

**REGULAR MEETING**  
**March 19, 2018**

The City Council of the City of Forest City, Iowa, met in regular session on March 19, 2018, at 7:00 p.m. in the lower level of the Police Station, 525 N 4<sup>th</sup> Street, Forest City, Iowa.

Mayor Byron Ruiter called the meeting to order at 7:04 p.m. Councilmembers present at roll call were: Buffington, Davis (via telecom), Holland, Mikes, Pehrson & Wooldridge. Absent: Zehren

No one spoke under public forum.

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

1. Agenda (3/19/18), with the removal of the closed session
2. Council Minutes (3/5/18)
3. Board & Committee Minutes from Heritage Park (3/6/18), Historic Preservation Commission (3/8/18), Housing Commission (3/13/18), Park Board (3/12/18), & Airport Commission (3/13/18)
4. Approval of TIF rebate payment in the amount of \$4,530.34 to TSB Bank
5. List of Claims

Motion carried unanimously.

Brandon Theobald of WHKS was present at the meeting regarding the 2018 Street & Utility Improvement Project. WHKS is seeking direction on the scope of project and how much the City wishes to do. After discussion, the Council took the following action:

Councilmember Holland moved to approve \$2.2 million worth of improvements with 10-yr bonding. This motion died for lack of a second.

Moved by Wooldridge, seconded by Holland, to proceed with the special assessment portion of the proposed projects on 11<sup>th</sup>, M & N Streets and check further into the remaining projects. Approval includes providing engineering for the proposed schedule, direction for continuing the assessment process, and setting up a homeowner meeting for April 4<sup>th</sup> at 6:00 p.m. Motion carried unanimously.

City Attorney Bakke asked the Council to pass a resolution approving a loan agreement in the amount of \$104,500 with Manufacturer's Bank & Trust Company for a street sweeper and for the execution of the same. The interest rate is 2.5%, delivery is set for March 26<sup>th</sup>, and the resolution authorizes the city administrator to sign the necessary documents. After discussion, the Council took the following action:

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

Resolution No. 17-18-32, a Resolution found in Resolution Book 17-18. A RESOLUTION APPROVING THE LOAN AGREEMENT WITH MANUFACTURERS BANK & TRUST COMPANY FOR A STREET SWEEPER AND FOR THE EXECUTION OF THE SAME.

Councilmember Holland introduced the third reading of Ordinance No. 778 and moved its adoption. Councilmember Pehrson seconded the motion to adopt. The roll was called, and the vote was AYES:

Buffington, Davis, Holland, Mikes, West, Wooldridge. NAYS: None. ABSENT: Zehren. Whereupon the Mayor declared Ordinance No. 778 duly adopted as follows:

Ordinance No. 778 is 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.

Moved by Mikes, seconded by Wooldridge, to approve the promotion of Mitchel Bartleson and Robert Snitzer Jr. to police lieutenants effective April 15, 2018. Both will receive a base wage rate of \$26.1447 per hour, and they will work alternating shifts. Motion carried unanimously.

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

Resolution No. 17-18-33, a Resolution found in Resolution Book 17-18. A RESOLUTION APPROVING JIM OULMAN TO SERVE ON THE HISTORIC PRESERVATION COMMISSION.

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

Resolution No. 17-18-34, a Resolution found in Resolution Book 17-18. A RESOLUTION SETTING THE DATE FOR A HEARING ON URBAN RENEWAL AREA DESIGNATION AND URBAN RENEWAL PLAN AND PROJECT. The Hearing will be held April 16, 2018, at 7:00 p.m. in the lower level of the Police Station, 525 North 4<sup>th</sup> Street, Forest City, Iowa.

Councilmember Davis introduced the following Resolution 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. NAYS: None. ABSENT: Zehren. Whereupon the Mayor declared the Resolution duly adopted as follows:

Resolution No. 17-18-35, a Resolution found in Resolution Book 17-18. A RESOLUTION APPROVING THE LOAN AGREEMENT, PROMISSORY NOTE AND ASSIGNMENT OF TIF REVENUES, SECURITY AGREEMENT AND OTHER DOCUMENTS CONCERNING THE RURAL ECONOMIC DEVELOPMENT LOAN WITH WINNEBAGO COOPERATIVE TELECOM ASSOCIATION AND FOR THE EXECUTION OF THE SAME.

