

REGULAR MEETING
July 2, 2018

The City Council of the City of Forest City, Iowa, met in regular session on July 2, 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 asked for a moment of silence for Gerald Boman, followed by the Pledge of Allegiance. Councilmembers present at roll call were: Buffington, Davis, Holland, Pehrson, Wooldridge, Zehren. Absent: Mikes.

No one spoke under public forum.

Kathy Rollefson, Director of the Chamber of Commerce, presented her report to the Mayor and Council. Puckerbrush events will be held July 19-22, and July 25th will be Community Night at the Grand National Rally. The Mayor and Council thanked Ms. Rollefson for the information presented.

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

1. Agenda (7/2/18)
2. Council Minutes (6/18/18)
3. Board & Committee Minutes, as follows: Grow Forest City, Forest City Economic Development, Airport Commission (6/12/18), Heritage Park (6/19/18), Safety Committee (6/18/18), Housing Commission (6/26/18)
4. List of Claims
5. Payments from John K. & Luise V. Hanson Foundation: Chamber of Commerce for Puckerbrush Celebration (\$10,000) & FCED (\$7,500 & \$12,500)
6. Class B Native Wine Permit for Body & Skin Rejuvenation.

Motion carried unanimously.

Airport Manager Dick Trimble asked the Council to approve the FAA Grant Agreement for the Runway 15/33 Edge Lighting Project, which is a \$225,000 grant on a \$244,000 project. Moved by Buffington, seconded by Davis, to approve the grant agreement. Motion carried unanimously.

Street Superintendent Mike O'Rourke asked the Council to amend the ordinance eliminating the 20mph speed zone on Woodland and Walnut Drives, as school is not in session for the summer. After discussion, the Council took the following action:

Councilmember Wooldridge introduced Ordinance No. 782, AN ORDINANCE AMENDING CHAPTER 63 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA BY THE REPEALING OF TWO (2) SUB-SECTIONS ELIMINATING 20 MPH SPEED ZONES ON WOODLAND DRIVE AND WALNUT DRIVE WITHIN THE CITY OF FOREST CITY, IOWA, and moved its adoption. Councilmember Zehren seconded the motion to adopt. Roll call vote – all ayes.

Councilmember Buffington moved that the rule requiring three readings of an ordinance be dispensed with, seconded by Councilmember Davis. Roll call vote – all ayes.

Councilmember Zehren moved that Ordinance No. 782 now be adopted, seconded by Councilmember Zehren. Roll call vote – all ayes. Whereupon the Mayor declared Ordinance 782 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-01, A RESOLUTION SETTING THE DATE FOR A HEARING ON THE URBAN RENEWAL PLAN AMENDMENT. The Hearing will be held July 16, 2018, in the Council Chambers of City Hall, 305 North Clark Street, Forest City, Iowa. Councilmember Zehren introduced Resolution 18-19-01 and moved its adoption, and Councilmember Pehrson seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 18-19-01 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-02, A RESOLUTION SETTING THE DATE FOR THE SALE OF GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2018, AND AUTHORIZING THE USE OF A PRELIMINARY OFFICIAL STATEMENT IN CONNECTION THEREWITH. The Hearing will be held July 16, 2018, in the Council Chambers of City Hall, 305 North Clark Street, Forest City, Iowa. Councilmember Holland introduced Resolution 18-19-02 and moved its adoption, and Councilmember Wooldridge seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 18-19-02 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-03, A RESOLUTION APPROVING THE FOLLOWING FOREST CITY BOARD/COMMISSION/COMMITTEE APPOINTMENTS:

<u>BOARD/COMMISSION/COMMITTEE</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRATION</u>
Board of Adjustment	Jim Braun	07/01/23
Library Board	Beth Clouse (fulfilling John Lund’s Term)	07/01/22
	Gail McCarthy	07/01/24
	Shandra Meyer	07/01/24
	Beth Tjarks	07/01/24
Planning & Zoning Commission	Jim Benson	07/01/23
	Ellen Olson	07/01/23
	Jim Oulman	07/01/23
	Lowell Solberg	07/01/23
Cable TV Committee	Tony Coloff	07/01/22
	Teresa Coppes	07/01/22
	Duane Kuhn	07/01/22

Councilmember Wooldridge introduced Resolution 18-19-03 and moved its adoption, and Councilmember Zehren seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 18-19-03 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-04, A RESOLUTION AMENDING THE PAYROLL RESOLUTION FOR FY 2018-2019. Councilmember Zehren introduced Resolution 18-19-04 and moved its adoption, and Councilmember Wooldridge seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 18-19-04 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-05, A RESOLUTION SETTING THE DATE FOR THE SALE OF ELECTRIC REVENUE BONDS, SERIES 2018. Bids will be considered on July 26,

2018, at 7:00 p.m. Councilmember Holland Introduced Resolution 18-19-05 and moved its adoption, and Councilmember Wooldridge seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 18-19-05 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-06, A RESOLUTION AMENDING RESOLUTION 15-16-30, A RESOLUTION OF FINANCIAL SUPPORT FOR THE PROPOSED FINE ARTS CENTER. The amendment changes the TIF District to the Forest City Urban Renewal Plan, and Waldorf College to Waldorf University. Councilmember Wooldridge introduced Resolution 18-19-06 and moved its adoption, and Councilmember Zehren seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 18-19-06 duly adopted.

