

**REGULAR MEETING
JULY 3, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on July 3, 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, Zehren. Absent: Mikes, West, Wooldridge.

No one spoke under Public Forum.

Beth Bilyeu of Forest City Economic Development spoke under community reports. FCED is still in discussion with an international industrial prospect, and they are working on Westown Place. There will be an open house at Westown Place on Friday and Monday (July 7th & 10th) for the major employers in this area. The Mayor and Council thanked Ms. Bilyeu for her information. No action was taken on this report.

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

- 1) Agenda (7/3/17), with noted correction on Item 21 – ‘Jason Weiss’ and ‘Jesse Groves’ of the Light Plant are now off probation and entitled to sick leave
- 2) Council Minutes (6/19/17)
- 3) Board & Committee minutes from the Chamber of Commerce, Grow Forest City, Airport Commission (6/13/17), Park Board (6/12/17), Personnel Committee (6/19/17), and Street Committee (6/23/17)
- 4) List of claims
- 5) Approval to purchase X730 tractor & 60” shaft drive mower from Ernie Williams for the Wastewater Department
- 6) Hanson Foundation donation in the amount of \$7,500 to Forest City Economic Development

City Administrator/Clerk Barb Smith asked the Council’s permission to remove two dangerous trees in the downtown area, as they are blocking stop signs. Norma Hertzler has suggested way-finding signs in their place, and shrubs are also a consideration. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to approve the removal of two dangerous trees and to make plans for unifying the whole street. Motion carried unanimously.

The Mayor and Council discussed the first reading of Ordinance No. 768, which amends Chapter 146 of the Code of Ordinances, Forest City, Iowa, to update the Chapter by the elimination of the section allowing the storage of explosives within the Fire District in Forest City, Iowa. After discussion, the Council took the following action:

Councilmember Buffington introduced Ordinance No. 768 and moved its adoption. Councilmember Zehren seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Zehren. NAYS: None. ABSENT: Mikes, West, Wooldridge. Whereupon the Mayor declared the motion carried. This represents the first reading of Ordinance No. 768. The second reading of Ordinance No. 768 will be at the July 17, 2017, Council meeting. Ordinance No. 768 is AN ORDINANCE AMENDING CHAPTER 146 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, TO UPDATE THE CHAPTER BY THE ELIMINATION OF THE SECTION ALLOWING THE STORAGE OF EXPLOSIVES WITHIN THE FIRE DISTRICT IN FOREST CITY, IOWA.

City Administrator/Clerk Barb Smith asked the Council to approve the NIACOG transit agreements, which allows the sale of taxi tickets at City Hall. After discussion, the Council took the following action:

Moved by Holland, seconded by Zehren, to approve the NIACOG transit agreements, contingent about checking on last year’s contract. Motion carried unanimously.

The Mayor and Council discussed a preconstruction agreement for a primary road project on U.S. 69 for the Iowa Department of Transportation. Included in the project is the removal of the flashing beacon at the intersection of Hwy 69 and Crystal Lake Rd. The DOT plans to install a post-mounted solar beacon to the stop sign at B14. Per Barb, the DOT would pay for the initial beacon, and they are asking the City to assume all responsibility for future maintenance and replacement of these devices. Beacons cost \$2,343 each. Barb recommended not approving the agreement. Councilmember Holland added the DOT should maintain the beacon if they want to put it up. After discussion, the Council took the following action:

Moved by Zehren, seconded by Davis, to decline the DOT Preconstruction Agreement. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to approve Resolution 17-18-01, which authorizes the City Clerk to transfer funds. After discussion, the Council took the following action:

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

Resolution No. 17-18-01, a Resolution found in Resolution Book 17-18. A RESOLUTION AUTHORIZING THE CITY CLERK TO TRANSFER FUNDS.

City Administrator/Clerk Barb Smith led the discussion regarding budget surplus. Several supervisors have felt the need to use their budget up or lose it, which causes frivolous spending. Barb would like to take the surplus from each department and put it into their capital improvement fund for future equipment. If the supervisor goes over budget, the overage would come out of their fund. After discussion, the Council took the following action:

Moved by Davis, seconded by Holland, to approve setting aside surplus funds into each department's Capital Improvement Fund for future equipment and expenses. Motion carried unanimously.

