

**REGULAR MEETING**  
**June 4, 2018**

The City Council of the City of Forest City, Iowa, met in regular session on June 4, 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, Zehren. Absent: Wooldridge.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the proposal to enter into a General Obligation Corporate Purpose Loan Agreement, which is a \$2.3 million bond for the 2018 Street & Utility Improvements Project. This is a 10-year bond, and the remainder of the \$3 million project will be paid with TIF funds. 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 7:01 p.m.

Mayor Ruitter announced that this was the time and the place for a Public Hearing on the proposal to enter into an Electric Revenue Loan Agreement, which is a \$3.95 million bond for the Electric Distribution Improvements Project – Phase I. This is a 10-year revenue bond. 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.

No one spoke under public forum.

Beth Bilyeu of Forest City Economic Development presented her report for the Mayor and Council. FCED's Treetown booth and Facebook campaign have been very beneficial toward workforce recruitment and providing information. They have also been working with housing, remediation and expansion plans for downtown available buildings, and industrial recruitment. The Mayor and Council thanked Beth for her report.

Karl Wooldridge entered the meeting at 7:12 p.m.

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

1. Agenda (6/04/18)
2. Council Minutes (5/21/18)
3. Board & Committee Minutes, as follows: Grow Forest City, Chamber of Commerce, Business & Industry Committee (5/21/18), Planning & Zoning Commission (5/30/18), and Street Committee (5/30/18)
4. Payment to Chamber of Commerce from Hanson Foundation for Puckerbrush Celebration - \$2,000
5. List of Claims
6. Class B Beer Permit (BB) for Forest City Chamber of Commerce for Puckerbrush Days, Class C Beer Permit for Casey's General Store #1798

Carolyn Sunde of the Winnebago County Relay for Life was present at the meeting to ask permission to block streets on June 23<sup>rd</sup> for the Relay for Life event. Moved by Wooldridge, seconded by Davis, to approve blocking streets on June 23<sup>rd</sup> for Relay for Life. Motion carried, with Buffington abstaining from the vote.

City Administrator Barbara Smith asked the Council to pass Resolution 17-18-60, A RESOLUTION TAKING ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO A GENERAL OBLIGATION CORPORATE PURPOSE LOAN AGREEMENT. This is a 10-year bond in an amount not to exceed \$2.3 million to fund the 2018 Street & Utility Improvements Project. Councilmember Zehren introduced Resolution 17-18-60 and moved its adoption, and Councilmember Holland seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 17-18-60 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 17-18-61, A RESOLUTION TAKING ADDITIONAL ACTION WITH RESPECT TO AN ELECTRIC REVENUE LOAN AGREEMENT. This is a 10-year revenue bond in an amount not to exceed \$3.95 million to fund the Electric Distribution Improvements Project – Phase I. Councilmember Holland introduced Resolution 17-18-61 and moved its adoption, and Councilmember Zehren seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 17-18-61 duly adopted.

Street & Sanitation Superintendent Mike O'Rourke stated two bids had been received for a wheel loader for the Street Department. Mike asked the Council's permission to purchase a Caterpillar Model 926M wheel loader from Ziegler Cat of Mason City, Iowa. This loader has a 5-year warranty, is close by for service needs, and is a budgeted item. The cost for the loader is \$145,000, with an additional cost of \$1,810 for a monitor kit, and the trade allowance is \$45,300 for the 2007 621D Case Loader. Moved by Holland, seconded by Wooldridge, to approve the purchase of the Ziegler Cat wheel loader for a total cost of \$101,510. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to pass Resolution 17-18-62, A RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING ON THE URBAN RENEWAL PLAN AMENDMENT. This hearing is to legally amend the urban renewal area, and will be held on July 2, 2018, at 7:00 p.m. in the Council Chambers of City Hall, Forest City, Iowa. Councilmember Zehren introduced Resolution 17-18-62 and moved its adoption, and Councilmember Mikes seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 17-18-62 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 17-18-63, A RESOLUTION AUTHORIZING INTERNAL ADVANCE FOR FUNDING OF URBAN RENEWAL PROJECT. This resolution makes it official to purchase the motel property with an internal loan, using TIF funds. Councilmember Mikes introduced Resolution 17-18-63 and moved its adoption, and Councilmember Buffington seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 17-18-63 duly adopted.

