

**REGULAR MEETING
OCTOBER 16, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on October 16, 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, Zehren. ABSENT: West.

Mayor Ruitter called for the Pledge of Allegiance.

Under Public Forum, Stephen Sheehan requested to be added to the Downtown Task Force. Mr. Sheehan is a Historic Preservation Commission member, building owner, and representative of the Downtown Corridor. Per Stephen, he can round out the group and add value. City Administrator/Clerk Barb Smith expressed concern about a possible conflict of interest, as Stephen is a property owner. She suggested having Stephen act as advisor to the committee, but not a voting member. The current committee members include Doug Yeager (Planning & Zoning), Kathy Rollefson (Chamber of Commerce), Beth Bilyeu (Economic Development), Mike O'Rourke (Street Superintendent), Councilmember Dan Davis, Police Chief Doug Jensen and Barb. Councilmember Davis stated he can see value in having a member from the Downtown Corridor. As the Council appoints the Commission, Bakke will research this issue for further discussion at the next regular Council meeting.

Also under Public Forum, Theresa Coombs, who is a property owner, apartment manager, and representative for other property owners, asked for an explanation of why her water bills were doubled. She also asked when this change was announced, what the capital improvements charges were for, and why she was receiving a base fee per apartment now. City Administrator/Clerk Barb Smith explained that this ordinance was presented at three separate Council meetings in April and May for discussion. This ordinance was duly adopted on May 15, 2017, to increase utility rates and to include a base fee per dwelling unit, effective July 1, 2017. Due to the age of the water and sewer plants, capital improvement fees were also added. Ms. Coombs was invited to come to City Hall for more information, if desired.

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

- 1) Agenda (10/16/17)
- 2) Council Minutes (10/2/17)
- 3) Board & Committee minutes from Heritage Park (10/3/17), Street Committee (10/11/17), and Park Board (10/10/17)
- 4) List of claims
- 5) Breaker & Relay Testing by Utilities Plus (\$11,995), for Fall testing of 9 breakers and 63 relays
- 6) Prairie View TIF rebate in the amount of \$29,385.47
- 7) Class C liquor license for Ay Jalisco & Class B Beer license for Paddler's Tap, pending dram shop

Motion carried unanimously.

Mayor Ruitter read the proclamation requested by Crisis Intervention to proclaim October 2017 as Domestic Violence Awareness Month. After discussion, the Council took the following action:

Moved by Zehren, seconded by Wooldridge, to proclaim October 2017 as Domestic Violence Awareness Month for Forest City. Motion carried unanimously.

City Administrator/Clerk Barb Smith asked the Council to pass a resolution to move funds from clearing funds to the general fund, which was recommended by the City auditor. After discussion, the Council took the following action:

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

Resolution No. 17-18-07, a Resolution found in Resolution Book 17-18. A RESOLUTION AUTHORIZING THE CITY CLERK TO TRANSFER FUNDS.

The Mayor and Council discussed the first reading of Ordinance 772, AN ORDINANCE AMENDING CHAPTER 1.14 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, BY ELIMINATING THE PENALTY FOR JAIL TIME FOR THE CITY OF FOREST CITY, IOWA.

Councilmember Davis introduced Ordinance No. 772 and moved its adoption. Councilmember Wooldridge seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Wooldridge, Zehren. NAYS: None. ABSENT: West. Whereupon the Mayor declared the motion carried. This represents the first reading of Ordinance No. 772.

Councilmember Wooldridge moved to waive the rules for a second and third reading of Ordinance 772, seconded by Councilmember Mikes. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Wooldridge, Zehren. NAYS: None. ABSENT: West. Whereby the Mayor declared the motion carried.

Councilmember Zehren moved that Ordinance No. 772 now be adopted. Councilmember Buffington seconded the motion to adopt. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Woolridge, Zehren. NAYS: None. ABSENT: West. Whereupon the Mayor declared Ordinance No. 763 duly adopted as follows:

Ordinance No. 772, AN ORDINANCE AMENDING CHAPTER 1.14 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, BY ELIMINATING THE PENALTY FOR JAIL TIME FOR THE CITY OF FOREST CITY, IOWA.

City Administrator/Clerk Barb Smith asked the Council to pass a resolution appointing the Forest City Housing Commission. After discussion, the Council took the following action:

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

Resolution No. 17-18-08, a Resolution found in Resolution Book 17-18. A RESOLUTION TO APPOINT A HOUSING COMMISSION TO RECOMMEND THE BEST WAY TO UTILIZE FOREST CITY'S LOW TO MODERATE INCOME SET-ASIDE FUNDS.

