

**REGULAR MEETING  
MAY 15, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on May 15, 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 the FY 17 budget amendment for the City of Forest City, which is a total fund increase of \$176,727. 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 7:03 p.m.

No one spoke under public forum.

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

- 1) Agenda (5/15/17)
- 2) Council Minutes (5/1/17)
- 3) Board & Committee minutes from the Oakland Municipal Cemetery Board (5/3/17), Forest City Airport Commission (5/9/17), and Park Board (5/10/17)
- 4) List of claims
- 5) Class C liquor licenses for River Oaks & Friendship Hall, Outdoor service for Bloody Mary Breakfast for Treetown for Sid's Gas & Groceries, and Class B beer license for Puckerbrush Beer Garden.

Motion carried unanimously.

Tim Alexander of Cottingham & Butler was present at the meeting to discuss the Health Insurance Trust Fund, which offers significant savings with buydown health insurance plans. By joining the trust, the City of Forest City would be part of a pool with other cities and counties, so we would now have the benefit of being considered a large group. Tim recommended having two Alliance Select plans, in addition to one WHPI plan that does not include Mayo. This change would make the employee insurance renewal a fiscal year plan, keeping in sync with the City budget and annual wage increases. The plans would be partially self-funded by the City and administered by Cisco. After discussion, the Council took the following action:

Moved by Mikes, seconded by Wooldridge to proceed with discussing Cottingham & Butler's Health Insurance Trust Fund with City employees to get their input. Motion carried unanimously.

The Mayor and Council discussed the first reading of Ordinance No. 767, which amends Chapter 41.12 of the Code of Ordinances, Forest City, Iowa, to allow for the sale of fireworks in Forest City, Iowa. Per City Attorney Bakke, state legislation authorizes the sale of fireworks. This amendment will authorize the sale of fireworks; however, the City needs to consider the Fire Zone in allowing fireworks' vendors, as well as having the necessary permit from the State Fire Marshall for shooting fireworks. After discussion, the Council took the following action:

Councilmember Davis introduced Ordinance No. 767 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 motion carried.

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

Councilmember Wooldridge moved that Ordinance No. 767 now be adopted. 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 Ordinance No. 767 duly adopted as follows:

Ordinance No. 767 is AN ORDINANCE AMENDING CHAPTER 41.12. OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, TO UPDATE THE SECTION 41.12 CODE TO ALLOW FOR THE SALE OF FIREWORKS IN FOREST CITY, IOWA.

City Administrator Barb Smith led the discussion regarding the DOT request to close the primary road extension on Highway 69 from 330<sup>th</sup> Street to J Street for the Iowa Firefighters' Association Parade on September 9<sup>th</sup>. After discussion, the Council took the following action:

Moved by Zehren, seconded by West, to allow the DOT to close the primary road extension on Highway 69 from 330<sup>th</sup> Street to J Street on September 9<sup>th</sup> for the Iowa Firefighters' Association Parade. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to approve the FY17 budget amendment for the City of Forest City, which amounts to \$176,727 in additional funds. After discussion, the Council took the following action:

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

Resolution No. 16-17-45, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING THE FY17 BUDGET AMENDMENT FOR FOREST CITY, IOWA.

City Administrator/Clerk Barb Smith asked the Mayor and Council for final acceptance of Ordinance No. 765. After discussion, the Council took the following action:

Councilmember Zehren moved that Ordinance No. 765 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. 765 duly adopted as follows:

Ordinance No. 765 is AN ORDINANCE ESTABLISHING A PROPERTY MAINTENANCE CODE FOR THE CITY OF FOREST CITY, IOWA.

The Mayor and Council discussed the second 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 Buffington introduced Ordinance No. 766 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.

Councilmember Wooldridge 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 Zehren moved that Ordinance No. 766 now be adopted. 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 Ordinance No. 766 duly adopted as follows:

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.

City Administrator/Clerk Barb Smith asked the Council to pass a Resolution authorizing the issuance of a General Obligation Urban Renewal Loan Agreement Anticipation Project Note in a principal amount not to exceed \$2,000,000 for the City's share of the Fine Arts Center, which will allow the City to start drawing on the funds. After discussion, the Council took the following action:

Councilmember Mikes 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. 16-17-46, a Resolution found in Resolution Book 16-17. A RESOLUTION AUTHORIZING THE ISSUANCE OF A GENERAL OBLIGATION URBAN RENEWAL LOAN AGREEMENT ANTICIPATION PROJECT NOTE IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,000,000.

Street Superintendent Mike O'Rourke led the discussion regarding mill and overlay projects for the Street Department by Heartland Asphalt, Inc. of Mason City, Iowa, which includes the Forest City Crystal Lake Rd

& 4<sup>th</sup> St Intersection in the amount of \$32,076.25, and the Forest J Street and M Street Patching in the amount of \$12,341.40. This is a budgeted item. After discussion, the Council took the following action:

Moved by Zehren, seconded by Wooldridge, to approve the proposal from Heartland Asphalt, Inc., Mason City, Iowa, for the Forest City Crystal Lake Rd & 4<sup>th</sup> St Intersection in the amount of \$32,076.25, and the Forest J Street and M Street Patching in the amount of \$12,341.40. Motion carried unanimously.

