

**REGULAR MEETING
December 3, 2018**

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

No one spoke under public forum.

Moved by Zehren, seconded by Davis, to approve the consent agenda, as follows:

1. Agenda (12/3/18)
2. Council Minutes (11/19/18 & 11/29/18)
3. Board & Committee Minutes, as follows: Street Committee (11/28/18), Library Board (10/17/18), Park Board Interviews (11/20/18), Forest City Chamber of Commerce, and Grow Forest City
4. Prairie View TIF Payment of \$20,824.54
5. Forest City Economic Development TIF Payment of \$75,000
6. List of Claims

Motion carried unanimously.

Larry Pump, CPA, was present at the meeting to present the F.Y.E. 2018 Audit Report. Per Larry, the City received a clean bill of health, with no evidence of misconduct. He formally provided a statement to the Mayor and Council stating there were no issues with the City of Forest City. Moved by Davis, seconded by Mikes, to approve the F.Y.E. 2018 Audit Report for the City of Forest City. Motion carried unanimously.

City Administrator Barbara Smith asked the Council's consideration of the third reading of Ordinance No. 787, AMENDING CHAPTER 97.01 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, TO AMEND THE SURFACE DISCHARGE POINT FOR SUMP PUMPS IN FOREST CITY, IOWA. Jeff Lewison and Matt Rittgers, both of whom live in the Prairie View Subdivision, were present at the meeting. Lewison asked about flexible piping, as the ordinance states hard piping. Per City Administrator Barbara Smith, the flexible piping is okay. Rittgers questioned whether Phase II of the drainage plan for this area has been planned. Per the City Administrator, the City is waiting for spring to see how the drainage is with Phase I now complete. Councilmember Holland introduced Ordinance No. 787, which was seconded by Councilmember Buffington. Roll call vote – all ayes. This is the third reading of Ordinance No. 787. Mayor Ruitter declared Ordinance No. 787 duly adopted.

Councilmember Holland introduced the second reading of Ordinance No. 789, AN ORDINANCE AMENDING CHAPTER 65 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, BY THE REPEALING OF ONE SUB-SECTION ELIMINATING THE YIELD SIGN AT THE INTERSECTION OF 11TH STREET AND WEST J STREET, REPLACING SAID YIELD SIGN WITH A STOP SIGN, ALSO TO PLACE STOP SIGNS ON SOUTH CENTRAL STREET AT THE INTERSECTION OF E STREET, ALL WITHIN THE CITY OF FOREST CITY, IOWA. Councilmember Davis seconded the motion. Roll call vote – all ayes. Motion carried unanimously.

Councilmember Davis moved that the rule requiring said Ordinance to be read on three separate days be dispensed with. Councilmember Mikes seconded the motion. Roll call vote – all ayes.

Councilmember Zehren moved that Ordinance No. 789 now be adopted, which was seconded by Councilmember Pehrson. Roll call vote – all ayes. Mayor Ruitter declared Ordinance No. 789 duly adopted.

The Mayor and Council discussed the first reading of Ordinance No. 790, AN ORDINANCE REPEALING CHAPTERS 55 AND 56 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, REPLACING SAID CHAPTERS WITH A NEW CHAPTER 55 ANIMAL PROTECTION AND CONTROL WITHIN THE CITY OF FOREST CITY, IOWA. Several citizens were in attendance to speak to this issue, as follows:

- Leslie Torkelson asked the Council to re-think the financial burden this ordinance will place on citizens. Microchipping is not federally or state mandated, and it is also not fool proof. Ms. Torkelson previously worked with dog parks and for a sheriff's office.
- Kenny Strand stated the charges to return an animal to its owner should be passed on to the owner and that pets shouldn't run loose and should be kept quiet.
- Robin McCloskey expressed concern that animals would be dumped off by owners that cannot afford microchipping/licensing.
- Kathy McEnelly said the total costs involved are the same to register, whether an animal is microchipped or not.
- Bill Crawford asked if animals that are kept on a leash or indoors are required to be registered, which they are.
- Marcia Tweeten asked for a trial period of free licensing could be put in place to establish a date base with the goal to get as many animals registered as possible, as the goal should be to reunite an animal with their owner.

After discussion, the Council took the following action: Councilmember Buffington moved to approve the first reading of Ordinance No. 790, which was seconded by Councilmember Zehren. Roll call vote – all ayes. Motion carried unanimously. This represents the first reading of Ordinance No. 790. The second reading of Ordinance No. 790 will be at the December 17th Council meeting.

City Administrator Barbara Smith asked the Council to consider allowing Paramedic Supervisor Dale Rayhons to carry over 64 hours of vacation to be utilized within the month of January. The Paramedics Department has been very short handed, and it has not been possible for Dale to use his vacation. Moved by Davis, seconded by Mikes, to approve the carryover of 64 hours of vacation to be utilized in the month of January 2019. Motion carried unanimously.

