

**REGULAR MEETING
JUNE 5, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on June 5, 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, West, Wooldridge, Zehren. Absent: Mikes.

Under public forum, Barb Thompson of 825 West J Street presented a petition respectfully asking that the Blue Stars be asked to end practice by 7:00 p.m. She noted that four weeks of playing so late is hard on the elderly, parents of young children, and those who work early. She appreciates anything the Council can do on their behalf.

Under community reports, Norma Hertzler of Grow Forest City noted the following activities:

- The recent raft race was very successful. There were 41 participants and they raised \$996 that will be donated back to trails. Sam Jefson was the race director.
- An informational board was placed in Founder's Park, and there will be additional landscaping and cleanup to make it a nice, inviting park.
- The Bike Share Program will have a soft opening next week. \$8,000 of the grant received from NIACOG was used to purchase the bikes.
- The Farmer's Market will start June 15th. \$2000 from the NIACOG grant will be used to pay for demos at the market.

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

- 1) Agenda (6/5/17)
- 2) Council Minutes (5/15/17)
- 3) Board & Committee minutes from the Forest City Chamber of Commerce, Forest City Economic Development and Heritage Park (5/16/17)
- 4) List of claims
- 5) Class C beer permit and ownership change for Casey's General Store (106 Hwy 69 S)
- 6) City official term renewals for Jack Soderling (Airport Commission), John Hill (Board of Adjustment) and the Planning & Zoning Commission (Jan Faulkner & Steve Pickar)

Motion carried unanimously.

Norma Hertzler led the discussion regarding the City's new website. Quotes were received from Coloff Digital (\$2,565-\$2,700 + \$30 monthly hosting fee), Webwise (\$3720 + \$30 annual hosting fee) and GOVOffice (\$6425 + three years at \$1250/yr. for maintenance), for creating and maintaining the website. Hertzler recommended GOVOffice even though they are a higher cost, as they serve 1400 cities and have a level of expertise in all areas. They offer unlimited training, manning the site when needed, and setting up online payments. They are also familiar with Data Tech, the City's software provider. After discussion, the Council took the following action:

Moved by Davis, seconded by Zehren, to approve GOVOffice for creating and maintaining the City of Forest City's website. Motion carried, with Wooldridge abstaining.

The Mayor and Council discussed Cottingham and Butler's medical and dental plans, in addition to Arthur Gallagher & Co. ancillary benefits (term life/ADD, vision, and supp life). After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Buffington, to approve the following insurance-related issues for City employees:

- Iowa Community Trust Governmental Health & Related Benefits Program 28E Articles of Agreements
- Iowa Community Trust Administration Agreement
- Wellmark of Iowa Contract
- Sisco Service Agreement & Addendum
- Cottingham & Butler's Consulting Service Agreement
- Allowing City employees to use their insurance benefit toward the purchase of all insurances and not requiring a minimum payment of half their long-term disability premium, excluding AFLAC

Motion carried unanimously.

Moved by Davis, seconded by Wooldridge, to approve the Arthur Gallagher & Co. Ancillary Insurance Options of Met Life (Vision), and Lincoln (life/ADD, supp life, and long-term disability). Motion carried unanimously.

Councilmember Davis led the discussion regarding blocking streets around Courthouse Square on June 24th from 6:00 a.m. to 11:00 p.m. for Relay for Life. After discussion, the council took the following action:

Moved by Zehren, seconded by West, to block off the streets around Courthouse Square on June 24th from 6:00 a.m. – 11:00 p.m. for Relay for Life. Motion carried unanimously.

City Administrator/Clerk Barb Smith presented the Planning & Zoning Commission's recommendations regarding the sale of fireworks. The Commission met on June 1st and recommended to allow the sale of fireworks in the Arterial Commercial District during the Iowa law-mandated fireworks' season, with no storage allowed within City limits during the off season. Sales must be located at least 100' from fuel stations or fuel tanks. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Holland, to approve the Planning & Zoning Commission's recommendations for the sale of fireworks, which are to allow the sale of fireworks in the Arterial Commercial District during the Iowa law-mandated fireworks' season, with no storage allowed within City limits during the off season. Sales must be located at least 100' from fuel stations or above-ground fuel tanks. Motion carried unanimously.

