

**REGULAR MEETING**  
**April 1, 2019**

The City Council of the City of Forest City, Iowa, met in regular session on April 1, 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.

Mayor Ruitter announced that this was the time and the place for a Public Hearing regarding the proposed designation of the Forest City Urban Renewal Area. Per City Administrator Barbara Smith, the Planning & Zoning Commission met and recommended approval of this designation. Since there were no written objections, nor were any oral objectors present at the meeting, the Mayor declared the meeting to be closed at 7:02 p.m.

Mayor Ruitter announced that this was the time and the place for a Public Hearing regarding an easement for Butter Solar. Per City Attorney Bakke, an easement is permanent and lasts for more than three years, so a public hearing is required. Since there were no written objections, nor were any oral objectors present at the meeting, the Mayor declared the meeting to be closed at 7:03 p.m.

Councilmembers present at roll call included: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge and Zehren (via web conference). Absent: None.

No one spoke under public forum.

Director Kathy Rollefson of the Chamber of Commerce and Director Beth Bilyeu of Grow Forest City presented their reports for the Mayor and Council. The Mayor thanked them for the information presented.

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

1. Agenda (4/1/19)
2. Council Minutes (3/18/19) & Town Hall Meeting Minutes (3/25/19)
3. Board & Committee Minutes, as follows: Library Board (2/21/19); Housing Commission (3/26/19); Chamber Director Report (March 2019); Forest City Economic Development Report (April 2019); Grow Forest City Report (March 2019); City Administrator's IMMI Report (3/20/19 – 3/22/19)
4. List of Claims
5. Class C beer permit for Bill's Family Foods

Motion carried unanimously.

Airport Manager Dick Trimble led the discussion regarding the Iowa Airport Improvement Program and explained this project would cost approximately \$254,000, of which the City's portion would be \$38,000. The State would pay the remaining 85% (\$215,900) of the project costs. Councilmember Zehren introduced Resolution 18-19-60, A RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATIONS FOR THE IOWA AIRPORT IMPROVEMENT PROGRAM AND CERTIFYING ELIGIBILITY REQUIREMENTS and moved its adoption, which was seconded by Councilmember Wooldridge. Roll call vote – all Ayes. Whereupon the Mayor declared Resolution 18-19-60 duly adopted.

City Administrator Barbara Smith asked the Council to pass a resolution to add Winnebago Industries to TIF. Councilmember Buffington introduced Resolution 18-19-58, A RESOLUTION TO DECLARE NECESSITY AND ESTABLISH AN URBAN RENEWAL AREA, PURSUANT TO SECTION 403.4 OF THE CODE OF IOWA AND APPROVE URBAN RENEWAL PLAN AMENDMENT FOR THE FOREST CITY URBAN RENEWAL AREA and

moved its adoption, which was seconded by Councilmember Pehrson. Roll call vote – Ayes, with Mikes abstaining. Whereupon the Mayor declared Resolution 18-19-58 duly adopted.

Councilmember Davis introduced the first reading of Ordinance No. 794, AN ORDINANCE PROVIDING FOR THE DIVISION OF TAXES LEVIED ON TAXABLE PROPERTY IN THE APRIL 2019 ADDITION TO THE FOREST CITY URBAN RENEWAL AREA, PURSUANT TO SECTION 403.19 OF THE CODE OF IOWA (HANCOCK COUNTY) and moved its adoption. Councilmember Holland seconded the motion. Roll call vote – Ayes, with Mikes abstaining.

Councilmember Holland moved that the rules requiring said ordinance to be read on three different days be dispensed with. Councilmember Pehrson seconded the motion. Roll call vote – Ayes, with Mikes abstaining.

Councilmember Wooldridge moved that Ordinance No. 794 now be adopted. Councilmember Zehren seconded the motion to adopt. Roll call vote – Ayes, with Mikes abstaining. Whereupon Mayor Ruitter declared Ordinance No. 794 duly adopted.

Councilmember Wooldridge introduced the first reading of Ordinance No. 795, AN ORDINANCE PROVIDING FOR THE DIVISION OF TAXES LEVIED ON TAXABLE PROPERTY IN THE APRIL 2019 ADDITION TO THE FOREST CITY URBAN RENEWAL AREA, PURSUANT TO SECTION 403.19 OF THE CODE OF IOWA (WINNEBAGO COUNTY) and moved its adoption. Councilmember Pehrson seconded the motion. Roll call vote – Ayes, with Mikes abstaining.