Mayor Ruitter led the discussion regarding setting up a budget fund to start cleaning up the former Casey's building. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Davis, to set a preliminary budget of \$12,000 designated for cleanup and starting to remodel the former Casey's property on 4<sup>th</sup> Street. Motion carried unanimously.

City Administrator/Clerk Barbara Smith led the discussion regarding a new police vehicle. Bids were presented for a Taurus, Explorer and F150, with pending Police Chief Tom Montgomery recommending the Taurus in the amount of \$25,469.08 for best economy. After discussion, the Council took the following action:

Moved by Buffington, seconded by Davis, to approve the purchase of a 2018 Taurus in the amount of \$25,469.08 from Forest City Ford. Motion carried unanimously.

The Mayor and Council discussed the possible purchase of a 2018 Taurus SE in the amount of \$21,585.08 to be used as a City car for training, meetings, and other City business. This would cut down on the amount of mileage paid out each year. After discussion, the Council took the following action:

Moved by Mikes, seconded by Davis, to approve the purchase of a 2018 Taurus SE from Forest City Ford to be purchased in the new budget year. A roll call vote was requested, and the vote was AYES: Buffington, Davis, Mikes, Pehrson, Wooldridge. NAYS: Holland. ABSENT: Zehren. Motion carried.

The following invoices were approved for payment:

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ADVANCED SYSTEMS	COPIER PAYMENT	97.85
AFSCME - IOWA COUNCIL 61	UNION DUES	230.50
AIRGAS	MISC SUPPLIES	164.14
AMERICAN RED CROSS	2018 LTS FACILITY FEE	300.00
TRENT ANDERSON	MEAL REIMBURSEMENT	11.17
ARAMARK	LAUNDRY SERVICE	138.47
AUTOMATED SYSTEMS OF IOWA	LABOR & MATERIALS	1,022.00
BILL'S FAMILY FOODS	MISC SUPPLIES	112.03
BILL'S FAMILY FOODS	MISC SUPPLIES	76.61
BOMGAARS SUPPLY	MISC SUPPLIES	47.96
BOMGAARS SUPPLY	MISC SUPPLIES	160.45
BROWN SUPPLY	MISC PARTS	1,653.86
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	SEWER SOLVANT	1,049.60
CLAPSADDLE GARBER ASSOCIATES	ROTATING BEACON IMPROVEMENTS	3,530.20
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	INSTALL MEMORY/SERVICE	561.50
CRYSTEEL	LIFT CYLINDER	437.00
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	170,477.06
DATA TECHNOLOGIES, INC.	USER GROUP MEETING	245.00
DIAMOND VOGEL	PAINT/SUPPLIES	821.65
DITCH-WITCH OF MINN & IOWA	REBUILD CYLINDER	186.03
EFTPS	FED/FICA TAX	21,606.24
ROSS EIDEN	REIMBURSE DLE RECERTIFICATION	65.00
ENCORE ENERGY	NAT GAS BOILER	3,104.72
F C AMBULANCE	CLEANING	50.00
F C CHAMBER OF COMMERCE	2018 DINNER SPONSORSHIP	175.00
F C CHAMBER OF COMMERCE	HOTEL-MOTEL	7,348.45
F C CHAMBER OF COMMERCE	REBATE/M BROWN	150.00
F C ECON DEVEL CORP	HOTEL-MOTEL	2,449.48
ANDREW FABER	UNIFORM ALLOWANCE	69.94
FARMER'S CO-OP ASSOC	FUEL	6,872.65
FARUS CONTRACTING	RENT REIMBURSEMENT/TENANT #9	250.00
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,717.35
FOREST CITY FORD	INSTALL REMORE START/TIRE	1,258.45
FULL CIRCLE PLOWS	GRATE REPAIR	32.50
G & H MOTOR PARTS	PARTS	1,809.79

