

REGULAR MEETING
May 20, 2019

The City Council of the City of Forest City, Iowa, met in regular session on May 20, 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 Phase 1B of the Electric System Improvements Cutover Project. Since there were no written objections, nor were any oral objectors present at the meeting, the Mayor declared the meeting to be closed at 7:00 p.m.

Councilmembers present at roll call included: Buffington, Davis, Holland, Mikes, Pehrson and Zehren. Absent: Wooldridge.

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

1. Agenda (5/20/19)
2. Council Minutes (5/4/19)
3. Board & Committee Minutes, as follows:
 - a. SMART Conference – Barb
 - b. Heritage Park (5/7/19)
 - c. Library Board (5/15/19)
4. Prairie View TIF Reimbursement - \$25,079.47
5. List of Claims
6. Approve Licenses & Permits
 - a. Cosmic Concepts – Tobacco Permit
 - b. Hy Vee – Tobacco Permit & Class E Liquor License
 - c. Class C Liquor Licenses for Totem Food Service – River Oaks & Friendship Hall (pend dram)
 - d. Class B Beer permit for Forest City Chamber of Commerce (pend dram)

Motion carried unanimously.

City Administrator Barbara Smith presented a request from Paddler's Tap to close Clark Street from the alley south of Paddler's to K Street on Friday, June 14th, from 5-10 p.m. for a bags tournament and tap takeover. Moved by Buffington, seconded by Davis, to approve the request. Motion carried unanimously.

Airport Manager Dick Trimble asked the Council to approve Pay Estimate No. 2 in the amount of \$513.00 to Voltmer, Inc., Decorah, Iowa, for work on the Replace Rotating Beacon Project. Moved by Zehren, seconded by Pehrson, to approve Pay Estimate No. 2. Motion carried unanimously.

Airport Manager Dick Trimble asked the Council to approve Pay Estimate No. 3 in the amount of \$83,490.04 to Voltmer, Inc., Decorah, Iowa, for work on the Reconstruct Runway 15/33 Edge Lighting Project. Moved by Mikes, seconded by Pehrson, to approve Pay Estimate No. 3. Motion carried unanimously.

Councilmember Holland introduced Resolution 18-19-70, A RESOLUTION MAKING AWARD OF A CONTRACT FOR THE ELECTRIC METER CUTOVER PROJECT – PHASE IB FOR FOREST CITY, Iowa, and moved its adoption, which was seconded by Councilmember Davis. Roll call vote – all ayes. Whereupon the Mayor declared Resolution 18-19-70 duly adopted. The bid is awarded to Groe Electric, Lake Mills, Iowa, in the amount of \$33,297. This project will affect 37 single-phase properties and 3 three-phase properties.

City Administrator Barbara Smith asked the Council to approve a Return-to-Work Policy for the employee's work comp program. Deputy Clerk Valerie Monson explained the protocol for this program and that it would provide light duty tasks for employees returning from medical leave with restrictions. Moved by Mikes, seconded by Davis, to approve the policy. Motioned carried unanimously.

City Administrator Barbara Smith led the discussion regarding the Bergland & Cram contract for the new library roof engineering. Moved by Buffington to table a decision and move forward with temporary repair. This motion died for lack of a second. Moved by Zehren, seconded by Mikes, to approve the contract and have it tied to the library design contract to work in conjunction with the library design. The architect will need to issue an addendum to the original contract. Motion carried, with Holland voting nay.

Councilmember Holland introduced the third reading of Ordinance No. 793, AN ORDINANCE TO AMEND CHAPTER 111.02 OF THE CODE OF ORDINANCES TO UPDATE THE RATES FOR THE ELECTRICAL UTILITY SYSTEM FOR THE CITY OF FOREST CITY, IOWA, and moved its adoption. Councilmember Davis seconded the motion. Roll call vote – all ayes.

Councilmember Mikes moved that Ordinance No. 793 now be adopted. Councilmember Pehrson seconded the motion. Roll call vote – all ayes. Whereupon the Mayor declared Ordinance No. 793 duly adopted.

