

REGULAR MEETING
April 2, 2018

The City Council of the City of Forest City, Iowa, met in regular session on April 2, 2018, at 7:00 p.m. in the lower level of the Police Station, 525 N 4th Street, Forest City, Iowa.

Mayor Byron Ruitter called the meeting to order at 7:00 p.m. Councilmembers present at roll call were: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren (via telecom). Absent: None.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the plans, specifications, proposed form of contract and estimate of cost for the Prairie View Estates Drainage Improvement Project. Drew Sweers of Veenstra & Kimm was present at the meeting and noted that Phase I of the Prairie View Estates Drainage Improvement Project included 1025' of storm sewer, with an engineer's estimate of \$118,445 and an alternate estimate of \$4,500. 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 7:03 p.m.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the plans, specifications, proposed form of contract and estimate of cost for the furnishing of electrical materials – Phase 1A. Electric Department Manager Duane Kuhn led the discussion on DGR's recommendations for Phase 1A Distribution Improvements. Since there were no written objections, nor were there any oral objectors present at the meeting, the Mayor declared the Hearing to be closed at 7:05 p.m.

No one spoke under public forum.

Chamber of Commerce Director Kathy Rollefson presented her report to the Mayor and Council. She noted attendance was up for the Annual Meeting, and they are currently working on Puckerbrush and the Farmer's Market. This year the Farmer's Market will be held on the 100 block of North Clark Street on Thursdays from June 7th through the end of September. The Mayor and Council thanked Ms. Rollefson for her report.

Jon Roisen presented the Bear Creek Golf Course Annual Report for the Mayor and Council. It was a successful year in improving Bear Creek's financial picture, with a \$9,000 financial improvement. They are working on changing the focus back to growing golf, and they hired Julie Burkholder to be the clubhouse manager and improve on events, leagues and the junior golf program. Ms. Burkholder is a former golf pro and uniquely qualified to accomplish the goal of increasing golf membership and participation. As the Board is committed to operating a profitable enterprise, they are increasing membership pricing by approximately 2% in 2018. The Mayor and Council thanked Mr. Roisen for his report.

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

1. Agenda (4/02/18)
2. Council Minutes (3/19/18), as amended by Dan Davis. Dan noted the 2006 Ford previously used by employees was taken out of service due to expensive repairs needed. It will be sold and not kept by the City.
3. Board & Committee Minutes, as follows: Grow Forest City Director Report, Forest City Economic Development Director's Report, Housing Commission (3/27/18), Downtown Task Force (3/22/18), Library Board (2/21/18) and Street Committee (3/19/18)
4. List of Claims

5. Class C beer permit for Bill's Family Foods and Class C liquor license for Totem Food Service (pending dram shop)

Motion carried unanimously.

Drew Sweers asked the Council to pass a Resolution adopting plans, specifications, form of contract and estimate of cost for the Prairie View Estates Drainage Improvement Project, in addition to making award of contract and approving contract and bonds for the project. After discussion, the Council took the following action:

Councilmember Wooldridge introduced the following Resolution and moved its adoption. Councilmember Davis 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. 17-18-38, a Resolution found in Resolution Book 17-18. A RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE PRAIRIE VIEW ESTATES DRAINAGE IMPROVEMENT PROJECT.

Councilmember Wooldridge introduced the following Resolution and moved its adoption. Councilmember Davis 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. 17-18-40, a Resolution found in Resolution Book 17-18. A RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT FOR THE PRAIRIE VIEW ESTATE DRAINAGE IMPROVEMENT PROJECT. The contract is to be awarded to Larson Contracting with a bid of \$100,317 plus the alternate of \$4,500, for a total bid of \$104,817.

Councilmember Holland introduced the following Resolution and moved its adoption. Councilmember Zehren 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. 17-18-39, a Resolution found in Resolution Book 17-18. A RESOLUTION APPROVING CONTRACT AND BOND ON THE PRAIRIE VIEW ESTATES DRAINAGE IMPROVEMENT PROJECT. This allows the City to execute the contract contingent upon approval of the bond.