H & S AUTO PARTS	PARTS	106.78
HACH CHEMICAL CO	CHEMICALS	148.03
HERMEL WHOLESAL	WATER	17.97
NORMA HERTZER	MARCH 15TH PAY	1,250.00
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	282.00
I WIRELESS	PHONE SERVICE	185.26
IA ASSN OF MUN UTIL	NCISA	1,447.13
IA DEPT OF INSP & APPEALS	GAMBLING LICENSE	150.00
IA DEPT OF PUBLIC HEALTH	POOL REGISTRATION	35.00
IOWA PRISON IND	TOW-AWAY ZONE SIGNS	70.00
IOWA WATER MANAGEMENT	MISC SUPPLIES	1,126.00
JOHNSON FEED, INC.	ROAD SALT	5,855.29
K I O W	ADVERTISING	120.00
KAISER AUTO REPAIR	FUEL PUMP	366.96
KELTEK INC.	PARTS/SERVICE	5,605.95
KIEFER SWIM PRODUCTS	LIFEGUARD SUPPLIES	177.12
KIEFER SWIM PRODUCTS	SWIM SUPPLIES	116.09
KNAPPER OIL CO	EASTER CANDY	136.50
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	4,185.75
LAW ENFORCEMENT SYSTEMS	OFFICE SUPPLIES	103.00
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
MERCY CLINICS	PRE-EMPLOYMENT PHYSICAL	303.00
METERING & TECHNOLOGY SOLUTION	METERS/PARTS	1,991.72
MID-IOWA SOLID WASTE EQUIP	CHISEL NOZZLE	513.07
MIDWEST PIPE SUPPLY	MANHOLE PICKS	136.00
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NEXT GENERATION	SYSTEM SUPPORT	608.82
NO IA MEDIA GROUP	ADVERTISING	10.93
NORTH CENTRAL LABS	CHEMICALS	216.95
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	102.62
POWER PROCESS EQUIPMENT, INC.	PACKING	226.82
PRAIRIE ENERGY CO-OP	UTILITIES	139.44
PRESTO-X	SERVICES	41.00
DOUG PRICE	UNIFORM ALLOWANCE	78.08
QUILL CORPORATION	OFFICE SUPPLIES	201.41
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
SANDRY FIRE SUPPLY	INTAKE VALVE	982.98
SCHNEBLY'S 66" "	FUEL	64.48
SCHNEBLY'S 66" "	FUEL	4.84
SHOPKO STORES OPERATING CO	LIGHT BULBS	76.75
BARB SMITH	MILEAGE REIMBURSEMENT	356.43
STREICHER'S	UNIFORMS	532.98
TAMA PROPERTIES	RENT REIMBURSEMENT/TENANT #10	162.50
TASC	FLEX PRE-TAX	831.11
TYLER THOMPSON	MILEAGE REIMBURSEMENT	281.22
DICK TRIMBLE	AIRPORT MANAGER SALARY	3,694.22
U.S. BANK	CREDIT CARD CHARGES	634.98
UMMEG	STS COSTS	17,802.96
UMMEG-RUGBY	RUGBY FARM	16,802.37
UNITY POINT CLINIC	TESTING	111.00
VALIC	DEF COMP- 457	925.00
VERIZON	PHONE SERVICE	515.94
WI SCTF	CHILD SUPPORT	168.97
TOTAL ACCOUNTS PAYABLE		303,082.35
PAYROLL CHECKS		65,286.27

\*\*\*\* PAID TOTAL \*\*\*\*

368,368.62

**MONTHLY FUND RECAP (February 2018)**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
001	General	\$ 72,488.25
004	Park Improvement	\$ 20.00
110	Road Use	\$ 64,520.59
112	Employee Benefits	\$ 2,529.89
119	Emergency	\$ 165.85
125	TIF	\$ 2,157.07
200	Debt Service	\$ 4,705.43
305	Hanson Fine Arts Center	\$ 121,746.27
600	Water	\$ 57,379.08
610	Sewer	\$ 76,714.20
630	Electric	\$ 479,938.17
740	Storm Sewer	\$ 11,736.49
	<b>TOTAL ALL FUNDS</b>	\$ 894,101.29

**FEBRUARY 2018 NET SALARIES \$ 127,301.67**

Moved by Wooldridge, seconded by Buffington, to adjourn the meeting at 8:51 p.m. Motion carried unanimously.

ATTEST:

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Barbara Smith, City Administrator/Clerk

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Byron Ruiter, Mayor