

**REGULAR MEETING
December 17, 2018**

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

No one spoke under public forum.

Councilmember Mikes entered the meeting at 7:02 p.m.

Forest City Economic Development Director Beth Bilyeu presented her report for the Mayor and Council, adding they have a new revolving loan fund to be used to help fund projects for small businesses. The Mayor and Council thanked Ms. Bilyeu for her report.

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

1. Agenda (12/17/18)
2. Council Minutes (12/3/18), noting the following corrections:
 - Marcia Tweeten asked for a trial period of free animal licensing to establish a data base
 - The Proposed Library Task Force will include Win Pehrson & Tony Mikes from the Council
3. Board & Committee Minutes, as follows: Heritage Park (12/4/18), Park Board (12/10/18), & Airport Commission (12/11/18)
4. List of Claims
5. Class C Liquor License for the VIP Lounge; Fireworks Permit for the Forest City Education Foundation New Year's Eve Gala

Motion carried unanimously.

The Mayor and Council discussed the second 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:

- Robin McCloskey expressed concern to include verbiage to ensure animals have a rabies vaccination, which is included in the ordinance.
- Leslie Torkelson asked the Council to seriously consider taking this issue back to committee before moving forward.
- Marcia Tweeten noted she talked to the local veterinarian, and they are willing to sell a chip reader to the City at cost (\$375). The vet also recommended a distemper shot, in addition to rabies vaccination. Marcia encouraged the Council to lower the licensing fee and go back to committee.
- Tami Nelson stated she has returned several pets to their owners via social media. She expressed concern that microchipping causes cancer and that several low-income renters already pay to have pets and to establish them as medically necessary. Her dog has an identity tag on its collar.
- Kathy McEnelly asked the Council to consider a time frame for free pet registration and asked when this ruling would go into effect, as it would take the vet clinic 5-7 months to microchip all these animals.
- Councilmember Wooldridge also talked to the vet and got information on the scanner. He is not going to microchip his dog. Karl suggested changing the fee structure.

- Councilmember Davis said microchipping is not required but is recommended with the fee structure. He noted the vet can test dogs to see if they are a pit bull or prohibited type of dog.
- Councilmember Zehren said this issue should go back to committee.

Moved by Buffington to amend the ordinance with the City Administrator's fee schedule suggestions. Councilmember Zehren seconded the motion, then rescinded it. Motion died for lack of a second.

Moved by Mikes, seconded by Zehren, to send this issue back to committee to establish a fee schedule and time frame for compliance. A roll call vote was requested, and the vote was Ayes: Davis, Holland, Mikes, Pehrson, Zehren. Nays: Buffington, Wooldridge. Motion carried.

As no motion was made to approve Ordinance No. 790, this ordinance failed.

Park Board Chairman Chad Reece presented a request for handicapped parking spaces for the Civic Auditorium. Moved by Davis, seconded by Wooldridge, to direct Street Superintendent Mike O'Rourke to research the appropriate area for handicap parking stalls. Motion carried unanimously.

Councilmember Pehrson introduced the first reading of Ordinance No. 791, AN ORDINANCE AMENDING CHAPTER 65 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, BY THE REPEALING OF ONE (1) SUBSECTION, ELIMINATING THE YIELD SIGNS AT THE INTERSECTION OF NORTH 8TH STREET AND WEST L STREET, REPLACING SAID YIELD SIGNS WITH STOP SIGNS, ALL WITHIN THE CITY OF FOREST CITY, IOWA, and moved its adoption. Councilmember Wooldridge seconded the motion. Roll call vote – all ayes.

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

Councilmember Mikes moved that Ordinance No. 791 now be adopted. Councilmember Wooldridge seconded the motion. Roll call vote – all ayes. Mayor Ruitter declared Ordinance No. 791 duly adopted.

City Administrator Barbara Smith led the discussion regarding the vacant property located at 246 North 8th Street. The Council had asked the cost at a previous meeting to purchase this property. The total cost would be \$4,549 if paid by December 31st (\$1,200 to take the deed, plus \$3349 to pay off the Basil Land Holdings Certificate). It was asked what this property would be used for, and the Administrator suggested offering this property for development at a low cost but requiring water and sewer permit fees be paid up front. Moved by Buffington, seconded by Pehrson, to approve the purchase of the former Tonga property. Motion carried unanimously.

The Mayor and Council discussed the Council Procedures presented by the City Administrator. They asked that the title be changed to Procedural Guidelines, adding action to action items, and adding a disclaimer for the Mayor to change procedures at his discretion. Moved by Zehren, seconded by Holland, to authorize these changes and bring this item to the January 21st Council Meeting for approval. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes that Wastewater Foreman Brandon Schmidt is to receive a \$.25 per hour certification increase for receiving his Grade II Water Treatment Certification.