Councilmember Davis led the discussion regarding a request from the Historical Society to close two blocks on North Clark Street from noon to 4 p.m. on July 15th for the '1900 Memory Lane' event. They would like to block Clark Street from the Mansion alley to the funeral home alley for this tour, which includes six homes, a church, several old cars, and horse & buggy. After discussion, the Council took the following action:

Moved by Buffington, seconded by Holland, to approve the Historical Society's request to close two blocks on North Clark Street from noon to 4 p.m. on July 15th for the 1900 Memory Lane event. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes that Travis Tweeten and Beth Aschenbrenner are entitled to longevity increases.

Water Wastewater Superintendent Kevin Reicks asked the Council to approve Pay Estimates 3 & 4 for the Wastewater Treatment Plant RBC Aeration Project, and to pass a resolution accepting and finalizing this project. After discussion, the Council took the following action:

Moved by Zehren, seconded by Davis, to approve Pay Estimate No. 3 (\$13,167) and Pay Estimate No. 4 (\$712.50) to Winona Mechanical Inc., Winona, MN, for finish work on the Wastewater Treatment Plant RBC Aeration Project. Motion carried unanimously.

Councilmember Buffington introduced the following Resolution and moved its adoption. Councilmember Holland seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Zehren. NAYS: None. ABSENT: Mikes, West, Wooldridge. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 17-18-02, a Resolution found in Resolution Book 17-18. A RESOLUTION ACCEPTING AND FINALIZING THE WASTEWATER TREATMENT PLANT RBC AERATION PROJECT FOR THE CITY OF FOREST CITY, IOWA.

City Administrator/Clerk Barb Smith asked the Council's permission to abate a nuisance at 535 N 7th St, as their compliance date is past due. After discussion, the Council took the following action:

Moved by Davis, seconded by Zehren, to approve cleanup of the property located at 535 N 7th St. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council's consideration regarding flood insurance, which currently covers only the water plant. Any other City property damaged by flood would not be covered, and the Water Plant has never flooded. The cost for this insurance is \$7,000 per year. After discussion, the Council took the following action:

Moved by Holland, seconded by Davis to cancel flood insurance. Motion carried unanimously.

Moved by Zehren, seconded by Holland, to approve the appointment of Duane Kuhn to the UMMEG Board of Directors, effective July 19, 2017.

Mayor Ruitter asked that it be noted in the minutes that Light Plant employees Jason Weiss and Jesse Groves are now off probation and entitled to sick leave.

The following invoices were approved for payment:

CLAIMS REPORT

ABM EQUIPMENT	DOOR REPAIR	287.50
ADVANCED DOOR SYSTEMS	AIRPORT GATE OPERATOR	4,655.00
ADVANCED SYSTEMS	QUARTERLY CHARGES	322.08
AFSCME - IOWA COUNCIL 61	UNION DUES	235.30
AIR EQUIPMENT SALES, INC.	FILTERS & OIL	1,215.45
AMAZON.COM	BOOKS	1,580.81
AMERICAN LEGION	FLAG	40.00
BETH ASCHENBRENNER	UNIFORM ALLOWANCE	126.75
ASHTON DENNIS	UMPIRE/COACH	65.00
ATLANTIC BOTTLING COMPANY	CONCESSION SUPPLIES	469.53
AUDIO EDITIONS	AUDIO BOOKS	3,136.06
BAKER & TAYLOR COMPANY	BOOKS	3,101.61
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	210.30
CHAD BINA	UNIFORM ALLOWANCE	200.00
BOMGAARS SUPPLY	DEHUMIDIFIER	915.58
BRICKSTREET THEATRE	THEATRE CAMP	888.88
BRITTANI SANCHEZ	UMPIRE/COACH	475.00
BROWN SUPPLY	MISC PARTS	1,286.51
DUSTIN BUCK	REIMBURSEMENT	66.00
CAMERON BARNES	UMPIRE/COACH	675.00
CCP INDUSTRIES	MISC SUPPLIES	367.84
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	193.00
CHRYSLER OF FOREST CITY	2006 DODGE RAM REPAIRS	2,404.70
CHRYSLER OF FOREST CITY	2017 DODGE RAM 1500	23,450.00
CINDY GAMBELL	LANDSCAPING SERVICES	125.00
CITY OF FOREST CITY	SPECIAL PICKUP	25.12
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
CHRISTA COSGRIFF	REIMBURSE/BOOKS/DVDS	820.86
CRESCENT ELECTRIC	ELECTRICAL SUPPLIES	515.56
CULVER HAHN	ELECTRICAL SUPPLIES	824.78
DANIELLE WALKER	UMPIRE/COACH	190.00
DEMCO	BOOKS	5,747.28
DGR ENGINEERING	FIN PLANNING/ELEC SYSTEM	1,782.00
DIAMOND VOGEL	SPRAYER	10,804.86
DOUG & JULIE KNAPPER	VEHICLE DAMAGE	392.86
EASTVOLD LANDSCAPING	RIVER ROCK	140.00
EDDY'S GLASS & DOOR	REPLACE WINDOW	1,575.00
EFTPS	FED/FICA TAX	25,500.07
ELECTRONIC ENGINEERING	RADIO RENTAL	2,862.00
F C AMBULANCE	UNIFORM/N KEPHART	119.99
F C CHAMBER OF COMMERCE	HANSON FOUND DON/PUCKERBRUSH	2,000.00
F C CHAMBER OF COMMERCE	HOTEL-MOTEL TAX	6,416.26
F C CHAMBER OF COMMERCE	REBATE/G JOHNSON	485.00
F C ECON DEVEL CORP	HOTEL-MOTEL TAX	2,138.75
F C EMPLOYEE ASSN	FLOWER FUND	63.38
F C MUN UTILITIES	UTILITIES	14,471.37
F C MUNICIPAL BAND	MUN BAND SUPPORT	2,000.00
ANDREW FABER	UNIFORM ALLOWANCE	66.28
FARMER'S CO-OP ASSOC	FUEL	2,454.90
FEDERAL FIRE EQUIPMENT	SERVICES	209.50
FIDELITY SECURITY LIFE	VISION	116.40
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	5,511.37
FOREST CITY FOODS	CONCESSION SUPPLIES	1,067.40
FOREST CITY FORD	PARTS/SERVICE	726.92
CHAD GERDES	UNIFORM ALLOWANCE	171.15
GIFTS SEW SWEET	UNIFORMS/B BURRESS	100.00
GLOBE GAZETTE	SUBSCRIPTION	394.52
GROVES CONTRACTING	CURB & GUTTER N. 11TH	6,018.75
H & S AUTO PARTS	HIGH VELOCITY DU	34.30
HEARTLAND ASPHALT	SEEDING RETAINAGE	7,499.99
HEARTLAND ASPHALT	CRYSTAL LAKE RD & 4TH ST	56,938.41
IA DIVISION OF LABOR SERVICES	BOILER INSPECTION	40.00
IA LAW ENFORCEMENT ACADEMY	EVALUATION/D BUCK	140.00
SIMMERING-CORY/IA CODIFICATION	SERVICES	153.00
IOWA DEPT OF JUSTICE	10% FORFEITURE FUNDS	55.60
JON CAHOON	LANDSCAPING SERVICES	75.00
JORDAN JEWEL	UMPIRE/COACH	475.00
K & W ELECTRIC	PAY ESTIMATE #1	21,804.97
KAISER AUTO REPAIR	OIL CHANGE/BRAKE PADS	180.31
SONI KEGLER	REIMBURSE LANDSCAPE SUPPLIES	51.96
DUANE KUHN	UNIFORM ALLOWANCE	155.14
MASON CITY RECYCLING	RECYCLING	3,814.80
MCCUBBINS WOOD PAINT	PLAQUE/ROLLEFSON	50.00
MERCY CLINICS	PRE-EMPLOY PHYSICAL	221.00
MID AMERICAN RESEARCH CHEMICAL	DEGREASER	177.89
VAL MONSON	MILEAGE	142.31

