

**REGULAR MEETING
NOVEMBER 20, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on November 20, 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.

No one spoke under public forum.

Forest City Economic Development director Beth Bilyeu presented her report. The Mayor and Council thanked Ms. Bilyeu for the information presented.

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

- 1) Agenda
- 2) Council Minutes (11/6/17), with noted correction of **69.20 PERMITTED OVERNIGHT PARKING. Any person may be allowed to park overnight from 7:00 p.m. – 7:00 a.m. in the City parking lot located in Block 47 at the Intersection of K & 6th Streets.**
- 3) Board & Committee minutes from the Housing Commission (11/7/17 & 11/14/17), Downtown Taskforce (11/16/17), Library Board (10/18/17), Park Board (11/13/17), & Airport Commission (11/14/17)
- 4) List of claims
- 5) Approval of Waldorf TIF Rebate - \$94,649
- 6) Approve License & Permits – Class B Liquor License for The Lodge Resort Hotel & Class C Liquor License for Shooterz (pending dram shop)

Motion carried unanimously.

Andy Buffington, Winnebago County Emergency Services Coordinator, handed out survey results for the Winnebago County Multi-Jurisdictional Hazard Mitigation Plan. He then presented mitigation goals and asked those in attendance to choose their top three mitigation measures/projects for achieving those goals, per FEMA guidelines. Andy read through the mitigation goals and called for the vote on each goal. He will now update their plan and return at a future Council meeting with this information.

City Administrator/Clerk Barbara Smith led the discussion regarding a resolution to move Internal TIF Projects to the Capital Projects Fund. This move was recommended by the auditor, as it will provide better accounting. 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. 17-18-14, a Resolution found in Resolution Book 17-18. A RESOLUTION AUTHORIZING THE CITY CLERK TO TRANSFER FUNDS.

City Administrator/Clerk Barbara Smith asked the Council to pass a resolution to move Solid Waste from the General Fund to a Proprietary Fund. This will allow better tracking of expenses for Sanitation, and this change would become effective July 1, 2018. After discussion, the Council took the following action:

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

Resolution No. 17-18-15, a Resolution found in Resolution Book 17-18. A RESOLUTION APPROVING THE CREATION OF A GARBAGE/SOLID WASTE PROPRIETARY FUND WITHIN THE CITY OF FOREST CITY, IOWA.

City Administrator/Clerk Barbara Smith presented the Annual Urban Renewal Report for the Council's approval. After discussion, the Council took the following action:

Moved by Mikes, seconded by Wooldridge, to approve the City of Forest City's 2016-2017 Urban Renewal Report. Motion carried unanimously.

The Mayor and Council discussed the first reading of Ordinance 773, AN ORDINANCE AMENDING CHAPTER 95.05 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, TO UPDATE THE CHAPTER BY SETTING STANDARDS FOR CONNECTING TO THE SANITARY SEWER SYSTEM IN FOREST CITY, IOWA. The change to this ordinance adds the following paragraph: **'However, compliance with this section may be postponed until the current system fails or the property upon which the houses, buildings, or properties used for human occupancy, employment, recreation or other purposes is sold. The sale of the property will be subject to the exceptions contained in Iowa Code section 455B.172(11) (a).'**

Councilmember Zehren introduced Ordinance No. 773 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 motion carried. This represents the first reading of Ordinance No. 773.

Councilmember Wooldridge moved to waive the rules for a second reading of Ordinance No. 773, seconded by Councilmember Mikes. 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 motion carried.

Councilmember Holland moved to waive the rules for a third reading of Ordinance No. 773, seconded by Councilmember Davis. 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 motion carried.

Councilmember Zehren moved that Ordinance No. 773 now be adopted. Councilmember Buffington 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 Ordinance No. 773 duly adopted as follows:

Ordinance No. 773, AN ORDINANCE AMENDING CHAPTER 95.05 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, TO UPDATE THE CHAPTER BY SETTING STANDARDS FOR CONNECTING TO THE SANITARY SEWER SYSTEM IN FOREST CITY, IOWA.

Moved by Buffington, seconded by Davis, to approve the appointment of the City Administrator to the Forest City Chamber of Commerce Board of Directors as the City's Ex-Officio Member. Motion carried unanimously.

