

## REGULAR MEETING

February 5, 2018

The City Council of the City of Forest City, Iowa, met in regular session on February 5, 2018, 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. Mayor Ruitter called for the Pledge of Allegiance, followed by rollcall attendance. Councilmembers present at roll call were: Wooldridge, Holland, Mikes, Pehrson, Buffington, & Davis (via telecom). ABSENT: Zehren.

No one spoke under the Public Forum.

Norma Hertzler gave a report on the activities of Grow Forest City. Grow Forest City has been working on the 2018 travel guide, the Forest city E-mail Newsletter, as well as some grants for needed repairs at the Public Library.

Moved by Wooldridge seconded by Mikes, to approve the following consent agenda items, with the removal of the closed session from the agenda:

- 1) Agenda )
- 2) Council Minutes (1/15/)
- 3) Council Budget Workshop Minutes
- 4) a. Chamber Director's Report
- b. Grow Forest City Report
- c. Housing Commission Minutes (1/16/18, 1/23/18, 1/30/18)
- d. Historic Preservation Commission Minutes (1/18/18)
- e. Library Board Minutes (12/20/17)
- f. Downtown Taskforce Minutes (1/26/18)
- g. Electric Committee Minutes (1/29/18)
- 5) Invoices
- 6) Liquor License for Bear Creek Run Golf Club

Motion carried unanimously.

Bruce Mielke and Darwin Lehman were on hand to answer any questions the council may have had about the TIF annual appropriation for the Hanson Family Daycare Center in Forest City. Holland expressed concerns about the project but stated that he could be on board for a smaller appropriation for a year to see how it goes. Mikes stated that he sees a great need for additional daycare in the community. Davis felt the ultimate goal is to try to attract new residents to Forest City to spend money on housing and within our community; and he felt the City needed to appropriate these funds to the daycare as an incentive to attract new residents to town. May Ruitter said that the daycare has been struggling for many years. He would like to see the council approve the appropriation this year and revisit the project again in a year.

After a lengthy discussion, Mikes moved, seconded by Wooldridge to approve the \$50,000 annual appropriation for the Hanson Family Daycare for FY19. The Mayor requested a rollcall vote: Ayes: Buffington, Davis, Mikes, Pehrson, Wooldridge; Neys: Holland; Zehren absent. Motion carried. Smith will contact the City's TIF attorney to begin working on the amended TIF plan.

There were no additional questions during the budget discussion. Smith indicated that the publication for the budget would be the notice with the \$50,000 additional TIF going to Hanson Family Daycare. Moved by Davis, seconded by Wooldridge to approve Resolution 17-18-23, setting the date for the public hearing on the fiscal year 2019 budget for 7 pm on March 5, 2018. Rollcall vote: ayes all; motion carried.

Buffington moved, seconded by Pehrson to approve Resolution 17-18-24, setting the date for a public hearing on the financing of a street sweeper. The public hearing is scheduled for 7 pm on March 5, 2018. Roll call vote: ayes all; motion carried.

Moved by Pehrson, seconded by Holland to approve the final pay estimate for the Runway Rehabilitation Project. Ayes all; motion carried.

Wooldridge motioned to approve the wastewater land lease with Todd Lewis for sewage sludge; seconded by Mikes. Ayes all; motion carried.

Superintendent O'Rourke lead the discussion on the purchase of a 2009 CAT Maintainer with 24 month extended coverage. Moved by Holland, seconded by Buffington to purchase the maintainer with the 24month extended coverage, not to be paid prior to July 1, 2018. Ayes all; motion carried.

Smith asked the council to approve Resolution 17-18-25, certifying nuisance abatement charges to the property taxes for the property located at 506 W K St. The City abated the property last summer and has not been reimbursed for the costs of the abatement. Buffington moved, seconded by Holland to approve Resolution 17-18-25. Roll call vote: ayes all; motion carried.

Smith led the discussion on Ordinance 777, an ordinance that makes changes to the overnight parking issues in the downtown commercial district. Currently, those with overnight parking permits are required to park in the city parking lot at the corner of K St. and 6<sup>th</sup> St. The new ordinance would allow those with the permits to park in any public parking lot unless the Street Superintendent should declare a "Snow Event". If a "Snow Event" is declared, all overnight permitted parking will then be required in the current overnight lot. The "Snow Event" will be declared prior to 5 pm on the day of declaration and will be broadcast on KIOW radio and posted on the City's Facebook Page. Smith volunteered to set up a group text of all downtown landlords and set a text to the landlords to notify them of the "Snow Event". The landlords could then notify their tenants.

Wooldridge moved, seconded by Pehrson to approve Ordinance 777. Roll call vote: ayes all; motion carried.

Holland moved, seconded by Pehrson to waive the rules of three separate readings. Roll call vote: ayes all; motion carried.

Davis then motioned to approve the final reading of Ordinance 777; seconded by Pehrson. Roll call vote: ayes all; motion carried.