Councilmember Holland moved that the rules requiring said ordinance to be read on three different days be dispensed with. Councilmember Buffington seconded the motion. Roll call vote – Ayes, with Mikes abstaining.

Councilmember Wooldridge moved that Ordinance No. 795 now be adopted. Councilmember Buffington seconded the motion to adopt. Roll call vote – Ayes, with Mikes abstaining. Whereupon Mayor Ruitter declared Ordinance No. 795 duly adopted.

City Attorney Bakke asked the Council to pass a resolution on the Butter Solar Easement. Bakke has examined the access agreement, and there are no issues. Councilmember Holland introduced Resolution 18-19-61, A RESOLUTION APPROVING THE GRANTING OF AN EASEMENT FOR INGRESS AND EGRESS TO PROPERTY IN THE S ½ OF THE NE ¼ OF THE SW ¼ OF SECTION 25, TOWNSHIP 98 NORTH, RANGE 24 WEST, WINNEBAGO COUNTY, IOWA, LOCATED OFF OF HIGHWAY 9, FOREST CITY, IOWA, TO BUTTER SOLAR LLC and moved its adoption, which was seconded by Councilmember Wooldridge. Roll call vote – all Ayes. Whereupon the Mayor declared Resolution 18-19-61 duly adopted.

City Administrator Barbara Smith asked the Council to pass a resolution appointing Councilmembers Holland, Davis and Wooldridge to work with the Housing Commission on the proposed housing code. Councilmember Buffington introduced Resolution 18-19-59, A RESOLUTION TO APPOINT A HOUSING COMMITTEE TO WORK WITH THE HOUSING COMMISSION ON THE PROPOSED HOUSING CODE. Councilmember Davis seconded the motion. Roll call vote – Ayes, with Zehren voting nay.

City Administrator Barbara Smith asked the Council's consideration in creating a Facebook Live or You Tube channel for recorded/online Council meetings, as well as discussed current technical challenges. Per Councilmember Mikes, it would cost approximately \$3,500 for new equipment for recording/online

meetings. Moved by Davis, seconded by Wooldridge, to put together plans and costs for updating equipment, as well as costs to get the current GoToMeeting program fixed. Motion carried unanimously.

City Administrator Barbara Smith led the discussion on the recently damaged downtown mural and asked the Council's opinion on repairing or replacing the mural. Per Smith, the mural is covered under the City's insurance; however, there would be a deductible to pay. Moved by Wooldridge, seconded by Mikes, to direct Barb to submit an insurance claim and for Norma Hertzner to speak to the mural company on options to better secure the mural to the storage building. Motion carried unanimously.

The Mayor and Council discussed the J Street Trail Engineering agreement. WHKS has estimated \$23,000 for engineering and bid documents. Moved by Mikes, seconded by Davis, to approve the engineering agreement with WHKS for the J Street Trail. Motion carried unanimously.

The Mayor and Council discussed the J Street Cultural Corridor and Pammel Park Enhancements engineering services with WHKS, which is estimated at \$18,000. Moved by Zehren, seconded by Wooldridge, to approve the engineering agreement with WHKS for the J Street Cultural Corridor and Pammel Park Enhancements. Motion carried unanimously.

The following invoices were approved for payment:

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
A-TEC RECYCLING INC.	BULB RECYCLING	228.74
ACCESS SYSTEMS	SCANNER SETUP	30.00
ADVANCED DOOR SYSTEMS	PARTS/LABOR	350.96
ADVANCED DOOR SYSTEMS	PARTS/SERVICE	120.00
ADVANCED DOOR SYSTEMS	STORAGE SHED DOOR	1,066.46
ADVANCED SYSTEMS	MAINTENANCE	97.10
ADVANCED SYSTEMS	LEASE PAYMENT	105.43
AGVANTAGE FS	HYDRAULIC FLUID	1,312.56
AGVANTAGE FS	HYDRAULIC OIL	54.90
AIRGAS	WELDER GUN	249.23
AMAZON.COM	BOOKS	561.22
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,752.69
AMERICAN LEGION	FLAGS	80.00
TRENT ANDERSON	SAFETY CLOTHING	42.79
ARAMARK	LAUNDRY SERVICE	352.14
AWWA-IOWA SECTION	REGISTRATION/S HAUGEN	380.00
BAKER & TAYLOR COMPANY	BOOKS	398.89
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	204.22
BILL'S FAMILY FOODS	MSC SUPPLIES	76.85
BLACK HILLS ENERGY	GAS FOR HEAT	7,559.11
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,442.72
BMC AGGREGATES LC	ROADSTONE	1,771.83
BOMGAARS SUPPLY	MISC SUPPLIES	269.45
BOMGAARS SUPPLY	MISC SUPPLIES	552.31
BRASSE IMPLEMENT	FILTERS	89.21
CAMPUS VIEW APARTMENTS	APR RENT/S ARMSTRONG	650.00
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	268.00
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	401.90
CLAPSADDLE GARBER ASSOCIATES	ROTATING BEACON IMPROVEMENT	1,170.96

COLLECTION SERVICE CENTER	CHILD SUPPORT	254.30
COLLECTION SERVICE CENTER	CHILD SUPPORT	314.30
COMPUTER SYSTEMS UNLIMITED	SERVICE CALL	55.00
COMPUTER SYSTEMS UNLIMITED	ETHERNET SWITCH	116.40
CONTINENTAL RESEARCH	BLUE THUNDER	431.82
CHRISTA COSGRIFF	REIMBURSEMENT	69.50
COUNTRY LIVING	SUBSCRIPTION	32.07
COVERT TRACK GROUP	SUBSCRIPTION RENEWAL	600.00
CREATIVE PRODUCT SOURCING	DARE SUPPLIES	96.20
CROSSROADS MOBILE MAINTENANCE	YEARLY TRUCK INSPECTION	4,631.63
CSG FORTE PAYMENTS, INC.	CREDIT CARD EQUIPMENT	299.37
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	156,063.83
DAVE'S AUTO SERVICE	TOWING/STORAGE	275.00
DEMCO	OFFICE SUPPLIES	127.46
DGR ENGINEERING	PHASE 1B DIST IMPROVEMENTS	63,449.14
DIAMOND VOGEL	PAINT/SUPPLIES	790.71
DISPLAY SALES	BULBS/CHRISTMAS SUPPLIES	41.25
DIVISION OF LABOR	ANNUAL INSPECTION	175.00
DMACC BUSINESS RESOURCES	TUITION/M HAUGEN	450.00
DMACC STUDENT ACCOUNTS	TUITION/S ARMSTRONG	1,092.00
DOGS FOR LAW ENFORCEMENT	REGISTRATION/R EIDEN	350.00
DXP ENTERPRISES, INC.	OIL/GREASE	3,213.64
EDDY'S GLASS & DOOR	DOOR HANDLE/KEYS	91.00
EDDY'S GLASS & DOOR	SERVICE CALL	60.00
EFTPS	FED/FICA TAX	24,760.59
EFTPS	FED/FICA TAX	24,367.33
ROSS EIDEN	REIMBURSEMENT/DARE	28.87
ELECTRONIC ENGINEERING	LIGHT PLANT PAGERS	1,702.00
ELITE K-9	BITE SLEEVE	108.94
ELLIOTT EQUIPMENT	BREATHER FILTER	108.09
ELSMORE SWIM SHOP	SWIM SUPPLIES	139.45
ENCORE ENERGY	NAT GAS BOILER	3,726.30
ENVIRONMENTAL RESOURCE ASSOC	CHEMICALS	488.83
F C CHAMBER OF COMMERCE	HOTEL/MOTEL	6,989.30
F C ECON DEVEL CORP	HOTEL/MOTEL	2,329.77
F C ECON DEVEL CORP	DENVER TRIP EXPENSES	395.10
F C EMPLOYEE ASSN	FLOWER FUND	40.00
F C MUN UTILITIES	UTILITIES	11,850.36
FARMER'S CO-OP ASSOC	FUEL	9,773.06
FARUS CONTRACTING	RENT REIMBURSE/TENANT #19	245.00
FARUS CONTRACTING	RENT REIMBURSE/TENANT #15	95.00
FARUS CONTRACTING	RENT REIMBURSE/TENANT #22	450.00
FARUS CONTRACTING	RENT REIMBURSE/TENANT #27	95.00
FC COMMUNITY SCHOOL	DARE COOKIES	90.00
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	9,376.46
FOREST CITY AUTO CENTER	FUEL CAP	21.39
FOREST CITY FORD	LUBE/OIL/FILTER	81.90
FOREST CITY VET CLINIC	CANINE SUPPLIES	135.90
G & H MOTOR PARTS	PARTS	806.33
GALL'S	UNIFORMS	883.94
GWORKS	USER GROUP MEETING	260.00
H & S AUTO PARTS	PARTS	25.24
H & S AUTO PARTS	FILTERS	313.92
HANCOCK COUNTY ATTORNEY	10% FORFEITURE FUNDS	242.50
HASTINGS FIBER GLASS PRODUCTS	PRUNER HEAD	109.55
MIKE HAUGEN	FUEL/MEAL REIMBURSEMENT	228.31
STEVE HAUGEN	UNIFORM ALLOWANCE	39.55
HAWKINS INC	CHEMICALS	1,285.75

