

REGULAR MEETING
April 16, 2018

The City Council of the City of Forest City, Iowa, met in regular session on April 16, 2018, at 7:00 p.m. in the lower level of the Police Station, 525 N 4th Street, Forest City, Iowa.

Mayor Byron Rüter called the meeting to order at 7:00 p.m. Councilmembers present at roll call were: Davis (via telecom), Holland, Mikes, Pehrson, Wooldridge, Zehren. Absent: Buffington.

No one spoke under public forum.

Forest City Economic Development Director Beth Bilyeu presented a power point on her Industrial Marketing Plan, which focuses on: (1) industrial marketing, (2) workforce recruitment/retention and (3) housing assistance, which add up to Forest City Works! The Mayor and Council thanked Ms. Bilyeu for the information presented.

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

1. Agenda (4/16/18)
2. Council Minutes (4/02/18)
3. Board & Committee Minutes, as follows: Street Committee (4/2/18), Heritage Park (4/3/18), Housing Commission (4/3/18), Historic Preservation Commission (4/12/18), Park Board (4/9/18) and Airport Commission (4/10/18)
4. John K. & Luise V. Hanson Foundation Grants to North Iowa Karting Club (\$3,000) & Grow Forest City (\$15,000)
5. Forest City Economic Development Industrial Marketing Plan - \$75,000 TIF Funds
6. List of Claims
7. Ownership change for Winnebago Industries and Class C Liquor for Tree Town Music Festival

Motion carried unanimously.

Several members and leaders of Boy Scout Troop 418 were present at the meeting. Scoutmaster Jeff Haugen requested the troop be allowed to work with City-wide Cleanup Day again this year. Per Mayor Rüter, this is the 47th year for this event. Connor Thompson listed the highlights of 2017 for Troop 418, noting there were four Eagle Scout projects this year – Stross Newcom (remodeled cabin at Crystal Lake Campground to be handicapped accessible); Billy McCloskey (constructed signs & gates at Heritage Park); Jacob Balsley (constructed handicap ramp to Beaver Creek Church at Heritage Park); and Matthew Rossmiller (replaced the Spook House for AFS).

Street Superintendent Mike O'Rourke stated the City-wide Cleanup has been a successful program with the help of the Scouts. The Scouts pay for the roll-offs and landfill fees, and the City takes care of equipment and labor. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to approve the Boy Scouts to assist with City-wide Cleanup Day, which will be held May 12, 2018. Motion carried unanimously.

Andy Buffington of Paddler's Tap was present at the meeting to discuss the concept of parklets. Paddler's would like to section off two parking spaces and their front sidewalk for outdoor seating. Andy had contacted the Iowa Alcoholic Beverages Division and was advised to contact the City and request an agreement. The parklet would be set up on Fridays and Saturdays and during Farmer's Market on Thursdays. The sidewalk would be marked off and gated area set up in the parking area. They are asking

the City for permission to utilize these areas for a parklet throughout the year. If an agreement were reached, they will have their license amended. Councilmember Holland recommended a trial run for this concept. City Attorney Bakke stated the City would need to look at insurance limits to make sure the City aligns with Paddler's Tap. After discussion, the Council took the following action:

Moved by Zehren, seconded by Wooldridge, to allow Paddler's Tap to further investigate the concept of a parklet for outdoor service. Motion carried unanimously.

City Administrator/Clerk Barbara Smith presented a request from Catarino Martinez to block off the street in front of Ay Jalisco for a Cinco de Mayo event, with the beer garden fenced off. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Pehrson, to approve blocking the street for Ay Jalisco for a Cinco de Mayo event. Motion carried unanimously.

City Administrator/Clerk Barbara Smith asked the Council to pass the following resolutions for the 2018 Street & Utility Improvements Project. After discussion, the Council took the following action:

Councilmember Wooldridge introduced Resolution No. 17-18-41 and moved its adoption. Councilmember Holland seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-41, a Resolution found in Resolution Book 17-18. A PRELIMINARY RESOLUTION PURSUANT TO SECTION 384.42 OF THE IOWA CODE COVERING THE 2018 STREET AND UTILITY IMPROVEMENTS PROJECT.

