

**REGULAR MEETING
APRIL 3, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on April 3, 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, Holland, Mikes, West, Wooldridge, Zehren. Absent: None.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on plans, specifications, form of contract and estimate of costs to rehabilitate Runway 15-33. 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.

No one spoke under public forum.

Kathy Rollefson presented the Chamber of Commerce report for the Mayor and Council. The groundbreaking service for the Hanson Family Fine Arts Center will be held Friday, April 7th, at 11:00 a.m. at the Hanson Fieldhouse. The Chamber has several planning meetings going on for the following events: Fridays in the Forest, the Farmer's Market and Puckerbrush. The Mayor and Council thanked Ms. Rollefson for the information presented. No action was taken on this report.

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

- 1) Agenda (4/03/17)
- 2) Council Minutes (3/20/17 & 3/30/17)
- 3) Board & Committee minutes from Forest City Economic Development, Grow Forest City, and the Historic Preservation Commission (3/21/17)
- 4) List of claims
- 5) Outdoor and Sunday sales permit for Tree Town Festival
- 6) Titonka Savings Bank rebate payment

Motion carried unanimously.

Paul Vershure of Cover 2 LLC was present at the meeting to present an updated contract for installing antennas on the City's water tower. The power and fiber will be going up the leg of the water tower and will be attached to the catwalk. They felt it best to install the antennas after the tower is painted. Per City Attorney Bakke, the tower lease is now \$1,000 per month. If an additional three antennas are installed, the lease will go to \$1,200. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to approve the Cover 2 LLC contract to install wireless telecommunications antennas on the City's water tower, with a tower lease for three antennas in the amount of \$1,000 per month, which will go to \$1,200 per month if an additional three antennas are installed. Motion carried unanimously.

Moved by Wooldridge, seconded by Holland, to approve a \$125 expense for Dustin Buck, the City's Emergency Coordinator, to attend the University of Okoboji Emergency Management Conference in Wahpeton, Iowa. Motion carried unanimously.

Electric Department Manager Duane Kuhn led the discussion regarding a master agreement for professional services from DGR. DGR is seeking authorization to look at financing and rate impacts for Phases 1, 2, & 3 for Electric System Improvements, which includes a study on how the City will pay for loans, rate increases, etc. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Zehren, to approve an amount of not-to-exceed \$7,000 for professional services from DGR, which they will perform as part of the financial planning for Electric System Improvements. Motion carried unanimously.

The Mayor and Council discussed the second 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. After discussion, the Council took the following action:

Councilmember Wooldridge motioned to adopt Ordinance No. 763. 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 motion carried.

Councilmember Holland moved that the rule requiring said Ordinance to be read on three different days be dispensed with. 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.

Councilmember Mikes moved that Ordinance No. 763 now be adopted. 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 Ordinance No. 763 duly adopted as follows:

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 second 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 Buffington 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.

Councilmember Davis moved that the rule requiring said Ordinance to be read on three different days be dispensed with. Councilmember Holland 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.

Councilmember Davis moved that Ordinance No. 764 now be adopted. Councilmember Holland 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 Ordinance No. 764 duly adopted as follows:

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.

City Administrator/Clerk Barb Smith led the discussion regarding the Forest City Emergency Operations Plan. Winnebago/Hancock County Emergency Management Coordinator Andy Buffington is reviewing the City's plan right now. Dustin Buck is the City's Emergency Coordinator. Mayor Ruiter added that there will be practice drills at a later date. 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. 16-17-36, a Resolution found in Resolution Book 16-17. A RESOLUTION ADOPTING THE CITY OF FOREST CITY, IOWA, MULTI-HAZARD EMERGENCY OPERATIONS PLAN.

Electric Department Manager Duane Kuhn and Water/Wastewater Superintendent Kevin Reicks led the discussion regarding new radio-read meters. The accuracy of these new meters is estimated to increase water revenues by 5% per year, and a \$12,000 increase in electric revenues. They are looking at AMR readers for electric, which would allow getting the readings through transmitters by driving by them. The estimated cost for this project is \$500,000, and an internal loan is being considered. The Water/Wastewater and Electric Committees will be meeting and will return with more information at a future Council meeting.

