

**REGULAR MEETING  
MAY 1, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on May 1, 2017, at 7:00 p.m. in the Council Chambers of City Hall, Forest City, Iowa.

Mayor Byron Rüter called the meeting to order at 7:00 p.m. Councilmembers present at roll call were: Buffington, Holland, Mikes, Wooldridge, Zehren. Absent: Davis, West.

No one spoke under public forum.

Beth Bilyeu presented her Economic Development report for the Mayor and Council. Per Bilyeu, she participated in the Spring Community Venture Network's Industrial Recruitment conference and connected with two good prospects for Nerem Industrial Park and Rail Park. Westown Place Apartments will be available for tours in 2-3 weeks, with an open house in June and opening in July. FCED will be conducting a "Together We Can" campaign fundraiser, with a three-year goal of \$80,000 - \$240,000. The Mayor and Council thanked Ms. Bilyeu for her report.

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

- 1) Agenda (5/01/17)
- 2) Council Minutes (4/17/17)
- 3) Board & Committee minutes from the Forest City Chamber of Commerce, Grow Forest City, Oakland Cemetery Board (4/17/17), Heritage Park (4/18/17), Historic Preservation Commission (4/18/17), and Library Board (3/15/17)
- 4) List of claims
- 5) Class C liquor license & outdoor service for Ay Jalisco and Class C beer permits for Goldy's & K-Way

Motion carried unanimously.

Councilmember Davis entered the meeting at 7:03 p.m.

Katarino Martinez of Ay Jalisco was present at the meeting and asked the Council's permission to have a Cinco de Mayo celebration on May 5<sup>th</sup>, with a fenced-in area in front of their store. Their dram shop & license are up to date, and the streets will be blocked. They will be having similar events for Fridays in the Forest, the Firefighter Convention and Puckerbrush. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Zehren, to allow streets to be blocked for a Cinco de Mayo celebration on May 5<sup>th</sup> from 5:30 to 9:30 p.m. at Ay Jalisco. Motion carried unanimously.

Kathy Rollefson of the Chamber of Commerce led the discussion on Fridays in the Forest events to be held May 19<sup>th</sup>, June 16<sup>th</sup> and August 18<sup>th</sup>. They will be blocking off N Clark Street from the School Street alley to the Clark Lane alley from 4-10 p.m., with a live band, kiddie karaoke, and other activities for the community's enjoyment. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Buffington, to approve blocking the afore-mentioned streets for Friday's in the Forest. Motion carried unanimously.

Kathy also addressed Puckerbrush Days' activities, and noted they would like to block J Street to the Clark Lane alley for a beer garden, live band, and other activities. These events will be on Thursday, July 13<sup>th</sup>, from 4-10 p.m., Friday, July 14<sup>th</sup>, from 4 p.m. – midnight, and Saturday, July 15<sup>th</sup>, from after the parade until 10 p.m. The Chamber is also requesting the noise ordinance to be waived on July 14<sup>th</sup> until midnight. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to approve closing streets for Puckerbrush Days' activities and to waive the noise ordinance to midnight on Friday, July 14<sup>th</sup>. Motion carried unanimously.

Norma Hertzler of Grow Forest City asked the Council's approval for bike rack placement for the new rental bikes. They plan to have two bikes at each of the following locations: Hanson Fieldhouse, Waldorf Campus, Pammel Park, and two uptown on the corner of Clark & J Streets. Bikes will be returned to the same location where they were rented. After discussion, the Council took the following action:

Moved by Buffington, seconded by Mikes, to approve placement of the rental bikes in the locations suggested by Norma Hertzler. Motion carried unanimously.

Drew Sweers of Veenstra & Kimm was present at the meeting to discuss engineering services for the Prairie View Storm Water contract. The cost for Phase 1, which includes preliminary engineering, topographical survey and contacting County supervisors is \$2,500. After discussion, the Council took the following action:

Moved by Holland, seconded by Zehren, to approve Veenstra & Kimm's engineering services in the amount of \$2,500 for Preliminary Engineering of the Prairie View Storm Water Project. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding the intrafund loan between the City of Forest City and Bear Creek Golf Course. The City is purchasing two mowers on behalf of the golf course, with Bear Creek repaying \$56,500 back to the City of Forest City. This is a savings of \$6,826.14 in interest for Bear Creek, and they will be repaying the City during the golfing season for the new mowers. 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, Wooldridge, Zehren. NAYS: None. ABSENT: West. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-43, a Resolution found in Resolution Book 16-17. A RESOLUTION AUTHORIZING INTRAFUND LOANS BETWEEN THE CITY OF FOREST CITY AND BEAR CREEK GOLF COURSE.

