

**REGULAR MEETING
September 17, 2018**

The City Council of the City of Forest City, Iowa, met in regular session on September 17, 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, Davis, Holland, Mikes, Pehrson, Wooldridge. Absent: Zehren.

No one spoke under public forum.

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

1. Agenda (9/17/18)
2. Council Minutes (9/03/18)
3. Board & Committee Minutes, as follows: Business & Industry Committee (9/3/18), Personnel Committee (9/10/18), & Airport Commission (9/11/18)
4. List of Claims

Motion carried unanimously.

Andy Koob of DGR presented an update on financials to the DGR Engineering Master Agreement for Professional Services for Phase 1B of the Electric Meter Cutover Project. Bid openings have closed for Phase 1A of this project and are well under the \$1.12 million dollars budgeted for Phase 1A. The savings will be used toward the \$1.324 million budgeted for Phase 1B of the project. Koob asked the Council to approve Task Order No. 9, which allows the preliminary design phase to begin for Phase 1B of the Electric Meter Cutover Project. Moved by Buffington, seconded by Wooldridge, to approve Task Order No. 9 for Phase 1B of the Electric Meter Cutover Project. 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 adds the definition of 'significant other'. Councilmember Mikes introduced Resolution 18-19-24 and moved its adoption, and Councilmember Davis seconded the motion to adopt. Roll call vote – all Ayes. The Mayor declared Resolution 18-29-24 duly adopted.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-25, A RESOLUTION TO SET THE REIMBURSEMENT RATES FOR MEALS WHEN EMPLOYEES ARE ATTENDING A MEETING OR CONFERENCE. The maximum reimbursement for an individual meal shall not exceed \$25, and the daily maximum shall not exceed \$51, which is per State guidelines. Councilmember Buffington introduced Resolution 18-19-25 and moved its adoption, and Councilmember Davis seconded the motion to adopt. Roll call vote – all Ayes. The Mayor declared Resolution 18-29-25 duly adopted.

The Mayor and Council discussed the first reading of Ordinance No. 784, which amends Chapter 69.08(44) of the Forest City Code of Ordinances by changing the No Parking Zone on the East side of John K. Hanson Drive to the West Side. Councilmember Wooldridge introduced the first reading of Ordinance No. 784 and moved its adoption. Councilmember Buffington seconded the motion to adopt. Roll call vote – all Ayes. Motion carried.

Councilmember Mikes moved that the rules requiring said ordinance to be read on three different days be dispensed with. Councilmember Wooldridge seconded the motion to adopt. Roll call vote – all Ayes. Motion carried.

Councilmember Buffington moved that Ordinance No. 784 now be adopted. Councilmember Pehrson seconded the motion to adopt. Roll call vote – all Ayes. Whereupon the Mayor declared the Ordinance adopted as follows: Ordinance No. 784 is AN ORDINANCE AMENDING CHAPTER 69.08(44) OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, BY CHANGING THE NO PARKING ZONE ON EAST SIDE OF JOHN K. HANSON DRIVE TO THE WEST SIDE, ALL WITHIN THE CITY OF FOREST CITY, IOWA.

Moved by Wooldridge, seconded by Mikes, to approve Amendment No. 2 to the Purchasing Policies & Procedures for the City of Forest City. Verbiage has been added to comply for FEMA. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to pass Resolution 18-19-28, A RESOLUTION AUTHORIZING INTERNAL ADVANCE FOR FUNDING OF URBAN RENEWAL PROJECTS. The 11th Street Improvements Project, John K. Hanson Drive Improvements Project and the J Street Improvements Project will be partially funded by an internal loan of not to exceed \$1,300,000 from the Municipal Electric Utility Fund and repaid with 2 percent interest from 2020-2029. Councilmember Wooldridge introduced Resolution 18-19-28 and moved its adoption, and Councilmember Mikes seconded the motion to adopt. Roll call vote – all Ayes. The Mayor declared Resolution 18-29-28 duly adopted.

City Attorney Bakke asked the Council to approve surveying behind the Good Samaritan Center and apartment complexes on South 7th Street. Lines were put in in the late 1960's and had no easements for repair of those lines. This property needs to be surveyed to get an accurate description for easements. Moved by Holland, seconded by Davis, to approve surveying the requested area on South 7th Street. Motion carried unanimously.

The Mayor and Council discussed proposed parking on the 1st block of 11th Street by the Fine Arts Center. To widen this street and allow angle parking will cost an additional \$30,000 to \$40,000 and add 15 additional parking spots. Moved by Wooldridge, seconded by Davis, to approve widening the first block of 11th Street to allow angle parking. Motion carried unanimously.