Mayor Ruitter led the discussion regarding a purchase agreement for the Casey's property on 4th Street. He had contacted Casey's last year to inquire about this property and was told the property was for sale but to check back this year regarding the City acquiring this property. On October 16, 2017, the Mayor was notified that Casey's would give the City this property. Funds raised from the addition of the local option sales tax in Hancock County portion of Forest City has not been allocated and could be used for renovation. Councilmember Buffington added this would be a very beneficial project and asked if DNR reviews had been done for installing and removal of former underground tanks and if this property had a clean bill of health. City Attorney Bakke said the DNR had done their inspections, and the City can assume a clean bill of health. Bakke added he would contact Casey's for a key to inspect the property and that the City would be responsible for September taxes. After discussion, the Council took the following action:

Moved by Holland, seconded by Zehren, to accept the Casey's property, pending acceptable inspection. Motion carried unanimously.

The Mayor and Council discussed the first reading of Ordinance 774, AN ORDINANCE AMENDING CHAPTER 69.13 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, CHANGING THE SNOW REMOVAL ORDINANCE FOR THE CITY OF FOREST CITY, IOWA. The change to this ordinance adds to Snow Removal Parking to state **'No personal shall park, abandon or leave unattended any vehicle on any public street, alley, or City-owned off-street parking except where permitted overnight parking is allowed, and vehicle displays a current overnight parking permit** when the snow is falling and for a period of 48 hours after cessation of a snowfall unless the snow has been removed or plowed from said street, alley or parking area.'

Councilmember Davis introduced Ordinance No. 774 and moved its adoption. Councilmember Buffington 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 motion carried. This represents the first reading of Ordinance No. 774.

Councilmember Davis moved to waive the rules for a second reading of Ordinance No. 774, seconded by Councilmember Wooldridge. 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 motion carried.

Councilmember Mikes moved to waive the rules for a third reading of Ordinance No. 774, seconded by Councilmember Buffington. 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 motion carried.

Councilmember Zehren moved that Ordinance No. 774 now be adopted. 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 Ordinance No. 774 duly adopted as follows:

Ordinance No. 774, AN ORDINANCE AMENDING CHAPTER 69.13 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, CHANGING THE SNOW REMOVAL ORDINANCE FOR THE CITY OF FOREST CITY, IOWA.

The Mayor and Council discussed the first reading of Ordinance 775, AN ORDINANCE AMENDING CHAPTER 69.20 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, CHANGING THE OVERNIGHT PARKING ORDINANCE FOR THE CITY OF FOREST CITY, IOWA. The change to this ordinance adds to Permitted Overnight Parking, stating 'Any person may be allowed to park overnight from 7 p.m. to 7:00 a.m. in the parking lot owned by the City at the Intersection of K & 6th Streets, Block 47.'

Councilmember Wooldridge introduced Ordinance No. 775 and moved its adoption. Councilmember Buffington 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 motion carried. This represents the first reading of Ordinance No. 775.

Councilmember Davis moved to waive the rules for a second reading of Ordinance No. 775, seconded by Councilmember West. 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 motion carried.

Councilmember Buffington moved to waive the rules for a third reading of Ordinance No. 775, seconded by Councilmember Wooldridge. 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 motion carried.

Councilmember Mikes moved that Ordinance No. 775 now be adopted. Councilmember West 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 Ordinance No. 775 duly adopted as follows:

Ordinance No. 775, AN ORDINANCE AMENDING CHAPTER 69.20 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, CHANGING THE OVERNIGHT PARKING ORDINANCE FOR THE CITY OF FOREST CITY, IOWA.

Street Superintendent Mike O'Rourke provided three quotes for purchasing a new street sweeper, as the reconditioned sweeper was unacceptable and had to be returned. Mike recommended the \$236,270 bid from Elliott Equipment for a Schwarze Model A9. The City of Clear Lake has two of these sweepers and swears by them. The life expectancy for these units is 20-25 years. Per City Administrator/Clerk Barb Smith, the Street Department has \$61,900 in reserves and an additional \$70,000 budgeted, and the trade-in would be \$12,000. The amount left to finance would be \$104,370, which could be financed through MBT at 2.5%, with a \$3,000 monthly payment. City Attorney Bakke will handle the legal work, and Mike will check into the warranty. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to purchase the Schwarze Model A9 street sweeper from Elliott Equipment in the amount of \$236,270. Motion carried unanimously.

The Mayor and Council set Monday, December 11th, at 7:00 p.m. in the Council Chambers of City Hall for the Capital Improvement Plan workshop.

City Administrator/Clerk Barbara Smith led the discussion on a surety bond renewal in the amount of \$100 from Missal Insurance. Per the City Administrator, the City also has this coverage through EMC. After discussion, the Council took the following action:

Moved by Davis, seconded by Mikes, to cancel the surety bond renewal through Missal Realty for the City of Forest City. Motion carried unanimously.

