

REGULAR MEETING
February 19, 2018

The City Council of the City of Forest City, Iowa, met in regular session on February 19, 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. Councilmembers present at roll call were: Wooldridge, Holland, Pehrson and Davis (via telecom). Absent: Buffington, Mikes, Zehren.

Moved by Wooldridge, seconded by Davis, to move the Council meeting to the Economic Development/Chamber of Commerce boardroom in the Cooper building, due to flooding in the Council Chambers. Motion carried unanimously.

The Council re-opened the meeting in the Economic Development/Chamber of Commerce boardroom at 7:11 p.m. Roll call was taken, and Councilmembers present at roll call were: Buffington, Davis (via telecom), Holland, Pehrson, Wooldridge, & Zehren (via telecom). ABSENT: Mikes.

No one spoke under Public Forum.

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

- 1) Agenda
- 2) Council Minutes (2/5/18)
- 3) Board & Committee Minutes
 - a. Heritage Park (2/6/18)
 - b. Street Committee (2/7/18)
 - c. Housing Commission (2/6/18 & 2/13/18)
 - d. Park Board (2/12/18)
 - e. Airport Commission (amended 1/9/18)
- 4) Invoices
- 5) Class C Beer Permit & Ownership Change for Dollar General Store #2398

Motion carried unanimously.

The Street Committee had met at 6:00 p.m. with Drew Sweers of Veenstra & Kimm regarding Prairie View Drainage Improvements. Due to weather conditions, Drew was unable to stay for the Council meeting. City Administrator/Clerk Barbara Smith distributed plans for the Council's review. The plan is to install 24" pipe from Wild Rose down to Bear Creek. There will be two bends in the 1000' pipe, with a manhole added at bend #2. There will also be a manhole and grate at Wild Rose. An alternate bid will be requested for adding an additional manhole. A temporary 15' easement will be needed for this project. The Pilot Knob Road will be closed during the day for the 2 ½ - 3 weeks needed for this project. Completion is estimated for May 27th. Smith asked the Council to approve the plans, as amended. After discussion, the Council took the following action:

Moved by Zehren, seconded by Holland, to approve the Prairie View Drainage Improvement plans, as amended. Motion carried unanimously.

City Administrator/Clerk Barbara Smith also asked the Council to set the date and time for a special meeting to pass a resolution setting dates for a public hearing and bid letting. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Pehrson to set a special Council meeting for Wednesday, February 21, 2018, at 11:45 in the City Administrator's office of City Hall, Forest City, Iowa. Motion carried unanimously.

City Administrator/Clerk Barbara Smith asked the Council to approve the Wellmark renewal with Cottingham & Butler for the City employees' insurance program. Budgeting is the same as last year, with rates going up 7% effective July 1st. After discussion, the Council took the following action:

Moved by Davis, seconded by Wooldridge, to renew the Wellmark insurance package through Cottingham & Butler for the City employees. Motion carried unanimously.

City Attorney Bakke asked the Council to pass a resolution setting the date for a public hearing on the granting of an easement for Verizon to construct a new cell tower on the Maye's Education Facility property. The public hearing is needed to give up an interest in real estate if the structure will be in place over three years. Per City Administrator/Clerk Barbara Smith, the FAA won't allow the tower to exceed 130', so we are awaiting the receipt of new plans. After discussion, the Council took the following action:

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

Resolution No. 17-18-27, a Resolution found in Resolution Book 17-18. A RESOLUTION SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON THE GRANTING OF AN EASEMENT FOR INGRESS AND EGRESS TO PROPERTY LOCATED OFF OF JOHN K. HANSON DRIVE, FOREST CITY, IOWA, TO ALLTEL COMMUNICATIONS, LLC D/B/A/ VERIZON WIRELESS FOR MARCH 5, 2018, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF CITY HALL, FOREST CITY, IOWA.

City Administrator/Clerk Barbara Smith asked the Council to pass the first reading of Ordinance No. 778, AN ORDINANCE TO AMEND CHAPTER 111.02 OF THE CODE OF ORDINANCES TO UPDATE THE RATES FOR THE ELECTRICAL UTILITY SYSTEM FOR THE CITY OF FOREST CITY, IOWA. These are suggested rates from DGR, which amount to a 4% increase. The Ordinance is scheduled to go into effect June 20th. After discussion, The Council took the following action:

Councilmember Wooldridge introduced Ordinance No. 778 and moved its adoption. Councilmember Zehren seconded the motion to adopt. The roll was called, and the vote was AYES: Buffington, Davis, Holland, Pehrson, Wooldridge, Zehren. NAYS: None. ABSENT: Mikes. Whereupon the Mayor declared the motion carried. This represents the first reading of Ordinance No. 778.