Water/Wastewater Superintendent Kevin Reicks asked the Council for approval to purchase a 2019 pickup for his department. Two bids were received, with the low bid of \$26,374.72 received from Forest City Ford for a 2019 F250. Moved by Pehrson, seconded by Davis, to approve the purchase of a 2019 Ford F-250, transferring the old 2006 F-250 to the Parks Department, and authorizing the expense of \$1,200 to fit the 2006 Vee Plow to the new truck. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to approve the Updated Emergency Procedures Policy as recommended by the Safety Committee. Sandbag flooding and procedures have been added and personnel changes completed. Moved by Davis, seconded by Holland, to approve the Updated Emergency Services Policy for the City of Forest City. Motion carried unanimously.

The Mayor and Council discussed changing the October 15th regular Council meeting, as the grand opening for the Fine Arts Center is that evening. Moved by Davis, seconded by Wooldridge, to change just the time for the October 15th meeting to 12:00 p.m. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes that Water/Wastewater Operator Tyler Thompson would be moving to Step 2 of the wage matrix (\$23.35), per his hiring agreement and the union contract.

Moved by Davis, 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 8:34 p.m.

The Council re-opened the meeting at 8:58 p.m. and took the following action: Moved by Davis, seconded by Pehrson, 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
ACCESS SYSTEMS	QUARTERLY CHARGES	447.35
ADVANCED DOOR SYSTEMS	PARTS/SERVICE	352.00
ADVANCED SYSTEMS	COPIER PAYMENT	90.66
AHLERS & COONEY PC	CONSUL/PROF FEES	352.00
AIRGAS	CYLINDER RENTAL	47.74
JUERN AKKERMAN	MILEAGE REIMBURSEMENT	126.44
BARB'S STITCHERY	SERVICES	11.00
BILL'S FAMILY FOODS	MISC SUPPLIES	41.35
BLACK HILLS ENERGY	GAS FOR HEAT	1,458.17
BLACKBURN	SOLVENT	403.92
BMC AGGREGATES LC	ROADSTONE	632.19
BOMGAARS SUPPLY	MISC SUPPLIES	491.47
BORDER STATES ELECTRIC	PARTS/UNDERGROUND PROJ	4,330.46
BRAKKE IMPLEMENT	MISC PARTS	120.52
BRIAN CURRENT	RENT REIMBURSE/TENANT #11	237.50
BROWN SUPPLY	FIRE HYDRANT	2,245.00
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	757.00
CLAPSADDLE GARBER ASSOCIATES	RUNWAY 15/33 LIGHTING PROJ	738.80
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
CRAIGS AUTO REPAIR	OIL/FILTER	33.00
CRESCENT ELECTRIC	MISC PARTS	616.23
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	225,663.62
EDDY'S GLASS & DOOR	ENTRY LOCKSET	174.38
EFTPS	FED/FICA TAX	22,778.26
ROSS EIDEN	GAS REIMBURSEMENT	31.22
ELECTRONIC ENGINEERING	RADIO/PAGER BATTERIES	1,957.54
ELITE K-9	MISC SUPPLIES	19.36
F C AMBULANCE	1/2 JIM & DUDES INVOICE	1,242.50
F C CHAMBER OF COMMERCE	HOTEL/MOTEL	9,233.86
F C ECON DEVEL CORP	HOTEL/MOTEL	3,077.96
FARMER'S CO-OP ASSOC	FUEL	7,392.46
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,880.82
FOREST CITY FORD	LUBE OIL & FILTER	35.45
FOREST CITY VET CLINIC	CANINE SUPPLIES	169.10
G & H MOTOR PARTS	MISC PARTS	747.97
GALL'S	GLOVES	92.91
GRAINGER	MOTOR FAN	186.64
GREEN CANOPY	KYBO RENTAL	203.58