Electric Department Manager asked the Council to approve Pay Request No. 4 in the amount of \$10,619.68 to Perrin Directional Drilling, LLC, for work done on Phase 1A of the Electric System Improvements Project. There will be \$8,000 kept in retainage until the seeding and landscaping are completed. Moved by Holland, seconded by Zehren, to approve Pay Request No. 4. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to pass a resolution to name the Summit-Tribune as the Newspaper of Record for 2019. Councilmember Mikes introduced Resolution 18-19-34, A RESOLUTION DECLARING THE SUMMIT-TRIBUNE AS THE NEWSPAPER OF RECORD FOR ALL LEGAL PUBLICATIONS NECESSARY FOR CONDUCTING BUSINESS OF THE CITY, EFFECTIVE JANUARY 2, 2019 THROUGH DECEMBER 31, 2019, which was seconded by Councilmember Buffington. Roll call vote – all ayes. Whereupon the Mayor declared Resolution 18-19-34 duly adopted.

City Administrator Barbara Smith noted the Street Committee had met and discussed observations the Police Department did at various intersections in town. Police Chief Tom Montgomery listed the accidents on record for intersections for the past four years. Moved by Zehren, seconded by Davis, to proceed with an amendment for the next meeting to change yield signs to stop signs at the intersection of North 8th and L Streets. Motion carried unanimously.

Mayor Ruiter asked that it be noted in the minutes that Todd Espeland had been hired as Park Superintendent at a base rate of \$47,500 per year, and Avery Hinderaker has been hired as Sanitation Operator at a rate of \$18.53 per hour.

The Mayor and Council discussed the current Library building, as the City has finalized the purchase of the former Forest City Foods building as the future home of the Public Library. Moved by Mikes, seconded by Davis, to establish a task force for this project, comprised of Dan Davis and Tony Mikes (Council), three citizens, and City Administrator Smith (advisory only). Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ADVANCED SYSTEMS	MAINTENANCE	139.92
JUERN AKKERMAN	MILEAGE REIMBURSEMENT	91.56
AMAZON.COM	OFFICE SUPPLIES	81.18
AMBASADER GEBREEGZIABHER	METER DEPOSIT REFUND	150.00
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,752.69
BETH ASCHENBRENNER	BLS RENEWAL	700.00
BAKER & TAYLOR COMPANY	BOOKS	1,451.00
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	219.45
BEAR CREEK GOLF COURSE	ANNUAL PAYMENT	10,000.00
BILL'S FAMILY FOODS	SUPPLIES/CONTROL BURN	180.52
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,408.34
BMC AGGREGATES LC	ROADSTONE	281.84
BOMGAARS SUPPLY	MISC SUPPLIES	768.60
RICHARD CALDWELL	WEBSITE SUPPORT	200.00
CITY OF FOREST CITY	SPECIAL PICK/MOTEL PROJ	1,270.76
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
CHRISTA COSGRIFF	REIMBURSE OPEN HOUSE ITEMS	187.65
CUSTOM SHEETMETAL WORKS	MATERIAL/LABOR	278.55
D & D SALES	SAFETY CLOTHING	202.50
DAKOTA SUPPLY	PIPE CUTTER	185.29
DATA TECHNOLOGIES, INC.	SUMMIT LICENSE & SUPPORT FEE	4,930.28
DES MOINES REGISTER	SUBSCRIPTION	687.06
DGR ENGINEERING	PHASE 1B DIST IMPROV	8,630.66
DORSEY & WHITNEY, LLP	2018 ELEC REV DISCLOSURE	46,100.00
EASTVOLD LANDSCAPING	PLANTER GREENS	53.96
EDDY'S GLASS & DOOR	SERVICE CALL	60.00
EFTPS	FED/FICA TAX	31,055.81
ELECTRONIC ENGINEERING	MICROPHONES	1,013.84
F C AMBULANCE	OCTOBER CLEANING	100.00
F C CHAMBER OF COMMERCE	REBATE/T COLOFF	100.00
F C ECON DEVEL CORP	FY2019 IND MARKETING PLAN	75,000.00
F C EMPLOYEE ASSN	FLOWER FUND	63.75
F C FIRE DEPT	REIMBURSE/CONTROL BURN	280.85
F C MUN UTILITIES	UTILITIES	12,606.43
ANDREW FABER	UNIFORM ALLOWANCE	173.50
FARMER'S CO-OP ASSOC	FUEL	294.90
FARUS CONTRACTING	RENT REIMBURSE/TENANT #9	5,250.00
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,399.39
G & H MOTOR PARTS	PARTS	249.65
G C DISTRIBUTING	BAGS	2,191.93
GIFTS SEW SWEET	EMBROIDERY	49.00
H & S AUTO PARTS	#6 ENG COMPRESSOR PARTS	282.98

