

**REGULAR MEETING**  
**May 21, 2018**

The City Council of the City of Forest City, Iowa, met in regular session on May 21, 2018, at 7:00 p.m. in the Council Chambers of City Hall, 305 North Clark Street, Forest City, Iowa.

Mayor Byron Ruitter called the meeting to order at 7:00 p.m. and led with the Pledge of Allegiance. Councilmembers present at roll call were: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. Absent: None.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the on the Electric Distribution Improvements Project. Per Electric Department Manager, this is Phase 1a of directional boring of the M Street portion of the project. Four bids were received, with one bid coming in lower than estimated. 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 7:06 p.m.

No one spoke under public forum.

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

1. Agenda (5/21/18)
2. Council Minutes (5/7/18)
3. Board & Committee Minutes, as follows: Housing Commission (5/15/18), Airport Commission (5/15/18), Heritage Park (5/15/18), Library Board (3/21/18 & 4/19/18), Park Board (5/14/18)
4. List of Claims
5. Class C Liquor License for Winnebago Industries' Totem Food Service for Friendship Hall & River Oaks, Class B Permit for Paddler's Tap, Class C Liquor License for The Lodge Hotel

Motion carried, with Wooldridge abstaining.

Paramedic Supervisor Dale Rayhons led the discussion regarding a proposed paramedic program. The proposal includes college tuition, books & testing, and housing up to 7 months for a candidate that would then sign an agreement to be a paramedic for the City of Forest City for four years. The cost for this program is approximately \$20,000, which would be split between the City, County (if approved) and Ambulance Service. Classes will start in mid-August and end the following September, and Dale has an interested candidate for this program. No applications have been received for the open paramedic position, and there is a large waiting list for paramedic hires. After discussion, the Council took the following action:

Moved by Davis, seconded by Buffington, to approve this program. No Ayes. Motion defeated.

Moved by Wooldridge, seconded by Mikes, to approve the proposed paramedic program for up to \$7,000 and not to exceed 1/3 of the \$20,000 cost. The candidate will be required to present their FAFSA results. Motion carried unanimously.

Moved by Zehren, seconded by Wooldridge, to have City Attorney Bakke review the paramedic program contract. Motion carried unanimously.

Drew Sweers of Veenstra & Kimm asked the Council's approval of Pay Estimate No. 1 for the Prairie View Estates Drainage Improvement Project in the amount of \$37,558.11. The project is approximately 60% done with pipe and is going well. This pay estimate is for materials and the first week of work. After discussion, the Council took the following action:

Moved by Holland, seconded by Davis, to approve Pay Estimate No. 1 in the amount of \$37,558.11 to Veenstra & Kimm for the Prairie View Estates Drainage Improvement Project. Motion carried unanimously.

Airport Manager Dick Trimble asked the Council to approve Resolution 17-18-57, awarding the bid to Voltmer Inc., Decorah, Iowa, in the amount of \$180,794.00 and Alternate Bid No. 1 in the amount of \$15,731.50, for a total contract of \$196,525.50 for the Runway 15/33 Edge Lighting Improvements Project. This is a federal project and budgeted item. After discussion, the Council took the following action:

Councilmember Zehren introduced Resolution No. 17-18-57 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. 17-18-57, a Resolution found in Resolution Book 17-18, A RESOLUTION AWARDING THE BID FOR THE RECONSTRUCT RUNWAY 15/33 EDGE LIGHTING PROJECT.

Electric Department Manager Duane Kuhn asked the Council to approve Resolution 17-18-58, making award of a contract for Phase 1 of the Electric Distribution Improvements Project. Duane recommended the bid from Perrin Directional Drilling, Cherokee, Iowa, in the amount of \$399,599.25. After discussion, the Council took the following action:

Councilmember Holland introduced Resolution No. 17-18-58 and moved its adoption. Councilmember Zehren seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the Resolution duly adopted as follows: Resolution No. 17-18-58, a Resolution found in Resolution Book 17-18, A RESOLUTION MAKING AWARD OF A CONTRACT FOR THE ELECTRIC DISTRIBUTION IMPROVEMENTS PROJECT – PHASE I.

City Administrator Barbara Smith asked the Council to approve Resolution 17-18-59 to set a public hearing date for the Electrical Meter Cutover Project – Phase 1A. After discussion, the Council took the following action:

Councilmember Davis introduced Resolution No. 17-18-59 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. 17-18-59, 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, ORDERING CLERK TO PUBLISH NOTICE, AND ESTIMATE OF COSTS FOR THE ELECTRICAL METER CUTOVER PROJECT – PHASE 1A.