Councilmember Zehren introduced Resolution 17-18-42 and moved its adoption. Councilmember Mikes seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-42, a Resolution found in Resolution Book 17-18. A RESOLUTION APPROVING AND ADOPTING PRELIMINARY PLANS AND SPECIFICATIONS, ESTIMATE OF COST AND PLAT AND SCHEDULE.

Moved by Wooldridge, seconded by Pehrson, to approve the Proposed Resolution of Necessity for the 2018 Street & Utility Improvements Project. Motion carried unanimously.

City Administrator/Clerk Barbara Smith asked the Council to pass a resolution setting the date for a Public Hearing on the Designation of the 2018 Northeast Urban Renewal Area and on the Urban Renewal Plan and Project. After discussion, the Council took the following action:

Councilmember Zehren introduced Resolution 17-18-43 and moved its adoption. Councilmember Pehrson seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-43, a Resolution found in Resolution Book 17-18. A RESOLUTION SETTING DATE FOR A PUBLIC HEARING ON DESIGNATION OF THE 2018 NORTHEAST URBAN RENEWAL AREA AND ON URBAN RENEWAL PLAN AND PROJECT. The Hearing will be at 7:00 p.m. on May 7, 2018, in the Council Chambers of City Hall, Forest City, Iowa.

City Attorney Bakke asked the Council to pass a resolution to amend Chapter 165 of the Code of Ordinances to add an additional section regarding Solar Farms. After discussion, the Council took the following action:

Councilmember Mikes introduced Resolution 17-18-44 and moved its adoption. Councilmember Holland seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-44, a Resolution found in Resolution Book 17-18. A RESOLUTION SETTING A HEARING FOR AMENDING ZONING, CHAPTER 165 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, TO ADD AN ADDITIONAL SECTION REGULATING SOLAR FARMS. The Hearing will be held at 7:00 p.m. on May 7, 2018, in the Council Chambers of City Hall, Forest City, Iowa.

City Attorney Bakke led the discussion regarding proposed Ordinance No. 780, which is AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF FOREST CITY, IOWA, BY ADDING A NEW SECTION, 165.37B, REGULATING SOLAR FARMS. This ordinance was compiled to include setbacks, visibility, fencing for protection, and amendments for affected sections in the Code of Ordinances. Councilmember Holland inquired whether there were provisions included for possible abandonment. Bakke will investigate this, in addition to including a time frame. No action was taken on this discussion.

The Council discussed the construction of 4.16 kv Primary Electric Underground Circuits – Phase 1A for the City of Forest City. After discussion, the Council took the following action:

Councilmember Zehren introduced Resolution 17-18-45 and moved its adoption. Councilmember Wooldridge seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-45, a Resolution found in Resolution Book 17-18. A RESOLUTION ORDERING BIDS, APPROVING PLANS, SPECIFICATIONS AND FORM OF CONTRACT AND NOTICE TO BIDDERS, FIXING AMOUNT OF BID SECURITY, AND ORDERING CLERK TO PUBLISH NOTICE AND FIXING A DATE FOR RECEIVING SAME, AND FOR A PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE CONSTRUCTION OF 4.16KV PRIMARY ELECTRIC UNDERGROUND CIRCUITS, PHASE 1A FOR FOREST CITY, IOWA. Per City Attorney Bakke, these notices will now be published on the Iowa League of Cities' website.

Airport Manager Dick Trimble asked the Council to approve the submission of applications for the Iowa Airport Improvement Program. The cost for the entire project is \$30,000, and the City's portion is \$12,000. After discussion, the Council took the following action:

Councilmember Zehren introduced Resolution 17-18-46 and moved its adoption. Councilmember Mikes seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-46, a Resolution found in Resolution Book 17-18. A RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATIONS FOR IOWA AIRPORT IMPROVEMENT PROGRAM AND CERTIFYING ELIGIBILITY REQUIREMENTS.