Electric Supintendent Kuhn's salary was discussed. He had presented a salary survey to the Electric Committee showing that his salary was below other communities of our size. Mikes expressed concern about only looking at one Superintendent's salary rather than all of the superintendents. Smith stated that she would begin a survey for the Street/Sanitation and Water/Wastewater Superintendent's salaries and bring the results to the Personnel Committee. Motion by Holland; second by Pehrson to increase Kuhn's base salary to \$76,000 annual; one half of the increase to be effective immediately and the other half to be effective on July 1, 2018. Ayes all; motion carried.

Moved by Wooldridge, seconded by Mikes to hire an apprentice lineman to begin July 1, 2018. Motion carried unanimously.

Mayor Ruitter noted a pay increase for Barry Coppes to \$24.03 and for Duane Kuhn to \$35.62.

Smith led the discussion on Resolution 17-18-26, naming *The Summit-Tribune* as the official newspaper of the City, since the *Forest City Summit* and *The Britt Tribune* have merged into one newspaper. Pehrson moved, seconded by Holland to approve Resolution 17-18-26. Roll call vote: ayes all; motion carried.

The City now has the deed to the old Casey's building located on J Street and 4<sup>th</sup> Street. The building was donated to the City by the Casey's Corporation. A brief discussion was held about the possibilities of how the building might be used. No decisions were made at this time.

Smith asked the council to reallocate a portion of the LMI funds that were previously approved. Currently the funds have been approved for five (5) owner occupied new construction projects with up to \$20,000 in funds for each project; and 10 annual rental incentives not to exceed \$30,000 annually. Smith asked the council to consider lowering the owner occupied new construction to four (4) projects, thus moving the \$20,000 allocated for the new construction to the rental incentive program. Buffington motioned to reallocate \$20,000 from the new construction owner occupied new housing program to the rental incentive program; seconded by Mikes. Ayes all; motion carried.

The next council meeting is scheduled to be held on February 19, which is President's Day and City Offices are closed. Everyone felt that the council meeting could still be held on that date, so no action was taken.

#### CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT	CHECK #
ABM EQUIPMENT	VACUUM BREAKER	75.71	93885
ADVANCED SYSTEMS	MAINTENANCE	132.92	93851
AFSCME - IOWA COUNCIL 61	UNION DUES	230.5	93810
AMER WATER WORKS ASSN	MEMBERSHIP DUES	360	93830
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,748.81	93817
AXON ENTERPRISE, INC.	TASER BATTERY	42	93887
BAKER & TAYLOR COMPANY	BOOKS	1,049.33	93791
BARCO MUNICIPAL SUPPLY	HIP BOOTS	175.27	93827
BEAR CREEK GOLF COURSE	ANNUAL PAYMENT	10,000.00	93826
BILL'S FAMILY FOODS	MISC SUPPLIES	51.58	93828
CHAD BINA	MEAL REIMBURSEMENT	15	93882
BLACK HILLS ENERGY	GAS FOR HEAT	4,827.67	93835
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,319.55	93812
BOMGAARS SUPPLY	KODIAK GUN SAFE/RAFFLE	549.99	93797
BOMGAARS SUPPLY	MISC SUPPLIES	714.81	93842
BUTLER CO AUDITOR	DEPOSIT REF/N OPPMAN	87.79	93888
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.3	17052272
COMPUTER SYSTEMS UNLIMITED	SERVICE COMPUTERS	606.5	93793
CHRISTA COSGRIFF	REIMBURSE BOOKS PURCHASED	15.46	93794
CULVER HAHN	ELECTRICAL SUPPLIES	379.9	93847
CUSTOM SOUNDS BY TK	REMOTE START SERVICE FOR #152	20	93889
D.A.R.E. IOWA	2018 MEMBERSHIP DUES	100	93863
DEMCO	OFFICE SUPPLIES	83.92	93790
DGR ENGINEERING	PHASE 1A DISTRIB IMPRV	910	93861
DMACC BUSINESS RESOURCES	REGISTRATION/T THOMPSON	475	93890
EFTPS	FED/FICA TAX	21,571.94	17052274
ENCORE ENERGY	NAT GAS BOILER	3,957.45	93855
F C ECON DEVEL CORP	ANNUAL PAYMENT	40,000.00	93850
F C EMPLOYEE ASSN	FLOWER FUND	41.92	93807
F C MUN UTILITIES	UTILITIES	16,544.81	17052270
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	843.93	93869
FO PROPERTIES	RENT REIMBURSEMENT	125	93798

