

**REGULAR MEETING  
OCTOBER 2, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on October 2, 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 called for the Pledge of Allegiance and a moment of silence for the victims of the Las Vegas shooting.

Under Public Forum, Forry Buffington of 148 Woodland Drive addressed the Council and stated he felt the ordinance allowing golf carts was a good thing; however, there are restrictions that bottle-neck him, as golf carts cannot be driven on Highway 9 or 69 or on sidewalks. With no access, Forry is unable to utilize his golf cart to drive to church or stores, and he would like to be able to move about in the county like others. Per Police Chief Doug Jensen there are laws that state prohibit driving on highways or sidewalks. This issue will be referred to the Safety Committee for further discussion.

Chamber of Commerce Director Kathy Rollefson noted the final Fridays in the Forest was held September 15<sup>th</sup>, and they are regrouping with organizers and making plans for next year. The Chamber is working to create a protocol for businesses, due to issues with recent events. They are in conference season now.

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

- 1) Agenda (10/2/17), with the removal of Item #13
- 2) Council Minutes (9/18/17)
- 3) Board & Committee minutes from FCED, Grow Forest City, Electric Committee (9/14/17), Library Board (8/16/17), Historic Preservation Commission (9/19/17), and Airport Commission (9/12/17)
- 4) List of claims
- 5) TSB TIF Rebate in the amount of \$4,530.34

Motion carried unanimously.

City Attorney Bakke led the discussion regarding the Leon Behrends property on South 7<sup>th</sup> Street, which is adjacent to the City property on the south. The Behrends' are selling this property. Due to the 16' of property the City received from the Good Samaritan Society for access to the aquatic center complex, there is now an encroachment by the Behrend's garage on the City's property. The Council discussed deeding a portion of the property to the Behrends, retaining the property and granting an easement, or issuing a non-perpetual license. The Council felt it best to take no action now, as the new owner may wish to tear down the garage or re-build. No action was taken on this issue.

Andy Buffington of Paddler's Tap was present at the meeting to request closing streets from K Street to the alley and suspending open container regulations for an Oktoberfest event to be held Saturday, October 14<sup>th</sup>, from noon to 10 p.m. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Zehren, to approve closing streets from K Street to the alley and suspending open container regulations for an Oktoberfest event to be held at Paddler's Tap on October 14<sup>th</sup> from noon to 10 p.m. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to pass a resolution to adopt a new written employee policy handbook for City of Forest City employees. The only changes from the former handbook include the following: the addition of one week of vacation payout after taking off a full week of vacation,

adding a leave of absence to run for public office, and setting a call time limit. 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, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 17-18-06, a Resolution found in Resolution Book 17-18. A RESOLUTION TO ADOPT A WRITTEN EMPLOYEE POLICY HANDBOOK FOR THE CITY OF FOREST CITY, IOWA.

Electric Department Manager Duane Kuhn asked the Council's permission to junk the Electric Department's 1999 Dodge pickup, as it is not safe to drive. He felt the truck could not be sold in good conscience in the condition it's in. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Buffington, to junk the Electric Department's 1999 Dodge pickup. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion regarding two properties owned by Kevin & Jill Sheimo. These properties are located at 335 and 343 West K Street, and the 90-day compliance period for nuisance abatement is now past. The property at 335 West K Street has a tenant, and Barb asked the Council for permission to contract a building inspector to see if the property is safe. The property at 343 West K Street has no tenants or utilities. Glass has been placed in the front door, but all other cleanup was done by the City's Street Department (\$762.58). City Administrator/Clerk Barb Smith asked the Council to authorize Steve Bakke to issue a 657A filing and have the 343 West K property torn down. City Attorney Bakke advised the council of a conflict of interest as far as the Sheimos were concerned and that another attorney would be needed for this issue. After discussion, the Council took the following actions:

Moved by Zehren, seconded by Davis, to contract a building inspector for 335 West K Street to see if this property is safe for habitation. Motion carried unanimously.

Moved by Buffington, seconded by Davis, to authorize City Attorney Bakke to refer this matter to another attorney, regarding the issue of a 657A filing to take control of this unsafe property and tear it down. Motion carried unanimously.