Councilmember Zehren introduced the third reading of Ordinance No. 796, AN ORDINANCE AMENDING CHAPTER 106 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, BY INCREASING COLLECTION FEES FOR THE DISPOSAL OF CERTAIN SOLID WASTE and moved its adoption. Councilmember Pehrson seconded the motion. Roll call vote – all ayes.

Councilmember Buffington moved that Ordinance No. 796 now be adopted. Councilmember Pehrson seconded the motion. Roll call vote – all ayes. Whereupon the Mayor declared Ordinance No. 796 duly adopted.

Councilmember Pehrson introduced the third reading of Ordinance No. 797, AN ORDINANCE TO AMEND CHAPTER 99.02 OF THE CODE OF ORDINANCES BY AMENDING THE RATES FOR WATER SERVICE, CITY OF FOREST CITY, IOWA, and moved its adoption. Councilmember Davis seconded the motion. Roll call vote – all ayes.

Councilmember Zehren moved that Ordinance No. 797 now be adopted. Councilmember Davis seconded the motion. Roll call vote – all ayes. Whereupon the Mayor declared Ordinance No. 797 duly adopted.

Councilmember Mikes introduced the third reading of Ordinance No. 798, AN ORDINANCE TO AMEND CHAPTER 99.02 OF THE CODE OF ORDINANCES BY AMENDING THE RATES FOR THE SANITARY SEWER SYSTEM FOR THE CITY OF FOREST CITY, IOWA, and moved its adoption. Councilmember Holland seconded the motion. Roll call vote – all ayes.

Councilmember Buffington moved that Ordinance No. 798 now be adopted. Councilmember Holland seconded the motion. Roll call vote – all ayes. Whereupon the Mayor declared Ordinance No. 798 duly adopted.

Mayor Ruitter asked that it be noted in the minutes that Lineman Andrew Lang would be moving to Step 2 (\$26.65), per the Union Contract.

Councilmember Buffington introduced Resolution 18-19-68, A RESOLUTION APPROVING THE APPOINTMENT OF SETH THORSON TO THE LIBRARY BOARD, and moved its adoption, which was seconded by Councilmember Pehrson. Roll call vote – all ayes. Whereupon the Mayor declared Resolution 18-19-68 duly adopted. Seth Thorson will be fulfilling the remainder of Marge Fitzgerald’s term (7/1/22).

City Administrator Barbara Smith led the discussion of the proposed Housing Buyout Program, which is a program to sell lots for \$1.00 to construct a stick-built home at a minimum cost of \$100,000 on these lots. The current lots for consideration are located at 409 Secor Avenue and 246 North 8th Street. Councilmember Buffington introduced Resolution 18-19-69, A RESOLUTION AUTHORIZING THE GUIDELINES FOR THE HOUSING BUYOUT PROGRAM and moved its adoption, which was seconded by Councilmember Davis. Roll call vote – all ayes. Whereupon the Mayor declared Resolution 18-19-69 duly adopted. Full regulations may be obtained at the City Clerk’s office.

Street Superintendent Mike O’Rourke asked the Council’s approval to purchase a Freightliner 114D in the amount of \$81,464 for the Street Department. The Line Department will purchase the old vehicle from the Street Department. Moved by Buffington, seconded by Davis, to approve the purchase. Motion carried unanimously.

Street Superintendent Mike O’Rourke asked the Council’s approval to purchase a Monroe 10’ D.T.S. Combination Dump body/spreader with 6.0 yd capacity in the amount of \$88,320.09 from Crysteel Truck Equipment, Lake Crystal, Minnesota, for the Street Department. Moved by Holland, seconded by Zehren, to approve the purchase. Motion carried unanimously.

Under public forum, Leslie Torkelson provided information to the Council regarding renter’s rights.