The Mayor and Council discussed the first reading of Ordinance No. 765, which would establish a property maintenance code for the City of Forest City. After discussion, the Council took the following action:

Councilmember Davis introduced Ordinance No. 765 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 motion carried. This represents the first reading of Ordinance No. 765. The second reading of Ordinance No. 765 will be at the April 17, 2017, Council meeting. Ordinance No. 765 is AN ORDINANCE ESTABLISHING A PROPERTY MAINTENANCE CODE FOR THE CITY OF FOREST CITY. IOWA.

City Administrator/Clerk Barb Smith led the discussion regarding a folding machine for Utility Billing. The City's new software requires full page bills, which requires folding and stuffing. Barb is recommending the Relay 2000 machine at a cost of \$6,787.20, with an additional \$720 per year for a maintenance agreement. Councilmember Wooldridge also asked that the City consider paperless billing. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to purchase a Relay 2000 folding machine at a purchase price of \$6,787.20, with an additional \$720 per year for a maintenance agreement, for Utility Billing. Motion carried unanimously.

During staff reports, Electric Department Manager Duane Kuhn noted they were looking into fitting the stop lights with LED bulbs. Councilmember Holland stated the Street Committee had met regarding Phase I of the Prairie View Estates storm sewer issue and will be getting firm numbers from Drew Sweers of Veenstra & Kimm for designing a culvert and draining the pond. Barb Smith & Val Monson will be attending an employment conference this week.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ADVANCED SYSTEMS	QUARTERLY CHARGES	508.70
AFSCME - IOWA COUNCIL 61	UNION DUES	397.32
AIRGAS	CHEMICALS	211.74
AMERICAN FAMILY LIFE	INSURANCE	1,707.60
KEN BAKER	ALUMNI OFFICIAL	250.00
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	140.20
BLACK HILLS ENERGY	GAS FOR HEAT	58.57
BLUE CROSS-BLUE SHIELD	INSURANCE	41,333.18
BMC AGGREGATES LC	CONCRETE SAND	119.45
BOMGAARS	MISC SUPPLIES	476.58
BROWNELLS, INC.	MISC SUPPLIES	77.28
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	145.60
CHRYSLER OF FOREST CITY	PARTS/SERVICE	68.36
COLLECTION SERVICE CENTER	MISC - OTHER	254.30
COMPUTER SYSTEMS UNLIMITED	SERVICES	55.00
CREATIVE PRODUCT SOURCING	DARE SUPPLIES	53.50
CRESCENT ELECTRIC	MISC SUPPLIES	18.70
CYBERTOOL, INC.	SERVICES	20.00
D. RANDALL CONSTRUCTION, LLC	MISC CONTRACT WORK	1,805.61
DEARBORN NATIONAL	DEDUCTION	641.38
DEFOREST TECHNICAL SERVICE	COMPUTER	935.00
EAGLE ENGRAVING, INC.	TAGS	29.60
ELECTRONIC ENGINEERING	BATTERY PACK	117.00
ENVIRONMENTAL RESOURCE ASSOC	CHEMICALS	458.52
F C AMBULANCE	CLEANING SERVICE	50.00
F C CHAMBER OF COMMERCE	HOTEL/MOTEL TAX	8,331.75
F C ECON DEVEL CORP	HOTEL/MOTEL TAX	2,777.25
F C EMPLOYEE ASSN	FLOWER FUND	40.92
FARMER'S CO-OP ASSOC	FUEL	60.38
FIDELITY SECURITY LIFE	VISION	116.40
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,561.40
FOREST CITY FORD	PARTS/SERVICE	12.00
G C DISTRIBUTING	BAGS	2,140.95
STEVE HALL	ALUMNI WORKER	100.00
BEN HAUGE	ALUMNI OFFICIAL	300.00
HMR SUPPLIES	MISC SUPPLIES	319.59
IA ASSN OF MUN UTIL	REGISTRATION/KUHN	345.00
INTERSTATE MOTOR TRUCKS	PARTS	175.48
SIMMERING-CORY/IA CODIFICATION	SERVICES	54.00
IOWA WATER MANAGEMENT	CHEMICALS	205.00
JC CROSS CO.	OIL	240.97
KIRK JEFSON	ALUMNI OFFICIAL	250.00
BLAKE JOHNSON	ALUMNI WORKER	125.00
MALLORY JOHNSON	ALUMNI WORKER	125.00
LUBE-TECH & PATNERS, LLC	OIL	1,844.48
LYLE'S SALES & SERVICE	PARTS/SERVICE	89.89
MASON CITY RECYCLING	RECYCLING	3,814.80
DAVE MEINDERS	ALUMNI OFFICIAL	200.00
AMY MEINECKE	ALUMNI WORKER	75.00
MENARDS	MISC SUPPLIES	27.96
KEN MEYERS	ALUMNI OFFICIAL	300.00
MIDWEST WHEEL COMPANIES	PARTS	893.59
TED MONTGOMERY	ALUMNI OFFICIAL	120.00
MY-LOR. INC.	TAGS	33.57
N I A C O G	TRANSIT TICKETS	3,201.41
DAVE NEE	ALUMNI OFFICIAL	250.00
NORTH CENTRAL SALES & SERVICE	PARTS/SERVICE	769.06
OFFICE DEPOT	OFFICE SUPPLIES	50.78
PETTY CASH	REIMBURSE PETTY CASH	31.25
PETTY CASH	REIMBURSE PETTY CASH	40.32
PETTY CASH	ALUMNI START UP CASH	400.00
PITNEY BOWES	MAINTENANCE	259.98
PRODUCTS INCORPORATED	MISC PARTS	97.79
MARTY PUMP	ALUMNI OFFICIAL	150.00
QUILL CORPORATION	OFFICE SUPPLIES	222.67
MADALYN SCHOTT	ALUMNI WORKER	125.00
JASON SLATER	ALUMNI OFFICIAL	250.00