Moved by Wooldridge, seconded by Mikes, to go into closed session, per Iowa Code 21.5(j). A roll call vote was requested, and the vote was AYES: Buffington, Davis, Holland, Mikes, West, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared the motion carried.

The Council entered closed session at 8:20 p.m.

Moved by Zehren, seconded by Davis, to re-open the Council meeting at 8:56 p.m. and authorized City Attorney Bakke to follow instructions given during the closed session.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ADAM JACKSON	DUMPSTER OVERPAYMENT	24.76
ADVANCED DOOR SYSTEMS	GARAGE DOOR PARTS/SERV	357.35
ADVANCED SYSTEMS	COPIER PAYMENT	80.25
AFSCME - IOWA COUNCIL 61	UNION DUES	252.15
AHLERS & COONEY PC	LEGAL SERVICES	42.00
AIRGAS	CYLINDER RENTAL	45.88
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,748.81
ARAMARK	LAUNDRY SERVICE	224.50
ATLANTIC BOTTLING COMPANY	REC SUPPLIES	163.67
AUTOMATIC SYSTEMS CO.	#2LIFT PUMP COMM BOARD	1,212.79
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	140.20
BILL'S FAMILY FOODS	MISC SUPPLIES	206.21
BLACK HILLS ENERGY	GAS FOR HEAT	1,247.54
BMC AGGREGATES LC	ROADSTONE	62.41
BMC AGGREGATES LC	ROADSTONE	91.52
BOMGAARS SUPPLY	MISC SUPPLIES	77.94
BOMGAARS SUPPLY	MISC SUPPLIES	78.93
BSN SPORTS	REC SUPPLIES	144.27
DUSTIN BUCK	SNOWBLOWER PARTS/REIMBURSE	32.09
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	344.50
CINTAS FIRST AID	MISC SUPPLIES	63.57
CLAPSADDLE GARBER ASSOCIATES	CONSUL/PROF FEES	17,587.07
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	MONITOR/SERVICE	249.00
CONTINENTAL RESEARCH	DEGREASERS	440.89
CRESCENT ELECTRIC	ELECTRICAL SUPPLIES	195.76
CROSSROADS MOBILE MAINTENANCE	1992 TRUCK BUCKET	2,116.85
CRYTEEL	BOLT SPINNERS	193.26
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	184,559.61
DALLAS MIDWEST	TABLE CADDY	927.00
DATA TECHNOLOGIES, INC.	ONSITE TRAINING	1,403.64
EFTPS	FED/FICA TAX	24,344.15
ELECTRONIC ENGINEERING	SOFTWARE UPDATES FOR DOORS	750.00
ENCORE ENERGY	NAT GAS BOILER	1,551.87
F C AMBULANCE	OCT CLEANING	50.00
F C CHAMBER OF COMMERCE	REBATE/D KLASSE	75.00
F C EMPLOYEE ASSN	FLOWER FUND	41.92
FARMER'S CO-OP ASSOC	FUEL	5,179.72
FARMER'S CO-OP ASSOC	FERTILIZER	153.00
FARMER'S CO-OP ASSOC	FUEL	107.30
FISHER SCIENTIFIC	DISTILLING FLASK	190.19
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	657.25
FOREST CITY FOODS	MISC SUPPLIES	500.69
G & H MOTOR PARTS	PARTS	63.83
G & H MOTOR PARTS	PARTS	3,670.05
GALL'S	GLOVE POUCH/KEY HOLDER	44.84
GIFTS SEW SWEET	T ANDERSON/EMBROIDERY	23.85
H & S AUTO PARTS	DRILL BITS	57.79
HAUGEN CONTRACTING	RV DUMP STATION	6,996.66
HAWKINS INC	CHEMICALS	1,629.98
HEARTLAND ASPHALT	PAY ESTIMATE #1	210,094.70