Brandon Theobald of WHKS was present at the meeting to discuss the 2018 Street & Utility Improvement Project. Mr. Theobald explained the proposed street projects were as previously discussed, with the addition of M & N Streets and removal of 13th Street. City Administrator/Clerk Barb Smith discussed funding options and noted that John K. Hanson Drive and 11th Street can be funded with TIF. The Street Committee recommended the \$2.3 million bond for 10 years, which stays within 80% of the City's constitutional debt limit. Only M & N Streets and 11th Street will be assessed. After discussion, the Council took the following action:

Moved by Mikes, seconded by Zehren, to authorize WHKS to move forward with these projects. Motion carried unanimously.

Street & Sanitation Superintendent Mike O'Rourke led the discussion regarding the purchase of an excavator to allow the City to do their own digging. He presented bid specs from Haugen Contracting for a 2006 Case CX80 excavator with trailer for a price of \$41,500. The excavator will be inspected by Titan Machinery at a cost of \$499 and, if the excavator passes inspection, the cost for auxiliary hydraulics, breaker and tamper will be \$27,650. After discussion, the Council took the following action:

Moved by Zehren, seconded by Holland, to approve the purchase of an excavator from Haugen Contracting, pending inspection approval. The total cost for the excavator, inspection and additional equipment is approximately \$69,649. Motion carried unanimously.

City Administrator/Clerk Barbara Smith asked the Council to approve a release of real estate mortgage for RaNae Lien, which was a five-year forgivable mortgage project through a CDBG Grant. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to approve the release of real estate mortgage contract for RaNae Lien, pending the correction of the county to 'Winnebago' on the release form. A roll call vote was requested, and the vote was AYES: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. NAYS: None. ABSENT: None. Motion carried unanimously.

City Administrator/Clerk Barbara Smith asked the Council to pass a Resolution to appoint Mayor Ruitter and her to the Fine Arts Center Board of Directors. After discussion, the Council took the following action:

Councilmember Mikes introduced the following Resolution and moved its adoption. Councilmember Davis 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. 17-18-36, a Resolution found in Resolution Book 17-18. A RESOLUTION APPOINTING CITY ADMINISTRATOR/CLERK BARBARA SMITH AND MAYOR BYRON RUITER TO SERVE ON THE FINE ARTS CENTER BOARD OF DIRECTORS.

Electric Department Manager Duane Kuhn led the discussion on DGR's award recommendations for Phase 1A of the Distribution Improvements Project. The bid opening was held March 27th, and the City received three bids for the 5 proposals. Proposal No. 1 is for Primary Power Cable, Proposal No. 2 is for Padmount Switchgear, Proposal No. 3 is for Single Phase (10) Padmount Distribution Transformers, Proposal No. 4 is for three Phase (30) Padmount Distribution Transformers, and Proposal No. 5 is for Primary Cable Fittings. After discussion, the Council took the following action:

Moved by Holland, seconded by Buffington, approving DGR's report on bids for Phase 1A of the Distribution Improvements Project. 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 particular real estate. Motion carried unanimously.

The Council entered closed session at 8:08 p.m.

Moved by Wooldridge, seconded by Davis, to return to regular session at 8:23 p.m. Motion carried unanimously.

The Council noted that reports were accepted from City Attorney Bakke and Forest City Economic Development Director Beth Bilyeu on the discussion held in closed session.

The following invoices were approved for payment:

CLAIMS REPORT VENDOR	REFERENCE	AMOUNT
ADVANCED SYSTEMS	QUARTERLY CHARGES	482.96
AFSCME - IOWA COUNCIL 61	UNION DUES	230.50
AMARIL	SAFETY EQUIP/Z HOLKESVIK	356.58
AMAZON.COM	BOOKS	338.61
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,748.81
ARROW PRINTING	FORMS	91.99
BAKER & TAYLOR COMPANY	BOOKS	2,792.06
KEN BAKER	ALUMNI OFFICIAL	300.00
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	146.30
BILL'S FAMILY FOODS	MISC SUPPLIES	43.32
BLACK HILLS ENERGY	GAS FOR HEAT	1,952.67
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,245.27
BOMGAARS SUPPLY	MISC SUPPLIES	651.68
BRITTANY BRUNSCHEN	ALUMNI SCORER	100.00
CENTRAL IA DISTRIBUTING	MAT	1,875.80
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	COMPUTER SERVICE	82.50
CHRISTA COSGRIFF	REIMBURSE BOOK PURCHASE	74.45
COUNTRY LIVING	SUBSCRIPTION	32.07
DAVE YOKIMISHYN	ALUMNI OFFICIAL	200.00
DEMCO	CHAIRS	6,372.07
DGR ENGINEERING	ELECTRIC RATE UPDATES	306.00
EFTPS	FED/FICA TAX	20,701.79
F C EMPLOYEE ASSN	FLOWER FUND	41.42
F C MUN UTILITIES	UTILITIES	15,945.53
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,381.91
FOREST CITY FORD	INSTALL AUTO START	1,600.00
BEN HAUGE	ALUMNI OFFICIAL	150.00
HERMEL WHOLESALE	WATER	94.90
ZACH HOLKESVIK	WINTER BOOTS	171.19
IA ASSN OF MUN UTIL	EIA-861 REPORT	150.00
IOWA DEPT OF NATURAL RESOURCES	EXAM REGISTRATION/B SCHMIDT	30.00
IOWA WATER MANAGEMENT	MISC SUPPLIES	106.75
IPERS	IPERS PAYABLE/T SPOONER	159.08
IPERS	IPERS PAYABLE	28,679.68
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,104.14
LUKE LECKRONE	METER DEP REFUND	75.68
METERING & TECHNOLOGY SOLUTION	METERS/PARTS	3,091.53
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	270.15
METTLER TOLEDO	MAINTENANCE/CALIBRATION	622.18
KEN MEYERS	ALUMNI OFFICIAL	350.00
MIKE DEHRKOOP	ALUMNI OFFICIAL	125.00
RON MILLER	ALUMNI OFFICIAL	360.00
TED MONTGOMERY	ALUMNI OFFICIAL	200.00
DAVE NEE	ALUMNI OFFICIAL	250.00
NEXT GENERATION	SYSTEM SUPPORT	528.95
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	846.59
PERFORMANCE HEALTH SUPPLY	MISC SUPPLIES	66.90

PETTY CASH	REIMBURSE PETTY CASH	46.34
PETTY CASH	REIMBURSE PETTY CASH	62.00
PETTY CASH	ALUMNI START UP CASH	400.00
PITNEY BOWES	EQUIP SERVICE AGREEMENT	618.66
QUILL CORPORATION	OFFICE SUPPLIES	107.09
QUILL CORPORATION	OFFICE SUPPLIES	153.43
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
SCOOPY DOOS	KIDDIE CONE COUPONS	37.50
SERVICE MASTER	COUNCIL CHAMBER INS CLAIM	4,642.71
JASON SLATER	ALUMNI OFFICIAL	325.00
STETSON BUILDING PRODUCTS	MISC PARTS	385.21
TASC	FLEX PRE-TAX	831.11
TEST AMERICA LABORATORIES	TESTING	777.00
TONY DAHLE	ALUMNI OFFICIAL	200.00
TORKELSON PLUMBING	REPAIR SERVICE	65.00
TREAS, ST OF IOWA	STATE TAXES	7,954.00
U P S	UPS CHARGES	53.40
U S POST OFFICE	UTILITY BILL POSTAGE	2,000.00
VALIC	DEF COMP- 457	925.00
VEENSTRA & KIMM	PRAIRIE VIEW DRAINAGE PROJ	350.00
WESTRUM LEAK DETECTION	WATER LEAK/EAST J STREET	650.00
WI SCTF	CHILD SUPPORT	275.12
KARL WOOLDRIDGE	ALUMNI OFFICIAL	160.00
Y M C A	YMCA	352.00
TOTAL ACCOUNTS PAYABLE		120,176.88
PAYROLL CHECKS		65,208.51
**** PAID TOTAL ****		185,385.39
**** REPORT TOTAL ****		185,385.39

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	97,806.29
ROAD USE	8,156.88
WATER	13,922.43
SEWER	19,255.73
ELECTRIC	45,894.06
STORM WATER	350.00
TOTALS	<u>185,385.39</u>

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 8:24 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruitter, Mayor