City Administrator/Clerk Barb Smith asked the Council to pass a resolution to set the reimbursement rates for meals when employees are attending a meeting or conference. After discussion, the Council took the following action:

Councilmember Wooldridge introduced the following Resolution and moved its adoption. Councilmember Mikes seconded the motion to adopt. The roll was called and the vote was AYES:

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

Resolution No. 17-18-09, a Resolution found in Resolution Book 17-18. A RESOLUTION TO SET THE REIMBURSEMENT RATES FOR MEALS WHEN EMPLOYEES ARE ATTENDING A MEETING OR CONFERENCE.

City Administrator/Clerk Barb Smith asked the Council to approve a Memorandum of Understanding for the Iowa Income Offset Program, a letter to the debtor explaining their rights, and setting a service charge amount for administration. This program is for outstanding utility bills, nuisance abatements or other monies owed to the City. If we have the individual's social security number on file, the City can send the unpaid bills to the State of Iowa, who will then withhold part of an individual's state tax refund. The State will charge \$7.50 for collection, and the City can add an administrative fee to the bill owed, per invoice submitted. After discussion, the Council took the following action:

Moved by Zehren, seconded by Holland, to approve the Memorandum of Understanding for the Iowa Income Offset Program. Motion carried unanimously.

Moved by Mikes, seconded by Davis, to approve the letter to the debtor explaining debtor's rights for the Iowa Offset Program. Motion carried unanimously.

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

Resolution No. 17-18-10, a Resolution found in Resolution Book 17-18. A RESOLUTION TO SET AN ADMINISTRATIVE FEE FOR ANY AND ALL DEBTS SENT TO THE IOWA INCOME OFFSET PROGRAM.

The Mayor and Council discussed a possible ordinance for downtown overnight parking. City Administrator/Clerk Barb Smith noted there had been two street committee meetings, and the Downtown Task Force initially recommended no overnight parking downtown. It was suggested to allow overnight parking only in the lot located at the Intersection of K & 6th Streets. Parking would be allowed by permit only, with a different permit color used each year. The cost will be increased from \$120 to \$240 per year for a permit, with a list of regulations given at the time the permit is purchased. Vehicles will be towed after an initial warning at a cost of \$100, plus \$25/day impound cost and a parking fine. If a permit-owner should move out of Forest City, they can bring in their sticker for a refund for unused months. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to place this item on the next regular Council agenda for further discussion and review of the proposed ordinance and regulations. Motion carried unanimously.

The Mayor asked that it be noted in the minutes that Lineman Chad Bina would be receiving a \$.25 per hour wage increase for achieving crane certification. He asked that it also be noted that City Administrator/Clerk Barb Smith would be receiving a \$2,500 per year wage increase for one year of service, as stated in her hiring agreement.

The supervisors provided their reports, with Assistant Police Chief Tom Montgomery noting the Police Department's Halloween party to be held at the Police Station, 525 North 7th Street, from 5 – 7 p.m. on October 31st.

Moved by Davis, seconded by Mikes, to enter closed session, per Sections 22.7(7) and 21.5(l)(j) of the Iowa Code. The roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Wooldridge, Zehren. NAYS: None. ABSENT: West. Motion carried unanimously.

The Council went into closed session at 8:25 p.m.

Moved by Zehren, seconded by Davis, to re-open the Council meeting at 9:22 p.m. Motion carried unanimously.

Moved by Wooldridge, seconded by Davis, to authorize City Attorney Bakke to follow the will of the Council regarding the issue discussed during the closed session.