City Administrator/Clerk Barbara Smith led the discussion regarding the City of Forest City's budget amendment for FY 2018 and informed the Council on the additional revenues and expenses needed. After discussion, the Council took the following action:

Councilmember Wooldridge introduced Resolution 17-18-47 and moved its adoption. Councilmember Pehrson seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-47, a Resolution found in Resolution Book 17-

18. A RESOLUTION SETTING DATE OF A PUBLIC HEARING FOR THE CITY OF FOREST CITY'S BUDGET AMENDMENT FOR FISCAL YEAR 2018. The Hearing will be held at 7:00 p.m. on May 7, 2018, in the Council Chambers of City Hall, Forest City, Iowa.

Mayor Byron Ruitter presented the Home Rule Proclamation to those in attendance.

City Administrator/Clerk Barbara Smith asked the Council to pass a resolution in support of continued funding of statewide reimbursement of commercial/industrial property tax revenue reductions, as the State wants to do away with this backfill. After discussion, the Council took the following action:

Councilmember Holland introduced Resolution 17-18-48 and moved its adoption. Councilmember Pehrson seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-48, a Resolution found in Resolution Book 17-18. A RESOLUTION IN SUPPORT OF CONTINUED FUNDING OF STATEWIDE REIMBURSEMENT OF COMMERCIAL/INDUSTRIAL PROPERTY TAX REVENUE REDUCTIONS.

Grow Forest City Director Norma Hertzler led the discussion regarding a Media Relations Policy for the City of Forest City. This would formalize the process of sending all media notifications to one area to create accurate press releases and dispel rumors. After discussion, the Council took the following action:

Moved by Mikes, seconded by Wooldridge, to approve the Media Relations Policy for the City of Forest City. A roll call vote was requested – all ayes. Motion carried unanimously.

Norma also presented a Social Media Policy, which allows the City to provide accurate information and notices via social media to citizens. After discussion, the Council took the following action:

Moved by Zehren, seconded by Davis, to approve the Social Media Policy for the City of Forest City. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes that Kevin Swanson was entitled to a \$180 longevity increase. Kevin has been with the City for 30 years.

Moved by Holland, seconded by Pehrson, to approve the hiring of Andrew Lang as a lineman for the City of Forest City at an entry rate of \$25.47 per hour. Motion carried unanimously.

Moved by Wooldridge, seconded by Zehren, to enter closed session, pursuant to Iowa Code 21.5(j) to discuss the purchase or sale of real estate. Motion carried unanimously.

The Council entered closed session at 9:08 p.m.

Moved by Wooldridge, seconded by Zehren, to return to regular session at 9:27 p.m. Motion carried unanimously.

