

REGULAR MEETING
September 3, 2018

The City Council of the City of Forest City, Iowa, met in regular session on September 3, 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., followed by the Pledge of Allegiance. Councilmembers present at roll call were: Buffington, Holland, Mikes, Pehrson, Wooldridge, Zehren. Absent: Davis.

No one spoke under public forum.

Forest City Economic Development Director Beth Bilyeu presented her report for the Mayor and Council. The Mayor and Council thanked Ms. Bilyeu for the information presented.

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

1. Agenda (9/4/18)
2. Council Minutes (8/20/18)
3. Board & Committee Minutes, as follows: Library Board (7/18/18), Airport Commission (8/21/18), Park Board (8/13/18), Housing Commission (8/27/18), Chamber Director Report & Grow Forest City Report
4. List of Claims

Motion carried unanimously.

Paramedic Supervisor Dale Rayhons asked the Council to delay the contract for Spencer Armstrong to complete paramedic classes and assume duties as a full-time medic for the City of Forest City until January 2019. Until then, Spencer will take classes toward his associate degree at his own expense and will pay for his own housing until starting paramedic classes. After discussion, the Council took the following action:

Moved by Wooldridge, seconded by Buffington, to give Spencer an additional four months to complete paramedic classes. City Attorney Bakke will amend the contract to extend it four months, in addition to requesting regular progress updates. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-24, A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK FOR THE CITY OF FOREST CITY. This amendment is to bring the employee handbook up to match the union contract and includes the following changes:

- Adding son-in-law, daughter-in-law & significant other to Sections 2.2 & 14.3.
- Amending Section 10.3 to add "If an employee is gone for training more than seven (7) days, the City shall advance the employee 50% of expected meal expenses. The City will explore options of having a gas card for gas expenses. If a gas card is unavailable, the city shall advance 50% of expected gas expenses as agreed upon by the employee's supervisor and the City Administrator".
- Amending Section 15.1 to add "City's contribution is set to be \$930 per month beginning July 1, 2018, \$906 per month beginning July 1, 2019, and \$990 per month beginning July 1, 2020".

Moved by Mikes, seconded by Holland, to refer this issue to the Personnel Committee for their review. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to approve Resolution 18-19-25, A RESOLUTION TO SET THE REIMBURSEMENT RATES FOR MEALS WHEN EMPLOYEES ARE ATTENDING A MEETING OR

CONFERENCE. Moved by Holland, seconded by Mikes, to refer this issue to the Personnel Committee for their review. Motion carried unanimously.

Moved by Wooldridge, seconded by Buffington to move the October 1, 2018, Council meeting to the Emergency Services Center. Motion carried, with Zehren voting Nay.

City Attorney Bakke asked the Council to pass Resolution 18-19-26, A RESOLUTION SETTING A HEARING FOR AMENDING ZONING, CHAPTER 165.30 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, TO ADD AN ADDITIONAL SUBSECTION ALLOWING A SPECIAL EXCEPTION IN THE RMO RESIDENTIAL MULTI-FAMILY OPTIONAL DISTRICT. The Hearing will be held October 1, 2018, at the Emergency Services Center at 7:00 p.m. Councilmember Wooldridge introduced Resolution 18-19-26 and moved its adoption, and Councilmember Mikes seconded the motion to adopt. The roll was called, and the vote was AYES: Buffington, Holland, Mikes, Wooldridge. NAYS: Pehrson, Zehren. ABSENT: Davis. The Mayor declared Resolution 18-19-26 duly adopted.

Electric Superintendent Duane Kuhn asked the Council to approve Pay Request No. 2 (\$143,342.73) to Perrin Directional Drilling, LLC for Phase 1A of the Electric Distribution Improvements Project. After discussion, the Council took the following action:

Moved by Holland, seconded by Buffington, to approve Pay Request No. 2 in the amount of \$143,342.73 to Perrin Directional Drilling, LLC for Phase 1A of the Electric Distribution Improvements Project. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes of the following payroll changes:

- Certification increase for Lineman Andrew Lang (\$.25/hr. for Crane Certification)
- Transfer of Steven Vaughan from Parks to Sanitation (\$18.53/hr.)
- Hiring of Kelli Hill for the Custodian position (\$14.03/hr.)

Karl Wooldridge of the Business & Industry Committee spoke regarding setting the budget for the remodel of the former Casey's building on North 4th Street. Per Karl, Local Option Sales Tax is going to pay for this project, not tax levies. In addition, they will be seeking grants to assist with funding. Moved by Buffington, seconded by Zehren, to set the budget for the remodeling of the former Casey's building at \$95,000. Motion carried unanimously.

The Mayor and Council discussed the nuisances existing at 736 South 4th Street and 446 West G Street. After discussion, the Council took the following action:

Moved by Buffington, seconded by Mikes, to act on the afore-mentioned nuisances, as follows:

- 446 West G Street – The City will abate this nuisance at the property owner's expense, as no effort has been made to clean up this property.
- 736 South 4th Street – The City Administrator will set a time frame for complete cleanup of this property, as only partial cleanup has been done. Civil infractions will be applicable for non-compliance.

Motion carried unanimously.

City Administrator Barbara Smith asked the Council to approve the amendments to the Purchasing Policies & Procedures for the City of Forest City, as these changes are required for FEMA. After discussion, the Council took the following action:

Moved by Zehren, seconded by Wooldridge, to approve the amendments to the City of Forest City's Purchasing Policies & Procedures. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to approve the Region 2 Transit System Contract for Transportation Services, which is the same verbiage as previous years. Moved by Mikes, seconded by Wooldridge, to approve the Region 2 Transit System Contract for Transportation Services. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-27, A RESOLUTION APPROVING CONTRACT AND PERFORMANCE AND/OR PAYMENT BONDS FOR THE 2018 STREET & UTILITY IMPROVEMENTS PROJECT. Councilmember Wooldridge introduced Resolution 18-19-27 and moved its adoption, and Councilmember Zehren seconded the motion to adopt. Roll call vote – all ayes. The Mayor declared Resolution 18-19-27 duly adopted.

