

REGULAR MEETING
January 21, 2019

The City Council of the City of Forest City, Iowa, met in regular session on January 21, 2019, 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 (via telephone), Holland, Mikes, Pehrson, Wooldridge and Zehren (via telecom). Absent: None.

No one spoke under public forum.

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

1. Agenda (1/21/19), with noted correction that Ricky Folkerts is Sanitation Foreman
2. Council Minutes (1/07/19)
3. Board & Committee Minutes, as follows: Heritage Park (1/8/19), Airport Commission (1/8/19), Park & Rec Board (1/14/19), Boman Fine Arts Center Committee (1/11/19), Library Board (12/19/18)
4. List of Claims
5. Approval to purchase module (\$2,000) from Data Technologies to accept online payments
6. Approve Class C beer permit and ownership change for Dolgencorp, LLC (Dollar General); approve Class C liquor license for Bear Creek Run Golf Club, Inc.

Motion carried unanimously.

Airport Manager Dick Trimble asked the Council to approve the purchase of a fuel tank, pump and associated piping from Winnebago Industries for \$1.00. Per Dick, Farm & City is looking into liability insurance. Moved by Wooldridge, seconded by Pehrson, to approve the purchase of the jet fuel system from Winnebago Industries. Motion carried unanimously.

YMCA Director Bruce Mielke gave a power point presentation on proposed changes to the childcare facilities at the Hansen Family Life Center, YMCA, and Forest City Elementary School. The YMCA is seeking \$25,000 in TIF to help fund the necessary modifications, procure quality staff and reduce waiting lists for childcare. After discussion, the Council took the following action:

Councilmember Mikes introduced Resolution 18-19-39, A RESOLUTION AUTHORIZING \$25,000 IN TIF FUNDS TO BE TRANSFERRED TO FOREST CITY YMCA DAYCARE TO BE USED FOR COSTS OF FACILITY EXPANSION AND OTHER NEEDS ARISING IN CARING FOR THE CHILDREN ENROLLED, which was seconded by Councilmember Wooldridge. The roll was called, and the vote was AYES: Buffington, Davis, Mikes, Pehrson, Wooldridge, Zehren. NAYS: Holland. Whereupon the Mayor declared Resolution 18-19-39 duly adopted.

Councilmember Buffington introduced the first reading of Ordinance No. 792, 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, and moved its adoption. Councilmember Pehrson seconded the motion. After discussion, the roll was called and the vote was AYES: Buffington, Davis, Holland, Mikes, Pehrson, Zehren. NAYS: Wooldridge. Motion carried. This represents the first reading of Ordinance No. 792. The second reading of Ordinance No. 792 will be at the February 4, 2019, Council meeting.

Councilmember Holland introduced Resolution 18-19-40, A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM THE WATER UTILITY TO THE ELECTRIC UTILITY, which was seconded by Councilmember Pehrson. Roll call vote – all ayes. Whereupon the Mayor declared Resolution 18-19-40 duly adopted.

Councilmember Holland introduced Resolution 18-19-41, A RESOLUTION TO ADOPT WRITTEN PROCEDURAL GUIDELINES AND CODE OF ETHICS FOR THE CITY OF FOREST CITY, IOWA, which was seconded by Councilmember Pehrson. Roll call vote – all ayes. Whereupon the Mayor declared Resolution 18-19-41 duly adopted.

Mayor Ruitter asked that it be noted in the minutes of Step Increases for Police Officer Matt Gerdes (Step 4 - \$23.76), Water/Wastewater Operator Michael Haugen (Step 2 - \$23.35) and Sanitation Foreman Ricky Folkerts (Step 2 - \$20.43). Motion carried unanimously.

City Administrator Barbara Smith led the discussion regarding a letter of support requested by Iowa Prison Industries – Iowa Association of Councils of Governments Prisoner-Built Housing Program. This program is needed to help solve the housing shortage and allow the State to save on the cost of building materials to provide quality, affordable homes in rural areas. Moved by Buffington, seconded by Mikes for the City of Forest City to write a letter of support for the Rural Housing Initiative. Motion carried unanimously.

