

**REGULAR MEETING
JUNE 19, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on June 19, 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, Zehren. Absent: West, Wooldridge.

No one spoke under Public Forum or Community Reports.

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

- 1) Agenda (6/19/17)
- 2) Council Minutes (6/5/17) & Workshop Minutes (6/5/17)
- 3) Board & Committee minutes from the Board of Adjustment (5/31/17), Street Committee (6/9/17) and Hanson Fine Arts Center Construction Meeting (6/9/17)
- 4) List of claims
- 5) Cigarette permits
- 6) TIF payment (\$37,420.27) to Prairie View Land Development LLC
- 7) Hanson Foundation donation to Puckerbrush Celebration (\$2,000)

Motion carried unanimously.

No action was taken on Air Med Care Network, as they were not present at the meeting.

Airport Manager Dick Trimble asked the Council to approve the following items for the Apron Ramp Lighting Project at the Forest City Municipal Airport:

- Change Order No. 1 in the amount of \$1,157.60 to K & W Electric to update the lighting system on the apron ramp.
- Pay Estimate No. 1 in the amount of \$21,804.97 to K & W Electric for ramp lighting work
- Pay Estimate No. 2 in the amount of \$1,147.63 to K & W Electric for final retainage

After discussion, the Council took the following action:

Moved by Zehren, seconded by Buffington, to approve Change Order No. 1 in the amount of \$1,157.60 to K & W Electric to update the lighting system on the ramp for the Airport Ramp Lighting Project. Motion carried unanimously.

Moved by Davis, seconded by Buffington, to approve Pay Estimate No. 1 in the amount of \$21,804.97 to K & W Electric for work on the Apron Ramp Lighting Project. Motion carried unanimously.

Moved by Zehren, seconded by Mikes, to approve Pay Estimate No. 2 in the amount of \$1,147.63 to K & W Electric for final retainage for the Airport Ramp Lighting Project. Motion carried unanimously.

City Attorney Bakke asked the Council to pass a resolution for the Engineer's Statement of Completion for the Airport Ramp Lighting Project. Per Bakke, this is a standard resolution, with retainage paid after 30 days. 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, Zehren. NAYS: None. ABSENT: West, Wooldridge. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-47, a Resolution found in Resolution Book 16-17. A RESOLUTION ACCEPTING AND FINALIZING THE AIRPORT APRON RAMP LIGHTING PROJECT FOR THE CITY OF FOREST CITY, IOWA.

City Administrator/Clerk Barb Smith led the discussion regarding purchasing policies & procedures. This policy lists what purchases will need verbal, written and/or legal quotes on. Per Bakke, competitive quotes should be addressed by 'as set by state guidelines'. Per Beth Bilyeu, vertical infrastructure is eligible for tourism dollars. After discussion, the Council took the following action:

Moved by Holland, seconded by Buffington, to approve the purchasing policies and procedures as presented by City Administrator/Clerk Barb Smith, with noted corrections. Motion carried unanimously.

City Administrator/Clerk Barb Smith noted that the nuisance at 445 S West Street has not been abated and is past due. She asked the Council's permission to have this property cleaned up by the Street Department and assess the costs to the property owner. After discussion, the Council took the following action:

Moved by Davis, seconded by Mikes, to allow the Street Department to abate the nuisance existing at 445 S West St and assess costs to the property owner. Motion carried unanimously.

Mayor Ruitter asked the Council to pass a resolution authorizing FY 17-18 wage rates for City of Forest City employees. 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, Zehren. NAYS: None. ABSENT: West, Wooldridge. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-48, a Resolution found in Resolution Book 16-17. A RESOLUTION APPROVING FY 17-18 WAGE RATES FOR CITY OF FOREST CITY EMPLOYEES.

City Administrator/Clerk Barb Smith led the discussion regarding setting a date for a Public Hearing to allow sale of fireworks in the Arterial District. 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, Zehren. NAYS: None. ABSENT: West, Wooldridge. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 16-17-49, a Resolution found in Resolution Book 16-17. A RESOLUTION SETTING THE DATE AND TIME FOR A PUBLIC HEARING TO ESTABLISH ALLOWING SALE OF FIREWORKS IN THE ARTERIAL DISTRICT. The Hearing has been set for Monday, July 17, 2017, at 7:00 p.m. in the Council Chambers of City Hall, 305 North Clark Street, Forest City, IA.

City Administrator/Clerk Barb Smith asked the Council to appoint City representatives to serve as voting seats on the Iowa Community Trust's Board of Directors. In addition, she asked the Council to approve an

appointment for the City's seat on the Bear Creek Board of Directors. After discussion, the Council took the following action:

Moved by Davis, seconded by Holland, to appoint Barb Smith as representative and Val Monson as alternate on the Board of Directors for the Iowa Community Trust. Motion carried unanimously.