Moved by Buffington, seconded by Wooldridge, to approve the proposed Capital Improvement Plan for the City of Forest City. Motion carried unanimously.

Moved by Wooldridge, seconded by Davis, to set the date for a town hall meeting on the Rental Inspection Program for February 25th at 7 p.m. at the Emergency Services Center, 107 Hwy 69, Forest City, if available. Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
AARON STOHR CONSTRUCTION	REPAIR/REBRACE HANGER	2,500.00
ACCESS SYSTEMS	QUARTERLY CHARGES	555.08
ADVANCED SYSTEMS	QUARTERLY CHARGES	96.16
ADVANCED SYSTEMS	COPIER PAYMENT	92.72
AIRGAS	CYLINDER RENTAL	50.70
ARMOR AUTHORITY INC.	BALANCE FOR TAC VESTS	165.00
ATLANTIC BOTTLING COMPANY	CONCESSION SUPPLIES	362.00
BANKER'S TRUST	PRINCIPAL/INT/REG FEES	27,774.49
BANKER'S TRUST	PRINCIPAL/INT/REG FEES	16,928.75
BANKER'S TRUST	PRINCIPAL/INT/REG FEES	12,271.25
BANKER'S TRUST	PRINCIPAL/INT/REG FEES	19,817.50
BANKER'S TRUST	PRINCIPAL/INT/REG FEES	10,380.00
BANKER'S TRUST	PRINCIPAL/INT/REG FEES	4,835.00
BEAR CREEK GOLF COURSE	ANNUAL PAYMENT	11,100.00
BILL'S FAMILY FOODS	DISTILLED WATER	53.26
BLACK HILLS ENERGY	GAS FOR HEAT	3,885.78
BMC AGGREGATES LC	BACKFILL	25.36
BOMGAARS SUPPLY	MISC SUPPLIES	83.92
BORDER STATES ELECTRIC	LED LIGHTS	8,215.46
BROWN SUPPLY	MISC PARTS	1,060.00
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CLAPSADDLE GARBER ASSOCIATES	ROTATING BEACON IMPRV	1,223.22
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
CONTINENTAL RESEARCH	MISC SUPPLIES	229.24
CREATIVE PRODUCT SOURCING	T-SHIRT	23.20
D & D SALES	SAFETY EQUIPMENT	84.00
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	180,600.10
DES MOINES STAMP MFG	STAMPER	66.00
EFTPS	FED/FICA TAX	22,671.61
ENCORE ENERGY	NAT GAS BOILER	2,730.07
F C AMBULANCE	UNIFORM ALLOWANCE	119.99
F C CHAMBER OF COMMERCE	HOTEL-MOTEL	10,736.33
F C ECON DEVEL CORP	HOTEL-MOTEL	3,578.78
F C POLICE DEPT	OPERATING FUNDS	500.00
DEB FARDAL	DANCE CHAPERONE	125.00
FARM & CITY INSURANCE	ADD 2019 F250/SEWER	206.00
FARMER'S CO-OP ASSOC	ROAD SALT	12,147.25
FIVE STAR SHOP SERVICE	MISC SUPPLIES	734.05
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	1,179.26
FOREST CITY FORD	PARTS/SERVICE	70.90
FOREST CITY VET CLINIC	CANINE SUPPLIES	47.60
FULL CIRCLE PLOWS	PLOW SHOE	67.96
FUN EXPRESS, LLC	MISC ITEMS	107.63
G & H MOTOR PARTS	PARTS	2,096.16
GALLERY COLLECTION	CARDS	80.70
GROVES CONTRACTING	546 SOUTH 8TH ST	13,750.00
GULLICKSON KRUGER ELECTRIC LLC	MISC SUPPLIES	18.73
H & S AUTO PARTS	PARTS	41.54