HERMEL WHOLESAL	WATER	23.96
IOWA HISTORY JOURNAL	SUBSCRIPTION	18.95
IOWA ONE CALL	SERVICES	58.60
JULIA LINAHON	REIMBURSE FOR SWITCH	125.53
SONI KEGLER	REIMBURSE OPEN HOUSE ITEMS	25.25
KTI DISTRIBUTION CENTER LLC	COIL/DUMP TRUCK	49.05
JOE LANGFALD	MEAL REIMBURSEMENT	26.94
LARSON CONTRACTING CENTRAL	PRAIRIE VIEW PROJ/RETAINAGE	4,638.55
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,254.79
LINDA BETSINGER MCCANN	BOOK PURCHASE	20.00
LYLE'S SALES & SERVICE	PRUNER	374.21
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
MATT SCHAUMBERG	REIMBURSE/FIRE SCHOOL	164.02
METERING & TECHNOLOGY SOLUTION	METERS	10,221.49
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	247.80
NATIONAL GEOGRAPHIC	SUBSCRIPTION	39.00
NEXT GENERATION	SYSTEM SUPPORT	2,716.14
NORTH CENTRAL SALES & SERVICE	TOW & REPAIR ON #175	425.00
OLD DOMINION BRUSH	MAIN BROOM	471.37
PERRIN DIRECTIONAL DRILLING	PAY ESTIMATE #4	10,619.68
PHOENIX RENTALS	RENT REIMBURSE/TENANT #24	280.00
PRAIRIE VIEW LAND DEVELOP	TIF REBATE	20,824.54
QUILL CORPORATION	OFFICE SUPPLIES	99.19
QUILL CORPORATION	OFFICE SUPPLIES	192.54
REAL SIMPLE	SUBSCRIPTION	24.00
RELIANT FIRE APPARATUS, INC.	PARTS	82.62
RIHM KENWORTH	AIR CARTRIDGE	22.89
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
RIVER CITY FENCE	MATERIALS & LABOR/FENCE	2,448.51
SUNDE SERVICES, LLC	DRAINAGE DITCH MOWING	45.00
TASC	FLEX PRE-TAX	802.27
TEST AMERICA LABORATORIES	TESTING	777.00
TORKELSON PLUMBING	TELEVISE SEWER LINE/EDDY'S	220.00
TREAS, ST OF IOWA	STATE TAX	13,655.00
U P S	UPS CHARGES	64.49
VALIC	DEF COMP- 457	475.00
VERIZON	PHONE SERVICE	883.32
WALLACE,HOLLAND,KASTLER	2018 ST & UTILITY IMPR	16,367.52
WHEELER WORLD	FUEL INJECTORS REBUILT	10,112.11
WINNEBAGO COUNTY SHERIFF	GARNISHMENT	132.03
Y M C A	YMCA	351.00
ZIEGLER, INC.	HYDRAULIC FLUID	89.11
ZIEGLER, INC.	CATERPILLAR 926M	101,510.00
TOTAL ACCOUNTS PAYABLE		417,369.81
PAYROLL CHECKS		180,758.44
**** PAID TOTAL ****		598,128.25
***** REPORT TOTAL *****		598,128.25

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	156,115.84
PARK IMPR FUND	29.99
ROAD USE	118,966.34
TIF	100,824.54
LOW/MOD INCOME	5,530.00
MOTEL PROJECT	1,732.13

2018-20 STREET PROJECTS	28,699.68
CASEY'S STORE	30.47
WATER	17,232.81
SEWER	29,181.70
ELECTRIC	114,128.90
LANDFILL/GARBAGE	20,369.67
STORM SEWER	5,286.18
TOTALS	<u>598,128.25</u>

MONTHLY FUND RECAP (October 2018)

<u>FUND</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
001	General	\$ 568,045.20
004	Park Improvement	\$ 3,500.00
006	Grant Administration	\$ 3,750.00
110	Road Use	\$ 37,239.87
112	Employee Benefits	\$ 185,744.88
119	Emergency	\$ 13,900.97
121	Local Option Sales Tax	\$ 34,853.60
125	TIF	\$ 169,152.61
127	Low/Mod Income	\$ 9,083.94
200	Debt Service	\$ 232,435.40
610	Sewer	\$ 81,140.91
630	Electric	\$ 535,581.89
670	Landfill/Garbage	\$ 41,048.59
740	Storm Sewer	\$ 11,954.61
	TOTAL ALL FUNDS	\$ 1,927,432.47

October 2018 Net Wages	\$ 133,513.14
November 2018 Net Wages	\$ 246,733.68

Moved by Davis, seconded by Mikes, to adjourn the meeting at 8:08 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruitter, Mayor