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ADVANCED SYSTEMS	MAINTENANCE	91.28
ADVANCED SYSTEMS	COPIER PAYMENT	80.25
AFSCME - IOWA COUNCIL 61	UNION DUES	252.15
AHLERS & COONEY PC	LABOR & EMPLOYMENT SERVICES	88.00
AIRGAS	CYLINDER RENTAL	44.65
JUERN AKKERMAN	MILEAGE REIMBURSEMENT	21.94
ALLIED ELECTRONICS INC.	RED LION DIGITAL DISPLAY	213.00
ATLANTIC BOTTLING COMPANY	CONCESSION SUPPLIES	52.80
B & B TRANSFORMER	TRANSFORMERS	5,528.00
STEVEN BAKKE	LEGAL SERVICES	4,583.19
BILL'S FAMILY FOODS	MISC SUPPLIES	79.36
CHAD BINA	MEAL REIMBURSEMENT	17.85
BLACK HILLS ENERGY	GAS FOR HEAT	606.35
BLACK HILLS ENERGY	GAS FOR HEAT	170.34
BLACK HILLS ENERGY	GAS FOR HEAT	33.47
BMC AGGREGATES LC	ROADSTONE	452.73
BOMGAARS SUPPLY	MISC SUPPLIES	142.92
BOMGAARS SUPPLY	MISC SUPPLIES	58.84
CANON FINANCIAL SERVICES	LEASE PAYMENT	1,448.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	274.00
CLAPSADDLE GARBER ASSOCIATES	ENGINEERING SERVICES	1,487.52
CLEAR LAKE SANITARY DISTRICT	TESTING	121.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
CONTINENTAL RESEARCH	MISC SUPPLIES	224.70
CONTINENTAL RESEARCH	MISC SUPPLIES	440.89
CRAFT COMMUNICATIONS	PHONE ACCESSORIES	134.94
CRAFT COMMUNICATIONS	USB CABLES	59.97
CROSSROADS MOBILE MAINTENANCE	SERVICE 92 BUCKET TRUCK	765.00
D & D SALES	CLOTHING/EMBROIDERY	221.00
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	208,441.08
DECKER'S SPORTING GOODS	BASKETBALLS	240.00
DENCO HIGHWAY CONSTRUCTION	BRIDGE DECK REPAIRS	16,855.68
EFTPS	FED/FICA TAX	25,100.18
EFTPS	FED/FICA TAX	287.07
ROSS EIDEN	K-9 SCHOOL REIMBURSEMENT	315.99
ELECTRONIC ENGINEERING	ANTENNA SHEATH	27.00
EMC INSURANCE	WORK COMP DEDUC/PARK	238.44
ENCORE ENERGY	NAT GAS BOILER	1,176.79
ERNIE WILLIAMS LTD	PARTS/SERVICE	247.05
ERNIE WILLIAMS LTD	OIL FILTERS	25.92

F C AMBULANCE	JULY CLEANING	100.00
DEB FARDAL	SERVICES/HALLOWEEN DANCE	100.00
FARMER'S CO-OP ASSOC	FUEL	5,832.03
FC FIRE FIGHTERS ASSOCIATION	GUN RAFFLE PROCEEDS	6,394.10
FIRE EQUIPMENT SPECIALTIES	FLASHLIGHTS	263.78
FISHER SCIENTIFIC	MED/SCIEN SUPPLIES	919.89
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,033.50
FOREST CITY FORD	TOUCH-UP PAINT	23.91
FOREST CITY VET CLINIC	CANINE SUPPLIES	49.47
G & H MOTOR PARTS	PARTS	12.59
G & H MOTOR PARTS	PARTS	1,020.00
GIFTS SEW SWEET	EMBROIDERY	29.75
GROVES CONTRACTING	PAVING BY LAUNDRY MAT	885.63
H & S AUTO PARTS	PARTS	62.16
STEVE HALL	SERVICES/HALLOWEEN DANCE	75.00
HANCOCK CO COOPERATIVE OIL	LOADER/ST SWEEPER	1,082.50
STEVEN HANNA	UNIFORM ALLOWANCE	200.00
HAUGEN CONTRACTING	CLARK ST SEWER WORK	14,191.35
HAWKINS INC	CHLORINE CYLINDER	5.00
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	84.50
I WIRELESS	PHONE SERVICE	189.99
IA ASSN OF MUN UTIL	REGISTRATION/SCHMIDT	350.00
INTERSTATE MOTOR TRUCKS	REAR SPRING CHASSIS	407.36
IOWA DEPT OF NATURAL RESOURCES	ANNUAL WATER USE FEE	134.00
J & J MACHINING	PARTS	59.77
DOUG JENSON	MILEAGE/DELIVER SQUAD CAR	36.22
TABITHA JERMELAND	YOUTH VOLLEYBALL	140.00
K I O W	HAZ WASTE CLEANUP DAY	457.60
KAISER AUTO REPAIR	PARTS/SERVICE CAR #6	619.42
KBA	REC SUPPLIES	167.75
KEN KAISER RESTORATION CO.	TUCK POINT AT LIGHT PLANT	9,480.00
KNAPPER OIL CO	FUEL	178.33
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	6,119.84
LEVI LECKRONE	MEAL REIMBURSEMENT	30.10
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
MATT PARROTT & SONS	SM WINDOW ENVELOPES	297.88
MEAD & HUNT	FC PLAN FOR PRESERVATION	1,107.00
AMY MEINECKE	SERVICES/HALLOWEEN DANCE	75.00
MENARDS	PARK SIGN PARTS	154.12
MID AMERICAN RESEARCH CHEMICAL	AEROSOL DISPENSER	33.98
MIDWEST WHEEL COMPANIES	PARTS	544.71
TOM MONTGOMERY	LEIN CONFERENCE REIMBURSEMENT	518.01
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NO IA MEDIA GROUP	HOUSEHOLD HAZ WASTE	570.96
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	359.29
OTIS ELEVATOR	CITY HALL ELEVATOR REPAIR	4,096.00
MIKE PEDERSEN	SERVICES/HALLOWEEN DANCE	300.00
PRAIRIE ENERGY CO-OP	UTILITIES	116.86
PRAIRIE VIEW LAND DEVELOP	TIF REBATE	29,385.47
PRESTO-X	SERVICES	41.00
QUILL CORPORATION	OFFICE SUPPLIES	284.37
RESCO	TELESCOPIC POLE	336.44
RHODE ISLAND NOVELTY	REC SUPPLIES	338.68
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
RIVER CITY GLASS & DETAIL	WINDSHIELD SM BSKT TRUCK	251.45
SANDRY FIRE SUPPLY	TESTING/SERVICE	898.70
BRANDON SCHMIDT	UNIFORM ALLOWANCE	165.80
SCHNEBLY'S 66" "	FUEL	322.50

