

**REGULAR MEETING
JANUARY 2, 2018**

The City Council of the City of Forest City, Iowa, met in regular session on January 2, 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. and called for the Pledge of Allegiance.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on vacating easements located at 806 Highway 69 N, Forest City. City Attorney Bakke led the discussion regarding the City's receipt of three Release of Recorded Easements from Kwik Trip, Inc., whereas Kwik Trip will, after release of the easements, provide the City with a Utility Easement for the existing water and sewer lines which will be used moving forward and provide the City with a Utility Easement for the replacement water and sewer lines. Since there were no written objections filed, nor were there any oral objectors present at the meeting, the Mayor declared the Hearing to be closed at 7:02 p.m.

City Administrator/Clerk Barbara Smith administered roll call. Councilmembers present at roll call were: Buffington, Davis (via telecom), Holland, Mikes, Pehrson, Wooldridge, Zehren (via telecom). ABSENT: None.

No one spoke under public forum.

Kathy Rollefson of the Chamber of Commerce provided her report for the Mayor and Council, noting December was a very busy month. Jump Start Friday before Thanksgiving and Forest City Christmas were good but will be revisited for 2018. Attendance at the free movies was very good. The Chamber is currently working on the Community Guide. The Mayor and Council thanked Ms. Rollefson for the information presented.

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

- 1) Agenda
- 2) Council Minutes (12/18/17)
- 3) Board & Committee minutes for the following: Historic Preservation Commission (12/19/17) and Housing Commission (12/19/17)
- 4) List of Claims

Motion carried unanimously.

The Mayor and Council discussed a request from Justin May to remove two damaged trees from his property at 119 Winnebago Way. Per Street Superintendent Mike O'Rourke, the ash tree and maple tree are both dying and, since the Mays are willing to take down these trees and plant 1-2 new ornamental trees at their own expense, his recommendation was to grant their Tree Removal & Planting Permit. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to grant the Tree Removal & Planting Permit for Justin May at 119 Winnebago Way, Forest City. Motion carried unanimously.

City Attorney Bakke led the discussion regarding Resolution 17-18-18, which authorizes the release of recorded easements located at 806 Highway 69 N, Forest City, Iowa. After discussion, the Council took the following action:

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

Resolution No. 17-18-18, a Resolution found in Resolution Book 17-18. A RESOLUTION AUTHORIZING THE RELEASE OF RECORDED EASEMENTS LOCATED AT 806 HIGHWAY 69 NORTH, FOREST CITY, IOWA, BY THE CITY OF FOREST CITY, IOWA.

City Attorney Bakke asked the Council to approve sewer and water main easements for Kwik Trip, Inc. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Holland, to approve sewer and water main easements for Kwik Trip, Inc. Motion carried unanimously.

City Administrator/Clerk Barbara Smith asked the Council to approve Resolution 17-18-19, which approves Mayor and Council appointments and committees. After discussion, the Council took the following action:

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

Resolution No. 17-18-19, a Resolution found in Resolution Book 17-18. A RESOLUTION APPROVING THE 2018 MAYOR AND COUNCIL APPOINTMENTS AND COMMITTEES FOR THE CITY OF FOREST CITY, IOWA. These appointments are as follows:

RESOLUTION 17-18-19

CITY OF FOREST CITY APPOINTMENTS – 2018

City Administrator/Clerk Barbara Smith
Deputy City Clerk Valerie Monson
City Attorney Steve Bakke
Cemetery Board Isaiah Schott, Lowell Solberg, Dennis Steffensen

CITY COUNCIL COMMITTEES – 2018

(* - Chairman of Committee)

Business/Industry	Tony Mikes* Ron Holland Karl Wooldridge	Safety	Dan Davis* Brad Buffington Karl Wooldridge
Electric Utility	Ron Holland* Win Pehrson Dennis Zehren	Street/Sanitation	Ron Holland* Win Pehrson Dennis Zehren
Finance/Personnel	Tony Mikes* Brad Buffington Dan Davis	Water/Wastewater	Win Pehrson* Brad Buffington Karl Wooldridge

MAYOR'S APPOINTMENTS – 2018

Mayor Pro-Tem Ron Holland
Police Chief Douglas Jenson (thru 5/18/18), Thomas Montgomery (beginning 5/19/18)
Landfill of North Iowa Byron Ruitter – Representative
Winn-Worth Betco Board Dan Davis, Barbara Smith – Alternate
Newspaper of Record Forest City Summit

City Administrator/Clerk Barbara Smith asked the Council to pass a resolution setting the reimbursement rate for payment of mileage to the established IRS rate for when a City employee uses their personal vehicle for City business. After discussion, the Council took the following action:

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

Resolution No. 17-18-20, a Resolution found in Resolution Book 17-18. A RESOLUTION TO SET REIMBURSEMENT RATE FOR PAYMENT OF MILEAGE WHEN A CITY EMPLOYEE USES PERSONAL VEHICLE FOR CITY BUSINESS.