Moved by Wooldridge, seconded by Pehrson, to accept the reports of Barbara Smith and Beth Bilyeu that were presented during closed session. Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT VENDOR	REFERENCE	AMOUNT
ADVANCED DOOR SYSTEMS	LABOR	330.00
ADVANCED SYSTEMS	MAINTENANCE	175.00
ADVANCED SYSTEMS	MAINTENANCE	91.28
ADVANCED SYSTEMS	COPIER PAYMENT	80.25
AFSCME - IOWA COUNCIL 61	UNION DUES	230.50
AGVANTAGE FS	BULK OIL	372.40
AHLERS & COONEY PC	LEGAL SERVICES	924.00
AIRGAS	CYLINDER RENTAL	47.74
AMERICAN LEGION	FLAGS	125.00
ARAMARK	LAUNDRY SERVICE	138.47
ARROW PRINTING	VEHICLE IMPOUND REPORTS	274.31
ATLANTIC BOTTLING COMPANY	REC SUPPLIES	147.24
BILL'S FAMILY FOODS	MISC SUPPLIES	50.72
CHAD BINA	REIMBURSEMENT	25.35
BLACK HILLS ENERGY	GAS FOR HEAT	4,781.85
BOMGAARS SUPPLY	MISC SUPPLIES	59.95
BOMGAARS SUPPLY	MISC SUPPLIES	31.74
BRIAN CURRENT	RENT REIMBURSE/TENANT #11	125.00
DUSTIN BUCK	REIMBURSEMENT	297.03
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	1,110.70
CHRYSLER OF FOREST CITY	BOLTS	18.76
CITY OF EARLHAM	CONFERENCE TABLE	75.00
CLAPSADDLE GARBER ASSOCIATES	RUNWAY 15/33 LIGHTING	1,569.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
CONSOLIDATED ENERGY	OIL	900.60
CREATIVE PRODUCT SOURCING	DARE SUPPLIES	46.60
D & D SALES	SAFETY EQUIP/UNIF ALLOWANCE	635.00
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	170,987.70
DECKER'S SPORTING GOODS	REC SUPPLIES	240.00
DGR ENGINEERING	PHASE 1A DIST IMPROVEMENTS	14,520.00
DOUG'S SMALL ENGINE SERVICE	SUSPENSION SEAT KIT	499.99
EFTPS	FED/FICA TAX	22,250.43
ROSS EIDEN	INOA TRAINING REIMBURSEMENT	53.01
ELLIOTT EQUIPMENT	STREET SWEEPER	236,270.00
EMC INSURANCE	WORK COMP DEDUCTIBLE	365.12
ENCORE ENERGY	NAT GAS BOILER	2,671.37
ENVIRONMENTAL RESOURCE ASSOC	CHEMICALS	471.24
F C AMBULANCE	CLEANING	50.00
F C CHAMBER OF COMMERCE	FC BUCKS FOR ALUMNI	230.00
F C CHAMBER OF COMMERCE	REBATE/S BAKKE	100.00
F C ECON DEVEL CORP	FY2017 INDUSTRIAL MARKETING PL	75,000.00
F C COMMUNITY SCHOOLS	FINE ARTS CENTER/WCTA	1,000,000.00
FARM & CITY INSURANCE	ADD 106 SOUTH 4TH	25.00
FARMER'S CO-OP ASSOC	FUEL	6,599.74
FARMER'S CO-OP ASSOC	FUEL	118.58
FEDERAL FIRE EQUIPMENT	INSPECT EXTINGUISHERS	228.00
FISHER SCIENTIFIC	LAB SUPPLIES	639.03
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,314.92
FOOD & CONSUMER SAFETY BUREAU	RENEWAL APPLICATION	67.50
FOREST CITY VET CLINIC	CANINE SUPPLIES	90.60
G & H MOTOR PARTS	FILTERS	2,395.73
GROW FOREST CITY	HANSON FOUNDATION DONATION	15,000.00
H & S AUTO PARTS	PARTS	97.65
HACH CHEMICAL CO	CHEMICALS	203.87
MIKE HAUGEN	MILEAGE REIMBURSEMENT	70.31