SCHNEBLY'S 66" "	BATTERIES/FUEL	331.15
SHOPKO STORES OPERATING CO	MISC SUPPLIES	8.56
SUNDE SERVICES, LLC	MOWING	135.00
TASC	FLEX PRE-TAX	858.22
ANN TENDALL	YOUTH VOLLEYBALL	200.00
THEISS SHIRTS, INC	SHIRTS	1,236.50
THOMPSON TYLER	UNIFORM ALLOWANCE	117.65
TITAN MACHINERY	TRANSMISSION OIL	192.74
TRANS IOWA EQUIPMENT	PARTS	77.43
DICK TRIMBLE	AIRPORT MANAGER SALARY	3,450.52
U.S. BANK	CREDIT CARD CHARGES	2,623.78
UMMEG	STS COSTS	17,939.85
UMMEG-RUGBY	RUGBY FARM	18,122.35
VALIC	DEFERRED COMP	950.00
VISUAL COMMUNICATION SERVICES	BOMAN PARK SIGN	340.50
AMY VRIEZE	MILEAGE REIMBURSEMENT	89.88
WAGNER TIRE	TIRE SERVICE	115.00
ALLISON WALKER	YOUTH VOLLEYBALL	100.00
WALLACE,HOLLAND,KASTLER	TOWER/TANK PAINTING	11,680.00
WHEELER WORLD	PARTS/SERVICE	6,774.26
WI SCTF	CHILD SUPPORT	168.97
TOTAL ACCOUNTS PAYABLE		432,743.74
PAYROLL CHECKS		65,383.47
**** PAID TOTAL ****		498,127.21
**** REPORT TOTAL ****		498,127.21

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	112,101.79
FIRE DEPT DONATIONS	6,394.10
ROAD USE	5,420.40
TIF	29,385.47
LOW/MOD INCOME	350.00
WESTOWN PLACE	377.50
HANSON FINE ARTS CENTER	95.00
WATER	19,211.75
SEWER	23,405.91
ELECTRIC	298,026.39
STORM WATER	3,358.90
TOTALS	498,127.21

RECEIPTS - SEPTEMBER 2017

FUN	DESCRIPTION	RECEIPTS
D		
001	General	\$ 129,754.60
110	Road Use	\$ 54,270.97
112	Employee Benefits	\$ 30,371.63
121	Local Option Sales Tax	\$ 32,895.76
122	Hotel-Motel Tax	
125	TIF	\$ 20,482.74
127	Low/Mod Income	\$ 1,077.22
200	Debt Service	\$ 45,413.93
600	Water	\$ 63,680.96
610	Sewer	\$ 74,236.71

630	Electric	\$	532,448.29
740	Storm Sewer	\$	11,815.18
	TOTAL ALL FUNDS	\$	996,447.99

SEPTEMBER NET SALARIES \$ **131,742.99**

The following invoices were approved for payment:

Moved by Zehren, seconded by Mikes, to adjourn the meeting at 9:23 p.m. Motion carried unanimously.

ATTEST:

Barb Smith, City Administrator/Clerk

Byron Ruiter, Mayor