Councilmember Buffington introduced Resolution 18-19-42, A RESOLUTION AMENDING RESOLUTION 18-19-35 TO INCLUDE APPROVAL OF ALL 2019 MAYOR’S APPOINTMENTS FOR THE CITY OF FOREST CITY, IOWA, which was seconded by Councilmember Wooldridge. Roll call vote – all ayes. Whereupon the Mayor declared Resolution 18-19-42 duly adopted.

Discussion took place on setting the date for a budget workshop, and the Councilmembers stated a workshop is not needed.

Councilmember Tony Mikes, Business & Industry Committee Chairman, led the discussion on the old Casey’s building at 106 South 4th Street. The Mayor procured this property for a dollar and sees this as a great location for a Visitor’s Center. The Mayor and Council discussed necessary renovations and conditions for leasing this property for a Visitor’s Center. Moved by Mikes, seconded by Buffington, to approve having the City Administrator draw up terms and conditions for the facility, as follows:

1. Rent shall be \$1 per year with a 15-year lease.
2. The City shall refurbish the building to suit the needs of a visitor center and the following entities – Forest City Chamber of Commerce, Grow Forest City, Forest City Economic Development.
3. The City shall incur the cost to resurface the parking lot in the future.
4. Forest City Electrical Utility shall install a parking lot light for better lighting of the parking lot.
5. The City shall provide maintenance and snow removal at the location.
6. The three entities shall provide their own office furniture and office supplies.
7. An electronic sign shall be installed in the future – the City and Grow Forest City shall begin looking for grants to help with the purchase of the sign.

Motion carried unanimously.

The following invoices were approved for payment:

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT

ADVANCED DOOR SYSTEMS	PARTS/LABOR	394.56
ADVANCED SYSTEMS	COPIER PAYMENT	83.04
AHEELA	AHEELA CONFERENCE	100.00
AIRGAS	CYLINDER RENTAL	52.05
AMERICAN RED CROSS	2019 LTS FACILITY FEE	300.00
ARAMARK	LAUNDRY SERVICE	342.25
ARMSTRONG SPENCER	BOOKS/SOFTWARE PARAMEDIC CLASS	846.01
BAKER & TAYLOR COMPANY	BOOKS	325.88
STEVEN BAKKE	CONSUL/PROF FEES	6,659.86
BARCO MUNICIPAL SUPPLY	MANHOLE HOOK/CONES	282.08
MITCH BARTLESON	REIMBURSEMENT	28.55
BERNAU & SONS, INC.	WEIGHT BOX	750.00
BILL'S FAMILY FOODS	MISC SUPPLIES	333.11
BLACK HILLS ENERGY	GAS FOR HEAT	5,504.35
BMC AGGREGATES LC	ROADSTONE	1,038.83
BOMGAARS SUPPLY	MISC SUPPLIES	220.95
BOMGAARS SUPPLY	MISC SUPPLIES	346.86
BORDER STATES ELECTRIC	LED LIGHTS	13,181.06
BRIAN CURRENT	RENT REIMBURSE/TENANT #11	125.00
BURNDY LLC	TOOL REPAIR	344.50
CAPPER'S FARMER/OGDEN PUBLICAT	SUBSCRIPTION	14.95
CENTRAL IA DISTRIBUTING	DEGREASER	580.00
CLAPSADDLE GARBER ASSOCIATES	ROTATING BEACON IMPROVEMENTS	455.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COMPUTER SYSTEMS UNLIMITED	LAPTOP	598.00
COMPUTER SYSTEMS UNLIMITED	SERVICE/TEST COMPUTERS	137.50
CULVER HAHN	U-TUBES/T-8 LAMPS	247.14
D.A.R.E. IOWA	MEMBERSHIP DUES	100.00
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	171,612.52
DECKER'S SPORTING GOODS	SCORE BOOKS/BASKETBALLS	374.00
DEMCO	MISC SUPPLIES	86.91
DESIGNS BY KENIESA	EMBROIDERY	36.00
EFTPS	FED/FICA TAX	28,134.20
ELECTRONIC ENGINEERING	MISC PARTS	28.72
EMC INSURANCE	WORK COMP DEDUCTIBLE	250.00
EVOQUA WATER TECHNOLOGIES LLC	THERMOSTAT REPLACEMENT	1,865.00
F C AMBULANCE	CLEANING	50.00
F C ECON DEVEL CORP	FY2019 ANNUAL PAYMENT	40,000.00
FARMER'S CO-OP ASSOC	FUEL	5,340.55
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	203.30
FOREST CITY FORD	WATER PUMP/JETTER	685.93
FOREST CITY VET CLINIC	CANINE SUPPLIES	90.60
G & H MOTOR PARTS	PARTS	85.85
G & H MOTOR PARTS	PARTS	769.97
GLOBE GAZETTE	SUBSCRIPTION	45.00
GREEN CANOPY	KYBO RENTAL	75.00
GREGORY CONTAINER	DUMPSTERS & LIDS	5,324.00
GRIT-OGDEN PUBLICATIONS	SUBSCRIPTION	10.00
HERMEL WHOLESALE	WATER	29.95
NORMA J. GINTHER-HERTZER	SERVICES	1,250.00
HMR SUPPLIES	FRONT BALLAST ATTACHMENT	534.50
HOLLAND CONTRACTING	TIRES	368.00
HOWIE'S FIRE EXTINGUISHERS	FIRE EXTINGUISHER	25.43
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	84.50
IOWA CENTRAL COMMUNITY COLLEGE	FIRE SCHOOL/M SCHAUMBERG	50.00
IA DEPT OF PUBLIC SAFETY	TERMINAL BILLING	600.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	66.40
J & J MACHINING	STEEL/NEW BERTHA	719.56
K I O W	ADV/LEGAL PUBLICATIONS	175.00
K I O W	HOLIDAY GARBAGE PICK UP	354.40

LANDFILL OF NORTH IOWA	ANNUAL MEMBERSHIP DUES	10,348.59
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,232.55
MIDWEST PIPE SUPPLY	FLANGE GASKETS	174.68
MJR PROPERTIES	RENT REIMBURSE/TENANT #6	187.50
TOM MONTGOMERY	REIMBURSEMENT	17.81
N I A C O G	TRANSIT TICKETS	2,497.01
NELSON NATE	REIMBURSEMENT	81.19
NELSON PLUMBING & HEAT	WINTERIZE POOL/SHOWERHOUSE	1,222.24
NEW YORK LIFE	GROUP INS PAYABLE	360.12
NORTH CENTRAL SALES & SERVICE	OIL COOLER REPAIR	1,407.75
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	124.88
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	57.78
OFFICE DEPOT	OFFICE SUPPLIES	555.20
PETTY CASH	REIMBURSE PETTY CASH	64.43
PRAIRIE ENERGY CO-OP	UTILITIES	133.60
PRESTO-X	SERVICES	43.00
PREVENTION	SUBSCRIPTION	36.00
QUILL CORPORATION	OFFICE SUPPLIES	319.92
QUILL CORPORATION	OFFICE SUPPLIES	61.98
DALE RAYHONS	PARAMEDIC RE-CERT CLASS	250.00
RESCO	TRANSFORMER REPAIR	5,991.04
RIHM KENWORTH	FRONT WHEEL SEAL	441.71
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
SCHNEBL'S 66" "	FUEL	17.00
SHOPKO STORES OPERATING CO	MISC SUPPLIES	101.68
TASC	FLEX PRE-TAX	1,021.09
TRADITIONAL HOME	SUBSCRIPTION	12.00
DICK TRIMBLE	SERVICES	3,626.15
U S POST OFFICE	STAMPS	200.00
U S POST OFFICE	STAMPS	100.00
UMMEG	STS COSTS	16,658.48
UMMEG-RUGBY	RUGBY FARM	12,169.57
UNITY POINT CLINIC	DRUG SCREEN	42.00
US DEPT IF EDUCATION AWG	GARNISHMENT	302.81
VALIC	DEF COMP- 457	475.00
VERIZON	PHONE SERVICE/DEVICE	68.27
VISU-SEWER CLEAN	LABOR	1,740.00
WALLACE,HOLLAND,KASTLER	2018 ST & UTILITY IMPROV	1,627.27
WARNER PLASTICS & LINERS, INC.	PARTS	516.00
WCTA	SERVICES	1,617.82
WINNEBAGO CO AUDITOR	CO COMM DISPATCHING EXPENSE	55,891.14
WINNEBAGO COUNTY SHERIFF	GARNISHMENT	109.73
ZIEGLER, INC.	CREDIT TAKEN BY MISTAKE	353.02
ZIMMER & FRANCESCON	TEFLON SEAL RINGS	271.67
TOTAL ACCOUNTS PAYABLE		416,545.80
PAYROLL CHECKS		76,656.91
**** PAID TOTAL ****		493,202.71
**** REPORT TOTAL ****		493,202.71