City Administrator/Clerk Barbara Smith asked the Council to approve the City's contract with KLOW for advertising spots. Per Barbara, this is a normal contract and the prices are the same as last year – 400 spots at \$8.80 per spot. After discussion, the Council took the following action:

Moved by Mikes, seconded by Buffington, to approve the advertising contract with KLOW for the City of Forest City. Motion carried, with Wooldridge abstaining.

The Mayor and Council discussed the second reading of Ordinance No. 776, AN ORDINANCE AMENDING THE FOREST CITY CODE OF ORDINANCES BY PROVIDING FOR THE OPERATION OF ASV'S ON CITY STREETS. Per City Administrator/Clerk Barbara Smith, verbiage has been added in Section 7 to approve operating ASV's at any time with Iowa Department of Transportation approved headlights and tail lights. ASV's without Iowa DOT approved headlights and tail lights may be operated from sunrise to sunset during daylight savings time and are prohibited on streets during inclement weather when visibility is reduced or impaired by weather, smoke, fog or other conditions or at any other time there is insufficient light clearly to see a person or vehicle on a roadway at 500 feet. After discussion, the Council took the following action:

Councilmember Zehren introduced Ordinance No. 776 and moved its adoption. Councilmember Wooldridge seconded the motion to adopt. The roll was called, and the vote was AYES: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared the motion carried. This represents the second reading of Ordinance No. 776.

Councilmember Mikes moved that the rule requiring said Ordinance to be read three separate days be dispensed with. Councilmember Holland seconded the motion to adopt. The roll was called, and the vote was AYES: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared the motion carried.

Councilmember Wooldridge moved that Ordinance No. 776 now be adopted. Councilmember Pehrson seconded the motion to adopt. The roll was called, and the vote was AYES: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared Ordinance No. 776 duly adopted, as follows:

Ordinance No. 776, AN ORDINANCE AMENDING THE FOREST CITY CODE OF ORDINANCES BY PROVIDING FOR THE OPERATION OF ASV'S ON CITY STREETS.

Under staff reports, Street Superintendent Mike O'Rourke noted they have been recently unable to cut streets due to low temps, and new parking signs are up in City parking lots. City Administrator/Clerk Barbara Smith noted that union negotiations will begin January 4, 2018.

Moved by Wooldridge, seconded by Pehrson, 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, Pehrson, Wooldridge, Zehren. NAYS: None. ABSENT: None. Whereupon the Mayor declared the motion carried.

The Council entered closed session at 7:50 p.m.