Street Superintendent Mike O'Rourke led the discussion regarding the Street Department's Mill & Overlay Project, which is Phase II of the overlay program for the 2017-2018 budget year. The work will be done on the cul-de-sac portion of Cresthaven Court by Heartland Asphalt, Mason City, Iowa, in the amount of \$14,983.80. After discussion, the Council took the following action:

Moved by Buffington, seconded by Zehren, to approve the mill and overlay project for the cul-de-sac portion of Cresthaven Ct. Work will be done by Heartland Asphalt, Mason City, Iowa, for a cost of \$14,983.80. Motion carried unanimously.

Water/Wastewater Superintendent Kevin Reicks asked the Council to approve updated job descriptions for the Water/Wastewater Departments. The entry requirements were revised to reflect the certifications required for the Superintendent and Assistant Superintendent positions to be in sync with the level requirements of the Water & Wastewater Facilities, which are Grade 2 for Water Treatment and Water Distribution, Grade 3 for Wastewater Certification (includes Wastewater Collection). The operators are required to have a minimum of Grade I certifications, with incentives offered to encourage additional certifications up to facility grade level. After discussion, the Council took the following action:

Moved by Davis, seconded by Zehren, to update the entry requirements for the Water/Wastewater Department job descriptions and change reporting contact to 'City Administrator'. Motion carried unanimously.

Electric Department Manager Duane Kuhn led the discussion regarding the purchase of a vacuum excavator/potholder for the Line Department. Quotes were received from Vermeer Iowa & Northern MO, Pella, Iowa, (\$39,500 for Vactron Excavator + \$555 hose & nozzle addons and \$42,500 for Vermeer Excavator), and Ditch Witch of Minnesota & Iowa, Huxley, Iowa (\$45,054.13). Kuhn is recommending the Vactron LP573XDT Vacuum Excavator with addons of 30' additional suction hose and turbo cutting nozzle, for a total of \$40,355 from Vermeer. After discussion, the Council took the following action:

Moved by Holland, seconded by Zehren, to approve the purchase of a Vactron LP573XDT Vacuum Excavator with addons from Vermeer Iowa & Northern MO, Pella, Iowa, for a total of \$40,355. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding nuisances that had reached their deadline for abatement. These properties include: 506 West K (David Tett), 235 East C St (Stoneridge LLC) and 350 South 8th St (Larry & Debra Kruse). After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to have the Street Department clean up these three properties and to assess the costs for cleanup to the property owner's taxes. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes that Doug Price is being promoted to Light Plant Foreman on July 8th and will receive a base rate increase to \$28.04 upon starting his new duties.

Norma Hertzler asked the Council if they would like to be set up with forestcityia.com emails, so they will have an email trail for their individual ward or at-large Council seat. After discussion, the Council took the following action:

Moved by Zehren, seconded by Davis, to have Norma Hertzler set up forestcityia.com gmail accounts for members of the City Council. Motion carried, with Holland & Wooldridge voting Nay.

The Mayor and Council discussed staff reports during Council meetings. The general feeling was to leave the reports as is, oral and not written. No further action was taken on this issue.

Councilmember Holland noted that the International Festival will be held at Heritage Park this weekend. This is a free event and is open to the public.

The following invoices were approved for payment:

CLAIMS REPORT

| VENDOR | REFERENCE | AMOUNT |
|--------------------------|-------------------|----------|
| ADVANCED SYSTEMS | MAINTENANCE | 135.54 |
| AFSCME - IOWA COUNCIL 61 | UNION DUES | 288.62 |
| AFSCME - IOWA COUNCIL 61 | UNION DUES | 254.02 |
| AIRGAS | MISC SUPPLIES | 35.00 |
| ALAN STUMME | METER DEP REFUND | 105.43 |
| AMERICAN FAMILY LIFE | GROUP INS PAYABLE | 1,707.60 |
| BAKER & TAYLOR COMPANY | BOOKS | 876.59 |
| MITCH BARTLESON | REIMBURSEMENT | 63.53 |