The Mayor and Council discussed the resignation of Sue Pannkuk from the Library Board and proposed appointment of Jason Barnes to fill this vacancy. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Davis, to approve the appointment of Jason Barnes to the Library Board to fill the position vacated by Sue Pannkuk. Motion carried unanimously.

The Mayor and Council discussed the third reading of Ordinance No. 765, which would establish a property maintenance code for the City of Forest City. Per Mayor Ruitter, several citizens have contacted him in support of this ordinance. All properties will be expected to maintain their properties according to this code. After discussion, the Council took the following action:

Councilmember Davis introduced Ordinance No. 765 and moved its adoption. Councilmember Zehren 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 ordinance adopted as follows:

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 fireworks and whether they should continue being illegal or allowed, as fireworks will become legal in June for fireworks to be set off between dates included in this legislation, provided this bill is passed by Governor Branstad. The current ordinance would need to have Section 41.12 amended to allow the sale of fireworks in Forest City. It was suggested to invite licensed fireworks' operator Tim Peterson to the next Council meeting to speak to this new legislation. No action was taken on this issue at this time.

The Mayor and Council discussed the first reading of Ordinance No. 766, which would amend Chapters 92.02 and 99.02 of the Code of Ordinances to update the rates for the use of water and sewer system service. After discussion, the Council took the following action:

Councilmember Wooldridge introduced Ordinance No. 766 and moved its adoption. Councilmember Zehren 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 motion carried.

Ordinance No. 766 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. This represents the first reading of Ordinance No. 766. The second reading of Ordinance No. 766 will be at the May 15<sup>th</sup> Council meeting.

City Administrator/Clerk Barb Smith led the discussion regarding an intrafund loan between the Electric Department and Water Department for the purchase of radio-read meters. The Water Department will repay the amount not to exceed \$450,000 back to the Electrical Utility, pursuant to the amortization schedule set up for this purchase. 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, Wooldridge, Zehren. NAYS: None. ABSENT: West. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-44, a Resolution found in Resolution Book 16-17. A RESOLUTION AUTHORIZING INTRAFUND LOANS FROM THE ELECTRICAL UTILITY FUND TO THE WATER/WASTEWATER FUND.

Street Superintendent Mike O'Rourke asked the Council's approval to purchase a Graco Line Laser 3900 two-gun unit and line driver H/D paint striper from Paint Pump Pros of Des Moines in the amount of \$10,453, which is a budgeted item. After discussion, the Council took the following action:

Moved by Zehren, seconded by Holland, to approve the purchase of a Graco Line Laser 3900 two-gun unit and line driver H/D paint striper from Paint Pump Pros of Des Moines in the amount of \$10,453 for the Street Department. Motion carried unanimously.

Police Chief Doug Jenson led the discussion regarding a dark fiber lease between WCTA and the Forest City Police Department. The cost for this service will be a one-time charge of \$97 and a monthly charge of \$100 for the lease of two fibers from 525 North Street to 935 Highway 69 N. After discussion, the Council took the following action:

Moved by Davis, seconded by Mikes, to approve the dark fiber lease between the Forest City Police Department and WCTA. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes that Joe Langfald has been promoted to sanitation lead at a rate of \$19.93 per hour. In addition, Todd J. Spooner has been hired as sanitation operator at a rate of \$18.07 per hour. Both positions are being started at the July 1, 2017, rate, with no additional increase on July 1<sup>st</sup>.

The following invoices were approved for payment:

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ADVANCED SYSTEMS	MAINTENANCE	81.50
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AFSCME - IOWA COUNCIL 61	UNION DUES	353.54
AMERICAN FAMILY LIFE	INSURANCE	1,707.60
BETH ASCHENBRENNER	UNIFORM ALLOWANCE	74.00
BAKER & TAYLOR COMPANY	BOOKS	1,775.55
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	140.20
BLACK HILLS ENERGY	GAS FOR HEAT	481.90
BLUE CROSS-BLUE SHIELD	INSURANCE	40,428.25
BMC AGGREGATES LC	ROADSTONE	644.28
BOMGAARS	MISC SUPPLIES	567.56
DUSTIN BUCK	REIMBURSEMENT	281.55
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	261.20
CITY OF FOREST CITY	BUILDING PERMIT	25.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	SERVICES	67.95
CONTINENTAL RESEARCH	MISC SUPPLIES	208.37
CHRISTA COSGRIFF	REIMBURSEMENT	723.78
COVERT TRACK GROUP	GPS TRACKING DEVICE	1,610.00
DATA TECHNOLOGIES, INC.	UB SOFTWARE INSTALL	6,281.41
DEARBORN NATIONAL	MISC PAYABLE	691.48
DGR ENGINEERING	ENGINEERING SERVICES	850.00
EFTPS	FED/FICA TAX	23,013.19
ROSS EIDEN	REIMBURSE LEIN SCHOOL	241.93
ELLIOTT EQUIPMENT	PARTS	207.49
F C CHAMBER OF COMMERCE	HANSON FOUNDATION DONATION	10,000.00
F C ECON DEVEL CORP	HANSON FOUNDATION DONATION	12,500.00
F C EMPLOYEE ASSN	FLOWER FUND	40.92
FIDELITY SECURITY LIFE	VISION	116.40
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,813.03
FOREST CITY FORD	PARTS	145.40
G C DISTRIBUTING	BAGS	1,397.00
GENERAL TRAFFIC CONTR	TRAFFIC SIGNAL EQUIP	3,507.28
HAUGEN CONTRACTING	SERVICES	11,831.02
STEVE HAUGEN	REIMBURSEMENT	164.73
HAWKINS INC	CHEMICALS	3,709.96
HOLIDAY INN DES MOINES AIRPORT	IMFOA CONFERENCE	430.78
I M F O A	IMPI CONFERENCE/B BURRESS	915.00
I M F O A	MEMBERSHIP/SMITH #11169	50.00
IA DEPT OF PUBLIC SAFETY	TERMINAL BILLING	600.00

INTOXIMETERS	MISC SUPPLIES	227.00
SIMMERING-CORY/IA CODIFICATION	SERVICES	131.00
IOWA LEAGUE OF CITIES	HANDBOOK	20.00
IPRA	MANUAL/REICKS	50.00
IRBY	ELECTRICAL SUPPLIES	2,334.04
SONI KEGLER	REIMBURSEMENT	56.76
MASON CITY RECYCLING	RECYCLING	3,814.80
MERCY CLINICS	SERVICES	64.00
METERING & TECHNOLOGY SOLUTION	METERS	958.80
MINNESOTA VALLEY TESTING LAB	TESTING AGENCY	121.60
MSC INDUSTRIAL SUPPLY CO.	MISC SUPPLIES	50.04
NEXT GENERATION	SYSTEM SUPPORT	448.89
KAREN KOFRON	HANSON FOUADATION	3,000.00
	DONATION	
NO IA MEDIA GROUP	PRINTING	158.00
OFFICE DEPOT	OFFICE SUPPLIES	268.97
PITNEY BOWES	MAINTENANCE	37.26
QUILL CORPORATION	OFFICE SUPPLIES	111.20
QUILL CORPORATION	OFFICE SUPPLIES	176.29
RIVER CITY COMMUNICATIONS	PARTS/SERVICE	1,282.00
SELECTIVE INSURANCE	FLOOD INSURANCE	7,222.00
BARB SMITH	MILEAGE	188.64
SMITHSONIAN	SUBSCRIPTION	19.00
SUN LIFE FINANCIAL	GROUP INS PAYABLE	1,561.79
TASC	FLEX PRE-TAX	858.22
TEST AMERICA LABORATORIES	TESTING	777.00
THE LEADER	SUBSCRIPTION	48.00
TREAS, ST OF IOWA	STATE TAXES	7,415.00
U P S	UPS CHARGES	72.49
U S POST OFFICE	UTILITY BILL POSTAGE	1,000.00
USA BLUE BOOK	MISC PARTS	3,601.22
VALIC	DEFERRED COMP	840.00
VANWALL EQUIPMENT	MOWER	56,500.00
VERIZON	TELEPHONE SERVICE	594.28
WALLACE,HOLLAND,KASTLER	SERVICES	9,123.62
WESTOWN PLACE, LLC	IFA LOAN	74,201.00
WHEELER WORLD	MISC SUPPLIES	1,612.14
WI SCTF	CHILD SUPPORT	168.97
WINNEBAGO CO HISTORICAL SOC	2-VOLUME 3 BOOKS	60.00
Y M C A	YMCA	366.00
TOTAL ACCOUNTS PAYABLE		308,770.75
PAYROLL CHECKS		64,376.85
**** PAID TOTAL *****		373,147.60

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 8:43 p.m. Motion carried unanimously.

ATTEST:

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Barb Smith, City Administrator/Clerk

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Byron Ruitter, Mayor