Moved by Wooldridge, seconded by Mikes, to re-open the Council meeting at 8:00 p.m. and authorize City Attorney Bakke to proceed with documents discussed during closed session. Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ADVANCED SYSTEMS	QUARTERLY CHARGES	532.14
AMAZON.COM	MISC SUPPLIES	210.77
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,748.81
BAKER & TAYLOR COMPANY	BOOKS	1,466.71
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,319.55
BOMGAARS SUPPLY	MISC SUPPLIES	756.28
DUSTIN BUCK	FUEL REIMBURSEMENT	174.5
CE POWER	TESTING/MAINTENANCE	22,855.00
COMPUTER SYSTEMS UNLIMITED	COMPUTERS	2,634.00
COMPUTER SYSTEMS UNLIMITED	SONICWALL SUITE RENEWAL	862.5
CONTINENTAL RESEARCH	MISC SUPPLIES	214.87
CHRISTA COSGRIFF	REIMBURSE/OPEN HOUSE	166.87
DATA TECHNOLOGIES, INC.	YEAR END FORMS	196.37
DEMCO	BOOK SHELVES	2,061.04
DES MOINES REGISTER	SUBSCRIPTION	604.05
DGR ENGINEERING	FINN PLANNING ELEC SYSTEM IMP	5,834.02
EASTVOLD LANDSCAPING	WINTER PLANTER	70
F C MUN UTILITIES	UTILITIES	14,911.24
FARM & CITY INSURANCE	ADD FCPD '17 FORD EXPLORER	308
FIVE STAR SHOP SERVICE	MISC PARTS	523.4
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	572.66
MATT GERDES	REIMBURSEMENT	15
GRAINGER	BATTERY	99
HAWKINS INC	CHEMICALS	3,731.92
IOWA HISTORY JOURNAL	SUBSCRIPTION	18.95
IOWA LIBRARY ASSOC	MEMBERSHIP/C COSGRIFF	80
IOWA ONE CALL	SERVICES	37.9
IOWA PRISON IND	SIGNS	63.55
SONI KEGLER	REIMBURSE/OPEN HOUSE	60.48
KELTEK INC.	SQUAD CAR COMPUTER	7,928.24
LAW ENFORCEMENT SUPPLY	MITCH'S L/B REPAIR	275.99
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,006.06
MASON CITY RECYCLING	RECYCLE CHARGES	3,988.20
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	270.15
METTLER TOLEDO	TESTING AGENCY	576.1
MPLS-ST PAUL	SUBSCRIPTION	23.95
MSC INDUSTRIAL SUPPLY CO.	RECHARGABLE BATTERIES	8.53
NATIONAL GEOGRAPHIC	SUBSCRIPTION	39
NELSON PLUMBING & HEAT	CHLORINE ELEC HEATER REPAIR	232.15
NICHOLS CONTROLS & SUPPLY, LLC	MISC PARTS	809.2
NORTH CENTRAL SALES & SERVICE	VAVLE STEMS	83.65
PEOPLE WEEKLY	SUBSCRIPTION	118.26
PETTY CASH	REIMBURSE PETTY CASH	59.36
PITNEY BOWES	METER RENTAL	126
QUILL CORPORATION	OFFICE SUPPLIES	15.98
QUILL CORPORATION	OFFICE SUPPLIES	323.06
RESCO	OVERHEAD TRIPLEX CABLE	1,065.16
RHONDA'S DECADENT DELIGHT	OPEN HOUSE CAKE	200
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25
SHOPKO STORES OPERATING CO	MISC SUPPLIES	280.07
TEST AMERICA LABORATORIES	TESTING	971.25
U P S	UPS CHARGES	65.64
U S POST OFFICE	UTILITY BILL POSTAGE	2,000.00
VEENSTRA & KIMM	PRAIRIE VIEW DRAINAGE PROJ	2,200.00

WADE THOMPSON TRUCK & REPAIR	SERVICE CALL	100
WESTOWN PLACE, LLC	FINAL DRAW BUILDING #1	48,475.00
WESTOWN PLACE, LLC	RENT REIMBURSEMENT/2 TENNANTS	475
**** PAID TOTAL ****		135,870.58
**** REPORT TOTAL ****		135,870.58

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	29,169.85
ROAD USE	547.54
LOW/MOD INCOME	475.00
WESTOWN PLACE	48,475.00
WATER	7,148.51
SEWER	7,164.46
ELECTRIC	40,670.37
STORM WATER	2,219.85
TOTALS	<u>135,870.58</u>

The following gross salaries were reported as being paid for calendar year 2017.

EMPLOYEE NAME	2017 GROSS PAY
JACOB R ADAMS	\$ 1,001.25
HELEN A AKKERMANN	\$ 6,339.63
JUERN W AKKERMANN	\$ 16,211.82
ERIC C AMUNDSON	\$ 742.50
RODNEY G ANDERSON	\$ 44,064.80
TRENT ANDERSON	\$ 1,460.00
TRENT J ANDERSON	\$ 43,366.29
ELIZABETH ASCHENBRENNER	\$ 49,139.18
MARK A AUKES	\$ 49,636.66
MITCHEL T BARTLESON	\$ 53,596.73
CHAD R BINA	\$ 58,984.01
CALEB M BLOCKER	\$ 1,078.75
ALLAN L BOOK	\$ 6,369.75
MATTHEW W BOYER	\$ 1,300.00
DUSTIN R BUCK	\$ 561.75
BRADLEY L BUFFINGTON	\$ 1,200.00
HANNAH R BUFFINGTON	\$ 2,425.06
ISABEL L BUFFINGTON	\$ 1,176.60
JOSHUA M BUHROW	\$ 900.00
BETTY D BURRESS	\$ 35,318.40
DANIEL E CARLSON	\$ 49,634.42
BARRY L COPPES	\$ 47,768.81
TERESA A COPPES	\$ 1,818.51
CHRISTA M COSGRIFF	\$ 52,251.86
DANIEL N DAVIS	\$ 1,200.00
BREA K DILLAVOU	\$ 1,160.71
JOSILIN T DILLAVOU	\$ 1,198.80
JEREMY D DODGE	\$ 577.50
TIMOTHY D DODGE	\$ 547.50
JOSHUA M DOUGLAS	\$ 53,570.07
ADAM G EDEN	\$ 222.75
SUSAN M EDMONDSON	\$ 58,579.20
ROSS W EIDEN	\$ 52,691.90
ANDREW FABER	\$ 1,060.00
ANDREW D FABER	\$ 57,059.98
CHRISTOPHER M FLATNESS	\$ 1,365.00
ALEX J FLEMING	\$ 4,522.00
RICKY A FOLKERTS	\$ 860.00
DANIEL F FRANCIS	\$ 915.00
BRETT R GEELAN	\$ 2,840.00