Mayor Ruitter asked that it be noted in the minutes that Brandon Schmidt will move to Step 3 of the Wage Matrix (\$28.0782), per the Union contract.

Water/Wastewater Superintendent Kevin Reicks asked the Council to approve the Mid-West Roofing bid in the amount of \$24,800 to apply EPDM membrane roofing to the digester roof at the Wastewater Treatment Facility. Moved by Zehren, seconded by Wooldridge, to approve the Mid-West Roofing bid for the digester roof. Motion carried unanimously.

Drew Sweers of Veenstra & Kimm asked the Council to approve Pay Estimate No. 3 (\$10,878.13), Final Pay Estimate for the Prairie View Estates Drainage Improvement Project. The project is complete except for seeding and miscellaneous cleanup. Moved by Holland, seconded by Davis, to approve Pay Estimate No. 3, with the retainage of \$4,638.55 to be released only after the punch list items are completed. Motion carried unanimously.

Moved by Pehrson, seconded by Wooldridge, to table Resolution 18-19-07, which is the Certificate of Completion for the Prairie View Estates Drainage Improvement Project, until the punch list is completed for this project. Motion carried unanimously.

The Mayor and Council discussed the recent flood damage sustained on June 24, 2018, in addition to Flood Emergency Planning, as follows:

- Emergency Services Coordinator Andy Buffington stated Winnebago County has been declared a flood disaster; however, the only relief at this time is the Iowa Department of Human Services Grant for those who meet income guidelines. Winnebago & Hancock Counties have met their threshold; however, the State of Iowa needs to meet a \$4.5 million threshold before FEMA would step in. Andy stated that sandbags touched by flood waters are contaminated and need to be dealt with appropriately.
- Councilmember Wooldridge stated the City needs to have a plan on where sandbags need to go, as well as to set protocol for social media and radio for volunteers. We also need to have the Mayor, City Administrator or Mayor Pro-Tem in charge of the volunteer efforts.
- Per Andy, communities and residents are not good at dealing with floods, as they do not do it enough. Leadership and communication are key. People need to know which streets are closed and where power outages are. We need to be proactive. It would be beneficial to establish a safety officer who is designated and trained to provide necessary information to citizens and the media.
- It was noted that a sign-in procedure should be established for volunteers and that citizens needing bags should call the street shed. Private properties will not be included in the emergency plan, but a side note should be included for properties that do need bags. Street Superintendent

Mike O'Rourke said he will keep a pallet of sandbags at the Street Shed for future emergencies, and they have 16,000 bags still available.

- There were 148 volunteers who provided sandbagging and flood relief on June 24th. 30,000,000 gallons of water have been pumped out of the sewer plant. The City supervisors met and decided to pick up storm damaged items from citizens from June 27th through July 11th at no charge. If an insurance adjustor hasn't assessed damages after that date, they will need to contact City Hall.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ABM EQUIPMENT	VALVE	207.79
ACCESS SYSTEMS	PRINTER/COPIER	3,531.82
ADVANCED SYSTEMS	QUARTERLY CHARGES	390.58
AFSCME - IOWA COUNCIL 61	UNION DUES	139.86
JUERN AKKERMAN	MILEAGE REIMBURSEMENT	111.18
AMAZON.COM	BOOKS	139.05
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,748.81
RODNEY ANDERSON	UNIFORM ALLOWANCE	47.06
ANDREW LONG	SAFETY EQUIPMENT	171.19
AUTOMATIC SYSTEMS CO.	WORK ON #2 LIFT PUMP	988.25
BAKER & TAYLOR COMPANY	BOOKS	401.70
BAKKE TRUST ACCOUNT	MOTEL PROPERTY	358,405.38
BARCO MUNICIPAL SUPPLY	TRAFFIC CONES	328.70
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	219.45
BEN MIDTGAARD	UMPIRE/COACH	900.00
BLANEY MARKMAN	UMPIRE/COACH	900.00
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,302.60
BMC AGGREGATES LC	CONCRETE SAND	847.12
BOMGAARS SUPPLY	MISC SUPPLIES	732.68
BORDER STATES ELECTRIC	RYCOM LOCATOR	5,046.66
BRIAN CURRENT	APARTMENT REHAB #2	3,500.00
CE POWER	FIX ALARM SYSTEM	1,650.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COLTON SHIPMAN	UMPIRE/COACH	900.00
COMPUTER SYSTEMS UNLIMITED	MONITORS	238.00
CHRISTA COSGRIFF	REIMBURSEMENT	84.37
CRYTEEL	TARP MOTOR	289.00
D & L EQUIPMENT	BLADE KIT	130.93
DANIELLE WALKER	UMPIRE/COACH	180.00
DAVE YOKIMISHYN	UMPIRE/COACH	475.00
DGR ENGINEERING	PHASE 1A DIST IMPROVEMENTS	38,137.00
EDDY'S GLASS & DOOR	GLASS	69.01
EFTPS	FED/FICA TAX	24,242.42
ELECTRONIC ENGINEERING	ALERT SYSTEM	1,275.00
F C CHAMBER OF COMMERCE	REBATE/R BLUMENTHAL	300.00
F C CHAMBER OF COMMERCE	2018 FIREWORKS/HANSON FOUND	10,000.00
F C EMPLOYEE ASSN	FLOWER FUND	61.38
F C MUN UTILITIES	UTILITIES	18,886.08
F C MUNICIPAL BAND	COMM BAND DONATION	2,000.00
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,274.82
HACH CHEMICAL CO	CHEMICALS	69.77
HAILEY KOFRON	UMPIRE/COACH	70.00
HASTINGS FIBER GLASS PRODUCTS	CLAMP ADAPTER	99.08

