.08  |
| DATA TECHNOLOGIES, INC.       | PAYROLL CONVERSION    | 4,509.77   |
| DYLAN BROWN                   | METER DEP REFUND      | 24.76      |
| EDDY'S GLASS & DOOR           | PARTS/SERVICE         | 138.12     |
| EFTPS                         | FED/FICA TAX          | 22,514.32  |
| ELECTRONIC ENGINEERING        | ANTENNA REPAIR AT LEC | 2,939.83   |
| ENCORE ENERGY                 | SERVICES              | 2,540.93   |
| F C MUN UTILITIES             | SPECIAL PICK UP       | 17.94      |
| F C SCHOOLS                   | IA GREAT PLACES/FAC   | 150,000.00 |
| FARMER'S CO-OP ASSOC          | FUEL/STREET           | 4,856.12   |
| FASTENAL                      | MISC SUPPLIES         | 7.66       |
| FOREST CITY FORD              | PARTS/SERVICE         | 126.96     |
| FOREST CITY VET CLINIC        | CANINE SUPPLIES       | 85.60      |
| G & H MOTOR PARTS             | PARTS                 | 57.36      |
| G & H MOTOR PARTS             | PARTS                 | 1,023.33   |
| GROW FOREST CITY              | IA GREAT PLACES GRANT | 7,000.00   |
| H & S AUTO PARTS              | MISC SUPPLIES         | 8.48       |
| DENNIS HAGEN                  | BUCKET FORKS          | 249.09     |
| STEVEN HANNA                  | UNIFORM ALLOWANCE     | 69.53      |
| HAWKINS INC                   | CHEMICALS             | 512.77     |
| HEARTLAND ASPHALT             | COLD MIX              | 745.80     |
| HERMEL WHOLESALE              | WATER                 | 23.96      |
| NORMA HERTZER                 | SERVICES              | 1,250.00   |
| HYGIENIC LAB ACCTS RECEIVABLE | TESTING               | 279.50     |
| I M F O A                     | CERT/B SMITH          | 140.00     |
| I WIRELESS                    | SERVICES              | 136.20     |
| IA ASSN OF MUN UTIL           | NCISA                 | 1,533.19   |
| INTERSTATE MOTOR TRUCKS       | MISC SUPPLIES         | 698.66     |

|                                |                         |            |
|--------------------------------|-------------------------|------------|
| SIMMERING-CORY/IA CODIFICATION | CONSUL/PROF FEES        | 75.00      |
| IOWA SECTION - AWWA            | REGISTRATION/HAUGEN     | 190.00     |
| IOWA WATER MANAGEMENT          | SERVICES                | 125.00     |
| IPRA                           | REGISTRATION/VRIEZE     | 110.00     |
| IRBY                           | ELECTRICAL SUPPLIES     | 113.31     |
| JUNIOUS PROWELL                | METER DEP REFUND        | 42.61      |
| KNAPPER OIL CO                 | FUEL                    | 13.40      |
| LANDFILL OF NORTH IOWA         | LANDFILL COSTS          | 4,347.26   |
| LUBE-TECH & PATNERS, LLC       | GENERATOR OIL           | 3,388.97   |
| LYLE'S SALES & SERVICE         | PARTS/SERVICE           | 83.16      |
| M O C I C                      | REGISTRATION 3 OFFICERS | 675.00     |
| MENARDS                        | BULLETIN BOARDS         | 207.92     |
| METERING & TECHNOLOGY SOLUTION | METERS                  | 302.88     |
| NEW YORK LIFE                  | DEDUCTION               | 360.12     |
| NEXT GENERATION                | SYSTEM SUPPORT          | 445.42     |
| NO IA MEDIA GROUP              | ADVERTISING             | 323.33     |
| NORTH CENTRAL LABS             | CHEMICALS               | 167.47     |
| NORTH IA LUMBER & DESIGN       | MISC SUPPLIES           | 12.03      |
| NORTH IA LUMBER & DESIGN       | MISC SUPPLIES           | 81.68      |
| OFFICE DEPOT                   | OFFICE SUPPLIES         | 257.81     |
| OFFICE DEPOT                   | OFFICE SUPPLIES         | 30.55      |
| POLICEONE.COM                  | RE-CERT/J DOUGLAS       | 225.00     |
| PRAIRIE ENERGY CO-OP           | UTILITIES               | 132.77     |
| PRESTO-X                       | SERVICES                | 39.39      |
| DOUG PRICE                     | UNIFORM ALLOWANCE       | 22.46      |
| PRO PARTS OF IOWA              | PARTS                   | 53.34      |
| QUILL CORPORATION              | OFFICE SUPPLIES         | 416.86     |
| RIVER CITY COMMUNICATIONS      | SERVICES                | 200.00     |
| SCHNEBLY'S 66" "               | FUEL                    | 41.10      |
| SHOPKO STORES OPERATING CO     | PHONE CARD              | 80.50      |
| SIRCHIE FINGER PRINT LAB       | MISC SUPPLIES           | 82.22      |
| TASC                           | FLEX PRE-TAX            | 858.22     |
| TASER INTERNATIONAL            | BATTERY PACK            | 57.90      |
| THEISS SHIRTS, INC             | CLOTHING                | 89.71      |
| DICK TRIMBLE                   | SERVICES                | 3,542.79   |
| U S POST OFFICE                | POSTAGE/UTILITY BILLS   | 225.00     |
| ULTRAMAX                       | AMMUNITION              | 481.20     |
| UMMEG                          | STS COSTS               | 59,519.08  |
| UMMEG-RUGBY                    | RUGBY FARM              | 20,079.96  |
| VALIC                          | DEFERRED COMP           | 840.00     |
| VERIZON                        | SERVICES                | 548.51     |
| WAGNER TIRE                    | PARTS/SERVICE           | 55.00      |
| WALLACE,HOLLAND,KASTLER        | ENGINEERING             | 260.00     |
| WESTRUM LEAK DETECTION         | SERVICES                | 735.00     |
| WI SCTF                        | MISC - OTHER            | 168.97     |
| TOTAL ACCOUNTS PAYABLE         |                         | 410,277.00 |
| PAYROLL CHECKS                 |                         | 63,024.25  |
| **** PAID TOTAL ****           |                         | 473,301.25 |