CHAD GERDES	\$	1,240.00
CHAD M GERDES	\$	53,173.98
MATTHEW J GERDES	\$	52,064.49
THONE S GOLWITZER	\$	2,519.70
TANNER J GREENWOOD	\$	798.75
JESSE J GROVES	\$	38,995.20
JOSEPHINE A GUNDERSON	\$	19,403.63
DOUGLAS P GUST	\$	1,070.00
CORY D GUTE	\$	765.00
DAWN R HAGEN	\$	3,891.95
DENNIS R HAGEN	\$	8,465.68
STEVE HALL	\$	1,480.31
THRESEA A HALLETT	\$	2,023.36
STEVEN R HANNA	\$	73,653.84
TYLER J HARMON	\$	900.00
MICHAEL D HAUGEN	\$	840.00
STEPHEN C HAUGEN	\$	61,260.37
DAMON H HELGEVOLD	\$	350.00
STEVEN V HEPPERLY	\$	930.00
ADAM F HICKMAN	\$	90.00
ERIK E HJELMELAND	\$	915.00
FRANKLIN J HODAK	\$	720.00
ZACHARY L HOLKESVIK	\$	59,021.99
RONALD E HOLLAND	\$	1,200.00
CALEB R HOVENGA	\$	352.00
GRADY I HOVENGA	\$	3,537.77
MARCUS D JENSEN	\$	1,550.00
DOUGLAS W JENSON	\$	64,823.20
LYLE V JOHNSON	\$	8,260.85
MARK T JOHNSON	\$	2,190.00
LINDA S JORDAHL	\$	386.85
SONIA M KEGLER	\$	14,720.12
NANCY L KEPHART	\$	50,817.46
MAKAYLA M KINGLAND	\$	1,861.09
ANDREW R KLEIN	\$	360.00
ELIZABETH A KLEIN	\$	1,115.63
MADISON J KLEVELAND	\$	1,102.51
KEVIN D KNEBEL	\$	1,968.00
KALIN C KNUDTSON	\$	1,796.92
HAILEY L KOFRON	\$	1,184.00
BRIAN J KOOB	\$	600.00
MADISON M KORTHALS	\$	1,621.82
MITCHELL C KRUSE	\$	990.00
DUANE R KUHN	\$	70,470.41
BRIAN J LACKORE	\$	32,521.69
MICAH L LAMBERT	\$	758.79
BRADLEY S LAMPING	\$	1,680.00
JOSEPH S LANGFALD	\$	40,825.27
NANCY L LARSON	\$	13,410.10
SPENSER J LARSON	\$	2,594.90
CARENA D LECHUGA	\$	2,675.10
LEVI D LECKRONE	\$	51,944.01
CORY L LEERAR	\$	780.00
JUDY L LEVAD	\$	20,917.65
STEVEN T LILLQUIST	\$	1,560.00
BENJAMIN A MARMARAS	\$	1,258.00
MADISON M MASON	\$	883.13
MARK A MCGREGOR	\$	952.50
DIRK W MCOMBER	\$	123.75
JEFFREY J MEIER	\$	710.00
AMY M MEINECKE	\$	1,826.00
KIYA M MEINECKE	\$	1,664.79
ANTHONY J MIKES	\$	1,200.00
ROSS M MILLER	\$	3,992.30
DEE ANN MONSEN	\$	39,592.05

