

**REGULAR MEETING
APRIL 17, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on April 17, 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 (via telecom), Zehren. Absent: None.

No one spoke under public forum.

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

- 1) Agenda (4/17/17)
- 2) Council Minutes (4/3/17)
- 3) Board & Committee minutes from the Airport Commission (4/11/17) and Parks & Rec (4/10/17)
- 4) List of claims
- 5) Fireworks Permit for Tree Town Festival, contingent on current certificate of liability
- 6) Payment of \$3,000 to North Iowa Karting Club from the Hanson Foundation
- 7) Payment of \$12,500 to Forest City Economic Development from the Hanson Foundation
- 8) Payment of \$10,000 to Forest City Chamber of Commerce from the Hanson Foundation
- 9) Mayes Education TIF Reimbursement - \$103,932

Motion carried unanimously.

Winnebago & Hancock County Emergency Management Coordinator Andy Buffington was present at the meeting and led the discussion regarding in the Winnebago County Hazard Mitigation Plan. Per Andy, it is required to update our plan every five years. Those in attendance verbally completed a hazard analysis risk assessment. Andy will score and compile a report this summer. No further action was taken on this report.

Members and leaders of Boy Scout Troop 418 were present at the meeting regarding their activities and desire to continue working with the City on Cleanup Day. Scout Matthew Rossmiller listed the troop's highlights and fundraising efforts, and noted their troop put in 829 hours of volunteer service for 2016. It was also noted that Jacob Balsley became the 70th Eagle Scout, and his Eagle Scout project was to install an 80' ramp at Heritage Park for Beaver Creek Church. Stross Newcom is also a new Eagle Scout, and his project was to install a handicap-accessible ramp at the Crystal Lake Park cabin. Street Superintendent Mike O'Rourke recommended continuing Cleanup Day and expressed the need for City manpower in addition to the Scout's labor. After discussion, the Council took the following action:

Moved by Davis, seconded by Zehren, to have the Boy Scouts Citywide Cleanup Day on Saturday, May 13th. Motion carried unanimously.

Debra Van Den Bosch of Greenfield Estates was present at the meeting to request relief from their utility bill, due to a water line break in one of their mobile homes. Per Van Den Bosch, they caught the water running down the street, and it didn't go into the sewer. Greenfield is seeking relief in the amount of \$1,000 or whatever the City can do. Per City Administrator Barb Smith, if approved, the City should have a written policy in place that lists the circumstances and the amount of credit. Councilmember Davis stated the Water/Wastewater Department should establish where the water went and pay the water but possibly not for the sewer the water did not go through. This item died for lack of a motion.

Electric Department Manager Duane Kuhn introduced Dan Sinclair of Metering Technology & Solutions. Per Mr. Sinclair, he understands that the City's meters are old and need to be replaced and, by adding technology, new Badger meters would eliminate re-reads and greatly ease meter reading. Better

technology will reflect better revenues and reporting capability. New meters would be a 15-minute installation. After discussion, the Council took the following action:

Moved by Buffington, seconded by Zehren, to proceed with new water and electric meters. City Attorney Bakke will prepare a resolution for an inter-department loan for this project for the next regular Council meeting. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding the budget amendment for the City of Forest City. The amendment lists an additional \$176,000 on the bottom line, with more revenue than expenses. Per Barb, after the amendment, our figures will match Data Tech. After discussion, the Council took the following action:

Councilmember Mikes 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. 16-17-37, a Resolution found in Resolution Book 16-17. A RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING ON THE BUDGET AMENDMENT FOR FISCAL YEAR 2017. The Hearing will be held May 15, 2017, at 7:00 p.m. in the Council Chambers of City Hall, 305 North Clark St, Forest City, IA 50436.

The Mayor and Council discussed the second reading of Ordinance No. 765, which would establish a property maintenance code for the City of Forest City. Per City Administrator/Clerk Barb Smith, this would allow the City to take control of abandoned properties that are no longer maintained. Charles & Marcia Tweeten of 316 West K Street were present at the meeting to give their support of this ordinance, as several rental properties on their block are not being taken care of. After discussion, the Council took the following action:

Councilmember Zehren introduced Ordinance No. 765 and moved its adoption. Councilmember West 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 stated there should be three readings to allow citizens time to react, as he has been contacted by several citizens regarding this ordinance.