Electric Department Manager Duane Kuhn asked the Council's approval to purchase a boiler for the Light Plant, which is a budgeted item. The total cost is \$13,775 from McGuiness Co, Inc. of Des Moines, Iowa. This is an upgrade to the current 1979 piece of equipment. After discussion, the Council took the following action:

Moved by Holland, seconded by West, to approve the purchase of a boiler from McGuiness Co., Inc., Des Moines, Iowa, in the amount of \$13,775 for the Light Plant. Motion carried unanimously.

Electric Department Manager Duane Kuhn led the discussion regarding the replacement of a 1998 pickup with a 2017 Dodge Ram quad cab pickup at a cost of \$23,450 from Chrysler of Forest City for the Electric Department. This is a budgeted item. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Buffington, to approve the purchase of a 2017 Dodge Ram quad cab pickup in the amount of \$23,450 from Chrysler of Forest City. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council's approval to change the City employees pay week to Saturday – Friday, effective with the next payroll. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to authorize the change of the City's pay week to Saturday – Friday. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes of \$180 longevity increases for Christa Cosgriff and Tom Montgomery.

During staff reports, Street Superintendent Mike O'Rourke thanked the Boy Scouts and City Staff for their efforts during City-Wide Cleanup on May 13<sup>th</sup>. Mayor Ruitter added that Boy Scout Stross Newcom was awarded his Eagle Scout Award at a ceremony later that weekend. Per Councilmember Mikes, the Personnel Committee has been in discussion of adding Council emails for document retainage for future Councilmembers. City Administrator/Clerk Barb Smith noted City Hall is re-doing building permit instructions and she will begin nuisance abatement drive-arounds this week.

The following invoices were approved for payment:

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ADVANCED SYSTEMS	MAINTENANCE	81.50
AFSCME - IOWA COUNCIL 61	UNION DUES	311.05
AIRGAS	CYLINDER RENTAL	28.60
AMERICAN LIFEGUARD PRODUCTS	MISC SUPPLIES	158.97
ARAMARK	LAUNDRY SERVICE	94.15
BETH ASCHENBRENNER	BLS TRAINING/POLICE DEPT	280.00
SHARON BENGSTON	METER DEP REFUND	113.58
BILL'S FAMILY FOODS	MISC SUPPLIES	182.62
BLACK HILLS ENERGY	GAS FOR HEAT	3,961.13
BLACK HILLS ENERGY	GAS FOR HEAT	556.07
BMC AGGREGATES LC	ROADSTONE	2,990.99
BOMGAARS SUPPLY	MISC SUPPLIES	95.11
BROWN SUPPLY	MISC SUPPLIES	1,916.20
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	479.60
CHRYSLER OF FOREST CITY	PARTS/SERVICE	20.95
CITY OF FOREST CITY	METER DEP REFUND	36.42
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	6,333.50
CLEAR LAKE SANITARY DISTRICT	TESTING	110.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	SERVICES	192.50
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	91,723.21
DECKER'S SPORTING GOODS	REC SUPPLIES	184.00
DIAMOND VOGEL	PAINT	136.06
DITCH-WITCH OF MINN & IOWA	PARTS	30.81
EFTPS	FED/FICA TAX	27,209.50
ERNIE WILLIAMS LTD	PARTS	102.61
F C CHAMBER OF COMMERCE	REBATE/B SHANKLAND	100.00