HACH CHEMICAL CO	CHEMICALS	151.01
HARRISON TRUCK CENTERS	SWEEPER PARTS & LABOR	5,742.03
HAWKINS INC	CHEMICALS	2,710.78
HERMEL WHOLESAL	WATER	29.95
HOLLAND CONTRACTING	TIRES/MOUNT & BALANCE	726.68
HOWIE'S FIRE EXTINGUISHERS	FIRE EXTINGUISHERS	81.43
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	84.50
IA ASSN OF MUN UTIL	NCISA	1,456.19
INTERSTATE MOTOR TRUCKS	AIR TANK	351.17
IOWA DEPT OF NATURAL RESOURCES	WATER TREATMENT 2 OPERATOR	40.00
IOWA FINANCE AUTHORITY	PRINCIPAL/INTERST	11,405.00
IOWA ONE CALL	SERVICES	37.20
IOWA WATER MANAGEMENT	CHEMICALS	187.84
JEN CONRAD	SERVICES	150.00
K I O W	COMPOST SITE NOTICE	500.00
KAYLEE MILLER	SCORE CLOCK/BOOKS	100.00
NANCY KEPHART	UNIFORM REIMBURSEMENT	44.94
LAHARV CONST	CONCRETE FLAT WORK	2,609.25
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	4,796.88
MANUFACTURER'S BANK	ACCOUNT TRANSFER	1,930,855.44
MANUFACTURER'S BANK	DEPOSIT TO ACCT #4821	187.50
MANUFACTURER'S INSURANCE AGY	INSURANCE FEES	1,980.27
MCCUBBINS WOOD PAINT	PLAQUE/T ANDERSON	50.00
AMY MEINECKE	DANCE CHAPERONE	60.00
MERCHANT JOB TRAINING & SAFETY	MERCHANT PROGRAM/A LANG	550.00
MERCY CLINICS	PRE-EMPLOYMENT PHYSICAL	285.00
METERING & TECHNOLOGY SOLUTION	METERS	6,822.84
METRO BY T-MOBILE	PHONES/ACTIVATION FEES	273.92
RON MILLER	REFEREE	950.00
MJR PROPERTIES	RENT REIMBURSE/TENANT #6	187.50
KATHY MONTGOMERY	DANCE CHAPERONE	60.00
MUSIC ON THE MOVE	CHRISTMAS DANCE	500.00
NELSON PLUMBING & HEAT	LINE SHED FURNACE	63.88
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NEXT GENERATION	SYSTEM SUPPORT	66.12
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	308.45
NORTH CENTRAL LABS	CHEMICALS	102.92
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	602.81
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	405.21
PHOENIX RENTALS	RENT REIMBURSE/TENANT #26	150.00
PRAIRIE ENERGY CO-OP	UTILITIES	131.56
PRESTO-X	SERVICES	43.00
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QUILL CORPORATION	OFFICE SUPPLIES	409.23
RHODE ISLAND NOVELTY	REC SUPPLIES	386.19
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
SCHNEBLY'S 66" "	FUEL	148.00
SHOPKO STORES OPERATING CO	MISC SUPPLIES	274.64
SIRCHIE FINGER PRINT LAB	LAB SUPPLIES	45.32
TACO JERRY'S	PIZZA/RETIREMENT	331.60
TAMA PROPERTIES	OCT RENT/TENANT #23	356.25
TAMA PROPERTIES	RENT REIMBURSE/TENANT #10	487.50
TASC	TASC ADJUSTMENT/JENSON	28.84
TASC	FLEX PRE-TAX	802.27
TORKELSON PLUMBING	METER INSTALLATION	11,285.00
DICK TRIMBLE	SERVICES	4,176.29
U S POST OFFICE	PO BOX RENEWAL FEE	54.00
U.S. BANK	CREDIT CARD CHARGES	1,338.91
UMMEG	STS COSTS	16,902.91

UMMEG-RUGBY	RUGBY FARM	7,879.94
UNITY POINT CLINIC	DRUG SCREEN	42.00
VALIC	DEF COMP- 457	475.00
VERIZON	ACCT #880638503-00001	68.27
AMY VRIEZE	OFFICIAL	575.00
WALDORF UNIVERSITY	TIF REBATE	87,384.00
WCTA	SERVICES	1,619.03
WESTOWN PLACE, LLC	RENT REIMBURSE/TENANT #4	712.50
WINNEBAGO COUNTY SHERIFF	GARNISHMENT	162.98
ZIEGLER, INC.	ICE BLADES	53.68
**** PAID TOTAL ****		2,486,179.45
***** REPORT TOTAL *****		2,486,179.45

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	1,963,863.87
DRUG FORFEITURE	1,288.91
GRANT ADMINISTRATION	11,100.00
ROAD USE	12,033.43
HOTEL/MOTEL FUND	14,315.11
TIF	87,384.00
LOW/MOD INCOME	2,081.25
DEBT SERVICE	53,873.75
WATER	8,304.54
SEWER	11,275.48
ELECTRIC	292,486.26
LANDFILL/GARBAGE	8,464.52
STORM SEWER	19,708.33
TOTALS	<u>2,486,179.45</u>

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 8:19 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator/Clerk

Byron Ruitter, Mayor