Moved by Buffington, seconded by Davis, to appoint Dennis Zehren to fill the City's seat on the Board of Directors for Bear Creek Golf Course. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding discontinuing flood insurance for the Water Plant, as they are no longer in the flood plain. Per Street Superintendent Mike O'Rourke, we need to check with Skott & Andersen Architects to ensure the Emergency Services Center is not located in a flood plain before cancelling flood insurance for the entire City. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis to table any action on flood insurance for further investigation into the possibility of any other City property being located in a flood plain. Motion carried unanimously.

City Administrator/Clerk Barb Smith presented a request from Majestic Shows to have a small circus in Forest City. They are seeking an appropriate location for a 100' x 100' tent for a circus show, which would have no animals, but would offer entertainment with clowns, magic and juggling acts. The cost for attending is \$12 per adult, which allows two children to attend free or \$20 for two adults and four children. Councilmember Holland suggested Heritage Park for this event, as they have the necessary amenities. City Administrator/Clerk Barb Smith will contact Majestic Shows with the Council's recommendations. No further action was taken on this issue.

Moved by Buffington, seconded by Holland, to release retainage in the amount of \$7,499.99 to Heartland Asphalt, Mason City, IA, for grass seeding. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding the removal of the can bin from Founder's Park to the City parking lot across from Hardees. The funds raised from this can redemption can only be spent on playground equipment for kids. After discussion, the Council took the following action:

Moved by Holland, seconded by Davis, to move the can bin currently located in Founder's Park to the City parking lot for a six-month trial period. Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
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CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
A & P FOOD SERVICE	CONCESSION SUPPLIES	603.70
ABSOLUTE WASTE REMOVAL	BOY SCOUT CLEANUP	1,716.51

ACCO	CHEMICALS	278.52
ADVANCED SYSTEMS	MAINT	80.25
AGVANTAGE FS	BULK DIESEL FLUID	198.07
AIRGAS	CYLINDER RENTAL	29.38
AMARIL	LEVI/DUANE FR CLOTHING	961.93
AMERICAN LIFEGUARD PRODUCTS	REC SUPPLIES	158.97
AMERICAN RED CROSS	CERTIFICATION	490.00
ARAMARK	SERVICES	94.15
ATLANTIC BOTTLING COMPANY	CONCESSION SUPPLIES	528.49
BILL'S FAMILY FOODS	MISC SUPPLIES	408.00
BILL'S FAMILY FOODS	MISC SUPPLIES	115.07
BLACK HILLS ENERGY	GAS FOR HEAT	2,351.29
BMC AGGREGATES LC	ROADSTONE	1,268.94
BMC AGGREGATES LC	ROADSTONE	1,040.96
BOMGAARS SUPPLY	MISC SUPPLIES	679.48
BOMGAARS SUPPLY	MISC SUPPLIES	23.98
BRIAN STROMMEN	REFUND	27.00
BSN SPORTS	REC SUPPLIES	592.87
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
DAN CARLSON	UNIFORM ALLOWANCE	101.62
CEMSTONE CONCRETE MATERIALS	PART SERVICES	258.00
CERTIFIED LABS	MISC SUPPLIES	410.29
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	9,047.25
COFFIN TURBO PUMP, INC	VALVE PARTS	1,753.92
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	COMPUTER SERVICE	55.00
CRAIGS AUTO REPAIR	SERVICES	74.49
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	110,940.74
DECKER'S SPORTING GOODS	REC SUPPLIES	1,664.00
EDDY'S GLASS & DOOR	PART SERVICES	129.00
EDDY'S GLASS & DOOR	HANDICAP DOOR REPAIR	524.16
EFTPS	FED/FICA TAX	26,833.46
ELSMORE SWIM SHOP	REC SUPPLIES	550.19
ERNIE WILLIAMS LTD	DRIVE SHAFT & BLADE	1,007.63
F C AMBULANCE	KEPHART/UNIF ALLOWANCE	123.42
F C CHAMBER OF COMMERCE	REBATE/F ERDMAN	210.00
F C ECON DEVEL CORP	TIF REBATE	25,000.00
FARMER'S CO-OP ASSOC	FUEL	5,546.80
FARMER'S CO-OP ASSOC	FUEL	110.16
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	616.97
FOREST CITY FOODS	CONCESSIONS SUPPLIES	2,338.00
FOREST CITY FORD	OIL CHANGE	59.45
G & H MOTOR PARTS	PARTS	122.30
G & H MOTOR PARTS	PARTS	814.52
GLOBAL EQUIPMENT CO. INC	METAL TOP BROOM	184.62
GRAHAM TIRE	TIRES TRUCK #170	637.76
GRAINGER	SWITCH & BLOCK	120.90
GROVES CONTRACTING	SERVICES	1,281.25
HACH CHEMICAL CO	CHEMICALS	259.65
HAUGEN CONTRACTING	SERVICES	2,277.75
HAWKINS INC	CHEMICALS	8,417.38
HAWKINS INC	CHEMICALS	945.95
HEARTLAND ASPHALT	SERVICES	1,856.18
HEATHER GERDES	REFUND	52.00
HEATHER NYGUARD	REFUND	81.00
HERMEL WHOLESALE	WATER	51.96
NORMA HERTZER	SERVICES	1,250.00
HOWIE'S FIRE EXTINGUISHERS	FIRE EXT MAINTENANCE	125.00

