

**REGULAR MEETING
DECEMBER 4, 2017**

The City Council of the City of Forest City, Iowa, met in regular session on December 4, 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, Holland, Mikes, West, Wooldridge, Zehren. ABSENT: Davis.

Mayor Ruitter called for the Pledge of Allegiance.

No one spoke under public forum.

Norma Hertzler of Grow Forest City presented her report. Grow Forest City has been very busy with advertising and media, community visioning, and Healthy Hometown. They also worked with the Chamber of Commerce for the tree lighting ceremony, which had 150 attendees. Councilmember Buffington asked about the bike program. There are 8 bikes placed in 4 locations. The best rentals were at Pammel Park, so there will be 4 bikes there next year. The Christmas Medallion Hunt is on, and had not yet been found. The Mayor and Council thanked Ms. Hertzler for the information presented.

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

- 1) Agenda
- 2) Council Minutes (11/20/17)
- 3) Board and committee minutes from Forest City Economic Development, Chamber of Commerce, Street Committee (11/20/17), Personnel Committee (11/20/17), Electric Committee (11/29/17), Housing Commission (11/21/17), and Board of Adjustment (11/15/17)
- 4) Invoices
- 5) Refund application for the Lodge Restaurant Hotel & Restaurant, pending confirmation of business closing effective 12/2/17

Motion carried unanimously.

Drew Sweers of Veenstra & Kimm was present at the meeting and led the discussion on the Prairie View Storm Water Project, Phase I. Estimated construction cost for Phase I is \$117,960, with a total project cost of \$135,660. Drew is seeking authorization to proceed with this project. Per Street Superintendent Mike O'Rourke, only Phase I of this project is being considered at this time. The estimated cost for Phase II, if necessary, will be approximately \$50,000. After discussion, the Council took the following action:

Moved by Holland, seconded by Wooldridge, to authorize Veenstra & Kimm to proceed with Phase I of the Prairie View Storm Water Project, at a total project cost of \$135,660. Motion carried unanimously.

Andy Koob of DGR Engineering was present at the meeting to address the 10-year Electric System Capital Improvement Project. To fund these necessary improvements will cost an estimated \$14.9 million to be financed from FY 18 – FY 28. DGR is seeking approval for Phase IA, which is the M Street Underground Project in the amount of \$1,123,800. After discussion, the Council took the following action:

Moved by Holland, seconded by Zehren, to approve the DGR Master Agreement for Engineering Services for Phase 1A. Motion carried unanimously.

Councilmember Mikes led the discussion on the City Administrator Employment Agreement. The Personnel Committee had directed City Administrator/Clerk Barb Smith to research other cities our size and compile an employment agreement for approval by the City Council. This agreement includes a 6-month severance package upon leaving employment, and a 4-6-week notice of intention to leave. City Attorney Bakke had review the Agreement and had no concerns. After discussion, the Council took the following action:

Moved by Mikes, seconded by Wooldridge, to approve the City Administrator Employment Agreement. Motion carried unanimously.

City Administrator/Clerk Barb Smith led the discussion on an investment policy for the City of Forest City, which spells out how we can invest our money and who can invest it, as suggested by State. City Attorney Bakke had reviewed the policy and compared it to the new state statute. After discussion, the Council took the following action:

Moved by Zehren, seconded by Mikes, to approve the investment policy for the City of Forest City. Motion carried unanimously.

City Administrator/Clerk Barbara Smith led the discussion on including verbiage in our contract with Cottingham & Butler for retiree/spouse medical/dental coverage continuance for City employees. If approved, the City's employee insurance policy will include verbiage that employees and their spouses will be allowed to stay on the City's group insurance policy until age 65 at their own expense. After discussion, the Council took the following action:

Moved by Buffington, seconded by Wooldridge, to approve the retiree/spouse continuance in the City's employee insurance policy. Motion carried unanimously.

The Mayor and Council discussed the issue of Chapter 82 of the Code of Ordinances, which pertains to golf carts. Per Councilmember Holland, the ordinance should be changed to allow driving golf carts and utility vehicles with side by side or bench-type seating for unlimited times if the vehicle has two headlights, two taillights and reflectors. City Attorney Bakke will check on traffic codes and will proceed with establishing definitions upon the Council's approval. After discussion, the Council took the following action:

Moved by Zehren, seconded by Holland, to authorize City Attorney Bakke to return to the next Council meeting with definitions regarding Chapter 82 of the Code of Ordinances. Motion carried unanimously.