FOREST CITY AUTO CENTER	PARTS/SERVICE	124.89	93867
FOREST CITY FOODS	MISC SUPPLIES	144.6	93788
FOREST CITY FORD	PART/SERVICE	155.51	93870
G C DISTRIBUTING	BAGS	1,676.40	93872
GALL'S	NITRILE GLOVES	76.15	93873
GRAINGER	ELECTRICAL SUPPLIES	175.6	93892
GUN BANK	2 GUNS/FD RAFFLE	800	93799
HACH CHEMICAL CO	CHEMICALS	340.2	93831
STEVE HAUGEN	UNIFORM ALLOWANCE	160.45	93886
HAWKINS INC	CHEMICALS	1,201.50	93857
HEARTLAND ASPHALT	NO. 2 FINAL RETAINAGE	11,057.62	93866
NORMA HERTZER	SERVICES	1,250.00	93856
HMR SUPPLIES	FLANGE PLATES	56.15	93864
HOLLAND CONTRACTING	WELDING FOR WELL #3	630	93832
IA ASSN OF MUN UTIL	SUPERVISOR MTG/D KUHN	380	93829
IA DEPT OF PUBLIC SAFETY	TERMINAL BILLING	600	93868
IMFOA	REGISTRATION/B SMITH	65	93891
SIMMERING-CORY/IA CODIFICATION	JAN 2018 SUPPLEMENT	296	93862
IOWA ONE CALL	SERVICES	14.5	93865
IRBY	ELECTRICAL SUPPLIES	211.27	93848
KAISER AUTO REPAIR	BATTERY CAR #6	405.27	93833
LANDFILL OF NORTH IOWA	ANNUAL MEMBERSHIP DUES	5,603.85	93858
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,009.92	93820
LYLE'S SALES & SERVICE	PARTS/SERVICE	86.69	93874
MASON CITY RECYCLING	RECYCLE CHARGES	3,988.20	93877
MERCY CLINICS	DRUG SCREEN	24	93819
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	270.15	93815
MIDWEST PIPE SUPPLY	MISC PARTS	1,507.35	93840
MIRROR REPORTER	SUBSCRIPTION	72	93796
N I A C O G	MONTHLY TRANSIT TICKETS	2,821.23	93834
NEXT GENERATION	SYSTEM SUPPORT	13.86	93852
NO IA MEDIA GROUP	ADVERTISING/PUBLISHING	2,453.69	93837
NO IA PLUMBING	PARTS	26.4	93884
NORTH CENTRAL LABS	CHEMICALS	125.47	93859
MICHAEL O'ROURKE	SAFETY EQUIP/CLOTHING ALLOW	123.02	93844
OFFICE DEPOT	OFFICE SUPPLIES	29.99	93854
PETTY CASH	REIMBURSE PETTY CASH	39.88	93816
PITNEY BOWES	POSTAGE INK/TAPE STRIPS	371.21	93836
LARRY PUMP	CONSUL/PROF FEES-AUDIT	11,200.00	93845
QUILL CORPORATION	OFFICE SUPPLIES	58.05	93789
QUILL CORPORATION	OFFICE SUPPLIES	577.86	93846
RIVER CITY COMMUNICATIONS	SERVICE CALL	205	93881
SENSUS USA INC.	AUTOREAD SOFTWARE SUPPORT	1,715.95	93876
BARB SMITH	MILEAGE REIMBURSEMENT	48.51	93871
SMITHSONIAN	SUBSCRIPTION	29	93792
STREICHER'S	BODYSHIELD VEST	288.97	93875
KEVIN SWANSON	OVERSHOES	37.44	93853

TASC	TASC ADMINISTRATIVE FEES	1,845.00	93814
TASC	FLEX PRE-TAX	869.57	17052273
TEST AMERICA LABORATORIES	TESTING	777	93880
TREAS, ST OF IOWA	STATE TAX	8,034.00	17052271
TREAT AMERICA	MEAL FOR CERT CLASS	8.51	93849
U P S	UPS CHARGES	84.49	93838
U.S. BANK	CREDIT CARD CHARGES	1,896.04	93878
UNITY POINT CLINIC	MUCCA MEMBERSHIP DUES	60	93813
VALIC	DEF COMP- 457	950	93811
WCTA	SERVICES	1,668.25	93839
	DOMAIN NAME/HOSTING		
WEBWISE SOLUTIONS INC.	PREMIUM	765	93879
WESTOWN PLACE, LLC	RENT REIMBURSEMENT	237.5	93795
WESTOWN PLACE, LLC	RENT REIMBURSEMENT	237.5	93818
WESTRUM LEAK DETECTION	SERVICES	170	93883
WHEELER WORLD	LABOR/TRAVEL/MILEAGE	21,384.05	93860
WI SCTF	CHILD SUPPORT	168.97	93809
WINNEBAGO CO AUDITOR	CO COMM DISPATCHING EXPENSE	55,156.84	93843
Y M C A	YMCA	352	93808
TOTAL ACCOUNTS PAYABLE		256,524.58	
PAYROLL CHECKS		61,278.91	
**** PAID TOTAL ****		317,803.49	
***** REPORT TOTAL *****		317,803.49	

During Staff Reports, Buffington noted that it is estimated that 5,000 people visited the Tour of Lights this year, which is an increase over last year.

Smith noted that she had investigated the negative sewer balance that was reported in the FY17 audit. After discussions with the auditors, it was discovered that funds from the sale of a CD that were to go to the Sewer Fund was credited back to the Water Fund by the auditors, thus causing the error. The auditors stated that they will not amend the audit, but an accounting correction will be entered into next year's audit.

Moved by Wooldridge, seconded by Buffington, to adjourn the meeting at 9:00 p.m. Motion carried unanimously.

ATTEST:

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Barbara Smith, City Administrator/Clerk

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Byron Ruitter, Mayor