Street Superintendent Mike O'Rourke noted that Household Hazardous Waste Day was a success. In the three hours of this event, 12,450 pounds of waste material was collected, with 202 citizens participating. Products removed from the waste stream included: paint, used motor oil, anti-freeze, batteries, fluorescent tubes, and household chemicals. Water/Wastewater Superintendent Kevin Reicks noted they are flushing water hydrants and cleaning sewers.

City Administrator/Clerk Barb Smith noted the organized hunt at Bear Creek Golf Course and Heritage Park netted 40 geese. Barb also noted the Fire Department is considering a Junior Firefighter Program, and she is working on alternate funding for low to moderate income. Union recertification elections will take place from October 10<sup>th</sup> – 24<sup>th</sup>. There is an opening for the Ward III Council seat, and interested parties in that ward will need to conduct a write-in campaign.

City Administrator/Clerk requested a closed session for her one-year performance evaluation. The Council took the following action:

City Attorney Bakke asked the Council to enter into closed session, pursuant to Chapter 21.5(j) to conduct a performance evaluation for City Administrator/Clerk Barb Smith. After discussion, the Council took the following action:

Moved by Mikes, seconded by Wooldridge, to enter into closed session. A roll call vote was requested and the vote was AYES: Buffington, Davis, Holland, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Motion carried unanimously.

The Council entered into closed session at 7:55 p.m.

Moved by Wooldridge, seconded by Zehren, to re-open the Council meeting at 8:23 p.m. Motion carried unanimously.

Moved by Wooldridge, seconded by Davis, to turn evaluation forms over to the Personnel Committee for completion and to authorize Barb's one-year wage increase of \$2,500. Motion carried unanimously.

The following invoices were approved for payment:

<b>CLAIMS REPORT</b>		
<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ADVANCED SYSTEMS	QUARTERLY CHARGES	357.97
AFSCME - IOWA COUNCIL 61	UNION DUES	252.15
AGVANTAGE FS	TANK RENTAL	1.00
AMAZON.COM	BOOKS	196.64
AMERICAN FAMILY LIFE	INSURANCE	1,748.81
TRENT ANDERSON	REIMBURSEMENT	9.23
AUKES LAWN & PEST	BROADLEAF CONTROL	1,025.00
B & B TRANSFORMER	OIL & BARRELL	459.75
BAKER & TAYLOR COMPANY	BOOKS	793.91
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	140.20
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,319.55
BOMGAARS SUPPLY	MISC SUPPLIES	1,318.76
BORDER STATES ELECTRIC	AFTERCOOLER FAN	479.84
CARROT-TOP INDUSTRIES INC.	OFFICE SUPPLIES	292.35
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	122.65
CHRYSLER OF FOREST CITY	NEW TIRE	184.25
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	COMPUTER SERVICE	192.50
CHRISTA COSGRIFF	REIMBURSE FOR COMPUTER	363.59
CYBERTOOL, INC.	REPAIR SHAFT	45.00
DEMCO	OFFICE SUPPLIES	93.88
DEZURIK, INC.	PLUG VALVE & JOINT ENDS	5,723.00
DGR ENGINEERING	INITIAL FINANCIAL PLANNING	1,521.00
DISCOVER	SUBSCRIPTION	24.95
EDDY'S GLASS & DOOR	SERVICE CALL	60.00
EFTPS	FED/FICA TAX	24,478.09
EMERY PRATT COMPANY	SUBSCRIPTION	7.95
F C CHAMBER OF COMMERCE	REBATE/M MCCOY	110.00
F C EMPLOYEE ASSN	FLOWER FUND	40.92