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	138,747.07
PARK IMPROVEMENT FUND	124.88
ROAD USE	16,027.26
LOW/MOD INCOME	312.50
HANSON FINE ARTS CENTER	87.50

MOTEL PROJECT	110.83
2018-20 STREET PROJECTS	1,212.16
LIBRARY	1,263.24
WATER	8,459.52
SEWER	14,534.84
ELECTRIC	287,376.80
LANDFILL-GARBAGE	24,479.59
STORM WATER	466.52
TOTALS	<u>493,202.71</u>

MONTHLY FUND RECAP (November 2018)

<u>FUN</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
<u>D</u>		
001	General	\$ 125,234.96
004	Park Improvement	\$ 545.00
006	Grant Administration	\$ 6,850.00
110	Road Use	\$ 46,539.45
112	Employee Benefits	\$ 24,160.55
119	Emergency	\$ 1,808.17
121	Local Option Sales Tax	\$ 71,419.38
122	Hotel-Motel Tax	\$ 17,893.89
125	TIF	\$ 32,218.06
127	Low/Mod Income	\$ 2,306.36
200	Debt Service	\$ 36,605.91
600	Water	\$ 57,357.57
610	Sewer	\$ 78,749.14
630	Electric	\$ 477,109.36
670	Landfill/Garbage	\$ 39,266.05
740	Storm Sewer	\$ 11,725.03
	TOTAL ALL FUNDS	\$ 1,029,788.88

MONTHLY FUND RECAP (December 2018)

<u>FUN</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
<u>D</u>		
001	General	\$ 2,070,194.46
006	Grant Administration	\$ 1,800.00
110	Road Use	\$ 47,265.90
112	Employee Benefits	\$ 23,084.55
119	Emergency	\$ 1,727.62
121	Local Option Sales Tax	\$ 35,891.91
125	TIF	\$ 25,412.17
127	Low/Mod Income	\$ 509.64
200	Debt Service	\$ 40,711.42
305	Hanson Fine Arts Center	\$ 36,088.35
309	Motel Project	\$ 2,302.80
600	Water	\$ 60,488.32
610	Sewer	\$ 77,599.93
630	Electric	\$ 462,857.51
670	Landfill/Garbage	\$ 46,130.71
740	Storm Sewer	\$ 24,878.65
	TOTAL ALL FUNDS	\$ 2,956,943.94

December 2018 Net Wages	\$ 135,239.45
January 2019 Net Wages	\$ 143,926.92

The following gross wages were reported as being paid for 2018 for City of Forest City employees:

2018 GROSS WAGES

HELEN A AKKERMANN	7,143.80
JUERN W AKKERMANN	17,459.96
ERIC C AMUNDSON	270.00
JORDAN A ANDERSON	2,086.80
RODNEY G ANDERSON	50,429.61
TRENT ANDERSON	1,820.00
TRENT J ANDERSON	38,405.12
ELIZABETH ASCHENBRENNER	58,312.62
MARK A AUKES	7,119.69
ADAM A BARTLESON	1,080.00
MITCHEL T BARTLESON	59,652.14
CHAD R BINA	61,162.41
CALEB M BLOCKER	298.13
ALLAN L BOOK	5,491.50
MATTHEW W BOYER	1,500.00
CODY J BRUNSTEIN	240.00
DUSTIN R BUCK	841.50
BRADLEY L BUFFINGTON	1,200.00
HANNAH R BUFFINGTON	2,250.31
ISABEL L BUFFINGTON	1,799.37
BETTY D BURRESS	41,902.39
DANIEL E CARLSON	50,807.22
NICHOLAS J CARROLL	1,090.00
BARRY L COPPES	51,737.72
TERESA A COPPES	1,343.98
CHRISTA M COSGRIFF	52,447.22
DANIEL N DAVIS	1,200.00
KYLE A DIETRICH	420.00
TIMOTHY D DODGE	207.00
JOSHUA M DOUGLAS	54,614.53
SUSAN M EDMONDSON	60,130.80
ROSS W EIDEN	53,133.03
TODD J ESPELAND	1,827.20
ANDREW FABER	1,290.00
ANDREW D FABER	61,764.63
RICKY A FOLKERTS JR	31,981.24
RICKY FOLKERTS JR	2,760.00
BRETT R GEELAN	2,247.00
CHAD GERDES	1,569.00
CHAD M GERDES	55,751.99
MATTHEW J GERDES	53,235.59
BRICE J GOLWITZER	2,438.03
THONE S GOLWITZER	3,376.89
JESSE J GROVES	44,500.56
JOSEPHINE A GUNDERSON	21,827.07
DOUGLAS P GUST	1,240.00
DAWN R HAGEN	8,456.36
STEVE HALL	1,397.93

THRESEA A HALLETT	1,655.47
TYLER J HARMON	360.00
MICHAEL HAUGEN	2,500.00
MICHAEL D HAUGEN	42,711.50
STEPHEN C HAUGEN	67,699.87
KELLI J HILL	5,366.48
AVERY D HINDERAKER	1,482.40
ZACHARY L HOLKESVIK	61,685.35
RONALD E HOLLAND	1,200.00
GRADY I HOVENGA	596.27
SARAH E HOVINGA	962.00
MARCUS D JENSEN	1,178.63
DOUGLAS W JENSON	27,002.00
LYLE V JOHNSON	12,134.13
MARK T JOHNSON	2,430.00
LINDA S JORDAHL	3,525.65
SONIA M KEGLER	15,481.96
NANCY L KEPHART	55,235.56
MAKAYLA M KINGLAND	600.60
ANDREW R KLEIN	1,116.00
ELIZABETH A KLEIN	573.75
KEVIN D KNEBEL	1,431.00
KALIN C KNUDTSON	535.15
MADISON M KORTHALS	865.81
RYAN J KORTHALS	1,761.20
SOPHIA M KUDEJ	1,010.10
DUANE R KUHN	75,249.60
BRADLEY S LAMPING	1,940.00
ANDREW E LANG	30,559.53
JOSEPH S LANGFALD	47,793.44
NANCY L LARSON	14,103.83
SPENSER J LARSON	282.60
BRANDON R LEBER	1,635.40
CARENA D LECHUGA	2,637.49
LEVI D LECKRONE	57,340.00
JUDY L LEVAD	13,761.95
STEVEN T LILLQUIST	1,861.36
BRETTIN A LINDER	1,187.70
BLANEY A MARKMAN	197.26
BENJAMIN A MARMARAS	2,144.21
DIRK W MCOMBER	101.25
AMY M MEINECKE	1,878.27
KIYA M MEINECKE	1,038.13
BENJAMIN J MIDTGAARD	2,911.00
JASON B MIELKE	3,491.25
ANTHONY J MIKES	1,200.00
ROSS M MILLER	1,243.94
DEE ANN MONSEN	40,560.05
VALERIE B MONSON	47,291.48
PHILLIP J MONTAG	120.00
ANDREW K MONTGOMERY	583.13
THOMAS O MONTGOMERY	70,515.20
NANCY K MUENCH	1,417.51
BENJAMIN J NEAL	670.00