HAWKINS INC	CHEMICALS	496.74
HERMEL WHOLESAL	WATER	53.91
HOLLAND CONTRACTING	TIRES TRUCK #180	2,453.91
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	84.50
I WIRELESS	PHONE SERVICE	185.26
IA LAW ENFORCEMENT ACADEMY	RECERT/M WUBBEN	150.00
IA STATE UNIVERSITY	REG FOR 5 FIREMAN	500.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	31.20
IOWA DEPT OF NATURAL RESOURCES	EXAM APP/T THOMPSON	30.00
IOWA PRISON IND	SIGNS/POSTS	302.50
J.A. HILL CONSTRUCTION CO.	COUNCIL CHAMBERS REPAIR	609.88
K I O W	ADV/LEGAL PUBLICATIONS	192.00
KAISER AUTO REPAIR	FLUSH RADIATOR #152	412.62
KNAPPER OIL CO	FUEL	15.55
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	4,959.24
LARSON PRINTING	REC SUPPLIES	153.10
MANUFACTURER'S BANK	SAFETY DEPOSIT BOX	20.00
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
MCCUBBINS WOOD PAINT	PLAQUE	55.00
MENARDS	SHELVING UNIT PARTS	742.37
METERING & TECHNOLOGY SOLUTION	WATER METERS	4,200.06
N I A C C	CLASS/M HAUGEN	1,370.00
N I A C O G	TRANSIT TICKETS/OPERATING COST	2,441.39
NELSON PLUMBING & HEAT	SEWER VENT REPAIR/CITY HALL	2,925.55
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NEXT GENERATION	SYSTEM SUPPORT	386.34
KAREN KOFRON	HANSON FOUNDATION DONATION	3,000.00
NO IA MEDIA GROUP	PUBLISHING	19.29
NORTH CENTRAL SALES & SERVICE	TOWING	1,650.00
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	496.54
OFFICE DEPOT	OFFICE SUPPLIES	104.41
OFFICE DEPOT	TONER	291.98
OLEH TYMOSHENKO	REFUND PARKING PERMIT	160.00
PATRIOT 2000 INC.	CONCRETE SAW BLADES	491.00
PRAIRIE ENERGY CO-OP	UTILITIES	134.01
PRESTO-X	SERVICES	43.00
QUILL CORPORATION	OFFICE SUPPLIES	177.15
RHODE ISLAND NOVELTY	EASTER EGG HUNT	248.89
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
SCHNEBLY'S 66" "	SERVICE/REPAIR	215.38
SECRETARY OF STATE	NOTARY FEE	30.00
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SHOPKO STORES OPERATING CO	MISC SUPPLIES	79.04
ANDY SINNWELL	COUNCIL CHAMBER REPAIRS	402.50
SIRCHIE FINGER PRINT LAB	LAB SUPPLIES	192.80
BARB SMITH	MILEAGE REIMBURSEMENT	335.72
ROBERT SNITZER	INOA TRAINING REIMBURSEMENTS	79.78
TAMA PROPERTIES	RENT REIMBURSE/TENANT #10	162.50
TASC	FLEX PRE-TAX	831.11
THEISS SHIRTS, INC	ALUMNI SHIRTS	625.56
TYLER THOMPSON	MILEAGE REIMBURSEMENT	70.31
DICK TRIMBLE	AIRPORT MANAGER SALARY	3,613.72
UMMEG	STS COSTS	17,802.86
UMMEG-RUGBY	RUGBY FARM	20,129.04
VALIC	DEF COMP- 457	925.00
VERIZON	PHONE SERVICE	912.06
WCTA	SERVICES	1,377.11
WHEELER WORLD	SERVICE	6,634.50

WI SCTF	CHILD SUPPORT	275.12
ZIEGLER, INC.	PARTS	163.20
TOTAL ACCOUNTS PAYABLE		1,652,494.26
PAYROLL CHECKS		65,689.35
**** PAID TOTAL ****		1,718,183.61
***** REPORT TOTAL *****		1,718,183.61

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	108,528.26
ROAD USE	10,699.74
TIF	75,000.00
LOW/MOD INCOME	287.50
HANSON FINE ARTS CENTER	1,000,000.00
WATER	8,876.40
SEWER	13,157.74
ELECTRIC	265,157.58
STORM WATER	236,476.39
TOTALS	<u>1,718,183.61</u>

MARCH RECEIPTS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
001	General	\$ 89,403.74
110	Road Use	\$ 36,967.81
112	Employee Benefits	\$ 4,807.47
119	Emergency	\$ 315.16
121	Local Option Sales Tax	\$ 57,242.50
122	Hotel-Motel Tax	\$ 12,247.41
125	TIF	\$ 11,634.24
200	Debt Service	\$ 8,455.24
600	Water	\$ 63,112.72
610	Sewer	\$ 76,968.20
630	Electric	\$ 487,818.90
740	Storm Sewer	\$ 116,460.76
	TOTAL ALL FUNDS	\$ 965,434.15

MARCH NET SALARIES \$ **130,494.78**
APRIL NET SALARIES \$ **130,331.23**

Moved by Wooldridge, seconded by Zehren, to adjourn the meeting at 9:29 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruiter, Mayor