Moved by Wooldridge, seconded by Pehrson, to enter closed session, pursuant to Iowa Code 21.5(j) to discuss the purchase or sale of particular real estate. Roll call vote – all ayes. Motion carried unanimously.

The Council entered closed session at 8:25 p.m.

The Council re-opened the meeting at 8:57 p.m. and took the following action:

Moved by Wooldridge, seconded by Zehren, to have City Attorney Bakke proceed with the Council's direction as indicated during closed session. Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,752.69
ANDREW LANG	MEAL REIMBURSEMENT	19.02
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	146.30
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,139.65
BMC AGGREGATES LC	CONCRETE SAND	563.03
BOMGAARS SUPPLY	MISC SUPPLIES	1,446.22
BORDER STATES ELECTRIC	SECONDARY PEDS	1,662.03
BRITTANY PUHRMANN	MILEAGE REIMBURSEMENT	139.10
BROWN SUPPLY	MISC PARTS	1,022.21
CLAPSADDLE GARBER ASSOCIATES	RUNWAY 15/33 LIGHTING PROJ	373.92
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	COMPUTER SERVICE	110.00
CONTINENTAL RESEARCH	MISC SUPPLIES	203.93
CRESCENT ELECTRIC	ELECTRICAL SUPPLIES	151.95
D & L EQUIPMENT	AXLE HUB ASSEMBLY	188.82
DATA TECHNOLOGIES, INC.	FALL USER GROUP MEETING	245.00
DES MOINES STAMP MFG	INK PADS	15.55
DGR ENGINEERING	PHASE 1A DISTRIB IMPROVEMENTS	2,204.06
EFTPS	FED/FICA TAX	23,387.24
F C EMPLOYEE ASSN	FLOWER FUND	41.92

F C MUN UTILITIES	UTILITIES	16,491.80
FARMER'S CO-OP ASSOC	PREPAID LP/SEWER PLANT	2,600.00
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,838.57
HANCOCK CO TREASURER	PROPERTY TAXES	462.00
HEARTLAND ASPHALT	COLD MIX	400.20
NORMA HERTZER	SEPT 1ST CHECK	1,250.00
HOLLAND CONTRACTING	TIRE REPAIR	120.00
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	459.50
IOWA DEPT OF NATURAL RESOURCES	TESTING FEE/T THOMPSON	30.00
IOWA ONE CALL	SERVICES	93.70
IPERS	IPERS PAYABLE	30,993.27
IPRA	REGISTRATION/S EDMONDSON	330.00
IRBY	PHASE 1A ELECTRICAL PROJ	7,768.20
JET A USA	JET FUEL	10,173.49
K.C. NIELSEN, LTD.	OIL LINE	49.66
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,205.78
MANUFACTURER'S BANK	SWEEPER PMT #5	3,017.90
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
METERING & TECHNOLOGY SOLUTION	METERS/PARTS	794.70
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	239.51
MIDWEST PIPE SUPPLY	PROBE ROD	48.00
N I A C O G	MONTHLY TRANSIT TICKETS	3,073.59
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	629.29
NORTH CENTRAL LABS	CHEMICALS	238.96
NORTH CENTRAL SALES & SERVICE	BLOWER MOTOR REPAIR	570.61
OFFICE DEPOT	OFFICE SUPPLIES	205.94
PERRIN DIRECTIONAL DRILLING	ELEC IMPROVEMENTS PHASE 1A	143,342.73
PETTY CASH	REIMBURSE PETTY CASH	46.21
QUILL CORPORATION	OFFICE SUPPLIES	241.22
REEVES CO., INC.	NAME/SERVING BAR	27.38
RIHM KENWORTH	WIPER SWITCH	93.55
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
NORTH AMERICAN BANKING COMPANY	SHREDDING SERVICE	67.60
SIOUX CITY FOUNDRY CO.	SNOW REMOVAL CUTTING EDGES	225.00
SMITH MOWING SERVICE	ABATEMENT MOWING	408.00
SPEER FINANCIAL	LEGAL SERVICES	28,280.00
TASC	FLEX PRE-TAX	802.27
TEST AMERICA LABORATORIES	TESTING	971.25
TREAS, ST OF IOWA	STATE TAXES	8,779.00
DICK TRIMBLE	AIRPORT MANAGER SALARY	3,681.61
U P S	UPS CHARGES	159.84
U.S. BANK	CREDIT CARD CHARGES	2,129.21
VALIC	DEF COMP- 457	475.00
WESTOWN PLACE, LLC	RENT REIMBURSE/TENANT #4	950.00
Y M C A	YMCA	351.00
TOTAL ACCOUNTS PAYABLE		316,195.68
PAYROLL CHECKS		73,613.52
**** PAID TOTAL ****		389,809.20
**** REPORT TOTAL ****		389,809.20

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	100,743.43
ROAD USE	9,557.64
TIF	462.00

LOW/MOD INCOME	950.00
MOTEL PROJECT	29.30
2018-20 STREET PROJECTS	11,833.23
WATER	12,375.77
SEWER	24,050.63
ELECTRIC	212,834.88
LANDFILL/GARBAGE	13,931.00
STORM WATER	3,041.32
TOTALS	<u>389,809.20</u>

Moved by Wooldridge, seconded by Pehrson, to adjourn the meeting at 9:02p.m. Motion carried unanimously.

ATTEST:

Valerie Monson, Deputy City Clerk

Byron Ruitter, Mayor