HYGIENIC LAB ACCTS RECEIVABLE	TESTING	279.50
I WIRELESS	SERVICES	136.20
IA ASSN OF MUN UTIL	NCISA BILLING	1,383.19
IOWA LEAGUE OF CITIES	MEMBER DUES	2,249.00
IOWA ONE CALL	SERVICES	70.20
JENNY EASTVOLD	REFUND	27.00
K I O W	CITY WIDE CLEANUP	780.00
KEVIN MASON	REIMB/PRESERVE IOWA	151.26
KIEFER SWIM PRODUCTS	REC SUPPLIES	248.40
KNAPPER OIL CO	FUEL	309.10
LAKESIDE CONSTRUCTION	SERVICES	2,600.00
LANDFILL OF NORTH IOWA	LANDFILL COSTS	5,909.47
LARSON PRINTING	ENVELOPES	170.28
LINCOLN AQUATICS	REC SUPPLIES	244.54
LINDSAY ANDERSON	REFUND	27.00
MATT PARROTT & SONS	12 DAY NOTICES	1,178.15
MCCLOSKEY APPLIANCE	APPLIANCE	1,248.00
MERCY CLINICS	SERVICES	37.00
METERING & TECHNOLOGY SOLUTION	METERS & MISC PARTS	394,905.71
MIDWEST SPRAY TEAM & SALES	PATHFINDER	275.88
MIDWEST WHEEL COMPANIES	BRAKE PADS FOR #182	82.06
NELSON PLUMBING & HEAT	NEW POOL	5,747.76
NELSON PLUMBING & HEAT	CITY HALL AC	263.56
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NEXT GENERATION	SYSTEM SUPPORT	62.76
NO IA MEDIA GROUP	ADVERTISING/PUBLICATION	1,464.91
OFFICE DEPOT	OFFICE SUPPLIES	338.24
PRAIRIE ENERGY CO-OP	UTILITIES	119.65
PRAIRIE VIEW LAND DEVELOP	TIF REBATE	37,420.27
PRESTO-X	SERVICES	80.39
PRINTING SERVICES INC	OFFICE SUPPLIES	124.95
PROTECT YOUTH SPORTS	SERVICES	35.80
QUILL CORPORATION	PEROXIDE	286.64
RHODE ISLAND NOVELTY	REC SUPPLIES	241.11
RIVER CITY COMMUNICATIONS	MONTHLY MONITORING	45.00
RYAN EASTVOLD	REFUND	27.00
SANDRY FIRE SUPPLY	THERMAL IMAGER BATTERY	174.65
SCHNEBLY'S 66" "	FUEL	292.45
SHERWIN-WILLIAMS	PAINT	1,005.64
SHOPKO STORES OPERATING CO	MISC SUPPLIES	29.72
SID'S	ICE	13.46
SKOGEN SYSTEM INC	PARTS SERVICE	58.44
STREICHER'S	BULLET VESTS	2,202.00
TASC	FLEX PRE-TAX	821.68
THEISS SHIRTS, INC	SHIRTS	121.88
TORKELSON PLUMBING	WORK AT 144 WOODLAND	320.00
DICK TRIMBLE	SERVICES	3,463.29
TYCO	FIRE ALARM SYS MON	400.00
U S POST OFFICE	STAMPS	196.00
U S POST OFFICE	PO BOX RENT	186.00
UMMEG	STS COSTS	64,808.82
UMMEG-RUGBY	RUGBY FARM	16,832.84
USA BLUE BOOK	BRASS PLUG	6.90
WALLACE,HOLLAND,KASTLER	FEMA FLOOD MAP REVIEW	936.32
WATER ENVIRONMENT FEDERATION	MEMBERSHIP/REICKS	160.00
WI SCTF	CHILD SUPPORT	168.97
ZIEGLER, INC.	BEARING #176 CAT MAINT	39.33
TOTAL ACCOUNTS PAYABLE		769,051.78

PAYROLL CHECKS

75,354.67

***** REPORT TOTAL *****

844,406.45

FUND RECAP:	
FUND DESCRIPTION	CLAIMS
GENERAL FUND	164,477.78
TIF	37,420.27
WATER FUND	8,611.61
SEWER RENTAL FUND	13,848.55
ELECTRIC FUND	616,345.65
STORM WATER UTILITY FUND	3,702.59
TOTALS	844,406.45

Moved by Davis, seconded by Zehren, to adjourn the meeting at 8:10 p.m. Motion carried unanimously.

ATTEST:

Barb Smith, City Administrator/Clerk

Byron Ruiter, Mayor