City Administrator Barbara Smith asked the Council's approval to purchase a Sharp 3550 printer/copier in the amount of \$3,531.82. The current utility billing printer needs to be replaced, and City Hall needs a better printer that will have the capability of scanning and faxing document, as well as handling 11 x 17 copies. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Mikes, to approve the purchase of a Sharp 3550 copier in the amount of \$3,531.82 for City Hall. Motion carried unanimously.

Mayor Ruiter asked that it be noted in the minutes that Tom Montgomery has been promoted to Police Chief effective 5/19/18 and will receive a wage rate of \$33.6538 per hour. Motion carried unanimously.

Moved by Mikes, 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 8:19 p.m.

Moved by Wooldridge, seconded by Mikes, to end the closed session at 9:00 p.m., authorize the inspection of the building discussed in closed session, and have Beth Bilyeu of FCED report back at the next regular Council meeting. Motion carried unanimously.

The following invoices were approved for payment:

**CLAIMS REPORT**

VENDOR	REFERENCE	AMOUNT
ADVANCED SYSTEMS	COPIER PAYMENT	80.25
AFSCME - IOWA COUNCIL 61	UNION DUES	90.52
AHLERS & COONEY PC	CONSUL/PROF FEES	110.00
AIRGAS	CYLINDER RENTAL	46.45
JUERN AKKERMAN	MILEAGE REIMBURSEMENT	149.70
AMARIL	SAFETY APPAREL	1,307.85
AMAZON.COM	BOOKS/DVDS	67.77
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,748.81
TRENT ANDERSON	MEAL REIMBURSEMENT	13.80
APPELHONS PAINT	COUNCIL CHAMBERS REPAIR	200.00
B & B TRANSFORMER	ELECTRICAL SUPPLIES	6,335.00
BAKER & TAYLOR COMPANY	BOOKS	803.13
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	146.30
BILL'S FAMILY FOODS	MISC SUPPLIES	69.26
BLACK HILLS ENERGY	GAS FOR HEAT	6,250.68
BMC AGGREGATES LC	ROADSTONE	2,076.48
BOMGAARS SUPPLY	MISC SUPPLIES	110.37
BORDER STATES ELECTRIC	ELECTRICAL SUPPLIES	4,346.91
BSN SPORTS	PITCHING MACHINE/MISC ITEMS	1,935.96
BETTY BURRESS	MILEAGE REIMBURSEMENT	35.53
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	626.30
CHAD HANSON	PARTIAL REF/PERMIT #1816	120.00
CITY OF FOREST CITY	DUMPSTER RFD/8-3587-1	24.76
CLAPSADDLE GARBER ASSOCIATES	RUNWAY 15/33 LIGHTING PROJ	8,717.40
CLEAR LAKE SANITARY DISTRICT	TESTING	121.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
CONSOLIDATED ENERGY	DRUM DEPOSIT	2,485.40
CONTINENTAL RESEARCH	MISC SUPPLIES	413.48
CHRISTA COSGRIFF	MILEAGE	182.22
MARTINEZ PROPERTIES, LLC	RENTAL REHAB PROGRAM	7,500.00
CRYSTEEL	LIFT CYLINDER	436.94
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	165,278.35
DATA TECHNOLOGIES, INC.	METER READER IMPLEMENTATION	595.00
DECKER'S SPORTING GOODS	BASEBALLS/SCOREBOOKS	375.00
EFTPS	FED/FICA TAX	22,187.38
EIR TESTING	REBUILD OIL SWITCHES	1,014.04
F C AMBULANCE	ALLOWANCE/N KEPHART	404.94
F C EMPLOYEE ASSN	FLOWER FUND	41.42
F C COMMUNITY SCHOOLS	BRIDGE LOAN DRAW #2	85,000.00
FARMER'S CO-OP ASSOC	FUEL	8,091.87
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,493.22
FOREST CITY FOODS	STUDENTS PIZZA	79.45
FOREST CITY FORD	PARTS/SERVICE	97.50
FOREST CITY HOMES	RENT REIMBURSE/TENANT #13	137.50
FOREST CITY VET CLINIC	CANINE SUPPLIES	90.60
G & H MOTOR PARTS	PARTS	149.97
G & H MOTOR PARTS	PARTS	926.81
HAUGEN CONTRACTING	INSTALL 2' LINE UNDER HWY 69	13,958.30
HERMEL WHOLESALE	WATER	131.78
NORMA HERTZER	SERVICES	1,250.00