HERMEL WHOLESAL	WATER	83.43
NORMA J. GINTHER-HERTZER	SERVICES	1,250.00
HOLLAND CONTRACTING	SNOW REMOVAL	312.50
HOLLAND CONTRACTING	TIRES	1,400.00
HOLLAND CONTRACTING	SWEEPER TIRES	590.00
HOVINGA JEFF	REIMBURSE GROOMER REPAIRS	766.20
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	1,258.00
IA ASSN OF MUN UTIL	NCISA	1,456.19
IA ASSN OF MUN UTIL	EIA-861 REPORT	150.00
SIMMERING-CORY/IA CODIFICATION	FEB 2019 SUPPLEMENT	749.00
IOWA DEPT OF JUSTICE	10% FORFEITURE FUNDS	242.50
IOWA LIBRARY ASSOC	REGISTRATION/COSGRIFF	20.00
IOWA LIBRARY ASSOC	REGISTRATION/COSGRIFF	50.00
IOWA ONE CALL	SERVICES	20.80
IPRA	CPO TRAINING/S EDMONDSON	640.00
IRBY	ELECTRICAL SUPPLIES	333.48
IRBY	ELECTRICAL SUPPLIES	10,329.06
JOANS UPHOLSTERY	HEAT HOUSER REPAIR	48.15
K I O W	SNOW EVENT	353.34
K.C. NIELSEN, LTD.	PARTS	346.12
KAISER AUTO REPAIR	FUEL PUMP	557.04
KAISER AUTO REPAIR	LOF/PARTS/LABOR	109.80
KNORR ELECTRIC	INSPECTION FEE	20.00
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	8,445.43
LARRY ELWOOD CONSTRUCTION	PLOW SPRING	34.37
LEVI LECKRONE	FR CLOTHING REIMBURSEMENT	177.00
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,103.28
MANUFACTURER'S BANK	RENT REIMBURSE/TENANT #29	187.50
MARTINEZ PROPERTIES	RENT REIMBURSE/TENANT #30	112.50
MARTINEZ PROPERTIES	RENT REIMBURSE/TENANT #30	112.50
MASON CITY RECYCLING	RECYCLING CHARGES	3,988.20
MENARDS	MISC SUPPLIES	62.75
MENARDS	MISC SUPPLIES	96.30
METERING & TECHNOLOGY SOLUTION	METERS	376.39
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	239.51
RON MILLER	OFFICIAL	800.00
NEW YORK LIFE	GROUP INS PAYABLE	350.12
NEXT GENERATION	SYSTEM SUPPORT	524.84
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	1,194.73
NORTH CENTRAL SALES & SERVICE	TOWING/STORAGE	375.00
NORTH IA LUMBER & DESIGN	INSULATION	62.83
NORTH IA LUMBER & DESIGN	LUMBER	103.99
OUTLAW TRUCK PARTS	PARTS	71.59
PETTY CASH	REIMBURSE PETTY CASH	66.95
PETTY CASH	REIMBURSE PETTY CASH	37.50
PHOENIX RENTALS	RENT REIMBURSE/TENANT #26	150.00
PITNEY BOWES	EQUIP SERVICE AGREEMENT	618.66
POWER LINE SUPPLY	GUARD RISER	2,172.75
POWER LINE SUPPLY	ELECTRICAL SUPPLIES	877.62
PRAIRIE ENERGY CO-OP	UTILITIES	139.87
PRESTO-X	SERVICES	86.00
QUILL CORPORATION	OFFICE SUPPLIES	198.96
QUILL CORPORATION	OFFICE SUPPLIES	160.20
QUILL CORPORATION	OFFICE SUPPLIES	149.93
RESCO	PROJECT SUPPLIES	9,158.65
RHODE ISLAND NOVELTY	REC SUPPLIES	153.06
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00