| <b>FUND RECAP:</b>        |                   |
|---------------------------|-------------------|
| <b>FUND DESCRIPTION</b>   | <b>CLAIMS</b>     |
| GENERAL FUND              | 243,423.07        |
| CAP IMPROVEMENT RESERVE   |                   |
| CDBG FUND                 |                   |
| DEBT SERVICE FUND         |                   |
| LIBRARY TRUST FUND        |                   |
| CEMETERY PERP CARE FUND   |                   |
| HOTEL/MOTEL TAX FUND      |                   |
| TIF FUND                  |                   |
| STREET IMPRO PROJECT FUND |                   |
| PARK IMPROVEMENT FUND     |                   |
| AQUATIC CENTER            |                   |
| ROAD USE FUND             |                   |
| EMPLOYEE BENEFIT FUND     |                   |
| LOCAL OPTION SALES TAX    |                   |
| WATER FUND                | 9,917.64          |
| SEWER RENTAL FUND         | 16,946.81         |
| ELECTRIC FUND             | 202,530.94        |
| STORM WATER UTILITY FUND  | 482.79            |
| CLEARING FUND             |                   |
| PAYROLL CLEARING FUND     |                   |
| <b>TOTALS</b>             | <b>473,301.25</b> |

| <b>February Receipts</b>  |                        |                   |
|---------------------------|------------------------|-------------------|
| <b>Fund</b>               | <b>Description</b>     | <b>Receipts</b>   |
| 1                         | General Fund           | 44,446.07         |
| 2                         | Drug Forfeiture Fund   | 6,070.00          |
| 110                       | Road Use Fund          | 48,460.42         |
| 112                       | Employee Benefits Fund | 945.56            |
| 121                       | Local Option Sales Tax | 30,257.69         |
| 125                       | TIF Fund               | 1,901.33          |
| 200                       | Debt Service Fund      | 1,731.35          |
| 600                       | Water Fund             | 34,961.58         |
| 610                       | Sewer Fund             | 54,004.50         |
| 630                       | Electric Fund          | 472,770.21        |
| 740                       | Storm Water Fund       | 11,506.33         |
|                           | <b>Total</b>           | <b>707,055.04</b> |
| <b>March Net Salaries</b> |                        | <b>124,584.58</b> |

Moved by Wooldridge, seconded by Mikes, to adjourn the meeting at 9:35 p.m. Motion carried unanimously.

ATTEST:

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Barb Smith, City Administrator/Clerk

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Byron Ruitter, Mayor