Mayor Ruitter asked that it be noted in the minutes that Todd J. Spooner has been promoted to Sanitation Lead at a rate of \$20.43 per hour, with a six-month probationary period. It was also noted that Becky Thompson has received an additional longevity increase and has been with the City for 20 years.

Electric Department Manager Duane Kuhn asked the Council's approval to purchase a second Pathfinder locator with fault locator wand for the Line Department, which is a budgeted item. The cost is \$4,970.15 from Border States Kriz-Davis, Ames, Iowa. Moved by Buffington, seconded by Davis, to approve the purchase of the locator. Motion carried unanimously.

City Administrator Barbara Smith noted the Planning & Zoning Commission had met regarding Fire District rules for downtown apartments. P & Z recommended changing the Fire District ordinance to allow first floor apartments that will utilize less than 50% of the rear space and no store fronts. These apartments will be required to have two forms of egress or a sprinkler system, and they will have a numbering system

in place. Moved by Wooldridge, seconded by Davis, to move to amend the Fire District Ordinance. Motion carried unanimously.

The Mayor and Council discussed Chapter 97 of the Code of Ordinances regarding sump pumps. Moved by Zehren, seconded by Davis, to refer this issue to the Street Committee for their review and recommendation. Motion carried unanimously.

Moved by Mikes, seconded by Wooldridge to enter closed session at 8:23 p.m. under Iowa Code 21.5(j) to discuss the purchase or sale of particular real estate. Motion carried unanimously.

Moved by Mikes, seconded by Wooldridge to re-open in regular session at 8:40 p.m. Motion carried unanimously.

Moved by Zehren, seconded by Wooldridge, to proceed as indicated in closed session. Motion carried unanimously.

The following invoices were approved for payment:

**CLAIMS REPORT**

VENDOR	REFERENCE	AMOUNT
ADVANCED SYSTEMS	QUARTERLY CHARGES	156.57
AFSCME - IOWA COUNCIL 61	UNION DUES	163.98
AGVANTAGE FS	BULK DEF	213.57
ALLSTATE PARTS & SERVICE	LOWER STEP	262.38
AMARIL	SAFETY EQUIPMENT	397.08
AMERICAN LEGION	FLAGS	95.00
BARB'S STITCHERY	SERVICES	10.00
BARCO MUNICIPAL SUPPLY	RAIN GEAR	223.18
MITCH BARTLESON	COOKIES/OFFICER AWARENESS	15.56
BLACKBURN	SOLVENT	274.48
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,317.55
BOMGAARS SUPPLY	MISC SUPPLIES	1,051.92
CARLISLE RYAN	INSURANCE RENEWAL BOOKS	75.40
DAN CARLSON	SAFETY GLASSES REIMBURSEMENT	100.00
CE POWER	REBUILD BREAKER	4,485.00
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	606.50
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
BARRY COPPES	UNIFORM ALLOWANCE	87.95
CR HOLLAND CRANE SERVICE	CRANE SERVICE	1,050.00
CULVER HAHN	RECEPTACLES	202.05
DGR ENGINEERING	PHASE 1A DIST IMPROVEMENTS	12,128.00
EFTPS	FED/FICA TAX	21,872.44
ROSS EIDEN	K-9 TRAINING REIMBURSEMENT	389.81
F C AMBULANCE	BOILER INSPECTION	40.00
F C CHAMBER OF COMMERCE	HANSON FOUND/PUCKERBRUSH	2,050.00
F C FIRE DEPT	DEPT PAID REIMBURSEMENTS	3,815.57
FARMER'S CO-OP ASSOC	FUEL	172.92
FLETCHER-REINHARDT	ELEC SAFETY CODE BOOK	262.15
G & H MOTOR PARTS	PARTS	76.90
G C DISTRIBUTING	BAGS	5,011.51
GALL'S	FIRE DEPT BADGE	219.00
GRAINGER	HAND DRUM PUMP	155.68