STEVE HAUGEN	UNIFORM ALLOWANCE	39.55
HAWKINS INC	CHEMICALS	1,167.27
INTERSTATE MOTOR TRUCKS	FAN CONTROL	262.10
IOWA PRISON IND	SIGNS/ECON DEVELOPMENT	314.26
IOWA WATER MANAGEMENT	CHEMICALS	304.48
IRBY	ELECTRICAL SUPPLIES	9,616.74
JAN BUFFINGTON	SEWING SERVICES	70.00
SONI KEGLER	REIMBURSEMENT	169.99
KNAPPER OIL CO	DIESEL FUEL	16,932.01
DUANE KUHN	UNIFORM ALLOWANCE	200.00
JOE LANGFALD	UNIFORM ALLOWANCE/SAFETY EQP	279.85
LARSON CONTRACTING CENTRAL	PRAIRIE VIEW EST DRAINAGE IMPR	10,878.13
LAUREN HEIN	UMPIRE/COACH	150.00
LEVI LECKRONE	UNIFORM ALLOWANCE	171.15
LIBRARY JOURNAL	SUBSCRIPTION	157.99
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,240.49
MARK SKAAR	DJ SERVICE	600.00
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
MASTER FLOORS CARPET ONE	LOBBY & OFFICE CARPET	2,145.60
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	247.80
MIDWEST COATINGS COMPANY, INC	CRACK ROUTING & SEALING	17,435.10
RON MILLER	UMPIRE/COACH	375.00
VAL MONSON	REIMBURSEMENT	21.36
NELSON PLUMBING & HEAT	SERVICE CALL/WATER DEPT.	70.00
NORTH CENTRAL LABS	CHEMICALS	191.14
GLEN PANNKUK	STUMP GRINDING	130.00
PARKER HORMUTH	UMPIRE/COACH	330.00
TOM PAULEY	UMPIRE/COACH	1,500.00
PITNEY BOWES	METER RENTAL	126.00
QUILL CORPORATION	OFFICE SUPPLIES	45.28
QUILL CORPORATION	OFFICE SUPPLIES	144.86
RESCO	PHASE 1A PROJECT MATERIALS	59,345.20
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
SCHWAN'S	POOL CONCESSIONS	464.52
BARB SMITH	MILEAGE REIMBURSEMENT	150.47
SMITH MOWING SERVICE	ABATEMENT MOWING	384.00
KEVIN SWANSON	UNIFORM ALLOWANCE	171.15
TASC	FLEX PRE-TAX	802.27
TEST AMERICA LABORATORIES	TESTING	968.10
TREAS, ST OF IOWA	STATE TAX	12,873.00
TROY HALL	UMPIRE/COACH	400.00
U P S	UPS CHARGES	90.60
U S POST OFFICE	UTILITY BILL POSTAGE	2,000.00
U S POST OFFICE	STAMPS	200.00
USA BLUE BOOK	DYE TABLETS	180.47
VALIC	DEF COMP- 457	425.00
VEENSTRA & KIMM	PRAIRIE VIEW DRAINAGE PROJ	929.03
WADE THOMPSON TRUCK & REPAIR	AC REPAIR #174	3,719.11
WALLACE,HOLLAND,KASTLER	2018 ST & UTILITY IMPROV	59,740.00
WHEELER WORLD	PARTS	248.96
Y M C A	YMCA	333.00
ZIEGLER, INC.	CATERPILLAR GRADER	113,014.00
**** PAID TOTAL ****		809,514.27
***** REPORT TOTAL *****		809,514.27

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	66,651.07
ROAD USE	134,947.38
LOW/MOD INCOME	3,500.00
MOTEL PROJECT	358,405.38
2018-20 STREET PROJECTS	59,740.00
WATER	7,936.29
SEWER	12,869.16
ELECTRIC	153,657.83
STORM WATER	11,807.16
TOTALS	<u>809,514.27</u>

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 8:25 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruiter, Mayor