MOTION INDUSTRIES	FILTER WRAP	171.12
N I A C O G	TRANSIT TICKETS	3,783.09
NELSON PLUMBING & HEAT	WATER HEATER/PAMMEL PARK	4,650.42
NORTH CENTRAL SALES & SERVICE	BLOWER RELAY/SERVICE	162.85
NORTH IA LUMBER & DESIGN	GRIDMARKER	379.96
NORTH IA LUMBER & DESIGN	PLYWOOD/SHEET ROCK	332.65
NORTH IOWA LIBRARIES	BEACON ANNUAL SUPPORT	2,525.88
OLD HOUSE JOURNAL	SUBSCRIPTION	27.00
TOM PAULEY	UMPIRE/COACH	700.00
PBS DISTRIBUTION, LLC	DVDS	188.91
PETTY CASH	REIMBURSE PETTY CASH	45.78
PITNEY BOWES	METER RENTAL	126.00
PRIME STRIPE	MISC SUPPLIES	526.84
QUILL CORPORATION	OFFICE SUPPLIES	1,427.83
QUILL CORPORATION	OFFICE SUPPLIES	169.40
DALE RAYHONS	UNIFORM ALLOWANCE	52.04
RIVER CITY COMMUNICATIONS	MONTHLY MONITORING	25.00
ROGER A ROLLEFSON JR	PORTABLE AIR COND	100.00
SHERWIN-WILLIAMS	PAINT	1,212.40
SJE-RHOMBUS	SERVICE	737.00
SMITH MOWING SERVICE	MOWING/TREE REMOVAL	106.00
SUNDE SERVICES, LLC	DITCH MOWING	45.00
KEVIN SWANSON	UNIFORM ALLOWANCE	158.31
T & R ELECTRIC	MISC SUPPLIES	1,425.00
TALON WELEK	UMPIRE/COACH	245.00
TASC	FLEX PRE-TAX	858.22
TELEDYNE INSTRUMENTS, INC.	PUMP PARTS	232.00
TEST AMERICA LABORATORIES	TESTING	1,438.50
THE LIBRARY STORE	BOOKS	1,614.74
THEISS SHIRTS, INC	SHIRTS/HATS	486.50
TORKELSON PLUMBING	FAUCET & INSTALLATION	215.00
TREAS, ST OF IOWA	STATE TAX	13,338.00
U P S	UPS CHARGES	88.83
U S POST OFFICE	STAMPS	98.00
U S POST OFFICE	STAMPS	46.00
UNITY POINT CLINIC	SERVICES	37.00
VALIC	DEFERRED COMP	840.00
VEENSTRA & KIMM	ENGINEERING SERVICES	1,881.04
VERIZON	PHONE SERVICE	594.22
VERMEER SALES & SERVICE INC.	VACUUM EXCAVATOR	40,095.00
AMY VRIEZE	MILEAGE	105.93
WALLACE,HOLLAND,KASTLER	GIS IMPLEMENTATION	1,275.00
WI SCTF	CHILD SUPPORT	168.97
WINDING CREEK ACRES	PLANTS	133.25
WINNEBAGO CO ATTORNEY	10% FORFEITURE FUNDS	55.60
WINNEBAGO COUNTY SECONDARY	COST SHARE/SPRINGVALLEY RD	37,972.40
WINONA MECHANICAL, IINC.	PAY REQUEST #3	13,879.50
Y M C A	YMCA	310.50
TOTAL ACCOUNTS PAYABLE		369,556.89
PAYROLL CHECKS		77,398.67
***** REPORT TOTAL *****		446,955.56

FUND RECAP:	
FUND DESCRIPTION	CLAIMS
GENERAL FUND	268,746.85
DRUG FORFEITURE	111.20
HOTEL / MOTEL FUND	8,555.01
CAP STREET IMPROVEMENT	7,499.99
WATER	11,315.24
SEWER	31,952.19
ELECTRIC	110,801.32
STORM WATER	7,973.76
TOTALS	446,955.56

MAY 2017 RECEIPTS	
001 General	\$ 185,654.60
110 Road Use	\$ 32,640.24
112 Employee Benefits	\$ 32,638.95
121 Local Option Sales Tax	\$ 25,584.89
125 TIF	\$ 68,810.39
200 Debt Service	\$ 60,286.55
303 Housing/Urban Developme	\$ 107,368.00
600 Water	\$ 39,199.12
610 Sewer	\$ 58,863.96
630 Electric	\$ 468,673.66
740 Storm Sewer	\$ 12,439.05
TOTAL ALL FUNDS	\$ 1,092,159.41

JUNE 2017 RECEIPTS		
001	General	\$ 86,617.98
110	Road Use	\$ 43,022.04
112	Employee Benefits	\$ 3,782.85
121	Local Option Sales Tax	\$ 29,887.13
122	Hotel-Motel Tax	\$ 10,693.76
125	TIF	\$ 5,016.84
200	Debt Service	\$ 10,416.23
303	Housing/Urban Developme	\$ 712.50
600	Water	\$ 37,580.96
610	Sewer	\$ 57,072.78
630	Electric	\$ 432,405.97
740	Storm Sewer	\$ 11,693.74
	TOTAL ALL FUNDS	\$ 728,902.78

May Net Salaries \$133,851.37

June Net Salaries \$237,426.03

Moved by Buffington, seconded by Davis, to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

ATTEST:

Barb Smith, City Administrator/Clerk

Byron Ruiters, Mayor