H & S AUTO PARTS	PARTS	26.57
HAWKINS INC	CHEMICALS	1,638.55
HEARTLAND ASPHALT	COLD MIX	1,574.35
NORMA HERTZER	SERVICES	1,250.00
SIMMERING-CORY/IA CODIFICATION	SERVICES	1,192.00
JOHNSON FEED, INC.	ROAD SALT	5,883.19
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	1,977.92
CINDI LEHMANN	REFUND PARKING PERMMIT #1827	140.00
LYLE'S SALES & SERVICE	TRIMMER	296.79
MANUFACTURER'S BANK	LOAN PMT #2	3,017.90
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
MASTER FLOORS CARPET ONE	COUNCIL CHAMBER REPAIR	2,606.29
MERCY CLINICS	DRUG SCREENS/EMP PHYSICAL	528.00
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	261.89
MINNESOTA VALLEY TESTING LAB	TESTING	60.80
N I A C O G	TRANSIT TICKETS	2,315.56
NELSON PLUMBING & HEAT	BUILDING REPAIRS	305.70
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	415.72
NOVELTY MACHINE	PACKING	137.80
MICHAEL O'ROURKE	UNIFORM ALLOWANCE	59.92
OTIS ELEVATOR	ANNUAL PRESSURE TEST	425.00
PETTY CASH	POOL START UP CASH	300.00
JARED PRICE	COMPUTER SERVICE	80.00
QUILL CORPORATION	OFFICE SUPPLIES	329.93
RELIANT FIRE APPARATUS, INC.	SWITCH	86.88
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
SANDRY FIRE SUPPLY	SCBA MASK PARTS	723.80
SASCS,LLC.	CERTIFICATION TESTING	875.00
SCOTT MERRIMAN INC	CITATION/COMPLAINT FORMS	484.00
SHERWIN-WILLIAMS	PAINT	3,955.30
NORTH AMERICAN BANKING COMPANY	SHREDDING SERVICE	135.20
BARB SMITH	MILEAGE REIMBURSEMENT	32.92
OFFICE OF AUDITOR OF STATE	FILING FEE	625.00
TASC	FLEX PRE-TAX	831.11
TEST AMERICA LABORATORIES	TESTING	582.75
U P S	UPS CHARGES	74.34
USA BLUE BOOK	SHAFT	609.81
UTILITY EQUIP CO	MISC PARTS	346.02
VALIC	DEF COMP- 457	925.00
VEENSTRA & KIMM	PRAIRIE VIEW DRAINAGE PROJ	5,191.24
VERIZON	ACCT#880638503-00001	36.83
WADE THOMPSON TRUCK & REPAIR	SERVICE/BASKET TRUCK	100.00
WATER ENVIRONMENT FEDERATION	MEMBER DUES/K REICKS	160.00
WESTOWN PLACE, LLC	RENT REIMBURSE/TENANT #5	1,437.50
SANDY WAGNER	SIGN UP ASSISTANCE	150.00
WHEELER WORLD	WORK ON 5CYL ENGINE	2,536.46
YOHNCO	CEMENT	580.50
TOTAL ACCOUNTS PAYABLE		107,553.19
PAYROLL CHECKS		66,160.99
**** PAID TOTAL ****		173,714.18
**** REPORT TOTAL ****		173,714.18

## FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	78,088.52

ROAD USE	19,390.88
LOW/MOD INCOME	1,437.50
2018-20 STREET PROJECTS	50.02
WATER	10,571.31
SEWER	12,872.96
ELECTRIC	43,093.85
STORM WATER	8,209.14
TOTALS	<u>173,714.18</u>

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 8:41 p.m. Motion carried unanimously.

ATTEST:

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Barbara Smith, City Administrator/Clerk

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Byron Ruitter, Mayor