NATHANIEL J NELSON	1,984.00
THOMAS J NOLTON	2,030.00
BENJAMIN S NORDSKOG	1,251.00
ASHLEY M OLSON	1,158.93
MICHAEL J OROURKE	68,778.01
DANA R OUDEKERK	1,380.00
WINFIELD O PEHRSON	1,200.00
MATTHEW T PETERSEN	2,468.15
BRIAN D PLATH	360.00
MATTHEW D POLSDOFER	613.13
DOUGLAS A PRICE	61,350.51
JUSTIN J PUTNEY	2,660.00
KENNETH W QUINN	1,974.75
DALE V RAYHONS	62,240.81
KEVIN J REICKS	70,537.60
MATTHEW L ROSSMILLER	88.55
BYRON D RUITER	2,999.88
RICHARD W SAHR	255.00
SALVADOR SALAZAR-GARCIA	925.00
EMILY L SCHAUMBERG	556.88
JAMES A SCHAUMBERG	90.00
MATTHEW A SCHAUMBERG	1,480.00
BRANDON SCHMIDT	1,140.00
BRANDON L SCHMIDT	63,321.01
JARED R SCHNEBLY	1,710.00
RYAN J SCHOON	5,994.04
EMMA K SEGERSTROM	1,680.90
AUDREY R SKJEIE	1,128.50
BLAKE A SKJEIE	1,317.49
BARBARA A SMITH	82,986.84
SAMUEL P SMITH	2,586.85
ROBERT G SNITZER JR	60,371.33
TODD J SPOONER	243.75
TODD SPOONER	1,240.00
TODD J SPOONER	42,986.28
WYATT J STEFFENSEN	2,361.15
ZOEY J STEFFENSEN	2,951.66
JASON L STURGAL	23,249.08
ALEC T SUNDERMANN	1,020.00
KEVIN R SWANSON	72,903.28
RACHAEL A SWANSON	1,262.26
REBECCA L THOMPSON	43,524.03
TYLER J THOMPSON	48,204.37
JACOB R UMBAUGH	1,120.00
PAULA K VAUGHAN	683.36
RANDY J VAUGHAN	1,724.80
STEVEN E VAUGHAN	5,938.50
STEVEN E VAUGHAN	8,319.97
AMY M VRIEZE	45,651.63
ELIJAH M WEAVER	2,023.90
JASON T WEISS	44,241.80
HEATHER R WELCH	948.75
JACOB C WELTON	2,063.04
DYLAN M WEST	1,446.70

JAY S WESTERBERG	82.00
MICHAEL E WILLIAMS	298.13
BRETT G WILSON	846.00
ABIGAIL G WIRTJES	573.81
KARL E WOOLDRIDGE	1,200.00
MARK A WUBBEN	51,876.05
JEAN L YEAGER	13,375.59
DENNIS P ZEHREN	1,200.00
TOTAL EMPLOYEE WAGES	2,650,255.85

Moved by Wooldridge, seconded by Buffington, to adjourn the meeting at 8:49 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator

Byron Ruiter, Mayor