FARM & CITY INSURANCE	ADD 2017 DODGE RAM	519.00
FISHER SCIENTIFIC	MED/SCIENCE SUPPLIES	250.99
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,230.72
FOREST CITY FORD	PARTS/SERVICE	40.95
FOREST CITY HIGH SCHOOL	2016-17 YEARBOOK	65.00
FOREST CITY VET CLINIC	CANINE SUPPLIES	90.60
G & H MOTOR PARTS	PARTS	5.78
G C DISTRIBUTING	BAGS	2,242.90
GALL'S	EXAM GLOVES	71.92
MATT GERDES	FUEL/FOOD REIMBURSEMENT	29.43
GROVES CONTRACTING	945 WEST J/CONCRETE PATCH	1,482.00
H & S AUTO PARTS	BATTERY & BOLTS	226.93
HANCOCK CO TREASURER	TAXES	618.00
HIGHLINE CONSTRUCTION, INC.	POLE REPLACEMENT	3,705.00
ZACH HOLKESVIK	MEAL REIMBURSEMENT	26.58
HOUSE BEAUTIFUL	SUBSCRIPTION	32.07
IOWA ONE CALL	SERVICES	77.60
IOWA PRISON IND	SIGN	23.40
IOWA UTILITIES BOARD	FY2018 ASSESSMENT	5,917.00
JOHNSON FEED, INC.	ROAD SALT	13,458.00
K & W COATINGS, LLC	PAY REQUEST #1	83,200.00
LAW ENFORCEMENT SUPPLY	LIGHTS/MITCH'S CAR	2,450.95
LINCOLN NATIONAL LIFE INS CO	OCTOBER PREMIUM	2,213.30
METERING & TECHNOLOGY SOLUTION	MISC PARTS	122.82
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	270.15
MIDWEST PIPE SUPPLY	MISC PARTS	1,022.58
VAL MONSON	MILEAGE/PATHOGENS TRAINING	17.12
N I A C O G	MONTHLY TRANSIT OPER COSTS	1,925.36
NELSON PLUMBING & HEAT	AIR CONDITIONER	6,483.47
NEXT GENERATION	SYSTEM SUPPORT	484.29
NORTHERN SAFETY CO.	SENSOR & FILTERS	273.74
OFFICE DEPOT	OFFICE SUPPLIES	160.44
ORIENTAL TRADING COMPANY	SUPPLIES/HALLOWEEN SUPPER	234.92
PETTY CASH	REIMBURSE PETTY CASH	59.23
PETTY CASH	REIMBURSE PETTY CASH	49.10
PITNEY BOWES	EQUIP SERVICE AGREEMENT	621.30
POSITIVE PROMOTIONS	SUPPLIES/HALLOWEEN SUPPER	113.85
PREVENTION	SUBSCRIPTION	36.00
PRINTING SERVICES INC	OFFICE SUPPLIES	251.05
QUILL CORPORATION	OFFICE SUPPLIES	101.11
QUILTMAKER	SUBSCRIPTION	27.97
RIHM KENWORTH	PARTS	33.49
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
SIMPLE & DELICIOUS	SUBSCRIPTION	14.98
BARB SMITH	MILEAGE/IA LEAGUE CONF	131.61
STATE LIBRARY OF IOWA	FY18 DATABASE PKG FEE	274.06
STREICHER'S	BOOTS	144.99
SUNDE SERVICES, LLC	MOWING & TRIMMING	160.00
TASC	FLEX PRE-TAX	858.22
TASTE OF HOME	SUBSCRIPTION	12.98
TEST AMERICA LABORATORIES	TESTING	971.25
BECKY THOMPSON	MILEAGE/IUB MEETING	31.99
TITONKA SAVINGS BANK	TIF REBATE	4,530.34
TREAS, ST OF IOWA	STATE TAXES	8,412.00
U P S	UPS CHARGES	40.86
VALIC	DEFERRED COMP	950.00
VERIZON	PHONE SERVICE	594.60
WAVEBAND COMMUNICATIONS, INC	RADIO CASE	47.86

WESTRUM LEAK DETECTION	LEAK DETECTION SURVEY	2,550.00
WI SCTF	CHILD SUPPORT	168.97
Y M C A	YMCA	303.00
TOTAL ACCOUNTS PAYABLE		194,106.06
PAYROLL CHECKS		67,220.55
**** PAID TOTAL ****		261,326.61
**** REPORT TOTAL ****		261,326.61

**FUND RECAP:**

<b>FUND DESCRIPTION</b>	<b>CLAIMS</b>
GENERAL FUND	78,729.59
ROAD USE	15,732.50
TIF	5,148.34
WATER	76,775.94
SEWER	26,500.55
ELECTRIC	57,607.27
STORM WATER	832.42
TOTALS	<u>261,326.61</u>

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 8:25 p.m. Motion carried unanimously.

ATTEST:

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Barb Smith, City Administrator/Clerk

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Byron Ruitter, Mayor