Councilmember Davis moved that the rule requiring said Ordinance to be read on three different days be dispensed with. Councilmember Buffington seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Mikes, Wooldridge, Zehren. NAYS: Holland, West. ABSENT: None. Motion failed due to lack of a super majority.

This represents the second reading of Ordinance No. 765. The third reading of Ordinance No. 765 will be at the May 1, 2017, Council meeting. Ordinance No. 765 is AN ORDINANCE ESTABLISHING A PROPERTY MAINTENANCE CODE FOR THE CITY OF FOREST CITY. IOWA.

Airport Manager Dick Trimble led the discussion regarding the Rehabilitate Runway 15-33 Project. 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. 16-17-38, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE REHABILITATE RUNWAY 15-33 PROJECT.

Councilmember Holland 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. 16-17-39, a Resolution found in Resolution Book 16-17. A RESOLUTION MAKING THE AWARD OF A CONTRACT FOR THE REHABILITATE RUNWAY 15-33 PROJECT FOR FOREST CITY, IOWA. The bid was awarded to Heartland Asphalt, Mason City, Iowa, with a base bid of \$189,130 and Alternate Bid No. 1 in the amount of \$32,200, for a total bid of \$275,000. The federal share is 90% and the City's share (10%) is \$27,500.

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. 16-17-40, a Resolution found in Resolution Book 16-17. A RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATIONS FOR IOWA AIRPORT IMPROVEMENT PROGRAM AND CERTIFYING ELIGIBILITY REQUIREMENTS. Per Trimble, this includes two projects – rotating beacon improvement (AIP) and terminal building improvement concepts (GAUI). This project is 85% funded by the Iowa DOT.

Street Superintendent Mike O'Rourke led the discussion regarding the Secor Bridge Deck Repair Project. This project is budgeted for 2017-2018, and is a one-day partial repair to repair the delamination and give the bridge another 10-20 years of life. Denco Highway, Mingo, Iowa, presented a bid for \$30,000 if the bridge was not shut down or \$19,126.20 if the bridge was shut down for the day. After discussion, the Council took the following action:

Moved by Buffington, seconded by Holland, to approve the Secor Bridge Deck Repair Project and accept the bid from Denco Highway, Mingo, Iowa, in the amount of \$19,126.20 for bridge repair. The bridge will be shut down for one day for repairs. Motion carried unanimously.

Assistant Police Chief Tom Montgomery was present at the meeting and led the discussion regarding a 28E Agreement between Winnebago County and the City of Forest City for use of county deputies. Per Montgomery, the 28E Agreement was requested by Sheriff Peterson to allow County peace officers to work for the City for Tree Town Festival and other events. 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, Holland, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-41, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING THE 28E AGREEMENT BETWEEN WINNEBAGO COUNTY AND THE CITY OF FOREST CITY FOR USE OF COUNTY DEPUTIES.

Electric Department Manager Duane Kuhn led the discussion regarding the Dairyland Power contract. Per Kuhn, no closed session was needed, as figures were not discussed. The UMMEG lawyer and finance officer have worked on this for a year, and changes to the contract are in the City's favor. It is a fixed 20-year contract, and will go into effect January 2019. After discussion, the Council took the following action:

Councilmember Holland 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. 16-17-42, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING THE RESTATED WHOLESALE POWER AGREEMENT BETWEEN DAIRYLAND POWER COOPERATIVE, UPPER MIDWEST MUNICIPAL ENERGY GROUP AND THE CITY OF FOREST CITY, IOWA.

City Administrator/Clerk Barb Smith led the discussion regarding Friday parking in Pammel Park for the Tree Town Festival, if needed. Gary DeWaard of Tree Town said parking is usually in the field; however, if there are wet conditions, they are asking for permission to park on the gravel in Pammel Park. Per Barb, this item was already approved by the Park Board. No further action was needed or taken by the Mayor and Council.

City Administrator/Clerk Barb Smith asked that it be noted in the minutes that Travis Tweeten would be transferring from Sanitation Foreman to Water/Wastewater Operator at a rate of \$21.64. There would be no additional increase given July 1st.

Mayor Ruitter asked that it be noted in the minutes of a longevity increase to \$660/year for Steve Haugen for reaching 15 years of service; Mark Wubben is to move to Step 4 (\$22.61) per the union contract.