City Attorney Bakke asked the Council to pass the first reading of Ordinance No. 779, AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF FOREST CITY, IOWA, BY REPEALING AND REPLACING CHAPTER 160, FLOOD PLAIN REGULATIONS. Per Bakke, these changes are being required by the DNR and are mandatory changes. We will continue using old maps until a representative from DNR explains the new maps. After discussion, The Council took the following action:

Councilmember Holland introduced Ordinance No. 779 and moved its adoption. Councilmember Wooldridge seconded the motion to adopt. The roll was called, and the vote was AYES: Buffington, Davis, Holland, Pehrson, Wooldridge, Zehren. NAYS: None. ABSENT: Mikes. Whereupon the Mayor declared the motion carried. This represents the first reading of Ordinance No. 779.

Mayor Ruitter asked that it be noted in the minutes that Police Officer Matt Gerdes will now be at Step 2 (\$22.66/hr.), per the Union Contract.

Mayor Ruitter asked the Council's approval to begin cleaning out the Casey's property at J & 4th Streets, which was deeded to the City. After discussion, the Council took the following action:

Moved by Zehren, seconded by Holland, to approve cleaning out the Casey's property. Motion carried unanimously.

During staff reports, Assistant Police Chief Tom Montgomery noted they will be conducting the first round of interviews for the Assistant Police Chief position on Thursday, February 22nd. Tom will become the new police chief in May of 2018, as current chief Doug Jenson will be retiring. There are five internal candidates and two outside candidates being interviewed for this position. City Administrator/Clerk Barbara Smith noted the Housing Commission is working on incentives for very low-income families.

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

The Council entered closed session at 8:05 p.m.

The Council re-opened in regular session at 8:20 p.m. and took the following action:

Moved by Davis, seconded by Zehren, to authorize Mayor Ruitter and City Administrator/Clerk Barbara Smith to sign an amended agreement. Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
AAMCO TRANSMISSIONS	TRANSMISSION SERVICE	2,491.00
ADVANCED SYSTEMS	COPIER PAYMENT	80.25
AFSCME - IOWA COUNCIL 61	UNION DUES	230.5
AHEELA	AHEELA CONFERENCE	100
AHLERS & COONEY PC	LEGAL SERVICES	3,158.69
AIRGAS	CYLINDER RENTAL	47.74
JUERN AKKERMAN	MILEAGE REIMBURSEMENT	34.34
AMERICAN TEST CENTER	ANNUAL SAFETY INSPECTION	905
ARAMARK	LAUNDRY SERVICE	138.47
ATLANTIC BOTTLING COMPANY	CONCESSION SUPPLIES	68
BILL'S FAMILY FOODS	MISC SUPPLIES	191.93
BLACK HILLS ENERGY	GAS FOR HEAT	1,758.34
BMC AGGREGATES LC	CONCRETE SAND	58.95
BOMGAARS SUPPLY	MISC SUPPLIES	124.44
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CASEY'S GENERAL STORES, INC	BUILDING PURCHASE	1
CLAPSADDLE GARBER ASSOCIATES	CONSUL/PROF FEES	3,670.44
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.3
CONTINENTAL RESEARCH	MISC SUPPLIES	493.09
COVERT TRACK GROUP	SUBSCRIPTION RENEWAL	54.76
CREDIT BUREAU SERVICES OF IOWA	COLLECTION SERVICES	54.75
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	205,048.04
DES MOINES STAMP MFG	NOTARY STAMP	32.4
DMACC BUSINESS RESOURCES	REGISTRATION/T TWEETEN	475
EFTPS	FED/FICA TAX	20,285.69
ERNIE WILLIAMS LTD	PARTS/SERVICE	293.55
F C AMBULANCE	CLEANING	50
F C CHAMBER OF COMMERCE	ANNUAL MEETING/SPONSORSHIP	175
F C FIRE DEPT	OPERATING SUPPLIES	1,875.01
DEB FARDAL	DANCE SUPERVISOR/CONCESSIONS	125
FARMER'S CO-OP ASSOC	FUEL	7,350.73
FARMER'S CO-OP ASSOC	FUEL	161.88
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,963.45
FLOYD & LEONARD AUTO ELECTRIC	PARTS	307.94
FOREST CITY AUTO CENTER		108.52
FOREST CITY FOODS	CONCESSION SUPPLIES	345.23
FOREST CITY FOODS	MISC SUPPLIES	17.96
FOREST CITY FORD	PARTS/SEVICE	35.45
FOREST CITY VET CLINIC	CANINE SUPPLIES	113.96