ANDREW FABER	UNIFORM ALLOWANCE	133.72
FARMER'S CO-OP ASSOC	FUEL	4,208.17
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,511.26
FOREST CITY VET CLINIC	CANINE SUPPLIES	90.60
G & H MOTOR PARTS	PARTS	356.85
MATT GERDES	REIMBURSEMENT	23.57
HEARTLAND ASPHALT	COLD MIX	780.83
HERMEL WHOLESALE	WATER	23.96
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	82.00
I WIRELESS	SERVICES	136.20
IA ASSN OF MUN UTIL	TRAINING/LECKRONE	375.00
IA DIVISION OF LABOR SERVICES	SERVICES	40.00
INTERSTATE MOTOR TRUCKS	PARTS	498.24
IOWA DEPT OF JUSTICE	10% FORFEITURE FUNDS	139.90
IOWA DEPT OF NATURAL RESOURCES	CERT RENEWAL APPLICATIONS	600.00
IOWA LEAGUE OF CITIES	REGISTRATION/SMITH	214.00
IOWA ONE CALL	SERVICES	78.30
IRBY	ELECTRICAL SUPPLIES	497.55
K I O W	ADVERTISING	853.60
KNAPPER OIL CO	FUEL	88.02
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	4,619.00
LARSON PRINTING	2017 ACTIVITY CALENDAR	2,016.77
LYLE'S SALES & SERVICE	PARTS	55.60
MATT PARROTT & SONS	LASER CHECKS	742.50
MERCY CLINICS	SERVICES	46.00
MID AMERICAN RESEARCH CHEMICAL	MISC SUPPLIES	221.86
N I A C O G	TRANSIT TICKETS	2,087.61
NELSON PLUMBING & HEAT	BOMAN PARK	65.00
NEW YORK LIFE	DEDUCTION	360.12
NEXT GENERATION	SYSTEM SUPPORT	123.89
NO IA MEDIA GROUP	ADVERTISING/PUBLISHING	1,457.86
NORTH CENTRAL LABS	CHEMICALS	505.44
NORTH CENTRAL SALES & SERVICE	PARTS/SERVICE	4,307.58
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	299.65
NOVELTY MACHINE	PARTS	194.67
MICHAEL O'ROURKE	UNIFORM ALLOWANCE	139.09
OFFICE DEPOT	OFFICE SUPPLIES	129.46
OTIS ELEVATOR	REP/MAINT BLDG	425.00
PETTY CASH	REIMBURSE PETTY CASH	47.21
PETTY CASH	REIMBURSE PETTY CASH	35.97
PITNEY BOWES	FOLDING MACHINE	6,787.20
PRAIRIE ENERGY CO-OP	UTILITIES	123.54
PRESTO-X	SERVICES	39.39
PROTECT YOUTH SPORTS	SERVICES	53.70
QUILL CORPORATION	OFFICE SUPPLIES	234.25
RIVER CITY COMMUNICATIONS	SERVICES	45.00
SAFETY-KLEEN SYSTEMS, INC	MISC SUPPLIES	343.83
SCHNEBL'S 66" "	FUEL/SERVICE	105.85
SCHNEBL'S 66" "	PARTS/SERVICE	49.95
BARB SMITH	MILEAGE	146.59
TASC	FLEX PRE-TAX	858.22
THEISS SHIRTS, INC	SHIRTS	4,769.25
BECKY THOMPSON	MILEAGE	103.26
TRAF-O-TERIA	OFFICE SUPPLIES	225.88
DICK TRIMBLE	SERVICES	3,797.54
U S POST OFFICE	POSTAGE	23.75
U.S. BANK	CREDIT CARD CHARGES	1,119.86
UMMEG	STS COSTS	58,908.76
UMMEG-RUGBY	RUGBY FARM	21,135.10
UNITY POINT CLINIC	SERVICES	37.00
VALIC	DEFERRED COMP	840.00
VALMONT COMPOSITE STRUCTURES	MISC SUPPLIES	720.40
AMY VRIEZE	MILEAGE	43.87
WCTA	SERVICES	1,533.92
WI SCTF	CHILD SUPPORT	168.97
WINNEBAGO CO ATTORNEY	10% FORFEITURE FUNDS	139.90
Z-MAN	GUTTERS	545.80
TOTAL ACCOUNTS PAYABLE		269,344.92
PAYROLL CHECKS		71,172.97
**** PAID TOTAL *****		340,517.89

FUND RECAP:	
FUND DESCRIPTION	CLAIMS
GENERAL FUND	99,019.31
DRUG FORFEITURE	279.80
WATER FUND	11,892.64
SEWER RENTAL FUND	26,708.71
ELECTRIC FUND	202,555.76
STORM WATER UTILITY FUND	61.67
TOTALS	340,517.89

<b>March Receipts</b>		
<b>Fund</b>	<b>Description</b>	<b>Receipts</b>
1	General Fund	230,747.64
110	Road Use Fund	40,911.45
112	Employee Benefits Fund	4677.81
121	Local Option Sales Tax	25,584.89
122	Hotel/Motel Tax	13,866.25
125	TIF Fund	5,422.72
200	Debt Service Fund	10,036.26
600	Water Fund	37,112.66
610	Sewer Fund	60,127.53
630	Electric Fund	463,030.04
740	Storm Water Fund	11,644.88
	<b>Total</b>	<b>903,162.13</b>
<b>April Receipts</b>		
<b>Fund</b>	<b>Description</b>	<b>Receipts</b>
1	General Fund	340,931.82
110	Road Use Fund	29,074.64
112	Employee Benefits Fund	159,793.36
121	Local Option Sales Tax	25,584.89
125	TIF Fund	232,710.80
200	Debt Service Fund	284,185.81
501	Library	350.68
502	Cemetery Perp Care	175.34
600	Water Fund	183,698.08
610	Sewer Fund	52,953.77
630	Electric Fund	431,777.18
740	Storm Water Fund	16,672.11
	<b>Total</b>	<b>1,757,908.48</b>
<b>March Net Salaries</b>	<b>\$</b>	<b>124,584.58</b>
<b>April Net Salaries</b>	<b>\$</b>	<b>127,705.63</b>

Moved by Davis, seconded by Buffington, to adjourn the meeting at 8:43 p.m. Motion carried unanimously.

ATTEST:

---

Barb Smith, City Administrator/Clerk

---

Byron Ruitter, Mayor