City Administrator/Clerk Barb Smith led the discussion regarding apartment water meters and recommending charging the base rate per apartment, not per meter, as many apartments have only one meter for the entire complex. After discussion, the Council took the following action:

Moved by Davis, seconded by Buffington, authorizing City Attorney Bakke to prepare an ordinance for apartment water meters for the Council's review at the next regular Council meeting. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding the City's email addresses and asked the Council's permission to connect with the Chamber, Grow Forest City and Economic Development with Google email addresses. The cost will be \$5 per month for each of the 11 City email addresses we have. Per Barb, our firewall catches a lot of ransomware, but not all viruses or junk mail. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Davis, to switch the City's email addresses to Gmail with the Chamber, Grow Forest City and Economic Development, which are 'forestcityia.com' addresses. Motion carried unanimously.

During staff reports, Street Superintendent Mike O'Rourke noted they are fixing plow divots, cold patching and blading gravel roads. Their bid for their new garbage truck came in under estimate, and they are

looking to hire a new sanitation operator. Water/Wastewater Superintendent Kevin Reicks noted they are flushing the water system and replacing sanitary sewer castings. Water/Wastewater Operator Brian Lackore will be retiring April 28th. Electric Department Manager Duane Kuhn noted they are replacing bulbs in lights on Hwys 9 & 69. Mayor Ruitter noted they are working on the Summit and have police working on junked vehicles. Flags are up on Hwy 69 for fiber work by cellular companies. City Administrator/Clerk Barb Smith is working on the Housing Commission, handbook, and attending the IMFOA conference.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ADVANCED DOOR SYSTEMS	PARTS/SERVICE	1,243.00
AFSCME - IOWA COUNCIL 61	UNION DUES	351.06
AIRGAS	CYLINDER RENTAL	29.38
ATLANTIC BOTTLING COMPANY	REC SUPPLIES	259.94
B & R MOVING INC.	MOVING EXPENSE	750.00
STEVEN BAKKE	CONSUL/PROF FEES	3,430.92
BILL'S FAMILY FOODS	MISC SUPPLIES	32.42
BLACK HILLS ENERGY	GAS FOR HEAT	3,441.92
BMC AGGREGATES LC	ROADSTONE	1,673.65
BROWN SUPPLY	PARTS	306.00
DUSTIN BUCK	REIMBURSEMENT	43.32
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	287.50
CERTIFIED LABS	MISC SUPPLIES	203.95
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	6,554.60
COLLECTION SERVICE CENTER	MISC - OTHER	254.30
CULVER HAHN	MISC SUPPLIES	69.28
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	112,449.81
DIAMOND VOGEL	PAINT	132.21
EFTPS	FED/FICA TAX	21,879.83
ROSS EIDEN	REIMBURSE/K-9 CERT DUES	65.00
ELECTRONIC ENGINEERING	4 PAGERS	1,981.95
ENCORE ENERGY	SERVICES	2,822.26
ERNIE WILLIAMS LTD	PARTS	22.68
F C AMBULANCE	CLEANING	50.00
F C MUN UTILITIES	UTILITIES	14,960.55
F C COMMUNITY SCHOOLS	17-CAT-001	21,217.96
FARMER'S CO-OP ASSOC	FUEL	5,541.90
FEDERAL FIRE EQUIPMENT	SERVICES	450.75
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,016.92
FOOD & CONSUMER SAFETY BUREAU	RENEWAL APPLICATION	67.50
FOREST CITY FORD	PARTS/SERVICE	216.65
FUN EXPRESS, LLC	MISC SUPPLIES	122.10
G & H MOTOR PARTS	PARTS	1,853.61
GRAINGER	MISC SUPPLIES	42.36
GROVES CONTRACTING	SERVICES	1,416.00
H & S AUTO PARTS	PARTS	61.35
HEARTLAND ASPHALT	COLD MIX	849.76
HERMEL WHOLESAL	WATER	23.96
NORMA HERTZER	SERVICES	1,250.00
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	82.00
I WIRELESS	SERVICES	136.20
U OF OKOBOJI EM CONFERENCE	EM CONF	125.00
	REGISTRATION/BUCK	
IOWA ONE CALL	SERVICES	34.40
IRBY	ELECTRICAL SUPPLIES	1,300.32