HYGIENIC LAB ACCTS RECEIVABLE	TESTING	84.50
I WIRELESS	PHONE SERVICE	185.26
IA DIVISION OF LABOR SERVICES	BOILER INSPECTION	40.00
INTERSTATE MOTOR TRUCKS	AIR TANK CABLES	41.40
IOWA ONE CALL	SERVICES	57.10
ITRON, INC.	SOFTWARE MAINTENANCE	1,320.00
K I O W	ADV/PUBLISHING	128.00
KIEFER SWIM PRODUCTS	MISC POOL ITEMS	395.34
KNAPPER OIL CO	FUEL OIL GENERATION	34,491.90
KNAPPER OIL CO	POOL CONCESSIONS	1,414.30
LAKE MILLS GRAPHIC	SUBSCRIPTION	38.00
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	4,382.14
LARSON CONTRACTING CENTRAL	PRAIRIE VIEW DRAINAGE PROJ	37,558.11
LARSON PRINTING	2018 ACTIVITY CALENDAR	1,328.00
MATT PARROTT & SONS	WINDOW ENVELOPES	215.00
MCKENNA MARCINKOWSKI	METER DEP REFUND	150.00
MENARDS	WINDOW AIR CONDITIONER	250.01
MESSENGER, LLC	MISC SUPPLIES	38.13
MJR PROPERTIES	RENT REIMBURSE/TENANT #6	187.50
N I A C C	WATER CLASS/M HAUGEN	625.00
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NO IA MEDIA GROUP	ADV/PUBLISHING	71.70
NO IA MEDIA GROUP	ADV/PUBLISHING	4.45
OFFICE DEPOT	OFFICE SUPPLIES	161.96
PERFORMANCE HEALTH SUPPLY	MISC POOL ITEMS	305.30
POLLARD WATER	MANHOLE COVER HOOK	112.22
PRAIRIE ENERGY CO-OP	UTILITIES	127.38
PRAIRIE VIEW LAND DEVELOP	TIF REBATE	37,675.71
PRESTO-X	SERVICES	84.00
QUILL CORPORATION	TONER	71.39
QUILL CORPORATION	OFFICE SUPPLIES	156.97
DALE RAYHONS	UNIFORM ALLOWANCE	250.00
REDIG WELDING	MOWER DECK REPAIR	85.00
RESCO	CABLE	648.42
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
SCHNEBLY'S 66" "	PARTS/SERVICE	915.11
SCHWAN'S	POOL CONCESSIONS	299.70
STREICHER'S	UNIFORM ALLOWANCE	29.99
TASC	FLEX PRE-TAX	831.11
THEISS SHIRTS, INC	LIFEGUARD APPAREL	5,081.33
TITAN MACHINERY	EQUIPMENT INSPECTION	599.00
TORKELSON PLUMBING	REPLUMB METER S 4TH ST	65.00
TREAS, ST OF IOWA	STATE TAX	8,395.00
DICK TRIMBLE	AIRPORT MANAGER SALARY	3,790.48
UMMEG	STS COSTS	17,127.97
UMMEG-RUGBY	RUGBY FARM	17,234.86
UNITY POINT CLINIC	RANDOM DRUG SCREENS	252.00
UTILITY EQUIP CO	PARTS	379.65
VALIC	DEF COMP- 457	925.00
AMY VRIEZE	MILEAGE REIMBURSEMENT	65.40
WCTA	SERVICES	1,506.94
WESTRUM LEAK DETECTION	LEAK DETECTION SERVICE	607.50
WI SCTF	CHILD SUPPORT	275.12
Y M C A	YMCA	370.00
**** PAID TOTAL ****		529,950.17
***** REPORT TOTAL *****		529,950.17

## FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	60,145.58

ROAD USE	9,534.52
TIF	37,675.71
LOW/MOD INCOME	7,825.00
HANSON FINE ARTS CENTER	85,000.00
WATER	19,715.63
SEWER	7,875.37
ELECTRIC	264,442.57
STORM WATER	37,735.79
TOTALS	<u>529,950.17</u>

**APRIL RECEIPTS**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
001	General	\$ 613,743.61
004	Park Improvement	
110	Road Use	\$ 20,187.72
112	Employee Benefits	\$ 191,049.76
119	Emergency	\$ 12,524.43
121	Local Option Sales Tax	\$ 28,621.28
125	TIF	\$ 225,121.33
127	Low/Mod Income	\$ 15,054.16
200	Debt Service	\$ 276,908.85
305	Hanson Fine Arts Center	\$ 1,064,469.95
600	Water	\$ 59,424.99
610	Sewer	\$ 72,901.98
630	Electric	\$ 458,479.94
740	Storm Sewer	\$ 11,851.24
	<b>TOTAL ALL FUNDS</b>	<b>\$ 3,050,339.24</b>

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

**MAY NET SALARIES** \$ **133,175.55**

Moved by Wooldridge, seconded by Buffington, to adjourn the meeting at 9:01 p.m. Motion carried unanimously.

ATTEST:

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Barbara Smith, City Administrator/Clerk

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Byron Ruiter, Mayor