Under staff reports, Councilmember Buffington addressed the graffiti issue in Forest City. City Administrator/Clerk Barbara Smith will notify Parks & Rec regarding graffiti in the parks. City Administrator/Clerk Barbara Smith reminded everyone of the Capital Improvement Workshop to be held on Monday, December 11th, at 7 p.m. in the Council Chambers of City Hall. Finally, it was decided to have three members from the Personnel Committee and Safety Committee to conduct discussion of the applicant for the upcoming Chief of Police vacancy.

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

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

Moved by Zehren, seconded by Mikes, to re-open the Council meeting at 8:45 p.m. and direct City Attorney Bakke to bring necessary documents to the next Council meeting regarding an issue discussed during the closed session. Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ADVANCED SYSTEMS	MAINTENANCE	41.64
AGVANTAGE FS	DIESEL EXHAUST FLUID BULK	173.31
TRENT ANDERSON	MEAL REIMBURSEMENT	9.69
BLACKBURN	SOLVENT	251.47
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,319.55
BOMGAARS SUPPLY	MISC SUPPLIES	1,237.45
CITY OF FOREST CITY	SPECIAL PICK UP	17.94
CORELL CONTRACTOR, INC	REFURBISH DUMP TRUCK #175	3,310.00
CYBERTOOL, INC.	MILL PARTS	90.00
DANKO EMERGENCY EQUIPMENT	NARROW BAND CONTROLLER	204.35
DES MOINES STAMP MFG	DATE STAMP INK REFILLS	49.40
DGR ENGINEERING	3 MW SOLAR FARM STUDY	2,653.00
EDDY'S GLASS & DOOR	KICK DOWN DOOR HOLDER	28.09
ELECTRONIC ENGINEERING	STREET SWEEPER RADIO INSTALL	224.26
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,234.01
FOREST CITY FORD	SERVICE	21.07
G C DISTRIBUTING	BAGS	3,073.40
CHAD GERDES	MEAL REIMBURSEMENT	44.85
MATT GERDES	REIMBURSEMENT	6.96
GRAINGER	PARTS	477.76
H & S AUTO PARTS	PARTS	10.97
HACH CHEMICAL CO	CHEMICALS	257.83
HAUGEN CONTRACTING	DRILL AT FINE ARTS CENTER	3,745.00
NORMA HERTZER	DEC 1ST PAY	1,250.00
ZACH HOLKESVIK	UNIFORM ALLOWANCE	176.50
IA ASSN OF MUN UTIL	CONFERENCE/D KUHN	265.00
JEN CONRAD	SERVICES	150.00

LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,105.11
LYLE'S SALES & SERVICE	CHAIN SAW/MINUS STOP PAY FEE	476.85
MENARDS	MISC SUPPLIES	168.96
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	270.15
MOSQUITO CONTROL OF IOWA	2017 MOSQUITO CONTROL	16,500.00
N I A C C	REGISTRATION /K REICKS	60.00
NORTH CENTRAL LABS	CHEMICALS	231.26
QUILL CORPORATION	OFFICE SUPPLIES	186.49
RIHM KENWORTH	MISC PARTS	598.59
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
BRANDON SCHMIDT	FUEL/MEAL REIMBURSEMENT	44.01
ROBERT SNITZER	REIMBURSEMENT	34.26
TEST AMERICA LABORATORIES	TESTING	792.75
U P S	UPS CHARGES	73.76
WALDORF MENS SOCCER	YOUTH SOCCOR	300.00
WALDORF WOMANS SOCCER	YOUTH SOCCOR	300.00
WALLACE,HOLLAND,KASTLER	KWIK STAR SITE PLAN REVIEW	2,711.01
WATCHGUARD VIDEO	CAR VIDEO SYSTEM	4,820.00
WESTOWN PLACE, LLC	DEC RENT REIMB	237.50
**** PAID TOTAL *****		51,259.20
***** REPORT TOTAL *****		51,259.20

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	33,339.18
ROAD USE	3,351.94
LOW/MOD INCOME	237.50
WATER	991.70
SEWER	2,849.90
ELECTRIC	10,264.72
STORM WATER	224.26
TOTALS	<u>51,259.20</u>

Moved by Zehren, seconded by Mikes, to adjourn the meeting at 8:46 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruitter, Mayor