NORMA HERTZER	SERVICES	1,250.00
HOLLAND CONTRACTING	TILE REPAIR LINE SHED	1,180.00
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	302.00
I WIRELESS	PHONE SERVICE	189.99
IA ASSN OF MUN UTIL	IUB ENERGY REPORT	90.00
IA DEPT OF AGRICULTURE	T ANDERSON/APPL LICENSE	45.00
IOWA ONE CALL	SERVICES	40.60
IPRA	REGISTRATION/VRIEZE	360.00
DOUG JENSON	HALLOWEEN REIMBURSEMENT	116.06
K I O W	ADVERTISING	308.00
KNAPPER OIL CO	FUEL	107.80
LAKELAND ENGINEERING	TIMER CONTROL	202.88
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	5,646.93
MATT PARROTT & SONS	LIGHT METER CARDS	1,089.33
MCCUBBINS WOOD PAINT	PLAQUE/S HANNA	57.50
MEAD & HUNT	PRESERVATION PLANNING	655.00
MENARDS	ELECTRIC HEATER	399.99
METERING & TECHNOLOGY SOLUTION	METERS/METER SUPPLIES	1,616.13
MINNESOTA VALLEY TESTING LAB	TESTING	48.80
DEE ANN MONSEN	BANK MILEAGE	125.73
MURPHY REALTY & MANAGEMENT	RENTAL REIMBURSEMENT	237.50
N I A C O G	MONTHLY TRANSIT TICKETS	3,388.77
NARTEC, INC	TESTING SUPPLIES	177.25
NELSON PLUMBING & HEAT	WINTERIZE POOL	844.88
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NEXT GENERATION	BALANCE FROM 49600 INV	964.96
NO IA MEDIA GROUP	ADVERTISING/PUBLISHING	2,175.17
OFFICE DEPOT	OFFICE SUPPLIES	307.92
PETTY CASH	REIMBURSE PETTY CASH	75.51
PITNEY BOWES	YEARLY POSTAGE	5,050.00
PRAIRIE ENERGY CO-OP	UTILITIES	124.39
PRESTO-X	SERVICES	82.00
PRINTING SERVICES INC	OFFICE SUPPLIES	136.94
QUILL CORPORATION	OFFICE SUPPLIES	267.76
RHODE ISLAND NOVELTY	REC SUPPLIES	288.83
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
SCHNEBLY'S 66" "	FUEL	51.30
SCHNEBLY'S 66" "	FUEL	160.80
SHOPKO STORES OPERATING CO	MISC SUPPLIES	22.76
SIRCHIE FINGER PRINT LAB	TESTING SUPPLIES	103.92
BARB SMITH	MILEAGE	242.46
STREICHER'S	SHIRTS	144.98
SUNDE SERVICES, LLC	DRAINAGE DITCH MOWING	45.00
TASC	FLEX PRE-TAX	858.22
TREAS, ST OF IOWA	STATE TAX	8,384.00
DICK TRIMBLE	AIRPORT MANAGER SALARY	3,431.29
U S POST OFFICE	STAMPS	196.00
UMMEG	STS COSTS	16,583.90
UMMEG-RUGBY	RUGBY FARM	28,223.05
UNITY POINT CLINIC	DRUG SCREEN	37.00
VALIC	DEFERRED COMP	950.00
VISUAL COMMUNICATION SERVICES	PARK SIGNS	942.50
WALDORF UNIVERSITY	TIF REBATE	97,649.00
WCTA	SERVICES	1,664.04
WHEELER WORLD	CYLINDER HEAD REBUILD	6,912.99
WI S C T F	CHILD SUPPORT	168.97
WILKEN AUTO SALVAGE	DOOR PANEL	100.00
WINNEBAGO COUNTY EXTENSION	APPLICATOR TRAINING/T ANDERSON	35.00
Y M C A	YMCA	303.00
TOTAL ACCOUNTS PAYABLE		666,469.09
PAYROLL CHECKS		64,119.52
**** PAID TOTAL ****		730,588.61
**** REPORT TOTAL ****		730,588.61

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	319,619.40
ROAD USE	11,801.30
TIF`	97,649.00
LOW/MOD INCOME	237.50
WATER	11,550.65
SEWER	15,834.56
ELECTRIC	272,987.66
STORM WATER	908.54

TOTALS 730,588.61

RECEIPTS - OCTOBER 2017

<u>FUN</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
<u>D</u>		
001	General	\$ 525,992.04
110	Road Use	\$ 35,680.57
112	Employee Benefits	\$ 188,089.23
119	Emergency	\$ 12,330.37
121	Local Option Sales Tax	\$ 32,895.78
125	TIF	\$ 211,343.60
127	Low/Mod Income	\$ 15,994.63
200	Debt Service	\$ 300,053.28
305	Hanson Fine Arts Center	\$ 135,617.57
600	Water	\$ 65,632.80
610	Sewer	\$ 83,472.60
630	Electric	\$ 525,780.72
740	Storm Sewer	\$ 11,969.60
	TOTAL ALL FUNDS	\$ 2,144,852.79

OCTOBER NET SALARIES \$ 131,237.01

Moved by Wooldridge, seconded by Mikes, to adjourn the meeting at 8:57 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruitter, Mayor