J & J CHEMICAL CO.	MISC SUPPLIES	93.21
J & J MACHINING	PARTS	87.29
K I O W	ADVERTISING	88.00
LOUIS KALI	METER DEP REFUND	85.79
KNAPPER OIL CO	MISC SUPPLIES	170.52
BRIAN LACKORE	UNIFORM ALLOWANCE	34.23
LANDFILL OF NORTH IOWA	LANDFILL COSTS	4,891.53
LARSON PRINTING	SEASON PASS PRINTING	61.43
LINAHON ELECTRIC, INC.	GENERATOR	5,278.62
MANUFACTURER'S BANK	SAFE DEPOSIT BOX RENT	20.00
MASON CITY ROOFING	ROOF REPAIR	1,285.00
MATT & MONICA TRUNKHILL	YOUTH REC REFUND	52.00
MATT PARROTT & SONS	LASER BILLS	1,025.72
MC2, INC.	PARTS	112.23
MCCUBBINS WOOD PAINT	PLAQUE	55.00
RAY MCQUEEN	METER DEP REFUND	65.72
METERING & TECHNOLOGY SOLUTION	METERS	7,363.14
METTLER TOLEDO	TESTING AGENCY	598.47
MID-WEST ROOFING	PARTS/SERVICE	513.70
NELSON PLUMBING & HEAT	CIVIC AUD	4,198.28
NEVCO, INC.	PARTS	66.98
NEW YORK LIFE	DEDUCTION	360.12
NO IA MEDIA GROUP	ADVERTISING	844.50
NORTH CENTRAL LABS	CHEMICALS	123.90
NORTH CENTRAL SALES & SERVICE	PARTS/SERVICE	691.29
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	201.00
OLD DOMINION BRUSH	PARTS	822.46
GLEN PANNKUK	STUMP GRINDING	260.00
PITNEY BOWES	MISC SUPPLIES	65.44
PRAIRIE ENERGY CO-OP	UTILITIES	136.16
PRINTING SERVICES INC	OFFICE SUPPLIES	238.59
QUILL CORPORATION	OFFICE SUPPLIES	75.22
RHODE ISLAND NOVELTY	REC SUPPLIES	352.89
RIVER CITY COMMUNICATIONS	PARTS/SERVICE	1,687.00
SCHNEBLY'S 66" "	FUEL/SERVICES	73.00
SHOPKO STORES OPERATING CO	MISC SUPPLIES	74.87
BARB SMITH	MILEAGE	145.52
SWIMOUTLET.COM	MISC SUPPLIES	199.00
TASC	FLEX PRE-TAX	858.22
TEREX SERVICES	PARTS	60.84
THEISS SHIRTS, INC	SHIRTS	867.00
TRANS IOWA EQUIPMENT	PARTS/SERVICE	478.50
DICK TRIMBLE	SERVICES	3,378.46
U S POST OFFICE	STAMPS	49.00
U.S. BANK	CREDIT CARD CHARGES	2,306.08
UMMEG	STS COSTS	66,732.15
UMMEG-RUGBY	RUGBY FARM	22,476.68
UNITY POINT CLINIC	SERVICES	64.00
VALIC	DEFERRED COMP	840.00
WALDORF UNIVERSITY	TIF REBATE	103,932.00
WCTA	SERVICES	1,524.87
WI SCTF	MISC - OTHER	168.97
TOTAL ACCOUNTS PAYABLE		445,487.52
PAYROLL CHECKS		63,328.78
**** PAID TOTAL ****		508,816.30

FUND RECAP:	
FUND DESCRIPTION	CLAIMS
GENERAL FUND	249,798.26
CAP IMPROVEMENT RESERVE	
CDBG FUND	
DEBT SERVICE FUND	
FIRE DEPARTMENT DONATIONS	
LIBRARY TRUST FUND	
CEMETERY PERP CARE FUND	
HOTEL/MOTEL TAX FUND	
TIF FUND	103,932.00
IFA LOAN	
WESTOWN PLACE	982.50
HANSON FAMILY FINE ARTS CENTER	21,442.96
STREET IMPRO PROJECT FUND	
PARK IMPROVEMENT FUND	
AQUATIC CENTER	
ROAD USE FUND	
EMPLOYEE BENEFIT FUND	
LOCAL OPTION SALES TAX	
WATER FUND	29,489.37
SEWER RENTAL FUND	34,686.87
ELECTRIC FUND	314,521.79
STORM WATER UTILITY FUND	1,849.99
CLEARING FUND	
PAYROLL CLEARING FUND	
TOTALS	756,703.74

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 9:33 p.m. Motion carried unanimously.

ATTEST:

Barb Smith, City Administrator/Clerk

Byron Ruitter, Mayor