VALERIE B MONSON	\$	45,322.57
PHILLIP J MONTAG	\$	1,070.00
ANDREW K MONTGOMERY	\$	1,151.25
THOMAS O MONTGOMERY	\$	67,877.04
NANCY K MUENCH	\$	1,203.58
SHANNON N MUENCH	\$	236.35
NATHANIEL J NELSON	\$	1,585.00
THOMAS J NOLTON	\$	1,840.00
BENJAMIN S NORDSKOG	\$	12,206.68
ASHLEY M OLSON	\$	584.33
MICHAEL J OROURKE	\$	67,124.02
DANA R OUDEKERK	\$	1,390.00
MATTHEW T PETERSEN	\$	1,485.61
JASON D PISCHKE	\$	300.00
BRIAN D PLATH	\$	2,556.00
MATTHEW D POLSDOFER	\$	136.88
GERMAN A PONCE	\$	2,584.00
DOUGLAS A PRICE	\$	55,211.76
JUSTIN J PUTNEY	\$	850.00
JACOB T RADMAKER	\$	952.50
DALE V RAYHONS	\$	60,998.55
ELLIE K REECE	\$	943.76
KEVIN J REICKS	\$	68,884.02
ROGER A ROLLEFSON JR	\$	45,833.60
MATTHEW L ROSSMILLER	\$	2,291.44
WILLIAM J ROSSMILLER	\$	518.90
BYRON D RUITER	\$	2,999.88
RICHARD W SAHR	\$	1,067.50
EMILY L SCHAUMBERG	\$	590.00
JAMES A SCHAUMBERG	\$	1,150.00
MATTHEW A SCHAUMBERG	\$	1,250.00
BRANDON SCHMIDT	\$	1,300.00
BRANDON L SCHMIDT	\$	45,586.91
JARED R SCHNEBLY	\$	1,420.00
ZACHARY S SCOTT	\$	720.00
EMMA K SEGERSTROM	\$	1,951.69
BLAKE A SKJEIE	\$	1,008.25
BARBARA A SMITH	\$	80,632.41
SAMUEL P SMITH	\$	2,741.25
ROBERT G SNITZER JR	\$	56,610.57
SAMUEL F SNYDER	\$	1,855.70
TODD J SPOONER	\$	880.00
TODD J SPOONER	\$	970.00
TODD J SPOONER	\$	23,107.04
WYATT J STEFFENSEN	\$	2,400.91
ZOEY J STEFFENSEN	\$	1,861.10
RYAN T STEIN	\$	1,365.00
JACKSON W STEINBERG	\$	615.00
TOM N STEVENS	\$	910.00
JASON L STURGAL	\$	48,153.66
KEVIN R SWANSON	\$	68,946.35
RACHAEL A SWANSON	\$	421.80
NATHAN E THEEL	\$	2,131.28
RYAN M THEEL	\$	1,536.15
REBECCA L THOMPSON	\$	42,390.45
TYLER J THOMPSON	\$	13,682.80
TRAVIS B TWEETEN	\$	45,980.44
JACOB R UмбаUGH	\$	1,100.00
HANNAH L VAUGHAN	\$	436.00
PAULA K VAUGHAN	\$	820.25
RANDY J VAUGHAN	\$	1,574.18
STEVEN E VAUGHAN	\$	2,363.25
MAKAYLA M VOGT	\$	1,440.61
AMY M VRIEZE	\$	42,369.60
JASON T WEISS	\$	38,995.23

HEATHER R WELCH	\$	745.63
JACOB C WELTON	\$	2,248.40
JON E WEST	\$	1,200.00
JAY S WESTERBERG	\$	910.00
BRETT G WILSON	\$	1,590.00
ABIGAIL G WIRTJES	\$	965.70
KARL E WOOLDRIDGE	\$	1,200.00
MARK A WUBBEN	\$	49,758.61
BRADLEY D YEAGER	\$	140.00
JEAN L YEAGER	\$	13,916.33
DENNIS P ZEHREN	\$	1,200.00
TOTAL EMPLOYEE WAGES	\$	2,666,416.87

MONTHLY FUND RECAP (December 2017)

<u>FUND</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
001	General	\$ 109,001.01
110	Road Use	\$ 41,575.48
112	Employee Benefits	\$ 26,929.45
119	Emergency	\$ 1,765.37
121	Local Option Sales Tax	\$ 33,799.66
122	Hotel-Motel Tax	\$ 17,313.73
125	TIF	\$ 38,891.34
127	Low/Mod Income	\$ 1,487.16
200	Debt Service	\$ 45,386.55
600	Water	\$ 58,052.24
610	Sewer	\$ 75,535.76
630	Electric	\$ 476,574.08
740	Storm Sewer	\$ 22,004.46
	TOTAL ALL FUNDS	\$ 948,316.29

DECEMBER NET SALARIES \$ 238,459.64

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 8:02 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruiters, Mayor