

**REGULAR MEETING  
AUGUST 7, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on August 7, 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, Wooldridge, West. ABSENT: Zehren.

No one spoke during public forum.

Chamber of Commerce Director Kathy Rollefson presented information on the following:

- Puckerbrush was very successful, and they are already brainstorming for next year's event
- Thursday there will be live music, smoothie bike & bruschetta demonstration at Farmer's Market
- Saturday will be a tractor ride from Heritage Park
- Friday, August 18<sup>th</sup>, will be the next Friday in the Forest.

The Mayor and Council thanked Ms. Rollefson for her report.

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

- 1) Agenda (8/7/17)
- 2) Council Minutes (7/17/17)
- 3) Board & Committee minutes from Grow Forest City, Forest City Economic Development & the Safety Committee
- 4) List of claims

Motion carried unanimously.

Tom Nolton and members of the Fire Department were present at the meeting to present an update on the Fire Convention, which will be held in Forest City from September 3-10, 2017. Tom Nolton noted they are 29 days from convention, which was last hosted by Forest City in 1997. The following information was also provided by Tom Nolton:

- 173 towns will be represented at this event, with 2200 participants expected
- 1238 campsites have been sold & campers can enter the convention grounds on the 3<sup>rd</sup>
- Thursday & Friday there will be golf & bowling tournaments
- The rally grounds will be closed to the Public; however, the Public is welcome to uptown events
- The FCFD is requesting permission to block off the 100 block of South Clark to the alley past Ay Jalisco for the Fire Convention events to be held uptown.

After discussion, the Council took the following action:

Moved by Davis, seconded by West, to allow the FCPD to move forward with the Fire Convention and to block the streets necessary for their uptown events. Motion carried unanimously.

Teresa Nicholson of Winn-Worth Betco was present at the meeting to request a signed letter of support from the City for their 'Save our Hospital' campaign and for the council to pass a Resolution in support. The Mayo Health Network is working towards moving all in-patient hospital services from the Albert Lea Facility to the Austin Campus, which leaves a vacuum of 3 counties (Freeborn in MN, Winnebago & Worth in IA) with no in-patient hospital services. Winn-Worth Betco is concerned for the area employees of the Albert Lea Campus, citizens that utilize this campus both for clinical and hospital care, as well as the ability to recruit new businesses and companies. Dale Rayhons is working on statistics from the Ambulance Service. Teresa is also contacting state & federal legislators for letters of support. After discussion, the Council took the following action:

Moved by Mikes, seconded by Wooldridge, to approve signed letter of support to Winn-Worth Betco for 'Save Our Hospital'. Motion carried unanimously.

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

Resolution No. 17-18-03, a Resolution found in Resolution Book 17-18. A RESOLUTION SUPPORTING THE EFFORTS OF THE SAVE OUR HOSPITAL COMMITTEE.

City Attorney Bakke led the discussion regarding the naming of Bob Johnson Drive. Per Bakke, the plats have been filed, and they now need a resolution to name the last part of Bob Johnson Drive as a street. After discussion, the Council took the following action:

Moved by Davis, seconded by Buffington, to table discussion on items 10 through 14 on the agenda until the next meeting, as these items are all regarding Bob Johnson Drive. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to approve the 2017 Outstanding Obligations Disclosure Statement. After reviewing the report, the Council took the following action:

Moved by Mikes, seconded by Wooldridge, to approve the 2017 Outstanding Obligations Disclosure Statement. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to approve Pay Estimate #2 for the RBC Aeration Project. This final payment is for retainage in the amount of \$6,802.85 to be paid to Winona Mechanical, Winona, MN, for work on the RBC upgrade at the sewer plant. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to approve Pay Estimate #2 (Final) in the amount of \$6,802.85 to Winona Mechanical, Winona, MN, retainage for work on the RBC upgrade at the sewer plant. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to pass a resolution approving the 2017 City Street Financial Report. This is a report to the state that shows where we spend our road use funds. Road use tax payments are received from the State of Iowa through the state's gas tax. After discussion, the Council took the following action:

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

Resolution No. 17-18-05, a Resolution found in Resolution Book 17-18. A RESOLUTION APPROVING THE 2017 CITY STREET FINANCIAL REPORT FOR THE CITY OF FOREST CITY, IOWA.

City Attorney Bakke led the discussion regarding the approval of a deed to correct the description on the K-Way Right-of-Way. Per Bakke, in the 1960's the City had just a license with the railroad, rather than an easement, for accessing this property. In the 1980's, the City moved forward to attain right-of-way, as an easement allows us to enter the property for repairs. We now have an easement but need Council approval to correct an error in the description and correct easement rights. After discussion, the Council took the following action:

Moved by Holland, seconded by Wooldridge, to proceed with correcting an error in the description and easement rights for the K-Way Right-of-Way. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to approve abating nuisances at several properties that have exceeded their compliance dates. After discussion, the Council took the following action:

Moved by Davis, seconded by Wooldridge, to approve the nuisance abatement at 343 West K Street. Motion carried unanimously.