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| BEAR CREEK GOLF COURSE | GOLF MEMBERSHIP | 140.20 |
| BLACK HILLS ENERGY | GAS FOR HEAT | 897.74 |
| BLACKBURN | MISC SUPPLIES | 65.30 |
| BLUE CROSS-BLUE SHIELD | GROUP INS PAYABLE | 40,428.25 |
| BMC AGGREGATES LC | ROADSTONE | 2,146.30 |
| BOMGAARS SUPPLY | MISC SUPPLIES | 850.77 |
| CENTRAL IA DISTRIBUTING | MISC SUPPLIES | 609.10 |
| CINTAS FIRST AID | MISC SUPPLIES | 37.77 |
| CITY OF FOREST CITY | SPECIAL PICKUP | 17.94 |
| COAST TO COAST COMPUTER | TONER | 859.19 |
| COLLECTION SERVICE CENTER | CHILD SUPPORT | 254.30 |
| COLLECTION SERVICE CENTER | CHILD SUPPORT | 254.30 |
| COMPUTER SYSTEMS UNLIMITED | PARTS/SERVICE | 932.40 |
| CONTINENTAL RESEARCH | MISC SUPPLIES | 233.57 |
| CHRISTA COSGRIFF | REIMBURSEMENT | 89.92 |
| COUNTRY LIVING | SUBSCRIPTION | 24.97 |
| D & D SALES | UNIFORMS/SAFETY EQUIP | 487.18 |
| DANKO EMERGENCY EQUIPMENT | PARTS/SERVICE | 227.31 |
| DEARBORN NATIONAL | MISC PAYABLE | 671.68 |
| DEMCO | OFFICE SUPPLIES | 475.82 |
| DITCH-WITCH OF MINN & IOWA | PARTS | 87.04 |
| DORAN DAHMS | UTILITY OVERPAYMENT | 23.01 |
| JOSH DOUGLAS | REIMBURSEMENT | 16.35 |
| EFTPS | OVERPAYMENT | 21,117.78 |
| EFTPS | FED/FICA TAX | 30,013.99 |
| ROSS EIDEN | REIMBURSEMENT | 108.33 |
| ELECTRONIC ENGINEERING | PARTS/SERVICE | 109.95 |
| ELLIOTT EQUIPMENT | PARTS | 177.75 |
| F C AMBULANCE | SERVICES | 50.00 |
| F C CHAMBER OF COMMERCE | REBATE/J GREENWOOD | 100.00 |
| F C EMPLOYEE ASSN | FLOWER FUND | 41.42 |
| F C MUN UTILITIES | UTILITIES | 16,270.37 |
| FARM & CITY INSURANCE | CYBER LIBILITY INS | 347.00 |
| FARMER'S CO-OP ASSOC | FUEL | 43.01 |
| FC COMMUNITY SCHOOL | DARE/COOKIES | 81.00 |
| FIDELITY SECURITY LIFE | VISION | 116.40 |
| FIRE EQUIPMENT SPECIALTIES | MISC SUPPLIES | 552.00 |
| FIRST FOR WOMEN | SUBSCRIPTION | 19.97 |
| FLETCHER-REINHARDT | ELECTRICAL SUPPLIES | 23,257.53 |
| FOREST CITY AUTO CENTER | PARTS/SERVICE | 214.86 |
| FOREST CITY FORD | PARTS/SERVICE | 221.75 |
| G C DISTRIBUTING | BAGS | 3,296.92 |
| GRAINGER | PARTS | 305.80 |
| GROVES CONTRACTING | SERVICES | 5,617.00 |
| STEVEN HANNA | UNIFORM ALLOWANCE | 130.47 |
| HAWKINS INC | CHEMICALS | 1,526.49 |
| HERMEL WHOLESAL | WATER | 47.92 |
| NORMA HERTZER | SERVICES | 1,250.00 |
| NORMA HERTZER | SERVICES | 1,250.00 |
| IA ST TREASURER | SALES TAX | 5,000.00 |
| IACMA | MEMBERSHIP/B SMITH | 150.00 |
| SIMMERING-CORY/IA CODIFICATION | SERVICES | 270.00 |
| IOWA FINANCE AUTHORITY | INTEREST PAYMENT | 229.74 |
| IOWA FIRE CHIEFS' ASSOCIATION | MEMBERSHIP | 50.00 |
| IRBY | MISC SUPPLIES | 216.94 |
| JEFFERY JOSEPH | METER DEP REFUND | 100.00 |
| KAISER AUTO REPAIR | PARTS/SERVICE | 86.26 |
| LAKE MILLS GRAPHIC | SUBSCRIPTION | 36.00 |
| JOE LANGFALD | UNIFORM ALLOWANCE | 200.00 |
| MASON CITY RECYCLING | RECYCLE | 3,814.80 |
| MERCY CLINICS | SERVICES | 244.00 |
| METERING & TECHNOLOGY SOLUTION | METERS | 3,044.59 |