The following invoices were approved for payment:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ADVANCED DOOR SYSTEMS	PARTS/SERVICE	194.00
ADVANCED SYSTEMS	COPIER PAYMENT	83.04
AHLERS & COONEY PC	CONSUL/PROF FEES	55.00
ARAMARK	LAUNDRY SERVICE	357.15
BEAR CREEK GOLF COURSE	DONATIONS	1,800.00
BILL'S FAMILY FOODS	MISC SUPPLIES	38.92
BLACK HILLS ENERGY	GAS FOR HEAT	4,551.10
BMC AGGREGATES LC	ROADSTONE	1,158.45
BOMGAARS SUPPLY	MISC SUPPLIES	245.86
BRAKKE IMPLEMENT	TIE ROD ASSEMBLY	66.33
BSN SPORTS	POOL SUPPLIES	380.95
CAMPUS VIEW APARTMENTS	MAY RENT/S ARMSTRONG	650.00
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	605.30
CLAPSADDLE GARBER ASSOCIATES	RUNWAY 15/33 LIGHTING	3,169.74
CLEAR LAKE SANITARY DISTRICT	TESTING	143.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	314.30
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	131,071.70
DECKER'S SPORTING GOODS	YOUTH BASEBALL CLOTHING	2,799.83

DOLLAR GENERAL-REGIONS 410526	MISC SUPPLIES	51.95
SUE EDMONDSON	MILEAGE REIMBURSEMENT	66.12
EFTPS	FED/FICA TAX	24,889.28
ROSS EIDEN	REIMBURSE/K-9 TRAINING	90.27
ELLIOTT EQUIPMENT	SWEEPER GUTTER BROOM	1,415.76
ELSMORE SWIM SHOP	SWIMSUITS	1,362.60
F C CHAMBER OF COMMERCE	REBATE/J PAGEL	50.00
FAIRBANKS MORSE	REPAIR #6 ENGINE	6,524.26
FARMER'S CO-OP ASSOC	FUEL	6,830.45
FLETCHER-REINHARDT	FUSE LINKS	580.17
FOREST CITY FORD	LUBE/OIL/FILTER	46.45
G & H MOTOR PARTS	PARTS	201.37
G & H MOTOR PARTS	PARTS	766.15
GIFTS SEW SWEET	SHIRTS	171.40
HAUGEN CONTRACTING	MAIN BREAK 245 EAST J	2,845.25
HAWKINS INC	CHEMICALS	2,053.83
HERMEL WHOLESALE	WATER	25.67
NORMA J. GINTHER-HERTZER	SERVICES	1,250.00
HOLLAND CONTRACTING	TIRES	628.00
HOLLAND CONTRACTING	TIRES	772.00
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	84.50
IOWA DEPT OF NATURAL RESOURCES	OPERATOR CERT RENEWAL APPS	600.00
IOWA LEAGUE OF CITIES	ACADEMY REG/B BURRESS	555.00
IRBY	ELECTRICAL SUPPLIES	47.78
K I O W	WATER MAIN FLUSHING	488.97
K.C. NIELSEN, LTD.	FRAME & BAG	135.64
KAISER AUTO REPAIR	LEAF SPRING REPAIR	625.70
KELTEK INC.	PAPER	125.48
KIEFER AQUATICS	POOL SUPPLIES	733.21
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	5,029.15
LARSON PRINTING	ACTIVITY CALENDAR	1,577.30
LINCOLN AQUATICS	RESCUE TUBES	470.28
LYLE'S SALES & SERVICE	TRIMMER/HEADS	307.97
MANUFACTURER'S BANK	RENT REIMBURSE/TENANT #29	187.50
MENARDS	MISC SUPPLIES	86.87
MENARDS	MISC SUPPLIES	316.93
MINNESOTA VALLEY TESTING LAB	TESTING	60.80
MK SERVICE & REPAIR	FLOOR SCRUBBER	3,700.00
N I A C C	BLS TRAINING	18.00
N I A C O G	TRANSIT OPERATION	2,204.47
NEW YORK LIFE	GROUP INS PAYABLE	350.12
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	1,234.72
NORTH IA LUMBER & DESIGN	CONCRETE BIT	13.54
NORTH IA LUMBER & DESIGN	CONCRETE MIX	18.92
OFFICE DEPOT	OFFICE SUPPLIES	309.86
PRAIRIE ENERGY CO-OP	UTILITIES	122.68
PRAIRIE VIEW LAND DEVELOP	TIF REBATE	25,079.47
JARED PRICE	COMPUTER SERVICE	200.00
QUILL CORPORATION	OFFICE SUPPLIES	648.23
RECREATION SUPPLY COMPANY	CHAISE LOUNGERS	844.73
KEVIN J REICKS	UNIFORM ALLOWANCE	41.72
RESCO	PROJECT SUPPLIES	2,259.16
RIHM KENWORTH	STEERING GEAR BOX/LABOR	1,596.35
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
ROAD MACHINERY & SUPPLIES CO.	HOSE ASSEMBLY	72.68
SCHNEBLY'S 66" "	FUEL	70.20
SCHNEBLY'S 66" "	TIRE	53.20
SPEER FINANCIAL	MSRB FILING FEES	545.00