BARB SMITH	MILEAGE	261.62
STATE AUDITOR	FILING FEE	625.00
SUN LIFE FINANCIAL	DEDUCTION	1,600.24
TASC	FLEX PRE-TAX	858.22
TASER INTERNATIONAL	BATTERY PACK	57.90
TEST AMERICA LABORATORIES	TESTING	971.25
TITONKA SAVINGS BANK	TIF REBATE	4,530.34
TREAS, ST OF IOWA	STATE TAXES	7,318.00
TYCO	SERVICES	219.21
U P S	UPS CHARGES	61.72
VALIC	DEFERRED COMP	840.00
VERIZON	SERVICES	689.06
WASHINGTON CO SHERIFF'S OFFICE	WORKSHOP FEE	350.00
WESTOWN PLACE, LLC	IFA LOAN	41,211.00
WHEELER WORLD	MISC SUPPLIES	444.01
WI SCTF	MISC - OTHER	168.97
WINNEBAGO INDUSTRIES, INC.	RAFFLE TICKETS	15.90
KARL WOOLDRIDGE	ALUMNI OFFICIAL	300.00
SHAUN WUMKES	ALUMNI OFFICIAL	225.00
Y M C A	YMCA	406.00

Total 141,615.27

FUND RECAP:	
FUND DESCRIPTION	CLAIMS
GENERAL FUND	90,828.21
CAP IMPROVEMENT RESERVE	
CDBG FUND	
DEBT SERVICE FUND	
FIRE DEPARTMENT DONATIONS	15.90
LIBRARY TRUST FUND	
CEMETERY PERP CARE FUND	
HOTEL/MOTEL TAX FUND	11,109.00
TIF FUND	4,530.34
IFA LOAN	41,211.00
STREET IMPRO PROJECT FUND	
PARK IMPROVEMENT FUND	
AQUATIC CENTER	
ROAD USE FUND	
EMPLOYEE BENEFIT FUND	
LOCAL OPTION SALES TAX	
WATER FUND	8,131.50
SEWER RENTAL FUND	13,940.92
ELECTRIC FUND	33,408.73
STORM WATER UTILITY FUND	
CLEARING FUND	
PAYROLL CLEARING FUND	
TOTALS	203,175.60

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 8:40 p.m. Motion carried unanimously.

ATTEST:

Barb Smith, City Administrator/Clerk

Byron Ruitter, Mayor