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| MID AMERICAN RESEARCH CHEMICAL | MISC SUPPLIES | 110.00 |
| MID-WEST ROOFING | PARTS | 72.00 |
| MIDWEST BREATHING AIR, LLC | MISC SUPPLIES | 624.32 |
| MSC INDUSTRIAL SUPPLY CO. | PARTS | 103.38 |
| MUNICIPAL EMERGENCY SERVICES | HELMETS | 1,221.14 |
| N I A C C | REGISTRATION/T TWEETEN | 685.00 |
| N I A C O G | TRANSIT TICKETS | 1,943.97 |
| NELSON PLUMBING & HEAT | PARTS/SERVICE | 3,013.36 |
| NORTH IA LUMBER & DESIGN | MISC SUPPLIES | 34.13 |
| NORTHWESTERN ELECTRIC | SERVICES | 120.71 |
| OFFICE DEPOT | OFFICE SUPPLIES | 62.98 |
| PETTY CASH | POOL START UP CASH | 300.00 |
| PETTY CASH | REIMBURSE PETTY CASH | 59.91 |
| PETTY CASH | REIMBURSE PETTY CASH | 36.09 |
| PRINTING SERVICES INC | OFFICE SUPPLIES | 224.70 |
| PRO HYDRO-TESTING LLC | SERVICES | 288.00 |
| QUILL CORPORATION | OFFICE SUPPLIES | 133.61 |
| RESCO | MAINT UNDRD COMM | 162.64 |
| RIVER CITY COMMUNICATIONS | PARTS/SERVICE | 1,398.00 |
| SANDRY FIRE SUPPLY | MISC SUPPLIES | 313.35 |
| SCHNEBLY'S 66" " | FUEL | 8.01 |
| SHERWIN-WILLIAMS | PAINT | 2,521.20 |
| SIRCHIE FINGER PRINT LAB | MISC SUPPLIES | 79.68 |
| BARB SMITH | REIMBURSEMENT | 48.92 |
| STATE OF IOWA | ELEVATOR INSPECTION | 175.00 |
| SUN LIFE FINANCIAL | GROUP INS PAYABLE | 1,589.35 |
| TASC | FLEX PRE-TAX | 858.22 |
| TASC | FLEX PRE-TAX | 858.22 |
| TEST AMERICA LABORATORIES | TESTING | 792.75 |
| THE LIBRARY STORE | OFFICE SUPPLIES | 35.18 |
| TRADITIONAL HOME | SUBSCRIPTION | 24.00 |
| TREAS, ST OF IOWA | STATE TAXES | 8,108.00 |
| U P S | UPS CHARGES | 51.29 |
| U S POST OFFICE | UTILITY BILL POSTAGE | 1,000.00 |
| U.S. BANK | CREDIT CARD CHARGES | 5,229.33 |
| USA BLUE BOOK | MISC SUPPLIES | 116.68 |
| UTILITY EQUIP CO | PARTS | 1,195.00 |
| VALIC | DEFERRED COMP | 840.00 |
| VALIC | DEFERRED COMP | 840.00 |
| VERIZON | SERVICES | 594.22 |
| WAGNER TIRE | PARTS/SERVICE | 1,634.00 |
| WCTA | SERVICES | 1,681.84 |
| WESTOWN PLACE, LLC | IFA LOAN DRAW #3 | 107,368.00 |
| WI SCTF | CHILD SUPPORT | 168.97 |
| WI SCTF | CHILD SUPPORT | 168.97 |
| WINNEBAGO CO AUDITOR | PRKG FINE/033THU/MN | 25.00 |
| Y M C A | YMCA | 318.00 |
| ZIEGLER, INC. | PARTS | 47.17 |
| TOTAL ACCOUNTS PAYABLE | | 320,291.07 |

| FUND RECAP: | |
|--------------------------|-------------------|
| FUND DESCRIPTION | CLAIMS |
| GENERAL FUND | 207,669.00 |
| WESTOWN PLACE | 107,597.74 |
| WATER FUND | 21,403.69 |
| SEWER RENTAL FUND | 32,188.26 |
| ELECTRIC FUND | 96,071.78 |
| STORM WATER UTILITY FUND | 2,711.99 |
| TOTALS | 467,642.46 |

Moved by Zehren, seconded by Wooldridge, to adjourn the meeting at 9:04 p.m. Motion carried unanimously.

ATTEST:

Barb Smith, City Administrator/Clerk

Byron Ruitter, Mayor