SWIMMING POOL SUPPLY COMPANY	MAIN DRAIN GRATES	4,800.00
TASC	FLEX PRE-TAX	944.17
THEISS SHIRTS, INC	YOUTH REC SHIRTS	4,151.25
TMF CORPORATION	RECYCLE BINS	1,164.58
DICK TRIMBLE	SERVICES	3,916.61
U.S. BANK	CREDIT CHARGES-REWARD DOLLARS	169.59
UMMEG	STS COSTS	14,794.35
UMMEG-RUGBY	RUGBY FARM	15,354.36
UNITY POINT CLINIC	PRE-EMPLOY DRUG SCREEN	42.00
VERIZON	PHONE SERVICE/DEVICE	68.36
VISA	CREDIT CARD CHARGES	821.20
VISA	CREDIT CARD CHARGES	29.78
VISA	CREDIT CARD CHARGES	698.37
VISA	CREDIT CARD CHARGES	927.85
VISA	CREDIT CARD CHARGES	280.52
VOLTMER	PAY EST #3/RUNWAY LIGHTING	84,003.04
WCTA	SERVICES	1,629.23
WESCO RECEIVABLES CORP.	PROJECT SUPPLIES	103,151.86
WESTRUM LEAK DETECTION	LOCATE LEAK 825 SOUTH 6TH	607.50
TOTAL ACCOUNTS PAYABLE		486,870.06
PAYROLL CHECKS		69,695.80
**** PAID TOTAL ****		556,565.86
***** REPORT TOTAL *****		556,565.86

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL FUND	169,334.68
GRANT ADMINISTRATION	1,800.00
ROAD USE	10,978.39
TIF	25,079.47
LOW/MOD INCOME	187.50
2018-20 STREET PROJECTS	272.50
LIBRARY	192.14
WATER	15,912.47
SEWER	11,518.55
ELECTRIC	303,036.12
LANDFILL/GARBAGE	16,536.89
STORM WATER	1,717.15
TOTALS	<u>556,565.86</u>

MONTHLY FUND RECAP (April 2019)

FUN	DESCRIPTION	RECEIPTS
D		
001	General	698,280.75
002	Drug Forfeiture	2,701.10
004	Park Improvement	700.00
006	Grant Administration	33,600.00
110	Road Use	22,591.56
112	Employee Benefits	176,752.16
119	Emergency	13,227.98
121	Local Option Sales Tax	33,703.36
125	TIF	165,506.98
127	Low/Mod Income	10,548.89

200	Debt Service	199,633.85
600	Water	62,734.99
610	Sewer	74,599.39
630	Electric	461,946.76
670	Landfill/Garbage	41,791.18
740	Storm Sewer	11,838.80
	TOTAL ALL FUNDS	2,010,157.75

April 2019 Net Salaries 138,799.59

Moved by Davis, seconded by Buffington, to adjourn the meeting at 8:22 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator

Byron Ruiter, Mayor