FUN EXPRESS, LLC	REC SUPPLIES	152.22
G & H MOTOR PARTS	PARTS	30.67
G & H MOTOR PARTS	PARTS	3,414.60
GRAINGER	SOLENOID VALVE	237.25
H & S AUTO PARTS	PARTS	138.67
HACH CHEMICAL CO	CHEMICALS	19.99
MIKE HAUGEN	INITIAL ISSUE CLOTHING	52.98
HAWKINS INC	CHEMICALS	2,709.85
HEATHER WELCH	DANCE SUPERVISOR	75
HERMEL WHOLESAL	WATER	71.88
NORMA HERTZER	REIMBURSE ESPRESSO INVOICE	99.94
NORMA HERTZER	SERVICES	1,250.00
HMR SUPPLIES	SQUAD CAR CUSTOM PANEL	313.48
HOLLAND CONTRACTING	WELD FLIP DOOR	120
HOWIE EQUIPMENT	TRAILER VALVE	80.25
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	104
I M F O A	DUES/B SMITH	150
I WIRELESS	PHONE SERVICE	185.26
IA PUBLIC AIRPORT ASSN	2018 MEMBERSHIP FEE	150
IA NARCOTICS OFFICERS ASSN	REGISTRATION/R EIDEN	450
INTERSTATE MOTOR TRUCKS	WATER PUMP KIT	219.52
K I O W	AD/SANITATION OPERATOR	264
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	4,259.97
LEWIS TODD	APRIL LEASE PAYMENT	1,529.00
MATT PARROTT & SONS	PERMIT ENVELOPES	600
AMY MEINECKE	DANCE SUPERVISOR	60
MERCY CLINICS	SERVICES	132
MID-IOWA SOLID WASTE EQUIP	SEWER TOOLS	606.49
RON MILLER	BB LEAGUE OFFICIAL	700
N I A C O G	MONTHLY TRANSIT TICKETS	2,502.93
NATHANIEL LORENSEN	TOBACCO COMPLIANCE CHECK	100
NELSON PLUMBING & HEAT	SERVICE CALL/CHEMICAL PUMP	70
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NORTH CENTRAL SALES & SERVICE	SERVICE CALL IH TRUCK	287.4
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	164.71
OFFICE DEPOT	OFFICE SUPPLIES	264.01
OFFICE DEPOT	OFFICE SUPPLIES	27.97
MIKE PEDERSEN	DANCE DJ	300
PETTY CASH	REIMBURSE PETTY CASH	63.82
PRAIRIE ENERGY CO-OP	UTILITIES	144.42
PRESTO-X	SERVICES	41
QUILL CORPORATION	PRINTER INK	80.97
RAYPENG, LLC	LIQUOR LICENSE REFUND	341.25
RELIANT FIRE APPARATUS, INC.	MIRROR FOR #174	646.25
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45
SCHNEBL'S 66" "	FUEL	38.1
SCHNEBL'S 66" "	FUEL	45
SECRETARY OF STATE	RENEWAL FOR #757083	30
SHOPKO STORES OPERATING CO	MISC SUPPLIES	24.35
STREICHER'S	UNIFORMS	119.98
JASON STURGAL	UNIFORM ALLOWANCE	250
TAMA PROPERTIES	RENT REIMBURSEMENT/TENNANT 10	162.5
TASC	FLEX PRE-TAX	831.11
TITAN MACHINERY	PRESSURE SWITCH	250.73
DICK TRIMBLE	AIRPORT MANAGER SALARY	3,814.13
U S POST OFFICE	PERMIT # FEE	225
UMMEG	STS COSTS	19,899.25
UMMEG-RUGBY	RUGBY FARM	10,673.84
UNITY POINT CLINIC	SERVICES	138
VALIC	DEF COMP- 457	950
VERIZON	PHONE SERVICE	724.3
WALLACE,HOLLAND,KASTLER	STREET CAPITAL PLANNING	947.2
WEBWISE SOLUTIONS INC.	DOMAIN NAME/HOSTING PREM	405
WESTTOWN PLACE, LLC	RENT REIMBURSEMENT	237.5
WESTRUM LEAK DETECTION	SERVICE	650

WI SCTF	CHILD SUPPORT	168.97
TOTAL ACCOUNTS PAYABLE		317,031.29
PAYROLL CHECKS		62,684.96
**** PAID TOTAL ****		379,716.25
**** REPORT TOTAL ****		379,716.25

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	79,026.83
ROAD USE	11,249.60
LOW/MOD INCOME	400.00
DRUG FORFEITURE	54.76
WATER	10,468.90
SEWER	12,435.89
ELECTRIC	266,080.27
TOTALS	<u>379,716.25</u>

MONTHLY FUND RECAP (January 2018)

<u>FUN</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
<u>D</u>		
001	General	\$ 135,309.82
004	Park Improvement	\$ 1,235.00
110	Road Use	\$ 39,553.93
112	Employee Benefits	\$ 9,047.83
119	Emergency	\$ 593.15
121	Local Option Sales Tax	\$ 33,799.66
125	TIF	\$ 7,368.72
127	Low/Mod Income	\$ 1,079.61
200	Debt Service	\$ 15,086.09
600	Water	\$ 62,640.71
610	Sewer	\$ 75,745.24
630	Electric	\$ 466,717.47
740	Storm Sewer	\$ 12,257.70
	TOTAL ALL FUNDS	\$ 860,434.93

JANUARY 2018 NET SALARIES \$ 127,777.97

Moved by Buffington, seconded by Zehren, to adjourn the meeting at 8:20 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruiter, Mayor