Moved by Mikes, seconded by Buffington, approving the property at 235 C Street to be mowed. This property has previously been cited for mowing and informed that only one notice would be received, and is again in need of mowing. Motion carried unanimously.

Moved by Wooldridge, seconded by Davis, to abate the nuisance at 745 South 7<sup>th</sup> St. Motion carried unanimously.

Moved by Davis, seconded by Mikes, to abate the nuisance at 446 West G St. Motion carried unanimously.

Moved by Davis, seconded by Mikes, to clean up debris for the nuisance existing at 1115 Hwy 69 North and to send a letter regarding fencing. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding housing in the Downtown Business District. After discussion, the Council took the following action:

Moved by Mikes, seconded by Davis, to organize a task force to look at the issue of street level apartments, and to have the City Administrator check with other communities our size. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes that Nancy Kephart is entitled to a longevity increase in the amount of \$.0866, and Jason Sturgal is to move to Step 3 on 8/15/17.

The following invoices were approved for payment:

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ABM EQUIPMENT	FILTERS/FORD 550	86.09
ADVANCED SYSTEMS	MAINTENANCE	132.92
AFSCME - IOWA COUNCIL 61	UNION DUES	252.15
AIRGAS	CHEMICALS	180.56
AMARIL	TAX & SHIPPING OC65786	25.07
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,748.81
BAKER & TAYLOR COMPANY	BOOKS	1,679.65
STEVEN BAKKE	CONSUL/PROF FEES	2,215.92
MITCH BARTLESON	REIMBURSEMENT	33.70
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	140.20
BILL'S FAMILY FOODS	MISC SUPPLIES	45.77
BLACK HILLS ENERGY	GAS FOR HEAT	1,422.01
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	5,866.53
BOMGAARS SUPPLY	MISC SUPPLIES	730.27
BROWN SUPPLY	CURB BOX	76.91
BETTY BURRESS	ACADEMY MILEAGE	288.56
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CHRYSLER OF FOREST CITY	FLOOR MATS/NEW TRUCK	141.63
CINTAS FIRST AID	FIRST AID SUPPLIES	42.80
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
CONTINENTAL RESEARCH	DEGREASER	219.57
D & D SALES	SHIRTS/EMBROIDERY	379.00
DATA TECHNOLOGIES, INC.	SOFTWARE AGREEMENT	595.00
DES MOINES STAMP MFG	INK PADS	33.05
DGR ENGINEERING	EMGINEERING SERVICE	148.00
DIAMOND VOGEL	PAINT SUPPLIES	69.71
EFTPS	FED/FICA TAX	25,832.67
EFTPS	FED/FICA TAX	369.62
ROSS EIDEN	REIMBURSEMENT	20.41
F C AMBULANCE	CLEANING SERVICE	100.00
F C CHAMBER OF COMMERCE	REBATE/B THOMPSON	50.00
F C EMPLOYEE ASSN	FLOWER FUND	41.42
F C MUN UTILITIES	UTILITIES	49.52
F C MUN UTILITIES	UTILITIES	22,872.79
ANDREW FABER	REIMBURSEMENT	98.09
FARM & HOME PUBLISHERS	ADVERTISING SERVICES	114.60
FARMER'S CO-OP ASSOC	FUEL	121.40
FIRE EQUIPMENT SPECIALTIES	KEY FIRE HOSE	282.10
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,064.61
FOREST CITY FORD	LUBE OIL & FILTER	35.45
G & H MOTOR PARTS	PARTS	516.25
G C DISTRIBUTING	BAGS	4,861.56
GALL'S	MISC SUPPLIES	144.55
GENERAL TRAFFIC CONTR	SIGNAL LIGHT/9 & 69	4,515.00
GIFTS SEW SWEET	EMBROIDERY/BURRESS	30.00
GOV OFFICE WEB SOLUTIONS	SERVICE & LICENSE AGREEMENT	3,490.00
GRAINGER	EAR PLUGS/HARD HATS	131.78
HACH CHEMICAL CO	CHEMICALS	268.16
HAWKINS INC	CHEMICALS	2,137.98
HEIMAN, INC	ANNUAL SERVICE	129.47
NORMA HERTZER	SERVICES	1,250.00
HOWIE'S FIRE EXTINGUISHERS	FIRE EXTINGUISHER	85.00
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	459.50
IA LAW ENFORCEMENT ACADEMY	REGISTRATION/J DOUGLAS	15.00
IA ST FIRE MARSHAL DIVISION	FY18 TANK REG RENEWALS	40.00
SIMMERING-CORY/IA CODIFICATION	SERVICES	98.00
IOWA DEPT OF NATURAL RESOURCES	NPDES PERMIT FEE	1,275.00
IOWA ONE CALL	SERVICES	73.80
IOWA PRISON IND	STREET NAME SIGN	35.25
IOWA WATER MANAGEMENT	SEMI ANNUAL TEST	150.00
JAY WESTERBERG	AC PARTS FOR #172	511.01
K & W ELECTRIC	NO. 2 FINAL RETAINAGE	1,147.63
KRIZ-DAVIS COMPANY	LIGHTS & SUPPLIES	1,075.50
DUANE KUHN	REIMB/BATTERY/LEVI	71.74
LAW ENFORCEMENT SUPPLY	MITCH'S CAR ITEMS	3,295.28
LEE ANN SIPRESS	OVER PAYMENT ON FINALED ACCOUN	37.72
LYLE'S SALES & SERVICE	CHAIN SAW	501.85
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
MATT PARROTT & SONS	LASER UTILITY BILLS	1,381.70
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	523.72
MID-IOWA SOLID WASTE EQUIP	SEWER JETTING HOSE	1,211.19
MIDWEST PIPE SUPPLY	MANHOLE/SEWER COVERS	416.00
VAL MONSON	ACADEMY MEAL REIMBURSEMENT	313.61