H & S AUTO PARTS	PALLET JACK WHEELS	178.69
HACH CHEMICAL CO	SENSOR CAP	151.15
STEVE HAUGEN	UNIFORM ALLOWANCE	160.45
HAWKINS INC	CHEMICALS	2,361.04
HERMEL WHOLESAL	WATER	77.87
NORMA HERTZER	SEPT 15TH CHECK	1,250.00
HMR SUPPLIES	STEEL PLATE	75.30
HOWIE'S FIRE EXTINGUISHERS	FIRE EXTINGUISHER INSPECTION	187.11
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	407.00
IOWA DEPT OF NATURAL RESOURCES	CERTIFICATION FEE/T THOMPSON	40.00
IOWA DEPT OF NATURAL RESOURCES	PERMIT FEE	350.00
K I O W	AD/SANITATION OPERATOR	774.40
K.C. NIELSEN, LTD.	BELT	65.09
KELTEK INC.	HAAS AGREEMENT	16,613.34
KNAPPER OIL CO	FUEL	112.70
DUANE KUHN	REIMBURSE UPS CHARGE	23.10
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	6,099.39
LYLE'S SALES & SERVICE	TRIMMER/PARTS	392.54
MANUFACTURER'S INSURANCE AGY	HANGER FEE	893.45
MENARDS	MISC SUPPLIES	995.22
METERING & TECHNOLOGY SOLUTION	METER/PARTS	509.39
NELSON PLUMBING & HEAT	FIX ROOF DRAIN	428.03
NELSON PLUMBING & HEAT	METER AT GOOD SAM	577.98
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NO IA PLUMBING, HEATING & ELEC	SERVICE CALL/445 N CLARK	291.50
NORTH IA LUMBER & DESIGN	PAINT	259.56
NORTHSIDE REPAIR	CALIPER/BRAKE FLUID	114.24
HERB OLSON EXCAVATING	ROD SEWER	250.00
OLSON TRADING POST	PARTS	2,478.88
PHOENIX RENTALS	RENT REIMBURSE/TENANT #26	427.50
PHOENIX RENTALS	RENT REIMBURSE/TENANT #24	415.00
POWER LINE SUPPLY	BASES/ENCLOSERS PROJECT	2,359.35
PRAIRIE ENERGY CO-OP	UTILITIES	90.03
DOUG PRICE	UNIFORM ALLOWANCE	103.75
QUILL CORPORATION	OFFICE SUPPLIES	61.88
RIHM KENWORTH	FUEL FILTER	81.44
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
RYLIND MANUFACTURING	CUTTING EDGE FOR PLOW	266.20
SCHNEBL'S 66" "	FUEL	522.85
SCHNEBL'S 66" "	FUEL	158.18
SHOPKO STORES OPERATING CO	MISC SUPPLIES	390.16
SID'S	ICE	20.19
STREICHER'S	BOOTS	149.99
TAMA PROPERTIES	RENT REIMBURSE/TENANT #10	281.25
TORKELSON PLUMBING	METER INSTALLATION	8,060.00
DICK TRIMBLE	SERVICES	3,760.56
UMMEG	STS COSTS	21,154.17
UMMEG-RUGBY	RUGBY FARM	10,573.86
VALIC	DEF COMP- 457	475.00
VERIZON	PHONE SERVICE	722.57
VERIZON	ACCT #880638503-00001	68.27
WCTA	SERVICES	1,654.44
WESTOWN PLACE, LLC	RENTAL REIMBURSEMENT	237.50
WINNEBAGO CO AUDITOR	COMM INFRASTRUCTURE FUND	1,500.00
TOTAL ACCOUNTS PAYABLE		378,880.07
PAYROLL CHECKS		65,960.23
**** PAID TOTAL ****		444,840.30
***** REPORT TOTAL *****		444,840.30

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	75,559.25
ROAD USE	9,558.62
HOTEL/MOTEL	12,311.82
LOW/MOD INCOME	1,598.75
MOTEL PROJECT	264.00
WATER	12,889.87
SEWER	12,220.87
ELECTRIC	304,840.77
LANDFILL/GARBAGE	15,398.05
STORM WATER	198.30
TOTALS	444,840.30

MONTHLY FUND RECAP (Aug 2018)

<u>FUN</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
<u>D</u>		
001	General	\$ 60,554.57
004	Park Improvement	\$ 1,700.00
006	Grant Administration	\$ 5,000.00
110	Road Use	\$ 62,920.39
112	Employee Benefits	\$ 7.36
119	Emergency	\$ 0.48
121	Local Option Sales Tax	\$ 34,853.61
122	Hotel-Motel Tax	\$ 15,389.78
125	TIF	
127	Low/Mod Income	
200	Debt Service	\$ 9.19
305	Hanson Fine Arts Center	\$ 1,000,000.00
309	Motel Project	\$ 751.00
310	2018 Street Project	\$ 46,000.00
600	Water	\$ 60,173.94
610	Sewer	\$ 74,100.56
630	Electric	\$ 654,705.55
670	Landfill/Garbage	\$ 44,242.64
740	Storm Sewer	\$ 11,809.34
	TOTAL ALL FUNDS	\$ 2,072,218.41

Aug Net Salaries \$ 151,463.87

Moved by Wooldridge, seconded by Mikes, to adjourn the meeting at 8:59 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruiter, Mayor