BYRON RUITER	REIMBURSE/WATER ALERT	99.55
BRANDON SCHMIDT	FUEL REIMBURSEMENT	25.01
SHOPKO STORES OPERATING CO	MINI FRIG	139.99
KEVIN SWANSON	PART REIMBURSEMENT	57.84
TASC	FLEX PRE-TAX	1,021.09
TASC	FLEX PRE-TAX	1,021.09
TEST AMERICA LABORATORIES	TESTING	971.25
TG INDUSTRIES INC.	PARTS/1992 BASKET TRUCK	99.01
TREAS, ST OF IOWA	STATE TAXES	8,659.00
DICK TRIMBLE	SERVICES	3,834.02
U P S	UPS CHARGES	62.51
U S POST OFFICE	UTILITY BILL POSTAGE	2,000.00
U.S. BANK	CREDIT CARD CHARGES	3,450.63
UMMEG	STS COSTS	16,943.94
UMMEG-RUGBY	RUGBY FARM	9,244.74
US DEPT IF EDUCATION AWG	GARNISHMENT	279.69
US DEPT IF EDUCATION AWG	GARNISHMENT	249.86
UTILITY EQUIP CO	PARTS	260.22
VALIC	DEF COMP- 457	475.00
VALIC	DEF COMP- 457	475.00
VERIZON	PHONE SERVICE/DEVICE	68.36
VERIZON	PHONE SERVICE	983.18
VESSCO	ROTOR ASSMEBLY	517.22
VISA	PRESSURE WASHER	888.87
VISUAL COMMUNICATION SERVICES	MEET & GREET SIGN	84.62
VOLTMER	PAY EST #1/ROTATING BEACON	32,385.50
SANDY WAGNER	SERVICES	250.00
WCTA	SERVICES	1,632.77
WESCO RECEIVABLES CORP.	PROJECT SUPPLIES	55,877.42
WESCO RECEIVABLES CORP.	PROJECT SUPPLIES	15,037.82
WESTRUM LEAK DETECTION	LEAK DETECTION SERVICE	650.00
WESTRUM LEAK DETECTION	C ST & S 6TH ST	1,215.00
WINNEBAGO COUNTY SHERIFF	GARNISHMENT	142.81
Y M C A	YMCA	259.00
ZIEGLER, INC.	PARTS/SERVICE	357.94
ZIEGLER, INC.	TRIP CHARGE	288.00
TOTAL ACCOUNTS PAYABLE		572,014.22
PAYROLL CHECKS		145,785.80
**** PAID TOTAL ****		717,800.02
***** REPORT TOTAL *****		717,800.02

## FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	157,087.27
DRUG FORFEITURE	1,993.86
GRANT ADMINISTRATION	25.50
ROAD USE	29,841.12
HOTEL/MOTEL FUND	9,319.07
LOW/MOD INCOME	1,447.50
MOTEL PROJECT	395.10
LIBRARY	590.02
CASEY'S STORE	30.47
WATER	27,081.46
SEWER	35,505.56
ELECTRIC	421,370.40

LANDFILL-GARBAGE	32,114.36
STORM WATER	998.33
TOTALS	<u>717,800.02</u>

Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 8:37 p.m. Motion carried unanimously.

ATTEST:

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Barbara Smith, City Administrator

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Byron Ruitter, Mayor