NATURAL PLUS NURSERY	DAKOTA SUNSPOT POTENTILLA	59.90
NELSON PLUMBING & HEAT	SEWER PLANT/SUM HING/AUGER	217.50
NORTH IA LUMBER & DESIGN	LUMBER/CONCRETE MIX	305.51
NORTHERN SAFETY CO.	SENSORS	145.56
OFFICE DEPOT	OFFICE SUPPLIES	19.98
OVERDRIVE, INC.	FY18 BRIDGES CONTENT FEE	780.40
MIKE PEDERSEN	SERVICES	350.00
PETTY CASH	REIMBURSE	39.94
PITNEY BOWES	MAINTENANCE	73.74
DOUG PRICE	UNIFORM ALLOWANCE	18.18
QUILL CORPORATION	OFFICE SUPPLIES	197.46
KEVIN J REICKS	REIMBURSEMENT	21.71
RESCO	MARKING FLAGS	341.28
RIVER CITY COMMUNICATIONS	LABOR/DOOR CONTACT	164.50
SCHNEBL'S 66" "	OIL LUBE & FILTER #6	89.79
BARB SMITH	IA MUN PROF ACADEMY	136.96
STATE HYGIENIC LABORATORY	REGISTRATION/S HAUGEN	95.00
STATE LIBRARY OF IOWA	FY18 BRIDGES PLATFORM FEES	59.23
SUNDE SERVICES, LLC	MOWING SERVICE	177.50
SWIDERSKI POWER	S105 DITCH MOWER	7,250.00
TASC	FLEX PRE-TAX	858.22
TEST AMERICA LABORATORIES	TESTING	388.50
THE LIBRARY STORE	CLASSIFICATION LABELS	12.79
TREAS, ST OF IOWA	STATE TAX	9,124.00
TREAS, ST OF IOWA	STATE TAX	71.00
TRAVIS TWEETEN	REIMBURSEMENT	102.18
U P S	UPS CHARGES	61.89
U S POST OFFICE	UTILITY BILL POSTAGE	1,000.00
U.S. BANK	CREDIT CARD CHARGES	720.05
UTILITIES PLUS ENERGY SERVICES	LABOR/WORTHINGTON ENGINE	1,296.41
VALIC	DEFERRED COMP	840.00
VEENSTRA & KIMM	PRAIRIE VIEW DRAINAGE PROJ	618.96
VERIZON	TELEPHONE SERVICE	594.41
WCTA	SERVICES	2,071.68
WI S CTF	CHILD SUPPORT	168.97
WINONA MECHANICAL, INC.	FINAL PAY ESTIMATE	6,802.85
Y M C A	YMCA	303.00
TOTAL ACCOUNTS PAYABLE		
		138,770.02
PAYROLL CHECKS		76,591.44
**** PAID TOTAL *****		
		215,361.46

**FUND RECAP:**

FUND DESCRIPTION	CLAIMS
GENERAL FUND	118,912.09
ROAD USE	7,748.31
WESTOWN PLACE	300.00
HANSON FINE ARTS CENTER	57.50
WATER	15,707.55
SEWER	26,905.45
ELECTRIC	44,968.35
STORM WATER	762.21
TOTALS	<u>215,361.46</u>

Moved by Davis, seconded by Buffington to adjourn the meeting at 8:34 p.m. Motion carried unanimously.

ATTEST:

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Barb Smith, City Administrator/Clerk

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Byron Ruitter, Mayor